

*dorset*  
C O U N C I L

# Ordinary Agenda

Council Meeting

26 June 2023

*it's in the making*

## Qualified Persons Advice

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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

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**NOTICE** is given that the next Ordinary Meeting of the Dorset Council will be held on Monday, 26 June 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 **3:00 pm Monday 26 June 2023** via email [gm@dorset.tas.gov.au](mailto: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

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## Council Meeting Agenda 26 June 2023

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Meeting Opened:

Present:

Apologies: Cr Kahlia Simmons

Item 73/23 Confirmation of Special Council Meeting Minutes – 12 May 2023  
Ref: DOC/23/5765

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*The Chair reported that he had viewed the minutes of the Special Meeting held on Friday, 12 May 2023 finds them to be a true record and recommends that they be taken as read and signed as a correct record.*

### Recommendation

That the Minutes of Proceedings of the Dorset Council Special Meeting held on 12 May 2023 having been circulated to all Councillors, be confirmed as a true record.

*The Chair to ask Councillors if there are any questions they wish to ask in relation to the Closed Session Minutes that would require them to be discussed in Closed Session.*

Item 74/23 Confirmation of Special Council Meeting Closed Session Minutes – 12 May 2023  
Ref: DOC/23/5766

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*The Chair reported that he had viewed the minutes of the Special Meeting Closed Session held on Friday, 12 May 2023 finds them to be a true record and recommends that they be taken as read and signed as a correct record.*

### Recommendation

That the Minutes of Proceedings of the Dorset Council Special Meeting Closed Session held on 12 May 2023 having been circulated to all Councillors, be confirmed as a true record.

The Chair reported that he had viewed the minutes of the Ordinary Meeting held on Monday, 15 May 2023 finds them to be a true record and recommends that they be taken as read and signed as a correct record.

#### Recommendation

That the Minutes of Proceedings of the Dorset Council Ordinary Meeting held on 15 May 2023 having been circulated to all Councillors, be confirmed as a true record.

#### Recommendation

That Council confirm the Agenda and order of business for the 26 June 2023 Council Meeting.

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

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.

#### Approved Applications

	Approved May	Approved 2023 YTD	Approved 2022 YTD
Planning	8	45	64
Building <sup>1</sup>	13	50	59
Plumbing	5	30	30

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

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<sup>1</sup> 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.

 Complete 2022/23

 Completed in May 2023

 Carried Forward 2023/24

\* Project will be completed by 30 June 2023

PROJECT	PROJECT PHASE
<b>BRIDGES</b>	
Bridge 1507 Garibaldi Road - timber superstructure renewal	Carried Forward
<b>Bridge 1512 Barnett Road – re-deck</b>	<b>Completed</b>
<b>Bridge 1540 West Maurice Road – re-deck</b>	<b>Completed</b>
<b>Bridge 1620 Cuckoo Road – re-deck</b>	<b>Completed</b>
Bridge 1515 Maurice Road - upgrade to concrete	Carried Forward
Bridge 1617 Duncraggen Road - upgrade to concrete	Carried Forward
<b>ROADS - RESHEETING</b>	
Shanty Road, North Scottsdale	Commenced*
<b>Scott Street, Scottsdale</b>	<b>Completed</b>
Duncraggen Road, Jetsonville	Carried Forward
Upper Brid Road, West Scottsdale	Commenced*
Lisle Road, Nabowla	Commenced*
<b>Knights Road, Nabowla</b>	<b>Completed</b>
<b>Cuckoo Road, Scottsdale</b>	<b>Completed</b>
Banca Road, Winnaleah	Commenced*
<b>ROADS - RESEALS</b>	
Telita Road	Carried Forward
<b>Gladstone Road</b>	<b>Completed</b>
<b>North Scottsdale Road</b>	<b>Completed</b>
<b>Gillespies Road</b>	<b>Completed</b>
Main Road, Pioneer	Carried Forward
Charles Street, Pioneer	Carried Forward
Moore Street, Pioneer	Carried Forward
Alfred Street, Pioneer	Carried Forward
<b>FOOTPATHS</b>	
<b>Main Street, Bridport - from top of roundabout to South Street (Asphalt) (carried forward)</b>	<b>Completed</b>
<b>Port Hills extension</b>	<b>Completed</b>
<b>STORMWATER</b>	
Main Street, Bridport - upgrade existing 525 pipeline to 900 and install new side entry pits	Carried Forward
Union Street, Scottsdale - upgrade existing pipeline lower end of Union Street	Carried Forward
Bentley Street, Bridport - upgrade existing 525 pipeline to 900	Commenced (with carried forward works)
Bridport - stormwater pit replacements in Walter Street and South Street (carried forward)	Carried Forward
Urban Stormwater Management Plans (carried forward)	Carried Forward

ROADS - OTHER	
Carisbrook Lane - complete works McDougalls Road intersection	Awaiting property owner commitment
Carisbrook Lane - underpass contribution	Awaiting property owner commitment
Golconda Road - straighten road alignment and upgrade culvert Lone Star Creek	Carried Forward
<b>Cascade Dam Road safety improvements including new stormwater pipeline</b>	<b>Completed</b>
<b>Victoria Street, Scottsdale - upgrade</b>	<b>Completed</b>
CWA Carpark Bridport - extend existing carpark	Commenced*
<b>Main Street, Derby - extend existing kerb, footpath and stormwater</b>	<b>Completed</b>
Old Waterhouse Road - safety improvements and upgrade	Carried Forward
Golconda Road - widening design (carried forward)	Carried Forward
<b>Golconda Road (Stage 4) - from Chainage 1,600 to Gillespies Road (carried forward)</b>	<b>Completed</b>
<b>Albert Street, Bridport - replace kerb between Main Street and Thomas Street, west side (carried forward)</b>	<b>Completed</b>
Cairns Close, Tomahawk - repair seal (carried forward)	Carried Forward
LAND IMPROVEMENTS	
Redevelopment of old Derby depot site and trail head (including car park and amenities block)	Completed
Redevelopment of old Derby depot site and trail head (including car park and amenities block) (carried forward)	Completed
Derby Park - play equipment replacement	Completed
Scottsdale Sports Stadium - carpark reseal	Completed
<b>Ellesmere Cemetery- seating and memorial wall upgrades</b>	<b>Completed</b>
<b>Bridport Cemetery - seating and memorial wall upgrades</b>	<b>Completed</b>
<b>Scottsdale Waste Transfer Station - compacted gravel sheeting in yard (steel area)</b>	<b>Completed</b>
Rail Trail (carried forward)	Awaiting outcome of Appeal Proceedings
<b>Main Street, Bridport - replace children's crossing poles</b>	<b>Completed</b>
<b>Bridport Seaside Caravan Park - bollards around fire hydrants</b>	<b>Completed</b>
Northeast Park - MTB Trails (carried forward)	Carried Forward
<b>Green Flow Trail Derby (carried forward)</b>	<b>Completed</b>
<b>Blue Derby Mountain Bike Trails - Enduro World Series 2023</b>	<b>Completed</b>
<b>Bridport Football Club Ball Retrieval Safety Net (carried forward)</b>	<b>Completed</b>
<b>Bridport Netball Courts - Lighting Upgrade (carried forward)</b>	<b>Completed</b>
Gladstone Pump Track (carried forward)	Carried Forward
<b>Derby EV Fast Charging Station (carried forward)</b>	<b>Completed</b>

<b>BUILDINGS</b>	
Scottsdale Sports Stadium - floor recoat	Carried Forward
Sideling toilets - extra solar panels for cameras	Commenced*
<b>Council Chambers - power upgrade stage 2</b>	<b>Completed</b>
Bridport Pavilion toilets - tile floors and repaint walls	Commenced*
Derby Park toilets – re-grout showers and handrail on verandah	Commenced*
<b>Gladstone Hall - new vertical blinds</b>	<b>Completed</b>
Scottsdale Visitor Information Centre - replace windows	Commenced*
<b>Alfred Street, Scottsdale toilets - replace cisterns</b>	<b>Completed</b>
<b>Replacement of security key system</b>	<b>Completed</b>
Scottsdale Depot storage	Carried Forward
<b>Derby Hall - 10 collapsible tables</b>	<b>Completed</b>
Scottsdale Railway Station Restoration	Rotary Project
<b>Bridport Seaside Caravan Park - Goftons Beach amenities - shower timers</b>	<b>Completed</b>
<b>Scottsdale and Bridport Depots - upgrade to security alarm panels</b>	<b>Completed</b>
<b>New Derby Depot (carried forward)</b>	<b>Completed</b>
Gladstone Hall - new septic tank (carried forward)	Carried Forward
Branxholm Town Hall - new sink and hot water service	Carried Forward
<b>Bridport Seaside Caravan Park - 2 washing machines and 2 dryers</b>	<b>Completed</b>
Building Renovations (Proposed Workers Accommodation) - 71 Main St Derby (carried forward)	Blue Derby Foundation Project
Bridport Football Club viewing deck (carried forward)	BFC responsible for delivering project
<b>Amenities Upgrade Bridport Football/Cricket Clubrooms (carried forward)</b>	<b>Completed</b>

## Recommendation

That the Management Team Briefing Report be received and noted.

## Item 79/23 Council Workshops Held Since Last Council Meeting

### 6 June | Briefing Workshop

- Briefing Reports and Question Time
  - Mayor’s Report & Correspondence
  - Management Team Updates
- Draft 2023 – 2032 Strategic Plan – Community Feedback Discussion
- Revised Draft 2023/24 Annual Plan
- Draft 2023/24 Budget Estimates and Long Term Financial Plan
- Rates Strategy and Policy Discussion
- Draft 2023/24 Fees and Charges
- New Business and Investment Policy Discussion
- New Road Name (Scottsdale Depot Site Redevelopment)
- Bridport Seaside Caravan Park Progress Update
- Bridge Asset Management Plan Review

- Municipal Flood Update
- LGAT General Management Committee and President Vote
- LGAT General Meeting Motions
- Local Government Reform Discussion

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**Item 80/23                      Councillor Applications for Leave of Absence**

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**Item 81/23                      Public Question Time**

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

**Glenn Moore, Jetsonville | 14 June 2023**

*With the pending closure of our weekly newspaper. I believe this would be extremely conflicting to our interests, particularly in view of the current discussions around amalgamation of councils which can only be detrimental to our interests in Dorset.*

*My question is has the Dorset Council considered taking over the management of this paper whilst the current management is on leave?*

**Response from General Manager, John Marik:**

While Council have not had formal discussions, there is agreement that the closure of the North Eastern Advertiser would be detrimental to the community. Council Officers are of the opinion that a local newspaper in a small regional area must be independent from Council to ensure balanced, arm's length and un-conflicted reporting. Therefore, Council taking over the management of the paper whilst the current management is on leave is not recommended.

The ABC sets a precedent where government is funding an authority that does have a media department. The difference in this scenario is that legislatively the ABC remains editorially independent as per the *Australian Broadcasting Corporation Act 1983*.

**Karl Willrath, Scottsdale | 15 June 2023**

- 1. Is the Mayor concerned about the apparent leaks of sensitive information from council via elected members and or staff?*

**Response from Mayor Greg Howard:**

There are no recent leaks that I am aware of.

2. *This month in the Legislative Council, debate on the councillor code of conduct amendment bill was adjourned. If a parliamentary inquiry is called on the bill, will the Mayor with his experience with the code of conduct, be giving evidence under parliamentary privilege to the committee and would he advise constituents to also do the same?*

**Response from Mayor Greg Howard:**

If there is a parliamentary inquiry, I will consider all options at that time.

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

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**Item 82/23                      Deputations**

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**Item 83/23                      Councillor Question Time**

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The following questions were received **without notice** from Councillors:

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**Item 84/23                      Notices of Motion by Councillors**

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*\*\*Councillors are reminded that they are acting as a Planning Authority for Item 85*

Item 85/23

**Planning Application – Garage with Relaxation of Building Envelope Standards (Retrospective) | 17 Barnett Crescent BRIDPORT**

Reporting Officer: Town Planner, Thomas Wagenknecht

Ref: DOC/23/7385 | PLA/2023/60 | Assessment Report: DOC/23/7587

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## Purpose

The purpose of this report is for Council to consider a proposal for the retrospective approval of a garage constructed at 17 Barnett Crescent, Bridport.

## Background

### Location

The land subject to the proposal is addressed as the following:

Subject Land	Owner	PID	Folio of the Register
17 Barnett Crescent Bridport	David Timperon	6843869	64946/21

### Applicant

The applicant for the proposal is TCP Building Design.

### Planning Controls

The subject land is controlled by the Tasmanian Planning Scheme including the Dorset Local Provisions Schedule (referred to in this report as the 'Planning Scheme').

### Statutory Timeframes

Date Received:	4 May 2023
Request for further information:	N/A
Information satisfied:	N/A
Advertised:	6 May 2023
Closing date for representations:	22 May 2023
Extension of time granted:	29 May 2023 (until 27 June 2023)
Decision due:	26 June 2023

### Strategic and Annual Plans

N/A

## Statutory Requirements

Council must process and determine the application in accordance with the *Land Use Planning Approval Act 1993* (the LUPA Act) and the Council's Planning Scheme. The application is made in accordance with Section 57 of the LUPA Act.



## Policy Implications

N/A

## Financial & Asset Management Implications

N/A

## Risk Management

Management of risk(s) is inherent in the conditioning of the permit.

## Community Considerations

The application was advertised for the statutory period. During this period Council received (2) representations.

The key issues expressed within the representors can be summarised as follows:

1. that retrospective planning applications should not be accepted nor approved by Council on principle;
2. general concerns regarding approval processes and timeframes for compliance;
3. blocking of views (and decrease in associated amenity);
4. that the size of the shed is incompatible with suburban-scale development; and
5. inadequate management of stormwater.

Consideration of the representations, and all matters raised therein, is provided within the attached '*Planning Application PLA/2023/60 – Garage (retrospective) - Assessment Report*'.

## Officers Comments

The landowner of 17 Barnett Crescent, Bridport sought and obtained planning approval for a 'No Planning Permit Required' garage - which would have been fully situated within the acceptable building envelope - at the property in December 2021. A building application consistent with this 'No Planning Permit Required' concept was subsequently submitted to Council and was issued with a Certificate of Likely Compliance by Council's Building Surveyor in February 2022.

In late 2022 it was found that the garage that had been constructed was contrary to these approved plans arising from the landowner (i) altering the design of the garage to increase the roof height and (ii) installing a taller than approved retaining wall / slab. If the landowner had contacted Council prior to making the design alteration, the landowner would have been made aware that further planning and building approvals were required and that the application would have proceeded as a regular discretionary planning application following the correct sequence. After being made aware of the issue, compliance action was taken shortly thereafter, directing the landowner to either (i) retrospectively obtain all requisite approvals or (ii) remove the garage. The landowner acknowledged their mistake and undertook meaningful steps to seek retrospective planning, building, and plumbing approval for the as-constructed shed. PLA/2023/60 represents the first stage in obtaining all relevant approvals. If this planning application is approved by Council, then further building and plumbing approval will also be required.

It must be stressed that Council categorically does not condone works being undertaken prior to approvals being granted. This is reflected within Council's fee schedule, for example, which doubles all regulatory assessment fees for retrospective applications as a disincentive. Despite this, Council has an obligation to assess any planning application submitted to it and determine whether or not the proposal complies with the applicable standards of the planning scheme. The fact that the works are retrospective – while pertinent to the building and plumbing approvals – have no bearing in the assessment of the application against the planning scheme.

In this regard, the proposal is located within land identified within the General Residential Zone under the planning scheme, wherein use and development ancillary to a single dwelling is a 'No Permit Required' use class. The development, however, relies upon demonstrating compliance with Performance Criteria P3 of Clause 8.4.2 (Setbacks and building envelope for all dwellings) due to spreading beyond the acceptable building envelope along its north-eastern elevation and requires discretionary consideration on this basis.

In general terms, the proposal must subsequently demonstrate that the siting and scale of the garage:

- (i) does not cause an unreasonable loss of amenity to adjoining properties in regard to reducing sunlight to habitable rooms (other than bedrooms), overshadowing private open spaces, and visual impacts caused by the apparent scale, bulk or proportions of the building when viewed from an adjoining property,
- (ii) provides separation between dwellings on adjoining properties that is consistent with that existing on established properties in the area, and
- (iii) does not cause an unreasonable reduction in sunlight to an existing solar energy installation.

An assessment of the planning application against the relevant use and development standards of the Planning Scheme is provided within the attached '*Planning Application PLA/2023/60 – Garage (retrospective) - Assessment Report*'. As detailed within this attached planning assessment, it is considered the proposal demonstrates compliance with all relevant performance criteria and complies with all other applicable acceptable solutions.

#### Alternative Options

Council can either approve, with or without conditions, or refuse the application.

## Recommendation

It is recommended that the proposal for the retrospective use and development of a garage with relaxation of building envelope standards at the subject land, be approved subject to the following conditions:

### 1. *Basis of Approval*

The use and development is approved and must be undertaken in accordance with the Endorsed Documents, except where specified otherwise in this permit and documents lodged with this application (PLA/2023/60). Any substantial variation from this application will require the further planning consent of the Council.

### 2. *TasWater*

The development must be in accordance with the conditions provided within the Submission to Planning Authority Notice issued by TasWater dated 8 May 2023 (Reference No. TWDA 2023/00563-DC, copy attached to this permit).

### 3. *Stormwater Management*

Stormwater discharged from the impervious areas (including vehicle areas, paving and building roofed areas) of the development must be directed to Council's stormwater network in a manner that would not cause an environmental nuisance, to the satisfaction of the Council's Town Planner.

### 4. *Vehicle Parking and Internal Access*

Prior to the commencement of the use, areas set aside for the parking of vehicles, together with the aisles, must be constructed, drained and maintained to a condition suitable for use by the vehicles which will use the areas.

## ADVISORY NOTES

### *(i) Permission in Writing*

Any reference to the need for Council approval of a matter or thing prescribed under the conditions pertinent to this permit requires such approval to be given in writing.

### *(ii) Objections to Proposal*

This permit has no effect until the expiry of the period for the lodgement of an appeal against the granting of the permit or, if an appeal is lodged, until ten days after the appeal has been determined by the Resource and Planning Stream of the Tasmanian Civil and Administrative Tribunal (TASCAT).

### *(iii) Appeal Provisions*

Attention is directed to sections 61 and 62 of the Land Use Planning and Approvals Act 1993 (as amended) which relate to appeals. These provisions should be consulted directly, but the following provides a guide as to their content:

- A planning appeal may be instituted by lodging a notice of appeal with the Resource and Planning Stream of the Tasmanian Civil and Administrative Tribunal (TASCAT).
- A planning appeal may be instituted within 14 days of the date the planning authority serves notice of the decision on the applicant.

### *(iv) Permit Commencement*

This permit takes effect 14 days after the date of Council's notice of determination or at such time as any appeal to the Resource and Planning Stream of the Tasmanian Civil and Administrative Tribunal (TASCAT) is abandoned or determined. If an applicant is the only person with a right of appeal pursuant to section 61 of the Land Use Planning and Approvals Act 1993 and wishes to commence the use or development for which the permit has been granted within that 14 day period, the Council must be so notified in writing.

### *(v) Period of Approval*

Pursuant to Section 53(5) the Land Use Planning and Approvals Act 1993, this approval will lapse after a period of two (2) years from:

- (a) the date on which the permit is granted; or
- (b) if an appeal has been instituted against the planning authority's decision to grant the permit, the date of the determination or abandonment of the appeal,

if the use or development is not substantially commenced within that period.

*(vi) TasNetworks Advice*

TasNetworks advised on 4 May 2023 that:

*'Based on the information provided, the development is not likely to adversely affect TasNetworks' operations.'*

*(vii) Other Approvals*

This permit does not imply that any other approval required under any other by-law or legislation has been granted. At least the following additional approvals may be required before construction commences:

- (a) Building approval
- (b) Plumbing approval
- (c) TasWater Works approval
- (d) Protection of Stormwater Assets approval

*(viii) Reinstatement Works*

Any damage that may occur to any of Council's infrastructure during the construction of works associated with the proposal must be reinstated to the satisfaction of the Council and at the cost of the developer. The developer will also be liable for all reasonable costs associated with the enforcement of compliance with the conditions, bylaws and legislation relevant to the development activity on the site.

*(ix) Protection of Stormwater Assets – Urban Drainage Act 2013*

Pursuant to Part 3 of the *Urban Drainage Act 2013*, the landowner must apply for consent from Council's General Manager for the structure to be permitted to be located within one metre of the lateral line. This consent is separate to any planning, building or plumbing approvals that may be issued.

Any consent issued under the *Urban Drainage Act 2013* would be subject to any terms or conditions that the General Manager thinks fit, such as (i) indemnity against hurt, loss or damage to the structure resulting from the stormwater system and (ii) protection against damages to the stormwater system caused by the structure and associated works and (iii) the ability to require the structure to be removed from the identified area, at the owner's expense, should it be required in future to protect, restore reinstate or maintain the stormwater pipe.

## Purpose

This purpose of this agenda item is for Council to receive and adopt the Dorset Council Strategic Plan 2023 – 2032.

## Background

Under Sections 66 - 69 of the *Local Government Act 1993* a Council is to prepare a Strategic Plan for the municipal area which includes:

- A strategic plan is to be in respect of at least a 10 year period;
- In preparing a proposed strategic plan, a council is to consult with the community in its municipal area and any authorities and bodies it considers appropriate;
- The general manager is to make a copy of a proposed strategic plan available for public inspection at the public office during ordinary office hours; and
- Invite and consider submissions prior to adopting the Plan.

As soon as practicable after a Council adopts a Strategic Plan, the General Manager is to:

- Make a copy of the Plan available for public inspection at the public office during ordinary business hours; and
- Provide the Director of Local Government with a copy of the Plan.

A new Dorset Council Strategic Plan 2023 - 2032 was developed by Councillors with the assistance of Council Management throughout various workshops during February - June 2023. During this time the Strategic Plan was put to the community for a two month period (18 March to 15 May 2023) to allow consultation and feedback.

The review process enabled Councillors to assess the current and future direction of Council and the accompanying priorities.

## Planning, Environment & Statutory requirements

*Local Government Act 1993* – Sections 66, 68, 69, 70E.

## Risk Management

The Strategic Plan was developed alongside Council's Risk Management Framework which includes the assessment of proposed initiatives against Council's risk appetite and risk tolerance levels. Council's Risk Management Framework identifies, assesses, and prioritises risks and assists Council to make decisions on how those risks are best mitigated.

## **Financial & Asset Management Implications**

The Strategic Plan initiatives are assessed against and aligned to Council's Financial Management Strategy and the Long Term Financial Plan.

## **Community Considerations**

Council's Strategic Plan sets a very clear vision for the municipality to be an inclusive, thriving and connected community.

Council received twenty two (22) submissions on the draft Strategic Plan and feedback was incorporated into the Plan where Councillors felt that feedback represented broader community sentiment. This Plan is also a representation of countless discussions that Councillors and Council Officers have had with the community including business organisations, not-for-profit organisations, sporting groups and individual discussions. These discussions have assisted Council to formulate the Strategic Plan initiatives, including the allocation of Council resources in the future.

## **Officer's Comments**

The Dorset Council Strategic Plan simply and easily defines what Council will be doing over the 2023 – 2032 term and why these initiatives are important to the municipality. The Strategic Plan centres on four key pillars - improving the liveability of the community, stimulating economic growth, improving service delivery and reducing Council's environmental footprint.

The current Strategic Plan provides Council and Management with a clear strategic direction and serves as the basis for more detailed planning documents such as annual plans, implementation plans and asset / infrastructure planning over the ten year period.

The strategic planning process must balance a four year election cycle with legislation mandating a ten year Strategic Plan requirement for Councils. Council should be flexible in its strategic planning approach. The Plan will be reviewed annually, and post Local Government elections, to ensure it represents the changing needs of the community.

## **Recommendation**

**That Council adopt the Dorset Council Strategic Plan 2023 – 2032.**

## Purpose

The purpose of this agenda item is to adopt an Annual Plan for the 2023/24 financial year.

## Background

Under Section 71 of the *Local Government Act 1993* a Council is to prepare an Annual Plan for the municipal area for each financial year which is to:

- Be consistent with the Strategic Plan; and
- Include a statement of the manner in which the Council is to meet the goals and objectives of the Strategic Plan; and
- 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.

As soon as practicable after a Council adopts an Annual Plan, the General Manager is to:

- Make a copy of the Annual Plan available for public inspection at the public office during ordinary business hours; and
- Provide the Director of Local Government and the Director of Public Health with a copy of the Annual Plan.

## Planning, Environment & Statutory Requirements

Section 71 of the *Local Government Act 1993*.

## Risk Management

N/A

## Financial & Asset Management Implications

Items in the Annual Plan are funded through Council's Budget Estimates.

## Community Considerations

Quarterly progress against the Annual Plan will include the status of works and commentary on tasks completed during each quarter.

## Officer's Comments

The Annual Plan is directly linked to Council's Strategic Plan, Financial Management Strategy, Long Term Financial Plan and Long Term Strategic Asset Management Plan and lists various actions Council is committed to undertaking in the forthcoming financial year to meet its commitments under these plans.

The key highlights of the 2023/24 Annual Plan are:

- Plan for the next phase of Council's Waste Management Strategy with a focus on the State Government Container Refund Scheme and Green Waste;
- Finalisation of the Scottsdale and Derby Structure Plans;
- Preparation of a Master Plan and stage 1 subdivision plan for the proposed Austins Road, Scottsdale residential development;
- Completion of the draft Master Plan for the light industrial rezoning at the Scottsdale Depot;
- Preparation of draft Bridport Structure Plan;
- Commence draft Master Plan for Derby;
- Continue the transition of Blue Derby to the Blue Derby Foundation;
- Administration associated with a fresh valuation of the municipality by the Valuer-General and application of this data, including review of Council's rates strategy and policy;
- Completion of the tender process and commencement of works on the Scottsdale to Lilydale Rail Trail project;
- Establishment of a representative panel of industries to assist with future planning and review of Council's Road Plan, including footpaths;
- Preparation and adoption of a Projects of Significance report to ascertain grant funding / election promise priorities; and
- Review of multiple Council policies.

Progress assessment of Council's Annual Plan will include reviewing the status of items and activities, with a report tabled at a Council Meeting each quarter during the year (and made available publicly on Council's website).

A copy of the 2023/24 Annual Plan is included in the agenda attachments.

## Recommendation

**That Council adopt the attached 2023/24 Annual Plan.**



## Purpose

The purpose of this agenda item is to present to Councillors and the community the Long Term Financial Plan (LTFP) for 2024 - 2033.

## Background

The purpose of a LTFP is to express in financial terms the activities proposed to achieve Council's strategic objectives, based on expected revenues and expenditure over the long term.

The LTFP is prepared over a 10-year period and provides an indication of Council's financial capacity, rather than a prediction of future financial performance and overall position. It should be viewed as a guide to encourage the Community to think about the impact that decisions made today have on Council's long-term financial sustainability.

## Planning, Environment & Statutory Requirements

Sections 70, 70E and 70F of the *Local Government Act 1993* and the *Local Government (Content of Plans and Strategies) Order 2014*, Clause 5.

## Risk Management

The LTFP mitigates financial risk and aids in decision-making when developing Dorset Council's Strategy, Annual Plan and Budget estimates. The LTFP guides decision-making and will be reviewed, along with Council Strategy, every year as part of the budget estimates cycle.

## Financial & Asset Management Implications

Please refer to the attached LTFP 2024-2033.

## Community Considerations

The LTFP encompasses Council's cash flow over a 10-year period. Council must generate adequate cash flows from operations in order to meet community expectations in regards to service levels over 2024 - 2033.

## Officer's Comments

The LTFP shows that Council is in a healthy financial position overall based on stable cash reserves and manageable levels of debts across the 10-year plan.

Over the past 8 years, Council has achieved record infrastructure spend and this has enabled the delivery of many inter-generational projects including the redevelopment of the Scottsdale Aquatic Centre, under-writing and saving of aged care in the North East (along with the State Government), under-writing of the

Scottsdale Irrigation Scheme, construction of the Jarvis Link and construction of the world-renowned Mountain Bike Trails at Derby. Council will continue to focus on re-building cash reserves to enable the attainment of 1:1 grant funding to assist with financing future projects within the municipality.

Key elements of the LFTP for 2024 - 2033 include:

- Dorset Council is in a healthy financial position and is able to adequately fund all predicted operational and capital expenditure for the next 10 years. This improved position is a result of updating the assumptions used to determine Council's income base, which are now aligned to CPI across the life of the plan.
- The cash balance expected at 30 June 2023 is significantly higher than previously estimated as Council have received advice from the State Grants Commissions that 100% of the Financial Assistance Grant for the 2023/24 financial year will be prepaid in late June 2023. This has materially affected the cash forecast for 30 June 2023 by an estimated \$4.1 million. Council will now assume a similar prepayment will occur across all 10 years of the plan.
- Council's cash balance is forecast to be \$7.5 million at 30 June 2024, increasing to \$8.0 million by 30 June 2033. The closing cash balance in all 10 years of the plan exceeds the \$3.0 million target as per Council's Financial Management Strategy (FMS) and provides an acceptable buffer for potential contingencies and future inflationary pressures. When factoring in the time value of money, the purchasing power of the cash balance in year 10 is eroded to \$5.0 million, which still exceeds the targeted balance of \$3.0 million as per the FMS.
- Council will generate, on average, \$6.2 million of free cash flow per year over the 10-year period, which covers all capital renewals and any new or upgraded capital expenditure currently required in the plan. All capital expenditure is now indexed in the plan to ensure costs are reflective of expected inflation over the 10-year period.
- Capital spend on renewals and new and upgraded assets averages \$4.8 million and \$1.6 million per year respectively over the 10-year period. In the 2023/24 financial year, Council will undertake extensive master planning (including the identification of priority projects for all asset classes) which is likely to identify additional new and upgrade capital expenditure is required.
- Council is extremely active in applying for grant funding and is very successful in the attainment of grants. The LFTP includes \$14.1 million of capital grant funding across the 10-year period.
- Council will repay all existing and proposed debt funding in full by 30 June 2033.
- The current LFTP excludes any income or expenditure impacts from possible future major projects including potential Council subdivisions and the North East Wind Farm Project.

## Recommendation

**That pursuant to Section 70, 70E and 70F of the Local Government Act 1993, Dorset Council approves and adopts the Long Term Financial Plan for 2024 - 2033.**

## Purpose

The purpose of this agenda item is to adopt the Budget Estimates for the 2023/24 financial year.

## Background

The Budget Estimates have been prepared following a series of Council workshops commencing in April 2023. A copy of the Budget Estimates is attached to this report.

## Planning, Environment & Statutory Requirements

Section 82 of the *Local Government Act 1993*.

## Risk Management

The 2023/24 Budget Estimates have been prepared in conjunction with Council's overall Strategy, Financial Management Strategy (including the Long Term Financial Plan) and Council's 2023/24 Annual Plan.

## Financial & Asset Management Implications

Please refer to the attached Dorset Council Budget Estimates 2023/24.

## Community Considerations

In preparing the 2023/24 budget, Council has taken a long-term view to ensure adequate free cash flow is generated to cover capital expenditure over the next 10-year period through Council's Long Term Financial Plan.

## Officer's Comments

### OPERATIONAL BUDGET

Council's operating budget for the 2023/24 financial year estimates an adjusted underlying deficit of \$643,000 compared to a forecasted adjusted underlying surplus of \$845,000 expected in 2022/23. The 2023/24 budget estimates include several one-off material items, changes in accounting methodology and changes to the Blue Derby Mountain Bike Trail operations, which have materially impacted expected results and the comparability of budget estimates from previous years. These items have been outlined in further detail within the 2023/24 Budget Estimates book and the key drivers listed below. Based on the Long Term Financial Plan, Council expect to be back to a surplus in the 2024/25 financial year.

Despite this lower result, Council continues to be in a healthy financial position with cash generated from operations estimated at \$4.6 million for the 2023/24 financial year, which adequately covers all capital expenditure as per the Long Term Financial Plan. As the adjusted underlying result is impacted by different accounting rules and estimates required for financial reporting, Council view the cash generated from

operations as the critical financial measure which ensures sufficient cash flows are available to fund all future operational and capital expenditure in the long term.

The key drivers for the 2023/24 budget estimates are:

- Materials and services have increased by \$839,000 as a result of an increased focus on maintenance works and town master planning (with an emphasis on structural plans to release land supply) in the 2023/24 financial year. The municipality will also undergo a full municipal revaluation in 2023/24, with an expected cost of \$190,000, which occurs every 6 years.
- Rates and charge have increased by \$726,000 as a result of a 6.9% increase to Council's general rate revenue base (as per the Hobart March quarter CPI) and the introduction of a varied general rate (cents in the dollar of AAV) for Short-term Accommodation (STA) properties within the municipality.
- Employee costs have increased by \$610,000 as a result of the increase to wages as per Council's Enterprise Bargaining Agreement, the legislated 0.5% increase to the Superannuation Guarantee Contribution, a 53% increase in workers compensation insurance and the addition of new employment positions for the 2023/24 financial year.
- Other income has decreased by \$444,000 due to the impact of a number of one-off transactions which occurred during the 2022/23 financial year that have inflated forecast results (e.g. insurance reimbursements). Income received from Blue Derby merchandise has also been removed from budget estimates, as it will be transferred to the Blue Derby Foundation in 2023/24.
- Depreciation has increased by \$356,000 as a result of revised indexation rates for 30 June 2023 and useful life estimates and the addition of new assets from Council's capital works program.
- Operating grants and contributions have increased by \$180,000 as a result of an increase in Financial Assistance Grants and the inclusion of a contribution from the Blue Derby Foundation to assist with the maintenance of the Blue Derby Mountain Bike Trails. Financial assistance grants have been budgeted on an accruals basis and are indexed by 11.2% as per the Federal Budget papers. Council expect to receive 100% of this funding as a prepayment in late June 2023 and have also assumed that a similar prepayment will be received in late 2023/24 for the 2024/25 financial year. Roads to Recovery funding, which has previously been budgeted as operating grant income, is now included under capital grants and contributions.
- Other expenses have increased by \$77,000 as a result of an addition budget allocation required to assist with the transition of Blue Derby operations to the Blue Derby Foundation. This contribution was determined in the Memorandum of Understanding adopted by Council at the March 2023 Council meeting.
- User charges have decreased by \$67,000 due to removing Blue Derby income streams such as camping and showers fees at Derby Park, Sponsorships and Commissions from budget estimates. These income streams will be transferred to the Blue Derby Foundation in the 2023/24 financial year.

## CAPITAL BUDGET

The capital expenditure budget for the 2023/24 financial year totals \$10.3 million comprising \$0.8 million for plant and equipment purchases, \$4.8 million for new and upgraded assets and \$4.7 million for asset renewals. This \$10.3 million capital budget includes \$4.4 million of external funding with the remaining \$5.9 million funded by Council.

Major capital items in the 2023/24 financial year include an overall roads program totalling \$3.7 million, which includes \$0.7 million for safety upgrades to Gillespies Road, Nabowla and \$0.5 million for further renewal works on Golconda Road, Golconda.

A further \$0.2 million has been committed to renew the public amenities at Eastmans Beach, Bridport and \$0.2 million is committed for the renewal and upgrade of several Blue Derby Mountain Bike Trails, including 'Kumma-Gutza' and 'Rusty Crusty'.

**\*Voting Requirement under the Act | Absolute Majority**

### **Recommendation\***

**That pursuant to Section 82 of the *Local Government Act 1993*, Council approves and adopts the 2023/24 Budget Estimates.**

## Purpose

The purpose of this agenda report is to present Council's Fees and Charges Schedule for 2023/24.

## Background

Council reviews the Fees and Charges Schedule annually during the Budget Estimates process. The Fees and Charges Schedule determines amounts charged for statutory fees, statutory fines and user charges.

## Planning, Environment & Statutory Requirements

*Local Government Act 1993* – Part 12, Division 7 (Fees and Charges).

## Financial & Asset Management Implications

Anticipated income from Fees and Charges is included in the 2023/24 Budget Estimates.

## Community Considerations

Council saves costs to the community where possible, including through the following initiatives:

- Free use of Council's facilities (halls, recreation grounds, meeting rooms etc.) for community groups and not-for-profit organisations;
- Supporting business investment through Council's New Business and Investment Policy and by offering food business registration renewals free of charge;
- Providing free entry to Council-owned pools, including the refurbished Scottsdale Aquatic Centre.

## Officer's Comments

It is proposed that Council's fees and charges are increased by 8.11% on average (rounded up to the nearest \$1 or \$5) in alignment with the Local Government Association of Tasmania's Council Cost Index (CCI) with key exceptions to the standard CCI increase summarised below:

### Cemetery Fees

A new burial surcharge of \$200 will apply to all burials conducted after 2pm to assist with labour cost recovery.

### Caravan Park Fees

1. A fee of \$20 per site/per night will be introduced for Branxholm Caravan Park, and the existing fee per site/per night at Derby Park will increase to \$25 to assist in overall cost recovery for the parks;
2. The Bridport Seaside Caravan Park (BSCP) Annual Site fee will increase to \$4590 to be more aligned with comparable parks around the state;

3. Payment of the BSCP Annual Site Fee by monthly instalment will now incur an additional 10% surcharge due to the associated increased labour in processing monthly payments;
4. BSCP daily site rates will increase by 10% to be more aligned with comparable parks around the state;
5. The following charges will be introduced at the BSCP to discourage late payments and assist in offsetting labour costs and bank fees relating to late payments;
  - a) A \$10 fee will apply to dishonoured direct debit payments;
  - b) A \$25 late payment fee will apply to any annual or monthly site payment that remains outstanding 14 days after the due date.
6. A fee will be reintroduced for boats parked on-site at the BSCP at a rate of \$5 per boat/per night to assist with cost recovery of additional resources used by boat owners.

### Planning Fees

Planning fees have been refined to better reflect the level of work involved in different types of assessments.

Most notably, assessment fees for discretionary planning applications where the value of works exceed \$500,000 (including where accompanying a planning scheme amendment) has been simplified to be 0.2% of the value of building works, and is no longer capped at \$5000.

Fees for strata plans (and amendments to strata plans) have also been further categorised into (i) strata plans and (ii) staged / community development schemes.

### Building and Plumbing Fees

Building and plumbing fees have remained relatively similar, however the schedule has undergone significant restructuring to improve legibility and to differentiate between Council's role as Permit Authority, Plumbing Surveyor, and (until recently) Building Surveyor.

Additional fees for the referral of building and plumbing applications to Council's EHO for assessment/review have also been included.

### Waste Disposal Fees

General waste disposal fees at Council's Waste Transfer Stations will increase on average by 10% (rounded up to the nearest \$1 or \$5), with the exception of the mattress disposal fee which has been increased from \$12 to \$30 to ensure cost recovery associated with the cartage and disposal of mattresses.

Ratepayers will continue to be provided with 5 free waste tokens for use at Council's waste transfer stations. Waste tokens are distributed annually to ratepayers along with rates notices.

The proposed 2023/24 Fees and Charges Schedule is included in the attachments.

## **Recommendation**

**That Council adopts the attached Fees and Charges Schedule for 2023/24.**

## Purpose

The purpose of this report is to review the Rates and Charges Policy (the Policy).

## Background

Per section 86(b) of the *Local Government Act 1993* (the Act), Council is obliged to review its rates and charges policy at the same time as varying a rate or charge, if that variation did not exist in the previous financial year.

The proposed implementation of a varied General Rate for properties used for Short Term Accommodation (STA) necessitates the review of the Policy in accordance with section 86(b) of the Act.

The proposed reviewed Policy was discussed with Councillors at the 6 June Briefing Workshop.

## Planning, Environment & Statutory Requirements

*Local Government Act 1993* (Part 9 – Rates and Charges)

## 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

Any financial implications have been considered in the 2023/24 budget estimates. The introduction of the varied general rate which triggered the review of the Policy is expected to result in an additional \$195,000 income.

## Community Considerations

The Policy defines Council's commitment to levying rates and charges in a fair and equitable manner and provides the community and ratepayers with the underlying principles that Council uses in determining rates and charges.

## Officer's Comments

The Policy was primarily reviewed to define Council's position regarding the necessity of a varied rating mechanism for properties used for Short Term Accommodation (STA).

During annual budget deliberations, Council considers its rating strategy and evaluates the need for any variation in rates or charges. As a result of this evaluation, the 2023/24 Rates Resolution will propose that



Council vary the general rate for properties used or predominantly used for STA pursuant to section 107 of the Act.

A property used for STA typically has an assessed annual value that is comparable to a property used for general residential or long term rental purposes despite offering significantly greater income potential. By their nature, properties used for STA also present challenges to a municipality such as housing affordability and availability, and the additional strain placed on Council's services and infrastructure. On this basis, Council forms the view that properties used for STA should contribute to the municipality on a greater scale via their general rate and in a way that is more akin to a commercial property.

A ratepayer may make an objection to a variation of a rate per section 109 of the Act, and Council has a 60 day period in which to make a decision in respect of that objection. If an objection is made it is likely that a factual analysis would need to occur to determine the validity of the objection, and that a ratepayer may need to provide further factual justification as to why the variation should not apply.

Given the narrow window in which Council has to liaise with the ratepayer, conduct a factual analysis of the evidence provided and make a final decision, it is recommended that Council delegates authority to the General Manager to make a decision in respect of any objections to ensure any decision is made within the statutory timeframe.

Other key changes to the Policy are summarised below:

- The Strategic Focus has been updated to better define Council's approach to rates and charges in practice;
- An overview of the supplementary valuation process has been included;
- The description of the Minimum General Rate has been expanded to give greater clarity.

The proposed Policy can be found in the attachments with the respective tracked changes.

## Recommendation

1. That Council adopt the revised Policy No. 42 Rates and Charges Policy; and
2. That Council delegates authority to the General Manager to make a decision in respect of an objection to a variation in a rate in accordance with section 109 of the *Local Government Act 1993*.

**Recommendation\***

That Council make and levy rates and charges for the period 01 July 2023 to 30 June 2024 in accordance with the resolution, which follows:

**1. GENERAL RATE**

- 1.1** That pursuant to section 90 of the *Local Government Act 1993* (the Act), Council makes the following General Rate on all rateable land (excluding land which is exempt pursuant to the operation of section 87 of the Act) within the municipal area for the period commencing 1 July 2023 and ending 30 June 2024, namely a rate of **5.6164 cents in the dollar** on the assessed annual value of the land.
- 1.2** That pursuant to section 107 of the Act, Council declares by absolute majority that for all land which is used or predominantly used for short stay visitor accommodation, the General Rate is varied by increasing it from 5.617 cents in the dollar to **11.2328 cents in the dollar** on the assessed annual value of the land.
- 1.3** That pursuant to section 90(4) of the Act, Council sets a minimum amount payable in respect of the General Rate (including as varied pursuant to paragraph 1.2 of these resolutions) of **\$450**.

**2. SERVICE RATES AND SERVICE CHARGES**

- 2.1** That pursuant to sections 93, 93A and 94 of the Act, Council makes the following service rates and service charges on all rateable land in the municipal area (including land which is otherwise exempt from rates pursuant to section 87 of the Act but excluding land owned by the Crown to which the Council does not supply the relevant services) for the period commencing 1 July 2023 and ending on 30 June 2024, namely:
- (a) A service charge of **\$139** for waste management services on all rateable land for the operational costs of Council's waste transfer stations (being a waste management facility), cartage of waste, removal of town waste and rehabilitation of Council's former tip sites.
- (b) Service charges for waste management in respect of all land to which Council supplies waste management services comprising the supply of a kerb-side garbage collection service and/or the supply of a kerb-side recycling collection service, as follows:
- i. **\$311** for a large (i.e. 240 litre) mobile garbage bin;
  - ii. **\$160** for a medium (i.e. 120 litre) mobile garbage bin;
  - iii. **\$136** for a small (i.e. 80 litre) mobile garbage bin; and
  - iv. **\$152** where Council supplies a recycling collection service.
- 2.2** If any land to which any of the waste management service charges in paragraphs 2.1(a) or (b) is applicable is the subject of separate rights of occupation, which are separately valued in the valuation list prepared under the *Valuation of Land Act 2001*, then the charges apply to each separate right of occupation.

**2.3** Pursuant to section 93A of the Act, Council makes the following service rate in respect of the fire service contributions it must collect under the *Fire Service Act 1979* for the rateable parcels of land within the municipal area of Dorset:

- (a) for land within the Bridport and Scottsdale Volunteer Brigade Rating District, a service rate of **0.2889 cents in the dollar** of assessed annual value; and
- (b) for land within the General Land Rating District a service rate of **0.2712 cents in the dollar** of assessed annual value.

Pursuant to section 93(3) of the Act, Council sets a minimum amount of **\$48** payable for the service rate in respect of the fire service contributions it must collect under the *Fire Service Act 1979*.

### **3. SEPARATE LAND**

That for the purposes of these resolutions the rates and charges shall separately apply to each parcel of land which is shown as being separately valued in the valuation list prepared under the *Valuation of Land Act 2001*.

### **4. INSTALMENT PAYMENTS**

That pursuant to section 124 of the Act, Council determined that ratepayers:-

- (a) may pay the rates and charges by one payment, in which case the due date for that payment is 30 September 2023; and
- (b) may pay rates and charges by four (4) equal instalments, in which case Council determines that the dates by which the instalments are to be paid are as follows:
  - i. the first instalment on or before 30 September 2023; and
  - ii. the second instalment on or before 30 November 2023; and
  - iii. the third instalment on or before 31 January 2024; and
  - iv. the fourth instalment on or before 31 March 2024.

### **5. DEFAULT INTEREST ON LATE PAYMENT**

Pursuant to section 128(1)(b) of the Act, if any rate or instalment is not paid in full within 14 days of the date it falls due, then there is payable a daily interest charge equal to the prescribed percentage calculated in accordance with section 128(2) of the Act in respect of the unpaid rate or instalment for the period during which the relevant amount remains unpaid.

### **6. ADJUSTED VALUES**

That for the purpose of each of these resolutions, any reference to assessed annual value includes a reference to that value as adjusted pursuant to section 89 of the Act.

### **7. TERMS USED**

Words and expressions used both in these resolutions and in the Act or the *Fire Service Act 1979* have in these resolutions the same respective meanings as they have in those statutes.

## Purpose

The purpose of this agenda item is to present the Bridge Asset Management Plan 2023-2033 (Bridge AMP) to Councillors for adoption.

## Background

The Bridge AMP allows Council to understand the type and condition of assets held within this asset class. It establishes appropriate maintenance and renewal schedules for existing assets and outlines future demand for new / upgraded assets to assist with planning and prioritising funding requirements as per Council's Financial Management Strategy and the Long Term Financial Plan. It is critical that the required spend for each asset over its useful life (as determined by qualified specialists, AusSpan) matches the forecast spend in the Bridge AMP to ensure there is no funding renewal gap.

While the Bridge AMP is a 10-year plan, AusSpan and Council Officers undertake annual bridge inspections to make recommendations on future maintenance and renewal requirements. Council Officers conduct a major review of the entire bridge asset class every 4 years.

## Planning, Environment & Statutory Requirements

- *Local Government Act 1993*
- *Local Government (Contents of Plans and Strategies) Orders 2014*
- *Australian Bridge Design Standard AS5100*
- *Local Government (Highways) Act 1982*
- *Roads and Jetties Act 1935*

## Risk Management

Council utilises a Bridge Management System to assess and manage risks associated with the current bridge and culvert assets.

## Financial & Asset Management Implications

Council's Bridge AMP shows that there are 114 bridge assets within the Dorset municipality with a current replacement cost of \$32.6 million. AusSpan reports Council must spend an average of \$427,000 per year on Council's bridge network over the next 10 years with Council forecasting average spend on bridges at \$483,000 per year over the 10-year term.

These costs are stated in current dollars within the Bridge AMP and are indexed in Council's Long Term Financial Plan to account for inflation. Consequently, Council are adequately funding all bridge maintenance and renewal requirements and do not have a funding renewal gap.

Council regularly makes grant funding submissions to the Australian Government's Bridge Renewal Program, which assists local councils to accelerate the replacement of timber bridges with concrete structures.

### **Community Considerations**

Council plans to operate and maintain bridge access to achieve the following strategic objectives:

- Ensure that bridge and culvert structures are maintained at a safe and functional standard as set out in the Bridge AMP.
- Ensure that bridge and culvert renewal is affordable and sustainable for the ratepayer and broader community.
- Ensure that the bridge network services the needs of the community.

### **Officer's Comments**

Council's bridge network is fully compliant with legislative requirements and is very well maintained with 98 out of 114 bridges rated as being in very good or good condition overall. Of the 16 bridges with a rating outside of these conditions, the Bridge AMP outlines a clear plan to bring these assets back to acceptable standards.

A key element of the plan is also to upgrade, where feasible, existing timber bridges with concrete as these structures have increased load capacity and lower overall asset life cycle costs. This Bridge AMP includes the upgrade of 13 timber bridges to concrete over the 10-year period.

### **Recommendation**

**That Council adopt the attached Bridge Asset Management Plan 2023 - 2033.**

## Purpose

The purpose of this report is to review Policy No. 49 - New Business and Investment Assistance.

## Background

The Annual Plan for 2022/23 requires reviewing of the New Business and Investment Assistance Policy. The Policy was adopted by Council on 18 April 2016 and last reviewed at the December 2018 Council Meeting.

The New Business and Investment Assistance Policy was originally introduced as a business stimulus response to the economic impacts affecting the north east following the termination of commercial vegetable processing and wood processing industries in the region. The premise of the Policy has been to encourage and attract investment in new and existing businesses and promote commercial development expansion; supporting employment opportunities and expanding the local economy. The existing Policy has been configured to incentivise investment in: (i) the introduction of new small businesses to Dorset that do not substantially compete with an existing business in the relevant local economy; and (ii) capital investment in larger businesses (new or existing) that results in a material expansion of the business (i.e. not purely upgrading or replacing existing features).

A revised draft Policy was presented at the June Council Workshop for consideration by Councillors.

## Planning, Environment & Statutory Requirements

- *Land Use Planning and Approvals Act 1993*
- *Local Government Act 1993*

## 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

Since its inception, the existing Policy incentives are estimated to have provided savings of approximately \$10,000 per year to eligible businesses. It is anticipated the proposed revised Policy framework would provide an equivalent amount of incentives; albeit distributed across a broader variety of businesses.

## Community Considerations

See officer's comments below.

## Officer's Comments

With the passage of time there has been opportunity to reflect on the strengths and deficiencies of the existing Policy, with a view to providing a more targeted incentivisation program through the Policy moving forward.

Matters that have influenced the approach being recommended through the revised Policy include the following:

1. The criteria for eligibility of new small businesses to incentives under the existing Policy has been predicated on the business being “new to the local economy” and that it does not “substantially compete with an existing business”. The Policy however is silent upon how to interpret these criteria (e.g. what is the ‘local economy’ and what does it mean to substantially compete with an existing business’). Efforts to ‘qualify’ these criteria further – i.e. replace ‘local economy’ with ‘locality’, or to create a ‘metric’ to establish a threshold of what it means to ‘substantially compete’ – would likely only act to confuse the application of the existing incentive further, or at minimum become an administrative encumbrance for officers to make a determination upon. For these reasons, it has been recommended in the revised Policy that incentives relating to small business are modified to remove any tethering of *subjective* qualifications. Further, a definition for both ‘small business’ [a business employing fewer than 20 people] and ‘larger business’ [a business employing 20 or more people], consistent with definitions provided by the Australian Bureau of Statistics, has been inserted into the reviewed Policy to clarify eligibility to the incentives being offered.
2. Council currently does not have an in-house building surveying service, and due to matters outside of its control, is unlikely to return to providing that service in the short-term. In the absence of this service, Council’s role in building surveying is largely reduced to an administration / compliance level of functionality – receiving and processing applications and following up on compliance issues associated with unlawful structures, etc. Although some of these administrative functions attract a fee, offering to waive such fees is relatively inconsequential in the context of the total costs developers will incur for establishing a new business. Compounding this is the uncertainty around whether the consultant representing the developer will ‘differentiate’ their fee structure so as to make it apparent to their client that Council have waived fees incurred for its services to the project, or whether it just gets buried in the overall project costs. For these reasons, the reviewed Policy has removed the waiving of building and plumbing approval fees.
3. Council’s existing annual registration fees for new food businesses are already configured to be very affordable and do not require further discount.
4. Waiving of planning approval fees is materially regarded as a strong feature of the existing Policy. However, an unintended consequence of the waiving of planning fees under the existing Policy is that it has led to receipt of various ‘speculative’ business development concepts; whereby proponents have made application for hypothetical development approvals without incurring fees and resulting in an undesirable diversion of Council resources. The revised Policy has therefore been configured to dissuade these situations arising by instead providing a 50% discount on eligible business-investment development applications, meaning proponents will necessarily have to put a ‘stake in the result’ to obtain a planning permit.
5. For decades, larger businesses within the municipality have played a critical role in job security in the north east. Collectively, businesses within the (i) Agriculture, Forestry and Fishing, (ii) Construction and (iii) Accommodation and Hospitality sectors account for over 45% of the 2,650

occupied jobs in the municipality; with many of the municipality's larger businesses being identifiable within each of these sectors. It is therefore appropriate that the Policy continues to provide support to these businesses in the pursuit of obtaining approvals for improvements and / or expansion of their operations. Under the revised Policy, larger businesses too would qualify for a 50% discount on fees for their planning approvals.

6. Short-term visitor accommodation business in Dorset, like elsewhere across the State, has grown extensively over the past 5 - 10 years. Streamlined pathways for obtaining 'change-of-use' visitor accommodation approvals in township areas have been established by the Tasmanian Government, which parallel to this have 'standardised' discounted approval fees for these projects (a \$250 maximum fee for a 'permitted' visitor accommodation permit under planning schemes). For our own part, numerous short-term visitor accommodation projects have enjoyed eligibility for waiving of approval fees under the existing Policy. Significant assistance from Development Services personnel has also been invested during this time toward responsibly guiding visitor accommodation investors through relevant approval processes; mitigating cost burdens that would otherwise be incurred by them having to rely upon consultancy services to advance their projects. These matters combined, it is not unreasonable to assert that visitor accommodation providers investing in Dorset are amongst the most advantaged in the State.

It is however now well-established that short-term visitor accommodation pursuits (i.e. Class 1 buildings such as single dwellings, holiday units and guest houses being used for visitor accommodation) are directly competing with land supply options for residential activity in Dorset and across the State. Although Council remains very conscious and supportive of the benefits this investment provides to the local economy (complementing the tourism, construction, recreation and hospitality sectors enormously), it is appropriate that incentives offered through the Policy no longer be made available for short-term visitor accommodation projects moving forward. Despite this, Council will of course continue to provide strong customer service to proponents of these projects in the obtaining of requisite approvals.

7. Rate remissions to appropriately incentivise establishment of new small businesses in the municipality is supported, albeit in a modified capacity. Rate remissions for larger businesses tethered to stimulating capital investment however is recommended for discontinuation, owing to administrative complexities and historic low uptake of the respective incentive. Eligibility for the rate remission is recommended to be restricted to business owners where they are solely responsible for rates and charges applicable to the respective business premises (evidence must be supplied on request). Re-establishment of existing small businesses in new premises, or under a new business name, would similarly be not eligible for the remission.

The revised New Business and Investment Assistance Policy is symbolic of Council's contemporary attitude to supporting the north east being recognised as an 'open for business' destination. The proposed adjustments and cosmetic fixes to the existing policy will assist in continuing to build business confidence for the north east and supporting new and existing local businesses to grow and expand sustainably and complementarily into the future.

## **Recommendation**

**That Council adopt the attached revised Policy No. 49 - New Business and Investment Assistance.**



## Purpose

The purpose of this agenda item is to present an update to Councillors on the October 2022 flood event, which caused significant damage to several of Council's infrastructure assets.

## Background

In October 2022, a significant rainfall event took place across Northern Tasmania, causing substantial flooding in the Dorset municipality and damaging many Council assets, including the Blue Derby Mountain Bike Trails and various road and bridge infrastructure.

Due to the severity of the event, the Tasmanian State Government activated the Tasmanian Relief and Recovery Arrangements (TRRA), which is a funding program aimed at providing financial support for flood-affected municipalities. The TRRA was initially limited to recovery works associated with essential infrastructure (e.g. roads and bridges), however, in January 2023, an extension of the TRRA policy was announced to cover recreational assets, such as mountain bike trails.

## Financial & Asset Management Implications

The TRRA funding model requires Council to pay the first \$30,000 of recovery works in full, 50% of costs between \$30,000 and \$60,000 and 25% of costs exceeding \$60,000. The remaining costs are fully funded under the TRRA, for a maximum period of 2 years after the initial event.

Initial cost estimates to repair the flood-related damage were \$510,000 for essential infrastructure (roads and bridges) and \$475,000 for recreational assets (excluding restoration works for the landslip at the Blue Derby Mountain Bike Trails). Updated estimates suggest that essential infrastructure and recreational asset repairs will total approximately \$483,000 and \$558,000 respectively.

## Officer's Comments

Following the October 2022 flood event, Council Officers identified major damage to the following assets:

- Valentines Road Bridge, Nabowla - estimated cost of repairs \$187,500;
- Culvert on Waterhouse Road, Waterhouse – actual cost of repairs \$94,100;
- Road surface on Burns Road, Wyena – actual cost of repairs \$20,200;
- Several Blue Derby Mountain Bike Trails including Air-Ya-Garn, Hazy Days and Valley Ponds trail - estimated cost of repairs \$558,100; and
- Other essential road and bridge assets – estimated cost of repairs \$180,900.

Images of some of the damage sustained in the flood event:



Bridge 1598 Valentine Road, Nabowla



Road surface damage at Burns Road, Wyena





Erosion at Culvert 1527 Banca Road, Winnaleah

To commence repairs on affected assets, Council approved several budget variations throughout the 2022/23 financial year and Officers have since made good progress on the completion of these works.

A financial summary of work completed to date is shown in the table below:

	Works Completed	Outstanding Works	Total Cost	% Completed
Essential Infrastructure (Roads & Bridges)	\$181,700	\$301,000	\$482,700	38%
Recreation (Parks & MTB trails)	\$397,100	\$161,000	\$558,100	71%
<b>Combined Total</b>	<b>\$578,800</b>	<b>\$462,000</b>	<b>\$1,040,800</b>	<b>56%</b>

Assuming all forecast flood recovery expenditure satisfies the TRRA guidelines, Council's out of pocket costs will be approximately \$290,000. This compares favourably to budgeted out of pocket costs of \$308,000 (over the 2022/23 and 2023/24 financial years).

#### NEXT STEPS

Council Officers will continue carrying out the necessary repair works and collecting evidence as required under the TRRA funding agreement. A funding claim will also be submitted to the Tasmanian State Government seeking reimbursement for costs incurred during the 2022/23 financial year. This claim will be subject to an audit by the Tasmanian Audit Office, which is expected to be complete by October 2023.

#### **Recommendation**

**That Council receive the Municipal Flood Update – October 2022.**

## Purpose

The purpose of this agenda item is to table a copy of a Code of Conduct Panel Determination in response to a complaint made against Councillor Greg Howard by Mr Lawrence Archer.

## Background

On 30 November 2020, Mr Lawrence Archer lodged a code of conduct complaint alleging that Councillor Howard had breached the following standards in the Dorset Council Councillor Code of Conduct, adopted by Council on 15 April 2019:

### Part 7 – Relationships with community, councillors and Council employees

1. A councillor –
  - a. Must treat all people with courtesy, fairness, dignity and respect; and
  - b. Must not cause any reasonable person offence or embarrassment; and
  - c. Must not bully or harass any person.

The alleged breach refers to a letter submitted to the North Eastern Advertiser by Councillor Howard and was the subject of the complaint. It was alleged the letter was defamatory and disrespectful towards Mr Archer, and beyond the bounds of normal robust political discussion.

The Chairperson informed the complainant and the respondent on 8 December 2020 that she had assessed the complaint as a whole and determined that the complaint would be investigated and determined because *‘the complaint substantially related to an alleged contravention of the Dorset Council’s Code of Conduct.’*

The Code of Conduct Panel reviewed a series of letters and articles in relation to the alleged breach and determined to uphold part of the complaint against Councillor Howard, being Part 7.1(a) and (b), with Part 7.1(c) being dismissed.

This determination was subject to an appeal lodged by Councillor Howard with the Magistrates Court of Tasmania in April 2021. This appeal was withdrawn by Councillor Howard and a Notice of Discontinuance issued by the Magistrates Court issued on 9 June 2023, therefore the determination report is now required to be tabled as per the *Local Government Act 1993*. This matter is however under appeal with the Supreme Court.

A copy of the determination report is attached.

## Planning, Environment and Statutory Requirements

### Section 28ZK *Local Government Act 1993*

*Under section 28ZK (4) of the Act, the General Manager is to ensure that a copy of the determination report is tabled at the first meeting of Council at which it is practicable to do so and which is open to the public.*

## Risk Management

N/A

## Financial and Asset Management Implications

Section 28ZN of the *Local Government Act 1993* sets out the requirements for costs of parties relating to code of conduct complaint:

*The complainant in a code of conduct complaint and the councillor against whom the complaint is made are to bear their own costs relating to the investigation and determination of the complaint.*

Section 28ZO (d) of the *Local Government Act 1993* states:

*a council must refund to each complainant who has lodged a code of conduct complaint, in equal shares, any fee paid with the lodgement in accordance with Section 28V(3)(g) if the complaint or part of the complaint is upheld on determination by the Code of Conduct Panel.*

In this case, the complaint was partially upheld, therefore the lodgement fee has been refunded to the complainant.

## Community Considerations

N/A

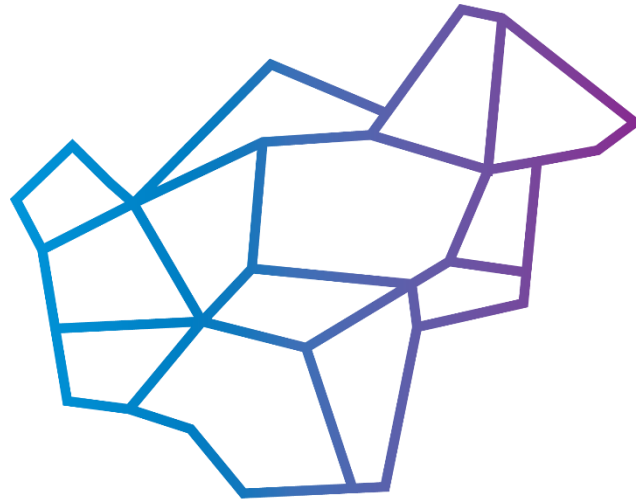
## Officer's Comments

It is recommended that Council receive the Code of Conduct Panel Determination Report in accordance with the requirements of Section 28ZK (4) of the *Local Government Act 1993*.

## Recommendation

That Council receive the Code of Conduct Panel Determination Report in relation to a complaint made by Mr Lawrence Archer against Councillor Greg Howard.

**Time Meeting Closed:**



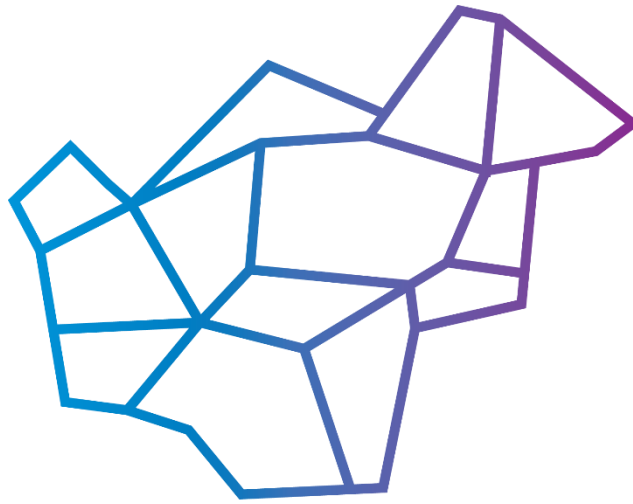
*dorset*  
C O U N C I L

# Ordinary Council Meeting

## Agenda Attachments

26 June 2023

*it's in the making*



*dorset*  
C O U N C I L

**UNCONFIRMED**

**Minutes**

**Special Council Meeting**

**12 May 2023**

*it's in the making*

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**Special Council Meeting**  
**UNCONFIRMED Minutes**  
**12 May 2023**

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**Meeting Opened:** 9:02 am

**Present:** Crs Greg Howard (Mayor), Dale Jessup (Deputy Mayor), Jerrod Nichols, Mervyn Chilcott, Anna Coxen, Beth Donoghue, Kahlia Simmons, Leonie Stein, Edwina Powell (arrived 9:09 am)

General Manager: John Marik, Assistant General Manager / Director – Community & Development: Rohan Willis

**Apologies:** Nil

**Item 55/23 Declaration of an Interest of a Councillor or Close Associate**

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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**

Cr Jessup Item 57 (immaterial)

Cr Nichols Item 57 (immaterial)

Cr Stein Item 57 (immaterial)

Cr Howard Item 57 (immaterial)

Cr Powell Item 57 (material) – *declared on arrival at the commencement of the Closed Session Meeting*

**Item 56/23 Closure of Meeting to the Public**

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**DECISION**

**MOVED:** Cr Nichols | **SECONDED:** Cr Stein

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: 9:04 am

**CARRIED**

*Councillor Powell was absent for this vote*

# CLOSED SESSION AGENDA ITEM

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

**Item 57/23    Dorset Council Report | Draft Director of Local Government Investigation Report**

The report on this matter was listed in the Closed Meeting section of the Special Council Meeting Agenda in accordance with Regulation 15 of the Local Government (Meeting Procedures) Regulations 2015 as the detail covered in the respective report related to:

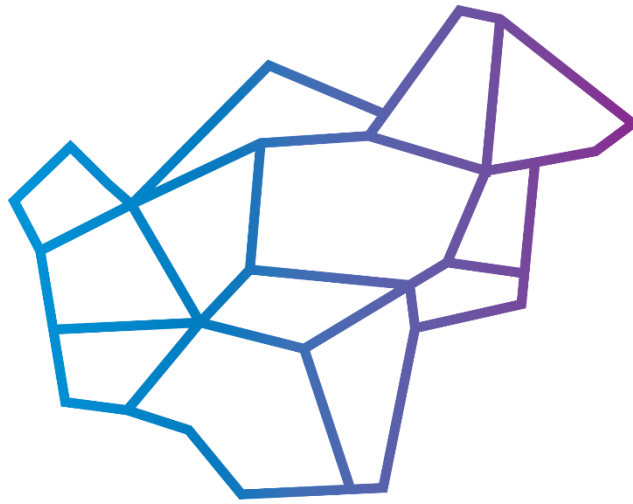
- Acceptance of Council’s report in response to the draft investigation report received from the Director of Local Government.

**Time Meeting Closed:**            9:51 am

**Minutes Confirmed:**            26 June 2023

**Minute No:**

.....  
**Mayor**



*dorset*  
C O U N C I L

**UNCONFIRMED**

**Minutes**

**Council Meeting**

**15 May 2023**

*it's in the making*

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## Council Meeting Minutes 15 May 2023

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### PRESENTATION OF NATIONAL VOLUNTEER WEEK CERTIFICATES TO THE DORSET SES UNIT:

*In recognition of National Volunteer Week, prior to the Meeting commencing, Mayor Howard thanked all our volunteers in Dorset, and in conjunction with the State Emergency Service - Department of Police, Fire and Emergency Management, presented the following Dorset SES unit members present with certificates with the assistance of SES Regional Manager – North, David Nicholls: Dale Mott, Joanne McGrath, Tim Fletcher, Kerrie Burrows, Kyron Mott, Paul Worker, John Evans and Rohan Bessell, with Kimberley Jeapes, Craig Searle, Deborah Searle and Richard Lundgren unable to attend*

**Meeting Opened:** 6:08 pm

**Present:** Crs Greg Howard (Mayor), Dale Jessup (Deputy Mayor), Leonie Stein, Anna Coxen, Jerrod Nichols, Mervyn Chilcott, Kahlia Simmons, Beth Donoghue, Edwina Powell

General Manager: John Marik, Assistant General Manager / Director – Community & Development: Rohan Willis, Finance Manager: Allison Saunders

**Apologies:** Nil

**Item 59/23** Confirmation of Ordinary Council Meeting Minutes – 24 April 2023  
Ref: DOC/23/4716

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*The Chair reported that he had viewed the minutes of the Ordinary Meeting held on Monday, 24 April 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 Stein | **SECONDED:** Cr Chilcott

That the Minutes of Proceedings of the Dorset Council Ordinary Meeting held on 24 April 2023 having been circulated to all Councillors, be confirmed as a true record.

**CARRIED UNANIMOUSLY**

Item 60/23 Confirmation of Agenda

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**DECISION**

MOVED: Cr Donoghue | SECONDED: Cr Powell

That Council confirm the Agenda and order of business for the 15 May 2023 Council Meeting.

CARRIED UNANIMOUSLY

Item 61/23 Declaration of an Interest of a Councillor or Close Associate

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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 62/23 Management Team Briefing Report

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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.

**DECISION**

MOVED: Cr Jessup | SECONDED: Cr Stein

That the Management Team Briefing Report be received and noted.

CARRIED UNANIMOUSLY

Item 63/23 Council Workshops Held Since Last Council Meeting

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2 May | Briefing Workshop

5 May | Special Briefing Workshop

Item 64/23 Councillor Applications for Leave of Absence

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Nil

Item 65/23 Public Question Time

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The following questions were **taken on notice** from a member of the public at the 24 April Council Meeting:

**Vincent Teichmann, Pioneer:**

*What records are there of any complaints received by Dorset Council regarding any Derby shuttle drivers?*

**Response from General Manager, John Marik:**

Complaints in regards to Derby shuttle drivers may be within the jurisdiction of either Parks and Wildlife, the Tasmanian Police or Council depending on the nature of the complaint. Complaints may be relayed to the Council verbally, or in writing. A review of Council's document management system shows one recent written complaint to Council that was within Parks and Wildlife jurisdiction and this has been actioned to them.

Correspondence from the former General Manager suggests that a verbal complaint was received in regards to a Derby shuttle driver.

*What evidence was submitted to support any complaint, how was such evidence handled and who was it passed on to, and when / how can I obtain a copy of any such evidence?*

**Response from General Manager, John Marik:**

As per the previous response, a complaint is dealt with according to the nature and the responsible authority investigating the complaint. Strict confidentiality surrounds complaints and any required investigations. In regards to the one written complaint that Council has received, this has been passed on to Parks and Wildlife, with Council not privy to their complaint investigation procedures / processes. In regards to the verbal complaint mentioned in the previous response, besides communication between the former General Manager and a ratepayer, no further documentation of the complaint process can be located as the investigating officer is no longer an employee of Council.

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

*No public in attendance.*

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**Item 66/23                      Deputations**

Nil

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**Item 67/23                      Councillor Question Time**

The following questions were **taken on notice** from Councillors at the 24 April Council Meeting:

**Councillor Mervyn Chilcott:**

*Can we revisit our Public Liability for Halls Policy in the district again? We're bragging that all our halls are free, well they're not free at all because you're looking at a couple of thousand in public liability and for a small group, it puts them at a disadvantage.*

**Response from Administration Manager, Lauren Tolputt:**

Council's Public Liability Insurance for Users of Council Facilities Policy (Policy 20) was reviewed in December 2022 and adopted at the December Council Meeting. The policy provides for users of Council's facilities (that do not already have their own public liability insurance) to access one-off public liability cover under Council's policy for a nominal fee which is currently \$27. The policy also provides that the nominal fee can be waived where the use of the facility is considered low risk and

the amount of the nominal fee is not affordable or practicable for the user. In practice, community groups rarely pay the nominal fee as they usually meet the conditions to have the fee waived.

There are a number of activities that are excluded from being covered under Council's policy (e.g. participation in sporting events) as Council's insurer will not accept liability for claims arising from those activities. Whilst Council review all circumstances on a case-by-case basis and offer coverage if possible, it is always recommended that users participating in excluded activities consider purchasing their own public liability insurance to limit their exposure to claims emanating from activities that are excluded under Council's policy.

**Councillor Edwina Powell:**

*Regarding revegetation, there used to be a beautification committee with members of the public that looked at what the needs were in each town in terms of putting trees, shrubs or ground cover in. Is there any room for us to be able to look at how we could invite that same kind of public contribution and look at ways of addressing things like beautification of the towns?*

**Response from General Manager, John Marik:**

There was a Scottsdale Beautification Committee formed in approximately 2012, which was primarily focused on the redevelopment of King Street. Councillors can have a general discussion on beautification works at a future Workshop.

---

The following questions were received without notice from Councillors:

**Councillor Beth Donoghue:**

*In Bridport there are school children, elderly people, people pushing prams and strollers, and very young children, including those walking to school who have no alternative than to walk on the streets because there are no footpaths. Examples of these streets are Frances, Charles and Murray Streets just to name some. In Scottsdale, the intersection of Scott and George Streets is a real threat to school children crossing the road because of the steep embankments of Scott Street and there is nowhere safe to stand while crossing the road. I realise there are priorities within Council's budget, however I believe safety should be a priority. Can the footpath review that was undertaken some two years ago be brought to a Council Workshop for an update and further review?*

**Response from General Manager, John Marik:**

In the proposed 2023/24 Annual Plan, Council have listed the Road and Footpath Plans to be reviewed and that includes, assuming that the Annual Plan is adopted by Council, some representation relating to industry. However, Officers can certainly take your feedback in relation to the footpaths.

*At the April Meeting, following on from Councillor Stein's question relating to representation of the community whether we could have passing lanes on Flinders Highway, has anything been done about approaching the State Government about this yet?*

**Response from General Manager, John Marik:**

The correspondence has not been drafted yet, but is on the list.



*Is it also possible to raise the condition of the road, because it resembles a bit of a rollercoaster, in parts?*

**Response from Mayor Greg Howard:**

Once again it's not a Council road, however Council can include in correspondence.

**Councillor Edwina Powell:**

*With the redevelopment of the Sideling there has been excess traffic using side roads and so Dorset owned and maintained roads are deteriorating. These include the Ten Mile Track, the entrance from the Tasman Highway onto the Upper Brid Road – there are the huge potholes developing, and also on the Sledge Track from West Scottsdale onto the Tasman Highway, where there are potholes developing on the Sideling side and then on Koomeela Road when it joins. Can Council apply for some Government grant funding to contribute to maintenance of these roads, only caused by the redevelopment of the Sideling?*

**Response from Mayor Greg Howard:**

Council regularly assess the road condition, with a regular maintenance schedule and, for unsealed roads, the amount of grading completed is based on the traffic usage of that road. Roads can deteriorate quickly during wet weather, but the same time Council have to justify moving heavy machinery for one or two potholes. Generally, Council received road grants through the Federal Government, not the State Government.

**Further Response from General Manager, John Marik:**

I don't think there is funding mechanisms for what you've mentioned, but Officers can investigate other funding of approximately \$2.2 million in grant funding that Council have received for 2023/24 for other projects. So by funding those other projects it means that Council doesn't have to use its own money for those. The ones that have been mentioned tonight, I will definitely raise with the Infrastructure team and include as part of Council's maintenance program.

**Councillor Dale Jessup:**

*I understand that Council has been awarded a grant for the upgrade of Gillespies Road. Could we could get a bit of detail on that as far as the grant funding amount and what the outcome will be?*

**Response from Assistant General Manager, Rohan Willis:**

Council have secured a grant for \$600,000, with Council contributing an additional \$55,000. It is piggybacking off a priority that was identified in Council's Road Asset Management Plan for 2020 – 2030 which identified the need for some road widening and safety improvements for approximately 800m length from the junction of Golconda Road to Knights Road. What is listed in the Road Asset Management Plan was based on works to the value of \$320,000 for 800m and Council have attained double that amount in grant funding. This project was costed in 2021, so depending on inflation costs for the works required, improvements may be extended past the 800m initially applied for. Council is having conversations with Robert Ravens (Bridestowe Lavender Farm) and with Simon Fullbrook (Nabowla Quarries) to keep them advised and receive suggestions from them for any improvements they can think of. It is a great outcome for Council, with this project earmarked for approximately a decade as being required.

**Item 68/23**                      **Notices of Motion by Councillors**

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Nil

**Item 69/23**                      **Quarterly Financial Report | Period Ended 31 March 2023**  
Reporting Officer: Finance Manager, Allison Saunders  
Ref: DOC/23/5503

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**Purpose**

The purpose of this agenda item is to present to Councillors and the community the financial performance for the 9 months ended 31 March 2023.

**Recommendation**

That Council receive the Financial Report for the period ended 31 March 2023.

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**DECISION**

**MOVED: Cr Nichols | SECONDED: Cr Donoghue**

**That Council receive the Financial Report for the period ended 31 March 2023.**

**CARRIED UNANIMOUSLY**

**Item 70/23**                      **2023/24 Animal Management Fees**  
Reporting Officer: Director – Community & Development, Rohan Willis  
Ref: DOC/23/5578

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**Purpose**

The purpose of this report is for Council to review Animal Management Fees for the 2023/24 financial year.

**Recommendation**

That Council adopt the Schedule of Fees payable for animal management for the 2023/24 financial year as tabled:

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## DECISION

MOVED: Cr Stein | SECONDED: Cr Chilcott

That Council adopt the Schedule of Fees payable for animal management for the 2023/24 financial year as tabled:

<b>SCHEDULE OF FEES – Animal Control</b>	<b>Proposed 2023/24 Fees</b>
<b>Dog Registration – Annual</b>	
Declared Dangerous Dog	\$500
<b>Dog Registration – Lifetime</b>	
Non-Desexed Dog	\$155
Desexed, Working, Purebred or Greyhound	\$90
Pensioner-Owned Dog	\$60
Guide Dog	Nil
Guard Dog	\$476
<b>Dog Licence Fees - Annual</b>	
New Dog Licence – 3 to 5 Dogs	\$110
New Dog Licence – More than 5 Dogs	\$135
Existing Dog Licence – Renewal	\$42
<b>Dog Fees – Other</b>	
Maintenance Charge – Daily	\$35
Nuisance	\$40
Replacement Tag	\$5
1 <sup>st</sup> Seizure of any Dog	\$72
Subsequent Seizures (per seizure)	\$216
Delivery Charge (Dog returned to Owner)	\$100
<b>Cat Management</b>	
Relocation Device (Trap) Hire Deposit	\$80

**CARRIED UNANIMOUSLY**

**Item 71/23**

### **2023/24 Food Business Registration Fees**

Reporting Officer: Director – Community & Development, Rohan Willis  
Ref: DOC/23/5581

#### **Purpose**

The purpose of this report is for Council to review Food Business Registration Fees for the 2023/24 financial year.

## Recommendation

That Council adopt the Schedule of Fees payable for food business registrations for the 2023/24 financial year as tabled:

---

## DECISION

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

That Council adopt the Schedule of Fees payable for food business registrations for the 2023/24 financial year as tabled:

<b>SCHEDULE OF FEES</b>	<b>Proposed 2023/24 Fees</b>
<b>Food Business Registration – Non-Mobile Premises:</b>	
New Food Business (Annual Registration – one off)	\$185
Renewal of existing Food Business (Annual Registration)	Nil
Temporary Registration (Single Event - Permanent Resident of Dorset)	Nil
<b>Food Business Registration – Mobile Premises (Permanent Resident of Dorset):</b>	
New Food Business (Annual Registration – one off)	\$185
Renewal of existing Food Business (Annual Registration)	Nil
Temporary Registration (Single Event)	\$35
<b>Food Business Registration – Mobile Premises (Non-Permanent Resident of Dorset):</b>	
New Food Business (Annual Registration – one off)	\$185
Renewal of existing Food Business (Annual Registration)	\$185
Temporary Registration (Single Event)	\$35
<b>Food Business Registration – charitable cause:</b>	
Community Organisation or Charitable Event Applicants	Nil
<b>Food Business Registration – Other:</b>	
Food Business Inspection	\$90

**CARRIED UNANIMOUSLY**

**Purpose**

The purpose of this agenda report is to provide an update to Council and the community on the UNESCO City of Gastronomy program.

**Recommendation**

That Council receive and note the progress of the UNESCO City of Gastronomy Program.

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**DECISION**

**MOVED: Cr Coxen | SECONDED: Cr Simmons**

**That Council receive and note the progress of the UNESCO City of Gastronomy Program.**

**CARRIED UNANIMOUSLY**

**Time Meeting Closed:** 7:06 pm

**Minutes Confirmed:** 26 June 2023

**Minute No:**

.....  
**Mayor**

## DORSET COUNCIL – Planning Approvals

1 May 2023 to 31 May 2023

DEV-2023/33	Mr M P Van Der Molen 69 Richard ST BRIDPORT	Lodged 03/04/2023 Change of Use (Visitor Accommodation) with relaxation of gross floor area standards	Determined APPD on 18/05/2023
DEV-2023/34	Elton Homes Pty Ltd 26 Alfred ST SCOTTSDALE	Lodged 04/04/2023      Multiple Dwellings (Three Units) Value of Works - \$338,792	Determined APPD on 18/05/2023
DEV-2023/39	Mr N J Betts 5 Neville DR BRIDPORT	Lodged 13/04/2023      Home-Based Business Value of Works - \$20,000	Determined APPD on 09/05/2023
DEV-2023/40	Loop Architecture Pty Ltd 1 Fry ST RINGAROOMA	Lodged 13/04/2023 Primary School Additions and Alterations with relaxation of frontage setback standards Value of Works - \$520,000	Determined APPD on 18/05/2023
DEV-2023/52	Mrs J Sattler 43 Marilyn DR BRIDPORT	Lodged 02/05/2023      Change of Use (Visitor Accommodation)	Determined APPD on 18/05/2023
DEV-2023/54	Mr M P Johnston Mrs A M Johnston 21 Albert ST BRANXHOLM	Lodged 04/05/2023      Change of Use (Visitor Accommodation – 1 Unit)	Determined APPD on 22/05/2023

DEV-2023/58	Mr T Tasker 77A George ST SCOTTSDALE	Lodged 04/05/2023 Value of Works - \$1,000,000	Multiple Dwellings (Three Units) Determined APPD on 22/05/2023
DEV-2023/61	Mr H Yalcin 8 Krushka ST DERBY	Lodged 05/05/2023	Change of Use (Visitor Accommodation – One Unit) Determined APPD on 22/05/2023

## DORSET COUNCIL – Building Approvals

1 May 2023 to 31 May 2023

OTH-2023/4	Mrs J A Gillespie 171 Davies RD SCOTTSDALE	Lodged 11/01/2023 Value of Works - \$50,000	Dwelling Addition & Farm Shed Determined APPR on 05/05/2023
OTH-2023/36	Mr S A Tomkins Ms K E Jongsma 19 Ringarooma RD SCOTTSDALE	Lodged 09/03/2023 Value of Works - \$50,000	Dwelling Alterations & Additions Determined APPR on 05/05/2023
OTH-2023/37	Mr J P Wilson 247 Upper Brid RD SPRINGFIELD	Lodged 09/03/2023 Value of Works - \$22,630	New Farm Shed Determined APPR on 01/05/2023
OTH-2023/38	Mr M R Taylor 49 Main ST WINNALEAH	Lodged 09/03/2023 Value of Works - \$60,000	New Shed Determined APPR on 01/05/2023
BLD-2023/40	Engineering Plus (Tas) Pty Ltd 6 Allan ST DERBY	Lodged 29/03/2023 Value of Works - \$300,000	New Dwelling Determined APPR on 02/05/2023
OTH-2023/46	Mr R D Harris Mrs L M Harris 10 Mary ST SCOTTSDALE	Lodged 30/03/2023 Value of Works - \$100,000	Dwelling Alterations & Additions Determined APPR on 05/05/2023
OTH-2023/48	Mr V R Kettle Mrs C G Kettle 223 Pennells RD SPRINGFIELD	Lodged 04/04/2023 Value of Works - \$25,000	New Farm Shed Determined APPR on 02/05/2023



BLD-2023/51	Mr L D Archer Mrs G M Archer 4 Alfred ST BRIDPORT	Lodged 18/04/2023 Value of Works - \$5,000	Dwelling Conversion Garage to Habitable Room (Retrospective) Determined APPR on 05/05/2023
OTH-2023/52	Bison Constructions 511 Banca RD WINNALEAH	Lodged 24/04/2023 Value of Works - \$70,000	New Farm Shed Determined APPR on 17/05/2023
OTH-2023/53	Ms M M Connelley 10 Cross ST BRIDPORT	Lodged 24/04/2023 Value of Works - \$20,000	Dwelling Addition & New Garage Determined APPR on 16/05/2023
OTH-2023/55	Bison Constructions 551 South Springfield RD SOUTH SPRINGFIELD	Lodged 05/05/2023 Value of Works - \$70,000	New Farm Shed Determined APPR on 17/05/2023
OTH-2023/57	Bison Constructions 83 Old School RD WEST SCOTTSDALE	Lodged 11/05/2023 Value of Works - \$75,000	New Farm Shed Determined APPR on 23/05/2023
OTH-2023/59	Bison Constructions 563 Bridport RD JETSONVILLE	Lodged 17/05/2023 Value of Works - \$80,000	New Farm Machinery Shed Determined APPR on 31/05/2023

## DORSET COUNCIL – Plumbing Approvals

1 May 2023 to 31 May 2023

OTH-2023/36	Mr S A Tomkins Ms K E Jongsma 19 Ringarooma RD SCOTTSDALE	Lodged 09/03/2023 Value of Works - \$50,000	Dwelling Alterations & Additions Determined APPR on 05/05/2023
SP-2023/41	Mr J Wallom 2 Alfred ST SCOTTSDALE	Lodged 21/03/2023 Value of Works - \$19,000	New Restaurant (Plumbing work) Determined APPR on 18/05/2023
SP-2023/40	Engineering Plus (Tas) Pty Ltd 6 Allan ST DERBY	Lodged 29/03/2023 Value of Works - \$300,000	New Dwelling Determined APPR on 01/05/2023
OTH-2023/46	Mr R D Harris Mrs L M Harris 10 Mary ST SCOTTSDALE	Lodged 30/03/2023 Value of Works - \$100,000	Dwelling Alterations & Additions Determined APPR on 05/05/2023
SP-2023/54	Ms J Cawood 15 Renison ST DERBY	Lodged 05/05/2023 Value of Works - \$8,000	New Septic Tank & Absorption Drains Determined APPR on 16/05/2023

**PLANNING APPLICATION PLA/2023/60 –  
GARAGE (RETROSPECTIVE) – ASSESSMENT REPORT (Ref: DOC/23/7587)**

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**Purpose**

The purpose of this report is for Council to determine a planning application submitted by TCP Building Design for the retrospective use and development of a garage at 17 Barnett Crescent Bridport.

**Background**

Location

The land subject to the proposal is addressed as the following:

Subject Land	Owner	PID	Folio of the Register
17 Barnett Crescent Bridport	David Timperon	6843869	64946/21

Applicant

The applicant for the proposal is TCP Building Design.

Planning Controls

The subject land is controlled by the Tasmanian Planning Scheme including the Dorset Local Provisions Schedule (referred to in this report as the 'Planning Scheme').

Statutory Timeframes

Date Received:	4 May 2023
Request for further information:	N/A
Information satisfied:	N/A
Advertised:	6 May 2023
Closing date for representations:	22 May 2023
Extension of time granted:	29 <sup>th</sup> May 2023 (until 27 <sup>th</sup> June 2023)
Decision due:	26 <sup>th</sup> June 2023

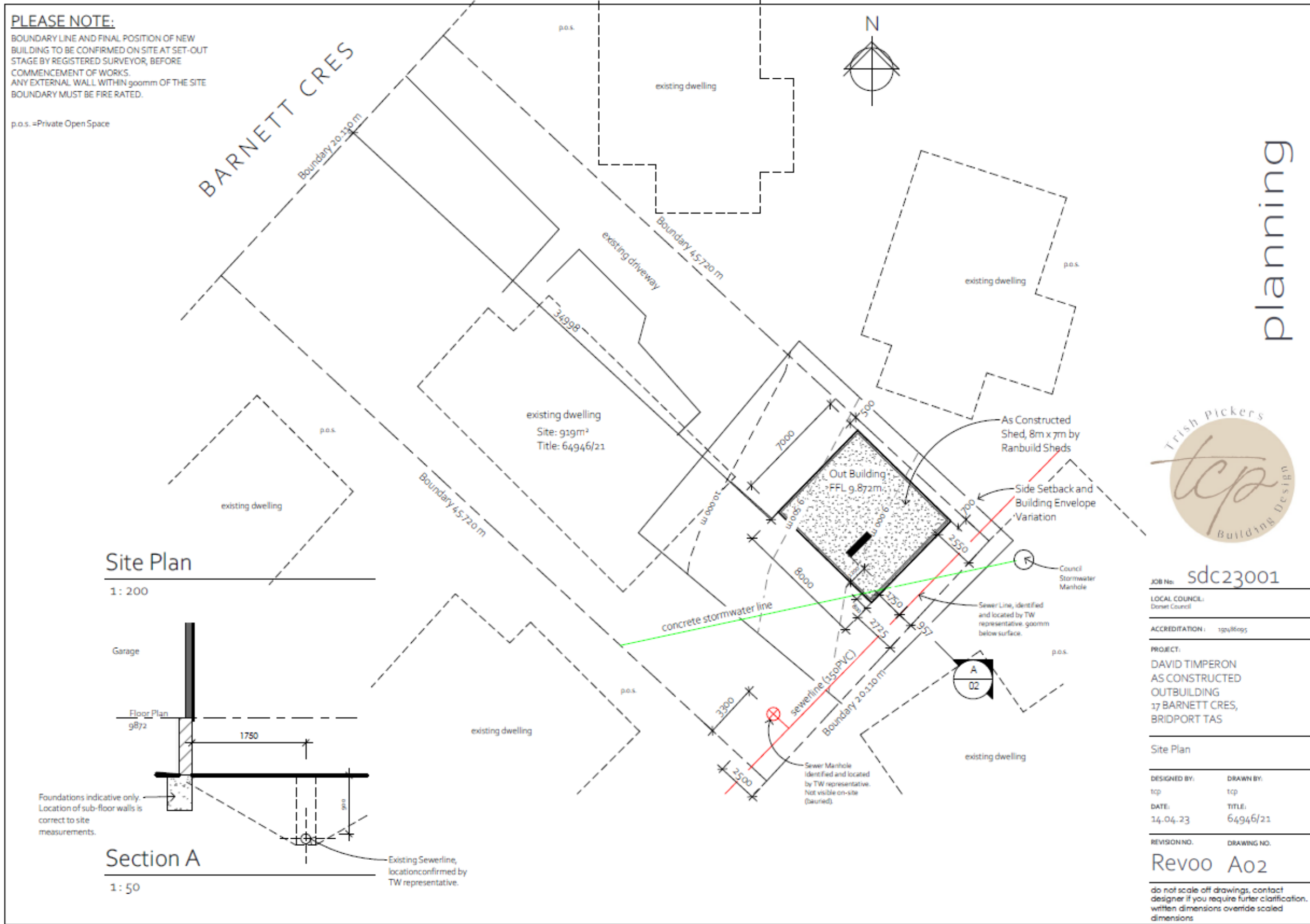
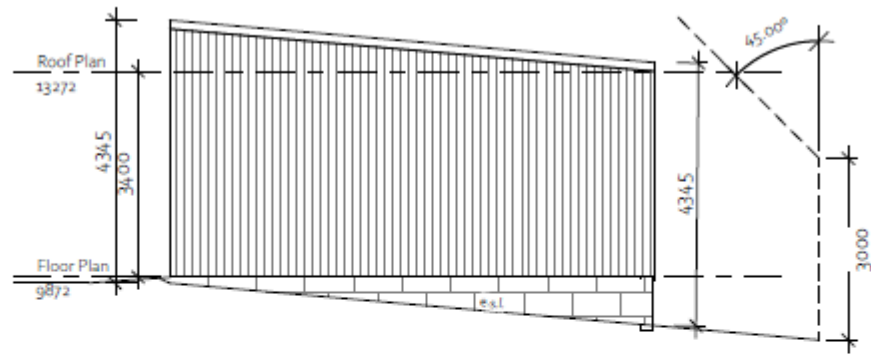
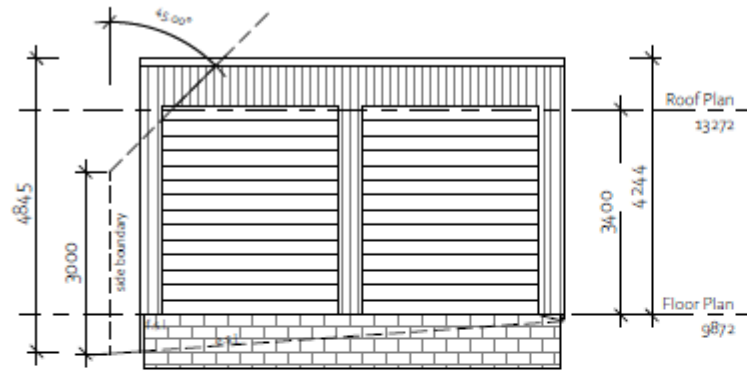


Figure 1 – Site Plan of As-Constructed Garage (source: TCP Building Design, 2023)



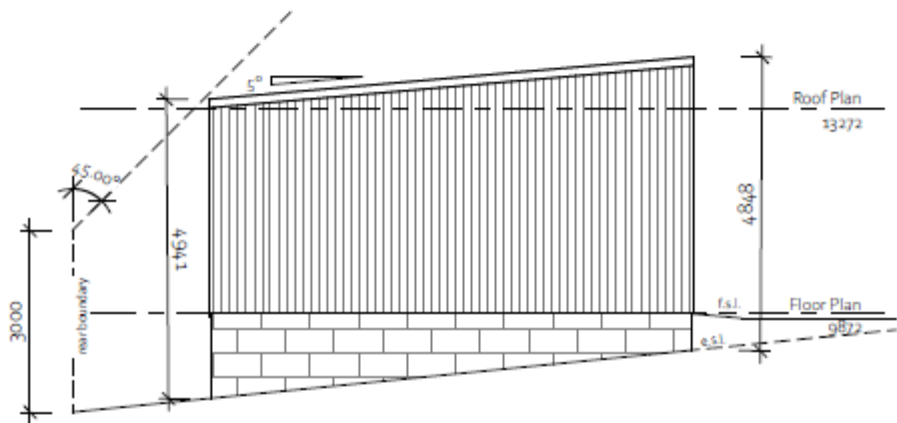
South Western Elevation

1 : 100



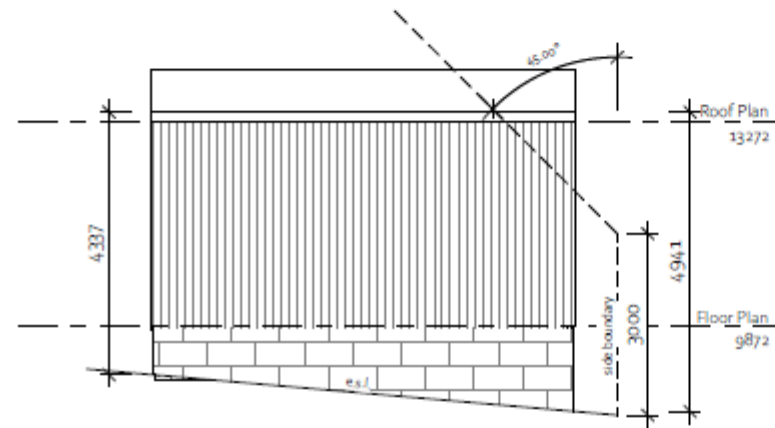
North Western Elevation

1 : 100



Northern Eastern Elevation

1 : 100



South Eastern Elevation

1 : 100

**Note:**  
Application is seeking retrospective approval. Below assessment is against what is in place.  
8.4.2 Setbacks and building envelope for all dwellings

**A3**  
Application does not comply with the Acceptable Solution.

- P3**
- (a)
- (i-iii) The outbuilding is located to the South of the property at 15 Barnett Cres there is no impact of overshadowing to private open space or habitable rooms as there is a garage at this point separating the habitable rooms from the shed. The property at the rear with access from Elvie Court has orientated their dwelling to the east with the Private Open space and habitable rooms set well off the fence, it is not expected overshadowing occurs given the separation of these areas.
  - (iv) The building has been elevated from ground level to minimise the amount of water entering the building the driveway (a known issue in the Bridport area), protecting property. The owners have opted for a skillion roof reducing the height on the rear boundary, this has generated a consistent height from front to back going with the slope of the land.
- (b)  
Separate between properties are inconsistent in the area, with some being on the boundary, others being located well away from the boundary. Therefore no assessment given against this point.
- (c)  
The outbuilding does not affect any solar installations on adjoining properties.

planning



JOB No: sdc23001

LOCAL COUNCIL:  
Donsett Council

ACCREDITATION: 19948695

PROJECT:  
DAVID TIMPERON  
AS CONSTRUCTED  
OUTBUILDING  
17 BARNETT CRES,  
BRIDPORT TAS

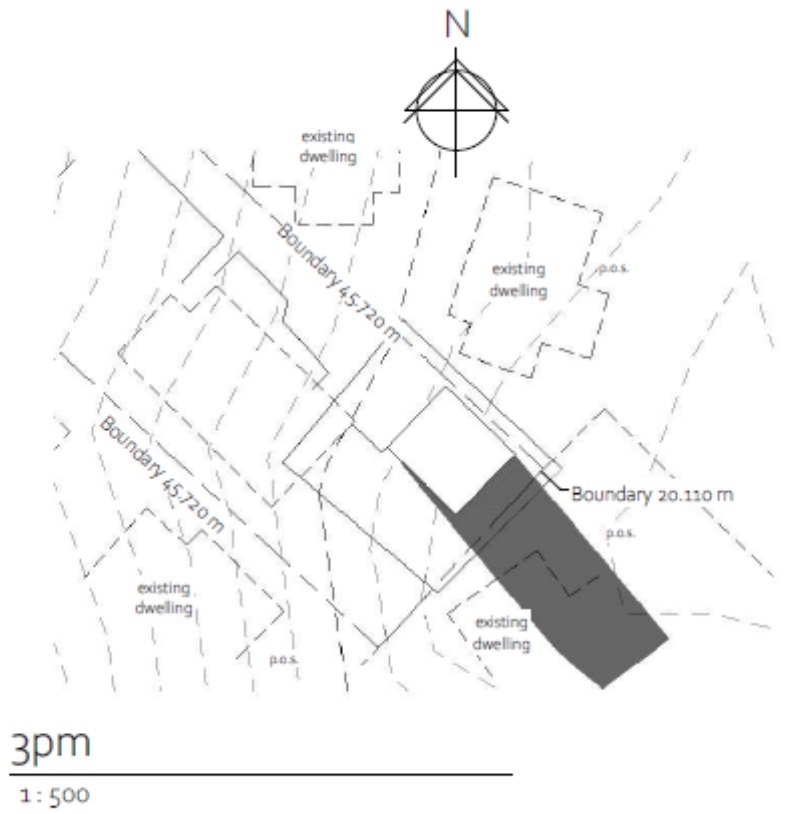
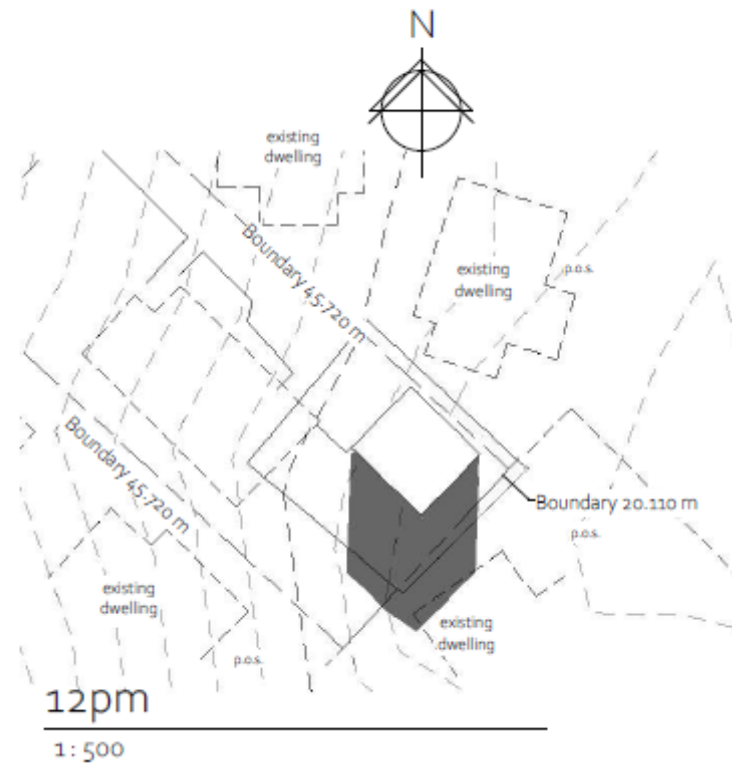
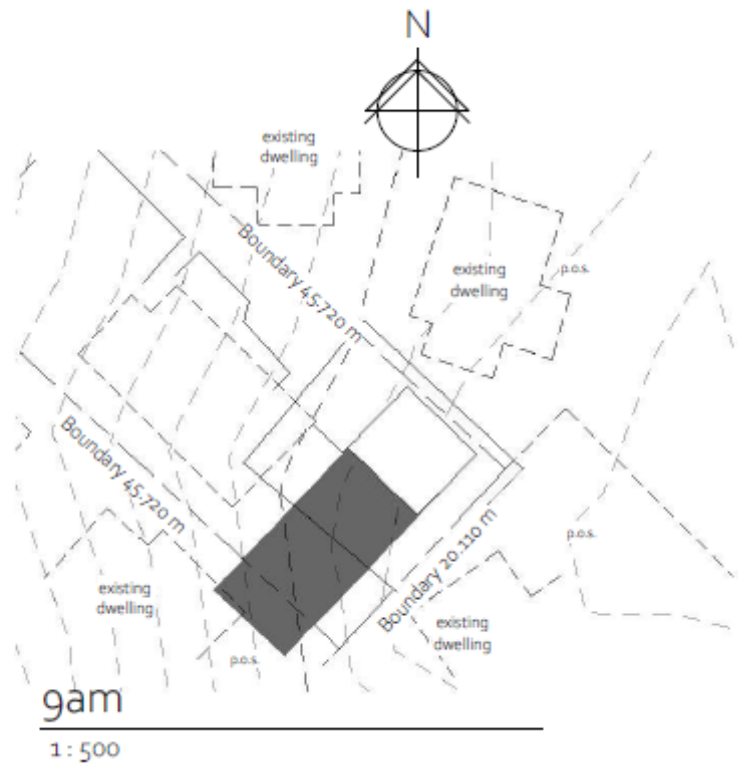
Elevations

DESIGNED BY: tcp	DRAWN BY: tcp
DATE: 14.04.23	TITLE: 64946/21

REVISION NO.	DRAWING NO.
Rev00	A03

do not scale off drawings, contact designer if you require further clarification. written dimensions override scaled dimensions

Figure 2 – Elevation Diagram of the As-constructed Garage (source: TCP Building Design, 2023)



Shadow Diagrams  
June 21st (Winter Solstice)

planning



JOB No: sdc23001  
 LOCAL COUNCIL: Dorset Council  
 ACCREDITATION: 19918095  
 PROJECT: DAVID TIMPERON AS CONSTRUCTED OUTBUILDING 17 BARNETT CRES, BRIDPORT TAS

Shadow Plans  
 DESIGNED BY: tcp  
 DRAWN BY: tcp  
 DATE: 14.04.23  
 TITLE: 64946/21  
 REVISION NO.:  
 DRAWING NO.:  
**Revo0 A04**

do not scale off drawings. contact designer if you require further clarification. written dimensions override scaled dimensions

Figure 3 – Overshadowing Diagram of the As-constructed Garage (source: Leigh Adams, 2023)



### The Site

The land subject to the proposal is identified as 17 Barnett Crescent, Bridport (Folio of the Register [F/R] 64946/21) which is located within the General Residential Zone. The registered owner of the freehold title applicable to the application is David Timperon.

The subject site is a rectangular lot with a site area of approximately 921 square metres and has direct frontage onto Barnett Crescent (Council maintained road). The subject land is currently used for residential purposes and contains a lawfully approved single dwelling. An as-constructed and unapproved garage, to which this application relates, is located in the southeast corner of the site.

The gradient of the land descends to the south-southeast; reducing from 24.3 AHD at its highest (north-western corner of the Henry Street frontage) to approximately 20.1 AHD at its lowest (south-eastern boundary corner).

The site varies in slope, being rather gentle in the front and back yards (3.5%) but strongly sloping underneath the existing dwelling (ranging from 12.5-25%) and within an approximately eight (8) metre radius from the south-eastern corner (10-14%), as shown in Figure 7 below.

Figures 4-7 below provide images of the development site:



**Figure 4** – Subject site, viewed from Barnett Crescent frontage, facing southeast towards the as-constructed garage seeking retrospective approval (photo taken 4pm 16 June 2023)

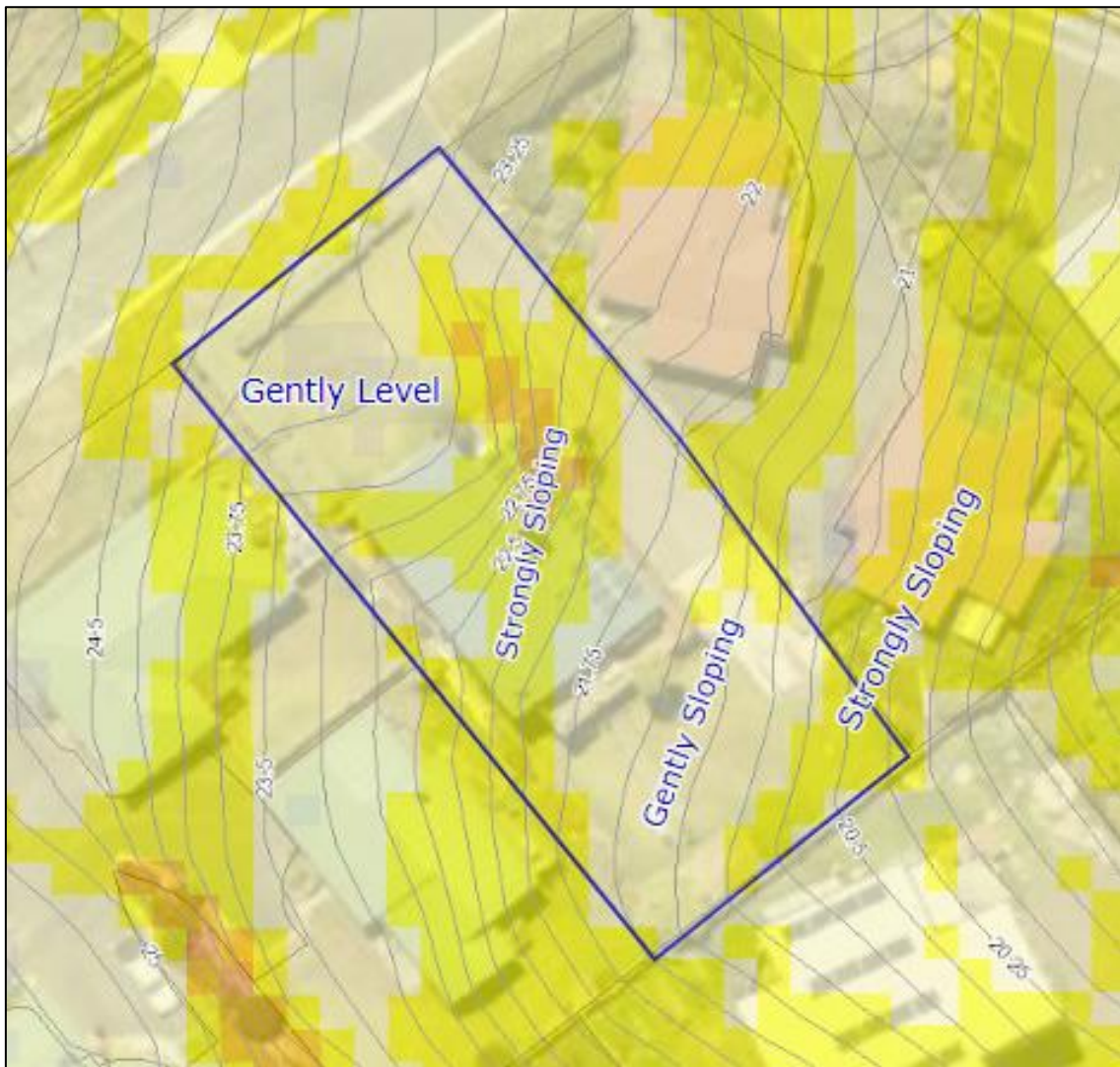


**Figure 5** – Subject site, viewed from Unit 4 19 Barnett Crescent (southwestern adjoining lot), facing northeast towards the garage (photo 4pm 16 June 2023)



**Figure 6** – Subject site, viewed from 8 Elvie Court, facing northwest towards the garage (photo taken 4pm 16 June 2023)





**Figure 7** – Aerial hillshade imagery of subject site, showing the topography and slope of the surrounding area (adapted from [www.thelist.tas.gov.au](http://www.thelist.tas.gov.au)). © State of Tasmania

#### Surrounding Land

Land neighbouring the subject site on all sides is identified within the General Residential Zone, with four multiple dwellings to the south-west (19 Barnett Crescent, Bridport), two multiple dwellings to the northeast (15 Barnett Crescent), and a single dwelling to the southeast (8 Elvie Court Bridport) (see Figure 8 below)



**Figure 8** – Subject site and surrounding area, showing location of as-constructed garage (State Aerial Photo Basemap, 2023)

### Strategic and Annual Plans

Not applicable.

### Statutory Requirements

Council must process and determine the application in accordance with the *Land Use Planning Approval Act 1993* (the LUPA Act) and the Council’s Planning Scheme. The application is made in accordance with Section 57 of the LUPA Act.

### Policy Implications

Not applicable.

### Financial & Asset Management Implications

Not applicable.

## Risk Management

Management of risk(s) is inherent in the conditioning of the permit.

## Consultation with State Government & Other Authorities

### TasNetworks

The proposal was referred to TasNetworks in accordance with section 44L of the *Electricity Supply Industry Act 1995* on 4 May 2023.

TasNetworks undertook its assessment of the application and advised Council on 18 May 2023 that based on the information provided, the development is not likely to adversely affect TasNetwork's operations.

This advice, as required under section 44M(2) of the *Electricity Supply Industry Act 1995*, was provided to the applicant within 5 business days of having received TasNetworks notice.

### TasWater

The proposal was referred to TasWater in accordance with section 56O of the *Water and Sewerage Industry Act 2008* on 4 May 2023.

TasWater undertook its assessment of the application provided to Council its Submission to Planning Authority Notice (SPAN) on 8 May 2023. Pursuant to Section 56P(1) of the *Water and Sewerage Industry Act 2008*, TasWater - through this SPAN - imposed its conditions on any permit for this application. A copy of this SPAN is attached to the Agenda Report.

Any permit issued by the Planning Authority must incorporate TasWater's conditions as outlined above and within their Submission to Planning Authority Notice, dated 8 May 2023.

### Council Infrastructure Department

The original documents submitted for the garage under the 'No Planning Permit Required' planning application (PLA/2021/231) and building application (BLD/2022/8) – which were consistent with records available to Council officers at the time – identified Council's stormwater main running parallel to the north- eastern boundary of 17 Barnett Crescent and clear of the garage.

Upon receipt of the retrospective planning application it was made known that Council's stormwater mapping had been updated that this stormwater pipe was located in different position – as detailed within the plans submitted under this planning application. In particular, it became apparent that the garage had been constructed within one lateral meter of Council's reticulated stormwater system.

Similar to TasWater's approach to building on or near pipes, Class 10 structures – such as sheds, garages, decks, and the like – are permitted to be located within one lateral metre



of a stormwater pipe where the structure does not obstruct the ability to repair or clean the pipe and subject to appropriate building and plumbing approvals being obtained.

Council's Infrastructure Department has confirmed that the structure would not obstruct the ability to repair or clean the pertinent 600mm diameter RCP stormwater pipe and that the structure can be permitted to be located within one lateral metre of the pipe.

Notwithstanding, and pursuant to Part 3 of the *Urban Drainage Act 2013*, the landowner must apply for consent from Council's General Manager for the structure to be permitted to be located within one metre of the lateral line. This consent is separate to any planning, building or plumbing approvals that may be issued. Any consent issued under the *Urban Drainage Act 2013* would be subject to any terms or conditions that the General Manager thinks fit, such as (i) indemnity against hurt, loss or damage to the structure resulting from the stormwater system and (ii) protection against damages to the stormwater system caused by the structure and associated works and (iii) the ability to require the structure to be removed from the identified area, at the owner's expense, should it be required in future to protect, restore reinstate or maintain the stormwater pipe.

## **Officer's Comments**

### **Details of Proposal**

The proposal seeks retrospective planning approval for the construction of a garage with the relaxation of building envelope standards.

As illustrated at Figure 1, the as-constructed garage – with a floor area of 56 square metres (7 metres by 8 metres) - would be situated within the south-eastern corner of the site directly adjacent to the existing dwelling and 0.5-0.7 metres from the eastern side boundary and 2.55-2.73 metres from the southern rear boundary at its closest. The garage would possess a skillion roof clad in Colorbond steel.

Due to the combined effect of (i) the site sloping down towards the south-eastern corner at approx 4 ½ degrees, (ii) the 5 degree pitch of the roof, and (iii) the as-constructed retaining wall base, the garage would generally have a height above existing ground level (EGL) of between 4.85 and 4.95 metres along its north-eastern elevation. Similarly, the garage would have a height above EGL of 4.35 metres along its entire south-western elevation as the site slopes at approximately 5 degrees and is parallel to the pitch of the roof.

The existing vehicle access would be extended and raised and concreted to provide for a gentle grade for the entry/exit of vehicles, with stormwater being collected from the impervious surfaces and directed to Council's reticulated stormwater system. This vehicle access is also currently insitu.

### **PLANNING ASSESSMENT**

The proposal must be considered against the provisions of the LUPA Act. It must also be considered against pertinent State Policies and the provisions of the Tasmanian Planning Scheme including the Dorset Local Provisions Schedule. A response to the relevant provisions is provided below.

### ***Land Use Planning and Approvals Act 1993***

Pursuant to section 5 of the LUPA Act, it is an obligation of any person on whom a function is imposed or a power is conferred under the LUPA Act to perform the function or exercise the power in such a manner as to further the objectives set out in Schedule 1 of the LUPA Act.

#### Town Planner Response:

The Planning Scheme, as currently made, furthers the above objectives through virtue of s15 (SPP criteria) and s34 (LPS criteria) of the LUPA Act. As such, if the proposal is deemed to comply with all applicable standards of the Planning Scheme, the proposal is thereby considered to further the objectives of the Act.

#### State Policies

State Policies are made under the *State Policies and Projects Act 1993* to articulate the Tasmanian Government's strategic policy direction on matters of State significance such as sustainable development of natural and physical resources, land use planning, land management, environmental management and environment protection. They are:

*'a guide to councils and government authorities in the development of their legislation and planning schemes [and] not to be used as a test of individual development in the assessment as to whether or not a development application should be approved or refused'.<sup>1</sup>*

All State Policies currently in force are the following:

- 1) State Policy on the Protection of Agricultural Land 2009;
- 2) State Coastal Policy 1996;
- 3) State Policy on Water Quality Management 1997; and
- 4) National Environment Protection Measures (NEPMs).

The Planning Scheme, as currently made, is consistent with all State Policies through virtue of s15 (SPP criteria) and s34 (LPS criteria) of the *LUPA Act*. As such, if the proposal is deemed to comply with all applicable standards of the Planning Scheme, the proposal is thereby considered to comply with the principles of all relevant State Policies.

#### Representations

Council received two (2) representations regarding the proposal. The key concerns expressed within the representation and the Town Planner's response to these are provided in the following:

##### **Issue 1**

**Concern regarding how *'a building of this size can be constructed from an adjoining property without any planning approval'*.**

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<sup>1</sup> *WJ Manning and The Friends of Four Mile Creek Bushcare Group Inc AND Break O'Day Council and Morris Nunn & Associates obo R Bejah* [2006] TASRMPAT 26 (14 Feb 2006).

### Town Planner Response

The landowner sought and obtained planning approval for a 'No Planning Permit Required' garage that would have been fully situated within the acceptable building envelope in December 2021. A building application consistent with the 'No Planning Permit Required' concept was subsequently submitted and was issued with a Certificate of Likely Compliance by Council's Building Surveyor in February 2022.

Following issue of the Certificate of Likely Compliance for that specific concept, the landowner then proceeded to alter the design of the garage (by way of increasing its height of the shed and its supporting retaining wall / slab) and had the structure installed without first consulting Council. The landowner subsequently admitted that this was due to an erroneous belief that (i) the alteration was of a minor nature and (ii) that only substantial variations require further planning approval. While the change may have been minor in a more rural setting, in an urban setting like Bridport any change in design has the potential to inadvertently trigger the need for further planning and building approval.

If the landowner had contacted Council prior to making the design alteration, the landowner would have been made aware that further planning and building approvals were required and that the application would have proceeded as a regular discretionary planning application.

### **Issue 2**

**Concern that it took several attempts from an adjoining landowner to raise the issue of the garage with an appropriate officer.**

### Town Planner Response

Once the appropriate officers were made aware that the height of the building was disputed, the matter was promptly investigated. Upon visiting the site and confirming that the works were indeed contrary to the previous approvals, the landowner was ordered to cease works and obtain all necessary planning and building approvals.

### **Issue 3**

**Concern that the as-constructed garage *'is the size of a 3 decker bus', 'is an absolute eyesore in the middle of suburban residences', and that 'it belongs on a farm with acres around it'.***

### Town Planner Response

As detailed further in this report, the as-constructed garage demonstrates compliance with all applicable acceptable solutions and performance criteria of the Planning Scheme. As such, the proposal is reasonably consistent with the scale of development that may be expected within the General Residential Zone.

In particular, the General Residential Zone has no express standards that solely regulate the dimensions of outbuildings. Instead, outbuildings are assessed under the same standards as those for residential buildings. As a result, an outbuilding could hypothetically be 8.5 metres and still be categorised as 'No Planning Permit Required' if it were sufficiently setback from property boundaries.

#### Issue 4

**Concern that the landowner purportedly lied to the owner of Unit 4 19 Barnett Crescent when originally discussing the height of the garage.**

#### Town Planner Response

Discussions between landowners is not relevant to the assessment of the application against the planning scheme.

#### Issue 5

**Concern that approving any retrospective planning applications would promote a sentiment within the community that people can *'build what you want then get planning to suit'*.**

#### Town Planner Response

It must be stressed that Council categorically does not condone works being undertaken prior to approvals being granted. Retrospective regulatory applications are disincentivised by doubling of all relevant assessment fees and - where the responsible person is not taking clear steps towards resolving the matter – issuing of infringements. Use and development fully consistent with all applicable acceptable solutions are likewise incentivised through Council's fee structure by providing incredibly appealing assessment fees for 'No Planning Permit Required' and 'Permitted' planning applications.

Despite this, Council – as Planning Authority - has an obligation to assess any planning application submitted to it and determine whether or not the proposal complies with the applicable standards of the planning scheme. The fact that the works are retrospective – while pertinent to the building and plumbing approvals – have no bearing in the assessment of the application against the planning scheme. The planning application may only be refused where it does not comply with the planning scheme.

As the applicant has undertaken works without first obtaining the requisite approvals, if this planning application is refused – and not subsequently appealed by the applicant or landowner - then Council would be obliged to commence enforcement action to have the garage removed from the site.

#### Issue 6

**Concern that the proposal would block the view of Anderson Bay from Unit 4 19 Barnett Crescent Bridport.**

#### Town Planner Response

No standards of the Planning Scheme that are applicable to the proposal invite consideration of potential impacts upon adjoining properties as a result of the interruption of views.

#### Issue 8

**Concern that the notice sign (for a former version of this planning application) was displayed incorrectly by being not being sufficiently elevated off the ground.**

### Town Planner Response

This concern relates to a public advertising period for a previous version of this planning application (PLA/2023/30) which was withdrawn due to technical deficiencies, primarily relating to the location of Council's stormwater infrastructure. During this former public advertising period, Council's former graduate planner erected a notice sign that – while technically compliant with the requirements of the Land Use Planning and Approvals Regulations 2014 – was not appropriate. Whilst there is no statutory requirement for the sign to be placed at a certain height, previous and current practice has been to place notice signs approximately one metre above the ground to aid in legibility.

The planning application was resubmitted as a fresh planning application (PLA/2023/60) which is currently before Council for consideration. This application was advertised for the statutory period and notice displayed on the land that is the subject of the application be (i) in a size not less than A4; and (ii) as near as possible to each public boundary in accordance with the Land Use Planning and Approval Regulations 2014.

The site notice for the planning application currently being considered – PLA/2023/60 – was placed at a height of approximately one metre above ground level (see Figure 9 below).



**Figure 9** – Subject site, viewed from Barnett Crescent, showing site notice (photo taken 5 May 2023)

### **Issue 7**

Concern that inadequate time was afforded adjoining landowners to submit representations despite the time it took for the landowner of 17 Barnett Crescent to submit a retrospective planning application.



#### Town Planner Response

Notice of the planning application was made in accordance with Section 9 of the Land Use Planning and Approval Regulations 2014 and Section 84 of the *Land Use Planning and Approvals Act 1993*.

In particular, the application was advertised in the Examiner, notice was sent by post to the last known postal address of all adjoining landowners, notice erected at the frontage, and the application was displayed at the Dorset Council Offices in Scottsdale for a minimum statutory fourteen day period. Accordingly, Council discharged its duty under the Act and Regulations.

#### **Issue 9**

**Concern that the works undertaken to the existing driveway and the dimensions of the garage insufficiently manages stormwater and causes discharge onto the adjoining Unit 2 15 Barnett Crescent Bridport.**

#### Town Planner Response

Noted. Subject to conditions requiring stormwater to be directed to Council's reticulated stormwater system in a manner that does not cause an environmental nuisance, the issue can be managed. This would also be rectified through the revised building and plumbing approval processes.

#### **Issue 10**

**Concern that *'sub soil drains may not have been installed under the building as there seems to be water running out between the footing and the first mortar joint several days after a rain event.'***

#### Town Planner Response

While not strictly a planning matter, it is noted that the quality of the construction, and any further stormwater management, would be closely interrogated and managed through the building and plumbing approval process.

The applicant has also provided the following comment in relation to the construction details of the sub-floor:

- *'All retainer wall blocks (20-48 & 20-01s on corners) were cored filled with concrete & compacted to achieve total fill.*
- *When crusher dust fill was compacted in approximately 100mm layers it was also well watered with garden hose to achieve a firm base.*
- *Waterproof membrane 200 um plastic taped on joins with 150mm + overlap was laid underneath slab footings up to top of slab height.'*

Subject to implementing a condition relating to ensuring that stormwater discharged from the impervious areas (including vehicle areas, paving and building roofed areas) of

the development is directed to Council's stormwater network in a manner that does not cause an environmental nuisance, this issue would be suitably managed.

### Tasmanian Planning Scheme including the Dorset Local Provisions Schedule

The proposal is seeking retrospective approval for the construction of a garage and must be considered against all pertinent clauses of the Planning Scheme.

### Zone

The land pertaining to the application is located within the General Residential Zone. The application is for the construction of a garage and would be ancillary to an existing single dwelling. The Residential use class therefore applies.

The "Residential" use class is defined under Table 6.2 (Use Classes) of the Planning Scheme as:

*use of land for self-contained or shared accommodation. Examples include a secondary residence, boarding house, communal residence, home-based business, home-based child care, residential care facility, residential college, respite centre, assisted housing, retirement village and single or multiple dwellings.*

Under Section 8.2 (Use Table) this use is classified as a No Permit Required use in this zone where if for (or ancillary to) a single dwelling.

The purpose of the General Residential Zone is:

- 8.1.1 *To provide for residential use or development that accommodates a range of dwelling types where full infrastructure services are available or can be provided.*
- 8.1.2 *To provide for the efficient utilisation of available social, transport and other service infrastructure.*
- 8.1.3 *To provide for non-residential use that:  
(a) primarily serves the local community; and  
(b) does not cause an unreasonable loss of amenity through scale, intensity, noise, activity outside of business hours, traffic generation and movement, or other off site impacts.*
- 8.1.4 *To provide for Visitor Accommodation that is compatible with residential character.*

### Town Planner Response:

The proposed use is a No Permit Required use in accordance with Table 8.2. As such, Zone Purpose Statements cannot be considered when determining this application unless specifically referred to by a use or development standard that requires discretionary appraisal. No performance criteria applicable to this application mandates consideration of the Zone Purpose Statements of the General Residential Zone.

## USE STANDARDS

The proposed use falls within the General Residential use class. As the use is an ancillary to an existing single dwelling, the proposal is classified as a No Permit Required use. The proposed use meets the acceptable solutions of all applicable use standards within the General Residential Zone.

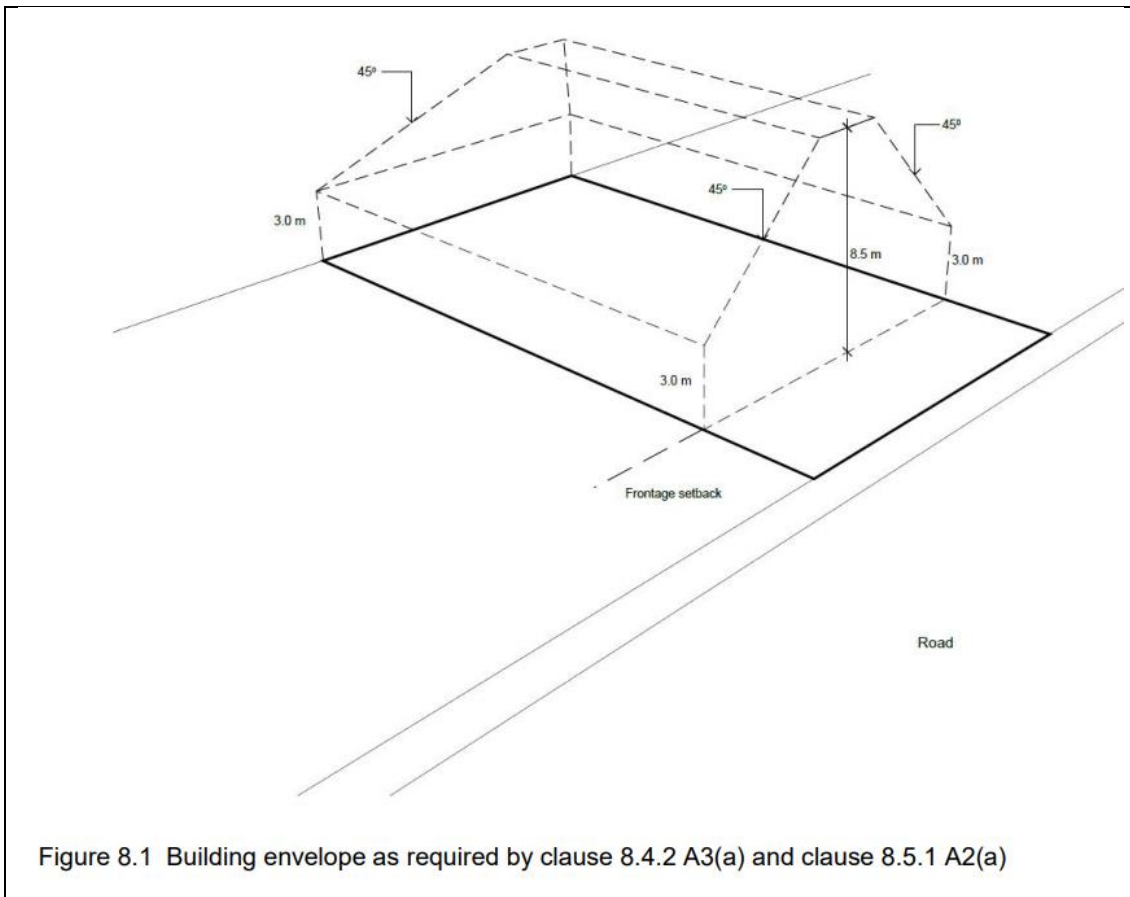
## DEVELOPMENT STANDARDS

The proposed development cannot meet the acceptable solutions of all applicable development standards within the General Residential Zone and must therefore rely on demonstrating compliance with the corresponding performance criteria.

### Clause 8.4.2 (Setbacks and building envelope for all dwellings)

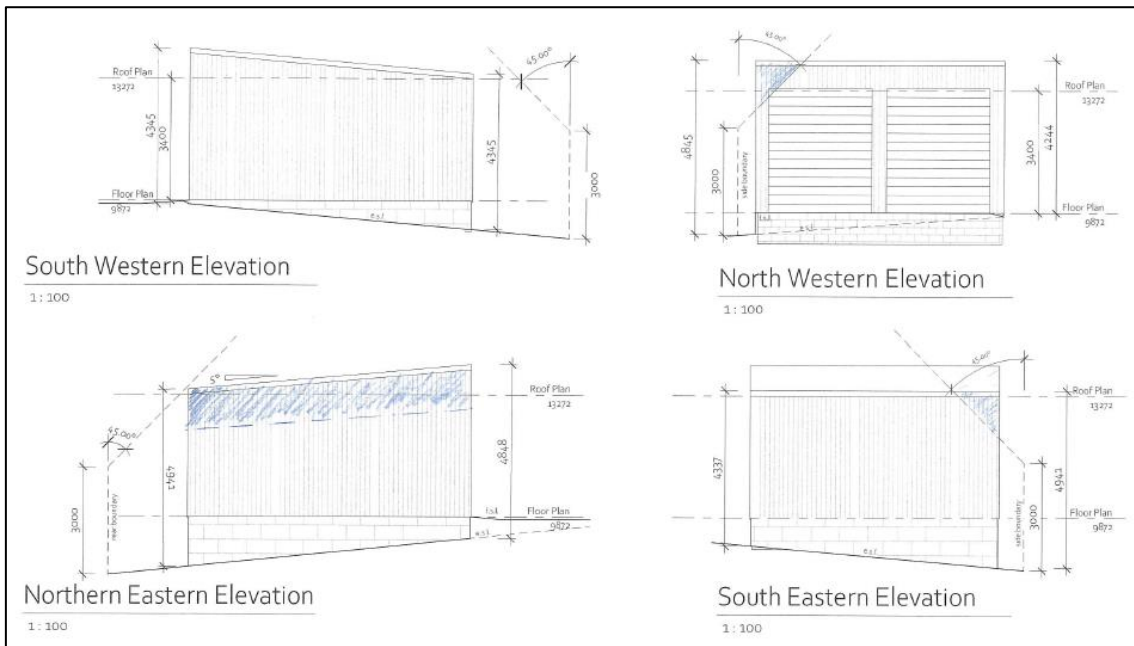
Objective:	
The siting and scale of dwellings:	
(a) provides reasonably consistent separation between dwellings and their frontage within a street;	
(b) provides consistency in the apparent scale, bulk, massing and proportion of dwellings;	
(c) provides separation between dwellings on adjoining properties to allow reasonable opportunity for daylight and sunlight to enter habitable rooms and private open space; and	
(d) provides reasonable access to sunlight for existing solar energy installations	
Acceptable Solutions	Performance Criteria
A3 A dwelling, excluding outbuildings with a building height of not more than 2.4m and protrusions that extend not more than 0.9m horizontally beyond the building envelope, must:  a) be contained within a building envelope (refer to Figures 8.1, 8.2 and 8.3) determined by:  i) a distance equal to the frontage setback or, for an internal lot, a distance of 4.5m from the rear boundary of a lot with an adjoining frontage; and	P3 The siting and scale of a dwelling must:  a) not cause an unreasonable loss of amenity to adjoining properties, having regard to:  i) reduction in sunlight to a habitable room (other than a bedroom) of a dwelling on an adjoining property; or  ii) overshadowing the private open space of a dwelling on an adjoining property;  or

<p>ii) projecting a line at an angle of 45 degrees from the horizontal at a height of 3m above existing ground level at the side and rear boundaries to a building height of not more than 8.5m above existing ground level; and</p> <p>b) only have a setback within 1.5m of a side or rear boundary if the dwelling:</p> <p>i) does not extend beyond an existing building built on or within 0.2m of the boundary of the adjoining lot; or</p> <p>ii) does not exceed a total length of 9m or one-third the length of the side boundary (whichever is the lesser).</p>	<p>iii) overshadowing of an adjoining vacant property; and</p> <p>iv) visual impacts caused by the apparent scale, bulk or proportions of the dwelling when viewed from an adjoining property;</p> <p>b) provide separation between dwellings on adjoining properties that is consistent with that existing on established properties in the area; and</p> <p>c) not cause an unreasonable reduction in sunlight to an existing solar energy installation on:</p> <p>i) an adjoining property; or</p> <p>ii) another dwelling on the same site.</p>
---	---



#### Town Planner Response

The as-constructed development would protrude vertically beyond the acceptable building envelope by approximately 1.2 metres at the south-eastern corner and 1.4 metres at the north-eastern corner and must therefore demonstrate compliance with the corresponding performance criteria. All other aspects of the garage are fully situated within the building envelope as shown within Figure 10 below. Consideration of the corresponding performance criteria, particularly in relation to potential loss of amenity, should therefore be focused upon the north-eastern elevation and the properties immediately adjacent (8 Elvie Court Bridport and Unit 2 15 Barnett Crescent).



**Figure 10** – Elevation Diagram (source: Trish Pickersgill 2023)

Firstly, it is important to note that the term ‘amenity’ is defined within the State Planning Provisions as *‘means, in relation to a locality, place or building, any quality, condition or factor that makes or contributes to making the locality, place or building harmonious, pleasant or enjoyable’*. Some loss of amenity is anticipated by the performance criteria, and so when considering any loss of amenity to adjoining properties, consideration must be given as to whether it is reasonable or unreasonable.

The applicant has provided the below overshadowing diagrams (see Figure 11-13) that details the overshadowing impacts of the development upon adjoining properties. The diagram clearly demonstrates that overshadowing is primarily focused upon the subject site and 8 Elvie Court to the south and in a manner that would ensure that 8 Elvie Court – and all other adjoining properties - would continue to enjoy sufficient sunlight to habitable rooms and private open space for more than three hours between 9am and 3pm on June 21 (the Winter Solstice). The garage would comply with P3(a)(i-iii) accordingly.

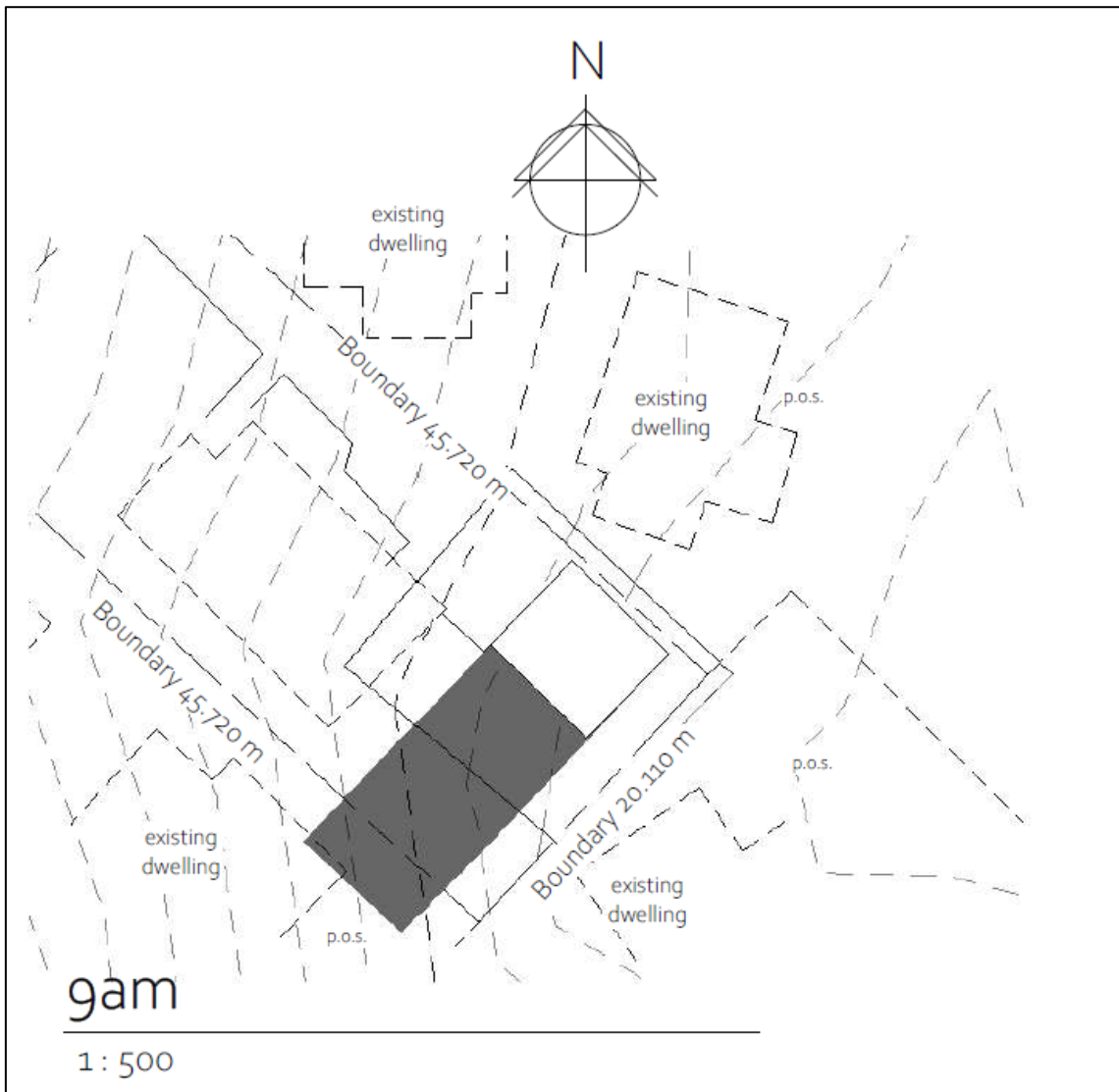


Figure 11 – Overshadowing Diagram at 9am (source: Trish Pickersgill 2023)

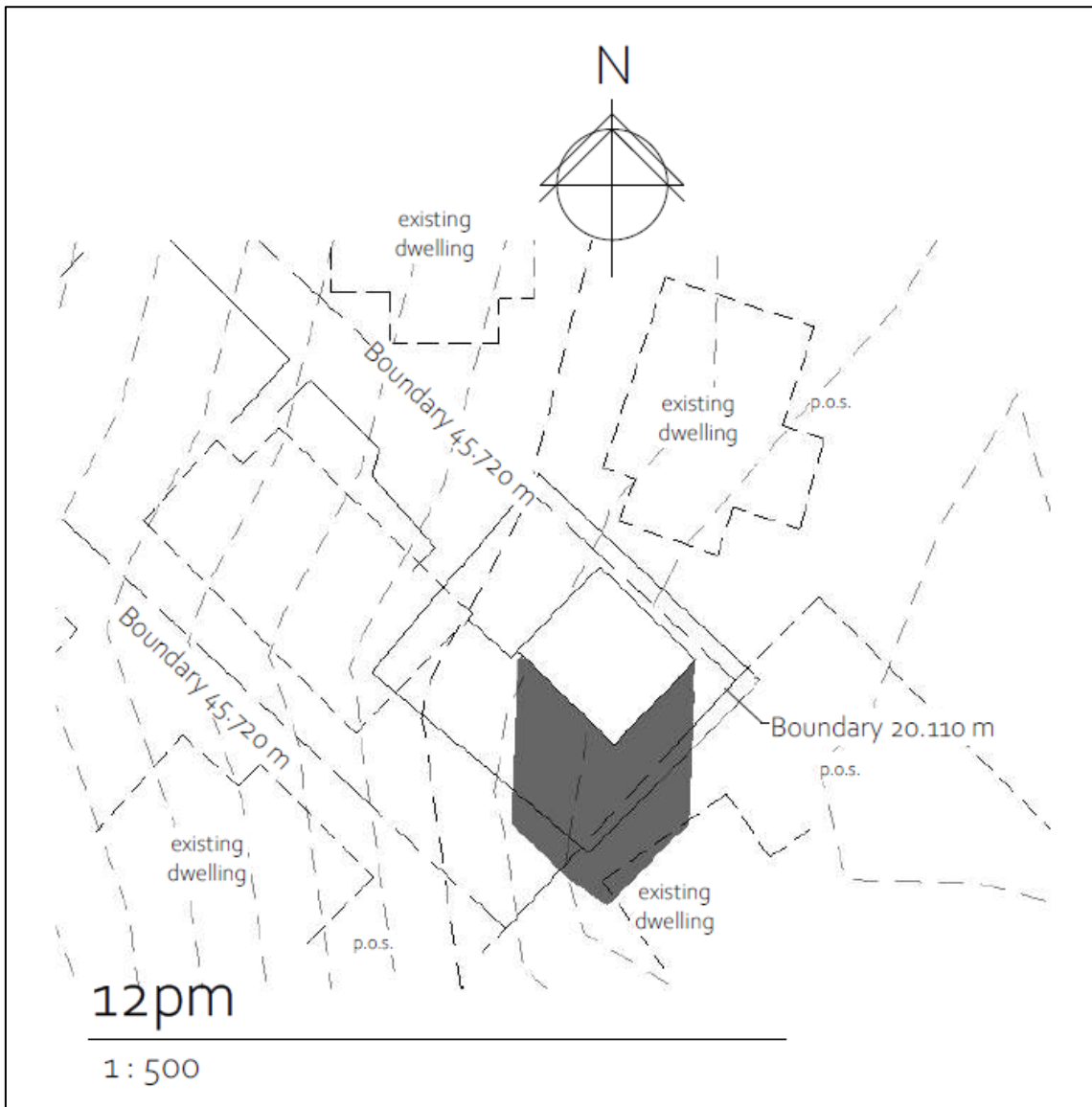
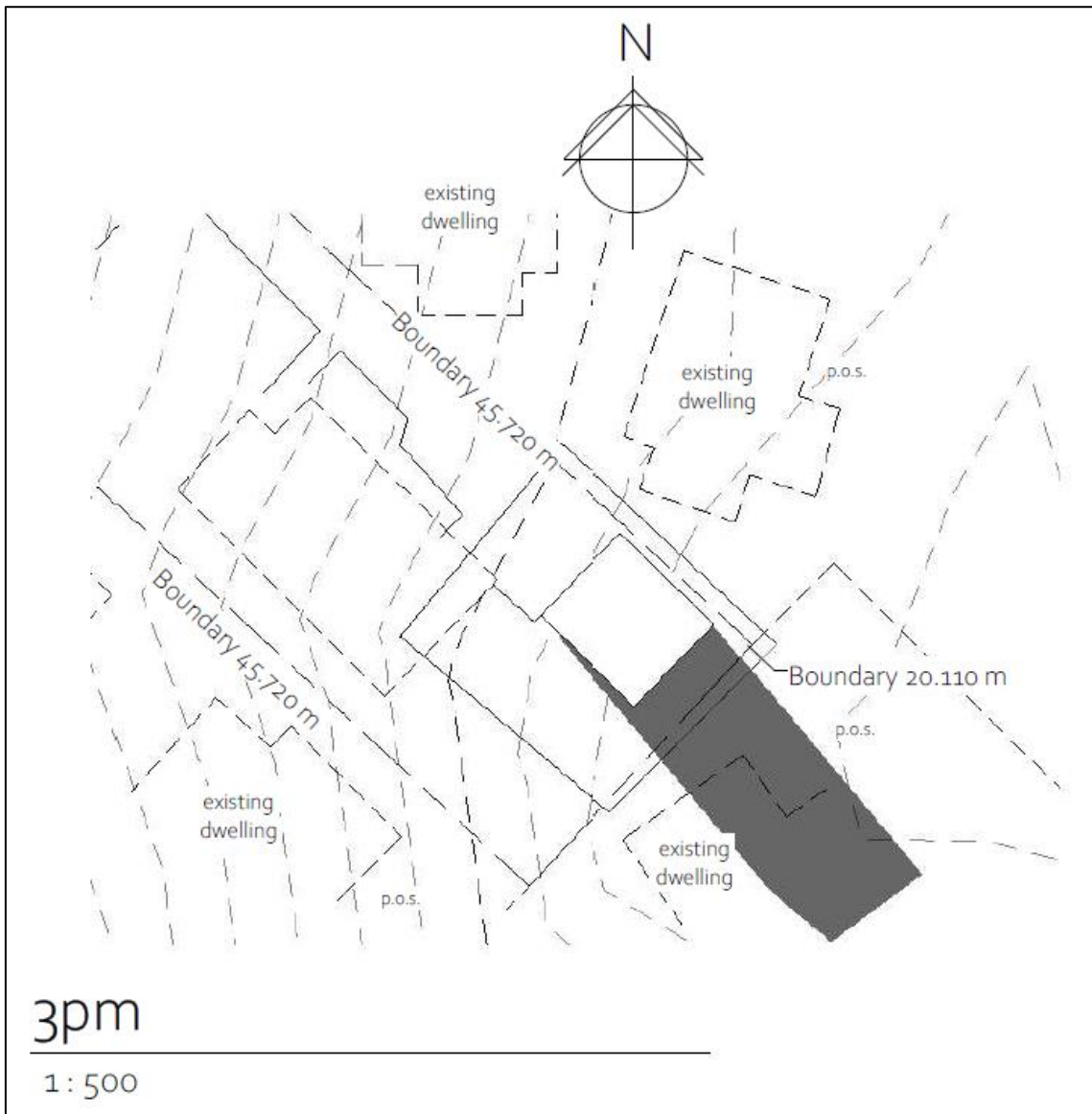


Figure 12 – Overshadowing Diagram at 12noon (source: Trish Pickersgill 2023)





**Figure 13** – Overshadowing Diagram at 3pm (source: Trish Pickersgill 2023)

Whilst visible from the dwelling at Unit 4 19 Barnett Crescent to the west-southwest, the garage would be approximately 15 metres from the nearest part of that dwelling (the deck). Bearing in mind that if the garage was instead located approximately 1.9 metres from the north-eastern boundary (instead of the variable 0.5 and 0.7 metre setback as-constructed) it would sit entirely within the acceptable building envelope and not require a planning permit to be issued. In doing so, the garage would be located marginally closer to Unit 4 19 Barnett Crescent while any perceived visual impact would remain consistent. Any loss of amenity experienced by Unit 4 19 Barnett Crescent must thereby be considered reasonable.

When considering the scale, bulk, and proportions of the as-constructed garage as viewed from the adjoining 8 Elvie Court and Unit 2 15 Barnett Crescent it is likewise considered that the siting and scale of the as-constructed garage would not cause an unreasonable loss of amenity. While the declining slope and light cream colour of the garage does accentuate the bulk of the garage when viewed directly adjacent to it within 8 Elvie Court and Unit 2 15 Barnett Crescent, the bulk, scale and proportions are not so apparent that the amenity of either property is unreasonably impacted.

The dwelling at Unit 2 15 Barnett Crescent is oriented to the east (away from the garage) to take in views of Anderson Bay. The nearest part of that dwelling to the as-constructed garage is an attached garage. The primary vantage that occupants of Unit 2 15 Barnett Crescent would have of the garage is either the common vehicle access uphill of the garage and dwelling (facing south), or from the southern backyard (facing southwest). This backyard declines notably to the southeast (ranging between 6 and 12 degrees) and the design of the existing dwelling on that property has responded by being a 'one and a half' storey dwelling. The same design response has been used – to varying degrees - for Unit 1 Barnett Crescent, all Units at 19 Barnett Crescent, and the existing dwelling at 17 Barnett Crescent. This has resulted in the immediate area possessing dwellings that are of similar size, or taller, than the as-constructed garage depending on individual circumstances. Moreover, newer dwellings in the area such as the adjoining 8 Elvie Court are two-storey dwellings and represent considerably greater bulk than the garage. As a result, the garage would – when viewed from both 8 Elvie Court and Unit 2 15 Barnett Crescent – not represent an unreasonable visual impact upon adjoining properties through virtue of its bulk, scale, or proportions and meet P3(a)(iv) accordingly.

The proposal would also provide separation between dwellings (inclusive of ancillary outbuildings) on adjoining lots that is compatible with those prevailing in the surrounding area – with several properties nearby also possessing outbuildings that either abut or are within approximately 0.7 metre of a side or rear boundary, including the decks attached to Unit 2 and Unit 4 19 Barnett Crescent, 11 Barnett Crescent and 13 Barnett Crescent. P3(b) is thereby met.

The garage would not reduce sunlight to any existing solar energy installations and thereby meets P3(c).

The proposal demonstrates compliance with the entirety of the corresponding performance criteria accordingly.

---

The proposal demonstrates compliance with the acceptable solutions of all other applicable development standards within the zone.

### **Codes**

Subject to conditions ensuring that the internal vehicle access is suitably drained to Council's reticulated stormwater system in a manner that would not cause any environmental nuisance, the proposal meets the acceptable solutions of all applicable codes of the Planning Scheme.

### **Dorset Local Provisions Schedule**

No use or development standards within the Dorset Local Provisions Schedule apply to the proposal.

## Summary

The proposed use and development is consistent with the requirements of the Tasmanian Planning Scheme including the Dorset Local Provisions Schedule, the *Land Use Planning and Approvals Act 1993* and applicable Tasmania's State Policies.

## Recommendation

It is recommended that the proposal for the retrospective use and development of a garage with relaxation of building envelope standards at the subject land, be approved subject to the following conditions:

### 1. *Basis of Approval*

The use and development is approved and must be undertaken in accordance with the Endorsed Documents, except where specified otherwise in this permit and documents lodged with this application (PLA/2023/60). Any substantial variation from this application will require the further planning consent of the Council.

### 2. *TasWater*

The development must be in accordance with the conditions provided within the Submission to Planning Authority Notice issued by TasWater dated 8 May 2023 (Reference No. TWDA 2023/00563-DC, copy attached to this permit).

### 3. *Stormwater Management*

Stormwater discharged from the impervious areas (including vehicle areas, paving and building roofed areas) of the development must be directed to Council's stormwater network in a manner that would not cause an environmental nuisance, to the satisfaction of the Council's Town Planner.

### 4. *Vehicle Parking and Internal Access*

Prior to the commencement of the use, areas set aside for the parking of vehicles, together with the aisles, must be constructed, drained and maintained to a condition suitable for use by the vehicles which will use the areas.

## ADVISORY NOTES

### *(i) Permission in Writing*

Any reference to the need for Council approval of a matter or thing prescribed under the conditions pertinent to this permit requires such approval to be given in writing.

### *(ii) Objections to Proposal*

This permit has no effect until the expiry of the period for the lodgment of an appeal against the granting of the permit or, if an appeal is lodged, until ten days after the appeal has been determined by the Resource Management and Planning Appeal Tribunal.

### *(iii) Appeal Provisions*

Attention is directed to sections 61 and 62 of the *Land Use Planning and Approvals Act 1993* (as amended) which relate to appeals. These provisions should be consulted directly, but the following provides a guide as to their content:

A planning appeal may be instituted by lodging a notice of appeal with the Clerk of the Resource Management and Planning Appeal Tribunal.

A planning appeal may be instituted within 14 days of the date the planning authority serves notice of the decision on the applicant.

*(iv) Permit Commencement*

This permit takes effect 14 days after the date of Council's notice of determination or at such time as any appeal to the Resource Management and Planning Appeal Tribunal is abandoned or determined. If an applicant is the only person with a right of appeal pursuant to section 61 of the Land Use Planning and Approvals Act 1993 and wishes to commence the use or development for which the permit has been granted within that 14 day period, the Council must be so notified in writing.

*(v) Period of Approval*

Pursuant to Section 53(5) the *Land Use Planning and Approvals Act 1993*, this approval will lapse after a period of two (2) years from:

- (a) the date on which the permit is granted; or
- (b) if an appeal has been instituted against the planning authority's decision to grant the permit, the date of the determination or abandonment of the appeal,

if the use or development is not substantially commenced within that period.

*(vi) TasNetworks Advice*

TasNetworks advised on 4 May 2023 that:

*'Based on the information provided, the development is not likely to adversely affect TasNetworks' operations.'*

*(vii) Other Approvals*

This permit does not imply that any other approval required under any other by-law or legislation has been granted. At least the following additional approvals may be required before construction commences:

- (a) Building approval
- (b) Plumbing approval
- (c) TasWater Works approval
- (d) Protection of Stormwater Assets approval

*(viii) Reinstatement Works*

Any damage that may occur to any of Council's infrastructure during the construction of works associated with the proposal must be reinstated to the satisfaction of the Council and at the cost of the developer. The developer will also be liable for all reasonable costs associated with the enforcement of compliance with the conditions, bylaws and legislation relevant to the development activity on the site.

*(ix) Protection of Stormwater Assets – Urban Drainage Act 2013*

Pursuant to Part 3 of the *Urban Drainage Act 2013*, the landowner must apply for consent from Council's General Manager for the structure to be permitted to be located within one metre of the lateral line. This consent is separate to any planning, building or plumbing approvals that may be issued.

Any consent issued under the *Urban Drainage Act 2013* would be subject to any terms or conditions that the General Manager thinks fit, such as (i) indemnity against hurt, loss or damage to the structure resulting from the stormwater system and (ii) protection against damages to the stormwater system caused by the structure and associated works and (iii) the ability to require the structure to be removed from the identified area, at the owner's expense, should it be required in future to protect, restore reinstate or maintain the stormwater pipe.



*dorset*

3 Ellenor Street SCOTTSDALE TAS 7260 P 03 6352 6500  
E [dorset@dorset.tas.gov.au](mailto:dorset@dorset.tas.gov.au) W [www.dorset.tas.gov.au](http://www.dorset.tas.gov.au)

## **NOTICE OF PLANNING APPLICATION**

***LAND USE PLANNING & APPROVALS ACT 1993***

In accordance with *Section 57 (3)* of the *Land Use Planning & Approvals Act 1993* notice is hereby given that the following application has been received:

**DA No: 2023/60**  
**PROPOSAL: GARAGE WITH RELAXATION OF BUILDING ENVELOPE STANDARDS (RETROSPECTIVE)**  
**APPLICANT: TCP BUILDING DESIGN**  
**LOCATION: 17 BARNETT CRESCENT BRIDPORT**

The application and associated plans and documents will be available for inspection at the Council Offices, 3 Ellenor Street, Scottsdale during normal office hours ending on 22/05/2023.

Further, in accordance with *Section 57 (5)* of the *Land Use Planning & Approvals Act 1993* any persons may make representations relating to the application which was advertised in The Examiner newspaper (Local Government Notices) on 06/05/2023. Representations must be addressed to the General Manager, Dorset Council, PO Box 21, Scottsdale 7260.

If you have any queries could you please contact the Dorset Council on **03 6352 6500** during normal office hours.

**John Marik**  
GENERAL MANAGER

# 17 Barnett Crescent BRIDPORT (2023/60)





# Planning Permit Application

Please print all applicable details clearly

## THE PROPOSAL

Describe in full the way it is proposed to use and/or develop the land: Retrospective Planning application for Outbuilding <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	⇨ Provide a full description of the proposed use or development, including: <ul style="list-style-type: none"> <li>• Building work</li> <li>• Change of use</li> <li>• Subdivision</li> <li>• Forestry</li> <li>• Demolition</li> <li>• Staging (if development is proposed to be carried out in stages, indicate this on the plans and describe in written material)</li> <li>• Signage</li> <li>• Other</li> </ul>
--	--

## THE LAND

Address 17 Barnett Cres, Bridport <hr/> <hr/>	Certificate of Title (include all applicable title references) Volume: 64946 Folio: 21
Land Area (m <sup>2</sup> or hectares): 919m <sup>2</sup>	
Present use of land: Residential <hr/> <hr/>	⇨ Provide a description of the existing use of the land, for example vacant, residential, agriculture, industrial, commercial
Present use of existing building(s): Residential <hr/> <hr/>	⇨ Provide a description of the use of the existing buildings on the land, for example dwelling, workshop, farm building, office, shop

## THE APPLICANT (Note: the person to be nominated as the Applicant is the one whose name will appear for public notification purposes and permit issue)

Applicant's Name: tcp building design	
<hr/> <hr/> <hr/>	Phone:
<hr/> <hr/> <hr/>	Fax:
Email:	

**THE OWNER**

Owner's Name(s): <b>David Timperon</b>	
Address: 17 Barnett Cres, Bridport	Phone:
	Fax:
	Mobile:
Email:	

**CROWN AND/OR COUNCIL CONSENT** [to be completed where land in respect of the Application is (i) Crown land (within the meaning of the *Crown Lands Act 1976*) or (ii) owned or administered by the Crown or a Council]

Owner / Administrator's Name(s):	
Person signing the Application:	⇒ to be completed by a person conferred the authority to ensure compliance with Section 52(1B)(a) of the Land Use Planning and Approvals Act 1993.
Signature: _____ Date: _____	

**DETAILS OF BUILDING WORK** (to be completed if Application requires building work)

Value of building work: \$ 15000		⇒ Please tick applicable box: <input checked="" type="checkbox"/> Estimate <input type="checkbox"/> Contract Price
Type of work: Retrospective Outbuilding (7x8m)		⇒ For example, new building, alteration, addition, removal, repairs, demolition, re-erection, change of use
Proposed use of building: Car & Caravan Storage		⇒ Describe the main use of the proposed building, for example, dwelling, workshop, farm building, office, shop
Existing floor area: 0 m <sup>2</sup>	New / additional floor area: 56 m <sup>2</sup>	Proposed maximum building height above natural ground level: 4.9m m
Materials:		
structural floor: Concrete		
external walls: Colorbond		colour: Cream
roof cladding: Colorbond		colour: Monument
structural frame: Steel		



**DETAILS OF OTHER WORKS**

Vehicle Access:

Is a new vehicle access or crossover required? (if so, ensure this is indicated on the plans) No

What would be the surfacing of the vehicle access? \_\_\_\_\_

---

Car Parking:

How many car parking spaces are currently provided? 2

How many additional car parking spaces would be provided? 1

What would be the surfacing of the car parking spaces? Concrete

Is provision made for loading and unloading of vehicles? (to be completed for retail, commercial, industrial, service industry or storage uses)

N/A

---

Describe any proposed earthworks, vegetation removal or other works required as part of the use and/or development:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DETAILS OF OTHER MATTERS**

Proposed hours of operation:

Monday to Friday: \_\_\_\_\_ am to \_\_\_\_\_ pm

Saturday: \_\_\_\_\_ am to \_\_\_\_\_ pm

Sunday: \_\_\_\_\_ am to \_\_\_\_\_ pm

---

Provide details of any goods that would be stored outside:

\_\_\_\_\_

**Privacy Statement**

The Dorset Council is committed to upholding the right to privacy of all individuals who have dealings with the Council. Unless required by law or by a Court or tribunal, the Council will take the necessary steps to ensure that the personal information that members of the public share with the Council remains confidential. How we use this information is explained in our Personal Information Protection Policy which is available at [www.dorset.tas.gov.au](http://www.dorset.tas.gov.au) or at the Council office.

**Appointment Details**

To ensure Council's officers are available to assist you with the submission of your Application, it is advisable to make an appointment by contacting Regulatory Services on 6352 6500.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Council Officer: \_\_\_\_\_

## Copyright Authority

I authorise the Council and the Crown in right of the state of Tasmania to provide to any person, for the purposes of assessment or public consultation, a partial or complete copy of documents relating to this application.

I understand that the information and materials provided with this Application may be made available to the public in electronic form on the Council's website. I understand that the Council may make such copies of the information and materials as, in its opinion, are necessary to facilitate a thorough consideration of the Application.

I declare that the information given is a true and accurate representation of the proposed use and/or development, and I am liable for the payment of Council application processing fees even in the event of the use and/or development proposed by this Application not proceeding.

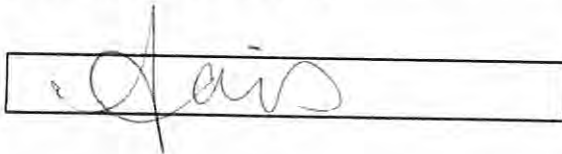
I confirm I am the copyright owner or have the authority to sign on behalf of any other person with copyright for documents relating to this Application.

I indemnify the Dorset Council for any claim or action taken against it in respect of breach of copyright in respect of any of the information or material provided.

Note: This authority is intended to cover copies made by the Crown or Council under Sections 40, 43, 49 or 183 of the *Copyright Act 1968*.

**Where the applicant is NOT the owner, I hereby declare that the owner of the land to which this application relates has been notified of this application being made and the information and details supplied by me in this application are a true and accurate description of the proposal.**

Applicant's Signature:



Date:

17/04/2023

SEARCH OF TORRENS TITLE

VOLUME 64946	FOLIO 21
EDITION 7	DATE OF ISSUE 17-Aug-2021

SEARCH DATE : 07-Feb-2023

SEARCH TIME : 10.36 AM

DESCRIPTION OF LAND

Town of BRIDPORT

Lot 21 on Sealed Plan 64946 (formerly being SP3328)

Derivation : Part of Lot 9 Sec. D.1. Gtd. to C.T. Barnett

Prior CT 2898/48

SCHEDULE 1

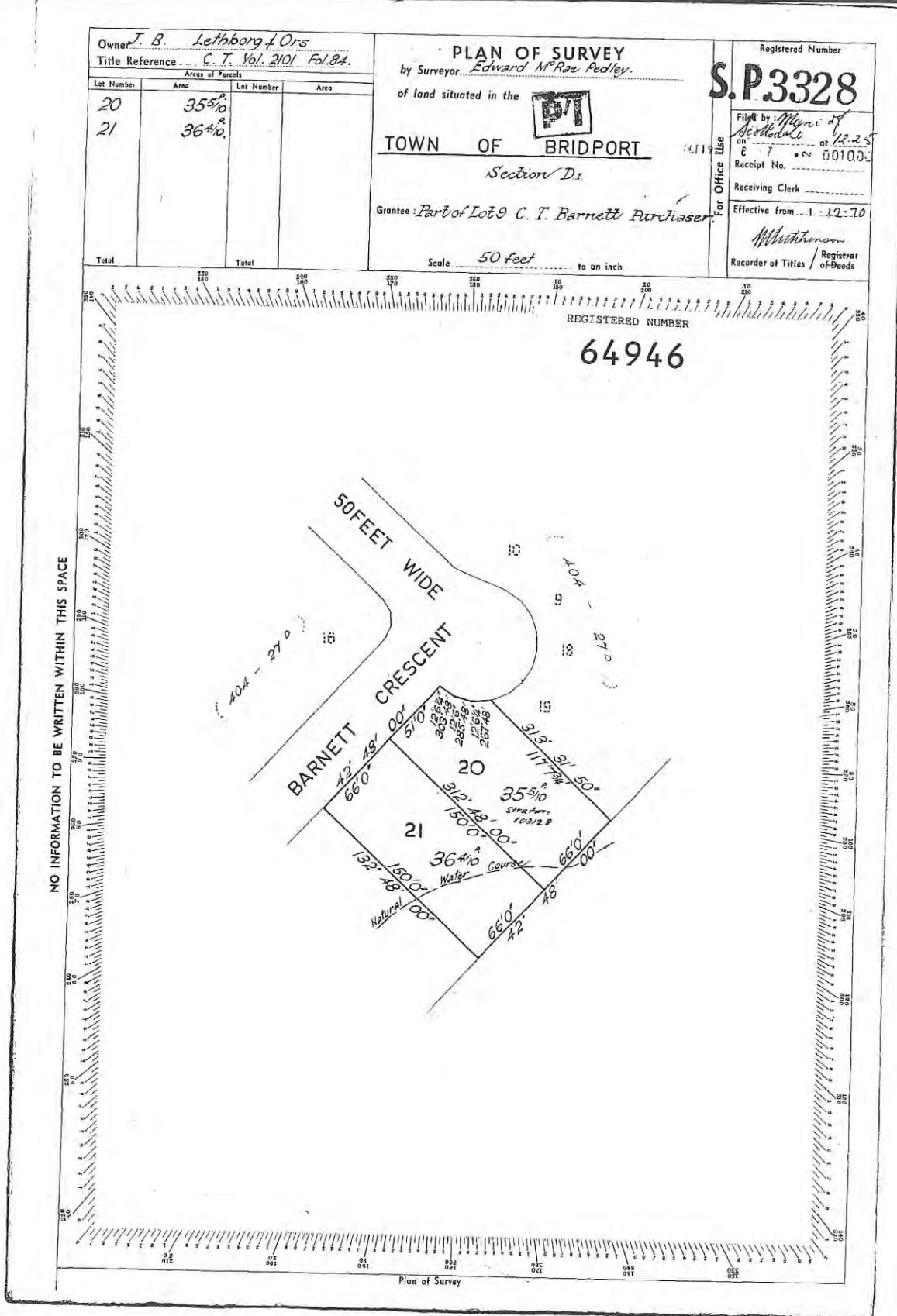
M908030 TRANSFER to DAVID THOMAS TIMPERON Registered  
17-Aug-2021 at 12.01 PM

SCHEDULE 2

Reservations and conditions in the Crown Grant if any  
SP 64946 FENCING PROVISION in Schedule of Easements

UNREGISTERED DEALINGS AND NOTATIONS

No unregistered dealings or other notations





SEARCH OF TORRENS TITLE

VOLUME 64946	FOLIO 21
EDITION 7	DATE OF ISSUE 17-Aug-2021

SEARCH DATE : 04-May-2023

SEARCH TIME : 02.10 PM

DESCRIPTION OF LAND

Town of BRIDPORT

Lot 21 on Sealed Plan 64946 (formerly being SP3328)

Derivation : Part of Lot 9 Sec. D.1. Gtd. to C.T. Barnett

Prior CT 2898/48

SCHEDULE 1

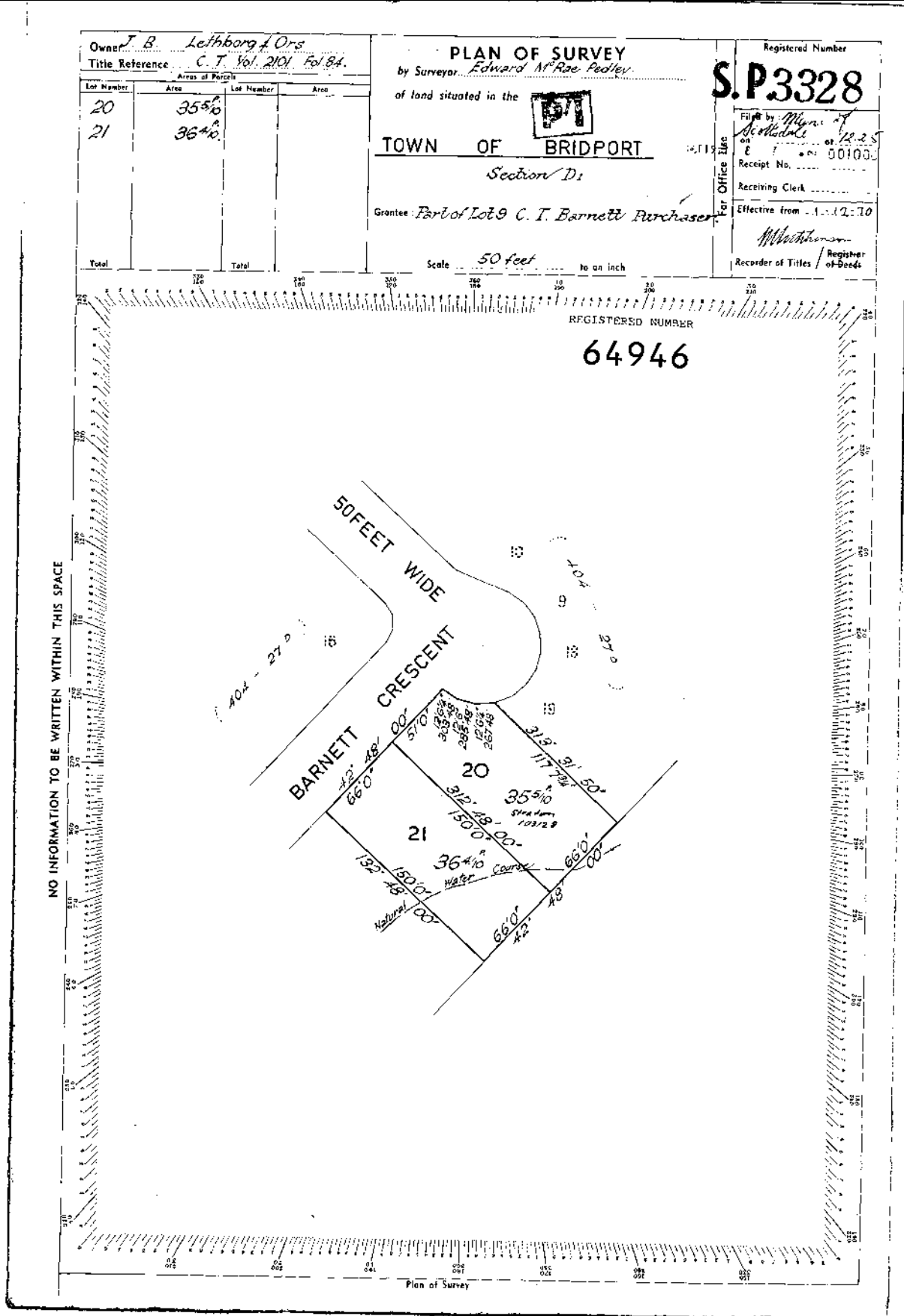
M908030 TRANSFER to DAVID THOMAS TIMPERON Registered  
17-Aug-2021 at 12.01 PM

SCHEDULE 2

Reservations and conditions in the Crown Grant if any  
SP 64946 FENCING PROVISION in Schedule of Easements

UNREGISTERED DEALINGS AND NOTATIONS

No unregistered dealings or other notations





SCHEDULE OF EASEMENTS

PLAN NO.

S.P. 3328

NOTE:—The Town Clerk or Council Clerk must sign the certificate on the back page for the purpose of identification.

The Schedule must be signed by the owners and mortgagees of the land affected. Signatures should be attested.

No easements or profits a prender are intended to be created as appurtenant to the land in the said survey plan and no covenants are intended to be created to benefit or burden the said land.

~~The owners as Vendors shall not be required to fence.~~

DATED this Seventh day of August 1970

SIGNED by JEANETTE BARBARA LETHBORG one of the Registered Proprietors of the land in Certificate of Title 2101/84, in the presence of

[Signature: J. B. Lethborg]

SIGNED by PETER JOHN WARDLAW one of the Registered Proprietors of the land in Certificate of Title 2101/84, in the presence of

[Signature: P. J. Wardlaw]

SIGNED by HENRY JAMES STACPOOLE one of the Registered Proprietors of the land in Certificate of Title 2101/84, in the presence of

[Signature: Henry James Stacpool]

Certified correct for the purposes of the Real Property Act 1862 as amended.

Harold Bushby & Partners

per [Signature]

Solicitors for the Owners.

Fencing Provision:—

In respect of each lot, the Vendors Jeanette Barbara Lethborg, Peter John Wardlaw and Henry James Stacpool shall not be required to fence.

This is the schedule of easements attached to the plan of Q. B. heth borg & Others.

comprising part of the land in

C.T. Vol 2101 Fol 84  
(Insert Title Reference)

Municipality of Scottsdale

on 12<sup>th</sup> October 1970

Sealed by

Glas. D. Samsel  
Council Clerk / Town Clerk

21928





**dorset**  
COUNCIL

Our Ref: 2023/60 13508 6843869  
4<sup>th</sup> May 2023

ABN 68 027 137 155  
3 Ellenor Street  
Scottsdale Tasmania  
PO Box 21 Scottsdale  
Tasmania 7260

T 03 6352 6500  
F 03 6352 6509  
E [dorset@dorset.tas.gov.au](mailto:dorset@dorset.tas.gov.au)  
[dorset.tas.gov.au](http://dorset.tas.gov.au)



Mr Thomas Wagenknecht  
Town Planner - Dorset Council  
PO Box 21  
SCOTTSDALE TAS 7260

Dear Thomas

**Council Landowner Consent**

**Garage with relaxation of building envelope standards (retrospective)**

**At: 17 Barnett Crescent BRIDPORT**

I refer to the application being made by TCP Building Design to gain planning approval for Garage with relaxation of building envelope standards (retrospective) on land addressed as 17 Barnett Crescent BRIDPORT.

This development encompasses land which is owned by the Council. I therefore advise that consent to lodge this application is granted.

Yours faithfully

**JOHN MARIK**  
General Manager

# AS CONSTRUCTED OUTBUILDING

*for DAVID TIMPERON  
at 17 BARNETT CRES,  
BRIDPORT TAS  
Title 64946/21*

DISCLAIMER: THESE PLANS SHOULD BE READ IN CONJUNCTION WITH ACCREDITED ENGINEERING DRAWINGS. STRUCTURAL ENGINEERS CERTIFICATES MAY BE REQUIRED TO CERTIFY STRUCTURAL DESIGN, WIND CLASSIFICATIONS AND/OR SOIL CONDITIONS, THIS WORK IS OUTSIDE THE SCOPE OF THIS DRAFTING SERVICE. THE DRAFTER DOES NOT ACCEPT ANY RESPONSIBILITY FOR ANY ERRORS OR OMISSIONS IN THE PLANS DUE TO WRONGLY SUPPLIED INFORMATION, NOR FOR MISCONSTRUCTION OR INTERPRETATION.

do not scale off drawings, contact designer if you require further clarification.

## Building Drawings

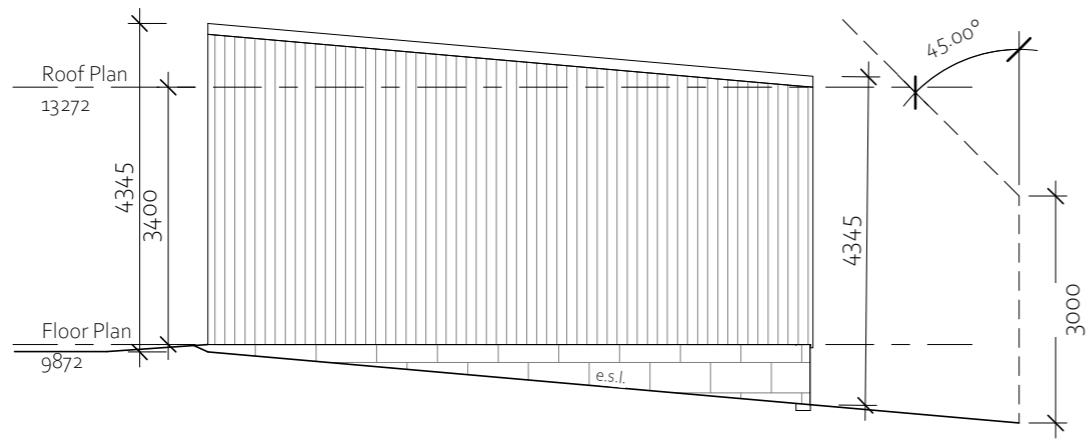
- A 01 Cover Page
- A 02 Site Plan
- A 03 Elevations



planning

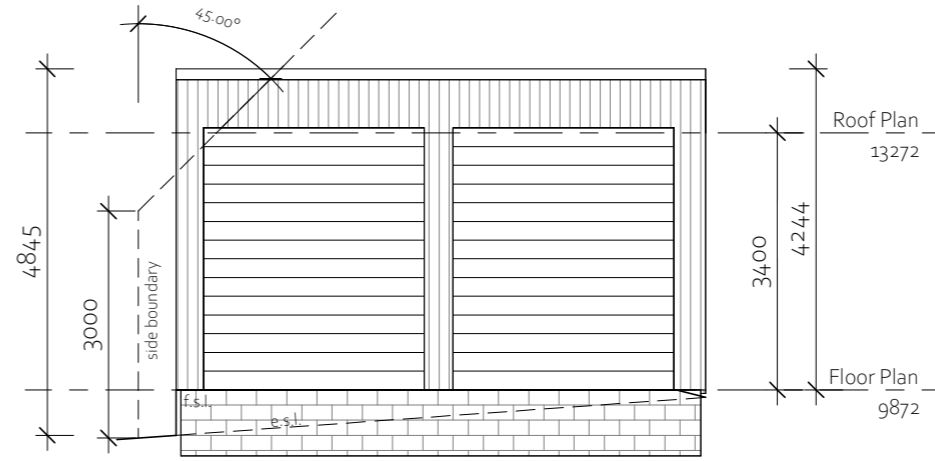
LOCAL COUNCIL: Dorset Council  
DESIGNED BY: Trish Pickersgill  
ACCRED.:  
REVISION NO. Revoo      JOB No: SDC-23001





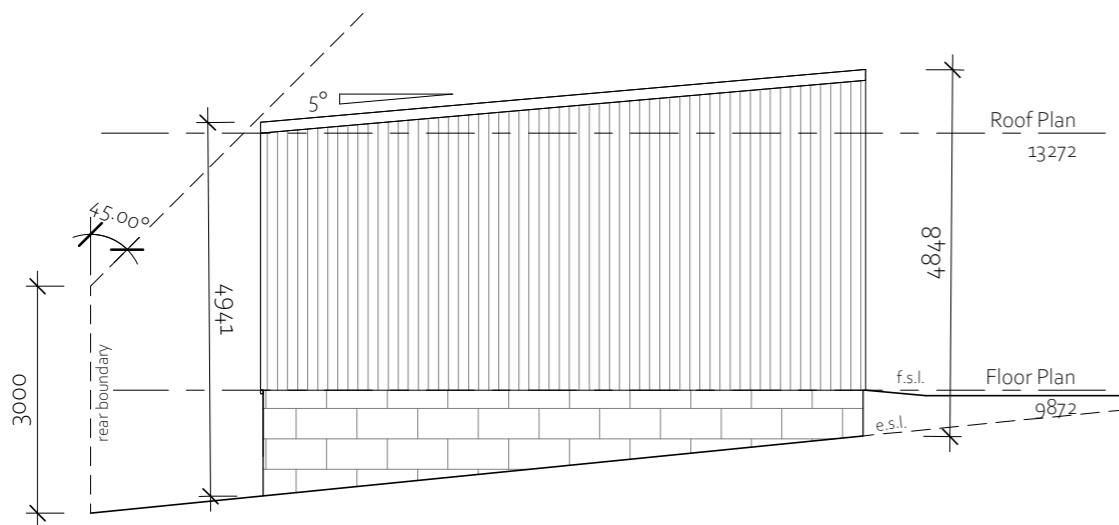
South Western Elevation

1 : 100



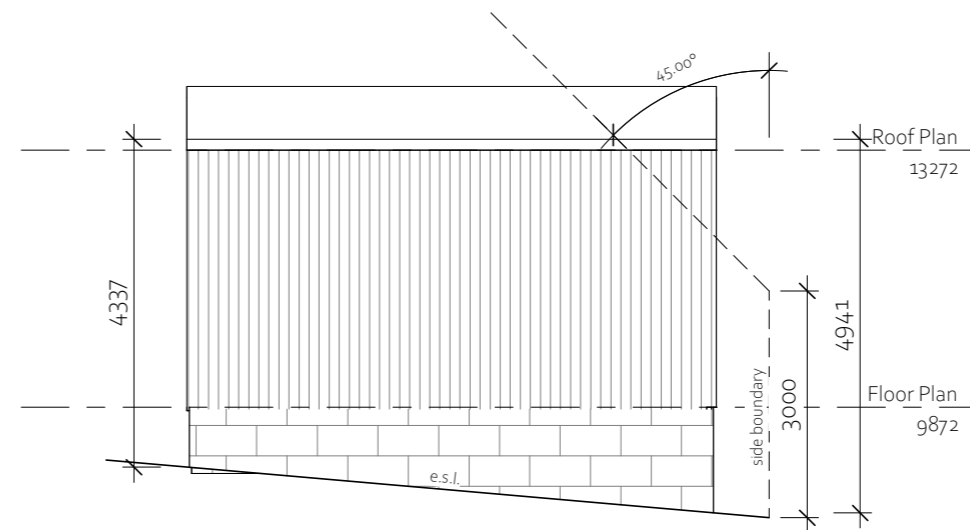
North Western Elevation

1 : 100



Northern Eastern Elevation

1 : 100



South Eastern Elevation

1 : 100

**Note:**

Application is seeking retrospective approval. Below assessment is against what is in place.

**8.4.2 Setbacks and building envelope for all dwellings**

**A3**

Application does not comply with the Acceptable Solution.

**P3**

(a)

(i-iii) The outbuilding is located to the South of the property at 15 Barnett Cres there is no impact of overshadowing to private open space or habitable rooms as there is a garage at this point separating the habitable rooms from the shed.

The property at the rear with access from Elvie Court has orientated their dwelling to the east with the Private Open space and habitable rooms set well off the fence, it is not expected overshadowing occurs given the separation of these areas.

(iv) The building has been elevated from ground level to minimise the amount of water entering the building the driveway (a known issue in the Bridport area), protecting property. The owners have opted for a skillion roof reducing the height on the rear boundary, this has generated a consistent height from front to back going with the slope of the land.

(b)

Separate between properties are inconsistent in the area, with some being on the bounday, others being located well away from the boundary. Therefore no assessment given against this point.

(c)

The outbuilding does not affect any solar installations on adjoining properties.



JOB No: sdc23001

LOCAL COUNCIL:  
Dorset Council

ACCREDITATION: 197486095

PROJECT:  
DAVID TIMPERON  
AS CONSTRUCTED  
OUTBUILDING  
17 BARNETT CRES,  
BRIDPORT TAS

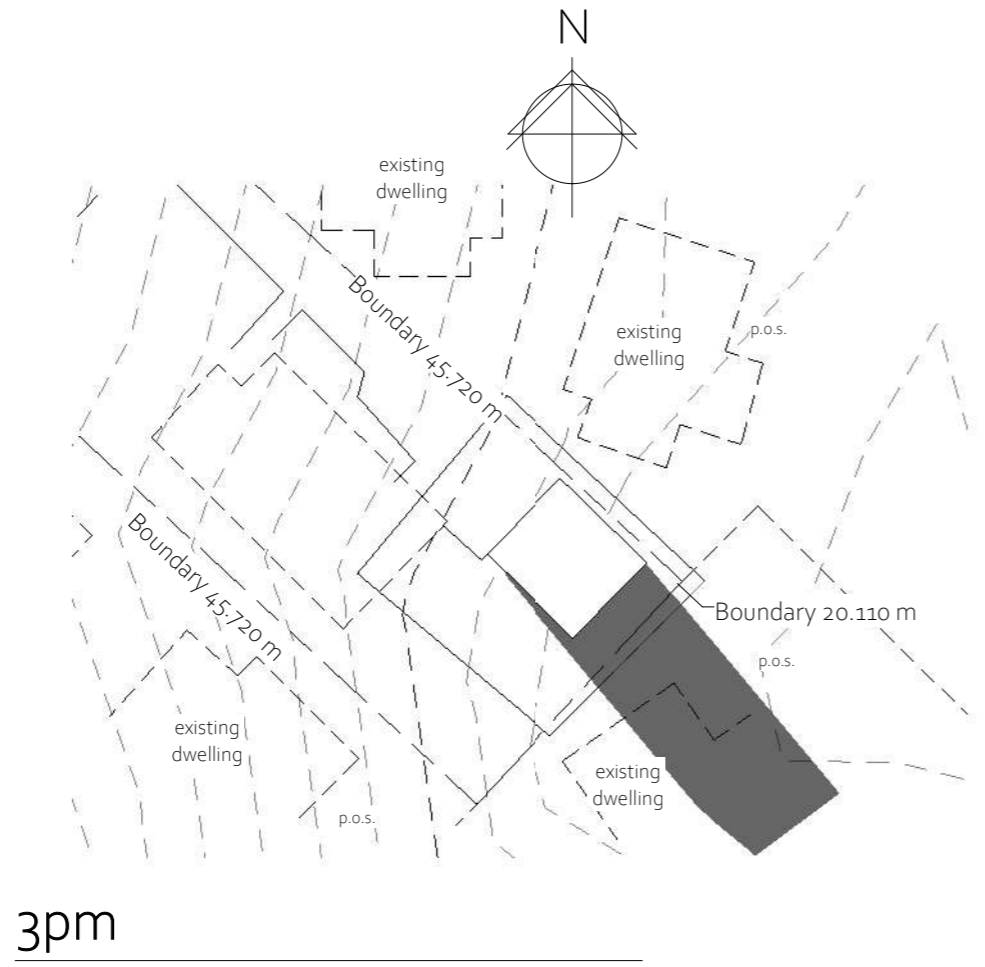
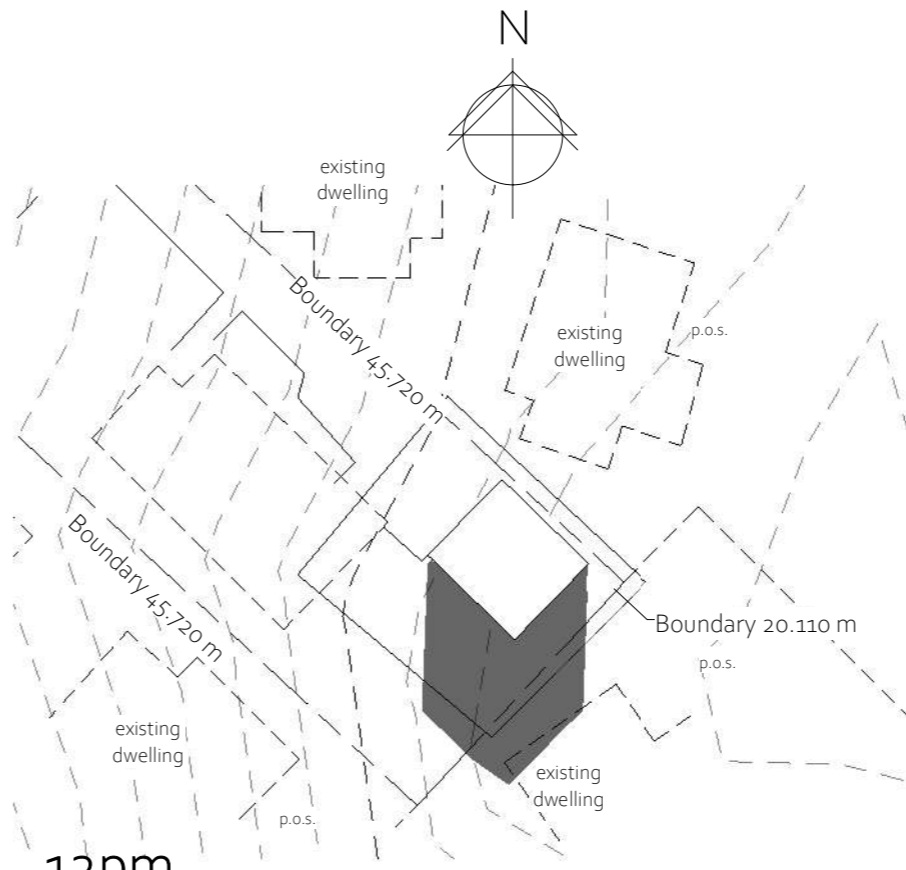
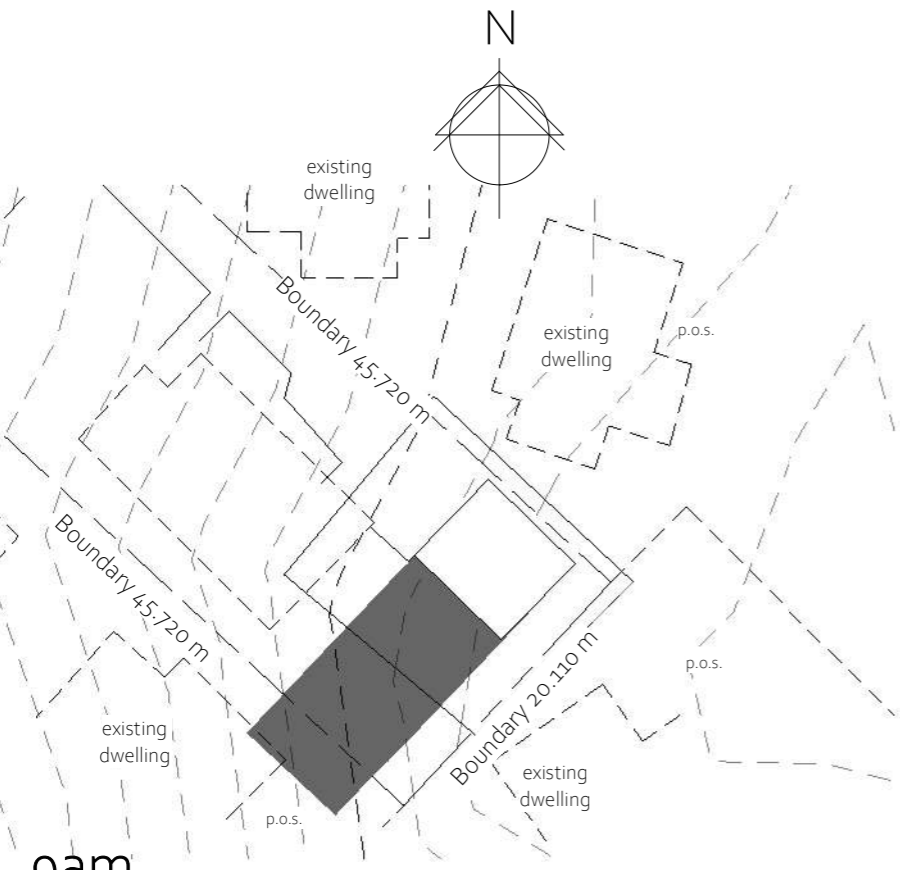
Elevations

DESIGNED BY: tcp	DRAWN BY: tcp
DATE: 14.04.23	TITLE: 64946/21

REVISION NO.	DRAWING NO.
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Rev00 A03

do not scale off drawings, contact designer if you require further clarification. written dimensions override scaled dimensions



Shadow Diagrams  
June 21st (Winter Solstice)



JOB No: sdc23001

LOCAL COUNCIL:  
Dorset Council

ACCREDITATION: 197486095

PROJECT:  
DAVID TIMPERON  
AS CONSTRUCTED  
OUTBUILDING  
17 BARNETT CRES,  
BRIDPORT TAS

Shadow Plans

DESIGNED BY: tcp	DRAWN BY: tcp
DATE: 14.04.23	TITLE: 64946/21

REVISION NO.	DRAWING NO.
	Revo0 A04

do not scale off drawings, contact designer if you require further clarification. written dimensions override scaled dimensions



# 17 Barnett Crescent BRIDPORT (2023/60)




## Site Notice – 17 Barnett Crescent BRIDPORT (2023/60)

I PETER CAREY (name)

of Dorset Council do solemnly and sincerely declare that I erected the Site Notice(s) at the position(s) indicated on the plan above

on 05/05/2023 (date)

at 11:30 AM (time)

Signed: 







---

**From:** Anita Bourn  
**Sent:** Thursday, 18 May 2023 1:49 PM  
**To:** Madison Loosmore  
**Subject:** RE: PLA/2023/60 - Garage with relaxation of building envelope standards (retrospective) - TCP Building Design - 17 Barnett Crescent, Bridport - TasNetworks Referral

Hi Madison,



Thank you for your email on 04/05/2023 referring the abovementioned development.

Based on the information provided, the development is not likely to adversely affect TasNetworks' operations.

Kind regards,



Anita Bourn  
Land Use Planner

 [@TasNetworks](https://twitter.com/TasNetworks)  
 [/TasNetworks](https://www.facebook.com/TasNetworks)



We are committed to protecting people, the community and the environment in everything we do.



Stop, look up and  
Be safe near powerlines

**From:** Madison Loosmore  
**Sent:** Thursday, 4 May 2023 3:42 PM  
**To:** Land Use Planning TasNetworks  
**Subject:** PLA/2023/60 - Garage with relaxation of building envelope standards (retrospective) - TCP Building Design - 17 Barnett Crescent, Bridport - TasNetworks Referral



Dear Sir/Madam,

Please find attached planning application PLA/2023/60 (inclusive of proposed plans and planning application form) for Garage with relaxation of building envelope standards (retrospective) at 17 Barnett Crescent, Bridport

If you require any more information please don't hesitate to get in touch.

Warm Regards,



Maddie Loosmore | Development Administration Officer

3 Ellenor Street (PO Box 21) Scottsdale 7260

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**From:** Andrew Holmes  
**Sent:** Monday, 8 May 2023 8:26 AM  
**To:** Madison Loosmore  
**Subject:** RE: PLA/2023/60 - Garage with relaxation of building envelope standards (retrospective) - TCP Building Design - 17 Barnett Crescent, Bridport - Works & Infrastructure Referral  
**Attachments:** 17 Barnett Cres Bridport.BMP

Hi Maddie

Have visited this with Thomas a while ago. Please see below.

*We will allow the build on this one, as the pipe covered is of such a size to allow of repairs or clean to be done internally. Although covenant should still stand, that if required to be removed at owner cost. The bottom plan is correct. (see attached)*

Cheers Andrew

---

**From:** Madison Loosmore  
**Sent:** Thursday, 4 May 2023 3:43 PM  
**To:** Andrew Holmes  
**Cc:** Susan Woolley  
**Subject:** PLA/2023/60 - Garage with relaxation of building envelope standards (retrospective) - TCP Building Design - 17 Barnett Crescent, Bridport - Works & Infrastructure Referral

Dear Sir/Madam,

Please find attached planning application PLA/2023/60 (inclusive of proposed plans and planning application form) for Garage with relaxation of building envelope standards (retrospective) at 17 Barnett Crescent, Bridport

If you require any more information please don't hesitate to get in touch.

Warm Regards,



Maddie Loosmore | Development Administration Officer

3 Ellenor Street (PO Box 21) Scottsdale 7260

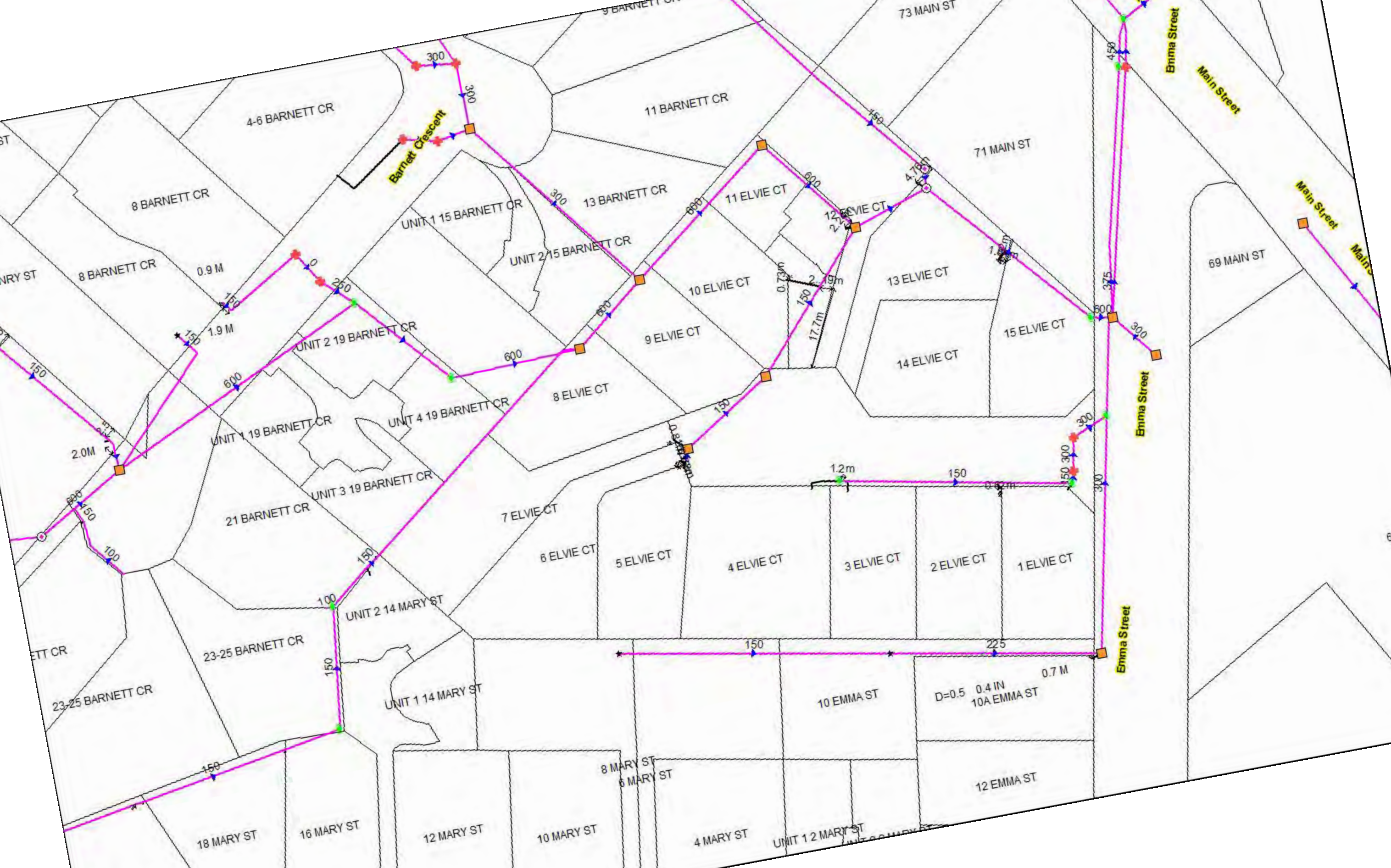
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## Thomas Wagenknecht

---

**From:** TasWater Development Mailbox  
**Sent:** Monday, 8 May 2023 11:36 AM  
**To:** Development Applications  
**Subject:** TasWater Submission to Planning Authority Notice, TWDA 2023 00563-DC, for Council permit PLA/2023/60  
**Attachments:** TasWater Submission to Planning Authority Notice TWDA 2023 00563-DC.pdf

Dear Planning Authority,

Please find attached TasWater Submission to Planning Authority Notice as mentioned above. A copy of the attached document(s) should be referenced in and appended to the council permit.

If you have any queries, please contact me.

Regards,

Jake Walley  
My working days are Monday to Thursday  
Assessment Officer



1300 862 066  
GPO Box 1393, Hobart TAS 7001  
36-42 Charles Street, Launceston, TAS  
7250  
<http://www.taswater.com.au/>

Have I been helpful? Please provide feedback by clicking [here](#).



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## Submission to Planning Authority Notice

<b>Council Planning Permit No.</b>	PLA/2023/60	<b>Council notice date</b>	04/05/2023
<b>TasWater details</b>			
<b>TasWater Reference No.</b>	TWDA 2023/00563-DC	<b>Date of response</b>	08/05/2023
<b>TasWater Contact</b>	Jake Walley	<b>Phone No.</b>	
<b>Response issued to</b>			
<b>Council name</b>	DORSET COUNCIL		
<b>Contact details</b>	development@dorset.tas.gov.au		
<b>Development details</b>			
<b>Address</b>	17 BARNETT CR, BRIDPORT	<b>Property ID (PID)</b>	6843869
<b>Description of development</b>	Garage (retrospective)		
<b>Schedule of drawings/documents</b>			
<b>Prepared by</b>	<b>Drawing/document No.</b>	<b>Revision No.</b>	<b>Date of Issue</b>
Trish Pickers	Sdc23001 A02	00	14/04/2023
<b>Conditions</b>			
<p>Pursuant to the <i>Water and Sewerage Industry Act 2008 (TAS)</i> Section 56P(1) TasWater imposes the following conditions on the permit for this application:</p> <p><b>56W CONSENT</b></p> <ol style="list-style-type: none"> <li>1. Prior to the issue of the Certificate for Certifiable Work (Building) and/or (Plumbing) by TasWater the applicant or landowner as the case may be must make application to TasWater pursuant to section 56W of the Water and Sewerage Industry Act 2008 for its consent in respect of that part of the development which is built within a TasWater easement or over or within two metres of TasWater infrastructure.</li> <li>2. The plans submitted in the application for a Certificate for Certifiable Work (Building/Plumbing) must clearly show the location of the existing property sewer connection. The existing sewer connection must be a minimum of 1 metre laterally clear of any proposed building works and be unrestricted for access and maintenance at all times.  Alternatively, the existing sewer connection must be cut and sealed and a new property sewer connection must be designed and constructed so that it is a minimum of 1 metre laterally clear of any structure(s).</li> </ol> <p><b>DEVELOPMENT ASSESSMENT FEES</b></p> <ol style="list-style-type: none"> <li>3. The applicant or landowner as the case may be, must pay a development assessment fee of \$226.71 to TasWater, as approved by the Economic Regulator and the fee will be indexed, until the date paid to TasWater.  The payment is required within 30 days of the issue of an invoice by TasWater.</li> </ol>			

## Advice

### General

For information on TasWater development standards, please visit <https://www.taswater.com.au/building-and-development/technical-standards>

For application forms please visit <https://www.taswater.com.au/building-and-development/development-application-form>

### Service Locations

Please note that the developer is responsible for arranging to locate the existing TasWater infrastructure and clearly showing it on the drawings. Existing TasWater infrastructure may be located by a surveyor and/or a private contractor engaged at the developers cost to locate the infrastructure.

- (a) A permit is required to work within TasWater's easements or in the vicinity of its infrastructure. Further information can be obtained from TasWater.
- (b) TasWater has listed a number of service providers who can provide asset detection and location services should you require it. Visit [www.taswater.com.au/Development/Service-location](http://www.taswater.com.au/Development/Service-location) for a list of companies.
- (c) Sewer drainage plans or Inspection Openings (IO) for residential properties are available from your local council.

### 56W Consent

The plans submitted with the application for the Certificate for Certifiable Work (Building) and/or (Plumbing) will need to show footings of proposed buildings located over or within 2.0m from TasWater pipes and will need to be designed by a suitably qualified person to adequately protect the integrity of TasWater's infrastructure, and to TasWater's satisfaction, be in accordance with AS3500 Part 2.2 Section 3.8 to ensure that no loads are transferred to TasWater's pipes. These plans will need to also include a cross sectional view through the footings which clearly shows;

- (a) Existing pipe depth and proposed finished surface levels over the pipe;
- (b) The line of influence from the base of the footing must pass below the invert of the pipe and be clear of the pipe trench and;
- (c) A note on the plan indicating how the pipe location and depth were ascertained.
- (d) The location of the property service connection and sewer inspection opening (IO).

## Declaration

The drawings/documents and conditions stated above constitute TasWater's Submission to Planning Authority Notice.

## TasWater Contact Details

Phone	13 6992	Email	development@taswater.com.au
Mail	GPO Box 1393 Hobart TAS 7001	Web	www.taswater.com.au

From: bob gibso  
Sent: Friday, 19 May 2023 12:11 PM  
To: Dorset Council <dorset@dorset.tas.gov.au>  
Subject: PLA/2023/60

General Manager, Dorset Council .

Dear Sir ,

I received a letter advising me of a resubmitted planing application dated 4 th May 2023 . DA No PLA/2023/60 .  
I wish to lodge my objection to the resubmitted application .

- 1 . As per previous objection that I submitted the plans have not been altered to manage the excess water that the building is causing when raining and several days after a rain event from running on to my property .
- 2 . The height of the building and because it is extremely close to the boundary means the amount of water when raining is concentrated to an very narrow area of ground .(approximately 500mm wide by the length of the building) .
- 3 . How close can a building of this size be constructed from an adjoining property without any planing approval ? 4 .  
Were there any sub soil drains placed under the building as there seems to be water running out between the footing and the first mortar joint several days after a rain event making my problem worse .

Yours faithfully ,  
Robert Gibson  
Sent from my iPad

**From:** Jan Watkins  
**Sent:** Monday, 8 May 2023 6:06 PM  
**To:** Dorset Council <dorset@dorset.tas.gov.au>  
**Subject:** Fwd: Fwd: RE. PLA/2023/60 RETROSPECTIVE PLANNING OF SHED AT 17 BARNETT CRES. BRIDPORT

----- Forwarded Message -----

**Subject:**Fwd: RE. PLA/2023/60 RETROSPECTIVE PLANNING OF SHED AT 17 BARNETT CRES.

BRIDPORT

**Date:**Mon, 8 May 2023 18:00:49 +1000

**From:**Jan Watkins

----- Forwarded Message -----

**Sub ect:**RE. PLA/2023/30 13508 6843869

**Date:**Mon, 3 Apr 2023 16:43:38 +1000

**From:**Jan Watkins

**To:**[dorset@dorset.tas.gov.au](mailto:dorset@dorset.tas.gov.au)

ATT. COUNCIL TOWN PLANNER

I am writing in regard to retrospective planning for the shed at 17 Barnett Cres Bridport which has been built higher than David had permission for.

I am totally against this respective planning being given as this will say , BUILD WHAT YOU WANT THEN GET PLANNING TO SUIT!! I would hope this is not the message you wish to give to rate payers. This shed is the size of a 3 decker bus and is an absolute isor in the middle of suburban residences it belongs on a farm with acres around it. David lied to me when I asked him how high it would be and it turned out 1,5 metres higher than he said and then he said to me "its done now" very abruptly. He clearly has no regard for neighbours or permits. If he built to the height he told me he would have his shed and I would have my view of the bay which is totally gone but apparently views do not come into it as Thomas Wagenknecht informs me!!

You, as the Council has a huge responsibility regarding Bridport and the decisions you make for its future as we dont want to lose why people come to Bridport in the first place .

a number of neighbours I have spoken to are not happy with the shed and cant believe the council has allowed it to be built.

Also a number of points I wish to make is firstly it took me 3 phone calls and email even to get a response fr0m the council and 6 months to get this far and neighbours of No. 17 were given 11 days to respond re the first retrospective planning application with easter in middle. Also the notice which was put in front of No.17 regarding application was put at ground level where unless lying on stomach on ground u could not read it. These points make me think do you as a council really want neighbours in put? I am hoping that you make the right decision re this shed so people build to the rules.

Regards Janice and Guy Watkins





dorset  
COUNCIL

Our Ref: 2023/60 13508 6843869  
29<sup>th</sup> May 2023

TCP Building Design  
20 Hardwicke Street  
SUMMERHILL TAS 7250

ABN 68 007 197 207  
3 Flinders Street  
Southside Tasmania  
PO Box 215 Bridport  
Tasmania 7260

T 03 6367 8800  
F 03 6367 8809  
E dorset@dorset.tas.gov.au  
dorset.tas.gov.au



Dear TCP Building Design

**Extension of Time Request (PLA2023/60)**

**Garage with relaxation of building envelope standards (retrospective)**

**17 Barnett Crescent BRIDPORT**

It is acknowledged that additional time is going to be required to ensure Council can undertake satisfactory assessment of your application for the above, including a recommendation presented to Council at the Monday 26 June 2023 Council Meeting.

As such, Council must request an extension of time in accord with Section 57(6A) of the *Land Use Planning and Approvals Act 1993*. To this end, Council would request an extension of time to **Tuesday 27th June 2023**.

Please confirm your agreement to this request for an extended period of time by signing the applicable section below.

Yours faithfully

**THOMAS WAGENKNECHT**  
Town Planner

I, Trisha Picenskill, confirm that I agree to this request by Dorset Council for an extension of time to the planning assessment timeframe of the abovementioned planning application.

Signature:



*dorset*  
COUNCIL

# Strategic Plan

# 2023 - 2032







*Barnbougle Golf Course, Bridport*  
**Photo Credit:** Gary Lisbon

*Bridestowe Lavender Farm, Nabowla*

*Briseis Mine Hole, Derby*  
**Photo Credit:** Stu Gibson

# Contents

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- Thanks..... 20
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## Acknowledgment of Country

*Dorset Council acknowledges the palawa community as the first inhabitants of the nation and pays respect to Elders past, present and emerging.*

*We recognise them as the traditional custodians of the lands and waters where we live, learn and work.*

**Front Page:** Mt Stronach 'View of Dorset'



# Welcome



Mayor: Greg Howard



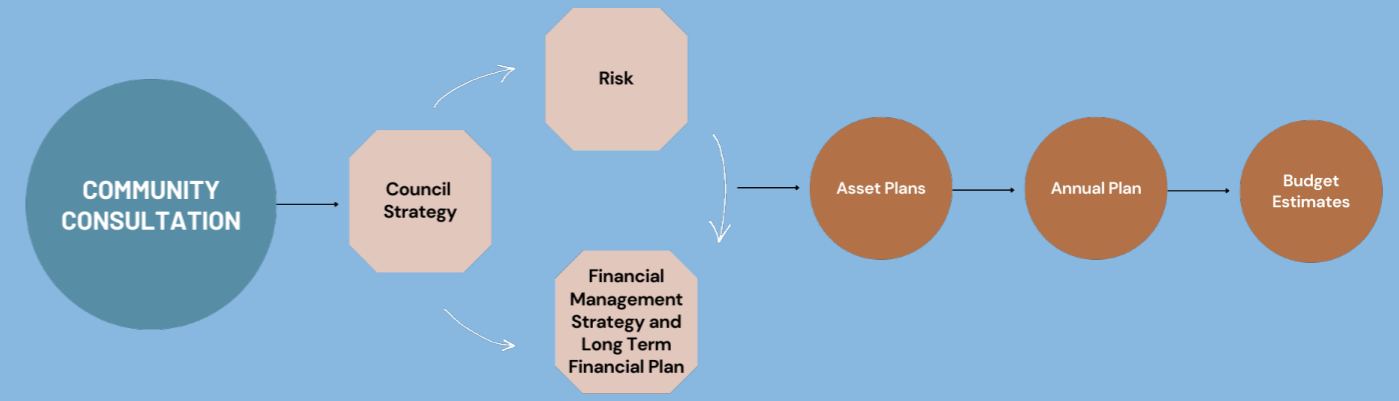
General Manager: John Marik

Welcome to Council's Strategic Plan 2023 – 2032. With Local Government elections having taken place in October 2022 and a new Council elected, Council chose to conduct a full review of Council's Strategic Plan. The development of Council's Strategic Plan has been a collaborative approach between Councillors and Council Officers, along with submissions from the community and any authorities and bodies that may be impacted by the Strategic Plan.

The *Local Government Act 1993* - Section 66 (2) mandates a Council Strategic Plan must be in respect of at least a 10 year period and must be reviewed every 4 years. With the pace of change in the world today, Council will embark on a yearly review of the Strategic Plan to ensure the initiatives remain relevant to the community and to explore further opportunities that align with Council's vision.

Council's Strategic Plan sets a very clear vision for the municipality to be an inclusive, thriving and connected community. Council's Strategic Plan will assist in driving future prosperity in the Dorset region. The Strategic Plan simply and easily defines what Council will be doing over the 2023 – 2032 term and why these initiatives are important to the municipality. The Strategic Plan centres on four key pillars, including improving the liveability of the community, stimulating economic growth, improving service delivery and reducing Council's environmental footprint.

# Strategic Framework



The Dorset Council Strategic Framework starts with understanding the needs of the Dorset community. The elected members of Council represent the community and make decisions on the allocation of Council resources to best meet those community needs.

Council's Strategic Plan is an important document which identifies the future direction of Council to meet community needs. The comprehensive review of Council's Strategic Plan is the start of a new cycle that will result in a review and update of all other plans, including Council's Risk Management Framework and the Financial Management Strategy. The Strategic Plan is in no way sequentially numbered in the order of priority, it is numbered so it can be easily identifiable and tracked within Council's Annual Plan. Council's Strategic Plan is a high level document highlighting what the Council wants to achieve, and why that is important. Council's Annual Plan and implementation plans will then delve into how some of the activities will be achieved, which will include deeper reviews and for relevant activities, further community consultation and feedback.

Council's Risk Management Framework identifies, assesses, and prioritises risks and assists Council to make decisions on how those risks are best mitigated. The Financial Management Strategy is the process of analysing and managing financial resources effectively and efficiently to meet Council's objectives as per the Strategic Plan. Both risk management and financial management help inform strategic planning by providing data on the current state of Council and the potential financial impacts of different strategies.

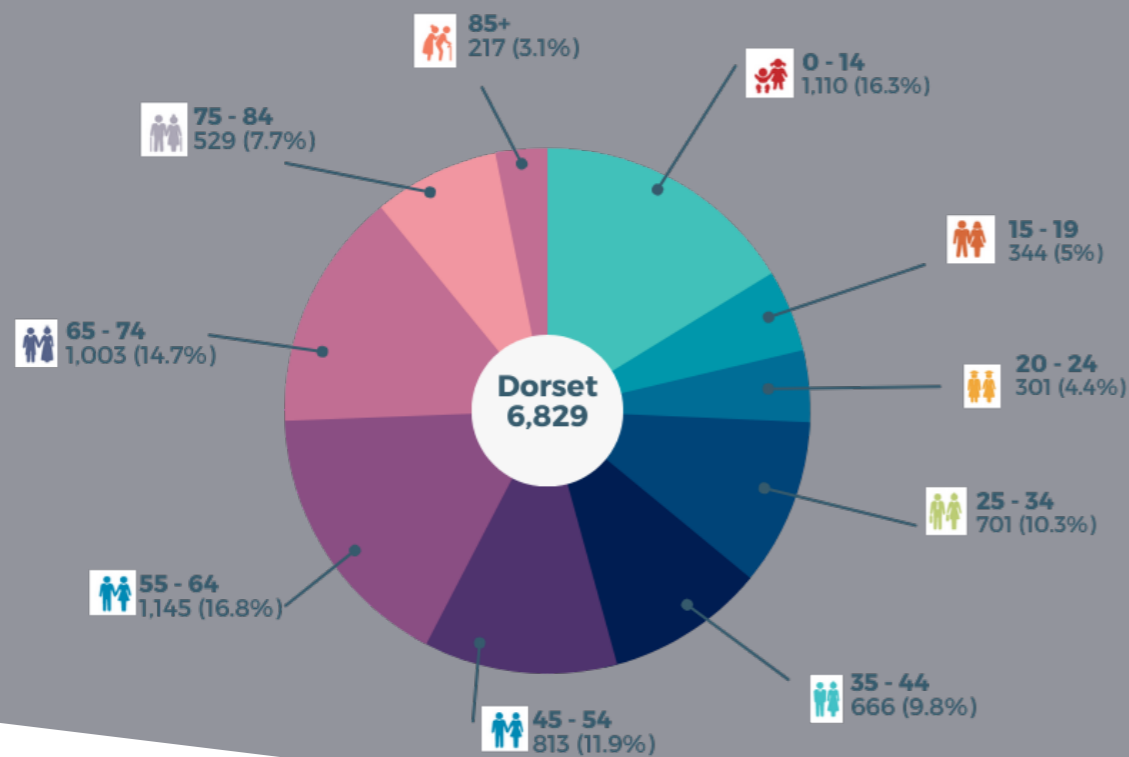
# Snapshot of Dorset

The Dorset municipality is located in North East Tasmania, with a total land area of 3,231 square kilometres. The main township is Scottsdale with a number of settlements including Bridport, Branxholm, Derby, Gladstone, Herrick, Legerwood, Moorina, Musselroe Bay, Nabowla, Pioneer, Ringarooma, South Mount Cameron, Springfield, Tomahawk and Winnaleah.



In the 2021 Census based on the Dorset Local Government area:

- the population was 6,829 people, with 49.5% being male and 50.5% being female;
- the median age of the population of Dorset was 48 compared to 42 years across Tasmania;
- single (or lone) person households have increased from 795 (29.5%) in 2011 to 874 (31.6%) in 2021;
- unoccupied private dwellings have stayed relatively unchanged, increasing from 945 (25.9%) in 2011, to 947 (25.5%) in 2021; and
- Aboriginal and Torres Strait Islander people made up 4.1% of the population.



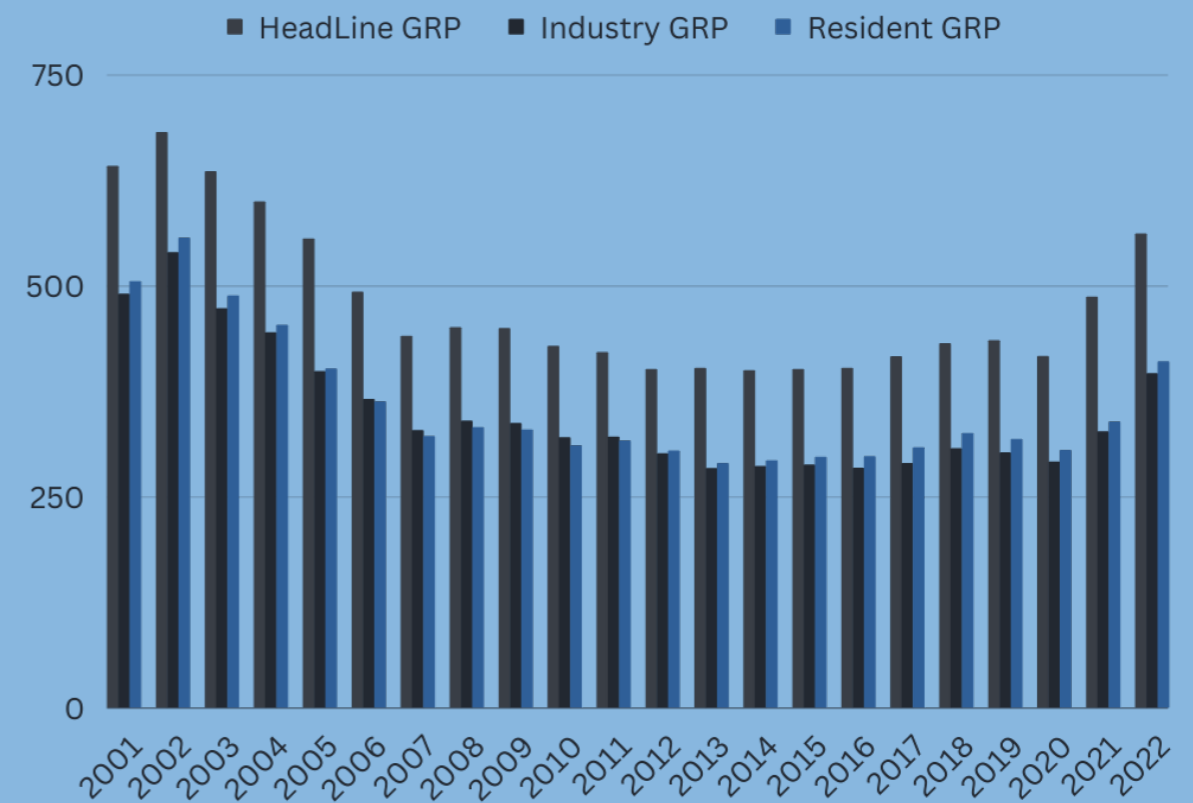
# Industry Analysis

The Dorset municipality contributed a gross regional product (which measures the final market value of all goods and services produced in the region) of \$0.56 billion in 2021/22. The 2021/22 financial year grew 15.4% on the prior financial year.

Local sales account for 49.3% of the economic output of the Dorset municipality. While 42.2% are domestic exports and 8.5% are international exports.

The Dorset municipality gross regional product resulted in Dorset employees contributing 1.5% of Tasmania's economic value. Dorset employees accounted for 1.1% of Tasmania's employment. This clearly identifies that Dorset was contributing well and truly above its employment levels towards the gross state product (which measures the sum of value added from all industries within the state).

## GROSS REGIONAL PRODUCT DORSET COUNCIL AREA



Source: National Institute of Economic and Industry Research (NIEIR) © 2023  
Compiled and presented in economy.id by .id (informed decisions).



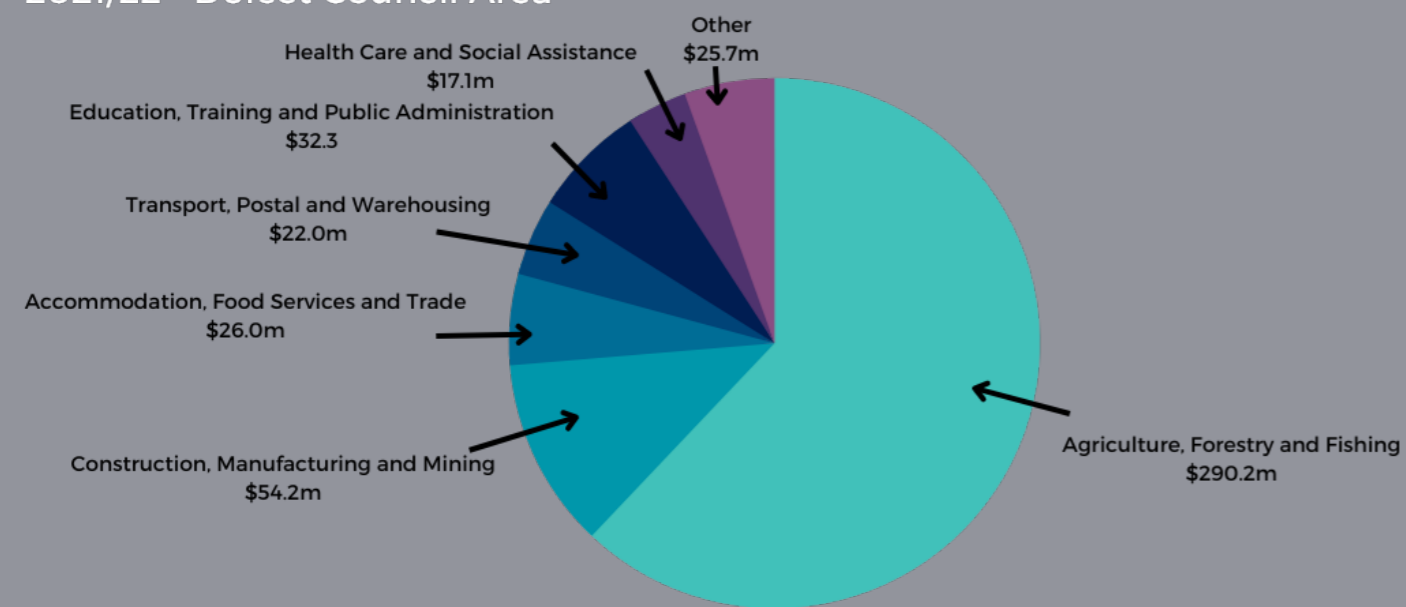
# Industry Analysis (cont.)

Within the Dorset municipality agriculture, forestry and fishing are the most productive industries, generating \$290 million in 2021/22, up 40.1% since the previous year which was impacted by the COVID-19 pandemic. Agriculture equates to \$245 million (84.7% of the agriculture, forestry and fishing sector), forestry and logging: \$21.2 million (7.3%), agriculture, forestry and fishing support services: \$16.0 million (5.5%) and fishing, hunting and trapping: \$6.4 million (2.2%).

Construction, manufacturing and mining generated \$54.2 million in 2021/22.

In recent years, the tourism industry has grown substantially and is shown below as part of the accommodation, food services and trade section, along with a portion sitting within the other section. The National Institute of Economic and Industry Research has reported that in 2021/22, the value of tourism to the Dorset municipality was \$38.97 million in output and sales and \$18.55 million in value added.

## Value Added by Industry Sector 2021/22 - Dorset Council Area



Source: National Institute of Economic and Industry Research (NIEIR) © 2023  
Compiled and presented in economy.id by .id (informed decisions).



Ringarooma Valley





Carisbrook Lane, Legerwood  
Photo Credit: NB Media

# Vision Statement

## OUR VISION

*An inclusive, thriving and connected community.*

## OUR VALUES

### **Leadership**

We lead by example through our behaviours and approach to work. We are a proactive advocate for the community, and engage with the community in determining and driving a vision for Dorset

### **Creative Thinking**

We foster a solution-driven environment that embraces innovation and inspires fresh approaches in adapting to, and creating, change

### **Customer Service**

We meet our service standards in a professional and responsive manner

### **Engagement**

We communicate openly and encourage the active participation of the community

### **Respect**

We engage in open dialogue whilst accepting there will be differences of opinion

### **Financially Responsible**

We deliver services to the community in a sustainable and strategic cost effective way



# Liveable Community

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



Scottsdale Aquatic Centre

## Strategy

Council will maintain and invest in community infrastructure and empower community groups through provision of funding and support of initiatives.

## Why

Councils interact with the community on a daily basis and therefore have the ability to advocate for or provide practical assistance that results in positive health and wellbeing outcomes for the community.

## Strategic Imperatives

- 1. Council recognises the importance and will continue to work with and support our ageing communities**
  - 1.1 Review retirement opportunities (e.g. Northbourne Park Association and Seaview Village) and assist, where possible, with development, growth and sustainability.
- 2. Council will work with third party providers to increase the voice of young people in the community**
  - 2.1 Actively engage, and partly fund, along with the Tasmanian Community Fund, the Bright Dorset Youth Program through Dorset Community House during 2022 – 2025.
  - 2.2 Work with schools and Dorset Community House to create employment pathways e.g. employment expo, employment academy and school partnerships.
- 3. Council will support and deliver events and festivals in conjunction with a regional marketing strategy for a vibrant community**
  - 3.1 Review and possibly expand grant and sponsorship programs, e.g. signature events in the municipality.
- 4. Council will support the community by ensuring facilities are provided and maintained for recreational and community use**
  - 4.1 Review all Council owned assets.
  - 4.2 Review pricing structures of all Council owned assets including life-cycle costs.
- 5. Council will establish closer relationships with local business / industry to work together for the betterment of the region**
  - 5.1 Review current communication channels and look at ways to engage.
  - 5.2 Establishing a culture of engagement and participation with Council.
- 6. Council to advocate for health and wellbeing for all members of the community**
  - 6.1 Council will determine priorities for advocacy.





# Economic Development

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



Agricultural Crops, Scottsdale

## Strategy

To embrace innovation and encourage new industries and businesses whilst supporting traditional industry to proactively drive the prosperity of the municipality.

## Why

To generate employment and to diversify the local economy to create more opportunities for new and existing residents.

## Strategic Imperatives

### 7. Increase Dorset's population to attain scale in services and in Council's rates / grant base

- 7.1 Sideling redevelopment to improve access to Dorset for the community and lower costs for commercial operators.
- 7.2 Town master planning to identify settlement growth and required infrastructure planning.
- 7.3 The development of a municipal prospectus to attract new business ventures to capitalise on regional strengths which include agriculture, forestry and tourism.
- 7.4 Develop a marketing plan aimed to attract young families and entrepreneurs into the community.

### 8. Work with the tourism industry to create a municipal marketing strategy and plan to drive visitation

- 8.1 Partner with external providers with the appropriate skill-sets to create a municipal marketing strategy and plan focused on increasing tourism to the region.
- 8.2 Successfully deliver the Rail Trail to leverage leisure bike riding and increase visitation to the region.
- 8.3 Develop a tourism friendly infrastructure plan to enhance positive visitor experiences by ensuring infrastructure is upgraded, renewed and maintained.

### 9. Facilitate and advocate for projects that enable economic growth across the municipality

- 9.1 Policies will be reviewed to ensure they are investment friendly.
- 9.2 Create strategic partnerships with other organisations and Councils for the benefits of the northern / north east regions.
- 9.3 Establish a Projects of Significance report to ascertain grant funding / advocacy / election promises priorities.
- 9.4 Transition Blue Derby mountain bike operations away from Council to the Blue Derby Foundation in a staged approach.





# Leadership and Governance

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

Council Chambers, Scottsdale

## Strategy

To clearly prioritise projects and initiatives that improve infrastructure and service delivery to the community.

## Why

To provide value for money to the community by delivering on priority projects and initiatives.

## Strategic Imperatives

### 10. Council's Strategic Plan is filtered through all Council's plans and budgets

- 10.1 Annual Plans, Budget Estimates and Council Policies reflect Council strategy.
- 10.2 Council reviews the risk management frameworks and resets risk tolerance and risk appetite levels.
- 10.3 Review, adopt and implement all infrastructure asset management plans, including life-cycle costings.
- 10.4 Rates, fees and charges will reflect value for money for the community.

### 11. Council strives to be a desirable place to work

- 11.1 Develop a positive and safe workplace culture where employees feel valued for their contribution.
- 11.2 Review training, development and succession planning to build and retain employee capability.
- 11.3 Review reward, recognition, health and wellbeing programs.
- 11.4 Develop a Council scholarship, apprenticeship and traineeship program to retain local talent e.g. employment academy, employment expo, school partnerships

### 12. Cooperation and engagement with external reviews relating to Council activities

- 12.1 Conduct performance audits on key operational areas.
- 12.2 Engagement with the Future of Local Government Review.

### 13. Improve Council efficiency and effectiveness

- 13.1 Review Council operations and implement continuous improvement and innovation.
- 13.2 Demonstrate sound governance that builds a foundation of trust within the community and for prospective investors.
- 13.3 Review Council's cost structures including procurement practices to ensure value is being attained in all parts of Council, whilst offering incentives to local businesses.
- 13.4 Review and improve customer service delivery to key stakeholders.
- 13.5 Review of Council's project management capability, capacity and project delivery and implement change, as required.



# Environmental Footprint

**Objective:** *To proactively engage in strategies that result in sustainable natural resource management for Dorset.*



Waratah's  
Photo Credit: FLOW

## Strategy

Investigate options to reduce Council's environmental footprint, minimise waste to landfill and support renewable energy opportunities for the region.

## Why

While Council is at the coal face of Government and provides service delivery as opposed to setting policy, Council can make an environmental difference and set a positive example by reducing its environmental footprint in light of challenges posed by climate change.

## Strategic Imperatives

### 14. Council will maximise efforts to reduce waste going to landfill and maximise the reuse of items and increase recycling within the municipality

- 14.1 Active participation with the Northern Tasmania Waste Management Project and other Councils to look at regional solutions to attain scale and effectiveness
- 14.2 Deliver a Waste Strategy in relation to recycling (Reth!nk Waste Tasmania), organics and green waste.
- 14.3 Reduce the use of single use plastics.
- 14.4 Maximise container refund scheme opportunities.

### 15. Council will support renewable energy opportunities

- 15.1 Support and advocate for renewable energy projects such as wind farms.

### 16. Council will initiate projects to reduce environmental footprint

- 16.1 Council will consider, where appropriate, new affordable technologies including:
  - 16.1.1 Council's fleet;
  - 16.1.2 Solar; and
  - 16.1.3 Energy efficient infrastructure such as lights, light globes, fuel efficient or electric powered mowers, chainsaws, brush-cutters or non-fossil fuel powered plant and equipment.
- 16.2 Audit of maintenance program e.g. waste truck routes, grading, slashing programs to ensure operations are as effective and efficient as possible, along with investigation of chemical usage.
- 16.3 Involvement with the Northern Councils Climate Change project.

### 17. Council will review vegetation and weed management plans

- 17.1 Review, adopt and implement weed management strategy and planning.
- 17.2 Review, adopt and implement vegetation management plans.





# Thanks

We would like to thank all members of the community who provided their thoughts and feedback. Your input has been invaluable in the development of the Plan and ensuring the Plan aligns with the sentiment of the community.

*'Mermaid's Pool', Bridport*

# References

- Dorset Community House - [Brighter Dorset Youth Needs Report 2022](#)
- Health Consumers Tasmania - Health & Wellbeing Networks Project - [Progress Report for Dorset, November 2022](#)
- Dorset Employment Connect - [Dorset Connect Findings Report, January 2023](#)
- [National Institute of Economic Industry Research \(NIEIR\)](#)
- Australian Bureau of Statistics - general data collection and [2021 Census Data, Dorset Municipal Area QuickStats](#)
- [.id Informed Decisions - Economy Profiles](#)
- Primary Health Tasmania - [Dorset Community Health Check, 2022](#)





*dorset*  
C O U N C I L

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C O U N C I L

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2023/24  
Annual Plan

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## Introduction

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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

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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

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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

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- 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

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- 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

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- 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				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
<b>Total Operating Income</b>		16,387	15,976	16,342
Expenses (excl depreciation)		11,929	10,386	10,657
Depreciation		5,101	4,745	4,600
<b>Total Expenses</b>		17,030	15,131	15,257
<b>Underlying Surplus/(Deficit) <sup>1</sup></b>		<b>(643)</b>	<b>845</b>	<b>1,085</b>
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)
<b>Statutory Underlying Surplus/(Deficit)</b>		<b>(462)</b>	<b>2,088</b>	<b>(2,508)</b>

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.

<sup>1</sup> 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
<b>Operating Income</b>						
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%)
<b>Total Operating Income</b>		<b>16,387</b>	<b>15,976</b>	<b>2.6%</b>	<b>16,342</b>	<b>0.3%</b>
<b>Capital Income</b>						
Capital Grants	4	3,796	3,159	20.2%	5,172	(26.6%)
<b>Total Capital Income</b>		<b>3,796</b>	<b>3,159</b>	<b>20.2%</b>	<b>5,172</b>	<b>(26.6%)</b>
<b>Expenses</b>						
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%
<b>Total Expenses</b>		<b>17,030</b>	<b>15,131</b>	<b>12.6%</b>	<b>15,257</b>	<b>11.6%</b>
<b>Surplus/(Deficit)</b>		<b>3,153</b>	<b>4,004</b>	<b>(21.3%)</b>	<b>6,257</b>	<b>(49.6%)</b>
Less: Capital Grants	4	(3,796)	(3,159)	(20.2%)	(5,172)	26.6%
<b>Underlying Surplus/(Deficit)</b>		<b>(643)</b>	<b>845</b>	<b>(176.0%)</b>	<b>1,085</b>	<b>(159.3%)</b>
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%
<b>Statutory Underlying Surplus/(Deficit)</b>		<b>(462)</b>	<b>2,088</b>	<b>(122.1%)</b>	<b>(2,508)</b>	<b>81.6%</b>

## 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
<b>Total</b>	<b>5,365</b>	<b>4,976</b>	<b>10,341</b>

### 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
<b>Total</b>	<b>10,341</b>	<b>4,432</b>	<b>5,909</b>

## 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

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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



Dorset Council Long Term Financial Plan (LTFP) Year Ending 30 June:	2023 Year 0 Forecast \$'000	2024 Year 1 Plan \$'000	2025 Year 2 Plan \$'000	2026 Year 3 Plan \$'000	2027 Year 4 Plan \$'000	2028 Year 5 Plan \$'000	2029 Year 6 Plan \$'000	2030 Year 7 Plan \$'000	2031 Year 8 Plan \$'000	2032 Year 9 Plan \$'000	2033 Year 10 Plan \$'000
Underlying Surplus / Deficit	2,088	(462)	307	314	304	370	386	200	335	407	479
ADD: Depreciation	4,745	5,101	5,196	5,375	5,563	5,759	5,964	6,178	6,402	6,636	6,880
<b>Operational Cash Generated</b>	<b>6,833</b>	<b>4,639</b>	<b>5,503</b>	<b>5,689</b>	<b>5,867</b>	<b>6,129</b>	<b>6,350</b>	<b>6,379</b>	<b>6,737</b>	<b>7,043</b>	<b>7,359</b>
<b>Non-Operating Cash Flows</b>											
Accounts Payable / Accounts Receivable Timing	(540)	-	-	-	-	-	-	-	-	-	-
Land sales	1,357	263	-	-	-	-	-	-	-	-	-
May Shaw Loan Receivable \$500k Principle + Interest	-	500	-	-	-	-	-	-	-	-	-
LGLP Loan Repayments Principle	(304)	(310)	(316)	(322)	(328)	(334)	(340)	(347)	(38)	-	-
Scottsdale Irrigation Scheme Entitlements	180	180	180	180	181	-	-	-	-	-	-
<b>Total Non-Operating Cash Outgoings</b>	<b>693</b>	<b>633</b>	<b>(136)</b>	<b>(142)</b>	<b>(147)</b>	<b>(334)</b>	<b>(340)</b>	<b>(347)</b>	<b>(38)</b>	<b>-</b>	<b>-</b>
<b>Capital Expenditure on Infrastructure</b>											
<u>Renewals / Replacements</u>											
- Roads & Footpaths	(1,651)	(3,269)	(1,977)	(2,810)	(2,953)	(2,593)	(2,709)	(2,831)	(2,959)	(3,092)	(3,231)
- Bridges	(65)	(314)	(411)	(409)	(514)	(302)	(686)	(588)	(230)	(929)	(1,102)
- Stormwater	-	(272)	(34)	(36)	(37)	(39)	(41)	(42)	(44)	(46)	(48)
- Buildings	(62)	(441)	(318)	(199)	(208)	(217)	(227)	(237)	(248)	(259)	(271)
- Other (land, plant, equipment, IT, furniture/fittings)	(669)	(1,069)	(890)	(1,082)	(1,184)	(831)	(1,418)	(898)	(1,421)	(631)	(1,094)
Total Capital Spend on Renewal of Assets	(2,447)	(5,365)	(3,630)	(4,536)	(4,896)	(3,981)	(5,080)	(4,597)	(4,902)	(4,958)	(5,745)
<u>New / Upgrade</u>											
- Roads & Footpaths	(2,493)	(1,621)	(754)	(788)	(824)	(861)	(899)	(940)	(982)	(1,026)	(1,073)
- Bridges	(551)	(435)	-	-	-	-	-	-	-	-	-
- Stormwater	(192)	(331)	(193)	(201)	(211)	(220)	(230)	(240)	(251)	(262)	(274)
- Buildings	(449)	(543)	-	-	-	-	-	-	-	-	-
- Other (land, equipment, IT, furniture/fittings)	(2,042)	(2,046)	(113)	(119)	(124)	(129)	(135)	(141)	(148)	(154)	(161)
Total Capital Spend on New / Upgraded Assets	(5,727)	(4,976)	(1,061)	(1,108)	(1,158)	(1,210)	(1,265)	(1,322)	(1,381)	(1,443)	(1,508)
Labour overheads (ex direct allocation)	(970)	(1,045)	(1,097)	(1,141)	(1,181)	(1,222)	(1,265)	(1,309)	(1,355)	(1,403)	(1,452)
Total Capital Spend on Infrastructure Assets	(9,144)	(11,386)	(5,787)	(6,785)	(7,235)	(6,414)	(7,610)	(7,228)	(7,639)	(7,804)	(8,705)
Capital Grants specifically for new or upgraded assets	1,931	3,926	2,195	901	901	901	901	1,081	1,081	1,081	1,081
<b>Total Council Spend on Infrastructure Assets</b>	<b>(7,213)</b>	<b>(7,460)</b>	<b>(3,592)</b>	<b>(5,884)</b>	<b>(6,334)</b>	<b>(5,513)</b>	<b>(6,709)</b>	<b>(6,146)</b>	<b>(6,557)</b>	<b>(6,722)</b>	<b>(7,624)</b>
<b>Cash, Cash Equivalents &amp; TDs - Opening Balance</b>	<b>9,417</b>	<b>9,729</b>	<b>7,541</b>	<b>9,315</b>	<b>8,979</b>	<b>8,365</b>	<b>8,647</b>	<b>7,948</b>	<b>7,834</b>	<b>7,975</b>	<b>8,296</b>
Operational Cash Generated	6,833	4,639	5,503	5,689	5,867	6,129	6,350	6,379	6,737	7,043	7,359
Non-operating cashflows	693	633	(136)	(142)	(147)	(334)	(340)	(347)	(38)	-	-
Capital Expenditure Cash Movement	(7,213)	(7,460)	(3,592)	(5,884)	(6,334)	(5,513)	(6,709)	(6,146)	(6,557)	(6,722)	(7,624)
<b>Cash, Cash Equivalents &amp; TDs - Closing balance</b>	<b>9,729</b>	<b>7,541</b>	<b>9,315</b>	<b>8,979</b>	<b>8,365</b>	<b>8,647</b>	<b>7,948</b>	<b>7,834</b>	<b>7,975</b>	<b>8,296</b>	<b>8,030</b>
<b>Present Value of Cash, Cash Equivalents &amp; TDs - Closing balance</b>	<b>9,729</b>	<b>7,081</b>	<b>8,213</b>	<b>7,575</b>	<b>6,753</b>	<b>6,681</b>	<b>5,876</b>	<b>5,542</b>	<b>5,399</b>	<b>5,374</b>	<b>4,979</b>
Council Loans Balance	2,335	2,025	1,709	1,387	1,059	725	385	38	-	-	-
May Shaw Back to Back Loans Balance	1,535	1,803	1,565	1,321	1,072	816	554	285	120	62	-

# Dorset Council 2023/24 Budget Estimates

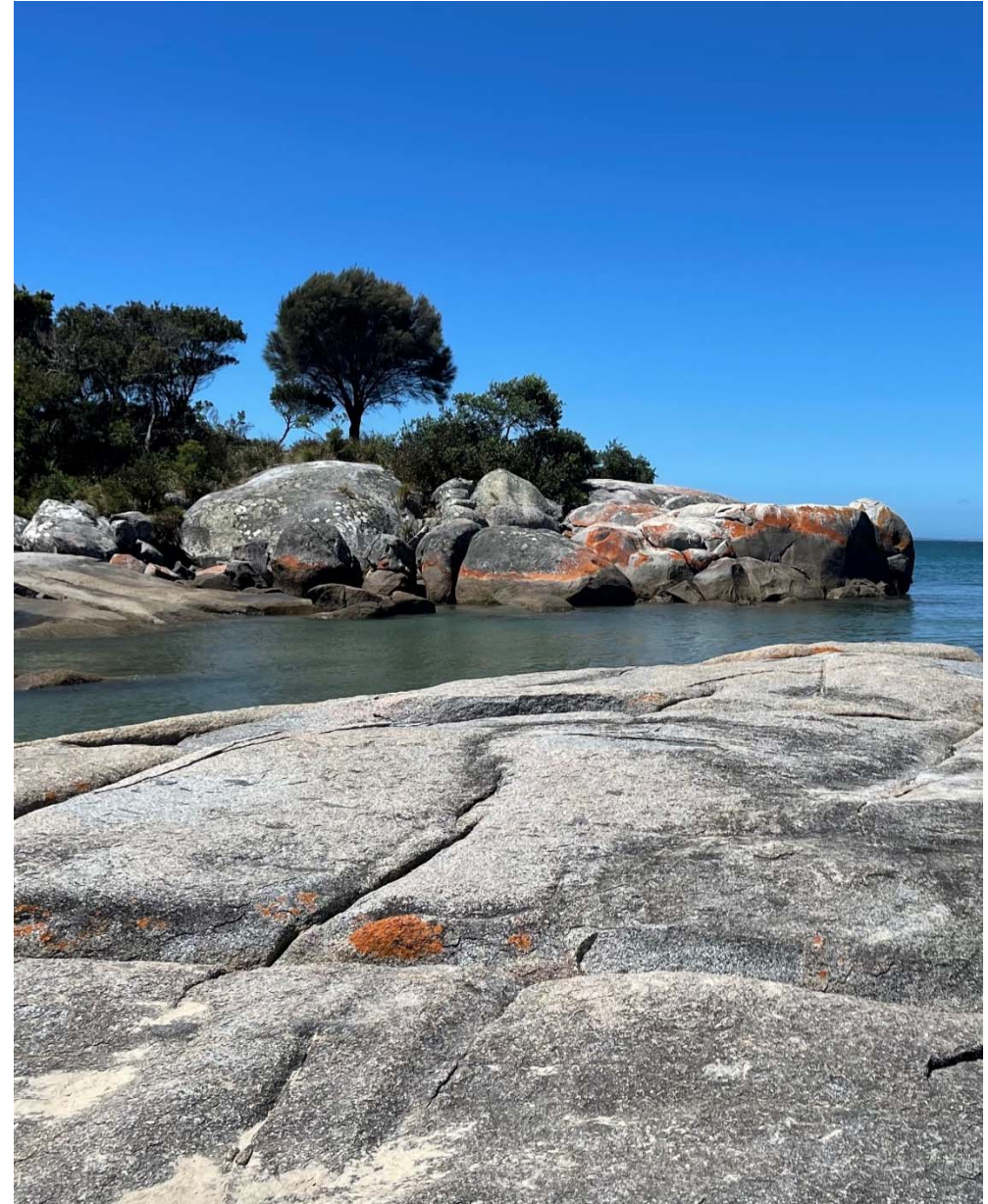


Overlooking Scottsdale from Mount Stronach



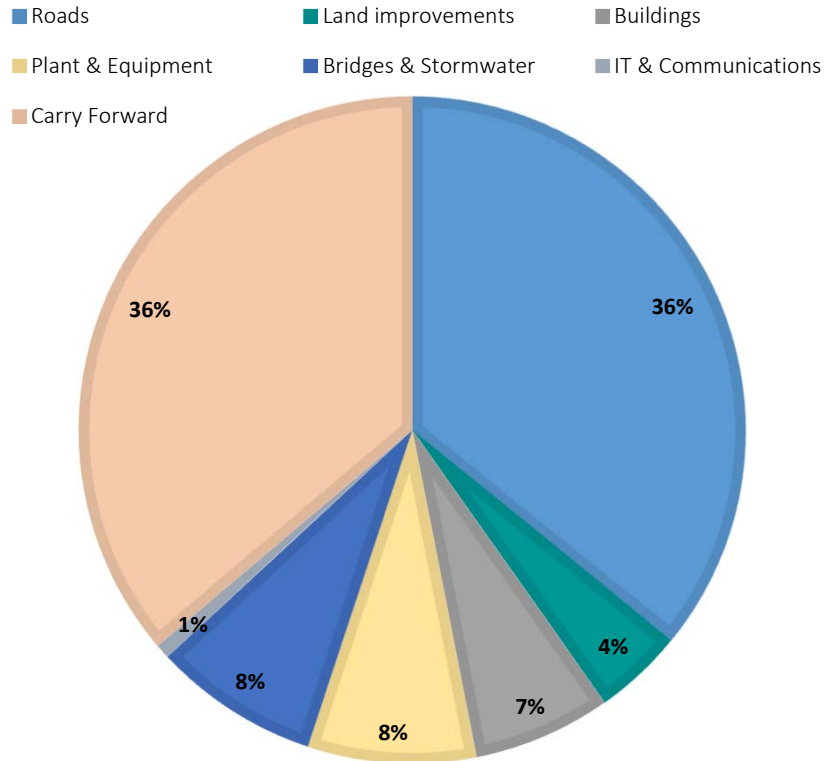
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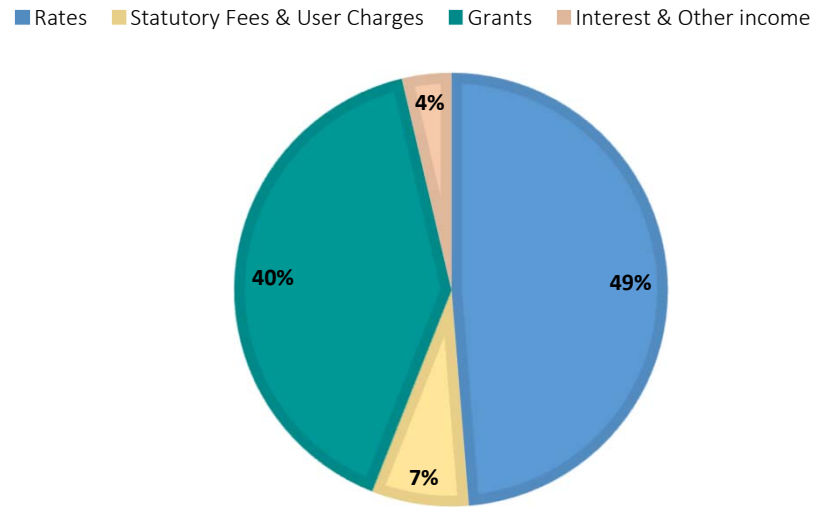


# Summary of Budget Estimates

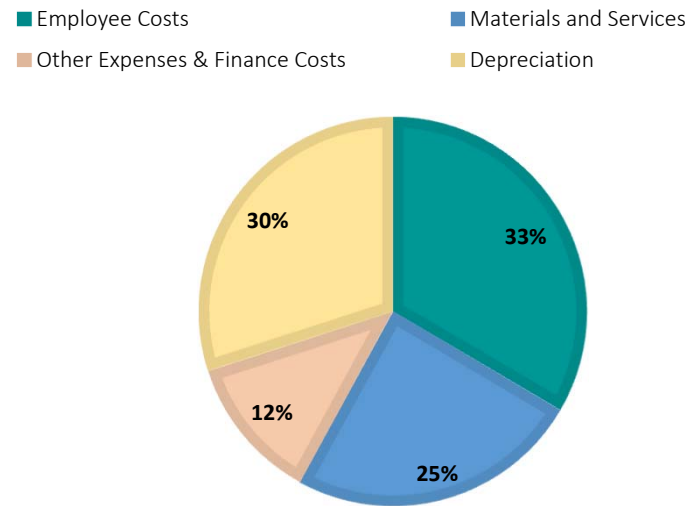
## Capital Works Expenditure



## Our Budgeted Revenue



## Our Budgeted Expenditure



## Underlying Surplus

	Note	2023/24 Budget \$'000	2022/23 Forecast \$'000	2022/23 Budget \$'000
<b>Total Operating Income</b>		<b>16,387</b>	<b>15,976</b>	<b>16,342</b>
Expenses (excl depreciation)		11,929	10,386	10,657
Depreciation		5,101	4,745	4,600
<b>Total Expenses</b>		<b>17,030</b>	<b>15,131</b>	<b>15,257</b>
<b>Underlying Surplus/(Deficit) <sup>1</sup></b>		<b>(643)</b>	<b>845</b>	<b>1,085</b>
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)
<b>Statutory Underlying Surplus/(Deficit)</b>		<b>(462)</b>	<b>2,088</b>	<b>(2,508)</b>

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.

<sup>1</sup> 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
<b>Operating Income</b>						
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%)
<b>Total Operating Income</b>		<b>16,387</b>	<b>15,976</b>	<b>2.6%</b>	<b>16,342</b>	<b>0.3%</b>
<b>Capital Income</b>						
Capital Grants	4	3,796	3,159	20.2%	5,172	(26.6%)
<b>Total Capital Income</b>		<b>3,796</b>	<b>3,159</b>	<b>20.2%</b>	<b>5,172</b>	<b>(26.6%)</b>
<b>Expenses</b>						
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%
<b>Total Expenses</b>		<b>17,030</b>	<b>15,131</b>	<b>12.6%</b>	<b>15,257</b>	<b>11.6%</b>
<b>Surplus/(Deficit)</b>		<b>3,153</b>	<b>4,004</b>	<b>(21.3%)</b>	<b>6,257</b>	<b>(49.6%)</b>
Less: Capital Grants	4	(3,796)	(3,159)	(20.2%)	(5,172)	26.6%
<b>Underlying Surplus/(Deficit)</b>		<b>(643)</b>	<b>845</b>	<b>(176.0%)</b>	<b>1,085</b>	<b>(159.3%)</b>
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%
<b>Statutory Underlying Surplus/(Deficit)</b>		<b>(462)</b>	<b>2,088</b>	<b>(122.1%)</b>	<b>(2,508)</b>	<b>81.6%</b>

## Notes | Income

### NOTE 1 | Rates and Charges

	2023/24 Budget \$'000	2022/23 Forecast \$'000	Variance % Movement	2022/23 Budget \$'000	Budget Variance % Movement
General rate	7,620	6,839	11.4%	6,899	10.5%
Waste management	1,822	1,895	(3.9%)	1,964	(7.2%)
Fire service levy	391	373	4.8%	369	6.0%
<b>Total Rates and Charges</b>	<b>9,833</b>	<b>9,107</b>	<b>8.0%</b>	<b>9,232</b>	<b>6.5%</b>

Rates and charges are expected to increase by \$726,000, which is an increase of 8.0% on forecast actuals for the 2022/23 financial year and a 6.5% increase on 2022/23 budget estimates.

Council have considered the following factors when determining the increase for rates and charges:

- Council's Strategic Plan, Financial Management Strategy & Long Term Financial Plan;
- Asset Management Plans and Council's capital renewals program;
- Estimates for recurrent grant funding, such as the Financial Assistance Grants program; and
- Hobart CPI YTD March Quarter (6.9%) / LGAT Council Cost Index 2022/23 (8.1%).

#### **General rate**

Income received from general rates is expected to increase by \$781,000, which represents an overall increase of 11.4% on forecast actuals for the 2022/23 financial year and an increase of 10.5% on 2022/23 budget estimates.

Council's general rate revenue base has increased by 6.9% in line with Hobart March quarter CPI. Budget estimates also include an additional \$195,000 expected to be received from applying a differential rate to Short-term Accommodation (STA) properties within the municipality and an additional \$25,000 for supplementary valuations expected in the 2023/24 financial year.

#### **Waste management**

Income received from waste management is expected to decrease by \$73,000 which represents a decrease of 3.9% on forecast actuals for the 2022/23 financial year and a decrease of 7.2% on 2022/23 budget estimates. This decrease is a result of removing the varied waste management charge from Council's rating strategy in favour of applying a differential general rate to STAs.

#### **Fire Service Levy**

The Fire Service Contribution is set by the State Fire Commission. For the 2023/24 financial year, the minimum charge determined by the State Fire Commission is \$48.00 (2022/23 FY: \$44.00). The total income to be collected on behalf of the State Government is approximately \$391,000.

## NOTE 2 | Statutory Fees

	2023/24 Budget \$'000	2022/23 Forecast \$'000	Variance % Movement	2022/23 Budget \$'000	Budget Variance % Movement
Land information certificates	70	67	4.5%	89	(21.3%)
Town planning fees	114	105	8.6%	80	42.5%
Animal control	23	21	9.5%	19	21.1%
Regulatory services	2	-	100.0%	1	100.0%
<b>Total Statutory Fees</b>	<b>209</b>	<b>193</b>	<b>8.3%</b>	<b>189</b>	<b>10.6%</b>

Statutory fees relate to the delivery of Planning and Regulatory services within Council. This includes town planning, land information certificate searches, dog registrations, licences and permits. Budget estimates for the 2023/24 financial year are expected to increase by \$16,000, which represents an increase of 8.3% on forecast actuals for the 2022/23 financial year and a 10.6% increase on 2022/23 budget estimates.

Similar service levels are predicted for the 2023/24 financial year and consequently, town planning and animal control fees are only expected to increase in line with Council's fees and charges (8.1%). Land information certificate fees are set by the Tasmanian State Government and are expected to increase by approximately 4.5%.

### NOTE 3 | User Charges

	2023/24 Budget \$'000	2022/23 Forecast \$'000	Variance % Movement	2022/23 Budget \$'000	Budget Variance % Movement
Caravan and camping fees	994	973	2.2%	949	4.7%
Rental and lease income	80	75	6.7%	51	56.9%
Building services	85	123	(30.9%)	129	(34.1%)
Cemetery fees	36	33	9.1%	33	9.1%
Waste disposal fees	40	37	8.1%	49	(18.4%)
Swimming pools	21	19	10.5%	10	110.0%
Other user charges	-	63	(100.0%)	243	(100.0%)
<b>Total User Charges</b>	<b>1,256</b>	<b>1,323</b>	<b>(5.1%)</b>	<b>1,464</b>	<b>(14.2%)</b>

User charges relate mainly to the recovery of service delivery costs through the charging of fees for Council services. These services include cemetery fees, hall hire, caravan parks and entrance to Waste Transfer Stations within the municipality. Fees and charges are set in accordance with section 205 of the *Local Government Act 1993* and have been increased, on average, by 8.1% in the 2023/24 financial year.

Council are expecting income received from user charges to decrease by \$67,000 in the 2023/24 financial year. This represents a decrease of 5.1% on forecast actuals for the 2022/23 financial year and a decrease of 14.2% on 2022/23 budget estimates.

#### ***Building services***

Income expected from the provision of building services has decreased by \$38,000 on forecast actuals for the 2022/23 year as a result of being unable to provide building inspection and assessment services in 2023/24 (2022/23 forecast actuals: \$43,000; 2022/23 budget allocation: \$46,000).

#### ***Caravan and camping fees***

Income expected from caravan and camping fees has increased by \$21,000 on forecast actuals for the 2022/23 financial year. Budget estimates for caravan and camping fees received from the Bridport Seaside Caravan Park have increased by 10.0% (in line with the increase in Council's fees and charges) and an additional budget allocation for camping fees has been added for Branxholm Park. Income from camping and shower fees at Derby Park has been removed from 2023/24 estimates as this will be transferred to the Blue Derby Foundation (2022/23 forecast actuals: \$63,000; 2022/23 budget allocation: \$30,000).

#### ***Other user charges***

The budget allocation for other user charges has reduced to nil as a result of the transfer of Blue Derby sponsorships and accommodation booking platform commissions to the Blue Derby Foundation in the 2023/24 financial year.



## NOTE 4 | Grants and Contributions

	2023/24 Budget \$'000	2022/23 Forecast \$'000	Variance % Movement	2022/23 Budget \$'000	Budget Variance % Movement
Federally funded	7,761	6,293	23.3%	7,442	4.3%
State funded	255	975	(73.8%)	2,495	(89.8%)
Other	-	27	(100.0%)	15	(100.0%)
Contributions	129	33	290.9%	38	239.5%
<b>Total Grants and Contributions</b>	<b>8,145</b>	<b>7,328</b>	<b>11.1%</b>	<b>9,990</b>	<b>(18.5%)</b>

Council expect income received from grants and contribution to increase by \$817,000 in the 2023/24 financial year. This represents an increase of 11.1% on forecast actuals for the 2022/23 financial year and a decrease of 18.5% on 2022/23 budget estimates. Expected grants and contributions for the 2023/24 financial year are made up of \$4.35 million in operating grants and \$3.80 million in capital grants.

Government grants include all monies received from the Australian and Tasmanian Governments for the purpose of funding Council services and specific capital projects. Capital grants are budgeted based on the expected completion percentage for each project. For e.g. if 80% of a capital project is expected to be completed during the financial year, 80% of the grant funding allocated to the project is included in the budget estimates.

Please note Roads to Recovery funding has previously been budgeted as operating grant income as it was deemed to be recurrent in nature. This funding is now primarily used to assist Council fund capital infrastructure works and will be budgeted as capital grant income from the 2023/24 financial year onwards.

**NOTE 4 | Grants and Contributions (cont.)**

<i>Operating grants and contributions</i>	2023/24 Budget \$'000	2022/23 Forecast \$'000	Variance % Movement	2022/23 Budget \$'000	Budget Variance % Movement
Financial Assistance Grants	4,085	3,908	4.5%	3,787	7.9%
Heavy Vehicle Motor Tax	140	140	0.0%	140	0.0%
DerbyFest MTB Event	-	-	0.0%	50	(100.0%)
Roads to Recovery	-	-	0.0%	751	(100.0%)
Scottsdale and Derby Structure Plans	-	50	(100.0%)	50	(100.0%)
Healthy Tasmania Community Program	-	20	(100.0%)	-	0.0%
Australia Day Event funding	-	19	(100.0%)	-	0.0%
MTB Trails - Break O'Day Council	29	27	7.4%	27	7.4%
MTB Trails - Blue Derby Foundation	90	-	100.0%	-	100.0%
Contributions - Other	-	4	(100.0%)	-	0.0%
Donations received	5	1	400.0%	12	(58.3%)
<b>Total Operating Grants and Contributions</b>	<b>4,349</b>	<b>4,169</b>	<b>4.3%</b>	<b>4,818</b>	<b>(9.7%)</b>

Operating grants are expected to increase by \$180,000 in the 2023/24 financial year. This represents a increase of 4.3% on forecast actuals for the 2022/23 financial year and a decrease of 9.7% on 2022/23 budget estimates.

***Financial Assistance Grants (FA Grants)***

For the 2023/24 financial year, Council have budgeted FA Grants on an accrual basis. Based on information received from the State Grants Commission, 100% of this funding will be received as a prepayment in late June 2023, however, Council will now also assume that a similar prepayment will occur in late 2023/24. The annual allocation has been indexed by 11.2%, as indicated in the Federal Budget Papers (excluding any adjustment payments received for the previous financial year that are included in forecast actuals for 2022/23).

***MTB Trails - Blue Derby Foundation***

The Blue Derby Foundation expect to contribute \$90,000 to assist Council with the maintenance of the Blue Derby Mountain Bike Trails at the end of the 2023/24 financial year. To assist with the transition of Blue Derby operations to the Foundation, Council will also make a payment of \$125,000 at the beginning of the financial year, as outlined in the Memorandum of Understanding adopted by Council at the March 2023 Council meeting. Please see other expenses (note 11) for further information on this payment.

NOTE 4 | Grants and Contributions (cont.)

<i>Capital grants and contributions</i>	2023/24 Budget \$'000	2022/23 Forecast \$'000	Variance % Movement	2022/23 Budget \$'000	Budget Variance % Movement
Derby MTB Trail - Green Flow	-	25	(100.0%)	157	(100.0%)
Victoria Street Redevelopment	70	1,236	(94.3%)	1,306	(94.6%)
Cascade Dam Road Safety Improvements	40	323	(87.6%)	364	(89.0%)
Bridge 1617 - Duncraggen Road	51	137	(62.8%)	178	(71.3%)
Bridge 1515 - Maurice Road	39	139	(71.9%)	188	(79.3%)
Scottsdale Railway Station Restoration	100	-	100.0%	100	0.0%
Bridport CWA Carpark Extension	13	117	(88.9%)	130	(90.0%)
Derby Trail Head Redevelopment	17	362	(95.3%)	400	(95.8%)
Old Waterhouse Road Safety Improvements	465	-	100.0%	465	0.0%
Gillespies Road Upgrade, Nabowla	600	-	100.0%	-	100.0%
Australian Mountain Bike Museum (Derby)	-	-	0.0%	220	(100.0%)
Rail Trail - Scottsdale to Lilydale	294	-	100.0%	1,470	(80.0%)
Derby Park Playground	-	50	(100.0%)	50	(100.0%)
Northeast Park Jump Park	70	10	600.0%	40	75.0%
Bridport Multi Function Centre - New Deck	80	-	100.0%	80	0.0%
Golconda Road Pavement Renewals	488	-	100.0%	-	100.0%
Bridge 1508 - Garibaldi Road	56	-	100.0%	-	100.0%
Derby MTB Trail - Rusty Crusty	79	-	100.0%	-	100.0%
BSCP - Upgrade amenities at Eastmans Beach	198	-	100.0%	-	100.0%
Derby Town Hall - Roof Upgrade	95	-	100.0%	-	100.0%
TAS Community Fund: BFC Amenities Upgrade	-	9	(100.0%)	9	(100.0%)
Alfred Street, Scottsdale - New Kerb and	131	-	100.0%	-	100.0%
South Street, Bridport - Kerb renewal	154	-	100.0%	-	100.0%
BFC Ball Retrieval Safety Net	-	-	0.0%	15	(100.0%)
Derby MTB Trails - Relics Bridge	5	-	100.0%	-	100.0%
Roads to Recovery	751	751	0.0%	-	100.0%
<b>Total Capital Grants and Contributions</b>	<b>3,796</b>	<b>3,159</b>	<b>20.2%</b>	<b>5,172</b>	<b>(26.6%)</b>

## NOTE 5 | Interest

	2023/24 Budget \$'000	2022/23 Forecast \$'000	Variance % Movement	2022/23 Budget \$'000	Budget Variance % Movement
Interest income	210	208	1.0%	60	250.0%
Interest on rates	21	19	10.5%	21	0.0%
<b>Total Interest</b>	<b>231</b>	<b>227</b>	<b>1.8%</b>	<b>81</b>	<b>185.2%</b>

Interest income is expected to increase by \$4,000 in the 2023/24 financial year, which represents an increase of 1.8% on forecast actuals for the 2022/23 financial year and an increase of 185.2% on 2022/23 budget estimates.

## NOTE 6 | Other Income

	2023/24 Budget \$'000	2022/23 Forecast \$'000	Variance % Movement	2022/23 Budget \$'000	Budget Variance % Movement
Reimbursements	131	197	(33.5%)	122	7.4%
Private works	10	13	(23.1%)	10	0.0%
Tourism income	14	25	(44.0%)	28	(50.0%)
Sundry income	125	489	(74.4%)	165	(24.2%)
<b>Total Other Income</b>	<b>280</b>	<b>724</b>	<b>(61.3%)</b>	<b>325</b>	<b>(13.8%)</b>

Other income is received from a variety of sources including retail sales at the Scottsdale Visitor Information Centre and Aquatic Centre, reimbursements from external parties and income from the sale of scrap metal from Waste Transfer Stations within the Municipality.

Other income is expected to decrease by \$444,000 in the 2023/24 financial year, which represents a decrease of 61.3% on forecast actuals for the 2022/23 financial year and a decrease of 13.8% on 2022/23 budget estimates.

## NOTE 6 | Other Income (cont.)

### *Tourism income*

Income expected from tourism has decreased by \$11,000 on forecast actuals for the 2023/24 financial year as a result of the transfer of Blue Derby merchandise income to the Blue Derby Foundation (2022/23 forecast actuals: \$13,000; 2022/23 budget: \$20,000).

### *Sundry income*

Sundry income has decreased by \$364,000 on forecast actuals for 2022/23 due to the impact of a number of one-off transactions which occurred during the 2022/23 financial year that have inflated forecast results. These transactions include:

- \$80,000 in income received for accommodation to be reimbursed to providers listed with the Blue Derby accommodation booking platform. The responsibility for this platform will transfer to the Blue Derby Foundation in the 2023/24 financial year;
- \$285,000 in income received for reimbursement of insurance claims;
- A once-off fuel tax credit adjustment of \$28,000.
- Traineeship/apprenticeship incentive payments that Council do not traditionally include in budget estimates.



NOTE 7 | Income from Water Corporation

	2023/24 Budget \$'000	2022/23 Forecast \$'000	Variance % Movement	2022/23 Budget \$'000	Budget Variance % Movement
Dividends	229	233	(1.7%)	233	(1.7%)
<b>Total Income from Water Corporation</b>	<b>229</b>	<b>233</b>	<b>(1.7%)</b>	<b>233</b>	<b>(1.7%)</b>

In the 2023/24 financial year, TasWater are expected to pay both ordinary and special dividends to owners. The receipt of these payments is subject to TasWater's underlying financial performance during the 2023/24 financial year.

Based on information from Schedule 2 of TasWater's Constitution, it is estimated that dividends for the 2023/24 financial year will total \$229,000 and Council's ownership share at 30 June 2024 will be 0.95%. This represents a decrease of 1.7% on forecast actuals and the budget allocation for the 2022/23 financial year.

## Notes | Expenses

### NOTE 8 | Employee Costs

	2023/24 Budget \$'000	2022/23 Forecast \$'000	Variance % Movement	2022/23 Budget \$'000	Budget Variance % Movement
Wages and salaries	6,063	5,410	12.1%	5,621	7.9%
Superannuation	659	625	5.4%	590	11.7%
Payroll tax	302	282	7.1%	270	11.9%
Workers compensation	160	279	(42.7%)	96	66.7%
Fringe benefits tax	30	32	(6.3%)	33	(9.1%)
Less amounts capitalised	(1,516)	(1,540)	(1.6%)	(1,576)	(3.8%)
<b>Total Employee Costs</b>	<b>5,698</b>	<b>5,088</b>	<b>12.0%</b>	<b>5,034</b>	<b>13.2%</b>

Employee costs are expected to increase by \$610,000 in the 2023/24 financial year, which is an increase of 12.0% on forecast actuals for the 2022/23 financial year and a 13.2% increase on 2022/23 budget estimates. The key drivers of this increase include:

- Estimated increase of 5.5% to wages as per Council's Enterprise Bargaining Agreement;
- Legislated 0.5% increase to the Superannuation Guarantee Contribution (SGC);
- 53% increase in workers compensation insurance (2022/23 forecast actuals: \$104,440; 2022/23 budget allocation: \$95,600), based on information provided from Council's insurers; and
- New employment positions, staff movements and reclassifications of existing Council employees.

## NOTE 9 | Materials and Services

	2023/24 Budget \$'000	2022/23 Forecast \$'000	Variance % Movement	2022/23 Budget \$'000	Budget Variance % Movement
Materials	609	407	49.6%	549	10.9%
Utilities	503	470	7.0%	497	1.2%
Plant, machinery and equipment	511	460	11.1%	495	3.2%
Office administration	65	59	10.2%	59	10.2%
Contracts	1,790	1,465	22.2%	1,573	13.8%
Professional services	461	249	85.1%	275	67.6%
Management contracts	238	228	4.4%	227	4.8%
<b>Total Material and Services</b>	<b>4,177</b>	<b>3,338</b>	<b>25.1%</b>	<b>3,675</b>	<b>13.7%</b>

Materials and services are expected to increase by \$839,000 in the 2023/24 financial year, which represents an increase of 25.1% on forecast actuals for the 2022/23 financial year and a 13.7% increase on 2022/23 budget estimates. This increase is primarily due to Council's increased focus on maintenance and operational projects in the 2023/24 financial year.

Notable town maintenance and construction (including Blue Derby MTB trails) projects to be completed in 2023/24 include:

- Maintenance of the Blue Tier Mountain Bike Trail - \$234,000;
- Additional maintenance of Scottsdale, Bridport and Winnaleah Recreation Grounds - \$59,500;
- Additional maintenance at the Bridport Seaside Caravan Park including tree maintenance, camp kitchen upgrades and power upgrade investigation - \$54,000;
- Additional maintenance for the Branxholm swimming pool and the Scottsdale Aquatic Centre - \$20,000; and
- Additional maintenance for playgrounds, gardens and walking tracks within the municipality - \$57,500.

Additional material budget inclusions under professional services include:

- \$190,000 for valuation services required for the full municipal revaluation;
- \$80,000 for consultants required to assist with the Urban Residential Growth Strategies for Scottsdale and Bridport and the Scottsdale Industrial Zone plan; and
- \$30,000 for consultants required to assist with the preparation of the Derby Master Plan.

NOTE 10 | Finance Costs

	2023/24 Budget \$'000	2022/23 Forecast \$'000	Variance % Movement	2022/23 Budget \$'000	Budget Variance % Movement
Interest Payable	94	77	22.1%	77	22.1%
<b>Total Finance Costs</b>	<b>94</b>	<b>77</b>	<b>22.1%</b>	<b>77</b>	<b>22.1%</b>

Finance costs are expected to increase by \$17,000 in the 2023/24 financial year, due to additional borrowings expected to be drawn down. This represents an increase of 22.1% on forecast actuals and budget estimates for the 2022/23 financial year.

## NOTE 11 | Other Expenses

	2023/24 Budget \$'000	2022/23 Forecast \$'000	Variance % Movement	2022/23 Budget \$'000	Budget Variance % Movement
State levies, licences and taxes	586	560	4.6%	539	8.7%
Insurance	194	187	3.7%	190	2.1%
Councillor allowances	180	174	3.4%	178	1.1%
Commissions	8	8	0.0%	2	300.0%
IT maintenance	161	126	27.8%	127	26.8%
Communications	87	80	8.8%	85	2.4%
Subscriptions and memberships	67	63	6.3%	69	(2.9%)
Professional development	42	28	50.0%	34	23.5%
Cost of goods sold	45	36	25.0%	51	(11.8%)
Election expenses	3	53	(94.3%)	40	(92.5%)
Community grants and donations	177	132	34.1%	110	60.9%
Advertising	46	41	12.2%	32	43.8%
Marketing	-	38	(100.0%)	15	(100.0%)
External audit fees	50	33	51.5%	45	11.1%
Internal audit fees	20	-	100.0%	-	100.0%
Bank fees and charges	31	34	(8.8%)	32	(3.1%)
Postage	22	18	22.2%	22	0.0%
Lease payments	11	20	(45.0%)	32	(65.6%)
Blue Derby Foundation contribution	125	-	100.0%	-	100.0%
Other expenses	105	252	(58.3%)	268	(60.8%)
<b>Total Other Expenses</b>	<b>1,960</b>	<b>1,883</b>	<b>4.1%</b>	<b>1,871</b>	<b>4.8%</b>



## NOTE 11 | Other Expenses (cont.)

Total other expenses are expected to increase by \$77,000 in the 2023/24 financial year, which represents an increase of 4.1% on forecast actuals for the 2022/23 financial year and an increase of 4.8% on 2022/23 budget estimates.

This increase is primarily due to the additional budget allocation of \$125,000 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. The Blue Derby Foundation expect to contribute \$90,000 back to Council at the end of the 2023/24 financial year (see note 4), therefore, the net impact to the overall result for the 2023/24 financial year is expected to be \$35,000 (excluding trail maintenance costs).

### *Other expense inclusions*

The following items are included in the \$105,000 of other expenses above:

- Caravan Park management bonus payment;
- Freight and delivery charges; and
- Sundry expenses (e.g. parking, website hosting costs, meeting costs, catering).

### *Community grants and donation details*

Every year Council provides funding and resources to members of the Dorset community for educational development and projects, programs or events that will improve the wellbeing of the people living in Dorset.

Council has included the following community funding in this year's expenditure budget:

- Scholarships for Dorset residents enrolled in all levels of education, including:
  - University scholarship awarded to one recipient each year with a value of \$3,000 per year for up to 3 years;
  - Agri Business Scholarship valued at \$2,500;
  - Apprenticeship/Traineeship Scholarship valued at \$1,000; and
  - High School Student Scholarships for five recipients valued at \$500 each.
- \$55,000 for Matching Funding Grants, Small Grants and Discretionary Grants with up to \$25,000 from funds received from the Re-Use Centre at the Scottsdale Waste Transfer Station.

## NOTE 11 | Other Expenses (cont.)

- Mayor's discretionary fund of \$10,000.
- Dorset Bright Futures Program contribution of \$20,000.
- Sponsorship funding for various Community Events including:
  - Scallop Fiesta \$3,000;
  - Rail Trail Run & Ride \$2,000;
  - Bridport Splash \$4,000;
  - Tomahawk Easter Family Fun Day \$500;
  - Mannalargenna Day \$2,500;
  - Ringarooma Show \$2,000;
  - Rotary Christmas Parade \$500;
  - Bridport End of Summer Party \$2,000;
  - Mental Health Week - Family Fun Day \$1,000;
  - North East Arts & Craft Festival \$3,000;
  - Meatstock Event \$5,000; and
  - Discretionary Fund \$10,000.

## NOTE 12 | Depreciation

	2023/24 Budget \$'000	2022/23 Forecast \$'000	Variance % Movement	2022/23 Budget \$'000	Budget Variance % Movement
Roads	2,666	2,419	10.2%	2,343	13.8%
Bridges	556	525	5.9%	480	15.8%
Plant, machinery and equipment	676	586	15.4%	584	15.8%
Buildings	407	384	6.0%	377	8.0%
Stormwater	224	220	1.8%	290	(22.8%)
Land improvements	430	478	(10.0%)	390	10.3%
Computer and technology	130	121	7.4%	135	(3.7%)
Fixtures, fittings and furniture	12	12	0.0%	4	200.0%
<b>Total Depreciation</b>	<b>5,101</b>	<b>4,745</b>	<b>7.5%</b>	<b>4,600</b>	<b>10.9%</b>

Council's depreciation expenditure is expected to increase by \$356,000 in the 2023/24 financial year. This represents an increase of 7.5% on forecast actuals for the 2022/23 financial year and a 10.9% increase on the 2022/23 budget estimates.

This increase is a result of a review of current asset values and replacement costs which shows Council will be required to index infrastructure assets such as roads, stormwater and buildings at levels higher than CPI at 30 June 2023.

## Borrowings

Council are proposing to draw down new borrowings of \$0.5 million during the 2023/24 financial year.

The below table details Council's original loan amount, however, note as at 30 June 2024 due to loan repayments, the balance is expected to total \$3.8 million.

	2023/24 Budget \$'000	2022/23 Budget \$'000
Local Government Loan Program	3,200	3,200
Other borrowings	2,500	2,000
<b>Total Borrowings</b>	<b>5,700</b>	<b>5,200</b>



Ringarooma Valley, Ringarooma

## Calculation of Rates and Charges

### Rating Structure

Council has a rating structure consisting of three components. This structure complies with the Act and comprises the following components:

1. General rate - a rate calculated as a rate in the dollar applied to the Assessed Annual Value (AAV) of the rateable property, with a minimum amount payable;
2. Waste management and waste collection - a service charge in respect of prescribed services where provided; and
3. Fire Levy - rate based on AAV charged to recover amounts payable for the fire levy, with a fixed minimum amount. The fire levy is recovered on behalf of the State Government.

#### General Rate

It is recommended that the general rate revenue base increase by 6.9% in line with Hobart March quarter CPI. The general rate cents in the dollar of AAV will be 5.6170 for the 2023/24 financial year (2022/23: 5.2432 cents in the dollar of AAV).

It is further recommended that Council introduces a varied general rate (cents in the dollar of AAV) of 11.234 cents for Short-term Accommodation (STA) properties in the municipality. It is considered that this is a more equitable rating mechanism than the Varied Waste Management Charge, which is recommended to be discontinued in 2023/24.

#### Waste Management

The standard waste management charge (per property) will increase by \$19.00 to \$139.00 for the 2023/24 financial year (2022/23: \$120.00).

#### Recommended Rates and Charges

The following rates and charges are recommended for the 2023/24 financial year:

	2023/24	2022/23
	\$	\$
<b>General Rate</b>		
General rate cents in the dollar of AAV	5.6170	5.2432
General Rate Minimum Charge	450.00	320.00

	2023/24	2022/23
	\$	\$
Varied general rate cents in the dollar of AAV: Commercial properties, Derby	-	10.4863
Varied general rate cents in the dollar of AAV: STA properties	11.2340	-
<b>Waste Management</b>		
Standard Waste Management Charge (per property)	139.00	120.00
Varied Waste Management Charge		
- Derby, Branxholm and Winnaleah	-	3,020.00
- Scottsdale, Tomahawk, and Bridport	-	1,920.00
Kerbside Garbage Collection		
Small (80 Litre) MGB	136.00	127.00
Medium (120 Litre) MGB	160.00	149.00
Large (240 Litre) MGB	311.00	290.00
Kerbside Recycling Service	152.00	142.00
<b>Fire Service Levy</b>		
Scottsdale and Bridport Volunteer Brigade Districts	0.2889	0.2966
General Land District	0.2712	0.2591
Fire Service Levy Minimum Charge	48.00	44.00

#### Instalment Payments of Rates and Charges

It is recommended that Council maintain the four instalments in 2023/24 and continue to charge daily interest on any outstanding amounts.

The following table indicates the instalment dates for the 2023/24 financial year.

	Due Date	Date Interest Applied
Instalment 1	30 September 2023	15 October 2023
Instalment 2	30 November 2023	15 December 2023
Instalment 3	31 January 2024	15 February 2024
Instalment 4	31 March 2024	15 April 2024



# Dorset Council

## 2023/24 Capital Expenditure Budget



Resheeting works on Ten Mile Track, Springfield

## 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
<b>Total</b>	<b>5,365</b>	<b>4,976</b>	<b>10,341</b>

### 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
<b>Total</b>	<b>10,341</b>	<b>4,432</b>	<b>5,909</b>

## 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.



# Fees and Charges 2023/24

Adopted by Council

26 June 2023

Minute xx/xx

Ref: DOC/23/2688



dorset  
COUNCIL

DORSET COUNCIL  
FEES & CHARGES SCHEDULE (Ref: DOC/23/2688)  
2023/2024

	2023/24 \$	2022/23 \$	Increase \$	GST Inc
<b>CORPORATE SERVICES FEES</b>				
<b>Photocopying</b>				
A4 Page, Per Page	1.00	0.90	0.10	Yes
A3 Page, Per Page	1.10	1.00	0.10	Yes
DIY and Provide Own Paper, Per Page	0.90	0.80	0.10	Yes
<b>Searches</b>				
Property Information Searches ( <i>per hour</i> )	60.00	55.00	5.00	Yes
<b>Dishonours</b>				
Direct Debit Dishonour	10.00	10.00	-	No
<b>State Government Statutory Fees</b>				
Making a Code of Conduct Complaint - S.28V	89.00	85.00	4.00	No
Right to Information Application	44.50	42.50	2.00	No
Rates Liabilities Certificate - S.132	53.40	51.00	2.40	No
Council Land Information Certificate - S.337	235.85	225.25	10.60	No



DORSET COUNCIL  
FEES & CHARGES SCHEDULE (Ref: DOC/23/2688)  
2023/2024

	2023/24 \$	2022/23 \$	Increase \$	GST Inc
<b>CEMETERY FEES</b>				
<b>Monumental &amp; Lawn Cemeteries</b>				
Reservation	465.00	430.00	35.00	Yes
Single Depth Burial	1,405.00	1,300.00	105.00	Yes
Double Depth Burial ( <i>First Interment</i> )	1,580.00	1,460.00	120.00	Yes
Double Depth Burial ( <i>Second Interment</i> )	1,105.00	1,020.00	85.00	Yes
Child Burial ( <i>under 15 years</i> )	565.00	520.00	45.00	Yes
Weekends & Public Holidays ( <i>additional fee</i> )	560.00	515.00	45.00	Yes
Late Burial ( <i>additional fee for any burial after 2.00pm</i> )	200.00	-	-	Yes
Exhumation of Body	2,145.00	1,980.00	165.00	Yes
Replacement of Lawn Plinth & Plaque	360.00	330.00	30.00	Yes
Replacement of Wall Plaque	260.00	240.00	20.00	Yes
Interring Ashes in Grave	375.00	345.00	30.00	Yes
<i>*For any burial taking place in a reserved plot, an amount equal to the reservation fee paid will be deducted from the burial fee</i>				
<b>Memorial Walls (<i>fees not payable on reservations paid for prior to 1/08/2003</i>)</b>				
Reservation	195.00	180.00	15.00	Yes
Placement of Ashes and/or Plaque	390.00	360.00	30.00	Yes
Placement of Ashes and/or Plaque in Reservation	195.00	180.00	15.00	Yes
<b>Ellesmere Rose Garden (<i>fees not payable on reservations paid for prior to 1/08/2003</i>)</b>				
Reservation	230.00	210.00	20.00	Yes
Placement of Ashes and/or Plaque	700.00	645.00	55.00	Yes
Placement of Ashes and/or Plaque in Reservation	470.00	435.00	35.00	Yes
<i>*Any other miscellaneous works charged on an hourly basis</i>				

**DORSET COUNCIL**  
**FEES & CHARGES SCHEDULE (Ref: DOC/23/2688)**  
**2023/2024**

	2023/24 \$	2022/23 \$	Increase \$	GST Inc
<b>PUBLIC HALLS &amp; RECREATION FACILITY FEES</b>				
<b>General Charges</b>				
Portable Stage (25 modules; 2m x 1m each module); <i>10% discount for hire of 2-12 modules, 15% discount for hire of 13-25 modules</i>	\$85 per module / weekend hire	\$85 per module / weekend hire	-	Yes
Portable Stage Bond; <i>10% discount for hire of 2-12 modules, 15% discount for hire of 13-25</i>	\$100 per module	\$100 per module	-	No
Public Liability Charge (Casual Hirers)	30.00	27.00	3.00	Yes
Bond (Alcohol Event)	285.00	260.00	25.00	No
Lost Key Replacement	60.00	52.00	8.00	Yes
<b>Branxholm, Bridport, Derby, Gladstone, Legerwood, North Scottsdale, Pioneer, Ringarooma, Springfield and Winnaleah Halls</b>				
Per Hour	20.00	16.00	4.00	Yes
Per Day	120.00	107.00	13.00	Yes
<b>Scottsdale, Bridport, Bridport Village Green, Branxholm, Winnaleah &amp; Ringarooma Recreation Grounds</b>				
Per Hour	20.00	16.00	4.00	Yes
Per Day	120.00	107.00	13.00	Yes
<b>Scottsdale Sports Stadium, Scottsdale Nugget Sellars Pavilion &amp; Winnaleah Function Room</b>				
Per Hour	30.00	27.00	3.00	Yes
Per Day	235.00	215.00	20.00	Yes
<b>Bridport Multi-Function Centre</b>				
Per Hour	35.00	32.00	3.00	Yes
Per Day	290.00	265.00	25.00	Yes
<i>Additional conditions apply contact customer service team for further information</i>				

**DORSET COUNCIL**  
**FEES & CHARGES SCHEDULE (Ref: DOC/23/2688)**  
**2023/2024**

	2023/24 \$	2022/23 \$	Increase \$	GST Inc
<b>SWIMMING POOL FEES</b>				
<b>Scottsdale Aquatic Centre Standard Charges</b>				
Lane hire per hour (during public opening times only, max. 2 lanes)	16.00	15.00	1.00	Yes
Learn to Swim (LTS) (Adult/Child) per class (min. of 4 per class)	19.00	18.00	1.00	Yes
Aqua Aerobic Classes (Adult/Child) per class (min. of 5 per class)	19.00	18.00	1.00	Yes
* Pool Hire Per Hour / Per Lifeguard (Dorset municipal schools)	55.00	50.00	5.00	Yes
* Pool Hire Per Hour / Per Lifeguard (Schools from outside Dorset)	65.00	60.00	5.00	Yes
**Pool Hire per hour for private bookings outside normal hours	270.00	250.00	20.00	Yes
*** Parties (including birthdays)				
- Booking Fee (Max. 20 children)	55.00	50.00	5.00	Yes
- Marquee Hire	55.00	50.00	5.00	Yes
- Trestle Table	25.00	25.00	0.00	Yes
<i>* 1 lifeguard per every 50 students, option to open the slide requires an additional lifeguard, opening of the Kiosk by an additional Pool Attendant will be at no extra cost</i>				
<i>** Subject to staffing availability, alcohol free and outside of public opening times. Self catering is allowed, however the Kiosk can be opened at no additional charge, maximum 100 pax</i>				
<i>*** Private area designated by Pool Management available during public opening times only, no barbecues or marquees are allowed to be brought in, self catering is allowed</i>				

**DORSET COUNCIL**  
**FEES & CHARGES SCHEDULE (Ref: DOC/23/2688)**  
**2023/2024**

	2023/24 \$	2022/23 \$	Increase \$	GST Inc
<b>CARAVAN PARK FEES</b>				
<b>Derby Park</b>				
Camping Per Site/Per Night	25.00	20.00	5.00	Yes
<b>Branxholm Caravan Park</b>				
Camping Per Site/Per Night	20.00	-	-	Yes
<b>BRIDPORT SEASIDE CARAVAN PARK</b>				
<b>Standard Sites</b>				
<u>Peak Season (1 Nov to End of Easter) *All fees are per day</u>				
Powered Site Per Day (family of 4, infants under 3 free)	55.00	50.00	5.00	Yes
Unpowered Site Per Day (family of 4, infants under 3 free)	42.00	38.00	4.00	Yes
Cabin (2 people / \$20 per extra adult / \$10 per extra child)	220.00	200.00	20.00	Yes
Extra Adult (16 and over, maximum of 4 adults per site)	14.00	12.00	2.00	Yes
Extra Child (under 16 years of age, infants under 3 free)	8.00	7.00	1.00	Yes
Onsite Boat Parking	5.00	-	-	Yes
<u>Off Peak Season (End of Easter - 31 Oct) *All fees are per day</u>				
Powered Site Per Day (family of 4, infants under 3 free)	50.00	45.00	5.00	Yes
Unpowered Site Per Day (family of 4, infants under 3 free)	37.00	33.00	4.00	Yes
Cabin (2 people / \$20 per extra adult / \$10 per extra child)	198.00	180.00	18.00	Yes
Extra Adult (16 and over, maximum of 4 adults per site)	14.00	12.00	2.00	Yes
Extra Child (under 16 years of age, infants under 3 free)	8.00	7.00	1.00	Yes

DORSET COUNCIL  
FEES & CHARGES SCHEDULE (Ref: DOC/23/2688)  
2023/2024

	2023/24 \$	2022/23 \$	Increase \$	GST Inc
<u>Annual Sites</u>				
Annual Site ( <i>upfront payment</i> )	4,590.00	3,990.00	600.00	Yes
Annual Site Monthly Payment ( <i>inclusive of 10% surcharge for monthly payment option</i> )	420.00	332.50	87.50	Yes
Annual Site Waitlist Administration Fee ( <i>incurred annually</i> )	60.00	50.00	10.00	Yes
Annual Site Late Payment Fee ( <i>applies to any payment that remains outstanding after 14 days</i> )	25.00	-	-	Yes
Direct Debit Dishonour Fee	10.00	-	-	No
<i>*These are the base prices however specials will be advertised throughout the year, refer to Bridport Seaside Caravan Park website for details.</i>				



**DORSET COUNCIL**  
**FEES & CHARGES SCHEDULE (Ref: DOC/23/2688)**  
**2023/2024**

	2023/24 \$	2022/23 \$	Increase \$	GST Inc
<b>WASTE DISPOSAL FEES</b>				
<b>General Charges</b>				
Service Fee (modifications to domestic bins)	30.00	25.00	5.00	Yes
<b>General Refuse accepted at WTS</b>				
120lt Wheelie Bin / Container	6.00	5.00	1.00	Yes
240lt Wheelie Bin / Container	7.00	6.00	1.00	Yes
Car Boot/Station Wagon (up to 0.5 m <sup>3</sup> )	11.00	10.00	1.00	Yes
Single Axle Trailer/Ute/Van (up to 2 m <sup>3</sup> )	16.00	14.00	2.00	Yes
Tandem Axle Trailer (up to 3m <sup>3</sup> )	25.00	22.00	3.00	Yes
Compacted Refuse (per Cubic Metre)	77.00	70.00	7.00	Yes
Bulk Trade Waste (per tonne, conditions apply)	176.00	160.00	16.00	Yes
Treated Timber (per Cubic Metre)	27.00	24.00	3.00	Yes
<b>Additional Charges</b>				
Car / Motorbike Tyre only (each)	10.00	8.00	2.00	Yes
Light Truck / 4WD Tyre only (each)	20.00	16.00	4.00	Yes
Large Truck Tyre only (each)	45.00	37.00	8.00	Yes
Tractor Tyre Small (up to 1m) (each)	190.00	170.00	20.00	Yes
Tractor Tyre Large (1m to 2m) (each)	325.00	295.00	30.00	Yes
Tractor Tyre Extra Large (greater than 2m) (each)	495.00	450.00	45.00	Yes
Additional Charge - Car / Motorbike Rim only (each)	15.00	12.00	3.00	Yes
Additional Charge - Light Truck / 4WD Rim only (each)	30.00	24.00	6.00	Yes
Additional Charge - Large Truck Rim only (each)	55.00	48.00	7.00	Yes
Mattress - Spring Type (each)	30.00	12.00	18.00	Yes

DORSET COUNCIL  
FEES & CHARGES SCHEDULE (Ref: DOC/23/2688)  
2023/2024

	2023/24 \$	2022/23 \$	Increase \$	GST Inc
<b>Recyclable Materials accepted at WTS</b>				
<b>Separated</b> Paper, Paperboard, Plastics,(1,2,3,4,5,7), Cardboard, Oil, Aluminium Cans, Steel Cans	-	-	-	
<b>Mixed</b> Paper, Paperboard, Plastics,(1,2,3,4,5,7), Cardboard, Aluminium Cans, Steel Cans and Glass	General Refuse	General Refuse	-	
Timber (untreated)	-	-	-	
Residential Separated Green Waste	-	-	-	
Polystyrene Packing Material	-	-	-	
Gas Cylinders (fully degassed)	-	-	-	
Triple Rinsed Chemical Containers (DrumMUSTER endorsed)	-	-	-	
Car/Truck Batteries	-	-	-	
E Waste (TV's & Computers, Mobile Phones etc)	-	-	-	
Steel & White Goods	-	-	-	
Motor Vehicle Bodies	-	-	-	

**DORSET COUNCIL**  
**FEES & CHARGES SCHEDULE (Ref: DOC/23/2688)**  
**2023/2024**

	2023/24 \$	2022/23 \$	Increase \$	GST Inc
<b>HEALTH FEES (adopted May Council Meeting)</b>				
<b>Food Act</b>				
<u>Food Business Registration - Fixed Premises</u>				
New Annual Registration*	185.00	-	-	No
Renewal of Existing Annual Registration	-	-	-	
Temporary Food Business Registration (Single Event) - Permanent resident of Dorset	-	-	-	
<u>Food Business Registration - Mobile Food Business</u>				
New Registration*	185.00	-	-	No
Renewal of Existing Registration - Permanent resident of Dorset municipality	-	-	-	
Renewal of Existing Registration - Non-permanent resident of Dorset municipality	185.00	143.00	42.00	No
Temporary Food Business Registration (Single Event)*	35.00	32.00	3.00	No
<i>*(No registration fees for bona fide charitable or not for profit organisations)</i>				
<b>Other</b>				
On Street Dining Application Fee	100.00	92.00	8.00	No
Non-compliance follow up inspection by EHO	90.00	83.00	7.00	No
Water quality sampling (by request) per hour plus analysis costs	120.00	110.00	10.00	No
<b>Annual Mobile Food Vendor Permit</b>				
Non-permanent Resident of Dorset municipality	890.00	820.00	70.00	No
Permanent Resident of Dorset municipality	-	-	-	
Community Organisation or Charitable Event Applicants	-	-	-	

DORSET COUNCIL  
FEES & CHARGES SCHEDULE (Ref: DOC/23/2688)  
2023/2024

	2023/24 \$	2022/23 \$	Increase \$	GST Inc
<b>Public Health Act</b>				
Place of Assembly (mass event) Licence	165.00	150.00	15.00	No
Public Health Risk Activity - Premises Registration	165.00	150.00	15.00	No
Public Health Risk Activity - Operator Licence	165.00	150.00	15.00	No
Regulated System Registration				
- <i>one system on premises</i>	120.00	110.00	10.00	No
- <i>additional systems (each)</i>	45.00	42.00	3.00	No
Private Drinking Water Supplier Registration	45.00	40.00	5.00	No
Water Carrier Registration	45.00	40.00	5.00	No

DORSET COUNCIL  
FEES & CHARGES SCHEDULE (Ref: DOC/23/2688)  
2023/2024

	2023/24 \$	2022/23 \$	Increase \$	GST Inc
<b>BUILDING &amp; PLUMBING FEES</b>				
<b>Building Permit Authority</b>				
<u>Category 1 – Low Risk Works (Administration)</u>				
All Classes	-	-		
<u>Category 2 – Low Risk Works (Administration)</u>				
All Classes	-	-		
<u>Category 3 – Notifiable Works (Administration)</u>				
All Classes	-	-		
<u>Category 4 – Permit Works (Application for Building Permit)</u>				
Class 10 buildings	95.00	84.00	11.00	No
Class 1 buildings	185.00	168.00	17.00	No
All other building classes	275.00	252.00	23.00	No
<u>Other Fees</u>				
Plan Amendments and Extensions of Time	95.00	86.00	9.00	Yes
Application for Permit of Substantial Compliance (Retrospective Works)	Double the relevant building application fee(s)	-	-	



**DORSET COUNCIL**  
**FEES & CHARGES SCHEDULE (Ref: DOC/23/2688)**  
**2023/2024**

	2023/24 \$	2022/23 \$	Increase \$	GST Inc
<b>Building Surveyor Assessment &amp; Inspections</b>				
<i>(only applicable where Council Building Surveying Services are being utilised)</i>				
<u>Class 10 Structures &amp; Farm Sheds (Class 7 only)</u>				
20m <sup>2</sup> or less <i>(includes mandatory inspections)</i>	140.00	126.00	14.00	Yes
From 21m <sup>2</sup> to 56m <sup>2</sup> <i>(includes mandatory inspections)</i>	265.00	241.00	24.00	Yes
More than 56m <sup>2</sup> <i>(includes mandatory inspections)</i>	375.00	346.00	29.00	Yes
<u>Classes (1 - 9)</u>				
56m <sup>2</sup> or less <i>(includes mandatory inspections)</i>	695.00	640.00	55.00	Yes
From 57m <sup>2</sup> - 150m <sup>2</sup> <i>(includes mandatory inspections)</i>	945.00	870.00	75.00	Yes
More than 150m <sup>2</sup> <i>(includes mandatory inspections)</i>	1,210.00	1,115.00	95.00	Yes
<u>Assessment Administration</u>				
Class 10 buildings	95.00	84.00	11.00	No
Class 1 buildings	185.00	168.00	17.00	No
All Other building classes	275.00	252.00	23.00	No
<u>Other Building Surveyor Charges</u>				
Occupancy Permits <i>(where not part of an active building application)</i>	260.00	237.00	23.00	No
Amendments to original plans, and all other works <i>(hourly rate)</i>	160.00	145.00	15.00	Yes
Additional building surveyor inspections	160.00	145.00	15.00	Yes
Application for Certificate of Substantial Compliance (Retrospective Works)	Double the relevant application fee(s)	-	-	

**DORSET COUNCIL**  
**FEES & CHARGES SCHEDULE (Ref: DOC/23/2688)**  
**2023/2024**

	2023/24 \$	2022/23 \$	Increase \$	GST Inc
<b>Other Building Fees</b>				
State Government - Building Administration Fee (for all works of \$20,000 or more)		0.1% of the value of works		
State Government - TBCITB Training Levy (for all works of \$20,000 or more)		0.2% of the value of works		
Building Certificates	260.00	237.00	23.00	No
EHO assessment of plans for food premises (Form 49)	120.00	-	-	No
EHO occupancy permit for food premises (Form 50)	120.00	-	-	No
<b>Plumbing Surveyor Assessment &amp; Inspections</b>				
<u>Category 1 – Low Risk Works (Administration)</u>				
All Classes	-	-	-	
<u>Category 2 – Low Risk Works (Administration)</u>				
All Classes	-	-	-	
<u>Category 3 – Notifiable Works (CLC and Administration)</u>				
All Classes	245.00	226.00	19.00	Yes
<u>Category 4 – Permit Works (Application for Plumbing Permit)</u>				
Plumbing Permit (including assessment and inspection)	320.00	294.00	26.00	Yes
Plumbing Permit including on-site wastewater management system assessment (including assessment	440.00	-	-	Yes
<b>Other Plumbing Surveyor Fees</b>				
Amendments to original plans, and all other works (hourly rate)	160.00	145.00	15.00	Yes
Additional plumbing surveyor inspections	160.00	145.00	15.00	Yes
Assessment of illegal plumbing work		Double the relevant plumbing application fee(s)	-	-

DORSET COUNCIL  
FEES & CHARGES SCHEDULE (Ref: DOC/23/2688)  
2023/2024

	2023/24 \$	2022/23 \$	Increase \$	GST Inc
<b>PLANNING SERVICES FEES</b>				
<b>Pre-Lodgement Planning Review</b>				
Review of proposal prior to lodgement of planning application	-	-	-	
<b>No Permit Required Application</b>				
Assessment to determine "No Permit Required" status	-	-	-	
<b>Permitted Applicaton (excl. Subdivisions)</b>				
Assessment Fee	185.00	168.00	17.00	No
<b>Discretionary Application (excl. Subdivisions)</b>				
Use and/or Development - Class 7 or 10 buildings*, signs or demolitions <i>(inclusive of advertising</i>	520.00	480.00	40.00	No
Use and/or Development - All other types* <i>( inclusive of advertising charges)</i>		Minimum \$920 - up to a maximum of \$5000	-	No
For Applications with building works value of \$500,000 or less	1000.00	-	-	No
For Applications with a building works value exceeding \$500,000	0.2% of value of building works	-	-	
<i>*(No registration fees for bona fide charitable or not for profit organisations)</i>				

DORSET COUNCIL  
FEES & CHARGES SCHEDULE (Ref: DOC/23/2688)  
2023/2024

	2023/24 \$	2022/23 \$	Increase \$	GST Inc
<b>Subdivision Application ( incl. boundary adjustments and consolidations)</b>				
Permitted Application	365.00	335.00	30.00	No
Discretionary Application ( <i>inclusive of advertising</i> )	1,015.00	935.00	80.00	No
<i>Additional charge per additional lot created</i>	95.00	84.00	11.00	No
Examination & sealing of Final Plan of Survey	490.00	450.00	40.00	No
Public Open Space Contribution ( <i>if applicable</i> )	5% of the unimproved land value of the new lots	5% of the unimproved land value	-	No
<b>Amendment to Planning Permit</b>				
Permitted Use and/or Development	135.00	124.00	11.00	No
Discretionary Use and/or Development	320.00	294.00	26.00	No

**DORSET COUNCIL**  
**FEES & CHARGES SCHEDULE (Ref: DOC/23/2688)**  
**2023/2024**

	2023/24 \$	2022/23 \$	Increase \$	GST Inc
<b>Other Planning Application</b>				
Request for Amendment of LPS ( Section 37) <i>(inclusive of application fee, advertising, Tasmanian Planning Commission fees, administration costs)</i>	4150.00	Minimum \$4150 up to a maximum of \$5000	-	No
Combined Permit and Amendment Application (Section 40T) <i>(inclusive of application fee, advertising, Tasmanian Planning Commission fees, administration costs, but not inclusive of the Request for Amendment of LPS fee)</i>	0.2% of estimated cost of total works	-	-	
Application for Permit Extension <i>(a permit can be extended for a period of 2 years, and not more than twice)</i>	160.00	147.00	13.00	No
Refunds <i>(if application is withdrawn before decision is made)</i>	50% of application fee	50% of application fee	-	No
Assessment of retrospective planning application	Double the relevent planning application fee (s)	Maximum \$1730	-	No
<b>Miscellaneous Applications</b>				
Tasmanian Heritage Council - Works Application	-	168.00	-	
Strata Application	335.00	530.00	-195.00	No
<i>Additional charge per lot created</i>	95.00	84.00	11.00	No
Staged Development Scheme or Community Development Scheme Application	935.00	-	-	No
<i>Additional charge per lot created</i>	85.00	-	-	No
Application to amend Strata Plan	125.00	-	-	No
Application to amend Staged Development Scheme or Community Development Scheme	295.00	-	-	No
Application to amend Sealed Plan	935.00	336.00	599.00	No
Adhesion Order Application	555.00	510.00	45.00	No



DORSET COUNCIL  
FEES & CHARGES SCHEDULE (Ref: DOC/23/2688)  
2023/2024

	2023/24 \$	2022/23 \$	Increase \$	GST Inc
<b>ENGINEERING FEES</b>				
Examination and approval of plans and specifications including inspection of works.				
<b>Roadworks</b>				
up to 50 linear metres	105.00	95.00	10.00	Yes
for every 100 linear metres (or part thereof in excess of 50m)	90.00	82.00	8.00	Yes
<b>Drainage Works</b>				
up to 50 linear metres	90.00	82.00	8.00	Yes
for every 100 linear metres (or part thereof in excess of 50m)	90.00	82.00	8.00	Yes
<b>Where in the opinion of the Municipal Engineer substandard or faulty work requires additional inspections to be made, the Corporation may require an additional fee to be paid to the Corporation for each such additional inspection.</b>	145.00	130.00	15.00	Yes

**DORSET COUNCIL**  
**FEES & CHARGES SCHEDULE (Ref: DOC/23/2688)**  
**2023/2024**

	2023/24 \$	2022/23 \$	Increase \$	GST Inc
<b>ANIMAL CONTROL FEES (adopted May Council Meeting)</b>				
<b>Dog Registration</b>				
<u>Lifetime Registration Fees</u>				
Non-Desexed Dog	155.00	143.00	12.00	No
Desexed, Working, Purebred or Greyhound Dog	90.00	83.00	7.00	No
Pensioner-Owned Dog	60.00	56.00	4.00	No
Guide Dog	-	-	-	
Guard Dog	476.00	440.00	36.00	No
<b>Dog Licence Fees (Kennel):</b>				
New Dog Licence - 3 to 5 Dogs	110.00	102.00	8.00	No
New Dog Licence - more than 5 dogs	135.00	124.00	11.00	No
Existing Dog Licence - Renewal	42.00	39.00	3.00	No
<b>Dog Fees Other</b>				
Maintenance Charge – Daily	35.00	31.00	4.00	No
Nuisance	40.00	35.00	5.00	No
Replacement Tag	5.00	5.00	-	No
First Seizure of any Dog	72.00	67.00	5.00	No
Second Seizure of any Dog	216.00	90.00	126.00	No
Subsequent Seizures of any Dog (per seizure)	185.00	168.00	17.00	No
Delivery Charge (Dog returned to Owner)	100.00	90.00	10.00	Yes
Declared Dangerous Dog - Annual	500.00	-	-	No
<b>Cat Management</b>				
Relocation Device (Trap) Hire Deposit	80.00	75.00	5.00	No



## Policy 42 – Rates & Charges

CM9 Ref: DOC/21/5798[v2]

Adopted: 25 June 2012

Minute 91/12

Version: 8

Reviewed Date: 26 June 2023

Council Minute No: **XXX**

Author: Administration Manager

Responsible Officer: Administration Manager

Statutory Authority: *Local Government Act 1993 – section 86(B)*

### OBJECTIVE

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This policy defines Council's commitment to levying rates and charges in a fair and equitable manner and provides the community and ratepayers with the underlying principles that Council uses in determining rates and charges.

### POLICY

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#### STRATEGIC FOCUS

Council ensures it only raises the revenue it needs to adequately fulfil its role and responsibilities, while also ensuring a balance between the service levels Council provides and the needs and expectations of the community. When setting the rates and charges for the upcoming financial year, Council ~~will consider~~considers the:

- Strategic Plan;
- Long Term Financial Plan;
- *Local Government Act 1993 (the Act)*;
- Current Annual Plan and Budget;
- Local Government Association of Tasmania Cost Index increases;
- Consumer Price Index increases;
- Current economic climate;
- Changing demands on Local Government;
- Increased service levels ~~proposed~~requested by the community;
- Future liabilities (e.g. tip site rehabilitation);
- Asset funding gapsSpecific issues faced by the community, including the need to maintain, replace and renew infrastructure; and
- Likely impacts on the community.

#### RATING PRINCIPLES

When setting the rates and charges for each year, Council give consideration to the following principles ~~as~~ per section 86A of the Act:

- Rates constitute taxation for the purposes of local government, rather than a fee for service; and
- The value of rateable land is an indicator of the capacity of the ratepayer in respect of that land to pay rates.

Rates are administered by each Council in line with the Act, which allows some flexibility for each Council to make decisions that suit its local community.

## RATES AND CHARGES

### Valuations

~~The Generally the Valuer-General Office of the Valuer-General~~ provides a Fresh Valuations (i.e. a full municipality-wide revaluation) to Council every six (6) years, with adjustment factors for various classes of property in the municipal area being provided every two (2) years. As per section 90(3) of the Act, Council are mandatorily required to use one of the following valuations to determine the General Rate:

- **Capital Value (CV)** - the total market value of the land plus buildings and other improvements.
- **Land Value (LV)** - the market value of the land only.
- **Assessed Annual Value (AAV)** - the AAV represents an independent assessment of the rental value of a property or a 4 percent minimum of the CV, whichever is the greater.

Council determine the General Rate based on the AAV per rateable property, as it is Council's position that the AAV provides the fairest and most equitable method for levying rates.

### Supplementary Valuations

In certain circumstances, valuations must be determined between Fresh Valuations. These are known as supplementary valuations and are required whenever a major change occurs to some aspect of a property. Some circumstances which may trigger a supplementary valuation are:

- Construction of a new building/s on the land;
- Extension to or renovation of existing building/s;
- Subdivision or consolidation of the land;
- Demolition of a building/s on the land;
- Other improvements to the land such as outbuildings etc.;
- Change in the land's usage;
- Realignment of the property boundary; or
- The property becomes rateable.

When any of the above circumstances arise, a supplementary valuation will be undertaken by the Valuer General, generally upon request by the Council following the lodgement of development applications. When providing a supplementary valuation, the Valuer-General determines what the valuation would have been if the change to the property that triggered the supplementary valuation (e.g. construction of a new building) was in place at the time of the most recent Fresh Valuation.

Where the Valuer General has undertaken a supplementary valuation, the ratepayer will be issued with a supplementary rates notice by Council. The notice will show the new adjusted valuations for the property and will include any adjustments to the rates and charges for the current financial year based on the supplementary valuation.

## **General Rate**

### General Rate

Council determines a General Rate on an annual basis which is to apply to all rateable properties in the municipal area. The General Rate is calculated as a cents in the dollar on the AAV.

### Minimum General Rate

In accordance with section 90(4) of the Act, Council applies a minimum General Rate which is a mechanism to ensure that properties with a lower AAV pay not less than the minimum amount prescribed by Council each rating year. A minimum General Rate cannot apply to more than 35% of rateable properties which attract a non-varied General Rate

In accordance with section 90(4) of the Act, Council will apply a minimum General Rate to ensure that all ratepayers contribute equally to the administration of Council's services and maintenance of infrastructure throughout the municipality. The minimum rate is increased annually in line with the overall General Rate increase. The primary reason for Council applying a minimum General Rate is to ensure that all rateable properties make an appropriate contribution to the cost of administering Council activities and maintaining the services and infrastructure that supports each property in the Dorset municipality.

### General Rate Variation

During annual budget estimation and rating strategy deliberations, Council evaluates whether it is necessary to implement any variation of the General Rate using the prescribed variation factors available per section 107 of the Act.

Council currently varies the General Rate in accordance with section 107 of the Act for properties used or predominantly used for Short Term Accommodation (STA). The AAV for a property used for STA is typically comparable to those used for general residential or long term rental purposes. However, Council's position is that an STA has significantly greater potential to generate income from the property and therefore those properties used for STA should pay rates that are more akin to a commercial property.

Per section 109 of the Act, a ratepayer may object to a variation in a rate based on a particular use of land. Any objection to a variation must be submitted per the requirements of section 109 of the Act. The General Manager, or their delegate, is authorised to make a decision on behalf of Council in accordance with sections 109(4) and (5) of the Act in respect of any objection.

## **Fire Levy**

The fire levy is collected on behalf of the State Fire Commission in line with the Fire Services Act 1979. The total collectable amount, calculation method, minimum charge and all increases associated with the fire levy are determined by the State Fire Commission, independently of Council.



## Service Charges

Service charges are established in accordance with section 94 of the Act. Council determine charges annually for the following services:

### Waste Management

The waste management charge is applied to all properties for the provision of waste management infrastructure (waste transfer stations) and disposal operations.

### Waste Mobile Garbage Bin (MGB)

~~A charge is~~ Charges are applied to all properties that receive a kerbside collection service [based on the size and number of waste MGB/s allocated to the property](#). See Kerbside Collection Zone and Route Opt-In for further information.

### Recycling MGB

A charge is applied to all properties that receive a recycling collection service [based on the number of recycling MGB/s allocated to the property](#). See Kerbside Collection Zone and Route Opt-In for further information.

## PAYMENT OF RATES

### Payment Dates

Rates are due and payable in full by 30 September annually. However, ratepayers can elect to pay their rates in four equal instalments on 30 September, 30 November, 31 January and 31 March annually. If a ratepayer has not paid their rates in full by 30 September, Council automatically determines that the ratepayer has elected to pay by instalment.

In accordance with section 124(5) of the Act, Council may require the ratepayer to pay the full amount owing for the financial year if the ratepayer fails to pay an instalment within twenty one (21) days of the date it falls due.

### Application of Money

Pursuant to section 131 of the Act, Council will apply any amount received or recovered in respect of rates as follows:

- (a) Firstly – in payment of any costs awarded to or recoverable by the Council in any Court proceedings undertaken by the Council for the recovery of the rates;
- (b) Secondly – in discharging any liability for interest;
- (c) Thirdly – in payment of any penalty;
- (d) Fourthly – in discharging liabilities for rates in the order in which those liabilities arose.

### Payment Arrangements

Ratepayers who are facing financial hardship or other extraordinary circumstances that prevent them from meeting their rate obligations by the due date are encouraged to contact Council to discuss entering a payment arrangement.

When administering a payment arrangement, officers will work with ratepayers to develop satisfactory payment conditions that are suitable for the ratepayer's individual circumstances. If a payment arrangement spans across a period longer than 24 months it must be authorised by the General Manager or [their](#) delegate.

Provided that payment arrangements are [satisfactorily](#) maintained as per the agreement between the ratepayer and Council, all interest applied in that financial year will be remitted.

### **Late Payment of Rates**

Daily interest will apply to any amount that remains outstanding 14 days from the due date. The interest rate will be determined using the prescribed percentage formula as per section 128(2) of the Act.

### **Recovery of Rates**

#### External Collection Agency

Pursuant to section 133(2) of the Act, Council will give the ratepayer notice in writing of any intention to recover debts through an external agency such as Tasmanian Collection Service (TCS). Council may commence recovery action [without further warning](#) 14 days after the notice in writing has been issued.

Council will not pursue recovery action if the ratepayer [holds enters](#) and maintains a satisfactory payment arrangement.

#### Rent in Satisfaction of Unpaid Rates

Pursuant to section 135 of the Act, Council (by notice in writing) may require a tenant to pay rent or any other consideration relating to the property directly to Council in satisfaction of unpaid rates assessed against the property.

Section 136 of the Act provides tenants with an indemnity against repercussions (e.g. eviction) by providing the tenant with the ability to recover the amount paid to Council from the ratepayer who is liable to pay, or to offset the amount paid to Council against a liability under the tenant's lease or licence.

### **Sale of Land**

Pursuant to section 119 of the Act, unpaid rates and charges are a debt that is secured (similarly to a mortgage) against the property and therefore any debt must be paid when the property is sold.

If a ratepayer has rates and charges outstanding for a period of three (3) years or more and does not hold and maintain a satisfactory payment arrangement, Council may seek to sell the property to recover the outstanding rates as per section 137 of the Act.

Upon the sale of a property pursuant to section 137 of the Act, Council will recover outstanding rates, the cost of the sale and any other costs incurred to Council (e.g. advertising fees, legal fees) in accordance with section 139 of the Act.

## **WASTE MANAGEMENT AND KERBSIDE COLLECTION**

### **Kerbside Collection Zone**

Developed properties within the localities of Bridport, Scottsdale, Nabowla, Ringarooma, Legerwood, Branxholm, Winnaleah, Derby, Pioneer, Herrick, Gladstone and Tomahawk that are zoned as:

- General Residential
- Low Density Residential
- Rural Living
- Urban Mixed Use
- Village
- Local Business
- General Business; or
- Particular Purpose

will be provided with a mandatory waste and recycling kerbside collection service.

### **Route Opt-In**

Ratepayers outside the kerbside collection zone may be eligible to opt-in to the waste and recycling kerbside collection service if their property has direct road frontage along the designated collection route.

### **Vacant Lots**

Owners of vacant lots that are within the kerbside collection zone can apply to receive kerbside collection. If approved, the owner will be required to sign a waiver that occupancy of the property has not been granted due to having MGBs. All other standard conditions as set out in this policy will apply to the service.

### **Waste MGBs and Recycling MGBs**

A standard 120L waste MGB and a 240L recycling MGB is provided to all properties that receive a collection service. Ratepayers can request a waste MGB upsize (240L) or downsize (80L) however each property in the kerbside collection zone must have a minimum of one (1) waste MGB and one (1) recycling MGB.

Ratepayers can request additional MGBs, replacement MGBs or replacement parts for an MGB at any time. Due to the associated financial impact, Council will only proceed with a variation if authorisation is received from the ratepayer. Ratepayers can cancel additional MGBs if their circumstances change or the additional MGBs are no longer required. No refund will be issued for cancelled MGBs.

A service fee will be determined annually via Council's fees and charges schedule and will apply to each MGB variation unless it is determined that the replacement or replacement part is due to age or the fault of Council. If a ratepayer is seeking a new MGB due to damage caused by Council, the damage must be reported within 5 business days.

All waste MGBs and recycling MGBs remain the property of Council. They are specifically allocated to each property and are not transferable between properties.

## **REMISSION OF RATES**

### **Exemption from Rates**

All properties that fall within the definition set out in section 87 of the Act will be exempt from the General Rate and any other rate or charge referred to in section 87 of the Act.

Section 87 (d) of the Act provides an exemption of the General Rate for land or part of land owned and occupied exclusively for charitable purposes.

The charitable exemption set out in section 87 (d) of the Act will apply where both requirements are met:

- (a) The land is owned exclusively for charitable purposes; and
- (b) The land is occupied exclusively for charitable purposes

It is not essential that the same entity is the owner and occupier, providing that both the owner and occupier satisfy the requirement of owning or occupying the property exclusively for charitable purposes.

### **Discretionary Remissions**

Ratepayers who are not eligible for an exemption under section 87 (d) of the Act may apply to Council for a discretionary remission as per section 129 of the Act.

Where a ratepayer seeks a discretionary remission, they must make written application and produce sufficient evidence of their eligibility for a remission in relation to this policy.

When a property is deemed eligible in accordance with the following criteria, a discretionary remission of the General Rate and Waste Management charge only will apply.

Properties which receive a discretionary remission will continue to be liable for the Fire Levy and any applicable service charges (including MGBs).

All applications for a discretionary remission will be considered by the General Manager in accordance with the delegated authority granted by Council.

#### Properties Leased by Charitable Organisations

A discretionary remission will be considered where a charitable organisation leases a property from a non-charitable owner and is contractually liable for the payment of rates. Upon application, the leaseholder must provide evidence of their liability for the rates and that the property is used solely for charitable purposes.

#### Cemeteries

A discretionary remission will be considered for cemeteries that are open for public use, or have previously been open for public use.

#### Not-for-Profit Organisations

A discretionary remission will be considered for not-for-profit organisations. Upon application, the organisation must provide evidence of their not-for-profit status and their benefit to the community.

### **Interest Remission**

A remission of interest charges may be granted:

- (a) Where it is deemed that the interest charge occurred due to a fault of Council;
- (b) Where the ratepayer has an excellent payment history and has a reasonable explanation for a late payment;

- (c) Where the cost outweighs the benefit to pursue the interest charge with the ratepayer;
- (d) Due to genuine financial hardship;
- (e) If a payment arrangement is entered and maintained.

### Pensioner Rebates

Under the *Local Government (Rates and Charges Remissions) Act 1991*, holders of the following cards may receive an annual rebate of rates and charges in relation to their principle place of residence:

- Pensioner Concession Card (PCC);
- Health Care Card (HCC); or
- Department of Veteran Affairs Card (DVA)

### Conservation Covenants

Council applies a rebate scheme for land that has been covenanted for conservation in perpetuity under either the Private Forest Reserves Program, the Protected Areas on Private Land Program and Part 5 Agreements under the Land Use Planning and Approvals Act 1993.

The rate rebate is set at \$5.00 per hectare per annum for covenanted land with a minimum of \$50.00 and a maximum of \$500.00 per property. Where applicable, the rebate will not reduce the rate payable to less than the minimum general rate per property plus fire levy.

### NEW DEVELOPMENTS

The additional waste management charges created by any new residential or industrial lots will be waived while vacant, in the name of the registered subdivider and available for sale with a registered real estate agent for:

- One year for residential subdivisions creating less than five lots;
- Three years for subdivisions creating five or more additional lots; and
- Waiving rates for a further period will be considered upon application if the new lots remain unsold, vacant and in the registered subdivider's name.

### DOCUMENT INFORMATION

Version Description	Doc Ref	Date Reviewed	Reviewed By	Comments
V1	12/6728	25 June 2012	Guy Jetson	
V2	13/7763	24 June 2013	Guy Jetson	
V3	15/5390	29 June 2015	Guy Jetson	
V4	15/5390	26 June 2017	Guy Jetson	No changes.
V5	DOC/19/3481	15 April 2019	Lauren Tolputt	Full review when kerbside collection services brought in-house.
V6	DOC/20/5063	29 June 2020	Lauren Tolputt	Updated to accommodate further details around hardship due to COVID-19.
V7	DOC/21/5798	28 June 2021	Lauren Tolputt	Information added regarding recovery of rates and application of money from sale.



V8	DOC/23/XXXX	26 June 2023	Lauren Tolputt	Reviewed due to introduction of new varied rate per S86B(4) of the Act.
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REVIEWED



# Bridge Asset Management Plan 2023-2033

Adopted by Council  
26 June 2023 Council Meeting  
Minute XXXX  
Ref: DOC/23/7132  
Public Version



Reinforced Concrete Box Culvert 1552, Coxs Rivulet, Shanty Rd, North Scottsdale

## GLOSSARY

<b>Asset condition assessment</b>	The process of continuous or periodic inspection, assessment, measurement and interpretation of the resultant data to indicate the condition of a specific asset so as to determine the need for some preventative or remedial action.
<b>Asset consumption ratio</b>	The current value of Council's depreciable assets relative to their current replacement cost. $\frac{\text{Current Value of asset (Bridges)}}{\text{Current replacement cost of assets}}$
<b>Asset sustainability ratio</b>	The approximation of the extent to which the infrastructure assets managed by Council are being replaced as they reach the end of their useful lives. $\frac{\text{The capital expenditure on the renewal of asset}}{\text{Depreciation expense}}$
<b>Bridge</b>	A structure designed to carry a road or pedestrian or bike path over a road, waterway or other obstacle by spanning it and includes barriers and approaches. A bridge does not have a structural floor.
<b>Culvert</b>	A structure designed to allow the passage of water under a road. A culvert has a structural floor.
<b>Current replacement cost</b>	The current cost of replacing an asset with a similar modern equivalent asset, i.e. the total cost of replacing an existing asset with an as new or similar asset expressed in current dollar values.
<b>Depreciable amount</b>	The cost of an asset, or other amount substituted for its cost, less its residual value.
<b>Depreciated replacement cost</b>	The current replacement cost of an asset less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset.
<b>Depreciation</b>	The systematic allocation of the depreciable amount (service potential) of an asset over its useful life.
<b>Life cycle cost</b>	The life cycle cost (LCC) is average cost to provide the service over the longest asset life cycle. It comprises annual maintenance and asset consumption expense, represented by depreciation expense. The LCC does not indicate the funds required to provide the service in a particular year.
<b>Life cycle expenditure</b>	The life cycle expenditure (LCE) is the actual or planned annual maintenance and capital renewal expenditure incurred in providing

the service in a particular year. LCE may be compared to LCC to give an initial indicator of life cycle sustainability.

**Planned maintenance**

Repair work that is identified and managed through a maintenance management system (MMS). MMS activities include inspections, assessing the condition against failure/breakdown criteria/experience, prioritising scheduling, actioning the work and reporting what was done to develop a maintenance history and improve maintenance and service delivery performance.

**Renewal gap**

The difference between the required spend as determined by a specialist (AusSpan) and the forecast spend as determined by Council.

**Useful life**

Either:

- (a) the period over which an asset is expected to be available for use by an entity; or
- (b) the number of production or similar units expected to be obtained from the asset by the entity.

It is the estimated or expected time between placing the asset into service and removing from service, or the estimated period of time over which the future economic benefits embodied in a depreciable asset, are expected to be consumed by the Council. It is the same as the economic life.

# 1. EXECUTIVE SUMMARY

Council provides bridge access to Council's transport network in partnership with funding assistance from the Tasmanian and Australian Governments. This enables Council to maintain and rehabilitate the bridge access service to a standard that is fit for use by the community.

At 30<sup>th</sup> June 2022, Council had 114 complete bridge assets with a current replacement cost of \$33.1 million. These assets are recognised at a depreciated replacement cost of \$22.2 million with an annual depreciation forecast of \$524,797 for 2022/23 financial year.

## Plans for the Future

Council plans to operate and maintain bridge access to achieve the following strategic objectives:

1. Ensure that bridge structures are maintained at a safe and functional standard as set out in the Bridge Asset Management Plan (AMP).
2. Ensure that bridge renewal is affordable and sustainable for the rate payer and broader community.
3. Ensure that the bridge network services the needs of the community.

## Cost

Over the next 10 years planned capital expenditure is forecast to be \$4.228 million (in 2023 dollars) or an average of \$422,800 per year. Operational expenditure is forecast to be on average \$60,000 per year. In order to maintain the asset base and achieve desired service levels these forecast costs will be fully funded through the annual Council budget and the Long Term Financial Plan (LTFP).

## The Next Steps

The actions resulting from this AMP are:

- Maintain Authority CVR financial asset register to ensure consistency with Bridge Management System (BMS) (Section 7.1).
- Address known performance deficiencies (Section 5.1).
- Review useful lives of bridge assets in asset register (Section 6.2).



## 2. INTRODUCTION

### 2.1 Background

This AMP covers the following bridge assets (based on the latest AusSpan BMS report Jan 2023):

Asset Class	Inventory	Current Replacement Cost		
		Sub-structure	Super-structure	Total
		\$'000	\$'000	\$'000
Bridge - Concrete	62	9,046	13,479	22,525
Bridge - Timber	33	3,529	3,258	6,787
Bridge - Pedestrian	2	148	200	348
Bridge - Precast /Timber	1	187	185	372
Metal Pipe Culvert	6	0	638	638
Reinforced Concrete Box Culvert	7	0	1,416	1,416
Ramp	1	0	231	231
Pontoon	2	30	284	314
<b>Total</b>	<b>114</b>	<b>12,940</b>	<b>19,691</b>	<b>32,631</b>

### 2.2 Goals and Objectives of Asset Management

Council's goal in managing infrastructure assets is to meet the required level of service in the most cost effective manner. Council's goals and objectives and how these are addressed in the Bridge AMP are summarised below:

Goal	Objective	How Goal and Objectives are addressed in Bridge AMP
<i>Bridges Construction and Maintenance Resources</i>		
Ensure measured and predictable allocation of resources through proactive planning and a sustainable budgetary commitment.	Maintain and endeavour to increase bridges maintenance and construction funding.  Develop plans for the stable and predictable allocation of resources over the long term.  Where possible ensure that bridge construction and maintenance activities are undertaken in an environmentally sustainable manner.	Implement asset management systems and processes.  Funding allocated in long term financial plan and annual budgets.
<i>Future Assets</i>		
Ensure a measured and predictable allocation of resources to meet asset acquisition, construction and maintenance through proactive planning and budget commitments.	Plan for the future development of assets as the need arises, taking into account priorities identified by Councillors and the community.	Establish long term financial and asset plans, and annual budgets that adequately meet the resource demands of future bridge requirements.

### 3. LEVELS OF SERVICE

#### 3.1 Current Levels of Service

Municipal bridges are designed and constructed in accordance with AusRoads bridge design codes and applicable standards. Council has adopted a Bridge Management System (BMS) developed by AusSpan. AusSpan is engaged by Council to undertake annual bridge inspections and to provide recommendations on future maintenance and capital renewal requirements.

#### 3.2 Desired Levels of Service

The current methodology of renewing and maintaining bridge assets is deemed to be appropriate. Council is proactive in replacing timber structures with concrete structures. Concrete structures have an increased load capacity which in turn provides improved access for commercial users. Concrete bridges also have lower asset life cycle costs compared to timber structures.

### 4. FUTURE DEMAND

#### 4.1 Demand Forecast

Demand factor	Present Position	Projection	Impact on services
Environmental Factors	Acid soil leachate into waterways is problematic in some areas of the municipality. Concrete abutments and piers are susceptible to corrosion and reduce the design life of these assets. Maintenance cost on these assets is higher.	Intensive agriculture in designated irrigation scheme areas may significantly and detrimentally impact waterway pH with increased acid corrosion on concrete bridge assets. Increased asset monitoring and corrosion protection activity may be required.	Nil, except for decreased useful life and increase life cycle renewal cost and maintenance.
Forestry, Mining, Agriculture Crane Access	Council has several classes of bridge and culverts, each with different design loads. In addition, a number of timber structures are approaching the end of their useful life and reduced load limits have been applied. Reduced gross load limits may prevent access to transport goods.  Industry prefers to use High Productivity and High Mass Load vehicles on Councils road network. Vehicle access in this category is controlled via a permit system managed by the National Heavy Vehicle Regulator (NHVR)	Replacing timber structures in timber provides access to General Access vehicles (44T Gross load) for approximately 75% of the assets design life, after which structural integrity declines and lower gross limits are applied and enforced. It is expected that several assets will be replaced in timber over the life of this plan.  It is projected that industry will continue to lobby for increase productivity and mass loads (min SM1600 under AS5100). It is projected that the industry expectation will not change and that Council will consider replacing relevant bridges to SM1600.	Effective T44 loading is available for 75% of asset life. Reduced load limits impact negatively on commercial operations.  Constructing bridge and culvert assets to SM1600 provides for commercial needs.

## 4.2 Demand Management Plan

Currently no demand exists for additional bridge construction, based on currently known and forecast municipal development strategy or plan.

## 5. LIFECYCLE MANAGEMENT PLAN

### 5.1 Asset Capacity and Performance

Council's bridges are designed and maintained to meet municipal transport needs. Locations where deficiencies in service performance are known are outlined below.

Location	Service Deficiency
Bridge 1542 – Barnetts Farm Rd	Timber structure constructed to T44 design load. Currently has 8 Tonne load limit due to aging timber superstructure. Road provides access to rear of one property.
Bridge 1507 – Garibaldi Rd	Currently has a 3 tonne load limit due to the age of the timber superstructure. Due to be renewed in the 2023/24 year. Closure may be required if condition deteriorates further.
Bridge 1583 – Bonds Rd	Timber superstructure with concrete substructure constructed to T44 design load. Currently has a 20 Tonne load limit due to bridge design.
Bridge 1526 – Banca Rd	Timber structure constructed to T44 design load. Banca road provides a link between the farming areas of Winnaleah and Waterhouse. Council has received requests for increased axle loadings on heavy vehicles however these have been rejected due to the design limitations of this structure.
Bridges 1626 and 1628 Gladstone Rd	Both these concrete structures were built in the mid 1960 to a HS 20 (33 Tonne) design load. Responsibility for Gladstone Road was transferred from the State to Dorset Council in 2015. The road was transferred as a gazetted Higher Mass Limits (HML) route which allows heavy vehicles to carry increased axle loads increasing vehicle productivity. This HML classification exceeds the design load for these structures. Council will undertake an annual assessment of both structures to determine their current performance and future management options.
Bridge 1549 – Sandy Points Rd	Concrete structure built in 2003 to T44 design load. It is likely that due to the construction of the Jarvis Link and the intensive development of agriculture west of this structure Council will receive requests for higher productivity vehicles that exceed the design standard of this structure. Council will undertake an annual assessment to determine the current performance and future management options for this structure.

The flood event that occurred on the 13<sup>th</sup> and 14<sup>th</sup> October 2022 across Northern Tasmania caused significant damage to several of Council's bridge assets. A summary of the major damage sustained is shown below.

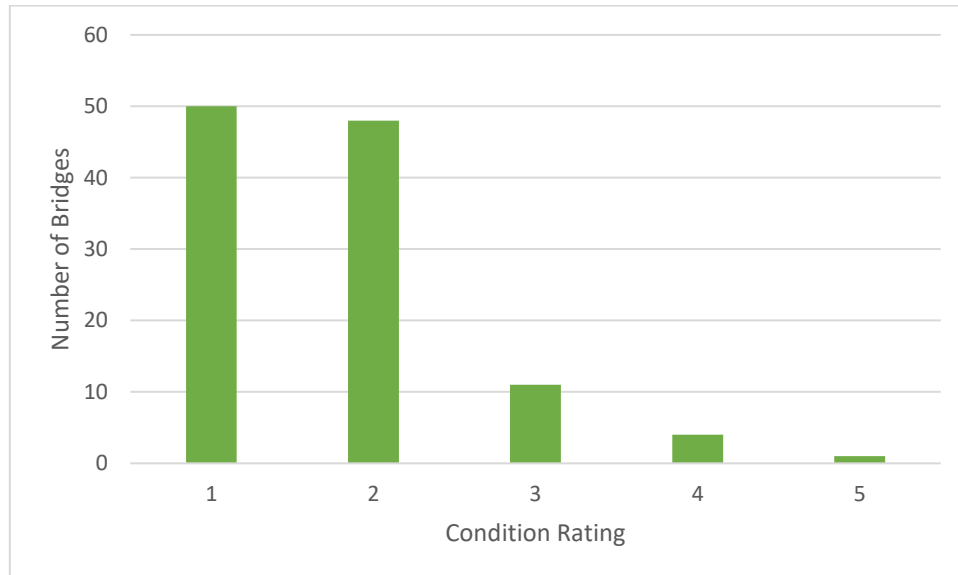
Bridge Name	Flood Damage	Notes
Culvert 1527 Banca Road, Winnaleah	Erosion to downstream invert	Short term temporary fix has been made, longer term fix to be completed.
Bridge 1528 Banca Road, Winnaleah	Erosion around abutments	Short term temporary fix has been made. Monitoring of bridge required. Permanent repair planned in conjunction with deck upgrade from timber to concrete 2026/27 FY.
Bridge 1598 Valentine Road, Nabowla	Erosion around abutments, collapse of deck	Temporary fix was made immediately after the floods. TasSpan have been engaged to complete renewal June/July 2023. Existing concrete superstructure to be reused, whilst two new concrete piled abutments will be installed. Total renewal cost \$187k.
Bridge 1601 Bennetts Road, Nabowla	Erosion around abutments	Repairs have been completed.
Bridge 1602 Golconda Road, Nabowla	Erosion around abutments	Repairs have been completed.
Culvert 1568 Old Waterhouse Road, Waterhouse	Erosion causing collapse of culvert	The damaged metal pipe culvert has now been replaced by a larger 1.8m dia concrete culvert. Total replacement cost \$94k.
Bridge 1508, Garibaldi Rd, Pioneer	Undermining/erosion around piers	Budget allocation in 2023/24 FY to repair this.

It is noted that approximately 75% of the costs associated with flood damage repairs are eligible for funding via the Tasmanian Relief and Recovery Arrangements (TRRA) Natural Disaster Relief to Local Government Policy. Where there was pre-existing damage of a bridge asset TRRA funding is only eligible for repairs of damage relating to the Oct 2022 flood.

## 5.2 Asset Condition

The condition profile of Council's bridge assets is shown below.

**Figure 1 | Asset Condition Profile**



### Condition Rating Summary

- 1 = Very Good** overall condition
- 2 = Good** overall condition – deterioration minor
- 3 = Fair** overall condition – deterioration obvious
- 4 = Poor** overall condition – deterioration severe
- 5 = Very Poor** overall condition – renewal required

## 5.3 Asset Sustainability and Consumption

The consumption ratio is the current value of Council's depreciable assets relative to their current replacement cost. Asset consumption ratio for Council's bridge assets is currently 67.1%. This ratio shows the current value of Council's depreciable assets relative to their "as new value" in current prices. This ratio seeks to highlight the aged condition of the physical assets. In this case the above percentage indicates that Council has consumed approximately one third of the service potential of its bridge assets. Overall, at this point in time, when looking at the level of consumption combined with the average condition rating of Council's bridge assets there is sufficient capacity to continue to provide service to Dorset ratepayers and other road users.

The sustainability ratio calculates the extent to which Council is maintaining operating capacity through the renewal of its existing assets. The benchmark prescribed by the Tasmanian Audit Office for this ratio is 100% (ie. the investment in capital renewal expenditure would match the forecast depreciation expense). Council's current bridge sustainability ratio is 83.6%. In other words Council's capital bridge



capital expenditure is lower than forecast bridge depreciation. There are a number of reason why Council could be below the 100% target and these are further explained in section 6.2 of this AMP.

#### 5.4 Risk Management Plan

An assessment of risks associated with the current asset condition has identified critical risks to Council. The risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur, develops a risk rating, evaluates the risk and develops a risk treatment plan for non-acceptable risks.

Very High:	Critical risks, requiring immediate corrective action;
High/Medium:	Requiring prioritised corrective action; and
Low:	Requiring regular monitoring

Risks identified in the infrastructure risk management plan are summarised in the following table.

What can Happen	Risk Rating (VH, H,M, L)	Risk Treatment Plan
<p><i>Monitor Structural Condition</i> Failure to monitor ageing components and replace as required may lead to structural failure and loss of asset<sup>1</sup>.</p>	H, VH	<p><i>BMS Code 5: Monitor – Bridge Assets (3)</i> Action is to monitor assets as prescribed in AusSpan BMS report and repair/replace component to avoid elevated risk. Annual budget allocation is required.</p>
<p><i>Erosion Control</i> Potential for washout of abutments and earth fill leading to asset failure, especially during significant flood events.</p>	H	<p><i>BMS Code 5: Erosion Control – Bridge Assets (6)</i> Action is to undertake work on assets within prescribed timeframes stated in the BMS to prevent further deterioration. Budget allocation is required.</p>
<p><i>Minor Damage</i> Reduces structural integrity and may lead to possible component failure.</p>	H	<p><i>BMS Code 5: Minor Damage – Bridge Assets (2)</i> Action is to undertake work on assets within prescribed timeframes stated in the BMS to prevent further deterioration. Budget allocation is required.</p>
<p><i>Component Renewal</i> Failure to renew structures at end of safe operational life will lead to the initial application of reduced load limits. Component decay rate increases geometrically at end of safe operational asset life with imminent failure and loss of asset.</p>	H, VH	<p><i>BMS Code 5 &amp; 6: Component Renewal – Bridge Assets (4)</i> Action is to undertake work on assets within prescribed timeframes stated in the BMS to prevent further deterioration. Budget allocation is required.</p>
<p><i>Vegetation Clearing around abutments and piers</i> Reduces peak water flow and may lead to a reduction in structural integrity and potential for washout of abutments and earth fill leading to asset failure.</p>	H, VH	<p><i>BMS Code 5 &amp; 6: Vegetation Clearing – Bridge Assets (4)</i> Action is to undertake work on assets within prescribed timeframes stated in the BMS to prevent further deterioration. Budget allocation is required.</p>
<p><i>Traffic Barrier Design Check (Compliance Action)</i> Non-compliant barrier on 31 structures</p>	M. L	<p><i>BMS Priority Code 5: Barrier Design – Bridge Assets (31)</i> Action – Council engaged Pitt and Sherry to provide a risk rating on 46 bridges identified by BMS in 2013 in accordance with AS 5100. 11 of the highest risk structures were then upgraded with a further 8 being transferred to the State as part of the 2015 road swap. The remaining low risk structures are being monitored with upgrades occurring when structures are renewed.</p>

<sup>1</sup> Council has participated in a Statewide project associated with the introduction of NHVR. This has resulted in acceptance of a lower Live Load Factor (down from 2 to 1.5) when assessing the ability of structures to carry OSOM, HML and SPV vehicles. This has allowed greater access for heavy vehicles. As part of the risk management strategy allowing this reduction AS 5100 requires regular monitoring of structures for signs of distress.

## 5.5 Maintenance plan

Planned maintenance is identified and managed through the BMS. BMS activities include inspection, assessing the condition against failure/breakdown experience, prioritising, scheduling, actioning the work and reporting what was done to develop a maintenance history and improve maintenance and service delivery performance.

Cyclic maintenance is undertaken on a regular cycle including repainting bridge rails, remedial approach works, clearing debris and vegetation and replacing signage.

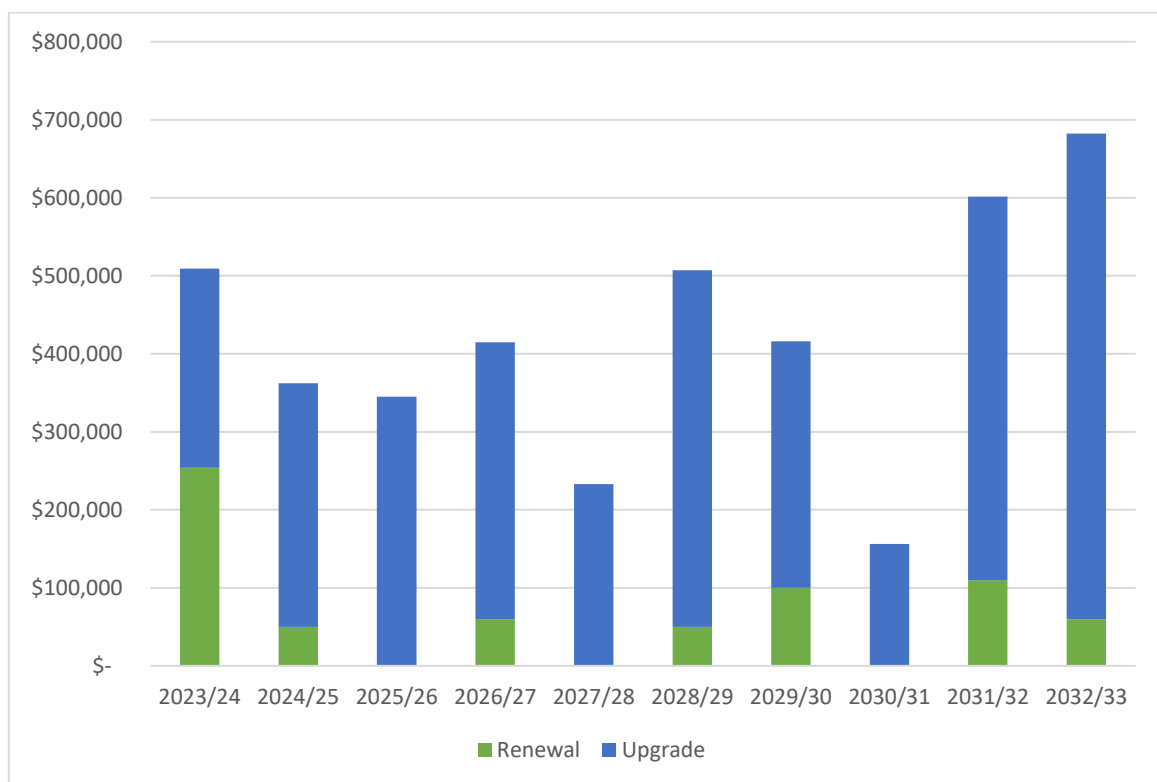
Reactive maintenance is carried out as a result of defects logged through periodic condition monitoring, Customer Service Requests received and as a result of traffic incidents, vandalism and localised flood damage.

Bridge annual maintenance costs are estimated to be \$60,000 per annum for the life of this plan.

## 5.6 Renewal/Replacement Plan

Planned capital expenditure on bridge renewals and upgrades over the next 10 years is shown in Figure 2 (Also refer to Appendix A).

Figure 2 | Planned Capital Expenditure



Council is proactive in renewing timber structures with concrete structures. Concrete structures have increased load capacity and lower asset life cycle costs. The average useful life of a concrete bridge is 80 years. A timber bridge (superstructure) consists of a timber deck which has a useful life of 10 years and timber beams (that support the deck) that have an a useful life of 20 years. The majority of Council's timber bridges sit on concrete abutments which have a useful life of between 60 – 150 years depending on the construction quality. At the present time Council has 33 timber bridges. Two timber bridges are

due to upgraded as per the 2022/23 capital budget. An additional thirteen timber bridges are scheduled to be upgraded to concrete in the 10 year planning period of this AMP, leaving Council with 18 timber bridges at the end of the 2032/33 FY.

The availability of suitable hardwood timber for replacement of bridge beams and decking has become an issue for Council in recent years as native forest logging declines. Limitations in supply are now causing significant delays in project completion. Council officers continue to work closely with AusSpan and Sustainable Timbers Tasmania to source the necessary supplies.

## 5.7 New Bridge Assets

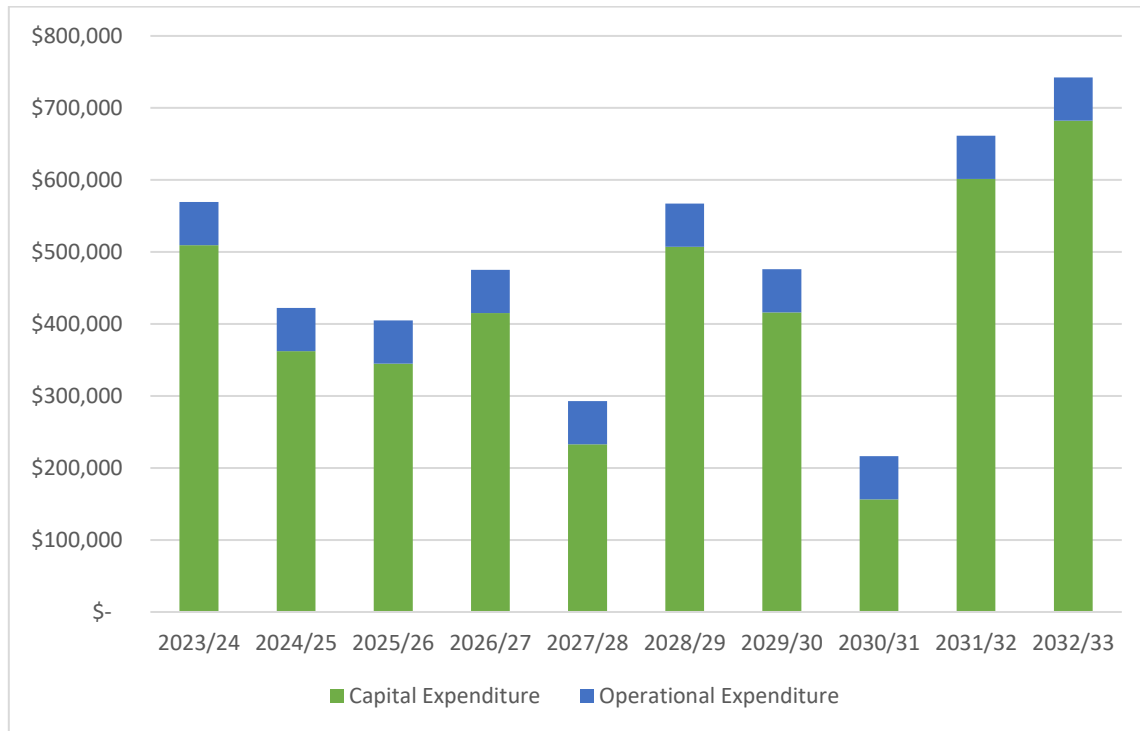
New bridge assets may be identified from various sources such as councillor or community requests, or proposals identified by strategic plans. Proposals for new bridge assets would be assessed against Council's policy for investment in new and improved assets. No new bridges are envisaged in the 10 year planning period covered by this plan.

## 6. FINANCIAL SUMMARY

### 6.1 Financial Statements and Projections

The financial projections are shown in Figure 3 for planned operating and capital expenditure.

Figure 3 | Planned Operating and Capital Expenditure



### 6.2 Sustainability of service delivery

Life cycle costs are the average costs that are required to sustain the service levels over the asset life and include maintenance and depreciation. The annual average life cycle cost for the services covered in this AMP is:

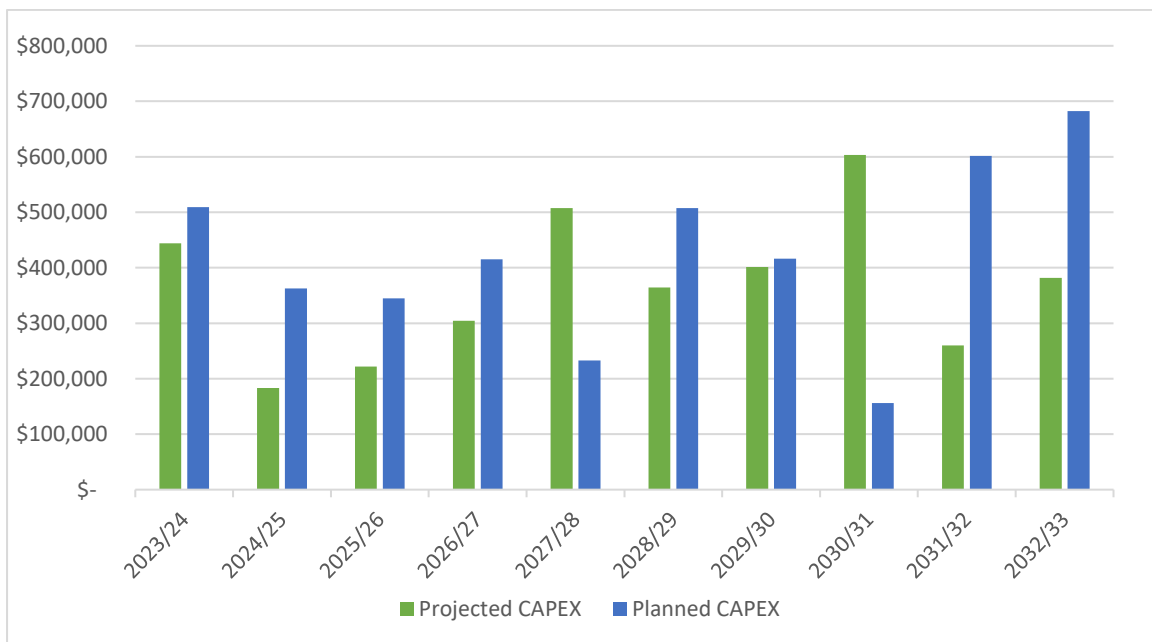
$$\text{Life Cycle Costs} = \text{depreciation} + \text{maintenance} = \$524,797 + \$60,000 = \$584,797$$

Life cycle costs can be compared to life cycle expenditure to give an indicator of sustainability in service provision. Life cycle expenditure includes maintenance plus capital renewal/upgrade expenditure. Life cycle expenditure will vary depending on the timing of asset renewals.

$$\text{Life Cycle Expenditure} = \text{planned capital expenditure} + \text{maintenance} = \$482,800.$$

The projected asset renewals are compared to planned renewal expenditure in the capital works program as shown in Figure 4.

Figure 4 | Projected and Planned Capital Expenditure



The annual and cumulative funding gap between projected and planned renewals is shown in Appendix B. Projected renewals refers to the schedule of renewal expenditure as per the expected residual lives as recorded in Council’s bridge asset register which is informed by the AusSpan annual BMS report. Council then reviews this renewal schedule and may make adjustments to the renewal schedule for various reasons (e.g. community and road user needs, timing of expenditure etc.). When adjustments are made to the schedule of projected renewals this then becomes the planned renewals. The difference between the planned and projected renewals (as shown in Appendix B) could be caused by a number of factors that may warrant further investigation:

- Useful lives in the asset register not matching reality.
- Actual renewal costs lower than replacement cost recorded on Council’s asset register.
- Use of innovative engineering solutions and demand management practices (load limits) etc. to extend the useful life of some bridge assets, especially those subject to low use.

It is noted that the useful lives of bridge assets is currently being reviewed by AusSpan and Council officers as part of the 30 June 2023 revaluation of bridge assets. More accurate assessment of useful lives will improve the accuracy of depreciation estimates and in turn improve the accuracy of Council’s sustainability indicators.

### 6.3 Funding Strategy

Planned expenditure identified in Section 6.1 is to be funded from the Council’s operating and capital budgets. The funding strategy is detailed in the Council’s LTFP with the intent of maintaining the current level of bridge compliance and hence the current levels of service.

Council regularly makes grant funding submissions to the Australian Government’s Bridge Renewal Program (BRP). The BRP is aimed at assisting local councils accelerate their replacement of timber bridges with concrete bridges. Projects awarded funding through the BRP are on the basis of a 50/50 funding split with councils. Due to the highly competitive nature of the BRP program, the 10 year



planned capital expenditure in this AMP does not factor in any external grant funding from the BRP or any other program.

## 7. ASSET MANAGEMENT PRACTICES

### 7.1 Asset Management Systems

Bridge asset data is maintained by AusSpan in a formalised BMS. The system holds information for identified assets in relation to date constructed/acquired, category of asset, location, inspection details, valuation, condition and attribute and financial data. Council officers utilise the information in the BMS for operational and capital planning purposes.

Financial information relating to bridge assets is recorded in the CVR module of Authority (Council's financial and operational software). The responsibility of the CVR module is primarily that of Corporate Services. Council maintains and reviews the financial asset register in accordance with its own internal guidelines and relevant Australian accounting standards. All aspects of Council's financial asset register are subject to annual audit by the Tasmanian Audit Office.

## 8. PLAN IMPROVEMENT AND MONITORING

### 8.1 Improvement Plan

The asset management improvement plan generated from this AMP is shown below:

Task No	Task	Responsibility	Resources Required	Timeline
1.	Maintain Authority CVR financial asset register to ensure consistency with BMS produced by AusSpan	Management Accountant	Budget & Asset Management Committee	Ongoing
2.	Address known Performance Deficiencies – Refer Section 5.1	Director Infrastructure/Project Development Officer	Budget & Asset Management Committee	Ongoing
3.	Review useful lives of bridge assets in asset register against engineering estimates of useful life	Project Development Officer/AusSpan	Budget	30 June 2023

### 8.2 Monitoring and Review Procedures

This AMP will be reviewed during annual budget preparation and amended to recognise any changes in service levels and/or resources available to provide those services as a result of the budget decision process.

This AMP has a life of 4 years.

## APPENDICES

Appendix A      Planned Capital and Operational Expenditure

Appendix B      Planned Capital Expenditure vs Projected Capital Expenditure and Renewals Gap

Appendix A | Planned Capital and Operational Expenditure

Year	Capital Expenditure	Operational Expenditure
2023/24	\$ 509,200	\$ 60,000
2024/25	\$ 362,400	\$ 60,000
2025/26	\$ 345,000	\$ 60,000
2026/27	\$ 415,000	\$ 60,000
2027/28	\$ 232,800	\$ 60,000
2028/29	\$ 507,300	\$ 60,000
2029/30	\$ 416,200	\$ 60,000
2030/31	\$ 156,200	\$ 60,000
2031/32	\$ 601,600	\$ 60,000
2032/33	\$ 682,300	\$ 60,000
<b>Total</b>	<b>\$ 4,228,000</b>	<b>\$ 600,000</b>

Appendix B | Planned Capital Expenditure and Renewals Gap

Year	Projected CAPEX	Planned CAPEX	Expenditure Renewal Gap	Cumulative Gap
2023/24	\$ 443,740	\$ 509,200	\$ 65,460	\$ 65,460
2024/25	\$ 183,187	\$ 362,400	\$ 179,213	\$ 244,672
2025/26	\$ 221,674	\$ 345,000	\$ 123,326	\$ 367,999
2026/27	\$ 304,372	\$ 415,000	\$ 110,628	\$ 478,627
2027/28	\$ 507,268	\$ 232,800	-\$ 274,468	\$ 204,159
2028/29	\$ 364,626	\$ 507,300	\$ 142,674	\$ 346,832
2029/30	\$ 401,360	\$ 416,200	\$ 14,840	\$ 361,673
2030/31	\$ 603,379	\$ 156,200	-\$ 447,179	-\$ 85,506
2031/32	\$ 260,084	\$ 601,600	\$ 341,516	\$ 256,010
2032/33	\$ 381,428	\$ 682,300	\$ 300,872	\$ 556,882



## Policy 49 – New Business and Investment Assistance

TRIM Ref: 16/3106[v2]

Adopted: 18 April 2016  
Minute 68/16

Version: 2

Reviewed Date: 17 December 2018

Council Minute No: 238/18

Statutory Authority: Local Government Act 1993 – Section 29

### OBJECTIVE

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To encourage new business, investment in commercial developments and existing businesses to create employment and expand the local economy.

### POLICY

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#### Applies to:

##### **New Small Businesses**

New small businesses that are new to the local economy and do not substantially compete with an existing business.

##### **Capital Investment in New or Existing Businesses**

Applies where a property is revalued as a result of major capital investment in a new or existing business. Remission would be calculated by the difference between the current rates payable (prior to a revaluation) and rates payable after a revaluation.

To be eligible the capital investment in an existing business must be an expansion of the business.

#### Examples:

- Hotel / accommodation developments
- Capital investments in agricultural - would only include on-the-farm downstream processing including dairies
- Tourism ventures
- New industry
- Expansion of existing businesses (not upgrades or replacements)
- Other commercial development

#### **Assistance available:**

##### **Small business**

- First year of operation - remission of 100% of the General Rate in the first year of operation.

- 50% of the General Rates in the second year of operation.
- Waiving of building, plumbing and planning approval fees (excluding State Government Fees, where applicable).
- First year of operation – waiving of annual registration fees of any new food business (including associated inspection fees).

### **Capital Investment in New or Existing Businesses**

- First year - Remission of 100% of the increase in General Rate resulting from a revaluation of a property. Applies where a property is revalued as a result of major capital investment. Remission is calculated by the difference between the current rates payable (prior to a revaluation) and rates payable after a revaluation.
- Second year – Remission of 50% of the increase in General Rate resulting from a revaluation of a property.
- Total General Rate remission over two year period is capped at \$15,000. Any remission above the cap would require a specific decision of Council.
- Waiving of building, plumbing and planning approval fees (excluding State Government Fees, where applicable).

### **Conditions:**

1. Applications must be made in writing to the General Manager, Dorset Council, PO Box 21, Scottsdale, Tas 7260 or email [dorset@dorset.tas.gov.au](mailto:dorset@dorset.tas.gov.au)
2. Assessment of application will be at the discretion of the General Manager.
3. Applies to business owners only where they are solely responsible for Rates and Charges. Evidence must be provided to support a remission claim.
4. Does not apply to residential developments.
5. Does not apply to upgrades or replacements of existing service infrastructure for business.
6. Does not apply to Rates Charges that have increased due to a general revaluation or an increase by Council during the normal budget estimates process.





## Policy 49 – New Business and Investment Assistance

Ref: DOC/23/7530

Adopted: 18 April 2016  
Minute 68/16

Version: 3

Reviewed Date: 19 June 2023

Council Minute No: XXX/23

Statutory Authority: *Local Government Act 1993*

### OBJECTIVE

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To encourage new business, investment in commercial developments and existing businesses to create employment and expand the local economy.

### DEFINITIONS

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**Larger business:** means a business employing 20 or more people.

**Planning regulatory fees:** means fees incurred as a result of planning applications made under Part 4, Division 2 of the *Land Use Planning and Approvals Act 1993*.

**Small business:** means a business employing fewer than 20 people.

### POLICY

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#### ***Discount on Planning Regulatory Fees***

For (i) new and/or existing small businesses or (ii) existing larger businesses, planning regulatory fees (excluding State Government Fees, where applicable) for new developments will be discounted by 50% of the amount stipulated in Council's Fees and Charges Schedule for the corresponding financial year, at time of application lodgement.

#### ***Eligibility criteria:***

- Discount does not apply to (i) visitor accommodation development for Class 1 buildings or (ii) residential development.

#### ***Application process***

- Applications must be made in writing to either the General Manager or Assistant General Manager by post or email.
- Approval of applications will be at the discretion of the General Manager or Assistant General Manager, in accord with applicable eligibility requirements of the Policy.

### ***Rate remission for new small business***

For new small businesses, a 50% rate remission for the first 12 months of business operation will be granted, subject to: (i) lawful occupation of a premises for the respective small business activity being demonstrated to the satisfaction of Council; and (ii) application for the rate remission being approved by the General Manger.

#### *Eligibility criteria:*

- Remission is only available to business owners that are solely responsible for rates and charges applicable to the respective business premises (evidence must be supplied on request);
- Remission does not apply to (i) visitor accommodation for Class 1 buildings or (ii) residential use or development.
- Remission does not apply to rates charges that have increased due to a general revaluation or an increase by Council during the normal budget estimates process;
- Remission does not apply to re-establishment of an existing small businesses in new premises or under a new business name.

#### *Application process*

- Applications must be made in writing to the General Manager by post or email.
- Approval of applications will be at the discretion of the General Manager, in accord with applicable eligibility requirements of the Policy.

Section 28ZK (7) of the *Local Government Act 1993* requires that any person who receives a determination report must keep the determination report confidential until the report is included within an item on the agenda for a meeting of the relevant council. Failure to do so may result in a fine of up to 50 penalty units.

*Local Government Act 1993*

**CODE OF CONDUCT PANEL DETERMINATION REPORT**

**DORSET CODE OF CONDUCT**

**Complaint brought by Mr Lawrence Archer against Councillor (Cr) Greg Howard**

**Code of Conduct Panel**

- Jill Taylor (Chairperson),
- Elizabeth Gillam (Local Government Member)
- Sam Thompson (Legal Member)

Date of Determination: 23 March 2021

Content Manager Reference: C 21581

**Summary of the complaint**

A code of conduct complaint was submitted by Mr Lawrence Archer to the General Manager of the Dorset Council on 30 November 2020.

The complaint alleges that, on 30 September 2020, Cr Howard breached the following parts of the Dorset Council Councillor Code of Conduct, adopted by the Council on 15 April 2019.

*PART 7 - Relationships with community, councillors and Council employees*

1. *A councillor –*

*(a) must treat all persons fairly; and*

*(b) must not cause any reasonable person offence or embarrassment; and*

*(c) must not bully or harass any person.*

**Initial assessment**

Following receipt of the complaint, the Chairperson conducted an initial assessment of the complaint in accordance with the requirements of section 28ZA of the Act. Having assessed the complaint against the provisions of sections 28ZB and 28ZC of the Act, the Chairperson determined that:

- whilst the complainant did not make attempts to resolve the issue with Cr Howard, he put forward an explanation as to why he did not consider this to be an option for him. Mr Archer stated that the letter, which is the subject of the complaint, shows that Cr Howard had a disrespectful attitude towards him, and any approach to resolve the issue would be futile. As there appeared to be long-standing disagreement between Mr Archer and Cr Howard, this explanation was accepted by the Chairperson;
- the complaint substantially related to a contravention of Part 7.1 of Dorset Council's Councillor Code of Conduct, namely that Mr Archer was offended by Cr Howard's unfair treatment of him which caused offence and embarrassment;

- the complaint should not be dismissed on the grounds that it was frivolous, vexatious or trivial. The reasons for this conclusion were that evidence submitted by Mr Archer could demonstrate that Cr Howard may have breached the Code; and
- having made enquiries of the Code of Conduct Executive Officer, there was no relevant direction under section 28ZB (2) or 28ZI of the Act that would apply to the complainant and the complaint.<sup>1</sup>

On this basis, the Chairperson determined to investigate the complaint.

The complainant, respondent councillor and the General Manager were notified of the outcome of the outcome of the initial assessment by letter dated 8 December 2020.

The Code of Conduct Panel was duly convened.

## Investigation

The Panel based its investigation on the following documentation:

- Mr Archer's complaint dated 27 November 2020 together with attachments being copies of extracts from the North Eastern Advertiser newspaper dated 26 August 2020, 2 September 2020, 9 September 2020, 23 September 2020 and 30 September 2020;
- Mr Archer's statutory declaration signed on 30 November 2020;
- Cr Howard's written response sent under cover of a statutory declaration dated 8 January 2021;
- Mr Archer's statutory declaration dated 19 January 2021;
- Cr Howard's statutory declaration dated 27 January 2021; and
- Dorset Council's Councillor Code of Conduct adopted on 15 April 2019 (the Code).

In accordance with section 28ZG(2)(b) of the Act, the Code of Conduct Panel reached a tentative view that a hearing would be unnecessary in the circumstances because the investigation could be determined based on the written material provided and, in the Panel's view, neither party would be disadvantaged.

By letters dated 13 January 2021, the complainant and respondent councillor were notified of the Panel's intention to proceed to investigate the complaint without a hearing. Both parties were invited to provide any submissions to the contrary in writing within 10 business days. No submissions were received.

In accordance with section 28ZE of the Act, the Code of Conduct Panel met on 5 February 2021 to investigate and determine the complaint.

The Panel reviewed the series of letters and articles that appeared in Scottsdale's local newspaper, the *North Eastern Advertiser (the Advertiser)*, which Mr Archer attached to his complaint of 27 November 2020. The following is a description of these articles:

- 26 August 2020 – a letter to the editor by Mr Archer querying Council expenditure
- 2 September 2020 – an article entitled "Perspective on current matters" by Cr Howard that canvassed a number of matters including reference to a former councillor
- 9 September 2020 – a letter to the editor by Mr Archer commenting on Cr Howard's article of 2 September 2020
- 23 September 2020 – a letter to the editor by John Marik, the Council's Director, Corporate Services, responding to Mr Archer's letter of 9 September 2020
- 30 September 2020 – Cr Howard's letter to the editor referencing Mr Archer's tenure as a councillor on Dorset Council.

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<sup>1</sup> Section 28ZB(2) and 28ZI of the Act enable the Chairperson or the Panel (as applicable) to issue a direction to a complainant in prescribed circumstances not to make a further complaint in relation to the same matter unless the complainant provides substantive new information in the further complaint.

Cr Howard's statutory declarations of 8 and 27 January 2021 contain some information not relevant to the complaint. In those declarations Cr Howard makes various allegations regarding the Code of Conduct process and the Chairperson's conduct. It is not necessary for those allegations to be addressed. The Panel's task is to investigate (sections 28ZE and 28ZH) and determine Mr Archer's complaint. This task is exercised independently of the Council and the State Government. In particular, the Panel must consider whether, on the evidence provided by Mr Archer and Cr Howard, Cr Howard breached the Code. That evidence is limited to the documents referred to above. The Panel's task is to assess the contents of the letters and articles (in the sense of Cr Howard's conduct in writing and sending them) against the Code. In doing so, the Panel has taken into account the parties' submissions in the statutory declarations identified above. Expressed differently, the Panel's task is limited to the dispute between Cr Howard and Mr Archer as particularised in Mr Archer's complaint.

The Code, which the Panel must apply, was adopted by the Council 15 April 2019. It is not for the Panel to assess the merits of the Code. Nor should the Panel form a view about the issue the subject of the articles (the Council's financial position). This determination report should be read with these principles in mind.

It is convenient to commence by noting the subject matter of the letters and articles that are the subject of the complaint. The material was in the nature of a debate occurring over some weeks and published in various editions of the *Advertiser*. The issue was Council's financial performance, its revenue and its expenses. It is evident from the letters and articles that this issue was the subject of community debate.

There was no dispute about the authenticity of the articles, photocopies of which were annexed to Mr Archer's statutory declaration. Nor was there any dispute about the authorship of each article. Mr Archer's complaint form specified the date of the incident as 30 September 2020. It follows that his complaint is about Cr Howard's letter to the Editor, published on 30 September 2020, regarding Mr Archer's tenure as a councillor. The Panel's sole task is to assess whether that letter breached Part 7.1 of the Code. The other articles and letters referred to above remain relevant in giving context to the letter of 30 September 2020. However, the Panel cannot determine whether those other articles and letters breached the Code.

The general tenor of the articles and letters suggests an escalation of the chain of communication, commencing with the letter to the editor from Mr Archer which reasonably queried Council expenditure. The tenor escalated in a letter to the Editor by Cr Howard, in which he used intemperate language which Mr Archer found to be offensive.

It is the Panel's view that it is reasonable for any ratepayer to question Council's financial situation and to do so in a public manner. However, Cr Howard in his article published on 2 September 2020, referred to "nonsensical ramblings of regular correspondents" and went on to connect this statement to "a former Dorset Councillor...". Whilst Mr Archer was not named it would have been clear to residents of the small Dorset community that Cr Howard was referring to Mr Archer. In the newspaper dated 9 September 2020, Mr Archer continued his questioning of the Council's financial situation. This resulted in a letter to the Editor published on 23 September 2020 by Mr Marik, Director, Corporate Services entitled "Financial Performance" in which he referred to Mr Archer. The Panel found it unusual for a Council employee to make such a public statement. The final item of this communication chain was the letter to the Editor by Cr Howard, published on 30 September 2020, raising questions about Mr Archer's behaviour.

It is the letter published on 30 September 2020 that prompted Mr Archer to lodge a Code of Conduct complaint against Cr Howard, stating that he found it to be "defamatory and disrespectful". It is this letter alone that is the subject of the complaint.

It is necessary to set out the letter in full:

***MOTIVE OR INTENT***

*Dear Editor,*

*John Marik's letter from last week clearly showed up the very significant flaws in Lawrence Archer's previous correspondence to this paper regarding the finances of Council.*

*The question now being posed to me by Dorset residents is "Is Lawrence Archer financially illiterate or is he just deliberately and vindictively misrepresenting the truth in an attempt to tarnish the image of Council?"*

*I have my own opinion on that question, but I will leave it to the readers of the Advertiser to make up their own minds on the subject.*

*Archer's voting record when on Council where he voted against many of the very positive initiatives that Council has implemented (eg. Free swimming pool entry, scrapping of licence and lease fees for community groups and sporting clubs) certainly begs the question as to whether he was on Council for the right reasons.*

*Greg Howard,*

*Jetsonville*

Cr Howard did not suggest that the *Advertiser* edited his letter. The Panel accepts that the words were Cr Howard's and that, by sending the letter, Cr Howard wished for it to be published. It is not necessary for the Panel to determine whether the heading 'MOTIVE OR INTENT', which was printed above the salutation, was written by Cr Howard or by the newspaper's editor. The Panel proceeds on the basis that it was not written by Cr Howard.

Cr Howard's statutory declaration of 8 January 2021, responding to the complaint, defended his letter of 30 September 2021. Cr Howard rejected Mr Archer's assertion that he "went beyond the bounds of robust political discussion". Cr Howard contended that posing questions about "Mr Archer's motives, actions and abilities" does not constitute a breach of the code of conduct.

Cr Howard referred to his free speech rights, suggesting that the investigation of the complaint was an infringement of those rights. He referred the Panel to a decision of the Magistrates Court of Tasmania (Administrative Appeals Division): *Howard v Code of Conduct Panel* [2019] TASMC (unreported, 18 July 2019, M/2016/3471), to which the Panel has had regard.

The Council is a deliberative polity. A councillor has political functions. Robust debate and commentary are to be expected (see sections 20, 25 and 28). The Panel should not too easily find a breach of the Code. The Panel should afford a councillor latitude in recognition of the deliberative and political nature of the Council and of councillors. These principles extend beyond what happens in the Council chamber. They apply to outside debate, such as the debate in the *Advertiser* newspaper. Those principles apply to the Panel's interpretation of the Code.

The Panel acknowledges Cr Howard's right to free speech. This is not; however, an unfettered right and as a public official, Cr Howard has certain responsibilities. In the Panel's view, Cr Howard's statement fails to acknowledge how the person in question is affected by such a public presentation of his views. The Panel accepts that Mr Archer was offended and embarrassed by Cr Howard's contentions and that such offence and embarrassment was reasonable.

Whilst Cr Howard's commentary about Mr Archer in the letter published on 30 September 2020, is posed as a question, the Panel concludes that a reasonable person would assume that was Cr Howard's assessment of Mr Archer. The Panel determined that Cr Howard's criticism of Mr Archer's motivation for being on Council was unfair and judgemental. In the Panel's view, the language used by Cr Howard in his letter of 30 September 2020 had moved from a robust debate about Council finances to a personal attack on Mr Archer. In that sense, the letter of



30 September 2020 fell into a different category to the earlier letters and articles that constituted the debate in the various editions of the *Advertiser*.

## **Determination**

Pursuant to section 28ZI(c) of the Act, the Code of Conduct Panel upholds part of the complaint and dismisses the remainder. The Panel determines that Cr Howard breached Part 7.1(a) and (b) of the Code which was current at the time of the contravention on 30 September 2020. The Panel is not satisfied that Cr Howard breached Part 7.1(c) of the Code and dismisses this part of the complaint.

## **Reasons for determination**

The Code of Conduct Panel based its determination on the information provided by Mr Archer, as outlined above, and the responses by Cr Howard dated 8 and 27 January 2021.

The Reasons for the Panel's determination are detailed below against the relevant Part of the Code.

### *Part 7.1 (a) – A councillor must treat all persons fairly*

In considering whether Cr Howard treated Mr Archer fairly it is appropriate to consider 'fair' as defined in the Macquarie Dictionary which states "free from bias, dishonesty, or injustice". Considering the evidence before it, i.e., the communication trail exhibited in the *Advertiser*, the Panel considered that Cr Howard demonstrated a bias against Mr Archer in making suggestive comments about him which were published on 30 September 2020. Whilst Cr Howard posed a description of Mr Archer as a question in the letter, a reasonable person would have assumed that this was his personal view of Mr Archer. Furthermore, the Panel considered Cr Howard's questioning of Mr Archer's voting record on certain matters whilst a Dorset Councillor as unfair. The Panel acknowledges the right of elected officials to speak freely about issues, but this should be done in a fair and respectful manner. The Panel determines that Cr Howard has breached Part 7.1(a) of the Code of Conduct.

### *Part 7.1 (b) – A councillor must not cause any reasonable person offence or embarrassment*

Mr Archer alleged that Cr Howard's letter to the editor published on 30 September 2020 was "defamatory and disrespectful". He further contends that because of Cr Howard's attitude towards him it would have been "futile" to attempt to resolve the matter informally. In viewing the series of related articles published weekly in the local *Advertiser* from 26 August 2020 to 30 September 2020, the Panel concludes that there has been an interchange of opinion between Cr Howard and Council staff and Mr Archer which escalated to an inappropriate commentary about Mr Archer in the letter published on 30 September 2020. Cr Howard's letter presented two alternatives – that Mr Archer was "financially illiterate" or that he was "deliberately and vindictively misrepresenting the truth". Such language, combined with impugning Mr Archer's motives, went beyond the bounds of robust debate. It went beyond a reasonable response to the previous correspondence. The Panel determines that Cr Howard has breached Part 7.1(b) of the Code of Conduct.

### *Part 7.1 (c) – A councillor must not bully or harass any person*

It is the Panel's view that bullying and harassment occurs when a person or group are subjected to harm, intimidation or unwarranted and unwanted behaviour, over a period of time. There must be some repetition of behaviour. Whilst the Panel notes that there appears to be long standing disagreement over a period of time between Mr Archer and Cr Howard no evidence was presented to suggest that it constituted bullying or harassment as intended by the Code. The Panel dismisses the complaint in relation to Part 7(1)(c).

## Sanction

Under section 28ZI (2) of the Act, the Panel may impose one or more sanctions on Cr Howard. On 10 February 2021, the Chairperson wrote to Cr Howard advising that part of Mr Archer's complaint had been upheld and inviting his submission in relation to what, if any, sanction should be imposed. Cr Howard responded on 22 February 2021 stating that he believed no sanction should be imposed and further stating that "I can guarantee that under no circumstances would I offer an apology to Mr Archer". The Panel, at this point, had not made any decision on sanction. The Panel notes that the fact that a councillor refuses prospectively to apologise does not mean that the Panel could not require the councillor to apologise pursuant to section 28ZI(2)(c). A councillor would be in breach of section 28ZM if she or he refused.

Section 28ZI (2) prescribes a descending hierarchy in terms of the severity of sanction. The starting point is whether any sanction should be imposed. The Panel is satisfied that it should.

The Panel takes into account that, on 16 February 2017, Cr Howard was cautioned in relation to a breach of the previous Code of Conduct applicable to the Council. Notwithstanding the passage of time and different subject matter, a more severe sanction is justified on this occasion. Pursuant to section 28ZL(2)(b) of the Act, the Panel strongly reprimands Cr Howard and reminds him of his responsibility as a public official in relation to public comment that may be offensive to others.

## Timeframe for determination of complaint

Section 28ZD (1)(a) requires that a Panel is to endeavour to investigate and determine a complaint within 90 days of the Chairperson making the determination to investigate the complaint. In this instance, the initial assessment determination was made on 8 December 2020 and 90 days hence was 8 March 2021. The reason for exceeding the statutory time frame was largely due to the Christmas/New Year holiday period.

## Right to review

A person aggrieved by the determination of the Code of Conduct Panel is entitled under section 28ZP of the Act to apply to the Magistrates Court (Administrative Appeals Division) for a review of that determination on the ground that the Code of Conduct Panel has failed to comply with the rules of natural justice.



Jill Taylor  
**Chairperson**



Elizabeth Gillam  
**Member**



Sam Thompson  
**Member**

DATE : 23 March 2021