

dorset
C O U N C I L

Ordinary Agenda

Council Meeting

20 May 2024

COUNCIL CHAMBERS

it's in the making

Qualified Persons Advice

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

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

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

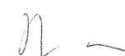
- a. the advice, information or recommendation is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation; and
- b. where any advice is directly given by a person who does not have the required qualifications or experience that person has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

Notification of Council Meeting

NOTICE¹ is given that the next Ordinary Meeting of the Dorset Council will be held on Monday, 20 May 2024 at the **Council Chambers, 3 Ellenor Street, Scottsdale** commencing at 6:00 pm.

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

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



JOHN MARIK
General Manager

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

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Council Meeting Agenda 20 May 2024

Meeting Opened:

Present:

Apologies:

Acknowledgement of Country

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

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

Item 79/24 **Confirmation of Ordinary Council Meeting Minutes – 22 April 2024**

Ref: DOC/24/4774

The Chair reported that he had viewed the minutes of the Ordinary Meeting held on Monday, 22 April 2024 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 22 April 2024 having been circulated to the Commissioner, be confirmed as a true record.

Item 80/24 **Confirmation of Agenda**

Recommendation

That Council confirm the Agenda and order of business for the 20 May 2024 Council Meeting.

Item 81/24 Declaration of an Interest of the Commissioner or Close Associate

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

INTEREST DECLARED

Item 82/24 Commissioner Communications

Commissioner Wardlaw's Calendar | 17 April 2024 – 15 May 2024

April 2024

- 18 Radio interview with 7SD, via phone
- 18 Briefing on Scottsdale and Derby Structure Plan project with Assistant General Manager and Consultant Town Planner, Council Chambers
- 18 Barry Jarvis Education Scholarships Presentation and afternoon tea, Scottsdale Art Gallery Café
- 19 Session 1 of Council Consultation on the Learning and Development Framework, via online meeting
- 22 Northern Tasmania Alliance for Resilient Councils presentation with Management Team, Council Chambers
- 22 Weekly meeting with Management Team, Council Chambers
- 22 April Council Meeting, Council Chambers
- 25 ANZAC Day Dawn Service, Winnaleah
- 25 ANZAC Day Service, Scottsdale
- 25 ANZAC Day Service, Springfield
- 29 Bell Bay Impact Brief Workshop with Assistant General Manager, Inveresk, Launceston
- 29 Branxholm Progress Association Meeting, Branxholm Hall
- 30 Interview with North Eastern Advertiser via phone
- 30 Dorset Audit Panel Meeting, Council Chambers

May 2024

- 1 Internal meeting with Development team, Council Chambers
- 6 North East Tasmania Chamber of Commerce Meeting, Scottsdale Art Gallery Café
- 7 May Council Briefing Workshop, Council Chambers
- 8 Local Government Client Information Session with Tasmania Audit Office, via Microsoft Teams
- 8 Dorset Coastal Working Group Meeting, Bridport
- 8 Future-Links Gladstone Meeting, Gladstone Hall
- 10 Dorset Connection Town Hall Information Session – new transport service, Nugget Sellars Pavilion, Scottsdale
- 14 Fresh Valuation Presentation to Council by Valuer-General, Council Chambers
- 14 Meeting with ratepayer, Council Chambers
- 15 Tasmania's Wellbeing Framework for Local Government online workshop

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

COUNCIL COMMITTEE – AUDIT PANEL MINUTES

On 30 April 2024, the Audit Panel held their meeting for the June quarter. The following items were included in the agenda for discussion:

1. Declaration of Conflict of Interest
2. Confirmation of Audit Panel Minutes – 27 February 2024
3. Work Health & Safety Update
4. Risk Management Framework and Policy Review
5. Budget Estimates Concepts and Long Term Financial Plan Assumptions
6. Draft 2024/25 Audit Panel Work Plan
7. Outstanding Matters from Previous Audit Panel Meeting
8. March 2024 Annual Plan Update
9. Other Business / Update on Significant Events

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

COMMUNITY UPDATE: Trent Water, Bridport - Rice Grass Project

Dorset Council would like to acknowledge the efforts of the North East Field Naturalists volunteers. They have spent an estimated 340 hours planning, negotiating and conducting surveys, maps and spraying of Rice Grass located throughout Trent Water, Bridport. The group collaborated with various bodies and agencies, including Circular Head Landcare Group (Rice Grass Coordinator - Sue Jennings), advice and guidance was received from NRM North and permits and authorities gained from Parks and Wildlife, and Crown Land Services prior to work commencing.

The level of in kind work undertaken by the group to achieve the desired outcome is to be commended and a reflection of a passionate and active group achieving a significant environmental outcome for Bridport.

Based on a very small amount of research Rice Grass "*spartina anglica*" is best described as an 'ecosystem transformer' because it forms dense, widespread grass mats. These grass mats outcompete native estuarine and saltmarsh plants, restrict water and nutrient flow, trap sediment causing the build-up of banks and impact recreational areas.

COMMUNITY UPDATE: Circular North

Circular North is a northern regional initiative that was formed in 2007 and formerly hosted by the City of Launceston. Now hosted by NRM North, partners include the region's eight councils of Break O'Day, Dorset, Flinders Island, George Town, Launceston, Meander Valley, Northern Midlands and West Tamar.

The Program was previously known as the Northern Tasmanian Waste Management Group and then the Northern Tasmanian Waste Management Program. The Program was recently rebranded to Circular North with the new brand launch in April 2024.



Guided by the waste hierarchy, an internationally accepted guide for prioritising waste management practices, Circular North applies principles of ecologically sustainable development to inform their strategy and achieve significant improvements in resource recovery. The Program looks at regional waste strategies across the eight local northern councils to create efficiency and avoid program and policy creation duplication.

Circular North was previously funded through a voluntary levy on waste disposed to the region's participating landfills. With the introduction of the statewide waste levy, the Program has a revised governance structure and is funded by the Waste and Resource Recovery Board.

The 2022-23 Annual Report is included in the [attachments](#) for Council's information.

CUSTOMER SERVICE REQUESTS

	Requests Received April 2024	Comparison Requests April 2023	Received 2024	Comparison 2023
Animal	1	-	7	1
Bridges	-	-	-	-
Caravan Parks	-	-	3	3
Cemeteries	-	-	-	-
Community Development General	-	-	-	-
Corporate Services General	-	-	-	1
Customer Service	-	-	-	-
Emergency Services Enquiries	-	-	-	-
Environmental Management & Health	1	-	3	1
Government Relations	-	-	-	-
Licencing	-	-	-	-
Parks and Reserves	-	-	2	3
Planning & Building	-	1	1	2
Public Health	-	-	1	-
Public Online Enquiries	10	-	36	4
Public Amenities	-	-	4	1
Public Halls Buildings	-	-	-	1
Recreation Grounds	4	1	5	2
Roads	17	10	81	31
Swimming Pools	-	-	-	-
Waste Management	1	1	1	2
Total Requests	34	13	144	52

A detailed copy of the 2024 Customer Service Requests is included in the attachments.

APPROVED APPLICATIONS

	Approved April	Approved 2024 YTD	Approved 2023 YTD
Planning	14	38	37
Building ²	7	34	37
Plumbing	3	15	25

See attachments for detailed information about applications approved in April 2024.

WASTE MANAGEMENT REQUESTS

	Requests Received April 2024	Comparison April 2023	FYTD Received 2023/24	Comparison FYTD Received 2022/23
Feedback and Queries	5	3	20	10
Repair Bin	2	9	38	43
Replace Bin	2	7	30	40
Request a New Service	1	4	29	25
Remove Additional Bin	-	5	5	14
Request an Additional Bin	-	2	32	23
Request an Upsize/Downsize	2	5	37	36
Request to Opt Out (of Service)	-	-	1	1
Total Requests	12	35	192	192

2023/24 CAPITAL WORKS PROGRAM

Ref: DOC/23/8447

	Complete 2023/24
	Completed in April 2024
	Carried Forward Projects – 2024/25

PROJECT	PROJECT PHASE
BRIDGES	
Bridge 1507 Garibaldi Road, Pioneer - timber superstructure renewal (carried forward)	Completed
Bridge 1507 Garibaldi Road, Pioneer - timber renewal (additional works to carried forward)	Completed
Bridge 1508 Garibaldi Road, Pioneer – scour protection piers (flood related)	Repair options under investigation
Bridge 1514 Coffey Road / Carries Brook, Ringarooma – timber superstructure replacement	Completed
Bridge 1572 Haas Road / Frenches Creek, Legerwood – upgrade to concrete	Carried Forward – 2024/25
Bridge 1550 Barnbogle Road, Jetsonville – timber re-deck	Completed
Bridge 1599 Nook Road, Nabowla – timber re-deck	Completed
Bridge 1515 Maurice Road, Ringarooma - upgrade to concrete (carried forward)	Completed
Bridge 1617 Duncraggen Road, Jetsonville - upgrade to concrete (carried forward)	Completed

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

PROJECT	PROJECT PHASE
ROADS - RESHEETING	
Burns Road, Wyena	Completed
Boddingtons Road, Bridport	Completed
Forsyth Hill Road, Ringarooma	Completed
New River Road, Ringarooma	Completed
West Maurice Road, Ringarooma	Completed
Banca Link Road, Winnaleah	Completed
Olivers Road, Winnaleah	Completed
Rosier Road, Ringarooma	Completed
Sledge Track, Springfield	Completed
Koomeela Road, West Scottsdale	Completed
Duncraggen Road, Jetsonville (carried forward)	Completed
Cape Portland Road, Rushy Lagoon (re-allocated budget project)	Commenced
ROADS - RESEALS	
Banca Link Road, Winnaleah	Completed
Sledge Track, Briggs Road to Brid River, West Scottsdale	Completed
Legerwood Lane, Legerwood	Completed
Tomahawk Drive, Tomahawk	Completed
Murphy Place, Scottsdale	Completed
Golconda Road, Lietinna	Completed
Golconda Road, Lietinna	Completed
Golconda Road, Lietinna	Completed
Banca Road, Winnaleah	Completed
Racecourse Road, Winnaleah	Completed
Warrentinna Road, Winnaleah	Completed
Fenckers Road, Branxholm	Completed
Main Road, Musselroe Bay	Completed
Cairns Close, Tomahawk (carried forward)	Completed
Telita Road, Telita (carried forward)	Completed
Main Road, Pioneer (carried forward)	Completed
Charles Street, Pioneer (carried forward)	Completed
Moore Street, Pioneer (carried forward)	Completed
Alfred Street, Pioneer (carried forward)	Completed
STORMWATER	
Joyce Street, Branxholm – renewal	Completed
Allan Street, Derby – renewal	Completed
William Street, Scottsdale (Incitec Pivot) – investigation	Commenced
Northeast Park, Scottsdale – upgrade existing network	Completed
Murray Street, Bridport – upgrade	Completed
William Street, Bridport – extend existing network from Richard Street	Planning
South Street, Bridport – renew pipeline from Main Street to Thomas Street	Commenced
Union Street, Scottsdale - upgrade existing pipeline lower end of Union Street (carried forward)	Completed

PROJECT	PROJECT PHASE
Main Street, Bridport - upgrade existing 525 pipeline to 900 and install new side entry pits (carried forward)	Commenced
Bentley Street, Bridport – upgrade existing 525 pipeline to 900 (carried forward)	Completed
Bridport - stormwater pit replacements in Walter Street and Richard Street (carried forward)	Completed
Urban Stormwater Management Plan (carried forward)	Draft Completed
Victoria Street, Scottsdale – upgrade (carried forward)	Completed
ROADS - OTHER	
Golconda Road, Golconda – renew pavement from Denison River 1km east	Commenced
Golconda Road, Lietinna – renew pavement adjacent to Moores Road	Completed
South Street, Bridport – replace kerb from Main Street to Thomas Street	Commenced
Gillespies Road, Nabowla – upgrade	Commenced
Cascade Dam Road, Derby – safety upgrade (re-allocated budget project – stormwater)	Commenced
Carisbrook Lane, Legerwood - complete works McDougalls Road intersection (carried forward)	Completed
Carisbrook Lane, Legerwood - underpass contribution (carried forward)	Not proceeding
Old Waterhouse Road, Waterhouse - safety improvements and upgrade (carried forward)	Carried Forward – 2024/25
Golconda Road, Golconda - straighten road alignment and upgrade culvert Lone Star Creek (carried forward)	Completed
FOOTPATHS	
Alfred Street, Scottsdale – replace kerb and footpath (Ellenor to Christopher Street)	Completed
Smith Street, Scottsdale – new (Alice to Union Street)	Completed
Tomahawk Drive, Tomahawk – new (Morgan Esplanade to playground)	Completed
BUILDINGS	
Branxholm Park – new BBQ upgrade	Completed
Branxholm Hall – front disabled access upgrade and step handrail to side entrance	Completed
Derby Town Hall – re-roof	Completed
Gladstone Hall – new hot water unit	Completed
Ringarooma Hall – new heat pumps	Completed
Ringarooma Public Toilets – replace cisterns	Completed
Scottsdale Sports Stadium – replace roller door	Completed
Scottsdale Visitor Information Centre – repair additional windows	Completed
Scottsdale Aquatic Centre – amenities upgrade	Completed
Scottsdale Depot – office renovation	Commenced
Scottsdale Depot – new storage sheds (carried forward)	Carried Forward – 2024/25
Scottsdale Depot – earthworks for storage sheds (additional works to carried forward)	Planning
Scottsdale Depot – chemical spill trays	Completed
Bridport Girl Guides Building – planning and investigation	Planning
Bridport Seaside Caravan Park – pin code upgrades to Main, Mattingleys Beach and Goftons Beach Amenities Blocks	Completed
Bridport Seaside Caravan Park – renewal of Eastmans Beach public toilets	Commenced
Bridport Seaside Caravan Park – gas upgrade to Main amenities and Eastmans Beach shower block	Commenced
Winnaleah Hall – disabled access upgrade	Completed
Blue Derby Mountain Bike Trails – new trail crew storage shed	Planning
Scottsdale Railway Station Refurbishment (carried forward)	Carried Forward – 2024/25

PROJECT	PROJECT PHASE
Building Renovations (Proposed Workers Accommodation) - 71 Main Street, Derby (carried forward)	Blue Derby Foundation Project
Bridport Football Club viewing deck (carried forward)	Commenced
Depot Storage (carried forward)	Planning
Scottsdale Sports Stadium - floor recoat (carried forward)	Completed
Sideling Toilets – additional solar panels	Completed
Gladstone Hall - new septic tank (carried forward)	Completed
WASTE MANAGEMENT	
Green Waste – storage / processing investigation and implementation	Completed
Scottsdale Waste Transfer Station – spare bin area roof covering	Carried Forward – 2024/25
Branxholm and Gladstone Waste Transfer Stations – gates	Completed
Branxholm Waste Transfer Station – recycle bin upgrade	Commenced
LAND IMPROVEMENTS	
Scottsdale Recreation Ground – new cricket pitch covers	Completed
Scottsdale Recreation Ground – upgrade lighting and reseal road at Show Office	Completed
Scottsdale Aquatic Centre – shade cloth for external fence	Completed
Bridport Cemetery – new grave surrounds	Planning
Main Street, Derby (near Bank House) – retaining wall to stabilise access road	Not proceeding
Legerwood Memorial Park – site works for new equipment	Completed
Blue Derby Mountain Bike Trails – Relics trail bridge	Commenced
Blue Derby Mountain Bike Trails – Rusty Crusty Bridge and trail rebuild (flood related)	Commenced
Blue Derby Mountain Bike Trails – Hazy Days trail capping of stones	Completed
Blue Derby Mountain Bike Trails – network signage redesign	Commenced
Blue Derby Mountain Bike Trails – original trailhead redevelopment (south of Main Street)	Commenced
Blue Derby Mountain Bike Trails – Tunnel lights renewal	Completed
Blue Derby Mountain Bike Trails – Kumma Gutza re-route	Completed
Blue Derby Mountain Bike Trails – Turbo Tunnel re-route	Completed
Childrens Reserve – Learn to Ride Skills Development Track (carried forward)	Commenced
Rail Trail (carried forward)	Planning
Gladstone Pump Track (carried forward)	Consultation Completed
Scottsdale Town Link Pathway – Coplestone to King Street (re-allocated LRCI grant funding project)	Approval received

Recommendation

That Council:

1. receive and note the unconfirmed Audit Panel Minutes, dated 30 April 2024;
2. note the community update on the Trent Water, Bridport - Rice Grass Project;
3. note to the community update on Circular North; and
4. receive and note the Management Team Briefing Report.

Item 84/24**Council Workshops Held Since Last Council Meeting**

7 May | Briefing Workshop

- Draft 2024/25 Budget Estimates
 - Long Term Financial Plan
 - Operational Budget
 - Capital Budget
- Rates Policy Review
- Draft 2024/25 Fees and Charges
- Electronic Communications Policy Review
- Briefing Reports
 - Commissioners Communications
 - Correspondence
 - Management Team Updates

Item 85/24**Applications for Leave of Absence**

Nil

Item 86/24**Public Question Time**

The following questions have been received on notice:

Karl Willrath, Scottsdale | 11 May 2024

1. *Has all staff that have access to the Dorset Shire CCTV footage now conducted their safe working with children check (WWCC) and if so on what date did they come into compliance?*

Response from Acting Director – Corporate Services, Lauren Tolputt:

While there is no legislated requirement for employees with access to CCTV footage to register for Working with Vulnerable People, an employer may require an employee to be registered. Your feedback will be considered along with other submissions on the Draft CCTV and Remote Camera Policy that is currently advertised for community consultation and will also be provided to Council's Child and Youth Safe Organisations Working Group for review.

2. *As there is an alcohol and other drug issue amongst the Dorset staff, when are legitimate randomised testing procedures going to be implemented?*

Response from Acting Director – Corporate Services, Lauren Tolputt:

Council has no immediate plans to introduce randomised drug and alcohol testing procedures. Your suggestion will be provided to Council's Work Health and Safety Committee for review.

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

Item 87/24 Deputations

Item 88/24 Commissioner Question Time

The following questions were received without notice from the Commissioner:

Item 89/24 Notices of Motion by the Commissioner

Purpose

The purpose of this agenda item is to consider a notice of motion proposed by Commissioner Andrew Wardlaw.

Background

The following notice of motion and background information was received from Commissioner Wardlaw on 29 April 2024:

That Council:

1. *Give consideration to reducing the speed limit on Derby Back Road from 100 km/h to 80 km/h from Tasman Highway to Hardmans Lane.*
2. *Initiate a review of the existing speed limit on Derby Back Road, specifically focusing on the section from the Tasman Highway to Hardmans Lane.*
3. *Conduct a 28-day consultation period to solicit feedback from stakeholders, including residents, road users, and relevant authorities, regarding the proposed speed limit reduction.*
4. *Receive a report, by 31 August 2024, summarising the findings of the review and presenting any recommendations for changes to existing speed limits.*

Background Information

Concern has been raised regarding the existing speed limit on Derby Back Road, and the objective of this motion is to reduce it from 100 km/h to 80 km/h from the Tasman Highway to Hardmans Lane. The intention is to enhance road safety for all users, including local residents and intrastate traffic, particularly those transporting goods such as logs and milk trucks.

The following issues for this segment of road include:

- **Inadequate road conditions:** Derby Back Road is characterised by various hazards, including sharp bends, narrow sections, and limited visibility, rendering it unsuitable for high-speed travel.
- **Heavy traffic:** The road serves as a crucial link for both local and intrastate traffic bypassing Derby, accommodating large vehicles such as log and milk trucks. The current speed limit exacerbates safety risks associated with these vehicles navigating the road.
- **Community safety:** Residents rely on Derby Back Road for daily commuting and recreational activities, necessitating measures to mitigate the likelihood of accidents and enhance overall road safety.

The Council has identified that Derby Back Road could be an alternative route for intrastate traffic not wishing to travel through Derby. This is listed as a priority project requiring funding of \$7.8 million and would provide the following benefits:

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

While there is anecdotal evidence that choices are already being made to traverse Derby Back Road, it is imperative to validate the suitability of the road for the regulated speed limit. An analysis of traffic data, along with key stakeholders and broader community views is necessary prior to making a decision to implement a speed limit change.

Planning, Environment and Statutory Requirements

Any future proposed scope of works are subject to legislation. This includes, but is not limited to, the *Roads and Jetties Act 1935* and *Local Government (Highways) Act 1982*.

Risk Management

Council will need to seek technical support and approvals from the Department of State Growth in any proposed speed zone changes based on community feedback.

Strategic and Annual Plan

Dorset Council Strategic Plan (2023 – 2032), Imperative 9.3.

- Priority Projects Plan 2023-2025 – Project 9

Community Considerations

A 28-day consultation period is being recommended which includes feedback from residents, road users and relevant authorities.

Financial and Asset Management Implications

No significant cost is involved in speed zone changes.

Officer's Comments (Michael Buckley, Director – Infrastructure)

It is anticipated with the higher volumes of traffic using the Derby Back Road as shown in recent traffic counts, there will be great interest from the public during the proposed consultation period. Council has provided civil infrastructure data for the Derby Back Road to the Department of State Growth as part of the Tasman Highway Corridor Strategy engagement process.

Recommendation – Commissioner Wardlaw

That Council:

1. Give consideration to reducing the speed limit on Derby Back Road from 100 km/h to 80 km/h from Tasman Highway to Hardmans Lane.
2. Initiate a review of the existing speed limit on Derby Back Road, specifically focusing on the section from the Tasman Highway to Hardmans Lane.
3. Conduct a 28-day consultation period to solicit feedback from stakeholders, including residents, road users, and relevant authorities, regarding the proposed speed limit reduction.
4. Receive a report, by 31 August 2024, summarising the findings of the review and presenting any recommendations for changes to existing speed limits.

Purpose

The purpose of this agenda item is to present to Council and the community the financial performance for the 9 months ended 31 March 2024.

Background

The Dorset Council Year to Date Financial Report for period ended 31 March 2024 provides information on income and expenditure budget variations, cash flows, and the operating results of specific business units including the Bridport Seaside Caravan Park, Scottsdale Aquatic Centre and the Blue Derby Mountain Bike Trails. A brief summary of the status of current capital projects is also included.

Planning, Environment & Statutory Requirements

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

Strategic and Annual Plan

Dorset Council Strategic Plan (2023 – 2032), Imperative 10.1.

Financial & Asset Management Implications

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

Risk Management

Presenting the quarterly financial results to Council is designed to minimise the financial risk to the organisation and increase transparency through providing a report on the ongoing financial performance to elected members and the community.

Officer's Comments

For the 9 months ended 31 March 2024 Council recorded an underlying surplus of \$217,000. This result has been inflated from the recognition of a one off gain on sale of \$462,000 from the sale of Council owned land, which was unbudgeted in the 2023/24 financial year. Removing the impact of this sale, an underlying deficit of \$245,000 has been achieved during the period, compared to a budgeted underlying deficit of \$616,000 (\$371,000 above budget).

The Statement of Cash Flows shows that \$1.9 million has been generated from operating activities during the 9 months ended 31 March 2024. This figure is one of the most important figures for Council as it indicates the amount of cash that is available from everyday operations to fund future capital and infrastructure works within the municipality.

A Statement of Operating Results for the 9 months ended 31 March 2024 has also been included for the Bridport Seaside Caravan Park, Scottsdale Aquatic Centre and the Blue Derby Mountain Bike Trails.

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

- On 26 July 2023, the Minister for Local Government determined that a Board of Inquiry (BOI) would be established to investigate the findings of an investigation into Dorset Council by the Director of Local Government. Council has co-operated fully with the BOI and all expenses incurred to date have been covered by Council's insurance (excluding the excess payable). It is possible that additional costs may arise as a result of recommendations stemming from this inquiry which may impact results for the remainder of the 2023/24 financial year.
- The National Consumer Price Index (CPI) for the March 2024 quarter was 3.6% (Hobart 3.1%), and although easing from the peak of 7.8% (Hobart 7.7%) reported in the December 2022 quarter, still remains outside the target range of 2%-3% set by the Reserve Bank of Australia. Positively, this is the fifth consecutive quarter of lower annual inflation, however until it reaches (and is sustained) within the target range, it will continue to impact Council as the cost of materials and services required for service delivery remain high.
- Council has now filled all of the additional employment positions budgeted for in the 2023/24 financial year, including the Director - Infrastructure, Waste Management Co-ordinator and new People and Safety Officer who commenced in early January 2024. These positions were all budgeted for the full financial year but were progressively filled over the first half of the year. Council has also completed a minor internal restructure which included reclassifying various roles. As a result of these movements it is expected that employee costs will be above budget for the full financial year.
- Interest rates are expected to remain steady for the foreseeable future which will in turn increase the returns received on Council's cash investments positively impacting results. Interest rates on Council's borrowings are fixed and therefore not impacted by these movements.
- During the March quarter the sale of land at 54 Ringarooma Road was finalised contributing to the recognition of a \$462,000 profit on sale which was unbudgeted for this quarter. Other developments at this site are yet to be finalised which may impact the overall profit recorded for the full financial year.
- Council are continuing to work towards transferring the financial operation of the camping facilities at Derby over to the Blue Derby Foundation (BDF). The responsibility for the Derby accommodation booking platform has been successfully transferred to the BDF during the March quarter, with Council now only assisting with bookings made prior to the transfer that remain outstanding. As a result of the extended transition phase there are unbudgeted income and expenditure items included in the results. Further commentary on these items has been included within the report below.
- Depreciation will be higher than budgeted for in the 2023/24 year as assets were indexed at levels higher than anticipated at 30 June 2023 resulting in higher replacement costs for existing Council assets.

Statement of Comprehensive Income

For the period ended

31 March 2024

	Note	Current Financial Year				Prior Financial Year		
		Annual Budget \$'000	YTD Budget \$'000	YTD Actual \$'000	Budget Variance \$'000	Budget Variance %	YTD Actual \$'000	YTD Variance %
Operating Income								
Rates and charges		9,833	7,375	7,348	(27)	(0.4%)	6,840	7.4%
Statutory fees		209	156	144	(12)	(7.7%)	149	(3.4%)
User charges	5	1,247	1,035	1,115	80	7.7%	1,102	1.2%
Grants and contributions		4,666	3,335	3,367	32	1.0%	3,168	6.3%
Interest	6	231	174	247	73	42.0%	185	33.5%
Other income	4	280	219	414	195	89.0%	496	(16.5%)
Investment income - Water Corporation		229	143	145	2	1.4%	146	(0.7%)
Total Operating Income		16,695	12,437	12,780	343	2.8%	12,086	5.7%
Capital Income								
Capital grants and contributions	2	3,796	1,717	2,128	411	23.9%	2,923	(27.2%)
Gain/(loss) on disposal of assets	1	-	-	462	462	100.0%	11	4100.0%
Total Capital Income		3,796	1,717	2,590	873	50.8%	2,934	(11.7%)
Total Income		20,491	14,154	15,370	1,216	8.6%	15,020	2.3%
Expenses								
Employee costs		5,775	4,286	4,320	34	0.8%	3,671	17.7%
Materials and services	3	4,225	3,295	2,903	(392)	(11.9%)	2,397	21.1%
Finance costs		94	71	68	(3)	(4.2%)	58	17.2%
Other expenses		2,027	1,577	1,742	165	10.5%	1,602	8.7%
Depreciation	7	5,101	3,824	3,992	168	4.4%	3,559	12.2%
Total Expenses		17,222	13,053	13,025	(28)	(0.2%)	11,287	15.4%
Net result for the period		3,269	1,101	2,345	1,244	113.0%	3,733	(37.2%)
Less: Capital grants and contributions		(3,796)	(1,717)	(2,128)	(411)	(23.9%)	(2,923)	(27.2%)
Add: Flood related operational expenditure		-	-	-	-	0.0%	127	(100.0%)
Underlying result for the period		(527)	(616)	217	833	135.2%	937	(76.8%)
Adjustment for FA grants		173	130	130	-	0.0%	522	(75.1%)
Statutory underlying result for the period		(354)	(486)	347	833	171.4%	1,459	(76.3%)

Notes on significant variances

Favourable Variances

1. Gain/(loss) on disposal of assets | \$462,000

	Current Financial Year					Prior Financial Year	
	Annual Budget	YTD Budget	YTD Actual	Budget Variance	Budget Variance	YTD Actual	YTD Variance
	\$'000	\$'000	\$'000	\$'000	%	\$'000	%
Proceeds of sale	-	-	564	564	100.0%	928	(39.2%)
<i>Written down value of assets disposed:</i>							
Land & Buildings	-	-	(14)	(14)	(100.0%)	(720)	98.1%
Plant, machinery & equipment	-	-	(67)	(67)	(100.0%)	(180)	63.1%
Other assets (Water Rights)	-	-	(22)	(22)	(100.0%)	(17)	(29.4%)
Total gain/(loss) on disposal of assets	-	-	462	462	100.0%	11	4100.0%

Gain/(loss) on disposal of assets is \$462,000 above budget (up 100.0%) primary as a result of the finalisation of the sale of land at Ringarooma Road, Scottsdale which was unbudgeted for the 2023/24 financial year. Other developments at this site are yet to be finalised which may impact the overall profit recorded for the full financial year. During the period 5ML of water rights from the Scottsdale Irrigation Scheme were also sold, with 532 ML now remaining for sale.

In comparison to the same period last financial year, gain/(loss) on disposal of assets has increased by \$451,000 (up 4100.0%).

2. Grants and contributions (capital) | \$411,000

	Current Financial Year					Prior Financial Year	
	Annual Budget	YTD Budget	YTD Actual	Budget Variance	Budget Variance	YTD Actual	YTD Variance
	\$'000	\$'000	\$'000	\$'000	%	\$'000	%
Derby MTB Trail – Hazy Days	-	-	-	-	0.0%	25	(100.0%)
Carisbrook Lane Redevelopment – Stage 1 & 2	-	-	-	-	0.0%	352	(100.0%)
Victoria Street Redevelopment	70	-	-	-	0.0%	984	(100.0%)
Bridport CWA Carpark	13	-	-	-	0.0%	17	(100.0%)
Derby Park playground equipment	-	-	-	-	0.0%	50	(100.0%)
Cascade Dam Road safety improvements	40	-	-	-	0.0%	262	(100.0%)
Bridge 1502 – Banks Road	-	-	-	-	0.0%	14	(100.0%)
Bridge 1508 – Garibaldi Road	56	-	-	-	0.0%	-	0.0%
Bridge 1515 – Maurice Road	39	39	188	149	382.1%	-	100.0%
Bridge 1617 – Duncraggen Road	51	51	157	106	207.8%	-	100.0%
Bentley Street stormwater upgrade (Flood Mitigation)	-	-	83	83	100.0%	-	100.0%
Golconda Road – Stage 4	-	-	-	-	0.0%	211	(100.0%)
Golconda Road – Lone Star Creek upgrade	-	-	-	-	0.0%	65	(100.0%)
Golconda Road – pavement renewals	488	217	217	-	0.0%	-	100.0%
Derby Trail Head Redevelopment	17	-	-	-	0.0%	334	(100.0%)
Derby Accommodation Booking Platform	-	-	-	-	0.0%	7	(100.0%)
Scottsdale MTB Skills Park	70	6	6	-	0.0%	2	200.0%
Aqua aerobic equipment	-	-	-	-	0.0%	5	(100.0%)
Levelling the playing field – Amenities upgrade BFC	-	-	-	-	0.0%	9	(100.0%)
Derby Town Hall reroof	95	42	42	-	0.0%	-	100.0%
Scottsdale Recreation Path (Rail Trail)	100	-	-	-	0.0%	-	0.0%
Bridport – Eastmans Beach amenities upgrade	198	88	88	-	0.0%	-	100.0%
Scottsdale – Alfred St kerb & footpath upgrade	131	58	58	-	0.0%	-	100.0%
Bridport – South St kerb & footpath upgrade	154	68	68	-	0.0%	-	100.0%
Gillespies Rd safety improvements	600	300	300	-	0.0%	-	100.0%
Old Waterhouse Rd safety improvements	465	232	232	-	0.0%	-	100.0%
Derby MTB Trail – Rusty Crusty bridge renewal	79	-	-	-	0.0%	-	0.0%
Rail Trail – Scottsdale to Lilydale	294	-	-	-	0.0%	-	0.0%
Electric Vehicle Charger – Derby	-	-	-	-	0.0%	23	(100.0%)

Grants and contributions (cont.)	Current Financial Year					Prior Financial Year	
	Annual Budget	YTD Budget	YTD Actual	Budget Variance	Budget Variance	YTD Actual	YTD Variance
	\$'000	\$'000	\$'000	\$'000	%	\$'000	%
Bridport Multifunction Centre viewing deck	80	53	54	1	1.9%	-	100.0%
Roads to Recovery	751	563	594	31	5.5%	563	5.5%
Capital contributions	5	-	41	41	100.0%	-	100.0%
Total capital grants and contributions	3,796	1,717	2,128	411	23.9%	2,923	(27.2%)

Capital grants and contributions are \$411,000 above budget (up 23.9%) as a result of receiving final grant instalments for Bridge 1515 Maurice Road and Bridge 1617 Duncraggen Road. Funding of \$83,000 for the Bentley Street stormwater upgrade, received under the SES Natural Disaster Risk Reduction grant program, was also recognised during the period and was unbudgeted in the 2023/24 financial year.

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

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

In comparison to the same period last financial year, income received from capital grants and contributions has decreased by \$795,000 (down 27.2%)

3. Materials and services | (\$392,000)

	Current Financial Year					Prior Financial Year	
	Annual Budget	YTD Budget	YTD Actual	Budget Variance	Budget Variance	YTD Actual	YTD Variance
	\$'000	\$'000	\$'000	\$'000	%	\$'000	%
Materials	610	479	386	(93)	(19.4%)	290	33.1%
Utilities	503	377	341	(36)	(9.5%)	344	(0.9%)
Plant, machinery and equipment	511	383	332	(51)	(13.3%)	357	(7.0%)
Office administration	74	55	52	(3)	(5.5%)	46	13.0%
Contracts	1,971	1,602	1,555	(47)	(2.9%)	1,033	50.5%
Professional services	477	320	178	(142)	(44.4%)	155	14.8%
Management contracts	79	79	59	(20)	(25.3%)	172	(65.7%)
Total materials and services	4,225	3,295	2,903	(392)	(11.9%)	2,397	21.1%

Materials and services are \$392,000 below budget (down 11.9%) as a result of a number of contributing factors, however, a decrease in expenditure expected for professional services had the most material impact. This decrease has resulted from the timing of payments required for the municipal revaluation as well as additional consultants engaged to assist with completing the Derby and Scottsdale structure plans. Materials are also under budget as a result of the timing of expenditure required for the additional maintenance projects budget in the 2023/24 financial year.

In comparison to the same period last financial year, materials and services have increased by \$506,000 (up 21.1%).

4. Other income | \$195,000

	Current Financial Year					Prior Financial Year	
	Annual Budget	YTD Budget	YTD Actual	Budget Variance	Budget Variance	YTD Actual	YTD Variance
	\$'000	\$'000	\$'000	\$'000	%	\$'000	%
Reimbursements	131	98	148	50	51.0%	314	(52.9%)
Private works	10	7	41	34	485.7%	6	583.3%
Tourism income	14	11	7	(4)	(36.4%)	24	(70.8%)
Other sundry income	125	103	218	115	111.7%	152	43.4%
Total other income	280	219	414	195	89.0%	496	(16.5%)

Other income is \$195,000 above budget (up 89.0%) as a result of an increase in income received from insurance reimbursements, the sale of scrap metal collected at the Scottsdale, Branhholm and Gladstone Waste Transfer Stations, as well as an increase in private works undertaken during the period. Any income received from insurance reimbursements will offset against incurred expenditure within the same reporting period. Other sundry income also includes \$101,000 received from accommodation services booked through the Derby Accommodation Booking Platform, which has been returned to operators during the period. The corresponding expense for these returns is reported under other expenses (see breakdown of other expenses for further information) creating a nil impact overall on results reported.

In comparison to the same period last financial year, other income has decreased by \$82,000 (down 16.5%).

5. User charges | \$80,000

	Current Financial Year					Prior Financial Year	
	Annual Budget	YTD Budget	YTD Actual	Budget Variance	Budget Variance	YTD Actual	YTD Variance
	\$'000	\$'000	\$'000	\$'000	%	\$'000	%
Caravan and camping fees	994	837	888	51	6.1%	824	7.8%
Rental and lease income	71	56	48	(8)	(14.3%)	58	(17.2%)
Building services	85	64	57	(7)	(10.9%)	101	(43.6%)
Cemetery charges	36	27	36	9	33.3%	21	71.4%
Waste disposal charges	40	30	30	-	0.0%	28	7.1%
Aquatic centre charges	21	21	40	19	0.0%	19	110.5%
Other user charges	-	-	16	16	100.0%	51	(68.6%)
Total user charges	1,247	1,035	1,115	80	7.7%	1,102	1.2%

User charges are \$80,000 above budget (up 7.7%) as a result of an increase in income received from the Learn to Swim and Aquatic Aerobics programs run at the Scottsdale Aquatic Centre, as well as additional cemetery and caravan and camping fees received during the period. Other user charges are also \$16,000 above budget as a result of the recognition of commissions received from the Derby Accommodation Booking Platform that were not included in the budget estimates for the 2023/24 financial year.

In comparison to the same period last financial year, user charges have increased by \$13,000 (up 1.2%).

6. Interest | \$73,000

	Current Financial Year					Prior Financial Year	
	Annual Budget	YTD Budget	YTD Actual	Budget Variance	Budget Variance	YTD Actual	YTD Variance
	\$'000	\$'000	\$'000	\$'000	%	\$'000	%
Interest income	210	158	220	62	39.2%	167	31.7%
Interest on rates	21	16	27	11	68.8%	18	50.0%
Total interest	231	174	247	73	42.0%	185	33.5%

Interest income is \$73,000 above budget (up 42.0%) as a result of increasing interest rates applicable for Council's main bank accounts and term deposit investments.

In comparison to the same period last financial year, interest income has increased by \$62,000 (up 33.5%).

Unfavourable Variances

7. Depreciation | \$168,000

	Current Financial Year					Prior Financial Year	
	Annual Budget	YTD Budget	YTD Actual	Budget Variance	Budget Variance	YTD Actual	YTD Variance
	\$'000	\$'000	\$'000	\$'000	%	\$'000	%
Roads	2,666	1,999	2,056	57	2.9%	1,814	13.4%
Bridges	556	417	452	35	8.3%	394	14.6%
Plant, machinery and equipment	676	507	481	(26)	(5.1%)	440	9.3%
Buildings	407	305	328	23	7.5%	288	13.8%
Stormwater	224	168	178	10	5.9%	165	7.8%
Land improvements	430	322	378	56	17.5%	359	5.4%
Computer and technology	130	97	109	12	12.5%	90	21.3%
Fixtures, fittings and furniture	12	9	10	1	13.1%	9	13.4%
Total depreciation	5,101	3,824	3,992	168	4.4%	3,559	12.2%

Depreciation is \$168,000 above budget (up 4.4%) as a result of the indexation of assets at levels higher than anticipated at 30 June 2023.

In comparison to the same period last financial year, depreciation has increased by \$433,000 (up 12.2%).

Breakdown of Other Expenses

For the period ending
31 March 2024

Other expenses	Note	Current Financial Year					Prior Financial Year	
		Annual Budget \$'000	YTD Budget \$'000	YTD Actual \$'000	Budget Variance \$'000	Budget Variance %	YTD Actual \$'000	YTD Variance %
State levies, licences and taxes		586	439	466	27	6.2%	408	14.2%
Insurance		194	146	162	16	11.0%	141	14.9%
Councillors' allowances		230	185	192	7	3.8%	129	48.8%
IT/Communications	2	245	184	146	(38)	(20.7%)	150	(2.7%)
Subscriptions, memberships and commissions		90	71	95	24	33.8%	65	46.2%
Professional development		42	32	25	(7)	(21.9%)	21	19.0%
Community grants and donations	1	177	144	104	(40)	(27.8%)	107	(2.8%)
Advertising and Marketing		46	33	35	2	6.1%	67	(47.8%)
Audit fees		70	39	39	-	0.0%	26	50.0%
Bank fees and postage		53	40	46	6	15.0%	39	17.9%
Derby Accommodation Platform operator returns	3	-	-	101	101	100.0%	37	173.0%
Blue Derby Foundation contributions		125	125	125	-	0.0%	-	100.0%
Other expenses	4	169	139	206	67	48.2%	412	(50.0%)
Total other expenses		2,027	1,577	1,742	165	10.5%	1,602	8.7%

Notes on significant variances

1. Community grants and donations | (\$40,000)

Community grants and donations are \$40,000 below budget (down 27.8%) as a result of the timing of payments made under Council's Community Grants Program and does not reflect a decrease in the actual amount expected to be paid for the full year.

2. IT / Communications | (\$38,000)

IT / Communications are \$38,000 below budget (down 20.7%), due to the timing of payments required for IT maintenance and a decrease in internet and phone charges for the period.

3. Derby Accommodation Platform operator returns | \$101,000

Derby Accommodation Platform operator returns are \$101,000 above budget (up 100.0%) as this is unbudgeted expenditure relating to the payment of accommodation income back to operators listed on the Derby Accommodation Booking Platform. This expenditure should be offset against the corresponding income recorded under other income, creating a nil impact on Council's underlying result for the period.

4. Other expenses | \$67,000

Other expenses are \$67,000 above budget (up 48.2%) as a result of an increase in expenses associated with processing supplementary rate valuations and the transfer of \$36,000 from camping fee income received from sites at Derby to the Blue Derby Foundation.

Statement of Cash Flows

For the period ending

31 March 2024

	YTD Actuals Inflows/(Outflows) \$'000
Cash flows from operating activities	
Rates and charges	9,063
Statutory fees and fines, user fees, contributions, reimbursements and other income (inclusive of GST)	2,076
Grant and contributions (inclusive of GST)	206
Interest received	247
Finance costs	(55)
Payments to suppliers (inclusive of GST)	(5,596)
Payments to employee (including redundancies)	(4,544)
GST refunds received	529
³Net cash provided by (used in) operating activities	1,926
Cash flows from investing activities	
Payments for property, infrastructure, plant and equipment	(6,183)
Proceeds from sale of property, infrastructure, plant and equipment and other assets	564
Receipts from investments	-
Dividend from water corporation	145
Capital grants (inclusive of GST)	2,068
Net cash provided by (used in) investing activities	(3,406)
Cash flows from financing activities	
Proceeds of interest bearing loans and borrowings	-
Repayment of interest bearing loans and borrowings	(381)
Repayments received from loan to May Shaw	193
Net cash provided by (used in) financing activities	(188)
Net increase (decrease) in cash and cash equivalents	(1,668)
Cash and cash equivalents at the beginning of the financial year	7,033
Cash and cash equivalents at the end of the reporting period	5,365

³ The cash generated from operating activities is one of the most important figures for Council as it indicates the amount of cash that is available from everyday operations to fund future capital and infrastructure works within the municipality.

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

	YTD Actuals Inflows/(Outflows) \$'000
Net result for the period	2,345
Depreciation	3,992
(Profit)/loss on disposal of property, infrastructure, plant and equipment	(462)
Capital grants and contributions received specifically for new or upgraded assets	(2,128)
Dividends from water corporation relating to investing activities	(145)
<i>Changes in assets and liabilities</i>	
Decrease/(increase) in trade and other receivable	(442)
Decrease/(increase) in other assets	(260)
Decrease/(increase) in inventories	(149)
Decrease/(increase) in contract assets	(3,022)
Increase/(decrease) in trade and other payables	(39)
Increase/(decrease) in deposits	(7)
Increase/(decrease) in provisions	78
Increase/(decrease) in contract liabilities	2,165
Net cash provided by (used in) operating activities	1,926

Bridport Seaside Caravan Park

Operating Results

For the period ended

31 March 2024

	Current Financial Year					Prior Financial Year	
	Annual Budget \$'000	YTD Budget \$'000	YTD Actual \$'000	Budget Variance \$'000	Budget Variance %	YTD Actual \$'000	YTD Variance %
Operating Income							
<i>User charges</i>							
Camping fees	982	828	827	(1)	(0.1%)	766	8.0%
Shower & laundry fees	7	5	6	1	20.0%	5	20.0%
Lease/Rent received	3	3	3	-	0.0%	8	(62.5%)
Total user charges	992	836	836	-	0.0%	779	7.3%
Total Operating Income							
Expenses							
<i>Employee costs</i>							
Wages – maintenance*	-	-	22	22	100.0%	10	120.0%
Wages – operational*	77	64	67	3	4.7%	-	100.0%
Overtime	-	-	6	6	100.0%	2	200.0%
Total employee costs	77	64	95	31	48.4%	12	691.7%
<i>Materials and services</i>							
Contractors	67	64	38	(26)	(40.6%)	30	26.7%
Management contract	79	79	59	(20)	(25.3%)	172	(65.7%)
Professional services	-	-	2	2	100.0%	-	100.0%
Other external services	179	119	105	(14)	(11.8%)	-	100.0%
Materials	37	26	17	(9)	(34.6%)	8	112.5%
Office administration	2	2	1	(1)	(50.0%)	1	0.0%
Utilities	113	85	83	(2)	(2.4%)	79	5.1%
Furniture & equipment	1	-	3	3	100.0%	-	100.0%
Plant hire (internal)	-	-	13	13	100.0%	8	62.5%
Total materials and services	478	375	321	(54)	(14.4%)	298	7.7%
<i>Other expenses</i>							
Communications	24	18	15	(3)	(16.7%)	14	7.1%
Insurance	4	3	4	1	33.3%	3	33.3%
Bonus payment	47	47	46	(1)	(2.1%)	26	76.9%
Other sundry expenses	1	-	9	9	100.0%	-	100.0%
Total other expenses	76	68	74	6	8.8%	43	72.1%
<i>Depreciation</i>							
Depreciation	86	64	65	1	1.6%	45	44.4%
Total Expenses	717	571	555	(16)	(2.8%)	398	39.4%
Net result for the period	275	265	281	16	6.0%	381	(26.2%)

* The budget allocations for these item is included at a department level.

Scottsdale Aquatic Centre
Operating Results
For the period ended
31 March 2024

	Current Financial Year					Prior Financial Year	
	Annual Budget \$'000	YTD Budget \$'000	YTD Actual \$'000	Budget Variance \$'000	Budget Variance %	YTD Actual \$'000	YTD Variance %
Operating Income							
<i>User charges</i>							
Learn to Swim	17	17	25	8	47.1%	16	56.3%
Pool hire	4	4	10	6	150.0%	3	233.3%
Aqua aerobics	-	-	5	5	100.0%	-	100.0%
Total user charges	21	21	40	19	90.5%	19	110.5%
<i>Grants & contributions</i>							
Donations	5	5	1	(4)	(80.0%)	-	100.0%
Total grants & contributions	5	5	1	(4)	(80.0%)	-	100.0%
<i>Other income</i>							
Kiosk sales	58	57	59	2	3.5%	51	15.7%
Total other income	58	57	59	2	3.5%	51	15.7%
Total Operating Income	84	83	100	17	20.5%	70	42.9%
Expenses							
<i>Employee costs</i>							
Wages – Operations	154	150	163	13	8.7%	121	34.7%
Wages – Maintenance*	-	-	23	23	100.0%	10	130.0%
Overtime – Operations	18	16	2	(14)	(87.5%)	14	(85.7%)
On-costs – Operations	29	27	24	(3)	(11.1%)	17	41.2%
Total employee costs	201	193	212	19	9.8%	162	30.9%
<i>Materials and services</i>							
Contractors	12	10	31	21	210.0%	6	416.7%
Materials	50	47	86	39	83.0%	41	109.8%
Utilities	92	69	67	(2)	(2.9%)	65	3.1%
Furniture & equipment	-	-	4	4	100.0%	-	100.0%
Total materials and services	154	126	188	62	49.2%	112	67.9%

* The budget allocations for this item is included at a department level.

Aquatic Centre cont.

	Current Financial Year					Prior Financial Year	
	Annual Budget	YTD Budget	YTD Actual	Budget Variance	Budget Variance	YTD Actual	YTD Variance
	\$'000	\$'000	\$'000	\$'000	%	\$'000	%
<i>Other expenses</i>							
Advertising	-	-	1	1	100.0%	-	100.0%
Insurance	14	10	10	-	0.0%	9	11.1%
Communications	4	4	5	1	25.0%	4	25.0%
Bank fees and charges	-	-	3	3	100.0%	1	200.0%
Cost of goods sold	40	39	36	(3)	(7.7%)	34	5.8%
Other sundry expenses	2	2	1	(1)	(50.0%)	1	0.0%
Total other expenses	60	55	56	1	1.8%	49	14.3%
<i>Depreciation</i>	134	100	141	41	41.0%	111	27.0%
Total Expenses	549	474	597	123	25.9%	434	37.6%
Net result for the period	(465)	(391)	(497)	(106)	(27.1%)	(364)	(36.5%)

Blue Derby Mountain Bike Trails⁴

Operating Results

For the period ended

31 March 2024

	Current Financial Year					Prior Financial Year	
	Annual Budget \$'000	YTD Budget \$'000	YTD Actual \$'000	Budget Variance \$'000	Budget Variance %	YTD Actual \$'000	YTD Variance %
Operating Income							
<i>User charges</i>							
Camping fees	-	-	38	38	100.0%	37	2.7%
Shower & laundry fees	-	-	17	17	100.0%	17	0.0%
Sponsorships	-	-	-	-	100.0%	45	(100.0%)
Commissions	-	-	15	15	100.0%	7	114.3%
Total user charges	-	-	70	70	100.0%	106	(34.0%)
<i>Grants & contributions</i>							
Contributions received	119	29	28	(1)	(3.4%)	27	3.7%
Total grants & contributions	119	29	28	(1)	(3.4%)	27	3.7%
<i>Other income</i>							
Reimbursements	-	-	10	10	100.0%	6	66.7%
Merchandise sales	-	-	-	-	0.0%	12	(100.0%)
Accom. income	-	-	101	101	100.0%	37	173.0%
Total other income	-	-	111	111	100.0%	55	101.8%
Total Operating Income	119	29	209	180	620.7%	188	11.2%
Expenses							
<i>Employee costs</i>							
Wages	394	295	322	27	9.2%	256	25.8%
Wages – Amenities*	-	-	18	18	100.0%	23	(21.7%)
Overtime	9	6	2	(4)	(66.7%)	6	(66.7%)
On-costs	73	55	51	(4)	(7.3%)	43	18.6%
Total employee costs	476	356	393	37	10.4%	328	19.8%
<i>Materials and services</i>							
Contractors	259	227	174	(53)	(23.3%)	35	397.1%
Materials	86	79	18	(61)	(77.2%)	17	5.9%
Tools & equipment	-	-	4	4	100.0%	-	100.0%
Plant hire (internal)*	-	-	38	38	100.0%	31	22.6%
Total material and services	345	306	234	(72)	(23.5%)	83	181.9%

* The budget allocations for these item is included at a department level.

⁴ Includes income and expenditure from Blue Derby MTB, Camping and shower facilities at Derby Park & Trailhead and MTB events held within the financial year.

Blue Derby cont.	Current Financial Year					Prior Financial Year	
	Annual Budget	YTD Budget	YTD Actual	Budget Variance	Budget Variance	YTD Actual	YTD Variance
	\$'000	\$'000	\$'000	\$'000	%	\$'000	%
<i>Other expenses</i>							
Communications	-	-	4	4	100.0%	3	33.3%
Insurance	1	1	1	-	0.0%	1	0.0%
Other sundry expenses	-	-	1	1	100.0%	14	(92.9%)
BDF contribution	125	125	125	-	0.0%	-	100.0%
Accommodation & camping payments	-	-	137	137	100.0%	37	270.3%
Marketing	-	-	-	-	0.0%	33	(100.0%)
Total other expenses	126	126	268	142	112.7%	88	204.5%
<i>Depreciation</i>	-	-	-	-	-	-	-
Total Expenses	947	788	895	107	13.6%	499	79.4%
Net result for the period	(828)	(759)	(686)	73	9.6%	(311)	(120.6%)

Capital Works Summary

For the period ending
31 March 2024

	Actual Year to Date \$'000	Project Budget \$'000	Variance \$'000	Budget Utilised %
Bridges	506	749	243	67.5%
Roads	4,014	4,636	622	86.6%
Footpaths	113	254	141	44.7%
Stormwater	304	603	299	50.5%
Buildings & Land	474	884	410	53.6%
Land Improvements	289	2,182	1,893	13.3%
Plant & Equipment	415	937	522	44.3%
IT	68	146	78	46.2%
Total Capital Works	6,183	10,391	4,208	59.5%

The Infrastructure team has continued to perform strongly this quarter with 59.5% of the capital budget utilised for the 9 months ended 31 March 2024. This result is slightly skewed due to the inclusion of \$1.5 million for the Rail Trail project which will be carried forward into the 2024/25 financial year. Excluding this project, 69.3% of the capital budget has been utilised for the year to date. Aside from known carry forward projects, the infrastructure team remain confident that the remainder of the capital works program will be delivered this financial year.

The majority of capital spend under bridges relates to the upgrade of Bridge 1515 Maurice Road and Bridge 1617 Duncraggen Road which are now both completed. The majority of the capital spend under roads relates to works completed on Golconda Road and Gillespies Road during the period.

Known projects that will be carried forward into the 2024/25 financial year include:

- Rail Trail (Scottsdale to Lilydale section)
- Bridge 1572 Haas Road / Frenches Creek, Legerwood
- Scottsdale Railway Station refurbishment

Recommendation

That Council receive the Quarterly Financial Report for the period ended 31 March 2024.

Purpose

The purpose of this agenda item is to provide Council with the March 2024 quarter report on the costs and revenue streams of the Blue Derby Mountain Bike Trails (MTB) and any significant adverse events relating to the performance of the Memorandum of Understanding (MoU) with the Blue Derby Foundation (the Foundation).

Background

The following recommendation was adopted by Council on 18 September 2023:

“That Council be provided with a quarterly report in October 2023, January 2024, April 2024 and July 2024 on the costs and revenue streams of Blue Derby MTB and any significant adverse events relating to the performance of the Memorandum of Understanding with the Blue Derby Foundation.”

In the September 2023 quarterly update presented at the 16 October 2023 Council Meeting, Council Officers noted the timeframe proposed by Council of the supply of financials in the month following the quarter puts pressure on both Council and the Foundation. Council Meetings are the third Monday of every month, and the Council Meeting agenda must be provided publically the week prior. This gives Council and the Foundation less than two weeks to finalise the quarterly report. It was therefore recommended to Council that a quarterly report is provided to Council in February 2024, May 2024 and August 2024. This recommendation was adopted by Council in the October 2023 Council Meeting.

Planning, Environment and Statutory Requirements

Local Government Act, Part 8, Division 1

Risk Management

The MoU was developed alongside a legally binding Deed of Assignment (DoA), which allows the Foundation the full use of the Blue Derby brand and intellectual property to maximise fundraising. The MoU and DoA clearly establishes accountability and responsibilities for both the Council and the Foundation. This includes the ability for Council to revoke the agreements if the Foundation does not meet its obligations.

Strategic and Annual Plan

- Dorset Council Strategic Plan (2023 – 2032), Imperative 9.4
- Annual Plan, Activity 9, Blue Derby Transition

Community Considerations

The intent of the agreement between Council and the Foundation was to maximise community involvement, increase transparency and accountability of the Blue Derby mountain bike operations to ensure the model is sustainable into the future. The key objective is for the Foundation and Council to work closely together to maximise fundraising activities and to protect the Blue Derby brand to ensure Blue Derby stays at the top of world mountain biking.

Financial and Asset Management Implications

Council's 2023/24 Budget Estimates included a \$125,000 allocation to the Foundation at the start of 2023/24 to assist with the transition of the Blue Derby operations from Council to the Foundation. This funding was granted to assist the Foundation with staffing to deliver the agreed programs. The Foundation expect to contribute \$90,000 back to Council by the end of the 2023/24 financial year. The overall net impact to the overall 2023/24 budget estimates, excluding trail maintenance costs, is expected to be a net cost of \$35,000.

Officer's Comments

The Foundation was incorporated in early 2020 as a not for profit charitable entity with a primary purpose of raising funds to enhance the township of Derby, including the maintenance of the trail network to a world class standard and promoting the uniqueness of Derby.

Council passed a resolution on 20 March 2023 to endorse a MoU, and a legally binding DoA, formalising the transfer of the following Blue Derby operations from Council to the Foundation:

- a. The licensing and commercialisation of the Blue Derby Brand / intellectual property;
- b. The acquisition and management of commercial sponsorships of Blue Derby;
- c. The management of all Blue Derby marketing and social media; and
- d. Assume responsibility for Blue Derby endorsed events and other fundraising initiatives.

Up to the 20 March 2023 Council Meeting, Council managed all aspects of the Blue Derby operations, including trail build, trail maintenance, marketing, social media and website administration, sponsorship and brand commercialisation. Outside of the dedicated trail maintenance crew, all other Blue Derby operations were administered by Council Officers as part of existing roles. This was not a sustainable model going forward and one of the catalysts for the MoU and DoA.

It should be recognised that the Blue Derby mountain bike trails are a world class asset and this agreement between Council and the Foundation was intended to ensure the legacy of the trails is protected inter-generationally.

Update from the Foundation Chairman for the March 2024 Quarter:

- **Blue Derby Sponsorship Program** - Uptake in sponsorship has been strong amongst local businesses however, very poor amongst short-term accommodation providers (STA's) in Derby and surrounds. Lower occupancy levels and increased costs in running an STA could be the cause. There are 7 properties out of 44 currently signed up to a sponsorship agreement and affordability has been cited as an issue. The Foundation is revisiting the affordability of the sponsorship offering for STA's.

- **Blue Derby Booking Platform** - The booking platform continues to see solid bookings, and with an increased marketing campaign, the Foundation expect these to increase. The Foundation is continually adding properties to the platform which is encouraging. The Foundation are exploring insurance options as this has been highlighted as a limiting factor for some owners listing their properties.
- **Larger Sponsorships** – The Foundation is preparing a prospectus for larger sponsors based on feedback received from prospective sponsors, including Shimano.
- **Visitors Survey** - The visitor survey commissioned by the Foundation is due to close at the end of May. Approximately 800 responses to the survey have been received to date, and it is anticipated close to 900 responses will be received once the survey closes. The Foundation will be undertaking a business survey once the visitors survey is completed. The data received will be valuable to the Foundation when negotiating larger sponsorships. The results will also assist the Foundation and Council in the preparation of the Blue Derby Masterplan.
- **Camping Fees** - Camping fee revenue remains strong and is currently the Foundation's largest form of revenue. There was an opportunity missed at the trail head this season with the camp area proving very popular. The Foundation would hope that a system is in place next season to capture fees from this area. There are further opportunities along the river front whereby camping revenue could be increased and this will require investigation in the future.
- **Tap Stations** - The tap stations will be phased out in June due to the ending of the 3G network which the units operate on. The cost to replace these units is prohibitive and thus the Foundation will switch to a QR code system. The Foundation will also be proposing that a camp fee type machine should be set up at the trail head encouraging riders to support the trail crew and the maintenance of the trails. This would be a part of a proposed new Trail Head redevelopment.
- **Website** - The launch of the new website has been slower than expected, however the Foundation anticipate it will be live before the end of May.
- **New Roles** – The Foundation has appointed Taylor Clyne as the Social Media and Marketing Manager on a part time basis. Taylor has proved to be more than capable and a valued asset to the Foundation, successfully having Blue Derby promotional videos shown in the Launceston Airport and the Spirit of Tasmania free of charge. Taylor and Sam Olah will be attending and speaking at the Tourism Tasmania Conference in August representing Blue Derby.
- **Events** - 2025 will see the 10 year anniversary of the opening of the trails in Derby, with the Foundation planning events to celebrate the milestone. 2025 will also see the return of the Trans Tasmania race to Derby as well as Tas Gravity event. The Foundation are also in discussions with the Professional Trail Builders Association to hold their Global Conference in Derby in late 2025.
- **General Outlook** - The Foundation held elections for new board Directors in February. The new Directors elected were Nic Daking, Sam Olah and Justin Wiggins. Chris Cafe was re-elected and re-appointed to Chairman by the new board. The Chairman is confident the new board will work well together.

Visitor numbers to Derby post-Christmas were strong and continued until late April. May has seen a significant slowdown with the winter months approaching.

Feedback on the refurbishment of the Blue Tier trail has been phenomenal and shows the importance of the ongoing maintenance of the trails. The Foundation have no doubt that some of the increase in visitors post-Christmas was due to the buzz around the upgrading of the Blue Tier.

A copy of the Foundation's Chairman's Report and financials from 1 July 2023 to 14 May 2024 can be found in the [attachments](#).

Update from Council for the March 2024 Quarter:

- Item 91/24 - *Quarterly Financials | Period Ended 31 March 2024* earlier in this agenda includes the Blue Derby financials which shows Council's total cost to maintain the Blue Derby trail network. The Blue Derby Trail Network reported a loss of \$686,000 compared to a budget of \$759,000. The full year budgeted loss for Council for trail maintenance is \$828,000. This amount includes the first comprehensive refurbishment of the iconic Blue Tier since opening in 2016, with \$234,000 included in this year's budget.
- Stable dry weather has meant excellent trail conditions over the peak season, with network usage numbers strong. The trail crew have received a lot of positive feedback from locals and visiting riders.
- Hazy Days was opened in late December, marking the completion of the last major work connected to the landslip rehabilitation. Hazy Days is the first green flow trail on the network and expands the network offering to a larger demographic. The completion of Hazy Days has seen nearly 11,000 users ride the trail in the first quarter of the year.
- The Blue Tier refurbishment has received great visitation and excellent feedback which bodes well for future seasons.
- Council continues to work towards developing a policy position in relation to Blue Derby Shuttle Operators. A draft Policy will go to a Council Workshop shortly and the intent is for this proposed new Policy to go out for public consultation shortly thereafter.
- Routine summer maintenance work has begun on the trail network, with regular summer rains meaning time being committed to trail side vegetation trimming.
- Council have now set up the relevant QR codes and signage for camping fees at the trail head. The Foundations commentary above are noted that this was a lost revenue opportunity, however Council encountered issues with the third party provider causing significant delays.
- On the 22 March, Council and the Foundation had their quarterly Blue Derby Operations Committee meeting. The intent of this quarterly meeting is to ensure both parties are complying with their obligations under the MoU. From Council's perspective there is open, honest and timely communication between the Foundation and Council. Both parties are meeting their respective obligations under the MoU.

Recommendation

That Council receive the Blue Derby Mountain Bike Trails – March Quarterly Update.

Purpose

The purpose of this report is for Council to review animal management fees and charges for the 2024/25 financial year.

Background

Council provides a range of services in relation to dogs, including dealing with stray dogs, investigation of barking nuisance complaints, relocation of dogs, regulation of dog kennels and miscellaneous enquiries and activities. The purpose of dog registration fees is to obtain a contribution from dog owners toward the cost of Council providing these services to the community. Council also provides support for residents in managing cats by making cat cages available for public hire.

Registration fees for dogs are due and payable from 1 July in each financial year. To enable an adequate notification period for fees payable, it is necessary for Council to review fees and charges at this time.

Planning, Environment & Statutory Requirements

Section 80 of the *Dog Control Act 2000* (the Act) provides that Council may determine any fees payable under the Act.

Strategic and Annual Plan

Dorset Council Strategic Plan (2023 – 2032), Imperative 10.4.

Financial & Asset Management Implications

See Officer's Comments below.

Risk Management

N/A

Community Considerations

Council's dog management service supports the community in responsible ownership and welfare of dogs.

Officer's Comments

Council's general approach to dog registrations has evolved over time into solely providing life-time registrations rather than annual registrations. Removing the task of administering annual registrations saves Council time and money. Providing a low-cost fee structure for lifetime registrations saves dog owners money and promotes improved registration compliance; complementing the service that Council can then provide to the community.

A modest increase of approximately 5% for all animal management fees and charges (excluding dog registration tags, which will remain stagnant) is recommended for the 2024/25 financial year, aligning cost recovery of the service with Council's budgeted employee cost increases for the same period.

Council's proposed fee structure will continue to be priced to encourage responsible dog ownership and management whilst supporting the effective delivery of operational duties and functions of the Council's dog management service. The proposed Schedule of Fees for animal management fees in the 2023/24 financial year is tabled below:

SCHEDULE OF FEES – Animal Control	Current 2023/24 Fees	Proposed 2024/25 Fees
Dog Registration – Annual		
Declared Dangerous Dog	\$500	\$525
Dog Registration – Lifetime		
Non-Desexed Dog	\$155	\$163
Desexed, Working, Purebred or Greyhound	\$90	\$95
Pensioner-Owned Dog	\$60	\$63
Guide Dog	Nil	Nil
Guard Dog	\$476	\$500
Dog Licence Fees		
New Dog Licence – 3 to 5 Dogs	\$110	\$116
New Dog Licence – More than 5 Dogs	\$135	\$142
Existing Dog Licence – Renewal	\$42	\$44
Dog Fees – Other		
Maintenance Charge – Daily	\$35	\$37
Nuisance	\$40	\$42
Replacement Tag	\$5	\$5
1 st Seizure of any Dog	\$72	\$76
Subsequent Seizures (per seizure)	\$216	\$227
Delivery Charge (Dog returned to Owner)	\$100	\$105
Cat Management		
Relocation Device (Trap) Hire Deposit	\$80	\$84

Recommendation

That Council adopt the Schedule of Fees payable for animal management for the 2024/25 financial year as tabled:

SCHEDULE OF FEES – Animal Control	Proposed 2024/25 Fees
Dog Registration – Annual	
Declared Dangerous Dog	\$525
Dog Registration – Lifetime	
Non-Desexed Dog	\$163
Desexed, Working, Purebred or Greyhound	\$95
Pensioner-Owned Dog	\$63
Guide Dog	Nil
Guard Dog	\$500
Dog Licence Fees - Annual	
New Dog Licence – 3 to 5 Dogs	\$116
New Dog Licence – More than 5 Dogs	\$142
Existing Dog Licence – Renewal	\$44
Dog Fees – Other	
Maintenance Charge – Daily	\$37
Nuisance	\$42
Replacement Tag	\$5
1 st Seizure of any Dog	\$76
Subsequent Seizures (per seizure)	\$227
Delivery Charge (Dog returned to Owner)	\$105
Cat Management	
Relocation Device (Trap) Hire Deposit	\$84

Purpose

The purpose of this report is for Council to review food business registration fees and charges for the 2024/25 financial year.

Background

Council provides services in relation to maintaining food safety within the community, including through food premise audits, food handler training, food sampling and investigation of food complaints.

Food Business registration fees and renewals are due and payable from 1 July in each financial year. To enable an adequate notification period for registration renewals and fees payable, it is necessary for Council to review fees and charges at this time.

Planning, Environment & Statutory Requirements

Section 130 of the *Food Act 2003* provides that Council may determine any fees payable under the Act for the notification and registration of food businesses.

Strategic and Annual Plan

Dorset Council Strategic Plan (2023 – 2032), Imperative 10.4.

Financial & Asset Management Implications

See Officer's Comments below.

Risk Management

N/A

Community Considerations

Council's food registration service supports the community to be responsible in food preparation and service.

Officer's Comments

Council's unique food registration model strongly encourages investment in local food business activity through the waiving of annual registration renewal fees for (i) all fixed-premises food businesses (resident and non-resident businesses alike) and (ii) mobile-premises food businesses for permanent residents. The influx of additional food business activity into the municipality precipitated by this approach over recent years has been positively received; diversifying the local hospitality market and complementing the local and visitor eating experience alike. Continued support for this model is

recommended, highlighting Council's advocacy toward encouraging investment by locals in local business activity.

A modest increase of approximately 5% for all food business fees and charges which attract a charge is recommended for the 2024/25 financial year, aligning cost recovery of the service with Council's budgeted employee cost increases for the same period.

The proposed Schedule of Fees for food business registrations in the 2024/25 financial year is tabled below:

SCHEDULE OF FEES – Food Business	Current 2023/24 Fees	Proposed 2024/25 Fees
Food Business Registration – Non-Mobile (Fixed) Premises:		
New Food Business (Annual Registration)	\$185	\$195
Renewal of existing Food Business (Annual Registration)	Nil	Nil
Temporary Registration (Single Event - Permanent Resident of Dorset)	Nil	Nil
Food Business Registration – Mobile Premises (Permanent Resident of Dorset):		
New Food Business (Annual Registration)	\$185	\$195
Renewal of existing Food Business (Annual Registration)	Nil	Nil
Temporary Registration (Single Event)	\$35	\$37
Food Business Registration – Mobile Premises (Non-Permanent Resident of Dorset):		
New Food Business (Annual Registration)	\$185	\$195
Renewal of existing Food Business (Annual Registration)	\$185	\$195
Temporary Registration (Single Event)	\$35	\$37
Food Business Registration – Charitable Cause:		
Community Organisation or Charitable Event Applicants	Nil	Nil
Food Business Registration – Other:		
Food Business Inspection	\$90	\$95

Recommendation

That Council adopt the Schedule of Fees payable for food business registrations for the 2024/25 financial year as tabled:

SCHEDULE OF FEES	Proposed 2024/25 Fees
Food Business Registration – Non-Mobile Premises:	
New Food Business (Annual Registration)	\$195
Renewal of existing Food Business (Annual Registration)	Nil
Temporary Registration (Single Event - Permanent Resident of Dorset)	Nil
Food Business Registration – Mobile Premises (Permanent Resident of Dorset):	
New Food Business (Annual Registration)	\$195
Renewal of existing Food Business (Annual Registration)	Nil
Temporary Registration (Single Event)	\$37
Food Business Registration – Mobile Premises (Non-Permanent Resident of Dorset):	
New Food Business (Annual Registration)	\$195
Renewal of existing Food Business (Annual Registration)	\$195
Temporary Registration (Single Event)	\$37
Food Business Registration – charitable cause:	
Community Organisation or Charitable Event Applicants	Nil
Food Business Registration – Other:	
Food Business Inspection	\$95

Purpose

The purpose of this agenda item is to adopt the Council’s Playground Facility Audit Report (the Report) for the Dorset Municipality.

Background

The Report was identified as a key project as part of the Dorset Council Priority Projects Plan 2023-2025 and was developed in order to identify gaps and opportunities and inform decisions for the strategic upgrade and development of existing and future facilities.

The Report process identified the community’s thoughts on the most important elements required of playgrounds and provided suggestions for improvements across Dorset’s playgrounds.

Planning, Environment & Statutory Requirements

Australian Standard for playground equipment - AS 4685:2021.

Strategic and Annual Plan

Dorset Council Strategic Plan (2023 – 2032), Imperatives 4.1 and 8.3

- Priority Projects Plan 2023-2025 – Project 14

Financial & Asset Management Implications

The report outlines future projects that require costings and future budget consideration.

Community Considerations

The development of the Report was undertaken in three stages:

Inventory and Playground Review:

A desktop analysis was conducted to identify the equipment elements in each playground and gather information regarding age of equipment and approximate lifespan. Community demographics, including the breakdown of age groups per town was also researched and analysed. Equipment was attributed to a target age group/s based on manufacturer’s recommendations and grouped by individual play space. Site inspections were conducted where necessary to determine equipment condition.

Community Consultation:

Community consultation was undertaken from Wednesday 31 October to Friday 8 December 2023. It consisted of:

- Staff consultation – works and infrastructure staff were consulted in order to understand gaps and opportunities from a maintenance and construction perspective
- Online community survey - A total of 31 responses were received via the online survey.

- Design a Playground Competition - A total of 24 entries were received from young people across the municipality for the competition.
- The Draft Playground Facility Audit Report and recommendations were endorsed for community consultation at the 18 March 2024 Council Meeting. The feedback period remained open until Wednesday 10 April 2024 and received a total of 3 responses.

Consolidation of Information and Report Development

The Report was developed utilising funds from the Lift Local Grant.

Officer's Comments

There are 25 playground facilities across Dorset representing significant Council investment that is required for the facilities to be properly managed, to ensure that the needs of the community continue to be met and to ensure the best value for the available resources. The Report outlines strategies and recommendations for future upgrades and developments associated with Dorset playgrounds.

Information and data collated during the development of the Report has already been utilised to obtain funding for a Playground Upgrade Project through the Open Spaces Grants Program (Round 1) which will see upgrades to three playgrounds across the municipality (Children's Reserve, Scottsdale, Branxholm Park and Winnaleah Park). The Report will be instrumental in ensuring Council have shovel ready projects going forward and can allocate and attract future funding and resources as required.

The draft Playground Facility Audit Report and recommendations were circulated for community consultation from 18 March 18 to 10 April 10. The following 3 responses were received:

- re-prioritise upgrades to the Tomahawk Playground and including improved basketball half court spaces across the region.

OUTCOME: This has been included in the Report as a medium term recommendation (within the next 1-2 years)

- include an accessible swing in the Children's Reserve, Scottsdale plus additions of equipment for younger age groups and sensory play. Fencing was also seen as a beneficial inclusion to increase safety at parks.

OUTCOME: The Report that was subject to community consultation included parts of this submission, however the final Report now captures the full submission.

- when considering gardens, include (preferably) natives and utilising a mixed size of plants with some trees for shade.

OUTCOME: The submission has been captured in the final Report.

Accessible features such as sensory play and additional equipment for the younger age groups was already flagged as part of the audit with the Report updated to make this focus clearer. The need for new and improved basketball half courts are a theme across Dorset.

The Report recommendations have been used to inform budget discussions for 2024/25 and will be used to inform future asset management planning and funding opportunities. Costings will also be utilised in Council's Long Term Financial Plan. The Report is available in the agenda attachments.

Recommendation

That Council adopt the attached Playground Facility Audit Report, Version May 2024.

Purpose

The purpose of this agenda item is for Council to sign a Memorandum of Understanding (MoU) with the Tasmanian State Emergency Service (SES) for three years from 1 July 2024 to 30 June 2027.

Background

The SES is a division of the Department of Police, Fire and Emergency Management. The SES are equipped to provide emergency response services for severe storms and floods, road crash rescue, and a range of other general rescue. For the Dorset municipality these general rescue efforts includes the extraction of injured mountain bike riders from the Blue Derby mountain bike trails. While some of the roles within the SES are paid roles, much of the service is delivered through volunteers.

Historically, Council has provided direct financial support for the Dorset Volunteer SES Unit with the provision of a 2010 Fuso Mitsubishi truck, a 2016 Isuzu D-Max Crew Cab ute and a 2021 storm / lighting trailer. Council have also funded the provision and maintenance of the Dorset Volunteer SES Unit, which included maintenance of these vehicles and equipment, at an average cost to Council of \$15,770 per annum from 2018 – 2023. In 2023, Council entered into discussions with the SES to formalise the agreement between the two parties via a MoU to clearly define the responsibilities of the SES and Council, in relation to the provision and maintenance of the Dorset Volunteer SES Unit.

During this time, the Tasmanian Government were undertaking a review of the Fire Service Act where it was proposed that under a new Act - the Fire and Emergency Services Act - the Tasmania Fire Service and the SES would combine, but still retain their own individual identities. Council determined that during this review period it would be prudent to put the MoU discussions with the SES on hold, however Council continued to fund the Dorset Volunteer SES Unit informally.

The Fire and Emergency Services reform has paused and it is unclear if, when and in what form it will recommence. Given the uncertainty around timeframes and the need to continue the operations of the Dorset Volunteer SES Unit, and provide funding certainty of the Unit, it is recommended that Council enter into a MoU with the SES for three (3) years from 1 July 2024 – 30 June 2027 to fund the Dorset Volunteer SES Unit as follows:

- \$15,000 in 2024/25; and
- \$15,750 in 2025/26; and
- \$16,500 in 2026/27; and
- Council gift the following assets (identified below) as supplied to the Dorset Volunteer SES Unit which have a written down value of \$28,956 as at 30 June 2024 on Council's asset register.

Registration	Asset Description
B54WG	2010 Fuso Mitsubishi Canter 3.0 Truck
F01GI	2016 Isuzu D-Max Crew Cab Ute
Y66QW	2021 Storm / Lighting Trailer

Planning, Environment and Statutory Requirements

Emergency Management Act 2006

Risk Management

There is a risk that the State Government initiate another review of the Fire Service Act which may change the funding mechanism of the SES on a state-wide basis. The mitigation put into place by Council and SES within the MoU is the inclusion of a termination clause as follows:

Clause 19: "Either party reserves the right to terminate this MoU at any time. Either party wishing to terminate this MoU must provide the other party with written notice."

Strategic and Annual Plan

Dorset Council Strategic Plan (2023 – 2032), Imperative 9.2.

Community Considerations

The Dorset Volunteer SES Unit provide an extremely important service for the community and much of the operations are undertaken by a committed volunteer base. The *Emergency Management Act 2006* specifies the legislative responsibilities of Council, including the requirement for Council's to fund the provision and maintenance of local SES Units.

Financial and Asset Management Implications

See background above for budgetary impacts on Council's 2024/25 Budget Estimates and Long Term Financial Plan. Under the previous informal funding arrangement, Council paid expenditures for the SES Unit as and when they came due with no cap. This MoU provides funding certainty for both parties, and a funding cap for Council. In relation to the motor vehicles and the trailer once they are gifted, future capital replacements are the responsibility of the Tasmanian SES.

Officer's Comments

The purpose of a MoU is to define the responsibilities of the SES and Council, in relation to the provision and maintenance of the Dorset Volunteer SES Unit. It will give both parties funding certainty for budget estimates. An MoU sets the intent and clarity for both parties, however the document is not legally binding, and thus if a future review of the Fire Service Act is conducted by the State Government, this MoU can be terminated accordingly by either party.

Recommendation

That Council:

1. Enter into a Memorandum of Understanding with the Department of Police, Fire and Emergency Management for three (3) years from 1 July 2024 – 30 June 2027 to fund the Dorset Volunteer SES Unit as follows:
 - \$15,000 in 2024/25
 - \$15,750 in 2025/26
 - \$16,500 in 2026/27
2. Gift the following Council assets as supplied to the Dorset Volunteer SES Unit:

Registration	Asset Description
B54WG	2010 Fuso Mitsubishi Canter 3.0 Truck
F01GI	2016 Isuzu D-Max Crew Cab Ute
Y66QW	2021 Storm / Lighting Trailer

3. Write down the assets identified in point (2.) as at 1 July 2024 and recognise a “loss on disposal” of \$28,956 in the 2024/25 Budget Estimates.

Purpose

The purpose of this report is to review Policy No. 9 - Risk Management (the Policy).

Background

The Policy was originally adopted in October 2003 and was last reviewed June 2022.

The review of Council's Risk Management Framework (the Framework) and Policy was included in Council's 2023/24 Annual Plan in the September 2023 quarter. With a Board of Inquiry (BoI) into Dorset Council announced on the 2 August 2023, it was recommended by management that the review of Council's overall risk management be deferred to the June 2024 quarter. This date was seen to better align to the initial BoI deadline, whereby the Board was required to hand down their report to the Minister at the end of February 2024. The reason for the recommended deferral was the possibility that the BoI may suggest performance improvement orders that may impact Council's overall Framework. This recommendation for deferral was adopted by the Commissioner at the 21 August 2023 Council Meeting on condition that management present Council's overall Framework and practices at a future Council Workshop.

Since the adoption of the deferral in the August 2023 Council Meeting, the State Government has extended the timeframe of the BoI report to the Minister to the end of April 2024. With this in mind a full review of Council's Framework and Policy has been undertaken by Council Officers. Council Officers have presented the Framework and Policy, and attained feedback from Council in the 4 September 2023 and 9 April 2024 Council Workshops, and from the Audit Panel on 24 October 2023 and 30 April 2024.

Any future findings by the BoI that may impact Council's Framework and Policy, will be reviewed and overlaid into Council's practices as required.

Planning, Environment and Statutory Requirements

- *Work Health & Safety Act 2012*
- AS/NZS ISO 31000 Risk Management Standards

Risk Management

It is critical that Council operations and Councillors have a full understanding and agreement on Council's strategic risks, both current and potential future risks. These risks must be balanced with Council's risk appetite and risk tolerance.

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

The Policy is scheduled for review every three years.

Strategic and Annual Plan

- 2023/24 Annual Plan, Activity 18, Risk Management Policy Review
- Strategic Plan (2023-2032) – Imperatives 10.1 and 10.2

Community Considerations

Council is committed to proactively manage risks that may arise from all Council activities. Council endeavours to ensure a safe environment and facilities are provided for the community, employees and contractors through the implementation of risk mitigation policies, practices and procedures.

Financial and Asset Management Implications

Council Strategy, the Framework and Council's Financial Management Strategy have clear linkages with each of the three reports informing the other.

Officer's Comments

The proposed changes to the Policy encompass feedback from Council Officers, Council and the Audit Panel, along with material changes to the Framework. The key changes to the Policy are as follows:

1. Council's risk register will include performance standards linked to Council's controls in place to mitigate risk. These performance standards will include intended outcomes, performance measures, performance criteria and measurement tools.
2. Council Officers will ensure Councillors are kept informed of changes in Council's strategic risks that may materially impact Council's Strategic Plan or policy development.
3. The General Manager's responsibilities have been updated in the Policy.
4. Clearly defining responsibilities of the Risk Management Committee (Council's Audit Panel serves as the Risk Management Committee) to provide clarity that the Audit Panel provides "*Review and oversight of Risk Management*" as opposed to "*co-ordinating and facilitating risk management*". The latter is the role of Council's management team and operations.

The revised Policy reflects Council's Framework and ensures risk management and mitigation is clearly embedded in strategy development and operations.

A copy of the recommended revised Policy (track changed) is included in the agenda attachments.

Recommendation

That Council adopt the attached revised Policy No.9 - Risk Management.

Purpose

The purpose of this report is to propose that Policy No. 16 – Electronic Communications (the Policy) be rescinded.

Background

The Policy was originally adopted in October 2003 and was last reviewed in May 2019. A copy of the Policy is available in the attachments.

The Policy was adopted as part of a broad review and replacement of Council’s existing suite of policies in 2003. The scope of the Policy originally only applied to employees as *users* of Council’s internet and email facilities. The scope was eventually expanded in 2014 to include Councillors in the definition of *users*.

It appears that the Policy was introduced in response to emerging cyber security risks relating to the introduction and advancement of internet and email technology.

Planning, Environment and Statutory Requirements

- *Local Government Act 1993*
- *Personal Information Protection Act 2004 (Tas)*
- *Right to Information Act 2009 (Tas)*

Risk Management

The Policy is a risk control that manages the risk of inappropriate use of Council’s internet and email facilities. Before rescinding the Policy, Council must be comfortable that there are other controls in place that appropriately mitigate this risk.

If the Policy is rescinded, the following risk controls remain in place:

- Cyber Security Policy (operational)
- Social Media Policy and Risk Assessment (operational)
- Communications Policy (operational)
- Employee Conduct Policy (operational)
- Disciplinary Policy (operational)
- Social Media Policy (public)
- Councillor Code of Conduct (public)
- Payment of Councillor Expenses and Provision Facilities Policy (public)
- Personal Information Protection Policy (public)
- Council’s Risk Management Framework
- In-house Cyber Security Training

Strategic and Annual Plan

- Strategic Plan (2023-2032) – Imperatives 10.1 and 13.1
- 2023/24 Annual Plan, Activity 19, Electronic Communications Policy Review

Community Considerations

N/A

Financial and Asset Management Implications

N/A

Officer's Comments

The Policy primarily governs the use of internet and email facilities by employees. Therefore, it is proposed that the Policy be rescinded and that the content continues to be managed via the various documents listed in the Risk Management section of this report. This will enable the efficient review of the content as required in relation to emerging cyber risks.

As the scope of the Policy also applies to Councillors, it is recommended that the following wording be added to Policy 2 – Payment of Councillor Expenses and Provision of Facilities if the recommendation is adopted:

Councillors who are provided with a laptop or similar device will be required to use that device in accordance with the terms contained within Council's operational Cyber Security Policy and any relevant user agreements. A copy of the Cyber Security Policy will be provided to Councillors upon commencement of each term of office and as otherwise reviewed throughout the term.

Recommendation

That Council:

1. Rescind Policy No. 16 – Electronic Communications.
2. Adopt the attached revised Policy No. 2 – Payment of Councillor Expenses and Provision of Facilities.

Purpose

The purpose of this agenda item is to table a copy of a Code of Conduct Panel Determination Report, dated 22 April 2024, in response to a complaint made against Councillor Greg Howard by Dr Vincent Teichmann.

Background

On 20 September 2023, Dr Vincent Teichmann 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 20 February 2023:

Part 1 – Decision Making

1. A councillor must bring an open and unprejudiced mind to all matters being decided upon in the course of his or her duties, including when making planning decisions as part of the Council's role as a Planning Authority.
2. A councillor must make decisions free from personal bias or prejudgement.
3. In making decisions, a councillor must give genuine and impartial consideration to all relevant information known to them, or of which they should have reasonably been aware.

Part 7.1 – An elected member –

- (a) –
- (b) must not cause any reasonable person offence or embarrassment;

Part 8 – Representation

4. A councillor must clearly indicate when they are putting forward their personal views.
6. A councillor must show respect when expressing personal views publicly.

The Chairperson of the Code of Conduct Panel (the Panel) determined in her assessment that the complaint disclosed possible breaches of the following additional clauses of the Code:

Part 8 - Representation

1. When giving information to the community, a councillor must accurately represent the policies and decisions of the council.
2. -
3. –
4. A councillor must clearly indicate when they are putting forward their personal views.
5. –
6. -

The alleged breach relates to comments made by Councillor Howard when answering questions asked by Dr Teichmann and various members of the public during public question time at the ordinary meeting of Dorset Council held on 20 February 2023.

The Chairperson while undertaking an initial assessment of the assessment in accordance with the requirements of Section 28ZA of the *Local Government Act 1993* (the Act), allegations that Parts 1.1, 1.2, 1.3, 7.1(b) and 8.6 had been breached were dismissed.

The Chairperson informed the complainant and the respondent on 27 October 2023 that she had assessed the complaint and that the alleged breaches of Part 8.1 and Part 8.4 would be investigated and determined.

The Panel based its investigation on documentation provided by Dr Teichmann and Councillor Howard in relation to the alleged breach of Part 8.1 and Part 8.4 and determined to dismiss the complaint against Councillor Howard.

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 dismissed, therefore the lodgement fee has been retained by Council.

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, dated 22 April 2024, in relation to a complaint made by Dr Vincent Teichmann against Councillor Greg Howard.

Item 100/24 **Closure of Meeting to the Public**

Recommendation

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

Time Meeting Closed to the Public:

CLOSED SESSION AGENDA ITEMS

Item 101/24 **Confirmation of Ordinary Council Meeting Closed Session Minutes – 22 April 2024**

Purpose

To confirm the Minutes of Proceedings of the Dorset Council Ordinary Meeting Closed Session held on 22 April 2024.

Item 102/24 **Varied General Rate Remissions**

Purpose

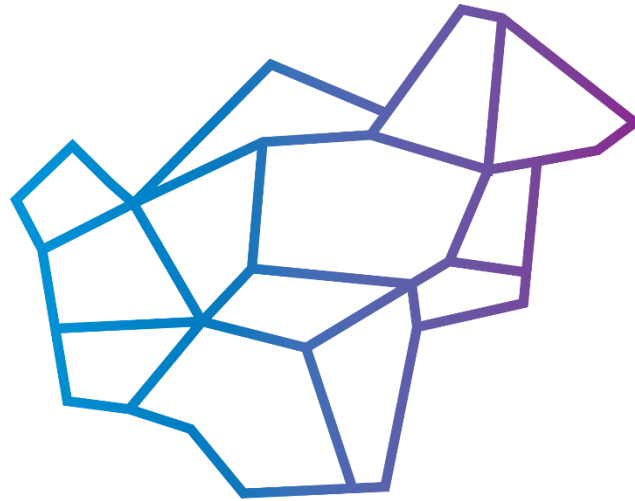
The purpose of this agenda item is to seek approval from Council to provide remission of the Varied General Rate for properties identified in accordance with Section 129 of the *Local Government Act 1993*.

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

“15 (2)(g):

information of a personal and confidential nature or information provided to the council on the condition it is kept confidential”

Time Meeting Closed:



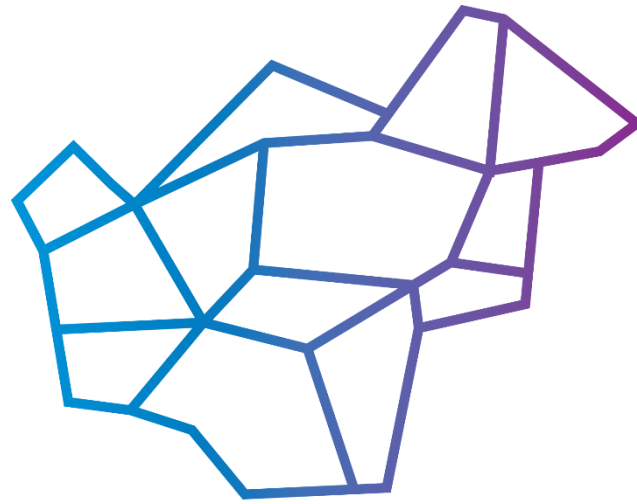
dorset
C O U N C I L

Ordinary Council Meeting

Agenda Attachments

20 May 2024

it's in the making



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C O U N C I L

UNCONFIRMED

Minutes

Council Meeting

22 April 2024

COUNCIL CHAMBERS

it's in the making

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Council Meeting Minutes 22 April 2024

Meeting Opened: 6:00 pm

Present: Commissioner Andrew Wardlaw

General Manager: John Marik, Director – Infrastructure: Michael Buckley, Acting Director – Corporate Services: Lauren Tolputt, Consultant Town Planner: George Walker, Executive Assistant: Sarah Forsyth

Apologies: Assistant General Manager / Director – Community & Development: Rohan Willis

Acknowledgement of Country

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

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

Item 58/24 **Confirmation of Ordinary Council Meeting Minutes – 18 March 2024**
Ref: DOC/24/3161

The Chair reported that he had viewed the minutes of the Ordinary Meeting held on Monday, 18 March 2024 finds them to be a true record and recommends that they be taken as read and signed as a correct record.

DECISION

MOVED / SECONDED: Commissioner Wardlaw

That the Minutes of Proceedings of the Dorset Council Ordinary Meeting held on 18 March 2024 having been circulated to the Commissioner, be confirmed as a true record.

CARRIED

Item 59/24 Confirmation of Agenda

DECISION

MOVED / SECONDED: Commissioner Wardlaw

That Council confirm the Agenda and order of business for the 22 April 2024 Council Meeting.

CARRIED

Item 60/24 Declaration of an Interest of the Commissioner or Close Associate

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

INTEREST DECLARED

Nil

Item 61/24 Commissioner Communications

Commissioner Wardlaw's Calendar | 14 March 2024 – 17 April 2024

March 2024

- 14 Local Government Association of Tasmania General Meeting with General Manager, Wrest Point, Hobart
- 14 TasWater Owners Representative Group General Discussion Meeting, Hobart
- 18 Weekly meeting with the Management team where the following was discussed
- 18 Meet and Greet, Branxholm Hall with the Management team
- 18 March Council Meeting, Branxholm Hall
- 19 Phone call with ratepayer
- 20 Scottsdale Visitor Information Centre Volunteers Annual Meeting, with the General Manager, Information Centre, Scottsdale
- 21 Meeting with ratepayers, Council Chambers
- 21 Visit Northern Tasmania and Tasmanian Hospitality Association's Great Customer Experience Program Networking Event, Bo & Barn, Jetsonville
- 27 Meeting with Tania Rattray MLC with Director – Infrastructure, Scottsdale
- 27 Site visit to ratepayer property with Assistant General Manager, Ringarooma
- 27 Barry Jarvis Education Scholarship discussion with Elizabeth Hadley, Council Chambers
- 28 MAST Drop-In Session – Bridport Pier, Bridport Hall

April 2024

- 8 North East Tasmania Chamber of Commerce meeting with General Manager, Scottsdale
- 9 April Council Briefing Workshop, Council Chambers

- 10 Future-Links Gladstone meeting, Gladstone Hall
- 11 Meeting with Frost Transformation with General Manager, Launceston Library
- 15 Meeting with Tasmania Irrigation with General Manager, Tas Irrigation Office, Launceston Airport
- 17 Meeting with Vena Energy with General Manager and Assistant General Manager, Council Chambers
- 17 Meeting with TasWater with the General Manager, Council Chambers

Item 62/24 Management Team Briefing Report

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

DECISION

MOVED / SECONDED: Commissioner Wardlaw

That Council receive and note the Management Team Briefing Report.

CARRIED

Item 63/24 Council Workshops Held Since Last Council Meeting

9 April | Briefing Workshop

Item 64/24 Applications for Leave of Absence

Nil

Item 65/24 Public Question Time

The following question has been received on notice:

Karl Willrath, Scottsdale | 6 April 2024

Further to publication in last month's agenda of the types and amount of obesogenic foodstuffs that continue to be sold at the Scottsdale pool, apparently under the guise of financial efficiency which is coming at a great cost to the health and safety of the community. As the scope of health and safety officers clearly needs to be broadened, can Dorset apply to Equal Opportunity Tasmania for an exemption under the anti-discrimination act so they can advertise and employ work place health and safety officers that are within the healthy body mass index (BMI) guidelines?

Supporting argument

In its simplest form the storage of excess adipose tissue is induced via two main drivers, people move less and they also consume more. The stimulus to cause people to do this are multiple, some identified while others are not. The standardised mantra of health and safety officers over the years is to stop and assess the danger just to be "safe". Because of this and other factors, the obesity pandemic is actually self-

perpetuating. Owing to their actions and inactions, governments at all levels have directly and indirectly mandated this pandemic.

A recent road safety report conducted by the legislative council highlighted this point. At no point did the committee take into account the obesity pandemic. From cognitive decline (dementia) induced via type two diabetes, practicalities of handling and transporting obese casualties, recorded lower seatbelt use of the obese, higher casualty and death due to sheer mass (body mass) etc. and obvious consequences of drive through obesogenic foodstuff sale points, road signing and road systems to facilitate easy if not mandatory access and consumption e.g. child pester power. The road safety report is defective to the point it should not have been tabled or at the very least, the deficiency declared.

[Road safety report](#)

Note: as the BMI is still only used as a rule of thumb guide and it is not beyond the realms of possibility that a big brained, big boned individual may wish to argue the point on their application, it would be prudent to state that the successful applicant may be subject to a DEXA scan.

Response from General Manager, John Marik:

Dorset Council will not apply to Equal Opportunity Tasmania for an exemption under the Anti-Discrimination Act to allow Council to then advertise and employ work place health and safety officers that are within the healthy body mass index (BMI) guidelines for the following reasons:

1. Under the Anti-Discrimination Act the protected attribute is disability and being overweight, even obese, has not been recognised in Australia as a disability, and it would not likely fall within the definition of disability under the Act.
2. Your suggested approach to hire based on BMI exposes Council to legal risk under Workplace Health and Safety (WHS) law. WHS laws impose a positive obligation on the Council to prevent psychosocial hazards. This also applies to Council's recruitment process. Body shaming including fat shaming, subjects a person to humiliation and criticism for their bodily features. This sort of behaviour creates psychosocial risk and potentially physical risk because it can result in negative emotional effects, including lowered self-esteem and the development of issues such as eating disorders, anxiety, body image disturbance, body dysmorphic disorder and depression. There are some roles where there are legitimate WHS reasons why a person's weight may be relevant and need to be managed from a WHS point of view, either by imposing a precondition or by a fitness for work process. Unless a certain weight restriction has to apply as an inherent requirement of a role at Council for a safety reason, Council will not impose a restriction within the recruitment process based on a person's weight.
3. Your suggested approach does not align with organisational values, or the culture I want for this organisation. I want a high performance culture of engaged, motivated and passionate individuals that want to make a difference for the community. I want a culture of respect for people and a culture that provides equal opportunity. This approach will result in a team that has diversity of thought, diversity of approach, diversity of knowledge and diversity of skillset. I have a vision for Council to be an employer of choice in Dorset, the employer that local talent is proud to be part of and one that the community aspire to be part of. This means attracting the best and brightest thinkers and giving clear pathways for local talent so that we do not lose people to other regions, which includes moving away from Dorset or Tasmania. Discriminating against certain attributes, including physical attributes, will not assist Council to attain this vision.

Karl Willrath, Scottsdale | 12 April 2024

In the previous 12 months how many randomised alcohol and other drug tests were performed on Dorset Council employees, including all levels of office staff and commissioner Wardlaw in line with current acceptable practice for work place health and safety? What was the full breakdown of drugs detected and what action was taken?

Response from General Manager, John Marik:

Dorset Council have not undertaken any random drugs or alcohol testing of staff, or the Commissioner, in the previous 12 months.

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

Karl Willrath, Scottsdale

What are the obesity statistics in the Dorset area for the last five years?

Response from General Manager, John Marik:

Council has attained the “Community Health Check 2023: Dorset LGA” (referred to below as “the report”) from Health Consumers Tasmania. This report will be forwarded to Mr Willrath. Primary Health Tasmania are the authority that prepares this report. Mr Willrath can request past years reports directly from Primary Health Tasmania, with contact details included in the report.

Mayor Howard continually spruiked about how the Scottsdale pool was going to be an asset for the health of the community. But it turned out, management has used the sale of obesogenic foodstuffs in the middle of an obesity pandemic in an attempted to prop up a loss making venture and then brag to the community that admission to the pool is free. When I asked a question on notice for that may have gone some way to deal with an inherent bias or conflict of interest, GM Marik conflated issues and went off on a tangent with his answer.

Could Commissioner Wardlaw write to Premier Rockliff and cite this interesting episode as evidence that a dedicated minister for science is an absolute imperative to have in any modern society?

Response from Commissioner Andrew Wardlaw:

It is unclear to me how a dedicated Minister for Science would impact operational decisions at the Scottsdale Aquatic Centre. As Commissioner of the Dorset Council, I do not find it necessary to correspond directly with the Premier regarding his appointment of ministerial portfolios. However, if you hold a strong view, I encourage you to advocate for the recognition of science by reaching out directly to the Premier's Office or through your local Members of Parliament.

Item 66/24**Deputations**

Nil

Item 67/24**Commissioner Question Time**

The following questions were received without notice from the Commissioner:

Nil

Item 68/24**Notices of Motion by the Commissioner**

Commissioner Wardlaw foreshadowed a Notice of Motion for the 20 May 2024 Council Meeting relating to the Derby Back Road speed limit.

**** Council acted as a Planning Authority for Item 69*

Item 69/24**Planning Application – 12 Lot Subdivision and Construction of Vehicle Access and Crossings | 61 Henry Street, 31 Marilyn Drive and Wildflower Reserve BRIDPORT**

Reporting Officer: Consultant Town Planner, George Walker

Ref: DOC/24/4632 | Assessment Report: DOC/24/4634 | PLA/2024/1310

Purpose

The purpose of this report is for Council to determine a planning application submitted by PDA Surveyors, Engineers and Planners on behalf of Barnett and Stanford Pty Ltd for the subdivision of one (1) lot into twelve (12) lots at 61 Henry Street, Bridport.

Recommendation

It is recommended that the proposal for 12-lot subdivision and construction of vehicle access and crossings at the subject land, be approved subject to the following conditions:

1. Basis of Approval

The use 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/2024/1310). 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 Submission to Planning Authority Notice issued by TasWater dated 9 April 2024 (Reference No. TWDA 2024/00358-DC, copy attached to this permit).

3. Bushfire Hazard Management Plan

(a) The development must comply with the Bushfire Hazard Management Plan, and associated supporting content, provided within the 'Bushfire Hazard Management Report: Subdivision' prepared by Scott Livingston of Livingston Natural Resource Services, dated 13th November 2023, copy of which is attached to this permit.

(b) Prior to the sealing of the Plan of Survey of any approved lot, documentation must be provided to the satisfaction of Council's Town Planner that demonstrates:

(a) fire hydrants have been installed for the development with the required pressure in accordance with the endorsed Bushfire Hazard Management Plan; or

- (b) an accredited person under Part 4A of the *Fire Service Act 1979* certifies that a static water supply for fire-fighting purposes is capable of being provided for each approved lot in accordance with all applicable requirements of the Bushfire-Prone Areas Code under the Tasmanian Planning Scheme.

4. Road Construction (Maxwell Street / Henry Street Extension)

- (a) The road must be fully sealed and constructed, from the road verge of Henry Street, complete with kerb and channel, in accordance with Council's urban road standards.
- (b) All works described in (a) above must be undertaken by, or under the supervision of, a tradesman/contractor who is registered with the Council as a "Registered Contractor", or a person who is otherwise approved by the Council's Town Planner to undertake the works. Prior to the commencement of any works, the Council's Director of Infrastructure must be notified of the contractor's name and registration number. The Council's Director of Infrastructure must also be informed of the commencement date, duration and nature of the works.
- (c) As constructed designs of all completed works in (a) above must be prepared and certified by a Practising Engineer. All works in (a) above must be carried out to Council's standards, to the satisfaction of the Council's Town Planner and under the direct supervision of a qualified civil engineer. Certification that all works have been carried out in accordance with the approved engineering design plans and to Council's standards will be required to be submitted to the Council's Director of Infrastructure prior to issue of the Certificate of Practical Completion.
- (d) All necessary line marking and signage (including street name signage) to be provided for the road must be completed/installed to the satisfaction of the Council's Director of Infrastructure.
- (e) Prior to the sealing of the Plan of Survey of any approved lot, works and requirements identified in (a), (b), (c), and (d) above must be completed to the satisfaction of the Council's Town Planner.

5. Stormwater Management

- (a) A public drainage system to drain the road, footpath, nature strips within the road reserve and all land draining onto the road reserve must be provided within the subject land.
- (b) A DN 100 connection must be provided to the lowest point of each approved lot.
- (c) Drainage works must be constructed between the subject land and the nominated point of discharge (as identified in Drawing No. 48786CW SW 103 and Drawing No. 48786CW SW 102, each dated 01 November 2023). Drainage works must be designed and constructed to the satisfaction of Council's Town Planner.
- (d) Prior to the commencement of the applicable works identified in (a), (b) and (c), preliminary design plans prepared and certified by a Practising Engineer for the applicable works identified in (a), (b) and (c) above must be submitted to the Council's Town Planner and prepared to the satisfaction of the Council's Town Planner for approval.
- (e) Prior to the sealing of the Plan of Survey of any approved lot, works and requirements identified in (a), (b), (c) and (d) above must be completed to the satisfaction of the Council's Town Planner.

6. Construction of Driveways

- (a) Vehicle access to each lot must be fully sealed and constructed, from the road verge to property boundary of each lot, in accordance with Council's urban roads driveways standards.

- (b) All works described in (a) above must be undertaken by, or under the supervision of, a tradesman/contractor who is registered with the Council as a "Registered Contractor", or a person who is otherwise approved by the Council's Director of Infrastructure to undertake the works. Prior to the commencement of any works the Council's Director of Infrastructure must be notified of the contractors name and registration number. The Council's Director of must also be informed of the commencement date, duration and nature of the works.
- (c) As constructed designs of all completed works in (a) and (b) above must be prepared and certified by a Practising Engineer. All works in (a) must be carried out to Council's standards, to the satisfaction of the Council's Director of Infrastructure under the direct supervision of a qualified civil engineer. Certification that all works have been carried out in accordance with the approved engineering design plans and to Council's standards will be required to be submitted to the Council's Director of Infrastructure prior to issue of the Certificate of Practical Completion.
- (d) Prior to the sealing of the Plan of Survey of any approved lot, works and requirements identified in (a), (b) and (c) must be completed to the satisfaction of the Council's Town Planner.

7. Demolition

Any demolition works must ensure the protection of property and services which are to either remain on or adjacent to the site from interference or damage.

8. Easements

Easements are required over all Council and third party services located in private property. The incorporation of any necessary easements including drainage easements over sewer and storm water pipelines are to be shown. Easements must include any overland drainage paths where concentrated water runs. The minimum width of any easement must be 3 metres for Council (public) mains.

9. Covenants

Covenants or similar restrictive controls must not be included on or otherwise imposed on the titles to the lots created by the subdivision permitted by this permit unless:

- (a) such covenants or controls are expressly authorised by the terms of this permit; or
- (b) such covenants or similar controls are expressly authorised by the consent in writing of the Council; or
- (c) such covenants or similar controls are submitted for and receive written approval by Council prior to submission of a Plan of Survey and associated title documentation is submitted to Council for sealing.

10. Conveyance of Road

All roads in the Subdivision must be conveyed to the Council upon the issue, by the Council's Director of Infrastructure, of the Certificate under Section 10 (7) of the *Local Government (Highways) Act 1982*. All costs involved in this procedure must be met by the person responsible.

11. Payment In Lieu of Public Open Space

Prior to the sealing of the Plan of Survey, the person responsible must pay to the Council a sum equivalent to 7/12ths of 5% of the unimproved value of the approved lots, as determined by either:

- (a) a registered land valuer procured at the expense of the person responsible; or
- (b) a fresh valuation, undertaken within the previous two years of date of this permit, by the Valuer-General of Tasmania.

12. Completion of Works and Construction Documentation

- (a) All works required by Conditions 4, 5, and 6 above must be carried out to Council standards and to the satisfaction of Council's Town Planner.
- (b) Construction documentation sufficient to illustrate that the works are completed in accordance with Council standards and are locatable for maintenance or connection purposes must be provided to the satisfaction of Council's Town Planner. The construction documentation is to consist of:
 - i. 'as-constructed' plans, prepared in accordance with Council's standard requirements for as-constructed drawings;
 - ii. compaction and soil test results, where required, for earthworks and pavement works; and
 - iii. an engineer's certificate that each component of the works comply with the approved engineering plans and Council standards.

13. Sealing Plans of Subdivision

No Plan of Survey will be sealed for any approved lot until the following matters have been completed to the satisfaction of the Council's Town Planner and made at cost to the person responsible:

- (a) the satisfactory completion of public and private infrastructure and service works/installation in accordance with the Council's and any other responsible authority/s requirements (including the provision of engineering certification where required); and
- (b) any payment or action required by a planning permit condition to occur prior to the sealing of the Final Plan of Survey.

14. Final Plans

Subject to satisfying Condition 13, a Final Plan of Survey and three (3) copies are to be lodged, for the respective stage, for the approval of the Council.

NOTE: For the purpose of this permit "the person responsible", depending on the context, means:

- (a) the person who has and takes the benefit of this permit for the undertaking of the use or development authorised pursuant to it;
- (b) the person or persons who undertake development or use pursuant to this permit; and
- (c) servants, agents and contractors, in each case of such persons.

Amended Recommendation – Commissioner Wardlaw

Inclusion of new Condition No. 13 and subsequent changes to following conditions:

13. Conveyancing of Lot 201 (Walkway)

Prior to the submission of the final plan for Council's seal, the final plan of survey must show Lot 201 as being integrated with Lot 8 with the area of land shown as Lot 201 on the approved plan to be delineated and marked within Lot 8 as 'to be acquired by the Highway Authority' pursuant to Section 97(1) of the *Local Government (Building and Miscellaneous Provisions) Act 1993*.

14. Sealing Plans of Subdivision

No Plan of Survey will be sealed for any approved lot until the following matters have been completed to the satisfaction of the Council's Town Planner and made at cost to the person responsible:

- (a) the satisfactory completion of public and private infrastructure and service works/installation in accordance with the Council's and any other responsible authority/s requirements (including the provision of engineering certification where required);
- (b) any payment or action required by a planning permit condition to occur prior to the sealing of the Final Plan of Survey; and
- (c) the satisfactory completion of Condition 13.

15. Final Plans

Subject to satisfying Condition 14, a Final Plan of Survey and three (3) copies are to be lodged, for the respective stage, for the approval of the Council.

DECISION**MOVED / SECONDED: Commissioner Wardlaw**

It is recommended that the proposal for 12-lot subdivision and construction of vehicle access and crossings at the subject land, be approved subject to the following conditions:

1. Basis of Approval

The use 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/2024/1310). 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 Submission to Planning Authority Notice issued by TasWater dated 9 April 2024 (Reference No. TWDA 2024/00358-DC, copy attached to this permit).

3. Bushfire Hazard Management Plan

- (a) The development must comply with the Bushfire Hazard Management Plan, and associated supporting content, provided within the 'Bushfire Hazard Management Report: Subdivision' prepared by Scott Livingston of Livingston Natural Resource Services, dated 13th November 2023, copy of which is attached to this permit.
- (b) Prior to the sealing of the Plan of Survey of any approved lot, documentation must be provided to the satisfaction of Council's Town Planner that demonstrates:

- (a) fire hydrants have been installed for the development with the required pressure in accordance with the endorsed Bushfire Hazard Management Plan; or
- (b) an accredited person under Part 4A of the *Fire Service Act 1979* certifies that a static water supply for fire-fighting purposes is capable of being provided for each approved lot in accordance with all applicable requirements of the Bushfire-Prone Areas Code under the Tasmanian Planning Scheme.

4. Road Construction (Maxwell Street / Henry Street Extension)

- (a) The road must be fully sealed and constructed, from the road verge of Henry Street, complete with kerb and channel, in accordance with Council's urban road standards.
- (b) All works described in (a) above must be undertaken by, or under the supervision of, a tradesman/contractor who is registered with the Council as a "Registered Contractor", or a person who is otherwise approved by the Council's Town Planner to undertake the works. Prior to the commencement of any works, the Council's Director of Infrastructure must be notified of the contractor's name and registration number. The Council's Director of Infrastructure must also be informed of the commencement date, duration and nature of the works.
- (c) As constructed designs of all completed works in (a) above must be prepared and certified by a Practising Engineer. All works in (a) above must be carried out to Council's standards, to the satisfaction of the Council's Town Planner and under the direct supervision of a qualified civil engineer. Certification that all works have been carried out in accordance with the approved engineering design plans and to Council's standards will be required to be submitted to the Council's Director of Infrastructure prior to issue of the Certificate of Practical Completion.
- (d) All necessary line marking and signage (including street name signage) to be provided for the road must be completed/installed to the satisfaction of the Council's Director of Infrastructure.
- (e) Prior to the sealing of the Plan of Survey of any approved lot, works and requirements identified in (a), (b), (c), and (d) above must be completed to the satisfaction of the Council's Town Planner.

5. Stormwater Management

- (a) A public drainage system to drain the road, footpath, nature strips within the road reserve and all land draining onto the road reserve must be provided within the subject land.
- (b) A DN 100 connection must be provided to the lowest point of each approved lot.
- (c) Drainage works must be constructed between the subject land and the nominated point of discharge (as identified in Drawing No. 48786CW SW 103 and Drawing No. 48786CW SW 102, each dated 01 November 2023). Drainage works must be designed and constructed to the satisfaction of Council's Town Planner.
- (d) Prior to the commencement of the applicable works identified in (a), (b) and (c), preliminary design plans prepared and certified by a Practising Engineer for the applicable works identified in (a), (b) and (c) above must be submitted to the Council's Town Planner and prepared to the satisfaction of the Council's Town Planner for approval.
- (e) Prior to the sealing of the Plan of Survey of any approved lot, works and requirements identified in (a), (b), (c) and (d) above must be completed to the satisfaction of the Council's Town Planner.

6. Construction of Driveways

- (a) Vehicle access to each lot must be fully sealed and constructed, from the road verge to property boundary of each lot, in accordance with Council's urban roads driveways standards.
- (b) All works described in (a) above must be undertaken by, or under the supervision of, a tradesman/contractor who is registered with the Council as a "Registered Contractor", or a

person who is otherwise approved by the Council's Director of Infrastructure to undertake the works. Prior to the commencement of any works the Council's Director of Infrastructure must be notified of the contractors name and registration number. The Council's Director of must also be informed of the commencement date, duration and nature of the works.

- (c) As constructed designs of all completed works in (a) and (b) above must be prepared and certified by a Practising Engineer. All works in (a) must be carried out to Council's standards, to the satisfaction of the Council's Director of Infrastructure under the direct supervision of a qualified civil engineer. Certification that all works have been carried out in accordance with the approved engineering design plans and to Council's standards will be required to be submitted to the Council's Director of Infrastructure prior to issue of the Certificate of Practical Completion.
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- (a) such covenants or controls are expressly authorised by the terms of this permit; or
- (b) such covenants or similar controls are expressly authorised by the consent in writing of the Council; or
- (c) such covenants or similar controls are submitted for and receive written approval by Council prior to submission of a Plan of Survey and associated title documentation is submitted to Council for sealing.

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11. Payment In Lieu of Public Open Space

Prior to the sealing of the Plan of Survey, the person responsible must pay to the Council a sum equivalent to 7/12ths of 5% of the unimproved value of the approved lots, as determined by either:

- (a) a registered land valuer procured at the expense of the person responsible; or
- (b) a fresh valuation, undertaken within the previous two years of date of this permit, by the Valuer-General of Tasmania.

12. Completion of Works and Construction Documentation

- (a) All works required by Conditions 4, 5, and 6 above must be carried out to Council standards and to the satisfaction of Council's Town Planner.
- (b) Construction documentation sufficient to illustrate that the works are completed in accordance with Council standards and are locatable for maintenance or connection purposes must be provided to the satisfaction of Council's Town Planner. The construction documentation is to consist of:
 - i. 'as-constructed' plans, prepared in accordance with Council's standard requirements for as-constructed drawings;
 - ii. compaction and soil test results, where required, for earthworks and pavement works; and
 - iii. an engineer's certificate that each component of the works comply with the approved engineering plans and Council standards.

13. Conveyancing of Lot 201 (Walkway)

Prior to the submission of the final plan for Council's seal, the final plan of survey must show Lot 201 as being integrated with Lot 8 with the area of land shown as Lot 201 on the approved plan to be delineated and marked within Lot 8 as 'to be acquired by the Highway Authority' pursuant to Section 97(1) of the *Local Government (Building and Miscellaneous Provisions) Act 1993*.

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No Plan of Survey will be sealed for any approved lot until the following matters have been completed to the satisfaction of the Council's Town Planner and made at cost to the person responsible:

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- (b) any payment or action required by a planning permit condition to occur prior to the sealing of the Final Plan of Survey; and
- (c) the satisfactory completion of Condition 13.

15. Final Plans

Subject to satisfying Condition 14, a Final Plan of Survey and three (3) copies are to be lodged, for the respective stage, for the approval of the Council.

NOTE: For the purpose of this permit "the person responsible", depending on the context, means:

- (d) the person who has and takes the benefit of this permit for the undertaking of the use or development authorised pursuant to it;
- (e) the person or persons who undertake development or use pursuant to this permit; and
- (f) servants, agents and contractors, in each case of such persons.

CARRIED

Item 70/24**Northern Tasmania Development Corporation | Membership Review**

Reporting Officer: General Manager, John Marik

Ref: DOC/24/4347 | NTDC Membership Agreement:

Purpose

The purpose of this agenda item is to recommend Council continue membership with the Northern Tasmania Development Corporation (NTDC) until 30 June 2026 to align with the existing agreements between northern councils and the NTDC.

Recommendation

That Council:

- a. continue membership with the Northern Tasmania Development Corporation to 30 June 2026; and
- b. conduct a review of the Northern Tasmania Development Corporation, no later than 31 March 2026 with the other northern councils, to determine membership value and possible continuation of membership post 30 June 2026.

DECISION**MOVED / SECONDED: Commissioner Wardlaw**

That Council:

- a. continue membership with the Northern Tasmania Development Corporation to 30 June 2026; and
- b. conduct a review of the Northern Tasmania Development Corporation, no later than 31 March 2026 with the other northern councils, to determine membership value and possible continuation of membership post 30 June 2026.

CARRIED**Item 71/24****Bridport Seaside Caravan Park Quarterly Report – Period Ended 31 March 2024**

Reporting Officer: Acting Director – Corporate Services, Lauren Tolputt

Ref: DOC/24/4394

Purpose

The purpose of this agenda item is to present an update to Council on the Bridport Seaside Caravan Park (the Park) following the implementation of the temporary operating model approved in the August 2023 Council Meeting (Item 129/23).

Recommendation

That Council receive the Bridport Seaside Caravan Park Quarterly Report for the period ended 31 March 2024.

DECISION**MOVED / SECONDED: Commissioner Wardlaw**

That Council receive the Bridport Seaside Caravan Park Quarterly Report for the period ended 31 March 2024.

CARRIED

Item 72/24 2023/24 Budget Estimates Variation – Capital Works Road Resheeting | Cape Portland Road

Reporting Officer: Director – Infrastructure, Michael Buckley
Ref: DOC/24/4351

Purpose

The purpose of this agenda item is to approve a variation to the 2023/24 capital works road re-sheeting budget by reallocating \$139,000 of unallocated funds to re-sheeting works on Cape Portland Road, Little Musselroe Bay.

	2023/24 Original Budget	2023/24 Year Allocated Budget	Budget Variance
Capital Works Road Re-sheeting	\$1,080,000	\$940,479	\$139,000
Cape Portland Road Re-sheeting Project	\$0	\$0	\$139,000
Capital Works Road Re-sheeting	\$1,080,000	\$1,080,000	\$0

Recommendation

That Council approve a variation to the 2023/24 capital works road re-sheeting budget by reallocating \$139,500 of unallocated funds to re-sheeting works on the unsealed section of Cape Portland Road from the end of seal through to Rushy.

DECISION**MOVED / SECONDED: Commissioner Wardlaw**

That Council approve a variation to the 2023/24 capital works road re-sheeting budget by reallocating \$139,500 of unallocated funds to re-sheeting works on the unsealed section of Cape Portland Road from the end of seal through to Rushy.

CARRIED

Item 73/24 Draft CCTV and Remote Camera Policy (No. 62) for Community Consultation

Reporting Officer: Director – Infrastructure, Michael Buckley
Ref: DOC/24/4349 | Draft Policy: DOC/24/4018

Purpose

The purpose of this agenda item is to table Council's newly developed draft Policy No.62 – CCTV and Remote Camera (the Policy) for endorsement by Council for community consultation to take place.

Recommendation

That Council endorse the newly developed draft Policy No.62 - CCTV and Remote Camera for a community consultation period of 28 days.

DECISION

MOVED / SECONDED: Commissioner Wardlaw

That Council endorse the newly developed draft Policy No.62 - CCTV and Remote Camera for a community consultation period of 28 days.

CARRIED

Item 74/24

2023/24 Annual Plan | March Quarterly Report and Variations

Reporting Officer: General Manager, John Marik

Ref: DOC/24/4346 | March Quarterly Report: DOC/24/2323

Purpose

The purpose of this agenda item is to update Council and the community on the progress of the 2023/24 Annual Plan as at 31 March 2024.

Recommendation

That Council:

1. receive and note the attached 2023/24 Annual Plan - March Quarterly Report; and
2. adopt the attached revised 2023/24 Annual Plan with the following variations:
 - a. deferral of the following activities for inclusion in the 2024/25 Annual Plan -
 - i. Activity 5 – Austins Road Residential Development;
 - ii. Activity 6 – Scottsdale Light Industrial Rezoning;
 - iii. Activity 7 – Bridport Structure Plan;
 - iv. Activity 8 – Derby Master Plan;
 - v. Activity 26 – Policy No. 56 Bridport Seaside Caravan Park - Annual Site;
 - b. change department name from Administration / Finance to Corporate Services in the responsibility column to reflect structural changes in the management team; and
 - c. include a Strategic Plan imperative reference in Activity 1: Strategic Plan review.

DECISION

MOVED / SECONDED: Commissioner Wardlaw

That Council:

1. receive and note the attached 2023/24 Annual Plan - March Quarterly Report; and
2. adopt the attached revised 2023/24 Annual Plan with the following variations:
 - a. deferral of the following activities for inclusion in the 2024/25 Annual Plan -
 - i. Activity 5 – Austins Road Residential Development;

- ii. Activity 6 – Scottsdale Light Industrial Rezoning;
 - iii. Activity 7 – Bridport Structure Plan;
 - iv. Activity 8 – Derby Master Plan;
 - v. Activity 26 – Policy No. 56 Bridport Seaside Caravan Park - Annual Site;
- b. change department name from Administration / Finance to Corporate Services in the responsibility column to reflect structural changes in the management team; and
 - c. include a Strategic Plan imperative reference in Activity 1: Strategic Plan review.

CARRIED

Item 75/24 Closure of Meeting to the Public

DECISION

MOVED / SECONDED: Commissioner Wardlaw

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

Time Meeting Closed to the Public: 7:23 pm

CARRIED

Meeting Adjourned: 7:23 pm

Reason: Tea break with the public

Meeting Resumed: 7:28 pm

CLOSED SESSION ITEMS

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

Item 76/24 Confirmation of Ordinary Council Meeting Closed Session Minutes – 18 March 2024

Item 77/24 Varied General Rate Remissions

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

- personal and confidential information

Time Meeting Closed: 7:29 pm

Minutes Confirmed: 20 May 2024

Minute No:

.....

Commissioner



dorset
C O U N C I L

UNCONFIRMED

Audit Panel Minutes

Tuesday, 30 April 2024

2:00 pm

Council Chambers
3 Ellenor Street SCOTTSDALE

CONFIDENTIAL

Present: Ian Wright (Chair), Commissioner Andrew Wardlaw, John Marik (General Manager) – via zoom, Allison Saunders (Finance Manager), Michael Buckley (Director - Infrastructure), Lauren Tolputt (Acting Director – Corporate Services)

Apologies: Tas Audit Office Representatives

Minutes: Sarah Forsyth (Executive Assistant)

Commenced: 2 pm

Item	Title	Page
1	Declaration of Conflict of Interest	3
2	Confirmation of Audit Panel Minutes 27 February 2024	3
3	Work Health & Safety Update	3 - 4
4	Risk Management Framework and Policy Review	4
5	Budget Estimates Concepts and Long Term Financial Plan Assumptions	5
6	Draft 2024/25 Audit Panel Work Plan	6
7	Outstanding Matters from Previous Audit Panel Meeting	6
8	March 2024 Annual Plan Update	6
	Other Business / Update on Significant Events	
9	<ol style="list-style-type: none"> 1. May Shaw Update 2. Rail Trail Update 3. Local Government Reform Update 4. Board of Inquiry 5. Rates Strategy / Fresh Valuation Update 6. Other Business 7. Next Meeting Date 	7

DOC/24/5301

– The Chair noted the introduction of the included General Manager’s Certification.

Q: How was the information included in the Certification obtained?

A: In consultation with the Management Team.

Item 1

SUBJECT: Declaration of Conflict of Interest
PRESENTER: Group

Purpose

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

No conflicts declared

Item 2

SUBJECT: Confirmation of Audit Panel Minutes | 27 February 2024
PRESENTER: Group

Purpose

That the Minutes of Proceedings of the Audit Panel Meeting held on 27 February 2024, having been circulated to all Members, be confirmed as a true record.

All present confirmed Minutes as presented.

Item 3

SUBJECT: Work Health and Safety Update
PRESENTER: Acting Director – Corporate Services, Lauren Tolputt

Purpose

The purpose of this agenda item is present:

1. The attached Work Health and Safety Incident Statistics and Analysis Report for period 1 January 2024 to 31 March 2024;
2. The attached draft Terms of Reference that have been drafted for Council's Health and Safety Committee;
3. A general update on work health and safety matters.

Comments / Questions

- Discussed reports provided by Acting Director – Corporate Services relating to Work Health and Safety including lost time injuries, system use, and reporting of health and safety risks by the public.

- The Acting Director advised that the draft Terms of Reference prepared has received positive feedback, with clear direction and accountability listed.

Q: The draft Terms of Reference is unclear how the Chair is appointed - is it by Committee or General Manager?

A: The General Manager. The draft Terms of Reference will be updated to clearly state that the Chair is appointed by the General Manager.

- The Acting Director advised that the next steps are finalising the Terms of Reference and conducting the nomination process for Committee participants, along with continued education.

Q: Who will endorse the Terms of Reference, the General Manager or the Committee?

A: The General Manager. Draft Terms of Reference to include a notation that this will occur.

- The Director – Infrastructure gave an overview of statistics provided and gave a verbal account of a recent onsite visit to a worksite in Pioneer to check WH&S. Pleased to report that all required documentation and personal protection equipment was in place.
- Infrastructure team regularly hold mandatory toolbox meetings.

ACTIONS: Draft Terms of Reference to be updated to clearly state that the Chair of the Committee is appointed by the General Manager.

Draft Terms of Reference to include a notation that they will be endorsed by the General Manager.

Item 4

SUBJECT: Risk Management Framework and Policy Review

PRESENTER: John Marik

Purpose

To present Council's Risk Management Framework, including the review of Policy No. 9.

Comments / Questions

- Overview of Risk Management Framework and Policy review from General Manager.

Q: Will you do performance standards for only high risk or all listed?

A: They will be undertaken for all, but won't be reporting back to Council or Audit Panel on all risks.

Q: The Chair stated that the risk framework is very complex, and be mindful not to make it overly complicated, what will reporting look like?

A: The General Manager advised that a high level risk report will be created to present to the Audit Panel.

- Feedback on reviewed Policy document was positive which will be presented for adoption at the May Council Meeting.

ACTIONS: A high level risk framework report to be created for presentation to the Audit Panel.
Reviewed Risk Management Policy to be presented to Council for adoption at May Council Meeting.

Director – Infrastructure left the Meeting (2:47pm)

Item 5

SUBJECT: Budget Estimates Concepts and Long Term Financial Plan Assumptions

PRESENTER: Allison Saunders and John Marik

Purpose

The purpose of this agenda item is to present the Long Term Financial Plan (LTFP) adopted by Council in June 2023 and present two additional LTFP scenarios for current known material changes in Council's financial position. These potential LTFP changes will then be utilised to discuss budget estimate recommendations for 2024/25, and recommended LTFP assumptions.

Comments / Questions

– The General Manager provided an overview of Long Term Financial Plan scenarios.

Q: Could the Finance Team provide an underlying surplus graph for interest sake?

A: Yes, this can be provided.

– The Commissioner will be provided with the draft Budget Estimates and Long Term Financial Plan at the upcoming May Council Workshop.

– The General Manager advised that the Finance Team are currently working on all assets being put into the Long Term Financial Plan including the Bridport Seaside Caravan Park, Blue Derby and the Scottsdale Aquatic Centre.

– Discussed recommended rate percentage increase for 2024/25 and various scenarios.

– Discussed recommended fees and charges with further benchmarking to be undertaken and presented at June Workshop.

ACTIONS: Finance Team to produce an underlying surplus graphic and circulate to the Panel.
Benchmarking on caravan park fees and charges to be undertaken and presented to Council at the June Briefing Workshop

Item 6

SUBJECT: Draft 2024/25 Audit Work Plan
PRESENTER: Allison Saunders

Purpose

The purpose of this item is to discuss the **attached** draft 2024/25 Audit Panel Work Plan.

Comments / Questions

- The Chair’s request for the inclusion of specific Performance Audits was noted.
- Panel advised that the draft Work Plan, as presented, to be implemented.

ACTION: Draft 2024/25 Audit Work Plan to be finalised and implemented from 1 July 2024.

Item 7

SUBJECT: Outstanding Matters from Previous Audit Panel Meetings
PRESENTER: Allison Saunders

Purpose

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

Comments / Questions

- All outstanding matter actions completed.

Item 8

SUBJECT: 2023/24 Annual Plan – March Quarterly Report
PRESENTER: John Marik

Purpose

The purpose of this agenda item is to update Council and the community on the progress of the 2023/24 Annual Plan as at 31 March 2024.

	September Quarter	December Quarter	March Quarter
Achieved	4	6	5
In Progress	-	1	2
Not Achieved	-	-	-
Compliance Score	100%	100%	100%

Comments / Questions

- Overview from General Manager on March quarterly update.

Q: The Commissioner asked Officers to potentially add in percentage completed in the 2024/25 Annual Plan to set expectations.

A: General Manager advised that this has already been implemented in draft 2024/25 Annual Plan.

- The Chair made a comment that Officer could review language used in the reporting of the Plan. Instead of using deferred when they are not going to be achieved the 12 month cycle of the Plan, perhaps state carried forward.

Item 9

SUBJECT: Other Business / Update on Significant Events

PRESENTER: Group

- **May Shaw Update**

Update from the General Manager on finalisation of title adherence and Section 12 transfer to Council, and transfer of building to May Shaw and application of back-to-back mortgage, along with stamp duty investigation.

- **Rail Trail Update**

The General Manager advised that the updated business case from 2013/14 with full construction costings has been completed and is now available. This updated business case will be discussed by the project team this week, with a Special Briefing Workshop required to discuss with Commissioner.

- **Local Government Reform Update**

General Manager's Workshop next week where a topic of discussion.

- **Board of Inquiry Status**

Investigation Report required to be submitted to the Minister for Local Government by 30 April 2024.

- **Other Business**

The General Manager provided an update to the Panel on the current organisational structure.

- **Next Meeting Date**

24 September 2024 unless earlier meeting required.

Meeting Closed: 3:49 pm

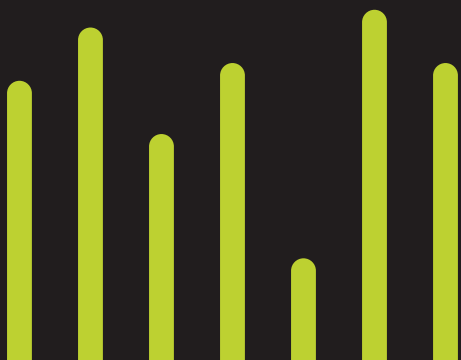


NORTHERN TASMANIAN
Waste Management

2022-23

ANNUAL REPORT

NORTHERN TASMANIAN WASTE MANAGEMENT PROGRAM



November 2023

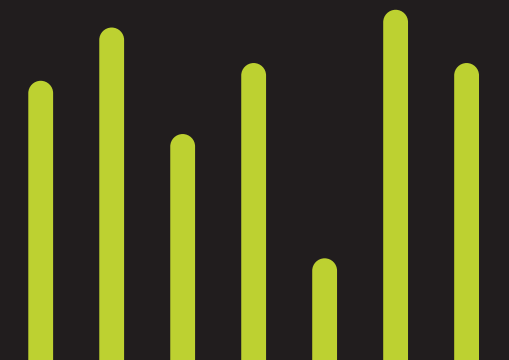
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DISCLAIMER

The Northern Tasmanian Waste Management Program’s Annual Report FY23 has been prepared with all due care and diligence using the best available information at the time of publication. The Northern Tasmanian Waste Management Program holds no responsibility for any errors or omissions within the document. Any decisions made by other parties based on this report are the responsibility of those parties.



GLOSSARY

Terminology	Definition
C&D	Construction and Demolition
C&I	Commercial and Industrial
CCWMG	Cradle Coast Waste Management Group
EPS	Expanded Polystyrene
FOGO	Food Organics and Garden Organics
MSW	Municipal Solid Waste
MRF	Material Recycling Facilities
NTWMP	Northern Tasmanian Waste Management Program
STRWA	Southern Tasmanian Regional Waste Authority
tpa	Tonnes per annum
WTS	Waste Transfer Station
WRRB	Tasmanian Waste and Resource Recovery Board

FIGURES & TABLES

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1. CHAIR'S REPORT

The 2022-23 financial year marked significant changes for the Northern Tasmanian Waste Management Program (NTWMP), with the introduction of the State Landfill Levy and the establishment of the Waste and Resource Recovery Board (WRRB) as the program's primary funding partner.

On behalf of the Steering Committee I acknowledge the great work and leadership of CEO Dr Jo Fearman, and her team, in executing a seamless transition of the program and governance structure now hosted by NRM North. The decision to transition to NRM North wasn't a difficult one, given the strong body of work the organisation has achieved in supporting regional initiatives in northern Tasmania for the betterment of our environment and community.

Despite some program initiatives being temporarily paused during the transition, it is encouraging to see a continued focus on the delivery of actions within the NTWMP Interim Strategic Plan.

This year has also seen the strengthening of collaboration between the state's regional waste groups: NTWMP, the Southern Tasmanian Regional Waste Authority (STRWA) and the Cradle Coast Waste Management Group (CCWMG). This concerted approach has already proven successful through initiatives such as Rethink Waste, and I look forward to future opportunities to create shared efficiencies and value in waste management for all Tasmanians.

The program is currently developing a five-year strategic plan, in partnership with the WRRB, to advance waste resource recovery in northern Tasmania.

Finally, I would like to express the northern region Council's gratitude to the City of Launceston for hosting the program from 2007 to 2023. The NTWMP has exemplified successful inter-council collaboration, and I thank all involved.

SHANE POWER

CHAIR - NORTHERN TASMANIAN WASTE MANAGEMENT PROGRAM

2. INTRODUCTION

2.1 NTWMP FUNCTION AND STRUCTURE

The Northern Tasmanian Waste Management Program (NTWMP) was formed to provide advice, funding and education to better manage waste and recycling within the northern Tasmanian region. The NTWMP has provided these services since its formation in 2007, utilising funds generated by a voluntary levy on waste disposed to landfills across participating Council areas. The original member councils comprised: Break O’Day, Dorset, George Town, Launceston, Meander Valley, Northern Midlands, and West Tamar. In 2023 the NTWMP welcomed Flinders Council as a member.

Significant changes to the NTWMP occurred during FY23 following the Tasmanian Government’s introduction of the *Waste and Resource Recovery Act 2022*. The legislation abolished the existing voluntary levy and required a levy to be paid by landfill operators for each tonne of waste received at the landfill site.

Further, the Tasmanian Waste and Resource Recovery Board (WRRB) was established under the new legislation to advise the state government on the direction for waste management, resource recovery, and the circular economy in Tasmania. The WRRB distributes levy funding to three regional waste groups, which includes the NTWMP. Through this process the NTWMP also moved to a governance framework hosted by NRM North.

The overarching principles informing NTWMP actions are based on the waste hierarchy (Figure 1), which prioritises waste avoidance and reduction.

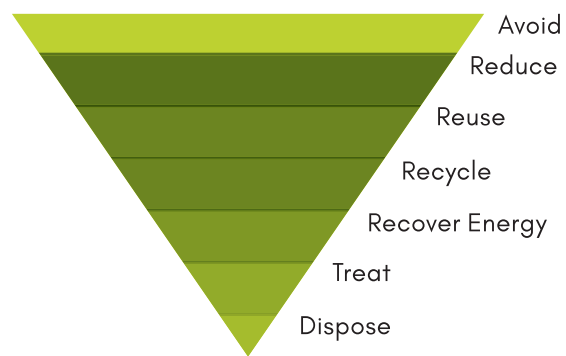


Figure 1: Waste hierarchy



Figure 2: Components of the circular economy model (Ellen MacArthur Foundation, 2013)

The NTWMP encourages lower waste generation rates through education and facilitates services to divert waste for reuse or recycling, including through actions supporting a circular economy model (Figure 2). These include:

1. Eliminate waste and pollution – encourage product design and strategies that increase waste avoidance and allow reuse, repair and recycling;
2. Circulate products and materials – ensure resources remain in the economy at their highest value (either a product or raw material); and
3. Regenerate natural systems – transition away from a linear take-make-waste economy to one that supports natural regeneration.

3. KEY ACHIEVEMENTS FOR 2022-23

3.1 REVISED GOVERNANCE MODEL

A significant piece of work for the NTWMP in FY23 has been transitioning the program host organisation from City of Launceston to NRM North. A business case and revised governance model was developed through engagement with program partners and endorsed by local government within the region, enabling transition of the program to the new governance arrangements (see Figure 3). The new governance model retains many of the structures and functions of the previous model, with the addition of an independent assessment panel and new host entity.

Transition of program operations from City of Launceston to NRM North occurred throughout March to May 2023.

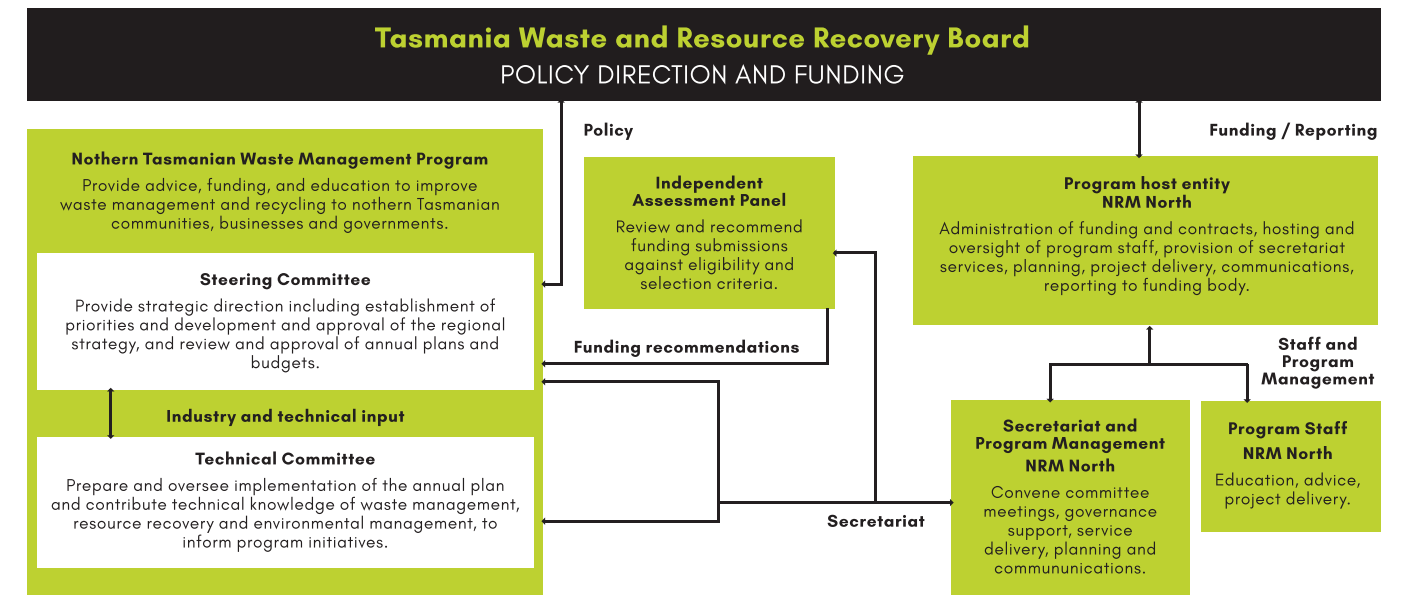


Figure 3: Northern Tasmanian Waste Management Program - Governance Arrangements

3.2 FUNDING ARRANGEMENTS AND KEY RELATIONSHIPS

Throughout the transition phase the NTWMP, Cradle Coast Waste Management Group (CCWMG) and Southern Tasmanian Regional Waste Authority (STRWA) fostered collaborative relationships and supported the development of the WRRB Waste Strategy. The alignment of these organisation’s goals will continue to provide increasing opportunities for improved outcomes for Tasmanian resource management and environmental sustainability, through collaborative projects and program delivery.

In May 2023, NRM North was pleased to confirm a three-year funding agreement with WRRB for the NTWMP for the period 1 July 2022 to 30 June 2025. Ongoing funding arrangements are anticipated to be confirmed before the current agreement expires.

3.3 INTERIM STRATEGIC PLAN

To inform program priorities during the transition of program governance, the NTWMP developed an Interim Strategic Plan with a set of targets and actions that support state and national objectives and align with the NTWMP vision. These targets will be achieved by actions that build upon previously successful programs. NTWMP seeks to cooperate with other regional groups, the WRRB, state government and private industry to maximise the impact of interventions.

Progress towards strategic targets will be measured and reported annually by NTWMP. *Table 1* quantifies strategic goals that align with state and national objectives. Additional metrics will be developed following the development of a five-year strategy for the program and as projects are initiated.

Metric	Baseline (2022)	Target (2030)
Waste generation rate	8.53 kg/HH/wk	7.68 kg/HH/wk
Average waste diversion from landfill across all streams	Unknown	80%
FOGO service coverage	3 Councils	5 Councils
Yellow recycling bin contamination rate	12%	<10%
Organic waste composition in red residual bin	51%	30%
Recyclable waste composition in red residual bin	15%	<10%
Number of Councils with mandated recycled content procurement policies	0 Councils	4 Councils

Table 1: Metrics and quantified strategic targets

3.4 STATE-WIDE COMMUNICATION STRATEGY

The NTWMP continues to collaborate with CCWMG, STRWA and state government to provide consistent state-wide waste communication and education. Programs, such as the Rethink Waste brand, have been funded through resource and cost-sharing across the regional groups. NTWMP makes an annual contribution towards the Rethink Waste education programs and the management of community awareness initiatives through Rethink Waste communications platforms, including the website, social media, and advertising campaigns.

3.5 CIRCULAR ECONOMY GRANTS

The NTWMP Steering Committee endorsed the investment of \$145,000 by means of a circular economy grant round, approving the eligibility criteria and funding guidelines in May 2023. The grant round closed August 2023, providing financial support for eligible project delivery costs associated with:

- circular economy initiatives;
- projects that reduce waste to landfill;
- procuring innovative recycling infrastructure; and
- educational materials necessary to improve waste management practices.

This program has previously supported schools, community groups, Councils, and businesses to deliver entrepreneurial circular economy initiatives and improve resource recovery in the region. NTWMP looks forward to continuing this service, supporting a community-led circular economy.

3.6 RECYCLE COACH

The NTWMP purchases a yearly subscription to the mobile app Recycle Coach for use by member Councils and residents. The app provides a platform for Council’s to deliver waste management communications directly to subscribed residents, including details of regular collections, special events, and service interruptions.

The app also contains a searchable index which includes location-based recycling and disposal instructions, and it includes functionality for users to customise reminders for regular kerbside collections.

In addition, Council staff can be contacted directly by users through the app to report issues such as stolen bins, missed pick-ups, or a change of address.

During FY23 app subscribers increased by 1,153 bringing the total number of users to 41,171.



3.7 PROBLEM WASTE MANAGEMENT

Initiatives to improve landfill diversion have focused on waste streams that are considered:

- **Problematic** – expensive or inefficient for recovery through conventional recycling services; or
- **Hazardous** – pose a risk to human health and the environment.

NTWMP supports Councils with the cost of transportation and disposal of e-waste, paint, fluorescent tubes, light globes, household batteries and polystyrene.

In FY23 these programs diverted a total of 202 tonnes of waste from landfill. *Figure 4* shows an evaluation, by percentage, of waste deemed problematic or hazardous.

During FY24 the NTWMP intends to increase the number of sites across the region with collection services for problematic waste and offer a series of household hazardous waste collection events.

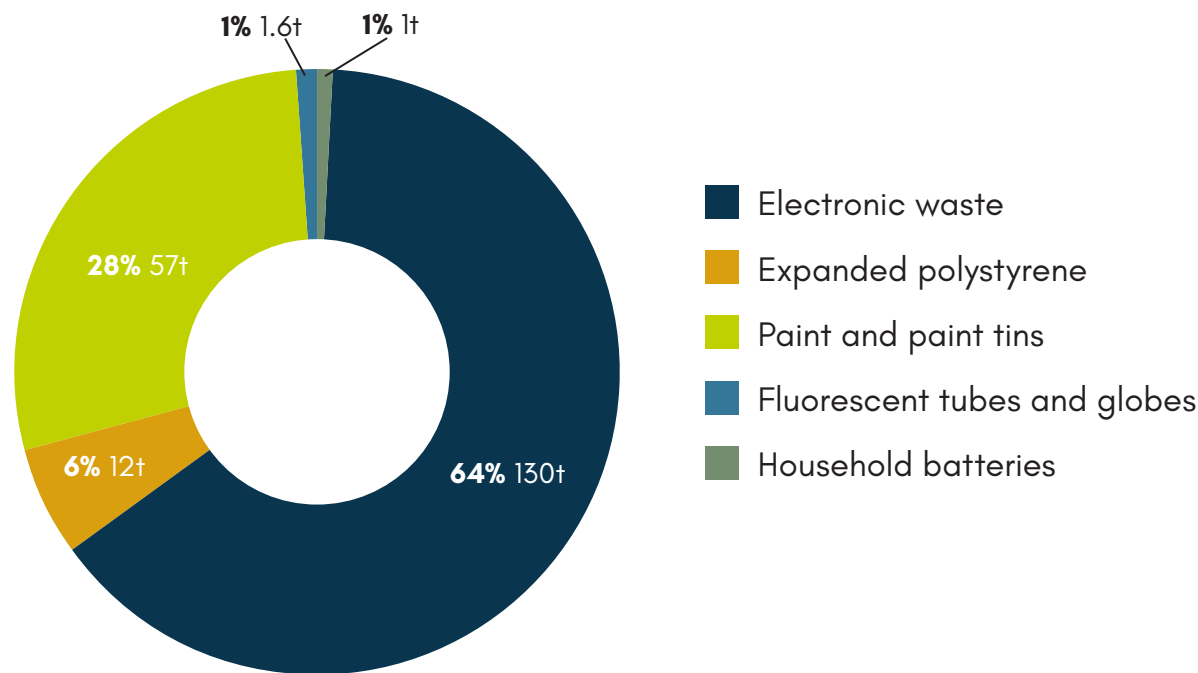


Figure 4: Evaluation of 202 tonnes of waste deemed problematic or hazardous.

4. WASTE DIVERSION RATES

The introduction of the State Landfill Levy from July 2022 initiated the requirement for all Council facilities with a minimum annual throughput of 1,000 tonnes to provide the Department of Natural Resources and Environment Tasmania, regulation-approved monthly reporting from July 2024. NTWMP is supporting Councils in the selection of data collection software to meet these reporting requirements. Once complete, this data will serve to provide accurate reporting against regional diversion goals.

The following data is not a full representation of Council service provision and efforts in recycling and waste diversion. Accurate waste diversion rates for the region are constrained due to inconsistent data collection.

Flinders Council was not involved with the Program in FY23 and consequently the Council’s data is not represented in this report.

4.1 WASTE TO LANDFILL

All waste to landfill is charged a landfill levy which supports regional initiatives such as those delivered through the NTWMP, CCWMP and STRWA.

Landfill waste is categorised as Municipal Solid Waste (MSW), Construction and Demolition (C&D) or Commercial and Industrial (C&I). Municipal waste refers to residential and Council services, whilst C&D is from the building and construction industry, and C&I from all other businesses.

4.1.1 TOTAL WASTE TO LANDFILL

According to data received from the Department of Natural Resources and Environment Tasmania, during FY23 a total of 125,299 tonnes was disposed to landfills in the region. *Figure 5* shows the annual tonnages in waste to landfill from 2019 to 2023. Many NTWMP projects for waste diversion are currently focused on the MSW market, which accounts for approximately 35 per cent of all waste to landfill. Significant projects in the C&I and C&D sectors can affect year on year amounts and an increase in landfill tonnes should not be taken as a decrease in the effectiveness of diversion and recycling initiatives. The landfill levy initiative has increased the quality of the data collected from landfills in the region from 1 July 2022. Over the coming years this information will support the measurement of success in achieving NTWMP’s goals.

TOTAL WASTE FOR REGION

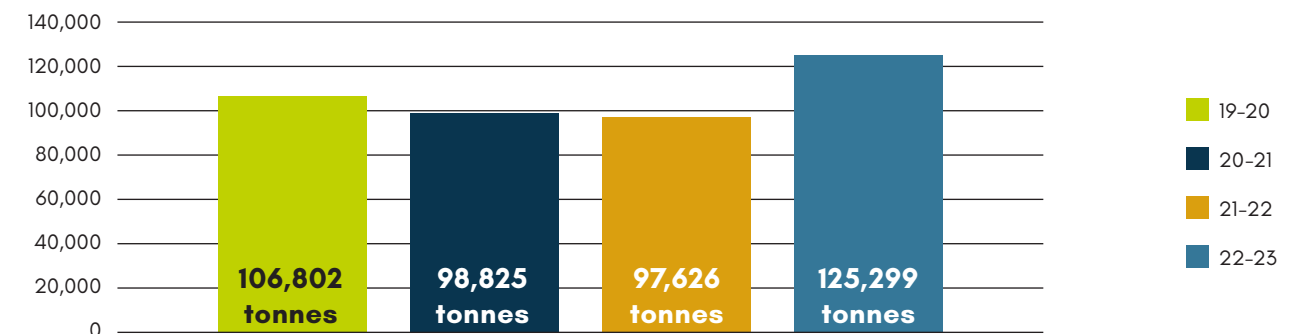


Figure 5: Total Waste to Landfill 2019-2023

4.1.2 MUNICIPAL SOLID WASTE TO LANDFILL

Figure 6 displays tonnes of municipal waste collected from kerbside services and waste transfer stations by each Council. With the change of NTWMP governance arrangements, data for previous years was not available at the time of this report. Program staff will focus on data collection for consistent reporting in the coming months.

Councils collected a total of 61,717 tonnes of MSW during FY23. Importantly, not all MSW collected is disposed at landfills located in the northern region due to transportation efficiencies. As a result, the total amount of MSW collected should not be used alongside total waste to landfill figures to determine specific proportions contributed to landfill by each market category (eg. MSW, C&D, C&I).

MSW TO LANDFILL BY COUNCIL

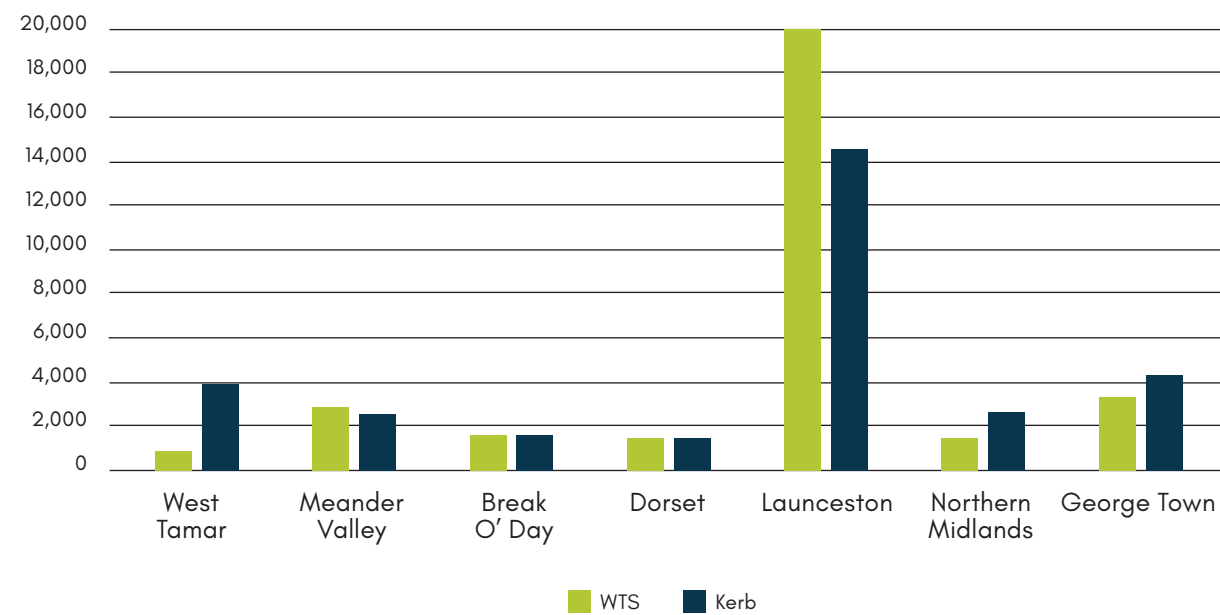


Figure 6: 2022-2023 MSW to Landfill by Council

4.2 COUNCIL DIVERTED WASTE

Council waste diversion includes kerbside collection of commingled recycling, Food Organics and Garden Organics (FOGO), and separation of waste streams at waste transfer stations and landfills.

NTWMP member Councils are committed to improving resource recovery in the region and offer many kerbside and waste transfer station collection services.

4.2.1 KERBSIDE COMMINGLED COLLECTION

Kerbside recycling services are provided by all Councils and cover most of the region. Councils utilise Tasmania's three Material Recycling Facilities (MRF) for sorting and recovery of commingled recycling collections. A total of 11,343 tonnes was collected across northern Tasmania through kerbside recycling services in 2022-23. Figure 7 shows the percentage of recycling collected by each Council.

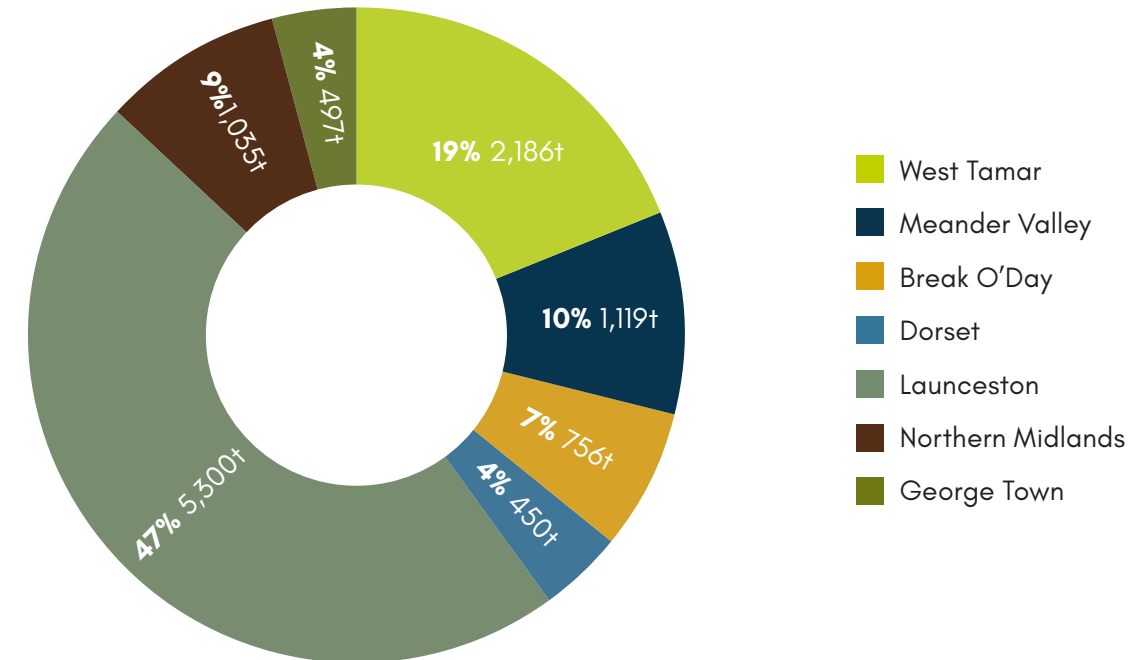


Figure 7: Kerbside commingled recycling collection by Council



4.2.2 KERBSIDE FOGO COLLECTION

Kerbside FOGO collection is offered by City of Launceston, Meander Valley, Northern Midlands, and West Tamar Councils. This material is delivered to the City of Launceston composting facility and processed into product used for soil improvement. The facility also collects FOGO products from Councils outside the region and some commercial businesses, including the Launceston General Hospital.

A total of 13,563 tonnes of material was accepted through the facility in FY23. *Figure 8* displays the percentage of material collected by Councils and other sources during this period.

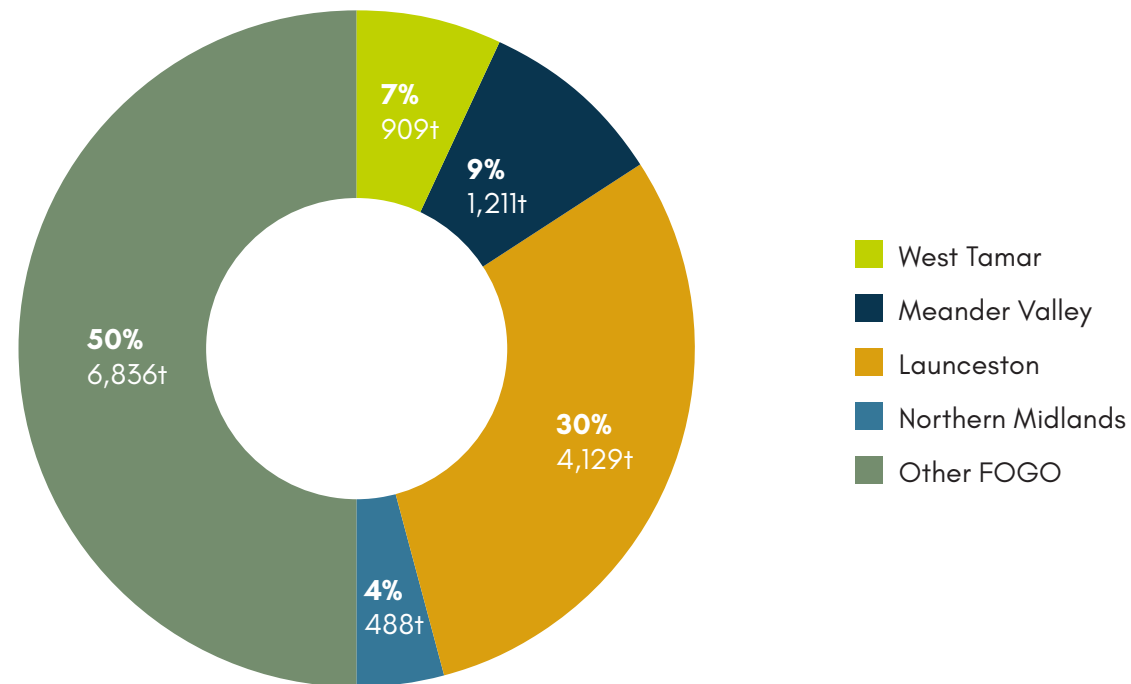


Figure 8: Total FOGO Diversion 2022-23

4.2.3 OTHER WASTE STREAMS

Due to inconsistencies of data collection at waste transfer stations, data was unavailable in FY23 for all Councils in relation to the diversion services for the following:

- Garden waste
- Tyres
- Scrap metals
- Mattresses
- Clean chemical drums
- Motor oil
- Concrete and rubble
- Timber
- Cooking oil
- Gas bottles
- Lead-acid batteries

5. FUTURE PLANS

A key project focus in FY24 is the finalisation of the five-year strategic plan, commencing with the delivery of the Interim Strategic Plan actions as set out below. The strategic plan will set measurable and achievable goals in the form of key performance indicators which will allow the NTWMP and member Councils to track progress over the five-year plan. Progress against these indicators will be measured using data provided by member Councils, or collected during specific project work, and reported on a regular basis.

5.1 STATUS OF IDENTIFIED ACTIONS

The following table details the actions approved in the 2023-24 Annual Plan and Budget.

Specific actions associated with each focus area are identified as 'confirmed' where there is certainty of delivery in FY24, or 'provisional' where actions are contingent on factors such as program staffing or pre-requisite planning and analysis that may impact timing of delivery (*Table 2*). Provisional actions will be reviewed regularly to determine their status for delivery in FY24.

Table 2: NTWMP Actions FY24

Ref	Focus area	Proposed actions	Status
1.1	Decrease waste generated rates	1.1.1 Continue to deliver regional education and engagement programs, with a focus on principles of waste reduction, correct source separation and increased recycling	Confirmed
		1.1.2 Partner with CCWMG/ STRWA to implement cross-regional communication strategy and engagement projects	Confirmed
		1.1.3 Support state programs that aim to reduce waste generation (e.g. single use plastic bans) through engagement with local community and businesses	Confirmed
1.2	Support businesses transitioning to circular economy model	1.2.1 Recognise and reward individuals, businesses and organisations via the Waste Not Awards	Confirmed
		1.2.2 Support organisations and businesses investing in projects to decrease waste generation and increase the recirculation of resources	Confirmed
		1.2.3 Regional circular economy mapping	Confirmed

Ref	Focus area	Proposed actions	Status
2.1	Improve waste diversion through kerbside collection services	2.1.1 Support Councils introducing kerbside FOGO collection services	Confirmed
		2.1.3 Continue to deliver targeted audits of kerbside waste bins and waste disposal facilities	Provisional
		2.1.4 Use kerbside audit results of residual waste bins to inform education messaging that increases the capture of recyclables	Provisional
2.3	Facilitate recycling of problematic and hazardous wastes	2.3.1 Coordinate problematic and hazardous waste collection and transportation services to member Councils (including domestic batteries, paint, fluorescent lights and EPS)	Confirmed
		2.3.2 Coordinate biennial hazardous waste collection events at a regionally central location	Provisional
3.1	Improve waste transfer station and landfill best practice standards	3.1.1 Conduct regional waste facility compliance and best practice standards review	Confirmed
		3.1.2 Invest in waste transfer station best practice upgrades	Provisional
		3.1.3 Provide infrastructure to regional waste facilities in preparation for the Container Refund Scheme	Provisional
3.2	Data management and reporting	3.2.1 Ongoing provision of waste data capture software licenses, hardware, IT support and training to member Councils	Confirmed
4.2	Five-year strategic plan	4.2.1 Develop draft five-year strategy based on principles and actions established by the Interim Strategic Plan	Confirmed
		4.2.2 Consult with member Councils, industry, sector representatives and state government in the development of a five-year strategic plan	Confirmed

APPENDIX A – FINANCIAL STATEMENTS

For the Year Ended 30 June 2023

STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME

For the Year Ended 30 June 2023

	2023 (\$)	2022 (\$)
Revenue		
Funding revenue	791,655	605,575
Other Income		153,662
	791,655	759,237
Expenses		
Program Delivery	49,183	-
City of Launceston Program Delivery	184,875	392,842
NRM North Wages & Overheads	134,646	-
NRM North Administration	79,000	-
	447,704	392,842
Net surplus/(deficit)	343,951	366,395
Other comprehensive income	-	-
Total comprehensive income for the year	343,951	366,395

STATEMENT OF FINANCIAL POSITION

For the Year Ended 30 June 2023

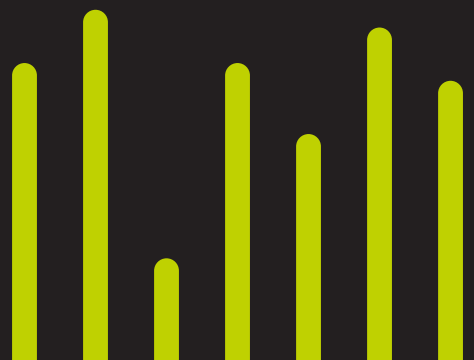
	2023 (\$)	2022 (\$)
ASSETS		
Current assets		
Cash and cash equivalents - NTWMP	230,943	
Cash and cash equivalents - Regional waste Levy prior years	988,706	857,790
Cash and cash equivalents - NRM North Program Administration	113,008	
Total current assets	1,332,657	857,790
Non-current assets		
Non-current assets	-	-
Total non-current assets	-	-
TOTAL ASSETS	1,332,657	857,790
LIABILITIES		
Current liabilities	-	-
Total current liabilities	-	-
Non-current liabilities		
Non-current liabilities	-	-
Total non-current liabilities	-	-
NET ASSETS	1,332,657	857,790
EQUITY		
Committed Program Reserve	230,943	
Regional Waste Levy prior years Reserve	988,706	857,790
NRM North Reserve	113,008	
TOTAL EQUITY	1,332,657	857,790

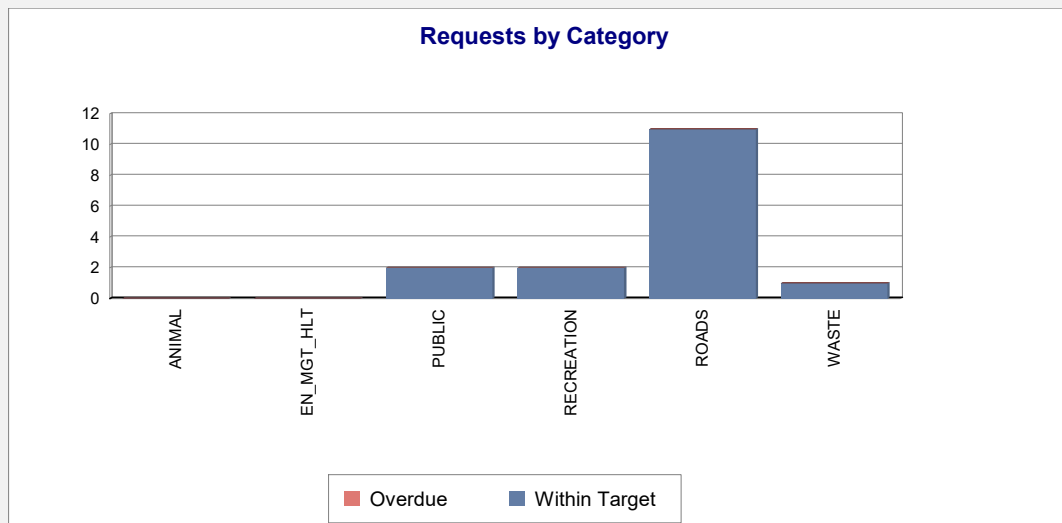
APPENDIX B

PROGRESS AGAINST KEY ACTIONS IN INTERIM STRATEGIC PLAN FY23

Ref	Focus area	Actions	Delivery Status	Comments
Waste reduction and avoidance				
1.1	Decrease waste generated rates	1.1.1 Continue to deliver regional education and engagement programs, with a focus on principles of waste reduction, correct source separation and increased recycling	Ongoing	Rethink Waste website and Facebook Recycle Coach mobile application
		1.1.2 Partner with CCWMG/ STRWA to implement cross-regional communication strategy and engagement projects	Ongoing	Cross-regional communications planning with WRRB Engagement with WRRB on cross-regional priorities Engagement and review of WRRB Draft Tasmanian Waste and Resource Recovery Strategy
1.2	Support businesses transitioning to CE model	1.2.2 Support organisations and businesses investing in projects to decrease waste generation and increase the recirculation of resources through the Resource Recovery and Circular Economy Grants	In progress	Preparation of grant management governance and infrastructure Circular economy grants applications 19 June to 4 August Assessment of applications and award of grants will occur in FY24
Resource recovery and their re-use				
2.1	Improve waste diversion through kerbside collection services	2.1.1 Support Councils introducing kerbside FOGO collection services	Ongoing	Support for communication materials and FOGO kitchen caddies to City of Launceston, Meander Valley, West Tamar and Northern Midlands Councils to implement FOGO collection services
2.3	Facilitate recycling of problematic and hazardous wastes	2.3.1 Coordinate problematic and hazardous waste collection and transportation services to member Councils (including domestic batteries, paint, fluorescent lights and EPS)	Ongoing	Ongoing facilitation and support of product stewardship schemes for: <ul style="list-style-type: none"> • Paint • Fluorescent bulbs and tubes • Household batteries

Improvements to regional waste disposal facilities				
3.1	Improve waste transfer station and landfill best practice standards	3.1.1 Conduct regional waste facility compliance and best practice standards review	Not started	Regional waste facility compliance and best practice standards review to be held over to FY24
3.2	Data management and reporting	3.2.1 Ongoing provision of waste data capture software licenses, hardware, IT support and training to member Councils	Ongoing	Ongoing support for waste data collection including provision of software licence for data capture
Governance and organisation				
4.1	NTWMP Transition Plan	4.1.1 Finalise Regional Waste Management Agreement with endorsement from member Councils	Complete	Regional Partnership Agreement was finalised in February 2023, all LGAs in the region are signatories to the regional agreement
		4.1.2 Develop and review governance Terms of Reference	Complete	Terms of reference have been established for the: <ul style="list-style-type: none"> • Steering Committee • Technical Committee • Independent Assessment Panel
4.2	Develop detailed five-year strategy	4.2.1 Develop draft five-year strategy based on principles and actions established by the Interim Strategic Plan	In progress	Procurement of a consultant to support strategy development Initial research and drafting
		4.2.2 Consult with member Councils, industry, sector representatives and state government in the development of the five-year strategy	In progress	Initial workshops with the Steering Committee and Technical Committee Targeted consultation with industry Consultation with member Councils, sector representatives, and state government to occur in July / August FY24





Customer Request Summary by Category

For period 01/04/2024 to 30/04/2024

Double click onto the Minor Category to access Request detail

Dorset A7 *live*

Report Created: 06/05/2024 1:46:46PM

Major / Minor Category	New Requests Received	Total requests closed this period	Closed Within Target	%	Closed, but Over Target	%	Open Within Target	Open, but Over Target
Animals	1	0	0	0%	0	0%	1	1
Animal Enquiry	1	0	0	0%	0	0%	1	1
Environmental Management and Health	1	0	0	0%	0	0%	1	1
Noise Pollution	1	0	0	0%	0	0%	1	1
Public	10	2	2	100%	0	0%	7	5
Online Enquiries	10	2	2	100%	0	0%	7	5
Recreation Grounds	4	2	2	100%	0	0%	2	0
Recreation Grounds Maintenance	4	2	2	100%	0	0%	2	0
Roads	17	11	11	100%	0	0%	6	0
Roads Rural - Kerb & Gutter Maintenance	1	1	1	100%	0	0%	0	0
Roads Rural - Maintenance	7	5	5	100%	0	0%	2	0
Roads Rural - Potholes/Patching Maintenance	1	1	1	100%	0	0%	0	0
Roads Rural - Tree/Vegetation Maintenance	1	1	1	100%	0	0%	0	0
Roads Rural - Verge Mowing/Slashing	2	1	1	100%	0	0%	1	0
Stormwater Maintenance	1	0	0	0%	0	0%	1	0
Roads Urban - Footpath Maintenance	3	2	2	100%	0	0%	1	0
Roads Urban - Tree/Vegetation Maintenance	1	0	0	0%	0	0%	1	0
Waste Management	1	1	1	100%	0	0%	0	0
Littering	1	1	1	100%	0	0%	0	0

Customer Request Summary by Category

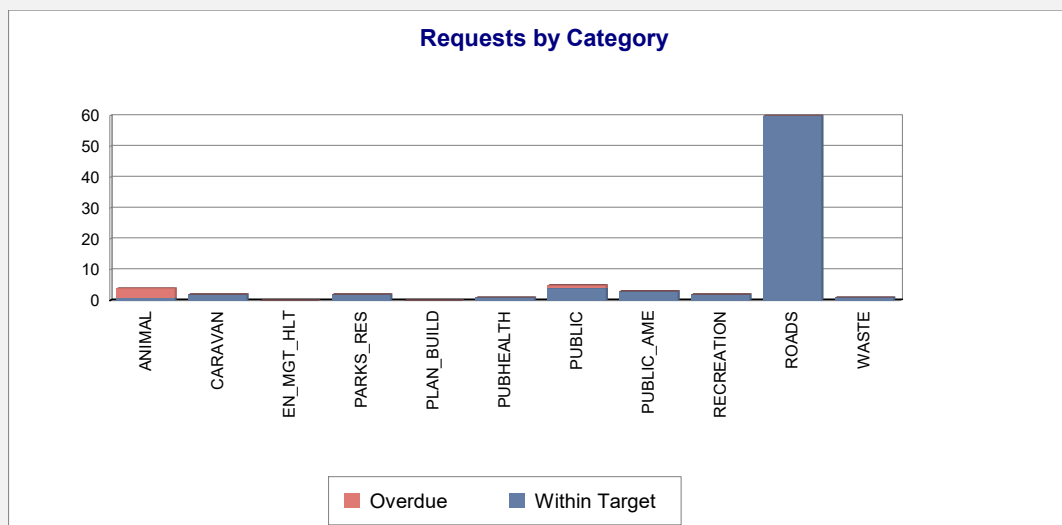
For period 01/04/2024 to 30/04/2024

Double click onto the Minor Category to access Request detail

Dorset A7 *live*

Report Created: 06/05/2024 1:47:05PM

<i>Major / Minor Category</i>	<i>New Requests Received</i>	<i>Total requests closed this period</i>	<i>Closed Within Target</i>	<i>%</i>	<i>Closed, but Over Target</i>	<i>%</i>	<i>Open Within Target</i>	<i>Open, but Over Target</i>
GRAND TOTAL	34	16	16	100%	0	0%	17	7



Customer Request Summary by Category

For period 01/01/2024 to 30/04/2024

Double click onto the Minor Category to access Request detail

Dorset A7 *live*

Report Created: 06/05/2024 1:49:34PM

Major / Minor Category	New Requests Received	Total requests closed this period	Closed Within Target	%	Closed, but Over Target	%	Open Within Target	Open, but Over Target
Animals	7	4	1	25%	3	75%	3	3
Animal Enquiry	2	0	0	0%	0	0%	2	2
Barking Dog	1	0	0	0%	0	0%	1	1
Animal Welfare	4	4	1	25%	3	75%	0	0
Caravan Parks	3	2	2	100%	0	0%	1	0
Caravan Parks Enquiries	1	1	1	100%	0	0%	0	0
Caravan Parks Maintenance	2	1	1	100%	0	0%	1	0
Environmental Management and Health	3	0	0	0%	0	0%	3	3
Fire Hazards	1	0	0	0%	0	0%	1	1
Noise Pollution	2	0	0	0%	0	0%	2	2
Parks & Reserves	2	2	2	100%	0	0%	0	0
Parks & Reserves Maintenance	2	2	2	100%	0	0%	0	0
Planning & Building Services	1	0	0	0%	0	0%	1	1
Building Enquiries	1	0	0	0%	0	0%	1	1
Public Health	1	1	1	100%	0	0%	0	0
Water Safety	1	1	1	100%	0	0%	0	0
Public	36	5	4	80%	1	20%	30	28
Online Enquiries	36	5	4	80%	1	20%	30	28

For period 01/01/2024 to 30/04/2024

Double click onto the Minor Category to access Request detail

Dorset A7 *live*

Report Created: 06/05/2024 1:49:43PM

Major / Minor Category	New Requests Received	Total requests closed this period	Closed Within Target	%	Closed, but Over Target	%	Open Within Target	Open, but Over Target
Public Amenities	4	3	3	100%	0	0%	1	0
Public Amenities Maintenance	4	3	3	100%	0	0%	1	0
Recreation Grounds	5	2	2	100%	0	0%	3	0
Recreation Grounds Maintenance	5	2	2	100%	0	0%	3	0
Roads	81	60	60	100%	0	0%	21	1
Roads Enquiries	3	2	2	100%	0	0%	1	0
Roads Rural - Kerb & Gutter Maintenance	7	5	5	100%	0	0%	2	0
Roads Rural - Maintenance	34	30	30	100%	0	0%	4	0
Roads Rural - Potholes/Patching Maintenance	1	1	1	100%	0	0%	0	0
Roads Rural - Shoulder Maintenance	1	0	0	0%	0	0%	1	0
Roads Rural - Signage & Guide Posts Maintenance	1	1	1	100%	0	0%	0	0
Roads Rural - Spraying/Pest Plant Control	1	1	1	100%	0	0%	0	0
Roads Rural - Tree/Vegetation Maintenance	3	3	3	100%	0	0%	0	0
Roads Rural - Verge Mowing/Slashing	5	3	3	100%	0	0%	2	0
Stormwater Maintenance	4	3	3	100%	0	0%	1	0
Roads Urban - Footpath Maintenance	7	5	5	100%	0	0%	2	1
Roads Urban - Garden Bed Maintenance	1	1	1	100%	0	0%	0	0
Roads Urban - Maintenance	7	1	1	100%	0	0%	6	0
Roads Urban - Spraying/Pest Plant Control	2	2	2	100%	0	0%	0	0
Roads Urban - Tree/Vegetation Maintenance	4	2	2	100%	0	0%	2	0
Waste Management	1	1	1	100%	0	0%	0	0
Littering	1	1	1	100%	0	0%	0	0
GRAND TOTAL	144	80	76	95%	4	5%	63	36

DORSET COUNCIL – Planning Approvals

1 April 2024 to 30 April 2024

SUB-2024/1311	6ty Pty Ltd 61 Port Hills RD BRIDPORT	Lodged 14/02/2024	Subdivision (1 into 2 lots) and vehicle crossing Determined APPD on 19/04/2024
SUB-2024/1312	Mr G G McCallum Mrs B C McCallum Tasman HWY SPRINGFIELD 35917 Tasman HWY SPRINGFIELD	Lodged 15/02/2024 Value of Works - \$100,000	Subdivision (re-organisation of lot boundaries) and construction of workers accommodation Determined APPD on 22/04/2024
DEV-2024/19	Mr P D Wilkinson Mrs R A Wilkinson 139 Westwood ST BRIDPORT	Lodged 22/02/2024	Building addition (new roofed deck) Determined APPD on 30/04/2024
SUB-2024/1315	Mr S A Beattie 35481 Tasman HWY SCOTTSDALE	Lodged 01/03/2024	Subdivision (Boundary Adjustment) and new vehicle access from Tasman Highway Determined APPD on 18/04/2024
DEV-2024/23	Mr N Lynch 108 Ringarooma RD LEGERWOOD	Lodged 05/03/2024 Value of Works - \$120,000	Additions and alteration to single dwelling Determined APPD on 08/04/2024

DEV-2024/25	Mr D Clark 24 Main RD MUSSELROE BAY	Lodged 07/03/2024 Value of Works - \$50,000	Construction of boat shed and removal of existing outbuilding (with relaxation of the building envelope and setback standards) Determined APPD on 22/04/2024
DEV-2024/27	Mr C Bessell 2 Joseph ST BRIDPORT	Lodged 18/03/2024	Visitor Accommodation - Change of use to Visitor accommodation Determined APPD on 10/04/2024
DEV-2024/29	Design to Live 49 William ST SCOTTSDALE	Lodged 19/03/2024 Value of Works - \$350,000	Alteration and additions to existing dwelling with new vehicle crossing Determined APPD on 17/04/2024
DEV-2024/33	Mr N A Mercer 15 George ST SCOTTSDALE	Lodged 25/03/2024 Value of Works - \$40,000	Construction of an outbuilding Determined APPD on 23/04/2024
DEV-2024/35	Mr C G Richardson 28 Walter ST BRIDPORT	Lodged 10/04/2024 Value of Works - \$25,000	Demolition of outbuildings and construction of garage Determined APPD on 10/04/2024
DEV-2024/38	Lions Club of North East (Tas) Inc. 39 Main ST WINNALEAH	Lodged 15/04/2024	Change of use to Community meeting and entertainment - storage shed Determined APPD on 23/04/2024

DEV-2024/41	Mr P M Coleborn 655 Derby Back RD WINNALEAH	Lodged 23/04/2024 Value of Works - \$7,500	Construction of a carport Determined APPD on 23/04/2024
DEV-2024/42	TCP Building Design 7 Henry ST BRIDPORT	Lodged 23/04/2024 Value of Works - \$100,000	Dwelling additions and alterations Determined APPD on 23/04/2024
DEV-2024/43	Mr S A Gordon 55 Listers RD SCOTTSDALE	Lodged 24/04/2024	Construction of an Outbuilding Determined APPD on 24/04/2024

DORSET COUNCIL – Building Approvals

1 April 2024 to 30 April 2024

OTH-2024/7	Mr M J Benson 37 Henry ST BRIDPORT	Lodged 12/02/2024 Value of Works - \$40,000	Internal Alterations to Dwelling Determined APPR on 04/04/2024
OTH-2024/16	Mr B Jackson 38 Main ST RINGAROOMA	Lodged 27/02/2024 Value of Works - \$35,000	Dwelling Alterations and Shop Fit Out Determined APPR on 03/04/2024
OTH-2024/21	Loop Architecture Pty Ltd 41 Mary ST SCOTTSDALE	Lodged 26/03/2024 Value of Works - \$82,033	Shade Structure Determined APPR on 04/04/2024
OTH-2024/23	Bison Constructions 42 Peddles RD LEGERWOOD	Lodged 27/03/2024 Value of Works - \$95,000	Yard Cover Determined APPR on 15/04/2024
OTH-2024/24	Bison Constructions 12 McDougalls RD LEGERWOOD	Lodged 27/03/2024 Value of Works - \$125,000	Farm Storage Shed Determined APPR on 04/04/2024
OTH-2024/26	Mr P D Wilkinson Mrs R A Wilkinson 139 Westwood ST BRIDPORT	Lodged 05/04/2024 Value of Works - \$5,000	Roofed Deck Determined APPR on 08/04/2024
OTH-2024/28	In Series Electrical and Solar 1 Clarke ST BRIDPORT	Lodged 15/04/2024 Value of Works - \$13,402	Solar Panels Determined APPR on 15/04/2024

DORSET COUNCIL – Plumbing Approvals

1 April 2024 to 30 April 2024

SP-2024/2	Ms J M Kennedy 84 Main ST DERBY	Lodged 26/02/2024 Value of Works - \$0	Septic Tank/Absorption Drains Determined APPR on 24/04/2024
OTH-2024/16	Mr B Jackson 38 Main ST RINGAROOMA	Lodged 27/02/2024 Value of Works - \$35,000	Dwelling Alterations and Shop Fit Out Determined APPR on 03/04/2024
OTH-2024/27	Mr G C Way Mrs V A Way 4 Willow CT WINNALEAH	Lodged 15/04/2024 Value of Works - \$50,000	Shed with amenities Determined APPR on 29/04/2024



Blue Derby Foundation Report May 2024

Blue Derby Sponsorship Program

Uptake in the sponsorship has been strong amongst local business however very poor amongst the STA's in Dreby and surrounds. Lower occupancy levels and increased costs in running an STA could be attributed to this. The BDF is revisiting the sponsorship offering for STA's after feedback received to perhaps make it more affordable.

There are 7 properties out of 44 currently signed up to a sponsorship agreement.

Blue Derby Booking Platform

The booking platform continues to see solid bookings and with an increased marketing campaign I would expect these to increase. We are also continually adding properties to the platform which is encouraging. We are exploring insurance options atm as this is a limiting factor for some owners listing their properties.

Larger Sponsorships

The BDF is currently preparing a prospectus for larger sponsors based on feedback we have received from early meeting with prospective sponsors including Shimano.

Visitors Survey

The visitors survey commissioned by the BDF is due to close at the end of May, we have had approx 800 responses to the survey to date and would anticipate close to 900 responses once the survey closes. We will be undertaking a business survey once the visitors survey is completed. The data received will be valuable to the foundation when negotiating larger sponsorships and preparing for the Blue Derby Master planning.



Camping Fees

Camping fee revenue still remains strong and currently our largest form of revenue. There was an opportunity missed at the trail head this season with the camo area there proving very popular . We would hope that a system is in place next season to capture fees form this area. There are still area down along the river front that will also need some thought in the future

Tap Stations

The tap stations will be phased out in June due to the ending of the 3G network that they currently run on them , the cost to replace them is not justified we will be switching to a QR code system .

The BDF will also be proposing that a camp fee type machine be set up at trail head as part of the new trail head development encouraging riders support the trail crew and the maintenance of the trails .

Website

The launch of the new website has been slower than expected however we anticipate it will be live before the end of May .

New Roles

The Foundation has appointed Taylor Clyne as the Social Media and Marketing Manager on a part time basis . Taylor has proved to be more than capable and valued asset to the foundation , Taylor has already had a success with having Blue Derby Promotional Videos in The Launceston Airport and the Spirit of Tasmania with no charge. Taylor and Sam Olah will also be attending the Tourism Tasmania Conference in August and Speaking at the conference representing Blue Derby

Events

2025 will see the 10 year anniversary of the opening of the trails in Derby . The BDF is planning a couple of events to celebrate the milestone .

We will also see a the return of the Trans Tas race to derby as well as Tas Gravity.

We are also in discussion with the Professional Trail Builders Association to hold there Global Conference in Derby in late 2025. This would be great event for Derby .

General Outlook

The BDF held elections for new board directors in February . The new directors elected where Nic



Daking , Sam Olah and Justin Wiggins . I was reelected and re appointed to Chairman by the new board. I am confident the new board will work well together .

Visitor numbers to Derby post XMAS were strong and continued until late April , May has seen a significant slow down with the winter months upon us.

Feedback back on the refurbishment of the Blue Teir trail has been phenomenal and shows how important the ongoing maintenance of the trails is. I have now doubt that some of the increase in visitors after the Xmas period was due to the buzz around the upgrading of the Blue Teir.

A handwritten signature in blue ink, appearing to read 'Chris Cafe'.

Chris Cafe
Chairman Blue Derby Foundation



Profit and loss report

Cash mode

01 Jul 2023 - 14 May 2024

	Total			
	Actual	Budget	Variance \$	Variance %
4-0000 Income				
4-1300 Donation - Public Tap Points	8,295.33	10,141.00	(1,845.67)	-18
4-1450 Membership Fees	1,120.89	490.00	630.89	129
4-1702 World Cup Heckle	2,000.00	-	2,000.00	-
4-1703 Merchandise - Sale Net	3,911.78	-	3,911.78	-
4-1706 Treasurer Error	150.00	150.00	0.00	0
4-1707 Contribution - Dorset Council	125,000.00	125,000.00	0.00	0
4-1708 Sponsors	9,786.24	35,000.00	(25,213.76)	-72
4-1710 Donations - Cash Boxes	97.55	900.00	(802.45)	-89
4-1712 Merchandise - Sales	750.00	-	750.00	-
4-1713 Derby Park Camping Fees	43,335.18	45,789.00	(2,453.82)	-5
4-1714 Endorsements - Short Term Accom Owners	11,033.33	36,000.00	(24,966.67)	-69
4-1715 10% Royalty on Branded Merchandise	181.82	-	181.82	-
4-1716 Supporters	2,250.00	35,000.00	(32,750.00)	-94
4-1717 Partners	4,166.66	40,000.00	(35,833.34)	-90
4-1718 Events Gross Revenues	181.82	7,116.00	(6,934.18)	-97
4-1719 Special Projects	3,000.00	-	3,000.00	-
4-1722 Bookeasy Gross Payments	3,797.31	-	3,797.31	-
Total Income	219,057.91	335,586.00	(116,528.09)	-34.70%
Gross Profit	219,057.91	335,586.00	(116,528.09)	-35
6-0000 Expenses				
6-1120 Advertising	8,976.36	9,600.00	(623.64)	-6
6-1240 Computer & IT Expenses	917.41	-	917.41	-
6-1420 Account=Company Sec. fees	2,320.00	5,200.00	(2,880.00)	-55
6-1430 Board, committee & Office Expenses	95.27	1,100.00	(1,004.73)	-91
6-1445 Project Contracts	12,724.65	12,000.00	724.65	6
6-1480 Licensing Fees	791.28	-	791.28	-
6-1540 Insurance Expenses				
6-1550 Insurance Premium	3,062.41	3,059.00	3.41	0
Total Insurance Expenses	3,062.41	3,059.00	3.41	0.10%
6-1620 Legal Fees	0.00	2,000.00	(2,000.00)	-100
6-1640 Quest Payment Systems Charge (Donation Tap Points)	1,807.00	1,028.00	779.00	76
6-4000 Contractor Expenses				
6-4100 Admin Contracts	2,788.74	6,400.00	(3,611.26)	-56
Total Contractor Expenses	2,788.74	6,400.00	(3,611.26)	-56.40%
6-4534 Web Development	8,028.00	-	8,028.00	-
6-4535 Events costs as per event budget	4,608.74	4,383.00	225.74	5

	Total			
	Actual	Budget	Variance \$	Variance %
6-4536 Marketing & Communications Consultant Costs	22,175.82	30,016.00	(7,840.18)	-26
6-4537 Treasurer Error	150.00	150.00	0.00	0
6-4538 Merchandise	893.40	-	893.40	-
6-4540 Audit Fees	1,470.00	-	1,470.00	-
6-4541 Repayment of Loan	50,000.00	-	50,000.00	-
6-4542 Bookeasy - Payments to STAs	3,430.91	-	3,430.91	-
Total Expenses	124,239.99	74,936.00	49,303.99	65.80%
Operating Profit	94,817.92	260,650.00	(165,832.08)	-64
8-0000 Other Income				
8-1062 Great Gatsby Town Hall Ball - Income	6,278.77	6,907.00	(628.23)	-9
Total Other Income	6,278.77	6,907.00	(628.23)	-9.10%
Net Profit	101,096.69	267,557.00	(166,460.31)	-62

DORSET COUNCIL

PLAYGROUND AUDIT

May 2024



dorset
COUNCIL

1. OVERVIEW

There are 25 playgrounds across 11 localities within the Dorset municipality. Together they represent significant Council investment that is required to be properly managed to ensure that the needs of the community continue to be met and ensure the best value for the available resources.

Playgrounds are a critical component within communities as they provide opportunities to engage in active recreation outside of organised sports and to develop coordination, strength and motor skills. While sport is the backbone of regional communities playing may not be accessible, affordable or desirable for many. With more than one quarter (28.7%) of Tasmanian children identified as overweight or obese¹ and physical activity a key component to a healthy lifestyle, low/no cost active recreational opportunities are more important than ever for communities.

Play supports the holistic development of children by improving cognitive, physical, social and emotional wellbeing. As play changes as children grow and develop it is imperative that we balance the target age of equipment to cater for a broad age range and a diverse mix of equipment styles. By ensuring that not only does the equipment promote play but also encourages imagination and creativity we can influence the physical and mental health and wellbeing of young people within the community and assist with laying the foundations for healthy, resilient adults.

Playgrounds should ideally be inclusive, engaging and safe, allowing children and young people to take risks in a controlled environment. As they act as informal meeting places for children and families to interact it is also ideal that playgrounds, particularly in rural spaces, are developed further as social, family and recreation spaces to provide space for informal gatherings, relaxation and play rather than just single purpose play parks where possible. These multi use green spaces are a key element in promoting community liveability and developing positive health outcomes.

The Dorset Council Playground Audit was identified as a key project as part of the Dorset Council Priority Projects Plan 2023-2025 and was developed in order to identify gaps and opportunities and inform decisions for the strategic upgrade and development of existing and future facilities.

2. METHODOLOGY

This Playground Facility Audit has been undertaken in three stages:

Stage 1: Inventory and Playground Review - A desktop analysis was conducted to identify the equipment elements in each playground and gather information regarding age of equipment and approximate lifespan. Equipment was attributed to a target age group/s based on manufacturer's recommendation and grouped by individual play space. Annual maintenance audits were reviewed and site inspections conducted where necessary to determine equipment condition.

Stage 2: Community Consultation - A community consultation process was conducted from Wednesday 31st October to Friday 8th December. The consultation consisted of:

- Staff Consultation – Works and Infrastructure staff were consulted in order to understand gaps and opportunities from a maintenance and construction perspective.
- Online Community Survey: A total of 31 responses were received via the online survey.

¹ ABS 2017/2018

- Design a Playground Competition: A total of 24 entries were received from young people across the municipality for the competition.

Stage 3: Consolidation of Information and Report Development - Information was collated and analysed prior to being presented as a report.






The aim of the Audit process was to provide:

- an itemised inventory of the equipment, including age, lifespan and target demographic
- demographic information for the locations of playgrounds
- community consultation into usage and equipment style to inform future upgrades
- guidance for the systematic investment in upgrades



3. PLAYGROUND REVIEW

Dorset playgrounds cater for a variety of age groups with each age group requiring a different element of equipment and play space. This report has utilised the following breakdowns to ensure consistency during the audit.

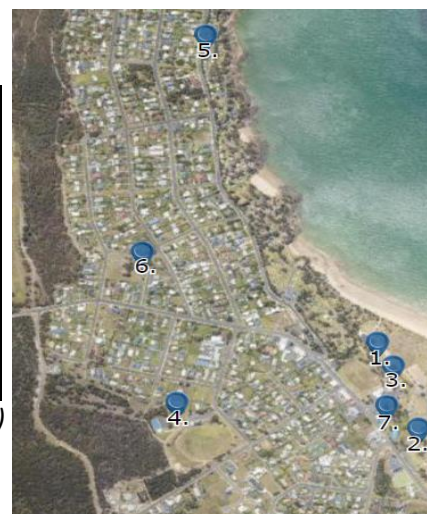
- 
Infant/Toddler—Ages 0-2: Low/ground level play structures, gentle slides, interactive spaces to encourage sensory exploration, and fine motor skill development.
- 
Toddler/Infant—Ages 3-5: Greater challenges for motor, social and sensory development.
- 
School Age—Ages 6-12: More challenging climbers, taller slides, dynamic net play structures and exhilarating zip lines that promote physical coordination, social skills and cognitive engagement.
- 
Teen and Adult—Ages 13+: Fitness circuits, ninja warrior courses that challenge at a more adult level.
- 
Accessible—All ages: Wheelchair accessible, sensory equipment etc.

The following is a breakdown of the demographics within each locality and the playgrounds and equipment located within it.

BRIDPORT

0-4 year olds	94
5-9 year olds	85
10-14 year olds	107
15-19 year olds	64
TOTAL CHILDREN AND YOUNG PEOPLE <i>(Increase of 30 since 2016)</i>	350
TOTAL NUMBER OF RESIDENTS <i>(Increase of 174 since 2016)</i>	1742

(2021 Census Data)



There are 7 playground spaces throughout Bridport:



Bridport Foreshore (Skate Park area)

This area consists of a brand new skate park (completed in 2022), half-court basketball (completed in 2023) and several pieces of exercise equipment.

The play space is well utilised and as it is adjacent to the popular Lions Adventure Playground provides a value add to cater for older children and teenagers in the area.

Toilets, drinking water and parking are all located approximately 100m away adjacent to the Lions Adventure Playground. Access is relatively flat along a gravel path.

Play space is unfenced and situated between 10 and 15m from the dirt access road to the Surf Lifesaving Club and Goftons Beach.

Equipment	Installed	Target Age Group				
		0-2	3-5	6-12	13+	A
Skate Park	2022					
Exercise Equipment	2022					
Basketball Half Court	2023					



Bridport Foreshore (Opposite RSL)

The playground area consists of a swing and slide. The equipment is in average condition and due for an upgrade. The space is located 300m away from the popular Lions Adventure. Parking is available 50m away but access is via stairs or a steep grassed bank. Toilets, drinking water and alternative parking are located approximately 250m adjacent to the Lions Adventure Playground with access via a gravel path.

Playground is unfenced but situated over 40m away

from Main Street and down a steep bank.

Equipment	Installed	Target Age Group				
		0-2	3-5	6-12	13+	A
Slide	2001					
Double Swing	2004					



Lions Adventure Playground

The playground has a broad selection of equipment and is very well utilised. For future equipment, options focus should be on younger age groups and on including more accessible play options to cater for those with a disability.

Parking, drinking water and toilets plus BBQ's are located at the Lions Adventure Playground. Access is flat along gravel paths.

Playground is unfenced and situated 8m from busy carpark and 15m from a dirt access road to the Surf

Lifesaving Club and Gofton's Beach.

Equipment	Installed	Target Age Group				
		0-2	3-5	6-12	13+	A
Flying Fox	2018					
Dolphin/Shark Rocker	2018					
Birds Nest Swing	2018					
Green Spin Seat	2018					
Yellow Spin Seat	2018					
Boat and Slide	2018					
5 Seat Swing Combo	2018					
Climbing Hexagon	2018					
Space Net Climbing Frame	2018					



Bentley Street Playground

This playground consists of a swing set and a spring toy both of which are overdue for upgrade.

Toilets are located 250m away at the Old Pier boat ramp. Parking is available 3m adjacent to the playground. Access to the playground is flat.

Playground is unfenced and situated 7m from road (Bentley Street).

Equipment	Installed	Target Age Group				
		0-2	3-5	6-12	13+	A
Double Swings	2005					
Spring Toy (Junior Rocker)	2005					

DORSET COUNCIL PLAYGROUND AUDIT

DOC/23/10120



Play Centre (Joseph Street)

This playground is part of the Bridport Play Centre which is utilised by Bridport Girl Guides and Playgroups.

Parking, toilets and drinking water all available onsite.

Playground is fenced.

Equipment	Installed	Target Age Group				
		0-2	3-5	6-12	13+	A
Swings	Unknown					
Boat Slide Combination Equipment	Unknown					



Bridport Recreation Ground Playground

This playground consists of a double swing and two spring rockers.

Toilets, parking and drinking water is all located at the Bridport Recreation Ground Multifunction Centre. Access is flat.

Playground is unfenced but situated 25m back from the Bridport Recreation Ground carpark.

Equipment	Installed	Target Age Group				
		0-2	3-5	6-12	13+	A
Double Swing	1999					
Spring Toy (Minibike)	1999					
Spring Toy (Junior Rocker)	2005					



Main Street (Tennis Courts)

This playground is located directly behind the tennis court at the Visitor Information Centre and seems to be used more as an overflow if the Lions Adventure Playground is full. As this playground is coming up for renewal it could be that instead of replacing we look at instead consolidating this playground into the Lions Adventure Playground.

Toilets and parking are located 60m away at the Visitor Information Centre. Access is via a sloped grass walkway.

Playground is unfenced but situated 20m back from the road (Main Street).

Equipment	Installed	Target Age Group				
		0-2	3-5	6-12	13+	A
Combination Play Equipment	2004					

SCOTTSDALE

0-4 year olds	105
5-9 year olds	124
10-14 year olds	167
15-19 year olds	128
TOTAL CHILDREN AND YOUNG PEOPLE <i>(Decrease of 45 since 2016)</i>	524
TOTAL NUMBER OF RESIDENTS <i>(Increase of 35 since 2016)</i>	2408

(2021 Census Data)



There are 8 playground spaces throughout Scottsdale.



Northeast Park

Northeast Park is a popular location for locals and visitors alike with the duck pond particularly popular amongst younger children. Unfortunately the playground currently has a lack of equipment for young children in the Infant/Toddler age range.

The park has a lot of potential with the boardwalk at the rear of the park showcasing the natural assets and a stage set up providing great future opportunities for events or festivals. Both the boardwalk and the stage area are in need of attention if they are to be utilised regularly.

Toilets and parking are located at the park entry approximately 80m away. Access to the playground is via a grassed slope. BBQs and shelter are also available within the Northeast Park approximately 20m from the playground.

Playground is unfenced but set back from the main road (Ringarooma Road).

Equipment	Installed	Target Age Group				
		0-2	3-5	6-12	13+	A
Birds Nest Swing Combination	2018					
Spin Seat – Blue	2018					
Spin Seat – Green	2018					
Climbing Frame and Slide	2018					

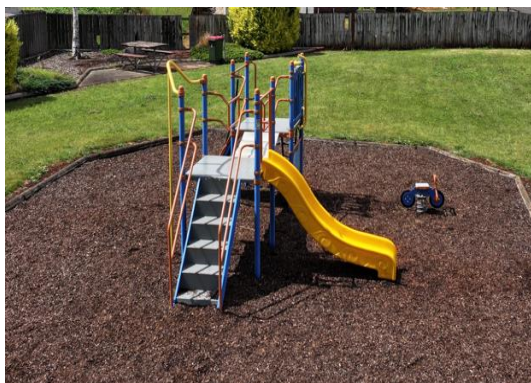


Elizabeth/Ethel Street Park

The Elizabeth/Ethel Street Park is a popular stopping place after school for families. The park has some updated equipment but there is also some that is overdue for an upgrade. This park would benefit from open ended play equipment so children can engage their imagination and creativity. There is ample space available for further options.

There is no toilets or drinking water available at the park. Parking is on street only. Playground is unfenced.

Equipment	Installed	Target Age Group				
		0-2	3-5	6-12	13+	A
Birds Nest Swing	2018					
Double Swing	2007					
Plastic Ring	2018					
Spin Seat – Yellow	2018					
Carousel with Bars – Red	2018					
Spiral Slide	2006					
Spring Toy (Frog)	Unknown					
Whirlpool Climbing Frame	2006					



Spotswood Drive Playground

This playground is very popular due to the high number of families and children in the area. The equipment is over 20 years old. Including some younger age targeted equipment and potentially some options for teenagers would be beneficial. There is ample space to install further options.

There is no toilets or drinking water available at the park. Parking is on street only. Playground in

unfenced.

Equipment	Installed	Target Age Group				
		0-2	3-5	6-12	13+	A
Combination Play Equipment	1999					
Spring Toy (Minibike)	1999					



Scottsdale Recreation Ground Playground

This playground consists of a swing set and a netball hoop.

Parking is available 40m away. Toilets are 130m away and there is drinking water available 70m away. The Scottsdale Recreation Ground is due for a feasibility study to determine future direction so it is recommended not to make any changes to this area in the interim.

Playground is unfenced.

Equipment	Installed	Target Age Group				
		0-2	3-5	6-12	13+	A
Double Swing	2018					
Netball Hoop	Unknown					



Scottsdale Skate Park

The Skate Park is underutilised due to its design and would benefit greatly from an upgrade.

Toilets are located 240m away at the Children's Reserve or 260m away at the Rec Ground. Drinking water is available outside the netball courts 370m away. Parking is available next to the Nugget Sellers Pavilion or on street along Alfred Street. Play space is fenced.

The Scottsdale Recreation Ground is due for a feasibility study to determine future direction so it is recommended not to make any changes to this area in the interim.

Equipment	Installed	Target Age Group				
		0-2	3-5	6-12	13+	A
Skate Park - Concrete	2013					



Scottsdale Tennis Courts Playground

The equipment is in good condition with the playground relatively underutilised by the public due to its location. Toilets are located internally at the Stadium

Toilets are located 370m away at the Recreation Ground (via Rose Street), parking is available adjacent to the playground. Access to the playground is flat and grassed but via a locked gate.

Equipment	Installed	Target Age Group				
		0-2	3-5	6-12	13+	A
Play Fort	2007					



McLennan Street Playground

This playground is a double swing only.

There is no toilets or drinking water available at the park.
Parking is on street only.

Playground is unfenced

Equipment	Installed	Target Age Group				
		0-2	3-5	6-12	13+	A
Double Swing	2006					



Children's Reserve (Anzac Park)

This playground is well utilised particularly for birthday parties however a key piece for the early childhood age group is the helicopter which is dated and in need of upgrade. Consideration could be given to include pieces from both the Infant/Toddler and the Early Childhood age groups as well as Accessible play options. Further development could also take advantage of the grass mounds and the concrete bike path to create more of a 'destination' style playground.

Toilets and BBQ facilities are available at the park. There is no drinking water. Parking is available on George Street located 50m along a concrete footpath. Playground is unfenced but set well back from the road.

Equipment	Installed	Target Age Group				
		0-2	3-5	6-12	13+	A
Space Net	2018					
Helicopter	1995					
Double Swings	1995					
Car Fort	2016					
Musical Rail	2016					
Combination and Slide	1995					
Spring Toy (Horse)	1995					
Exercise Bike	2019					
Push Up Bars	2019					
Sit Up Bench	2019					
Power Bike	2019					
Bike Track - Concrete	Unknown					

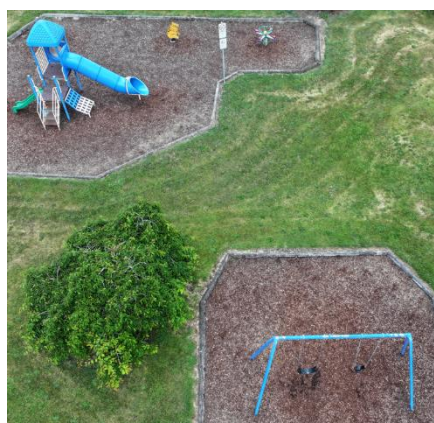
BRANXHOLM

0-4 year olds	6
5-9 year olds	11
10-14 year olds	12
15-19 year olds	14
TOTAL CHILDREN AND YOUNG PEOPLE <i>(Decrease of 16 since 2016)</i>	43
TOTAL NUMBER OF RESIDENTS <i>(Decrease of 31 since 2016)</i>	236

(2021 Census Data)



There are 2 playground spaces throughout Branhholm.



Branxholm Park Playground

The Branhholm Park receives traffic from the camping ground as well as locals and visitors and is generally well utilised. The majority of the equipment however, is well overdue for an upgrade (2017). Equipment is non-existent for the Infant/Toddler age group and is minimal for Teen/Young Adults.

Toilets and parking are located at the park. BBQ facilities are also available.

Playground is partly fenced (road frontage only)

Equipment	Installed	Target Age Group				
		0-2	3-5	6-12	13+	A
Combination Play Equipment	1997					
Spring Toy (Koala)	1997					
Spring Toy (Whale)	1997					
Double Swing	1997					
Spring Toy (Starfish)	2020					



Branxholm Recreation Ground

This is a small playground consisting of a slide, double swing and spring toy. There is no toilets or drinking water available. Parking is at the recreation ground with flat access to the playground. Potential exists to consolidate this playground with Branhholm Park or relocate the equipment to another rural playground as it is no longer regularly used. Playground is unfenced.

Equipment	Installed	Target Age Group				
		0-2	3-5	6-12	13+	A
Spring Toy (Junior Rocker)	2006					
Slide	2006					
Double Swing	2006					

DERBY

0-4 year olds	0
5-9 year olds	5
10-14 year olds	6
15-19 year olds	9
TOTAL CHILDREN AND YOUNG PEOPLE <i>(Decrease of 7 since 2016)</i>	20
TOTAL NUMBER OF RESIDENTS <i>(Decrease of 64 since 2016)</i>	109

(2021 Census Data)



There is 1 playground space in Derby.



Derby Park Playground

The Derby Park receives significant volumes of traffic from the camping ground and has recently been upgraded. Future updates should look at options for Infant/Toddler and Accessible play equipment.

There is toilets available at Derby Park 60m away. Parking and drinking water is both available as is BBQ facilities.

Playground is unfenced and located within 10m from Main Street.

Equipment	Installed	Target Age Group				
		0-2	3-5	6-12	13+	A
Spring Toy (Hen)	2022					
Spring Toy	2022					
Combination Play Equipment	2022					
Double Swing	2007					
	2022					
Air Walker	2010					

RINGAROOMA

0-4 year olds	13
5-9 year olds	16
10-14 year olds	18
15-19 year olds	19
TOTAL CHILDREN AND YOUNG PEOPLE <i>(Decrease of 17 since 2016)</i>	66
TOTAL NUMBER OF RESIDENTS <i>(Decrease of 1 since 2016)</i>	337

(2021 Census Data)

There is 1 playground space in Ringarooma.





Ringarooma Recreation Ground

The Ringarooma playground is quite isolated from the main centre of Ringarooma. There is limited options for teenagers and none for Infant/Toddlers.

There is public toilets located on Main Street 900m away and parking at the Recreation Ground. Access is flat. Playground is partly fenced.

Equipment	Installed	Target Age Group				
		0-2	3-5	6-12	13+	A
Combination Play Equipment	1998					
Spring Toy (Junior Rocker)	1998					
Double Swing	2005					

LEGERWOOD

0-4 year olds	10
5-9 year olds	15
10-14 year olds	28
15-19 year olds	12
TOTAL CHILDREN AND YOUNG PEOPLE <i>(Increase of 11 since 2016)</i>	65
TOTAL NUMBER OF RESIDENTS <i>(Increase of 11 since 2016)</i>	204

(2021 Census Data)



There is 1 playground space in Legerwood.



Legerwood Memorial Park

Legerwood Memorial Park caters well for ages 2 up but has no options targeted at the Infant/Toddler age groups. Future updates should look at options for Infant/Toddler and Accessible play equipment.

An upgrade is currently underway to install two new equipment pieces.

Toilets are located 150m away at the Visitor Centre. Parking is 30m away on roadside. Access is flat. Playground is

unfenced.

Equipment	Installed	Target Age Group				
		0-2	3-5	6-12	13+	A
Double Swing	Unknown					
Train Rocker	2008					
Amazon Play Unit	Unknown					
Starfish Rocker	2009					
Climbing Frame	Unknown					

Flex Station	Unknown					
Stepping Machine x 2	Unknown					
Climbing Nets	Unknown					
Spinning Top Wheel	Unknown					
Free Runner	2019					
5 seat swing combo	2023					
Galaxy Saturn Carousel (4 seats)	2023					

PIONEER

0-4 year olds	13
5-14 year olds	16
15-19 year olds	18
TOTAL CHILDREN AND YOUNG PEOPLE <i>(remained the same since 2016)</i>	22
TOTAL NUMBER OF RESIDENTS <i>(Decrease of 10 since 2016)</i>	79

(2021 Census Data)



There is 1 playground space in Pioneer.



Pioneer Hall

The Pioneer Hall playground has no equipment targeted at the Infants/Toddler age group. The equipment that is there is restricted to single usage equipment such as a slide and swing.

Public toilets and parking are available at the Hall. Access is flat.

Playground is unfenced and set back 25m from main road and 15m from side road.

Equipment	Installed	Target Age Group				
		0-2	3-5	6-12	13+	A
Double Swing	1998					
Aeroglide	2007					
Curved Solo Slide	2007					

GLADSTONE

0-4 year olds	4
5-9 year olds	3
10-14 year olds	8
15-19 year olds	0
TOTAL CHILDREN AND YOUNG PEOPLE <i>(Decrease of 30 since 2016)</i>	15
TOTAL NUMBER OF RESIDENTS <i>(Decrease of 15 since 2016)</i>	124

(2021 Census Data)



There is 1 playground space in Gladstone.



Gladstone Park

The Gladstone Park has no equipment targeted at the Infant/Toddler age group and limited equipment for teenagers. It is located adjacent to the Gladstone Hall.

Toilets and parking are available at the Gladstone Hall. Access is flat.

Playground is unfenced but set back behind Gladstone Hall away from the road.

Equipment	Installed	Target Age Group				
		0-2	3-5	6-12	13+	A
Combination Play Equipment	2002					
Quad Swing	2002					
Flying Fox	2002					
Spring Toy – Bird	Unknown					
Jumping Stick	Unknown					

TOMAHAWK

0-4 year olds	0
5-14 year olds	0
15-19 year olds	0
TOTAL CHILDREN AND YOUNG PEOPLE <i>(Decrease of 4 since 2016)</i>	0
TOTAL NUMBER OF RESIDENTS <i>(Increase of 6 since 2016)</i>	54

(2021 Census Data)



There is 1 playground space in Tomahawk.



Tomahawk Reserve and BBQ Area

Tomahawk Reserve has a good selection of equipment to suit different ages. Usage is generally from visiting families and campers at the Tomahawk Caravan Park. Consideration could be given for future equipment to target the Infant/Toddlers age range. As a coastal area there is issues with corrosion at this playground with the equipment needing to be checked regularly.

Toilets and parking are both available on site at the playground. Access is flat.

Playground is unfenced and set back 20m from the road and 4m from the carpark.

Equipment	Installed	Target Age Group				
		0-2	3-5	6-12	13+	A
Swing	Unknown					
Spring Toy (Dolphin)	Unknown					
Combination Play Equipment	2011					
Comet Spinning Wheel	2011					
Basketball hoop	Unknown					

WINNALEAH

0-4 year olds	12
5-9 year olds	8
10-14 year olds	22
15-19 year olds	8
TOTAL CHILDREN AND YOUNG PEOPLE <i>(Increase of 15 since 2016)</i>	50
TOTAL NUMBER OF RESIDENTS <i>(Remained the same since 2016)</i>	225

(2021 Census Data)

There is 1 playground space in Winnaleah.





Main Street Playground

Winnaleah Park has a good selection of equipment for Early Childhood and School Age groups but consideration could be given for additional equipment pieces for Infant/Toddlers. There is a basketball court available for the teenage age groups.

Toilets are available 60m across the road at the Winnaleah Hall. Parking is available on street outside the playground. Access is flat. There is a BBQ available for use. The playground lacks shade, seating and any vegetation.

Playground is fenced.

Equipment	Installed	Target Age Group				
		0-2	3-5	6-12	13+	A
Double Swing	2003					
Spring Toy (Minibike)	1998					
Spring Toy (Kangaroo)	1998					
Spring Toy (Plane)	1998					
Spring Toy (Junior Rocker)	2003					
Carousel with Bars	Unknown					
Birds Nest Swing	Unknown					
Sky Ring Carousel	Unknown					

JETSONVILLE

0-4 year olds	10
5-9 year olds	7
10-14 year olds	6
15-19 year olds	9
TOTAL CHILDREN AND YOUNG PEOPLE <i>(Decrease of 8 since 2016)</i>	32
TOTAL NUMBER OF RESIDENTS <i>(Increase of 10 since 2016)</i>	147

(2021 Census Data)



There is 1 playground space in Jetsonville.



Jetsonville Hall

The Jetsonville Hall is well equipped and is home to the Jetsonville Playgroup. The majority of the equipment is targeted at the younger age groups up to the age of 5.

Toilets, parking at drinking water is available at the Hall. Access is flat and there is plenty of seating and shade.

Playground is fenced.

Equipment	Installed	Target Age Group				
		0-2	3-5	6-12	13+	A
4 seat Seesaw	2008					
Yellow Tunnel	Unknown					
Combination and Slide	Unknown					
Double Swing	2008					

3. FINDINGS

The consultation period identified that the top 4 most popular playgrounds in Dorset were:

1. Lions Adventure Playground and Skate Park Area, Bridport foreshore

Why we love it:

- Good variety of equipment to suit all ages
- Good amenities – toilets, shade, picnic tables, water
- Good location and access

What we could do to make it better:

- Fencing between the play area and the road
- More Baby/Toddler equipment
- Water play area
- Plants/Green space
- Shade over picnic tables
- More seating
- Better parking for skate park area

2. Children's Reserve (Anzac Park), Scottsdale

Why we love it:

- Location
- Good equipment for younger children
- Toilet and BBQ
- Green space – grassy hills, lawn and gardens
- Bike track
- Enclosed park (safe)

What we could do to make it better:

- More shade
- More BBQ/seating
- More nature focus play
- More equipment – swings, tunnel, climbing structures, basketball space, etc
- Toilet upgrade
- Water refill station
- Bike track around the perimeter causes issues when kids are crossing

3. Elizabeth/Ethel Street Park, Scottsdale**Why we love it:**

- Access
- Space and range of activities

What we could do to make it better:

- BBQ
- More equipment
- Toilet

4. Northeast Park, Scottsdale**Why we love it:**

- Ducks
- Variety of activities – playground, outdoor exploring, bushwalks, ponds, wildlife, BBQ's and toilets

What we could do to make it better:

- Shade and seating
- Better pond maintenance to clear blockages and prevent flooding

The consultation process also indicated that the most important facilities and/or elements to include in a playground were:

- Nature based open ended play options – trees, rocks, logs, landscaping etc
- Amenities – Toilets, water, picnic tables and seating, BBQ's
- Diverse equipment for all age groups and abilities– encourage safe, risky play
- Safety - Secure fencing – particularly for younger children and in playgrounds near busy roads.
- Slides and swings for different age groups, zip lines, in ground trampolines, cubby houses, climbing options, sand play, water play, treasure trails and obstacle courses
- Good shade cover

Some of the key themes identified as a result of the consultation process include:

- Our playgrounds should include a variety of elements - not just play equipment but natural elements such as paths, landscaping and vegetation that enhance the area and create play and exploration opportunities. Nature based play is a much needed element – rocks, logs, equipment built into the environment. Water and sand play could be included in some playgrounds.

- Amenities are an important element in play spaces. Shade and seating are important components that need to be included for those watching and those needing to take a break from play. Ensuring our main parks have enough BBQ areas and picnic tables as well as drinking water. Baby change facilities are required.
- Playgrounds lack diversity from park to park – people would travel to a playground if it offered a unique experience from the one in their local area.
- Consolidation of smaller playgrounds should be considered in areas such as Bridport Foreshore and smaller localities such as Branhholm. This would reduce maintenance and renewal costs for playgrounds that don't receive much usage.
- A focus should be on providing holistic, multi-generational, multi-use community hubs that provide areas for informal gatherings, relaxing and play. Particularly in rural localities where encouraging community connections is vital. Having localised multiuse green spaces are a key element in supporting community liveability.
- There is a lack of equipment across Dorset catering for those with a disability and for the infant/toddler age bracket. More emphasis could be placed on ensuring toddler spaces are safe (fenced) and even separate from older children play spaces.



Playground Competition Winner – Kinder to Grade 2 – F Whyte

4. STRATEGIES and RECOMMENDATIONS

- Diversify our play spaces to enhance value and choice – identify ‘themes’ for each of the playgrounds and ensure the equipment ranges from park to park.
- Ensure there is diversity in the style and type of play equipment and elements provided at each park – there is currently a narrow range of equipment provided at the smaller playgrounds (swing, slide and spring toy)
- Include natural elements within play spaces– rocks, logs etc and include trees and landscape elements into play areas.

The following recommendations and associated timeframes have been identified and take into account age of equipment, community demographics, visitation and community feedback from the consultation process:

Short Term Recommendations (within the next 6-12 months):

- Replace main equipment elements at the Children’s Reserve, Scottsdale – helicopter and combination play equipment. Install additional play elements such as basketball court, natural play elements, seating and landscaping. Include accessible equipment as well as items for younger age. Concept plan to be developed and consultation to occur.
- Replace main equipment at Branxholm Park – combination play equipment. Concept plan to be developed and consultation to occur.
- Update Winnaleah Park to include additional landscaping, and play elements. Concept plan to be developed and consultation to occur.

Medium Term Recommendations (within the next 1-2 years):

- Investigate the feasibility of consolidating the following smaller playgrounds:
 1. Bentley Street, Tennis Courts and Opposite the RSL into the Lions Adventure Playground, Bridport to increase the range of equipment available at the Lions Adventure Playground and decrease maintenance and costs associated with playground upgrades. (Investigate feasibility of installing a interactive ‘trail’ alongside the foreshore including art/sensory/adventure style equipment/activities to compensate for less formal playgrounds along the foreshore area.)
 2. Branxholm Recreation Ground into Branxholm Park to decrease maintenance and costs associated with playground upgrades. (Demographics currently do not warrant two playgrounds in Branxholm.)
- Investigate the provision of full or part fencing in key playgrounds including:
 1. Lions Adventure Playground, Bridport
 2. Derby Park Playground
- Prepare business case to upgrade Scottsdale Skate Park
- Install playground elements targeting Infant/Toddler age range at Spotswood Drive Playground.
- Install additional playground elements in particular those targeting Infant/Toddler age range at Winnaleah Park Playground.
- Increase options for accessible play across:
 1. Lions Adventure Playground, Bridport
 2. Children’s Reserve, Scottsdale
- Investigate upgrade and/or improvements to the following playgrounds:
 1. Tomahawk Reserve

Long Term Recommendations (within the next 2+ years):

- Investigate upgrade and/or improvements to the following playgrounds:
 1. McLennan Street, Scottsdale
 2. Elizabeth/Ethel Street, Scottsdale
 3. Ringarooma Recreation Ground Playground
 4. Pioneer Hall Playground
 5. Gladstone Hall Playground
- Upgrade Lions Adventure Playground to include additional landscaping, shade and seating plus additional play elements.



Policy 9 – Risk Management

~~TRIM~~-Ref: **DOC/22/5192**

Adopted: **6 October 2003**
Minute 208/03

Version: **76**

Reviewed Date: ~~27 June 2022~~ **20 May 2024**

Council Minute No: ~~99/22~~

Statutory Authority: **Workplace Health and Safety Act 2012**

OBJECTIVE

Ensure that appropriate risk management is an integral part of management processes within Council operations so as to minimise any consequential loss, damage or injury to persons or property.

POLICY

POLICY STATEMENT

Dorset Council is actively committed to proactively managing risk that arises from all Council activities. Council endeavours to ensure that the environment and facilities provided for the community, employees and contractors are safe, minimise the potential for risk and that necessary policies, practices and procedures are implemented to control and mitigate such risks.

The policy is designed to protect and prevent injury to residents, employees, contractors, sub-contractors, volunteers and visitors to the Municipality by the evaluation and treatment of identified risks.

Council recognises that risk management is an essential tool for sound strategic and financial planning and the ongoing physical operations of the organisation. Council's risk management framework will encompass the following:

- Setting clear risk appetite statements which set out the agreed risk exposure Council is willing to pursue in its goals;
- High level of accountability by ensuring roles, responsibilities and timeframes are clear to manage and mitigate risk within Council's risk appetite;
- Maintain a risk register which identifies, measures, monitors and minimises risk by prioritising those risks where there is potential for consequential loss, damage or injury to persons or property;
- Council's risk register will include performance standards linked to Council's controls in place to mitigate risk. These performance standards will include intended outcomes, performance measures, performance criteria and measurement tools;
- Provide quality facilities and environment for all Council stakeholders;
- To maintain an appropriate level and type of insurance to cover risk that provides value for money;;
- Maintain necessary budgetary levels to enable the effective management of risks and allocation of Council's resources;

- Provide appropriate training and information to all employees and contractors on risk management and risk mitigation practices.

The above objectives will be achieved by managing risks in accordance with the current relevant Australian Standards.

RESPONSIBILITIES

Councillors, management, employees, contractors and volunteers all have a joint responsibility of making risk management a priority as they undertake their daily tasks in the operations of Dorset Council.

Council

- Council officers will ensure Councillors are kept informed of changes in Council's strategic risks that may materially impact Council's Strategic Plan or policy development.
- Provide the support and basis on which risk management policy can be implemented. This includes listing risk management as a priority in Council's Strategic Plan.
- Provide adequate budgetary provision for Council's risk management framework and risk policy.

General Manager

- Accountability and Responsibility for the operation of this policy rests with the General Manager.
- Recognise and adopt Risk Management as a key function of the organisation, including implementation of training and audit programs for key stakeholders.
- Ensure risks are managed in accordance with the *AS/NZS ISO 31000 Risk Management* and Council's policies and procedures.

Directors/Supervisors

- Maintain overall responsibility for the effective management of all types of risks related to this policy across Council's operations.
- Ensure that Council's assets and operations, together with liability risks to the public, are adequately protected through appropriate risk financing and loss control programs and measures.
- Prepare and implement documented procedures for each aspect of operations.
- Monitor and audit practices and processes to ensure appropriateness to current conditions and practices.
- Provide information expediently when requested to provide assistance in the investigation of a risk management issue or claim that has been made against Council's insurances.
- Immediately act upon information provided by employees or residents who are reporting a hazard or incident.
- Undertake Risk Assessments for identified projects following annual budget preparations in accordance with the *AS/NZS ISO 31000 Risk Management*

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Employees, Contractors and Volunteers

- Familiarise themselves with Council’s risk management policy, principles and procedures.
- Employ risk management principles and practices in day to day duties and functions.
- Report any hazard or incidents as soon as possible that may have a potential risk exposure to Council, employees, contractors or the public.
- Assist positively with investigations related to incidents that have occurred as a result of a hazard or incident.
- Take notice of and implement recommendations of risk management audits conducted in the workplace.

Risk Management Committee

- At the strategic level Council’s Audit Panel serves as the Risk Management Committee.
- At the project level risks are assessed, monitored and mitigated by Council operations the project teams, ~~which includes~~ and subject matter experts in that field.
- Operational level risk is mitigated by Council operations risk owners and teams that ~~includes~~ are subject matter experts in that field.
- Review and oversight of Council’s ~~Effectively co-ordinate and facilitate r~~ Risk ~~M~~management Framework and advise possible improvements ~~operations within the framework provided by~~ based on current relevant Australian Standards for *Risk Management*.
- Review Council’s risk management policies and procedures.
- Recommend new procedures or amendments to existing procedures, which may include an agreed annual performance audit program.
- Review and monitor Council’s risk management performance measurements.
- Monitor the recommendations and outcomes from risk management audits.

IMPLEMENTATION

A Risk Management Strategy, including internal audits and reviews, will be completed and documented on a regular basis through Council’s Audit Panel, and reported back to Council via inclusion of Audit Panel minutes in Council meeting agendas. ~~This will~~ enable progressive adjustment of Council systems and practices. ~~Records of all reviews and changes shall be documented.~~

PERFORMANCE REVIEW

Council will ensure that there are ongoing reviews of its management system to ensure its continued suitability and effectiveness. Records of all reviews and changes shall be documented.

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REVIEW

This policy will be reviewed every three years.

LEGISLATION AND RELATED STANDARDS

- [Work Health and Safety Act 2012](#)
- [Work Health and Safety Regulations 2012](#)
- [AS/NZS ISO 31000:2009 Risk Management Standard](#)
- [AS ISO GUIDE 73:2009 Risk Management – Vocabulary](#)
- [AS ISO IEC 31010:2009 Risk Management – Risk Assessment Techniques](#)

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Policy 16 – Electronic Communications

TRIM Ref: **DOC/19/3592**

Adopted: **6 October 2003**
Minute 208/03

Version: **4**

Reviewed Date: **20 May 2019**

Council Minute No: **76/19**

Statutory Authority: **Various State and Federal laws**

Related Policies: **Social Media Policy**
Customer Service Charter

OBJECTIVE

To ensure that Council's image and that of Elected Members, employees and volunteers are protected from inappropriate use of email and internet facilities.

POLICY

Objective

To ensure that all Elected Members, employees and volunteers (users) are aware of the minimum standards to apply to the use of the Internet and individual email addresses provided by Council and their responsibilities when using these facilities.

Application

This policy shall apply to all users of internet and email systems provided by Council, including Elected Members, all permanent, temporary and casual staff, volunteers and any contractors who are given access to Council's electronic systems.

Principles of Use

The provision of these facilities is intended to provide benefits to Council including:

- Improved communications between individual and groups within Council;
- Improved ability of staff to access information relevant to their work;
- The ability to distribute information more quickly both internally and externally; and
- Presentation of a professional and dynamic face to the public and other organisation with which we deal.

Internet access is a privilege, not a right, and the Council will view the visiting of non work related sites during working time as a serious issue that may lead to disciplinary action.

Users should also be aware that some internet sites contain material that is illegal within Australia, and as such the accessing of such material may be a criminal offence under Australian law.

Accessing or distributing material that is based on sex, disability, race or other identified group can be seen as harassment, and as such will not be tolerated. Users found to have accessed such material will be subject to disciplinary action.

Remember that accessing any site on the Internet leaves a record (audit trail) that can be followed.

Responsibilities of Users

Any users of internet and email services provided by the Council are required to be aware of, and agree to, the following:

- Respect the privacy and confidentiality of other users and the rights of copyright owners.
- Remember that email facilities identify you as a Dorset Council representative and your opinions may be seen as those of the organisation. In light of this users should think carefully before becoming involved in electronic discussions, and if they do so should ensure that opinions are theirs and do not represent the views of the Council.
- As a rule, if in doubt do not view, download, display or send it.
- Email communications are subject to the same filing and record management processes as other documents. It is the responsibility of employees to ensure that copies are printed and placed on the respective files as necessary.
- All email received through Council facilities is the property of Council, and as necessary can be viewed by persons other than the recipient.
- The facilities are not to be used for the distribution of software or for the downloading of unauthorised material or files.
- Any downloaded materials must be checked for viruses before it is executed or opened.
- The facilities must not be used for illegal purposes, for assessing pornographic or other objectionable material, or for the individual's financial or commercial gain.
- Accessing of inappropriate material or sending of email of a racial, sexual or threatening nature can be viewed as harassment and if proven will result in disciplinary action being taken.

Personal use of Facilities

The primary object of the provision of internet and email facilities is to support other business activities, however subject to Director approval and system resource availability, private usage may be allowed as follows:

- Individuals are able to use the internet and email facilities in their own time providing this is agreed with their Director and does not impact adversely on the normal running of the computing systems.
- The responsibility will rest on individuals to ensure that these facilities are not abused and as such will require them to exercise personal judgement in their use of facilities.
- Users should remember that an audit trail of internet sites accessed and email sent is visible to Council and leaves a record on all sites that have been visited. The inappropriate or illegal use of the facilities has the potential to embarrass Council and could result in legal action against both individuals and the organisation. This can include investigation by external organisations such as Australian Federal or State Police and Human Rights and Equal Opportunity Commission.
- Supervisors and Directors will have responsibility for ensuring that users adhere to this Policy, and will have the ability to remove access from individuals who do not adhere to this Policy.
- The security and privacy of electronic communication cannot be guaranteed, and as such any loss incurred by any individual as a result of the private use of email or Internet systems will be the responsibility of the individual, not the organisation.

Managing Risk and Other Points to Remember

There are several other issues that users of Council email and internet facilities should consider and be aware of. These include:

- Email is not a secure form of information transmission and therefore should not be used to distribute information that is confidential.
- Importing information from outside the organisation has the potential to introduce viruses and breach copyright law. It is the responsibility of the individual to ensure that these are considered before downloading information.
- Information available on the Internet is not always reliable and as such should always be authenticated before it is used for Council purposes.
- Be aware that downloading of video and audio across the Internet has the potential to significantly affect the performance of the computer network.
- You should ensure that your password and user accesses are kept confidential. Remember that it is your individual name, as well as that of the Council that will be broadcast on the Internet.
- Users who use the Internet to make electronic purchases should ensure that data they submit is adequately protected and secure.

If any user has questions in relation to the content of this document, enquiries should be directed to the Director - Corporate Services. Any technical issues should be directed to the Information Technology Co-ordinator.



Policy 2 – Payment of Councillor Expenses and Provision of Facilities

Ref: DOC/23/8938 **v21**

Adopted: 17 December 2007

Minute 169/07

Version: 8

Reviewed Date: **21 August 2023** **20 May 2024**

Council Minute No: **127/23XXX**

Local Government Act 1993 – Schedule 5

Statutory Authority:

Local Government (General) Regulations 2015 – Regulation 43

OBJECTIVE

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

POLICY

This policy is prepared to cover the payment of expenses incurred or to be incurred, and the provision of facilities to the Mayor, Deputy Mayor and other Councillors in relation to discharging the function of civic office.

1. Mobile Phone

Council will pay the following allowances for mobile phone expenses:

- a. Councillors - \$27 per month
- b. Deputy Mayor - \$55 per month
- c. Mayor – \$140 per month plan

2. Communication Equipment

a. For each term of office, Council will provide each Councillor with a laptop or similar device. On completion of each four (4) year term of Councillors, this device will be available for Councillors to keep for personal use free of charge. The memory of each device will be fully erased and the item will be placed on the Council Gift Register at a current market value.

a-b. Councillors who are provided with a laptop or similar device will be required to use that device in accordance with the terms contained within Council's operational Cyber Security Policy and any relevant user agreements. A copy of the Cyber Security Policy will be provided to Councillors upon commencement of each term of office and as otherwise reviewed throughout the term.

b. Council will pay \$100 per annum for paper, stationery etc.

c.

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

3. Travelling Expenses

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

4. Child Care

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

5. Provision of Facilities

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

6. Insurance

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

7. Professional Development

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

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

Professional development activities must fit within the following scope:

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

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

8. Claim for Expenses and Allowances

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

Local Government Act 1993

**CODE OF CONDUCT PANEL DETERMINATION REPORT
DORSET COUNCIL CODE OF CONDUCT**

Complaint brought by Dr Vincent Teichmann against Mayor Greg Howard

Code of Conduct Panel

- Lynn Mason AM (Chairperson),
- David Sales (Local Government Member)
- Steve Bishop (Legal Member)

Date of Determination: 22 April 2024

Content Manager Reference: C31199

Summary of the complaint

A code of conduct complaint was submitted by Dr Vincent Teichmann to the General Manager of the Dorset Council on 20 September 2023. The complaint was originally submitted on 17 August 2023, and was resubmitted within the period allowed by the *Local Government Act 1993* (the Act), and accepted by the General Manager on 20 September 2023.

The complaint related to comments made by the Mayor, Councillor (Cr) Greg Howard, when answering questions asked by Dr Teichmann and various members of the public during Public Question Time (PQT) at the ordinary meeting of Dorset Council held on 20 February 2023.

The complaint alleged that Cr Howard breached the following parts of the Dorset Council Code of Conduct, adopted on 20 February 2023:

Part 1 – Decision Making

- 1. A councillor must bring an open and unprejudiced mind to all matters being decided upon in the course of his or her duties, including when making planning decisions as part of the Council's role as a Planning Authority.*
- 2. A councillor must make decisions free from personal bias or prejudgement.*
- 3. In making decisions, a councillor must give genuine and impartial consideration to all relevant information known to them, or of which they should have reasonably been aware.*

Part 7.1 – An elected member –

- (a) –*
- (b) must not cause any reasonable person offence or embarrassment;*

Part 8 – Representation

- 4. A councillor must clearly indicate when they are putting forward their personal views.*
- 6. A councillor must show respect when expressing personal views publicly.*

The Chairperson of the Code of Conduct Panel (the Panel) determined in her assessment that the complaint disclosed possible breaches of the following additional clause of the Code:

Part 8 – Representation

1. *When giving information to the community, a councillor must accurately represent the policies and decisions of the council.*
2. –
3. –
4. *A Councillor must clearly indicate when they are putting forward their personal views.*
5. –
6. -

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, and in accordance with section 28ZA(1)(b), the Chairperson determined that:

- the complainant had made a reasonable effort to resolve the complaint. This relied on his having asked several questions at previous council meetings to try to correct what he saw as errors made by Cr Howard; additionally, he had observed that as the Council at the time the complaint was made was in administration, and Cr Howard was not attending Council meetings conducted by the Commissioner, he saw no point in pursuing his complaint by trying to question Cr Howard in a public forum;
- part of the complaint substantially related to a contravention of the Dorset Council's Code of Conduct;
- part of the complaint could not be dismissed on the grounds that it was frivolous, vexatious or trivial. The reasons for this conclusion were that if upheld, Cr Howard would be shown to have breached a number of clauses of the Code of Conduct;
- 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.¹

In accordance with section 28ZA(1)(b) of the Act, the allegation that Parts 1.1, 1.2, 1.3, 7.1(b), and 8.6 had been breached were dismissed. These parts of the complaint were dismissed on the following grounds:

PART 1 - Decision making

The grounds for dismissal were that during Public Question Time at the Ordinary Meeting of Dorset Council held on 20 February 2023, Cr Howard was not participating in the process whereby Council makes decisions on matters raised for discussion and decision, i.e., that part of the meeting where a council considers reports and recommendations, and makes decisions by vote. This part of the Code does not refer to statements made by a Mayor when answering questions in Public Question Time. Therefore, this part of the complaint does not substantially relate to a contravention of the Code.

PART 7 - Relationships with community, councillors and Council employees

The complaint alleged that Cr Howard breached the Code in contradicting the questioner's statement that mountain bike races had been held on the road on which she lives. This, according to the complaint, may well have caused the questioner offence and/or embarrassment. The

¹ 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.

complaint provided no evidence that the questioner was embarrassed or offended by Cr Howard's contradiction of her statement. This part of the complaint was therefore dismissed, on the basis that it was vexatious, i.e., without substance.

PART 8 – Representation

At the Council meeting of 20 February 2023, Cr Howard answered questions from at least six members of the public, and some Councillors. A number of clauses of the Code require a councillor to behave with respect to others, and to avoid bringing the council into disrepute by his or her actions or words. The Chairperson determined that Cr Howard was not disrespectful to the questioners in answering any of the questions included in the complaint. It was apparent that in some answers he did not agree with statements made by the questioner, but his expression of that disagreement was done without disrespect. The allegation that Cr Howard breached Part 8.6 was therefore dismissed, on the basis that it was vexatious, i.e., without substance.

On this basis, the Chairperson determined to investigate the complaint that Cr Howard may have breached Part 8.1 and Part 8.4.

The complainant, respondent councillor and the General Manager were notified of the outcome of the initial assessment by letter dated 27 October 2023.

Investigation

In accordance with section 28ZE of the Act, the Code of Conduct Panel investigated the complaint.

The Panel met on 18 December 2023 to consider the complaint. Further meetings of the Panel were held on 8 March 2024 and 21 March 2024.

Cr Howard was invited in the initial assessment to provide a response to the complaint by 10 November 2023; his response was received on 25 January 2024. Cr Howard's response was sent to Dr Teichmann, who responded on 27 February 2024. This was sent to Cr Howard. On 12 March 2024 the Panel received a further submission from Cr Howard. This was sent to Dr Teichmann for his information.

On 28 February 2024 both Dr Teichmann and Cr Howard were informed by letter that the Panel was of the view that the matter could be determined on the basis of the information and submissions available to the Panel. Both parties were invited to make submission to the Panel by 12 March 2024 if either party considered that he would be disadvantaged if a hearing were not held. Both parties submitted that a hearing would not be necessary. The Panel proceeded to make its determination.

The Panel based its investigations on the following documentation:

- The complaint from Dr Teichmann, submitted under cover of Statutory Declaration, dated 17 August 2023, resubmitted 19 September 2023, 33 pp;
- The response from Cr Howard, submitted under cover of Statutory Declaration, 25 January 2024, 66 pp;
- Reply from Dr Teichmann, submitted under cover of Statutory Declaration, 27 February 2024, 4 pp;
- Response from Cr Howard, submitted on 12 March 2024, with covering Statutory Declaration, 6pp;
- The Dorset Council Code of Conduct adopted 20 February 2023.

The Panel noted in its investigation and consideration of the material, that the complainant appeared to have relied on the Panel to validate the complaint by searching the transcripts provided by the complainant to support his allegations of breaches of the Code. Section 28V(3)(e) of the Act requires that the complaint must contain details of the behaviour of the councillor that constitutes the alleged contraventions of the Code. The Panel takes seriously its responsibility to read thoroughly the material sent to it.

However, it is a basic requisite both under the Act and for the purpose of procedural fairness for the complainant to specify with precision and particularity exactly what conduct is impugned by the complainant. The Panel is not required to undertake the task of sorting through a wealth of material seeking out behaviour which may conceivably amount to a breach of the Code. That is for the Complainant, who needs to not only specify with clarity the conduct complained of, but also to provide a clear link between the actions of the councillor and the specific clause or clauses of the Code which are alleged to have been breached by those actions.

Determination

As per section 28ZI(1)(b) of the Act, the Code of Conduct Panel dismisses the complaint.

Reasons for determination

1. The allegation that Cr Howard breached Part 8.1 of the Code is dismissed, on the grounds that there is no evidence that Cr Howard misrepresented any policies or decisions which had been made by the Council in a Council meeting. No clear indication was given by the complainant of the statements or conduct that he regarded as amounting to breaches of this part. Certainly, some statements by Cr Howard appeared controversial and likely to be personal to him, such as the intensity of fires within the municipality, but no one could have reasonably considered that he was putting forward official council positions on these matters. By their nature, and in their context, they were expressing personal views and were not representations of Council policies or decisions.
2. The allegation that Cr Howard breached Part 8.4 of the Code is dismissed, on the grounds that the Mayor was answering questions without notice as best he could in a public meeting. Part 8.4 comes into effect when the councillor puts forward a personal viewpoint which is in opposition to a decision or policy which has been decided by the Council. In this case, Cr Howard did not falsely represent a policy or decision of the Council, but rather, stated his views on various questions put to him; the context, the manner of expression and the content of the answers inferred that these were personal views, without the necessity to expressly say so. Therefore, this part of the complaint is dismissed.

Timing of the Determination

In accordance with section 28ZD (1) a Code of Conduct Panel is to make every endeavour to investigate and determine a code of conduct complaint within 90 days of the chairperson's determination that the complaint is to be investigated.

The Panel has been unable to determine the complaint within 90 days, owing to significant delays in receiving responses from the parties.

Right to review

A person aggrieved by the determination of the Code of Conduct Panel, on the ground that the Panel failed to comply with the rules of natural justice, is entitled under section 28ZP of the Act to apply to the Magistrates Court (Administrative Appeals Division) for a review of that determination.



Lynn Mason AM
Chairperson



Steve Bishop
Legal Member



David Sales
Member

DATE: 22 April 2024