

## Ordinary Council Meeting 22 November 2023 Attachments

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**FURNEAUX GROUP SHIPPING SPECIAL COMMITTEE  
UNCONFIRMED MINUTES**

**DATE:** Monday 13 November 2023  
**VENUE:** Rose Garden Room, FAEC, Whitemark  
**COMMENCING:** 12.32pm

**ATTENDANCE**

<b>MEMBERS</b>		
<b>Position/Organisation</b>	<b>Name</b>	<b>In-Attendance</b>
Mayor - Chairperson (non-voting)	Rachel Summers	Yes
Councillor (1)	Garry Blenkhorn	No
Councillor (1)	Vanessa Grace	Yes
General Manager - Flinders Council (non-voting)	Warren Groves	Yes
Agriculture/Livestock Sector (1)	Scott Wood	Yes
Cape Barren Island Aboriginal Association Incorporated (1)	Denise Gardner	No
Commerce/Business Sector (1)	David Bellinger	Yes
Department of State Growth (non-voting)	Arun Kendall	Yes
Shipping Company - Bass Strait Freight (1)	David Harris	Overseas
Shipping Company - Eastern Line (1)	Warren Dick	No
Farming Sector (1)	Nick Campion	Yes
Flinders Island Business Incorporated (1)	TBA	
TasPorts (1)	Craig Bull / Mark Williams	Yes
Transport Sector (road on Flinders Island) (1)	This position has been advertised in the Island News	
Community Representative (1)	Michelle Hirschfield	Apology
Biosecurity Tasmania Representative (1)	Liam Harrex	Yes
<b>GUESTS / OBSERVERS</b>		
Elders	Gavin Coombe	Yes
<b>STAFF</b>		
Executive Officer (Minute Taker)	Sue Mythen	Yes

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**1. DECLARATION OF PECUNIARY INTEREST – COUNCILLORS ONLY**

Nil Declared

**2. CONFIRMATION OF PREVIOUS MINUTES**

MOTION:

That the Unconfirmed Minutes of the Furneaux Group Shipping Special Committee from 7 August 2023 be confirmed.

**Moved:** Nic Campion **Seconded:** David Bellinger

**3. CORRESPONDENCE**

Nil

**4. MEMBERSHIP**

The transport sector representative to replace Mark Pitchford has been advertised from August 2023 to current in the Island News.

No interest has been received to date; Michelle Hirschfield spoke with Tom Rhodes who indicated interest; however, nothing has been received in writing.

*Action: Rachel Summers will send email to Tom to gauge his interest.*

The Chair advised that Flinders Island Business Incorporated (FIBI) contacted Council and we have asked them to provide details of their member to replace Max Parker.

**5. STEVEDORE LICENCING**

The committee discussed updates on stevedore licencing lease on normal commercial grounds.

Mark Williams was not able to give an update, he believes there is positive progression however cannot confirm at this stage.

**6. TASPOTS UPDATE**

Mark Williams provided the following update to the committee:

- TasPorts are working on redoing maps for the Lady Barron port layout.
- Currently working on dangerous goods areas to comply with regulations, separate areas have been designated for dangerous goods and LPG. There will be two areas and new signage for these locations.
- The layout for unloading containers has changed so forklifts don't back out onto the road.
- Fobs are coming soon for the gate, this will replace access cards.
- An electrician is coming soon to hardwire the pump at the lower cattle races. This is currently run by a generator.
- The electrician will also look at options to connect to the Matthews Flinders for power to run to vessel in port.

**7. BASS STRAIT FREIGHT UPDATE**

David Harris was not available to provide an update to the committee, this item was deferred to the next meeting.

**8. OTHER BUSINESS**

Nick Campion provided an update to the committee on the questions tabled at the previous meeting and the meeting held with TasPorts representatives.

*Attachment: 8.1.1 Update tabled*

Nick has had two meetings with Trent Burke (TasPorts) as summarised in the tabled update. TasPorts have advised they don't want to be responsible for the cattle yards, so they are looking for options.

Trent has now been promoted and it's unclear who will be replacing him, he may have little input in the immediate future.

Initially TasPorts approached Nick looking for the livestock producers to take over the yards. There was no interest from this group.

Nick approached Pinion Advisory re effluent systems, they advised funding is available for this type of thing and also a lady from Department of Natural Resources (Emily Triffitt), Emily is preparing a paper for the minister on the Lady Barron Port. This was late last week so there is little firm information. There do seem to be funds available for this, however.

Trent may not be aware of this as it is a very recent occurrence, and this has the potential to make a difference.

Vanessa enquired about the status of the Euthanasia policy. Mark was unaware of the status. Scott Wood was member of the group working on this, they made list of procedures, but nothing has progressed to his knowledge. It was unclear whether this previously sat with Andrew or TasPorts. Liam will seek an update from Luke, the current manager, he added there had been no direction issued to formulate a policy.

*Action: Liam – Seek update from manager regarding status of euthanasia policy.*

Liam Harrex: Replacement for Andrew has been finalised, they start 7 December 2023. Resources from Launceston are covering current leave.

Gavin Coombe: In the last couple of weeks there have been issues re non communication of sailing cancellations. A man on ground found out from a Truck driver that the boat wasn't sailing, this should have come from the shipping line, but it didn't happen.

While unloading at Bridport there were two escapees from the boat. They escaped and were heading into Bridport. A shipping line employee was hurt during the episode. The current process does not seem to be working, maybe a containment area around the unloading area is required.

Action: Governance - Pass onto BSF unloading & communication issues.

Warren Groves: Queried what is the next step in the stockyards issue? Nick advised he is waiting on the restructure within TasPorts before going further. TasPorts has constantly stated that managing and maintaining livestock yards is not part of their core business. Whoever takes over the operation of the livestock yards will require all the wharfage generated from all livestock movements and a peppercorn lease to cover costs once the yards are leased out to a third party. TasPorts will forgo \$200,000/annum of wharfage from the Lady Barron Port. Total wharfage for the Lady Barron Port is \$350,000/annum. This will leave TasPorts with a total annual wharfage of \$150,000, making any business case for TasPorts to continue running the Lady Barron Port unviable.

Nick added that low volume, isolated ports cannot maintain the overhead structure of a corporate like TasPorts (Trent advised Nick of this). We have to keep working away at it. There was an historical difficult relationship between TasPorts and Furneaux Freight.

Nick confirmed that progress will be slow, but we are working toward a long-term solution.

Mark advised that the West Coast Council have recently taken over the port at Strahan.

## 9. NEXT MEETING DATE

Monday 12<sup>th</sup> of February 2024, 1.30pm, Rose Garden Room, FAEC, Whitemark (TBC)

## 10. CLOSE OF MEETING 1PM

## Update.

Since our last Furneaux Group Shipping Special Committee meeting, I have had two meetings with Tasports and a briefing paper is being prepared for the Minister of Agriculture, Hon. Joe Palmer on the redevelopment of the Lady Barron Port.

### Tasports meetings.

#### 1. 15/09/2023

Present: Trent Burke  
Mark Williams  
Nick Campion

General discussion around the leasing of the Lady Barron Port Livestock Yards to the Livestock Producers of Flinders Island.

#### 2. 27/09/2023

Present: Trent Burke  
Nick Campion

- a) Farm tour of Coral Glen.

Aim: Develop an understand of Flinders Island farming systems.

- b) Looked at new cattle yards farmers have invested in on Island.
- Mark and Felicity Richards
  - Chris and Rachel Macqueen

Aim: Develop an understanding of good cattle yards design and local farmers commitment to “best practice”.

Summary of the Two Meetings with Tasports Management and Feedback from the Community.

- Trent Burke is aware of the Lady Barron Port history of conflict between “Tasports”, “Furneaux Freight” and the Flinders Island community.
- Trent believes Tasports must develop a new model to operate low volume isolated ports under Tasports control. To simply duplicate management and overheads which is employed in the larger state ports is unsustainable.
- The livestock yards at Lady Barron Port are outside the operating parameters of Tasports.
- After discussing Tasports intention to lease the Lady Barron Port Livestock Yards to the Livestock Producers of Flinders Island with some Flinders Island farmers. I was left in no doubt that under no circumstance would they go into business with Tasports. After 15 years of unrelenting conflict and bullying there is no “good will” between the parties.
- Final point and the major issue moving forward is Trent Burke has been promoted. The relationship which has been developed with him must be developed with his replacement.

**Briefing Paper Prepared for Minister of Agriculture.**

I approached Ryan Francis from "Pinion Advisory" to get some idea of the cost of upgrading the yards and the effluent system at the Lady Barron Port livestock yards.

Ryan assured me there is government funding available for infrastructure upgrades like the Livestock Yards at Lady Barron Port.

Following this conversation, I have been approached by Emily Triffitt, an analyst for the Department of Natural Resources and Environment who is preparing a briefing paper for the Minister of Agriculture Hon. Jo Palmer on the Lady Barron Port.

## INFORMATION REPORT October 2023

### Development Applications 1 to 31 October 2023

#### ENQUIRIES

APPLICATION NUMBER	DATE	ZONE	DEVELOPMENT/USE DESCRIPTION
2023 / 00072	4 Oct	Landscape Conservation	Residential
2023 / 00073	5 Oct	Rural Living	Residential
2023 / 00074	10 Oct	Landscape Conservation	Residential
2023 / 00075	17 Oct	Landscape Conservation	Sub-division
2023 / 00076	17 Oct	Rural	Storage
2023 / 00077	23 Oct	Agriculture	Sub-division
2023 / 00078	24 Oct	Agriculture	Sub-division
2023 / 00079	27 Oct	Recreation	Multi Residential

#### ACCEPTED

APPLICATION NUMBER	DATE	ADDRESS	PID NO	DEVELOPMENT/USE DESCRIPTION	D or P*
2023 / 00065	3 Oct	Rooks River Road	6432453	Residential	D
2023 / 00071	18 Oct	360 Summers Road	6432963	Residential Extension	P
2023 / 00067	23 Oct	850 West End Road	9143273	Residential	D

#### APPROVED

APPLICATION NUMBER	DATE	ADDRESS	PID NO	DEVELOPMENT/USE DESCRIPTION	D or P*
2023 / 00063	25 Oct	35 Allports Road	9952864	Residential	D
2023 / 00066	31 Oct	22 Baileys Lane	6427849	Sub-division	D

\*the D or P column indicates if an application is Discretionary or Permitted.  
Note that only discretionary applications incur an advertising period.

### Consultation issue 1 – Types of applications suitable for DAP referral

- a) *What types of development applications are problematic, or perceived to be problematic, for Councils to determine and would therefore benefit from being determined by a DAP?*

*Options*

- i. *Applications for social and affordable housing which often attract considerable opposition within the local community based on social stigma rather than planning matters;*
- ii. *Critical infrastructure;*
- iii. *Applications where the Council is the applicant and the decision maker;*
- iv. *Applications where Councillors express a conflict of interest in a matter and a quorum to make a decision cannot be reached;*
- v. *Contentious applications where Councillors may wish to act as elected representatives supporting the views of their constituents which might be at odds with their role as a member of a planning authority;*
- vi. *Where an applicant considers there is bias, or perceived bias, on the part of a Council or Councillors;*
- vii. *Complex applications where the Council may not have access to appropriate skills or resources;*
- viii. *Application over a certain value;*
- ix. *Other?*

#### **Flinders Council response:**

The criteria for referral are critical to the operation of the reform and integrity of the process/outcomes.

The options listed at i through ix are not justified except through their establishment. There is no discussion. This is inconsistent with the requirements that will be imposed on local government and the community for evidence-based decisions under the Tasmanian Planning Policies.

Criteria iv and vi are the only matters that cannot be resolved through internal assessment or administration processes within the Council.

The application types must be clarified, i.e., sections 57 and/or 58, and minor amendments.



- b) *Who should be allowed to nominate referral of a development application to a DAP for determination?*

*Options*

- i. *Applicant*
  - ii. *Applicant with consent of the planning authority;*
  - iii. *Planning authority*
  - iv. *Planning authority with consent of the applicant*
- c) v. *Minister*

**Flinders Council response:**

Referrals should be from the applicant or Council.

Legislating a “with consent” process is not supported and is unlikely to address the reasons cited for the reform. Consent may be part of a nomination by the parties but should not be required.

No information was provided to support Ministerial direction. Ministerial directions for planning scheme amendments are addressed at section 40C of the Act.

This section of the Act could be amended to include any other prescribed purpose, rather than the cumbersome process for the minister to instruct initiation of a planning scheme amendment through a process that deals with DAP's.

- d) *Given the need for a referral of an application to a DAP might not be known until an application has progressed through certain stages of consideration (such as those set out in a) above) have been carried out, is it reasonable to have a range of referral points?*

*Options*

- i. *At the beginning for prescribed proposals;*
- ii. *Following consultation where it is identified that the proposal is especially contentious;*
- iii. *At the approval stage, where it is identified that Councillors are conflicted.*

**Flinders Council response:**

The referral process needs to establish different criteria for developer and council referred proposals.

Designation in the DAP process from the beginning must provide for the Delegates to have input as part of the initial assessment, any requests for further information and the assessment of representations.

Options ii and iii in the paper effectively have the same outcome. It is unclear why they were listed separately.

## Consultation issue 2 – Provision of an enhanced role for the Minister

- a) *Under what circumstances should the Minister have a power to direct the initiation of a planning scheme amendment by a Council?*

### Flinders Council response:

The circumstances established at section 40C of the Act for the Minister to direct an amendment to a local provisions schedule.

The proposal creates a complex situation that could be easily addressed if that section of the Act were amended to include “...any other prescribed purpose.”

- b) *Is it appropriate for the Minister to exercise that power where the Council has refused a request from an applicant and its decision has been reviewed by the Tasmanian Planning Commission?*

### Flinders Council response:

No. The State either accepts the responsibility of the LG sector in determining planning scheme amendment requests or it does not.

This reform may be subject to other drivers. Any proposal for the Minister to overrule the planning authority to initiate amendments must require carriage of the entire process by the Minister or State.

Any process outside of section 40C must require the instructing party to carry the obligations and associated burdens of that process for the full assessment/determination and implementation process.

- c) *Are there other threshold tests or criteria that might justify a direction being given, such as it aligns to a changed regional land use strategy, it is identified to support a key growth strategy, or it would maximise available or planned infrastructure provision?*

### Flinders Council response:

All of the examples cited in the Paper are addressed at section 40C of the Act.

No other circumstances were identified for planning scheme amendments.

### Consultation issue 3 – Local knowledge and process

- i. **Incorporating local knowledge in DAP decision making.**
- ii. **DAP framework to complement existing processes and avoid duplication of administrative processes.**
  - a) *To allow DAP determined applications to be informed by local knowledge, should a Council continue to be:*
    - *the primary contact for applicants;*
    - *engage in pre-lodgement discussions;*
    - *receive applications and check for validity;*
    - *review application and request additional information if required;*
    - *assess the application against the planning scheme requirements and make recommendations to the DAP.*

#### Flinders Council response:

Where there are issues with resources, perceptions of bias or Ministerial call in, the DAP process should provide for all functions.

The Planning Authority should be represented in the reporting process (either as author, reviewer or referral agency) and on the DAP itself (as delegate).

The DAP reform must also provide a process to deal with the advice from the other statutory authorities within the Council for functions such as roads (access, road layouts and infrastructure, design standards, etc), risk & liability, finances, open space and works. Those authorities sit under other legislation and outside LUPAA.

- b) *Is the current s43A (former provisions of the Act) and s40T of the Act processes for referral of a development application to the Commission, initial assessment by Council and hearing procedures suitable for being adapted and used in the proposed DAP framework?*

#### Flinders Council response:

Generally yes, except:

- where there are perceptions of bias against Council/staff by the applicant;
- where there are resource limitations within the Planning Authority;
- suitable processes are established for corrections, revisions and amendments to permits issued through the DAP process; and
- the legal complications between the DAP and TASCAT processes must be resolved.

**Consultation issue 4 – Further information.**

- a) *Should a framework for DAP determined development applications adopt a process to review further information requests similar to the requirements of section 40A and 40V of LUPAA?*

**Flinders Council response:**

More information is required on how information requests would work with the DAP process.

DAP referral should include opportunity for review of the responses in addition to the initial request. Experience suggests there are significant delays due to partial or inconsistent information responses following information requests.

Independent review may assist with those issues.

- b) *Are there any changes that could be made to the Act or planning scheme to improve requests for, and responses to, additional information?*

**Flinders Council response:**

There should be a maximum number of opportunities for response to information requests or the application automatically lapses. This would require the quality and coordination of responses to improve.

**Consultation issue 5 – Appeal rights and timeframes.**

- a) *Is it reasonable that decisions on DAP determined applications are not subject to TasCAT appeals where the TPC holds hearings and provides all parties the opportunity to make submissions and test evidence?*

**Flinders Council response:**

Applications under s57 of LUPAA have appeal rights. Decisions currently made by Planning Authorities are subject to costs by Council to attend appeals. The position paper does not provide any evidence to substantiate or prove the argument that appeals are an overwhelming and unjustified burden on the assessment and permit process.

Noting there are other pressures for this aspect of the proposal, any change to remove appeal rights must deal with the legal function of the different assessment (TPC/inquisitorial v TASCAT/judicial).

The TPC takes on the role of the Planning Authority under the DAP process, which means the same body determining the application will be completing the review. Comparisons to planning scheme amendment processes are not valid as the planning

authority retains its own determination roles, with the TPC providing review of those decisions and a second stage of assessment.

The DAP proposal is different as the same body will be completing the assessment and the independent review. This is further complicated by the provision for Ministerial Directions to initiate amendments and does not deal with other arguments in the Position Paper around conflict of interest and perceptions of bias.

Equivalent processes must be provided to enable participation and maintain equity for all parties in the process, refer comments at items 14 and 15.

It is not clear how the independence of the review process will be maintained on the available information.

b) *Given the integrated nature of the assessment, what are reasonable timeframes for DAP determined applications?*

**Flinders Council response:**

OPTIONS	Lodging and referrals, including referral to DAP	7 days	Running total
	DAP confirms referral	7	14
	Further information period (can occur within the timeframes above, commencing from time of lodgement)	7	21
	Council assesses development application and makes recommendation whether or not to grant a permit	14	35
	Development application, draft assessment report and recommendation on permit exhibited for consultation	14	49
	Council provide documents to DAP, including a statement of its opinion on the merits of representations and whether there are any modifications to its original recommendation	14	63
	DAP hold hearing, determine application and give notice to Council of decision	35	98
	If directed by the DAP, Council to issue a permit to the applicant	7	105 max

The identified timeframes are generally supported, noting the following:

- the process needs to deal with other statutory referrals and associated approval processes that are required such as heritage or EMPCA and the time impacts they have;
- at least 28 days is required for the submission of reporting to the DAP following exhibition. Fourteen days is unreasonable and will not allow for proper consideration of the representations or internal review processes. A sign off will

be required within the Planning Authority prior to submission of the report to the DAP;

- consistent with normal appeal process, opportunity for additional information, submissions and responses must be provided before, during and post the hearing phase;
- timeframes need to be realistic and enable proper consideration rather than force a fast decision, particularly for scheduling the hearing and issuing the determination.
- procedural matters need to be addressed through the process and factored to the timeframe, particularly where and how the DAP decides they want additional information in response to the application or to deal with matters through the determination process. Is this by directions and what are the time implications?

Timeframes must be revised to:

- enabling extension of the statutory consultation period, consistent with a normal application process;
- allow proper investigation and reporting on representations by allowing at least 28 days for reporting to the DAP following the close of exhibition; and
- clarify that public hearings must be subject to at least a 14-day notice period; and
- requiring the decision to be issued within 35 days of the completion of the hearings.

#### **Consultation issue 6 – Post DAP determination issues.**

- a) *Should the planning authority remain the custodian of planning permits and be required to issue permits in accordance with a direction from a DAP?*

#### **Flinders Council response:**

This is consistent with the current 40T and TASCAT processes. Yes.

- b) *Is it appropriate for planning permits associated with a DAP determined application to be enforced the Council?*

#### **Flinders Council response:**

This is consistent with the current 40T and TASCAT processes, however the easing of enforcement procedures for a small council is always at the forefront of decisions when made inhouse.

- c) *Is it appropriate for minor amendments (in accordance with s56 of LUPAA) to DAP determined permits to be made by the planning authority?*

**Flinders Council response:**

Criteria 1a iii, iv and vi (refer consultation issue 1, Council as applicant, conflict of interest and perceived bias by applicant) suggest that there are circumstances where the DAP should retain these functions as the reforms suggest there are questions over the capacity or independence of the Planning Authority.

If permit amendments are to be addressed by the Planning Authority, a referral and consent process is appropriate for the DAP as part of the assessment process.

**Draft DAP Framework Responses**

Generally, Ministerial direction for DAP assessments must provide for DAP function through the entire process.

Item	Issue	Response
1, 2	Should allow for DAP participation where conflict of interest or Ministerial direction identified at start of process.	Revise to reflect better process.
3	Must allow referral to other statutory functions within Council.	Clarify how addressed, noting jurisdictional constraints
4A	Does this include where Council is the applicant, proponent or both?	Clarify
4A	Discretionary DAP criteria.	
	Dispute over DAP criteria. Ministerial direction is not appropriate.	DAP to determine, clarify process
	Value based referral – unclear how value determined when subdivision or staged – better information required to determine calculation of \$ value.	Clarify
	Establishment of bias is unclear and a process must be identified to resolve this conflict. Discretionary referral process questioned as fit for purpose where bias raised.	Establish process to identify and determine perceived bias. Transfer to mandatory referral, even if only to determine bias issue.
	Timeframe for determination of referral	7 days forces delegation to staff and prevents decision by the planning authority.
4B	Mandatory DAP referral	
	Set \$ based thresholds for compulsory referral for clear operation	Set \$ threshold

Item	Issue	Response
5	Timeframe to determine DAP suitability must not penalise Council for attempting to use process	Exclude DAP suitability from s57 timeframe
6	Information requests DAP should have input to information requests to ensure the required information is provided. If not, the subsequent assessment process must clarify how any additional information requirements will be addressed through the process	Clarify
7	Appeal for information requests Proposal consistent with normal application process	Support.
8	Response to information should address bias issues and enable DAP input or assessment	Revise to reflect
9	Assessment, recommendation and exhibition Completion of reporting and assessment prior to exhibition is not required under a normal assessment process. The proposal parallels the planning scheme amendment process and is not consistent with the DA process, where exhibition is completed prior to the reporting. 40T is not relevant to the normal PA process.	Resolve conflict between planning scheme amendment and normal DA processes.
10	Exhibition process Consistent with normal DA process and Regulation 9: <ul style="list-style-type: none"> <li>• 14 days exhibition</li> <li>• Site notices</li> <li>• Newspaper</li> </ul> Exhibition ought to allow for extended exhibition process to align with s.57 process and contentious or complex proposals.	Support with revisions to extend exhibition period at discretion of Planning Authority.
11	Section reads as though it is dealing with a planning scheme amendment and not a normal PA under the planning scheme. Section 42 of the Act is not relevant to a normal PA process.	Resolve conflict between planning scheme amendment and normal DA processes.
12	Provision of documents Revise to reflect the normal planning application process and not the planning scheme amendment process. A report is required on: <ul style="list-style-type: none"> <li>• assessment of the representations against the planning scheme; and</li> <li>• review of the original recommendation and draft in light of the representation.</li> </ul>	Revise to reflect planning application process and not planning scheme amendments.



Item	Issue	Response
	<p>14 days following exhibition for submission of completed assessment to DAP is not sufficient and will not allow for proper consideration of issues raised in representations, peer review of reports or delegated sign off of reports for submission from the Planning Authority to the DAP.</p> <p>Additional time will also be required for particularly contentious proposals or those with extensive representation.</p>	<p>Revise to 28 days.</p> <p>Establish process for extension to timeframe</p>
13	<p>DAP may hold hearing.</p> <p>Clarify to require DAP to hold hearing where parties want to be heard, consistent with Schedule 1 objectives for participation.</p> <p>Clarify whether hearing process allows for directions to be issued prior to hearing and impacts on timeframes</p>	<p>Require DAP to hold hearing where parties wish to be heard.</p> <p>Clarify ability of DAP to issue directions prior to hearings.</p>
14	<p>Hearing participation</p> <p>Planning Authority participation at hearing must be mandatory rather than discretionary.</p> <p>Confirm the nature of the hearings (inquisitorial or judicial).</p>	<p>Mandate Planning Authority participation.</p> <p>Confirm nature of hearing process.</p>
	<p>One week notice of hearings is impractical and can deny parties opportunity to attend. It is also unrealistic for scheduling absent identification of key dates at the same time as designation as a DAP occurs.</p> <p>A minimum of 14 days' notice is consistent with other similar processes.</p>	<p>Mandate 14 days minimum notice for hearings.</p> <p>Require scheduling of key dates at same time as designation for DAP assessment.</p>
15	<p>DAP determination</p> <p>Decision issued within 35 days of referral, subject to extensions from Minister.</p> <p>Does not address ability of DAP to issue directions during and following hearings. This denies opportunity for true and thorough review of information and proposal available through normal appeal process with evidence and submissions.</p> <p>35 days from referral also likely to result in rushed decisions and prevent same.</p>	<p>Revise to:</p> <ul style="list-style-type: none"> <li>• enable DAP to issue directions prior, during and post hearings;</li> <li>• allow DAP to postpone hearings pending submission of additional information to reflect the nature of Commission hearings, opportunity for participation and equity of access to and consideration of relevant materials;</li> <li>• require decision from completion of hearings</li> </ul>

Item	Issue	Response
		rather than initial referral.
16	Notification of DAP decision 7 days to all parties, the same as the normal planning application process	Support.
17	Planning Authority to issue permit Same as normal Planning Application and Appeal processes.	Support
18	Enforcement Proposed to sit with the Planning Authority. Same as normal Planning Application and Appeal processes.	Support Consider additional enforcement options through DAP process.
19	Appeals of decisions No appeals proposed, different to normal process. Has process issues in comparison to normal appeals through TASCAT process and Commission processes for planning scheme amendments and the inquisitorial nature of their operation.	Revise to reflect inquisitorial nature of Commission operation and hearings. Ensure equity with appeal process maintained.
20	Minor Amendments to decisions Same as normal Planning Application process. Different to normal TASCAT decisions from Appeals as no limitation on nature of amendments.	Enable DAP assessment for limited circumstances and referral for requests to amend decision.
21	Ministerial call in Cited as necessary at any stage of the application process where working relationship effectively fails. For planning applications, this may be useful under a range of circumstances. For planning scheme amendments, this is <b>not</b> supported. The TPC has capacity to assess compliance with the DAP criteria. This mechanism may be useful for other circumstances. Shared consent for the referral does not appear to be a required matter for this type of referral.	NOT supported for planning scheme amendments. May support for planning applications, but further discussion is required on the circumstances and triggers. Shared consent is not required.
22	Ministerial Direction (follows 21) If required, then the same timeframe and process requirements should be applied as other mechanisms and triggers. A timeframe should be established for determination of the request, and this must be outside the normal application timeframes.	Establish timeframe for determination of referral by Minister, 7 days for consistency with other processes. Timeframe must apply in addition to the normal statutory processing timeframes.

Item	Issue	Response
23	<p>Establishment of Panel Proposes current TPC process with no local representation. Not supported. Current timeframes for assessments identify additional expertise will be required in the Local Government and planning fields. Local representation from the planning authority should be required on the DAP, subject to completion of suitable education or qualification requirements.</p>	<p>Not supported. Additional staff will be required to ensure suitable representation of current experience and qualifications in both planning and local government sectors, and elected members.</p>
24	<p>Normal planning application fees No change to the current process. Potential legal issues with determination of validity and issue of invoice under s.51A</p>	<p>Resolve potential validity conflict</p>
25	<p>DAP fees Proposed to be lodged following Council referral to DAP for assessment. Does not address applicant referrals to DAP and should do.</p>	<p>DAP fee should apply to applicant regardless of referral source.</p>

## Extracts *Resource Management & Planning Appeals Tribunal Annual Report 2020-2021*

### ACTIVITY:

The following tables set out the relevant numbers and statistics to report on the Tribunals functions for the year 2020-2021.

**TABLE 2**

This table sets out the number of proceedings by reference to legislation.

Appeals By Legislations	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
LUPAA	117	101	119	131	126	123	124	126
Heritage	10							
SOL	1					1		
Marine	1	1						
Water			1			1		1
Strata Titles	2	5	4	11	1	6	1	3
EMPCA	1	2	8	2	1	2	1	
Threatened Species								
Local Government Act				1		1	4	3
Local Government Highways Act				1				
Water & Sewerage Industry Act							1	
Building Act	3	9	9	10	5	3	5	9
NDAP Act					8	8	10	9
<b>Total</b>	<b>135</b>	<b>118</b>	<b>141</b>	<b>155</b>	<b>141</b>	<b>144</b>	<b>146</b>	<b>151</b>

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**TABLE 6**

This table sets out the number of substantive decisions, that is, decisions which dispose of proceedings by either consent orders or a final merits decision arising from a hearing.

% Consent / Hearings to substantive decisions	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Total For Year	85	72	69	101	66	84	84	94
Consent	72.94%	79.17%	79.71%	73.27%	71.21%	79.76%	69.05%	74.47%
Hearings	27.06%	20.83%	20.29%	26.73%	28.79%	20.24%	30.95%	25.53%

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**TABLE 7**

This table sets out the duration of proceedings which were closed during the year 2020-2021. The table also identifies the amount of time attributable to parties who requested and consented to deferment of proceedings for a range of reasons.<sup>2</sup>

<b>Average Duration of Files Closed in Financial Year 2020-21</b>						
<b>Type</b>	<b>Number</b>	<b>Days<sup>3</sup></b>	<b>Average Days</b>	<b>Discount Days<sup>4</sup></b>	<b>Total Days</b>	<b>Average Total Days</b>
Consent	70	10407	148.67	5321	5086	72.66
Decision	20	2707	135.35	828	1879	93.95
Withdrawals	51	3337	65.43	1273	2064	40.47
Others	5	442	88.40	85	357	71.40
<b>Neighbourhood Disputes About Plants Files</b>						
Consent	0	0	0	0	0	0
Decision	4	1171	292.75	651	520	130.00
Withdrawals	7	588	84.00	100	488	69.71
Other	2	0	0	0	0	0
<b>Total</b>	<b>159</b>	<b>18652</b>	<b>117.31</b>	<b>8258</b>	<b>10394</b>	<b>65.37</b>

**TABLE 8**

Percentage of appeals resolved within the 90<sup>th</sup> day statutory timeframe or within such extension required by the parties to an appeal.

<b>Performance Indicator</b>	<b>Unit of Measure</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Actual</b>	<b>2016-2017 Actual</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Actual</b>	<b>2019-2020 Actual</b>	<b>2020-2021 Actual</b>
Percentage of appeals resolved within 90 days without extension	%	72.41	61.48	55.47	57.52	63.87	62.68	59.71	57.45
Percentage of appeals which did require extensions due to parties <sup>5</sup>	%	92.50	92.31	91.23	84.62	91.30	98.11	100%	96%

(page 13)

Source: [2020-2021-RMPAT-Annual-Report-FINAL.pdf \(tascat.tas.gov.au\)](https://www.tascat.tas.gov.au/2020-2021-RMPAT-Annual-Report-FINAL.pdf)

## Extracts TASCAT Annual Report 2021-2022

	Appeals Due	Within timeframe	Outside timeframe	Extension required due to Tribunal	Extension required due to parties
Number of Files where 90 day time limit fell due in Fin Year	150	67	45%	83	55%
				8	10%
					75
					90%

This table sets out how many files were closed during the period and the average number of days for the completion of those files.

Timeframe	Number of Files Closed	Average number of days
Financial Year 2021-2022	148	103

### Percentage of Substantive decisions

	Year to Date 2021-2022	% of decision
Consent	72	69%
Final Decision - Published	32	31%
<b>TOTAL</b>	<b>104</b>	<b>100%</b>

TASCAT.TAS.GOV.AU



(source:p51, [TASCAT-Annual-Report-2021-2022.pdf](#))

**ACTING INFRASTRUCTURE MANAGER'S REPORT**  
**For November 2023 Council meeting**

The purpose of this report is to provide Councillors with an update on the Infrastructure Department activities and work undertaken during the month of October 2023:

Roads and Drainage	
Gravel Road Pothole Repairs	Boat Harbour Rd North East River Rd Castle Rock access Whitemark Showgrounds Emita Sports Ground access Summers Rd Conways Rd West End Rd Bridges Killiecrankie Rd Wallanippi Rd Cox Bridge Darts Rd Palana Boat Ramp Whitemark Boat Ramp Sawyers Bay Rd Wingaroo Rd Trousers Pt Rd
Bitumen Road Pothole Repairs	Lady Barron Rd Memana Rd Palana Rd Lackrana Rd School Rd
Gravel Road Resheeting Works	Palana Rd Killiecrankie Rd Five Mile Jim Rd Fairhaven Rd
Gravel Road Rip and Reform Works	Wingaroo Rd
Maintenance Grading	Boat Harbour Rd Whitemark Showgrounds Palana Rd Five Mile Jim Rd Wingaroo Rd Trousers Pt Rd
Bitumen Road Reseal Works	Nil
Bitumen Road Patching of Edging	Nil
Drainage	Lady Barron Rd - Browns Culvert.
Vegetation Control	<b>Slashing</b> Palana Rd North East River Rd

	<p>West End Rd  <b>Tree removal</b>  Museum  Killiecrankie Rd  Edens Rd  Butter Factory Rd  Melrose Rd  West End Rd  Fairhaven Rd  <b>Reach Mower</b>  Palana Rd</p>
Sweeping	Lady Barron Rd Inc pickup Blue Metal
Water Cart	Palana Rd
Bluff Track Maintenance	
Road Signage Repairs	Coast Rd - New bridge warning signs.
Funeral	Dig grave & Funeral duties.
<b>Town Maintenance</b>	
Town Maintenance	<p>Mowing - Lady Barron, Whitemark, Emita Sports Ground &amp; Anzac Park.  Installed additional park bench on Bluff track.  Fix leaking pipe - Bakery Park.  Mulching - Bakery Park &amp; Rose Garden.  Continue plant nursery at the Depot - installation of potting benches and water supply.  Tree trimming - overhanging branches at Lagoon Rd.  Footpaths Whitemark - Marked trip hazards.  Pedestrian crossovers also marked to deter parking over.  Rubbish bins - Empty remote bins.  Rubbish bins - Empty town bins.  Monthly high-pressure cleaning of Whitemark, Emita and Palana boat ramps.  Regular mowing and maintenance of Whitemark cemetery grounds.  Wheelchair / motorised disabled scooter road crossover painting completed.</p>
Building Maintenance	<p>Lady Barron &amp; Whitemark Gyms - Maintenance of equipment.  Childcare - window leak repair.  Showground building - maintenance including pressure wash of toilets, installation of trims to prevent birds entering and disposal of old fridge for Bar.  FAEC - Install rollers on drawers under stage.  Delivery and return of equipment for Show.  Cleaning - all Public Toilets, Council offices, Airport, Halls, Gyms, and BBQs, tables &amp; seats.</p>
<b>Resource Recovery &amp; Waste Management</b>	
Facilities	Recyclables and waste from Killiecrankie and Lady Barron transferred to Whitemark.



	<p>Waste was removed from the tipping area and covered when staffing levels allowed this to happen.</p> <p>A drum MUSTER training session was conducted. The cage was closed and cleaned out. Numerous ineligible containers were removed and landfilled. Over 500 eligible containers were inspected. It became apparent that more clarity about this program is needed. New signs were put up and the cage was locked. Going forward the cage will only be accessible on drum MUSTER drop off days to be held on the first Wednesday of every month.</p> <p>One of the red trailers has been taken to the Killiecrankie Waste Transfer Site to improve the collection of aluminium cans.</p>
Landfill Levy	<p>Annual Report was prepared and submitted to NRE.</p> <p>Stephen Walker (NRE Waste Policy Officer) came to FI to talk through our annual report, ongoing data requirements and to see the landfill. It became apparent that some of the waste that had been marked as non-leviable should be levied (e.g. cardboard, scrap metal). We went through our Waste Levy Compliance Management Plan, and highlighted areas that will need to be updated.</p> <p>Construction &amp; Demolition – 25.9t  Commercial &amp; Industrial – 37.13t  General Waste – 21.45t  Hard Waste (MSW &amp; MIX) – 2.9t*  Cardboard (MSW &amp; MIX) – 2.68t*  WTS General Waste – 62.1t  WTS Hard Waste – 19.4t  Landfill Levy – \$3298.14</p> <p>*Some of these materials are recoverable but must be levied until appropriate segregation areas are in place.</p>
Recycling & Engagement	<p>Met with the Killiecrankie Glass Crushers and observed a crushing session. The group has been diligently collecting data on how much they process. This information will be available if FC would like it. A meeting was held afterwards to discuss how this operation may be further improved.</p> <p>A fourth Cash-4-Cans sorting day was held on Saturday 28th October with 8 community members – 3 bins and 2 bulk bags were filled.</p> <p>The recycling hub is now serviced once per week. The hub has collected a total of 51.135 kg of eligible products since launching (we have received only 2.4 kg of ineligible products, primarily non-genuine printer cartridges).</p> <p>The four most popular programs were:</p>

	<ul style="list-style-type: none"> <li>- Battery 17.973 kg</li> <li>- Cartridges 16.274 kg</li> <li>- Nespresso Capsules 6.38 kg</li> <li>- Mobile Muster 6.026 kg</li> </ul> <p>Had a meeting with Michael Attard from Launceston Council about their use of material recovery facilities (MRFs), pros and cons, other recyclables, and possibilities for collaborations.</p> <p>Met with Richard Broome to go through the Trove project, updates and how this may be integrated into our future plans.</p> <p>Had an introductory meeting with Recycle Coach. This is an educational and utility app that is paid for by Natural Resource Management (NRM) North. If we sign up to it, it could provide us a tool to engage and educate the community about recycling. Information is now being gathered to get this established.</p> <p>NRM North visited Flinders Island to understand our waste facilities, processes, and needs. They visited both transfer stations and the landfill. They highlighted that our transfer stations are looking very tidy compared to what they've seen elsewhere.</p> <p>A meeting with a school representative also took place to investigate options for waste education. Miriam Beswick (Sustainability Project Manager) and a Flinders Council staff member also visited several businesses and community members to talk about their most problematic waste streams (cardboard and plastic).</p> <p>A community project for worm farms has received funding from the NRE. Once purchased, and after an initial trial period, the worm farms will be launched at all FI waste facilities. The project will be managed by community members with some assistance from FC waste staff. More details to come.</p>
Strategy	A draft of the draft 2024-2028 strategy was completed and sent to the General Manager for review. It was also sent to Miriam Beswick for external peer review.
Whitemark Airport	
Airport	<p>Annual CASA contractor Airport Technical and Obstacle limit inspections completed with no defects reported. Grandfather clauses and runway safety observation remain.</p> <p>Airside inspections and compliance being maintained.</p> <p>Small stones removed from runway edges.</p> <p>Mowing of runway grassed areas and weed spraying.</p> <p>Sweeping of both runways continued.</p> <p>Standby power generator fortnightly checks.</p> <p>Re-fuelling of aircraft as required.</p> <p>Re-stock JET-A1 fuel.</p> <p>Works continue toward grant funding for electrical upgrade.</p>

	<p>Painting maintenance on Taxiways and main apron. Richard to undertake A/g Infrastructure Manager duties from 01 September to replace Chris, Richard to maintain Airport Manager duties during this period. Mowing showgrounds as required. Bunded fuel area maintenance to stop valve. Maintenance of machinery as required.</p> <p>Aircraft Landings:</p> <ul style="list-style-type: none"> <li>• October 2022 - 83 RPT, 45 Charter, 15 Private, 3 RFDS, 1 Helicopters.</li> <li>• October 2023 - 77 RPT, 79 Charter, 19 Private, 2 RFDS, 31 Helicopter.</li> <li>• RPT Passengers - 1851.</li> </ul>
Quarries	
Quarries	<p>Lughrata Quarry - Dozer gravel push up for re-sheet program. Regeneration works continuing. Canns Hill approved to commence operations for removal of gravel. Nil gravel operations this month.</p>
Plant and Machinery	
Fleet	<p>Continue to arrange ongoing NHVR permit for Council's oversize loads. Dozer returned to service. Grader #2 returned to service on reduced power. Miscellaneous minor repairs on other plant items. General ongoing maintenance and services. Forklift fully operational. Update Two (2) new tipper truck, delivery in Feb/March 2024. New Kubota Zero Turn mower 48" cut mower ordered for Town maintenance. New battery-operated hand tools purchased for works team.</p>
State Government	
Department of State Growth (DSG)	<p>Judd Bently inspections and marking out of stabilising and sealing requirements expected to commence February 2024 completed. Waiting on Project Manager details to discuss back loading for Council.</p>
TasWater	<p>Ongoing callouts during this period.</p>
Other	
	<p>Weekly collection of items from wharf and transport to depot. One casual has been engaged to help bolster staff numbers. Council staff community services requirements, waste, cleaning and tip duties roster for December and January confirmed.</p>
Work for the coming month	
Roads and Drainage	<ul style="list-style-type: none"> <li>• Emita Port Davies Road, Big River Road.</li> </ul>

Town Maintenance	<ul style="list-style-type: none"> <li>• Cleaning up road blind corner areas, cleaning street islands and painting, new signs.</li> </ul>
Resource Recovery & Waste Management	<ul style="list-style-type: none"> <li>• Bailing, wrapping, and shipping aluminium cans off island.</li> <li>• Tidying up around the waste facility (batteries, cardboard, aluminium cans, etc).</li> <li>• Moving and covering more waste.</li> <li>• Requesting other knowledgeable professionals to peer review the Strategy.</li> <li>• Establish a red trailer for aluminium cans at Lady Barron Waste Transfer Site.</li> </ul>
Whitemark Airport	<ul style="list-style-type: none"> <li>• Continue runway inspections, mowing and general maintenance.</li> </ul>
Quarries	<ul style="list-style-type: none"> <li>• Gravel from both Lughrata and Canns Hill quarries being extracted.</li> </ul>
Plant and Machinery	<ul style="list-style-type: none"> <li>• Maintenance as required.</li> </ul>
State Government	<ul style="list-style-type: none"> <li>• First works order for maintenance on Palana road sealed component received. Verge slashing and potholing ongoing.</li> </ul>
Other works	<ul style="list-style-type: none"> <li>• Continue re-sheet program.</li> <li>• Drainage works as weather and schedule allows.</li> <li>• Roadside slashing continues.</li> <li>• Lady Barron Cemetery work continues.</li> <li>• Upgrade works at Lady Barron Transfer Station with new layout and signage if weather allows.</li> <li>• Pothole maintenance</li> <li>• Footpath inspections and maintenance.</li> <li>• Continue to develop road inspection regime.</li> </ul>





**Australian Government**

**Department of Industry, Science and Resources**

**Department of Infrastructure, Transport,  
Regional Development, Communications and the Arts**

## Grant Opportunity Guidelines

# Regional Precincts and Partnerships Program – Stream One: Precinct development and planning

<b>Opening date:</b>	24 August 2023
<b>Commonwealth policy entity:</b>	Department of Infrastructure, Transport, Regional Development, Communications and the Arts (DITRDCA)
<b>Administering entity:</b>	Department of Industry, Science and Resources (DISR)
<b>Enquiries:</b>	If you have any questions, contact us on 13 28 46.
<b>Date guidelines released:</b>	24 August 2023
<b>Type of grant opportunity:</b>	Open non-competitive

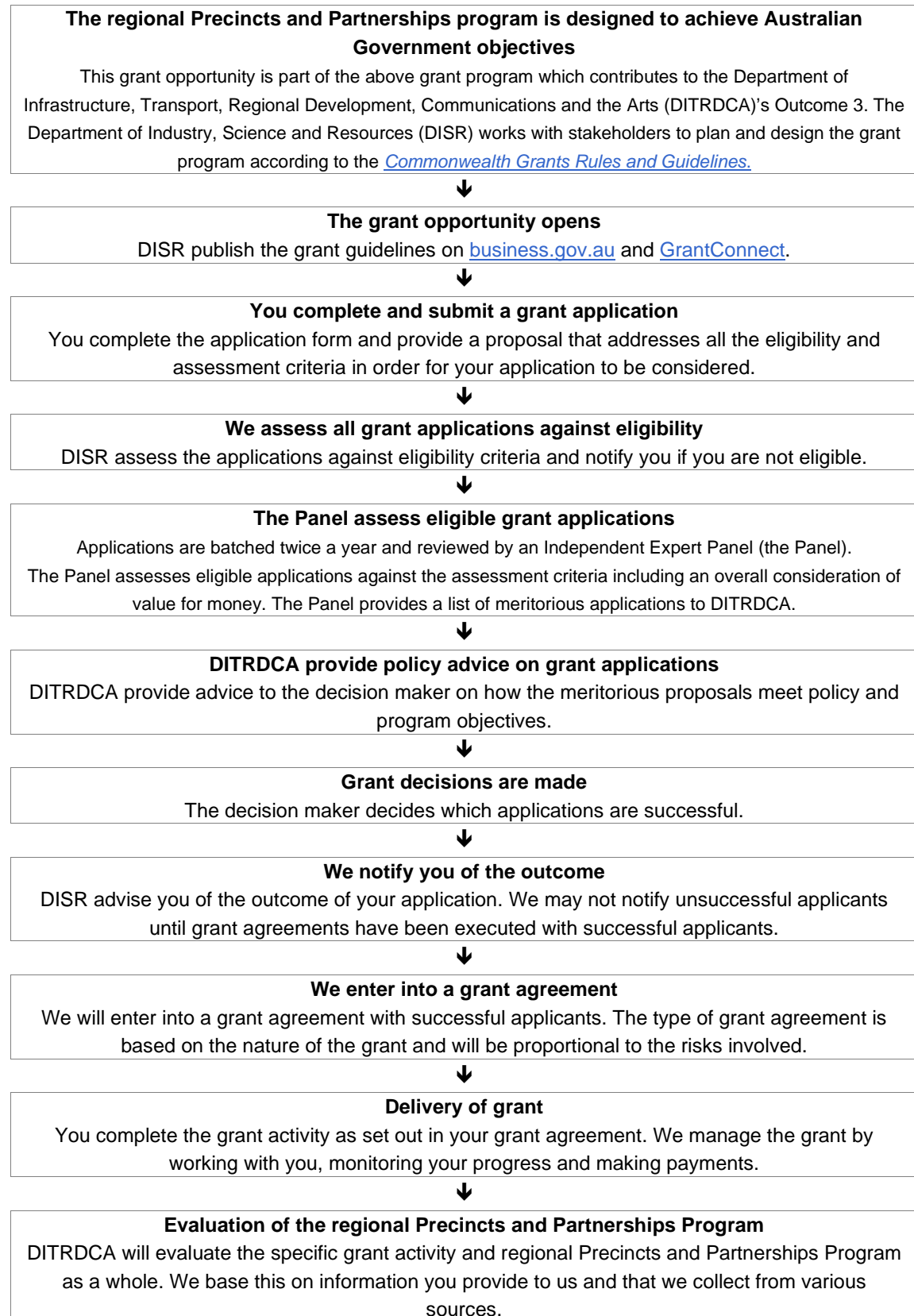
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## 1. Regional Precincts and Partnerships Program – Precinct development and planning processes



## 1.1. Introduction

These guidelines contain information for the regional Precincts and Partnerships Program (the program).

This document sets out:

- the purpose of the grant program/grant opportunity
- the eligibility and assessment criteria
- how we consider and assess grant applications
- how we notify applicants and enter into grant agreements with grantees
- how we monitor and evaluate grantees' performance
- responsibilities and expectations in relation to the opportunity.

This grant opportunity and process will be administered by the Department of Industry, Science and Resources (the department/DISR) on behalf of the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (DITRDCA).

We have defined key terms used in these guidelines in the glossary at section 14.

You should read this document carefully before you fill out an application.

## 2. About the grant program

The program will run over 3 years from 2023-24 to 2025-26. The program was announced as part of the 2022-23 October Budget and reflects the Government's Regional Investment Framework, which:

- values local voices and priorities
- is informed by and builds on the evidence-base
- operates with flexibility and transparency and
- guides coordinated responses across government.

The program seeks to deliver transformative investment in regional, rural and remote Australia based on the principles of unifying regional places, growing their economies and serving their communities.

The program will focus on a **partnership approach**, bringing together governments and communities to deliver regional precincts that are tailored to local needs and have a shared vision in how that precinct connects to the region.

The program presents a new opportunity for regional investment through a unique grants process, which features a strong focus on collaboration and joint investment opportunities. The establishment of partnerships, that include local perspectives, will be critical to delivering place-based infrastructure supported by the community. The program allows governments and communities to establish long-term partnerships and jointly invest in genuine regional priorities. The Government is committed to regional development, renewal and supporting population growth by delivering the infrastructure and housing required to create strong and vibrant communities.

The program will support the planning and delivery of regional, rural and remote precincts. Regional precincts or 'places with a purpose' are user-defined geographic areas with a specific shared need or theme. Regional precincts may include business districts, neighbourhoods, activity centres, commercial hubs or community and recreational areas. They will be located in renewal areas and growth areas in regional centres, regional corridors, regional cities, as well as smaller

town centres that serve as service hubs in more remote communities. The scale of regional precinct projects will vary depending on their location and objectives.

Precincts support better integration of land use and ensure the infrastructure investment complements the broader region and its surrounding communities, spaces, transport and activities. The program's place-based, partnership approach will ensure that precinct proposals are suitably and strategically designed for their specific contexts and maximise outcomes for their communities.

The objectives of the Program are to:

- facilitate place-based approaches to planning, characterised by collaborative partnerships engaging in shared design, stewardship and accountability of planned outcomes
- provide targeted benefits related to productivity, equity and resilience for the people of regional, rural or remote Australia
- support community priorities for regional cities, rural or remote centres and areas
- reflect the Government's approach to regional investment as outlined under the Regional Investment Framework.

The intended outcomes of the Program are to:

- demonstrate the value of partnerships between governments, communities and businesses for effective planning, coordination and delivery of regional infrastructure
- develop and deliver regional precincts comprised of multiple infrastructure components, which provide benefits related to productivity, equity and resilience
- contribute to the Australian Government's current policy priorities, including but not limited to Closing the Gap, transition to a net zero economy, Australia's emission reduction goals, social and affordable housing, and National Cultural Policy.

It is the intent of the Program to:

- deliver grants across a broad geographic spread of regional Australia, including remote and very remote areas
- support precinct projects of differing scales and functionalities
- encourage projects from lesser-resourced applicants.

The regional Precincts and Partnerships Program will be an open grants process, meaning applications can be submitted at any time once the program opens. The program is a non-competitive program to avoid the direct, competitive comparison of applications from organisations of differing sizes and levels of resourcing. This approach provides the ability to ensure the equitable distribution of grants across the country based on the individual merits of a precinct proposal and its benefits to the local community. This allows the opportunity to balance small and large projects and different types of precincts within the funding profile.

There are two grant opportunities as part of this program:

- Stream One - Precinct development and planning: to activate partnerships and to deliver an investment- ready precinct plan
- Stream Two - Precinct delivery: to deliver a specified project or projects as part of a precinct.

We will publish the opening and closing dates and any other relevant information on [business.gov.au](https://business.gov.au) and [GrantConnect](#).

We administer the program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs)<sup>1</sup>.

## 2.1. About the Stream One Precinct Development and Planning grant opportunity

This grant opportunity is part of the regional Precincts and Partnerships Program.

The Precinct Development and Planning grant opportunity provides opportunities to develop a precinct idea through to investment-ready stage. The rationale for Stream One is to recognise that financial constraints can inhibit great concepts being explored further and developed into realistic, well-designed and planned projects.

For Stream One, the **project** is considered to be a plan for the entire precinct, even if you are only considering future investment in one element of the precinct. This contrasts with Stream Two, where the project is one or more elements of a precinct.

The objective of the grant opportunity is to activate partnerships to jointly deliver precinct plans.

The intended outcomes of the grant opportunity are to:

- establish partnerships comprised of relevant government entities, community organisations and businesses that have a shared vision for a regional precinct
- deliver precinct plans that are tailored to their local contexts and based on community feedback and engagement
- support precinct plans to become investment ready.

## 2.2. Partnerships

The establishment of a partnership is essential to the program, which has a focus on bringing together all relevant interested parties to collaboratively plan or deliver precinct proposals. These partnerships are intended to be conglomerates of relevant entities as well as other local stakeholders, including but not limited to:

- State and Territory government
- Local government
- Regional universities
- Not-for-profit entities
- First Nations groups
- Regional Development Australia committees
- Community organisations
- Private enterprise
- Australian Government agencies that have policy/program interests or responsibilities.

Not all entity types listed above are eligible to apply for program funding (see section 4: Eligibility Criteria), however they can form part of the partnership.

The intention behind a partnership is to ensure the precinct is well-considered and allows an opportunity for relevant parties to work through issues, consult early and be investment ready.

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<sup>1</sup> <https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines>

First Nations groups should be involved in the design phase to help shape projects and influence a stronger outcome that incorporates First Nations experiences, culture and design.

### 3. Grant amount and grant period

#### 3.1. Grants available

The Australian Government has announced a total of \$400 million over 3 years for the program's two streams. For this grant opportunity we estimate a total of \$80 million is available over 3 years from 2023-24, noting this may be reviewed and balanced between streams to meet demand or until funding is exhausted.

- The minimum grant amount is \$500,000.
- The maximum grant amount is \$5 million.

The grant amount will be up to 100 per cent of the eligible expenditure for the project to a maximum amount of \$5 million.

Grants are intended to support a broader commitment to the precinct concept, therefore you are required to demonstrate your contribution and commitment to the proposed precinct in assessment criteria 4. Your contributions can be cash or in-kind (such as land or resources), or a combination of both. We are looking for applicants to show what they can do, monetarily or otherwise to ensure the success of the project.

Any partner contributions and other funding for your project can come from other sources including state, territory and local government grants. Other Commonwealth funding cannot be used for the project. You are responsible for the remaining eligible and ineligible costs.

#### 3.2. Project period

You must complete your project by 31 March 2026.

### 4. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria.

#### 4.1. Who is eligible to apply for a grant?

To be eligible you must:

- have an Australian Business Number (ABN) or Office of the Registrar of Indigenous Organisations (ORIC) registration

and be one of the following entities:

- an Australian State/Territory Government agency or body
- an Australian local government agency or body as defined in section 14
- a Regional University which may be for-profit as defined in section 14
- an incorporated not-for-profit organisation. As a not-for-profit organisation you must demonstrate your not-for-profit status through one of the following:
  - current Australian Charities and Not-for-profits Commission's (ACNC) Registration
  - state or territory incorporated association status
  - constitutional documents and/or Articles of Association that demonstrate the not-for-profit character of the organisation.

## 4.2. Additional eligibility requirements

We can only accept proposals where you:

- have authority or are close to seeking authority for use of the land or infrastructure required to undertake the proposed project at a nominated site (if you have authority, you are required to provide a letter to confirm this authority from the land or infrastructure owner)
- can identify the intended project partner/s that form your partnership supported with a proposed governance structure for your precinct
- can provide evidence that the relevant State or Territory government have been invited to participate in the partnership
- can provide evidence that the relevant local government agency or body have been invited to participate in the partnership
- can provide evidence that the following organisations have been contacted to seek their support for the concept of the precinct:
  - the relevant Regional Development Australia (RDA) committee
  - the relevant Traditional Owner/First Nations groups for the area.

We cannot waive the eligibility criteria under any circumstances.

## 4.3. Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- an organisation, or your project partner is an organisation, included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'
- an employer of 100 or more employees that has [not complied](#) with the *Workplace Gender Equality Act (2012)*
- for-profit organisations (with the exception of regional universities). However, they can form part of the partnership
- any organisation not included in section 4.1.

# 5. What the grant money can be used for

## 5.1. Eligible grant activities

To be eligible your project must:

- be aimed at meeting the objectives of the grant opportunity, as outlined in Section 2.1
- have at least \$500,000 in eligible expenditure.

Eligible activities must directly relate to the project and may include:

- scoping, planning, design and consultation activities for the proposed precinct
- development, formalisation and operation of partnership relationships and responsibilities
- business cases and feasibility studies.

We may also approve other activities and studies which are linked to the objectives and outcomes of the program, including but not limited to geotechnical, surveying, flora and fauna, and heritage assessments/investigations.

## 5.2. Eligible locations

The proposed project must be in a regional, rural or remote location, delineated as entirely outside the Australian Bureau of Statistics' Greater Capital City Statistical Areas (GCCSA).

Use the [mapping tool](#) to determine eligibility of your project location.

## 5.3. Ineligible locations

The following are ineligible locations:

- Greater Capital City Statistical Areas - Greater Sydney
- Greater Capital City Statistical Areas - Greater Melbourne
- Greater Capital City Statistical Areas - Greater Perth
- Greater Capital City Statistical Areas - Greater Adelaide
- Greater Capital City Statistical Areas - Greater Brisbane
- Greater Capital City Statistical Areas - Greater Darwin
- Greater Capital City Statistical Areas - Greater Hobart
- All of the Australian Capital Territory (ACT).

## 5.4. Eligible expenditure

You can only spend the grant on eligible expenditure you have incurred on an agreed project as defined in your grant agreement.

- For guidance on eligible expenditure, refer to appendix A.
- For guidance on ineligible expenditure, refer to appendix B.

We may update the guidance on eligible and ineligible expenditure from time to time. If your application is successful, the version in place when you submitted your application applies to your project.

If your application is successful, we may ask you to verify project costs that you provided in your application. You may need to provide evidence such as quotes for major costs.

Not all expenditure on your project may be eligible for grant funding. The program delegate (who is a manager within the department with responsibility for administering the program) makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be a direct cost of the project
- be incurred by you for required project audit activities.

You must incur the project expenditure between the project start and end date for it to be eligible unless stated otherwise.

You may elect to commence your project from the date we notify you that your application is successful. We are not responsible for any expenditure you incur until a grant agreement is executed. The Commonwealth will not be liable, and should not be held out as being liable, for any activities undertaken before the grant agreement is executed.

## 6. The assessment criteria

You must address all assessment criteria in your application. The Independent Expert Panel (the Panel) will assess your application based on the weighting given to each criterion.

The application form asks questions that relate to the assessment criteria below. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. You should provide evidence to support your answers. The application form displays character limits for each response.

Demonstrating value for money is a key requirement and will be assessed by comparing the projected benefits and opportunities created by the project against the estimated cost (refer to Section 8.1). Your response to the below assessment criteria should clearly articulate the expected benefits and opportunities that the project will create.

Only applications that score at least 50 per cent against each assessment criterion will be deemed as meritorious and considered for award of grant funding.

### 6.1. Assessment criterion 1

#### **Project alignment with program objectives and Australian Government priorities (35 points).**

You should demonstrate this through identifying how your proposal:

- a. aligns with regional plans, community priorities and other regional investment strategies and activities
- b. supports a place-based approach to planning, including better integration of land use and regional development and/or renewal
- c. provides economic opportunities, and enhances productivity, equity and resilience
- d. considers and/or measures climate and energy impacts such as disaster risk, emissions reduction, biodiversity, decarbonisation, circular economies, and energy and water efficiency
- e. contributes to the achievement of Australian Government policy priorities and program objectives, including but not limited to Closing the Gap, transition to a net zero economy, Australia's emission reduction goals, social and affordable housing, and National Cultural Policy, relative to the type of project being considered.

### 6.2. Assessment criterion 2

#### **Project Need (35 points).**

You should demonstrate this through identifying:

- a. how your proposal will address an existing public infrastructure gap
- b. how the precinct will deliver improvements and public benefits and/or services in your region
- c. evidence as to why investment in the proposal is needed, including any barriers preventing investment to date
- d. rationale for the elements you are considering for inclusion in the precinct and how these link a place with a purpose.

### 6.3. Assessment criterion 3

#### **Community engagement, collaboration, and partnership (20 points).**

You should demonstrate this through identifying:



- a. how your precinct development and planning process intends to engage with the local community, draw upon local knowledge and information, and identify and leverage opportunities and address challenges within your region
- b. how you and your partnership will work together to achieve the project based on the values of shared design, stewardship and accountability of planned outcomes
- c. the proposed governance arrangements of the partnership and how they will support, enhance or achieve community engagement, and collaboration for the project
- d. how First Nations groups could be involved in the design and planning phase to help shape the proposal and influence a stronger outcome that incorporates First Nations experiences, culture and design.

#### 6.4. Assessment criterion 4

##### **Capacity, capability and resources to deliver a sound precinct proposal (10 points).**

You should demonstrate this by providing evidence of:

- a. your ability to undertake or manage the development of project proposals, including your track record of managing similar projects and your access to personnel with the right skills and experience
- b. your proven ability to manage and monitor timeframes, consultation processes, budget and risk management
- c. a resource plan that includes how the project will be supported and the cost of that resourcing
- d. any contributions you or your partners will be providing that would help to strengthen the delivery of the project. Contributions can be non-monetary.

## 7. How to apply

Before applying you should read and understand these guidelines, the sample [application form](#) and the sample [grant agreement](#) published on business.gov.au and GrantConnect.

Applicants should read all eligibility and assessment criteria closely and attach detailed evidence that supports the assessment criteria.

You will need to set up an account to access our online [portal](#).

To apply, you must:

- complete and submit the application through the online [portal](#)
- provide all the information requested
- address all eligibility and assessment criteria
- include all necessary attachments.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code Act 1995](#). If we consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

After submitting your application, we can contact you for clarification if we find an error or any missing information, including evidence that supports your eligibility/merit. The acceptance of any additional information provided after the submission of your application is at the discretion of the program delegate. Additional information should not materially change your application at the time it was submitted and therefore may be refused if deemed to be purely supplementary.

You can view and print a copy of your submitted application on the portal for your own records.

If you need further guidance around the application process, or if you have any issues with the portal, [contact us](#) at business.gov.au or by calling 13 28 46.

### 7.1. Attachments to the application

You must provide the following documents with your application:

- a project plan or preliminary project outline
- a project budget
- confirmation that you have authority for use of the land or infrastructure at the proposed site, if one has been selected. If the proposed site is not confirmed, you should clearly outline this in your application
- evidence to support your intended partnership (e.g. a letter from project partner/s or other type of agreement), including details of all project partners
- a proposed governance structure for your precinct outlining the roles and responsibilities of each project partner
- evidence of support from local community and business as relevant
- evidence that the relevant State or Territory government and local government agency or body has been invited to participate (e.g. an email or letter)
- evidence that the relevant RDA committee and Traditional Owner/First Nations groups for the area have been contacted to seek their support (e.g. an email, or letter)
- evidence of not-for-profit status (where applicable)
- detailed evidence that supports assessment criteria responses (where applicable)
- trust deed (where applicable).

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. The total of all attachments cannot exceed 20MB. We will not consider information in attachments that we do not request.

### 7.2. Timing of grant opportunity processes

You can submit an application at any time while the grant opportunity remains open. Proposals will be batched and announcements made twice per financial year, at a minimum until funding is exhausted.

If you are successful we expect you will be able to commence your project within 3 months of receiving the offer of grant funding.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	September/October and March/April
Approval and announcement of successful applicants	November/December and May/June
Negotiations and award of grant agreements	1-3 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	The date you are notified that your proposal has been successful
Project completion date	31 March 2026
End date of grant commitment	30 June 2026

### 7.3. Questions during the application process

If you have any questions during the application period, [contact us](#) at business.gov.au or by calling 13 28 46.

## 8. The grant selection process

### 8.1. Assessment of grant applications

The program's non-competitive process means applicants will be assessed on their individual merit against the assessment criteria, and will not be compared to other applications.

It is intended that applications will be batched a minimum of twice a year, however the number of batches and the timing of each batch may vary depending on the volume and quality of applications received.

We first review your application against the eligibility criteria.

If eligible, your application will be assessed against the assessment criteria by the Independent Expert Panel.

Only eligible applications will proceed to the assessment stage. Any ineligible proposals will not proceed and are excluded from funding consideration.

We consider your application on its merits, based on:

- how well it meets the criteria
- whether it provides value with relevant money and represents an efficient, effective, economical and ethical use of public resources.<sup>2</sup>

When assessing the extent to which the application represents value with relevant money, we will have regard to:

- the overall objective/s of the grant opportunity
- the evidence provided to demonstrate how your project contributes to meeting those objectives
- the spread of projects across geographic areas, precinct types and government objectives

<sup>2</sup> See glossary for an explanation of 'value with money'.

- the relative resources of the applicant and need for the project
- the relative value of the grant sought.

## 8.2. Who will assess applications?

An Independent Expert Panel will assess all eligible proposals and make determinations regarding which proposals are meritorious. The Panel will comprise three members from the Urban Policy Forum, who were selected for their expertise in regional development and urban design and renewal. This will enable them to make assessments based on a thorough understanding of regional needs, best practice planning and sustainable development. The Panel will assess proposals against the assessment criteria, applying their expertise, before determining which are meritorious. Only proposals that have been deemed as meritorious in the assessment process will be provided to the Minister for final decision making.

The Panel will have robust governance arrangements and will meet twice per year to assess the proposals across the two grant funding streams.

The Panel members will be required to perform their duties in accordance with the CGRGs and will be subject to probity requirements as outlined in section 13.

DITRDCA will provide policy advice on meritorious proposals based on policy considerations and the funding envelope available.

DITRDCA's recommendations on meritorious proposals will be based on:

- the Independent Expert Panel's assessment
- alignment with the Government's approach to regional investment as outlined in the Regional Investment Framework
- alignment with current Australian Government policy priorities, and program objectives including but not limited to:
  - [Closing the Gap](#)
  - transition to a net zero economy
  - [Australia's emission reduction goals](#)
  - delivery of housing, particularly social and affordable housing
  - [National Cultural Policy](#)
- budget allocation available to fund projects
- balance of projects between each Stream across budget allocation
- geographic area, Government's policy priorities and types of precincts.

DITRDCA will also identify meritorious applications which propose projects that are:

- located in 'remote and very remote locations'
- submitted by First Nations Community Controlled Organisations
- submitted by 'low rate based' councils.

This information will allow DITRDCA to provide the decision maker with information regarding the diverse range of applicants, particularly lesser-resourced applicants that have submitted proposals assessed as meritorious by the Independent Expert Panel.

## 8.3. Who will approve grants?

DITRDCA will recommend which meritorious proposals should be considered for funding. The Minister decides which grants to approve taking into account the recommendations of DITRDCA,

the availability of grant funds, and, where necessary, advice from relevant Minister/s for meritorious proposals relevant to their specific portfolio responsibilities.

The Minister's decision is final in all matters, including:

- the grant approval
- the grant funding to be awarded
- any conditions attached to the offer of grant funding.

We cannot review decisions about the merits of your application.

The Minister will not approve funding if there is insufficient program funding available across relevant financial years for the program.

## 9. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we advise you of any specific conditions attached to the grant.

Due to the nature of the application process, if you are not found meritorious, you will be notified and can submit a new application for the same project while the grant opportunity remains open. You should include new or additional information to improve upon your previous application.

If you were found meritorious but unsuccessful, you will be notified and you can choose to withdraw your application from future panel consideration or submit a variation to your previous application. This variation should include any new or additional information which may enhance your previous application. If a new application is substantially the same as a previous ineligible or unsuccessful application, we may refuse to consider it for assessment.

The previous online proposal can be accessed in [portal.business.gov.au](http://portal.business.gov.au) after logging in if you wish to build on the information previously provided. You should select 'My applications', click on the Application Summary and select 'view submitted application'. Alternatively, you can request a pdf of your unsuccessful proposal by contacting [regionalprecincts@industry.gov.au](mailto:regionalprecincts@industry.gov.au).

### 9.1. Feedback on your application

If you are unsuccessful, we will give you an opportunity to discuss the outcome with us.

## 10. Successful grant applications

### 10.1. The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. The grant agreement has general terms and conditions that cannot be changed. A sample [grant agreement](#) is available on [business.gov.au](http://business.gov.au) and GrantConnect.

We will manage the grant agreement through the online portal. This includes issuing and executing the grant agreement. Execute means both you and the Commonwealth have accepted the agreement. We are not responsible for any expenditure you incur and cannot make any payments until a grant agreement is executed.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the program delegate or Minister. We will identify these in the offer of grant funding.

If you enter an agreement under this grant opportunity, you cannot receive other grants for the same activities from other Commonwealth granting programs.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

We will use a standard grant agreement.

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. We will review any required changes to these details to ensure they do not impact the project as approved by the Minister.

## 10.2. Specific legislation, policies and industry standards

You must comply with all relevant laws, regulations and Australian Government sanctions in undertaking your project. You must also comply with the specific legislation/policies/industry standards that follow. It is a condition of the grant funding that you meet these requirements. We will include these requirements in your grant agreement.

In particular, you will be required to comply with:

- State/territory legislation in relation to working with children

## 10.3. How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay
- proportion of eligible expenditure covered by the grant (grant percentage)
- any financial contribution provided by you or a third party.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will make an initial payment on execution of the grant agreement. We will make subsequent payments six monthly in arrears, based on your actual eligible expenditure. Payments are subject to satisfactory progress on the project.

We set aside 10 per cent of the total grant funding for the final payment. We will pay this when you submit a satisfactory end of project report demonstrating you have completed outstanding obligations for the project. We may need to adjust your progress payments to align with available program funds across financial years and/or to ensure we retain a minimum 10 per cent of grant funding for the final payment.

## 10.4. Grant Payments and GST

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities<sup>3</sup>.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on tax.

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<sup>3</sup> See Australian Taxation Office ruling GSTR 2012/2 available at ato.gov.au

## 11. Announcement of grants

If successful, your grant will be listed on the GrantConnect website 21 calendar days after the date of effect.

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this by the [Commonwealth Grants Rules and Guidelines](#), Section 5.3,. We may also publish this information on business.gov.au. This information may include:

- name of your organisation
- title of the project
- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number
- business location
- your organisation's industry sector.

## 12. How we monitor your grant activity

### 12.1. Keeping us informed

You should let us know if anything is likely to affect your project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your project, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement, you must contact us immediately.

You must notify us of events relating to your project and provide an opportunity for the Minister or their representative to attend.

### 12.2. Reporting

You must submit reports in line with the grant agreement. We will provide the requirements for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed project milestones and outcomes
- project expenditure, including expenditure of grant funds
- contributions of participants directly related to the project

The amount of detail you provide in your reports should be relative to the project size, complexity and grant amount.

We will monitor the progress of your project by assessing reports you submit and may conduct site visits to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

### 12.2.1. Progress reports

Progress reports must:

- include details of your progress towards completion of agreed project activities
- show the total eligible expenditure incurred to date
- include evidence of expenditure
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant project activities).

We will only make grant payments when we receive satisfactory progress reports.

You must discuss any project or milestone reporting delays with us as soon as you become aware of them.

### 12.2.2. Ad-hoc reports

We may ask you for ad-hoc reports on your project. This may be to provide an update on progress, or any significant delays or difficulties in completing the project.

### 12.2.3. End of project report

When you complete the project, you must submit an end of project report.

End of project reports must:

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred for the project
- include a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money
- identify the objectives and outcomes the project has achieved
- be submitted by the report due date.

## 12.3. Audited financial acquittal report

We will ask you to provide an independent audit report. An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure. The report template is available on [business.gov.au](http://business.gov.au) and GrantConnect.

## 12.4. Grant agreement variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your grant agreement, including:

- changing project milestones
- extending the timeframe for completing the project but within the maximum time period allowed in program guidelines
- changing project activities that do not change the outcome of the project.

The program does not allow for:

- an increase of grant funds.



If you want to propose changes to the grant agreement, you must put them in writing before the grant agreement end date. You can submit a variation request via our online portal.

If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need a variation to the grant agreement. We can only move funds between financial years if there is enough program funding in the relevant year to allow for the revised payment schedule. If we cannot move the funds, you may lose some grant funding.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome
- consistency with the program policy objective, grant opportunity guidelines and any relevant policies of the department
- changes to the timing of grant payments
- availability of program funds.

### 12.5. Compliance visits

We may visit you during the project period to review your compliance with the grant agreement. For large or complex projects, we may visit you after you finish your project. We will provide you with reasonable notice of any compliance visit.

### 12.6. Record keeping

We may also inspect the records you are required to keep under the grant agreement.

### 12.7. Evaluation

DITRDCA will evaluate your project and the grant program to measure how well the outcomes and objectives have been achieved. To support the evaluation of your project, you will be required to collect baseline and routine data as part of your progress reporting, and complete evaluation activities as part of the end of project report.

To support the broader program evaluation, we may use information from your application and project reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to two years after you finish your project for more information to assist with this evaluation.

### 12.8. Acknowledgement

Signage and communications requirements will be stipulated in your grant agreement.

## 13. Probity

We will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

These guidelines may be changed from time-to-time by DISR. When this happens, the revised guidelines will be published on GrantConnect.

### 13.1. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on business.gov.au.

We may publish answers to your questions on our website as Frequently Asked Questions.

Our [Customer Service Charter](#) is available at business.gov.au. We use customer satisfaction surveys to improve our business operations and service.

If you have a complaint, call us on 13 28 46. We will refer your complaint to the appropriate manager.

If you are not satisfied with the way we handle your complaint, you can contact:

General Manager  
Business Grants Hub  
Department of Industry, Science and Resources  
GPO Box 2013  
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#) with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

### 13.2. Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity and/or program. There may be a conflict of interest, or perceived conflict of interest, if our staff, any member of a panel or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer or member of an external panel
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/grant opportunity.

As part of your application, we will ask you to declare any perceived or existing conflicts of interests or confirm that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform us in writing immediately.

Conflicts of interest for Australian Government staff are handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#) of the [Public Service Act 1999](#). Panel members and other officials including the decision maker must also declare any conflicts of interest.

We publish our [conflict of interest policy](#)<sup>4</sup> on the department's website. The Commonwealth policy entity also publishes a conflict of interest policy on its website.

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<sup>4</sup> [https://www.industry.gov.au/sites/default/files/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf?acsf\\_files\\_redirect](https://www.industry.gov.au/sites/default/files/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf?acsf_files_redirect)

### 13.3. Privacy

Unless the information you provide to us is:

- confidential information as per below, or
- personal information as per below.

we may share the information with other government agencies for a relevant Commonwealth purpose such as:

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research
- to announce the awarding of grants.

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- to whom we give your personal information.

We may give the personal information we collect from you to our employees and contractors, the Panel, and other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities.

We, or the Minister, may:

- announce the names of successful applicants to the public
- publish personal information on the department's websites.

You may read our [Privacy Policy](#)<sup>5</sup> on the department's website for more information on:

- what is personal information
- how we collect, use, disclose and store your personal information
- how you can access and correct your personal information.

### 13.4. Confidential information

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

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<sup>5</sup> <https://www.industry.gov.au/data-and-publications/privacy-policy>

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

We may disclose confidential information:

- to the Panel and our Commonwealth employees and contractors, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister
- to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or
- someone other than us has made the confidential information public.

### 13.5. Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the *Freedom of Information Act 1982* (Cth) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

## 14. Glossary

Term	Definition
administering entity	When an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes.
application form	The document issued by the program delegate that applicants use to apply for funding under the program.
assessment criteria	The specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application ranking.
Australian local government body or agency	A local governing body as defined under the Local Government (Financial Assistance) Act 1995 (Cth) as a local governing body established by or under a law of a State.
<a href="#"><u>Commonwealth Grants Rules and Guidelines (CGRGs)</u></a>	Establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
completion date	The expected date that the grant activity must be completed and the grant spent by
date of effect	Can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
Department	The Department of Industry, Science and Resources.
decision maker	The person who makes a decision to award a grant. For this program this is the Commonwealth Minister for Infrastructure, Transport, Regional Development and Local Government.
eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
eligible application	An application or proposal for grant funding under the program that the program delegate has determined is eligible for assessment in accordance with these guidelines.

Term	Definition
eligibility criteria	Refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.4.
eligible expenditure guidance	The guidance that is provided at Appendix A.
First Nations community-controlled organisations	These organisations are an Indigenous Organisation or enterprise and have an Indigenous Corporation Number (ICN) or can declare that they are a Traditional Owner or that their organisation is at least 51 per cent owned or controlled by Indigenous persons or the Indigenous Enterprise has 50 per cent Indigenous ownership.
grant	<p>For the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ul style="list-style-type: none"> <li>a. under which relevant money<sup>6</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>7</sup> is to be paid to a grantee other than the Commonwealth; and</li> <li>b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.</li> </ul>
grant activity/activities	Refers to the project/tasks/services that the grantee is required to undertake
grant agreement	A legally binding contract that sets out the relationship between the Commonwealth and a grantee for the grant funding and specifies the details of the grant.
grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
grant opportunity	Refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.

<sup>6</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>7</sup> Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
grant program	A 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single DITRDCA Portfolio Budget Statement Program.
<a href="#">GrantConnect</a>	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
grantee	The organisation which has been selected to receive a grant
guidelines	Guidelines that the Minister gives to the department to provide the framework for the administration of the program, as in force from time to time.
Independent Expert Panel (the Panel)	The body established to assess eligible applications and determine which are meritorious. Panellists comprise a subset of the Urban Policy Forum.
Low rate-based councils	Low rate based councils are determined using the ratio of Financial Assistance Grant to Net Rate Income and are as follows: Yarrabah Aboriginal Shire Council; Cherbourg Aboriginal Shire Council; Shire of Woodanilling; District Council of Orroroo Carrieton; Shire of Tammin; District Council of Peterborough; Shire of Wyalkatchem; Shire of Wickepin; Shire of Dowerin; District Council of Karoonda East Murray; Shire of Kellerberrin; Hay Shire Council; Coolamon Shire Council; Lockhart Shire Council; Balranald Shire Council; Weddin Shire Council; Murrumbidgee Council; Tenterfield Shire Council; Narrandera Shire Council; Wentworth Shire Council; Bland Shire Council; Lachlan Council.
Minister	The Commonwealth Minister for Infrastructure, Transport, Regional Development and Local Government
partnership	For the purposes of the grant opportunity – partnership refers to collaboration between organisations/entities towards a shared goal. Applicants are not required to set up formal business partnership structures for the program, however, as noted in the assessment criteria you must demonstrate evidence that partners are committed to the goals of the project.

Term	Definition
personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ol style="list-style-type: none"> <li>a. whether the information or opinion is true or not; and</li> <li>b. whether the information or opinion is recorded in a material form or not.</li> </ol>
Precinct	Place of purpose as outlined in this document
program delegate	A manager within the department with responsibility for administering the program.
program funding or program funds	The funding made available by the Commonwealth for the program.
project	A project described in an application for grant funding under the program.
proposal	A detailed outline of project/s described in your application
Regional University	For the purposes of the grant opportunity – regional university refers to universities with a main campus or presence or universities that wish to establish a campus or presence within a regional area as stipulated by the Greater Capital City Statistical Area.
remote or very remote location	Refers to projects located in ‘remote’ or ‘very remote’ locations per the Australian Bureau of Statistics’ Remoteness Structure
selection criteria	Comprises of eligibility criteria and assessment criteria.
value with money	<p>Value with money in this document refers to ‘value with relevant money’ which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> <li>▪ the quality of the project proposal and activities;</li> <li>▪ fitness for purpose of the proposal in contributing to government objectives;</li> <li>▪ that the absence of a grant is likely to prevent the grantee and government’s outcomes being achieved; and</li> <li>▪ the potential grantee’s relevant experience and performance history.</li> </ul>



## Appendix A. Eligible expenditure

This section provides guidance on the eligibility of expenditure. We may update this guidance from time to time; check you are referring to the most current version from the [business.gov.au](https://business.gov.au) website before preparing your application.

The program delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be incurred by you within the project period
- be a direct cost of the project
- be incurred by you to undertake required project audit activities (where applicable)
- meet the eligible expenditure guidelines.

### A.1 How we verify eligible expenditure

If your application is successful, we may ask you to verify the project budget that you provided in your application when we negotiate your grant agreement. You may need to provide evidence such as quotes for major costs.

The grant agreement will include details of the evidence you may need to provide when you achieve certain milestones in your project. This may include evidence related to eligible expenditure.

If requested, you will need to provide the agreed evidence along with your progress reports.

You must keep payment records of all eligible expenditure and be able to explain how the costs relate to the agreed project activities. At any time, we may ask you to provide records of the expenditure you have paid. If you do not provide these records when requested, the expense may not qualify as eligible expenditure.

At the end of the project, you will be required to provide an independent financial audit of all eligible expenditure from the project.

### A.2 Partnership Establishment and operation costs

We consider the costs associated with the establishment of a Partnership as eligible expenditure.

We will not make any payments to you for any expenditure you have incurred prior to the execution of your grant agreement. Examples of eligible Partnership establishment costs can include:

- meeting costs e.g. hiring meeting spaces, hospitality costs, facilitators to bring all parties together in the establishment phase, and for consultation sessions and meeting of partners during the project.
- advertising, social media, publicity associated with consultation activities
- establishing governance arrangements including professional and legal advice

You may show expenditure on the establishment of a Partnership by providing evidence of:

- purchase price
- payments (e.g. tax invoices and receipts from suppliers confirming payment)
- commitment to pay for the services

If you claim expenditure for the establishment of a partnership, we limit this to 10 per cent of the total grant funding amount.

### A.3 Labour expenditure

We consider the costs associated with the establishment and management of a partnership as eligible expenditure. This includes labour costs. We will not make any payments to you for any expenditure you have incurred prior to the execution of your grant agreement.

Eligible labour expenditure for the grant covers the direct labour costs of employees you directly employ on the core elements of the project. We consider a person an employee when you pay them a regular salary or wage, out of which you make regular tax instalment deductions.

We consider direct costs for technical, administrative and management related to the partnership establishment and its ongoing management through the life of the project. However, we limit these costs to 20 per cent of the total amount of eligible labour expenditure claimed.

Eligible salary expenditure includes an employee's total remuneration package as stated on their Pay As You Go (PAYG) Annual Payment Summary submitted to the ATO. We consider salary-sacrificed superannuation contributions as part of an employee's salary package if the amount is more than what the Superannuation Guarantee requires.

The maximum salary for an employee, director or shareholder, including packaged components that you can claim through the grant is \$200,000 per financial year.

For periods of the project that do not make a full financial year, you must reduce the maximum salary amount you claim proportionally.

You can only claim eligible salary costs when an employee is working directly on agreed project activities during the agreed project period.

### A.4 Labour on-costs and administrative overhead

You may increase eligible salary costs by an additional 30 per cent allowance to cover on-costs such as employer paid superannuation, payroll tax, workers compensation insurance, and overheads such as office rent and the purchase or provision of computing equipment directly required or related to the delivery of the project

You should calculate eligible salary costs using the formula below:

$$\text{Eligible salary costs} = \text{Annual salary package} \times \frac{\text{Weeks spent on project}}{52 \text{ weeks}} \times \text{percentage of time spent on project}$$

You cannot calculate labour costs by estimating the employee's worth. If you have not exchanged money (either by cash or bank transactions) we will not consider the cost eligible.

Evidence you will need to provide can include:

- details of all personnel working on the project, including name, title, function, time spent on the project and salary
- ATO payment summaries, pay slips and employment contracts.

## A.5 Contract expenditure

Eligible contract expenditure is the cost of any agreed project activities that you contract others to do. These can include contracting:

- another organisation
- an individual who is not an employee, but engaged under a separate contract.

All contractors must have a written contract prior to starting any project work—for example, a formal agreement, letter or purchase order which specifies:

- the nature of the work they perform
- the applicable fees, charges and other costs payable.

Invoices from contractors must contain:

- a detailed description of the nature of the work
- the hours and hourly rates involved
- any specific plant expenses paid.

Invoices must directly relate to the agreed project, and the work must qualify as an eligible expense. The costs must also be reasonable and appropriate for the activities performed.

We will require evidence of contractor expenditure that may include:

- an exchange of letters (including email) setting out the terms and conditions of the proposed contract work
- purchase orders
- supply agreements
- invoices and payment documents.

You must ensure all project contractors keep a record of the costs of their work on the project. We may require you to provide a contractor's records of their costs of doing project work. If you cannot provide these records, the relevant contract expense may not qualify as eligible expenditure.

Where possible, you should engage local labour and services. Eligible contract expenditure may include:

- Legal services
- Architect services
- Design services
- Project management
- Quantity surveying
- Building services.
- Expertise relating to the development of business cases
- Data or research commissioned for the purpose of the project

## A.6 Travel expenditure

Eligible travel expenditure may include:

- domestic travel limited to the reasonable cost of accommodation and transportation required to conduct agreed project and collaboration activities in Australia.

Eligible air transportation is limited to the economy class fare for each sector travelled; where non-economy class air transport is used only the equivalent of an economy fare for that sector is eligible expenditure. Where non-economy class air transport is used, the grantee will require evidence showing what an economy airfare costs at the time of travel.

## A.7 Other eligible expenditure

Other eligible expenditures for the project may include:

- costs associated with consultation sessions including venue hire and light refreshments (excluding alcohol)
- marketing and branding costs
- administration costs directly related to the project and partnership establishment and management including communications and consultation materials
- staff training that directly supports the achievement of project outcomes
- financial auditing of project expenditure, the cost of an independent audit of project expenditure (where we request one) up to a maximum of 1 per cent of total eligible project expenditure
- costs you incur in order to obtain planning, environmental or other regulatory approvals during the project period, However, associated fees paid to the Commonwealth, state, territory and local governments are not eligible
- contingency costs up to a maximum of 10 per cent of the eligible project costs. Note that we make payments based on actual costs incurred.

Other specific expenditures may be eligible as determined by the program delegate.

Evidence you need to supply can include supplier contracts, purchase orders, invoices and supplier confirmation of payments.

## Appendix B. Ineligible expenditure

This section provides guidance on what we consider ineligible expenditure. We may update this guidance from time to time; check you are referring to the most current version from the [business.gov.au](https://www.business.gov.au) website before preparing your application.

The program delegate may impose limitations or exclude expenditure, or further include some ineligible expenditure listed in these guidelines in a grant agreement or otherwise by notice to you.

Examples of ineligible expenditure include:

- research not directly supporting eligible activities
- activities, equipment or supplies that are already being supported through other sources
- costs incurred prior to us notifying you that the application is eligible and complete
- financing costs, including interest
- capital expenditure for the purchase of assets such as office furniture and equipment, motor vehicles, computers, printers or photocopiers and the construction, renovation or extension of facilities such as buildings and laboratories
- costs involved in the purchase or upgrade/hire of software (including user licences) and ICT hardware (unless it directly relates to the project)
- costs such as renovations and utilities
- non-project-related staff training and development costs
- insurance costs (the participants must affect and maintain adequate insurance or similar coverage for any liability arising as a result of its participation in funded activities)
- debt financing
- costs related to obtaining resources used on the project, including interest on loans, job advertising and recruiting, and contract negotiations
- ongoing maintenance costs
- ongoing upgrades, updates and maintenance of existing ICT systems and computing facilities
- routine operating expenses not accounted for as labour on-costs – including accommodation, overheads and consumables, e.g. paper, printer cartridges, office supplies
- recurring or ongoing operational expenditure (including annual maintenance, rent, water and rates, postage, legal and accounting fees and bank charges)
- costs related to preparing the grant application
- overseas travel costs.

This list is not exhaustive and applies only to the expenditure of the grant funds. Other costs may be ineligible where we decide that they do not directly support the achievement of the planned outcomes for the project or that they are contrary to the objective of the program.

You must ensure you have adequate funds to meet the costs of any ineligible expenditure associated with the project.

## S-F8-P TRAVEL & ACCOMMODATION PROCEDURE

<b>Purpose</b>	To outline how Council implements the Travel and Accommodation Policy.
<b>Department</b>	Finance
<b>File No.</b>	FIN/1300
<b>Council Meeting Date</b>	
<b>Minute Number</b>	
<b>Next Review Date</b>	Four (4) years from Council Resolution Date
<b>Review History</b>	160.08.2022      16 August 2022

### PROCEDURE

#### 1. On-island Travel

On-island travel by private motor vehicle, will be reimbursed under the Australian Taxation Office's prescribed cents per kilometre method, which for the 2023-24 financial year is 85 cents per kilometre.

##### Elected Members

- 1.1 Elected members are to list kilometres driven on their monthly Expense Claim Form and submit to accounts staff for reimbursement. Up to a maximum of 5,000 kilometres per year may be declared.
- 1.2 It is the responsibility of the elected member to have their vehicle:
  - In a road worthy condition
  - Appropriately insured for Council work related purposes
  - Registered

##### Council Staff

- 1.3 If a council vehicle is not available for on-island travel, Council staff are to obtain written approval from their Supervisor or the General Manager, prior to using their private vehicle for work purposes.
- 1.4 It is the responsibility of the employee to have their vehicle:
  - In a road worthy condition
  - Appropriately insured for work related purposes
  - Registered
- 1.5 Council staff are to submit a completed Private Vehicle Reimbursement Form, along with written approval to use the vehicle, to accounts staff for reimbursement.

#### 2 Off-island Travel

- 2.1 Elected Members and Council Staff off-island travel includes private use of motor vehicles (refer to 1.1 – 1.5).
- 2.2 The maximum amount to be paid by Council for accommodation, in accordance with the Australian Taxation Office claimable rates for the 2023/24 financial year, are:

- Accommodation (Melbourne) \$265.00
  - Accommodation (Tasmania) \$220.00
- 2.3 At peak times when major hotels have high bookings and increase their prices, the General Manager may approve payment of accommodation at an increased rate.
- 2.4 The maximum amount of expense reimbursement to be paid by Council per day, in accordance with the Australian Taxation Office claimable rates for the 2023/24 financial year, are:
- Breakfast \$31.80
  - Lunch \$45.00
  - Dinner \$63.00
  - Incidentals \$30.00
  - Car Parking \$30.00

#### Elected Members

- 2.5 Elected Members are to seek approval for travel from the Mayor and/or General Manager prior to making travel arrangements.
- 2.6 Requirements for airfares, accommodation and car hire are to be emailed to [governance@flinders.tas.gov.au](mailto:governance@flinders.tas.gov.au) for processing.
- 2.7 Expenses to be claimed are to be detailed on the monthly Expense Claim Form and submitted, along with the relevant tax invoices relating to the expenses, to accounts staff for reimbursement.

#### Council Staff

- 2.8 Staff are to submit a complete travel request form to their departmental Supervisor or the General Manager for approval prior to making travel arrangements.
- 2.9 Staff are to forward the approved Travel Request Form for airfares, accommodation and car hire to [office@flinders.tas.gov.au](mailto:office@flinders.tas.gov.au) for processing.
- 2.10 Expenses to be claimed are to be detailed on an Expense Claim Form and submitted, along with the relevant tax invoices, to accounts staff for reimbursement.

### **3 Related Legislation, Regulations and Policies**

Elected Members Allowances, Reimbursements and Equipment Policy (G6)  
*Local Government Act 1993 (Tas)*  
 Travel and Accommodation Policy (F8)

### **4 Responsibilities**

The General Manager has delegated power under this policy to implement decisions of Council relating to reimbursement of travel expenses in accordance with section 22(1) of the *Local Government Act*.

The General Manager may sub-delegate such powers and functions in accordance with section 64(b) of the *Local Government Act*. This means that the General Manager or sub-delegate has the authority to make any decisions relating to reimbursement of travel expenses.



## 02

## Public Open Space &amp; Contributions Policy

<b>Purpose</b>	To guide how public open space is provided, the location of public open space and the basis on which Council accepts land for public open space or a cash contribution in lieu of it, in subdivision developments.	
<b>Department</b>	Development Services	
<b>File No.</b>	COU/0600	
<b>Council Meeting Date</b>	17 December 2019	
<b>Minute Number</b>	333.12.2019	
<b>Next Review Date</b>	Prior to the submission of a new planning scheme or amendment; or December 2024	
<b>Review History</b>	172.04.0817	April 2008
	283.09.1023	September 2010

## POLICY

**1 Purpose**

The purpose of this policy is to:

- a) provide a strategic approach regarding the acceptance of land for public open space (POS) allocated from new subdivisions;
- b) clarify the process regarding the provision of 'cash-in-lieu' contributions, instead of land, from new subdivisions; and
- c) provide guidance on how funds obtained through 'cash-in-lieu' contributions may be allocated.

**2 Scope**

This policy applies to all applications for subdivision of land within the Flinders Municipality and has been prepared with reference to the *Local Government (Building and Miscellaneous Provisions) Act 1993* (the Act) and the Tasmanian Planning Scheme incorporating the Flinders LPS as adopted 2022.

**3 Definitions**

**Act** is the *Local Government (Building and Miscellaneous Provisions) Act 1993*

**Council** is the Flinders Council;

**Planning Scheme** is the *Tasmanian Planning Scheme – Flinders*; and

**Public Open Space** is defined by the Planning Scheme as 'space for public recreation or public gardens or for similar purposes'.





#### 4 Objectives

The objectives of this policy are to:

- 4.1 provide a consistent approach to the acceptance of POS, or alternatively to the payment of cash-in-lieu of provision of POS;
- 4.2 provide clarity to permit applicants so they may understand how Council approaches POS and cash-in-lieu contributions in the context of subdivision;
- 4.3 guide the management of accumulated cash-in-lieu contributions; and
- 4.4 accommodate exceptional circumstances that justify alternative methods where they do not affect the integrity of this policy.

#### 5 Related Policies and Legislation

- *Local Government (Building and Miscellaneous Provisions) Act 1993*
- *Land Use Planning and Approvals Act 1993*
- *Local Government Act 1993*
- Tasmanian Open Space Policy and Planning Framework

#### 6 Policy

##### 6.1 Consideration of Public Open Space through Subdivision Process

In considering any subdivision proposal, the question of POS will be assessed on the merits of each application. Generally, where a subdivision proposal generates an additional need for POS, a contribution will be required by way of either:

- a) a transfer to Council of up to 5% of the area of the relevant land to be used as POS in accordance with s116 of the Act; or
- b) a cash-in-lieu arrangement or a security and bond requirement determined in accordance with s117 of the Act.

6.1.1 Council will consider if land to be contributed complies with the current strategic values of Council at the time the application is made, considering Council's capacity to financially and effectively manage the land for the intended purpose.

6.1.2 Land to be used for stormwater management, including natural watercourses or land required for infrastructure shall not be accepted as a land for POS contribution.

6.1.3 A proposal for a boundary adjustment (particularly a minor adjustment) generally will not generate a need for POS, but each application must be assessed on its own merit.

##### 6.2 Cash/Security

In accordance with the provisions of section 117 of the Act, Council may require a cash-in-lieu arrangement or a security and bond requirement determined in accordance with s 117 of the Act rather than a contribution of land towards POS.

6.2.1 Cash contributions and security arrangements under s117 of the Act must be supported by a valuation of the relevant land, and in Tasmania the current state of the law is that this valuation must be of the improved land as at the date the final plan is submitted to Council for assessment (see *N Leary v Clarence City Council* [2013] TASRMPAT 68 & *DK & IB Gourlay v Clarence City Council* [2016] TASRMPAT 37).



6.2.2 Applicants submitting a plan of subdivision will be notified of the required contribution within 21 working days of their application being accepted.

6.2.3 The Council, or its delegate, will determine which of the following is most appropriate:

- a) up to a 5% contribution of land from the parent title that meets the principles of this policy; or
- b) a cash contribution or security arrangement in lieu of the provision of land for POS; or
- c) a combination of land and cash-in-lieu; or
- d) if any additional land is required.

### 6.3 Cash Contributions Received

All monies received will be held on trust by Council in the Public Open Space Contributions Account and interest earned on the account will be rolled over into that account (per the Act, s117(5)).

### 6.4 Cash Contributions Expended

Monies held on trust:

- a) can be used by a council to:
  - (i) acquire new land for use as public open space; or
  - (ii) improve existing undeveloped or underdeveloped land already owned or managed by Council and dedicated for use as public open space.
- b) can be applied towards the provision of public open space anywhere in the municipal area; and
- c) cannot be applied to recurrent expenditure such as the general maintenance of public open space

Expenditure of funds from the public open space account will be decided via a resolution of Council. For example, monies held on trust may be applied towards the improvement of existing, or the establishment of new, recreational areas such as:

- Sportsgrounds;
- Recreational linkages through, or to, townships such as tracks and footpaths;
- Access and vantage points;
- Parks including skate parks and bike tracks;
- Landscaping;
- Conservation and weed control;
- Waterway management; and
- Cemeteries.



#### 6.5 Unique Circumstances

Any deviation from this policy must be put to Council for their consideration at an Ordinary Meeting.

### 7 **Legislation**

*Local Government (Building and Miscellaneous Provisions) Act 1993*

#### 7.1 The Act enables Council to:

- a) Require a subdivider to provide to Council, as public open space, up to 5% of the land being subdivided; or
- b) Require public open space in excess of the 5% contribution as a part of any subdivision proposal subject to appropriate compensation; or
- c) Condition the subdivider to provide up to 5% cash-in-lieu/security contribution of the value of the land being subdivided (less any area provided as public open space); or
- d) Refuse a subdivision if it is of the opinion that the proposal should be altered to include (or omit) public open space.

### 8 **Responsibility**

The responsibility for the operation of this policy rests with the General Manager. Advice on the appropriateness of land for strategic open space purposes will be obtained from the Development Services Department by referral of subdivision applications.

2023 Councillor Resolution Report		22 November 2023	
The following report identifies resolutions passed by elected members for the reporting period. The report provides the minute reference and date, the resolution, the elected member who moved and seconded the item, and the action taken to date to implement the decision. Where a resolution has been encapsulated in an Annual Plan Action, the progress of actions is then addressed through the normal Annual Plan Reporting requirements.			
Minute	Resolution	Activity	Status
85.4.2020	Moved: Cr V Grace/Seconded: Cr S Blyth That Council defers any action on the issue of <b>waste management strategy</b> , until it discusses the matter further in a workshop, and there has been appropriate community and other stakeholder consultation and feedback on the matter. CARR ED UNAN MOUSLY (7-0)	20.05.20 Council had a preliminary discussion on the matter at the 19 May Council Workshop. 17.06.20 Further discussions held at 9 June Council Workshop. 21.07.20 Preliminary plan for consultation developed at 21 July Council Workshop. 19.08.20 Preliminary survey undertaken at August Lions Market. 17.09.20 Preliminary report complete from initial community waste survey. A follow up survey is being released to build upon results. 09.12.20 Community consultation undertaken at the Councillor "Engaging Our Community" sessions at Emita, Lady Barron and Whitemark. A Waste Focus Group was held. Feedback received from consultation was incorporated into a Draft Waste Management Strategy which was released for public comment on 30 November, open until 6 January 2021. 08.02.21 Community comments collated and presented to Council at the 2 February Workshop and discussion on changes to the draft. Council Officers to prepare draft 2 of the strategy for consideration at the March Council Meeting. 02.03.21 Workshop held on financial models relative to Waste Strategy. 15.04.21 Waste meeting held per minutes and further iteration of Waste Strategy to be updated May, 2021. 05.07.21 Meeting focussed on Waste Strategy scheduled for mid July. 03.08.21 Workshop, Councillors updated re potential delay to aspects of the Waste Strategy per the requirements of a recently communicated EPA Environmental Effects Study. 10.11.21 Waste Strategy and Communications plan to be presented to workshop of 16.11.21. 09.12.21 Draft Waste Strategy and Communications plans presented to Councillors at workshop of 30.11.21. 08.03.22 Workshop update to be presented at 15th March Council Workshop. 03.05.2022 Waste presentation to Councillors at Item two by Jacci Smith, Chris Wilson and Warren Groves. 07.06.22 Earthworks at site including leachate plumbing continuing through April to June. 13.07.22 concrete slab of waste shed laid. 09.08.22 The earthworks connected to the concrete slab and retaining walls will be commenced by the end of the month. 15.09.22 Field drain installed and further earthworks completed. Overall works delayed by weather and resources. 11.10.22 Earthworks continue to be delayed by resources and weather/soil moisture levels. 15.11.22 Whilst weather conditions continue to prevent earth works, the team is concentrating on a consolidated approach with the Islander Way Circular Economy project and a joint funding submission to the Office of the Coordinator General on 18.11.22. 16.03.23 Council visited by Waste and Resource Recovery Board members 6-7/3/23 with positive interactions, suggestions and further opportunities discussed freely. 15.05.23 Waste Management Supervisor commenced duties today. 20.06.23 Waste Management Strategy Draft near completion, being finalised by new waste management supervisor and expected to be presented to a July workshop 17.08.23 Waste Strategy presented to the workshop on 26.07.23 06/09/23 Strategy to be extended to 2028, Sabrina to redraft - proposed to present revised document to workshop 8/11/23 for Council meeting 28 Nov 23 then out for community feedback. 27/9/23 Waste update provided to Councillors at workshop	In progress

2023 Councillor Resolution Report		22 November 2023	
The following report identifies resolutions passed by elected members for the reporting period. The report provides the minute reference and date, the resolution, the elected member who moved and seconded the item, and the action taken to date to implement the decision. Where a resolution has been encapsulated in an Annual Plan Action, the progress of actions is then addressed through the normal Annual Plan Reporting requirements.			
Minute	Resolution	Activity	Status
155.8.2020	Moved: Deputy Mayor D Williams Seconded: Cr R Summers That Council investigates the potential development or sale of the site known as the "Whitemark tennis courts". CARR ED (6-1)	17.09.20 Investigation shows that there is no impediment to selling this site. Council must decide whether to pursue development or sale. Sale of land must comply with s 177 of the Local Government Act 1993. 09.12.20 Council continues deliberations. 14.01.21 Options paper for the site has been prepared and discussed with Council. 02.03.21 A draft EOI advertisement has been prepared for consideration of councillors. 15.04.21 The Expressions of Interest advertisement will be published in the quarter 4 April to June 2021. 11.05.21 Advertising of EOI will be in The Examiner on 12th May (Wednesday) and 15th May (Saturday). 05.07.21 EOI closed June and two EOI's received. Results to be discussed with Councillors during 20 July workshop. 03.08.21 Workshop - Councillors updated re further discussions with the preferred applicant. 12.10.21 Matter listed for further discussion re development of contract of sale at Workshop on 19/11/21. 09.12.21 Draft contract and agreement presented to Council at Workshop of 30.11.21. GM and Dev Services Co-ordinator to present to and discuss with favoured applicant in meeting of week commencing 13.12.21. 06.01.2022 A meeting with the entity that provided the most acceptable EOI has failed to come to fruition. It is hoped that this will occur in the new year. 08.03.22 Meeting held with the entity on 04.03.22. 09.05.22 The entity has sent documentation to their Solicitor for review and will update Council as soon as Legal advice provided. 07.06.22 ongoing discussions with the entity reveal that they are still waiting on advice from their solicitors, still wanting to progress with the project, whilst appreciating Council angst in relation to the delay. 06.07.22 Email sent the entity re Councillor concerns about delays to this project. Email response from the entity that "will discuss next week and get back to you." 9.8.22 The entity has confirmed that they will not be going forward with the purchase. 15.09.22 Appointment with Communities Tas on Island on 21.09.22 to discuss their involvement and assistance to the entity to fund the project. 11.10.22 Awaiting response from interested parties. 15.11.22 Whilst still awaiting a response from State, a previous interested party has confirmed their withdrawal from the project. 17.01.23 Supported Affordable Accommodation Tasmania (SSATAS) submitted an EOI for the site and presented to council at the December workshop. Council will discuss the proposal further in the new year. 15.02.2023 A Housing Working Group was formed at the January Council Meeting to progress development. The Group's first meeting will be held on 17 February 2023. The Whitemark tennis courts will be part of its agenda. 15.03.23 Housing Working Group met 17 2 2023 and again on 27.03.23 and the report is part of the monthly Council Meeting Agenda. 15.05.23 This resolution continues to be progressed via the HWG. 21.06.23 An agenda item in progression of HWG discussions relating to the Whitemark Tennis Court block is being submitted for consideration at the June Council meeting. 19.07.23 Refer 204.06 2023 for further updates. 27/9/23 EOI discussed at workshop 18.10.23 Agenda Item to Council for consideration of a further EOI to Council meeting of 25/10/23. 10/11/2023 EOI will be presented to Councillors for decision at the 22 November 2023 Closed Council Meeting.	In progress
172.09.2021	Moved: Cr V Grace Seconded: Cr A Burke That Council a) Authorises the General Manager, Warren Groves to sign the <b>Flinders Island Vet Facility</b> grant deed under Common Seal for the purpose of constructing and equipping a new veterinarian facility, b) Approves the investigation and use of appropriate Council land to site the facility and; c) Approves the receipt of the veterinary facility onto Council's asset register upon completion.	01.10.21 Initial meeting of Project committee - recommendation to undergo a risk assessment process to determine the most appropriate location for the proposed Vet facility per (b). 09.12.21 This project progresses well with detailed designs expected from Project Architects in the new year. 06.01.22 The Grant has been signed and a substantial amount of the funding has been received. Work is well underway with the successful architectural design team who aim to have a Development Application to Council in late January 2022. 08.03.22 DA expected to be submitted by week ending 18.03.22. 07.04.22 DA submitted and in process - advertising for DA and Community Consultation to commence together in second week of April. 09.05.22 Awaiting outcome of discretionary advertising period. 27.06.22 Tender pack for construction of facility advertised. 9.8.22 Two tenders were received and council is currently negotiating with the successful tenderer. Council negotiating with grant provider re the allocation of more funds to complete the project. Project currently on hold until these negotiations have been concluded. 11.10.22 Due to rising building costs, the funding is no longer sufficient to cover the entire project. Currently seeking direction from State Government on how it wishes to progress the project. 15.11.22 Council has submitted a request for further assistance to the State Government Committee charged with assessing State Government funded project cost over-runs. 16.03.23 Project Manager continues to follow up with Funding Committee without meaningful update to date. 15.05.23 Discussion with RDA Tas 11.05.23. Just released and upcoming Federal funding may assist with the progression of this project. 14.06.23 Considering funding application - Growing Regions to secure additional funding for this project. 17.08.23 Federal funding EOI for Veterinary Facility submitted 01.08.2023. 20.09.23 Awaiting release of grant application process, expected within the next month. 18.10.23 Still awaiting release of grant application process. 15.11.23 Expecting release of grant application around 28.11.23.	a) Completed b) & c) In progress

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Minute	Resolution	Activity	Status
175.09.2021	Moved: Cr V Grace Seconded: Cr S Blyth That Council: a) Makes an application to the <b>Bushfire Recovery Grants Program</b> ; b) Authorises General Manager, Warren Groves to sign the Bushfire Recovery grant deed under Common Seal; c) Incorporates the required project and financial allocations into the 2021/2022 Council Budget; and d) Approves the receipt of the resulting infrastructure onto Council's asset register upon completion.	07.10.21 Grant application submitted. Awaiting outcome. 05.01.22 Still awaiting outcome of grant application. 15.02.22 Advised of successful grant application 11.05.2022 Grant deed signed and submitted. First stage funding of \$600,000 received by Council. This stage consists of purchasing the portable site office. Consultation has been conducted with the Emita and Lady Barron Hall committees and TasFire. 13.07.22 Portable site shed purchased and en route from NSW. 9.8.22 The shed is on route from Launceston and initial concept plans for Emita Hall have been received. 15.09.22 Portable site shed arrived on Island. Preliminary designs for both Holloway Park and Emita received. 11.10.22 Designs for Holloway Park and Emita under consideration. 15.11.22 The project manager has been in discussions with TasFire re formalising their contribution to the proposed fire sheds aspect of this project 16.03.23 Draft MOU with TasFire complete. Costings being sourced for TasFire Sheds. 21.06.23 Notified during the June FMAC meeting that the TFS Chief has resigned. Still working with regional TFS Officer Rick MAHNKEN regarding what effect this, if any, will have on the co-funding aspect of this project (Emita and Holloway Park Fire Sheds). 20.09.23 Officers still working with TasFire re finer agreement details such as ownership of sheds, amount of co-funding. 15.11.23 Officers continue to work with Tas Fire on the details mentioned above.	a) Completed b) Completed c) Completed d) Not started
31.02.2023	Moved: Mayor Rachel Summers Seconded: Cr Carol Cox That the following work be undertaken at the <b>Whitemark boat ramp</b> , funded by the grant received from the State Government: • Extension of additional fenders to 300mm of the seabed; • Extra two fenders and one ladder on the end of the jetty; • Access ladder on the boat ramp side of the jetty and handrail included; • White rubber strips on all the fenders; • An appropriate life saving device; and • Rubbers on all of the jetty, with fittings to be stainless steel. CARR ED UNAN MOUSLY (7-0)	15.03.23 The life saving device, cabinet and post have been ordered and are expected to arrive within two weeks, Mick Sherriff's previous quote for the additional fenders and extension of fender still stands, with the addition of 10% to cover price increases and Mick Sherriff will provide a quote for the additional ladder and white rubber strips in the near future. 16.03.2023 The life saving device is expected to arrive this week. Infrastructure Manager is waiting for Mick to supply a quote for the extra work that was not included in his original quote and expects to issue a purchase order as soon as the revised quote is received. 19.04.23 Quote received, deed arranged and signed and invoice sent to MAST for payment of quote amount to Council during April. 05.05.23 GM gave Chris authorisation to proceed with quoted works with Mick Sherriff. Purchase order submitted and provided to Mick. 16.10.23 Mick Sherriff has commenced putting on the fenders and pier columns extensions to Whitemark boat ramp jetty.	In Progress
97.04.2023	Moved: Cr C Cox Seconded: Cr K Stockton That Council instruct the General Manager to carry on with design work for Option 2 (annexure 4.1.2) to extend the <b>Rock Wall</b> . That Council continues to actively pursue further funding to enable extension of the Rock Wall and additional marina infrastructure. CARR ED UNAN MOUSLY (5-0)	19.04.23 Final draft of deed submitted to CDG in morning of 18.04.23. Aim is to sign deed by C.O.B. 21.04.23. 24.04.23 Deed signed and sent to the Project Assessment, Regional Programs Branch, Regional Development and Local Government Division for counter signing. 27.04.2023 Final co signed Deed received. 15.05.23 Met with Chief Executive Officer and Executive General Manager of TasPorts on 02.05.23 re \$900,000 election funding commitment resulting in a positive discussion with further mutual opportunities to be examined. Batchelor presented to Council Workshop re Project progress and ECI Stage Two on 10.05.23. Agenda Item to be considered at 24 May 2023 Council Meeting. 06.06.2023 Ongoing productive discussions and correspondence with TasPort regarding potential further funding for the FIMASH. 21.06.23 Contract being developed between Batchelors and Council in progression of ECI stage 2. 17.08.23 Media release announcing the provision of up to \$900,000.00 extra funding to the project by TasPorts released on 04.08.23. On Island meeting with TasPorts CEO and Group Exec re progressing \$900,000.00 contribution scheduled for 18.08.23. 23.8.23 GM met with TasPorts last Friday, will work through with GM and TasPorts financial representative on appropriate facilities. 21/9/23 BCG on island considering rock options 18.10.23 Awaiting draft agreement from TasPorts and DA process continuing with required specialised reports in process. 15.11.23 TasPorts have draft agreement and are finalising it for transmission to Council. The DA process continues with a specialised report (Natural Values Report) still outstanding.	In Progress

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142.03.2023	Moved: Mayor Rachel Summers Seconded: Cr K Stockton That Council works with relevant stakeholders, including our current childcare provider; Thrive Group, to: a)investigate options for the provision of reliable early <b>childhood education and childcare services</b> (including before and after school care and school holiday care); and b)advocate to both State and Federal governments for appropriate support and funding. CARR ED UNAN MOUSLY (7-0)	21.06 23 Council has participated in a number of meetings with Island and Tasmania mainland based stakeholders in furtherance of this project over the past few months. The Thrive Group is currently in the process of applying for federal funding to construct a purpose-built facility on Island. 20.09 23 Cr. Summers continues contact with Principal of FDHS regarding this matter. 2023.09.21 Flinders Island has been selected as a trial site for the Early Learning for 3 year old program to be started in early 2024. Whilst this should help allieviate concerns around the waiting list, there are still staffing issues that are being attended to by Thrive. Thrive have submitted an application to the Growing Regions Fund to construct a fit for purpose facility on school grounds. 27/9/23 DOE not happy to hand over land now project is in writing. M Fergusson proposed he could help but DOE have said no. Talks around DOE building re trial of 3YO's at school. Thrive will provide the 10% required for the EOI/Grant if successful	In Progress
152.05.2023	Moved: Cr A BurkeSeconded: Cr P Rhodes That Council defers item 20.5 <b>Information Management Procedure</b> until the General Manager has further information regarding the new Information Technology systems being implemented and the Procedure has been further workshopped at another Council Workshop. CARR ED UNAN MOUSLY (7-0)	<b>21.06.23</b> Following IT Management Meeting workshop in May, awaiting a detailed prioritised progression plan from Community Development. <b>17.08.23</b> IT plan presented to workshop of 12.07.23. <b>18.10.23</b> IT Procedure in process. 15.11 23 It procedure near completion, awaiting input from Tecquity.	In Progress
182.06.2023	Moved: Mayor R Summers Seconded: Cr P Rhodes That Council allocates <b>\$30,000 in the Budget 2023/2024</b> for works to be undertaken specifically to benefit <b>Cape Barren Island</b> residents. Appropriate works to be defined in collaboration with Cape Barren Island Community. CARR ED UNAN MOUSLY (6-0)	<b>19.07.23</b> Mayor Summers continues to contact Denise Gardner to arrange a meeting time. 15.11 23 Contact made with Denise Gardner and Rebecca Digney re this matter. Denise is aware of and happy to discuss with Council in the near future. Has recently been dealing with some personal matters.	In Progress
204.06.2023	Moved: Cr K StocktonSeconded: Cr G Blenkhorn That Council allows for the <b>Housing Working Group</b> to continue to <b>build a cost model</b> for the development of the Whitemark Tennis Court site to provide for the housing needs associated with the community's ageing population and/or skilled worker accommodation. And That Council adopts the information as provided in this agenda item as the monthly report of the Housing Working Group. CARR ED UNAN MOUSLY (6-0)	<b>19.07.23</b> Item will be discussed at the next Housing Working Group meeting in August 2023. <b>17.08.23</b> Housing working group meeting not held thus far due to focus on the end of financial year reporting and legislative requirements. <b>27/9/23</b> Workshop discussion on EOI option to run in pararel to Housing Group actions. <b>15.11.23</b> An Agenda Item re EOI to be submitted for consideration to the Council meeting of 22/11/23.	In Progress
252.08.2023	Moved: Cr P Rhodes Seconded: Cr K Stockton Council approves the advertising of an <b>Expression of Interest (EOI) for Oregon Beams</b> salvaged from the Lady Barron Fish Factory for projects beneficial to the local community per the following guidelines: • That the Oregon beams remain on the Island and be used for community purposes; • The proposed community use will be taken into account including proposals; • Timber is expected to be free-of-charge if for community use; and • Whilst the original intention was that the beams would not be for commercial gain, if an applicant elects to submit a financial expression of interest for all or part of the timber it will be considered. CARR ED UNAN MOUSLY (5-0) For: Deputy Mayor Vanessa Grace, Cr Aaron Burke, Cr Carol Cox, Cr Peter Rhodes, and Cr Ken Stockton.	<b>25/8/23</b> Task emailed to Development Coordinator <b>18/9/23</b> Yet to commence due to change of staffing. <b>29/9/23</b> Advertised in Island News <b>16/10/23</b> EOI Closes 20/10/23 <b>10/11/2023</b> EOI is being taken to the Closed Council for Councillors to make a decision on.	In Progress

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256.09.2023	<p><b>Procurement of Roller</b>  Moved: D/Mayor Vanessa Grace  Seconded: Cr Carol Cox  That Council defers this decision until Council does more research including cost benefit analysis between hire versus purchase on a model that fits Councils requirements.  CARR ED UNAN MOUSLY (4-0)  Mayor Rachel Summers, D/Mayor Vanessa Grace, Cr Carol Cox, Cr Peter Rhodes</p>	<p>18/9/23 Special Council meeting - deferred decision until further consideration/research was undertaken  15.11.23 Natter remains in abeyance until a workshop on plant and machinery is held</p>	In Progress
263.09.2023	<p>Moved: Cr Carol Cox  Seconded: Cr Ken Stockton  That Council rescind motion 141.05.2015 and support amending Council's internal planning process to prevent the publishing of any personal details within representations received regarding discretionary planning applications and, if required, <b>update the personal information protection policy to reflect this change.</b>  CARR ED (5-2)  For: Mayor Rachel Summers, Deputy Mayor Vanessa Grace, Cr Aaron Burke, Cr Carol Cox, and Cr Ken Stockton.  Against: Cr Garry Blenkhorn, Cr Peter Rhodes</p>	29/9/23 Staff advised of rescinded motion	In Progress
266.09.2023	<p>Moved: Cr Rachel Summers  Seconded: Cr Aaron Burke  That Council:  a) <b>Authorises</b> the Acting Infrastructure Manager to arrange with local contractors to inspect the <b>Palana ramp</b> and get advice and costing regarding works as outlined in the inspection report,  b) That due to the urgent nature of the repairs, providing the quotes are <b>less than \$10,000</b>, quotes are presented to council for action,  c) <b>Gets two quotes to extend the Whitemark jetty by 6 metres</b>, and  d) <b>Approves the concept plans for the Whitemark boat ramp</b> for further <b>development</b> so quotes can be sought, noting that there is to be no rock border and to have a timber edge the same as the other side.  CARR ED UNAN MOUSLY (7-0)  For: Mayor Rachel Summers, Deputy Mayor Vanessa Grace, Cr Garry Blenkhorn, Cr Aaron Burke, Cr Carol Cox, Cr Peter Rhodes and Cr Ken Stockton.</p>	<p>27/09/23 Quote to repair Palana Boat ramp \$7400excl GST  05/10/23 Grant funding from Bait filleting stations may cover \$36K costs to date, variation to grant has been sought.  B – Contractor notified and will commence works this month (October), I will advise once works have commenced. Other,  C – Mick Sherriff will provide a quote for the 6m extension, I will forward through once received, hopefully this week.  D – Engineering Plus have accepted and commenced drawings to allow quotes to be called for, EP has been requested for a ballpark figure on costings, Other  • Flinders Council has placed more gravel and graded the Emita Boat ramp entrance.</p>	In Progress
270.09.2023	<p>Moved: Cr Carol Cox  Seconded: Cr Garry Blenkhorn  That Council adopts the Travel and Accommodation Policy and allows the policy to lay on the table for 28 days for public comment and that the <b>travel and accommodation procedure</b> be brought <b>back to council after further information has been sought.</b>  CARR ED UNAN MOUSLY (7-0)  For: Mayor Rachel Summers, Deputy Mayor Vanessa Grace, Cr Garry Blenkhorn, Cr Aaron Burke, Cr Carol Cox, Cr Peter Rhodes and Cr Ken Stockton.</p>	<p>29/9/23 GM emailed information to Councillors regarding expense claims Versus automatic regular payments  4/10/23 Clarification sought from Insurance broker regarding Private use of vehicle (elected members). 10/11/2023 Council has received guidance from an Insurance Broker and The Procedure has been discussed with Councillors at the 8 November 2023 Workshop. The Travel and Accommodation Procedure will be taken to the 22 November Ordinary Meeting for Council to decide on.  14/11/23 To be presented at 22/11/23 council meeting for adoption</p>	In Progress



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252.12.2021	Moved: Deputy Mayor D Williams Seconded: Cr R Summers That <b>Council adopts the land</b> known as 165274/1: as a local highway under s6 of Local Government (Highways) Act 1982 and develops a staged approach regarding <b>forming the road</b> and associated budget. CARRIED UNANIMOUSLY (6-0) For: Mayor A Revie, Deputy Mayor D Williams, Cr A Burke, Cr V Grace, Cr P Rhodes and Cr R Summers.	From Closed Council Road Off Pot Boil Road, Lady Barron 17.05 2023 Chris advised he provided budget but works have not commenced 13.06 23 Due to the lack of development, there has been very little done to progress this matter. However, I have been monitoring the existing road/ex-driveway for maintenance requirements. The plan going forward: 1.engage a surveyor to mark the boundaries (Jul-Dec 2023). 2.arrange to remove the trees and clear the ground (Jan-Jun 2024). 3.design the road (Jul 23 - Jun 24) and budget funds in 2024/25 for the first stage of construction. Of course, this can be brought forward if development of the lots starts to occur earlier.	In Progress
310.10.2023	Moved: Cr Carol Cox Seconded: Cr Aaron Burke That Council instructs the General Manager to develop a second expression of interest <b>(EOI) for the Whitemark Tennis Court site</b> to seek an external developer to support the housing needs associated with the Community's aging population. <b>The EOI to be approved by Council prior to release.</b> CARRIED UNANIMOUSLY (7-0) For: Mayor Rachel Summers, Deputy Mayor Vanessa Grace, Cr Garry Blenkhorn, Cr Aaron Burke, Cr Carol Cox, Cr Peter Rhodes and Cr Ken Stockton.	10/11/2023 An EOI will be taken to the 22 November 2023 Closed Council, for Councillors to decide on.	In Progress