

AGENDA ATTACHMENTS

18 JANUARY 2022

ORDINARY COUNCIL MEETING

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Central Highlands Council

MINUTES – ORDINARY MEETING – 7 DECEMBER 2021

Minutes of the Ordinary Meeting of Central Highlands Council held in the Council Chambers, Bothwell on Tuesday 7th December 2021, commencing at 9am.

1.0 OPENING

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

2.0 ACKNOWLEDGEMENT OF COUNTRY

3.0 PRESENT

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

3.1 IN ATTENDANCE

Mr Adam Wilson (Acting General Manager) Mrs Janet Monks (Minute Secretary)

4.0 APOLOGIES

5.0 PECUNIARY INTEREST DECLARATIONS

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

Cllr S Bowden - Item 16.4 Christian Marsh Road - Access

6.0 CLOSED SESSION OF THE MEETING

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

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

Moved: Cllr J Honner

Seconded: Cllr A Campbell

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

Item Number	Matter	Local Government (Meeting Procedures) Regulations 2015
1	Confirmation of the Minutes of the Closed Session of the Ordinary Meeting of Council held on 16 November 2021	Regulation 15 (2)(g) – information of a personal and confidential nature or information provided to Council on the condition it is kept confidential
2	Confidential matter	Regulation 15 (2)(g) – information of a personal and confidential nature or information provided to Council on the condition it is kept confidential
3	Purchase of Land Ellendale for ILU	Regulation 15 (2) (f) – proposals for council to acquire land or an interest in land or for the disposal of land
4	Confidential Matter	Regulation 15 (2)(j) – The personal hardship of any person who is a resident in, or is a ratepayer in, the relevant municipal area
5	Consideration of Matters for Disclosure to the Public	Regulation 15 (8) - While in a closed meeting, the Council, or Council Committee, is to consider whether any discussions, decisions, reports or documents relating to that closed meeting are to be kept confidential or released to the public, taking into account privacy and confidentiality issues

CARRIED

FOR the Motion

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

6.1 MOTION OUT OF CLOSED SESSION**Moved:** Cllr J Honner**Seconded:** Cllr A Campbell**THAT** the Council:

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

Item Number	Matter	Outcome
1	Confirmation of the Minutes of the Closed Session of the Ordinary Meeting of Council held on 16 November 2021	Minutes of the Closed Session of the Ordinary Meeting of Council held on 16 November 2021 were confirmed
2	Confidential Correspondence	Matters were considered and resolved
3	Purchase of Land Ellendale for ILU	Council agreed to the purchase price for the land at Ellendale and to meet all subdivision costs

4	Confidential Matters	Council granted a remission of \$1000.00
5	Consideration of Matters for Disclosure to the Public	Matters were considered

CARRIED

FOR the Motion

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

Closed Session closed at 9.35am and Council adjourned for morning tea.

OPEN MEETING TO PUBLIC

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

7.0 DEPUTATIONS – Mr David Hawley arrived at 10.05 left at 10.52

7.1 PUBLIC QUESTION TIME

8.0 MAYORAL COMMITMENTS

11 November 2021 to 30 November 2021

12 November 2021	Interview – Tas Country re Bushfest
16 November 2021	Ordinary Meeting of Council – Hamilton
16 November 2021	Australia Day Committee Meeting
17 November 2021	Recreational Ground – Onsite inspection re Bushfest
17 November 2021	Combined Church – morning tea - Bothwell
17 November 2021	Central Highlands Visitor Information Centre - visit
20 November 2021	Bushfest and live radio interviews
21 November 2021	Bushfest
26 November 2021	Ellendale land – onsite meeting

- Business of Council x 8
- Ratepayer and community members - communications x6
- Elected Members - communications x 2
- Central Highlands Council Management - communications x3

8.1 COUNCILLOR COMMITMENTS

Deputy Mayor J Allwright

16 November 2021	Ordinary Meeting of Council - Hamilton
29 November 2021	Audit Panel meeting- Hamilton

Clr A Archer

16 November 2021 Ordinary Meeting of Council - Hamilton
Lake Crescent/Sorell Management Committee

Clr A Bailey

16 November 2021 Ordinary Meeting of Council - Hamilton

Clr S Bowden

16 November 2021 Ordinary Meeting of Council - Hamilton

Clr A Campbell

16 November 2021 Ordinary Meeting of Council - Hamilton
16 November 2021 Australia Day meeting- Hamilton
20-21/November 2021 Bushfest- Bothwell
23 November 2021 Bicentennial Workforce Group Meeting- Bothwell
29 November 2021 Audit Panel meeting- Hamilton

Clr R Cassidy

16 November 2021 Ordinary Meeting of Council - Hamilton

Clr J Honner

16 November 2021 Ordinary Meeting of Council - Hamilton
23 November 2021 Bicentennial Workforce Group Meeting- Bothwell

Clr J Poore

16 November 2021 Ordinary Meeting of Council - Hamilton

STATUS REPORT COUNCILLORS

8.2 GENERAL MANAGER'S COMMITMENTS

16 November 2021 Ordinary Meeting of Council - Hamilton
20-21 November 2021 Bushfest
29 November 2021 Audit Panel Meeting
29 November 2021 Aust Cyber Security Centre Webinar
01 December 2021 CBA Cyber Webinar
01 December 2021 LGAT Webinar

8.3 DEPUTY GENERAL MANAGER'S COMMITMENTS

16 November 2021 Council Meeting
23 November 2021 Bi-Centennial Workforce Group Meeting
23 November 2021 Data Analyst Meeting Launceston City Council
24 November 2021 Hewlett Packard Enterprise Meeting
25 November 2021 Southern Municipal Coordinators Liaison Group Meeting
29 November 2021 Audit Panel Meeting
29 November 2021 Cyber Threat Awareness Briefing
01 December 2021 State Government Webinar on Opening up COVID

9.0 NOTIFICATION OF COUNCIL WORKSHOPS HELD

9.1 FUTURE WORKSHOPS

10.0 MAYORAL ANNOUNCEMENTS

11.0 MINUTES

11.1 RECEIVAL DRAFT MINUTES ORDINARY MEETING

Moved: Clr J Honner

Seconded: Clr S Bowden

THAT the Draft Minutes of the Open Council Meeting of Council held on Tuesday 16th November 2021 be received.

CARRIED

FOR the Motion

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

11.2 CONFIRMATION OF MINUTES ORDINARY MEETING

Moved: Clr S Bowden

Seconded: Clr J Honner

THAT the Minutes of the Open Council Meeting of Council held on Tuesday 16th November 2021 be confirmed.

CARRIED

FOR the Motion

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

11.3 RECEIVAL DRAFT MINUTES OF THE AUDIT PANEL MEETING

Moved: Clr A Campbell

Seconded: Clr J Honner

THAT the Draft Minutes of the Audit Panel on Monday 29th November 2021 be received.

CARRIED

FOR the Motion

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

11.4 RECEIVAL DRAFT MINUTES OF THE BICENTENNIAL WORKFORCE GROUP MEETING

THAT the Draft Minutes of the Bicentennial Workforce Group Meeting held on Tuesday 23rd November 2021 be received.

Moved: Cllr A Campbell

Seconded: Cllr J Honner

CARRIED

FOR the Motion

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

12.0 BUSINESS ARISING:

- 10.2 Mayor to send correspondence
- 16.2 Mayor to send correspondence
- 16.3 Works and Service Manager to contact school
- 16.4 Correspondence sent by Works and Service Manager;
- 16.5 Deputy General Manager to contact and discuss options;
- 17.3 Correspondence sent by General Manager;
- 17.5 Correspondence sent by Deputy General Manager;
- 17.6 Policy put on Website
- 17.7 Policy put on Website
- 17.8 Policy put on Website
- 17.10 Correspondence sent by Deputy General Manager;
- 17.12 Deputy General Manager preparing an application under the Building of Community Resilience Fund
- 17.13 Correspondence sent by Deputy General Manager;
- 17.16 Correspondence sent by Deputy General Manager;
- 17.18 Correspondence sent by Deputy General Manager;

13.0 DERWENT CATCHMENT PROJECT REPORT – Nil

14.0 FINANCE REPORT

Motion 1

Moved: Cllr J Honner

Seconded: Cllr A Campbell

THAT Council move to the supplementary Agenda Item 18.1 Finance Report

CARRIED

FOR the Motion

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

Motion 2**Moved:** Clr A Campbell**Seconded:** Clr J Honner**THAT** the Finance Reports be received.**CARRIED****FOR the Motion**

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

15.0 DEVELOPMENT & ENVIRONMENTAL SERVICES

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

Moved: Clr J Honner**Seconded:** Clr R Cassidy**THAT** the Development & Environmental Services Report be received.*Mr G Rogers Manager DES attended the meeting at 10.06**Ms L Brown (Contract Planner) attended the meeting at 10.06***Moved:** Clr T Bailey**Seconded:** Clr J Honner**THAT** as Mr D Mackey wasn't present at this time Council move to item 15.2.**CARRIED****FOR the Motion**

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

15.2 DA 2021/89: OUTBUILDING (GARAGE) : 21 WILBURVILLE ROAD, WILBURVILLE

Mr David Hawley spoke to this item and raised the following concerns:

- construction and foundations
- size without submitting appropriate permits and applications
- location of structure and impact on streetscape

Motion1**Moved:** Deputy Mayor J Allwright**Seconded:** Clr T Bailey**THAT** Council approve the outbuilding (garage) as shown in the Development Application 2021/89.**LOST6/3****FOR the Motion**

Deputy Mayor J Allwright, Clr A Bailey, Clr J Honner,

AGAINST the Motion

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

Motion 2**Moved:** Clr R Cassidy**Seconded:** Clr J Poore

THAT Council advise the applicant that DA 2021/89 has been refused on the grounds that the illegal works were carried out prior to the lodgement of the Planning Approval application.

CARRIED 7/2**FOR the Motion**

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

AGAINST the Motion

Deputy Mayor J Allwright, Clr A Bailey

Mr Damian Mackey Planning Consultant (SMC) attended the meeting at 10.31

15.1 RESUMPTION OF AGENDA ITEM 15.1**Moved:** Clr R Cassidy**Seconded:** Clr J Honner

THAT Council move back to Item 15.1 of the Agenda.

CARRIED**FOR the Motion**

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

15.1 DRAFT CENTRAL HIGHLANDS LOCAL PROVISIONS SCHEDULE – ASSESSMENT OF REPRESENTATIONS UNDER SECTION 35F OF THE LAND USE PLANNING & APPROVALS ACT 1993 ENDORSEMENT OF THE REPORT TO THE TASMANIAN PLANNING COMMISSION

Moved: Clr R Cassidy**Seconded:** Clr J Honner

THAT Council endorse the enclosed Central Highlands Draft Local Provisions Schedule - Report to the Tasmanian Planning Commission under Section 35F of the Land Use Planning & Approvals Act 1993

CARRIED 8/1**FOR the Motion**

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

AGAINST the Motion

Clr S Bowden

Mr Damian Mackey Planning Consultant (SMC) left the meeting at 11.17

Ms Louisa Brown (Contract Planner) left the meeting at 11.17

15.3 POLICY NO. 2013-08 PUBLIC OPEN SPACE POLICY

Moved: Clr J Honner

Seconded: Clr R Cassidy

THAT Council adopt Policy No. 2013-08 Public Open Space Policy.

CARRIED

FOR the Motion

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

15.4 DES BRIEFING REPORT

PLANNING PERMITS ISSUED UNDER DELEGATION

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

NO PERMIT REQUIRED

DA NO.	APPLICANT	LOCATION	PROPOSAL
2021 / 00099	F M MacMillan	64 Rainbow Road, Breona	Outbuilding
2021 / 00103	S J Triffett	1 Headlam Road North, Reynolds Neck	Garage
2021 / 00105	Kings Outdoor Living	38 Glenlea Drive, Gretna	Additions (Awnings)

PERMITTED

DA NO.	APPLICANT	LOCATION	PROPOSAL
2021 / 00098	Lark & Creese Pty Ltd	3430 Lyell Highway, Gretna	Boundary Adjustment

DISCRETIONARY

DA NO.	APPLICANT	LOCATION	PROPOSAL
2021 / 00088	Design East Pty Ltd - Monty East	"Grantham", 1 Elizabeth Street, Bothwell	Additions & Alterations
2021 / 00096	P D A Surveyors	260 Gully Road, Fentonbury	Ancillary Dwelling

ANIMAL CONTROL

IMPOUNDED DOGS

No dogs have been impounded over the past months.

STATISTICS AS OF 1 DECEMBER 2021**Registrations**

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

2021/2022 renewal have been issued.

- Number of Dogs Currently Registered - 905
- Number of Dogs Pending Re-Registration – 32

Kennel Licences

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

2021/2022 Renewal have been Issued.

- Number of Licenses Issued –30
- Number of Licences Pending – 0

Mr Jason Branch (Works & Services Manager) attended the meeting at 11.26

15.5 UPDATE ON CENTRAL HIGHLANDS COUNCIL COVID PLAN - COUNCIL ENVIRONMENTAL HEALTH OFFICER – MRS BEVERLEY ARMSTRONG

Points of discussion:

- Council's COVID Plan is updated regularly on advice received from the Director of Health
- Mandating requirements at work environments/facilities is a Council directive and will require a policy
- Attendance at our Medical Centres – vaccine mandate for customers is not a requirement as there may be a reason someone hasn't been vaccinated
- Vaccine Certificates – verification of status - privacy issues – Bev to gather additional information
- Acting General Manager Mr Adam Wilson advised Council that a risk assessment for each work environment would be prepared and reviewed fortnightly
- DES Manager Mr Graham Rogers advised that information shared at an Emergency Services meeting reported a 30% drop off in volunteer numbers since the vaccine rollout commenced

RESOLVED THAT the Environmental Health Officer:

1. investigate options in relation to air quality to ensure Council facilities are safe and of a high standard.
2. investigate legal requirements in relation to Privacy Issues; and
3. prepare a draft policy for consideration at a future meeting of Council

Mrs Beverley Armstrong (EHO) left the meeting at 11.44

Mr Graham Rogers (DES Manager) left the meeting at 11.44

16.0 WORKS & SERVICES

Moved: Cllr J Honner

Seconded: Cllr R Cassidy

THAT the Works & Services Report be received.

CARRIED

FOR the Motion

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

16.1 POLICY NO. 2021-60 ROADSIDE MEMORIALS POLICY

Moved: Clr J Honner

Seconded: Clr T Bailey

THAT Council defer approval of Policy No. 2020-60 Roadside Memorials Policy, until the Ordinary Meeting of Council to be held 18 January 2022

CARRIED

FOR the Motion

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

16.2 PERSONAL MOBILITY DEVICES (PMDs)

NOTED

16.3 SEWER EXTENSION PATRICK STREET BOTHWELL

Moved: Clr R Cassidy

Seconded: Clr T Bailey

THAT Council agree to the reinstatement of the footpath in Patrick Street with a 30mm asphalt.

CARRIED

FOR the Motion

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

Clr S Bowden declared an interest in this item and left the meeting at 11.57

16.4 CHRISTIAN MARSH ROAD - ACCESS

Moved: Clr A Archer

Seconded: Clr R Cassidy

THAT Council acknowledge Mr Miller's correspondence and inform Mr Miller that the advice he has previously received is in accordance with Council's Policy 'Maintenance of Roads & Bridges Behind Locked Gates on Council Roads'.

CARRIED

FOR the Motion

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

Clr S Bowden returned to the meeting at 12.00

16.5 ELECTRONIC SCOREBOARD ELECTION COMMITMENT

Moved: Clr J Poore

Seconded: Clr A Campbell

THAT Council authorise the General Manger to sign the Election Commitment grant deed for the electronic scoreboard on behalf of Council

CARRIED

FOR the Motion

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

16.6 PELHAM ROAD UPDATE

Moved: Clr J Honner

Seconded: Clr S Bowden

THAT the Acting General Manager advised the resident of Pelham that contacted the Mayor that they can apply in writing to Council for hardship assistance which will be assessed on merit.

CARRIED

FOR the Motion

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

17.0 ADMINISTRATION

17.1 PUB WITH NO BEER REST AREA

Moved: Clr J Honner

Seconded: Clr S Bowden

THAT Agenda Item 17.1 'Pub with No Beer Rest Area' be deferred until the Ordinary Meeting of Council, 18 January 2022

CARRIED5/4

FOR the Motion

Mayor L Triffitt, Clr A Bailey, Clr S Bowden, Clr A Campbell, Clr J Honner,

AGAINST the Motion

Deputy Mayor J Allwright, Clr A Archer, Clr R Cassidy, Clr J Poore

17.2 METAL ARTWORK GREтна WAR MEMORIAL

17.9 – 21 September 2021

Moved: Clr A Campbell

Seconded: Clr J Honner

THAT Council

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

CARRIED

FOR the Motion

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

Motion 1:

Moved: Clr A Campbell

Seconded: Clr R Cassidy

THAT minute 17.9 passed at the 21 September 2021 meeting of Council be revoked.

CARRIED

FOR the Motion

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

Motion 2:

Moved: Clr A Campbell

Seconded: Clr R Cassidy

THAT in the interest of community consultation a survey be conducted to ascertain the preferred location for the installation of the metal artwork at the Gretna War Memorial. Forms to be returned by 7th January 2022.

CARRIED

FOR the Motion

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

Mr Jason Branch Works & Services Manager left the meeting at 12.42

Council adjourned for lunch at 12.42

Council resumed the meeting at 1.15

17.3 AUSTRALIA DAY AWARDS

Moved: Clr J Honner

Seconded: Clr R Cassidy

THAT Australia Day 2022 Citizen of the Year be awarded to Mr Ron Brown and the Mayor invite Mr Ron Brown to Council's Australia Day event to be presented with the Award.

THAT Australia Day 2022 Young Citizen of the Year be awarded to James Brazendale and the Mayor invite James Brazendale to Council's Australia Day event to be presented with the Award.

THAT Australia Day 2022 Central Highlands Community Event be awarded to Bothwell Sheep Station Cup and the Mayor invite representatives to Council's Australia Day event to be presented with the Award.

THAT Australia Day 2022 Central Highlands Appreciation Awards be presented to Linda Jeffrey, Lyn Brown and Fran McDonald and the Mayor invite recipients to Council's Australia Day event to receive awards.

CARRIED

FOR the Motion

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

17.4 MOTIONS FROM AUDIT PANEL MEETING

Moved: Deputy Mayor J Allwright

Seconded: Clr R Cassidy

THAT the minimum cash reserve of Council be set at 5% of the replacement value of all assets plus current statutory provisions.

CARRIED 7/2

FOR the Motion

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

AGAINST the Motion

Clr A Archer, Clr J Poore

17.5 TELSTRA TOWER CRAMPS BAY –

The Acting General Manager withdrew this Agenda Item

17.6 HIGHLANDS BUSHFEST 2022

Moved: Clr T Bailey

Seconded: Clr A Campbell

THAT to enable staff to begin preparations for Highlands Bushfest 2022, Council confirm:

- (a) Highlands Bushfest 2022 will be held on 19 & 20 November 2022; and
- (b) funds will be allocated in the 2022/23 budget for the event

CARRIED

FOR the Motion

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

17.7 INFORMATION SUPPLIED TO COUNCILLORS – WEEKLY BULLETIN

NOTED

17.8 “WALK AROUND BOTHWELL” BROCHURE

Moved: Clr T Bailey

Seconded: Clr J Poore

THAT Council agrees to pay for the printing of the “Walk around Bothwell” brochures.

CARRIED

FOR the Motion

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

17.9 FEDERAL ELECTION PROJECTS

Moved: Clr R Cassidy

Seconded: Clr J Honner

THAT Council defer discussions until the Ordinary Meeting of Council to be held 18 January 2022

CARRIED

FOR the Motion

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

Clr J Honner left the meeting at 2.00

17.10 FLOOD MITIGATION -

Moved: Clr R Cassidy

Seconded: Clr A Archer

THAT Council agrees:

- to prepare and submit an application to Preparing Australian Communities Program to fund flood mapping study and flood hydrology reports for the River Clyde and Ouse River, and
- allocate sufficient funds in Council's 2022/2023 budget deliberations for flood mitigation studies

CARRIED

FOR the Motion

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

18.0 SUPPLEMENTARY AGENDA ITEMS

14.0 FINANCE REPORT

Dealt with earlier in the Agenda under Agenda Item 14

19.0 CLOSURE

The Meeting was closed at 2.13



Central Highlands Council

MINUTES – ANNUAL GENERAL MEETING – 7TH DECEMBER 2021

Minutes of an Annual General Meeting of Central Highlands Council held at the Council Chambers, Bothwell on Tuesday, 7th December 2021, commencing at 8.45am.

1.0 OPENING

Mayor L M Triffitt opened the meeting at 8.45am

2.0 PRESENT

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

2.1 IN ATTENDANCE

Mr Adam Wilson (Deputy General Manager) and Mrs Janet Monks (Minutes Secretary).

3.0 APOLOGIES

Nil

4.0 RECEIVAL MINUTES OF 2021 ANNUAL GENERAL MEETING

Moved Deputy Mayor J Allwright

Seconded Clr J Honner

THAT the Minutes of the Annual General Meeting of Council held on Tuesday 16th February 2021 be received.

Carried

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

5.0 CONFIRMATION OF MINUTES OF 2021 ANNUAL GENERAL MEETING

Moved **Clr A Campbell**

Seconded **Clr R Cassidy**

THAT the Minutes of the Annual General Meeting of Council held on Tuesday 16th February 2021 be confirmed.

Carried

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

6.0 ANNUAL REPORT 2020/2021

The Central Highlands Council Annual Report 2020/2021 be presented.



Central Highlands Council

MINUTES – ANNUAL GENERAL MEETING – 7TH DECEMBER 2021

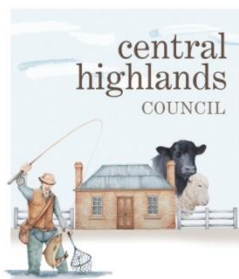
7.0 SUBMISSIONS ON ANNUAL REPORT 2017 / 2018

No submissions have been received.

NOTED

8.0 CLOSURE

Mayor L M Triffitt closed the meeting at 8.46 am



Minutes of the Bothwell Bi-Centenary Working Group Held in the Bothwell Council Chambers on Wednesday 8th December 2021 at 10.00am

1. PRESENT

Mayor L Triffitt (Chairperson), Clr J Honner, Clr A Campbell, Mr A Wilson (Deputy General Manager), Mrs N Cove (Project Manager), Mrs J Norrish (CWA), Mrs L Jeffrey (Bothwell Tourism Association & Australasian Golf Museum), Mr T Johnston (Lions Club), Mr D Dyson (Bothwell Historical Society), Mr J Fowler, Mr J Branch (Works & Services Manager) & Mrs K Brazendale (Minutes Secretary)

2. APOLOGIES

Mrs K Bradburn

3. CONFIRMATION OF MINUTES OF 23rd NOVEMBER 2021

Noted

4. PROJECT MANAGER UPDATE

Expenditure Items need to be notified to Mrs N Cove

5. REVIEW AND UPDATE OF TASK ALLOCATIONS

Task Allocations have been updated as per Attachment A.

6. OTHER BUSINESS

7. DATE OF NEXT MEETING

12th January 2022

25th January 2022

2nd February 2022

9th February 2022

all at 10.00am at the Bothwell Council Chambers

8. CLOSURE

There being no further business Mayor Triffitt closed the meeting at 11.20am.

ATTACHMENT A
BOTHWELL BI-CENTENARY WORKING GROUP
ALLOCATION OF TASKS

ITEM	RESPONSIBLE PERSON	DISCUSSION	Update 8 Sept 2021	Update 13 Oct 2021	Update 10 Nov 2021	Update 23 Nov 2021	Update 8 Dec 2021
Tours around Bothwell	Clr Honner	Charlie Wise display bus	Clr Julie Honner to follow up			Clr Honner to contact the Transport Museum at Glenorchy. Suggested that community could share their stores and memories of travelling on the bus.	Ian available, just waiting on costs
Aboriginal Displays of Bush Foods & Dancing	Mayor Triffitt	Mayor Triffitt to follow up	Will continue to look at	Mayor Triffitt suggested that an Aboriginal display of fibres, arts and crafts be held instead of bush foods. Group agreed for this to be set up in the Clubrooms.	Ongoing	Mayor advised that she could arrange for two Aboriginal Elders but there would be a cost for this. Agreed that there should be some kind of acknowledgement of Aboriginal Heritage. Manganinnie movie was set on the Clyde River and suggested that this movie could be played during the event.	Confirmed \$2,000. Invoice to come, Tables/Screens to be provided.
	Mayor Triffitt	Aboriginal Dancing. Mayor Triffitt to follow up on this	Will continue to look at	Will continue to follow up	Ongoing	Mayor Triffitt advised she is still working on this but there would be a cost. Mayor to get quotes. Working Group agreed to allocate \$2,000 towards these two items.	
Children's Entertainment	Clr Julie Honner	Clr Julie Honner advised that she has had some discussions with someone interested in this. Clr Honner to follow up.		On-going discussions		Clr Honner advised she would follow up before next meeting.	Ongoing
	Nadine Cove	Communities for Children Expressed Interest in Attending		Kathy advised Zac from Communities for Children had made contact wishing to participate in the event. Agreed to by Working Group	Contact details to be provided to Nadine.	Nadine following up with Communities for Children to see how they can contribute.	Ongoing
						Adam advise that Poatina Village have a truck that is set up with Childrens	Nadine going to follow up (200 years of Northern Plains)
Friday Night Community Event	Jane Norrish	Catering		CWA & Lions Club will do spit and catering. To be re-imbursed from catering allocation in grant.	Lambs donated by Campbell & Brazendale families for spit. Will need to have some kind of ticketing in place to know how many to cater for.	Clr Campbell advised she has spoken to Katrina Brazendale and the Campbell and Brazendale families would donate up to 3 lambs each for the spits. J Norrish advised we may need to rent some more spits which would be about \$200 each. They	Music is booked. 250 Tickets will be made available (attendees will need to be doubled vaccinated) A Campbell to talk with Rolls Freight for usage of a truck

					<p>Suggested free tickets allocated with tickets placed in raffle on the night to encourage people who get tickets to attend.</p> <p>Agreed to be a maximum of 400 people and to start advertising tickets straight after Christmas.</p>	<p>currently have two. Clr Campbell advised she may be able to source one spit.</p> <p>CWA can organise raffle / Lucky Ticket Prize. People would need to be at event to win price.</p> <p>Clr Campbell advised that her late father-in-law has paintings of Bothwell and she thought the family may be interested in donating one for a major prize. Clr Campbell to followup.</p>	
	Nadine Cove	Entertainment / Music		Clr Campbell to contact Pete Cornelius on availability / costing etc.		Pete Cornelius and band is available. Staging will need to be confirmed. Suggested truck – Rolls Transport.	Booked
Period Costumes	All Members to come back with ideas	Mayor Triffitt suggested a timeline costume parade. Parades could be held at 11.00am and 2.00pm on both Saturday and Sunday.		<p>Clr Honner brought in a costume she had made and advised she would be open making costumes.</p> <p>Suggested a “best in period costume” competition be held.</p>	Suggested that we could advertise people can dress up if they want.		J Honner can make a few if required
	Nadine Cove	Clr Campbell – Group from Hobart who dress up in costumes through the ages who love visiting old towns	Clr Campbell to follow up	Clr Campbell to obtain details, any costs etc.		Nadine advised she had reached out to this group and was waiting on a response.	Has a couple of groups coming
Bothwell District School Involvement	Judi Turner	<p>Suggested that School be asked to participate in the timeline parade. Jane Norrish to discuss with Principal of Bothwell District School.</p> <p>Other Activities</p>		Maureen to discuss & co-ordinate with Bothwell District School	Judi Turner is now co-ordinating for the School	<p>Judi advised they are going to advertise in the Newsletter and Highland Digest seeking memorabilia.</p> <p>Some ideas they have:</p> <ul style="list-style-type: none"> Researching first Schools in the area. – Tin Shed in Elizabeth Street?? Painting rocks. Old fashioned games & food 	Judi away
Spin-in Demonstrations	Clr Anita Campbell	It was agreed that Clr Anita Campbell contact Christine Sutton (nee Fowler) to see if she would be interested.	Progressing	<p>Clr Campbell has spoken to Christine. She is involved with weaving / arts & crafts and could bring a group.</p> <p>Clr Campbell to narrow down what they could offer.</p>		Christine Sutton does basket weaving. Suggested a display of 30 Years of the Spin-In at Visitor Centre where Ball of Friendship is located if there is room with pop up spinning demonstrations.	Ongoing
Display of Old farm Equipment	Jason Branch Katrina Brazendale	Eddie Sonners has indicated that he may be interested in bringing a display of old farm equipment.	Waiting on reply after meeting	Still waiting on a reply	Jason & Karina to follow up.	Clr Campbell to investigate to see if Edgell’s have a collection of old farm equipment.	Ongoing (Could be \$700/\$750)

		Jason Branch & Katrina Brazendale to follow up.				<p>Clr Campbell to arrange discussions with Jason Branch (Mechanic) to see if he would be interested in opening his shed / collection for the weekend.</p> <p>Further update required on Eddie Sonners collection.</p>	<p>This is a No</p> <p>N Cove & J Branch to follow up</p>
Display of Classic Cars	Tony Johnston		Progressing. Seeking a stay over area	<p>Agreed that cars will be displayed at the Recreation Ground. Expecting a lot of cars.</p> <p>Tony to check with June Pilcher to see if Holden Club are coming.</p>	<p>Progressing</p> <p>Yes, Holden Cub have been contacted.</p>	Progressing	Progressing
Opening of Places of Interest (Old Bakery, Boot Makers Building, Ratho Pigeon Coop and Chook Roost, Old Dairy at Dennistoun & Thorpe Mill)	Katrina Brazendale / Nadine Cove	Public Liability would be a concern. These places could be added to tours around Bothwell. A tour guide would be needed. Agreed that Katrina Brazendale to place an advertisement in the Highland Digest for tour guides.	Advert in Digest for a Tour Guide	Katrina advised she had not done this but thought it could be followed up by the Project Manager once this position is filled.	<p>Nadine to look into possible tour guides.</p> <p>Owners of premises would need to be contacted.</p>	Nadine to advertise for tour guides and to contact owners of premises.	Ongoing
<p>Involvement of:</p> <ul style="list-style-type: none"> • Inland Fisheries • Hydro • Derwent Catchment • Parks & Wildlife Service • Plus Other Groups 	<p>IFC – Clr J Honner & Jason Branch</p> <p>Hydro – Clr A Campbell</p> <p>Derwent Catchment – Clr A Campbell</p> <p>Clr J Honner</p>	<p>Contact to be made with each of the organisations to see if they are able to participate in the event in some way.</p> <p>Suggested that Irene Glover and Val Dell be contacted.</p>	Progressing	<p>Still progressing.</p> <p>Clr Campbell has spoken to Helga from Hydro who was referring it to the promotional department. Clr Campbell will follow up again and also with Derwent Catchment.</p> <p>Clr Honner has contacted IFC and they will do something, maybe a display at the Information Centre.</p> <p>Friends of the Steppes to do a display at the Visitor Centre also.</p>	<p>Nadine to liaise and follow up.</p>	<p>Derwent Catchment – Clr Campbell spoke to Morgan and they are happy to participate.</p> <p>Hydro – Nadine to follow up.</p> <p>All contacts to be forwarded to Nadine to follow up.</p> <p>IFC – Clr Honner advised display is being organised.</p> <p>Friends of Steppes – Keith Allcock is organising this.</p>	<p>Will do a display</p> <p>Nadine to follow up</p> <p>Display at the Tourism Centre</p>

Food & Drink Suppliers	Nadine Cove Kathy Bradburn	Letter to be sent to each of the local clubs / groups to see if they would like to supply food & drink and in what capacity. CWA, Lions Club, Football Club, Cricket Club, Exercise Groups, Bothwell School and local shops	Friday Night - CWA / Lions Spit Roast	Concern that local catering may not be enough. Project Manager to have discussions with local suppliers and report back.	Nadine to have discussions with local suppliers.	Nadine to follow up. Nadine & Kathy to follow up with letters if required.	Nadine to follow up Check with Sally at the Post Office
Walk around Bothwell – places and things of interest, with map showing details	David Dyson	Historical Society are already working on this. David Dyson advised he is working on a specific walk around map.	David Dyson provided draft and asked for comments. David to also get comments from community members. Mayor Triffitt thank David for his work on this so far.	David advised good progress is being made with good feedback received.	Mayor Triffitt advised she would like a copy to go to December Council Meeting. Nadine & David to liaise to get two quotes for printing the brochure	Copy of brochure to be included on Agenda for December Council Meeting.	Both brochures have been tabled at Council, they will be printed off site
Scottish Pipe Band / Police Pipe Band / Brass Band / Dancing	Lynda Jeffrey	Lynda Jeffrey advised that she is currently getting prices for the Police Pipe Band and Dancers. She advised that the Bothwell Tourism Group would like to contribute \$5,000 towards this item. Also suggested that Lynda speak to Gwen Hardstaff regarding a Brass Band.	Mayor Triffitt advised that Hobart Veterans Band are able to attend on one day. Lynda Jeffrey advised City of Hobart Highland Pipe Band can attend both days. Hobart City Brass Band – See if they can attend opposite day to Hobart Veterans Band. Prices to be confirmed. Lynda has also contacted Highland Dancers & Folk Federation of Tas. Checking on availability, no of dancers, stage requirements, prices.	<u>Veterans Band</u> Lynda to contact Gwen Hardstaff to see which day they can attend.	Mayor Triffitt thanked Lynda and the Bothwell Tourism Association for their donation of \$5,000 Lynda still following up	Ongoing	Coming Saturday \$250.00
				<u>Highland Pipe Band</u> Lynda advised that they can attend on both days at a cost of \$1,500	Adam suggested a piper could be at Golf Course at 10.00 for first tee off.	Ongoing	Coming both days \$1,500
				<u>Hobart City Brass Band</u> Once it is known which day the Veterans Band can attend Lynda to contact to see if they can attend the other day.		Ongoing	Ongoing
				<u>Highland Dancers & Fold Federation of Tas.</u> Lynda having trouble getting a response. Decided that Lynda contact the Highland Pipe Band to see if they have dancers that can attend with them.	Highland Pipe Band has provided a contact or dancers and Lynda is waiting on a response from them.	Ongoing	Ongoing
Contact & Engagement with Residents / Families who have been here since early settlement	Clr Anita Campbell	Clr Anita Campbell advised that she would discuss this with John Fowler. Mayor asked if she could invite him to attend the next meeting.		Clr Campbell has spoken to John Fowler who is happy to be involved in someway. Suggested that residents / families be	Mr John Fowler to be invited to the next meeting.		Human Library Timeline Display of Photos Have speakers during intervals

				invited to speak during music intervals at the spit roast on the Friday night. Project Co-Ordinator to follow up.			
Covid Safety	Katrina Brazendale / Nadine Cove / Bev Armstrong		Will progress closer to date. Do we need a Special Event Covid Permit from Department of Health? Katrina to talk to Southern Midlands to see if they have applied for one for Kempton Festival	If <1,000 no Special Event Covid Permit Required. Project Co-Ordinator to liaise with Bev Armstrong (EHO) on Covid requirements.		Ongoing	Ongoing (will need to be doubled vaccinated for the Friday night)
Marques	Katrina Brazendale	To be booked.	Marques booked	No Further updates required	Katrina to book Hamilton Show Marquee as well	Katrina asked to book Hamilton Show marquee.	Booked
NEW ITEMS ADDED - 8 SEPTEMBER 2021							
Bar Facilities at Bothwell Football Club & Community Centre	Kathy Bradburn	Cricket Club to be approached to see if they would be interested in running the bar at the Community Centre.	-	Kathy spoke to Secretary of Cricket Club who thought they would be interested. Formal letter sent. Golf Club have expressed interest in running bar if required.	Cricket Club have confirmed that they will run the bar	Nadine has reached out to Cricket Club	Nadine to check what will be available for purchase
Local Musical Talent – Buskers	Katrina Brazendale	Katrina to place an advert in the Highland Digest.	-	Katrina advised this has not been done yet. Suggested the Ellendale Hall Committee might have some contacts.	Nadine & Katrina to follow up	Nadine following up.	Ongoing
Bus Tours	Nadine Cove Kathy Bradburn	Katrina to talk to Bev to see what Covid restrictions would apply for bus tours.	-	Katrina advised she was having a telephone meeting with Bev Armstrong (EHO) today. Clr Honner advised that all buses have their own QR Codes now.		Costings to be obtained from bus operator - Ian Whittaker	Booked
NEW ITEMS ADDED - 13 OCTOBER 2021							
Brian Fish - Bullocks	Clr Honner	Further information needs to be obtained. Would need yards to hold bullocks overnight.	-	Clr Honner to obtain some further information.	Nadine advised she could follow up on this	This has been locked in. Nadine meeting with Brian Fish in December. Asked if Clr Honner & Clr Campbell would like to attend.	Meeting with Brian today
RAW Involvement	Kathy Bradburn		-	Kathy advised that Julia Batchelor from RAW has made contact offering to do a first aid tent with	Kathy to provide contact details to Nadine. St Johns Ambulance ? - Nadine to contact Robert Morton from the Morton	Nadine following up.	Ongoing

				sunscreen, first aid kit etc.	Group to see if they can assist.		
NEW ITEMS ADDED - 23 NOVEMBER 2021							
Eddie Freeman Sculpture	Mayor Triffitt	-	-	-	-	Mr Freeman will donate logs and will undertake the carving at a discounted rate. Sculpture preferences approved by the Working Group: 1. Angus Bull 2. Settler 3. Shepherd & Sheep Working Group approved an amount of \$3,000 towards this project.	Eddie Freeman has been booked and number 3 was the option with maybe a dog included.
Data Analysis	Adam Wilson & Nadine Cove	-	-	-	-	Tony McDonald from Launceston City Council and Josh Wilson could undertake Data Analysis which is required as part of the grant funding. Josh Wilson will volunteer his time to undertake some work on this. Launceston City Council have equipment that could be used.	
Bothwell Exercise Group	Mayor Triffitt & Clr Campbell	-	-	-	-	Mayor Triffitt advised the Bothwell Exercise Group would be interesting in doing something in the Clubrooms for the Event. Clr Campbell to follow up what they are proposing.	Dianne to come to next meeting Devonshire tea in the clubrooms
NEW ITEMS ADDED - 8 DECEMBER 2021							
Advertising							Nadine to follow up
Blacksmith							Jason & Katrina to search Bushfest records to see who previously attended.
Face Painting Lady (Jodi Chivers)	Mayor Triffitt		Met with Jodi Chivers on 18 August who can attend on Saturday to do Face Painting 10.00 – 12.00 Clay & Paint Activities 1.30 – 3.30 Cost \$360.00 (approved by working group)	Extra \$50.00 approved for purchase of materials for clay activities.	No further update required	No further update required	
Amenities	Jason Branch	More public amenities may be required. Council's portable amenities block could be installed.	Agreed that portable amenities to be set up in caravan park.	No further updates required.	No further updates required	No further update required	

Venues	Kathy Bradburn	Venues to be booked and sporting clubs to be advised.	Venue booked and sporting clubs have been advised.	No further updates required	No further updates required	No further update required	
Heritage Horse Drawn Carriages	Kathy Bradburn	Heritage Horse Drawn Carriages are attending Kempton Festival on Sunday and could come to Bothwell on the Saturday. Six hours of carriage rides with a 20 minute break half way through the shift. The carriage ride should be around 10 minutes long with a 5 minute changeover. Cost \$1100 inc GST	Approved by Working Group Kathy to confirm booking.	Booking Confirmed. No further updates required	No further updates required	No further update required	
Project Manager	Adam Wilson	A PD and advertisement to be prepared for this position and presented to the next meeting.	Advert to be placed in Mercury Saturday 11 September. Flyers in local businesses, Facebook & Council Website. Selection Panel to be Lyn, Adam, Katrina and Terry.	Applications have closed and interview being held Thursday 14th October 2021. Once position has been filled a meeting will need to be called.	No further updates required	No further updates required	
Tours of Graveyard	Clr Julie Honner	Mary Ramsay to be contacted to see if she would be interested in being a tour guide. Clr Julie Honner to contact Mary Ramsay.	Clr Julie Honner to follow up	Letter received from Mary Ramsay. Happy to undertake Cemetery Tours. Also happy to do other tours of Bothwell.	If Mary Ramsay in unavailable she will arrange for someone else to undertake tours.	No further updates required at this stage	
Golf Competition using Hickory Shaft Clubs & Old Attire	Adam Wilson	Adam advised that he will be in charge of this on behalf of the Bothwell Golf Club	Has been discussed at a Golf Meeting and they will hold an event.	Lynda Jeffrey advised that planning in progressing and some old hickory clubs from the Golf Museum will be used.	Progressing. Looking at period costume.	No further updates required at this stage	
Saleable Items (i.e. celebration shirts, hats enamel mugs, postcards)	Clr Julie Honner	Clr Julie Honner to discuss further with Beth Poore and Keith Allcock.	Keith & Beth have in hand	Ongoing. Few ideas already lined up.	Some items have been ordered	Being organised by the Visitor Centre. Some items already arrived.	



Derwent Catchment Project Monthly Report for Central Highlands Council

January 2022

General Business

After a short Christmas break our team are back, working to tackle the regions weeds, understand and implement best farming practices and protect the regions natural values.

We look forward to working with the Central Highlands Council and community towards positive land management outcomes in 2022.

Weed Management Program/Planting

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

This summer, the DCP has continued its weed control and planting program, working to eradicate weeds that threaten important natural values and agricultural industries and improve vegetation cover and native habitat in the region.

On-ground Works Program

Roadside Spraying – State Growth

In December, our team completed roadside control of fennel between Ouse and Gretna along the Lyell Highway. This is this second year of fennel control, and we are pleased to report that it is having a positive effect, notably reducing the size of infestations. Due to delays with the roadside slashing program in 2021, roadside spraying was also delayed, although this has not impacted our ability to meet our targets.

Township Spraying

As per the council's request, our team has been spraying weeds within townships in the Central Highlands. We have successfully performed all the required work for the 2021-22 spray season.

Private Jobs

In addition to our council and partner commitments, we continue to seek funding from private landholders and industries to support land management activities in the municipality.

Private contracts undertaken this reporting period include weed control and late-season native plantings for small landholders and native plantings at the Liawenee headquarters for Inland Fisheries Service. Additionally, our on-ground works team has started thistle management at Cattle Hill Wind Farm which we will finish off in the coming weeks.

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

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

Following flooding events in the area towards the end of 2021, the Ouse River required some maintenance. We were pleasantly surprised to see that most of the new seedlings planted in October survived the high-water flows.



Ragwort rosettes along the Ouse River

Towards the end of last year, our on-ground works team went through and replaced guards and plants where needed. They also undertook further control of blackberry infestations along the riverbank. Weather permitting, we will complete follow-up spraying of blackberry this summer.

In previous years our on-ground works team has helped local volunteers control ragwort that is spreading along the Ouse River near Waddamana. To boost volunteer efforts, in early summer, our on-ground works team visited the area and sprayed ragwort rosettes.

Orange Hawkweed Program – Weed Action Fund Grant – DPIPWE

This month we have begun preparing for our summer field season tackling orange hawkweed (OHW). We are excited to continue our program managing this harmful weed that occurs in the Central Highlands with help from Fonzie, a weed detection dog, and his trainer, Melanie Kelly.

We were successful in receiving a Weed Action Fund grant to support this program for the next three years. Our program will focus on surveying and treating known infestations as well as further surveying outlier sites. This will be done in collaboration with City of Hobart Council (to target infestations on kunanyi/Mt Wellington). Additionally, we will be developing a biosecurity plan for OHW within the two municipalities.



Fonzie and trainer Melanie Kelly, getting ready for the upcoming OHW control season

Platypus Walk

We continue to manage the 'Platypus Walk', a community walking trail in Hamilton that follows the Clyde River on behalf of the Council.

The Platypus Walk also received some damage after flooding events in the region. To mitigate this, our on-ground works team have been replanting and replacing vegetation guards that were damaged where required. They have also been performing targeted weed management of weeds within the vegetation.

Agri best Practice

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

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

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

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

Early summer has been a busy time for the Derwent Pasture Network. Our Grazing Time dryland pasture course has delivered another two sessions this quarter at Broad Bottom and Thorpe farms. We also ran a focus group seminar discussing paddock cleaning and preparation for dryland perennial pasture renovation which provided an excellent synthesis of ideas and options from which we will develop extension material. A field day at Arundel Farm around the fertilizer test strips was very successful with great interest and feedback.

Media highlights include a segment on ABC's Country Hour promoting the pasture demonstration sites with farmer Sarah Gatenby-Clark and publishing the fertiliser test strip video filmed at Arundel Farm.

At "Tor Hill" Ouse, a case study on an extreme north facing slope has so far benefited in terms of improved ground cover from an extended period of destocking in winter, followed by some light grazing and destocking in spring. The "Wetheron" case study of clover growth in response to damage by broadscale broadleaf weed mitigation sprays continues. Plots have been established that compare spray/no spray and existing fertiliser with enhanced fertiliser applications. The annual grass case study is monitoring seed-set control with roundup or Sprayseed, and a winter cleaning with simazine as control measures.

The pasture species demonstration sites at Cawood and Thorpe are now one year old and developing visible differences. Across both sites Rubitas perennial red clover has established well and is offering hope of longer-term growth and survival. The replacement site at The Back Run is establishing well in its first spring.

The Derwent Pasture Network (DPN) website has been updated with factsheets added to the Managing Run Country section and links to useful information in the Weeds and Pests section. We have also developed 'pest timeline' extension material to support management of black headed cockchafers and winter corbies and corbies.

Restoration and Conservation

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

Miena cider gum post-fire program— funded by DPIPW

The Miena cider gum is an iconic species found only in the Central Highlands of Tasmania. Miena cider gums are struggling after drought, and bushfires have caused many of the older trees to die.

Our program is working to aid recovery for Miena cider gum stands that were affected by fires in 2019.

A major part of this program includes reducing pressures to the remaining trees, including from herbivores so that these trees have the best chance at survival. Last year we successfully installed browsing protection, included tree bands and wildlife proof fences, around surviving trees. We regularly monitor this infrastructure to ensure there has been no wildlife break-ins or damage.

This month our on-ground works team are happy to report that the banding and fencing are having a notable effect, with a positive increase in canopy health and low evidence of possum tracks up tree trunks. Additionally, we successfully received funding to install wombat gates in the largest fence surrounding trees at St Patrick's Plains. These gates will help keep the fence in good working order and allow wombats to traverse the site more easily whilst keeping possums out.



Possum scratch marks on the trunk of a Miena cider gum below a tree guard.

Grant applications and progress

Weed Action Fund – A biosecurity Program for African feathergrass \$81,917. Successful

This proposal will develop and implement 3 years of a biosecurity program for AFG across the Huon and Derwent Valley; to reduce the infestation and spread of AFG and raise awareness of this weeds impact and engage the community.

Weed Action Fund – A biosecurity Program for Karamu \$147,312. Successful

This proposal will develop and implement 3 years of a biosecurity program for Karamu, Reduce the infestation and spread of Karamu and raise awareness and engage the community.

Community Grants Hub – Volunteer grant to support local community groups with tools, equipment and small infrastructure, \$5,000. Successful

This project is a collaboration between the horticultural industry and public land managers to control weeds that act as alternate hosts for Fly Fruit within 1.5km buffers around Fruit Fly susceptible horticultural commodities in the Derwent Catchment.

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

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

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

Yours Sincerely,

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

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

TASMANIAN PLANNING COMMISSION



Our ref: DOC/21/150538
Officer: Claire Wolf
Phone: 03 6165 6818
Email: tpc@planning.tas.gov.au

5 January 2022

Ms Lyn Eyles
General Manager
Central Highlands Council
PO Box 20
Hamilton TAS 7140

By email: council@centralhighlands.tas.gov.au
dmackey@southernmidlands.tas.gov.au

Attention: Damien Mackey

Dear Ms Eyles

Central Highlands draft Local Provisions Schedule Section 35F report

I refer to Central Highlands planning authority's report under section 35F of the *Land Use Planning and Approvals Act 1993* (the Act) provided to the Commission on 17 December 2021.

Having reviewed the planning authority's section 35F report, the Commission is not satisfied that it meets the requirements of section 35F(2)(e) of the Act. This is because, in certain instances, the recommendations of the planning authority are not clear and may not be clear to representors or other affected landowners. The Commission considers the following clarifications are required in order to satisfy the requirements of the Act:

1. provision of zone maps clearly showing the properties (and their title details or other property identifier) that are recommended to be modified from the Agriculture Zone to the Rural Zone or any other zone in the planning authority's section 35F report. The reason for this is that the maps provided in the section 35F report do not provide sufficient clarity to be able to identify the properties subject of the recommended modification. In addition, there is land that is not zoned Agriculture within the blue line and it is unclear from the recommendation whether it is proposed to revise those parcels to the Agriculture Zone or to retain the zoning shown in the exhibited LPS; and
2. revision of the summary table relating to representations 21, 22, 28, 32, 34, 35 and 36 to provide clear recommendations as to whether a modification to the exhibited LPS is proposed, seeking to apply the Scenic Protection Area Overlay and the Scenic Road Corridor Overlay. Any recommendation to revise the exhibited LPS must be accompanied with maps which clearly show the location of the proposed overlays and identify which properties are affected by the modification.

If you wish to discuss this matter further, please contact Claire Wolf, Senior Planning Adviser, on 6165 6818 or Linda Graham, Planning Adviser, on 6165 6826.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'CH', is positioned above the printed name.

Claire Hynes
Delegate (Chair)

PLANNING REF: DA2021/41
THC WORKS REF: 6599
REGISTERED PLACE NO: 859
FILE NO: 10-87-08THC
APPLICANT: Graham Rogers obo Central Highlands Council
DATE: 22 July 2021

NOTICE OF HERITAGE DECISION

(Historic Cultural Heritage Act 1995)

The Place: Council Chambers and Cottage, 6 Tarleton Street, Hamilton.
Proposed Works: Partial re-roofing.

Under section 39(6)(b) of the *Historic Cultural Heritage Act 1995*, the Heritage Council gives notice that it consents to the discretionary permit being granted in accordance with the documentation submitted with Development Application DA2021/41, advertised on 01/07/2021, subject to the following conditions:

1.
 - (i) The replacement roof sections must have galvanised steel roof cladding (i.e., not Zinalume or Colorbond) in short sheet lengths, in a custom orb profile and with rolled-top ridge cappings and ogee profile gutters.
 - (ii) As far as is reasonably feasible, the eaves for the replacement roof sections must be of a traditional design and detailing, that is similar in character to the existing historic buildings on the site.
 - (iii) Any new flashings to be installed to the heritage building must be designed to minimise impacts to the face stonework.
2. Revised documentation demonstrating compliance with the above requirements must be submitted to Heritage Tasmania and must be to the satisfaction of the Works Manager, prior to the commencement of works.

Reason for conditions

To ensure that the replacement roof sections are visually compatible with the heritage buildings and that potential impacts to the heritage place are minimised.

Advice

It is recommended that the later extension to the council office complex be repainted in a more neutral and recessive colour scheme so as to reduce their visual prominence and be a more sympathetic neighbour of the adjacent historic buildings.

Further, it is also recommended that options be explored for minor modifications to the frontage of the c.1950 extension that have the effect of revealing the original façade of the historic council chambers building.

Heritage Tasmania's advisory staff would be glad to provide guidance in relation to the above advice.

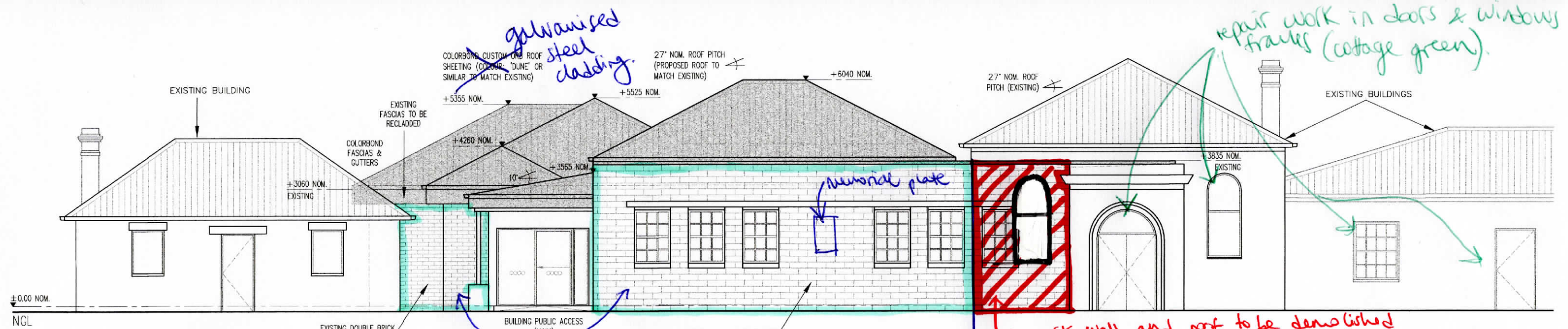
Should you require clarification of any matters contained in this notice, please contact Deirdre Macdonald on 0419 589 283 or 1300 850 332.



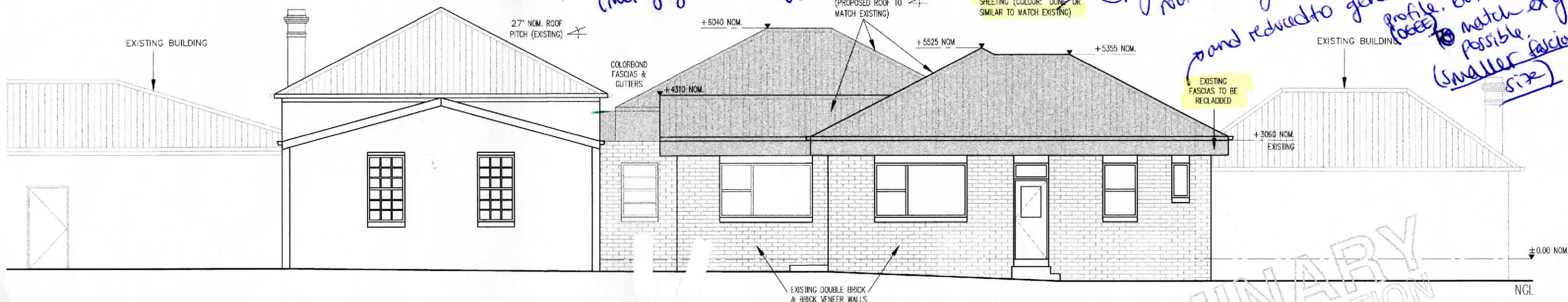
Ian Boersma

Works Manager – Heritage Tasmania

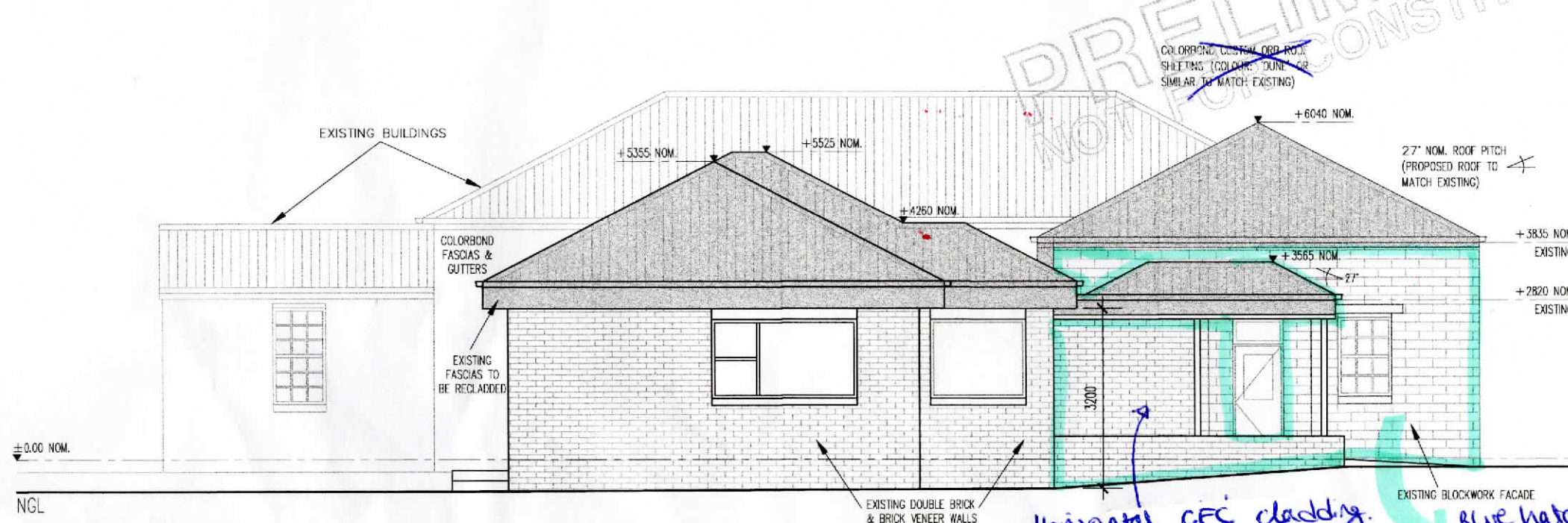
Under delegation of the Tasmanian Heritage Council



SOUTH EAST ELEVATION (FRONT)
SCALE 1 : 100



NORTH WEST ELEVATION
SCALE 1 : 100



SOUTH WEST ELEVATION
SCALE 1 : 100

NOTE
EXISTING ROOF CLADDING TO BE REMOVED BEFORE INSTALLING NEW ROOF STRUCTURE.
NEW ROOF TRUSSES (BY OTHERS) TO SIT ON TOP OF EXISTING ROOF STRUCTURE.

Chris L. Potter
CONSULTING ENGINEER
M.I.E. Australia C.P. Engineer CC 2679 R
9 Warwick St, HOBART TAS 7000 tel. (03) 6231 4143
www.chrispotterengineering.com.au fax. (03) 6234 3360

NEW ROOF DESIGN for
EXISTING HAMILTON COUNCIL
CHAMBERS BUILDING at
6 TARLETON ST, HAMILTON 7140
for CTRL. HIGHLANDS COUNCIL

Date :	02/02/2021	Job No. :	1328
Scale :	Shown at A3	Sheet :	5 of 5
Drawn :	PS	Issue :	PRELIMINARY

Check all dimensions on site before commencing work.
Do not scale from drawing. © Copyright Chris L. Potter.

Coronavirus (COVID-19) Vaccinations:

Understanding your privacy obligations to your staff

This privacy guidance is intended to help entities^[i] regulated by the [Privacy Act 1988 \(Cth\)](#) (Privacy Act) to understand their obligations when collecting, using, storing, and disclosing ('handling') employee health information related to the COVID-19 vaccine. It complements the [OAIC COVID-19 Guidance for employers](#) which provides more general information about employer's privacy obligations in the context of the pandemic. Privacy is only one of many factors to consider when asking employees whether they have received a COVID-19 vaccination (their 'vaccination status'). Further information about COVID-19 vaccinations and the workplace is available from the [Fair Work Ombudsman](#) and [Safe Work Australia](#).

Key points

- Employers can only collect information about employee's vaccination status in particular circumstances where the employee consents and the collection is reasonably necessary for your workplaces' functions and activities.
- You must have clear and justifiable reasons for collecting employee vaccination status information for it to be reasonably necessary. If you do not have clear and justifiable reasons, you should not collect vaccination status information.
- You can collect vaccination status information without consent only in circumstances where the collection is required or authorised by law (including a state or territory public health order or direction).
- Only the minimum amount of personal information reasonably necessary to maintain a safe workplace should be collected, used or disclosed.
- Vaccination status information should only be used or disclosed on a 'need-to-know' basis.
- You must inform employees about how their vaccination status information will be handled.
- Ensure you take reasonable steps to keep employee vaccination status and related health information secure.

Frequently asked questions

Should you collect information about an employee's vaccination status?

You should only collect information about an employee's vaccination status if you are satisfied that this collection is permitted under [Australian Privacy Principle \(APP\) 3](#). An

employee's vaccination status is considered sensitive health information under the Privacy Act and higher privacy protections apply.

You must only collect health information if your employee consents and the collection is reasonably necessary for your functions or activities (which may include preventing or managing COVID-19) unless an [exception applies](#).

Consent to collecting vaccination status information must be freely given and constitute valid [consent](#). You must make sure that your employees understand why you need to collect this information, what you will use it for, and give them a genuine opportunity to provide or withhold consent. You should exercise caution in seeking consent in these circumstances given the imbalance of power in the employment relationship that may cause employees to feel pressured or obligated to provide their consent.

You must have clear and justifiable reasons for collecting your employees' vaccination status information. If you have no specified use for this information, are recording it on a 'just in case' basis, or if you can achieve your purpose without collecting this information, you are unlikely to be able to justify that the collection is reasonably necessary. For example, if you are collecting vaccination status information for monitoring purposes only, it will be difficult to demonstrate the necessity of collecting this information. In such cases where you do not have a clear and justifiable reason, vaccination status information should not be collected.

The same considerations apply to any proposed collection of vaccination status information from persons related to or living with your employees. You should be cautious and not assume that you can collect vaccination status information from your employee's relatives or household contacts just because you can collect information from your employee.

Public health advice will be useful to inform what information, including vaccination status information, is reasonably necessary to prevent or manage COVID-19. Applicable workplace laws and contractual obligations will also influence whether the collection of vaccination status information would be considered reasonably necessary for your activities or functions.

Where you have provided a lawful and reasonable direction to your employee to be vaccinated, you can also ask your employee to provide evidence of their vaccination if you are satisfied that this is reasonably necessary and you have obtained the employee's consent. More information about lawful and reasonable directions is available from the [Fair Work Ombudsman's website](#).

If there is a term in the enterprise agreement, other registered agreement or employment contract between you and your employee that requires COVID-19 vaccination, it is likely to be reasonably necessary for you to collect information about your employee's vaccination status. However, you will still need to obtain your employee's consent to the collection.

If you decide that you can collect vaccination status information, you must be transparent with your employees about the reasons for doing so. You must take reasonable steps to notify employees of the matters set out in [APP 5](#), including the purposes of collection and

the ways in which the information may be used or disclosed. You must collect the information using fair and lawful means. For example, you cannot use any form of intimidation or deception to obtain an employee's vaccination status information.

Required or authorised by law

There are some circumstances where you may collect health information without consent, such as where the collection is required or authorised by Australian law. This could include an Act of the Commonwealth, or of a State or Territory, or regulations or any other instrument made under such an Act, including public health orders or directions.

State and territory public health orders are continually being updated to respond to the COVID-19 pandemic. You should monitor these developments and review the specific requirements of any relevant orders or directions issued by your state and territory health authority to determine your obligations to collect vaccination status information from your employees. Consult your relevant Department of Health to find out about any relevant requirements to collect proof of vaccination.

You are a private sector employer. What else should you consider?

If you are a private sector employer, the [employee records exemption](#) will apply in many instances after you lawfully collect your employee's information. This means that the APPs will not apply to the handling of the information, once it has been collected and is held in an employee record, where it is directly related to the employment relationship. The employee records exemption does not apply to prospective employees, contractors, sub-contractors and volunteers. You must comply with the APPs when dealing with the personal information of these individuals.

However, as a matter of best privacy practice you should respect the health information of your employees and ensure that you:

- Accurately record the information that you collect, keep it up-to-date and store it securely.
- Limit the use and disclosure of employee vaccination status information to what is necessary to prevent and manage COVID-19. Don't disclose vaccination status among colleagues unless you have a legitimate and compelling reason to do so.
- Regularly review whether you still need to retain this information as the vaccination roll-out progresses and more people receive the vaccine. This should include monitoring the latest government and health advice about the vaccine roll-out and COVID-19 restrictions.

You must also handle any information you collect in accordance with any applicable requirements as set out in the relevant public health order.

You are an Australian Government employer. What else should you consider?

The Privacy Act applies to the records of current and past Australian Government agency^[ii] and Norfolk Island administration employees.

If you are deciding whether you can collect vaccination status information, you should undertake a [threshold assessment](#) to see if you need to complete a [Privacy Impact Assessment](#) (PIA). A PIA provides a useful framework to screen for unexpected privacy issues and will help to address the privacy risks associated with the collection of vaccination status information by your agency. Agencies are [required](#) to undertake a PIA for all high privacy risk projects or initiatives that involve new or changed ways of handling personal information.

In addition to helping you decide if the collection of vaccination status is necessary for your functions and activities a PIA could also consider how you will:

- be transparent with employees and take reasonable steps to notify the employee of the matters set out in [APP 5](#), including the purposes of collection, and the ways in which the information may be used or disclosed.
- accurately record the information that you collect and ensure that it is complete and kept up-to-date.
- collect information securely and ensure that it is stored securely.
- limit the use and disclosure of employee vaccination status information to what is necessary to prevent and manage COVID-19.

Further information is available from the [Australian Public Service Commission](#).

^[i] The Privacy Act covers Australian government agencies and private sector organisations (including all [private health service providers](#)). Some [small business operators](#) (organisations with an annual turnover of \$3 million or less) are exempt under the Privacy Act. For private sector employers, the [employee records exemption](#) will apply to the handling of an employee's personal information once that information has been collected and forms part of an employee record, where the handling is directly related to the employment relationship.

^[ii] <https://www.oaic.gov.au/privacy/australian-privacy-principles-guidelines/chapter-b-key-concepts/>

SOUTHERN MIDLANDS COUNCIL REQUIREMENTS

- a) All employees are reminded that it is necessary to wear a mask in all public indoor spaces. You do not need to wear a mask if you are in the workspace alone (i.e. you work alone in an office) however you do need to put a mask on if another person enters that space or you leave and enter a shared indoor space.
- b) It is necessary to wear a mask at all times where there are two or more employees in a vehicle. You are not required to wear a mask if you are in the vehicle alone.
- c) Employees are reminded that it is a requirement to check-in using the Check in TAS app when entering any premises;
- d) Employees are reminded that if they feel unwell they are not to attend work. The following arrangements will now apply:
 - 1. **Generally feeling unwell with NO COVID-19 like symptoms – remain at home until recovered.**
 - 2. **Feeling unwell; have COVID-19 like symptoms but have NOT been identified as a 'Close Contact'.**

In this case, the employee is to notify their relevant Manager and arrangements will be made to deliver a 'Rapid Antigen Test' (RAT) to the employee at home. The employee will then undertake the test. Alternatively, the employee may contact the Public Health Hotline on 1800 671 738 to request a free test.

If the test is negative, then the employee can return to work when they have recovered from their illness.

If the test result is positive, the employee is to follow the advice provided by the Tasmanian Government - [What to do if you test positive to COVID-19 – Checklist | Coronavirus disease \(COVID-19\)](#). A copy of this latest advice is attached for information however this is updated regularly so please ensure that you look at the latest advice available.

3. Identified as a Close Contact

If you are a close contact of a confirmed COVID-19 case, then please contact the Public Health Hotline to arrange a free test.

A close contact is a person who usually lives with or who has visited the same household for more than 4 hours as a COVID-19 case during their infectious period. In addition, where a significant transmission event has been documented Public Health may consider those who were at the site or venue to be close contacts. If you are considered a close contact, you must isolate for 7 days.

The employee is to notify their relevant Manager accordingly.

Note: Upon return to work (whether isolating as a close contact or returning after a positive case), an employees' temperature will be taken with a non-contact infrared temperature gauge. Council has purchased 4 thermometer non-contact infrared gauges, one for each office and depot. If you have a temperature greater than 37.5°C or higher, contact your Manager and go home.

In relation to other measures aimed at minimising the potential spread of the disease:

1. Council Meetings, at least for the next three months will be conducted via video conference (i.e. remotely) and streamlined to the general public (members of the public will not be permitted to attend the meetings in person);
2. Where possible, all other meetings will be held online or outdoors;
3. If members of the public are using Council meeting rooms, attendees will be required to show proof of being double vaccinated. It is the responsibility of the meeting organiser to provide confirmation of this; and
4. Minimise interaction between the Kempton and Oatlands offices to reduce the likelihood of spread.

Finally, if you are required to work from home and/or directed to work from home you must complete a WH&S Agreement and Checklist. Working from home creates an additional place of employment in which the employer must take steps to do what is reasonably practicable to ensure the health and safety of their workers.



GOLDER

MEMBER OF WSP

Pelham Landslide Remediation

SITE VISIT 22 DECEMBER 2021

22 December 2021

Pelham Landslide Remediation

BACKGROUND

1. The landslide occurred on the C182 road between Elderslie and Pelham. Large slabs of sandstone rock together with sand and clay colluvium slid onto the road following a period of heavy rain. The road was closed to traffic on 10 November 2021.
2. The landslide occurred above a rock cutting which was made for the revised road alignment on the south side of a narrow valley which leads up towards Pelham through the Pelham Tiers.
3. The ground conditions comprise a repeating sequence of subhorizontal Triassic sandstone, siltstone and claystone bands. The sandstone is assessed as medium to high strength. The siltstone and claystone are heavily weathered close to the surface.
4. The slope profile from the road upwards consisted of the rock cutting, a midslope section (approx. 1V:2H) with a shattered sandstone cliff line above. A mantle of colluvium containing large sandstone boulders overlay the Triassic rock sequence on the midslope.

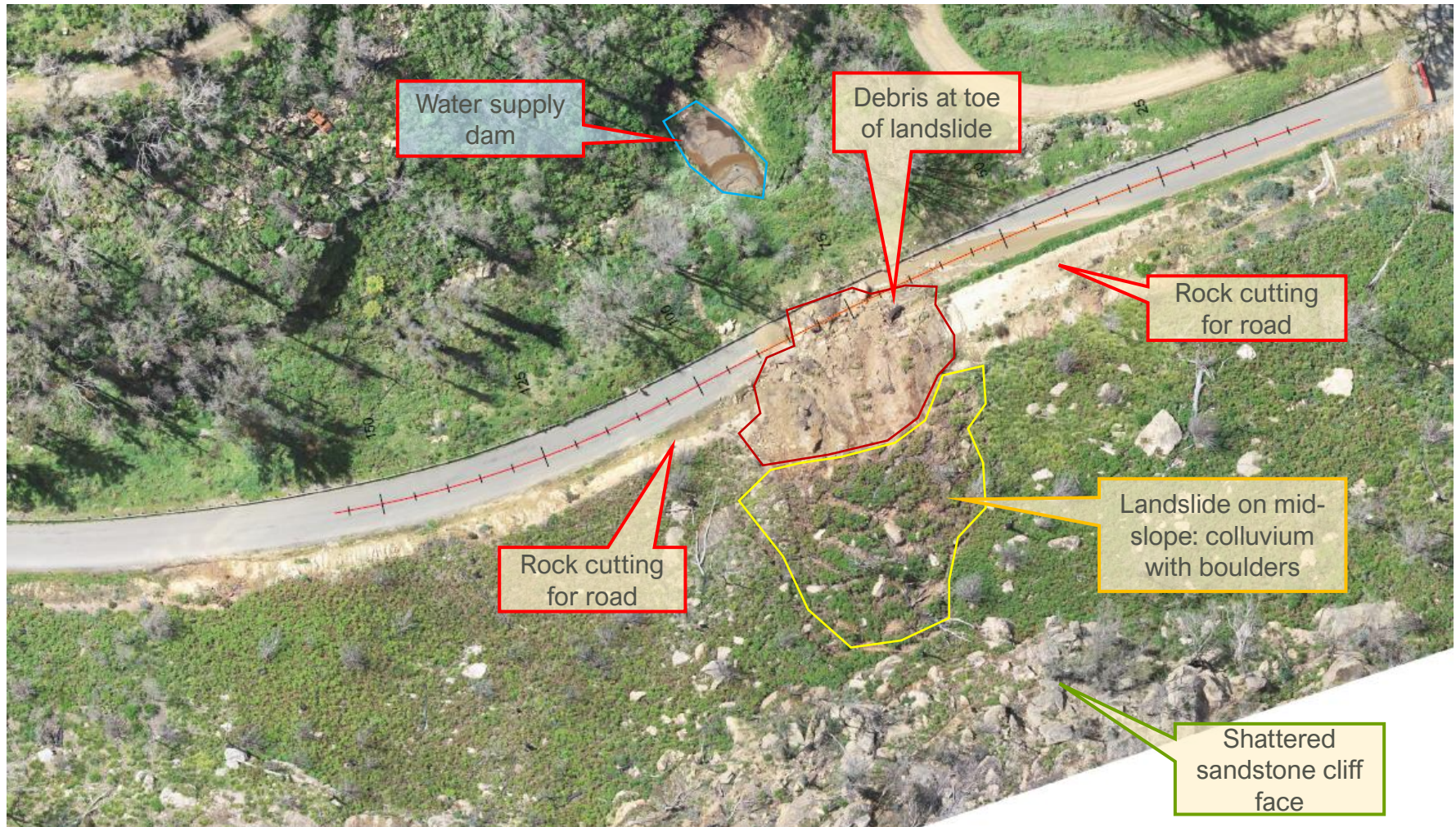
Pelham Landslide Remediation

REMEDIAL WORKS PRIOR TO SITE VISIT

1. A series of site visits have been made by Golder to assess the landslide and remedial measures including progress of the works: 17 November, 24 November, 26 November, 02 December, 10 December & 22 December.
2. Following initial inspection of the site, Forze were directed to undertake scaling work to remove hazardous loose rock from the sandstone cliff face. This work was completed by 26 November.
3. A drone survey of the landslide was undertaken by Walter Surveys with results including cross sections delivered on 31 November.
4. An upslope cut-off drain was designed in the ground above the cliff to reduce the inflow of runoff into the slip area.
5. In the week commencing 6 December AWC excavated & profiled a 200 m long section of the upslope cut-off drain. An access track was then cut from the road to provide excavator access to the midslope landslide. By 6 December a large volume of landslide colluvium has been excavated from the upper part of the landslide. The spoil was deposited on the road.

Pelham Landslide Remediation

LANDSLIDE AERIAL VIEW 31 NOV.



Pelham Landslide Remediation

VIEW ACROSS VALLEY 13 NOV.



Pelham Landslide Remediation

VIEW ACROSS VALLEY 17 NOV.



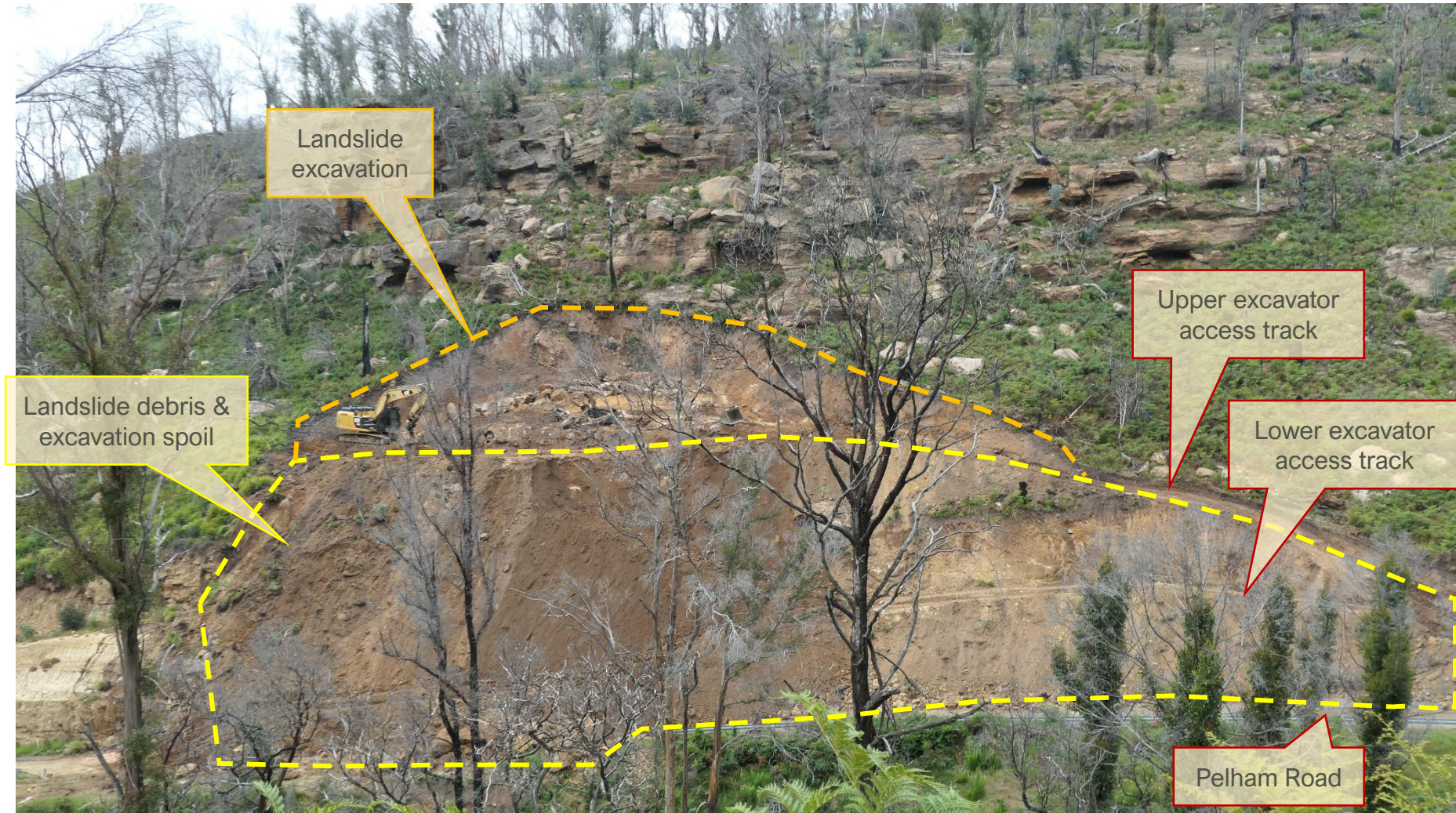
Pelham Landslide Remediation

VIEW ACROSS VALLEY 26 NOV.



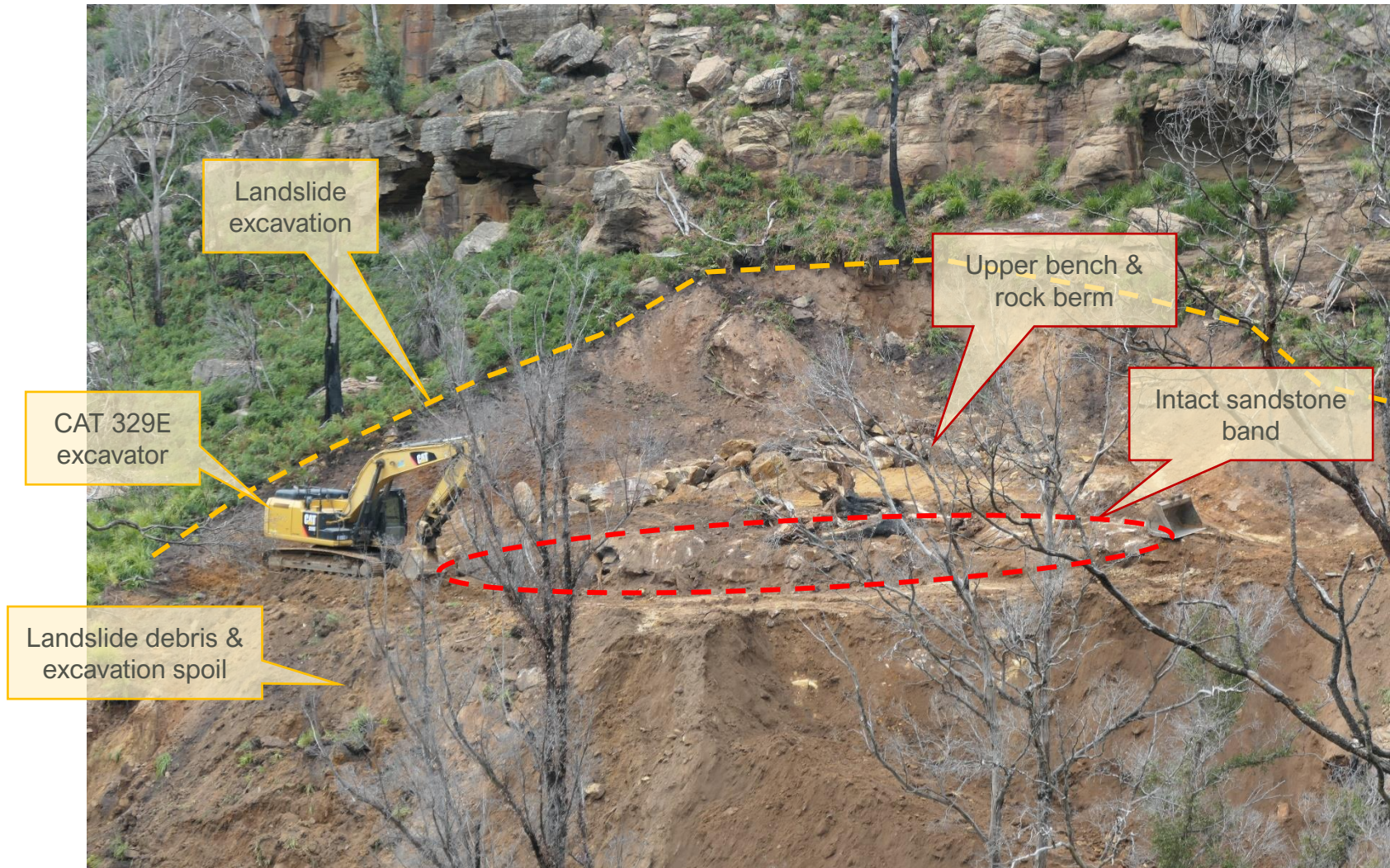
Pelham Landslide Remediation

LANDSLIDE EXCAVATION 10 DEC.



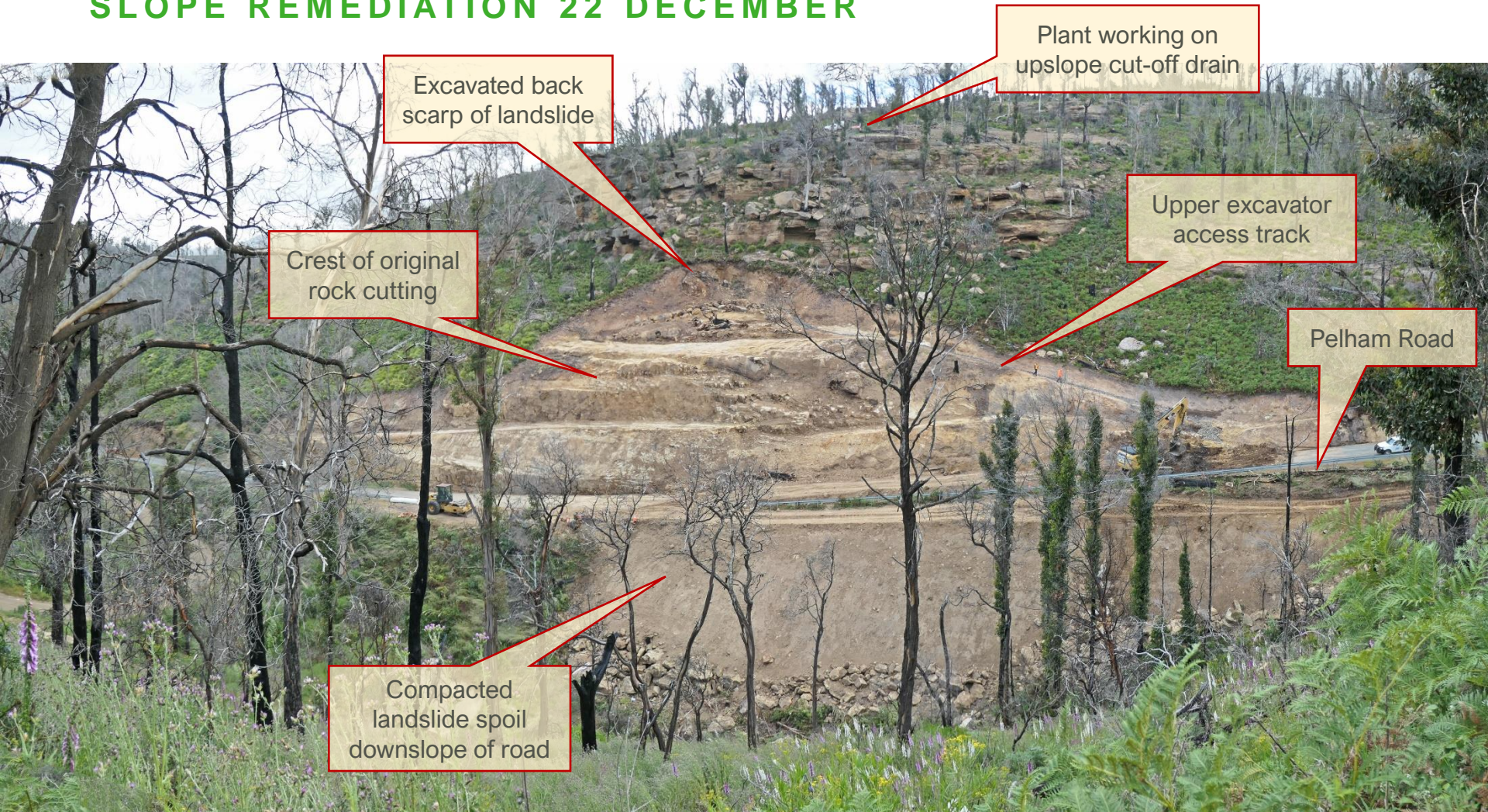
Pelham Landslide Remediation

LANDSLIDE EXCAVATION 10 DEC.



Pelham Landslide Remediation

SLOPE REMEDIATION 22 DECEMBER



Pelham Landslide Remediation

LANDSLIDE EXCAVATION 22 DECEMBER



Pelham Landslide Remediation

LANDSLIDE EXCAVATION 22 DECEMBER



Pelham Landslide Remediation

UPSLOPE CUT-OFF DRAIN 22 DECEMBER

West end of
drain: View
looking west



Pelham Landslide Remediation

UPSLOPE CUT-OFF DRAIN 22 DECEMBER



Pelham Landslide Remediation

UPSLOPE CUT-OFF DRAIN 22 DECEMBER



West end of
drain. View
looking east

Pelham Landslide Remediation

SITE VISIT OBSERVATIONS 22 DECEMBER

1. The landslip material from the midslope has been excavated down to rock.
2. Sandstone bands have been exposed which cross the midslope above the original crest of the rock cutting. Loose rock with the potential to cause rockfalls onto the road has been removed.
3. The reprofiled slope appears stable. There are no visible signs of crack formation. There are seepages at some locations on the cut face.
4. A rock bund has been formed in front of the toe of the sandstone cliff. This is considered sufficient to catch future rock falls from the cliff face.
5. Soil at the toe of the sandstone cliff may slip or be washed into the “ditch” between the cliff and the rock bund. It was recommended that a small rock bund be placed to restrain erosion of such debris into the open drain. It was also recommended that soil debris be removed from the ditch using a light excavator (e.g. 5 tonne) if necessary during routine maintenance.
6. A rock lined open drain has been formed from the upper bench of the excavation down to road level along the access track. The performance of the drain will be observed with regard to potential erosion and siltation.

Pelham Landslide Remediation

SITE VISIT OBSERVATIONS 22 DECEMBER

7. It was recommended that an open ditch drainage also should be provided from the intermediate bench to collect seepage and run-off and channel it away from the lower cut slope.
8. The upslope interceptor drain was inspected. The location and length of the drain is appropriate. The ditch liner concrete fabric (Polyfabrics Mastatex) has been laid and is being soaked to produce a hardened surface. The importance of erosion prevention on the upslope side of the ditch liner was emphasised. AWC have placed a non-woven open geofabric (Grassroots?) on the upslope side of the drain. The fabric is anchored under excavated soil (mainly a fine sand). It overlaps on top of the concrete fabric liner and is pinned on its lower edge (see photos).
9. It is considered likely that the soil anchoring the Grassroots geofabric will be easily eroded in heavy rainfall, especially where the natural slope is steepest. Inspection is recommended at regular intervals until vegetation is well established. If the soil cover to the Grassroots geofabric shows signs of significant erosion then it is recommended that the fabric should be anchored using 20 mm bluestone or equivalent generally as shown in the proposed design cross-section.
10. Excavated spoil from the landslide has mostly been placed downslope from the road in the bottom of the valley on a rock platform. The spoil has been compacted in layers using a sheepsfoot roller.
11. Revegetation of the excavated areas and the face of the compacted spoil will follow the directions of the council's environmental team.

Pelham Landslide Remediation

SITE VISIT OBSERVATIONS 22 DECEMBER

12. It is intended to complete the earthworks today and clean up the road surface.
13. It was advised from a geotechnical perspective that the road could be reopened. It was recommended that the speed limit through the affected area should be reduced from 100 km/h to 60 km/h as a precautionary measure and that regular inspections should be carried out until the slope revegetation measures have become established. Some maintenance of the drains and slope is likely to be necessary in the interim.
14. A further geotechnical inspection will be undertaken in the New Year following reopening of the road.



Policy No. 2021- 60

Roadside Memorials Policy

Document:	Start Date: 7 Dec 2021	Page Reference:
Roadside Memorials Policy	Review Date: 31 Dec 2024	Page 1 of 5

1. INTRODUCTION

This policy has been prepared to provide guidance to Central Highlands Council for managing and, where necessary, removing roadside memorials within the Central Highlands municipality in response to a complaint or issues of safety and nuisance.

2. STATEMENT OF INTENT

The intent of this policy is to ensure that any roadside memorials within the Central Highlands municipality are managed, and any memorials erected are placed in a safe area on a road verge, so that they do not obstruct the use of the road or road verge by pedestrians, cyclists or road users, whilst acknowledging the views of direct property owners, families and neighbours.

3. POLICY OBJECTIVE

The policy provides a clear framework through which decisions regarding memorials can be taken in accordance with:

- a) General community sentiment in relation to memorials in the municipality, which according to community consultation undertaken to inform details of this policy, requires Council to:
 - i. Demonstrate a compassionate approach to applicants, acknowledging actions or decisions taken by Council in relation to memorial applications or management of existing memorials may compound negative effects of grief;
 - ii. Recognise memorials can provide outlets to support positive grief outcomes;
 - iii. Provide clear pathways for applicants to solutions and acceptable outcomes;
 - iv. Be proactive in rectifying memorials that do not comply with this policy (including contacting Next of Kin or bereaved directly to discuss possible solutions regarding unapproved or unsupported memorials).
- b) Employ best practice principles of landscape and open space management, to:
 - i. Ensure memorials installed within the public realm contribute positively to Central Highlands iconic open spaces and highland landscape settings; and
 - ii. Enhance general landscape and open space amenity.

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- c) Exhibit a compassionate and inclusive approach to grief management and population mental health and wellbeing, by ensuring memorials:
 - i. Do not unreasonably dominate or otherwise detract from amenity of the public realm;
 - ii. Are supported by the community within which they are installed;
 - iii. Avoid triggering negative mental health effects amongst the general public; and
 - iv. Support positive reflection, contemplation, and celebration – rather than draw focus to cause of death details or tragedy (which may be considered triggers for some users).
- d) Planning (Heritage Precinct and Heritage Places):
 - i. Ensure memorials contribute positively to these areas and places.

4. SCOPE

This policy applies directly to all memorials within public spaces under ownership or managed by Central Highlands Council. More broadly, this policy applies indirectly to memorials with the public realm, and should be used by landowners, managers and developers as a guide to understand Council's desired outcomes relating to memorials in the municipality.

This policy will be applied directly to the management of all existing memorials installed within public spaces in the municipality, whether considered 'approved' or 'unapproved'.

This policy does not apply to war service memorials or memorials or memorials for recognised (local, regional, state or national) historical significance.

This policy does not apply to roads / land owned by the Department of State Growth.

5. PROCEDURE

1. Applications for memorials will be assessed and determined by the General Manager (or as otherwise delegated) on a case-by-case basis and on the merits of each request, giving due consideration to the memorial subject, proposed location and any relevant site constraints, and proposed memorial infrastructure.
2. Council may require applicants to provide additional information (as necessary and including letter(s) of support from private individuals or community organisations) to allow an application to be fully and completely considered in accordance with this policy.

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3. Wherever possible, Council will take reasonable steps to contact Next of Kin or bereaved with a connection to any unapproved memorial to discuss possible pathways to rectify instances of non-compliance with this policy.
4. Council may, as a last resort, require removal or remove any unapproved memorial that is considered a risk to public safety or does not comply with any aspects of this policy.
5. All costs associated with memorial infrastructure shall be borne (in full) by the applicant, including associated freight costs, installation, labour and planning fees. (If for example a memorial is planned within any Heritage Precinct or Heritage place, then a planning permit and advertising is required).
6. Installation of memorials shall be undertaken by Council or a Council approved contractor.
7. Applications for memorials shall be made not less than 24 months from the date of death (or event) of the memorial subject.
8. Council will give notification in writing regarding the outcome of an application made in accordance with this policy as soon as reasonably practicable.
9. Memorial infrastructure will be subject to approval by Council. Accordingly, Council approval may be conditional on changes to proposed memorial infrastructure in line with this policy.
10. Council may reject an application where it is considered any part of a proposed memorial may cause offence or insult.
11. Memorial infrastructure (including but not limited to, the following items): plaque, street or park furniture, planting, signage, sculpture or public art.
12. Once installed, memorial infrastructure will be considered public property under the custodianship and management of Central Highlands Council.
13. Council will be responsible for maintenance and management of memorial infrastructure over the life of the asset.
14. Memorial infrastructure will be decommissioned by Council where costs associated with maintenance and management are no longer considered viable or defensible. Wherever possible, Council will make reasonable attempts to contact Next of Kin or bereaved to provide information relating to a planned decommission. Next of Kin or bereaved will be given the opportunity to resume ownership of decommissioned memorial infrastructure, which will be made available for collection from a Council facility (at no cost to Council). Unclaimed decommissioned memorial infrastructure will be disposed of by Council (as appropriate).
15. Council may consider requests to rename or name a public space or community facility (under Council ownership or management, including playgrounds and sporting facilities) to commemorate a person or organisation where it can be demonstrated the memorial subject has made a significant contribution to

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Central Highlands Council, over and above that which would ordinarily be expected and exhibited by other in similar roles. Such requests should include background and supporting information (as required) to establish the appropriateness of the proposal in accordance with this policy and contemporary community attitudes relating to the memorial subject and subject site. Any proposal to name or rename a public space or community facility to commemorate a person or organisation will be referred to Councillors for deliberation and remain subject to their endorsement via a majority vote of an Ordinary Council Meeting.

6. GUIDELINES

1. Applications for installation of memorials to individuals within public spaces in the Central Highlands municipality should be made in writing to Council, via:
 - General Manager, PO Box 20, Hamilton TAS 7140
 - Email: council@centralhighlands.tas.gov.au
2. Memorial 'copy' should be: concise; celebratory; positive; respectful; and inclusive.
3. Memorial infrastructure (including but not limited to, the following items): plaque, street or park furniture, planting, signage, sculpture or public art.
4. Council may require a applicant to procure any part of proposed memorial infrastructure. However, Council may procure directly (on behalf of an applicant) any piece of memorial infrastructure where a standardised solution is available and endorsed by Council (for example: street or park furniture).
5. Council may undertake community consultation in relation to memorial request(s) where it is deemed necessary (including due to site specific constraints or bespoke memorial infrastructure) to determine if there is community support for a proposed memorial.
6. Council may provide support to an application for installation of a memorial on Crown Land in accordance with this policy by coordinating directly with relevant permissions and approvals.

Document:	Start Date: 7 Dec 2021	Page Reference:
Roadside Memorials Policy	Review Date: 31 Dec 2024	Page 5 of 5

COVID-19 Local Roads and Community Infrastructure Program Guidelines – Phase 3

Opening date:	October 2021
Commonwealth policy entity:	Department of Infrastructure, Transport, Regional Development and Communications
Administering entity	Department of Infrastructure, Transport, Regional Development and Communications
Enquiries:	Any questions should be directed to: Program Manager Local Roads and Community Infrastructure Program LRCIP@infrastructure.gov.au
Date guidelines released:	October 2021
Type of grant opportunity:	Demand-driven (Eligibility-based)

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1. Local Roads and Community Infrastructure Program Process

The Local Roads and Community Infrastructure (LRCI) Program is designed to achieve Australian Government objectives

This grant opportunity is part of the LRCI Program, which contributes to the Department of Infrastructure, Transport, Regional Development and Communication's (The Department) Outcome 3.2. The Department works with stakeholders to plan and design the grant program according to the *Commonwealth Grants Rules and Guidelines 2017*.



The grant opportunity opens

The Department will provide Eligible Funding Recipients with the Program Guidelines for this grant opportunity (Phase 3) and publish them on [GrantConnect](#).



Grant decisions are made

The Eligible Funding Recipients for the LRCI Program have been pre-identified. The Deputy Prime Minister approves the allocation of funding under the Program, based on a formula. The Delegate will approve the award of the grant.



Eligible Funding Recipients are notified of the outcome

Eligible Funding Recipients are sent a letter of offer and Grant Agreement signed by the Department.



Eligible Funding Recipients sign the Grant Agreement

Eligible Funding Recipients must execute the Grant Agreement and return it to the Department.



Nomination of projects to be undertaken

Eligible Funding Recipients will submit a draft Work Schedule nominating projects to be funded through the LRCI Program.



The Department assesses nominated projects to ensure project eligibility requirements are met

The Department will notify Eligible Funding Recipients if nominated projects are approved by providing an Approved Work Schedule. If projects are ineligible, Eligible Funding Recipients can nominate alternative projects for assessment.



Delivery of grant

Eligible Funding Recipients undertake Eligible Projects set out in their Approved Work Schedules. The Department manages the grant by working with Eligible Funding Recipients, monitoring progress and making payments.



Evaluation of the Local Roads and Community Infrastructure Program

The Department will evaluate the LRCI Program as a whole. The Department will base this on information Eligible Funding Recipients provide, as well as from other sources.

1.1 Introduction

These Guidelines contain information for Phase 3 of the LRCI Program grants.

The Local Roads and Community Infrastructure (LRCI) Program was announced on 22 May 2020. Through the 2020-21 Budget, the Australian Government announced an extension of the LRCI Program, now referred to as LRCI Program Phase 2.

On 11 May 2021, as part of the 2021-22 Budget, the Australian Government announced a further \$1 billion for the continuation of the LRCI Program Phase 3. The grant opportunity set out in these Program Guidelines is for LRCI Program Phase 3 only.

The LRCI Program supports Eligible Funding Recipients to create jobs by delivering priority local road and community infrastructure projects across Australia.

This document sets out:

- the purpose of the grant opportunity;
- the eligibility criteria;
- how Eligible Funding Recipients will be monitored and evaluated; and
- responsibilities and expectations in relation to the grant opportunity.

The LRCI Program is administered by the Department.

2. About the LRCI Program – Phase 3

The purpose of the LRCI Program is to support local councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies to help communities bounce back from the COVID-19 pandemic.

Phase 3 of the LRCI Program will open from 20 October 2021. At this time, Grant Agreements will be sent to Eligible Funding Recipients to be executed, and Project Nominations can be submitted to the Department.

From 3 January 2022, the construction time period commences, and eligible payments will be made from this time. Project construction can commence once Project Nominations are approved by the Department with projects required to be physically completed by 30 June 2023.

Phase 3 of the LRCI Program continues a temporary, targeted stimulus measure responding to the economic impacts of the COVID-19 pandemic. The LRCI Program assists a community-led recovery from COVID-19 by supporting local jobs, firms, and procurement.

As with the earlier Phases of the LRCI Program, Eligible Funding Recipients can select a broad range of projects to fund so that communities can continue to be provided with the infrastructure they require. It is expected that Eligible Funding Recipients will use local businesses and workforces to deliver projects wherever possible to ensure stimulus funding flows into local communities.

The LRCI Program is a demand driven (eligibility based) grant program.

The LRCI Program will be delivered under Outcome 3.2 of the Department's Portfolio Budget Statement 2021-2022:

- the local government program supports regional development and local communities through delivery of policy advice to the Australian Government and financial assistance to local governments to strengthen local government capacity and better support local communities.

The objective of the LRCI Program is to maintain and create jobs by stimulating additional infrastructure construction activity in communities across Australia.

The intended outcomes of the LRCI Program are to:

- provide stimulus to protect and create local short-term employment opportunities through funding construction projects following the impacts of COVID-19; and
- deliver benefits to communities, such as improved road safety, accessibility and visual amenity.

The Department will administer the LRCI Program according to the [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).

3. Grant amount and grant period

The Australian Government has committed total funding of \$1 billion for Phase 3 of the LRCI Program.

Eligible Funding Recipients will receive a grant amount called a 'Nominal Funding Allocation'.

The formula used to calculate a Nominal Funding Allocation has been modelled on funding allocations under the Roads to Recovery Program (R2R) and the local road component of the Financial Assistance Grants Program. The formula used to determine a state/territory's share of funding under the LRCI Program follows the same state/territory allocation process as these programs. Within a state/territory's share of funding, the calculation of each Eligible Funding Recipient's Nominal Funding Allocation has been derived based on recommendations from the relevant Local Government Grants Commission, and takes into consideration factors such as population estimates and road length in each local governing body area. This is similar to how individual shares of R2R funding and local road component of the Financial Assistance Grant Program is calculated.

The formula has been consistently applied to determine the Nominal Funding Allocation of each Eligible Funding Recipient under the LRCI Program.

Co-contributions are not required under the LRCI Program, but Eligible Funding Recipients may expend their own funds on Eligible Projects.

This grant opportunity will open on 20 October 2021 and close on 31 December 2023. The First Instalment of the Phase 3 Nominal Funding Allocation will be paid after the Eligible Funding Recipient's Work Schedule has been approved, and not before 3 January 2022.

3.1 Phase 3 – ‘use it or lose it’ principle

If:

- an Eligible Funding Recipient has not applied for the full amount of their Phase 3 Nominal Funding Allocation in a draft Work Schedule by 30 June 2022; or
- savings related to Eligible Projects have not been reallocated under an Eligible Funding Recipient’s Phase 3 Nominal Funding Allocation before 30 June 2023, then;

the Australian Government has the right to not pay the amount of the Phase 3 Nominal Funding Allocation not applied for or reallocated by the Eligible Funding Recipient.

4. Eligibility criteria

Only Eligible Funding Recipients are able to participate in Phase 3 of the LRCI Program. Eligible Funding Recipients will receive a letter of offer to participate in Phase 3 of the LRCI Program.

4.1 Who is eligible for a grant?

Eligible Funding Recipients are the same as for Phase 1 and Phase 2 of the LRCI Program.

550 Eligible Funding Recipients have been selected for this grant opportunity to fund and provide local council services to communities directly. By providing funding to the level of government closest to communities, the Australian Government can ensure that the economic boost is felt throughout every community across Australia.

4.2 Who is not eligible for the Grant Program?

Organisations are not eligible for the LRCI Program unless they have been identified by the Australian Government as an Eligible Funding Recipient (see 4.1).

General applications by other organisations will not be accepted. Applications by Eligible Funding Recipients reasonably understood to be on behalf of, or for the benefit of another otherwise ineligible organisation, will not be accepted.

5. What the grant money can be used for

Grant money can only be used on Eligible Projects, which are projects that are Local Road Projects or Community Infrastructure Projects (see 5.1). Eligible Projects must meet the Eligible Project Requirements set out in subsections 5.2 to 5.6, and deliver benefits to the community.

5.1 Eligible Grant Activity

Local Roads Projects

Eligible Local Road Projects are projects that involve the construction or maintenance of roads managed by local governments. Local governments are encouraged to consider works that support improved road safety outcomes.

This could include projects involving any of the following associated with a road:

- traffic signs;
- traffic control equipment;
- street lighting equipment;
- a bridge or tunnel;
- a facility off the road used by heavy vehicles in connection with travel on the road (for example, a rest area or weigh station);
- facilities off the road that support the visitor economy; and
- road and sidewalk maintenance, where additional to normal capital works schedules.

Community Infrastructure Projects

Eligible Community Infrastructure Projects are projects that involve the construction, maintenance and/or improvements to council-owned assets (including natural assets) that are generally accessible to the public.

'Generally accessible to the public' means that the project, or the amenity provided by the project, is generally accessible to the public at large. Some areas are clearly publicly accessible as they are areas that are open to all members of the public such as parks, playgrounds, footpaths and roads.

Projects will also be considered generally publically accessible if they are in a location that is:

- generally publically accessible to the wider public undertaking a specific activity (for example council operated sporting fields); or
- generally publically accessible for a limited age group of the community as a whole i.e. a kindergarten building; or
- used for the provision of an essential service or community service, as determined by the Department, and the amenity of the asset is publicly accessible and benefits the community.

All projects whether carried out on council owned land, or another type of public land, must deliver benefits to the community, such as improved accessibility, visual amenity, and/or safety. Examples of eligible works include:

- Closed Circuit TV (CCTV);
- bicycle and walking paths;
- painting or improvements to community facilities;
- repairing and replacing fencing;
- improved accessibility of community facilities and areas;
- landscaping improvements, such as tree planting and beautification of roundabouts;
- picnic shelters or barbeque facilities at community parks;
- community/public art associated with an Eligible Project (Eligible Funding Recipients will need to provide a clear description of the conceptual basis of the artwork);

- playgrounds and skate parks (including all ability playgrounds);
- noise and vibration mitigation measures; and
- off-road car parks (such as those at sporting grounds or parks).

Other Public Land

Projects that involve the construction, maintenance and/or improvements to state/territory and Crown owned land/assets, and Commonwealth owned land/assets, can also be eligible projects where the Council can confirm that they have the authority of the land or asset owner to undertake the project at the nominated site(s) and the site(s) are accessible to the public (including natural assets).

5.2 Maintaining Overall Capital Expenditure

As an economic stimulus measure, the intent is that Eligible Funding Recipients undertake infrastructure projects which are additional to projects that they had planned to undertake using either their own funds or funds already available to the Eligible Funding Recipients by another opportunity. The funding is not intended to replace existing expenditure commitments but rather to enable further, additional expenditure as economic stimulus.

Under Phase 1, projects would be considered Eligible Projects if they were additional to the Eligible Funding Recipient's existing work plan for 2020-21; simply, LRCI funds could not be used on existing projects.

Under Phase 2, Eligible Funding Recipients were required to maintain their overall capital spending on roads and community infrastructure, funded by their own revenue, at or above their 2020-21 capital spending level.

Under Phase 3, Eligible Funding Recipients will be required to maintain their overall capital spending on roads and community infrastructure, funded by their own revenue, at or above their 2021-22 capital spending level. The focus on overall capital spending provides Eligible Funding Recipients with greater flexibility to set and deliver the infrastructure priorities in their communities.

Proof of maintaining capital expenditure may be a requirement for an Eligible Funding Recipient to receive their full Phase 3 Nominal Funding Allocation. The Department will consider, in exceptional circumstances, exemptions to this requirement.

5.3 Co-contributions

Co-contributions are not required under the LRCI Program, but are allowed to be used for projects. A project can be funded by a combination of LRCI Program funds, the Eligible Funding Recipient's funds, and other government program funds (including state government programs), as long as the combined funding for the project does not exceed the estimated cost of a project.

An Eligible Funding Recipient using co-contributions for a project also needs to meet the conditions of other funding programs from which funds are sourced. Eligible Funding Recipients are responsible for determining if the funding conditions of another program would permit the use of LRCI Program funding towards that project.

5.4 Eligible Construction Time Period

The eligible construction time period to undertake construction activity on Eligible Projects must be undertaken between 1 January 2022 and 30 June 2023. If a Phase 3 Grant Agreement is executed and the project is in a Phase 3 Approved Work Schedule, then construction may commence prior to 1 January 2022.

In general, requests to extend the construction time period beyond 30 June 2023 will not be granted. Exceptional circumstances that may directly delay and result in an extension to the eligible construction time period, will require case-by-case consideration. Planning issues, contractor availability, and general delays associated with project commencement or completion, are not considered exceptional circumstances, and Eligible Funding Recipients should take these into consideration when nominating a project.

Consideration of any requests for an extension to the Eligible Construction Time Period is at the discretion of the Delegate (see 6.1) If the Delegate decides that extensions will be considered, application forms will be published on the Department's website. Applications for extension must be in the manner and form stipulated by the Department and include sufficient information for the delegate to make a decision.

5.5 Combined Projects – Completed LRCI Phase 1 and Phase 2 Projects

Eligible Funding Recipients can nominate discrete later stages of projects that are already receiving funding under the LRCI Program. The Phase 3 nomination must be a new, separate and previously unfunded project stage. The component funded under Phase 1 or Phase 2 must not be amended without approval by the Delegate and must maintain eligibility under the relevant program guidelines.

5.6 What the grant money cannot be used for

Eligible Funding Recipients cannot use grant money to pay for business as usual activities and costs, or any other activities and costs not associated with Eligible Projects. These activities are Ineligible Projects or Ineligible Expenditures.

The following are examples of Ineligible Projects and Ineligible Expenditures:

- costs incurred in the preparation of a Work Schedule or related documentation;
- costs incurred in the preparation of reporting documentation including Audit requirements;
- general administrative overheads and staff salaries not connected with Eligible Projects funded under the Program;
- subsidy of general ongoing administration of an organisation such as electricity, phone, rent, or costs incurred by the Council as a Landlord in the general course of a lease;
- commencement ceremonies, opening ceremonies or any other event associated with Eligible Projects;
- transport planning studies;
- road rehabilitation studies (if not part of an Eligible Project);
- road building plant or other capital equipment especially moveable equipment (e.g. graders or trailers);

- land;
- purchase of or improvement to assets that will be 'handed off' to ineligible funding recipients under a cost sharing or minimisation strategy, or similar;
- training (if not part of an Eligible Project);
- public liability insurance;
- fringe benefits tax;
- GST payable component of a supply;
- finance leases on equipment;
- depreciation, except for depreciation of plant and equipment directly attributable to a grant funded Eligible Project;
- preliminary planning and stand-alone design that do not relate to an Eligible Project
- operating lease charges where the rental expense cannot be directly linked to the grant project (e.g. a grader may be hired for a period for a variety of tasks, only charges that specifically relate to the funded Eligible Project can be charged against the grant funds);
- overseas travel; and
- the covering of retrospective project costs undertaken prior to work schedule approval.

6. The grant selection process

6.1 Who will approve grants?

A person occupying a position of SES Band 1, Assistant Secretary, within the Infrastructure Investment Division (the Delegate) will approve grants on the basis that the organisation is an Eligible Funding Recipient as identified in section 4.1.

The Department considers that Eligible Projects provide value for money as a proportional response to the actual and anticipated nation-wide economic impacts resulting from COVID-19.

The amount of grant money awarded to an Eligible Funding Recipient will be determined by the Department in accordance with the formula outlined at section 3.

The Delegate's decision is final in all matters, including:

- the approval of the grant; and
- the grant amount.

There is no appeal mechanism for the decision to approve or not approve a grant.

6.2 How to seek a variation to project nominations?

If an Eligible Funding Recipient requires an amendment to their Approved Project cost or scope of works, the Eligible Funding Recipient will be required to resubmit their Phase 3 Work Schedule.

Edit and annotate the most recently submitted Phase 3 Work Schedule on Microsoft Word, using track changes.

6.2 How to seek an extension to approved project construction timeframes?

If an Eligible Funding Recipient needs to amend the start or end date of an Approved Project, this can be done via the Quarterly Report. If your Approved Project end date is past 30 June 2023, please contact the Department via email at LRCIP@infrastructure.gov.au.

In general extensions past 30 June 2023 will not be granted. Though in exceptional circumstances, they may be considered at the discretion of the Delegate. If the Delegate decides that extensions will be considered, application forms will be published on the Department's website. Applications for extension must be in the manner and form stipulated by the Department and include sufficient information for the delegate to make a decision.

7. Letter of offer process

All Eligible Funding Recipients will receive an offer to participate in Phase 3 of the LRCI Program. This offer will:

- a) specify the Phase 3 Nominal Funding Allocation;
- b) include a Grant Agreement that sets out the terms and conditions of Phase 3 of the LRCI Program executed by the Australian Government;
- c) provide information on the submission of Work Schedules.

Before accepting the offer, Eligible Funding Recipients must read and understand these Guidelines and the Grant Agreement. The Guidelines can be found on the Department's website and on [GrantConnect](#). Any alterations and addenda¹ will be published on GrantConnect and the Department's website. By registering on GrantConnect, organisations will be automatically notified of any changes to the Guidelines.

Eligible Funding Recipients can return signed Grant Agreements and submit Work Schedules for their first projects between 1 October 2021 and 30 June 2022. As construction needs to be completed by 30 June 2023, after 1 July 2022 the Department expects to only be managing variations or additional project nominations to ensure that an Eligible Funding Recipient is able to fully utilise their Phase 3 Nominal Funding Allocation.

8. Notification of outcomes

All Eligible Funding Recipients will receive a letter of offer to participate in Phase 3 of the LRCI Program and a Grant Agreement.

9. Successful grantees

9.1 The Grant Agreement

An Eligible Funding Recipient must enter into a legally binding grant agreement with the Australian Government by signing the Grant Agreement. The Grant Agreement used for Phase 3 of the LRCI Program will be supplied to Eligible Funding Recipients. The Grant Agreement has standard terms and conditions that cannot be changed.

¹ Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, and Questions and Answers (Q&A) documents

The Grant Agreement may also contain conditions specific to an Eligible Funding Recipient in a Schedule.

To accept the offer, the Eligible Funding Recipient must sign the Grant Agreement:

- provide all the information requested; and
- return the Grant Agreement to the LRCI Program - Program Manager.

The Department is not responsible for any of an Eligible Funding Recipient's expenditure until a Grant Agreement is executed and a Work Schedule is approved for the Eligible Funding Recipient. A Grant Agreement must be executed with the Australian Government before any payments can be made.

Eligible Funding Recipients should keep a copy of the Grant Agreement and any supporting documents.

The Australian Government may recover grant funds from an Eligible Funding Recipient if the Grant Agreement has been breached. If an Eligible Funding Recipient fails to meet the obligations of the Grant Agreement, the Grant Agreement may be terminated.

9.2 How we pay the Grant

Table 1 Grant Payment Overview

Payment milestone	Grant payment date	Amount
First Instalment: Work Schedule approval payment	The First Instalment of the Phase 3 Nominal Funding Allocation will be paid after 3 January 2022 and after the Eligible Funding Recipient's Work Schedule has been approved.	<p>The First Instalment will be equal to 50 per cent of an Eligible Funding Recipient's Phase 3 Nominal Funding Allocation, unless the Eligible Funding Recipient is the recipient of a Low Value Grant.</p> <p>For Low Value Grants, Eligible Funding Recipients will receive 75 per cent of their Phase 3 Nominal Funding Allocation in their First Instalment.</p>
Progress Instalments: Eligible Funding Recipients can receive multiple progress payments.	Within four weeks of the Department's acceptance of a complete and accurate Quarterly Report	<p>A Progress Instalment will be equal to the Eligible Funding Recipient's:</p> <ul style="list-style-type: none"> • actual expenditure until the end of the period covered by the relevant Quarterly Report; and • projected expenditure on Eligible Projects in an Approved Work Schedule to the end of the subsequent quarter; <p>less:</p> <ul style="list-style-type: none"> • received instalments; and • 10 per cent of the Phase 3 Nominal Funding Allocation. <p>For Low Value Grants, Eligible Funding Recipients can apply to receive the residual of grant funds at the time of a Quarterly Report being submitted provided they also submit completed acquittal documentation.</p>
Final Instalment: Final payment	Within four weeks of the Department's acceptance of a complete and accurate Annual Report and decision to release the Final Instalment.	<p>The Final Instalment will equal the smaller of:</p> <ul style="list-style-type: none"> • the residual amount of an Eligible Funding Recipient's Phase 3 Nominal Funding Allocation; or • the total eligible expenditure and projected expenditure to the end of the Eligible Projects; <p>less instalments paid to date.</p>

Submission of a Work Schedule

Eligible Funding Recipients will nominate projects they intend to spend LRCI grant money on in their draft Work Schedule.

Eligible Funding Recipients are required to submit a draft Work Schedule in the manner and form stipulated by the Department. The manner and form for submitting a draft Work Schedule will be provided to Eligible Funding Recipients and made available on the Department's website.

- Eligible Funding Recipients should submit their draft Work Schedule when they return their signed Grant Agreement. Work Schedules can be submitted between 20 October 2021 and 30 June 2022, but failure to promptly return a Work Schedule will result in release of grant funds being delayed.
- In order for Eligible Funding Recipients to receive their full Phase 3 Nominal Funding Allocation, they must have submitted a draft Work Schedule for the total amount of their Phase 3 Nominal Funding Allocation by 30 June 2022.
 - If an Eligible Funding Recipient has not applied for their full Phase 3 Nominal Funding Allocation in a draft Work Schedule by 30 June 2022, or savings related to Eligible Projects have not been reallocated under their Phase 3 Nominal Funding Allocation before 30 June 2023, the Australian Government has the right to not pay the amount of the Phase 3 Nominal Funding Allocation not yet applied for or reallocated by the Eligible Funding Recipient.

The draft Work Schedule must contain the following information in relation to each of the nominated projects the Eligible Funding Recipient proposes to undertake using the grant:

- project description, including details of how the project meets the Project Eligibility Requirements detailed in Section 5;
- proposed timeframes for the project, including construction commencement date and estimated construction completion date;
- detail of any conflicts of interest and management actions to manage these conflicts;
- the amount of grant funding required and details of any other contributions to the total costs of the project, along with details of all proposed expenditure including confirmation that none of the proposed expenditure is Ineligible Expenditure;
- expected number of full-time equivalent jobs supported by the project over the construction period;
- meet mapping requirements notified by the Department;
- whether the project involves Indigenous employment of Business use; and
- Work Category, Outcome Category

If some of the jobs supported by a project are new jobs/redistribution of personnel in the Eligible Funding Recipient's own workforces, labour costs for work undertaken must be derived from timesheets or via an equally acceptable method. Project management time included in the expected number of jobs supported by a project must not include Ineligible Expenditure or costs associated with Ineligible Projects, and a clear and definable model needs to be in place to apportion these costs.

The total amount of grant funding sought under a draft Work Schedule cannot exceed the amount of the grant specified in the Grant Agreement.

Approval of a Work Schedule

The Department will assess whether projects included in an Eligible Funding Recipient's Work Schedule meet the Eligible Project Requirements set out in these Guidelines and that all requested information has been provided.

If the Work Schedule or projects do not meet requirements, an Eligible Funding Recipient may submit an updated Work Schedule that includes additional nominated projects for approval. The Department may contact an Eligible Funding Recipient to request further information.

The Department will make a recommendation to the Delegate to approve/not approve the Work Schedule.

If an Eligible Funding Recipient nominates projects with a total value of more than 50 per cent of their Phase 3 Nominal Funding Allocation and the Work Schedule is approved, the Delegate will approve release of the First Instalment of grant funds. The decision to release funds will be made on the basis of their assessment of the information provided by an Eligible Funding Recipient and any other information in the Program Guidelines. Approval may be subject to conditions detailed in the Grant Agreement. Only approved Eligible Projects will be included in the Approved Work Schedule.

Eligible Funding Recipients will be advised in writing if their Work Schedule and release of the First Instalment has been approved.

First Instalment

The First Instalment will be paid to an Eligible Funding Recipient from 3 January 2022 or within four weeks of the Work Schedule and release of the First Instalment being approved by the Delegate, provided this date is after 3 January 2022.

The value of the First Instalment will be 50 per cent of an Eligible Funding Recipient's Phase 3 Nominal Funding Allocation.

Low Value Grants

A Low Value Grant is a Phase 3 Nominal Funding Allocation under \$750,000. In application of the proportionality principle, different requirements relating to Instalments and Reporting apply to these grants.

For a Low Value Grant, the process for Work Schedule approval is the same as detailed above. However, Low Value Grant recipients can receive 75 per cent of their Phase 3 Nominal Funding Allocation as their First Instalment provided they have nominated projects totaling 75 per cent or more of their Phase 3 Nominal Funding Allocation.

Progress Instalments

Progress Instalments will be made following submission of a complete and accurate Quarterly Report.

The Delegate will approve release of a Progress Instalment on the basis of:

- the Department's assessment of, and the information provided in, relevant Quarterly Report/s;
- whether or not an Eligible Funding Recipient is in breach, or suspected of being in breach, of the Grant Agreement; including
- consideration of other relevant information, including whether the Eligible Funding Recipient has engaged with relevant local MPs as required by these guidelines.

Further relevant information may be requested by the Department at this stage and considered by the Delegate.

If the Delegate approves release of a Progress Instalment, payment will be made within four weeks of the Delegate making this decision. Eligible Funding Recipients will be advised in writing of the decision to release a Progress Instalment.

The payment value for a Progress Instalment will equal:

- actual expenditure up until the end of the relevant quarter; plus
- projected expenditure to the end of the next quarter.

less:

- the first instalment; and
- 10 per cent of the Phase 3 Nominal Funding Allocation.

For Low Value Grants, Eligible Funding Recipients can apply to receive the residual of grant funds (10 per cent) at the time of a Quarterly Report being submitted, provided they also submit completed acquittal documentation (see 11.4).

Final Instalment

The Delegate will decide whether to approve release of the Final Instalment on the basis of:

- an assessment of compliance with the Grant Agreement, including any investigations or audit reports;
- the information provided in the Annual Report;
- information in the Work Schedule and relevant Quarterly Reports; and
- any other relevant information, including whether the Eligible Funding Recipient has engaged with relevant local MPs as required by these guidelines.

The Final Instalment will be the lesser of:

- the residual amount of an Eligible Funding Recipient's Phase 3 Nominal Funding Allocation and the total actual expenditure, and;
- projected expenditure to the end of the Eligible Projects, less instalments paid to date.

Projected expenditure should be limited to invoices for completed construction activities which are yet to be paid, or; expenses expected to be incurred post 30 June 2023, which are not construction costs, unless otherwise agreed by the Department.

Further information may be requested by the Department at this stage and considered by the Delegate. The Final Instalment will be paid within four weeks of the Delegate's decision to release the grant payment.

9.3 Grant Payments and GST

In accordance with the Terms of the Australian Taxation Office ruling GSTR 2012/2, payments made under the LRCI Program, which are payments made by a government related entity to another government related entity, and for which the amount of the grant does not exceed the cost of providing the goods or services, do not attract GST. Consequently, the actual and projected expenditure Eligible Funding Recipients report to the Department must exclude the GST component on goods and services, and the payments the Department makes to Eligible Funding Recipients to cover the costs of the program will not include GST.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the Australian Taxation Office. We do not provide advice on your particular taxation circumstances.

10. Announcement of grants

The Department will publish details of the grants awarded on GrantConnect within 21 days after the date of effect of the Grant Agreement as required by section 5.3 of the [CGRGs](#).

The Department may also publish details of grants on its website or other government websites, including individual projects funded, underway or complete. This information may include, but is not limited to:

- title of the project;
- description of the project and its aims;
- amount of funding received and funding allocation; and
- project outcomes including estimates of jobs supported.

11. Reporting requirements

Eligible Funding Recipients must submit reports in line with the Grant Agreement and these Guidelines. The Department will remind Eligible Funding Recipients of their reporting obligations before reports are due.

Eligible Funding Recipients must also update their Work Schedules as required and in accordance with any other requirements notified by the Department.

The Department will monitor progress by assessing submitted reports and may conduct site visits to confirm details in Quarterly Reports and Work Schedules if necessary. Occasionally, the Department may need to re-examine claims, seek further information, or request an independent audit of claims and payments on a risk based or sampling basis.

11.1 Quarterly Reports

Eligible Funding Recipients must submit Quarterly Reports throughout the Grant Period.

Quarterly Reports must be submitted per the timeframes in **Table 2 – Reports** and in accordance with the Grant Agreement.

Quarterly Reports are used to provide the Department with information on the progress of Eligible Projects and are a requirement for the receipt of funds for payment of Progress and Final Instalments of grant payments. Quarterly Reports must be submitted in the manner and form specified by the Department and include required details.

Eligible Funding Recipients must provide the following information in a Quarterly Report:

- the amount of grant funding spent (actual expenditure) for the eligible construction time period commencing on 1 January 2022 (unless agreed by the Department) and ending on the last day of the quarter to which the Quarterly Report relates;
- the amount of grant funding (proposed expenditure) which the Eligible Funding Recipient intends to spend on Eligible Projects in the quarter following the report;
- details of progress towards completion of Eligible Projects; including any evidence required per the Grant Agreement;
- changes to construction start or end dates, and
- estimated and/or confirmed jobs supported by the grant funding.

The figures in the Quarterly Reports should be prepared on an accrual basis. Quarterly Reports must be submitted within the period specified in the Grant Agreement.

If an Eligible Funding Recipient has expended their Phase 3 Nominal Funding Allocation or returned any unspent grant funding, after providing the Quarterly Report for the quarter in which this occurs, an Eligible Funding Recipient will not be required to provide further Quarterly reports but will still be required to provide the Annual Report.

For a Low Value Grant, if the Eligible Funding Recipient has expended their Phase 3 Nominal Funding Allocation or returned any unspent grant funds, after providing the Quarterly Report for the quarter in which this occurs, an Eligible Funding Recipient will not be required to provide further Quarterly reports. An Eligible Funding Recipient with a Low Value Grant can file acquittal documentation at this time.

Table 2 – Reports

Lodgement period for Reports	Actual expenditure period	Report
1–30 April 2022	1 January – 31 March 2022	Actual expenditure and eligible project updates for the period commencing on 1 January 2022 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–31 July 2022	1 April – 30 June 2022	Actual expenditure and eligible project updates for the period commencing on 1 January 2022 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–31 October 2022	1 January 2022– 30 June 2022	Annual Report Actual expenditure and eligible project updates from 1 July 2022 to 30 June 2022.
1–31 October 2022	1 July – 30 September 2022	Actual expenditure and eligible project updates for the period commencing on 1 January 2022 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–31 January 2023	1 October – 31 December 2022	Actual expenditure for the period commencing on 1 January 2022 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–30 April 2023	1 January – 31 March 2023	Actual expenditure for the period commencing on 1 January 2022 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–31 October 2023	1 January 2022– 30 June 2023	Annual Report Actual expenditure and eligible project updates from 1 July 2022 to 30 June 2023.

The Department must be informed of any reporting delays or significant delays affecting Eligible Projects on an Approved Work Schedule as soon as Eligible Funding Recipients become aware of them.

11.2 Ad hoc Report

If an Eligible Funding Recipient has spent all of their First Instalment in advance of the lodgement period, they can submit an Ad hoc report to access a further instalment early. The submission of an Ad hoc report does not negate the requirement to submit Quarterly Reports or an Annual Report.

An Ad hoc report must be in the manner and form required by the Department and contain the following information:

- the amount of grant funding spent from 1 January 2022 until the date specified in the Ad Hoc Report;

- the amount of grant funding which the Eligible Funding Recipient intends to spend on Eligible Projects on an Approved Work Schedule following the report until 30 June 2023;
- details of progress towards completion of funded Projects; including any evidence required per the Grant Agreement; and
- council or contractor jobs supported by the grant funding.

11.2 Annual Report

Eligible Funding Recipients must provide the Department with Annual Reports no later than 31 October 2022 and 31 October 2023 unless otherwise agreed by the Department. The Annual Report will need to be in the manner and form specified by the Department. The Annual Report will need to include the following information:

1. Total amount of grant funding made available and subsequently received over the financial year;
2. Total amount of grant funding spent on Eligible Projects;
3. Total amount (if any) of grant money unspent and either returned or will be returned to the Department:
 - a) a written Financial Statement by the Chief Executive Officer or equivalent officer however named. The Financial Statement must be in the form specified by the Department and include:
 - i. the amount of Phase 3 grant payments which remained unspent from the financial year;
 - ii. the amount of Phase 3 grant payments received by the Eligible Funding Recipient in the financial year;
 - iii. the amount of grant payments available for expenditure by the Eligible Funding Recipient on Eligible Projects in an Approved Work Schedule in that year;
 - iv. the amount spent by the Eligible Funding Recipient during that year out of the grant payments available for expenditure by the Eligible Funding Recipient during that year;
 - v. the amount (if any) retained at the end of that year by the Eligible Funding Recipient out of grant payments available for expenditures by the Eligible Funding Recipient during that year and which remained unspent at the end of that year.

Note: The figures in the Chief Executive Officer's financial statement should be calculated on an accrual basis.
 - b) The Department may ask Eligible Funding Recipients to make a declaration that the grant funding was spent in accordance with the Grant Agreement and to report on any underspends of the grant money.

11.3 Audited financial statements

Eligible Funding Recipients are required to submit a report in writing and signed by an appropriate auditor providing the auditor's opinion on the use by Eligible Funding Recipients of proper accounts and records and preparation of financial statements.

In meeting this audit requirement, the Department requires that Eligible Funding Recipients also engage the auditor to consider the appropriateness of accounts and keeping of records that relates to any Phase 3 funding received during the financial period Financial Year 2021-22 or Financial Year 2022-23.

As part of the Annual Report process outlined in section 11.2 above, the Department requires that Eligible Funding Recipients submit a report in writing and signed by an appropriate auditor stating whether, in the auditor's opinion:

- i. the Chief Executive Officer's financial statement included with the Annual Report (refer section 11.3) is based on proper accounts and records;
- ii. the Chief Executive Officer's financial statement is in agreement with the accounts and records;
- iii. the expenditure has been on Eligible Projects under the LRCI Program;
- iv. the amount certified by the Chief Executive Officer in the Chief Executive Officer's financial statement as the Eligible Funding Recipient's own source expenditure is based on, and in agreement with, proper accounts and records.

11.4 Acquittal process for Low Value Grants

For a Low Value Grant, the Eligible Funding Recipient can complete an Acquittal Report as soon as they have expended all funds. An Acquittal Report must include:

- (1) Total amount of grant funding made available and subsequently received over the calendar year;
 - (2) Total amount of grant funding spent on Eligible Projects;
 - (3) Total amount (if any) of grant money unspent and either returned or will be returned to the Department:
 - (a) a written Financial Statement by the Chief Executive Officer or equivalent officer however named. The Financial Statement must be in the form specified by the Department and include:
 - (i) the amount of grant payments which remained unspent from the grant period;
 - (ii) the amount of grant payments received by the Eligible Funding Recipient over the duration of the grant period;
 - (iii) the amount of grant payments available for expenditure by the Eligible Funding Recipient on Eligible Projects in an Approved Work Schedule over the duration of the grant period;
 - (iv) the amount spent by the Eligible Funding Recipient over the duration of the grant period;
- Note: The figures in the Chief Executive Officer's financial statement should be calculated on an accrual basis.
- (4) photographs of projects completed using grant payments.

11.5 Reconciliation Process

If any amount of grant funding provided to the Eligible Funding Recipient is not spent on Eligible Projects on an Approved Work Schedule before 30 June 2023, the Department may require the Eligible Funding Recipient to repay that amount to the Department within four weeks of receiving such notice.

11.6 Compliance visits and Record Keeping

Eligible Funding Recipients must create and keep accurate and comprehensive records relating to grant payments received and retain those records for a minimum of five years.

Eligible Funding Recipients must, when requested to do so by the Department, provide, in the manner and form requested by the Department:

- copies of any or all of the records referred to in this subsection; and
- photographs (geo tagged if possible) of projects completed using grant payments.

The Department may visit the Eligible Funding Recipient during or at the completion of the grant program to review compliance with the Grant Agreement. Eligible Funding Recipients will be provided with reasonable notice of any compliance visit.

The Department may also inspect the records Eligible Funding Recipients are required to keep under the Grant Agreement.

11.7 Fraud

Eligible Funding Recipients must comply with fraud provisions in the Grant Agreement.

11.8 Specific legislation, policies and industry standards.

Eligible Funding Recipients must comply with all relevant laws and regulations in undertaking Eligible Projects on an Approved Work Schedule. The Eligible Funding Recipient may also be requested to demonstrate compliance with relevant legislation/policies/industry standards detailed in the Grant Agreement, including Environment and Planning Laws detailed below.

Environment and Planning laws

Projects on which grant payments are spent must adhere to Australian Government environment and heritage legislation including the *Environment Protection and Biodiversity Conservation Act 1999*. Construction cannot start unless the relevant obligations are met.

Eligible Funding Recipients must also meet other statutory requirements where relevant. These may include, but are not limited to: Native title legislation; State government legislation - for example, environment and heritage; and local government planning approvals.

12. How we monitor your grant activity

12.1 Keeping the Department informed

Eligible Funding Recipients must notify the Department of significant changes that are likely to affect an Eligible Project or their participation in the LRCI Program.

This includes any key changes to the Eligible Funding Recipient's organisation, particularly if it affects their ability to complete an Eligible Project, carry on their business and pay debts due.

Eligible Funding Recipients must also inform the Department of any changes to their:

- name;
- addresses;
- nominated contact details; or
- bank account details.

An Eligible Funding Recipient's bank account details for Phase 3 of the LRCI Program is the bank account the Eligible Funding Recipient currently uses for the LRCI Program. Any changes to an Eligible Funding Recipient's name, addresses, nominated contact details and bank account details must follow the process stipulated by the Department.

If an Eligible Funding Recipient becomes aware of a breach of terms and conditions of the Grant Agreement, or they cannot meet their obligations, they must contact the Department immediately. For example, if a funded Eligible Project is at risk of not being physically completed by 30 June 2023.

12.2 Department Contact Details

Email the mailbox at: LRCIP@infrastructure.gov.au

Mail to: Program Manager

Local Roads and Community Infrastructure Program

Infrastructure Investment Division

Department of Infrastructure, Transport, Regional Development and Communications

GPO Box 2154

CANBERRA ACT 2601

12.3 Evaluation

The Department will evaluate the LRCI Program to measure how well the outcomes and objectives have been achieved. Information provided by Eligible Funding Recipients, including through Work Schedules, submitted Quarterly and Ad hoc reports, and interviews may be used for evaluation purposes.

The Department may contact Eligible Funding Recipients up to two years after completion of projects to assist with this evaluation.

12.4 Public information conditions

Formal public statements, media releases or statements, displays, publications and advertising made by Eligible Funding Recipients must acknowledge and give appropriate recognition to the contribution of the Australian Government to that project.

If Eligible Funding Recipients propose to issue any media release relating to an Eligible Project under Phase 3 of the LRCI Program, they must:

- Invite the relevant local Federal Member of Parliament to participate in the public information activity; and
- at least five business days prior to its proposed release, unless otherwise agreed by the Department, provide a copy of the proposed media release to the Department and obtain the Department's agreement to the media release.

12.5 Signage

Eligible Funding Recipients must ensure that signs are erected for each funded Eligible Project, at the time work on the Eligible Project commences unless the Eligible Projects are less than \$10,000. Signs are not needed for projects under \$10,000 in an Approved Work Schedule.

Signage guidelines are available on the Department's website.

Eligible Funding Recipients must ensure that all signs erected as required by these Guidelines remain in place for the duration of the project to which they relate and for a minimum period of six months, after the day on which the project is completed.

12.6 Project Events

If an Eligible Funding Recipient proposes to hold a works commencement ceremony, opening ceremony, or any other event in relation to an Eligible Project they must inform the Department and the relevant local Federal Member of Parliament of the proposed ceremony or event at least two weeks before the proposed ceremony or event is to be held. The Eligible Funding Recipient should provide details of the proposed ceremony or event, including proposed invitees and order of proceedings.

If requested by the Department or the relevant local Federal Member of Parliament, Eligible Funding Recipients must arrange a joint Australian Government/Eligible Funding Recipient works commencement ceremony, opening ceremony or any other event.

If requested by the Minister, a member of the Minister's staff, the relevant local Federal Member of Parliament, or the Department, Eligible Funding Recipients must invite and, if the invitation is accepted, arrange for an Australian Government representative (nominated by the Minister or a member of the Minister's staff) to participate in any works commencement ceremony, opening ceremony or any other event proposed to be held in relation to a funded project.

13. Probity

The Australian Government will make sure that the grant opportunity process is fair; conducted according to the published Guidelines; incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct; and, is consistent with the CGRGs.

These Guidelines may be changed from time-to-time by the Department. In the event of a change to the Guidelines, the revised Guidelines will be published on GrantConnect and the Department's website.

13.1 Enquiries and feedback

For further information or clarification, the Department can be contacted at LRCIP@infrastructure.gov.au.

Frequently Asked Questions may be published at https://investment.infrastructure.gov.au/infrastructure_investment/local-roads-community-infrastructure-program/index.aspx

To provide feedback or to make a complaint; the Department can be contacted at Clientservice@infrastructure.gov.au. Complaints will be referred to the appropriate manager.

Alternatively, complaints can be directed to:

Assistant Secretary
Program, Policy and Budget Branch
GPO Box 2013
CANBERRA ACT 2601

If persons do not agree with the way the Department has handled your complaint, you may complain to the Commonwealth Ombudsman. The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Department.

The Commonwealth Ombudsman can be contacted on:

Phone (toll free): 1300 362 072

Email: ombudsman@ombudsman.gov.au

Website: www.ombudsman.gov.au

13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program.

Eligible Funding Recipients must disclose if any of their personnel:

- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict them/the Eligible Funding Recipient from carrying out the proposed activities and/or implementing the Work Schedule fairly and independently; or
- has a relationship with, or interest in, an organisation from which may be awarded work in relation to a Eligible Project or is otherwise be involved on the implementation of the Work Schedule.

An Eligible Funding Recipient must include the following information in the Work Schedule:

- any details of any real, apparent, or potential conflicts of interests that may arise in relation to the Eligible Projects or the program;
- details of how they propose to manage these or any other conflicts of interest that may arise; or
- that to the best of their knowledge there are no conflicts of interest.

If an Eligible Funding Recipient later identifies an actual, apparent, or perceived conflict of interest, they must inform the Department in writing immediately.

13.3 How we manage conflicts of interest

Conflicts of interest for Australian Government staff will be handled as set out in the [Australian Public Service Code of Conduct \(Section 13 \(7\)\)](#) of the [Public Service Act 1999](#). Australian Government officials including decision makers, must also declare any conflicts of interest.

Conflict of interest requirements form part of the Grant Agreement. Breach of conflict of interest requirements may result in termination of the Grant Agreement.

13.4 Privacy

The Department treats personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes advising:

- what personal information is collected;
- why personal information is collected; and
- who personal information is given to.

Personal information can only be disclosed to someone for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and disclose information about Eligible Funding Recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

The Department may share information it is provided with other Australian Government entities for purposes including government administration, research or service delivery, according to Australian laws.

Eligible Funding Recipients must declare their ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that Eligible Funding Recipients engage to assist with the activity, in respect of personal information collected, used, stored, or disclosed in connection with the activity. Accordingly, Eligible Funding Recipients must not do anything, which if done by the Department would breach an Australian Privacy Principle as defined in the Act.

13.5 Confidential Information

Other than information available in the public domain, Eligible Funding Recipients agree not to disclose to any person, other than to the Department, any confidential information unless in accordance with these Guidelines or the Grant Agreement. The obligation will not be breached where required by law, Parliament, or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

The Department may at any time, require Eligible Funding Recipients to arrange for their employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form the Department considers acceptable.

The Department will keep any information in connection with the grant agreement confidential to the extent that it meets all the three conditions below:

- information is clearly identified as confidential and it has been explained why it should be treated as confidential;
- the information is commercially sensitive; and
- revealing the information would cause unreasonable harm to the Eligible Funding Recipient or someone else.

The Department will not be in breach of any confidentiality agreement if the information is disclosed to:

- the Minister and other Australian Government employees and contractors to help the Department manage the program effectively;
- employees and contractors of the Department so it can research, assess, monitor and analyse our programs and activities;
- employees and contractors of other Australian Government agencies for any purposes, including government administration, research or service delivery;
- other Australian Government, State, Territory or local government agencies in program reports and consultations;
- the Auditor-General, Ombudsman or Privacy Commissioner;
- the responsible Minister or Parliamentary Secretary; and
- a House or a Committee of the Australian Parliament.

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

13.6 Freedom of information

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the [*Freedom of Information Act 1982*](#) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

Freedom of Information Coordinator
Department of Infrastructure, Transport, Regional Development and Communications
GPO Box 2154
CANBERRA ACT 2601

Tel: (02) 6274 7111
Fax: (02) 6275 1347
email: foi@infrastructure.gov.au

14. Consultation

The Australian Government sought assistance from local councils to identify potential projects that could be fast-tracked given the economic impacts being experienced from the COVID-19 pandemic. Projects nominated by councils have informed the scope of the LRCI Program. These Guidelines have also been influenced by engagement with local councils, feedback provided, and administrative improvements identified during Phase 1 and Phase 2.

15. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <i>Public Governance, Performance and Accountability Act 2013</i> (PGPA Act)
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
appropriate auditor	has the meaning provided in <i>the National Land Transport Act 2014</i> Section 4 - Definitions
commencement date	the expected start date for the grant activity
completion date	the expected end date for the grant activity
Commonwealth Grants Rules and Guidelines (CGRGs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant.
Eligible Funding Recipient	the organisation that is eligible to receive funding under the LRCI Program
Eligible Project	A project that meets the Eligible Project Requirements contained in section 5 of these Guidelines
Eligible Project Requirements	The Eligible Project Requirements are the requirements contained in section 5 of these Guidelines

Term	Definition
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ol style="list-style-type: none"> under which relevant money² or other <u>Consolidated Revenue Fund (CRF)</u> money³ is to be paid to a grantee other than the Commonwealth; and which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives
Grant Agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
<u>GrantConnect</u>	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
Capital Expenditure	the money an Eligible Funding Recipient spends on purchasing and maintaining fixed assets, i.e. infrastructure, roads etc
Maintaining Overall Capital Expenditure	maintaining your overall capital spending amount, funded by your own revenue, at or above current levels, on roads and community infrastructure.
Personal information	<p>has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <ul style="list-style-type: none"> Information or an opinion about an identified individual, or an individual who is reasonably identifiable; whether the information or opinion is true or not; and whether the information or opinion is recorded in a material form or not
Approved Work Schedule	the Work Schedule that outlines Eligible Projects that the Eligible Funding Recipient can use grant money to pay for.
Work Schedule	a list of projects that an Eligible Funding Recipient proposes to be funded under the LRCI Program

² Relevant money is defined in the PGPA Act. See section 8, Dictionary.

³ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.



Event Management Plan - 2022 Freedom Ride Pathways Tasmania

Version	Date	Description	Author
1	11/01/2022		David Miklos (Pathways)

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1 Introduction

1.1 Event Information

Event Name	Freedom Ride
Date/s	19 March 2021
Organiser	Pathways Tasmania
Contact Details	David Miklos – Fundraising & Marketing Manager david@pathwaystas.org.au 0432 618 945

1.2 Purpose of the Event Management Plan

This Event Management Plan (EMP) provides the event management procedures to be followed by the event organisers for Freedom Ride conducted from The Esplanade, New Norfolk on 19 March 2021. The objectives of the EMP are to:

- Provide a safe environment for all road users and event patrons
- Provide protection to event participants, organisers and the general public from traffic hazards that may arise as a result of the event activity
- Minimise the delays to all road users
- Ensure access to adjacent private/commercial premises is maintained at all times.

To achieve the above objectives, the EMP will:

- Ensure that traffic delays are kept to a minimum
- Ensure that the roads are free of hazards and that all road users are adequately protected from activities of event participants and organisers
- Ensure that all needs of road users, motorists, pedestrians, cyclists and people with disabilities are accommodated at and through the site of the event.

2 Event Details

2.1 Event Description

The Freedom Ride is a community-based family oriented bike road ride to raise funds for Pathways Tasmania. The ride will be held on Saturday, 19 March 2021. There is something for everyone with three courses plus other activities / refreshments for non-riders to enjoy. There are three courses, all of which start and finish at The Esplanade in New Norfolk.:

- Hardcore, 100km
- Marathon 42km
- Recreational 20km.

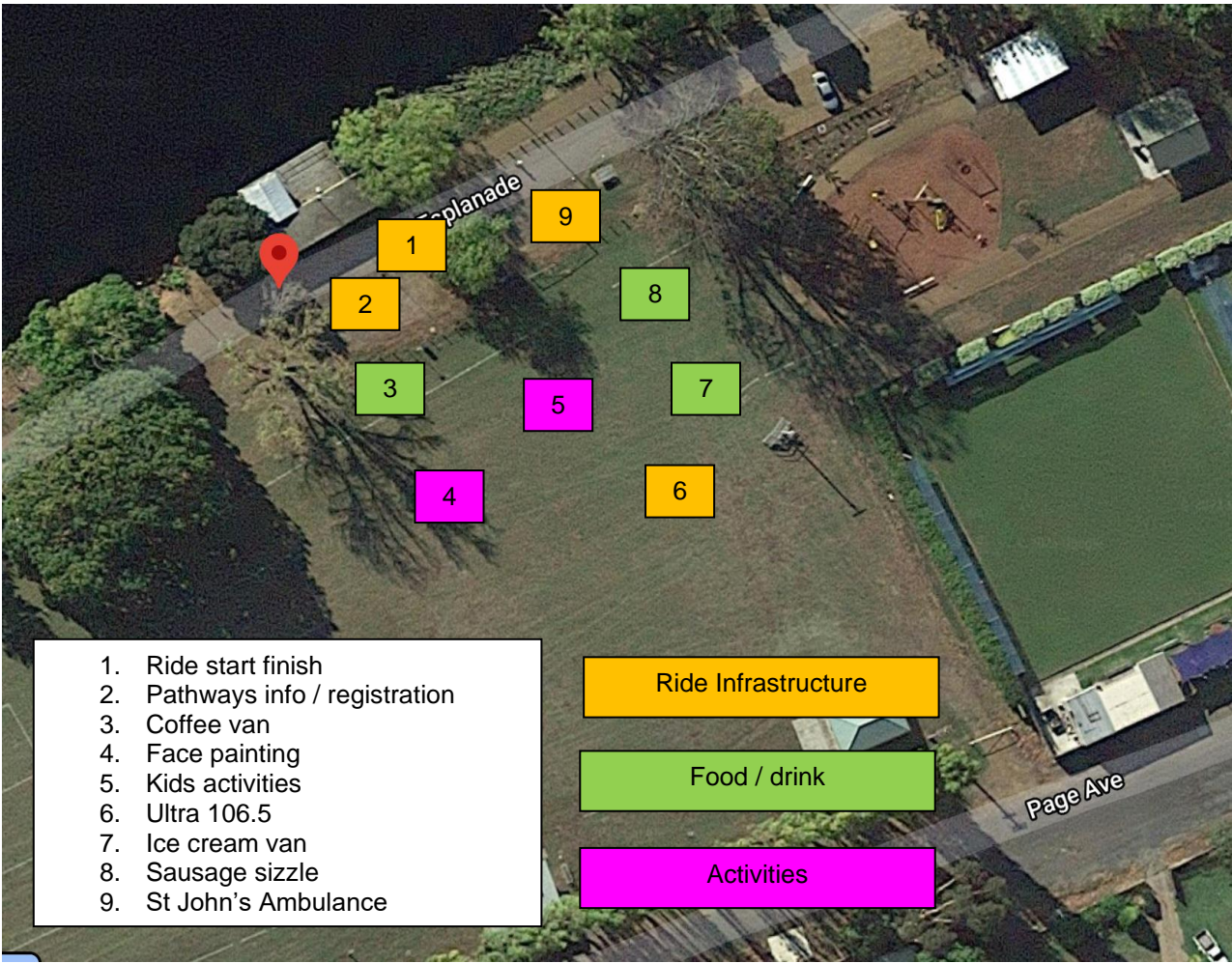
Riders on all courses enter free but are asked to fundraise \$200 for this free entry, for which they also get a rider pack. Riders are encouraged to seek financial donations to support the work of Pathways Tasmania.

2.2 History

The Freedom Ride has been a major fundraiser for Pathways Tasmania for eight years. The 2020 event was unfortunately cancelled due to COVID. Last year we enjoyed a return to activity with the event well supported by the community. At the 2021 event we held a family fun day, however, with the recent development of the large playground at The Esplanade site, we have decided this year to simplify the ancillary aspects to allow us to focus more on the core experience of those participating in the event. We still plan to provide food and refreshments to those attending and supporting riders.

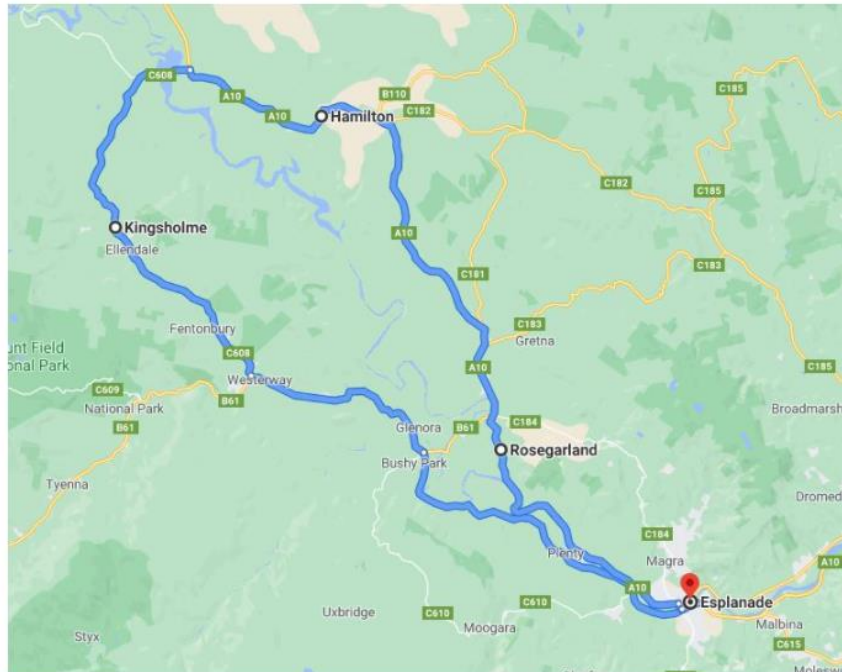
2.3 Location of Start and Finish Points

All courses will commence and conclude at The Esplanade, New Norfolk:



2.4 Course Details

100KM HARDCORE RIDE

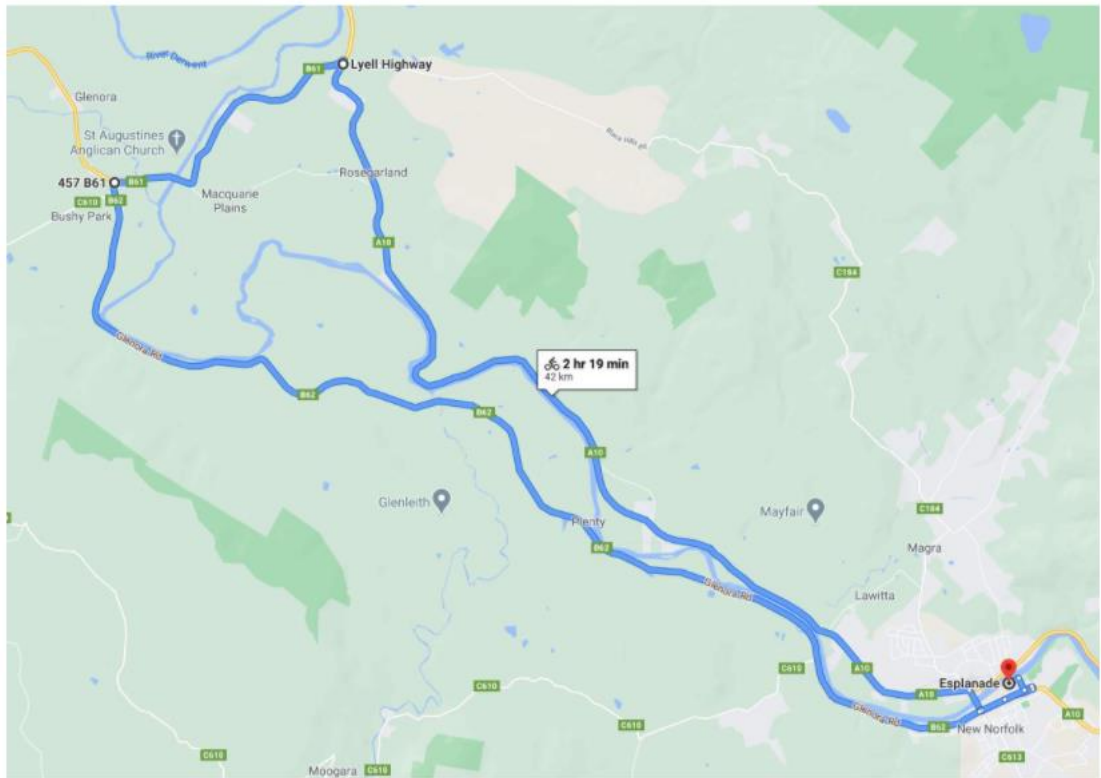


The 100km route will depart from The Esplanade, New Norfolk, and will head through to Hamilton, Lake Meadowbank, Ellendale and then will return to The Esplanade. Detailed directions below:

- Riders will start at The Esplanade, New Norfolk and turn right on to the Lyell Highway
- Right turn on to Blair St (Lyell Highway)
- Left turn on to Lyell Highway
- Left turn on to Ellendale Road
- Continue on Ellendale Road onto Gordon River Road
- Turn right on to Glenora Road
- Continue on Glenora Road on to Lyell Highway
- Turn Left into The Esplanade
- Finish at The Esplanade

100km Hardcore Ride rest stations: Kingsholme, Hamilton & Rosegarland (TBC)

42.2KM MARATHON RIDE

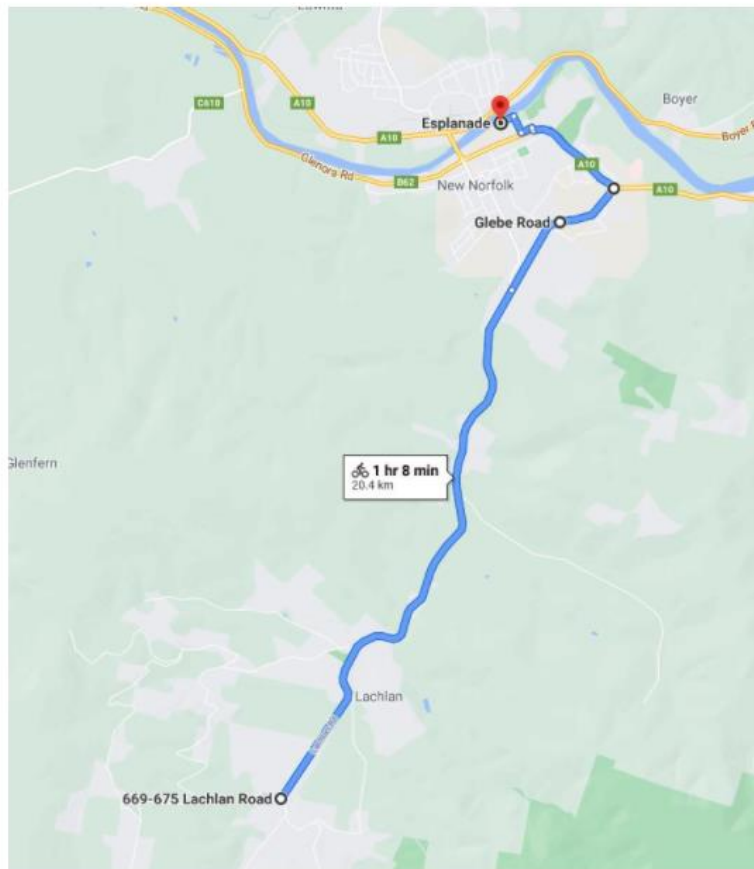


This year we are introducing a 42.2km ride that we are calling "the Marathon Ride" This route will depart from The Esplanade, New Norfolk, and will head up the Lyell Highway with riders turning off at Gordon River Road and returning to The Esplanade Park via Glenora Road. Detailed directions below:

- Riders will start at The Esplanade, New Norfolk and turn right on to the Lyell Highway
- Right turn on to Blair St (Lyell Highway)
- Left turn on to Lyell Highway
- Left turn on to Gordon River Road
- Left turn on to Glenora Road
- Continue on Glenora Road on to Lyell Highway
- Turn Left into The Esplanade
- Finish at The Esplanade

42km Marathon Ride Rest Stations: St Augustine’s Anglican Church (TBC)

20KM RECREATION RIDE



The 20km route will depart from The Esplanade, New Norfolk and go down to Lachlan turning around at the bridge two km past the township and then will head back to finish at The Esplanade.

- Riders will start at The Esplanade and turn left on to the Lyell Highway
- Right turn on to Glebe Road
- Continue on Glebe Road onto Lachlan Road
- Riders will perform a u-turn on the gravel turning area at 713 Lachlan Road, just prior to the bridge that crosses over the Lachlan River. Riders will then head back in the direction that they came.
- Continue on Lachlan Road Road onto Glebe Road
- Left turn on to Lyell Highway
- Right turn into The Esplanade
- Finish at The Esplanade

20km Recreation Ride Rest Station: Turnaround point – 713 Lachlan Road

2.5 Event Start and Finish Times

- 100km Hardcore Ride: 8am – 1.30pm (approx. 5.5hrs)
- 42km Marathon Ride: 11.00am – 1.00pm (approx. 2hrs)
- 20km Recreational Ride: 12.00pm – 1.00pm (approx. 1hr)

2.6 Participant Details

As this is a community ride, licenses are not required.

- 100km Hardcore: 12 expected, 20 maximum
- 42km Marathon: 20 expected, 40 maximum
- 20km Recreational: 40 expected, 50 maximum

2.7 Entry Process

Participants are invited to register via the Freedom Ride sign-up page. www.freedomride.org.au

2.8 Format of Activities

2022 Freedom Ride Runsheet

	Activities- The Esplanade	Ride Activity - The Esplanade	100km Hardcore	42km Marathon	20km Recreational Ride
7:00	Crew Leaders Meeting				
7:15	Set up Marquees, help desk etc.				
7:15		Registration open, collect jerseys			
7:30	St Johns Ambulance Arrive	Driver briefing (1) - Hardcore			
7:45		Hardcore Safety cars in place	Rider briefing		
8:00	Coffee Van arrive (TBC)		Hardcore Ride Start		
8:15					
8:30					
8:45					
9:00					
9:15					
9:30					
9:45	Ice cream van arrive	Driver briefing (2) - Marathon		Rider briefing	
10:00	Kids activities to start	Marathon Safety cars in place		Marathon Ride Start	
10:00	Food stall open				
10:15					
10:30					
10:45	BBQ set up (VT)				Rider briefing
11:00		Driver Briefing (3)			Recreational Ride Start
11:15		Recreational Safety cars in place			
11:30					
11:45	BBQ start				
12:00				Marathon Ride Finish	Recreational Ride Finish
12:15					
12:30					
12:45					
1:00		Presentation of Prizes and thank yous (Aldo & Nic)			
1:15					
1:30			Hardcore Ride Finish		

1:45					
2:00	Close & Pack-down				
2:15					
2:30					

2.9 Event Timing

See: 2.8 Format of Activities

2.10 Support & Trail Vehicles

Note that the ride will not have support vehicles.

Each ride will have a trail rider behind the peloton. In the case of the hardcore ride, there will be two trail riders, as the race is longer and riders tend to form into a faster and slower group. Each of these trail leader and rider vehicles will have portable orange 'hazard' lights flashing on top of the cars. They will each be equipped with mobile phones, and event coordination team members will all have access to phone number lists.

Trail riders will drop back behind last riders, and remain at least 20m behind last riders. Second trail riders in Hardcore group may be required to pull over and wait for final group of riders.

2.11 Event Permits

Derwent Valley Council

- Event Approval
- Rebecca Tudor DVC – please contact for more info and confirmation of approval.
 - T: (03) 6261 8560
 - M: 0408 260 344

Central Highlands Council

- Event Approval

Tasmania Police

- Event Permit

Department of State Roads

- Approval to use public roads.

DEPIWI

- Approved COVID plan.

2.12 Event Traffic Management

Pathways Tasmania have written the Traffic Management Plan (TMP) – see Appendix B.

David Miklos – Event Organiser – will be responsible for controlling traffic. He will be primarily at The Esplanade.

2.13 Conditions of Racing

Note: The Freedom Ride is not a Race, and as such, we have not appointed a Commissaire.

2.14 Insurance

Pathways Tasmania has a \$20 million Public Liability and Products Liability, and \$5 million Professional Indemnity Insurance Policy through Cycling Australia Inc.

<Insert copy of certificate of currency as Appendix A>

3 Event Requirements

3.1 Responsibilities

3.1.1 Event Organiser

The event organiser shall:

- Ensure all traffic control measures for the Event Course Management Plan (EMP) are placed and maintained in accordance with this plan and the relevant Acts, Codes, Standards and Guidelines
- Ensure suitable communication and consultation with the affected stakeholders is maintained at all times.
- Ensure that all event signage and personnel are in place in accordance with the EMP
- Arrange and/or undertake any necessary incident investigations.
- Ensure that event personnel engaged as marshals are provided with training to ensure such personnel are aware of the limits of their responsibilities and can undertake their activities safely.
- Render assistance to road users and stakeholders when incidents arising out of the event activities affect the network performance or the safety of road users and event participants.
- Take appropriate action to correct unsafe conditions, including any necessary modifications to the EMP.

3.1.2 Event Officials

The Event Organiser will be taking responsibility for the following Event Official roles:

- Be responsible for the conduct of the event for a period extending from one hour before the racing to one hour after the conclusion of riding
- Ensure that the event and it's participants adhere to the Cycling Australia By Laws and Technical Regulations
- Ensure that a pre-race course inspection has been conducted
- Ensure that all race permits, approvals and authorisations are in place prior to the event.
- Check that traffic controllers and traffic management marshals are in place and provide for a safe event environment.
- Ensure that appropriate first aid assistance is in place.
- Warn competitors of the hazards specific to the area of the activity.
- Inform participants that they are under the direction of the Police, event organiser and event marshals

Participants shall:

- Obey the Road Rules as applicable to the course including the requirement to give way to right of way moving traffic at all times
- Obey instructions from the Event Organisers, Police, Event Organiser and event marshals.
- Remain on the left hand side of the carriageway
- Not cross double white lines on the road
- Be courteous to other road users, pedestrians etc.
- Employ correct etiquette and ride safely in all situations.
- Be required to wear minimum safety gear
- Ensure that their bicycle is in good working order, including lights when required.
- Ensure they have adequate supply of water, sports drink and nutrition as required for the activity they are to participate in.
- Be responsible for ensuring they are fit enough for the activity.

3.1.3 Traffic Management Personnel

Pathways Tasmania volunteers will be traffic management representatives for the event shall have the responsibility of ensuring the Traffic Management devices are set out in accordance with the Traffic Management Plan. (Appendix B)

3.1.4 Traffic Controllers

Event Traffic Controllers shall be used to control road users to avoid conflict with event participants, traffic and pedestrians, and to stop and direct traffic in emergency situations where necessary. Traffic Controllers shall:

- Operate in accordance with Pathways Tasmania Traffic Management Plan (TMP)
- Correctly wear high visibility vests at all times while at the event site
- Comply with the directions of the EMP and ensure that no activity is undertaken that will endanger the safety of other event personnel, event participants and the general public
- Enter and leave the event site by approved routes and in accordance with safe practices

3.1.5 Event Marshalls

The event organiser shall ensure that event personnel engaged as marshalls are provided with training to ensure such personnel are aware of the limits of their responsibilities and can undertake their activities safely. Event Marshalls shall:

- Complete Volunteers Emergency Information Form (refer to Appendix A) before commencing duties
- Correctly wear high visibility vests at all times while at the event site
- Comply with the directions of the EMP and ensure that no activity is undertaken that will endanger the safety of other event personnel, event participants and the general public
- Enter and leave the event site by approved routes and in accordance with safe practices

3.2 Communication Procedures

Due to poor reception in the Derwent Valley, mobile phones will be the primary means of communication. All relevant names, roles and phone numbers will be made available to all event marshals, trail drivers, vendors etc.

3.3 Incident/Accident Procedures

There will be individuals who have current First Aid certificates and First Aid kits in each of the trail cars. There will also be two First Aid Officers and St John's Ambulance at The Esplanade. holders in each of the trail cars, and there will be two at The Esplanade. There will be First Aid kits in

3.3.1 Minor Injury

There will be first aid kits and individuals with First Aid certificates in each of the trail vehicles. St John's Ambulance will be in attendance and we will have two Pathways First Aid Officers at The Esplanade.

3.3.2 Medical Emergency

In the event of an incident or accident, all event activities in the immediate area shall cease until an evaluation is made. The event will only resume when safe to do so. First Aid shall be administered where necessary, and medical assistance shall be called for if required. For serious injuries an ambulance will be called on 000. An Ambulance from St John's Hospital will be on site at the event.

- Event Organiser to ensure CA Accident Report Form (refer to CA website) is completed within two (2) working days from the time of the accident

Note: Following any administration of first aid the injured person should seek medical advice for further examination and treatment if required.

3.3.3 General Emergency

- Assist persons involved and remove them from exposure to further injury or danger, if necessary
- Warn personnel in adjacent areas of potential hazards to their safety
- Call 000 or 112 (mobile phone) and alert emergency services immediately
- Secure the site from any further potential danger
- Contact Event Organiser
- Maintain communication with emergency services
- Ensure access for emergency vehicles
- Where necessary implement traffic control
- Any traffic crash resulting in non-threatening injury shall immediately be reported to the Police on 131444
- Event Organiser to ensure CA Accident Report Form (refer to CA website) is completed within two (2) working days from the time of the accident

3.3.4 Incident Management Contact Details

First Aid Officer 1: <Insert name and phone number>

First Aid Officer 2: <Insert name and phone number>

Incident Officer: David Miklos. 0432 618 945

Police: New Norfolk Police Station, 10 Bathurst Street NEW NORFOLK TAS 714

- Emergency Number: 000
- For non-emergencies phone the Police Assistance Line on 131 444

Ambulance Station: New Norfolk Ambulance Station, 9 Circle Street, New Norfolk TAS 7140

- 000 for emergency response or
- 1800 008 008 for non-emergency patient transport.

Fire Station: New Norfolk Fire Brigade

- Emergency: call 000
- SES: 135 200 for storms and floods

Hospital: New Norfolk District Hospital, 3 Richmond St, New Norfolk TAS 7140, 6166 1300

4 Planning

4.1 Risk Identification and Assessment

Refer to *2021 Freedom Ride Event Management Plan - Auscycling*

4.2 Traffic Assessment (Vehicular Traffic)

4.2.1 Volume and Composition

The routes for the event go through a variety of speed limits varying from 50kmh to 100kmh.

For the 100km ride, the traffic levels on the roads are expected to be low. The highest traffic area will be on the Lyell Highway between The Esplanade and Hamilton. However, this part of the route will be traversed first and being early on a Saturday morning it is expected to result in low traffic.

For the marathon 42km section, the traffic levels on the roads are expected to be light, due to similar path as 100km event with the traffic levels on the roads are expected to be low. The highest traffic area will be on the Lyell Highway between The Esplanade and Hamilton. However, this part of the route will be traversed first and being early on a Saturday morning it is expected to result in low traffic.

For the 20km ride the traffic is expected to be light, due to not using major roads and the event being held on a Saturday morning. There is a short stretch on the Lyell Highway (650m) which will have higher levels of traffic, but we anticipate the interruption to traffic flow will be low due to the low amount of time spent on this stretch of road as well as the time of day that the ride will be happening.

4.2.2 Existing & Proposed Speed Zones

No changes to signed speed limits will be in place and all riders will be advised to obey posted speed limits at all times.

4.2.3 Intersection Capacity

N/A

4.2.4 Existing Parking Facilities

Ample parking available participants at The Esplanade, New Norfolk

4.2.5 Heavy and Oversized Vehicles and Loads

N/A

4.2.6 Public Transport

N/A

4.2.7 Special Events and Other Works

Derwent Valley Council, Dept of State Roads and Central Highlands Council have not advised of any special events or other works.

4.3 Non-Motorised Road Users

4.3.1 Cyclists and Pedestrians

N/A

4.3.2 People with Disabilities and Other Vulnerable Road Users

N/A

4.3.3 School Crossings

N/A

4.4 Site Assessment

4.4.1 Access to Adjoining Properties

Public buildings/property will be accessible to participants. There is no requirement for private property to be accessed.

4.4.2 Environmental Conditions

Weather:

In the case of extreme weather, the event will be cancelled. Participants will be advised to check Freedom Ride Website and Facebook page for advice.

4.4.3 Impact on Adjoining Road Network

N/A

4.5 Public Health

4.5.1 Temporary Food Stalls

- Velocity Transformations Sausage Sizzle (Pathways program)
- Launch Youth Baked Goods (Pathways program)
- Que Sera Sera Coffee – food van
- Cross' Ice Cream and Fairy Floss – food van

4.5.2 Alcohol

N/A

4.5.3 Toilets

There are public toilets at The Esplanade, New Norfolk. Several toilet stop locations have been arranged on the ride itself. These will be at Hamilton Park, Lake Meadowbank and Kingsholme (Ellendale).

4.5.4 Water

Water will be provided for riders at each of the rest stations

4.5.5 Shelter

There will be temporary marquee structures at The Esplanade for riders. Where there is no natural shade/shelter at the rest stations, there will be 3x3 marquees supplied.

4.5.6 Waste Management

There are Council managed bins located at The Esplanade, and each of the rest stations will have bins provided and removed by Pathways. Each food vendor will also have their own bins and will manage them accordingly.

4.5.7 Noise

Overall noise levels for the event will be low with minimal impact on surrounding properties. The radio van provided by Hobarts Ultra 106.5fm will be playing live radio from 10am until 2:30pm.

4.6 Public Safety

4.6.1 Rider Feeding Procedures

Riders will be directed to help themselves to water and nutrients set up of trestle tables in single file.

4.6.2 Security and Crowd Control

We will have volunteers monitoring spectators and participants The Esplanade. There will also be barriers in place to assist with COVID safe practices.

4.6.3 Spectator Viewing

No official, Pathways managed viewing areas will be arranged.

4.6.4 Pedestrian Access

Pedestrians will only be at The Esplanade, and they will be directed away from the start/finish areas at the appropriate times by volunteer marshals in hi-vis.

4.6.5 Lighting and Power

Lighting will not be required as all for the event. Power will be supplied at The Esplanade by Derwent Valley Council. There are power boxes for stall holders.

4.6.6 Temporary Structures

There will be approx. six temporary 3mx3m marquees in place for stall holders and at each rest stop where there is no shade.

4.6.7 Public Notification

We will advertise in the New Norfolk Gazette in the Public Notices section, Wednesday prior to the event. We will also ask Derwent Valley Council to promote the event on their Facebook page.

4.6.1 Notification of Other Agencies

We will issue a media release on March 12 and send to Tas Police, Fire and Ambulance.

5 Implementation

5.1 Hazard Identification, Risk Assessment and Control

Refer Appendix A

In establishing adequate controls for the risks and hazards identified in Section 4.1, the event organiser has used a structured approach via the use of the hierarchy of control as outlined below:

- Elimination
- Substitution
- Engineering
- Administration
- Personal Protection Equipment
- Behaviour Management

The event organiser will evaluate all event management arrangements prior to the commencement of the event. New hazards that arise throughout the event will be subject to risk assessment and incorporated onto the Risk Register.

5.2 Traffic Management Details

5.2.1 Traffic Management Plans

Refer Appendix B

5.2.2 Additional Event Warning Signage

The 100km event is split into two groups, demarcated by speed. Each group will have a car leading and trailing the group of cyclists. Each car will be equipped with a standard flashing orange light magnetically mounted to the top of the vehicle. In addition, each car will have a single sign with black text on a yellow background bearing the words 'CAUTION CYCLISTS'. The lead car for each group will have the sign displayed in the front passenger side window and the trailing car will have the sign displayed in the rear window.

The 42km event will have a car leading and trailing the group of cyclists. The vehicle will be equipped with a standard flashing orange light magnetically mounted to the top of the car and have a single sign with black text on a yellow background bearing the words 'CAUTION CYCLISTS'. The lead car will have the sign displayed in the front passenger side window and the trailing car will have the sign displayed in the rear window.

The 20km event will be on roads with low traffic and as a result will have one car trailing the group with no lead car. The follow car will be equipped with a standard flashing orange light magnetically mounted to the top of the vehicle. In addition, the car will have a single sign with black text on a yellow background bearing the words 'CAUTION CYCLISTS'. The car will have the sign displayed in the rear window.

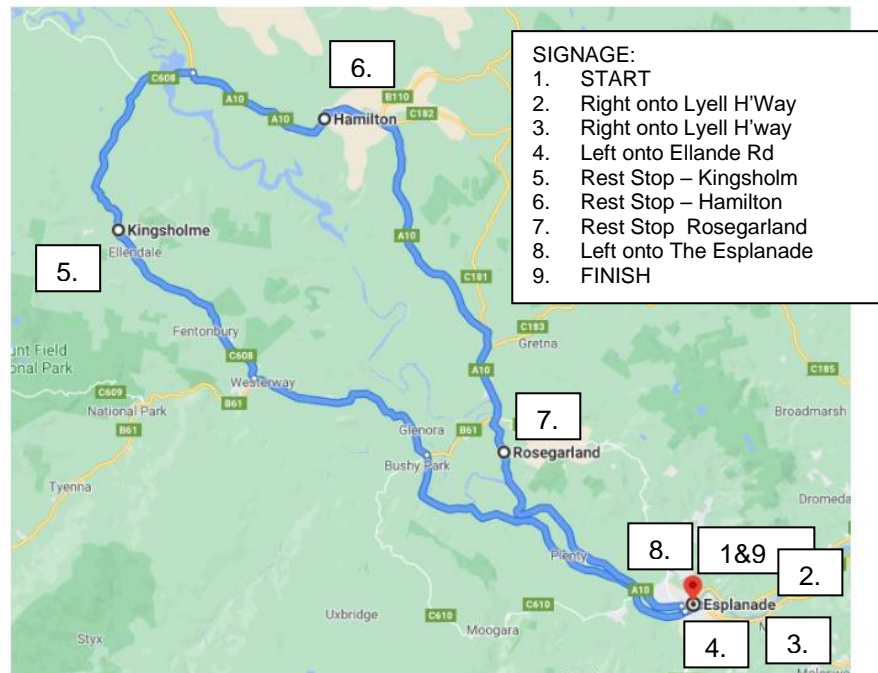
At 713 Lachlan Road, the turnaround point for the 20km ride, an Event Traffic Controller in a high vis vest will be located next to the road to direct riders to do a u turn in the gravel turning point on the road.

5.3 Competitor Management Details

5.3.1 Event Signage and Devices

The maps below show the location of signage for the three routes:

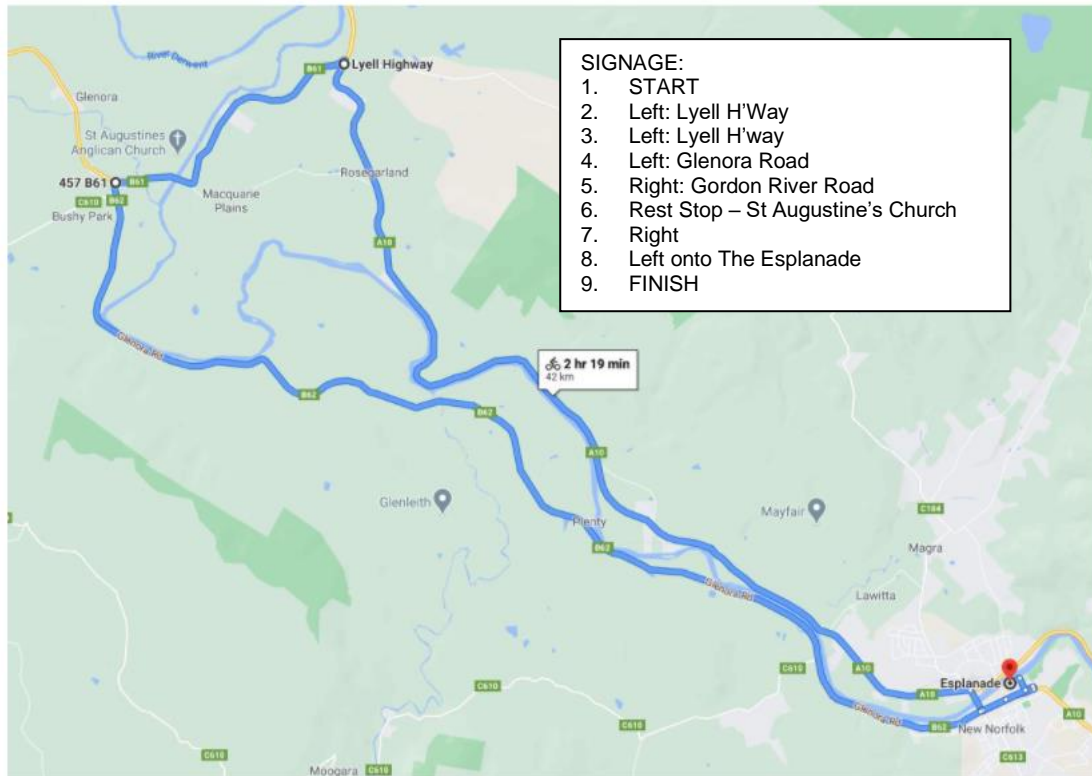
100KM HARDCORE RIDE



The 100km route will depart from The Esplanade, New Norfolk, and will head through to Hamilton, Lake Meadowbank, Ellendale and then will return to The Esplanade. Detailed directions below:

- Riders will start at The Esplanade, New Norfolk and turn right on to the Lyell Highway
- Right turn on to Blair St (Lyell Highway)
- Left turn on to Lyell Highway
- Left turn on to Ellendale Road
- Continue on Ellendale Road onto Gordon River Road
- Turn right on to Glenora Road
- Continue on Glenora Road on to Lyell Highway
- Turn Left into The Esplanade
- Finish at The Esplanade

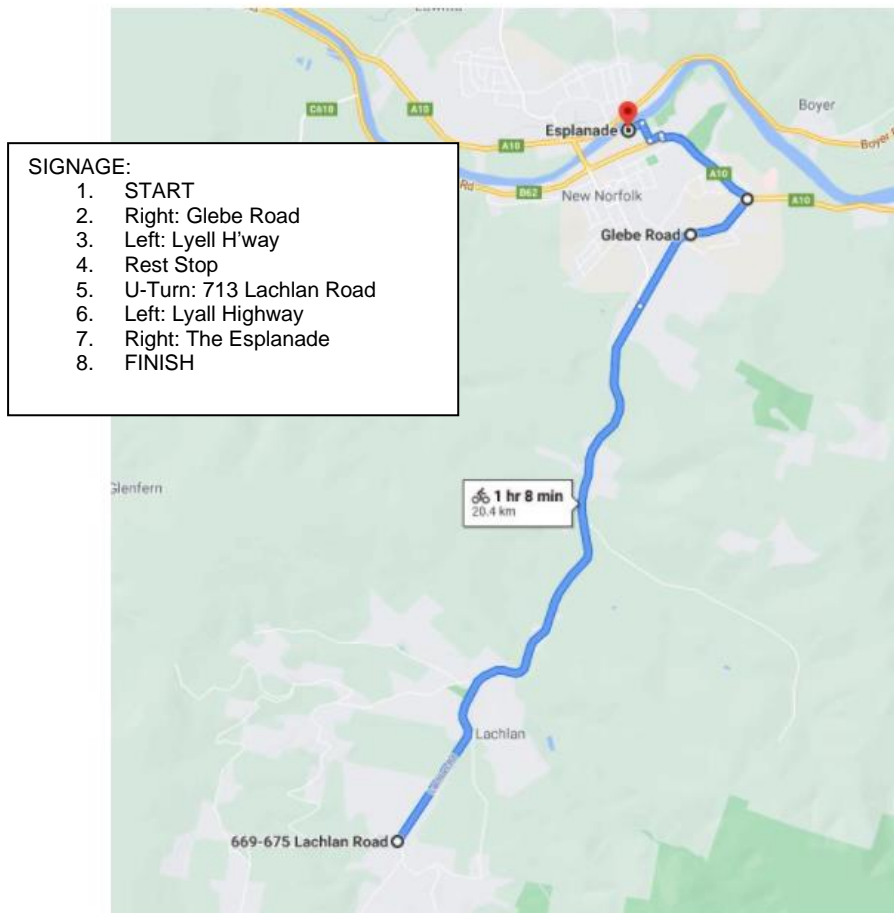
42.2KM MARATHON RIDE



This year we are introducing a 42.2km ride that we are calling "the Marathon Ride" This route will depart from The Esplanade, New Norfolk, and will head up the Lyell Highway with riders turning off at Gordon River Road and returning to The Esplanade Park via Glenora Road. Detailed directions below:

- Riders will start at The Esplanade, New Norfolk and turn right on to the Lyell Highway
- Right turn on to Blair St (Lyell Highway)
- Left turn on to Lyell Highway
- Left turn on to Gordon River Road
- Left turn on to Glenora Road
- Continue on Glenora Road on to Lyell Highway
- Turn Left into The Esplanade
- Finish at The Esplanade

20KM RECREATION RIDE



The 20km route will depart from The Esplanade, New Norfolk and go down to Lachlan turning around at the bridge two km past the township and then will head back to finish at The Esplanade.

- Riders will start at The Esplanade and turn left on to the Lyell Highway
- Right turn on to Glebe Road
- Continue on Glebe Road onto Lachlan Road
- Riders will perform a u-turn on the gravel turning area at 713 Lachlan Road, just prior to the bridge that crosses over the Lachlan River. Riders will then head back in the direction that they came.
- Continue on Lachlan Road Road onto Glebe Road
- Left turn on to Lyell Highway
- Right turn into The Esplanade
- Finish at The Esplanade

5.3.2 Event Marshals

At The Esplanade State and Finish
As riders come out onto Lyell Highway
At each of the rest stops
As riders come back into The Esplanade

5.4 Vehicle Movement Plan

There will be no support vehicles.

Trail riders will be briefed to follow each group of riders (two for 100km ride, one each for 42km and 20km ride. Event vehicles will not be permitted inside The Esplanade site (with the exception of St John's Ambulance and stall vendors. These vehicles will not have cause to move until the event is over).

5.4.1 Event Signage and Devices

See: 5.3.1 *Event Signage and Devices*

5.4.2 Event Marshals

See: 5.3.2 *Event Marshals*

5.5 Pedestrian Management Plan

Start and Finish zones will be clearly marked, and pedestrians will not be permitted in these areas at the start of each ride, and during the finish. Marshals will erect NO CROSSING signs at the appropriate times.

There is not expected to be may spectators/pedestrians at rest stops, but there will be Marshals in place to direct people out of the way of the riders.

5.5.1 Event Signage and Devices

See: 5.5 *Pedestrian Management Plan*

5.5.2 Event Marshals

See: 5.3.2 *Event Marshals*

5.6 Installation Plan

5.6.1 Sequence

A safely positioned shadow vehicle shall be used in advance of the signs and traffic control devices to protect event personnel putting out and removing the signs or traffic control devices.

Racing will not commence or continue until all signs, devices and barricades are in place and operational in accordance with the requirements of the TCP's.

5.6.2 Signs

Prior to installation all signs shall be checked for damage and cleanliness and repaired, replaced or cleaned as necessary.

Signs and devices shall be erected in accordance with the locations and spacing shown indicated in the EMP such that:

- They are properly displayed and securely mounted
- They are within the driver's or event participants line of sight
- They cannot be obscured from view
- They do not obscure other devices from the driver's line of sight
- They do not become a possible hazard to event participants or vehicles
- They do not deflect traffic into an undesirable path.

5.6.3 Barriers and Delineation

Barriers and traffic cones will be erected in accordance with the TCD's. All barriers will be secured and appropriately weighted.

5.7 Emergency Arrangements.

In the event of an accident on the road, trail vehicle drivers will be advised to stop riders on their course. Riders will be asked to pull over as far as possible to the left to allow emergency vehicle clear access.

5.8 Site Access

Room will be allowed for emergency vehicle access to The Esplanade.

6 Site Inspections

The Event Organiser will ensure that the Event Management Plan is implemented and evaluated for effectiveness.

Inspections shall be undertaken as required and at a minimum on the following occasions:

- Before the event activities commence
- During the event activities
- Closing down at the end of the event activities.

7 Key Event Contacts

Event Organisers – Pathways Tasmania:

Name: David Miklos

Title: Fundraising and Marketing Manager

Phone: 0432 618 945

Email: david@pathwaystas.org.au

Name: Matthew Devenish

Title: Business Manager

Phone: 0422 803 188

Email: matthew@pathwaystas.org.au

Name: Aldo Antolli

Title: CEO

Phone: 0447 263 511

Email: ceo@pathwaystas.org.au

Derwent Valley Council (DVC)

Name: Bec Tudor

Title: Community Development Officer

Phone: 03 6261 8500

Email: rtudor@dvc.tas.gov.au

Central Highlands Council

Name: Jason Branch

Title: Manager, Works & Services

Phone: 03 6286 3202, 0428 725 198

Email: jbranch@centralhighlands.tas.gov.au

Department of State Growth (State Roads)

Name: Donald Howatson

Title: Manager, Traffic Engineering

Phone: 6166 3327

Email: donald.howatson@stategrowth.tas.gov.au

AusCycling Tasmania (insurers)

Name: Shellie Wakefield

Title: Operations & Development Manager

Phone: (03) 6311 0145

Email: shellie.wakefield@auscycling.org.au

Appendix A - Certificate of Insurance Currency

Appendix B – Traffic Control Plan



EVENT TRAFFIC MANAGEMENT PLAN

ROAD CYCLE EVENT

PATHWAYS TASMANIA INC

19 March 2022

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8 1. Introduction

8.1 1.1 Purpose and Scope

This Traffic Management Plan (TMP) outlines the traffic control and traffic management procedures to be implemented by the Event Organiser, Pathways Tasmania Inc, and Traffic Management Personnel to manage potential hazards associated with the traffic environment during the event activity.

8.2 1.2 Traffic Management Objectives and Strategies

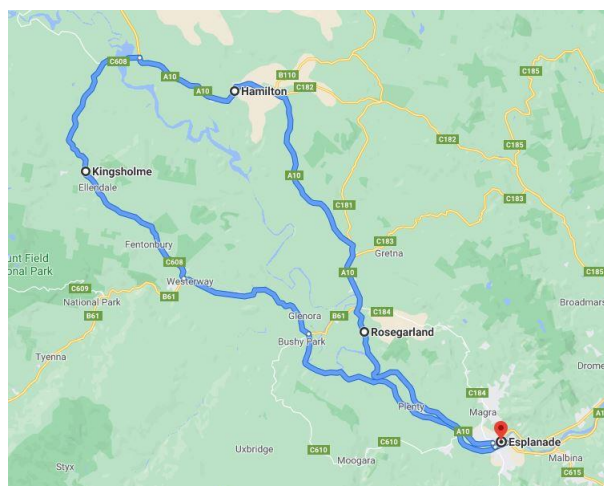
The objectives of the Traffic Management Plan are:

- To provide protection to event participants and the general public from traffic hazards that may arise as a result of the event activity.
- To manage potential adverse impacts on traffic flows to ensure network performance is maintained at an acceptable level.
- To minimise adverse impacts on users of the road reserve and adjacent properties and facilities.

8.3 1.3 Event Location

There are three routes being used for the event. The 100km ride will start at The Esplanade, New Norfolk. **The 100km Hardcore route is as follows:**

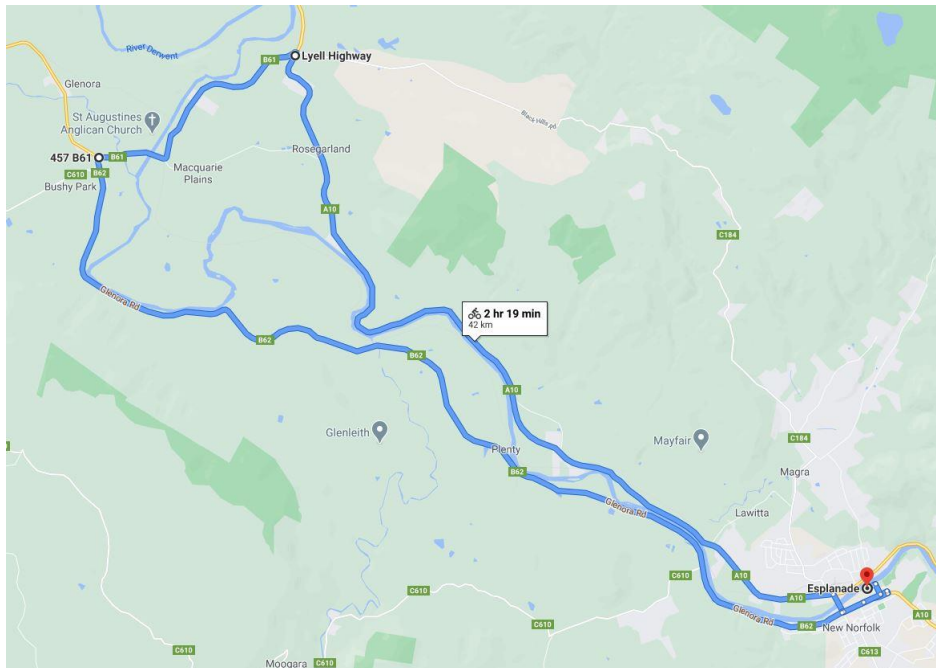
- Riders will start at The Esplanade, New Norfolk and turn right on to the Lyell Highway
- Right turn on to Blair St (Lyell Highway)
- Left turn on to Lyell Highway
- Left turn on to Ellendale Road
- Continue on Ellendale Road onto Gordon River Road
- Turn right on to Glenora Road
- Continue on Glenora Road on to Lyell Highway
- Turn Left into The Esplanade
- Finish at The Esplanade



The second route for the **42km Marathon Ride** will also start at The Esplanade, New Norfolk. The route is as follows:

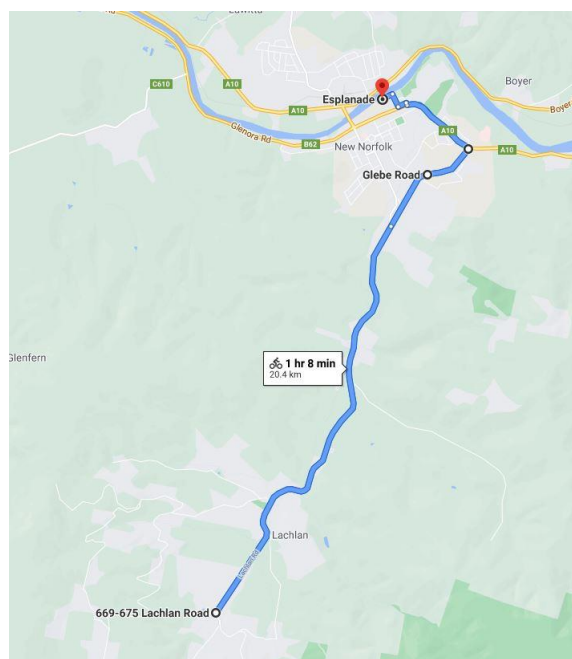
- Riders will start at The Esplanade, New Norfolk and turn right on to the Lyell Highway
- Right turn on to Blair St (Lyell Highway)
- Left turn on to Lyell Highway
- Left turn on to Gordon River Road
- Left turn on to Glenora Road
- Continue on Glenora Road on to Lyell Highway

- Turn Left into The Esplanade
- Finish at The Esplanade



The third route for the **20km Recreational Ride** will also start at The Esplanade, New Norfolk. The route is as follows:

- Riders will start at The Esplanade, New Norfolk and turn left on to the Lyell Highway
- Right turn on to Glebe Road
- Continue on Glebe Road onto Lachlan Road
- Riders will perform a u-turn on the gravel turning area at 713 Lachlan Road, just prior to the bridge that crosses over the Lachlan River. Riders will then head back in the direction that they came.
- Continue on Lachlan Road Road onto Glebe Road
- Left turn on to Lyell Highway
- Right turn into The Esplanade
- Finish to be at The Esplanade.



9 2. Activities on Road

9.1 2.1 Scope of Activities

Item	Description
Event Scope	The event activities involve on-road cycling events around a circuit of local roads in the New Norfolk Council and Central Highlands Council. The length of the main circuit is approximately 100km, the marathon route 42.2km and the shorter one is approximately 20km.
Event Name	Freedom Ride
Event Category	This event is not classified as being in a race category as it is a cycle event with no race component.
Speed Limits	No changes to signed speed limits will be in place and all riders will be advised to obey posted speed limits at all times.
Local Government	Derwent Valley Council and Central Highlands Council.
Event Organiser	Pathways Tasmania Inc
Details of Activities	The event entails four different groups across three different courses. The routes are specified under item 1.3. The Hardcore 100km ride is expected to split into two groups, with group one expected to take between 5.5 and 6.5 hours, with the second group will be expected to take 3.5 hours The 42km Marathon Ride will take 2.5 hours and the 20km Recreational Ride ride will run for approximately 1.5 hours. All rides will start and finish at The Esplanade.
Date of Event	March 19 2021
Event Start and Finish Time	8:00am to 2:30pm
Event Duration	6.5 hours

9.2 2.2 Existing Traffic and Speed Environment

The routes for the event go through a variety of speed limits varying from 50kmh to 100kmh.

For the 100km ride, the traffic levels on the roads are expected to be low. The highest traffic area will be on the Lyell Highway between The Esplanade and Hamilton. However, this part of the route will be traversed first and being early on a Saturday morning it is expected to result in low traffic.

For the marathon 42km section, the traffic levels on the roads are expected to be light, due to similar path as 100km event with the traffic levels on the roads are expected to be low. The highest traffic area will be on the Lyell Highway between The Esplanade and Hamilton. However, this part of the route will be traversed first and being early on a Saturday morning it is expected to result in low traffic.

For the 20km ride the traffic is expected to be light, due to not using major roads and the event being held on a Saturday morning. There is a short stretch on the Lyell Highway (650m) which will have higher levels of traffic, but we anticipate the interruption to traffic flow will be low due to the low amount of time spent on this stretch of road as well as the time of day that the ride will be happening.

9.3 2.3 Roles and Responsibilities

The event organiser has the ultimate responsibility and authority to ensure the TMP is implemented for the prevention of property damage and injury to event personnel, participants, road users and all members of the public.

The following outlines the management hierarchy that will apply to the events.

Event Organiser	Pathways Tasmania Inc
Road Authority	Tasmanian Government Derwent Valley Council
Event Marshall	David Miklos M: 0432 618 945 E: david@pathwaystas.org.au
Traffic Management Supervisor and Design	David Miklos M: 0432 618 945 E: david@pathwaystas.org.au

10 3. Statutory Requirements

10.1 3.1 Road Traffic Act and Regulations

All regular cycling road rules will be in effect for this event as per Road Rules 2009 (Tas), with riders briefed at the beginning of the event on the following rules:

- Division 2 – Keeping to the Left
- Rule 20 – Obeying the speed-limit
- Division 3 – Overtaking
- Rule 151 - Riding a motor bike or bicycle alongside more than one other rider
- Part 15 - Additional rules for bicycle riders

10.2 3.2 Responsibilities

The Event Organiser is responsible for:

- Ensure all traffic control measures for this TMP are placed and maintained in accordance with this plan.
- Ensure suitable communication and consultation with the affected stakeholders is maintained.
- Ensure inspections of the Traffic Controls are undertaken in accordance with the TMP, and results recorded. Any variations shall be detailed together with reasons.
- Instruct event personnel on the relevant safety standards, including the correct wearing of high visibility safety vests, and other equipment as required.

- Take appropriate action to correct unsafe conditions, including any necessary modifications to the TMP.

The Traffic Management Marshall is responsible for:

- Ensuring the traffic management devices are set out in accordance with the TMP.

Event Traffic Controllers and Marshals shall:

- Correctly wear high visibility vests, in addition to other protective equipment required (e.g. footwear, sun protection etc), at all times whilst at the event site.
- Comply with the requirements of the TMP and ensure no activity is undertaken in conflict with the TMP.

10.3 3.3 Incident/Accident Procedures

In the event of an incident or accident, involving traffic or road users, all event activities in the area shall cease. The event will only resume when safe to do so. First Aid shall be administered where necessary, and medical assistance shall be called for if required. For serious injuries an ambulance will be called on the telephone number 000. The Police shall also be called on 000 for traffic accidents where serious injuries have occurred. An Ambulance from St John's Hospital will be on site at the start/finish point of the event. All lead and pursuit cars will be equipped with First Aid kits in case of accidents.

11 4 Hazard Identification and Risk Assessment

Hazard Identification and Risk Assessment has been done through the separate risk register which should be read in conjunction with the TMP.

12 5 Traffic control

12.1 5.1 Traffic Control Devices

100km Event

The 100km event is split into two groups, demarcated by speed. Each group will have a car leading and trailing the group of cyclists. Each car will be equipped with a standard flashing orange light magnetically mounted to the top of the vehicle. In addition, each car will have a single sign with black text on a yellow background bearing the words 'CAUTION CYCLISTS'. The lead car for each group will have the sign displayed in the front passenger side window and the trailing car will have the sign displayed in the rear window.

42km Event

The 42km event will have a car leading and trailing the group of cyclists. The vehicle will be equipped with a standard flashing orange light magnetically mounted to the top of the car and have a single sign with black text on a yellow background bearing the words 'CAUTION CYCLISTS'. The lead car will have the sign displayed in the front passenger side window and the trailing car will have the sign displayed in the rear window.

20km event

The 20km event will be on roads with low traffic and as a result will have one car trailing the group with no lead car. The follow car will be equipped with a standard flashing orange light magnetically mounted to the top of the vehicle. In addition, the car will have a single sign with black text on a yellow background bearing the words 'CAUTION CYCLISTS'. The car will have the sign displayed in the rear window.

At 713 Lachlan Road, the turnaround point for the 20km ride, an Event Traffic Controller in a high vis vest will be located next to the road to direct riders to do a u turn in the gravel turning point on the road.

12.2 5.2 Informing Motorists

Advertisements will be placed in the Derwent Valley Gazette and via promoted Facebook posts leading up to the event to give local residents advance notice that the ride will be occurring so that they will be prepared for possible longer drive times during the event.

INFLATABLE LAND-BORNE DEVICES: Risk Implications & Proposed Treatments – December 2021

BACKGROUND

Inflatable land-borne devices or “Jumping Castles” are a popular addition to children’s parties, school fetes and community festivals. If operated correctly, jumping castles can be a safe and enjoyable activity for children.

The majority of operators comply with relevant Australian Standards and ensure that jumping castles are safe for children to use. However, there have been several serious incidents reported both in Australia and overseas that highlight the potential risks to users when this type of amusement device is operated incorrectly.

In a report released by Monash University, it was revealed that over a ten year period (January 2001 to December 2010), hospitals in Victoria reported a total of 784 children presenting with injuries associated with jumping castles. Most injuries occurred amongst children aged between 2-8 years (approx. 66%) and were caused by falls (71%).

In this members brief we will examine two incidents that have occurred in Australia to:

- Identify the risks associated with these structures;
- Highlight the responsibilities of jumping castle operators under applicable Australian Standards;
- Examine Councils’ liability exposure to claims arising from these structures; and
- Identify key risk management strategies to minimise injury to users and potential liability claims.



Photo source: Google

We will also consider the risks associated with variety of inflatable structure known as ‘jumping pillows’, which have been installed in outdoor commercial holiday parks and indoor recreation facilities, such as Council leisure centres.

INCIDENT EXAMPLE – 1

During a race meeting held in Adelaide in March 2001, a jumping castle was hit by a strong gust of wind, causing the restraining ropes to release/break and the structure to lift three metres into the air. Twelve children were injured in the incident, one child later died from extensive head injuries.

A Coroner’s inquest into the cause of the child’s death found that:

- The anchorage system recommended by the manufacturer was inadequate and had not been appropriately tested at the design stage (e.g. to determine maximum safe wind speed for operation);

- The operator had adopted an alternate anchorage system for the jumping castle, which was also inadequate and caused the failure.

Following the Coroners recommendation, a specific standard was developed for commercial jumping castles (AS 3533.4.1 – Amusement rides and devices Specific requirements - Land-borne inflatable devices). It sets out requirements and guidance for the design, manufacture, operation and maintenance of land-borne inflatable amusement devices that are static when in use. It also specifies information to be supplied with the equipment.

Unfortunately, these types of incidents are not uncommon, with numerous examples in recent years reported in the UK and USA. <http://www.usatoday.com/story/news/nation-now/2016/03/28/7-year-old-dies-after-sustaining-injuries-inside-bouncy-castle/82351720/>

Many of these incidents appear to have involved very similar factors to those that were found to have occurred in the Adelaide incident of March 2001. Clearly operators in the UK and the USA would be subject to very different standards – the specific requirements of which are unknown – however it is recommended that members who have such inflatable devices at their events give due consideration to the following questions:

1. Do you ensure that those operating the equipment provide evidence of;
 - a) Systems to ensure the inflatable is anchored in line with manufacturers specifications?
 - b) If an alternative system of anchoring is used, that it is the equivalent or better to the manufacturer's requirements and in line with AS 3533?
 - c) System in place to monitor the wind speed throughout the event, and stop the use of the device immediately should conditions be outside that specified by the manufacturer?
 - d) Regular inspections of the device are conducted, including (but not limited to) Post-assembly inspection, Daily inspections, and Annual inspection?
2. Are those Council staff dealing with operators of such devices / structures provided with appropriate training / awareness regarding precisely what is required to be provided by the operator?
3. As event organisers, does Council have an effective system in place to monitor the weather in the lead up to and during the event, as well as ensure warning messages are communicated as quickly as possible to all stall holders, ride / device operators and others responsible for temporary structures when adverse conditions are detected?

INCIDENT EXAMPLE – 2

In 2005, a 2 ½ year old boy lost the tip of his finger when he stuck his finger into the unguarded fan used to inflate a jumping castle at a Christmas party in Melbourne.

The operators were prosecuted by Work Safe Victoria under s.24 of the Occupational Health and Safety Act 2004 for “failing to ensure that persons are not exposed to risks to their health and safety”.

The Magistrate was concerned that the fan was accessible with no guard around it. Moreover, there appears to have been no or little supervision of the ride. The operator had set up the ride and left prior to the incident occurring. It was also noted that the operators did not have public liability insurance cover.

A fine was issued by the Magistrate to each operator for contravening the Occupational Health and Safety Act 2004 (the equivalent Act for Tasmania is the Work Health and Safety Act 2012).

IDENTIFIED RISKS

The following list provides examples of potential risks that if present, could lead to a child or adult suffering serious injuries through the use and operation of jumping castles. These risks have been identified through previous incidents as well as by asking “**what could go wrong?**”

- Lack of supervision;
- Improper use (e.g. allowing a mix of adults / older children and young children to play in the jumping castle at the same time);
- Improper set-up;
- Inadequate anchoring;
- Tie-down ropes of insufficient strength;
- Use of inflatable structures in windy conditions;
- Access to dangerous parts of the equipment (e.g. unguarded fan / blower unit);
- Electrical hazards, such as exposed electrical contacts;
- Entrapment and suffocation points;
- Exit / Entry points blocked / obstructed in the case of an emergency;
- Collision of users;
- Trip and fall hazards (e.g. due to poor placement of anchorage points);
- Sharp objects present in jumping area (e.g. glasses, buckles on clothing);
- Sudden loss of pressure / deflation due to holes or tears in the fabric of the device;
- Lack of safety mats outside exit / entry points.

RESPONSIBILITIES OF OPERATORS

The Australian Standard (AS 3533.4.1 - Amusement rides and devices: Specific requirements: Land-borne inflatable devices) provides advice and guidance in relation to the design, manufacture, operation and maintenance of **commercial** jumping castles. There is currently no equivalent standard for ‘toy’ inflatables, which are typically smaller sized jumping castles available to be purchased from retail outlets for domestic use. However, Work Safe Victoria recommends that the Australian Standard (AS 3533.4.1) be applied to all inflatable land-borne amusement devices, including ‘toy’ devices.

It is noted that ‘water-borne’ inflatables are specifically excluded from the Australian Standard, AS 3533.4.1. Instead, a standard has been updated to provide specific requirements for these types of devices - AS 3533.4.5 – Amusement rides and devices Specific requirements - Waterborne inflatables.

Operators should ensure that before the amusement device is used, they have all necessary information and instructions from the manufacturer and supplier in relation to the installation, operation, maintenance and inspection of the equipment.

Operators should also be aware of their responsibilities under the standard. For instance it is recommended that operators conduct inspections of the equipment ‘post-assembly’, ‘daily’ and ‘annually’. AS 3533.3 In-service inspection - this Standard specifies the basis for in-service inspection of amusement rides and devices. The activities of all those involved in the operational (day-to-day) inspection and checking of the ride or device, the regular inspections related to preventative maintenance and the periodic inspection of the equipment, along with the documentation thereof, are specified.

Routine maintenance is also recommended and corrective maintenance, where defects have been identified. In addition, operators are to assemble the equipment in accordance with the manufacturer's instructions and to instruct patrons on the safe use of the equipment.

Councils should be aware that under their applicable health and safety regulations (e.g. Victoria – Occupational Health and Safety Regulations 2017; Tasmania – Work Health and Safety Regulations 2012) there are specific duties that apply to employers who use, manage, control or hire amusement devices, including 'jumping castles'. For those states and territories that have adopted the Model Workplace Health and Safety Legislation, Safe Work Australia has developed a range of guidance material relevant to amusement devices, which provides specific treatments / controls for managing risks associated with inflatable amusement devices (refer link in References).

Please note that Work Safe Victoria have advised that jumping castles are not considered 'prescribed equipment' under the Equipment (Public Safety) Act (VIC) 1994.

COUNCIL LIABILITY FOR JUMPING CASTLE INCIDENTS

Councils often hire inflatable structures for community fairs and festivals. Alternatively, members of the community may request permission from Council to use jumping castles on Council owned land. A Council in both situations may be exposed to a public liability claim if a member of the public were to sustain an injury whilst using the jumping castle. However, the extent of Councils liability will depend on the particular circumstances of the incident.

It is recommended that Councils become familiar with the Australian Standard and ensure that risk management strategies are in place to manage the risks associated with these devices. Councils may choose to develop their own or adopt the following risk management strategies.



Photo source: Google

1) Suggested Risk Management Strategies: Non-Council Hirer using Jumping Castle on Council Owned Land

- Ensure that written hire agreements are completed for all hirers of Council owned and/or operated facilities.
- Ensure that the hire agreement stipulates conditions of use, public liability insurance requirements, responsibilities of the parties to the agreement and preferred methods of communication between the hirer and Council.
- Ensure that the conditions of use specifically cover risk management requirements in relation to 'Jumping Castles', i.e. hirers must ensure that they are operated in accordance with AS 3533.4.1.

2) Suggested Risk Management Strategies: Council Hirer using Jumping Castle for Council run / organised Event

- Prior to hiring the inflatable device, request evidence from the operator that it has current public liability cover, preferably \$20mil+.
- Request evidence from the operator that the jumping castle meets current Australian Standards.
- Request evidence of the operator's experience, safety and training record.
- Require that the jumping castle be set up by experienced / trained personnel.
- Consider contracting an experienced / trained operator to supervise the jumping castle for the total period of hire.
- Council should request a copy of the post-assembly inspection report conducted by the operator, prior to the inflatable device being used, as well records of daily inspections should the device be in place for more than one day.
- Council should ensure that the operator provides written instructions in relation to the following control and supervision issues:
 - Environmental conditions that may impact patrons' use of the device.
 - A process for regular wind speed monitoring should be established. The use of an on-site wind speed monitor (Anemometer) is in use. Reviewing maximum safe wind speed when the device is in use.
 - Procedure for monitoring current and forecast wind conditions, and evacuation of the device should adverse conditions be detected,
 - The maximum number of patrons that can use the device at one time, based on their height, weight or age.
 - The maximum height, weight or age limits that apply for patrons to use the device.
 - Patron dress code, including foot wear.
 - The minimum number of operators/attendants required to supervise the device and any age restrictions that apply.
- Throughout the period of hire, routine inspections should be carried out and recorded by a competent person (+18 years) to ensure that the device continues to be suitable for use. Such inspections should include checks of anchors and ropes, that the fabric of the device does not contain any holes or tears, that the air pressure is sufficient for the walls of the device to remain firm and upright etc. Please refer to AS 3533.4.1 for further details.
- During the period of hire, a competent person should ensure that any maintenance required, as determined through routine inspections, is performed e.g. removal of debris, securing of anchors and ropes etc. A log book of all inspections and maintenance should be recorded and kept.
- During the period of the event, Council should also consider implementing a system of monitoring current and forecast wind conditions, and ensuring adverse conditions are communicated effectively to all stall holders, ride/device operators and others as required.
- All of the above, identified hazards / risks (but not limited to) should be contained in Councils documented Risk Assessment Template.

JUMPING PILLOWS

Jumping pillows originate from Denmark. They were initially made for outdoor use but more recently an indoor product has become available. As the name suggests, this product is shaped like a giant pillow and designed to be jumped on. The jumping pillow is installed as a 'permanent' inflatable piece of equipment, which requires an electric blower to be kept inflated. According to the USA manufacturer of this equipment (Jumping Pillows LLC), jumping pillows are 'safer' than jumping castles as 'jumping' by one child has very little impact on another child's bounce.



Photo source www.jumpingpillows.com.au

In Australia, outdoor jumping pillows are a popular addition to the recreation facilities available at holiday parks and resorts. Councils are now also installing this type of equipment in their indoor facilities, such as leisure centres.

Any new type of recreational equipment will necessarily attract risks. It is therefore important that Council has conducted a risk assessment prior to purchasing this equipment and ensures that all necessary precautions have been taken to protect users from injury. Council should also consider requesting information from the manufacturer and/or supplier about the safety of the equipment and level of compliance with relevant Australian Standards (i.e. AS 3533.4.1).

Many of the risks that apply to jumping castles also apply to this equipment, such as lack of supervision, collision of two or more users, improper use / behaviour on equipment, and sudden deflation of the equipment. Additional risks that apply to jumping pillows include:

- injuries caused by jumping near the edges (which are less inflated),
- burns due to the surface being hot from sun exposure (applies to outdoor pillows),
- inappropriate or insufficient material used as a safety barrier around the edge of the jumping pillow,
- slipping hazards if the jumping pillow becomes wet (e.g. if installed in a shared-use area near a swimming pool).

If Councils decide to install this equipment, then Councils should ensure the site selected is suitable, with consideration given to the impact of any adjacent activities.

The jumping pillow should be installed by an experienced and trained installer. Sufficient matting should be provided around the perimeter of the Jumping Pillow, in accordance with the Manufacturer's requirements.

Other risk treatments that may be employed include:

- Supervision of jumping pillow whilst in use and enforcement of safety rules;
- Installation of signage near the jumping pillow that notifies users of the safety rules that apply. This signage may be supplied by the manufacturer or developed by Council in consultation with the manufacturer. Rules of use may include:
 - No footwear to be worn;
 - No 'tricks' or 'flips' to be performed;
 - Restrictions on age and number of users;
 - No sitting on the jumping pillow;
 - Jumping pillow not to be used if wet / slippery or deflated.
- Inspections and maintenance of jumping pillow conducted in accordance with the manufacturer's instructions, including "pre-use" inspections;
- A log book of all inspections and maintenance should be recorded and kept.
- Through signage or similar, allocate different coloured panels of the jumping pillow to particular age groups. Alternatively, allocate particular times for use to separate younger children from older children including height differences.

All of the above, identified hazards / risks / treatments (*but not limited to*) should be contained in Councils documented Risk Assessment Template.

Further information

MAV Insurance Risk Management

(03) 8664 9344

Risk.Help@ilta.com.au

<https://www.mav.asn.au/what-we-do/insurance>

REFERENCES

Child injury related to inflatable play equipment – ‘jumpy/bouncy castles’, Monash Injury Research Institute, August 2012 (Source: https://www.monash.edu/_data/assets/pdf_file/0007/218590/child-inflatable-play.pdf)

Guidance note: Inflatable jumping castles, WorkSafe Victoria, Aug. 2018 (Source: <https://content.api.worksafe.vic.gov.au/sites/default/files/2018-09/ISBN-Land-borne-inflatable-devices-2018-09.pdf>)

Code of practice for Risk Management of Agricultural Shows and Carnivals, Workplace Standards Tasmania, December 2004 <https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice/cop-folder/risk-management-of-agricultural-shows-and-carnivals>

AS 3533.1: 2009 - Amusement rides and devices - Design and construction

AS 3533.2: 2009 - Amusement rides and devices - Operation and maintenance

AS 3533.3: 2003 - Amusement rides and devices - In-service inspection

AS 3533.4.1: 2018 - Amusement rides and devices: Specific requirements - Land-borne inflatable devices

AS 3533.4.2: 2013 - Amusement rides and devices Specific requirements - Contained play facilities

AS 3533.4.5: 2017 - Amusement rides and devices: Specific requirements – Waterborne inflatables

Safe Work Australia - Workplace amusement devices guidance material
<https://www.safeworkaustralia.gov.au/search?search=amusement+devices>

Safe Work Australia

Occupational Health and Safety Act (VIC) 2004

Occupational Health and Safety Regulations (VIC) 2017

Work Health and Safety Act (TAS) 2012

Work Health and Safety Regulations (TAS) 2012

Equipment (Public Safety) Act 1994

Equipment (Public Safety) Regulations 2017

Above references updated - 23/12/2021

2/12/2021

Dear Lyn,

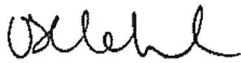
We are delighted to share with you the findings from a collaborative research project that investigated walkability in three rural towns, including [Dover/Smithton/Ouse]. How easy or hard it is to get to and from places can influence physical activity levels in the community. People who live in more walkable towns are more active. Physical activity is important for good health and wellbeing – active people are less likely to suffer from conditions like cardiovascular disease, type 2 diabetes, and mental health issues.

This pilot project was conducted in 2020 by researchers at the Menzies Institute for Medical Research, University of Tasmania, in close partnership with the Local Government Association of Tasmania and Public Health Services, Tasmanian Department of Health. We have now received funding from the Medical Research Future Fund to expand this work to another 10 Tasmanian towns during 2021-2022.

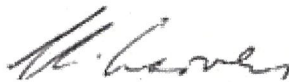
Please find attached our [Dover/Smithton/Ouse] report, a 2-page summary report, and a single page infographic. We would be happy to send you a copy of the other two town reports at your request. All reports can also be found on our new study website at <https://walkrural.com.au/resources>

If you have any questions or would like to discuss the project in more detail, please do not hesitate to contact the project lead Associate Professor Verity Cleland on 03 6226 4603 or verity.cleland@utas.edu.au.

Kind regards,



Verity Cleland
Associate Professor
Menzies Institute for Medical
Research
University of Tasmania



Kate Garvey
Acting CEO
Public Health Services
Tasmanian Department of
Health



Dion Lester
CEO
Local Government Association
of Tasmania



Acknowledgments

The project is funded by the Tasmanian Government (Public Health Services, Department of Health) through a translational research funding agreement with the University of Tasmania (Menzies Institute for Medical Research). It is supported by the Local Government Association of Tasmania and University of Tasmania.

The work undertaken for this project was approved by the Tasmanian Social Sciences Research Ethics Committee on 29 January 2020 (reference number: H0018594).

Project investigators

- Associate Professor Verity Cleland, Menzies Institute for Medical Research, University of Tasmania
- Dr Kim Jose, Menzies Institute for Medical Research, University of Tasmania
- Oliver Stanesby, Menzies Institute for Medical Research, University of Tasmania
- Dion Lester, Local Government Association of Tasmania
- Dr Lynden Leppard, Local Government Association of Tasmania
- Kate Garvey, Public Health Services, Tasmanian Department of Health

Ouse Community

We would like to thank the community member in Ouse who collected data and information for the audits and provided feedback on the report. While the information was collected by one person the data collected using the audit tools contains useful information that could be used by the Ouse community to inform conversations in the community about how walkable the town is.

What is citizen science?

Citizen science involves members of the public (citizen scientists) being actively involved in the research process. This might include designing tools, collecting and analysing data, interpreting findings and prioritising actions. Citizen science has been commonly used to help researchers and scientists monitor animal and plant populations and capture change over time. For example, the annual Aussie Backyard Bird Count calls on Australians from all over the country to count their local birds. This is something researchers could not do without the help of citizen scientists. This approach has not been used as often in health research but there is growing interest in involving the community in health-related research.

Why did we use citizen science?

There are a number of reasons why citizen science is used in health-related research projects. These include:

1. Gaining new perspectives on problems and solutions
2. Monitoring policy and program implementation
3. Obtaining difficult to access data
4. Mobilising support for action to improve health
5. Gathering locally-relevant data to inform policy and practice

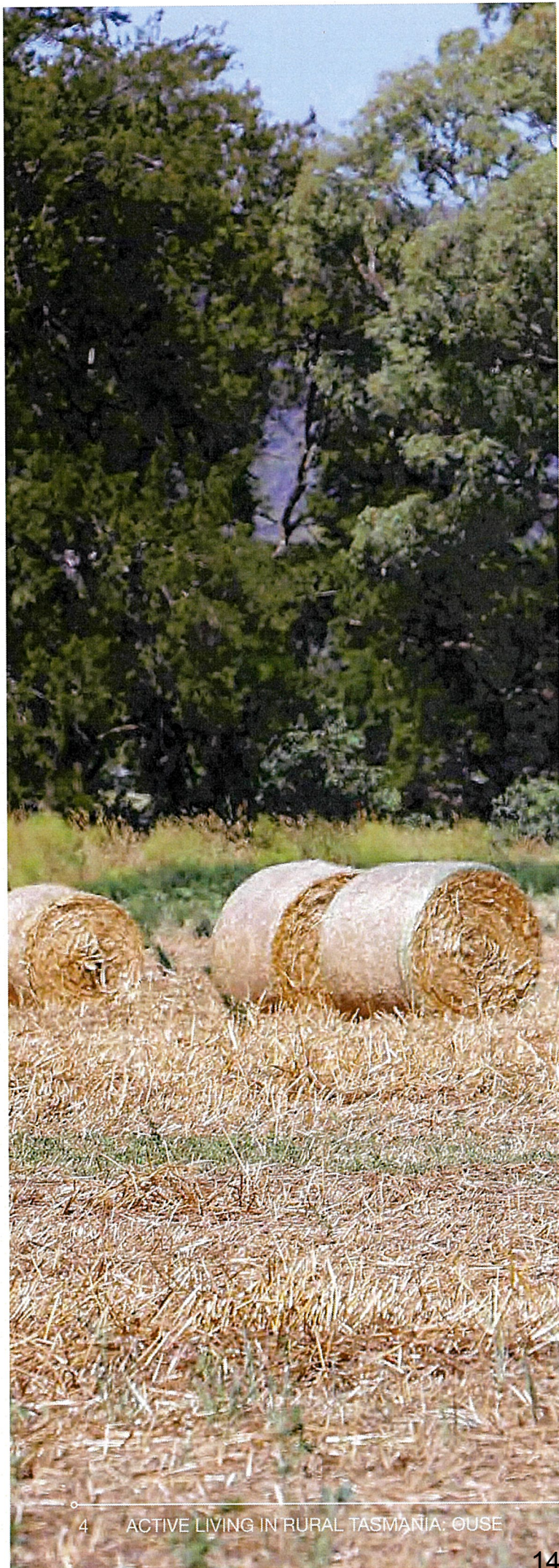
In this project our 'citizen scientists' have helped us recruit other community members to help with data collection, helped identify which parts of the town to audit for their walkability, collected data on walkability, attended workshops where they helped researchers understand important things about their town as well provided additional sense-making of the data. Our citizen scientists provided feedback on the report and can use the report to bring about change in their community. This project would not have been possible without the citizen scientists involved in the project.



Suggested citation

Jose K. Stanesby O, Cleland V.

Understanding and Promoting Active Living in Rural Tasmania: Ouse Report. University of Tasmania, Feb 2021.

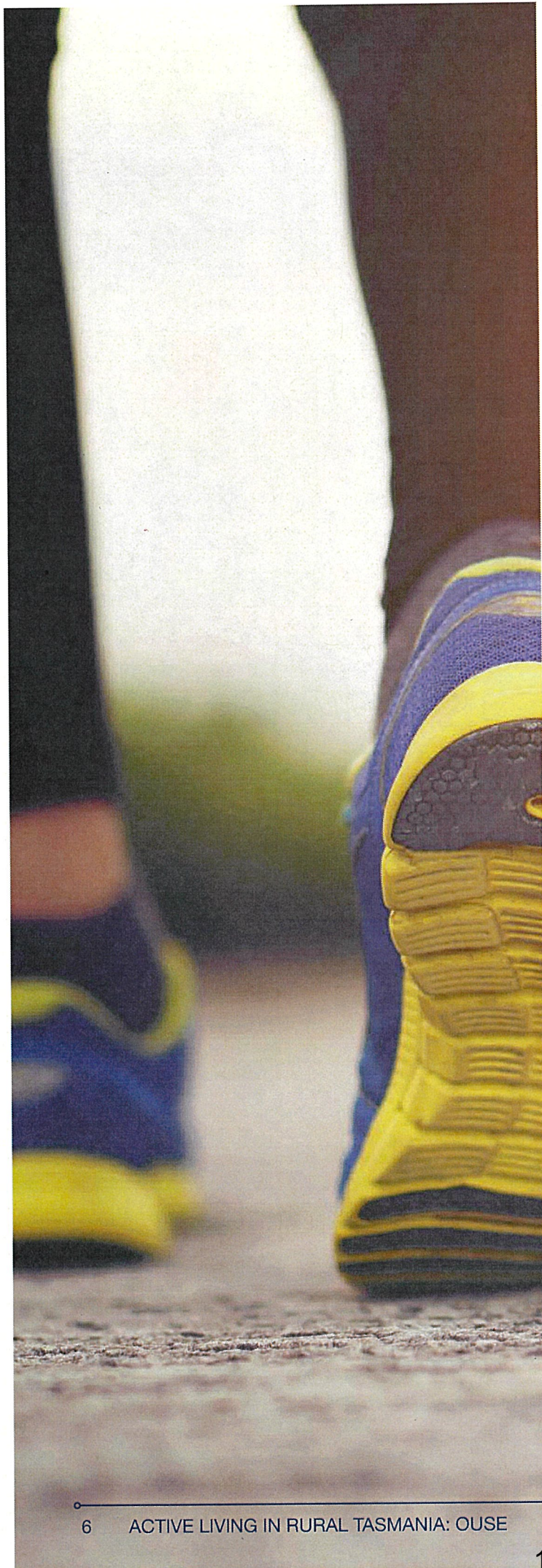


Executive Summary

This project aimed to identify features of Ouse that make it easier or harder for residents to be active and walk around their town ('walkability'). Using a Citizen Science approach, where local leaders and community members are directly involved in data collection, the project involved auditing the physical environment and local policies and programs using established tools and taking photos of important town features that impact on walkability and active living.

The original plan was to include 3 – 4 community members in the data collection process and then come together with other members of the community to discuss the findings. Unfortunately, we were unable to recruit additional community members to collect data, possibly due to the timing of this work in and around the COVID-19 pandemic and other factors so this report is based on the audit of the town conducted by the one community member. The audit tools reveal some important information about elements of the Ouse environment that do and do not support walking in the town. As there was no workshop in which the audit findings were discussed, or priorities for action identified, we have not made recommendations but present a summary of the key findings from the audit tools. We hope the information contained here will be used to promote conversations in Ouse about factors that do or do not support walking and assist in identifying priorities for action.





Introduction

We know that walkable neighbourhoods provide health, environmental, social and financial benefits. A neighbourhood's walkability is the degree to which it has safe, designated areas for people to walk or bike to work, school, dining, shopping and entertainment. Walkable communities are easier to get around, they support everyday connections and foster a greater sense of community.

Most of the studies looking at walkability focus on cities and large towns and we don't know very much about how our environment helps us or stops us from being active in rural and regional areas. In this project we are working with Tasmanian communities to find out what supports and hinders regular physical activity. We hope to find out the biggest barriers to being active and will work with community members to try to come up with ways to overcome these.

Being active is good for our health – it can stop us from getting diseases like heart disease, diabetes, breast and colon cancers, and osteoporosis. It is also great for managing our weight, blood pressure and cholesterol, and for keeping us mentally healthy and well. Research has shown that people living in rural parts of Australia are less active than those who live in urban areas. And rates of preventable health conditions such as heart disease, type 2 diabetes and high blood pressure tend to be higher in rural Australia than in urban Australia.

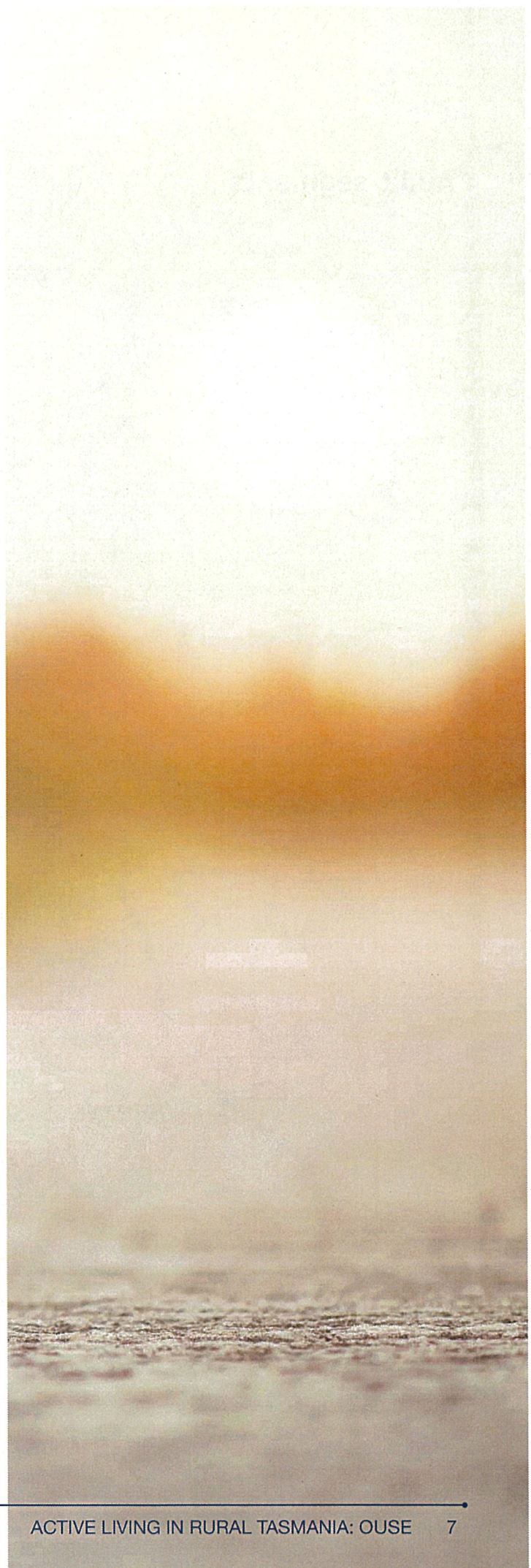
In cities, where we live, work, study and play we know the physical environment can affect how active we are. The way things like our neighbourhoods, streets, buildings, services, facilities, and public spaces are designed can either help us or stop us from being active. More 'walkable' neighbourhoods tend to have safe and high-quality footpaths, road crossings, good lighting, streets that connect to each other, and plenty of places to play and rest. But we don't know what 'walkability' looks like in rural areas. Small towns and some rural council areas may have access to fewer resources to develop the infrastructure to support walkability and active lifestyles. This project was designed to help us find out more about walkability in rural areas and what might be needed to support this.

What we did

This project used a Citizen Science approach to identify features of the town that make it easier or harder for residents to be active. Researchers from the Menzies Institute of Medical Research, University of Tasmania and partners from the Public Health Services and the Local Government Association Tasmania have worked with local community members to support data collection in the town. This has involved working with a community member to identify which parts of the town to audit and then asking local community members to audit the physical environment and local policies and programs using established tools. In Ouse we had trouble finding other community members to help with data collection for several reasons, including the impact of the COVID-19 pandemic so all the audits were completed by the one community member and we did not hold a community workshop but spoke to the community member over the phone.

The community member provided an overview of the facilities and activities in the town that supported walking and active living while specific segment audits looked at areas of the town in more detail. The sections of the town that were audited are outlined on page 8.

This report is a summary of the information collected as part of the audit and during the interview with the community member. Photos have been included to identify aspects of the environment being referred to. It is hoped the findings included here will support further discussions in Ouse about elements of the town that do or do not support walking.



Audit segments

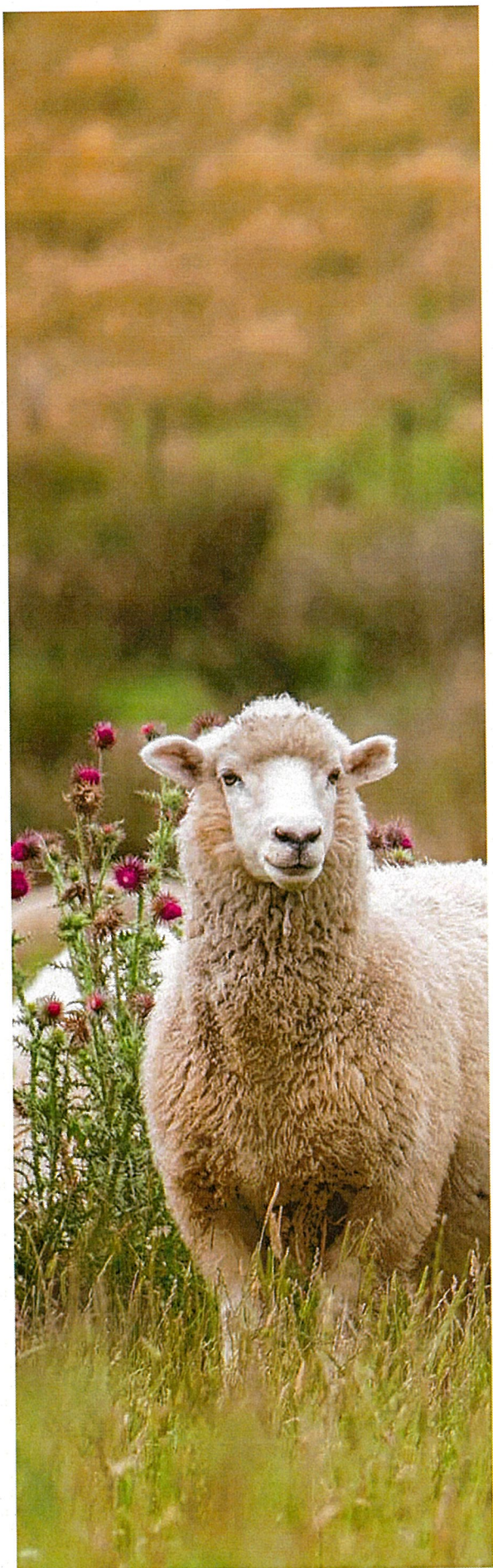


Segment 1: Ouse Community Country Club (Corner of Tor Hill Road and Lyell Highway) to IGA Xpress Ouse (along Lyell Highway).



Segment 2: Corner of Cook Street and Water Street to 9 Victoria Valley Road (along Cook Street, Water Street, Cross Street and Victorian Valley Road).





Overview of findings for Ouse

Summary of Findings

Ouse is a small rural town of approximately 300 people situated on the Ouse River in the central highlands of Tasmania. The Central Highlands local government area is primarily a rural based district with a population of approximately 2,200 residents living in numerous small towns or on rural properties. The area also includes some of Tasmania's premier trout fishing lakes.

The Ouse town layout is described as a grid pattern (streets run at right angles to each other forming a grid). Ouse is bisected by the Lyell Highway and most of the town's key facilities - primary school, community health centre, online access centre, Ash cottage, town hall, roadhouse, service station and hotel are all situated along the highway.

The audit tools found that Ouse had a few key assets (Primary school, IGA supermarket, community health centre, playground, public toilets) that supported walking and active recreation, but did not have other features such as walking or cycling tracks or public or private recreational facilities, scoring 26% on the town-wide assessment tool. The program and policy assessment showed the town lacked programs to support physical activity in Ouse (scoring 21%) although the Health Action Team Central Highlands offered some programs.

As there was no community workshop held in Ouse no priorities for action were identified. The points listed below identify some of the findings that could be used to generate further discussion by the community and help identify priorities for action.

Town features

- Ouse has one primary school situated on the western edge of the town with a small number of students (<20). There is a footpath that is separated from the highway that leads from the school to the town centre – although the footpath is in variable condition. There is no school bus to transport children to or from the primary school. The school's outdoor recreational facilities are open after school hours. The school is involved in the annual Walk to School Day event.
- The Community Health Centre is on the eastern edge of town with a new footpath in good condition connecting this to the main street. However, in general the footpaths in Ouse were noted to be in variable condition;

We have one small park, the path to the Health Centre is in good condition ... The footpath leading away from park is ok near the park but the further away you get the worse they are, they are uneven and damaged.

- There was concern that the condition of the footbridge over the river was in need of some repair with some safety concerns for young children;

the footbridge over the river it's uneven and bumpy and has some missing bolts holding safety wire on the sides so you'd have to be vigilant with small children.

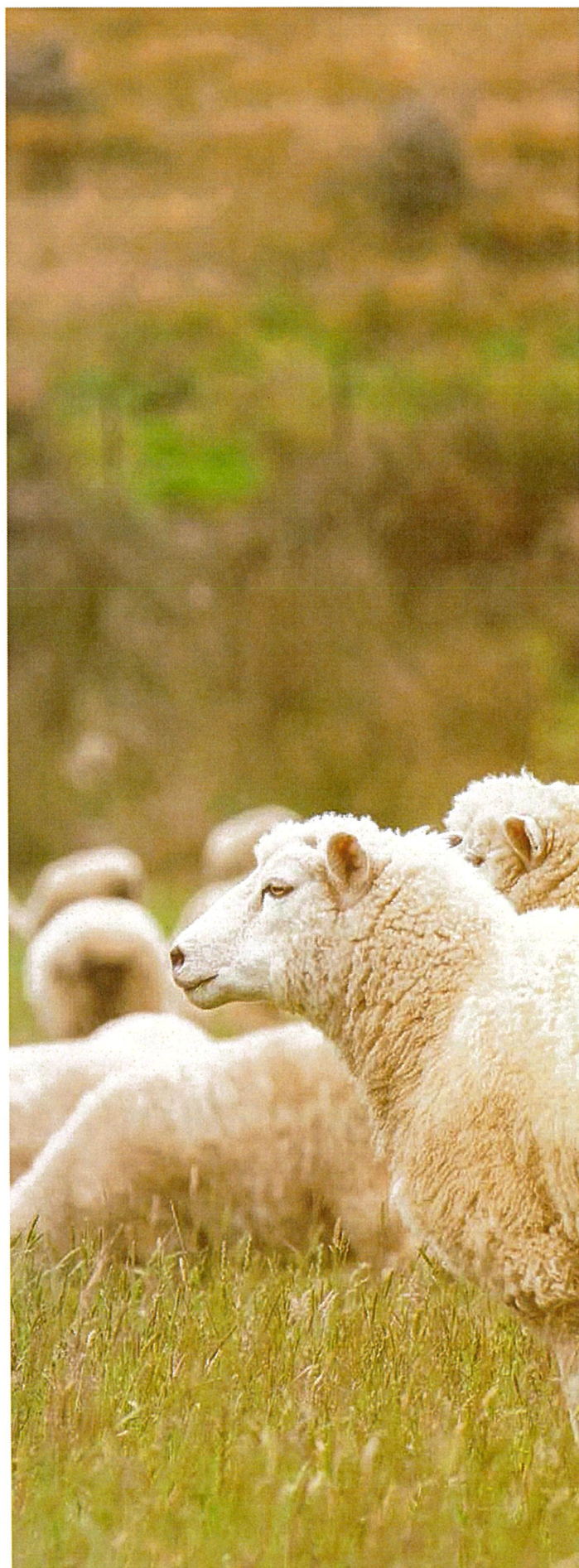
- The town is bisected by the Lyell Highway with no infrastructure to support pedestrians to cross the highway. The speed limit drops from 100 – 60 km/hour upon entering the town zone. This, as well as the agricultural vehicles that pass through the town, raised some safety concerns;

having a highway running through the middle of our town is quiet dangerous. Our town is quite small so you could ride around the block but it wouldn't take long or we have a few longer roads away from the highway but we have a lot of traffic from farmers etc.

- There are a few recreational facilities in the town – a public park, recreational centre, playground and playing field – that were noted to be in good condition although signage and footpaths leading to the facilities were not always present.
- It was noted that the condition of footpaths and other factors were impacting on walkability for members of the community who were less mobile.

there was a little bit of an issue with walkability or accessibility, as some people have wheelchairs or scooters and bits and pieces like that.

- Photos revealed no footpaths and narrow road shoulders in some areas of the town.
- HATCH – the Health Action Team Central Highlands offers a range of programs and activities at different sites including community walks and exercise classes.
- Some community assets and recreational facilities are shared between Ouse and neighbouring towns. For example, Hamilton – a 15-minute drive from Ouse - has tennis courts and a Men's shed but no community health centre or primary school.



Things to consider when talking about walkability

The desire to build on the current recreational facilities in Ouse by creating a dedicated walking track was one of the reasons for getting involved in this project.

One of the projects that we'd actually discussed with a grant that we were running, is that there isn't a great deal of walkability in Ouse, and we were trying - we put a proposal in for a walking track.

Towns are considered more walkable when there are destinations within the town to walk to, paths and tracks connect and link together, the distances between destinations and town assets are not too far and pedestrians feel safe. Considering the needs of young children, the elderly and those who are less mobile when planning and upgrading features will also benefit other members of the community.

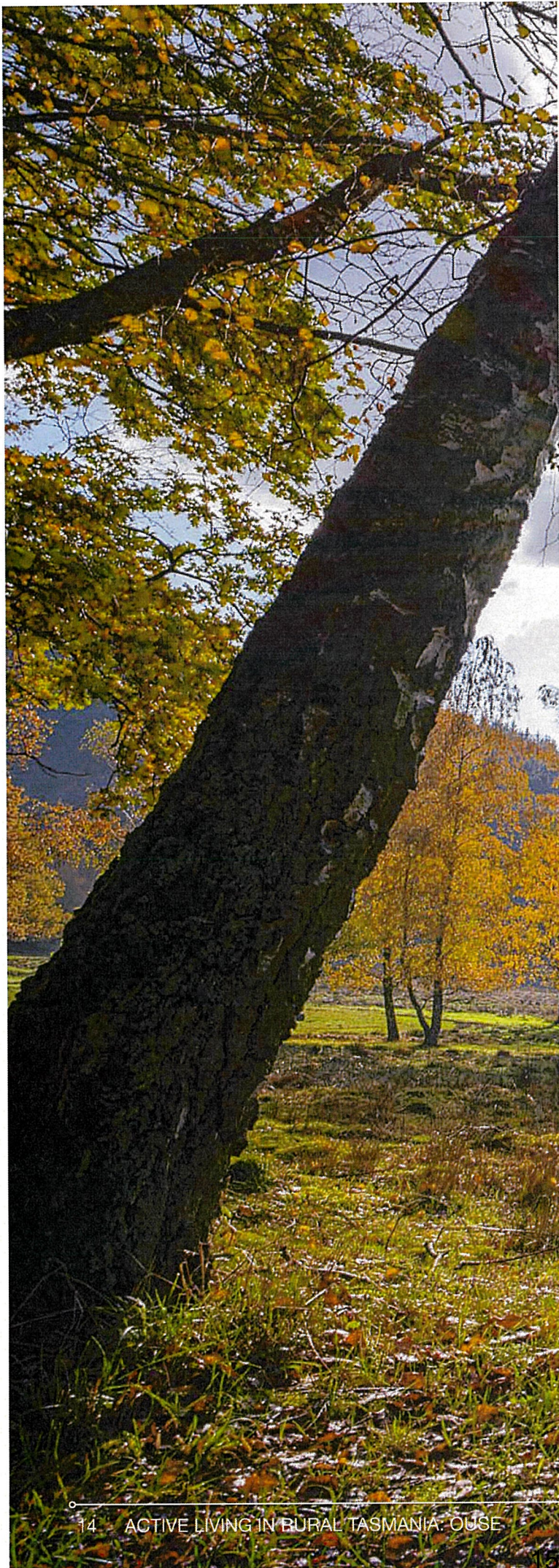


When thinking about identifying priorities for action it can often seem like there is a need to invest in major infrastructure. Walkability can also be helped by adding less resource intensive initiatives such as seating, better signage, shade, pedestrian islands, improved lighting, reducing speed limits and even water fountains or rubbish bins.



The conditions of footpaths and the connections between these are also important. These simple interventions could be considered by the town in future conversations about walkability.



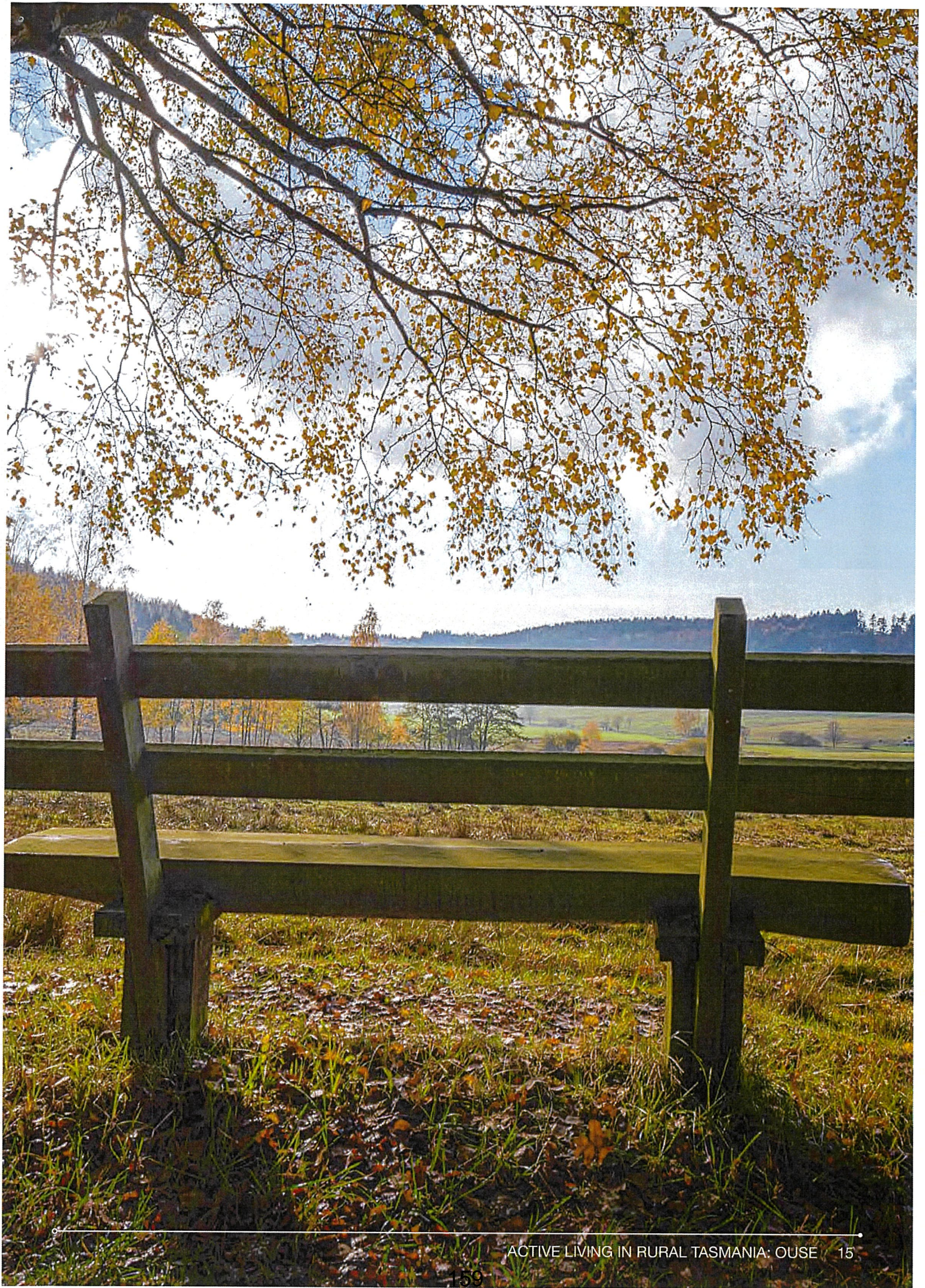


Conclusion

Ouse is a small town situated on a river and surrounded by productive agriculture land and businesses. It has a few assets that support walking and recreation in the area, such as a primary school, shop, community health centre and community centre, although lacks programs to support walking and physical activity more broadly. Footpaths in the town are variable in quality with some being noted as in very poor condition and impacting on accessibility and walkability. The highway and associated agricultural traffic was also noted as having a major impact on walkability.

Ouse shares some community assets and recreational facilities with neighbouring towns. This report does not seek to promote duplication of key assets across the region, but some considerations of how accessible facilities are to those in the community with limited access to private vehicle transport may be valuable.

It is hoped that the information contained in this report helps promote discussion in the Ouse community about walkability and the features that support or hinder this. There appears the potential to make some small changes or upgrades to existing features that could increase walkability as well as plan larger scale projects to support walkability.



Understanding and PROMoting Active living in Rural Tasmania: UPROAR

Summary Report

A citizen science project to identify environmental characteristics that influence walkability and physical activity in rural Tasmania

What is the issue?

The environments where people live, learn, work, play and age are important influences on physical activity, health and wellbeing. More walkable environments support more active lifestyles which decreases the risk of developing health conditions like heart disease, type 2 diabetes and high blood pressure. This is particularly important in rural areas of Australia where people are less physically active and poor health is more common.

The Local Government Association of Tasmania and Public Health Services (within the Tasmanian Department of Health) along with researchers from the Menzies Institute for Medical Research (Menzies) worked together on this project to improve their understanding of the factors influencing active living and 'walkability' in rural Tasmanian towns.

This pilot project worked with community members in three rural towns to identify priorities for improving the built and policy environment to support walkability and active living.

How has this project addressed this issue?

This project was co-designed with policy makers and used a citizen science approach, which is public participation and collaboration in scientific research with the aim to increase scientific knowledge. Participating community members identified features of their town that make it easier or harder for residents to be active. They assisted with recruitment, collected data by auditing the physical environment and local policies and programs using established tools and taking photos to capture important town features. Once the data was collated community members attended a workshop to support additional sense-making of data and priority setting and, identified strategies to support dissemination of findings. The combination of audit tools, photos and workshops provided rich data about the three towns.

What have we found?

The three rural towns in this project varied in size (population 300; 850; 2,890 respectively) and region (south, central, north-west). The audit tools measured amenities and physical features as well as policies and programs and generated a score for town-wide amenities and policies and programs. Scoring found that the presence of amenities and physical features that support walkability varied between the towns (26 -74%) while programs and policies scores were consistently low (21-26%). This may have been because the community members who completed the audits were less aware of these elements. Only the larger town had regular physical activity programs available to the community.

The two smaller towns were bisected by a main highway, creating safety concerns relating to traffic, with no measures to support pedestrians to cross. In all towns the condition of and/or lack of footpaths, lack of road shoulders, traffic speed and inadequate signage were identified as barriers to walkability.

“ *Having a highway running through the middle of our town is quite dangerous.* ”

Accessibility for people with limited mobility was also acknowledged as a concern.

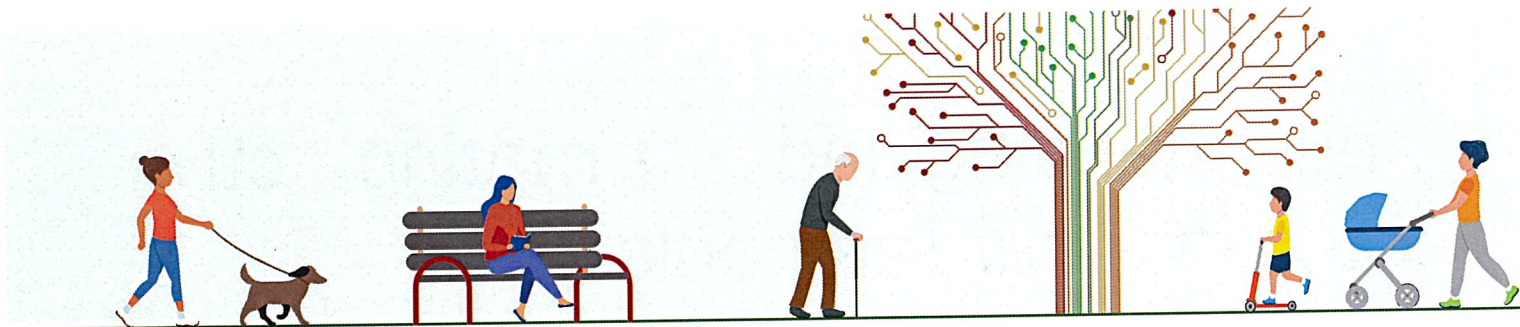
“ *Bit of an issue with walkability or accessibility, as some people have wheelchairs or scooters.* ”

Some people identified a culture that prioritised car users.

“ *Cars are far more important.* ”

Participants identified features such as seating, rubbish bins and dog poo bags would improve walkability.

“ *We have lots of people walking dogs so extra rubbish bins along our tracks would be amazing.* ”



Improving connectivity between existing town features and trails was identified as the highest priority for enhancing walkability in the two towns where workshops were held.

“Extend what we currently have. Make things link up.

For some people this was also identified as an important mechanism for enhancing social cohesion.

“Well it would get this side of the town engaged with the other side of the town, it would allow the young people who seem to live out this way, it would give them the safe option of community engagement as well this side of town.

Researchers and policy makers recognise the importance of citizens in facilitating community involvement in local knowledge generation and shared priority setting, enabling support for locally identified needs. Findings from this study, can be used to inform further discussions in the towns, planning and decision-making around infrastructure and program-based resource allocation. Efforts to enhance physical and social connectivity were common priorities.

What have we produced?

As a result of this work, we have:

- produced specific reports for each of the three towns
- been invited to present findings at the 2021 Evidence and Implementation Summit in Sydney, Australia, the 2021 International Society of Behavioral Nutrition and Physical Activity annual scientific meeting, and at the Local Government Association Tasmania annual conference and to the Public Health Services Talk series

Next steps

- secured funding from the Medical Research Future Fund for a larger project to examine walkability in rural Tasmania, including the development of an online tool to simplify data collection and generate town reports.

Conclusion

This project has shown that small rural towns can benefit from a range of features and amenities that support active living – not all of which require extensive resources. Connectivity appeared to be the overarching priority for these rural towns to improve walkability and social connection.

Acknowledgments and funding

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We are grateful to the citizen scientists involved in this project, as it would not have been possible without their involvement and contributions.

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UNIVERSITY of TASMANIA

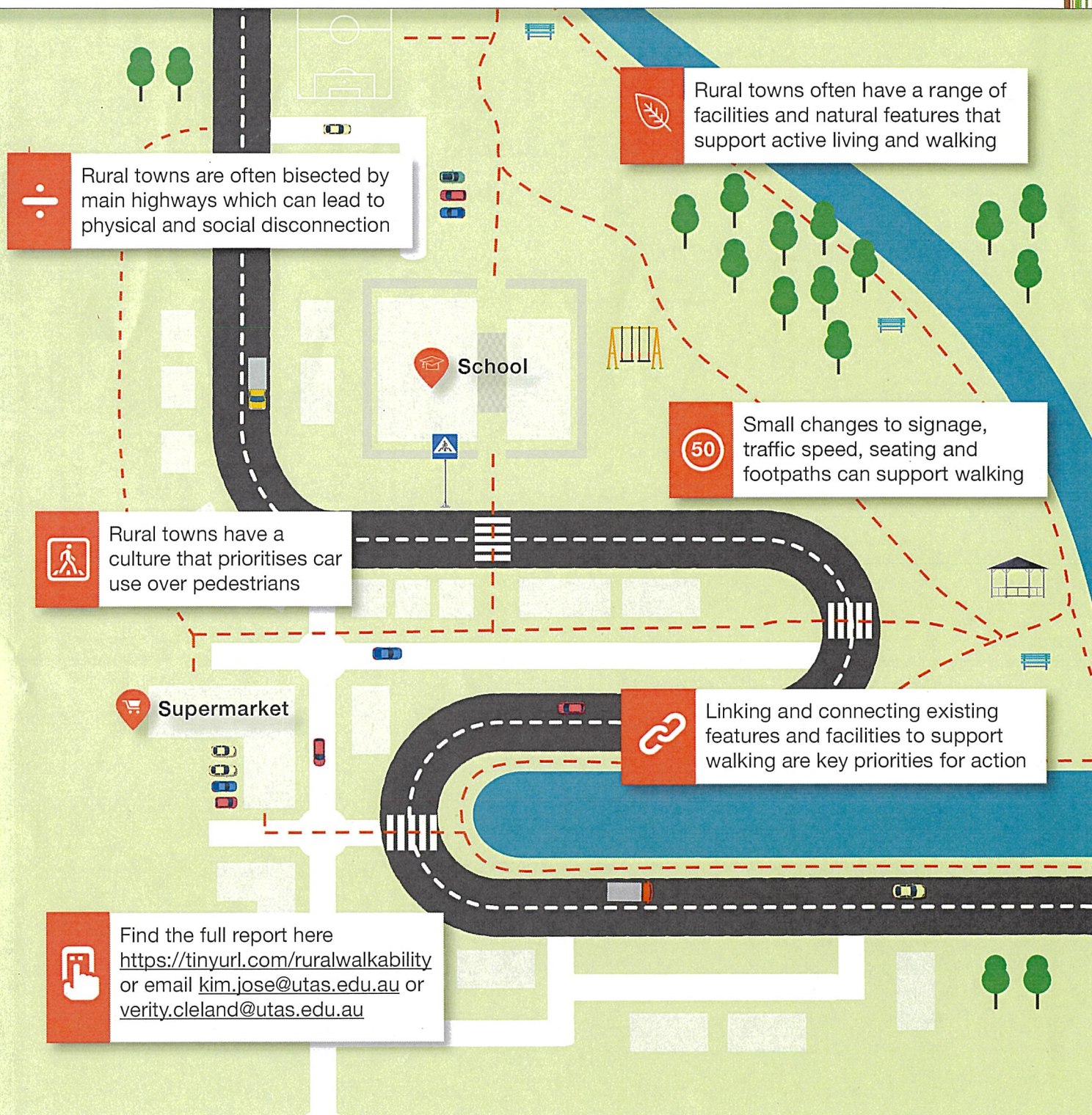
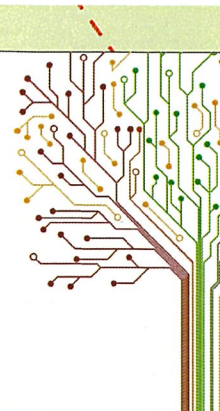
MENZIES 
Institute for Medical Research

LGAT Local Government Association Tasmania


Tasmanian Government

Understanding and **PRO**moting **A**ctive living in **R**ural Tasmania: **UPROAR**

A citizen science project to identify environmental characteristics that influence walkability and physical activity in rural Tasmania



- APPROVED REFORMS -

REVIEW OF THE LOCAL GOVERNMENT LEGISLATIVE FRAMEWORK

Part A – A flexible, innovative and future-focused legislative framework

Reform	Description
#1 – Principles Based Legislation	Create principles-based legislation that sets the principles of good governance, community engagement and financial management for the governance and operations of local government. Provide supporting detail in regulations where appropriate to provide clarity and flexibility.
#2 – Accessible, easy-to-read legislation	The new Act will be structured logically and be easy to read and understand, while still being legally effective.
#3 – A new Act for electoral provisions	Local government electoral provisions will be separated into a stand-alone Act, to make it easier to understand and administer these provisions.
#4 – Consolidate related local government legislation	Related local government legislation will be examined (such as the Local Government (Building and Miscellaneous Provisions) Act 1993) to identify where provisions intersect and overlap with the current Act, and to remove duplication and consolidate provisions where possible.

Part B – Representative and Democratic Councils

Reform	Description
#5 – Reform eligibility for the General Manager’s Roll	<p>The following criteria will apply to the General Manager’s Roll:</p> <p>Criteria 1 – A person must be an Australian citizen to be eligible to be enrolled to vote in local government elections.</p> <p>Criteria 2 – Individuals who are Australian citizens and own or occupy property in a municipal area where they are not residents should be eligible to enrol to vote in that area.</p> <p>Criteria 3 – A person is eligible for enrol to vote if they are the sole nominated representative of a business operating from a property in the municipal area, provided that person is an Australian citizen and is not already on the Roll in that municipal area under any other entitlement.</p> <p>No changes are proposed with regard to eligibility to vote based on enrolment on the House of Assembly roll.</p>
#6 – Reform the voting franchise to reflect ‘one person, one vote’ principle in any one municipality	No individual owner, occupier or corporation or their delegate will get more than one vote per municipality. Owners of corporations will no longer be entitled to a potential second vote within the same municipal area elections.
#7 – Simplify the election process for the positions of mayor and deputy mayor (Not Proceeding)	The current voting process for mayors and deputy mayors will be retained.
#8 – Make alternative voting methods available	Alternative voting methods such as electronic voting will be enabled, in addition to postal voting. The most appropriate voting method will be chosen by the Minister at least 12 months prior to the local government elections.

#9 – Simplify the voting process to reduce informal voting rates	The voting process will be amended to only require boxes to be numbered 1 to 5 to constitute a formal vote. This will remove the requirement for (but will still enable) voters to mark a preference for every available councillor position and/or candidate.
#10 – Introduce caretaker provisions	Caretaker provisions will apply to all councils from the time candidate nominations open, to limit councils making major policy or contractual decisions during an election period. The operational business of councils will still continue and caretaker provisions will provide for this (including where councils have to meet statutory timeframes and obligations).Caretaker provisions will also limit the use of council resources to promote or support candidates.
#11 – Move administration of the General Manager’s Roll from councils to the Tasmanian Electoral Commission	The administration of the General Manager’s Roll will be moved from councils to the Tasmanian Electoral Commission.
#12 – Introduce a pre-nomination training package	Potential electoral candidates will be required to complete a training package in order to nominate as a candidate. The training packages would be completed in a simple online format and will provide information about the roles and responsibilities of councillors, rather than testing a potential candidate’s knowledge.
#13 – Introduce a candidate nomination fee (Not proceeding)	This proposal will not proceed. A candidate fee will not be introduced.
#14 – Require the disclosure of gifts and donations received by local government candidates during the electoral period	All electoral candidates will be required to declare gifts and donations received during the electoral period. .
#15 – Align eligibility requirements to nominate as a candidate with State eligibility requirements	Eligibility requirements for local government candidates will be more closely aligned with the current requirements for members of the House of Assembly and Legislative Council, as per the requirements of the <i>Electoral Act 2004</i> and <i>Constitution Act 1934</i> , where appropriate.
#16 – Remove the title of ‘Alderman’	The title of ‘Alderman’, which is currently available to city councillors, will be removed.

Part C – Councils Connected to their Communities

Reform	Description
#17 – All councils will develop and adopt a community engagement strategy	Councils will develop a Community Engagement Strategy after each election, in collaboration with their communities. The Community Engagement Strategy will inform how councils will engage, involve, consult and inform their communities on plans, projects and policies. Councils will be required to follow their Community Engagement Strategy when engaging communities on their Strategic Plan, in determining their service delivery priorities and when setting their budget (including rating decisions).
#18 – Removing prescriptive consultation requirements	Councils will have broadened capacity to engage with their communities in accordance with their Community Engagement Strategy. Wherever possible, prescriptive requirements to provide reports and information in a specified way, such as by post, will be removed. Some specific consultation requirements will be maintained where necessary to protect the rights of the community and councils.
#19 – Remove requirements for public meetings and elector polls (Amended)	<p>In recognition of strong community views about this Reform Direction, community-initiated elector polls and public meetings will be retained in the new Act. However, the threshold to trigger an elector poll will be increased to 20% of electors (currently the threshold is 10%). It will also be a condition that any elector polls or public meetings must relate to an issue over which local government has decision-making authority.</p> <p>Councils will retain the power to initiate elector polls and a new power will be provided for the Minister to initiate a state-wide elector poll on a particular issue if required.</p>

Part D – Responsible and Effective Councils

Reform	Description
#20 – Legislate the eight good governance principles	The principles from the Local Government <i>Good Governance Guide</i> will be legislated and linked to the behaviours in the Code of Conduct.
#21 – Set high-level financial management principles that encourage efficiency and value for money in council service delivery	High-level financial management principles will be established to provide a clear expectation for councils when developing their strategic plans and budgets that focus upon transparency, accountability and sound financial management.
#22 – Establish core capability requirements for elected members (Amended)	Core competency requirements for elected members will be outlined with general managers needing to develop and deliver an induction plan for elected members following each council election. It will also be a requirement for councillors to complete training about their role as a Planning Authority.
#23 – Require councils to publicly report the core capability training that each elected member has completed annually (Amended)	Reporting of training completed by elected members will not be required to be reported publicly, rather general managers will be required to develop induction plans for elected members, with meeting procedures training to be completed prior to the first meeting.
#24 – Establish principles for all council staff that set minimum standards of behaviour	Local government employment principles will be set, aligning with the principles applying to employees under the <i>Tasmanian State Service Act 2000</i> . The consequences for a breach of these minimum staff standards of behaviour would be a matter for each council to determine.
#25 – Prescribe minimum standards for general manager recruitment, contracts, performance management and termination	Minimum standards will be set for general manager recruitment, contracts, performance management and termination. The current power to issue a Ministerial Order on the appointment and performance of general managers will remain.
#26 – Include principles on complaints management in legislation	Stronger provisions around complaints handling by councils will be included in the Act, to improve the independence of internal reviews of complaints.

<p>#27 – Ensure council rating policies consider taxation principles and align with their budget and financial planning documents</p>	<p>The Act will require councils to consider the principles of taxation such as efficiency, simplicity, equity, capacity to pay, benefit, sustainability, cross-border competitiveness and competitive neutrality when determining how to distribute the rating burden. Councils should reflect outcomes of consultation with the community on council budget and financial planning when developing rates and charges policies, as per the overarching Community Engagement Strategy.</p>
<p>#28 – Introduce more flexibility for councils to easily transition from one rating approach to another, to manage rating impacts on ratepayers</p>	<p>The Act will provide improved tools to councils to manage changes in rating approaches and the resulting impacts on individual ratepayers through transitional arrangements.</p>
<p>#29 – Establish an independent rates oversight mechanism (Amended)</p>	<p>Rather than the proposed oversight of rates increases by the Tasmanian Economic Regulator, council Audit Panel chairs will be required to review any proposed rate changes that deviate from a council's Long-Term Financial Plan, and/or any changes to a council's Long-Term Financial Plan. Audit Panel Chairs will continue to be independent of their councils and the Panels must have a majority of independent members.</p>
<p>#30 – Set principles or guidelines for setting fees and charges</p>	<p>The principles or guidelines will promote greater consistency in the approach to setting fees and charges without prescription of the amounts themselves. Fees and charges should be reflective of the cost of the service being delivered as they are not a tax to raise general revenue.</p>
<p>#31 – Provide for a more autonomous and less prescriptive budget process</p>	<p>Councils will have greater flexibility to allocate resources as required. Councils will continue to set the budget and priorities, however general managers will have flexibility to move resources around within the overall budget allocation to achieve priorities.</p>
<p>#32 – Clarify significant business activities</p>	<p>What is a 'significant business activity' will be better defined so that the commercial operations of councils are transparently reported. Councils will be required to publish reports on the operations and performance of significant business activities.</p>
<p>#33 – Require electronic recording of council meetings to be made publicly available</p>	<p>Electronic recording and publication of council meetings will be mandatory to improve public confidence in the integrity, transparency and accountability of council decision-making.</p>

#34 – Simplify what is a conflict of interest	This reform will remove overlap and confusion in the approach to declaring what are currently termed ‘pecuniary’ and ‘non-pecuniary’ interests at council meetings. Legislative provisions will be supported by clear, easy-to-read and understand guidelines to assist councillors.
#35 – Enhance the integrity of council decisions made when exercising statutory powers	Councils will be required to manage perceived conflicts of interest when exercising their statutory powers, for example, when a council is submitting and assessing its own development applications under the <i>Land Use Planning and Approvals Act 1993</i> .
#36 – Strengthen the information gathering powers of the Director of Local Government	Stronger powers will be provided to the Director of Local Government to require Audit Panels to provide their reports upon request.
#37 – Create a power for the Director of Local Government to require an undertaking from a council as a measure to address compliance issues	The Director of Local Government will have the power to accept an undertaking by a council, councillor or general manager to either correct an act of non-compliance with the Act, or to ensure that there is no recurrence.
#38 – Establish a Monitor/Advisor role (Amended)	To be renamed ‘Advisor’. The Director of Local Government will have the power to require the appointment of an Advisor to enter a council to review its operations, request information from the council administration (and the Audit Panel), provide guidance to elected members and senior staff, and make recommendations to the council. Councils may also decide that an Advisor be engaged as an early intervention to assist a council before issues result in more serious outcomes.
#39 – Establish the power to appoint a Financial Controller (Amended)	To be renamed ‘Financial Supervisor’. Similar to Reform Direction #38, the Director of Local Government may appoint a Financial Supervisor to a council to manage serious, demonstrated financial challenges, similar to powers that exist in New South Wales.
#40 – Continue to conduct formal investigations by the Director of Local Government	The Director of Local Government will continue to have the power to investigate breaches of legislation. Possible outcomes of an investigation will be strengthened to enable the Director to make findings and provide recommendations to the Minister that the council or an individual councillor be dismissed. To support the Director’s investigative role, the Director will be able to appoint appropriately skilled

	and qualified persons to support them, including persons external to the Director's staff.
#41 – Provide for the Minister to dismiss a council or individual councillor	The Minister will have the ability to dismiss a council or councillor on recommendation of the Director. The Minister will retain the power to establish a Board of Inquiry and, in response to findings, recommend the Governor dismiss a council or councillor.
#42 – Create offences for mismanagement and to address poor governance (maladministration)	An offence of maladministration will be created for systemic failures or a major consequence resulting from a single act of impropriety, incompetence or neglect. The offence will be directed to all councillors, individual councillors and general managers but not other senior executive council staff.
#43 – Simplify the complaints framework	This direction will reduce the current overlap between the oversight and regulatory roles of various bodies. The main focus is reducing the overlap in the complaint process between the Director of Local Government and the Integrity Commission to give clarity for complainants, increase efficiency and ensure prompt intervention in serious issues.
#44 – Introduce a local government performance reporting framework	A clearer performance reporting framework will be set to consolidate and make better use of existing data and information relating to councils. Existing key performance indicators will be used as the basis for reporting, but with capacity to have additional key performance indicators over time.
#45 – Require councils to publish a compliance statement in the Annual Report (Amended)	Compliance statements would only be completed for 'material' or 'significant' matters. General managers will be required to sign-off and account for the council's material compliance obligations under the Act and some associated legislation, and report to the community a formal attestation that material compliance obligations have been met.
#46 – Remove prescription around Annual Report	Reforms will reduce the level of prescription about the content of a council's Annual Report with content to be determined by the council through its Community Engagement Strategy.

Part E – Adaptable Councils

Reform	Description
#47 – Introduce provisions that support efficient and high-quality council operations and collaborative shared service opportunities	Legal and administrative barriers to collaboration across councils will be removed, giving greater flexibility for councils to collaborate. This will include clarification about the extent that delegations can be given and exercised and will enable two or more councils to be serviced by one administrative organisation.
#48 – Introduce the option to create Regional Councils (Not proceeding)	This proposal will not proceed. The option to create Regional Councils will not be introduced.
#49 – Create model by-laws for common issues, with streamlined administrative processes	The Act will reduce the administrative process councils must go through to develop and adopt model by-laws, creating greater State-wide consistency. A model by-law will be subject to a rigorous assessment process and, once approved, any council could adopt the model by-law without the need to go through the assessment process again. Councils will simply need to consult with the community on any municipality-specific issues before adopting the by-law.

Part F – Strategic Reviews

Reform	Description
#50 – Strategic reviews of councils	The Local Government Board will be retained and will undertake strategic reviews of local government at the direction of the Minister. At a minimum, the Board will be required to undertake regular reviews of councillor numbers and allowances and ‘State of the Sector’ reviews. It will no longer be able to review the operations of a council, with these being carried out by the Director of Local Government.
#51 – Voluntary amalgamations	Voluntary amalgamations of two or more councils will be able to occur, without the need for a Local Government Board review. Councils will need to develop a business case to explore amalgamations but will no longer require a report from the Local Government Board, which is time and resource intensive.



Loan Agreement

Dated 13 December

2021

Loan Number: LO21.020

**Board of Trustees of the Tasmanian Museum and
Art Gallery
(Board)**

and

**Bothwell Community Centre
Central Highlands Council
(Borrower)**

The Crown Solicitor of Tasmania

Executive Building
15 Murray Street Hobart Tasmania 7000
GPO Box 825 Hobart Tasmania 7001
Telephone: (03) 6233 3922
Facsimile: (03) 6233 2874
File Ref: 40242
Doc Ref: LO21.020 Bothwell Community Centre - Loan
Agreement

Loan Agreement

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Details

Parties		Board of Trustees, Borrower
Board of Trustees (organiser)	Name	Board of Trustees of the Tasmanian Museum and Art Gallery
	Short Form Name	Board (established as a body corporate pursuant to section 6 of the Act)
	ABN	17 334 217 592
	Address	Customs House, 19 Davey Street, Hobart
	Telephone	(03) 6165 7001
	Attention	David Sudmalis, Acting Director
Borrower	Name	The person or organisation named in the Schedule
Recitals	A	The Board is a body corporate established by the Act.
	B	Pursuant to the Act the Board is the steward of certain artworks, cultural, historical and scientific artefacts, specimens, records, intellectual property rights, and other materials and objects for the TMAG.
	C	The Borrower has requested that the Board lends to it for the Specified Purpose the Items which the Board have agreed to do subject to the following terms and conditions.
Date of agreement	See Signing page	

General terms

1 Definitions and interpretation

1.1 Definitions

In this Deed, unless the contrary intention is expressed:

“Act” means the Tasmanian Museum and Art Gallery Act 2017 (Tas).

“Board” means the person or entity named above as the Board and, where the context requires, includes the employees, authorised contractors and agents of that person.

“Business Day” means a day that is not a Saturday, a Sunday, Easter Tuesday or a statutory holiday (as defined in the Statutory Holidays Act 2000 (Tas)) generally observed in Hobart.

“Commencement Date” means the date set out in the Schedule;

“Consideration” is the sum payable by the Borrower to the Board for the loan of the Items as set out in the Schedule;

“Deed” means this Deed and includes all its annexures, appendices, attachments schedules (if any);

“Environmental Conditions” means those conditions set out in the Schedule;

“Exhibition Site” means the site or premises set out in the Schedule;

“Expiry Date” means the date set out in the Schedule;

“Insurances” means those insurances to be put in place by the Borrower as set out in the Schedule;

“Intellectual Property Rights” means all rights conferred by statute, at common law or in equity in and in relation to the Items or otherwise in connection with this Deed including trade marks, copyright and confidential information;

“Items” means those items on loan by the Board to the Borrower listed in the Schedule;

“Special Conditions” means those special conditions which form part of this Deed set out in the Schedule;

“Specified Purpose” means the use and purpose of the loan as set out in the Schedule;

“TMAG” means the Tasmanian Museum and Art Gallery

“Term” means the period of time commencing on the Commencement Date and ending on the Expiry Date;

“Wall-to-Wall Insurance” means appropriate insurance cover that commences when the Item is removed from the Board and continues until the Item is returned, including during transportation, as detailed in Schedule 1.

1.2 Interpretation

In this Deed, unless the contrary intention is expressed:

- (a) a reference to this Deed includes its schedules, appendices, annexures and attachments, and any variation or replacement of any of it;
- (b) a reference to a statute, ordinance, code or other legislative instrument includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them;
- (c) the singular includes the plural and conversely;
- (d) a reference to a gender includes reference to each other gender;
- (e) a reference to a person includes:
 - (i) an individual, a firm, a body corporate, an unincorporated association or a statutory or responsible authority or other authority, as constituted from time to time;
 - (ii) the person’s executors, administrators, successors and permitted assigns; and
 - (iii) its officers, employees, agents and subcontractors;
- (f) an agreement, representation or warranty by, or for, two or more persons binds, or is for their benefit, together and separately;
- (g) a covenant forbidding a person from doing something, also forbids that person from authorising or allowing another person to do it;
- (h) a reference to anything (including an amount) is a reference to all or any part of it, and a reference to a group of persons is a reference to any one or more of them;
- (i) a reference to a clause, paragraph, schedule, annexure or appendix, is a reference to a clause, paragraph, schedule, annexure or appendix in or to it;
- (j) a reference to “writing” includes a reference to printing, typing, lithography, photography and other methods of representing or reproducing words, figures, diagrams and symbols in a tangible and visible form;
- (k) a reference to a day is to be interpreted as the period of time starting at midnight and ending twenty-four (24) hours later;
- (l) a reference to a month or a year means a calendar month or a calendar year respectively;

- (m) words or phrases derived from a defined word have a corresponding meaning to the defined word;
- (n) a term of inclusion is not to be interpreted to be a term of limitation;
- (o) all references to monetary sums are to Australian currency;
- (p) a reference to the payment of money within a specified time, means the full crediting and clearance of any cheque or electronic transfer into the payee's account within that time;
- (q) it operates under Tasmanian time;
- (r) if the day on or by which an act, matter or thing is to be done under it is not a Business Day, then that act, matter or thing must be done no later than the next Business Day;
- (s) an uncertainty or ambiguity in the meaning of a provision is not to be interpreted against a party only because that party prepared the provision; and
- (t) headings are included for convenience only, do not form part of it, and are not to be used in its interpretation.

2 Loan

The Board agree to lend to the Borrower and the Borrower takes the Items:

- (a) for the Term commencing on the Commencement Date and ending on the Expiry Date;
- (b) for the Specified Purpose; and
- (c) subject to the terms and conditions of this Deed.
- (d) variations to this agreement may occur only with the written consent of both Parties to this Agreement.

3 Consideration

The Borrower must pay to the Board the Consideration in the manner set out in the Schedule.

4 Borrower's obligations and conditions of loan

The Borrower must:

- (a) return the Items to the Board at the Expiry Date or on the earlier termination of this Deed;
- (b) use the Items for the Specified Purpose only;
- (c) display the Items at the Exhibition Site only;

- (d) allow the Board access to the Exhibition Site at all reasonable times to inspect the site and the Items;
- (e) not permit or use any of the Items or Intellectual Property Rights for any commercial purpose without first obtaining the written consent of the Board;
- (f) acknowledge when and in a form approved by the Board the ownership of the Items and Intellectual Property Rights as the Board on loan to the Borrower;
- (g) not transfer, assign, mortgage, lend or part with possession of any of the Items or Intellectual Property Rights except in accordance with the provisions of this Deed and acknowledge at all times that the Items and Intellectual Property Rights are the property of the Board;
- (h) preserve the Items in the same order and condition as they were on delivery to the Borrower by the Board;
- (i) maintain the Exhibition Site in good order and condition at all times;
- (j) not modify or alter the Items in any way whatsoever;
- (k) immediately notify the Board of any loss, damage or deterioration in any of the Items;
- (l) without first obtaining the consent of the Board, not permit the Items to be photographed (except for record purposes or condition reports, copies of which will be provided to the Board) or reproduced in any way;
- (m) ensure accurate cataloguing and labelling of the Items;
- (n) ensure that the Items are only handled from time to time by appropriately qualified personnel; and
- (o) pay all reasonable costs incurred by the Board in relation to provision of the Items for the Specified Purpose.

5 Packaging and transportation

The Borrower must:

- (a) crate and pack, handle, transport, unpack, repack and install the Items all in a way only as approved by and at the direction of the Board;
- (b) in the event of any damage occurring during packing, handling, unpacking, repacking, installation or transportation, immediately notify the Board and retain all packaging and like materials for inspection by the Board;
- (c) verify in writing to the Board the correctness of a condition report provided by the Board to the Borrower;

- (d) prepare a further condition report prior to repacking the Items for return to the Board and provide a copy of that report to the Board. Condition reports must be accompanied by photographic evidence and be prepared by appropriately qualified consultants;
- (e) obtain all Customs, quarantine and other permits or authorities required by any regulatory agency State or Federal at its cost; and
- (f) keep all crates and packaging provided by the Board in good condition and properly stored in a stable, pest-free environment.

6 Condition and protection

The Borrower must:

- (a) ensure that the Items are properly and appropriately displayed at the Exhibition Site, appropriately catalogued and labelled with cataloguing and labelling to acknowledge that the Items are on loan from the Board;
- (b) daily check the order and condition of the Items and give to the Board notice of any damage or need for repair or restoration of the Items;
- (c) allow the Board to repair or restore any damage to the Items whilst those Items are in possession of the Borrower with the Borrower to reimburse to the Board any cost incurred in such repair or restoration;
- (d) maintain security of the Items at all times at the Exhibition Site and during transportation of the Items to and from the Exhibition Site;
- (e) ensure appropriate Environmental Conditions for display of the Items;
- (f) keep the Items under cover and secure from adverse weather conditions at all times; and
- (g) ensure that the Items are exhibited under all usual museum and/or art gallery operating standards from time to time including prohibition of consumption of food or beverages in or around the Items display.

7 Acknowledgements

The Borrower must:

- (a) provide for approval by the Board copies of any promotional, educational or other material prepared or developed with respect to the Items; and
- (b) acknowledge in all promotional, educational or other material the loan of the Items by the Board.

8 Insurance

The Borrower must:

- (a) effect Wall-to-Wall Insurance with an insurance company first approved of by the Board and to keep the Insurances current throughout the Term; and
- (b) provide to the Board a certificate of currency with respect to the Insurances on request by the Board.

9 Indemnities

9.1 Borrower indemnifies the Board

The Borrower indemnifies the Board against all present and future legal liability, claims, or proceedings for:

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

arising from, or attributable to, the loan to the Borrower of the Items and/or the Borrower carrying out the Specified Purpose, to the extent that the injury, death, damage or loss is not caused by a wrongful (including negligent) act or omission of the Board.

9.2 Nature of indemnities

The indemnities in clause 9.1:

- (a) are continuing obligations of the Borrower, separate and independent from any other obligations; and
- (b) survive the termination of this Deed.

10 Special Conditions

The Special Conditions contained in the Schedule form part of this Deed and in the event of any inconsistency the Special Conditions prevail over any term or condition set out in this Deed.

11 Termination

11.1 Board may terminate without showing cause

The Board may terminate this Deed without showing cause, by giving 10 Business Days' written notice to the Borrower.

11.2 Board may terminate for default

- (a) The Board may terminate this Deed by giving the Borrower a written notice (“Termination Notice”) if, five (5) Business Days after receipt of a written notice (“Default Notice”) requiring the Borrower to do so, the Borrower:
 - (i) has not remedied each default in the performance of its obligations; or
 - (ii) continues to be in breach of any of the provisions of this Deed;identified in the Default Notice.
- (b) The Termination Notice will be effective immediately the Borrower receives it and the Board may then recover from the Borrower any loss or damage suffered by the Board because of the Borrower’s default.

12 Governing law and jurisdiction

12.1 Law of Tasmania

The law of Tasmania governs this Deed, and the parties submit to the jurisdiction of the Courts of Tasmania.

12.2 Proceedings issued under or about this Deed

Any proceedings issued against the Crown under, or about, this Deed, must be instituted either:

- (a) in a Tasmanian court; or
- (b) in the Federal Court, from the Tasmanian Registry of that court.

13 Notices

13.1 How to give a notice

A notice or other communication to be given or made under this Deed must be in writing and addressed to the recipient party at their address in the Schedule.

13.2 How to serve a notice

A notice or other communication is taken to have been duly served:

- (a) in the case of hand delivery - when delivered;
- (b) if sent by prepaid post - on the third Business Day after the date of posting;
- (c) if sent by facsimile transmission (if the sending facsimile machine produces a print out of the time, date and uninterrupted transmission record of the sending of the notice) - upon completion of sending if

such completion is within ordinary business hours in the place where the recipient's facsimile machine is located, but if not, then at 9.00 am. on the next Business Day in that place.

14 Entire agreement

- (d) The covenants, warranties, agreements and provisions contained in this Deed comprise the entire agreement between the parties about its subject matter.
- (e) No other covenant, warranty, disclaimer, agreement or provision is to be implied into this Deed or to arise between the parties as a collateral or other agreement because of a promise, representation, warranty or undertaking given or made by or on behalf of one party to another before or after it was signed. All parties expressly deny and disclaim the existence of any such implication, or collateral or other agreement.

15 Rights cumulative

The rights and remedies, provided in this Deed, are cumulative and not exclusive of any rights or remedies provided by Law.

Executed as a Deed.

Signing page

Dated: 14 December 2021

2021

Executed for and on behalf of the Board of Trustees of the Tasmanian Museum and Art Gallery

Signature:

→



Print
name and
office
held:

DAVID SUDMALIS
Acting Director

Executed for and on behalf of Central Highlands Council

Signature:

→



Print
name and
office
held:



In the presence of:

Signature of
witness:

→



Print
name,
address
and
occupation:



Schedule

Borrower:	Central Highlands Council
Contact:	Adam Wilson Deputy General Manager 6 Tarleton Street, Hamilton, Tasmania, 7140 PO Box 20, Hamilton, Tasmania, 7140 Ph (03) 6286 3202 M: 0459 308 647 E: awilson@centralhighlands.tas.gov.au
Commencement Date:	20 December 2021
Consideration:	nil
How Consideration payable:	n/a
Environmental Conditions:	<p>The Borrower will at all times protect the items from strong light, temperature or humidity fluctuations, vibration, abrasion, wind draughts, air pollution or moisture.</p> <p>The Borrower undertakes to provide a stable environment for the items at all times, by maintaining the following:</p> <ol style="list-style-type: none"> (1) Stable temperature in the range 16-25 degrees Celsius (2) Short term fluctuations of no more than 4 degrees Celsius per 24 hours within above range (3) Stable relative humidity in the range of 40-60% RH (4) Acceptable fluctuations of no more than 10% RH per 24 hours within above range <p>Amendments will be considered;</p> <ol style="list-style-type: none"> i. If the item is known to be, or predicted to be, sensitive to temperature and /or relative

	<p>humidity, requiring a different specified range, or</p> <p>ii. If these parameters cannot be met. Agreed amendments to the temperature and relative humidity ranges will be at the discretion of the TMAG conservator with reference to the AICCM and / or Bizot Guidelines, facilities report, and the nature of the object.</p>
Exhibition Site:	<p>Bothwell Community Centre</p> <p>Bothwell, Tasmania, 7030</p>
Expiry Date:	20 December 2022
Insurances:	<p>Insurance of items:</p> <p><i>Amount of Wall-to-Wall Insurance</i> – 22,200</p> <p>Public Risk Insurance:</p> <p><i>Amount of Insurance</i> - \$10,000,000.00</p>
Special Conditions:	<p>[Conditions specifically applicable only to the items on loan]</p> <p>Maximum lux</p>
Specified Purpose:	<p>Display Bothwell Community Centre</p> <p>As part of the Bothwell Bi-Centenary celebration 18 – 20 February 2022</p>

Appendix A – Schedule of Items

Items			
Accession No.	Description	Insurance value	Special notes
P2020.24	Maude Poynter (1869 – 1945) Plate, 1921 glazed earthenware 2.6 x 26 x 26 (dia.) cm Presented by Judy Bignell, 2020	\$800	
P1986.2423	Maude Poynter (1869 – 1945) Vase, 1928 glazed earthenware 9.1 x 8 x 8 (dia.) cm Easterbrook Bequest Collection, 1986	\$800	
P1970.13	Maude Poynter (1869 – 1945) Vase, 1928 glazed earthenware 17 x 30 x 30 (dia.) cm Presented by Mrs Barclay Gray and Mrs BA Lamprell, 1970	\$7,000	
P2018.9	Maude Poynter (1869 – 1945) Vase, 1928 glazed earthenware 7 x 24 x 24 (dia.) cm Presented by Mrs Mary Ramsay and Mrs Dianne Hallett, 2018	\$5,000	
P1986.2451	Maude Poynter (1869 – 1945) Vase 1929 glazed earthenware 21.9 x 15.4 x 15.4 (dia.) cm Easterbrook Bequest Collection, 1986	\$3,000	

P1987.104	Maude Poynter (1869 – 1945) Jug, 1930 glazed earthenware 10.5 x 13.2 x 13.2 (dia.) cm Purchased 1987	\$800	
P2011.5	Violet Mace (1883 – 1968) Vase, 1929 glazed earthenware 11.5 x 10.5 x 10.5 (dia.) cm Purchased with the assistance of the Baldwin Bequest, 2011	\$1,200	
P2016.39	Violet Mace (1883 – 1968) Potpourri jar, 1934 glazed earthenware 13 x 10 x 10 (dia.) cm Presented by Elaine Downie, 2016	\$1,500	
P2016.40	Violet Mace (1883 – 1968) Bowl 1938 glazed earthenware Presented by Elaine Downie, 2016	\$1,500	
P1986.1125	Violet Mace (1883 – 1968) Vase, 1949 glazed earthenware Easterbrook Bequest Collection, 1985	\$600	
	TOTAL COLLECTION VALUE	\$22,200.00	

Conversation Starter CS22-01:

Administration Expenditure – Cost Adjustors

- ON WHAT BASIS ARE COUNCILS ATTRIBUTING ADMINISTRATION EXPENDITURE?
- TO WHAT EXTENT IS SCALE A FACTOR IN DETERMINING ADMINISTRATION COSTS?
- DOES REMOTENESS STILL HAVE A MATERIAL IMPACT ON EMPLOYEE COSTS?
- TO WHAT EXTENT DOES POPULATION IMPACT ON COUNCIL EXPENDITURE?

As part of a process of continual improvement, the State Grants Commission (the Commission) regularly seeks council feedback and comments on the Commission's processes and dealings with councils.

The Commission also seeks to better understand the drivers of council revenue and expenditure and also the processes involved in capturing and reporting data in Consolidated Data Collection (CDC) returns.

With these objectives in mind, the Commission is seeking feedback from councils on the following:

- How are councils attributing administration expenditure reported in CDC returns, particularly employee costs?

- Does remoteness still have a material impact on administration expenditure?
- Are the Scale (Administration), Isolation and Population Decline Cost Adjustors duplicating impacts on council expenditures?

The Commission considers these questions to be important for the following reasons:

- Administration expenditure reported in CDC returns is used for calculating the Administration (Scale) Cost Adjustor, which is the largest cost adjustor in the Base Grants Model (BGM).
- There are currently three population-based cost adjustors being applied to administration expenditure in the BGM, including

Administration (Scale), Isolation and Population Decline, which may result in a duplication of inefficiencies in administration expenditure.

- Population decline is not a significant factor for Tasmanian councils.

The feedback received from councils will be used to inform discussions during the 2022 hearings and visits program.

The Commission seeks this engagement while also not wanting to be a burden on council resources.

Background

On an annual basis, councils are requested to provide details of revenue, expenditure and other data in CDC Returns.

This information is used by the Commission as a basis for

distributing Financial Assistance Grants to councils.

The Commission applies 11 cost adjustors to reflect the inherent relative cost advantages or disadvantages faced by councils in providing services.

Any errors in data reported have a direct impact on the distribution of grants to all councils. Applying more than one cost adjustor to the same expenditure category may also result in assessed expenditure being overstated, particularly if they are both attempting to address the same disadvantage.

The Commission is committed to recognising these differences in the capacity of councils to attract lower costs due to location, scale and population.

The Commission is seeking to better understand the operation of the Scale (Administration), Population Decline and Isolation Cost Adjustors:

Scale (Administration) Cost Adjustor

The Scale (Administration) cost adjustor accounts for the diseconomies of scale that smaller councils face in providing administration services.

Diseconomies occur because the cost per person of providing a service is greater for councils with a small population than for those councils with larger populations.

A major component of General Administration being reported in

CDC returns is wages and salaries (reported under "Legislative, Executive and Financial and Fiscal Affairs"), which may also relate to other expenditure categories.

The Commission would appreciate feedback from councils on:

- What systems do you have in place for separately identifying costs relating to General Administration?
- Does reporting these costs involve any cost allocation decisions (e.g. employees may work across a number of different categories)?
- To what extent is the population of a council significant in impacting on costs?

Isolation Cost Adjustor

The Isolation cost adjustor recognises the increased costs that arise from geographical isolation. Such costs include attracting staff to remote areas, communicating with relevant bodies, travel and the supply of necessary construction and maintenance materials.

This is calculated according to a weighted sum of distances between each council's administrative (or most populous) centre, relevant regional centres and Hobart, these being the focus for administrative and economic activity within the State.

The Commission would appreciate feedback from councils on:

- Given the rapid advancements in communication and other technologies, do you think that remoteness is still a significant factor when it comes to attracting and retaining staff, and in the costs of staff and other inputs?
- To what extent do you think that the inherent cost advantages or disadvantages captured by the Isolation Cost Adjustor are also reflected in the Scale (Administration) Cost Adjustor, particularly as it relates to employee costs?

Population Decline Cost Adjustor

The Population Decline cost adjustor was introduced when, for varying economic and structural reasons, many councils were impacted by significant declines in population. It reflects the delays that a council can incur when employee and other expenditures do not reduce in line with a declining population.

The Commission would appreciate feedback from councils on:

- To what extent is population decline an issue for your council?
- Which expenditure areas are most affected by this cost disadvantage?

Submissions deadline

To enable discussion at the Commission's 2022 Hearings and Visits which are expected to commence on 8 February 2022, submissions should be received by Friday 28 January 2022.

These Conversation Starter flyers are not intended to be detailed papers. Council submissions on Conversation Starter issues can take any form councils wish – written and/or discussion at the 2022 Hearings and Visits.

Tourism Cost Adjustor Review

Data, cost drivers and materiality

Discussion Paper DP22-01

December 2021



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Appendix 1 - Variance of Options 1, 2 and 3 to the 2021-22 Recommended Allocations

Appendix 2 - Cost Adjustor Expenditure Effect

Appendix 3 - Data and Modelling Method

Executive Summary

In 2017, the Commission issued Discussion Paper DP17-01 “Tourism Impacts and the future of the Tourism Cost Adjustor”¹, which raised concerns over the loss of bed capacity data used for the Tourism Cost Adjustor (Tourism CA) in the Base Grants Model. Day tripper data was also identified as being below the minimum threshold for robust analysis.

Based on the feedback received from councils, the Commission decided to retain the Tourism CA but freeze the bed capacity and day tripper data used in the model and apply a 50% reduction to its expenditure effect from 2018-19, subject to an alternative data source becoming available and further analysis undertaken by the Commission.

Further to this decision, the Commission has investigated the possibility of using overnight stays data collected by Tourism Research Australia as a replacement for bed capacity data. This Discussion Paper outlines the results of the research and modelling undertaken and how it compares to the current Base Grants Recommendations. It also raises the following issues in regard to the data source and Tourism CA more broadly:

- Difficulties in obtaining reliable visitor numbers at the local government area level and sampling errors contained in the survey data applied in the new model.
- Relationship between visitor numbers and the expenditure categories used in the Tourism CA; and
- Materiality of the Tourism CA in the Base Grants Model.

Based on consideration of these issues, the Commission has made a preliminary decision that the operation of the Tourism CA should be discontinued but seeks feedback from councils prior to making a final decision.

Whilst encouraging written feedback from councils on the latest proposal by 28 January 2022 for the Commission to consider prior to it commencing the 2022 hearings and visits, the Commission will also accept verbal feedback on the proposal as part of the 2022 hearings and visits.

Following feedback from councils and assuming the Commission is in a position to enable decisions to be made, the Commission expects to publish its proposed position on this issue later in 2022.

¹ Refer to the State Grants Commission’s website at www.treasury.tas.gov.au/state-grants-commission/publications

Review Context

The State Grants Commission (the Commission) is an independent statutory body established under the *State Grants Commission Act 1976* and is responsible for recommending the distribution of Australian Government and State Government funds to Tasmanian local government authorities. To ensure that the distribution of available funds is as equitable and contemporary as possible, the Commission continually monitors council practices and updates assessment methods and data where appropriate. Based on these reviews, the Commission implements changes as they are determined.

As part of the Commission's review process, and in accordance with the Commission's Priority Work Plan, the Commission has been reviewing the Tourism CA since its decision to freeze the bed capacity and day tripper data used in the model and apply a 50% reduction to its expenditure effect.

The Commission, in deciding how it operates and applies the National Principles, has developed its own set of principles to guide its decision making. These are the State Principles, which are detailed in Attachment 1 of the Commission's methodology publication: [Financial Assistance Grant Distribution Methodology](#). One such principle relates to Data quality and sources, and has been replicated below for the purposes of understanding a key factor in the Commission's objectives from this review.

- **Data quality and sources**

The Commission takes the accuracy and consistency of data very seriously and actively seeks to increase the integrity of the data used within its assessments. The Commission has a strong preference for independent measures and data sources to inform its modelling, while being able to exercise broad judgement in its deliberations in relation to sources of data.

The Commission actively seeks to increase the integrity of the data used within its assessments and ensure its methods are contemporary and equitable across councils. The Commission may exercise its judgement and adopt alternative information sources where it considers such to be justified.

Current Tourism Cost Adjustor

The current Tourism CA is one of 11 cost adjustors used in the Base Grants Model to help determine the appropriate distribution of Financial Assistance Grants funding provided by the Australian Government amongst Tasmania's 29 councils. The Tourism CA aims to recognise the relative impact of tourism on council expenditure across the four following expenditure categories:

- Law, Order & Public Safety;
- Planning & Community Amenities;
- Waste Management & Environment; and
- Recreation & Culture.

The Tourism CA was historically informed by day tripper data sourced from Tourism Research Australia and bed capacity data sourced from Tiger Tourism (Tourism Tasmania), as measures of tourism activities. The Tourism CA currently weights these data components as 30% on day tripper data and 70% on bed capacity.

Following the changeover to the National Tourism Online database system in February 2016, Tiger Tourism has been unable to maintain bed capacity data in the National Tourism Online system.

In response, for the 2016-17 Recommendations, the Commission updated the day tripper data portion only of the cost adjustor, but froze the bed capacity statistics at the level used for the 2015-16 Recommendations (being as at 20 April 2015), as this was regarded as the last relatively reliable data set and which aligned most closely with the financial data informing the Base Grants Model (the 2014-15 CDC data). The decision to freeze the bed capacity statistics as at 20 April 2015 was due to the extreme volatility and gaps in bed capacity data (eg. Airbnb) since the move by Tiger Tourism to the national tourism database system.

Based on the feedback received from Councils on Discussion Paper DP17-01 "Tourism Impacts and the future of the Tourism Cost Adjustor", the Commission decided to continue to freeze the bed capacity and day tripper data used in the model for the 2018-19 Recommendations, while applying a 50 % reduction to the expenditure effect of the Tourism CA in recognition of the data quality issues.

Materiality

The Tourism CA is one of the least material cost adjustors in terms of its impact on applicable expenditure categories and redistribution of Base Grants funding. For the 2021-22 Recommendations, the Tourism CA had an expenditure effect of \$1.2 million over

29 councils. In absolute terms², this represented \$92 000 in Base Grants funding or 0.237% of the Base Grant total of \$38.8 million.

The least material cost adjustor is the Population Decline CA, which had an expenditure effect of \$0.2 million over 29 councils. In absolute terms, this represented \$33 000 in Base Grants funding or 0.09% of the Base Grant total of \$38.8 million.

The largest cost adjustor is the Scale (Administration) CA, which had an expenditure effect of \$14.0 million over 29 councils. In absolute terms, this represented \$600 000 in Base Grants funding or 1.47% of the Base Grant total of \$38.8 million.

The Commission has included a review of the relative impact of all cost adjustors as a part of its Priority Work Plan.

² Removes the impact of negative values by making them positive.

Tourism data

The two main sources of tourism data for Tasmania are Tourism Tasmania and Tourism Research Australia.

Tourism Tasmania data

Tourism Tasmania collects visitor information through its Tasmanian Visitor Survey (TVS)³, which provides a profile of the characteristics, travel behaviour and expenditure of international and domestic visitors to Tasmania. The TVS is collected from more than 9 000 visitors annually as they depart Tasmania's air and sea ports. The data collected includes:

- Total visitors to Tasmania;
- Nights spent in Tasmania;
- Expenditure;
- Accommodation;
- Places visited, including overnight; and
- Visitor demographics.

While the TVS collects information on the number of visitors to tourism regions, it does not collect information on the number of visitors to local government areas. As a result, the TVS cannot be considered an alternative data source for the Tourism CA as it is not a common measure available to all councils.

Tourism Research Australia data

Tourism Research Australia (TRA) collects visitor information through its National and International Visitor Surveys.

For the National Visitor Survey (NVS)⁴, Interviews are conducted with approximately 120 000 Australian residents aged 15 years and over on an annual basis (or approximately 0.5% of the national population). Respondents are interviewed in their homes using random digit dialling and a Computer Assisted Telephone Interviewing system. The survey contains over 70 questions regarding:

- Destination;

³ Further information on the TVS can be found by visiting Tourism Tasmania's website at www.tourismtasmania.com.au/research/tvs

⁴ Further information on the NVS can be found by visiting Tourism Research Australia's website at www.tra.gov.au/tra/2016/aboutus/national-visitor-survey.html

- Purpose;
- Transportation;
- Activities;
- Expenditure;
- Accommodation; and
- Demographics.

For the International Visitor Survey (IVS)⁵, samples are collected from 40 000 departing and short term international travellers aged 15 years and over who have been visiting Australia. The survey is conducted by Computer Assisted Personal Interviewing (CAPI) in the departure lounges of the eight major international airports: Sydney, Melbourne, Brisbane, Cairns, Perth, Adelaide, Darwin and the Gold Coast.

The IVS contains around 100 questions supported by 'show-cards' that are used to help the respondent answer particular sections including:

- Usual place of residence;
- Purpose of visit and places visited;
- Transportation and accommodation;
- Activities;
- Expenditure; and
- Demographics.

TRA recognises that there are a number of limitations when interpreting the results of its NVS as follows: *“the results given in the NVS are based on a sample, rather than a census, of Australian residents. As with all sample surveys, the results are subject to sampling variability and therefore may differ from figures that would have been obtained if the entire Australian population had been included in the survey”*. The same limitations also apply when interpreting the results of the IVS.

Based on guidance provided by TRA, most of the estimates obtained for local government areas are subject to sampling variability, which is considered too high for practical purposes and should be used with caution for analysis and reporting.

Given that the NVS and IVS are the only common measures of visitor information available to all councils, the Commission has decided to use this information for the purposes of modelling an alternative Tourism CA. The results of this modelling and impact on Base Grants allocations are provided under the Options section of this Paper.

The Victorian Local Government Grants Commission also uses TRA survey data as the primary data source for its Tourism CA. However, Queensland has removed its Tourism CA due to concerns over the reliability of visitor data at the local government area level.

⁵ Further information on the IVS can be found by visiting the Tourism Research Australia website at www.tra.gov.au/tra/2016/aboutus/international-visitor-survey.html

Australian Bureau of Statistics employment data

The Commission considered the option of using Australian Bureau of Statistics employment data as an alternative data source for the Tourism CA, more specifically employment in Accommodation and Food Services.

However, given that employment in Accommodation and Food Services is already included as a subset of the data source used for the Service Industry Employment Cost Adjustor, the Commission did not consider it appropriate to use it again as a primary data source for the Tourism CA.

In discussions with other states and territories, it was also noted that while there is some correlation between high tourism scores and high service industry scores, one does not automatically lead to the other. For example, some councils may have a high service industry score because of their role as a service centre, but a low tourism score. Conversely, some significant tourist destinations have high tourism scores, but comparatively lower service industry scores.

Relationship between visitor numbers and expenditure categories

The Commission has measured the effectiveness of visitor numbers as a driver for the expenditure categories that the Tourism CA applies by using a statistical method known as Ordinary Least Squares (OLS).

OLS measures the strength of the relationship or correlation between the independent and dependent variables by calculating the R-squared (R^2). In terms of measuring the impact of visitor numbers on council expenditure, R^2 represents what proportion of change in council expenditure is explained by changes in visitor numbers, where 1 or 100% is a perfect correlation and 0 or 0% suggest no correlation.

The correlations for visitor numbers (as the independent variable) to council expenditure (as the dependent variable) are provided in Table 1 below:

Table 1: Correlations for visitor numbers to council expenditure (R^2)

Visitor measures based on TRA data (Independent Variables)	Expenditure categories (Dependent Variables)				
	Law Order and Public Safety	Planning and Community Amenities	Waste Management and the Environment	Recreation and Culture	Roads (not a Tourist CA exp.)
Overnight Stays	0.043	0.002	0.032	0.144	0.111
Day Tripper	0.172	0.033	0.132	0.249	0.124
Total (Overnight Stays and Day Tripper)	0.109	0.007	0.083	0.210	0.125
Caravans	0.133	0.013	0.106	0.222	0.082

Notes:

- The R^2 has been calculated using 5 years' worth of data, from 2014-15 to 2018-19. The small sample size is due to the lack of available TRA data prior to 1 July 2014 and onset of the COVID-19 pandemic in 2019-20 and introduction of travel restrictions.
- Although roads expenditure is not a part of the Tourism CA, it has been included in Table 1 as councils have previously raised concerns over the impact of tourists on roads.

The following observations can be made from the correlations provided in Table 1:

- Day Tripper data showed the strongest correlation with the expenditure categories. Except for *Planning and Community Amenities*, Day Trippers had a 13-25% relationship with the expenditure categories. The weakest correlation was Overnight Stays at 4-14%, which also excludes *Planning and Community Amenities*.
- *Recreation and Culture* was the category most closely correlated with the TRA's visitor data, which had a correlation of 14-25%. The weakest correlated was *Planning and Community Amenities* at 0.2-3%.
- *Roads* expenditure had a correlation of between 11-12% across all visitor measures, except for Caravans which had a correlation of 0.08%.

While there may also be other drivers impacting on the expenditure categories, the correlations provided in Table 1 overall suggest a very weak relationship between visitor numbers and expenditure. A similar analysis undertaken for the 2017 Discussion Paper also provided similar results.

These other drivers include economic drivers such as demographic shifts, employment trends and industry composition. It can also be argued that the benefits of a growing tourism economy outweigh any additional costs incurred in providing tourist related services.

To some extent, councils which are experiencing high levels of tourism are already compensated through the operation of the Service Industry Employment CA, which includes employment in Accommodation and Food Services as a subset of its data source. For the 2021-22 Recommendations, the expenditure effect the Service Industry Employment CA was \$6.4 million over 29 councils. In absolute terms, this represented \$0.4 million in Base Grant funding or 0.9% of the Base Grant total of \$38.8 million.

In relation to Roads expenditure, discussions with other states and territories did not identify a reliable data source that could be used to attribute roads expenditure to visitor numbers.

Conclusions and the future

Based on the analysis done, the Review concluded as follows:

The data used in the current Tourism CA is out of date.

Visitor survey data collected by Tourist Research Australia contains sampling and weighting issues.

There is a very weak correlation between visitor numbers and expenditure categories used in the Tourism CA although there may also be other factors driving these costs.

It can be argued that the benefits of a growing tourism economy outweigh any additional costs incurred in providing tourist related services.

The amount of Base Grant funding being distributed by the Tourism CA is immaterial.

As a result, the Commission has made the following Preliminary Decision in regard to the operation of the Tourism and pending feedback from councils:

Commission Preliminary Decision:

Remove the Tourism CA from the Base Grants model effective from the 2023-24 Recommendations.

The financial impact to councils of removing the Tourism CA is presented as “Option 1” under the following list of Options for councils to consider, which are supported by the following Appendices:

- Appendix 1 - Variance of Options 1, 2 and 3 to the 2021-22 Recommended Allocations
- Appendix 2 - Cost adjustor expenditure effect
- Appendix 3 - Data and modelling method

Options

Option 1 - Remove Tourism CA

This option removes the Tourism CA in its current form, which is based on bed capacity and day tripper data frozen at 2015-16 levels with a 50% reduction to its expenditure effect due to data quality issues.

For the 2021-22 Recommendations, the Tourism CA had an expenditure effect of \$1.2 million over 29 councils. In absolute terms, this represented \$92 000 in Base Grants funding or 0.237% of the Base Grant total of \$38.8 million.

At the individual council level, this translated in the most disadvantaged council receiving an additional +\$12 000 in Base Grants funding while the least disadvantaged council saw a reduction of -\$12 000. This represents the quantum of change in Base Grants funding to individual councils if the Tourism CA was removed.

The quantum of change in Base Grants funding to individual councils if the Tourism CA was removed would range from +\$12 000 to -\$12 000

Option 2 - Replace data used in Tourism CA with TRA data (Overnight Stays and Day Tripper)

This option involves replacing the data used in the current Tourism CA with TRA data, which includes a combination of Overnight Stays and Day Trippers (International, Interstate and Intrastate). This is based on a 4-year average of visitor numbers up to 2018-19, which excludes the impact of the COVID-19 travel restrictions introduced in 2019-20.

The expenditure effect of the Tourism CA has been restored back to 100% to reflect the use of a more contemporary data source.

The same modelling approach used by Victoria for constructing its Tourism CA has been used for Option 2⁶.

Under this Option, the Tourism CA would have an expenditure effect of \$2.4 million over 29 councils. In absolute terms, this represents \$82 000 in Base Grants funding or 0.212% of the Base Grant total of \$38.8 million.

At the individual council level, this translates to the most disadvantaged council receiving an increase in Base Grants funding of +\$9 000, while the least disadvantaged council would see a reduction of -\$8 000.

As a result, the amount of funds distributed amongst councils would change using the new data source.

Using Overnight Stays and Day Trippers as the new data source would result in a change in the amount of funds distributed amongst councils, which would range from +\$9 000 to -\$8 000.

Option 3 - Replace data used in Tourism CA with TRA data (Day Trippers only)

This option is the same as Option 2 but only uses Day Tripper data.

Under this Option, the Tourism CA would have an expenditure effect of \$2.2 million over 29 councils. In absolute terms, this represents \$102 000 in Base Grants funding or 0.263% of the Base Grant total of \$38.8 million based on 2021-22 Recommendations.

⁶ For the Victorian Local Government Grants Commission's approach to modelling its Tourism Cost Adjustor refer to the online publication "General Purpose Grants - Cost Adjustors": www.localgovernment.vic.gov.au/funding-programs/victoria-grants-commission/financial-assistance-grants.

For individual councils, this translates to the most disadvantaged council receiving an additional +\$18 000 in Base Grants funding ,while the least disadvantaged council would see a reduction of -\$14 000.

As a result, the outcomes have a wider range under Option 3 using Day Tripper data compared to Option 2 using a combination of Overnight Stays and Day Tripper data.

Using Day Tripper data as the new data source would result in a change in the amount of funds distributed amongst councils, which would range from +\$18 000 to -\$14 000. This is a wider range of outcomes compared to Option 2.

Submissions due date

Note that the Commission now has a policy of continuous improvement of its methodology and implements methodology changes as and when its research and consultation processes have addressed all the issues and the Commission is ready to implement a change.

Whilst encouraging written feedback from councils on the latest proposal by 28 January 2021 for the Commission to consider prior to it commencing the 2022 hearings and visits, the Commission will also accept verbal feedback on the proposal as part of the 2022 hearings and visits.

Following feedback from councils and assuming the Commission is in a position to enable decisions to be made, the Commission expects to publish its proposed position on this issue later in 2022.

Questions to councils

1. Are there any data sources that the Commission may not have considered that could be suitable replacements for the current data sources⁷?
2. What comments do you have regarding the Commission's preliminary decision to cease the use of the Tourism Cost Adjustor?
3. Do you have any other comments in relation to this matter that have not been adequately covered above?

⁷ The Commission has a strong preference for independent measures and data sources to inform its modelling. Preferable data sources are ones that provide indicators across all municipal areas, and are capable of or subject to periodic updates. The Commission may exercise its judgement and adopt alternative information sources where it considers such to be justified.

Appendices

Appendix 1 - Variance of Options 1, 2 and 3 to the 2021-22 Recommended Allocations

Council	Population	2021-22 Recommended Allocations (\$)			Variance to 2021-22 Recommended Allocations (\$)		
		Minimum Grant (MG)	Relative Need Grant (RN)	Total Base Grant funding - after cap and collar effect (MG + RN)	Option 1: Remove Tourism CA	Option 2: TRA data (Overnight Stays & Day Tripper)	Option 3: TRA data (Day Tripper)
Break O'Day	6 346	136 535	1 178 010	1 314 545	0	7 619	266
Brighton	18 123	389 919	985 239	1 375 158	12 402	- 6 044	- 6 235
Burnie	19 701	423 870	978 549	1 402 419	0	0	0
Central Coast	22 157	476 712	1 953 934	2 430 646	7 011	- 8 187	- 10 179
Central Highlands	2 166	46 602	956 649	1 003 251	- 6 038	2 957	2 218
Circular Head	8 152	175 392	1 128 515	1 303 907	- 1 668	1 318	- 478
Clarence	58 729	1 263 566	0	1 263 566	0	0	0
Derwent Valley	10 518	226 297	1 175 879	1 402 176	628	5 181	10 688
Devonport	25 747	553 951	800 284	1 354 235	0	0	0
Dorset	6 685	143 829	1 350 916	1 494 745	- 5 022	1 464	1 350
Flinders	1 004	21 601	707 009	728 610	186	- 10	- 750
George Town	7 117	153 123	1 066 933	1 220 056	1 830	379	1 927
Glamorgan-Spring Bay	4 750	102 197	101 679	203 876	0	0	0
Glenorchy	47 963	1 031 932	0	1 031 932	0	0	0
Hobart	55 250	1 188 713	0	1 188 713	0	0	0
Huon Valley	17 966	386 542	1 587 131	1 973 673	- 1 068	6 283	17 655
Kentish	6 393	137 547	1 346 936	1 484 483	- 5 428	6 081	1 649
King Island	1 612	34 682	824 140	858 822	626	103	- 1 632
Kingborough	38 628	831 088	0	831 088	0	0	0
Latrobe	11 961	257 343	781 521	1 038 864	- 314	- 7 107	- 5 567
Launceston	68 813	1 480 524	0	1 480 524	0	0	0
Meander Valley	20 037	431 099	1 664 390	2 095 489	3 533	- 3 227	1 184
Northern Midlands	13 598	292 563	882 022	1 174 585	- 485	- 1 204	3 651
Sorell	16 030	344 888	965 960	1 310 848	6 090	- 2 404	- 1 238
Southern Midlands	6 400	137 697	1 703 784	1 841 481	2 411	815	2 152
Tasman	2 479	53 336	462 959	516 295	- 10 888	8 925	8 275
Waratah-Wynyard	13 900	299 061	1 473 225	1 772 286	5 052	- 3 094	- 5 110
West Coast	4 132	88 901	1 335 972	1 424 873	- 11 791	- 1 541	- 13 712
West Tamar	24 423	525 465	1 736 637	2 262 102	9 356	- 8 305	- 6 112
State Totals	540 780	11 634 975	27 148 273	38 783 248	5	2	2
Notes:				Absolute value	91 827	82 248	102 028
- Absolute values removes the impact of negative values by making them positive				% of Base Grant	0.237%	0.212%	0.263%
- State Totals for Options 1, 2 and 3 includes rounding							

Appendix 2 - Cost Adjustor Expenditure Effect

1. Current Tourism Cost Adjustor

Council	General Administration	Health, Housing and Welfare	Law, Order and Public Safety	Planning and Community Amenities	Waste Management and Environment	Recreation and Culture	Other	Roads	Total Expenditure Effect of cost adjustor	Impact on Non- roads Expenditure	Rank - Percentage impact of cost adjustor on non- roads expenditure
Break O'Day	+ 0	+ 0	+ 2 712	+ 17 225	+ 27 135	+ 35 593	+ 0	+ 0	+ 82 665	+1.3%	5
Brighton	+ 0	+ 0	- 4 157	- 26 405	- 41 596	- 54 562	+ 0	+ 0	- 126 719	-0.7%	29
Burnie	+ 0	+ 0	- 616	- 3 914	- 6 165	- 8 087	+ 0	+ 0	- 18 782	-0.1%	18
Central Coast	+ 0	+ 0	- 1 886	- 11 981	- 18 874	- 24 758	+ 0	+ 0	- 57 499	-0.3%	22
Central Highlands	+ 0	+ 0	+ 2 501	+ 15 886	+ 25 025	+ 32 826	+ 0	+ 0	+ 76 238	+3.5%	3
Circular Head	+ 0	+ 0	+ 978	+ 6 210	+ 9 782	+ 12 831	+ 0	+ 0	+ 29 800	+0.4%	9
Clarence	+ 0	+ 0	- 10 061	- 63 909	- 100 677	- 132 058	+ 0	+ 0	- 306 704	-0.5%	27
Derwent Valley	+ 0	+ 0	+ 163	+ 1 037	+ 1 634	+ 2 143	+ 0	+ 0	+ 4 977	+0.0%	17
Devonport	+ 0	+ 0	+ 1 002	+ 6 367	+ 10 030	+ 13 156	+ 0	+ 0	+ 30 555	+0.1%	12
Dorset	+ 0	+ 0	+ 2 265	+ 14 385	+ 22 661	+ 29 725	+ 0	+ 0	+ 69 036	+1.0%	7
Flinders	+ 0	+ 0	+ 168	+ 1 064	+ 1 676	+ 2 199	+ 0	+ 0	+ 5 107	+0.5%	8
George Town	+ 0	+ 0	- 307	- 1 952	- 3 075	- 4 034	+ 0	+ 0	- 9 368	-0.1%	20
Glamorgan-Spring Bay	+ 0	+ 0	+ 8 054	+ 51 161	+ 80 596	+ 105 718	+ 0	+ 0	+ 245 529	+5.2%	1
Glenorchy	+ 0	+ 0	- 9 514	- 60 433	- 95 201	- 124 876	+ 0	+ 0	- 290 024	-0.6%	28
Hobart	+ 0	+ 0	+ 6 291	+ 39 958	+ 62 947	+ 82 568	+ 0	+ 0	+ 191 764	+0.3%	10
Huon Valley	+ 0	+ 0	+ 914	+ 5 803	+ 9 141	+ 11 991	+ 0	+ 0	+ 27 848	+0.2%	11
Kentish	+ 0	+ 0	+ 2 410	+ 15 306	+ 24 112	+ 31 627	+ 0	+ 0	+ 73 454	+1.2%	6
King Island	+ 0	+ 0	+ 47	+ 300	+ 473	+ 620	+ 0	+ 0	+ 1 441	+0.1%	16
Kingborough	+ 0	+ 0	- 5 759	- 36 582	- 57 629	- 75 592	+ 0	+ 0	- 175 563	-0.5%	26
Latrobe	+ 0	+ 0	+ 373	+ 2 372	+ 3 737	+ 4 901	+ 0	+ 0	+ 11 383	+0.1%	15
Launceston	+ 0	+ 0	+ 2 214	+ 14 060	+ 22 149	+ 29 053	+ 0	+ 0	+ 67 477	+0.1%	14
Meander Valley	+ 0	+ 0	- 725	- 4 603	- 7 251	- 9 511	+ 0	+ 0	- 22 090	-0.1%	19
Northern Midlands	+ 0	+ 0	+ 468	+ 2 974	+ 4 685	+ 6 145	+ 0	+ 0	+ 14 271	+0.1%	13
Sorell	+ 0	+ 0	- 1 881	- 11 950	- 18 825	- 24 693	+ 0	+ 0	- 57 349	-0.4%	25
Southern Midlands	+ 0	+ 0	- 306	- 1 943	- 3 060	- 4 014	+ 0	+ 0	- 9 323	-0.1%	21
Tasman	+ 0	+ 0	+ 4 091	+ 25 984	+ 40 934	+ 53 693	+ 0	+ 0	+ 124 702	+5.0%	2
Waratah-Wynyard	+ 0	+ 0	- 1 337	- 8 493	- 13 380	- 17 550	+ 0	+ 0	- 40 761	-0.3%	23
West Coast	+ 0	+ 0	+ 4 707	+ 29 898	+ 47 099	+ 61 780	+ 0	+ 0	+ 143 484	+3.5%	4
West Tamar	+ 0	+ 0	- 2 806	- 17 826	- 28 082	- 36 835	+ 0	+ 0	- 85 549	-0.4%	24
Sum Redistributed	0	0	39 356	249 991	393 815	516 570	0	0	1 199 732		

2. New Tourism Cost Adjustor - Overnight Stays and Day Trippers

Council	General Administration	Health, Housing and Welfare	Law, Order and Public Safety	Planning and Community Amenities	Waste Management and Environment	Recreation and Culture	Other	Roads	Total Expenditure Effect of cost adjustor	Impact on Non-roads Expenditure	Rank - Percentage impact of cost adjustor on non-roads expenditure
Break O'Day	+ 0	+ 0	+ 5 123	+ 32 544	+ 51 267	+ 67 247	+ 0	+ 0	+ 156 182	+2.5%	5
Brighton	+ 0	+ 0	- 6 629	- 42 110	- 66 337	- 87 014	+ 0	+ 0	- 202 091	-1.1%	28
Burnie	+ 0	+ 0	+ 296	+ 1 881	+ 2 964	+ 3 887	+ 0	+ 0	+ 9 029	+0.0%	14
Central Coast	+ 0	+ 0	- 5 416	- 34 403	- 54 196	- 71 089	+ 0	+ 0	- 165 103	-0.7%	24
Central Highlands	+ 0	+ 0	+ 3 292	+ 20 908	+ 32 937	+ 43 204	+ 0	+ 0	+ 100 341	+4.6%	3
Circular Head	+ 0	+ 0	+ 1 125	+ 7 148	+ 11 261	+ 14 771	+ 0	+ 0	+ 34 306	+0.4%	12
Clarence	+ 0	+ 0	- 20 286	- 128 857	- 202 991	- 266 265	+ 0	+ 0	- 618 399	-1.1%	27
Derwent Valley	+ 0	+ 0	+ 1 694	+ 10 761	+ 16 952	+ 22 236	+ 0	+ 0	+ 51 644	+0.5%	10
Devonport	+ 0	+ 0	+ 984	+ 6 251	+ 9 848	+ 12 917	+ 0	+ 0	+ 30 001	+0.1%	13
Dorset	+ 0	+ 0	+ 2 400	+ 15 247	+ 24 019	+ 31 506	+ 0	+ 0	+ 73 173	+1.1%	8
Flinders	+ 0	+ 0	- 42	- 265	- 418	- 548	+ 0	+ 0	- 1 274	-0.1%	16
George Town	+ 0	+ 0	- 481	- 3 057	- 4 816	- 6 317	+ 0	+ 0	- 14 672	-0.2%	17
Glamorgan-Spring Bay	+ 0	+ 0	+ 11 690	+ 74 256	+ 116 977	+ 153 439	+ 0	+ 0	+ 356 363	+7.5%	2
Glenorchy	+ 0	+ 0	- 18 371	- 116 695	- 183 832	- 241 133	+ 0	+ 0	- 560 031	-1.2%	29
Hobart	+ 0	+ 0	+ 20 213	+ 128 393	+ 202 260	+ 265 305	+ 0	+ 0	+ 616 171	+1.1%	7
Huon Valley	+ 0	+ 0	+ 2 723	+ 17 294	+ 27 244	+ 35 736	+ 0	+ 0	+ 82 996	+0.5%	11
Kentish	+ 0	+ 0	+ 4 216	+ 26 780	+ 42 187	+ 55 336	+ 0	+ 0	+ 128 519	+2.0%	6
King Island	+ 0	+ 0	- 156	- 989	- 1 558	- 2 043	+ 0	+ 0	- 4 745	-0.3%	19
Kingborough	+ 0	+ 0	- 9 545	- 60 632	- 95 515	- 125 288	+ 0	+ 0	- 290 981	-0.8%	25
Latrobe	+ 0	+ 0	- 2 425	- 15 401	- 24 262	- 31 825	+ 0	+ 0	- 73 912	-0.6%	22
Launceston	+ 0	+ 0	+ 13 992	+ 88 880	+ 140 015	+ 183 658	+ 0	+ 0	+ 426 545	+0.6%	9
Meander Valley	+ 0	+ 0	- 2 376	- 15 095	- 23 779	- 31 191	+ 0	+ 0	- 72 442	-0.4%	20
Northern Midlands	+ 0	+ 0	- 224	- 1 425	- 2 244	- 2 944	+ 0	+ 0	- 6 837	-0.1%	15
Sorell	+ 0	+ 0	- 3 032	- 19 261	- 30 342	- 39 799	+ 0	+ 0	- 92 434	-0.6%	21
Southern Midlands	+ 0	+ 0	- 508	- 3 225	- 5 080	- 6 663	+ 0	+ 0	- 15 475	-0.2%	18
Tasman	+ 0	+ 0	+ 7 183	+ 45 625	+ 71 874	+ 94 277	+ 0	+ 0	+ 218 959	+8.8%	1
Waratah-Wynyard	+ 0	+ 0	- 2 885	- 18 327	- 28 871	- 37 870	+ 0	+ 0	- 87 952	-0.6%	23
West Coast	+ 0	+ 0	+ 3 761	+ 23 888	+ 37 630	+ 49 360	+ 0	+ 0	+ 114 639	+2.8%	4
West Tamar	+ 0	+ 0	- 6 315	- 40 116	- 63 195	- 82 894	+ 0	+ 0	- 192 520	-0.8%	26
Sum Redistributed	0	0	78 693	499 857	787 434	1 032 882	0	0	2 398 866		

3. New Tourism Cost Adjustor - Day Trippers

Council	General Administration	Health, Housing and Welfare	Law, Order and Public Safety	Planning and Community Amenities	Waste Management and Environment	Recreation and Culture	Other	Roads	Total Expenditure Effect of cost adjustor	Impact on Non- roads Expenditure	Rank - Percentage impact of cost adjustor on non- roads expenditure
Break O'Day	+ 0	+ 0	+ 3 021	+ 19 190	+ 30 230	+ 39 653	+ 0	+ 0	+ 92 093	+1.5%	5
Brighton	+ 0	+ 0	- 6 236	- 39 613	- 62 404	- 81 855	+ 0	+ 0	- 190 108	-1.1%	28
Burnie	+ 0	+ 0	+ 2 986	+ 18 965	+ 29 875	+ 39 188	+ 0	+ 0	+ 91 014	+0.5%	10
Central Coast	+ 0	+ 0	- 5 218	- 33 147	- 52 216	- 68 493	+ 0	+ 0	- 159 074	-0.7%	24
Central Highlands	+ 0	+ 0	+ 3 477	+ 22 086	+ 34 793	+ 45 638	+ 0	+ 0	+ 105 995	+4.9%	3
Circular Head	+ 0	+ 0	+ 1 009	+ 6 408	+ 10 094	+ 13 241	+ 0	+ 0	+ 30 751	+0.4%	12
Clarence	+ 0	+ 0	- 19 922	- 126 542	- 199 344	- 261 481	+ 0	+ 0	- 607 288	-1.0%	27
Derwent Valley	+ 0	+ 0	+ 4 246	+ 26 968	+ 42 483	+ 55 725	+ 0	+ 0	+ 129 421	+1.2%	8
Devonport	+ 0	+ 0	+ 2 329	+ 14 794	+ 23 305	+ 30 569	+ 0	+ 0	+ 70 997	+0.3%	14
Dorset	+ 0	+ 0	+ 2 998	+ 19 041	+ 29 996	+ 39 346	+ 0	+ 0	+ 91 380	+1.4%	6
Flinders	+ 0	+ 0	+ 24	+ 152	+ 239	+ 313	+ 0	+ 0	+ 727	+0.1%	17
George Town	+ 0	+ 0	+ 584	+ 3 708	+ 5 840	+ 7 661	+ 0	+ 0	+ 17 793	+0.3%	15
Glamorgan-Spring Bay	+ 0	+ 0	+ 7 703	+ 48 930	+ 77 080	+ 101 106	+ 0	+ 0	+ 234 818	+4.9%	2
Glenorchy	+ 0	+ 0	- 18 578	- 118 005	- 185 895	- 243 840	+ 0	+ 0	- 566 318	-1.2%	29
Hobart	+ 0	+ 0	+ 2 294	+ 14 574	+ 22 959	+ 30 115	+ 0	+ 0	+ 69 943	+0.1%	16
Huon Valley	+ 0	+ 0	+ 7 593	+ 48 232	+ 75 980	+ 99 664	+ 0	+ 0	+ 231 469	+1.3%	7
Kentish	+ 0	+ 0	+ 3 250	+ 20 645	+ 32 522	+ 42 659	+ 0	+ 0	+ 99 075	+1.6%	4
King Island	+ 0	+ 0	- 394	- 2 504	- 3 944	- 5 173	+ 0	+ 0	- 12 015	-0.7%	26
Kingborough	+ 0	+ 0	- 9 266	- 58 856	- 92 716	- 121 617	+ 0	+ 0	- 282 454	-0.7%	25
Latrobe	+ 0	+ 0	- 1 501	- 9 536	- 15 022	- 19 705	+ 0	+ 0	- 45 764	-0.4%	20
Launceston	+ 0	+ 0	+ 19 493	+ 123 821	+ 195 058	+ 255 859	+ 0	+ 0	+ 594 232	+0.9%	9
Meander Valley	+ 0	+ 0	+ 5	+ 32	+ 50	+ 65	+ 0	+ 0	+ 151	+0.0%	18
Northern Midlands	+ 0	+ 0	+ 1 950	+ 12 385	+ 19 510	+ 25 591	+ 0	+ 0	+ 59 435	+0.4%	11
Sorell	+ 0	+ 0	- 2 155	- 13 689	- 21 564	- 28 286	+ 0	+ 0	- 65 693	-0.4%	21
Southern Midlands	+ 0	+ 0	+ 781	+ 4 961	+ 7 815	+ 10 251	+ 0	+ 0	+ 23 809	+0.4%	13
Tasman	+ 0	+ 0	+ 7 170	+ 45 546	+ 71 749	+ 94 114	+ 0	+ 0	+ 218 579	+8.8%	1
Waratah-Wynyard	+ 0	+ 0	- 2 921	- 18 555	- 29 230	- 38 341	+ 0	+ 0	- 89 046	-0.6%	23
West Coast	+ 0	+ 0	- 16	- 102	- 161	- 212	+ 0	+ 0	- 492	-0.0%	19
West Tamar	+ 0	+ 0	- 4 705	- 29 887	- 47 081	- 61 756	+ 0	+ 0	- 143 429	-0.6%	22
Sum Redistributed	0	0	70 912	450 434	709 578	930 757	0	0	2 161 682		

Appendix 3 - Data and modelling method

1. Current Tourism Cost Adjustor

	Data								Population Weighted Average		Cost Adjustor			
	Population	Domestic Day Trippers			Bed Capacity			Total Weighted Index			Raw Cost Adjustor	Range Factor	Ranged Cost Adjustor	Rank
		3 yr Avg	Per Capita	Index	3 yr Avg	Per Capita	Index							
				W = 0.300			W = 0.700							
	a	b	c = b / a	d = c / Avg c	e	f = e / a	g = f / Avg f	h = Wd + Wg	i = a x h	j = $\Sigma i / \Sigma a$	k = h / j	RF -> 41.77	l = (h+RF)/(j+RF)	
Break O'Day	6 346	59 111	9.31	0.75	2 236	0.35	1.77	1.46	9 281		2.65		1.02	5
Brighton	18 123	35 111	1.94	0.16	88	0.00	0.02	0.06	1 153		0.12		0.99	29
Burnie	19 701	222 889	11.31	0.91	1 196	0.06	0.30	0.49	9 567		0.88		1.00	18
Central Coast	22 157	124 000	5.60	0.45	1 489	0.07	0.34	0.37	8 218		0.67		1.00	22
Central Highlands	2 166	106 556	49.19	3.95	1 127	0.52	2.61	3.01	6 524		5.45		1.06	3
Circular Head	8 152	98 222	12.05	0.97	1 201	0.15	0.74	0.81	6 584		1.46		1.01	9
Clarence	58 729	131 889	2.25	0.18	2 227	0.04	0.19	0.19	11 000		0.34		0.99	27
Derwent Valley	10 518	133 000	12.64	1.01	841	0.08	0.40	0.59	6 156		1.06		1.00	17
Devonport	25 747	288 000	11.19	0.90	2 681	0.10	0.52	0.64	16 354		1.15		1.00	12
Dorset	6 685	99 444	14.88	1.19	1 742	0.26	1.31	1.27	8 516		2.31		1.02	7
Flinders	1 004	0	0.00	0.00	259	0.26	1.30	0.91	911		1.64		1.01	8
George Town	7 117	67 333	9.46	0.76	471	0.07	0.33	0.46	3 276		0.83		1.00	20
Glamorgan-Spring Bay	4 750	145 000	30.53	2.45	4 636	0.98	4.90	4.16	19 781		7.54		1.09	1
Glenorchy	47 963	97 889	2.04	0.16	1 100	0.02	0.12	0.13	6 220		0.23		0.99	28
Hobart	55 250	559 667	10.13	0.81	8 663	0.16	0.79	0.79	43 912		1.44		1.01	10
Huon Valley	17 966	262 111	14.59	1.17	1 582	0.09	0.44	0.66	11 868		1.20		1.00	11
Kentish	6 393	90 778	14.20	1.14	1 844	0.29	1.45	1.36	8 664		2.45		1.02	6
King Island	1 612	1 556	0.96	0.08	271	0.17	0.84	0.61	991		1.11		1.00	16
Kingborough	38 628	191 889	4.97	0.40	1 265	0.03	0.16	0.23	9 064		0.42		0.99	26
Latrobe	11 961	101 000	8.44	0.68	1 414	0.12	0.59	0.62	7 401		1.12		1.00	15
Launceston	68 813	969 778	14.09	1.13	5 514	0.08	0.40	0.62	42 717		1.12		1.00	14
Meander Valley	20 037	171 889	8.58	0.69	1 532	0.08	0.38	0.48	9 522		0.86		1.00	19
Northern Midlands	13 598	198 000	14.56	1.17	1 065	0.08	0.39	0.63	8 507		1.13		1.00	13
Sorell	16 030	188 111	11.73	0.94	90	0.01	0.03	0.30	4 845		0.55		0.99	25
Southern Midlands	6 400	88 778	13.87	1.11	212	0.03	0.17	0.45	2 883		0.82		1.00	21
Tasman	2 479	142 222	57.37	4.60	1 895	0.76	3.84	4.07	10 083		7.37		1.08	2
Waratah-Wynyard	13 900	58 333	4.20	0.34	974	0.07	0.35	0.35	4 828		0.63		1.00	23
West Coast	4 132	30 667	7.42	0.60	3 293	0.80	4.00	2.98	12 309		5.39		1.06	4
West Tamar	24 423	96 889	3.97	0.32	1 473	0.06	0.30	0.31	7 509		0.56		0.99	24
State Total	540 780	4 760 111	Average = 12.5	29	52 383	Average = 0.2	29	29	298 643	PWA = 0.552	PWA = 1.000		PWA = 1.000	

Minimum = 0.115

Maximum = 7.541

Minimum = 0.988

Maximum = 1.085

2. New Tourism Cost Adjustor - Overnight Stays and Day Trippers

	Data - Overnight Stays and Day Trippers				Population Weighted Average	Cost Adjustor			
	Population	4 yr Avg	Per Capita	Primary index		Raw Cost Adjustor	Range Factor	Ranged Cost Adjustor	Rank
	<i>a</i>	<i>b</i>	<i>c = b / a</i>	<i>d = ((1/Max - Min) x (c - Avg c)) + 1</i>		<i>g = d / f</i>	<i>RF -> 4.94</i>	<i>h = (d+RF)/(f+RF)</i>	
Break O'Day	6 346	337 568	53.19	1.36	8 649	1.220		1.041	5
Brighton	18 123	69 716	3.85	1.01	18 218	0.900		0.982	28
Burnie	19 701	391 383	19.87	1.12	22 092	1.004		1.001	14
Central Coast	22 157	198 343	8.95	1.04	23 093	0.933		0.988	24
Central Highlands	2 166	180 118	83.16	1.58	3 422	1.415		1.076	3
Circular Head	8 152	204 132	25.04	1.16	9 447	1.038		1.007	12
Clarence	58 729	276 273	4.70	1.01	59 402	0.906		0.983	27
Derwent Valley	10 518	273 563	26.01	1.17	12 263	1.044		1.008	10
Devonport	25 747	536 610	20.84	1.13	29 053	1.010		1.002	13
Dorset	6 685	229 547	34.34	1.23	8 197	1.098		1.018	8
Flinders	1 004	17 553	17.48	1.10	1 108	0.989		0.998	16
George Town	7 117	116 642	16.39	1.10	7 801	0.982		0.997	17
Glamorgan-Spring Bay	4 750	583 093	122.76	1.87	8 868	1.672		1.124	2
Glenorchy	47 963	149 743	3.12	1.00	47 963	0.895		0.981	29
Hobart	55 250	1 912 901	34.62	1.23	67 863	1.100		1.018	7
Huon Valley	17 966	460 078	25.61	1.16	20 894	1.041		1.008	11
Kentish	6 393	300 300	46.97	1.32	8 425	1.180		1.033	6
King Island	1 612	24 458	15.17	1.09	1 753	0.974		0.995	19
Kingborough	38 628	341 449	8.84	1.04	40 228	0.933		0.988	25
Latrobe	11 961	128 066	10.71	1.05	12 618	0.945		0.990	22
Launceston	68 813	1 912 110	27.79	1.18	81 113	1.056		1.010	9
Meander Valley	20 037	285 428	14.25	1.08	21 652	0.968		0.994	20
Northern Midlands	13 598	252 108	18.54	1.11	15 117	0.995		0.999	15
Sorell	16 030	180 772	11.28	1.06	16 977	0.948		0.990	21
Southern Midlands	6 400	101 743	15.90	1.09	6 993	0.978		0.996	18
Tasman	2 479	349 815	141.11	2.00	4 958	1.791		1.146	1
Waratah-Wynyard	13 900	145 988	10.50	1.05	14 643	0.943		0.990	23
West Coast	4 132	237 660	57.52	1.39	5 761	1.248		1.046	4
West Tamar	24 423	204 095	8.36	1.04	25 349	0.929		0.987	26
State Total	540 780	10 401 249	Average = 30.6		603 922	PWA = 1.117	PWA = 1.000	PWA = 1.000	

Min	3.12
Max	141.11

Minimum = 0.90	Minimum = 0.981
Minimum = 1.79	Maximum = 1.146

3. New Tourism Cost Adjustor - Day Trippers

	Data - Day Trippers				Population Weighted Average		Cost Adjustor			
	Population	4 yr Avg	Per Capita	Primary index	Population Weighted Average		Raw Cost Adjustor	Range Factor	Ranged Cost Adjustor	Rank
	<i>a</i>	<i>b</i>	<i>c = b / a</i>	<i>d = ((1/Max - Min) x (c - Avg c)) + 1</i>	<i>e = a x d</i>	<i>f = Σ e / Σ a</i>	<i>g = d / f</i>	<i>RF -> 4.94</i>	<i>h = (d+RF)/(f+RF)</i>	
Break O'Day	6346	139 750	22.02	1.26	8 017		1.130		1.024	5
Brighton	18123	60 000	3.31	1.01	18 362		0.906		0.983	28
Burnie	19701	288 000	14.62	1.16	22 938		1.041		1.008	10
Central Coast	22157	128 250	5.79	1.05	23 183		0.936		0.988	24
Central Highlands	2166	103 500	47.78	1.61	3 482		1.438		1.081	3
Circular Head	8152	114 000	13.98	1.16	9 422		1.034		1.006	12
Clarence	58729	201 000	3.42	1.01	59 591		0.907		0.983	27
Derwent Valley	10518	214 250	20.37	1.24	13 055		1.110		1.020	8
Devonport	25747	340 500	13.22	1.15	29 498		1.025		1.005	14
Dorset	6685	143 000	21.39	1.25	8 388		1.122		1.023	6
Flinders	1004	11 750	11.70	1.13	1 130		1.006		1.001	17
George Town	7117	92 750	13.03	1.14	8 135		1.022		1.004	15
Glamorgan-Spring Bay	4750	228 750	48.16	1.61	7 660		1.442		1.082	2
Glenorchy	47963	111 500	2.32	1.00	47 963		0.894		0.981	29
Hobart	55250	669 000	12.11	1.13	62 474		1.011		1.002	16
Huon Valley	17966	373 750	20.80	1.25	22 403		1.115		1.021	7
Kentish	6393	145 500	22.76	1.27	8 139		1.139		1.026	4
King Island	1612	9 000	5.58	1.04	1 682		0.933		0.988	26
Kingborough	38628	219 750	5.69	1.04	40 365		0.935		0.988	25
Latrobe	11961	99 250	8.30	1.08	12 916		0.966		0.994	20
Launceston	68813	1 212 750	17.62	1.20	82 883		1.077		1.014	9
Meander Valley	20037	223 750	11.17	1.12	22 405		1.000		1.000	18
Northern Midlands	13598	196 250	14.43	1.16	15 798		1.039		1.007	11
Sorell	16030	129 750	8.09	1.08	17 266		0.963		0.993	21
Southern Midlands	6400	89 250	13.95	1.16	7 394		1.033		1.006	13
Tasman	2479	191 250	77.15	2.00	4 958		1.789		1.146	1
Waratah-Wynyard	13900	88 500	6.37	1.05	14 651		0.943		0.989	23
West Coast	4132	45 750	11.07	1.12	4 615		0.999		1.000	19
West Tamar	24423	165 250	6.77	1.06	25 873		0.947		0.990	22
State Total	540 780	6 035 750	Average = 16.7		604 645	PWA = 1.118	PWA = 1.000		PWA = 1.000	
	Min	2.32					Minimum = 0.894		Minimum = 0.981	
	Max	77.15					Maximum = 1.789		Maximum = 1.146	

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SEARCH OF TORRENS TITLE

VOLUME 95889	FOLIO 12
EDITION 1	DATE OF ISSUE 21-Sep-1994

SEARCH DATE : 04-Jan-2022

SEARCH TIME : 10.49 AM

DESCRIPTION OF LAND

Town of OUSE

Lot 12 on Plan 95889 (formerly being P869)

Derivation : Part of 2000 acres Gtd. to C.Mclachlan & ors.

Prior CT 2790/44

SCHEDULE 1

CENTRAL HIGHLANDS COUNCIL

SCHEDULE 2

Reservations and conditions in the Crown Grant if any

UNREGISTERED DEALINGS AND NOTATIONS

No unregistered dealings or other notations

This Agreement is made on January, 2021

BETWEEN

Electric Highway Tasmania Pty Ltd (ACN 618 286 490) of Level 1, 142 Elizabeth St. Hobart 7000 in Tasmania (EHT)

AND

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

RECITALS

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

OPERATIVE PART

1 Licensed Area to be provided

- 1.1 CHC agrees to provide and EHT agrees to take a license over that portion of the Land as identified in Schedule A (Licensed Area), to allow EHT to supply and install equipment for the operation of Electric Vehicle Charging facilities on the Licensed Area.
- 1.2 This Agreement does not grant exclusive use to EHT EV owners to use the Licensed Area and the Licensed Area may be used by the general public.
- 1.3 The parties agree that the Licensed Area can be added to in accordance with clause 4.

2 Signage

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

3 Infrastructure plans

- 3.1 An infrastructure plan will be developed by EHT in consultation with CHC to show:
 - (a) location of the chargers and designated parking spaces to accommodate EVs while charging;
 - (b) location of all fittings and ancillary services (protective kerbs and bollards, power feeds, control boards, signs, lighting, etc.);
 - (c) circulation of vehicles to the chargers and to the other parts of the site;
 - (d) circulation of pedestrians, both those using chargers and not, and assessment of accessibility, trip hazards and general safety;
 - (e) any impacts on sight lines for entry and exit from the site, and lighting impacts on adjacent areas;
 - (f) expansion spaces that will be developed if there is strong enough demand to warrant it, including all the factors listed above for the expanded site.
- 3.2 EHT will amend the plan as required to reflect modifications and changes to the site.

- 3.3 EHT will ensure that current plans are maintained and provided to CHC outlining the location of all of the infrastructure for the Electric Vehicle Charging Facilities.

4 Provision of additional area

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

5 Duration of the Agreement

- 5.1 The Term will be five years. EHT will be provided access to the Licensed Area from the Commencement Date (being the date as specified in Schedule A).

6 Renewal

Offer of renewal

- 6.1 CHC offers a renewal of this Agreement to EHT on the terms specified in this clause, which EHT may only accept strictly in accordance with the provisions contained in this clause, otherwise this offer will lapse.

Binding CHC's successors and assigns

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

Parties who may renew

- 6.3 This offer may be accepted by EHT.

Conditions for acceptance

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

Conditions of renewal

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

Execution of agreement for further term

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

7 Holding over after expiry of Agreement

- 7.1 After the expiry of the Term and when EHT remains in occupation of the Licensed Area with the consent of the CHC, this Agreement continues as a monthly agreement:
- (a) commencing on the day immediately following the last day of the Term;
 - (b) the Annual Fee being payable by monthly instalments on the first day of each month;
 - (c) on the terms contained in this Agreement, except those terms which are inapplicable to a monthly agreement;
 - (d) terminable by either party on one month's written notice expiring at any time.

8 Fee and charges

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

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

Where:

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

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

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

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

9 Goods and services tax (GST)

Interpretation

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

Annual Fee and other amounts inclusive of GST

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

EHT's obligation to reimburse CHC

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

Tax invoice

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

10 Services

EHT's liability for services and utilities

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

Installation of meters

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

11 EHT obligations and responsibilities

- 11.1 EHT will itself provide or contract providers to provide equipment, maintenance, billing and customer support for the provision of the Electric Vehicle Charging Facilities.
- 11.2 The Electric Vehicle Charging Facilities will be provided to EV users for a fee payable to EHT to cover the cost of electricity, fixed overheads, amortisation of equipment costs and a modest return to capital and parking charges during applicable hours.
- 11.3 EHT will notify CHC of any contractors and agents for the installation, operation and maintenance of the Electric Vehicle Charging Facilities and associated equipment in accordance with this Agreement.
- 11.4 EHT will ensure that the Electric Vehicle Charging Facilities will be maintained and updated in a reasonable timeframe based on EHT's specialist knowledge of the market.
- 11.5 All operating costs of the Electric Vehicle Charging Facilities will be met by EHT.
- 11.6 Maintenance, equipment insurance, 24-hour customer support and flexible billing arrangements for customers will be provided by EHT.
- 11.7 EHT will pay all direct operating costs for equipment installed by EHT.
- 11.8 EHT will be responsible for customer support and maintenance call-outs required to ensure dependable access by users.
- 11.9 EHT will provide a summary of the use of the Electric Vehicle Charging Facilities every three months to CHC.
- 11.10 EHT will be responsible for obtaining the necessary approvals for the development and operation of the Electric Vehicle Charging Facilities including any relevant CHC permits.
- 11.11 EHT will ensure that all cabling and infrastructure for the Electric Charging Facilities are located in the Licensed Area.

12 Central Highlands Council Responsibilities

- 12.1 CHC will not be required to make a financial contribution to the installation of the Electric Vehicle Charging Facilities. CHC may make in kind contributions to the preparation and upgrading of the existing site that benefits CHC parking areas and amenities at their discretion.
- 12.2 CHC will facilitate the connection of electricity to the Electric Vehicle Charging Facilities through supporting discussions with TasNetworks and EHT.

- 12.3 CHC may be responsible for general site maintenance (clearing litter, maintaining landscaping, car park surface) of the site.
- 12.4 In the course of normal site maintenance, CHC will visually inspect the Electric Vehicle Charging Facilities and will advise EHT of any visible defects or damage.
- 12.5 CHC will ensure access for EVs wishing to charge by not blocking the parking bay with stored materials or vehicles.
- 12.6 CHC will notify EHT of any roadworks, disruptions, events or other activities that may affect access to the Electric Vehicle Charging Facilities, so that EHT may advise users and seek to make alternative arrangements to provide service to users.

13 Insurance

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

Public risk

- (a) A public risk insurance policy:
 - (A) in the form of a standard public risk policy or in the form commonly used by EHT's insurer and by some other reputable insurers;
 - (B) in the sum of \$20,000,000.00 in respect of any single event or accident or for such higher amount as CHC, acting reasonably and prudently, may require, during any year of the Term after the first year of the Term;
 - (C) relating to EHT's liability for death, personal injuries and property damage arising from EHT's occupancy of the Licensed Area and operation of the Electric Vehicle Charging Facilities, in circumstances in which EHT may incur liability for the injury, loss or damage; and
 - (D) extended to include claims, risks and events covered under indemnities provided by EHT to CHC.

EHT's property

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

Workers' compensation

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

Insurer and conditions

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

Joint insurances

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

Evidence of insurance

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

14 EHT's indemnities to CHC

Indemnities

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

Breach of Agreement obligations

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

Misuse of services or facilities

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

Escape of substances

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

Use of Licensed Area

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

Faulty installations

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

Failure to notify

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

Conditions and limitations

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

15 Exemption of CHC from liability

Licensed Area occupied at EHT's risk

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

Exclusion of CHC's liability to EHT

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

15.3 CHC will be liable to EHT for damage to EHT's plant, equipment and other property and for loss of profits whilst EHT is using and occupying the Licensed Area, in the event of damage caused by:

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

16 Removal of Infrastructure

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

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

ASSIGNMENT AND SUBLETTING

17 Prohibition against assignment, subletting and mortgaging

Prohibition of dealings

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

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

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

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

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

19 EHT's obligation to yield up Licensed Area

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

20 Essential terms of Agreement

20.1 It is agreed that the following obligations by EHT are essential terms of this Agreement:

- (a) the covenant to pay the Annual Fee throughout the Term at a date not later than 14 days after the due date for its payment;
- (b) the covenant dealing with the use of the Licensed Area;

- (c) the covenant dealing with assignment and subletting.

21 CHC's entitlements after EHT vacates during Term

CHC's entitlements

21.1 If EHT vacates or abandons the Licensed Area during the Term in breach of EHT's obligations under this Agreement, CHC may:

- (a) renovate, restore and clean the Licensed Area
- (b) take any action in paragraph (a) without CHC's conduct constituting:
 - (A) a re-entry or termination of this Agreement;
 - (B) the acceptance of a surrender of this Agreement.

EHT's obligations continue

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

22 CHC may remedy EHT's default

Entitlement to remedy default

22.1 CHC may remedy defaults by EHT under this Agreement without being required to do so:

- (a) when EHT fails to pay any money due to someone other than CHC or to perform some obligation under this Agreement, but only
- (b) after CHC has given to EHT notice in writing requiring EHT to pay the money or to perform the obligation within 14 days and EHT fails to comply with that notice.

EHT's liability to reimburse CHC

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

23 Waiver

Demand and acceptance of Annual Fee and other financial obligations

23.1 After EHT is in default or breach under this Agreement, including in breach of an essential term of this Agreement, the demand or acceptance from EHT by CHC of arrears or of any late payment of any financial obligations does not:

- (a) preclude CHC from exercising any rights or remedies under this Agreement, including enforcing or terminating this Agreement;
- (b) constitute a waiver of the essentiality of EHT's obligation to make those payments;
- (c) waive EHT's continuing obligation to make those payments during the Term.

Failure to enforce obligation

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

Waiver of individual obligations

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

Breaches before termination

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

24 Mediation

Dispute

- 24.1 If a dispute arises out of or relates to this Agreement (including any dispute as to the meaning, performance, validity, subject matter, breach or termination of this Agreement or as to any claim in tort, in equity or pursuant to any statute) (Dispute), any court or arbitration proceedings must not be commenced by or against CHC, EHT, their successors or assigns, any guarantor, mortgagee, or other party bound by this Agreement, relating to the Dispute unless the parties to the Dispute (Parties) have complied with this clause, except where a party seeks urgent interlocutory relief.

Notice of dispute

- 24.2 A party claiming that a Dispute has arisen under or in relation to this Agreement must give written notice to the other Parties to the Dispute, specifying the nature of the Dispute.

Mediation

- 24.3 The Parties agree to mediate the Dispute and to take action to have the Dispute mediated within 7 days of the receipt of written notice of the Dispute.
- 24.4 The Parties agree that the President of the Law Society of Tasmania will select the mediator and determine the mediator's remuneration.
- 24.5 The Parties to the mediation will be jointly responsible for the fees of the mediation and each party must bear its own costs.
- 24.6 The Parties may, but are not required to, enter into a written agreement before mediating a Dispute.
- 24.7 The Parties agree to conduct the mediation in accordance with the requirements of the mediator whose decision regarding those requirements is final and binding on the Parties.
- 24.8 A legal representative acting for either of the Parties may participate in the mediation.

25 Damaged Licensed Area

Abatement of payments

The following provisions apply if the Licensed Area is damaged:

- 25.1 EHT is not liable to pay that portion of the Annual Fee that is attributable to any period during which the Licensed Area cannot be used under this Agreement or is inaccessible due to that damage.
- 25.2 However clause 25.1 does not apply and CHC may recover damages from EHT if EHT:
- (a) is responsible for the damage;
 - (b) contributed substantially to the damage other than in a nominal way;
 - (c) by an act or omission brought about a termination of CHC's insurance policy relating to the damage.

Termination of Agreement

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

26 Termination of Agreement for default

Default

26.1 Each of the following constitutes a default by EHT under this Agreement:

- (a) the failure to pay to CHC the Annual Fee or comply with any other financial obligation under this Agreement, for a period in excess of 14 days after the due date for payment, whether or not a formal demand for payment has been made;
- (b) the failure to comply with an essential term of this Agreement;
- (c) any serious, persistent and continuing breach by EHT of its covenants and obligations under this Agreement.
- (d) the Electric Vehicle Charging Facilities being unable to be used due to an act or omission of EHT for more than three months in a twelve month period; or
- (e) the Electric Vehicle Charging Facilities, as assessed by a competent authority, being in an unsafe or dangerous condition and unprotected for more than 24 hours; or
- (f) in the event of bankruptcy or insolvency of EHT.

Termination after default

26.2 CHC may terminate this Agreement, after a default by EHT in accordance with clause 26.1 and continuance of the default, after CHC must have served a legally effective notice of breach of covenant (if required) by:

- (a) serving on EHT written notice terminating this Agreement;
- (b) instituting proceedings for possession against EHT;
- (c) taking the actions in (a) or in (a) and (b).

27 CHC's entitlement to damages

Damages for breach or for repudiation

27.1 If EHT's conduct (whether by an acts or omission) constitutes:

- (a) a repudiation of this Agreement (or of EHT's obligations under this Agreement);
- (b) a breach of any covenant;
- (c) a breach of an essential term of this Agreement;

EHT agrees to compensate CHC for the loss or damage suffered by CHC as a consequence of the repudiation or breach, whether or not this agreement is terminated for the repudiation, breach or on any other ground.

27.2 CHC's entitlement to damages is in addition to any other remedy or entitlement, including termination of this Agreement.

27.3 CHC is entitled to seek to recover damages against EHT in respect of the repudiation or breach of covenant or essential term for the loss suffered by CHC during the Term, including the periods before and after termination of this Agreement.

27.4 CHC's entitlement to recover damages is not affected or limited by any of the following:

- (a) if EHT abandons or vacates the Licensed Area;
- (b) if CHC elects to re-enter or to terminate this Agreement;
- (c) if CHC accepts EHT's repudiation;
- (d) if the parties' conduct constitutes a surrender by operation of law.

Instituting proceedings

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

Additional entitlements of CHC

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

28 Removal of EHT's property

EHT obligation to remove property

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

EHT's failure to remove property

- 28.6 If EHT fails to remove any of its property from the Licensed Area, CHC may:
- (a) have that property removed from the Licensed Area and stored, using reasonable care in removing and storing the property, but being exempted from any liability to EHT for loss or damage to any of its property through the negligence of CHC, its employees or agents;
 - (b) sell or otherwise dispose of all or any of EHT's property, with or without removing them from the Licensed Area, in the name of and as agent for EHT.
- 28.7
- (a) In respect of all or any of EHT's property that EHT has failed to remove from the Licensed Area in accordance with clause 28.1, EHT is deemed to have abandoned that property and CHC at its option acquires ownership of that property through abandonment.
 - (b) CHC is not obliged to account to EHT for the value of any property whose ownership vests in CHC by abandonment.

EHT's responsibility for damages and costs

28.8 EHT is responsible for and indemnifies CHC in respect of:

- (a) any loss or damage caused by EHT, its employees or agents during the removal of EHT's property from the Licensed Area;
- (b) the costs of removal, storage and sale of any of EHT's property.

EHT entitlement to terminate

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

29 Legal costs

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

MISCELLANEOUS

30 Service of notices

Notice

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

Signature of notice

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

Service of notice

30.3 A Notice may be served on a party to this Agreement, including its successors, assigns, and guarantors:

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

Additional or altered address

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

Time of service

30.5 A Notice is considered to have been served

- (a) at the time of delivery;
- (b) on the fifth Business Day after the day on which it is posted, the first Business Day being the day of posting.

31 Interpretation

Terms

31.1 Words expressed in the singular include the plural and vice versa.

31.2 Words expressed in one gender include the other genders, as is appropriate in the context.

31.3 The reference to "person" includes a corporation.

Headings

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

Statutes

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

Covenants implied by statute

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

CHC's Consent

31.7 When any provision contained in this Agreement requires CHC's consent or approval, then unless the provision expressly provides otherwise, CHC's consent

- (a) shall not be unreasonably delayed;
- (b) is only effective when given in writing and signed by or on behalf of CHC; and
- (c) will be at the sole discretion of CHC.

Covenant prohibiting conduct

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

Compliance with notices on Business Day

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

Joint and several liability

31.10 If two or more persons are a party to this Agreement (including whilst the Agreement or the reversion is held by legal personal representatives, successors or assigns) each of the persons is jointly and severally liable to perform covenants and obligations of the party under this Agreement.

31.11 When two or more persons are a party to this Agreement, any conduct under or in respect of this Agreement, including the exercise of any entitlement or taking any action under this Agreement or a provision of this Agreement, shall be undertaken by all of the persons jointly, unless this Agreement expressly provides otherwise.

Severance

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

Governing law

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

Agreement comprises entire agreement

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

32 Definitions

- 32.1 Land means the area described in Schedule A.
- 32.2 Licensed Area means the area described in Schedule A.
- 32.3 EV means electric vehicle designed to accept charging.
- 32.4 Electric Vehicle Charging Facilities means the facilities provided by EHT for charging of EVs.
- 32.5 CHC includes its successors and assigns.
- 32.6 EHT includes its successors and assigns.
- 32.7 Term means the duration of this Agreement as set out in clause 5.
- 32.8 Annual Fee means the fee payable by EHT under this Agreement as set out in clause 8.
- 32.9 Schedule A means the schedule to this Agreement.
- 32.10 Business Day means a day which is not a Saturday, Sunday or public holiday in Southern Tasmania.

Executed as an agreement

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

.....
Director

.....
Director/Company Secretary

.....
Name (please print)

.....
Name (please print)

The Common Seal of the Central Highlands)
Council was affixed this day)
of 2022 for and on)
behalf of the Central Highlands Council)

General Manager _____

SCHEDULE A

Land: CT 95889/12 'Ouse Hall' 6955 Lyell Highway, Ouse, Tasmania 7140

Licensed Area: as shown on site plan page 17 (shown in blue)

Number of parking bays (initial): 1 bay

Period

Commencement Date: 1 February 2022

Expiry Date: 30 June 2027

Acceptance period for renewal of Agreement: on or before 31 December 2026

Annual Fee: EHT to cover all electricity charges for the site including fixed charges and power used by toilets, kitchen and general hall use less \$200 per quarter. The account will remain in the name of Central Highlands Council and be reimbursed to Council by EHT by the due date for each billing.

Parking controls:

Parking will be controlled
by the signs as shown:

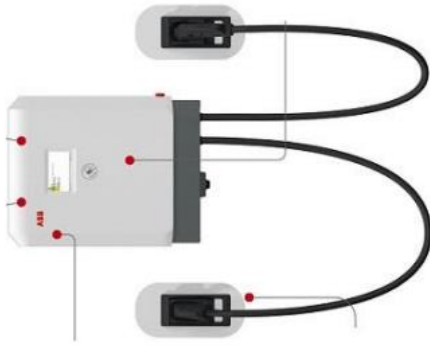
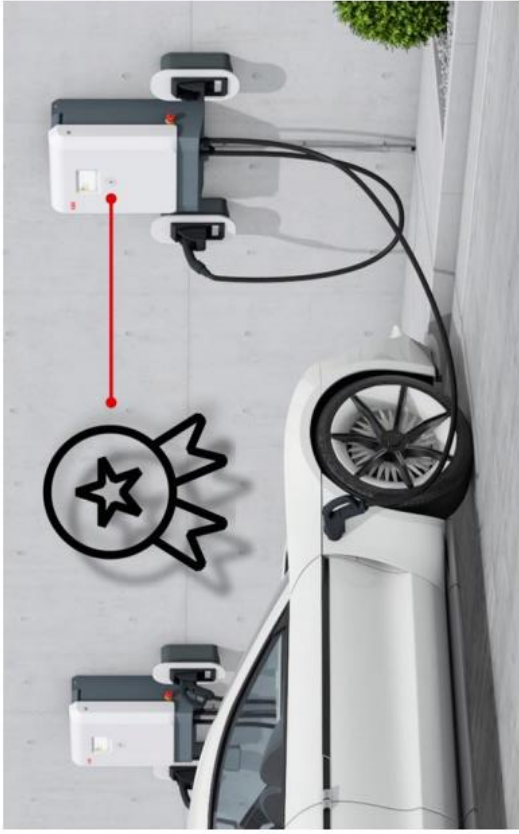


Central Highlands Council	Electric Highway Tasmania
Communication contacts: Contract issues: General Manager 6286 3202 Operational issues: Manager, Works and Services 6286 3202	Customer support: 1300 518 038 Equipment faults, maintenance: Rob Manson, I Want Energy, 0409 255 124 Contractual, routine operational: Clive Attwater, 0439 941 934
Address for service of notices: Central Highlands Council 6 Tarleton Street, Hamilton 7140 TAS council@centralhighland.tas.gov.au	Electric Highway Tasmania P/L Level 1, 142 Elizabeth Street, Hobart 7000 TAS clive.attwater@gmail.com





Wall where chargers are proposed to be installed. Car is parked in approximate charging position. There is 7 m from the wall to the road right of way. The approximate DC and AC charger positions are shown. The credit card reader would be mounted alongside. The light and CCTV camera would be mounted high on the wall. The 15A power point would be mounted low on the wall. Parking control and CCTV advisory signs would be mounted on the wall. Wheels stops would be installed approx. 1200 from the wall, but no bollards.



770 x 584 x 294 mm 60 kg excluding plugs and cables

Equipment list:

- 25 kW DC charger (ABB — illustrated above)
- 22 kW AC charger (Chargemate)
- Credit card reader (Paymate)
- CCTV: NVR, camera
- Comms: ethernet port, modem
- Wall mounted light

Funding sources to date	Funded amount	Council Item	Council Funding	Tourism (entertainment) Item	Tourism Funding	Grant item	Grant Funding	Activity	Total Estimated expenditure to date
Council	\$ 10,000.00					Branding, programs, festival	\$ 10,500.00	Branding design, printed programs, festival p	\$ 10,500.00
Grant	\$ 30,000.00					Celebratory cake	\$ 500.00	Celebratory Cake	\$ 500.00
Tourism	\$ 5,000.00	Staff training	\$ 1,000.00	Friday night band (Pete Cornelius)	\$ 1,200.00			Friday night band (Pete Cornelius)	\$ 1,200.00
				Staging for band (Rolls Transport)	\$ 1,000.00			Staging for band (Rolls Transport)	\$ 1,000.00
		Security	\$ 2,500.00			Friday night catering plus eq	\$ 2,500.00	Friday night catering plus equipment needed	\$ 2,500.00
								General town security across the weekend (M	\$ 2,500.00
		Mural	\$ 2,000.00					Mural	\$ 2,000.00
						Aboriginal display	\$ 2,000.00	Aboriginal display	\$ 2,000.00
				AV and production labour for Frida	\$ 3,000.00			AV and production labour for Friday and all d	\$ 3,000.00
								Staff training	\$ 1,000.00
						Hire furniture, styling, mate	\$ 3,000.00	Hire furniture for story telling	\$ 3,000.00
				Saturday evening entertainment	\$ 500.00	Nant Distillery activation	\$ 500.00	Nant Distillery activation	\$ 500.00
						Thorpe Farm activation	\$ 500.00	Thorpe Farm activation	\$ 500.00
						Rathmore Farm activation	\$ 500.00	Rathmore Farm activation	\$ 500.00
				Children's entertainment	\$ 600.00			Children's entertainment	\$ 600.00
						Self Guided Bus tours - Satur	\$ 1,000.00	Self Guided Bus tours - Saturday and Sunday	\$ 1,000.00
						Groups that wear costumes	\$ 1,000.00	Groups that wear costumes for weekend	\$ 1,000.00
								Saturday evening entertainment	\$ 500.00
								Town crier and folk story teller	\$ 2,000.00
						Golf tournament	\$ 5,000.00	Golf tournament	\$ 5,000.00
				Town crier and folk story teller	\$ 2,000.00	Illustrator	\$ 300.00	Illustrator	\$ 300.00
						Exhibition games - AFL, cricket	\$ 500.00	Exhibition games - AFL, cricket, tennis, fly fish	\$ 500.00
						Spin-in demonstration	\$ 500.00	Spin-in demonstration	\$ 500.00
						Eddie Sonners farm equipm	\$ 800.00	Eddie Sonners farm equip	\$ 800.00
						Steam engine	\$ 1,000.00	Steam engine	\$ 1,000.00
						Charlie Wise bus display	\$ 1,000.00	Charlie Wise bus display	\$ 1,000.00
						Classic car prizes and securit	\$ 1,000.00	Classic car prizes and security (Lions Club will	\$ 1,000.00
								Veteran band and highland pipe band	\$ 3,000.00
		Marquee engineering certifi	\$ 800.00					Highland dancers	\$ 250.00
				Veteran band and highland pipe ba	\$ 3,000.00	Early families talks (pictures	\$ 500.00	Early families talks (pictures etc.)	\$ 500.00
				Highland dancers	\$ 250.00			Marquee engineering certificate	\$ 800.00
								Local musical talent	\$ 600.00
		Eddie Freeman Sculpture	\$ 3,000.00			Bullocks – Mr Brain Fish - tra	\$ 1,000.00	Bullocks – Mr Brain Fish - transport cost only	\$ 1,000.00
				Local musical talent	\$ 600.00	Blacksmith	\$ 500.00	Blacksmith	\$ 500.00
		Amenities	\$ 1,100.00					Eddie Freeman sculpture	\$ 3,000.00
						Face painting (Saturday only	\$ 360.00	Face painting (Saturday only)	\$ 360.00
								Amenities for the weekend	\$ 1,100.00
		Independent audit/traffic co	\$ 2,000.00			Heritage horse drawn carria	\$ 1,100.00	Heritage horse drawn carriages - Saturday on	\$ 1,100.00
						Kids bicentennial rocks	\$ 150.00	Kids bicentennial rocks	\$ 150.00
		Event Photographer	\$ 600.00					Tas Audit/Counter	\$ 2,000.00
		Project management	\$ 15,000.00			Bothwell photo for branding	\$ 1,000.00	Bothwell photo for branding, Bothwell lucky c	\$ 1,000.00
		Covid-19 equipment	\$ 800.00					Event photographer	\$ 600.00
			\$ 700.00					Project management	\$ 15,000.00
			\$ 2,000.00					(40 boxes of masks)	\$ 800.00
		Council/Staff labour weeken	\$ 15,000.00					Rapid Antigen Tests	\$ 2,000.00
								Hand Cleaners, Sanitisers & Disinfectants	\$ 700.00
								Council staff/labour for the weekend	\$ 15,000.00
	\$ 45,000.00		\$ 46,500.00		\$ 12,150.00		36, 710	\$ 95,360.00	\$ 95,360.00

Bec Thomas
0407 461 273
bec.thomas@gcc.tas.gov.au



Nomination for TasWater Board Selection Committee

Dear Owners Representative Group members

I am writing to nominate for the TasWater Board Selection Committee and to share some information about me, my skills, experience and networks, to help inform your decision.

I was elected as a Glenorchy City Council Alderman in January 2018, was fortunate enough to be elected by my peers as Deputy Mayor following a vacancy in January 2020 and then elected by the people of Glenorchy as Mayor through a by-election in July 2021. In June 2021 I was also elected to the LGAT General Management Committee by my southern Council peers, representing Southern Councils with a population greater than 20,000.

My experience in local government also includes participation as a member of Glenorchy City Council's Sport and Recreation Advisory Special Committee for approximately six years prior to becoming an Alderman, including 2 years as Chairperson of this committee, as well as working in the Local Government Division on the Targeted Review of the Local Government Act in 2016.

I graduated from UTAS with a Bachelor of Arts majoring in Psychology and Sociology and First Class Honours in Sociology in 2006, before embarking on a public service career in 2007. My career has included roles at the Australian Bureau of Statistics; Sport and Recreation Tasmania; the Premier's Physical Activity Council; the Tasmanian Institute of Sport; the Local Government Division; and the Mental Health, Alcohol & Drug Directorate in the Department of Health. Most recently I worked as an Adviser to the Hon. Sue Hickey MP, Speaker of the House of Assembly and Member for Clark (Aug 2019 – May 2021).

I have experience at all three levels of government and in both an administrative and strategic capacity. My time in the Local Government Division, together with my broader public service experience and role on council, has provided me with a sound understanding of good governance and I have been part of a council committed to establishing and demonstrating best practice in this over the past almost four years.

Since being elected Mayor I have led the establishment of a new performance management framework and KPIs for Council's General Manager, working with a consultant and my fellow Aldermen to develop performance measures and a monitoring and review process that is robust without creating an excessive administrative burden.

I have well established networks within Government, industry and the not-for-profit sectors and have a solid history of forming and maintaining respectful and positive relationships with stakeholders. I pride myself on being genuine, approachable and responsive and respect diverse beliefs and views, regardless of whether or not I agree with them. I am not a member of or aligned with any political party.



Bec Thomas

0407 461 273

bec.thomas@gcc.tas.gov.au

I am also an [accredited Mental Health First Aid Instructor](#) and founded my own business, [Rising Kind](#) in March 2019, as platform to promote positive mental health and kindness and deliver Mental Health First Aid Training.

In any role I perform, my main goal is to make a real difference to the Tasmanian community. My commitment to this, together with my inquisitive nature and highly developed skills and experience in community liaison & advocacy, policy development, strategic planning and project management, make me a strong candidate for the TasWater Board Selection Committee.

Personally, I have lived in Glenorchy for all 37 years of my life and am driven to make our municipality and State of Tasmania the best it can be, particularly by improving health and economic outcomes.

I love spending time with my husband of ten years, Ross, and my family, including Kelsey the Kelpie dog! I enjoy keeping fit and active through running, swimming and weight training, and wine tasting, a day at the races, fundraising events, reading, jigsaw puzzles and op shopping.

I live and work by the values of:

- Authenticity – being always genuine and respectful
- Activism – strong belief in fairness and equity and standing up for the principle
- Attention to detail – being thorough, logical and organised
- Courage – taking action in the face of uncertainty and doubt
- Determination – being achievement orientated, always doing my very best
- Independence – feeling empowered with a humble confidence
- Kindness – backpack judgement, seek to understand and help others

Thank you for taking the time to consider my nomination. Please don't hesitate to call or email me if you have any questions or would like to discuss further.

With kindness

Bec Thomas
Mayor, Glenorchy City Council
12 December 2021

13th December, 2021

Cr.paulawriedt@kingborough.tas.gov.au

4 Raft Court
KINGSTON TAS 7050

Dear Owners Representative Group Members

Nomination for TasWater Board Selection Committee

It is with great enthusiasm that I wish to nominate for the TasWater Board Selection Committee.

I have had direct experience with all three levels of Government, having started my career in after being elected as a Member for Franklin in the Tasmanian Parliament in 1996. Following the election of the Bacon Labor Government in 1998, I became the youngest female Cabinet Minister at the age of 29.

For the following 11 years (until January 2009) I held various portfolios including:

- Education (including Training, Libraries, Youth & Child Care);
- Heritage and Aboriginal Heritage;
- Economic Development;
- Tourism, Arts and the Environment;
- Parks and Wildlife; and
- Women.

In 2011 I was elected to Kingborough Council and was Deputy Mayor between 2014 and 2018. In July 2021 I was elected to the role of Mayor following the resignation of former Mayor, Dean Winter. During my decade as a Kingborough Councillor I have served on many committees including the Kingborough Road Safety Committee as Deputy Chair and for the past seven years I have Chaired Council's Disability Access and Inclusion Advisory Committee.

As a passionate life-long learner, I recently completed my Masters of Business Administration at the University of Tasmania and found this to be valuable professional development.

In addition to my role as Mayor of Kingborough, since March 2010 I have been the Executive Officer of small local charity, Cystic Fibrosis Tasmania. I have had extensive Board and Committee experience and am currently a Non-Executive Director of aged care provider, Huon Regional Care. Previous Board positions I have held include Deputy Chair of the Kingston High School Association and a member of the THS South Community Engagement Advisory Committee.

I believe the extensive experience I have had throughout my working life have given me valuable skills that I would love to apply to assisting in the selection of future

Directors of TasWater. I have extensive networks in Government, the private sector and the Not for Profit Area and am an excellent communicator with a passion for making Tasmania the very best we can be.

I would be happy to chat further about my nomination.

Kind regards,

A handwritten signature in black ink, appearing to read 'PWriedt', written in a cursive style.

CR PAULA WRIEDT
MAYOR, KINGBOROUGH COUNCIL

QUOTE

Hamilton District Agricultural Show Society Inc.
PO BOX 41
HAMILTON TAS 7140
AUSTRALIA

Date
1 Jan 2022

Expiry
1 Mar 2022

Quote Number
QU-0037

Reference
Jack

ABN
57 123 277 145

HANSSON
ELECTRICAL PTY LTD
Licence No: 15608212
PO Box 100
MOONAH
TAS 7009

we have the pleasure in supplying the following quote

Site Address:
Hamilton Recreation Grounds,
5595 Lyell Highway,
Hamilton 7140,
TASMANIA

Description	Quantity	Unit Price	GST	Amount AUD
Supply & install Sub Mains from distribution pole to new Sub Board in BBQ area / Bar area				
Supply & install 2 x single phase outlets at 3 points in building				
Note All switchboards & outlets are weatherproof				
QUOTE Does not include cable location service or trench digging & reinstatement				
Labour	1.00	1,800.00	10%	1,800.00
Materials	1.00	3,216.00	10%	3,216.00
			Subtotal	5,016.00
			TOTAL GST 10%	501.60
			TOTAL AUD	5,517.60

Terms

Trading Terms: Strictly Net 14 Days

Materials and goods shall remain the property of Hansson Electrical until invoice payment is made in full. Disclaimer: Work carried out complies with AS3000 Aurora By-Laws.



Policy No. 2014- 20

Media Policy

Document:	Start Date: 18 January 2022	Page Reference:
Media Policy	Review Date: 31 January 2025	Page 1 of 2

PURPOSE OF POLICY

The purpose of the policy is to establish the authority for speaking to the media

SCOPE

This Policy applies to all staff and councillors.

POLICY OBJECTIVES

The Objectives of this policy are:

- To ensure that staff and Councillors are aware of who can speak on behalf of Central Highlands Council.
- To ensure that messages which come from Central Highlands Council are true, consistent and accurately reflect the views of the elected members.
- To protect and promote the reputation of Central Highlands Council.

RESPONSIBILITIES AND OBLIGATIONS

- (1) The Mayor, under Section 27 (1) (e) of the Local Government Act 1993 is to act as spokesperson of the Council.
- (2) All media relations, on behalf of Council, shall be conducted through the Mayor.
- (3) The Mayor, under Section 27 (2A) of the Local Government Act 1993, by notice in writing, may delegate for a specified period, the function of acting as spokesperson of the Council to the Deputy Mayor, a Councillor or the General Manager
- (4) All 'open' decisions adopted by Council are public and can readily be quoted. Matters raised in closed sessions are confidential and cannot be discussed with the media.
- (5) All views expressed, when acting as Council Spokesperson, must be those of the elected members.
- (6) Whenever Councillors publicly express their own opinions, they must make it clear that:
 - They are speaking for themselves as an individual and not a councillor;
 - Must not include personal criticism of other Councillors or Council staff; and
 - Must not disclose confidential information.

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Media Policy	Review Date: 31 January 2025	Page 2 of 2



Policy No. 2014- 21

Alleviation of Dust Nuisance - Roadworks Policy

Document:	Start Date: 18 January 2022	Page Reference:
Alleviation of Dust Nuisance Policy	Review Date: 31 January 2025	Page 1 of 2

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.

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Alleviation of Dust Nuisance Policy	Review Date: 31 January 2025	Page 2 of 2



Policy No 2016- 43

Payment of Councillors Expenses & Provision of Facilities Policy

Document:	Start Date: 15 Sept 2020	Page Reference:
Grading of Snow off Council Roads Policy	Review Date: 31 Dec 2024	Page 1 of 6

1. INTRODUCTION

This policy is prepared in accordance with Schedule 5 (1) & (2) of the Local Government Act 1993.

The policy aims to ensure that Councillors are provided with adequate and reasonable expenses and facilities to enable them to carry out their civic duty, and sets out procedures in relation to the claiming and payment of those expenses.

2. TRAVELLING EXPENSES

The Council will pay to Councillors an allowance towards necessary out-of-pocket expenses for conveyance in travelling to discharge the function as a Councillor in respect of the following:

- a) to and from the meetings of Council, or meeting of any committee of the Council.
- b) upon inspections or business within the Council area with prior approval from any two of the following: Mayor, Deputy Mayor or General Manager.
- c) upon business of the Council, outside the Council area with prior approval from any two of the following: Mayor, Deputy Mayor or General Manager.
- d) to and from the Annual Conference of the Local Government Association of Tasmania, or to and from any meeting of any regional organisation committee to which Council sends a delegate.
- e) to and from any seminar/conference with relevance to local government with prior approval from any two of the following: Mayor, Deputy Mayor or General Manager.
- f) upon inspections for Council business as arranged by the General Manager. .

- 1.2 The travelling allowance shall be paid at the rate applicable to Council employees under the Local Government Award 2010, Section 15.2(i) Vehicle Allowance. The current rate is 88.00 cents per kilometre.

This allowance will be limited to 10,000 kilometres per annum for Councillors. In recognition of the extra travel requirements of the Mayor and Deputy Mayor, this limit is increased to 15,000 kilometres per year.

- 1.3 Clause 1.2 shall not apply to travel, either inside or outside of the Council, where alternative arrangements are made for travel. Councillors are encouraged to explore

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travel-share arrangements amongst fellow Councillors or attendees in order to minimise travel costs to Council or to use the pool car which is based at Hamilton.

- 1.4 A Councillor shall not claim travel or other expenses where the expense would otherwise have been incurred as a result of private business.

Private business includes attending fund raising events or attending meetings where a Councillor may hold personal membership of the community organisations for example Lions Club of Bothwell & Districts; Bothwell Golf Club; Bothwell Cricket Club; Bothwell Gun Club; Great Lake Community Centre; Bothwell Tourism Association; Bothwell Golf Museum; Bothwell Spin In / Out; CWA; Parents and Friends Association; Bothwell Football Club; Health Action Team Central Highlands; Hamilton Agricultural Show Association; or Bothwell Licensed Anglers Association.

This clause does not apply if a Councillor attends in an invited official capacity to undertake a civic duty.

2. MEAL ALLOWANCE

- 2.1 For attendance at meetings of Council, or meetings of any committee of Council, of a duration exceeding 3 hours, a meal will be provided.
- 2.2 For attendance upon approved inspections or business of Council either, inside or outside the Council area, out-of-pocket expenses for meals will be reimbursed upon presentation of a claim for payment.

3. PROVISION OF FACILITIES

- 3.1 Council will provide the Mayor, the Deputy Mayor and other Councillors, secretarial support in respect of typing and postage of correspondence in relation to discharging their function as a Councillor.
- 3.2 The Mayor, Deputy Mayor and Councillors will be permitted to use the office telephones for calls in discharging their functions as a Councillor.

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- 3.3 The Mayor, Deputy Mayor and Councillors will be permitted access to Council facilities as required in the discharge of their functions as a Councillor.
- 3.4 All the above assistance provisions are to be arranged through office management with due regard to staff convenience and workload.

4. INSURANCE

- 4.1 Council will provide an insurance cover for the Mayor, the Deputy Mayor and other Councillors against personal injury, whether fatal or not, arising out of or in the course of the carrying out by such Councillors of any business of the Council for the performance by such Councillors of any function in his/her capacity as a member of the Council.

5. CONFERENCES, SEMINARS AND SPECIAL FUNCTIONS

- 5.1 The Council will pay on behalf of Councillors, registration costs in respect of attendance at any seminar or conference, in compliance with a resolution of Council.
- 5.2 The council will pay accommodation expenses for the attendance at the Annual Conference of the Local Government Association of Tasmania for the Mayor, Deputy Mayor and their spouses/partners at the median rate as advised on the conference program in compliance with a resolution of Council.
- 5.3 Where Councillors desire to attend a daily session of the Annual Conference of the Local Government Association of Tasmania, Council will pay, subject to a resolution of Council, the daily registration cost but any accommodation costs will be the responsibility of the Councillors themselves unless there is extenuating circumstances, where it is to be approved by two of either the Mayor, Deputy Mayor or General Manager.
- 5.4 Special Functions

Where a special function is scheduled and attendance is desired by Councillors, those Councillors are to present details to the Mayor, Deputy Mayor or General Manager with two of the three authorized to approve Council payment of related expenses. As a condition of payment of expenses, Councillors are required to present a report on the function to Council at the following Council Meeting.

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6. COUNCILLORS ALLOWANCE

- 6.1 The Council shall pay, in accordance with Section 340A of the Local Government Act 1993, an annual allowance payable monthly in arrears.

7. COMMUNICATIONS

- 7.1 The Mayor and Deputy Mayor shall be paid the following for carrying out his/her function of civic office:
- (a) \$70.00 per month towards his/her home phone and internet plan;
 - (b) Mobile phone cap plan (plan to be the most beneficial available to Council);
 - (c) Reimbursement of STD calls made in connection with carrying out the functions of Council upon receipt of an itemised account;
 - (d) 75% of message bank charges; and
 - (e) Monthly rental of a dedicated fax line and all calls directly attributed to Council business.
- 7.2 All other Councillors will receive a flat rate of \$35.00 per month towards communication expenses in connection with carrying out their function of civic office.
- 7.3 Council will provide an iPad to Councillors to enable documents for meetings to be sent and viewed electronically. Council will pay the monthly plan. iPads are to be returned upon ceasing to be a Councillor.

8. CHILD MINDING

- 8.1 Council will reimburse a Councillor for necessary, reasonable expenses incurred in carrying out the duties of office in relation to care of any child of the Councillor, including:
- Attendance at Council and Council Committee meetings.

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- To attend meetings arising as a result of a Councillor being appointed by Council to an internal or external body or committee except where the body or committee reimburses relevant child care expenses incurred by the Councillor.
- Upon inspections or business within the Council area, provided such inspections or business are undertaken in compliance with resolutions of the Council.
- To attend to business of the Council, outside the Council area, in compliance with a resolution of Council.
- Attend any seminar/conference in compliance with a resolution or policy of Council.
- Upon inspections or business as arranged by the General Manager or Departmental Managers.
- Claims will be paid upon presentation of a receipt from a licensed child care provider as well as evidence of entitlement or non-entitlement to the Commonwealth Government Child Care Benefit Scheme. Any entitlement is to be off-set against the hourly rate charged by the registered Child Care provider.
- At the General Manager's discretion, child care may be paid at an hourly rate of \$20.00 when no licensed provider is available (evenings for example).
- All claims must detail the date and time care was provided and the business of council it related to.
- Council will not reimburse any claims that are more than 3 months old.
- Childcare expenses will, unless there are exceptional circumstances, be paid in arrears.
- Claims for reimbursement of childcare expenses are to be submitted on the Child Care Minding Reimbursement Claim Form available from the P Drive (common drive) under Forms.

9. CLAIM FOR EXPENSES AND ALLOWANCES

- 9.1 Claims for reimbursement of out-of-pocket expenses incurred in accordance with this policy shall be made to the General Manager no later than one (1) month after the claim has been incurred.
- 9.2 Where, in the opinion of the General Manager, a question arises as to whether a claim for reimbursement of expenses or any part is eligible under this policy, or the claim is unreasonable or does not serve the interests of Council, he or she shall refer the matter to Council for decision and policy guidance.

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Central Highlands Council Audit Panel Charter

The Central Highlands Council has established the Audit Panel in compliance with the *Local Government Act 1993* (the Act) and the *Local Government (Audit Panels) Order 2014*.

This Charter sets out the Panel's objectives, authority, composition, tenure, functions, reporting and administrative arrangements.

Objective

The objective of the Audit Panel is to review the council's performance under section 85A of the Act and report to the council its conclusions and recommendations.

Authority

The Central Highlands Council authorises the Audit Panel, within its responsibilities, to:

- obtain any information it requires from any employee or external party (subject to any legal obligation to protect information);
- discuss any matters with the Tasmanian Audit Office, or other external parties (subject to confidentiality considerations);
- request the attendance of any employee, including members of the council, at Audit Panel meetings; and
- obtain legal or other professional advice, as considered necessary to meet its responsibilities, subject to Council approval.

Composition and tenure

The Audit Panel comprises 2 councillors and 1 independent member, appointed by the council.

The council will appoint an independent member as the Chair of the Panel.

Audit Panel members are appointed for a period of 2 years.

Audit Panel members may be re-appointed at the approval of the council.

Functions

The functions of the Audit Panel are to consider whether:

- the annual financial statements of the council accurately represent the state of affairs of the council;
- the strategic plan, annual plan, long-term financial management plan and long-term strategic asset management plans of the council are integrated and the processes by which, and assumptions under which, those plans were prepared are sound and justified;
- the accounting, internal control, anti-fraud, anti-corruption and risk management policies, systems and controls that the council has in relation to safeguarding its long-term financial position are appropriate;
- whether the council is complying with the provisions of the Act and any other relevant legislation; and
- whether the council has taken any action in relation to previous recommendations provided by the Audit Panel to the council.

In fulfilling its functions, the Audit Panel should consider the following key areas:

- corporate governance;
- human resource management, including policies, procedures and enterprise agreements;
- information and communications technology governance;
- management and governance of the use of data, information and knowledge; and
- internal and external reporting requirements.

Responsibilities of Panel members

Members of the Audit Panel are expected to understand and observe the legal requirements of the Act and *Local Government (Audit Panels) Order 2014*. Members are also expected to:

- act in the best interests of the council;
- apply sound analytical skills, objectivity and judgment;
- express opinions constructively and openly, raise issues that relate to the Audit Panel's functions and pursue independent lines of enquiry; and
- contribute the time required to review the papers provided.

Reporting

The Audit Panel is to provide a copy of its meeting minutes to the council as soon as practical after every Audit Panel meeting.

If the Audit Panel has conducted a review under section 85A of the Act, the Audit Panel must provide a written report of its conclusions and recommendations to the council.

Administrative arrangements

Meetings

The Audit Panel will meet at least four times per year.

The Audit Panel is to regulate its own proceedings in accordance with this Charter.

The Chair may determine that a meeting is to be held in private.

The General Manager and Financial Manager, or their delegates, are to attend Audit Panel meetings unless the Chair determines a meeting is to be held in private.

The Audit Panel may invite any councillor and/or employee of the council and/or representative of the Tasmanian Audit Office to attend meetings of the Audit Panel.

Quorum

A quorum of an Audit Panel meeting is 2 members, including an independent member.

Work Plan

The Audit Panel is to develop an annual work plan that includes, but is not limited to, a schedule of meetings and the known objectives for each meeting.

The forward meeting schedule should include the dates, location, and proposed agenda items for each meeting for the forthcoming year, and cover all the functions of the Audit Panel outlined in this Charter.

Secretariat

The council, in consultation with the Audit Panel, will appoint a person to provide secretariat support to the Audit Panel. The secretariat will:

- ensure the agenda for each meeting is approved by the Chair;
- ensure the agenda and supporting papers are circulated at least one

week prior to the meeting; and

- ensure the minutes of the meetings are prepared and submitted to the council as soon as practicable after each meeting.

Interests

Audit Panel members must declare to the Chair any pecuniary or non-pecuniary interests that may affect them carrying out their functions.

Independent members are to consider past employment, consultancy arrangements and related party issues in making these declarations and the Chair should be satisfied that there are sufficient processes in place to manage any real or perceived interest.

At the beginning of each Audit Panel meeting, members are required to declare any potential or actual interest that may apply to specific matters on the meeting agenda. Where required by the Chair, the member will be excused from the meeting or from the Audit Panel's consideration of the relevant agenda item(s). Details of potential or actual interests declared by members will be appropriately minuted.

Induction

The council will provide new Audit Panel members with relevant information and briefings on their appointment to assist them to meet their Audit Panel responsibilities.

Remuneration

Remuneration for the Chair of the Audit Panel shall be negotiated with the incumbent

Review of Charter

The council will review this Charter at least every 2 years.

Approved: Council Meeting

Review Date: 31 January 2024