

dorset
C O U N C I L

Ordinary Agenda

Council Meeting

Monday, 19 May 2025

COUNCIL CHAMBERS

it's in the making

General Manager's Certification

Qualified Persons Advice – Local Government Act 1993 – Section 65

Pursuant to Section 65 of the *Local Government Act 1993* I hereby certify, with respect to the advice, information and / or recommendation provided for the guidance of Council in this Agenda, that:

1. such advice, information and / or recommendation has been given by a person who has the qualifications or experience necessary to give such advice; and
2. where any advice is given by a person who does not have the required qualifications or experience, that person has obtained and taken into account the advice from an appropriately qualified or experienced person; and
3. a copy of that advice or, if the advice was given orally, a written transcript or summary of that advice has been provided to the council.



JOHN MARIK
General Manager

Notification of Council Meeting

NOTICE¹ is given that the next Ordinary Meeting of the Dorset Council will be held on **Monday, 19 May 2025** at the **Council Chambers, 3 Ellenor Street, Scottsdale** commencing at 6:00 pm.

Prior to the open session of the Ordinary Meeting, Council will be holding a Closed Session meeting, commencing at 5:00 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*

Ordinary Meeting of Council

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Council Meeting - Agenda

Monday, 19 May 2025

Scheduled Meeting Time: 5:00 pm

Present:

Apologies: Councillor James Cashion

CLOSED SESSION

Item 74/2025 'Closed Session': Council

Recommendation

That Council resolve, by absolute majority, that the meeting be closed to the public to enable Council to consider agenda items 74 to 77 which are confidential matters as prescribed in Regulation 15 of the Local Government (Meeting Procedures) Regulations 2015.

Time Meeting Closed:

Purpose

The General Manager advised that in his opinion, the agenda items listed below are prescribed items in accordance with Regulation 15(2) of the Local Government (Meeting Procedures) Regulations 2015 (e.g. confidential matters), and therefore Council may by absolute majority determine to close the meeting to the general public.

Item	Purpose	Regulation Ref ²
75/2025 Declaration of Interests	Interests to be declared relating to items listed for discussion within Closed Session	15(2)(g)
76/2025 Application for Leave of Absence	Consider application for leave of absence received from Councillor James Cashion	15(2)(h)
77/2025 General Manager Reappointment	Council to discuss the reappointment of the current General Manager	15(2)(a)
78/2025 Completion of Closed Session / Meeting Adjournment	Move to Open Council and adjourn the Meeting	15(2)(g)

² Local Government (Meeting Procedures) Regulations 2015 – Regulation 15:

Reg.	Confidential Reason
15(2)(a)	Personnel matters, including complaints against an employee of the council and industrial relations matters.
15(2)(b)	Information that, if disclosed, is likely to confer a commercial advantage or impose a commercial disadvantage on a person with whom the council is conducting, or proposes to conduct, business.
15(2)(c)	Commercial information of a confidential nature that, if disclosed, is likely to (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the council; or (iii) reveal a trade secret.
15(2)(d)	Contracts, and tenders, for the supply of goods and services and their terms, conditions, approval and renewal.
15(2)(e)	The security of (i) the council, councillors and council staff; or (ii) the property of the council.
15(2)(f)	Proposals for the council to acquire land or an interest in land or for the disposal of land.
15(2)(g)	Information of a personal and confidential nature or information provided to the council on the condition it is kept confidential.
15(2)(h)	Applications by councillors for a leave of absence.
15(2)(i)	Matters relating to actual or possible litigation taken, or to be taken, by or involving the council or an employee of the council.
15(2)(j)	The personal hardship of any person who is resident in, or is a ratepayer in, the relevant municipal area.

RESUMPTION | OPEN SESSION

Scheduled Meeting Time: 6:00 pm

Meeting Opened:

Present:

Apologies: Councillor James Cashion

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 Dorset 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.

PROCEDURAL ITEMS

Item 79/2025 Declaration of an Interest of a Councillor or Close Associate

In accordance with Regulation 8 of the *Local Government (Meeting Procedures) Regulations 2015* and the Local Government Code of Conduct for Tasmanian councillors, Councillors are requested to indicate whether any have or are likely to have a pecuniary interest (any pecuniary interest or pecuniary detriment) or conflict of interest in any item on the Agenda.

INTEREST DECLARED

Item 80/2025 Confirmation of Ordinary Council Meeting Minutes – 14 April 2025

Ref: DOC/25/4838

The Chair reported that he had viewed the minutes of the Ordinary Meeting held on Monday, 14 April 2025 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 Monday, 14 April 2025 having been circulated to Councillors, be confirmed as a true record.

Item 81/2025 Confirmation of Special Council Meeting Minutes – 6 May 2025

Ref: DOC/25/5583

The Chair reported that he had viewed the minutes of the Special Meeting held on Tuesday, 6 May 2025 finds them to be a true record and recommends that they be taken as read and signed as a correct record.

Recommendation

That the Minutes of Proceedings of the Dorset Council Special Meeting held on Tuesday, 6 May 2025 having been circulated to Councillors, be confirmed as a true record.

Recommendation

That Council confirm the Agenda and order of business for the Monday, 19 May 2025 Council Meeting.

The following questions were **taken on notice** at the 14 April 2025 Council Meeting:

Lawrence Archer, Bridport:

Between 2019 and 2023, Council imposed a varied waste management charge which the Director of Local Government advised was not in compliance with the act. In response Mr Marik replied that the Council did not intend to revoke the charge. The Board of Inquiry found this varied waste management charge to be unlawful. Has the Council refunded any or all of these varied waste management charges?

Response from General Manager, John Marik:

Council has not refunded any of the varied waste management charges, except where a ratepayer has been eligible for a rate remission in accordance with a resolution of Council or in accordance with Council's rating policy. Council Officers are systematically taking Councillors through the history and context relating to any Board of Inquiry Directives as they fall due, with a review of service rates and charges for the 2024/25 financial year to be conducted and tabled at an ordinary Council Meeting by 30 September 2025.

The Board of Inquiry also found that the previous General Manager and Council had taken punitive and retributive action against a number of people. These actions were supported and continued by the current General Manager. Have any of those people received apologies?

Clarification sought from the General Manager to what continued means and who you're referring to?

The punitive actions that were imposed continued for an extended period of time.

Response from General Manager, John Marik:

My appointment as Dorset Council General Manager was effective from 6 December 2022. Approximately mid-December 2022, the Office of Local Government notified the Mayor and I that Dorset Council had been under investigation by the Office for many years. The first half of 2023 entailed absorbing the Office of Local Government's Investigation Report into Dorset Council, and Council developing submissions on the various allegations. During 2023 many of the matters addressed in the Investigation Report were rectified and remedied by Council as required. This process required legal advice and appropriate engagement from many stakeholders which took significant time and required positive engagement from all parties involved. On my appointment I made it very clear that I wanted a culture of respect, consultation, collaboration and transparency for Council Officers, and Council as a whole, and I feel we have delivered on that objective. Therefore, I find your comment stating that "[t]hese actions were supported and continued by the current General Manager" as inaccurate. The topic of apologising for the Board of Inquiry needs further discussion in a future Council Workshop.

The Board of Inquiry also investigated Council dealings with a business called Trail Snaps. Is there any financial risks to the Council as a result of both past and present management and dealings with The Blue Derby Foundation and Sustainable Timbers Tasmania relating to Trail Snaps and have Councillors made themselves aware of those dealings?

Response from General Manager, John Marik:

There is no quantifiable financial risk known to Council in relation to this matter.

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

Item 84/2025 Deputations

Item 85/2025 Councillor Question Time

The following questions were **taken on notice** from Councillors at the 14 April 2025 Council Meeting:

Councillor Wendy McLennan:

(Relating to the Bridport Seaside Caravan Park Arborist Report)

Any trees that are identified for maintenance, are Council going to put some type of signage or markers around those trees so that the public are informed and can be kept safe?

Response from Director – Corporate Services, Lauren Tolputt:

Council commissioned its most recent independent arboricultural report for the Bridport Seaside Caravan Park in December 2024 following the September severe weather event that had widespread impacts across Dorset. That report identified proposed tree maintenance works categorised as high, medium or low priority. High priority works were to be completed within one-month, medium priority works were to be completed within 6 months and low priority works were to be completed within 24 months.

Council is well ahead of the proposed tree maintenance schedule, with all high and medium priority works being undertaken within a month of the report being commissioned. There are 87 trees remaining that require low priority maintenance works within 24 months; however, it is noted in the report that while those trees have recommendations for work, they are considered to pose an acceptable level of risk.

Council has a duty of care to manage the risk that the trees in its management pose, however Council is also required to be reasonable, proportionate, and reasonably practicable when managing any risk. Installing signage or markers around the individual trees is unlikely to decrease or eliminate the already acceptable level of risk that the remaining trees requiring maintenance works pose. Instead, Council should focus on continuing its regular tree inspection and maintenance regime, promptly having any suspected tree failures assessed, and generally educating the public about the risks of entering a natural environment.

Councillor Vincent Teichmann:

Has Council sought and / or received any legal advice in relation to the matters brought to life by the Board of Inquiry or subsequently any liability on the part of Council arising out the wrongs identified in the Board of Inquiry report in terms of any losses Council may have caused and so be liable to pay compensation for if sued?

Response from General Manager, John Marik:

Council attained legal advice in relation to Council's submissions into the original Office of Local Government Investigation Report and Board of Inquiry Report. Council will also attain legal advice for the required procedures, policies and actions to meet the Board of Inquiry Ministerial Directives.

When assessing liability in relation to any matter, Council must consider whether the benefit of quantifying potential liability would outweigh the cost of seeking legal advice. In this case, it would likely be prohibitive due to the broad range of matters canvassed in the report.

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

Item 86/2025 Applications for Leave of Absence

Councillor James Cashion – listed for discussion in the Closed Session portion of this Meeting (item 76/2025).

Item 87/2025 Notices of Motion by Councillors

ITEMS FOR DECISION

Item 88/2025 2024/25 Budget Variations and Quarterly Financial Report | Period Ended 31 March 2025
 Reporting Officer: Finance Manager, Allison Saunders
 Ref: DOC/25/5885

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 2025 and request two variations to the 2024/25 Budget Estimates.

Recommendation

That Council:

1. receive the Quarterly Financial Report for the period ended 31 March 2025;
2. by absolute majority, approve a variation of \$15,000 for additional legal fees in the 2024/25 Budget Estimates; and
3. by absolute majority, approve a variation of \$383,000 to reduce the income expected to be received from Financial Assistance Grants in the 2024/25 Budget Estimates.

Background

The quarterly financial report for the period ended 31 March 2025 provides information on income and expenditure budget variances, cash flows, as well as the operating results for the Bridport Seaside Caravan Park, Scottsdale Aquatic Centre, and the Blue Derby Mountain Bike Trails. A summary outlining the status of the capital expenditure budget is also included.

Planning, Environment & Statutory Requirements

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

Strategic and Annual Plan

- Dorset Council Strategic Plan (2023 – 2032), Imperative 10.1
- Annual Plan (2024/25), Activity 2

Financial & Asset Management Implications

Please refer to the notes within the report for variances between actual and budget estimates for the period reported.

Risk Management

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

Officer's Comments

For the 9 months ended 31 March 2025 Council recorded an underlying deficit of \$760,000, compared to a budgeted underlying deficit of \$678,000 (\$82,000 above budget). The increase in deficit from that budgeted is primarily the result of a decrease in operational income received from grants and contributions, alongside an increase in depreciation and other expenses required during the period.

A decrease in income recognised from operating grants and contributions had the largest impact on the reported result, with actual income \$274,000 below budget. This is predominantly due to a decrease in the amount expected from the Financial Assistance Grants (FA Grants) program under the general grant stream. The major factors influencing this allocation include:

- The overall growth of Tasmania's FA Grants funding pool, which for the 2024/25 financial year was only 0.42% for the general grant component (7.12% last FY);
- Population growth within the Dorset Municipality; and
- Municipal property values as determined by the Valuer-General.

As a result of the lower overall pool of funding available for Tasmanian Councils, stable population growth, and higher property values arising from the fresh municipal valuation undertaken in Dorset last financial year, the actual funding received under the general grant stream is much lower than anticipated at \$1.63 million compared to a budget of \$1.99 million (down \$360,000). Funding received under the road and bridges grant stream is also expected to be slightly lower than anticipated at \$2.55 million compared to a budget of \$2.57 million, which will increase the total expected variance for FA grants at year end to \$383,000. As the conditions used to determine the allocation of this funding are largely outside of Council's control, it is requested that the 2024/25 budget estimates be varied to reduce the income expected from FA grants by \$383,000 to \$4.18 million.

An increase in expenditure for depreciation and other expenses has also influenced the result reported, with increases of \$91,000 and \$88,000 respectively. Depreciation is higher as a result of the timing of capitalisation of completed projects from the 2024/25 capital expenditure budget and an increase in stormwater depreciation following the revaluation of these assets in the 2023/24 financial year, whereas other expenses has been affected by an increase in land tax payable and unbudgeted expenditure required to increase the provision allocated for rehabilitation of Council's current mineral leases with Mineral Resources Tasmania.

Council has originally budgeted an underlying deficit of \$459,000 for 2024/25, however are requesting a further variation of \$15,000 for additional legal support to assist with auditing Council's approach to meeting the Ministerial Directions as determined by the Board of Inquiry Report. If both variations as requested in this report are approved, the budgeted underlying deficit would increase to \$857,000. Council's finance team will continue to proactively work with departments to review and potentially mitigate any further material budget variances if identified between now and the financial year end.

The Statement of Cash Flows for the period shows that \$2.8 million has been generated from operating activities during the 9 months ended 31 March 2024. This result has increased by \$0.9 million compared to the same period last financial year, primarily due to an increase in cash received from rates and charges over the period. Positively, this result shows that Council is tracking well against operational cash targets set in the 2025 -2034 Long-Term Financial Plan and on track to meet expected results for the 2024/25 financial year.

Finally, Council expended \$5.1 million, or approximately 48.7%, of the total revised capital budget of \$10.0 million, for the 9 months ended 31 March 2025. During this period many projects were completed including the annual road re-sheeting program, the pedestrian crossing in Main Street Bridport, and the roof replacement for the Branxholm Town Hall, which was jointly funded by the Commonwealth Government under the Local Roads and Community Infrastructure Program (LRCI). Council's infrastructure team continued works on the safety improvements required for Old Waterhouse Road, Waterhouse and Golconda Road, Golconda, and consultation continued for the Rail Trail project. It is currently projected that \$1.2 million of the 2024/25 revised capital budget will be carried forward into the 2025/26 financial year for completion.

Statement of Comprehensive Income

For the period ended

31 March 2025

	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		10,512	7,885	7,870	(15)	(0.2%)	7,363	6.9%
Statutory fees		196	149	163	14	9.4%	144	13.2%
User charges		1,483	1,204	1,220	16	1.3%	1,121	8.8%
Grants and contributions	4	4,946	3,456	3,182	(274)	(7.9%)	3,367	(5.5%)
Interest	3	300	226	293	67	29.6%	247	18.6%
Other income	2	260	226	318	92	40.7%	415	(23.4%)
Investment income - Water Corporation		233	147	146	(1)	(0.7%)	146	0.0%
Total Operating Income		17,930	13,293	13,192	(101)	(0.8%)	12,803	3.0%
Capital Income								
Capital grants and contributions		3,905	2,898	3,082	184	6.3%	2,128	44.8%
Gain/(loss) on disposal of assets	6	(2)	(22)	(80)	(58)	263.6%	461	(117.4%)
Total Capital Income		3,903	2,876	3,002	126	4.4%	2,589	16.0%
Total Income		21,833	16,169	16,194	25	0.2%	15,392	5.2%
Expenses								
Employee costs	1	6,511	5,028	4,914	(114)	(2.3%)	4,320	13.8%
Materials and services	7	4,196	3,081	3,098	17	0.6%	2,912	6.4%
Finance costs		72	54	44	(10)	(18.5%)	68	(35.3%)
Other expenses		2,043	1,613	1,701	88	5.5%	1,746	(2.6%)
Depreciation	5	5,565	4,173	4,264	91	2.2%	3,853	10.7%
Total Expenses		18,387	13,949	14,021	72	0.5%	12,899	8.7%
Net result for the period		3,446	2,220	2,173	(47)	(2.1%)	2,493	(12.8%)
<i>Less:</i> Capital grants and contributions		(3,905)	(2,898)	(3,082)	(184)	6.3%	(2,128)	44.8%
<i>Add:</i> Flood related operational expenditure		-	-	149	149	100.0%	-	100.0%
Underlying result for the period		(459)	(678)	(760)	(82)	12.1%	365	(308.2%)

Notes on significant variances

Favourable Variances

1. Employee Costs | (\$114,000)

	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	%
Wages and salaries	6,864	5,297	5,080	(217)	(4.1%)	4,575	11.0%
Superannuation	775	578	589	11	1.9%	478	23.2%
Payroll tax	344	258	262	4	1.6%	205	27.8%
Workers compensation insurance	212	159	150	(9)	(5.7%)	155	(3.2%)
Fringe benefits tax	50	37	25	(12)	(32.4%)	24	4.2%
<i>Less amounts capitalised</i>	(1,734)	(1,301)	(1,192)	109	(8.4%)	(1,117)	6.7%
Total employee costs	6,511	5,028	4,914	(114)	(2.3%)	4,320	13.8%

Employee costs are \$114,000 below budget (down 2.3%), as a result of a decrease in salaries and wages arising from several employment positions that were recruited later than expected and other unbudgeted employee movements during the period. Although this has provided significant budget savings so far this year, external consultant fees are above budget as Council has engaged planning consultants to continue providing required services to the community during the extended recruitment period. Employee costs directly costed to capital works are also slightly less than anticipated to date, which has offset some of the savings achieved.

In comparison to the same period last financial year, employee costs have increased by \$594,000 (up 13.8%).

2. Other income | \$92,000

	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	112	92	175	83	47.4%	149	17.4%
Private works	10	7	29	22	314.3%	41	(29.3%)
Tourism income	10	8	11	3	37.5%	7	57.1%
Other sundry income	128	119	103	(16)	(13.4%)	218	(52.8%)
Total other income	260	226	318	92	40.7%	415	(23.4%)

Other income is \$92,000 above budget (up 40.7%) as a result of an increase in income received from private works and insurance reimbursements that were unbudgeted in the 2024/25 financial year. The income received from insurance reimbursements should be offset against any related expenditure, which usually creates a nil impact on the overall underlying result.

In comparison to the same period last financial year, other income has decreased by \$97,000 (down 23.4%), primarily due to the recognition of accommodation income from the Derby Accommodation Booking Platform in the 2023/24 financial year.

3. Interest | \$40,000

	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	270	203	266	63	31.0%	221	20.4%
Interest on rates	30	23	27	4	17.4%	26	3.8%
Total interest	300	226	293	67	29.6%	247	18.6%

Interest income is \$67,000 above budget (up 29.6%) as a result of an increase in interest received from Council's cash investments and accounts during the period.

In comparison to the same period last financial year, interest income has increased by \$46,000 (up 18.6%).

Unfavourable Variances

4. Operating grants and contributions | (\$274,000)

Grants and contributions	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	%
FA grants – General	1,990	1,493	1,221	(272)	(18.2%)	1,441	(15.3%)
FA grant – Roads & Bridges	2,570	1,928	1,911	(17)	(0.9%)	1,861	2.7%
Heavy Vehicle Motor Tax	140	-	-	-	0.0%	-	0.0%
Urban Structure Planning	120	-	-	-	0.0%	26	(100.0%)
Other grant funding	-	-	8	8	100.0%	9	(11.1%)
Contributions received – Blue Derby Mountain Bike Trails	120	30	29	(1)	(3.3%)	29	0.0%
Contributions received – other	-	-	9	9	100.0%	-	100.0%
Donations	6	5	4	(1)	(20.0%)	1	300.0%
Total operating grants and contributions	4,946	3,456	3,182	(274)	(7.9%)	3,367	(5.5%)

Operating grants and contributions are \$274,000 below budget (down 7.9%) as a result of a decrease in income expected from the Financial Assistance (FA) grants program based on updated information received from the State Grants Commission on the current year funding allocation. The major factors influencing this variance include the overall growth of Tasmania's FA grant funding pool, population within the Dorset Municipality and municipal property values as determined by the Valuer-General. As a result of changes to these factors for the 2024/25 financial year, actual funding received under this grant stream is expected to be \$4.18 million, down \$383,000 on original budget estimates.

As these conditions are largely outside of Council's control, it is requested that the 2024/25 budget estimates be varied by the same amount to reflect expected results.

5. Depreciation | \$91,000

	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	2,859	2,149	2,201	52	2.4%	1,961	12.2%
Bridges	611	472	464	(8)	(1.7%)	434	6.9%
Plant, machinery and equipment	720	502	551	49	9.8%	479	15.0%
Buildings	448	331	349	18	5.4%	320	9.1%
Stormwater	317	186	239	53	28.5%	178	34.3%
Land improvements	460	407	364	(43)	(10.6%)	362	0.6%
Computer and technology	137	114	86	(28)	(24.6%)	109	(21.1%)
Fixtures, fittings, and furniture	13	12	10	(2)	(16.7%)	10	0.0%
Total depreciation	5,565	4,173	4,264	91	2.2%	3,853	10.7%

Depreciation is \$91,000 above budget (up 2.2%) as a result of the timing of capitalisation of completed projects from the 2024/25 capital expenditure budget and an increase in stormwater depreciation following the revaluation of these assets in the 2023/24 financial year. An increase in depreciation for stormwater assets was factored into budget estimates for 2024/25, however, the revaluation was finalised after these were adopted by Council thus, a slight shortfall in the budget amount for this asset class exists.

In comparison to the same period last financial year, depreciation has increased by \$411,000 up 10.7% as a result of the timing of capitalisation for completed projects from the previous years' capital budget and the revaluation and indexation of Council's infrastructure asset at the end of the 2023/24 financial year.

6. Gain/(loss) on disposal of assets | (\$58,000)

	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	192	42	555	513	1221.4%	564	(1.6%)
<i>Written down value of assets disposed:</i>							
Land and buildings	(130)	-	(52)	(52)	(100.0%)	(14)	271.4%
Plant, machinery and equipment	(29)	(29)	(259)	(230)	793.1%	(67)	286.6%
Other assets	(35)	(35)	(72)	(37)	105.7%	(22)	227.3%
Infrastructure assets	-	-	(252)	(252)	(100.0%)	-	(100.0%)
Total net gain/(loss) on disposal of assets	(2)	(22)	(80)	(58)	72.5%	461	(117.4%)

Gain/(loss) on disposal of assets has increased by \$58,000 (up 72.5%) predominantly as a result of the loss on disposal of various unsealed rural road assets as part of the capitalisation process for completed re-sheeting projects from the current capital expenditure budget.

In comparison to the same period last financial year, gain/loss on disposal of assets has decreased by \$541,000 (down 117.4%) due to the timing of capitalising completed projects from the 2023/24 capital budget.

7. Materials and services

	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 %
Materials	636	504	437	(67)	(13.3%)	393	11.2%
Utilities	530	396	398	2	0.5%	341	16.7%
Plant, machinery and equipment	505	378	493	115	30.4%	332	48.5%
Office administration	68	51	46	(5)	(9.8%)	53	(13.2%)
Contracts	1,799	1,294	1,258	(36)	(2.8%)	1,234	1.9%
Professional services	355	231	245	14	6.1%	283	2.9%
Management contracts	303	227	221	(6)	(2.6%)	276	(19.9%)
Total materials and services	4,196	3,081	3,098	17	0.6%	2,912	6.4%

Materials and services are \$17,000 above budget (up 0.6%) from a combination of an increase in plant, machinery and equipment expenses and professional services required offset by a decrease in materials and contractor expenditure during the period.

Plant, machinery and equipment has increased primarily due to an increase in required fleet maintenance and higher than expected internal plant hire use and professional services have increased as a result of additional external recruitment and planning consultation services required.

Council officers have recognised that additional legal assistance will be required to assist with auditing the approach taken to meet the Ministerial Directions, as determined by the Board of Inquiry Report. It is requested that a variation of \$15,000 for legal fees be approved by Council to facilitate this support.

In comparison to the same period last financial year, materials and services have increased by \$186,000 (up 6.4%)

Breakdown of Other Expenses

For the period ending
31 March 2025

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	1	603	473	536	63	13.3%	466	15.0%
Insurance	4	250	188	170	(18)	(9.6%)	163	4.3%
Councillor's allowances		223	176	171	(5)	(2.8%)	192	(10.9%)
IT/Communications	3	228	172	150	(22)	(12.8%)	146	2.7%
Subscriptions, memberships, and commissions		126	94	113	19	16.8%	95	18.9%
Professional development		82	69	54	(15)	(21.7%)	25	116.0%
Community grants and donations		192	162	157	(5)	(3.1%)	104	51.0%
Advertising and Marketing		48	36	36	-	0.0%	35	2.9%
Election expenses		-	-	7	7	100.0%	3	133.3%
Bank fees and postage		57	42	56	14	33.3%	46	21.7%
Derby Accommodation Platform operator returns		-	-	-	-	0.0%	101	(100.0%)
Blue Derby Foundation contributions		-	-	-	-	0.0%	125	(100.0%)
Other expenses	2	234	201	251	50	24.9%	245	2.4%
Total other expenses		2,043	1,613	1,701	88	5.5%	1,746	(2.6%)

Notes on significant variances

1. State levies, licences and taxes | \$63,000

State levies, licences and taxes are \$63,000 above budget (up 13.3%) as a result of an increase in stamp duty on new plant purchases and land tax payable during the period.

2. Other expenses | \$50,000

Other expenses are \$50,000 above budget (up 24.9%) primarily as a result of unbudgeted expenditure required to increase the provision allocated for rehabilitation of our current mineral leases with Mineral Resources Tasmania.

3. IT/Communications | (\$22,000)

IT/Communications expenses are \$22,000 below budget (down 12.8%) as a result of the timing of payments and does not reflect a decrease is the actual amount expected to be expended for the full year.

4. Insurance | (\$18,000)

Insurance is \$18,000 below budget (down 9.6%) as a result of a reduction in general asset insurance expenditure to that which was budgeted for in the period.

Statement of Cash Flows

For the period ending
31 March 2025

	2025 YTD Inflows/(Outflows) \$'000	2024 YTD Inflows/(Outflows) \$'000
Cash flows from operating activities		
Rates and charges	9,705	9,063
Statutory fees and fines, user fees, contributions, reimbursements, and other income (inclusive of GST)	1,957	2,076
Grant and contributions (inclusive of GST)	531	206
Interest received	299	247
Finance costs	(48)	(55)
Payments to suppliers (inclusive of GST)	(5,487)	(5,596)
Payments to employee (including redundancies)	(4,660)	(4,544)
GST refunds received	517	529
³Net cash provided by (used in) operating activities	2,814	1,926
Cash flows from investing activities		
Payments for property, infrastructure, plant, and equipment	(4,884)	(6,183)
Proceeds from sale of property, infrastructure, plant and equipment and other assets	555	564
Payments for investments	(500)	-
Dividend from water corporation	146	145
Capital grants (inclusive of GST)	1,720	2,068
Net cash provided by (used in) investing activities	(2,963)	(3,406)
Cash flows from financing activities		
Proceeds of interest-bearing loans and borrowings	-	-
Repayment of interest-bearing loans and borrowings	(388)	(381)
Repayments received from loan to May Shaw	196	193
Net cash provided by (used in) financing activities	(192)	(188)
Net increase (decrease) in cash and cash equivalents	(341)	(1,668)
Cash and cash equivalents at the beginning of the financial year	6,239	7,033
Cash and cash equivalents at the end of the reporting period	5,898	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

	2025 Actuals Inflows/(Outflows) \$'000	2024 Actuals Inflows/(Outflows) \$'000
Net result for the period	2,173	2,345
Depreciation	4,264	3,992
(Profit)/loss on disposal of property, infrastructure, plant and equipment	80	(462)
Capital grants and contributions received specifically for new or upgraded assets	(3,082)	(2,128)
Dividends from water corporation relating to investing activities	(146)	(145)
<i>Changes in assets and liabilities</i>		
Decrease/(increase) in trade and other receivable	(677)	(442)
Decrease/(increase) in other assets	102	(260)
Decrease/(increase) in inventories	213	(149)
Decrease/(increase) in contract assets	(2,609)	(3,022)
Increase/(decrease) in trade and other payables	(230)	(39)
Increase/(decrease) in deposits	(9)	(7)
Increase/(decrease) in provisions	251	78
Increase/(decrease) in contract liabilities	2,484	2,165
Net cash provided by (used in) operating activities	2,814	1,926

Bridport Seaside Caravan Park
Operating Results
For the period ended
31 March 2025

	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	1,051	870	907	37	4.3%	835	8.6%
Shower & laundry fees	8	5	9	4	80.0%	5	80.0%
Lease/Rent received	-	-	-	-	0.0%	3	(100.0%)
Total user charges	1,059	875	916	41	4.7%	843	8.7%
Total Operating Income	1,059	875	916	41	4.7%	843	8.7%
Expenses							
<i>Employee costs</i>							
Wages – maintenance*	-	-	36	36	100.0%	26	38.5%
Wages – operational	319	246	257	11	4.5%	69	272.5%
On- costs - operational	63	46	46	-	0.0%	-	100.0%
Total employee costs	382	292	339	47	16.1%	95	256.8%
<i>Materials and services</i>							
Contractors	54	41	38	(3)	(7.3%)	38	0.0%
Management contract	-	-	-	-	0.0%	59	(100.0%)
Professional services	-	-	-	-	0.0%	2	(100.0%)
Other external services	5	5	12	7	140.0%	105	(88.6%)
Materials	54	39	15	(24)	(61.5%)	17	(11.8%)
Office administration	2	2	3	1	50.0%	1	200.0%
Utilities	117	88	91	3	3.4%	83	9.6%
Furniture & equipment	2	1	1	-	0.0%	3	(66.7%)
Plant hire (internal)*	-	-	15	15	100.0%	15	0.0%
Total materials and services	234	176	175	(1)	(0.4%)	323	(45.8%)
<i>Other expenses</i>							
Communications	21	16	5	(11)	(68.8%)	14	(64.3%)
Insurance	6	4	4	-	0.0%	4	0.0%
Bonus payment	-	-	-	-	0.0%	46	(100.0%)
Marketing	3	2	1	(1)	(50.0%)	-	100.0%
Lease payment	12	9	-	(9)	(100.0%)	-	0.0%
Other sundry expenses	2	2	14	12	85.7%	9	55.6%
Total other expenses	44	33	24	(9)	(27.3%)	73	(67.1%)
<i>Depreciation</i>	90	68	68	-	0.0%	65	4.6%
Total Expenses	750	569	606	37	6.5%	556	9.0%
Net result for the period	309	306	310	4	1.3%	287	8.0%

* The budget allocation for these items is included at a department level.

Scottsdale Aquatic Centre
Operating Results
For the period ended
31 March 2025

	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	29	29	34	5	17.2%	25	36.0%
Pool hire	10	10	14	4	40.0%	10	40.0%
Aqua aerobics	8	8	4	(4)	(50.0%)	5	(20.0%)
Total user charges	47	47	52	5	10.6%	40	30.0%
<i>Grants & contributions</i>							
Donations	5	5	4	(1)	(20.0%)	1	300.0%
Total grants & contributions	5	5	4	(1)	(20.0%)	1	300.0%
<i>Other income</i>							
Kiosk sales	67	66	62	(4)	(6.1%)	59	5.1%
Total other income	67	66	62	(4)	(6.1%)	59	5.1%
Total Operating Income	119	118	118	-	0.0%	100	18.0%
Expenses							
<i>Employee costs</i>							
Wages – Operations	188	177	187	10	5.6%	161	16.1%
Wages – Maintenance*	-	-	8	8	100.0%	9	(11.1%)
Overtime – Operations	-	-	6	6	100.0%	3	100.0%
On-costs – Operations	37	32	36	4	12.5%	25	44.0%
Total employee costs	225	209	237	28	13.4%	198	19.7%
<i>Materials and services</i>							
Contractors	24	18	24	6	33.3%	31	(22.6%)
Materials	98	89	72	(17)	(19.1%)	83	(13.3%)
Utilities	88	68	83	15	22.1%	70	18.6%
Furniture & equipment	2	2	4	2	100.0%	4	0.0%
Total materials and services	212	177	183	6	3.4%	188	(2.7%)

* The budget allocation 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	3	3	1	(2)	(66.7%)	1	0.0%
Insurance	16	12	12	-	0.0%	10	20.0%
Communications	1	1	1	-	0.0%	12	(91.7%)
Bank fees and charges	3	2	2	-	0.0%	3	(33.3%)
Training	5	5	5	-	0.0%	4	25.0%
Cost of goods sold	42	42	41	(1)	(2.4%)	37	10.8%
Other sundry expenses	25	25	23	(2)	(8.0%)	11	109.1%
Total other expenses	95	90	85	(5)	(5.6%)	78	9.0%
<i>Depreciation</i>	196	147	165	18	12.2%	141	17.0%
Total Expenses	728	623	670	47	7.5%	605	10.7%
Net result for the period	(609)	(505)	(552)	(47)	9.3%	(505)	32.7%

Blue Derby Mountain Bike Trails⁴

Operating Results

For the period ended

31 March 2025

	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	-	-	34	34	100.0%	38	(10.5%)
Shower & laundry fees	-	-	14	14	100.0%	17	(17.6%)
Commissions	-	-	-	-	0.0%	15	(100.0%)
Total user charges	-	-	48	48	100.0%	70	(31.4%)
<i>Grants & contributions</i>							
Contributions received	120	30	29	(1)	(3.3%)	28	3.6%
Total grants & contributions	120	30	29	(1)	(3.3%)	28	3.6%
<i>Other income</i>							
Reimbursements	-	-	34	34	100.0%	10	240.0%
Accom. income	-	-	-	-	0.0%	101	(100.0%)
Total other income	-	-	34	34	100.0%	111	(69.4%)
Total Operating Income	120	30	111	81	270.0%	209	(46.9%)
Expenses							
<i>Employee costs</i>							
Wages	451	347	370	23	6.6%	324	14.2%
Wages – Amenities*	-	-	17	17	100.0%	18	(5.6%)
Overtime	8	6	2	(4)	(66.7%)	2	0.0%
On-costs	88	67	68	1	1.5%	51	33.3%
Total employee costs	547	420	457	37	8.8%	393	16.3%
<i>Materials and services</i>							
Contractors	126	115	96	(19)	(16.5%)	174	(44.8%)
Materials	29	22	19	(3)	(13.6%)	22	(13.6%)
Plant hire (internal)*	-	-	30	30	100.0%	38	(21.1%)
Total material and services	155	137	145	8	5.8%	234	(38.0%)

* The budget allocation for these items 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	-	-	3	3	100.0%	4	(25.0%)
Insurance	1	-	1	1	100.0%	1	0.0%
Other sundry expenses	1	-	1	1	100.0%	1	0.0%
BDF contribution	-	-	-	-	0.0%	125	(100.0%)
Accommodation & camping payments	-	-	34	34	100.0%	137	(75.2%)
Total other expenses	2	-	39	39	100.0%	268	(85.4%)
<i>Depreciation</i>	-	-	-	-	0.0%	-	0.0%
Total Expenses	704	557	641	84	15.1%	895	(28.4%)
Net result for the period	(584)	(527)	(530)	(3)	0.6%	(686)	(22.7%)

Capital Works Summary

For the period ending

31 March 2025

	Actuals Year to Date \$'000	Revised Annual Budget \$'000	Variance \$'000	Budget Utilised %
Bridges	118	609	491	19.4%
Roads	2,731	3,687	956	74.1%
Stormwater	118	366	248	32.3%
Buildings & Land	223	804	581	27.7%
Land Improvements	764	2,786	2,022	27.4%
Plant & Equipment	826	1,582	756	52.2%
IT	92	175	83	52.8%
Total Capital Works	4,872	10,009	5,137	48.7%

The infrastructure team has continued to perform strongly during the reporting period, with 48.7% of the budget utilised to 31 March 2024.

During this period the annual road re-sheeting program was completed alongside the roof replacement for the Branhholm Town Hall, which was jointly funded by the Commonwealth Government under the Local Roads and Community Infrastructure Program (LRCI). Works have continued on safety improvements required for Old Waterhouse Road, Waterhouse, and safety improvements and pavement reconstruction on Golconda Road, Golconda, alongside consultation for the Rail Trail project.

It is currently projected that \$1.2 million of the 2024/25 revised capital budget will be carried forward into 2025/26 for completion. Known projects to be carried forward include:

- The new footpath for Coplestone Street (segment 3), Scottsdale
- Pedestrian crossings for George Street, Scottsdale, and Main Street Bridport
- Works on Bridge 1508 Garibaldi Road, and Bridge 1572 Haas Road
- Volvo Hooklift Truck
- Scottsdale Railway Station Restoration

Purpose

The purpose of this agenda item is to provide Council with a progress update on the Memorandum of Understanding (MoU) between the Blue Derby Foundation (BDF) and Council for the March 2025 quarter.

Recommendation

That Council receives the Blue Derby Mountain Bike Trails quarterly update for the period ended 31 March 2025.

Purpose

The purpose of this agenda item is to provide Council with a progress update on the Memorandum of Understanding (MoU) between the Blue Derby Foundation (BDF) and Council for the March 2025 quarter.

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 places time pressure on both Council and the BDF. Council Meetings are the third Monday of every month, and the Council Meeting agenda must be provided publicly the week prior. This accords Council and the BDF less than two weeks to finalise the quarterly report which is insufficient time for both parties. It was therefore recommended to Council that a quarterly report is provided to Council in August 2024, November 2024, February 2025 and August 2025 for the up-coming 2024/25 financial year. This recommendation was adopted by Council in the October 2023 Council Meeting, and in the June 2024 Council Meeting as part of Council’s 2024/25 Annual Plan.

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 BDF the full use of the Blue Derby brand and intellectual property to maximise fundraising and brand marketing. The MoU and DoA clearly establishes accountability and responsibilities for both the Council and the BDF. This includes the ability for Council to revoke the agreements if the BDF does not meet its obligations.

Strategic and Annual Plan

- Dorset Council Strategic Plan (2023 – 2032), Imperative 9.4
- Annual Plan (2024/25), Activity 5, Blue Derby reporting

Community Considerations

The intent of the agreement between Council and the BDF was to maximise community involvement, and to 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 BDF 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

The BDF have created a stand-alone financially viable operating model and have budgeted a contribution to Council of \$90,000 for 2024/25 for trail maintenance. The BDF have also secured funding from Shimano Australia for \$125,000 for a new trail “Triple 3”, along with \$30,000 for trail maintenance. This trail maintenance fund will be passed onto Council in equal instalments over three years starting from 2025/26.

The BDF is working on reconciling the March quarter financials after the 10 year anniversary celebrations and thus financials will be supplied to Council in a future Council Meeting agenda report.

Council’s 2024/25 budget estimates include a \$10,000 payment to the BDF for the 10-year anniversary celebration event in April 2025. Council’s financials for the quarter ending 31 March 2025 can be found in the previous agenda item (Item 88/2025) on [page 26-27](#).

Officer’s Comments

The BDF 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 BDF:

- 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.

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

Summary of the Blue Derby Foundation (BDF) Chair Report for the March 2025 Quarter:

- **Blue Derby Sponsorship Program** – Sponsorships are up for renewal in June 2025. The BDF will be reviewing the structure of the current program. The Foundation will be capitalising on the success of the 10 year anniversary celebrations and pursuing large corporate sponsors.
- **Blue Derby Booking Platform** – 27 properties are currently listed (up from the previous 17 mentioned in the December 2024 quarterly report). The BDF is on target to double the revenue from bookings in 2024/25 when compared to the previous period last year.
- **Camping Fees** – Approximately \$41,000 has been collected in camping fees financial year to date, this is down a little on last year, however this could also be that there has been a slight decrease in the number of campers over the summer period.

The Foundation has recommended that Council reduce trail head camping fees to \$25 (2024/25 Council's fees and charges has the trail head camping fees listed as \$40, compared to Derby Park being \$25) until such time as facilities are improved at that area.

Note from Council: This recommendation will be considered by Council when adopting fees and charges for 2025/26 in the June Council Meeting.

- **Tap Stations** – The tap donation stations have now been removed with the 3G network being switched off. They have been replaced with QR codes in all the businesses. These will also be placed in accommodation and around town.
- **New Roles** – There have been 3 new directors elected to the BDF board, being Ben Jones, Steve Howell and Peter Rodgers. The Foundation welcomes the new members who bring a wealth of experience to the role.
- **Events:**
 - It has been a big 2 months for events in Derby with the 10 year anniversary celebration which was a great success and well received by all the community and stakeholders. The BDF was able to secure \$20,000 funding per year for 3 years from Events Tasmania, the first of being the 10 year celebration with the Foundation intending on holding an annual event taking the best of the 10 year celebrations. The highlights of the 10 Year celebration was the Friday night VIP dinner over at the lake location could prove to be a real opportunity to generate income for Derby. The opening of the new Triple 3 trail which has been a great success with Shimano extremely happy with the project and the way it was delivered. The Derby Amplified music festival, Billy Cart Race and Duck race were all well received.
 - The following events also took place over the quarter: Tas Gravity MTB race, the Devils Cardigan UCI World Cup gravel bike race and the launch of the Specialized Levo for retailers from all over Australia.
 - Upcoming events include the Professional Trail builders Association Conference (9 – 11 December 2025) and Derby Fest April 2026.
- **General Outlook:**
 - The 2024/25 season has really ramped up since December and Derby has seen high visitor numbers. The rebuild of the Blue Tier has been an absolute winner and the number of visitors coming back to ride the trail has been amazing. This shows the value of well-maintained trails.
 - The BDF has been able to secure several social media influencers over the past month to visit Derby and produce content which has really invigorated the buzz around Derby.
 - Forward bookings for next season 2025/26 are far stronger than last season.

- Commercial confidence is coming back with several properties selling and new construction commencing since the 10 year celebration weekend.
- The Chair, Chris Cafe is confident the coming season will see greater visitor numbers and new business offerings add to the growth of Blue Derby.

The full report from the BDF Chair can be found in the [attachments](#).

Update from Council Operations for the March 2025 Quarter:

Blue Derby enjoyed a busy New Year's and Christmas period with strong intrastate visitation. The Trail Crew moved into the summer maintenance program, with resources directed to trimming vegetation and trail grooming. The Trail Crew also assisted World Trail in the build of Triple 3 which provided the crew with an opportunity to expand their skills.

The Crew commenced and completed two lengthy sections of retaining wall and a set of stairs on Lake Derby, improving both the loop trail and the beach access for pedestrians and cycle traffic. Another project of significance was the Log Ride – utilising a large tree that had fallen in the wind event in September 2024. This log ride feature is on a high traffic trail and has proved to be a popular addition (see images below).



Work on network remapping and signage updates (see images below) occurred during this quarter and will be completed shortly.



Very dry weather conditions have been challenging with areas of accelerated wear occurring across many trails; however, recent rain has been welcome with the network currently riding very well. Planning for the winter maintenance program is well progressed, with the following rebuild work schedule being considered by Council as part of 2025/26 budget estimates, including Atlas, Flickity Sticks, Return to Sender, 23 Stitches, Berms and Ferns, Deadly Bugga as well as the usual annual re-touches of Air Ya Garn and Hazy Days.

While overall Council and the BDF continue to meet their obligations under the MoU, Council does need more certainty and clarity as to the Foundation’s contributions towards trail maintenance. The last Blue Derby Operations Committee Meeting was held on the 8 May 2025.

Purpose

The purpose of this agenda item is to receive and note two operational procedures which address Board of Inquiry Ministerial Directions 6, 8 and 9.

Recommendation

That Council receive and note the following attached operational procedures addressing Board of Inquiry Directions 6, 8 and 9, and submit these procedures to the Minister for Local Government by no later than 23 May 2025:

- Operational Procedure - Council Function and Obligations under the *Local Government (Building and Miscellaneous Provisions) Act 1993*
- Operational Procedure - Council Actions for Non-Compliance of Building and Plumbing Works and Issuing Infringement Notices under the *Building Act 2016*

Background

On 26 July 2023 the former Minister for Local Government, Nic Street MP, announced the establishment of a Board of Inquiry into Dorset Council and on 2 August 2023, decided to suspend all elected members for the duration of the Board of Inquiry. Mr Andrew Wardlaw was appointed as the Commissioner for Dorset Council from 3 August 2023 and continued in that role until the [Dorset Council Board of Inquiry Report – October 2024](#) was released to the public by the Minister on 22 January 2025. Elected members were reinstated to their roles from 23 January 2025.

Along with the public release of the report the Minister for Local Government, the Hon. Kerry Vincent MLC, issued a series of formal Ministerial Directions to Council, to Councillors and to the former Mayor. Each Direction must be implemented within timeframes prescribed by the Minister for that Direction. Further, Council must report quarterly to the Minister on the progress of actions to implement the Directions for the first 12 months, and then every 6 months for the term of the current Council, until all of the Directions are completed.

Officers Comments

Council's actions to implement the Directions are taking precedence over normal operations. Council Officers have worked with the Office of Local Government to agree to a schedule of completion dates for the Directions, which have been audited against the deadlines documented in the Progress Report. Directions 6, 8 and 9 require implementation of requisite operational procedures by Council within 120 days of the date of issue of the Directions, being 23 May 2025.

Ministerial Directions 6, 8 and 9 direct Council to:

Direction 6 - Pursuant to section 225(2)(a) of the Act, implement a procedure, within 120 days, to ensure that Council's functions and obligations under Division 5 of Part 3 of the *Local Government (Building and Miscellaneous Provisions) Act 1993* are conducted according to law.

Direction 8 - Pursuant to section 225(2)(d) of the Act implement a procedure, within 120 days, to ensure that any actions taken by Council under Part 18 of the *Building Act 2016* are undertaken lawfully.

Direction 9 - Pursuant to section 225(2)(d) of the Act, implement a procedure, within 120 days, to ensure that the requirements for the issue of infringement notices under the *Building Act 2016* are satisfied.

The operational procedure in relation to Direction 6 has been prepared as a standalone procedure, whilst a combined operational procedure has been developed that consolidates the procedural requirements of Directions 8 & 9 into a single document. Both operational procedures are compliant with legislation, have been reviewed and updated by Council's lawyers as required, and will be utilised operationally by Council Officers. Councillors were briefed in relation to these procedures in the 6 May 2025 Briefing Workshop and were supplied with the legal advice proposed for these procedures prior to this Council Meeting.

Copies of the proposed operational procedures are provided at the [agenda attachments](#).

Purpose

The purpose of this report is for Council to review animal management and food business registration fees and charges for the 2025/26 financial year.

Recommendation

That Council adopts the following fees and charges payable for animal management and food business registrations for the 2025/26 financial year:

SCHEDULE OF FEES – Animal Control	Fee
Dog Registration – Annual	
Declared Dangerous Dog	\$545
Dog Registration – Lifetime	
Non-Desexed Dog	\$170
Desexed, Working, Purebred or Greyhound	\$100
Pensioner-Owned Dog	\$66
Guide Dog	Nil
Guard Dog	\$520
Dog Licence Fees - Annual	
New Dog Licence – 3 to 5 Dogs	\$125
New Dog Licence – More than 5 Dogs	\$150
Existing Dog Licence – Renewal	\$46
Dog Fees – Other	
Maintenance Charge – Daily	\$40
Nuisance	\$45
Replacement Tag	\$5
1 st Seizure of any Dog	\$80
Subsequent Seizures (per seizure)	\$235
Delivery Charge (Dog returned to Owner)	\$110
Cat Management	
Relocation Device (Trap) Hire Deposit	\$90

SCHEDULE OF FEES – Food Business Registrations	Fee
Food Business Registration – Non-Mobile Premises	
New Food Business (Annual Registration)	\$205
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)	\$205
Renewal of existing Food Business (Annual Registration)	Nil
Temporary Registration (Single Event)	\$40
Food Business Registration – Mobile Premises (Non-Permanent Resident of Dorset)	
New Food Business (Annual Registration)	\$205
Renewal of existing Food Business (Annual Registration)	\$205
Temporary Registration (Single Event)	\$40
Food Business Registration – charitable cause	
Community Organisation or Charitable Event Applicants	Nil
Food Business Registration – Other:	
Food Business Inspection	\$100

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.

Council also 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. The purpose of food business registration fees is to ensure cost recovery for the services provided by Council in assessing applications for food business registrations and the ongoing management of those food business registrations.

Animal management and food business registration are due and payable from 1 July in each financial year. To enable Council to provide animal owners and food business owners with adequate notice of the fees payable, the fees must be adopted prior to the Fees and Charges Schedule being adopted in full at a future Council Meeting.

Planning, Environment & Statutory Requirements

- *Local Government Act 1993*, Part 12 - Division 7
- *Dog Control Act 2000*, Section 80
- *Food Act 2003*, Section 130

Strategic and Annual Plan

- Dorset Council Strategic Plan (2023 – 2032), Imperative 10.4
- Dorset Council Annual Plan (2024/25), Activity 10.1

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

Officer's Comments

Animal Management

Council's general approach to dog registrations has evolved over time into solely providing life-time registrations rather than annual registrations which has two primary benefits: a) reducing the resources required to administer annual animal registration programs and b) supporting responsible dog ownership and registration compliance by offering a low cost and simple fee structure.

By reducing the resources required to administer annual animal registration programs and increasing registration compliance, Council's current fee structure better supports the effective delivery of animal management services to the municipality.

It is recommended that animal management fees and charges are increased for 2025/26 by an average of 5% to ensure continued cost recovery of the services and in consideration of Council's anticipated employee cost increases for the same period.

Food Business Registrations

Council's unique food registration model strongly encourages investment in local food business activity through the waiving of annual registration renewal fees for all fixed-premises food businesses, and for mobile premises food businesses owned by permanent residents of Dorset.

The influx of additional food business activity into the municipality over recent years has been supported by this approach and has been positively received; diversifying the local hospitality market and complementing the local and visitor eating experience.

It is recommended that food business registration fees and charges are increased for 2025/26 by an average of 5% to ensure continued cost recovery of the services and in consideration of Council's anticipated employee cost increases for the same period.

Purpose

The purpose of this agenda item is to provide an update on the October 2022 and September 2024 storm events, and to request a budget variation for any unbudgeted costs associated with repair and recovery works attributed to the storms.

Recommendation

1. That Council receives and notes the update on the October 2022 and September 2024 storm events.
2. That, by absolute majority, Council approves a variation to the 2024/25 Budget Estimates of \$13,693 for unbudgeted operational costs associated with repair and recovery works attributed to the September 2024 storm event.
3. That, by absolute majority, Council approves a variation to the 2024/25 Capital Expenditure Budget of an additional \$2,667 for unbudgeted capital costs associated with repair and recovery works attributed to the September 2024 storm event.

Background

A severe weather event impacted Tasmania over the period 26 August to 4 September 2024 (the Event). The event brought high rainfalls and extreme wind conditions to the whole state including Dorset. The severe winds brought down trees onto roads and infrastructure including power lines and buildings. Council staff attended multiple call outs in horrendous weather conditions to remove trees and debris from roads and to ensure community safety. In the weeks and months following the Event, Council staff and contractors continued the clean up to remove debris from Council's roads and repair infrastructure damaged by the Event.

The Premier declared the Event as a natural disaster under the joint Australian, State and Territory Government's Disaster Recovery Funding Arrangements (DRFA). This declaration allows Dorset to receive financial assistance in relation to repair and recovery costs associated with the Event. The financial assistance is provided to Council under the Tasmanian Relief and Recovery Arrangements (TRRA) which forms part of the Natural Disaster Relief to Local Government Policy (NDRLG) administered by the State Government.

In addition to the usual disaster relief funding under the DRFA, the State Government also announced a waiver of the landfill levy on the disposal of all flood and storm waste. Under this policy, Council was entitled to claim forgone gate fees from the State Government relating to the disposal of flood and storm waste for the period of 1 September to 30 November 2024.

It is also noted that a storm event in October 2022 caused significant damage across the Dorset municipality. The repair and recovery works associated with that event are now complete, apart from repairs to Bridge 1508 Garibaldi Rd piers 1, 2 and 3. The expected repair costs relating to this project are included in the proposed 2025/26 Capital Expenditure Budget.

Planning, Environment and Statutory Requirements

- *Local Government Act 1993*, Section 82

Strategic and Annual Plan

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

Risk Management

Budget variations are considered in conjunction with Council's Strategic Plan, Financial Management Strategy (including the Long-Term Financial Plan) and Council's 2024/25 Annual Plan.

Financial and Asset Management Implications

An additional \$13,693 will be added to the 2024/25 Operational Budget Estimates and an additional \$2,667 will be added to the 2024/25 Capital Budget Estimates. Any remaining repair and recovery costs will be included in the proposed 2025/26 Budget Estimates.

Community Considerations

Council responded to approximately 30 emergency call outs during the Event and responded to the Event as it unfolded alongside the State Government and its entities, Federal Government and commercial providers including the State Emergency Service, Tasmania Police, Tas Fire, TasNetworks, NBN Co and telecommunications providers. At the peak of the event, it is estimated that over 4,300 homes lost power and that over 550 homes experienced extended communications outages. Council was required to close 10 roads during this period due to fallen trees and/or power lines, all of which have now reopened.

Council acknowledges the efforts of Council employees, including those who braved horrendous weather conditions to make roads and property safe during the storm, those who have been working to clean up storm damage since the storm concluded and those who have been coordinating logistics and recovery support for the community. Council also extends its thanks to the abovementioned parties and to the community for its support during the Event.

While the unbudgeted operational and capital costs relating to the event are relatively minor in comparison to the devastation that occurred across Dorset as a result of the event, the reallocation of internal labour to storm response and recovery activities should not be understated. Various Council Officers were diverted from undertaking Council's regular and budgeted works programs for several weeks, with some repair and recovery works still to be completed. While the works teams are still striving to complete the planned works program before 30 June 2025, some projects may be carried forward to 2025/26 as a result.

Consultation

The former Commissioner was kept briefed on the impacts of the Event as it occurred. Council has also worked with other emergency services and recovery providers to undertake a post event review with the objective of understanding what worked well in practice, and where improvements can be made to the municipality's emergency response process in future.

Officer's Comments

The NDRLG policy defines what activities are eligible for financial assistance, which for Council are recognised as:

- **Emergency works:** Urgent activities to temporarily restore essential public assets to enable the assets to operate at an acceptable level to support the immediate recovery of a community. Usually there is a three-month time frame to complete emergency works activities but due to the severity of the event, this period was extended to 6 June 2025.
- **Essential public asset reconstruction:** These are activities that restore an essential public asset back to pre-disaster condition using current engineering and building standards. Capital repairs to damaged bridges, culverts and roads falls into this category.

An essential public asset is an asset that councils and the Tasmanian Government agree is integral to the normal functioning of a community. Such assets generally include road (and associated infrastructure), bridges and culverts.

Repair and clean-up activities relating to Council's recreational assets such as parks, recreation grounds, Bridport Seaside Caravan Park and the Blue Derby Mountain Bike Trail network were not eligible for financial assistance under the TRRA/NDRLG for the Event. Council is currently awaiting the outcome of a submission to have the costs associated with any repair and recovery works relating to Council's recreational assets covered, however commentary from Department of Premier and Cabinet to date suggests that funding is unlikely to be forthcoming,

Financial assistance for the Event is provided to Council based on the following thresholds:

Threshold	Amount	Rate of Assistance
One	\$38,788	50% of eligible expenditure between Threshold One and Threshold Two
Two	\$67,879	75% of eligible expenditure above Threshold Two

A summary of Council's expenditure and expected financial assistance relating to the Event is shown below:

Description	2024/25 FY	Notes
Out of Pocket Costs – Operational Expenditure		
Emergency works – Essential Assets	\$145,628	
<i>Less:</i> Forecast Financial Assistance under TRRA	-\$90,312	
Net Operational Costs for Emergency Works	\$55,316	To be claimed under TRRA in 2025/26 financial year
<i>Add:</i> Recreational Assets Repair Costs	\$61,273	Ineligible for government assistance
Net Out of Pocket Costs (Operational)	\$116,589	
Out of Pocket Costs – Capital Expenditure		
Essential Public Asset Reconstruction	\$10,669	Ferny Hill landslip repairs, capital expenditure
<i>Less:</i> Forecast Financial Assistance under TRRA	-\$8,002	To be claimed under TRRA in 2025/26 financial year
Net Out of Pocket Costs (Capital)	\$2,667	

The forecast net out of pocket operational costs of \$116,589 includes \$102,896 in internal labour cost that were already included in the 2024/25 operational budget. Therefore, unbudgeted operational costs relating to the event (materials and contractor costs) is \$13,693. The unbudgeted capital costs remain \$2,667 as per above table.

Reimbursement of Waste Transfer Station Gate Fees

Council received reimbursement of \$8,171 excl. GST from the State Government for foregone green waste and general waste gate fees for September, October and November 2024.

Insurance Claims

The storm caused large trees to fall onto playground equipment at the Branxholm Recreational Ground, destroying all equipment. A successful insurance claim was made in which Council received \$19,775, net of the excess payable. The written down value (WDV) of the destroyed equipment was \$0. Due to low utilisation of the recreation ground playground, Council does not intend to replace the destroyed equipment. Although the recreation ground play equipment will not be replaced it is noted the Branxholm Park playground equipment underwent a significant upgrade during the 2024/25 financial year, funded from the State Government Open Spaces grant.

Future Recovery Costs

The Ferny Hill Road landslip repair costs have been included in the proposed 2025/26 Capital Expenditure Budget and will be eligible for funding under the TRRA/NDRLG policy.

October 2022 Storm Event

The forecast capital costs to repair Bridge 1508 on Garibaldi Road are included in the proposed 2025/26 Capital Expenditure Budget. There was some pre-existing damage that occurred prior to the October 2022 storm event to piers 1 and 2 that may reduce or eliminate the level of financial assistance available to Council under the TRAA. The final amount of financial assistance is subject to change depending on the State Government's assessment and final determination of Council's funding application.

Successful claims have been made under the TRRA/NDRLG policy for Council's other storm recovery expenditure relating to the October 2022 storm event. A summary is provided below:

Year of Expense	Total Expenses (OpEx & CapEx)	Financial Assistance Received	Out of Pocket Costs
2022/23	\$592,401	\$415,050	\$177,351
2023/24	\$322,739	\$242,055	\$80,684
Total	\$915,140	\$657,105	\$258,035

ITEMS FOR NOTING

Item 93/2025 Council Workshops Held Since Last Council Meeting

30 April 2025 | Meeting with Minister for Local Government

30 April 2025 | Internal Education Session

- Long-Term Financial Plan
- Budget Estimates
- Rating Principles

6 May 2025 | Briefing Workshop

- Presentation: Northern Tasmania Development Corporation
- Dorset Board of Inquiry (Ministerial Directions) – Procedures Update
- Draft 2025/26 Budget Estimates and Long-Term Financial Plan Update
- Draft 2025/26 Rates, Fees and Charges
- Briefing Reports

8 May 2025 | Councillor Budget Infrastructure Tour

19 May 2025 | Department of State Growth Presentation – Sideling Upgrade Update

Item 94/2025 Elected Member Communications

Mayor Calendar | 10 April – 14 May 2025

April 2025

- 10 Weekly meeting with the General Manager, Council Chambers
- 10 Official launch of TasWater refiller stations, Derby
- 10 Councillor Planning Session, Council Chambers
- 11 Media event with Federal Labor candidate Jess Teesdale, Play Our Way grant funding announcement, Scottsdale Netball Courts
- 11 Official opening of Shimano Trail Born mountain bike trail, Derby
- 11 VIP Dinner, 10-Year anniversary of Blue Derby with General Manager, Derby
- 12 Media event with Tourism Industry Council Tasmania regarding Derby Master Planning, Derby
- 14 Meeting with Bridget Archer MP with General Manager, Council Chambers
- 14 April Council Meeting, Council Chambers
- 16 Meeting with North East Marketing Plan Consultant with General Manager, Council Chambers
- 17 Weekly meeting with the General Manager, Council Chambers
- 30 Meeting with Minister Vincent and advisors with General Manager, Council Chambers
- 30 Meeting with Minister Vincent with collective Council, Council Chambers

- 30 Internal education session with all Councillors on Council's Long-Term Financial Plan, Budget Estimates and Rating Principles

May 2025

- 1 Weekly meeting with the General Manager, Council Chambers
- 2 Citizenship Ceremony for Dorset resident with Cr Simmons in attendance, Council Chambers
- 5 North East Tasmania Chamber of Commerce 'Out and About Event', Bridestowe Lavender Farm, Nabowla
- 6 Special Meeting of Council, Council Chambers
- 6 May Council Briefing Workshop, Council Chambers
- 7 Northern Tasmania Regional Land Use Strategy – Regional Strategic Directions Workshop with General Manager, online via Microsoft Teams
- 8 2025 Councillor Infrastructure Tour with all Councillors with Director – Infrastructure, Director – Corporate Services, Management Accountant, Project Manager and Civil Works Supervisor, various locations around Dorset
- 10 Devils Cardigan Gravel Mountain Bike event presentations, Dorset Hotel, Derby
- 12 Scottsdale Lions Club Meeting, Lords Hotel
- 13 Meeting with the General Manager with Deputy Mayor Powell and Councillor Hughes, Council Chambers
- 13 Meeting with Janie Finlay, Scottsdale
- 13 Dorset Community House Neighbourhood BBQ, Scottsdale
- 14 Dorset Coastal Working Group Meeting, Bridport

Item 95/2025 Management Team Briefing Report

Recommendation

That Council:

1. receive and note the unconfirmed Dorset Audit Panel minutes, dated 8 April 2025; and
2. receive and note the remaining Management Team Briefing Report.

Purpose

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

COUNCIL COMMITTEE: Dorset Audit Panel

On 8 April 2025, the Audit Panel held their meeting for the March quarter. The following items were discussed:

1. Declaration of Conflict of Interest
2. Confirmation of Minutes – 26 November 2024
3. Work Health and Safety Update
4. Financial Results for the period ending 30 September 2024
5. Blue Derby Quarterly Report
6. Writing off Debts Policy Review
7. 2023/24 Audit Opinion – Natural Disaster Relief to Local Government (Disaster Relief Funding)
8. Board of Inquiry – Progress Update and March 2025 Quarterly Report
9. 2025/26 Budget timeline
10. Outstanding matters from previous meetings
11. Other Business / Update on Significant Events

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

WASTE MANAGEMENT REQUESTS

	Requests Received April 2025	Comparison April 2024	FYTD Received 2024/25	Comparison FYTD Received 2023/24
Feedback and Queries	2	5	22	20
Repair Bin	3	2	50	38
Replace Bin	5	2	41	30
Request a New Service	3	1	38	29
Remove Additional Bin	3	-	13	5
Request an Additional Bin	4	-	38	32
Request an Upsize/Downsize	-	2	40	37
Request to Opt Out (of Service)	1	-	3	1
Total Requests	21	12	245	192

CUSTOMER SERVICE REQUESTS

	Requests Received April 2025	Comparison Requests April 2024	Received 2025	Comparison 2024
Animal	1	3	6	10
Bridges	-	-	-	-
Caravan Parks	-	-	3	3
Cemeteries	-	-	1	-
Community Development General	-	-	-	-
Corporate Services General	4	-	7	1
Council Elections	-	-	1	-
Customer Service	-	2	4	5
Emergency Services Enquiries	-	-	1	-
Environmental Management & Health	6	1	11	4
Government Relations	-	-	-	-
Licencing	-	-	1	-
Parks and Reserves	4	-	12	2
Planning & Building	-	-	-	1
Public Health	1	-	2	1
Public Online Enquiries	-	-	1	-
Public Amenities	3	-	6	4
Public Halls Buildings	-	1	1	3
Recreation Grounds	2	4	4	9
Roads	18	22	83	99
Swimming Pools	-	-	5	-
Waste Management	1	1	4	2
Total Requests	40	34	153	144

A detailed copy of the 2025 Customer Service Requests is included in the attachments.

APPROVED APPLICATIONS

	Approved April	Approved 2025 YTD	Approved 2024 YTD
Planning	12	33	16
Building	5	20	20
Plumbing	3	10	9

See attachments for detailed information about applications approved in April 2025.

2024/25 CAPITAL WORKS PROGRAM

Ref: DOC/24/9473

	Complete 2024/25
	Completed in April 2025
	Carried Forward Projects – 2025/26

PROJECT	STATUS
BRIDGES	
Bridge 1553 Boddington's Road, Bridport – timber deck renewal	Completed
Bridge 1580 Ten Mile Track, Cuckoo – hotmix overlay	Completed
Bridge 1508 Garibaldi Road, Pioneer – scour pretention piers (additional allocation)	Quotes Requested
Bridge 1508 Garibaldi Road, Pioneer – scour protection piers	Quotes Requested
STORMWATER	
Main Street, Bridport (RSL) – kerb and stormwater design only	Completed
<u>Upgrade</u>	
William Street, Scottsdale (Incitec Pivot) – network upgrade	Commenced
<u>New</u>	
Branxholm Park – complete stormwater and seal	Completed
Ethel Street, Scottsdale – extension into King Street	Tender Awarded
Heazlewood Lane, Scottsdale – extension	Completed
Union Street, Scottsdale – survey and plan	Design
Bridport Foreshore (near skate park) – survey and plan	Commenced
Esplanade, Derby – survey and plan	Commenced
Scottsdale Depot and industrial subdivision – survey and plan	Commenced
ROADS – RESHEETING	
<u>Renewal</u>	
Barnbogle Road, Bridport	Completed
Snake Track, Legerwood	Completed
Barnett Road, Ringarooma	Completed
Old Waterhouse Road, Waterhouse	Completed
Halfway Road, Waterhouse	Completed
Talagandra Road, Waterhouse	Completed
Jacobsons Road, Nabowla	Completed
Cape Portland Road, Gladstone	Completed

PROJECT	STATUS
ROADS – RESEALS	
Westwood Street, Bridport	Completed
South Street, Bridport	
Elizabeth Street, Bridport	
Louisa Street, Bridport	
Anderson Street, Bridport	
Main Street, Ringarooma	
Cuckoo Road, Cuckoo	
Mackenzie Valley Road, Cuckoo	
Ruby Flats Road, Ringarooma	
Amos Road, Moorina	
Moorina Cemetery Road, Moorina	
Rainbows Road, Herrick	
Winnaleah Road, Winnaleah	
Heckrath Road, Bridport	
East Minstone Road, Scottsdale	
ROADS – OTHER PROJECTS	
Timperons Road, Blumont – intersection with Golconda Road hotmix overlay	Completed
Groves Street, Gladstone – repair and reseal	Completed
Cape Portland Road, Gladstone – seal repair and reseal	Completed
Sledge Track, West Scottsdale – investigation of landslide	Withdrawn ⁵
King Street, Scottsdale – pedestrian crossing	Investigations
George Street, Scottsdale – pedestrian crossing	Investigations
Main Street, Bridport – pedestrian crossing	Completed
Coplestone Street, Scottsdale – new 180m footpath	Planning
Golconda Road, Golconda – safety upgrade and pavement reconstruction	Completed
BUILDINGS	
Scottsdale Depot – internal stair replacement	Planning
Bridport Seaside Caravan Park – grey water pits near office	Commenced
Branxholm Town Hall – roof replacement	Completed
Ringarooma – bar shed seal and paint bricks	Completed
Gladstone Hall – remove old toilets and refurbish	Partially Complete
Scottsdale Aquatic Centre – install ventilation in plant room	Completed
All buildings in Scottsdale area – upgrade safety switches	Commenced
All buildings in Bridport area – upgrade safety switches	Commenced
All buildings in Derby area – upgrade safety switches	Commenced
Bridport Seaside Caravan Park – Goftons amenities lighting upgrade	Completed
Bridport Hall – upgrade floor coverings	Completed
Bridport Football Club – viewing deck (additional allocation)	Completed
Bridport Hall – 3-phase power outlet outside wall	Completed

⁵ Following a site visit with consulting engineers, it was concluded that the risk of further movement is low, while the cost of stabilisation works would be significant with limited benefit. Council's Infrastructure team will continue to monitor the site.

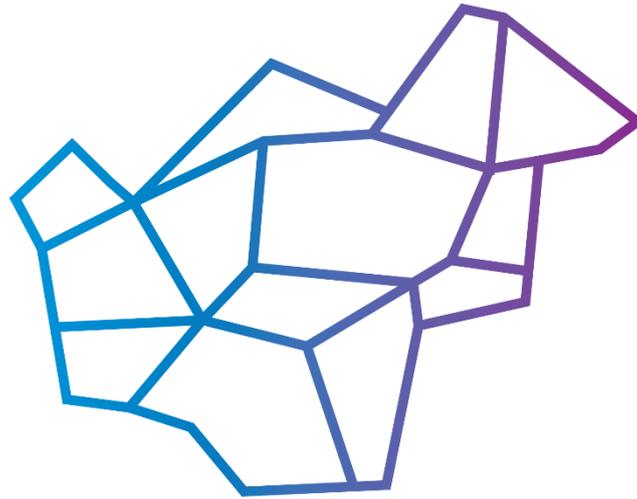
PROJECT	STATUS
BUILDINGS (cont.)	
Bridport Seaside Caravan Park – planning for new camp kitchen at Goftons Beach end	Planning
Scottsdale Railway Station Building – restoration	Planning
Branxholm Waste Transfer Station – Oil Bunded Shed	Commenced
Branxholm Waste Transfer Station – Recycling Shed	Commenced
Gladstone Waste Transfer Station – Oil Bunded Shed	Commenced
Gladstone Waste Transfer Station – Recycling Shed	Planning
Scottsdale Waste Transfer Station – Oil Bunded Shed	Commenced
Bridport Fish Cleaning Tables	Withdrawn⁶
LAND IMPROVEMENTS	
Northeast Park, Scottsdale – reseal road	Completed
Bridport Seaside Caravan Park – road repairs (hotmix and seal)	Completed
Scottsdale Aquatic Centre – chlorinator pump replacement	Completed
Scottsdale Aquatic Centre – concrete repair	Completed
Scottsdale Aquatic Centre – replace ultraviolet light (water treatment)	Completed
Pine Plantation Ringarooma Road, Scottsdale – replanting	Commenced
Blue Derby Mountain Bike Trails – Tunnel stairs	Carried Forward
Blue Derby Mountain Bike Trails – Wotcha Upta trail renewal and upgrade	Completed
Croquet Lawn Beach, Bridport – access improvements	Planning
Blue Derby Mountain Bike Trails – revegetation including landslip, trailhead, Lake Derby and Riverside trails	Commenced
Upgrade	
Scottsdale, Branxholm and Winnaleah – playground equipment (Open Spaces Grant)	Completed
Ellesmere Cemetery, Scottsdale – 2 x new concrete rows and purchase headstones	Commenced
Victoria Street, Scottsdale – new shrubs and gardens	Commenced
Scottsdale Depot – back flow prevention – water main	Planning
Ellesmere Cemetery, Scottsdale – row numbering	Commenced
CWA Carpark, Bridport – solar light	Ordered
Waste Transfer Stations – best practice compliance signage	Commenced
Scottsdale Waste Transfer Station – CCTV	Commenced
Rail Trail – Scottsdale to Lilydale Falls (additional allocation)	Consultation
CARRY FORWARD PROJECTS	
Walter Street, Bridport – stormwater (pit) upgrades	Completed
Eastmans Beach, Bridport – amenities block renewal	Completed
South Street, Bridport – replace kerb	Completed
Blue Derby – network signage redesign	Completed

⁶ After community consultation was undertaken, feedback received was strongly against the proposed fish cleaning tables. The project was reviewed, with no other projects identified that would fit the scope of the grant, with the \$15,000 funding offer refused and the project withdrawn.

PROJECT	STATUS
CARRY FORWARD PROJECTS (cont.)	
Upgrade	
Bridge 1572 Haas Road / Frenches Creek, Legerwood – upgrade to concrete	Funding Application Submitted
Main and Westwood Street, Bridport Intersection – stormwater upgrade	Completed
Building Renovations (Blue Derby Foundation) - 57 Main Street, Derby	Consultation
Old Waterhouse Road, Waterhouse – safety improvements	Commenced
Blue Derby Trailhead – redevelopment (south of Main Street)	Commenced
New	
Gladstone Community Park	Consultation Completed
Scottsdale Depot – relocated storage shed	Commenced
Scottsdale Waste Transfer Station – roof covering spare bin area	Completed
Derby Depot – new trail crew storage shed	Carried Forward
Rail Trail – Scottsdale to Lilydale Falls	Consultation

CLOSURE OF MEETING

Time Meeting Closed:



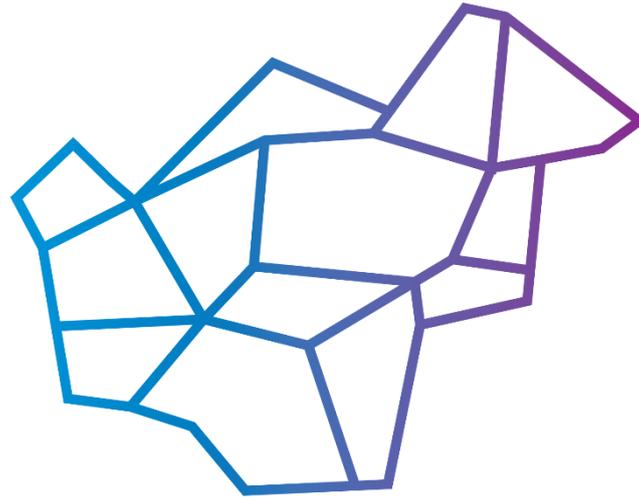
dorset
C O U N C I L

Ordinary Council Meeting

Agenda Attachments

19 May 2025

it's in the making



dorset
C O U N C I L

Ordinary Minutes

Council Meeting

Monday, 14 April 2025

COUNCIL CHAMBERS

it's in the making

Ordinary Meeting of Council

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UNCONFIRMED



Council Meeting - Minutes

Monday, 14 April 2025

Scheduled Meeting Time: 6:00 pm

Meeting Opened: 6:00 pm

Present: Councillors Rhys Beattie (Mayor), Edwina Powell, Nick Bicanic, Kahlia Simmons, James Cashion, Mervyn Chilcott, Jan Hughes, Vincent Teichmann, Wendy McLennan
 General Manager: John Marik, Assistant General Manager / Director – Community & Development: Rohan Willis, Director – Corporate Services: Lauren Tolputt, Director – Infrastructure: Kerry Sacilotto, Consultant Town Planner: George Walker, 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 Dorset 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.

PROCEDURAL ITEMS

Item 53/2025 **Tabling of Certificate of Election | By-Elections**
 Ref: DOC/25/4624

The 2025 Local Government By-Elections Certificate of Election issued by the Tasmanian Electoral Commissioner, dated 1 April 2025, was read and tabled.

Item 54/2025 **Recording the Declaration of Office**

Ref: Beattie: DOC/25/4625

DECISION**MOVED: Cr Chilcott | SECONDED: Cr Powell**

That Declaration of Office made under Section 321 of the *Local Government Act 1993* and in accordance with Regulation 40 and Schedule 2 of the *Local Government (General) Regulations 2015* by the newly elected Councillor and Mayor and as witnessed by the General Manager, be noted and form part of these minutes.

CARRIED UNANIMOUSLY**Item 55/2025** **Declaration of an Interest of a Councillor or Close Associate**

In accordance with Regulation 8 of the *Local Government (Meeting Procedures) Regulations 2015* and the Local Government Code of Conduct for Tasmanian councillors, Councillors are requested to indicate whether any have or are likely to have a pecuniary interest (any pecuniary interest or pecuniary detriment) or conflict of interest in any item on the Agenda.

INTEREST DECLARED

Cr Jan Hughes | Item 63 – Non-Pecuniary Interest

Item 56/2025 **Confirmation of Ordinary Council Meeting Minutes – 17 March 2025**

Ref: DOC/25/3220

Officer Comments

It was brought to Council Officers attention that resolution (38/2025) to confirm the minutes of the 17 February 2025 Council Meeting were seconded by Councillor Cashion (see below), who was not a sworn in Councillor at the February Meeting.

Item 38/2025 **Confirmation of Ordinary Council Meeting Minutes – 17 February 2025**

Ref: DOC/25/1962

The Chair reported that she has viewed the minutes of the Ordinary Meeting held on 17 February 2025 and finds them to be a true record and recommends that they be taken as read and signed as a correct record.

DECISION**MOVED: Cr Chilcott | SECONDED: Cr Cashion**

That the Minutes of Proceedings of the Dorset Council Ordinary Meeting held on 17 February 2025 having been circulated to Councillors, be confirmed as a true record.

CARRIED UNANIMOUSLY

To ensure they are legally endorsed, Officers are requesting that a new seconder for the motion be called for and the attached unconfirmed minutes be amended to reflect this.

The Chair then put to the meeting a call for a new seconder for Item 38/2025:

Councillor McLennan seconded item 38/2025

DECISION

MOVED: Cr Simmons | SECONDED: Cr Powell

That the Minutes of Proceedings of the Dorset Council Ordinary Meeting held on 17 March 2025 having been circulated to Councillors and amended to reflect the updated mover / seconder of Item 38/2025, be confirmed as a true record.

CARRIED UNANIMOUSLY

Item 57/2025 Confirmation of Agenda

DECISION

MOVED: Cr Powell | SECONDED: Cr Hughes

That Council confirm the Agenda and order of business for the 14 April 2025 Council Meeting.

CARRIED UNANIMOUSLY

Item 58/2025 Public Question Time

The following questions were taken on notice at the 17 March 2025 Council Meeting:

Kent Rattray, Lietinna (speaking on behalf of North East Residents and Farmers - NEREF)

As a Dorset ratepayer for 35 years, I would like to know:

1. *how much of ratepayer's funds have been spent on the Rail Trail Project since 2015;*
2. *how much grant monies have been spent (if any); and*

Response from General Manager, John Marik:

Total Rail Trail expenditure as at 04/03/2025 (based on last finance system reconciliation date) is as follows:

Consultants Business Case	\$56,974.12
Internal Labour	\$18,570.92
Internal Plant	\$90.00
Legal Fees Planning Appeals	\$170,807.53
Overhead	\$28,942.84
Planning	\$37,646.50
Advertising	\$626.40
Total	\$313,658.31

Council are currently working with the funding provider in regard to eligible expenditure so at this stage no grant funding has been utilised.

3. *what future commitments of ratepayer's funds will be required, in excess of annual maintenance estimated at \$116,500pa and \$450,000 grant co-payment?*

Response from General Manager, John Marik:

City of Launceston is currently developing a project report to check costings presented by Dorset Council. At the conclusion of this report further discussions will be held between the two councils with the aim to develop a Memorandum of Understanding to determine cost and maintenance responsibilities. Any commitment of capital and operational expenditures for the Rail Trail Project will be determined by the Council at a future Council meeting.

4. *Additionally, are you able to provide an estimate of income arising from the rail trail and the source(s) of that income?*

Response from General Manager, John Marik:

Page 22/52 of the Business Case (available on Councils [project page](#) on the website) outlines revenue models that could be utilised as part of the trails development. A project steering committee will be established once funding has been achieved which will work to identify which, if any, of these models would be suitable for the North East Rail Trail.

Gary Watson, Pioneer

(question relating to sand quarry activity last year being illegal)

Will this be reviewed in the future about how that has that process happened?

Response from Director – Community & Development, Rohan Willis:

This is a matter of compliance. Council has already instituted compliance proceedings in relation to the extraction activity upon the site, observing that the activity upon the site has commenced either:

- i. prior to satisfying all requisite conditions of the 2011 sand extraction development application (DA) approved by Council for the site, or
- ii. in the event that substantial commencement of the 2011 sand extraction DA approved by Council for the site is unable to be sufficiently demonstrated, that the activity has commenced without a valid planning permit for the activity.

The proponent has been cooperative with these steps and has ceased extraction activity upon the site accordingly.

Mark Simpson, Pioneer

I understand that Council has signed off on the intersection of Main Road / Racecourse Road, just up from the Hall around 18 months ago as being completed. No works or consultation has been done. Who gave permission, who said the intersection was completed and was there consultation undertaken?

Response from Director – Infrastructure, Kerry Sacilotto:

The Y intersection that is in reference to the previous planning application is adjacent to the entry to the mine site off of Racecourse Road. A Council Officer reported that the works as required were undertaken at the time and verified however, as the initial application is dated 2011 and the remediation undertaken was predominantly trees and foliage the current status is unknown.

However, I believe Mr Simpson was making reference to the Y intersection at Main Road and Racecourse Road which Mr Simpson made reference to being in front of his property.

Eva Pagett, Pioneer

My question surrounds the budgeting for Pioneer. I'd like to know what updates are scheduled for the Pioneer area, and what money is allocated for those works?

Response from Director – Infrastructure, Kerry Sacilotto:

Council Officers are currently working through the 2025/26 budget process and community budget submissions received. Once finalised, a detailed update of works scheduled will be provided in writing to Ms Pagett.

Douglas Kaye, Pioneer

Why do Pioneer have the only double traffic 'Y' junction left in Australia, which has been illegal for nearly 40 years? There is no pedestrian access and it's a recipe for disaster and has been for years. When is the Council going to address this?

Response from Director – Infrastructure, Kerry Sacilotto:

I am unsure as to which legislation Mr Kaye is referring to as being breached, however I have been able to identify 2 similar intersections in Tasmania one at Crawford and Winkleigh Road in Exeter and one in the Launceston city. Both are controlled with Give Way signs.

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

Jodie Terry, Springfield:

I have a question about conflict of interests. So, moving forward from the investigation and learning from past experiences regarding conflict of interests with Councillors, how does the Council manage future conflicts? Does that depend on the integrity and the ethical decisions made by the Councillors to say that there is a conflict of interest, or are there other parameters put in place to investigate that?

Response from General Manager, John Marik:

Assessment of conflict of interest by Councillors is a self-assessment process. Council Officers can only assist in making inquiries on behalf of Councillors, which includes the ability for Councillors to obtain legal advice, if required / requested, if it's deemed a potential serious interest. There are two areas, one being a pecuniary interest which is more serious and is listed in the *Local Government Act* with the potential to be prosecuted if a Councillor is found to have a pecuniary interest which hasn't been managed appropriately. Non-pecuniary interests such as conflicts are captured under the Tasmanian Councillor Code of Conduct. So effectively, Council Officers can assist, but it must be assessed by the individual themselves.

Lawrence Archer, Bridport:

Between 2019 and 2023, Council imposed a varied waste management charge which the Director of Local Government advised was not in compliance with the act. In response Mr Marik replied that the Council did not intend to revoke the charge. The Board of Inquiry found this varied waste management charge to be unlawful. Has the Council refunded any or all of these varied waste management charges?

QUESTION TAKEN ON NOTICE

The Board of Inquiry also found that the previous General Manager and Council had taken punitive and retributive action against a number of people. These actions were supported and continued by the current General Manager. Have any of those people received apologies?

Clarification sought from the General Manager to what continued means and who you're referring to?

The punitive actions that were imposed continued for an extended period of time.

QUESTION TAKEN ON NOTICE

The Board of Inquiry also investigated Council dealings with a business called Trail Snaps. Is there any financial risks to the Council as a result of both past and present management and dealings with The Blue Derby Foundation and Sustainable Timbers Tasmania relating to Trail Snaps and have Councillors made themselves aware of those dealings?

QUESTION TAKEN ON NOTICE

Item 59/2025	Deputations
Nil	

Item 60/2025	Councillor Question Time

The following questions were **taken on notice** from Councillors at the 17 March 2025 Council Meeting:

Councillor James Cashion:

The last Council workshop I raised the issue of the dilapidated North East Tasmania tourism website. This website's been left to rot for the last 10 years and advertises highly out of date information that is misleading. All the while the website still holds a high Google ranking, and the web hosting is still being paid for. Has the Council got an update on the situation?

Response from Director – Corporate Services, Lauren Tolputt:

Through preliminary investigations, Council has ascertained that the account held with the original provider of the domain is no longer the authoritative account for the domain. Council is in the process of investigating options to remove the historic NETT website and will keep Council updated as the matter progresses.

Councillor Vincent Teichmann:

As part of the licence contract that Council has with Sustainable Timber Tasmania for the Blue Derby Mountain biking trails, it's a condition of that contract to ensure that the areas kept sanitary and clean. There are no toilets up with the Black Stump trailhead where quite a few mountain bikers find themselves

in need of a toilet. Are there any plans to install any toilets there, because that's really a contractual obligation of Council, I believe?

Response from Director – Community & Development, Rohan Willis:

Council's existing licence agreement with Sustainable Timber Tasmania (STT) does include a provision requiring the premises to be kept in a clean and tidy condition. Although Council has not received any express complaints from STT regarding the condition of the Black Stump drop-off area, Council officers will investigate the matter further to ascertain the condition of the area and determine further actions that may be required in order to ensure the area as adequately kept in a clean and tidy condition.

How is Council and specifically the General Manager are progressing with issuing letters of support to businesses who request them recently, or over the past year, two, three or more years?

Clarification sought from the Chair and General Manager to what letters of support being referred to.

Local businesses who are seeking support from the Council.

Further clarification sought from the General Manager around whether this relates to the Draft Shuttle Policy and Councillor Teichmann personal request.

I'm alluding to all letters of support, but I guess that includes mine, and since it's a request for support under section 52 of Local Government Act - support for a permit or a licence, it is actually exempt from being a conflict of interest in case that is what you are referring to or questioning. So, I'm asking on behalf of anyone who's requested a letter of support, but that does include me, yes.

Response from General Manager, John Marik:

The total letters of support requested of Council is a material figure for a three-year period and thus due to the voluminous nature of your request and the corresponding impact on Council resourcing I will not be answering this question.

In relation to your personal situation the status has been explained on multiple occasions which I can summarise as follows:

To clarify my position in relation to your letter of support. I will not be giving any letters of support for uplift shuttles from the Derby Trail Head up to Black Stump via Cascade Dam Road only until a Shuttle Policy is adopted by Council. This applies to new operators, and existing operators wishing to expand their bus fleet. In relation to uplift shuttles utilising the Trail Head / Cascade Dam Road I want to utilise quantitative factors via a Policy that I can base my position on in an equitable way for all concerned.

Council have engaged a consultant to undertake Traffic Assessments of the Derby Trail Head and Cascade Dam Road as explained in the 4 March 2025 workshop. Once that has been delivered to Council Officers, the Traffic Assessment will go to Council's Solicitors, along with the minutes from the Blue Derby Draft Shuttle Policy Stakeholder Meeting held on Wednesday, 5 March 2025. The solicitors will provide further advice to assess and make further recommendations / refinements of the Draft Shuttle Policy. Once further legal advice is attained, the Shuttle Policy will be further refined, if needed, and then the whole package of the Updated Shuttle Policy, all legal advice, minutes from the 5 March stakeholder meeting will be supplied to Councillors at a future workshop as a holistic pack. Post this workshop the intent would be for the Draft Shuttle Bus Policy to be endorsed at a future Council Meeting to go out for public comment as it is a new Policy. This feedback would further refine Policy with a final Policy adopted for use at a future Council

Meeting. This is the best Governance Council can adopt in relation to a new Policy before widespread adoption.

Councillor James Cashion:

Could Council consider installing signage at the 'Big Thumb' rest stop in Scottsdale advising where the closest public toilets are located?

Response from Director – Infrastructure, Kerry Sacilotto:

Yes. The Infrastructure department will work with Rotary to place appropriate signage directing visitors to the nearest public toilet facilities.

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

Councillor Wendy McLennan:

I heard today that the Lions Club of Scottsdale is wanting to put a blue tractor on the corner of Listers Lane and George Street, Scottsdale to highlight the importance of mental health care, along with signage. Is the Council going to give them assistance in doing that?

Response from Mayor Rhys Beattie:

I've had correspondence with Wayne Harper from the Lions Club who has brought it to my attention.

Further Response from General Manager, John Marik:

I've had a meeting with Wayne Harper also. We are looking at how we can support this proposal, with Officers waiting on more details to be provided to see exactly what the Lions Club want and how that would be positioned on the public land.

Gayle Edson had a very severe accident in the Bridport caravan park recently, with a branch of a tree falling on her. That tree was one that's been earmarked for pruning, is that correct?

Response from Director – Corporate Services, Lauren Tolputt:

It was a tree that was identified in Council's most recent Arborists report as a tree that required maintenance, and that maintenance had been completed.

Any trees that are identified for maintenance, are Council going to put some type of signage or markers around those trees so that the public are informed and can be kept safe?

QUESTION TAKEN ON NOTICE

Councillor Vincent Teichmann:

Having now had time to consider the Board of Inquiry report fully and having been at the helm as General Manager for over 2 years, is there anything that we as Council need to be aware of in relation to any form of litigation concerning wrongdoing on the part of any Council employee that may affect Dorset Council moving forward?

Response from General Manager, John Marik:

I'm certainly not aware of aware of anything currently, but that doesn't mean that there isn't potential in the background.

Has Council sought and / or received any legal advice in relation to the matters brought to life by the Board of Inquiry or subsequently any liability on the part of Council arising out the wrongs identified in the Board of Inquiry report in terms of any losses Council may have caused and so be liable to pay compensation for if sued?

QUESTION TAKEN ON NOTICE

Are we as a Council investigating how we can better utilise the vacant space at the North East Hospital? I know it's not technically within our domain, but can we advocate as a Council perhaps to try and use that space to shift some of the patients from say Launceston where there's a lot of ambulance ramping going on, which is affecting patient care. Is that something that the Council can advocate for to the health department?

Response from General Manager, John Marik:

We certainly get drawn into some of these things to be able to advocate, but we possibly could. Officers would need to know a bit more detail as to as to what you're proposing. I'd suggest a discussion in a future workshop and actually understand what that looks like.

Item 61/2025 Applications for Leave of Absence

Nil

Item 62/2025 Notices of Motion by Councillors

Nil

PLANNING AUTHORITY MATTERS FOR DECISION

The Chair announced that Council intends to act as a Planning Authority under the *Land Use Planning and Approvals Act 1993* (LUPAA) when considering Item 63.

The following item is to be dealt with at the meeting of Council in its capacity as a Planning Authority.

Councillor Hughes declared an interest and left the Meeting prior to presentation of the Item (6:19pm)

Item 63/2025 **Planning Application – Multiple Dwellings (2 Units) with Works within the Road Reserve | 190 Davies Road, Scottsdale**
 Reporting Officers: Consultant Town Planner, George Walker
 Ref: DOC/25/4742 | Assessment Report: DOC/25/4741 | PLA/2024/93

Purpose

The purpose of this report is for Council to consider a proposal for the use and development of two multiple dwellings on land located at 190 Davies Road, Scottsdale.

Councillor McLennan left the Meeting during presentation of the Item by the Consultant Town Planner (6:24pm)

Councillor McLennan returned to the Meeting (6:25pm)

Recommendation

In accordance with Section 51 and Section 57 of the *Land Use Planning and Approvals Act 1993* and Clause 6.8.1 of the *Tasmanian Planning Scheme - Dorset*, it is recommended that the proposal for multiple dwellings (2 units) on land located at 190 Davies Road, Scottsdale with works within the adjoining road reserve (East Minstone Road - Council maintained) be refused on the following basis:

DECISION

MOVED: Cr Simmons | SECONDED: Cr McLennan

In accordance with Section 51 and Section 57 of the *Land Use Planning and Approvals Act 1993* and Clause 6.8.1 of the *Tasmanian Planning Scheme - Dorset*, it is recommended that the proposal for multiple dwellings (2 units) on land located at 190 Davies Road, Scottsdale with works within the adjoining road reserve (East Minstone Road - Council maintained) be refused on the following basis:

1. Basis of Refusal

- a) The application fails to satisfy Performance Criteria 21.3.1 P4(b)(i) of the *Tasmanian Planning Scheme - Dorset* on the basis that the site is capable of supporting an agricultural use;
- b) The application fails to satisfy Performance Criteria 21.3.1 P4(b)(ii) of the *Tasmanian Planning Scheme - Dorset* on the basis that the site is capable of being included with adjoining agricultural land for agricultural use; and
- c) The application fails to satisfy Performance Criteria 21.4.2 P2(a) of the *Tasmanian Planning Scheme - Dorset* insofar as the siting of the proposed multiple dwellings will conflict and interfere with an agricultural use on the site within the context of higher order land capability within the site having regard to the size, shape and topography of the site.

Voted For the Motion: Crs Simmons, McLennan, Beattie, Powell, Bicanic, Cashion, Chilcott

Abstained from the Vote: Cr Teichmann

CARRIED

Councillor Hughes returned to the Meeting (6:44pm)

ITEMS FOR DECISION

Item 64/2025 **Dorset Board of Inquiry Directions Quarterly Progress Report | 23 January to 31 March 2025**
 Reporting Officer: Director – Corporate Services, Lauren Tolputt
 Ref: DOC/25/4758 | Progress Report: DOC/23/12316

Purpose

The purpose of this agenda item is to table the attached Board of Inquiry Directions Quarterly Progress Report for the period 23 January to 31 March 2025 (the Progress Report) regarding the progress of actions taken to implement the Ministerial Directions issued to Council by the Minister for Local Government, the Hon Kerry Vincent MLC, as a result of the Board of Inquiry into Dorset Council.

Recommendation

That Council receive and note the attached Board of Inquiry Directions Quarterly Progress Report for the period 23 January 2025 to 31 March 2025.

DECISION

MOVED: Cr Hughes | SECONDED: Cr Powell

That Council receive and note the attached Board of Inquiry Directions Quarterly Progress Report for the period 23 January 2025 to 31 March 2025.

CARRIED UNANIMOUSLY

Item 65/2025 **2024/25 Annual Plan | March Quarterly Report**
 Reporting Officer: General Manager, John Marik
 Ref: DOC/25/4715 | Quarterly Report: DOC/25/467

Purpose

The purpose of this agenda item is to update Council and the community on progress of the 2024/25 Annual Plan as at 31 March 2025.

	Progress as at 31 March 2025
Achieved	12
In Progress	28
Not Achieved	-
Total Actions	50
Carried Forward	-

Recommendation

That Council:

1. receive and note the attached 2024/25 Annual Plan - March Quarterly Report; and
2. approve Activity 25 and 26 be carried forward to the 2025/26 Annual Plan and for these activities to be excluded from the final 2024/25 achievement result, due to the increased Board of Inquiry workload.

DECISION

MOVED: Cr Chilcott | SECONDED: Cr Cashion

That Council:

1. receive and note the attached 2024/25 Annual Plan - March Quarterly Report; and
2. approve Activity 25 and 26 be carried forward to the 2025/26 Annual Plan and for these activities to be excluded from the final 2024/25 achievement result, due to the increased Board of Inquiry workload.

CARRIED UNANIMOUSLY

Item 66/2025

Dorset Council Weed Management Plan 2025 - 2030

Reporting Officer: Assistant General Manager, Rohan Willis

Ref: DOC/25/4744 | Weed Management Plan: DOC/24/10573

Purpose

The purpose of this agenda item is for Council to adopt the Dorset Council Weed Management Plan 2025-2030.

Recommendation

That Council adopts the Dorset Council Weed Management Plan 2025-2030 (copy provided at the Agenda Attachments).

DECISION

MOVED: Cr McLennan | SECONDED: Cr Powell

That Council adopts the Dorset Council Weed Management Plan 2025-2030 (copy provided at the Agenda Attachments).

CARRIED UNANIMOUSLY

Item 67/2025**Review of Policy No. 55 – Mobile Food Vendor**

Reporting Officer: Assistant General Manager, Rohan Willis
 Ref: DOC/25/4819 | Reviewed Policy: DOC/19/10092

Purpose

The purpose of this agenda item is to adopt the reviewed Policy No. 55 – Mobile Food Vendor.

Recommendation

That Council adopts revised Policy No. 55 – Mobile Food Vendor, copy provided at the Agenda Attachments.

DECISION

MOVED: Cr Cashion | SECONDED: Cr Bicanic

That Council adopts revised Policy No. 55 – Mobile Food Vendor, copy provided at the Agenda Attachments.

CARRIED UNANIMOUSLY

Item 68/2025**Appointment of Councillor Committee Representatives**

Reporting Officer: Director – Corporate Services, Lauren Tolputt
 Ref: DOC/25/4708

Purpose

The purpose of this agenda item is to appoint Councillor representatives on various committees until the end of their elected term in 2026.

Recommendation

That Council appoints the following representatives to serve on the following Committees, as listed, until the end of their elected term in 2026:

DECISION

MOVED: Cr Hughes | **SECONDED:** Cr Chilcott

That Council appoints the following representatives to serve on the following Committees, as listed, until the end of their elected term in 2026:

Australia Day Awards Selection Panel

Cr McLennan, Cr Chilcott, Cr Cashion

Dorset Council Community Grants Selection Panel

Cr Powell, Cr Chilcott & Cr McLennan

Barry Jarvis Education Scholarship Selection Panel

Cr Powell, Cr Cashion, Cr Hughes

Event Funding Program Selection Panel

Cr Simmons, Cr Bicanic, Cr Beattie

Emergency Relief Grant Panel

Cr Simmons, Cr Teichmann, Cr Hughes

General Manager's Performance Evaluation Committee

Mayor, Deputy Mayor, Cr Hughes

TasWater Owners Representative

Mayor (Proxy – Deputy Mayor and the General Manager)

Local Government Association of Tasmania Representative

Mayor (Proxy – Deputy Mayor and the General Manager)

CARRIED UNANIMOUSLY

ITEMS FOR NOTING

Item 69/2025 Council Workshops Held Since Last Council Meeting

4 April 2025 | Briefing Workshop

Item 70/2025 Elected Member Communications

Mayor / Councillors Calendar | 13 March – 9 April 2025

March

- 14 Councillor Planning Session, Council Chambers
- 16 SpudFest Scottsdale 2025, Northeast Park
- 17 Meeting with Pioneer residents and site visit to Pioneer Lake, Pioneer
- 17 Community Meet and Greet, Pioneer Hall

- 17 March Council Meeting, Pioneer Hall
- 25 Cr Powell meeting with General Manager, Council Chambers
- 27 Cr Powell and General Manager meeting with Tomahawk Protection Society Inc. representatives, Council Chambers
- 31 Cr Powell and General Manager attendance at Northern Tasmania Development Corporation (NTDC) media event, Launceston

April

- 2 Cr Powell attendance at Local Government Association of Tasmania General Meeting, Hobart
- 2 Mayor Beattie signed Declaration of Office, Council Chambers
- 3 Cr Powell attendance at Local Government Association of Tasmania Workshop, Hobart
- 4 April Briefing Workshop, Council Chambers
- 7 Mayor Beattie meeting with General Manager, Council Chambers
- 7 Mayor Beattie induction session, Council Chambers
- 8 Dorset Audit Panel Meeting, Council Chambers

Item 71/2025 Management Team Briefing Report

Purpose

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

DECISION

MOVED: Cr Chilcott | SECONDED: Cr Bicanic

That Council receive and note the Management Team Briefing Report.

CARRIED UNANIMOUSLY

APPROVED APPLICATIONS

	Approved March 2025	Approved 2025 YTD	Approved 2024 YTD
Planning	8	21	16
Building¹	8	15	20
Plumbing	3	7	9

See attachments for detailed information about applications approved in March 2025.

¹ 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.

CUSTOMER SERVICE REQUESTS

	Requests Received March 2025	Comparison Requests March 2024	Received 2025	Comparison 2024
Animal	1	1	5	7
Bridges	-	-	-	-
Caravan Parks	2	1	3	3
Cemeteries	-	-	1	-
Community Development General	-	-	-	-
Corporate Services General	1	1	3	1
Council Elections	-	-	1	-
Customer Service	1	2	4	3
Emergency Services Enquiries	-	-	1	-
Environmental Management & Health	2	1	5	3
Government Relations	-	-	-	-
Licencing	1	-	1	-
Parks and Reserves	4	2	8	2
Planning & Building	-	-	-	1
Public Health	-	-	1	1
Public Online Enquiries	1	-	1	-
Public Amenities	2	1	3	4
Public Halls Buildings	1	-	1	2
Recreation Grounds	1	-	2	5
Roads	24	22	65	77
Swimming Pools	-	-	5	-
Waste Management	2	-	3	1
Total Requests	43	31	113	110

A detailed copy of the 2025 Customer Service Requests is included in the attachments.

WASTE MANAGEMENT REQUESTS

	Requests Received March 2025	Comparison March 2024	FYTD Received 2024/25	Comparison FYTD Received 2023/24
Feedback and Queries	-	-	20	23
Repair Bin	2	2	47	57
Replace Bin	3	2	36	57
Request a New Service	2	3	35	33
Remove Additional Bin	2	-	10	20
Request an Additional Bin	-	2	34	28
Request an Upsize/Downsize	-	3	40	81
Request to Opt Out (of Service)	1	-	2	1
Total Requests	10	12	224	300

2024/25 CAPITAL WORKS PROGRAM

Ref: DOC/24/9473

	Complete 2024/25
	Completed in March 2025
	Carried Forward Projects – 2025/26

PROJECT	STATUS
BRIDGES	
Bridge 1553 Boddington's Road, Bridport – timber deck renewal	Planning
Bridge 1580 Ten Mile Track, Cuckoo – hotmix overlay	Completed
Bridge 1508 Garibaldi Road, Pioneer – scour pretention piers (additional allocation)	Quotes Requested
Bridge 1508 Garibaldi Road, Pioneer – scour protection piers	Quotes Requested
STORMWATER	
Main Street, Bridport (RSL) – kerb and stormwater design only	Completed
<u>Upgrade</u>	
William Street, Scottsdale (Incitec Pivot) – network upgrade	Commenced
<u>New</u>	
Branxholm Park – complete stormwater and seal	Completed
Ethel Street, Scottsdale – extension into King Street	Tender Awarded
Heazlewood Lane, Scottsdale – extension	Completed
Union Street, Scottsdale – survey and plan	Design
Bridport Foreshore (near skate park) – survey and plan	Commenced
Esplanade, Derby – survey and plan	Planning
Scottsdale Depot and industrial subdivision – survey and plan	Planning
ROADS – RESHEETING	
<u>Renewal</u>	
Barnbogle Road, Bridport	Completed
Snake Track, Legerwood	Completed
Barnett Road, Ringarooma	Completed
Old Waterhouse Road, Waterhouse	Completed
Halfway Road, Waterhouse	Completed
Talagandra Road, Waterhouse	Completed
Jacobsons Road, Nabowla	Completed
Cape Portland Road, Gladstone	Completed

PROJECT	STATUS
ROADS – RESEALS	
Westwood Street, Bridport	Preparation Work Completed
South Street, Bridport	
Elizabeth Street, Bridport	
Louisa Street, Bridport	
Anderson Street, Bridport	
Main Street, Ringarooma	
Cuckoo Road, Cuckoo	
Mackenzie Valley Road, Cuckoo	
Ruby Flats Road, Ringarooma	
Amos Road, Moorina	
Moorina Cemetery Road, Moorina	
Rainbows Road, Herrick	
Winnaleah Road, Winnaleah	
Heckrath Road, Bridport	
East Minstone Road, Scottsdale	
ROADS – OTHER PROJECTS	
Timperons Road, Blumont – intersection with Golconda Road hotmix overlay	Completed
Groves Street, Gladstone – repair and reseal	Completed
Cape Portland Road, Gladstone – seal repair and reseal	Completed
Sledge Track, West Scottsdale – investigation of landslip	Withdrawn ²
King Street, Scottsdale – pedestrian crossing	Investigations
George Street, Scottsdale – pedestrian crossing	Investigations
Main Street, Bridport – pedestrian crossing	Completed
Coplestone Street, Scottsdale – new 180m footpath	Planning
Golconda Road, Golconda – safety upgrade and pavement reconstruction	Commenced
BUILDINGS	
Scottsdale Depot – internal stair replacement	Planning
Bridport Seaside Caravan Park – grey water pits near office	Planning
Branxholm Town Hall – roof replacement	Completed
Ringarooma – bar shed seal and paint bricks	Completed
Gladstone Hall – remove old toilets and refurbish	Partially Complete
Scottsdale Aquatic Centre – install ventilation in plant room	Completed
All buildings in Scottsdale area – upgrade safety switches	Planning
All buildings in Bridport area – upgrade safety switches	Planning
All buildings in Derby area – upgrade safety switches	Planning
Bridport Seaside Caravan Park – Goftons amenities lighting upgrade	Completed
Bridport Hall – upgrade floor coverings	Completed
Bridport Football Club – viewing deck (additional allocation)	Completed
Bridport Hall – 3-phase power outlet outside wall	Completed

² Following a site visit with consulting engineers, it was concluded that the risk of further movement is low, while the cost of stabilisation works would be significant with limited benefit. Council's Infrastructure team will continue to monitor the site.

PROJECT	STATUS
BUILDINGS (cont.)	
Bridport Seaside Caravan Park – planning for new camp kitchen at Goftons Beach end	Planning
Scottsdale Railway Station Building – restoration	Planning
Branxholm Waste Transfer Station – Oil Bunded Shed	Planning
Branxholm Waste Transfer Station – Recycling Shed	Commenced
Gladstone Waste Transfer Station – Oil Bunded Shed	Commenced
Gladstone Waste Transfer Station – Recycling Shed	Planning
Scottsdale Waste Transfer Station – Oil Bunded Shed	Commenced
Bridport Fish Cleaning Tables	Withdrawn³
LAND IMPROVEMENTS	
Northeast Park, Scottsdale – reseal road	Completed
Bridport Seaside Caravan Park – road repairs (hotmix and seal)	Completed
Scottsdale Aquatic Centre – chlorinator pump replacement	Completed
Scottsdale Aquatic Centre – concrete repair	Completed
Scottsdale Aquatic Centre – replace ultraviolet light (water treatment)	Completed
Pine Plantation Ringarooma Road, Scottsdale – replanting	Planning
Blue Derby Mountain Bike Trails – Tunnel stairs	Carried Forward
Blue Derby Mountain Bike Trails – Wotcha Upta trail renewal and upgrade	Completed
Croquet Lawn Beach, Bridport – access improvements	Planning
Blue Derby Mountain Bike Trails – revegetation including landslip, trailhead, Lake Derby and Riverside trails	Commenced
<u>Upgrade</u>	
Scottsdale, Branxholm and Winnaleah – playground equipment (Open Spaces Grant)	Partially Complete
Ellesmere Cemetery, Scottsdale – 2 x new concrete rows and purchase headstones	Planning
Victoria Street, Scottsdale – new shrubs and gardens	Commenced
Scottsdale Depot – back flow prevention – water main	Planning
Ellesmere Cemetery, Scottsdale – row numbering	Planning
CWA Carpark, Bridport – solar light	Ordered
Waste Transfer Stations – best practice compliance signage	Commenced
Scottsdale Waste Transfer Station – CCTV	Commenced
Rail Trail – Scottsdale to Lilydale Falls (additional allocation)	Consultation
CARRY FORWARD PROJECTS	
Walter Street, Bridport – stormwater (pit) upgrades	Completed
Eastmans Beach, Bridport – amenities block renewal	Completed
South Street, Bridport – replace kerb	Completed
Blue Derby – network signage redesign	Commenced

³ After community consultation was undertaken, feedback received was strongly against the proposed fish cleaning tables. The project was reviewed, with no other projects identified that would fit the scope of the grant, with the \$15,000 funding offer refused and the project withdrawn.

PROJECT	STATUS
CARRY FORWARD PROJECTS (cont.)	
Upgrade	
Bridge 1572 Haas Road / Frenches Creek, Legerwood – upgrade to concrete	Funding Application Submitted
Main and Westwood Street, Bridport Intersection – stormwater upgrade	Completed
Building Renovations (Blue Derby Foundation) - 57 Main Street, Derby	Consultation
Old Waterhouse Road, Waterhouse – safety improvements	Commenced
Blue Derby Trailhead – redevelopment (south of Main Street)	Commenced
New	
Gladstone Community Park	Consultation Completed
Scottsdale Depot – relocated storage shed	Commenced
Scottsdale Waste Transfer Station – roof covering spare bin area	Completed
Derby Depot – new trail crew storage shed	Carried Forward
Rail Trail – Scottsdale to Lilydale Falls	Consultation

CLOSURE OF MEETING

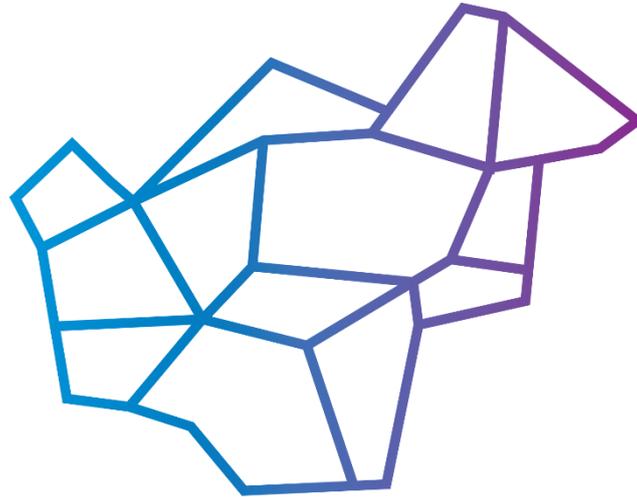
Time Meeting Closed: 7:38pm

Minutes Confirmed: 19 May 2025

Minute No:

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Mayor



dorset
C O U N C I L

Minutes

Special Meeting of Council

Tuesday, 6 May 2025 – 9:00am

COUNCIL CHAMBERS

it's in the making

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UNCONFIRMED



Special Council Meeting - Minutes

Tuesday, 6 May 2025

Scheduled Meeting Time: 9:00 am

Meeting Opened: 9:01 am

Present: Councillors Rhys Beattie (Mayor), Wendy McLennan, Jan Hughes, Vincent Teichmann, Nick Bicanic, Edwina Powell, Kahlia Simmons, Mervyn Chilcott

General Manager: John Marik, Director – Corporate Services: Lauren Tolputt, Director – Infrastructure: Kerry Sacilotto, Executive Assistant: Sarah Forsyth

Apologies: Councillor James Cashion

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 Dorset 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.

PROCEDURAL ITEM

Item 72/2025 Declaration of an Interest of a Councillor or Close Associate

In accordance with Regulation 8 of the *Local Government (Meeting Procedures) Regulations 2015* and the Local Government Code of Conduct for Tasmanian councillors, Councillors are requested to indicate whether any have or are likely to have a pecuniary interest (any pecuniary interest or pecuniary detriment) or conflict of interest in any item on the Agenda.

INTEREST DECLARED

Nil

ITEM FOR DECISION

Item 73/2025

Election | Deputy Mayor

Reporting Officer: General Manager, John Marik

Ref: DOC/25/5370

Purpose

The purpose of this agenda item is to record the election for the office of Deputy Mayor.

Recommendation

1. That Council note that nominations for the position of Deputy Mayor were received from Councillors _____;
2. That at the Special Council Meeting held on 6 May 2025, the General Manager declared that Councillor _____ be elected as Deputy Mayor for the remainder of the elected term, in accordance with the process outlined in the *Local Government (General) Regulations 2015*; and
3. That Council authorises that the ballot papers (if a ballot is required) for the Deputy Mayor position be destroyed.

Nominations closed at 12 noon Monday, 5 May 2025 with nominations received from Councillor Jan Hughes, Councillor Edwina Powell and Councillor Vincent Teichmann.

A secret ballot was conducted with the 8 councillors present indicating their preference in writing.

After review by the Executive Assistant and Director – Corporate Services of votes received, the following results were read by the General Manager:

Round 1

Councillor	Votes Received
Councillor Hughes	3
Councillor Powell	3
Councillor Teichmann	2

Councillor Teichmann was excluded

A second secret ballot was conducted with the 8 councillors present indicating their preference in writing.

After review by the Executive Assistant and Director – Corporate Services of votes received, the following results were read by the General Manager:

Round 1

Councillor	Votes Received
Councillor Hughes	5
Councillor Powell	3

Councillor Powell successful in the secret ballot.

DECISION

MOVED: Cr Chilcott | **SECONDED:** Cr McLennan

1. That Council note that nominations for the position of Deputy Mayor were received from Councillors Jan Hughes, Edwina Powell and Vincent Teichmann;
2. That at the Special Council Meeting held on 6 May 2025, the General Manager declared that Councillor Edwina Powell be elected as Deputy Mayor for the remainder of the elected term, in accordance with the process outlined in the *Local Government (General) Regulations 2015*; and
3. That Council authorises that the ballot papers (if a ballot is required) for the Deputy Mayor position be destroyed.

Time Meeting Closed: 9:20 am

Minutes Confirmed: 19 May 2025

Minute No:

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Mayor



Blue Derby Foundation Report May 2025

Blue Derby Sponsorship Program

The current sponsorships end June 30th, 2025. The BDF is currently consulting with previous sponsors and workshopping a new regime of sponsorship options. Capitalising on the success of the 10 year celebration we will be pursuing large corporate sponsorships where the opportunities exist.

Blue Derby Booking Platform

The rate of listing has been steady with 27 and a steady increase in bookings. The Foundation has been heavily promoting the platform through town and short-term accommodation (STAs) with a QR code directing current visitors to the site to make their next booking.

We are on target to more than double the revenue from booking this financial year compared to last year.

Larger Sponsorships

The BDF will be targeting larger sponsors for the coming financial year. We will have a working group working on this in the coming weeks. We have drafted a proposal for a bike sponsor for the supply of bikes for the trail crew that will be presented shortly.

Camping Fees

Approx \$41,000 has been collected in camping fees financial year to date. This is down a little on last year however this could also be that there has been a slight decrease in the number of campers over the summer period.

It has been recommended that Council reduce trail head camping fees to \$25 until such time as facilities are improved at that area.

Tap Stations

The tap stations have now been removed due to the 3G network being switched off. They have been replaced with QR codes in all the businesses. These will also be placed in accommodation and around town.



Website

The updated website was received very well and we continue to make improvements as needed.

New Roles

There have been 3 new Directors elected to the BDF board - Ben Jones, Steve Howell and Peter Rodgers. We welcome the new Directors and they all bring a wealth of different experiences to the board.

Events

It has been a big 2 months for events in Derby with the 10 year celebration which was a great success and well received by all the community and stakeholders, the Tas Gravity MTB race, the Devils Cardigan - a UCI World Cup gravel bike race, and the launch of the Specialized Levo for retailers from all over Australia .

The BDF was able to secure \$20,000 funding per year for 3 years from Events Tasmania the first of being used for the 10 year celebration . We are planning to hold an annual event taking the best of the 10 year celebration and getting Derby Fest up and running .

The highlights of the 10 year celebration was the Friday night VIP dinner over at the lake location, which could prove to be a real opportunity to generate income for Derby . The opening of the new Triple 3 trail which has been a great success with Shimano extremely happy with the project and the way it was delivered. The Derby Amplified music festival , Billy Cart race and duck race were all really well received.

Upcoming events include the following.

- Professional Trail Builders Association Conference 9th -11th December 2025
- Derby Fest April 2026

General Outlook

The 24/25 season has really ramped up since December and Derby has seen high visitor numbers. The rebuild of the Blue Tier has been an absolute winner and the number of visitors coming back to ride the trail has been amazing . This shows the value of well-maintained trails. The BDF has been able to secure several social media influencer's over the past month to visit Derby and produce content which has really invigorated the buzz around Derby. Forward bookings for next season 25/26 are far stronger that last season.



Commercial confidence is coming back with several properties selling and new construction commencing since the 10 year celebration weekend.

I am confident the coming season will see greater visitor numbers and new business offerings adding to the growth of Blue Derby .

A handwritten signature in black ink, appearing to read "Chris Cafe".

Chris Cafe
Chairman Blue Derby Foundation

Operational Procedure – Council Functions and Obligations under the *Local Government (Building and Miscellaneous Provisions) Act 1993*



Ref: DOC/25/5673

Adopted: XX XX 2025

Minute No. XXX/25

Version: 1

Reviewed Date:

Council Minute No:

*Local Government Act 1993*Statutory Authority: *Local Government (Building and Miscellaneous Provisions) Act 1993*

OBJECTIVE

To ensure that Council's functions and obligations pursuant to Part 3, Division 5 of the *Local Government (Building and Miscellaneous Provisions) Act 1993* are conducted in accordance with legislative requirements.

PROCEDURE

This procedure establishes the steps Council will take in the implementation of its functions and obligations for consideration of amendments of sealed plans, pursuant to Part 3, Division 5 of the *Local Government (Building and Miscellaneous Provisions) Act 1993*.

1. Amendment Initiation

- 1.1. Under Part 3, Division 5 of the *Local Government (Building and Miscellaneous Provisions) Act 1993* ('the Act'), amendment to a sealed plan¹ can be initiated by Dorset Council ('Council') or on application by a person with an interest in the land.
- 1.2. Council may initiate amendment of a sealed plan of its own motion to:
 - (a) do anything that Council could do under any other power subject to any conditions precedent to the exercise of the power relied on; or

¹ A sealed plan is a critical document in conveyancing and property law, as it provides the legal basis for the division or alteration of land. Sealed plans are used to finalise and legally record changes to land titles, such as subdivisions or alterations to boundaries. A surveyor prepares the plan, which is then submitted to the relevant Council for review and approval. The Council ensures the plan adheres to any conditions of planning permits or other relevant regulations. Once approved, the council places their seal on the plan, indicating their acceptance and compliance with the relevant regulations. The sealed plan is then lodged with the LTO for registration, where it becomes the official record of the land title changes.

- (b) to bring the plan into conformity with any change in the rights and duties of land owners made under a statutory power.
- 1.3. Where initiated by Council of its own motion, Council must serve a notice in writing to all persons appearing by the registers under the *Land Titles Act 1980* and the *Registration of Deeds Act 1935* to have an estate or interest at law affected by the proposed amendment.
- 1.4. Where initiated by any other person with an interest in the land subject to a sealed plan, that person is to:
- (a) make an application by petition²; and
- (b) serve a copy of the petition on all persons appearing by the registers under the *Land Titles Act 1980* and the *Registration of Deeds Act 1935* to have an estate or interest at law affected by the proposed amendment.
- 1.5. At the end of 28 days after the last notice is served or the last petition is served (as required by Section 103 of the Act), Council:
- (a) may, if no person has asked to be heard in opposition, cause the amendment to be made³; or
- (b) if a person has asked to be heard, is to appoint a day for hearing any petitioner and those persons who have asked to be heard.

2. Pre-Hearing Matters and Directions

- 2.1. Any person affected by a proposed amendment may ask to be heard in support or opposition of the proposed amendment.
- 2.2. Only parties with an interest at law affected by the proposed amendment are entitled to be part of the hearing for the amendment to sealed plan.
- 2.3. Requests to be heard or submissions made by parties that do not have an interest at law affected by the proposed amendment are not able to be considered by Council as part of a hearing process.
- 2.4. The hearing is to be held by Council (or a Council committee⁴), who may:
- (a) hear persons who have asked to be heard (after the period referred to in Section 103 of the Act); and
- (b) obtain the assistance of legal practitioners, architects, engineers and surveyors.
- 2.5. Prior to the hearing, Council officers will arrange for the disclosure and exchange of documentation between the parties and to Council for the conduct of the hearing.

² The petition should be prepared by a solicitor and include a Blank Instrument Form for lodgement at the Land Titles Office.

³ Council's existing delegation framework (as of 21 October 2024) provides for either (i) the Town Planner or (ii) the Director - Community and Development to cause an amendment to be made if no person with an interest at law affected by the proposed amendment has asked to be heard in support or opposition of the amendment.

⁴ Means a Council committee established under Section 23 of the *Local Government Act 1993*.

- 2.6. A notice of preliminary directions will be issued to the parties, setting out the requirements for the filing of material with Council relevant to the hearing. These directions require that the material be filed with Council no less than 21 days prior to the hearing date.
- 2.7. Documentation provided to Council by any person in opposition to the proposed amendment ('the objectors') and the petitioner, will form part of the agenda papers for the hearing and will be distributed to all parties.

3. General Hearing Principles

- 3.1. Council will hold a formal meeting to conduct the hearing for the petition to amend. As the subject matter of the petition to amend relates to the personal affairs of the parties, the hearing for a petition to amend will be conducted as a closed meeting in accordance with the provisions of Regulation 15 of the *Local Government (Meeting Procedures) Regulations 2015* ('the Regulations'). In addition, as hearings are conducted by Council, the proceedings are within the formal meeting processes of Council and as such are to be subject to the provisions of the Regulations.
- 3.2. The hearing is not bound by the rules of evidence and Council may inform itself on any matter and in any way it considers appropriate. However, only material that is relevant to the issues at hand will be considered. Council must observe the rules of procedural fairness and natural justice in the conduct of the hearing.
- 3.3. Council is to ensure that the decision resulting from the hearing is made in an unbiased and impartial manner. Each party has the right to a fair hearing and will be given an equal opportunity to put their case forward. In any other respect, the procedures of a hearing are within the discretion of Council. The hearing should be conducted so that proper order is kept, and irrelevant issues are avoided.

4. Rules for Petitioners and Representors

- 4.1. Speakers will be treated as a deputation in accordance with the provisions of the Regulations (i.e. there is no need to suspend standing orders to allow for discussion to occur on an interactive basis). Petitioners and objectors are permitted to be represented by a professional advisor or advocate at the hearing (the detail of any representation is to be provided to Council no later than fourteen (14) days prior to the hearing in accordance with the preliminary directions).
- 4.2. Speakers are required to follow the directions of the meeting Chairperson. Prior to the commencement of the hearing, speakers are to be advised of:
 - (a) the non-privileged nature of Council meetings and the hearing;
 - (b) the need to take care regarding defamatory or derogatory remarks;
 - (c) the need to take care regarding the disclosure of confidential and/or personal information; and
 - (d) the arrangements and procedures for speaking at the meeting.
- 4.3. Each party will be provided with reasonable time (as advised by the Chairperson) to put forward their respective presentation and may receive questions and requests for clarification on their representation if required by elected members of the Council.

Interactive discussion during the hearing is to be limited to being between the members of the Council and the parties through the Chairperson.

5. Compensation

- 5.1. Pursuant to Section 105 of the *Local Government (Building and Miscellaneous Provisions) Act 1993*, a person adversely affected by an amendment is entitled to compensation. That entitlement to compensation arises if notice of the claim for compensation is given at or before the hearing, or within sixty (60) days if learning that they were affected by an amendment. In such cases, Council will need to consider and determine the validity, adequacy and form of any compensation.
- 5.2. Parties may wish to engage valuers to establish the validity and value of any compensation to be paid. The purpose of this would be to assist the Council in determining the amount of compensation (if any) that may reasonably be imposed should an amendment be supported.
- 5.3. Where a difference of valuation opinion exists, the parties are encouraged to reach a mediated outcome on this matter. Notwithstanding this, Council reserves the right to obtain its own valuation advice or other advice in respect to compensation matters.

6. Conduct of Hearing

- 6.1. The hearing is to be dealt with in four (4) parts:

- (a) Part 1 - Introduction;
- (b) Part 2 - Deputations;
- (c) Part 3 - Compensation; and
- (d) Part 4 - Conclusion.

Part 1 – Introduction

- 6.2. The Chairperson advises the parties as to the structure by which the hearing will be conducted (with reference to matters expressed within the ‘Matters of Consideration’ section of this procedure, below).

Part 2 - Deputations

Step 1 - the Petitioner:

- 6.3. The Chairperson will firstly invite the Petitioner to present its case for the petition. At the conclusion of the Petitioner's presentation, and subject to the direction of the Chairperson, Councillors may seek clarification and ask questions of the Petitioner or their representative.
- 6.4. Councillors may seek professional advice through the nominated principal Council officer attending on any options and points of consideration that arise from the Petitioner or their representative's presentations.

Step 2 - the Objectors:

- 6.5. The Chairperson will then invite each objector individually to make the case for their objection. At the conclusion of each objector's presentation, and subject to the direction of the Chairperson, Councillors may seek clarification and ask questions of each objector or their representative.
- 6.6. Councillors may seek professional advice through the nominated principal Council officer attending on any options and points of consideration that arise from the Petitioner or their representative's presentations.

Part 3 - Compensation

Step 1 - Objectors and claim for compensation:

- 6.7. The Chairperson will then invite each objector individually to make a representation in relation to a claim for compensation (if such a claim has been made in writing as directed by the notice of preliminary directions). At the conclusion of each objector's presentation, and subject to the direction of the Chairperson, Councillors may seek clarification and ask questions of each objector or their representative.
- 6.8. Councillors may seek professional advice through the nominated principal Council officer attending on any options and points of consideration that arise from the Petitioner or their representative's presentations.

Step 2 - Petitioner's response to claim for compensation:

- 6.9. The Chairperson will then invite the Petitioner to make a presentation in response to the claims for compensation. At the conclusion of the Petitioner's presentation, and subject to the direction of the Chairperson, Councillors may seek clarification and ask questions of the Petitioner or their representative.
- 6.10. Councillors may seek professional advice through the nominated principal Council officer attending on any options and points of consideration that arise from the Petitioner or their representative's presentations.

Part 4 - Conclusion

- 6.11. The Chairperson will then conclude the hearing and the meeting, declare that the Council will consider the matter and state that it will 'reserve its decision'.

7. Matters of Consideration

- 7.1. The power of Council to amend a sealed plan under Section 104 of the Act is discretionary. The Act is silent on what factors are to be considered in relation to the exercise of its discretionary power⁵. A non-exhaustive list of matters the Council may consider are:
- (a) that by changes in the character of the property or the neighbourhood or other circumstances of the case that may be relevant, the restriction has become obsolete;

⁵ see *Clarke v Burnie City Council* (2008) TASSC 75.

- (b) that the continued existence of the restriction prevents a user of the land from doing a thing that would otherwise be allowed under the planning scheme;
- (c) that the continued existence of the restriction would prevent the reasonable use of the land for public or private purposes;
- (d) that the persons entitled to the benefit of the restriction have agreed, either expressly or by implication, to the removal or modification of the restriction; or
- (e) that the proposed removal or modification will not cause a loss to the persons entitled to the benefit of the restriction.

7.2. This is not an exhaustive list of the matters that Council may consider in determining the application but is rather an example of what may be considered 'relevant' matters. The Petitioner holds the burden of proof to establish that the amendment to the sealed plan should be made. If the amendment is to be made, it is expected that there is more evidence favouring in support of the amendment than against the amendment.

8. Council Deliberations

- 8.1. Council will deliberate on the application and the evidence presented to it. Council is to then make a written decision detailing its decision and reasons following the hearing.
- 8.2. Council's decision will be confidential as it may contain details of a personal affairs nature and will therefore be dealt with in the Closed Meeting section of Council's Agenda.
- 8.3. All parties will then be notified in writing of Council's determination in respect of the application and provided with a copy of the decision.



Operational Procedure – Council Actions for Non-Compliance of Building and Plumbing Works and Issuing Infringement Notices under the *Building Act 2016*

Ref: DOC/25/5670

Adopted: XX XX 2025

Minute No. XXX/25

Version: 1

Reviewed Date:

Council Minute No:

Building Act 2016***Building Regulations 2016******Local Government Act 1993******Occupational Licensing Act 2005***

Statutory Authority:

1. OBJECTIVE

1.1. To provide a procedure to ensure:

- (a) any actions taken by Council pursuant to Part 18 of the *Building Act 2016* are undertaken lawfully; and
- (b) that the requirements for the issue of infringement notices under the *Building Act 2016* are satisfied.

1.2. This procedure establishes the steps Council will take in the implementation of actions for non-compliance of building and/or plumbing works, including notification, compliance monitoring and enforcement proceedings.

2. Definitions

2.1. 'Act' means the *Building Act 2016*.

2.2. 'MPE Act' means *Monetary Penalties Enforcement Act 2005*.

2.3. 'Regulations' means the *Building Regulations 2016*.

2.4. All words as defined under the Act and Regulation have the same meaning within this procedure.

3. Purpose of Procedure

3.1. The purpose of this procedure is to establish clear guidelines for actions taken pursuant to Part 18 of the Act and for the issuance of infringement notices by the Permit Authority under the Act.

3.2. The purpose of the procedure is to compliment the requirements of the Act and Regulations and is not to repeat the statutory requirements and preconditions to the exercise of any functions or power. To the extent of any inconsistency between this policy and the Act or Regulations, the Act or Regulations prevail.

- 3.3. This procedure aims to ensure that compliance matters and infringement notices to which they relate are managed in a consistent and transparent manner with the principles of procedural fairness and natural justice being followed.
- 3.4. This procedure will assist Council officers when acting under the Act to do so consistently and effectively in response to allegations of unlawful conduct, whilst providing options for dealing with breaches and determining whether the issuance of an infringement notice is warranted.
- 3.5. Council's enforcement of the requirements of the Act will be consistent, prompt and impartial having regard to the following principles:
- (a) Proportionality – the actions being scaled to the seriousness of the breach.
 - (b) Fairness & Consistency - Council will carry out its duties fairly showing consistency and impartiality of approach in similar cases to achieve consistent outcomes. Whilst decisions on enforcement require the use of professional judgement and discretion, officers will follow standard operating procedures and ensure fair, equitable and non-discriminatory treatment.
 - (c) Public interest – the public interest in taking enforcement steps, including the issuance of an infringement notice, must be weighed against the costs to the Council.
 - (d) Transparency - Council will be open and transparent about the way it undertakes its enforcement activities.
 - (e) Effectiveness – Enforcement action, including the decision to issue an infringement notice, must be directed to be effective in achieving the desired enforcement outcome without unnecessary escalation and providing opportunities for voluntary compliance where possible.

4. Scope of policy

- 4.1. Potential breaches of the Act may come to the attention of Council through several avenues. These include complaints from members of the public, through Council officer inspections or routine investigative triggers (such as the request for a council certificate pursuant to section 337 of the *Local Government Act 1993*).
- 4.2. The scope of the procedure is intended to encourage higher levels of voluntary compliance with the requirements of the Act and Regulations by individuals and corporations.
- 4.3. The Council, as the Permit Authority, has a statutory obligation to enforce the requirements of the Act and Regulations.

5. Building or Plumbing Work without Approval

- 5.1. Pursuant to Section 24(1) of the Act, the Council is the Permit Authority for the municipal area of Dorset.
- 5.2. Building or plumbing work that has received the relevant approval (via a building or plumbing permit, or notification of building or plumbing work) and the required certificate(s) prior to works commencing, is considered to have been completed in accordance with the Act.
- 5.3. Directions from the Director of Building Control, the [Directors Determination - Categories of Building and Demolition Work](#) and the [Directors Determination - Categories of Plumbing Work](#), specify the relevant categories of building, demolition and plumbing works which require relevant approvals under the Act be granted prior to the works being carried out.

5.4. Building and/or plumbing work that has been carried out without the relevant approvals and/or certificates is considered not to have been completed in accordance with the Act.

6. Procedure

6.1. The Permit Authority may apply the following options to achieve an appropriate outcome in response to breaches or failures to comply with the requirements of the Act or Regulations:

No Action:

6.2. No action will be taken when, after an investigation, no breaches of the Act are discovered. It may also be appropriate to take no action when:

- (a) the complaint is frivolous, vexatious or trivial in nature;
- (b) the alleged offence is outside the Permit Authority's area of authority; or
- (c) taking action may prejudice other major investigations.

Informal Action:

6.3. Informal action to achieve compliance with the Act may include verbal or written warnings or requests for action. The circumstances in which informal action may be appropriate include:

- (a) where the breach is not serious enough to lead to formal action;
- (b) it is anticipated that as a consequence of a history of previous compliance, that informal action will secure ultimate compliance with the Act or Regulations;
- (c) the consequences of non-compliance pose a limited risk; or
- (d) where it is anticipated that informal action may prove to be as effective as a formal approach.

Formal Action - Service of Notices or Orders

6.4. Formal enforcement action may take the form of the service of the various notices or orders under Part 18, Division 2 the Act.

6.5. The Act variously provides for the issuance of notices or orders to remedy breaches of the Act or Regulations.

6.6. Notably, the various notices provided under the Act include:

- (a) Building notice – section 237 of the Act;
- (b) Plumbing notice – section 238 of the Act;
- (c) Fire upgrading notice – section 240 of the Act;
- (d) Dilapidated building notice – section 242 of the Act.

6.7. The Act only permits the issuance of the relevant notices where certain preconditions are met. These notices must only issue if the relevant preconditions of the Act are satisfied. The issuance of these notices is the primary initial formal mechanism for the enforcement of the requirements of the Act.

- 6.8. However, in certain circumstances where the seriousness of the breaches justifies as such, the Act permits the issuance of an order without first issuing a notice.
- 6.9. A person to whom a notice is issued may make representations to the Permit Authority who issued the notice about any matter contained in the notice, within the period stated in the notice. Any representations are to be made in the manner, and within the time period, stated on the notice.
- 6.10. After considering any representations received and/or the receipt of any other information, the Permit Authority may revoke the notice if satisfied that it is appropriate to do so.
- 6.11. After considering any representation received in response to a notice, if the Permit Authority considers that the notice should not be withdrawn, the Permit Authority is to issue the relevant applicable order. These orders include:
- (a) Emergency order – section 245 of the Act;
 - (b) Building order – section 246 of the Act; or
 - (c) Plumbing order – section 250 of the Act.
- 6.12. Should the facts of the case justify their issuance, and the preconditions of the Act are able to be satisfied, the issuance of a building order may be required to specifically address:
- (a) Illegal building work – section 247 of the Act;
 - (b) Fire hazards – section 248 of the Act; and
 - (c) Dilapidated buildings – section 249 of the Act.
- 6.13. Any notice or order issued under the Act must be in accordance with the relevant approved form issued and maintained by the Director of Building Control.
- 6.14. An order remains in force until it is complied with, or it is revoked.

Infringement Notice

- 6.15. The Act provides for the ability of a Permit Authority to issue and serve an infringement notice if they are satisfied that a person has committed a prescribed offence against the Act of the Regulations.
- 6.16. Schedule 5 of the Regulations sets out the prescribed offences and prescribed penalties for the purpose section 324 of the Act and regulation 85 of the Regulations.
- 6.17. Infringement notices will be served in accordance with this policy for appropriate contraventions of the Act or Regulations where it is appropriate to do so and a financial penalty is warranted, but a prosecution is not appropriate to be commenced.
- 6.18. In determining whether an infringement notice should issue, the Permit Authority must consider whether it is in the public interest to do so and whether the evidence demonstrates that there is a reasonable prospect of success in proving the elements of the offence.

Prosecution

- 6.19. Without limiting the matters to be taken into account, the Permit Authority will commence or continue a prosecution when:

- (a) it is in the public interest to do so;
- (b) there is a reasonable prospect of success in proving the elements of the offence;
- (c) the offence is of a serious nature to justify action being taken in the Magistrates Court;
- (d) there has been a clear intent by the offender to gain an advantage; and/or
- (e) the offence was intentionally committed.

7. Infringement Notices - requirements

7.1. Pursuant to section 324 of the Act, the Permit Authority may issue and serve an infringement notice on a person if satisfied that the person has committed a prescribed offence against the Act or the Regulations. An infringement notice:

- (a) is not to relate to four (4) or more offences; and
- (b) is not to be served on a person under the age of 16 years; and
- (c) is to be prepared in accordance with the requirements of section 14 of the MPE Act.

7.2. An Infringement Notice is to specify the following:

- (a) the prescribed offence or offences under the Regulations in respect of which it is being served;
- (b) the prescribed penalty or penalties under the Regulations that are applicable;
- (c) if it relates to more than one offence, the total amount payable;
- (d) the payment procedures available;
- (e) a contact telephone number for the issuing authority;
- (f) inform the person on whom it is served that, if he or she wishes to have any of the offences heard and determined by a Court, they must lodge a notice of election in accordance with the MPE Act within 28 days of the service of the infringement notice; and
- (g) inform the person on whom it is served that, if they do not lodge a notice of election within 28 days of the service of the infringement notice and the infringement notice is not withdrawn, they will be taken to be convicted of the offence or offences set out in the infringement notice and the monetary penalty set out in the infringement notice may be enforced under the MPE Act.

8. Process for Illegal Building or Plumbing Works

8.1. If an owner seeks to secure retrospective approval for unapproved building work or plumbing work so it can be lawfully retained upon a site, the owner must complete the building work or plumbing work in accordance with the requirements of the Act.

- 8.2. This will include making application for (retrospective) building approval or plumbing approval and obtaining a completion certificate for the requisite work¹.

Building Works

- 8.3. An owner of premises may apply to the Permit Authority for a Permit of Substantial Compliance in respect of completed, or partially completed, building work on the premises that:
- (a) fails to comply with the Act, or any other relevant Act, as in force at the time the work was performed; and
 - (b) is the subject of a Building Order.
- 8.4. An application for a Permit of Substantial Compliance must be accompanied by a Certificate of Substantial Compliance, granted by a Building Surveyor, that is in force in respect of the building work that is the subject of the application.
- 8.5. Before determining an application for a Permit of Substantial Compliance, the Permit Authority may:
- (a) carry out such inquiries, consult such other persons and take into account such matters as the Permit Authority considers necessary or expedient having regard to the nature of the building work; and
 - (b) require the applicant to provide any further information or evidence about any matter relating to the application or the building work.
- 8.6. The Permit Authority may grant a Permit of Substantial Compliance if it is satisfied that:
- (a) the building work that is the subject of the application for the permit substantially complies with, or may be made to comply with, the Act; and
 - (b) a Certificate of Substantial Compliance has been granted in respect of the building work.
- 8.7. The Permit Authority may impose conditions on a Permit of Substantial Compliance that it considers appropriate and that relate to work to be performed under the Permit.
- 8.8. The Permit Authority may also add, vary or revoke a condition on a Permit of Substantial Compliance at any time before the work to be performed under the Permit of Substantial Compliance is completed.

Plumbing Works

- 8.9. An owner of premises may apply to Council's Permit Authority for a Plumbing Permit (and pursuant to Part 12 of the Act) in relation to completed, or partially completed, plumbing work that:
- (a) fails to comply with the Act, or any other relevant Act, as in force at the time the work was performed; and
 - (b) is the subject of a Plumbing Order.

¹ A consideration prior to issue of a Permit of Substantial Compliance is whether other permits and consents required under any other relevant Act have been issued. The use and development of a building may require permits and consents under different legislation (for example, a Planning Permit that is issued under the *Land Use Planning and Approvals Act 1993*).

- 8.10. An application for retrospective plumbing works is treated in accordance with relevant provisions of Part 12 of the Act. Upon completion of the plumbing work, the owner is to notify the Permit Authority in writing that the work is complete.
- 8.11. The Permit Authority will require a compliance inspection of the site.
- 8.12. Once satisfied that the owner has complied with the requirements of the Plumbing Order, the Permit Authority will revoke the Plumbing Order in writing.

9. Failure to Comply with Orders

- 9.1. If a person fails to perform any work required by an Emergency Order, Building Order or Plumbing Order, the work may be performed by Council pursuant to Section 265 of the Act. In performing the work, Council may:
- (a) enter on the land where the work is to be done with the appropriate equipment; and
 - (b) exclude other persons from the place where the work is being done; and
 - (c) if anything is to be altered, determine the form of the alteration so far as it was not previously specified; and
 - (d) if anything is to be taken down, demolished or removed, determine in what condition the remainder is to be left; and
 - (e) carry away to some convenient place any materials removed; and
 - (f) sell any materials so carried away and deduct the proceeds from the cost of the work.
- 9.2. Council's Permit Authority is to take all reasonable steps to enforce such Building Order.
- 9.3. If any occupier of a building or temporary structure fails to allow Council or a person acting on Council's behalf to do work as provided under Section 265 of the Act, Council may take proceedings under the *Justices Act 1959* to obtain possession of the building or temporary structure.
- 9.4. Council may remain in possession of a building or temporary structure pursuant to a warrant until the work is completed.
- 9.5. Council's Permit Authority may serve, on the owner of premises on which building work that is the subject of a Building Order is situated, an order to demolish the building work.

REVIEW CYCLE

This procedure will be subject to review by both the Director – Development Services and Council's Permit Authority every three (3) years and/or otherwise in conjunction with amendments/review of provisions of the *Building Act 2016*.



dorset
C O U N C I L

Audit Panel Minutes

Tuesday, 8 April 2025

2:00 pm

Council Chambers
3 Ellenor Street SCOTTSDALE

Item	Title	Officer/Presenter
1	Declaration of Conflict of Interest	Group
2	Confirmation of Audit Panel Minutes 26 November 2024	Group
3	Work Health and Safety Update	Lauren Tolputt
4	Financial Results for the period ending 30 September 2024	Allison Saunders
5	Blue Derby Quarterly Report	John Marik
6	Writing off Debts Policy Review	Allison Saunders
7	2023/24 Audit Opinion- Natural Disaster Relief to Local Government (Disaster Relief Funding)	Allison Saunders
8	Board of Inquiry – Progress Update & March 2025 Quarterly Report	Lauren Tolputt
9	2025/26 Budget Timeline	Allison Saunders
10	Outstanding Matters from Previous Audit Panel Meeting	Allison Saunders
	Other Business / Update on Significant Events	
	<ol style="list-style-type: none"> 1. May Shaw Update 2. Rail Trail Update 3. Local Government Reform Update 4. Irrigation Scheme Update 	
11	<ol style="list-style-type: none"> 5. TAO Performance Audit – Management of Landfills 6. TAO 2024/25 Financial Audit 7. Term Deposit Register 8. Roads Revaluation and Asset Management Plan Update 9. Other Business 10. Next Meeting Date 	Group

PRESENT

Audit Panel: Ian Wright (Chair – independent member), Cr James Cashion (member), Cr Teichmann (alternate member)

Invited Council Officers: John Marik (General Manager), Lauren Tolputt (Director – Corporate Services), Kerry Sacilotto (Director – Infrastructure), Rohan Willis (Assistant GM/Director – Community Services), Allison Saunders (Finance Manager)

Apologies: Cr Kahlia Simmons (member)

Minute Taker: Allison Saunders (Finance Manager)

Meeting Commenced: 2:02 pm

GENERAL MANAGER CERTIFICATION

- The Chair noted the General Manager's Certification.
- Director – Corporate Service gave an update on a new event / potential insurance claim arising the week prior which had not been included in the General Manager's Certification.

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 | 26 November 2024

PRESENTER: Group

Purpose

That the Minutes of Proceedings of the Audit Panel Meeting held on 26 November 2024, having been circulated to all Members, be confirmed as a true record.

- Chair confirmed Minutes as presented.
- Chair provided an overview of Audit Panel functions to the new panel members.
- Chair requested that new panel members read the [Local Government Audit Panels – A Practice Guide](#) prior to the next scheduled meeting

Item 3

SUBJECT: Work Health and Safety Update

PRESENTER: Lauren Tolputt

Purpose

To table and discuss the WHS Incident Statistics Report for the period 1 October 2024 – 31 December 2024.

Comments / Questions

- Director – Corporate service provided an overview of the WHS Incident Report for the period 1 October – 31 December 2024
- Director – Corporate service provided an update regarding the first meetings of the WHS Committee held monthly from January 2025
- Chair provided background information to the Panel on WHS reporting and data collection improvements over the previous eighteen months.
- Director – Infrastructure provided an overview of WHS achievements and upcoming focus areas for the Infrastructure department including future trend analysis concepts.

Q: (Chair) *How are public incidents reported at the Blue Derby Trails?*

A: (Director – Infrastructure): Currently Council are not reporting public incidents occurring on the trails (unless a member of the public contacts Council requesting to do so) as the trails are unsupervised and it is difficult to gather information due to not having supervised points of entry, etc. Even so, the information would be unlikely to provide any valuable information for this particular report, which is designed to highlight trends and improve organisational WHS. An explanation of other internal processes that assist with managing risks around public incidents was provided.

Kerry Sacilotto left the meeting – 2:39pm

Item 4

SUBJECT: Financial Results for the period ending 31 December 2024

PRESENTER: Allison Saunders

Purpose

To present the financial performance for the 6 months ended 31 December 2024 to the Audit Panel.

Comments / Questions

- Finance Manager provided an overview of the financial performance for the 6 months ended 31 December 2024

Item 5

SUBJECT: Blue Derby Quarterly Report

PRESENTER: John Marik

Purpose

To provide the Audit Panel with a progress update on the Memorandum of Understanding (MoU) between the Blue Derby Foundation (BDF) and Council for the December 2024 quarter.

Comments / Questions

- General Manager gave a brief overview of the Blue Derby Quarterly Report, highlighting the upcoming Devil's Cardigan Mountain Bike event and the Professional Trail Builders seminar scheduled for December, which will be the first time this event is held outside of the USA.
- Recognised the passing of Grant Kearney, his lasting contribution to Derby and his work with the Blue Derby Foundation.

Q: (Chair) *Have the Board members of the Blue Derby Foundation been continuous?*

A: (General Manager): No, the Blue Derby Foundation holds an election every year at the annual general meeting, the most recent election was held in March 2025, with three new members elected. Chris Café continues to be the Chair.

Q: (Cr Cashion) *What is the grant funding for in the Blue Derby Foundation Profit and Loss?*

A: (General Manager) This is part of the funding received from Shimano for a new mountain bike trail to be opened in conjunction with the 10-year celebrations. Shimano have also committed funding for the next 3 years to assist with maintenance of the new trail.

Item 6

SUBJECT: Writing off Debts Policy Review

PRESENTER: Allison Saunders

Purpose

To present the reviewed Policy No. 58 – Writing Off Debts (the Policy) to the Audit Panel, adopted by Council in the March Council meeting.

Comments / Questions

- Finance Manager gave a brief overview of the revised policy as adopted by Council in the March Council meeting.

Q: (Chair) *Should the delegation of \$5,000 be increased?*

A: (Finance Manager) It is very rare that there is an outstanding sundry debt over \$5,000 so having a delegation of this amount is not excessively administrative for Council officers.

Item 7

SUBJECT: 2023/24 Audit Opinion - Natural Disaster Relief to Local Government Policy (Disaster Recovery Funding)

PRESENTER: Allison Saunders

Purpose

To present the 2023/24 Audit Opinion for Claim Number 2 under the Natural Disaster Relief to Local Government Policy (NDRLGP) for Disaster Recovery funding received through the Tasmanian Relief and Recovery Arrangements (TRRA).

Comments / Questions

- Finance Manager gave an overview of the Audit Opinion received for Disaster Recovery Funding received through the TRRA and highlighted the final repair work required for Bridge 1508 Garabaldi Road under this claim.

Q: (Chair) *What was the reason this funding stream required an Audit Opinion?*

A: (Finance Manager) Whether or not external funding is subject to an audit is set out in the relative funding conditions. Other funding streams that Council are required to obtain an Audit Opinion include the Local Roads and Community Infrastructure (LRCI) Program and Roads to Recovery (R2R).

Rohan Willis joined the meeting 3:05pm

Item 8

SUBJECT: Board of Inquiry – Progress Update & March 2025 Quarter Report

PRESENTER: Lauren Tolputt

Purpose

To provide the Audit Panel with an update on the status of the Board of Inquiry into Dorset Council and to table the proposed reporting for the March 2025 Quarter that will be submitted to the Minister for Local Government.

Comments / Questions

- Director – Corporate Services gave an overview of the status of the Board of Inquiry and explained the proposed quarterly report that will be submitted to the Minister for Local Government.
- Assistant GM/Director – Community Services and Director – Corporate Services provided an update on the progress made towards each of the Ministerial Directions received from the Board of Inquiry.
- Director – Corporate Services confirmed that correspondence had been received extending the deadline for Ministerial Directive 3 to 30 September 2025, so that the report includes all actual income and expenditure and does not make use of forecasts or estimates. The extension was instigated by the Office of Local Government, not Council.

Q: (Chair) *What are the implications to Council if the Ministerial Directions are not met by the required timeframes?*

A: (General Manager): This is unknown for certain, but it assumed that the Council could be suspended, a Commissioner may be reinstated and there may be implications for the Management Team.

Q: (Chair) *Is there a clear understanding of how each of the Ministerial Directions will be successfully met?*

A: (General Manager) Not really, this is why the Quarterly report has been structured the way it has to provide an outline of how Council intend to meet the Directives, and we will be looking for feedback from the Minister on this report if anything appears to be missing the mark.

Q: (Chair) *Have we received any updates on the cost to Council for the Board of Inquiry?*

A: (General Manager) No, we are still awaiting an update on costs following the correspondence received from the Minister on the 15 August 2024.

Action Item – The GM to confirm with the Minister whether there is an opportunity to send the draft policies to the Office of Local Government for review prior to final submission, to ensure compliance with the Directives is achieved.

Rohan Willis left the meeting 3:38pm

Item 9

SUBJECT: 2025/26 Budget Timeline

PRESENTER: Allison Saunders

Purpose

To table the 2025/26 Budget Timeline to the Audit Panel.

Comments / Questions

- Finance Manager provided an overview of the 2025/26 Budget timeline and noted the only deviation would be to hold a special workshop to provide Councillors with an overview of the Long Term Financial Plan (LTFP), Rates Strategy and format of the Quarterly Financial reports.
- Director - Corporate Service confirmed that an invitation for this workshop would be sent to all Councillors later in the week.

Item 10

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.

- All outstanding actions complete.

Item 11

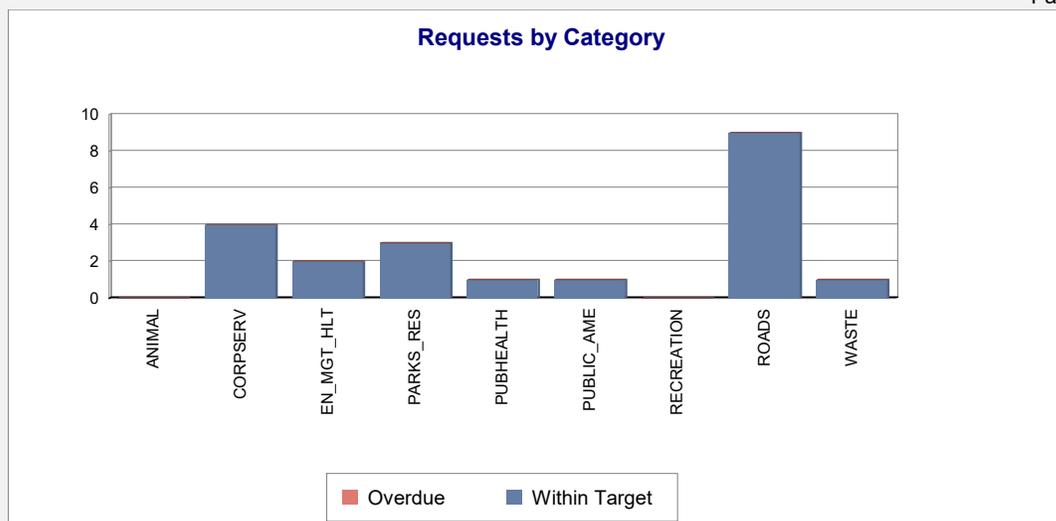
SUBJECT: Other Business / Update on Significant Events

PRESENTER: Group

- May Shaw Update
 - o GM provided an update that Council and May Shaw are finalising the title transfer and accompanying mortgage documents.

- Rail Trail Update
 - GM provided an update on the current status of the Rail Trail Project.
- Local Government Reform Update
 - GM provided an update on LG reforms.
- Irrigation Scheme Update
 - Nothing to report.
- TAO Performance Audit – Management of Landfills
 - Finance Manager provided an update on the status of the Performance Audit.
- TAO 2024/25 Financial Audit
 - Finance Manager provided an update on the proposed timeline for the 2024/25 financial audit.
- Enterprise Bargaining (EA) Update
- Term Deposit Register – **Attachment DOC/25/4155**
- Roads Revaluation and Asset Management Plan update – **Attachment DOC/25/4248**
- Other Business
 - Notification of Audit Panel Members Appointment - **Attachment (DOC/25/3518)**
- Next Meeting Date
 - **Next meeting date scheduled for 27 May 2025**

Meeting Closed: 4:05pm



Customer Request Summary by Category

For period 01/04/2025 to 30/04/2025

Double click onto the Minor Category to access Request detail

Dorset A7 *live*

Report Created: 13/05/2025 9:08:08AM

Major / Minor Category	New	Closed	Within Tgt	%	Overdue	%
Animals	1	0	0	0%	0	0%
Barking Dog	1	0	0	0%	0	0%
Corporate Services General	4	4	4	100%	0	0%
Corporate Services General Enquiries	1	1	1	100%	0	0%
Insurance Claims	1	1	1	100%	0	0%
Rates Enquiries	2	2	2	100%	0	0%
Environmental Management and Health	6	2	2	33%	0	0%
Fire Hazards	6	2	2	33%	0	0%
Parks & Reserves	4	3	3	75%	0	0%
Parks & Reserves Maintenance	4	3	3	75%	0	0%
Public Health	1	1	1	100%	0	0%
Pollution	1	1	1	100%	0	0%
Public Amenities	3	1	1	33%	0	0%
Public Amenities Maintenance	3	1	1	33%	0	0%
Recreation Grounds	2	0	0	0%	0	0%
Recreation Grounds Maintenance	2	0	0	0%	0	0%
Roads	18	9	9	50%	0	0%
Roads Rural - Kerb & Gutter Maintenance	1	1	1	100%	0	0%
Roads Rural - Maintenance	5	3	3	60%	0	0%

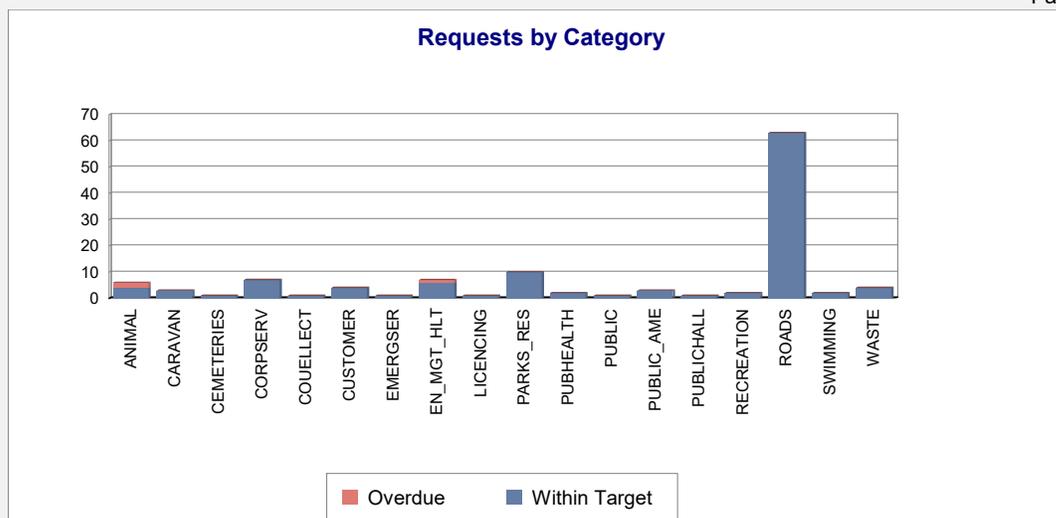
For period 01/04/2025 to 30/04/2025

Double click onto the Minor Category to access Request detail

Dorset A7 *live*

Report Created: 13/05/2025 9:08:08AM

Major / Minor Category	New	Closed	Within Tgt	%	Overdue	%
Roads	18	9	9	50%	0	0%
Roads Rural - Tree/Vegetation Maintenance	2	1	1	50%	0	0%
Stormwater Maintenance	2	0	0	0%	0	0%
Roads Urban - Footpath Maintenance	1	1	1	100%	0	0%
Roads Urban - Maintenance	5	2	2	40%	0	0%
Roads Urban - Spraying/Pest Plant Control	1	1	1	100%	0	0%
Roads Urban - Tree/Vegetation Maintenance	1	0	0	0%	0	0%
Waste Management	1	1	1	100%	0	0%
Waste Collection Issues	1	1	1	100%	0	0%
GRAND TOTAL	40	21	21	53%	0	0%



Customer Request Summary by Category

For period 01/01/2025 to 30/04/2025

Double click onto the Minor Category to access Request detail

Dorset A7 *live*

Report Created: 13/05/2025 9:14:26AM

Major / Minor Category	New	Closed	Within Tgt	%	Overdue	%
Animals	6	5	4	67%	2	33%
Animal Enquiry	4	4	3	75%	2	50%
Barking Dog	2	1	1	50%	0	0%
Caravan Parks	3	3	3	100%	0	0%
Caravan Parks Enquiries	1	1	1	100%	0	0%
Caravan Parks Maintenance	2	2	2	100%	0	0%
Cemeteries	1	1	1	100%	0	0%
Cemeteries Maintenance	1	1	1	100%	0	0%
Corporate Services General	7	7	7	100%	0	0%
Corporate Services General Enquiries	1	1	1	100%	0	0%
Insurance Claims	1	1	1	100%	0	0%
Information Technology Enquiries	1	1	1	100%	0	0%
Rates Enquiries	4	4	4	100%	0	0%
Council Elections	1	1	1	100%	0	0%
Council Elections Enquiries	1	1	1	100%	0	0%
Customer Service	4	4	4	100%	0	0%
Customer Service General Enquiries	4	4	4	100%	0	0%
Emergency Services	1	1	1	100%	0	0%
Emergency Services Enquiries	1	1	1	100%	0	0%
Environmental Management and Health	11	7	6	55%	1	9%

Dorset A7 *live*

For period 01/01/2025 to 30/04/2025

Double click onto the Minor Category to access Request detail

Dorset A7 *live*

Report Created: 13/05/2025 9:14:26AM

Major / Minor Category	New	Closed	Within Tgt	%	Overdue	%
Environmental Management and Health	11	7	6	55%	1	9%
Fire Hazards	9	5	4	44%	1	11%
Noise Pollution	2	2	2	100%	0	0%
Licencing	1	1	1	100%	0	0%
Food Premises Licences Enquiries	1	1	1	100%	0	0%
Parks & Reserves	12	10	10	83%	0	0%
Parks & Reserves Enquiries	1	1	1	100%	0	0%
Parks & Reserves Maintenance	10	9	9	90%	0	0%
Playground Maintenance	1	0	0	0%	0	0%
Public Health	2	2	2	100%	0	0%
Pollution	2	2	2	100%	0	0%
Public	1	1	1	100%	0	0%
Online Enquiries	1	1	1	100%	0	0%
Public Amenities	6	3	3	50%	0	0%
Public Amenities General Enquiries	1	1	1	100%	0	0%
Public Amenities Maintenance	5	2	2	40%	0	0%
Public Halls Buildings	1	1	1	100%	0	0%
Public Halls Buildings Maintenance	1	1	1	100%	0	0%
Recreation Grounds	4	2	2	50%	0	0%
Recreation Grounds Maintenance	4	2	2	50%	0	0%
Roads	83	63	63	76%	0	0%
Roads Enquiries	3	1	1	33%	0	0%
Roads Rural - Kerb & Gutter Maintenance	3	3	3	100%	0	0%
Roads Rural - Maintenance	20	18	18	90%	0	0%
Roads Rural - Potholes/Patching Maintenance	5	3	3	60%	0	0%
Roads Rural - Shoulder Maintenance	3	2	2	67%	0	0%
Roads Rural - Signage & Guide Posts Maintenance	2	1	1	50%	0	0%
Roads Rural - Spraying/Pest Plant Control	1	1	1	100%	0	0%
Roads Rural - Tree/Vegetation Maintenance	8	6	6	75%	0	0%
Roads Rural - Verge Mowing/Slashing	5	5	5	100%	0	0%
Stormwater Maintenance	7	3	3	43%	0	0%
Roads Urban - Footpath Maintenance	10	9	9	90%	0	0%
Roads Urban - Maintenance	10	6	6	60%	0	0%
Roads Urban - Spraying/Pest Plant Control	1	1	1	100%	0	0%
Roads Urban - Tree/Vegetation Maintenance	4	3	3	75%	0	0%

For period 01/01/2025 to 30/04/2025

Double click onto the Minor Category to access Request detail

Dorset A7 *live*

Report Created: 13/05/2025 9:14:26AM

Major / Minor Category	New	Closed	Within Tgt	%	Overdue	%
Roads	83	63	63	76%	0	0%
Roads Urban - Verge Mowing/Slashing	1	1	1	100%	0	0%
Swimming Pools	5	2	2	40%	0	0%
Swimming Pools Maintenance	5	2	2	40%	0	0%
Waste Management	4	4	4	100%	0	0%
Waste Collection Issues	1	1	1	100%	0	0%
Waste Management Enquiries	3	3	3	100%	0	0%
GRAND TOTAL	153	118	116	76%	3	2%

Planning Approvals

April 2025

DEV-2024/99	Chris Triebe & Associates Town Planning Services Ltd 3 Heckrath RD BRIDPORT	Lodged 09/10/2024	Self-storage warehouse with vehicle wash bay and amenities
		Value of Works - \$650,000	Determined APPD on 30/04/2025
DEV-2025/1	Honed Architecture and Design 18 William ST BRIDPORT	Lodged 06/01/2025	Demolition and construction of a secondary residence and shed etc
		Value of Works - \$450,000	Determined APPD on 10/04/2025
DEV-2025/16	Dorset Council 750 Bridport RD JETSONVILLE	Lodged 27/02/2025	Shed
		Value of Works - \$10,000	Determined APPD on 17/04/2025
DEV-2025/17	Dorset Council Cape Portland RD GLADSTONE	Lodged 28/02/2025	Shed
		Value of Works - \$15,000	Determined APPD on 17/04/2025
SUB-2025/1330	PDA Surveyors 34 Main ST DERBY 36 Main ST DERBY	Lodged 24/02/2025	Minor boundary adjustment between C/T 203027/1 and C/T 185705/2
			Determined APPD on 02/04/2025

DEV-2025/18	Optimo Group 1/35 Main ST BRIDPORT	Lodged 06/03/2025	Addition of an Awning, Attached to an Existing Building
		Value of Works - \$18,960	Determined APPD on 03/04/2025
SUB-2025/1331	Mr S A Beattie 36143 Tasman HWY SPRINGFIELD 36055 Tasman HWY SPRINGFIELD	Lodged 14/03/2025	Boundary adjustment between C/T 188267/1 and C/T 119944/1
			Determined APPD on 28/04/2025
DEV-2025/20	Mr R H Watson Rose ST SCOTTSDALE	Lodged 17/03/2025	Placement of a shipping container and reorientation of existing with the construction of a shelter
		Value of Works - \$10,000	Determined APPD on 09/04/2025
DEV-2025/30	Starbox Architecture 3 Cross ST BRIDPORT	Lodged 08/04/2025	Alterations and Additions
		Value of Works - \$650,000	Determined APPD on 08/04/2025
DEV-2025/32	Mr B A Zencich 221 Jensens RD NORTH SCOTTSDALE	Lodged 14/04/2025	Shed
		Value of Works - \$8,390	Determined APPD on 14/04/2025
DEV-2025/33	Commercial Project Delivery 36 Headquarters RD SOUTH SPRINGFIELD	Lodged 14/04/2025	Erect a roofed structure over existing outdoor electrical equipment for protection
		Value of Works - \$70,000	Determined APPD on 14/04/2025

DEV-2025/35

Mrs M Hall
46 Main ST BRIDPORT

Lodged 28/04/2025

Erection of an additional golf cart storage shed

Determined APPD on 28/04/2025

Building Approvals

April 2025

OTH-2025/17	Mr T W Reeve Mrs T Reeve 33 Scott ST BRANXHOLM	Lodged 02/04/2025	New Dwelling	
		Value of Works - \$250,000	Determined APPR on 02/04/2025	
OTH-2025/22	Wilson Homes Pty Ltd 7 Murray ST BRIDPORT	Lodged 02/04/2025	New Dwelling	
		Value of Works - \$350,000	Determined APPR on 02/04/2025	
OTH-2025/24	Tomra Collection Pty Ltd Rose ST SCOTTSDALE	Lodged 02/04/2025	Shipping Container (Recycling Collection Facility)	
		Value of Works - \$15,000	Determined APPR on 02/04/2025	
OTH-2025/20	Mr L Adams 20B Frances ST BRIDPORT	Lodged 08/04/2025	New Visitor Accommodation Units x 2	
		Value of Works - \$1,000,000	Determined APPR on 08/04/2025	
OTH-2025/18	Design to Live 280 Oakdene RD LIETINNA	Lodged 24/04/2025	Demolition of Shed & New Dwelling	
		Value of Works - \$400,000	Determined APPR on 24/04/2025	

Plumbing Approvals

April 2025

SP-2025/17	Mr T W Reeve Mrs T Reeve 33 Scott ST BRANXHOLM	Lodged 02/04/2025	New Dwelling	Value of Works - \$250,000	Determined APPR on 02/04/2025
OTH-2025/20	Mr L Adams 20B Frances ST BRIDPORT	Lodged 08/04/2025	New Visitor Accommodation Units x 2	Value of Works - \$1,000,000	Determined APPR on 08/04/2025
SP-2025/18	Design to Live 280 Oakdene RD LIETINNA	Lodged 24/04/2025	Demolition of Shed & New Dwelling	Value of Works - \$400,000	Determined APPR on 24/04/2025