

dorset
C O U N C I L

Ordinary Agenda

Council Meeting

20 November 2023

MULTI-FUNCTION CENTRE, BRIDPORT

it's in the making

Qualified Persons Advice

The *Local Government Act 1993*, Section 65, provides (in part) as follows: -

- A general manager must ensure that any advice, information or recommendation given to the council is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation.
- A council is not to decide on any matter which requires the advice of a qualified person without considering such advice unless the general manager certifies in writing that such advice was obtained and taken into account in providing general advice to the council and a copy of that advice or, if the advice was given orally, a written transcript or summary of that advice is provided to the council with the general managers certification.

I therefore certify that with respect to all advice, information or recommendation provided to the council in or with this agenda:

- a. the advice, information or recommendation is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation; and
- b. where any advice is directly given by a person who does not have the required qualifications or experience that person has obtained and taken into account in that person's general advice the advice from an appropriately qualified or experienced person.

Notification of Council Meeting

NOTICE¹ is given that the next Ordinary Meeting of the Dorset Council will be held on Monday, 20 November 2023 at the **Multi-Function Centre, Upstairs Function Room, Bridport Recreation Ground, South Street, Bridport** commencing immediately after the conclusion of the **Annual General Meeting**, which will commence at 6:00 pm.

Council is also holding a drop in session from 5:00 pm for any interested community members to come and meet the Commissioner and Management Team and ask questions in an informal setting.

Members of the public are invited to attend in person, however, if any member of the public is feeling unwell, **please do not attend**.

The audio recording of the Council Meeting, except for any part held in Closed Session, will be made available to the public as soon as practicable after the meeting via Council's website and social media.



JOHN MARIK
General Manager

¹ In accordance with the Local Government (Meeting Procedures) Regulations 2015

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Council Meeting Agenda 20 November 2023

Meeting Opened:

Present:

Apologies:

Acknowledgement of Country

Dorset Council acknowledges the deep history and culture of the First People who were the traditional owners of the lands and waterways where we live and work. We acknowledge the clans-people who lived here for over a thousand generations on the Country where Bridport is built and throughout the area we know as the north east region.

Dorset Council acknowledge the present-day Aboriginal custodians and the inclusive contribution they make to the social, cultural and economic essence of the municipality.

Item 176/23 Confirmation of Ordinary Council Meeting Minutes – 16 October 2023

Ref: DOC/23/12849

The Chair reported that he had viewed the minutes of the Ordinary Meeting held on Monday, 16 October 2023 finds them to be a true record and recommends that they be taken as read and signed as a correct record.

Recommendation

That the Minutes of Proceedings of the Dorset Council Ordinary Meeting held on 16 October 2023 having been circulated to the Commissioner, be confirmed as a true record.

Item 177/23 Confirmation of Agenda

Recommendation

That Council confirm the Agenda and order of business for the 20 November 2023 Council Meeting.

In accordance with Regulation 8 of the *Local Government (Meeting Procedures) Regulations 2015* and Council's adopted Code of Conduct, the Commissioner is requested to indicate whether he has, or is likely to have a pecuniary interest (any pecuniary interest or pecuniary detriment) or conflict of interest in any item on the Agenda.

INTEREST DECLARED**Commissioner Wardlaw's Calendar | 12 October 2023 – 15 November 2023****October 2023**

- 14 North East Lions / Branxholm Progress Association – Back to Branxholm Event, Branxholm Hall
- 16 Meeting with Council management team
- 16 Informal Meet and Greet at Ringarooma with Management Team, Ringarooma Hall
- 16 October Council Meeting, Ringarooma Hall
- 16 North East Lions Club Meeting, Ringarooma Community Hub
- 17 LGAT Service Awards 2023 judging, via online meeting software
- 17 Blue Derby Shuttle Operator Policy discussion, Council Chambers
- 17 Meeting with ratepayer, Council Chambers
- 17 Meeting with Elizabeth Hadley regarding Legerwood Catering Group correspondence, Council Chambers
- 17 Meeting with ratepayers, Council Chambers
- 17 Mental Health Week 2023 – Fun, Family and Food in Dorset Event, Scottsdale Recreation Ground
- 18 Meeting with Bridport Golf Club, Bridport
- 18 Barnbogle Property visit with Richard Sattler and General Manager, Bridport
- 18 Meeting with ratepayers, Tomahawk
- 18 Future-Links Gladstone Meeting, Gladstone
- 19 Stakeholder Meeting, Shuttle Bus Operators with General Manager, Derby Hall
- 19 Briefing Session – Draft Tasmania Fire and Emergency Service Bill, via online meeting software
- 20 Seniors Week Event – Eating with Friends, Nugget Sellars Pavilion
- 23 Meeting with Legerwood Catering Group, Legerwood Hall
- 24 Meeting with ratepayers, Council Chambers
- 24 Dorset Audit Panel Meeting, Council Chambers
- 25 Meeting with Tassie Scallop Fiesta Committee with General Manager, Bridport
- 25 Meeting with MAST representatives with General Manager and Assistance General Manager, via online meeting software
- 25 Meeting with Health Consumers Tasmania with General Manager, Council Chambers
- 26 Meeting with ratepayer, Bridport
- 26 Dorset Municipal Emergency Management Committee Meeting, Council Chambers
- 26 Dorset Employment Connect – Careers and Education Expo, Scottsdale RSL Club
- 26 Visit Northern Tasmania (VNT) – Champions of Tourism 2023 Event, Sidmouth

- 30 Meeting with Council management team
- 31 Media event with North Eastern Advertiser, Playground Audit and Design Competition, Scottsdale Primary School

November 2023

- 1 LGAT General Meeting and Annual Conference, Devonport
- 2 LGAT Annual Conference, Devonport
- 7 Lions Club of Bridport Dinner Meeting, Bridport Bay Inn
- 8 Coffee Club, Northbourne Community Centre, Scottsdale
- 8 November Council Briefing Workshop, Council Chambers
- 9 Meeting with ratepayer, Council Chambers
- 10 Meeting with Andrei Norris, Department of Premier and Cabinet with the General Manager, via online meeting software
- 11 Ringarooma Show, Ringarooma Primary School
- 13 North East Tasmania Chamber of Commerce Meeting, Scottsdale Art Gallery Café
- 15 Meeting / tour of area with Director - Infrastructure
- 15 Future-Links Gladstone Meeting, Gladstone with Director - Infrastructure

Item 180/23 Management Team Briefing Report

The purpose of this agenda item is to provide the Commissioner and the community with a briefing on matters of interest dealt with during the past month by Council's Management Team.

COUNCIL COMMITTEES

On 24 October 2023 the Audit Panel held their meeting for the December quarter. The following items were included in the agenda for discussion:

1. Confirmation of Audit Panel Minutes 11 July 2023
2. Presentation of Audited 2022/23 Financial Statements and Management Report
3. Performance Audit Updates | Workplace Health and Safety
4. Risk Framework
5. Audit Panel Composition and Tenure Review
6. September Annual Plan Update
7. Other Business / Update on Significant Events

The unconfirmed Audit Panel minutes for this meeting have been included in the attachments for Council's information.

CUSTOMER SERVICE REQUESTS

	Requests Received October	Comparison Requests October 2022	Received 2023	Comparison 2022
Animal	1	-	3	-
Bridges	-	-	-	-
Caravan Parks	-	-	3	1
Cemeteries	-	-	-	-
Community Development General	-	-	-	-
Corporate Services General	-	-	1	1
Customer Service	-	-	-	-
Emergency Services Enquiries	-	-	-	-
Environmental Management & Health	2	-	4	1
Government Relations	-	-	-	1
Licencing	-	-	-	-
Parks and Reserves	-	2	6	14
Planning & Building	-	-	3	1
Public Health	-	-	-	-
Public Online Enquiries	-	2	7	28
Public Amenities	-	-	2	7
Public Halls Buildings	1	-	5	3
Recreation Grounds	-	2	6	9
Roads	7	13	89	166
Swimming Pools	-	-	-	-
Waste Management	-	-	4	-
Total Requests	11	19	133	232

A detailed copy of the 2023 Customer Service Requests is included in the attachments.

APPROVED APPLICATIONS

	Approved October	Approved 2023 YTD	Approved 2022 YTD
Planning	13	113	133
Building²	7	80	112
Plumbing	2	51	56

See attachments for detailed information about applications approved in October 2023.

² From 15 March 2023, Dorset Council ceased providing Building Surveying services for any new building applications. Council is still providing Plumbing Surveyor services and continues to act as the Permit Authority, as required.

WASTE MANAGEMENT REQUESTS

	Requests Received October	Comparison October 2022	FYTD Received 2023/24	Comparison FYTD Received 2022/23
Feedback and Queries	1	-	8	6
Missed Bins – Council Fault	-	-	-	-
Request a New Service (Opt In)		-	-	-
Repair Bin	6	4	18	12
Replace Bin	6	1	21	15
Request a New Service	2	1	11	10
Remove Additional Bin	-	-	1	-
Request an Additional Bin	-	6	2	-
Request an Upsize/Downsize	4	5	20	4
Request to Opt Out (of Service)	-	-	2	-
Request a Collection	-	-	-	-
Total Requests	19	17	83	64

2023/24 CAPITAL WORKS PROGRAM

Ref: DOC/23/8447

	Complete 2023/24
	Completed in October 2023

PROJECT	PROJECT PHASE
BRIDGES	
Bridge 1507 Garibaldi Road, Pioneer - timber superstructure renewal (carried forward)	Beams Ordered
Bridge 1507 Garibaldi Road, Pioneer - timber renewal (additional works to carried forward)	Beams Ordered
Bridge 1508 Garibaldi Road, Pioneer – scour protection piers (flood related)	
Bridge 1514 Coffey Road / Carries Brook, Ringarooma – timber superstructure replacement	Beams Ordered
Bridge 1572 Haas Road / Frenches Creek, Legerwood – upgrade to concrete	Grant (BRP) Funding Application Unsuccessful
Bridge 1550 Barnbougale Road, Jetsonville – timber re-deck	
Bridge 1599 Nook Road, Nabowla – timber re-deck	Completed
Bridge 1515 Maurice Road, Ringarooma - upgrade to concrete (carried forward)	Completed
Bridge 1617 Duncraggen Road, Jetsonville - upgrade to concrete (carried forward)	Completed
ROADS - RESHEETING	
Burns Road, Wyena	Completed
Boddingtons Road, Bridport	Commenced
Forsyth Hill Road, Ringarooma	Completed
New River Road, Ringarooma	Completed
West Maurice Road, Ringarooma	Commenced
Banca Link Road, Winnaleah	Commenced
Olivers Road, Winnaleah	Commenced
Rosier Road, Ringarooma	Commenced

Sledge Track, Springfield	Planning
Koomeela Road, West Scottsdale	Commenced
Duncraggen Road, Jetsonville (carried forward)	
ROADS - RESEALS	
Banca Link Road, Winnaleah	Completed
Sledge Track, Briggs Road to Brid River, West Scottsdale	Completed
Legerwood Lane, Legerwood	Completed
Tomahawk Drive, Tomahawk	Completed
Murphy Place, Scottsdale	Completed
Golconda Road, Lietinna	Completed
Golconda Road, Lietinna	Completed
Golconda Road, Lietinna	Completed
Banca Road, Winnaleah	Completed
Racecourse Road, Winnaleah	Completed
Warrentinna Road, Winnaleah	Completed
Fenckers Road, Branxholm	Completed
Main Road, Musselroe Bay	Completed
Cairns Close, Tomahawk (carried forward)	
Telita Road, Telita (carried forward)	
Main Road, Pioneer (carried forward)	
Charles Street, Pioneer (carried forward)	
Moore Street, Pioneer (carried forward)	
Alfred Street, Pioneer (carried forward)	
STORMWATER	
Joyce Street, Branxholm – renewal	Planning
Allan Street, Derby – renewal	Planning
William Street, Scottsdale (Incitec Pivot) – investigation	Planning
Northeast Park, Scottsdale – upgrade existing network	Planning
Murray Street, Bridport – upgrade	Commenced
William Street, Bridport – extend existing network from Richard Street	
South Street, Bridport – renew pipeline from Main Street to Thomas Street	Tender Received
Union Street, Scottsdale - upgrade existing pipeline lower end of Union Street (carried forward)	
Main Street, Bridport - upgrade existing 525 pipeline to 900 and install new side entry pits (carried forward)	Tender Received
Bentley Street, Bridport – upgrade existing 525 pipeline to 900 (carried forward)	Commenced
Bridport - stormwater pit replacements in Walter Street and Richard Street (carried forward)	Commenced
Urban Stormwater Management Plan (carried forward)	
Victoria Street, Scottsdale – upgrade (carried forward)	Completed
ROADS - OTHER	
Golconda Road, Golconda – renew pavement from Denison River 1km east	Design
Golconda Road, Lietinna – renew pavement adjacent to Moores Road	Commenced
South Street, Bridport – replace kerb from Main Street to Thomas Street	Tender Received
Gillespies Road, Nabowla – upgrade	Planning
Cascade Dam Road, Derby – safety upgrade	

Carisbrook Lane, Legerwood - complete works McDougalls Road intersection (carried forward)	Awaiting property owner commitment
Carisbrook Lane, Legerwood - underpass contribution (carried forward)	Awaiting property owner commitment
Old Waterhouse Road, Waterhouse - safety improvements and upgrade (carried forward)	Commenced
Golconda Road, Golconda - straighten road alignment and upgrade culvert Lone Star Creek (carried forward)	Completed
FOOTPATHS	
Alfred Street, Scottsdale – replace kerb and footpath (Ellenor to Christopher Street)	Commenced
Smith Street, Scottsdale – new (Alice to Union Street)	Planning
Tomahawk Drive, Tomahawk – new (Morgan Esplanade to playground)	
BUILDINGS	
Branxholm Park – new BBQ upgrade	Ordered
Branxholm Hall – front disabled access upgrade and step handrail to side entrance	Commenced
Derby Town Hall – re-roof	Obtaining Quotes
Gladstone Hall – new hot water unit	Ordered
Ringarooma Hall – new heat pumps	Planning
Ringarooma Public Toilets – replace cisterns	Planning
Scottsdale Sports Stadium – replace roller door	Commenced
Scottsdale Visitor Information Centre – repair additional windows	Commenced
Scottsdale Aquatic Centre – amenities upgrade	Completed
Scottsdale Depot – office renovation	
Scottsdale Depot – new storage sheds (carried forward)	Planning
Scottsdale Depot – earthworks for storage sheds (additional works to carried forward)	Planning
Scottsdale Depot – chemical spill trays	Completed
Bridport Girl Guides Building – planning and investigation	
Bridport Seaside Caravan Park – pin code upgrades to Main, Mattingleys Beach and Goftons Beach Amenities Blocks	Completed
Bridport Seaside Caravan Park – renewal of Eastmans Beach public toilets	Planning
Bridport Seaside Caravan Park – gas upgrade to Main amenities and Eastmans Beach shower block	
Winnaleah Hall – disabled access upgrade	Commenced
Blue Derby Mountain Bike Trails – new trail crew storage shed	
Scottsdale Railway Station Restoration (carried forward)	Rotary Project
Building Renovations (Proposed Workers Accommodation) - 71 Main Street, Derby (carried forward)	Blue Derby Foundation Project
Bridport Football Club viewing deck (carried forward)	Planning
Scottsdale Sports Stadium - floor recoat (carried forward)	Planning
Sideling Toilets – additional solar panels	Completed
Gladstone Hall - new septic tank (carried forward)	Planning
WASTE MANAGEMENT	
Green Waste – storage / processing investigation and implementation	
Scottsdale Waste Transfer Station – spare bin area roof covering	Planning / Quotes
Branxholm and Gladstone Waste Transfer Stations – gates	Commenced
Branxholm Waste Transfer Station – recycle bin upgrade	

LAND IMPROVEMENTS

Scottsdale Recreation Ground – new cricket pitch covers	Planning
Scottsdale Recreation Ground – upgrade lighting and reseal road at Show Office	Commenced
Scottsdale Aquatic Centre – shade cloth for external fence	Completed
Bridport Cemetery – new grave surrounds	Planning
Main Street, Derby (near Bank House) – retaining wall to stabilise access road	
Legerwood Memorial Park – site works for new equipment	Ordered
Blue Derby Mountain Bike Trails – Relics trail bridge	Awaiting permits
Blue Derby Mountain Bike Trails – Rusty Crusty Bridge and trail rebuild (flood related)	Awaiting permits
Blue Derby Mountain Bike Trails – Hazy Days trail capping of stones	Awaiting permits
Blue Derby Mountain Bike Trails – network signage redesign	Commenced
Blue Derby Mountain Bike Trails – original trailhead redevelopment (south of Main Street)	Commenced
Blue Derby Mountain Bike Trails – Tunnel lights renewal	Planning
Blue Derby Mountain Bike Trails – Kumma Gutza re-route	Completed
Blue Derby Mountain Bike Trails – Turbo Tunnel re-route	Planning
Northeast Park - MTB Trails (carried forward)	Community Consultation
Rail Trail (carried forward)	Project planning commenced
Gladstone Pump Track (carried forward)	Planning

Recommendation

That the Management Team Briefing Report be received and noted.

Item 181/23 Council Workshops Held Since Last Council Meeting

8 November | Briefing Workshop

- Contribution to Boundary Fences Policy Review
- Northern Tasmania Development Corporation (NTDC) – Trial Membership
- Dorset Council Priority Projects Plan 2023 – 2025
- Draft Dealing with Unreasonable Customer Conduct Policy
- Customer Service Charter Review
- Council Delegations Review
- Managed Grassland Fire Risk Abatement Policy Review
- Briefing Reports and Question Time
 - Commissioners Communications
 - Correspondence
 - Management Team Updates

Item 182/23 Applications for Leave of Absence

Nil

The following question was **taken on notice** at the 16 October Council Meeting:

Mary Schramm, Ringarooma

(question relates to the ownership of the disused Ringarooma tennis court)

Will the Council undertake the necessary inquiries to assist to progress my project?

Response from Administration Manager, Lauren Tolputt:

Officers have made preliminary enquiries with the Public Trustee and other key stakeholders in an attempt to identify the administrator of the relevant deceased estate and will keep you informed of any progress in locating the relevant owner or occupier of the land.

The following questions were received **on notice** from members of the public:

Karl Willrath, Scottsdale | 24 October 2023

1. *As GM Marik was directly appointed to his position by councillors that are currently suspended or were not re-elected; is GM Marik prepared to resign from his position and put the job on the open market and reapply along with competing candidates?*

Response from Commissioner, Andrew Wardlaw:

On December 6, 2022, the Council made a decision to appoint Mr John Marik as the General Manager. The appointment process strictly followed the pertinent legal and procedural requirements, thereby establishing a legally binding contract for Mr Marik in his current position.

The current suspension of councillors does not retrospectively affect the legitimacy of Mr Marik's appointment. His contract remains legally binding, and he is not obliged to resign or submit a new application for his current position.

2. *Will the commissioner put it to workshop to explore the possibility of making it compulsory for all Dorset employees to undergo mental health first aid training?*

Response from Administration Manager, Lauren Tolputt:

Council is committed to its duty of care as a person conducting a business or undertaking (PCBU) under the *Work Health and Safety Act 2012* to do everything reasonably practicable to ensure the safety of staff, councillors and others and to provide a safe work environment. Council has an established Work, Health and Safety (WHS) Committee which develops and recommends new WHS initiatives to management where relevant. Your suggestion will be provided to the WHS Committee for consideration. Council currently has nominated, trained First Aid Officers in each work area and also provides an Employee Assistance Program (EAP) to employees which includes counselling services, critical incident management and specialist consultation services.

Response from Commissioner, Andrew Wardlaw:

In line with comments by the Administration Manager, the established WHS Committee plays a crucial role in developing and recommending new initiatives to enhance the well-being of our

staff, councillors, and others associated with the Council. The merits of training mental health officers will be considered during their deliberations.

3. *Before the new Scottsdale pool opened, I asked Mayor Howard if the sale of obesogenic foodstuffs i.e. high GI/GL simple carb, kilojoule dense, nutrient poor ingestible items, would be banned from sale at the pool, from memory I think the Mayor said he would think about it. As GM Marik has a broader responsibility for health of the community and the obesity pandemic continues on unrelenting, has he banned the sale of obesogenic food stuffs at the pool?*

Jane Kilburn, Scottsdale Aquatic Centre Manager:

The kiosk at the Scottsdale Aquatic Centre has made a number of changes to the variety of snacks offered to users of the facility and are moving towards offering healthier alternatives. This season we have returned the Coke Fridge to its supplier and now offer drinks from a Tasmanian supplier, including water, juices and flavoured oat milks. We have also started to stock some healthier snack alternatives including nut bars, cheese and salami cracker packs, and a number of gluten free alternatives. In addition, on weekends we have introduced fresh sandwiches from the Cottage Bakery. We are limited in what we can offer by the food preparation area provided at the Aquatic Centre however are interested in understanding the requirements of the users of the facility and envisage continuing to improve the healthy options available to residents.

The following questions were received without notice from members of the public:

Item 184/23 Deputations

Item 185/23 Commissioner Question Time

The following questions were received without notice from the Commissioner:

Item 186/23 Notices of Motion by the Commissioner

Purpose

The purpose of this agenda item is to endorse the Priority Projects Plan 2023 – 2025.

Background

The Priority Projects Plan (the Plan) has been prepared by drawing upon years of experience and knowledge garnered through council operations and numerous community discussions and meetings. Its contents pivots directly from Council's Strategic Plan 2023 – 2032 and the 2023/24 Annual Plan, as well as various strategic and planning related documents prepared across all levels of government. The Plan therefore takes a holistic view of needs and opportunities for Dorset while aligning closely with the four identified Strategic Plan 2023 – 2032 focus areas (pillars).

There are six major project areas listed under the Plan. Each of these project areas identify key investment opportunities and preferences that will have a transformational impact across one or more of the four strategic pillars. In essence, the Plan has been established to pronounce priorities for grant funding, advocacy and election commitments, along with providing a starting point for regional collaborations. The Plan will be reviewed every two years to ensure listed priorities remain contemporaneous.

Planning, Environment & Statutory Requirements

Local Government Act 1993 – Part 7 – Division 2 – Plans and report

Strategic and Annual Plan

- Strategic Plan 2023 - 2032 – Action Item 9.3
- Annual Plan 2023/24 – Activity 13

Financial & Asset Management Implications

The Plan has several unfunded initiatives that will require a level of external funding to Council.

Community Considerations

The process undertaken to develop the Plan was implemented in such a way as to make best use of adopted Council documentation, as well as existing channels of community communication. It was determined that having a starting point based on established strong evidence and / or community demand rather than a 'blank slate' was the most efficient way to undertake the Plans development. Community consultation then informed the concept refinement and added to the projects list.

A draft version of the Plan was endorsed at the August 2023 Council Meeting and subsequently released for a community consultation period of 28 days, during which submissions were invited. A total of 19 submissions were received during this period. Submissions received showcased a variety of feedback across the priority focus areas with the majority being 'value adds' to projects to be undertaken or

suggestions that will be incorporated across other planning and asset management strategies and processes.

The submissions received as part of the consultation process showcased a variety of feedback across the priority focus areas with the majority being 'value adds' to projects to be undertaken or suggestions that will be incorporated across other planning and asset management strategies and processes.

The themes showcased via the community consultation process were as follows:

Advocacy Projects

The feedback for this section of the plan centred on health services advocacy, the Sideling and inclusion of pedestrian crossings on George Street and both ends of King Street. Updates and inclusions have been encompassed in the Plan.

Road Infrastructure Projects

The majority of comments in relation to road infrastructure were related to redevelopments and maintenance. As per the Annual Plan 2023/24, Council will be developing a Road and Footpath Representation Committee / Panel in 2023/24, with full road condition assessments in 2024/25 which will include a full update of Council's Road Asset Management Plan. Many of the actions relating to the feedback from this project area will be captured going forward and for this reason have not been included in the Plan at this stage.

Recreational Infrastructure Projects

The feedback mostly centred on incorporation of various elements into existing projects e.g. item requests for playgrounds. These have been noted and will be addressed as part of the Playground Audit due to be completed in December 2023. Additional feedback was received in regards to the development of the old Winnaleah Rail Line into a walking track. This could potentially be looked at as part of a broader focus on low/no cost passive recreational options for the communities across Dorset with a view to improving community liveability and community health and wellbeing outcomes.

Waste Management Projects

Inclusion of Biochar conversion as a green waste management solution was highlighted and has been included into the Priority Projects Plan.

Community Master Planning Projects

Feedback received in relation to the Community Master Planning centred on the Austins Road subdivision with the feedback provided to be addressed as part of the development planning process.

Economic Development Projects

The largest amount of feedback was for this particular section. Promotion of business and attraction of professionals and trades as well as advocacy for more employment opportunities is encompassed under the Strategic Plan: Liveable Community Pillar, of the Strategic Plan. Much of the included projects focus on increasing community liveability which will have a crossover effect as people are more inclined to move to (and stay in) a community that meets their work, play and lifestyle needs. In regards to feedback regarding council providing assistance with farm worker accommodation, Council is already in discussions with a number of companies with a move to aid issues with provision of workers accommodation.

Comments in regards to target demographics for tourism and marketing will be a captured aspect once work commences on the Strategic Plan: Economic Development Strategic Imperative 8 (Work with the tourism industry to create a municipal marketing strategy and plan to drive visitation).

The Bridport new river entrance and marina feedback related largely to a perceived lack of communication which will aim to be addressed moving forward. The State Government election commitment of \$600,000 will assist Dorset Council in further design and construction work on the new port entrance including feasibility studies on the proposed marina. This will be confirmed following further discussions with MAST. Updates will be outlined under the Major Projects section of the Dorset Council website.

Feedback regarding the Blue Derby Mountain Bike Trails looked at having private industry run the trails. Dorset Council currently has a Memorandum of Understanding with the Blue Derby Foundation. This format will continue to be monitored and changes implemented as one or both parties determines a need.

Other Projects

Feedback received included commentary that advocacy for the North East Wind Farm projects had not been included. Dorset Council does, and will continue to, support the project however the Plan is a Council-focused document designed to be primarily used to garner funding and support for projects. As the wind farm is a private enterprise and has already received Council backing via the declaration process to become a Major Project, it was considered unnecessary to include it - see 18 July 2022 Council Meeting, Minute 116/22.

Council environmental footprint is to be addressed via the recently formed Northern Tasmanian Alliance for Resilient Councils (NTARC). NTARC's role will be to develop strategies to reduce the environmental footprint of each of the member councils. In addition, Council will be making significant changes to environmental outcomes through delivery of the waste management project area (green waste management and later, putrescibles)

Updates to the Plan have been outlined within the Document Control section.

Officer's Comments

The Plan contains a diverse selection of projects across several key project areas. The underlying themes running across all the projects is a focus on Regional Liveability (including Health and Wellbeing), Economic Diversification and the Visitor Economy, Transportation and Freight Infrastructure, and Environmental Management. These themes will be utilised in the grouping of projects for funding submissions and the development of regional partnerships and projects. The intent for the Plan is to allow Council and Council Officers to focus funding and advocacy efforts into key projects where a need has been identified by Council and the community. A portion of these projects require funding or extensive advocacy by Council along with other external stakeholders to bring them to fruition.

The six major project areas are:

- Advocacy;
- Road Infrastructure;
- Recreational Infrastructure;
- Waste Management;

- Community Master Planning; and
- Economic Development

It is important to note that the Plan is by no means a complete database of all projects that Council aims to achieve over the next two years but merely a focal point for funding applications, support leverage, and regional collaborations.

The Plan is available in the agenda attachments.

Recommendation

That Council:

1. Endorse the Priority Projects Plan 2023 – 2025; and
2. Disseminate the Priority Projects Plan 2023 - 2025 to relevant Australian and State Government representatives and departments, as well as industry stakeholders including, but not limited to:
 - a. Northern Tasmania Development Corporation;
 - b. Regional Development Australia;
 - c. Office of Coordinator General;
 - d. State Political Parties.

Purpose

The purpose of this agenda item is to recommend Council join the Northern Tasmania Development Corporation (NTDC) on a trial membership from 1 December 2023 to 30 June 2024.

Background

Council's Discontinuation of NTDC Membership

NTDC is the regional development body for northern Tasmania. NTDC as a regional development agency seeks to create collaborative partnerships to enhance the quality of life in Northern Tasmania through promoting and encouraging sustainable regional development. A major part of this aim is achieved through working with the funding member councils on regional priorities which give direct and indirect benefits to the community in ways greater than possible if members worked in isolation. The NTDC is currently funded by six northern councils: City of Launceston, Northern Midlands, Meander Valley, West Tamar, George Town and Break O'Day.

On 18 May 2015, the following Notice of Motion was received from Councillor M A Hall:

That Dorset Council discontinues funding Northern Tasmania Development³ (NTD). For the following reasons:

1. The performance for our region outside the Derby Mountain Bike Trail does not meet the requirements to continue funding.
2. The dollars Council has spent over the past 11 years have not had a very good outcome.
3. Council should look for alternative uses of the funding.

This Notice of Motion was then deliberated on and the following recommendation was adopted (5 for, 3 against) at the 29 June 2015 Council Meeting:

That Dorset Council discontinues funding Northern Tasmania Development, effective 30 June 2015.

For completeness, the key deliverables provided by the NTDC to the Dorset municipality in the 11 years preceding the motion on the 29 June 2015 must be noted. The following are key NTDC deliverables for the northern region, and for Dorset Council, in relation to mountain biking / cycling tourism:

³ Note that the NTD would later become NTDC.

NTDC Deliverables for the Region	NTDC Studies Commissioned on behalf of Council
2002 – Trails Tasmania Strategy	2011 – Mountain Bike Tourism Potential in Northern Tasmania
2004 – Northern Tasmania Regional Recreation Trails Strategy	2012 – North East Tasmania Trail Development Region Planning
2005 – Mountain Biking in Tasmania: A summary of current trends and future opportunities	2012 – North Eastern Mountain Bike Development Project Discussion Paper
2005 – Cycling Tourism in Great Western Tiers	2013 – Potential for Mountain Biking in North Eastern Tasmania
2007 – IMBA Hollybank Concept Plan	2013 – Blue Derby Concept Design
2008 – Mountain Bike Tourism – Market Profile for Tasmania	2013 – North Eastern MTB Development Business Case
2009 – Tasmania Mountain Bike Plan	
2009 – Tasmania Mountain Bike Marketing Strategy	
2013 – Hollybank Mountain Bike Facility Master Plan	
2016 - Planning and Economic Modelling, Blue Derby Stage 2	
2016 – Northern Tasmania Cycling Strategy	
2017 – Tasmanian Government Cycle Tourism Strategy	

It is clear from the above timeline that the mountain bike work conducted by the NTDC, greatly assisted Council in bringing the iconic Blue Derby Mountain Bike Trails to life. The NTDC applied for the initial grant funding from the Federal government to build the Blue Derby’s initial trail network. Note \$3.25 million was successfully attained in Federal and State funding from significant efforts by Council and the NTDC.

The NTDC also undertook a market demand and economic assessment report in 2014 for the North East Rail Trail. This report by the NTDC supported Council’s business case, and resulted in the awarding of \$1.47 million in federal grant funding to Council in relation to this project.

These two pieces of work by NTDC in relation to the Blue Derby Mountain Bike trails and the North East Rail Trail, arguably provided sufficient value and return on investment for Council’s 11 years of membership.

Recent NTDC Projects that align with Dorset Council’s Plans

More recently the NTDC undertook the Northern Tasmania Sports Facility Plan across five Council areas (City of Launceston, Northern Midlands, Meander Valley, Georgetown and West Tamar). While sport and active recreation can include a range of informal and formal activities, this Plan addresses planning and provision of formal sport and active recreation facilities.

Future directions within the Plan were informed by:

- assessment of current facility supply
- assessment of existing facility usage
- consideration of facility catchments and forecast population changes

- review of engagement outcomes
- analysis of trends
- analysis of demand, opportunities and constraints.

Council’s Priority Projects Plan (see agenda item 187) includes a review of Scottsdale’s Sporting Precinct which would be well informed by being involved in this Study. NTDC have welcomed Council’s involvement in this study via an addendum (note the Sporting Facility Plan quote is included in the attachments).

For the inclusion of Council in the Northern Tasmania Sports Facility Plan, the consultant would focus on the following:

- review of relevant background documents identified by Council;
- meetings with Council’s key sport and recreation staff;
- facility inspections of all sports facilities within the Dorset Local Government Area;
- assessment of facility usage, issues and opportunities through onsite interviews with clubs (walk-and-talks);
- analysis of demand;
- updating key directions of the original Sports Facility Plan; and
- updating population and population projections and further prioritising actions for growth areas.

It is envisaged that the consultants would make two trips to Dorset to undertake the project. The initial trip would be undertaken via site inspections, meeting clubs onsite where possible, and meetings with key Council staff, with the second being to present the project findings with key staff including Councillors or executives (where relevant). The outcome of this study would inform Council’s future Asset Management Planning, Long Term Financial Plans and budget estimates.

Planning, Environment and Statutory Requirements

Local Government Act, Section 82

Strategic and Annual Plan

- Strategic Plan 2023-2032 – Activities 9.2 & 9.3
- Annual Plan 2023/24 – Activity 13

Risk Management

Dorset Councillors are currently suspended, with Commissioner Wardlaw appointed by the Governor of Tasmania on the 2 August 2023 to fulfil the role of the Mayor, Deputy Mayor and Councillors during the suspension period. In light of this, a trial membership with the NTDC up to 30 June 2024 is proposed. This will allow both the NTDC, and a future Council, to prove and assess the value of this relationship without the requirement of a formal membership agreement in the first instance.

Financial and Asset Management Implications

The NTDC is currently funded by six member northern councils. NTDC members have agreed that the annual subscription fee that each member is required to contribute to NTDC is to be calculated in accordance with the following formula:

$$SF = FC + VC$$

Where:

SF = the total amount of the member's subscription fee for that year;

FC = the fixed component (based on the 2021-22 financial year population statistics) calculated by application of the following bands calculated based on the population of the municipal area of each member:

- (i) Population of 0 – 5,000 people \$5,036.00
- (ii) Population of 5,001 – 10,000 people \$10,072.00
- (iii) Population of 10,001+ people \$20,144.00

The FC component is indexed annually to CPI (All groups, Hobart, or an equivalent index); and

VC = the variable component calculated at a contribution rate of approximately \$2.79 per head of population (figure for 2021/22) in the municipal area of each member multiplied by the actual municipal population.

The VC component is also indexed annually to CPI (All groups, Hobart, or an equivalent index).

Based on these calculations this would see Dorset Council's trial membership annual value as follows:

Dorset population = 6,829

$$\begin{aligned} SF &= \$10,072 + (6,829 \times \$2.79) \\ &= \$10,072 + \$19,053 \\ &= \$29,125 \end{aligned}$$

Based on this calculation Council's full year membership for 2023/24 would be \$29,125. The NTDC will offer Council trial membership from 1 December 2023 through until 30 June 2024 at a value of \$15,000 excluding GST. This reflects a good will gesture of one month free of charge, noting December will be a period of setting up deliverables within the relationship and is partially disrupted by Christmas holidays.

Council's involvement with NTDCs Northern Tasmania Sports Facility Plan would be at an additional cost of \$11,000 excluding GST. This is a significantly reduced cost as the consultant would utilise learnings and synergies from the work conducted to date. This quote excludes project management of the work, which NTDC would offer as part of the trial membership fee.

Community Considerations

There may be years where the community, or a Council, perceive that the municipality have not attained sufficient value from membership of a regional body such as the NTDC. However this seeming lack of value must be viewed from the following balanced perspectives:

1. NTDC advocating for the entire region ensures that all municipalities benefit from regional projects commenced by other northern Tasmanian councils. This may include direct economic benefits which result in additional visitors overall to a region, and indirect benefits from strengthening the northern economy by ensuring there is a pipeline of work available for commercial operators and suppliers and the resulting multiplier effect throughout the region. The Dorset municipality does not operate in a vacuum.
2. One project, such as the Blue Derby Mountain Bike trail network, can take a decade for a project to proceed from feasibility to final delivery. One project such as this can deliver inter-generational change within a municipality.
3. It is up to the General Manager, Officers and Councillors to work effectively together to ensure value is maximised from the NTDC by ascertaining, and advocating for, priority municipal projects with the NTDC and reviewing memberships annually for all collaborations to ensure both the Council and the representative body are held accountable in value creation.

Officer's Comments

Dorset Council initiated a new planning cycle for the organisation post the October 2022 Council elections. This planning cycle included a complete review of Council's ten year Strategic Plan 2023 – 2032, with this Plan adopted by Council in the June 2023 Council meeting. Activity 9.3 of the Strategic Plan included the establishment of a Council Priority Projects Plan to clearly highlight those projects where Council seeks to attain grant funding, funding from election promises and those projects that require advocacy. This Priority Projects Plan ensures alignment of priorities across Dorset, government and community departments and organisations. It is Council's belief that this Priority Projects Plan will benefit from collaboration and advocacy from the NTDC.

The General Manager is proposing a 'trial funding membership.' This trial would see Council enjoy the full benefits of membership of NTDC through until 30 June 2024, with no obligation of continuance. An agreed review of benefits received would allow both parties to consider whether extension of the membership is mutually beneficial. The decision on whether to continue membership with NTDC would be subject to a review undertaken by Council no later than 31 March 2024, which will:

- Appreciate performance by both parties to date;
- Appreciate planned and / or actions underway through until 30 June 2024;
- Acknowledge best efforts of both parties to fulfil obligations within the agreement;
- On conclusion of the review, both parties will honestly and actively consider continuation of the agreement by way of a formal membership agreement through until 30 June 2026, unless material failings have occurred within the delivery of obligations within this agreement.

NTDC would agree to the following through the trial period:

- Include Council in all dialogue between funding members and the agency;
- Include Council in all regional projects during the 2023/24 financial year, including:
 - Regional Priority Projects Advocacy
 - Population Strategy Review
 - Regional Economic Development Strategy (REDS) Implementation Plan
 - Other projects as identified and mutually agreed to by funding members;
- Share with Council intelligence gained through collaboration with local, state and federal government partnerships;
- Invite Council to participate in all relevant events and forums hosted by NTDC and / or partners; and
- Report and communicate progress of annual workplan to Council.

Dorset Council would agree to:

- Work in partnership with the NTDC to achieve the annual workplan as it relates to Dorset municipality;
- Observe communication protocols within membership group;
- Contribute data and resources relevant to achieving the annual workplan;
- Assist in coordinating and facilitating public input from community relating to regional projects and broader collaborations with state and / or federal Government;
- Contribute membership funds for the period of the agreement; and
- Review the performance of the agreement with the honest intent of exploring a continuation of membership.

Membership in the NTDC is a project initiated, and strongly supported, by the General Manager of Council. Regional bodies are only as strong as the sum of their parts. Having Council missing from the NTDC, not only weakens the NTDC, but it also weakens the position of Council. The following are benefits of membership:

1. **Enhanced Resource Sharing:** Collaboration allows councils to pool resources, both human and financial, which can lead to economies of scale, cost savings and more efficient use of available funds. This can help in delivering better services and projects for the community.
2. **Improved Planning and Development:** Regional collaboration enables councils to coordinate their land-use planning, infrastructure development, and environmental sustainability efforts, resulting in more comprehensive and coherent regional development strategies.
3. **Increased Access to Grant Funding:** Collaborative efforts often have a stronger case for attracting state and federal grant funding because they demonstrate a unified approach to addressing regional issues and priorities. This can lead to more financial support for regional projects. A recent example of this was displayed by northern councils at the Northern Tasmania's Regional Collaboration Forum. The northern Tasmanian NTDC members collaborated on the "Northern Road Initiative". Here member councils nominated a road project and one Northern Tasmanian Council General Manager presented and championed all the regional projects within this category to key stakeholders.

4. **Greater Expertise and Knowledge Sharing:** Councils can tap into a wider range of expertise and experience when they collaborate, leading to more innovative and effective solutions to common challenges. This knowledge sharing can benefit all participating councils.
5. **Enhanced Advocacy:** Collaborating councils can speak with a stronger, unified voice when advocating for their region's needs and priorities at the state and federal levels. This can increase their chances of securing funding, support, and policy changes.
6. **Better Services for Communities:** Through collaboration, councils can offer a wider range of services and programs to their communities, ensuring that residents have access to a higher quality of life, including improved education, healthcare, and cultural opportunities. This is certainly true in relation to Launceston being a central hub for all of the Northern region and a stronger Launceston with improved services benefits the entire region.
7. **Strengthened Regional Identity:** Collaborative efforts can promote a sense of regional identity and unity, which can help in marketing and promoting the region to attract businesses, tourists, and new residents.
8. **Long-Term Planning and Vision:** Regional collaboration encourages councils to work together to develop a shared long-term vision for the region, creating a roadmap for sustainable growth and development.

In summary, councils collaborating regionally through the NTDC can foster synergy, efficiency, and effectiveness in addressing shared challenges and pursuing common goals. By working together, northern councils through the NTDC can achieve more substantial outcomes and provide better services for their communities while advocating for the resources and support they need at higher government levels.

The trial membership proposal, and the quote for Council's involvement in the Sporting Facility Plan, from NTDC can be found in the attachments.

Recommendation

That Council:

1. Join the Northern Tasmania Development Corporation on a trial membership from 1 December 2023 to 30 June 2024;
2. No later than 31 March 2024, conduct a review on whether to continue membership with the Northern Tasmania Development Corporation post 30 June 2024; and
3. Vary the 2023/24 Operational Budget Estimates by \$26,000 excluding GST, to be allocated as follows:
 - a. \$15,000 for the trial membership of the NTDC; and
 - b. \$11,000 for involvement in the Northern Tasmania Sports Facility Study.

Purpose

The purpose of this agenda item is to table correspondence received by Council, and the Bridport Pier Working Group, in relation to the State Government's 2021 Bridport election commitment.

Background

In 2018, the Tasmanian Liberal Party made an election commitment towards the development of a Bridport Foreshore Master Plan (BFMP). There was \$250,000 allocated to this project to be administered by Marine and Safety Tasmania (MAST).

In late 2018 and in accordance with the election commitment, MAST commissioned the Bridport Foreshore Master Plan (BFMP) *"to provide a community-led master plan for the Bridport foreshore that provides recommendations on the future infrastructure and opportunities with better access and improved amenity to the foreshore / waterways including:*

- *Assessment for a new Bridport pier including recreational boating access;*
- *Improved boat ramps, parking and launching facilities; and*
- *Improved access to the port of Bridport."*

The BFMP was completed in November 2019, and the final report amended with Council and MAST comments and released publically in January 2022. During this consultation process a Marine and Estuarine Environmental Assessment was also completed, dated March 2019. Both reports can be downloaded [here](#).

The preferred development plan (per the BFMP) included infrastructure delivered in the following phases with a combined capital investment of \$46 million:

- Phase 1 - Old Pier Boat Ramp Extension and New Jetty;
- Phase 2 - Jetty Extension at Old Pier site; and
- Phase 3 - New Port Entrance, Commercial Wharf and Port Marina.

The final cost of the BFMP was \$125,000 with the balance of funds allocated to other election commitments that were unfunded.

In the lead up to the 2021 State Election, the Liberal Party made a further commitment of \$5 million through MAST to *"deliver the first stage of proposed upgrades including an upgrade of the existing boat ramp to enable greater tide access, construction of a public jetty with a low landing and wave attenuating fenders to enable safe boarding of boats and the inclusion of a wave screen attached to the jetty to attenuate wave action in the landing area. This initiative will also provide for detailed environmental and engineering studies to inform further development of a potential future new river entrance and port expansion"*. This commitment was based on recommendations contained in the BPFM, including a 126 metre public jetty.

In March 2023, Marine and Safety Tasmania (MAST), in conjunction with the Dorset Council, undertook a master planning review of opportunities for marine infrastructure upgrades and new development to

support the growth in commercial shipping, fishing (commercial and recreational) and tourism. This process identified a preferred infrastructure development plan including project packages with a combined capital investment of \$46m incorporating:

- Package A – New Port entrance feasibility and detailed study;
- Package B – Old Pier site boat ramp extension and jetty;
- Package C – Jetty extension; and
- Package D – New Port entrance, commercial wharf and Port marina.

MAST received additional funding from the State government to proceed with a technical review of the package scopes including a review of engineering and environmental constraints to the project.

This report reviewed the Old Pier site and the issues with extending the Old Pier site boat ramp and provided detail in relation to attenuation for a new jetty.

Planning, Environment and Statutory Requirements

- *Roads and Jetties Act 1935*
- *Land Use Planning and Approvals Act 1993*
- *Local Government Act 1993*
- *Marine and Safety Authority Act 1997*

Strategic and Annual Plan

- Strategic Plan 2023-2032 – Activities 9.2 & 9.3

Community Considerations

The following stakeholders were consulted as part of the BFMP, and these same stakeholders will be included in further future consultation:

- Bridport Pier Working Group;
- Dorset Council (officers and Councillors);
- Tas Ports;
- Parks & Wildlife Service - Crown Land Services;
- TasWater;
- Marine and Safety Tasmania;
- Furneaux Freight;
- Barnett Fishing;
- Bridport Surf Lifesaving Club;
- Barnbougle Golf Links;
- Commercial Fisherman;
- North East Tourism; and
- Tourism Tasmania.

Officer's Comments

On the 22 August 2023, the Bridport Pier Working Group received correspondence from Minister Ferguson – Deputy Premier and Minister for Infrastructure and Transport which included the following pertinent paragraph:

"I am writing to confirm the Government's commitment to construct a new 126 metre public jetty adjacent to the Old Pier boar ramp in accordance with Package B contained in the Bridport Foreshore Master Plan. Marine and Safety Tasmania (MAST) will progress this element of the Government's 2021 Bridport election commitment with the aim of commencing construction late 2024, once all necessary approvals are received."

On the 22 August 2023 the Dorset Council received the correspondence from Minister Ferguson with the following paragraph being of note:

"To assist Council in conducting further design and construction work on the proposed new port entrance, including a feasibility study on the proposed marina contained in Package D of the Bridport Foreshore Master Plan, I have requested Marine and Safety Tasmania (MAST) provide \$600,000 of the election commitment funding to Dorset Council via a Grant Deed(s). The Deed(s) will contain parameters around the use of the funding, reporting requirements and timeframes for delivery."

The BFMP only included desktop surveys and further detailed information is required including marine surveys, critical technical engineering and environmental constraints and the preparation of technical studies to ascertain whether the proposed new port entrance can progress to an approval phase. If the new port entrance can progress to approval phase the next stage would include a feasibility study on a proposed marina.

Council and MAST are yet to progress the deed/s, but both parties have met and made a commitment to work closely together to progress the Minister's intent as per the above 22 August 2023 correspondence.

The correspondence from the Minister is included in the attachments.

Recommendation

That Council:

1. Acknowledge correspondence dated 22 August 2023 from Minister Ferguson - Deputy Premier and Minister for Infrastructure and Transport, provided to Dorset Council by the Bridport Pier Working Group; and
2. Note the correspondence received from Minister Ferguson – Deputy Premier and Minister for Infrastructure and Transport on the 22 August 2023.

Purpose

The purpose of this agenda item is to provide Council with an update on the commitment in writing provided by the Deputy Premier, Michael Ferguson MP Minister for Infrastructure and Transport. The support is in relation to improving safety for residents crossing in Scottsdale.

Background

There have been a number of residents, including older residents in the vicinity of Peggy Parade and the Northbourne Retirement Village who need safe pedestrian access to the Scottsdale shopping and services precinct.

The Tasmanian Government has outlined its support to Dorset Council in response to community concerns for the need for improved resident crossing George Street and potential improvements in King Street.

The Department of State Growth through Infrastructure Tasmania has been tasked by the Government to work with Council to find potential suitable locations and solutions that will improve pedestrian safety.

The Letter outlines support in preparing grant funding application for the Vulnerable Road Users Program (VRUP) and Safer Rural Roads Programs (SRRP) both are due to open towards the end of this Year.

Planning, Environment and Statutory Requirements

The application will need to consider if the proposed scope of works are subject to any legislation. This includes, but is not limited to, the *Roads and Jetties Act 1935*.

Strategic and Annual Plan

- Strategic Plan 2023-32 – Activities 9.2 and 10.3

Risk Management

Council will need to seek technical support from the Department of State Growth in designing suitable treatments under each of the programs.

Financial and Asset Management Implications

To be eligible for a VRUP infrastructure grant, applicants must support an application with a co-contribution or provide an explanation on why providing a co-contribution is not appropriate or viable. In the event of a successful grant submission, a capital budget proposal will be developed for a decision from Council as part of the 2024/25 financial year budget process.

Community Considerations

Community support for the proposed works is required to be eligible for the funding and has been initially provided by the community to the Michael Ferguson MP - Minster for Infrastructure and Transport. As part of the process Council will need to further develop an engagement plan with consideration to the risk of other competing pedestrian safety concerns across the municipality.

Officer's Comments

Council has several other priority areas across the municipality identified by community members as challenging for pedestrians in busy periods. These areas are being investigated by suitable qualified and experienced traffic engineers to identify suitable solutions and will need potential funding.

Recommendation

That Council:

- 1. Receive and note the attached Letters from Michael Ferguson MP Minster for Infrastructure and Transport, and Craig Hoey Manager Road Safety, Department State Growth.**
- 2. Subject to an approved budget allocation, Council Officers will work through Infrastructure Tasmania to find potential suitable locations and solutions that will improve pedestrian safety.**

Purpose

The purpose of this agenda item is to provide Council with an update on the letter outlining the Management Plan for the Tasmanian Scalefish Fishery received from the Minister for Primary Industries and Water, Hon Jo Palmer MLC.

Background

The recent Scalefish Fishery review, which involved two rounds of public consultation, The Minister has given serious consideration to the advice provided by council regarding the proposed rule to land flathead whole or filleted with frames and head attached. Waste management at boat ramps has been an important consideration and due to feedback received the decision has been made by the Minister not to implement the measure.

Council provided this community feedback through the consultation period and the recommendations provided by the Secretary of the Department of Natural Resources and Environment Tasmania (NRE Tas) to amend the Management Plan for the Tasmanian Scalefish Fishery.

Over 1,000 submissions were received and assessed, 22 public meetings hosted by NRE Tas fisheries managers and the Institute for marine and Antarctic Studies (IMAS) scientists around the state, more than 50 meetings with commercial fishers, and engagement with coastal councils.

The new rules represent significant proactive changes to ensure the long term sustainability of scalefish species and relate to changes for certain species including size limits, commercial daily and trip limits and recreational bag, and boat possessions limits.

Planning, Environment and Statutory Requirements

Subsequent recommendations provided to the Minister by the Secretary of the Department of Natural Resources and Environment Tasmania and Environment Tasmania.

Strategic and Annual Plan

- *Strategic Plan 2023-32 – Activity 9.2*

Risk Management

N/A

Financial and Asset Management Implications

N/A

Community Considerations

Council recognises the importance of the recreational and commercial fishing industry to the ongoing economic development of the Dorset Municipality and has provided feedback from the community to the Minister as part of the consultation period.

Officer's Comments

Nil.

Recommendation

That Council:

1. Receive and note the attached letters outlining the Scalefish Fishery Rules from Minister for Primary Industries and Water, Hon Jo Palmer MLC.
2. Allocate Council resources to investigate the suitability for funding fish cleaning tables for priority locations within the municipality in accordance with the guidelines of the Tasmanian Government Better Fishing Grants Program.

Purpose

The purpose of this agenda item is for Council to nominate a person for the position of Municipal Emergency Management Coordinator.

Background

In accordance with Council's statutory obligations, a review of the Dorset Municipal Emergency Management Plan was commenced in early 2021 and a revised plan adopted at the 17 May 2021 Council Meeting. The Plan was subsequently approved by the State Emergency Management Controller, Commissioner Darren Hine in June 2021.

At the 19 July 2021 Council Meeting, Council resolved to appoint the Environmental Health Officer, Robert Masterman to the role of Deputy Coordinator. The nomination was accepted by the Minister for Police, Fire and Emergency Management on 17 August 2021 with the nominated officer appointed to the role for a period of three years, expiring on 16 August 2024.

At the 24 April 2023 Council Meeting, Council resolved to appoint the General Manager, John Marik to the role of Municipal Coordinator. The nomination was accepted by the Minister for Police, Fire and Emergency Management on 19 June 2023 with the nominated officer appointed to the role for a period of three years, expiring on 18 June 2026.

Planning, Environment & Statutory Requirements

- *Emergency Management Act 2006*

Strategic and Annual Plan

N/A

Officer's Comments

The *Emergency Management Act 2006* requires the Minister to appoint a Municipal Emergency Management Coordinator and Deputy Coordinator for each municipal area. The appointments are made by the Minister based upon a nomination adopted by each respective Council. The General Manager does not have the delegated authority to make the nomination on behalf of Dorset Council, therefore the nomination must be via a resolution of Council.

Due to the appointment of a new Infrastructure Director in October 2023, a new nomination is required to fill the Municipal Coordinator role, temporarily held by the current General Manager. It is recommended that the Director – Infrastructure, Mr Michael Buckley be appointed the Dorset Municipal Emergency Management Coordinator.

Council's Environmental Health Officer, Robert Masterman will continue as the Deputy Coordinator, as appointed by Council, until his three year term expires in August 2024.

Recommendation

That Council appoint Mr Michael Buckley as the Dorset Municipal Emergency Management Coordinator for a term of 3 years.

Purpose

The purpose of this agenda item is to receive and note the audited financial statements for the 2022/23 financial year.

Background

The financial statements and auditors report for the year ended 30 June 2023 were signed by the General Manager on 20 September 2023. The audit opinion was issued without qualification by Assistant Auditor-General David Bond, on 27 September 2023. A copy of the audit opinion and financial report is contained within the Dorset Council Annual Report 2022/23.

Planning, Environment and Statutory Requirements

- *Local Government Act 1993* – Part 8, Division 3 (Financial Statements)
- *Audit Act 2008*

The financial statements for the 2022/23 financial year were submitted and audited within the required statutory timeframes.

Strategic and Annual Plan

- Strategic Plan 2023-2032 – Activity 10.1

Financial & Asset Management Implications

Dorset Council has recorded an underlying surplus of \$678,000 for the year ended 30 June 2023, compared to a deficit of \$42,000 in 2021/22. The underlying surplus represents Council's true financial position after adjusting for one off items and timing differences as shown in the table below:

	Budget 2023 \$'000	Actual 2023 \$'000	Actual 2022 \$'000
Net result for the year	6,257	5,729	5,458
<i>Less non-operating income</i>			
Income received from the sale of property for unpaid rates	-	-	(10)
Capital grants and contributions	(5,923)	(4,273)	(4,568)
Financial assistance grants in advance	-	(1,186)	(1,137)
<i>Add non-operational expenses</i>			
Disaster relief and recovery expenditure	-	176	-
Loss on disposal of assets (unscheduled)	-	232	215
Underlying Surplus/(Deficit)	334	678	(42)

Community Considerations

This report presents information regarding Council's financial position and performance for the year ended 30 June 2023 to the community.

Officer Comments

Dorset Council continues to be in a healthy financial position despite increased inflationary pressures over the period. A surplus before other comprehensive income of \$5.7 million was recorded for the 2022/23 financial year, compared to a surplus before other comprehensive income of \$5.5 million for 2021/22. Council's recurrent income increased by \$1.7 million, capital income decreased by \$0.1 million and expenses increased by \$1.3 million.

After adjusting for capital income and one-off events for the 2022/23 financial year, Council recorded an underlying surplus of \$678,000, compared to an underlying deficit of \$42,000 in 2021/22 and exceeded budget expectations (when compared on a like for like basis) by \$344,000. A number of factors contributed to the increase in Council's underlying surplus, however, the increase in rates and charges received, together with an increase in operating grants had the most significant impact on results. In October 2022, the municipality was seriously impacted by a significant flooding event and additional expenditure was required to repair the damage sustained to Council assets. Flood related operational costs, where clearly identifiable, have been excluded from recurrent expenditure when calculating the underlying surplus based on advice provided from the Tasmanian Audit Office.

The cash generated from ordinary operations also increased by \$453,000 to \$6.2 million in the 2022/23 financial year, up from \$5.7 million in 2021/22. The cash generated from operations is one of the most important figures for Council as it indicates the amount of cash available from everyday operations to fund future capital and infrastructure works within the municipality. Although slightly lower than the forecast of \$6.8 million presented in the Long Term Financial Plan (LTFP) adopted in June 2023, Council remains in strong financial position and is able to adequately fund all required capital spend as identified by Council's current Asset Management Plans and the LTFP.

A comprehensive overview of the financial performance for the 2022/23 financial year outlining significant movements in income, expenses, assets and liabilities from those recognised in the prior financial year can be found within the Dorset Council Annual Report 2022/23.

Recommendation

That Council receive, note and adopt the annual financial statements for the year ended 30 June 2023.

Purpose

The purpose of this agenda item is to present to Council and the community the financial performance for the 3 months ended 30 September 2023.

Background

The Dorset Council Year to Date Financial Report for period ended 30 September 2023 provides information on income and expenditure budget variations and the status of current capital projects.

Planning, Environment & Statutory Requirements

Local Government Act 1993 - Sections 82(4) and (5) enable Council to vary the budget during the course of the year.

Strategic and Annual Plan

- Strategic Plan 2023-2032 – Activity 10.1

Financial & Asset Management Implications

Please refer to the notes in regards to the variances between the actual and budget estimates below.

Officer's Comments

For the 3 months ended 30 September 2023 Council recorded an underlying deficit of \$2,000 compared to a budgeted underlying deficit of \$166,000 (\$164,000 above budget).

The decrease in deficit is a result of operating income including gain on disposal of assets being \$81,000 above budget and operating expenses being \$83,000 below budget. An increase in income received from user charges and other income, together with a decrease in employee costs, had the most material impact on results for the period. These, and other significant variances are discussed in further detail within the report below.

Additional factors that may materially impact results for the remainder of the 2023/24 financial year include:

- On 26 July 2023, the Minister for Local Government, the Hon Nic Street MP (the Minister), determined that a Board of Inquiry (BOI) would be established to investigate the findings of an investigation into Council operations. Council are co-operating fully with the BOI, which is due to submit a report of its findings and recommendations to the Minister no later than 28 February 2024. All expenses incurred to date have been covered by Council's insurance (excluding the \$5,000 excess payable), however, additional costs may arise as a result of recommendations following the February deadline that may impact results in the 2023/24 financial year.

- The National Consumer Price Index (CPI) for the September 2023 quarter was 5.4% (Hobart 4.1%), and although down from the peak of 7.8% (Hobart 7.7%) reported in the December 2022 quarter, the decline is slower than predicted and remains well above the Reserve Bank of Australia's target band of 2% - 3%. The higher than anticipated CPI will continue to affect Council, as the cost of materials and services required for service delivery remain high into the future.
- Interest rates are expected to remain high for the foreseeable future which will in turn increase the returns received on Council's cash investments positively impacting results. Interest rates on Council's borrowings are fixed and therefore not impacted by these movements.
- Depreciation will be higher than budgeted for in the 2023/24 year as assets were indexed at levels higher than anticipated at 30 June 2023 resulting in higher replacement costs for existing Council assets.

Statement of Comprehensive Income

For the period ended

30 September 2023

	Note	Current Financial Year				Prior Financial Year	
		YTD Budget \$'000	YTD Actual \$'000	Budget Variance \$'000	Budget Variance %	YTD Actual \$'000	YTD Variance %
Operating Income							
Rates and charges		2,459	2,438	(21)	(0.9%)	2,259	7.9%
Statutory fees	8	55	47	(8)	(14.5%)	52	(9.6%)
User charges	1	154	189	35	22.7%	170	11.2%
Grants and contributions		1,130	1,134	4	0.4%	1,004	12.9%
Interest	2	58	76	18	31.0%	40	90.0%
Other income	3	57	106	49	86.0%	65	63.1%
Investment income from Water Corporation		48	49	1	2.1%	49	0.0%
Total Operating Income		3,961	4,039	78	2.0%	3,639	11.0%
Capital Income							
Capital grants and contributions	4	289	390	101	34.9%	1,664	(76.6%)
Gain/(loss) on disposal of assets	5	-	3	3	100.0%	78	(96.2%)
Total Capital Income		289	393	104	36.0%	1,742	(77.4%)
Total Income		4,250	4,432	182	4.3%	5,381	(17.6%)
Expenses							
Employee costs	6	1,273	1,113	(160)	(12.6%)	1,079	3.2%
Materials and services		908	904	(4)	(0.4%)	744	21.5%
Finance costs	7	24	18	(6)	(25.0%)	20	(10.0%)
Other expenses		648	683	35	5.4%	457	49.5%
Depreciation and amortisation	9	1,274	1,326	52	4.1%	1,193	11.1%
Total Expenses		4,127	4,044	(83)	(2.0%)	3,493	15.8%
Net result for the period		123	388	265	215.5%	1,888	(79.4%)
<i>Less: Capital grants and contributions</i>		(289)	(390)	(101)	(34.9%)	(1,664)	76.6%
Underlying result for the period		(166)	(2)	164	98.8%	224	(100.9%)
<i>Less: Adjustment for prepayment of FA grants</i>		43	43	-	0.0%	174	(75.3%)
Statutory underlying result for the period		(123)	41	164	133.3%	398	(89.7%)

Notes on significant variances

Favourable Variances

1. User charges | \$35,000

	Current Financial Year				Prior Financial Year	
	YTD Budget	YTD Actual	Budget Variance	Budget Variance	YTD Actual	YTD Variance
	\$'000	\$'000	\$'000	%	\$'000	%
Caravan and camping fees	96	105	9	9.4%	95	10.5%
Rental and lease income	18	18	-	0.0%	12	50.0%
Building services	21	36	15	71.4%	36	0.0%
Cemetery fees	9	18	9	100.0%	10	80.0%
Waste disposal fees	10	8	(2)	(20.0%)	8	0.0%
Other user charges	-	4	4	100.0%	9	(55.6%)
Total user charges	154	189	35	22.7%	170	11.2%

User charges are \$35,000 above budget (up 22.7%) as a result of an increase in income received from building services, cemetery and caravan and camping fees during the period. Other user charges are also \$4,000 above budget as a result of the recognition of commissions received from the Derby Accommodation Booking Platform that were not included in the budget estimates for the 2023/24 financial year. Council are currently working towards transferring the financial operations of the accommodation booking platform over to the Blue Derby Foundation (BDF).

In comparison to the same period last financial year, user charges have increased by \$19,000 (up 11.2%).

2. Interest | \$18,000

	Current Financial Year				Prior Financial Year	
	YTD Budget	YTD Actual	Budget Variance	Budget Variance	YTD Actual	YTD Variance
	\$'000	\$'000	\$'000	%	\$'000	%
Interest income	53	70	17	32.1%	37	89.2%
Interest on rates	5	6	1	20.0%	3	100.0%
Total interest	58	76	18	31.0%	40	90.0%

Interest income is \$18,000 above budget (up 31.0%) as a result of increasing interest rates applicable for Council's main bank accounts and term deposit investments.

In comparison to the same period last financial year, interest income has increased by \$36,000 (up 90.0%).

3. Other income | \$49,000

	Current Financial Year				Prior Financial Year	
	YTD Budget	YTD Actual	Budget Variance	Budget Variance	YTD Actual	YTD Variance
	\$'000	\$'000	\$'000	%	\$'000	%
Reimbursements	33	60	27	81.8%	32	87.5%
Private works	2	4	2	100.0%	3	33.3%
Tourism income	5	1	(4)	(80.0%)	5	(80.0%)
Other sundry income	17	41	24	141.2%	25	64.0%
Total other income	57	106	49	86.0%	65	63.1%

Other income is \$49,000 above budget (up 86.0%) as a result of an increase in income received from insurance reimbursements and the sale of scrap metal collected at the Scottsdale, Branhholm and Gladstone Waste Transfer Stations during the period. Other sundry income also includes \$13,000 received from accommodations services booked through the Derby Accommodation Booking Platform, which has been returned to operators during the period. The corresponding expense for these returns is reported under other expenses (see breakdown of other expenses for further information) creating a nil impact overall on results reported. As previously stated, Council are currently in the process of transferring the financial operations of the platform over to the BDF.

In comparison to the same period last financial year, other income has increased by \$41,000 (up 63.1%).

4. Grants and contributions (capital) | \$101,000

	Current Financial Year				Prior Financial Year	
	YTD Budget	YTD Actual	Budget Variance	Budget Variance	YTD Actual	YTD Variance
	\$'000	\$'000	\$'000	%	\$'000	%
Derby MTB Trail – Hazy Days	-	-	-	0.0%	26	(100.0%)
Carisbrook Lane Redevelopment – Stage 1 & 2 (Dual funding)	-	-	-	0.0%	352	(100.0%)
Victoria Street Redevelopment (Dual funding)	-	-	-	0.0%	297	(100.0%)
Cascade Dam Road safety improvements	-	-	-	0.0%	163	(100.0%)
Bridge 1502 – Banks Road	-	-	-	0.0%	14	(100.0%)
Bridge 1515 – Maurice Road	39	75	36	92.3%	-	100.0%
Bridge 1617 – Duncraggen Road	51	71	20	39.2%	-	100.0%
Bentley Street stormwater upgrade (Flood Mitigation)	-	4	4	100.0%	-	100.0%
Golconda Road – Stage 4	-	-	-	0.0%	25	(100.0%)
Derby Trail Head Redevelopment	-	-	-	0.0%	313	(100.0%)
Derby Accommodation Booking Platform	-	-	-	0.0%	14	(100.0%)
Scottsdale MTB Skills Park	4	4	-	0.0%	-	100.0%
Bridport Multifunction Centre viewing deck	7	7	-	0.0%	-	100.0%
Roads to Recovery	188	188	-	0.0%	188	0.0%
Capital contributions	-	41	41	100.0%	272	(84.9%)
Total capital grants and contributions	289	390	101	34.9%	1,664	(76.6%)

Capital grants and contributions are \$101,000 above budget (up 34.9%) as a result of receiving final grant instalments for Bridge 1515 Maurice Road and Bridge 1617 Duncraggen Road. Funding of \$4,000 for the Bentley Street stormwater upgrade, received under the SES Natural Disaster Risk Reduction grant program, was also recognised during the period and was unbudgeted in the 2023/24 financial year. Total funding expected to be received under this program is \$80,000.

It is important to note that capital grant funding is recognised based on the percentage of work complete for each project, for e.g. if 50% of a project is complete then 50% of the grant funding is recognised as in income within the report. Consequently, almost all budget variances reported are the result of the timing of works completed and do not represent an increase or decrease in the amount of funding to be received unless specifically stated.

Capital contributions are \$41,000 above budget as a result of receiving a contribution from the Legerwood Hall and Reserve Committee for the purchase and installation of new play equipment at Legerwood Memorial Park. Council will contribute \$15,000 towards this project, which is included in the capital expenditure budget for the 2023/24 financial year.

In comparison to the same period last financial year, income received from capital grants and contributions has decreased by \$1,274,000 (down 76.6%).

5. Gain/(loss) on disposal of assets | \$3,000

	Current Financial Year				Prior Financial Year	
	YTD Budget	YTD Actual	Budget Variance	Budget Variance	YTD Actual	YTD Variance
	\$'000	\$'000	\$'000	%	\$'000	%
Proceeds of sale	-	33	33	100.0%	426	(92.3%)
<i>Written down value of assets disposed:</i>						
Land and buildings	-	-	-	0.0%	(294)	100.0%
Plant, machinery and equipment	-	(30)	(30)	(100.0%)	(54)	44.4%
Total net gain/(loss) on disposal of assets	-	3	3	100.0%	78	(96.2%)

Gain/(loss) on disposal of assets is \$3,000 above budget (up 100%) as a result of the disposal of several Council assets which were not included in budget estimates for the 2023/24 financial year.

In comparison to the same period year, gain/(loss) on disposal of assets has decreased by \$75,000 (down 96.2%).

6. Employee costs | (\$160,000)

	Current Financial Year				Prior Financial Year	
	YTD Budget	YTD Actual	Budget Variance	Budget Variance	YTD Actual	YTD Variance
	\$'000	\$'000	\$'000	%	\$'000	%
Wages and salaries	1,363	1,224	(139)	(10.2%)	1,164	5.2%
Superannuation	149	146	(3)	(2.0%)	136	7.4%
Payroll tax	74	45	(29)	(39.2%)	44	2.3%
Workers compensation	39	48	9	23.1%	54	(11.1%)
Fringe benefits tax	7	16	9	128.6%	8	100.0%
Less: amounts capitalised	(359)	(366)	(7)	1.9%	(327)	11.9%
Total employee costs	1,273	1,113	(160)	(12.6%)	1,079	3.2%

Employee costs are \$160,000 below budget (down 12.6%) due to a decrease in wages and salaries, superannuation and payroll tax as a result of a number of new employment positions that were budgeted for the full financial year remaining unfilled at the end of the period. Positively, Council have recently welcomed a new Director of Infrastructure and a new Waste Management Coordinator to the team.

In comparison to the same period last financial year, employee costs have increased by \$34,000 (up 3.2%).

7. Finance costs | (\$6,000)

	Current Financial Year				Prior Financial Year	
	YTD Budget	YTD Actual	Budget Variance	Budget Variance	YTD Actual	YTD Variance
	\$'000	\$'000	\$'000	%	\$'000	%
Interest payable	24	18	(6)	(25.0%)	20	(10.0%)
Total finance costs	24	18	(6)	(25.0%)	20	(10.0%)

Finance costs are \$6,000 below budget (down 25.0%) as Council are yet to draw down new borrowings of \$500,000, which were included in budget estimates for the 2023/24 financial year. These borrowings will be on lent to May Shaw, via a back to back loan, to finalise the Redevelopment and Asset Transfer Agreement executed between Council and May Shaw. Please see Item 110/23 in the July 2023 Council meeting for further information.

In comparison to the same period last financial year, finance costs have decrease by \$2,000 (down 10.0%).

Unfavourable Variances

8. Statutory fees | (\$8,000)

	Current Financial Year				Prior Financial Year	
	YTD Budget	YTD Actual	Budget Variance	Budget Variance	YTD Actual	YTD Variance
	\$'000	\$'000	\$'000	%	\$'000	%
Land information certificates	20	17	(3)	(15.0%)	17	0.0%
Town planning fees	30	24	(6)	(20.0%)	27	(11.1%)
Animal control	5	5	-	-	8	(37.5%)
Regulatory services	-	1	1	100.0%	-	100.0%
Total statutory fees	55	47	(8)	(14.5%)	52	(9.6%)

Statutory fees are \$8,000 below budget (down 14.5%) as a result of a decrease in income received from land information certificates and town planning fees.

In comparison to the same period last financial year, statutory fees have decreased by \$5,000 (down 9.6%).

9. Depreciation | \$52,000

	Current Financial Year				Prior Financial Year	
	YTD Budget	YTD Actual	Budget Variance	Budget Variance	YTD Actual	YTD Variance
	\$'000	\$'000	\$'000	%	\$'000	%
Roads	666	685	19	2.9%	605	13.3%
Bridges	139	151	12	8.6%	131	15.3%
Plant, machinery and equipment	169	156	(13)	(7.4%)	151	3.5%
Buildings	102	106	4	3.9%	96	10.4%
Stormwater	56	59	3	5.4%	55	7.3%
Land improvements	107	127	20	18.7%	120	5.8%
Computer and technology	32	39	7	21.9%	32	21.9%
Fixtures, fittings and furniture	3	3	-	0.0%	3	0.0%
Total depreciation	1,274	1,326	52	4.1%	1,193	11.1%

Depreciation is \$52,000 above budget (up 4.1%) as a result of the indexation of assets at levels higher than anticipated at 30 June 2023.

In comparison to the same period last financial year, depreciation has increased by \$133,000 (up 11.1%).

Breakdown of Other Expenses

For the period ending

30 September 2023

Other expenses	Note	Current Financial Year				Prior Financial Year	
		YTD Budget \$'000	YTD Actual \$'000	Budget Variance \$'000	Budget Variance %	YTD Actual \$'000	YTD Variance %
State levies, licences and taxes		146	161	15	10.3%	131	22.9%
Insurance		49	53	4	8.2%	47	12.8%
Councillors' allowances		59	59	-	0.0%	43	37.2%
IT/Communications		61	46	(15)	(24.6%)	40	15.0%
Subscriptions, memberships and commissions	1	41	9	(32)	(78.0%)	42	(78.6%)
Professional development		12	7	(5)	(41.7%)	8	(12.5%)
Community grants and donations		59	47	(12)	(20.3%)	13	261.5%
Advertising and Marketing		12	13	1	8.3%	16	(18.8%)
Audit fees		10	31	21	210.0%	6	416.7%
Bank fees and postage		12	11	(1)	(8.3%)	11	0.0%
Derby Accommodation Platform operator returns	2	-	13	13	100.0%	2	550.0%
Blue Derby Foundation contributions		125	125	-	0.0%	-	100.0%
Other expenses	3	62	108	46	74.2%	98	10.2%
Total other expenses		648	683	35	5.4%	457	49.5%

Notes on significant variances

1. Subscriptions, memberships and commissions | (\$32,000)

Subscriptions, memberships and commissions are \$32,000 below budget (down 78.0%), as a result of the timing of a payment required for Council's regional tourism subscription to Visit Northern Tasmania. This payment will be reflected in results for the December quarter.

2. Derby Accommodation Platform operator returns | \$13,000

Derby Accommodation Platform operator returns are \$13,000 above budget (up 100.0%) as this is unbudgeted expenditure relating to the payment of accommodation income back to operators listed on the Derby Accommodation Booking Platform. This expenditure should be offset against the corresponding income recorded under other income, creating a nil impact on Council's underlying result for the period. Please see Note 3. other income for further information.

3. Other expenses | \$46,000

Other expenses are \$46,000 above budget (up 74.2%) as a result of an increase in expenses associated with processing supplementary rate valuations and the timing of a payment made to assist with the running of the Ringarooma Swimming Pool for the 2023/24 season.

Statement of Cash Flows

For the period ending
30 September 2023

	YTD Actuals Inflows/(Outflows) \$'000
Cash flows from operating activities	
Rates and charges	4,387
Statutory fees and fines, user fees, contributions, reimbursements and other income (inclusive of GST)	543
Grant and contributions (inclusive of GST)	9
Interest received	72
Finance costs	(20)
Payments to suppliers (inclusive of GST)	(2,316)
Payments to employee (including redundancies)	(1,337)
GST refunds received	294
⁴Net cash provided by (used in) operating activities	1,632
Cash flows from investing activities	
Payments for property, infrastructure, plant and equipment	(1,870)
Proceeds from sale of property, infrastructure, plant and equipment and other assets	(33)
Receipts from investments	-
Dividend from water corporation	49
Capital grants (inclusive of GST)	249
Net cash provided by (used in) investing activities	(1,605)
Cash flows from financing activities	
Proceeds of interest bearing loans and borrowings	-
Repayment of interest bearing loans and borrowings	(130)
Repayments received from loan to May Shaw	96
Net cash provided by (used in) financing activities	(34)
Net increase (decrease) in cash and cash equivalents	(7)
Cash and cash equivalents at the beginning of the financial year	7,033
Cash and cash equivalents at the end of the reporting period	7,026

⁴ The cash generated from operating activities is one of the most important figures for Council as it indicates the amount of cash that is available from everyday operations to fund future capital and infrastructure works within the municipality. This figure is slightly ahead of expectations for the period as per Council's Long Term Financial Plan, adopted in June 2023.

Reconciliation of cash flows from operating activities to net result for the period

	YTD Actuals Inflows/(Outflows) \$'000
Net result for the period	388
Depreciation	1,326
(Profit)/loss on disposal of property, infrastructure, plant and equipment	(3)
Capital grants and contributions received specifically for new or upgraded assets	(390)
Dividends from water corporation relating to investing activities	(49)
<i>Changes in assets and liabilities</i>	
Decrease/(increase) in trade and other receivable	(5,160)
Decrease/(increase) in other assets	(520)
Decrease/(increase) in inventories	24
Decrease/(increase) in contract assets	(986)
Increase/(decrease) in trade and other payables	(235)
Increase/(decrease) in deposits	10
Increase/(decrease) in provisions	79
Increase/(decrease) in contract liabilities	7,147
Net cash provided by (used in) operating activities	1,632

Capital Works Summary

For the period ending

30 September 2023

	Actual Year to Date \$'000	Project Budget \$'000	Variance \$'000	Budget Utilised %
Bridges	388	749	361	51.8%
Roads	1,113	4,636	3,523	24.0%
Footpaths	-	254	254	0.0%
Stormwater	37	603	566	6.1%
Buildings	93	984	891	9.5%
Land Improvements	243	2,032	1,789	12.0%
Plant & Equipment	93	937	844	9.9%
IT	30	146	116	20.7%
Total Capital Works	1,998	10,341	8,343	19.3%

The Infrastructure team have made a strong start to the year with 19.3% of the capital budget utilised for the 3 months ended 30 September 2023. It is important to note that the first quarter of each financial year is not always truly indicative of where Council is from a budget utilisation percentage, as most projects commence in the first quarter, with payments taking place in latter quarters once milestones are complete. Most project completion historically occurs during the second quarter onwards and the infrastructure team remain confident that the majority of the 2023/24 capital program, including carry forward items, is on track for delivery this financial year.

The majority of capital spend under bridges relates to the upgrade of Bridge 1515 Maurice Road and Bridge 1617 Duncraggen Road which were both completed during the reporting period. The majority of the capital spend under roads relates to works completed on the Old Waterhouse Road safety improvements and various re-sheeting and reseal projects across the municipality.

Recommendation

That Council receive the Financial Report for the period ended 30 September 2023.

Purpose

The purpose of this agenda item is to present the findings of a review into Council's Audit panel composition and tenure.

Background

At the 21 August 2023 Council Meeting, Mr Ian Wright was re-appointed as the Chairperson of the Audit Panel for a further two year term, expiring November 2025 (Item 125/23). During the presentation of this item a further recommendation was moved by Commissioner Wardlaw in regards to reviewing the composition and tenure of the Audit Panel, with the view of adding additional independent members to the existing panel. The Audit Panel was to be consulted as part of this review with a report presented to Council no later than the November 2023 Council Meeting.

Planning, Environment and Statutory Requirements

- *Local Government Act 1993 –Division 4*
- *Local Government (Audit Panels) Order 2014*
- *Local Government (Audit Panels) Order 2015*

Strategic and Annual Plan

N/A

Risk Management

The Audit Panel has oversight over Council's risk management frameworks.

Financial & Asset Management Implications

Independent members are remunerated in accordance with Dorset Council's Audit Panel Charter.

Community Considerations

N/A

Officer Comments

A desktop review of 23 Tasmanian Councils was completed as part of a review into the composition and tenure of Audit Panel's across the Local Government sector. Key points identified from this review include:

- 18 out of 23 Councils have two or more independent members sitting on the Audit Panel;
- The tenure for each member ranges from between 1-4 years, with most Councils allowing members to be reappointed after the initial term is complete; and
- All independent members are paid a set fee per sitting or per annum, with the Chairperson receiving an additional sitting fee in many cases. Many Councils also increase their remuneration in line with Hobart CPI for the March or June quarter following the commencement of a new financial year.

This review was presented to the Audit Panel for discussion at the 24 October 2023 meeting (unconfirmed minutes included in agenda attachments) and support was shown for appointing an additional independent member who resides in the municipality and can demonstrate a complementary skill set to that of existing members. There was also consensus that further discussions should be had in a future Council workshop following the conclusion of the Board of Inquiry before any changes to the current composition are made.

Recommendation

That further discussions be held with Council following the completion of the Board of Inquiry to determine any required changes to the composition and tenure of Dorset Council's Audit Panel.

Purpose

The purpose of this agenda item is to amend delegations from Council to the General Manager and Council Officers.

Background

The purpose of delegation is to allow the delegate to undertake particular functions and to make decisions as though they were the Council. A function or decision under delegation therefore has the same status as if that function or decision had been undertaken by the Council. Delegation is essential to efficient and timely performance of the powers and functions of a Council in that it removes need for the Council to sit and determine all of the matters which are associated with its many statutory roles and functions.

Under Section 22 of the *Local Government Act 1993* (the Act), there is a general power for a Council to delegate its functions and powers under various Acts to the General Manager, and for the General Manager to sub-delegate these functions and powers to one or more employees of the Council. Delegation to the General Manager's general powers was last updated in July 2020 to update a range of procedural and administrative functions introduced by various legislative changes.

Pursuant to Section 22(4) of the Act, the master delegation register maintained by Council is available for inspection at the Scottsdale Council Office.

Planning, Environment and Statutory Requirements

- Section 22 and Section 64 of the *Local Government Act 1993*

Strategic and Annual Plan

N/A

Risk Management

It is important for Council to review its delegations to ensure the efficient operation of Council and minimise exposure to risk through inaccurate or outdated delegations.

Financial and Asset Management Implications

N/A

Community Considerations

N/A

Officer's Comments

The Local Government Association of Tasmania (LGAT) engages legal advice to prepare and update a master delegation register available to all Tasmanian Councils, to guide recommended delegations of councils' powers to respective general managers and employees. This register is continuously updated, ensuring councils are equipped to adjust and evolve delegations when and where legislative changes take effect.

Review of the updated LGAT master delegation register has resulted in a handful of largely procedural delegations being identified as suitable for inclusion into Council's current master delegation register. Of particular note the LGAT recommendation for consideration of delegation (to Council's General Manager) for road and street names pursuant the *Place Names Act 2020*. Historically, naming of roads and streets in Dorset is a power that has vested with Councillors; noting that when determining an official road name, Council must still ensure that assigned names adhere to the Tasmanian Place Naming Guidelines (2022), issued by the Department of Natural Resources and Environment (DNRE).

In recognition of the rigorous naming convention requirements stipulated under the guidelines, combined with the efficiencies for decision-making that will be obtained by enabling the road naming exercise for new subdivisions to be solely conducted by delegated officers (and in collaboration with DNREs Registrar of Place Names), it is recommended that delegation for the naming of roads / streets approved under new subdivisions of land be provided to the General Manager. All other road / street and other place naming responsibilities of Council under the *Place Names Act 2020* would continue to vest with Councillors.

Recommendation

That Council:

1. Pursuant to Section 22 of the *Local Government Act 1993*, delegate the following powers and functions to the General Manager, with conditions and restrictions as shown:

Land Titles Act 1980

Provision	Function or Power	Conditions or Restrictions
	Council delegates various functions and powers of the Council and authorises the General Manager to delegate those functions and powers.	Nil.

Place Names Act 2020

Provision	Function or Power	Conditions or Restrictions
S.11(2)	Naming of roads, streets, &c	Restricted to the naming of roads and/or streets approved under new subdivisions of land.

Traffic Act 1925

Provision	Function or Power	Conditions or Restrictions
	Council delegates various functions and powers of the Council and authorises the General Manager to delegate those functions and powers.	Subject to definitions as listed.

2. Receive and note the reviewed Master Delegation Register, version November 2023.

Purpose

The purpose of this agenda item is to review Policy No. 7 - Contribution to Boundary Fences.

Background

The Contribution to Boundary Fences Policy was originally adopted by Council on 6 October 2003 and last reviewed on 15 October 2018.

Planning, Environment and Statutory Requirements

- *Boundary Fences Act 1908*

Strategic and Annual Plan

- Strategic Plan – Action Item 10.1
- 2023/24 Annual Plan – Activity 17

Risk Management

Regular review of policies is important to evaluate the merits of individual policies and ensure ongoing compliance with current legislation and standards.

Financial and Asset Management Implications

N/A

Community Considerations

See officer's comments below.

Officer's Comments

The existing Contribution to Boundary Fences Policy provides clear, structured guidance to community members and Council staff when dealing with requests for replacement of boundary fences that abut applicable Council-owned land. Fencing standards prescribed under the Policy that inform Council contributions are fit-for-purpose and do not require adjustment at this time. The Policy is functioning effectively and therefore no changes are recommended as part of this review cycle.

Recommendation

That Council adopt unchanged Policy No. 7 - Contribution to Boundary Fences.

Purpose

The purpose of this agenda item is to review Policy No. 57 - Managed Grassland Fire Risk Abatement.

Background

As part of Council's implementation of its Local Provisions Schedule for inclusion into the Tasmanian Planning Scheme (the TPS), Council – in collaboration with Tasmania Fire Service (the TFS) – undertook preparation of 'bushfire mapping' for the entire Dorset municipality that was to be used to illustrate land based on potential exposure to bushfire hazard. This mapping is now in effect and supports implementation of the Bushfire-Prone Areas Code under the TPS in Dorset, informing circumstances when bushfire reports are to be mandatorily submitted for assessment as part applicable planning and/or building applications.

Preliminary drafting of bushfire mapping prepared by TFS in late 2019 identified the majority of the municipality as having potential exposure to bushfire hazard, including grassland areas in agricultural landscapes (such as pasture). As a result, approvals for developments like new houses, extensions to existing houses, or even locating a new farm shed in close proximity to an existing house in these areas would have required a bushfire report to be prepared by an accredited bushfire hazard consultant as part of the application, adding additional consultation costs to approvals processes and potential compliance costs to the design standard of the respective build.

Council recognised that in some rural areas close to the townships of Scottsdale and Winnaleah, the combination of characteristics of the land – including seasonal variability in horticultural and agricultural practices, access to irrigation schemes, extent of prime agricultural land and the moisture content of pasture – meant that the land is effectively being 'managed by default', to the extent that the risk of it becoming a bushfire threat is greatly minimised. Consequently, Council officers (in agreement with the TFS) undertook preparation of a supplementary statutory mechanism that would enable Council to support the exclusion of bushfire mapping being applicable to various agricultural areas on the periphery of Scottsdale and Winnaleah townships due to possessing land conditions and characteristics that passively or actively mitigate the risk of bushfire hazard. This culminated in the preparation of the Managed Grassland Fire Risk Abatement Policy.

Planning, Environment and Statutory Requirements

- *Building Act 2016*
- *Fire Services Act 1979*
- *Land Use Planning and Approvals Act 1993*
- *Local Government Act 1993*
- *Water Management Act 1999*

Strategic and Annual Plan

- Strategic Plan – Action Item 10.1
- 2023/24 Annual Plan – Activity 27. The Policy was adopted by Council at the December 2020 Council Meeting and is yet to be reviewed.

Risk Management

Pursuant to implementation mechanisms embedded in the Policy, the Policy is to be reviewed - in collaboration with any other relevant authority:

- a) on a rolling three year basis;
- b) when an amendment to the Bushfire-prone areas overlay is approved by the Tasmanian Planning Commission; and
- c) in concurrence with reviews, as undertaken by the Tasmania Fire Service, of the Bushfire-prone areas overlay.

If Council determines that the Policy is to be revoked or substantially amended, it must – in collaboration with both the Tasmania Fire Service and Tasmanian Planning Commission - amend its planning scheme and bushfire-prone areas overlay accordingly and prior to Council's commitment being rescinded or substantially amended.

Financial and Asset Management Implications

N/A

Community Considerations

See officer's comments below.

Officer's Comments

The Policy operates in a manner that it allows substantial agricultural tracts in proximity to both Scottsdale and Winnaleah to be removed from bushfire risk assessment for planning and building approvals, subject to an annual routine inspection and fire risk abatement regime (conducted by delegated Council officers) being implemented. In reality, the Policy operates in a passive manner, as applicable land is effectively managed pasture with little realistic potential of becoming a bushfire threat through virtue of its conditions and characteristics. The Policy is operating as it was intended to, with landowners situated in these areas potentially saving thousands of dollars on otherwise superfluous regulatory and consultative costs.

No changes are recommended to the existing Policy as part of this review cycle.

Recommendation

That Council adopt unchanged Policy No. 57 - Managed Grassland Fire Risk Abatement.

Purpose

The purpose of this agenda item is to review Policy 18 – Customer Service Charter (the Charter).

Background

The Charter was originally adopted in November 2005 and was last reviewed in April 2021. It outlines the standards that customers can expect when dealing with Council, what a customer can do if they are dissatisfied with Council or its decisions or action, and how Council will handle complaints.

The Charter is required to be reviewed within 12 months after a Council election in accordance with Section 339F(4) of the *Local Government Act 1993* (the Act). The last Council election took place in November 2022 and therefore it is necessary to review the Charter.

The revised Charter was discussed at the 8 November Briefing Workshop.

Planning, Environment & Statutory Requirements

Section 339F of the Act requires that Councils have a Customer Service Charter that includes matters that are prescribed in Section 339F of the Act and in the *Local Government (General) Regulations 2015* (the Regulations)

Strategic and Annual Plan

- Strategic Plan 2023 - 2032 – Action Items 10.1, 11.1, 13.2 and 13.4
- Annual Plan 2023/24 – Activity 20

Financial & Asset Management Implications

N/A

Community Considerations

The Charter defines Council's service delivery approach and commitment to customers, the rights and responsibilities of customers that interact with Council and how customers can report and resolve complaints.

Officer's Comments

The revised Charter is compliant with the requirements prescribed in the Act and in the Regulations. The key proposed changes to the Charter are summarised below:

1. **General simplification of Section 2 of the Charter** – Council’s public documents should simply and concisely convey any key positions of Council and be written in plain language to ensure that the documents are easily interpreted and understood, and that the documents are user friendly.

The simplification of the content in Section 2 has not materially changed the intent of the Charter. It is anticipated that some detail that was previously contained in Section 2 of the Charter will instead be captured in the proposed Policy 60 – Dealing with Unreasonable Customer Conduct.

2. **Adjusted Customer Service Level (Phone Calls)** – The existing Charter prescribes that all telephone calls will be returned within 24 hours.

Council is offering an increasing number of flexible working arrangements, which means that officers aren’t always in the office full time. To ensure that we can continue offering this flexibility it is proposed that the response time to phone calls be increased to 2 business days. The proposed Charter contains a commitment to reviewing the unique circumstances of each enquiry or request as endeavouring to prioritise it if it is assessed as urgent.

3. **Clarified Customer Service Level (Written Enquiries/Requests)** - The existing Charter prescribes separate response times for different types of written correspondence, being 2 days for emails and 5 days for all other customer requests.

Council is committed to striving for excellence in customer service and will always endeavour to be as responsive as possible while acknowledging that some enquiries and requests are more complex than others and may depend on factors that are outside of Council’s control.

The revised Charter proposes a consistent approach to all written enquiries and requests being that all letters, emails and requests will be acknowledged within 5 business days. This is also consistent with the existing acknowledgement timeframe for complaints. The revised Charter also proposes that where a full response isn’t available at the time of acknowledgement, customers will be provided with the details of the officer handling the enquiry and when the customer can expect a response or progress update.

Coupled with the commitment within the revised Charter to maintain open lines of communication and provide relevant updates as an enquiry progresses, the aim of this proposed change is to demonstrate that Council strives for responsiveness that is relevant to the nature of the request, transparency and a communicative relationship with customers when dealing with enquiries and requests.

4. **Clarified Complaint Resolution Timeframe** - The existing Charter prescribes that a complaint will be acknowledged within 5 working days but is silent on an expected response timeframe.

The revised Charter maintains that a complaint will be acknowledged within 5 working days but also proposes that Council will make every effort to respond to the complaint within 20 working days. This change is proposed to demonstrate Council’s commitment to managing complaints in a timely manner, while recognising that there will be times where it is not possible to meet this deadline. Where a full response cannot be provided within 20 days, the revised Charter includes a commitment to keep the customer informed of progress.

The revised Charter and existing Charter are available in the agenda attachments.

Recommendation

That Council adopt the attached revised Policy 18 – Customer Service Charter.

Purpose

The purpose of this agenda item is to table Council's draft Policy 60 – Dealing with Unreasonable Customer Conduct (the Policy) for endorsement by Council for community consultation to take place.

Background

Council has a duty of care to staff, councillors and others to ensure their health, safety and wellbeing and to provide a safe work environment.

Council's Policy 18 – Customer Service Charter, operational Employee Conduct Policy and Councillor Code of Conduct set out the minimum standard of expected behaviour, behaviour that will not be tolerated, Council's approach to managing infringing behaviour and mechanisms to make a complaint about infringing behaviour by staff or councillors.

While the Customer Service Charter governs the vast majority of customer service interactions, it does not adequately describe unreasonable customer conduct or Council's approach to managing unreasonable customer conduct. Unreasonable customer conduct is not common but can lead to:

- Adverse impacts to the health and wellbeing of staff and councillors who face unreasonable behaviour in their place of work
- A disproportionate and unreasonable impact on Council's services, time or resources in responding to the conduct, with a consequent impact on the ability of staff and councillors to efficiently perform their roles and provide an appropriate level of service to the community

There are two core reasons for the development of the Policy:

- To allow Council to respond to unreasonable customer conduct in a way which prevents or minimises the negative impacts that it has on staff, councillors, others and Council's services
- To ensure transparency in Council's intended management of unreasonable customer conduct and to ensure that in responding to unreasonable customer conduct, Council adopts a fair and consistent approach which does not unreasonably prevent customers from accessing the services to which they are entitled

Planning, Environment & Statutory Requirements

- *Work Health and Safety Act 2012 (Tas)*
- *Local Government (Meeting Procedures) Regulations 2005*

Strategic and Annual Plan

- Strategic Plan 2023 - 2032 – Action Items 10.1, 11.1, 13.2 and 13.4
- Annual Plan 2023/24 – Activity 20

Financial & Asset Management Implications

N/A

Community Considerations

It is recommended that the proposed policy be advertised for community consultation for a 14 day period. Any submissions received will be considered before a recommendation is made to adopt the proposed Policy.

Officer's Comments

The Policy is designed to help ensure the safety of staff, councillors and others and is intended to address unreasonable customer conduct in a transparent and consistent manner.

The Policy is largely based on the Unreasonable Conduct by a Complainant Model Policy (Model Policy) that was developed by the NSW Ombudsman. The Model Policy is consistent with the principles outlined in the Managing Unreasonable Conduct by a Complainant Manual which was contributed to by Ombudsman Tasmania through the Australasian Parliamentary Ombudsman.

The Model Policy was developed collaboratively with a number of public sector bodies across Australia and states that it *"attempts to provide a robust, standardised and consistent model policy and procedure that organisations can use to inform and support their policy development processes."* Accordingly, Council can be confident that the Policy is based on a robust, well-developed and widely used template.

The presence of a similar policy is almost uniform across organisations that provide customer service. The absence of the Policy at Council has led uncertainty about how to consistently handle instances of unreasonable customer conduct.

There are commitments made within the Policy to apply it in the least restrictive way possible and it is anticipated that the Policy is likely to have minimal use.

The draft Policy is available in the agenda attachments.

Recommendation

That Council endorse the draft Policy 60 – Dealing with Unreasonable Customer Conduct for a community consultation period of 14 days.

Recommendation

That the Meeting be closed to the public pursuant to Regulation 15 of the *Local Government (Meeting Procedures) Regulations 2015*, and that members of the public be required to leave the meeting room.

Time Meeting Closed to the Public:

CLOSED SESSION AGENDA ITEMS

Item 202/23

Confirmation of Ordinary Council Meeting Closed Session Minutes – 16 October 2023

Purpose

To confirm the Minutes of Proceedings of the Dorset Council Ordinary Meeting Closed Session held on 16 October 2023.

Item 203/23

Contract 2023/24-03 | Westwood Street, Bridport – Kerb and Stormwater Upgrade Stage 2

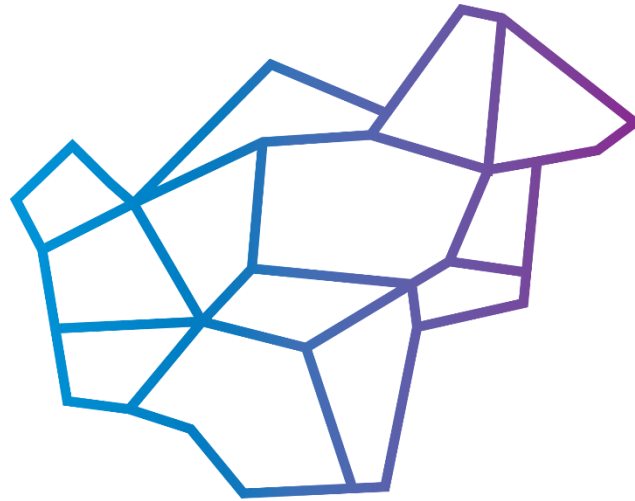
Purpose

The purpose of this agenda item is to recommend the awarding of Contract 2023/24-03 Westwood Street, Bridport - Kerb and Stormwater Upgrade Stage 2 to a preferred tenderer.

This item is considered in closed session in accordance with Regulation 15 (2)(d) of the *Local Government (Meeting Procedures) Regulations 2015*

*“15 (2)(d):
contracts, and tenders.....”*

Time Meeting Closed:



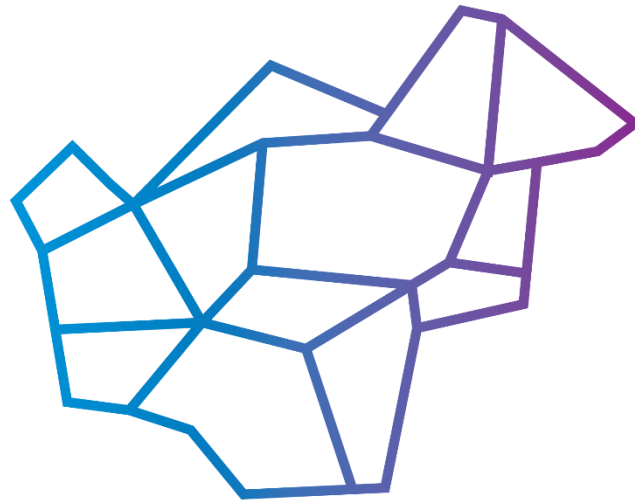
dorset
C O U N C I L

Ordinary Council Meeting

Agenda Attachments

20 November 2023

it's in the making



dorset
C O U N C I L

UNCONFIRMED
Ordinary Minutes

Council Meeting

16 October 2023

RINGAROOMA MEMORIAL HALL

it's in the making

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Council Meeting Minutes 16 October 2023

Meeting Opened: 6:00 pm

Present: Commissioner Andrew Wardlaw

General Manager: John Marik, Assistant General Manager / Director – Community & Development: Rohan Willis, Finance Manager: Allison Saunders, Scottsdale Aquatic Centre Manager: Jane Kilburn, Executive Assistant: Sarah Forsyth

Apologies: Nil

Acknowledgement of Country

Dorset Council acknowledges the deep history and culture of the First People who were the traditional owners of the lands and waterways where we live and work. We acknowledge the clans-people who lived here for over a thousand generations on the Country where Scottsdale is built and throughout the area we know as the north east region.

Dorset Council acknowledge the present-day Aboriginal custodians and the inclusive contribution they make to the social, cultural and economic essence of the municipality.

Item 157/23 **Confirmation of Ordinary Council Meeting Minutes – 18 September 2023**
Ref: DOC/23/11238

The Chair reported that he had viewed the minutes of the Ordinary Meeting held on Monday, 18 September 2023 finds them to be a true record and recommends that they be taken as read and signed as a correct record.

DECISION

MOVED / SECONDED: Commissioner Wardlaw

That the Minutes of Proceedings of the Dorset Council Ordinary Meeting held on 18 September 2023 having been circulated to the Commissioner, be confirmed as a true record.

CARRIED: COMMISSIONER

Item 158/23 Confirmation of Agenda

DECISION

MOVED / SECONDED: Commissioner Wardlaw

That Council confirm the Agenda and order of business for the 16 October 2023 Council Meeting.

CARRIED: COMMISSIONER

Item 159/23 Declaration of an Interest of the Commissioner or Close Associate

In accordance with Regulation 8 of the *Local Government (Meeting Procedures) Regulations 2015* and Council's adopted Code of Conduct, the Commissioner is requested to indicate whether he has, or is likely to have a pecuniary interest (any pecuniary interest or pecuniary detriment) or conflict of interest in any item on the Agenda.

INTEREST DECLARED

Nil

Item 160/23 Commissioner Communications

Commissioner Wardlaw's Calendar | 14 September 2023 – 11 October 2023

September 2023

- 14 Citizenship Ceremony, Council Chambers
- 14 Reconciliation Tas Public Workshop – Understanding the Voice, Dorset Community House
- 18 Meeting with TasRex Pty Ltd with General Manager, Council Chambers
- 18 Meeting with ratepayer, Council Chambers
- 18 Weekly meeting with Council management team
- 18 September Council Meeting, Council Chambers
- 19 Health Consumers Tasmania: Regional Steering Group Meeting, Northbourne Community Centre, Scottsdale
- 20 Meeting with Health Consumers Tasmania, Scottsdale
- 20 Town familiarisation tour and business introductions in Winnaleah, Branxholm and Derby
- 20 Tour of Winnaleah District High School with Acting Principal, Keeley Lester, Winnaleah
- 20 Derby Community Development Association (DCDA), Annual General Meeting, Derby
- 21 Meeting with Bridget Archer MP, Scottsdale
- 21 North East Voice to Parliament Information Session, Scottsdale Mechanics Institute Hall
- 22 Meeting with Blue Derby Foundation and potential business group with General Manager, Council Chambers
- 25 Weekly meeting with Council management team
- 25 Branxholm Progress Association, General Meeting, Branxholm Hall
- 27 Meeting with Marine and Safety Tasmania (MAST) representatives with General Manager and Assistant General Manager, Council Chambers
- 27 Citizenship Ceremony, Council Chambers

- 27 Rotary Club of Scottsdale, 60th Anniversary Celebration Dinner, Scottsdale Art Gallery Café
 28 Meeting with ratepayers with the General Manager, Council Chambers

October 2023

- 2 North East Tasmania Chamber of Commerce monthly meeting, Scottsdale Art Gallery Café
 3 October Council Briefing Workshop with Council management team, Council Chambers
 4 Meeting with ratepayer, Council Chambers
 9 Meeting with Council management team
 9 Meeting with Tasmania Police Inspector Adam Spencer with General Manager, Council Chambers
 10 Meeting with ratepayer, Scottsdale

Item 161/23 Management Team Briefing Report

The purpose of this agenda item is to provide the Commissioner and the community with a briefing on matters of interest dealt with during the past month by Council's Management Team.

DECISION

MOVED / SECONDED: Commissioner Wardlaw

That the Management Team Briefing Report be received and noted.

CARRIED: COMMISSIONER

Item 162/23 Council Workshops Held Since Last Council Meeting

3 October | Briefing Workshop

Item 163/23 Applications for Leave of Absence

Nil

Item 164/23 Public Question Time

The following is an **update** to a question received on notice at the 18 September Council Meeting:

Karl Willrath, Scottsdale

(This update relates to the provision of a mayoral vehicle, with questions asked at the September Council Meeting)

The total cost to Council since the mayoral vehicle (MV) was supplied equates to \$64,141.75 over the 3 year and 9 month period (the odometer reading of the MV on 20 September 2023 was 131,663). The actual kilometre cost to Council for the same 3 year and 9 month period from 2016 to 2020 cost Council \$20,508.10 (total kilometres claimed 41,682) Prior to the supply of the MV, the Mayor was only claiming for kilometres where Council business was undertaken outside the municipality. The decision to supply a MV was not based on the arrangement being cheaper for Council, but more so linked to the amount of Council activity undertaken by the Mayor and inadequacy of the allowances to cover this

activity. The transcript of this decision has been supplied to yourself directly and included in the September Council Meeting minutes.

I note the MV was returned to Council on suspension of the Councillors on 2 August 2023. The MV has been returned into Council's fleet and will be utilised by Council staff for business matters. The current MV (Mitsubishi Pajero) is due for replacement as a result of its high kilometres and will be traded in shortly for a lower cost Mitsubishi Outlander. Whether a MV is provided as part of the Mayoral role, will be a decision for a future Council.

The full analysis of the MV can be found in the attachments.

The following questions were **taken on notice** at the 18 September Council Meeting:

Dale Jessup, Youngtown:

A question regarding to the Personal Information Policy review listed for discussion in tonight's agenda. Under the Policy, in the security of personal information section it states "Generally there is an intention that information is destroyed or permanently de-identified when it is no longer required". Given the data hacks that Australian businesses have experienced relating to data that was exposed that has been later shown should've been deleted, do you consider the Policy wording will guarantee data no longer required to be held is deleted?

Response from Administration Manager, Lauren Tolputt:

This statement forms part of a broader paragraph within the Policy which provides important context: *'Generally there is an intention that information is destroyed or permanently de-identified when it is no longer required. This can only be done in accordance with the Archives Act 1983 and any other relevant legislation.*' Due to this legislation the retention periods differ based on nature of information / documents.

The Personal Information Protection Policy is one component of Council's broader approach to IT governance and cyber security. Given the constantly evolving nature of IT and associated cyber risks, Council's overall approach is regularly reviewed with a view of reducing or eliminating the likelihood and impact of data breach incidents.

Louise Brooker, Bridport:

In relation to the planning application up for debate this evening, referring to the revised plan, in his response to representations about the excessive heights for parts of the Barnboughe development, why did the Town Planner not use readily available software to indicate the visual effects of the 12 metre tall build up from the various main streets?

Response from General Manager, John Marik:

The discretionary application visual amenity utilised colours that blended into the surrounding landscape and thus 3D modelling through software was not deemed necessary in the assessment of the application.

Vincent Teichmann, Pioneer:

1. *Why does Dorset Council focus exclusively on Cascade Dam Rd, and not even offer to write a letter of support to conduct my business on roads servicing the Atlas Trailhead?*
2. *Were any of the reasons given by the former general manager, Tim Watson, in denying my business a letter of support, namely that the road was too small to handle additional traffic; that another operator might threaten the viability of existing operators; and then later, that he and others supposedly had concerns about my driving; - were any of these valid reasons, in your professional opinions, for denying my business a letter of support?*
3. *If so, which ones?*
4. *Through you, Commissioner, if John Marik is of the opinion that any of them are valid, why \ did he not mention this previously, for example when we had our meeting on 24th January) this year when I addressed the "reasons" verbally and in writing, or at any time since when I ' brought this issue up at Council meetings?*
5. *Does Council still fail to see why these so-called "reasons" are not valid, as they do not stand up to closer scrutiny or pass the pub-test?*

- *If the road is too small, why are Vertigo and UDA allowed to run Coaster size buses up it when I'm just wanting to run a Commuter size shuttle?*
- *Why are the other operators allowed to keep increasing their use of the roads by adding more shuttles to their fleet, but I can't even run one?*
- *As the road has undergone major upgrades since I first asked for a letter of support, how is it still reasonable to deny me a letter of support on the basis of "road too small"?*

Given that businesses naturally thrive or fail as a result of how they are run and other circumstances in our free market economy, why does Council choose to interfere in this process and pick favourites, contrary to the Australian Competition and Consumer Act (2010), by preventing my business from even competing?

Given construction and maintenance of the trails and all the associated infrastructure is paid for by public funds on publicly owned land, how does Council justify denying some people and businesses free and fair access, in a free market economy?

If there were serious and valid concerns about my driving, why did the former general manager, instead of bringing these to the attention of the authorities at the time he was made aware of them, together with any supporting evidence, choose to rely, in forming his professional opinion as GM of Dorset Council, on what seems to be unsubstantiated, hearsay accusations, allegedly made partly by shuttle operators with whom I would be in direct competition, and which were never tested in Court? Does this in Council's opinion constitute 'acting in good faith'? If not, why have I not received an apology and why are these defamatory allegations still being repeated by Dorset Council, as recently as the start of this year by the Mayor at Council meetings?

6. *And why does the Council choose to add insult to injury by not providing me with a simple letter of support, rather belatedly, so that I can try to run my business?*
7. *If they were never valid reasons, should Dorset Council not issue me and my business with the requested Letter of Support, given that there was no Dorset Council policy in place at the time, to justify the refusal to issue my business with the requested Letter of support and in fact, there still isn't?! Quite to the contrary ...*

Why does it state on its website, under "Business community in Dorset": "Dorset Council is focused on providing support to potential investors to facilitate sustainable developments large and small."? Is a new family owned and run small business not deemed appropriate, and if not,

why not, when it was okay for me to do the same job that I want to do for myself, for other people? Is Council not being hypocritical by putting up barriers to people having a go in business, which is the very antithesis of what they proclaim to be in favour of on their own website?

In a similar vein Dorset Council's Facebook page states in the Intro it's there to: "To facilitate & promote investment & population growth to strengthen our economic & social diversity." Is a \$40k investment not sufficient? Am I not 'diverse' enough for me and my business to be acceptable to Council? Is raising our four children here not helping enough with population growth for me to be considered eligible for Council's largesse, by way of a mere letter that I estimate would cost Council about \$20 or less of the General Manager's time? Do you know that by the same standard it must have cost hundreds or thousands of ratepayer dollars by now to refuse it, which will grow if Council drags this issue out, instead of resolving it?

Did you know, Council are even trying to attract business investment by doing the following:

- Planning approval fees for development of eligible new small businesses and existing larger businesses are discounted by 50%;*
- Renewal of annual food business registration fees are waived for permanent residents; and*
- New small businesses are eligible for a 50% rate remission during their first 12 months of operation.*

How is it that Council is willing to do all this for businesses, but won't even give me a simple letter of support for my business, to apply for a state government NBT license?

8. *Given that, as per this month's agenda, in the 2022/23 financial year the net cost of the Blue Derby Mountain Biking trails to Dorset was about half a million dollars (\$489,249), which is projected to increase, to be over \$1000 for every resident in Dorset or \$827, 670 in 2023/24, how is it reasonable not to support long-term residents or ratepayers who have been raising their family here since before the trails were built or even being considered, with something as simple as a letter of support for a trail related business? And especially when one bears in mind that the stated goal of building the trails was to stimulate economic activity in the area and that Council is supposed to be actively encouraging business investment?*
9. *Do you, as Commissioner, not have the power and indeed the duty, as the representative of the people of Dorset acting as the Councillors and Dorset Council under Section 232, Powers and functions of Commissioner, which states: "A commissioner of a council may exercise the powers and perform the functions of the councillors." to try to right any past wrongs? In this instance could you not do this, by asking the General Manager, if he is unwilling or unable to decide to do so by himself, to write me a simple Letter of Support for my business, which the Local Government Act (1993) Section 62.(1)(b) and (i) suggest you do, and I quote:*

62. Functions and powers of general manager

(1)The general manager has the following functions:

(a) to implement the policies, plans and programs of the council;

(b) to implement the decisions of the council;

(c) to be responsible for the day-to-day operations and affairs of the council;

(d) to provide advice and reports to the council on the exercise and performance of its powers and functions and any other matter requested by the council;

(e) to assist the council in the preparation of the strategic plan, annual plan, annual report and assessment of the council's performance against the plans;

(f) to coordinate proposals for the development of objectives, policies and programs for the consideration of the council;

(g) to liaise with the mayor on the affairs of the council and the performance of its functions;

(h) to manage the resources and assets of the council;

(i) to perform any other function the council decides?

10. *How can one consider this a 'day-to-day operational matter', when it has been going on for about two years so far and has involved what seem to me to be errors in judgement of the previous General Manager, Tim Watson and the stood down Mayor, Greg Howard? Is it not high time to fix this potentially embarrassing and costly situation, and give me the chance to run my business? Or will I be forced to escalate the matter further?*
11. *Why do you, as Commissioner, not use your power to intervene, for the sake of the Council and all those involved, and allow our community to put this behind us and move forward, by simply asking the General Manager to write the requested letter? Unless you feel that there are valid reasons for refusing it, in which case, would you please tell me what they are?*
12. *If safety assessments of road traffic are needed, why am I not being allowed to participate, while the other shuttle operators are able to continue driving large shuttle buses up Cascade Dam Rd?*

Response from General Manager, John Marik:

Council Officers cannot comment on any of the questions raised by you in relation to actions or comments made by the suspended Mayor Howard, or the former General Manager Watson. As previously communicated your request for a letter of support will be reviewed by the current administration as a fresh request. Since October 2022 (I was the Acting General Manager Oct-Nov 2022 and appointed full-time Dec 2022 – current) Council officers have been reviewing the shuttle bus framework in Blue Derby including key discussions with stakeholders (senior members of Parks & Wildlife Service, Council's Trail Operations, a selection of shuttle operators and the Blue Derby Foundation). Through this process, Council have now determined to undertake the following actions:

- Council will establish a public policy in relation to shuttle operators and this policy will go to a future Council Meeting for adoption;
- Council will initiate a meeting with current and potential future operators in October 2023 to gain feedback in relation to the proposed policy;
- Cascade Dam Road will be reviewed from a safety perspective based on existing and projected traffic movement volumes generated by increasing visitor numbers. Road counters have already been placed across the road to inform this review. Council will require road counter data for the peak season, meaning this exercise will take many months; and
- The trail head parking area will be assessed in relation to shuttle parking arrangements, currently and into the future.

The reason the above actions are required is to ensure Council:

- Provides current and possible future operators clarity and fairness in regards to shuttle operations;
- Has a consistent process for all;
- Looks to improve community safety; and
- Ensuring that the Blue Derby brand is front and centre for all future decisions.

Please note that until this review is concluded, which includes adoption of the proposed policy by Council, no further letters of support will be provided in regards to new shuttle operators / businesses. It is likely this holistic review and the resulting policy position will not be completed until early 2024.

The following questions were received **on notice** from members of the public:

Karl Willrath, Scottsdale | 6 October 2023

Does Council intend on using the same legal firm to attempted to block right to information requests from the general public again (see attached¹), and is commissioner Wardlaw confident that senior staff are now complying with all statutory obligations/expectations of the local government act?

Response from Commissioner, Andrew Wardlaw:

Council obtains legal advice from a range of legal practitioners depending on the type of advice and relevant experience on the subject matter. Dorset Council has predominately used three different legal firms. Legal advice is not sought for all Right to Information (RTI) as there is experienced and trained employees capable of responding to the majority of request that are received.

Council received the legal advice in regard to this matter in good faith and concurred with the information provided. The Council had an opportunity to review this advice when a draft of the Ombudsman Report was provided on 8 August 2023, and while Council maintained the view that there was merit in the advice it determined to respect the decision reached by the Ombudsman.

In response to the question the Council may continue to use the same legal advisor with future RTI requests. The General Manager has assured the Commissioner that the officer responsible for actioning any RTI requests has the appropriate experience and training.

Response from General Manager, John Marik:

Any form of legislation may lead to subjectivity and differences in legal opinion. It is for this reason that at times arbitration and courts are required to settle differences of opinion. In this case, Council's solicitors were engaged at arm's length to assess the right to information application on its merits, and not to 'block' the Right to Information request. Council have chosen not to appeal the Ombudsman's decision in this case and have released the information in a redacted form as suggested by the Ombudsman. Council officers will take learnings from the Ombudsman's verdict in future information requests from the public.

The following questions were received **without notice** from members of the public:

Karl Willrath, Scottsdale:

As per the RTI including ombudsman's comment that I note is published via the agenda on tonight's meeting, could I please know what specific legal firm was used it an attempt to block that RTI. I am of the opinion that the arguments used are that unusual, the possibility exists that someone in that firm actually knew myself or Lawrence Archer and they like us?

¹ this reference can be found in the agenda attachments
Dorset Council | Ordinary Meeting of Council | Minutes | 16 October 2023
Ref: DOC/23/12849

Mary Schramm, Ringarooma:

I live next door to the disused tennis court. After 12 months of following multiple leads, I have established that the registered owners of the land (where the tennis court is located) are Mrs MG Holmes and WG White, both of whom have been deceased for some years. The correspondence regarding the tennis courts has been sent to the Tennis Club, care of John and Rae Wardlaw's address, with the bank statements sent to Stella Wade who although wasn't the official treasurer is an accountant, with money accumulating interest in an account. The reason I have been trying to locate the owner of the tennis court is that I have a wish to improve the look of Main Street, Ringarooma and would like permission to place suitable murals on the concrete block wall. I am reluctant to engage a suitable artist without reasonable assurance that I am not breaking the law. Can you confirm that an estate such as this would normally go to the Public Trustee?

Response from Assistant General Manager, Rohan Willis:

If the deceased estate ownership or lineage of the deceased estate cannot be established, it would be referred to the Public Trustee.

Will the Council undertake the necessary inquiries to assist to progress my project?

QUESTION TAKEN ON NOTICE

John Wardlaw, Ringarooma:

What is the situation with the Rail Trail? Is that progressing at all?

Response from Commissioner Andrew Wardlaw:

You may have read recently that Council now have planning approval for the Dorset section and also from the City of Launceston Council for the portion within their municipality. I have been working with the General Manager, with Officers currently undertaking due diligence / review of the project including budget impacts, conditions listed on planning approvals, grant funding arrangements, etc. A report will come back to Council in the future after this due diligence is completed.

Item 165/23 Deputations

Nil

Item 166/23 Commissioner Question Time

The following questions were received **without notice** from the Commissioner:

Nil

Item 167/23 Notices of Motion by the Commissioner

Nil

Item 168/23**2023/24 Fees and Charges Variation – Scottsdale Aquatic Centre**

Reporting Officer: Scottsdale Aquatic Centre Manager, Jane Kilburn

Ref: DOC/23/12592 | Varied Fees and Charges: DOC/23/12593 | Benchmarking: DOC/23/12409

Purpose

The purpose of this agenda report is to present and update Council's Fees and Charges Schedule for 2023/24 in relation to the operations of the Swim School, Aqua Fitness and Kiosk services at the Scottsdale Aquatic Centre.

Recommendation

That Council adopts the amended 2023/24 Fees and Charges Schedule for the Scottsdale Aquatic Centre, as listed:

DECISION**MOVED / SECONDED: Commissioner Wardlaw**

That Council adopts the amended 2023/24 Fees and Charges Schedule for the Scottsdale Aquatic Centre, as listed:

	Proposed Variation \$	26 June 2023 Approved \$	GST Inc
Scottsdale Aquatic Centre Standard Charges			
Learn to Swim (LTS) (Adult/Child) per class (min. of 4 per class)	17.00	19.00	Yes
Aqua Aerobic Classes (Adult/Child) per class (min. of 5 per class)	17.00	19.00	Yes
Aqua Aerobic Classes (Adult/Child) per class (min. of 5 per class) - Concession	15.00	-	Yes
Kiosk - average margin	60%	-	Yes

CARRIED: COMMISSIONER**Item 169/23****2023/24 Annual Plan – September Quarterly Report**

Reporting Officer: General Manager, John Marik

Ref: DOC/23/12572 | Quarterly Report: DOC/23/11929

Purpose

The purpose of this agenda item is to update Council and the community on progress of the 2023/24 Annual Plan as at 30 September 2023.

	September Quarter
Achieved	4
In Progress	-
Not Achieved	-
Compliance Score	100%
Deferred	1

Recommendation

That Council receive and note the attached Annual Plan 2023/24 September Quarterly Report.

DECISION

MOVED / SECONDED: Commissioner Wardlaw

That Council receive and note the attached Annual Plan 2023/24 September Quarterly Report.

CARRIED: COMMISSIONER

Item 170/23

External Grant Funding Update

Reporting Officer: Finance Manager, Allison Saunders
Ref: DOC/23/12574

Purpose

The purpose of this report is to provide an update on external grant funding received to Council and the Dorset community.

Recommendation

That Council receive and note the external grant funding update.

DECISION

MOVED / SECONDED: Commissioner Wardlaw

That Council receive and note the external grant funding update.

CARRIED: COMMISSIONER

Item 171/23

Blue Derby Mountain Bike Trails – September Quarterly Update

Reporting Officer: General Manager, John Marik
Ref: DOC/23/12651 | Annexures (B and C): DOC/23/12714

Purpose

The purpose of this agenda item is to provide Council with a quarterly report on the costs and revenue streams of the Blue Derby Mountain Bike Trails (MTB) and any significant adverse events relating to the performance of the Memorandum of Understanding with the Blue Derby Foundation (the Foundation).

Recommendation

That Council:

1. Receive the Blue Derby Mountain Bike Trails – September Quarterly Update.
2. Receive a quarterly report in February 2024, May 2024 and August 2024 on the costs and revenue streams of Blue Derby MTB and any significant adverse events relating to the performance of the Memorandum of Understanding with the Blue Derby Foundation.

DECISION

MOVED / SECONDED: Commissioner Wardlaw

That Council:

1. Receive the Blue Derby Mountain Bike Trails – September Quarterly Update.
2. Receive a quarterly report in February 2024, May 2024 and August 2024 on the costs and revenue streams of Blue Derby MTB and any significant adverse events relating to the performance of the Memorandum of Understanding with the Blue Derby Foundation.

CARRIED: COMMISSIONER

Item 172/23 Closure of Meeting to the Public

DECISION

MOVED / SECONDED: Commissioner Wardlaw

That the Meeting be closed to the public pursuant to Regulation 15 of the *Local Government (Meeting Procedures) Regulations 2015*, and that members of the public be required to leave the meeting room.

Time Meeting Closed to the Public: 6:41 pm

Meeting Adjourned: 6:41 pm

Reason: Tea break with the public

Meeting Resumed: 6:50 pm

CLOSED SESSION AGENDA ITEMS

The following matter was listed in the Closed Session Meeting section of the Council Agenda in accordance with Regulation 15 of the Local Government (Meeting Procedures) Regulations 2015:

Item 173/23 Confirmation of Ordinary Council Meeting Closed Session Minutes – 18 September 2023

Item 174/23 Northern Materials Recovery Facility Contract

The reports on these matter were listed in the Closed Meeting section of the Council Agenda in accordance with Regulation 15 of the *Local Government (Meeting Procedures) Regulations 2015* as the detail covered in the respective reports relates to:

- Entering into a formal agreement to process recyclable materials transported from the Dorset municipality.

Time Meeting Closed: 6:56 pm

Minutes Confirmed: 20 November 2023

Minute No:

.....
Commissioner Wardlaw

Mayoral vehicle analysis

Private car use

Kilometres claimed: Only approximately 25% of kilometres claimed via reimbursement

Financial Year	2016	2017	2018	2019	2020	Total months
Months	12	12	12	12	4	52
No. of Kilometres Claimed	7,935	14,460	8,189	7,965	3,133	
\$ of Kilometres Claimed	\$ 3,798.48	\$ 6,922.00	\$ 3,920.08	\$ 4,045.42	\$ 1,822.12	\$ 20,508.10
Average cost per month	\$ 316.54	\$ 576.83	\$ 326.67	\$ 337.12	\$ 455.53	\$ 394.39
Cents per kilometre rate	0.478699433	0.478699862	0.478700696	0.507899561	0.581589531	

Council provided vehicle:

Plant expenses - P5044	Ownership - 3 years + 9 months		Total Kilometres		131,663 @ 20th September 2023	
Financial Year	2020	2021	2022	2023	2024	Total months
Months	8	12	12	12	1	45
Depreciation	\$ 4,569.32	\$ 6,882.24	\$ 6,882.24	\$ 2,312.76	\$ -	*Expected disposal value \$30,000
Fuel	\$ 2,906.45	\$ 4,982.88	\$ 7,328.83	\$ 9,722.55	\$ 729.61	
Employee costs	\$ 26.99	\$ -	\$ -	\$ -	\$ -	
Registration/Stamp duty	\$ 2,793.38	\$ 530.01	\$ 550.98	\$ 566.95	\$ -	
Tyres	\$ 40.91	\$ 1,237.27	\$ 31.82	\$ 1,320.91	\$ -	
Insurance	\$ -	\$ 320.12	\$ 243.75	\$ -	\$ -	
Maintenance (unscheduled)	\$ 4,325.14	\$ 47.59	\$ 450.00	\$ -	\$ -	
Maintenance (scheduled)	\$ 170.00	\$ 1,092.96	\$ 1,652.63	\$ 1,943.46	\$ 480.00	
Maintenance Expenses Total	\$ 14,832.19	\$ 15,093.07	\$ 17,140.25	\$ 15,866.63	\$ 1,209.61	\$ 64,141.75
average cost per month	\$ 1,854.02	\$ 1,257.76	\$ 1,428.35	\$ 1,322.22	\$ 1,209.61	\$ 1,425.37
Plant Hire recovered	-\$ 8,000.00	-\$ 11,000.00	-\$ 12,800.00	-\$ 12,000.00	-\$ 1,000.00	
Total per plant module	\$ 6,832.19	\$ 4,093.07	\$ 4,340.25	\$ 3,866.63	\$ 209.61	
	\$ -	\$ -	\$ -	\$ -	\$ -	

Cents per km
\$ 0.49



dorset
C O U N C I L

Audit Panel Minutes

Tuesday, 24 October 2023

2:00 pm

Council Chambers
3 Ellenor Street SCOTTSDALE

Present: Ian Wright (Chair), Commissioner Andrew Wardlaw, John Marik (General Manager), Allison Saunders (Finance Manager), Carly Hall (Administration Officer), David Bond (Tas Audit Office – via Zoom), Dylan Xing (Tas Audit Office – via Zoom)

Apologies: Nil

Minutes: Sarah Forsyth (Executive Assistant)

Commenced: 2:00 pm

Item	Title	Page
1	Declaration of Conflict of Interest	3
2	Confirmation of Audit Panel Minutes 11 July 2023	3
3	Presentation of Audited 2022/23 Financial Statements & Management Report	4
4	Performance Audit Update WH&S	4
5	Risk Framework	5
6	Audit Panel Composition and Tenure Review	5
7	Outstanding Matters from Previous Audit Panel Meetings	6
8	September Annual Plan Update	6
	Other Business / Update on Significant Events	
9	<ol style="list-style-type: none"> 1. Blue Derby Operations Transfer Update 2. May Shaw Update 3. Rail Trail Update 4. Local Government Amalgamation 5. Board of Inquiry 6. Other Business 7. Next Meeting Date 	7

Item 1

SUBJECT: Presentation of Audited 2022/23 Financial Statements & Management Report

PRESENTER: Tasmanian Audit Office / Allison Saunders

Purpose

The purpose of this agenda item is present the audited financial statements for the 2022/23 financial year.

- Introduction from David Bond and overview of the Tasmanian Audit Office (TAO) 2022/23 audit process.
- Dylan Xing thanked Council’s Finance Team for their cooperation during the 2022/23 audit.
- Overview of Report to those Charged with Governance and Memorandum of Audit Findings from Dylan Xing.

Q: Relating to the Governance report – there is a table where it recognises whether targets are met / not met – what information is reported publically in Parliament?

A: TAO advised that targets that are met / not met within legislative timeframe are reported in Parliament. All targets for the audit were met within the legislative timeframes.

- General Manager thanked TAO and Council’s Finance Team for completing the audit process as required.
- Finance Manager gave an explanation of changes post hard-close audit

David and Dylan left the meeting 2:17 pm

- Statement from the General Manager that underlying surplus has now been calculated as per the standard approach recommended by TAO.
- Commissioner noted that the audited financials should be presented at an ordinary council meeting as required by legislation.

ACTION: 2022/23 audited financials to be presented for adoption at the November 2023 Council Meeting.

Item 2

SUBJECT: Declaration of Conflict of Interest

PRESENTER: Group

Purpose

The purpose of this agenda item is to provide an opportunity for panel members to declare any conflicts of interest for items to be discuss during this meeting.

No conflicts reported

Item 3

SUBJECT: Confirmation of Audit Panel Minutes | 11 July 2023
PRESENTER: Group

Purpose

That the Minutes of Proceedings of the Audit Panel Meeting held on 11 July 2023, having been circulated to all Members, be confirmed as a true record.

The Chair advised the Commissioner that the minutes of the 11 July 2023 Audit Panel accurately record the matters discussed.

All present confirmed Minutes as presented.

Item 4

SUBJECT: Performance Audit Update | WH&S
PRESENTER: Carly Hall

Purpose

The purpose of this agenda item is to give the Audit Panel an update on the workplace health and safety performance audit.

- Overview from Carly Hall of current WH&S including the implemented incident investigation form, external provider incident investigation services, and that the incident report database is in use.
- Training due report has reduced dramatically since May 2023, with new traffic management guidelines being finalised and those affected employees undertaking training when available.

Q: Noted that some training is mandatory – by whom? Council internal requirements or legislative?

A: TAKEN ON NOTICE

- The new Director – Infrastructure will be the owner of WH&S within Council.
- Chair praised Council Officers for the work over the past 18 months in the WH&S area.

ACTION: Advise next Meeting of which training is legislatively required, versus that required by Council to undertake a role.

Item 5

SUBJECT: Risk Framework Update

PRESENTER: John Marik

Purpose

The purpose of this agenda item is to give the Audit Panel an update on relevant Risk Management and Performance Audit matters.

- General Manager gave an overview of the deferred risk framework.
- Commissioner advised that after being presented with the risk framework at a recent workshop, he is comfortable with a 6 month deferral of the review, noting minor suggestions / changes raised in that workshop have been provided for information.

Item 6

SUBJECT: Audit Panel Composition and Tenure Review

PRESENTER: Allison Saunders

Purpose

The purpose of this agenda item is to review Council's Audit Panel composition and tenure.

- Finance Manager gave an overview of desktop review of Audit Panels in Tasmania.
- Discussion around considerations including budget impact.
- Chair advised that he would support another local independent member with a different skillset.
- Desktop review to be presented at the November Council Meeting with a proposed recommendation that consideration by a future Council be undertaken regarding the composition and tenure of the Panel.
- Discussion around process post Audit Panel meetings with suggestion from Commissioner (from previous experience) that a formal letter from the Chair to the Mayor be prepared with recommendations from the Panel meeting to be tabled / received by Council along with the minutes of the meeting.

ACTIONS: Desktop review to be presented at the November Council Meeting noting that consideration and final decision on the composition and tenure will be made by a future Council.

Investigate process post Audit Panel meetings with the intent to table at a Council Meeting along with the unconfirmed minutes of the meeting.

Item 7

SUBJECT: Outstanding Matters from Previous Audit Panel Meetings

PRESENTER: John Marik

Purpose

The purpose of this agenda item is to advise the Audit Panel as to the outcomes of any outstanding matters from previous Audit Panel Meetings.

Item	Action	Responsible	Outcome
1	Council to engage formally engage Synectic to conduct performance audits as identified in phase one of the scope provided.	John Marik	To be determined by the Audit Panel.

- Panel discussed item 1 with recommendation to place the performance audits on hold until the outcomes of the Board of Inquiry are known. General Manager to advise Synectic of this outcome.

Q: What audits, outside of the financials, are undertaken and should be known by the Panel?

A: Other financial audits that have been undertaken are Road to Recovery (R2R), Local Roads and Community Infrastructure (LRCI) - R2R, LRCI, Disaster Recovery Funding, and private works (performance audit). These can be provided to the Panel at the next meeting for information.

- Noted that when developing the work plan for 2023/24, discuss which Council policies identified for review should be brought via the Panel.

ACTIONS: General Manager to advise Synectic that previously approved performance audits are now on hold until the Board of Inquiry process is completed.

Include completed audits of R2R, LRCI, disaster recovery and private works in next Audit Panel meeting agenda.

2023/24 Work Plan to include any relevant policies up for review

Item 8

SUBJECT: September Annual Plan Update

PRESENTER: John Marik

Purpose

The purpose of this agenda item is to update Council and the community on progress of the 2023/24 Annual Plan as at 30 September 2023.

- Overview of Annual Plan given by General Manager with 100% compliance for the September quarter.
- General Manager advised that he is optimistic that Council can achieve projects listed in the 2023/24 Plan, especially with the new Director – Infrastructure commencing with Council shortly.

Item 9

SUBJECT: Other Business / Update on Significant Events

PRESENTER: Group

Blue Derby Operations Transfer Update

- General Manager provided report that was tabled at the October Council Meeting, outlining current progress and expectations for the next quarter.

May Shaw Update

- Only item outstanding to complete land transfer to May Shaw is to calculate stamp duty on the sale, with May Shaw currently reviewing information.

Rail Trail Update

- Request for information circulated on the project to scope costs based on current pricing.
- Review of project underway with a small project group.

Local Government Amalgamation

- Report to from the Review Board due to be provided to the Minister for Local Government by 31 October 2023.

Board of Inquiry

- Verbal update provided by the General Manager.

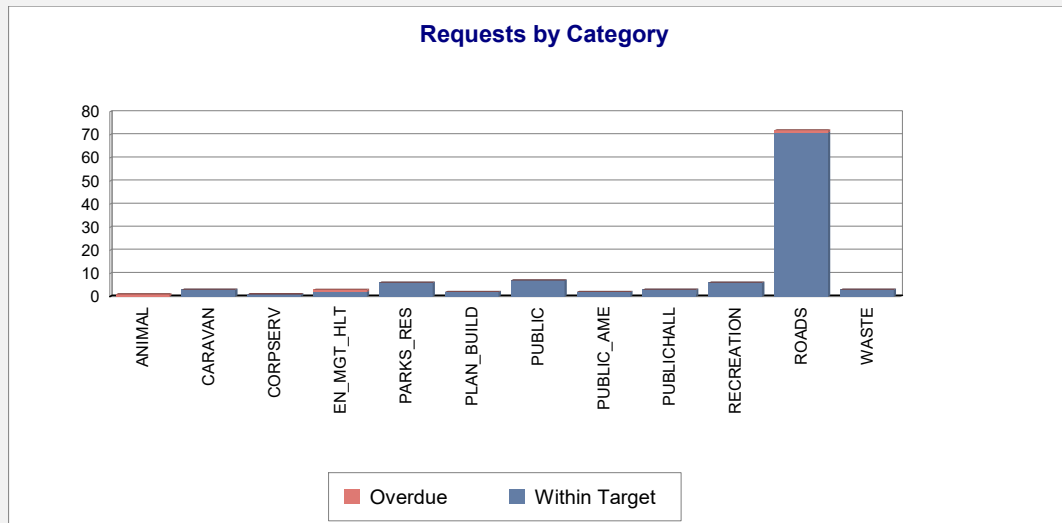
Other Business

- Commissioner mentioned potentially implementing a Certificate of Assurance from the General Manager to the Audit Panel stating that day-to-day operations are being met including all legal obligations plus a listing of any current legal actions. Those present agreed to look at examples with a view to implement.
- General Manager advised that Council Officers are looking to implement a more equitable process for budget requests from facility users and community members, whereby a submission period would be advertised and then all requests are collated and allocated to relevant teams for costing / priority inspections, etc.

Next Meeting Date

- 27 February 2024 – invite to be circulated

Meeting Closed: 4:18 pm



Customer Request Summary by Category

For period 01/01/2023 to 31/10/2023

Double click onto the Minor Category to access Request detail

Dorset A7 *live*

Report Created: 10/11/2023 9:21:28AM

Major / Minor Category	New Requests Received	Total requests closed this period	Closed Within Target	%	Closed, but Over Target	%	Open Within Target	Open, but Over Target
Animals	3	1	0	0%	1	100%	2	2
Animal Enquiry	2	0	0	0%	0	0%	2	2
Animal Welfare	1	1	0	0%	1	100%	0	0
Caravan Parks	3	3	3	100%	0	0%	0	0
Bridport Holiday Park	2	2	2	100%	0	0%	0	0
Caravan Parks Maintenance	1	1	1	100%	0	0%	0	0
Corporate Services General	1	1	1	100%	0	0%	0	0
Right To Information	1	1	1	100%	0	0%	0	0
Environmental Management and Health	4	3	2	67%	1	33%	1	0
Fire Hazards	4	3	2	67%	1	33%	1	0
Parks & Reserves	6	6	6	100%	0	0%	0	0
Parks & Reserves Enquiries	1	1	1	100%	0	0%	0	0
Parks & Reserves Maintenance	4	4	4	100%	0	0%	0	0
Playground Maintenance	1	1	1	100%	0	0%	0	0
Planning & Building Services	3	2	2	100%	0	0%	1	1
Building Enquiries	1	1	1	100%	0	0%	0	0
Environmental Management Enquiries	1	1	1	100%	0	0%	0	0
Land Use & Economic Development Enquiries	1	0	0	0%	0	0%	1	1
Public	7	7	7	100%	0	0%	0	0

Dorset A7 *live*

For period 01/01/2023 to 31/10/2023

Double click onto the Minor Category to access Request detail

Dorset A7 *live*

Report Created: 10/11/2023 9:21:38AM

Major / Minor Category	New Requests Received	Total requests closed this period	Closed Within Target	%	Closed, but Over Target	%	Open Within Target	Open, but Over Target
Public	7	7	7	100%	0	0%	0	0
Online Enquiries	7	7	7	100%	0	0%	0	0
Public Amenities	2	2	2	100%	0	0%	0	0
Public Amenities General Enquiries	1	1	1	100%	0	0%	0	0
Public Amenities Maintenance	1	1	1	100%	0	0%	0	0
Public Halls Buildings	5	3	3	100%	0	0%	2	1
Public Halls Buildings Enquiries	1	1	1	100%	0	0%	0	0
Public Halls Buildings Maintenance	4	2	2	100%	0	0%	2	1
Recreation Grounds	6	6	6	100%	0	0%	0	0
Recreation Grounds Enquiries	1	1	1	100%	0	0%	0	0
Recreation Grounds Maintenance	5	5	5	100%	0	0%	0	0
Roads	89	72	71	99%	1	1%	16	3
Roads Enquiries	3	1	1	100%	0	0%	2	0
Roads Rural - Kerb & Gutter Maintenance	3	2	2	100%	0	0%	1	0
Roads Rural - Maintenance	13	11	11	100%	0	0%	2	0
Roads Rural - Potholes/Patching Maintenance	21	18	18	100%	0	0%	3	1
Roads Rural - Shoulder Maintenance	3	3	3	100%	0	0%	0	0
Roads Rural - Signage & Guide Posts Maintenance	2	1	1	100%	0	0%	1	1
Roads Rural - Spraying/Pest Plant Control	4	4	4	100%	0	0%	0	0
Roads Rural - Tree/Vegetation Maintenance	5	5	5	100%	0	0%	0	0
Roads Rural - Verge Mowing/Slashing	2	2	2	100%	0	0%	0	0
Stormwater Maintenance	1	1	1	100%	0	0%	0	0
Roads Urban - Footpath Maintenance	8	4	4	100%	0	0%	4	0
Roads Urban - Maintenance	16	13	12	92%	1	8%	3	1
Roads Urban - Spraying/Pest Plant Control	1	1	1	100%	0	0%	0	0
Roads Urban - Tree/Vegetation Maintenance	6	5	5	100%	0	0%	0	0
Roads Urban - Verge Mowing/Slashing	1	1	1	100%	0	0%	0	0
Waste Management	4	3	3	100%	0	0%	1	1
Littering	2	1	1	100%	0	0%	1	1
Waste Management Enquiries	2	2	2	100%	0	0%	0	0
GRAND TOTAL	133	109	106	97%	3	3%	23	8

PLANNING APPROVALS**DORSET COUNCIL****1 October 2023 to 31 October 2023**

DEV-2023/53	Goodyear Autocare Scottsdale 9 George ST SCOTTSDALE	Lodged 04/05/2023 Value of Works - \$5,000	Shipping Container Determined APPD on 25/10/2023
DEV-2023/116	Mr N D Gerke Mrs Y R Gerke Flinders LANE BRIDPORT	Lodged 20/09/2023 Value of Works - \$200,000	Construction of Single Dwelling Determined APPD on 01/10/2023
DEV-2023/118	Mrs M A Vimpany 11 Stoke ST BRANXHOLM	Lodged 21/09/2023	Change of Use - Visitor Accommodation to Residential Determined APPD on 01/10/2023
DEV-2023/119	BVZ Designs 35 Beattie ST SCOTTSDALE	Lodged 22/09/2023 Value of Works - \$300	Construction of a single dwelling Determined APPD on 01/10/2023
DEV-2023/120	Mrs S L Reeve 5 Barnett CRES BRIDPORT	Lodged 22/09/2023	Change of Use to Residential Determined APPD on 01/10/2023
DEV-2023/123	Mr S J Shearer 34 Tomahawk DR TOMAHAWK	Lodged 26/09/2023 Value of Works - \$15,000	Replacement Shed (Residential) Determined APPD on 10/10/2023
DEV-2023/124	Mr S J Smart 12 John ST BRIDPORT	Lodged 28/09/2023 Value of Works - \$15,000	Alterations to existing deck and addition of new Determined APPD on 01/10/2023

PLANNING APPROVALS

DEV-2023/131	Design to Live 59 Westwood ST BRIDPORT	Lodged 02/10/2023 Value of Works - \$200,000	Dwelling Extension and Partial Demolition Determined APPD on 25/10/2023
DEV-2023/127	Ms L J Hodgson 158 Westwood ST BRIDPORT	Lodged 09/10/2023 Value of Works - \$10,000	Relocation and/or demolition of outbuilding Determined APPD on 09/10/2023
DEV-2023/129	TCP Building Design 25 Pearce ST BRANXHOLM	Lodged 10/10/2023 Value of Works - \$170,000	Secondary Residence Determined APPD on 10/10/2023
DEV-2023/133	Mr J D Warburg 2 Mulhern ST DERBY	Lodged 17/10/2023	Change of Use (To Visitor Accommodation) Determined APPD on 17/10/2023
DEV-2023/135	Mr S C Whale 1849 Bridport RD BRIDPORT	Lodged 20/10/2023	Change of Use (Residential) Determined APPD on 20/10/2023
DEV-2023/136	Mr C L Burke Ms J L Piubello 4 Bridview PL BRIDPORT	Lodged 20/10/2023	Change of Use (Residential) Determined APPD on 20/10/2023

BUILDING APPROVALS**DORSET COUNCIL****1 October 2023 to 31 October 2023**

OTH-2023/97	Engineering Plus (Tas) Pty Ltd 2,119 Bridport RD BRIDPORT	Lodged Value of Works - \$63,000	New Shed Determined APPR on 24/10/2023
OTH-2023/88	Edge Construction 35 Beattie ST SCOTTSDALE	Lodged 19/09/2023 Value of Works - \$385,000	New Dwelling Determined APPR on 09/10/2023
BLD-2023/93	Mr M J Wootton Mrs B K Howie - Wootton 9 Heath CT BRIDPORT	Lodged 27/09/2023 Value of Works - \$1,150,000	New Dwelling Determined APPR on 05/10/2023
OTH-2023/91	Mr J E Dolley 8 Griffiths CT BRIDPORT	Lodged 27/09/2023 Value of Works - \$30,000	New Shed Determined APPR on 03/10/2023
OTH-2023/94	Mr R Shepherd 5 Careys RD SCOTTSDALE	Lodged 02/10/2023 Value of Works - \$42,000	New Farm Shed Determined APPR on 02/10/2023
OTH-2023/99	Mr M J Wadley Mrs T M Wadley 356 Briggs RD WEST SCOTTSDALE	Lodged 17/10/2023 Value of Works - \$23,000	New Shed Determined APPR on 26/10/2023

BUILDING APPROVALS

OTH-2023/100	S Group	Lodged 17/10/2023	New Dwelling & Shed
	1453 Forester RD NORTH SCOTTSDALE	Value of Works - \$500,000	Determined APPR on 27/10/2023

DORSET COUNCIL

1 October 2023 to 31 October 2023

OTH-2023/88	Edge Construction 35 Beattie ST SCOTTSDALE	Lodged 19/09/2023 Value of Works - \$385,000	New Dwelling Determined APPR on 09/10/2023
OTH-2023/93	Mr M J Wootton Mrs B K Howie - Wootton 9 Heath CT BRIDPORT	Lodged 27/09/2023 Value of Works - \$1,150,000	New Dwelling Determined APPR on 05/10/2023



DORSET PRIORITY PROJECTS

2023 - 2025

PRIORITY PROJECTS - DORSET

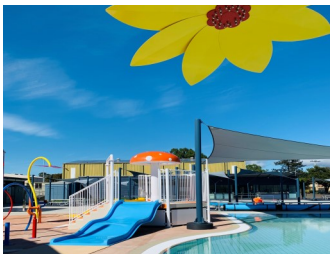
OVERVIEW

The Dorset Council Priority Projects plan has been developed with a coordinated approach to align with local, regional, state and federal plans including Council's Road Asset Management Plan 2020-2030, Building Asset Management Plan 2021-2031 and the Bridge Asset Management Plan 2023-2033. The plan covers a two year period and takes a Council-wide view of needs and opportunities while aligning closely with the four identified 2023-2032 Strategic Plan focus areas (pillars). The Plan will be reviewed bi-annually.

There are six Major Project Areas listed under the Priority Plan for 2023-2025 with relevant projects outlined beneath. Each of these projects represents the key investment into the North East of Tasmania that are expected to have a transformational impact across one or more of the four strategic pillars and lead the way forward for the communities of Dorset. The projects are linked via the common themes of Regional Liveability (including Health and Wellbeing), Economic Diversification and the Visitor Economy, Transportation and Freight Infrastructure, and Environmental Management.

The Priority Projects Plan will be used to apply for funding, leverage support and provide a starting point for regional collaborations.

STRATEGIC PLAN FOCUS AREAS



PILLAR #1: LIVEABLE COMMUNITY

To continually improve the liveability of the community and to respond to community challenges and changing demographics



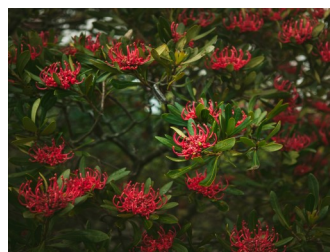
PILLAR #2: ECONOMIC DEVELOPMENT

To stimulate economic growth through sustainable and visionary projects with a view to increasing prosperity, population and investment.



PILLAR #3: LEADERSHIP AND GOVERNANCE

To create value and improve service delivery for the community through effective leadership and governance.



PILLAR #4: ENVIRONMENTAL FOOTPRINT

To proactively engage in strategies to reduce Council's environmental footprint.

PRIORITY PROJECTS - DORSET

PROJECT	DESCRIPTION	INDICATIVE
ADVOCACY		
Sideling - Stage 2	South of the Sideling lookout to just south of St Patricks Bridge	N/A
Community Health and Wellbeing	Community Health Hub—feasibility study	N/A
Water Surety Project	Scottsdale to Bridport Water Surety project	N/A
Bridport Wastewater Project	Wastewater plant odour	N/A
ROAD INFRASTRUCTURE		
Golconda Road - Sections 2-5	Section 2: Burns Road (Denison River) to 1km east	\$546,000
	Section 3,4,5: 1km east of Burns Road to Gillespies Road	\$2.7M
Golconda Road - Sections 7 & 8	Little Forester to Blumont Road	\$2.4M
Cascade Dam Road	Krushka Street to Black Stump Shuttle Point	\$370,000
Gillespies Road	Golconda Road to past Knights Road	\$655,000
Derby Back Road	Tasman Highway to Tasman Highway. Road Study and liaison.	\$7.6M
RECREATIONAL INFRASTRUCTURE		
North East Recreational Trail	40km of trail development from Scottsdale to Lilydale	\$TBC
Scottsdale Bike Park	Design and Construction	\$110,000
Gladstone Dirt Jumps	Design and Construction	\$TBC
Scottsdale Sporting Precinct	Needs Analysis and Feasibility Study	\$100,000
Playground Facility Audit	Facility Audit - Internal Assessment	\$0
WASTE MANAGEMENT		
Container Refund Scheme	Implementation of the Scheme	\$TBC
Green Waste Management	Sustainable green waste model	\$TBC
COMMUNITY MASTER PLANNING		
Scottsdale	Structure Planning	\$55,000
Bridport	Structure Planning	\$50,000+
Derby	Structure Planning and Master Planning	\$85,000
Scottsdale Facilities	Planning and investigation—public toilet and pedestrian crossings	\$TBC
ECONOMIC DEVELOPMENT		
Municipal Marketing Strategy and Plans	Resident Attraction Plan and Tourism Marketing Plan	\$TBC
Bridport New River Entrance & Marina	Feasibility study and business case, Foreshore Master Plan	\$TBC
Signage and Branding	New branding rollout completion	\$TBC
Municipal Prospectus	Attracting new business and industry	\$TBC
Tourism Infrastructure Plan	Plan	\$TBC

PROJECT AREA: *Advocacy*

BACKGROUND

A number of key projects within Dorset are externally driven. Council's role in regards to these key drivers of community and economic development is to advocate in regards to all or key elements of the projects to ensure the best interests of the community are met.

PROJECT

Upgrades of key transport corridors, health facilities and public infrastructure are in the best interests of the community.

THE SIDELING: STAGE 2

The Sideling upgrade involves approximately 24km of State owned asset, the Tasman Highway, from south of St Patricks River to Minstone Road Scottsdale. The project is being completed in two stages with stage 1 separated into two sections. Stage 1 Section 1 construction is underway currently with Stage 2 Section 2 in the design phase.

Stage Two (just south of the Sideling lookout to just south of St Patricks Bridge) has entered the design phase.

Department of State Growth Project - Continued advocacy in relation to the project to ensure community needs continue to be met.



COMMUNITY HEALTH AND WELLBEING

Major community projects such as a Family Learning Centre and Health & Well-Being Hub are key to improvements in broader community health and well-being as well as positive health outcomes for current and future residents.

Community Project - Determination of appropriate location, advocacy and support for the development of a Family Learning Centre and Health and Wellbeing Hub.

BRIDPORT-SCOTTSDALE WATER SURETY PROJECT

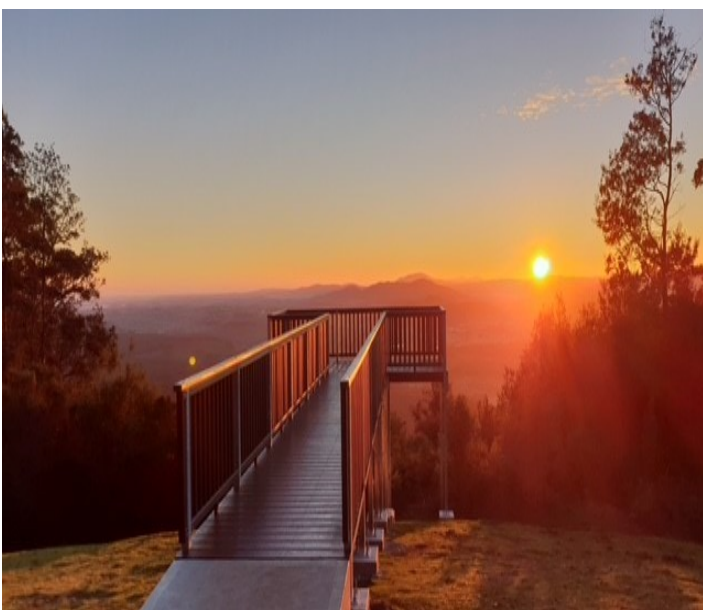
Continued advocacy and support for TasWater's project which is looking at options to provide a more secure water supply for Bridport and Scottsdale.

TasWater Project—Continued advocacy and support in relation to the project

BRIDPORT WASTEWATER

Advocacy and support to TasWater to address ongoing concerns relating to wastewater plant odour.

TasWater Project—Continued advocacy and support in relation to the project



PROJECT AREA: *Road Infrastructure*

BACKGROUND

The Dorset municipality has 246km of sealed and 439km of unsealed roads. There are 114 bridges (62 concrete, 33 timber) and 13 major culverts.

Identifying and upgrading our key transport infrastructure as well as advocating for upgrades to key State managed infrastructure is critically important to ensuring our transport corridors are of a high standard and our residents, businesses and industry can travel safely and efficiently.

PROJECTS

Upgrade key transportation corridors to standards required by industry and in accordance with Australian Road Design Standards.

GOLCONDA ROAD—SECTIONS 2-5

Section 2: Burns Road (Denison River) to 1km east

Reconstruction of 1km widened pavement

Section 3,4,5: 1km east of Burns Road to Gillespies Road:

Reconstruction of 5.9km widened pavement

Golconda Road has highest traffic volume of all Council rural roads. Main access for tourists visiting Bridestowe Lavender Farm (55,000 visitors/year) plus increased use from heavy vehicles

Golconda Road - Section 2: \$546,000

LRCI Phase 3 - \$217,000

Council Contribution - \$329,000

Golconda Road - Section 3-5: \$2.7M

Funding Required

GOLCONDA ROAD—SECTION 7 & 8

Little Forester River to Blumont Road:

Pavement reconstruction and widening plus safety improvements of 3.4km

Increasing heavy vehicle use. Completion of this segment will allow HPV access to extensive timber plantations around Blumont/Sideling and will connect to existing gazetted HPV routes on Pipers Brook Road and Bridport Road.

Golconda Road - Section 7 & 8: \$2.4M

Funding Required

CASCADE DAM ROAD

From Krushka Street To Black Stump Shuttle Point:

Safety improvements of 2km

(Bus bypass areas, drainage works and resheeting)

Increasing use by MTB shuttle operators and general public. Stakeholder consultation required to determine best course of action.

Cascade Dam Road - \$370,000

Funding Required

GILLESPIES ROAD

Golconda Road to past Knights Road:

Widening and safety improvements of 0.8km.

Main access for tourists visiting Bridestowe Lavender Farm. Increasing use from quarry vehicles

Gillespies Road: \$655,000

Safer Rural Roads Program - \$600,000

Council Contribution - \$55,000

DERBY BACK ROAD

Tasman Highway to Tasman Highway:

Widening and safety improvements of 7.6km.

Bypass for heavy vehicles. Liaison with Department of State Growth to undertake a full road study and garner funding with a view to a possible road swap between state and Council at a later stage.

Derby Back Road: \$7.8 million approx

Funding Required

BENEFITS

- Reduced travel times with improved transport efficiencies and safety for residents, business and industry
- Well formed, compliant transportation network providing safe access for all road users
- Reduced road maintenance costs
- Increased safety through Derby Main Street for pedestrians and cyclists

#1: Liveable Communities

#2: Economic Development

PROJECT AREA: *Recreational Infrastructure*

BACKGROUND

Recreational infrastructure plays a major role in determining the liveability of a community and the health and wellbeing of its residents. Inadequate physical activity is fuelling Australia’s obesity epidemic with Tasmania having some of the worst population health outcomes in the country. Providing adequate opportunities to engage in recreational pursuits is a key way for Dorset Council to tackle this growing issue and ensure our communities are healthy and resilient.

PROJECTS

Ensuring high quality sporting and recreational infrastructure is in place across Dorset to meet the needs of current and future generations.

NORTH EAST RECREATION TRAIL

The North East Rail Trail currently extends approximately 26km from Scottsdale to the top of Billycock Hill. The Trail is a popular walking and cycling activity and hosts the annual North East Rail Trail Run and Ride.

This project is to construct Stage 2 of the project, a 40km re-development of the disused rail corridor from Scottsdale through to Lilydale, for non-motorised (e-bikes excepted) multi-use recreational purposes as well as construction of associated infrastructure such as signage, interpretation and bike racks.

Scottsdale to Lilydale:

Tender applications and contract management

Removal of rail infrastructure and crushing of ballast for reuse

Construction of trail

Expansion of Lilydale Falls Carpark (requirement of Launceston City Council planning permit)

North East Recreation Trail: \$TBC
 Federal Government - \$1.47M
 Council Contribution - TBC



SCOTTSDALE BIKE PARK

Design and construction of a Scottsdale Bike Park. Potential to stage the approach to 3 key areas of need: Jumps Track, Skills Development Area and Trail Development/Expansion Area.

Design

Construction

Official opening

Scottsdale Bike Park: \$110,000
 Premiers Fund - \$50,000
 Community Donation - \$30,000
 Council Contribution - \$30,000

GLADSTONE DIRT JUMPS

Design and construction of a dirt jumps facility in Gladstone.

Design

Construction

Gladstone Dirt Jumps: \$TBC
 Council Contribution - \$10,000
 Funding Required



PROJECT AREA: *Recreational Infrastructure*

PROJECTS Continued

SCOTTSDALE SPORTING PRECINCT

Consultation and needs analysis in regards to the Scottsdale Sporting Precinct - including emphasis on the Scottsdale Stadium and Scottsdale Skate Park.

- Needs Analysis
- Feasibility Study
- Planning and Design

➔ Scottsdale Sporting Precinct: \$100,000
Funding Required



PLAYGROUND FACILITY AUDIT

Internal facility audit and needs analysis in regards to Dorset Playground Facilities to inform future expenditure.

- Facility Audit
- Needs Analysis

➔ Playground Facility Audit: \$0 (Internal Assessment)



Derby Park

BENEFITS

- Increased low/no cost recreational options for Dorset to improve physical and mental health and wellbeing outcomes
- Supports and encourages growth in service sector industries such as tourism and hospitality
- Stimulate new economic developments to diversify the economy - tourism accommodation and experiences
- Economic benefits to local businesses
- Provides passive recreation options for young people and families
- Accessible recreation provides increased health and well being outcomes

#1: Liveable Communities

#2: Economic Development

PROJECT AREA: *Waste Management*

BACKGROUND

The various state and national policies and action plans show that waste management is changing from a linear waste disposal model to a circular resource recovery and reuse model. The aims are to reduce waste and capitalize on the environmental and economic opportunities associated with resource recovery and recycling.

PROJECTS

This project involves redefining our waste sector into a resource recovery sector and implementing infrastructure and processes that divert maximum waste from landfill while minimising the economic impacts of the waste levy and maximising our sustainability and environmental outcomes.

The projects will commence the delivery of the Waste Strategy in relation to recycling and green waste and pave the way for delivery of the third element; organics.

CONTAINER REFUND SCHEME

The Container Refund Scheme is currently being implemented by the Tasmanian Government and will see consumers able to recycle eligible drink containers in exchange for a 10c refund. It is due to commence in 2023. Council's costs will be minimal and involvement will be confined to project assistance, dissemination of information and possible hosting of a reverse vending machine/s:

Assist with location of reverse vending machines

Assist with information dissemination

Host reverse vending machine (possible)



GREEN WASTE MANAGEMENT

Transition from open burning of green waste (Oct 2024 deadline) and commence a more sustainable green waste management model. Current options are:

a) Airburner

b) Biochar and;

b) Chip and Cart to Launceston Organics Facility for processing into compost

Development of hardstand stockpile area

Procurement of equipment

Annual monitoring and evaluation of solution to ensure continued benefit



BENEFITS

- Improved environmental outcomes for the region
- Improved waste diversion from landfill and decreased waste landfill levy rates
- Greater community awareness of the need to reduce waste and value resources
- Decreased littering across the municipality
- Fundraising opportunities for community

#3: Leadership and Governance

#4: Environmental Footprint

PROJECT AREA: *Community Master Planning*

BACKGROUND

The localities of Scottsdale, Bridport and Derby are potential growth areas for the Dorset region. Community Master Planning is required to ensure we meet the needs of our current as well as future communities and our products, facilities and infrastructure is in line with needs and demand.

PROJECT

Master planning in regards to the following:

SCOTTSDALE

Structure Planning is underway to inform and guide the major changes to land use, built environment and public spaces to achieve economic, social and environmental objectives for the community of Scottsdale.

Scottsdale Focus Areas:

- Light Industrial Area
- Austins Road Subdivision

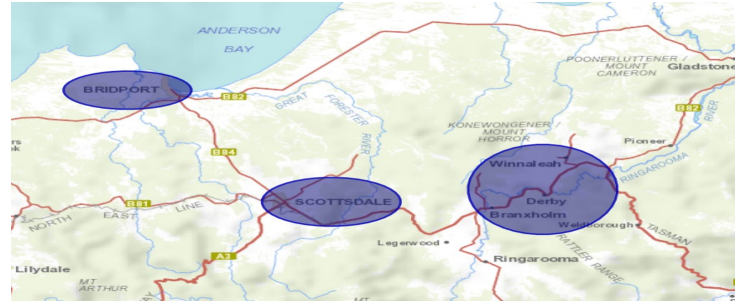
➔	Scottsdale Structure Planning: \$55,000 State Government Contribution - \$25,000 Council Contribution - \$30,000
➔	Scottsdale Light Industrial Area: \$TBC Council Contribution - \$TBC Funding Required
➔	Austins Road Subdivision: \$TBC Council Contribution - \$TBC Funding Required

BRIDPORT

Structure Plan: guide the major changes to land use, built environment and public spaces to achieve economic, social and environmental objectives for the community of Bridport.

Consultant driven.

➔	Bridport Structure Planning: \$TBC Council Contribution - \$50,000 Funding Welcomed
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DERBY

Derby Master Planning will incorporate a number of elements to inform the growth and development of the town of Derby. Structure Planning is underway and this will then be used to inform the development of further planning including:

- Infrastructure Plan
- Economic Impact Study - MTB
- MTB Precinct Plan

➔	Derby Structure Planning: \$55,000 State Government Contribution - \$25,000 Council Contribution - \$30,000
➔	Derby Master Planning: \$30,000 Council Contribution - \$30,000 Funding Required

SCOTTSDALE FACILITIES

Site assessment for a public toilet at the Victoria Street end of Scottsdale and investigation into the potential for pedestrian crossings on King and George St.

➔	Infrastructure: \$TBC Funding Required
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BENEFITS

- Ensure our communities are attractive and vibrant areas to live, work and play
- Improve economic and social viability of our communities
- Ensure best use of council resources and determine a strategy to focus council investment for the future

#1: Liveable Communities

#2: Economic Development

PROJECT AREA: *Economic Development*

BACKGROUND

In order to drive economic development we need to ensure that Dorset is equipped with the basic infrastructure to accommodate growth and development. We need to understand our target demographic as well as our assets and market our region accordingly.

PROJECT

Reviews, plans and strategy development for the following key areas:

MUNICIPAL MARKETING STRATEGY & PLANS

Investment into strategies and planning that support the growth of the region and attract and diversify the population.

Resident Attraction Plan: Aimed to attract young families and entrepreneurs to move into the community

Tourism Marketing Plan: Aimed at increasing visitors to the region

Resident Attraction Plan: \$TBC

Funding Required

Tourism Marketing Plan: \$TBC

Funding Required

BRIDPORT NEW RIVER ENTRANCE & MARINA

An election commitment of \$600,000 will assist Council in conducting further design and construction work on the proposed new port entrance, including a feasibility study on the proposed marina.

New Port Entrance and Marina Planning: \$600,000

State Government contribution: \$600,000

Further funding required for additional stages



SIGNAGE AND BRANDING

Ensure all signage is up to date with new branding across the municipality.

Signage: \$TBC

Funding Required

MUNICIPAL PROSPECTUS

Aimed at showcasing Dorset and attracting new business ventures and industry to the region to capitalise on regional strengths which include: Agriculture, Forestry and Tourism.

Municipal Prospectus: \$TBC

Funding Required

TOURISM INFRASTRUCTURE PLAN

To enhance positive visitor experiences by ensuring tourism related infrastructure is upgraded, renewed and maintained as necessary.

Tourism Infrastructure Plan: \$?

Funding Required

BENEFITS

- Ensure our communities are attractive and vibrant areas to live, work and play
- Improve economic and social viability of our communities
- Ensure best use of council resources and determine a strategy to focus council investment for the future
- Promote well connected, well serviced communities that meet the needs of the current and future residents
- Creation of resilient, economically diverse communities

#1: Liveable Communities

#2: Economic Development



Old Bridport Pier

DOCUMENT CONTROL

VERSION	CONTRIBUTORS	NOTES	DATE
1.0	Bridget Waterhouse, John Marik, Rohan Willis	Plan development	October 2023
1.1	Bridget Waterhouse	<p>Updates following community consultation:</p> <p><i>Included: Scottsdale - Bridport Water Surety Project (Advocacy),</i></p> <p><i>Included: Scottsdale Facilities (Community Master Planning)</i></p> <p><i>Included: Bridport Wastewater Project (Advocacy)</i></p> <p><i>Updated: Advocacy (inclusion of project lead information)</i></p> <p><i>Updated: Green Waste Management (include Biochar)</i></p> <p><i>Updated: Derby Back Road (further details on works)</i></p> <p><i>Updated: Bridport New River Entrance and Marina (further information on project)</i></p>	November 2023



Northern Tasmania Development Corporation Trial Membership Proposal – Dorset Council

Why join Northern Tasmania Development Corporation?

Purpose of this proposal

NTDC as a regional development agency seeks to create collaborative partnerships to enhance the quality of life in Northern Tasmania through promoting and encouraging sustainable regional development.

A major part of this aim is achieved through working with our funding member councils on regional priorities which give direct and indirect benefits to the community in ways greater than possible if members worked in isolation.

We recognise since 2015 Dorset Council has not been a member of the NTDC alongside neighbouring northern councils. We also appreciate there have been a range of reasons. However, we also believe there is opportunity to explore a trial membership, especially based on current projects and initiatives which will create mutual benefit.

Current project benefits NTDC membership offers in the 2023/24 financial year.

1. *Regional Priority Projects Advocacy*

NTDC has attracted and assess 30 projects from across the region to advocate for into State/Federal budget submissions, grant program inclusion and in preparation for State/Federal election campaigns. As a member of NTDC Dorset projects would be included in this advocacy program.

2. *Population Strategy Review & workforce attraction/retention strategy*

Following on from a recent Residential Demand & Supply Study, is the need to update the region's population and workforce retention strategies. NTDC provides project management for this work on behalf of council members, with recommendations for collegiate action in response to the latest forecasted trends.

3. *A broad range of member benefits listed in the below proposal*

Daily activity between NTDC and Funding members enable us to continuously add value on a council by council basis. In addition new projects are being workshopped with the membership group regularly in response to changes trends and challenges facing communities.

What follows is a summary of NTDC strategic plan and goals, and details of a trial membership proposal.



FINDING TRUE NORTH

Navigating a sustainable future in Northern Tasmania

OUR VISION

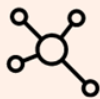
Northern Tasmania is where people, ideas, businesses and industry thrive and grow

OUR PURPOSE

We grow Northern Tasmania by:

- Leading regional collaboration
- Achieving regional outcomes and strategic goals
- Advocating for Northern Tasmania
- Implementing our Regional Economic Development Strategy (REDS)
- Championing regional leadership and local governance
- Creating an enabling environment for communities and industry development
- Understanding that our community benefits from sustainable regional development

OUR VALUES



Connected



Clear



Creative



Curious

OUR STRATEGIC GOALS

Regional Development

Guide regional development in Northern Tasmania by implementing and actioning the Regional Economic Development Strategy (REDS).

Regional Collaboration

Work together to agree on and achieve regional outcomes and advocate for and advance regional priorities, strategies and policies.

Organisational Strength

Develop a robust organisation with a sustainable financial position, a nurtured team, and value for members, industry and community.

KEY PERFORMANCE INDICATORS

Strategic Leadership
100% Support

Project Management
≥ 95% OTAB

Engaged Membership
≥ 100% Retention

Project Delivery
≥ 12 Projects

Organisational Culture
≥ 95% Support

Continually Improve
≥ 80% Satisfaction

Enhanced Reputation
≥ 85% Positive

Diversified Revenue
> 50% Non-council

OUR VISION

Northern Tasmania is where people, ideas, businesses and industry thrive and grow.

OUR PURPOSE

We create a sustainable, resilient community for Northern Tasmanians.

We grow Northern Tasmania by:

- Leading regional collaboration
- Achieving regional outcomes and strategic goals
- Advocating for Northern Tasmania
- Leading our Regional Development Strategy implementation
- Championing regional leadership and local governance
- Creating an enabling environment for communities and industry development
- Understanding that our community benefits from sustainable regional development

We work together to make Northern Tasmania one of the world's most liveable and innovative places.

OUR VALUES

We collaborate and succeed through collective efforts, sharing support and trust between all stakeholders. Our values guide our work so we can achieve our vision:

Clear: Be open, transparent and respectful, understanding that effective communication is critical.

Curious: Be curious, encouraging learning and continuous improvement, learning from our stories of success and failure.

Creative: Be receptive to new ideas, challenge the status quo, be globally competitive, and support a 'Best of Region' approach.

Connected: Be Tasmanian, leverage diversity and cultivate our connections with the environments and communities we work with.

OUR STRATEGIES

We achieve our vision and purpose through our strategies:

1. **Regional Development:** Guide regional economic development in Northern Tasmania by implementing and actioning the Regional Economic Development Strategy (REDS).
2. **Regional Collaboration:** Work together to agree on and achieve regional outcomes, advocate for Northern Tasmanians and advance regional priorities, strategies and policies.
3. **Organisational Strength:** Develop a robust organisation that achieves a sustainable financial position and creates value for our members, industry and community.

Trial Membership Proposal

This proposal is to explore the mutual benefits of a partnership between NTDC and Dorset Council via a 'trail funding membership.' This trial would see Dorset Council would enjoy the full benefits of membership of NTDC through until 30 June 2024, with no obligation of continuance. An agreed review of benefits received would allow both parties to consider extension of the membership is mutually agreed.

NTDC would agree to:

- Include Dorset Council in all dialogue between funding members and the agency
- Include Dorset Council in all regional projects during FY24, including:
 - Regional Priority Projects Advocacy
 - Population Strategy Review
 - REDS Implementation Plan
 - Other projects as identified and mutually agreed to by funding members
- Share with Dorset Council intelligence gained through collaboration with Local, State and Federal government partnerships
- Invite Dorset Council to participate in all relevant events and forums hosted by NTDC and/or partners
- Report and communicate progress of annual workplan to Dorset Council

Dorset Council would agree to:

- Work in partnership with NTDC to achieve the annual workplan as it relates to Dorset municipality
- Observe communication protocols within membership group
- Contribute their data and resources relevant to achieving the annual workplan
- Assist in coordinating and facilitating public input from community relating to regional projects and broader collaborations with State and/or Federal Government
- Contribute membership funds for the period of the agreement
- Review the performance of the agreement with the honest intent of exploring a continuation of membership.

Proposed membership fee

NTDC Members have agreed that the annual subscription fee that each Member is required to contribute to NTDC is to be calculated in accordance with the following formula: **SF = FC + VC**

Where:

- a. SF = the total amount of the Member's Subscription Fee for that year;
- b. FC = the fixed component (based on the 2021-22 financial year) calculated by application of the following bands calculated based on the population of the municipal area of each Member (figures for 2021/22):

(i)	Population of 0 – 5,000 people	\$5,036.00
(ii)	Population of 5,001 – 10,000 people	\$10,072.00
(iii)	Population of 10,001+ people	\$20,144.00

The FC component is indexed annually to CPI (All groups, Hobart, or an equivalent index); and

- c. VC = the variable component calculated at a contribution rate of approximately \$2.79 per head of population (figure for 2021/22) in the municipal area of each Member multiplied by the actual municipal population.

For example, a Council with 32,000 population would calculate its fees as follows:

$$\begin{aligned} SF &= \$10,072 + (32,000 \times \$2.79) \\ &= \$10,072 + \$89,280 \\ &= \$99,352 \end{aligned}$$

The VC component is also indexed annually to CPI (All groups, Hobart, or an equivalent index).

Based on these calculations this would see Dorset Council's trial membership annual value as follows:

Dorset Population = 6,829

$$\begin{aligned} SF &= \$10,072 + (6,829 \times \$2.79) \\ &= \$10,072 + \$19,053 \\ &= \mathbf{\$29,125} \end{aligned}$$

Based on this calculation Dorset Council would make funds available to NTDC by way of one instalment of \$29,125 pro rated by the remaining months in the current financial period at time of agreement commencing. Eg. For November 2023 to June 2024, \$19,417 would be paid, for January to June 2024, \$14,563 would be paid.

Review period and terms of continuance

- No later than 31 March 2024, a review of this agreement will be undertaken, which will
 - Appreciate performance by both parties to date
 - Appreciate planned and/or actions underway through until 30 June 2024
 - Acknowledge best efforts of both parties to fulfil obligations within the agreement
- On conclusion of the review, both parties will honestly and actively consider continuation of the agreement by way of a formal membership agreement through until 30 June 2026, unless material failings have occurred within the delivery of obligations within this agreement.

Contact us for further information

Chris Griffin, CEO

Northern Tasmania Development Corporation

P: 0402 628 768

E: ceo@ntdc.org.au

Chris Griffin
 Chief Executive Officer
 Northern Tasmania Development Corporation



13 November 2023

Dear Chris

From our recent discussions, we are pleased to provide this letter of quote to undertake an addendum to the Northern Tasmania Sports Facility Plan that ROSS Planning prepared in 2023 to include Dorset Council.

The 2023 project included inspection of every sports facility across the original 5 Council areas (City of Launceston, Northern Midlands, Meander Valley, Georgetown and West Tamar) a community survey, as well as a sports club survey distributed to all known clubs. Follow-up interviews were also held with many clubs. The process used to develop the initial Sports Facility Plan was based on targeted consultation, inspections, demographic considerations and sporting trends.

For the inclusion of Dorset Council in the Northern Tasmania Sports Facility Plan, we will focus on the following:

- review of relevant background documents identified by Council
- meetings with Council's key sport and recreation staff
- facility inspections of all sports facilities within the Dorset Council Local Government Area
- assessment of facility usage, issues and opportunities through onsite interviews with clubs (walk-and-talks)
- analysis of demand
- updating key directions of the original Sports Facility Plan
- updating population and population projections and further prioritising actions for growth areas.

It is envisaged that our team will make two trips to Dorset to undertake the project. The initial trip will be to undertake the site inspections meeting clubs onsite where possible, and meetings with key Council staff, with the second being to present the project findings with key staff including Councillors or executives (where relevant).

Our fees for undertaking the project would be \$11,000 (excluding GST).

ROSS Planning is proud to also offer superior post-project service and, as such, are happy to assist with any advice after the project is finalised.

If you have any further queries or would like to discuss this matter in more detail, please feel free to call me on
 xxxxxx xxxxxxxx

Kind regards,

Dion Collins



Phone: 07 3901 0730 Fax: 07 3893 0593
 PO Box 5660, Manly QLD 4179 Upper floor/63 Bay Terrace, Wynnum QLD 4178
 ABN 32 508 029 959
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Deputy Premier
Treasurer
Minister for Infrastructure and Transport
Minister for Planning



Level 10, Executive Building, 15 Murray Street, Hobart
Public Buildings, 53 St John Street, Launceston
GPO Box 123, Hobart TAS 7001

22 AUG 2023

Mr John Marik
General Manager
Dorset Council
dorset@dorset.tas.gov.au

Dear Mr Marik

As you are aware, the environmental and engineering studies conducted on the proposed new port entrance, as part of the Government's 2021 Bridport election commitment, have not raised any adverse findings to date.

To assist Council in conducting further design and construction work on the proposed new port entrance, including a feasibility study on the proposed marina contained in Package D of the Bridport Foreshore Master Plan, I have requested Marine and Safety Tasmania (MAST) provide \$600 000 of the election commitment funding to Dorset Council via a Grant Deed(s). The Deed(s) will contain parameters around the use of the funding, reporting requirements and timeframes for delivery.

I am confident that the provision of this funding will assist Council in pursuing additional capital for the proposed new port entrance and marina.

Please contact Justin Foster, Manager MAST Assets and Projects on xxx xxx to discuss the details required for inclusion in the Deed(s).

Yours sincerely

A handwritten signature in blue ink, appearing to read "Michael Ferguson".

Michael Ferguson MP
Deputy Premier
Minister for Infrastructure and Transport

Deputy Premier
Treasurer
Minister for Infrastructure and Transport
Minister for Planning



Level 10, Executive Building, 15 Murray Street, Hobart
Public Buildings, 53 St John Street, Launceston
GPO Box 123, Hobart TAS 7001

Mr Rob Perkins
Chairman
Bridport Pier Working Group

22 AUG 2023

[p](#) [@g](#)

Dear Mr Perkins *Rob and members*

I am writing to confirm the Government's commitment to construct a new 126 metre public jetty adjacent to the Old Pier boat ramp in accordance with Package B contained in the Bridport Foreshore Master Plan. Marine and Safety Tasmania (MAST) will progress this element of the Government's 2021 Bridport election commitment with the aim of commencing construction late 2024, once all necessary approvals are received.

Please do not hesitate to contact Justin Foster, Manager MAST Assets and Projects on xxxx xxxx should you wish to discuss this further.

Yours sincerely

A handwritten signature in blue ink that reads "Michael Ferguson".

Michael Ferguson MP
Deputy Premier
Minister for Infrastructure and Transport



Deputy Premier
Treasurer
Minister for Infrastructure and Transport
Minister for Planning

Level 10, Executive Building, 15 Murray Street, Hobart
Public Buildings, 53 St John Street, Launceston
GPO Box 123, Hobart TAS 7001

Commissioner Andrew Wardlaw
Dorset Council
By email: commissioner@dorset.tas.gov.au

Dear Commissioner Wardlaw

I wish to confirm that the Tasmanian Government will provide some support to Dorset Council in relation to improving safety for residents crossing George Street in Scottsdale, as well as potential improvements in King Street in the vicinity of the Post Office.

We note that there are a number of residents, including older residents in the vicinity of Peggy Parade and the Northbourne Retirement Village who need to cross these roads to access Scottsdale's shopping and services precinct.

I have asked the Department of State Growth through Infrastructure Tasmania to work with your Council to find potentially suitable locations and solutions that will improve pedestrian safety in both George Street and King Street.

The aim of working with Council is to support you in preparing a grant funding application for the next round of our Vulnerable Road Users Program. This program is due to open towards the end of this year, with details of the program available on our website as follows:
https://www.transport.tas.gov.au/road_safety_and_rules/grants_programs/vulnerable_road_user_program

Please contact xxxxxx xxxxxxxx based in our Launceston office on xxxx xxxx to continue discussions in relation to this issue.

Yours sincerely

A handwritten signature in blue ink that reads "Michael Ferguson".

Michael Ferguson MP
Deputy Premier
Minister for Infrastructure and Transport

2 November 2023

Department of State Growth

Salamanca Building, Parliament Square
4 Salamanca Place, Hobart TAS 7000
GPO Box 536, Hobart TAS 7001 Australia



Dear Mr. Marik,

I am writing regarding upcoming road safety funding opportunities available to local government.

The [Vulnerable Road User Program \(VRUP\)](#) and [Safer Rural Roads Programs \(SRRP\)](#) are two key initiatives under the Tasmanian Government's *Towards Zero Action Plan 2020-24*, supporting local government road safety outcomes. For the 2023-24 round of the VRUP and SRRP, a total of \$4.68 million has been made available across the programs.

The 2023-24 round of the VRUP and SRRP will be opening for applications on 4 December 2023, with applications closing on 23 February 2024. On 4 December 2023, each programs' webpages will be updated to allow applicants to apply for funding. Further information is also available on each program's webpage to guide applications.

For technical support in designing suitable treatments under each program, or to check which funding program may best fit your project, please contact xxxxx xxxxxxxxxx by email at xxxxxxxx.

For further information on administration of the VRUP and SRRP, please contact xxx xxxx by email at [xxxxxxx](#) or by telephone on (03) xxxxxxx.

Yours sincerely

A handwritten signature in blue ink, appearing to read "CHoey".

Craig Hoey
Manager Road Safety

Minister for Primary Industries and Water
Minister for Community Services and Development
Minister for Disability Services
Minister for Women and the Prevention of Family Violence

Level 5, 4 Salamanca Place HOBART TAS 7000 Australia
GPO Box 123 HOBART TAS 7001 Australia



01 NOV 2023

Commissioner Andrew Wardlaw
Mayor
Dorset Council
Email: dorset@dorset.tas.gov.au

Cc Mr John Marik

Dear Mayor Wardlaw



NEW MANAGEMENT PLAN FOR THE TASMANIAN SCALEFISH FISHERY

As a result of the recent Scalefish Fishery review, which has involved two rounds of public consultation, I have given serious consideration to the advice provided by council's and the subsequent recommendations made to me by the Secretary of the Department of Natural Resources and Environment Tasmania (NRE Tas) to amend the Management Plan for the Tasmanian Scalefish Fishery.

The rules represent a significant proactive measure to ensure the long-term sustainability of scalefish species, to consider management measures to improve operational efficiency and support compliance, and to help ensure the continued contribution of the fishery to Tasmania's economy and the enjoyment of Tasmania's fisheries for future generations. They have been designed and developed in consultation with fisheries stakeholders, the fishing community, and based on the best available scientific advice from Institute for Marine and Antarctic Studies (IMAS).

Over 1,000 submissions were received and assessed, 22 public meetings hosted by NRE Tas fisheries managers and IMAS scientists around the state, more than 50 meetings with commercial fishers, and engagements with coastal councils.

The new rules relate to changes for certain species including size limits, commercial daily and trip limits, and recreational bag, boat and possession limits. There are also rules pertaining to overcatch and transfer provisions for banded morwong and the introduction of new netting rules in Macquarie Harbour to protect Maugean skate.

The amendments to the Management Plan will take effect on 1 November 2023. Enclosed is a summary of the changes and information is also available on the NRE Tas website at www.fishing.tas.gov.au. These rules will be available to download at www.thelaw.tas.gov.au.

Of likely particular interest to you, are the changes to the sand flathead rules that I have approved. These new rules respond to advice received from NRE Tas and expert IMAS scientists. IMAS assessed the sand flathead stock as depleted due to unsustainably high fishing mortality ($> 2 \times$ natural mortality), population biomass below critical levels ($< 20\%$), and spawning potential below sustainable limits (< 0.2). I also considered deeply the views of all the fishers, peak bodies and other coastal councils.

These new rules are based on a precautionary approach. It is my expectation that these changes will make a demonstrable impact on arresting further decline of this iconic Tasmanian fish and ultimately, result in the return to a sustainable status in the near future. We will continue to monitor and review the effectiveness of these measures over the next two years and adjust our rules according to the condition of the species at that time.

Thank you for taking the time to share your views with my Department and/or myself directly regarding the proposed rule to land flathead whole or filleted with frames and head attached. Waste management at boat ramps has been an important consideration arising from the consultation process. I have listened to concerns and accordingly have decided not to implement this measure.

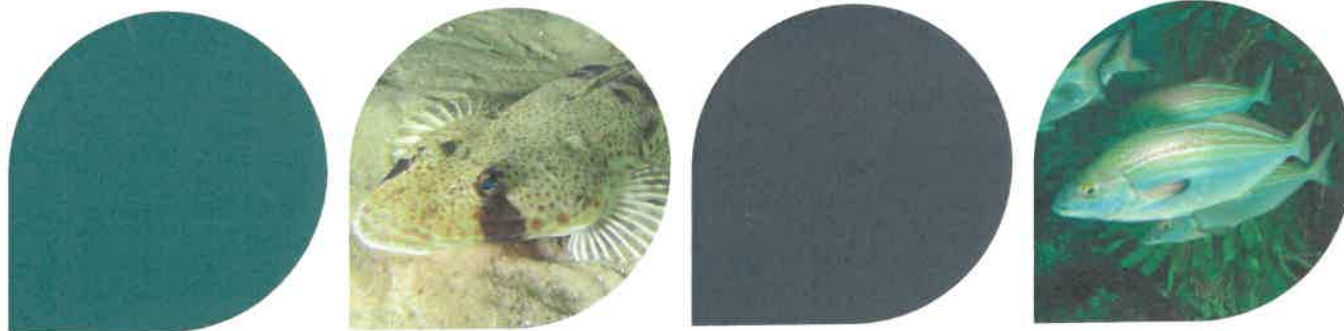
I am aware that many of the decisions and actions being taken are challenging for fishers, both recreational and commercial. I am confident however that these are necessary measures to ensure the sustainability of the fishery for decades to come. I hope that you will join me in an ongoing campaign to enlist the support of the community to abide by and embrace these very necessary and urgent rules.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jo Palmer', with a stylized, cursive script.

Hon Jo Palmer MLC
Minister for Primary Industries and Water

Attachment I
Summary of changes to the Scalefish Fishery Management Plan



Scalefish Fishery Rules Review

RULE CHANGES SUMMARY

Amended scalefish rules come into effect for recreational and commercial fishing from 1 November 2023.

New rules for recreational fishers

Sand flathead size limits	All waters except King and Flinders Islands: Minimum size 35cm , maximum size 40cm King and Flinders Islands: Minimum size 35cm , no maximum size
Sand flathead bag and possession limits	D'Entrecasteaux Channel, Derwent River, Frederick Henry and Norfolk Bays: Bag – 2 , Possession – 10 Eastern Zone: Bag – 5 , Possession – 10 Northern/Western Zone, and King and Flinders Islands: Bag – 10 , Possession – 10 <i>*Overall limits apply for sand and tiger flathead combined: Bag – 20, Possession - 30</i>
Striped trumpeter possession limits	Eastern region: Bag – 2 , Possession – 8 , Boat – 8 (Boundaries at Port Sorell/Whale Head) Western region: Bag – 4 , Possession – 8 , Boat – 12
Bastard trumpeter size and possession limits	Minimum size: 42cm Eastern region: Bag – 2 , Possession – 10 , Boat – 10 (Boundaries at Pt Sorell/Whale Hd) Western region: Bag – 5 , Possession – 10 , Boat – 15
Blue warehou	Boat limit – 30
Jackass morwong	Boat limit – 30
Gillnetting (statewide)	<ul style="list-style-type: none"> Reducing maximum soak time from 6 to 2 hours. Licence holders must always be within 50 metres of gillnets in Shark Refuge Areas. Gillnets cannot be used in waters deeper than 20 metres or further than 250 metres from the high-water mark.
Gillnetting - Macquarie Harbour	No night netting – Maximum soak time of 2 hours, from sunrise to 2 hours after sunset.
Maugean skate - Macquarie Harbour	Formalise areas closed to netting in 2022 and add new area in Birchs Inlet. Prohibit taking and possessing of all skates and rays.
Reporting	Capacity to require catch reporting for selected recreational fishing.

New rules for commercial fishers

Sand flathead	All state waters closed to commercial fishing for sand flathead by any method.
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Other flathead species	Trip limits for rock lobster licence holders for other flathead species 20kg.
Striped trumpeter	Introduce regional trip limits (Eastern 150 kg, Western 250 kg) (Boundaries at Port Sorell/Whale Head)
Bastard trumpeter	Minimum size: 42cm. Introduce regional trip limits (Eastern 100 kg, Western 200 kg, 30 kg rock lobster licence holders) (Boundaries at Port Sorell/Whale Head)
Garfish	Introduce daily limit (300 kg)
Blue warehou	Introduce daily limits for scalefish licences (300 kg) and trip limits for rock lobster licences (80kg)
Jackass morwong	Introduce daily limits for scalefish licences (300 kg) and trip limits for rock lobster licences (40kg)
Australian sardines	Authorise take of more than 10 kg sardines with conditions.
VMS	NRE Tas can require vessel monitoring systems for any part of the scalefish fishery
Gillnetting - Macquarie Harbour	<ul style="list-style-type: none"> • Endorsed fishers restricted to a maximum soak time of 2 hours, from 1 hour after sunrise to 1 hour before sunset. • Gillnetting prohibited in closed areas in Macquarie Harbour Internal Waters. • Endorsed fishers can set gillnets from 1 hour before sunset to 1 hour after sunrise. • Closed season for commercial gillnetting from 15 November to 14 April.
Banded morwong	Changes to transfer conditions and overcatch provisions.
Maugean skate - (Macquarie Harbour)	Formalise areas closed to netting in 2022 and add new area in Birchs Inlet. Prohibit taking and possessing of all skates and rays.
Reporting	Capacity to require catch reporting for selected commercial fishing.

Rules modified or withdrawn in response to feedback

Sand flathead recreational catch regions and limits	Regional catch limits were changed in response to feedback. A consistent slot limit across mainland Tasmania was adopted to reduce complexity for fishers.
Commercial fishing for sand flathead	Modified due to the strength of submissions, the critical importance of stock rebuilding efforts and in recognition of the management applied to the recreational fishery.
Landing flathead	Withdrawn due to concern about potential excessive fish waste at landing sites.
Striped trumpeter size limit increase	Concerns that increasing the size limit would expose a greater proportion of striped trumpeter to seal attack. Suspended until the link between minimum size limits, seal depredation and its impact on stocks is better understood.
Bastard trumpeter boat limit	Boat limit increased to be more equitable for larger fishing parties, due to bastard trumpeter being often targeted by netting.
Garfish recreational boat limit	Did not proceed due to recreational fishers only taking a very small proportion of total catch for this species.

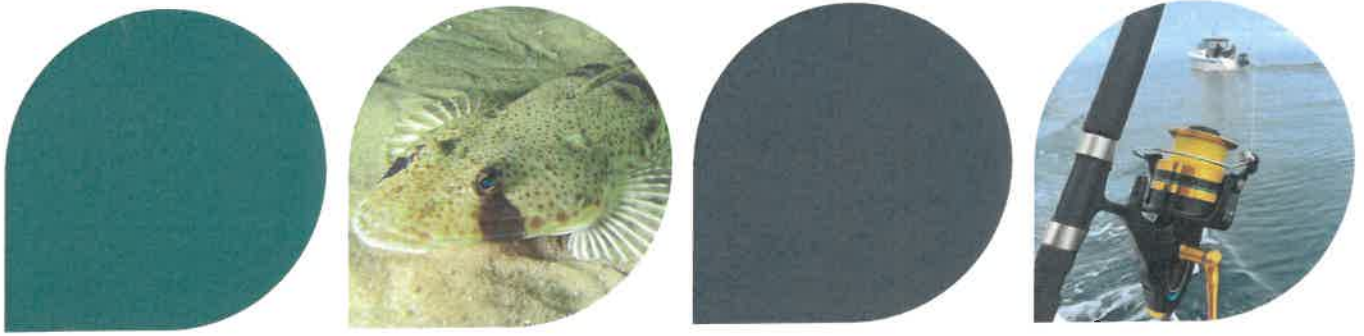
Changes withdrawn prior to second consultation

Reduce calamari fishing effort	An extended spawning closure was implemented for the 2023 season to protect North Coast calamari. Consultation will be undertaken in early 2023 to progress ways to reduce pressures on the fishery.
Spearfishing ban on some species	Proposed changes likely to have minimal positive impact on stock levels.
Charter fishing proposals	Not all species taken by charter fishers were covered by Scalefish Rules. Future changes will be progressed through an alternative legislative process.
Amending depleted species rules by Public Notice	There is capacity to introduce interim measures under Rule 11 of the Scalefish Rules.

More information

For more information go to fishing.tas.gov.au/scalefish-review

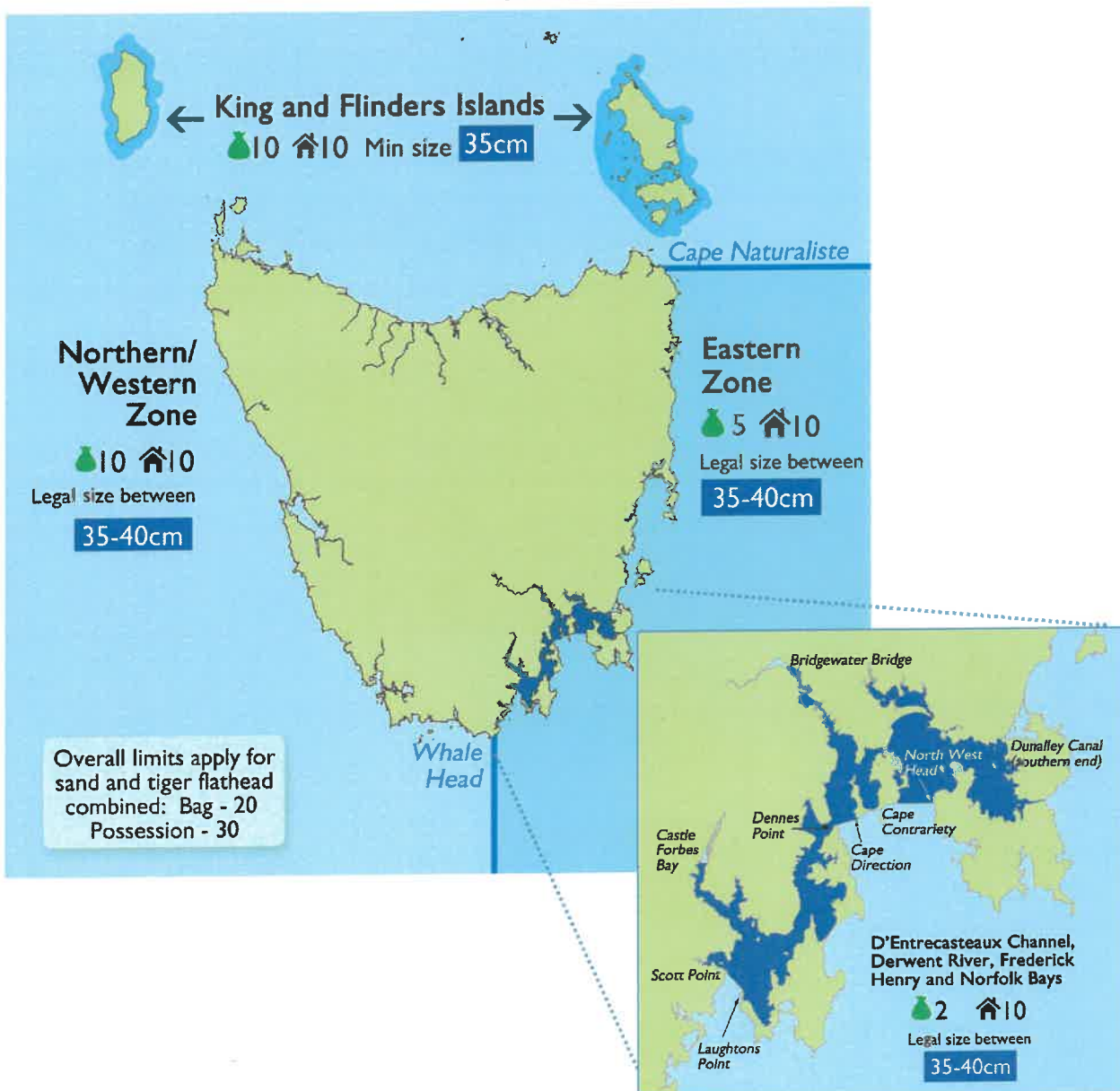




Scalefish Fishery Rules Review

Flathead rule changes apply from 1 November 2023.

Sand flathead – recreational bag 🐟 and possession 🏠 limits



New sand flathead rules for recreational fishers

Size limits	All waters except King and Flinders Islands: Minimum size 35cm , maximum size 40cm King and Flinders Islands: Minimum size 35cm , no maximum size
Bag and possession limits	D'Entrecasteaux Channel, Derwent River, Frederick Henry and Norfolk Bays: Bag – 2 , Possession – 10 Eastern Zone: Bag – 5 , Possession – 10 Northern/Western Zone, and King and Flinders Islands: Bag – 10 , Possession – 10 <i>*Overall limits apply for sand and tiger flathead combined: Bag – 20, Possession - 30</i>

New sand flathead rules for commercial fishers

Sand flathead	All state waters closed to commercial fishing for sand flathead by any method.
---------------	--

Rules modified or withdrawn in response to feedback

Sand flathead recreational catch regions and limits	Regional catch limits were changed in response to feedback. A consistent slot limit across mainland Tasmania was adopted to reduce complexity for fishers.
Commercial fishing for sand flathead	Modified due to the strength of submissions, the critical importance of stock rebuilding efforts and in recognition of the management applied to the recreational fishery.
Landing flathead	Withdrawn due to concern about potential excessive fish waste at landing sites.

Slot limits – minimum and maximum sizes

Maximum size limits for sand flathead have been introduced for all state waters except King and Flinders Islands. You cannot take fish larger than the maximum size limit.

This rule has been introduced to protect larger, faster growing fish so they can breed more and better contribute to stock recovery. A minimum and maximum size limit is known as a slot limit, because you can only take fish that fall within the specific 'slot' size (inclusive).

Overall catch limits and tiger flathead

Overall bag and possession limits apply for tiger and sand flathead combined (bag limit 20 and possession limit 30).

Tiger flathead stocks are sustainable and the size limit remains at 32cm.

More information

For more information go to: fishing.tas.gov.au/scalefish-review



Department of Natural Resources and Environment Tasmania

OFFICE OF THE SECRETARY

Hobart GPO Box 44, Hobart, Tasmania, 7001
Web nre.tas.gov.au



Email Correspondence

John Marik
General Manager
Dorset Council
gm@dorset.tas.gov.au

Dear John Marik

As you may be aware, the status of Tasmania's most popular recreational fish sand flathead is now classified as 'depleted'. Urgent action is therefore needed to rebuild flathead and other fish stocks that underpin the vibrant recreational and commercial fisheries that support coastal communities and economies. During recent public consultation on the proposed Scalefish rules, the Government received strong support for rebuilding fisheries stocks and preserving the Tasmanian recreational fishing experience.

To deliver fish stock rebuilding targets over the next few years the Government will need to put in place carefully targeted restrictions commencing at the start of the summer fishing season on 1 November 2023. Tasmania Police has identified the landing of whole flathead as a critical requirement for ensuring compliance with the proposed new regulations, noting this requirement already applies to other species.

The Government is developing a comprehensive fisher education package to ensure any fish waste is disposed of appropriately, including home bin disposal and alternative uses for fish waste such as composting, or reusing for berley or crayfish bait. To complement this, the Government also anticipates that more bins and cleaning stations will be required in key high use areas during peak fishing periods. The Government's Better Fishing Grants Program is available to provide support to councils and Marine and Safety Tasmania in adding and maintaining this infrastructure.

This need for more bins and cleaning stations has already been discussed with some councils as part of the recent Scalefish consultation process and the Better Fishing Grants Program under which the Government has already made several grants available to councils. I would now like to encourage all coastal councils who may be affected by the new restrictions to discuss their local needs with the Government ahead of the summer fishing season.

To kick start this process, and to enable the Government to better understand the types of support your Council may need, I would appreciate your Council making initial contact with the Department of Natural Resources and Environment Tasmania's Fishing Infrastructure Officer, Travis Preece (email: xxxxxxx; phone: xxxx xxx xxx) by 7 August 2023. Our aim is work collaboratively with you over the month of August to determine your specific needs, requirements and the next steps.

I would like to thank your Council for supporting recreational fishing, which is a key part of the Tasmanian way of life and a key contributor to our local economies and wellbeing. Further information about the Better Fishing Grants Program is available at <https://fishing.tas.gov.au/get-involved/grants/better-fishing-grants>.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Vanessa Pinto', with a stylized flourish at the end.

Vanessa Pinto
Acting Secretary

31 July 2023

Dorset Council
Financial Report
For the Year Ended 30 June 2023

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Statement of Comprehensive Income

For the Year Ended 30 June 2023

	Note	Budget 2023 \$'000	Actual 2023 \$'000	Actual 2022 \$'000
Income from continuing operations				
Recurrent Income				
Rates and charges	2.1	9,232	9,086	8,226
Statutory fees and fines	2.2	189	192	178
User fees	2.3	1,464	1,338	1,262
Grants	2.4	4,040	5,318	4,971
Contributions - cash	2.5	27	31	31
Interest	2.6	81	253	73
Other income	2.7	325	788	573
Investment income from water corporation	2.9 5.1	233	233	233
		15,591	17,239	15,547
Capital income				
Capital grants received specifically for new or upgraded assets	2.4	5,923	3,595	4,003
Capital contributions - cash	2.5	-	-	44
Capital contributions - Non-monetary assets	2.5	-	678	521
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	2.8	-	(242)	(393)
		5,923	4,031	4,175
Total income from continuing operations		21,514	21,270	19,722
Expenses from continuing operations				
Employee benefits	3.1	5,034	5,025	4,576
Materials and services	3.2	3,675	3,490	3,021
Depreciation and amortisation	3.3	4,600	4,924	4,677
Finance costs	3.4	77	77	168
Other expenses	3.5	1,871	2,025	1,822
Total expenses from continuing operations		15,257	15,541	14,264
Net result for the year		6,257	5,729	5,458
Other comprehensive income				
Items that will not be reclassified to net result				
Fair value adjustment on equity investment assets	9.1	-	619	318
Net asset revaluation increment/(decrement)	9.1	-	11,278	15,423
		-	11,897	15,741
Total other comprehensive income		-	11,897	15,741
Total comprehensive result		6,257	17,626	21,199

The above statement should be read in conjunction with the accompanying notes.

Statement of Financial Position

As at 30 June 2023

	Note	2023 \$'000	2022 \$'000
Assets			
Current assets			
Cash and cash equivalents	4.1	7,033	6,932
Trade and other receivables	4.2	1,185	815
Financial investments	4.3	2,000	2,500
Inventories	4.4	94	103
Assets held for sale	4.5	931	1,426
Contract assets	4.6	25	106
Other assets	4.7	204	146
Total current assets		11,472	12,028
Non-current assets			
Trade and other receivables	4.2	1,671	1,900
Investment in water corporation	5.1	17,171	16,552
Property, infrastructure, plant and equipment	6.1	217,504	201,775
Pine plantations	6.2	36	40
Other assets	4.7	35	35
Intangible assets	6.3	-	42
Total non-current assets		236,417	220,344
Total assets		247,889	232,372
Liabilities			
Current liabilities			
Trade and other payables	7.1	1,430	1,466
Deposits	7.2	33	26
Provisions	7.3	1,167	1,157
Contract liabilities	7.4	631	2,262
Interest-bearing loans and borrowings	8.1	503	493
Total current liabilities		3,764	5,404
Non-current liabilities			
Provisions	7.3	330	260
Contract liabilities	7.4	-	40
Interest-bearing loans and borrowings	8.1	3,367	3,870
Total non-current liabilities		3,697	4,170
Total liabilities		7,461	9,574
Net assets		240,428	222,798
Equity			
Accumulated surplus		136,284	129,524
Reserves	9.1	104,144	93,274
Total equity		240,428	222,798

The above statement should be read in conjunction with the accompanying notes.

Statement of Cash Flows

For the Year Ended 30 June 2023

	Note	2023 Inflows/ (Outflows) \$'000	2022 Inflows/ (Outflows) \$'000
Cash flows from operating activities			
Rates and charges		8,888	8,199
Statutory fees and fines, user fees, contributions, reimbursements and other income (inclusive of GST)		2,552	2,625
Grants and contributions (inclusive of GST)		5,353	5,016
Interest received		238	76
Finance costs		(79)	(196)
Payments to suppliers (inclusive of GST)		(6,698)	(6,563)
Payment to employees		(5,035)	(4,393)
GST refunds received		956	958
Net cash provided by (used in) operating activities	9.2	6,175	5,722
Cash flows from investing activities			
Payments for property, infrastructure, plant and equipment		(9,944)	(12,290)
Proceeds from sale of property, infrastructure, plant and equipment including assets held for sale		872	382
Receipts from investments		500	500
Dividends from water corporation	2.9	233	233
Capital grants (inclusive of GST)		2,570	4,028
Net cash provided by (used in) investing activities		(5,769)	(7,147)
Cash flows from financing activities			
Repayments of interest bearing loans and borrowing	9.3	(493)	(3,684)
Repayments received from loan to third party (May Shaw)	8.1	188	186
Net cash provided by (used in) financing activities		(305)	(3,498)
Net increase (decrease) in cash and cash equivalents		101	(4,923)
Cash and cash equivalents at the beginning of the financial year		6,932	11,855
Cash and cash equivalents at the end of the financial year	9.4	7,033	6,932

Restrictions on cash assets 4.1

Financing arrangements 9.5

The above statement should be read in conjunction with the accompanying notes.

Statement of Changes in Equity

For the Year Ended 30 June 2023

2023	Note	Total \$'000	Accumulated Surplus \$'000	Asset Revaluation Reserve \$'000	Landfill Rehabilitation Reserve \$'000	Fair Value Reserve \$'000
Balance at beginning of financial year		222,798	129,524	93,736	1,029	(1,491)
Adjustment for Furniture and Fittings Reserve	9.1	2	-	2	-	-
Restated opening balance		222,800	129,524	93,738	1,029	(1,491)
Net result for the year		5,729	5,729	-	-	-
Other comprehensive income:						
- Fair value adjustment on equity investments	5.1 9.1	619	-	-	-	619
- Net asset revaluation increment/(decrement)	9.1	11,280	-	11,280	-	-
Total comprehensive income		240,428	135,253	105,018	1,029	(872)
Transfers between reserves	9.1	-	1,031	(2)	(1,029)	-
Balance at end of the financial year		240,428	136,284	105,016	-	(872)

The above statement should be read in conjunction with the accompanying notes.

Statement of Changes in Equity

For the Year Ended 30 June 2022

2022	Note	Total \$'000	Accumulated Surplus \$'000	Asset Revaluation Reserve \$'000	Landfill Rehabilitation Reserve \$'000	Fair Value Reserve \$'000
Balance at beginning of financial year		201,599	124,066	78,313	1,029	(1,809)
Restated opening balance		201,599	124,066	78,313	1,029	(1,809)
Net result for the year		5,458	5,458	-	-	-
Other comprehensive income:						
- Fair value adjustment on equity investments	5.1 9.1	318	-	-	-	318
- Net asset revaluation increment/(decrement)	9.1	15,423	-	15,423	-	-
Total comprehensive income		222,798	129,524	93,736	1,029	(1,491)
Transfers between reserves	9.1	-	-	-	-	-
Balance at end of the financial year		222,798	129,524	93,736	1,029	(1,491)

The above statement should be read in conjunction with the accompanying notes.

Note 1 Overview

1.1 Reporting entity

The Dorset Council was established on 1 April 1993 and is a body corporate with perpetual succession and a common seal. Council's main office is located at 3 Ellenor Street, Scottsdale, Tasmania.

The purpose of the Council, as per Section 20 of the *Local Government Act (1993)*, is to:

- provide for the health, safety and welfare of the community;
- to represent and promote the interests of the community; and
- provide for the peace, order and good government in the municipality.

As per Council's Strategic Plan, Dorset Council's specific objectives are to:

- To continually improve the liveability of the community and to respond to community challenges and changing demographics;
- To stimulate economic growth through sustainable and visionary projects, with a view to increasing prosperity, population and investment;
- To create value and improve service delivery for the community through effective leadership and governance; and
- To proactively engage in strategies that result in sustainable natural resource management for Dorset.

1.2 Basis of accounting

These financial statements are a general purpose financial report that consists of a Statement of Comprehensive Income, Statement of Financial Position, Statement of Changes in Equity, Statement of Cash Flows, and notes accompanying these financial statements. The general purpose financial report complies with Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board, and the *Local Government Act 1993 (LGA 1993) (as amended)*. Council has determined that it does not have profit generation as a prime objective. Consequently, where appropriate, Council has elected to apply options and exemptions within accounting standards that are applicable to not-for-profit entities.

This financial report has been prepared on the accrual and going concern basis.

All amounts are presented in Australian dollars and unless stated, have been rounded to the nearest thousand dollars.

This financial report has been prepared under the historical cost convention, except where specifically stated in notes 4.3, 4.5, 5.1, 6.1, 6.2, 7.3, 8.1 and 10.6(d).

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation, and disclosure has been made of any material changes to comparatives.

All entities controlled by Council that have material assets or liabilities, such as Special Committees of Management, and material subsidiaries or joint ventures, have been included in this financial report. All transactions between these entities and Council have been eliminated in full.

1.3 Use of judgements and estimates

Judgements and assumptions

In the application of Australian Accounting Standards, Council is required to make judgements, estimates and assumptions about carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances, the results of which form the basis of making the judgements. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

Council has made no assumptions concerning the future that may cause a material adjustment to the carrying amounts of assets and liabilities within the next reporting period. Judgements made by Council that have significant effects on the financial report are disclosed in the relevant notes as follows:

Employee entitlements

Assumptions are utilised in the determination of Council's employee entitlement provisions. These assumptions are discussed in note 7.3.

Defined benefit superannuation fund

Actuarial assumptions are utilised in the determination of Council's defined benefit superannuation fund obligations. These assumptions are discussed in note 9.6.

Fair value of property, plant & equipment

Assumptions and judgements are utilised in determining the fair value of Council's property, plant and equipment including useful lives and depreciation rates. These assumptions are discussed in note 6.1.

Investment in water corporation

Assumptions utilised in the determination of Council's valuation of its investment in TasWater are discussed in note 5.1.

1.4 Material budget variations

Council's original budget was adopted by Council on 18 July 2022. The original projections on which the budget was based have been affected by a number of factors. These include State and Federal Government decisions including new grant programs, change in economic activity and decisions made by Council.

Material budget variations are explained below:

Income - Recurrent

Rates and charges

Rates and charges were \$146,000 (1.6%) below budget due to the application of remissions that were unbudgeted in the 2022/23 financial year.

User fees

User fees were \$126,000 (9%) below budget due to a decrease in income received from Blue Derby Sponsorships and accommodation commissions from the Derby Accommodation Booking Platform.

Grants

Recurrent grant income was \$1,278,000 (32%) above budget due to a higher than expected prepayment received from the Commonwealth Government for the 2023/24 Financial Assistance Grant program.

Interest

Interest was \$172,000 (212%) above budget due to higher than expected returns received on investments during the year.

Other income

Other income was \$463,000 (142%) above budget as a result of an increase in income received from insurance reimbursements and trainee incentive payments. It also includes accommodation payments received from the Derby Accommodation Platform that have been returned to operators during the year. The corresponding expense for these returns is recognised in other expenses.

Income - Capital

Grants

Capital grant income was \$2,328,000 (39%) below budget as a result of the timing of work completed on capital projects subject to external funding. Council were also required to repay \$115,000 back to grant bodies as a result of being unable to meet some project milestones (see Note 2.4 for further details).

Contributions - Non-monetary assets

Income related to non-monetary contributions was \$678,000 (100%) above budget as a result of the addition of found/transferred land and building assets and the completion of property subdivision within the municipality. The road and stormwater assets constructed by the developer were vested to Council upon completion of the works.

Expenses

Materials and services

Materials and services were \$185,000 (5%) below budget due to a decrease in expected contract and material costs during the 2022/23 financial year.

Depreciation and amortisation

Depreciation and amortisation was \$324,000 (7%) above budget as a result of the asset revaluation program completed last financial year, which occurred after budget estimates had been finalised.

1.4 Material budget variations (cont.)

Net gain/(loss) of disposal of property, infrastructure, plant & equipment

Loss on disposal of property, infrastructure, plant and equipment is \$242,000 above budget due to Council accelerating some capital projects as a result of receiving additional grant funding from Federal and State Government COVID-19 stimulus programs such as the Local Roads and Community Infrastructure (LRCI) Program.

1.5 Functions/Activities of the Council

(a) *Income, expenditure and assets attributable to each function as categorised in (c) below:*

	Grants and Contributions \$'000	Other \$'000	Total Income \$'000	Total Expenditure \$'000	Surplus/ (Deficit) \$'000	Assets \$'000
Governance						
2022 - 2023	-	204	204	985	(781)	-
2021 - 2022	-	-	-	866	(866)	42
Corporate Services						
2022 - 2023	2,160	7,575	9,735	682	9,053	32,362
2021 - 2022	2,171	7,370	9,541	707	8,834	31,913
Development and Environmental Services						
2022 - 2023	63	298	361	1,310	(949)	3,159
2021 - 2022	-	264	264	1,125	(861)	2,983
Infrastructure						
2022 - 2023	7,399	3,571	10,970	12,564	(1,594)	212,368
2021 - 2022	7,399	2,518	9,917	11,566	(1,649)	197,434
Total						
2022 - 2023	9,622	11,648	21,270	15,541	5,729	247,889
2021 - 2022	9,570	10,152	19,722	14,264	5,458	232,372

(b) *Reconciliation of assets from note 1.5(a) with the Statement of Financial Position at 30 June:*

	2023 \$'000	2022 \$'000
Current assets	11,472	12,028
Non-current assets	236,417	220,344
	247,889	232,372

(c) **Governance**

Elected members and governance administration.

Corporate Services

Corporate services administration, finance, human resource management, projects, facility co-ordination (Community halls and centres, Bridport Seaside Caravan Park and Scottsdale Aquatic Centre), fire prevention and emergency services, information technology, municipal offices and rates.

Development and Environmental Services

Business and economic development, community services administration, rural primary health services, tourism, youth services, building, planning, animal control and environmental health.

Infrastructure

Cemeteries, caravan parks, halls and community centres, parks and reserves, pine plantations, plant operations, private works, roads, bridges and footpaths, sport and recreation facilities (including mountain bike trails), stormwater, street lighting, swimming pools, waste management and infrastructure administration.

Note 2 Income

2.1 Rates and charges

Council uses assessed annual value as the basis of valuation of all properties within the municipality. The assessed annual value of a property is the estimated yearly rental value of the property, as determined by the Valuer General.

The valuation base used to calculate general rates for 2022/23 was \$84.624 million (2021/22 \$84.396 million). The 2022/23 rate in the assessed annual value dollar was \$ 0.0524 (2021/22 \$0.0759).

	2023 \$'000	2022 \$'000
Rates and Charges		
General rate	6,480	6,387
Waste charge	2,233	1,492
Fire levy	373	347
Total rates and charges	9,086	8,226

The date of the latest general revaluation of land for rating purpose within the municipality was 16 May 2017, and the valuation was first applied in the rating year commencing 1 July 2017. A fresh municipal revaluation will be completed in the 2023/24 financial year.

Accounting policy

Council recognises income from rates and annual charges for the amount it is expected to be entitled to at the beginning of the rating period to which they relate, or when the charge has been applied. Rates and charges in advance are recognised as a financial liability until the beginning of the rating period to which they relate (see note 7.1).

2.2 Statutory fees and fines

	2023 \$'000	2022 \$'000
Statutory fees and fines		
Town planning fees	98	72
Land information certificates	69	86
Animal control	25	20
Total statutory fees and fines	192	178

Accounting policy

Fees and fines are recognised when or as the performance obligation is completed, or when the taxable event has been applied and Council has an unconditional right to receive payment.

2.3 User fees

	2023 \$'000	2022 \$'000
User fees		
Caravan and camping fees	982	879
Rental and lease income	82	47
Building services	122	124
Cemetery fees	37	35
Waste disposal fees	38	43
Aquatic centre fees	19	-
Other fees and charges	58	134
Total user fees	1,338	1,262

Ageing analysis of contractual receivables

Please refer to note 9.10(d) for the ageing analysis of contractual receivables.

Accounting policy

Council recognises income from user fees and charges when or as the performance obligation is completed and the customer receives the benefit of the goods/services being provided.

2.4 Grants

Grants were received in respect of the following:

	2023 \$'000	2022 \$'000
Summary of grants		
Federally funded grants	7,673	6,426
State funded grants	1,216	2,548
Others	24	-
Total grants	8,913	8,974

	2023 \$'000	2022 \$'000
Grants - Recurrent		
Commonwealth Government Financial Assistance Grants - General Purpose (untied)	2,153	2,020
Commonwealth Government Financial Assistance Grants - Roads (untied)	2,941	2,665
Commonwealth Government - other	140	140
State Government - other	60	146
Other grants and subsidies	24	-
Total recurrent grants	5,318	4,971

2.4 Grants (cont.)

Capital grants received specifically for new or upgraded assets	2023 \$'000	2022 \$'000
Commonwealth Government - Roads to Recovery	751	751
Commonwealth Government - Carisbrook Lane Stage 1	75	-
Commonwealth Government - Carisbrook Lane Stage 2	277	185
Commonwealth Government - Bridport Skate Park	35	314
Commonwealth Government - Victoria Street Redevelopment	607	23
Commonwealth Government - Cascade Dam Road	324	37
Commonwealth Government - Derby Trail Head Redevelopment	188	291
Commonwealth Government - CWA Carpark Bridport	117	-
Commonwealth Government - Golconda Road (Lone Star Creek) Upgrade	65	-
State Government- Derby Trail Head Redevelopment	205	93
State Government- Scottsdale Aquatic Centre	-	345
State Government - Victoria Street Redevelopment	629	21
State Government - Bridge 1502 Banks Road	14	141
State Government - Golconda Road Stage 3	-	678
State Government - Golconda Road Stage 4	211	543
State Government - New River Road	-	186
State Government - Bridport Back Road	-	185
State Government - Ferny Hill Road Upgrade	-	96
State Government - Green Flow MTB Trail	25	92
State Government - Derby Park Play Equipment	50	-
State Government - Online Accommodation Booking Platform	7	6
State Government - Levelling the Playing Field	9	16
State Government - Northeast Park Bike Park	1	-
State Government - Aqua Aerobics Equipment	5	-
Total capital grants	3,595	4,003

2.4 Grants (cont.)

Unspent grants and contributions

Grants and contributions which were obtained on the condition that they be spent for specified purposes or in a future period, but which are not yet spent in accordance with those conditions, are as follows:

	2023	2022
	\$'000	\$'000
Operating		
Balance of unspent funds at 1 July	90	45
<i>Add:</i> Funds recognised as income in the reporting year but not yet spent in accordance with the conditions	-	-
<i>Add:</i> Funds received and not recognised as income in the current year	40	45
<i>Less:</i> Funds recognised as income in previous years that have been spent during the reporting year	-	-
<i>Less:</i> Funds received in prior years but income recognised and funds spent in current year	(5)	-
Balance of unspent funds at 30 June	125	90

The balance of unspent operating grants and contributions includes \$85,000 received from Events Tasmania to hold the DerbyFest events. The responsibility for running these events has been transferred to the Blue Derby Foundation and Council are in the process of arranging for these fund to be repaid to Events Tasmania. The transfer of these funds is expected to occur within the next twelve months (see note 10.5 for

	2023	2022
	\$'000	\$'000
Capital		
Balance of unspent funds at 1 July	1,975	1,942
<i>Add:</i> Funds recognised as income in the reporting year but not yet spent in accordance with the condition	-	-
<i>Add:</i> Funds received and not recognised as income in the current year	90	1,550
<i>Less:</i> Funds recognised as income in previous years that have been spent during the reporting year	-	-
<i>Less:</i> Funds received in prior years but income recognised and funds spent in current year	(1,730)	(1,517)
<i>Less:</i> Funds returned to funding bodies during the reporting year	(115)	-
Balance of unspent funds at 30 June	220	1,975

Council were required to return \$115,000 of capital grant funding during the 2022/23 financial year as a result of being unable to meet some of the funding conditions for the green flow mountain bike trail 'Hazy Days' project. This project was significantly impacted by the October 2022 flooding event which caused extensive damage to a number of Council's infrastructure assets including the Blue Derby Mountain Bike Trail network. In order to safely reopen the trails for public use Council were required to complete extensive remedial works and as a result, were unable to meet the project completion date specified in the funding agreement.

2.4 Grants (cont.)

Accounting policy

Council recognises untied grant income and those without performance obligations when received. In cases where there is an enforceable agreement which contains sufficiently specific performance obligations, income is recognised as or when control of each performance obligation is satisfied (i.e. when it transfers control of a product or provides a service). A contract liability is recognised for unspent funds received in advance and then recognised as income as obligations are fulfilled.

The performance obligations are varied based on the agreement, but include project milestones such as design, construction progress and project completion.

Each performance obligation is considered to ensure that the income recognition reflects the transfer of control. Within grant agreements there may be some performance obligations where control transfers at a point in time and others which have a continuous transfer of control over the life of the contract. Where control is transferred over time, generally the input methods being either costs or time incurred are deemed to be the most appropriate methods to reflect the transfer of benefit.

If the transaction is a transfer of a financial asset to enable Council to acquire or construct a recognisable non-financial asset to be controlled by Council (i.e. an in-substance acquisition of a non-financial asset), a contract liability is recognised for the excess of the fair value of the transfer over any related amounts recognised and income as the unspent funds are expended at the point in time at which required performance obligations are completed. For construction projects, this is generally as the construction progresses in accordance with costs incurred, since this is deemed to be the most appropriate measure of the completeness of the construction project as there is no profit margin. For the acquisitions of assets, income is recognised when the asset is acquired and controlled by the Council.

Commonwealth Government Financial Assistance Grants

In both the 2021/22 and 2022/23 financial years, the Commonwealth Government has made advance payment of a portion of the untied Financial Assistance Grants for the following year. The early receipt of these instalments has resulted in Commonwealth Government Financial Assistance Grants being above that originally budgeted in 2022/23 by \$1.31 million (2021/22, above budget by \$1.26 million). The receipt of these payments has also impacted the Statement of Comprehensive Income resulting in the net result for the year being higher by \$1.19 million (see note 10.7(a)).

2.5 Contributions

	2023 \$'000	2022 \$'000
(a) Cash		
<i>Operating</i>		
North East Mountain Bike Trails	27	31
Scottsdale Aquatic Centre	4	-
	31	31
<i>Capital</i>		
Seating - Bridport Foreshore	-	4
Winnaleah Irrigation Shed capital contribution	-	40
	-	44
(b) Non-monetary assets		
Roads	257	463
Stormwater	251	58
Land	76	-
Buildings	94	-
	678	521
Total contributions	709	596

Accounting policy

Council recognises contributions without performance obligations when received. In cases where the contribution is for a specific purpose to acquire or construct a recognisable non-financial asset, a liability is recognised for funds received in advance and income recognised as obligations are fulfilled.

2.6 Interest

	2023 \$'000	2022 \$'000
Interest		
Interest on financial assets	70	14
Interest on rates	27	21
Interest on cash and cash equivalents	156	38
Total interest	253	73

Accounting policy

Interest is recognised progressively as it is earned.

2.7 Other income

	2023 \$'000	2022 \$'000
Other income		
Tourism income	27	22
Aquatic Centre	51	71
Private works	22	33
Reimbursements	554	383
Other sundry income	134	64
Total other income	788	573

Accounting policy

Tourism, aquatic centre and other sundry income

Tourism and other income is recognised as income when the payment is due or the payment is received, whichever first occurs.

Private works and reimbursements

Reimbursements are recognised as income when the payment is due or the payment is received, whichever first occurs.

2.8 Net gain/(loss) on disposal of property, infrastructure, plant and equipment

	2023 \$'000	2022 \$'000
Proceeds of sale	872	382
<i>Written down value of assets disposed:</i>		
Plant, machinery and equipment	(187)	(317)
Intangible assets	(40)	-
Water irrigation rights - Scottsdale Irrigation Scheme	(133)	-
Land	(397)	-
Pine plantations	(4)	-
Building and infrastructure assets		
Scheduled	(121)	(243)
Unscheduled	(232)	(215)
Total net gain/(loss) on disposal of property, infrastructure, plant and equipment	(242)	(393)

Accounting policy

The profit or loss on sale of an asset is determined when control of the asset has irrevocably passed to the buyer.

2.9 Investment income from water corporation

	2023 \$'000	2022 \$'000
Investment income from water corporation		
Dividend income	233	233
Total investment income from water corporation	233	233

Accounting policy

Dividend income is recognised when Council's right to receive payment is established and it can be reliably measured.

Note 3 Expenses

3.1 Employee benefits

	2023 \$'000	2022 \$'000
Employee Benefits		
Wages and salaries	5,404	5,169
Workers compensation	290	138
Superannuation (refer to note 9.6)	560	550
Payroll tax	294	269
Fringe benefits tax	32	32
	6,580	6,158
Less amounts capitalised	(1,555)	(1,582)
Total employee benefits	5,025	4,576

Accounting policy

Expenses are recognised in the Statement of Comprehensive Income when a decrease in future economic benefits related to a decrease in asset or an increase of a liability has arisen that can be measured reliably.

Employee benefits include, where applicable, entitlements to wages and salaries, annual leave, sick leave, long service leave, superannuation and any other post-employment benefits.

3.2 Materials and services

	2023 \$'000	2022 \$'000
Materials and services		
Materials	402	362
Utilities	485	481
Plant, machinery and equipment maintenance	482	353
Office administration	63	56
Contractors	1,526	1,382
Professional services	304	159
Management contracts	228	228
Total materials and services	3,490	3,021

Accounting policy

Expenses are recognised in the Statement of Comprehensive Income when a decrease in future economic benefits related to a decrease in asset or an increase of a liability has arisen that can be measured reliably.

Routine maintenance, repair costs and minor renewal costs are expensed as incurred. Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

3.3 Depreciation and amortisation

	2023 \$'000	2022 \$'000
<i>Property</i>		
Land improvements	491	411
Buildings	414	361
<i>Plant and equipment</i>		
Plant, machinery and equipment	625	647
Fixtures, fittings and furniture	13	11
Computers and telecommunications	144	126
<i>Infrastructure</i>		
Roads	2,487	2,412
Bridges	526	506
Stormwater	222	201
<i>Intangible assets</i>		
Intangible assets	2	2
Total depreciation and amortisation	4,924	4,677

Accounting policy

Expenses are recognised in the Statement of Comprehensive Income when a decrease in future economic benefits related to a decrease in asset or an increase of a liability has arisen that can be measured reliably.

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

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

Road and trail earthworks are not depreciated on the basis that they are assessed as not having a limited useful life. Land (including land under roads) is not depreciated.

Straight line depreciation is charged based on the residual useful life as determined each year. Estimates of remaining useful lives and residual value are made on a regular basis.

3.3 Depreciation and amortisation (cont.)

Major depreciation and amortisation periods used are listed below and are consistent with the prior year unless stated:

	<i>Current</i>	<i>Comparative</i>
<i>Property</i>		
Land improvements	<i>5 to 100 years</i>	
Buildings	<i>15 to 160 years</i>	
<i>Plant and equipment</i>		
Plant, machinery and equipment	<i>2 to 50 years</i>	
Fixtures, fittings and furniture	<i>10 to 40 years</i>	
Computers and telecommunications	<i>4 to 15 years</i>	
<i>Infrastructure</i>		
Road wear surface		
- sealed	<i>15 to 30 years</i>	
- unsealed	<i>8 to 15 years</i>	
Road pavements	<i>50 to 200 years</i>	
Road sub base	<i>50 to 200 years</i>	
Road kerb, channel and minor culverts	<i>60 years</i>	
Road drainage	<i>50 to 54 years</i>	
Footpaths	<i>30 to 50 years</i>	
Bridge substructure	<i>20 to 80 years</i>	<i>20 to 129 years</i>
Bridge superstructure	<i>20 to 80 years</i>	<i>13 to 80 years</i>
Stormwater points, drains and pipes	<i>80 years</i>	
<i>Intangible assets</i>		
Intangible assets	<i>25 years</i>	

3.4 Finance costs

	2023 \$'000	2022 \$'000
Finance costs		
Interest - borrowings	77	168
Total finance costs	77	168

Accounting policy

Expenses are recognised in the Statement of Comprehensive Income when a decrease in future economic benefits related to a decrease in asset or an increase of a liability has arisen that can be measured reliably.

Finance costs are recognised as an expense in the period in which they are incurred, except where they are capitalised as part of a qualifying asset constructed by Council. Where specific borrowings are obtained for the purpose of specific asset acquisition, the weighted average interest rate applicable to borrowings at balance date, excluding borrowings associated with superannuation, is used to determine the borrowing costs to be capitalised. No borrowing costs were capitalised during the period.

Finance costs are expensed as incurred using the effective interest method. Borrowing costs include interest on bank overdrafts and interest on borrowings.

3.5 Other expenses

	2023 \$'000	2022 \$'000
Other expenses		
State levies, licences and taxes	524	457
Insurance	192	159
Councillor's allowances	174	168
Commissions	6	15
IT maintenance	127	133
Communications	73	78
Subscriptions and memberships	71	66
Professional development	27	25
Cost of goods sold	57	22
Aminya redevelopment costs	-	145
Community grants and donations	127	109
Advertising	42	55
External audit fees	33	36
Election expenditure	53	3
Marketing	35	9
Bank fees and charges	33	35
Postage	17	18
Lease payments	19	19
Blue Derby Operator Returns	63	-
Other expenses	352	270
Total other expenses	2,025	1,822

3.5 Other expenses (cont.)

Accounting policy

Expenses are recognised in the Statement of Comprehensive Income when a decrease in future economic benefits related to a decrease in asset or an increase of a liability has arisen that can be measured reliably.

The external audit fee for 2022/23 is \$38,000 (2021/22 \$27,270).

Note 4 Current assets

4.1 Cash and cash equivalents

	2023 \$'000	2022 \$'000
Cash and cash equivalents		
Cash on hand	2	2
Cash at bank	7,017	6,917
Special committees (note 10.2)	14	13
Total cash and cash equivalents	7,033	6,932

Council's cash and cash equivalents are subject to a number of external restrictions and internal commitments that limit amounts available for discretionary or future use. These include:

Restricted funds

(i) Deposits (note 7.2)	33	26
(ii) Unspent grant funds with conditions (note 2.4)	345	2,065

Internal committed funds

(iii) Leave provisions (note 7.3)	1,391	1,417
(iv) Landfill rehabilitation reserve (note 9.1)	-	1,029

Committed funds

Total uncommitted cash and cash equivalents	5,264	2,395
Total financial investments (note 4.3)	2,000	2,500
Total uncommitted funds	7,264	4,895

Accounting policy

For the purpose of the Statement of Cash Flows, cash and cash equivalents include cash on hand, deposits at call and other highly liquid investments with original maturities of three months or less, net of outstanding bank overdrafts.

Restricted and internally committed funds include:

- (i) refundable deposits held by Council.*
- (ii) Income received in advance until specific performance obligations required under funding agreements are complete.*
- (iii) Provisions for both short and long term leave entitlements payable to employees in the future.*
- (iv) Reserves to provide for future rehabilitation liabilities where Council resolves to establish a new landfill site in the Dorset Municipality.*

4.2 Trade and other receivables

	2023 \$'000	2022 \$'000
Trade and other receivables		
<i>Current</i>		
Rates debtors	554	360
Other debtors	202	89
Payroll debtors	-	3
Loans and advances (note 10.4)	229	188
Net GST receivable	207	186
<i>less</i> provision for impairment - other debtors	(7)	(11)
Total current	1,185	815
<i>Non-current</i>		
Loans and advances (note 10.4)	1,671	1,900
Total non-current	1,671	1,900
Total trade and other receivables	2,856	2,715

Reconciliation of movement in expected credit loss

Carrying amount at 1 July	11	11
Amounts written off during the year	-	-
Amounts recovered during the year	-	(4)
Increase/(decrease) in provision recognised in the profit or loss	(4)	4
Carrying amount at 30 June	7	11

For ageing analysis of the financial assets, refer to note 9.10 (d).

Accounting policy

Trade receivables that do not contain a significant financing component are measured at amortised cost, which represents their transaction value. Impairment is recognised on an expected credit loss (ECL) basis.

When determining whether the credit risk has increased significantly since initial recognition, and when estimating the ECL, Council considers reasonable and supportable information that is relevant and available without undue cost or effort. This includes both quantitative and qualitative information and analysis based on Council's historical experience, an informed credit assessment and forward-looking information. Council has established a provision matrix to facilitate the impairment assessment.

For rate debtors, Council takes the view that unpaid rates represent a charge against the rateable property that will be recovered when the property is next sold. For non-rate debtors, Council uses the presumptions that assets more than 60 days past due have a significant increase in credit risk and those more than 90 days will likely be in default. Council writes off receivables when there is information indicating that the debtor is in severe financial difficulty and there is no realistic prospect of recovery.

4.3 Financial investments

	2023 \$'000	2022 \$'000
Financial investments		
Term deposits	2,000	2,500
Total financial investments	2,000	2,500

Accounting policy

Financial assets with cash flows that are not solely payments of principal and interest are classified and measured at fair value through profit or loss, irrespective of the business model.

Term deposits represent short term deposits invested with Australian deposit taking institutions for a fixed period of less than 12 months with interest paid at maturity.

4.4 Inventories

	2023 \$'000	2022 \$'000
Inventories		
Inventories held for distribution	84	90
Inventories held for sale	10	13
Total inventories	94	103

Accounting policy

Inventories held for distribution are measured at cost, adjusted when applicable for any loss of service potential. Other inventories are measured at the lower of cost and net realisable value.

Where inventories are acquired at no cost, or for nominal consideration, the cost shall be the current replacement cost as at the date of acquisition.

4.5 Assets held for sale

	2023 \$'000	2022 \$'000
Assets held for sale		
Water Irrigation Rights - Scottsdale Irrigation Scheme	766	899
Internal transfer from Land	165	399
Internal transfer from Buildings	-	128
Total assets held for sale	931	1,426

4.5 Assets held for sale (cont.)

Water Irrigation Rights - Scottsdale Irrigation Scheme

In 2015, Council committed to purchase a minimum of 1,250ML in unsold water rights to enable the construction of the Scottsdale Irrigation Scheme (SIS) to commence. The SIS was commissioned in August 2021 at which time 642ML were purchased by Council and these water rights are now available for sale to the community via Tasmanian Irrigation.

At 30 June 2023, 547ML of unsold water rights remain for sale.

Internal transfer from Land

Council has decided to sell several parcels of land over the next 12 months that are surplus to Council's needs. These parcels are located at 54 Ringarooma Road, Scottsdale, 3 North Scottsdale Road, Scottsdale and Anderson Street Road Reserve, Bridport. The sale of parcels of land located at 14 Hawkes Place, Scottsdale and 2 Alfred Street, Scottsdale were settled during the 2022/23 financial year and are no longer held by Council.

Internal transfer from Buildings

The sale of the building at 2 Alfred St Scottsdale (known as Scots Centre) was settled during the 2022/23 financial year and is no longer held by Council.

Accounting policy

A non-current asset held for sale (including disposal groups) is measured at the lower of its carrying amount and the fair value less costs to sell, and is not subject to depreciation. Non-current assets, disposal group and related liabilities are treated as current and classified as held for sale if their carry amount will be recovered through a sale transaction rather than through continuing use. This condition is regarded as met only when the sale is highly probable and the asset's sale (or disposal group sale) is expected to be completed within 12 months from the date of classification.

4.6 Contract assets

	2023 \$'000	2022 \$'000
Contract assets		
<i>Current</i>		
Accrued income	25	106
Total contract assets	25	106

Accounting policy

Council recognises a contractual asset for work in progress where a performance obligation is satisfied by transferring a promised good or service to the customer, before the customer pays consideration or the payment is due. Contractual assets are transferred to receivables when the right to receive payment becomes unconditional.

Council reviews contractual assets for impairment and concluded that there was no impairment required for the 2022/23 year.

Council's contract assets with customers predominantly includes reimbursements from the State Government under the Local Government Accelerated Capital Program and the Local Government Loan Program.

4.7 Other assets

	2023 \$'000	2022 \$'000
Other assets		
<i>Current</i>		
Accrued interest income	32	17
Prepayments	172	129
Total current	204	146
<i>Non-current</i>		
Deposits	35	35
Total non-current	35	35
Total other assets	239	181

Note 5 Investment in water corporation

5.1 Investment in water corporation

	2023 \$'000	2022 \$'000
Opening balance	16,552	16,234
Fair value adjustment on equity investment assets	619	318
Total investment in water corporation	17,171	16,552

Council has derived returns from the water corporation as disclosed at note 2.9.

Accounting policy

As Council's investment in TasWater is held for long-term strategic purposes, Council has elected under AASB 9 Financial Instruments to irrevocably classify this equity investment as designated as fair value through other comprehensive income.

Subsequent changes in fair value on designated investments in equity instruments are recognised in other comprehensive income (for fair value reserve refer to note 9.1) and not reclassified through the profit or loss when derecognised. Dividends associated with the equity investments are recognised in profit and loss when the right of payment has been established and it can be reliably measured.

Fair value was determined by using Council's ownership interest against the water corporation's net asset value at balance date. At 30 June 2023, Council holds a 0.98% ownership interest in TasWater which is based on Schedule 2 of the Corporation's Constitution.

Note 6 Non-current assets

6.1 Property, infrastructure, plant and equipment

<i>Summary</i>	2023 \$'000	2022 \$'000
at cost	34,327	31,235
<i>less</i> accumulated depreciation	(8,096)	(7,037)
	26,231	24,198
at fair value as at 30 June	290,913	268,590
<i>less</i> accumulated depreciation	(99,640)	(91,013)
	191,273	177,577
Total	217,504	201,775
	2023 \$'000	2022 \$'000
Property		
Land		
at fair value as at 30 June	9,392	8,222
	9,392	8,222
Land improvements		
at cost	20,990	19,396
<i>less</i> accumulated depreciation	(3,374)	(2,922)
	17,616	16,474
Land under roads		
at fair value as at 30 June	3,953	3,953
	3,953	3,953
Total land	30,961	28,649
Buildings		
at fair value as at 30 June	12,966	11,020
<i>less</i> accumulated depreciation	(846)	(400)
	12,120	10,620
Total buildings	12,120	10,620
Total property	43,081	39,269
Plant and equipment		
Plant, machinery and equipment		
at cost	8,514	7,599
<i>less</i> accumulated depreciation	(3,060)	(2,608)
	5,454	4,991
Fixtures, fittings and furniture		
at cost	137	121
<i>less</i> accumulated depreciation	(72)	(60)
	65	61

6.1 Property, infrastructure, plant and equipment (cont.)

	2023 \$'000	2022 \$'000
Computers and telecommunications		
at cost	1,924	1,723
less accumulated depreciation	(1,590)	(1,447)
	334	276
Total plant and equipment	5,853	5,328
Infrastructure		
Roads		
at fair value as at 30 June	210,206	194,236
less accumulated depreciation	(79,664)	(73,008)
	130,542	121,228
Bridges		
at fair value as at 30 June	35,029	33,140
less accumulated depreciation	(11,866)	(10,916)
	23,163	22,224
Stormwater		
at fair value as at 30 June	19,367	18,019
less accumulated depreciation	(7,264)	(6,689)
	12,103	11,330
Total infrastructure	165,808	154,782
Works in progress		
Land	57	18
Land improvements	491	661
Buildings	66	690
Plant, machinery and equipment	-	-
Computers and telecommunications	11	19
Roads	1,283	997
Bridges	627	-
Stormwater	227	11
Total works in progress	2,762	2,396
Total property, infrastructure, plant and equipment	217,504	201,775

6.1 Property, infrastructure, plant and equipment (cont.)

Reconciliation of property, plant and equipment, infrastructure	Balance at beginning of financial year	Acquisition of assets	Revaluation increments (decrements)	Depreciation and amortisation	Written down value of disposals	Impairment losses recognised in profit or loss	Transfers	Balance at the end of financial year
2023	\$'000	\$'000	(note 9.1) \$'000	(note 3.3) \$'000	(note 2.8) \$'000	\$'000	\$'000	\$'000
Property								
Land	8,222	76	1,229	-	(397)	-	262	9,392
Land improvements	16,474	-	-	(491)	(5)	-	1,638	17,616
Land under roads	3,953	-	-	-	-	-	-	3,953
Total Land	28,649	76	1,229	(491)	(402)	-	1,900	30,961
Buildings	10,620	94	536	(414)	(128)	-	1,412	12,120
Total buildings	10,620	94	536	(414)	(128)	-	1,412	12,120
Total property	39,269	170	1,765	(905)	(530)	-	3,312	43,081
Plant and equipment								
Plant, machinery and equipment	4,991	1,275	-	(625)	(187)	-	-	5,454
Fixtures, fittings and furniture	61	17	-	(13)	-	-	-	65
Computers and telecommunications	276	-	-	(144)	-	-	202	334
Total plant and equipment	5,328	1,292	-	(782)	(187)	-	202	5,853
Infrastructure								
Roads	121,228	257	7,612	(2,487)	(173)	-	4,104	130,541
Bridges	22,224	-	1,327	(526)	(47)	-	186	23,164
Stormwater	11,330	251	576	(222)	-	-	168	12,103
Total infrastructure	154,782	508	9,515	(3,235)	(220)	-	4,458	165,808
Work in progress								
Land	18	67	-	-	-	-	(28)	57
Land improvements	661	1,468	-	-	-	-	(1,638)	491
Buildings	690	659	-	-	-	-	(1,283)	66
Plant, machinery and equipment	-	-	-	-	-	-	-	-
Computer and telecommunications	19	194	-	-	-	-	(202)	11
Roads	997	4,391	-	-	-	-	(4,105)	1,283
Bridges	-	813	-	-	-	-	(186)	627
Stormwater	11	384	-	-	-	-	(168)	227
Total works in progress	2,396	7,976	-	-	-	-	(7,610)	2,762
Total property, plant and equipment, infrastructure	201,775	9,946	11,280	(4,922)	(937)	-	362	217,504

6.1 Property, infrastructure, plant and equipment (cont.)

Reconciliation of property, plant and equipment, infrastructure	Balance at beginning of financial year	Acquisition of assets	Revaluation increments (decrements)	Depreciation and amortisation	Written down value of disposals	Impairment losses recognised in profit or loss	Transfers	Balance at the end of financial year
2022	\$'000	\$'000	(note 9.1) \$'000	(note 3.3) \$'000	(note 2.8) \$'000	\$'000	\$'000	\$'000
Property								
Land	4,861	-	3,759	-	-	-	(398)	8,222
Land improvements	8,476	-	-	(411)	(26)	-	8,435	16,474
Land under roads	3,954	-	-	-	-	-	(1)	3,953
Total Land	17,291	-	3,759	(411)	(26)	-	8,036	28,649
Buildings	9,828	-	1,044	(361)	-	-	109	10,620
Total buildings	9,828	-	1,044	(361)	-	-	109	10,620
Total property	27,119	-	4,803	(772)	(26)	-	8,145	39,269
Plant and equipment								
Plant, machinery and equipment	4,726	1,229	-	(647)	(317)	-	-	4,991
Fixtures, fittings and furniture	67	6	-	(11)	-	-	-	61
Computers and telecommunications	308	-	-	(126)	-	-	93	276
Total plant and equipment	5,101	1,235	-	(784)	(317)	-	93	5,328
Infrastructure								
Roads	110,156	463	8,008	(2,412)	(292)	-	5,305	121,228
Bridges	20,676	-	1,709	(506)	(138)	-	483	22,224
Stormwater	10,160	58	903	(201)	(2)	-	412	11,330
Total infrastructure	140,992	521	10,620	(3,119)	(432)	-	6,200	154,782
Work in progress								
Land	-	18	-	-	-	-	-	18
Land improvements	4,923	4,172	-	-	-	-	(8,435)	661
Buildings	547	380	-	-	-	-	(237)	690
Plant, machinery and equipment	-	-	-	-	-	-	-	-
Computer and telecommunications	8	104	-	-	-	-	(93)	19
Roads	1,572	4,923	-	-	-	-	(5,498)	997
Bridges	2	481	-	-	-	-	(483)	-
Stormwater	-	230	-	-	-	-	(219)	11
Total works in progress	7,052	10,308	-	-	-	-	(14,965)	2,396
Total property, plant and equipment, infrastructure	180,265	12,064	15,423	(4,675)	(775)	-	(527)	201,775

6.1 Property, infrastructure, plant and equipment (cont.)

Accounting policy

Acquisitions of assets are initially recorded at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition.

Property, infrastructure, and buildings received in the form of contributions, are recognised as assets and incomes at fair value by Council valuation where that value exceeds the recognition thresholds for the respective asset class. Fair value is the price that would be received to sell the asset in an orderly transaction between market participants at the measurement date.

Where assets are constructed by Council, cost includes all materials used in construction, direct labour, borrowing costs incurred during construction, and an appropriate share of the directly attributable variable and fixed overheads.

The following classes of assets have been recognised. In accordance with Council's policy, a threshold limit of \$1,000 is applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year:

Revaluation

Council has adopted the following valuation bases for its non-current assets:

Land	fair value
Plant, machinery and equipment	cost
Fixtures, fittings and furniture	cost
Stormwater	fair value
Roads	fair value
Land under roads	fair value
Bridges	fair value
Buildings	fair value
Land improvements	cost
Computers and telecommunications	cost

Subsequent to the initial recognition of assets, non-current physical assets, other than plant and equipment, land improvements, furniture and fittings and computers and telecommunications, are measured at their fair value in accordance with AASB 116 Property, Plant & Equipment and AASB 13 Fair Value Measurement. At balance date, Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date the class of asset was revalued.

In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis to ensure valuations represent fair value. The valuation is performed either by experienced Council officers or independent experts.

6.1 Property, infrastructure, plant and equipment (cont.)

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use on an asset result in changes to the permissible or practical highest and best use of the asset.

Where the assets are revalued, the revaluation increments are credited directly to the asset revaluation reserve except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense, in which case the increment is recognised as income up to the amount of the expense. Revaluation decrements are recognised as an expense except where prior increments are included in the asset revaluation surplus for that class of asset, in which case the decrement is taken to the reserve to the extent of the remaining increments. Within the same class of assets, revaluation increments and decrements within the year are offset.

Impairment of assets/ reversal of impairment losses

Impairment losses are recognised in the Statement of Comprehensive Income under other expenses, unless the asset is carried at the revalued amount (in accordance with AASB 116). Any impairment loss of a revalued asset shall be treated as a revaluation decrease in accordance with AASB 116. Reversals of impairment losses are recognised in the Statement of Other Comprehensive Income under other income, unless the asset is carried at the revalued amount in accordance with AASB 116. Any reversal of impairment loss of a revalued asset shall be treated as a revaluation increase in accordance with AASB 116.

Land under roads

Council recognised the value of land under roads it controls at fair value.

6.2 Pine plantations

	2023 \$'000	2022 \$'000
Balance at beginning of financial year	40	40
Fair value adjustments	-	-
Disposals	(4)	-
Balance at end of financial year	36	40

Valuation of pine plantations has been determined in accordance with an independent valuation by AKS Forest Solutions at 30 June 2017 who have experience in the location and category of the plantations being valued.

Accounting policy

Pine plantations are held to generate income from the sale of pine saw logs. Plantations are measured initially at cost including establishment costs. Costs incurred subsequent to initial acquisition are capitalised when it is probable that the future economic benefit in excess of the original assessed performance will flow to Council. Subsequent to initial recognition at cost, plantations are carried at fair value. Changes in fair value are recorded in the Statement of Comprehensive Income when the risk and rewards of ownership are transferred to the purchaser.

6.3 Intangible assets

	2023 \$'000	2022 \$'000
Intangible assets		
Trademarks	-	12
Brand names	-	30
Total intangible assets	-	42

Reconciliation of intangible assets

	Trademarks \$'000	Brand names \$'000	Total \$'000
Gross carrying amount			
Balance at 1 July 2021	16	40	56
Balance at 30 June 2022	16	40	56
Ownership transfer to external party	(16)	(40)	(56)
Gross carrying amount at 30 June 2023	-	-	-

6.3 Intangible assets (cont.)

	Trademarks \$'000	Brand names \$'000	Total \$'000
Accumulated amortisation and impairment			
Balance at 1 July 2021	3	9	12
Amortisation expense	1	1	2
Balance at 30 June 2022	4	10	14
Amortisation expense	1	1	2
Ownership transfer to external party	(5)	(11)	(16)
Balance at 30 June 2023	-	-	-
Net Book value at 30 June			
2022	12	30	42
Net book value at 30 June			
2023	-	-	-

During the 2022/23 financial year Council transferred ownership of the Blue Derby trademarks and brand names to the Blue Derby Foundation for nil consideration. Please see Note 10.5 for further details on this transfer.

Accounting policy

Intangible assets with finite lives that are acquired separately are carried at cost less accumulated amortisation and accumulated impairment losses. Amortisation is recognised on a straight-line basis over their estimated useful lives. The estimated useful life and amortisation method are reviewed at the end of each reporting period, with the effect of any changes in estimates being accounted for on a prospective basis. Intangible assets with indefinite useful lives that are acquired separately are carried at cost less accumulated impairment losses.

In accordance with Council's policy, the threshold limits applied when recognising intangible assets is \$1,000 and is consistent with prior years.

The estimated useful lives for the current period are as follows:

<i>Trademarks</i>	<i>25 years</i>
<i>Brand names</i>	<i>25 years</i>

Note 7 Current liabilities

7.1 Trade and other payables

	2023 \$'000	2022 \$'000
Trade and other payables		
Trade payables	952	961
Rates and charges in advance	300	304
Accrued expenses	178	201
Total trade and other payables	1,430	1,466

Accounting policy

Liabilities are recognised for amounts to be paid in the future for goods and services provided to Council as at balance date whether or not invoices have been received. General creditors are unsecured, not subject to interest and are normally settled within 30 days of invoice receipt.

Rates and charges in advance represent amounts received by Council prior to the commencement of the rating or charging period. Income is recognised by Council at the beginning of the rating or charge period to which the advance payment relates.

For aging analysis of trade and other payables, refer to note 9.10 (d).

7.2 Deposits

	2023 \$'000	2022 \$'000
Deposits		
Planning deposits	13	13
Other refundable deposits	20	13
Total deposits	33	26

Accounting policy

Amounts received as deposits and retention amounts controlled by Council are recognised as deposits until they are returned or forfeited.

7.3 Provisions

Employee benefits

	Annual leave	Long service leave	Rostered days off and time in lieu	On costs	Total
	\$'000	\$'000	\$'000	\$'000	\$'000
2023					
Balance at beginning of the financial year	523	570	103	221	1,417
Additional provisions	325	81	142	137	685
Amounts used	(339)	(50)	(155)	(130)	(674)
Increase/(decrease) in the discounted amount arising from the time and effect of any change in the	-	(33)	-	(4)	(37)
Balance at the end of the financial year	509	568	90	224	1,391
Current	508	383	91	185	1,167
Non-current	-	185	-	39	224
Total	508	568	91	224	1,391

	Annual leave	Long service leave	Rostered days off and time in lieu	On costs	Total
	\$'000	\$'000	\$'000	\$'000	\$'000
2022					
Balance at beginning of the financial year	468	521	82	182	1,253
Additional provisions	410	129	170	128	837
Amounts used	(355)	(71)	(149)	(90)	(665)
Increase in the discounted amount arising from the time and effect of any change in the discount rate	-	(9)	-	1	(8)
Balance at the end of the financial year	523	570	103	221	1,417
Current	523	353	103	178	1,157
Non-current	-	217	-	43	260
Total	523	570	103	221	1,417

7.3 Provisions (cont.)

Employee benefits

	2023	2022
	\$'000	\$'000
The following assumptions were adopted in measuring the present value of employee benefits:		
Weighted average discount rates	4.01%	3.16%
Weighted average settlement period (days)	19	22
Employee numbers	88	82

Accounting policy

i) Short term obligations

Liabilities for wages and salaries, including non-monetary benefits, annual leave and accumulating sick leave expected to be wholly settled within 12 months after the end of the period in which the employees render the related service are recognised in respect of employees' services up to the end of the reporting period and are measured at the amounts expected to be paid when the liabilities are settled. The liability for annual leave is recognised in the provision for employee benefits. All other short-term employee benefit obligations are presented as payables.

ii) Other long term employee benefit obligations

The liability for long service leave and annual leave which is not expected to be wholly settled within 12 months after the end of the period in which the employees render the related service is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the end of the reporting period using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the end of the reporting period on national government bonds with terms to maturity and currency that match, as closely as possible, the estimated future cash outflows.

The obligations are presented as current liabilities in the Statement of Financial Position if the entity does not have an unconditional right to defer settlement for at least twelve months after the reporting date, regardless of when the actual settlement is expected to occur.

iii) Sick leave

No accrual is made for sick leave as Council experience indicates that, on average, sick leave taken in each reporting period is less than the entitlement accruing in that period, and this experience is expected to recur in future reporting periods. Council does not make payment for untaken sick leave.

7.3 Provisions (cont.)

iv) Defined benefit plans

A liability or asset in respect of defined benefit superannuation plans would ordinarily be recognised in the Statement of Financial Position, and measured as the present value of the defined benefit obligation at the reporting date plus unrecognised actuarial gains (less unrecognised actuarial losses) less the fair value of the superannuation fund's assets at that date and any unrecognised past service cost. The present value of the defined benefit obligation is based on expected future payments which arise from membership of the fund to the reporting date, calculated annually by independent actuaries using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. However, when this information is not reliably available, Council accounts for its obligations to defined benefit plans on the same basis as its obligations to defined contribution plans i.e. as an expense when it becomes payable.

Council makes superannuation contributions for a number of its employees to the Quadrant Defined Benefits Fund (the Fund), a sub-fund of the Spirit Superannuation Fund (Spirit Super) (formally the Tasplan Superannuation Fund). The Quadrant Defined Benefits Fund has been classified as a multi-employer sponsored plan. As the Fund's assets and liabilities are pooled and are not allocated by employer, the Actuary is unable to allocate benefit liabilities, assets and costs between employers. As provided under paragraph 34 of AASB 119 Employee Benefits, Council does not use defined benefit accounting for these contributions.

v) Defined contribution plans

Contributions to defined contribution plans are recognised as an expense as they become payable. Prepaid contributions are recognised as an asset to the extent that a cash refund or a reduction in the future payments is available.

(b) Other provisions

In the 2022/23 financial year a new provision has been made to account for bank guarantees that Council have in place to cover potential rehabilitation costs required under current mineral leases. Please see note 10.6(d) for further information.

	2023 \$'000	2022 \$'000
Current	-	-
Non-current	106	-
	<u>106</u>	<u>-</u>

Total Provisions

Current	1,167	1,157
Non-current	330	260
Total Provisions	<u>1,497</u>	<u>1,417</u>

7.4 Contract liabilities

	2023 \$'000	2022 \$'000
Current		
Funds received to acquire or construct an asset controlled by Council	220	1,975
Funds received prior to performance obligations being satisfied (upfront payments)	125	50
Deposits received in advance of services provided	286	237
	631	2,262
Non-current		
Funds received to acquire or construct an asset controlled by Council	-	-
Funds received prior to performance obligations being satisfied (upfront payments)	-	40
Deposits received in advance of services provided	-	-
	-	40
Total contract liabilities	631	2,302

Income recognised that was included in the contract liability balance at the beginning of the period

	2023 \$'000	2022 \$'000
Funds to construct Council controlled assets	1,845	1,517
Funds received prior to performance obligations being satisfied (upfront payments)	5	-
Deposits received in advance of services provided (e.g. caravan park fees, hire fees)	202	167
	2,052	1,684

Accounting policy

Council recognised the following contract liabilities with customers:

i) Funds received to construct Council controlled assets includes Commonwealth and State Grant funding received for capital projects such as the Scottsdale Railway Station restoration and the Northeast Park mountain bike trails, Scottsdale. The funds received are under an enforceable contract which require Council to construct an identified asset which will be under Council's control on completion. The income is recognised as Council constructs the asset and the contract liability reflects the funding received which cannot yet be recognised as income. All income is expected to be recognised within the next twelve months.

7.4 Contract liabilities (cont.)

ii) Funds to be received prior to performance obligations being satisfied (upfront payments) includes State Government funding which was postponed in the 2023 financial year. The management of this event will be transferred to the Blue Derby Foundation (BDF) in the 2023/24 financial year and Council are in the process of repaying these funds to Events Tasmania (see Note 2.4 and 10.5 for further details). These funds also include funding received from the State Government for the completion of structure plans for both Scottsdale and Derby. Income is recognised as performance obligations are progressively fulfilled and all income is expected to be recognised within the next twelve months.

iii) Deposits received in advance of services provided include camping deposits collected from customers at the Bridport Seaside Caravan Park, ticket sales for the DerbyFest event and accomodation deposits received via the Derby Accomodation Booking Platform. The responsibility for managing the Derby Accommodation Booking Platform will be transferred to the BDF in the 2023/24 financial year (see Note 10.5 for further details). Income is recognised progressively as services are provided and all income is expected to be recognised within the next twelve months.

Note 8 Non-current liabilities

8.1 Interest-bearing loans and borrowings

	2023 \$'000	2022 \$'000
Current		
Borrowings	503	493
	503	493
Non-current		
Borrowings	3,367	3,870
	3,367	3,870
Total Interest-bearing loans and borrowings	3,870	4,363

As part of the State Government's response to the COVID-19 pandemic, the Treasurer has ensured that all councils have access to sufficient funding. On 15 June 2020, the Treasurer provided explicit support to the Tasmanian Public Finance Corporation for any loans advanced to local government authorities under the Local Government Loans Program ("LGLP"). The LGLP enabled Council to borrow \$2.5 million in the 2019/20 financial year with an additional \$700,000 being drawn down in the 2020/21 financial year (total borrowings under the LGLP is \$3.2 million). The Tasmanian Government is providing interest rebates to Council for a period of 3 years to meet the interest obligations of the loan.

During the 2020/21 financial year, Council entered into an additional loan agreement with the Tasmanian Public Finance Corporation for a further \$2.0 million. This is a 10 year principal and interest loan which has been on-lent to May Shaw via a back to back loan, to support the redevelopment of the Aminya Aged-Care Facility. The Aminya facility redevelopment is now completed and Council is in the process of transferring the title to May Shaw. Upon transfer, a first mortgage in favour of Council will be secured over the title to ensure the loan is secured against the facility.

In the 2023/24 financial year, Council expect to enter into a further borrowing agreement with the Tasmanian Public Finance Corporation for \$0.5 million. This loan will be a 10 year principal and interest loan and will be on-lent to May Shaw via a back to back loan to finalise the working capital loan for the sale of the Aminya facility (including land) and May Shaw's share of operating losses (see Note 10.4). This loan will also be secured via first mortgage over the Aminya facility.

	2023 \$'000	2022 \$'000
Maturity profile for Council's borrowings:		
Not later than one year	503	493
Later than one year and not later than five years	2,106	2,067
Later than five years	1,261	1,802
Total borrowings	3,870	4,362

Accounting policy

The borrowing capacity of Council is limited by the Local Government Act 1993. Interest bearing liabilities are initially recognised at fair value, net of transaction costs incurred. Subsequent to initial recognition these liabilities are measured at amortised cost. Any difference between the proceeds (net of transaction costs) and the redemption amount is recognised in the Statement of Comprehensive Income over the period of the liability using the effective interest method.

Interest is expensed as it accrues and no interest has been capitalised during the current or comparative reporting period. There have been no defaults or breaches of the loan agreement during the period. Borrowings are secured by way of mortgages over the general rates of the Council.

Note 9 Other financial information

9.1 Reserves

(a) Asset revaluation reserve

	Balance at beginning of the reporting year \$'000	Increment \$'000	(Decrement) \$'000	Balance at end of the reporting year \$'000
2023				
Property				
Land	3,727	1,229	-	4,956
Buildings	2,217	536	-	2,753
Land under roads	604	-	-	604
	6,548	1,765	-	8,313
Infrastructure				
Roads	64,587	7,612	-	72,199
Bridges	14,592	1,327	-	15,919
Stormwater	7,992	576	-	8,568
	87,171	9,515	-	96,686
Other				
Furniture and fittings	2	-	(2)	-
Pine plantations	17	-	-	17
	19	-	(2)	17
Total asset revaluation reserve	93,738	11,280	(2)	105,016

	Balance at beginning of the reporting year \$'000	Increment \$'000	(Decrement) \$'000	Balance at end of the reporting year \$'000
2022				
Property				
Land	(32)	3,759	-	3,727
Buildings	1,173	1,044	-	2,217
Land under roads	604	-	-	604
	1,745	4,803	-	6,548
Infrastructure				
Roads	56,579	8,008	-	64,587
Bridges	12,883	1,709	-	14,592
Stormwater	7,089	903	-	7,992
	76,551	10,620	-	87,171
Other				
Pine plantations	17	-	-	17
	17	-	-	17
Total asset revaluation reserve	78,313	15,423	-	93,736

The asset revaluation reserve was established to capture movements in asset valuations upon periodic revaluation of Council's assets.

9.1 Reserves (cont.)

(b) Fair value reserve

	Balance at beginning of the reporting year \$'000	Increment \$'000	(Decrement) \$'000	Balance at end of the reporting year \$'000
2023				

Equity investments assets

Investment in water corporation	(1,491)	619	-	(872)
Total fair value reserve	(1,491)	619	-	(872)

	Balance at beginning of the reporting year \$'000	Increment \$'000	(Decrement) \$'000	Balance at end of the reporting year \$'000
2022				

Equity investments assets

Investment in water corporation	(1,809)	318	-	(1,491)
Total fair value reserve	(1,809)	318	-	(1,491)

Council has designated its investment in TasWater as an equity investment at fair value through other comprehensive income. Subsequent changes in fair value are reflected in the reserve and will not be reclassified through the profit and loss when derecognised.

9.1 Reserves (cont.)

(c) Other reserves

	Balance at beginning of the reporting year \$'000	Increment \$'000	(Decrement) \$'000	Balance at end of the reporting year \$'000
2023				
Land rehabilitation	1,029	-	(1,029)	-
Total other reserves	1,029	-	(1,029)	-

	Balance at beginning of the reporting year \$'000	Increment \$'000	(Decrement) \$'000	Balance at end of the reporting year \$'000
2022				
Land rehabilitation	1,029	-	-	1,029
Total other reserves	1,029	-	-	1,029

The landfill rehabilitation reserve was established in 2015 to provide for future rehabilitation liabilities where Council resolves to establish a new landfill site in the Dorset Municipality. In the 2022/23 financial year it was determined that this reserve is no longer required and the reserve amount was transferred back to accumulated surplus.

	2023 \$'000	2022 \$'000
Total reserves	104,144	93,274

9.2 Reconciliation of cash flows from operating activities to surplus (deficit)

	2023 \$'000	2022 \$'000
Result from continuing operations	5,729	5,458
Depreciation/amortisation	4,924	4,677
(Profit)/loss on disposal of property, infrastructure, plant and equipment	242	393
Capital grants and contributions received specifically for new or upgraded assets	(4,273)	(4,568)
Dividends from water corporation relating to investing activities	(233)	(233)
<i>Change in asset and liabilities</i>		
Decrease/(increase) in trade and other receivables	(381)	180
Decrease/(increase) in other assets	(58)	(58)
Decrease/(increase) in inventories	9	(37)
Decrease/(increase) in contract assets	81	(47)
Increase/(decrease) in trade and other payables	(36)	(278)
Increase/(decrease) in deposits	7	(11)
Increase/(decrease) in provisions	80	164
Increase/(decrease) in contract liabilities	84	82
Net cash provided by/(used in) operating activities	6,175	5,722

9.3 Reconciliation of liabilities arising from financing activities

Liabilities arising from financing activities are liabilities for which cash flows were, or future cash flows will be, classified in the Statement of Cash Flows as cash flows from financing activities.

	Interest-bearing loans and borrowings \$'000
Balance as at 1 July 2022	4,363
Acquisitions/New Leases	-
Changes in fair value	-
Other movements	-
Changes from financing cash flows:	
Cash received	-
Cash repayments	(493)
Balance as at 30 June 2023	3,870

	Interest-bearing loans and borrowings \$'000
Balance as at 1 July 2021	8,047
Acquisitions/New Leases	-
Changes in fair value	-
Other movements	-
Changes from financing cash flows:	
Cash received	-
Cash repayments	(3,684)
Balance as at 30 June 2022	4,363

9.4 Reconciliation of cash and cash equivalents

	2023 \$'000	2022 \$'000
Cash and cash equivalents (see note 4.1)	7,033	6,932
Less bank overdraft utilised	-	-
Total reconciliation of cash and cash equivalents	7,033	6,932

9.5 Financing arrangements

	2023	2022
	\$'000	\$'000
Bank overdraft	40	40
Credit card facilities	50	50
Used facilities	(5)	(8)
Unused facilities	85	82

9.6 Superannuation

Council makes superannuation contributions for a number of its employees to the Quadrant Defined Benefits Fund (the Fund). The Fund was a sub-fund of the Tasplan Superannuation Fund up to 31 March 2021. On 1 April 2021, the Tasplan Superannuation Fund merged (via a Successor Fund Transfer) into the MTAA Superannuation Fund to become Spirit Super. The Quadrant Defined Benefits Funds has been classified as a multi-employer sponsored plan. As the Fund's assets and liabilities are pooled and are not allocated by employer, the Actuary is unable to allocate benefit liabilities, assets and costs between employers. As provided under paragraph 34 of *AASB Employee Benefits*, Council does not use defined benefit accounting for these contributions.

For the year ended 30 June 2023 the Council contributed 0.0% of employees' gross income to the Fund. Assets accumulate in the fund to meet member benefits as they accrue, and if assets within the fund are insufficient to satisfy benefits payable, the Council is required to meet its share of the deficiency.

Rice Warner Pty Ltd undertook the last actuarial review of the Fund at 30 June 2020. The review disclosed that at that time the net market value of assets available for funding member benefits was \$51,939,000, the value of vested benefits was \$43,411,000, the surplus over vested benefits was \$8,528,000, the value of total accrued benefits was \$43,562,000, and the number of members was 95. These amounts relate to all members of the fund at the date of valuation and no asset or liability is recorded in the Spirit Super's financial statements for Council employees.

The financial assumptions used to calculate the Accrued Benefits for the Fund were:

- Net Investment Return 3.75% p.a.
- Salary Inflation 2.75% p.a.
- Price Inflation n/a.

The actuarial review concluded that:

- The value of assets of the Fund was adequate to meet the liabilities of the Fund in respect of vested benefits as at 30 June 2020.
- The value of assets of the Fund was adequate to meet the value of the liabilities of the Fund in respect of accrued benefits as at 30 June 2020.
- Based on the assumptions used, and assuming the Employer contributes at the levels described below, the value of the assets is expected to continue to be adequate to meet the value of the liabilities of the Fund in respect of vested benefits at all times during the period up to 30 June 2020.

Given the strong financial position of the Fund, the Actuary recommended that the Council consider a contribution holiday and contribute 0% of salaries from 1 July 2021 to 30 June 2024.

The Actuary will continue to undertake a brief review of the financial position the Fund at the end of each financial year to confirm that the contribution rates remain appropriate. The next full triennial actuarial review of the Fund will have an effective date of 30 June 2023 and is expected to be completed late in 2023.

Council also contributes to other accumulation schemes on behalf of a number of employees; however the Council has no ongoing responsibility to make good any deficiencies that may occur in those schemes.

During the year Council made the required superannuation contributions for all eligible employees to an appropriate complying superannuation fund as required by the *Superannuation Guarantee (Administration) Act 1992*.

9.6 Superannuation (cont.)

As required in terms of paragraph 148 of AASB 119 *Employee Benefits*, Council discloses the following details:

- The 2020 actuarial review used the “aggregate” funding method. This is a standard actuarial funding method. The results from this method were tested by projecting future fund assets and liabilities for a range of future assumed investment returns. The funding method used is consistent with the method used at the previous actuarial review in 2017.

Under the aggregate funding method of financing the benefits, the stability of the Councils’ contributions over time depends on how closely the Fund’s actual experience matches the expected experience. If the actual experience differs from that expected, the Councils’ contribution rate may need to be adjusted accordingly to ensure the Fund remains on course towards financing members’ benefits.

- In terms of Rule 15.2 of the Spirit Super Trust Deed (Trust Deed), there is a risk that employers within the Fund may incur an additional liability when an Employer ceases to participate in the Fund at a time when the assets of the Fund are less than members’ vested benefits. Each member of the Fund who is an employee of the Employer who is ceasing to participate is required to be provided with a benefit at least equal to their vested benefit. However, there is no provision in the Trust Deed requiring an employer to make contributions other than its regular contributions up to the date of cessation of contributions.
- The application of Fund assets on Spirit Super being wound-up is set out in Rule 20.2. This Rule provides that expenses and taxation liabilities should have first call on the available assets. Additional assets will initially be applied for the benefit of the then remaining members and/or their Dependents in such manner as the Trustee considers equitable and appropriate in accordance with the Applicable Requirements (broadly, superannuation and taxation legislative requirements and other requirements as determined by the regulators).

The Trust Deed does not contemplate the Fund withdrawing from Spirit Super. However it is likely that Rule 15.2 would be applied in this case (as detailed above).

- The Fund is a defined benefit fund.
- The Fund has been classified as a multi-employer sponsored plan. As the Fund’s assets and liabilities are pooled and are not allocated by employer, the Actuary is unable to allocate benefit liabilities, assets and costs between employers. Thus the Fund is not able to prepare standard AASB119 defined benefit reporting.
- During the reporting period the amount of contributions paid to defined benefits schemes was \$5,909.49 (2021/22 \$9,596), and the amount paid to accumulation schemes was \$560,475 (2021/22 \$517,808).
- During the next reporting period the expected amount of contributions to be paid to defined benefits schemes is \$6,239 and the amount to be paid to accumulation schemes is \$658,889.

9.6 Superannuation (cont.)

- As reported above, Assets exceeded accrued benefits as at the date of the last actuarial review, 30 June 2020. Favourable investment returns, since that date, has seen further improvement in the financial position of the Fund. The financial position of the Fund will be fully investigated at the actuarial review as at 30 June 2023.
- An analysis of the assets and vested benefits of sub-funds participating in the Scheme, prepared by Deloitte Consulting Pty Ltd as at 30 June 2022, showed that the Fund had assets of \$49.53 million and members' vested benefits were \$40.79 million. These amounts represented 0.20% and 0.17% respectively of the corresponding total amounts for Spirit Super.
- As at 30 June 2022 the fund had 77 members and the total employer contributions and member contributions for the year ending 30 June 2022 were \$780,908 and \$229,521 respectively.

Fund	2023 \$'000	2022 \$'000
Defined benefits fund		
Employer contributions to Spirit Super Defined Benefit Fund	6	10
	6	10
Employer contribution payable to Spirit Super Defined Benefit fund at reporting date	-	-
	-	-
Accumulation funds		
Employer contributions to Spirit Super	337	308
Employer contributions to other funds	223	209
	560	517
Employer contributions payable to Spirit Super at reporting date	-	-
Employer contributions payable to other funds at reporting date	-	-
	-	-

9.7 Commitments

Capital Expenditure Commitments

Capital commitments at end of financial year but not recognised in the financial report are as follows:

	2023 \$'000	2022 \$'000
Roads & footpaths	333	1,360
Plant & equipment	72	510
IT & communications	-	18
Total capital expenditure commitments	405	1,888

Contractual commitments

Contractual commitments at end of financial year but not recognised in the financial report are as follows:

	2023 \$'000	2022 \$'000
Waste management		
General waste collection	675	868
Waste transfer stations	234	342
Facility management	190	775
Cleaning contractors	26	59
Insurance	344	308
Information systems and technology	112	114
Total contractual commitments	1,581	2,466

9.8 Operating leases as lessor

Council leases are over a variety of property assets including halls, community centres, sporting and recreation facilities and land.

Maturity analysis of operating lease payments to be received	2023 \$'000	2022 \$'000
Year 1	58	51
Year 2	39	32
Year 3	33	30
Year 4	10	30
Year 5	2	7
Year 6 and onwards	-	3
Total	142	153

9.8 Operating leases (cont.)

	2023 \$'000	2022 \$'000
The following table presents the amounts reported in the profit or loss:		
Lease income on operating leases	71	38
Therein lease income relating to variable lease payments that do not depend on an index or rate	-	-

Accounting policy

Council is a lessor and enters into agreements with a number of lessees. These include commercial and non-commercial agreements.

Where leases are non-commercial agreements, these are generally with not for profit, such as sporting, organisations. In these cases subsidised or peppercorn rents are charged because Council recognises part of its role is community service and community support. In these situations, Council records lease income on an accruals basis and records the associated properties as part of land and buildings within property, plant and equipment. Buildings are recognised at current replacement cost.

Where leases are commercial agreements, but properties leased are part of properties predominantly used by Council for its own purposes, Council records lease income on an accruals basis and records the associated properties as part of land and buildings within property, plant and equipment. Buildings are recognised at current replacement cost.

Furthermore, when Council leases some of its land and buildings on commercial terms the lease contract may include incentives for the lessee to enter in the agreement, for example rent-free period or discounted rent. Council accounts for the cost of incentives as a reduction of rental income of the term of the lease.

Where leases are commercial agreements, but properties leased are part of properties predominantly used by Council for its own purposes, Council records lease income on an accruals basis and records the associated properties as part of land and buildings within property, plant and equipment. Buildings are recognised at current replacement cost.

9.9 Contingent liabilities and contingent assets

Contingent liabilities

Bank Guarantees are held by Council against the provision of services \$15,740 (2021/22: \$0) and overdraft facility \$40,000 (2021/22: \$40,000) as per note 9.5.

9.10 Financial instruments

(a) Interest rate risk

The exposure to interest rate risk and the effective interest rates of financial assets and non-lease financial liabilities, both recognised and unrecognised, at balance date are as follows:

2023	Weighted average interest rate	Floating interest rate \$'000	Fixed interest maturing in:			Non-interest bearing \$'000	Total \$'000
			1 year or less \$'000	Over 1 to 5 years \$'000	More than 5 years \$'000		
Financial assets							
Cash and cash equivalents	3.14%	7,017	-	-	-	16	7,033
Financial investments	4.56%	-	2,000	-	-	-	2,000
Trade and other receivables	N/A	-	-	-	-	956	956
Loans and advances	1.89%	-	229	953	718	-	1,900
Investment in water corporation	N/A	-	-	-	-	17,171	17,171
Total financial assets		7,017	2,229	953	718	18,143	29,060
Financial liabilities							
Trade and other payables	N/A	-	-	-	-	1,430	1,430
Deposits	N/A	-	-	-	-	33	33
Interest-bearing loans/ borrowings	1.88%	-	503	2,106	1,261	-	3,870
Total financial liabilities		-	503	2,106	1,261	1,463	5,333
Net financial assets/ (liabilities)		7,017	1,726	(1,153)	(543)	16,680	23,727

9.10 Financial instruments (cont.)

2022	Weighted average interest rate	Floating interest rate \$'000	Fixed interest maturing in:			Non-interest bearing \$'000	Total \$'000
			1 year or less \$'000	Over 1 to 5 years \$'000	More than 5 years \$'000		
Financial assets							
Cash and cash equivalents	1.10%	6,917	-	-	-	15	6,932
Financial investments	1.64%	-	2,500	-	-	-	2,500
Trade and other receivables	N/A	-	-	-	-	627	627
Loans and advances	1.89%	-	188	1,157	743	-	2,088
Investment in water corporation	N/A	-	-	-	-	16,552	16,552
Total financial assets		6,917	2,688	1,157	743	17,194	28,699
Financial liabilities							
Trade and other payables	N/A	-	-	-	-	1,466	1,466
Deposits	N/A	-	-	-	-	26	26
Interest-bearing loans/ borrowings	1.87%	-	493	2,067	1,802	-	4,362
Total financial liabilities		-	493	2,067	1,802	1,492	5,854
Net financial assets/ (liabilities)		6,917	2,195	(910)	(1,059)	15,702	22,845

9.10 Financial instruments (cont.)

(b) Fair value

The aggregate net fair value of financial assets and financial liabilities, both recognised and unrecognised, at balance date are as follows:

	Total carrying amount as per the Statement of Financial Position		Aggregate net fair value	
	2023 \$'000	2022 \$'000	2023 \$'000	2022 \$'000
Financial instruments				
Financial assets				
Cash and cash equivalents	7,033	6,932	7,033	6,932
Financial investments	2,000	2,500	2,000	2,500
Trade and other receivables	2,856	2,715	2,712	2,556
Investment in water corporation	17,171	16,552	17,171	16,552
Total financial assets	29,060	28,699	28,916	28,540
Financial liabilities				
Trade and other payables	1,430	1,466	1,430	1,466
Deposits	33	26	33	26
Interest-bearing loans and borrowings	3,870	4,362	3,483	3,936
Total financial liabilities	5,333	5,854	4,946	5,428

(c) Credit risk

The maximum exposure to credit risk at balance date in relation to each class of recognised financial assets is represented by the carrying amount of those assets as indicated in the Statement of Financial Position.

(d) Risks and mitigation

The risks associated with our main financial instruments and our policies for minimising these risks are detailed below.

Market risk

Market risk is the risk that the fair value or future cash flows of our financial instruments will fluctuate because of changes in market prices. Council's exposures to market risk are primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk. Components of market risk to which we are exposed are discussed below.

Interest rate risk

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Interest rate risk arises from interest bearing financial assets and liabilities that we use. Non derivative interest bearing assets are predominantly short term liquid assets. Our interest rate liability arises primarily from long term loans and borrowings at fixed rates which exposes us to fair value interest rate risk.

9.10 Financial instruments (cont.)

Our loan borrowings are sourced from major Australian banks by a tender process. Overdrafts are arranged with major Australian banks. We manage interest rate risk on our net debt portfolio by:

- ensuring access to diverse sources of funding;
- reducing risks of refinancing by managing in accordance with target maturity profiles; and
- setting prudential limits on interest repayments as a percentage of rate income.

We manage the interest rate exposure on our debt portfolio by appropriate budgeting strategies and obtaining approval for borrowings from the Department of Treasury and Finance each year.

Investment of surplus funds is made with approved financial institutions under the *Local Government Act 1993* and Council's Cash Management policy. We manage interest rate risk by adopting an investment policy that ensures:

- conformity with State and Federal regulations and standards;
- capital protection;
- appropriate liquidity;
- diversification by credit rating, financial institution and investment product;
- monitoring of return on investment;
- benchmarking of returns and comparison with budget.

Maturity will be staggered to provide for interest rate variations and to minimise interest rate risk.

Credit risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause Council to make a financial loss. Council have exposure to credit risk on some financial assets included in our Statement of Financial Position. To help manage this risk:

- we have a policy for establishing credit limits for the entities we deal with;
- we may require collateral where appropriate; and
- we only invest surplus funds with financial institutions which have a recognised credit rating specified in our Investment Policy.

Credit risks arises from Council's trade and other receivables. Council's exposure to credit risk arises from potential default of the counterparty, with a maximum exposure equal to the carrying amount of these instruments. Exposure at balance date is addressed in each applicable policy note. Council generally trades with recognised, creditworthy third parties, and as such collateral is generally not requested, nor is it Council's policy to securitise its trade and receivables. It is Council's policy that some customers who wish to trade on credit terms are subject to credit verification procedures including an assessment of their credit rating, financial position, past experience and industry reputation. In addition, receivable balance are monitored on an ongoing basis with the result that Council's exposure to bad debts is not significant.

Council may also be subject to credit risk for transactions which are not included in the Statement of Financial Position, such as when Council provides a guarantee for another party. Details of our contingent liabilities are disclosed in note 9.9.

9.10 Financial instruments (cont.)

Credit quality of contractual financial assets that are neither past due or impaired

2023	Financial Institutions (AAA credit rating)	Government agencies (BBBB credit rating)	Other (min BBB credit rating)	Other (unrated)	Total
Cash and cash equivalents	5,429	-	1,588	16	7,033
Financial investments	1,000	-	1,000	-	2,000
Trade and other receivables	-	-	-	2,856	2,856
Investments and other financial assets	-	17,171	-	-	17,171
Total contractual financial assets	6,429	17,171	2,588	2,872	29,060

2022	Financial Institutions (AAA credit rating)	Government agencies (BBBB credit rating)	Other (min BBB credit rating)	Other (unrated)	Total
Cash and cash equivalents	4,358	-	2,559	15	6,932
Financial investments	1,000	-	1,500	-	2,500
Trade and other receivables	-	-	-	2,715	2,715
Investments and other financial assets	-	16,552	-	-	16,552
Total contractual financial assets	5,358	16,552	4,059	2,730	28,699

9.10 Financial instruments (cont.)

Ageing of trade and other receivables

At balance date other debtors representing financial assets were past due but not impaired. These amounts relate to a number of independent customers for whom there is no recent history of default. The ageing of the Council's trade and other receivables was:

	2023 \$'000	2022 \$'000
Unsecured		
Current (not yet due)	182	72
Past due by up to 30 days	1	3
Past due between 31 and 60 days	-	1
Past due between 61 and 90 days	1	2
Past due by more than 90 days	18	11
Total unsecured trade & other receivables	202	89
Secured		
Payroll debtors	-	3
GST receivable	207	186
Rates receivable	554	360
Loan receivable	1,900	2,088
Total secured trade & other receivables	2,661	2,637
Total trade & other receivables	2,863	2,726

Ageing of individually impaired trade and other receivables

At balance date, other debtors representing financial assets with a nominal value of \$7,382 (2021/22: \$11,448) were impaired. The amount of the provision raised against these debtors was \$7,017 (2021/22: \$11,017). The individually impaired debtors relate to general and sundry debtor and have been impaired as a result of their doubtful collection. Many of the long outstanding past due amounts have been lodged with Council's debt collectors or are on payment arrangements.

The ageing of trade and other receivables that have been individually determined as impaired at reporting date was:

	2023 \$'000	2022 \$'000
Current (not yet due)	-	-
Past due by up to 30 days	-	-
Past due between 31 and 60 days	-	-
Past due between 61 and 90 days	-	1
Past due by more than 90 days	7	10
Total trade & other receivables	7	11

9.10 Financial instruments (cont.)

Liquidity risk

Liquidity risk includes the risk that, as a result of our operational liquidity requirements:

- we will not have sufficient funds to settle a transaction on the date;
- we will be forced to sell financial assets at a value which is less than what they are worth; or
- we may be unable to settle or recover a financial asset at all.

To help reduce these risks we:

- have a liquidity policy which targets a minimum and average level of cash and cash equivalents to be maintained;
- have readily accessible standby facilities and other funding arrangements in place;
- have a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments;
- monitor budget to actual performance on a regular basis; and
- set limits on borrowings relating to the percentage of loans to rate income and percentage of loan principal repayments to rate income.

The Council's exposure to liquidity risk is deemed insignificant based on prior periods' data and current assessment of risk.

The table below lists the contractual maturities for non-lease financial liabilities. These amounts represent the discounted cash flow payments (i.e. principal only).

	6 mths or less \$'000	6-12 mths \$'000	1-2 years \$'000	2-5 years \$'000	>5 years \$'000	Contracted Cash Flow \$'000	Carrying amount \$'000
2023							
Trade & other payables	1,430	-	-	-	-	1,430	1,430
Deposits	12	8	-	13	-	33	33
Interest-bearing loans & borrowings	250	253	512	1,594	1,261	3,870	3,870
Total financial liabilities	1,692	261	512	1,607	1,261	5,333	5,333

	6 mths or less \$'000	6-12 mths \$'000	1-2 years \$'000	2-5 years \$'000	>5 years \$'000	Contracted Cash Flow \$'000	Carrying amount \$'000
2022							
Trade & other payables	1,466	-	-	-	-	1,466	1,466
Deposits	-	26	-	-	-	26	26
Interest-bearing loans & borrowings	245	248	503	1,565	1,802	4,363	4,363
Total financial liabilities	1,711	274	503	1,565	1,802	5,855	5,855

9.10 Financial instruments (cont.)

(e) Sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, the Council believes the following movements are 'reasonably possible' over the next 12 months (base rates are sourced from Reserve Bank of Australia):

- A parallel shift of + 2.00% and -2.00% in market interest rates (AUD) from year-end rates of 4.10%.

The table below discloses the impact on net operating result and equity for each category of financial instruments held by Council at year-end, if the above movements were to occur.

		Interest rate risk			
		-2.00% -200 basis points		2.00% +200 basis points	
		Profit	Equity	Profit	Equity
2023	\$'000	\$'000	\$'000	\$'000	\$'000
Financial assets:					
Cash and cash equivalents	7,017	(140)	(140)	140	140

		Interest rate risk			
		-2.00% -200 basis points		2.00% +200 basis points	
		Profit	Equity	Profit	Equity
2022	\$'000	\$'000	\$'000	\$'000	\$'000
Financial assets:					
Cash and cash equivalents	6,917	(138)	(138)	138	138

9.11 Fair value measurements

Council measures and recognises the following assets at fair value on a recurring basis:

- Investment in water corporation
- Land
- Buildings
- Roads
- Land under roads
- Bridges
- Stormwater
- Pine plantation

Council does not measure any liabilities at fair value on a recurring basis.

(a) Fair Value Hierarchy

AASB 13 *Fair Value Measurement* requires all assets and liabilities measured at fair value to be assigned to a level in the fair value hierarchy as follows:

Level 1	Unadjusted quoted prices in active markets for identical assets or liabilities that the entity can access at the measurement date.
Level 2	Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly.
Level 3	Unobservable inputs for the asset or liability.

The table below shows the assigned level for each asset and liability held at fair value by the Council. The table presents the Council's assets and liabilities measured and recognised at fair value at 30 June 2023.

The fair values of the assets are determined using valuation techniques which maximise the use of observable data, where it is available, and minimise the use of entity specific estimates. If one or more of the significant inputs is not based on observable market data, the asset is included in level 3. This is the case for Council infrastructure assets and investment in water corporation, which are of a specialist nature for which there is no active market for similar or identical assets. These assets are valued using a combination of observable and unobservable inputs.

9.11 Fair value measurements (cont.)

As at 30 June 2023

Recurring fair value measurements	Note	Level 1	Level 2	Level 3	Total
		\$'000	\$'000	\$'000	\$'000
Land	6.1	-	9,392	-	9,392
Buildings	6.1	-	12,120	-	12,120
Roads	6.1	-	-	130,542	130,542
Land under roads	6.1	-	-	3,953	3,953
Bridges	6.1	-	-	23,163	23,163
Stormwater	6.1	-	-	12,103	12,103
Pine plantation	6.2	-	36	-	36
Investment in water corporation	5.1	-	-	17,171	17,171
		-	21,548	186,932	208,480
Non-recurring fair value measurement					
Assets held for sale	4.5	-	165	-	165
		-	165	-	165

As at 30 June 2022

Recurring fair value measurements	Note	Level 1	Level 2	Level 3	Total
		\$'000	\$'000	\$'000	\$'000
Land	6.1	-	8,222	-	8,222
Buildings	6.1	-	10,620	-	10,620
Roads	6.1	-	-	121,228	121,228
Land under roads	6.1	-	-	3,953	3,953
Bridges	6.1	-	-	22,224	22,224
Stormwater	6.1	-	-	11,330	11,330
Pine plantation	6.2	-	40	-	40
Investment in water corporation	5.1	-	-	16,552	16,552
		-	18,882	175,287	194,169
Non-recurring fair value measurement					
Assets held for sale	4.5	-	527	-	527
		-	527	-	527

9.11 Fair value measurements (cont.)

Transfers between levels of the hierarchy

There were no transfers between level 1 and 2 during the year, nor between levels 2 and 3.

(b) Highest and best use

All assets valued at fair value in this note are being used for their highest and best use.

(c) Valuation techniques and significant inputs used to derive fair values

Investment in water corporation

Refer to note 5.1 for details of valuation techniques used to derive fair values.

Land

Land fair values are based on statutory land valuations provided by the Office of the Valuer-General, with the last full valuation occurring on 1 July 2016. To ensure current values represent fair value Council has indexed land values as at 30 June 2023 using the Office of Valuer-General Adjustment Factors issued on 28 February 2023. The average increase in fair value across the entire asset class was 16.78%. It is noted that the Office of the Valuer-General is due to complete a fresh valuation for Dorset Council in 2024.

Land held for sale

Land classified as held for sale during the reporting period was measured at the lower of its carrying amount and fair value less cost to sell at the time of reclassification. The fair value of the land was determined using the approach described in the preceding paragraph.

Land under roads

Land under roads is based on valuations by the Valuer-General effective 1 July 2019, using site values adjusted for englobo (undeveloped and/or un-serviced) characteristics, access rights, private interests of other parties and entitlements of infrastructure assets and services. This adjustment is an unobservable input in the valuation.

Buildings

The fair value of buildings were determined on an independent basis by Opteon Property Group Pty Ltd effective 30 June 2021. To ensure current values represent fair values Council has reviewed building cost indicators over the last year to determine if any indexation is required at 30 June 2023. Based on the available information Council has decided to index values by 4.63% at 30 June 2023, which was the movement in the ABS non-residential building construction Tasmania index for the same period. The next full revaluation is planned for 30 June 2025. Where there is an active market for Council building assets, fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The most significant input into this valuation approach was price per square metre.

Where Council buildings are of a specialist nature (e.g. heritage buildings or public amenities) and there is no active market for the assets, fair value has been determined on the basis of replacement with a new asset having similar service potential.

9.11 Fair value measurements (cont.)

Infrastructure assets

All Council infrastructure assets were fair valued using written down current replacement cost (CRC). This valuation comprises the asset's gross replacement cost less accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset. Council first determined the gross cost of replacing the full service potential of the asset and then adjusted this amount to take account of the expired service potential of the asset.

CRC was measured by reference to the lowest cost at which the gross future economic benefits of the asset could currently be obtained in the normal course of business. The resulting valuation reflects the cost of replacing the existing economic benefits based on an efficient set of modern equivalent assets to achieve the required level of service output.

The unit rates (labour and materials) and quantities applied to determine the CRC of an asset or asset component were based on a "Greenfield" assumption meaning that the CRC was determined as the full cost of replacement with a new asset including components that may not need to be replaced, such as earthworks.

The level of accumulated depreciation for infrastructure assets was determined based on the age of the asset and the useful life adopted by Council for the asset type. Estimated useful lives and residual values are disclosed in note 3.3.

The calculation of CRC involves a number of inputs that require judgement and are therefore classed as unobservable. While these judgements are made by qualified and experienced staff, different judgements could result in a different valuation.

The methods for calculating CRC are described under individual asset categories below.

Roads

A condition survey of the sealed roads was performed by ARRB Group Limited during the 2018 year. Council Officers, in conjunction with Geoff Webb Consulting, have reviewed the condition assessment to determine the expected future serviceable life of the assets. The revaluation of Council's road assets was undertaken by Geoff Webb Consulting and was based on current replacement cost at 30 June 2021.

Council categorises its road infrastructure into urban and rural roads and further sub categories of sealed and unsealed roads. Roads are managed in segments of 30 to 4,000 metres. All sealed segments are componentised into earthworks, sub base, pavement, wear surface and drains, and footpaths (both left and right) where applicable and unsealed roads are componentised into earthworks, pavement and wear surface. Council assumed that environmental factors such as soil type, climate and topography are consistent across each segment. Council also assumed a segment is designed and constructed to the same standard and uses a consistent amount of labour and materials.

CRC is based on the road area multiplied by a unit rate (unit rates are representative of typical current replacement costs of asset components). Council assumes that pavements are constructed to depths of 40 cms for high traffic areas and 30 cms for lower traffic locations. For internal construction estimates, material and services prices are based on existing supplier contract rates or supplier price lists and labour wage rates are based on Council's Enterprise Bargaining Agreement. Where construction is outsourced, CRC is based on the average of completed similar projects over the last few years.

9.11 Fair value measurements (cont.)

To ensure the current values represent fair value, Council has reviewed available road construction cost data over the last year and has decided to index values by 6.2% at 30 June 2023 which was the movement in the ABS roads and bridges construction index for the same period. The next full revaluation is scheduled for 30 June 2025.

Bridges

A full valuation of bridges assets was undertaken by Council effective 30 June 2023. Due to Council's asset management practices Council utilised two methodologies for valuing the bridges. Major road and recreational bridge assets (95% of total WDV) are condition assessed and valued annually by independent consulting firm AusSpan. To determine fair value of these major bridge assets Council has utilised AusSpan values (derived from 30 September 2022 unit rates) and then applied a further indexing factor of 4.65% (75% of the annual 6.2% ABS roads and construction index) to arrive at a 30 June 2023 fair value. Each bridge is assessed individually by AusSpan and componentised into sub assets representing the sub-structure and super-structure. The AusSpan valuation is based on the material type used for construction, sub-structure and super structure area and design load. Included in the AusSpan revaluation model was a review of useful lives of some timber bridge concrete substructures. It was apparent that the useful lives of some these structures were over inflated. AusSpan, in conjunction with Council officers, have derived more accurate useful lives for these substructures which has resulted in a decrease in depreciated replacement cost for these assets. Minor road and recreational bridge assets (5% of total WDV) do not form part of the AusSpan annual review and valuation. These minor bridge assets have been indexed by 6.2% which corresponds to the ABS roads and bridges construction index for the year ending 30 June 2023.

Stormwater

A full valuation of drainage infrastructure was undertaken by BizeAsset Asset Management System and Council's Infrastructure and Regulatory Services personnel, effective 30 June 2021. Stormwater assets are managed in segments; pits and pipes being the major components.

Council assumes that environmental factors such as soil types, climate and topography are consistent across each segment and that a segment is designed and constructed to the same standard and uses a consistent amount of labour and materials.

CRC is based on the unit price for the component type. For pipes, the unit price is multiplied by the asset's length. The unit price for pipes is based on the construction material as well as the depth the pipe is laid.

To ensure the current values represent fair value, Council has reviewed civil construction cost data for the last year and decided to index values by 5.11% at 30 June 2023 which was the movement in the ABS other heavy and civil engineering construction Australia index for the same period. The next full revaluation is planned for 30 June 2024.

Pine plantations

Valuation of pine plantations was last determined in accordance with an independent valuation by AKS Forest Solutions at 30 June 2017 who have experience in the location and category of the plantations being valued. In the 2023/24 financial year Council will compare the carrying value of pines against the fair value as measured using current market prices.

9.11 Fair value measurements (cont.)

(d) Unobservable inputs and sensitivities

Asset / liability category*	Carrying amount (at fair value)	Key unobservable inputs*	Expected range of input	Description of how changes in inputs will affect the fair value
	\$'000			

Investment in water corporation	17,171	Refer to note 5.1 for a description of the valuation basis.		
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* There were no significant inter-relationships between unobservable inputs that materially affect fair values.

	\$'000	\$'000
Balance at beginning of reporting period	16,552	16,234
Gain/(loss) recognised in other comprehensive income - Fair value adjustment on equity investment assets	619	318
Closing balance	17,171	16,552

(e) Changes in recurring level 3 fair value measurements

The changes in level 3 property, plant, and equipment assets with recurring fair value measurements are detailed in note 6.1 (Property, infrastructure, plant and equipment). Investment in water corporation, which is classified as level 3 has been separately disclosed in note 5.1.

There have been no transfers between level 1, 2 or 3 measurements during the year.

(f) Valuation processes

Council's current policy for the valuation of property, infrastructure, and investment in water corporation (recurring fair value measurements) is set out in notes 6.1 and 5.1 respectively.

Non-recurring fair value measurements are made at the point of reclassification by a registered valuer.

(g) Assets and liabilities not measured at fair value but for which fair value is disclosed

Council has assets and liabilities which are not measured at fair value, but for which fair values are disclosed in other notes (refer note 9.10).

Council borrowings are measured at amortised cost with interest recognised in profit or loss when incurred. The fair value of borrowings disclosed in note 8.1 equates to the carrying amount as the carrying amount approximates fair value (level 2).

The carrying amounts of trade receivables and trade payables are assumed to approximate their fair values due to their short-term nature (level 2).

9.12 Events occurring after balance date

In December 2022, Council was notified that the Director of Local Government (the Director) was conducting an investigation into certain aspects of Council operations. The findings of this investigation were presented by the Director to Councillors in a special council briefing workshop on 28 February 2023. Council were given the opportunity to respond to the findings by 31 March 2023, requesting an extension until the 15 May 2023, to have sufficient time to prepare a submission. A special workshop was held with Councillors on 5 May 2023 to review the draft the submission, which was subsequently accepted in the special council meeting – closed session held on 12 May 2023 and provided to the Director. Following review of this submission, the Director finalised his investigation and presented his recommendations to the Minister for Local Government, the Hon. Nic Street MP (The Minister).

On the 26 July 2023 the Minister determined that a Board of Inquiry would be established to further investigate the findings of the initial investigation. On the 2 August 2023 it was announced that all Councillors would be suspended for the duration of the Inquiry and Commissioner Andrew Wardlaw was appointed to administer the Council with all of the functions and powers of the Mayor, Deputy Mayor and Councillors. Operationally, Council will continue business as usual under the General Manager and will continue to work hard to deliver on the 2023/24 Annual Plan and projects and tasks within the 2023/24 budget estimates.

The Board of Inquiry is expected to take seven months to complete and Council will co-operate fully with the investigation and work with Commissioner Wardlaw to ensure the community, employees and all other Council stakeholders are supported during this time.

Note 10 Other matters

10.1 Related party transactions

Responsible Persons

Names of persons holding the position of a Responsible Person at the Council at any time during the year:

Councillors

Councillor Greg Howard (Mayor)
 Councillor Dale Jessup (Deputy Mayor)
 Councillor Mervyn Chilcott
 Councillor Edwina Powell
 Councillor Murray Lade
 Councillor Leonie Stein
 Councillor Jan Hughes
 Councillor Jerrod Nichols
 Councillor Wendy McLennan
 Councillor Beth Donoghue
 Councillor Anna Coxen
 Councillor Kahlia Simmons

General Manager

Mr Tim Watson
 Mr John Marik

Key Management Personnel

Rohan Willis - Assistant General Manager/
 Director - Community & Development
 Dwaine Griffin - Director - Infrastructure
 Craig Wheeler - Acting Director - Infrastructure
 Allison Saunders - Finance Manager
 Lauren Tolputt - Administration Manager

Councillor Remuneration

	2023 \$'000	2022 \$'000
Councillor allowances and reimbursements	228	224

Key Management Personnel Remuneration

The key management personnel of Council has been determined to include all Councillors, Directors and members of the Management Team (including those acting in a management position for a period of one month or more) . In all, 19 persons were paid the following total compensation in the year ended 30 June 2023:

	2023 \$'000	2022 \$'000
Short-term employee benefits (salaries, vehicles and allowances including Councillor allowances)	1,087	900
Post-employment benefits (superannuation)	96	84
Other long term benefits (movements in employee leave provisions)	(125)	29
	1,058	1,013

Transactions with related parties

During the period Council did not enter into any significant transactions with related parties.

Transactions with related parties that have not been disclosed

Most of the entities and people that are related parties of Council live and operate within the Municipality. Therefore, on a regular basis ordinary citizen transactions occur between Council and its related parties. Some examples include:

- Payment of rates on a primary residence
- Dog registration

Council has not included these types of transaction in its disclosure, where they are made on the same terms and conditions available to the general public.

10.1 Related party transactions (cont.)

Remuneration principles

Remuneration levels for key management personnel are set in accordance with Council's Enterprise Agreement.

The employment terms and conditions of senior executives, including the General Manager, is reviewed annually which includes a review of their remuneration package. The terms of employment of each senior executive (excluding the General Manager) contain a termination clause that requires the senior executive or Council to provide a minimum notice period of up to 4 weeks prior to termination of the contract. Whilst not automatic, contracts can be extended.

10.2 Special committees

In accordance with Section 84(d) of the *Local Government Act 1993 (as amended)* these statements include the bank account balances for the following committees:

	2023 \$'000	2022 \$'000
Special committees		
Jetsonville Hall	1	1
North Scottsdale Hall	8	7
Springfield Community Association	5	5
Total special committees	14	13

10.3 Significant business activities

Council is required to report the operating, capital and competitive neutrality costs in respect of each significant business activity undertaken by the Council. Council has determined, that none of the activities carried on by Council are considered significant business activities.

10.4 Aminya Aged Care Facility

Dorset Council have underwritten the Aminya Aged Care Facility, along with the Tasmanian Government, since 30 June 2015.

In May 2017, operations of the Aminya Aged Care Facility and the James Scott Wing of the North East Soldiers Memorial Hospital merged under the control of May Shaw. At this time the Tasmanian Government agreed to contribute to the ongoing operational costs until the merger was complete and both operations were contained within one facility.

May Shaw have completed a redevelopment of the Aminya Facility which has seen its capacity increase to a minimum of 55 residents.

Originally, it was expected that May Shaw would take control of the Aminya Facility on 31 December 2019, however due to construction delays, this was deferred to 31 December 2020. May Shaw have since taken full financial responsibility for the facility and Council's financial exposure is now limited to the back-to back redevelopment and working capital loans provided to May Shaw (see note 8.1 and 9.10 (d)). The final transfer of title from Council to May Shaw is expected to occur early in the 2023/24 financial year, upon which the working capital loan will be crystallised and both loans secured via first mortgage over the Aminya facility.

10.5 Transfer of Blue Derby Mountain Bike Trail Operations

The Blue Derby Mountain Bike Trails are a network of world-class mountain bike trails developed by World Trail which were opened to the public in February 2015. The network currently includes 130km of purpose-built mountain bike trails and caters to a range of skill levels from beginner to advanced, winning numerous awards including 'Trail of the Year' at the 2017 Australian MTB Awards and Trail of the Year at the 2017 and 2019 Enduro World Series.

In addition to the trails themselves, the township of Derby provides a range of complimentary services and amenities for riders including bike hire, shuttle services, cafes, a floating sauna as well as many accommodation options. The commercial operators who facilitate these services are a key element in delivering a genuine rider experience and promoting the Blue Derby brand as a world class mountain biking experience. The Blue Derby Foundation (BDF) was incorporated in early 2020, as a not-for-profit entity with the primary purpose of raising funds to enhance the township of Derby, including providing support for the maintenance of the trail network to ensure it remains at a world class standard.

In the October 2022 Council meeting, a notice of motion was passed by Councillors instructing Council to commence negotiations with the BDF with the view to transfer operations of the Blue Derby Mountain Bike Trails over to them or a similar representative group of Derby businesses. A transition committee was established who developed a Memorandum of Understanding (MOU) and Deed of Assignment (DOA), which were both endorsed by Council in the March 2023 Council meeting, formalising the transfer of the following activities from Council to the BDF:

- The licensing and commercialisation of the Blue Derby Brand/Intellectual property;
- The acquisition and management of commercial sponsorships of Blue Derby;
- The management of all Blue Derby marketing and social media; and
- Assume responsibility for Blue Derby endorsed events and other fundraising initiatives.

The transfer of these activities will work towards developing a sustainable funding model for the Blue Derby brand, whilst maximising community involvement and increasing transparency and accountability for all stakeholders. During the 2022/23 financial year, Council finalised the transfer of the Blue Derby trademarks and brand names to the Blue Derby Foundation for nil consideration, resulting in a loss on disposal of \$40,184 which has been recognised in the financial statements (see note 2.8 & 6.3 for further details).

Moving forward, Council will continue to perform the function of public asset manager with respect to the management and maintenance of the Blue Derby Mountain Bike Trail network and in the event of insolvency or non-performance, all responsibility for the activities outlined above will be transferred back to Dorset Council as per clause 6 of the MOU.

10.6 Other significant accounting policies and pending accounting standards

(a) Taxation

Council is exempt from all forms of taxation except Fringe Benefits Tax, Payroll Tax and the Goods and Services Tax.

Goods and services tax (GST)

Income, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the balance sheet are shown inclusive of GST.

Cash flows are presented in the Statement of Cash Flows on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

(b) Impairment of assets

At each reporting date, Council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the assets carrying value. Any excess of the assets carrying value over its recoverable amount is expensed to the Statement of Comprehensive Income, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation reserve in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset. For non-cash generating assets of Council such as roads, drains, public buildings and the like, value in use is represented by the deprival value of the asset approximated by its written down replacement cost.

(c) Allocation between current and non-current

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next twelve months, being Council's operational cycle, or if Council does not have an unconditional right to defer settlement of a liability for at least 12 months after the reporting date.

(d) Financial guarantees

Financial guarantee contracts are recognised as a liability at the time the guarantee is issued. The liability is initially measured at fair value, and if there is material increase in the likelihood that the guarantee may have to be exercised, at the higher of the amount determined in accordance with AASB 137 Provisions, Contingent Liabilities and Contingent Assets and the amount initially recognised less cumulative amortisation, where appropriate. In the determination of fair value, consideration is given to factors including the probability of default by the guaranteed party and the likely loss to Council in the event of default.

10.6 Other significant accounting policies and pending accounting standards (cont.)

(e) Contingent assets, contingent liabilities and commitments

Contingent assets and contingent liabilities are not recognised in the Statement of Financial Position, but are disclosed by way of a note and, if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable respectively.

Commitments are not recognised in the Statement of Financial Position. Commitments are disclosed at their nominal value inclusive of the GST payable.

(f) Budget

The estimated income and expense amounts in the Statement of Comprehensive Income represent revised budget amounts and are not audited.

(g) Adoption of new and amended accounting standards

In the current year, Council has reviewed and assessed all new and revised Standards and Interpretations issued by the Australian Accounting Standards Board, and determined that none would have a material effect on Council's operations or financial reporting.

(h) Pending accounting standards

Certain new accounting standards and interpretations have been published that are not mandatory for 30 June 2023 reporting periods. Council's assessment of the impact of the relevant new standards and interpretations is set out below.

- *AASB 2022-10 Amendments to Australian Accounting Standards - Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities*

This Standard modifies AASB 13 Fair Value Measurement for application by not-for-profit public sector entities such as Council. It includes authoritative implementation guidance when fair valuing non-financial assets, not held primarily for their ability to generate cash inflows. This includes guidance and clarification regarding the determination of an assets highest and best use, the development and use of internal assumptions for unobservable inputs and allows for greater use of internal judgements when applying the cost approach in the measurement and determination of fair values. Although Council is yet to fully determine the impact of this standard, the changes will be evaluated in the future assessment of all property and infrastructure assets measured at fair value. The Standard applies prospectively to annual periods beginning on or after 1 January 2024, with earlier application permitted.

10.7 Management indicators

(a)	2023	2022	2021	2020
Underlying surplus or deficit	\$'000	\$'000	\$'000	\$'000
Net result for the year	5,729	5,458	4,346	695
<i>Less non-operating income</i>				
Income received from sale of property for unpaid rates	-	(10)	-	-
Capital grants and contributions	(4,273)	(4,568)	(4,350)	(1,321)
Financial assistance grants in advance	(1,186)	(1,137)	121	(109)
<i>Add non-operational expenses</i>				
Contribution for Aminya redevelopment	-	-	13	914
Disaster relief and recovery expenditure	176	-	-	-
Loss on disposal of assets (unscheduled)	232	215	287	-
Underlying surplus/deficit > 0	678	(42)	417	179

The intent of the underlying result is to show the outcome of a council's normal or usual day to day operations.

(b)	2023	2022	2021	2020
Underlying surplus or deficit	\$'000	\$'000	\$'000	\$'000
Recurrent income* <i>less</i>	16,053	14,255	13,235	12,684
Recurrent expenditure	15,375	14,297	12,818	12,505
Underlying surplus/deficit > 0	678	(42)	417	179

* Recurrent income excludes income received specifically for new or upgraded assets, physical resources received free of charge or other income of a capital nature.

Council has recorded an underlying surplus of \$678,000. This improved result is predominantly due to an increase in recurrent operating income received during the 2022/23 financial year. Further detail is provided in Note 1.4 Material Budget Variations.

(c)	2023	2022	2021	2020
Underlying surplus ratio	\$'000	\$'000	\$'000	\$'000
Underlying surplus or deficit	678	(42)	417	179
Recurrent income*	16,053	14,255	13,235	12,684
Underlying surplus ratio > 0%	4.2%	(0.3%)	3.2%	1.4%

This ratio serves as an overall measure of financial operating effectiveness and results indicate that Council is in a sustainable operating position.

10.7 Management indicators (cont.)

(d) Net financial liabilities

	2023 \$'000	2022 \$'000	2021 \$'000	2020 \$'000
Liquid assets <i>less</i>	10,218	10,247	15,796	13,839
Total liabilities	7,461	9,574	13,268	9,683
Net financial liabilities	2,757	673	2,528	4,156

This measure shows whether Council's total liabilities can be met by its liquid assets. An excess of total liabilities over liquid assets means that, if all liabilities fell due at once, additional income would be needed to fund the shortfall.

Council recorded positive net financial liabilities for the period with liquid assets greater than current and non-current liabilities in each year. This indicates a strong liquidity position, with Council able to meet existing obligations.

Council has contractual commitments totalling \$1.6m (2021/22, \$2.5m) which are not recognised on the Statement of Financial Position and consequently not factored into the net financial liabilities ratio. Refer to note 9.7 for further details.

Council's cash and financial assets are subject to a number of restrictions that limit the amount available for discretionary use and include commitments, deposits and employee benefits.

(e) Net financial liabilities ratio

	2023 \$'000	2022 \$'000	2021 \$'000	2020 \$'000
<u>Net financial liabilities</u>	2,757	673	2,528	4,156
Recurrent income*	16,053	14,255	13,235	12,684
Net financial liabilities ratio % 0%-(50%)	17.2%	4.7%	19.1%	32.8%

This ratio indicates the net financial obligations of Council compared to its recurrent income.

The net financial liabilities ratio is 17.2% for the 2022/23 financial year, signifying that Council remains in a strong position to meet ongoing liabilities as they fall due through recurrent operational income.

10.7 Management indicators (cont.)

(f) Asset consumption ratio

An asset consumption ratio has been calculated in relation to each asset class required to be included in the long-term strategic asset management plan of Council.

	2023 \$'000	2022 \$'000	2021 \$'000	2020 \$'000
<i>Roads</i>				
<u>Fair Value (Carrying amount)</u>	130,542	121,228	110,156	102,498
Current replacement cost (Gross)	210,206	194,236	176,455	147,908
Asset consumption ratio %	62.1%	62.4%	62.4%	69.3%
<i>Bridges</i>				
<u>Fair Value (Carrying amount)</u>	23,163	22,224	20,676	19,057
Current replacement cost (Gross)	35,029	33,140	30,436	27,561
Asset consumption ratio %	66.1%	67.1%	67.9%	69.1%
<i>Buildings</i>				
<u>Fair Value (Carrying amount)</u>	12,120	10,620	9,828	8,362
Current replacement cost (Gross)	12,966	11,020	9,828	9,469
Asset consumption ratio %	93.5%	96.4%	100.0%	88.3%
<i>Stormwater</i>				
<u>Fair Value (Carrying amount)</u>	12,103	11,330	10,160	10,217
Current replacement cost (Gross)	19,367	18,019	16,094	17,205
Asset consumption ratio %	62.5%	62.9%	63.1%	59.4%

This ratio indicates the level of service potential available in Council's existing asset base.

The ratios above indicate that at 30 June 2023 Council had used (consumed) approximately 35.9% of the service potential of its infrastructure assets. Overall, at this point in time, Council's infrastructure assets have sufficient capacity to continue to provide services to ratepayers.

10.7 Management indicators (cont.)

(g) Asset renewal funding ratio

An asset renewal funding ratio has been calculated in relation to each asset class required to be included in the long-term strategic asset management plan of Council.

	2023 \$'000	2022 \$'000	2021 \$'000	2020 \$'000
<i>Roads</i> ¹				
Projected capital funding outlays*	38,192	38,137	32,892	28,147
Projected capital expenditure funding**	38,192	38,137	32,892	28,147
Asset renewal funding ratio %	100.0%	100.0%	100.0%	100.0%
90-100%				
<i>Bridges</i> ²				
Projected capital funding outlays*	5,919	4,513	3,333	3,977
Projected capital expenditure funding**	5,919	4,513	3,333	3,977
Asset renewal funding ratio %	100.0%	100.0%	100.0%	100.0%
90-100%				
<i>Buildings</i> ³				
Projected capital funding outlays*	3,169	2,967	1,633	2,009
Projected capital expenditure funding**	3,169	2,967	1,633	2,009
Asset renewal funding ratio %	100.0%	100.0%	100.0%	100.0%
90-100%				
<i>Stormwater</i> ⁴				
Projected capital funding outlays*	3,054	2,340	1,557	1,035
Projected capital expenditure funding**	3,054	2,340	1,557	1,035
Asset renewal funding ratio %	100.0%	100.0%	100.0%	100.0%
90-100%				

This ratio measures Council's capacity to fund future asset replacement requirements. The above table demonstrates Council is providing sufficient funding to renew assets in accordance with its asset renewal plans

* Current value of projected capital funding outlays for an asset identified in Council's long-term financial plan.

** Value of projected capital expenditure funding for an asset identified in Council's long-term strategic asset management plan.

¹ The Road Asset Management Plan was adopted by Council on 15 March 2021.

² The Bridge Asset Management Plan was adopted by Council on 26 June 2023.

³ The Building Asset Management Plan was adopted on 18 October 2021.

⁴ The Stormwater Asset Management Plan was adopted by Council on 21 February 2022.

10.7 Management indicators (cont.)

(h) Asset sustainability ratio

	2023 \$'000	2022 \$'000	2021 \$'000	2020 \$'000
Capex on replacement/renewal of existing assets	4,566	5,289	4,881	6,159
Annual depreciation expense	4,924	4,677	4,260	3,687
Asset sustainability ratio %	92.7%	113.1%	114.6%	167.0%

This ratio calculates the extent to which Council is maintaining operating capacity through renewal of their existing asset base.

Council's asset sustainability ratio for the current and prior years continues to show that Council is sustainably maintaining its existing asset base.

2023 By asset class	Capital renewal expenditure \$'000	Capital upgrade expenditure \$'000	Capital new expenditure \$'000	Total capital expenditure \$'000
Bridges	342	471	-	813
Land improvements	429	276	1,120	1,825
Buildings	46	110	212	368
Roads	3,036	1,348	165	4,549
Stormwater	-	225	-	225
Plant, machinery and equipment	623	-	670	1,293
Computers and telecommunications	90	29	75	194
Total capital expenditure	4,566	2,459	2,242	9,267

2022 By asset class	Capital renewal expenditure \$'000	Capital upgrade expenditure \$'000	Capital new expenditure \$'000	Total capital expenditure \$'000
Bridges	481	-	-	481
Land improvements	1,227	22	2,941	4,190
Buildings	31	122	226	379
Roads	2,512	2,336	75	4,923
Stormwater	11	219	-	230
Plant, machinery and equipment	1,006	26	203	1,235
Computers and telecommunications	21	66	17	104
Total capital expenditure	5,289	2,791	3,462	11,542

Certification of the Financial Report

The financial report presents fairly the financial position of Dorset Council as at 30 June 2023 and the results of its operations and cash flows for the year then ended, in accordance with the *Local Government Act 1993 (as amended)*, Australian Accounting Standards and other authoritative pronouncements issued by the Australian Accounting Standards Board.



John Marik
General Manager

Date : 20th September, 2023

Audit Panel Composition and Tenure Review:

Council	Composition		Tenure		Remuneration		Commentary	Charter Version
	Elected Members	Independent Members	Elected Members	Independent Members	Independent Members			
Break O Day	2	1	2 years	2 years and may be reappointed	- Paid as per their executed agreement approved by Council at the time of appointment			Jun-23
Brighton	2	1	No information found on website					
Burnie	2	3	4 years following election	1- 4 years and may be reappointed	- \$482.93 (GST ex) per sitting - \$2,446.66 additional fee for chairperson per annum		Fees increase in line with Hobart CPI 1 July each year	Jul-21
Central Coast	2	2	4 years following election	4 years and may not be reappointed	- \$600 (GST ex) per sitting - \$1,500 additional fee for chairperson per meeting		Fees increase in line with Hobart CPI 1 July each year	Dec-22
Central Highlands	2	1	2 years	2 years and may be reappointed	Negotiated with the incumbent independent member			Jan-22
Circular Head	2	2	3 years	3 years and may be reappointed	- \$439.44 (GST ex) per sitting - \$2,195.07 additional fee for chairperson per annum - \$658.51 additional fee for independent member per annum		Fees increase in line with Hobart CPI 1 July each year. Partnership with Waratah Wynyard and King Island Councils	Aug-20
Clarence City	2	3	No information found on website					
Derwent Valley	2	3	4 years following election (max 8 years)	1-4 year and may be reappointed (max 8 years)	- \$250.00 (GST ex) per sitting		Fees increase in line with Hobart CPI 1 July each year	Jan-22
Devonport City	2	2	No information found on website					
Dorset	2	1	4 years following election	2 years and may be reappointed	- \$1,150 per quarter (meeting)			Feb-23
Flinders	-	3		Up to 4 years and may be reappointed	- Paid fees as set by Council		July Briefing Workshop papers report Flinders Council pay independent members \$500 per sitting.	Mar-23
George Town	2-3	1-2	2 years	2 years and may be reappointed	- Paid an annual fee or a sitting fee per meeting as approved by Council - Additional annual fee or sitting fee per meeting paid to the chairperson		Fees reviewed as part of the budgeting process	Mar-15
Glamorgan Spring Bay	2-3	1-2	2 years	2 years and may be reappointed	- Paid an annual fee or a sitting fee per meeting as approved by Council - Additional annual fee or sitting fee per meeting paid to the chairperson		Fees reviewed as part of the budgeting process	Apr-20
Glenorchy	2	3	4 years following election	3 years and may be reappointed (max 6 years)	- Paid remuneration and allowances as specified in the member's instrument of appointment			Dec-21
Hobart City	2	3	2 years (reappointed for a further 2 years following mid term review)	4 years and may be reappointed (max 8 years)	- entitled to received remuneration and other allowances fixed for that member (not specified)		Fees reviewed as part of the budgeting process	Feb-22
Huon Valley	2	2	4 years following election	3 years may be reappointed for a further term	- Paid a fee per sitting as set by Council			Dec-22
Kentish	2	1	4 years	4 years and may be reappointed	- \$1,250 (GST ex) per sitting		Review every 2 years in line with Charter. Partnership with Latrobe Council for independent member	Dec-22
Kingborough	2	3	1-4 years	1-4 years and may be reappointed	- \$630 (GST ex) per sitting - \$2,518 (GST ex) additional fee for chairperson per annum		Reviewed annually	Jan-23
King Island								
Latrobe	2	1					Partnership with Kentish Council for independent member	
Launceston City	2	3	4 years following election	4 years and may be reappointed (max 8 years)	- Paid to each external member on a set fee per annum or other basis as appropriate		July Briefing Workshop papers report COL have increased their remuneration from \$5,000 to \$6,000 per annum for the chairperson	Feb-21
Meander Valley	2	2	2 years and may be reappointed	2 years and may be reappointed	- Paid a sitting fee per meeting			Jul-22
Northern Midlands	2	2		1-4 years and may be reappointed	- Paid an annual sitting fee - Chairperson paid a sitting fee per meeting attended			Sep-23
Sorell	2	3		1-4 years and may be reappointed	- Paid annual sitting fee as determined by Council from time to time			Feb-21
Southern Midlands			No information found on website					
Tasman			No information found on website					
Waratah-Wynyard			No information found on website					
West Coast	2	2-3		3 years and may be reappointed	- \$600 sitting fee capped at \$3,000 per member per annum (combined with CCA) - \$1,000 additional fee for chairperson per annum (combined with CCA)		Fees increase in line with Hobart CPI 1 July each year. Shared audit panel with Cradle Coast Authority (CCA)	Jun-21
West Tamar	2		No information found on website					

Master Delegation Register

Reviewed | November 2023

Section 22(4)(a) and (b) of the *Local Government Act 1993*

Section 64(2)(a) and (b) of the *Local Government Act 1993*

Reference: DOC/20/5649

it's in the making

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Introduction

A council, in writing, may delegate with or without conditions to the general manager, any of its functions or powers under any Act¹.

The general manager, in writing, may delegate to an employee of the council (a) any functions or powers under any Act, other than this power of delegation; and (b) any functions or powers delegated by the council which the council authorised the general manager to delegate².

If an Act confers a power on a person to delegate a function or power, the person may, in accordance with the Act, delegate the function or power to (a) a person by name; or (b) the holder of a particular office or position by reference to the title of the office or position concerned, whether or not the office or position is vacant at the time of the delegation³.

If a function or power is delegated to a particular officer or the holder of a particular office or position (a) the delegation does not cease to have effect merely because the person who was the particular officer or the holder of the particular office or position when the function or power was delegated ceases to be that officer or the holder of that office or position; and (b) the function or power may be performed or exercised by the person for the time being occupying or acting in the office or position concerned⁴.

A function or power that has been delegated may, notwithstanding the delegation, be exercised by the delegator⁵.

Each delegation or authorisation is subject to:

- the conditions or restrictions (if any) referred to;
- the Master Delegation Register;
- such policies, policy guidelines and directions as the Council may from time to time approve; and
- the Council's By-laws or the provisions of any Act.

¹ S.22 *Local Government Act 1993* (subject to restrictions)

² S.64 *Local Government Act 1993*

³ S.23AA(1) of the *Acts Interpretation Act 1931*

⁴ S.23AA(5) of the *Acts Interpretation Act 1931*

⁵ S.23AA(6) of the *Acts Interpretation Act 1931*

The delegations are subject to the following Council Resolutions:

	Position/Person	Legislation	Authorised	Council Resolution	Date	Reviewed	CM10 Ref
A	Delegation General Manager	Section 22 of the <i>Local Government Act 1993</i>	COUNCIL	109/20 91/23	20 July 2020 26 June 2023	26 June 2023	DOC/20/6801
B	Delegation Assistant General Manager / Director – Community & Development	Section 64 of the <i>Local Government Act 1993</i>	General Manager	109/20	20 July 2020	28 February 2023	DOC/20/7318
C	Delegation Director – Infrastructure	Section 64 of the <i>Local Government Act 1993</i>	General Manager	109/20	20 July 2020	28 February 2023	DOC/20/7321
D	Delegation General Manager Director – Community & Development	Section 6 of the <i>Land Use Planning and Approvals Act 1993</i>	COUNCIL	128/18 109/20 80/21	16 July 2018 20 July 2020 17 May 2021	17 May 2021	DOC/20/7588
E	Delegation Town Planner	Section 6 of the <i>Land Use Planning and Approvals Act 1993</i>	COUNCIL	208/19	16 December 2019	-	DOC/20/7399
F	Authorisation Director – Community & Development	Section 24(2) of the <i>Building Act 2016</i>	General Manager	-	-	28 February 2023	DOC/20/7391
G	Authorisation Development Administration Officer	Section 24(2) of the <i>Building Act 2016</i>	General Manager	-	-	28 February 2023	DOC/21/7303
H	Appointment, Delegation Peter Carey Animal Management Officer	<i>Dog Control Act 2000</i>	General Manager	-	-	28 February 2023	DOC/21/12353
IJ	Appointment, Delegation Robert Masterman Environmental Health Officer	Section 101(2) of the <i>Food Act 2003</i> Section 11(1)(b) of the <i>Public Health Act 1997</i> Section 64 of the <i>Local Government Act 1993</i>	General Manager	109/20	20 July 2020	28 February 2023	DOC/20/7400
K	Authorisation Rohan Willis Peter Carey Robert Masterman	<i>Litter Act 2007</i>	General Manager	-	-	28 February 2023	DOC/20/7393
L	Delegation Administration Manager	Section 62B of the <i>Public Interest Disclosures Act 2002</i>	General Manager	-	-	28 February 2023	DOC/20/7398
M	Delegation Animal Management Officer	Section 64 of the <i>Local Government Act 1993</i>	General Manager	109/20	20 July 2020	28 February 2023	DOC/20/7397
Mc	Delegation Administration Officer – Carly Hall Administration Manager – Lauren Tolputt	Section 24 of the <i>Right to Information Act 2009</i>	General Manager	-	-	1 February 2023 23 October 2023	DOC/20/7396 DOC/23/14085
N	Delegation Various Council Officers	Section 64 of the <i>Local Government Act 1993</i>	General Manager	109/20	20 July 2020	1 November 2023	DOC/20/7316
O	Appointment Council Building Surveyor – Barry Magnus	Section 28 of the <i>Building Act 2016</i>	General Manager	-	-	28 February 2023	DOC/21/13791
PQ	Delegation Town Planner	Section 64 of the <i>Local Government Act 1993</i>	General Manager	109/20	20 July 2020	28 February 2023	DOC/21/14903
R	Delegation Finance Manager	Section 64 of the <i>Local Government Act 1993</i>	General Manager	109/20	20 July 2020	28 February 2023	DOC/23/13009
S	Delegation Administration Manager	Section 64 of the <i>Local Government Act 1993</i>	General Manager	109/20	20 July 2020	10 November 2023	DOC/23/13008

1. Archives Act 1983⁶

Provision	Function or Power	Nature (Appointment, Delegation or Authorisation)	Given	Given	Conditions or Restrictions
			By	To	
			General Manager	Administration Manager	
S.3.1	Interpretation	Delegation	X	X	Subject to compliance with the provisions.
S.10(1)	Preservation of State records	Delegation	X	X	
S.11	Transfer of State records to Archives Office	Delegation	X	X	
S.15(3)	Conditions for making State Archives available for public inspection	Delegation	X	X	Approve or refuse access to restricted information subject to compliance with the provisions of the <i>Archives Act 1983</i> and the <i>Right to Information Act 2009</i> .

⁶ Version 18 March 2022

2. Building Act 2016⁷

Provision	Function or power	Given by		Given to		Conditions or restrictions	
		Council	General Manager	General Manager	Director – Community & Development		Development Administration Officer
s.24(2)	Who is a permit authority		X	X	X	X	The general manager of a council must appoint a person as a permit authority for the municipal area of that council.
s.25	Functions of permit authorities		X		X	X	
s.26	Powers of permit authorities		X		X	X	
s.27(3) & (4)	Records of permit authority	X			X	X	
s.41(1)	Councils	X					The ability to take steps pursuant to this section can be delegated. However, the Council itself will retain an obligation to comply with these requirements.
s.41(2)	Councils		X		X	X	
s.70(1)	Works on contaminated or undrainable premises		X		X	X	
s.70(2)	Works on contaminated or undrainable premises		X		X	X	
s.73	Works involving, or in proximity of, existing drains		X		X	X	
Part 6	Protection Work		X				Excludes the ability to pay or agree to pay compensation pursuant to s.89
s.241	Dilapidated building report		X		X	X	
s.242	Dilapidated building notice		X		X	X	
s.244	Revocation of notices		X		X	X	
s.245(1)	Emergency order		X		X	X	
s.245(6)	Emergency order		X		X	X	
s.245(7)	Emergency order		X		X	X	
s.251	Court orders		X		X	X	
s.265(3) & (4)	Failure to comply with emergency, building or plumbing order	X					
s.266	Possession of building	X					
s.267(1) & (2)	Demolition order	X					
s.267(3)	Demolition order	X					
s.269	Recovery of performance costs	X					
s.269	Recovery of performance costs	X					
s.271(1)	Purchasing buildings and materials	X					
s.271(2)	Purchasing buildings and materials	X					
s.271(6)	Purchasing buildings and materials	X					
s.272	Police assistance		X		X	X	
s.275(1)	Compliance with Act in certain circumstances		X		X	X	
s.275(2)	Compliance with Act in certain circumstances		X		X	X	
s.308(2)	Habitation of certain buildings		X		X	X	
s.309	Restriction on use of land		X		X	X	
s.310	Prosecution of offences		X		X	X	
s.324	Infringement notices		X		X	X	

⁷ Version 5 November 2021

3. Building Regulations 2016⁸

Provision	Function or power	Given by			Conditions or restrictions
		Council	General Manager	Director – Community & Development	
r.43(1)	Plumbing work involving network utility operator's stormwater drainage systems	X			
r.43(3)	Plumbing work involving network utility operator's stormwater drainage systems	X			
r.43(5)(a)	Plumbing work involving network utility operator's stormwater drainage systems	X			
r.53	Riverine inundation	X	X	X	
r.61(4)	Significant works in landslip areas		X	X	
r.78(3)	Permit authorities may perform maintenance work	X			
r.83	Building certificates		X	X	

⁸ Version 1 July 2023

4. Burial and Cremation Act 2019⁹

Given
by Given
to

Provision	Function or power						Conditions or restrictions
		Council	General Manager	General Manager	Director – Community & Development	Environmental Health Officer	
	COUNCIL AS CEMETERY MANAGER	X		X			The ultimate responsibility for the cemetery will remain with the Council, as cemetery manager.
29(1)(c)	Interment otherwise than in cemetery		X	X	X	X	
29(4)	Interment otherwise than in cemetery		X	X	X	X	
29(5)	Interment otherwise than in cemetery		X	X	X	X	
34(1)	Duties and powers of cemetery managers		X	X			
34(2)	Duties and powers of cemetery managers		X	X			
34(4)	Duties and powers of cemetery managers		X	X			
34(5)	Duties and powers of cemetery managers		X	X			
34(7)	Duties and powers of cemetery managers		X	X			
39(1)	Monuments, &c.		X	X			
39(2)	Monuments, &c.		X	X			
39(3)	Monuments, &c.		X	X			
40(1)	Requirement to remove monuments		X	X			
40(3)(c)	Removal of certain monuments in cemeteries		X	X			
40(3)(d)	Removal of certain monuments in cemeteries		X	X			
40(3)(e)	Removal of certain monuments in cemeteries		X	X			
40(6)	Removal of certain monuments in cemeteries		X	X			
41(2)	Exclusive right of burial		X	X			
42(2)	Notifications of possible cemeteries		X	X			
52(1)(a)	Sale of Cemetery - Notice		X	X			
52(1)(b)	Sale of Cemetery - Notice to Exclusive right holders		X	X			
52(1)(c)	Sale of Cemetery - Certificate of Compliance		X	X			
53	Sale of Cemetery - Audit		X	X			
57	Notification of decision to not sell cemetery		X	X			
58(1)	Cemetery disclosure document		X	X			
61	Notification to purchase of cemetery	X	X	X			
63	Closure of cemeteries for reasons of public health or public safety		X	X			

⁹ Version 25 December 2019

64	Intention to close (no internments for 50 yrs+) - notice/appln		X	X			
65(1)(a)	Intention to close cemetery (no internments for 50 yrs+)		X	X			
65(1)(b)	Close cemetery (no internments for 50 yrs+)		X	X			
66	Effect of closure of cemetery		X	X			
67	Exclusive rights of burial in closed cemetery		X	X			
68	Actions by cemetery manager in closed cemeteries		X	X			
70	Removal of grave etc. or human remains in closed cemeteries		X	X			
71	Application to reduce time to take action in closed cemetery		X	X			
72	When land ceases to be cemetery	X		X			
72(6)	When land ceases to be cemetery		X				
73	Declaration land is not a cemetery	X		X			

5. Burial and Cremation Regulations 2015¹⁰

Given Given
by to

Provision	Function or power	Given by			Given to	Conditions or restrictions
		Council	General Manager	General Manager		
	COUNCIL AS CEMETERY MANAGER	X		X		The ultimate responsibility for the cemetery will remain with the Council, as cemetery manager.
27	Issue of certificate of exclusive right of burial		X	X		
28	Amendment of certificate of exclusive right of burial		X	X		
29	Cancellation or transfer of certificate of exclusive right of burial		X	X		
30(3)	Permission to inter human remains		X	X		
39	Plan of cemetery		X	X		
40	Register of Instruments		X	X		
42	Driving in cemeteries		X	X		
44	Power of cemetery manager in relation to graves and plots		X	X		
45	Power of cemetery manager to approve permanent items		X	X		
46(1)	Power of cemetery manager to remove persons		X	X		
46(3)	Power of cemetery manager to remove persons		X	X		
47	Duty of cemetery manager on removal of monument		X	X		

¹⁰ Version 16 November 2022

6. Child and Youth Safe Organisations Act 2023¹¹

Given
by

Provision	Function or power	Given by		Conditions or restrictions
		General Manager	Administration Manager	
10(3)	Delegation – may delegate to a worker of the entity	X		'Worker' is defined in Section 8
34	Head of relevant entity to notify Regulator of reportable allegation or reportable conviction	X	X	"Reportable allegation" is defined in section 3. "Reportable conviction" is defined in section 7. "Worker" is defined in section 8.
35	Investigation by head of relevant entity	X	X	

¹¹ Version 1 July 2023

7. Dog Control Act 2000¹²

Provision	Function or power	Given by		Given to	Conditions or restrictions
		Council	General Manager	Animal Management Officer	
9(1)	Application for registration		X		
10(1)	Registration disc		X	X	
12(2)	Cancellation of registration		X	X	
15(1)	Register		X	X	
15(4)	Register		X	X	
15A(3)	Implanting of microchips		X	X	
19AA(2)	Collection and analysis of a sample from a dog		X		
19AA(5)	Collection and analysis of a sample from a dog		X		
19A(2)	Subsequent attack by dangerous dog		X	X	
19A(3)	Subsequent attack by dangerous dog		X	X	
19AC(3)	Collection and analysis of a sample from a dog		X		
20	Exercise areas	X			
21	Training areas	X			
22	Prohibited areas	X			
23	Restricted areas	X			
24	Public notice of intention to declare areas	X			
25	Date and period of declaration	X			
26	Review of declaration	X			
27	Signs	X			
29	Declaration of particular dangerous dog		X		
30	Guard dogs		X		
30	Guard dogs		X		
30	Guard dogs		X		
32A(3)	Dangerous dogs and restricted breed dogs to be de-sexed and microchipped		X		
34	Dangerous dog or restricted breed dog missing, dying, &c.		X		
34A	Application for approval to transfer ownership of dangerous dog or restricted breed dog		X		
34B	Offence to transfer ownership of dangerous dog or restricted breed dog without approval		X		
35(2)	Seizure and detention of dogs at large		X	X	
35(3)	Seizure and detention of dogs at large		X	X	
35(4)	Seizure and detention of dogs at large		X	X	
35(5)	Seizure and detention of dogs at large		X	X	
35(6)	Seizure and detention of dogs at large		X	X	

¹² Version 18 December 2019

39	Release of dogs		X	X	
39A(1)	Destruction of dangerous dog if enclosure not suitable		X	X	
39A(2)	Destruction of dangerous dog if enclosure not suitable		X	X	
39A(3)	Destruction of dangerous dog if enclosure not suitable		X	X	
39A(4)	Destruction of dangerous dog if enclosure not suitable		X	X	
39A(5)	Destruction of dangerous dog if enclosure not suitable		X	X	
41(2)	Attacking dogs		X	X	
42(3)	Destruction of dog		X	X	
47(1)	Complaints relating to nuisance		X	X	
48(1)	Investigation of complaint		X	X	
48(2)(a)	Investigation of complaint		X	X	
48(2)(b)	Investigation of complaint		X		
49A	Abatement notices		X	X	
51(1)	Application for licences		X		
51(3)	Application for licences		X		
52	Objections to licence		X		
54	Refusing application		X	X	
55(1)	Granting application		X	X	
55(2)	Granting application		X		
57(2)	Renewal of licence		X	X	
58(1)	Cancellation of licence		X		
58(2)	Cancellation of licence		X		
73(6)	Entering land		X	X	
75	Use of tranquiliser devices		X	X	
80(2)(a)-(c)	Fees		X		
81	Payment by instalments		X		

8. Environmental Management and Pollution Control Act 1994¹³

Provision	Function or Power	Nature	Given By			Given To			Conditions or Restrictions
			Council	General Manager	Planning Authority	General Manager	Director – Community & Development	Environmental Health Officer	
Sec 22 LGA	Delegation (of functions or powers) by Council	Delegation	X			X			
Sec 64 LGA	Delegation (of functions or powers) by general manager	Authorisation	X			X			
Sec 64 LGA	Delegation (of functions or powers) by general manager	Authorisation		X					
Sec 17A (10)	Provide notice to the Director, EPA of an intention to prepare a draft emergency plan, and the approval of an emergency plan	Delegation			X				
Sec 20A	Duty of council to prevent or control pollution	Delegation	X			X			
Sec 20B	Council may ask Board to exercise powers	Delegation	X			X			
Sec 21	Council officers	Delegation	X	X		X	X	X	
Sec 22 (1A)	Registers of environmental management and enforcement instruments	Delegation	X			X			
Sec 23 (1) (2)	Trade secrets	Delegation	X			X			
Sec 24 (1)	Assessment of permissible level 1 activities	Delegation	X			X	X	X	
Sec 25 (1)(b)	Assessment of permissible level 2 activities	Delegation	X						
Sec 25A (1D)(a)	Assessment of applications for permits that are combined with applications for planning scheme amendments	Delegation			X				
Sec 27AC (5)	Directions in relation to permits in respect of EL activities	Delegation			X				
Sec 27AD	Minor variations of planning permit in relation to EL activities	Delegation			X				
Sec 41(1)	Action on non-compliance with environment protection notice	Delegation		X		X	X		
Sec 43	Power to require information	Delegation			X				
Sec 44 (4)	Environment protection notices	Delegation		X		X	X		
Sec.44A	Correction of mistake	Delegation		X		X	X	X	
Sec.45A	Transfer of environment protection notice	Delegation		X		X	X	X	
Sec 46(4)	Registration of environment protection notices	Delegation		X		X			
Sec 47 (3) (4)	Action on non-compliance with environment protection notice	Delegation		X		X	X		
Sec 48 (1)	Civil enforcement proceedings	Delegation		X		X			
Sec.49	Appeal in respect of decision of Appeal Tribunal under Section 48	Delegation		X		X			Only if unable to be brought before Council within the required time for lodgement of an appeal and on advice from the Town Planner.
Sec.61	Reports in respect of alleged contraventions	Delegation		X		X	X	X	
Sec 64	Recovery of technical costs associated with prosecutions	Delegation		X		X	X		
Sec.67	Environmental infringement notices	Delegation		X		X	X		
Sec 74	Environmental Impact Assessment Principles	Delegation		X		X	X	X	
Sec 94	Provisions relating to seizure	Delegation		X		X	X		
Sec 103	Fees imposed by Councils	Delegation		X		X			

9. Food Act 2003¹⁴

Provision	Function or Power	Nature (Appointment, Delegation or Authorisation)	Given By		Given To		Conditions or Restrictions
			Council	General Manager	General Manager	Director – Community & Development Environmental Health Officer	
Sec 22 LGA	Delegation (of functions or powers) by Council	Delegation	X		X		
Sec 64 LGA	Delegation (of functions or powers) by general manager	Authorisation	X		X		
Sec 101 (2)	Appointment of authorised officers	Appointment	X		X	X	
S.24	Defence relating to publication of advertisements	Delegation		X	X		
Sec 33	Making of order	Delegation		X	X	X	
Sec 34 (2)	Nature of order	Delegation		X	X	X	
Sec.40	Powers of authorised officers	Delegation		X	X	X	Entry, inspection and seizure
Sec.41	Search warrants	Delegation		X	X	X	
Sec.44	Interfering with seized items	Delegation		X	X	X	
Sec.46	Seized items	Delegation		X	X	X	
Sec.47	Notification of seizure	Delegation		X	X	X	
Sec.48	Destruction of filthy, decomposed or putrid matter	Delegation		X	X	X	
Sec.49	Return of seized item	Delegation		X	X	X	
Sec 50 (2)	Forfeiture of item	Delegation		X	X	X	
Sec 52 (1)	Return of forfeited item	Delegation		X	X	X	
Sec 53 (4) (2) (3)	Compensation to be paid in certain circumstances	Delegation		X	X	X	
Sec 55	Enforcement agency entitled to answer application	Delegation		X	X	X	
Sec.59	Unclean or unfit premises, vehicles or equipment	Delegation		X	X	X	
Sec.60	Improvement notice	Delegation		X	X	X	
Sec.61	Compliance with improvement notice	Delegation		X	X	X	
Sec.62	Prohibition order	Delegation		X	X	X	
Sec 68 (2) (3)	Compensation	Delegation		X	X		
Sec.69	Proprietor to be informed	Delegation		X	X	X	
Sec.73	Procedure to be followed	Delegation		X	X	X	Procedure for taking food samples.
Sec.74	Sampled to be submitted for analysis	Delegation		X	X	X	
Sec 83H	Priority classification system and frequency of auditing	Delegation		X	X	X	
Sec 87 (1) (5) (6) (7)	Registration of food business	Delegation		X	X	X	
Sec.88	Single certificate for registration for whole State	Delegation		X	X	X	
Sec 89 (3) (5)	Renewal of registration	Delegation		X	X	X	
Sec 91	Variation of conditions, or suspension or cancellation, of registration of food businesses	Delegation		X	X	X	
Sec.93	Review of decisions relating to registration	Delegation		X	X	X	
Sec 94	Register of food businesses to be maintained	Delegation		X	X	X	
Sec 97	Functions of councils	Delegation		X	X	X	

¹⁴ Version 5 October 2021

Sec 98 (4)	Power of Director of Public Health to order council to perform functions	Delegation		X	X		X
Sec 100 (1) (2)	Reports by councils	Delegation		X	X		X
Sec 104(1)	Institution of proceedings	Delegation		X	X		
Sec.113	Proceedings relating to third persons	Delegation		X	X		
Sec 118 (1)	Infringement notices	Delegation		X	X	X	

10. Heavy Vehicle National Law (Tasmania) Act 2013^{15,16}

Provision	Function or power	Given by				Given to	Conditions or restrictions
		Council	General Manager	General Manager	Director – Infrastructure		
16B	ROAD MANAGER	X		X			
118(1)(b)	Granting consent for exemption on mass or dimension restriction	X		X			
124(1)(b)	Granting consent for exemption (permit) on mass or dimension restriction	X		X			
145(1)(b)	Granting consent for a class 2 heavy vehicle authorisation	X		X			
156(2)	Asking the Regulator for a longer period to decide whether to grant consent for a mass or dimension authority	X	X	X	X	Decide to give or not to give the consent.	
156A	Decide whether to grant consent, after considering the specific matters in s.156A & provide written reasons to the Regulator for the decision in relation to consent	X	X	X			
158	Deal with a request for consent and decide to give or not give consent for a mass or dimension authority	X	X	X		As far as practicable, deal with the request for consent and decide to give or not to give the consent (even through the consultation with the other entity is not completed).	
159(2)	Notifying the Regulator that route assessment is required by the road manager in deciding whether to give consent and the fee payable	X	X	X	X	Deciding whether to give or not to give the consent and notify the Regulator.	
160(1)	Specifying road condition(s) to which the granting of consent is subject	X	X	X	X		
160(2)	Providing the Regulator with a written statement explaining the road manager's decision to grant consent subject to road conditions	X	X	X	X		
161(1)	Specifying travel condition(s) to which the granting of consent is subject	X	X	X	X		
161(2)	Providing the Regulator with a written statement explaining the road manager's decision to grant consent subject to road conditions	X	X	X	X		
162(2)	Requesting specified vehicle condition(s) be imposed on the mass or dimension authority	X	X	X	X		
167(2)(b)	Giving notice to the Regulator of objection to the application of this section [which provides for expedited process for renewal of mass or dimension authority]	X	X	X	X		
169	Giving consent to the grant of a mass or dimension authority for a trial period or no more than 3 months	X	X	X	X		
170	Provide the Regulator with a written objection to a renewal of a mass or dimension authority	X	X	X			
172	To person the duties of the Council to issue a statement explaining adverse decision of the Road Manager.	X	X	X			
173	To perform the duties of the Council to issue an amendment or cancellation on the Regulator's initiative.	X	X	X			
174(2)	Asking the Regulator to amend or cancel the mass or dimension authority granted by Commonwealth Gazette notice due to adverse effect of heavy vehicles	X	X	X	X		
176 (4)(c)	Provide consent to an amendment of a permit for a mass or dimension authority		X	X			
178(2)	Asking the Regulator amend or cancel the mass or dimension authority granted by Commonwealth Gazette notice due to adverse effect of heavy vehicles	X	X	X	X		
645	Decide a review of a reviewable decision under the Act	X	X	X			

¹⁵ Heavy Vehicle National Law Act 2012 - Schedule¹⁶ 27 November 2020

11. Land Acquisition Act 1993¹⁷

Given By Given to

Provision	Function or Power	Nature	Council	General Manager	Conditions or Restrictions
S.54	Power of entry and examination	Delegation	X	X	
S.55	Immediate entry	Delegation	X	X	
S.56	Power to occupy adjacent land	Delegation	X	X	

¹⁷ Version 1 January 2022

12. Land Titles Act 1980

Provision	Function or Power	Nature	Given	Given	Given	Director – Community & Development	Administration Manager	Administration Team Leader	Conditions or Restrictions
			By	By	to				
			Council	General Manager	General Manager				
S.138U	Restriction on title by possession	Delegation	X	X	X		X	X	
S.138Y	Avoidance of sub-minimum lots	Delegation	X	X	X	X			

13. Land Use Planning and Approvals Act 1993¹⁸

Given
By

Provision	Function or Power	Nature (Appointment, Delegation or Authorisation)	Given By							Conditions or Restrictions
			Planning Authority	Council	General Manager	General Manager	Director – Community & Development	Town Planner	Director – Infrastructure	
Part 3 Generally	As a consequence of any decision by the Council to initiate preparation of a planning scheme or a planning scheme amendment or to provide its views and opinions on any representation received on a draft planning scheme or draft amendment: <ul style="list-style-type: none"> i. authority to give such advice, consultation, referral or notification as required under this Part; ii. authority to initiate public notification of a draft scheme or draft amendment; iii. authority to submit a draft scheme or a draft amendment for approval if no representations are received during the exhibition period; iv. authority to modify a draft planning scheme or draft amendment if only to correct any error, remove an anomaly, clarify or simplify a provision, remove any inconsistency with other regulation, make procedural changes or to bring the planning scheme into conformity with a mandatory planning instruction; v. represent the Council and to give evidence and make submissions before any hearing conducted by the Tasmanian Planning Commission. 	Delegation & authority to delegate		X		X	X			
Part 3A Generally	Local Planning Schedule (LPS)	Delegation & authority to delegate		X		X	X			
Part 3B Generally	Amendment of the LPS	Delegation & authority to delegate		X		X	X			
S.30C(4)	Terms of reference in relation to draft amendment of the SPPs	Delegation		X						
S.35C	Notice of exhibition of draft LPS	Delegation		X		X	X			
S.35F	Report by planning authority to Commission about exhibition	Delegation		X		X	X			
S.35G	Planning authority may notify Minister as to whether amendment of SPPs is required	Delegation		X		X	X			
S.35I	Withdrawal of draft LPS	Delegation		X		X	X			
S.35M	Notice of approval of Local Provisions Schedules	Delegation		X		X	X			
S.35P	Conduct of review	Delegation		X		X	X			
S.40G	Notice of exhibition	Delegation		X		X	X			
S.40U	Additional information	Delegation		X		X	X			
S.40W	Determination of amendment where concurrent permit application sought	Delegation		X		X	X			
S.43(2)	Minor amendment of permit	Delegation		X		X	X			
S.43(6)	Minor amendment of permit	Delegation		X		X	X			
S.43(7)	Minor amendment of permit	Delegation		X		X	X			

¹⁸ Version 7 May 2023

S.43(9)	Minor amendment of permit	Delegation		X		X	X		
S.43(10)	Minor amendment of permit	Delegation		X		X	X		
Part 4 Generally	<p>Authority to require the making of a permit application and to undertake actions and proceedings in pursuance of the Council's obligations as a planning authority to observe and enforce compliance of a planning scheme; including:</p> <ul style="list-style-type: none"> i) to give such advice, consultation, referral or notification as required under this Part; ii) to represent the Council and to give evidence before the Appeal Tribunal in respect of any appeal against a decision on a planning permit; iii) to initiate legal proceedings for any use of land, development or act if: <ul style="list-style-type: none"> – contrary to a State Policy, planning scheme or special planning scheme; – an obstruction of a planning scheme or special planning scheme; or – a breach of a condition or restriction of a planning permit. <p>Authority to represent the planning authority or to appoint a person to represent the planning authority and to give evidence, on a planning appeal or other action, including any mediation, before the Appeals Tribunal or any other body of competent jurisdiction.</p>	Delegation		X		X	X	X	
S.48AA	Enforcement of major project permits	Delegation		X		X	X	X	
S.48A	Notice to remove signs	Delegation		X		X	X	X	
S.51	Permits	Delegation		X		X	X	X	
S.52(1B)	What if applicant is not the owner?	Delegation			X	X	X		X
S.53(5A)	When does a permit take effect?	Delegation		X		X	X	X	
S.54	Additional information	Delegation		X		X	X	X	
S.55	Correction of mistakes	Delegation		X		X	X	X	
S.56	Minor amendments of permits issued by a planning authority	Delegation		X		X	X	X	
S.57(2)	Applications for discretionary permits	Delegation		X		X	X	X	If a use or development proposed by an applicant it prohibited by the planning scheme.
S.57(3)	Applications for discretionary permits	Delegation		X		X	X		
S.57(5)	Applications for discretionary permits	Delegation		X		X	X		

										ONLY delegated to the General Manager and Director – Community & Development	ONLY delegated to the Town Planner
S.57(6) & (7)	Applications for discretionary permits	Delegation	X	X	X	X				<p>If:</p> <ol style="list-style-type: none"> 1. there will be a failure to determine an application for a permit under s.57 before the expiration period referred to in either s.57(6)(b)(i) or (ii); or 2. the recommendation of the Director Community and Development is to grant a permit for an application, the total cost of development applicable to the application is less than \$5 million (excluding any development for uses identified under the Resource Development or Utilities use classes of the Council's planning scheme), and: <ol style="list-style-type: none"> a) only a single representation has been received for the application; or b) two or more representations have been received for the application and the representations fail to address standards or requirements of the planning scheme applicable to the assessment of the application; or c) no representations from residents or landowners of Dorset municipality have been received that object to the application. 	<p>If:</p> <ol style="list-style-type: none"> a) no representations have been received that object to an application; and b) the total cost of development applicable to the application is less than \$5 million (excluding any development for uses identified under the Resource Development or Utilities use classes of the Council's planning scheme); and c) the recommendation of the Director Community and Development is to grant a permit; or d) there will be a failure to determine an application for a permit under s.57 before the expiration period referred to in either s.57(6)(b)(i) or (ii).
S.57(6A)	Applications for discretionary permits	Delegation	X	X	X	X					
S.57A	Mediation	Delegation	X	X	X	X					
S.58	Application for other permits	Delegation	X	X	X	X					
S.59(7)	Failure to determine an application for a permit	Delegation	X	X	X	X					
S.60	Council responding and issuing notices relating to compliance with certain permit conditions	Delegation	X								
S.60H(3)	Minister may request information from Council or relevant state entity	Delegation	X								
S.60I (3)	Council to give notice in relation to eligibility of major project proposals	Delegation	X								
S.60S(4)(b)	Refund of ordinary permit where declaration of major project is made	Delegation	X								
S.60S(5)	Refund of ordinary permit where declaration of major project is amended under s. 60TG(2) so that the declaration also relates to an additional area of land	Delegation	X								
S60SA(6)	Service of certificate of development completion	Delegation	X								
S.60TD(1)	Notice of request under S.60TC(1)	Delegation	X								
S.60TH	Notice of amendment of declaration of a major project to be given	Delegation									
S.60ZX(1)	Provision to Panel of further information	Delegation	X								
S.60ZZP(10)	Major project permit may be granted subject to conditions	Delegation	X								
S.60XXXAA(5)	Determination as to whether, and the manner in which, proposed significant amendment may be assessed	Delegation	X								
S.60ZZZAB	Enforcement certificates	Delegation	X								
S.61	Appeals against planning decisions	Delegation	X	X	X	X					
S.63	Obstruction of sealed schemes	Delegation	X								
S.63A	Enforcing compliance with planning schemes	Delegation	X								
S.63B(3)	Notice of suspected contravention, &c., may be given	Delegation	X	X	X	X					
S.64	Civil enforcement proceedings	Delegation	X	X	X	X					Council to be advised at the next Ordinary Meeting.
S.65B(5)	Notice of intention to issue enforcement notice	Delegation	X								
S.65G	Cancellation of permits	Delegation	X								
S.65I(2)	Authorised officers	Delegation		X							

PART 5 AGREEMENTS									
S.71	Planning authority may enter into agreements	Delegation		X		X	X	X	
S.74(3)	Duration of agreement	Delegation		X		X	X		
S.75	Amendment of agreements	Delegation		X		X	X	X	
S.76	Agreement to be lodged with Commission	Delegation		X		X	X	X	
S.78	Registration of agreements, &c.	Delegation		X		X	X	X	
S.80	Application to Appeal Tribunal	Delegation		X		X	X	X	
S.84	Service of notices or other documents	Delegation		X		X	X	X	
S.86	Requirement to pay fees	Delegation		X		X	X	X	
Schedule 6	<p>As a consequence of any decision by the Council as a planning authority made under a transitional power of the planning authority after commencement of the <i>Land Use Planning and Approvals Amendment (Tasmanian Planning Scheme) Act 2015</i> and until such time as the Tasmanian Planning Scheme is made and a Local Provisions Schedule is approved for the Dorset municipal area, authority to undertake the processes and tasks required to carry out the responsibilities of a planning authority – including:</p> <ul style="list-style-type: none"> i) authority to give such advice, consultation, referral or notification as required under the provisions; and ii) authority to initiate public notification of a draft amendment; and iii) authority to submit a draft amendment for approval if no representations are received during the exhibition period; and iv) authority to modify a draft amendment if only to correct any error, remove an anomaly, clarify or simplify a provision, remove any inconsistency with other regulation, make procedural changes or to bring into conformity with a mandatory planning instruction; and v) represent the Council and to give evidence and make submissions before any hearing conducted by the Tasmanian Planning Commission; <p>in relation to:</p> <ul style="list-style-type: none"> – a draft planning directive made after the commencement of the <i>Land Use Planning and Approvals Amendment (Tasmanian Planning Scheme) Act 2015</i>; – an urgent amendment of the Dorset Interim Planning Scheme 2013 if initiated by the Tasmanian Planning Commission after the commencement of the <i>Land Use Planning and Approvals Amendment (Tasmanian Planning Scheme) Act 2015</i>; and – a draft amendment to the Dorset Interim Planning Scheme 2013 made after the commencement of the <i>Land Use Planning and Approvals Amendment (Tasmanian Planning Scheme) Act 2015</i>. 	Delegation		X		X	X		

14. *Litter Act 2007*¹⁹

Provision	Function or Power	Nature (Appointment, Delegation or Authorisation)	Given By			Given To		Conditions or Restrictions
			General Manager	Peter Carey	Robert Masterman	Rohan Willis		
S.8	Power of councils to appoint employees as authorised officers	Appointment	X	X	X	X		
S.38 (1)	Recovery of costs arising from litter abatement notices	Delegation	X					

¹⁹ Version 2 December 2019

15. Local Government Act 1993²⁰

Provision	Function or Power	Nature (Appointment, Delegation or Authorisation)	Given By		Given To							Conditions or Restrictions		
			Council	General Manager	General Manager	Director – Infrastructure	Director – Community & Development	Finance Manager	Administration Manager	Animal Management Officer	Environmental Health Officer			
S.22	Delegation (of functions or powers) by Council	Delegation	X		X									Includes powers in Section 22 (2)(a), (ab), (b), (ba) and (c). Excludes all functions and powers specified in Section 22 (3). Subject to Council Policy.
S.64	Delegation (of functions or powers) by general manager	Authorisation	X		X									
S.19(5)	Corporation of Councils	Delegation	X		X									
S.20A	Powers of entry	Delegation		X	X		X							Power to authorise persons to enter land. Power to give owner or occupier notice of intention to enter land
S.28D	Documents relating to agendas	Delegation		X	X									
S.28T(6)	Code of conduct	Delegation		X	X									
S.28T(7)	Code of conduct	Delegation		X	X									
S.28Y	Initial assessment of complaint by general manager	Delegation		X	X									
S.28ZK	Notification of determination of code of conduct complaint	Delegation		X	X									
S.55D	Register of pecuniary interests of members of audit panel	Delegation		X	X									
s.56B	Gifts and donations register	Delegation		X	X									
S.63	Appoint, allocate, control & direct, suspend or dismiss employees of Council	Delegation		X	X	X	X	X	X					Upon discussion with the General Manager
S.72	Providing Annual report	Delegation		X	X									
S.72B	Notice of AGM	Delegation	X		X									
S.73	Sources of funds	Delegation		X	X									Subject to budget approval and for works included in the Annual Plan.
S.74	Expenditure	Delegation		X	X			X	X					In accordance with budget.
S.75	Investments	Delegation		X	X			X						In accordance with Council's investment policies as reviewed from time to time.
S.76	Writing off bad debts	Delegation		X	X			X						Not to exceed \$5,000 and in consultation with the General Manager.
S.77	Grants and benefits	Delegation		X	X									Subject to budget approval and in accordance with Council Policy.
S.79(1)	Debentures and inscribed stock	Delegation		X	X									Subject to budget approval and for items included in the Annual Plan.
S.81	Authorised deposit-taking institution accounts	Delegation		X	X			X						Authorise any operation of Council's bank accounts, including the power to determine signatories for the release of funds by way of cheque, electronic funds transfer, etc.
S.84(1)(3)(4)	Financial Statements	Delegation		X	X									
S.92(2)(3)	Adjustment of amount payable	Delegation		X	X									In accordance with Rates and Charges Policy.
S.109	Objections to variations	Delegation	X		X									Delegated at 26 June 2023 Council Meeting to the General Manager to make a decision in respect of an objection to a variation in rate received.
S.110	Record of Rates	Delegation		X	X									Nil
S.111	Ownership	Delegation		X	X									Nil
S.113	Declaration of land as urban farm land	Delegation		X	X									

S.114	Revocation of declaration	Delegation		X	X										
S.124	Instalment payments	Delegation		X	X										
S.126	Conditions of postponement	Delegation		X	X										
S.127	Postponement ceases to operate	Delegation		X	X										
S.129	Remission of rates	Delegation		X	X										In accordance with Council's policy.
S.132(4)	Certificate of liabilities	Delegation		X	X		X		X						Nil
S.133	Recovery of rates	Delegation		X	X										
S.134	Recovery from certain persons	Delegation		X	X										
S.135	Rents under leases, &c., for unpaid rates	Delegation		X	X										
S.137	Sale of land for unpaid rates	Delegation		X	X										
S.138	Title vests in purchaser	Delegation		X	X										
S.139	Application of money from sale	Delegation		X	X										
S. 139A	Register of Money	Delegation		X	X										In accordance with Council's policy
S.140	Procedure if council cannot sell land	Delegation		X	X										
S.156A	Regulatory impact statement	Delegation		X	X										
S.157	Notice of proposed by-law	Delegation		X	X										
S.167	Notice of by-laws	Delegation		X	X										
S.175	Purchase or lease of land	Delegation		X	X										
S.176	Acquisition of land	Delegation		X	X										
S.182	Fencing land	Delegation		X	X	X									Upon the recommendation from the relevant Council Officer.
S.183	Land reinstated	Delegation		X	X										Upon the recommendation from the relevant Council Officer.
S.185	Compliance with notice	Delegation		X	X										
S.189	Closure of local highways (markets)	Delegation		X	X										
S.190	Objections	Delegation		X	X										
S.193	Establishment of pounds	Delegation		X	X										
S.194	Impounding of animals	Delegation		X	X	X	X				X				
S.195	Notice of impounding	Delegation		X	X	X	X				X				
S.196	Fees, costs and charges	Delegation		X	X	X	X								
S.197	Sale or destruction of unclaimed animals	Delegation		X	X	X	X								
S.198	Destruction of animals	Delegation		X	X	X									
S.198A	Operation of private pounds	Delegation		X	X										
S.200	Abatement notices	Delegation		X	X	X	X				X	X			Upon the recommendation from the relevant Council Officer.
S.201	General manager may take necessary action	Delegation		X	X	X	X				X	X			Instigate action on nuisance abatement notices
S.202	Appeal against general manager's action	Delegation		X	X						X	X			
S.203	Nuisance orders	Delegation		X	X						X	X			
S.204	Costs	Delegation		X	X		X				X	X			
S.204A	Infringement notice for non-compliance with abatement notice	Delegation		X	X						X	X			
S.207	Remission of fees and charges	Delegation		X	X		X		X						Not to exceed \$2,000.
S.208	Council Map	Delegation		X	X										
S.209	Corrections of map	Delegation		X	X										
S.219	Submissions	Delegation		X	X										In accordance with the general directions of Council.
S.240	Appearances in court	Delegation		X	X										
S. 261(1)	List of electors	Delegation		X	X										
S.333A	Tenders	Delegation		X	X										Acceptance of tenders by the General Manager must be in accordance with Council's Code for Tenders and Contracts Policy.
S.336A	Public Office	Delegation		X	X										
S.337	Council land information certificate	Delegation		X	X		X		X						In accordance with Council's Schedule of Fees and Charges
S.344	Rounding off rates, &c.	Delegation		X	X										

16. Local Government (Building and Miscellaneous Provisions) Act 1993²¹

Provision	Function or Power	Nature (Appointment, Delegation or Authorisation)	Given By		Given To			Conditions or Restrictions
			Council	General Manager	General Manager	Director – Community & Development	Town Planner	
Sec 22 LGA	Delegation (of functions or powers) by Council	Delegation	X		X			
Sec 64 LGA	Delegation (of functions or powers) by general manager	Authorisation	X		X			
S.83	Approval of plan of subdivision	Delegation		X	X	X		Only where no representations have been received objecting to the proposal.
S.84	Council not to approve subdivision	Delegation		X	X	X		
S.85	Refusal of application for subdivision	Delegation		X	X	X		
S.86	Security for payment	Delegation		X	X	X		To accept a guarantee as security for subdivision work from any organisation that meets the requirements of this section. To authorise the total or partial release of bonds, guarantees and security deposits, where the appropriate departmental manager has certified that the work or thing to which the bond, guarantee or security deposit relates has been satisfied in whole or in part. To call on any bonds, guarantees or security deposits for building estates and subdivisions to carryout uncompleted works as certified by Council's Engineer.
S.89	Approval of final plans by council	Delegation		X	X	X	X	Only where plan complies with conditions of approval.
S.90	Determination of applicability of provisions	Delegation		X	X	X	X	Upon the recommendation of the Town Planner or the Director – Community & Development.
S.91 (3)	Corrections to final plans	Delegation		X	X	X	X	
S.92	Amendments to final plans	Delegation		X	X	X	X	Upon the recommendation of the Town Planner or the Director – Community & Development.
S.93	Cancellation of final plans	Delegation		X	X			
S.96	Dedication as highway	Delegation		X	X			
S.103	Amendment of sealed plans	Delegation		X	X	X	X	Upon the recommendation of the Town Planner or the Director – Community & Development and only where no person affected by the proposed amendment has asked to be heard in support or opposition.
S.104 (1)	Hearing in respect of amendment of plans	Delegation		X	X	X	X	Upon the recommendation of the Town Planner or the Director – Community & Development.
S.105(2)	Compensation in respect of amendments	Delegation		X	X			
S.107	Access orders	Delegation		X	X			Upon the recommendation of the Town Planner or the Director – Community & Development.
S.108	Road widening	Delegation		X	X			
S.109 (6)	Minimum lots	Delegation		X	X			
S.110	Adhesion orders	Delegation		X	X	X	X	Upon the recommendation of the Town Planner or the Director – Community & Development.
S.112	Purposes for which plan approved	Delegation		X	X			
S.113(4)	Bringing land under <i>Land Titles Act 1980</i>	Delegation		X	X			
S.115	Exemption	Delegation		X	X	X	X	Upon the recommendation of the Town Planner or the Director – Community & Development.
S.116	Limitation on requirement for public open space	Delegation		X	X	X		Upon the recommendation of the Town Planner or the Director – Community & Development.
S.117	Payment instead of increasing public open space	Delegation		X	X	X		Upon the recommendation of the Town Planner or the Director – Community & Development.
S.118	Council schemes	Delegation		X	X			
Part 7	Long Service Leave and Employees Assurance Scheme	Delegation		X	X			

²¹ Version 1 December 2022

241(1)	Preservation orders	Delegation		X	X		
243	Preservation order is enforceable	Delegation		X	X		
S.244	Registering preservation order	Delegation		X	X		
S.246	Advertising hoardings	Delegation		X	X		
S.247	Removal of advertising hoardings	Delegation		X	X		

17. Local Government (General) Regulations 2015²²

Provision	Function or Power	Nature (Appointment, Delegation or Authorisation)	Given				Conditions or Restrictions
			By Council	By General Manager	By General Manager	To Director – Infrastructure	
Sec 22 LGA	Delegation (of functions or powers) by Council	Delegation	X		X		
Sec 64 LGA	Delegation (of functions or powers) by general manager	Authorisation	X		X		
R.23 (2)(3)(4)(5)	Public tenders	Delegation	X		X		
R.24	Open tenders	Delegation		X		X	
R.25	Multiple use register	Delegation	X		X		
R.26 (1)	Multi stage tender	Delegation	X		X		

²² Version 5 November 2021

18. Local Government (Highways) Act 1982²³

Provision	Function or Power	Nature (Appointment, Delegation or Authorisation)	Given By		Given To		Conditions or Restrictions
			Council	General Manager	General Manager	Director – Infrastructure	
s.124(1)	Delegation of powers, &c., by corporations	Delegation	X		X		Excludes sections 12(1), 15(3), 19(1)(c), 73, 80, 114(8), 124
S.6	Making, widening, &c., of highways by corporations	Delegation		X	X	X	
S.7	Limitation on opening of highways in cities and towns by private persons	Delegation		X	X	X	
S.8	Maintenance of highways opened outside cities or towns by private persons	Delegation		X	X	X	
S.10	Obligations on landowners opening highways	Delegation		X	X	X	
S.11	Enforcement of obligations of landowners opening highways	Delegation		X	X	X	
S.14	Closure and diversion of highways	Delegation		X	X	X	
S.15	Dealing with sites of closed highways	Delegation		X	X	X	
S.17	Definition of boundaries of highway	Delegation		X	X	X	
S.19	Closure of local highways for public functions, &c.	Delegation		X	X	X	Upon approval from Commissioner for Police. Delegation excludes S 19(1)(c)
S.20	Closure of parts of local highways for sale of goods, &c.	Delegation		X	X	X	In consultation with Commissioner of Police & Transport Commission
S.21	General responsibility of corporations	Delegation		X	X	X	
S.24	Highways on boundaries of municipalities	Delegation		X	X	X	
S.25	General supplementary provisions as to carrying out of highway works	Delegation		X	X	X	
S.26(4)	Obtaining of materials for highway works	Delegation		X	X	X	
S.27	Use of adjoining lands in carrying out highway works	Delegation		X	X	X	
S.28	Shifting of apparatus, &c., in roads	Delegation		X	X	X	
S.30	Improvement, &c., of highways	Delegation		X	X	X	
S.31	Obstructions for prohibition or restriction of vehicular traffic	Delegation		X	X	X	S. 31(1) requires approval from Transport Commission
S.32	Lighting (of a local highway or public place)	Delegation		X	X	X	
S.33	Lighting of private ways and courts	Delegation		X	X	X	
S.34	Drainage works	Delegation		X	X	X	
S.35	Crossings over footpaths, table-drains, and gutters	Delegation		X	X	X	Upon recommendation from Director – Infrastructure.
S.36	Fencing of streets in towns	Delegation		X	X	X	Upon recommendation from Director – Infrastructure.
S.37	Alterations, &c., of entrances to highways	Delegation		X	X	X	Upon recommendation from Director – Infrastructure.
S.38	Removal of trees near highways	Delegation		X	X	X	
S.39	Obligation of occupiers to cut back vegetation, &c.	Delegation		X	X	X	
S.40	Animal barriers on highways	Delegation		X	X	X	Upon recommendation from Director – Infrastructure.
S.41	Prohibition of traffic likely to cause damage to highways	Delegation		X	X	X	Upon report from Council's Engineer.
S.42	Closure of dangerous highways	Delegation		X	X	X	Upon report from Council's Engineer.
S.43	Recovery of cost of repairs caused by excessive weight, &c.	Delegation		X	X	X	
S.44	Protection of bridges from excessive loading	Delegation		X	X	X	

S.45	Removal and disposal of abandoned articles	Delegation		X	X	X	
S.46	Permission to carry out various works in relation to highways	Delegation		X	X	X	
S.50	Management of local highways not maintainable by the corporation	Delegation		X	X	X	
S.51	Making good of back roads, lanes, &c., at frontagers' expense	Delegation		X	X	X	
S.52	Projections on to highways, &c.	Delegation		X	X	X	
S.53	Low-lying land near highways	Delegation		X	X	X	
S.54	Names of highways, &c.	Delegation		X	X	X	
S.55	Numbering of buildings, &c.	Delegation		X	X	X	
S.59	Development of land in connection with highway improvements	Delegation		X	X	X	
S.60 (3)	Restrictive covenants for benefit of highway	Delegation		X	X	X	
S.61	Grant of private rights over lands held for highway purposes	Delegation		X	X	X	
S.62	Special provisions as to acquisition for widening or other alteration	Delegation		X	X	X	
S.63	Letting of highways not presently used	Delegation		X	X	X	Upon report from Council's Engineer.
S.66	Proof that street is subject to Part V	Delegation		X	X	X	
S.67 (2)	Street works in streets not previously made up	Delegation		X	X	X	
S.68	Scheme of street construction	Delegation		X	X	X	
S.71	Notice of preparation of scheme	Delegation		X	X	X	
S.72	Objection by owners (to the scheme)	Delegation		X	X	X	
S.74	Execution of scheme	Delegation		X	X	X	
S.76	Payments by frontagers (under the scheme)	Delegation		X	X	X	
S.77	State contribution	Delegation		X	X	X	
S.79	Urgent works	Delegation		X	X	X	
S.81	Record of charges	Delegation		X	X	X	
S.95	Establishment of controlled parking (a parking meter or voucher machine)	Delegation		X	X	X	
S.96	Hours of operation of controlled parking	Delegation		X	X	X	
S.99	Closure of parking spaces in certain cases	Delegation		X	X	X	
S.100(1A)	Infringement notices (in respect of an offence relating to a vehicle)	Delegation		X	X	X	
S.102	Removal of vehicles in certain cases from parking spaces	Delegation		X	X	X	
S.104	Permits for use of parking spaces without operation of meters or use of parking vouchers	Delegation		X	X	X	S.104(2) must be in accordance with Annual Schedule of Fees and Charges
S.109	Lighting of certain State highways: Contributions by corporations to lighting of certain State highways	Delegation		X	X	X	
S.110	Powers and duties of corporations in relation to State highways	Delegation		X	X	X	
S.112	Liability of corporation to maintain road works carried out by the Crown	Delegation		X	X	X	
S.114	Right of private persons opening new streets to obtain contributions	Delegation		X	X	X	Delegation excludes S 114(8)
S.115	Retention of petrol-pumps in highways	Delegation		X	X	X	
S.116	Tramways along or across highways	Delegation		X	X	X	
S.119	Determination of compensation	Delegation		X	X	X	

19. Local Government (Meeting Procedures) Regulations 2015²⁴

Provision	Function or Power	Nature (Appointment, Delegation or Authorisation)	General Manager
R.7(1) (2)	Notice of meetings	Delegation	X
R.8(1) (3)	Agenda	Delegation	X
R.9(1)	Public access to documents	Delegation	X

²⁴ Version 29 June 2015

20. *Monetary Penalties Enforcement Act 2005*²⁵

Provision	Function or power	Nature (Appointment, Delegation or Authorisation)	Given By				Given To	Conditions or restrictions
			Council	General Manager	General Manager	Director – Community & Development		
s.22 LGA	Delegation (of functions or powers) by Council	Delegation	X		X			
Sec 64 LGA	Delegation (of functions or powers) by general manager	Authorisation	X		X			
17(2)	Options for dealing with infringement notice issued by fee-paying public sector body	Delegation	X	X	X			
18(1)	Referral to Director of infringement notice issued by fee-paying public sector body	Delegation	X	X	X	X		
23	Withdrawal of infringement notice	Delegation	X	X	X	X		
28(1)	Application to fee-paying public sector body for variation of payment conditions	Delegation	X	X	X			
39(1)	Hearing of offence by court	Delegation	X	X	X			
40(3)	Application to court	Delegation	X	X	X			

²⁵ Version 13 June 2023

21. *Place Names Act 2020*²⁶

Provision	Function or power	Nature (Appointment, Delegation or Authorisation)	Given By				Given To	Conditions or restrictions
			Council	General Manager	General Manager	Director – Community & Development		
S.11(2)	Naming of roads, streets, &c	Delegation	X	X	X	X	Power only delegated when naming of road is part of a new subdivision.	
S.11(3)	Naming of roads, streets, &c	Delegation	X					
S.11(4)	Naming of roads, streets, &c	Delegation	X					

²⁶ Version 1 July 2020

22. *Public Health Act 1997*²⁷

Provision	Function or Power	Nature (Appointment, Delegation or Authorisation)	Given By		Given To		Conditions or Restrictions
			Council	General Manager	General Manager	Director – Community & Development Environmental Health Officer	
Sec 22 LGA	Delegation (of functions or powers) by Council	Delegation	X		X		Except s.185(1)
Sec 64 LGA	Delegation (of functions or powers) by general manager	Authorisation	X		X		Except s.185(1)
Sec 11 (1) (2)	Appointment of officers	Delegation		X	X	X	
Sec 32 (1) (2)	Production of records	Delegation		X	X		
Sec 33 (a) (b)	Production of things	Delegation		X	X		
Sec 34 (a) (b)	Production of licence	Delegation		X	X		
Sec 35	Photographs, sketches, measurements and recordings	Delegation		X	X		
Sec 36 (1) (2)	Information requirements	Delegation		X	X		
s.56(3)	Burial or removal of body to morgue	Delegation		X	X	X	
Sec 57	Council immunisation programs	Delegation		X	X	X	
Sec 77 (1) (3)	Grant or refusal of licence (for a place of assembly)	Delegation		X	X	X	
Sec 78	Issue of licence (for a place of assembly)	Delegation		X	X	X	
Sec 81	Renewal of licence (for a place of assembly)	Delegation		X	X	X	
Sec 82	Variation of licence (for a place of assembly)	Delegation		X	X	X	
Sec 83	Cancellation of licence (for a place of assembly)	Delegation		X	X	X	
Sec 84 (2)	Overcrowding	Delegation		X	X		

²⁷ Version 24 October 2022

Sec 87	Closure order	Delegation		X	X		X
Sec 88	Service of closure order	Authorisation		X	X		X
Sec 89	Revocation of closure order	Delegation		X	X		X
Sec 92 (1) (4) (6)	Rectification notice	Delegation		X	X		X
Sec 97	Grant or refusal of registration of premises	Delegation		X	X		X
Sec 98	Issue of certificate of registration of premises	Delegation		X	X		X
Sec 101	Renewal of registration of premises	Delegation		X	X		X
Sec 102	Variation of registration of premises	Delegation		X	X		X
Sec 103	Cancellation of registration of premises	Delegation		X	X		X
Sec 106	Grant or refusal of licence (to carry out any public health risk activity)	Delegation		X	X		X
Sec 107	Issue of licence (to carry out any public health risk activity)	Delegation		X	X		X
Sec 110	Renewal of licence (to carry out any public health risk activity)	Delegation		X	X		X
Sec 111	Variation of licence (to carry out any public health risk activity)	Delegation		X	X		X
Sec 112	Cancellation of licence (to carry out any public health risk activity)	Delegation		X	X		X
Sec 115	Grant or refusal of registration of regulated system	Delegation		X	X		X
Sec 116	Issue of certificate of registration (of a regulated system)	Delegation		X	X		X
Sec 119 (1) (3)	Notice to comply with direction	Delegation		X	X		X
Sec 121	Renewal of registration (of any regulated system)	Delegation		X	X		X
Sec 122	Variation of registration (of any regulated system)	Delegation		X	X		X
Sec 123	Cancellation of registration (of any regulated system)	Delegation		X	X		X
Sec 128	Notification of quality of water	Delegation		X	X		X
Sec 129 (1)	Orders relating to water quality	Delegation		X	X		X
Sec 130 (1) (3)	Monitoring and review (of the quality of water within the municipal area)	Delegation		X	X		X
Sec 131	Samples	Delegation		X	X		X
Sec 135	Grant or refusal of registration (as a supplier of water)	Delegation		X	X		X
Sec 136	Issue of certificate of registration (as a supplier of water)	Delegation		X	X		X
Sec 136AA	Renewal of Registration (as a supplier of water)	Delegation	X		X		X
Sec 136B	Variation of registration (as a supplier of water)	Delegation		X	X		X
Sec 136C	Cancellation of registration (as a supplier of water)	Delegation		X	X		X
136H	Issue of certificate of registration (as a water carrier)	Delegation	X		X		X
136I	Renewal of registration (of water carrier)	Delegation	X		X		X
136K	Variation of registration (of water carrier)	Delegation	X		X		X
136L	Cancellation of registration (of water carrier)	Delegation	X		X		X
Sec 144	Registers kept by Councils	Delegation		X	X		X
Sec 148 (1)	Requirement for information	Delegation		X	X		X
Sec 152 (1)	Costs incurred in exercising power	Delegation		X	X		X

Sec 158 (1)	Proceedings	Delegation		X	X			
Sec 169 (1)	Infringement notices	Delegation		X	X	X		
Sec 190 (1) (3) (4)	Sale or disposal of forfeited things	Delegation		X	X			
Sec 191 (3)	Return of and access to seized things	Delegation		X	X			
Sec 192 (1)	Sale or disposal of seized things	Delegation		X	X			

23. *Public Interest Disclosures Act 2002*²⁸

Provision	Function or Power	Nature (Appointment, Delegation or Authorisation)	Given By		Given To		Conditions or Restrictions
			Council	General Manager	General Manager	Administration Manager	
s.22 LGA	Delegation (of functions or powers) by Council	Delegation	X		X		
Sec 64 LGA	Delegation (of functions or powers) by general manager	Authorisation	X		X		
S.62B	Delegation by principal officer	Delegation		X		X	Delegation of powers in S.62A
S.29B	Referral of disclosure to Integrity Commission	Delegation		X		X	
S.29D(1)	Notice of referral	Delegation		X		X	
S.33(1)	Determination of public body of disclosure as to public interest disclosure	Delegation		X		X	
S.34(1)	Procedure where public body determines disclosure to be public interest disclosure	Delegation		X		X	
S.35(1)	Procedure where public body determines disclosure not to be public interest disclosure	Delegation		X		X	
S.64	Matters that do not have to be investigated	Delegation		X		X	
S.65(1)	Decisions by public body not to investigate	Delegation		X		X	
S.68	Referral to Ombudsman by public body	Delegation		X		X	
S.70	Provision of information to Ombudsman	Delegation		X		X	
S.72(1)	Notice of referral	Delegation		X		X	
S.74	Information about progress of investigation	Delegation		X		X	
S.76(1)	Report on investigation	Delegation		X		X	

²⁸ Version 1 March 2021

S.77(1)	Report to person making disclosure	Delegation		X		X	
S.77A(2)	Investigations to be completed within 6 months	Delegation		X		X	
S.77A(4)	Investigations to be completed within 6 months	Delegation		X		X	

24. *Right to Information Act 2009*²⁹

Provision	Function or Power	Nature (Appointment, Delegation or Authorisation)	Given By			Given To		Conditions or Restrictions
			Council	General Manager	General Manager	Administration Manager – Lauren Tolputt ³⁰	Administration Officer – Carly Hall ³¹	
s.22 LGA	Delegation (of functions or powers) by Council	Delegation	X		X	X	X	
Sec 64 LGA	Delegation (of functions or powers) by general manager	Authorisation	X		X	X	X	
S.10	Electronic information	Delegation		X	X	X	X	
S.12	Information to be provided apart from Act.	Delegation		X	X	X	X	
S.13 (5) (6) (7) (8)	Application for assessed disclosure of information	Delegation		X	X	X	X	
S.14 (1)	Transfer of applications (for assessed disclosure of information)	Delegation		X	X	X	X	
S.15	Time within which applications for assessed disclosure of information are to be decided	Delegation		X	X	X	X	
S.16	Charges for information	Delegation		X	X	X	X	
S.17	Deferment of provision of information	Delegation		X	X	X	X	

²⁹ Version 18 March 2022³⁰ Delegated period of three (3) years (period 23 October 2023 to 22 October 2026)³¹ Delegated period of three (3) years (period 1 February 2023 to 31 January 2026)

S.18	Provision of information	Delegation		X	X	X	X	
S.19	Requests may be refused if resources unreasonably diverted	Delegation		X	X	X	X	
S.20	Repeat or vexatious applications may be refused	Delegation		X	X	X	X	
S.21 (1)	Decision to be made on behalf of public authority by authorised person	Delegation		X	X	X	X	
S.21 (2)	Decision to be made on behalf of public authority by authorised person	Delegation		X	X	X	X	
S.22	Reasons to be given	Delegation		X	X	X	X	
S.23	Other responsibilities of principal officer	Delegation		X	X	X	X	
S.33	Pubic Interest Test	Delegation		X	X	X	X	
S.36 (2)	Personal information of person	Delegation		X	X	X	X	
S.36 (3) (5)	Personal information of person	Delegation		X	X	X	X	
S.37 (2)	Information relating to business affairs of third party	Delegation		X	X	X	X	
S.37 (3) (5)	Information relating to business affairs of third party	Delegation		X	X	X	X	
S.43 (4) (5)	Internal review (of a decision in respect of an application)	Delegation		X	X	X	X	

25. Roads and Jetties Act 1935³²

Provision	Function or Power	Nature (Appointment, Delegation or Authorisation)	Given By		Given To		Conditions or Restrictions
			Council	General Manager	General Manager	Director – Infrastructure	
Sec 22 LGA	Delegation (of functions or powers) by Council	Delegation	X		X		
Sec 22 LGA	To agree with the Minister for the maintenance or reconstruction of a State highway or a subsidiary road otherwise than in accordance with s.11(1)	Delegation	X		X		
Sec 22 LGA	To carry out the Council's power to move, keep or impound any vehicle causing an obstruction or danger etc. and related action pursuant to s.48B	Delegation	X		X		
Sec 64 LGA	Delegation (of functions or powers) by general manager	Authorisation	X		X		
S11	Maintenance of State highways, &c. in cities, &c.	Delegation		X	X	X	
S11(2)	To agree with the Minister for the maintenance or reconstruction of a State highway or a subsidiary road otherwise than in accordance with s.11(1)	Delegation		X	X	X	
S28	Acquisition of land for quarry, &c.	Delegation		X	X	X	
S29	Intention to acquire land may be abandoned if compensation excessive	Delegation		X	X	X	
S32	Entry by council upon land and staking out of same	Delegation		X	X	X	
S33	Rental of land (for the purpose of obtaining materials therefrom for the construction or maintenance of any road or street)	Delegation		X	X	X	
S34	Use of uncultivated land for temporary road	Delegation		X	X	X	
S35	Taking of timber, &c., from land (for making, repairing, or fencing any road, or for any other purposes of this Act)	Delegation		X	X	X	
S36	Quarries, &c. to be fenced and filled up or otherwise secured	Delegation		X	X	X	
S37	Fences to be restored	Delegation		X	X	X	
S38	Deviations to be fenced	Delegation		X	X	X	
S39	Entry upon adjoining lands for road maintenance or reconstruction	Delegation		X	X	X	
S40	Power to make drains on adjoining lands	Delegation		X	X	X	
S41	Timber growing near roads may be cut down: Consent of owner required in certain cases	Delegation		X	X	X	
S42	Hedges, &c., obstructing view of traffic to be cut or trimmed	Delegation		X	X	X	
S44	Culverts to be constructed by owners at entrances to lands adjoining roads	Delegation		X	X	X	
S45	Power of Minister in certain cases to erect gates across roads	Delegation		X	X	X	
S46	Damage caused by overweight vehicles	Delegation		X	X	X	
S47	Road metal, &c., may be placed on side of road	Delegation		X	X	X	
S47A	Warning gantries for bridges with overhead members	Delegation		X	X	X	
S48	Power of road authority, with the consent of the Governor, to permit tramway or railway along or across road	Delegation		X	X	X	
S48A	Removal and disposal of abandoned articles	Delegation		X	X	X	
S48B	Power to remove vehicles causing obstruction or danger	Delegation		X	X	X	
S49	Obstructing roads: Notice to remove obstructions	Delegation		X	X	X	
S50B	Excavations	Delegation		X	X	X	
S51	Laying down timber, &c., on roads	Delegation		X	X	X	

³² Version 17 May 2023

26. *Strata Titles Act 1998*³³

Provision	Function or power	Nature (Appointment, Delegation or Authorisation)	Given By		Given To			Conditions or restrictions
			Council	General Manager	General Manager	Director – Community & Development	Town Planner	
s.22 LGA	Delegation (of functions or powers) by Council	Delegation	X		X			
Sec 64 LGA	Delegation (of functions or powers) by general manager	Authorisation	X		X			
31(2A)	Application for, and grant of, certificate of approval	Delegation	X	X	X	X	X	
31(2B)	Application for, and grant of, certificate of approval	Delegation	X	X	X	X	X	
31(3)	Application for, and grant of, certificate of approval	Delegation	X	X	X	X	X	
31(4)	Application for, and grant of, certificate of approval	Delegation	X	X	X	X	X	
31(6)	Application for, and grant of, certificate of approval	Delegation	X	X	X	X	X	
31AA	Requirement for staged development scheme	Delegation	X	X	X	X	X	
36(1)	Application for council approval (in relation to a staged development scheme)	Delegation	X	X	X	X	X	
37(1)(a)	Approval of scheme in principle	Delegation	X	X	X	X	X	
37(1)(b)	Approval of scheme in principle	Delegation	X	X	X			
37(2)(a)	Approval of scheme in principle	Delegation	X	X	X	X	X	
37(2)(b)	Approval of scheme in principle	Delegation	X	X	X	X	X	

³³ Version 5 November 2021

37(2)(c)	Approval of scheme in principle	Delegation	X	X	X	X	X
37(4)	Approval of scheme in principle	Delegation	X	X	X	X	X
41(2)	Progressive development	Delegation	X	X	X		
42(2)	Application for variation of scheme	Delegation	X	X	X	X	X
42(5)	Application for variation of scheme	Delegation	X	X	X	X	X
42(6)	Application for variation of scheme	Delegation	X	X	X	X	X
45	Injunction	Delegation	X	X	X		
54(1)(a)	Approval of scheme	Delegation	X	X	X	X	X
54(1)(b)	Approval of scheme	Delegation	X	X	X	X	X
54(2)(a)	Approval of scheme	Delegation	X	X	X	X	X
54(2)(b)	Approval of scheme	Delegation	X	X	X	X	X
54(2)(c)	Approval of scheme	Delegation	X	X	X	X	X
54(4)	Approval of scheme	Delegation	X	X	X	X	X
57(2)	Progressive development	Delegation	X	X	X		
58(2)	Application for variation of scheme	Delegation	X	X	X	X	X
58(5)	Application for variation of scheme	Delegation	X	X	X	X	X
58(6)	Application for variation of scheme	Delegation	X	X	X	X	X
61	Injunction	Delegation	X	X	X		
65(a)	Assignment of interest in land subject to scheme	Delegation	X	X	X		
65(b)(i)	Assignment of interest in land subject to scheme	Delegation	X	X	X		
65(b)(ii)	Assignment of interest in land subject to scheme	Delegation	X	X	X		
142(2)(b)	Recording of certain orders	Delegation	X	X	X		

27. Traffic Act 1925

Provision	Function or Power	Nature (Appointment, Delegation or Authorisation)	Given By		Given To			Conditions or Restrictions
			Council	General Manager	General Manager	Director – Infrastructure	Issuing Authority	
S.41CA	Declaration of road for use by personal mobility devices	X	X					For S.41CA road authority has the same meaning as in S.41C. Under S.41C road authority means a person, body corporate or body politic responsible for designing, constructing, maintaining or managing roads.
S.43(2)	Removal of things obstructing public streets	X	X	X	X	X		S.43(1) authorised person means - (b) in the case of a public street in a municipal area, a person who is an employee or agent of the responsible council and has the approval of that council to exercise power under this section within that area.
S.43(3)(4)(5)	Removal of things obstructing public streets	X	X	X	X	X		S.43(1) relevant authority means - (b) in relation to an authorised person who is an employee or agent of a council, that council.

28. *Urban Drainage Act 2013*³⁴

Provision	Function or Power	Nature (Appointment, Delegation or Authorisation)	Given By		Given To		Conditions or Restrictions
			Council	General Manager	General Manager	Director – Infrastructure	
s.22 LGA	Delegation (of functions or powers) by Council	Delegation	X		X		
Sec 64 LGA	Delegation (of functions or powers) by general manager	Authorisation	X		X		
S.5(6)	Council to provide adequate public stormwater system	Delegation	X	X	X		
S.5(4)	Council to provide adequate public stormwater system	Delegation	X	X	X		
S.7	Service of notice relating to negotiations for provisions of stormwater services	Delegation	X	X			
S.11(1)	Power of council to adopt stormwater systems	Delegation		X	X	X	
S.11(4)	Power of council to adopt stormwater systems	Delegation		X			
S.11(8)	Power of council to adopt stormwater systems	Delegation	X	X	X		
S.12	Council to maintain maps	Delegation	X	X	X		
S.13	Protection of stormwater assets	Delegation		X	X	X	
S.13(4)	Protection of stormwater assets	Delegation	X		X		
S.13(5)(b)	Protection of stormwater assets	Delegation	X		X		
S.14	Interference with public stormwater systems	Delegation		X			
S.14(4)	Interference with public stormwater systems	Delegation	X	X	X	X	

³⁴ Version 5 November 2021

S.14(5)(b)	Interference with public stormwater systems	Delegation	X		X		
S.15(13)	Power of authorised officers to carry out work on or adject to public land	Delegation	X		X		
S.16(9)	Power of authorised officers to enter private land	Delegation	X		X		
S.17	Power to undertake construction of public stormwater systems	Delegation	X		X		
S.18(3)	Discharge of matter into public stormwater system	Delegation		X	X	X	
S.20	Limits on connection point	Delegation		X	X	X	
S.21(1)	Requirement to connect	Delegation		X	X	X	
S.21(3)	Requirement to connect	Delegation	X	X	X	X	
S.22(1)	Requirement to disconnect	Delegation		X	X	X	
S.22(3)	Requirement to disconnect	Delegation	X	X	X	X	
S.23(2)(a)	Property owners not to direct stormwater onto neighbouring properties	Delegation		X	X	X	
S.23(2)(b)	Property owners not to direct stormwater onto neighbouring properties	Delegation	X		X		
S.23(3)	Property owners not to direct stormwater onto neighbouring properties	Delegation	X		X		

29. *Vehicle and Traffic Act 1999*³⁵












Provision	Function or Power	Nature (Appointment, Delegation or Authorisation)	Given By	Given To	Conditions or Restrictions
			General Manager	Director - Community & Development	
Sec 56C (2) (3) (4) (5)	Certain activities prohibited on public streets (i.e. selling goods, or a business, calling, or employment)	Delegation	X	X	

³⁵ Version 23 June 2023


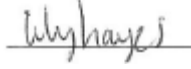






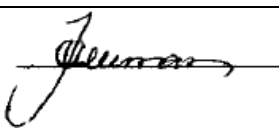


30. Miscellaneous Powers and Functions

Provision No.	Function or Power	Nature (Appointment, Delegation or Authorisation)	Given By					Given To				
			Council	General Manager	General Manager	Assistant General Manager	Director – Community & Development	Finance Manager	Administration Manager	Director – Infrastructure	Town Planner	Executive Assistant
1	To call for and accept quotations, tenders or auction the disposal of surplus or redundant plant, equipment and materials	Delegation	X	X	X				X			
2	To approve the taking over by the Council of engineering works involved in the development of a subdivision, subject to the certification by the Council's Engineer that all items and maintenance have been satisfactorily completed and 'as constructed' drawings have been received.	Delegation	X	X	X				X			
3	To institute, defend, abandon, settle or compromise any proceedings before any tribunal for the recovery of debts due to the Council, or to protect, recover, or secure recompense for damage to or loss of any property of the Council.	Delegation	X	X	X		X	X				
4	To authorise and to institute proceedings for non-compliance with any order or notice lawfully made or given or on behalf of Council, and where such order or notice is not complied with, to authorise the carrying out of the necessary work where the Council has the power to do so.	Delegation	X	X	X	X	X		X			
5	To issue or publish or cause to be issued or published statements of fact relating to Council's activities or policies.	Delegation	X	X	X							
6	To seek legal advice and to complete affidavits on behalf of Council in accordance with Council policies.	Delegation	X	X	X	X	X	X	X		X	
7	To sign all contracts, leases and agreements on behalf of Council in accordance with Council policies.	Delegation	X	X	X	X	X	X	X			
8	To authorise the affixing of the Common Seal to any document, including final plans of survey complying with all relevant statutes.	Delegation	X	X	X	X	X			X		
9	To negotiate and approve leases of Council property where the annual rental is less than \$15,000 exclusive of GST.	Delegation	X	X	X	X		X	X			
10	To authorise the carrying out by Council of private works for other parties.	Delegation	X	X	X				X			
11	To authorise the joining in or the contribution by the Council, to the erection or repair of any fence between land of the Council and adjoining land in accordance with the Boundary Fences Act 1908 and in keeping with Council's budget estimates.	Delegation	X	X	X	X			X			
12	To determine the use of public roads for walk-a-thons, charitable collections or other like events.	Delegation	X	X	X				X			
13	To authorise the closure of roads or parts thereof temporarily for repairs or construction.	Delegation	X	X	X				X			
14	To authorise the total or partial release of bonds, guarantees and security deposits where the relevant Departmental Director has certified that the work or thing to which the bond, guarantee or security deposit relates has been satisfied in whole or in part and to call on any bonds, guarantee or security deposit where the work secured has not been carried out in accordance with Council requirements.	Delegation	X	X	X	X	X		X			
15	To authorise the use of Council's plant and equipment in emergencies at the request of the State Emergency Services, Tasmania Police or the State Fire Authority.	Delegation	X	X	X				X			
16	To make payments and donations in keeping with Council's policy.	Delegation	X	X	X	X	X					
17	To approve or disapprove, upon written application, requests to consume intoxicating liquor on Council reserves or premises.	Delegation	X	X	X							
18	To lend materials from Council stores stock in emergency circumstances as determined by the General Manager subject to the provision of a written acknowledgement of receipt of an undertaking to replace within a set time.	Delegation	X	X	X				X			
19	Subject to the provisions of any Act to permit or refuse to permit the disposal of waste or rubbish at a Council tip, refuse disposal site or waste transfer station.	Delegation	X	X	X				X			
20	Power to approve the demolition of buildings not classified or recorded by the National Trust or Heritage listed.	Delegation	X	X	X							
21	To approve conditionally or otherwise all temporary signs and hoardings.	Delegation	X	X	X							
22	Authority to appoint "Authorised Officers" or "Council Officers" where such are required to be appointed under the <i>Local Government Act 1993</i> or any other Act and to issue "Certificates of Authority" to those officers where required.	Delegation	X	X	X	X						

31. Procurement Delegation³⁶

Name	Position	Signature	Procurement Delegation
Rohan Willis	Director – Community & Development / Assistant General Manager		\$250,000
Michael Buckley	Director – Infrastructure		\$250,000
Wayne Williams	Project Development Officer		\$50,000
Bernard Johnson	Construction Supervisor		\$50,000
Craig Wheeler	Town Maintenance Supervisor		\$50,000
Allison Saunders	Finance Manager		\$50,000
Lauren Tolputt	Administration Manager		\$50,000
Peter Carey	Building & Compliance Officer		\$20,000
Andrew Holmes	Maintenance Co-ordinator		\$20,000
Peter Coleborn	Trail Operations Manager		\$20,000
	Regulatory Services Manager		\$10,000
Andrew Beggs	IT Officer		\$10,000

Malcolm Beattie	Management Accountant		\$10,000
Sarah Forsyth	Executive Assistant		\$5,000
Jane Kilburn	Scottsdale Aquatic Centre Manager		\$5,000
Nick Arnold	Scottsdale Team Leader		\$5,000
Stuart Worker	Construction Team Leader		\$5,000
Daniel Smythe	Construction Team Leader		\$5,000
Susan Woolley	Administration Officer – Depot		\$5,000
Crystal Bowerman	Bridport Team Leader		\$5,000
Trevor Styles	Derby Team Leader	 Signature	\$5,000
Paul Chirichiello	Town Maintenance (Builder)		\$5,000
Kelvin Simmons	Waste Management		\$5,000
Bridget Waterhouse	Project Officer		\$5,000
Elizabeth Hadley	Community & Development Administration Officer		\$5,000
Chloe Carey	Trainee Accountant		\$5,000

Stephanie Hill	Administration Team Leader		\$5,000
Carly Hall	Administration Officer		\$5,000
Lily Hayes	Graduate Town Planner		\$1,000
Tracey Brown	Administration Officer		\$1,000
Chelsea Marshall	Payroll and HR Administration Officer		\$1,000
Jane France	Finance & HR Administration Officer		\$1,000
Robert Masterman	Environmental Health Officer		\$1,000
Madison Loosmore	Development Admin Officer		\$1,000
Tiah Stagoll	Administration Officer		\$1,000
Angela Lowe	Customer Service Officer		\$1,000
Lou Barrett	Works & Infrastructure Admin Assistant		\$1,000
Coralee Freeman	Finance Officer		\$1,000
Karsha Dewis	Customer Service & Admin Officer		\$1,000
Sophie Mills	Customer Service Officer		\$1,000

If orders are required for the purchase of goods or services above the delegated limit of the person issuing the order it is to be signed by their Supervisor or Manager who has a delegated limit over the cost of the item prior to the order

being placed. All orders must state the purchase price and the job number to which it is to be costed. All figures shown are to be taken as exclusive of Goods and Services Tax.

This delegation is issued to the position and the names are listed only to identify the current occupant of the position. The delegation will also apply to persons acting in any of the positions listed whilst the permanent occupant is absent through leave or for any other reason.

As any purchase over \$250,000 (exclusive of GST) requires the calling of tenders, it therefore requires a contract, which must be ordered over the signature of the General Manager.

**John Marik
General Manager**

Policy 7 – Contribution to Boundary Fences



TRIM Ref: 15/9889
 Adopted: 6 October 2003
 Minute 208/03
 Version: 65
 Reviewed Date: ~~15 October 2018~~ 20 November 2023
 Council Minute No: ~~193/18~~

OBJECTIVE

To define the circumstances in which Council will share the cost of boundary fences with other property owners.

POLICY

Council will share the cost of erection/replacement of boundary fences where Council owned land abuts privately owned land in accordance with the *Boundary Fences Act 1908*.

Application

This Policy only applies to the erection/replacement of boundary fences where privately owned land abuts Council owned land that is utilised for any of the following purposes:

- A Council park, reserve, recreation grounds or public hall
- A Council car park or depot

The Policy does not apply to the following circumstances:

- Where Council owned land is a roadway which includes a public highway, street, right-of-way, reserve or public place, whether it be an access, horse-way or foot-way;
- The repair/maintenance of boundary fences (which is the responsibility of the landholder);
- The erection/replacement of boundary fences abutting undeveloped Crown land that is leased or licenced by Council; and
- Retaining walls and other structures intended by the landowner to support land or to extend the usefulness and enjoyment of private land.

A written application for a contribution to fencing erection/replacement is to be made to the Council by the landowner.

Approval of the works and extent of Council contribution is to be determined prior to the works commencing.

The landowner is responsible for obtaining all necessary approvals applicable to the erection/replacement of the fence.

Contribution

For approved applications, a financial contribution will be made by Council towards the cost of erection/replacement of boundary fencing.

Council's contribution will be calculated at the rate of 50% of the total cost (materials and labour inclusive), providing fencing is constructed in accordance with Council's standard fences being:

- Urban Fence – Treated pine, three rail paling fence at 1.8m in height.
- Rural Fence – Two wire and ring lock type fence (cattle and sheep – seven wire)

A landowner may erect a boundary fence of a standard greater than that of the Council's standard fence, however Council's contribution will not exceed that otherwise required for a fence erected in accordance with this policy.

Fence construction must be completed and the claim for a refund lodged with Council within six (6) months of the date a contribution to the fence is approved.

Approval / Refusal

The Director of Infrastructure is authorised to administer this policy, and to have discretion to grant or refuse a contribution (subject to budget constraints).

Responsibility for the operation of this policy rests with the Director of Infrastructure.



Policy 57 – Managed Grassland Fire Risk Abatement

Ref: DOC/20/13868

Adopted: 21 December 2020
Minute No. 195/20

Version: 1

Reviewed Date: 20 November 2023

Council Minute No: Xxx/xx

Fire Services Act 1979;

Statutory Authority: *Local Government Act 1993;*

Water Management Act 1999

OBJECTIVE

To reduce regulatory and cost burdens for use and development approvals in areas of manageable fire risk adjoining and upon highly productive irrigated prime agricultural land.

POLICY

This Policy applies to land within the Managed area.

Definitions

Bushfire-prone area: means:

- (a) land that is within the boundary of a bushfire-prone area shown on an overlay on a planning scheme map; or
- (b) where there is no overlay on a planning scheme map, land that is within 100 metres of an area of bushfire-prone vegetation equal to or greater than 1 hectare,

as defined within the Bushfire-Prone Areas Code of the Dorset Interim Planning Scheme 2013 or subsequent planning scheme for the municipal area:

Bushfire-prone areas overlay: means an overlay on a planning scheme map depicting bushfire-prone areas within the Dorset municipality.

Fire permit period: means a period declared to be a fire permit period, as defined within the *Fire Service Act 1979*.

Irrigation district: means an irrigation district created under Part 9 of the *Water Management Act 1999*.

Managed area: the land identified within the Dorset Fire Risk Monitored Area Map.

Notice: means an abatement notice issued in accordance with the *Local Government Act 1993*.

Nuisance: is, or is likely to be, a fire risk, as defined within the *Local Government Act 1993*.

Prime agricultural land: means agricultural land classified as Class 1, 2, or 3 land based on the class definitions and methodology from the Land Capability Handbook, Second Edition, as defined within the *State Policy on the Protection of Agricultural Land 2009*.

Background

Dorset is home to an extensive estate of prime agricultural land that is intensively and interchangeably managed for a range of grazing and horticultural purposes. Historic development patterns have resulted in the township areas of Scottsdale, Winnaleah, Ringarooma and Legerwood being largely concentrated upon this estate. The vast majority of the municipality's prime agricultural land estate is serviced by irrigations districts, with over 25% of Dorset's total area comprised within the Scottsdale, Upper Ringarooma and Winnaleah irrigations districts alone. Through this combination of fluctuating and intensive agricultural and horticultural land management practices, historic settlement patterns of townships and the application of irrigation schemes on high-yielding prime agricultural land, numerous properties in the rural periphery of several towns are either actively or passively managed and maintained at a minimal fuel condition during the bushfire season.

In Tasmania, current building and planning regulations define grassland in agricultural landscapes (such as pasture) as constituting bushfire-prone vegetation. Applications for new use and development (including construction of a new house, extensions to an existing house, or simply locating a new shed in close proximity to a house) near pasture therefore require a bushfire report, prepared by an accredited bushfire hazard practitioner, to accompany the application. However, subsequent to considerations of flammability, moisture content (limiting fuel load curing capability) and minimum fuel load, bushfire reports for development in areas of Dorset's prime agricultural land estate regularly recommend that the bushfire risk of the offending grassland is of such low risk that the development is exempt from the regulations. In these circumstances, landowners are being unnecessarily delayed and incurring an unjustifiable out of pocket expense complying with regulation that effectively ought not to be applicable to the application at hand.

Bushfire mapping, that will spatially define land where potential exposure to bushfire hazard is sufficient to warrant a building and/or planning assessment response to achieve a tolerable level of residual risk, is being progressed in all Tasmanian municipalities via collaborative work between respective councils and the Tasmania Fire Service. This bushfire mapping will be expressed as an overlay – the 'bushfire-prone areas overlay' – that will be incorporated into each council's respective planning scheme. To ensure that suitable grassland areas are excluded from the bushfire-prone areas overlay that will be identified for Dorset municipality, a fire risk abatement regime - predicated on routine annual inspection and fire risk mitigating action – will be implemented. Land that will be subject to this regime is identified within the Dorset Fire Risk Monitored Area Map (refer to Appendix A).

Local government assumes a responsibility under the *Local Government Act 1993* to intervene to abate fire hazards where satisfied that the level of risk posed requires a management response; and it is this legal mechanism that will be employed to safeguard and underpin the ongoing efficacy of Council's fire risk abatement regime. By facilitating appropriate fire risk management within the municipality, Council will enable land that enduringly consists of low threat vegetation – and thereby unlikely to contain fire hazards that would necessitate abatement action - to be excluded from its bushfire-prone areas overlay.

Dorset Fire Risk Monitored Area Map

Land within the map has been identified by applying the following criteria:

- within an irrigation district;
- prevailing quantity of prime agricultural land (Class 1-3);
- not within 100 metres of bushfire prone vegetation (excluding grassland);

- contiguous to a township;
- surrounded by a 50 metre buffer of low threat vegetation (including managed grassland) and/or non-vegetated land; and
- meets one, or both, of the following:
 - (i) used intensively for agriculture where larger than 1 hectare; or
 - (ii) surrounded by land that would qualify as managed land where smaller than 1 hectare.

Properties, or parts of properties, that meet all the above criteria have then been refined further to achieve the following objectives:

- application of the managed area should be consistent with property boundaries to the furthest extent possible;
- properties should not rely on adjoining land to be monitored and abated to qualify as managed land unless that land would also qualify as managed;
- properties must have a direct legal point of access to a public road so as to ensure that land within the managed area is practicable to monitor;
- application of the managed area must consider the topography of the land and its subsequent practicability of managing that land to be at minimum fuel load through agricultural or other means.

Land that complies with the above, or has otherwise been identified by Council staff and supported by the Tasmania Fire Service as suitable for inclusion, has been identified as managed land within the Dorset Fire Risk Monitored Area Map.

Monitoring Process

- Properties within the managed area will be inspected annually by Council within the first week of December. In addition, if a declared fire permit period applying to Dorset municipality is declared prior to the 1st November, then properties within the managed area will also be inspected by Council within the initial two weeks of that fire permit period being declared.
- Where a nuisance is identified during routine inspection, owners or occupiers of the applicable property will be served with a notice requiring the abatement of the nuisance within fourteen (14) days.
- Where a nuisance has been identified and a notice has been issued and not complied with, Council may take such action as it considers necessary to abate the applicable nuisance in accordance with the *Local Government Act 1993*. Costs for required abatement action, including administrative fees, may be charged on to the owner.

Abatement Outcomes

Council will implement an annual routine inspection and fire risk abatement regime to achieve the following outcomes within the managed area:

- In situations where grassland would be likely to cause a fire risk (e.g. curing grassland exceeding 1 hectare in area and with a height greater than 100 millimetres or otherwise identified by a Council Officer as a fire risk) is identified within 50 metres of a habitable building and/or a non-habitable building that is within 6 metres of a habitable building, Council will require the vegetation to be slashed or mown to a height of 100 millimetres or less in order to be considered to be low threat vegetation, unless otherwise determined to be at minimum fuel load.
- Where grassland is:
 - (i) within 50 metres of a habitable building and/or a non-habitable building that is within 6 metres of a habitable building; and

- (ii) either irrigated or otherwise managed to a minimum fuel load state (e.g. through horticulture or grazing) at the time of inspection,

it is unlikely that the fuel will cure to become a fire risk to life and property and thereby not require abatement.

Grassland greater than 50 metres away from a habitable building and/or a non-habitable building that is within 6 metres of a habitable building will not be considered a fire risk to life and property and thereby not require abatement.

Responsibility

The responsibility for the operation of this policy rests with the General Manager, or the delegated authority, of the Council. Council officers that are suitably trained in fire hazard abatement will undertake the annual inspections. Council will ensure there is adequate staffing and training to comply with the intent of this policy.

Implementation and Review

This policy will only come into effect once a Bushfire-prone areas overlay that relies upon this policy is approved by the Tasmanian Planning Commission.

This policy will be reviewed - in collaboration with any other relevant authority - by Council:

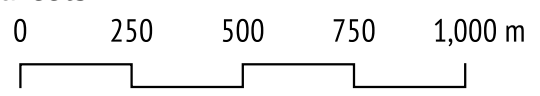
- a) on a rolling three year basis;
- b) when an amendment to the Bushfire-prone areas overlay is approved by the Tasmanian Planning Commission; and
- c) in concurrence with reviews, as undertaken by the Tasmania Fire Service, of the Bushfire-prone areas overlay.

If Council determines that this policy is to be revoked or substantially amended, it must – in collaboration with both the Tasmania Fire Service and Tasmanian Planning Commission - amend the planning scheme and bushfire-prone areas overlay, in force at the time, accordingly and prior to Council's commitment being rescinded or substantially amended.






Monitored Area Map - Scottsdale

-  Managed area
-  Bushfire Prone Overlay exclusion area
-  Parcels

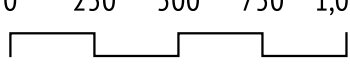




Monitored Area Map - Winnaleah

-  Managed area
-  Bushfire Prone Overlay exclusion area
-  Parcels

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Policy 18 – Customer Service Charter



CM10 Ref: DOC/18/557[v2]

Adopted: 21 November 2005
Minute 208/03

Version: 9

Reviewed Date: 20/11/2023
Minute XX/XX

Author Administration Manager

Responsible Officer Administration Manager

Statutory Authority *Local Government Act 1993*
Local Government (General)
Regulations 2015
Personal Information Protection
Act 2004
Right to Information Act 2009

OBJECTIVE

~~The mission of the Dorset Council under its Strategic Plan is to work in partnership with the community to improve the quality of life for the people of Dorset through the delivery of services based on the principles of quality, equity, value and responsiveness.~~

~~This Customer Service Charter is in compliance with the requirements of the Local Government Act 1993 and outlines our commitment to:~~

~~Serving customers in accordance with our mission statement;~~

~~Providing a formalised process for making complaints or requests.~~

~~It outlines customers' rights, mutual expectations, the standards customers can expect when dealing with Council and what a customer can do if dissatisfied with Council decisions or actions. Our Customer Service Charter defines our service delivery approach and commitment to customers, the rights and responsibilities of customers that interact with us and how customers can report and resolve complaints.~~

SCOPE

~~This policy applies to all parties that engage in customer service interactions including staff, councillors and customers.~~

DEFINITIONS

~~Customer~~ — ~~A customer is any person or organisation having dealings with the Dorset Council.~~

~~1.1 General Manager~~ — ~~Person appointed to the position of General Manager of the Dorset Council.~~

~~Officer~~ — ~~Person employed by the General Manager of Dorset Council.~~

~~Councillor~~ — ~~Elected representative of the Dorset Council which includes Mayor and Deputy Mayor~~

POLICY

21 ~~DORSET COUNCIL'S~~ SOUR COMMITMENT TO CUSTOMER SERVICE

~~The Customer Service Charter is Dorset Council's commitment to striving to provide the highest standard of service to our community.~~

~~Dorset Council commits to provide the customer with:~~ We are committed to engaging with the community and striving to deliver the highest standard of customer focused services that:

- ~~• Easy access to services;~~
- ~~• Prompt and efficient services;~~
- ~~• Friendly, professional service;~~
- ~~• Non-discriminatory services~~
- ~~• Accurate and consistent information.~~ Are guided by our vision and values
- ~~• Are focused on the needs of the community~~
- ~~• Give opportunity for consultation and community feedback~~
- ~~• Are delivered in a friendly, professional and efficient way~~
- ~~• Ensure information, resources and services are easily accessible~~
- ~~• Respect and protect personal information~~

~~Our~~ And that Council will:

- ~~• Consult the community when developing new products, services and projects;~~
- ~~• Make fair decisions;~~
- ~~• Correct errors and/or omissions;~~
- ~~• Regularly report on its adherence to this Charter.~~

32 SERVICE STANDARDS

2.1 Your feedback is important to us

Feedback, compliments and complaints are valuable to us as they help us to understand the needs of our individual customers and our community, and to evaluate what is working well and how we can focus efforts

to improve our services. We may contact you to discuss your feedback or ask for more information as needed.

2.2 What you can expect from us

At all times ~~Council aims to~~ we strive to:

- Treat you with respect, courtesy and professionalism
- Handle your enquiry efficiently and effectively
- Consult with you, listen to you and clarify our understanding of your needs
- Communicate openly and honestly with you and work with you to solve problems
- Be positive and receptive to new ideas
- Explain any decision making processes and timelines
- Make realistic commitments and act on those commitments in a timely manner
- Provide you with relevant and up-to-date information
- Communicate clearly and in plain language
- Respect your privacy by treating all personal information confidentially
- Deliver the best possible solution
- ~~Treat customers politely and in a helpful manner;~~
- ~~Answer customer's phone calls promptly;~~
- ~~Adhere to agreed appointment times;~~
- ~~Give officer identification when speaking with customers;~~
- ~~Listen carefully to what customers say;~~
- ~~Treat customers' personal information with confidentiality;~~
- ~~Be helpful and sensitive to customers' needs;~~
- ~~Be competent in providing the information and services that Council has determined to provide to its community;~~
- ~~Be friendly as well as professional;~~
- ~~Strive for quality written communications~~

2.3 What we need from you

To assist us to deliver quality services, we need you to:

- Treat us with courtesy and respect
- Respect the privacy, safety, needs and rights of other customers
- Provide accurate and complete information in your dealings with us
- Make an appointment before presenting to discuss a complex enquiry, planning enquiry, building enquiry or needing to see a specific officer
- Work with us towards a resolution when things don't go as expected
- Advise us when your contact details change
- Engage and speak up using recommended contact channels
- Remain open-minded about your expectations of the advice, information and outcomes that we can provide

2.4 Our response to unreasonable customer conduct

We have a duty of care to everyone at our worksites to provide a safe environment. This means we have zero tolerance for unreasonable customer conduct, which is behaviour that has an adverse impact on the health or safety of another person due to its nature or frequency.

2.5 ~~When a Customer Visits or Telephones Council~~Customer service levels

Where a statutory timeframe exists in relation to your enquiry or request, we commit to meeting those statutory timeframes and communicating those timeframes to you so that you are informed.

Where a statutory timeframe does not exist in relation to your enquiry or request, we will endeavour to:

- Return your call within 2 business days
- Acknowledge your letter, email or request within 5 business days

We are committed to considering the unique circumstances of each request as it is received and will endeavour to prioritise your enquiry or request if we assess it as being urgent.

When a full response isn't available at the time of acknowledging your letter, email or request we will notify you which officer is handling your enquiry and when you can expect a response or a progress update. Some enquiries and requests are more complex than others and may depend on factors that are outside of our control, however we are committed to maintaining open lines of communication with you as your enquiry progresses and providing updates at intervals that are relevant to the circumstances.

• —

~~Officers will attend the counter and answer the telephone promptly, courteously and deal with an enquiry directly without unnecessary referrals or transfers. If the officer cannot deal with the enquiry the customer will be referred to an appropriate staff member. Where the staff member is unavailable the officer will take a message and email it to the staff member as per Council's Customer Service Standards. Telephone calls will be returned by a staff member within 24 hours. If an officer has a reasonable expectation that the customer will be abusive and/or that the issue has been addressed previously and all options exhausted, they are not obliged to return the call. See also section 4.b and 5.h~~

3.1 ~~When a customer writes, emails or lodges a customer service request~~

~~Council will acknowledge all residents' emails within two (2) working days and all other customer requests within five (5) working days. The response will be in full or as an acknowledgement outlining the name of the person handling the matter. Such acknowledgement may be by telephone or in writing as appropriate. All correspondence will be as prompt as possible, courteous and written in plain English.~~

3.2 ~~Council will do its best to provide the information needed by:~~

- ~~Giving customers time to adequately explain their situation and needs;~~
- ~~Clearly outlining relevant policies, systems and service standards;~~
- ~~Using plain, respectful language with a minimum of jargon, acronyms and abbreviations;~~

- Being knowledgeable about the services Council provides and/or knowing where to access this information;
- Not unnecessarily quoting rules and regulations or details.

3.3 Council will seek the community's input in regard to the provision of services

- Asking for and considering customers' ideas for the development of services;
- Regularly seeking feedback on service delivery;
- Listening to and acting upon customers' feedback as appropriate.

3.4 Council will make transparent decisions by:

- Complying with all relevant legislation;
- Evaluating economic, environmental, social and cultural impacts and risks;
- Considering the fairness of the outcome;
- Making decisions quickly once all the information needed has been/is obtained;
- Notifying customers promptly of the outcomes of decisions and actions;
- Notifying customers of the reasons for the decision;
- Outlining options for appealing against Council decisions and for providing feedback where customers are unhappy with the outcomes.

3.5 Council will willingly and reliably respond to complaints and errors by:

- Listening carefully to the customer's situation and clarifying customer needs;
- Acknowledging where Council has made a mistake or caused delays;
- Informing the customer of the options open to the customer and Council;
- Taking ownership of any Council errors;
- Acting to fix the problems in a timely manner;
- Following up to ensure the customer knows what action took place.

4 COUNCIL'S EXPECTATIONS OF THE CUSTOMER

4.1 To facilitate a more effective Council service customers are expected to:

- Treat Council Officers with respect;
- Respect the privacy, safety and needs of other members of the community;

- ~~— Provide accurate and complete details;~~
- ~~— Provide name and contact details;~~
- ~~— Phone to make an appointment for a complex enquiry or a need to see a specific Officer;~~
- ~~— Work with Council to solve problems;~~
- ~~— Offer feedback on the things Council does;~~
- ~~— Respect community property;~~
- ~~— Respect the privacy of Council employees.~~

4.2 Abusive Customers

~~Any interaction with members of the community where personal abuse or vulgar language is used, the communication may be terminated immediately by the Officer. If face to face, the Officer should walk away. If on a telephone, the Officer will terminate the call after advising the customer of the imminent action. If in email, the address may be blocked.~~

~~There may be occasions when:~~

- ~~— A customer's issues cannot be dealt with to their satisfaction and it is not possible for Council officers to continue to respond; or~~
- ~~— Correspondence contains personal abuse or inappropriate language.~~

~~In these cases, the General Manager or authorised officer may decide to limit or cease responses to the customer. A decision of this nature will be communicated in writing.~~

~~If an Officer feels threatened by the language or behaviour of the customer, the officer may call the Police.~~

5.3 COMPLAINTS

Council's aim at all times is to provide a quality service. Council may not be able to provide complete satisfaction but will always endeavour to identify a solution.

5.13.1 What is a complaint or structured process?

~~(i)~~ A complaint is an expression of dissatisfaction with a decision (outside of a structured process), level or quality of service, or behaviour of an employee or agent, which can be investigated and acted upon and has been specifically referred to us for action.

~~(ii)~~ A structured process is where legislation (Act, Regulation, Rule or By-law) specifically makes provision for an appeal, internal or external review of a decision.

3.2 What is not a complaint?

Many of the issues raised with us are called 'complaints' because a customer is unhappy about the situation. However, they are issues that we deal with on a day-to-day basis, are not formal complaints and do not form part of the formal complaints management process.

Examples of matters that are not formal complaints are:;

- A request for service (unless there was no response to a first request for service);
- A request for information or an explanation of a policy or procedure;
- Disagreement with a policy or decision of ~~the Council;~~Council
- ~~An appeal or request for internal or external review of a decision for which a structured process applies, other than that made in accordance with 5(a) (ii) above;~~A request for a review of a decision for which a structured process applies
- An expression concerning the general direction and performance of Council or its cCouncillors
- An anonymous complaint, except where the matter is considered very serious and where there is sufficient information in the complaint to allow an investigation to be undertaken
- ;
- ~~Specific reports of damaged or faulty infrastructure that can be a request for service;~~Reports of damaged or faulty infrastructure
- Reports about neighbours, noise, dogs, nuisances, unauthorised building works or similar issues that fall into the regulatory aspect of Council's service as above Also see below our service

5.23.3 How to make a complaint

Our customer service team is your first point of contact for all enquiries and complaints. A complaint can be lodged verbally with a customer service officer, or in writing via:

- Our website
- Email at dorset@dorset.tas.gov.au
- Post to PO Box 21, Scottsdale
- In person at the customer service counter or at a pre-arranged meeting with the relevant manager

The information we will require from you in order to deal with your complaint is:

- Your name and contact details
- Date, times and location of events
- What happened
- Who you have spoken to previously about the matter (names, position in Council and dates)
- Copies or references to letters or documents relevant to the complaint
- What you hope to achieve as an outcome to the complaint

A complaint may be lodged verbally, (by telephone or in person) and may be responded to verbally via:

- Telephone;
- Meeting with the Manager or authorised officer of the relevant Department to discuss and possibly resolve the complaint.

If the complaint relates to a complex matter, ~~you are encouraged to submit your complaint in writing rather than verbally.~~ ~~or there is no resolution from discussing the matter with the relevant Manager or authorised officer, a complaint should be made in writing.~~

5.33.4 ~~Complaints management~~ **Management Process**

The ~~manager or authorised officer of each department is responsible for handling complaints relevant to that department. If a complaint is about a manager, or of a very serious nature, it will be referred to the General Manager. If the complaint is about the General Manager, it will be referred to the Mayor.~~ ~~Manager or authorised officer of each Department of the Council is responsible for handling complaints relevant to that Department.~~

~~While most problems can usually be resolved at an early stage, there are times when they require detailed investigation. If a complaint is of a very serious nature, it will be referred to the General Manager.~~

Irrespective of the manner in which the complaint was received, ~~an acknowledgement to the complainant can be expected~~ you can expect an acknowledgement within ~~five (5)~~5 working days. If a Councillor has submitted a complaint ~~on behalf of a customer~~ your behalf, ~~Council we~~ will respond to the Councillor and the complainant within ~~five (5)~~5 working days. We will make every effort to respond to the complaint within 20 working days.

~~In the case of a complex issue it may not be possible to meet the above deadline. Where appropriate Councillors and/or the customer must be kept informed as to progress of the complaint. There are times when it is not possible to meet this deadline, e.g. where a complaint is a complex one or councillors are to be briefed on the outcome of the investigations. In these cases we will keep you informed of progress.~~

5.43.5 ~~Consideration of a c~~ **Complaint**

In considering a complaint the relevant ~~m~~Manager or the General Manager will:

- Examine and analyse the information already available and follow up points requiring clarification.
- Look at the Council Policies which might have a bearing on the complaint
- ~~Meet with the relevant officer to discuss the matters in the complaint.~~
- Consider whether or not the Council is at fault;
- Consider any necessary action to be taken to correct the faults identified; ~~and~~
- Consider a review of the Council's procedures to avoid recurrence of any similar complaint in the future.

The relevant ~~m~~Manager or the General Manager may enter into informal discussions or mediation on a complaint with ~~a~~the view ~~of~~to resolution.

5.53.6 ~~Vexatious c~~ **Complaints**

All complaints ~~received by Council~~ that we receive will be treated with the utmost seriousness. However, if a complaint is found to be malicious, frivolous or vexatious no further action will be taken on the complaint. ~~The customer~~ The customer will be informed of this decision in writing by the ~~relevant M~~anager, authorised officer or General Manager.

5.63.7 Terminating Correspondence

Where a matter has been previously addressed, with all options having been exhausted, ~~Council Officers~~we may terminate any further correspondence with the individual or organization. ~~The affected parties will be advised accordingly by the relevant manager, authorised officer or General Manager.~~

5.73.8 Anonymous Complaints

While ~~Council~~we will receive anonymous complaints, they will generally only be acted upon where the matter is considered to be serious and where there is sufficient information in the complaint to enable an investigation to be undertaken.

5.83.9 Protection of Customer

All reasonable care will be taken to ensure that ~~you do not experience the reporting of complaints will not result in a customer experiencing~~ any form of victimisation or retribution as a result of ~~reporting a~~the complaint.

3.10 Internal review

~~Experience has shown that the majority of complaints will be satisfactorily resolved by the relevant manager or authorised officer. However, if you are not satisfied with the outcome you may request a review of the complaint by the General Manager.~~

~~A request for a review of your complaint must be in writing to the General Manager and on completion of an investigation the General Manager will inform you of the findings.~~

5.93.11 ~~What if a customer is still not satisfied with the resolution of the complaint~~External review

~~Council is~~We are confident that ~~we~~it can resolve the majority of complaints received however, ~~we~~it may not be able to satisfy every customer on every occasion.

If a complaint remains unresolved, ~~relates to the General Manager or a customer or you are~~is dissatisfied with ~~Council's process in dealing with a complaint the process we used to deal with a complaint, the customer~~you may refer the complaint to:

- ~~The~~The Ombudsman ~~who is an officer responsible to parliament for investigating complaints made about administrative actions (or inactions) of Tasmanian Government Departments, most Statutory Authorities and Local Government. Visit ombudsman.tas.gov.au/home/contact-us to find out how to contact the Ombudsman.~~
- ~~or the~~The Director of Local Government ~~(as per Local Government Act 1993 Section 339E).~~
- ~~The Director of Local Government~~who oversees the ~~Local Government Division~~Office of Local Government, ~~and~~is responsible for managing the State Government's relationship with Local Government and ~~additionally,~~is responsible for the administration of the *Local Government Act 1993* and its associated regulations. Visit dpac.tas.gov.au/divisions/local_government to find out how to contact the Director.

While complaints may be referred directly to the Ombudsman or the Director at any time, ~~you~~customers are encouraged to allow ~~the Council~~us the opportunity to investigate the complaint first.

64 PERSONAL INFORMATION PROTECTION

Council has a commitment to protection ~~of~~ ~~the~~ personal information provided by a customer to Council in accordance with the requirements of the *Personal Information Protection Act 2004* and the *Right to Information Act 2009*. [Council's Policy 36 – Personal Information Protection provides further information.](#)

~~7 SOCIAL MEDIA~~

~~Dorset Council has an effective presence on social media via the Council Facebook page. Council controls the use of this page through the Dorset Council Social Media Policy. Users needing further information on Council's customer service obligations for use of social media should refer to this Policy.~~

85 REPORTING

The General Manager ~~is to~~ ~~must~~ provide Council with a report at least once a year of the number and nature of complaints received in accordance with section 339F(5) of the *Local Government Act 1993* [and does this by including this information in the Annual Report.](#)

96 AVAILABILITY

This Customer Service Charter is available:

- For public inspection at [the Council Office 3 Ellenor Street, Scottsdale](#) during normal office hours;
- On [our website the Council's Website](#).

RELATED DOCUMENTS

- Policy 41 – Council Meeting Procedures
- Policy 36 – Personal Information Protection
- Operational Customer Service Standards

REVIEW

This Customer Service Charter ~~will~~ ~~is~~ to be reviewed [within 12 months after a Council election](#) in accordance with Section 339F-(4) of the *Local Government Act 1993*.

DOCUMENT INFORMATION

Version	Doc Ref	Date Reviewed	Author	Comments
V1	IN05/694	21 November 2005	Sirppa Khan	Policy established
V2	12/14680	17 December 2012	Guy Jetson	Minor review
V3	12/14680	16 March 2015	Guy Jetson	No changes
V4	17/12240	18 December 2017	Samantha Hunt	Minor review
V5	17/12240	21 May 2018	John Marik	Minor review after feedback from

				Ombudsman
V6	17/12240	15 October 2018	John Marik	Minor review after feedback from Ombudsman
V7	DOC/18/557	16 September 2019	John Marik	Reviewed due to Council election – no changes
V8	DOC/18/557[v1]	19 April 2021	John Marik	Minor review
V9	DOC/18/557[v2]	20 November 2023	Lauren Tolputt	Reviewed due to Council election – major review

DRAFT



Policy 18 – Customer Service Charter

TRIM Ref: DOC/18/557

Adopted: 21 November 2005

Minute 208/03

Version: 8

Reviewed Date: 19 April 2021

Council Minute No: 58/21

Statutory Authority: *Local Government Act 1993*

OBJECTIVE

The mission of the Dorset Council under its Strategic Plan is to work in partnership with the community to improve the quality of life for the people of Dorset through the delivery of services based on the principles of quality, equity, value and responsiveness.

This *Customer Service Charter* is in compliance with the requirements of the *Local Government Act 1993* and outlines our commitment to:

- Serving customers in accordance with our mission statement;
- Providing a formalised process for making complaints or requests.

It outlines customers' rights, mutual expectations, the standards customers can expect when dealing with Council and what a customer can do if dissatisfied with Council decisions or actions.

POLICY

1. DEFINITIONS

<i>Customer</i>	A customer is any person or organisation having dealings with the Dorset Council.
<i>General Manager</i>	Person appointed to the position of General Manager of the Dorset Council.
<i>Officer</i>	Person employed by the General Manager of Dorset Council.
<i>Councillor</i>	Elected representative of the Dorset Council which includes Mayor and Deputy Mayor.

2. DORSET COUNCIL'S COMMITMENT TO CUSTOMER SERVICE

The Customer Service Charter is Dorset Council's commitment to striving to provide the highest standard of service to our community.

Dorset Council commits to provide the customer with:

- Easy access to services;
- Prompt and efficient services;
- Friendly, professional service;
- Non-discriminatory services
- Accurate and consistent information.

And that Council will:

- Consult the community when developing new products, services and projects;
- Make fair decisions;
- Correct errors and/or omissions;
- Regularly report on its adherence to this Charter.

3. SERVICE STANDARDS**a. At all times Council aims to:**

- Treat customers politely and in a helpful manner;
- Answer customer's phone calls promptly;
- Adhere to agreed appointment times;
- Give officer identification when speaking with customers;
- Listen carefully to what customers say;
- Treat customers' personal information with confidentiality;
- Be helpful and sensitive to customers' needs;
- Be competent in providing the information and services that Council has determined to provide to its community;
- Be friendly as well as professional;
- Strive for quality written communications

b. When a customer visits or telephones the Council

Officers will attend the counter and answer the telephone promptly, courteously and deal with an enquiry directly without unnecessary referrals or transfers. If the officer cannot deal with the enquiry the customer will be referred to an appropriate staff member. Where the staff member is unavailable the officer will take a message and email it to the staff member as per Council's Customer Service Standards. Telephone calls will be returned by a staff member within 24 hours. If an officer has a reasonable expectation that the customer will be abusive and/or that the issue has been addressed previously and all options exhausted, they are not obliged to return the call. See also section 4.b and 5.h

c. When a customer writes, emails or lodges a customer service request

Council will acknowledge all residents' emails within two (2) working days and all other customer requests within five (5) working days. The response will be in full or as an acknowledgement outlining the name of the person handling the matter. Such acknowledgement may be by telephone or in writing as appropriate. All correspondence will be as prompt as possible, courteous and written in plain English.

d. Council will do its best to provide the information needed by:

- Giving customers time to adequately explain their situation and needs;
- Clearly outlining relevant policies, systems and service standards;
- Using plain, respectful language with a minimum of jargon, acronyms and abbreviations;
- Being knowledgeable about the services Council provides and/or knowing where to access this information;
- Not unnecessarily quoting rules and regulations or details.

e. Council will seek the community's input in regard to the provision of services

- Asking for and considering customers' ideas for the development of services;
- Regularly seeking feedback on service delivery;
- Listening to and acting upon customers' feedback as appropriate.

f. Council will make transparent decisions by:

- Complying with all relevant legislation;
- Evaluating economic, environmental, social and cultural impacts and risks;
- Considering the fairness of the outcome;
- Making decisions quickly once all the information needed has been/is obtained;
- Notifying customers promptly of the outcomes of decisions and actions;
- Notifying customers of the reasons for the decision;
- Outlining options for appealing against Council decisions and for providing feedback where customers are unhappy with the outcomes.

g. Council will willingly and reliably respond to complaints and errors by:

- Listening carefully to the customer's situation and clarifying customer needs;
- Acknowledging where Council has made a mistake or caused delays;
- Informing the customer of the options open to the customer and Council;
- Taking ownership of any Council errors;
- Acting to fix the problems in a timely manner;
- Following up to ensure the customer knows what action took place.

4. COUNCIL'S EXPECTATIONS OF THE CUSTOMER**a. To facilitate a more effective Council service customers are expected to:**

- Treat Council Officers with respect;
- Respect the privacy, safety and needs of other members of the community;
- Provide accurate and complete details;
- Provide name and contact details;
- Phone to make an appointment for a complex enquiry or a need to see a specific Officer;
- Work with Council to solve problems;
- Offer feedback on the things Council does;
- Respect community property;
- Respect the privacy of Council employees.

b. Abusive Customers

Any interaction with members of the community where personal abuse or vulgar language is used, the communication may be terminated immediately by the Officer. If face to face, the Officer should walk away. If on a telephone, the Officer will terminate the call after advising the customer of the imminent action. If in email, the address may be blocked.

There may be occasions when:

- A customer's issues cannot be dealt with to their satisfaction and it is not possible for Council officers to continue to respond; or
- Correspondence contains personal abuse or inappropriate language.

In these cases, the General Manager or authorised officer may decide to limit or cease responses to the customer. A decision of this nature will be communicated in writing.

If an Officer feels threatened by the language or behaviour of the customer, the officer may call the Police.

5. COMPLAINTS

Council's aim at all times is to provide a quality service. Council may not be able to provide complete satisfaction but will always endeavour to identify a solution.

a. What is a complaint?

(i) A complaint is an expression of dissatisfaction with a decision (outside of a structured process), level or quality of service, or behaviour of an employee or agent, which can be investigated and acted upon.

(ii) A structured process is where legislation (Act, Regulation, Rule or By-law) specifically makes provision for an appeal, internal or external review of a decision.

b. What is not a complaint:

- A request for service (unless there was no response to a first request for service);
- A request for information or an explanation of a policy or procedure;
- Disagreement with a policy of the Council;
- An appeal or request for internal or external review of a decision for which a structured process applies, other than that made in accordance with 5(a) (ii) above;
- An expression concerning the general direction and performance of Council or its Councillors;
- Specific reports of damaged or faulty infrastructure that can be a request for service;
- Reports about neighbours, noise, dogs, nuisances, unauthorised building work or similar issues that fall into the regulatory aspect of Council's service as above Also see below.

Many of the issues above are often described as complaints by customers when they contact Council. This is because a customer is unhappy about the situation and wants something done. Any actions Council takes in response to the above issues when raised are not part of the formal complaints management process.

c. Form of Complaint

A complaint may be lodged verbally, (by telephone or in person) and may be responded to verbally via:

- Telephone;
- Meeting with the Manager or authorised officer of the relevant Department to discuss and possibly resolve the complaint.

If the complaint relates to a complex matter or there is no resolution from discussing the matter with the relevant Manager or authorised officer, a complaint should be made in writing.

A written complaint should include the following:

- Date, time and location of event;
- What happened;
- To whom the customer has spoken (names, position in the Council and dates) and service request number if provided;
- Copies or references to letters or documents relevant to the complaint;
- A statement detailing what the customer hopes to achieve as an outcome to the complaint.

d. Complaints Management Process

The Manager or authorised officer of each Department of the Council is responsible for handling complaints relevant to that Department.

While most problems can usually be resolved at an early stage, there are times when they require detailed investigation. If a complaint is of a very serious nature, it will be referred to the General Manager.

Irrespective of the manner in which the complaint was received, an acknowledgement to the complainant can be expected within five (5) working days. If a Councillor has submitted a complaint on behalf of a customer, Council will respond to the Councillor and the complainant within five (5) working days.

In the case of a complex issue it may not be possible to meet the above deadline. Where appropriate Councillors and/or the customer must be kept informed as to progress of the complaint.

e. Consideration of a Complaint

In considering a complaint the relevant Manager or the General Manager will:

- Examine and analyse the information already available and follow up points requiring clarification.
- Look at the Council Policies which might have a bearing on the complaint.
- Consider whether or not the Council is at fault;
- Consider any necessary action to be taken to correct the faults identified; and
- Consider a review of the Council's procedures to avoid recurrence of any similar complaint in the future.

The relevant Manager or the General Manager may enter into informal discussions or mediation on a complaint with a view to resolution.

f. Internal Review

Experience has shown that the majority of complaints will be satisfactorily resolved by the relevant Manager or authorised officer. However, a person who is not satisfied with the outcome may request a review of the complaint by the Council's General Manager. A request for a review of the complaint to the General Manager must be in writing.

On completion of an investigation the General Manager will inform the customer of the findings.

g. Vexatious Complaints

All complaints received by Council will be treated with the utmost seriousness. However, if a complaint is found to be malicious, frivolous or vexatious no further action will be taken on the complaint. The customer will be informed of this decision in writing by the Manager or General Manager.

h. Terminating Correspondence

Where a matter has been previously addressed, with all options having been exhausted, Council Officers may terminate any further correspondence with the individual or organization. The affected parties will be advised accordingly by the Manager or General Manager.

i Anonymous Complaints

While Council will receive anonymous complaints, they will generally only be acted upon where the matter is considered to be serious and where there is sufficient information in the complaint to enable an investigation to be undertaken.

j. Protection of Customer

All reasonable care will be taken to ensure that the reporting of complaints will not result in a customer experiencing any form of victimisation or retribution as a result of the complaint.

k. What if a customer is still not satisfied with the resolution of the complaint

Council is confident that it can resolve the majority of complaints received however, it may not be able to satisfy every customer on every occasion.

If a complaint remains unresolved or a customer is dissatisfied with Council's process in dealing with a complaint the customer may refer the complaint to the Ombudsman or the Director of Local Government (as per *Local Government Act 1993* Section 339E).

The Director of Local Government oversees the Local Government Division and is responsible for managing the State Government's relationship with Local Government and additionally, is responsible for the administration of the *Local Government Act 1993* and its associated regulations.

While complaints may be referred directly to the Ombudsman or the Director at any time, customers are encouraged to allow the Council to investigate the complaint first.

6. PERSONAL INFORMATION PROTECTION

Council has a commitment to protection of personal information provided by a customer to Council in accordance with the requirements of the *Personal Information Protection Act 2004* and the *Right to Information Act 2009*.

7. SOCIAL MEDIA

Dorset Council has an effective presence on social media via the Council Facebook page. Council controls the use of this page through the Dorset Council Social Media Policy. Users needing further information on Council's customer service obligations for use of social media should refer to this Policy.

8. REPORTING

The General Manager is to provide Council with a report at least once a year of the number and nature of complaints received in accordance with section 339F(5) of the *Local Government Act 1993*.

9. AVAILABILITY

This *Customer Service Charter* is available:

- For public inspection at the Council Office during normal office hours;
- On the Council's Website.

10. REVIEW

This *Customer Service Charter* is to be reviewed in accordance with Section 339F (4) of the *Local Government Act 1993*.

11. EXTERNAL REVIEW AUTHORITY

Ombudsman Tasmania

Level 3, 86 Collins Street

GPO Box 960, HOBART TAS 7000

Website: www.ombudsman.tas.gov.au

Email: ombudsman@ombudsman.tas.gov.au

Phone: 1800 001 170 (Freecall, though charges for mobile phones may apply)

Director Local Government

Local Government Division

Level 5, 15 Murray Street

GPO Box 123, HOBART TAS 7000

Website: www.dpac.tas.gov.au/local_government

Email: lgd@dpac.tas.gov.au

Phone: (03) 6232 7022

COUNCIL CONTACT DETAILS:

- Council's Offices at 3 Ellenor Street, Scottsdale during the hours of 8:30am to 4:30pm Monday to Friday
- Telephone (03) 6352 6500 during the hours of 8:30am to 5:00pm Monday to Friday. An After-Hours Emergency Service is provided on 1300 858 824.
- By email to dorset@dorset.tas.gov.au
- Council Website www.dorset.tas.gov.au/have_your_say



Policy 60 – Dealing with Unreasonable Customer Conduct

CM10 Ref: DOC/23/13650

Adopted: xxxxxx

Minute XXX

Version: 1

Reviewed Date: -

Council Minute No: -

Author: Administration Manager

Responsible Officer: Administration Manager

Statutory Authority: - *Workplace Health and Safety Act 2012*
 - *Local Government (Meeting Procedures) Regulations 2005*
 - *Right to Information Act 2009*
 - *Personal Information Protection Act 2004*

OBJECTIVE

The purpose of this policy is to provide guidance to staff and councillors on how to deal with and better manage unreasonable customer conduct. It aims to help staff and councillors:

- feel confident and supported in taking action to manage UCC
- act fairly, consistently, honestly and appropriately when responding to UCC
- understand their roles and responsibilities in relation to the management of UCC, and how this policy will be used
- understand the types of circumstances when it may be appropriate to manage UCC using one or more of the mechanisms outlined in this policy

SCOPE

This policy applies to all staff, councillors and all persons who interact with Council's staff and councillors.

DEFINITIONS

Customer means any person who has dealings with Council

Council means Dorset Council.

Unreasonable Customer Conduct (UCC) means any behaviour (physical or via electronic methods) by a person which, because of its nature or frequency, adversely impacts the health or safety of Council's staff, councillors, other service users or customer themselves, or the ability of Council to equitably

utilise its resources to provide services to the community. UCC includes the following, as defined in this policy:

- Unreasonable demands
- Unreasonable persistence
- Unreasonable arguments
- Unreasonable lack of cooperation
- Unreasonable behaviour

POLICY

1 INTRODUCTION

Council is committed to being accessible and responsive to all customers that we deal with and ensuring that all customers are treated fairly and reasonably in accordance with our Customer Service Charter. At the same time, our success depends upon:

- Our ability to do our work in the most efficient and effective ways possible
- The health, safety and security of our staff and councillors
- Our ability to allocate our resources fairly across all the enquiries, requests and complaints that we receive

When customers behave unreasonably, their conduct can significantly affect the successful conduct of our work. Council will act proactively and decisively to manage any customer conduct that negatively affects staff, councillors or others and will support staff and councillors to do the same in accordance with this policy.

2 OVERARCHING PRINCIPLES

Council will give fair consideration to customer requests and dealings while ensuring that:

- investigating and resolving the customer's request does not excessively or unreasonably use Council's resources
- Council's response to complaints is proportionate to the circumstances, having regard to the resources of Council that are available to serve the community and to the principles of equity and fairness
- the health and safety of staff and councillors is protected and Council is meeting its duty of care obligations

In exchange, Council requires that customers:

- treat our staff and councillors with mutual respect
- respect the privacy and rights of other community members
- give us accurate and complete information to work with
- work with us to solve problems
- give us feedback on how we can continue to improve our service

3 TYPES OF UCC

The following are examples of different types of UCC which will not be tolerated by Council. In particular, Council has a zero tolerance with regard to aggressive, intimidating, violent, abusive, humiliating or bullying behaviour towards staff and councillors. Council has a duty to ensure that as far as reasonably practicable it reduces the risk of such behaviour towards staff and councillors.

3.1 Unreasonable Behaviour

Unreasonable behaviour is conduct that is unreasonable in all circumstances, regardless of the situation, because it places the health, safety and security of staff, councillors or customers at risk. Examples of unreasonable behaviour include:

- violence and aggression such as behaviour that involves physical force or threats of physical force, yelling or intimidation
- displaying confronting behaviour such as rudeness, threats, discriminatory comments or harassment
- harassing behaviour (i.e. behaviour that is unwelcome or unsolicited, offensive, humiliating or intimidating and can relate to someone's personal characteristics)
- sending or posting rude, confronting or threatening correspondence
- making threats of self-harm
- making threats of harm to others
- displaying manipulative behaviour (e.g. overly ingratiating, tears or veiled threats)
- deliberately misrepresenting facts or circumstances relating to a complaint (including misquoting staff or councillors) publically or in dealings with staff and councillors

3.2 Unreasonable Demands

Unreasonable demands are any demands (expressed or implied) that are made by a customer, that have a disproportionate and unreasonable impact on Council's staff, councillors, services, time or resources. Some examples of unreasonable demands include:

- issuing instructions and making demands about a request or complaint, the priority it should be given, or the outcome that should be achieved
- insisting on talking to a senior manager or the General Manager personally where it is not appropriate or warranted and this has been explained to the customer
- emotional blackmail and manipulation resulting in intimidation, harassment, shaming, seduction or portraying themselves as being victimised when this is not the case
- insisting on outcomes that are not possible or appropriate in the circumstances (e.g. asking for someone to be fired or prosecuted, or for an apology or compensation when there is no reasonable basis)

- demanding services that are of a nature or scale that cannot be provided, even after this has been explained to the customer

3.3 Unreasonable Persistence

Unreasonable persistence is continued, incessant and unrelenting conduct by a customer that has a disproportionate and unreasonable impact on Council's staff, councillors, services, time or resources. Some examples of unreasonable persistence include:

- unwillingness or inability to accept reasonable and logical explanations, including final decisions that have been comprehensively considered and dealt with to finality
- persistently demanding a review of decisions without presenting a reasonable case for a review
- pursuing and exhausting all available review options when it is not warranted and refusing to accept that further action cannot or will not be taken on service requests or complaints
- re-framing requests or complaints in an effort to get it taken up again
- multiple and repeated phone calls, visits, letters and emails after previously being asked not to do so
- contacting different people within Council or externally in order to achieve a different outcome or a more sympathetic response to their request or complaint (this may include excessive communications with councillors)

3.4 Unreasonable Arguments

Unreasonable arguments include any arguments that are not based on reason or logic, that are incomprehensible, false, inflammatory or trivial and that have a disproportionate and unreasonable impact on Council's staff, councillors, services, time or resources. Arguments are unreasonable when they:

- fail to follow a logical sequence that the customer is able to explain
- are not supported by any evidence or are based on conspiracy theories
- lead a customer to reject other valid and contrary arguments
- are trivial when compared to the amount of time, resources and attention that the customer demands
- are vexatious, false, inflammatory or defamatory

3.5 Unreasonable Lack of Cooperation

Unreasonable lack of cooperation is an unwillingness by a customer to cooperate with staff, councillors or our requests and complaints systems and processes which results in a disproportionate and unreasonable impact on Council's staff, councillors, services, time and resources. Some examples of unreasonable lack of cooperation include:

- sending a stream of complex, extensive or disorganised information without clearly defining the issues at hand or explaining how the material provided relates to the complaint or enquiry (when the customer is capable of doing this)
- providing little or no detail around the complaint or enquiry, presenting incomplete information or not presenting information in the correct format
- refusing to follow or accept instructions, suggestions or advice without a clear or justifiable reason
- arguing that a particular solution is the correct one in the face of valid contrary arguments and explanations
- displaying unhelpful behaviour such as withholding information, acting dishonestly or misquoting others

4 ROLES AND RESPONSIBILITIES

4.1 Staff and Councillors

All staff and councillors are responsible for familiarising themselves with this policy as well as the expectations of Council and customers in accordance with Council's Policy 18 – Customer Service Charter. Staff and councillors are also encouraged to explain the contents of this document to customers, particularly those who engage in UCC or show early warning signs of UCC.

Staff are also encouraged and authorised to use the strategies and scripts provided at the Ombudsman Tasmania's website – see the *Managing Unreasonable Conduct by a Complainant Manual*.

Any strategies that change or restrict a customer's access to Council's services must be considered by the General Manager or their delegate in accordance with this policy.

Staff and councillors are also responsible for recording and reporting all UCC incidents they experience or witness to the General Manager or their delegate as soon as reasonably practicable after the incident occurs.

4.2 The General Manager

The General Manager, in consultation with relevant staff, has the responsibility and authority to change or restrict a customer's access to our services in the circumstances identified in this policy. When doing so they will consider any circumstances that are unique to the customer and will aim to impose any service changes or restrictions in the least restrictive ways possible. Their aim when taking such actions will not be to punish the customer but to manage the impacts of the customer's conduct.

Under this policy, the General Manager is able to delegate certain responsibilities to another senior manager, however the final decision regarding service limitation will always be a responsibility of the General Manager.

When applying this policy, the General Manager or their delegate will also aim to keep at least one open line of communication with a customer. However, in some extreme circumstances all forms

of contact may need to be restricted for some time to ensure the health, safety and security of staff, councillors and third parties.

The General Manager or their delegate is also responsible for recording, monitoring and reviewing all cases where this policy is applied to ensure consistency, transparency and accountability in the application of the policy. They will keep a record of all cases where this policy is applied.

4.3 Senior Managers and Other Leaders

All senior managers and other leaders are responsible for supporting staff to apply the strategies in this policy as well as those in the *Managing Unreasonable Conduct by a Complainant Manual* available on the Ombudsman Tasmania's website.

Senior managers and other leaders are also responsible for ensuring compliance with any relevant operational procedures and that all staff and councillors are trained to deal with UCC including during induction.

5 MANAGING UCC

Where the UCC is of a serious nature (such as threatening or abusive behaviour towards staff or councillors), Council will take whatever action available to it which is deemed appropriate in the circumstances. This may involve:

- calling the police
- directing a customer to immediately leave Council property
- reporting the behaviour to any other relevant authorities

Council will otherwise generally manage UCC by restricting or adapting the ways in which Council interact with or deliver services to the customer.

5.1 Initial Response to UCC

Where an employee or councillor is interacting with a customer and believes that the customer is exhibiting UCC, the employee or councillor is encouraged to advise the customer of this and withdraw themselves from the interaction. The wellbeing and safety of staff and councillors is paramount and UCC will not be tolerated.

Following an interaction that is deemed UCC in accordance with this policy (whether or not that was able to be communicated to the customer by the employee or councillor at the time of the interaction), the General Manager or their delegate will initially provide the customer with a written warning about their conduct unless the customer's conduct is serious enough to warrant taking immediate action without first issuing a warning.

The written warning will:

- describe the date, time and general nature of the UCC
- identify which category of UCC the interactions falls under
- direct the customer to immediately stop engaging in UCC

- explain what will happen if the customer does not stop engaging in UCC as directed

This warning may also state that any further investigations into the matter will be undertaken at the customer's cost or include any other information that the General Manager or their delegate considers relevant.

5.2 Changing or Restricting a Customer's Access to Services

Where UCC remains ongoing despite warnings, or where the UCC may pose a risk to the health and safety of staff, councillors or others, the General Manager may change or restrict a customer's access to Council's services.

This will generally occur after a customer has failed to comply with a written warning, however where UCC is serious enough to warrant taking immediate action an initial written warning is not required.

Some examples of how access may be changed or restricted include:

- **who the customer has contact with:** limiting a customer to a sole contact person/staff member in Council
- **what issues the customer can raise when dealing with Council:** restricting the subject matter of communications that Council will consider and respond to
- **when the customer can have contact with Council:** limiting a customer's contact with staff or councillors to a particular time, day, or length of time, or curbing the frequency of their contact
- **where the customer can make contact:** limiting the locations where Council will conduct face-to-face interviews e.g. to secured facilities or areas of the office
- **how the customer can make contact:** limiting or modifying the forms of contact that the customer can have with Council e.g. written contact only

This list is not exhaustive and access will be changed or restricted by any means deemed necessary to protect the wellbeing and safety of staff, councillors and others. The General Manager or their delegate may conduct a risk assessment (or have a risk assessment conducted by an appropriate officer) to inform the General Manager's decision to change or restrict access to services.

The General Manager must advise the customer in writing of the restrictions that have been imposed and of their right to appeal the decision.

Discretion should be used to adapt the imposed change or restriction to suit a customer's personal circumstances such as level of competency, literacy skills, and the severity of the UCC. More than one strategy may be needed in some cases to ensure appropriateness and efficacy.

5.3 Managing UCC at Meetings

Where an individual displays UCC at any meeting of staff or councillors (including Council meetings, stakeholder meetings, committee meetings or any other meeting conducted by or participated in by staff or councillors), they may receive a warning that they will be asked to leave the meeting if the behaviour persists.

If the behaviour persists, the individual may be asked to leave the meeting. As the 'person in charge of the land' per Section 14b of the *Police Offences Act 1935*, the General Manager may ask the individual to leave the premises. The General Manager may also take other reasonable steps to remove the customer from the meeting, including requesting the assistance of Police if necessary.

Council's Policy 41 – Council Meeting Procedures sets out further information regarding Council's expectations of customers when attending Council Meetings.

5.4 Review Period

In each case where a decision has been made to change or restrict access to services, the General Manager or their delegate will review the case after the service change or restriction is imposed or continued.

The time period for the review will be at the discretion of the General Manager or their delegate but must not be more than 12 months. Restrictions may be extended indefinitely, provided the case is reviewed periodically and at least once every 12 months.

The customer will be advised in writing of the case review, invited to participate in the review (unless the General Manager or their delegate determine that this invitation will provoke a negative response from the customer) and provided with an explanation of the review outcome.

5.5 Incidents of Non-Compliance

All staff and councillors are responsible for recording and reporting instances of non-compliance by a customer who has had their access changed or restricted to the General Manager as soon as reasonably practicable after the instance.

The General Manager or their delegate will keep a record of any instances of non-compliance and the General Manager will consider whether any further changes or restrictions to the customer's access are required.

6 RIGHT OF APPEAL

Customers who have their access changed or restricted are entitled to one appeal of a decision to change or restrict their access to our services. To submit an appeal, please write to us at:

Dorset Council
PO Box 21
Scottsdale
Email: dorset@dorset.tas.gov.au

A review of the decision will be undertaken by a senior staff member who was not involved in the original decision to change or restrict the customer's access. The senior staff member will consider the customer's arguments and personal circumstances along with all relevant records regarding the customer's past conduct.

The customer will be advised in writing of the review and provided with an explanation of the outcome.

If a customer is not satisfied with the handling or outcome of their internal appeal, they may lodge a complaint with the Ombudsman. For more information on how to contact the Ombudsman, visit ombudsman.tas.gov.au/home/contact-us.

7 DOCUMENTATION AND REPORTING

Upon the initiation of a changed or restricted access scenario, the General Manager or their delegate will communicate the change or restriction to all relevant staff and/or councillors. Where appropriate, the General Manager or their delegate may also forward such advice to the Office of Local Government and/or the Ombudsman for their information.

The General Manager or their delegate will maintain records of any action taken under this policy including reported incidents of UCC, warnings issued, decisions made to change or restrict access in accordance with this policy, review outcomes and reported instances of non-compliance. The General Manager or their delegate will provide the Council with a report at least once per year of the number and nature of instances in which this policy has been applied.

REVIEW

This policy will be reviewed no more than 5 years after the date adopted or more frequently as required.

OTHER ASSOCIATED DOCUMENTS

- Policy 18 - Customer Service Charter
- Policy 51 – Work Health and Safety Policy
- Policy 41 – Council Meeting Procedures
- Operational Customer Service Standards
- Managing Unreasonable Conduct by a Complainant – A Manual for Frontline Staff, Supervisors and Senior Managers (Australasian Parliamentary Ombudsman, 2021)

DOCUMENT INFORMATION

Version	Doc Ref	Date Reviewed	Author	Comments
V1	DOC/23/13650	20 November 2023	Lauren Tolputt	Policy established.