



# **SUPPLEMENTARY AGENDA**

**15<sup>th</sup> Feb 2022**

## **18.1 BOTHWELL TOWNSHIP**

Clr Honner received the below letter from Mrs Kathy Eyles regarding works maintenance issues, capital works item and notice board at Bothwell.

### **MAYOR AND COUNCILLORS**

I am writing to make you aware of the following

1. Information booth in park needs to be updated.
2. Information in front of council chambers needs a tidy up still has a Christmas invitation.
3. CROAKERS ALLEY Fort Wentworth side needs a lot of work. I am sure if you go and have a Look you will agree that it is a disgrace not only for tourists but for locals. Croakers can be a Asset to the town if it is maintained on a regular basis.
4. The bridge I understand is on the agenda for repairs this should be done SOONER than later.

Bothwell is a beautiful town that has lots of tourists staying or passing through so let's keep it maintained to a high standard so that people recommend others to visit.  
WORD OF MOUTH IS THE BEST ADVERTISING.

I hope that you will address these areas of concern.

Kathy Eyles

The Works and Service Manager will provide feedback on each of the items in the letter at the February Council meeting.

The Bothwell Office has been asked to update the notice board at Bothwell.

**FOR DISCUSSION**

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## **18.2 AUTOMATED EXTERNAL DEFIBRILLATOR HAMILTON OFFICE AND BOTHWELL OFFICE**

Councillor Campbell would like to discuss locating the Automated External Defibrillator (AED) in the Hamilton Office and Bothwell Office outside the building so they are visible from the street and available 24 hours per day 7 days a week to the public.

Council could consider purchasing AED Wall Cabinets: Semi-Recessed with Alarm that will be wired into the building's security system, hence the alarm will be triggered when the door of the AED wall cabinet is opened — making it widely-known that an emergency is in progress. The AED could sit inside the white cabinet with a see-through door.

Council may also wish to advise the community by placing ad's in the local digest and register the AED on the Department of Health and Human Services.

### **Recommendations:**

**That** the Manager of Development and Environmental Services purchase two AED Wall Cabinet: Semi-Recessed with Alarm that will be wired into the building's security system, so that the alarm will be triggered when the door of the AED wall cabinet is opened — making it widely-known that an emergency is in progress. Install the AED in the wall cabinets of both buildings so they are visible from the street.

## **18.3 UPGRADE OF PHONE SYSTEM AT THE HAMILTON OFFICE AND BOTHWELL OFFICE**

The Deputy General Manager discuss the need to upgrade the phone system at the Hamilton and Bothwell Offices as Telstra have announced that it would be exiting the ISDN network by mid-2022.

### **Recommendations:**

**That** Council approve a budget allocation of \$20,000 in 2021/2022 budget to upgrade the phone system, at the Hamilton and Bothwell Offices before the end of May 2022.

## **18.4 CLEANING FOR COUNCIL PREMISES**

The Manager of Development and Environmental Services and Works & Service Manager would like Council to consider an additional budget allocation to employ a dedicated cleaner for Council premises.

The Environmental Health Officer has developed the following business case for Council to consider:

## BUSINESS CASE Cleaner 2022

### 1. Background

<b>BUSINESS CASE NUMBER</b>	<b>PROJECT NUMBER</b>	<b>30-YEAR PLAN NUMBER</b>
<b>01/22</b>	<b>Dedicated Cleaner</b>	
<b>Project Title</b>	Dedicated Cleaner for Council Premises	
<b>Function</b>	<p><b>To clean Council Premises as listed below</b></p> <p><b>Bothwell Football Club &amp; Community Centre &amp; Bothwell Recreation Ground Toilets</b> 1.5 hrs 3 days per week</p> <p><b>Public Toilets &amp; Showers (Caravan Park)</b> 1 hr 7 days per week</p> <p><b>BBQ's Queens Park</b> 1 hr per week</p> <p><b>Bothwell Town Hall</b> Hall &amp; Toilets – 1.5 hrs 2 days per week</p> <p>Note – Total hours may be subject to change</p>	
<b>Condition and / or Problem</b>	<p>To ensure compliance with Council's Covid 19 Safety Plan cleaning of Council's facilities is a major factor.</p> <p>Currently the outdoor workforce clean the public toilets, showers and bbq's. During peak use of the Bothwell Caravan Park cleaning of the public toilets and showers can be an issue, depending on the workload of outdoor workforce.</p>	

There is no dedicated cleaner for the Bothwell Town Hall, Bothwell Football Club & Community Centre or Bothwell Recreation Ground buildings and facilities. Council is reliant on the users of the premises to clean after use. Therefore it is unknown if the cleaning is actually being undertaken to the standard outlined in Council's Covid 19 Safety Plan.

Both the Bothwell Town Hall and Bothwell Football Club and Community Centre are being utilised regularly as follows:

**Bothwell Town Hall**

- Three exercise classes a week
- Private bookings
- Community meetings

**Bothwell Football Club & Community Centre**

- Meetings are being held regularly for groups such as the River Clyde Trust, Bothwell Historical Society, HATCH, Farmers Days, DPIPWE community sessions etc.
- Community programs being run by RAW
- Community programs being run by Tasmanian Health Services (Tracey Turale) i.e playgroup, first aid courses, health programs
- Season use by the Bothwell Cricket & Bothwell Football Clubs.

In order for Council to ensure that our facilities are safe to use we must follow our Covid 19 Plan and have these facilities cleaned on a regular basis, the Covid 19 Safety Plan is a legally bonding document. We require all users to have a covid 19 Safety Plan so Council should ensure that the facilities they are using are hygienically clean.

The above proposal is for Council to consider employing a dedicated cleaner to undertake the cleaning of the abovementioned Council facilities. An estimate of the time required for cleaning has been detailed above.

<b>Priority</b>	High
<b>Business Risks being Addressed</b>	<ul style="list-style-type: none"> <li>• Ensure compliance with our legal requirements,</li> <li>• Ensure compliance with Councils Covid 19 Plan</li> <li>• Ensure cleanliness of the premises on a regular basis.</li> </ul>

**2. Proposal**

15.5 hours per week	\$30.94639 PER HOUR LEVEL C

**3. Benefits (tick box(es) as appropriate)**

OH&S	<input checked="" type="checkbox"/>	Environmental	<input checked="" type="checkbox"/>	Compliance	<input checked="" type="checkbox"/>
Secure Revenue	<input type="checkbox"/>	Cost Reduction	<input type="checkbox"/>	Revenue Improvement	<input type="checkbox"/>

**Details:**

**4. Budget (delete as required) (Enter amounts or insert \$Nil)**

In Budget	No	
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**5. Recommendations**

1. The General Manager approve the creation of the above position and an allocation be included in the 2022/2023 Budget.
2. Consideration be given to seeking Council approval for a budget allocation for the remainder of 2021/2022 to enable this position to be advertising and appointed as soon as possible

Beverley Armstrong – EHO



10<sup>th</sup> February 2022

**Recommendations:**

1. The General Manager approve the creation of the above position and an allocation be included in the 2022/2023 Budget.
2. Consideration be given to seeking Council approval for a budget allocation for the remainder of 2021/2022 to enable this position to be advertising and appointed as soon as possible.