



*dorset*  
C O U N C I L

# Minutes

## Council Meeting

20 May 2024

COUNCIL CHAMBERS

*it's in the making*

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## Council Meeting Minutes 20 May 2024

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**Meeting Opened:** 6:00 pm

**Present:** Commissioner Andrew Wardlaw

General Manager: John Marik, Assistant General Manager / Director – Community & Development: Rohan Willis, Director – Infrastructure: Michael Buckley, Acting Director – Corporate Services: Lauren Tolputt, Finance Manager: Allison Saunders, Executive Assistant: Sarah Forsyth

**Apologies:** Nil

### Acknowledgement of Country

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

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

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

Ref: DOC/24/4774

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*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.*

### **DECISION**

**MOVED / SECONDED:** Commissioner Wardlaw

**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.**

**CARRIED**

**DECISION****MOVED / SECONDED: Commissioner Wardlaw**

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

**CARRIED**

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

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

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**Item 83/24 Management Team Briefing Report**

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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

COMMUNITY UPDATE: Trent Water, Bridport - Rice Grass Project

COMMUNITY UPDATE: Circular North

**DECISION**

**MOVED / SECONDED: Commissioner Wardlaw**

**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.

**CARRIED**

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

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7 May | Briefing Workshop

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

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Nil

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.

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

**Mervyn Chilcott, Scottsdale**

*Tonight, it's been mentioned of work in South Street, Bridport. Is that stormwater going to go right to the recreation ground?*

**Response from Director – Infrastructure, Michael Buckley:**

The work finishes just short of the recreation ground, at the Thomas Street intersection.

*So the big pipes will be put down in the footpath?*

**Response from Director – Infrastructure, Michael Buckley:**

Correct. These will be placed diagonally to connect across to the block that contains the recreation ground. I did conduct a pre-site walk through with the contractor to talk about logistics, etc.

*What is the situation with building inspector nowadays - has that improved?*

**Response from Director – Community & Development, Rohan Willis:**

If you are talking about the ability to provide surveying services, Council haven't readvertised for the role of building surveyor. It was rather challenging trying to get applicants last time round so we resigned ourselves to the fact that we're not going to have any success securing a building

surveyor in-house into the future. However, if an opportunity was to present itself, Council would jump all over that.

It's quite clear to us that the sector is in real strife in terms of the numbers of building surveyors out there. So Council have opted to remove ourselves from providing that service for the time being and leave it up to the private building surveyors to service the community. We are finding that it's working pretty well and we certainly gave them ample time and leeway - approximately 3-4 months' notice - to understand what our position was, that we weren't going to be able to provide that building surveying service. Council haven't been providing that service since March last year. The private sector has stepped in and has stepped up and is providing pretty good service to the community, albeit a bit more expensive than the service we've been able provide ourselves.

*How many surveyors are available that offer that service in our municipality?*

**Response from Director – Community & Development, Rohan Willis:**

Approximately 11-12 that say that they provide services in Dorset.

*Those names are available to the public?*

**Response from Director – Community & Development, Rohan Willis:**

They are, and we certainly try to make that apparent to people as well.

**Lawrence Archer, Bridport**

*In regard to the local government meeting regulations, when in closed session, do you consider section 15 clause 8?*

**Response from Commissioner Andrew Wardlaw:**

Yes.

*At the last meeting, the Council deliberated on rate remissions. My question is, is it not possible for the public to know the reasons, the number of, and the value of any remission to be considered or granted? The reason I asked this Commissioner, is because I think that an agenda can be organised so that the item can be just discussed in public if it removes any identifying information, and I don't see any reason when you're discussing a remission, to identify the person that it's for. So I think that my question is more about openness of Council.*

**Response from Commissioner Andrew Wardlaw:**

Thank you for the question. Certainly because of the privacy aspect of it that's the reason why it's discussed in closed session and I support that. My understanding is that they will be disclosed in Council's annual report. There is an obligation that we have under the Local Government Act that any remissions Council provide must be disclosed. That reporting will be desensitising most of what they are, but they will appear and include the reason and the amount. So the public will get to see them at the appropriate time in the annual report later in the year. I am comfortable that it is appropriate to present them in closed session because of the information.



Item 87/24                      Deputations

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Nil

Item 88/24                      Commissioner Question Time

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The following questions were received without notice from the Commissioner:

Nil

Item 89/24                      Notices of Motion by the Commissioner

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Nil

Item 90/24                      Notice of Motion | Commissioner Andrew Wardlaw – Review and Reduction of Speed Limit on Derby Back Road

Ref: DOC/24/6146 | Notice of Motion: DOC/24/5276

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**Purpose**

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

**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.

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**DECISION**

**MOVED / SECONDED: 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.

**CARRIED**

Item 91/24

**Quarterly Financial Report – Period Ended 31 March 2024**

Reporting Officer: Finance Manager, Allison Saunders

Ref: DOC/24/6116

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**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.

**Recommendation**

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

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**DECISION**

**MOVED / SECONDED: Commissioner Wardlaw**

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

**CARRIED**

Item 92/24

**Blue Derby Quarterly Report – March 2024**

Reporting Officer: General Manager, John Marik

Ref: DOC/24/5615

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**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).

**Recommendation**

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

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**DECISION**

**MOVED / SECONDED: Commissioner Wardlaw**

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

**CARRIED**

Item 93/24

**2024/25 Animal Management Fees**

Reporting Officer: Director – Community and Development, Rohan Willis

Ref: DOC/24/5937

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**Purpose**

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

## Recommendation

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

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## DECISION

**MOVED / SECONDED: Commissioner Wardlaw**

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

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

**CARRIED**

**Purpose**

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

**Recommendation**

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

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Additional Recommendation from Commissioner

*That Council review renewal of existing food business registrations and provide a report to Council prior to setting of the Budget Estimates in 2025/26.*

**DECISION**

**MOVED / SECONDED: Commissioner Wardlaw**

**That Council**

1. 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
<b>Food Business Registration – Non-Mobile Premises:</b>	
New Food Business (Annual Registration)	\$195
Renewal of existing Food Business (Annual Registration)	Nil
Temporary Registration (Single Event - Permanent Resident of Dorset)	Nil
<b>Food Business Registration – Mobile Premises (Permanent Resident of Dorset):</b>	
New Food Business (Annual Registration)	\$195
Renewal of existing Food Business (Annual Registration)	Nil
Temporary Registration (Single Event)	\$37
<b>Food Business Registration – Mobile Premises (Non-Permanent Resident of Dorset):</b>	
New Food Business (Annual Registration)	\$195

Renewal of existing Food Business (Annual Registration)	\$195
Temporary Registration (Single Event)	\$37
<b>Food Business Registration – charitable cause:</b>	
Community Organisation or Charitable Event Applicants	Nil
<b>Food Business Registration – Other:</b>	
Food Business Inspection	\$95

2. review renewal of existing food business registrations and provide a report to Council prior to setting of the Budget Estimates in 2025/26.

CARRIED

Item 95/24

**Playground Facility Audit Report Adoption**

Reporting Officer: Director – Infrastructure, Michael Buckley  
 Ref: DOC/24/5622 | Final Report: DOC/23/10120

**Purpose**

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

**Recommendation**

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

**DECISION**

**MOVED / SECONDED: Commissioner Wardlaw**

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

CARRIED

Item 96/24

**Memorandum of Understanding – State Emergency Service**

Reporting Officer: General Manager, John Marik  
 Ref: DOC/24/5624

**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.

**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.

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Additional Recommendation from Commissioner

4. Council note that the storm / lighting trailer be an asset that remains with the Dorset SES Unit, however it may be used outside the municipality in case of emergency.

**DECISION**

**MOVED / SECONDED: Commissioner Wardlaw**

**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.
4. Council note that the storm / lighting trailer be an asset that remains with the Dorset SES Unit, however it may be used outside the municipality in case of emergency.

**CARRIED**

**Item 97/24****Review of Policy No. 9 – Risk Management**

Reporting Officer: General Manager, John Marik

Ref: DOC/24/5616 | Reviewed Policy: DOC/24/5192

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**Purpose**

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

**Recommendation**

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

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**DECISION****MOVED / SECONDED: Commissioner Wardlaw****That Council adopt the attached revised Policy No.9 - Risk Management.****CARRIED****Item 98/24****Review of Policy No. 16 – Electronic Communications**

Reporting Officer: Acting Director – Corporate Services, Lauren Tolputt

Ref: DOC/24/6120 | Policy No.16: DOC/19/3692 | Revised Policy No. 2: DOC/23/8938[v2]

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**Purpose**

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

**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.
- 

**DECISION****MOVED / SECONDED: Commissioner Wardlaw****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.

**CARRIED**

**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.

**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.

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**DECISION**

**MOVED / SECONDED: Commissioner Wardlaw**

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.

**CARRIED**

**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: 7:28 pm

**CARRIED**

**Meeting Adjourned: 7:28 pm**

*Reason: Tea break with the public*

**Meeting Resumed: 7:41 pm**



# CLOSED SESSION ITEMS

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

Item 102/24 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: 7:45 pm

Minutes Confirmed: 24 June 2024

Minute No: 105/24



Commissioner