

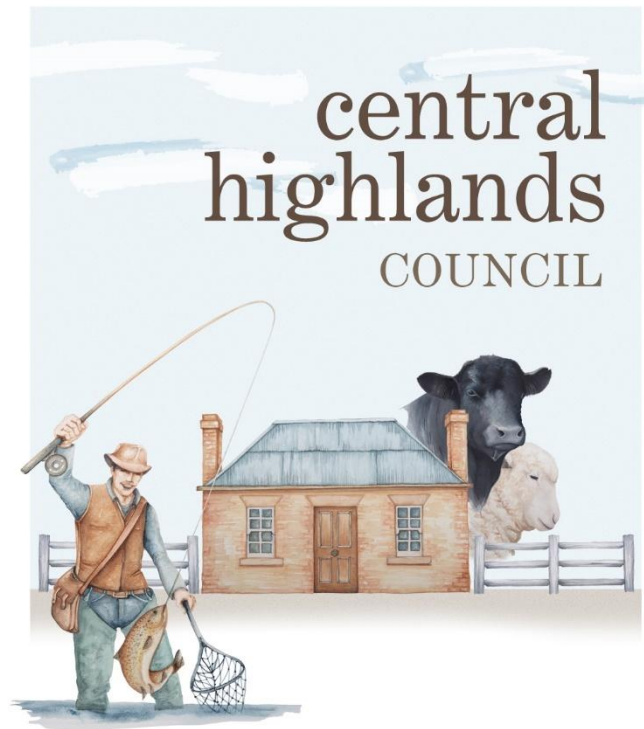
## **Agenda Attachments**

21 January 2025

Ordinary Council Meeting  
Hamilton Council Chambers

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# **Council Meeting Minutes**

**10<sup>th</sup> December 2024**

**Bothwell Council Chambers**

## **Notice of Meeting of Council – Tuesday 10<sup>th</sup> December 2024**

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, **Bothwell** on **Tuesday 10<sup>th</sup> December 2024**, 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 **5<sup>th</sup>** day of **December 2024**.



Stephen Mackey  
**Acting General Manager**

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The meeting commenced at 9.05 a.m.

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## **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.

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## **ACKNOWLEDGEMENT OF COUNTRY**

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

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## **CONDUCT OF COUNCIL MEETING**

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

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

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## **1. PRESENT**

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

### **1.1 IN ATTENDANCE**

Mr Stephen Mackey (Acting General Manager), Mr Graham Rogers (Manager - Development and Environmental Services), Ms Kat Cullen (Community Development Officer) and Mrs Katrina Brazendale (Minute Secretary).

### **1.2 APOLOGIES**

Nil



## 2. CONSIDERATION OF SUPPLEMENTARY ITEMS TO THE AGENDA

### RESOLUTION 01/12.2024/C

**Moved:** Cr J Honner

**Seconded:** Cr R Cassidy

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

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

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

#### 21.1 Community Donation Request – Cooper Smythe

**CARRIED**

##### **For the Motion**

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

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

### 3.1 DECLARATIONS OF PECUNIARY INTEREST

#### **PURPOSE**

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

Nil

### 3.2 DECLARATIONS OF CONFLICT OF INTEREST

#### **PURPOSE**

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

##### ***PART 2 – Conflict of Interest that are not Pecuniary.***

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

- (a) Declare the conflict of interest and the nature of the interest before discussion on the matter begins; and
- (b) Act in good faith and exercise reasonable judgement to determine whether a reasonable person would

consider that the conflict of interest requires the Councillor to remove himself or herself physically from any Council discussion and remain out of the room until the matter is decided by the Council.

The following declarations were recorded:

Cr Y Miller – CLOSED Session Item 4.3 Employee Contract

Cr Y Miller – Item 15.2 Community Requests For Usage of Ouse Hall

Cr Y Miller – Item 15.4 Financial Support for Hall of Industries Upgrade Hamilton Show Grounds

Katrina Brazendale – CLOSED Session Item 4.2 Australia Day Awards

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## **4. MINUTES**

### **4.1 CONFIRMATION OF DRAFT ORDINARY COUNCIL MEETING MINUTES – 15 OCTOBER 2024**

#### **RESOLUTION 02/12.2024/C**

**Moved:** Cr Y Miller

**Seconded:** Cr J Honner

**THAT** the Draft Minutes of the Ordinary Meeting of Council held on Tuesday 15 October 2024 be confirmed.

**CARRIED**

#### **For the Motion**

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

#### **Attachment – Draft Minutes**

#### **PURPOSE**

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

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### **4.2 RECEIVAL OF DRAFT OF PLANNING COMMITTEE MEETING MINUTES – 12 NOVEMBER 2024**

#### **RESOLUTION 03/12.2024/C**

**Moved:** Cr R Cassidy

**Seconded:** Cr J Hall

**THAT** the Draft Minutes of the Planning Committee Meeting of Council held on Tuesday 12 November 2024 be received.

**CARRIED**

#### **For the Motion**

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

**Attachment – Draft Minutes**

**PURPOSE**

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

**5. NOTIFICATION OF COUNCIL WORKSHOP(S) HELD**

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).

- 12<sup>th</sup> December 2024

**6. CLOSURE OF THE MEETING TO THE PUBLIC**

**RESOLUTION 04/12.2024/C**

**Moved:** Cr J Honner

**Seconded:** Cr Y Miller

**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:

<b>Item Number</b>	<b>Matter</b>	<b>Outcome</b>
<b>2.1</b>	<i>Confirmation of the Minutes - Closed Session of the Ordinary Meeting of Council held on 19 November 2024.</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>
<b>4.1</b>	<i>Tender – 1000 Acre Lane</i>	<i>Regulation 15 (2)(d) contracts, and tenders, for the supply of goods and services and their terms, conditions, approval and renewal).</i>
<b>4.2</b>	<i>Australia Day Awards</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>

<b>4.3</b>	<i>Employment Contract</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>
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**CARRIED****For the Motion**

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

**PURPOSE**

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

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

**MEETING CLOSED** to the public at 9.12 am.

## 7. RE-OPEN MEETING TO THE PUBLIC

*Jason Branch, Works & Services Manager and Graham Rogers, Manager DES were in attendance when the meeting resumed*

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

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

## 8. PUBLIC RELEASE ANNOUNCEMENT(S)

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

<b>Item Number</b>	<b>Matter</b>	<b>Decision</b>
<b>2.1</b>	<i>Confirmation of the Minutes - Closed Session of the Ordinary Meeting of Council held on 19 December 2024.</i>	<b>THAT</b> <i>the Minutes of the Closed Session of the Ordinary Meeting of Council held on 19 November 2024 be confirmed</i>
<b>4.1</b>	<i>Tender – 1000 Acre Lane</i>	<b>THAT</b> <i>Council accept the tender of AWC PTY LTD for stage 4 of Thousand Acre Lane</i>
<b>4.2</b>	<i>Australia Day Awards</i>	<b>THAT</b> <i>the information be noted</i>
<b>4.3</b>	<i>Employment Contract</i>	<b>THAT</b> <i>the information be noted</i>

## 9. PUBLIC QUESTION TIME

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

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

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

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

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

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

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

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

Damian Bester – Steve Loring

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## **10. PETITIONS / DEPUTATIONS / PRESENTATIONS**

### **10.1 PETITIONS**

Nil

### **10.2 DEPUTATIONS**

Nadine Cove will attend the meeting to provide an update on the Highlands Bushfest 2024

### **10.3 PRESENTATIONS**

Nil

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## **11. NOTICE OF MOTIONS**

### **PURPOSE**

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

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

**11.1 NOTICE OF MOTION – CR R CASSIDY**

**RESOLUTION 05/12.2024/C**

**Moved:** Cr R Cassidy

**Seconded:** Cr Y Miller

**THAT** Council Change the two 100km/h Speed Limit Signs opposite Lodge to 80km/h. Relocate the 100km/h Speed Limit signs relocated to the straight section of Highland Lakes Road beginning approximately South 42.395553 / East 147.058937 (see map). Request GM and Mayor contact State Roads to facilitate these safety initiatives:

**CARRIED 7/2**

**For the Motion**


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

**Against the Motion**

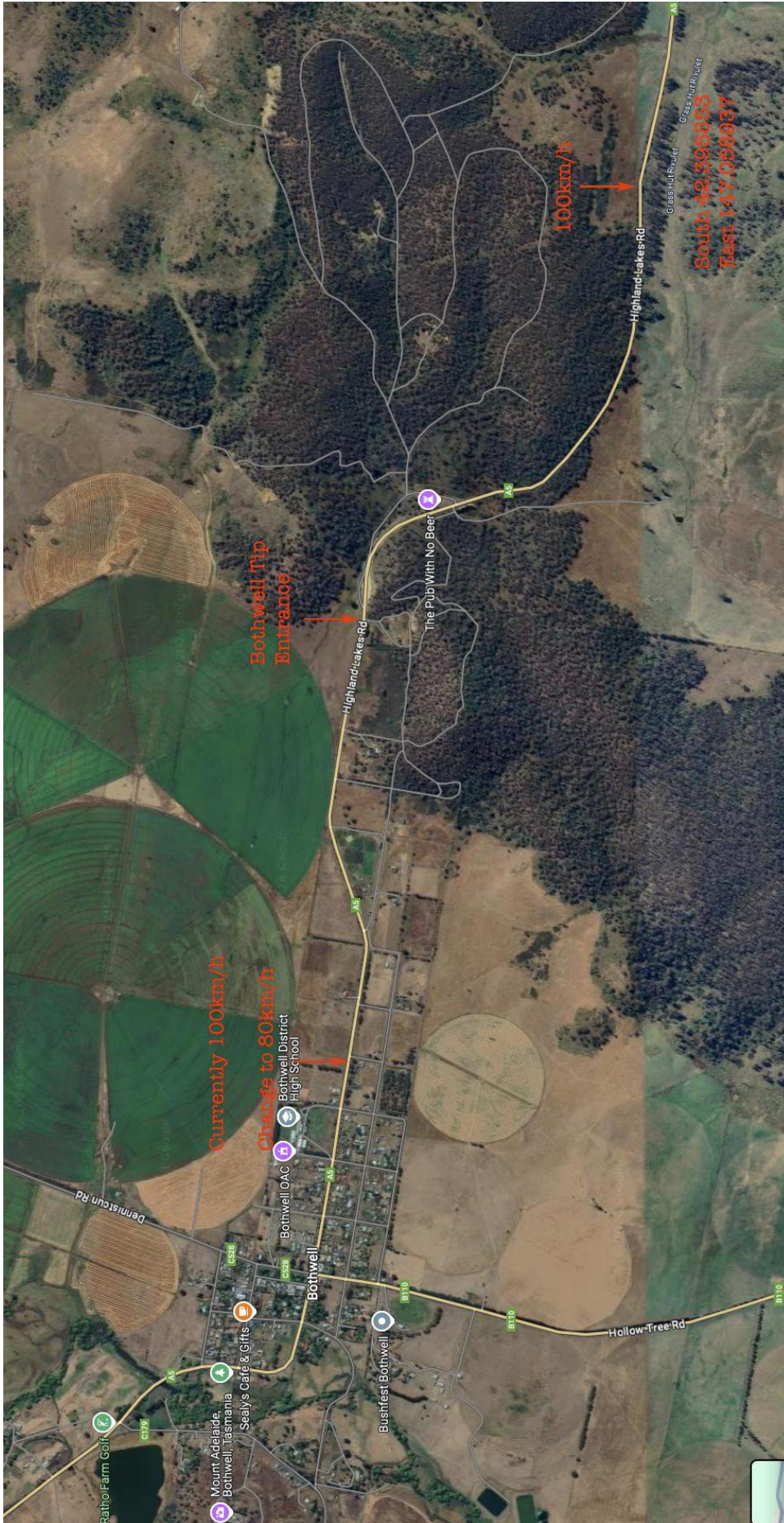
Mayor L Triffitt and Cr J Honner

<b>Date of Meeting:</b>	10 December 2024
<b>Councillor Name:</b>	Robert L. Cassidy
<b>Proposed Motion:</b>	Change the two 100km/h Speed Limit Signs opposite Lodge to 80km/h. Relocate the 100km/h Speed Limit signs relocated to the straight section of Highland Lakes Road beginning approximately South 42.395553 / East 147.058937 (see map). Request GM and Mayor contact State Roads to facilitate these safety initiatives.
<b>Background Details:</b>	<p>Road Safety: "Speed Kills"</p> <p>Between Bagdad and the Pontville Roundabout, the Midland Highway is <b>14.0m wide</b>, to include two sealed shoulders 2.0m wide, a 3.0m wide centre turning lane, plus two 3.5m wide traffic lanes (northbound and southbound) . . . All of the entrances to residential properties, paddocks, two service stations, infrastructure facilities and a school necessitated a speed limit reduction from 100km/h to 80km/h</p> <p>Bothwell's Patrick Street/Highland Lakes Road (A5) is approximately a <b>6.0m wide</b> sealed road surface.</p> <p>East of the Bothwell District School, the speed limit is 60km/h and jumps to 100km/h in approximately, with no transition speed, where I have observed vehicles aggressively accelerating or aggressively accelerating to pass a slower vehicle, creating loud engine/exhaust nuisance noise and a potential safety risk to any westbound oncoming vehicles, including the School Bus and two more properties on the North side of entering Patrick Street/Highland Lakes Road, beyond the 100km/h side. For further consideration, there are young children who walk and bicycle between the house(s) aforementioned. Please refer to the attached photos. This will serve to enhance road safety for traffic and pedestrians, by reducing</p>



	speed to the East of the Bothwell Tip entrance and the curves in the vicinity of "Pub With No Beer" to 80km/h.
<b>Signature:</b>	
<b>Date:</b>	21 November 2024





**11.2 NOTICE OF MOTION – CR J HALL AND CR D MEACHEAM****RESOLUTION 06/12.2024/C****Moved:** Cr J Hall**Seconded:** Cr D Meacheam**THAT** Council as a matter of urgency act to hasten the replacement of the Waddamana bridge**CARRIED****For the Motion**

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

<b>Date of Meeting:</b>	December 10, 2024
<b>Councillor Names:</b>	John Hall, David Meacheam
<b>Proposed Motion:</b>	That Council as a matter of urgency act to hasten the replacement of the Waddamana bridge
<b>Background Details:</b>	On Monday, December 3, we met with state MP Jen Butler and about a dozen local landholders and businessmen at the site of the collapsed Waddamana bridge. All present expressed their frustration at the slow progress towards the replacement of the Waddamana bridge. On a day-to-day basis numerous workers go from the Waddamana village to the Cattle Hill windfarm. They, and all local landholders, have to cope with the probability that for 42 days a year they will not be able to make the ford crossing. It has been proposed to add additional culverts to the concrete crossing. The view of those present was that this is unlikely to substantially lessen the number of days that the ford will be usable
<b>Signature:</b>	<i>John Hall, David Meacheam</i>
<b>Date:</b>	03/12/24

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

Nil

## 13. ORDINARY COUNCIL MEETING RESUMED

Not Required

## 14. MONTHLY MAYORAL AND ELECTED MEMBERS ACTIVITY

### RESOLUTION 07/12.2024/C

**Moved:** Cr J Honner

**Seconded:** Cr Y Miller

**THAT** the Council notes the Mayoral and Elected Members Activities.

**CARRIED**

#### **For the Motion**

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

### IMPLICATIONS AND FINANCIALS

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

### PURPOSE

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

### BACKGROUND

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

**DISCUSSION**

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

**Mayor Loueen Triffitt**

18 November 2024	Bushfest Interview
19 November 2024	Ordinary Council Meeting (Bothwell)
20 November 2024	LGAT Mayors & Deputy Mayors Meeting
21 November 2024	LGAT General Meeting
23 November 2024	Highlands Bushfest
24 November 2024	Highlands Bushfest
27 November 2024	ILU Inspections Ouse & Bothwell
2 December 2024	Australia Day Meeting
3 December 2024	Bothwell District High School Awards Assembly

- Business of Council x 5
- Ratepayer and community members – communications x 0
- Elected Members - communications x 2
- Council Management communications x 5

**Deputy Mayor J Allwright**

19 November 2024	Ordinary Council Meeting (Bothwell)
20 November 2024	LGAT Mayors & Deputy Mayors Meeting
21 November 2024	LGAT General Meeting
9 December 2024	Audit Panel Meeting (Hamilton)

**Cr A Archer**

19 November 2024	Ordinary Council Meeting (Bothwell)
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**Cr A Bailey**

19 November 2024	Ordinary Council Meeting (Bothwell)
2 December 2024	Australia Day Meeting

**Cr R Cassidy**

12 November 2024	Planning Meeting (Bothwell)
12 November 2024	Workshop (Bothwell)
19 November 2024	Ordinary Council Meeting (Bothwell)
23 November 2024	Highlands Bushfest
24 November 2024	Highlands Bushfest

**Cr J Hall**

13 November 2024	Camera Surveillance Early warning fire protection (Bothwell Fire Station)
19 November 2024	Ordinary Council Meeting (Bothwell)
23 November 2024	Highlands Bushfest
24 November 2024	Highlands Bushfest
27 November 2024	Bush Watch Meeting (Gretna)

**Cr J Honner**

19 November 2024	Ordinary Council Meeting (Bothwell)
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**Cr D Meacheam**

19 November 2024	Ordinary Council Meeting (Bothwell)
3 December 2024	Meeting with MP Jen Butler at Waddamana
9 December 2024	Audit Panel Meeting (Hamilton)

**Cr Y Miller**

19 November 2024	Ordinary Council Meeting (Bothwell)
2 December 2024	Australia Day Meeting

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

### Build capacity to enhance community spirit and sense of wellbeing

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

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

#### RESOLUTION 08/12.2024/C

**Moved:** Cr J Honner

**Seconded:** Cr Y Miller

*THAT the Health and Wellbeing report be received.*

**CARRIED**

#### **For the Motion**

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

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

#### **BACKGROUND**

The following activities were performed during **October and November 2024**.

#### **Grants and funding**

Completed collaborative grant application with B. Harback – establishment of new change rooms at Gretna Cricket Club via Federal Growing Regions Grant.

Completed two collaborative State Government Response and Recovery grant application with K. Brazendale for equipment to support communities during and following an emergency event – 1: supporting isolated communities grant and 2: supporting recovery centres.

Completed activities as part of assessment panel for Cattle Hill Community Grant. Assessment

meeting held 4 October. Outcomes to be announced by end of year.

### **Health and Wellbeing**

#### **Ouse Community Health Centre**

Commenced meetings with Primary Health Tas to discuss their recent federally funded Innovative Models of Care project at Ouse over next for three years. As part of support for this, meetings have also been held with Corumbene Rural Health, and Tas Health Service.

#### **HATCH collaboration**

Support for HATCH mental health week event at Ouse Hall. Well attended community event, which included BlazeAid volunteers.

Delivery of presentation “Community Development in the Central Highlands” during a workshop to upskill members working towards establishing a Neighbourhood House in Ouse.

### **Community Engagement and Communication**

Assisted with engagement and for these Council and external events and projects:

- Structure Plan draft consultation
- Australia Day Awards
- BlazeAid volunteer program
- Weasel Plains Solar farm proposal consultation
- Telstra Bus visit – Bothwell
- Government Services Bus Visit – Bothwell and Ouse
- State Roads Lyell Highway strategic planning consultation
- HydroTas Community Day

### **Children and young people**

#### **Communities for Children**

Completed activities as part of role in C4C steering committee. Ongoing engagement of Bothwell school students in “Roving Reporter” project which will see local young people interviewing people during Bush Fest. This is part of a wider strategic project aimed at capturing the voices, needs, and aspirations of young people locally.

#### **Playgroup**

Continued support of Bothwell Community Playgroup each week at the Bothwell Football Club.

### **Community training**

#### **License training**

Ongoing coordination of free driver training for locals through RACT, which has been funded through a Cattle Hill Grant. The first of 51 lessons will be shortly delivered in Bothwell to school students, and promotion of program across LGA will follow.

#### **Disability support**

Ongoing support of NDIS funded pre-employment training course for locals at Ouse, with the aim of increasing disability services, and employment opportunities locally.

### **Keep Australia Beautiful Awards**

Facilitation of nomination and site visit of Great Lake Community centre to be nominated for KABs sustainable community award.

### **Communications**

Administration of Council's facebook page.

Progressing update to new Residents Guide.

Assist in new public noticeboards at Gretna and Ellendale, including community consultation.

Bi-monthly email update about grants, events, opportunities sent to local community groups

**Council facility activation****Ouse Hall**

There have several community ideas put forward for increased use of the Ouse Community Hall. Feasible suggestions being considered and will be put forward to Council.

**Liaison with new Ellendale Hall Committee.**

Coordination of Cattle Hill Grant-funded shade structure install at Ouse Recreation Ground.

**Council Grants**

Administration of Council Grants and student bursary program. An updated draft of new version of the community grants application and guidelines will be included with next report.

**Additional meetings attended**

LGAT Health and Wellbeing Network meeting.

Municipal Emergency Management committee meeting

Southern Emergency Management committee meeting

LGAT Measuring What matters in Community Development workshop

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Cr Y Miller declared an interest and left the meeting at 10.29 a.m.

**15.2 COMMUNITY REQUESTS FOR USAGE OF OUSE HALL****RESOLUTION 09/12.2024/C**

**Moved:** Cr J Honner

**Seconded:** Cr R Cassidy

1. **THAT** Council grant Ouse Table Tennis Club a one-year hire agreement, without cost, and in accordance with Policy No. 2013-02 USE OF COUNCIL HALLS, including provisions made for third party and Council use.
2. **THAT** Council grant Health Action Team Central Highlands a one-year hire agreement, without cost, and in accordance with Policy No. 2013-02 USE OF COUNCIL HALLS, including provisions made for third party and Council use.

**CARRIED**

**For the Motion**

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

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

**BACKGROUND****1. Request from Ouse Table Tennis Association**

Ouse Table Tennis Club established two years ago, and have grown into a popular local group, with up to 12 people attending their practice nights. They are an affiliated club with Table Tennis Tasmania and have their own public liability insurance. The Club does not charge for playing, and relies on donations, and in-kind support.



They are currently based at the Ouse School; however, the club has no assurances with long-term use of this building. With the Ouse Hall being refurbished, and after viewing it recently, they have requested to use this as their base.

The Club meets regularly Tuesday mornings and Wednesday nights, and irregularly Saturday and Sunday nights. They have four tables, which they would prefer to leave standing, but they are willing to pack up at Council's request. They are happy to share with the exercise class – please see below request.

## 2. Request from HATCH Exercise Classes

HATCH currently run well attended exercise and yoga classes every Tuesday at the Ouse School. HATCH have their own public liability insurance, and the exercise and yoga instructors have insurance for their activities. They have requested to hold their classes in the Ouse Hall.

They have requested for their large equipment (stationary bikes, treadmill) be set up alongside the Hall, to be moved and stored in a side room when the Hall is required for other activities. Other equipment (e.g. dumbbells / steps / mats) can be stored in room off the main Hall, with HATCH to organise a suitable storage method agreed by Council.

HATCH is aware that the Ouse Table Tennis Club would also like to set up their tables in the Hall. The two groups have agreed that they will work together regarding use of Hall.

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Cr Y Miller returned to the meeting at 10.34 a.m.

## 15.3 DONATION – HOBART WORLD FESTIVAL OF MAGIC

### RESOLUTION 10/12.2024/C

**Moved:** Cr R Cassidy

**Seconded:** Cr J Honner

**THAT** Council contribute \$280 to the Rotary Club of Tasmania for the 2024 Hobart Annual Magic Show.

**CARRIED**

### **For the Motion**

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

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

### **BACKGROUND**

I'm delighted to introduce, hosted by The Rotary Club of Hobart Inc have requested that Council support the 2024 Hobart World Festival of Magic. Featuring Australian performers, this event will be performed at the Federation Concert Hall, and live streamed for those who cannot attend.

Council contributed \$280 towards this event in 2023, which is the cost of two tickets.

[Attachment - sponsorship letter.](#)

Cr Y Miller declared an interest and left the meeting at 10.34 a.m.

## **15.4 FINANCIAL SUPPORT FOR HALL OF INDUSTRIES UPGRADE HAMILTON SHOW GROUNDS**

### **RESOLUTION 11/12.2024/C**

**Moved:** Cr J Honner

**Seconded:** Cr A Bailey

That council advise the Hamilton Agricultural Show Society that if they are successful in their application for grant funding for the upgrade of the Hall of Industries building at the Hamilton Show Grounds, council will meet the shortfall of \$2,100.

**CARRIED**

#### **For the Motion**

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

**REPORT BY** Stephen Mackey, Acting General Manager

#### **BACKGROUND**

Funds will be utilised to regenerate Hamilton Show's Hall of industries building which is a classic timber shed. It is structurally sound but has detreated over the years and needs a small amount of work. These are as follows:

- 1) Structural works of a minor nature to preserve it for the future.
- 2) Removal of trip hazards and other works to meet current safety standards.
- 3) Refreshing the interior to enhance amenity.

The alternative would be to replace the shed with a new steel shed, which would be vastly more expensive and lose a classic piece of mid-20<sup>th</sup> century bush architecture.

The current hall of industries is a beautiful old building but has deteriorated to the point where it may pose a safety risk. It either needs to be replaced or repaired.

The Hamilton Show Committee has sought quotes for a new steel shed to replace the hall of industries. Quotes range from \$65,000 to \$75,000 for materials, and we are advised we should budget the same again for a concrete slab and the same again for construction, if this was the chosen option the spend would be in the order of \$200,000

Our much-preferred course of action is to regenerate the existing structure, in line with our philosophy of being sustainable and make the best possible use of the existing asset. We propose engaging a Hamilton local Maintenance contractor to do the refurbishment work to ensure the funds stay in the community. If we take the preferred option, we will spend \$22,000 and preserve a piece of Central Highlands history to be admired by future local and urban patrons.

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

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

Cr Y Miller returned to the meeting at 10.35 a.m.

**16.1 WORKS & SERVICES MONTHLY REPORT – NOVEMBER 2024**

**RESOLUTION 12/12.2024/C**

**Moved:** Cr R Cassidy

**Seconded:** Cr J Honner

*THAT the Works & Services monthly report for October 2024 be received.*

**CARRIED**

**For the Motion**

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

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

**BACKGROUND**

The following activities were performed during **November 2024** by Works & Services –

<b>Grading &amp; Sheeting</b>	Wash out section of Gowen Brea Road
<b>Maintenance Grading</b>	Dennistoun Road
<b>Potholing / shouldering</b>	Interlaken Road, Wihareja Road, Victoria Valley Road, Browns Marsh Road, Bronte Lagoon Road
<b>Spraying:</b>	Roadside Spraying Hollow Tree Road Ellendale Road Mark Tree Road Victoria Valley Road Dennistoun Road Tor Hill Road

<b>Culverts / Drainage:</b>	Repair squashed storm water pipe Ellendale
<b>Occupational Health and safety</b>	<ul style="list-style-type: none"> <li>• Monthly Toolbox Meetings</li> <li>• Day to day JSA and daily prestart check lists completed.</li> <li>• Monthly workplace inspections completed.</li> <li>• Playground inspections</li> </ul>
<b>Bridges:</b>	
<b>Refuse / recycling sites:</b>	Cover Hamilton Tip twice weekly
<b>Other:</b>	<p>Replace stolen signs Hollow Tree Road  Set up and pack up for Bushfest  Replace give way sign Thousand Acre Lane  Replace Dawson Road sign  Bulky rubbish run  Clean Miena waste transfer station  Clean Bothwell waste transfer station  Install new swings and chains, Bothwell, Ouse and Hamilton parks  Repair defects Hollow Tree and Dennistoun Roads  Upgrade soft fall area Queens Park Bothwell  Stabilization works Hollow Tree Road  Replace stolen taps and shower Hamilton toilets  Vegetation removal Thousand Acre Lane  Remove fallen tree Woodward's Bay Road  Nursery Expansion earthworks</p>
<b>Slashing:</b>	Victoria Valley Road Lanes Tier Road
<b>Municipal Town Maintenance:</b>	<p>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</p>
<b>Buildings:</b>	
<b>Plant:</b>	<p>PM687 Western Star truck tyre rotation  PM717 Dog trailer new tyres and tyre rotation  PM756 Kenworth truck service  PM801 John Deere mower, replace tyres  PM705 Mack truck water pump replacement  PM841 Toyota Hilux serviced  PM824 Toyota Hilux side lifter repairs  Pressure washer new battery  PM676 Kobelco excavator new batteries</p>
<b>Private Works:</b>	<p>Mathew Mayne gravel  Bev Armstrong mowing  Compass Agri Australia, slashing</p>

	Annalea Beatie gravel delivery Jones River Pty Ltd-slashing John Webb gravel Tony Sutcliffe gravel Gayleen McCartherty mowing Nathan Lovell dry hire spray unit Wetheron Pastrol grading David Eccles water delivery.
<b>Casuals</b>	Toilets, rubbish and Hobart Hamilton general duties
<b>Program for next 4 weeks</b>	Christmas break Preparation Thousand Acre Lane Cramps Bay junction Backhoe replacement

## 16.2 POLICY NO. 2015-39 GRADING OF SNOW OFF COUNCIL ROADS POLICY

### RESOLUTION 13/12.2024/C

**Moved:** Cr J Honner

**Seconded:** Cr D Meacheam

**THAT** Council adopt Policy No 2015-39 Grading Of Snow Off Council Roads Policy

**CARRIED**

#### **For the Motion**

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

#### IMPLICATIONS AND FINANCIALS

<b>Strategic Plan</b>	2.4 Ensure that the standard of existing assets and services are maintained in a cost effective manner.
<b>Council Policy</b>	Policy No. 2015-39 Grading of snow off Council roads
<b>Legislative Context</b>	Local Government Act 1993 Local Government (Highways) Act 1982
<b>Consultation</b>	Council's Senior Management Team
<b>Impact on Budget/Resources</b>	May have an impact on the Council approved roads maintenance budget, as additional resources maybe required to meet the increased service level with the draft grading of snow off Council roads policy.
<b>Risk</b>	Council will only grade snow off municipal roads during normal working hours only if the relevant State road access is open and if it does not pose a safety risk for Council staff and equipment

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

**Attachments - Policy No 2015-39 Grading Of Snow Off Council Roads Policy (DRAFT)**

## **BACKGROUND**

The previous Grading of Snow Off Council Roads Policy was approved by Council in September 2020 and the intent of this revised policy is to review any required changes. The policy outlines Council's commitment to determine when it is appropriate for Council to grade snow off municipal roads maintained by Council.

Council will only grade snow off municipal roads during normal working hours only if the relevant State road access is open and if it does not pose a safety risk for Council staff and equipment; and one of the following criteria is met:

- if there is a medical emergency – a medical emergency is defined as a situation where a person is required to have immediate medical attention; or
- in exceptional circumstances where snow levels reach a depth in excess of 30 centimetres and remains after 24 hours; and the road is deemed by Tasmania police to be impassable by four wheel drive vehicles.

Where there is a medical emergency outside of council working hours, Ambulance Tasmania and/or Tasmania Police may request assistance by contacting Council's Works & Services Manager or Central Highlands Emergency Management Coordinator, who are authorised to provide that assistance.

At the 19 November Council Meeting, Council agreed to the following:

### **RESOLUTION 13/11.2024/C**

#### **AMENDMENT BECAME THE MOTION**

**Moved:** Cr R Cassidy

**Seconded:** Cr Y Miller

**THAT** this item be deferred until the December ordinary meeting of Council.

**CARRIED**

#### **For the Motion**

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

### 16.3 SILVER PLAINS ROAD INTERLAKEN

#### RESOLUTION 14/12.2024/C

**Moved:** Cr J Honner

**Seconded:** Deputy Mayor J Allwright

**THAT** Council invite representative from the Inland Fisheries Service to the Council workshop in January 2025 to discuss options for the future management of Silver Plains.

**CARRIED 8/1**

**For the Motion**

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

**Against the Motion**

Cr A Archer

**REPORT BY** Stephen Mackey, Acting General Manager

#### **DISCUSSION**

At the Council meeting on the 17<sup>th</sup> February 2009 Mayor D E Flint asked if there has been any progress on Silver Plains Road.

The Manager of Developmental Services advised that the original lease agreement back in 1994 was never activated but Dobson Mitchel and Allport advised that if Council is maintaining the road, then it should remain as an open public road.

The manager of Developmental an Environmental Services asked Council how much research they want Dobson Mitchell and Allport to do on Silver Plains Road. The Manager of Development and environmental Services asked with regard to the camping ground as to whether it is going to be made available for the public to use.

The General Manager said that there was an agreement that the costs be 50/50 between Inland Fisheries and Council.

Clr Herbert suggested that Council talk to the property owners about allowing fishermen to access the area during the fishing season.

The Manager of Development and Environmental Services suggested that a letter be sent to Mr P Downie to arrange a meeting regarding Silver Plains Road.

At the Council Meeting 17<sup>th</sup> March 2009

Clr R G Bowden advised that the gate should be opened during the fishing season which was agreed by the Minister and that the road maintenance is to be done on a 50/50 basis.

The General Manager advised that the Agreement for Silver Plains Road is null-in-void.

The Manager of Development and Environmental Services also said that the ratepayers advised that Mr Downie is actually looking at moving the road, which means that the access road to their property may only be a track, so they have asked if Council can acquire the road.

The Manager of Works and Services advised that there has been works done on this road for the amount of \$10,000 this financial year. The General Manager advised that Inland Fisheries had paid \$5,000 towards these works.

Clr R G Bowden advised that it is an existing use, and that he is astounded that the Minister and Inland Fisheries would not allow an agreement to go ahead.

The General Manager asked if the agreement has any mention of the road being a reserve.

Mayor D E Flint said that a meeting needs to be arranged with Mr Downie, General Manager and the Manager of Development and Environmental Services.

The Manager of Development and Environmental Services advised that Council's Lawyers advised that it is classified as a private road.

Clr R G Bowden said that he was astounded that there was no mention of access to the ratepayers on their titles.

At the Council Meeting 21<sup>st</sup> April 2009 Public Question Time

Mr Hazelwood said that he would like to address Council on the locked gate at Silver Plains Road.

The Manager of Development and Environmental Services advised that it is his understanding that the road is a private road, and that after discussions at the last Council Meeting a letter had been sent to Mr Peter Downie requesting a meeting to discuss this matter, but to date he has not responded.

Mr Hazelwood said that this road has also been locked by Gunns Limited.

Clr R G Bowden advised that this road has been maintained by Council for many years.

Clr L Burke said that there was \$10,000 spent on maintenance of this road this financial year.

Clr R G Bowden asked if there was any other legal access to Mr Hazelwood's property.

Mr Hazelwood said no, this is the only access.

Clr A J Downie said that there should be a right of way showing on the Interlaken title, and asked Mr Hazelwood if he still gets access to Silver Plains Road.

Mr Hazelwood said yes, we still have access and handed Mayor D E Flint a letter from Crown Law regarding Silver Plains Road.

The Manager of Development and Environmental Services asked Mr and Mrs Hazelwood if their proposal is for Council to take possession of the road?

Mr Hazelwood said that is what he was requesting from Council.

Council Meeting 19<sup>th</sup> May 2009 Public Question Time

Mr Hazelwood asked if Council had contacted Mr Peter Downie over the locking of the gate on Silver Plains Road.

The Manager of Development and Environmental Services said that he had spoken to Mr Peter Downie on the telephone regarding the concerns of Mr and Mrs Hazelwood and that Mr Downie advised that he contact the Hazelwood's in person.



The Manager of Development and Environmental Services said that on the titles Silver Plains Road shows as a reserved road and that if Council gets legal advice, we may be able to take possession of the road.

The following motion was carried at the meeting

*That Council seek legal advice to take possession of Silver Plains Road on the basis that Council have done the maintenance of this road.*

Clr R G Bowden said that years ago that Silver Plains Road was opened during the fishing season but locked the remainder of the year.

Clr G Herbert said that Council should try and negotiate this with Mr Downie.

The Manager Development and Environmental Services said that a decision needs to be made as this road actually goes through 3 titles and that a decision needs to be made on the camping ground as well as to who will look after it.

Clr Herbert said that he would discuss the issue of the camping ground at the next Recreational Lakes Committee meeting.

Clr J M Monks said that back in the early seventies Solver Plains Road was maintained by Council.

Ordinary Meeting of Council 21<sup>st</sup> July 2009

**Moved** Clr G Herbert

**Seconded** Clr L A Burke

*That Council claims Silver Plains Road as a Municipal Road and That council will remove all locked gates.*

**Carried**

Ordinary meeting 18<sup>th</sup> August 2009

Business Arising

10.11 Michael Williams Works and Services Manager reported on Silver Plains Road – Letter has been sent to all property owners from the road.

Ordinary Meeting 15 September 2009

Status Report

314 Silver Plains Road – Gates still unlocked no complaints.

Ordinary Meeting 8 December 2009

Status Report

Remove item 314 – Silver Plains Road

Ordinary Meeting 19 October 2010

Business Arising

Silver Plains Road- That Council keep maintaining Silver Plains Road.

Letter 6<sup>th</sup> August 2012

MacGregor Enterprises P/L - Property Development Consultants

Re: Silver Plains Road, Interlaken

The Tasmanian Land Conservancy has engaged my services to assist with the development of a Management Plans for their Silver Plains Property at Interlaken.

Access to the property is achieved via the Silver Plains Road, as shown on the attached copy of Survey Plan P43771.

We are unsure as to the legal status of the Silver Plains Road and seek your advice as to Whether it is a Council Road.

Council's response to this letter is as follows:

Council is in receipt of your letter of the 8<sup>th</sup> August 2012 regarding Silver Plains Road, and I apologise for the lengthy delay in responding.

The status of Silver Plains Road was discussed at an ordinary meeting of Council held on Tuesday 12<sup>th</sup> July 2009 and following resolution was passed:

THAT Council claims Silver Plains Road as a Municipal Road, and that Council will remove all locks on gates.

A letter was sent to all property owners along this road following the July Council Meeting and at an ordinary meeting of Council held on 19<sup>th</sup> October 2010 it was discussed in Business Arising and noted that Council would keep maintaining Silver Plains Road.

Council is aware that the gate is currently locked due to the lake being closed to fishing because of the Carp but under normal circumstances the gates are to remain unlocked during the fishing season.

I hope this clarifies the status of Silver Plains Road.

Inland Fisheries Service wrote to Council on the 13<sup>th</sup> November 2024 advising as follows:

Prior to the discovery of European carp in Lake Sorell in 1995, Silver Plains was a popular area for anglers to access the lake. Silver Plains was managed under a deed between the Parks and Wildlife Service, Central Highlands Council and the private landowners.

Due the successful eradication of carp, and positive signs of a recovering fishery in Lake Sorell, the Inland Fisheries Service (IFS) has started exploring options to restore public access to Silver Plain. To this end, the IFS has had discussions with the owner of Silver Plains (Tasmanian Land Conservancy), and the owner of Interlaken Estate (Peter Downie) regarding options for future access and management of the site.

Access to Silver Plains Road is Currently controlled by a locked gate at the intersection with the C527. Access is only provided to the keyholders.

The IFS is seeking advice from Central Highlands Council as to the legal status of Silver Plains Road.

At the Council meeting of 21<sup>st</sup> July 2009, a motion was passed 'That Council claims Silver Plains Road as a Municipal Road and that Council will remove all locks on gates.

When the status of the road is confirmed, we would like to meet with Council to discuss options for the future management of Silver Plains.

The map of the Silver Plains Area shows that the road in question is owned by Council and that its length is approximately 1.914 Klms.

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

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

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

### 17.1 MONTHLY FINANCE REPORT TO 30 NOVEMBER 2024

#### RESOLUTION 15/12.2024/C

**Moved:** Cr Y Miller

**Seconded:** Cr J Honner

**THAT** the Monthly Finance Report to 30 November 2024 be received.

**CARRIED**

#### **For the Motion**

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

#### IMPLICATIONS AND FINANCIALS

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

<b>Risk</b>	The council must ensure that it meets its financial obligations. This report captures the ongoing financial performance
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**REPORT BY**

Zeeshan Tauqeer, Accountant

**BACKGROUND**The following Finance reports are tabled for period ending **30 November 2024**.**Bank Reconciliation as at 30th Nov 2024**

	2023	2024
Balance Brought Forward	\$9,068,765.75	\$6,034,740.13
Receipts for month	\$885,112.68	\$1,363,268.97
Expenditure for month	\$1,377,348.08	\$1,320,609.75
	<hr/>	<hr/>
<b>Balance</b>	<b>\$8,576,530.35</b>	<b>\$6,077,399.35</b>
	<hr/> <hr/>	<hr/> <hr/>
<b>Represented By:</b>		
Balance Commonwealth Bank	\$1,243,911.16	\$1,646,607.59
Balance Westpac Bank	\$913,188.00	\$97,418.10
Investments	\$6,418,881.21	\$4,332,823.66
Petty Cash & Floats	\$550.00	\$550.00
	<hr/>	<hr/>
	<b>\$8,576,530.37</b>	<b>\$6,077,399.35</b>
Plus Unbanked Money		
	<hr/>	<hr/>
	<b>\$8,576,530.37</b>	<b>\$6,077,399.35</b>
Less Unpresented Cheques	\$0.00	\$0.00
Unreceipted amounts on bank statements	\$0.00	\$0.00
	<hr/>	<hr/>
	<b>\$8,576,530.37</b>	<b>\$6,077,399.35</b>
	<hr/> <hr/>	<hr/> <hr/>

	BUDGET 2024/2025	ACTUAL TO 30-Nov-23	ACTUAL TO 30-Nov-24	% OF BUDGET SPENT	BALANCE OF BUDGET
<b>CORPORATE AND FINANCIAL SERVICES</b>					
ADMIN HAMILTON	\$1,870,264	\$766,222	\$860,571	46.01%	\$1,009,693
ELECTED MEMBERS EXPENDITURE(A/MEH)	\$256,040	\$102,136	\$128,370	50.14%	\$127,670
MEDICAL CENTRES(MED)	\$127,141	\$34,790	\$41,010	32.26%	\$86,131
STREET LIGHTING(ST/LIGHT)	\$34,357	\$12,707	\$15,775	45.92%	\$18,582
ONCOGTS	(\$498,049)	(\$127,410)	(\$236,158)	47.42%	(\$261,891)
COMMUNITY & ECONOMIC DEVELOPMENT & RELATIONS(ICOR+EDEV)	\$460,441	\$157,943	\$215,387	46.78%	\$245,054
<b>TOTAL CORPORATE &amp; FINANCIAL SERVICES</b>	<b>\$2,250,194</b>	<b>\$946,388</b>	<b>\$1,024,955</b>	<b>45.55%</b>	<b>\$1,225,239</b>
<b>DEVELOPMENT AND ENVIRONMENTAL SERVICES</b>					
				<b>314.07%</b>	
ADMIN BOTHWELL	\$321,446	\$129,090	\$173,507	53.98%	\$147,939
ENVIRON HEALTH SERVICES (EHS)	\$33,455	\$12,733	\$11,619	34.73%	\$21,836
ANIMAL CONTROL(AC)	\$11,375	\$5,181	\$4,341	38.16%	\$7,034
PLUMBING/BUILDING CONTROL (BPC)	\$182,083	\$58,874	\$71,391	39.21%	\$110,692
SWIMMING POOLS (POOL)	\$30,241	\$5,446	\$10,412	34.43%	\$19,829
DEVELOPMENT CONTROL (DEV)	\$351,850	\$70,133	\$130,974	37.22%	\$220,876
WASTE SERVICES	\$928,956	\$347,970	\$406,220	43.73%	\$522,736
ENVIRONMENT PROTECTION (EP)	\$41,357	\$4,786	\$1,807	4.37%	\$39,550
<b>TOTAL DEVELOPMENT &amp; ENVIRONMENTAL SERVICES</b>	<b>\$1,900,763</b>	<b>\$634,213</b>	<b>\$810,270</b>	<b>42.63%</b>	<b>\$1,090,493</b>
<b>WORKS AND SERVICES</b>					
PUBLIC CONVENIENCES (PC)	\$287,145	\$72,412	\$73,942	25.75%	\$213,203
CEMETERY (CEM)	\$16,732	\$8,487	\$4,288	25.63%	\$12,444
HALLS (HALL)	\$80,732	\$36,337	\$62,984	78.02%	\$17,748
PARKS AND GARDENS(PG)	\$97,057	\$44,656	\$62,743	64.65%	\$34,314
REC. & RESERVES(Rec-Tennis)	\$119,900	\$67,026	\$46,012	38.38%	\$73,888
TOWN MOWING/TREES/STREETSCAPES(MOW)	\$193,285	\$118,100	\$81,158	41.99%	\$112,127
HOUSING (HOU)	\$116,424	\$59,616	\$84,675	72.73%	\$31,749
CAMPING GROUNDS (CPARK)	\$18,884	\$5,325	\$5,544	29.36%	\$13,340
LIBRARY (LIB)	\$2,346	\$1,852	\$1,687	71.90%	\$659
ROAD MAINTENANCE (ROAD)	\$1,056,382	\$691,311	\$616,663	58.37%	\$439,719
FOOTPATHS/KERBS/GUTTERS (FKG)	\$13,813	\$8,830	\$12,745	92.27%	\$1,068
BRIDGE MAINTENANCE (BRI)	\$23,026	\$2,986	\$3,031	13.16%	\$19,995
PRIVATE WORKS (PW)	\$50,743	\$29,893	\$11,578	22.82%	\$39,165
SUPER. & ID OVERHEADS (SUPER)	\$812,468	\$263,720	\$385,397	47.44%	\$427,071
QUARRY/GRAVEL (QUARRY)	(\$181,998)	(\$64,074)	(\$49,507)	27.20%	(\$132,491)
NATURAL RESOURCE MANAGEMENT(NRM)	\$128,847	\$47,067	\$69,498	53.94%	\$59,349
SES (SES)	\$2,000	\$502	\$130	6.49%	\$1,870
PLANT MTCE & OPERATING COSTS (PLANT)	\$640,571	\$344,777	\$311,488	48.63%	\$329,083
PLANT INCOME	(\$756,571)	(\$507,616)	(\$508,362)	67.19%	(\$248,209)
DRAINAGE (DRAIN)	\$42,124	\$30,683	\$35,514	84.31%	\$6,610
OTHER COMMUNITY AMENITIES (OCA)	\$40,559	\$19,350	\$18,764	46.26%	\$21,795
WASTE COLLECTION & ASSOC SERVICES (WAS)	\$0	\$7,972	\$4,471		(\$4,471)
FLOOD REPAIRS		\$0	\$0		
<b>TOTAL WORKS &amp; SERVICES</b>	<b>\$2,804,469</b>	<b>\$1,289,212</b>	<b>\$1,334,441</b>	<b>47.58%</b>	<b>\$1,470,028</b>
<b>DEPARTMENT TOTALS OPERATING EXPENSES</b>					
Corporate Services	\$2,250,194	\$946,388	\$1,024,955	45.55%	\$1,225,239
Dev. & Environmental Services	\$1,900,763	\$634,213	\$810,270	42.63%	\$1,090,493
Works & Services	\$2,804,469	\$1,289,212	\$1,334,441	47.58%	\$1,470,028
<b>Total All Operating</b>	<b>\$6,955,426</b>	<b>\$2,869,813</b>	<b>\$3,169,666</b>	<b>45.57%</b>	<b>\$3,785,760</b>

	BUDGET 2024/2025	ACTUAL TO 30-Nov-23	ACTUAL TO 30-Nov-24	% OF BUDGET SPENT	BALANCE OF BUDGET
<b>CAPITAL EXPENDITURE</b>					
<b>CORPORATE AND FINANCIAL SERVICES</b>					
Computer Purchases	\$41,500	\$0	\$28,584	68.88%	\$12,916
Equipment	\$5,000	\$1,577	\$0	0.00%	\$5,000
Miscellaneous	\$5,000	\$0	\$0	0.00%	\$5,000
	\$51,500	\$1,577	\$28,584	55.50%	\$22,916
<b>DEVELOPMENT &amp; ENVIRONMENTAL SERVICES</b>					
Swimming Pool	\$5,000	\$9,182	\$1,530	30.60%	\$3,470
	\$5,000	\$9,182	\$1,530	30.60%	(\$4,182)
<b>WORKS &amp; SERVICES</b>					
Plant Purchases	\$760,000	\$212,269	\$76,712	10.09%	\$683,288
Camping Grounds	\$0	\$0	\$0		\$0
Public Conveniences	\$150,000	\$128,368	\$0	0.00%	\$150,000
Bridges	\$0	\$1,249	\$0	0.00%	\$0
Road Construction & Reseals	\$2,918,000	\$400,291	\$550,051	18.85%	\$2,367,949
Drainage	\$20,000	\$175,138	\$0	0.00%	\$20,000
Parks & Gardens Capital	\$11,440	\$17,903	\$239	2.09%	\$11,201
Infrastructure	\$82,145	\$40,209	\$28,235	34.37%	\$53,910
Footpaths, Kerbs & Gutters	\$40,000	\$16,410	\$13,474	33.68%	\$26,526
Rec Grounds	\$570,000	\$449	\$25,570	4.49%	\$544,430
Halls	\$60,000	\$2,623	\$11,755	19.59%	\$48,245
Buildings	\$449,000	\$712,471	\$121,749	27.12%	\$327,251
	\$5,060,585	\$1,707,380	\$827,784	16.36%	\$4,232,801
<b>TOTAL CAPITAL WORKS</b>					
Corporate Services	\$51,500	\$1,577	\$28,584	55.50%	\$22,916
Dev. & Environmental Services	\$5,000	\$9,182	\$1,530	30.60%	\$3,470
Works & Services	\$5,060,585	\$1,707,380	\$827,784	16.36%	\$4,232,801
	\$5,117,085	\$1,718,139	\$857,898	16.77%	\$4,259,187

**Rates Reconciliation as at 30 NOV 2024**

	<u>2023</u>	<u>2024</u>
<b>Rates in Debit 30th June</b>	\$135,606.82	\$196,877.36
<b>Rates in Credit 30th June</b>	-\$171,244.88	-\$145,341.00
<b>Balance 30th June</b>	<b>-\$35,638.06</b>	<b>\$51,536.36</b>
Rates Raised	\$4,473,690.61	\$4,716,976.66
Penalties Raised	\$15,306.58	\$20,479.32
Supplementaries/Debit Adjustments	\$7,273.14	\$16,566.74
<b>Total Raised</b>	<b>\$4,496,270.33</b>	<b>\$4,754,022.72</b>
<b>Less:</b>		
Receipts to Date	\$2,684,284.57	\$2,832,639.44
Pensioner Rate Remissions	\$117,916.83	\$128,681.50
Remissions/Supplementary Credits	\$10,691.62	\$13,527.36
<b>Balance</b>	<b>\$1,647,739.25</b>	<b>\$1,830,710.78</b>

**Comprehensive Income Statement**

30/11/2024

Recurrent Income	Budget 2023-2024	Actual to date prior year	Actual to Date	Budget 2024-2025	Variation from YTD Budget %	Comments
Rates Charges	\$4,469,863	\$4,469,305	\$4,716,977	\$4,682,233	1%	
User Fees	\$355,450	\$95,772	\$113,915	\$494,250	(19)%	
Grants - Operating	\$124,860	\$169,591	\$272,170	\$30,000	866%	
Other Revenue	\$453,200	\$300,820	\$342,090	\$704,366	7%	
Grants received in Advance	\$2,998,566	\$3,031,386	\$2,782,241	\$3,206,515		FAGs received Jun 2024 for 2024/25
<b>Total Revenues</b>	<b>\$8,401,939</b>	<b>\$8,066,874</b>	<b>\$8,227,392</b>	<b>\$9,117,364</b>	<b>49%</b>	
<b>Expenditure</b>						
Employee Benefits	\$2,553,663	\$949,544	\$1,156,440	\$2,584,261	3%	
Materials and Services	\$2,012,016	\$1,003,888	\$1,175,907	\$2,447,768	6%	
Other Expenses	\$1,715,852	\$909,851	\$957,243	\$1,892,738	9%	
Depreciation and Amortisation	\$2,260,000	\$1,014,314	\$1,052,392	\$2,327,800	4%	
<b>Total Expenditure</b>	<b>\$8,541,531</b>	<b>3,877,597</b>	<b>4,341,984</b>	<b>9,252,567</b>	<b>5%</b>	
<b>Operating Surplus(Deficit)</b>	<b>(139,592)</b>	<b>4,189,277</b>	<b>3,885,408</b>	<b>(135,203)</b>		
Capital Grants & Other	\$2,407,078	\$330,100	\$635,370	\$2,424,996		
<b>Surplus(Deficit)</b>	<b>2,267,486</b>	<b>4,519,377</b>	<b>4,520,778</b>	<b>2,289,793</b>		
<b>Capital Expenditure</b>	<b>\$8,107,503</b>	<b>\$1,741,845</b>	<b>\$857,898</b>	<b>\$5,117,085</b>		



### BANK ACCOUNT BALANCES AS AT 30 NOV 2024

No.	Bank Accounts	Investment Period	Current Interest Rate %	Due Date	BALANCE	
					2023	2024
<b>11100 Cash at Bank and on Hand</b>						
	11105 Bank 01 - Commonwealth - General Trading Account				1,243,911.16	1,646,607.59
	11106 Bank 02 - Westpac - Direct Deposit Account				913,188.00	97,418.10
	11110 Petty Cash				350.00	350.00
	11115 Floats				200.00	200.00
	<b>11199 TOTAL CASH AT BANK AND ON HAND</b>				<b>2,157,649.16</b>	<b>1,744,575.69</b>
<b>11200 Investments</b>						
	11207 Bank 6	0	0.00		1,076,521.37	0.00
	11207 Bank 5	0	0.00		3,067,638.05	0.00
	11115 Bank 04	35	4.51%	2/01/2025	-	1,706,018.75
	11110 Tascorp	120Days	4.81%	29/01/2025	80,346.47	85,276.81
	11115 Bank 16	60	4.75%	20/01/2025	2,194,375.32	2,541,528.10
	<b>11299 TOTAL INVESTMENTS</b>				<b>6,418,881.21</b>	<b>4,332,823.66</b>
<b>TOTAL BANK ACCOUNTS AND CASH ON HAND</b>					<b>8,576,530.37</b>	<b>6,077,399.35</b>

## 18. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – NATURAL ENVIRONMENT)

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

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

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### 18.1 DERWENT CATCHMENT PROJECT

#### **RESOLUTION 16/12.2024/C**

**Moved:** Cr J Honner

**Seconded:** Cr Y Miller

**THAT** the Derwent Catchment Project Report for November 2024 be received.

**CARRIED**

#### **For the Motion**

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



## Derwent Catchment Project End of Year Report December 2024

### General business

Charles and Josie met with Minister Howlett and submitted a pitch for State Government funding. We were encouraged to submit a state budget submission and the Minister also suggested that we pursue federal funding with the federal election soon to take place. We will submit both before the end of this year.

### Events

#### **DCP annual general meeting**

The Derwent Catchment Project AGM was held on Saturday, 9th November at Curringa Farm. The AGM was delayed due to the previous flooding in the catchment, so it was great to have a clear day with the sun shining for the meeting. It was a smaller event due to the timing and rescheduling but thanks to all those who made it along. We ran a panel discussion which included 3 different types of members/stakeholders. Sarah Barrington (farmer), Vicky Bonwick (paddling Willow Warrior) and Thomas Webster (TasNetworks) with whom we discussed their reasons for involvement and future hopes and directions for the Derwent Catchment Project. It was encouraging to hear their positive stories and a desire to see us continue to expand our reach. All panel members identified education and awareness raising as a critical area for improvement for the DCP.

#### **TasNetworks launch**

It is exciting that TasNetworks has committed to \$80k for the catchment management partnership which was celebrated by a media launch on 5<sup>th</sup> December. The event was held in New Norfolk on the Avenue (our ideal site at the Lachan was too wet!). The Mercury attended and will publish an article.

### **Bushfest**

Saturday was a bumper day with lots of plants sales and some good conversations with a range of people across the two days. We had record plant sales for an event as well – well done to the crew for preparing a great looking stall and staffing the event over the weekend.



## Weed Management Programs

### **Central Highlands Weed Management Plan**

While the DCP has a large focus on roadside management for the Central Highlands Council, the NRM programs for government stakeholders remain critical to the program's success on a landscape scale.

Recent weed control activities:

- Hamilton, Ellendale and Ouse townships have been sprayed in addition to our roadside program.
- Lyell Hwy from Ouse to Gretna has been treated for State Growth.
- Dee Lagoon has had extensive treatment of both roads and state-owned land with TasNetworks, STT and Hydro tenure treated.

### **Orange hawkweed**

*Hydro, Sustainable Timbers Tasmania, Entura, Hobart City Council, State Growth, Property Services, Parks and Wildlife Service*

Morgan has completed most of the detailed survey work in the highlands. Unfortunately, OHW control seems to be increasing. Some success has been identified at the Shannon Village where most of the infestation has been controlled. There is an extended distribution at Butlers Gorge. Unfortunately, earthworks in the area have increased the risk of spread. The DCP crew completed control at Butlers village. The Miena sub-population remains in some areas, whilst in other locations the treatment has been effective. The State Growth road population at Poatina remains at a similar density.

## Tarraleah broom

*Hydro, Parks and Wildlife Services, State Growth, Sustainable Timbers Tasmania, NRM North*

The broom control at Tarraleah is part of a blind-cross tenure collaboration to eradicate English broom across multiple sites. The site has received ad hoc funding over previous years however, this grant has an ongoing commitment from stakeholders for the next five years with an understanding that any excess money can be shifted to support the greater *Weed Action Plan: English broom in the Central Highlands* program.

The ground crew have carried out extensive spraying at Tarraleah following on from last year's works. Treatment has been mostly successful with only minor follow up on previously treated areas. Discussions are underway on managing the fire risk associated with the dead material.

## River Management

### Ouse township and Platypus Walk

Our ground crew has been hard at work controlling willow regrowth, thistles and infilling plantings as part of our ongoing efforts to maintain Platypus Walk along the Clyde River.

In Ouse we have been managing the blackberries and maintaining the plantings through the township. Teatree and juncus survived the recent flooding events and will hopefully support the lower banks of the river.

### Tyenna River Recovery Program

The Tyenna River Recovery Plan, a collaborative effort involving the Inland Fisheries Service, SFM/Lenah Estates, TASSAL, the local community and the DCP, is making significant strides in removing willows and restoring the Tyenna River. To help with a heavily degraded site, a comprehensive river recovery plan has been developed and implemented by the DCP, focusing on a two-kilometre stretch of the upstream Tyenna River. Key actions include the removal of large woody debris to improve water flow and habitat quality, expansion of the riparian zone, and the planned removal of pine plantations.

The willow warriors have had 2 working bees already this season the first had a focus on follow up treatment and targeting missed willows near National Park. The second working bee carried on the revegetation program at Maydena along the degraded riverbanks of the Tyenna.

## Hamilton Native Plant Nursery

### Nursery expansion and production

The nursery expansion is well underway with the new hot house and recently excavated hardening off area and carpark completed. Karen is on track for producing 50,000 plants and has been very busy pricking out into the tube stock pots with Tim helping 2 days a week. The irrigation installation is still underway, but a plan has been developed and now that the pad has been excavated works can be completed.



## Agri-best Practice Programs

The pasture network work focuses on long-term trial sites to monitor pasture species' persistence, plant vigor, and responses to grazing and fertilization. Below are some key observations:

**Species performance:** Tasmanian cocksfoot lines are showing promise in terms of presence and persistence, especially on arable, north-facing slopes. Phalaris cultivars, although initially poor, demonstrated notable winter-spring growth potential this season. However, mixed plots with cocksfoot and phalaris showed less favorable outcomes.

**Grazing and grub interaction:** Phalaris has shown significant tolerance to grubs, unlike cocksfoot, which suffered severe defoliation.

**Fertilisation impact:** Fertiliser test strips have helped enhance clover content, influencing grass response through nitrogen stimulus.

**Multi-species challenges:** Maintaining balance in multi-species pastures remains complex, with shifting species dominance over time.

**Field engagement:** Field days at demonstration sites, like Bothwell, provide opportunities to share findings with stakeholders.

This ongoing research aims to refine pasture management practices for better resilience and productivity.

## Grant Applications

### *Disaster Ready Fund – Australian Government through DPAC Tasmania - \$1.97 million - successful*

The project under this grant application will build on significant stormwater upgrades in Bothwell and two bridge infrastructure projects on the Clyde River being undertaken by Central Highlands Council to reduce flood risk. The project will remove 20 km of willows in 2 phases: 1) targeted control through the townships of Hamilton and Bothwell and 2) drill and fill and/removal of willows at 5 pinch points along the Clyde River on farming land. Willow control will be followed by strategic revegetation efforts to improve riverbank stability. Individual flood plans will be developed in consultation with key landholders to improve community preparedness.

### *Urban Rivers and Catchments Program – Jordan River Project - \$200,000 – pending*

DCP partnered with council to submit a funding application to implement water sensitive urban design at Cheswick Creek and river restoration on Jordan River. DCP prepared the Jordan River component to remove willow and woody weeds and restore the riparian buffer between Ford Road and Polonia Bridge and work with Parks and Wildlife Service and Threatened Plants Tasmania to undertake weed control in the Jordan Nature Reserve. The plant community at the reserve is listed as a threatened ecological community under the Environmental Protection and Biodiversity Act. DCP component funding requested \$199,298

### *Qantas Regional Grants – Breathe Easy Brighton - \$40,000 – unsuccessful*

A funding application was submitted to promote DCP through a project trialling the use of low irritant native plants in streetscapes and parklands, working with Asthma Australia to support people with asthma to get involved in environmental plantings. The Breathing Easy in Brighton project activities include asthma-friendly street tree plantings and community activities within the Brighton municipality.




A key component of the proposal is a media campaign to showcase the important role the Derwent Catchment Project plays in supporting strategic outcomes for community wellbeing whilst tackling environment issues on a landscape scale. It also included a request for support for DCP to present at conferences and forums. Funding requested \$35,500 plus \$4,500 flight contra and additional marketing support.

Yours Sincerely,

The Derwent Catchment Team

## Strategic Plan Progress

The following table outlines the programs and impacts, actions, dates and targets as outlined in the DCP strategic plan 2022-2027 with an additional column applying traffic light colours to indicate the stage of completion. Definitions for the progress codes are below.

<b>Progress code</b>	<b>Definition</b>
	Actions (and any associated targets) have been completed within the proposed timeframe.
	Progress has been made against the action, one or part of a target has been completed or foundational work has been undertaken.
	There has been no progress on this action or work has stalled due to resourcing/staff.

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Programs and Impacts	Actions	Dates	Targets	Progress
<b>PLAN FOR THE FUTURE</b>				
	Develop a catchment plan for the Derwent	June-25	Plan adopted by members and stakeholders	
	Develop a business plan for adding carbon and biodiversity services	Jun-24	Plan developed	
	Develop a business plan for delivering Environmental, Social, and Governance (ESG) projects and services	Jun-27	Plan developed	
	Develop a DCP communications plan	Jun-24	Plan developed	
<b>DO THE WORK</b>				
• <b>Agriculture</b>	Maintain and grow a strong agriculture program, including dryland, cropping & horticulture by trialing and promoting 'best practice' approaches to increasing productivity	Jun-27	We have grown the program by 20% as measured by participation and funding	
• <b>River restoration</b>	Continue to deliver existing programs and maintenance and expand to new rivers	Jun-28	We continue to deliver existing programs as projected and attract additional funding to activities in river restoration	
• <b>Weed Management</b>	Continue to implement and fund key actions to reduce the extent and spread of weeds in the catchment	Ongoing	Increasing the reach of programs across all tenures on key weeds. Improving education on weeds and management	

Programs and Impacts	Actions	Dates	Targets	Progress
<ul style="list-style-type: none"> <li>Conservation</li> </ul>	Develop programs which support biodiversity conservation	Jun-28	Work with land managers and farmers to increase condition of high priority remnant vegetation and improve threatened species management	
<ul style="list-style-type: none"> <li>Restoration</li> </ul>	Continue to grow the trees on farms program	Jun-27	Increase the number of trees planted into the region by 20%	
<b>PROMOTE OUR WORK</b>				
	Promote the work we have done to boost recognition (via advertising, social media)	Jun-24	Implement an ongoing communications strategy	
	Develop 'top five' investment packages	Jun-24	Investment packages developed and one funded	
	Promote courses in best practice Ag and reach more producers in the Catchment	Dec-24	Increase by 20% over 2 years.	
	Deliver professional annual reports that display the work underway	Annually	Develop a comprehensive and engaging report for members	
<b>MEASURING &amp; REVIEWING OUR IMPACTS</b>	Monitor, measure and evaluate the impacts and outcomes of existing programs	Jun-24	Undertake an evaluation of the Past 5 years of DCP activity	
	Follow up existing programs to measure impacts	Annually	Undertake an annual review of impacts	
	Do an outstanding job on current projects	Ongoing	Review activities with key participants	

Programs and Impacts	Actions	Dates	Targets	Progress
<b>EXPAND FUNDING SOURCES</b>	Actively seek out longer term funding in the form of grants, longer-term contracts, and/or service delivery agreements.	Annually	10% increase annually	
	Include line items for administration / project management in all grant applications, quotes and tenders	Ongoing	Admin and project management costs covered and accounted for	
	Actively seek to deliver programs to new clients and industries		Growth in reach is achieved annually	
	Increase donations and philanthropic investment from individuals and organisations by promoting DCP's Deductible Gift Recipient status	June-28	DGR achieved and donations received	
<b>MANAGE FINANCES RESPONSIBLY</b>				
	Develop a plan for embarking on a slow transition towards:	Jun-26	In-kind reporting included in financials	
	<ul style="list-style-type: none"> <li>Increasing the proportion of income from commercial activities</li> </ul>		20 % increase in commercial work	
	<ul style="list-style-type: none"> <li>A strategic agenda for investment into landscape outcomes across the catchment that is well funded and ongoing</li> </ul>		Plan produced and initial funding secured	

	Expand the services delivered for Councils	Jun-26	10% increase in scope of services	
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Reputation and Relationships	Actions	Dates	Targets	Progress
<b>BUILD OUR REPUTATION</b>				
	Promote DCP's availability to manage and deliver on-ground projects that could be used to offset corporate environmental impacts	Jun-26	Expand ESG investment into programs. Complete at least one ESG project by Jun-25	
	Continue to prioritise and grow catchment partnerships	Ongoing	A clear growth in community awareness and partnerships of the DCP	
	Build community awareness of our role in the catchment	Jul-26	Implement at least 80% of actions from our Communications Plan	
<b>INTERNAL OPERATIONS</b>				
	Develop a succession plan for key individuals	Annually	Develop an operational plan for staff training and development	
	Develop business plan for increased staffing, including additional works crew, administration resources and a communications officer	Jun-25	Business cases developed	

	Focus on staff development, including identifying current skills and future training and development needs.	Annually	Develop an operational plan for staff training and development	
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Reputation and Relationships	Actions	Dates	Targets	Progress
<b>INTERNAL OPERATIONS CONT.</b>				
<ul style="list-style-type: none"> <li><b>Improve our efficiency</b></li> </ul>	Develop overarching workplans for the coming year for the organisation, sub-units i.e., nursery, on-ground works, facilitation etc. and teams	Annually	Workplans developed	
	Continue to develop and tighten our policies and procedures, including relating to HR.	Annually	HR Workshops held with staff and HR Manual regularly updated	
<ul style="list-style-type: none"> <li><b>Recruit and retain the best people</b></li> </ul>	Run a whole staff workshop to build culture and values in the organisation	Jun-24	Articulate organisational values and support a positive work culture	
<ul style="list-style-type: none"> <li><b>Focus on high quality Governance</b></li> </ul>	Focus on building a consistent culture that is supportive, promotes innovation and high levels of client service	Ongoing	Regular team meetings and provide professional development opportunities	
<b>We exceed all ACNC governance standards particularly:</b>	<ul style="list-style-type: none"> <li>The Committee &amp; operational staff work towards DCPs charitable purpose and provide information about its purposes to the public.</li> </ul>	Jun-24	Board charter adopted and training provided on governance	
	<ul style="list-style-type: none"> <li>The Committee &amp; operational staff take reasonable steps to be accountable to members and provide them with adequate opportunity to raise concerns about how the charity is governed</li> </ul>	Ongoing	Regular executive meetings held and information is available on the website with options for contacting the CEO and President	

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

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

**19.1 DEVELOPMENT & ENVIRONMENTAL SERVICES**

**RESOLUTION 17/12.2024/C**

**Moved:** Cr J Honner

**Seconded:** Cr Y Miller

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

**CARRIED**

**For the Motion**

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

**REPORT BY** Graham Rogers, Manager DES

**PLANNING PERMITS ISSUED UNDER DELEGATION**

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

**PERMITTED**

DA NO.	APPLICANT	LOCATION	PROPOSAL
2024/58	D P R Super Fund	106 Jones Road, Miena	Visitor Accommodation

**DISCRETIONARY**

DA NO.	APPLICANT	LOCATION	PROPOSAL
2024/46	Charlie Ellis Architecture	16 & 18 Alexander Street, Bothwell	Alterations & Additions to Dwellings in Bothwell Heritage Precinct
2024/45	R H Architecture	60 Basils Road, Pelham	Single Dwelling & Removal of Vegetation in Priority Vegetation Overlay
2024/50	J Dunn	485 Rockmount Road, Ellendale	Five (5) Storage Outbuildings Ancillary to Meadowbank Water Ski Club

**ANIMAL CONTROL**

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

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

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

<b>Statistics as of 03 December 2024</b>	
Number of Dogs Impounded during last month	1
Number of Dogs Currently Registered	923
Number of Dogs Pending Re-Registration	11
Number of Kennel Licence Renewals	33

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

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

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

### 20.1 POLICY NO. 2013-14 MANUAL HANDLING POLICY

#### **RESOLUTION 18/12.2024/C**

**Moved:** Cr J Honner

**Seconded:** Cr Y Miller

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

**CARRIED**

#### **For the Motion**

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



**IMPLICATIONS AND FINANCIALS**

<b>Strategic Plan</b>	6.1 Ensure Council fulfils its legislative and governance responsibilities and its decision making is supported by sustainable policies and procedures
<b>Council Policy</b>	Policy No 2014-24 Work Health & Safety Policy Policy No. 2013-14 Manual Handling Policy
<b>Legislative Context</b>	Local Government Act 1993 Work Health and Safety Act 2012
<b>Consultation</b>	Council's Senior Management Team
<b>Impact on Budget/Resources</b>	As per Council's approved budget
<b>Risk</b>	The council must ensure that it meets its legislative and governance responsibilities as per the Local Government Act 1993 and Work Health and Safety Act 2012.

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

[Attachments - Policy No 2013-14 Manual Handling Policy \(DRAFT\)](#)

**BACKGROUND**

The previous Manual Handling Policy was approved by Council in September 2021.

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

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

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

**20.2 POLICY NO. 2013-19 ASBESTOS POLICY****RESOLUTION 19/12.2024/C**

**Moved:** Cr Y Miller

**Seconded:** Cr J Honner

**THAT** Council adopt Policy No 2013- 19 Asbestos Policy.

**CARRIED**

**For the Motion**

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

**IMPLICATIONS AND FINANCIALS**

<b>Strategic Plan</b>	6.1 Ensure Council fulfils its legislative and governance responsibilities and its decision making is supported by sustainable policies and procedures
<b>Council Policy</b>	Policy No 2014-24 Work Health & Safety Policy Policy No. 2013-14 Manual Handling Policy
<b>Legislative Context</b>	Local Government Act 1993 Local Government (General) Regulations 2015; Work Health and Safety Act 2012; Work Health and Safety Regulations 2022;
<b>Consultation</b>	Council’s Senior Management Team
<b>Impact on Budget/Resources</b>	As per Council’s approved budget
<b>Risk</b>	The council must ensure that it meets its legislative and governance responsibilities as per the Local Government Act 1993 and Work Health and Safety Act 2012.

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

[Attachments - Policy No 2013-19 Asbestos Policy \(DRAFT\)](#)

**BACKGROUND**

The previous asbestos policy was approved by Council in September 2021.

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

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

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

**20.3 POLICY NO. 2014- 27 DONATIONS AND FINANCIAL ASSISTANCE POLICY**

**RESOLUTION 20/12.2024/C**

**Moved:** Cr J Honner

**Seconded:** Cr Y Miller

**THAT** Council adopt Policy No 2014 – 27 Donations and Financial Assistance Policy

**CARRIED**

**For the Motion**

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

**IMPLICATIONS AND FINANCIALS**

<b>Strategic Plan</b>	6.1 Ensure Council fulfils its legislative and governance responsibilities and its decision making is supported by sustainable policies and procedures
<b>Council Policy</b>	Policy No 2014 – 27 Donations and Financial Assistance Policy
<b>Legislative Context</b>	Local Government Act 1993
<b>Consultation</b>	Council’s Senior Management Team
<b>Impact on Budget/Resources</b>	As per Council’s approved Community & Economic Development donations expense budget
<b>Risk</b>	The council must ensure that it meets its legislative and governance responsibilities in accordance with the Local Government Act 1993.

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

[Attachments - Policy No 2014 – 27 Donations and Financial Assistance Policy \(DRAFT\)](#)

**BACKGROUND**

The previous donations and financial assistance policy was approved by Council in November 2021.

This policy applies to various forms of financial assistance provided by Council to assist organisations and individuals within the Central Highlands by providing assistance, which may comprise cash or ‘in kind’, support.

The policy aims to support local clubs & organisations, local educational facilities, and individuals in an open, equitable and accountable manner.

**20.4 POLICY NO. 2015-32 FIRE ABATEMENT POLICY****RESOLUTION 21/12.2024/C**

**Moved:** Cr J Honner

**Seconded:** Cr R Cassidy

**THAT** Council adopt Policy No. 2015-32 Fire Abatement Policy.

**CARRIED**

**For the Motion**

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

**IMPLICATIONS AND FINANCIALS**

<b>Strategic Plan</b>	6.1 Ensure Council fulfils its legislative and governance responsibilities and its decision making is supported by sustainable policies and procedures
<b>Council Policy</b>	Policy No. 2015-32 Fire Abatement Policy
<b>Legislative Context</b>	Local Government Act 1993
<b>Consultation</b>	Council’s Senior Management Team
<b>Impact on Budget/Resources</b>	As per Council’s approved budget
<b>Risk</b>	The council must ensure that it meets its legislative and governance responsibilities as per the Local Government Act 1993.

**REPORT BY** Graham Rogers, D.E.S. Manager and Building/Plumbing Control Officer

[Attachments - Policy No. 2015-32 Fire Abatement Policy \(DRAFT\)](#)

**BACKGROUND**

The previous Fire Abatement Policy was approved by Council in October 2021.

The purpose of this Policy is to state the Council’s position in regard to dealing with fire abatement issues as they relate to nuisance provisions within the Local Government Act. The Policy has been reviewed and no changes are being proposed.

**20.5 AMENDMENT TO FEBRUARY 2025 COUNCIL MEETING DATE**

**RESOLUTION 22/12.2024/C**

**Moved:** Cr J Honner

**Seconded:** Cr D Meacheam

***THAT** Council, amend the February ordinary meeting date to be held on 11 February 2025*

**CARRIED**

**For the Motion**

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

**REPORT BY** Stephen Mackey, Acting - General Manager

**BACKGROUND**

Council had previously set the meeting dates at the November Council meeting; It’s been brought to my attention that the original date of 18<sup>th</sup> February is not suitable for all councillors to attend.

It is suggested that the meeting be moved forward by 1 week to allow everyone to attend.

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

### 21.1 COMMUNITY DONATIONS REQUEST – COOPER SMYTHE

#### **RESOLUTION 23/12.2024/C**

**Moved:** Cr J Honner

**Seconded:** Cr A Bailey

**THAT** Council provide a donation of \$250 to assist Cooper Smythe attend the 2024 Australian All Schools Track and Field Championships.

**Report by** Kat Cullen, Community Development Officer

#### **PURPOSE**

The purpose of this report is to consider a request for a Council donation for Cooper Smythe to attend the 2024 Australian All Schools Track and Field Championships.

#### **BACKGROUND**

Cooper has been selected to represent Tasmania at the 2024 Australian All Schools Track and Field Championships in Brisbane on the 06-08 December 2024. This will be Coopers' third year in a row representing Tasmania at a National level. He will be competing in the U18 men's 100m sprint and the U18 4 x 100m relay.

The total request is for \$250

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*Nadine Cove – Events Officer attended the meeting at 11.09 a.m. and provided Councillors with an update on the Highlands Bushfest Event.*

## 22. CLOSURE

Mayor Triffitt thanked everyone for their contribution and declared the meeting closed at 11.34 **am**.



# Central Highlands Council

## MINUTES AUDIT PANEL MEETING – 9 DECEMBER 2024

Minutes of the Central Highlands Council Audit Panel Meeting was held at the Hamilton Council Chambers, Hamilton on Monday 9 December 2024 commencing 10.00am.

### 1.0 OPENING

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### 2.0 PRESENT

Ian McMichael (Chair), Deputy Mayor J Allwright; Cr A Bailey and Cr D Meacheam.

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

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### 3.0 APOLOGIES

Robert Luciani, Accountant; Anupriya Sharma, Tasmanian Audit Office and Adam Wilson, Deputy General Manager

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### 4.0 CONFIRMATION OF MINUTES

#### RESOLUTION

**Moved:** Deputy Mayor J Allwright

**Seconded:** Cr D Meacheam

**THAT** the Minutes of the previous Audit Panel meeting held on Monday 7 October 2024 be confirmed.

**CARRIED**

**For the Motion:** Mr I McMichael (Chair); Deputy Mayor J Allwright; Cr A Bailey and Cr D Meacheam

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### 5.0 PECUNIARY INTEREST DECLARATIONS

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

Nil



## 6.0 BUSINESS ARISING

6.1 Related Party Declarations – any amendments.

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## 7.0 STANDING ITEMS

- Statutory Financial Requirements Report – NOTED
- Financial Reports – Monthly Report to 31 October 2024 – NOTED
- Risk Management Register – NOTED
- Policy Review - RESOLUTION

### 7.1 DRAFT POLICY 2024 - 66 ASSET MANAGEMENT CAPITALISATION

The Tasmanian Audit Office recommend that Council should develop a specific policy to ensure compliance with relevant accounting standards.

Council has an obligation to ensure that all assets are managed efficiently in accordance with the council's Asset Management Plan. This policy outlines the mandatory asset management accounting requirements to maintain compliance with the Local Government Act 1993 and Australian Accounting Standards.

The purpose of this policy is to provide guidance, clarity and consistency regarding the treatment of capital expenditure, depreciation, revaluations, disposals and acquisitions which will provide greater understanding and accuracy of council's capital requirement.

## RESOLUTION

**Moved:** Cr A Bailey

**Seconded:** Deputy Mayor J Allwright

**THAT** Council approve Policy No. 2024 – 66 Asset Management Capitalisation Policy.

**CARRIED**

**For the Motion:** Mr I McMichael (Chair); Deputy Mayor J Allwright; Cr A Bailey and Cr D Meacheam

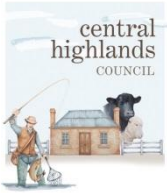
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### 7.2 DRAFT POLICY 2022 - 63 CLIMATE CHANGE ADAPTATION AND MITIGATION

Dr Josie Kelman CEO Derwent Catchment Project is currently reviewing Policy 2022 – 63 Climate Change Adaptation & Mitigation and will consider if Council should include the draft Climate Change Adaption Plan 2024 for the Central Highlands into the policy. Audit Panel to consider the finding of Dr Kelman once the policy has been reviewed.

**Further discussion to be undertaken**

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## 8.0 NEW BUSINESS

- 8.1 Central Highlands Council - Independent Auditors Report (Opinion) for the year ended 30 June 2024 - NOTED
- 8.2 Memorandum of audit findings for the year ended 30 June 2024.- NOTED
- 8.3 Draft Annual Report as of 30 June 2024.

## RESOLUTION

**Moved:** Cr A Bailey

**Seconded:** Deputy Mayor J Allwright

**THAT** the Audit Panel note AND MINOR AMENDMENTS the Draft Annual Report as of 30 June 2024

**CARRIED**

**For the Motion:** Mr I McMichael (Chair); Deputy Mayor J Allwright; Cr A Bailey and Cr D Meacheam

- 8.4 Proposed Finance Workshop

***Noted with further discussion***

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## 9.0 OTHER BUSINESS

Nil

- 
- 10.0 **NEXT MEETING** - To be held at Hamilton on **Monday 17<sup>th</sup> February 2025** commencing at **10.00am**.

- 
- 11.0 **CLOSURE – 10.55 a.m.**
-





## **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:** GREAT LAKE TIE-IN

**Amount of Grant Requested:** \$1,000

**Estimated Total Project Cost:** \$1,500

**Applicant Organisation:** GREAT LAKE TIE-IN ASSOCIATION INC.  
IA12677 - INCORPORATED NUMBER.

**Contact Person's Name:** ANNA BELLETTE

**Contact Details Address:** 11 TROUT CRESCENT  
MIENA 7030

**Phone: (Business hours)** 0400 687 434

**Mobile:** 0400 687 434

**Fax:**

**Email:** greatlaketicin@gmail.com

**Signature** A. Bellette

**Name**

**Position in Organisation** SECRETARY

**Date**

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

FINANCIAL SUPPORT

**What is the membership of the organisation?**

President SCOTT HASLOCK  
Secretary ANNA BELLETTE  
Treasurer NORM CRIBBIN  
Public Officer/s NORM CRIBBIN

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

**Is the organisation:**

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

**OR**

- An individual community member**

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

**If yes;**

**Name of Project:**

**Date Grant received:**

**Amount of Grant:**

**3. PROJECT DETAILS**

**Project Start Date:** 11 October 2025

**Project Completion Date:** 11 October 2025

**Project Objectives:** TO RUN A SUCCESSFUL FLY FISHING/TYING EXPO FOR THE BENEFIT OF THE WHOLE COMMUNITY.

#### 4. COMMUNITY SUPPORT

**What level of community support is there for this project?**

COMMUNITY SUPPORT AS FOLLOWS:-

- GREAT LAKE COMMUNITY CENTRE
- BOTH PUBS
- PLUS THE WIDER FISHING COMMUNITY INCLUDING MAINLAND.

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

IT CERTAINLY DOES, THE ENTIRE LOCAL COMMUNITY/  
BUSINESS BENEFIT FROM THIS EVENT.

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

THE PROJECT BENEFITS THE COMMUNITY AS FOLLOWS:-

- ACCOMODATION, AIR BNB BOOKINGS, HOTEL BOOKINGS.
- DINING, BOTH PUBS
- STORE, FUEL FOOD ETC
- COMMUNITY CENTRE (THEIR BIGGEST FUNDRAISER)  
(FOOD SUPPLIED ON THE DAY.
- CAMPING BOOKINGS

**5. COUNCIL SUPPORT**

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

Are you requesting participation by Councillors or Council Staff? If yes, please give details.

IT WOULD BE NICE TO HAVE A COUNCIL REPRESENTATIVE ATTEND ON THE DAY + OR SAY A FEW WORDS AT THE OPENING.

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

ACKNOWLEDGMENT AS FOLLOWS:-

- THROUGH OUR ADVERTISING ON OUR PRIVATE FB PAGE
- LOGO ON FLYER
- POSTERS THAT GO UP IN LOCAL STORES (WITH LOGO)
- ACKNOWLEDGEMENT TO OPENING + ANY ARTICLES

**6. FUTURE APPLICATIONS AND THE SUCCESS THIS PROJECT**

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

YES.

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

THE PROJECT HAS DEFINITELY GROWN EACH YEAR, WE RECEIVE POSITIVE FEEDBACK FROM VISITORS TO THE EVENT + TRADES + TVERS. THE COMMUNITY HALL COMMITTEE SAID IT IS THEIR BIGGEST FUNDRAISER FOR THE YEAR.

**7. PROJECT BUDGET "ATTACHED"**

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

Please provide a breakdown of the project expenditure and income:

Expenditure	Amount \$	Income	Amount \$
Capital		Guarantee	

Refurbishment		Government Grants	
Equipment		Trust/Foundations	
Premises		Donations from Business	
Vehicles		Special Funding	
Other:		Gifts in Kind	
Other:		Other:	
<b>Subtotal</b>		Other	
		<b>Subtotal</b>	
<b>Revenue</b>		<b>Anticipated</b>	
Salaries (including super)		Government Grants	
Short-term contract fees		Central Highlands Grant	
Running costs		Trust/Foundations	
Production of information PR materials		Donations from Businesses	
Training staff/volunteers		Special Fundraising	
Travel		Gifts in kind (details)	
Rent		Cash Reserves	
Reference materials		Other:	
Other:			
<b>Subtotal</b>		<b>Subtotal</b>	
<b>TOTAL</b>		<b>TOTAL</b>	

# GREAT LAKE TIE-IN 2024

Held on Saturday 12 October 2024.

Location, Great Lake Community Centre, Miena

It was a beautiful sunny day outside, people arrived to set up from 8.30 am, scones were baking in the kitchen along with other food preparations being made by the local community Hall volunteers.

The art of fly tying is combining a few synthetic materials, furs and or feathers onto a hook to create an artificial fly. Fish to be caught range from trout, rainbow and brown, and are now commonly used for saltwater fishing. The art of fly tying has been around for many years. The first recorded use of an artificial fly was near the end of the 2nd century by Macedonian anglers on the Astraeus River.

Twenty-four tyers from around the state and interstate had arrived to demonstrate the art of fly tying to the public. Clubs included Clarence Licensed Anglers, Quamby Fly Fishing Club, Tasmanian Fly Tyers Club Hobart, Devonport Fly Fishing Club, The Fly Fishers Club Launceston, North West Fly Fishers Club and Ballarat Club represented by Dale Flenely, Craig Coltman and Bill Reddick.



Overall Winner 04

Mitchell Crowden receiving his award from Tom Woolley.

Winners of this competition were as follows. Adult section 1<sup>st</sup>, Mitchell Crowden, 2<sup>nd</sup> Jenna Westwood and 3<sup>rd</sup> place Patrick Horran. Juniors section, 1<sup>st</sup> Maurice Jacobson, 2<sup>nd</sup> Joe Whitlock and 3<sup>rd</sup> place Kai Clarke.

Hooks were donated by Black Magic Tackle and some materials were donated by Semperfli. All fly packs and coordination of the competition was done by Tom Woolley.

Attending trades on the day included Inland Fisheries Services, Ambulance Tasmania, Etched in Glass with Angela Worldon, Kate Tribe author of Whispers of the Highlands, Tess Kingston promoting Bronte Fly Fishing School, Spot On Fishing Connection Hobart, James Jones – Cane Rod maker, Ray Curran from Red Tag Trout Tours.

Ken Orr and the EJ Todd pro staff team, Shannon Orr, Wayne and Tracey Turale. They spent time with people who were interested in casting and trying different TFO rods, this gave the chance to feel the action of the rod and receive some expert guidance in casting.

During the day the public was able to mingle, chat, buy fly tying gear and pretty much be immersed in everything to do with fly tying and fly fishing. They were able to watch tyers demonstrate the art of fly tying. One lady said she actually got to watch a fly being tied from start to finish which she found fascinating. Hook sizes can vary from 0.5 mm (size 20) up to 1cm (size 16 and 14s). A wet fly (fished under the surface) can end up 5 cm in length, whereas a dry fly (sits on the surface) can stay relatively the same size as the hook length.

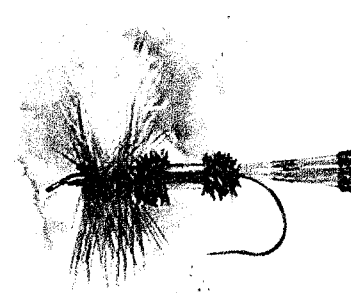


Maurice age 13

A silent auction was held where you were able to bid on some cool items. A split cane rod, a signed copy of Wigram's Fly box by Mick Hall and Jim Finlay, saltwater flies from Rivulet Fly Fishing and a couple of fly rods were up for grabs by the lucky bidding winners.

Overall, the day was a great success.

We look forward to the event next year which will be our 9<sup>th</sup> year running the event.



GREAT LAKE TIE-IN 2024

The competition fly, hand painted by artist Trevor Hawkins. The Royal Wulff.



Date	Description	Reference	Code	Money In	Money Out	Balance	Bank Balance	Reconciled
01/01/2024	Balance B/F	Statement of Financial Position 31/12/2023				\$ 2,652.33	\$ 2,652.33	Yes
05/01/2024	CHC Community Grant	Receipt H335945380745	GRNT	\$ 1,000.00		\$ 3,652.33	\$ 3,652.33	Yes
28/02/2024	Association Annual Return	Receipt 3702704583 - N222843818847	CORP		\$ 71.20	\$ 3,581.13	\$ 3,581.13	Yes
08/03/2024	Whitworths Numbers for Posters	Receipt N230840419479	ADV		\$ 4.07	\$ 3,577.06	\$ 3,577.06	Yes
22/05/2024	GLTI Flyers Anna	Receipt 06710010105080	ADV		\$ 57.26	\$ 3,519.80	\$ 3,519.80	Yes
31/07/2024	Roger Butler Sponsorship	Graham Blight Award - Rec# KA42132570406	DON	\$ 500.00		\$ 4,019.80	\$ 4,019.80	Yes
01/08/2024	Simon Ellis - Key Ring	Receipt No. KA42142880751	KRS	\$ 10.00		\$ 4,029.80	\$ 4,029.80	Yes
12/10/2024	PETER GLANVILL Fly gear	N301245654380	KRS	\$ 10.00		\$ 4,039.80	\$ 4,039.80	Yes
12/10/2024	Aaron Worldon	N301245355282	SA	\$ 150.00		\$ 4,189.80	\$ 4,189.80	Yes
12/10/2024	Silent Auct Norm	N301245367006	SA	\$ 10.00		\$ 4,199.80	\$ 4,199.80	Yes
12/10/2024	Neil P black magic kits Silent bids	N301245355610	SA	\$ 45.00		\$ 4,244.80	\$ 4,244.80	Yes
12/10/2024	Anthony D Mockunas	KA42863570530	SA	\$ 201.00		\$ 4,445.80	\$ 4,445.80	Yes
12/10/2024	Silent Auction Beginners Tie kit Karen Wilson	N301245462316	SA	\$ 140.00		\$ 4,585.80	\$ 4,585.80	Yes
12/10/2024	MR FRANCIS COUNSEL	KA42863625032	SA	\$ 250.00		\$ 4,835.80	\$ 4,835.80	Yes
12/10/2024	Anna Auction x 2 Anna Auction X 2	N301246156745	SA	\$ 170.00		\$ 5,005.80	\$ 5,005.80	Yes
14/10/2024	SA Kaz Clarke	N301443297630	SA	\$ 25.00		\$ 5,030.80	\$ 5,030.80	Yes
14/10/2024	SA Shaun Harris	N301443793030	SA	\$ 40.00		\$ 5,070.80	\$ 5,070.80	Yes
14/10/2024	Fly Voucher \$120 - Spot On	N301443394076	VOU		\$ 120.00	\$ 4,950.80	\$ 4,950.80	Yes
14/10/2024	Fly Voucher \$80 - Spot On	N301443368345	VOU		\$ 80.00	\$ 4,870.80	\$ 4,870.80	Yes
14/10/2024	Fly Voucher \$150 - Essential Flyfisher	N301443901844 - \$50 off as donation by EF.	VOU		\$ 100.00	\$ 4,770.80	\$ 4,770.80	Yes
14/10/2024	Fly Voucher \$100 - Essential Flyfisher	N301443430200	VOU		\$ 100.00	\$ 4,670.80	\$ 4,670.80	Yes
14/10/2024	Fly Voucher \$50 - Spot On	No charge from Spot On (Donation)	VOU		\$ -	\$ 4,670.80	\$ 4,670.80	Yes
14/10/2024	SA Books 1	N301445049273	SA	\$ 5.00		\$ 4,675.80	\$ 4,675.80	Yes
14/10/2024	Key Rings x 3	N301445043379	KRS	\$ 30.00		\$ 4,705.80	\$ 4,705.80	Yes
14/10/2024	Gold Coin Donations (Door Entry)	N301445095090	DON	\$ 191.55		\$ 4,897.35	\$ 4,897.35	Yes
16/10/2024	Tom Woolley - Fly Comp Materials	N301644563988	MAT		\$ 167.50	\$ 4,729.85	\$ 4,729.85	Yes
12/10/2024	Community Centre Donation		VENUE		\$ 150.00	\$ 4,579.85		Check
12/10/2024	Cane Rod Out of Pocket Expenses		SAEXP		\$ 350.00	\$ 4,229.85		Check
11/10/2024	Great Lake Hotel - Meet & Greet Nibbles		MNG		\$ 150.00	\$ 4,079.85		Check
11/10/2024	Guest Speaker - Meal		MNG		\$ 39.45	\$ 4,040.40		Check
11/10/2024	SA Cane Rod		SA	\$ 1,100.00		\$ 5,140.40		Check
11/10/2024	SA Wigram's Fly Box		SA	\$ 150.00		\$ 5,290.40		Check
11/10/2024	SA Cutting Board & Jug		SA	\$ 30.00		\$ 5,320.40		Check
								Yes
								Yes
								Yes
								Yes



**GREAT LAKE TIE-IN INCORPORATED**

## Income and Expenditure Statement

For the year 1 January 2024 to 31 December 2024

<b>Opening Balance</b>	01-01-2024	<b>\$ 2,652.33</b>
------------------------	------------	--------------------

**Income**

<b>Code</b>	<b>Description</b>	<b>Amount</b>
SA	Silent Auction	\$ 2,316.00
KRS	Key Ring Sales	\$ 50.00
DON	Donations	\$ 691.55
FLYC	Fly Tying Competition	\$ -
GRNT	CHC Community Grant	\$ 1,000.00
	<b>Total Income</b>	<b>\$ 4,057.55</b>

**Expenditure**

<b>Code</b>	<b>Description</b>	<b>Amount</b>
CORP	Association Fees	\$ 71.20
STN	Stationary	\$ -
ADV	Advertising Signage	\$ 61.33
ADVKR	Advertising Keyrings	\$ -
MAT	Fly Tying Materials	\$ 167.50
INS	PL Insurance	\$ -
CLN	Cleaning Supplies	\$ -
GAS	LP Gas	\$ -
VOU	Fly Competition Vouchers	\$ 400.00
MNG	Meet and Greet - Food	\$ 189.45
VENUE	Venu Hire/Donation	\$ 150.00
SAEXP	Silent Auction Expences	\$ 350.00
	<b>Total Expenditure</b>	<b>\$ 1,389.48</b>

<b>Closing Balance @</b>	16-10-2024	<b>\$ 5,320.40</b>
--------------------------	------------	--------------------

Norm Cribbin  
Honorary Treasurer

**GREAT LAKE TIE-IN INCORPORATED**



Income and Expenditure Statement as at 31 December 2024

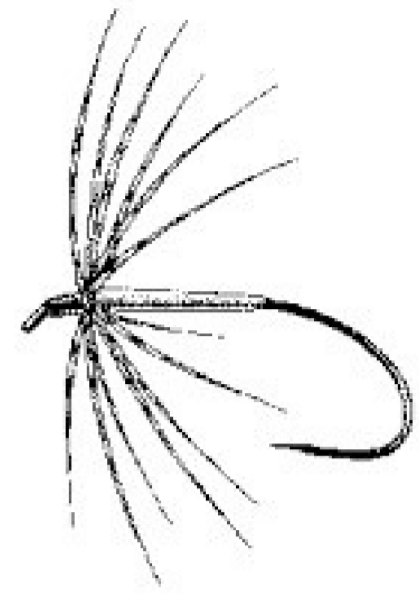
2022	2023	Receipts	Notes	2024
\$ 1,765.00	\$ 1,605.00	SA	Silent Auction	\$ 2,316.00
\$ 170.00	-	KRS	Key Ring Sales	\$ 50.00
\$ 119.00	\$ 103.00	DON	Donations	\$ 691.55
\$ -	\$ 500.00	FLYC	Fly Tying Competition	\$ -
\$ -	-	GRNT	CHC Community Grant	\$ 1,000.00
<hr/>				
\$ 2,054.00	\$ 2,208.00	<b>Total Receipts</b>		\$ 4,057.55
\$ 1,055.85	\$ 2,293.61	Add Bank Balance Forward from Previous Year		\$ 2,652.33
<hr/>				
<b>\$ 3,109.85</b>	<b>\$ 4,501.61</b>			<b>\$ 6,709.88</b>

2022	2023	Payments	Notes	2024
\$ 66.00	\$ 68.00	CORP	Association Fees	\$ 71.20
\$ 56.23	-	STN	Stationary	\$ -
\$ 209.01	\$ 229.36	ADV	Advertising Signage	\$ 61.33
\$ 485.00	-	ADVKR	Advertising Keyrings	\$ -
\$ -	\$ 243.10	MAT	Fly Tying Materials	\$ 167.50
\$ -	\$ 337.82	INS	PL Insurance	\$ -
\$ -	\$ 51.00	CLN	Cleaning Supplies	\$ -
\$ -	\$ 120.00	GAS	LP Gas	\$ -
\$ -	\$ 500.00	VOU	Fly Competition Vouchers	\$ 400.00
\$ -	\$ 300.00	MNG	Meet and Greet - Food	\$ 189.45
\$ -	-	VENU	Venu Hire/Donation	\$ 150.00
\$ -	-	SAEXP	Silent Auction Expences	\$ 350.00
<hr/>				
\$ 2,293.61	\$ 2,652.33	Bank Deposit Balance at Close		\$ 5,320.40
<hr/>				
<b>\$ 3,109.85</b>	<b>\$ 4,501.61</b>			<b>\$ 6,709.88</b>

\$ 2,293.61	\$ 2,652.33	<b>Reconciliation of Cash Surplus/Deficit</b>		\$ 5,320.40
(\$1,055.85)	(\$2,293.61)	Bank Deposit Balance at Close		(\$2,652.33)
<hr/>				
<b>\$1,237.76</b>	<b>\$358.72</b>	Less Deposit Balance from Previous Year		<b>\$2,668.07</b>
<hr/>				
		Cash Surplus/(Deficit) for Year		<b>\$2,668.07</b>

Norm Cribbin  
Honorary Treasurer

16-10-2024



AN EXPO OF FLY TYING AND FLY FISHING

# GREAT LAKE TIE-IN

Great Lake Community Centre  
55-57 Cider Gum Road  
Miena TAS 7030

10 to 3pm

**12 October 2024**

**greatlaketiein@gmail.com**



# CENTRAL HIGHLANDS COUNCIL COMMUNITY GRANTS PROGRAM EVALUATION REPORT

## 1. GRANT DETAILS

Name of Project: GREAT LAKE TIE-IN

Grant Amount from Central Highlands Council: \$1,000

Start Date: 11TH OCTOBER 2025

Completion Date: 11TH OCTOBER 2025

## 2. RECIPIENT DETAILS

Applicant Organisation: GREAT LAKE TIE-IN ASSOCIATION INC.  
Incorporation Number: IA12677

Contact Person's Name:

Phone (Business Hours):

Mobile: 0400 687434

Fax:

Email: greatlaketiein@gmail.com

## 3. CERTIFICATION

To be signed by the Chair, President or Chief Executive of the Organisation.

I certify that the attached project summary provides a true and fair record of the undertaking and outcomes of this project.

Name: NORM CRIBBIN

Position in Organisation: TREASURER & PUBLIC OFFICER

Signature

Date

#### 4. Project Summary

\* You may choose to attach a separate project report, but it must address the questions included in this form.

\* Please attach any material developed as part of your project, e.g. media coverage or publicity, flyers, brochures etc.

Briefly describe your project and its outcomes

OUR PROJECT AIMS TO PROMOTE FLY TYING / FLY FISHING.  
KIDS ARE ENCOURAGED TO COME ALONG + TIE.  
BENEFITS THE LOCAL AREA + PROMOTES THE CENTRAL HIGHLANDS.

How did the community benefit or provide a community resource?

DIRECT BENEFITS:-

- BOTH HOTELS, ACCOMODATION BOOKINGS + FOOD
- COMMUNITY CENTRE,
- AIRBNB BOOKINGS
- LOCAL STORE + SURROUNDS EXTRA BUSINESS.

How many people participated in your project?

OUR COMMITTEE - 4  
TRADES - 18  
TYERS - 24  
GLC HALL COMMITTEE - 10

How many volunteers worked on your project?

OUR COMMITTEE IS AS FOLLOWS:  
NORM CRIBBIN - TREASURER  
ANNA BELLETTE - SECRETARY  
SCOTT HASLOCK - PRESIDENT

COMMITTEE

- TOM WOOLLEY

- WAYNE BELLETTE  
(ABSENT ON THE DAY)

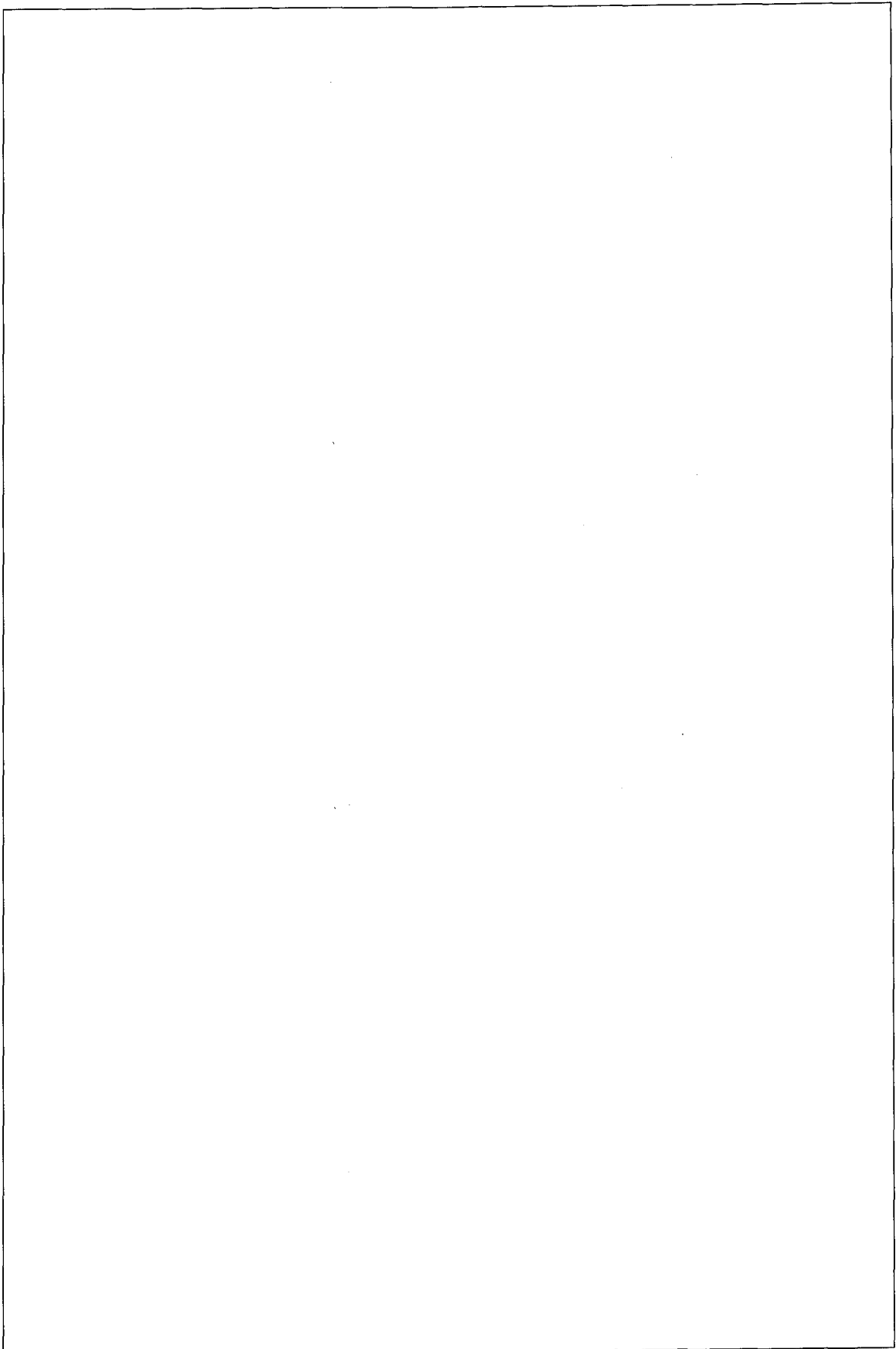
Did you learn anything new or unexpected during the implementation of the project?

THIS YEAR IT WAS GREAT TO SEE A LADY ATTEND + TIE.  
SHE WENT ON TO COME 2ND IN THE FLY TYING COMPETITION  
RETURNEE JUNIOR TYERS.

Have any future plans arisen from the project?

How has Council's contribution to the project been acknowledged?

WE MADE ACKNOWLEDGMENT THROUGH ALL CORRESPONDENCE/MEDIA  
GOING OUT, ALL FLYERS (LOGO), AND ACKNOWLEDGMENT AT  
THE OPENING OF THE TIE-UP.



**5. STATEMENT OF INCOME & EXPENDITURE**

Actual Income		Actual Expenditure	
		Item	Total Cost
Project Income/income earned through the project	\$		
Organisations contribution, including volunteer staff <i>Give Details</i>	\$		
Donations or inkind support <i>Give details</i>	\$		
Sponsorship	\$		
Central Highlands Council Community Grant	\$		
Other Grants <i>Give details</i>	\$		
Other Income <i>Give details</i>	\$		
<b>TOTAL</b>	<b>\$</b>	<b>TOTAL</b>	<b>\$</b>

\* Please attach a copy of receipts that demonstrate proper expenditure of the grant.

**To be signed by your organisation's Treasurer or independent Auditor.**

I certify that the above Statement of Income and Expenditure provides a true and fair record of this project.

Name: **Norm Cribbin**

Position in Organisation: **Treasurer**

Signature



Date **19/11/2024**





**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.

## **Grant Application - Miena Seisiún Feb 21/22 2025**

### **Covering Letter**

For the past two years this traditional music event has been held at Miena as part of the Tasmanian Highlands Gathering (THG), sponsored by J. Johns of the Great Lakes Hotel. Having failed to obtain significant grant funding for the event planned for 2025, THG decided to move the Scottish component of the program to a winter event. We decided to stay with the February date as participants in our music program are heavily reliant on camping accommodation. We have therefore formally separated from THG, re-badged as Miena Seisiún (to reflect the fact that our focus is mainly on playing Irish music), and have been accepted as a sub-group of the Folk Federation of Tasmania (FFT). Among other benefits this gives us an administrative umbrella and event insurance.

As you can see from the attached budget estimate, we are unlikely to break even at prices which are reasonable for local people, and the plan remains (and for the future) to cover the shortfall from grant funding by e.g. Arts Tasmania. The very late decision by THG meant that, unfortunately, we were too late to apply for such funding this year. We have a firm offer of \$500 from FFT and hopefully the Council will see fit to support us with at least the \$1500 requested. Even that amount may not reach break-even unless we substantially increase participation to the “optimistic” scenario which we have modelled, but as a Miena resident, I am prepared to personally under-write the difference for community benefit. If we don't build on the momentum generated, I think it is very unlikely that the event would be repeated at this location.

We can give an assurance that we will be promoting the event strongly within the region and Statewide and, given a positive outcome, we will make every effort to find other sources of funding for 2026.

I attach three letters of support to indicate that both the local community and the wider Tasmanian community of traditional musicians are supportive of our efforts. These mention THG rather than Miena Seisiún, as we solicited them in support of grant applications earlier in 2024, but they refer specifically to our planned program at the Great Lake Community Centre (GLCC) rather than other THG activities.

Please note that we are making a direct financial contribution to the GLCC through hire of the hall and arrangements for purchase of food and beverages throughout the day.

Because the accounts for last year were kept by THG we are unable to provide a current financial statement. As we are now a sub-group of FFT, the Treasurer of the FFT (Sarah Lewis) has overall control of our accounts for 2025.

Note that I believe THG may have received a grant from Council in 2024, but I do not have access to details.

Details of the planned program can be found at:



A handwritten signature in black ink, appearing to read 'Rod Griffin' in a cursive style.

Rod Griffin,

President of Miena Seisiún a subgroup of Folk Federation of Tasmania



# Miena Seisiún

Come and enjoy Irish Traditional music followed by a  
Bush Dance. All welcome.

22 February 2025

MIENA GREAT LAKES COMMUNITY CENTRE

2PM CONCERT

featuring Luke Plumb and Dave  
McNamara

SUPPORTED BY WALLABY TRACK  
AND SINN ARAON | \$25

7.30PM BUSH DANCE

CALLED BY DAVID WANLESS WITH MUSIC BY  
WALLABY TRACK | \$20



Scan Here for Tickets & information

or

[folktas.org/mienaseisiun25](https://folktas.org/mienaseisiun25)

Miena Seisiun a sub-group of the Folk Federation of Tasmania  
Contact : rodgriffin@inet.net.au



# session players tasmania inc.

**Business Address:** 91 Stirling Street,  
Acton 7320, TAS  
**Email:** [contact@tassessions.com](mailto:contact@tassessions.com)  
**Facebook:** Session Players Tasmania  
**Web:** [www.tassessions.com](http://www.tassessions.com)  
**ABN:** 94148084279  
**ComBank Account:** 10605082  
**BSB:** 067400

30/7/2024

To whom it may concern:

Letter of Support from Session Players Tasmania (SPT)

Tasmania has many 1st, 2nd and 3rd generation Irish and Scottish families and as a result we have a thriving community of musicians who regularly meet around the state to play traditional Celtic music together. A core aim of SPT is to inspire and nurture the next generation to ensure Celtic music continues to be played and enjoyed in Tasmania for years to come.

For the past 2 years the Tasmanian Highlands Gathering has contributed to this aim by providing an opportunity for session players from throughout the State to get together, learn, and share their music. I hope that this will become an ongoing event going forward and encourage positive consideration of their application for grant funding.

Heath Richardson  
President of Session Players Tasmania

[www.tassessions.com](http://www.tassessions.com)

Phone: 0488 421 036



**Great Lake Community Centre inc**

55-57 Cider Gum Drive, Miena, Tas, 7030

Ph 0497 933 484

Email [greatlakecommcentreinc@gmail.com](mailto:greatlakecommcentreinc@gmail.com)

To Whom it may Concern,

We the Committee Members of the Great Lake Community Centre, fully support the Tasmanian Highland Gathering in seeking funding for Cultural Activities within the Central Highlands. By having these events, they encourage locals and visitors alike to come to our beautiful part of Tasmania and indeed Australia.

Our committee would welcome any groups that provide public concerts and various workshops for the community in and around our Community Centre, as we have done in previous years.

We wish them all the luck with their endeavor to gain funding for their amazing project.

**John Cox**  
**President.**  
**Great Lake Community Centre inc.**

**Vicki Bygrave**  
**Secretary**  
**Great Lake Community Centre**

## Letter of Support 2

From: [ctriffitt@iprimus.com.au](mailto:ctriffitt@iprimus.com.au)

Sent: Wednesday, August 7, 2024 6:59 PM

To: Rod Griffin <[rodgriffin@inet.net.au](mailto:rodgriffin@inet.net.au)>

Subject: Support for the annual THG Program

I am the Brigade Chief of Great Lake Fire brigade located at Miena in Tasmania having completed 51 years of volunteer work and achieving the highest honour of the Australian Fire Service Medal. I have been happy to make Fire Station space available for THG music practice in the past 2 years and will do so again in 2025. I strongly support any grant application which will allow the THG to continue providing musical experiences for the local community and also their monetary support to the Great Lakes Community Centre through hire of performance space and purchase of food services.

Most of our Miena community are mature-aged people who value any opportunity for locally based entertainment. In the past 2 years the THG management have clearly demonstrated their interest in including us in their planning and, on behalf of the Brigade and the wider community, I am very happy to support their grant application.

Regards Colin Triffitt AFSM

Chief

Great Lake Brigade.

Email: [ctriffitt@iprimus.com.au](mailto:ctriffitt@iprimus.com.au)

phone 0417508903



## CENTRAL HIGHLANDS COUNCIL COMMUNITY GRANTS PROGRAM APPLICATION FORM

### 1. APPLICATION & ORGANISATION DETAILS

**Name of Project:** Miena Seisiún Concert & Dance

**Amount of Grant Requested:** \$1500.00

**Estimated Total Project Cost:** \$5000

**Applicant Organisation:** Miena Seisiún a sub-group of the Folk Federation of Tasmania

**Contact Person's Name:** Dr. Rod Griffin

**Contact Details Address:** 14 Robertson Rd Miena 7030

**Phone: (Business hours)**

**Mobile:** 0407871003

**Email:** rodgriffin@iinet.net.au

**Signature**

**Name** A. Rod Griffin

**Position in Organisation**

President

**Date** 28/12/24

**What is the overall aim/purpose of the applying organisation?** To provide an annual opportunity for Session musicians from across the State to play together and attend instrument workshops, and to share their traditional Irish music with the public through presentation of a concert and bush dance.

**What is the membership of the organisation?**

President Rod Griffin  
Secretary John Hickey



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

Is the organisation:

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

**OR**

- An individual community member**

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

No, but see explanatory comment in the Covering Letter.

**If yes;**

**Name of Project:**

**Date Grant received:**

**Amount of Grant:**

## 3. PROJECT DETAILS

**Project Start date:** 21 Feb 2025

**Project Completion Date:** 22 Feb 2025

**Project Objectives:**

1. To provide an opportunity for musicians from across Tasmania to play together and attend instrument workshops
2. To present a concert of traditional Irish music and a bush dance for the enjoyment of local and regional people

## 3. COMMUNITY SUPPORT

**What level of community support is there for this project?**

See letters of support from GLCC and the Fire Service Brigade chief. About half the audience in previous concerts have been local people. A third letter indicates that we are also providing an event of interest to musicians State-wide

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

Yes, we are hiring the Community Centre and buying food services. In addition to myself, one of the key performers Brian Owens comes from Ouse and our PA operator R Berg is a Miena resident

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

We are providing an entertainment for all the community. Our intention is also to invite pupils from the school at Bothwell to the concert, if transport can be organised. As custodians of the Celtic music tradition, we are always on the lookout for ways to interest the next generation.

**5. COUNCIL SUPPORT**

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

**If yes, please give details.**

No. We are hiring the Great Lakes Community Centre at commercial rates and covering all other costs from our budget

**Are you requesting participation by Councillors or Council Staff?**

**If yes, please give details.**

No although we would be delighted to invite Council Members to enjoy the event

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

We will be happy to include the Council logo in our advertising material and to acknowledge the council support at the opening of the event.

**6. FUTURE APPLICATIONS AND THE SUCCESS THIS PROJECT**

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

The event will most likely run at a loss this year (see Covering Letter and budget document). This Council grant will therefore be a life-saver. I have made a personal commitment to cover any shortfall in 2025.

We are confident that, if we decide to run the event in 2026, we will have plenty of time to apply for grants from other sources. Therefore, we would hope not to trouble you again.

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

The number of participants compared to previous years will be a good indication. We always ask instrument workshop tutors to seek feedback from students and we will consider a survey of local people who come to the concert and / or the bush dance (which is a new initiative in 2025)

**7. PROJECT BUDGET**

See attached budget and balance sheet estimate in a format discussed with the Community Development Officer. The current best estimate is that we will run at a loss which will be covered from my personal account. I have accepted this risk because I am strongly committed to the future of this event as an enjoyable contribution to community life in the Central Highlands.

All organisational and promotion inputs are in-kind contributions from myself, John Hickey and David Wanless from FFT

**Please provide a breakdown of the project expenditure and income:**

Provided in attached spreadsheet

<b>Projected Income</b>				
Ticket sales			2450	
FFT grant			500	
Central Highlands Council*			1500	
Balance to account R. Griffin *			550	
<b>Total</b>			<b>5000</b>	

<b>Modelled ticket sales</b>				
	Income	Patrons	price	Revenue
<b>Likely</b>	Workshops	20	25	500
	Concert	50	25	1250
	Dance	40	17.5	700
	<b>Total</b>			<b>2450</b>
Optimistic	Workshops	30	25	750
	Concert	75	25	1875
	Dance	50	17.5	875
	<b>Total</b>			<b>3500</b>
Pessimistic	Workshops	15	25	375
	Concert	25	25	625
	Dance	20	17.5	350
	<b>Total</b>			<b>1350</b>

\* assuming success with this application



## **Policy No. 2014- 21**

# **Alleviation of Dust Nuisance - Roadworks Policy**

Document:	Start Date: 21 January 2025	Page Reference:
Alleviation of Dust Nuisance Policy	Review Date: 31 Dec 2029	Page <b>1</b> of <b>2</b>

## **POLICY INTENTION**

- To outline the process for considering applications from residents or ratepayers for the alleviation of dust nuisances arising from roads.

## **APPLICATION OF POLICY**

- Council shall consider the number of residents affected by the situation and in addition shall consider the percentage of blocks of land fronting the section of road which have houses erected on them. As a guide, it should be expected that at least 50 per cent of the blocks have houses constructed on them.
- Prior to any decision by Council, the Manager Works & Services shall conduct a vehicle usage assessment of the road to take into account the average annual daily numbers and type of traffic using the road.
- The cost of the various alternatives to overcome the dust problem shall be presented to Council for consideration prior to making a decision. Alternatives to be considered shall include construction to bitumen seal standard, gravel sheeting, bitumen or other stabilisation and treatment with dust suppressant chemicals.
- Council shall seek a contribution from the property owners and where they are prepared to contribute to the proposed work (dollar for dollar basis) Council shall give priority to the work in the following annual budget.

Document:	Start Date: 21 January 2025	Page Reference:
Alleviation of Dust Nuisance Policy	Review Date: 31 Dec 2029	Page <b>2</b> of <b>2</b>



## **Policy No. 2025 - 65**

# **Code of Conduct Dispute Resolution Policy**

Template prepared by the Local Government Association of Tasmania, December 2024

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## 1. Purpose

To establish the principles and procedures for dispute resolution with, and between, councillors related to matters outlined under the Code of Conduct in accordance with *Local Government Act 1993* Section 28JA, the Local Government (General) Regulations 2015 and **Council's Policy 2024-64 Respectful Relationship Policy**.

## 2. Scope

This policy applies to disputes with, and between, councillors. Matters of dispute include those under the Code of Conduct and behaviour of councillors towards each other, council employees and community members more broadly.

### 2.1. Relationship to the Code of Conduct

This policy is to support the resolution of disputes with, and between, councillors before a Code of Conduct complaint is lodged.

Where a Code of Conduct complaint is lodged, the *Local Government Act 1993* requires that a complainant details why the outcome from the dispute resolution process was not satisfactory<sup>1</sup>, or if the process was not used, why the dispute resolution process was not appropriate for the circumstances<sup>2</sup>. An exception is where the dispute resolution process is not appropriate to resolve the dispute.

### 2.2. When this policy may not be appropriate

A Code of Conduct complaint may be required where either party is unable, or unwilling to participate in some, or all, of the dispute resolution process, such as mediated discussions. These reasons will be documented by the Dispute Resolution Officer.

Other matters such as, but not limited to, health and safety risks, criminal misconduct, discrimination, breaches of the *Local Government Act 1993* are to be addressed outside this policy.

---

<sup>1</sup> *Local Government Act 1993*, Section 28V (fc).

<sup>2</sup> *Local Government Act 1993*, Section 28V (fd).

## 3. Principles

### 3.1. Procedural fairness

The principles of procedural fairness, or natural justice, will apply when dealing with a dispute under this Policy.

In particular:

- (i) the parties in the dispute will be afforded equitable opportunities to be heard
- (ii) any recommendations, or dispute resolution plans will be based on genuine consideration of the circumstances and evidence
- (iii) the roles in the process will support procedural fairness.

### 3.2. Roles

#### **Complainant**

The person raising the dispute about a relevant matter.

#### **Respondent**

The councillor(s) that are subject to a dispute.

#### **Mayor**

The mayor as Chairperson of the council may ask for parties to engage in the dispute resolution process.

#### **General Manager**

The General Manager is responsible for identifying a council officer to act as the Dispute Resolution Officer. Where the Dispute Resolution Officer has an actual or perceived conflict of interest with the parties in dispute, the General Manager may appoint an alternative officer. The General Manager may appoint themselves where no other person is able to perform this role, and they can meet the requirements of this policy.

The General Manager is to identify a panel of Dispute Resolution Advisors for use under this Policy. Alternatively, councils may access the provider panel developed by the Local Government Association of Tasmania (LGAT).

#### **Dispute Resolution Officer**

The Dispute Resolution Officer manages the process, is responsible for maintaining the records of the process and appoints the Dispute Resolution Advisor. The Dispute Resolution Officer does not have a role in assessing the dispute.

## **Dispute Resolution Advisor (the Advisor)**

The Advisor is a person external to the council who undertakes the dispute resolution process with the parties in dispute. Refer to section 4.4 for more detail on the Advisor.

## **Support person**

The support person is a person who may support the complainant or respondent as part of the dispute resolution process. Refer to Section 4.7 for more detail.

### **3.3. Personal and shared responsibility**

Councillors represent the views of the community, so at times they may hold and express views that are different, and opposing, to their fellow councillors. The democratic process means that there may be active debate that should be considered and respectful.

However, this debate may become a conflict or dispute. Where this happens, the parties should use their best endeavour to resolve the issue or dispute in an informal and courteous manner.

Where the parties have been unable to resolve the issue or dispute themselves, or it is not appropriate, then the dispute resolution process can then be applied. The process is to be approached by the parties in good faith to find a resolution.

### **3.4. Confidentiality**

All parties will take all reasonable steps to maintain confidentiality when dealing with the dispute, to protect both the complainant and respondent.

With the mutual agreement of the complainant and respondent a closed meeting of Council may be advised that the parties are participating in dispute resolution process.

### **3.5. Accessibility**

The Council will ensure that information on how to lodge a dispute, including this Policy, is available via its **governance department** and on the Council's website. The Council will make information available in accessible formats if requested. Any person wishing to lodge a dispute may contact the Dispute Resolution Officer if they require assistance in completing the dispute resolution form or otherwise navigating the dispute resolution process.

### 3.6. Equitable access

This Policy and process is designed to address the different needs and priorities of all persons, including of different genders. It provides measures that address different levels and types of experiences, power, information and influence. These measures include:

- Addressing power imbalances with an external neutral Dispute Resolution Advisor to support dispute resolution and providing for support person(s), detailing access to information, and maintaining accurate, clear records.
- Providing a safe environment through confidentiality and neutral party lodgement.
- Requiring Dispute Resolution Advisors with appropriate training for inclusiveness, gender responsiveness and trauma.

## 4. Procedures

### 4.1. Lodging and withdrawing disputes

Any person may lodge a dispute regarding a councillor's behaviour.

The Dispute Resolution Form must be completed in full to lodge a dispute. Completed forms must include the name and contact details of the complainant. A dispute must specify the part(s) of the Code of Conduct and **Council's Policy 2024-64 Respectful Relationship Policy** that the behaviour relates to.

Anonymous disputes cannot be accepted. Where an individual wishes to remain anonymous or does not want to put their complaint in writing the Dispute Resolution Officer may direct them to alternative avenues outside this Policy.

Where a Dispute Resolution Form omits required details, the Dispute Resolution Officer will invite the complainant to provide this information for the dispute to be progressed.

The dispute lodgement fee is 25 fee units. Separate costs and processes apply to Code of Conduct complaints.

Disputes may be withdrawn by the complainant by writing to the Dispute Resolution Officer. The Dispute Resolution Officer will provide written notice of the withdrawal to the respondent. Notice will not be provided if the withdrawal is prior to the respondent being notified of a dispute being lodged (Refer Section 4.3).

### 4.2. Notice to complainant

Within 10 business days after receiving a dispute, the Dispute Resolution Officer will provide written notice to the complainant that:

- (i) confirms receipt of the dispute
- (ii) outlines the process that will be followed
- (iii) notes the confidentiality requirements of section 3.4 of this Policy
- (iv) includes a copy of this Policy.

#### 4.3. Notice to respondent

Within 15 business days after receiving a dispute, the Dispute Resolution Officer will provide written notice to the respondent that:

- (i) advises that a dispute has been made in accordance with this Policy
- (ii) includes a completed Dispute Resolution Form
- (iii) outlines the process that will be followed
- (iv) notes the confidentiality requirements of section 3.4 of this Policy
- (v) includes a copy of this Policy.

#### 4.4. Appointment of Dispute Resolution Advisor

The Dispute Resolution Officer is to engage a Dispute Resolution Advisor (Advisor) to conduct dispute resolution. The Advisor must:

- not be an employee of Council
- not have any direct relationship to the parties
- must be objective and impartial, with no real or perceived bias
- must be able to demonstrate that their practice is gender and trauma aware
- be accredited under the National Mediator Accreditation System (NMAS), or its successor, the Australian Mediator and Dispute Resolution Accreditation Standards (AMDRAS); or have a minimum of a Diploma in Mediation or Dispute Resolution.

In selecting a person to act in the capacity of the Advisor, the Dispute Resolution Officer will consider the nature of the issue under discussion, knowledge/experience of local government and interpersonal skills that can most likely assist in resolving matters of conflict.

The Dispute Resolution Officer will provide written notice of the appointment of the Advisor to the complainant and the respondent.

The parties may object to the Dispute Resolution Officer if they believe that the Advisor does not meet the requirements detailed in this section and will provide

evidence to substantiate their view. The Officer will consider an objection and determine whether an alternate Advisor is to be appointed.

It is expected that there be no conflicts of interest between the Advisor and the complainant or respondent. If during the review process a conflict of interest arises between any party, the party must notify the Dispute Resolution Officer promptly. Where the Dispute Resolution Officer determines there is an actual conflict of interest, an alternative Advisor is to be appointed.

#### 4.5. Dispute resolution process

##### 4.5.1. Commencement

In commencing the dispute resolution process, the Advisor will bring together the parties to conduct an initial facilitated discussion or mediation. Where needed they may also undertake initial individual interviews with the parties and others.

The initial discussion is to provide a general picture of the dispute and to allow the Advisor to provide an estimate of the timeframe for the process based on the parties' willingness and availability. This discussion will support the Advisor's consideration of the appropriateness of undertaking the process including:

- the parties' willingness to participate in the process
- health and safety risks to the parties, or others.

The Advisor may determine that the process cannot continue due to:

- the risk that the process may cause harm to the health and safety of either of the parties; or
- one of the parties is unwilling or unable to participate; or
- initial engagement reveals circumstances that must be addressed through a different process, such as those outlined in Section 2.2

Where the Advisor has determined the process cannot continue, they will provide a report to the Dispute Resolution Officer. The report will provide their reasons and state their determination that the dispute will need to be resolved through alternative avenues. The Advisor may make recommendations regarding these avenues.

##### 4.5.2. Process

The Advisor will determine the appropriate resolution processes based on their expertise and experience. This may include, but not be limited to, approaches such as mediation and facilitated restorative processes.

Resolutions may include, but not be limited to:

- a commitment to changing behaviours
- a commitment to cease the behaviour
- a commitment to apologise
- counselling
- undertaking professional development.

The Advisor may also make a recommendation to the Council that it review a policy, procedure, or other document related to the dispute.

The parties must represent themselves.

The maximum timeframe for a dispute resolution process is three months. At this time the Advisor is to provide a report to the Dispute Resolution Officer and close the dispute. This timeframe may be extended on the Advisor's recommendation and with the mutual agreement of the parties.

#### 4.5.3. Information requests

Councillors and council staff are to respond to the Advisor's reasonable requests for information about the dispute. Information pertaining to a third party will require their consent for the information to be released.

The Advisor may request the Dispute Resolution Officer to search for any relevant records or information in the Council's Record Management System. The Advisor must provide the complainant and respondent with a copy of any records that are identified.

In addition, where a clarification or additional information has been sought from the complainant by either the Dispute Resolution Officer or the Advisor, copies must also be provided to the complainant and respondent.

#### 4.6. Order of disputes

Disputes will normally be dealt with in the order in which they are received. If more than one dispute is received that relates to the same alleged breach, the Dispute Resolution Officer may progress those disputes concurrently, provided confidentiality can be maintained.

#### 4.7. Support person

Complainants and respondents may include a support person as part of the dispute resolution process.

The role of the support person is to observe and provide emotional support. They are not to provide views on the process or on legal context. The support person must not be an Australian lawyer.

The parties are to provide written notice to the Dispute Resolution Officer of their intention to include a support person in the dispute resolution process. This notice is to include the person's name, occupation and relationship to the party.

The Advisor is to consider, before and during the process, the impact of the support person's participation on the principles in this Policy. The Advisor has absolute discretion to remove, or not to allow the person to participate in some, or all, of the process. The Advisor's determination will be provided in writing to the parties and to the Dispute Resolution Officer.

## 5. Reporting obligations

### 5.1. Report from Dispute Resolution Advisor

The Advisor must include in the confidential report to the Dispute Resolution Officer and to the parties:

- (i) the process and methods that were used
- (ii) outcomes of the process including commitments made by one or more of the parties
- (iii) the views of the parties regarding the outcomes of the process.

### 5.2. Council

In accordance with *Local Government (General) Regulations 1993*, Regulation 30B, Council is required to maintain a record of the number of disputes, including whether they were determined, withdrawn or underway, and their total costs. This information is to be reported in its Annual Report.

## 6. Implementation and Communication

The General Manager is responsible for the implementation of this Policy in accordance with responsibilities outlined.



## 7. Approval

<b>Council approval date</b>	21 / 01 / 2025
<b>Review</b>	Every four years following the council election.
<b>Internal document reference</b>	Policy No. 2025 – 65 Code of Conduct Dispute Resolution Policy

DRAFT

# Dispute Resolution Form

## Instructions for Use

This form is for lodging a dispute under the **Central Highlands Council Policy No. 2025 – 65 Code of Conduct Dispute Resolution Policy**.

This form has been provided to ensure that you include all the information required under **Policy No. 2025 – 65 Code of Conduct Dispute Resolution Policy** in your dispute. You will need to complete all the sections in this form.

To make a valid dispute, you will need to:

- Complete this form.
- Lodge the dispute with the General Manager of Council within two months of the alleged behaviour by the councillor or councillors.
- Pay the fee for lodging a complaint to the **Central Highlands Council**. 25 fee units (\$46.75 in 2024-2025). The Complainant is to pay **at the Council Office Hamilton or Bothwell during normal business hours**.

The fee may be waived if the applicant can demonstrate to the satisfaction of the General Manager that they would find it difficult to pay the fee, for example they are receiving income support or are in financial hardship.

**Contact Details** (of person lodging the dispute – the complainant)

Name:	Telephone (mobile):
Address (Residential):	Telephone (work):
Address (Postal):	Telephone (home):
Email address:	Preferred mode of contact:

**Summary of dispute**

Name of councillor who you are in dispute with (the respondent):	
Part(s) of the Code of Conduct or Council's Policy 2024-64 Respectful Relationship Policy that you believe have been infringed:	
Date(s) of incident(s):	
Location(s) of incident(s):	

**Details of the dispute** (further information may be attached)

**Witnesses** (include anyone with knowledge of what happened)

**Have you previously made a dispute about this matter?**

Yes       NO

If yes, when and to whom did you make the dispute?

**Have you made any efforts to resolve the dispute directly with the respondent?**

(Note: this section is compulsory. Incomplete forms will be returned)

Yes

Briefly describe the efforts that you have made (**Note: You must complete this section**)

No

Include a brief statement explaining why you have not made any efforts to resolve the issue with the respondent.

**Desired outcome of dispute**

Please explain what you would like to happen because of lodging this dispute.

**Please sign and date**

Signature:

Date:

As per Council Policy 2014-30 Privacy (Personal Information) Policy, Council is committed to upholding the right to privacy of all individuals who have dealings with the Council and endeavours to ensure that the personal information we hold is accurate, complete and up to date. Where practicable, we will check on the accuracy of your personal information before we use it.



**Policy No. 2024 - 66**

**Asset Management Capitalisation Policy**

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## 1. INTRODUCTION

Council has an obligation to ensure that all assets are managed efficiently in accordance with the council's Asset Management Plan. This policy outlines the mandatory asset management accounting requirements to maintain compliance with the Local Government Act 1993 and Australian Accounting Standards.

The purpose of this policy is to provide guidance, clarity and consistency regarding the treatment of capital expenditure, depreciation, revaluations, disposals and acquisitions which will provide greater understanding and accuracy of council's capital requirement.

## 2. RECOGNITION OF NON-CURRENT ASSETS

This section of the policy sets out when council's non-current assets should be recognised in the Statement of Financial Position and how to treat those assets which do not satisfy the recognition criteria.

## 3. RECOGNITION CRITERIA

Where an asset is constructed, all relevant costs will be recognised as it is incurred. Projects are to be capitalised within three months of being completed and available for use by council.

Where an asset is contributed / donated by a developer it is recognised when the council assumes responsibility for the asset.

This is:

- where the construction of contributed assets has been completed prior to the lodgement of a Plan of Survey, the date of registration of a Plan of Survey with the Department of Natural Resources and Environment Tasmania; or
- where the construction of contributed assets has not been commenced or completed prior to the lodgement of a Plan of Survey, the date of the first day in the 'on maintenance' period; or
- in cases where no Plan of Survey is involved, the date of the first day in the 'on maintenance' period.

Council will recognise a non-current asset when:

- The recognition criteria have been met; and
- The cost exceeds the recognition threshold set by council;

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- All non-current assets are initially recognised at cost when it exceeds the recognition threshold, with the exception of network assets.

Recognition of assets taking into account the following:

- Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition, including all planning and design costs incurred.
- For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition.
- The cost of non-current assets constructed by council includes the cost of all materials used in construction, direct labour and plant costs and relevant on-costs on the project.
- Capital work-in-progress is to be disclosed as a separate category for financial reporting purposes, at accumulated cost.
- Once the project is completed the total costs should be transferred from work in progress to the relevant property, plant and equipment asset class.
- At completion of project, a Capital Completion Form is required as formal documentation recognising the capitalisation of the work-in-progress.
- Costs on assets incurred after initial recognition are to be capitalised whenever the associated work either renews, extends or upgrades the asset's completed or underlying service potential.
- Capital expenditure below the asset recognition threshold will be treated as an operational expenditure and expensed during the financial accounting period unless the cost is associated with a network asset, or unless construction is staged over different accounting periods.

#### **4. RENEWAL / UPGRADE / IMPROVEMENT FOR EXISTING NON – CURRENT ASSETS**

After initial recognition of all non-current assets at cost, assets are maintained to their optimum service potential through annual capital programs. Each year capital programs are budgeted, and the asset custodians will have input into projects related to the asset classes.

Based on the asset conditions, the use or consumption of assets and service potential, projects will be budgeted. This will include renewals, upgrades or improvements to the assets.

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Renewals	Re-establishing an existing asset's service potential; required once an asset's condition degrades to the point the related service can no longer be adequately provided.
Upgrade	Enhancement to existing assets to provide a higher level of service from the current level of service.
Improvement	Improve an existing assets condition from the current condition or service potential which will then improve the useful life and remaining useful life.

Renewals, upgrades and improvements will be subject to the same accounting treatment as the underlying asset. When capitalising the cost of renewals, upgrades and improvements, council will assess the service potential of the asset and review the asset's useful life.

## 5. TABLE OF ASSET CLASSES AND ASSET RECOGNITION THRESHOLD

Asset Financial Class	Asset Class	Asset Recognition Threshold	Useful life (Years)	Measurement Model	Valuation Approach
Land	Land	\$5,000		Fair Value	Fair Value
	Land improvements	\$5,000	50	Cost	Cost
	Land under roads	\$5,000		Fair Value	Fair Value
Buildings	Buildings	\$5,000	10 - 100	Fair Value	Fair Value
	Building improvements	\$5,000	10 - 20	Fair Value	Fair Value
	Heritage buildings	\$5,000	10 - 100	Fair Value	Fair Value
Plant and Equipment	Plant, machinery and equipment	\$1,000	2 - 30	Cost	Cost
	Fixtures, fittings and furniture	\$1,000	5 - 20	Cost	Cost
	Computers and telecommunications	\$1,000	2 - 10	Cost	Cost
	Leased plant and equipment	\$1,000	2 - 15	Cost	Cost
Roads	Road pavements and seals	\$5,000	15 - 80	Fair Value	Fair Value
	Road substructure	\$5,000		Fair Value	Fair Value
	Road formation and earthworks	\$5,000	Infinite	Fair Value	Fair Value
	Road kerb, channel and minor culverts	\$5,000	50 - 80	Fair Value	Fair Value
Bridges	Bridge deck	\$5,000	20 - 80	Fair Value	Fair Value
	Bridge substructure	\$5,000	25 - 50	Fair Value	Fair Value
Other infrastructure	Footpaths and cycleways	\$5,000	5 - 80	Fair Value	Fair Value
	Drainage	\$5,000	100	Fair Value	Fair Value
	Recreational, leisure and community facilities	\$5,000	10 - 100	Cost	Cost

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	Waste management	\$5,000	10 - 50	Fair Value	Fair Value
	Parks, open space and streetscapes	\$5,000	10 - 100	Fair Value	Fair Value
	Off street car parks	\$5,000	10 - 20	Fair Value	Fair Value
Intangible assets	Intangible assets	\$1,000		Cost	Cost

\*Council may recognise assets below the threshold where the asset is assessed as an attractive item and council want to record asset in its asset register or the asset is part of a network of assets.

## 6. DEPRECIATION OR AMORTISATION

Buildings, land improvements, plant and equipment, infrastructure and other assets having limited useful life are systematically depreciated over their useful life to the Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful life and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful life and residual values and a separate depreciation rate is determined for each component.

Land and road earthworks are not depreciated on the basis that they are assessed as not having a limited useful life.

Straight line depreciation is charged based on the useful life as determined each year.

## 7. REVALUATIONS

In accordance with AASB116, all non-current assets subject to a revaluation process are to be revalued at fair value. The gross revaluation method is to be applied, whereby any accumulated depreciation at the date of revaluation is restated proportionally to the change in the asset's gross carrying amount. Except for assets that remain valued at cost, a full revaluation is undertaken every three to five years.

Assets will be valued where applicable considering economic obsolescence, surplus capacity and asset optimisation.

An interim revaluation using indices developed via a desktop approach is to be undertaken at the end of the financial year for an asset class subject to regular revaluations whenever there has been a material movement in replacement (or, where applicable, market) values since the last comprehensive revaluation.

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## 8. IMPAIRMENT

Non-current assets should always be carried at amounts that are not more than their recoverable amounts. An impairment loss arises when the recoverable amount of a non-current asset is less than the asset's carrying amount and the carrying amount of the asset is reduced to its recoverable amount. As per section 9 of AASB136, council is required to assess at each reporting date whether any assets are impaired. The indicators of impairment include:

- Economic performance.
- Obsolescence by design.
- Significant changes to its primary use.
- Assets valued at fair value.

## 9. MATERIALITY

Materiality plays an essential part in the decision-making process and preparation of the financial statements. This is because information contained or omitted from the financial statements can impair its usefulness to users.

The materiality concept requires professional judgement as an omission or misstatement of an item if material, individually or collectively, would influence the economic decisions of users of the financial statements or the accountability of management or governing body.

Assessment of materiality should take into account the surrounding circumstances along with evaluation of the size and nature of the omission or misstatement as these are usually evaluated together.

The preliminary levels of materiality can be obtained from the Tasmanian Audit Office's Annual External Audit Plan for Central Highlands Council.

In considering materiality thresholds, the following are to be used:

- an amount equal to or greater than 10% of the appropriate base may be presumed to be material
- an amount equal to or less than 5% may be presumed to be not material, and
- an amount between 5% and 10% will be subject to council's judgement.

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## 10. DEFINITIONS

**Accumulated Depreciation** is the total of the depreciation expense applied to the asset since the asset was capitalised by Council.

**Asset Class** refers to the categories of assets used by the council for asset management and accounting purposes, such as land, buildings, facilities, infrastructure assets, plant and equipment, furniture and fittings.

**Capital Works in Progress** refers to capital works not completed within the financial year and carried into the next financial year.

**Current Asset** refers to assets controlled by the council that have an economic life less than one year and are expected to be consumed, converted to cash or sold within one fiscal year or operating cycle.

**Depreciation** is the systematic allocation of the depreciable amount of an asset over its useful life.

**Fair Value** refers to the amount for which an asset could be exchanged between knowledgeable, willing parties in an arm's length transaction. For infrastructure assets, replacement cost represents fair value.

**Completed projects** occur after the practical completion of a project where all the project expenditure is processed to the general ledger, excluding any retention costs.

**Future Economic Benefit** (or service potential) are the goods and services to be provided by the asset, whether or not the entity received a net cash inflow for their provision.

**Maintenance** of an asset is periodic expenditure required to ensure that the asset lasts as long as it is expected to last (useful life) and that it provides and continues to provide future economic benefits. Maintenance can also include expenditure on non-current assets that do not meet the capitalisation criteria.

**Materiality** is a concept which requires professional judgement. An omission or misstatement of an item is material if, individually or collectively, it would influence the economic decisions of users of the financial statements or the accountability of management or governing body. In assessing materiality, the size and nature of the omission or misstatement are usually evaluated together along with consideration of the surrounding circumstances.

**Network assets** are a chain of interconnected but dissimilar assets connected for the provision of the one simultaneous service. Individually, these assets are below capitalisation thresholds but require recognition in the financial statements due to their collective value.

**Practically completed projects** are where the majority of the project is practically complete, or the core asset is placed in service and commissioned.

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

**Retention Costs** are costs due to the contractor withheld by the council for a period of time as stipulated in the construction contract.

**The Act** shall mean the *Local Government Act 1993* (as amended).

**Useful Life** is the period over which an asset is expected to be available for use.

**Valuation** refers to the process of determining the value of an asset.

**Written down value (WDV)** refers to the amount at which a non-current asset is recorded in an entity's financial statements after deducting the accumulated depreciation and accumulated impairment losses.

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# **Model Guidelines Unreasonable Conduct within Councils (Elected Members) Recognition and Response**

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**December 2024**

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# Glossary

<b>Code Of Conduct framework</b>	The Code of Conduct framework refers to the legislative and administrative arrangements for the management of complaints against elected members under the Code of Conduct that applies to all councillors under <i>Local Government Act 1993</i> .
<b>Council-related work</b>	Council-related work refers to the activities and responsibilities undertaken by elected members and council staff within the scope of their roles.
<b>Director of Local Government</b>	The Director of Local Government has a range of powers and responsibilities under the <i>Local Government Act 1993</i> for ensuring the sector's compliance with relevant legislative and regulatory provisions. Complaints under the <i>Local Government Act 1993</i> (that are not Code of Conduct complaints) should be directed to the Director of Local Government. The Director is supported by the Office of Local Government in the Department of Premier and Cabinet.
<b>Elected member</b>	A person duly elected and sworn in as a councillor in accordance with the <i>Local Government Act 1993</i> requirements.
<b>Equal Opportunity Tasmania</b>	The Office of the Tasmanian Anti-Discrimination Commissioner. Complaints under the <i>Anti-Discrimination Act 1998</i> should be made to this entity.
<b>Infringing person</b>	The person conducting the act/omission whose acts are considered by others to be Unreasonable Conduct.
<b>Officer</b>	Officers, under Work Health and Safety (WHS) legislation, must act with due diligence in reasonably ensuring that the PCBU (i.e. council) complies with its WHS obligations. In the context of local government, Officers include general managers/CEOs and possibly senior executive roles.
<b>Other Persons at the Workplace</b>	When conducting council-related work, elected members are considered 'Other Persons at the



*This document has been prepared as a guideline for councils only and is not intended to offer legal advice. Independent legal advice should be obtained as and when considered appropriate in individual circumstances.*

# Background

***Oftentimes, unreasonable conduct can be seen as behaviour that a reasonable person would find unfair, disrespectful, aggressive, or rude in the circumstances.***

Across the local government sector, councils are reporting – and the Office of Local Government (OLG) is observing – an increasing prevalence of Unreasonable Conduct by some Elected Members. These issues were the focus of the work health and safety (WHS) review into the sector commissioned by the Local Government Association of Tasmania (LGAT) and sponsored by the Tasmanian Government in 2021 and have been further highlighted in more recent workplace safety reviews undertaken by several Tasmanian councils.

Maintaining professional levels of conduct and fostering respectful relationships within councils are fundamental to organisational integrity, effective decision-making and achieving good outcomes for local communities. Professional and respectful conduct are also essential to ensure a safe workplace.

Elected Members, general managers / CEOs, and council staff **all** have responsibilities under the *Work Health and Safety Act 2012* (WHS Act) to ensure that health and safety is prioritised in the workplace, and that individual behaviour is reasonable and does not adversely affect the health and safety of others in the workplace.

Unreasonable conduct, if not properly dealt with, presents real risks for councils in the context of their statutory obligations to maintain a safe workplace. Such conduct also has the potential to severely undermine community confidence in the professionalism of Elected Members and can damage the reputation and community standing of individual councils and the sector overall.

It is therefore crucial that Unreasonable Conduct is clearly identified and addressed appropriately.

This document seeks to provide clear, practical advice and associated guidance materials about the relevant responsibilities of councils, Elected Members, and general managers/ CEOs and other staff, and how Unreasonable Conduct can and should be managed appropriately using the available tools and complaints pathways.

Workplace'. As such, they are still captured as having responsibilities under WHS legislation.

**PCBU**

Under the WHS Act, PCBUs (Person Conducting a Business or Undertaking) hold the primary duty of care to ensure, so far as is reasonably practicable, the health and safety of persons at the workplace. In the context of local government, councils as organisations are the PCBU.

**Unreasonable Conduct**

Unreasonable Conduct includes:

- (a) A reasonable action done in an unreasonable way;
- (b) An unreasonable action done in a reasonable way; or
- (c) An unreasonable action done in an unreasonable way.

In simpler terms, Unreasonable Conduct is behaviour that a reasonable person would find unfair, disrespectful, aggressive, or rude in the circumstances. Examples of Unreasonable Conduct might include actions that are clearly unfair, or actions done in a way that a reasonable person would find inappropriate or disrespectful. A more detailed explanation of what is reasonable and unreasonable is incorporated in the body of the document.

**Workers**

Workers, under WHS legislation, must take reasonable care for their own health and safety and that of others, as well as complying with applicable policies, procedures, and lawful and reasonable directions. In the context of local government, workers include council staff.

**WorkSafe Tasmania**

Tasmania's Work Health & Safety Regulator responsible for the administration of the *Work Health and Safety Act 2012*.

# Scope

The focus of this document is to provide guidance on:

- (a) what does (and does not) constitute Unreasonable Conduct in the context of WHS, Code of Conduct, and other formal complaints processes, including a broad range of 'real world' worked examples;
- (b) where and how the current legislative frameworks and obligations apply in responding to such conduct; and
- (c) management and early intervention strategies, including for conduct that persists despite the application of such strategies, including available (proportionate and appropriate) escalation pathways and their associated evidentiary requirements.

This document recognises the challenges for council in addressing Unreasonable Conduct within the context of increasing expectations on PCBU's (i.e. councils) and other statutory duty holders to effectively identify and then eliminate or manage psychosocial hazards and other Unreasonable Conduct in their workplaces.

## **Managing Unreasonable Conduct in your council**

This document is not intended to exhaustively define every possible manifestation of Unreasonable Conduct. Instead, it aims to help individuals assess whether behaviour is unreasonable or not and give them the confidence to respond in an appropriate way where this is required to support respectful relationships, manage workplace risk and avoid the real psychosocial harm that can be caused by certain behaviours. It provides guidance and examples to help individuals make informed judgements based on the specific circumstances they encounter.

Ultimately, responses to Unreasonable Conduct will be most effective when they are being driven by well-informed people acting in good faith and utilising sound judgement, with the overriding objective of minimising the risk of genuine harm to people in the council workplace.

Elected members should conduct themselves with civility, respect, and courtesy to others – even where they disagree. This supports good governance and decision-making and provides the community with confidence that they are being well represented.

## **Promoting a balanced approach**

It is important to recognise that people acting in a reasonable way can have different perspectives, and engage in robust debate and disagreement, and this document supports a balanced approach to handling such differences. There will always be

### **A shared responsibility**

In many situations, it will be the General Manager or Mayor who is in the position of having to determine whether behaviour is unreasonable. However, other individuals, such as elected members or staff, also have a role. This approach distributes the responsibility for assessing conduct, ensuring it is not solely reliant on a single authority figure. Involving various stakeholders makes the process more balanced and inclusive, aligning with the goal of maintaining a safe workplace.

While this document references council employees at a high-level to adequately explain concepts, definitions and principles, *the primary focus is on Elected Member conduct*, given the challenges and complexities that can arise in this space, which have been the subject of more recent discussion and concern.

# What is Unreasonable Conduct?

In very general terms, this document defines Unreasonable Conduct as behaviour that a reasonable person would find unfair, disrespectful, aggressive, or rude in the circumstances.

The following section sets out the broad legal landscape for better understanding the key characteristics and thresholds for what constitutes Unreasonable Conduct.

As noted above, it is impossible to arrive at a single, exhaustive definition of Unreasonable Conduct, but there are some clear and useful parameters that councils should understand when making judgements about whether a person's conduct falls into the category of being 'unreasonable'. To be considered Unreasonable Conduct, one of the following scenarios must apply:

- (a) an unreasonable act/omission is carried out in a reasonable manner;
- (b) a reasonable act/omission is carried out in an unreasonable manner; or
- (c) an unreasonable act/omission is carried out in an unreasonable manner.

In essence, Unreasonable Conduct requires an objective assessment of both **what** is done/not done and **how** it is done/not done.

## The 'What'

In simple terms, the act/omission can be characterised as the 'what' or the task to be undertaken. Permitted or lawful behaviour will usually be considered reasonable conduct. Non-permitted, unnecessary, oppressive, or unlawful behaviour will usually be Unreasonable Conduct.

Conduct (an act or omission) can also be considered unreasonable if a reasonable person – that is someone exercising reasonable judgement and care having regard to all the facts and circumstances – would consider it to be unreasonable.

Unreasonable Conduct can only be determined on a case-by-case basis and there are countless examples of what potentially could be considered Unreasonable Conduct – it all depends on the actual circumstances. They could include, for example, deliberately or repeatedly disrupting meetings, being overly critical with the express intent of discouraging other to contribute to debate or misconstruing facts with the intent of causing harm to others.

'grey areas', and conduct will not always fall neatly into categories of reasonable or unreasonable. Discretion and sound judgement remain essential in assessing each situation, and in utilising these guidelines.

The guidelines are intended to complement and support informed, common-sense judgements about what is and is not a reasonable behaviour in a given context, and also what constitutes an appropriate and proportionate response when someone is acting unreasonably. They also need to be read in conjunction with and complement the tools already available to councils to support good governance and manage workplace risks.

## **Proactive Management is Critical**

At a broad level, the guidance materials in this document emphasise two critical points for effectively managing Unreasonable Conduct:

- (a) the conduct must be identified and named up as an objective risk to health and safety, and must include clear and specific reasons why it is considered Unreasonable Conduct; and
- (b) there must be clear and consistent documentation that demonstrates the reasonable and proportionate responses that have been undertaken to address the Unreasonable Conduct to support any subsequent escalation in response to that conduct persisting.

The reasoning and evidence will clarify Unreasonable Conduct, provide objective analysis, and equip an impartial decision maker to assist council and make findings if any matter needs to be further investigated.

Councils need to have an effective framework in place to support both early management and any ultimate referral to a regulator if necessary. This way, if they ever need help from WorkSafe Tasmania or other agencies like the Office of Local Government, they can show they are doing everything reasonably practicable to facilitate effective management of Unreasonable Conduct. Being prepared and organised can make a big difference in how investigations or issues are handled.

By setting up these measures early, councils can manage risks better and make it easier to get support when needed. It also means the involvement of external entities and investigations may be avoided. Simply put, having everything in order helps others help you when challenges come up.

Relevant considerations may include but are not limited to:

- the circumstances that led to and created the need for the act/omission to be taken;
- the circumstances while the act/omission was being taken;
- whether the act/omission involved a significant departure from the established policies or procedures, and if so, whether the departure was reasonable in the circumstances;
- the consequences that flowed from the act/omission; and
- the persons involved emotional and psychological state at the time.

While a single act/omission may be Unreasonable Conduct, repetition will generally aggravate Unreasonable Conduct. There is no specific number of acts/omissions required to meet the condition of "repeated", nor does the exact same specific Unreasonable Conduct/action/omission have to be repeated before the act/omission is considered Unreasonable Conduct. All that is required for repetition is some objective level of persistence in the act/omission.

Finally, for an Unreasonable Conduct claim to be made out, the Unreasonable Conduct must create and have a causal objective link to actually, or foreseeably adversely, affecting another person's health and safety.

Conflict, disagreement, or breakdown in a working relationship does not necessarily indicate someone has engaged in Unreasonable Conduct, or acted in a way that would offend against other safety obligations. **There must be something more serious to the circumstances of the conduct that creates an objective risk to health and safety.** In the WHS context, the term "risk" has been taken to mean the mere possibility of danger, and not necessarily actual danger.

Further, a person does not actually need to be injured (physically or psychosocially) for an act/omission to be considered Unreasonable Conduct. It is the existence or presence of the risk to health and safety that constitutes the obligation for duty holders to reasonably behave and/or act. If an illness or injury happens, it can be considered a result of the risk involved, as long as it is causally connected to the unreasonable actions taken during council-related work.

The risk must be real and a person alleging Unreasonable Conduct will need to be able to explain objectively what the risk is. Hypotheticals will generally not be accepted. The compounding effects of severity, frequency and duration will all assist in identifying an objective risk to health and safety.



## The 'How'

The 'reasonable manner' focuses on the behaviour of the person performing the act/omission – In simple terms, the manner or way in which an act/omission is performed can be characterised as the 'how'.

The way or manner in which an act has been done will be unreasonable if a reasonable person, having regard to all the facts and circumstances, would consider it unreasonable. This is an objective not subjective test, with the measure of 'reasonableness' being a question of fact. Examples of an unreasonable manner include being aggressive to the point of intimidation or using language deliberately designed to offend.

## Understanding Reasonableness

The concept of what is reasonable behaviour or Unreasonable Conduct has been considered extensively in judicial review of administrative decisions. Importantly, for an Unreasonable Conduct claim to be made out, the Unreasonable Conduct must create and have a causal objective link to actually, or foreseeably adversely affecting another person's health and safety.

A wide range of conduct may be deemed unreasonable, so long as there is evidence to objectively support the allegation (i.e. not 'feelings' based). Some key points to consider from decisions include:

- it does not matter if the complainant subjectively and sincerely believes they are being subject to Unreasonable Conduct, nor does it matter if the alleged perpetrator has a similar but contrary subjective and sincere belief that its act/omission was reasonable and carried out in a reasonable manner;
- an act/omission may be unreasonable when the act/omission lacks an evident and intelligible justification;
- an alleged perpetrator exercising their legitimate authority may result in some discomfort for another person without it being unreasonable.
- in order for an act/omission to be reasonable, it does not have to be the best or the preferable course of action;
- an act/omission may still be reasonable even if particular steps are not taken/ excluded; and
- unreasonableness is not limited to what is an irrational or bizarre decision, which is so unreasonable that no reasonable person could have arrived at it.

Legislative instrument	Role in the management of Unreasonable Conduct
<p><b><i>Local Government Code of Conduct</i></b></p> <p>The <i>Local Government Act</i> provides a Code of Conduct for Tasmanian Elected Members.</p> <p>The Code of Conduct defines the way that Elected Members are expected to behave in relation to all aspects of their role. Behaviours between Elected Members and members of the public are regulated.</p> <p>The Code of Conduct is enforced by an independent Code of Conduct Panel established to investigate and determine complaints involving alleged breaches of the Code and empowered to issue sanctions against Elected Members found in breach.</p> <p>As democratically elected representatives, there are practical limits in how Councils (through their Executive or elected leadership) can direct or compel Elected Members in relation to their conduct – the Code of Conduct is therefore a very important management tool for all parties to consider in appropriately responding to Elected member conduct concerns.</p> <p>Information on this instrument is available at:</p> <ul style="list-style-type: none"> <li>• <a href="https://www.dpac.tas.gov.au/divisions/local-government/local-government-code-of-conduct">https://www.dpac.tas.gov.au/divisions/local-government/local-government-code-of-conduct</a></li> </ul>	<p>Under this Framework, Unreasonable Conduct includes all conduct found to be in breach of the Code of Conduct as determined by the Code of Conduct Panel.</p> <p>Any person can make a Code of Conduct complaint, including a general manager, who may use the Code of Conduct process to manage Unreasonable Conduct of Elected Members.</p>
<p><b><i>Work Health and Safety Act 2012 (Tas) and Work Health and Safety Regulations 2022</i></b></p> <p>The <i>Work Health and Safety Act 2012</i> is the legislation that governs workplace health and safety in Tasmania. It sets out the legal framework, and obligations for ensuring the health, safety and welfare of Workers, and other individuals who could be affected by work activities.</p> <p>Division 11 of the <i>Work Health and Safety Regulations 2022</i> defines psychosocial hazards and requires a person conducting business or undertaking (PCBU) to</p>	<p>Under the <i>Work Health and Safety Act 2012</i>, PCBUs are responsible for eliminating or minimising risk of harm to individuals in the workplace.</p> <p>Councils (through their Officers) are responsible for managing Unreasonable Conduct that represents a psychosocial hazard, whether Workers or Other persons at the workplace, which includes Elected Members and visitors.</p> <p>The Code of Practice assists with the identification of hazards, assessment of risks, control of risks and review of control measures to ensure they are working as</p>

# Legal Framework

There is no single legislated obligation within local government to act reasonably, nor is there a general prohibition on Unreasonable Conduct. However, there are specific prohibitions and obligations covering both council and its Elected Members across a range of legislation. The key elements of the legislative framework that applies to councils and Elected Members are explained in the sections below.

The appropriate avenue(s) for dealing with and responding to Unreasonable Conduct will depend on:

- (a) the subject matter of the act/omission;
- (b) severity of the act/omission; and
- (c) the Infringing Person (e.g. Elected Member, council staff, member of the public etc)

There is no 'hard and fast' threshold, and an objective assessment or advice should be made/sought on individual matters.

Parliament has prescribed a number of frameworks which can apply to address Unreasonable Conduct. A level of judgement is required in choosing which framework or avenue of action is the most appropriate for a specific set of circumstances. The below frameworks provide structured approaches to managing and mitigating Unreasonable Conduct, ensuring that responses are consistent and effective. Understanding and applying these frameworks appropriately can help maintain a safe and respectful environment.

Legislative instrument	Role in the management of Unreasonable Conduct
	complaint about it to the Anti-Discrimination Commissioner through Equal Opportunity Tasmania.
<p><b><i>Fair Work Commission - Fair Work Act 2009 (Cth)</i></b></p> <p>Workers who reasonably believe they have been bullied at work may apply to the Fair Work Commission for an order to stop the workplace bullying. The Fair Work Commission can assist Workers to identify if they are eligible to apply for an order. Tasmanian local government employees are covered by this system, however this varies across other Australian jurisdictions.</p> <p>Information on this instrument is available at:</p> <ul style="list-style-type: none"> <li>• <a href="https://www.fwc.gov.au/about-us/legislation-and-regulations">https://www.fwc.gov.au/about-us/legislation-and-regulations</a></li> </ul>	<p>Under this Framework, Unreasonable Conduct includes, but is not limited to, workplace bullying covered under this Act.</p> <p>Workers who reasonably believe they have been bullied at work may apply to the Fair Work Commission for an order to stop the workplace bullying.</p>
<p><b><i>Local Government (Meeting Procedures) Regulations 2015 (Tas)</i></b></p> <p>Under the Local Government (Meeting Procedures) Regulations 2015, the Chair has a number of powers which are relevant to the prevention and management of Unreasonable Conduct by councillors in the meeting chamber and which may support the prompt and effective mitigation of workplace safety risks.</p> <p>Information on this instrument is available at:</p> <ul style="list-style-type: none"> <li>• <a href="https://www.legislation.tas.gov.au/view/whole/html/inforce/current/sr-2015-038">https://www.legislation.tas.gov.au/view/whole/html/inforce/current/sr-2015-038</a></li> </ul>	<p>The chairperson at a council meeting (being the Mayor in the ordinary course) has an important function in appropriately managing Unreasonable Conduct within the chamber. This can include through:</p> <ul style="list-style-type: none"> <li>• Objectively determining points of order, which may be called when a councillor is speaking and a statement is raised that is, or is likely to be, offensive to a councillor or to another individual; and</li> <li>• Appropriately regulating the way councillors debate and the questions they ask; and</li> <li>• Appropriately exercising the power under regulation 40 to suspend a councillor from a meeting if a councillor: <ul style="list-style-type: none"> <li>○ makes a personal reflection about another councillor or an employee of the council and refuses to apologise; or</li> <li>○ interjects repeatedly; or</li> </ul> </li> </ul>

Legislative instrument	Role in the management of Unreasonable Conduct
<p>implement control measures to eliminate psychosocial risks so far as is reasonably practicable; and if it is not reasonably practicable to eliminate psychosocial risks, to minimise the risks so far as is reasonably practicable.</p> <p>Model Codes of Practice (under section 274 of the <i>Work Health and Safety Act 2012</i>) are practical guides to assist employers to achieve the required standards of health and safety. In Tasmania, workplaces can refer to and use the Code of Practice - Managing psychosocial hazards at work for authoritative advice on how to meet their obligations surrounding psychosocial hazards, under the Act.</p> <p>Information on this instrument is available at:</p> <ul style="list-style-type: none"> <li>• <a href="https://www.legislation.tas.gov.au/view/html/inforce/current/act-2012-001">https://www.legislation.tas.gov.au/view/html/inforce/current/act-2012-001</a></li> <li>• <a href="https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice/cop-folder/managing-psychosocial-hazards-at-work#:~:text=The%20code%20of%20practice%20for,applies%20to%20all%20workplaces">https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice/cop-folder/managing-psychosocial-hazards-at-work#:~:text=The%20code%20of%20practice%20for,applies%20to%20all%20workplaces</a></li> </ul>	<p>planned, and changes must be made as required.</p> <p>It's recognised that equivalent or better ways of achieving the required work health and safety outcomes may be possible. For that reason, compliance with the Code of Practice is not mandatory — providing that any other method used provides an equivalent or higher standard of work health and safety than suggested by the code of practice.</p> <p>Failing to take steps to manage the risk to an individual of death or serious injury or illness could constitute an offence, invoking significant penalties or prison sentences</p>
<p><b>Anti-Discrimination Act 1998 (Tas)</b></p> <p>The <i>Anti-Discrimination Act 1998</i> defines discrimination, notably when a person is treated less favourably (worse) than other people because they have a particular characteristic, such as their age, race, sex or disability, and details legal responsibilities and responses. It also prohibits certain conduct, including harassment (including sexual), victimisation, inciting hatred, promotion of discrimination and aiding contravention of the Anti-Discrimination Act.</p> <p>Information on this instrument is available at:</p> <ul style="list-style-type: none"> <li>• <a href="https://equalopportunity.tas.gov.au/discrimination/unlawful_discrimination">https://equalopportunity.tas.gov.au/discrimination/unlawful_discrimination</a></li> </ul>	<p>Under this Framework, Unreasonable Conduct includes all prohibited conduct and discrimination prohibited under this Act.</p> <p>Organisations must provide a safe environment for their employees and for people coming into their workplace. Section 104 of the <i>Anti-Discrimination Act</i> says organisations must take reasonable steps to ensure no member, officer, employee, or agent engages in discrimination or prohibited conduct. Further, it says an organisation that does not comply with this requirement is liable for any breach of the Act committed by any of its members, officers, employees, or agents.</p> <p>If an individual thinks they have been discriminated against, they can make a</p>

## **Responsibilities under the *Work Health and Safety Act 2012 (WHS Act)***

The WHS Act places duties on **all attendees** at a workplace, proportionate to the level of responsibility held by the position.

Councils (as organisations, not Elected Members) are considered PCBUs. PCBUs have the primary WHS duty and are subject to the following summarised requirements:

- (a) the provision and maintenance of a work environment without [psychosocial] risks to health and safety; and
- (b) the provision and maintenance of safe plant and structures; and
- (c) the provision and maintenance of safe systems of work [to mitigate psychosocial risks]; and
- (d) the safe use, handling and storage of plant, structures and substances; and
- (e) the provision of adequate facilities for the welfare at work of Workers in carrying out work for the business or undertaking, including ensuring access to those facilities; and
- (f) the provision of any information, training, instruction or supervision that is necessary to protect all persons from [psychosocial] risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking; and
- (g) that the health of Workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of Workers arising from the conduct of the business or undertaking.

PCBUs are tasked with the implementation of the applicable management and governance measures including but not limited to council policies, procedures, and other measures aimed at eliminating or handling and resolving Unreasonable Conduct issues. At a minimum it is recommended that councils have up to date policies and procedures applying to both employees and Elected Members (either separately or concurrently) addressing:

- (a) Appropriate workplace behaviour;
- (b) A risk assessment; and
- (c) Grievance/ complaint and/or conflict resolution.

Legislative instrument	Role in the management of Unreasonable Conduct
	<ul style="list-style-type: none"> <li>○ disrupts the meeting and disobeys a call to order by the chairperson.</li> </ul>

## Threshold for referral of matters to WorkSafe Tasmania

Determining whether a person's conduct is so unreasonable that it creates an objective basis to pursue action under the WHS Act requires a clear, documented and supported assessment of a risk to health and safety.

While WorkSafe Tasmania may assist in its capacity as regulator, it will be looking specifically at the steps taken by the parties to utilise the mechanisms under council's internal processes and/or the *Local Government Act 1993* ("the LGA") (outlined below) to resolve any disputes before it considers taking action against the person acting unsafely.

When making assessments as to whether it will intervene in a particular allegation of complaint of Unreasonable Conduct, WorkSafe Tasmania will consider if a council's applicable internal management processes have first been exhausted and that the PCBU is compliant with its duties under the LGA. While a management process is not prescriptive, WorkSafe will be looking specifically for:

- (a) notice to the potential Infringing Person of the **behaviours** (i.e. specific acts/omissions) that are alleged to be Unreasonable Conduct;
- (b) notice to the potential Infringing Person **why** the acts/omissions are considered to be Unreasonable Conduct;
- (c) notice to the potential Infringing Person what is the **effect** (ie safety impact) of the acts/omissions are considered to be Unreasonable Conduct;
- (d) notice to the potential Infringing Person what act/omission, what time period, and under what basis (e.g. Act, policy, procedure, guideline etc) council requires the potential Infringing Person to **remedy** to the Unreasonable Conduct;
- (e) notice that the matter will be **referred** to WorkSafe Tasmania if the specified remedy is not performed and/or Unreasonable Conduct continues; and
- (f) whether the Unreasonable Conduct is continuing; and
- (g) whether the processes in (a-e) have been reasonably actioned.

A failure to address any or all of the above steps is likely to result in WorkSafe (or any other regulator) not being able to act to address the Unreasonable Behaviour in an effective manner.

The continuation of the Unreasonable Conduct despite the notification should be the threshold for referral to WorkSafe Tasmania in most circumstances, unless the Unreasonable Conduct is so serious that it forms a notifiable incident under that legislative framework.



**General Manager / CEO and likely senior executive roles** – are considered Officers and must act with due diligence in reasonably ensuring that that council complies with its WHS obligations. This involves taking reasonable steps with regard to the following:

- (a) **Knowledge** - acquire and keep up-to-date knowledge of work health and safety matters; and
- (b) **Understanding** - gain an understanding of the nature of the operations of council and generally of the hazards and risks associated with those operations; and
- (c) **Resourcing** - ensure that council has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of council; and
- (d) **Monitoring** - ensure that council has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information; and
- (e) **Compliance** - ensure that council has, and implements, processes for complying with any duty or obligation of the person conducting the business or undertaking under the WHS Act; and
- (f) **Verification** - verify the provision and use of the resources and processes referred to in paragraphs (c) to (e).

**Other council staff** – are considered Workers and must:

- (a) take reasonable care for their own health and safety and that of others;
- (b) comply, so far as is reasonably able, with any lawful and reasonable direction given by council to comply with the WHS Act; and
- (c) cooperate with any reasonable policy or procedure of council relating to health or safety at the workplace that has been notified to Workers.

**Elected members** – while not considered Officers or Workers under the WHS Act, are still captured as having responsibilities under that legislation; namely, when conducting council-related work, Elected Members are considered 'Other Persons' at the Workplace. Accordingly, Elected Members, as Other Persons at the Workplace, must also:

- (a) take reasonable care for their own health and safety and that of others; and
- (b) comply, so far as is reasonably able, with any lawful and reasonable direction given by council to comply with the WHS Act.

Within the context of this guide, the standards of conduct pertaining to relationships are particularly relevant. However, interpersonal conflicts are often intertwined with other grievances or criticisms borne from perceived breaches of other standards of conduct (e.g. use of information, conflicts of interest and use of resources).

Practically, the Code of Conduct is the primary channel for addressing concerns with the behaviour of Elected Members where they cannot be resolved via the processes available under council's dispute resolution processes or cannot otherwise be resolved between the parties to a dispute.

In addition, the people management skills outlined in the attached quick reference guide are intended to address and resolve concerns with Unreasonable Conduct in the short term and otherwise provide a basis for making a Code of Conduct complaint where concerns cannot be satisfactorily resolved.

The Code of Conduct allows for the following sanctions to be applied to a respondent Elected Member:

- (a) a caution;
- (b) a reprimand;
- (c) a requirement to apologise to the complainant or other person affected by the contravention of the Code of Conduct;
- (d) a requirement to attend counselling or a training course;
- (e) a referral of the determination to the Director of Local Government for consideration of a recommendation to the Minister to issue a Performance Improvement Direction; and
- (f) a suspension from performing and exercising the functions and powers of his or her office as an Elected Member for a period not exceeding 3 months.

In relation to council employees, WorkSafe Tasmania will typically consider adherence to internal WHS and behaviour policies, where applicable. This will most likely be relevant to council employees, who are subject to lawful and reasonable directions, including stand down.

WorkSafe Tasmania will, in the first instance, understand the allegations and obtain factual evidence of the behaviours. They will then assess how the PCBU, and other duty holders, has discharged their duties and obligations. They will also consider the behaviour of the infringing party.

Finally, action will be taken to remedy any contraventions identified through the application of compliance and enforcement powers.

## Responsibilities under the Local Government Code of Conduct

The *Local Government (Code of Conduct) Order 2024* applies automatically to all councils, and prescribes standards of conduct on Elected Members in relation to:

- (a) **Decision making** – making decisions in the best interests of the community, including being free of prejudice;
- (b) **Conflict of interest** – must manage professional or personal interests to ensure they are not influencing (nor seen to be influencing) the performance of their role;
- (c) **Use of office** – solely to represent and serve the community, conducting themselves in a way that maintains the community's trust in Elected Member and the council as a whole;
- (d) **Use of resources** – the use of council resources are used solely for the purpose of council business;
- (e) **Use of information** – used to perform functions in the best interests of the community;
- (f) **Gifts and benefits** – transparency and avoidance of being influenced by gifts or benefits in the performance of their duties;
- (g) **Relationships with community, Elected Members and council employees** – Councillors are to treat people fairly and not bully, harass or cause any reasonable person offence or embarrassment. These obligations apply to Elected Members conduct, communication and relationships with members of the community, fellow Elected Members and council employees;
- (h) **Representation** – distinguish between views that are personal and those of the council, and not engage in prohibited conduct (as defined under the *Anti-Discrimination Act 1998*).

# Responsibilities under the *Local Government Act 1993*

## Director of Local Government

In the first instance, Unreasonable Conduct should be addressed through informal dispute resolution, the Code of Conduct complaints process and the other appropriate mechanisms outlined above, as applicable.

However, there may be circumstances where Unreasonable Conduct remains ongoing and/or escalating despite interventions being put in place through these processes. In these circumstances, and where there is evidence that the ongoing and/or escalating conduct constitutes a failure/s to comply with statutory requirements under the LGA, under other legislation or subordinate legislation (eg regulations), the matter may be referred to the Director of Local Government for consideration of whether it is appropriate to recommend that the Minister for Local Government issue a Performance Improvement Direction (**PID**) to the relevant councillor. A PID is a direction to take action to comply with the relevant statutory obligation/s (including a direction to cease or refrain from taking certain actions).

Council should consider the following before raising the matter with the Director:

- (a) the nature and frequency of the Unreasonable Conduct;
- (b) the impact of the Unreasonable Conduct;
- (c) what previous measures and/or processes have been undertaken to address the Unreasonable Conduct;
- (d) how the Unreasonable Conduct has breached a statutory obligation (e.g. failure to take reasonable care for the safety of others); and
- (e) identify what actions are sought to address the Unreasonable Conduct.

Where the Minister issues a PID and the Elected Member fails to comply with it, the Minister may suspend the Elected Member for a period of up to 6 months.

It is important to note there are inherent limitations on the application of a PID. For example, it would not be appropriate for the Minister to issue a PID in circumstances where more appropriate avenues have not been reasonably explored first (e.g. for an alleged serious breach of the Code of Conduct Framework before any efforts have been undertaken to raise the matter via a Code of Conduct complaint).

## Responsibilities under the *Anti-Discrimination Act 1998*

Complaints under the Anti-Discrimination Act must be about behaviour that is in breach of its specific prohibitions in an area of activity covered by the Act. This means that the Unreasonable Conduct must also attach to a specific protected attribute (eg race, gender, age etc).

Elected Members must not engage in:

- (a) discriminatory conduct on the basis of protected attributes;
- (b) \*prohibited conduct (offensive, humiliating, intimidating, insulting or ridiculing) on the basis of a particular protected attribute;
- (c) sexual harassment;
- (d) victimisation;
- (e) inciting hatred, serious contempt, or severe ridicule on the basis of a particular protected attribute;
- (f) publishing or displaying discriminatory or prohibited conduct; or
- (g) knowingly causing, inducing or aiding another person to contravene the *Anti-Discrimination Act*.

\*Please note that the Local Government Code of Conduct (above) also provides an avenue to raise concerns in relation to 'prohibited conduct'.

Council, as an organisation, must ensure that Elected Members and staff are made aware of discrimination and prohibited conduct and take reasonable steps to ensure that these people don't engage in such conduct.

Complaints under the *Anti-Discrimination Act* are made to the Anti-Discrimination Commissioner through Equal Opportunity Tasmania (**EOT**), who will:

- (a) assess the complaint to satisfy itself that it falls within their jurisdiction;
- (b) if the complaint is accepted, offer early conciliation;
- (c) investigate the complaint; and
- (d) make a decision on the complaint which may result in the complaint being dismissed, directed to conciliation, or directed to the Tasmanian Civil and Administrative Tribunal for hearing.

## **Lawful and reasonable direction**

Council employees are subject to any employment related policy and procedure and/or lawful and reasonable directions.

Council has significant control over its employees' conduct in so far as it relates to the performance of their duties. Accordingly, there is also a greater expectation on council to manage the Unreasonable Conduct of its employees, including through internal processes such as workplace assessments, workplace investigations and disciplinary processes etc.

There are some circumstances where 'out of hours' conduct may justify council management action if a sufficient connection to the performance of council duties can be identified.

## Board of Inquiry

The Minister may establish a Board of Inquiry to investigate a council. A Board of Inquiry may be established where a council has failed to comply with a PID or where the Minister otherwise considers it is justified. This may include circumstances where there is credible evidence of a potential failure of the council or one or more Elected Members to perform a function, or where there is evidence of irregular conduct of the council or one or more Elected Members, that may be affecting the operation of the council.

Following a Board of Inquiry, the Minister may give a direction to one or all Elected Members, to:

- (a) rectify or mitigate the effects of their action;
- (b) discontinue their action;
- (c) give reasons for their action; or
- (d) take other steps as the Minister thinks necessary.

In certain circumstances, the Minister can make a recommendation to dismiss any or all Elected Members, upon approval from the Governor.

## Other Offences

There is also a range of various offences created by the *Local Government Act 1993* in Part 16, Division 3 which could relate to Unreasonable Conduct:

- (a) s.338A – disclosure of information from closed meeting or which is otherwise confidential;
- (b) s.339 – improper use of information; and
- (c) s.339A – misuse of office (i.e. procure the doing or not doing of anything by the council to gain, directly or indirectly, an advantage or to avoid, directly or indirectly, a disadvantage, to a class of persons that includes the councillor).

The usual 6-month limitations period for prosecuting summary offences imposed by the *Justices Act 1959* is significantly extended to 2 years in the case of offending against the *Local Government Act*.

- (a) articulate the type of Unreasonable Conduct and set out specific details of the actual behaviours (i.e. what was seen, heard, observed etc);
- (b) set out why council considers the above conduct unreasonable and on what basis (e.g. Act, policy, procedure, guideline etc);
- (c) provide the steps already taken by council to address the Unreasonable Conduct;
- (d) advise the person what action/ omission is required to occur to make their conduct acceptable/ reasonable;
- (e) seek a specific response from the person requiring confirmation that Unreasonable Conduct will stop and/or any other information required;
- (f) notify the person that if the Unreasonable Conduct continues, what proposed remedy will be implemented by council (e.g. banning the Infringing Person from meeting attendance, referral to external body etc);
- (g) provide a reasonable time period for rectification/ improvement;
- (h) observe further conduct and consider/ assess the person's response (if any);
- (i) implement reasonable outcome(s) as proposed in (f); and
- (j) (if further necessary) identify the most relevant avenue for complaint (e.g. WorkSafe Tas, EOT, Code of Conduct etc...).

General Managers/ CEO will need to:

- (a) behave as the 'public exemplar';
- (b) act lawfully and reasonably; and
- (c) use people management skills to address Unreasonable Conduct.



# Guidance for the General Manager / CEO

The above frameworks demonstrate the challenges in managing Unreasonable Conduct.

Unreasonable Conduct requires a reasonable response. This starts with setting an expectation of what is reasonable compared to what is unreasonable and consulting, cooperating, and coordinating with the applicable duty holders.

From here, the onus is on council (as PCBU) to diligently but reasonably enforce its expected standards of conduct, with reference to its WHS obligations. Like most organisations the actions of the PCBU are implemented through one or more of the Officers.

In a council environment the General Manager / CEO is the most senior Officer in the PCBU and usually is looked towards for guidance and action. Council as the PCBU can specifically authorise the General Manager / CEO to take appropriate action on its behalf to ensure a safe workplace.

Where the behaviour of Elected Members is involved this provides a challenge for the General Manager / CEO as the Elected Members can have a significant impact on the ongoing employment of the General Manager / CEO. Having said that this responsibility is similar to corporate environments where a CEO may report to a Board of Directors. In any event the law does provide for specific protections for any victimisation or any adverse action taken by any duty holder based on taking appropriate action to address Unreasonable Conduct or other unlawful behaviour.

It is for all of these reasons that it is very important for a council to establish clear protocols and procedures that, consistent with legal requirements, support and clearly specify when the PCBU *must* step in to appropriately manage Unreasonable Conduct. The *Local Government Association Tasmania* is preparing model policies to support councils in this respect.

The Quick Reference Guide at the end of this document is intended to assist all parties to understand what is expected of them when engaging in the workplace, which council is ultimately responsible for. However, it is also designed to empower council to engage with Elected Members who continually act unreasonably in a manner which creates an evidentiary basis for a complaint under one of the legal frameworks outlined above.

For example, if an Infringing Person's conduct is persistently unreasonable, the below table will assist the General Manager/ CEO (as an Officer of the PCBU) to:

### **Exercising these functions in a challenging political environment**

It is understandable (and often appropriate) for a Mayor to exercise a degree of caution when considering the use of these powers. Councils are often politically charged environments where democratically elected community representatives exercise their right to free speech. However, there can be practical limits to free speech where it may amount to Unreasonable Conduct that breaches the legislative frameworks discussed in these Guidelines. Mayors therefore have an important responsibility in appropriately responding to Unreasonable Conduct, and have a very direct leadership role where it occurs in the council chambers.

Under the *Local Government (Meeting Procedures) Regulations 2015*, it is also open to Councils to develop additional meeting procedures should further clarification on expected standards be deemed necessary. Beyond this, where the appropriate response to any specific behaviour remains unclear, Councils should consider seeking additional legal advice.

# Guidance for the Mayor

Mayors are responsible for overseeing the councillors in the performance of many of their functions and, for the most part, this responsibility is discharged through the development of constructive working relationships between the Mayor and Elected Members.

However, the Mayor has specific functions in managing Unreasonable Conduct during council meetings. The effective and appropriate use of these unique functions and powers during meeting processes can minimise the risk of Unreasonable Conduct escalating and will further assist in supporting the escalation of such matters to a regulator, should the behaviour continue.

## **Powers to manage Unreasonable Conduct during council meetings**

The Mayor or other delegated chairperson of a meeting may suspend an Elected Member from part or all of the meeting if the Elected Member–

- (a) makes a personal reflection about another Elected Member or an employee of the council and refuses to apologise; or
- (b) interjects repeatedly; or
- (c) disrupts the meeting and disobeys a call to order by the Mayor/ chairperson.

Before deciding to suspend an Elected Member, the chairperson is to –

- (a) advise the Elected Member that suspension is being considered and of the reasons for considering suspension; and
- (b) give the Elected Member an opportunity to argue against suspension or to apologise.

If, after considering any argument or apology from an Elected Member the Mayor/ chairperson suspends the Elected Member, the Elected Member –

- (a) must leave the meeting; and
- (b) must not attend the meeting while suspended.

A financial penalty can be imposed on an Elected Member if they do not comply with the Mayor/ chairperson's suspension.

Further, the Mayor/ chairperson may request the assistance of a police officer to remove an Elected Member who refuses to leave a meeting as required.

# Quick Reference Guide

This table provides a summary of what can constitute recurring Unreasonable Conduct and some suggested alternatives that can be reinforced as the expected standard of conduct.

Unreasonable Conduct		Professional and respectful standard of behaviour
<b>Unreasonable arguments</b>	<ul style="list-style-type: none"> <li>• Personal criticism (<i>You're an idiot!</i>)</li> <li>• Irrationally interpreting laws or facts (<i>That is a stupid outcome</i>)</li> <li>• Holding views that are unsupported by evidence ( . . . <i>because I say so – that's why</i>)</li> </ul>	<p>Where based on actual evidence criticise specific conduct, ideas or outcomes or engage others in argument:</p> <ul style="list-style-type: none"> <li>• I don't understand your argument, would you please explain how you arrived at that position and what evidence you relied on</li> <li>• I think you are incorrect for these reasons on (list evidence) I think based on (list evidence) the correct answer is...</li> </ul>
<b>Unreasonable actions</b>	<ul style="list-style-type: none"> <li>• Aggression, Threats, Violence (eg physical assault such as biting, scratching, hitting, kicking, pushing, grabbing, or throwing objects</li> <li>• intentionally coughing or spitting on someone</li> <li>• sexual assault or any other form of indecent physical contact</li> <li>• harassment or aggressive behaviour that creates a fear of violence, such as stalking, sexual harassment, verbal threats and abuse, or yelling and swearing</li> <li>• hazing or initiation practices for new or young workers</li> <li>• gendered violence, which is any behaviour directed at any person or that affects a person because of their sex, gender or sexual</li> </ul>	<p>Minimum standards for participation:</p> <ul style="list-style-type: none"> <li>• Calm demeanour</li> <li>• Respect to others</li> <li>• Professionalism</li> <li>• Evidence based criticism.</li> </ul>

# Steps to take relating to Unreasonable Behaviour of elected members

## 1. Articulate Unreasonable Conduct

- Detail Specific behaviours (seen, heard, observed)

## 2. Basis for Unreasonableness

- Explain why conduct is considered
- Reference applicable Act, policy, procedure, guideline

## 3. Steps Already Taken

- Provide the steps already taken by council to address Unreasonable Conduct

## 4. Required Action/ Omission

- Advise on necessary changes for acceptable conduct

## 5. Seek Response

- Seek confirmation that the behaviour will stop

## 6. Notify of Proposed Remedy

- Inform about potential consequences if conduct continues
- Examples: banning from meetings, referral to external body

## 7. Time Period for Improvement

- Provide a reasonable timeframe for behaviour correction

## 8. Observe and Assess

- Monitor further conduct
- Evaluate response from the person

## 9. Implement Outcome

- Enforce proposed remedies if necessary

## 10. Identify Relevant Complaint Avenue

- Determine appropriate external body for further complaints (e.g., WorkSafe Tas, EOT, Code of Conduct)

# Conduct and Management Interventions

This table provides a more detailed overview of the types of Unreasonable Conduct, with examples of reasonable alternatives, and steps which General Managers can take to intervene.

Unreasonable persistence		
Unreasonable act/omissions	Reasonable alternative	GM/ CEO Intervention / Management techniques
<p>Repeated questions that have been fully answered.</p> <p><b>e.g.</b> You just don't get it. When will council ban dogs from the park during school holiday times?</p>	<p>Asking for reconsideration of an answer in light of new information or circumstances.</p> <p><b>e.g.</b> I think it would be appropriate for council to reconsider its position on dog access during these times for school holiday periods. You will be aware of the recent dog attacks of children at the park at lunch and early evenings. Please find attached a list of these existence provided by the relevant council employee in chronological order noting the school holiday period.</p>	<p>Take control and firmly but politely say that the question has already been answered and move on.</p>
<p>Interruption or talking over the top of an answer to a question that is not favourable.</p>	<p>Asking a reasonable follow up question after receiving an answer.</p> <p><b>e.g.</b> You mentioned that the funding was</p>	<p>Silence – let elected member finish talking and let a 'pregnant pause' sit uncomfortably before asking 'are you finished? I</p>

Unreasonable Conduct		Professional and respectful standard of behaviour
	<p>orientation, or because they do not adhere to socially prescribed gender roles, that creates a risk to health and safety)</p> <ul style="list-style-type: none"> <li>• Over-escalation (e.g. 'cc' of Ministers, other unrelated persons into emails where unnecessary or impractical)</li> <li>• Public criticism of council staff without discretion or due process</li> <li>• Offensive or antagonistic personal reflections about other councillors, staff or community members, particularly when unrelated to or not furthering legitimate debate</li> </ul>	
Unreasonable demands	<ul style="list-style-type: none"> <li>• Insistence on unachievable or unreasonable outcomes (<i>I need an answer now!</i>)</li> <li>• Moving goalposts (capriciously shifting expectations from previously discussed positions)</li> </ul>	<p>Establish boundaries, expectations or requirements legally, through agreement, policy or vote.</p> <p><b>eg</b> Would you please consider and provide an answer by next week / meeting?</p>
Unreasonable lack of cooperation	<ul style="list-style-type: none"> <li>• Disorganised, excessive of irrelevant information or arguments.</li> <li>• Failure to identify or define their arguments.</li> </ul>	<p>Organised and coherent request or arguments:</p> <p><b>eg</b> Please refer to the list of hazards identified on the beach that I sent around before the meeting. I recommend tendering some contractors to advise on remedial works.</p>
Unreasonable persistence	<ul style="list-style-type: none"> <li>• Persistence with a question or line of inquiry even though it has been responded to (<i>I'll ask again, when will you step down?</i>)</li> <li>• Persistent s 28A requests for information without justification.</li> <li>• Refusal to accept a final decision.</li> <li>• Excessive correspondence.</li> </ul>	<p>Follow established processes which include a review of decisions.</p> <p><b>eg</b> I'll follow up again next months, please let me know if you feel like that's an unreasonable deadline?</p>

Unreasonable persistence		
Unreasonable act/omissions	Reasonable alternative	GM/ CEO Intervention / Management techniques
<p>Personal criticisms of council staff</p> <p><b>e.g.</b> 'The General Manager is an idiot.'</p> <p>'Staff are lazy and their response was pathetic. Their employment is a waste of rate payer money and should be sacked.'</p>	<p>Identify specific concerns with staff performance.</p> <p><b>e.g.</b> 'I was notified of a member of the public who attended council to make a complaint and wasn't acknowledged for over an hour. In my opinion this if true is unacceptable. I would like to know what actually occurred and if there is something wrong will be done to improve.'</p>	<p>Bring the dispute back to the critical issue.</p> <p><b>e.g.</b> 'councillor X, I believe you refrain from personal criticisms and should elaborate on your earlier point about...'</p>
<p>Irrational or plainly wrong interpretation of facts or law.</p> <p><b>e.g.</b> The General Manager's failure to address the non-collection of bins is incompetent'</p>	<p>Criticisms that are supported by evidence</p> <p><b>e.g.</b> I am concerned that the General Manager's response to the bin audit is inadequate to meet its legal obligations. What is being done immediately for the constituents?'</p> <p>'I understand your view of the legislation / policy. However, council adopts a different interpretation and applies it as requiring monthly review.'</p>	<p>Firmly define the correct position.</p> <p><b>e.g.</b> 'This is not an issue relating to individual competency. It's an issue of interpreting council's obligations. As I said, we will seek advice on the matter and get back to you by next month.'</p>
<p>Dismissing council's response as inadequate</p> <p><b>e.g.</b> 'It's clear council does not take this</p>	<p>Identify actual alternatives or further avenues for progressing the concern.</p>	



<b>Unreasonable persistence</b>		
<b>Unreasonable act/omissions</b>	<b>Reasonable alternative</b>	<b>GM/ CEO Intervention / Management techniques</b>
<b>e.g.</b> That wasn't approved!	approved, would you please provide the authorisation?	would like to answer your question now'
<p>Demands a review because they do not accept an answer or outcome.</p> <p><b>e.g.</b> 'You're wrong, my constituents want this. You don't know what you're doing and need to give them what they want.</p> <p>'I will raise a code of conduct against you for this if you don't change your decision'</p>	<p>Identifies a specific error or misjudgements and seeks a review on that basis.</p> <p><b>e.g.</b> 'I note that your response to my question last week was based on old information. There's new data now that is more accurate and supports my constituent's position.'</p>	<p>Take control and firmly but politely say that the question has been answered and move on.</p>
<p>Tenuous, unsubstantiated or manufactured allegations.</p> <p><b>e.g.</b> 'You're biased, unethical, corrupt</p>	<p>Raising legitimate concerns, based on objective evidence that is fully presented.</p> <p><b>e.g.</b> 'I am concerned that the General Manager has a conflict of interest in making this contract because her husband is on the board of the company'. Please provide the relevant conflict of interest declarations.</p>	<p>Ask for information or evidence to support the allegation. If none is provided, move on.</p>

Unreasonable persistence		
Unreasonable act/omissions	Reasonable alternative	GM/ CEO Intervention / Management techniques
e.g. 'Your actions are hurting innocent people and you should be personally ashamed.'	needs to increase its reliability for waste collection – I propose the following solution.'	
<p>Demands answers only in an unreasonable format</p> <p>e.g. 'It's a pretty simple question – Yes or no?'</p> <p>'I don't want to hear any excuses, just accept you're in breach'</p> <p>'So you don't deny the allegations entirely?'</p>	<p>e.g. "I would first like a yes or no response and understand that you may also need to provide additional clarification"</p>	<p>Interrupt the member to allow the person answering to provide their full response.</p> <p>e.g. 'councillor X, you've asked your question, now please give them an opportunity to provide a full response.'</p> <p>'councillor X, I think she is trying to address your issue but you're being too dismissive'</p>
<p>Demands unreasonable timeframes or responses out of hours.</p> <p>e.g. Phone calls to the General Manager on weekends.</p> <p>'The review needs to be completed inside a week or I will contact the media'.</p> <p>'Answer me now!'</p>	<p>Agree on timeframes for the completion of tasks.</p> <p>e.g. 'When will council be able to complete its review?'</p> <p>'That seems like a long time to provide the report where the matters are relatively simple and there do not appear to be competing demands. Can you provide it by next week?'</p>	<p>Seek clarification on an achievable timeframe, communicate a deadline and stick to it.</p>

Unreasonable persistence		
Unreasonable act/omissions	Reasonable alternative	GM/ CEO Intervention / Management techniques
important matter seriously'	e.g. 'I understand the competing issues for council. However, this is a serious issue that is important to my constituents. I think it is appropriate to consider some changes on a trial period.'	
Requests for operational or sensitive personal information from staff that does not relevant to elected members. e.g. Give me the employee records for project officer Dan Smith.	Requests for de-identified information relevant to council's decision making. e.g. 'Could I please have a de-identified list of council project officers and their classifications?'	<ul style="list-style-type: none"> <li>• Identify the unreasonable demand</li> <li>• Be explicit that the demand cannot be met</li> <li>• State the demands must stop</li> <li>• Offer an alternative or choice</li> </ul>
Blackmail or emotional manipulation e.g. 'If you don't do what I want, I will be in the media and escalate this to the Minister which will make life very difficult for the council.'  Stalking or turning up to public places where you know someone will also be attending to intimidate them.	Raising genuine, evidence based concerns and providing examples of consequences. e.g. 'I have received a complaint from a constituent that their bin has not been collected five times in the last six months. They have had to pay to dispose of their household waste at the tip on multiple times. Council	Call out the behaviour e.g. 'councillor X, that sounds like a threat and does not assist in resolving the core issue'

Unreasonable persistence		
Unreasonable act/omissions	Reasonable alternative	GM/ CEO Intervention / Management techniques
<p>Use of social media or technology to vilify or harass.</p> <p><b>e.g.</b> 'The General Manager's time is up. Share and like if you think it's time for a change'.</p>	<p>Sharing of legitimate information.</p> <p><b>e.g.</b> See this article which I consider underlines the need for a progressive approach to short stay accommodation.</p>	<p>Remind everyone that statements on social media can expose individuals to legal risk.</p> <p>Raise specific concerns with individual elected members privately.</p> <p><b>e.g.</b> 'Dear councillor X, I refer to your recent post on Facebook where you show a photo of an empty beach with a caption of 'this is what the General Manager wants for our public spaces'.</p> <p>I am concerned that your post is unreasonable and misleading for the following reasons...</p> <p>I request your response by 4pm Wednesday...</p>
<p>Aggressive or belittling gestures.</p> <p>Gestures which may be perceived to be aggressive.</p> <p><b>e.g.</b> Pointing, eye rolling, huffing, leaning into someone's personal space.</p>	<p>Generic gestures to emphasise a particular point when speaking.</p> <p>Maintain personal boundaries (keeping physical distance) and professional boundaries (lowered tone of voice and calm body language).</p>	<p>Advocating for constituents does not excuse objectively unreasonable or inappropriate behaviour.</p>

Unreasonable persistence		
Unreasonable act/omissions	Reasonable alternative	GM/ CEO Intervention / Management techniques
<p>Moving goalposts or changing the issue to require further answers.</p> <p><b>e.g.</b> Shifting from a conflict of interest complaint to requiring a full justification of a particular project within the same question.</p>	<p>‘Thank you for clarifying that matter. I intend to request a further review of the project for the following reasons and will provide that in writing so you can review and set a reasonable timeframe for completion.’</p>	<p>State that the initial question has been answered and that they’ve now moved on to a different line of questioning that may require notice or consideration.</p> <p><b>e.g.</b> ‘councillor X, he has answered your question but you’ve now moved onto a new topic that appears complex. Do you think it would be reasonable to pick this up later?’</p>
<p>Inappropriate, unprofessional or offensive language.</p> <p>Shouting or interrupting</p> <p><b>e.g.</b> ‘That’s a f*%\$ed outcome. Unbelievable waste of time.’</p> <p>‘You’re full of S&amp;%t</p> <p>‘You’re stupid if you think that’.</p>	<p>Criticism of ideas, interpretations or applications.</p> <p><b>e.g.</b> ‘I understand that you think council has done all it can to address these issues but it hasn’t solved the problem and won’t change anything’.</p> <p>‘The difficulty with that position is that it fails to take into account the obligation on council to disclose actual or perceived conflicts of interest’.</p>	<p>Call out the unreasonable language or statement.</p> <p><b>e.g.</b> ‘councillor, this is a formal meeting and your language is unacceptable.’</p>

Unreasonable persistence		
Unreasonable act/omissions	Reasonable alternative	GM/ CEO Intervention / Management techniques
e.g. 'This report proves council is corrupt.'	taken beyond accrued entitlements?	from the introduction of the report. What else in the report supports your position?'
Complaining about dispute resolution procedures without reasonably engaging with them or suggesting improvements.  e.g. 'council has done nothing, it's pointless to even try'.	I tried lodging a dispute yesterday and there was no one available to assist. Why is that the case?	Ask whether they have made a report, complaint or formal request.  e.g. 'I understand there may be limitations of the process but it seems like the outcome your looking for is available.'
Ignoring requests, questions or complaints	This is a risk for council employees responding to persistent or unrealistic communications from members of the public or elected members.  It is also a good example of where an omission may be Unreasonable Conduct.  Ensure all requests are responded to on their merits and repeat / unreasonable requests are managed as Unreasonable Conduct.	Acknowledging the request, question or complaint and taking an alternative view or resolving the matter.  e.g. Thank you for your request dated 7 May 2024. Unfortunately, council is not in a position to allocate out of hours resources because of budget restrictions. I consider this matter resolved.

Unreasonable persistence		
Unreasonable act/omissions	Reasonable alternative	GM/ CEO Intervention / Management techniques
<p>Personal attacks or criticisms of specific council employee's performance in open meetings.</p> <p><b>e.g.</b> 'Every time I walk into council, I see them on their phone? What do they do all day?'</p> <p>Who do you think you are? What a pathetic response.</p>	<p>Raising a genuine concern with provision of council services</p> <p><b>e.g.</b> 'I'm concerned with the cleanliness of the pool. Would you please investigate and report back to me by (time) whether the cleaners are doing an adequate job?'</p>	<p>Interrupt the meeting and address the personal criticism.</p> <p><b>e.g.</b> 'councillor X, you're no longer discussing an issue and are personally attacking the values of a council employee. Would you please explain what action you are seeking here?'</p>
<p>Unwillingness to consider alternative views or interpretations.</p> <p><b>e.g.</b> 'You're just wrong, you don't get it.'</p>	<p>Challenging other's arguments by identifying flaws.</p> <p><b>e.g.</b> 'That's fair enough but how does that fit with your earlier promise to provide a tender document by May 2024?'</p>	<p>Support the person who has provided an answer and recommend the issue be addressed at a later time once alternative views have been considered.</p> <p><b>e.g.</b> 'To be fair to councillor X, It seems like they hold a reasonable position that deserves a genuine response. Do you have a specific concern with what they have said or do you think some time to consider their position would assist you?'</p>
<p>Cherry picking information or misquoting others.</p>	<p>What is council's response to the report findings about excessive paid personal leave being</p>	<p>Ask why they have formed that view of the material.</p> <p><b>e.g.</b> 'councillor X, that appears to be one quote</p>

- f) I emailed you on (date) counselling you regarding refraining from referring to other elected members as “the great unwashed” during a meeting on (date);
- g) you attended the LGAT workshop regarding appropriate behaviour during council meetings on (date) etc).

I require you to:

- a) (list actions – e.g. stop and do not repeat the alleged unreasonable conduct as described above as well as referring to other persons at the workplace in a manner which is derogatory, likely to cause offence embarrassment or other harm;
- b) personally apologise to Person X and any other person at the (event); and
- c) adopt alternative reasonable responses if you disagree with any other elected member regarding a motion similar in future. The acceptable/reasonable response such as advise them that you disagree with their position and set out the basis for that disagreement without any personal or characteristic references nor raising your voice above the accepted meeting).
- d) Please confirm that you understand the above requirements by way of reply email/letter by no later than (date).
- e) Please confirm that you have implemented (list action – e.g. personally apologise to the Person X and the other Elected Members) by way of reply email/letter by no later than (date).
- f) If the above requirements are not met by the required timeframes and/or the alleged unreasonable conduct continues or is repeated, I proposed to (list remedy to be implemented by council - e.g. referral to external body etc);

Yours sincerely

GM/CEO



## Example Notification (eg email or letter)

(Date)

Dear (alleged infringing person)

### Direction to Cease Alleged unreasonable conduct

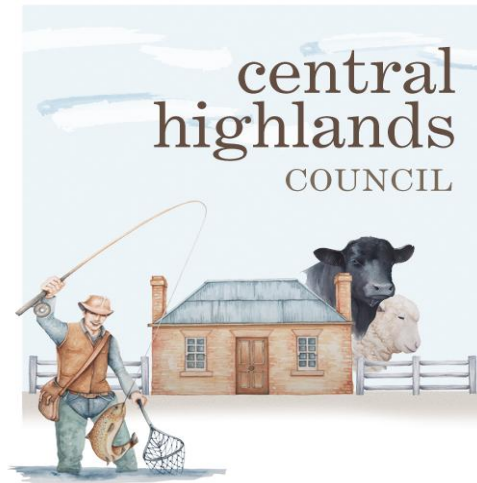
I refer to (ie event e.g. council meeting) on (date) at approximately (time). You and the following other persons (list) were at that event.

In that (event) I observed you (give specific behaviours eg Shouting at Person X the following comment “You are a stupid corrupt cow” in response to (list eg Person X voting against your motion) whilst banging a folder of papers on the desk in front of you. Your face was flushed red. You said “You had no reason to apologise” when asked to by the Mayor. [NOT generic terminology and conclusions. eg behaving aggressively towards Person X]). As a result of your alleged unreasonable conduct (describe impact eg Person X physically recoiled and became visibly distressed with their eyes welling up and they became uncharacteristically quiet for the remainder of the meeting. Person E immediately became concerned regarding Person X’s welfare and comforted them by sitting with them and checking in on their well-being. Persons A, B and C also came up to me after the (event) to raise concerns regarding your behaviour and the personal impact to Person X’s safety and well-being.)

I consider your alleged unreasonable conduct to be a breach of (list applicable Act, policy, procedure, guideline etc eg clause 7 of the elected member Appropriate Workplace Behaviour Policy because it is an unnecessary and derogatory characterisation of Person X, with no reasonable or substantiated basis and was delivered in a manner designed to cause Person X of offense, embarrassment or other harm.)

Council has already taken the following steps to address unreasonable conduct generally and specifically in relation to similar conduct as alleged:

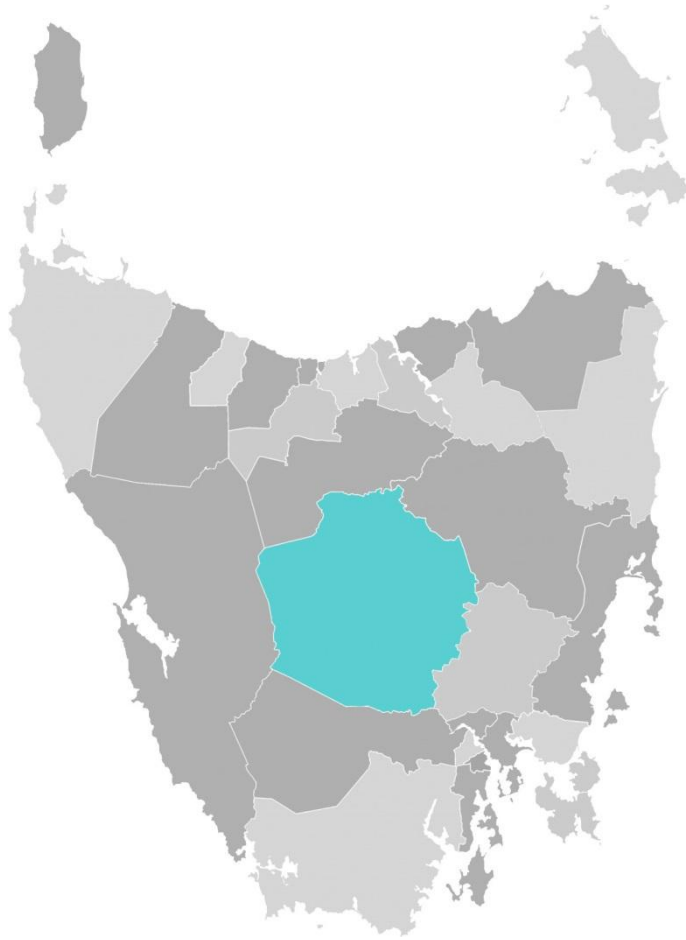
- a) (list actions – e.g. I spoke to you immediately following the meeting;
- b) the Mayor advised you they were considering suspending you as per Regulation 40
- c) you were a member of council when the elected member Appropriate Workplace Behaviour Policy was voted on;
- d) you attended elected member Appropriate Workplace Behaviour Policy training on (date);
- e) you attended psychosocial risk training on (date);



# **CENTRAL HIGHLANDS COUNCIL ANNUAL REPORT 2023/2024**



*Picture – Ouse Public Toilets*



## Contact Information

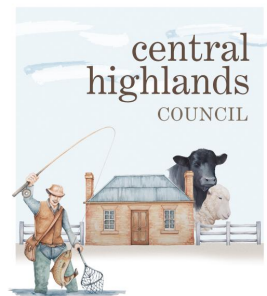
### Administration & Works & Services

Address: 6 Tarleton Street, Hamilton TAS 7140  
Phone: (03) 6286 3202

### Development & Environmental Services

Address: 19 Alexander Street, Bothwell TAS 7030  
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Email: [council@centralhighlands.tas.gov.au](mailto:council@centralhighlands.tas.gov.au)  
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## Introduction

*The Local Government Act 1993* requires every Council in Tasmania to produce an Annual Report. This gives an opportunity for the Council to inform the community of achievements and challenges in the last year, and review areas to be improved upon.

This includes the annual corporate planning and reporting cycle of the Central Highlands Council each year. This report covers the period of the **2023/2024** financial year.

The Council is required under Section 72 of *the Local Government Act 1993* to prepare a report that contains:

- a summary of the annual plan for the preceding financial year.
- a statement of its goals and objectives in relation to public health for the preceding year.
- a statement of the Council's activities and its performance in respect of goals and objectives set for the proceeding financial year.
- a statement of the number of Code of Conduct complaints that were received and the number that were upheld either wholly or in part during the preceding financial year.
- the total costs met by the council during the preceding financial year in respect to all code of conduct complaints dealt with under Division 3A of part 3 during the preceding financial year.
- the financial statements for the proceeding financial year.
- a statement of the operating, capital and competitive neutrality costs in respect of each significant business activity undertaken by the council during the preceding financial year together with a statement of revenue associated with that activity.
- a statement of the activities and performance of the Council in relation to any activity taken pursuant to Section 21 as compared with its objectives for the preceding financial year.
- a statement of the total allowances and expenses paid to the Mayor, Deputy Mayor and Councillors.
- a statement detailing the attendance of each Councillor at meetings of the Council and any Council Committee during the preceding financial year.
- a statement in accordance with Subsection 4 relating to the total remuneration paid to employees of Council who are key management personnel.
- a copy of the audit opinion for the proceeding financial year.
- a statement specifying details of any land donated by the Council under Section 177, including the name of the recipient, the reasons for the donation, and the value of the land.
- any other prescribed matter.

This report contains a series of chapters, each devoted to a function of Council, and an explanation of how these functions interact within the Central Highlands Council structure.

The report also contains audited standard, financial, and performance statements. This shows how monies raised via rates, charges, fees and grants received have been expended.

Each year the Council prepares an Annual Budget within the context of the actions identified in the Strategic Plan 2015 – 2024. The Strategic Plan and Annual Budget are used to inform the decisions and actions of Council for the coming year.

Central Highlands Council values the input of the community. Members of the community are invited to make submissions on the Annual Report for discussion at Council's **Annual General Meeting**, which will be held at **8.45am** on **Tuesday 10 December 2024**, at Bothwell.

Any person wishing to make a submission should do so by close of business **Wednesday 4 December 2024**.

## Corporate Vision

To provide residents and visitors opportunities to participate in and enjoy a vibrant local economy, rewarding community life, cultural heritage and a natural environment that is world class.

## Corporate Mission

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

## Strategic Plan

Council's Strategic Plan 2015-2024 is available free of charge by contacting either the Bothwell or Hamilton Office or on Council's website at [www.centralhighlands.tas.gov.au](http://www.centralhighlands.tas.gov.au)



## **MAYOR'S REPORT 2023-2024**

### **Welcome to the Mayor's Report for the Central Highlands Council financial year 2023/2024.**

Even though this report is a statutory requirement of Council, I provide this report as a continuation of my commitment to true transparency of the Central Highlands Council commitments, behaviour and actions over the previous 12 months.

Council welcome new residents who have chosen to join us in the beautiful Central Highlands. Our Council covers approximately 801,000 hectares of land, including national parks and world recognised wilderness heritage areas. We have some of the best fly and trout fishing across the world and ever-increasing interest in our tourism opportunities, including Council being approached regarding future tourism opportunities yet to be defined.

Tourism is certainly an ongoing and developing area across our central highlands and I'm always looking for opportunities for existing and new developments to provide employment to locals including the use of locally grown produce on our menus. With an ever strong agricultural and horticultural industries and several distilleries which also support local employment.

I am pleased that, as a Council, we have provided well managed and responsible budgets over the years.

Budget deliberations are always a significant challenge, with council needing to stay within our projected long-term financial plan and for us to remain a strong effective council.

Central Highlands Council are financially stable, and we endeavour to remain so.

Rate increases are inevitable; however, Council understands the impact of increased everyday living for our community, and we have agreed on a responsible rate increase.

These Budget Estimates have been increased in accordance with Councils adopted Long Term Financial Plan of March CPI plus 2%. Therefore, all expenditure and rate revenue projections have an average increase of 5.1% across all areas which will ensure Council is in the best fiscal position under the current economic climate.

### **Professional and Personal Development Opportunities**

I strongly believe that Council employees and our elected Councillors should continue on a path of both professional and personal development. I have ensured several opportunities have been presented to elected Councillors and have noted that these opportunities can assist in a more informed understanding of Council. I deemed that a number of workshops were compulsory for Councillors and thus the attendance and engagement was crucial in the development of skills, understanding financial statements and reports, including the role and responsibilities as elected Councillors. This also includes the governance and operational processes, and functions of Council,

the elected arm and the employee/administrative arm, all expected to work together, with myself as a conduit working closely with our General Manager.

Councillors and I continue to be representatives on many committees across the Municipality. I thank those Councillors who put in their time and their effort.

There have been additional opportunities for me in attending the elected members Local Government Association of Tasmania (LGAT) meetings and conferences, Southern Tasmanian Councils Authority (STCA) and Mayors Round-table meetings. My continuing relationship with other Mayors is important, to talk and listen regarding issues and possible solutions to providing and retaining services to local communities.

Council, when conducting business as the Planning Authority need to remain unbiased and are guided by the Tasmanian Planning Scheme – Central Highlands and the (*Land Use Planning and Approvals Act 1993*).

### **Township Structure Planning Project**

The Township Structure Planning Project is important for the future of the Central Highlands Municipality.

Council has initiated a project to develop structure plans for the major townships in the Municipality. The impetus came from feedback received during public notification of the Central Highlands component of the new State Planning Scheme. Additionally, it is now more or less standard practice for the Tasmanian Planning Commission to require Structure Plans to support Planning Scheme Amendments in small rural towns such as ours.

Structure plan development is generally undertaken by suitably qualified and experienced independent consultants appointed by Council and working under the direction of a Council-appointed Steering Committee.

Council has engaged a planning consultancy, Niche Planning Studio, to work with the community, Council and infrastructure providers to undertake the project. This will be a once-in-a-generation opportunity for community members, community groups, business owners, and anyone with an interest in the future of these towns to contribute their ideas and help establish a 'vision' for each town. Substantial community involvement is essential to ensure the vision developed for a town is the best it can be, and the local community ultimately have ownership over the outcomes.

Council envisage that the structure planning process will be an exciting opportunity for township communities to come together to plan out the future of our towns. This will come together in 'Structure Plans' for each town. The project will develop municipal settlement and economic development strategies.

Key areas of focus will be liveability & sustainability, and long-term population and economic growth. The final Structure Plans will include recommendations for town improvements, planning scheme amendments, actions to achieve community goals, and other strategies desired by the community. There have been several opportunities to be involved including providing submissions and participating in community workshops in each town. This provides interested members of the community the opportunity to express their goals, desires, and priorities for the future.

## Infrastructure in the Central Highlands

Our roads and bridges are crucial infrastructure and so that Council can keep the road safe for all users, we continue to identify further areas across the whole of the Central Highlands that may need strengthening and/or redevelopment, or maintenance. As always, I appreciate hearing from our Central Highlands community regarding infrastructure issues which need to be put forward to receive Council's attention.

**The following completed Capital Works Projects have been achieved this financial year: -**

<b>ROADS</b>	<b>AMOUNT</b>
Thousand Acre Lane reconstruction-further 2km	\$1,427,947
Stabilization Hollow Tree Road 2km	\$501,196
Stabilization Ellendale Road 1km	\$211,061
Stabilization Cook Street Ouse	\$79,987
Stabilization Arthurs Lake	\$131,574
Thiessen Crescent junction upgrades	\$39,090
Re-Sheeting of unsealed Roads	\$448,942
Bothwell Storm Water stage 2	\$244,698
<b>FOOTPATHS</b>	
High Street Bothwell asphalt and new kerb	\$79,175
Footpath front of Queens Park	\$16,865
Franklin Place Hamilton concrete footpath	\$172,229
<b>PLANT</b>	
Toyota Hilux	\$54,061
Fuso truck Hamilton	\$114,042
Toro out-front mower Bothwell	\$49,309
Ranger Ute	\$54,019
Ranger Ute	\$55,082
1.8 tonne Excavator	\$62,740
<b>OTHER MAJOR PROJECTS</b>	
Automatic Door Ouse Hall	\$7,121
Ouse Independent Living Units Upgrades	\$40,543
Ouse Toilet Upgrade	\$206,213
Archive Store Shed	\$107,222
Hamilton Truck Wash Bay Upgrade	\$76,352
Green Valley Bridge Replacement	\$429,489
Hamilton Office roof and Upgrade	\$405,915
Re-roof Cumberland Street House	\$34,000
Re-roof Ash Cottage	\$12,987

## Update on Health Services in Ouse

As our community are aware, for years now I've been Lobbying all tiers of Government, and non-government alternatives for the delivery of vital health services for the people of Ouse, and surrounds, in the Central Highlands.



Residents of Ouse and surrounds who require medical attention can still only access the community nurse (by appointment only) at the Ouse Medical Centre.

STILL, there is still NO GENERAL PRACITITIONER available at the Ouse Medical Centre.

I remain committed and trying hard to assist in the delivery of a GP service.

It's frustrating, time-consuming and some days deflating. I hope I can bring good news to the community, although at this stage I have no time frame.

Acknowledging the Federal government is predominantly responsible for funding GPs and primary care I continue to raise this issue, also with the State government. I have reminded Government that the Central Highlands local government area has an ageing population, with a high incidence of chronic diseases needing ongoing and consistent management and monitoring, including people needing doctors appointments, sometimes weekly, including ongoing prescriptions. I clearly stated that not having access to a doctor delivering primary healthcare does not meet human rights specifically at Ouse and our basic Human rights are not being met.

My recent conversation with the Deputy Premier Guy Barnett continues and has provided me with a slight glimmer of hope for the Ouse community. The government are committed to ensuring Ouse has access to a GP service and work is already underway to achieve this. Applications for the governments \$250,000 grant program for GP practices recently closed and are being assessed.

While this is a process independent of the Minister, I understand there has been some interest in utilising this program to expand into the Ouse region, which we certainly welcome. Should this eventuate, the government is also currently recruiting for a new GP NOW Rapid Response Team of 10 GP's. Ouse is a prime example of a community that will benefit from this initiative and insure the Central Highlands community can access the healthcare they deserve until a more sustainable solution is found.

Hopefully, this will be a positive announcement in the near future.

### **General Practice Bothwell**

The Bothwell Doctors Medical Centre, managed by Dr Mary Lumsden, continues to be a thriving centre with doctors available for our Central Highlands community. Dr Mary has a kind and caring personality, and our community are very fond of her. Thank you to our doctors and their staff for their ongoing support.

### **Bushfest 10th Anniversary 2024**

Central Highlands Council are excited to announce the 10th anniversary of the Highlands Bushfest held at the Bothwell recreation ground on the 23rd and 24th November 2024.

Hosted by council, Bushfest is a family friendly weekend and as always entry is a gold coin donation to allow everyone to experience and enjoy a great weekend. There is assessable parking, gluten-free dining options, live entertainment, free Wi-Fi and council's raffles are drawn each day, with organising well on its way and Councils' engagement of an Events Coordinator, Councillors, Council Staff and most importantly the Community endeavours to deliver a fantastic community event. It would be difficult to continue running this large-scale event without the support of our local volunteers and community groups.

Bushfest showcases the beautiful Central Highlands including its outdoor activities, such as camping, fishing, shooting and much more. Over the years, the festival has featured sheepdog demonstrations, wood chopping and carving, speed shearing competitions, historic machinery displays and Tasmanian reptiles.

Numerous displays, exhibition, and stalls will be something of interest for all age groups. Talented local cooks and our local produce will be an interesting drawcard, so come taste the good foods, not to forget scones, jam and cream direct from the oven.

Council is proud to support and showcase local businesses and artists from across the whole of the municipality. It strengthens our local community and fosters tourism, all while bringing our community together in celebration.

We invite everyone to come along and enjoy a family friendly weekend celebrating our 10th Anniversary of Bushfest 2024.

I am proud to be your Mayor of a wonderful strong caring community and appreciate your positive comments which I continue to receive. I will be continuing my visit around the Central Highlands townships and be available to meet and chat with everyone on their issues and concerns. As always, I appreciate your feedback on business with council and encourage any of your suggestions and ideas. In the near future some council workshops will be held around the towns. This will be advertised and there will be some time allocated for community members to attend. I hope to see as many people at those as possible.

This is an opportune time for me to thank all volunteers across the Central Highlands who give so much of their time for the many different activities throughout the year. I say thank you all, for your time and effort in helping across various roles throughout the year.

For the past year that we have completed, thank you to my fellow elected Councillors and our administrative arm, the employees of the Central Highlands Council.

Councillors, I appreciate your time, your effort, your commitment and your support and contribution in building a strong effective Council and in the delivery of services. As Mayor I shall continue to provide opportunities for discussion and difference of opinions around the table of elected members. The working relationship between myself as Mayor our newly appointed Acting General Manager, and our Deputy General Manager remains strong and is an asset of Council.

### **Bushfire Season**

As Central Highlands Council and community await this coming bushfire season, we acknowledge the previous support provided by State Government departments including Tasmanian Fire Service, Tasmania Police, State Emergency Services, Parks & Wildlife Services, Sustainable Timber Tasmania, our Council employees, volunteers, local farmers, businesses, and residents in protecting our community in emergency circumstances.

As Mayor, I continue to appreciate the support and respect given to the position of Mayor and I look forward to the year ahead and working to continue to provide further opportunities and support across our Central Highlands.

**Mayor  
Loueen Triffitt**

## Current Councillors as of 30 June 2024



Loueen Triffitt  
**Mayor**  
0409 269 702



Jim Allwright  
**Deputy Mayor**  
0448 297 689



Anthony (Tony) Bailey  
**Councillor**  
0418 863 284



The Late  
Scott Bowden  
**Councillor**  
(1/7/23-12/9/23)



Anthony Archer  
**Councillor**  
(9/10/23 onwards)  
0427 215 558



Robert Cassidy  
**Councillor**  
0458 737 747



John Hall  
**Councillor**  
0448 595 620



Julie Honner  
**Councillor**  
0417 168 339



David Meacheam  
**Councillor**  
0421 073 513



Yvonne Miller  
**Councillor**  
0417 578 699

## Councillor Attendance at Ordinary Council Meetings, Special Council Meetings & Annual General Meeting

	Meeting Attendance (including Annual Meeting & Special meetings)			
	Full	Part	Absent	Possible
<b>Councillors on 30 June 2024</b>				
Mayor Loueen Triffitt	14		1	15
Deputy Mayor James Allwright	15		-	15
Cr Anthony Archer (9/10/23 onwards)	11		1	12
Cr Anthony (Tony) Bailey	14		1	15
Late S Bowden (1/7/23-12/9/23)	-		2	2
Cr Robert Cassidy	13		2	15
Cr Julie Honner	15		-	15
Cr John Hall	15		-	15
Cr David Meacheam	12		3	15
Cr Yvonne Miller	12		3	15

Councillor attendance is recorded as part where the Councillor was recorded as arriving or leaving the meeting for a period in excess of 15 minutes but does not include leaving the meeting following a Declaration of Pecuniary Interest or Perceived Interest.

## Councillor Attendance at Committee Meetings & Workshops

	Attendance at Council Planning Committee & Audit Panel Meetings as members				Attendance at Council Workshops			
	Full	Part	Absent	Possible	Full	Part	Absent	Possible
<b>Councillors on 30 June 2024</b>								
Mayor Loueen Triffitt	6		2	8	11		2	13
Deputy Mayor James Allwright	4		1	5	13			13
Cr Anthony Archer (9/10/23 onwards)					8		3	11
Cr Anthony (Tony) Bailey	5		2	7	11		2	13
Late S Bowden (1/7/23-12/9/23)							2	2
Cr Robert Cassidy	8			8	13			13
Cr Julie Honner					13			13
Cr John Hall	8			8	13			13
Cr David Meacheam	3			3	13			13
Cr Yvonne Miller					13			13

## Current Council Committee Representation as of 30 June 2024

### **Audit Panel**

Deputy Mayor J Allwright  
Cr A Bailey  
Cr D Meacheam (Proxy)

### **Bothwell Cemetery Committee**

Mayor L Triffitt (Chair)  
Cr J Honner  
Cr R Cassidy

### **Independent Living Units Committee**

Mayor L Triffitt (Chair)  
Cr A Bailey  
Cr Y Miller

### **Bothwell Swimming Pool Committee**

Mayor L Triffitt (Chair)  
Cr J Honner

### **Planning Committee**

Deputy Mayor J Allwright (Chair)  
Mayor L Triffitt  
Cr R Cassidy  
Cr J Hall  
Cr A Bailey (Proxy)

### **Highlands Tasmania Tourism Committee**

Mayor L Triffitt (Chair)  
Deputy Mayor J Allwright  
Cr R Cassidy (Proxy)

### **Australia Day Committee**

Cr A Bailey (Chair)  
Mayor L Triffitt  
Cr Y Miller

### **Waste Committee**

Deputy Mayor J Allwright (Chair)  
The late Cr S Bowden  
Cr J Hall  
Cr J Honner

### **Bothwell Football Club & Community Centre Committee**

Cr J Honner (Chair)  
Cr A Bailey  
Cr J Hall  
The late Cr S Bowden (Proxy)

### **Central Highlands Visitor Centre Management Committee**

Cr J Honner (Chair)  
Cr R Cassidy  
Mayor L Triffitt (Proxy)

### **Township Structure Planning Project Steering Committee**

Deputy Mayor J Allwright (Chair)  
Cr R Cassidy (Deputy Chair)  
Mayor L Triffitt  
Cr A Bailey  
The late Cr S Bowden  
Cr J Honner  
Cr Y Miller

## **External Committee Representation as of 30 June 2024**

### **Australasian Golf Museum**

Mayor L Triffitt  
Cr R Cassidy  
Cr J Hall (Proxy)

### **Central Highlands Men's Shed Steering Committee**

Cr A Bailey  
Deputy Mayor J Allwright (Proxy)

### **Derwent Catchment Project**

Cr A Bailey  
Cr D Meacheam

### **Health Action Team Central Highlands (HATCH)**

Mayor L Triffitt  
Cr Y Miller  
Cr J Honner (Proxy)

### **Local Government Association of Tasmania (LGAT)**

Mayor L Triffitt  
Deputy Mayor J Allwright

### **Southern Tasmanian Regional Waste Authority**

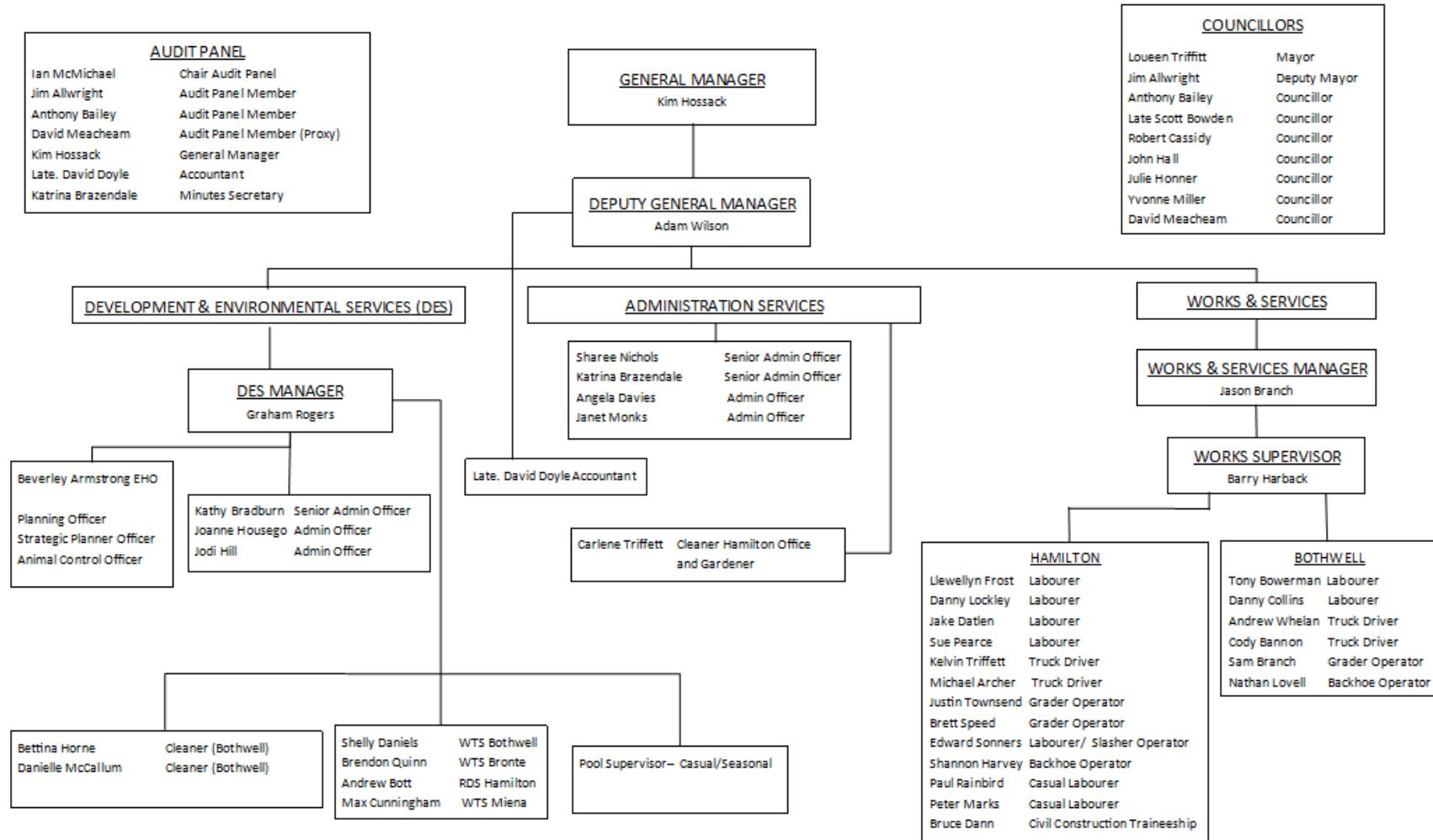
Deputy Mayor J Allwright  
Cr D Meacheam (Proxy)

### **TasWater Owners Representative**

Deputy Mayor J Allwright  
Cr D Meacheam (Proxy)

# Organisational Structure on 30 June 2024

## Central Highlands Council – Organisational Structure (30th June 2024)



## Overview & Highlights

### Anzac Day Services

Anzac Day Services were conducted by Council this year with the following services being held:

- Dawn Service at Gretna
- Dawn Service at Fentonbury
- 11.00am Service at Bothwell
- 11.00am Service at Hamilton



*Picture – Bothwell 11.00 am Service 2024*



## **Australia Day Awards**

A morning tea was held at the Bothwell Recreation Ground for the presentation of the Australia Day Awards.

### ***The Central Highlands Australia Day Citizen of the Year was awarded to Mrs Tina Horne***

Tina Horne is the Captain of the Bothwell Bunnies. Since joining Relay for Life in 2018, the Bothwell Bunnies have raised over \$68,000 for Cancer research.

Tina has always been and continues to be a well-known and active member of our community and volunteers with many groups. She is very active with the Bothwell Football Club and is often seen working in the kitchen during their home games.

She is also an active member of the FHW Bothwell exercise group.

Congratulations Tina and thank you for all you do for our community.

### ***The Central Highlands Young Citizen of the Year was awarded to Brodie Speed***

Brodie is a talented young footballer who started at the Central Hawks Junior Football Club, then moving onto Lindisfarne and Clarence where he was lucky enough to be part of a premiership with Lindisfarne and this year with Clarence.

This year Brodie has been selected by the Tasmanian Devils Program on three occasions. He has competed in the Devils Under 16 Academy Program in NSW, the Northern Tasmania vs Southern Tasmania game and played in the School Australian Championships in July.

Brodie is highly regarded and supported by thy Bothwell Rabbits where he is included in training events when he is not participating in his training in town.

### ***The Australia Day Community Event of the Year was awarded to the Greta Green Hotel's Community Makers Market***

Since taking over the Gretna Green Hotel, Brad and Tash Woods have focussed on supporting the local community through playing host to community groups such as the Gretna Green Crafters.

This award acknowledges their very successful Community Markers Markets including their recent Christmas Market. These markets which offer a great opportunity for local people to sell their wares, to socialise, and to be able to buy products which would not be available in our rural communities.

### ***Australia Day Certificate of Appreciation***

Katelyn Nichols has been nominated for an Australia Day award in recognition for her caring contribution to our local community.

Katelyn has shown a lot of caring for the younger students at the Bothwell District High School and has volunteered her time in doing reading at the local ANZAC service



*Picture – Australia Day 2024*

***Council Congratulates all our award nominees.***



The Derwent Catchment Project

Central Highlands Council Annual Report

Summary of Key Activities and Achievements 2023-2024

## General Overview

The Derwent Catchment Project (DCP) has made significant progress over the past year across weed management, river restoration, native plant nursery expansion, and community engagement projects. This report covers the period from July 2023 to June 2024, highlighting key activities, outcomes, and milestones achieved in these areas. Through collaboration with Central Highlands, Derwent Valley and Brighton councils, community groups, government agencies, and stakeholders, DCP continues to make a positive impact on the environment and local communities.

### General Business Highlights

- **AGM & Community Engagement:**
  - **Annual General Meeting (AGM):** Held on September 1st, 2023, at Derwent Estate Vineyard's 'The Shed' restaurant, attended by 65 people. The event featured President Charles Downie and guest speaker Tom Allwright, discussing team success and DCP's achievements. Feedback from attendees was overwhelmingly positive, highlighting the progress and accomplishments of DCP over the past year.
  - **Community Events:** High public engagement at events such as the Hamilton Show and Bushfest. The team have provided advice and support around native plant identification, weed control methods, and land management practices with visitors. Quality conversations were had, and native plant sales were steady.
  - **Parliamentary Briefing on Feral Deer:** Participation in a briefing organised by the Invasive Species Council to discuss the impact of feral deer on the landscape. This meeting aimed to inform parliamentarians and advocate for effective control programs to mitigate the negative effects of feral deer on land management.
  - **Tasmanian Local Government Climate Capability Program:** Attendance at a workshop by the Tas Climate Change Office (TCCO) and Local Government Association of Tasmania (LGAT) to promote climate action in local government policies.
- **Strategic Planning:**
  - **Annual Report 2023-24:** Designed for accessibility and engagement, showcasing achievements and available on the DCP website.
  - **Strategic Plan 2023-2028:** Finalised and published, outlining proposed actions and targets for the next five years.

## Key Projects and Initiatives

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### Central Highlands Weeds Program

- **Objective:** To implement the **Central Highlands Weed Management Plan**, focusing on weed control priorities across the region, including road verges, townships, and high-priority eradication zones.
- **Stakeholder Collaboration:** Active partnerships with Hydro Tasmania, TasNetworks, Parks and Wildlife Services, Property Services, State Growth, Biosecurity Tasmania, and Sustainable Timbers Tasmania.

#### Key Activities:

- **Tarraleah Broom Control:**
  - The Tarraleah Broom Program is focused on controlling broom infestations in the Tarraleah area. Extensive works involved initial herbicide applications followed by mechanical mulching once the herbicide had taken effect. This cross-tenure collaboration is being supported by partners such as Parks and Wildlife Service, Hydro, and Sustainable Timbers Tasmania. Intensive follow-up treatments will continue through the next year to prevent regrowth.
- **Dee Lagoon:**
  - Manual control efforts for gorse, broom, and holly have been conducted around the Dee Lagoon foreshore. The program received support from Hydro, STT, and TasNetworks, who are interested in continuing the efforts.
- **Orange Hawkweed:**
  - This intensive program uses scent detection dogs and targeted spot spraying to manage and contain orange hawkweed across multiple sites. Efforts this year included extensive monitoring, stakeholder meetings, and community engagement.
- **Roadside Weed Management:**
  - Expansion of the roadside weed management program to target weed species on Victoria Valley Road and Bashan Road. DCP's ground crews have focused on controlling species such as blackberry, gorse, and Californian thistle, with a marked reduction in weed density following multiple treatments.

- **Weed Monitoring and Reporting:**
    - DCP continues to monitor eradication zones to assess the effectiveness of previous control efforts, including the control of blackberry around Ellendale, with up to 90% control success, and a reduction of Fennel between Hamilton and Ouse down to 10% of its original density.
  - **Engagement with Local Communities:**
    - In March, DCP's Nursery Manager, Karen Phillips, attended the Planning Our Future workshop at Hamilton Hall, where the community provided feedback on the nursery expansion project and discussed the vision for Hamilton and the surrounding areas.
    - The Adopt a Shore program ran a successful weed education day with high public attendance. Residents learned about weed identification and control methods, and practical demonstrations were provided.
    - Friends of Great Lake workshops and education sessions focused on weed management and identification, fostering community involvement in land management.
- 

## Agri-Best Practice Programs

- **Objective:** To improve farm resilience and drought preparedness through the implementation of best practices in containment feeding/drought lotting, and sustainable land management.

### Key Activities:

- **Containment Feeding/Drought Lotting Project:**
  - Funded by the Tas Farm Innovation Hub, this project aimed to train Tasmanian experts in containment feeding nutrition and drought management. These experts worked directly with farmers to develop individual drought lot plans, allowing farmers to manage livestock more effectively during dry periods.
  - **Workshops and Training:** Delivered containment feeding workshops, reaching numerous producers and providing practical advice on drought strategies. Feedback was positive, and many producers expressed interest in personalized containment plans.

- **One-on-One Advice:** Provided tailored drought lot plans and nutritional advice to individual producers. These plans help farmers make informed decisions about managing their livestock during dry conditions.
- **Drought Risk Assessment Tool:**
  - In collaboration with Rural Business Tas, DCP developed a Drought Risk Assessment tool for farmers. This scorecard-based tool helps farmers assess their vulnerability to drought and provides actionable steps to increase drought preparedness.
  - The tool was tested with a number of farmers in the region to refine its functionality and ensure its practical applicability.
- **Derwent Pasture Network:**
  - **Species Frequency Assessments:** Continued monitoring of phalaris and cocksfoot trial plots. Data collection and presentations highlight improvements in pasture performance, with cocksfoot showing consistent and persistent ground cover.
  - **Field Days and Workshops:** Secured a grant from the Foundation for Rural Regional Renewal (FRRR) to support drought resilience activities. These include field days, seminars, and workshops focused on pasture management and drought adaptation.
  - **Fertiliser Test Strips:** Ongoing assessments of pasture yield and species persistence. Results indicate significant responses to fertilisation, even under challenging conditions.
- **Farming Forecaster Extension:**
  - **Pasture Monitoring:** Continued data collection on pasture activity and soil moisture at various sites. Visual assessments link pasture condition to soil moisture status, providing valuable insights for farmers.
  - **Technical Support:** Participation in field days and workshops to share knowledge and support farmers in drought resilience and feed budgeting practices.

## Restoration and Conservation

### Platypus Walk Restoration

- **Objective:** To restore and maintain the Platypus Walk area, focusing on weed control, habitat restoration, and community engagement.

- **Key Activities:**
  - **Willow and Weed Control:** The restoration work continues with the control of willows, thistles, and hawthorn saplings. The area is maintained through spraying and brush cutting, and invasive species are monitored for regrowth.

#### **Ouse River Township Restoration**

- **Objective:** To restore and maintain the Ouse River township area, focusing on weed control and habitat restoration.
- **Key Activities:**
  - **Willow and Weed Control:** The restoration work continues with the control of willows and weeds. The area is maintained through spraying and brush cutting, and invasive species are monitored for regrowth.

#### **Tyenna River Recovery – Willow Warriors Program**

- **Objective:** To engage the community in willow control and riverbank restoration along the Tyenna River, with a focus on the restoration of riparian ecosystems.

#### **Key Activities:**

- **Willow Removal:**
  - Willow Warriors, a dedicated group of volunteers, continued their efforts along the Tyenna River. Over the past year, DCP has focused on willow control above Weir Road, where the willows are more sparse but the riverbanks are steeper and more challenging for restoration work.
- **Volunteer Engagement:**
  - The program has engaged a number of volunteers, including TAFE students, who participated in hands-on workshops where they learned about willow removal techniques and the restoration of riparian zones. This marked the beginning of a partnership with TAFE, providing students with practical, real-world experience in river restoration.
- **Community Workshops:**
  - DCP hosted 12 Willow Warrior Days, bringing together students and volunteers to work together on willows and other weeds along the Tyenna River. This included a National Tree Day event, where the community planted 42 trees along the Tyenna River.
- **Success Rate:**



- Over 85% success was achieved in willow control efforts, significantly improving the river's health and the quality of the surrounding habitat. The rehabilitation efforts have significantly improved the riparian zone of the Tyenna River
- 

## Native Plant Nursery Expansion

- **Objective:** To increase the capacity of the Hamilton Native Plant Nursery in response to growing demand for native plants used in local restoration projects.

### Key Activities:

- **Nursery Expansion Plans:**
  - The nursery expansion will increase the nursery footprint by 250 m<sup>2</sup>, taking the total area from its current capacity to meet the growing demand for native plants for river restoration projects, landholder revegetation, and nursery sales.
  - The expansion will focus on expanding the potting area and shed facilities. Earthworks for the expansion are expected to cost \$25,000 - \$35,000, with \$10,000 allocated to earthworks.
- **Community Engagement:**
  - Interest in the expansion of the nursery has been strong, with potential buyers expressing interest in the increased availability of native tube stock.
- **Sales and Outreach:**
  - Throughout the year, the nursery has continued to produce and sell native plants, with a steady stream of tube stock being supplied to local restoration projects and directly to landholders for private revegetation efforts.

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## Grant Applications and Funding

- **Disaster Ready Fund – Clyde River Resilience Project:** \$1.97 million for willow removal and flood risk reduction on the Clyde River. This project will build on significant stormwater upgrades and bridge infrastructure projects to reduce flood risk and improve riverbank stability. *Successful.*
- **Foundation for Rural Regional Renewal:** \$20,000 - Small grant to support drought resilience field activities. Funds used for workshops, seminars, field days, and other educational events focused on drought adaptation and pasture management. *Successful.*
- **Tas Farm Innovation Hub:** \$120,000 - Funding for containment feeding project and ongoing drought resilience support. This includes training Tasmanian experts in containment feeding nutrition and developing 1:1 drought lot plans for producers. *Pending.*
- **Strategic Industry Partnership Program:** \$75,720 for developing a sowing rate and risk management guide. The guide will encourage better sowing rate decisions and increase awareness of pasture sowing risks. *Unsuccessful.*

## Looking Forward: 2024-2025

In the coming year, DCP will continue to focus on:

- **Expanding the native plant nursery** to meet growing demand.
- **Building on willow control programs** on both the Clyde and Tyenna Rivers.
- **Collaborating on regional flood resilience** efforts to enhance preparedness for extreme weather events.
- **Further engagement with the community** in river restoration and sustainable farming practices.

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## Acknowledgments

We wish to thank our partners, and all the volunteers who contributed to the success of these projects. Special thanks to the Central Highlands Council, Hydro Tasmania, Parks and Wildlife Service, Sustainable Timbers Tasmania, and TAFE for their collaboration enabling on ground action across the Highlands.

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## Conclusion

The Derwent Catchment Project has had a hugely successful year, making progress in restoration, community engagement, and the expansion of our nursery facilities. Through the efforts of our dedicated team, partners, and volunteers, we have laid a strong foundation for continued progress in the coming year, with a focus on flood resilience, weed management, and sustainable agriculture.

## Key Focus Areas

### Goal 1 Community Building: *Build Capacity to enhance community spirit and sense of well being*

#### Strategies

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

#### Initiatives

<p><b>Continue support of local organisations and groups.</b></p>	<p>Council continues to support local organisations and groups by way of in-kind support such as provision of plant and labour, photocopying, and free or subsidised use of Council premises, to name a few.</p> <p><b>Groups to benefit were:</b></p> <ul style="list-style-type: none"> <li>➤ Bothwell Exercise Group – waive hall hire fees Bothwell Hall for exercise classes.</li> <li>➤ Ouse On-Line Access Centre – lease of premises no charge</li> <li>➤ Great Lake Community Centre Inc. – lease of premises no charge</li> <li>➤ The Derwent Catchment Project – use of premises no charge</li> <li>➤ Ellendale Hall Committee – use of Ellendale Hall no charge</li> </ul>
<p><b>Continue the support of community groups and clubs through in-kind assistance as well as through Council’s Community Grants Program.</b></p>	<p>Council provided assistance through the Community Grants Program to the following:</p> <ul style="list-style-type: none"> <li>➤ Great Lake Volunteer Fire Brigade \$867</li> <li>➤ Security Cameras Gretna \$2,683</li> <li>➤ Bothwell Football/Cricket Clubs Wifi \$160</li> <li>➤ Gretna Volunteer Fire Brigade \$850</li> <li>➤ Tas Highland Gathering \$1,000</li> <li>➤ Gretna Cricket Club Wifi \$320</li> <li>➤ Bothwell District High School Breakfast Club \$2,800</li> <li>➤ Gretna Cricket Club Trophies \$250</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Autumn Festival \$1,000</li> <li>➤ Bothwell Family Fun Day \$1,894</li> <li>➤ Camp drafting Tasmania \$300</li> <li>➤ Ouse Country Club \$1,132</li> <li>➤ Logan Smythe and Cooper Smythe - Australian All Schools Track and Field Championships \$500</li> </ul>
<p><b>Provide annual bursaries for a child at each school continuing further education and Annual citizenship awards.</b></p>	<p>Council provides continuing education bursaries to Central Highlands Year 10 students at Bothwell District High School, Glenora District High School and New Norfolk High School and to Year 6 students at Westerway Primary School to assist with costs to further their education. Council also provided annual citizenship awards to students at Bothwell, Glenora and Westerway Schools.</p>
<p><b>Provide assistance to continue the home day care facility at Bothwell.</b></p>	<p>Council continually contributed \$5,000 to the Brighton Family Day Care towards providing day care facilities in the Central Highlands. Council is actively assisting to help establish services throughout the Municipal area.</p>
<p><b>Continue to allocate funds to the provision of medical services to Ouse and Bothwell.</b></p>	<p>Council continues to make an annual allocation to the Central Highlands General Practice and Bothwell Doctors to support the provision of medical services to our community. Council is continuing to work with the State Government to seek a new provider for Ouse, but due to GP shortages, this is proving very difficult. Council will continue its lobbying of the State Government to seek a solution.</p>
<p><b>Support programs and activities that promote the health and wellbeing of our community.</b></p>	<p>Council continues to work with HATCH to deliver programs and activities that promote health.</p> <p>Council has provided financial assistance to the breakfast program at Bothwell District High School.</p> <p>Playgroups are held in Bothwell and Ouse and are well supported.</p> <p>In partnership with HATCH under the Highlands Healthy Connect Program, monthly community walking programs are held followed by a picnic lunch.</p> <p>The Meal Delivery Program, which provides frozen meals to Central Highlands residents at a nominal cost continues and our thanks go to Tracey Turale and HATCH.</p> <p>Other Health and Wellbeing programs partnering with HATCH are held over the year e.g. yoga and relaxation, Freedom Health &amp; Wellness exercise classes, girls connect program, strength and balance program to name a few.</p>

<p><b>Continue to support Regional Groups of benefit to Central Highlands residents.</b></p>	<p>Council is a member of the following regional groups:</p> <ul style="list-style-type: none"> <li>➤ Southern Tasmanian Councils Authority</li> <li>➤ Destination Southern Tasmania</li> <li>➤ South Central Sub-Region Group</li> <li>➤ Local Government Association of Tasmania (LGAT)</li> <li>➤ Southern Tasmanian Regional Waste Authority</li> </ul>
<p><b>Advocate on behalf of our community on Regional, State and National issues.</b></p>	<p>Council continues to advocate for the best outcomes for the Central Highlands.</p>
<p><b>Continue review of the New Residents Kit to ensure that the information is still relevant and accurate.</b></p>	<p>Staff update the New Residents Kit as required. It is forwarded to new residents when notified and is available on Council’s website.</p>
<p><b>Continue with implementation of the priorities listed in the Central Highlands Health &amp; Wellbeing Plan.</b></p>	<p>Council continues to implement the priorities of the Health &amp; Wellbeing Plan 2020-2025. Our Community Relations Officer continues to work through programs identified within the Plan.</p>
<p><b>Continue to support and participate as a member of the Health Action Team Central Highlands (HATCH).</b></p>	<p>Council continues to support HATCH and has membership on the Group. Council is a partner with HATCH under the Highlands Healthy Connect Program and supports HATCH in its funding applications.</p>

**Goal 2 Infrastructure and Facilities – *Manage Council’s physical assets in an efficient and effective manner.***

**Strategies**

- Develop and implement a 10-year asset management plan for all classes of assets.
- Continue to work at regional and state levels to improve transport and infrastructure.
- Seek external funding to assist with upgrading of existing infrastructure and funding of new infrastructure and facilities.
- Ensure that the standard of existing assets and services are maintained in a cost-effective manner.

**Initiatives**

<b>Allocate funds to ensure that existing services and assets are maintained.</b>	Council budgets sufficient funds to ensure that its assets and services are maintained.
<b>Annually review the 10-year asset management plan to include all classes of assets.</b>	Council has a Long-Term Asset Management Plan for roads, bridges and buildings are continually reviewed by Senior Staff and Council.
<b>Construct a Multi-Purpose Recovery building at Hamilton</b>	Works have been undertaken and completed
<b>Widen and upgrade Wentworth Bridge, 14 Mile Road</b>	Works have been undertaken and completed
<b>Bridge Replacement – Green Valley Road Hollow Tree</b>	Works have been undertaken and completed.
<b>Re-Roof Hamilton Office</b>	Works have been undertaken and completed.
<b>Ash Cottage Upgrades</b>	Works have been undertaken and completed.
<b>1.8t Excavator with Trailer and Attachments</b>	Purchase Completed
<b>Purchase New Truck Bothwell</b>	Waiting Delivery

<b>High St Bothwell asphalt footpath and new kerb</b>	Works have been undertaken and completed.
<b>Footpath front of Queens Park</b>	Works have been undertaken and completed.
<b>Clyde Street, Hamilton kerb</b>	Design and Survey works complete
<b>Ellendale toilets</b>	Works have been undertaken and completed
<b>Thousand Acre Lane reconstruction - Further 2km</b>	Works have been undertaken and completed.
<b>Stabalisation Hollow Tree Road 2km</b>	Works have been undertaken and completed.
<b>Stabalisation Arthurs Lake Road 530m 6m</b>	Works have been undertaken and completed.



**Goal 3 Financial Sustainability – Manage Council’s finances and assets to ensure long term viability and sustainability of Council.**

**Strategies**

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

**Initiatives**

<p><b>Identify appropriate grant funding to leverage Council funding for projects.</b></p>	<p>Grants received:</p> <ul style="list-style-type: none"> <li>➤ Financial Assistance Grants from the State Grants Commission - \$3,096,668</li> <li>➤ Federal Road to Recovery Grant - \$845,730</li> <li>➤ Local Roads &amp; Community Infrastructure Grants - \$589,126</li> <li>➤ Wild Cattle Hill - \$13,445</li> <li>➤ River Clyde Flood Mapping and Study - \$40,782</li> <li>➤ MPS Recovery Building - \$152,750</li> <li>➤ Flood Study River Clyde - \$7,000</li> <li>➤ Active Tasmania - \$2,354</li> <li>➤ Open Spaces - \$94,500</li> </ul>
<p><b>Continually review and update policies and Council’s Risk Register.</b></p>	<p>Council’s Risk Register and Policies are updated by staff as required and is reviewed at each Audit Panel Meeting.</p>

<p><b>Continue participation in the Local Government Shared Services and South-Central Sub-Region Group and identify other services that can be resource shared.</b></p>	<p>Council continues to use Local Government Shared Services to access resource sharing opportunities. Council currently use this service from Southern Midlands Council for the provision of all Planning Services and a Dog Control Officer.</p> <p>The South-Central Sub-Region (SCS) was formed over 5 years ago with the Brighton, Central Highlands, Derwent Valley and Southern Midlands Councils endorsing an intent to work together as much as possible on matters of common interest or where benefits can be achieved by working collaboratively. The SCS meets approximately every two months and continues to be funded from the Tasmanian Community Fund for its Workforce Development Project.</p> <p>The South-Central Jobs Tasmania Hub is located at Pontville (renamed Southcentral Workforce Network Jobs Hub) it covers the Central Highlands, Derwent Valley, Southern Midlands and Brighton municipal areas.</p>
<p><b>Provide financial management reports to Council monthly.</b></p>	<p>Financial reports are prepared by Council's Accountant on a monthly basis and are tabled on the Ordinary Council Meeting Agenda each month.</p>
<p><b>Ensure Annual Financial Statements are completed within the statutory timeframe.</b></p>	<p>Council's Annual Financial Statements were completed and lodged within the statutory timeframe.</p>

**Goal 4 Natural Environment – Encourage responsible management of the natural resources and assets in the Central Highlands.**

**Strategies**

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

**Initiatives**

<p><b>Allocate funds to continue our support of the Derwent Catchment Project to implement on ground projects and provide a link between Council and the community on natural resource management issues.</b></p>	<p>Council continues to fund natural resource management through funding to the Derwent Catchment Project of \$40,000 per year. Additional funds are provided to support grant applications of benefit to the Central Highlands.</p>
<p><b>Work with other stakeholders, land managers and government agencies to ensure strategic weed control.</b></p>	<p>Council continues to work closely with the Derwent Catchment Project to implement its Weed Strategy and allocated funds to carry out weed management.</p>
<p><b>Actively participate as a member of the newly created Southern Tasmanian Regional Waste Authority.</b></p>	<p>Council has actively participated as a member of the Southern Tasmanian Regional Waste Authority, with an Elected Member representing Council on the Board and Council’s Environmental Health Officer at an officer level, attending meeting and reporting back to Council</p>

<p><b>Monitor the usage of Council Waste Transfer Stations and refuse site to ensure that the facilities meet the needs of our ratepayers and are maintained at an acceptable standard.</b></p>	<p>Council operates one controlled refuse site at Hamilton which has available a DrumMUSTER facility. A DrumMUSTER compound is also available at the Bothwell Waste Transfer Station.</p> <p>The opening hours for the manned sites was reviewed with standard opening days and hours introduced. Manned waste transfer sites are available at Bothwell, Miena and Bronte Park. A Refuse Disposal site is located at Hamilton.</p> <p>Two Bulky Waste Collections per year are provided throughout the municipal area. This is designed to allow residents to place items out for collection that are too bulky or unsuitable for the door-to-door collection.</p> <p>Council provided a relatively comprehensive kerbside collection service for waste &amp; recycling to the residents of Bothwell, Ellendale, Fentonbury, Gretna, Hamilton, Ouse, Osterley, Wayatinah and Westerway. Thorpe Waste currently holds the contract. All waste is taken to the Hamilton Refuse Disposal Site and the recyclables taken to Hobart for processing.</p> <p>Roadside stand-alone bins are placed at Reynolds Neck, Brandum Bay, Jillet Road, Doctors Point, Haulage Hill, Interlaken, Cramps Bay, Wilburville, Arthurs Lake and Derwent Bridge. The bins are designed to accept domestic waste only, can be accessed 24/7 and have proved to be very successful in most areas.</p> <p>All waste and recycling collected is reported to the NRE annually.</p>
<p><b>Provide education and encouragement of recycling within the Municipality to expand the life of the Hamilton Refuse Site.</b></p>	<p>Council provides recycling facilities throughout the Municipal area and have a fortnightly door to door recycling collection throughout our towns.</p> <p>Council engages a contractor, Thorp Recycling, to collect recycling from static sites and ensure that sites are clean. Thorp Recycling are continuously improving the way that recyclable material is managed at the sites.</p>
<p><b>Facilitate regular meetings of the Central Highlands Emergency Management Committee and ensure that the Central Highlands Emergency Management Plan is reviewed and remains current.</b></p>	<p>No meetings were held during the year.</p> <p>The Central Highlands Municipal Emergency Plan was approved and signed by the Commissioner Darren Hines on 15<sup>th</sup> July 2021. Changes within the whole Emergency Services sector have been occurring which has impacted the State. Council's Emergency Management Plan will be discussed during 2024/2025.</p>

## Goal 5 Economic Development – Encourage economic viability within the Municipality.

### Strategies

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

### Initiatives

<b>Continue as a member of Destination Southern Tasmania</b>	Council is a current member of Destination Southern Tasmania.
<b>Continue as a member of STCA and LGAT</b>	Council continues its membership and participation in the Southern Tasmanian Councils Authority (STCA) and Local Government Association of Tasmania (LGAT).
<b>Continue with the annual Highlands Bushfest</b>	A successful Highlands Bushfest was held at Bothwell in November 2023 with 2,050 people attending over the weekend.
<b>Continue with providing the tourism brochure through the Brochure Exchange facility, Brooke Street Pier, Spirit of Tasmania and other visitor centres.</b>	Council’s “Journey to the Centre of the Earth” Brochure continues to be placed at the Hobart Airport, Brooke Street Pier and on both Spirit of Tasmania vessels which is maintained by the Tourism Brochure Exchange.
<b>Continue the roll out of the Highlands Tasmania Touring Map</b>	The Highlands Tasmania Touring Map is placed in businesses throughout the Central Highlands and state-wide.

<p><b>Engage and strengthen the community by supporting community events and local initiatives that enhance visitation to the Central Highlands.</b></p>	<p>Council provides funding and in-kind support to community groups providing events in the Central Highlands.</p> <p>Council continues to support the annual Hamilton Show event held in March each year.</p>
<p><b>Promotion of Central Highlands through production of material and via Council’s website and Council’s Facebook page.</b></p>	<p>Council’s website and Facebook page is updated regularly by Staff. Council’s brochure and maps are distributed widely throughout the State.</p>
<p><b>Continue support of the Highland Digest to enable it to provide community information to residents.</b></p>	<p>Council provides an allocation of \$10,800 to the Ouse On-line Access Centre to assist with the production of the Highland Digest which it provides a valuable avenue for dissemination of information and news about the Central Highlands.</p>
<p><b>Continue to support local events that encourage visitation to the Central Highlands.</b></p>	<p>Council supported the following –</p> <ul style="list-style-type: none"> <li>➤ Hamilton Show</li> <li>➤ Sheep Station Cup - Bothwell (Golf Event)</li> <li>➤ Sheep Dog Trials</li> <li>➤ CWA / Lions Club Functions</li> <li>➤ Communities for Children Colour Run</li> <li>➤ Rural Alive and Well</li> <li>➤ Tasmanian Camp Drafting</li> </ul>
<p><b>Continue to support the Central Highlands Visitor Management Committee to optimise the use of the Centre and the disbursement of information to tourists and visitors to the Central Highlands and provide funding for the purchase of goods for sale that promote the Central Highlands.</b></p>	<p>The Central Highlands Visitor Centre, home of the Tasmanian Tartan, is manned by a dedicated group of volunteers.</p> <p>The Centre has items for sale that promotes the Central Highlands, displays and sell local products on consignment.</p>
<p><b>Work with the South-Central Sub-Region Group through the Workforce Development Coordinator to provide training for jobseekers and connecting job seekers with relevant local employers.</b></p>	<p>The Workforce Development Coordinator continues to support and engage with local jobseekers and businesses alike.</p>

**Goal 6 Governance and Leadership – Provide governance and leadership in an open, transparent, accountable and responsible manner in the best interests of our community as a whole.**

**Strategies**

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

**Initiatives**

<p><b>Annually review Council’s Long Term Financial Plan and Strategy and Long-Term Asset Management Plans.</b></p>	<p>Council’s Asset Management Plans were updated and adopted by Council and are continuously reviewed by Senior Staff.</p> <p>Council’s Long Term Financial Management Plan and Strategy are current and are continuously reviewed by Senior Staff.</p>
<p><b>Continually monitor and review Council’s financial situation and report findings to Council in a clear and transparent format on a monthly basis.</b></p>	<p>Council engages a Contracted Accountant who provides regular updates and reports to Council at monthly Council Meetings and to Audit Panel Meetings.</p>

<p><b>Encourage staff to undertake training to further develop their skills.</b></p>	<p>Council encourages staff to undertake any training they may require.</p> <p>The following training was provided in 2023/23:</p> <ul style="list-style-type: none"> <li>➤ CERT 3 in Civil Operations on going x 2 employees.</li> <li>➤ Loader assessments</li> <li>➤ Excavator assessment</li> <li>➤ Traffic Management</li> </ul>
<p><b>Support Elected Members to take advantage of seminars, training and workshops that assist them in their position as a Councillor and their duty to engage in ongoing professional development.</b></p>	<p>Information regarding seminars, training etc. is disseminated to Councillors.</p> <p>With Council elections being held in October 2022, the State Government introduced a Local Government Learning and Development Framework. This has online learning modules for all Elected Members to undertake and is reported to Councils on a quarterly basis.</p> <p>Currently this is not mandatory.</p>
<p><b>Review the Risk Register at each Audit Panel Meeting</b></p>	<p>Council's Risk Register is updated regularly and presented at each Audit Panel Meeting.</p>
<p><b>Ensure ongoing compliance with all legislation, regulations and codes of practice which impact upon Council.</b></p>	<p>Council endeavours to ensure that it complies with the requirements of all legislation, regulations and codes of practice applicable to Local Government.</p>
<p><b>Continue to provide information to our community and ratepayers via newsletters, Mayor's article in the Highland Digest, our website and our Facebook page to all ratepayers.</b></p>	<p>Council sends out a newsletter with rates instalment notices as required.</p> <p>Council's Mayor provides a monthly column for the Highland Digest.</p> <p>Additional information is posted to Council's Facebook page and website.</p>
<p><b>Continually review Council Policies</b></p>	<p>Council's policies are continually reviewed and updated where necessary.</p> <p>A Policy Index is provided to the Audit Panel to ensure that all policies are reviewed by their due review date.</p> <p>New Policies are adopted as and when required.</p>
<p><b>Participate in the Future of Local Government Review</b></p>	<p>Mayor, Councillors and employees had the opportunity to participate in the forums and share their thoughts, ideas and aspirations for the future of local government in Tasmania.</p>



## Public Health Statement

Council will:

- Conduct immunisation sessions as required and promote the need for immunisation.
- Ensure proper provision of on-site effluent disposal in compliance with the current regulatory framework, codes, standards and best environmental practice.
- Undertake routine inspection of places of public assembly, food premises, public health risk activities and water carters to ensure compliance with relevant legislation.
- Promptly investigate environmental health complaints.
- Maintain an effective analysis program for food, recreational waters and general complaints.
- Continue to promote safe food handling through the provision of the I'M ALERT free online food safety training program.
- Ensure that Council complies with public Health requirements for the recovery from the COVID-19 Pandemic.
- Monitor COVID-19 cases within the organisation.
- Provide Staff and Councillors with influenza vaccinations.

## Environmental and Public Health Report 2023-24

Councils within Tasmania have statutory responsibilities for promoting acceptable standards of environmental health within their municipal area through the administration of legislation, provision of environmental health services and community education. Key legislation administered to promote acceptable standards of environmental health at the local level includes the *Public Health Act 1997*, *Food Act 2003*, *Environmental Management and Pollution Control Act 1994*, *Local Government Act 1993* and *Building Act 2016*

Council has performed its functions under the Public Health Act 1997 and Regulations, the Food Act 2003 and Regulations and Standards the Environmental Management and Pollution Control Act 1994 and Regulations, as detailed below.

Council employs a part-time Environmental Health Officer (EHO).

The main functions in **Environmental Health** are:

- Disease control, including immunisation services, public health risk activities and notifiable disease investigations
- Food regulation and surveillance
- Maintenance of appropriate standards for public-use buildings
- Health education and promotion
- Drinking water quality monitoring and remediation
- Surveillance of recreational water bodies including swimming pools and swimming beaches
- Surveillance of public health risk activities and regulated systems. (Council have no public health risk activities or regulated systems)

The principle statutes are the *Public Health Act 1997* and the *Food Act 2003*.

### **Council activities in relation to Environmental Health:**

- 51 Food Business Registrations - Inspections conducted regularly.

- Council has a subscription for Highfield Learning Food Safety Training available on Council's Website, free of charge to the community as a Food Safety Initiative. All Food premises now have at least one person trained in Food Safety. As of the 30<sup>th</sup> June the site continues to be used by any new employees to food businesses.
- All premises that require a Food Safety Supervisor now have one and Council has helped in the training and information required for this new legislative requirement.
- Participating in the Health Departments Food Surveillance Program.
- Distribution as well as using Councils website and Facebook for Posters and Pamphlets relating to Health Education, new legislative requirements and Food Safety Promotion.
- Investigation of notifiable diseases
- A DrumMUSTER collection facility continues to operate at the Hamilton Regional Disposal and Recycling Site and the Bothwell site and will provide an ongoing service with one employee trained as a DrumMUSTER inspector.
- Waste Management and monitoring including current EPN for Hamilton Landfill. Groundwater testing has been completed for 2024 and has been sent to the EPA as required by the Hamilton Landfill Permit. Survey for the landfill has been completed and sent to NRE as required by the landfill Levy Regulations.
- AWTS Service Monitoring of which Council has 50 systems, service records kept for all systems.
- Monitoring of EPN's issued by Council.
- Council has an ongoing silage and ag pipe recycling point at the Hamilton Landfill, and Bothwell WTS. This service is free of charge to residents.
- School immunisation was carried out in accordance with the National Health and Medical Research Council Immunisation Schedule and was conducted by Council's Medical Officer of Health at the Bothwell Medical Office.
- Council has a current Covid 19 Safety Plan which is updated if and when restrictions change.
- "Free" infant immunisation continues to be offered by appointment at the Bothwell Medical Centre as per the national immunisation schedule.
- Recreational Water quality monitoring, lakes and rivers, including Bothwell Public Swimming Pool. Once yearly sampling as approved.
- Annual Reporting done by the 30<sup>th</sup> September each year for Recreational Water monitoring, Private Water Licences, Food Premises and Waste Reporting.

**'Environmental Management'** is an integrated approach to achieve a sustainable future. When applied to activities or developments, it involves:

- The application of the principles of ecology, pollution control and environmental planning; and
- The methodology of monitoring the impact of proposed development.

The main functions in environmental management are:

- Environmental water and air quality monitoring and remediation
- The assessment and issuing of special plumbing permits for on-site wastewater management systems
- Monitoring and response to environmentally relevant activities including level 1 Activities
- Assessment of existing developments and new applications for development
- Response to environmental nuisances.

The principle statutes are the *Environmental Management and Pollution Control Act 1994*, the *Land Use Planning Approvals Act 1993*, the *Building Act 2016* and the *Litter Act 2007*.

***Council activities in relation to Environmental Management:***

- Environmental Nuisances / complaints are followed up by inspections and may require the issue of abatement notices, Environmental Protection Notices and / or infringement notices.
- Issuing of Environmental Protection Notices when required and follow up and monitoring of conditions of Notices.
- Septic tank installation assessments and permits. Monitoring and recording services for 50 Aerated Wastewater Treatment Systems
- Monitoring of Private Sewage Treatment systems.
- Environmental Assessment of potentially harmful activities (e.g. composting, sewage treatment plants and private water plants).

## **REPORTING REQUIREMENTS**

### **Annual**

- Recreational Water Quality Report (Council & DHHS) – by 30 September each year
- Swimming Pool Annual Report
- Annual Public Health Statement (Council) – Required in accordance with S.71 and S.72 of the *Local Government Act 1993*. To be provided by end of October each year
- Environmental Health Officer Annual Register (DHHS) - by 30 September each year
- Annual Food Safety Report (DHHS) - by 30 September each year
- Private Water Licence reporting
- Waste management reporting
- Regulated systems (Council do not have any regulated systems)

### **Covid 19**

Council has abided by all Covid 19 Government and Statutory requirements, Council has a Covid 19 Safety Plan which is updated on a regular basis. Signage has been installed where required. Council strives for ongoing and measurable improvements to community health through responsive, educative, monitored, participative and enforcement programs.

These objectives and strategies form part of Council's Strategic Plan, and this was developed in consultation with the Central Highlands community. Thus, the programs implemented by Council can be seen to be meeting at least part of the needs of members of the community.

## Development Statistics

	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Total No Applications	60	80	84	114	134	79	77
No. Permitted	5	10	12	28	26	14	18
No. Discretionary	40	39	33	47	68	49	43
Subdivision Applications	2	11	9	5	14	12	6
No. Lots	3	32	5	4	77	64	13
Planning Scheme Amendments	0	0	0	0	0	3	0
No Permit Required	13	20	30	39	40	16	16

## Building Statistics

	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Total No. Buildings	53	65	61	65	68	73	53
Permit Work	-	23	21	21	7	11	10
Notifiable Work	-	36	33	29	45	47	31
Low Risk Work	-	6	7	15	16	15	12
Total No. Plumbing	36	32	34	45	54	59	42
Permit Work	-	21	20	23	15	29	13
Notifiable Work	-	6	10	15	18	10	13
Low Risk Work	-	5	4	7	21	20	16

## Pool Attendance Statistics

Season Passes	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Family	1	3	-	2	1	-	-
Junior	-	-	-	-	-	-	-
Adult	-	-	1	-	-	-	-
<b>Daily Attendance</b>							
Junior	802	935	559	694	1008	922	491
Adult	187	107	90	174	311	362	246
Spectators	-	-	-	-	-	167	83

## Dog Control Statistics

	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Dogs Registered	1044	995	1005	983	947	968	997
Kennel Licenses	33	30	43	29	30	29	52
Infringement Notices	16	21	7	8	-	26	18
Impounded Dogs	10	8	6	6	3	6	9
Declared Dangerous Dogs	-	1	1	1	1	1	1

## Remissions and Small Debt Write Offs

03-0201-03706	\$483.22	02-0103-01320	\$558.97
04-0017-03967	\$611.51	01-0858-04109	\$619.50
10-0400-03595	\$192.00	03-0224-01205	\$24.47
03-0254-03749	\$30.92	03-0218-00298	\$19.32
03-0234-01549	\$27.71	03-0244-03833	\$19.50
03-0205-00243	\$17.46	01-0852-03774	\$788.59
01-0870-02220	\$25.55	03-0104-03932	\$16.60
01-0805-02805	\$672.11	01-0805-03728	\$60.60
01-0838-02982	\$192.00	02-0101-04010	\$59.10
03-0218-00298	\$47.33	End of Year - Small Balances	\$20.95
03-0218-00298	\$1586.19		
<b>TOTAL = \$6,073.60</b>			

### Remissions given on Building, Plumbing & Development Applications 2023/2024:

#### **PDA Surveyors obo Central Highlands Council**

DA2022/64 – Sealing Fee (Subdivision 1 Lot & Balance) - \$225.00

#### **Central Highlands Council**

DA 2023/41 – Shed Replacement - \$690.00

#### **Tasmania Fire Service**

DA 2024/36 - Shipping Container for Storage - \$599.00

**Under Section 72 of the Local Government Act 1993, the following is reported:**

Total Remuneration Bracket	No Of Senior Employees
\$110,001 - \$120,000	3
\$140,001 - \$160,000	1

- Total remuneration includes salary, employer superannuation contribution, value of use of motor vehicle provided, value of other allowances and benefits paid to an employee.
- Total allowances, expenses and reimbursements paid to the Mayor, Deputy Mayor and Councillors were **\$158,559** as per below table -

Councillor Remuneration						
2024						
Short term employee benefits						
Position	Period	Allowances	Vehicles	Total Compensation AASB 124	Expenses <sup>1</sup>	Total allowances and expenses section 72
		\$	\$	\$	\$	\$
Mayor	Full year	37,004	4,608	41,612	546	42,158
Deputy Mayor	Full year	22,520	-	22,520	5,449	27,969
Councillors	Full year	76,223	-	76,223	12,209	88,432
<b>Total</b>		<b>135,747</b>	<b>4,608</b>	<b>140,355</b>	<b>18,204</b>	<b>158,559</b>

**Donation of Land Statement Section 177 Local Government Act 1993**

Section 177 of the *Local Government Act 1993* requires Council to report on any land donated by Council during the year. It is reported that no land was donated during the 2023/2024 financial year.

## Public Interest Disclosures Statement

Statement required under Section 86 of the *Public Interest Disclosures Act 2002*.

Council has established a written procedure in accordance with the Act. A copy of the Central Highlands Council Public Interest Disclosure Procedures Manual is available on Council's website [www.centralhighlands.tas.gov.au](http://www.centralhighlands.tas.gov.au)

Number of Disclosures made to Council & determined to be a public interest disclosure	0
Number of disclosures investigated by Council	0
Number of disclosed matters referred by the Ombudsman	0
Number of disclosures referred by Council to the Ombudsman	0
Number of disclosures taken over by the Ombudsman from Council	0
Number of disclosed matters Council declined to investigate	0
Number of disclosed matters that were substantiated	0
Number of recommendations made by the Ombudsman to Council	0

## Code of Conduct Complaint Information

Section 72 of the *Local Government Act 1993* requires a Council to report in its annual report the number of Code of Conduct complaints that were upheld by the Code of Conduct Panel during the preceding financial year and the total costs met by the Council during the preceding financial year in respect of all code of conduct complaints.

Five Code of Conducts were received in 2023/2024. Council are still waiting on the Tax Invoice for the cost of the Code of Conduct Panel.

## Ombudsman's Complaints

Council received no registered complaint under the *Ombudsman Act 1978*, from the Ombudsman Office during 2023/2024.

## Applications made pursuant to the *Right to Information Act 2009*

Council received no applications for Assessed Disclosure in accordance with Section 23 of the *Right to Information Act 2009* during this reporting period.

## Integrity Commission Complaints

Council has not received any advice on complaints from the Integrity Commission during 2023-2024.

## Enterprise Powers Statement

Council has not exercised any powers or undertaken any activities in accordance with Section 21 of the *Local Government Act 1993*.



## Significant Business Activities (per Section 72 (1) of the Local Government Act 1993)

		Hamilton and Bothwell Camping Grounds	
		2024	2023
		\$	\$
<b>Revenue</b>			
	User Charges	32,536	23,186
	<b>Total Revenue</b>	<b>32,536</b>	<b>23,186</b>
<b>Expenditure</b>			
<i>Direct</i>			
	Employee Costs	1,064	2,247
	Materials and Contacts	1,872	966
	Utilities	1,009	1,662
<i>Indirect</i>			
	Engineering & Administration	213	450
	<b>Total Expenses</b>	<b>4,158</b>	<b>5,325</b>
<i>Notional cost of free services received</i>			
<i>Capital Costs</i>			
	Depreciation	273	273
	Opportunity cost of capital	3,185	3,181
	<b>Total Capital Costs</b>	<b>3,458</b>	<b>3,454</b>
<i>Competitive neutrality adjustments</i>			
	Rates, water and land tax	18,769	17,129
		<b>18,769</b>	<b>17,129</b>
<i>Calculated Surplus/(Deficit)</i>		6,150	(2,722)
	Tax Equivalent rate	25%	30%
	Taxation equivalent	1,538	(817)
<b>Competitive neutrality costs</b>		<b>20,307</b>	<b>16,312</b>

**Contracts for supply or provision of goods and services valued at or above \$250,000.**

Description	Period of Contract	Value inc GST	Successful Contractor	Business Address of Successful Contractor
Hollow Tree Road Stabilising & Resealing	November 2023 to July 2024	\$477,469	Andrew Walter Constructions Pty Ltd	PO Box 5, Claremont
Bridge Replacement Green Valley Road, Hollow Tree	September 2023 to June 2024	\$395,039	Tas Span	Po Box 225, Latrobe
Thousand Acre Lane Widening, Stabilisation and Seal (Stage 3)	August 2023 to June 2024	\$1,025,947	Stabilised Pavements Australia	1/27 Crooked Billet Drive, Bridgewater
Gravel Crushing	September 2023 to June 2024	\$346,774 p.a.	Dennis Fieldwick Pty Ltd	Po Box 131E Devonport East 7310

**Non-Application of Public Tender Process**

A Council is to report in its Annual Report all instances where the public tender process (Regulation 23) has not been applied.

- The public tender process has been applied in all instances.

## Financial Performance Indicators

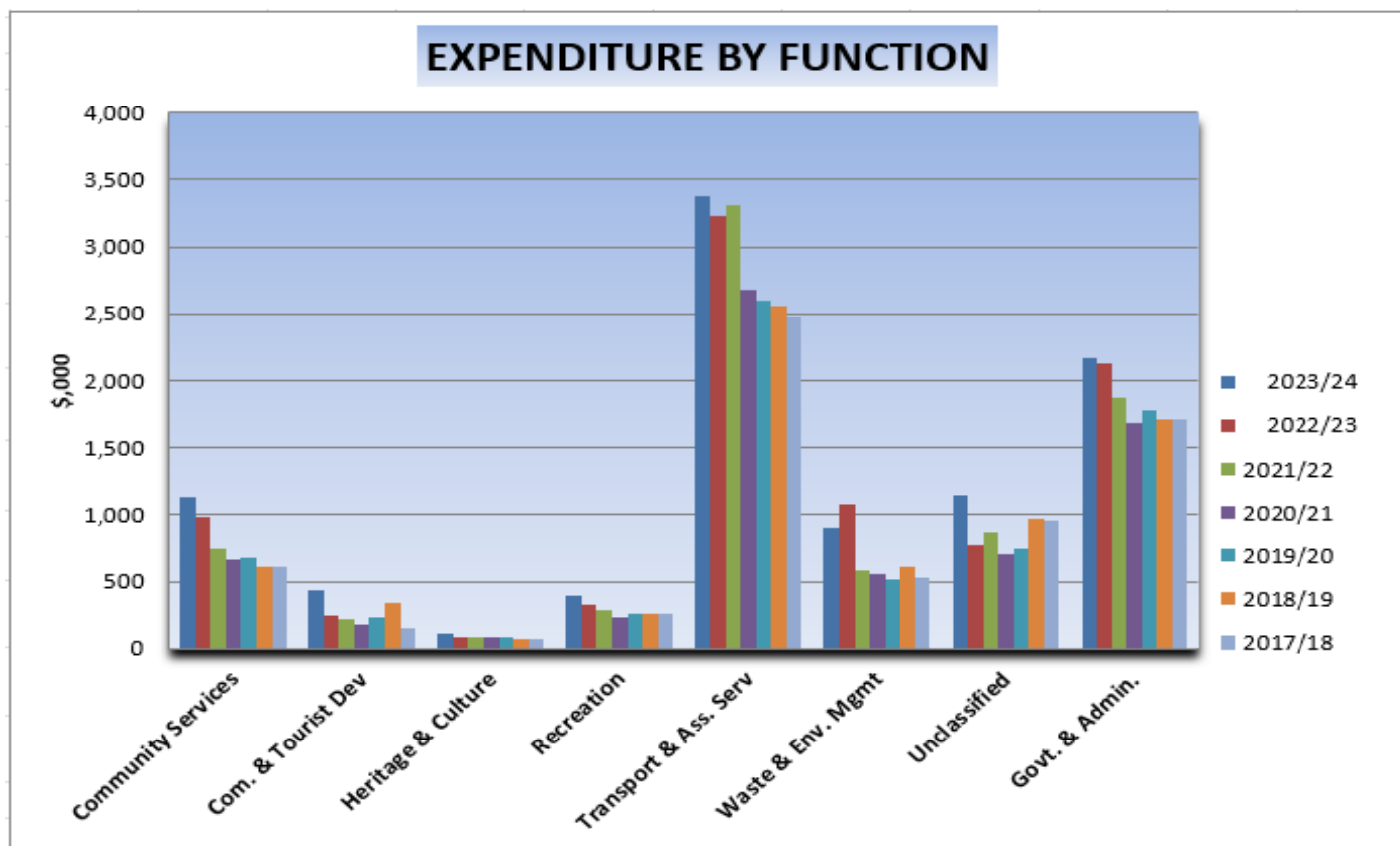
Comparative Financial Performance Indicators are provided for the current and previous eight years.

Indicator	2024	2023	2022	2021	2020	2019	2018	2017
	%	%	%	%	%	%	%	%
Rate Revenue Analysis Rate Income: <b>Total Revenue</b>	49.9	41.7	47.0	52.80	52.5	50.1	50.7	50.3
Working Capital Ratio Current Assets: <b>Current Liabilities</b>	30.92	21.17	15.11	18.70	16.03	13.41	14.10	12.13
Debt Ratio Total Liabilities: <b>Total Assets</b>	1.90	1.99	1.65	2.02	2.00	1.60	1.53	1.28

## Expenditure by Function

	23/24	22/23	21/22	20/21	19/20	18/19	17/18	16/17
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Community Services</b>	1,134	979	750	664	675	609	612	502
<b>Com. &amp; Tourist Development</b>	429	249	219	176	235	343	151	173
<b>Heritage &amp; Culture</b>	110	89	84	84	86	77	67	72
<b>Recreation</b>	395	324	293	235	263	253	255	242
<b>Transport &amp; Asset Services</b>	3,378	3,223	3,314	2,672	2,604	2,560	2,478	2,549
<b>Waste &amp; Env. Management</b>	902	1080	588	554	519	613	527	566
<b>Unclassified</b>	1153	770	859	698	748	966	960	597
<b>Govt. &amp; Admin</b>	2,165	2,125	1,877	1,686	1,784	1,713	1,717	1,728

## EXPENDITURE BY FUNCTION



## Reserves

Reserves	\$'000 2024	\$'000 2023	\$'000 2022	\$'000 2021	\$'000 2020	\$'000 2019	\$'000 2018	\$'000 2017
Plant Replacement	453	453	453	453	453	453	453	453
Bridges	377	377	377	377	377	377	377	377
Sundry	151	151	151	147	145	242	143	143
Long Service Leave	401	401	401	417	444	404	354	371
Regional Refuse Site	80	80	80	80	80	80	80	80
Quarry Reserve	180	180	180	180	180	80	80	80
Grants	0	0	0	0	0	9	44	170
<b>Total</b>	<b>1,642</b>	<b>1,642</b>	<b>1,642</b>	<b>1,654</b>	<b>1,679</b>	<b>1,645</b>	<b>1,531</b>	<b>1,674</b>

## Non-Current Assets

Non-Current Asset	30-Jun-24 Asset value \$'000	30-Jun-23 Asset value \$'000	Increase/ (Decrease) \$'000
Land	6,528	6,322	206
Buildings	9,503	8,023	1480
Plant, Machinery & Equipment	2,625	2,369	256
Office Equipment	201	220	(19)
Computer Equipment	26	34	(8)
Infrastructure	1310	949	361
Roads	74,074	71,984	2,090
Drainage Systems	2,728	1,797	931
Bridges	9,149	8,985	164
Footpaths, Kerbs & Gutters	2,153	1,207	946
Works in Progress	1,053	4,384	(3,331)
Investment in TasWater	8,511	8,059	452
Land Under Roads	3,129	1,111	2018
<b>TOTALS</b>	<b>120,990</b>	<b>115,445</b>	<b>5,546</b>