

dorset
C O U N C I L

Ordinary Agenda

Council Meeting

21 August 2023

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, 21 August 2023 at the **Council Chambers, 3 Ellenor Street, Scottsdale** commencing at 6:00 pm.

Members of the public are invited to attend in person, however, due to recommended physical distancing guidelines, the number of persons able to attend is limited. Any member of the public who wishes to attend the meeting must register their details with Executive Assistant, Sarah Forsyth by **3:00pm Monday 21 August 2023** via email gm@dorset.tas.gov.au or by calling 03 6352 6500. A 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 21 August 2023

Meeting Opened:

Present:

Apologies:

Item 113/23 **Confirmation of Ordinary Council Meeting Minutes – 17 July 2023**
Ref: DOC/23/7612

The Assistant General Manager has advised (as Acting General Manager for that Meeting) that the minutes of the 17 July 2023 Ordinary Council Meeting are in compliance with Regulation 32 of the Local Government (Meeting Procedures) Regulations 2015, namely that the minutes of the meeting accurately record the matters specified under Regulation 32.

I thus move that the minutes of the 17 July 2023 Ordinary Council Meeting be confirmed under the certification that the Assistant General Manager has provided.

Recommendation

That the Minutes of Proceedings of the Dorset Council Ordinary Meeting held on 17 July 2023 having been circulated to the Commissioner, be confirmed as a true record.

Item 114/23 **Confirmation of Agenda**

Recommendation

That Council confirm the Agenda and order of business for the 21 August 2023 Council Meeting.

Item 115/23 **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

Commissioner Wardlaw’s Calendar – 2 August – 15 August 2023

- 3 Meeting with Dorset Council General Manager, Scottsdale
- 3 Commissioner introduction to Council indoor and outdoor staff, Scottsdale
- 4 Officiated Citizenship Ceremony for Mr Robert Taylor, Scottsdale
- 7 Meeting with Editor of the North Eastern Advertiser, Scottsdale
- 7 Meeting with Health Consumer Tasmania representatives, Scottsdale
- 7 Attendance at North East Tasmania Chamber of Commerce meeting, Scottsdale
- 8 Site visits and briefing with Assistant General Manager / Director – Community and Development, Scottsdale and Bridport
- 9 Project Briefing Meeting: Department of State Growth – Bridport Main Road Freight and Safety Improvements community consultation, online
- 9 Local Government Reform overview and discussion with General Manager, Scottsdale
- 9 Annual Plan / Priority Projects overview and discussion with General Manager, Scottsdale
- 9 Meeting with ratepayers / residents, Gladstone
- 9 Attendance at Future-Links Meeting, Gladstone
- 10 Briefing on current development applications and associated planning scheme training with Director – Community and Development and Regulatory Services Manager, Scottsdale
- 13 Attendance at the art exhibition ‘Nature Works’ opening event, Scottsdale
- 14 Weekly meeting with Council management team regarding August Council Meeting format and agenda, insurance update and community feedback, Scottsdale
- 14 Presentation at the North-East Community Catchment Hearing, Future of Local Government Review with the General Manager, Scottsdale
- 15 Meeting with ratepayers, Bridport
- 15 Meeting with ratepayer, Scottsdale
- 15 Proposed community garden meeting with community stakeholders, Scottsdale

Item 117/23**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.

Approved Applications

	Approved July	Approved 2023 YTD	Approved 2022 YTD
Planning	8	68	86
Building²	5	62	78
Plumbing	6	43	40

See attachments for detailed information about applications approved in July 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.

2023/24 Capital Works Program

Ref: DOC/23/8447

Complete 2023/24
Completed in July 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 Submitted
Bridge 1550 Barnbogle Road, Jetsonville – timber re-deck	
Bridge 1599 Nook Road, Nabowla – timber re-deck	
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	
Boddingtons Road, Bridport	
Forsyth Hill Road, Ringarooma	Commenced
New River Road, Ringarooma	Commenced
West Maurice Road, Ringarooma	
Banca Link Road, Winnaleah	Commenced
Olivers Road, Winnaleah	Commenced
Rosier Road, Ringarooma	Commenced
Sledge Track, Springfield	
Koomeela Road, West Scottsdale	
Duncraggen Road, Jetsonville (carried forward)	
ROADS - RESEALS	
Banca Link Road, Winnaleah	
Sledge Track, Briggs Road to Brid River, West Scottsdale	
Legerwood Lane, Legerwood	
Tomahawk Drive, Tomahawk	
Murphy Place, Scottsdale	
Golconda Road, Lietinna	
Golconda Road, Lietinna	
Golconda Road, Lietinna	
Banca Road, Winnaleah	
Racecourse Road, Winnaleah	
Warrentinna Road, Winnaleah	
Fenckers Road, Branxholm	
Main Road, Musselroe Bay	
Cairns Close, Tomahawk	

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	
Allan Street, Derby – renewal	
William Street, Scottsdale (Incitec Pivot) – investigation	
Northeast Park, Scottsdale – upgrade existing network	
Murray Street, Bridport – upgrade	Investigations
William Street, Bridport – extend existing network from Richard Street	
South Street, Bridport – renew pipeline from Main Street to Thomas Street	Design
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)	Design
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)	

ROADS - OTHER

Golconda Road, Golconda – renew pavement from Denison River 1km east	Design
Golconda Road, Lietinna – renew pavement adjacent to Moores Road	
South Street, Bridport – replace kerb from Main Street to Thomas Street	
Gillespies Road, Nabowla – upgrade	Design
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)
Smith Street, Scottsdale – new (Alice to Union Street)
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	
Derby Town Hall – re-roof	Obtaining Quotes
Gladstone Hall – new hot water unit	Ordered
Ringarooma Hall – new heat pumps	
Ringarooma Public Toilets – replace cisterns	
Scottsdale Sports Stadium – replace roller door	Ordered
Scottsdale Visitor Information Centre – repair additional windows	Commenced
Scottsdale Aquatic Centre – amenities upgrade	Planning
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	Commenced
Bridport Girl Guides Building – planning and investigation	
Bridport Seaside Caravan Park – pin code upgrades to Main, Mattingleys Beach and Goftons Beach Amenities Blocks	Ordered
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	
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)	
Sideling Toilets – additional solar panels	Commenced
Gladstone Hall - new septic tank (carried forward)	

WASTE MANAGEMENT

Green Waste – storage / processing investigation and implementation	
Scottsdale Waste Transfer Station – spare bin area roof covering	
Branxholm and Gladstone Waste Transfer Stations – gates	
Branxholm Waste Transfer Station – recycle bin upgrade	

LAND IMPROVEMENTS

Scottsdale Recreation Ground – new cricket pitch covers	
Scottsdale Recreation Ground – upgrade lighting and reseal road at Show Office	Lighting commenced
Scottsdale Aquatic Centre – shade cloth for external fence	Commenced
Bridport Cemetery – new grave surrounds	
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	Planning
Blue Derby Mountain Bike Trails – Rusty Crusty Bridge and trail rebuild (flood related)	Planning
Blue Derby Mountain Bike Trails – Hazy Days trail capping of stones	Planning

Blue Derby Mountain Bike Trails – network signage redesign	Planning
Blue Derby Mountain Bike Trails – original trailhead redevelopment (south of Main Street)	Planning
Blue Derby Mountain Bike Trails – Tunnel lights renewal	Planning
Blue Derby Mountain Bike Trails – Kumma Gutza re-route	Planning
Blue Derby Mountain Bike Trails – Turbo Tunnel re-route	Planning
Northeast Park - MTB Trails (carried forward)	
Rail Trail (carried forward)	Awaiting outcome of Appeal Proceedings
Gladstone Pump Track (carried forward)	

Recommendation

That the Management Team Briefing Report be received and noted.

Item 118/23 Council Workshops Held Since Last Council Meeting

1 August | Briefing Workshop

- PRESENTATION: Marine and Safety Tasmania (MAST)
- PRESENTATION: Dorset Community House – Bright Dorset Youth Project Update
- PRESENTATION: ACEN Pty Ltd – North East Wind Project
- Priority Projects / Projects of Significance Discussion
- Payment of Councillor Expenses and Provision of Facilities Policy Review
- Bad Debts Update 2022/23 Financial Year
- Bridport Seaside Caravan Park Operating Model
- Briefing Reports and Question Time
 - Mayor’s Report & Correspondence
 - Management Team Updates
 - Electricity Contract Update
 - Additional Financial Information Request – Capital Works Update

Item 119/23 Applications for Leave of Absence

Item 120/23 Public Question Time

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

Louise Brooker, Bridport | 13 July 2023

Is it possible for Council to present information about Development Applications in The Advertiser at the same time as it is announced in The Examiner, thus giving Community members’ sufficient time to respond?

Response from Assistant General Manager, Rohan Willis:

For those planning applications that require public advertising, Council has a statutory obligation to advertise such applications within a daily newspaper circulating generally in the area relevant to the application. The Examiner qualifies as such newspaper; however the North Eastern Advertiser does not. In addition to this, Council provides an online platform from its website (go to <https://www.dorset.tas.gov.au/online-development-application-enquiry>) whereby plans and other documentation for currently advertised applications can be viewed and accessed electronically.

Planning applications that require public advertising incur additional charges to those applications that do not. Amongst other matters, these charges provide for cost recovery of advertisement fees. Presenting information within the North Eastern Advertiser about development applications that are otherwise being advertised in The Examiner would necessarily incur an additional cost; a cost that would have to be absorbed by proponents. Depending upon the amount of content contained in the advert, additional cost estimates could range from approximately \$260 to \$375.

Increasing application costs for advertisement charges in the North Eastern Advertiser is surplus to the requirements of Tasmania's statutory planning process and is not an approach Council is actively considering at this time.

Karl Willrath, Scottsdale | 9 August 2023

Will the commissioner insure (sic) that all council meetings be streamed via video so community members have a better chance to see and hear what is actually going on at council?

Response from Commissioner Andrew Wardlaw:

The format for Council meetings will not change in the short term. Members of the public are welcome to attend, and a recording of the meeting will be made available to the public, as soon as practicable, after the Meeting via Council's website and social media.

Can the commissioner rule out charges, criminal or other, will not be laid against any current or former Dorset staff and/or Councillors over issues of non-compliance and/or other matters that may have happened due to poor governance?

Response from Commissioner Andrew Wardlaw:

The Commissioner is appointed to administer the affairs of the Council for the duration of the Board of Inquiry. The Minister for Local Government has established a Board of Inquiry to investigate the Dorset Council. The Board is to submit a report on its findings and recommendations to the Minister for Local Government. As Commissioner I will address any issues observed to ensure good governance, however historical matters subject to the Terms of Reference of the Board of Inquiry will be investigated by them.

Will the commissioner immediately implement a code of conduct for all council staff as per the recommendations set in the Smithies report carried out by the Integrity Commission and tabled in state Parliament Feb 2023?

Response from Commissioner Andrew Wardlaw:

Please see below response provided by General Manager, John Marik:

Dorset Council is a member of the Local Government Association of Tasmania (LGAT). Part of LGAT's services to member councils includes providing legislatively compliant policy templates. Dorset Council has a suite of current adopted policies that are publically available on Council's website and are regularly reviewed. Council also have a suite of internal operational policies including operational Policy 15 – Employee Conduct. The Employee Conduct Policy includes general principles in relation to acting with honesty and integrity, acting with professionalism, acting in accordance with the law and policies and procedures of council, declaring and avoiding conflicts of interest, respecting privacy and misuse of council information, corporate and personal responsibility. This operational policy was last reviewed by Council Officers in September 2022, and the policy was renamed to Employee Conduct so as to remove confusion with the Dorset Council Councillor Code of Conduct. The Employee Conduct Policy creates a clear code of conduct for council employees. Council Officers review policies when legislative requirements change or every 5 years, as required.

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

Item 121/23 **Deputations**

Item 122/23 **Commissioner Question Time**

The following questions were received without notice from the Commissioner:

Item 123/23 **Notices of Motion by the Commissioner**

Purpose

The purpose of this report is to receive and note the appointment of the Commissioner for the Dorset Council and approve a variation to the 2023/24 Budget Estimates of \$47,800 for the required remuneration.

Background

The Minister for Local Government, Hon Nic Street MP (the Minister) announced on 26 July 2023 that he was establishing a Board of Inquiry into aspects of the operation of Dorset Council. Following this announcement, on 2 August 2023 the Minister also made the decision to suspend all councillors (from 11am, 2 August 2023) for the duration of the inquiry, with a Commissioner appointed to administer the Council.

The Governor of Tasmania, Her Excellency Barbara Baker AC appointed Mr Andrew Wardlaw as Commissioner for the Dorset Council on Wednesday, 2 August 2023. Commissioner Wardlaw will act in the role of Mayor, Deputy Mayor and Councillors for the duration of the inquiry.

Planning, Environment & Statutory Requirements

Local Government Act 1993

- Part 13, Division 2 – Commissioners
- Section 82 – Estimates
- Section 340A - Allowances

Strategic and Annual Plan

During the Inquiry, Council Officers will continue to work hard to deliver on the 2023/24 Annual Plan, along with the projects and tasks within the 2023/24 budget estimates.

Financial & Asset Management Implications

Section 340A of the *Local Government Act 1993* (the Act) entitles councillors to allowances as prescribed in regulations. Mayors and deputy mayors are entitled to allowances in addition to those payable to them as councillors. As the councillors have been suspended, the entitlement to all allowances during the suspension period are also suspended. Council requires a budget variation of \$47,800 for the Commissioner's remuneration over and above the amount that was budgeted for the 2023/24 financial year as per the Instrument of Appointment.

Community Considerations

Any decisions or actions required that would usually be undertaken by the Mayor or Councillors will be directed to Commissioner Wardlaw, with all functions and powers of the Council delegated to him during this period, with the Commissioner making decisions in the best interest of the Dorset municipality.

Officer's Comments

The Board of Inquiry and suspension of councillors will have no impact on the services delivered by council, with business continuing as usual. The Minister has requested the Board of Inquiry to provide a report no later than 28 February 2024.

The Instrument of Appointment specifies that the Commissioner is entitled to remuneration of \$265,000 per annum (pro rata), which equates to \$22,083 per month for the period of appointment. The remuneration is inclusive of all vehicle, travel and accommodation expenses associated with being in the Dorset municipality, as well as mobile phone and internet expenses. The Commissioner will also be entitled to the reimbursement of reasonable expenses consistent with council policies, as approved by and certified to the council by the Director of Local Government.

To comply with the Instrument of Appointment, Council Officers request a variation to the 2023/24 Budget Estimates of \$47,800 for the required remuneration payable to the Commissioner during the period of appointment.

Recommendation

That Council

1. Receive and note the Instrument of Appointment 'Dorset Council Commissioner' issued by the Governor of Tasmania, Her Excellency Barbara Baker AC dated 2 August 2023.
2. That a variation to the 2023/24 Budget Estimates of \$47,800 be approved.

Purpose

The purpose of this agenda item is to appoint an independent Audit Panel Chairperson.

Background

On 10 February 2014 *Local Government (Audit Panels) Order 2014* came into effect which specified requirements for the establishment of an Audit Panel for Councils under Section 85 of the *Local Government Act 1993*. An Audit Panel's function as per the *Local Government Act 1993* (the Act) is to review the Council's performance in relation to financial systems, financial governance, financial management and Council plans to safeguard Council's long-term financial position.

An Audit Panel Charter was established by Council to ensure compliance with the specified requirements of the Act and respective Orders. The Audit Panel Charter was reviewed following the Local Government Election in November 2022 and was adopted by Council in February 2023 (Minute 28/23, 20 February 2023). The Charter sets out the panel's objectives, authority, composition, tenure, functions, reporting and administrative requirements.

Planning, Environment & Statutory Requirements

Local Government Act 1993 - Section 85 and Local Government (Audit Panels) Order 2014

Risk Management

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

Strategic and Annual Plan

N/A

Financial & Asset Management Implications

The Audit Panel Chairperson is remunerated based on the rates specified in the Audit Panel Charter.

Community Considerations

N/A

Officer's Comments

The Audit Panel Chair appointment is due to expire in November 2023. Current Chair, Ian Wright, has expressed interest in continuing in this position and it is recommended that he be reappointed for a further two-year term.

Ian was first appointed to the position of Chair in November 2019 and was reappointed for a further two-year term in November 2021. He is a competent finance professional and executive, who is highly capable in the role and well informed in council operations. He has significant experience in the key areas outlined in the Audit Panel Charter as demonstrated by:

- 31 years' experience in public practice as a Chartered Accountant and Registered Company Auditor;
- 9 years' experience as CEO a large not-for-profit organisation; and
- A strong appreciation for governance and risk developed from lecturing in this area, professional advisory roles and practical roles serving on and chairing various other Boards.

Recommendation

That Council appoint Mr Ian Wright as Chairperson of the Dorset Council Audit Panel for a further two year term, expiring 17 November 2025.

Purpose

The purpose of this agenda item is to vary the 2023/24 Annual Plan.

Background

The Minister for Local Government, Hon Nic Street MP (the Minister) announced on 26 July 2023 that he was establishing a Board of Inquiry into aspects of the operation of Dorset Council.

The Governor of Tasmania, Her Excellency Barbara Baker AC appointed Mr Andrew Wardlaw as Commissioner for the Dorset Council on Wednesday, 2 August 2023. Commissioner Wardlaw will act in the role of Mayor, Deputy Mayor and Councillors for the duration of the inquiry.

Activity 18 of Council's 2023/24 Annual Plan, which was adopted by Council on 26 June 2023, relates to the review of Council's risk management framework and accompanying policy. With the announcement of a Board of Inquiry, the risk framework and policy is better reviewed post the findings of the inquiry process.

During the Board of Inquiry, Council Officers will continue to work hard to deliver on the remaining 2023/24 Annual Plan activities.

Planning, Environment and Statutory Requirements

- *Local Government Act 1993*, Section 70E and 71

Risk Management

Council will continue adherence to Council's risk management framework and policy during the Commissioner's appointment period.

Strategic and Annual Plan

- Strategic Plan 2023-2032 – Activity 10.1 and 10.2

Community Considerations

The Annual Plan and updates against the Plan provides information to the community of Council's progress against major projects / initiatives planned for the current year.

Officer's Comments

On 26 June 2023 Council adopted the Annual Plan for 2023/24. Council intended to review, implement and adopt Council's Risk Management Policy and associated framework (Activity 18) in the September 2023 quarter.

It is recommended to defer this activity to the June 2024 quarter. A copy of the 2023/24 Annual Plan is available in the attachments.

Recommendation

That Council defer Activity 18 “Risk Management Framework and Policy” to the June 2024 quarter.

Purpose

The purpose of this report is to review the Payment of Councillor Expenses and Provision of Facilities Policy.

Background

The Annual Plan for 2023/24 requires the review of the Payment of Councillor Expenses and Provision of Facilities Policy. This Policy must be reviewed at the commencement of each four (4) year term of Council.

The objective of the Policy is to ensure that all Councillors are aware of the expenses that can be claimed and the method of making those claims to ensure all Councillors are treated equally in the payment of expenses and the provision of facilities.

Planning, Environment & Statutory Requirements

- *Local Government Act 1993*, Schedule 5 – Office of Councillors
- *Local Government (General) Regulations 2015*, Regulation 43 – Expenses for councillors

Strategic and Annual Plan

- Strategic Plan 2023-2032 – Activity 10.1
- Annual Plan 2023/24 – Activity 14

Risk Management

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

Financial & Asset Management Implications

N/A

Community Considerations

N/A

Officer's Comments

Council first adopted this policy in December 2007 and it is reviewed every four (4) years following a Council election, or earlier in the event of major changes to legislation or related policies or procedures.

Minor changes recommended based on the current review include:

- Increasing all mobile phone allowances by Hobart CPI for the March 2023 quarter following Telstra's announcement that plan prices would increase by CPI from July 4, 2023.
- Clarifying in the policy that reimbursements for private vehicle use (cents per kilometre) will be paid at the higher of the two rates prescribed for required users in the Tasmanian State Service Award, regardless of the number of kilometres travelled in a financial year.

Recommendation

That Council adopt the attached revised Policy No. 2 - Payment of Councillor Expenses and Provision of Facilities.

Purpose

The purpose of this report is to table Council's draft Priority Projects Plan 2023-2025 for the Dorset municipality for endorsement by Council for community consultation.

Background

The Dorset Council Priority Projects Plan (the 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 Strategic Plan 2023-2032 focus areas (pillars). The Plan will be reviewed bi-annually.

There are six major project areas listed under the Plan for 2023-2025. 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 Plan has been established to ascertain priorities for grant funding, advocacy and election commitments, along with providing a starting point for regional collaborations.

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

It is recommended that the Plan be advertised for community consultation for a 28 day period. Any submissions received will be considered by Council at a future Council Briefing Workshop.

Officer's Comments

The intent for the final 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

The draft Plan is available in the agenda attachments.

Recommendation

That Council endorse the draft Priorities Projects Plan 2023-2025 for a community consultation period of 28 days.

Purpose

The purpose of this agenda item is to provide an update on the current and proposed operating model for the Bridport Seaside Caravan Park and to approve a variation to the 2023/24 Budget Estimates of \$125,000 to implement a hybrid operating model for the 2023/24 financial year.

Background

Dorset Council has managed the Bridport Seaside Caravan Park (the Park) since Council was first established in 1993. The Park is in a prime location overlooking beautiful Anderson Bay, and offers multiple accommodation options including 52 annual sites, 96 powered sites, 110 unpowered sites and 1 two bedroom fully self-contained unit. Aside from the period between April 2006 to July 2013 where Council employees operated the Park, the management of the Park has mainly been via contracted caretakers.

Over the last five years' Council has experienced a large turnover of caretakers, with the common theme for resignation being that the contract amount is insufficient for the level of work required due to the size of the park and the 24/7 nature of operations. The Park spans approximately 1.2 kilometres along the Bridport foreshore and provides 9 amenities facilities (showers, toilets and laundry) that are used by both guests and visitors to the park. The required cleaning and maintenance of these facilities is considerable, especially during the peak summer season, and consequently caretakers have reported experiencing burnout as a result.

Council undertook exit interviews with each outgoing caretaker and implemented changes to the contract, including increasing the base fee and substantially adjusting the bonus element within the contract. Despite these changes, the current caretaker has stated that the contract is still untenable and in June 2023, Council received notice of their resignation, effective 30 September 2023.

Planning, Environment & Statutory Requirements

N/A

Strategic and Annual Plan

- Strategic Plan 2023-2032 – Activity 13.1

Risk Management

Council will ensure the implementation of the proposed model meets all requirements as per Council's Policies and Procedures.

Community Considerations

N/A

Officer's Comments

Historically, Council has received at least 6 months' notice from outgoing caretakers, which has allowed sufficient time to conduct a thorough review of the contract and undertake a full procurement process via Expressions of Interest (EOI) as required by Council Policy No. 31 – Code for Tenders and Contracts. The notice period given by the current Caretaker is insufficient for a full procurement process to be completed and consequently, Council Officers have investigated alternative management options to ensure there is minimal disruption to Park users for the upcoming season.

Based on investigations to date, Council recommend implementing a hybrid operating model whereby a relief contractor will perform all (or most) of the administrative duties including call outs and the majority of the grounds maintenance for the upcoming season until 30 June 2024. Council employees would provide additional assistance with amenities cleaning and grounds maintenance during the peak season from November through to April only. The relief contractor labour will be provided through Caretakers Australia who are experts in relief management and permanent management recruitment for caravan parks.

Council Officers will utilise the upcoming season to gain a better understanding of the labour hours required to run the park and the outgoings necessary for consumables for amenities, fuel, repairs and maintenance of all park equipment. The intent is to utilise these learnings to create a sustainable operating model for both the park managers and Council moving forward in order to limit caretaker turnover in the future.

To implement this operating model, Council Officers are requesting a variation to the 2023/24 Budget Estimates of \$125,000. This figure is a tentatively based on initial discussions with Caretakers Australia and the final costing will be dependent on the availability of caretakers who are willing to undertake all of the duties outlined above. If final costs differ materially from the budget variation requested in this report, Council Officers will provide an update to Council in a future council meeting.

Recommendation

That Council

1. Note the update on the proposed operating model for the Bridport Seaside Caravan.
2. Agree to formalise the new hybrid operating model for the 2023/24 financial year.
3. Approve a variation to the 2023/24 Budget Estimates of \$125,000 to commence implementation of the hybrid operating model.

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 131/23

Director of Local Government Investigation / Board of Inquiry Update and Receipt of Final Investigation Report and Attachments

Purpose

The purpose of this agenda item is to provide an overview and update of the Local Government Investigation including the Board of Inquiry and acknowledge receipt of the Final Investigation Report and Attachments from the Director of Local Government.

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

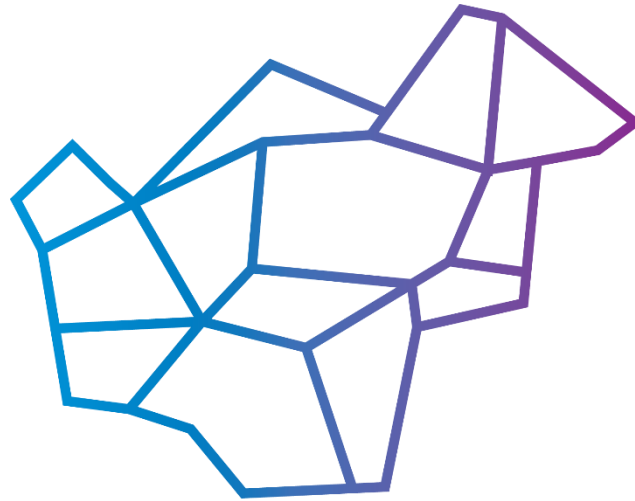
“15 (2)(a):

personnel matters, including complaints against an employee of the council.....”

“15 (2)(i):

matters relating to actual or possible litigation taken, or to be taken, by or involving the council or an employee of the council.”

Time Meeting Closed:



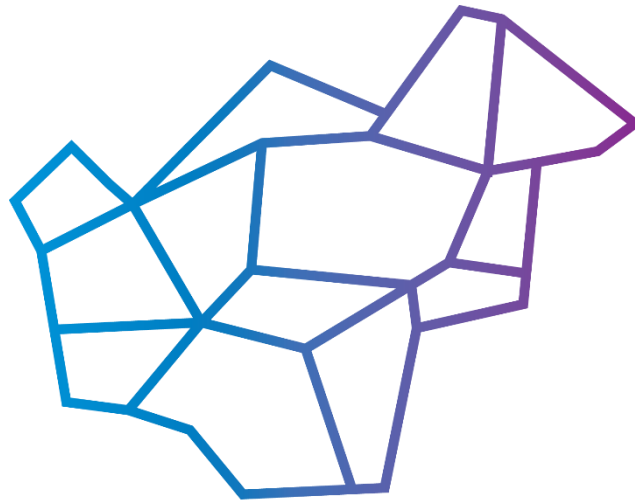
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Ordinary Council Meeting

Agenda Attachments

21 August 2023

it's in the making



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UNCONFIRMED

Minutes

Council Meeting

17 July 2023

it's in the making

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Council Meeting Minutes 17 July 2023

Meeting Opened:	6:00 pm
Present:	Crs Greg Howard (Mayor), Dale Jessup (Deputy Mayor), Beth Donoghue, Kahlia Simmons, Leonie Stein, Anna Coxen, Edwina Powell (<i>arrived at 6:03 pm</i>)
	Acting General Manager: Rohan Willis, Finance Manager: Allison Saunders
Apologies:	Crs Mervyn Chilcott, Jerrod Nichols, General Manager: John Marik
Item 97/23	Confirmation of <u>Ordinary</u> Council Meeting Minutes – 26 June 2023 Ref: DOC/23/7612

The Chair reported that he had viewed the minutes of the Ordinary Meeting held on Monday, 26 June 2023 finds them to be a true record and recommends that they be taken as read and signed as a correct record.

DECISION

MOVED: Cr Donoghue | **SECONDED:** Cr Simmons

That the Minutes of Proceedings of the Dorset Council Ordinary Meeting held on 26 June 2023 having been circulated to all Councillors, be confirmed as a true record.

CARRIED

Cr Powell absent for vote on Item 97

Item 98/23	Confirmation of Agenda
-------------------	-------------------------------

DECISION

MOVED: Cr Jessup | **SECONDED:** Cr Coxen

That Council confirm the Agenda and order of business for the 17 July 2023 Council Meeting.

CARRIED

Cr Powell absent for vote on Item 98

Item 99/23 Declaration of an Interest of a Councillor or Close Associate

In accordance with Regulation 8 of the *Local Government (Meeting Procedures) Regulations 2015* and Council's adopted Code of Conduct, the Mayor requests Councillors to indicate whether they have, or are 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 100/23 Management Team Briefing Report

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

Councillor Powell joined the Meeting during discussion of Item 100 (6:03 pm)

DECISION

MOVED: Cr Stein | SECONDED: Cr Donoghue

That the Management Team Briefing Report be received and noted.

CARRIED UNANIMOUSLY

Item 101/23 Council Workshops Held Since Last Council Meeting

4 July | Briefing Workshop

Item 102/23 Councillor Applications for Leave of Absence

Nil

Item 103/23 Public Question Time

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

Nil

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

Nil

Item 104/23 Deputations

Nil

The following question was **taken on notice** at the 26 June Council Meeting:

Councillor Greg Howard:

Despite all the backlash we got from members of the public and the shopkeepers from the deciduous trees in King Street, and the unanimous views of the Councillors that we needed to go to evergreen trees in Victoria Street, how come we ended up with deciduous trees?

Response from Acting Director – Infrastructure, Craig Wheeler:

Below are the key criteria used when assessing tree suitability for a streetscape:

- Height and width – What is the size of the envelope available for the tree. In this case overhead Power Lines were the dominant factor
- Line of sight - Ensuring the trunk and foliage does not obstruct driver visibility when exiting properties.
- Root invasion/intrusion – Ensuring the roots do not affect adjacent infrastructure
- Canopy – Ensuring the species is suitable for maintenance pruning
- Availability – Species available through local nurseries

Council staff undertook a rigorous investigation of available tree species both deciduous and evergreen, contacting other Councils and numerous nurseries.

The conclusion of these investigations determined that no evergreen species fitting the selection criteria were available, with deciduous trees which did match the criteria our next option. A standard Mop Top that grows to about 3 metres high that will take hard pruning if needed was selected.

Further Response from General Manager, John Marik:

Council Officers considered public feedback and sentiments and conducted a very detailed process to find evergreen options for Victoria Street. The evergreen options that were available growth heights would exceed the current power lines and / or the tree width potentially obstructing driver visibility, especially from driveways situated on Victoria Street. Council Officers will continue investigating alternatives for both Victoria and King Street. The new Victoria Street trees will be trialled for at least the next season to ascertain foliage loss and the impact on Council's town maintenance program. The current Mop Top trees have concrete borders around the root systems and thus removal, if required, in the future will be relatively simple.

The following questions were received **on notice** from Councillors:

Nil

The following questions were received without notice from Councillors:

Councillor Leonie Stein:

With the completion of the CWA carpark extension in Main Street, Bridport, can Officers investigate implementing 15 minute limited parking from the Henry Street intersection to the top roundabout near the café, on the business side of Main Street only, and also placing a disabled parking space outside the Pharmacy?

Response from Acting General Manager, Rohan Willis:

Noted and will be investigated further.

Item 106/23 **Notices of Motion by Councillors**

Nil

Item 107/23 **Notice of Motion | Councillor Dale Jessup – Future of Local Government Review: Local Government Reform 2023**

Ref: DOC/23/8376 | NoM: DOC/23/8375 | North-East Community Catchment Info Pack

Purpose

The purpose of this agenda item is to consider a notice of motion proposed by Councillor Dale Jessup.

Recommendation

That Dorset Council reject all three scenarios put forward by the Local Government Board outlined in the Future of Local Government Review: North-East Community Catchment Information Pack.

DECISION

MOVED: Cr Jessup | SECONDED: Cr Stein

That Dorset Council reject all three scenarios put forward by the Local Government Board outlined in the Future of Local Government Review: North-East Community Catchment Information Pack.

CARRIED UNANIMOUSLY

Item 108/23 **Council Submission | Future of Local Government Review: North-East Community Catchment Information Pack**

Reporting Officer: Acting General Manager, Rohan Willis
Ref: DOC/23/8448 | Submission: DOC/23/8155

Purpose

The purpose of this agenda report is to endorse Council's submission to the Future of Local Government Review relative to the North-East Community Catchment Information Pack.

Recommendation

That Council endorse and submit the attached submission to the Future of Local Government Review relative to the North-East Community Catchment Information Pack.

DECISION**MOVED: Cr Coxen | SECONDED: Cr Jessup**

That Council endorse and submit the attached submission to the Future of Local Government Review relative to the North-East Community Catchment Information Pack.

CARRIED UNANIMOUSLY**Item 109/23****2022/23 Annual Plan – June Final Report**

Reporting Officer: Acting General Manager, Rohan Willis

Ref: DOC/23/8387 | June Final Report: DOC/23/4893

Purpose

The purpose of this agenda item is to present Council and the community with the final results of the 2022/23 Annual Plan.

Recommendation

That the attached 2022/23 Annual Plan - June Final Report be received and noted.

DECISION**MOVED: Cr Simmons | SECONDED: Cr Stein**

That the attached 2022/23 Annual Plan - June Final Report be received and noted.

CARRIED UNANIMOUSLY**Item 110/23****May Shaw Loan Facility**

Reporting Officer: Finance Manager, Allison Saunders

Ref: DOC/23/8372

Purpose

The purpose of this agenda item is for Council to enter into a 10-year principle and interest loan with TasCorp for the amount of \$500,000 and on lend the loan funds to May Shaw via a back to back loan pursuant to the Redevelopment and Asset Transfer Agreement between Council and May Shaw.

Recommendation

That Council enters into a 10-year principle and interest loan with TasCorp for the amount of \$500,000 and on lend the loan funds to May Shaw via a back to back loan pursuant to the Redevelopment and Asset Transfer Agreement between Council and May Shaw.

DECISION**MOVED: Cr Jessup | SECONDED: Cr Coxen**

That Council enters into a 10-year principle and interest loan with TasCorp for the amount of \$500,000 and on lend the loan funds to May Shaw via a back to back loan pursuant to the Redevelopment and Asset Transfer Agreement between Council and May Shaw.

CARRIED UNANIMOUSLY**Item 111/23****Appointment of Councillor Representatives | Road and Footpath Committee**

Reporting Officer: Acting General Manager, Rohan Willis

Ref: DOC/23/8462

Purpose

To appoint Council representatives to the newly formed Road and Footpath Committee.

Recommendation

That Council appoint the following representatives to serve on the Road and Footpath Committee, as listed, until November 2024:

- Councillor Greg Howard
 - Councillor Beth Donoghue
 - Councillor Edwina Powell (alternate member)
-

DECISION**MOVED: Cr Stein | SECONDED: Cr Jessup**

That Council appoint the following representatives to serve on the Road and Footpath Committee, as listed, until November 2024:

- Councillor Greg Howard
- Councillor Beth Donoghue
- Councillor Edwina Powell (alternate member)

CARRIED UNANIMOUSLY

Purpose

The purpose of this item is to determine the naming of the proposed public road off Ringarooma Road, Scottsdale into the Scottsdale Council Depot site. It is recommended that the street be named "Northeast Lane".



Figure 1: Approximate alignment and length of proposed public road (blue-coloured line).

Recommendation

That Council, pursuant to provisions of the *Place Names Act 2020*, resolve to name the proposed public road off Ringarooma Road into the Scottsdale Council Depot site as "Northeast Lane".

DECISION

MOVED: Cr Powell | SECONDED: Cr Donoghue

That Council, pursuant to provisions of the *Place Names Act 2020*, resolve to name the proposed public road off Ringarooma Road into the Scottsdale Council Depot site as "Northeast Lane".

CARRIED UNANIMOUSLY

Time Meeting Closed: 6:44 pm

Minutes Confirmed: 21 August 2023

Minute No:

.....
Commissioner

DORSET COUNCIL – Planning Approvals

July 2023

DEV-2023/19	Mr L Adams 25 Henry ST BRIDPORT	Lodged 15/02/2023 Value of Works - \$40,000	Garage, Retaining Wall and Fence with relaxation of building envelope standards (retrospective) Determined APPD on 31/07/2023
SUB-2023/1283	Mr L Adams 96 King ST SCOTTSDALE 116 King ST SCOTTSDALE	Lodged 20/04/2023 Value of Works - \$1,200,000	Multiple Dwellings (Twelve Units) and Minor Boundary Adjustment (2 Lots) Determined APPD on 31/07/2023
DEV-2023/67	Barnett and Stanford Pty Ltd 1 Bentley ST BRIDPORT	Lodged 13/06/2023 Value of Works - \$30,000	Ice Cream Parlour with relaxation of hours of operation standards Determined APPD on 12/07/2023
DEV-2023/68	Mr J Faulkner 4 Douglas ST BRIDPORT	Lodged 15/06/2023 Value of Works - \$10,000	Block Screen Wall with relaxation of side boundary setback standards Determined APPD on 12/07/2023

DEV-2023/69	S Group 1453 Forester RD NORTH SCOTTSDALE	Lodged 15/06/2023 Value of Works - \$400,000	Single Dwelling (decommission of existing and construction of new) with relaxation of waterway and vegetation management standards Determined APPD on 26/07/2023
DEV-2023/71	TCP Building Design 17 Bentley ST BRIDPORT	Lodged 27/06/2023 Value of Works - \$100,000	Outbuilding with relaxation of building envelope (side and rear boundary setback) standards Determined APPD on 31/07/2023
DEV-2023/75	Mr L Williams 11 Beattie ST SCOTTSDALE 11 Beattie ST SCOTTSDALE 11 Beattie ST SCOTTSDALE	Lodged 06/07/2023 Value of Works - \$15,000	Replacement of Ground Base Sign and Wall Sign Determined APPD on 12/07/2023
DEV-2023/83	Mr P D Duffy 356 Briggs RD WEST SCOTTSDALE	Lodged 14/07/2023 Value of Works - \$10,000	Attached Roof Deck (Retrospective) Determined APPD on 14/07/2023

DORSET COUNCIL – Building Approvals

July 2023

OTH-2023/65	Elephant Rock Properties Pty Ltd 62 Bridport Back RD NABOWLA	Lodged 14/06/2023 Value of Works - \$135,000	Farm Machinery Shed Determined APPR on 03/07/2023
OTH-2023/66	S Group 101 Main ST BRIDPORT	Lodged 14/06/2023 Value of Works - \$800,000	Visitor Accommodation Units x 3 Determined APPR on 31/07/2023
BLD-2023/70	Wilson Homes Hawkes PL SCOTTSDALE	Lodged 03/07/2023 Value of Works - \$2,975,000	New Dwellings x 17 Determined APPR on 07/07/2023
OTH-2023/71	Falcon Building Group Tasman HWY DERBY	Lodged 03/07/2023 Value of Works - \$210,000	New Dwelling Determined APPR on 12/07/2023
OTH-2023/72	Plans to Build 124 Westwood ST BRIDPORT	Lodged 03/07/2023 Value of Works - \$175,000	Dwelling Alterations & Additions Determined APPR on 10/07/2023

DORSET COUNCIL – Plumbing Approvals

July 2023

OTH-2023/16	Mr A J Davenport Mrs R Davenport 21 Carins CL TOMAHAWK	Lodged 24/04/2023 Value of Works - \$300,000	New Garage Determined APPR on 10/07/2023
SP-2023/64	Mr J M Randone 65 Main ST WINNALEAH	Lodged 13/06/2023 Value of Works - \$10,000	Septic Tank/Absorption Drains Determined APPR on 03/07/2023
SP-2023/66	S Group 101 Main ST BRIDPORT	Lodged 14/06/2023 Value of Works - \$800,000	Visitor Accommodation Units x 3 Determined APPR on 31/07/2023
OTH-2023/67	Elton Homes Pty Ltd 26 Alfred ST SCOTTSDALE	Lodged 14/06/2023 Value of Works - \$15,000	New Dwellings x 3 (Plumbing Only) Determined APPR on 10/07/2023
SP-2023/70	Wilson Homes Hawkes PL SCOTTSDALE	Lodged 03/07/2023 Value of Works - \$2,975,000	New Dwellings x 17 Determined APPR on 07/07/2023
SP-2023/71	Falcon Building Group Tasman HWY DERBY	Lodged 03/07/2023 Value of Works - \$210,000	New Dwelling Determined APPR on 12/07/2023

INSTRUMENT OF APPOINTMENT

Dorset Council Commissioner
Local Government Act 1993
Part 13, Division 2

I, **THE HONOURABLE BARBARA BAKER AC**, Companion of the Order of Australia, Governor in and over the State of Tasmania and its Dependencies in the Commonwealth of Australia, pursuant to and in accordance with the provisions of section 230 of the *Local Government Act 1993* (called the Act) and acting with the advice of the Executive Council, hereby appoint **ANDREW MALCOLM WARDLAW** (hereby known as the Commissioner) as Commissioner for the Dorset Council (hereby known as the Council) to exercise the powers and perform the functions of the councillors, upon the remuneration and allowances and subject to the following terms and conditions:

1. The appointment will be for a period commencing on the date of this Instrument and expiring on the date:
 - a. the Minister for Local Government gives a direction under section 225(2) of the Act;
 - b. an order of the Governor under section 226 of the Act dismissing all the councillors or any councillor takes effect; or
 - c. the appointment is terminated in accordance with section 234 of the Act.
2. The remuneration and allowances specified for the purposes of section 233 of the Act are as set out in Schedule 1.

Given under my hand in Tasmania on **02 AUG 2023**

GOVERNOR

By Her Excellency's Command

MINISTER FOR LOCAL GOVERNMENT

Schedule I

1. The Commissioner is entitled to remuneration of \$265,000.00 per annum pro rata (ex GST), payable monthly on provision of a Tax Invoice.
2. The Commissioner will be responsible for their own vehicle, travel and accommodation expenses associated with being in the Dorset municipality and all mobile phone and internet expenses.
3. The Commissioner will be entitled to the reimbursement of reasonable expenses for dependant person care, meals, conferences, training and seminars consistent with the policies of the Council, as approved and certified to the Council by the Director of Local Government.
4. The Commissioner is immune from any personal liability in accordance with the provisions of section 341 of the Act.
5. Under section 233(2) of the Act the Council is to pay the remuneration and allowances of the Commissioner.



Audit Panel Charter

The Dorset Council (the Council) has established the Audit Panel in compliance with Division 4 of the *Local Government Act 1993* (the Act), the Local Government (Audit Panels) Order 2014 (the Audit Panels Order) and the Local Government (Audit Panels) Amendment Order 2015.

This charter sets out the panel's objectives, authority, composition, tenure, functions, reporting and administrative arrangements.

Objective

The objective of the Audit Panel is to review the council's performance under section 85A of the Act and report to the council its conclusions and recommendations.

Authority

The Council authorises the Audit Panel, within its responsibilities, to:

- obtain any information it requires from any employee or external party (subject to any legal obligation to protect information);
- discuss any matters with the Tasmanian Audit Office, or other external parties (subject to confidentiality considerations);
- request the attendance of any employee, including members of the Council, at Audit Panel meetings; and
- obtain legal or other professional advice, as considered necessary to meet its responsibilities, subject to prior approval of the Mayor or General Manager.

Composition and tenure

The Audit Panel comprises two councillors and an independent member, appointed by the Council. A person who is an employee, or the General Manager, or the Mayor of Council is not eligible for appointment as a member of the panel. A person who is an employee or councillor of another municipal council is not eligible for appointment as a member of the panel. The Council will appoint an independent member as the chairperson of the panel who must demonstrate experience in the key areas identified within the charter. Audit Panel members are appointed for a period of two years. Audit panel members may be re-appointed at the approval of the Council.

Council may appoint an alternative member Councillor to attend meetings of the Audit Panel when a member Councillor is unable to attend. The alternative member Councillor may only

attend Audit Panel meetings in the capacity of alternative member when and if a member Councillor is unable to attend.

Functions

To comply with the Audit Panels Order, when reviewing the Council's performance the Audit Panel is to consider:

- the Council's financial system, financial governance arrangements and financial management;
- whether the annual financial statements of the Council accurately represent the state of affairs of the council;
- whether and how the strategic plan, annual plan, long-term financial management plan and long-term strategic asset management plans of the Council are integrated and the processes by which, and assumptions under which, those plans were prepared;
- the accounting, internal control, anti-fraud, anti-corruption and risk management policies, systems and controls that the Council has in relation to safeguarding its long-term financial position;
- whether the Council is complying with the provisions of the Act and any other relevant legislation;
- whether the Council has taken any action in relation to previous recommendations provided by the audit panel to the Council and, if it has so taken action, what that action was and its effectiveness; and
- any other activities within the panel's remit, as determined by the panel.

Key areas

In fulfilling its functions, the audit panel should consider the following key areas:

- corporate governance;
- systems of internal controls;
- risk management frameworks;
- human resource management, including policies, procedures and enterprise agreements;
- information and communications technology governance;
- management and governance of the use of data, information and knowledge; and
- internal and external reporting requirements.

Responsibilities of panel members

Members of the Audit Panel are expected to understand and observe the legal requirements of the Act and the Audit Panels Order. Members are also expected to:

- act in the best interests of the council;
- apply sound analytical skills, objectivity and judgment;
- express opinions constructively and openly;
- raise issues that relate to the Audit Panel’s functions and pursue independent lines of enquiry within the Panel’s deliberations and meetings; and contribute the time required to review the papers provided.

Reporting

The Audit Panel is to provide a copy of its meeting minutes to the Council as soon as practicable after each Audit Panel meeting. If the Audit Panel has conducted a review under section 85A of the Act, the Audit Panel must provide a written report of its conclusions and recommendations to the Council as soon as practicable after the review is completed.

Administrative arrangements

Meetings

- The Audit panel will meet at least four times per year.
- The Audit Panel is to regulate its own proceedings in accordance with this charter.
- The Chairperson may determine that a meeting is to be held in private.
- The General Manager and Finance Manager, or their delegates, are to attend Audit Panel meetings unless the Chairperson determines a meeting is to be held in private.
- The Audit Panel may invite any councillor and/or employee of the Council and/or representative of the Tasmanian Audit Office to attend meetings of the Audit Panel.

Quorum

A quorum of an Audit Panel meeting is three members, including an independent member.

Work plan

The Audit Panel is to develop an annual work plan that includes, but is not limited to, a schedule of meetings and the known objectives for each meeting.

The forward meeting schedule should include the dates, location, and proposed agenda items for each meeting.

Secretariat

The Council, in consultation with the Audit Panel, will appoint a person to provide secretariat support to the audit panel. The secretariat will:

- ensure the agenda for each meeting is approved by the chairperson;
- ensure the agenda and supporting papers are circulated at least one week prior to the meeting; and
- ensure the minutes of the meetings are prepared and submitted to the Council as soon as practicable after each meeting.

Interests

Audit Panel members must declare to the chairperson any real, potential or perceived pecuniary or non-pecuniary interests that may affect them carrying out their functions. The Audit Panel member with the interest must also notify the General Manager of the Council, in writing, of the interest within seven days of declaring the interest.

Independent members are to consider past employment, consultancy arrangements and related party issues in making these declarations.

At the beginning of each audit panel meeting, members are required to declare any potential or actual pecuniary or non-pecuniary interest that may apply to specific matters on the meeting agenda. Where required by the chairperson, the member will be excused from the meeting or from the audit panel's consideration of the relevant agenda item(s).

Details of potential or actual pecuniary or non-pecuniary interests declared by members will be appropriately reported in the minutes of the meeting and any relevant written reports.

Induction

The Council will provide new Audit Panel members with relevant information and briefings on their appointment to assist them to meet their Audit Panel responsibilities.

Remuneration

The Chairperson of the Audit Panel shall be paid a quarterly fee of \$1,150 to prepare for and attend the quarterly Panel meetings. There is also a provision for a cents per kilometre reimbursement as per the Tasmanian State Service Award rate.

Review of Charter

The Council will review this charter after every Council election and submit its recommended charter to the Council for approval.



Mayor | Greg Howard

Date: 20 February 2023

Approved	Corporate Services Manager	20 April 2015	Minute 58/15
Reviewed	Director – Corporate Services & Audit Panel	15 July 2019	Minute 119/19
Reviewed	Finance Manager & Audit Panel	20 February 2023	Minute 28/23



dorset
C O U N C I L

2023/24
Annual Plan

Introduction

Councils are required each financial year, under Section 71 of the *Local Government Act 1993*, to prepare an Annual Plan.

The Act provides general guidelines for the production of the Annual Plan in that it should:

- Be consistent with the Strategic Plan
- Include a statement of the manner in which the Council is to meet the goals and objectives of the Strategic Plan
- Include a summary of the estimates adopted under Section 82; and
- Include a summary of the major strategies to be used in relation to the Council's public health goals and objectives

The benefits of the Annual Plan are that it:

- Aids and supports the budget process
- Provides an analysis of financial resource allocation
- Gives a statement of the strategies to be implemented throughout the year to address strategic planning objectives
- Provides a list of operational targets to be achieved

A copy of the Annual Plan is provided to the Director of Local Government and the Director of Public Health. A copy is also available at the Dorset Council office for inspection by the public.

Document Linkages

The Annual Plan is directly linked to the current Dorset Council Strategic Plan and the current Dorset Council Financial Management Strategy and Long Term Financial Plan.

The focus of the Strategic Plan is on the overall strategic objectives of Council, over a ten year period, while the Annual Plan lists the actions Council is committed to undertaking this year to meet the commitments in the Strategic Plan. The Strategic Plan is goal based and documents Council's mission, vision, governance structures, principles, strategies and benefits of attaining strategies.

The Dorset Council 2023/24 Annual Plan identifies key actions that will be reported on a quarterly basis throughout the year.

How to Read the Annual Plan

The Annual Plan outlines Council's high level actions for the year and is directly linked to Department Plans that identify tasks associated with meeting the Actions outlined in the Annual Plan and strategies identified in the Strategic Plan.

Annual Budget Process

- Provides the annual blue print for budget fiscal management of the Council.
- Allows for annual review of allocation priorities and links with the Annual Plan.
- Incorporates both capital and operating expenditure programs.

Financial Management Strategy and Long Term Financial Plan

- Sets out the broad financial objectives of the Council over a 10 year period.
- Classifies major financial categories and departmental projects and activities in accordance with Strategic Plan.

Reporting Process

- Quarterly Annual and Financial Reports detail the status of the Priority Action Plan items.

Priority Action Plan

The following pages of the Annual Plan provide details on additional goals, outcomes and objectives that the Council is seeking to undertake and complete as priority activities in addition to its annual business.

No.	Activity	Strategic Plan #	30 September	31 December	31 March	30 June	Responsibility
1	Dorset Strategic Plan	-				Commence annual review of Strategic Plan	Governance
2	Waste Management	14.2, 14.4		Planning for State Government Container Refund Scheme	Prepare draft Green Waste Strategy		Governance / Infrastructure
3	Asset Management	10.3			Review and update Stormwater Asset Management Plan		Infrastructure / Finance
4	Scottsdale and Derby Structure Plans	7.2			Finalise Structure Plans		Regulatory
5	Austins Road Residential Development	7.2				Preparation of Master Plan and Stage 1 Subdivision plan	Regulatory / Infrastructure
6	Scottsdale Light Industrial Rezoning	7.2				Complete draft Master Plan for industrial rezoning at Scottsdale Depot site	Regulatory / Infrastructure
7	Bridport Structure Plan	7.2				Prepare draft Structure Plan	Regulatory

No.	Activity	Strategic Plan #	30 September	31 December	31 March	30 June	Responsibility
8	Derby Master Plan	7.2				Commence draft Master Plan for Derby	Regulatory / Governance
9	Blue Derby Transition	9.4		Update to Council		Update to Council	Governance
10	Municipal Revaluation	10.4				Application of new property valuations and review of Council's Rates Strategy	Administration
11	Rail Trail Project	8.2		Update to Council		Tender approved and project works commenced	Governance / Regulatory / Infrastructure
12	Road and Footpath Representation Committee/Panel	9.2, 9.3		Establish a representative panel of industries to assist with future planning and review of Council's Road Plan			Governance / Infrastructure
13	Projects of Significance	8.3, 9.3			Establish a Project of Significance report to ascertain grant funding / advocacy / election promise priorities		Governance
14	Payment of Councillors Expenses and Provision of Facilities (No.2)	10.1	Review, adopt and implement				Finance / Governance
15	On Street Dining, Vending & Signage Policy (No.3)	9.1, 10.1	Review, adopt and implement				Regulatory

No.	Activity	Strategic Plan #	30 September	31 December	31 March	30 June	Responsibility
16	Sponsorship of Sporting and Cultural Representatives Policy (No.4)	4.3, 10.1				Review, adopt and implement	Governance
17	Contribution of Boundary Fences Policy (No.7)	10.1		Review, adopt and implement			Infrastructure
18	Risk Management Policy (No.9)	10.1, 10.2	Review, adopt and implement Policy Review and implement Risk Management Framework			Review, adopt and implement Policy Review and implement Risk Management Framework	Administration
19	Electronic Communications Policy (No.16)	10.1, 13.1				Review, adopt and implement	Administration
20	Customer Service Charter (No. 18)	10.1, 13.4		Review, adopt and implement			Administration
21	Code for Tenders and Contracts Policy (No.31)	9.1, 10.1	Review, adopt and implement				Infrastructure / Administration
22	Public Interest Disclosures Act 2002 Procedures (No.32)	10.1, 13.1				Review, adopt and implement Model Procedures as provided by Ombudsman Tasmania	Governance / Administration
23	Personal Information Protection Policy (No.36)	10.1	Review, adopt and implement				Administration
24	Social Media Policy (No.44)	5.1, 10.1			Review, adopt and implement		Governance / Administration

No.	Activity	Strategic Plan #	30 September	31 December	31 March	30 June	Responsibility
25	Wood Encouragement Policy (No.54)	9.1, 10.1		Review, adopt and implement			Governance
26	Bridport Seaside Caravan Park – Annual Site Policy (No.56)	10.1		Review, adopt and implement			Governance / Administration
27	Managed Grassland Fire Risk Abatement Policy (No.57)	10.1		Review, adopt and implement			Regulatory

Underlying Surplus

	Note	2023/24 Budget \$'000	2022/23 Forecast \$'000	2022/23 Budget \$'000
Total Operating Income		16,387	15,976	16,342
Expenses (excl depreciation)		11,929	10,386	10,657
Depreciation		5,101	4,745	4,600
Total Expenses		17,030	15,131	15,257
Underlying Surplus/(Deficit) ¹		(643)	845	1,085
Adjusted Underlying Surplus as a % of Underlying Income		(3.9%)	5.3%	6.6%
Less: Adjustment for FA grants	4	181	1,243	(2,842)
Less: Recurrent portion of Roads to Recovery funding	4	-	-	(751)
Statutory Underlying Surplus/(Deficit)		(462)	2,088	(2,508)

Council's operating budget for the 2023/24 financial year estimates an underlying deficit of \$643,000. This represents a decrease of approximately \$1.5 million from forecast actuals for the 2022/23 financial year.

The 2023/24 budget includes several material one-off items, changes in accounting methodology and changes to Blue Derby Mountain Bike Trail operations, which have materially impacted the comparability of budget estimates from previous years. These changes are outlined in further detail within the notes of the 2023/24 budget book.

¹ The underlying surplus/(deficit) differs from the statutory underlying surplus/(deficit) as it includes an adjustment for the prepayment of Financial Assistance Grants and the recurrent portion of Council's Roads to Recovery allocation (comparative only).

Analysis of Budget Estimates

The key drivers for 2023/24 budget estimates are:

Income

- Rates and charges have increased by \$726,000 on forecast actuals as a result of a 6.9% increase to Council's general rate revenue base and the introduction of a varied general rate (cents in the dollar of AAV) for Short-term Accommodation properties within the municipality.
- Operating grants and contributions have increased by \$180,000 on forecast actuals as a result of an increase in Financial Assistance Grants and the inclusion of a contribution expected from the Blue Derby Foundation to assist with the maintenance of the Blue Derby Mountain Bike Trails.
- User charges have decreased by \$67,000 on forecast actuals as a result of removing building inspection and assessment fees from budget estimates and transferring Blue Derby income streams (e.g. sponsorships) to the Blue Derby Foundation.

Council's fees and charges are set in accordance with section 205 of the Local Government Act 1993 and have increased, on average, by 8.11%.

- Other income has decreased by \$444,000 on forecast actuals due to the impact of a number of one-off transactions in the 2022/23 financial year (e.g. insurance reimbursements) that have inflated forecasted results.

Expenditure

- Materials and services have increased by \$839,000 on forecast actuals due to an increased focus on maintenance and operational works in the 2023/24 financial year.
- Employee Costs have increased by \$610,000 on forecast actuals due to the increase to wages as per Council's Enterprise Bargaining Agreement, an increase in workers compensation insurance and the addition of new employment positions for the 2023/24 financial year.
- Depreciation has increased by \$356,000 on forecast actuals as a result of asset revaluations/indexation, revised useful life estimates and the addition of new assets from Council's capital works program.
- Other expenses have increased by \$77,000 due to an additional budget allocation required to assist with the transition of Blue Derby operations to the Blue Derby Foundation, as determined in the Memorandum of Understanding adopted by Council at the March 2023 Council meeting.

Statement of Profit and Loss

	Notes	2023/24 Budget \$'000	2022/23 Forecast \$'000	Variance % Movement	2022/23 Budget \$'000	Budget Variance % Movement
Operating Income						
Rates and Charges	1	9,833	9,107	8.0%	9,232	6.5%
Statutory Fees	2	209	193	8.3%	189	10.6%
User Charges	3	1,256	1,323	(5.1%)	1,464	(14.2%)
Grants and Contributions	4	4,349	4,169	4.3%	4,818	(9.7%)
Interest	5	231	227	1.8%	81	185.2%
Other Income	6	280	724	(61.3%)	325	(13.8%)
Income from Water Corporation	7	229	233	(1.7%)	233	(1.7%)
Total Operating Income		16,387	15,976	2.6%	16,342	0.3%
Capital Income						
Capital Grants	4	3,796	3,159	20.2%	5,172	(26.6%)
Total Capital Income		3,796	3,159	20.2%	5,172	(26.6%)
Expenses						
Employee costs	8	5,698	5,088	12.0%	5,034	13.2%
Materials and services	9	4,177	3,338	25.1%	3,675	13.7%
Finance costs	10	94	77	22.1%	77	22.1%
Other expenses	11	1,960	1,883	4.1%	1,871	4.8%
Depreciation	12	5,101	4,745	7.5%	4,600	10.9%
Total Expenses		17,030	15,131	12.6%	15,257	11.6%
Surplus/(Deficit)		3,153	4,004	(21.3%)	6,257	(49.6%)
Less: Capital Grants	4	(3,796)	(3,159)	(20.2%)	(5,172)	26.6%
Underlying Surplus/(Deficit)		(643)	845	(176.0%)	1,085	(159.3%)
Less: FA grants adjustment	4	181	1,243	(85.4%)	(2,842)	106.4%
Less: Recurrent portion of Roads to Recovery funding	4	-	-	0.0%	(751)	100.0%
Statutory Underlying Surplus/(Deficit)		(462)	2,088	(122.1%)	(2,508)	81.6%

2023/24 Capital Expenditure Budget | Summary

A Capital Works Program totalling \$10.3 million is recommended. The 2022/23 capital budget was \$12.1 million (including budget variations), however \$3.7 million of this budget is expected to be carried forward into the 2023/24 financial year.

Total Capital Expenditure Budget

	Renewal \$'000	New & Upgrade \$'000	Total Budget \$'000
Bridges	254	255	509
Roads	2,754	954	3,708
Stormwater	242	78	320
Buildings	433	258	691
Land Improvements	162	290	452
Plant and Equipment	733	113	846
IT and Communications	70	3	73
Carry Forward Projects	717	3,025	3,742
Total	5,365	4,976	10,341

Funding the Budget

	Total Budget \$'000	External Funding \$'000	Council Funding \$'000
Bridges	509	56	453
Roads	3,708	1,459	2,249
Stormwater	320	-	320
Buildings	691	325	366
Land Improvements	452	124	328
Plant and Equipment	846	185	661
IT and Communications	73	-	73
Carry Forward Projects	3,742	2,283	1,459
Total	10,341	4,432	5,909

2023/24 Capital Expenditure Budget | Highlights

Roads

Council's total capital expenditure for roads amounts to \$3,708,000.

Key projects include:

- Annual resheeting and reseal program - Subject to Tender;
- Gillespies Road Upgrade, Nabowla - \$655,000; and
- Golconda Road pavement renewal from Denison River - \$546,000.

Plant and Equipment

Council's total capital expenditure for plant and equipment amounts to \$846,000. Major purchases include:

- Sidearm Slasher - \$93,000;
- Dual Cab Truck (Bridport Town Maintenance) - \$83,000; and
- Two way radio system - \$50,000.

Land Improvements

Council's total capital expenditure for land improvements amounts to \$452,000. Key projects include:

- Blue Derby Mountain Bike Trails: Rusty Crusty Bridge and Trail rebuild - \$105,000; and
- Northeast Park Mountain Bike Trail (incl. carry forward) - Subject to Tender.

Buildings

Council's total capital expenditure for buildings amounts to \$691,000. Key projects include:

- Renew amenities at Eastmans Beach (Bridport Seaside Caravan Park) - Subject to Tender; and
- Re-roof Derby Town Hall - Subject to Tender.

Bridges and Stormwater

Council's total capital expenditure for bridges and stormwater amounts to \$829,000. Key projects include:

- Upgrade Bridge 1572 Haas Rd/Frenches Creek - Subject to Tender;
- Bridge 1508 renewal, Garibaldi Rd - \$75,000; and
- Upgrade stormwater pipe line South St, Bridport - Subject to Tender.

IT and Communications

Council's total capital expenditure for IT and communications amounts to \$73,000. Key projects and purchases include:

- Computer and Laptop replacements - \$40,000; and
- Renew tape unit and back-up tapes - \$20,000.

Carry forward projects:

Council's total carry forward amounts to \$3,742,000. Key projects to be completed include:

- Rail Trail - \$1,500,000;
- Old Waterhouse Road safety improvements and upgrade - \$581,000;
- Carisbrook Lane intersection and underpass works - \$210,000;
- Works on Maurice Road Bridge (1515) and Duncraggen Road Bridge (1617) - Subject to Tender; and
- Scottsdale Railway Station restoration - \$100,000.

Public Health Goals and Objectives

Enhancing the quality of life of the Dorset Community is one of the Council's key roles. The facilitation and provision of quality services promotes health and well-being, education and learning.

The Development Services Department is responsible for ensuring Council meets its health and environmental obligations under the *Public Health Act 1997*, the *Food Act 2003*, the *Environmental Management and Pollution Control Act 1994*, the *Local Government Act 1993* and the *Building Act 2016*.

The key objectives of the department are:

- Regulate a range of activities in accordance with the legislative requirements, including Food Businesses, Public Health Risk Activities (e.g. body piercing), Places of Assembly, Regulated Systems (e.g. cooling towers), Private Drinking Water Suppliers and Commercial Water Carriers.
- Provide educational material and training on health related topics
- Monitor recreational water quality in swimming pools, spas and popular beaches
- Investigate incidents of notifiable disease
- Provide Immunisation Services and deliver an approved program in high schools
- Provide Waste Management Services including sharps disposal
- Assess on-site wastewater management system designs and regulate the installation of those systems
- Undertake nuisance abatement and incident investigation
- Investigate various public and environmental health incidents and nuisances



Policy 2 – Payment of Councillors' Expenses and Provision of Facilities

~~TRIM~~ Ref: ~~DOC/19/467823/8938~~

Adopted: 17 December 2007

Minute 169/07

Version: ~~87~~

Reviewed Date: ~~20 May 2019~~ 24 July 2023

Council Minute No: 78/19

Local Government Act 1993 – Schedule 5

Statutory Authority: Local Government (General) Regulations 2015 – Regulation 43

OBJECTIVE

To ensure that all Councillors are aware of the expenses that can be claimed and the method of making those claims and that all Councillors are treated equally-equitably in the payment of expenses and the provision of facilities.

POLICY

This policy is prepared to cover the payment of expenses incurred or to be incurred ~~by~~, and the provision of facilities to the Mayor, Deputy Mayor and other Councillors in relation to discharging the function of civic office. ~~The policy replaces version 7 and is necessary due to legislative changes.~~

1. Mobile Phone

Council will pay the following allowances for mobile phone expenses:

- Councillors - \$~~275~~ per month
- Deputy Mayor - \$~~550~~ per month
- Mayor – \$~~1430~~ per month plan

2. Communication Equipment

- For each term of office, Council will provide each Councillor with a tablet laptop or similar device ~~and pay monthly data usage charges~~. On completion of each four (4) year term of Councillors, this device will be available for Councillors to keep for personal use free of charge. The memory of each device will be fully erased and the item will be placed on the Council Gift Register at a current market value.
- Council ~~will to~~ pay \$100 per annum for paper, stationery etc.

~~e~~—Should a Councillor resign or the term of office be terminated prior to the normal four year term, the tablet laptop or similar device issued must be either returned to Council or purchased from Council at a current market value.

3. Travelling Expenses

- 3.1** Council will pay for or on behalf of Councillors, an allowance towards necessary out-of-pocket expenses for travelling during the discharge of Council duties in respect of the following:
- to and from Council meetings or meetings of any committee of Council, any other meetings where the Councillor has been delegated to attend;
 - upon inspections or business within the Council area, provided such inspections are undertaken as part of Council business;
 - to and from meetings of the Local Government Association of Tasmania (LGAT), or any other regional body of which Council sends a delegate; or
 - upon inspections or business as arranged by the General Manager.
- 3.2** Councillors will be paid, when claimed, at the rates prescribed [for the Tasmanian Public Service for required users in the Tasmanian State Service Award. Reimbursements for private vehicle use \(cents per kilometre\) will be paid at the higher of the two rates specified in the Award regardless of the number of kilometres travelled in a financial year.](#)
- 3.3** Clause 3.2 shall not apply to travel, either inside or outside the Council area, where alternative arrangements are made for travel.
- 3.4** A Councillor shall not claim travel or other expenses where the expense would otherwise have been incurred as a result of private business.

4. Child Care

- 4.1** Council will pay for or on behalf of Councillors, the cost of childcare of a direct dependent at a registered provider, while the Councillor is undertaking Council duties in respect of the following:
- attendance at Council meetings or meetings of any committee and any other meetings where the Councillor has been delegated or authorised by Council to attend;
 - upon inspections or business within the Council area, provided that such inspections are undertaken as part of Council business;
 - upon business of Council outside the Council area, in compliance with a resolution of Council;
 - attendance at meetings of LGAT, or any other regional body to which Council sends a delegate;
 - attendance at any seminar / conference in compliance with a resolution of Council; or
 - upon inspections or business as arranged by the General Manager.
- 4.2** That Councillors be paid, when claimed, an allowance for child care at the relevant rate per hour as prescribed for the Family Day Care Northern Tasmania Schedule of Fees, less any rebate payable.

5. Provision of Facilities

Council will provide the Mayor, Deputy Mayor and other Councillors secretarial support in respect of typing and postage of correspondence in relation to Council duties.

6. Insurance

Council will provide personal accident insurance cover for the Mayor, Deputy Mayor and other Councillors and their spouse / partner against personal injury, whether fatal or not, arising out of or in the course of duties as a member of Council.

7. Professional Development

The following limits apply for Council payment of, or Council reimbursing Councillors, in respect to professional development activities:

- \$2,000 year 1 limit, \$1,500 per annum in each subsequent year, per Councillor. Year 1 has an additional loading to allow attendance at LGAT induction courses for new Councillors.
- \$5,000 limit per annum, per Mayor. There is no year 1 professional development loading for first time Mayors due to the higher amount allocated to the Mayor for all years in office.
- The limit is inclusive of event registrations and out-of-pocket expenses, including travelling expenses for flights, accommodation and motor vehicles.
- Prior approval required from the General Manager.

Professional development activities must fit within the following scope:

- Local Government sector activities and conferences including
 - o LGAT annual conference
 - o LGAT organised seminars, briefings and forums
 - o Peer programs
- Conferences must have a specific relevance to local government and the role of a councillor. For example, a conference which is clearly of more relevance to operational staff would not fit the scope.

A Councillor may seek the approval of Council via a Council resolution where the General Manager has denied a request for an activity relating to professional development.

8. Claim for Expenses and Allowances

- 8.1** Claims for travelling expenses or reimbursement of out-of-pocket expenses incurred in accordance with this policy, shall be made to the General Manager no later than three months after the expense has been incurred. Claims (excluding travelling) must be accompanied by a valid tax invoice.
- 8.2** Where, in the opinion of the General Manager, a question arises as to whether a claim for reimbursement of expenses or any part is eligible under this policy, or the claim is unreasonable or does not serve the interests of Council, the General Manager shall refer the matter to Council for decision and policy guidance.

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DORSET PRIORITY PROJECTS

2023 - 2025

PRIORITY PROJECTS - DORSET

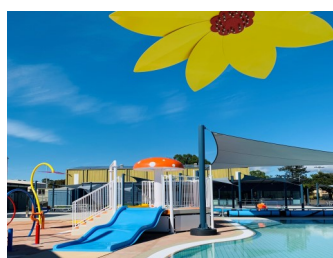
OVERVIEW

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 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



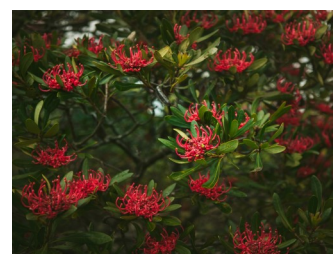
PILLAR #2: ECONOMIC DEVELOPMENT

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

PRIORITY PROJECTS

PROJECT	DESCRIPTION	INDICATIVE COST
ADVOCACY		
Sideling - Stage 2	<i>South of the Sideling lookout to just south of St Patricks Bridge</i>	N/A
Community Health and Wellbeing	<i>Community Health Hub—feasibility study</i>	N/A
Derby Bypass	<i>Lobbying for funding for Road Safety Assessment of Derby Back Rd</i>	\$250,000
ROAD INFRASTRUCTURE		
Golconda Road - Sections 2-5	<i>Section 2: Burns Road (Denison River) to 1km east</i>	\$546,000
	<i>Section 3,4,5: 1km east of Burns Road to Gillespies Road</i>	\$2.7M
Golconda Road - Sections 7 & 8	<i>Little Forester to Blumont Road</i>	\$2.4M
Gillespies Road	<i>Golconda Road to past Knights Road</i>	\$655,000
Cascade Dam Road	<i>Krushka Street to Black Stump Shuttle Point</i>	\$370,000
RECREATIONAL INFRASTRUCTURE		
North East Recreational Trail	<i>40km of trail development from Scottsdale to Lilydale</i>	\$TBC
Scottsdale Bike Park	<i>Design and Construction</i>	\$110,000
Gladstone Dirt Jumps	<i>Design and Construction</i>	\$TBC
Scottsdale Sporting Precinct	<i>Needs Analysis and Feasibility Study</i>	\$100,000
Playground Facility Audit	<i>Facility Audit - Internal Assessment</i>	\$0
WASTE MANAGEMENT		
Green Waste Management	<i>Sustainable green waste model</i>	\$TBC
Container Refund Scheme	<i>Implementation of the Scheme</i>	\$TBC
COMMUNITY MASTER PLANNING		
Scottsdale	<i>Structure Planning</i>	\$55,000
Bridport	<i>Structure Planning</i>	\$50,000+
Derby	<i>Structure Planning and Master Planning</i>	\$85,000
ECONOMIC DEVELOPMENT		
Municipal Marketing Strategy and Plans	<i>Resident Attraction Plan and Tourism Marketing Plan</i>	\$TBC
Municipal Prospectus	<i>Attracting new business and industry</i>	\$TBC
Bridport New River Entrance & Marina	<i>Feasibility studies</i>	\$TBC
Tourism Infrastructure Plan	<i>Plan</i>	\$TBC
Signage and Branding	<i>New branding rollout completion</i>	\$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.

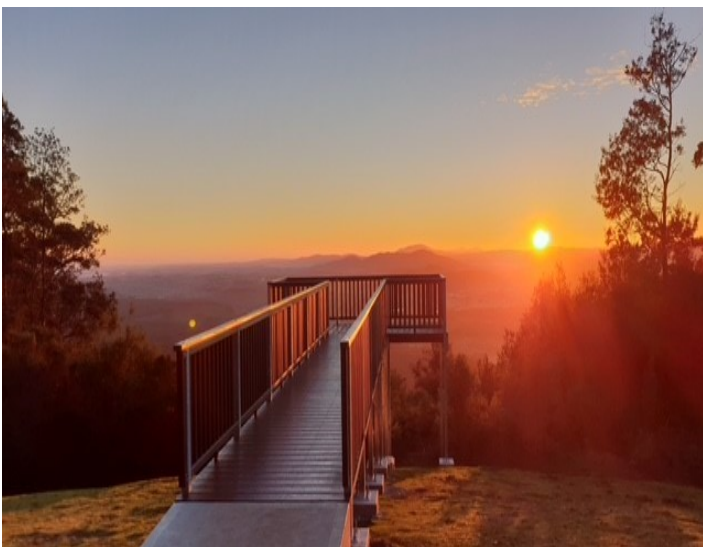
Continued advocacy to the State Government to influence realignment of the Tasman Highway along Corkerys Road.



COMMUNITY HEALTH AND WELLBEING

Major community projects such as a Community Health Hub are key to improvements in broader community health and wellbeing improvements and more positive health outcomes for current and future residents.

Advocate to the State Government to provide funding for a needs assessment and a feasibility study of a community health hub.



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

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 a 40km re-development of the disused rail corridor from Scottsdale through to Lilydale, for non-motorised 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: \$?

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)



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



Derby Park

#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 and;
- b) Chip and Cart

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

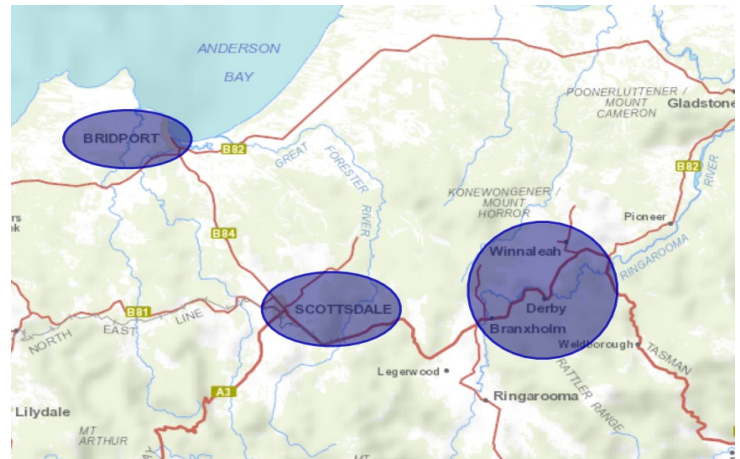
➔	Scottsdale Structure Planning: \$55,000 State Government Contribution - \$25,000 Council Contribution - \$30,000
➔	Scottsdale Light Industrial Area: \$TBC Council Contribution - \$TBC Funding Required
➔	Austins Road Subdivision: \$TBC Council Contribution - \$TBC Funding Required

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

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

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

BRIDPORT NEW RIVER ENTRANCE & MARINA

Stage 1: New river entrance feasibility study

Stage 2: Marina feasibility study.

Stages 1 and 2: \$500,000

Funding Required



TOURISM INFRASTRUCTURE PLAN

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

Tourism Infrastructure Plan: \$?

Funding Required

SIGNAGE AND BRANDING

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

Signage: \$TBC

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	August 2023