



ATTACHMENTS

ORDINARY COUNCIL MEETING

Colebrook Hall, 45 Richmond Street, Colebrook
Wednesday 27th April 2022
10.00 a.m.

| | |
|--------------------|---|
| Item 5.1 | Draft Council Meeting Minutes (Open) – 23 rd March 2022 |
| Item 5.2.1 | Attachment 1 – Chauncy Vale Wildlife Sanctuary Management Committee – 25 th March 2022 Attachment 2 – Lake Dulverton & Callington Park Management Committee Minutes – 11 th April 2022 |
| Item 5.3.2 | STCA Quarterly Report - March 2022 |
| Item 13.6.1 | TasWater Corporate Plan FY 2022-2026 |
| Item 16.1.1 | Attachment 1 – Safeguarding Children & Young People Policy Attachment 2 – Mandatory Reporting Policy Attachment 3 – Mandatory Report Notification Form |
| Item 16.2.2 | Attachment 1 – Woodsdale Hall Management Committee Constitution (prior to May 2021) Attachment 2 – Woodsdale Hall & Woodsdale Recreation Ground Management Committee (approved 3 rd May 2021) |
| Item 17.2.3 | Attachment 1 – Risk Assessment COVID-19 Exposure Attachment 2 – COVID-19 Safety Plan Attachment 3 – COVID-19 Vaccination Policy |

SOUTHERN
MIDLANDS
COUNCIL



MINUTES

ORDINARY COUNCIL MEETING

Wednesday, 23rd March 2022
10.00 a.m.

DRAFT

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OPEN COUNCIL MINUTES

MINUTES OF AN ORDINARY MEETING OF THE SOUTHERN MIDLANDS COUNCIL HELD
ON WEDNESDAY 23rd MARCH 2022 ONLINE VIA WEBEX
COMMENCING AT 10.10 A.M.

1. PRAYERS

Reverend Dennis Cousens recited prayers.

2. ACKNOWLEDGEMENT OF COUNTRY

Mayor A O Green recited acknowledgement of Country.

3. ATTENDANCE

Mayor A O Green, Deputy Mayor E Batt, Cllr A E Bisdee OAM, Cllr A Bantick, Cllr K Dudgeon, Cllr D Fish and Cllr R McDougall.

Mr T Kirkwood (General Manager), Mr A Benson (Deputy General Manager), Mr D Richardson (Manager, Infrastructure & Works), Mrs W Young (Manager Community & Corporate Development), Mr A Briggs (Aquatic Centre Coordinator), Mrs A Burbury (Finance Officer), Mrs J Crosswell (Executive Assistant).

4. APOLOGIES

Nil.

5. MINUTES

5.1 Ordinary Council meeting

The Minutes (Open Council Minutes) of the previous meeting of Council held on the 22nd February 2022, as circulated, are submitted for confirmation.

DECISION

Moved by Cllr A E Bisdee OAM, seconded by Cllr D Fish

THAT the Minutes (Open Council Minutes) of the previous meeting of Council held on the 22nd February 2022, as circulated, be confirmed.

CARRIED

| DECISION | | |
|---------------------|-----------------|---------------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor A O Green | ✓ | |
| Deputy Mayor E Batt | ✓ | |
| Clr A Bantick | ✓ | |
| Clr A E Bisdee OAM | ✓ | |
| Clr K Dudgeon | ✓ | |
| Clr D F Fish | ✓ | |
| Clr R McDougall | ✓ | |

5.2 Special Committees of Council Minutes

5.2.1 Special Committees of Council - Receipt of Minutes

The Minutes of the following Special Committees of Council, as circulated, are submitted for receipt:

- Chauncy Vale Wildlife Sanctuary Management Committee – 31st January 2022
- Woodsdale Community Memorial Hall Minutes – 7th February 2022
- Lake Dulverton & Callington Park Management Committee – 28th February 2022

RECOMMENDATION

THAT the minutes of the above special committees of Council be received.

DECISION

Moved by Clr R McDougall, seconded by Clr K Dudgeon

THAT the Minutes of the above Special Committees of Council be received.

CARRIED

| DECISION | | |
|---------------------|-----------------|---------------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor A O Green | ✓ | |
| Deputy Mayor E Batt | ✓ | |
| Clr A Bantick | ✓ | |
| Clr A E Bisdee OAM | ✓ | |
| Clr K Dudgeon | ✓ | |
| Clr D F Fish | ✓ | |
| Clr R McDougall | ✓ | |

5.2.2 Special Committees of Council - Endorsement of Recommendations

The recommendations contained within the minutes of the following Special Committees of Council are submitted for endorsement.

- Chauncy Vale Wildlife Sanctuary Management Committee – 31st January 2022
- Woodsdale Community Memorial Hall Minutes – 7th February 2022
- Lake Dulverton & Callington Park Management Committee – 28th February 2022

RECOMMENDATION

THAT the recommendations contained within the minutes of the above Special Committees of Council be endorsed.

DECISION

Moved by Clr K Dudgeon, seconded by Clr A E Bisdee OAM

THAT the recommendations contained within the minutes of the above Special Committees of Council be endorsed.

CARRIED

| DECISION | | |
|---------------------|-----------------|---------------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor A O Green | ✓ | |
| Deputy Mayor E Batt | ✓ | |
| Clr A Bantick | ✓ | |
| Clr A E Bisdee OAM | ✓ | |
| Clr K Dudgeon | ✓ | |
| Clr D F Fish | ✓ | |
| Clr R McDougall | ✓ | |

5.3 Joint Authorities (Established Under Division 4 of the *Local Government Act 1993*)

5.3.1 Joint authorities - Receipt of Minutes

Reports prepared by the following Joint Authorities, as circulated, are submitted for receipt:

- Southern Tasmanian Councils Authority – Meeting held 21st Feb 2022

RECOMMENDATION

THAT the minutes of the above Joint Authority be received.

DECISION

Moved by Clr D Fish, seconded by Clr R McDougall

THAT the minutes of the above Joint Authority be received.

CARRIED

| DECISION | | |
|---------------------|-----------------|---------------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor A O Green | ✓ | |
| Deputy Mayor E Batt | ✓ | |
| Clr A Bantick | ✓ | |
| Clr A E Bisdee OAM | ✓ | |
| Clr K Dudgeon | ✓ | |
| Clr D F Fish | ✓ | |
| Clr R McDougall | ✓ | |

5.3.2 Joint Authorities - Receipt of Reports (Annual & Quarterly)

Reports prepared by the following Joint Authorities, as circulated, are submitted for receipt:

Nil.

DECISION NOT REQUIRED

6. NOTIFICATION OF COUNCIL WORKSHOPS

In accordance with the requirements of the *Local Government (Meeting Procedures) Regulations 2015*, the Agenda is to include details of any Council workshop held since the last meeting.

No workshops have been held since the last Ordinary Meeting.

DECISION

Moved by Clr D Fish, seconded by Clr R McDougall

THAT the information be received.

CARRIED

| DECISION | | |
|---------------------|----------|--------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor A O Green | ✓ | |
| Deputy Mayor E Batt | ✓ | |
| Clr A Bantick | ✓ | |
| Clr A E Bisdee OAM | ✓ | |
| Clr K Dudgeon | ✓ | |
| Clr D F Fish | ✓ | |
| Clr R McDougall | ✓ | |

7. COUNCILLORS – QUESTION TIME

7.1 Questions (On Notice)

Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015* relates to Questions on notice. It states:

- (1) *A councillor, at least 7 days before an ordinary council meeting or a council committee meeting, may give written notice to the general manager of a question in respect of which the councillor seeks an answer at that meeting.*
- (2) *An answer to a question on notice must be in writing.*

Nil.

7.2 Questions Without Notice

Section 29 of the *Local Government (Meeting Procedures) Regulations 2015* relates to Questions without notice.

It states:

“29. Questions without notice

(1) *A councillor at a meeting may ask a question without notice –*

- (a) of the chairperson; or*
- (b) through the chairperson, of –*
 - (i) another councillor; or*
 - (ii) the general manager.*

(2) *In putting a question without notice at a meeting, a councillor must not –*

- (a) offer an argument or opinion; or*
- (b) draw any inferences or make any imputations – except so far as may be necessary to explain the question.*

(3) *The chairperson of a meeting must not permit any debate of a question without notice or its answer.*

(4) *The chairperson, councillor or general manager who is asked a question without notice at a meeting may decline to answer the question.*

(5) *The chairperson of a meeting may refuse to accept a question without notice if it does not relate to the activities of the council.*

(6) *Questions without notice, and any answers to those questions, are not required to be recorded in the minutes of the meeting.*

(7) *The chairperson of a meeting may require a councillor to put a question without notice in writing.*

An opportunity is provided for Councillors to ask questions relating to Council business, previous Agenda items or issues of a general nature.

Deputy Mayor E Batt – Kempton Community Health Centre – is there any capacity to try and attract a Child Health Nurse (possible one day per week)

General Manager responded that the centre can accommodate one day per week and contact will be made with the State Health Department to determine whether they would be prepared to provide a service form Kempton.

Deputy Mayor E Batt - Community Meeting, Kempton (Thursday 24th March 2022 – 6.00 p.m.) – Huntington Tavern – to discuss road safety concerns at Mood Food. This follows an accident which occurred 20th March 2022 involving three vehicles.

General Manager advised that any outcomes from the community should be referred through to Council who can then consider and discuss with the Department of State Growth (possibly at a Council Workshop).

Clr K Dudgeon – Oatlands Structure Plan – any progress to date in relation to the ‘Town Square’ proposal?

General Manager advised that survey work has been initiated but no information received to date.

Clr K Dudgeon – Campania Flour Mill Park Toilets – acknowledged the vastly improved condition and presentation of the toilets following recent upgrades (i.e. tiling and repairs).

Clr R McDougall – Bagdad Community Club – Precinct Master Plan – project has commenced with an initial meeting of the Management Committee and representatives from all ‘user groups’. The purpose of this meeting was to identify the desired improvements and requirements from each of the user groups.

Clr R McDougall - Woodsdale Recreation Ground – update requested.

General Manager advised that sand material has been spread over the oval which will enable it to be used for training. The toilet unit has not been relocated to date as statutory approvals will be required. Investigate option of upgrade of existing toilets. So far no feedback has been received from Woodsdale Football Club.

Note: Aurora Account for Woodsdale Recreation Ground to be transferred into the Football Club name and amendments required to the Hall Management Committee Terms of Reference.

Clr R McDougall – consideration to establish ‘Emergency Relief Fund’ – update requested. *The General Manager advised that internal consideration has been given to the proposal and basically, it is recommended not to pursue such an option. The reasons include the recently reported issues regarding the Devonport City Council’s experience, and the other options which currently exist (e.g. Go Fund Me Pages tec.).*

Clr D Fish – Oatlands Sewerage Lagoons – has the dredging/cleaning of the sewage ponds been completed?

General Manager responded that he has taken the question on notice.

Mayor A Green – Colebrook – relocatable dwelling issue – update requested.

The General Manager reported that there has been ongoing discussion with the property owner and it is highly likely than a Planning Notice will be issued unless the issue is addressed.

8. DECLARATIONS OF PECUNIARY INTEREST

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

Accordingly, Councillors are requested to advise of a pecuniary interest they may have in respect to any matter on the agenda, or any supplementary item to the agenda, which Council has resolved to deal with, in accordance with Part 2 Regulation 8 (6) of the *Local Government (Meeting Procedures) Regulations 2015*.

The General Manager informed Council that whilst he does not have a pecuniary interest in Agenda Item 20.4 'Personnel Matter', the Minutes should record that he has obligations and responsibilities associated with the entity that has provided a recommendation to Council.

9. CONSIDERATION OF SUPPLEMENTARY ITEMS TO THE AGENDA

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

- (a) the reason it was not possible to include the matter on the agenda; and
- (b) that the matter is urgent; and
- (c) that advice has been provided under section 65 of the Act.

Nil.

NO DECISION REQUIRED

10. PUBLIC QUESTION TIME (SCHEDULED FOR 10.30 A.M.)

In accordance with the requirements of Part 2 Regulation 8 of the *Local Government (Meeting Procedures) Regulations 2015*, the agenda is to make provision for public question time.

In particular, Regulation 31 of the *Local Government (Meeting Procedures) Regulations 2015* states:

- (1) *Members of the public may give written notice to the General Manager 7 days before an ordinary meeting of Council of a question to be asked at the meeting.*
- (2) *The chairperson may –*
 - (a) *address questions on notice submitted by members of the public; and*
 - (b) *invite any member of the public present at an ordinary meeting to ask questions relating to the activities of the Council.*
- (3) *The chairperson at an ordinary meeting of a council must ensure that, if required, at least 15 minutes of that meeting is made available for questions by members of the public.*
- (4) *A question by any member of the public under this regulation and an answer to that question are not to be debated.*
- (5) *The chairperson may –*
 - (a) *refuse to accept a question; or*
 - (b) *require a question to be put on notice and in writing to be answered at a later meeting.*
- (6) *If the chairperson refuses to accept a question, the chairperson is to give reasons for doing so.*

No members of the Public will be permitted to attend the meeting.

The public has been advised to submit questions by 1.00 p.m. on Tuesday, 22nd March 2022.

Councillors are advised that, at the time of issuing the Agenda, two Questions on Notice had been received from members of the Public.

Mr R James – High Street, Oatlands

Extract from Email Communication:

Oatlands Aquatic Centre – new Completion Date:

It is disappointing to note that only 10 days' notice out from scheduled completion date of 22 March 2022 that a revised completion date is now around end of July 2022.

- a) On what basis was Council kept informed of progress on the project and therefore Council having ample time to advise the public of delays of the revised completion date?

- b) Why is now critical milestones have come to light and the necessity for what now appears longer than 4 months extension beyond the original completion date of 22 March 2022?
- c) With regard to the contract between Council and VOS Constructions are there any penalty clauses and failure to complete the project on time and/or does the company incur additional costs as a result of revised completion date to July 2022?
- d) Does Council as project manager incur any additional costs of works as a result new completion date to July 2022?

Deputy General Manager's Response(s):

- (a) *A project team meeting is held every two weeks which are attended by the Project Manager (Patrick Stanton); consultants; the Contractor (VOS) and the Deputy General Manager. Whilst the Practical Completion date is recorded in the fortnightly Site Meeting minutes, the following has appeared in the minutes of all meetings up until October 2021.*

- *Date of contract award - Tuesday 15 December 2020*
- *Commencement on site – Monday 22nd February 2021*
- *Date for Practical Completion – 04 March 2022*

In November 2021 the following was recorded in the Site Meeting Minutes

- *Date of contract award - Tuesday 15 December 2020*
- *Commencement on site – Monday 22nd February 2021*
- *Date for Practical Completion – 06 March 2022*
 - *Likely completion date - To be advised by VCJ but maybe 4-5 weeks delayed*
 - *VOS were requested to provide a revised Construction Program*

In February 2022 as well as the previous Site Meetings, the following was recorded in the Site Meeting Minutes

- *Date of contract award - Tuesday 15 December 2020*
- *Commencement on site – Monday 22nd February 2021*
- *Date for Practical Completion – 06 March 2022*
 - *Likely completion date - 29th April 2022*
 - *VOS were requested to provide a revised Construction Program*

An updated Preliminary Construction Program was provided on the 22nd February 2022.

A media release was prepared and released on 23rd February advising of the delays with the Practical Completion date of the Oatlands Aquatic Centre

- (b) *The issues of supply of materials and the supply of labour by the Building Contractor as well as Sub Contractors has been an unforeseen matter. These have been brought about by supply chain blockages across the country and indeed across the world. COVID-19 'close contacts – isolation' has also been a contributing factor with labour supply. These matter are not isolated to this construction project alone.*

In addition, the Australia Government and the Tasmanian Government have provided COVID-19 stimulus funding to initiate a number of construction projects. These projects have also contributed to a shortage in material and labour

resources. It is noted that the Black Summer Bushfires in 2019/20 burnt out large tracts of timber coops across the eastern seaboard of Australia and this has in turn provided a major constraint on the availability of timber products across Australia.

- (c) *There are legitimate reasons for 'Extensions of Time' within a contract, e.g., the COVID-19 lockdown called by the Premier, inclement weather, and the like, which are outside the control of the building contractor.*

The Contract documents do have a provision for 'Liquidated Damages'.

'Liquidated damages' are an amount which the builder agrees to pay to the building owner for late completion of the project. This is usually an amount per day or per week. Liquidated damages are based on a genuine pre-estimate of damage likely to be suffered by the building owner in the event of late completion.

- (d) *There will be additional costs, which are yet to be determined.*

Ms J Jabour – Southern Midlands Regional News

1. Can Council provide the cost of rehabilitation of the former Council Depot site which now forms part of the Aquatic Centre?

The full cost of the rehabilitation of the previous Church Street Depot was \$465.686. This includes the cost of all consultants, contractors; transport and disposal of contaminated materials at the waste disposal site.

2. Can Council provide an approximate annual cost of running the Aquatic Centre, including such items as salaries, utilities, insurances, and maintenance?

At the time of initial planning, Council identified a total net deficit of \$642K. This included depreciation and loan interest costs. Additional planning, and refinement of the proposed staffing model, indicates that the net deficit will reduce to \$460K (inclusive of asset depreciation \$112K and loan interest costs of \$96K). It should be noted that the State Government will fully subsidise the loan interest costs for the first three years which amounts to approximately \$281K.

3. Can Council confirm that the recyclables in our yellow bins goes to the Cleanaway Material Recovery Centre in Derwent Park, and not into landfill?

It is confirmed that the recyclables which are collected roadside (i.e. yellow bins) are delivered to Cleanaway (Derwent Park) where are sorted and processed.

10.1 Permission to Address Council

Nil.

**11. MOTIONS OF WHICH NOTICE HAS BEEN GIVEN UNDER
REGULATION 16 (5) OF THE LOCAL GOVERNMENT (MEETING
PROCEDURES) REGULATIONS 2015**

Nil.

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

Session of Council sitting as a Planning Authority pursuant to the Land Use Planning and Approvals Act 1993 and Council's statutory land use planning schemes.

12.1 Development Applications

Nil.

12.2 Subdivisions

Nil.

12.3 Municipal Seal (Planning Authority)

Nil.

12.4 Planning (Other)

Nil.

**[THIS CONCLUDES THE SESSION OF COUNCIL
ACTING AS A PLANNING AUTHORITY]**

13. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – INFRASTRUCTURE)

13.1 Roads

Strategic Plan Reference 1.1

Maintenance and improvement of the standard and safety of roads in the municipal area.

Nil.

13.2 Bridges

Strategic Plan Reference 1.2

Maintenance and improvement of the standard and safety of bridges in the municipality.

Nil.

13.3 Walkways, Cycle ways and Trails

Strategic Plan Reference 1.3

Maintenance and improvement of the standard and safety of walkways, cycle ways and pedestrian areas to provide consistent accessibility.

Nil.

13.4 Lighting

Strategic Plan Reference 1.4

Ensure adequate lighting based on demonstrated need / Contestability of energy supply.

Nil.

13.5 Buildings

Strategic Plan Reference 1.5

Maintenance and improvement of the standard and safety of public buildings in the municipality.

Nil.

13.6 Sewers / Water

Strategic Plan Reference(s) 1.6

Increase the capacity of access to reticulated sewerage services / Increase the capacity and ability to access water to satisfy development and Community to have access to reticulated water.

Nil.

13.7 Drainage

Strategic Plan Reference 1.7

Maintenance and improvement of the town storm-water drainage systems.

Nil.

13.8 Waste

Strategic Plan Reference 1.8

Maintenance and improvement of the provision of waste management services to the Community.

Nil.

13.9 Information, Communication Technology

Strategic Plan Reference 1.9

Improve access to modern communications infrastructure.

Nil.

13.10 Officer Reports – Infrastructure & Works

13.10.1 Manager – Infrastructure & Works Report

AUTHOR: MANAGER INFRASTRUCTURE & WORKS (DAVID RICHARDSON)

DATE: 16 MARCH 2022

Roads Program

Council's graders have been working on various roads with the bus routes being the priority roads for grading as required. The focus has been to prioritise the higher traffic usage areas of roads. General road maintenance and repairs will continue, including works on pavement repairs and table drain clearing.

Minor Gravel re-sheeting works have been completed on various sections of roads throughout the municipality. The gravel re-sheeting programme has commenced, councils grading crews are currently working on new seal preparation works at various locations.

Roadside Mowing Programme

Council's annual road verge mowing programme is almost completed.

Road Rehabilitation programme 2021/22

Drainage works and road re-seal preparation works have commenced in Tunbridge. Further re-seal preps, drainage and pavement repairs are programmed for Woodsdale Road. Inglewood road pavement repairs are completed.

Walkway and Kerbing works

Installation of kerb and gutter, footpath and associated storm water upgrade works continue on Black Brush Road. There has been some alterations to the plans to allow for off street parking outside premises on Black Brush Road. Stage 1 of these works have recommenced, works will continue in March. Drainage works have commenced on Hall Lane Bagdad, when Black Brush Road and Hall Lane works are completed it is planned to start on kerbing and footpath works at Kempton.

Parks and Reserves

General maintenance of parks and reserves will continue with a focus on ensuring growth is maintained at an acceptable level. The recent wet weather has created favourable growing conditions with grass area maintenance being a priority throughout the period.

Bridge Works

Bridge widening works are completed on Interlaken Road. The road approaches and guard fencing will be completed soon

Planned Works

The following capital works are planned for the coming period

- Oatlands Aquatic Centre storm water drainage pipe installation;
- Footpath and kerb installation in Oatlands to continue as weather permits;
- Repair various roads and drainage;
- Black Brush Road storm water work;
- Road Re-Seal preparations;

- Drainage and pavement repairs to Inglewood and Woodsdale roads;
- Footpath and storm water infrastructure re-newel works Sophia Street to Erskine Street Kempton;
- Preparation works for new skate-park Kempton;
- Undertake various bridge maintenance repairs.

Asset Management (Roads)

Council has recently received an independent road condition assessment and valuation report from Maloney's Asset Management Company.

The report was necessary to provide a re-valuation of council's road infrastructure assets, together with a condition assessment.

I have copied an extract from the report which states the following:

'The road assets within Southern Midlands Council were found to be in "Excellent" overall condition when benchmarked against all 72 councils assessed by Moloney Asset Management Systems (MAMS). This condition rating being based upon the extent of Over Intervention Assets (OIA's) present (the extent of poor condition Assets)'

Further evaluation of the report is required, but overall councils sealed and un-sealed road network is regarded as being in a good overall position.

Further discussion to explain the content of the report will be held with elected members over the coming weeks (Council workshop session).

QUESTIONS WITHOUT NOTICE TO MANAGER, INFRASTRUCTURE & WORKS

Clr A E Bisdee OAM – Hall Lane, Bagdad (Drainage issue)

Manager – Infrastructure & Works provided comment in relation to the onsite meeting with the property owner and the Department of State Growth. It was confirmed that the DSG has committed to clearance of the waterway on the eastern side of the Highway.

Deputy Mayor E Batt – made reference to the Moloney's Asset Management Report which the Audit Panel had reviewed. The Infrastructure & Works team were acknowledged for achieving a very positive overall assessment.

Clr K Dudgeon – Property 3303 Woodsdale Road – pine trees in vicinity of property access restricting sight distance.

Manager – Infrastructure & Works confirmed that the trees have been identified and are scheduled for removal.

Clr R McDougall – Stonor Road – reported gravel section requires maintenance grading and re-sheeting

To be inspected.

Clr R McDougall – Eldon Road – reported failed pavement area on the left hand side of the road (steep descent area)

To be inspected.

Clr D Fish – School Bus Route – York Plain area etc. – Mrs Sue Emery had reported rough sections of the route (no specific details)

To be inspected.

Mayor A Green – Woodsdale Road, Runnymede – reported that stabilisation works had commenced - any update/comments?

Manager – Infrastructure & Works confirmed that these were Council works and not the Quarry contractor.

Mayor A Green – Contract Grading & Re-sheeting.

Manager – Infrastructure & Works confirmed that Hazell's have been engaged to undertake urgent grading and re-sheeting works on Native Corners Road and Fingerpost Road. This was due to the current condition of the road(s) and that Council resources are fully committed

RECOMMENDATION

THAT the Infrastructure & Works Report be received and the information noted.

DECISION

Moved by Clr D Fish, seconded by Clr A E Bisdee OAM

THAT the Infrastructure & Works Report be received and the information noted.

CARRIED

| DECISION | | |
|---------------------|----------|--------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor A O Green | ✓ | |
| Deputy Mayor E Batt | ✓ | |
| Clr A Bantick | ✓ | |
| Clr A E Bisdee OAM | ✓ | |
| Clr K Dudgeon | ✓ | |
| Clr D F Fish | ✓ | |
| Clr R McDougall | ✓ | |

14. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – GROWTH)

14.1 Residential

Strategic Plan Reference 2.1

Increase the resident, rate-paying population in the municipality.

Nil.

14.2 Tourism

Strategic Plan Reference 2.2

Increase the number of tourists visiting and spending money in the municipality.

Nil.

14.3 Business

Strategic Plan Reference 2.3

Increase the number and diversity of businesses in the Southern Midlands / Increase employment within the municipality / Increase Council revenue to facilitate business and development activities (social enterprise).

Nil.

14.4 Industry

Strategic Plan Reference 2.4

Retain and enhance the development of the rural sector as a key economic driver in the Southern Midlands / Increase access to irrigation water within the municipality.

Nil.

15. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – LANDSCAPES)**15.1 Heritage****Strategic Plan Reference – Page 22**

- 3.1.1 Maintenance and restoration of significant public heritage assets.
 3.1.2 Act as an advocate for heritage and provide support to heritage property owners.
 3.1.3 Investigate document, understand and promote the heritage values of the Southern Midlands.

15.1.1 Heritage Project Program Report**DECISION**

Moved by Cllr R McDougall, seconded by Cllr D Fish

THAT the Heritage Projects Report be received and the information noted.

CARRIED

| DECISION | | |
|---------------------|-----------------|---------------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor A O Green | ✓ | |
| Deputy Mayor E Batt | ✓ | |
| Cllr A Bantick | ✓ | |
| Cllr A E Bisdee OAM | ✓ | |
| Cllr K Dudgeon | ✓ | |
| Cllr D F Fish | ✓ | |
| Cllr R McDougall | ✓ | |

15.2 Natural

Strategic Plan Reference – page 23/24

- 3.2.1 Identify and protect areas that are of high conservation value.
3.2.2 Encourage the adoption of best practice land care techniques.

15.2.1 NRM Unit – General Report

DECISION

Moved by Clr D Fish, seconded by Clr A E Bisdee OAM

THAT the NRM Unit Report be received and the information noted.

CARRIED

| DECISION | | |
|---------------------|----------|--------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor A O Green | ✓ | |
| Deputy Mayor E Batt | ✓ | |
| Clr A Bantick | ✓ | |
| Clr A E Bisdee OAM | ✓ | |
| Clr K Dudgeon | ✓ | |
| Clr D F Fish | ✓ | |
| Clr R McDougall | ✓ | |

15.3 Cultural

Strategic Plan Reference 3.3

Ensure that the cultural diversity of the Southern Midlands is maximised.

Nil.

15.4 Regulatory (Development)

Strategic Plan Reference 3.4

A regulatory environment that is supportive of and enables appropriate development.

Nil.

15.5 Regulatory (Public Health)

Strategic Plan Reference 3.5

Monitor and maintain a safe and healthy public environment.

15.5.1 Campania Cemetery – Review of Fees and Charges

DECISION

Moved by Deputy Mayor E Batt, seconded by Clr D Fish

THAT, in accordance with section 205 of the *Local Government Act 1993*, the following fees and charges are to apply to the Campania Cemetery, effective from 1st April 2022:

| | |
|---|------------------------|
| Reserved Cemetery Plot (non-refundable) | \$2,000.00 (GST incl.) |
| Wall of Remembrance | \$250.00 (GST incl.) |
| Exhumation | \$cost recovery basis |

CARRIED

| DECISION | | |
|---------------------|----------|--------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor A O Green | ✓ | |
| Deputy Mayor E Batt | ✓ | |
| Clr A Bantick | ✓ | |
| Clr A E Bisdee OAM | ✓ | |
| Clr K Dudgeon | ✓ | |
| Clr D F Fish | ✓ | |
| Clr R McDougall | ✓ | |

15.6 Regulatory (Animals)

Strategic Plan Reference 3.6

Create an environment where animals are treated with respect and do not create a nuisance for the community

15.6.1 Animal Management Report**DECISION**

Moved by Clr R McDougall, seconded by Clr K Dudgeon

THAT the Animal Management report be received and the information noted.

CARRIED

| DECISION | | |
|---------------------|-----------------|---------------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor A O Green | ✓ | |
| Deputy Mayor E Batt | ✓ | |
| Clr A Bantick | ✓ | |
| Clr A E Bisdee OAM | ✓ | |
| Clr K Dudgeon | ✓ | |
| Clr D F Fish | ✓ | |
| Clr R McDougall | ✓ | |

DECISION

Moved by Clr D Fish, seconded by Clr R McDougall

THAT the meeting be adjourned for morning tea at 11.11 a.m.

CARRIED

| DECISION | | |
|---------------------|-----------------|---------------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor A O Green | ✓ | |
| Deputy Mayor E Batt | ✓ | |
| Clr A Bantick | ✓ | |
| Clr A E Bisdee OAM | ✓ | |
| Clr K Dudgeon | ✓ | |
| Clr D F Fish | ✓ | |
| Clr R McDougall | ✓ | |

DECISION

Moved by Clr R McDougall, seconded by Clr K Dudgeon

THAT the meeting reconvene at 11.23 a.m.

CARRIED

| DECISION | | |
|---------------------|-----------------|---------------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor A O Green | ✓ | |
| Deputy Mayor E Batt | ✓ | |
| Clr A Bantick | ✓ | |
| Clr A E Bisdee OAM | ✓ | |
| Clr K Dudgeon | ✓ | |
| Clr D F Fish | ✓ | |
| Clr R McDougall | ✓ | |

15.7 Environmental Sustainability

Strategic Plan Reference 3.7

Implement strategies to address the issue of environmental sustainability in relation to its impact on Councils corporate functions and on the Community.

Nil.

16. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – COMMUNITY)

16.1 Community Health and Wellbeing

Strategic Plan Reference 4.1

Support and improve the independence, health and wellbeing of the Community.

Nil.

16.2 Recreation

Strategic Plan Reference 4.2

Provide a range of recreational activities and services that meet the reasonable needs of the community.

16.2.1 Otlands Aquatic Centre – Proposed Schedule of Fees & Opening Hours

DECISION

Moved by Deputy Mayor E Batt, seconded by Clr A E Bisdee OAM

THAT Council:

- a) Endorse the proposed opening hours (which may be subject to change depending on feedback received); and
- b) In accordance with section 205 of the *Local Government Act 1993*, Council adopt the recommended Fee Schedule.

CARRIED

| DECISION | | |
|---------------------|----------|--------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor A O Green | ✓ | |
| Deputy Mayor E Batt | ✓ | |
| Clr A Bantick | ✓ | |
| Clr A E Bisdee OAM | ✓ | |
| Clr K Dudgeon | ✓ | |
| Clr D F Fish | ✓ | |
| Clr R McDougall | ✓ | |

16.3 Access

Strategic Plan Reference 4.3

Continue to explore transport options for the Southern Midlands community / Continue to meet the requirements of the Disability Discrimination Act.

Nil.

16.4 Volunteers

Strategic Plan Reference 4.4

Encourage community members to volunteer.

Nil.

16.5 Families

Strategic Plan Reference 4.5

Ensure that appropriate childcare services as well as other family related services are facilitated within the community / Increase the retention of young people in the municipality / Improve the ability of seniors to stay in their communities.

Nil.

16.6 Education

Strategic Plan Reference 4.6

Increase the educational and employment opportunities available within the Southern Midlands

Nil.

16.7 Capacity & Sustainability

Strategic Plan Reference 4.7

Build, maintain and strengthen the capacity of the community to help itself whilst embracing social inclusion to achieve sustainability.

Nil.

16.8 Safety

Strategic Plan Reference 4.8

Increase the level of safety of the community and those visiting or passing through the municipality.

16.8.1 Black Summer Bushfire Recovery Program – Australian Government

DECISION

Moved by Clr R McDougall, seconded by Clr K Dudgeon

THAT Council:

- a. **Note and accept the Report;**
- b. **Council note that the General Manager has executed the Grant Agreement for \$297,000, with the Australian Government, under the Black Summer Bushfire Recovery (BSBR) Program for the development of the firefighting support capacity at Oatlands in the form of a tank farm to hold 500,000 litres of reuse water from the Oatlands Aquatic Centre to service the whole Local Government Area, based on the information provided in this report;**
- c. **Note the role of Council in the financial process management of the grant funds for the Broadmarsh Elderslie Progress Association Inc. Black Summer Bushfire Recovery Grant for their \$1.55 million.**

CARRIED

| DECISION | | |
|---------------------|----------|--------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor A O Green | ✓ | |
| Deputy Mayor E Batt | ✓ | |
| Clr A Bantick | ✓ | |
| Clr A E Bisdee OAM | ✓ | |
| Clr K Dudgeon | ✓ | |
| Clr D F Fish | ✓ | |
| Clr R McDougall | ✓ | |

16.9 Consultation & Communication

Strategic Plan Reference 4.8

Improve the effectiveness of consultation & communication with the community.

Nil.

17. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – ORGANISATION)**17.1 Improvement****Strategic Plan Reference 5.1**

Improve the level of responsiveness to Community & Developer needs / Improve communication within Council / Improve the accuracy, comprehensiveness and user friendliness of the Council asset management system / Increase the effectiveness, efficiency and use-ability of Council ICT systems / maintain the Business Process Improvement & Continuous Improvement framework

17.1.1 Delegations Register – Review**DECISION**

Moved by Clr A E Bisdee OAM, seconded by Clr K Dudgeon

THAT:

- a) the information be received;
- b) Council approve/endorse the Delegations to the General Manager (as detailed in this report) subject to the conditions or restrictions identified;
- c) Council approve/endorse the Delegation to the Development Assessment Committee under the *Land Use Planning and Approvals Act 1993* subject to the conditions or restrictions identified; and
- d) Council acknowledge the ‘sub-delegations’ register which is included as a separate enclosure with this Report.

CARRIED

| DECISION | | |
|---------------------|-----------------|---------------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor A O Green | ✓ | |
| Deputy Mayor E Batt | ✓ | |
| Clr A Bantick | ✓ | |
| Clr A E Bisdee OAM | ✓ | |
| Clr K Dudgeon | ✓ | |
| Clr D F Fish | ✓ | |
| Clr R McDougall | ✓ | |

17.2 Sustainability**Strategic Plan Reference 5.2**

Retain corporate and operational knowledge within Council / Provide a safe and healthy working environment / Ensure that staff and elected members have the training and skills they need to undertake their roles / Increase the cost effectiveness of Council operations through resource sharing with other organisations / Continue to manage and improve the level of statutory compliance of Council operations / Ensure that suitably qualified and sufficient staff are available to meet the Communities need / Work co-operatively with State and Regional organisations / Minimise Councils exposure to risk / Ensure that exceptional customer service continues to be a hallmark of Southern Midlands Council

17.2.1 Goods and Services Purchasing Policy - Review**RECOMMENDATION**

THAT the ‘Goods and Services Purchasing Policy’ (as amended) be approved.

DECISION

Moved by Clr R McDougall, seconded by Clr A E Bisdee OAM

THAT the ‘Goods and Services Purchasing Policy’ (as amended) be approved.

CARRIED

| DECISION | | |
|---------------------|-----------------|---------------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor A O Green | ✓ | |
| Deputy Mayor E Batt | ✓ | |
| Clr A Bantick | ✓ | |
| Clr A E Bisdee OAM | ✓ | |
| Clr K Dudgeon | ✓ | |
| Clr D F Fish | ✓ | |
| Clr R McDougall | ✓ | |

17.2.2 Proposed Timetable – Review of Strategic Plan (Desktop review) and 2022-2023 Budget Timetable

DECISION

Moved by Clr K Dudgeon, seconded by Clr A E Bisdee OAM

THAT Council approve the proposed timetable and confirm scheduled dates.

CARRIED

| DECISION | | |
|---------------------|-----------------|---------------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor A O Green | ✓ | |
| Deputy Mayor E Batt | ✓ | |
| Clr A Bantick | ✓ | |
| Clr A E Bisdee OAM | ✓ | |
| Clr K Dudgeon | ✓ | |
| Clr D F Fish | ✓ | |
| Clr R McDougall | ✓ | |

17.2.3 Tabling of Documents

Letter from Ian & Jennifer Johnston

Ian & Jennifer Johnston
Annandale, 2, Campbell St
Oatlands 7120
20th November 2021

Dear General Manager,

The first letter I sent re this subject was on 21st August 2007.

We asked if anything could be done about our pavement and non-existent curbing & channeling along the one side of our road, that we can use as a walkway.

My next letter must have been written in 2008 because I received a reply to it on 25th August 2008. It said you had referred it to Council Works Coordinator for investigation.

We had a letter from Jack Lyall on 2nd September 2008 to say that Council had not allocated any specific funding for Campbell St, within the 2008/09 Capitol Works Program. Jack did acknowledge that there is a need to undertake remedial work to improve both safety and appearance.

He also said he had included a copy of our letter in the budget file to enable consideration to an allocation of capitol funding in the 2009/10 financial year. In his opinion, it would also be appropriate to seek some advice regarding the preferred design of the walkway. Dependant upon available funding, this could be progressed during the course of this year, (2008).

We then received another letter from Katrina Brazendale on 15th December 2010 acknowledging our correspondence dated 3rd September 2010, saying it has again been referred to Jack Lyall for investigation and if we want to take this matter further please contact him.

The old open storm water pipes were eventually taken out and some red gravelly stuff was put down, it gets dragged through the house on your shoes and on my walkers wheels. Now we also have two cars parked on the footpath on the corner of High St all week and I use a walker since my stroke, so most times I have to walk on the road as it is easier but much less safe.

As we can only use one side of the road anyway this is really unacceptable. Apart from anything else it looks very messy, little places like Kempton and Ross and Colebrook have beautiful curbing and channelling and trees, why can't we.

We are in a heritage precinct which is being spoiled because of this. Not to mention tourists use this street often, to go to the caravan park when they are walking around town, going to the RSL or the old Court House or Jail and the lake of course and the old school Roche Hall, next to our home and they take many photos.

I think we have waited long enough, don't you think?
14 years actually,

Sincerely,

Ian & Jennifer Johnston.

DECISION

Moved by Clr R McDougall, seconded by Clr K Dudgeon

THAT Council acknowledge receipt of the letter and advise the writer that the matter will be considered as part of the 2022/23 Budget process.

CARRIED

| DECISION | | |
|---------------------|----------|--------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor A O Green | ✓ | |
| Deputy Mayor E Batt | ✓ | |
| Clr A Bantick | ✓ | |
| Clr A E Bisdee OAM | ✓ | |
| Clr K Dudgeon | ✓ | |
| Clr D F Fish | ✓ | |
| Clr R McDougall | ✓ | |

17.2.4 Elected Member Statements

An opportunity is provided for elected members to brief fellow Councillors on issues not requiring a decision.

Deputy Mayor E Batt - Callington Mill Distillery – advised that he recently participated in a tour of the property and commented in terms of it being a world class facility, which has focussed on using Tasmanian materials and product in the construction process.

Clr R McDougall – Jones Subdivision – Main Street, Kempton – acknowledged the excellent standard of subdivision work (i.e. landscape/streetscape) undertaken by Andrew Walter Construction.

17.3 Finances**Strategic Plan Reference 5.3**

Community's finances will be managed responsibly to enhance the wellbeing of residents / Council will maintain community wealth to ensure that the wealth enjoyed by today's generation may also be enjoyed by tomorrow's generation / Council's financial position will be robust enough to recover from unanticipated events, and absorb the volatility inherent in revenues and expenses.

17.3.1 Monthly Financial Statement (Period ending 28 February 2022)**DECISION**

Moved by Clr A E Bisdee OAM, seconded by Clr K Dudgeon

THAT the Financial Report be received and the information noted.

CARRIED

| DECISION | | |
|---------------------|-----------------|---------------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor A O Green | ✓ | |
| Deputy Mayor E Batt | ✓ | |
| Clr A Bantick | ✓ | |
| Clr A E Bisdee OAM | ✓ | |
| Clr K Dudgeon | ✓ | |
| Clr D F Fish | ✓ | |
| Clr R McDougall | ✓ | |

**17.3.2 Monthly Oatlands Aquatic Centre Capital Expenditure Report
(Period ending 28 February 2022)****DECISION***Moved by Clr A E Bisdee OAM, seconded by Clr K Dudgeon***THAT the Financial Report be received and the information noted.****CARRIED**

| DECISION | | |
|---------------------|-----------------|---------------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor A O Green | ✓ | |
| Deputy Mayor E Batt | ✓ | |
| Clr A Bantick | ✓ | |
| Clr A E Bisdee OAM | ✓ | |
| Clr K Dudgeon | ✓ | |
| Clr D F Fish | ✓ | |
| Clr R McDougall | ✓ | |

17.3.3 L Burke (Oatlands District High School) – Request for Donation**DECISION***Moved by Clr R McDougall, seconded by Clr K Dudgeon***THAT Council:**

- a) **Recognise this activity as being equivalent to ‘recreational representation’, and provide a donation of \$100 to assist with the costs of attendance at the Sydney Royal Agricultural Show.**
- b) **undertake a review of the ‘Donations and Community Support Policy’ with the aim of recognising non-sporting representation as an entitlement to a donation.**

CARRIED

| DECISION | | |
|---------------------|-----------------|---------------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor A O Green | ✓ | |
| Deputy Mayor E Batt | ✓ | |
| Clr A Bantick | ✓ | |
| Clr A E Bisdee OAM | ✓ | |
| Clr K Dudgeon | ✓ | |
| Clr D F Fish | ✓ | |
| Clr R McDougall | ✓ | |

18. MUNICIPAL SEAL

Nil.

19. CONSIDERATION OF SUPPLEMENTARY ITEMS TO THE AGENDA

RECOMMENDATION

THAT in accordance with Regulation 15 of the *Local Government (Meeting Procedures) Regulations 2015*, the following items are to be dealt with in Closed Session.

DECISION

Moved by Clr A E Bisdee OAM, seconded by Clr D Fish

THAT in accordance with Regulation 15 of the *Local Government (Meeting Procedures) Regulations 2015*, the following items are to be dealt with in Closed Session.

| Matter | Local Government (Meeting Procedures) Regulations 2015 Reference |
|---|---|
| <i>Closed Council Minutes - Confirmation</i> | 15(2) |
| <i>Applications for Leave of Absence</i> | 15(2)(h) |
| <i>Property Development Matter - Oatlands</i> | 15(2)(c) |
| <i>Personnel Matter</i> | 15(2)(a) |

CARRIED

| DECISION | | |
|---------------------|-----------------|---------------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor A O Green | ✓ | |
| Deputy Mayor E Batt | ✓ | |
| Clr A Bantick | ✓ | |
| Clr A E Bisdee OAM | ✓ | |
| Clr K Dudgeon | ✓ | |
| Clr D F Fish | ✓ | |
| Clr R McDougall | ✓ | |

RECOMMENDATION

THAT in accordance with Regulation 15(2) of the *Local Government (Meeting Procedures) Regulations 2015*, Council move into Closed Session and the meeting be closed to members of the public.

DECISION

Moved by Clr D Fish, seconded by Clr R McDougall

THAT in accordance with Regulation 15(2) of the *Local Government (Meeting Procedures) Regulations 2015*, Council move into Closed Session and the meeting be closed to members of the public.

CARRIED

| DECISION (MUST BE BY ABSOLUTE MAJORITY) | | |
|--|-----------------|---------------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor A O Green | ✓ | |
| Deputy Mayor E Batt | ✓ | |
| Clr A Bantick | ✓ | |
| Clr A E Bisdee OAM | ✓ | |
| Clr K Dudgeon | ✓ | |
| Clr D F Fish | ✓ | |
| Clr R McDougall | ✓ | |

CLOSED COUNCIL MINUTES

20. BUSINESS IN “CLOSED SESSION”

20.1 Closed Council Minutes - Confirmation

In accordance with the Local Government (Meeting Procedures) Regulations 2015, the details of the decision in respect to this item are to be kept confidential and are not to be communicated, reproduced or published unless authorised by Council.

Item considered in Closed Session in accordance with Regulation 15 (2) of the Local Government (Meeting Procedures) Regulations 2015.

20.2 Applications for Leave of Absence

In accordance with the Local Government (Meeting Procedures) Regulations 2015, the details of the decision in respect to this item are to be kept confidential and are not to be communicated, reproduced or published unless authorised by Council.

Item considered in Closed Session in accordance with Regulation 15 (2)(h) of the Local Government (Meeting Procedures) Regulations 2015.

20.3 Property Development Matter - Oatlands

In accordance with the Local Government (Meeting Procedures) Regulations 2015, the details of the decision in respect to this item are to be kept confidential and are not to be communicated, reproduced or published unless authorised by Council.

Item considered in Closed Session in accordance with Regulation 15 (2)(c) of the Local Government (Meeting Procedures) Regulations 2015.

20.4 Personnel Matter

In accordance with the Local Government (Meeting Procedures) Regulations 2015, the details of the decision in respect to this item are to be kept confidential and are not to be communicated, reproduced or published unless authorised by Council.

Item considered in Closed Session in accordance with Regulation 15 (2)(a) of the Local Government (Meeting Procedures) Regulations 2015.

RECOMMENDATION

THAT Council move out of “Closed Session”.

DECISION

Moved by Deputy Mayor E Batt, seconded by Cllr R McDougall

THAT Council move out of “Closed Session”.

CARRIED

| DECISION | | |
|---------------------|-----------------|---------------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor A O Green | ✓ | |
| Deputy Mayor E Batt | ✓ | |
| Cllr A Bantick | ✓ | |
| Cllr A E Bisdee OAM | ✓ | |
| Cllr K Dudgeon | ✓ | |
| Cllr D F Fish | ✓ | |
| Cllr R McDougall | ✓ | |

OPEN COUNCIL MINUTES

21. CLOSURE

The meeting closed at 12.34 p.m.

CHAUNCY VALE WILDLIFE SANCTUARY MANAGEMENT COMMITTEE
SOUTHERN MIDLANDS COUNCIL
MINUTES
OF GENERAL MEETING HELD ON FRI 25TH MARCH 2022
AT CHAUNCY VALE RESERVE

Present:

| | |
|-----------------------------|----------------|
| Councillor Rowena McDougall | Chair |
| Heather Chauncy | Chauncy Family |
| Tony James | BF&G |
| Jamie Ward | Community |
| Victoria Needham | Community |
| Graham Green | SMC |

Apologies: Ben Masterman; Councillor Tony Bantick; Cath Dickson; Ian Marmion

1. Minutes

The minutes of the previous meeting held on January 31st 2022 were accepted as a correct record: Moved – Heather, seconded – Jamie, carried

2. Matters arising from the minutes

There were no matters arising from the previous minutes

3. Correspondence

Paul Viney – Complimenting on the upgrades made at Chauncy Vale and suggesting that some aboriginal cultural heritage interpretation would be a worthwhile addition – offered to assist with funding this. He mentioned that a new book ‘Tongerlongetter’ mentioned aboriginal occupation at Chauncy Vale.

This correspondence was replied to with an undertaking to keep in touch regarding this matter.

Phil Laroche (TLC) – regarding updates to the Chauncy Vale and Flat Rock Visitor Guide, additional track markers, replacement of the track head map, and potential upgrades to interpretations at the interpretations shelter – inclusive of aboriginal heritage.

Communication about these matters to be ongoing.

Hahn Nguyen - Asking permission to use Chauncy Vale for his PhD project. “I’ve been in touch with TLC about doing some soil and scat sampling on their sites for microbiome analysis. Cath Dickson also suggested Chauncy Vale to be a good option and said to get in touch with you”.

“I’m looking to taking a few narrow soil cores (approx. 10 cm deep), and then collecting wildlife faecal sample from a grassy patch at the area. Since we are sampling the microbiome, the equipment will be sanitised with 10% bleach or 97% alcohol between collection. We are also very happy to meet any other requests or instructions that would be necessary. Samples would then have their DNA extracted in the lab, and the 16S rRNA gene will be amplified and sequenced to identify microbes”.

This correspondence was replied to with permission granted.

4. Financial Report

The account balance as at 22nd March was \$47,253. Budgeted costs for further work on the Wombat Woodland Walk project are \$18,900. It is possible that some of these allocated funds will remain unspent by the June deadline due to several delays in implementing the project. Other potential significant costs impending for this financial year are: \$5000 estimated to install handrails on the approach to Day Dawn Cottage and on the access to the walker registration booth; \$2000 for completion of the picket fence around Day Dawn Cottage.

If all anticipated short term expenditure goes to plan then we can expect the budget to settle at around \$20,000 by the end of the financial year. The Committee agreed that there should be a minimum ‘cushion’ of at least \$20,000 in the budget to deal with unforeseen expenses.

There are a number of recommended works in the ‘Facilities Maintenance Assessment’ that may require an additional budget request for funding. This is discussed in more detail under ‘Other Business’

Financial report Moved – Heather, seconded – Jamie carried

5. Wombat Woodland Walk Project update

Signage and interpretations – Some of the interpretation panels and track markers have been installed.

Bridge – Still no engineering drawings for the bridge support structures – hopefully they will be done soon. Graham expressed his frustration over these continual delays which is a likely cause of the project running beyond the completion deadline in June.

Wombats and other sculpture elements – the nine new wombat sculptures have been installed along the walk route thanks to assistance from Tony James with his excavator.

Sculptor Andrew Evans is due to commence shortly. He has been engaged to sculpt native fauna into old logs and stumps along the route and also to build some 'landscape logs' at Wombat Flat.

Soundscape – Tony suggested that a worthwhile addition to the 'walk' would be the 'wombat song' which would play as people walked past a sensor. This has not been budgeted for but could be added next year.

6. Community Event Planning

It was decided that the community event at Chauncy Vale will be scheduled for Sunday 25th September.

Components of the event will be:

- Wombat Woodland Walk opening
- Kara Spence – children's activity – possibly along the Wombat Woodland Walk
- Bird interpretations walk with Sally Bryant
- Discovery Ranger interactive display – Graham to speak to Matt Lindus about this
- Organised walk on the Caves Track
- Opening of Day Dawn Cottage for viewing
- Tasmanian Land Conservancy display
- Aboriginal involvement – perhaps a 'smoking ceremony'
- We will supply tea, coffee and children's drinks only

Promotion (to commence two months prior):

- Internal channels – social media
- SM News, Bagdad News
- ABC

Graham to start organizing some of the above, particularly the Discovery Ranger who may need to be booked well in advance. Sally Bryant has said she would be available.

From the previous meeting/minutes: Event to comprise: *Opening of the Wombat Woodland Walk*. Ben suggested that we have aboriginal involvement with this, including a smoking ceremony. Cath suggested that having involvement from TAC would be appropriate as they represent the Chauncy Vale - Flat Rock country. Ian also suggested tapping into resources from Aboriginal Heritage Tasmania and also experience from aboriginal involvement at the Fagus Festival and perhaps a 'bush tucker' component. Ben suggested involving Kara Spence. Involving the Discovery Ranger Program would also be great for the kids. Heather mentioned the involvement of a politician would be appropriate. Graham to ask the funding provider who they'd prefer, otherwise Rowena suggested we could ask Leanne Minshall – the Local Party candidate.

7. Goat and weed management

Thistles – Thistle management has been ongoing and will be completed for the season by early April.

Goats – After further investigation it has been concluded that there are at least 7 goats on Chauncy Vale/Flat Rock. Most observations place them in the rocky country around Browns Caves and further to the east.

The short term plan is to utilise Bagdad Field and Game, lead by Tony James, to deal with the goats. Tony is to keep in contact with Graham regarding details of the on-ground logistics. Graham to contact Sean Guinane of TLC to inform him that we may still need to utilise their expertise, depending on the outcome with BF&G.

8. Tasmanian Land Conservancy Flat Rock Reserve update

TLC update from Cath Dickson

- Belle has been out in the last fortnight to undertake follow up broom control on Flat Rock.
- TLC is been budgeted in road work/repair for 2022/23 to repair some of the washouts.
- We've been talking with NRM South about potential future projects on Flat Rock for Swift Parrots.

- Reiterating that we're really happy to work together with goats – please get in touch with Sean if you're keen to progress.

9. Other business

Management Committee Composition

The Committee recommendation from the meeting is that the number of Management Committee members remain at 8 and comprise the following:

1. One Councillor as Chair plus one councillor as proxy (1)
2. Chauncy Vale family member plus one proxy (1)
3. Two representatives from the community (2)
4. One representative from Bagdad Field and Game (1)
5. One representative from Tasmanian Parks & Wildlife (1)
6. One representative from Tasmanian Land Conservancy (1)
7. The Caretaker (1)

Moved: Jamie; Second: Heather carried

Buildings Maintenance

The 'Facilities Maintenance Assessment' of the buildings at Chauncy Vale highlighted a few maintenance tasks that need to be undertaken. The committee agreed to prioritise the following:

- Cleaning out the gutters at the Caretaker's Cottage.
- Repairing / preparing weatherboards and windows for exterior painting at Day Dawn Cottage - followed by painting (indicated cost \$12,000)
- Clean out the gutters at Day Dawn, install more gutter guard, re-flash where necessary, and have roofing nails replaced by screws (indicated cost \$6000).

Attachment 1
AGENDA ITEM 5.2.1

Not in the report, but determined as high priority by the Committee, is to have hand rails installed at the approach to Day Dawn Cottage and at the entrance to the walker registration booth (estimated cost \$5000)

Graham to investigate submitting a budget request for additional funds to have this work undertaken.

10. Next meeting

Monday May 30th at 12 noon

LAKE DULVERTON & CALLINGTON PARK MANAGEMENT COMMITTEE

MINUTES

Monday 11th April 2022

**Council Chambers
Oatlands
3.30 p.m.**

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LAKE DULVERTON & CALLINGTON PARK MANAGEMENT COMMITTEE

MINUTES

Monday 11th April 2022

3.30 p.m.
Council Chambers
Oatlands

MEMBERS:

Chairman: Councillor Don Fish (Proxy: Clr R McDougall)

Parks & Wildlife Rep: Ian Marmion (temp) (Proxy rep: t.b.c)

Resident Representatives: Mrs Maria Weeding, Mr Athol Bennett, Dr Robert Simpson,
Mrs/Clr Karen Dudgeon, Ms Helen Geard, Mrs Jenni Muxlow

The meeting opened at 3.35 p.m.

1. ATTENDANCE

Councillor Don Fish, Councillor Rowena McDougall, Karen Dudgeon, Athol Bennett, Maria Weeding, Robert Simpson, Jenni Muxlow and Helen Geard.

2. APOLOGIES

Ian Marmion

3. CONFIRMATION OF MINUTES

The Committee to confirm the 28th February 2022 minutes.

RECOMMENDATION

That the Committee confirm the minutes of the Lake Dulverton & Callington Park Management Committee meeting held on 28th February 2022.

SUB COMMITTEE RECOMMENDATION TO COUNCIL:

MOVED Mr Athol Bennett

SECONDED Dr Robert Simpson

THAT the Committee confirm the minutes of the Lake Dulverton & Callington Park Management Committee meeting, held on 28th February 2022.

CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETING

4.1 FORESHORE PATHWAY - NEW PLUS EXISTING PATH UPGRADE (SECTION)

The opening date for the project was held on Monday 21st March 2022, 10.00 a.m. on the foreshore of the Lake. Senator Claire Chandler opened the pathway. A morning tea was then held at the Callington Park BBQ hut.

After all accounts were paid, there is a small amount of unspent funds remaining. The Australian Government has given approval to use these funds for repairs to the bitumen surface in the car park beside the foreshore toilet block. Conditions on the approval mean that the works need to be completed by mid April. It is uncertain that the contractor to do the works can meet the time line given delays that they are experiencing within their current work load.

All that can be done is occurring to have the works undertaken, however there is a chance that we may miss the opportunity as many contractors struggle to meet deadlines. The final date for the report to go to the Australian Government is 6th May 2022.

RECOMMENDATION

That the information be noted.

SUB COMMITTEE RECOMMENDATION TO COUNCIL:

RESOLVED

THAT the information be noted.

4.2 VISITOR BROCHURE

At previous meetings it has been noted that the Interpretation and Communications section of Parks & Wildlife will be able to assist with the compilation. Ian Marmion advised that he has spoken to Hannah Eames recently and she has requested that a draft version be sent to her. While having secured the use of some photos of various bird species, we need other images to complete the brochure.

Hannah Eames was sent a draft version of the brochure with a request for graphic design assistance and access to their library of wildlife photos. Parks & Wildlife are unable to provide graphic design support but are potentially able to provide birdlife photos. Hannah has asked Steve Johnson, Interpretation and Education Officer to search Parks & Wildlife digital archives.

The draft brochure was circulated to members of the Committee during the meeting and there were a number of suggested changes-

- Increase the number of bird photos (Birdlife Tasmania may be of assistance if required)
- Add additional information about the aquatic plants in the Lake and
- Acknowledge the Aboriginal heritage of the area

Rowena offered to fully review the text of the brochure and add information as needed. The final steps are to send off to a graphic design person and then print the brochure. See attached DRAFT version.

RECOMMENDATION

That the committee note the information and that work to progress the brochure proceed.

SUB COMMITTEE RECOMMENDATION TO COUNCIL:

RESOLVED

THAT the information be noted and continue to work to progress brochure development.

4.3 CALLINGTON PARK TABLE AND SEAT

The StraBe table and seat for Callington Park was delivered to the Council depot on Wednesday 6th April 2022.

RECOMMENDATION

That the committee note the information and that work to progress installation of the table and seat proceed and the committee request the Works Department to install the slab, table and seat.

SUB COMMITTEE RECOMMENDATION TO COUNCIL:

RESOLVED

THAT the information be noted.

4.4 BENCH SEATS – REPLACEMENT ON LAKE FORSHORE

At the last meeting it was agreed to purchase two bench seats as a replacement for two existing seats. The bench seats have arrived at the Council depot and there was discussion that committee members would prepare the boxing ready for the concrete slab. Athol will prepare the boxing and contact Wayne Carnes, a concrete truck driver and tell him that any left-over concrete from tank construction works can be poured into the seat slab boxing. Committee members will then install the bench seats.

RECOMMENDATION

That the committee have a working bee to install the seats.

SUB COMMITTEE RECOMMENDATIONS TO COUNCIL:

RESOLVED

THAT committee members install the two bench seats.

4.5 CALLINGTON PARK – UNISEX ACCESSIBLE TOILET + BABY CHANGE TABLE – PROPOSAL

The Oatlands Structure Plan 2021 (refer to Section 4, Action 1.3) identified the strong community desire to have a toilet facility close to the playground at Callington Park. This was listed as a high priority for implementation. The committee spent time last meeting on site and had considerable discussion on this matter. This was documented in detail as part of the Committee minutes – 29 Nov 2021. An extract from the minutes that outlines the factors that were considered in determining a recommended site for the location were:

{Extract from Nov 2021 Minutes}

The committee also met on site to look at any options. It was agreed that there were parameters that needed to be considered when determining the siting of a toilet in this area. These included (but not limited to):

- *From the BBQ hut- scenic view of the park with Lake Dulverton in the background – needs to be maintained in current form as much as possible.*
- *From the entrance gate in the mortared stone wall at the playground: scenic view of the former sheep yards and Callington Mill in the background – needs to be maintained as much as possible.*
- *A toilet facility needs to be close to the playground, so that carers of young children can see both the playground and the toilet block (with change table) facility.*
- *A path will need to be created to the toilet/ change table facility to allow for easy access by a wheel chair or pram.*
- *There are older citizens that use the BBQ hut, so the toilet facility needs to be not too far from the BBQ hut, but not too close as to feel it compromises the BBQ / food eating facility.*
- *Access to power, water and the disposal of the waste is a key consideration.*
- *There is a private residence adjacent to the park. It was felt that any facility constructed should not be immediately adjacent to that title boundary.*

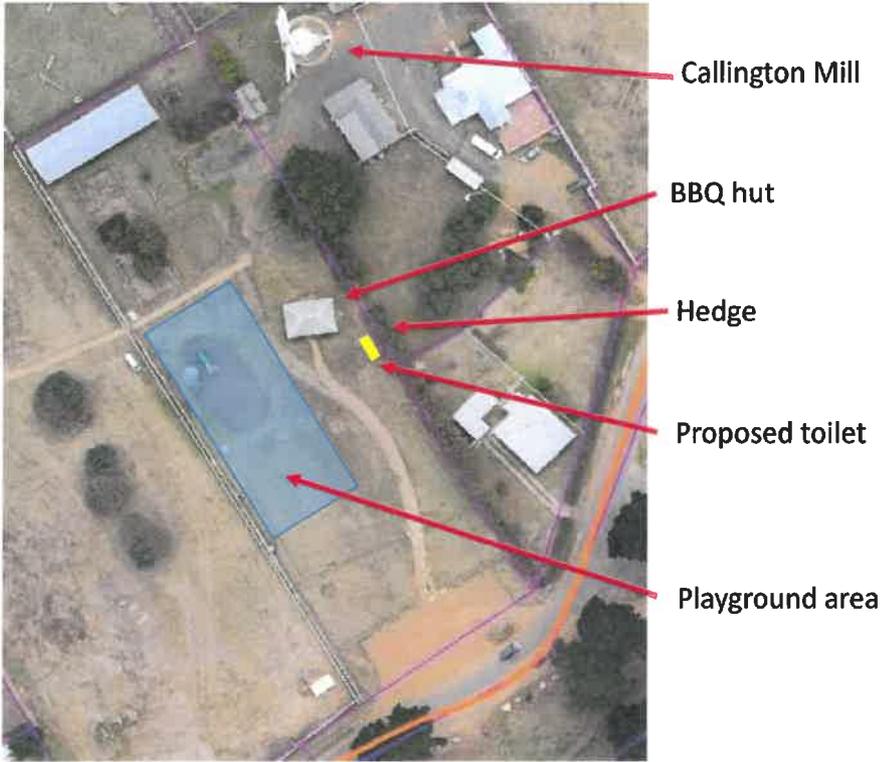
A location within the Callington Park site has been nominated based on the above criteria as it will best meet the needs of the public use in the area (young children associated with the playground being the priority) whilst also seeking to minimize the impact on a heritage precinct. The type of building (material composition and ease of cleanliness in terms of maintenance and hygiene) has also been considered. The Terrain Group aluminium clad toilet proposed will be low maintenance, and withstand the long term challenges of a damp shaded area in winter on the south side of the existing hedge. The proposed building is to be as close to the existing hedge as possible. See attached plan of location and plan view of proposed toilet.

Council have nominated this project as one of a number of projects for consideration by the Australian Government for potential funding as part of the up coming Federal election.

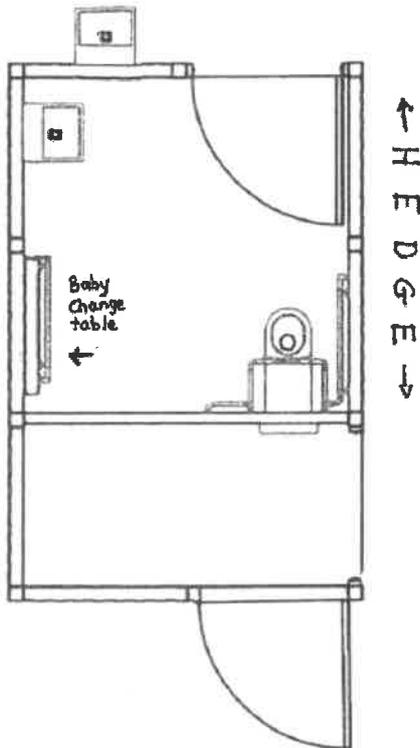
Maria met representatives of the Terrain Group on Thursday 7th April 2022 to obtain additional information and options. Committee members discussed the potential colour scheme and the screening to be used on the accessible toilet. Maria will ask the Terrain Group for additional aluminium colour samples before a final recommendation is made about the colour scheme.

Proposed single unisex accessible toilet for Callington Park

Location:



Floor plan:



Terrain Toilets – all aluminum series
toilet building – 001S
Layout – 1 x Unisex Accessible Cubicle
and 1 large service duct
Size – 6005 x 3135mm

RECOMMENDATION

That the committee continue to progress the idea of a unisex accessible toilet with a baby change table incorporated into the design.

SUB COMMITTEE RECOMMENDATIONS TO COUNCIL:

RESOLVED

THAT the committee continue to progress the idea of a unisex accessible toilet with a baby change table incorporated into the design. Maria to obtain additional aluminium colour samples before a recommendation is made regarding the colour scheme.

5.0 TREASURER'S REPORT

A statement detailing Receipts and Expenditure for the financial year to date was tabled at the meeting.

RECOMMENDATION

That the statement detailing Receipts and Expenditure for the 2021/2022 financial year to date be received and noted.

SUB COMMITTEE RECOMMENDATIONS TO COUNCIL:

MOVED Dr Robert Simpson

SECONDED Mrs Jenni Muxlow

THAT the statement detailing Receipts and Expenditure for the 2021/2022 financial year to date be received and noted.

CARRIED UNANIMOUSLY

SOUTHERN MIDLANDS COUNCIL
LAKE DULVERTON / CALLINGTON PARK MANAGEMENT COMMITTEE

STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE PERIOD 1st JULY 2021 TO 7th APRIL 2022

| <u>RECEIPTS</u> | | | | | | <u>PAYMENTS</u> | |
|---|----|----------------------|---|----------------------|------------|--|--|
| Opening Balance 01.07.21 Commonwealth Bank Account * | \$ | 20,541.69 | | | | | |
| Lake Dulverton - Foreshore Improvements New & Upgrade | \$ | 220,000.00 | Project G3020006 (Lake Dulverton Pathway) | \$ | 210,440.68 | WIP 30.06.21 \$121,583.30 | |
| Lake Dulverton - Foreshore improvements | | | Project C3020004 | \$ | 1,183.33 | | |
| Callington Park - Two seats with back & arm rests | \$ | 7,000.00 | Project C3020002 | \$ | 4,686.67 | | |
| Callington Park - Lighting and surveillance | \$ | 6,000.00 | Project C3020002 | \$ | 12,496.50 | | |
| Lake Dulverton - Committee budget | \$ | 2,000.00 | Project 302 - 7053 (Lake Dulverton) | \$ | 314.40 | Advertising Lake Dulverton Management Plan | |
| Lake Dulverton foreshore - Solar lights | \$ | 1,800.00 | Project 302- 5015 (Dulverton Corridor) | \$ | 192.50 | Panzer 540 herbicide | |
| Lake Dulverton Brochures (Tourism) | \$ | 5,000.00 | Project 407 - 7057 (Callington Park) | \$ | 480.18 | Bubbler, Panzer 540 herbicide | |
| Callington Park - Repairs to well | \$ | 2,000.00 | | | | | |
| Tas Irrigation - Water operational costs | \$ | 25,800.00 | Operational Charge (Oct/Nov) | \$ | 6,450.00 | | |
| | | | Asset Renewal Levy (Oct/Nov) | \$ | 2,552.05 | | |
| | | | Water Usage (Dec) | \$ | 19,904.86 | | |
| Interest | \$ | - | Bank Charges | \$ | - | | |
| Donations | \$ | 330.00 | | | | | |
| | | <u>\$ 290,471.69</u> | | | | | |
| | | | Total Expense to date | \$ | 258,701.17 | | |
| | | | Funds on hand | \$ | 31,770.52 | | |
| | | | | <u>\$ 290,471.69</u> | | | |

Funds on hand are represented by:

| | |
|---|---------------------|
| Comm. Bank Account No.06 7004 28003859 - 01.07.21 | \$ 20,541.69 |
| Special Projects - Unexpended Budget | \$ 11,228.83 |
| | <u>\$ 31,770.52</u> |

6.0 OTHER MATTERS

6.1 BUDGET – SUBMISSION TO COUNCIL FOR 22/23 YEAR

The committee discussed budget items to submit to Council for consideration in the 2022/2023 budget year. See attached.

RECOMMENDATION

That the committee submit the agreed budget submission to Council for consideration as part of the 22/23 budget.

SUB COMMITTEE RECOMMENDATIONS TO COUNCIL:

MOVED Karen Dudgeon
SECONDED Dr Robert Simpson
THAT the committee submit the agreed budget submission to Council for consideration as part of the 22/23 budget.

CARRIED UNANIMOUSLY

6.2 OTHER MATTERS.

No other matters were discussed.

7.0 NEXT MEETING

The date for the next meeting will be confirmed after the Council budget for 2022/23 is finalised.

The meeting closed at 5.20 p.m.

* * * * *

CONFIRMED THIS DAY OF....., 2022

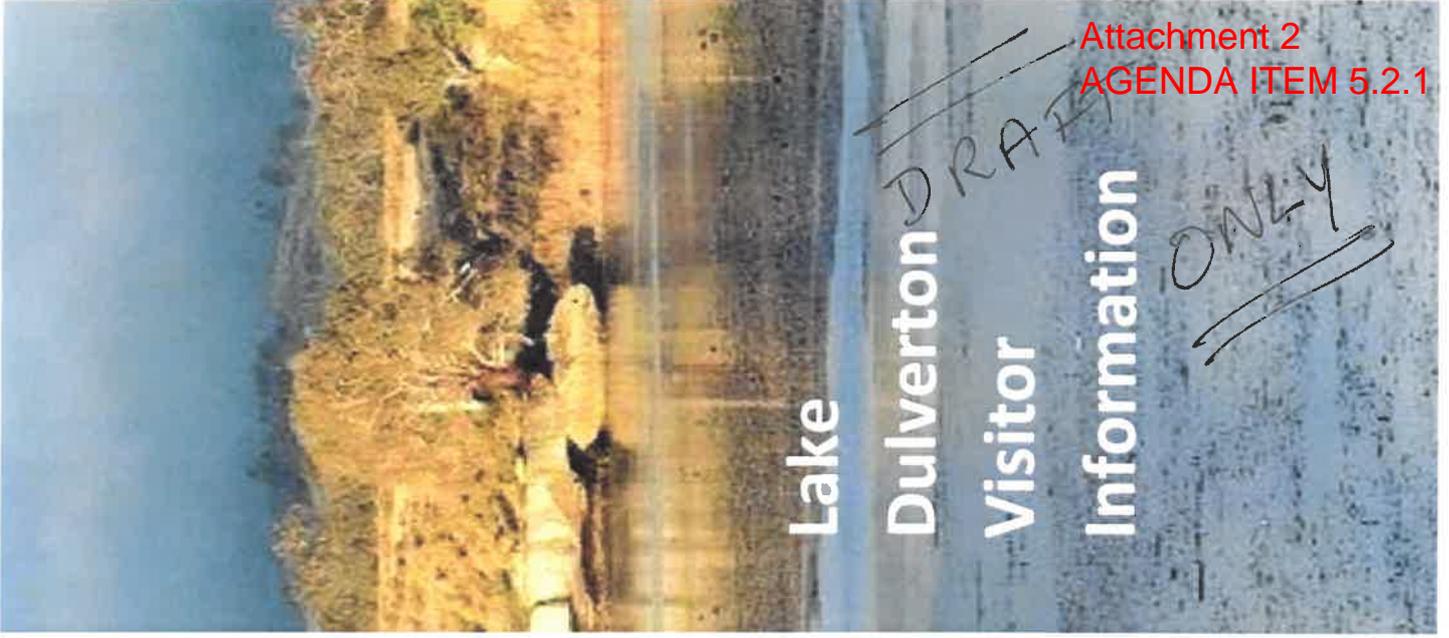
.....CHAIRMAN

* * * * *

| 0 | Item/Activity | Lake Dulverton & Callington Park Management Committee Proposed 22/23 Works Schedule and Budget Detail NEW ITEMS IN BOLD | NEW Budget Request 22/23 |
|---|-------------------------------------|---|--------------------------------|
| | Callington Park | Additional funds (mainly underground power costs) to install lighting and surveillance at Callington Park- due to increase in costs. <i>(Currently committee has own funds for bulk of the expenses associated with this)</i> | 4000 |
| | Callington Park | Single on site toilet, D/A compliant with baby change table \$80,000. Slab works, Sewer and plumbing work, electrical works. installation of supplied toilet black building. \$60,000 | 140000 |
| | Lake Dulverton foreshore & corridor | Planting on foreshore and general work as required. | 2000 |
| | Midlands Water Scheme | Operating budget - purchase of water for Lake Dulverton <i>(Note: Current budget + 10%)</i> | 25689 |
| | Marys Island | Investigate feasibility of some form of access from end of Mahers Point across to Marys Island. Planning, public consultation and preliminary engineering. | |
| | | | \$ 171,689 |

Current budget - that may need to be carried forward into 2022/2023

| | | |
|-------------------------|---|------|
| Lake Dulverton Brochure | Brochure (A4 page x1) for visitors to the area re Lake - environs, flora & fauna info. Graphic Designer and printing of flyers. | 5000 |
| Callington Park | Installation of table and seat combination (balance of funds from \$7000) | 2300 |



BACK PAGE
PHOTOS



Dulverton Walking Track

A 7 kilometre walking track follows the south eastern side of the Lake, linking Oatlands and Parattah townships. Much of the track aligns with the old railway line route (line ceased operation in 1949), passing over historic restored railway culverts and past former **sandstone quarries (more info?)** where stone was sourced for buildings in Oatlands.

Most of the track and associated tree planting has slowly been developed through Landcare activities supported by community volunteers and the Midlands Tree Committee. Dedicated people worked to complete the track between 1995 and 2011.

A brochure is available on the Southern Midlands Council website detailing key points of interest along the track.

Picnic tables, seating, shelter huts and toilet facilities can be found along the track. There is a public toilet within the old railway station building at Parattah.

DRAFT
ONLY

Aboriginal heritage information

Acknowledgements

Photographs Kathy Purcell
and Denise Smith (cover)

Map

Design

Lake Dulverton and Callington Park Management
Committee

SOUTHERN
MIDLANDS
COUNCIL



Welcome to Lake Dulverton

We hope you enjoy your visit to Lake Dulverton and the surrounding area. You can walk along the Lake foreshore looking for birds, or you could walk/cycle to the township of Parattah, enjoy the large playground or have a picnic while looking at the scenery.

Lake Dulverton is a designated Conservation Area reserved under the Nature Conservation Act 2002, having originally being proclaimed as a Sanctuary for birds in 1929. The 233 hectare lake (16 hectares privately owned) is renowned for the variety of birds that inhabit the area. Southern Midlands Council is the managing authority for the Lake and surrounding foreshore under terms of a lease with the Tasmanian Government's Parks & Wildlife Service.

There are a number of recreational activities permitted in one area of the lake including non-motorised boating and fishing. Inland Fisheries stock the Lake each year with trout. The balance of the lake area covering nearly 200 hectares is designated for nature conservation purposes.

History

Lake Dulverton was originally named Lake Frederick in the early 1800s. The town of Oatlands was established due to the presence of the Lake, with the idea that the Lake would be a good water supply for the residents of the town. In 1827 convicts built an earthen and stone dam to increase the level of water available. It was originally described by the early settlers as a fine lagoon, but overgrown with rushes.

The name was changed to Lake Dulverton some time later, most likely by Thomas Anstey, a judge and influential citizen in the Oatlands area. Dulverton is the area that Thomas Anstey came from in England, and his wife was named Mary. It is thought that Mary's Island is named after his wife.

Notable flora and fauna

When you are looking at the Lake water you will notice an abundance of water ribbons (Triglochin procerum). The water ribbons are an Australian native plant commonly found in shallow freshwater. **Add extra info.**

The foreshore of Lake Dulverton is perfect habitat for Tigers snakes. In late spring and summer, if you are walking please keep to paths and mowed areas. It is better to avoid than to say hello to a snake.

Precious water

The Lake is a shallow deflation basin of Triassic sandstone, with windblown lunette dunes of deep sands occurring at the south eastern end. The water level fluctuates, although the water depth is generally 1 to 2 metres over winter.

The Lake became completely dry in 1993 prompting the community to work towards securing long-term additional water for the Lake.

In 1996, a small earth bund wall was constructed between two headlands by the Southern Midlands Council to create a 2.2 hectare 'mini lake'. Following the success of the first bund wall, in 1998 volunteers using donated machinery constructed a 460m bund wall behind Mary's Island. The volunteers also constructed a 5600 metre pipeline to provide supplementary water to the Lake from the Blackman River.

In 2014, the Midlands Water Scheme started to deliver water to the front section of the Lake in a further attempt to maintain an adequate lake water level. This water comes from Arthurs Lake in the Central Highlands. When the water is flowing into the Lake it can be seen cascading over a rock boulder on the far lake shore, near the bund wall between High Street and the stop over area.

The work to secure the future of the Lake continues today as climate change is having an impact.

PRINT A3!!



European Coot



Grey Teal

Attachment 2
AGENDA ITEM 5.2.1



White faced heron

More bird and wildlife photos / info (smaller photos)



Black fronted Dotterel



Masked lapwing walking



Hardhead



Superb fairywren



Great Cormorant



Australasian Swamphen *Porphyrio melanotus*

Birdlife

Just over 100 different bird species have been recorded in and around the Lake. The birds you are mostly likely to see around the Lake are listed in this brochure.

The time of year and the level of water makes a difference to what bird species are around the Lake. The Lake is noted as the only known breeding centre in Tasmania for the Great Crested Grebe however there have not been many recent sightings. You will get bonus points if you spot one!

As you enjoy watching and photographing the many bird species please respect their wellbeing and habitat. It is important to observe birds from a distance that will not disturb them.

**Bird checklist – what birds did you see today?
EXAMPLES ONLY!**

- | | |
|---|---|
| <ul style="list-style-type: none"> ○ Australasian Grebe ○ Australasian Pipit ○ Australasian Shoveler ○ Australasian Swamphen ○ Australian Hobby ○ Australian Magpie ○ Australian Pelican ○ Australian Reed Warbler ○ Australian Shelduck ○ Australian Spotted Crake | <ul style="list-style-type: none"> ○ Baillon's Crake ○ Banded Lapwing ○ Black Swan ○ Black-faced Cormorant ○ Black-faced Cuckooshrike ○ Black-fronted Dotterel ○ Blue-billed Duck ○ Brown Falcon ○ Brown Goshawk ○ Brown Thornbill ○ Cattle Egret ○ Collared Sparrowhawk ○ Crescent Honeyeater |
|---|---|



Southern Tasmanian Councils Authority

Quarterly Report to Members

March 2022



Each Joint Authority is required under Section 36B of the *Local Government Act 1993* to provide to its members a quarterly report that includes a statement of general performance and a statement of its financial performance

This report covers the three-month period ending 31 March 2022. This report with all previous quarterly reports is published on the Authority's website: www.stca.tas.gov.au

The Southern Tasmanian Councils Authority commenced on 1 July 2006

Photo: Kunanyi/Mt Wellington from the Old Beach foreshore, Credit to Brighton Council

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Old Beach Wetlands and foreshore walking track Photo Credit to Michael Aboud 2022



Old Council Chambers Pontville -New Jobs Hub. Photo Credit Anthony McConnon 2022

ORDINARY BOARD MEETING – 21 February 2022

A meeting of the STCA Board took place on 21 February 2022, the following matters were discussed:

Community Consultation for the 2022/23 Tasmanian State Budget

The Board noted the submission to the State Government sent in December 2021, including Health Services, the road network, regional land use planning, public transport and infrastructure, climate change and State and regional waste initiatives.

2022/23 STCA Draft Budget

The carried forward items from the 2021/22 Budget were discussed together with some new proposed budget items.

Regional Climate Change Initiative (RCCI)

The Board reviewed and noted the quarterly Regional Climate Change Initiative Report and were also presented the following RCCI climate initiatives to review:

- Developing a Tasmanian Local Government Climate Strategy and Council Climate Action
- Regional Strategy – Adapting to a Changing Tasmanian Coastline
- State-wide proposal for Implementing Climate Change Action Planning in Local Government

Other updates

Updates were provided for Brighton Council, South East Regional Development Authority, South-Central Sub-region committee and TasWater, Destination Southern Tasmania. It was noted that the new South-Central Workforce Development Regional Jobs Hub at Pontville was official opening by Minister Jaensch.

Regional Economic Development Strategy

An update was provided on the Regional Economic Development Strategy.

Central Hobart Precincts Plan

The Project Manager of the Central Hobart Precincts Plan gave the Board a presentation. The City of Hobart has released its Central Hobart Precincts Plan Discussion Paper to help inform conversation about the future of the City of Hobart. The discussion paper ponders topics related to Central Hobart's land use, public realm, connectivity, and investment. The draft precincts plan will provide guidance and clarity on preferred design outcomes for different parts of the city and how each area's heritage, landscape, sustainability, economic growth, and liveability can be enhanced.

Financial Report

The Board noted the 31 December 2021 draft Financial Report. A copy is included with this Quarterly Report.

Next Meeting

The next Board meeting will be hosted by Sorell Council and will be held on 23 May 2022.

| STCA - FINANCIAL STATEMENT - DECEMBER 2021 | YTD ACTUAL | YTD BUDGET | YTD VARIANCE | YTD VARIANCE % | FULL YEAR BUDGET |
|---|------------------|------------------|----------------|----------------|------------------|
| Administration | | | | | |
| Expenses | | | | | |
| Website Development | 2,182 | 2,400 | 218 | 9.1 % | 4,800 |
| Catering | 318 | 500 | 182 | 36.4 % | 1,000 |
| Contractor Services - General | 500 | 1,000 | 500 | 50.0 % | 2,000 |
| Consultancy - Business Management | 0 | 0 | 0 | | 10,000 |
| Contractors - Auditors | 5,630 | 6,075 | 445 | 7.3 % | 6,075 |
| Subtotal EXPENSES | 8,630 | 9,975 | 1,345 | 13.5 % | 23,875 |
| Revenue | | | | | |
| Unspent Grants/Opening Funds B/F | (222,739) | (222,739) | 0 | 0.0 % | (222,739) |
| Member Contributions 2021/22 | (21,813) | (23,994) | (2,181) | 9.1 % | (23,994) |
| Bank Interest | 0 | 0 | 0 | (100.0 %) | 0 |
| Subtotal REVENUE | (244,552) | (246,733) | (2,181) | (0.9 %) | (246,733) |
| Subtotal Administration | (235,922) | (236,758) | (836) | (0.4 %) | (222,858) |
| Climate Change Adaptation Project | | | | | |
| Expenses | | | | | |
| Contractor Services - Regional Climate Change Strategy and Council Action Plans | 30,000 | 50,000 | 20,000 | 40.0 % | 100,000 |
| Contractor Services - Regional Coastal Strategy | 0 | 6,000 | 6,000 | 100.0 % | 6,000 |
| Subtotal EXPENSES | 30,000 | 56,000 | 26,000 | 46.4 % | 106,000 |
| Revenue | | | | | |
| Unspent Grants/Opening Funds B/F | (100,090) | (100,090) | 0 | 0.0 % | (100,090) |
| Other Contributions - Regional Climate Change Initiative | (5,455) | (6,000) | (545) | (9.1 %) | (6,000) |
| Subtotal REVENUE | (105,545) | (106,090) | (545) | (0.5 %) | (106,090) |
| Subtotal Climate Change Adaptation Project | (75,545) | (50,090) | 25,455 | 50.8 % | (90) |
| Waste Communications | | | | | |
| Expenses | | | | | |
| Consultancy - Business Management | 0 | 0 | 0 | | 0 |
| Communications | 5,129 | 15,000 | 9,871 | 65.8 % | 30,000 |
| Subtotal EXPENSES | 5,129 | 15,000 | 9,871 | 65.8 % | 30,000 |
| Revenue | | | | | |
| Subtotal REVENUE | 0 | 0 | 0 | | 0 |
| Subtotal Waste Communications | 5,129 | 15,000 | 9,871 | 65.8 % | 30,000 |
| Regional Economic Development Strategy | | | | | |
| Expenses | | | | | |
| Development of Strategy | 0 | 10,000 | 10,000 | 100.0 % | 20,000 |
| Subtotal EXPENSES | 0 | 10,000 | 10,000 | 100.0 % | 20,000 |
| Revenue | | | | | |
| Unspent Grants/Opening Funds B/F | 0 | 0 | 0 | | 0 |
| Subtotal REVENUE | 0 | 0 | 0 | | 0 |
| Subtotal Regional Economic Development Strategy | 0 | 10,000 | 10,000 | 100.0 % | 20,000 |
| Regional Planning Initiative | | | | | |
| Expenses | | | | | |
| Contractor Services - Environmental | 0 | 12,220 | 12,220 | 100.0 % | 24,435 |
| Subtotal EXPENSES | 0 | 12,220 | 12,220 | 100.0 % | 24,435 |
| Revenue | | | | | |
| Unspent Grants/Opening Funds B/F | (23,007) | (23,007) | 0 | 0.0 % | (23,007) |
| Subtotal REVENUE | (23,007) | (23,007) | 0 | 0.0 % | (23,007) |
| Subtotal Regional Planning Initiative | (23,007) | (10,787) | 12,220 | 113.3 % | 1,428 |
| Total Operating | | | | | |
| Expenditure | 43,750 | 103,195 | 59,436 | 57.6 % | 204,310 |
| Income | (373,103) | (375,830) | (2,727) | (0.7 %) | (375,830) |
| Net Operating | (329,344) | (272,635) | 56,709 | 20.8 % | (171,520) |

Note: This report is for management reporting purposes only. Actual and Budget income amounts include carry forward unspent grant funds which have been received and were unspent in prior reporting periods.

STCA December Financial Statement Summary

Funds Carried Forward from 2020/21 to 2021/22

- In the 2021/22 financial year \$345,836 has been carried forward from unspent funds in prior periods.
- \$100,000 of these funds have been allocated to Regional Climate Change Strategy and Council Action Plans
- \$6,000 of these funds have been allocated to Regional Coastal Strategy

Expenditure:

- With 50% of the financial year elapsed \$43,750 of expenditure has been recorded. This represents 21.42% of the annual budget.

Income:

- With 50% of the financial year elapsed \$373,103 of income has been recorded. This represents 99.27% of the annual budget.
- In addition to \$345,836 of funds carried forward, \$27,267 of funding has been received in the 2021/22 financial year, comprising:
 - \$21,813 for Annual Fees paid by Member Councils; and
 - \$5,454 from Non-Member Councils as contributions to the Regional Climate Change Initiative project.

Corporate Plan
Financial Years 2023 to 2027



DRAFT

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Aboriginal acknowledgement

TasWater proudly acknowledges the traditional and original owners of this land lutruwita, the Tasmanian Aboriginal people, pays respect to those who have passed before us, and acknowledges today's Tasmanian Aboriginal people, who are the custodians of this land.

Message from the Chairman and CEO

The next five years is an important period for TasWater as we work towards achieving the commitments we have made in our Price and Service Plan 4 and continue to broaden our strategic focus in areas that will be critical to the long-term sustainability of the business.

We have made significant progress to date in making sure drinking water is clean and safe to drink, uplifting compliance levels and maintaining service reliability. While there is further work to do in this area, we will continue to expand our focus over the next five years to the new and emerging strategic challenges and opportunities facing our business.

The Corporate Plan FY2023-27 (Plan) outlines these areas in further detail and includes the changing expectations of customers, impacts of climate change, growing focus on environmental stewardship and heightened competition for talent. In FY2021-22, we made good progress in developing the strategies and plans necessary to address these challenges and opportunities and we are confident that we are well positioned to respond over the life of this Plan.

Our customers remain at the centre of everything we do and we will continue to work towards providing a positive experience over the next five years by addressing critical customer service gaps and tailoring solutions that meet customer expectations.

In response to feedback from our customers and stakeholders, we will play a greater role in improving the natural environment in which we operate.

In this regard, we are continuing the development of our Environment and Climate Change Adaptation strategies. These strategies will support

the progressive shift of our environmental focus from compliance to enhancement, in a manner that meets the expectations of the Tasmanian community. They will also enable us to better understand, measure and reduce our own carbon footprint.

Our people play a vital part in delivering on our vision to make a positive difference in Tasmania. They have shown great resilience in adapting to the adverse conditions brought on by the COVID-19 pandemic and continue to strive for great outcomes for our customers.

To ensure we have the necessary skills, capability and culture to deliver our strategic objectives, we will continue to invest in our people over the next five years through the implementation of our People, Culture and Capability Strategy. We will also continue to work towards our workforce demographic being reflective of the Tasmanian community through programs and initiatives to achieve greater gender and cultural diversity.

The safety of our people, contractors and the Tasmanian community remains one of our highest priorities and our performance in this area remains short of our goal to be a Zero Harm organisation. We refreshed our Health and Safety Strategy in early 2022 and will continue to strive to deliver improved health and safety outcomes that move us closer towards this goal.

While TasWater's digital transformation plan was impacted during COVID-19, we have now finalised our Digital and Technology Strategy. This strategy will provide the foundation for the digital transformation of our business and underpins our ability to deliver an improved customer experience, optimise the performance of assets and be more efficient.

Delivery of our capital program remains fundamental to achieving the outcomes targeted in this Plan and our Price and Service Plan 4. As a

result of ongoing efforts to embed the TasWater Capital Delivery Office into our business-as-usual operations, we have seen a major acceleration in the delivery of the capital program in the last two financial years.

Over the life of this Plan, we are forecasting to deliver a further \$1.3 billion of capital expenditure (including external funding contributions). Even without the external funding contributions, we now expect to exceed the commitment we made to deliver a best endeavour aim of \$1.8 billion of capital expenditure over a 10-year period through to FY2025-26.

During the Plan period, we will complete the Bryn Estyn Water Treatment Plant upgrade, ensuring that this plant can continue to meet projected demand in the greater Hobart area for years to come. We will also progress major projects in other regions of the state, including the North-West Water Supply Upgrade and the Launceston Sewer Improvement Plan.

Our Price and Service Plan 4 proposal also includes the reintroduction of a revised shared infrastructure contribution charge, which will deliver a more equitable distribution of the costs associated with capacity upgrades and enable us to be more proactive in addressing future capacity issues.

The revenue projections included in the Plan currently reflect the lower uniform price increase of 3.07 per cent proposed by the Tasmanian Economic Regulator in the draft determination. However, we are still working through the implications of the draft determination to identify what other impacts it may have if the draft determination holds. This may include a review of operating and capital expenditure levels proposed across the Plan period and adjustments to associated targets.

Notwithstanding these impacts, we have continued to make provision for special dividends to be paid to recover those not paid as a result of COVID-19. Payment of all forecast dividends remains subject to our underlying profitability supporting these payments.

While COVID-19 remains a threat, we have been able to continue to operate effectively by taking a considered approach to developments as they emerge. We have not made provision for COVID-19 to have a material impact on our performance during the Plan period and we will continue to follow guidance and advice from the Tasmanian Government and relevant authorities.

We recognise that our customers may still be experiencing the impacts of COVID-19. We will continue our customer support and hardship programs, as well as continue to look for ways to support the most vulnerable members of our community.

In summary, this Plan demonstrates TasWater's continued commitment to supporting the economic and social prosperity of Tasmania while making a positive difference to our customers and the Tasmanian community.

Dr Stephen Gumley AO
Chairman



George Theo
Chief Executive Officer



Our purpose

TasWater is an incorporated company providing water and sewerage services to homes and businesses across Tasmania. We source, treat and deliver reliable, quality water to our customers. We collect, transport and treat sewage and safely return it to the environment.

TasWater was established under the *Water and Sewerage Corporation Act 2012* (Tas) and the *Corporations Act 2001* (Cth) and commenced operations on 1 July 2013. The 29 Tasmanian councils and the Tasmanian Government are the shareholders of TasWater.

About the Plan

What is the purpose of the Plan?

The Plan outlines the priorities and focus areas for the FY2023-27 period towards achieving our vision - *“To be trusted, respected and making a positive difference in Tasmania”*.

How was it developed?

The Plan has been developed based on analysis of our internal and external environment, reviews of current performance and responses to community, stakeholder and owner feedback.

What has changed?

TasWater’s overall strategic direction does not differ from the previous Corporate Plan. However, we have continued to update our strategies and strategic initiatives where appropriate to reflect progress made and developments in our operating environment.

We have also continued to progress identified changes to our strategic framework, including the development of a new Environment Strategy, Climate Change Adaptation Strategy and Digital and Technology Strategy.

At the time of preparing the Plan, we do not expect the COVID-19 pandemic to have a material impact on our operating or financial performance over the next five years. However, we will continue to actively monitor the pandemic and keep owners informed if any material impacts emerge over the life of the Plan.

About us

We operate under a range of legislative and regulatory instruments, including:

- *Water and Sewerage Corporation Act 2012* (Tas)
- *Corporations Act 2001* (Cth)
- *Water and Sewerage Industry Act 2008* (Tas)
- *Environmental Management and Pollution Control Act 1994* (Tas)
- *Public Health Act 1997* (Tas)
- *Land Use Planning and Approvals Act 1993* (Tas)
- *Water Management Act 1999* (Tas)
- TasWater's Constitution
- TasWater's Shareholders' Letter of Expectations.

The key regulators of TasWater are:

- The Tasmanian Economic Regulator
- The Environment Protection Authority
- The Department of Health
- The Department of Natural Resources and Environment Tasmania (formerly the Department of Primary Industries, Parks, Water and Environment).

We also have key stakeholder relationships with several other regulatory bodies, including the Shellfish Market Access Program (ShellMAP) and WorkSafe Tasmania.

Key facts and figures

This section will be updated with data as at 31 March 2022 prior to the final Plan being distributed to owners in May 2022.

Strategic framework

Vision

In 2021, we simplified our strategic vision so that it resonates more strongly with our people and external stakeholders.

The vision — *“To be trusted, respected and making a positive difference in Tasmania”* — preserves the key elements of the strategic vision that has been in place since TasWater’s commencement in 2013 and will guide strategic decision making both now and into the future.

Strategy and strategic priorities

The vision is underpinned by four key strategic themes: Customer and Community, Water and Environment, People and Culture and Commercial and Economic. Each theme is supported by customer promises and outcomes that we expect to deliver, our priorities and the primary and enabling strategies we will use to realise them.

Long Term Strategic Plan

In 2021, the inaugural Long Term Strategic Plan 2018-2037 was refreshed to reflect the progress we have made since 2017 and the broadening of our strategic focus and priorities since that time. The refresh also informed the preparation of our Price and Service Plan 4 (PSP4) proposal to the Tasmanian Economic Regulator (TER).

Recognising how quickly the pace of change can make such a long-term plan obsolete, the refreshed Long Term Strategic Plan 2021-2030 outlines the progress we expect to make by 2030 against four key customer promises:

- Deliver a positive customer experience to you
- Provide you with safe drinking water and manage your sewage in an environmentally responsible way
- Build culture and skills for the long-term benefit of Tasmania
- Give you value for money.

Price and Service Plan 4

TasWater’s pricing and service levels are set every three to four years in a Price and Service Plan that is approved by the TER. On 15 June 2022, the TER approved our final PSP4 for the period 1 July 2022 to 30 June 2026. An overview is provided on the next page.

Figure X – Hierarchy of planning documents

This section will be updated prior to the final Plan being distributed to owners in early May 2022.

Price and Service Plan 4

The TER is responsible for approving prices and service standards for regulated water and sewerage services in Tasmania. As part of this process, the TER thoroughly investigates the prudence and efficiency of a Price and Service Plan proposal submitted by TasWater before making a final determination on pricing and service levels.

TasWater's PSP4 proposal was submitted to the TER on 30 June 2021 and the final PSP4 was approved on 15 June 2022. The approved PSP4 covers the first four years of this five-year Plan (1 July 2022 to 30 June 2026).

PSP4 was informed by extensive consultation with the Tasmanian community and input from regulators. It outlines price and service levels for the next four years and what we will do to both deliver the promises we have made to our customers and meet compliance obligations.

While we have made significant progress in improving water and sewerage services in Tasmania since 2013, we are only part of the way through the necessary reforms that many of our interstate peers started more than 20 years ago. A key objective over the period of PSP4 is therefore to build on the improvements we have made during the Price and Service Plan 3 period (1 July 2018 to 30 June 2022).

In particular, we will continue to focus on delivering safe and reliable water and sewerage services in a way that is both environmentally and financially sustainable and meets the expectations of our customers, regulators and key stakeholders.

We will also continue to deliver our accelerated capital program, with a target to deliver an additional \$901 million of capital investment over the PSP4 period (excluding external funding contributions) to improve our infrastructure.

The capital program includes 62 individual projects and 21 key programs, including major investments over the PSP4 period in:

Water supply

- North-West Water Supply Upgrade (\$144.3 million)
- Regional Towns Water Supply Program Stage 4 (\$59.0 million)
- Bryn Estyn Water Treatment Plant Major Upgrade (\$56.9 million)
- Ridgeway Dam Upgrade (\$56.7 million)
- Bridport Water Surety (\$27.5 million)

Sewer programs

- Macquarie Point Sewage Treatment Plant Relocation (\$136.8 million)
- Tamar Estuary River Health Action Plan (\$122.2 million).
- Launceston Sewer Improvement Plan (\$90.7 million)
- Wynyard Sewage Treatment Plant Upgrades (\$18.5 million)

During the PSP4 period, we will also implement changes to several policies and frameworks that reflect feedback from our customers and stakeholders and are expected to provide customer benefits over the PSP4 period and beyond.

This includes the reintroduction of shared infrastructure charges, refinements to the Equivalent Tenement methodology for calculating sewerage prices and changes to the categorisation of trade waste customers.

Importantly, we continue to focus on keeping bills as affordable as possible for our customers, including through our Productivity Improvement Program. Based on the TER's draft determination, price increases are capped at 3.07 per cent in each year of the PSP4 period. Regardless of the final determination, we will need to review our pricing beyond the PSP4 period, giving regard to full cost recovery.

Implementation of the approved PSP4 proposal has commenced and will remain a key operational focus for the business into FY2022-23.

Organisational risks and how they link to our strategy

The TasWater Board and senior management team regularly review risks, controls and assurance levels to ensure that potential risks to delivery of customer outcomes and regulatory obligations are recognised as early as possible. When strategies change, or we identify changes in our operating environment, we assess uncertainties that may have a material impact on our risk profile or require changes to risk controls. Controls put in place to manage the underlying causes or impacts of identified risks are reviewed through various assurance programs.

Relative to the Corporate Plan FY2022-26, our nine strategic risks have remained unchanged and continue to reflect the types of risks impacting other water utilities at the enterprise level. The analysis of these risks continues to be undertaken at a detailed level to understand the effectiveness of proposed controls, and to ensure programs reflect the need to implement or improve controls as required. Over the next 12 months, we will continue to enhance our risk and assurance programs to increase understanding and implementation throughout the organisation and improve alignment of strategic, functional and operational risks.

| Strategic risk title (in alphabetical order) | Description | Key controls | Strategic Theme | Link to strategic priority and key focus area(s) |
|--|--|---|-------------------------|---|
| Capital program delivery risk | Inability to deliver the proposed capital program on time and on budget with the intended business benefits and customer outcomes (i.e. deliver value for money) | <ul style="list-style-type: none"> Asset Management Strategy and Strategic Asset Management Plan Capital management processes, including procurement Asset Management Information System Capital Delivery Office and internal project delivery function Community and Stakeholder Strategy | Commercial and Economic | Capital expenditure (page 28) |
| Climate change risk | Failure to consider and manage impacts from climate change on all aspects of the business | <ul style="list-style-type: none"> Climate Change Adaptation Strategy Climate prediction scenario modelling Water Surety Communication and Stakeholder Engagement Strategy (new) Brand Communication Strategy (new) | Water and Environment | Broadening our environmental focus, climate change (page 16,17) |
| Contractor conduct risk | Conduct of employees or contractors carrying out core business activities on behalf of TasWater in a manner that is detrimental to the organisation, our reputation, the individual or customer outcomes | <ul style="list-style-type: none"> Community and Stakeholder Strategy Corporate Governance Framework Procurement Policy and Contract Management Guidelines Ongoing investment in culture Complaints, Enquiries and Dispute Management Policy Corporate Code of Conduct and policies relating to behaviour and conduct | Customer and Community | Investing in people, culture and capability (page 18) |

| Strategic risk title | Description | Key controls | Strategic Theme | Link to strategic priority and key focus area(s) |
|--|---|--|-------------------------|--|
| Cybersecurity risk | Unauthorised access to TasWater systems leading to loss of confidentiality, integrity, control or availability | <ul style="list-style-type: none"> • Cybersecurity Strategy • Information Security and Acceptable Use Policy • Business Continuity Planning (including regular testing) • Incident and Emergency Management Plan • Enhanced internal cybersecurity expertise | Commercial and Economic | Cybersecurity (page 20) |
| Environmental / third party risk | Failure of sewerage system process or infrastructure, or business activity causing environmental harm | <ul style="list-style-type: none"> • Environment Strategy • Sewerage Strategy • Operation and maintenance manuals • Inspection regimes • Automated monitoring and control systems (including the Operations Centre) • Inflow and infiltration reduction programs • Renewals and relining programs • Incident and Emergency Management Plan | Water and Environment | Broadening our environmental focus (page 16) |
| Operational systems capability risk | Operational technologies and employee capability do not result in the provision of efficient, reliable and responsive practices to deliver on customer promises | <ul style="list-style-type: none"> • Digital and Technology Strategy and Cybersecurity Strategy • Supervisory control and data acquisition (SCADA) Strategy • Data Quality Policy • Operations Centre – including alarm and control point management • Operational Technology Business Continuity Plan • Information management policies | Commercial and Economic | Digital transformation (page 19) |
| Supply and demand risk | Inability to provide for water supply security or demand for sewerage services (short and long term) | <ul style="list-style-type: none"> • Drinking Water Strategy • Demand modelling • Business Continuity Plans and critical asset contingency plans • Water restrictions policy and guideline • Non-Revenue Water Reduction Strategy (to reduce water leakage) • Water Surety Strategy and implementation plans • Water Supply Demand Management Steering Group • Growth and Capacity/System Master Plans | Water and Environment | Water security and competition for water resources (page 15) |

| Strategic risk title | Description | <ul style="list-style-type: none"> Key controls | Strategic Theme | Link to strategic priority and key focus area(s) |
|---|--|---|-----------------------|--|
| Water quality / public health risk | Provision of unsafe drinking water resulting in serious public health incident | <ul style="list-style-type: none"> Drinking Water Strategy Drinking Water Quality Risk Management Plan Protocol for provision of non-drinking water supplies Automated monitoring and control systems (including the Operations Centre) Incident and Emergency Management Plan | Water and Environment | Water security and competition for water resources, quality and quantity of raw water catchments (page 15, 16) |
| Worker and public safety risk | Injury to worker or member of the public | <ul style="list-style-type: none"> Health and Safety Strategy Safety committees Policies, procedures, inductions and ongoing training Fatality risk profile and associated management plans Investments in safety and culture and implementation of Health and Safety Improvement Plan | People and Culture | Sustaining improvement in health and safety results (page 18) |

Figure X – Strategy on a Page: FY2023-27

This section will be updated prior to the final Plan being distributed to owners in early May 2022.

Strategic priorities and key focus areas

Customer and Community

What you expect

- We care for our customers
- It is easy to do business with us
- We engage proactively with customers and stakeholders

Our promise

- Deliver a positive customer experience to you

Our priorities

- Identifying and closing critical customer services gaps
- Improving our customer engagement and understanding

Our primary strategies

- Customer Experience Strategy
- Community and Stakeholder Strategy

Delivering a positive customer experience

While we have come a long way in delivering a more positive customer experience since we commenced operations in 2013, the expectations of customers continue to evolve, with a greater desire for personalised and tailored experiences. Recent industry research also suggests that, in response to COVID-19, customers are increasingly seeking a more 'humanised' experience and paying closer attention to the values of the businesses that they choose to interact with.

We must continue to identify and respond to the changing needs and expectations of customers or risk losing their trust. This will require regular engagement with customers to understand the experience they want from us and to respond in a timely way with appropriate solutions.

Over the period of the Plan, we will continue to improve the experience of our customers by implementing our Customer Experience Strategy. Initially, our focus will be to identify and close critical service gaps, including how we communicate with customers on service interruptions and other concerns. We will then look to better empower customers through a differentiated and personalised service offering.

We will also continue to look for ways to enhance the way we support the elderly and vulnerable. This includes investigating what has succeeded in other Australian jurisdictions and will be in addition to customer support and hardship policies already in place.

Meeting the needs and expectations of the Tasmanian community

While Tasmanians continue to score TasWater consistently high on reliability, customer service and overall satisfaction, the perception that we are doing the right thing by our customers has softened.

There has also been a sustained increase in customers expecting TasWater to be a better corporate citizen and demonstrate a higher level of corporate social responsibility in areas such as giving back to the community and protecting the environment.

To respond to this feedback, we have established an internal collaboration program to enable us to provide a more coordinated, targeted and timely response to stakeholder enquiries and concerns.

We have also developed a five-year roadmap to achieve social change around the issue of water security. This requires a significant uplift in our efforts to improve water literacy in Tasmania. To enable this, we are launching a new integrated awareness and education campaign designed to have a lasting impact on the community by connecting emotionally with our customers.

As the campaign progresses, it will include a new school-based education and community engagement program highlighting the role all users play in protecting the long-term sustainability of our water resources.

In coming years, we will also begin to take a more prominent position and work with like-minded organisations in areas of concern to TasWater, our stakeholders and the broader Tasmanian community. This work will be informed by other programs to address water loss, water security and adapting to climate change and will evolve as those programs mature.

Engaging with our owners, stakeholders and the broader community

The framework we have developed to guide our interactions with owners, stakeholders and the Tasmanian community is enabling us to manage stakeholder relationships more proactively in a way that is planned, consistent and professional. It also gives us the opportunity to ensure we have appropriate engagement activities in place to give the Tasmanian community information and communication platforms that are easy to access and understand.

Over the life of the Plan, we will continue to leverage this framework to develop and maintain mutually beneficial relationships with owners, stakeholders and communities. We will also continue to participate in community events across Tasmania to grow understanding of our activities and encourage communication, mutual trust and respect.

We know that our accelerated capital program is of interest to the Tasmanian community and have strengthened our approach to engaging on infrastructure development and renewal programs. A key area of focus will be to help the Tasmanian community better understand how we design, develop and prioritise projects and how their feedback can be incorporated as part of this process.

Water and Environment

What you expect

- Your drinking water is reliable, clean and safe to drink
- Your sewage is collected, transported, treated and disposed of efficiently

- We are responsible stewards of the environment

Our promise

- Provide you with safe drinking water and manage your sewage in an environmentally responsible way

Our priorities

- Meeting agreed regulatory compliance targets
- Optimising system performance

Our primary strategies

- Drinking Water Strategy
- Environment Strategy

Water security and competition for water resources

While water volumes are generally favourable at present, we continue to face both short-term and long-term challenges to the quality and security of our water resources.

Raw water quality can be affected by adverse weather conditions, including both too much heavy rainfall in a short period of time or too little rainfall over a longer period. Poor quality raw water requires more intensive treatment processes to deliver clean and safe drinking water that meets the Australian Drinking Water Guidelines.

More broadly, competition for access to our water resources continues to increase from both established and emerging industries, such as agriculture, aquaculture and hydrogen production. Taken together with the impacts of climate change, seasonal tourist booms and population growth, we will need to improve the resilience of our water supplies to meet increasing demand and maintain water security and water quality.

The Capital Works Program includes several projects designed to improve our capacity to manage demand through extreme weather events and supply shortages. This includes the upgrade and expansion of the Bryn

Estyn Water Treatment Plant (WTP) and water supply and storage improvements in the north and north-west regions.

A consolidated Water Supply Security Strategy is being developed to coordinate activities including long-term master planning, water rights, contingency planning and demand management. This strategy will guide short and long-term plans to achieve clear objectives for water supply reliability and system-level planning, including water efficiency measures for customers.

Greater understanding of our water catchments through yield modelling, including plausible scenarios where water resources are constrained, will support clearer communications with customers and support discussions of trade-offs between costs and water supply reliability (restrictions).

Minimising water loss in our networks will also continue to be a key focus area through the implementation of the Non-Revenue Water Reduction Strategy. This strategy includes improving active leakage control measures, pressure management, water metering and water accounting.

Quality and quantity of raw water catchments

While we do not own or manage water catchments, we rely on water from Tasmania's network of freshwater catchments to deliver drinking water to our customers.

TasWater is licensed to extract raw water from 72 catchments around Tasmania. Each catchment is unique, and we use several risk assessment tools to better understand the challenges and opportunities that each individual catchment presents. We use this knowledge to design and implement programs and strategies to mitigate the impact of hazardous events, build system resilience and optimise system performance.

Recognising the importance of urban water security as a strategic issue, we will continue to engage with the Tasmanian Government and other stakeholders to ensure that water allocations are sustainable and that

Tasmania's water catchments and bulk water supplies are managed appropriately for the benefit of all Tasmanians.

Broadening our environmental focus

Our core business is the delivery of safe and reliable drinking water and sewerage services. As such, we rely on the natural environment to provide drinking water to our customers and we must ensure we return sewage to the environment in a way that does no harm.

We recognise that there is heightened external expectation that businesses have a positive impact on the environment and face greater scrutiny from stakeholders to demonstrate that they are responsible environmental custodians. We acknowledge that we have a major role to play in this area and that there is further work to do.

This responsibility also extends to our commercial and industrial customers and we will continue to work with them to increase their understanding of our processes and their responsibility to manage their trade waste appropriately.

Since we commenced in 2013, our focus has primarily been to improve compliance with environmental regulations. However, we recognise that the time has come to broaden our focus to consider the full lifecycle of our activities, better understand our customers' expectations and consider what an appropriate level of environmental stewardship means for our business.

We are aiming to have the new Environment Strategy in place by mid-2022. It will guide our transition from environmental compliance to enhancement over the long-term through four draft themes:

- Protect waterways and beaches by reducing the environmental impact of effluent discharges on waterways
- Efficient use of water resources by reducing water extracted from the environment, leaving more water for the natural environment and other users

- Reduce our contribution to climate change by reducing emissions that contribute to human-induced climate change
- Reduce waste to landfill by reducing waste generation and recycling whenever practical.

As we grow our activity and influence in this area, it is important that we understand the expectations of our customers, stakeholders and owners. We will continue to engage and collaborate with interested parties to guide our decision-making as the Environment Strategy is developed and implemented.

Climate change

The Intergovernmental Panel on Climate Change's sixth assessment report provides further evidence that human influence has warmed the atmosphere, ocean and land. The report also confirms that climate change is affecting many weather and climate extremes in every region across the globe.

The changing climate remains one of the biggest strategic risks facing TasWater and the broader water industry. We have a responsibility to actively participate in climate change adaptation and mitigation to ensure we are playing our part and can continue to supply customers with safe and reliable services.

We are aiming to have our new Climate Change Adaptation Strategy in place by mid-2022. It will help us to identify adaptation pathways to reduce the impacts of climate change. The key objectives of this strategy will be to reduce our vulnerability to the impacts of climate change, build our resilience to extreme weather events, grow the capability for adaptation and innovate to take advantage of new and emerging opportunities.

We expect that, over time, our key plans and strategies will increasingly consider the impact of our operations on climate change and options to mitigate this impact.

While some improvements can still be made in the accuracy of our data, we reported Scope 1 and 2 greenhouse gas (GHG) emissions of 55,707 CO₂ equivalent tonnes in FY2020-21. The majority of our emissions come from fugitive emissions and electricity usage, with very little recorded from our equipment and vehicle fleet.

As our GHG emission monitoring framework improves, we will also begin monitoring our Scope 3 emissions. These are indirect emissions generated through the supply chain, including the production and transport of treatment chemicals and building materials.

In developing the new strategy, we will consider potential emissions reduction targets, including the associated costs, any mandated targets, the expectations of key stakeholder groups and our customers' willingness to pay.

People and Culture

What you expect

- Our work is conducted safely to protect our people, contractors and the communities we serve
- Our culture and capabilities enable us to make a positive difference to Tasmania

Our promise

- Build culture and skills for the long-term benefit of Tasmania

Our priorities

- A relentless focus on safety (Zero Harm)
- Enhancing workforce capability and culture

Our primary strategies

- Health and Safety Strategy
- People, Culture and Capability Strategy

Sustaining improvement in health and safety results

By its nature, the delivery of clean and safe water and sewerage services presents some level of health and safety risk for staff, contractors and the Tasmanian community.

The existence of major hazards and high-risk operational processes, the geographical dispersion of our assets and the need to complete repairs and undertake maintenance in public places means that we need to continue to remain vigilant and find opportunities to improve health and safety practices.

In FY2021-22, we have largely been able to maintain the improvement in health and safety performance that was delivered in FY2020-21. This has been the result of increased effort and investment in our health and safety program and an ongoing focus on ensuring that there is a consistent leadership presence across our operations.

However, we still have a significant amount of work to do to achieve the objective of being a Zero Harm company.

In March 2022, we refreshed our Health and Safety Strategy to drive a further step change in health and safety performance. The refreshed strategy is underpinned by the three strategic pillars of risk management, leadership and culture, and support systems.

A key area of focus going forward is to improve the visibility of health and safety risks and address known areas of risk exposure where additional controls may enhance our safety performance. We are also looking at ways to improve how we collate, analyse and report health and safety information to improve our leaders' capacity to make real-time decisions.

Implementation of this strategy will continue to be supported by an annual Health and Safety Improvement Plan that includes a program of works aimed at reducing the risk of serious incidents, strengthening our safety culture and keeping our people safe and cared for.

Investing in people, culture and capability

Over the next five years, we will continue to strive towards achievement of a constructive culture through ongoing delivery of the Blue Bus Revolution™ program. First introduced at TasWater in 2019 and paused in March 2020 when COVID-19 first emerged, this program was restarted in March 2022 and continues to deliver the positive and sustainable results we need to achieve our cultural shift objectives.

Throughout the Plan period, we will also continue to focus on ensuring our people feel valued, trusted and respected, and that we have the people with the right mindsets, behaviours and capabilities to deliver business outcomes and customer promises. In support of this, we have refreshed the Strategic Workforce Plan that was first developed in early 2020. The updated plan is focused on building workforce capability, enhancing the employee experience and leveraging smart and connected ways of working.

Our scholarship, intern and graduate programs continue to provide us with an excellent connection to Tasmania's senior schools, technical training organisations and the University of Tasmania. These annual programs enable us to introduce young Tasmanians to the variety of career pathways TasWater has to offer, as well as helping us to better understand the needs and aspirations of the workforce of the future.

We remain committed to our workforce demographic being reflective of the Tasmanian community. Pleasingly, we are attracting more female candidates for roles and have experienced a strong female representation in our scholarship, intern and graduate programs. However, we recognise we have more work to do and will continue to invest in programs and initiatives to achieve greater gender and cultural diversity.

Ongoing management of COVID-19

COVID-19 has continued to impact businesses globally since the pandemic first emerged in 2020. While Tasmania was relatively unaffected throughout 2021, the emergence of the new Omicron variant and

reopening of Tasmania's borders later in the year led to an increase in cases and required further response measures to be taken.

In response to these developments, we reconvened the dedicated Incident Management Team to review and refresh our procedures to align with updated Tasmanian public health and Worksafe Tasmania advice. The revised procedures include refreshed flexible work and leave practices, access to and training for the correct use of personal protective equipment and protocols for suspected confirmed cases of COVID-19 within our workforce.

The priority is to provide a COVID-safe working environment for our people so we can maintain continuity of drinking water and sewerage services to customers and the Tasmanian community. As the pandemic evolves, we will continue to follow guidance and advice from the Tasmanian Government and relevant authorities.

Commercial and Economic

What you expect

- Our pricing is sustainable
- We contribute to Tasmania's prosperity by supporting new, emerging and existing industries

Our promise

- Give you value for money

Our priorities

- Deliver Price and Service Plan commitments
- Achieve further efficiencies

Our primary strategies

- Asset Management Strategy
- Financial Sustainability Strategy

Delivering further productivity savings

Realisation of sustainable productivity savings has been a key focus since we commenced on 1 July 2013. Through our dedicated Productivity Improvement Program, we are forecasting to have delivered over \$34 million of ongoing sustainable savings by 30 June 2022.

While this is a significant achievement, identifying and realising further productivity savings is critical to our long-term financial sustainability and ability to deliver targeted strategic objectives.

In October 2021, we launched a five-year roadmap of productivity initiatives to deliver a further \$11 million (\$2.2 million per year) in sustainable annual savings by FY2025-26. The roadmap is based on the Water Services Association of Australia's (WSAA) Opex Benchmarking Study for FY2019-20. The WSAA study benchmarks the operating costs of participating water utilities across Australia, including TasWater.

Digital transformation

The technological revolution of the last 20 years has fundamentally changed the way businesses interact with each other, their customers, their suppliers and their business partners.

Access to the internet has grown exponentially and more people than ever before are using mobile devices to access information, source goods and services and share their experiences. Technology has also increased the ease with which people can stay in touch, with the rise of social networking allowing users to connect across geographical, financial and social boundaries.

Businesses must adapt to technological developments or risk losing relevance with their customers and becoming obsolete. In addition to meeting the evolving needs and expectations of customers, businesses can also leverage technology to improve the efficiency of service delivery, enhance safety for workers, reduce costs and mitigate risk.

In recent years, we have continued the digital transformation of our business by delivering initiatives that have improved operations, supported our workforce to operate remotely and delivered improved services to customers.

To maintain momentum in this area, a new Digital and Technology Strategy was approved in March 2022. The new strategy will provide the foundation for further digital transformation of TasWater and directly support achievement of our primary and enabling strategies.

Considering our current digital maturity, our initial aspiration is to leverage digital technology to provide consistent and integrated digital experiences to customers and employees. As our capability increases, opportunities may emerge to develop more innovative solutions that are considered transformational in the water industry.

Cybersecurity

As the use of digital technology continues to grow, so does the opportunity for information to be unlawfully accessed and exploited. The Annual Cyber Threat Report 2020-21 released by the Australian Cyber Security Centre noted that over 67,500 cybercrime reports were made during FY2020/21 with self-reported losses in excess of \$33 billion.

Recognising the increasing prevalence and impact of potential attacks, cybersecurity is expected to remain one of TasWater's key strategic risks over the period of this Corporate Plan.

A new Cybersecurity Strategy was approved in December 2021 with the objective of driving a cyber-aware culture to support our digital transformation and safeguard information and critical services against cyber threats. Using a risk-based approach, a three-year program has been established to reduce exposure to cyber-related threats.

More broadly, we are also continuing to work with the Tasmanian Critical Infrastructure Working Group, led by the Department of Premier and

Cabinet, to explore the implications of recent amendments to the Commonwealth *Security of Critical Infrastructure (SOCI) Act 2018*.

Asset management

With assets that can last for more than 100 years, it is important that we continuously improve the management of our assets to ensure that we deliver customer promises at the lowest sustainable cost.

During the Plan period, we will continue to implement the maturity and improvement actions identified as being necessary to align our asset management framework with the Global Forum on Maintenance and Asset Management (GFMAM) Asset Management Landscape. We will also continue to progress growth and capacity assessments to assess the effects of system yield, climatic impacts and demand growth on the capacity of our systems.

A key driver of our digital transformation journey is to develop smart water, sewer and recycled systems and networks. Having an effective Supervisory Control and Data Acquisition (SCADA) system is essential to providing visibility into how our assets are performing, allowing for early intervention to reduce risks and an opportunity to increase efficiencies in the way we operate.

Following a detailed review and analysis of our current SCADA systems in 2021, we are considering a five-year program of investment to upgrade our existing SCADA systems. This upgrade will reduce several key strategic risks and support the delivery of key commitments we have made to regulators.

Emerging hydrogen industry in Tasmania

In May 2020, the Tasmanian Government launched the \$50 million Tasmanian Renewable Hydrogen Industry Development Funding Program to support development of a renewable hydrogen industry in Tasmania.

Since that time, TasWater has continued to provide advice and support to the Tasmanian Government, through the Office of the Coordinator-General, on water supply options. This has included providing a supply side options report to assist the Tasmanian Government with its Commonwealth funding submission for a Bell Bay hydrogen hub.

Supporting the development of the Tasmanian economy is consistent with our Shareholders' Letter of Expectations. However, it is important that we do so in a way that does not impact our financial sustainability or result in a cross subsidy paid by our customers, while still delivering our water and sewerage reform obligations and operating in accordance with our legislative instruments, regulatory framework and customer and stakeholder expectations.

Measuring our success

The key performance indicators (KPIs) for the next five years are consistent with the Corporate Plan FY2022-26 and continue to align with our Long Term Strategic Plan, draft Price and Service Plan 4, strategic priorities and drive to be a high-performing organisation. It should be noted that some KPIs are nearing target and, for others, there is a flattening profile in the outyears of the Plan that reflects the targeted delivery date for current primary and enabling strategies. We will refresh our KPIs during FY2022-23 and it is anticipated that a number of new KPIs will be provided in the Corporate Plan FY2024-28.

| Our priorities | Measurement | Forecast | Target | Target | Target | Target | Target |
|--|---|-----------|-----------|--------------------|-----------|-----------|-----------|
| Customer and Community – Deliver a positive customer experience to you | | FY2021-22 | FY2022-23 | FY2023-24 | FY2024-25 | FY2025-26 | FY2026-27 |
| Identify and close critical customer service gaps | Customer experience percentage ¹ | 64% | 66% | 68% | 70% | 72% | 72% |
| | Customer satisfaction percentage | 68% | 70% | 72% | 74% | 75% | 75% |
| | Brand perception percentage | 60% | 62% | 64% | 66% | 68% | 70% |
| Improve our community engagement and understanding | Community and stakeholder feedback percentage | 68% | 72% | 73% | 74% | 75% | 75% |
| Water and Environment – Provide you with safe drinking water and responsibly manage your sewage | | FY2021-22 | FY2022-23 | FY2023-24 | FY2024-25 | FY2025-26 | FY2026-27 |
| Meet agreed regulatory compliance targets | Customers supplied by drinking water systems meeting best practice risk mitigation (per cent) | 10.7% | 13.4% | 65.6% ² | 66.6% | 66.6% | 66.6% |
| | Number of dams above the ANCOLD Limit of Tolerability | 2 | 0 | 0 | 0 | 0 | 0 |

¹ Customer experience combines two metrics: customer interaction, which measures the quality of an interaction, and customer effort which measures how easily an issue was addressed and resolved.

² The improvement in FY2022-23 and FY2023-24 reflects delivery of the Bryn Estyn WTP Major Upgrade project and current ultraviolet programs. Further capital projects to improve this metric are currently due for completion in FY2027-28.

| Our priorities | Measurement | Forecast | Target | Target | Target | Target | Target |
|--|---|--|--|--|---|---|---|
| | Number of wastewater systems considered high risk to the environment ³ | 20 | 17 | 15 | 14 | 13 | 12 |
| | Real losses: water mains (kL/km water main/day) | 10.0 | 9.0 | 8.0 | 7.5 | 7.0 | 6.7 |
| Optimise system performance | Number of critically notifiable spills (less than or equal to) | 4 | 2 | 2 | 1 | 1 | 1 |
| | Treated wastewater compliant with EPA requirements (flow-weighted) per cent | 89.0% | 89.0% | 91.0% | 91.0% | 91.0% | 91.0% |
| People and Culture – Build culture and skills for the long-term benefits of Tasmania | | FY2021-22 | FY2022-23 | FY2023-24 | FY2024-25 | FY2025-26 | FY2026-27 |
| Enhance workforce capability and culture | Fifty per cent constructive styles ⁴ by 2023 | Constructive styles to be between the 25th and 50th percentile. Defensive styles at or below the 50th percentile | Material improvement in pulse cultural survey ⁵ results | Constructive styles to be at the 50th percentile or better. Defensive styles at or below the 25th percentile | Material improvement in pulse cultural survey results | Constructive styles to be above the 50th percentile. Defensive styles below the 25th percentile | Constructive styles remain above the 50th percentile. Defensive styles remain below the 25th percentile |
| Relentless focus on safety (Zero Harm) | Total Recordable Injury Frequency Rate (TRIFR) – (less than or equal to) | 8.5 | ≤5.5 | ≤3.0 | ≤3.0 | ≤2.0 | ≤2.0 |
| | Notifiable Injury Frequency Rate | ≤0.8 | ≤0.4 | ≤0.4 | ≤0.4 | ≤0.4 | ≤0.4 |

³ All EPA-regulated sewage treatment plant effluent discharges have undergone an environmental risk assessment (ERA) for their impact on the receiving environment. The EPA informs prioritisation of projects based on risk to the environment. This KPI tracks the improvement of effluent quality through optimisation and infrastructure upgrades.

⁴ We use the Human Synergistics Organisational Culture Inventory™ to measure our cultural performance against similar organisations that also use the profiling tool. The Human Synergistics Circumplex measures the behavioural styles that drive the effectiveness and performance of individuals, groups and organisations. A constructive style promotes healthy and effective thinking and behavioural patterns. A defensive style reinforces passive and aggressive thinking and behavioural patterns.

⁵ We have developed a pulse cultural survey tool to complement the Human Synergistics Organisational Culture Inventory™. The surveys are conducted throughout the year to collect high-level employee feedback and monitor the ongoing effectiveness of our cultural development initiatives.

| Commercial and Economic – Give you value for money | | FY2021-22 | FY2022-23 | FY2023-24 | FY2024-25 | FY2025-26 | FY2026-27 |
|--|----------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| Deliver Price and Service Plan commitments | Capital expenditure | \$249.0M | \$249.2M | \$304.1M | \$299.2M | \$231.3M | \$216.2M |
| Achieve further efficiencies | EBITDA | \$164.8M | \$169.2M | \$185.9M | \$195.4M | \$205.8M | \$218.0M |
| | Interest cover ratio | 3.40 | 3.35 | 3.60 | 3.15 | 2.91 | 2.89 |

Financial forecasts

Overview

The table below highlights the key information contained in our financial and capital forecasts for the Plan:

| Financial summary | FY2020-21 Actual | FY2021-22 Forecast | FY2022-23 Forecast | FY2023-24 Forecast | FY2024-25 Forecast | FY2025-26 Forecast | FY2026-27 Forecast |
|--|---------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Net Profit \$M | 43.5 | 56.5 | 62.2 | 69.7 | 69.5 | 70.1 | 76.3 |
| Underlying Net Profit⁶ \$M | 16.3 | 25.9 | 32.7 | 31.0 | 30.0 | 30.4 | 36.0 |
| Capital Expenditure \$M⁷ | 177.6 | 249.0 | 249.2 | 304.1 | 299.2 | 231.3 | 216.2 |
| Distributions | | | | | | | |
| Dividends \$M | 10.0 | 20.0 | 20.0 | 20.0 | 20.0 | 20.0 | 20.0 |
| Special Dividend Target ⁸ \$M | - | 4.0 | 4.0 | 4.0 | 4.0 | 4.0 | - |
| Total Distributions \$M | 10.0 | 24.0 | 24.0 | 24.0 | 24.0 | 24.0 | 20.0 |
| Debt \$M | 619.8 | 725.8 | 804.3 | 861.9 | 991.9 | 1,088.5 | 1,166.6 |
| Gearing⁹ | 39.1% | 43.9% | 46.2% | 46.9% | 52.7% | 56.4% | 58.3% |
| Interest Cover (times) | 3.20 | 3.40 | 3.35 | 3.60 | 3.15 | 2.91 | 2.89 |

⁶ Underlying net profit is the profit adjusted for contributed revenue and developer charges.

⁷ Capital expenditure includes externally funded projects

⁸ Special dividends are provided for within the Plan so as to return foregone dividends during COVID-19 to owner councils. As with all dividend payments, they are subject to the underlying financial performance and position supporting these payments.

⁹ Gearing levels have been calculated in accordance with TasWater's Financial Sustainability Strategy as: borrowings/shareholders equity.

Forecast growth and demand

Forecast growth and demand assumptions are consistent with the Price and Service Plan 4 (PSP4) proposal for the period FY2022-23 to FY2025-26, which we submitted to the Tasmanian Economic Regulator (TER) on 30 June 2021. We have assumed growth and demand will continue at the same rate in FY2026-27, being the first year Price and Services Plan 5.

Revenue assumptions

Revenue assumptions reflect the TER's *Investigation into TasWater's Prices and Services for the Period 1 July 2022 to 30 June 2026 Draft Report February 2022* (draft determination), which was released on 28 February 2022. The draft determination proposes a uniform price increase of 3.07 per cent per annum during the fourth regulatory period. We have applied the 3.07 per cent price increase in FY2026-27, being the first year of Price and Service Plan 5.

The Corporate Plan FY2023-27 (Plan) includes new income of \$8.8 million per annum from 1 July 2023 from the re-introduction of a shared infrastructure contribution charge (formerly known as headworks).

Interest expense assumptions

The average interest rate for the loan portfolio is 3.47 per cent per annum across the Plan period.

Non-interest expense assumptions

Cost increase assumptions have been predominately based around a projected consumer price index (CPI) increase of 2.50 per cent per annum across the Plan period. The following additional assumptions underpin the expenses contained in the Plan:

- Fixed salary increases are consistent with the terms of our Enterprise Agreements, which provide certainty for our employees through to FY2023-24. In addition, a modest pool of funds is set aside for annual performance increases based on individual performance. These are discretionary and not guaranteed.
- Power expenses have been modelled by an external consultant and are based on network tariff outcomes, existing contracts and forecast forward pricing.
- Operational cost increases have been partially offset by anticipated productivity savings in each year of the Plan.

It should be noted that any inflationary increases that are materially above the 2.50 per cent allowance provided in the Plan will directly impact our underlying profit, as revenue is mainly fixed through regulatory pricing. If excessive inflation were to occur, consideration would be given to the options available to minimise the impact on underlying profit.

Comparison to the Long Term Strategic Plan financial forecasts

The financial forecasts provided in the Plan are marginally below the targets outlined in the Long Term Strategic Plan 2021-2030 (LTSP).

The reduction in the assumed annual price increase from 3.50 per cent in our PSP4 proposal to the 3.07 per cent used in the draft determination has resulted in revenue decreasing by \$24.5 million over the Plan period. This has been partially offset by the re-introduction of a shared infrastructure contribution charge from 1 July 2023 which is forecast to generate in the order of \$8.8 million per annum.

Expenditure is higher than the LTSP targets, largely due to higher employee costs following the latest Enterprise Agreement outcomes.

Dividend Forecasts

In addition to ordinary dividends, special dividends of \$4 million per annum are provided for from FY2021-22 to FY2025-26. These special dividends are to return the foregone dividends during COVID-19 to owner councils. As with all forecast dividend payments, special dividends are subject to the underlying financial performance and position supporting these payments. Payment of the special dividend will be considered in June of each year when the underlying profit for the year is more certain.

In developing these forecasts, it has been assumed that there will be no material adverse financial impact from any state or federal government policy or legislative changes. To the extent such changes occur, resulting in underlying profits being reduced below the threshold required to support the dividend forecasts, dividends would be reduced to ensure they do not exceed underlying profits.

To the extent that underlying profitability is greater than forecast, consideration would be given to how to best to use these funds, giving regard to the objectives of TasWater's Financial Sustainability Strategy.

Gearing

TasWater's Financial Sustainability Strategy sets a gearing threshold of 55 per cent. This is a conservative gearing position when compared to our peers and when compared to the Financial Leverage loan covenant with our financiers, the Tasmanian Public Finance Corporation.

The financial projections show that our gearing level will exceed the 55 per cent threshold in FY2025-26. We expect the gearing level to peak at 59.5 per cent in FY2027-28 before returning to within the Financial Sustainability Policy threshold by FY2030-31.

While TasWater will seek to comply with the parameters set within our Financial Sustainability Strategy over time, a relatively small short-term exceedance is not considered to be a major risk to financial sustainability.

Capital expenditure

Overview

In 2018, TasWater and owner councils committed to investing \$1.7 billion over 10 years in new and upgraded infrastructure, with a best endeavour aim to uplift our capital expenditure to \$1.8 billion over this period.

Including the capital expenditure in this Plan, we now expect to exceed the best endeavour aim and deliver a total of \$1.85 billion¹⁰ of capital expenditure over the 10-year period of the commitment (FY2016-17 to FY2025-26).

Over the Plan period, we are forecasting to deliver total capital investment of \$1.1 billion. External funding contributions increase this forecast to \$1.3 billion. This significant capital program will enable us to continue to deliver improved outcomes for our customers while also supporting Tasmania's ongoing recovery from the economic impacts of COVID-19.

To ensure that we find the appropriate balance between meeting compliance commitments and price affordability for our customers, our capital program is guided by a prioritisation model that includes a weighting to emphasise the outcomes that our customers and stakeholders advised us were most important.

Our capital program is also guided by key plans that have been approved by various regulators, including:

- The Drinking Water Quality Risk Management Plan regulated by the Department of Health
- The draft Wastewater Risk Management Plan regulated by the Environment Protection Authority
- The Dam Safety Management Plan regulated by the Department of Natural Resources and Environment Tasmania
- The Price and Service Plan regulated by the Tasmanian Economic Regulator.

Just over half of our forecast capital expenditure over the Plan period is targeting compliance improvements in areas such as water quality, dam safety and environmental outcomes. Expenditure on major projects during this time includes the North-West Water Supply Upgrade (\$144.3 million), Macquarie Point STP relocation (\$136.8 million), Tamar Estuary River Health Action Plan (\$122.2 million) and Launceston Sewer Improvement Plan (\$90.7 million).

In recent years, we have continued to embed the Capital Delivery Office (CDO) alliance into our business-as-usual operations. As a result of these efforts, we have delivered a significant acceleration in capital expenditure in the last two financial years. For FY2021-22, we are forecasting to deliver total capital expenditure of \$249.0 million, which is 8.3 per cent higher than the budgeted amount of \$229.9 million.

In February 2022, the CDO alliance was extended for a further two years to June 2025. The CDO will continue to focus on delivering the larger, higher-risk projects for which it is best suited, while simpler, lower cost projects will be delivered internally through our Project Delivery Group.

¹⁰ Excluding external funding contributions

While our approach to capital investment is highly structured, we have the flexibility to rapidly address unexpected issues that could significantly

impact our services. We regularly reassess the opportunities to further optimise our capital program to suit our operating environment.

| | FY2022-23 Forecast (\$M) | FY2023-24 Forecast (\$M) | FY2024-25 Forecast (\$M) | FY2025-26 Forecast (\$M) | FY2026-27 Forecast (\$M) | Total (\$M) |
|--|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|----------------|
| Capital expenditure program | 224.3 | 231.7 | 225.4 | 219.9 | 216.2 | 1,117.5 |
| Capital expenditure program – including external funding | 249.2 | 304.1 | 299.2 | 231.3 | 216.2 | 1,300.0 |

Figure 3 – FY2023-27 capital program by asset class¹¹

This section will be updated prior to the final Plan being distributed to owners in early May 2022.

Figure 4 – FY2023-27 capital program by driver

This section will be updated prior to the final Plan being distributed to owners in early May 2022.

¹¹ 'Other' asset class includes business-related capital investment expenditure including information technology, fleet, safety, facilities, electrical, and supervisory control and data acquisition

Externally funded capital expenditure projects

From time to time we need to consider projects where, while they provide benefits to Tasmania, we are unable to recover the associated costs from our customers. For these projects, we seek external funding contributions.

In this current Plan period, we have included external funding in our financial forecasts for a range of projects that either have a signed grant deed or there is otherwise enough certainty of the funding being provided. Relative to the FY2022-26 Corporate Plan, we have added

external funding forecasts relating to the Bicheno Sewage Treatment Plant Recycled Water Scheme Expansion, Penna Recycled Water Scheme Expansion and the Shellfish Lease Protection Program.

If projects with an external funding contribution do not proceed, we will consider the budget impacts and whether to issue a revised Plan. We will also continue to seek further funding, with the Tasmanian Government's support, from the Australian Government for other important projects where considered appropriate.

Capital projects – external funding contributions (by value, \$Millions)¹²

| Project title | FY2022-23 Forecast | FY2023-24 Forecast | FY2024-25 Forecast | FY2025-26 Forecast | FY2026-27 Forecast | Total Forecast |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|----------------|
| Tamar Estuary River Health Action Plan | 13.6 | 50.0 | 27.2 | 0.0 | 0.0 | 90.8 |
| Macquarie Point STP Relocation | 4.2 | 15.3 | 45.8 | 11.4 | 0.0 | 76.7 |
| Bicheno STP Recycled Water Scheme Expansion | 0.0 | 4.2 | 0.8 | 0.0 | 0.0 | 5.0 |
| Penna Recycled Water Scheme Expansion | 3.3 | 1.7 | 0.0 | 0.0 | 0.0 | 5.0 |
| Shellfish Lease Protection Program | 3.8 | 1.2 | 0.0 | 0.0 | 0.0 | 5.0 |
| Total Externally funded projects | 24.9 | 72.4 | 73.8 | 11.4 | 0.0 | 182.5 |

¹² Excludes TasWater funding contributions

Appendices

Income statement

| | FY2020-21 Actuals | FY2021-22 Forecast | FY2022-23 Forecast | FY2023-24 Forecast | FY2024-25 Forecast | FY2025-26 Forecast | FY2026-27 Forecast |
|--|----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Revenue | | | | | | | |
| Fixed Charges | 255.5 | 265.1 | 278.8 | 291.3 | 302.8 | 314.8 | 327.3 |
| Volumetric Charges | 69.6 | 74.6 | 77.5 | 80.6 | 83.8 | 87.1 | 90.5 |
| Development Revenue | 6.9 | 7.0 | 6.8 | 7.0 | 7.2 | 7.4 | 7.6 |
| Contributed Assets & Developer Charges | 29.4 | 30.6 | 29.5 | 38.6 | 39.2 | 39.7 | 40.2 |
| Other Revenue | 5.7 | 6.7 | 5.1 | 5.3 | 27.3 ¹³ | 9.5 | 9.7 |
| Total Revenue | 367.1 | 384.0 | 397.7 | 422.8 | 460.3 | 458.5 | 475.3 |
| Expenses | | | | | | | |
| Chemicals, Power & Royalties | 23.7 | 23.2 | 25.6 | 27.6 | 29.5 | 30.8 | 32.5 |
| Materials & Services | 42.1 | 39.7 | 39.9 | 41.4 | 43.3 | 45.1 | 46.8 |
| Salaries & Related Personnel Expenditure | 98.2 | 103.6 | 110.3 | 115.3 | 120.2 | 124.6 | 127.3 |
| Administration Costs | 47.4 | 52.7 | 52.7 | 52.6 | 71.9 ¹⁴ | 52.2 | 50.7 |
| Total Expenses | 211.4 | 219.2 | 228.5 | 236.9 | 264.9 | 252.7 | 257.3 |
| Earnings before interest, tax & depreciation | 155.7 | 164.8 | 169.2 | 185.9 | 195.4 | 205.8 | 218.0 |
| Interest Expense | 17.8 | 16.7 | 15.3 | 19.7 | 24.7 | 28.8 | 32.2 |
| Depreciation | 94.4 | 91.6 | 91.7 | 96.5 | 101.2 | 106.9 | 109.5 |
| Net Operating Profit | 43.5 | 56.5 | 62.2 | 69.7 | 69.5 | 70.1 | 76.3 |

¹³ Includes \$20.0M grant for operational costs relating to Macquarie Point STP relocation project

¹⁴ Includes \$20.0M in decommissioning and asset write off costs for the Macquarie Point STP relocation project

Cash flow statement

| | FY2020-21 Actuals | FY2021-22 Forecast | FY2022-23 Forecast | FY2023-24 Forecast | FY2024-25 Forecast | FY2025-26 Forecast | FY2026-27 Forecast |
|---|----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Cash flows from operating activities | | | | | | | |
| Receipts from Customers | 321.9 | 345.9 | 357.9 | 376.7 | 388.9 | 401.8 | 414.7 |
| Payments to Suppliers and Employees | (222.5) | (233.5) | (242.3) | (254.9) | (261.4) | (269.3) | (277.1) |
| Government Grants | - | 0.5 | - | - | 20.0 | - | - |
| Interest Paid | (17.1) | (18.7) | (15.7) | (19.1) | (23.7) | (28.2) | (31.0) |
| GST Refund from the ATO | 23.1 | 32.3 | 32.4 | 39.1 | 39.2 | 35.6 | 32.7 |
| Net Cash Flows from Operating Activities | 105.4 | 126.5 | 132.3 | 141.8 | 163.0 | 139.9 | 139.3 |
| Cash flows from investing activities | | | | | | | |
| Payments for Property, Plant and Equipment | (162.9) | (249.0) | (249.2) | (304.1) | (299.2) | (231.3) | (216.2) |
| Government Grants | 9.5 | - | 13.6 | 79.9 | 31.4 | 20.0 | 20.0 |
| Equity Contributions | 20.0 | 40.0 | 50.0 | 50.0 | - | - | - |
| Proceeds from Property, Plant and Equipment | 1.5 | 1.2 | - | - | - | - | - |
| Net Cash Flows from Investing Activities | (131.9) | (207.8) | (185.6) | (174.2) | (267.8) | (211.3) | (196.2) |
| Cash flows from financing activities | | | | | | | |
| Proceeds from Borrowings | 40.2 | 106.1 | 78.5 | 57.6 | 130.0 | 96.6 | 78.1 |
| Dividends Paid | (10.0) | (20.0) | (20.0) | (20.0) | (20.0) | (20.0) | (20.0) |
| Special Dividends ¹⁵ | - | (4.0) | (4.0) | (4.0) | (4.0) | (4.0) | - |
| Repayment of Lease Liabilities | (2.8) | (1.2) | (1.2) | (1.2) | (1.2) | (1.2) | (1.2) |
| Net Cash Flows from Financing Activities | 27.4 | 80.9 | 53.3 | 32.4 | 104.8 | 71.4 | 56.9 |
| Net Movement in Cash for the Year | 0.9 | (0.4) | - | - | - | - | - |
| Opening Cash Balance | 2.0 | 2.9 | 2.5 | 2.5 | 2.5 | 2.5 | 2.5 |
| Closing Cash Balance | 2.9 | 2.5 | 2.5 | 2.5 | 2.5 | 2.5 | 2.5 |

¹⁵ Special dividends are provided for within the Plan so as to return foregone dividends during COVID-19 to owner councils. As with all dividend payments, they are subject to the underlying financial performance and position supporting these payments.

Balance sheet

| | FY2020-21 Actuals | FY2021-22 Forecast | FY2022-23 Forecast | FY2023-24 Forecast | FY2024-25 Forecast | FY2025-26 Forecast | FY2026-27 Forecast |
|-----------------------------|----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Assets | | | | | | | |
| Cash and Cash Equivalents | 2.9 | 2.5 | 2.5 | 2.5 | 2.5 | 2.5 | 2.5 |
| Receivables | 34.4 | 37.8 | 38.8 | 41.0 | 46.7 | 49.7 | 54.0 |
| Inventories | 8.4 | 7.6 | 7.4 | 7.4 | 7.4 | 7.4 | 8.1 |
| Property, Plant & Equipment | 2,292.6 | 2,480.3 | 2,667.2 | 2,904.6 | 3,112.6 | 3,267.4 | 3,405.7 |
| Other | 4.6 | 4.1 | 4.3 | 4.1 | 4.0 | 4.5 | 6.0 |
| Total Assets | 2,342.9 | 2,532.3 | 2,720.2 | 2,959.6 | 3,173.2 | 3,331.5 | 3,476.3 |
| Liabilities | | | | | | | |
| Borrowings | 619.8 | 725.8 | 804.3 | 861.9 | 991.9 | 1,088.5 | 1,166.6 |
| Employee Benefits | 33.6 | 40.7 | 45.7 | 49.2 | 53.1 | 55.0 | 56.3 |
| Payables | 42.7 | 48.4 | 51.4 | 57.3 | 59.6 | 61.1 | 61.5 |
| Unearned Income | 37.5 | 36.2 | 48.6 | 127.3 | 155.5 | 170.3 | 185.2 |
| Other | 33.2 | 32.8 | 33.6 | 31.6 | 35.3 | 32.7 | 26.5 |
| Total Liabilities | 766.8 | 883.9 | 983.6 | 1,127.3 | 1,295.4 | 1,407.6 | 1,496.1 |
| Net Assets | 1,576.1 | 1,648.4 | 1,736.6 | 1,832.3 | 1,877.8 | 1,923.9 | 1,980.2 |
| Equity | | | | | | | |
| Retained Earnings | (383.9) | (351.4) | (313.2) | (267.5) | (222.0) | (175.9) | (119.6) |
| Reserves | 372.2 | 372.0 | 372.0 | 372.0 | 372.0 | 372.0 | 372.0 |
| Contributed Capital | 1,587.8 | 1,627.8 | 1,677.8 | 1,727.8 | 1,727.8 | 1,727.8 | 1,727.8 |
| Total Equity | 1,576.1 | 1,648.4 | 1,736.6 | 1,832.3 | 1,877.8 | 1,923.9 | 1,980.2 |

Owner distributions (\$Millions)

| | FY2020-21 Actuals | FY2021-22 Forecast | FY2022-23 Forecast | FY2023-24 Forecast | FY2024-25 Forecast | FY2025-26 Forecast | FY2026-27 Forecast |
|---------------------------------|----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Dividend | 10.0 | 20.0 | 20.0 | 20.0 | 20.0 | 20.0 | 20.0 |
| Special Dividends ¹⁶ | 0.0 | 4.0 | 4.0 | 4.0 | 4.0 | 4.0 | - |
| Total Distribution | 10.0 | 24.0 | 24.0 | 24.0 | 24.0 | 24.0 | 20.0 |

¹⁶ Special dividends are provided for within the Plan so as to return foregone dividends during COVID-19 to owner councils. As with all dividend payments, they are subject to the underlying financial performance and position supporting these payments.

Top 25 major capital projects (by value, \$Millions)

| Project title | Asset class | Primary driver | FY2022-23 Forecast | FY2023-24 Forecast | FY2024-25 Forecast | FY2025-26 Forecast | FY2026-27 Forecast | Total Forecast |
|---|-------------|----------------|--------------------|--------------------|--------------------|--------------------|--------------------|----------------|
| North West Water Supply Upgrade | Water | Compliance | 0.5 | 0.3 | 5.3 | 70.1 | 68.1 | 144.3 |
| Macquarie Point STP Relocation | Sewer | Compliance | 7.3 | 27.3 | 81.8 | 20.4 | - | 136.8 |
| Tamar Estuary River Health Action Plan | Sewer | Improvement | 18.3 | 67.2 | 36.7 | - | - | 122.2 |
| Launceston Sewer Improvement Plan | Sewer | Compliance | 1.2 | 1.5 | 3.3 | 24.3 | 60.3 | 90.7 |
| Regional Towns Water Supply Program Stage 4 | Water | Compliance | 2.8 | 33.5 | 22.2 | 0.5 | - | 59.0 |
| Bryn Estyn WTP Major Upgrade / Replacement | Water | Compliance | 53.6 | 1.0 | 0.4 | 1.9 | - | 56.9 |
| Ridgeway Dam Upgrade | Water | Compliance | 1.2 | 1.8 | 24.2 | 24.4 | 5.1 | 56.7 |
| Bridport Water Surety | Water | Growth | 0.6 | 5.2 | 19.8 | 1.9 | - | 27.5 |
| Wynyard STP Upgrade | Sewer | Compliance | 0.3 | 0.2 | 2.2 | 15.7 | 0.2 | 18.5 |
| Distillery Creek - Raw Water Storage | Water | Growth | 0.3 | 0.4 | 0.9 | 5.3 | 10.8 | 17.6 |
| Pet Dam Safety Upgrade | Water | Compliance | 1.1 | 9.3 | 6.0 | - | - | 16.4 |
| Davis St, Smithton SPS Upgrade | Sewer | Growth | 7.8 | 7.0 | - | - | - | 14.8 |
| UV Program - Stage 2A | Water | Compliance | 9.5 | 2.5 | - | - | - | 12.0 |
| Shellfish Lease Protection Program | Sewer | Compliance | 9.6 | 1.5 | - | - | - | 11.1 |
| UV Program Stage 2B | Water | Compliance | 11.1 | - | - | - | - | 11.1 |
| Ulverstone STP Upgrade | Sewer | Compliance | 5.0 | 5.9 | - | - | - | 10.9 |
| Penna Recycled Water Scheme Expansion | Sewer | Compliance | 6.5 | 3.4 | - | - | - | 9.8 |
| Stubbs Point SPS Upgrade | Sewer | Growth | 0.1 | 5.2 | 4.1 | - | - | 9.5 |
| Scottsdale STP Optimisation | Sewer | Improvement | 0.3 | 6.1 | 2.8 | - | - | 9.2 |
| Mt Leslie WTP Sludge Handling | Water | Growth | 0.2 | 9.0 | - | - | - | 9.2 |
| Bicheno STP Recycled Water Scheme Expansion | Sewer | Compliance | 1.0 | 7.4 | 0.8 | - | - | 9.1 |
| Geeveston STP Outfall | Sewer | Compliance | 6.1 | 2.9 | - | - | - | 9.0 |
| Flagstaff Gully Dam Risk Reduction Works | Water | Improvement | - | 1.9 | 7.0 | - | - | 8.8 |
| Tasman Highway, Orford - Trunk Main | Water | Growth | 5.3 | 2.5 | - | - | - | 7.8 |
| Chimney Saddle Raw Water Storage | Water | Growth | 0.4 | 2.4 | 4.7 | - | - | 7.5 |

Top 10 capital programs (by value, \$Millions)

| Program title | System type | Primary driver | FY2022-23 Forecast | FY2023-24 Forecast | FY2024-25 Forecast | FY2025-26 Forecast | FY2026-27 Forecast | Total Forecast |
|-----------------------------------|------------------|----------------|--------------------|--------------------|--------------------|--------------------|--------------------|----------------|
| Run to Fail Program ¹⁷ | Various | Renewal | 9.8 | 8.7 | 8.6 | 8.1 | 7.2 | 42.4 |
| Metering Program | Water | Renewal | 6.5 | 6.4 | 6.8 | 6.8 | 7.7 | 34.3 |
| SCADA Program | SCADA/Electrical | Renewal | 2.7 | 5.6 | 7.0 | 7.7 | 7.2 | 30.2 |
| Water Main Renewal Program | Water | Renewal | 2.3 | 2.6 | 2.7 | 4.0 | 6.3 | 17.9 |
| Non-network Other - Fleet | Fleet/Facilities | Renewal | 3.5 | 3.5 | 3.0 | 3.3 | 2.6 | 16.0 |
| Non-network IT | Business Systems | Renewal | 3.1 | 2.9 | 3.3 | 3.2 | 2.0 | 14.4 |
| STP Renewal Program | Sewer | Renewal | 1.9 | 1.9 | 2.1 | 2.2 | 5.4 | 13.5 |
| Sewer Main Renewal Program | Sewer | Renewal | 2.2 | 2.2 | 2.0 | 2.1 | 2.9 | 11.4 |
| SPS Renewal Program | Sewer | Renewal | 1.6 | 1.7 | 1.9 | 2.0 | 4.1 | 11.3 |
| WTP Renewal Program | Water | Renewal | 1.6 | 1.6 | 1.9 | 2.0 | 2.4 | 9.4 |

¹⁷ Previously known as the “Reactive Program”. Typically used to address failures in the system (i.e. pipe failure) where an urgent and unplanned response is required.

1. PURPOSE

The purpose of this policy is to affirm Southern Midlands Council strong commitment to the safety of children and young people in all of our programs and services.

2. OBJECTIVE

The primary objective of this policy is to provide information about the various mechanisms that exist within Council that are designed to support and uphold our commitment to safeguarding children and young people

3. SCOPE

This policy applies to all staff – whether paid employees or volunteers – engaged with Southern Midlands Council.

4. DEFINITIONS

| | |
|---|---|
| Bullying | Bullying is an inappropriate use of power by one or more persons over another less powerful person or group and is generally an act that is repeated over time. Bullying has been described by researchers as taking many forms which are often interrelated and include: <ul style="list-style-type: none"> • Verbal (name calling, put downs, threats) • Physical (hitting, punching, kicking, scratching, tripping, spitting) • Social (ignoring, excluding, ostracising, alienating) • Psychological (spreading rumours, stalking, dirty looks, hiding or damaging possessions) |
| Child or young person | A person under the age of eighteen years. |
| ‘Direct role’ | A ‘direct role’ is one that has contact with children and young people that is not incidental, but normally part of providing a service, program or activity for children and young people. |
| Emotional or psychological abuse | Emotional or psychological abuse occurs when a child does not receive the love, affection or attention they need for healthy emotional, psychological and social development. Such abuse may involve repeated rejection or threats to a child. Constant criticism, teasing, ignoring, threatening, yelling, scapegoating, ridicule and rejection or continual coldness are all examples of emotional abuse. These behaviours may result in significant damage to the child’s physical, intellectual or emotional wellbeing and development. |
| Family violence | Family violence occurs when children are forced to live with violence between adults in their home. It is harmful to children. It can include witnessing violence or the consequences of violence. Family violence is defined as violence between members of a family or extended family or those fulfilling the role of family in a child or young person’s life. Exposure of family violence places children and young people at increased risk of physical injury and harm and has a significant impact on their wellbeing and development. |



Council Policy
SAFEGUARDING CHILDREN & YOUNG PEOPLE POLICY

Approved by: Council
Approved date: Insert date
Review date: Insert date

| | |
|----------------------------|--|
| Grooming | Grooming is where an adult builds a relationship with a child with a view to abusing them at some stage. There is no set pattern in relation to the grooming of children. For some perpetrators, there may be a lengthy period of time before abuse begins. The child may be given special attention and, what starts as an apparently normal display of affection, such as cuddling, can develop into sexual touching and then into more serious sexual behaviour. Other perpetrators may draw a child in and abuse them relatively quickly. Some abusers do not groom children but abuse them without forming a relationship at all. Grooming can take place in any setting where a relationship is formed, such as leisure, music, sports and religious activities, or in internet chatrooms, on social media or by other technological channels. |
| Harm | Harm is any detrimental effect of a significant nature of the child's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. Harm can be caused by: <ul style="list-style-type: none"> • Physical, psychological or emotional abuse or neglect • Sexual abuse or exploitation • A single act, omission or circumstance • A series of combination of acts, omissions or circumstances |
| Neglect | Neglect is the persistent failure or deliberate denial to provide the child with the basic necessities of life. Such neglect includes the failure to provide adequate food, clothing, shelter, adequate supervision, clear water, medical attention or supervision to the extent that the child's health and development is, or is likely to be, significantly harmed. Categories of neglect include, physical, medical, abandonment or desertion, emotional and education. The issue of neglect must be considered within the context of resources reasonably available. |
| Physical abuse | Physical abuse occurs when a person subjects a child to non-accidental physically aggressive acts. The abuser may inflict an injury intentionally or inadvertently as a result of physical punishment or the aggressive treatment of a child. Physically abusive behaviour includes (but is not limited to) shoving, hitting, slapping, shaking, throwing, punching, biting, burning, excessive and physically harmful over training and kicking. It also includes giving children harmful substances such as drugs, alcohol or poison. Certain types of punishment, whilst not causing injury can also be considered physical abuse if they place a child in a position of being hurt. |
| Sexual abuse | Sexual abuse occurs when an adult or a person of authority (e.g. older) involves a child in any sexual activity. Perpetrators of sexual abuse take advantage of their power, authority or position over the child or young person for their own benefit. It can include making sexual comments to a child, engaging children to participate in sexual conversations over the internet or on social media, kissing, touching a child's genitals or breasts, oral sex or intercourse with a child. Encouraging a child to view pornographic magazines, websites and videos is also sexual abuse. Engaging children to participate in sexual conversations over the internet is also considered sexual abuse. |
| Sexual exploitation | Sexual exploitation occurs when children are forced into sexual activities that are then recorded in some way and/or used to produce pornography. Such pornography can be in the form of actual photos or videos or published on the internet. Exploitation can also involve children who are forced into prostitution. |
| Staff | For the purpose of this policy "staff" refers to all people engaged with Council, whether in a paid or unpaid capacity. This includes volunteers and contractors. |

5. POLICY STATEMENT

The Southern Midlands Council takes seriously its responsibility to deliver an environment that is caring, nurturing and safe.

We promote equity and respect diversity by:

- Actively anticipating children's diverse circumstances and responding effectively to those with additional vulnerabilities.
- Giving all children access to information, support and complaints processes.
- Paying particular attention to the needs of Aboriginal and Torres Strait Islander children; those with a disability, children from culturally and linguistically diverse backgrounds, Lesbian, Gay, Bisexual, Transgender or Intersex (LGBTI) children and those who are unable to live at home.

It is the responsibility of all members of the Southern Midlands Council to:

- Protect children and young people from all forms of abuse, bullying and exploitation
- Be alert of incidents of child abuse and neglect occurring outside the scope of Council programs and services that may have an impact on the children and young people in our care
- Create and maintain a child safe culture that is understood, endorsed and put into action by all who work for, volunteer in or access Council programs and services.

We require all within the Council, regardless of their role or level of responsibility, to act to safeguarding children from harm by:

- Adopting the practices and behaviour we have set as our standard when carrying out their roles.
- Reporting any abuse or neglect of which they become aware to:
 - General & Deputy General Manager's
 - External authorities responsible for child protection
 - Tasmania Police

This expectation stands regardless of whether that abuse is being perpetrated by staff within Council, or by those outside the Council including those from the child's family, extended family, their family's extended network or strangers.

5.1 Commitment to Safeguarding Children

Council is committed to ensuring the safety and wellbeing of all children and young people who access the Council's activities, programs, services of facilities. This policy seeks to address risks to child safety and to establish a safeguarding culture and practices.

5.2 Expected Behaviour

We require that each person involved in Council delivery of services to children and young people understand both their role and the behaviour we expect in relation of safeguarding children and young people. We established and communicate those expectations by:

- Working under a Code of Conduct that outlines the expectations of all staff in terms of their interaction with one another and children and young people.
- Require all staff, whether paid or volunteer, to sign the Code of Conduct through the induction process.

5.3 Staff Recruiting

Council has measures in place to minimise the likelihood of recruiting a person who is unsuitable to work or volunteer with children or young people. Our recruitment procedures require:

- Face-to-face interviews (or where necessary via video call – e.g. Skype, Zoom or Microsoft Teams) to be held.
- A minimum of two professional reference checks to be undertaken.
- Screening checks to be undertaken, which require applicants to provide proof of their identity, Registration to Work with Vulnerable People (RWVP) and a National Police Check.

5.4 Induction & Training

Council requires all new staff (whether paid or volunteer) to undertake an induction process prior to commencement. This induction process provides them with information regarding our commitment to safeguarding children. All new staff must read and declare their acceptance of the Code of Conduct.

5.5 Mandatory Reporting

Council's Mandatory Reporting Policy is approved and endorsed by the elected Council and applies to all staff. The policy states that:

- Staff must immediately report abuse or neglect and any concerns with policies, practices or the behaviour of staff.
- Staff must meet any legislated mandatory reporting requirements.
- Staff must follow a specified process when reporting abuse or neglect including who will receive reports.
- The failure to report is considered as a serious matter that, depending on circumstances, may result in disciplinary action or be grounds for dismissal.

Staff are requested to notify the General Manager where a mandatory report has been made. Provision has been made for this process through the 'Mandatory Report Notification Form', which may be accessed and completed by any person.

Council staff have access to the 'Mandatory Reporting Policy' and are required to understand its implications for their role. Council document any allegation, disclosure or concern regarding child abuse and monitor responses to all allegations, disclosures or concerns.

5.6 Maintain & Improve Policies / Procedures

Southern Midlands Council are committed to maintaining and improving our policies, procedure and practises to safeguarding children and young people from neglect and abuse. Council monitor staff and external providers to encourage appropriate practice and behaviour to ensure that policies are adhered to.

Council has screening checks to be undertaken, which require applicants to provide proof of their identity, Registration to Work with Vulnerable People (RWVP) and a National Police Check.

5.7 Record Keeping

This policy is to be kept for three (3) years until review, unless there is a significant legislative or organisational change requiring earlier review. Council retain 'evidence' to document each review undertaken. Such evidence may include minutes of meetings and documentation of changes to policies and procedures that result in a review.

5.8 Communication

Council communicate this Mandatory Reporting Policy and its requirements to all staff (whether paid or volunteer) who are involved with children and young people within the organisation. All Council staff are involved in reviews of this policy and its requirements and communicate any significant alterations to all personnel.

6. LEGISLATION

The *Children, Young Persons and Their Families Act 1997*

Please familiarise yourself with this legislation at

<https://www.legislation.tas.gov.au/view/html/inforce/current/act-1997-028>

7. RELATED DOCUMENTS

- Code of Conduct Employees
- Mandatory Reporting Policy
- Mandatory Report Notification Form

8. DOCUMENT ADMINISTRATION

This Instruction is a managed document and is to be reviewed every 3 years or as directed by the General Manager.

This document is Version X.X effective XX-XX-XXXX. The document is maintained by <INSERT DEPARTMENT>, for the Southern Midlands Council.



1. PURPOSE

Southern Midlands Council is committed to the protection of children and young people who attend our programs and services. The purpose of this policy is to inform the understanding of staff, contractors, volunteers and members of the community of their responsibilities in respect to child abuse reports and allegations.

Council promotes equity and respects the diversity of the children and young people and their parents/carers who access our services. This includes Aboriginal & Torres Strait Islander children, children from culturally and linguistically diverse backgrounds and children & young people with a disability.

We take seriously our commitment to deliver an environment that is characterised by integrity, humility, kindness, respect and courage, and are dedicated to ensuring the safety of all children and young people to whom we provide services or participate in our programs.

2. OBJECTIVE

The primary objective of this policy is to inform adults engaged with Southern Midlands Council – regardless of their position or capacity – of their responsibilities toward mandatory reporting, and to outline mechanisms and processes for responding to child abuse reports and allegations.

3. SCOPE

All adults within or engaged by Council (whether on a paid or unpaid basis) are required to meet the requirements of this policy, without exception. Note that in this policy ‘staff’ refers to all persons engaged with Council, whether in a paid or unpaid capacity. This includes both volunteers and contractors.

4. DEFINITIONS

| | |
|---|---|
| Bullying | Bullying is an inappropriate use of power by one or more persons over another less powerful person or group and is generally an act that is repeated over time. Bullying has been described by researchers as taking many forms which are often interrelated and include: <ul style="list-style-type: none"> • Verbal (name calling, put downs, threats) • Physical (hitting, punching, kicking, scratching, tripping, spitting) • Social (ignoring, excluding, ostracising, alienating) • Psychological (spreading rumours, stalking, dirty looks, hiding or damaging possessions) |
| Child or young person | A person under the age of eighteen years. |
| ‘Direct role’ | A ‘direct role’ is one that has contact with children and young people that is not incidental, but normally part of providing a service, program or activity for children and young people. |
| Emotional or psychological abuse | Emotional or psychological abuse occurs when a child does not receive the love, affection or attention they need for healthy emotional, psychological and social development. Such abuse may involve repeated rejection or threats to a child. Constant criticism, teasing, ignoring, threatening, yelling, scapegoating, ridicule and rejection or continual coldness are all examples of emotional abuse. These behaviours may result in |



Council Policy
MANDATORY REPORTING POLICY
RESPONDING TO CHILD ABUSE REPORTS & ALLEGATIONS

Approved by: Council
Approved date: Insert date
Review date: Insert date

| | |
|----------------------------|---|
| | significant damage to the child’s physical, intellectual or emotional wellbeing and development. |
| Family violence | Family violence occurs when children are forced to live with violence between adults in their home. It is harmful to children. It can include witnessing violence or the consequences of violence. Family violence is defined as violence between members of a family or extended family or those fulfilling the role of family in a child or young person’s life. Exposure of family violence places children and young people at increased risk of physical injury and harm and has a significant impact on their wellbeing and development. |
| Grooming | Grooming is where an adult builds a relationship with a child with a view to abusing them at some stage. There is no set pattern in relation to the grooming of children. For some perpetrators, there may be a lengthy period of time before abuse begins. The child may be given special attention and, what starts as an apparently normal display of affection, such as cuddling , can develop into sexual touching and then into more serious sexual behaviour. Other perpetrators may draw a child in and abuse them relatively quickly. Some abusers do not groom children but abuse them without forming a relationship at all. Grooming can take place in any setting where a relationship is formed, such as leisure, music, sports and religious activities, or in internet chatrooms, on social media or by other technological channels. |
| Harm | Harm is any detrimental effect of a significant nature of the child’s physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. Harm can be caused by: <ul style="list-style-type: none"> • Physical, psychological or emotional abuse or neglect • Sexual abuse or exploitation • A single act, omission or circumstance • A series of combination of acts, omissions or circumstances |
| Neglect | Neglect is the persistent failure or deliberate denial to provide the child with the basic necessities of life. Such neglect includes the failure to provide adequate food, clothing, shelter, adequate supervision, clear water, medical attention or supervision to the extent that the child’s health and development is, or is likely to be, significantly harmed. Categories of neglect include, physical, medical, abandonment or desertion, emotional and education. The issue of neglect must be considered within the context of resources reasonably available. |
| Physical abuse | Physical abuse occurs when a person subjects a child to non-accidental physically aggressive acts. The abuser may inflict an injury intentionally or inadvertently as a result of physical punishment or the aggressive treatment of a child. Physically abusive behaviour includes (but is not limited to) shoving, hitting, slapping, shaking, throwing , punching, biting, burning, excessive and physically harmful over training and kicking. It also includes giving children harmful substances such as drugs, alcohol or poison. Certain types of punishment, whilst not causing injury can also be considered physical abuse if they place a child in a position of being hurt. |
| Sexual abuse | Sexual abuse occurs when an adult or a person of authority (e.g. older) involves a child in any sexual activity. Perpetrators of sexual abuse take advantage of their power, authority or position over the child or young person for their own benefit. It can include making sexual comments to a child, engaging children to participate in sexual conversations over the internet or on social media, kissing, touching a child’s genitals or breasts, oral sex or intercourse with a child. Encouraging a child to view pornographic magazines, websites and videos is also sexual abuse. Engaging children to participate in sexual conversations over the internet is also considered sexual abuse. |
| Sexual exploitation | Sexual exploitation occurs when children are forced into sexual activities that are then recorded in some way and/or used to produce pornography. Such pornography can be in the form of actual photos or videos or published on the internet. Exploitation can also involve children who are forced into prostitution. |
| Staff | For the purpose of this policy “staff” refers to all people engaged with Council, whether in a paid or unpaid capacity. This includes volunteers and contractors. |



5. POLICY STATEMENT

Adults engaged with Council are required to immediately report when they know, or believe or suspect on reasonable grounds that a child or young person is suffering, has suffered or is likely to suffer abuse or neglect. ~~immediately; or if~~ that is not possible, then no later than before ending that person’s shift or session of work. Reports must be made to Strong Families, Safe Kids Advice and Referral Line by calling 1800 000 123.

If a child or young person is at imminent risk of harm or in immediate danger, Council personnel are required to report the situation directly to Tasmanian Police on 1800 333 000; or where medical assistance is required, by dialling 000.

Mandatory reports may also be made online, at <https://strongfamiliesafekids.tas.gov.au/> - however Strong Families, Safe Kids do prefer that all contact is made via phone so that their team has all the information they need to make an assessment.

Under Tasmanian legislation all staff of Council are ‘mandatory reporters’. Mandatory reporters are individually responsible for sharing with the appropriate authorities concerns of child abuse or neglect. The requirements are detailed in this policy.

These mandatory reporting requirements apply to all personnel within the Council organisation.

| Mandatory reporting legislation and summary | Relevant personnel who must comply |
|---|--|
| <p>The <i>Children, Young Persons and Their Families Act 1997</i></p> <p>Please familiarise yourself with this legislation at https://www.legislation.tas.gov.au/view/html/inforce/current/act-1997-028</p> <p>The legislation requires that mandatory reporters are individually responsible to share with the appropriate authorities concerns of child abuse or neglect.</p> | <p>“people who manage child care services, and people employed by, or volunteering in organisations that provide education or care for children”</p> <p>This means that ALL STAFF, whether in paid employment, contracted or volunteering with Council are required to comply with this legislation.</p> |

5.1 Internal Reports & Information Sharing

It is also requested (though not mandated by legislation) that the reporter notify Council through the General Manager where a report to external authorities has been made. The intent of this request is to ensure that Council is able to provide a high level of support to the child, their family, and our staff, where appropriate. The Mandatory Report Notification Form has been created for this purpose.

Council staff must report directly to the relevant authorities regardless of whether they have, or intend to report the matter internally.

In taking a report of concern, or recording an incident disclosed by anyone within the Council, staff are expressly forbidden to:

- Assess the validity of allegations or concerns. Simply report all allegations or concerns as disclosed to the General Manager as described in this policy (the validity of an allegation will then be assessed in the manner described in this policy).
- Consider factors such as the authority or position of the person involved. Any pre-existing views about the good character, or otherwise, of any person involved or under investigation should not influence the reporting process.

In a situation where a child or young person is making an allegation, Council are required to:

- Listen to the allegation or disclosure supportively, without dispute
- Clarify the basic details, without seeking detailed information or asking suggestive or leading questions
- Explain to the child (if present) that other people may need to be told, in order to stop what is happening
- Provide reassurance that Council will take immediate action in response to the allegation

5.2 Confidentiality & Privacy

Southern Midlands Council is committed to maintaining the confidentiality and privacy of all concerned (including the alleged perpetrator), except where doing so would compromise the welfare of the child or young person and/or investigation of the allegation.

5.3 Documentation

The Council has developed a Mandatory Report Notification Form, which may be used by any person to document an allegation, disclosure, incident or concern regarding child abuse. In situations where staff become aware of abuse (whether through observation of potential indicators such as bruises or cuts, or by direct observation of abusive behaviour towards a child or young person), they are required to use this process to record their observations and concerns as accurately as possible. Completed forms are retained by records which are tightly controlled, and accessible only to General Manager and selected authorised personnel.

5.4 Communication

Council communicate this Mandatory Reporting Policy and its requirements to all staff (whether paid or volunteer) who are involved with children and young people within the organisation. All Council staff are involved in reviews of this policy and its requirements and communicate any significant alterations to all personnel.

5.5 Consequences for Breaching Policy

A mandatory reporter under the *Children, Young Persons and Their Families Act 1997* may be charged with an offence for failing to fulfil their reporting responsibilities. If Council staff fail to report instances, allegations, disclosures or concerns in relation to abuse or neglect of a child or young person, Council views such failure as a serious matter that, depending on the circumstances, may result in disciplinary action or be grounds for dismissal.

The policy prohibits all staff from:

- Discussing any concerns or allegations with unauthorised personnel – within or outside Council – such prohibition not being designed to limit, in any way, their rights and responsibilities to report their concerns or allegations, but rather as part of Council commitment to ensuring privacy, confidentiality and natural justice
- Making deliberately false, misleading or vexatious allegations

Council staff are obliged to raise any concerns they might have in relation to:

- Council policies designed to safeguarding children and young people – such as outlined in our Code of Conduct, Safeguarding Policy and in this Mandatory Reporting Policy.
- Actions of other people within the community that contravene with Council policies, or that may otherwise have the potential to harm a child or young person.

5.6 Record Keeping

This policy is to be kept for three (3) years until review, unless there is a significant legislative or organisational change requiring earlier review. Council retain 'evidence' to document each review undertaken. Such evidence may include minutes of meetings and documentation of changes to policies and procedures that result in a review.



6. LEGISLATION

The *Children, Young Persons and Their Families Act 1997*

Please familiarise yourself with this legislation at

<https://www.legislation.tas.gov.au/view/html/inforce/current/act-1997-028>

7. RELATED DOCUMENTS

- Code of Conduct Employees
- Safeguarding Children and Young People Policy
- Mandatory Report Notification Form

8. DOCUMENT ADMINISTRATION

This Instruction is a managed document and is to be reviewed every <INSERT> or as directed by the General Manager.

This document is Version X.X effective XX-XX-XXXX. The document is maintained by <INSERT DEPARTMENT>, for the Southern Midlands Council.



Council Form
Mandatory Report Notification Form

Attachment 3
AGENDA ITEM 16.1.1

Approved by: Council
Approved date: Insert date
Review date: Insert date

DETAILS OF THE DISCLOSURE

1. DATE OF DISCLOSURE:

**If not directly observed, when was this incident made known to you?*

2. THIS DISCLOSURE WAS MADE BY:

**How did you come to hear this information? Please select the relevant answer below. If this disclosure was made to you, or the Council by an external body (e.g. police or child safety), please select "other" and provide as many details as possible.*

- The victim of this incident
- A witness to this incident
- Other, Please Specify:

3. DETAILS OF THE REPORT: TYPE OF INCIDENT:

**Please select all that apply.*

- Suspicion or allegation of abuse or neglect
- Suspicion of potential harm to or neglect of a child or young person
- Potential abuse by, or criminal matters involving an employee
- Incident of abusive behaviour perpetrated by a child or young person
- Potential harm to an employee resulting from harassment or bullying
- An episode of severe, challenging behaviour
- Serious breach of a duty of care
- Serious breach of client confidentiality
- A complaint
- A serious, critical incident
- A complaint involving legal proceedings

4. THE PERSON IN THIS REPORT IS THE ALLEGED:

- Victim
- Perpetrator
- Other, Please Specify:



Council Form
Mandatory Report Notification Form

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DETAILS OF THE CHILD OR YOUNG PEOPLE INVOLVED IN THE INCIDENT

5. **FULL NAME:**

6. **DATE OF BIRTH:**

7. **GENDER**

- Male
- Female
- Other

8. **ARE THERE ANY ADDITIONAL COMMUNICATION OR MEDICAL REQUIREMENTS FOR THIS CHILD OR YOUNG PERSON:**

**If so, please provide details below:*

9. **PARENT / CARER NAME:**

10. **PARENT / CARER CONTACT PHONE NUMBER(S):**

11. **PARENT / CARER ADDRESS**

| | |
|-----------------------|-----------|
| Street Number & Name: | |
| Suburb/City: | Postcode: |
| Country: | State: |

DETAILS OF ANY WITNESSES TO THE INCIDENT

12. **WERE THERE ANY OTHER WITNESSES TO THIS INCIDENT?**

- Yes
- No
- Unknown



Council Form
Mandatory Report Notification Form

Attachment 3
AGENDA ITEM 16.1.1

Approved by:
Approved date:
Review date:

Council
Insert date
Insert date

DETAILS OF THE INCIDENT

13. DATE OF INCIDENT:

14. PLEASE DESCRIBE THE INCIDENT, INCLUDING THE ALLEGED PERPETRATOR/S BEHAVIOUR, SIGHTED INJURY OR OTHER INDICATIONS OF ABUSE, TESTIMONY OF THE CHILD OR YOUNG PERSON:

**Please provide as much detail as possible:*

ACTION UNDERTAKEN TO SUPPORT THOSE INVOLVED IN THE INCIDENT

15. TO ENSURE THE SAFETY OF THE CHILD / YOUNG PERSON:

16. TO ADDRESS THE SUPPORT NEEDS OF THE CHILD / YOUNG PERSON AND THEIR FAMILY:

17. TO ADDRESS THE SUPPORT NEEDS OF THE ALLEGED PERPETRATOR:

18. TO ADDRESS THE SUPPORT NEEDS OF OTHER PERSONNEL INVOLVED:



Council Form
Mandatory Report Notification Form

Attachment 3
AGENDA ITEM 16.1.1

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NOTIFICATIONS TO RELEVANT AUTHORITIES

19. A NOTIFICATION HAS BEEN MADE TO:

- General Manager
- Ambulance
- Police
- Doctor
- Child Protection
- Family / Carer
- No Notification made / or the Council has been notified by a third party of a report
- Other, Please Specify:

PARENT / CARER NOTIFICATION

20. HAS A PARENT OR CARER BEEN INFORMED OF THE INCIDENT:

- Yes
- No

FINAL THOUGHTS / INFORMATION

21. DO YOU HAVE ANY ADDITIONAL INFORMATION THAT YOU WISH TO PROVIDE:

**If so, please take the opportunity here:*

FINAL ACKNOWLEDGEMENT

22. ACKNOWLEDGEMENT OF FORM COMPLETION:

**Please check the adjacent box to verify that this form has been completed to the best of your ability, and with as much information as you are able to provide.*

- I have completed this form to the best of my knowledge and ability.

23. I AM COMPLETING THIS FORM:

- On my own behalf as a mandatory reporter.
- On another person's behalf. I am entering this information as a permanent record.

24. SIGNATURE & DATE



Council Form
Mandatory Report Notification Form

Attachment 3
AGENDA ITEM 16.1.1

Approved by: Council
Approved date: Insert date
Review date: Insert date

DOCUMENT ADMINISTRATION

This Instruction is a managed document and is to be reviewed every <INSERT> or as directed by the General Manager.

This document is Version X.X effective XX-XX-XXXX. The document is maintained by <INSERT DEPARTMENT>, for the Southern Midlands Council.

CONSTITUTION OF THE WOODSDALE HALL MANAGEMENT COMMITTEE

Established as a Special Committee by the Southern Midlands Council under the provisions of *Section 24 of the Local Government Act 1993*.

1. INTERPRETATION

In this Constitution unless otherwise stated:-

"**The Council**" shall mean the elected Council of the Southern Midlands.

"**The Committee**" shall mean the Committee of Management of the **Woodsdale Memorial Hall** appointed by the Council.

"**The Premises**" shall mean the Council property known as the **Woodsdale Memorial Hall**____, situated at ____**Woodsdale Road, Woodsdale**_____.

2. OBJECTS

The objects of the Committee shall be:-

- (a) To manage the use of premises on behalf of the Council.
- (b) To actively encourage diversity in community use of the premises and its facilities.
- (c) To make such rules not inconsistent with this Constitution as may be deemed necessary for the purpose of administration and control of the premises.
- (d) To develop, upgrade and maintain the premises and its facilities for the benefit of the whole community irrespective of race, religion, gender, sexual orientation or disability.

N.B. Maintenance includes the day to day maintenance of the internal fabric of the premises, e.g., cleaning, caretaking, replacement of defective electric light globes, plumbing, painting, fire maintenance checks, repairs to electrical appliances, equipment and furniture, etc.

- (e) To raise funds for the purposes of meeting expenditures by the Committee for the operation of the premises and to offset costs of the Council associated with the premises.
- (f) The Committee shall be non-political and non-sectarian.

3. POWERS AND OBLIGATIONS

The Council has appointed the Committee for the purposes of managing the premises and in order to achieve the objects outlined above empowers and obliges the Committee as follows:-

- (a) To authorise and schedule use of the premises by individuals or groups.
- (b) To ensure that the internal condition of the premises are maintained to a good standard and to supervise repairs to the premises.
- (c) To purchase, lease, hire, make, provide and maintain all kinds of equipment for the carrying out of the objects of the Committee.
- (d) To invest any monies not immediately required in such manner as may from time to time be determined by the Council or Council's delegate.
- (e) To organise all fundraising functions and activities in the interests of the premises and their use by the community.
- (f) To expend funds towards the development, enhancement, day-to-day maintenance and operations of the premises.
- (g) To determine conditions (including hire fees and other charges, if any) for use of the premises by individuals or groups, subject to Council review and amendment of such determinations by Council.
- (h) To establish at its discretion, determine the rules for and administer a club within the premises, the object of which shall be to further the objects of the Committee.
- (i) The Committee may not hire staff for the purpose of caretaking and cleaning of the premises, but may engage contractors for this purpose after consultation and in accordance with the directions of the Council's General Manager.
- (j) All fixtures, fittings, equipment and appliances provided with or for the premises by Council or donated by any party or purchased by the Committee shall be and remain the property of Council, held for and on behalf of the residents of the Southern Midlands Council.
- (k) The Committee will maintain a comprehensive inventory of all property included under Clause (j). A copy of this inventory shall accompany the Annual Financial Statements for presentation to the Council (refer Clause 11.).
- (l) No major additions or alterations to the premises shall be carried out without the consent of the Southern Midlands Council.
- (m) No equipment or appliances shall be sold (or relocated) without a formal resolution by the Committee, which is to be subsequently endorsed by Council prior to the equipment or appliance being sold (or relocated). The items shall be offered for sale through tender or auction, alternately through a method of disposal approved by the Council.
- (n) The Committee may pay an honorarium to the elected Office Bearers out of its own operating funds, the amount of the payment to be decided in consultation with the Council.

4. OFFICE BEARERS

- (a) The Committee shall be comprised of the following Office Bearers:
- i) Chairperson;
 - ii) Vice Chairperson;
 - iii) Secretary;
 - iv) Treasurer;
 - v) One representative of Council as determined from time to time by Council, who is eligible for nomination as one of the above Office Bearers.
 - vi) Four or more General Members.
 - vii) In the event that no nominations are received for the general membership categories in any given year then it shall be valid for that position to remain vacant without impact on the constitutional powers of the Committee;
- (b) Except as otherwise provided, the Committee shall be elected at an Annual General Meeting held pursuant to the provisions set out in Clause 9.
- (c) Office Bearers shall be elected on an annual basis.
- (d) Only members elected to the Committee shall have the power to vote on the Committee.
- (e) Only persons being 18 years of age or more are eligible for election as Office Bearers on the Committee.

5. DUTIES OF OFFICE BEARERS

The duties of the Office Bearers shall include:

CHAIRPERSON

The Chairperson may chair all meetings of the Executive, the Committee and General Meetings unless he/she chooses not to. The Chairperson shall be responsible for the efficient management of the premises within the objects of this Constitution. The Chairperson shall instigate policy initiatives in consultation with the Council. The Chairperson shall issue all public statements on behalf of the Committee after first referring such statements to the Council for the Council's consent. The Chairperson shall prepare:

The Annual Report to the Committee and to the Council comprising a report on the achievements of the previous year, as well as the aims and objectives of the Committee in the year ahead.

VICE CHAIRPERSON

The Vice Chairperson shall chair meetings of the Executive, the Committee and General Meetings should the Chairperson be absent or should the Chairperson choose not to chair that meeting. The Vice Chairperson shall assist the Chairperson with his/her duties.

SECRETARY

The Secretary shall keep the minutes of all meetings of the Executive, the Committee and General Meetings. The Secretary shall forward a copy of all minutes to Council for information and endorsement of recommendations where appropriate. The Secretary shall be responsible for correspondence and any other duties as delegated by the Committee. The Secretary may maintain a petty cash float as provided for under Clause 11(c). The Secretary shall submit a report on the maintenance needs of the premises (i.e., external structural maintenance, general maintenance and grounds maintenance) to Council's Hall & Recreation Ground Sub-Committee by no later than 30th April, each year.

TREASURER

The Treasurer shall keep the books of account of the Committee. The Treasurer shall:-

- i) Receive and bank all subscriptions and other monies paid to the premises into an account opened in the name of the Committee;
- ii) Make all authorised disbursements on the Committee's behalf;
- iii) Keep proper accounts and records of all sums of money received and expended by the hall/centre and the matter in respect of which the receipt or expenditure takes place, and of the credits and liabilities of the hall/centre;
- iv) Produce a list of accounts for payment including the most recent bank statement at each Committee Meeting and each General Meeting;
- v) Present accounts for payment to the Committee at the Monthly meeting;
- vi) Produce all books, receipts and accounts to Council's Finance Officer for audit at the end of each financial year;
- vii) The Treasurer shall submit a full report on the financial accounts to the Committee and to Council by no later than 15th August each year;
- viii) Subject to any reasonable restrictions as to the time and manner of inspection, these accounts shall be open to inspection by members of the Committee and Council's Finance Officer.

GENERAL MEMBER

General Members of the Committee shall attend Committee Meetings, serve on Subcommittees as appropriate and perform any duties as delegated by the Committee.

6. TERMINATION OF OFFICE BEARERS

- (a) Any person elected to the position of office bearer in the Committee shall hold office until their successor is elected as provided for under Clause 9.
- (b) The Committee may seek to expel any member of the Committee whose conduct in the opinion of the Committee or the Council is discreditable or injurious to the character or interests of the Committee and the Council.

- (c) Where the Committee has made a determination under b) the Committee shall report its finding to the Council together with its recommended course of action. The Council's decision on the report shall be final.
- (d) The position of any elected Office Bearer shall be automatically deemed vacant if that person is absent without leave of absence for three (3) consecutive Committee Meetings.
- (e) Any member may resign from the Committee. Such resignations must be in writing and forwarded to the Secretary.

7. ORGANISATIONAL STRUCTURE

(a) COMMITTEE

The Committee shall be responsible for the day-to-day management of the premises within the objects of this Constitution. The Committee shall meet monthly unless otherwise determined by the Committee. All elected members of the Committee specified in Clause 4 of this Constitution may vote at Committee Meetings.

(b) EXECUTIVE

The Executive shall be:-

- i) The Chairperson or in the Chairperson's absence or unavailability the Vice Chairperson;
- ii) The Secretary;
- iii) The Treasurer.

Meetings of the Executive shall be held as determined by the Chairperson. The Executive shall have the power to make any necessary administrative decisions between normal Committee Meetings. Any such decisions or actions taken by the executive shall be reported to the next monthly meeting of the Committee. Provided always that any major decisions must be referred to the full Committee and to the Council for consideration and decision.

A quorum for the decisions made by the Executive shall comprise at least two members of the Executive including either the Chairperson or in the Chairperson's absence or unavailability the Vice Chairperson.

(c) SUBCOMMITTEES

The Committee may appoint Subcommittees for a specified purpose. Any user or resident may be appointed by the Committee as a member.

The Convenor of a Subcommittee shall be a Committee Member and shall report to the Committee on the activities and decisions of the Subcommittee. The Chairperson or in his/her absence the Vice Chairperson shall be an ex-officio member of all Subcommittees.

A quorum shall comprise at least 50% of the members and shall include the Convenor.

A Subcommittee shall not be authorised to expend funds on behalf of the Committee.

8. MEETINGS

(a) ANNUAL GENERAL MEETING

- i) The Annual General Meeting shall be held on or between the 1st and 30th day of September each year on such day as determined by the Committee. Advice of the Committee's determination is to be provided to Council's General Manager by no later than 15th August each year. Council's General Manager shall notify the public by an advertisement in "The Mercury" newspaper. Members of Committee shall be given notice in writing at least fourteen days prior to the meeting. Proof of posting and notice of meeting shall be deemed sufficient notification;
- ii) Any resident of the Southern Midlands is entitled to attend and is entitled to vote at the Annual General Meeting;
- iii) A quorum shall comprise at least 5 residents of Southern Midlands;
- iv) The Annual General Meeting shall deal with the following items of business:
 - Presentation of the Annual Report;
 - Presentation of the audited Annual Statement of Accounts and Balance Sheet;
 - The election of the Office Bearers;
 - Any General Business;
- v) If at any Annual General Meeting there is no quorum within thirty minutes of the appointed time then the meeting shall be adjourned for fourteen days and Council's General Manager shall notify the public of such adjournment by advertisement in "The Mercury"; and if there be less than five residents present at the expiry of thirty minutes after the appointed time for the adjourned meeting then those members present shall constitute a quorum.

(b) SPECIAL GENERAL MEETINGS

- i) A Special General Meeting may be called for any specified purpose by the Committee;
- ii) The Committee shall call a Special General Meeting within a reasonable period if requested in writing to do so by 20 residents of Southern Midlands;
- iii) Council's General Manager shall give at least 14 days notice of a meeting in "The Mercury" newspaper and the notice of meeting shall include the purpose of the meeting;
- iv) A quorum shall comprise at least 5 residents who are entitled to vote;
- v) The Chairperson of the Committee shall be the Chairperson at all Special General Meetings. Should the Chairperson not be present within ten minutes of the time appointed for holding the meeting then the Vice

Chairperson shall take the chair. In the absence of both, the members shall elect one of their number to take the chair;

- vi) A Special General Meeting shall not deal with any business other than that specified;
- vii) If at a Special General Meeting there be no quorum within thirty minutes of the appointed time then the meeting shall lapse altogether.

(c) COMMITTEE MEETINGS

- i) The Committee shall meet at least once each calendar month unless otherwise determined for the purpose of:-
 - Confirming the minutes of the previous meeting;
 - The payment of accounts;
 - Correspondence and;
 - General Business.
- ii) If on account of circumstances beyond the control of the Committee an Annual General Meeting cannot be held, the Committee shall carry on until such time as an Annual General Meeting is held;
- iii) A quorum of the Committee shall consist of four (4) elected members;
- iv) In the event of a vacancy occurring during the year the Committee shall have the power to appoint a new member for the unexpired term of the member;
- v) Should the Committee be unable to fill the vacancy then it may convene a Special General Meeting for the purpose of filling such vacancy;
- vi) The Committee shall have power to adjourn and otherwise regulate its meetings as it deems fit. Any three members shall have the power to call a meeting of the Committee. The Chairperson of the Committee shall take the chair at all such meetings. Should the Chairperson not be present then the Vice Chairperson shall take the chair. In the absence of the Vice Chairperson the Committee shall elect one of its number to take the chair;
- v) All notices of Committee meetings shall unless extreme urgency arises, be in writing to members at least seven days prior to the date of such meeting;
- vi) The Committee shall have the power to delegate any of its powers to a Subcommittee or delegates to deal with any particular matter or matters upon such terms as the Committee may think fit except the power to expend the funds of the Management Committee.

9. ELECTIONS

- (a) The Office Bearers shall be elected at the Annual General Meeting and shall hold office until the next Annual General Meeting notwithstanding that a Special General Meeting may be called for the purpose of electing a new Committee or Member thereof.
- (b) All residents of Southern Midlands are entitled to be nominated.
- (c) A Returning Officer may be appointed by the Annual General Meeting or Special General Meeting called for the purpose of the Election of Office Bearers.
- (d) Residents of the Southern Midlands municipal area present at that meeting are entitled to vote.

10. POWERS OF THE COMMITTEE

- i) The Committee retains the right to refuse admission to anyone who misbehaves or misuses the premises or equipment;
- ii) The business and affairs of the premises shall be under the Management of the Committee and under the control of the Council;
- iii) The Committee may, subject to the Constitution and Rules, exercise the powers required to do such things which it considers necessary or expedient to carry out the objects of the Committee;
- iv) The Committee may make Rules binding on all users of the premises provided that before such a Rule takes effect a copy of the proposed Rule is displayed on the notice board in the premises for at least 28 days. Residents and users may object to any Rule before the expiration of the 28 days and all objections shall be considered by the Committee;
- v) The Committee may at any time rescind or amend a rule after giving 28 days notice to users of the premises, except in cases of urgency when execution will be immediate.

11. FINANCE

- (a) All monies raised by, for or otherwise on behalf of the Committee (including Subcommittees) shall be used solely for the premises needs and shall be deposited in Bank Accounts maintained for the purpose of the Committee.
- (b) The Treasurer shall maintain a Cheque Account. All cheques, draft bills of exchange, promissory notes and other negotiable instruments shall be signed by any two of the following.
 - Chairperson;
 - Vice Chairperson;
 - Secretary;
 - Treasurer.
- (c) The Secretary may maintain a petty cash float of \$150.00 with a limit of \$20.00 on disbursements.

- (d) The Financial Year shall commence on 1 July. The Annual Statement of Accounts and Balance Sheet shall be prepared by the Treasurer and audited prior to presentation to the Annual General Meeting.
- (e) A Financial Statement shall be prepared quarterly (30 September, 31 December and 31 March) and presented to the next appropriate Committee Meeting.
- (f) The Council shall audit the Balance Sheets and Statements of Receipts and Expenditure at the end of each financial year unless the Council determines otherwise. These documents must be forwarded to the Council by 15th August each year.
- (g) Management Committees are strictly prohibited from borrowing funds from any source.

12. THE CONSTITUTION

- (a) Any proposed change to the Constitution must firstly be notified to the Council and provided that such proposed change is within the legislative requirements for elected Committees of Management it may then (on advice from the Council) proceed to be determined.
- (b) This Constitution may be amended at an Annual General Meeting provided that the proposed amendments are presented to the Secretary in writing by no later than 1 August each year.
- (c) This Constitution may be amended at a Special General Meeting provided that it is called specifically for that purpose.
- (d) A motion to amend the Constitution must receive the support of not less than 75% of those present and eligible to vote.
- (e) This shall be the only Constitution of the Management Committee. The Secretary shall supply a copy of this Constitution to any member of the Committee upon request.
- (f) In the event of the dissolution of the Committee all funds and assets of the Committee shall remain the property of the Council and be held for the benefit of the residents of the area. Those funds and assets may at the Council's discretion be handed over to a similar organisation in the area which has indicated its preparedness to manage the premises on behalf of the Council. If no such group exists within a reasonable period of time after the dissolution of the Committee the Council may employ these assets elsewhere as it sees fit.

**CONSTITUTION
OF THE
WOODSDALE HALL &
WOODSDALE RECREATION GROUND
MANAGEMENT COMMITTEE**

**Approved at the Special General Meeting
held on 3rd May 2021
at the Woodsdale Hall, Woodsdale**

CONSTITUTION OF THE WOODSDALE HALL & WOODSDALE RECREATION GROUND MANAGEMENT COMMITTEE

Established as a Special Committee by the Southern Midlands Council under the provisions of *Section 24 of the Local Government Act 1993*.

1. INTERPRETATION

In this Constitution unless otherwise stated:-

"The Council" shall mean the elected Council of the Southern Midlands.

"The Committee" shall mean the Committee of Management of the Woodsdale Memorial Hall and the **Woodsdale Recreation Ground** appointed by the Council.

"The Premises" shall mean the Council properties known as the

1. **Woodsdale Memorial Hall**____, situated at 2310 **Woodsdale Road, Woodsdale**.
2. **Woodsdale Recreation Ground, situated at Montgomery's Road, Woodsdale**

2. OBJECTS

The objects of the Committee shall be:-

- (a) To manage the use of premises on behalf of the Council.
 - (b) To actively encourage diversity in community use of the premises and its facilities.
 - (c) To make such rules not inconsistent with this Constitution as may be deemed necessary for the purpose of administration and control of the premises.
 - (d) To develop, upgrade and maintain the premises and its facilities for the benefit of the whole community irrespective of race, religion, gender, sexual orientation or disability.
- N.B. Maintenance includes the day to day maintenance of the internal fabric of the premises, e.g., cleaning, caretaking, replacement of defective electric light globes, plumbing, painting, fire maintenance checks, repairs to electrical appliances, equipment and furniture, etc.
- (e) To raise funds for the purposes of meeting expenditures by the Committee for the operation of the premises and to offset costs of the Council associated with the premises.
 - (f) The Committee shall be non-political and non-sectarian.

3. POWERS AND OBLIGATIONS

The Council has appointed the Committee for the purposes of managing the premises and in order to achieve the objects outlined above empowers and obliges the Committee as follows:-

- (a) To authorise and schedule use of the premises by individuals or groups.
- (b) To ensure that the internal condition of the premises are maintained to a good standard and to supervise repairs to the premises.
- (c) To purchase, lease, hire, make, provide and maintain all kinds of equipment for the carrying out of the objects of the Committee.
- (d) To invest any monies not immediately required in such manner as may from time to time be determined by the Council or Council's delegate.
- (e) To organise all fundraising functions and activities in the interests of the premises and their use by the community.
- (f) To expend funds towards the development, enhancement, day-to-day maintenance and operations of the premises.
- (g) To determine conditions (including hire fees and other charges, if any) for use of the premises by individuals or groups, subject to Council review and amendment of such determinations by Council.
- (h) To establish at its discretion, determine the rules for and administer a club within the premises, the object of which shall be to further the objects of the Committee.
- (i) The Committee may not hire staff for the purpose of caretaking and cleaning of the premises, but may engage contractors for this purpose after consultation and in accordance with the directions of the Council's General Manager.
- (j) All fixtures, fittings, equipment and appliances provided with or for the premises by Council or donated by any party or purchased by the Committee shall be and remain the property of Council, held for and on behalf of the residents of the Southern Midlands Council.
- (k) The Committee will maintain a comprehensive inventory of all property included under Clause (j). A copy of this inventory shall accompany the Annual Financial Statements for presentation to the Council (refer Clause 11.).
- (l) No major additions or alterations to the premises shall be carried out without the consent of the Southern Midlands Council.
- (m) No equipment or appliances shall be sold (or relocated) without a formal resolution by the Committee, which is to be subsequently endorsed by Council prior to the equipment or appliance being sold (or relocated). The items shall be offered for sale through tender or auction, alternately through a method of disposal approved by the Council.
- (n) The Committee may pay an honorarium to the elected Office Bearers out of its own operating funds, the amount of the payment to be decided in consultation with the Council.

4. OFFICE BEARERS

- (a) The Committee shall be comprised of the following Office Bearers:
- i) Chairperson;
 - ii) Vice Chairperson;
 - iii) Secretary;
 - iv) Treasurer;
 - v) One representative of Council as determined from time to time by Council, who is eligible for nomination as one of the above Office Bearers.
 - vi) Four or more General Members.
 - vii) In the event that no nominations are received for the general membership categories in any given year then it shall be valid for that position to remain vacant without impact on the constitutional powers of the Committee;
- (b) Except as otherwise provided, the Committee shall be elected at an Annual General Meeting held pursuant to the provisions set out in Clause 9.
- (c) Office Bearers shall be elected on an annual basis.
- (d) Only members elected to the Committee shall have the power to vote on the Committee.
- (e) Only persons being 18 years of age or more are eligible for election as Office Bearers on the Committee.

5. DUTIES OF OFFICE BEARERS

The duties of the Office Bearers shall include:

CHAIRPERSON

The Chairperson may chair all meetings of the Executive, the Committee and General Meetings unless he/she chooses not to. The Chairperson shall be responsible for the efficient management of the premises within the objects of this Constitution. The Chairperson shall instigate policy initiatives in consultation with the Council. The Chairperson shall issue all public statements on behalf of the Committee after first referring such statements to the Council for the Council's consent. The Chairperson shall prepare:

The Annual Report to the Committee and to the Council comprising a report on the achievements of the previous year, as well as the aims and objectives of the Committee in the year ahead.

VICE CHAIRPERSON

The Vice Chairperson shall chair meetings of the Executive, the Committee and General Meetings should the Chairperson be absent or should the Chairperson choose not to chair that meeting. The Vice Chairperson shall assist the Chairperson with his/her duties.

SECRETARY

The Secretary shall keep the minutes of all meetings of the Executive, the Committee and General Meetings. The Secretary shall forward a copy of all minutes to Council for information and endorsement of recommendations where appropriate. The Secretary shall be responsible for correspondence and any other duties as delegated by the Committee. The Secretary may maintain a petty cash float as provided for under Clause 11(c). The Secretary shall submit a report on the maintenance needs of the premises (i.e., external structural maintenance, general maintenance and grounds maintenance) to Council's Facilities & Recreation Committee by no later than 30th April, each year.

TREASURER

The Treasurer shall keep the books of account of the Committee. The Treasurer shall:-

- i) Receive and bank all subscriptions and other monies paid to the premises into an account opened in the name of the Committee;
- ii) Make all authorised disbursements on the Committee's behalf;
- iii) Keep proper accounts and records of all sums of money received and expended by the hall/centre and the matter in respect of which the receipt or expenditure takes place, and of the credits and liabilities of the hall/centre;
- iv) Produce a list of accounts for payment including the most recent bank statement at each Committee Meeting and each General Meeting;
- v) Present accounts for payment to the Committee at the Monthly meeting;
- vi) Produce all books, receipts and accounts to Council's Finance Officer for audit at the end of each financial year;
- vii) The Treasurer shall submit a full report on the financial accounts to the Committee and to Council by no later than 15th August each year;
- viii) Subject to any reasonable restrictions as to the time and manner of inspection, these accounts shall be open to inspection by members of the Committee and Council's Finance Officer.

GENERAL MEMBER

General Members of the Committee shall attend Committee Meetings, serve on Subcommittees as appropriate and perform any duties as delegated by the Committee.

6. TERMINATION OF OFFICE BEARERS

- (a) Any person elected to the position of office bearer in the Committee shall hold office until their successor is elected as provided for under Clause 9.
- (b) The Committee may seek to expel any member of the Committee whose conduct in the opinion of the Committee or the Council is discreditable or injurious to the character or interests of the Committee and the Council.

- (c) Where the Committee has made a determination under b) the Committee shall report its finding to the Council together with its recommended course of action. The Council's decision on the report shall be final.
- (d) The position of any elected Office Bearer shall be automatically deemed vacant if that person is absent without leave of absence for three (3) consecutive Committee Meetings.
- (e) Any member may resign from the Committee. Such resignations must be in writing and forwarded to the Secretary.

7. ORGANISATIONAL STRUCTURE

(a) COMMITTEE

The Committee shall be responsible for the day-to-day management of the premises within the objects of this Constitution. The Committee shall meet monthly unless otherwise determined by the Committee. All elected members of the Committee specified in Clause 4 of this Constitution may vote at Committee Meetings.

(b) EXECUTIVE

The Executive shall be:-

- i) The Chairperson or in the Chairperson's absence or unavailability the Vice Chairperson;
- ii) The Secretary;
- iii) The Treasurer.

Meetings of the Executive shall be held as determined by the Chairperson. The Executive shall have the power to make any necessary administrative decisions between normal Committee Meetings. Any such decisions or actions taken by the executive shall be reported to the next monthly meeting of the Committee. Provided always that any major decisions must be referred to the full Committee and to the Council for consideration and decision.

A quorum for the decisions made by the Executive shall comprise at least two members of the Executive including either the Chairperson or in the Chairperson's absence or unavailability the Vice Chairperson.

(c) SUBCOMMITTEES

The Committee may appoint Subcommittees for a specified purpose. Any user or resident may be appointed by the Committee as a member.

The Convenor of a Subcommittee shall be a Committee Member and shall report to the Committee on the activities and decisions of the Subcommittee. The Chairperson or in his/her absence the Vice Chairperson shall be an ex-officio member of all Subcommittees.

A quorum shall comprise at least 50% of the members and shall include the Convenor.

A Subcommittee shall not be authorised to expend funds on behalf of the Committee.

8. MEETINGS

(a) ANNUAL GENERAL MEETING

- i) The Annual General Meeting shall be held on or between the 1st and 30th day of September each year on such day as determined by the Committee. Advice of the Committee's determination is to be provided to Council's General Manager by no later than 15th August each year. Council's General Manager shall notify the public by an advertisement in "The Mercury" newspaper. Members of Committee shall be given notice in writing at least fourteen days prior to the meeting. Proof of posting and notice of meeting shall be deemed sufficient notification;
- ii) Any resident of the Southern Midlands is entitled to attend and is entitled to vote at the Annual General Meeting;
- iii) A quorum shall comprise at least 5 residents of Southern Midlands;
- iv) The Annual General Meeting shall deal with the following items of business:
 - Presentation of the Annual Report;
 - Presentation of the audited Annual Statement of Accounts and Balance Sheet;
 - The election of the Office Bearers;
 - Any General Business;
- v) If at any Annual General Meeting there is no quorum within thirty minutes of the appointed time then the meeting shall be adjourned for fourteen days and Council's General Manager shall notify the public of such adjournment by advertisement in "The Mercury"; and if there be less than five residents present at the expiry of thirty minutes after the appointed time for the adjourned meeting then those members present shall constitute a quorum.

(b) SPECIAL GENERAL MEETINGS

- i) A Special General Meeting may be called for any specified purpose by the Committee;
- ii) The Committee shall call a Special General Meeting within a reasonable period if requested in writing to do so by 20 residents of Southern Midlands;
- iii) Council's General Manager shall give at least 14 days notice of a meeting in "The Mercury" newspaper and the notice of meeting shall include the purpose of the meeting;
- iv) A quorum shall comprise at least 5 residents who are entitled to vote;
- v) The Chairperson of the Committee shall be the Chairperson at all Special General Meetings. Should the Chairperson not be present within ten minutes of the time appointed for holding the meeting then the Vice Chairperson shall take the chair. In the absence of both, the members shall elect one of their number to take the chair;

- vi) A Special General Meeting shall not deal with any business other than that specified;
- vii) If at a Special General Meeting there be no quorum within thirty minutes of the appointed time then the meeting shall lapse altogether.

(c) COMMITTEE MEETINGS

- i) The Committee shall meet at least once each calendar month unless otherwise determined for the purpose of:-
 - Confirming the minutes of the previous meeting;
 - The payment of accounts;
 - Correspondence and;
 - General Business.
- ii) If on account of circumstances beyond the control of the Committee an Annual General Meeting cannot be held, the Committee shall carry on until such time as an Annual General Meeting is held;
- iii) A quorum of the Committee shall consist of four (4) elected members;
- iv) In the event of a vacancy occurring during the year the Committee shall have the power to appoint a new member for the unexpired term of the member;
- v) Should the Committee be unable to fill the vacancy then it may convene a Special General Meeting for the purpose of filling such vacancy;
- vi) The Committee shall have power to adjourn and otherwise regulate its meetings as it deems fit. Any three members shall have the power to call a meeting of the Committee. The Chairperson of the Committee shall take the chair at all such meetings. Should the Chairperson not be present then the Vice Chairperson shall take the chair. In the absence of the Vice Chairperson the Committee shall elect one of its number to take the chair;
- v) All notices of Committee meetings shall unless extreme urgency arises, be in writing to members at least seven days prior to the date of such meeting;
- vi) The Committee shall have the power to delegate any of its powers to a Subcommittee or delegates to deal with any particular matter or matters upon such terms as the Committee may think fit except the power to expend the funds of the Management Committee.

9. ELECTIONS

- (a) The Office Bearers shall be elected at the Annual General Meeting and shall hold office until the next Annual General Meeting notwithstanding that a Special General Meeting may be called for the purpose of electing a new Committee or Member thereof.
- (b) All residents of Southern Midlands are entitled to be nominated.
- (c) A Returning Officer may be appointed by the Annual General Meeting or Special General Meeting called for the purpose of the Election of Office Bearers.
- (d) Residents of the Southern Midlands municipal area present at that meeting are entitled to vote.

10. POWERS OF THE COMMITTEE

- i) The Committee retains the right to refuse admission to anyone who misbehaves or misuses the premises or equipment;
- ii) The business and affairs of the premises shall be under the Management of the Committee and under the control of the Council;
- iii) The Committee may, subject to the Constitution and Rules, exercise the powers required to do such things which it considers necessary or expedient to carry out the objects of the Committee;
- iv) The Committee may make Rules binding on all users of the premises provided that before such a Rule takes effect a copy of the proposed Rule is displayed on the notice board in the premises for at least 28 days. Residents and users may object to any Rule before the expiration of the 28 days and all objections shall be considered by the Committee;
- v) The Committee may at any time rescind or amend a rule after giving 28 days notice to users of the premises, except in cases of urgency when execution will be immediate.

11. FINANCE

- (a) All monies raised by, for or otherwise on behalf of the Committee (including Subcommittees) shall be used solely for the premises needs and shall be deposited in Bank Accounts maintained for the purpose of the Committee.
- (b) The Treasurer shall maintain a Cheque Account. All cheques, draft bills of exchange, promissory notes and other negotiable instruments shall be signed by any two of the following.
 - Chairperson;
 - Vice Chairperson;
 - Secretary;
 - Treasurer.
- (c) The Secretary may maintain a petty cash float of \$150.00 with a limit of \$20.00 on disbursements.
- (d) The Financial Year shall commence on 1 July. The Annual Statement of Accounts and Balance Sheet shall be prepared by the Treasurer and audited prior to presentation to the Annual General Meeting.

- (e) A Financial Statement shall be prepared quarterly (30 September, 31 December and 31 March) and presented to the next appropriate Committee Meeting.
- (f) The Council shall audit the Balance Sheets and Statements of Receipts and Expenditure at the end of each financial year unless the Council determines otherwise. These documents must be forwarded to the Council by 15th August each year.
- (g) Management Committees are strictly prohibited from borrowing funds from any
source.

12. THE CONSTITUTION

- (a) Any proposed change to the Constitution must firstly be notified to the Council and provided that such proposed change is within the legislative requirements for elected Committees of Management it may then (on advice from the Council) proceed to be determined.
- (b) This Constitution may be amended at an Annual General Meeting provided that the proposed amendments are presented to the Secretary in writing by no later than 1 August each year.
- (c) This Constitution may be amended at a Special General Meeting provided that it is called specifically for that purpose.
- (d) A motion to amend the Constitution must receive the support of not less than 75% of those present and eligible to vote.
- (e) This shall be the only Constitution of the Management Committee. The Secretary shall supply a copy of this Constitution to any member of the Committee upon request.
- (f) In the event of the dissolution of the Committee all funds and assets of the Committee shall remain the property of the Council and be held for the benefit of the residents of the area. Those funds and assets may at the Council's discretion be handed over to a similar organisation in the area which has indicated its preparedness to manage the premises on behalf of the Council. If no such group exists within a reasonable period of time after the dissolution of the Committee the Council may employ these assets elsewhere as it sees fit.

APPENDIX A – Maintenance Responsibilities

The Committee will be responsible for all minor repairs, cleaning and maintenance. Major repairs and maintenance will be carried out by Council.

| Item | COMMITTEES RESPONSIBILITY | COUNCIL'S RESPONSIBILITY |
|--|--|---|
| 1. Heating Fixtures | Servicing, replacing and repairing when required. | Payment of all electricity bills. |
| 2. Building Alterations | For determining and documenting the specific needs of the building relating to any requests to Council for building alterations. | For assessing all requests submitted and if approved by Council, ensuring satisfactory completion of work by the responsible parties. |
| 3. Curtains and Blinds | Regular cleaning and repair. | No responsibility. |
| 4. Ceiling | Repairs due to foreseeable misuse. | Major repair and/or replacement due to structural faults, age etc. |
| 5. Doors (including cupboard doors and door fittings). | Regular cleaning and repair of internal doors due to foreseeable misuse. | Replacement due to age or structural fault. Repairs on all external doors. |
| 6. Electrical wiring and fittings in buildings | Repair and replacement due to foreseeable misuse. | All building wiring from main supply to and including the switchboard, power points, switches and light fittings. |
| 7. Fire Extinguishers | To fill when discharged. | For annual maintenance and replacement due to age. |
| 8. Floor surfaces and coverings | All regular cleaning and maintenance. | No responsibility. |
| 9. Glass | To keep clean and replace internal breakages. | To replace externally when breakage occurs due to vandalism. |
| 10. Vandalism | No external responsibility. | Removal of graffiti from external areas and other associated grounds work - as determined by Council. |
| 11. Keys, Locks | Responsible for keys issued by Council. | Purchase, install and maintain all locks. |
| 12. Training Lights | Total responsibility for purchase, installation, utility costs, repairs and maintenance. | No responsibility. |
| 13. Security System | Purchase, installation, service and maintenance. To be compatible to Council's Master Key System. | No responsibility. |
| 14. Light Globes and fittings (external) | No responsibility | For replacement and maintenance when required. |
| 15. Light Globes (internal) | Replacement | Repair faulty fittings. |
| 16. Plumbing and Fixtures | Cost of internal repairs due to foreseeable misuse, and any add-on fixtures not standard within the building. | Repair and renewal of all plumbing fixtures. |
| 17. Plumbing waste pipes and drains | Keep them clear of foreign objects, mud etc and clear if blocked by these materials. | General maintenance. |
| 18. Other permanent fixtures | Regular cleaning of all fixtures and repair/or replace if due to foreseeable misuse. | No responsibility. |
| 19. Hygiene | To keep all areas in a clean and hygienic state. | No responsibility. |
| 20. Painting | Internal painting if damaged through foreseeable misuse. | Internal and external painting on as needed basis. |
| 21. Roofs | No responsibility. | All maintenance and repair as |

| | | |
|---------------------------------------|--|---|
| | | required. |
| 22. Skylights | No responsibility. | All maintenance and repair as required. |
| 23. Walls | Regular cleaning and repair if damaged through foreseeable misuse of internal walls. | Structural maintenance. |
| 24. Building External | No responsibility. | General maintenance. |
| 25. Food Handling areas and equipment | To comply with the relevant Health Acts and maintain such equipment required under the Health Act. | No responsibility. |



RISK ASSESSMENT

COVID-19 Exposure

This document has been prepared in accordance with Council Policies & Procedures, including the Direction under Section 16 *Public Health Act 1997* and also ISO 310000 – Risk Management

Andrew Benson
Deputy General Manager

14th December 2021

V2 – 13th January, 2022
V3 28th March, 2022

Brief Description

On the 15 December the Australian borders were opened which enabled greater movement of people into the country and between states by easing state border restrictions. New COVID-19 variants continue to evolve and with increased travel, these variants are spreading between and within countries more readily. From 21 February 2022, all visa holders who are fully vaccinated for international travel purposes can travel to Australia without a travel exemption. Unvaccinated visa holders will still need a valid travel exemption to enter Australia.

COVID-19 cases have increased significantly since travel is permitted more freely. This has increased the potential for workers having COVID-19 who may enter the workplace whilst infectious. The Southern Midlands Council wants to take all reasonable measures to reduce the risk to workers and the community.

Assumptions/References/Supporting Documentation

The Midland Highway is the major arterial road in Tasmania. Many visitors arriving in Tasmania will travel the Midland Highway and visit attractions and locations along that route. It is likely that some visitors will visit Southern Midlands locations inadvertently spreading the virus. Modelling released by the Tasmanian Government shows that significant numbers of people will contract COVID-19 once the travel restrictions ease.

Vaccination rates for 1st and 2nd dose in Tasmanians are high, however the booster rate is much lower. A vaccination status is considered up to date if they have completed their primary vaccination course and received a booster. A person is considered overdue if they have not had a booster within six months of their second primary dose. The vaccination reduces the risk of getting seriously ill, including hospitalisation and death.

A significant number of Tasmanians are vulnerable to COVID-19 and as a result may have further health complications if they contract COVID-19. In the case of an outbreak there are concerns that the health system will be significantly impacted resulting in sub-optimal health services being provided to the public. If the health system becomes overwhelmed with COVID-19, elective surgery may be ceased and even essential life-saving procedures may be affected.

Service Tasmania is co-located with the Oatlands Council office and it is noted that the Tasmanian Government has mandated vaccination for all State Government employees.

Risk Issue

COVID-19 transmission in the workplace or from Southern Midlands Council workers to vulnerable members of the community who access council services and / or facilities.

Points of Entry

Potential points of entry include:

- Employees
- Elected Members
- Volunteers
- Contractors
- Customers
- Ratepayers
- Visitors

Workers with increased risk of coming into contact with COVID-19 and spreading COVID-19

- Customer services
- Life Guards, learn to swim, gym instructors in the new Oatlands Aquatic Centre
- Workers who work across multiple sites and/or programs
- Rubbish pickup from the Midlands Multi-Purpose Health Centre
- Waste Transfer Station workers
- Community events and Community Halls activities
- School Holiday Programs workers
- Municipal workers (members of the public approaching workers, interactions with contractors, being outside no requirement to wear mask, increase in the number of locally-acquired cases)

Consequences

If COVID-19 enters the workplace, there is an increased risk that there will be transmission. This will lead to illness amongst staff, increased workers compensation claims, and potentially the inability to deliver essential services for the community. It may also lead to vulnerable members of the community contracting COVID-19 from a Southern Midlands Council worker.

Worst case: Inability to provide essential services as a result of unavailability of key workers. Shut down of one or more key sites.

Most likely case: Rolling unavailability of staff and volunteers due to illness. Transmission of COVID-19 in the workplace resulting in illness and workers compensation claims. Services and activities may be decreased or non-essential services ceased temporarily. Health and

wellbeing of other workers affected as workload for those workers will increase. Close contacts will not be able to attend work causing some services not being able to be provided. Vulnerable members of staff will be exposed to dire medical consequences and/or possibly death.

| Controls | Effectiveness of Control Currently implemented | Additional Treatment to improve effectiveness <i>Consider cost /benefit, responsibility, monitoring activities</i> | | Notes |
|---|--|--|------------------------------|---|
| | | Treatment | Revised Effectiveness Rating | |
| <p>Physical distancing Regular communication and posters displaying physical distancing reminders. Decals markers on the floor indicating where people should stand to maintain 1.5 metres of separation Maximum number posters displayed in common areas. Managers and supervisors providing reminders. COVID-19 Safety Plan .</p> <p>Direction under Section 16 (<i>Workplace COVID Plan – No 2 Public Health Act 1997</i>)</p> <p>Comments: <i>Difficulty in maintaining physical distancing in some work environments. For example, where two people are required for tasks, travel in vehicles, etc. Difficulty wearing a mask for physical tasks where workers need to operate in close proximity.</i></p> | <p>Poor</p> | <p>Active monitoring of implementation of controls</p> <p>Perspex screens used for customer interactions inside Council premises.</p> <p>Remote working available for some employees</p> <p>Council Meetings to be conducted face-to-face from April 2022</p> <p>Minimise interactions between the</p> | <p>Fair</p> | <p>All employees are required to wear a mask in all public indoor spaces (widespread mask use as source control to reduce community transmission (J. Hatzius, D. Struyven, I. Rosenbery, 2020))</p> <p>When there are two or more employees in a vehicle a mask is required.</p> <p>Difficult to enforce physical distancing for all situations particularly where employees are required to work in proximity with each other.</p> <p>Locally-acquired cases – daily and cumulative totals - (Transmission sources in Australia of COVID-19 covid19data.com.au)</p> |

| | | | | |
|---|--------------------|--|--------------------|---|
| <p><i>Relies on workers. Weak control.</i></p> | | <p>Kempton & Oatlands Office</p> <p>Other meetings to be held online or outdoors</p> | | <p>Direction under Section 16 <i>(Workplace COVID Plan – No 2 Public Health Act 1997)</i></p> |
| <p>Personal hygiene Regular communication and posters displaying personal hygiene reminders.</p> <p>Handwashing and/or sanitiser readily available.</p> <p>Sanitiser available at site entry points. Wash hands prior to and after eating. Cough and sneeze hygiene. Minimise touching face. COVID-19 Safety Plans</p> <p>Direction under Section 16 <i>(Workplace COVID Plan – No 2 Public Health Act 1997)</i></p> <p>Comments: <i>Reliance on workers and visitors to the site being proactive. Weak control.</i></p> | <p>Poor</p> | <p>Active monitoring of implementation of controls.</p> | <p>Fair</p> | <p>Difficult to enforce hygiene standards for all staff.</p> |
| <p>Cleaning Maintain Cleaning Schedules</p> <p>Approved cleaning products to be used only COVID-19 Safety Plan</p> <p>Direction under Section 16 <i>(Workplace COVID Plan – No 2 Public Health Act 1997)</i></p> | <p>Fair</p> | <p>Active monitoring of implementation of controls.</p> | <p>Good</p> | <p>The cleaner is responsible for cleaning multiple sites.</p> |

| | | | | |
|--|--------------------|---|--------------------|--|
| <p>Workers to stay home and get tested if displaying symptoms of COVID-19. Provide instructions on what to do if they feel unwell and not to attend work</p> <p>Follow advice provided by the Tasmanian Government</p> <p>COVID-19 Safety Plan</p> <p>Pandemic Leave Policy</p> <p>Comments: <i>It can take time to display symptoms. Some people may not display any symptoms so may be unknowingly infectious in the workplace. Weak control.</i></p> | <p>Poor</p> | <p>If an employee has COVID-19 Symptoms arrangements will be made to deliver a Rapid Antigen Test (RAT) to the employee at home</p> | <p>Fair</p> | <p>Cost to be considered.</p> <p>Some employees may be asymptomatic or may continue to ignore symptoms and continue working. (asymptomatic infection has been estimated to be present in 15.6% of all confirmed cases (He, J, Guo, Y, Mao, R, Zhang, J, 2021))</p> |
| <p>Checking in / Contact tracing</p> <p>Currently not required to display a QR code or collect details for contact tracing.</p> <p>Comments:</p> | <p>Fair</p> | | <p>Good</p> | <p>All premises where an event is being held in accordance with the Events Framework, under a direction made under section 16 of the Act, may still require a QR code and collect data for contact tracing</p> |
| <p>Ventilation Encourage activities to be conducted outdoors. Ventilation increased in buildings by opening windows and doors</p> <p>COVID-19 Safety Plan</p> | <p>Good</p> | <p>Council meetings will be conducted face-to-face from April 2022</p> | <p>Good</p> | |

| | | | | |
|---|-------------|--|-------------|---|
| | | Where possible, all other meetings to be held online or outdoors | | |
| <p>Restrictions on entry into the workplace Posters displayed detailing that anyone displaying symptoms of COVID-19 or are required to isolate must not enter the premise.</p> <p>Direction under Section 16 (<i>Workplace COVID Plan – No 2 Public Health Act 1997</i>)</p> <p>Comments: <i>Reliance on people to follow instructions. Some complacency has been observed.</i></p> <p>Weak control.</p> | Poor | Front counter team members to advise visitors not to enter the workplace if they are unwell. | Fair | Visitors may be asymptomatic or not reveal they are unwell. |
| <p>Training, instruction and supervision in respect to COVID-19 in the workplace Managers and supervisors to reinforce COVID-19 safe behaviours. Regular communications to staff and workers. COVID-19 Safety Plan Memo to Staff – COVID-19 Management Plan . Weak control</p> | Poor | Ongoing training and reminders to staff. | Fair | |

Risk Rating

| | | | | | | | | |
|----------------------------|------------------|---------------|--------------------|--------------|-------------------|----------------|---------------------|--------------|
| Current Risk Rating | Likelihood score | Likely | Consequences score | Major | Risk Rating score | Extreme | Risk Appetite score | Above |
|----------------------------|------------------|---------------|--------------------|--------------|-------------------|----------------|---------------------|--------------|

Additional Controls

Consider cost /benefit, responsibility, monitoring activities

Up-to-date vaccination status for all workers as per COVID-19 Vaccination Policy. Council has introduced a Pandemic Leave policy, to provide additional leave requirements for employees that may become affected by the pandemic.

Use of Council meeting rooms, attendees will be required to show evidence of being up-to –date with vaccinations.. It is the responsibility of the meeting organiser to provided confirmation.

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

Shared services staff will work remotely when working with other Councils that do not require staff to be fully vaccinated or appropriate mitigation strategies in place.

Southern Midlands has undertaken a survey to ascertain vaccination status of its workers, 98% of Council’s workforce are vaccinated, a further survey will be undertaken to ascertain up-to-date status. This may be due to aged 70 years and over, people with compromised immune system and people with some chronic medical conditions.

Southern Midlands Council has the opportunity to be a leader across our rural and remote communities to promote the vaccination and help reduce the risk of serious hospitalisation or death from contracting COVID-19. Vaccinations will reduce the risk of an outbreak at a Southern Midlands Council

facility or event. This would minimise the risk of inability to deliver essential services and claims against the Council. Vaccinations will also reduce the severity of illness.

Cost to implement – additional workers to implement policy.

Risk of perceived discrimination and risk of personal information being misused.

Potential Future Risk Rating

| | | | | | | | | |
|---|---------------------|-----------------|-----------------------|-----------------|----------------------|---------------|------------------------|--------------|
| Future Risk Rating if further controls implemented or strengthened | Likelihood score | Possible | Consequences score | Moderate | Risk Rating score | Medium | Risk Appetite score | Above |
|---|---------------------|-----------------|-----------------------|-----------------|----------------------|---------------|------------------------|--------------|

Appendix A – Risk Assessment

| ADDITIONAL RISK TREATMENT | | | | | | | |
|---------------------------|---------------|---|--|--|--|---|--|
| | | | Likelihood | | | | |
| | | | Rare | Unlikely | Possible | Likely | Almost Certain |
| | | | A | B | C | D | E |
| Consequence | Catastrophic | 5 | High | Extreme | Extreme | Extreme | Extreme |
| | Major | 4 | Medium | High | High | Extreme | Extreme |
| | Moderate | 3 | Low | Medium | Medium | High | High |
| | Minor | 2 | Low | Low | Medium | High | High |
| | Insignificant | 1 | Low | Low | Low | Medium | Medium |
| | | | <10% chance of occurring <i>Highly unlikely, but it may occur in exceptional circumstances. It could happen, but probably never will.</i> | 10-35% chance of occurring <i>Not expected, but there's a slight possibility it may occur at some time.</i> | 35-65% chance of occurring <i>The event might occur at some time as there is a history of infrequent occurrence inside and/or outside organisation.</i> | 65-90% chance of occurring <i>There is a strong possibility the event will occur as there is a history of frequent occurrence inside or outside organisation</i> | >90% chance of occurring <i>Very likely. The event is expected to occur in most circumstances as there is a history of regular occurrence inside or outside organisation.</i> |

| HIERARCHY OF CONTROLS | | |
|-----------------------|-----------------|---|
| | Most effective | Elimination <i>e.g. Discontinue use of product, equipment, cease work process.</i> |
| | | Substitution <i>e.g. Replace with a similar item that does the same job but with a lower hazard level</i> |
| | | Isolation <i>e.g. Put a barrier between the person and the hazard</i> |
| | | Engineering controls <i>e.g. Change the process, equipment or tools so that the risk is reduced</i> |
| | | Administrative controls <i>e.g. Guidelines, procedures, rosters, training to minimise the risk</i> |
| | Least effective | Personal protective equipment <i>e.g. Equipment used to provide a temporary barrier</i> |

| ADDITIONAL RISK TREATMENT – IS THE RISK WITHIN OUR RISK APPETITE? | | |
|---|---|---|
| Rating | Risk Treatment Action | Risk Authority positions, offices or committee which are authorised to accept the level of risk |
| Extreme | Additional controls and/or monitoring to reduce the likelihood and/or consequence to be identified as a priority and appropriate actions implemented. | GM, Project Sponsor |
| High | Additional controls and/or monitoring to reduce the likelihood and/or consequences to be identified and appropriate actions implemented. | Unit Manager, Project Sponsor |
| Medium | Additional controls and/or monitoring to reduce the likelihood and/or consequences to be considered and costed for possible action if resources permit. | Responsible Officer, Project Manager |
| Low | To be noted – no action needed. | Responsible Officer, Project Manager |

Consequence Matrix for Risks

| | Safety and Wellbeing | Environment and Sustainability | Brand and Reputation | Capacity to Deliver Services | Regulatory and Legal | Financial - Operational | Capital Expenditure and Projects |
|---------------------|---|--|--|--|---|--|---|
| Catastrophic | Death or permanent disability Loss of critical number of key staff impacting on skills, knowledge & expertise Widespread / sustained staff industrial action Severe impact on organisational morale or performance | Fatalities occur; extensive release requiring long term remediation; legal action initiated by EPA, State agencies or others | Substantiated extensive public outcry; high widespread multiple news profile | Extreme event with potential to lead to failure of most objectives or collapse of part of the business. Severe disruption to business activities. Critical infrastructure service loss for > 1 month | Extensive fines and litigation with possible class action; threat to viability of program or service; extensive financial loss; indictable offences | Operational Expenditure: Extensive financial loss; in excess of \$5m | Major (>40%) potential for cost or time impact. Will have an unmanageable impact on time, cost, resources and quality. inability to meet project objectives requiring the project to be abandoned or redeveloped |
| Major | Serious injury / harm. Dangerous near miss Long term loss of some key staff resulting in skills / knowledge / expertise deficits Threat / staff industrial action Major impact on staff morale or performance with long term significance. | Major environmental impact; harm to humans or ecosystems; serious breach of EPA or other environmental legislation/licences | Sustained serious public or media outcry, high impact, high news profile | Major event that with prioritised and focused management will be endured. | Major breach with fines and litigation; critical failure of internal goals; long term significance and major financial impact | Major financial loss \$1m - \$5m. | Major potential (20-40%) for cost or time impact, will impact on time, cost, resources or quality. Potential impact on multiple work streams, projects or stakeholders significant variation to scope or objective requiring restructure of project and Senior Management or Council approval |
| Moderate | Adverse impact on person's health / welfare Lost time or penalty notice due to unsafe act / plant / equipment Short term loss of skills / knowledge / expertise Severe staff morale / increase in workforce absentee rate | Moderate environmental impact; on site release or contained spread off site; moderate breach of EPA or other environmental legislation/licences; may result in fines | Significant public criticism with or without media attention | Significant event, which can be managed under special circumstances. Critical service interruption not back in agreed time. | Serious breach involving statutory authority or investigation; significant failure of internal controls; prosecution possible with significant financial impact | Significant financial loss \$500,000 - \$1M | Medium potential (10-20%) for cost or time impact. manageable impact on time, cost, resources and quality. variation to scope or objective requiring Senior Management approval |

| | Safety and Wellbeing | Environment and Sustainability | Brand and Reputation | Capacity to Deliver Services | Regulatory and Legal | Financial - Operational | Capital Expenditure and Projects |
|----------------------|--|---|--|---|--|--|---|
| Minor | Minimal or no adverse impact on person’s health / welfare Negligible skills or knowledge loss Potential adverse impact on person’s health / welfare Inappropriate behaviour Work place safety compromised Some loss of staff with tolerable loss / deficit in skills Contained impact on staff morale or performance | Minor, isolated environmental impact; minor breach of environmental legislation/ licences; may result in penalty notices or official warning | Heightened local community concern or criticism | An event, the consequences of which can be absorbed but management effort is required to minimise impact. Minor delivery delays. Local interruption only, service loss for minimum period. | Contained non-compliance or breach with short term significance; minor financial impact | Minor financial impact: \$150,000 - \$500,000. | Small (5-10%) potential for cost impacts, no time impact, no quality impact. variation to scope or objective requiring managers approval |
| Insignificant | Injury report or first aid only. No lost time. Minimal impact on staff morale or performance | Minimal environmental impact; won't result in fines or penalties | Isolated, internal or minimal adverse attention or complaint | An event the impact of which can easily be absorbed through normal activity. Negligible impact business interruption, brief loss of service | Isolated non-compliance or breach; minimal failure of internal controls; negligible financial impact | Less than \$150,000. | Small potential for cost impacts - <5% of budget, no time impact, no quality impact |

 Indicates risk appetite. Coloured cell and those below are within appetite. Impacts above are outside risk appetite.

Consequences Matrix for Opportunities

| | Safety and Wellbeing | Environment and Sustainability | Brand and Reputation | Capacity to Deliver Services | Regulatory and Legal | Financial | Projects |
|--------------------|---|---|---|---|--|--|--|
| Exceptional | <p>Widespread / sustained reduction in potential risk to health and wellbeing.</p> <p>Widespread improvement to skills / knowledge / expertise and mental wellness.</p> <p>Broad and sustained improvement to organisational morale or performance with long term benefits.</p> | <p>Extensive and sustained improvement in potential environmental performance, sustainability and/or protection of a significant ecosystem for threatened, at-risk or significant species.</p> <p>Extensive reduction in the risk of environmental impact (e.g. >40%).</p> <p>Reduction in climate change risk across an extensive area of the municipality affecting a large sector of the community.</p> | <p>Significant recognition leading to major improvement in community and stakeholder support; and/or broad and sustained public interest.</p> | <p>Significant and sustained improvement in program/project service outcomes.</p> | <p>Extensive improvement in the risk of regulatory or legal breaches. Significant improvement to internal controls. Improvement is across the whole or almost all of organisation.</p> | <p>Opportunity to either significantly reduce operational expenditure or derive additional income with ongoing benefit.</p> <p>Benefits expected to be greater than \$1M.</p> | <p>Project has run significantly ahead of schedule resulting in significant monetary savings and earlier than planned use.</p> |
| Major | <p>Major reduction in potential risk to health and wellbeing.</p> <p>Major improvement to skills / knowledge / expertise and mental wellness.</p> <p>Major and sustained improvement to organisational morale or performance with medium term benefits.</p> | <p>Major improvement to environmental performance, sustainability and/or protection of ecosystems for threatened, at-risk or significant species.</p> <p>Major reduction in the risk of environmental impact (e.g. 30-40%)</p> <p>Reduction in climate change risk across a large area of the municipality or an area of significance (e.g. heritage) affecting a large number of stakeholders.</p> | <p>Sustained stakeholder-wide satisfaction and/or positive public interest</p> | <p>Major improvement in program/project service outcomes</p> | <p>Major reduction in the risk of a regulatory or legal breach.</p> <p>Major improvement to internal controls. Improvement is to a large section of the organisation.</p> | <p>Opportunity to either achieve a major reduction in operational expenditure or derive additional income with short to medium term benefit.</p> <p>Benefits expected to be \$500,000 to \$1M.</p> | <p>Project has run significantly ahead of schedule resulting in major monetary savings and earlier than planned use.</p> |

| | Safety and Wellbeing | Environment and Sustainability | Brand and Reputation | Capacity to Deliver Services | Regulatory and Legal | Financial | Projects |
|----------------------|---|--|---|--|---|---|---|
| Moderate | <p>Moderate improvement to potential risk to health and wellbeing.</p> <p>Moderate improvement to skills / knowledge / expertise and mental wellness.</p> <p>Moderate improvement to organisational morale or performance with potential for medium term benefit.</p> | <p>Moderate improvement to environmental performance, sustainability and/or protection of ecosystems.</p> <p>Moderate reduction in the risk of environmental impact. (e.g. 20-30%)</p> <p>Reduction in climate change risk across a moderate area of the municipality (e.g suburb) affecting a small number of stakeholders.</p> | <p>Short term stakeholder-wide satisfaction and/or positive public interest.</p> | <p>Moderate improvement in program/project service outcomes.</p> | <p>Moderate improvement to the risk of a regulatory or legal breach.</p> <p>Improvement to internal controls in isolated area.</p> | <p>Opportunity to either achieve a moderate reduction in operational expenditure or derive a moderate additional income in the short-term.</p> <p>Benefits expected to be \$100,000 to \$500,000.</p> | <p>Project has run significantly ahead of schedule resulting in modest monetary savings and earlier than planned use.</p> |
| Minor | <p>Minimal improvement to health and wellbeing.</p> <p>Minor improvement to skills / knowledge /expertise and mental wellness.</p> <p>Contained improvement to staff morale or performance or to organisational morale or performance with only potential for short-term benefit.</p> | <p>Minor, isolated improvement to environmental performance, sustainability and/or protection of ecosystems.</p> <p>Moderate reduction in the risk of environmental impact. (e.g. 10-20%)</p> <p>Reduction in climate change risk across a small area of the municipality affecting a small number of stakeholders.</p> | <p>Short term stakeholder satisfaction by a number of stakeholders and/or positive public interest.</p> | <p>Minor improvement in program/project service outcomes</p> | <p>Small improvement to the risk of a regulatory or legal breach.</p> <p>Improvement to some internal controls in isolated area.</p> | <p>Opportunity to either achieve a small reduction in operational expenditure or derive a minor amount of additional income.</p> <p>Benefits expected to be \$50,000 - \$100,000.</p> | <p>Project has run ahead of schedule resulting in minor monetary savings and earlier than planned use.</p> |
| Insignificant | <p>Minimal isolated short-term improvement on staff morale or performance.</p> | <p>Minimal short-term improvement to environmental performance or sustainability.</p> | <p>Isolated, internal or minimal short-term satisfaction from limited number of stakeholders</p> | <p>Insignificant improvement in program/project service outcomes</p> | <p>Isolated minimal improvement to risk of regulatory or legal breach.</p> <p>Minor improvement to a few lower level internal controls.</p> | <p>Opportunity to either achieve a very small reduction in operational expenditure or derive a small amount of additional income.</p> <p>Benefits expected to be less than \$50,000.</p> | <p>Project has run on time resulting in efficient project/service delivery.</p> |



COVID-19 Safety Plan

| | |
|--|--|
| | <h1>COVID-19 Safety Plan</h1> |
| | |
| | |
| <p>Location</p> | |
| <p>Background</p> | <p>The Director of Public Health has declared a Public Health Emergency for Tasmania to help manage the threat of COVID-19. COVID-19 has been recognised as a pandemic, which is described as an outbreak of infectious disease that occurs over a wide geographical area and that is of high prevalence. A pandemic generally affects a significant proportion of the world’s population. A pandemic may last between 12-18 months.</p> <p>Council have developed this COVID-19 Safety Plan template to be compliant with State Government COVID-19 requirements.</p> |
| <p>Opening of the borders 15th December, 2021 & from 21 February, 2022 International travel</p> | <ul style="list-style-type: none"> • COVID-19 Transitions from zero cases to living in a COVID-19 vaccinated community from 15th December, 2021. • 21 February, 2022 International travel. All visa holders who are fully vaccinated for international travel purposes can travel to Australia without a travel exemption. Unvaccinated visa holders will still need a valid travel exemption to enter Australia.. • COVID-19 Safety Plan that captures, compliance with minimum standards for managing risk of Covidi-19, to keep staff and other people within the workplace safe. • Regularly reviewing Safety plans. <p>MAINTAINING PHYSICAL DISTANCE:</p> <ul style="list-style-type: none"> • Signs placed at the entrance to, and inside the premises to remind people to maintain physical distancing when entering. • Decals markers on the floor indicating where people should stand to maintain 1.5 metres of separation. • Workers to remind customers to not congregate and remain separated. • Conduct an assessment of the workplace to ensure physical distancing is maintained |

DENSITY REQUIREMENTS

- Signs are placed at all entrances stating maximum number of people permitted in each room.
- Monitoring density requirements by all staff.

STAY HOME IF UNWELL

- Train workers on what symptoms of COVID-19 are and what to do if they feel unwell.
- Workers who show any symptoms to stay away from work until tested for COVID-19 and cleared to attend work.
- Signs at the entrance to advise customers not to enter if they are unwell or if they have COVID-19 symptoms
- Approved workers can work from home while waiting for test results
- Managers to monitor workers for signs and symptoms that they are unwell and direct staff to go home if required.
- Council has implemented a Pandemic Leave policy to assist with additional leave requirements due to COVID-19.
- Always cover coughs and sneezes.
- Get tested for COVID-19 if you have any cold or flu-like symptoms, no matter how mild. Fast detection of COVID-19 cases in Tasmania will prevent further spread in the community. It's important to still get tested, even if you are fully vaccinated against COVID-19.

HYGIENE FACTORS

- Signs placed at entrances reminding people of good hygiene practices
- Sanitisers at the entrance and available throughout the buildings
- Soap for handwashing in bathrooms and wash your hands often with soap and warm water.

CLEANING

- Maintain Cleaning Schedules
- Approved cleaning products to be used only.

CONTACT TRACING

- Currently no requirement to check-in or contract trace, however this will be determined by Public Health and implemented if required

VACCINATION OF WORKERS

- All staff are required to be up-to-date with vaccinations. A vaccination status is considered up to date if they have completed their primary vaccination course and received a booster. A person is considered overdue if they have not had a booster within six months of their second primary does.
- ATAGI recommends a winter dose of COVID-19 vaccine, four months after a previous booster for vulnerable people.
Tasmanians aged 65 years and over
Aboriginal and Torres Strait Islander people aged 50 years and over
Anyone aged 16 years and over who is severely immunocompromised (for this group this winter dose will most likely be a fifth dose of vaccine as they will have received three primary course doses plus a fourth dose/booster).
- A survey has been conducted on staff vaccination status and a further survey will be conducted to ascertain level of up-to-date vaccination status.
- Ensuring fully vaccinated is the single biggest action you can take to reduce the impact of COVID-19 and help keep yourself, your family and your community staff.
- WHS Committee agreed the only way to protect staff was to mandate vaccinations refer to minutes of WHS Committee

VENTILATION IN THE WORKPLACE

- Encourage the opening of windows
- Doors to be left open to maximise air movements
- Reducing the number of people in unventilated areas

WORKING FROM HOME

- Staff may work from home subject to approval from the General Manager
- WH&S Agreement and checklist staff based at an off-site location must be completed for all staff working at home
- Vulnerable staff may be directed to work from home if an outbreak occurs.

FACE MASKS

| | |
|---|---|
| | <ul style="list-style-type: none"> • Wearing of face masks is to protect others, and reduces the chance of passing the virus on to others • There will be situations when wearing a mask is mandatory as per Public Health Directive. Face masks must be worn by all people aged 12 + at large events and during travel. The mask must cover your mouth and nose • A supply of masks will be available in case you are required to wear a mask in public <p>STAY UP TO DATE, FOLLOW DIRECTIONS</p> <ul style="list-style-type: none"> • Stay up to date with the latest COVID-19 developments to make sure you know what restrictions and rules are in place. • Have COVID-safe directions in place for patrons. Follow signs, venue entry requirements and be mindful of the wellbeing of the people around you. |
| COVID-19 Risks | <ul style="list-style-type: none"> - Staff being unavailable due to exposure or contact with the virus - Staff being required to isolate or quarantine - Inadequate controls and safety measures in place - COVID-19 outbreak within the community - Visitors entering with COVID-19 - Unable to perform essential functions eg payment of staff wages, creditors, communications, customer service - Unable to obtain necessary PPE and facemasks - Contractors unable to fulfil their obligations - Unvaccinated staff and others - Unable to hold events and activities - |
| Interdependence / Third Party Requirements | This plan is updated in accordance with the public health requirements. |
| <p><u>Controls:</u></p> <ol style="list-style-type: none"> 1. Regular cleaning of touched surfaces: cleaners to complete cleaning register; 2. Hand sanitiser located at the entrance to the building; 3. Guard protectors installed at front counters 4. Hand wash facilities stocked with consumables (e.g. soap); 5. Signage on doors stating physical distancing requirements 6. Signage on doors – do not enter if they are unwell or have COVID-19 symptoms 7. Signage in kitchens and bathrooms to remind people of safe hand washing procedures; 8. Signage reminding users of good hygiene practices; | |

9. Monitor the number of people entering to ensure the maximum numbers are not exceeded.
10. Signage showing maximum numbers in each available space
11. Remove furniture that encourages people to sit in close proximity to each other such as couches, tables and chairs;
12. Internal signage to inform users of safety measures – including 1.5 social distancing;
13. Introduction of Pandemic leave Policy to assist with additional leave requirements
14. Adhering to public health information
15. Ensuring adequate supply of PPE including face masks
16. Encourage staff and others to get vaccinated against COVID-19
17. Adhering to the Framework for COVID-19 Safe Events and Activities
18. Liaise with Contractor to ensure contingency in place in the event of not being able to meet obligations.
19. To keep up to date with Tasmanian Government advice on controls to prevent the spread of COVID-19, including any restrictions on normal business activities and responding accordingly.
20. Notify Public Health by phoning 1800 671 738 if staff become unwell.

Consultation
In preparing this template Southern Midlands Council have consulted with the WH&S Committee, individual staff, Managers and contractors.

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|-----------------------------------|---|------------------------------------|
| | | |
| <i>Signed</i> Tim Kirkwood |  | Date: 28 th March, 2022 |

1. PURPOSE

The purpose of this policy is as far as is reasonably practicable to:

- a. recognise our commitment to providing a safe and healthy workplace for people at our workplace whose health or safety could be at risk through COVID-19
- b. provide information about vaccination against COVID-19 to employees and contractors;
- c. identify which activities require up-to-date vaccination status against COVID-19, unless exempted; and
- d. require the provision of information regarding vaccination status against COVID-19.

2. APPLICATION

This Policy covers and applies to employees engaged by the Southern Midlands Council on a permanent or temporary basis or under a total remuneration contract. This policy also covers volunteers and contractors.

For the avoidance of doubt this policy applies to casual employees and employees at Heritage Building Solutions.

3. POLICY

- a. The Southern Midlands Council is committed to maintaining a safe and healthy workplace and to doing what is reasonable practicable to protect employees and others from contracting and spreading COVID-19 in our workplace.
- b. Vaccination against COVID-19 plays a key role in strengthening our workplace safety and reducing hospitalisation and mortality.
- c. Information regarding vaccination status is an important tool in monitoring our ongoing control measures and compliance with this policy.
- d. COVID-19 vaccines have been approved by the Therapeutic Goods Administration and are being offered to the public on a voluntary and free basis under the Department of Health's Australian Covid-19 Vaccination Policy.
- e. Vaccination and the provision of vaccine information are part of our overall COVID-19 control measures that seek to eliminate, or minimise, the risk of COVID-19 exposure in our workplace and are in addition to the following other ongoing control measures which are detailed in the Covid Safety Plan.
 - i. observing good hygiene;
 - ii. observing physical/social distancing requirements;
 - iii. taking leave when unwell;
 - iv. being aware of the symptoms of COVID-19, and the steps you should take to be tested, isolate and/or quarantine should you display symptoms. This includes

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- not attending the workplace if you are feeling at all unwell and following our applicable leave policy; and
- v. following current COVID-19 guidance by Public Health, work health and safety regulators, and Safe Work Australia.

4. REQUIREMENT

- a. Persons covered by the policy are required to:
 - i. comply with this policy as lawful and reasonable directions or as a requirement of entry to the workplace;
 - ii. comply with any applicable law or public health order in addition to the policy; and;
 - iii. not directly or indirectly engage in behaviour in breach of this policy.
- b. Managers/Supervisors are required to:
 - i. Promote this policy within their area of responsibility;
 - ii. identify employees who are affected by this policy; and
 - iii. take reasonable steps to ensure that any potential breaches of this policy are identified, taken seriously and acted upon appropriately.

5. UP-TO-DATE VACCINATION STATUS AND PROOF OF VACCINATION STATUS

- a. As an integral part of our health and safety control measures, the Southern Midlands Council requires all employees, volunteers and workers covered by this policy, by no later than 31st May 2022, to have an up-to-date vaccination status unless exempted.
- b. A person is considered to be up-to-date in vaccination status if they have completed their primary vaccination course and received a booster. A person is considered overdue if they have not had a booster within six months of their second primary dose. All persons covered by this policy must provide evidence of their COVID-19 vaccination status as follows:
 - i. (unvaccinated) in writing by the person covered in this policy;
 - ii. (sufficiently vaccinated) certification by a registered medical practitioner, an immunisation history statement from MyGov or a COVID-19 digital certificate; or
 - iii. (exemption) (see section 7) certification by a registered medical practitioner in compliance with ATAGI guidelines or written confirmation from us that exceptional circumstances exist either temporarily or permanent.

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-
- iv. Australian Technical Advisory Group on Immunisation (ATAGI) recommends a winter dose of COVID-19 vaccine, four months after a previous booster for the following vulnerable people:
- a. Tasmanians aged 65 years and over
 - b. Residents in aged or disability care aged 65 years and under
 - c. Aboriginal and Torres Strait Islander people aged 50 years and over
 - d. Anyone aged 16 years and over who is severely immunocompromised (for this group this winter dose will most likely be a fifth dose of vaccine as they will have received three primary course doses plus a fourth dose/booster).
- c. COVID-19 vaccination information will be collected, recorded and kept in accordance with the Privacy Policy.
- d. Southern Midlands Council will use employees COVID-19 vaccination information to:
- i. comply with this policy and any applicable law including public health orders;
 - ii. monitor and manage health and safety in the workplace; and
 - iii. monitor and manage any absences due to injury or illness.
- e. Those workers requiring to be vaccinated are detailed in Sections 5, 6 and 7.

6. NEW EMPLOYEES

- a. Any potential candidates will need to provide proof of vaccination prior to being employed by the Southern Midlands Council.

7. EXEMPTION FROM POLICY

- a. A person is exempted from the requirement to be sufficiently vaccinated if and only if they:
- i. Are unable to be vaccinated due to a medical contraindication and hold an exemption from a registered medical practitioner confirming this status;
 - ii. Suffer from an acute major medical condition that warrants a temporary medical exemption for the duration of that temporary exemption in compliance with ATAGI guidelines'
 - iii. are required or authorised by law; or
 - iv. are determined by us to have exceptional circumstances.
- b. In determining "exceptional circumstances" in 7(a)(iv) the Southern Midlands Council will take into account the following considerations:

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- i. Inherent requirements of the role;
 - ii. Reasonableness of existing and/or alternate control measures;
 - iii. Operational requirements;
 - iv. Personal reasons of the individual; and
 - v. Health, safety and wellbeing of other persons at the workplace.
- c. An Exempted person will be required to comply with any further reasonable directions and/or control measures where reasonably practicable relating their ongoing participation at the workplace which may include and are not limited to any one or more of the following:
- i. alternative workplaces (eg work from home, remote work, restricted access etc);
 - ii. alternate duties;
 - iii. restricted customer or other personal contact;
 - iv. wearing of PPE (e.g. masks, shields);
 - v. hygiene and sanitation requirements;
 - vi. testing (e.g. temperature, rapid antigen etc)
 - vii. taking of leave as agreed (e.g. annual, long service, without pay etc); and
 - viii. any other reasonable measures considered necessary in the circumstances.

8. TIME OFF FOR COVID-19 VACCINATION

- a. The Southern Midlands Council will allow reasonable paid time off for employees to attend any COVID-19 vaccination appointment during their usual working hours.
- b. Persons covered by this policy must provide evidence that would satisfy a reasonable person of any COVID-19 related appointment(s).

9. RELATED DOCUMENTS

Vaccination information will be secured and maintained in accordance with the privacy provisions.

10. VARIATION OF POLICY OR RESPONSIBILITIES

The General Manager reserves the right to review, vary or revoke this policy and/or the associated procedures at any time.

11. KEY DATES

31 January 2022

All staff must have received two doses of the COVID-19 vaccination.



Council Policy
COVID-19 VACCINATION POLICY

Attachment 3
AGENDA ITEM 17.2.3

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31 May, 2022

All staff must have an up-to-date vaccination status.

A handwritten signature in black ink, appearing to read 'Tim Kirkwood'.

Tim Kirkwood
GENERAL MANAGER