

# **Council Meeting Agenda**

**9<sup>th</sup> December 2025**

**Bothwell Council Chambers**

## Notice of Meeting of Council – Tuesday 9<sup>th</sup> December 2025

To Councillors,

In accordance with the Local Government (Meeting Procedures) Regulations 2025, Notice is hereby given, that an Ordinary Meeting of Central Highlands Council is scheduled to be held in the Council Chamber, **Bothwell** on **Tuesday 9<sup>th</sup> December 2025**, commencing at **9.00am** with the business of the meeting to be in accordance with the following agenda paper.

In accordance with the Local Government (Meeting Procedures) Regulations 2025 Part 2, Division 1, a notice of the meeting was published on the Council website on 1 August 2024.

### General Manager's Certification

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

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

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

Dated at Bothwell this 4<sup>th</sup> day of **November 2025**.



Stephen Mackey  
**Acting General Manager**

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The meeting commenced at \_\_\_\_ a.m.

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## **AUDIO RECORDING DISCLAIMER**

As per *Regulation 43 of the Local Government (Meeting Procedures) Regulations 2025*, audio recordings of meetings will be made available to Councillors, staff and members of the wider community including Government Agencies at no charge and will be made available on Council's website as soon as practicable after each Council Meeting. Unlike Parliament, Council meetings are not subject to parliamentary privilege, and both Council and the individual may be liable for comments that may be regarded as offensive, derogatory and/or defamatory.

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

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

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## **ACKNOWLEDGEMENT OF COUNTRY**

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

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## **CONDUCT OF COUNCIL MEETING**

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

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

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## 1. PRESENT

### 1.1 IN ATTENDANCE

### 1.2 APOLOGIES

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## 2. CONSIDERATION OF SUPPLEMENTARY ITEMS TO THE AGENDA

### RECOMMENDATION 01/12.2025/C

**Moved:** Cr

**Seconded:** Cr

***THAT** the Council resolve by absolute majority to deal with any supplementary items not appearing on the agenda, as reported by the General Manager in accordance with the Local Government (Meeting Procedures) Regulations 2025.*

In accordance with the requirements of Part 2 Regulation 10 (7) of the *Local Government (Meeting Procedures) Regulations 2025*, A council by absolute majority at an ordinary council meeting, or a council committee by simple majority at a council committee meeting, may decide to deal with a matter that is not specifically listed on the agenda if –

- a) the general manager has reported the reason for which it was not possible to include the matter on the agenda; and
- b) the general manager has reported that the matter is urgent; and
- c) in a case where the matter requires the advice of a qualified person, the general manager has certified under [section 65](#) of the Act that the advice has been obtained and taken into account in providing general advice to the council.

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

#### **PURPOSE**

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

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### **4. MINUTES**

#### **4.1 CONFIRMATION OF DRAFT ORDINARY COUNCIL MEETING MINUTES – 18 NOVEMBER 2025**

##### **RECOMMENDATION 02/12.2025/C**

**Moved:** Cr

**Seconded:** Cr

**THAT** the Draft Minutes of the Ordinary Meeting of Council held on Tuesday 18 November 2025 be confirmed.

[Attachment – Draft Minutes](#)

#### **PURPOSE**

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

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#### **4.2 RECEIVAL OF DRAFT AUDIT PANEL MEETING MINUTES – 24 NOVEMBER 2025**

##### **RECOMMENDATION 03/12.2025/C**

**Moved:** Cr

**Seconded:** Cr

**THAT** the Draft Minutes of the Audit Panel Meeting of Council held on Monday 24 November 2025 be received.

[Attachment – Draft Minutes](#)

#### **PURPOSE**

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

## 5. BUSINESS ARISING – NOVEMBER 2025 COUNCIL MEETING

### RECOMMENDATION 04/12.2025/C

**Moved:** Cr

**Seconded:** Cr

**THAT** the information be received.

8.1	NOTICE OF MOTION – CR D MEACHEAM	Actioned
8.2	NOTICE OF MOTION – CR J HALL AND CR D MEACHEAM	Actioned
8.3	NOTICE OF MOTION – CR D MEACHEAM	Progressing
8.4	NOTICE OF MOTION – CR A ARCHER	Progressing
8.5	NOTICE OF MOTION – CR Y MILLER	Actioned (Item now listed on the agenda)
12.3	SCHOOL AWARD CEREMONIES 2025	Actioned
12.4	COMMUNITY DONATION – MIENA COMMUNITY CHRISTMAS	Actioned and \$200 approved
12.5	COMMUNITY GRANT – BOTHWELL LIONS CLUB BBQ TRAILER	Actioned and \$2,000 approved
14.2	REQUEST FOR RATES REMISSION – PROPERTY NUMBER 10-0400-03595	Actioned – Remission of \$216.00
17.1	COUNCILLOR NUMBERS LETTER TO MINISTER FOR LOCAL GOVERNMENT	Letter Sent
17.2	LETTER TO MINISTER FOR LOCAL GOVERNMENT – LOCAL GOVERNMENT AMENDMENT (TARGETED REFORM) BILL 2025	Letter Sent
17.3	DOG MANAGEMENT POLICY	Progressing
17.4	DEVELOPMENT ASSESSMENT PANEL (DAP) CONSULTATION	Progressing

**REPORT BY** Katrina Brazendale, Executive Assistant

### PURPOSE

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



## 6. CLOSURE OF THE MEETING TO THE PUBLIC

### RECOMMENDATION 05/12.2025/C

**Moved:** Cr

**Seconded:** Cr

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

<b>Item Number</b>	<b>Matter</b>	<b>Outcome</b>
<b>2.1</b>	<i>Confirmation of the Minutes - Closed Session of the Ordinary Meeting of Council held on 18 November 2025.</i>	<i>Regulation 17 (2)(H) of the Local Government (Meeting Procedures) Regulations 2025 – information of a personal and confidential nature or information provided to Council on the condition it is kept confidential.</i>
<b>4.1</b>	<i>Notice of Motion – Deputy Mayor J Allwright</i>	<i>Regulation 17 (2)(H) of the Local Government (Meeting Procedures) Regulations 2025 – information of a personal and confidential nature or information provided to Council on the condition it is kept confidential.</i>
<b>4.2</b>	<i>Stephen Blackadder Consultants Pty Ltd</i>	<i>Regulations 17(2)(e) – contracts, and tenders, for the supply of goods and services and their terms, conditions, approval and renewal</i>

### PURPOSE

Under Regulation 17 (1) of the *Local Government (Meeting Procedures) Regulations 2025* states that at a meeting, a council by absolute majority, or a council committee by simple majority, may close a part of the meeting to the public for a reason specified in sub-regulation (2).

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

**MEETING CLOSED** to the public at \_\_\_\_ am/pm.

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## 7. RE-OPEN MEETING TO THE PUBLIC

The meeting re-opened to the public at \_\_\_\_am/pm.

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## 8. PUBLIC RELEASE ANNOUNCEMENT(S)

The Chairperson announced that pursuant to Regulation 17(6)(7) of the Local Government (Meeting Procedures) Regulations 2025 and having considered privacy and confidential issues, the Council authorised the release to the public of the following discussions, decisions, reports or documents relating to the closed meeting:

<b><i>Item Number</i></b>	<b><i>Matter</i></b>	<b><i>Decision</i></b>
<b><i>2.1</i></b>	<i>Confirmation of the Minutes - Closed Session of the Ordinary Meeting of Council held on 18 November 2025.</i>	
<b><i>4.1</i></b>	<i>Notice of Motion – Deputy Mayor J Allwright</i>	
<b><i>4.2</i></b>	<i>Stephen Blackadder Consultants Pty Ltd</i>	

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

Nil

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### 9.1 FUTURE WORKSHOP(S)

#### PURPOSE

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

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

**TBC**

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## 10. PUBLIC QUESTION TIME

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

### Questions by member of the public

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

### Questions without notice by member of the public

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

### Questions on notice by member of the public

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

## **11. PETITIONS / DEPUTATIONS / PRESENTATIONS**

### **11.1 PETITIONS**

Nil

### **11.2 DEPUTATIONS**

10.00 a.m. Adrian Paine and James Verrier (State Growth)

### **11.3 PRESENTATIONS**

Nil

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## **12. NOTICE OF MOTIONS**

### **PURPOSE**

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

- (1) *A Councillor may give to the general manager, at least 7 days before a meeting, give written notice of a motion, together with supporting information and reasons, for the inclusion of the motion on the next meeting.*

**12.1 NOTICE OF MOTION – MAYOR L TRIFFITT AND CR D MEACHEAM****RECOMMENDATION 06/12.2025/C****Moved:** Mayor L Triffitt**Seconded:** Cr**THAT** the information be received.

<b>Date of Meeting:</b>	9/12/25
<b>Councillor Name:</b>	Mayor Lou Triffitt, David Meacheam
<b>Proposed Motion:</b>	The Central Plateau Telstra service upgrade, December 8-11. For noting and discussion.
<b>Background Details:</b>	<p>Following the Council-hosted community forum at the Great Lake Community Centre on November 1<sup>st</sup>, with Telstra and NBN senior staff present, Telstra committed to upgrading the mobile service to the Central Plateau communities. The work that was initially indicated to take place close to Christmas was instead scheduled earlier, to December 8-11. During the outage, NBN service to the area will not be affected.</p> <p>At short notice, the combined Council and community special committee overseeing the upgrade, comprising Michael Walls and Kate Triebe as community members, with Mayor Triffitt and Councillors Julie Honner and David Meacheam as Council reps, made arrangements as follows:</p> <ol style="list-style-type: none"> <li>1) Mobile electronic signage boards notifying the outage placed on both the Poatina and Highland Lakes Roads.</li> <li>2) Printed, detailed advice on coping with the outage distributed to key Central Plateau sites.</li> <li>3) Coverage of the outage in the Highland Digest and the New Norfolk and Derwent Valley News.</li> <li>4) Numerous Facebook postings of the outage.</li> <li>5) Seeking from Telstra satellite phones to be provided to key local emergency staff during the outage.</li> </ol> <p>The loss of service met with some misgivings by locals, concerned in particular with the possible impact upon emergency services. We have asked that they be aware, as follows:</p> <ol style="list-style-type: none"> <li>1. We asked for urgent action from Telstra. This upgrade to service and necessary outage is their response.</li> <li>2. We are informed that for OH&amp;S reasons, mobile service must be cut while the upgrade is done. Impossible without it.</li> <li>3. A staged shutdown, say Barren Tier 1st, then Reynolds Neck, isn't viable. The Reynolds Neck work is a necessary enabler for the Barren Tier upgrade and therefore must be completed at the same time.'</li> <li>4. The previously mooted date for the upgrade was around December 19. That would have left little time for Telstra to fix any glitches before specialist staff become unavailable over the Christmas period.</li> <li>5. Going soon, Dec 8-11, is well prior to the peak of visitors and shack owners being up here for the Christmas period and gives more time to fix any glitches.</li> </ol>
<b>Signature:</b>	<i>Mayor Lou Triffitt, David Meacheam</i>
<b>Date:</b>	1/12/25

## 12.2 NOTICE OF MOTION – CR A ARCHER

### RECOMMENDATION 07/12.2025/C

**Moved:** Cr A Archer

**Seconded:** Cr

**THAT** the Mayor provide council with copies of correspondence forwarded and responses that have been received to date from the Premier to the letters requesting the holding of a cabinet meeting in Bothwell.

## NOTICE OF MOTION

*Under Division 2 – Motions, Section 19 (1) of the Local Government (Meeting Procedures) Regulations 2025, a Councillor may give to the General Manager, at least 7 days before a meeting, written notice of a motion, together with supporting information and reasons, to be included on the agenda of that meeting.*

<b>Date of Meeting:</b>	9 <sup>th</sup> December 2025
<b>Councillor Name:</b>	Cr A Archer
<b>Proposed Motion:</b>	That the Mayor provide council with copies of correspondence forwarded and responses that have been received to date from the Premier to the letters requesting the holding of a cabinet meeting in Bothwell
<b>Background Details:</b>	At a workshop held several months ago comment was made that the mayor had communicated her desire for the State Liberal Government to hold a cabinet meeting at Bothwell. From this workshop it was disclosed that two letters had been sent to the Premier but no response at that stage had been received.
<b>Signature:</b>	<i>Cr Anthony Archer</i>
<b>Date:</b>	2 <sup>nd</sup> December 2025

**12.3 NOTICE OF MOTION – CR D MEACHEAM****RECOMMENDATION 08/12.2025/C****Moved:** Cr D Meacheam**Seconded:** Cr**THAT** the information be received.**NOTICE OF MOTION**

*Under Division 2 – Motions, Section 19 (1) of the Local Government (Meeting Procedures) Regulations 2025, a Councillor may give to the General Manager, at least 7 days before a meeting, written notice of a motion, together with supporting information and reasons, to be included on the agenda of that meeting.*

<b>Date of Meeting:</b>	December 9, 2025
<b>Councillor Name:</b>	David Meacheam
<b>Proposed Motion:</b>	Video conferencing development for noting/discussion.
<b>Background Details:</b>	<p><b>Video conferencing development.</b></p> <p>In the past 2 years we have increasingly become reliant on the use of video conferencing for speakers to virtually attend meetings of Council.</p> <p>There are 2 matters of concern in relation to this. 1<sup>st</sup>, the setup for video conferencing saps a lot of staff time. 2<sup>nd</sup>, the relay of cords and cables across and around the meeting space is a major OHS hazard, with potential for tripping.</p> <p>What is proposed is the setup of dedicated video conferencing equipment in the Bothwell chamber. Following advice from Acting GM Steve Mackey, Stephen Conrad was contacted to advise costs. At the time of this motion going to 'press', Stephen wasn't able to give a final estimate of the prices of a controller, camera and twin microphones but indicated it's likely to be in the \$5,000 - \$6,000 realm. Given the unreliability of the fixed wireless NBN reception at Hamilton and the configuration of that chamber, it is not proposed that a similar installation be in place there.</p> <p><b>Advantages:</b> this installation will enable remote attendance at workshops by Councillors. Presuming the State Government follows through with the FoLGR recommendations, remote attendance at formal meetings of Council will also be possible. Both factors will reduce the level of travel allowances paid to Councillors, with the cost of installation then likely to be recovered via lesser travel allowance claims.</p>
<b>Signature:</b>	<i>David Meacheam</i>
<b>Date:</b>	2/12/25

## 12.4 NOTICE OF MOTION – CR D MEACHEAM

### RECOMMENDATION 09/12.2025/C

**Moved:** Cr D Meacheam

**Seconded:** Cr

**THAT** the information be received.

## NOTICE OF MOTION

*Under Division 2 – Motions, Section 19 (1) of the Local Government (Meeting Procedures) Regulations 2025, a Councillor may give to the General Manager, at least 7 days before a meeting, written notice of a motion, together with supporting information and reasons, to be included on the agenda of that meeting.*

<b>Date of Meeting:</b>	December 9, 2025
<b>Councillor Name:</b>	David Meacheam
<b>Proposed Motion:</b>	The Blue Hill fire detection mast. For noting/discussion.
<b>Background Details:</b>	<p><b>A fire detection tower on Blue Hill</b></p> <p>Councillors will recall a \$50,000 25/26 budget item for a new fire detection mast on Blue Hill. This followed a presentation to Council from TFS staffer Jason Vinen, and Rob Vernon of the fire detection software company, Indicum. A Blue Hill installation will complement the Bradys area mast coverage, enabling triangulation of data, and enable new fire detection over major forest and pastoral areas.</p> <p>The <b>1<sup>st</sup></b> part of good news is that Sustainable Timbers Tasmania on November 27 announced the deployment of a range of fire detection cameras across Tasmania, working with Indicum. Establishing a Tower at Blue Hill will fit nicely into that deployment. The <b>2<sup>nd</sup></b> part of good news is that Indicum will pick up the \$20,000 operating cost for the detection mast for the first 2 years that it is in place. Over those 2 years Council can likely negotiate that operational costs be picked up by a mix of Sustainable Timbers Tasmania, landowners and RE plant operators contributions. <b>Indicum advise they could do the Blue Hill installation as soon as January/February 2026.</b></p>
<b>Signature:</b>	<i>David Meacheam</i>
<b>Date:</b>	2/12/25



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

Nil

### 14. ORDINARY COUNCIL MEETING RESUMED

NOT REQUIRED

### 15. MONTHLY MAYORAL AND ELECTED MEMBERS ACTIVITY

#### RECOMMENDATION 10/12.2025/C

**Moved:** Cr

**Seconded:** Cr

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

#### IMPLICATIONS AND FINANCIALS

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

#### PURPOSE

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

#### BACKGROUND

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

#### DISCUSSION

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

#### ***Mayor Loueen Triffitt***

18 November 2025      Ordinary Council Meeting (Hamilton)  
20/21 November 2025      LGAT Conference (Hobart)  
22/23 November 2025      Bushfest (Bothwell)  
30 November 2025      Family Christmas Picnic Day (Osterley Church)

- Business of Council - **10**
- Ratepayer and community members – communications - **9**
- Elected Members - communications - **12**
- Council Management communications - **6**
- Legal Communications - **2**

**Deputy Mayor J Allwright**

18 November 2025 Ordinary Council Meeting (Hamilton)  
 20/21 November 2025 LGAT Conference (Hobart)  
 24 November 2025 Audit Panel Meeting (Bothwell)  
 26 November 2025 Bush Watch (Gretna)  
 2 December 2025 School Presentation (New Norfolk)

**Cr A Archer**

18 November 2025 Ordinary Council Meeting (Hamilton)

**Cr R Cassidy**

18 November 2025 Ordinary Council Meeting (Hamilton)  
 19 November 2025 Climate Ready Councils LGAT Learning Module  
 20 November 2025 LGAT Conference (Hobart)  
 22/23 November 2025 Bushfest (Bothwell)

**Cr J Hall**

11 November 2025 Dark Skys Policy Creations (Bothwell)  
 18 November 2025 Ordinary Council Meeting (Hamilton)  
 22/23 November 2025 Bushfest (Bothwell)  
 24 November 2025 Audit Panel Meeting (Bothwell)  
 26 November 2025 Bush Watch (Gretna)  
 30 November 2025 Family Christmas Picnic Day (Osterley Church)

**Cr J Honner**

18 November 2025 Ordinary Council Meeting (Hamilton)  
 30 November 2025 Family Christmas Picnic Day (Osterley Church)

**Cr D Meacheam**

18 November 2025 Ordinary Council Meeting (Hamilton)  
 22 November 2025 Bushfest (Bothwell)  
 23 November 2025 completion of module (online) "Climate ready councils".  
 26 November 2025 Future Populations Network, unpacking the LGA snapshots. (LGAT, Online).  
 18 November 2025 (onwards) various work with the special committee of Council re Telstra services upgrade on the Central Plateau.  
 30 November 2025 Family Christmas Picnic Day (Osterley Church)

**Cr Y Miller**

18 November 2025 Ordinary Council Meeting (Hamilton)

**Cr S Triffett**

18 November 2025 Ordinary Council Meeting (Hamilton)

## **15.1 MAYORAL GOVERNMENT DEPARTMENTS, GOVERNMENT AGENCIES AND PARLIAMENTARY MEMBERS LETTERS AND ANNOUNCEMENTS**

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

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

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

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

### RECOMMENDATION 11/12.2025/C

**Moved:** Cr

**Seconded:** Cr

*THAT the Health and Wellbeing report be received.*

### IMPLICATIONS AND FINANCIALS

<b>Strategic Plan</b>	1.5 Provide support to community organisations and groups
<b>Council Policy</b>	Health & Wellbeing Plan 2020-2025
<b>Legislative Context</b>	<i>Local Government Act 1993</i>
<b>Consultation</b>	As required
<b>Impact on Budget/Resources</b>	As per Council's approved budget
<b>Risk</b>	The council must ensure that it meets its legislative and governance responsibilities in accordance with the Local Government Act 1993.

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

**Attachment:** [HATCH budget proposal for the 2026-27 state budget for neighbourhood House.](#)

**BACKGROUND**

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

<b>COUNCIL PROJECTS AND ACTIVITIES</b>	
<b>UPDATE: Council website upgrade</b>	Feedback on design has been provided to Walker Designs, training of council staff to commence content upload to commence 04.12.  Website
<b>UPDATE: Childcare Project</b>	<u>Thrive Group</u> In collaboration with Council, Thrive Group hosted community info session about local childcare workforce training and development on 1 and 3 December. <b>8 local people are now signed up for free childcare qualification training commencing January 2026.</b>  <u>Options Analysis</u> Ninety Mile Consulting - Current activities: NMC are consulting with service providers, DECYP, State Growth, and local families and finalizing report.
<b>Community Grants</b>	Coordination of community grants programs
<b>External Grants</b>	Awaiting response: Tas Active Infrastructure Grants (DPAC) Gretna Oval application. Update to response date – end of 2025.
	Building Early Education Fund – Federal investment of \$500 million in funding to build Early Childhood Education Centres. Council's Childcare Options Analysis report will provide background to application for this grant which will open shortly. Market sounding has commenced.
	International Women's Day grant for March 2026 now open and exploring ideas for events and collaborations. Submissions close 23 December.
<b>School Awards</b>	Coordination of Council's support for end of year awards
<b>Australia Day 2026</b>	Awards nomination launch, and event development.
<b>REPRESENTATION MEETINGS</b>	
	<ul style="list-style-type: none"> <li>Central Highlands Health and Wellbeing network</li> <li>LGAT Health &amp; Wellbeing Network meeting.</li> <li>LGAT Child Safety peer working group</li> <li>Communities for Children Steering Committee</li> <li>State Growth Southern Region sports &amp; rec Networking Group</li> <li>Online workshop: upcoming changes to Aust. Government funding for children and young people.</li> </ul>

<b>COMMUNITY DEVELOPMENT</b>	
<b>Ash Cottage Neighbourhood House update</b>	<p>The Health Action Team Central Highlands (HATCH) has been provided \$50,000 transitional funding from the State Government to continue operating current activity from Ash Cottage until 30 June 2026.</p> <p>The Premier has committed to working with HATCH and Neighbourhood Houses Tasmania (NHT) for Ash Cottage to become a Neighbourhood House. If successful, this will provide recurrent funding.</p> <p>HATCH have submitted a budget proposal (see attached) for the 2026-27 state budget, including letters of support.</p>
<b>Hamilton family Christmas event</b>	This community-led event, organised by families who coordinated the Halloween event, will be hosting a community Christmas movie on 19 January.
<b>Great lake Community Centre</b>	Working with committee to finalise council-funded insulation roofing installation project.
<b>Osterley Community Christmas picnic</b>	Support for audio technology at event.
<b>School Holidays programs</b>	Support for school holiday programs to be run through Action Central Highlands.
<b>Childcare and Ouse School</b>	Working with DYCP and Acting GM to support Ouse Family daycare through lack of certainty for lease at Ouse School in 2026.
<b>Ouse Online Access Centre</b>	Liaison with Acting GM, Libraries Tas and OAC to support secure ongoing functioning of OAC. Report to be tabled December meeting.
<b>COMMUNICATION</b>	
<b>Tourism brochure</b>	Update, edit, and reprint for Tourism Brochure exchange
<b>Residents guide</b>	Finalisation of community information and layout for printing.
<b>Council social media</b>	<p>Facebook followers: 2,895. Net increase 101 in November.</p> <p>October Posts: Recycling Week promotions, Lyell Highway Road closures, lost dog, Bulky Waste Collection Day, Childcare workforce development sessions, LGAT information – Bushfest award, Services Australia Mobile Services Centre, Osterley Church event, AGM advertisement, Bushfest, Mobile towers upgrades.</p>
<b>Highland Digest</b>	Provision of relevant council and community content.

## 16.2 AUSTRALIA DAY 2026

### RECOMMENDATION 12/12.2025/C

**Moved:** Cr

**Seconded:** Cr

**THAT** Council receive the report for Australia Day Awards and activities for 2026.

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

**Attachments** - Australia day call for nominations, Australia Day draft nominations form and Australia Day draft flier

#### **BACKGROUND**

Nominations been advertised as open for Central Highlands Council Australia Day Awards 2026. Awards nominations have been advertised in Central Highlands Digest, local noticeboards and storefronts, Council and local Facebook pages, and Council's website.

A new nomination form has been developed this year, and nomination forms will be available at: Hamilton and Bothwell Council offices, Ellendale Store, Post Office Ouse, Gretna Green Hotel, Bronte Park Store, Post Office Great Lake, and Arthurs Lake Store.

Nominations close 12 January, and the nominations will be taken to the January meeting for a decision to be made in a closed Council Meeting. Community members who are nominated, and their nominators, will be sent an invitation to the awards as soon as possible after their nomination is received.

Australia Day falls on Monday January 26, 2026. This year, it is proposed that the awards are held in the Bothwell Hall. The Bothwell and District Lions Club have been contacted about catering the event using their new BBQ trailer. Music, and non-alcoholic refreshments will be provided.

#### **Financial implications**

There is \$4,000 allocated, and unspent, for Australia Day 2026 in the Community and Economic Development Budget.

#### **For discussion**

For Council to consider Australia Day arrangements, and to provide feedback to the Community Development Officer if required.

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

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

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

### 17.1 WORKS & SERVICES MONTHLY REPORT – NOVEMBER 2025

#### RECOMMENDATION 13/12.2025/C

**Moved:** Cr

**Seconded:** Cr

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

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

#### BACKGROUND

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

<b>Grading &amp; Sheeting</b>	Hanlons Road, Quinns Road
<b>Maintenance Grading</b>	Barren Plains Road, Jones Road, Johnsons Road, Robertson Road, Trout Court, Anglers Court, Cider Gum Deive, Flemming Drive, Thiessen Crescent, Mackerseys Head Road, Berry Drive, Meredith Springs Road, Lochiel Drive, The Avenue, Ransleys
<b>Potholing / shouldering</b>	14 Mile Road, Mark Tree Road, Bluff Road
<b>Spraying:</b>	Hamilton township Commence Gretna township Roadside spraying Hollow Tree Road Ellendale Road Lower Marshes Road Dennistoun Road Waddamana Road Meadsfield Road Torhill Road Meadowbank Road Victoria Valley Road Mark tree Road Green Valley Road

	Spot spray Gorse at Blackburn Creek and Red Gate accommodation paddocks Spot spraying Gorse and Broom Mt Adelaide reserve
<b>Culverts / Drainage:</b>	Drainage on Dry Poles Road and the Avenue
<b>Occupational Health and safety</b>	Monthly Toolbox Meetings Day to day JSA and daily prestart check lists completed. Monthly workplace inspections completed. Playground inspections Traffic management diary
<b>Bridges:</b>	Small Bridge, Over Pump Spillway Canal, Tarraleah 14 Mile Road Refurbishment of Bridge Beams, Bearings and Associated Components
<b>Refuse / recycling sites:</b>	Cover Hamilton Tip twice weekly
<b>Other:</b>	Bothwell swimming pool maintenance Set up and pack up Bushfest duties scarifying of Bothwell Football Oval Vegetation removal on last section of Thousand Acre Lane Remove fallen tree Woodward's Road Remove fallen tree Rayners Hill Road Undertake bulky rubbish run for Municipal area Repair defects Hollow Tree Road Repair defect Ellendale Road Coldmix holes various roads Mow and clean Osterley Cemetery for event Repair broken water tap and power outlet Bothwell caravan park
<b>Slashing:</b>	Ellendale Road Dillions Road Gully Road Victoria Vally Road Lanes tier Road Tor Hil Road
<b>Municipal Town Maintenance:</b>	Collection of town rubbish twice weekly Maintenance of parks, cemetery, recreation ground and Caravan Park. Cleaning of public toilets, gutters, drains and footpaths. Collection of rubbish twice weekly Cleaning of toilets and public facilities General maintenance Mowing of towns and parks Town Drainage
<b>Buildings:</b>	Osterley Church new gutter and down pipes Hall industries cladded with colour bond and guttering
<b>Plant:</b>	PM843 Toyota Hilux serviced Nissan Xtrail rectify DPF problem PM774 Cat grader rectify park brake problem PM825 Toyota Hilux new tyres PM629 sprau unit new belts PM840 Toyota Hilux serviced PM783 Ford Ranger 2 new tyres



<b>Private Works:</b>	Mowing Gayleen McCafferty Gravel purchase Bowden and Son Becketts truck and excavator hire Triffetts gravel supply
<b>Casuals</b>	Toilets, rubbish and Hobart Hamilton general duties Mowing and brush cutting Gardening
<b>Program for next 4 weeks</b>	Coring and scarifying of Gretna Cricket Oval Slashing of Municipal Roads Mowing and brush cutting around towns Re-seal failing seal Arthurs Lake Road Drainage Dawson Road Culvert installation Holmes Road Drainage works Curlys Lane Thousand Acre Lane road works Hollow Tree Road stabilisation works Repair defect Pelham Road

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

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

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

### 18.1 MONTHLY FINANCE REPORT TO 30 NOVEMBER 2025

#### RECOMMENDATION 14/12.2025/C

**Moved:** Cr

**Seconded:** Cr

**THAT** the Monthly Finance Report to 30 November 2025 be received.

#### IMPLICATIONS AND FINANCIALS

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

**REPORT BY** Zeeshan Tauqeer, Accountant

#### BACKGROUND

Financial Expenditure Analysis Report - For the Period Ended 30 November 2025

## Year-to-Date Financial Report (as of 30 November 2025)

### Cash and Investment Position

As of 30 November 2025, Council's total cash and investment holdings are **\$5,023,293**. This balance is held across operating bank accounts and short-term investments, as detailed below:

- **Cash at Bank and On Hand:** \$1,287,447 held in the main operating accounts (Commonwealth Bank general account and Westpac direct deposit account). These are immediately available funds for day-to-day operations.
- **Investments:** \$3,735,846 is invested in term deposits and an at-call deposit. The investments include several term deposits earning between 3.88% and 4.01% interest, as well as an at-call account earning 3.60% interest. (Notably, the term deposits include \$500,000 at 3.97% maturing 29/12/2025, \$506,423 at 3.88% maturing 2/01/2026, and \$2,640,102 at 4.01% maturing 27/01/2026, alongside an at-call balance of \$89,321 at 3.60%.)

The combined cash at bank and invested funds (\$5,023,293) provides a strong liquidity position for Council's operations.

### Income and Expenditure Overview

**Income:** Year-to-date operating income (excluding capital grants) totals **\$7,954,365**. The main sources of this revenue are:

- **Rates and Charges:** \$4,943,026 recurring income, which represents the majority of Council's income.
- **User Fees:** \$151,342 from fees for services and usage charges.
- **Operating Grants:** \$902,470 in grants for operational purposes (Financial Assistance Grants from the government plus State operating Grants).
- **Other Revenue:** \$211,021 from miscellaneous sources (interest, reimbursements, etc.).
- **Grants Received in Advance:** \$1,746,506 in grant funding received in advance of its intended period (early grant payments).

- **Expenditure:** Year-to-date operating expenditure is **\$4,085,683**. Spending to date is broken down by major expense categories as follows:

- **Employee Benefits:** \$1,069,023 spent on salaries, wages, and associated employee costs.
- **Materials and Services:** \$1,141,106 expended on materials, contracts, utilities, and services used in operations.

- **Other Expenses:** \$797,772 in other operating costs (including insurance, administrative expenses, etc.).
- **Depreciation and Amortisation:** \$1,077,782 recorded as depreciation on Council assets (a non-cash expense).

Overall, operating revenues currently exceed operating expenditures, contributing to a favourable interim surplus (see Operating Surplus/Deficit section below).

## Departmental Expenditure Summary

The table below summarizes **operating expenditure by department**, comparing the annual budget with actual spending up to 30 November 2025.

- **Corporate & Financial Services:** \$1,022,442 spent year-to-date vs. an annual budget of \$2,677,717 (38.2% of budget expended).
- **Development & Environmental Services:** \$606,272 spent vs. an annual budget of \$2,845,210 (only 21.3% of budget expended to date).
- **Works & Services:** \$1,359,464 spent vs. an annual budget of \$3,025,581 (approximately 44.9% of budget expended).

## Capital Expenditure Summary

Year-to-date **capital expenditure** is **\$285,572**, which is about 8% of the annual capital works budget of \$3,561,414. This indicates that most capital projects are in early stages or not yet commenced as of 30 November. A breakdown by key capital project categories is as follows:

- **Road Construction & Reseals:** \$221,626 spent out of a \$2,196,099 budget (10% of this budget utilized). This represents the bulk of capital spending to date, directed toward road works.
- **Buildings:** \$46,199 spent out of \$131,667 budget (35% expended) on building upgrades.
- **Footpaths, Kerbs & Gutters:** \$14,244 spent out of \$245,000 budget (approximately 6% expended) on footpath and street infrastructure projects.
- **Plant and Equipment Purchases:** \$0 spent out of \$170,000 budget (0% expended) so far on vehicle and machinery acquisitions.

In summary, capital works expenditure is significantly under budget year-to-date, with the expectation that project activity will accelerate in the latter part of the financial year as projects progress. The low percentage of spend to November is not uncommon, as many capital projects are scheduled for the summer months or are still in planning/tender stages at this point in the year.

## Central Highlands Bushfest 2025–26

Summary Report (as of 3 December 2025)

### 1. Budget Overview

The total approved budget for the 2025–26 Bushfest is **\$175,000**, funded as follows:

- **Central Highlands Council Contribution:** \$113,000
  - **Other Revenue:** \$62,000
  - **Total Funding:** \$175,000
- 

### 2. Expenditure to Date (1 July – 3 December 2025)

Total expenditure incurred to date amounts to **\$87,376**, comprising:

- **Salary Expenses:** \$37,448
- **On-costs:** \$5,450
- **Contractors:** \$1,659
- **Fuel & Internal Plant Hire:** \$65
- **Materials:** \$42,754

(Please be mindful that expenditure will increase as some invoices are yet to be received.)

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### 3. Revenue Received to Date

As of 3 December 2025, Bushfest revenue received totals **\$32,262**, with a further **\$20,000** one-off assistance payment confirmed from the Department of State Growth.

Total expected revenue will therefore be **\$52,262**, consisting of:

- **Gate Takings:** \$7,123
  - **Central Highlands Marquee Income:** \$648
  - **Site Fees & Sponsorship:** \$24,491
  - **Department of State Growth – One-off Assistance:** \$20,000
- 

### 4. Attendance

The estimated attendance for Bushfest 2025–26 was **6,800 people**.

**Rates Reconciliation as at 30 November 2025**

	<b>2024</b>	<b>2025</b>
<b>Rates in Debit 30th June</b>	\$196,877.36	\$217,826.72
<b>Rates in Credit 30th June</b>	<b>-\$145,341.00</b>	<b>-\$150,792.81</b>
<b>Balance 30th June</b>	<b>\$51,536.36</b>	<b>\$67,033.91</b>
Rates Raised	\$4,716,976.66	\$4,971,230.43
Penalties Raised	\$20,479.32	\$17,833.79
Supplementaries/Debit Adjustments	\$13,284.71	\$21,006.89
<b>Total Raised</b>	<b>\$4,750,740.69</b>	<b>\$5,010,071.11</b>
<b>Less:</b>		
Receipts to Date	\$2,206,797.01	\$2,681,307.13
Credit Journals		\$15,756.30
Pensioner Rate Remissions	\$127,974.98	\$134,594.52
Remissions/Supplementary Credits	\$10,399.05	\$27,872.01
<b>Balance</b>	<b>\$2,457,106.01</b>	<b>\$2,217,575.06</b>

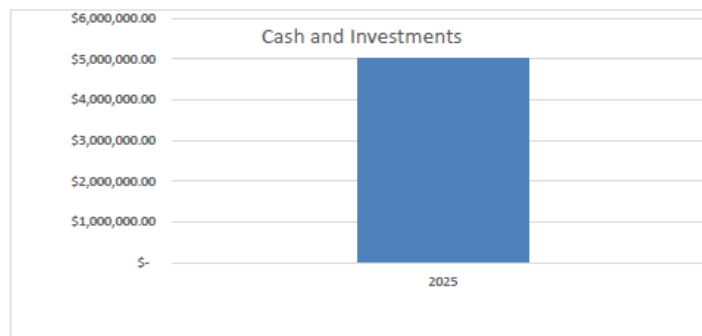
**Bank Reconciliation as at 30 November 2025**

	<b>2024</b>	<b>2025</b>
Balance Brought Forward	\$6,034,740.13	\$4,572,673.02
Receipts for month	\$1,363,268.97	\$1,143,042.40
Expenditure for month	\$1,320,609.75	\$692,422.50
<b>Balance</b>	<b>\$6,077,399.35</b>	<b>\$5,023,292.92</b>
<b>Represented By:</b>		
Balance Commonwealth Bank	\$1,646,607.59	\$1,121,924.05
Balance Westpac Bank	\$97,418.10	\$165,523.12
CBA Credit Card		\$0.00
Investments(Council Reserves + St Michael's Church)	\$4,332,823.66	\$3,735,845.75
Petty Cash & Floats	\$550.00	
	<b>\$6,077,399.35</b>	<b>\$5,023,292.92</b>
Plus Unbanked Money		
	<b>\$6,077,399.35</b>	<b>\$5,023,292.92</b>
Less Unpresented Cheques	\$0.00	
Unreceipted amounts on bank statements	\$0.00	
	<b>\$6,077,399.35</b>	<b>\$5,023,292.92</b>

**BANK ACCOUNT BALANCES AS AT 30 November 2025**

No.	Bank Accounts	Investment Period	Current Interest Rate %	Due Date	<u>BALANCE</u>	
					2025	
<b>11100</b>	<b>Cash at Bank and on Hand</b>					
11105	Bank 01 - Commonwealth - General Trading Account				\$	1,121,924.05
11106	Bank 02 - Westpac - Direct Deposit Account				\$	165,523.12
11118	CBA Credit Card				\$	-
<b>11199</b>	<b>TOTAL CASH AT BANK AND ON HAND</b>				\$	<b>1,287,447.17</b>
<b>11200</b>	<b>Investments</b>					
11207	Bank 6	0	0.00		\$	-
11207	Bank 5	60	3.97	29/12/2025	\$	500,000.00
11115	Bank 04	37	3.88%	2/01/2026	\$	506,423.24
11110	Tascorp( St Michael and All Angels' Church, Bothwell)	At CALL (29/07/2025)	3.60%		\$	89,320.55
11115	Bank 16	90	4.01%	27/01/2026	\$	2,640,101.96
<b>11299</b>	<b>TOTAL INVESTMENTS</b>				\$	<b>3,735,845.75</b>
<b>TOTAL BANK ACCOUNTS AND CASH ON HAND</b>					\$	<b>5,023,292.92</b>

<b>Council Reserve</b>	\$	<b>3,646,525.20</b>
<b>Tascorp (St Michael and All Angels' Church, Bothwell)</b>	\$	<b>89,320.55</b>
<b>FAG&amp; RATES&amp;FEES</b>	\$	<b>1,266,245.52</b>
<b>Community Grants</b>	\$	<b>20,127.21</b>
<b>Hatch</b>	\$	<b>1,074.44</b>
	\$	<b>5,023,292.92</b>



**Comprehensive Income Statement**

30/11/2025

	Budget 2024-2025	Actual to date prior year	Actual to Date	Budget 2025-2026
<b>Recurrent Income</b>				
Rates Charges	\$4,682,233	\$4,716,977	\$4,943,026	\$4,940,273
User Fees	\$494,250	\$113,915	\$151,342	\$501,651
Grants - Operating	\$3,236,515	\$272,170	\$902,470	\$4,428,454
Other Revenue	\$704,366	\$342,090	\$211,021	\$776,217
Grants received in Advance	\$0	\$2,918,101	\$1,746,506	
<b>Total Revenues</b>	<b>\$9,117,364</b>	<b>\$8,363,253</b>	<b>\$7,954,365</b>	<b>\$10,646,595</b>
<b>Expenditure</b>				
Employee Benefits	\$2,584,261	\$1,156,440	\$1,069,023	\$2,941,952
Materials and Services	\$2,447,768	\$1,175,907	\$1,141,106	\$3,490,109
Other Expenses	\$1,892,738	\$957,243	\$797,772	\$2,116,449
Depreciation and Amortisation	\$2,327,800	\$1,052,392	\$1,077,782	\$2,397,634
<b>Total Expenditure</b>	<b>\$9,252,567</b>	<b>4,341,982</b>	<b>4,085,683</b>	<b>10,946,144</b>
<b>Operating Surplus(Deficit)</b>	<b>(135,203)</b>	<b>4,021,271</b>	<b>3,868,682</b>	<b>(299,549)</b>
Capital Grants & Other	\$2,424,996	\$635,370	\$14,244	\$1,415,067
<b>Surplus(Deficit)</b>	<b>2,289,793</b>	<b>4,656,641</b>	<b>3,882,926</b>	<b>1,115,518</b>
<b>Capital Expenditure</b>	<b>\$5,122,085</b>	<b>\$857,898</b>	<b>\$285,572</b>	<b>\$3,561,414</b>



	BUDGET	ACTUAL TO	ACTUAL TO	% OF BUDGET	BALANCE OF
	2025/26	30-Nov-24	30-Nov-25	SPENT	BUDGET
<b>CORPORATE AND FINANCIAL SERVICES</b>					
ADMIN HAMILTON	\$2,017,673	\$860,571	\$810,630	40.18%	\$1,207,043
ELECTED MEMBERS EXPENDITURE(AMEH)	\$281,916	\$128,370	\$116,877	41.46%	\$165,039
MEDICAL CENTRES(MED)	\$132,191	\$41,010	\$34,828	26.35%	\$97,363
STREET LIGHTING(STLIGHT)	\$43,994	\$15,775	\$12,797	29.09%	\$31,197
ONCOSTS	(\$470,879)	(\$236,158)	(\$183,067)	38.88%	(\$287,812)
COMMUNITY & ECONOMIC DEVELOPMENT & RELATIONS(CDR+EDEV)	\$672,822	\$215,387	\$230,377	34.24%	\$442,445
<b>TOTAL CORPORATE &amp; FINANCIAL SERVICES</b>	<b>\$2,677,717</b>	<b>\$1,024,955</b>	<b>\$1,022,442</b>	<b>38.18%</b>	<b>\$1,655,275</b>
<b>DEVELOPMENT AND ENVIRONMENTAL SERVICES</b>					
ADMIN BOTHWELL	\$327,017	\$173,507	\$133,987	40.97%	\$193,030
ENVIRON HEALTH SERVICES (EHS)	\$38,628	\$11,619	\$13,664	35.37%	\$24,964
ANIMAL CONTROL(AC)	\$18,421	\$4,341	\$5,442	29.54%	\$12,979
PLUMBING/BUILDING CONTROL (BPC)	\$188,191	\$71,391	\$8,610	4.57%	\$179,581
SWIMMING POOLS (POOL)	\$32,572	\$10,412	\$9,379	28.80%	\$23,193
DEVELOPMENT CONTROL (DEV)	\$247,000	\$130,974	\$70,051	28.36%	\$176,949
WASTE SERVICES	\$968,939	\$406,220	\$363,461	37.51%	\$605,478
ENVIRONMENT PROTECTION (EP)	\$1,024,442	\$1,807	\$1,679	0.16%	\$1,022,763
<b>TOTAL DEVELOPMENT &amp; ENVIRONMENTAL SERVICES</b>	<b>\$2,845,210</b>	<b>\$810,271</b>	<b>\$606,272</b>	<b>21.31%</b>	<b>\$2,238,938</b>
<b>WORKS AND SERVICES</b>					
PUBLIC CONVENIENCES (PC)	\$290,284	\$73,942	\$97,694	33.65%	\$192,590
CEMETERY (CEM)	\$17,161	\$4,288	\$5,942	34.63%	\$11,219
HALLS (HALL)	\$74,349	\$62,984	\$22,847	30.73%	\$51,502
PARKS AND GARDENS(PG)	\$100,524	\$62,743	\$44,071	43.84%	\$56,453
REC. & RESERVES(Rec+tennis)	\$130,679	\$46,012	\$36,747	28.12%	\$93,932
TOWN MOWING/TREES/STREETSCAPES(MOW)	\$236,008	\$81,158	\$70,555	29.90%	\$165,453
HOUSING (HOU)	\$160,753	\$84,675	\$43,249	26.90%	\$117,504
CAMPING GROUNDS (CPARK)	\$14,801	\$5,544	\$4,193	28.33%	\$10,608
LIBRARY (LIB)	\$2,640	\$1,687	\$0	0.00%	\$2,640
ROAD MAINTENANCE (ROAD)	\$1,086,345	\$616,663	\$510,721	47.01%	\$575,624
FOOTPATHS/KERBS/GUTTERS (FKG)	\$23,316	\$12,745	\$5,313	22.79%	\$18,003
BRIDGE MAINTENANCE (BRI)	\$23,388	\$3,031	\$6,489	27.74%	\$16,899
PRIVATE WORKS (PW)	\$51,372	\$11,578	\$12,626	24.58%	\$38,746
2TD-Traffic Data	\$25,000	\$0	\$6,098	24.39%	\$18,903
SUPER. & I/D OVERHEADS (SUPER)	\$844,041	\$385,397	\$282,134	33.43%	\$561,907
QUARRY/GRAVEL (QUARRY)	(\$181,988)	(\$49,507)	(\$42,529)	23.37%	(\$139,459)
NATURAL RESOURCE MANAGEMENT(NRM)	\$179,936	\$69,498	\$93,778	52.12%	\$86,158
SES (SES)	\$2,000	\$130	\$0	0.00%	\$2,000
PLANT MTC&E & OPERATING COSTS (PLANT)	\$655,036	\$311,488	\$325,061	49.62%	\$329,975
PLANT INCOME	(\$795,036)	(\$508,362)	(\$193,528)	24.34%	(\$601,508)
DRAINAGE (DRAIN)	\$43,130	\$35,514	\$12,343	28.62%	\$30,787
OTHER COMMUNITY AMENITIES (OCA)	\$41,842	\$18,764	\$12,019	28.72%	\$29,823
WASTE COLLECTION & ASSOC SERVICES (WAS)	\$0	\$4,471	\$3,644		(\$3,644)
FLOOD REPAIRS		\$0	\$0		
<b>TOTAL WORKS &amp; SERVICES</b>	<b>\$3,025,581</b>	<b>\$1,334,443</b>	<b>\$1,359,464</b>	<b>44.93%</b>	<b>\$1,666,117</b>
<b>DEPARTMENT TOTALS OPERATING EXPENSES</b>					
Corporate Services	\$2,677,717	\$1,024,955	\$1,022,442	38.18%	\$1,655,275
Dev. & Environmental Services	\$2,845,210	\$810,271	\$606,272	21.31%	\$2,238,938
Works & Services	\$3,025,581	\$1,334,443	\$1,359,464	44.93%	\$1,666,117
<b>Total All Operating</b>	<b>\$8,548,508</b>	<b>\$3,169,669</b>	<b>\$3,004,534</b>	<b>35.15%</b>	<b>\$5,560,330</b>

	BUDGET 2025/26	ACTUAL TO 30-Nov-24	ACTUAL TO 30-Nov-25	% OF BUDGET SPENT	BALANCE OF BUDGET
<b>CAPITAL EXPENDITURE</b>					
<b>CORPORATE AND FINANCIAL SERVICES</b>					
Computer Purchases	\$7,648	\$28,584	\$0	0.00%	\$7,648
Equipment	\$6,000	\$0	\$0	0.00%	\$6,000
Miscellaneous	\$2,000	\$0	\$0	0.00%	\$2,000
	<b>\$15,648</b>	<b>\$28,584</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$15,648</b>
<b>DEVELOPMENT &amp; ENVIRONMENTAL SERVICES</b>					
Swimming Pool	\$0	\$1,530	\$7	0.00%	(\$7)
	<b>\$0</b>	<b>\$1,530</b>	<b>\$7</b>	<b>0.00%</b>	<b>(\$1,530)</b>
<b>WORKS &amp; SERVICES</b>					
Plant Purchases	\$170,000	\$76,712	\$0	0.00%	\$170,000
Camping Grounds	\$0	\$0	\$0	0.00%	\$0
Public Conveniences	\$0	\$0	\$0	0.00%	\$0
Bridges	\$55,000	\$0	\$0	0.00%	\$55,000
Road Construction & Reseals	\$2,196,099	\$550,051	\$221,626	10.09%	\$1,974,473
Drainage	\$169,000	\$0	\$0	0.00%	\$169,000
Parks & Gardens Capital	\$72,000	\$239	\$0	0.00%	\$72,000
Infrastructure	\$105,000	\$28,235	\$2,880	2.74%	\$102,120
Footpaths, Kerbs & Gutters	\$245,000	\$13,474	\$14,244	5.81%	\$230,756
Rec Grounds	\$402,000	\$25,570	\$616	0.15%	\$401,384
Halls	\$0	\$11,755	\$0	0.00%	\$0
Buildings	\$131,667	\$121,749	\$46,199	35.09%	\$85,468
	<b>\$3,545,766</b>	<b>\$827,785</b>	<b>\$285,565</b>	<b>8.05%</b>	<b>\$3,260,201</b>
<b>TOTAL CAPITAL WORKS</b>					
Corporate Services	\$15,648	\$28,584	\$0	0.00%	\$15,648
Dev. & Environmental Services	\$0	\$1,530	\$7	0.00%	(\$7)
Works & Services	\$3,545,766	\$827,785	\$285,565	8.05%	\$3,260,201
	<b>\$3,561,414</b>	<b>\$857,899</b>	<b>\$285,572</b>	<b>8.02%</b>	<b>\$3,275,842</b>

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

	BUDGET 2025/26	Actual to Date 30/11/2025	Remaining Balance
<b>Strategic Project- Whole of Community</b>			
Community & Economic Development Support	\$10,000	\$393	\$9,607
Health & Wellbeing Plan (2020-2025) Implementation	\$5,000		\$5,000
Economic and Tourism Development Strategic Project	\$5,000		\$5,000
<b>Youth and Children Strategic Projects</b>			\$0
New- Family Day Care Seeding Fund Bothwell	\$5,000		\$5,000
New- Ouse Family Day Care Support	\$5,000		\$5,000
Youth Service & Activities	\$5,000	\$500	\$4,500
Children's Services and Activities	\$5,000	\$100	\$4,900
Bothwell High School Breakfast Club	\$2,000		\$2,000
Glenora School Breakfast Club	\$1,000		\$1,000
Westerway School Breakfast Club	\$1,000		\$1,000
New-Bothwell Playgroup Support	\$1,000		\$1,000
<b>Community &amp; Donation and Financial Assistance</b>			\$0
Community Grants	\$15,000	\$7,544	\$7,456
Community Support & Donations	\$10,000		\$10,000
Church Grants	\$5,000		\$5,000
Further Education Bursaries	\$1,400		\$1,400
School Awards	\$400		\$400
Central Highlands School Support	\$3,000		\$3,000
<b>Community Event</b>			\$0
ANZAC Day	\$12,000		\$12,000
Australia Day	\$4,000		\$4,000
Community Event eg Volunteer week	\$5,000		\$5,000
<b>Community Partnerships</b>			\$0
Highlands Digest Support	\$15,800	\$14,364	\$1,436
Australasian Golf Museum contribution to power	\$5,000		\$5,000
Visitors Centre Contribution to Power	\$5,000		\$5,000
Healthy Connect Project	\$10,000		\$10,000
Brighton Family Day Care	\$5,000	\$5,000	\$0
<b>Total Community &amp; Economic Development Support &amp; Donations</b>	<b>\$141,600</b>	<b>\$27,900</b>	<b>\$113,700</b>

## 18.2 TASWATER PRICES AND SERVICES PRICE STRUCTURES

### RECOMMENDATION 15/12.2025/C

**Moved:** Cr

**Seconded:** Cr

**THAT** council not the water and Sewerage tariff changes proposed by TasWater for the period 1 July 2026 to the 30 June 2030.

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

#### Attachment – Proposed Price Structure

#### DISCUSSION

The proposed changes are to provide customers with more control over their bill.

Currently customers have very little control over their bills.

TasWater has the highest fixed portion of an average customer bill of any major water business in Australia. This is 84 per cent of the combined water and sewerage bill for an average customer.

TasWater has heard loud and clear from their customers that they want greater usage charges relative to fixed charges and to give them more control over the amount of their bills.

This has been supported by the TER's recent inquiries.

TasWaters PSP5 proposal will move to an overall 67 per cent fixed and 33 per cent variable for an average residential customer's bill, with a change consisting of:

- An increase to the water variable charge from 35 percent to 50percent
- The charging of sewerage charging from being based on equivalent tenements to fixed and variable charging.
- Inclusion of a variable sewerage charge of 20percent, which will be applied to estimates of sewer discharge volumes (calculated by applying a discharge factor to metered water usage).

When viewed in isolation of the general price increase, this would result in 63 percent of all customers paying less than they would otherwise, before the proposed price increase.

In the first year of the PSP5, fixed charges to all customers will reduce \$176 per annum. Even after the price increase in the first year of PSP5 (1 July 2026), 34 percent, or 76000, of all customers will pay less.

The tariff reform proposal is revenue neutral to TasWater, it results in a fairer distribution of the costs of the system, where those customers who use more. The proposal represents an important evolution of water and sewerage pricing in Tasmania.

TasWater are proposing an 8.8 percent annual increase for four years, while doubling the variable component from 14 – 35 percent to allow low water users some savings. The Tasmanian Economic Regulator does not appear to support this proposal.

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

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

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

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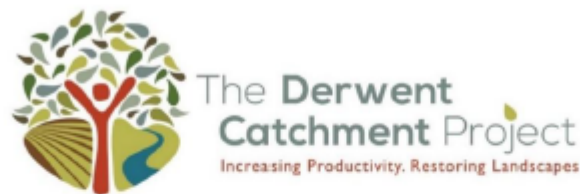
### 19.1 DERWENT CATCHMENT PROJECT

#### RECOMMENDATION 16/12.2025/C

**Moved:** Cr

**Seconded:** Cr

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



## Monthly Report for Central Highlands Council

11 November – 3 December 2025

### *General business*

Progress on the Nature Repair Plan Pilot is advancing well, with contract finalisation now in its final stages. A business case was submitted to the Commonwealth to support the purchase of essential equipment for DCP's delivery of the project, and recent meetings with project partners have helped clarify infrastructure requirements and next steps. The contract is still expected to be confirmed before Christmas.

DCP is the successful recipient of \$120,000 in funding from NRM North through the Minderoo Fire & Flood Resilience Program to undertake follow-up willow control at key sites on the Ouse River that were previously treated under the Agricultural Landscape Rehabilitation Scheme (ALRS) Flood Recovery Program.

As this is the final report before the holiday period, DCP extends warm Christmas wishes to the entire Central Highlands Council team. We hope you all enjoy a well-earned break and we look forward to continuing our strong partnership in the new year.

### *Agri-best practice programs*

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

#### **Climate Smart Farming**

Peter Ball has been undertaking pasture growth data collection across two farms in Bothwell as part of the Climate Smart Farming program. This work involves taking physical pasture measurements which will be compared with outputs from Farming Forecaster modelling and satellite-derived pasture growth indices. These comparisons will help refine pasture growth predictions and improve decision-making tools for local producers.

The monitoring is being undertaken in preparation for two feed-budgeting information sessions scheduled for mid-December and February. These sessions will provide landholders with practical support for grazing management and feed planning decisions.



## Restoration and conservation

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

### Clyde River Flood Resilience Project

Work on the Clyde River Flood Resilience Project has continued steadily this month, with planning and engagement progressing in line with the Phase One schedule. The Bothwell community information session took place today (3 December) at the Bothwell Town Hall, providing residents with an overview of the project's aims, planned works and anticipated flood-mitigation benefits for the Central Highlands. Some landholders from the Croakers Lane stretch — the first section of planned on-ground works — were in attendance and had the space to voice their concerns and learn more about the long-term vision of the project. To extend community reach, a letter drop to Bothwell residents is now planned.



Overall, the project remains on track, with the Phase One Works Plan nearing completion. On-ground works, including priority willow removal and debris-blockage treatments, are still expected to commence in early February, forming the foundation of the broader implementation phase. A summary of community feedback from today's meeting will be included in next month's report.

### Miena Cider Gum Recovery Program

A site visit in late November was undertaken to assess the newly completed 450 m stretch of possum-proof fencing at St Patricks Plains (Figure 1). The primary purpose of the visit was to determine how the fence interacts with established wombat "desire paths", and to identify optimal locations for installing two-way wombat gates. These gates will allow wombats to continue moving through the landscape without damaging the fence, while still ensuring effective exclusion of wallabies, possums, and deer (Figure 2). Field assessment confirmed several intercepted wombat routes. Eight priority locations were identified, and installation of eight wombat gates is now underway.

Existing fenced enclosures continue to function effectively, maintaining reduced browsing pressure from possums, deer and wallabies. The contrast in floristic diversity between protected areas and adjacent unfenced zones remains striking. Within the fences, vegetation

communities show strong recovery, increased structural complexity, and improved recruitment of Miena cider gums (Figure 2). Outside the fences, ongoing intense browsing pressure continues to suppress regeneration and reduce species diversity.



*Figure 1. Inspections of the new fence revealed wombat access points, where two-way wombat gates are now being installed.*

During the visit, we also collected a set of camera traps that were installed to evaluate the effectiveness of the newly designed spiky possum-proof bands (Figure. 3). These bands are being trialled as a breathable, adaptive alternative to the thick plastic collars traditionally used to prevent possum climbing. Unlike the plastic bands, which can trap moisture and subsequently increase fungal and mould growth on the bark, the new spiky design allows airflow and can expand as the trunk grows, reducing risk of bark damage over time.

The camera trap footage is now being analysed to determine whether the bands are successfully preventing possum access and to assess any behavioural responses from local fauna.

This work is made possible by the Saving Threatened Species Grant, funded by NRE Tasmania.





Figure 2. Left: strong recruitment of Miena cedar gums was observed within existing fenced areas. Right: two-way wombat fence in existing fenced area. Some alterations are planned for the next batch!



Figure 3. Left: new spiky, expandable possum-deterrent bands being trialled. Right: happy MCG in older fenced enclosure. Todd, our Operations Manager, remarked that this tree was nearless leafless when the fence was installed. Look at its full canopy now!

### Hamilton native plant nursery updates

Nursery manager Karen is still hard at work pricking out seedlings with support from Lorraine and Meagan: two Royal Tasmanian Botanical Gardens staff who have come on board to help out during the busy propagation season.

The nursery hosted a stall at the Highlands Bushfest, which proved to be immensely popular and a fantastic opportunity to engage with the community (Figure 4). Across the weekend, the nursery sold almost 500 locally grown native plants, reflecting strong interest in native revegetation and the growing reputation of the nursery.

Even more valuable than sales were the many conversations with local landowners, community members and returning customers. Visitors were keen to discuss what species to plant where, site suitability, and how to support biodiversity on their properties. The team also distributed brochures on planting natives and weed identification, accompanied by a weed display that drew significant attention, with many people curious about the ‘pretty’ flowers (lupins, broom etc.). This created a great opportunity to discuss local weed issues, identification skills, and management options.



Figure 4. Highlands Bushfest stall loaded with vibrant, happy natives for sale.



### Poatina intake restoration

DCP has secured an extra \$20,000 in funding from Hydro Tasmania to support restoration works near the Poatina intake within the Tasmanian Wilderness World Heritage Area. These works will focus on rehabilitating areas impacted by illegal camping and recreational vehicle use, helping to protect and restore sensitive ecosystems.

In late November, a site visit was undertaken to initiate rehabilitation planning for several degraded areas. This included a preliminary vegetation survey and assessment of the ecological values requiring protection. Our Operations Manager also attended to provide guidance on the earthworks necessary to prevent ongoing unauthorised camping within these sensitive ecosystems.

Hydro Tasmania periodically removes sediment captured at the intake, and this material is currently stockpiled onsite. The working plan is to utilise this locally sourced sediment to reshape and rehabilitate several of the illegal campsites. By modifying access points, these areas will become less accessible and less appealing to recreational users, who will instead be directed to the established camping facilities at Arthurs Lake.

Using material local to the site provides an important biosecurity advantage, significantly reducing the risk of introducing contaminated fill, such as topsoil containing weed seeds or pathogens, into vulnerable habitats. This approach supports effective site restoration while maintaining ecological integrity.

### Weed management programs

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

Inclement weather has continued to delay on-ground works for the DCP field crew this quarter. Despite the challenging conditions, the team has commenced the 739km of survey work to inform the next Central Highlands 5-year Weed Management Plan, which will be drafted in the new year. From mid-December through to February, the ground crew has roadside weed-management works scheduled in across key Central Highlands sites including Denistoun Road (Californian thistle), Hollow Tree Road (Californian thistle and briar rose), Victoria Valley Road (gorse, Californian thistle and English broom), Pelham Road (gorse and multiple thistle species), and Bashan Road (lupins, thistles and ox-eye daisy). Gorse treatment is planned for Interlaken and Rotherwood Road, with a survey of Interlaken Rd undertaken in late November.

In addition, a day was spent surveying orange hawkweed (OHW) sites to evaluate the effectiveness of the new treatment method trialled last season. This approach involved spraying a 1 m × 1 m patch at each OHW detection site identified by the detection dogs.

Results were highly encouraging: all treated patches showed no hawkweed regrowth, demonstrating strong efficacy of the trial method. However, seedlings remain present and abundant at several locations, particularly Butlers Gorge and Bronte Park (Figure 5), indicating ongoing survey and follow-up treatment will be essential. The Shannon area, by contrast, showed a promising trajectory toward eradication.



Figure 5. Orange hawkweed seedlings emerging at Bronte Park.

Looking ahead, the first three weeks of January are scheduled to be full steam ahead for OHW treatment across the Central Highlands. Two OHW detection dogs will be travelling from the mainland to support intensive survey work and further improve detection accuracy throughout this critical treatment period. This will be followed by thistle treatment at Cattle Hill and ragwort at Waddamana, gorse and broom at Dee Lagoon, and broom at Tarraleah and Miena.

All CH State Growth roadside spraying is scheduled to be completed prior to Christmas pending weather windows for spraying.

### *Funding applications*

#### **Minderoo Fire & Flood Resilience Program (via NRM North) - *successful***

- NRM North has received funding through the Minderoo Fire & Flood Resilience Program.

- Josie met with NRM North representatives to visit several sites along the Ouse River on the 30<sup>th</sup> of October. Discussions focused on applying this funding to undertake follow-up willow control and revegetation works at key sites previously treated under the Agricultural Landscape Rehabilitation Scheme (ALRS) Flood Recovery Program.
- Proposed allocation: \$120,000 (*successful*)

Yours sincerely,

The Derwent Catchment Team

*Key Contacts:*

Josie Kelman (CEO) 0427 044 700

Eve Lazarus (Deputy CEO) 0429 170 048

Todd Holliday (Works Manager) 0428 192 728

Karen Phillips (Nursery Manager) 0400 039 303

Ella Weston (Program facilitator) 0400 953 220

## 19.2 EMERGENCY MANAGEMENT

### RECOMMENDATION 17/12.2025/C

**Moved:** Cr

**Seconded:** Cr

**THAT** Council resolved to nominate the following personnel for appointment by the Minister for Police, Fire and Emergency Management:

#### **Municipal Coordinator**

Nominee:	Mr Jason Branch
Term of appointment:	5 years

#### **Deputy Municipal Coordinator**

Nominee:	Mr Barry Harback
Term of appointment:	5 years

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

### **BACKGROUND**

The Director of the State Emergency Service are requesting Council to update the of appointment for Central Highlands Council Municipal Coordinator, due to the retirement of Graham Rogers.

To progress new appointments, the Acting General Manager is required to provide a letter of nomination.

The nominee details are then sent through State Emergency Service to the Minister for Police, Fire and Emergency Management for approval and subsequent appointment. The letter of nomination is to contain the full name of the nominee, starting date and duration of the appointment (terms of appointment can be for any duration, eg 5 years).

The Acting General Manager nominates the following personnel for appointment by the Minister for Police, Fire and Emergency Management:

#### **Municipal Coordinator**

Nominee:	Mr Jason Branch
Term of appointment:	5 years

#### **Deputy Municipal Coordinator**

Nominee:	Mr Barry Harback
Term of appointment:	5 years



## 20. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – ECONOMIC DEVELOPMENT)

### Encourage economic viability within the municipality

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

### 20.1 DEVELOPMENT & ENVIRONMENTAL SERVICES

#### RECOMMENDATION 18/12.2025/C

**Moved:** Cr

**Seconded:** Cr

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

**REPORT BY** Kathy Bradburn, Senior Administration

#### PLANNING PERMITS ISSUED UNDER DELEGATION

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

#### **NO PERMIT REQUIRED**

DA NO.	APPLICANT	LOCATION	PROPOSAL
2023/12	J P Gleeson	3662 Lyell Highway, Gretna	Carport

#### **PERMITTED**

DA NO.	APPLICANT	LOCATION	PROPOSAL
2025/64	Woolcott Land Services	Glovers Road, Bothwell	Boundary Adjustment

**DISCRETIONARY**

DA NO.	APPLICANT	LOCATION	PROPOSAL
2025/44	Inland Fisheries Service	Lake Crescent Road, Interlaken (CT 184276/9)	Jetty & Infrastructure Works
2025/57	J T Speed	22 Wentworth Street, Bothwell	Outbuilding
2025/60	C Ellis	254 Nant Lane, Bothwell	Alterations to Dwelling

**ANIMAL CONTROL**

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

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

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

Statistics as of 03 December 2025	
Number of Dogs Impounded during last month	1
Number of Dogs Currently Registered	935
Number of Dogs Pending Re-Registration	11
Number of Kennel Licence Renewals Issued	35

**20.2 POTENTIAL DARK SKY RESERVE****RECOMMENDATION 19/12.2025/C**

**Moved:** Cr

**Seconded:** Cr

**THAT** the proposal to seek International Dark Sky Reserve status for all or part of the Central Highlands Municipal Area be investigated, as outlined above in 'A Way Forward: Stage 1 - Investigation'.

**REPORT BY** Council Planning Consultant (SMC) Damian Mackey

**ATTACHMENTS** - District Council of Yankalilla, Dark Sky Lighting Policy – Carrickalinga, (South Australia).

**PURPOSE**

The purpose of this report is to set out a process to investigate the proposal for part or all of the Central Highlands Municipal Area to become an internationally recognised 'Dark Sky Reserve'.

**BACKGROUND**

At the November Council workshop it was agreed to progress investigations into the idea of part or all of the Central Highlands Municipal Area becoming an 'International Dark Sky Reserve'.



This is a status bestowed by Dark Sky International on areas meeting certain criteria including very low levels of night sky light pollution and a commitment by the community to minimise future light pollution. The definition is as follows:

*An International Dark Sky Reserve (IDSR) is a public or private land of substantial size (at least 700 km<sup>2</sup>, or about 173,000 acres) possessing an exceptional or distinguished quality of starry nights and nocturnal environment, and that is specifically protected for its scientific, natural, educational, cultural heritage, and/or public enjoyment.*

*The IDSR consists of two regions:*

- 1) A “core” area meeting the minimum criteria for sky quality and natural darkness, and*
- 2) A “peripheral” or “buffer” area that supports dark sky values in the core and receives similar benefits.*

*The IDSR is formed through a partnership of landowners and/or administrators that recognize the value of the natural nighttime environment through regulations, formal agreements, and long term planning. The core and the peripheral zone together are referred to collectively as the “Reserve” and “IDSR” in this document.*

Pursuing Dark Sky Reserve status would be a substantial and lengthy process, and would involve extensive consultation with stakeholders, the community and potential partner organisations.

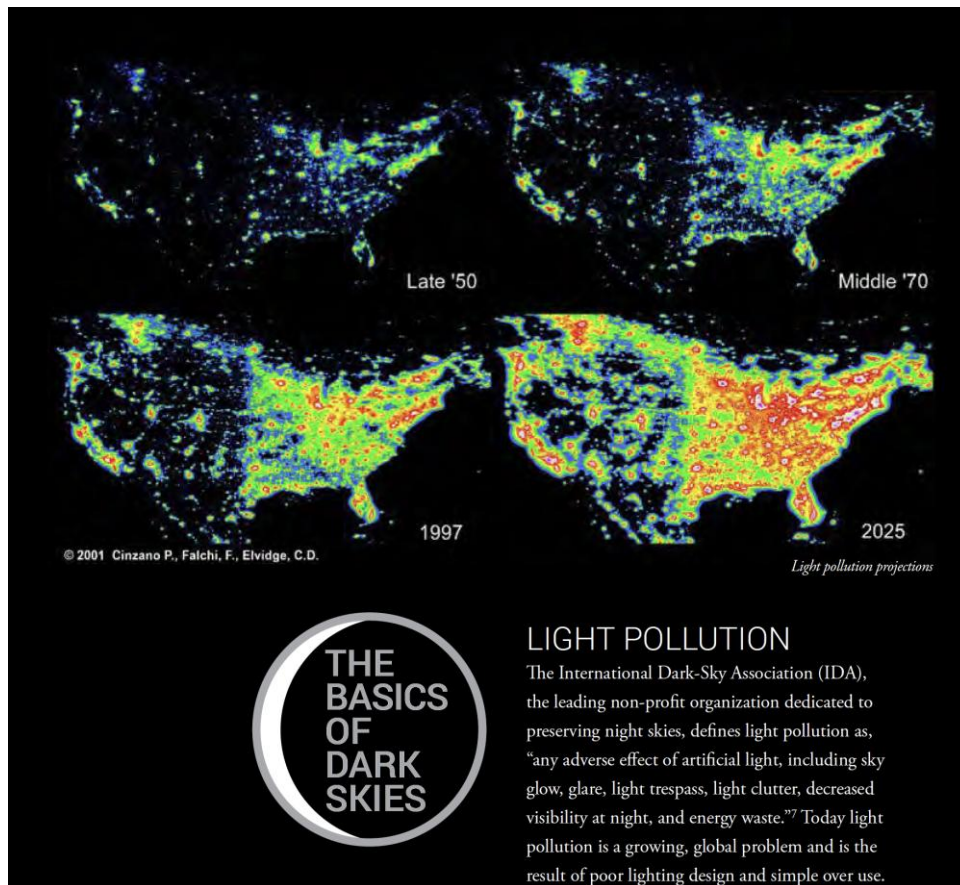
## **WHY SEEK TO BECOME A DARK SKY RESERVE?**

### **1. Astro-Tourism:**

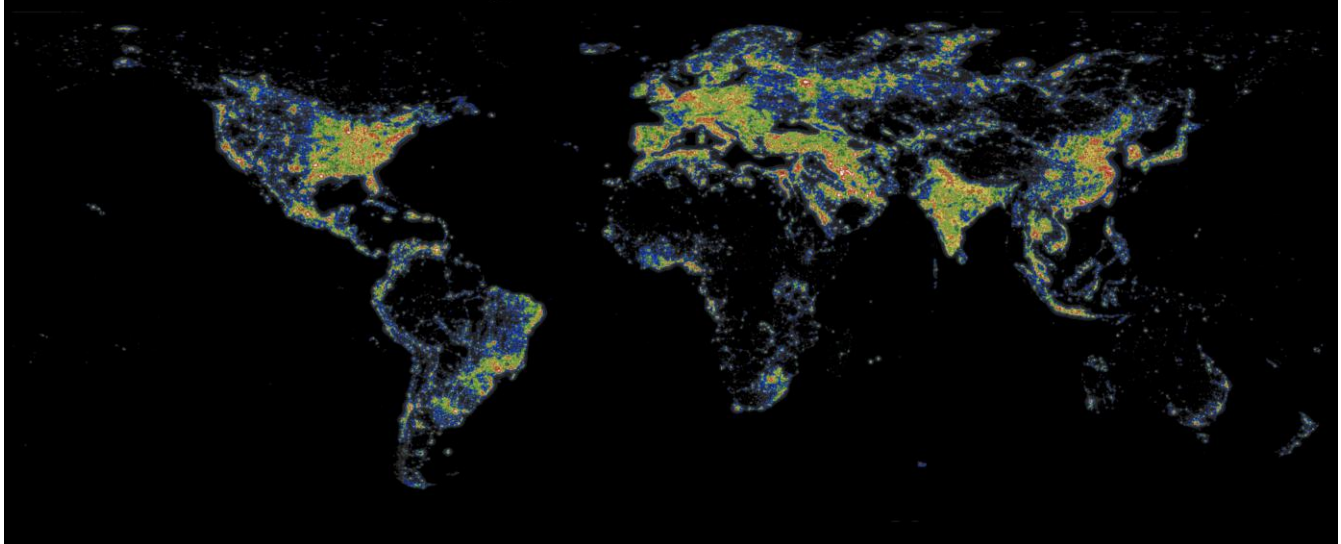
- Dark sky visitor experiences.
- Direct impact on tourism numbers.
- International recognition & tourism marketing.
- Few places in the world can do this well. There are only 22 such reserves in the world.
- Adds to Tasmania’s overall visitor experience.
- Accords with Brand Tasmania values and Tourism Tasmania promotions including nature-based tourism.
- Drives regional tourism (out of metro Hobart).
- Drives overnight stays in rural areas.

### **Astro-Tourism Drivers:**

- Nearly 80% of Americans cannot see the Milky Way due to light pollution.  
(Source: New World Atlas of Artificial Night Sky Brightness)



## Light Pollution Atlas



In most of North America, Europe and large parts of Asia, the Milky Way is no longer visible and people are travelling in ever greater numbers to experience the night sky.

In Tasmania, we have a natural competitive advantage.

### 2. Wildlife Benefits:

- Nocturnal animals, moths and birds, etc. are being negatively impacted in many parts of the world by night sky light pollution.

### 3. Human benefit: Circadian Rhythm:

- Light is the most significant external cue for the circadian system. Exposure to light signals the brain to be awake, while darkness triggers the release of hormones like melatonin, which promotes sleep.

#### **EXAMPLE: AORAKI MACKENZIE DARK SKY RESERVE, NEW ZEALAND**

One of the worlds Dark Sky Reserves is in New Zealand, in a similar situation to Central Highlands. It serves as a good real-world example of how a Reserve might be set up and managed in rural Tasmania.

#### **Purpose of the Aoraki Mackenzie Dark Sky Reserve:**

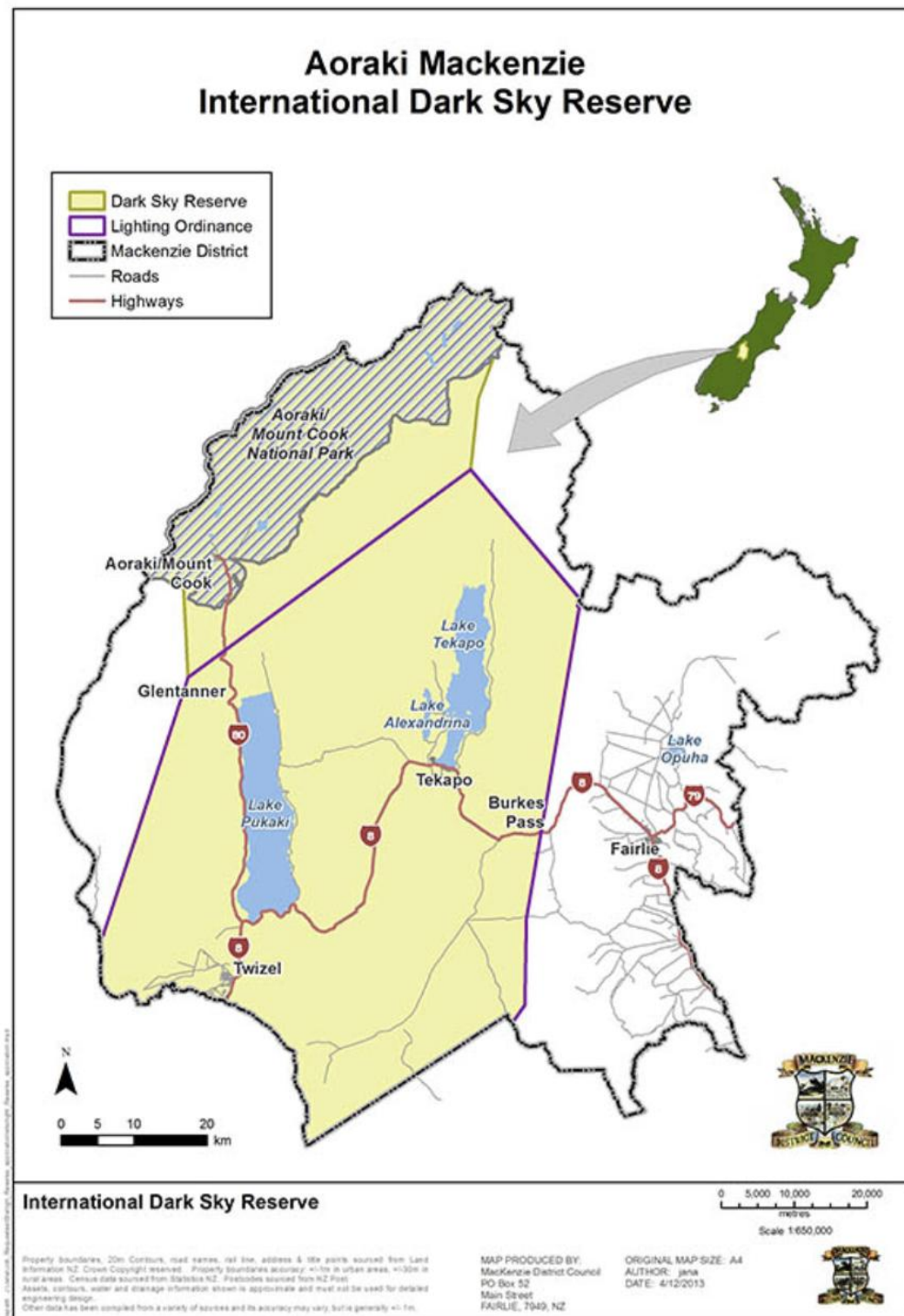
To preserve night sky quality: The regulations are designed to maintain the area's exceptionally dark skies, which are ranked at a level 2 on the [Bortle Dark-Sky Scale](#).

To support astronomical research: These lighting controls help minimize light pollution, which is crucial for the nearby [Mount John Observatory](#).

To promote tourism: The clear, dark skies make the area a major draw for stargazing tourists.

To protect the environment: The regulations also help conserve energy and protect local wildlife.

#### **Location of the Aoraki Mackenzie Dark Sky Reserve**



### Regulations within the Aoraki Mackenzie Dark Sky Reserve:

For 'International Dark Sky Reserve' status to be awarded, there needs to be some form of regulatory protection. In Tasmania this could potentially be through a planning scheme code or specific area plan overlay.

For the Aoraki Mackenzie Dark Sky Reserve, an overlay exists in the New Zealand equivalent of the Planning Scheme (the District Plan) which requires new development to comply with certain lighting requirements. The detailed regulatory wording is not repeated here, but the 'plain English' explanation, as provided on their website, is as follows:

**Fully shielded lights:** All new outdoor light fittings must be fully shielded, meaning they can only shine light downwards.

Limited blue light: There are restrictions on the amount of blue-light emissions from outdoor lighting.

Mandatory for all properties: These regulations apply to both public and private property.

Note that for existing external lighting, a cooperative approach is needed to assist / convince private property owners with any non-compliant lights to upgrade.

### **Governance of the Aoraki Mackenzie Dark Sky Reserve**

The Aoraki Mackenzie Dark Sky Reserve is not managed by the local Council but by a separate legal entity with a Board made up of representatives from key stakeholders and people with particular expertise.

Information is currently being sought on the details.

### **COUNCIL CAN SET AN EXAMPLE**

If Council is to pursue this path, there are a number of actions that it can take in the first instance, including:

- Adopting a Council policy. (Refer example in Attachment 1)
- Promoting the concept, particularly the benefits.

### **RECENT LGAT RESOLUTION**

At the recent Local Government Association of Tasmania conference, the following resolution (proposed by Central Highlands Council) was endorsed:

*THAT the Local Government Association of Tasmania lobby the State Government on behalf of all 29 Councils, to create Dark Sky Planning Guidelines, over the whole of Tasmania including the Islands.*

This is welcome as, if achieved, it would establish a baseline for encouraging the protection of the night sky from unnecessary light pollution across the State.

It would not be same thing as an internationally recognised Dark Sky Reserve and would not have the attraction.

The larger population centres would not be able to meet the requirements and the opportunity would only be open to the more sparsely populated areas such as Central Highlands.

Under the guidelines, Dark Sky Reserves need to be surrounded by a buffer zone wherein there are lesser standards. The LGAT decision if implemented would help a Central Highlands Dark Sky Reserve achieve the required surrounding buffer zone.

### **A WAY FORWARD: STAGE 1 - INVESTIGATION:**

The following steps are recommended as a first stage:

1. Form a small informal Council working group.
2. Using other Australian council policies as a starting point, draft a Council Policy for Council's own lighting, to be brought back to a Council meeting for consideration / confirmation.

3. Undertake initial consultation with stakeholders, including tourism operators.
4. Investigate governance and funding models, such as that for New Zealand's Aoraki Mackenzie Dark Sky Reserve. (Council is awaiting information that has been requested from them.)
5. Consult with potential partners:
  - a. Neighbouring like-minded Councils. (Some consultation has already occurred).
  - b. Destination Southern Tasmania, (currently pushing for the World Heritage Area to be an International Dark Sky Sanctuary).
  - c. Office of the Coordinator General, (expressing preliminary interest in the economic benefits of a Dark Sky Reserve).
  - d. The University of Tasmania (regarding protecting the Bisdie Tier research telescope facility in Southern Midlands).
  - e. Dark Sky Tasmania.
  - f. Dark Sky International, (the approving entity).
  - g. The State Planning Office / Tasmanian Planning Commission regarding potential regulatory options for controlling light pollution.

The above will require Council officer time.

It is proposed that an allowance be made for one day per fortnight until the March Council meeting.

A progress report would then be provided to Council, which would include:

- Potential governance and funding models.
- Potential funding models.
- Implementation issues:
  - Resources needed to apply for International Dark Sky Reserve Status.
  - Statutory mechanisms to establish requirements for new development to comply with light pollution minimisation standards.
- Appetite amongst potential partners to be involved in a governance entity.
- Costs to Council if the initiative is progress to the next stage.
- Details of the next stage, which is likely to include broad community consultation.
- Other relevant matters.

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

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

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

### 21.1 BOTHWELL LIBRARY RENEWAL OF LEASE

#### **RECOMMENDATION 20/12.2025/C**

**Moved:** Cr

**Seconded:** Cr

**THAT** Council approve the Acting General Manager to sign the deed confirming option of renewal of lease between Department for Education, Children and Young People and Central Highlands Council.

#### **IMPLICATIONS AND FINANCIALS**

<b>Strategic Plan</b>	3.1 Manage finances and assets in a transparent way to allow the maximisation of resources to provide efficient and consistent delivery of services.
<b>Legislative Context</b>	<i>Local Government Act 1993</i>
<b>Consultation</b>	Senior Management Team
<b>Impact on Budget/Resources</b>	As per 25/26 Council approved budget
<b>Risk</b>	The council must ensure that it meets its legislative and governance responsibilities as per the Local Government Act 1993.



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

**Attachments** - Deed confirming option of renewal of lease between Department for Education, Children and Young People and Central Highlands Council (DRAFT)

## BACKGROUND

The Department for Education, Children and Young People is seeking Council's approval to enter into the second option of renewal of lease for the part of the Council's premises at 19 Alexander Street, Bothwell for the continued use as the Bothwell Library.

## 21.2 POLICY NO. 2013-12 TREE AND VEGETATION VANDALISM POLICY

### RECOMMENDATION 21/12.2025/C

**Moved:** Cr

**Seconded:** Cr

**THAT** Council adopt Policy 2013 – 12 Tree and Vegetation Vandalism Policy.

### IMPLICATIONS AND FINANCIALS

<b>Strategic Plan</b>	6.1 Ensure Council fulfils its legislative and governance responsibilities, and its decision making is supported by sustainable policies and procedures
<b>Council Policy</b>	Policy 2013 – 12 Tree and Vegetation Vandalism Policy
<b>Legislative Context</b>	<i>Local Government Act 1993</i>
<b>Consultation</b>	Council's Audit Panel and Senior Management Team
<b>Impact on Budget/Resources</b>	As per 25/26 Council approved budget
<b>Risk</b>	The council must ensure that it meets its legislative and governance responsibilities as per the Local Government Act 1993.

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

**Attachments** - Policy 2013 – 12 Tree and Vegetation Vandalism Policy (DRAFT)

## BACKGROUND

This policy applies to all trees and vegetation on Council owned and managed land.

Central Highlands Council acknowledges the many benefits that trees and vegetation contribute to the local environment. Apart from providing shade, habitat for native wildlife and aesthetic beauty, trees also instil a sense of community pride.

When a tree dies or is damaged by a selfish act of vandalism it affects the community in many ways including loss of amenity of the street or park and the expense of removing a vandalised tree and the cost of its replacement.

The Tree and Vegetation Vandalism Policy has been in place for 12 years, the Works and Service Manager has reviewed the policy in line with Council aims that trees and vegetation contribute to the local environment.



This policy only applies to all trees and vegetation on Council owned and managed land. Overall, the policy is a statement to encourage residents to take pride in the trees in their street and to report any suspicious activities near trees. The Works and Service Manager will notify the police of any vandalism to trees and vegetation.

The Audit Panel reviewed the draft Tree and Vegetation Vandalism policy at its meeting on the 24 November 2025 and made the following resolution: *'That Council adopt Policy 2013 – 12 Tree and Vegetation Vandalism Policy.'*

## 21.3 POLICY 2015 – 40 GIFT, BENEFIT AND DONATIONS POLICY

### RECOMMENDATION 22/12.2025/C

**Moved:** Cr

**Seconded:** Cr

**THAT** Council adopt Policy 2015 - 40 Gift, Benefit and Donations Policy.

#### IMPLICATIONS AND FINANCIALS

<b>Strategic Plan</b>	6.1 Ensure Council fulfils its legislative and governance responsibilities, and its decision making is supported by sustainable policies and procedures
<b>Council Policy</b>	Policy 2015 - 40 Gift, & Benefit Policy
<b>Legislative Context</b>	Local Government Act 1993
<b>Consultation</b>	Council's Audit Panel and Senior Management Team
<b>Impact on Budget/Resources</b>	As per 25/26 Council approved budget
<b>Risk</b>	The council must ensure that it meets its legislative and governance responsibilities as per the Local Government Act 1993.

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

**Attachments -** Policy 2015 - 40 Gift, Benefit and Donations Policy (DRAFT)

#### BACKGROUND

The policy applies to all gifts, benefits and donations offered to or received by all Council officials in their respective role as officials of the Council.

The policy is to be applied in conjunction with provisions of Council's Model Code of Conduct, Staff Code of Conduct as well as other relevant Council policies and procedures.

The purpose of this policy is to outline the obligations and responsibilities relating to the receipt of gifts, benefits or donations; and assist both Councillors and employees to avoid being placed in a situation where they may become vulnerable to undue influence or threaten community confidence in the fairness, impartiality and integrity of the Council.

The draft policy has been modified from the current policy approved by Council in August 2020, in line with current legislation and is like the policies used by Devonport City Council, West Tamar Council, Glamorgan Spring Bay Council, Brighton Council, Sorell Council and Central Coast Council.

The Audit Panel reviewed the draft Gift, Benefit and Donations Policy at its meeting on the 24 November 2025 and made the following resolution: *'That Council adopt Policy 2015 - 40 Gift, Benefit and Donations Policy.'*

## 21.4 POLICY 2017 - 51 STAFF CODE OF CONDUCT POLICY

### RECOMMENDATION 23/12.2025/C

**Moved:** Cr

**Seconded:** Cr

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

#### IMPLICATIONS AND FINANCIALS

<b>Strategic Plan</b>	6.1 Ensure Council fulfils its legislative and governance responsibilities, and its decision making is supported by sustainable policies and procedures
<b>Council Policy</b>	Policy 2017 – 51 Staff Code of Conduct Policy
<b>Legislative Context</b>	<i>Local Government Act 1993</i>
<b>Consultation</b>	Council's Audit Panel and Senior Management Team
<b>Impact on Budget/Resources</b>	As per 25/26 Council approved budget
<b>Risk</b>	The council must ensure that it meets its legislative and governance responsibilities as per the Local Government Act 1993.

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

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

#### BACKGROUND

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

The Staff Code of Conduct is designed to assist employees to understand how to undertake their duties and behave according to the values held at Council, reducing the risk of real or perceived conflicts between private and public interests, personal gain or unacceptable and/or unlawful behaviours.

The Code is shaped by the Council's statutory obligations, its principles of good governance and its corporate values. Fraud, corruption, dishonest acts and conflicts of interest are clearly not acceptable conduct, and they are moreover illegal acts. However, as well as avoiding breaches of legislation, the Council wants a workplace where individuals act with integrity and with respect for others, show courage when it is needed and aim for excellence in performing their duties. It is hoped that this Staff Code of Conduct will provide workers the principles and information which will allow them to make good judgements in difficult circumstances, as well as follow procedures and comply with legislation. The draft policy has been modified from the current policy approved by Council in August 2020. Other Council's policies were also reviewed including Southern Midlands Council, Break O'Day Council, Devonport City Council and Glamorgan Spring Bay Council.

The Audit Panel reviewed the Staff Code of Conduct policy at its meeting on the 24 November 2025 and made the following resolution: '*That Council adopt Policy 2017 – 51 Staff Code of Conduct Policy.*'

## 21.5 POLICY 2017 - 50 AUDIO RECORDING OF COUNCIL MEETINGS AND COUNCIL COMMITTEE MEETINGS POLICY

### RECOMMENDATION 24/12.2025/C

**Moved:** Cr

**Seconded:** Cr

**THAT** Council adopt Policy 2017 – 50 Audio Recording of Council Meetings and Council Committee Meetings Policy.

#### IMPLICATIONS AND FINANCIALS

<b>Strategic Plan</b>	6.1 Ensure Council fulfils its legislative and governance responsibilities, and its decision making is supported by sustainable policies and procedures
<b>Council Policy</b>	Policy 2017 – 50 Audio Recording of Council Meetings Policy
<b>Legislative Context</b>	<i>Local Government Act 1993</i>
<b>Consultation</b>	Council's Audit Panel and Senior Management Team
<b>Impact on Budget/Resources</b>	As per 25/26 Council approved budget
<b>Risk</b>	The council must ensure that it meets its legislative and governance responsibilities as per the Local Government Act 1993.

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

**Attachments -** Policy 2017 – 50 Audio Recording of Council Meetings and Council Committee Meetings Policy (DRAFT)

#### BACKGROUND

This policy has been prepared to address the changes to the Local Government (Meeting Procedures) Regulations 2025.

This policy provides a framework and direction as to the management of the audio recording of meetings (as defined in the Local Government (Meeting Procedures) Regulations 2025). The purpose of audio recording is to meet the requirements of the Local Government (Meeting Procedures) Regulations 2025, assist in the preparation of minutes, and to ensure that a true and accurate record of debate and discussion is available.

This draft policy has been prepared to address the changes to the Local Government (Meeting Procedures) Regulations 2025. Other Council's policies were also reviewed including Glenorchy City Council, Waratah-Wynyard Council, Derwent Valley Council and Kentish / Latrobe Council. The Audit Panel reviewed the Audio Recording of Council Meetings and Council Committee Meetings policy at its meeting on the 24 November 2025 and made the following resolution: '*That Council adopt Policy 2017 – 50 Audio Recording of Council Meetings and Council Committee Meetings Policy.*'

## 21.6 POLICY 2023 - 62 SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY

### RECOMMENDATION 25/12.2025/C

**Moved:** Cr

**Seconded:** Cr

**THAT** Council adopt Policy 2023 – 62 Safeguarding Children and Young People Policy.

#### IMPLICATIONS AND FINANCIALS

<b>Strategic Plan</b>	6.1 Ensure Council fulfils its legislative and governance responsibilities, and its decision making is supported by sustainable policies and procedures
<b>Council Policy</b>	Policy 2023 – 62 Safeguarding Children and Young People Policy
<b>Legislative Context</b>	<i>Local Government Act 1993</i> <i>Child and Youth Safe Organisations Act 2023 (Tas)</i>
<b>Consultation</b>	Council's Audit Panel and Senior Management Team
<b>Impact on Budget/Resources</b>	As per 25/26 Council approved budget
<b>Risk</b>	The council must ensure that it meets its legislative and governance responsibilities as per the Local Government Act 1993.

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

**Attachments -** Policy 2023 – 62 Safeguarding Children and Young People Policy (DRAFT)

#### BACKGROUND

The purpose of the policy is to define Council's commitment to creating and maintaining a child safe organisation. This policy outlines Council's position and responsibilities toward the safeguarding of children and young people in our physical and online environments.

The draft policy has been modified from the current policy approved by Council in January 2025, in line with legislation and is similar to the policy being used by Glamorgan Spring Bay Council.

Community Development Officer and Deputy General Manager have been working with Dr Lynden Leppard from LGAT to determine best practice, to safeguard children and young people within our municipality. Dr Leppard suggested the policy used by Glamorgan Spring Bay Council would fit the Central Highlands. Community Development Officer and Deputy General Manager have modified the policy used by Glamorgan Spring Bay Council, so it fits Central Highlands budget and resources. It is proposed to review this policy again in 2 years' time.

The Audit Panel reviewed the Safeguarding Children and Young People policy at its meeting on the 24 November 2025 and made the following resolution: *'That Council adopt Policy 2023 – 62 Safeguarding Children and Young People Policy and that the policy be reviewed in December 2027.'*

## 21.7 POLICY 2025 - 68 PRIVATE WORKS POLICY

### RECOMMENDATION 26/12.2025/C

**Moved:** Cr

**Seconded:** Cr

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

#### IMPLICATIONS AND FINANCIALS

<b>Strategic Plan</b>	6.1 Ensure Council fulfils its legislative and governance responsibilities, and its decision making is supported by sustainable policies and procedures
<b>Legislative Context</b>	<i>Local Government Act 1993</i>
<b>Consultation</b>	Council's Audit Panel and Senior Management Team
<b>Impact on Budget/Resources</b>	As per 25/26 Council approved budget
<b>Risk</b>	The council must ensure that it meets its legislative and governance responsibilities as per the Local Government Act 1993.

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

**Attachments** - Policy 2025 - 68 Private Works Policy (DRAFT)

#### BACKGROUND

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

Outside the scope of the policy is any circumstance where a state of federal government grant is provided for works or services to private land, which are designed to be administered by and delivered through council operations.

The policy provides a framework for performing private works that is applicable to everyone, transparent, objective and consistent. To undertake private works at market prices ensuring an acceptable profit margin to Council that is consistent with anti-competitive requirements of the Trade Practices Act 1974 and the no advantage requirements of the Local Government Act 1993.

This is a new policy that was required as part of the Tasmanian Audit - Annual audit outcomes report for Central Highlands Council Year ending 30 June 2025.

The draft policy meets current legislation and is similar to the policies used by Glamorgan Spring Bay Council, Brighton Council, Sorell Council, Circular Head Council, King Island Council and Kingborough Council.

The Audit Panel reviewed the Private Works policy at its meeting on the 24 November 2025 and made the following resolution: '*That Council adopt Policy 2025 - 68 Private Works Policy.*'

## 21.8 POLICY 2025 - 69 COUNCIL CORPORATE CREDIT CARD POLICY

### RECOMMENDATION 27/12.2025/C

**Moved:** Cr

**Seconded:** Cr

**THAT** Council adopt Policy 2025 – 69 Council Corporate Credit Card Policy.

#### IMPLICATIONS AND FINANCIALS

<b>Strategic Plan</b>	6.1 Ensure Council fulfils its legislative and governance responsibilities, and its decision making is supported by sustainable policies and procedures
<b>Legislative Context</b>	<i>Local Government Act 1993</i>
<b>Consultation</b>	Council's Audit Panel and Senior Management Team
<b>Impact on Budget/Resources</b>	As per 25/26 Council approved budget
<b>Risk</b>	The council must ensure that it meets its legislative and governance responsibilities as per the Local Government Act 1993.

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

**Attachments -** [Policy 2025 – 69 Council Corporate Credit Card Policy \(DRAFT\)](#)

#### BACKGROUND

The purpose of this new policy is to provide direction on how Council corporate credit cards and similar purchasing devices are to be allocated, used and administered to ensure that they assist in efficient delivery of services while minimising the potential for misuse and fraud.

The policy is intended to apply to Council corporate credit cards, as well as any similar type of corporate or organisational purchasing card. In the policy, the term “credit card” is used to refer to any purchasing card, including credit, debit, EFTPOS, “virtual” and similar bank cards issued by Council and used for purchasing on behalf of Council.

This policy applies to all employees, Mayor and Deputy Mayor of the Central Highlands Council and other persons at the workplace, and all current and future activities of Council.

The Audit Panel reviewed the Council Corporate Credit Card policy at its meeting on the 24 November 2025 and made the following resolution: *‘That Council adopt Policy 2025 – 69 Council Corporate Credit Card Policy and that the policy be reviewed in December 2027.’*

## 21.9 COUNCIL AND COMMITTEE MEETING DATES AND TIMES FOR 2026

### RECOMMENDATION 28/12.2025/C

**Moved:** Cr

**Seconded:** Cr

**THAT** Council, by Absolute Majority, approve the below meeting dates for the Ordinary Council Meetings for 2026.

#### Ordinary Council & Committee Meetings for 2026

Members of the Public are welcome to attend Council and Council Committee meetings.

As per the previous decision of the Council Meeting held 18<sup>th</sup> November 2025. The Ordinary Council Meetings will now commence at 5.00 pm with 'Public Question Time' commencing at 5.00 pm for each meeting.

The intention is to provide the public with an opportunity to come and ask questions directly to Council, raise issues of concern and generally communicate with your elected members. Council meetings alternate between the Municipal Offices at 19 Alexander Street Bothwell and 6 Tarleton Street Hamilton

#### Ordinary Meeting of Council:

Tuesday 20 January 2026	Hamilton
Tuesday 16 February 2026	Bothwell
Tuesday 16 March 2026	Hamilton
Tuesday 21 April 2026	Bothwell
Tuesday 19 May 2026	Hamilton
Tuesday 16 June 2026	Bothwell
Tuesday 21 July 2026	Hamilton
Tuesday 18 August 2026	Bothwell
Tuesday 15 September 2026	Hamilton
Tuesday 20 October 2026	Bothwell
Tuesday 17 November 2026	Hamilton
Tuesday 15 December 2026	Bothwell

**Annual General Meeting** – Tuesday 15 December 2026 – Bothwell at 9.00am

#### Council Workshops:

All Council Workshops will be held at Bothwell on the first Tuesday of each month commencing at 9.00am. Additional Workshops will be held as and when required and are not open to the Public.

#### Special Meetings:

All Special Meeting will be held at Bothwell and commence at 9.00am

It should be noted that should there be any variation to the schedule, such variation will be advertised.

Ordinary Council and Committee Meetings will be advertised at least four (4) days prior to each meeting and copies of agendas for these meetings will be available from Council Offices or on Council's website - [www.centralhighlands.tas.gov.au](http://www.centralhighlands.tas.gov.au)

**IMPLICATIONS AND FINANCIALS**

<b>Strategic Plan</b>	6.1 - Ensure Council fulfils its legislative and governance responsibilities and its decision making is supported by sustainable policies and procedures
<b>Council Policy</b>	2017-49 Public Comment on Planning Agenda Items at Committee Meetings 2017-50 Audio Recording of Council Meetings Policy
<b>Legislative Context</b>	<i>Under section 5 of Local Government (Meeting Procedures) Regulations 2025 , an ordinary council meeting is required to be held at least once a month.</i>
<b>Consultation</b>	Once adopted, the Council meeting schedule for the 2026 calendar year will be advertised to the public
<b>Impact on Budget/Resources</b>	Not applicable
<b>Risk</b>	Council is required to endorse and advertise its meeting schedule annually; the risk of non-compliance with its legislative obligations is met on undertaking the actions associated with this report.

**REPORT BY** Katrina Brazendale, Executive Assistant

**BACKGROUND**

Council needs to consider the 2026 meeting dates and locations.

Under the *Local Government (Meeting Procedures) Regulations 2025* the following applies:

**7. Times of Meetings**

*(1) A meeting is not to start before 5:00 p.m. unless otherwise determined by the council by absolute majority or by the council committee by simple majority.*

*(2) After each ordinary election, a council and a council committee are to review the times of commencement of their meetings.*

Ordinary Council meetings are currently held on the third Tuesday of each month alternating between Bothwell and Hamilton and commencing at 9.00am; with the Closed Session of the meeting being held at the end of each Ordinary Meeting. The December Council meeting is held no later than the 15<sup>th</sup> December, preceded by the Annual General Meeting.

The following is the proposed schedule of Council Meeting dates for Council in 2026, subject to review of the times of commencement of the meetings as required under Regulation 7 (1) of the *Local Government (Meeting Procedures) Regulations 2025*.



**21.10 OFFICE CHRISTMAS CLOSURE****RECOMMENDATION 29/12.2025/C****Moved:** Cr**Seconded:** Cr

**THAT** the information be received.

**REPORT BY** Katrina Brazendale, Executive Assistant

Please see information that will be advertised in the Mercury for details of the Central Highlands Council Office Closure detail for Christmas/New Year period.

**Office Closure** Council Offices Close at 12pm on Tuesday 23<sup>rd</sup> December 2025 and re-open 8am Monday 5<sup>th</sup> January 2026.

**Emergency Contact Number** 0428 770 194

**Waste Transfer Stations & Hamilton Refuse Disposal Site** Closed Christmas Day, All other days remain unchanged

**Garbage & Recycling Collection** – No changes

**Bothwell Swimming Pool** Closed Christmas Day

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**21.11 DRAFT STRATEGI PLAN 2025-2030****RECOMMENDATION 30/12.2025/C****Moved:** Cr**Seconded:** Cr

That council approve the adoption of the Draft 2025-2030 Strategic Plan and proceed to public consultation with a closing date for comment on the 27 February 2026.

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

**Attachments** – [Draft 2025-2030 Strategic Plan](#)

**DISCUSSION**

With Council Strategic plan past due, and with the development of the Central Highlands Socio-Economic Futures Strategic Analysis & Directions plan council has now undertaken a substantial upgrade to the current formant with the inclusion of the socio-economic analysis of the Central Highland.

This document has had some minor changes to the one forwarded to councillor several weeks ago.

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**22. CONSIDERATION OF SUPPLEMENTARY AGENDA ITEMS TO THE AGENDA**

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**23. CLOSURE**

Mayor Triffitt thanked everyone for their contribution and declared the meeting closed at \_\_\_\_\_  
**am/pm.**