Ordinary Council Meeting - 27 May 2026 Attachments

Furneaux Islands Festival Report 2026

This report provides an overview of the 2026 Furneaux Islands Festival and associated activities delivered in partnership with Flinders Island Aboriginal Association Inc (FIAAI) and Furneaux Community Arts.

The 2026 program continued to deliver strong social, cultural and economic outcomes for the Flinders Island community through partnerships, shared resourcing and community collaboration.

Since 2014, the Furneaux Islands Festival has grown into an important annual event that celebrates local identity, creativity and connection across the Furneaux Islands.

2026 Festival Approach

With reduced Festival funding in 2026, Council staff adopted a smaller event model that prioritised partnerships, shared resources and community participation.

Council contributed $13,000, in addition to staff time, communications and operational support towards the 2026 program. Flinders Island Aboriginal Association Inc (FIAAI) contributed approximately $24,000 plus staff time and operational support.

Contributions towards the 2026 Festival program were spent on local and visiting musicians, flights, transport and accommodation, catering, event communications, event merchandise, materials and delivery.

The 2026 program focused on making the most of available resources while continuing to deliver accessible community events across multiple locations across the island.

Community Events Delivered

Makers and Growers Market – FAEC, Whitemark

A community market was held at the Flinders Arts and Entertainment Centre (FAEC) in Whitemark, creating opportunities for local makers, growers, artists, food providers and community groups to showcase and sell local products.

Music at the Tavern - Furneaux Tavern, Lady Barron

A live music event was held at the Furneaux Tavern, Lady Barron, featuring visiting musicians and supporting local hospitality activity during the Festival period.

Community BBQ Day – FIAAI Park, Lady Barron

The Community BBQ Day was held at FIAAI Park in Lady Barron, bringing together residents, visitors and local musicians through live music, activities and a shared BBQ lunch.

A total of 278 tickets were issued, comprising of 225 adult and 53 child tickets.

Islander Portrait Prize – Straitworks Gallery Whitemark

Delivered by Furneaux Community Arts, the Islander Portrait Prize celebrated local creativity and provided valuable exposure for local artists during the Festival period.

Community and Economic Outcomes

The 2026 Festival program delivered positive outcomes for our Island community, including:

- Increased opportunities for community participation and social connection
- Support for local businesses, musicians, artists, stallholders and food providers
- Activation of community spaces and local venues
- Strengthened partnerships between Council, FIAAI, Furneaux Community Arts and the broader community
- Delivery of inclusive and accessible community events across the Island

The 2026 Festival program demonstrated the value of collaboration, shared investment and community-led activity.

Strategic Plan Alignment

The 2026 event program strongly aligned with the Flinders Council Strategic Plan 2021–2031 and demonstrated how partnerships and community activation contribute to the long-term wellbeing of the Furneaux Islands community.

Focus Area 1: Liveability

1.2 A harmonious and healthy community actively engaged in employment, recreation, volunteering, arts and culture.

The program created opportunities for people to come together through music, markets, arts and shared experiences. Events encouraged participation across all age groups and backgrounds, strengthening social connection and supporting community wellbeing.

The program also created opportunities for local musicians, artists, growers, food providers and stallholders to participate and contribute to community life.

1.2.2 Maintain and develop partnerships with Arts and Cultural organisations and support activities, projects and events that provide opportunities for community involvement and creative expression.

Council's partnerships with Flinders Island Aboriginal Association Inc (FIAAI), Furneaux Community Arts, local musicians, community groups and businesses demonstrated a collaborative approach to delivering community events.

Activities such as the Makers and Growers market at the FAEC, Music at the Tav, the Community BBQ Day and the Islander Portrait Prize brought vibrancy to the community through local creative expression, shared experiences and strong community participation, despite a reduced funding environment.

Focus Area 3: Economy / Business

3.1 Ongoing opportunities across all business sectors to future-proof the critical needs of the islands.

The 2026 events supported local economic activity by creating opportunities for local businesses, artists, musicians, stallholders and food providers to participate and generate income.

A community market, art exhibition and live music event increased visitation to local venues and provided valuable exposure for local artists, makers and performers, while supporting hospitality venue, local enterprise and broader visitor economy activity.

3.3.1 Encourage and support positive impact and regenerative visitor experiences that create conditions for people and places to thrive.

The events focused on creating authentic community experiences that benefited both residents and visitors while celebrating the people, culture and character of the Furneaux Islands.

Through partnerships between Flinders Council, Flinders Island Aboriginal Association Inc (FIAAI) and the broader community, the Furneaux Islands Festival delivered positive social, cultural and economic outcomes grounded in local participation and place-based experiences.

Focus Area 4: Good Governance

4.1.2 Improve communication channels between Council and Community to foster greater community participation and outcomes.

The collaborative delivery of the 2026 program strengthened relationships between Council, FIAAI and the broader community.

Through shared resources, partnerships and community participation, the program demonstrated a practical and financially responsible approach to delivering positive community outcomes.

FLINDERS
COUNCIL

Confirmed Minutes
Audit Panel Special Committee Meeting
27 April 2026

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1 Attendance

DATE:	Monday 27th April 2026
VENUE:	Rose Garden Room, Flinders Arts and Entertainment Centre
TIME:	1:03pm

ATTENDEES – MEMBERS

MEMBERS		
Position/Organisation	**Name**	**In-Attendance**
Chairperson	John Watson	Yes
Member	Diana Droog	Yes
Member	Danny Masters	Yes
GUESTS		
Director, Practice Management and Financial Audit	Monique Langridge Tasmanian Audit Office	Apology
Manager Financial Audit Services Engagement Leader	Dylan Xing Tasmanian Audit Office	Apology
Director, Bentleys Tasmania	Brendan Lovell	Apology
Audit Supervisor, Bentleys Tasmania	Nick Allardice	Apology
STAFF		
General Manager	Warren Groves	Yes
Contract Accountant	Marissa Walters	Yes
Corporate Services Manager	Jade Boyes	Yes
Executive Officer (Minute taker)	Sue Mythen	Yes
NOTE: Standing invitation to Council Elected Members as observers		

(NOTE: In these minutes any reference to Annexures means any attachments that were included in the reports provided to the Audit Panel at the panel meeting.)

2 Business

2.1 Acknowledgement of Country

The Chair opened the meeting with the following acknowledgement of Country:
We respect the deep and continuing connection the Traditional Owners may have had to these lands and waters we reside on, and we will continue to work together with them to care for the Country.

2.2 Declaration of Interests

2.2.1 Declarations of Interest

Name	Appointment Date	Rotation Date	Person and/or Organisations with Interest	Nature of Conflict of Interest	Perceived / Potential / Actual	Date of Declaration
Diana Droog	Annual Membership	Sept	Flinders Island Business Inc. (FIBI)	Treasurer (& member)	Potential	7 Feb 2018

	Annual Membership	July	Furneaux Historical Research Association Inc.	Member & Membership of Museum's IT Group	Potential	7 Feb 2018
	Annual Membership		Landcare		Potential	4 June 2018
			Emita Volunteer Fire Brigade	Member	Potential	16 Dec 2019
	Annual Membership		Sports and RSL Club	Member	Potential	13June 2024
Marissa Walters	Ongoing		Break O'Day Council	Consultant Accountant	Perceived	29 September 2022
	Ongoing		Glamorgan-Spring Bay Council	Consultant Accountant	Perceived	12 February 2026
John Watson	Ongoing		Kingston City Council.	Municipal Monitor of the	Perceived	12 February 2026
Danny Masters	Nil					
Warren Groves	Nil					
Jade Boyes	Nil					

Nil changes were reported.

2.2.2 General Manager's Declaration – General
The General Manager declared no knowledge of any impending legal actions, legislation breaches or any actual or suspected fraud occurrences within the organisation since last reported to the Panel on 12 February 2026.

2.2.3 General Manager's Declaration – Credit Cards
The General Manager declared there had been no unapproved/cancelled transactions within the organisation since last reported to the Panel on on 12 February 2026.

DECISION
The Panel noted the Declarations of interest from the General Manager.

The General Manager advised the group that at a recent Northern General Managers workshop another Council had noted an error relating to their Land Tax charges. Corporates Services were asked to undertake the same exercise for Flinders Council and have identified approximately $30,000 which could be backdated for three years; a potential saving of up to $90,000 . The reviewed fees are currently with Councils lawyers, and the Panel would be kept informed of the progress.

The Contract Accountant advised that in Tasmania certain properties can be exempt from land tax.

John Watson noted that in Victoria they had a rule that one level of government did not tax another level of government.

2.3 Confirmation of Previous Minutes

DECISION
The Panel noted the minutes from the meeting held on 12 February 2026 were confirmed out-of-session via circular resolution on 24 February 2026; and
That at the 25 March 2026 Council meeting Councillors considered the minutes of the 12 February 2026 Audit Panel Meeting and asked that the following be noted and the Audit Panel be advised:

- ***At item 2.5 of the minutes the date should read 2026 not 2025***
- ***Deputy Mayor Vanessa Grace queried whether Council undertake recreational water sampling. The Development Services Manager confirmed they do not and the Audit Panel will be advised of this at their next meeting.***
- ***Cr Cox asked that the following note be added: That the audit panel be advised that a review of subscriptions reported in the Audit Panel meeting minutes was incorrect, Council has done a review and we do not have a Zoom subscription, we do have a Vimeo subscription which is used by Community Development.***

There were further queries regarding the recreational water testing requirements and what testing Council undertook. The General Manager advised that TasWater provided some water testing as they had their own testing facility.

John Watson queried Councils obligation to provide the service and whether the issue needed to be taken further.

The General Manager advised further action was not considered necessary as Council had a strong collaboration with TasWater, were comfortable using the TasWater service. He noted there was a limited risk and TasWater covers off on sampling requirements.

The Corporate Services Manager clarified that recreational testing was for pools and spas.

John Watson requested the following action:

Action: *General Manager to advise what water sampling obligations Council is required to do and how it is currently dealt with through arrangement with TasWater, plus whether there were any gaps.*

Diana Droog added that Council needed to be wary of stormwater outlets at Whitemark and Lady Barron into the ocean.

2.4 Actions Arising from Previous Meetings of the Panel

2.4.1 Actions Table

Meeting	Action	Progress
12/02/2026	Corporate Services Manager to investigate whether the review frequency of any policies can be changed.	See 3.2 in this agenda
12/02/2026	Audit Panel Work plan document to be shared by circular email to be reviewed by the Panel.	Complete
12/02/2026	General Manager to review Council-wide paid subscriptions with Corporate Services Manager and	Complete see item 3.8 this agenda

	Community Engagement Manager to seek efficiencies. To be added to next meeting's agenda.	
12/02/2026	Gift register to be added to next meeting's agenda for review.	Complete see item 3.8 this agenda

DECISION
The Panel noted the progress of the actions arising from previous minutes.

2.5 Future 2026 Meetings

Meeting dates for 2026 are:

- Monday 20 July 2026
- Tuesday 13 October 2026

DECISION
The Panel noted the future meetings for 2026

2.6 Correspondence

Annexures 1. 2026.03.25 Ordinary Council Meeting Action items [**2.6.1** - 1 page]

2.5.1 Correspondence IN
2026.03.25 Ordinary Council Meeting – notes on Audit Panel Minutes

2.5.2 Correspondence OUT
Nil

DECISION
The Panel noted the inward and outward Correspondence.

3 Standing Items

3.1 Financial Report

Annexures 1. Finance Report - Council reports with Capex 31 March 2026 [**3.1.1** - 15 pages]

Any variations to the budget and movement of money are presented for the Panel's consideration. The Quarterly report for the period ending 31 March 2026 was presented along with the Council Agenda item.

The Contract Accountant advised that the forecast was tracking to come in within, or slightly better than budget, adding that it was the same as usual with the Airport, however the situation had improved somewhat with the summer trade.

The 2026-27 budget was well under way.

Diana Droog queried the high receivables balance on the cash flow and the number debtors with an outstanding balance over 30 days.

The Contract Accountant advised this was due to the timing of rates with the second payment due 28 February. This meant Corporate Services were now actively following up the outstanding debts and this is usually reduced by June. She added that this could also be due to a Department of State Growth (DSG) contract invoice or a large grant that remained unpaid.

***Action**: Contract Accountant/Corporate Services Manager - The Panel requested a breakdown of receivables/debtors with historic tracking to be presented at the next meeting.*

John Watson queried how serious a concern the airport expenses were and the General Manager advised it was a large concern and Council were doing a number of things to try to minimise costs. He had advised the Panel previously about the selling of the fuel facility and getting a throughput fee and recently had leased part of a building instead of demolishing it for use as a freight hub with a view to renovate the building and lease to a business provider. He added that depreciation was a large concern and accounted for the majority of the loss at year end. Council had advocated for 2-4 years with the politicians, had a good relationship with the Rural Flying Doctors Service (RFDS) and they have supported Council in their advocacy. The $3,000,000 for the current electrical upgrade and ARO office was a result of past advocacy and two quotes had been secured for the runway works to address the CASA safety finding. These quotes have various levels between [redacted] to rectify the issues. Current Grant funding program criteria preclude Council applying for funds as they require up to 50% co-funding which is not in our budget or capability. The State Government has indicated they would in principle talk to us once the runway was rectified. He noted that the Airport was our number one advocacy project and Council had advocated through a number of submissions, attendance at hearings with the Tasmanian Freight Equalisation Scheme (TFES) and Rural and Regional Affairs and Transport References Committee (RPAT).

John Watson queried whether the island was of nationally strategic importance, specifically with relation to emergency purposes and the military. The General Manager advised that it was and Council had included these aspects in their advocacy, however, with low population numbers we had little political capital. He added that the Airport was the only refuelling facility in Bass Strait for AMSA search and rescue, and politicians agreed it was important but there were no votes in it for them. Council had met with the aviation advisor for Minister of Defence, (Richard Marles) but there had been no outcome. The funding criteria is always out of Councils funding ability and it was suggested that we look at a staged approach to the runway works.

Danny Masters advised he was happy with the financials across the board. He added that he had visited the Lady Barron Boating Facility yesterday and considered it was a fantastic put together project and a significant asset. On his visit he had witnessed multiple boats using and enjoying the facility.

The Contract Accountant summarised by saying the forecast on 30 June would probably be a $1,000,000 loss; slightly less than budget and noting the majority was depreciation. She added that Council did not fund depreciation on the Airport but missed the mark on some others also.

DECISION
The panel noted the financial reports as presented by the Consultant Accountant.

3.2 Policy Review

Annexures 1. 00- Policy & Procedure Contents - 2026.04.17 [**3.2.1** - 2 pages]

The following policies have been reviewed since the last Panel meeting on 12 February 2026:

- The Code for Tenders and Contracts was scheduled for discussion at the 15 April Workshop; however, the item was deferred due to time constraints and will be relisted for 13 May Workshop.

The following policies are under review/development by the Management Team:

- S-OXX Single Use Plastics Policy

- O-G17 Use of the Common Seal Of Council Policy
- S-HR13 Uniform Policy – Rev0
- S-OXX Waste Cost Recovery Policy

A Policy working group has been set up to expedite the following HR Policies:

O-HR1	Workplace Behaviour Policy
O-HR3	Disciplinary Policy
O-HR3-P	Disciplinary Procedure
O-HR5	Performance Management Policy
O-HR5-P	Performance Management Procedure
O-HR8	Issue Resolution Policy
O-HR8-P	Issue Resolution Procedure
O-HR11	Employee Code of Conduct Policy

John Watson noted that work was continuing on policies, which is good to see.

Danny Masters added that good progress was being made and asked the General Manager to pass back to those responsible the Panels appreciation on the progress.

DECISION
The Policy Review report was received and noted by the Panel.

3.3 Audit Panel Work Plan

Annexures 1. 2025-26 Audit Panel WORK PLAN - JW & DD & DM [**3.3.1** - 3 pages]

The Audit Panel Work Plan was reviewed by members via circular email and presented for noting.

John Watson noted that the work plan would always be a work in progress and include the ability to adjust items as needed.

Diana Droog noted that colouring in accordance with the key needed to be added to the work plan.

DECISION
The panel reviewed and noted the Work Plan.

3.4 Credit Card Audit

Annexures 1. Flinders Council CC Expenses 2026 FY Jul- Feb [**3.4.1** - 1 page]

A Credit Card Report for the period July 2025 to February 2026 is presented for review.

DECISION
The Panel received and noted the credit card report provided

3.5 Cyber Security

Annexures Nil

The Cyber security status remains unchanged for previous meeting.

Cyber security breaches / issues since last meeting.

- New CCTV installed at the Airport was found to have remote access to Councils network for a period of time. This was discovered following the firewall update in February 2026 and a Virtual platform created to rectify the issue.

The General Manager advised that the Local Government Association of Tasmania (LGAT) and The Tasmanian Police had collaborated and funded a program to work with Councils to have community cameras in identified hotspots. Council went through the process and updated the airport cameras, noting this is required by CASA and got additional CCTV cameras installed for the Airport car park.

Following a recent firewall upgrade Council discovered that the CCTV provider could access council's IT network. Councils IT service provider and the LGAT program manager collaborated to find a solution via a separate network access. The General Manager added that this issue could be a concern for all the other Councils that were included in the program.

The Whitemark and Lady Barron Gyms have had CCTV installed for the safety of participants. Previously a buddy system was required and people could not train alone; funding was secured for duress alarms in conjunction with CCTV installation. This was included with the electronic door system which had improved income from the memberships.

Diana Droog queried what CCTV monitoring was being done by Council and the General Manager advised that Council had a CCTV policy which outlined that basically no one accesses footage unless there is an incident and then the General Manager must approve any access to view the footage. If a duress alarm is activated then the gym footage can be accessed by the system management company.

He referred to a recent instance when staff asked for access to view footage [redacted], however the General Manager had not given approval in this instance. He added that the Airport had CASA requirements to address also.

Diana Droog queried whether appropriate signage had been installed, warning users that the area is being recorded. The General Manager confirmed signage had been erected and that Council had undertaken a communication survey and campaign to promote and advise of the recording in the gym areas with CCTV.

[redacted]

DECISION
The panel noted the Cyber security report and status.

3.6 Internal Audit Provider Review

Annexures
1. [redacted] Internal Audit Quote [**3.6.1** - 10 pages]
2. IA Proposal & Quote - Flinders Island Council- Combined [redacted] [**3.6.2** - 24 pages]

The General Manager had contacted two internal audit service providers; their submissions for the provision of internal audit were attached as annexures 1 and 2 to this item for the Panel's discussion.

Danny Masters declared that his accountant in Launceston was aligned to [redacted]. He was currently in the process of moving to a different provider for personal accounting purposes. John Watson noted the declaration and considered there was no conflict of interest which might preclude Danny Masters contribution in relation to this item.

The General Manager advised that he had asked for additional details from one of the providers to clarify items and allow appropriate comparison, however the detail had not been received. He noted that one provider was more flexible on approach and had been vetted by the LGAT procurement process and Council could engage them through this method which also included a discounted rate.

John Watson queried whether the General Manager had any knowledge from other Council regarding their providers, he added that his assumption was that both providers could provide a suitable service.

The Contract Accountant advised she had worked with both providers, adding that the Tasmanian Audit Office (TAO) had employed [redacted] (quote 1) to undertake Council's audit some years ago. She noted they had been good to deal with and had a connection to the island through one of partners. [redacted] (Quote 2) may have done some grant audits and she had dealt with them in various places and had no issues with them either. She added that she considered [redacted] had more local government internal audit experience.

Diana Droog suggested asking if either provider were using AI as part of their process, adding that this may be cheaper.

Danny Masters advised he was impressed by [redacted] submission and considered both could provide the services. He added that [redacted] offered a risk workshop and an assurance map which would help inform Councils focus on priorities, and he added that he was also impressed they had LGAT prequalification, however he recalled there was only $5,000 in the budget for internal audit.

The General Manager invited some form of guidance/recommendation from the panel and John Watson noted that the Panel considered both providers could deliver the services and that the General Manager would follow Councils procurement process.

DECISION
The panel discussed the Internal Audit Provider quotations and noted that Council would follow their procurement process.

3.7 Tasmanian Audit Office Findings

Annexures Nil

Audit Tasmania sent their apologies for the meeting, as they were unable to issue the audit strategy in time. They apologised for any inconvenience caused and will circulate the strategy out of session once finalised and present it at the next meeting, if required.

DECISION
The Panel noted the progress on the status of the audit strategy.

3.8 Additional Agenda Items

Annexures 1. 2013 - 2026 CURRENT Gift & Donations Register - Councillors [**3.8.1** - 2 pages]
2. 2025 Gift Donations Register STAFF [**3.8.2** - 1 page]

1. Gift register

Action arising from the 12 February 2026 Council Meeting.
The gift and donations registers to 31/03/2026 were attached at annexures 1 and 2 to this item. An agenda item is proposed to be taken to the 27 May 2026 Council meeting recommending adopting the Victorian best practice model to report gifts/donations accepted and declined.

DECISION
The Panel noted the gift and donations registers and the proposed amended procedure.

2. Council-wide paid subscriptions

Action arising from the 12 February 2026 Council Meeting:
Discussions with the Corporate Services Manager and Community Engagement Manager to seek efficiencies.

DECISION
The Panel noted the report on Council-wide paid subscriptions.

3.9 Other Business

Annexures Nil

Diana Droog noted there had been a question to Council regarding fuel security for the island and Council and queried how supplies for Council and the Emergency Services were tracking and if there was a need to be aware of anything specific.

John Watson echoed the sentiment querying if there were any implications or concerns relating to the fuel supply.

The General Manager advised that Council had comfort in the current supply; the State Government had been proactive, LGAT met with General Managers' and there were regular (weekly) meetings for the two Bass Strait Islands with updates from Renewables, Climate, Future Industries, Tasmania (ReCFIT), suppliers, freighters and the State Government on fuel supply and updates on the countrywide fuel implications. He added that Council had updated their Business Continuity Plan (BCP) and noted we had regularity of supply and islanders were not panic buying. The Works and Services Manager had drafted up a fuel optimization plan with trigger points that included actions such as reduction in works/services, working from home, carpooling or enforced staff leave. Currently Council had not reached any trigger points and updates were being provided via e-news and Island News to keep the community informed.

An external provider now manages Airport AvGas, and they were maintaining 90% reserves for the airport and depot operations with regular supplies. The Airport

Operations Coordinator was very fastidious and was monitoring supply and usage closely.

John Watson questioned whether there were any concerns relating to fertiliser supplies and the General Manager advised that to his knowledge fertiliser was available, however freight to get it across to the island could be an issue.

The Contract Accountant noted bitumen pricing in the coming year may not be cost effective for Council.

3.10 Members Only With Auditors' Session

Annexures Nil

The Tasmanian Audit Office representatives were not in attendance; therefore, the Chair did not ask if the Auditors had any matters to discuss with members only in the absence of management.

3.11 Next Meeting

Date: Monday 20th July 2026
Time: 1.00pm

Meeting Close: 2.01pm

FLINDERS COUNCIL

Unconfirmed Minutes Furneaux Group Aviation Special Committee Meeting 28 April 2026

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1 Attendance

DATE:	Tuesday 12th May 2026
VENUE:	Rose Garden Room, Flinders Arts and Entertainment Centre
TIME:	3.27pm – 4.23pm

ATTENDEES

MEMBERS			
Position/Organisation	**Voting**	**Name**	**In-Attendance**
Mayor - Chairperson (non-voting)	-	Rachel Summers	Yes
Deputy Mayor	1	Vanessa Grace	Yes
Councillor	1	Ken Stockton	Yes
General Manager - Flinders Council	-	Warren Groves	Yes
Works and Services Manager	-	Oliver Ward	Yes
Airport Operations Coordinator	-	Richard Harley	Yes
Multi-Purpose Centre Representative	1	Sam Elrick	No
Regular Passenger Transport Representative	1	Sean Caris	Yes
Charter Aircraft Representative	1	Peter Barron	Yes
Department of State Growth	-	Arun Kendall	Yes
Cape Barren Island Aboriginal Assoc. Inc.	1	Kathryn Longey	No
Community Representative	1	Linda Nicol	Apology
Flinders Island and Business Incorporated Representative	1	Michael Buck	Yes
Sharp Airlines CEO (Guest)	-	Alistair Dorward	Yes
Royal Flying Doctors Service	1	Nicole Henty	No
STAFF			
Executive Officer (Minute Taker)	-	Sue Mythen	Yes

2 Standing Items

2.1 Declaration of Pecuniary Interest - Councillors Only

Nil

2.2 Confirmation Of Previous Minutes

Moved: Deputy Mayor Vanessa Grace **Seconded: Cr Ken Stockton**

That the Unconfirmed Minutes of the Furneaux Group Aviation Special Committee meeting held 18 August 2025 are a true and fair record and noting that the meeting scheduled for the 10th November 2025, 23 March 2026 and 31 March 2026 did not proceed due to absence of a quorum.

CARRIED UNANIMOUSLY

Date	**Item**	**Responsible**	**Progress**

18/08/2025	MOTION Moved: Deputy Mayor Vanessa Grace Seconded Cr Ken Stockton That the changes to the Furneaux Group Aviation Special Committee Terms of Reference (TOR) be accepted and forwarded to Council for consideration. CARRIED UNANIMOUSLY	Chairperson	Adopted at 27/08/2025 Council Meeting. Complete.

2.4 Correspondence

- Furneaux Group Aviation Special Committee Terms of Reference – adopted 27/08/2025
- The Airport Operations Monthly reports to Council are shared with Committee members following each Council meeting.

2.5 Committee Review

As part of the review of the Terms of Reference for the Committee, the Royal Flying Doctors Service has been invited to nominate a representative on the Committee and Nicole Henty (CEO) has accepted the nomination.

2.6 Council and Airport Update

The Airport Operations Coordinator (AOC) provided an update to the Committee.

He advised that as the AOC he reports directly to the General Manager, adding that the information provided today was commercial in confidence and could not be shared unless approved through the General Manager or Mayor.

The Airport Masterplan – The AOC contacted the consultant at [redacted] and had sent them the information from the 2012 Masterplan and information regarding future options. The consultant moved to another company and had passed the information to [redacted] to undertake consultation with the AOC.

Sharp Airlines (Sharp) – There was a reduced flight schedule due to passenger numbers, with the winter months coming up and numbers were down as other operators were moving passengers, hence Sharp have had to reduce flight numbers to cover business liability. [redacted]

Landing numbers - Had remained steady, he reminded the group that last year weather conditions were very windy (40-50 knots) due to lows from the southern ocean and this resulted in a reduced number of smaller aircraft visiting.
Alistair Dorward (Sharp CEO) confirmed Sharp had moved to their winter schedule, adding that the Essendon service had dropped to 2 days (Monday and Friday). He advised that load factors were good on the sector and they continued to work with the State Government regarding service to the Island.

Fuel Facility – Council entered into an agreement with [redacted], and they now operated the fuel facility at the Airport. They were currently in a transition period across to a 24/7 service, which they hoped to have available in the next month or so. They plan to increase jet fuel capacity to 70,000L in a couple of months and also increase the AvGas capacity to 10,000L. The increases will improve the emergency response as they will be better able to manage emergencies as/when they arise. The increased capacity should attract other operators also as they will not be subject to a call out fee of approximately $300.

Airport Electrical upgrade – The State Government has provided $320,000 toward the project and the Commonwealth Government has provided $2,682,000. [redacted] are undertaking the construction of the new ARO office with the framing and roof completed and wrapping of the building being undertaken today.

[redacted]) were the successful contractor for the lighting upgrade. They are 20% into the trenching and the under runway drilling has been completed. The benefits of the project are:
Removal of the grandfather clauses through the following upgrades:

- Replacement of all runway lighting systems, including the generator and switchboard, to comply with the new CASA MOS Part 139 standards.
- Installation of new runway approach systems, including Precision Approach Path Indicators (PAPI) and Runway Threshold Identification Lights (RTIL), and may opt for PAPI 5 on runway 05/23.
- Installation of a new obstacle self-reporting lighting system on the five surrounding hills.
- Replacement of the existing windsock tower on Runway 14 with a new Illuminated Wind Direction Indicator (IWDI).
- Construction of a new operations office to accommodate runway lighting controls, CCTV, Bureau of Meteorology (BOM) airport weather reporting systems, and other essential infrastructure.
- New generator and switchboard which will comply with CASA standards.

The Project is scheduled for completion and commissioning at the end of October 2026 and will be an up to date lighting system that can send messages of outages to the phone of those on call.

Future Federal Government Grant – Advocacy Underway
Advocacy continues for the upgrade of the main runway to remove the safety finding (due to water not running off) and strengthen the taxiway, small runway and apron. This included meetings in Canberra to advocate for the project last year, with the Mayor returning to meet with Defence Minister.

The fences on runway 14/32 will need to be moved and it will be [redacted] and costings will need to go to Council.

Cr Grace queried whether the extension would be on Council land and the AOC advised there was a lot of work to be done, noting there was also a small hill on eastern side. The works would be costed and go to Council to see if they could be done during the stage 2 upgrade.

Current state of the Airport
The next Airport inspections are planned for November 2026. In November 2025 the Airport Technical Inspection (ATI) was completed which noted that remedial work was required and some patches were being done and addressing the water pooling areas to demonstrate we are trying to address the issue . They identified the electrical degradation which was currently being addressed by the upgrade and no compliance issues were identified with the Obstacle Limitation Surface (OLS) Survey.

The CASA technical inspection was done in October 2025 noting there was nothing to fix or do in addition to the grandfathered safety finding.

The General Manager advised that CASA had indicated they could see we were trying but there may come a day that they become regulatory about the safety finding, which reinforced the need to keep pushing to undertake stage 2 of the upgrade.

The AOC advised that two companies had assessed the runway and provided engineering quotes for the runway upgrade which had been shared when undertaking advocacy.
To minimise costs for the project Council had tested the material [redacted] for the project and highlighted to the Federal Government that we were doing everything to reduce the cost and get the job done. Council is currently waiting on the next round of Regional Airports and Growing Regions Grant Funding to come out and the Australian Aviation Authority (AAA) were working with us also to help secure the funding.

Ongoing monthly reports are submitted to the community through the Council agenda and also to the Committee detailing other maintenance and operational works at the aerodrome.

Michael Buck queried the progress on hangars and the AOC advised Council had investigated where the next line of hangars would be placed and he had been approached by an interested party with whom he would be setting up a meeting next week to discuss options. Council will look to move west of the old hangar (ex Leedham Walker's) where the new hangars will go.

[redacted]

Michael Buck understood from the previous meeting there would be discussion about charges for hire car parking at the Airport and the AOC advised that discussion had been undertaken [redacted]

2.7 Sharp Airlines Update

Sean Caris provided the following report from Sharp Airlines operations.

He confirmed that there had been reduced flights for winter, passenger numbers remained steady and the Essendon planes were full. The fuel price was affecting some areas however the Launceston numbers remained much the same. They were happy with the state of things and looking at Aviation Security Identification Cards (ASICs). [redacted] He queried when the lighting system would be in place and when would Sharp be required to have ASICs. The AOC advised that Home Affairs monitor passenger numbers and would 6 months' notice if numbers increased to a level that required ASICS; he noted that only Sharp passenger numbers were used to base this on. He advised Sharp to get prepared and be ready for security checks and have ASICs, adding that he would be doing the same for Council airport staff. He reiterated that he would notify Sharp as soon as he was told.

Sean Caris advised the new fare system was in place and would hopefully be promoting passenger numbers.

The AOC advised that he was an ASIC company agent on the Island and could be used by Sharp staff.

Alistair Dorward provided an update on Sharp Airlines business operations. He advised that Aviation ID Australia was being used by Sharp and asked the AOC to let them know what was required. He had attended the Regional Senate Inquiry and Productivity Commission and was keen to see what came out of this.

[redacted]

Regular fuel meetings were being attended along with the General Manager and Peter Barron, he noted another price increase had been experience on 1 May and considerable increases over the last two months but added that supply was not an issue. [redacted]

He reported that the Tasmanian Government recognised that the Sharp service was an essential service for the Island and they had a further 6 month agreement. Apart from that it was business as usual.

2.8 Other Business

Other Committee members were invited to provide updates or information relating to their sector.

Peter Barron had a drop in visit from Local Government representatives regarding the logistics of to and from the Island. He considered that Flinders Island stood out regarding how it operated with Sharp, Flinders Island Aviation (FIA) and Flinders Island Air Charters, adding that it was important not to cut the lifeline of the Island. Freight had picked up significantly through Australia Post for small parcel post. He advised FIA had rented a small space to assist the Island with freight coming into Whitemark and getting perishable goods supplied. He added that he was looking to make the service reliable and sustainable, and also to use the Council airport. FIA now had a chiller and a freezer and were trying to increase the capacity as they were constantly running out of space. He added that it would be hard to get delivery times scheduled to suit the flight times and would be looking at the freezer options and storage on the other side also to store goods when the weather was bad.

The Mayor advised that she and the General Manager had attended the Rural and Regional Affairs and Transport (RRAT) hearing in Wynyard. They spoke on behalf of Council and the community and stayed to hear Kerry Vincent MLC speak and the outcome report was due out on 13 October 2026. They also met with the Productivity Commission regarding the regional airfares report which is due out late 2026 with the final paper due 27 April 2027. She added that there would be more opportunities in the future to have further input.

Michael Buck queried whether Council were advocating to the senators and the AOC advised Council had been to Canberra three times, had also met with State Senators and met with the Premier [redacted] The Mayor was scheduled to go back to Canberra in June 2026 and would again continue the advocacy.

The General Manager noted that the Committee haven't managed to meet for over nine months due to not achieving a quorum. He queried how members felt about putting the Committee into abeyance and resurrecting if there was a need, adding that you could argue that the lack of ability to achieve a quorum could suggest the Committee was not needed.

Michael Buck argued that as the Committee only met six monthly people had lost interest.

The Mayor noted that they were struggling before the reduction in meeting numbers and that had been the reason the frequency of meetings had been reduced.

Peter Barron considered the meetings were important, especially for business development and updates, adding that it was important that the information was shared with the community so they understood the issues.

Alistair Dorward agreed that he considered the meetings were important

The AOC noted that it was great to disseminate the information but felt it was important that the meetings were maintained.

Peter Barron commented on how good the airport looked now compared to others, it looked professional and the ARO staff meet you with a smile. He passed on his thanks to the AOC on how it is currently run noting that if you want to grow business and tourism on the Island the airport is critical and Council should be proud of the Airport infrastructure.

The Works and Services Manager was curious to understand if there was anything that the Committee could take on to assist the air services, other than just giving updates. He queried whether the members had any suggestions that Council could consider regarding general improvements or future aspirations.

Peter Barron advised that he considered a cohesive approach and working toward the betterment for the general public was crucial. Sharing the importance of the assets and how Council were working to improve it and sending the message that it is a cohesive approach.

Alistair Dorward noted that the working relationship with General Manager was good, adding that the cooperative approach from all would allow each to continue to flourish and keep the gateway open. The importance of the upgrades will mean less days lost due to weather and will enhance operations into Whitemark and Council should continue to share the importance of the upgrades to the island community.

2.9 Next Meeting

Date: Monday 21st September 2026.
Time: 3.30pm
Venue: FAEC, Rose Garden Room or Via Teams

2.10 Closure of Meeting

Meeting Closed: 4.23pm

INFORMATION REPORT
May 2026

Development Applications 1 to 30 April 2026

ENQUIRIES
NIL

ACCEPTED
NIL

APPROVED

APPLICATION NUMBER	DATE	ADDRESS	PID NO	DEVELOPMENT/USE DESCRIPTION	D or P*
2026 / 00008	15 April	60 Franklin Parade Lady Barron	3596989	Subdivision – Consolidation of 2 lots Cohen	**P**
2026 / 00007	20 April	745 Trousers Point Road, Trousers Point	9605815	Visitor Accommodation	**D**

EXEMPTION or NO PERMIT REQUIRED CONFIRMATION
NIL

MINOR AMENDMENTS GRANTED

APPLICATION NUMBER	DATE	ADDRESS	PID NO	DEVELOPMENT/USE DESCRIPTION
2019 / 00018	10 April	3 Robert Street, Whitemark	1837806	Service Station in the Commercial Zone

PLANNING PERMIT EXTENSIONS

APPLICATION NUMBER	DATE	ADDRESS	PID NO	DEVELOPMENT/USE DESCRIPTION	D or P*
2024 / 00003	8 April	Palana Road, Palana.	9961855	Residential	**D**

APPEALS BEING PROCESSED
1

*The D, P column indicates if an application is Discretionary or Permitted.
Note that only Discretionary applications incur an advertising period.
No refusals were issued within the period.

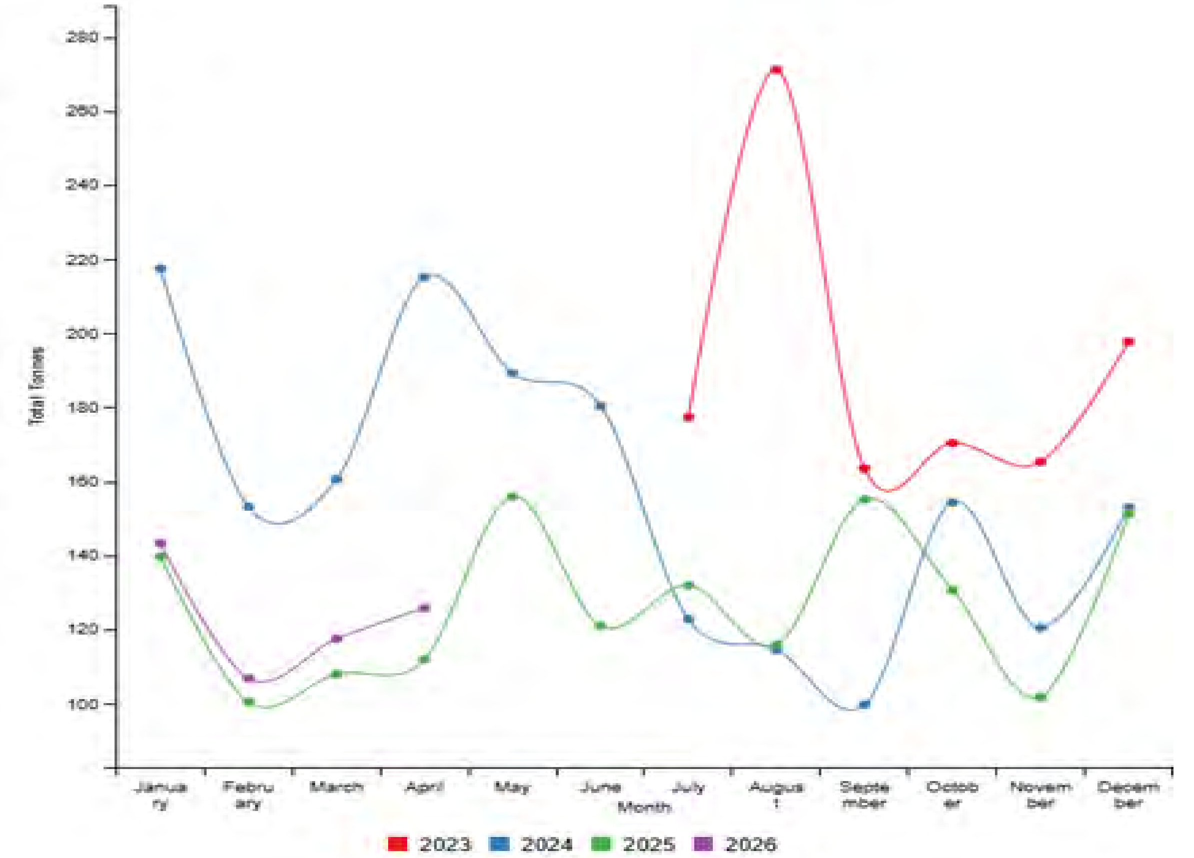
WORKS AND SERVICES MANAGER'S REPORT **For 27 May 2026 Council meeting**

The purpose of this report is to provide Councillors with an update on the Works and Services Department activities and work undertaken during the month of **April 2026:**

Work Health and Safety Committee (WHSC)	
Volunteers	The WHS induction process for volunteers is currently under review, with a focus on simplifying the procedure and improving usability while ensuring all mandatory WHS requirements continue to be met.
Lifting Devices	An external agency has been engaged to conduct annual assessment and testing of all lifting equipment to ensure ongoing compliance. Visual inspection at time of use and a quarterly documented audit has been implemented to ensure compliance with AS4991
Roads and Drainage	
Gravel Road Pothole Repairs	Palana Road, Wingaroo Road, Melrose Road, Reedy Lagoon Road, Golden Mile Road, Camerons Inlet Road, Haulands Gap Road.
Maintenance Grading	Palana Road, Fairhaven Road, Wingaroo Road, Cronleys Creek Bridge, Big River Road.
Maintenance Grading Contractor	Potboil Road, Coast Road, Trousers Point Road,
Bitumen Road Pothole Repairs	Memana Road, Lackrana Road, Lucks Road.
Drainage	Big River Road, Fix washouts – Five Mile Jim Road.
Vegetation Control	Port Davies Road,
Guideposts	Wingaroo Road, Fairhaven Road, Melrose Road, Lackrana Road, Trousers Point Road, Palana Road, Port Davies Road, West End Road, Bluff Road.
Signage	Butter Factory Road, Badger Corner Road, Remove Vista's signs, Signage audit.
Capital Works	Thule Road Resheeting, Summers Road Resheeting.

Waste	Transfer Bins 13/4, 15/4 and 16/4, Soil cartage at tip for waste cover, Move soil and put in front of green waste Lady Barron Transfer Station, Pothole repairs Lady Barron Transfer Station.
Funerals	Funeral Whitemark cemetery.
Other	Vet Clinic landscaping: • Smooth out dirt, Airport: • Cart gravel for works, • Black tacking runway, Anzac Day: • Set up.
Town Maintenance	
Parks and Reserves	Mowing/Brush cutting: • Whitemark, • Lady Barron, • Whitemark Showgrounds, • Cemeteries, Lady Barron Tennis Courts • Install barriers, Whitemark: • Tree trimming
Footpaths	Monthly inspection completed , Whitemark: • Gutter cleaning
Park and Street Furniture	Rubbish Bins – Empty remote bins, Rubbish Bins – Empty Town bins, Install round bin on footpath in front of CWA park.
Signage	Lady Barron - Fixed broken 'Give Way' sign.
Boat Ramps	Inspected (every three months).
Bluff Track Maintenance	Cut back branches.
Building Maintenance	Install soap dispensers and jumbo toilet roll holders in toilets, Dept roller door repair, Flinders Arts and Entertainment Centre (FAEC) – Replaced globes in Rose Garden room with large Edison Screw (ES) LED (Light Emitting Diode) globes and hall with regular bayonet LED globes.
Capital Works	Lady Barron Boating Facility (Safe Harbour): • Car park line marking, Waste Facility Recycling shed: • Deliver water tanks, • Dug out drainage & filled with rock, • Delivered oil shed, Footpaths Whitemark: • New installation at Robert Street, Footpaths Lady Barron: • Excavate for new footpath at 5 Barr Street, Lady Barron Tennis Courts: • Install treated pine post and rail barriers.

Cleaning	Cleaning – Internal: • All Public Toilets, Council offices, Airport, Halls, Gyms., Cleaning – External: • Killiecrankie Public toilets, • All BBQs, • Tables and seats.
Other	Giving Shed • Install wheelie bin post and bins for donations • Fill in at tip as required Lady Barron Boating Facility (Safe Harbour) opening: • Deliver equipment, • Set up and pull down.
Resource Recovery and Waste Management	
Facilities	• Recyclables and waste from Killiecrankie and Lady Barron Waste Transfer Stations (WTS) were transported to Whitemark Waste Facility (WWF) for further processing. • Waste at the active tipping area was compacted and covered as part of regular landfill management. • Recycling hubs and the Recycle Rewards machine were routinely serviced. • The perimeter fence was completed. • Magnetic signage was installed on hook lift bins.
Landfill Levy	• The April waste data was collated, checked, and reported to Department of Natural Resources and Environment Tasmania (NRE). • The classification breakdown, total tonnage and monthly levy were as follows: o General Waste (WWF): 6.45 t o General Waste (WTS): 55.20 t o Hard waste (WWF): 4.00 t o Hard waste (WTS): 10.80 t o Cardboard: 7.69 t o Commercial & Industrial: 19.39 t o Construction & Demolition: 22.40 t o Operational Material (landfill cover): Nil o **Total Leviable Tonnage: 113.34** o **Monthly Levy Payable: $5,195.51** The below graph was prepared to help visualise disposal data since July 2023. Please note this graph excludes operational materials, used for landfill cover, to improve legibility.



Recycling	• A total of **3.35 tonnes** of materials were sent off-island for recovery (lead acid batteries, cooking fat, aluminium, and printer cartridges) • The vape/e-cigarette recycling program was launched on April 14th. • The recycling hubs collected **13.54 kg** of eligible products in April, bringing the total diversion from landfill to **609.03 kg** since launch. • Top Five performing programs are: o Household Batteries: 193.5 kg o Coffee Pods: 146.5 kg o Printer Cartridges: 96.1 kg o Hair Care: 31.6 kg o Dish and Air Care: 25.8 kg
Administration	• Reviewed and provided feedback on last year's waste audit report by JustWaste. • Met with NRE to discuss upcoming changes to waste levy data collection. • Participated in an online waste education session with ReThink Waste. • The Bread Tags for Wheelchairs recycling program will conclude at the end of June. As such an alternate re-user was sought and found. From July our bread tags will be sent to The Breadtag Project—a long term art/environmental/awareness program. • Secured a small chemical storage shed for the WWF, supplied by Circular North to safely store any dumped chemicals found. • Made enquiries regarding new hub signage. • Received new signage for the waste facility and transfer station. • Distributed communications for Household Hazardous Waste events and erected signage at WWF.

	• Drafted content and layout for the new website. • Some staff completed AgSafe training for drumMUSTER and bagMUSTER programs. • Drafting traffic flow options for the WWF. • Compiled documentation for the acquittal of waste projects: Bulk Bag Baler and Scrap Metal Recovery. • Began reviewing the Landfill Operations Manual draft prepared by Consulting Company.
State Government	
Department of State Growth	Bitumen Patching: • Palana Road, Signage works: • Lady Barron Road.
TasWater	Sludge bag disposal.

	2026/2027 FEES AND CHARGES 1 July 2026 (Includes GST where Applicable)	GST Status	2026/2027 GST Inclusive (Where Applicable)
1	Landing Charges - After hours Call Out fee	Taxable	$328.50
2	Landing Charges - Commercial Flights (Maximum Take-off Weight [MTOW] per tonne) (including Royal Flying Doctor Service)	Taxable	$32.50
3	Landing Charges - Helicopters (per landing if NOT paid on site)	Taxable	$64.00
4	Landing Charges - Helicopters (per landing if paid on site)	Taxable	$25.00
5	Landing Charges - Private Flight (per engine and per landing if NOT paid on site)	Taxable	$64.00
6	Landing Charges - Private Flights (per engine and per landing if paid on site)	Taxable	$25.00
7	Landing Charges - Air Transport Operations (ATO) Landings - MTOW per tonne	Taxable	$14.50
8	Landing Charges - Ultra Lights <900Kgs(per landing if NOT paid on site)	Taxable	$31.50
9	Landing Charges - Ultra Lights <900Kgs (per landing if paid on site)	Taxable	$10.00
10	Passenger Tax - Passenger Tax ATO (per leg) - (7 tonne and over)	Taxable	$21.00
11	Passenger Tax - Passenger Tax (per leg) - ATO	Taxable	$18.90
12	Aircraft Parking fees - no charge first 7 days, thereafter Flat rate $10.50 per week - contact ARO	Taxable	$10.50
13	ARO Charge, (fuel, oil clean-up or any other issues requiring ARO attendance - during working hours), per hour / person	Taxable	$89.50
14	Terminal Advertising - A3 Slimline Frame (per month) includes one A3 advertising copy	Taxable	$80.00
15	Terminal Advertising - Off Island Business DL Brochure (per 12 months)	Taxable	$125.00
16	Terminal Advertising - Pull Up Banner (per month)	Taxable	$63.00
DEVELOPMENT SERVICES:			
PLANNING:			
Note: Development Cost Values are determined by Councils preset average cost to build on Flinders Island per square metre: Sheds $450 per Square Metre (SQM); Small constructs (includes decks and carports) $650 per SQM; and Houses (including House alterations) and larger constructs $2500 per square metre.			
17	Planning - 001 Enquiry	GST Exempt	$103.00
18	No Permit Required Confirmation	GST Exempt	$103.00
19	Exemption Confirmation	GST Exempt	$103.00
20	Planning - Permit Application - Residential Development (*Values are determined by Councils preset average cost to build per square metre) - Initial Fee	GST Exempt	$252.00
20a	Planning - Permit Application - Residential Development (*Values are determined by Councils preset average cost to build per square metre) - PLUS - per $1,000 on Value of development	GST Exempt	$0.95
21	Planning - Permit Application - Non-Residential Development < or = $500,000 (*Values are determined by Councils preset average cost to build per square metre) - Initial Fee	GST Exempt	$846.50
21a	Planning - Permit Application - Non-Residential Development < or = $500,000 (*Values are determined by Councils preset average cost to build per square metre) - PLUS - per $1,000	GST Exempt	$3.94
22	Planning - Permit Application - Non-Residential Development $500,001 to $5,000,000 (*Values are determined by Councils preset average cost to build per square metre) - Initial Fee	GST Exempt	$2,742.50
22a	Planning - Permit Application - Non-Residential Development $500,001 to $5,000,000 (*Values are determined by Councils preset average cost to build per square metre) - PLUS - per $1000 over $500,001	GST Exempt	$1.58
23	Planning - Permit Application - Non- Residential Development >$5,000,001 (*Values are determined by Councils preset average cost to build per square metre) - Initial Fee	GST Exempt	$9,279.00
23a	Planning - Permit Application - Non- Residential Development >$5,000,001 (*Values are determined by Councils preset average cost to build per square metre) - PLUS - per $1000 over $5,000,000 (Max charge $10,000)	GST Exempt	$0.79

FLINDERS COUNCIL	2026/2027 FEES AND CHARGES 1 July 2026 (Includes GST where Applicable)	GST Status	2026/2027 GST Inclusive (Where Applicable)
24	Planning - Permit Application – Outer Island development	GST Exempt	At Cost
25	Planning - Advertising Fee	Taxable	$705.00
26	Planning - Change of Use Application (If Discretionary Advertising Fee will also apply)	GST Exempt	$398.00
27	Planning - Application for Minor Amendment	GST Exempt	$273.00
28	Planning - Application for Permit Extension (2 years)	GST Exempt	$273.00
29	Planning Application - Subdivision - Initial Fee	GST Exempt	$650.00
30a	Planning Application - Subdivision - Additional per lot fee	GST Exempt	$144.00
30b	Planning Application - Subdivision - MINIMUM FEE	GST Exempt	$1,202.50
31	Planning Application - Boundary Adjustment - Plus Advertising (if requried)	GST Exempt	$318.00
32	Planning Application - Consolidation of Lots - Plus Advertising (if required)	GST Exempt	$318.00
33	Planning Application - Level 1 (Environmental Management & Pollution Control Act 1994) Application	GST Exempt	$800.00
34	Planning Application - Level 2 (Environmental Management & Pollution Control Act 1994) Application - Plus associated Environmental Protection Agency fees	GST Exempt	$1,600.00
35	Planning - Part V agreement - Processing and Sealing	GST Exempt	$683.50
36	Planning Applications - Section 40T Applications	GST Exempt	Fee for Amendment plus fee for Development application
37	Planning Application - Planning Scheme Re-zoning or Amendment (including text Amendment and Dispensation) PLUS the fee payable to the Tasmanian Planning Commission	GST Exempt	$5,838.00
38	Planning - Retrospective Applications (plus advertising fee if applicable) - Penalty applies so fees are Triple normal fee	GST Exempt	Triple the Normal Fee
39	Planning - Application to Erect Signage on Property	GST Exempt	$235.00
40	Planning - Petition to Amend Sealed Plan - Full Fee	GST Exempt	$954.50
41	Planning Fee - Sealing of Final Plan -Initial Fee (+ lot fee)	GST Exempt	$390.50
40a	Planning Fee - Sealing of Final Plan - Additional Per Lot fee	GST Exempt	$89.50
42	Planning - Record Search Fee (not including photocopying fees) per application	Taxable	$113.50
43	Planning - Copy of Current Planning Scheme Ordinance (Available free from Website)	Taxable	$272.00
44	Planning - Outer Island assessment travel	Taxable	at cost
Public Open Space (POS) 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.			See POS Policy for full details
BUILDING PERMITS: (Note: Permit Authority Fee (Cat 4) - also includes demolition and underpinning)			
45	Building Permits - Class 1	GST Exempt	$437.00
46	Building Permits - Class 1 Each additional unit if more than one dwelling unit	GST Exempt	$76.50
47	Building Permits - Class 1 < $20,000	GST Exempt	$292.00
48	Building Permits - Class 2-9	GST Exempt	$872.50
49	Building Permits - Class 2-9 <$20,000	GST Exempt	$437.00
50	Building Permits - Class 10	GST Exempt	$303.50
51	Building Permits - Application for a staged building permit - permit authority fee	GST Exempt	$437.00
52	Building Permits - Application to amend a building Permit - Class 1	GST Exempt	$401.00
53	Building Permits - Application to amend a building Permit - Class 2-9	GST Exempt	$437.00
54	Building Permits - Application to amend a building Permit - Class 10	GST Exempt	$227.00
55	Notifiable Work - Application for extension	GST Exempt	$227.00
56	Building Permits - Application for Permit of Substantial Compliance* Govt Levies still applicable - Plus Government Levies	GST Exempt	$1,138.00

	2026/2027 FEES AND CHARGES 1 July 2026 (Includes GST where Applicable)	GST Status	2026/2027 GST Inclusive (Where Applicable)
57	Building Permits - Low Risk Work - Form 80 - Category 1 & 2	GST Exempt	$91.50
58	Building Permits - Application for Permit Extension per annum	GST Exempt	$147.00
59	Building Permits - Building Administration Fee - over $20,000	GST Exempt	0.1% of total cost of works over $20,000
60	Building Permits - State Govt Industry Building Levy - over $20,000	GST Exempt	0.2% of total cost of works over $20,000
61	Building Permits - Permit Authority Fees - Notifiable Works	GST Exempt	$296.00
62	Building Permits - Permit Authority Fees - Administration Services - Per Hour	GST Exempt	$145.00
63	Building Permits - record search for plan or inspection details - per property	GST Exempt	$110.50
PLUMBING PERMITS:			
64	Plumbing Permit - Class 1 (per dwelling unit)	GST Exempt	$613.00
65	Plumbing Permit - Class 10	GST Exempt	$613.00
66	Plumbing Permit- Class 2 to 9	GST Exempt	$822.00
67	Plumbing - Notifiable Work	GST Exempt	$340.00
68	Plumbing - notifable work - Extension - Initial fee	GST Exempt	$227.00
68a	Plumbing - notifable work - Extension - Each year after	GST Exempt	$56.50
69	Plumbing - Amended Plumbing Permit	GST Exempt	$179.50
70	Plumbing - Extension to Plumbing Permit - Initial fee	GST Exempt	$227.00
70a	Plumbing - Extension to Plumbing Permit - Each year after	GST Exempt	$56.50
71	Plumbing - Illegal works	GST Exempt	Triple the Normal Fee
72	Plumbing - Backflow, pool, tradewaste	Taxable	$520.00
73	Plumbing - Onsite wastewater replacements	Taxable	$537.50
74	Plumbing - Additional Inspection	Taxable	$158.50
BURIAL AND FUNERAL			
75	Full Professional Service - Burial on island (inc Services, Plot and Preparation, Coffin, Hearse, Audio / Visual, Design / Printing Order of Service, Death Certificate)	Taxable	$8,150.00
76	Professional Service - repatriation and/or sending remains off island including Coffin, Hearse) Fee plus Airfare and Additional Funeral home fees	Taxable	$1,941.50
77	Burial - Coffin Cost (Dexter)	Taxable	$987.00
78	Burial - Coffin Cost (Travel)	Taxable	$691.00
79	Private Burial	Taxable	POA
80	Live Streaming/Recording Funeral Service	Taxable	$472.50
81	Funeral - Hearse Hire	Taxable	$318.00
82	Funeral - Repatriation Professional Services	Taxable	$932.50
83	Funeral - Professional Services	Taxable	$1,804.00
84	Burial - Cemetery Plot - Right of Burial	Taxable	$380.00
85	Burial - Reserved Cemetery Plot - Right of Burial (for 25 years)	Taxable	$380.00
86	Burial - Grave Preparation - Children (under 10 years)	Taxable	$2,127.50
87	Burial - Grave Preparation - Double depth site	Taxable	$5,367.50
88	Burial - Grave Preparation - Single depth site	Taxable	$4,254.50
89	Burial - Re-opening of grave (where second burial is permitted). *Costs do not include the costs to remove cap	Taxable	$2,889.50
90	Burial - Body Exhumation and Re-internment	Taxable	POA
91	Placement of ashes in grave - (cost does not include removal of any cover) - excludes external costs to uncap Grave	Taxable	$404.00
92	Placement of ashes in Niche Wall (Plus actual cost of plaque)	Taxable	$426.50
93	Niche Wall - Right of Placement	Taxable	$127.00
94	Prepaid Niche Wall - Exclusive Right of Placement (for 25 years)	Taxable	$127.00
95	Misc - Funeral and Death Notices	Taxable	At Cost
96	Misc - Death Certificate	Taxable	$85.00
97	Misc - Officiant Service	Taxable	$376.00
98	Misc - Placement of Memorial Plaque (+ actual cost of plaque)	Taxable	$153.50
99	Misc - Design / Printing Order of Service	Taxable	$317.00
100	Misc - Surcharge for weekend or public holiday funerals	Taxable	$1,209.50
101	Application for Private Burial Site	Taxable	$123.90
102	Burial - Private Site (Where approved)	Taxable	POA

	2026/2027 FEES AND CHARGES 1 July 2026 (Includes GST where Applicable)	GST Status	2026/2027 GST Inclusive (Where Applicable)
ANIMAL CONTROL			
103	Dog Reg Fees - First Registration (at six months)	GST Exempt	Prorata
104	Dog Reg Fees - paid after 30th July - Sterilised Dog - Late Fee	GST Exempt	$70.00
105	Dog Reg Fees - paid after 30th July - Non-Sterilised Dog - Late Fee	GST Exempt	$90.00
106	Dog Reg Fees - paid after 30th July - Working Dog - Late Fee	GST Exempt	$70.00
107	Dog Reg Fees - paid after 30th July - Guide / Hearing Dog	GST Exempt	no charge
108	Dog Reg Fees - paid after 30th July - Dangerous Dog - Late fee	GST Exempt	$400.00
109	Dog Reg Fees - paid on or before 30th July - Sterilised Dog	GST Exempt	$40.00
110	Dog Reg Fees - paid on or before 30th July - Non-Sterilised Dog	GST Exempt	$60.00
111	Dog Reg Fees - paid on or before 30th July - Working Dog	GST Exempt	$40.00
112	Dog Reg Fees - paid on or before 30th July - Guide / Hearing Dog	GST Exempt	no charge
113	Dog Reg Fees - paid on or before 30th July - Dangerous Dog	GST Exempt	$250.00
114	Dog Tags - Replacement Tag	GST Exempt	$6.00
115	Dog Transfer Registration (Change of Ownership $12.50; No Charge for Registration if proof of current registration is provided) - Admin Charge	GST Exempt	$12.50
116	Dog Impounding Fees - Seizure Fee for an Impounded Dog	GST Exempt	$400.00
117	Dog Impounding Fees - Daily Fee for Impounded Dog	GST Exempt	$150.00
118	Dog Disposal Fee - Non collection of Impounded Dog	GST Exempt	$400.00
	* Fines may be charged in addition to the above fees in accordance with the Dog Control Act 2000		
HEALTH			
119	Abatement Costs - Associated with non-compliance - Fee plus cost of works	Taxable	$158.50
120	Environmental Protection Notice - Issuing and investigation	Taxable	$158.50
121	Food Premises - Annual Licence - High Risk P1	GST Exempt	$304.50
122	Food Premises - Annual Licence - Medium Risk P2	GST Exempt	$153.50
123	Food Premises - Annual Licence - Low Risk P3	GST Exempt	$103.00
124	Food Premises - Annual Licence - Low Risk Notification P3N	GST Exempt	$51.50
125	Food Premises - Annual Licence - Notification only P4	GST Exempt	Nil
126	Food Premises - Environmental Health Officer Report and Occupancy Permit for Commercial Kitchen - Form 49 and 50	GST Exempt	$355.00
127	Food Premises - Temporary Licence - Maximum 10 days	GST Exempt	$46.00
128	Food Premises - Transfer of Licence	GST Exempt	$26.50
129	Place of Assembly - Licence for Mass gathering event (over 1000 persons)	GST Exempt	$318.00
130	Private Water Suppliers - Annual Licence (per premise or scheme) - Initial	GST Exempt	$134.50
131	Private Water Suppliers - Annual Licence Renewal	GST Exempt	$108.00
132	Water Carrier Annual Permit	GST Exempt	$150.00
133	Public Health Risk Activity - Licence - Initial	GST Exempt	$134.50
134	Public Health Risk Activity - Renewal - Annual	GST Exempt	$96.50
135	Water Sampling - Private Samples Taken for Laboratory Fee + Laboratory costs	Taxable	$85.00
136	Water Sampling - Swimming Pools & Spas - Public items Fee + Laboratory costs	Taxable	$85.00
137	Water Sampling - Warm Water Suppliers - Fee + Laboratory costs	Taxable	$85.00
PHOTOCOPYING			
138	Email - To send an email	Taxable	$3.40
139	A3 - Black and White (B&W) - double sided	Taxable	$1.15
140	A3 - B&W - single sided	Taxable	$0.75
141	A3 - B&W double sided 10 - 350 copies (per copy)	Taxable	$1.00
142	A3 - B&W Single sided 10 - 350 copies (per copy)	Taxable	$0.60
143	A3 - Colour - per side	Taxable	$1.50
144	A3 - Colour per side 10 - 350 copies (per copy)	Taxable	$1.40
145	A3 - Laminating - per page	Taxable	$4.00
146	A4 - B&W - Coloured paper - double sided	Taxable	$0.60
147	A4 - B&W - Coloured paper - single sided	Taxable	$0.50
148	A4 - B&W - White paper - double sided	Taxable	$0.60
149	A4 - B&W - White paper - single sided	Taxable	$0.55
150	A4 - B&W Double sided 10 - 350 copies (per copy)	Taxable	$0.50
151	A4 - B&W Single sided 10 - 350 copies (per copy)	Taxable	$0.50
152	A4 - Bulk B&W 350 or more (householder) prorata (single or double sided)	Taxable	$76.00
153	A4 - Bulk Colour 350 or more (householder) prorata (single or double sided)	Taxable	$157.50
154	A4 - Colour - double sided	Taxable	$1.50
155	A4 - Colour - single sided	Taxable	$0.85
156	A4 - Colour Double sided 10 - 350 copies (per copy)	Taxable	$1.40
157	A4 - Colour Single sided 10 - 350 copies (per copy)	Taxable	$0.75
158	A4 - Laminating - per page	Taxable	$3.50

2026/2027 FEES AND CHARGES 1 July 2026 (Includes GST where Applicable)		GST Status	2026/2027 GST Inclusive (Where Applicable)
ADMINISTRATION CHARGES			
159	Other - Binding document (any document)	Taxable	$13.50
160	Other - Copy of Council Agenda and Minutes (Free on website)	Taxable	$7.50
161	Other - Copy of Council Agenda and Minutes - Electronic Copies via Email	Taxable	$3.80
162	Other - Code of conduct submission	Taxable	As per Prescribed Fee
163	Other - Right to information application	Taxable	As per Prescribed Fee
164	Other - Certificates - Section 132 Certificate (30 Fee units)	GST Exempt	As per The LIST Fee
165	Other - Certificates - Section 337 Certificate	GST Exempt	As per The LIST Fee
COMMUNITY SERVICES FACILITIES AND RECREATION SPACES			
Hall Hire			
166	Bonds - Halls, Facilities, Equipment Hire	Taxable	$210.00
Notes	*Notes* *1 Bond is required regardless of fee waiver* *2 Not-for-profit and community groups - Fees and Charges may be waived on application to the General Manager as per the Rationale for Waiver of Fees adopted by Council, Motion No: 144.05.2023* *3 Regular Hirers can apply for a 50% discount on hall hire charges (User Agreement)* *4 All FAEC Hall room hire includes VC or Smart TV*		
167	Insurance - Public Liability Community Insurance Contribution - for most casual, ad-hoc and regular hire bookings (providing hire occurs no more than 12 times per annum, per hire) for activites conducted at and from the hired facility -	Taxable	$34.50
168	Other - Cleaning fee - Per Hour	Taxable	$85.00
169	Lost key charge	Taxable	$38.00
170	FAEC - Carpet, Wooden Floor or Rose Garden Room - 4 hour hire (minimum)	Taxable	$44.00
171	FAEC - Carpet, Wooden Floor or Rose Garden Room - per day	Taxable	$76.50
172	FAEC - Elections	Taxable	$260.00
173	FAEC - Entire hall including main rooms and small kitchen - per day	Taxable	$227.00
174	FAEC - Entire hall including all main rooms and small kitchen - day and night events running after 5pm	Taxable	$278.50
175	FAEC - Entire hall including main rooms and Commercial kitchen for events - per day	Taxable	$350.00
176	FAEC - Commercial Kitchen - per 4 hours	Taxable	$50.00
177	FAEC - Commercial Kitchen - per 8 hours	Taxable	$75.00
178	FAEC - Commercial Kitchen - per night 24 hours	Taxable	$100.00
179	FAEC - Commercial Kitchen - per event (3 day)	Taxable	$150.00
180	FAEC - Office Hire - Per Hour (Small/ Large Room)	Taxable	$19.00
181	FAEC - Office Hire - Per Day (Small / Large Room)	Taxable	$40.00
182	Holloway Park - All areas (except Lapidary Room) per day	Taxable	$20.00
183	Lady Barron Hall - Elections	Taxable	$260.00
184	Lady Barron and Emita Halls - Kitchen min charge	Taxable	$38.00
185	Lady Barron & Emita Hall including kitchen - per day	Taxable	$38.00
186	Lady Barron & Emita Hall including kitchen - per night (after 5pm)	Taxable	$64.00
187	Lady Barron & Emita Hall (including kitchen) - 24 hour (day and night)	Taxable	$103.00
188	Show Grounds - Bar Area - per day	Taxable	$51.50
189	Show Grounds - Exhibition Hall - full day and night	Taxable	$90.50
190	Show Grounds - Exhibition Hall - fee for 4 hour hire (minimum)	Taxable	$32.50
191	Show Grounds - Football Ground	Taxable	$51.50
192	Show Grounds - Tea Rooms - including kitchen - per day	Taxable	$54.50
193	Show Grounds - Tea Rooms - including kitchen - per hour	Taxable	$17.00
194	Show Grounds - Trade Pavilion - per day	Taxable	$54.50
195	Show Grounds - Whitemark showground (all areas) - per day	Taxable	$252.00
Gym (Membership covers both Whitemark and Lady Barron Gyms - if inducted)			
NEW	Gym - Membership Weekly - Lite Access (*Monday and Friday - specified 2-3 hour* s)	Taxable	$5.00
196	Gym - Membership Weekly	Taxable	$15.00
197	Gym - Membership Quarterly	Taxable	$150.00
198	Gym - Membership Annually	Taxable	$550.00
NEW	Gym - New or Replacement Access Fob	Taxable	$19.00
NEW	Gym - New or Replacement Access Card	Taxable	$8.00

	2026/2027 FEES AND CHARGES 1 July 2026 (Includes GST where Applicable)	GST Status	2026/2027 GST Inclusive (Where Applicable)
Materials and Equipment (ME) Hire Unless otherwise specified = per hire.			
199	ME - Hire of Crockery, Cutlery, Glassware	Taxable	At Cost as per Inventory List
200	ME - Equipment damage / breakages as per Inventory List supplied at time of hire	Taxable	At Cost as per Inventory List
201	ME - Chair Hire - Per Chair	Taxable	$3.00
202	ME - Delivery and collection of chairs and/or tables - Per Truck load (80 chairs & 10 tables) (2 staff members) Per Hour	Taxable	$336.00
203	ME - Delivery and collection of chairs and/or tables- Per Ute load (15 chairs & 3 tables) per hour or part thereof	Taxable	$122.00
204	ME - Hire of PA system - per day	Taxable	$51.50
205	ME - Hire of projector with screen - per day	Taxable	$38.00
206	ME - Portable Stage- level 1 (Small Stage) Excluding Audio Technician Setup	Taxable	$252.00
207	ME - Portable Stage- level 1 (Large Stage) Excluding Audio Technician Setup	Taxable	$380.00
208	ME - Portable Toilet Hire - per day - Must be returned empied and clean or $162 additional fee applies.	Taxable	$127.00
209	ME - Table cloths - each piece per event (To be returned clean)	Taxable	$6.30
210	ME - Table Hire (Foldable Only) - per table	Taxable	$10.00
211	ME - Audio Technician; to setup Hire Equipment - Weekday per hour	Taxable	$85.00
212	ME - Audio Technician; to setup Hire Equipment - Weekend/ After Hours per hour	Taxable	$149.00
Rubbish Bin Collection & Waste			
213	RC - Event Rubbish bins - provided, collected and emptied - Zone 2 Exceeding 10km of Whitemark Tip	Taxable	$303.50
214	RC - Event Rubbish bins - provided, collected and emptied - Zone 1 Within 10km of Whitemark Tip	Taxable	$229.00
215	RC - Event Rubbish bins Hire - per day (To be returned empty and clean)	Taxable	No Charge
216	RC - Commercial Skip Bins delivery and collection (if available) per hour	Taxable	$234.00
217	RC - Commercial Skip Bins hire per day (if available)	Taxable	$52.50
218	RC - Mobile (Red) Bin hire per day (if available) 4m3 or 600kg (Bin returned empty and clean, Vehicles must have min. 2-T towing Capacity)	Taxable	$189.00
219	RC - Mobile (Red) Bin 2-day hire (if available) 4m3 or 600kg (Bin returned empty and clean, Vehicles must have min. 2-T towing Capacity)	Taxable	$325.50
PRIVATE WORKS			
Private works excluding Department of State Growth and TasWater. Upon written application and subject to availablility of resources			
220	Private Works	Taxable	Pricing per Private Works Policy
END: Council Decision - ###.MM.YYYY			

FLINDERS COUNCIL

Rationale for Waiver of Fees

Introduction

Council provides assistance to community groups, private enterprise, not-for-profit and charitable organisations, self interest groups and for community events through various means of support, such as dedicating staff time, providing financial contributions, and waiving fees for facility use and a range of services.

The combination of waivers, in-kind support, and direct expenses contribute to operating costs for Council facilities, with minimal income generated from user fees.

User classification

Users encompass a wide range of individuals and organisations. Decisions regarding waivers or support may vary based on the specific type of user. As a guiding principle, groups and users have been broadly classified into the following categories:

<u>Community Event</u>
The support of community events aligns with Council's Strategic Plan. Through in-kind and financial assistance, Council enables the Community to organise and execute quality community events that enhance our liveability and support socio-economic wellbeing.

<u>Community Group</u>
Individual community members or groups where the aim is to deliver a community benefit through the use of the facility or services and where the group does not have enough financial resources.

<u>Not-for-Profit Community Groups / Charitable Organisations</u>
Community organisation that provides a direct community wide service.

<u>Business</u>
Private enterprise organisation.

<u>Self Interest Group</u>
Individual or community groups that meet to participate in an activity or event of personal interest.

<u>Government</u>
Government entity.

FLINDERS
COUNCIL

Rationale for Waiver of Fees

Approval for waivers in relation to Council owned facilities are at the discretion of the General Manager.

No Waiver	Any non-Furneaux Islands resident, non-Furneaux Islands business or commercial operator OR any other Government individual or group.
25% Waiver	Non-Furneaux Islands Community Organisations, Registered Not-for-profit or Charitable Organisation.
50% Waiver	Furneaux Islands Community Organisation, Not-for-profit or Self-interest group, Furneaux Islands business or commercial operator who is a regular facility hirer AND conducts its primary activities for the sole benefit of the Furneaux Islands Community.
100% Waiver	Community Organisation, School, Not-for-Profit or Self-interest group where Flinders Council is an identified sponsor.

Facilities include:

- FAEC (Flinders Arts & Entertainment Centre)
- Emita Hall
- Lady Barron Hall
- Showgrounds
- Tea Rooms
- Exhibition Hall

Fee Waiver Rationale for Council Services

Requested waivers for Fees and Charges services are not normally considered, as they represent hard costs to Council. However, certain situations may warrant exceptions. In extraordinary circumstances, the General Manager holds the discretion to waive expenses such as printing costs, equipment and staff labour costs, food licences, as well as audio-visual equipment and technician costs.

Community and Economic Development Report

For activities and work undertaken during the month of **April 2026.**

Overview

This report provides a monthly update to Council on key activities, projects and emerging priorities across the Community and Economic Development Department.

The Department manages a broad portfolio spanning: communications, community events, information technology (IT) and digital systems, grants, strategic projects, community gyms, school holiday program, funerals and community wellbeing initiatives.

Communications and Digital

- Commenced redevelopment of the Council website.
- Progressing transition to SharePoint, planning and digital systems improvements.
- Supported monthly communications and planning schedule with the Waste Management Team.
- Delivered image and written content for website, Island News, monthly e-newsletters and adhoc community communications via print, website and social media.

Community Events and Activation

- Coordinated the Marshall Bay Beach Discovery Day school holiday program in partnership with Parks and Wildlife Service.
- Delivered the Lady Barron Boating Facility Opening.
- Coordinated Kayaking Adventure for youth.
- Supported Dawn and 11am Anzac Day services at the Cenotaph and FAEC.
- Hosted the community screening of 2040 at FAEC.
- Completed an audit and reorganisation of Council event equipment and storage.

Community Facilities and Programs

- Coordinated new equipment quotes and freight logistics for the Lady Barron and Whitemark community gyms for new purchases.
- Engaged in discussions regarding current Rural Flying Doctors (RFDS) gym access arrangements.
- Commenced investigation of online induction options for community gyms.
- Researched replacement parts for gym equipment and maintenance program.

Grants, Capital Projects and Strategic Initiatives

- Audio Visual Upgrade to the FAEC completed and acquitted.
- BioChar unit grant funding successful through Circular North.
- Discussions held with Visit Northern Tasmania (VNT) regarding development of North East River precinct concept as funded by State Government grant.
- Collaborating with the Northern Tasmania Development Corporation (NTDC) and Brand Tasmania on the Population Profiling project.
- Project Management Tools for Managers program and upcoming workshop development in partnership with NTDC.
- Commenced development of Furneaux Save Water Challenge materials.
- Participated in initial meetings with Tourism Tasmania and VNT regarding 2026 visitor survey.

AIRPORT OPERATIONS COORDINATOR'S REPORT
For 27 May 2026 Council meeting

The purpose of this report is to provide Councillors with an update on the Airport activities and work undertaken during the month of **April 2026**:

Airport

1. Inspections

- Conducted all scheduled monthly airport inspections.
- Performed daily full serviceability inspections.
- Carried out runway inspections for Sharp Airlines prior to landings and departures.
- Carried out runway inspections for Royal Flying Doctor Service (RFDS) prior to landings and Departures.
- Performed monthly airport inspections.
- Performed weekly fuel checks.
- Performed monthly fuel check.

2. Maintenance and Repairs

- Checked airside fence and removed debris.
- Patched up area on Runway (RWY) 05/23
- Repairs to electric fence

3. Infrastructure and Works

- Added gravel and graded new access road for new office.
- Terminal glass sliding door fault with closing sensor, part ordered, repair expected 22 May 2026.
- Commenced works on new dog pound area.

4. Groundskeeping

- Mow runway strips.
- Commenced slashing landside areas.
- New Line marking at the Aviation Fuel area.
- Mowed the show ground.
- Sprayed runway edges.

5. Fuel and Aircraft Services

- Decanted Jet A1 from ISO containers into storage tanks.
- Refueled aircraft with Avgas or JetA1.
- Received new 24/7 self-serve aviation fueling station.

6. Other Notes / Follow-Up

- Disabled Person Lifter certification in the final stage of completion.
- AOC continuing to work with the Australian Transport Safety Board (ATSB) on near miss event – 17/12/2025.
- Sharp Airlines flight 807 callout 05/04/2026 – behavioral passenger incident reported onboard flight and request for assistance once on the ground received. Police in attendance.

7. Lighting Project Update

- ARO Office on schedule with framing completed and roof insitu. Windows, flooring and cladding onsite.
- Runway Lighting Upgrade – Delays in commencing works due to conflict in the Middle East creating shortage of materials. Trenching and laying of cables in conduit commenced on 27/04/2026. Eighty percent of all materials are now on site.

Sharp Airlines Passenger Numbers	April 2025: 1929		April 2026: 1794		
Air Transport Operations (ATO) Movements	ATO-Sharp Air	ATO Other	Private	RFDS	Helicopters
April 2025	65	44	8	6	7
April 2026	65	38	18	4	4

FLINDERS COUNCIL

S-F2-C
Code for Tenders and Contracts

FILE NO: ADM/0900, WOR/0300

May 2026

CONTENTS

FLINDERS COUNCIL

POLICY- CODE FOR TENDERS AND CONTRACTS

1.0 INTRODUCTION

Pursuant to section 333B of the *Local Government Act 1993* (Tas) (the Act), Flinders Council (Council) is required to adopt and comply with a Code for Tenders and Contracts (the Code), which must:

- be consistent with the Act;
- include any prescribed matter; and
- promote any prescribed principles as set out in the *Local Government (General) Regulations2015 (Tas)* (the Regulations);
- be reviewed at least every four years; and
- detail Council's specific legislative and regulatory obligations with respect to procurement per:
    - Section 333A and Section 333B of the Act; and
    - Regulations 23–29 of the Regulations.

1.1. PURPOSE

The purpose of the Code is to provide a framework for best practice procurement. The Code sets out how Council meets its legislative obligations in respect to procurement, tendering and contracting.

The Code aims to:

- ensure compliance with relevant legislation
- enhance value for money through fair, competitive, non-discriminatory procurement
- promote the use of resources in an efficient, effective and ethical manner
- encourage probity, accountability and transparency in decision making
- provide reasonable opportunity for competitive local businesses to supply to council
- minimise the cost to suppliers of participating in the tendering process
- allow council to appropriately manage risk
- promote council's economic, social and environmental plans and policies
- Provide guidance on required standards of ethics and best practice to Council and Service Providers

1.2. SCOPE OF THE CODE

This Code covers the procurement of goods, services and works for Council including building and construction, civil works, plant and equipment and consulting services. These Tender practices **do not** apply to the following activities:

- design and execution of works of art
- donations
- property transactions including valuation
- leasing
- Performers at/or Events

The Code is made up of policy and procedure documents, which together form The Code. It applies to Council, it's employees and agents and any Service Provider wishing to apply for Council business or provide goods, services or works to Council. This includes contractors, consultants and suppliers. Insofar as is reasonably possible, Service Providers engaged by Council will apply the Code when seeking Tenders or Quotations from subcontractors and suppliers. The Code applies to all Council procurement processes including tenders, requests for quotations, requests for proposals and expressions of interest for goods, services and works as required.

Council routinely receives unbudgeted income throughout the year i.e. election commitments and grants funding. Once this funding stream has been approved by Council this Code will apply as per approved budget.

1.3. AVAILABILITY OF THE CODE

A copy of the Code is available free of charge:

- at the Flinders Council Offices, 4 Davies Street, Whitemark
- from Monday–Friday, 8.30am – 4.30 pm
- on the Council website at flinders.tas.gov.au/tenders

2.0 PROCUREMENT THRESHOLDS

The purchasing thresholds describe when Quotations and Tenders are to be sought. Projects shall not be split into smaller purchases to avoid the requirements of purchasing thresholds.

Purchasing Estimate	Minimum Documentation Requirement	Minimum Advertising Requirements	Documents Required	Approval
Less than $5,000	Verbal quotation	Nil	Notation of verbal quotation on Purchase Order	Per approved budget and delegation register
From $5,000 to $29,999	2 written quotes (From separate providers)	Nil	Written assessment of quotes + Purchase Order	Per approved budget and delegation register
From $30,000 to $119,999	3 Written quotes (From separate providers)	Nil	Written assessment of quotes + Purchase Order	Per approved budget and delegation register
From $120,000 to $249,999	Request for Quote (RFQ) process.*	Council Website and external media/tender provider	Tender Evaluation Panel (TEP) recommendations to GM + Purchase Order + Contract.	General Manager
From $250,000 to $499,999	Request for Tender (RFT) process.*	Council Website and external media/tender provider	TEP recommendations to GM + Purchase Order + Contract.	General Manager or Council Decision
From $500,000 and above	Request for Tender (RFT) process.*	Council Website and external	TEP recommendations to GM and to	Council Decision

Purchasing Estimate	Minimum Documentation Requirement	Minimum Advertising Requirements	Documents Required	Approval
		media/tender provider	Council + Purchase Order + Contract.	

All procurement thresholds are GST exclusive. Tenders and Quotations will be sought on a GST exclusive basis.

* Thresholds may also include Expression of Interest (EOI) and Early Contractor Involvement (ECI) procurement methods.

2.1. NON-APPLICATION OF THE QUOTATION PROCESS

Exemptions from the requirement to seek written quotes under the quotation thresholds above can be sought from the General Manager in exceptional circumstances such as:

a) where, in response to a prior notice, invitation to participate or invitation to Quote
   - (i) no Quotations were submitted
   - (ii) no Quotations were submitted that conform to the essential requirements in the documentation

b) where the goods, services or works can be supplied only by a particular supplier and no reasonable alternative or substitute goods or services exist for the following reasons
   - (i) the requirement is for works of art, performers or events
   - (ii) the protection of patents, copyrights or other exclusive rights or proprietary information
   - (iii) A continuation of a service agreement
     or
   - (iv) due to an absence of market competition for technical reasons

c) for additional deliveries of goods, services or works by the original supplier that are intended either as replacement parts, extensions or continuing services, where a change of supplier would result in the purchase of goods, services or works that do not meet requirements of interchangeability with existing goods, services or works

d) where there is an emergency and insufficient time to seek quotes for goods, services or works required in that emergency

e) for purchases made under exceptional circumstances, deemed reasonable by the General Manager.

f) where a quotation was received within the last three months for the same goods, services or works (e.g. a recent value for money comparison was made).

g) for purchases made under exceptionally advantageous conditions that only arise in the very short term, such as from unusual disposals, liquidation, bankruptcy, or receivership and not for routine purchases from regular suppliers
   or

h) for a joint purchase of goods or services purchased with funds contributed by multiple entities, where Council is one of those entities and does not have express control of the purchasing decision.

2.2. NON-APPLICATION OF THE PUBLIC TENDER PROCESS

In accordance with section 27 of the Regulations, the requirement for public tendering does not apply for the following situations:

a) Where there is an emergency, and if, in the opinion of the General Manager there is insufficient time to invite Tenders for the goods or services required in that emergency
b) a contract for goods or services supplied or provided by, or obtained through, an agency of a State or of the Commonwealth
c) a contract for goods or services supplied or provided by another council, a single authority, a joint authority or the Local Government Association of Tasmania
d) a contract for goods or services obtained as a result of a Tender process conducted by one of the following entities
   (i) another council
   (ii) a single authority or a joint authority
   (iii) the Local Government Association of Tasmania
   (iv) any other local government association in this State or in another State or a Territory
   (v) any organisation, or entity, established by any other local government association in this State or in another State or a Territory
e) a contract for goods or services in respect of which a council is exempted under another Act from the requirement to invite a Tender
f) a contract for goods or services that is entered into at public auction
g) a contract for insurance entered into through a broker
h) a contract arising when a council is directed to acquire goods or services due to a claim made under a contract of insurance
i) a contract for goods or services, if by Council resolution and states the reasons for the decision, being that a satisfactory result would not be achieved by inviting Tenders because of one of the following reasons
   (i) extenuating circumstances
   (ii) the remoteness of the locality
   (iii) the unavailability of competitive or reliable Tenderers
j) a contract of employment with a person as an employee of the council.

3.0 PROCUREMENT PRINCIPLES

Council's purchasing will be conducted in line with legislative requirements and in accordance with the following principles:

3.1. VALUE FOR MONEY

Value for money is achieving the desired outcome at the best possible price. Factors which may be considered when determining value for money include:

- fitness for purpose
- whole-of-life costs over the lifetime of the product, good or service
- advantages of buying locally (e.g. shorter delivery lead-times, availability of local back-up and servicing and availability of spare parts)
- supplier's capacity and ability, including management and technical capability and physical and financial resources
- environmental considerations and energy conservation
- contribution to achieving one or more of Council's policies or strategic objectives
- social or community benefit
- risk assessment
- quality assurance
- disposal value.

3.2. FAIR DEALINGS

Ethical behaviour and fair dealing means acting ethically, being fair and unbiased and complying with the law in all dealings with Service Providers. The following standards of ethics and ethical behaviours shall be applied when dealing with suppliers:

- ensuring Council monies are spent effectively and in accordance with relevant policies
- acting without favour or prejudice
- complying with legal requirements
- always seeking to maximise the value for money in all transactions
- maintaining confidentiality at all times in dealings with Service Providers
- declining gifts, gratuities or any other benefit which may, or could be deemed to, influence equity or impartiality
- not disclosing the bid of a Service Provider to any other provider.
- not discussing matters of procurement or tender with anyone seeking information other than via internal procurement channels.

3.3. ENCOURAGING OPEN AND EFFECTIVE COMPETITION

Encouraging open and effective competition means ensuring that the procurement process is impartial, open and focussed on encouraging competitive offers. Open and effective competition will be encouraged through:

- putting transparent, open purchasing procedures in place
- ensuring the market is adequately tested by seeking an appropriate number of Quotations or calling for public Tenders
- avoiding use of biased or proprietary specifications
- if requested, de-briefing unsuccessful providers
- treating all Service Providers consistently and equitably.

3.4. ENHANCEMENT OF THE CAPABILITIES OF LOCAL BUSINESS AND INDUSTRY

Enhancement of the capabilities and opportunities of local business and industry means where local capacity exists, actively seeking to engage the local market and encourage their participation in Tender and Quotation processes, through:

- actively seeking quotes from local businesses and industry
- where local capability exists, ensuring that the discretionary elements of specifications do not prevent local businesses and industry from competing.

Enhancing opportunities for local business and industry does not mean giving preferential treatment to local Service Providers.

4.0 CONDUCT

4.1. ETHICS AND CONDUCT

Council's officers, Elected Members or any other person or entity making a purchase on Council's behalf, will comply with the following ethical standards of behaviour:

- the Procurement Process will be undertaken in accordance with this Code and all applicable procedures

- actual or potential conflicts of interest will be declared before inviting offers and measures put in place to appropriately manage any actual or potential conflicts of interest, monetary or otherwise
- accurate records of all dealings in respect to the purchase will be maintained during and after the process
- declining to accept any payments, gifts, gratuities, entertainment/hospitality and other benefits offered by a Service Provider for the discharge of official duties and the documenting of any offers
- avoiding any situation which is, or which may become, or which may be perceived as being a conflict of interest with the person's official duties and declaring any conflicts of interest
- avoiding any relationship with a Service Provider, financial or otherwise, which could be perceived as unfair or improper influence on their judgement, or which could expose Council to allegations or perceptions of impropriety or unwarranted preference. unfair dealings or which could represent a breach of legislation
- for any person, not attempting to intervene or exert influence on the outcomes of the Procurement Process, in particular not communicating or implying any preference for the selection of a particular Service Provider.

The role of Councillors in dealings of procurement must be highlighted at the time of any matter of procurement which is before them. Any conversations by prospective tenderers about a matter of procurement with a Councillor, in their capacity as a decision maker, must be reported to the procurement team handling the matter.

Whenever dealing with Service Providers, Council's officers will:

- clearly convey Council's requirements in an understandable manner and ensure that all Service Providers are provided with identical information upon which to base their Tender or Quotation
- ensure that a Service Provider is not provided with any information or clarification of the Specification or other Tender or Quotation document, which is not equally provided to all other Service Providers
- seek to minimise the cost to suppliers of participating in the Tender process
- ensure that Service Providers are provided with a specification or other statement of Council's requirements, which is sufficient to ensure that Service Providers are not required to undertake unreasonable unpaid design or other work in order to prepare a Tender or Quotation
- ensure that the Conditions of Contract are not excessively onerous on Service Providers
- as far as is practicable, ensure that the Specification does not restrict competition, prevent local businesses and industry from submitting a Tender or Quotation or reflect bias either towards or against any brand or proprietary system or method of work
- in so far as possible, ensure that the Specification does not act as a barrier to innovation
- if any particular Conditions of Participation, Conditions of Tender, or Conditions of Contract apply, advise Service Providers of these when inviting offers
- advise Service Providers of the evaluation criteria, and if applicable the weightings, which will be used to evaluate offers at the time of invitation and ensure that the same criteria are used to evaluate all of the offers received
- if offers are to be evaluated using weighted criteria, apply the procedure for Tender evaluation set out under the Tender Practices section of this Code
- not solicit or accept remuneration or other benefit from a Service Provider for the discharge of official duties.

4.2. ETHICS AND CONDUCT – SERVICE PROVIDERS

Whenever participating in a Council procurement process in any capacity, a Service Provider:

- will ensure they are acquainted with Council's requirements and all matters relating to the Tender or the Quotation and the proposed contract
- will not submit a Tender or Quotation unless they have the financial, technical, physical, management, resource, ethical and other capabilities to fulfil Council's requirements
- will apply Procurement Principles and the standards and ethics required by this Code in its dealings with contractors, subcontractors, suppliers and agents
- must not engage in any uncompetitive behaviour or other collusive practices, which deny or reduce legitimate business opportunities to other potential suppliers
- must at all times act in observance of all laws
- must not engage in acceptance or provision of secret commissions
- must not collude with other suppliers, potential or otherwise
- must not enter into improper commercial arrangements with other contractors, subcontractors, suppliers or agents
- must not attempt to contact any Council officer or councillor not nominated as contact person to deal with enquiries
- must not seek to influence the procurement process by any improper means whatsoever
- must not accept incentives to provide contracts or services to other contractors, subcontractors or agents
- must declare any matter or issue which is, or which may lead to or which could be perceived as, a conflict of interest regarding their participation in a procurement process or a contract to fulfil Council's requirements immediately upon the Service Provider becoming aware of the matter or issue.

If engaged by Council to provide goods, services or works of any nature a Service Provider will:

- act in a polite and courteous manner towards Council officers and agents and towards members of the general public
- refrain from the use of aggressive or inappropriate language and expressions and not act in an aggressive or threatening manner towards Council officers, agents and members of the general public
- insofar as is reasonably possible apply the standards and ethics required by this Code in its dealings with any contractors, subcontractors, suppliers or agents
- put in place and maintain policies, systems and procedures for workplace health and safety management, environmental management, and quality assurance, appropriate to the applicable level of complexity and risk associated with performance of Council's requirements
- comply with the provisions of awards and workplace arrangements which have been certified, registered or approved under relevant industrial relations legislation
- comply with all applicable legislative, regulatory and statutory requirements, including Acts of the Commonwealth and State, regulations, by-laws and proclamations made or issued under such Acts and lawful requirements or directions of public and other authorities
- make payments to employees, subcontractors, suppliers, consultants and agents in a timely manner
- not offer gifts, gratuities, entertainment/ hospitality and other benefits to a Council officer for the discharge of official duties.

Service Providers must not collude to influence the outcomes of a Procurement Process. Collusive behaviour includes but is not limited to:

- agreements between Service Providers as to who should be successful in winning Council's business
- any meeting of Service Providers prior to the submission of their Tender or Quotation that may disadvantage Council
- agreement between Service Providers for payment of money or securing of reward or benefit for unsuccessful Service Providers by the successful Service Provider
- agreement or collaboration between Service Providers to fix prices or Conditions of Contract
- submission of a cover Tender or Quotation or any assistance to another person to submit such a cover Tender or Quotation, that is intended to advantage another Service Provider or disadvantage Council
- any unlawful agreement between Service Providers before submission of Tenders or Quotations such as fixing a special rate of payment to a third party where the payment of such fees is conditional on that Service Provider being awarded a Contract
- any unlawful agreement providing for payment to any third party of money, incentives or other concessions contingent on the success of a Service Provider which do not relate to the provision of bona fide services relevant to that Tender or Quotation.

5.0 REPORTING

5.1 ANNUAL REPORTING

For the purposes of section 72(1)(e) of the Act and *Local Government (General) Regulations 2025* 30(1), where, in a financial year, a council enters into or extends (under regulation 24(5)(b)) a contract for the supply or provision of goods or services valued at or exceeding $250,000 (excluding GST), council will include the following information:

- a description of the contract
- the period of the contract
- the periods of any options for extending the contract
- the value of any Tender awarded or, if a Tender was not required, the value of the contract (excluding GST)
- the business name of the successful contractor
- the business address of the successful contractor
- any other prescribed matter

Where approval has been given for nonapplication of the Tender or Quotation process in accordance with regulation 28(a) and (i) of the Regulations, Council's annual report will include the following information:

- a brief description of the reason for not inviting public Tenders
- a description of the goods or services acquired
- the value of the goods or services acquired
- the name of the contractor.

For the purposes of section 72(1)(e) of the Act, where in a financial year, a contract, for the supply or provision of goods or services valued at or exceeding $100 000.00 (excluding GST) but less than the $250 000.00 (excluding GST) is, entered into, or extended, Council's annual report for that financial year will include the following information:

- a description of the contract
- the period of the contract
- the periods of any options for extending the contract

- the value of the contract (excluding GST)
- the business name of the successful contractor
- the business address of the successful contractor
- any other prescribed matter.

5.2 REPORTING TO COUNCIL

For purchases with a value equal to or exceeding the value where three written Quotations are required, the number of instances of non-application of the requirement to obtain three written Quotations according to reason must be reported to Council on a quarterly basis.

6.0 REVIEW OF THE CODE

This Code for Tenders and Contracts will be reviewed at least every four years unless it is necessary to amend prior.

7.0. DEFINITIONS

TERM	DEFINITION
Alternative Tender or Quotation	A Tender or Quotation which meets all of Council requirements but in a manner different to that specified.
Closing Time	The closing time and date for Tenders or Quotations stated in the Conditions of Participation or Conditions of Tendering.
Conditions of Contract	The terms and conditions that a Service Provider will be required to substantially agree to if their Tender or Quotation is accepted.
Contract	A formal agreement entered into between Council and the successful Tenderer for performance of Council requirements
Conditions of Participation / Conditions of Tendering	The terms and conditions under which Council will seek receive and evaluate Tenders and Quotations.
Council	Flinders Council and where context permits, its employees and assigns.
Delegate	The Council Committee or officer authorised to expend funds to the value of Council requirements under the current version of Council's Delegations Register
Early Contractor Involvement (ECI)	A collaborative procurement method where construction contractors are engaged during the early design and planning stages rather than after design completion.
Emergency	A sudden, serious and dangerous event, or situation, often characterised as an unforeseen, urgent and often critical circumstance that demands fast action to prevent harm or damage.
Expression of Interest (EOI)	A non-binding, initial, procurement stage, to gauge market capability, filter, and shortlist contractors before issuing a formal request.
Local Businesses and industry	Includes suppliers with a permanent established business location in the Flinders Municipal Area, operating in the northern region of the State with a permanent office or presence in northern Tasmania or based in Tasmania with a

TERM	DEFINITION
	permanent business presence in the State mainly employing Tasmanian workers.
Multiple-Use Register	A register of suppliers who meet criteria established by Council in respect of the supply of particular categories of goods and services. Also referred to as Preferred Contractors List.
Open Tender	A public, competitive procurement process where interested suppliers can submit a bid.
Preferred Tenderer	The Tenderer adjudged by Council as best satisfying Council requirements.
Procurement Principles	The procurement principles prescribed under Regulation 28(a) of the Regulations.
Procurement Process	The process whereby Council seeks to engage a Service Provider to provide Council with goods, equipment, services or construction or building works.
Quotation	An offer from a prospective Service Provider in response to an Invitation issued by Council to a selected number of prospective suppliers.
Request for Tender (RFT)	The documents inviting Tenderers to offer to deliver Council's requirements by submitting a Tender in accordance with these Conditions of Tendering.
Request for Quote (RFQ)	The invitation of quotes as is required to procure goods and services of the relevant threshold.
Service Provider	Any contractors, subcontractors, consultants participating, or seeking to participate, in a Procurement Process, and where the context so permits includes a reference to the "Tenderer".
Specification	The documents prepared for the purpose of describing the extent and the manner of the performance of Council's requirements, including preliminary and general requirements, directions, schedules, programs and drawings and other documents included with or referenced in an RFT or Request for Quotation.
Standing Contract	A contract in which a single tenderer or multiple tenderers may be contracted for a specified period to provide specified goods or services during that period without the need for a further tender process.
Tender	An offer from a prospective Service Provider in response to an open and public Invitation to Tender by Council, whereby no limit is placed on the potential number of offers.
Tender Evaluation Panel (TEP)	The assessment panel as established under the Code to assess and select the most suitable bid.

FLINDERS COUNCIL

PROCEDURE - CODE FOR TENDERS AND CONTRACTS

1. METHODS OF PROCUREMENT

1.1 REQUEST FOR QUOTATION

When Council procures goods, services or works under its tendering threshold of $250 000 or seeks Quotations to establish a Standing Contract arrangement through a Panel process Council will request Quotations in line with its procurement thresholds outlined in the procurement thresholds table.

1.2 PROCUREMENT THRESHOLDS

The purchasing thresholds describe when Quotations and Tenders are to be sought. Purchases shall not be split into smaller purchases to avoid the requirements of purchasing thresholds.

Purchasing Estimate	**Minimum Documentation Requirement**	**Minimum Advertising Requirements**	**Documents Required**	Approval
Less than $5,000	Verbal quotation	Nil	Notation of verbal quotation on Purchase Order	Per approved budget and delegation register
From $5,000 to $29,999	2 written quotes (From separate providers)	Nil	Written assessment of quotes + Purchase Order	Per approved budget and delegation register
From $30,000 to $119,999	3 Written quotes (From separate providers)	Nil	Written assessment of quotes + Purchase Order	Per approved budget and delegation register
From $120,000 to $249,999	Request for Quote (RFQ) process.*	Council Website and external media/tender provider	Tender Evaluation Panel (TEP) recommendations to GM + Purchase Order + Contract.	General Manager
From $250,000 to $499,999	Request for Tender (RFT) process.*	Council Website and external media/tender provider	TEP recommendations to GM + Purchase Order + Contract.	General Manager or Council Decision
From $500,000 and above	Request for Tender (RFT) process.*	Council Website and external media/tender provider	TEP recommendations to GM and to Council + Purchase Order + Contract.	Council Decision

All procurement thresholds are GST exclusive. Tenders and Quotations will be sought on a GST exclusive basis.

* Thresholds may also include Expression of Interest (EOI) and Early Contractor Involvement (ECI) procurement methods.

There may be occasions where, for a number of reasons, Quotation(s) cannot be obtained / sought or where doing so would have no additional benefit to Council or the market. Therefore, exemptions from the requirement to seek written quotes under the thresholds can be sought from the General Manager if the reason for doing so satisfies one of the grounds outlined in **Section 2.1 of the Policy document– non-application of the quotation process**, or **Section 2.2 of the Policy document – non application of the public tender process.**

1.3 REQUEST FOR QUOTATION OR TENDER

Council may invite Quotations or Tenders in accordance with the thresholds table shown above at 1.2. may provide The following shall be issued as a minimum:

- advertisement in The Examiner newspaper and on the Council, website tenders page.
- details of the goods or services required
- details of the duration of any contract, including any extensions that are specified in the contract
- the conditions of participation to be met by applicants
- the criteria for evaluating Quotations or Tenders
- the method of evaluating Quotations or Tenders against the criteria
- any mandatory specifications and contract conditions
- a reference to Council's **Code for Tenders and Contracts** (this document)
- applicants must lodge the Quotation or Tender in the manner specified in the conditions of Quotation or Tender.

The period within which a Quotation or Tender is to be lodged will be a period ending at least 14 days after the date on which the notice is published. Applicants must make a response in writing, specify the goods or services provided for and lodge the Quotation or Tender within the period specified in the notice.

1.4 MULTIPLE-USE REGISTER (PREFERRED CONTRACTORS/SUPPLIERS LIST)

Council will establish a Multiple-Use Register otherwise referred to as a Preferred Contractors/Suppliers List, which serves to collate a list of suppliers that are determined by Council to satisfy the conditions of participation for the supply of particular categories of goods or services. The General Manager will invite applications from prospective suppliers for inclusion on the register by publishing a notice in The Examiner newspaper every two years, and on Council's website. The General Manager will ensure that applicants are provided with the following in order to make an application:

- details of the categories of goods or services required
- the conditions of participation to be met by applicants
- the criteria for evaluating applications
- the method of evaluating applications against the criteria
- a reference to this Code for Tenders and Contracts.

The relevant Council officer will advise all applicants of the results of their application including the categories for which they are registered and if applicable, the reasons for any rejection.

When Council requires goods or services of an emergency nature or that are under the procurement threshold, this register may be used. Should Council wish to seek a tender for procurement of goods or services, no favourability will be provided to those registered on the Preferred Contractors/Suppliers List.

Council will review any Multiple-Use Register/Preferred Contractors/Suppliers List at least once every two years. Council will allow a prospective applicant to apply for inclusion on the register or list at any time. Applicants/registrants may apply to be removed from Multiple-Use Registers/Preferred Contractors/Suppliers Lists by writing to the General Manager or will be removed if they no longer meet the conditions of contract (i.e. insurance, environmental and/or work health and safety breaches).

1.5 MULTIPLE-STAGE TENDER

Council may invite Tenders for a contract for the supply of goods or services using a multiple-stage Tender process, which is a process by which suppliers are evaluated through stages against criteria determined by Council. At the first stage of the multiple-stage Tender process, the General Manager will invite expressions of interest by publishing a notice in The Examiner newspaper and the relevant webpage. The General Manager will ensure that applicants are provided with the following in order to make an expression of interest:

- details of the goods or services required
- the conditions of participation to be met by applicants
- the criteria for evaluating expressions of interest
- the method of evaluating expressions of interest against the criteria
- details of any further stages in the Tender process
- a reference to this Code for Tenders and Contracts.

At the final stage in the multiple-stage Tender process, the General Manager will invite all suppliers who met the criteria determined by Council to Tender for the supply of goods or services. The criteria used at each stage of the multiple-stage Tender process will be consistent. If only one supplier meets the criteria determined by Council at the first stage, Council may contract with that supplier after the provision of a Tender for the next stage or a decision of Council may be sought to do so.

1.6 STANDING CONTRACT

Council may establish a Standing Contract through a Quotation or Open Tender process, refer to section 1 (Methods of procurement).4 above, in which a single provider or multiple providers may be contracted for a certain period to provide specified goods or services during that period without the need for a further procurement process.

When purchasing via a standing contract, Council will seek written quotations in line with its procurement thresholds set out in section 1.2 of this document.

There may be occasions where, for a number of reasons, Quotation(s cannot be obtained/sought from the standing contract providers or where doing so would have no additional benefit to Council or the market.

Therefore, exemptions from the requirement to seek written quotes under the thresholds can be sought from the General Manager if the reason for doing so satisfies one of the grounds outlined in either **Section 2.1 of the Policy document– non-application of the quotation process**, or **Section 2.2 of the Policy document – non application of the public tender process.**

1.7 ADDITIONS TO STANDING CONTRACTS

Council will generally not permit the addition of providers to a standing contract of providers during the term and any further terms of the contractual arrangement. However, additional providers may be able to join a contract during the term and any further terms of the arrangement with approval by the General Manager if the request meets at least one of the criteria and all of the conditions for additions outlined below.

1.8 CRITERIA FOR ADDITIONAL PROVIDERS

At least one of the following criteria for adding providers to an existing standing contract must be satisfied:

- An increase in the volume of goods, services or works under the existing arrangement has occurred that cannot be accommodated by existing members.
- A court order or directive has been made after the original Tender process changing the circumstances of the original contract members.
- A change in legislation, Australian Standard or similar has occurred after the original Tender process changing the circumstances of the original contract members.
- The prospective additional provider's legal entity was not in existence (i.e. registered, constituted, formed or incorporated) at the time the original Tender process was advertised.
- The prospective additional provider's business did not have an operational presence in Tasmania at the time the original Tender process was advertised.
- A corporate reconfiguration or restructure has impacted a provider on an existing Council arrangement.
- To accommodate market innovation not contemplated or available at the time of the original Tender process.
- The contract has insufficient providers to meet Council's needs under the arrangement.

1.9 CONDITIONS FOR ADDITIONAL PROVIDERS

In the event that Council is found to require additional goods or services or requests are forthcoming for inclusion by a service provider, all of the following conditions for adding providers to an existing standing contract must be satisfied:

- A submission to join the arrangement is made by the prospective additional provider by completing the provided Tender forms of the original Tender process for establishment of the arrangement.
- The Tender submission to join the standing contract is assessed against the same evaluation criteria and process as the original Request for Tender for establishment of the arrangement.
- The prospective additional provider meets the same requirements as the original Tenderers when the standing contract was originally established.
- The submission of the prospective additional provider is approved by the General Manager.
- The prospective additional provider substantially agrees to the conditions of contract already executed by existing providers.
- The additional provider's contract expires on the same date as that of the original providers.
- Providers may be removed from an arrangement if they fail to perform and meet key performance indicators or on the ground of insolvency. A decision to remove a provider from a contract will be at the sole discretion of the General Manager.

1.10 USE OF OTHER PROCUREMENT METHODOLOGIES

For project values above $120,000, Expression of Interest (EOI) and Early Contractor Involvement (ECI) procurement methods may be utilised. The EOI and ECI procurement methods will follow the same process described in the Request for Quotations/ Tender at 1.3 with differing outcomes for each.

- EOI – Scoping exercise that may not culminate in a contract being awarded. This is to be clearly articulated in the advertising process.
- ECI – Seeking early partnership engagement, providing technical/design expertise and culminates in a staged contract process. No work is to commence until a contract is in place.

Regardless of the value, where it is determined that it is cost effective to do so Council may use a State or Commonwealth Government Contract, the LGAT Procurement process or another council contract for the provision of goods, services or works. The use of such Contracts exempts Council from the requirement to tender under Regulation 29 of the Regulations.

1.11 ENGAGING A THIRD PARTY TO MANAGE A PROCUREMENT PROCESS

Council may engage third parties to manage the procurement process for individual projects. The use of a third party as an agent or consultant to advise on, arrange or manage a procurement process does not exempt Council from complying with Council's procurement framework, policy and procedures.

Should Council engage a third party to manage a procurement process, it must be ensured that material is included in the contractual arrangements with the third party that requires the third party to comply with Council's procurement framework, policy and procedures.

2. TENDERING PRACTICES

Consistent Tender practices must be applied to all procurements where a public Tender is required. These Tender practices may, at Council's discretion, be applied to a Quotation process. The purpose of these Tender practices is to ensure all Council Tenders are conducted in a fair and uniform manner. These Tender practices must be applied to all procurements where a public Tender is required.

2.1 ADMINISTRATION OF TENDERS

Council routinely seeks tenders for a range of activities including construction work, maintenance works and consulting works, and the purchase of goods and services. Public tender processes are conducted by Council's officers.

All projects with a value equal to or greater than $250,000 (excluding GST) must call for a public tender. This value has been set in accordance with the prescribed amount as per *the Act* at the date the Code was adopted by Council. Certain situations are provided for in the non-application of the public tender process, as outlined in Section 2.2 of the Code.

Tenders may, at Council's discretion be called for any project / purchase below the Prescribed Amount, where:

- A formal tender process is required to deal with the complexity, and/or importance of the purchase;
- There is a high probability of risk associated with the purchase; and
- Use of formal Conditions of Contract are advisable or required.

2.2 ETHICAL STANDARDS

Council's ethical standard is to only support and / or contract companies, institutions and organisations that refuse to support or profit from practices which abuse any of the fundamental human rights. A company that is not abusive is one which:

- has zero tolerance for child abuse, in policy and practice
- does not treat people in a cruel, inhumane or degrading manner
- commits to transparency and independent monitoring to ensure these principles are upheld.

When submitting a Tender or Quotation Service Providers may be requested to provide statements in relation to ethical considerations including child safe provisions.

3. TENDER (RFT)/QUOTATION (RFQ) PROCESS

Council outlines its Tender/Quotation process in a series of stages. Stage 1 to 6 of the diagram below identifies the steps in Council's Tender/Quotation process:

STAGE 1	STAGE 2	STAGE 3	STAGE 4	STAGE 5	STAGE 6	STAGE 7	STAGE 8
TENDER PROCESS				CONTRACT MANAGEMENT			
Identify the procurement method/Plan the purchase	Prepare the Tender documents	Invite and receive Tenders	Evaluate Tenders	Implement a contract	Advise and de-brief providers	Manage the contract	Review contractor performance

*for this section 3. the word 'Tender' equally applies to the "Quotation' process.

3.1 STAGE 1 – PLANNING THE PROCUREMENT

The following actions are required prior to preparing a request for tenders (RFT):

- verifying that the appropriate Delegate has approval and/or delegation to undertake the purchase
- establishing the objectives of the purchase and preparing the Specification, which will clearly convey Council's requirements to Service Providers
- identifying the correct purchasing method, including determining if there is an appropriate Contract already in place
- valuing the purchase and, at a minimum, complying with the purchasing thresholds set out under this Code
- confirming sufficient funds are available in Council's budget
- establishing the evaluation committee, their roles and responsibilities
- consideration of conflict of interest for any person involved in the procurement process
- defining any mandatory Conditions of Participation or compliance criteria that a potential provider will be required to meet in order to have their Tender considered
- defining the evaluation criteria (and weightings if applicable) which will be used to evaluate Tenders and select the successful Service Providers(s).

3.1.1 CALCULATING THE VALUE OF A PURCHASE

The value of a contract must be estimated prior to seeking Tenders or Quotations and the contract value must not be underestimated in order to avoid the requirement to seek Tenders or a specified number of Quotations.

The duration of a contract (including standing offers for the supply of goods, services and works, or any combination thereof) must be based on the contract period that best fits Council's business, operational and risk management requirements. A shorter contract period must not be selected in order to avoid the requirement to seek Tenders.

A purchase must not be split into multiple smaller purchases in order to avoid the requirement to seek Tenders or Quotations.

Where relevant, provisional sums, prime cost items, allowances for contingency sums and the like are to be included in the estimated value of a purchase.

3.1.2 USE OF EXPERTS OR PROBITY ADVISORS

Council will engage the services of Probity Advisors and external experts where the nature of the Tender warrants it. For example, where Council is requesting Tenders with complex requirements or high cost or where the contractual arrangement is for extended periods.

3.2 STAGE 2 – PREPARE THE TENDER DOCUMENTS

A unique identifier will be allocated to all Request for Tenders and Requests for Quotations $120,000.00 and over. Once the contract is awarded the unique identifier will be provided for the contract. The unique identifier must be referred to on all correspondence and other documentation relating to the Tender/Quote and the contract. Appropriate records are to be maintained throughout the duration of a Tender process.

3.2.1 CONDITIONS OF TENDERING

The RFT must include Conditions of Tendering, setting out the terms under which a Tender will be accepted for evaluation, including at a minimum:

- a unique identifier number
- the place for lodgement of Tenders
- lodgement instructions
- the Closing Time and place
- specific lodgement requirements, including the information to be submitted with a Tender
- a single nominated contact officer, to which all enquiries concerning the RFT must be submitted
- the procedure for responding to enquiries and amending or clarifying the RFT documents
- any other matters relating to the RFT process, including details of pre-Tender briefings and site inspections
- mandatory Conditions of Participation or compliance criteria applicable to the RFT
- evaluation criteria and weightings and the method of selecting the Preferred Tenderer
- reference to the Code for Tenders and Contracts.

3.2.2 SPECIFICATION

A complete Specification, which describes the extent of the requirements and particulars of the manner or method of the performance of Council's requirements, must be provided for each RFT.

The Specification must, at a minimum include:

- a description of Council's requirements, which is sufficient to ensure that a Service Provider is not required to undertake an unreasonable amount of design work or other effort in preparing and lodging a Tender
- legislative and mandatory requirements and minimum fitness for purpose and quality standards
- health and safety and environmental management requirements
- The Specification must enable participation by local Service Providers wherever local capacity and capability exists and must not restrict competition to be biased towards a particular brand or Service Provider.

3.2.3 CONDITIONS OF CONTRACT

Service Providers must be provided with or advised of the terms and conditions of the contract that a successful Tenderer will be required to agree to. The RFT will include either:

- the Conditions of Contract or other document setting out the contractual terms defining the obligations and rights of the parties to a contract
- reference to the Australian Standard conditions of contract, or other Conditions of Contract, applicable to the RFT. Any Annexures, schedules or exhibits to the Conditions of Contract must also be issued with the RFT.

3.2.4 TENDER FORMS

At a minimum, Service Providers must be provided with a properly structured Tender form, on which to make their Tender.

3.3 STAGE 3 - INVITING AND RECEIVING TENDERS

3.3.1 INVITING TENDERS

The Invitation to Tender must be in the form of a public advertisement, which at a minimum provides:

- a description of Council's requirements
- the Closing Time
- instructions on how to obtain the Tender documents
- the times and dates for pre-tender meetings (if applicable).

At a minimum, the Invitation to Tender will be placed in the Tenders section of the Wednesday or Saturday edition of The Examiner newspaper and will be posted on Council's website – Tenders page.

3.3.2 TENDER CLOSING

All Tenders will be allocated with a Closing Time, specifying the time and date by which Tenders must be submitted. The Closing Time must be included in the Conditions of Tendering and the Invitation to Tender. Tenderers will be provided with sufficient time between issuing of the Invitation to Tender and the closing date in which to prepare their Tenders.

The period within which a Tender is to be lodged will be a period ending at least 14 days after the date on which the notice is published.

Unless Council's operational needs require otherwise, submission of Tenders will not be required:

- before 3 pm
- on a Monday or any day immediately after a day which is a declared statutory public holiday in Tasmania
- between the dates of 24 December to 2 January (inclusive).

Council may amend the Closing Time for Tenders by issuing a written notice to all parties in receipt of the RFT via email and on the website page.

3.3.3 REQUESTS FOR ADVICE AND INFORMATION

Council reserves the right not to respond to any requests for clarification or additional information, if requested after the closing date.

Information not included in the RFT/RFQ documents and/or clarifications will be provided to all interested parties to maintain equality to all tenderers.

Council will nominate an officer or other representative (the "contact person") to deal with RFT/RFQ enquiries. All enquiries about the RFT/RFQ must be directed to the contact person.

Any requests or queries regarding the RFT/RFQ process after the Closing Date or that are unable to be resolved via the contact officer are to be issued to the General Manager.

3.3.4 AMENDING OR EXTENDING A TENDER

Council reserves the right to amend any of the documents comprising the RFT or provide clarification of any matter relating to the RFT prior to the Closing Time.

If the RFT is amended or clarification of the RFT matter, other than clarification of the RFT process, is required, Council will issue a notice of addendum via its website. Tenderers will be provided with sufficient time to allow for incorporation of the requirements of any addenda issued in their Tender submission.

Council may allow Tenderers, which have already submitted a Tender, to lodge an amendment to their Tender, provided that any such amendment is lodged in accordance with the Conditions of Tendering prior to the Closing Time.

3.3.5 RECEIVING AND LODGEMENT OF TENDERS

Clear instructions on how to lodge a Tender will be provided in the Conditions of Tendering.

A Tenderer must comply with the lodgement instructions given in the Conditions of Tendering. Council may reject any Tender which is not lodged in accordance with the lodgement instructions, without consideration.

3.3.6 LATE TENDERS

Any Tender received after the Closing Time for Tenders will not be considered unless Council is of the opinion, and Council's decision shall be final, binding and not open to dispute, that:

- the cause of the lateness was beyond the Tenderer's reasonable control;
- consideration of the late Tender would not provide an unfair advantage to the Tenderer submitting the late Tender; and
- consideration of the late Tender would not compromise the Tender process

3.3.7 OPENING OF TENDERS

Council will hold tenders securely and digitally. Tender submissions will not be opened until the time set for the closing of Tenders has elapsed.

The opening of Tenders will not be public.

Tender submissions will be opened in the presence of at least two Council officers together with the external Probity Advisor if applicable, and the Tender submissions received will be clearly identified and recorded upon opening.

If a Tenderer is provided with the opportunity to correct unintentional errors of form between the opening of submissions and nomination of a Preferred Tenderer, the same opportunity to correct unintentional errors will be provided to all other Tenderers.

A Tenderer may withdraw its Tender at any time prior to acceptance of the Tender, by providing Council with written notification.

A Tender must remain valid for the period of time required by the Conditions of Tendering.

3.3.8 ALTERNATIVE TENDERS

Council may consider any Tender which meets Council's requirements in an alternative and practical manner provided that it meets the totality of those requirements (i.e. Council may consider an "Alternative Tender").

An alternative tender will only be considered in conjunction with a conforming tender.

Alternative Tenders may relate to the functional, performance and technical aspects of the requirements or to opportunities for more advantageous commercial arrangements. Council may either consider Alternative Tenders on their merits or reject Alternative Tenders without consideration at its absolute discretion.

3.3.9 CONFIDENTIALITY AND COMMERCIAL-IN-CONFIDENCE

Any of the documents, information or other materials provided to Tenderers by, or on behalf of, Council in connection to an RFT, remains the property of Council and may only be used by the Tenderer to the extent required to prepare its Tender.

A Tenderer or other person receiving the RFT must not publish, disclose or copy any of its content, except as necessary to prepare its Tender. The Tenderer must keep confidential all information provided by or on behalf of Council as part of, or in connection to, the Request for Tenders.

Council may publish and publicly disclose (in annual and other reports, on the internet or otherwise) a description of the Contract arising out of awarding of the Tender, the successful Tenderer's name and the value of the successful Tender.

Council may reproduce and disclose or distribute and save or store all or part of a Tender as required to enable the Tender evaluation process and as necessary to meet its legal, governmental and other obligations.

Council may disclose the name of the successful Tenderer to unsuccessful Tenderers.

Further information regarding confidentiality in the Tender evaluation process is outlined in Section 4 of this document. All Tenders become the property of Council immediately upon submission.

3.4 STAGE 4 – TENDER EVALUATION

Unless the Conditions of Tendering expressly state an alternative method, Tender evaluation will be carried out in accordance with the principles and practices set out in this Code.

3.4.1 CONFORMING AND NON-CONFORMING TENDERS

A Tender will initially be assessed for conformance. A conforming Tender will be taken to mean a Tender which:

- is lodged by the Closing Time and in compliance with the requirements of the Conditions of Tendering
- meets the mandatory Conditions of Participation.

Council will consider any conforming Tender on its merits. Council may reject, as a nonconforming Tender, any Tender which:

- is not submitted in conformance with the Conditions of Tendering
- is incomplete or which contains insufficient information to allow Council to carry out a valid evaluation in accordance with the procedure for evaluating Tenders set out in this Code.

Council reserves the right to exclude any Tender from evaluation which, in Council's judgement, is excessively low or high in price so as to have a detrimental effect on the relativity of other Tenders.

3.4.2 TENDER EVALUATION PANEL

A Tender Evaluation Panel (TEP) will be established for each Tender process. The TEP will consist of at least three members plus an independent advisor and/or probity advisor if required (for high value or complex contracts).

In order to ensure consistency a common structure for all TEPs within Council is required. Therefore, the TEP will always include the following:

- chairperson
- at least two staff members additional to the chairperson
- an independent probity advisor, if required

The chairperson should be a Council officer with suitable seniority, normally the TEP would be chaired by a relevant Manager at a minimum and at least one member should be proficient regarding the technical/subject matter.

A probity advisor may be required for high value or complex Tenders where independent probity advice and an independent probity contact for Tenderers would benefit the procurement process and reduce procurement risk.

3.4.3 CONFIDENTIALITY

Tender evaluations should be strictly confidential. All contact with the suppliers must be confirmed in writing through the nominated Contact Officer advising the TEP. Members of the TEP will not discuss with any other person outside the TEP issues regarding the evaluation. The Chair of the TEP may obtain advice from specialists to assist in the Tender evaluation process.

3.4.4 METHOD

Tenders will be evaluated with the aim of determining the Tender submission which offers the best value for money outcomes to Council. When assessing value for money, Council may:

- in addition to price, take into account any non-price criteria that it considers relevant to the successful performance of Council requirements and achievement of Council's desired commercial and other outcomes, including but not necessarily limited to Council's Procurement Principles
- apply a weighting to the price and non-price criteria.

The evaluation method and evaluation criteria and weightings must be determined before finalising the RFT and must be disclosed to Tenderers in the Conditions of Tendering.

Selection and manner of application of the evaluation criteria and weightings will be at the sole discretion of Council. Council will not be liable to any Tenderer for the application, or non-application, of any evaluation criterion or weighting. Evaluation criteria and weightings will apply equally to all Tenderers.

3.4.5 CLARIFICATIONS

During the evaluation process, Council may request additional information from any Tenderer in order to clarify matters in doubt or not made clear by the Tender submission. However, a Tenderer will not be provided with the opportunity to revise or amend its Tender price or submit additional material information in order to make a non-conforming Tender into a conforming Tender.

3.4.6 TENDER NEGOTIATIONS

During the evaluation process, Council reserves the right to negotiate with a Tenderer or Tenderers in order to:

- assess a Tenderer's understanding of Council's requirements, test any assumptions made by a Tenderer in determining their Tender prices(s) and rectify any false assumptions
- obtain clarification of matters in relation to the Tenderer's capability to fulfil Council's requirements
- enhance the commercial benefit to Council by achieving cost reductions or service improvements with the preferred tenderer
- finalise the commercial terms required to form a contract.

Council will not enter into negotiations which result in substantial modification to Council's requirements, or which would lead to a non-conforming Tender becoming a conforming Tender.

The outcomes of Tender negotiations will be reflected in the final contract documentation.

In the course of negotiations with a Tenderer, Council will not disclose the details of any other Tender submissions.

3.5. STAGE 5 – ESTABLISH A CONTRACT

The authority to award Tenders and Quotations, and enter into contracts, will be in accordance with the approved Delegate under the financial delegations set out in Council's Delegation Register, the relevant Council decision or approved budget.

3.5.1 TENDER REJECTION AND ACCEPTANCE

Council is not obliged to accept the lowest priced Tender or any Tender.

Council may reject all Tenders.

Council may accept a conforming or Alternative Tender.

If Council rejects all Tenders, it will advise all Tenderers accordingly in writing.

Council will advise all Tenderers of the outcome of the Tender process in writing. Unsuccessful Tenderers may be provided with the name of the successful Tenderer.

The requirements for acceptance of Tender and contract formation will be specified in the RFT.

3.5.2 CONTRACT EXTENSION

Council may extend a contract entered into by Tender under the following conditions:

- if the contract conditions provide for an extension of contract or if required,
- by a decision of the Council made by absolute majority.

Council will be mindful when such extension of contract is granted that the principle of open and effective competition is adhered to.

3.5.3 CONTRACT VARIATION

A variation to a contract could include, but not be limited to, a change in scope and type of Council's requirements, quality standard, service level, delivery times, timeframes, personnel and price.

All contract variations must be approved by the appropriate delegate in line with their financial delegation and generally:

- must not exceed budget unless a budget variation request has been approved; and
- must not materially alter the Specification for the goods, service or works initially tendered for;
- must be approved by the General Manager if any contract variation exceeds the Project Managers financial delegation;
- in the case of variations exceeding $100,000 in value, Council approval will be sought.
- the General Manager may seek Council approval for a variation below these thresholds as deemed appropriate to comply with best practice principles.

3.6. STAGE 6 – ADVISING AND DEBRIEFING PROVIDERS

The purpose of the debriefing session is to help unsuccessful tenderers improve their ability to successfully bid for future Council requirements.

The debriefing process is not to be used as a means of contesting the outcomes of a procurement process, but instead, promote continual improvement of submissions.

Council will provide a debriefing interview to any unsuccessful bidder who requests one.

Briefings will include:

- how their offer performed with respect to the evaluation criteria; and
- strengths as well as weaknesses of their offer.

Briefings will not include:

- comparisons between the unsuccessful tenderer's offer and the winning or any other offer; or
- the debriefing interview being used to justify the selection of the successful tenderer.

Council's debriefing team will include at least one member from the TEP. Council will document the proceedings at each debriefing interview including:

- who attended (from the agency and from the business concerned)
- the information provided to the unsuccessful tenderer
- any issues arising
- the details of any information that was requested, but not disclosed due to commercial in confidence considerations; and
- any likely future complaints, and recommendations for further action.

Where a multiple stage purchasing process is used (for example where EOIs are used to short-list tenderers), tenderers not short-listed may be offered a debriefing interview, in a similar way to unsuccessful tenderers.

3.7 STAGE 7 – MANAGING THE CONTRACT

Good communication protocols must be set up with the contractor. Ordinarily one project manager shall be assigned from Council to liaise with one site manager with key personnel, their roles and redundancy included in the Contract Management Plan. A minimum of weekly meetings should be held, to discuss the works, the provisions of the contract, timeframes and budget. Identifying issues, with the contractor, as early as possible will save further issues and delays as the project progresses.

3.8 STAGE 8 – REVIEWING CONTRACTOR PERFORMANCE

Prior to final payment and the issuance of any certificates of completion, a review of the contractor's performance will be undertaken to ensure both parties are satisfied that the project has been delivered successfully. Any concerns or grievances should be raised at this stage, rather than at a later date when neither party is in a position to respond or negotiate. Once all reviews have been completed, each party must confirm their satisfaction with the project outcomes.

4. COMPLIANCE AND REVIEW

4.1 REVIEW OF TENDER PROCESS

Following completion of the tender evaluation process a report is prepared for the General Manager to review the tender process and accept or reject the recommendation from the TEP.

Periodic reviews of procurement and tender process controls may be conducted by Council's internal auditors.

4.2 PROCUREMENT COMPLAINTS

A complaint about procurement can be communicated to Council via the process for making a complaint contained in Council's Customer Service Charter, which may be obtained via Council's website.

The contact officer should first attempt to find resolution to the procurement complaint in consultation with the Chairperson of the TEP. If the complaint can't be resolved the complaint should be referred to the General Manager

4.3. BREACH OF THE CODE

Council will comply with its Code and its legislative obligations.

If any employee of Council, or a body controlled by Council, breaches this Code, Council may take disciplinary action if, in its absolute discretion, it considers it necessary to do so.

If a Service Provider commits a breach of this Code, Council may, in its absolute discretion, take action against that Service Provider. Action may include, but not be limited to:

- giving a warning to the Service Provider;
- reporting of the breach to a statutory, professional or other relevant body; and
- termination or suspension of the Service Provider's engagement.

Gifts and Donations

GUIDELINE – AUGUST 2019

This Guideline has been developed to assist local government with the application of the gifts and donations requirements in the *Local Government (General) Regulations 2015.*

New gifts and donations register

The *Local Government Act 1993* requires councils to keep a register of gifts and donations received by councillors.

The *Local Government (General) Regulations 2015* (Regulations) provide details of what gifts and donations need to be reported.

Classes of gift and donation

Gifts and donations to be reported include any of the following with a value of $50 or more:

- an item;
- a service;
- a loan of money;
- a loan of property; or
- any other benefit.

This includes a series of gifts or donations received by the same councillor from the same donor where the total value in a financial year is $50 or more.

For example, a $10 lunch bought for a councillor each week over a period of time.

The Regulations refer to 'donations' generally. This is any donation and includes political donations of $50 or more.

Who must notify?

Only sitting councillors are required to disclose gifts or donations received during their term and during an election period.

Gifts that have been received by councillors in their personal capacity, for example a birthday gift from a family member, are not required to be disclosed.

Candidates for a local government election who are not sitting candidates are not required to disclose gifts or donations received during the election period.

Notification

A councillor is to give notice within 14 days of receiving a gift or donation. The notice must be in writing and include:

- the name of the councillor who received the gift or donation;
- a description of the gift or donation;
- the name of the donor (if known);
- the councillor's relationship to the donor (if known);
- the suburb/locality where the donor resides (if known);
- the date on which the gift or donation was received; and
- the estimated monetary value of the gift or donation.

If the gift or donation is received while the councillor is outside Australia, notice is to be provided within 14 days of returning to Australia.

Office of Local Government
Department of Premier and Cabinet

Tasmanian Government

Register

The general manager is responsible for keeping the register, which must contain the following information:

- the name of the councillor;
- a description of the gift or donation;
- the name of the donor (if known);
- the councillor's relationship to the donor (if known);
- the suburb/locality where the donor resides (if known);
- the date on which the gift or donation was received; and
- the estimated monetary value of the gift or donation.

The gifts and donations register for elected members is required to be made available for public inspection at the relevant council's office and on the council's website. It is also required to be updated at least monthly.

Personal versus public capacity

Councillors may need to assess whether a gift has been given to them in their personal capacity or their private.

To help distinguish this, councillors may wish to ask themselves the following questions:

- *Who is the giver of the gift or donation and what is their relationship to me?*

  Would I be receiving the gift or donation if I was not an elected member? Could the person or organization benefit from a decision I make?

- *Are they seeking to influence my decisions or actions?*

  Has the gift or donation been offered to me publically or privately? Does its timing coincide with a decision I am about to make?

- *Are they seeking a favour in return?*

  Would accepting it create an obligation (overt or otherwise) to return a favour? Has the person or organisation made several offers over the last 12 months?

- *Would accepting the gift or donation diminish public trust?*

  How would I feel if the gift or donation became public knowledge? What would my colleagues, family and friends think?

Should gifts and donations be accepted?

Councillors should also ask themselves the above questions when determining whether to accept an offered gift or donation.

While there may be instances where it is appropriate to accept a gift, for example cultural differences, judgement should be exercised to determine whether gifts and donations be accepted, refused or donated to the council.

Councillors should also consider whether accepting a gift or donation would amount to a breach of Part 5 of the *Local Government Act 1993* or their council's Code of Conduct.

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Visit: https://www.dpac.tas.gov.au/divisions/local_government

FLINDERS
COUNCIL

2021-2031 Strategic Plan

Revised May 2026

Table of Contents

Flinders Council acknowledges the ancient history of the Tasmanian Aboriginal people as the First People of Lutruwita/Tasmania, and recognises the connection to the land, waters, and culture of the Furneaux group of Islands by the Palawa people of the Trawulwai Nation.

Photographs – Sammi Gowthorp, Tasmanian Tuxedo, Len Zell

Mayor's Welcome

Welcome to the Flinders Council Strategic Plan, a roadmap that outlines our vision, goals, and strategies to guide our organisation's future direction.

We recognise the importance of proactive planning to meet the evolving needs of our residents, businesses, and stakeholders. This strategic plan serves as a framework to align our efforts, allocate resources, and prioritise initiatives that will contribute to our municipality's sustainable development and prosperity.

Our strategic plan results from collaboration and engagement with community members, council staff, elected representatives, and industry partners. We have listened to your aspirations, concerns, and ideas to shape our strategic priorities and actions.

Some additions to this plan include a visitor economy that embraces regenerative tourism principles, and targets around food security, an issue that is of concern to many residents.

The Flinders Council Strategic Plan is built upon a clear vision for the future we aspire to create together. It outlines a set of strategic goals encompassing key focus areas and areas of opportunity within our community and will guide our decision-making into the future.

We invite all members of the Flinders Council community to participate in the realisation of this strategic plan. Your engagement and input are essential to its success. Together, we can work towards creating a vibrant, sustainable, and inclusive municipality that thrives now and for future generations.

Thank you for joining us on this exciting journey as we implement the Flinders Council Strategic Plan. Let us unite our efforts, harness our collective strengths, and positively impact the lives of all who call the Furneaux Group of Islands home.

Rachel Summers
Mayor

Planning Overview

Under the *Local Government Act 1993*, a council must prepare and adopt a 10-year strategic plan for the management of its municipal area.

This Strategic Plan will guide Flinders Council's work over the next ten years in delivering the vison for the Flinders Municipality.

Every year, Council considers what needs to be done to deliver its Strategic Plan and sets out its priorities in an Annual Plan with accompanying budget.

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Quarterly operational reports and the Annual Report allow Council to monitor its progress against the Strategic Plan and pursue continuous improvement.

Council will regularly assess and review its progress on the Strategic Plan and check back with the Community for input so that we can consider new and exciting opportunities that are arising, and ensure we are on track and meeting community expectations.

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Our Vision

A vibrant, welcoming and sustainable community, full of opportunity, celebrating and preserving our unique way of life and natural environment.

Our Mission

Working collaboratively with the communities of the Furneaux Group of islands to preserve the 'island way' whilst embracing future opportunities.

Our Guiding Principles

When setting our strategic priorities and decision making, Council will be guided by the following principles:

1. **Community Engagement** – encourage and value community contribution.
2. **Island Heritage and Character** – retain and enhance our heritage, cultural traditions and community spirit.
3. **Environment, Waste and Sustainable Land Use Practices** – value our unique natural environment and encourage sustainable industries, lifestyle and practices.
4. **Service Quality** –provide service excellence, efficiently and effectively, and within our means.
5. **Transparency** – make professional and transparent decisions, communicated and implemented in the interest of the Community.
6. **Governance and Financial Responsibility** –comply with government regulations and Council's guiding plans: Strategic Plan, Long-Term Financial Management Plan and Long-Term Asset Management Plan.
7. **Sustainability** – strive for sustainability in the social / community, economic / business, and built / natural environments.
8. **Continuous improvement** – Ensure ongoing, documented, continuous improvement processes.

Interpreting our Plan

To realise our vision, we have identified the following four focus areas as the foundations upon which our community is built and thrives:

1. **Liveability -** To protect and build upon our islands' way of life.
2. **Accessibility / Infrastructure -** Quality infrastructure and services for community benefit.
3. **Economy / Business -** An environment where a variety of businesses can thrive and integrate.
4. **Good Governance -** Effective, efficient and transparent management and operations.

For each of the focus areas, specific goals we want to achieve within the life of the plan have been identified. Clearly articulated strategies that will give us the greatest results for our efforts express how we will achieve these goals. Other areas of focus, action and detail, will evolve within the Annual Plans of the Council. In order to measure our overall success, key outcomes for each of the focus areas have also been included.

To protect and build upon our islands' way of life.

Liveability refers to the collective components that contribute to the overall well-being of our community. It encompasses our sense of identity, belonging, environment, culture, opportunities, challenges, resilience, and diversity.

We aim to find solutions that preserve the unique qualities that make the Furneaux Group of islands special while also nurturing and sustaining a thriving and "viable" population.

It is important to note that a viable population cannot be reduced to a mere numerical value. Rather, it represents the minimum requirement necessary to maintain the services and amenities that our community relies on, ensuring the desired quality of life for all residents.

WHAT WE WANT TO ACHIEVE TOGETHER:

1.1 *A viable population that enables the necessary services and activities required for the Community to prosper.*

1.2 *A harmonious and healthy community actively engaged in employment, recreation, volunteering, arts and culture.*

1.3 *Development and land use planning guidelines that promote balance between our built and natural environments.*

1.4 *Our natural environment protected and enhanced through land management activities.*

1.5 *Reliable and sustainable water security that strengthens community resilience, public health, and environmental balance.*

HOW WE PLAN TO DO IT:

1.1.1 Encourage and support an increased supply of housing for long-term residential rental and purchase.

1.1.2 Promote the islands' authentic lifestyle, business and entrepreneurial opportunities to attract 'working age' population and families.

1.1.3 Collaborate with stakeholders to enable a variety of training and employment opportunities, including local skills and knowledge sharing.

1.1.4 Support provision of services to attract families as residents e.g childcare services.

1.2.1 Provide recreational facilities and assist community groups to encourage an active and healthy lifestyle.

1.2.2 Maintain and develop partnerships with Arts and Cultural organisations and support activities, projects and events that provide opportunities for community involvement and creative expression.

1.3.1 Promote and support sustainable activities to conserve the islands' natural and agricultural environments.

1.3.2 Develop a current Flinders Structure Plan for the Municipality.

1.4.1 Develop and implement strategies to reduce the risks of flood inundation.

1.5.1 Promote sustainable water use through education and awareness campaigns.

1.5.2 Collaborate with stakeholders to strengthen water security and prepare for climate change impacts.

Indicators of Success:

- Development of a Housing Strategy for the Municipality.
- Sustainable levels of both long-term and short-stay housing.
- Simplified council processes that make building houses easier.
- Our population has grown to a level that sustains necessary trades, businesses and community activities and interests.
- Training and skills development programs meeting local industry needs.
- Reliable childcare and early childhood education facility and services.
- Our residents are more physically active and recreational facilities are well patronised.
- Harmonious partnerships with local arts and cultural organisations delivering quality community events and activities.
- A Natural Resource Management presence encouraging sustainable land use practices.
- A Flinders Structure Plan for the Municipality adopted.
- Flood mitigation projects and activities undertaken.

ACCESSIBILITY / INFRASTRUCTURE

Quality infrastructure and services for community benefit.

Our islands' isolation presents ongoing challenges in many areas including transportation, infrastructure, and asset and waste management.

Safe and reliable air, sea and road access, to and within our islands, is essential for our lifestyle, our economy and our growth. Extracting maximum benefit from Council assets through appropriate infrastructure maintenance, efficiency and upgrades will continue to be a focus. We will embrace our waste management challenges through innovation, partnerships and circular economy principles.

Affordable strategies that maintain and build on existing infrastructure and services will better meet current and future needs of our communities and visitors alike.

WHAT WE WANT TO ACHIEVE TOGETHER:

2.1 *Quality public infrastructure, roads and footpaths.*

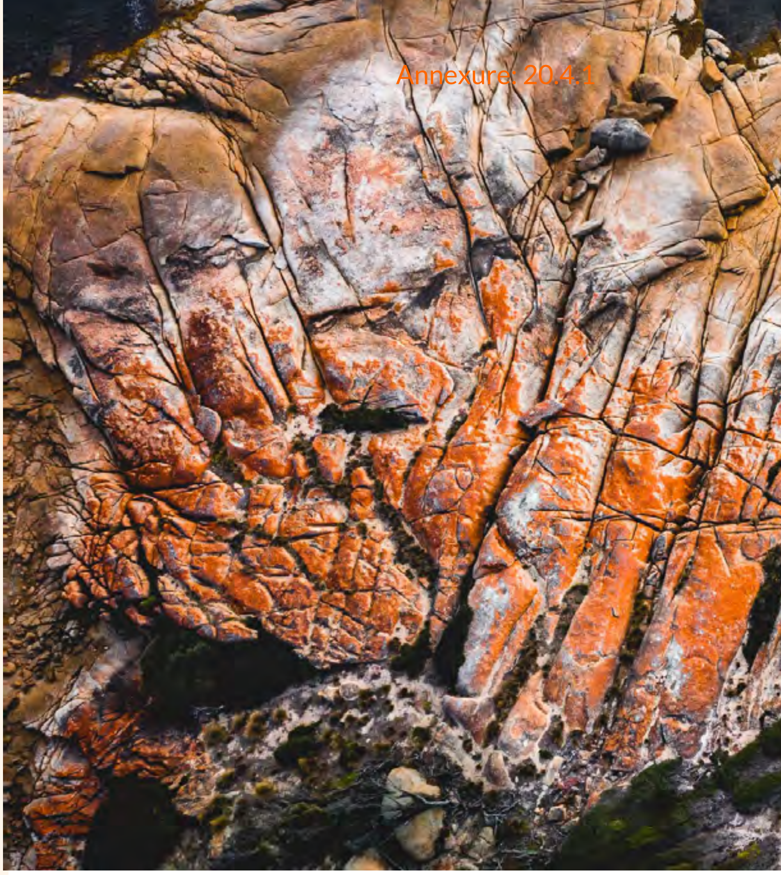
2.2 *Safe and reliable air and sea access to the islands.*

2.3 *Council assets/land maintained and utilised effectively.*

2.4 *Compliant, integrated waste management program that is cost-effective.*

2.5 *Compliant treatment and disposal of wastewater*

2.6 *A modern and equitable freight system that supports affordability and access for island communities.*



HOW WE PLAN TO DO IT:

2.1.1 Maintain a network of safe roads and pedestrian pathways that recognises the changing needs of the Community.

2.1.2 Create townships that are attractive and welcoming through improvements to community infrastructure.

2.2.1 Review and update the Flinders Airport Masterplan.

2.2.2 Engage with key stakeholders to support and improve commercial and community sea access.

2.3.1 Develop and implement a Council Land Strategy to ensure land is utilised effectively.

2.3.2 Finalise and implement the Asset Management Plan, maintenance schedules and disposal procedures to meet audit and governance requirements.

2.4.1 Review and implement Council's Waste Management Strategy in line with relevant legislation, codes of practice and policy.

2.4.2 Deliver, support and partner in community waste education initiatives that encourage waste reduction, recycling, reuse and circular economy practices across the Furneaux Islands.

2.5.1 Collaborate with TasWater to provide an integrated septic and sewerage system for Flinders Island.

2.6.1 Advocate for an updated freight equalisation scheme that includes both air and sea freight across all industries.

2.6.2 Lobby for the inclusion of a CPI index to ensure Freight Equalisation remains responsive to rising costs.

Indicators of Success:

- Road network and pedestrian pathways meet Community needs, including completion of Palana Rd sealing works.
- Increased percentage of State Government owned sealed roads.
- Townships are attractive and welcoming.
- Flinders Airport operating at increased efficiency, including upgrades to both airport runways and associated infrastructure.
- Safe Harbour completed and Lady Barron Port stakeholders working collaboratively.
- Council land utilised for greatest community benefit.
- Council's assets safely maintained.
- Less waste in landfill on Flinders and Cape Barren Islands.
- Compliant blackwater disposal.
- A freight equalisation scheme that includes both air and sea freight.
- Greater equity and affordability in freight access for local businesses and residents.

ECONOMY / BUSINESS

An environment where a variety of businesses can thrive and integrate.

We recognise the importance of ongoing opportunities in all business sectors to ensure the long-term sustainability of our islands. By future-proofing the critical needs of our community, we can create a resilient and thriving economy.

Embracing sustainable and alternative energy sources presents a significant opportunity for us to reduce our environmental impact and move towards a greener future.

Our visitor economy will adopt regenerative tourism principles, promoting responsible and mindful tourism practices that benefit both our environment and local communities.

WHAT WE WANT TO ACHIEVE TOGETHER:

3.1 Ongoing opportunities across all business sectors to future-proof the critical needs of the islands.

3.2 Sustainable and alternative energy opportunities embraced.

3.3 A visitor economy that embraces regenerative tourism principles.

HOW WE PLAN TO DO IT:

3.1.1 Support and encourage innovation in business and industry through partnerships, infrastructure provision and support services.

3.1.2 Encourage diversity in agricultural endeavours to future-proof food security for the islands.

3.1.3 Advocate federal and state governments for improved availability of critical services and industries on the islands to benefit the Community and economy.

3.2.1 Engage with relevant partners to explore renewable energy options, including opportunities to turn waste streams into energy.

3.3.1 Encourage and support positive impact and regenerative visitor experiences that create conditions for people and places to thrive.

Indicators of Success:

- More and varied businesses are operating.
- A fulltime, island-based veterinary practice established.
- Waste streams are generating energy.
- Support renewable energy options identified for Cape Barren Island.
- Visitor economy delivers social, cultural, economic, and environmental value for the Community.
- Increased and varied local food production and supply.

GOOD GOVERNANCE

Effective, efficient and transparent management and operations.

Good governance leads to better and more efficient decisions to give our community confidence in its Council. Through the strategies in this focus area, we will embrace new ways of working to ensure that we continue to provide quality services.

We will leverage our partnerships with all levels of government and stakeholders and work even more closely with our community towards shared goals.

The values of integrity and accountability will continue to be upheld and deliver what we promise in a financially sustainable way.

Our decision-making process will be transparent and driven by data, evidence and our guiding principles, as well as our community's views.

WHAT WE WANT TO ACHIEVE TOGETHER:

4.1 An organisation that provides good governance, effective leadership and high-quality services, within our means.

4.2 Skilled, committed, and professional employees in a supportive environment.

HOW WE PLAN TO DO IT:

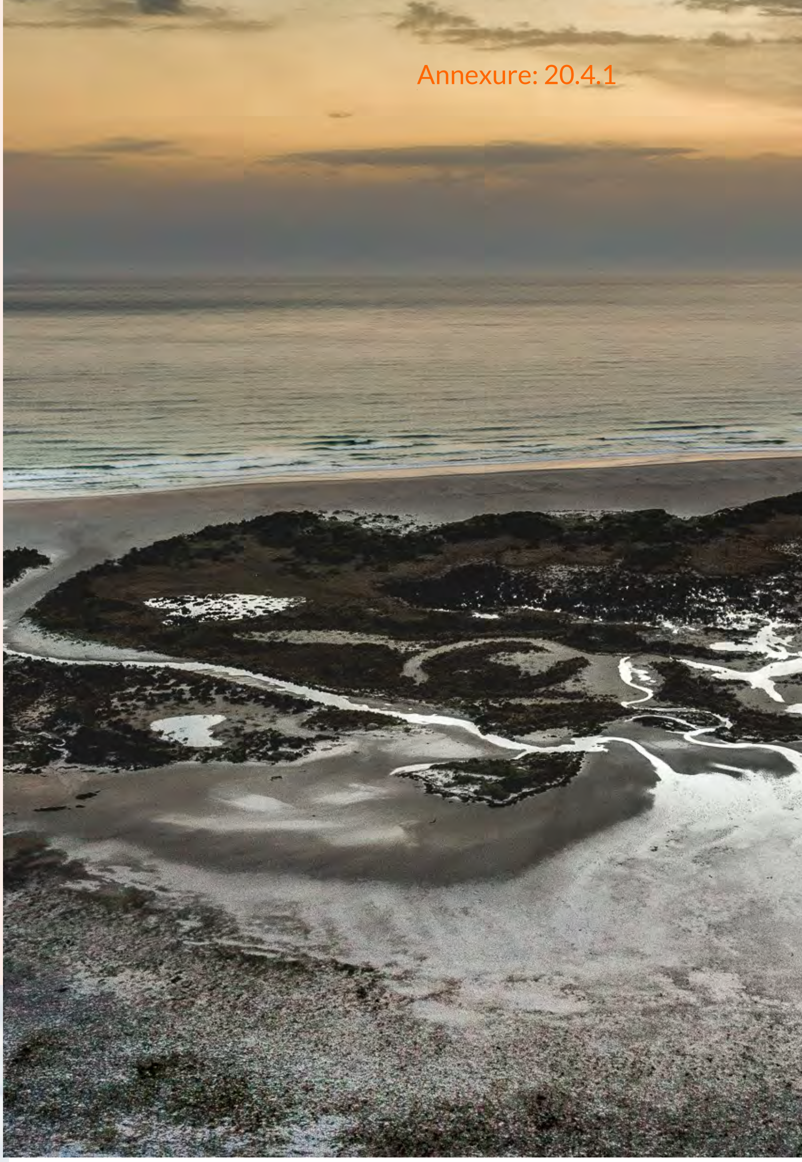
4.1.1 Council meets its statutory obligations to manage risk, achieve financial sustainability and model good governance.

4.1.2 Improve communication channels between Council and Community to foster greater community participation and outcomes.

4.1.3 Provide effective and timely incident and emergency management planning and response.

4.1.4 Collaborate with King Island Council, other councils, and stakeholders to improve efficiencies and advocacy.

4.2.1 Maintain a framework for staff performance management, training, and safety.



Indicators of Success:

- Council delivers on its strategic and operational targets and meets statutory obligations.
- Council has the financial capacity to meet its long-term commitments.
- Community is satisfied with levels of collaboration, engagement, and transparency.
- Effective emergency service management of, and rollout to, critical incidents.
- Acknowledgement of emergency management respondents.
- Mutually beneficial relationships with King Island Council, other councils, and stakeholders.
- Dedicated workforce delivering services professionally and safely.

Regular Health Checks

Throughout the life of this Strategic Plan, we will be regularly checking our progress against our success indicators in a variety of ways, including:

- Community and Stakeholder Surveys
- Timely and successful resolution of Requests for Service
- Timely and successful resolution of complaints received
- Improved Community and Council engagement
- Annual Plan performance indicators
- Councillor "Engaging our Community" sessions

Thank you

We would like to thank all members of the Community who provided their thoughts and feedback via our community survey, Councillor "Engaging our Community" sessions and written submissions.

Your input has been invaluable in the development of this Strategic Plan and in ensuring the plan aligns with the sentiment of the Community. We were particularly appreciative of the quality and volume of feedback received during the process. We greatly value the interest shown in the future plans for the Furneaux Group of islands.

FLINDERS COUNCIL

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2026 Councillor Resolution Report May-26

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	Date Completed
172.09.2021	Moved: Cr V GraceSeconded: Cr A Burke That Council a)Authorises the General Manager, Warren Groves to sign the Flinders Island Vet Facility 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. 27/11/23 Advised funding application for Stage 1 of EOI Process successful. 15/01/24 Stage 2 of EOI process submission lodged 15/1/2024. 21/02/24 & 20/3/2024 Outcome of stage 2 expected March 2024 17/4/24 & 22/5/2024 Outcome still awaited,17/5/24 Advised Growing Regions grant application unsuccessful 26/6/24 Advocating with NRE re extension and future funding opportunities. 24/07/24: Extension of existing funding confirmed, advocacy continues for additional funding. Alternative building options being investigated. 25/09/24: Meetings with Ministers has secured option for interim existing facility to be utilised. New Facility building options being investigated. 30/10/24: Negotiations with building contractor are continuing to find resolution within budget. 18/11/24: Ongoing advocacy with State Government Ministers. Negotiations continue with building contractor to find suitable options within budget. Jan 2025: Advocating to State Government to reallocate funds from election promises to Vet Project. Contract signed with building contractor. Feb 2025: Advocacy continues March 2025: Advocacy continues for additional funding, Building manufacture scheduled. April 2025: Manufacture of Building commenced in Factory, Advocacy continues for extra funding. May 2025: The new Vet Clinic is currently being built and due to be placed in situ on 29 May 2025. Expressions of Interest for Vet to provide services has been issued, closing 2 July. June 2025: Contractors due to return late June to complete installation. EOI's close 2 July 2025 July 2025: Vet clinic arrived and in-situ. First round EOI's have been sent to Council for review, discussed during 9 July 2025 workshop. Second round invitations sent out to selected applicants. Aug 2025: Electrical installation completed, TasBuilt to commence finalisation of building early September. Sept 2025: Works continued with the contractor and local trades. October 2025: Contract finalisation with contractor. Local trades to complete plumbing and drainage works. November, December 2025 and January 2026: Working with local trades to complete plumbing and drainage works.TasBuilt has advised that expected completion by 31/03/2026. February 2026 & March 2026:Plumbing works commenced and remains on track to complete by 31/03/2026 April 2026: Handover with contractor completed 8 April 2026. May 2026: Construction complete and occupancy certificate achieved. Equipping of facility and operational model discussions in process.	a) Completed b) Completed c) in progress	
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 childhood education and childcare services (including before and after school care and school holiday care); and b)advocate to both State and Federal governments for appropriate support and funding. CARRIED UNANIMOUSLY (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 alleviate 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 27/11/23 Thrive advised that stage 1 of EOI process - application was successful. 15/01/24 & 21/02/24 No Progress 20/03/24 included in State election promises 17/04/24 & 22/05/24 Awaiting clarification of likely outcomes based on election-based promises. Mayor is in process of writing to all elected members re same. 26/06/24 & 24/7/24 & 21/8/24 & 25/9/24: Ongoing advocacy with State and Federal Ministers 08/05/26: Letter of Support provided to Childcare operator for new proposal	In Progress	

2026 Councillor Resolution Report May-26

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Minute	Resolution	Activity	Status	Date Completed
SUBSTANTIVE (244.10.2024)	Moved: Cr Garry BlenkhornSeconded: Cr Rachel Summers That Council: a)accepts the donation of vermin resistant fencing from Waratah and others and works with the various community volunteers to install a vermin resistant perimeter fence, with an electronic entry gate with associated opening mechanism and solar power connection at the Lady Barron Cemetery. b)approves a budget of up to $23,000, to come from the Public Open Space funds for the Council related costs of the proposed upgrade to the Lady Barron Cemetery fencing. Eighteen thousand dollars is to cover works and equipment as detailed in a), and up to $5,000 to cover survey costs. CARRIED UNANMOUSLY (4-0) Cr Aaron Burke, Cr Garry Blenkhorn, Deputy Mayor Vanessa Grace, Mayor Rachel Summers	18/11/24: Tap signage installed. Project Code allocated (CAP2425-32). Jan 2025: Surveying works ordered Feb 2025: Survey works complete. Mar 2025 : Councillors and Council Officers scheduled to meet at Lady Barron Cemetery to discuss project requirements. April 2025: Meeting undertaken Fri 28th March 2025. June 2025: Up to having the fence line cleared. Crs Grace and Cox met with Works and Services Coordinator about how that might be done and what trees to leave. July 2025: Effected landowner letters in draft, clearing works and fence construction planning in progress August 2025: Neighbouring landowners letters sent prior to engaging contractor to undertake works. Sept 2025: Awaiting written quotes from contractors for fence line clearing. Oct, Nov & Dec 2025: Contractor works scheduled to align with volunteers to do fencing in January 2026. January 2026: Contractor engaged on other works, will commence when outside commitments are complete. Feb 2026: Contractor has provided tentative start date of March 2026 March-April 2026: Works deferred to May 2026 to align removal of existing fence with availability of volunteers who will install immediately to protect integrity of graves from any possible damage. May 2026: This is in hands of volunteers and contractor and will likely carry over to the next financial year.	In Progress	
296.12.2024	Moved: Cr Ken Stockton Seconded: Cr Garry Blenkhorn That For item 20.2 the following motion be released to the public: That the Code for Tenders and Contracts is reviewed to remove conflicting advice regarding the tender process. CARRIED UNANIMOUSLY (5-0) Cr Garry Blenkhorn, Cr Aaron Burke, Cr Carol Cox, Deputy Mayor Vanessa Grace and Cr Ken Stockton	Jan 2025: Review of document in progress. Feb 2025: Review ongoing, Draft in progress. March & April 2025: Progressing at Management Team level for input. June 2025: Management Team reviewing, considering feedback and other template documents. July - October 2025:Management Team continue to revise, considering feedback and other template documents. November, December 2025, January 2026 and February 2026: Review in progress, draft scheduled to be present early 2026 March 2026: Review completed by Senior Management team and will go to April Council meeting for review. April 2026: Workshopped on 15 April in preparation for next Council meeting. May 2026: April Workshop item deferred to 13 May 2026 workshop.	In Progress	
SUBSTANTIVE (104.04.2025)	Moved: Cr Garry BlenkhornSeconded: Cr Chris Rhodes That Council: •Supports the installation of a new community time capsule; •Endorses the formation of a working group comprising of Councillor(s) and interested community members/groups to develop the project, and coordinate planning and installation at a future Council event; •Approves the inclusion of a $10,000 allocation in the 2025/26 budget for the project should there be enough community support; and •Supports pursuing grant opportunities to assist with funding. CARRIED UNANIMOUSLY (6-0) Mayor Rachel Summers, Deputy Mayor Vanessa Grace, Cr Aaron Burke, Cr Garry Blenkhorn, Cr Chris Rhodes and Cr Ken Stockton.	May 2025: Community Survey is scheduled to be released for consultation following NE River Masterplan survey closure (9/6/25) June 2025: Mayor took to Lions Market 7/6/2025 for community interest. Community Grant funding opportunities to be explored. July 2025: Mayor exploring community interest and support to implement and look at funding options. August 2025: Discussed at Council Workshop 13 August 2025, Mayor to readvertise for community support/input. Sept 2025: Advertisement shared again to invite community support / input. October 2025- May 2026: Mayor and Deputy Mayor to work with interested community to develop possible project plan.	In Progress	

2026 Councillor Resolution Report		May-26		
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Minute	Resolution	Activity	Status	Date Completed
161.06.2025	Moved: Deputy Mayor Vanessa GraceSeconded: Cr Ken Stockton That the Planning Authority: •Endorse preparation of AM2025-01 to the Flinders Local Provisions Schedule under section 40D(b) of the Land Use Planning and Approvals Act 1993 to remove FLI-S3.0 Coastal Areas Specific Areas Plan from the titles and properties identified in tables 1 through 5 inclusive, for Palana, Killiecrankie, Pats River, Lady Barron and Samphire River, as per Annexure 1 to this agenda item, and note the correction of the word 'Village' to 'Area' in section 2.8 in Annexure 1 to this item; and •Pursuant to Section 40F of the Land Use Planning and Approvals Act 1993, certifies that AM2025-01 meets the LPS criteria; and •Instructs that affected property owners as per Annexure 1 to this item, be notified of draft amendment AM2025-01; and •Pursuant to Section 6 of the Land Use Planning and Approvals Act 1993, delegate to the General Manager the authority to: oauthorise final revisions to the documentation for AM2025-01; osubmit notice of the decision to initiate and certify AM2025-01 to the Tasmanian Planning Commission; ocomplete the 28 day statutory notification of AM2025-01; and owhere no representations are received during the statutory notification of AM2025-01, submit report under 40K of Land Use Planning and Approvals Act 1993, to the Tasmanian Planning Commission. CARRIED (5-1) For: Mayor Rachel Summers, Deputy Mayor Vanessa Grace, Cr Aaron Burke, Cr Carol Cox and Cr Ken Stockton. Against: Cr Garry Blenkhorn	July 2025: Report prepared and advertised, representations close 6/8/2025 August 2025: To September 2025 workshop for discussion Sept 2025:Presented at 10 September 2025 Council Workshop, for consideration at 24 September 2025 Council Meeting. October 2025: See 261.09.2025 below November 2025: Hearing date tentively booked for January 2026 with Commission. January 2026: Hearing Scheduled with Commission 22/1/2026 February & March 2026: Directions from Commission received, extension of time for response submission approved to 18 March 2026. NB See item 261.09.2025 also April 2026: Submitted response and awaiting decision from the Commission. May 2026: Response recieved from the Commission 15/4/2026 detailing decision and reasons for substantial modifications.	In Progress	
261.09.2025	Moved: Cr Carol CoxSeconded: Cr Ken Stockton That the Planning Authority determines under section 40K of the Land Use Planning and Approvals Act 1993 in respect of representations received to the statutory notification of AM2025-01: 1Representation 1 is determined to: •have merit as it raises matters relevant to consideration of AM2025-01, •not alter the assessment of AM2025-01; •not require modifications to AM2025-01; •not raise any matters that impact assessment or implementation of the policies and requirements of the Tasmanian Planning Scheme and Guidelines; and •not impact assessment of AM2025-01 against the LPS criteria: and 2Representations 2 and 3 are determined to: •not have merit as they raise matters outside the scope of AM2025-01, •not alter the assessment of AM2025-01; •not require modifications to AM2025-01; •not raise any matters that impact assessment or implementation of the policies and requirements of the Tasmanian Planning Scheme and Guidelines; and •not impact assessment of AM2025-01 against the LPS criteria: and 3Representation 4 is determined to: •have merit as it raises matters relevant to consideration of AM2025-01, •require modifications to AM2025-01 to include the removal of FLI-S3.0 Coastal Areas Specific Area Plan from the following properties adjoining the Bootjack Flats drain: oCoast Road, Lady Barron, CT 139505/1, PID 2205333; oCoast Road, Lady Barron, CT 134868/3, PID 2017893; o2146 Lady Barron Road, Lady Barron, CT 134868/1, PID 2205341; oCoast Road, Lady Barron, CT 177061/1, PID 3556629; oCoast Road, Lady Barron, CT 211956/1, PID 3556629; oLot 1 Lady Barron Road, Lady Barron, CT 165957/1, PID 3227892; and oCoast Road, Lady Barron, CT 134868/3, PID 2017893; •not raise any matters that otherwise impact assessment or implementation of the policies and requirements of the Tasmanian Planning Scheme and Guidelines; and •not otherwise impact assessment of AM2025-01 against the LPS criteria; and 4that Annexure 5 to this report, Flinders LPS Amendment 40K Report on Representations – AM2025-01 Corrections to application of Fli-S3.0 Coastal Areas Specific Area Plan, is submitted to the Tasmanian Planning Commission. CARRIED (4-0)	See 161.06.2025 also. October 2025: AM2025-01 submitted to the Commission. November - December 2025: Hearing date tentively booked for January 2026 with Commission. January 2026: Commission Hearing scheduled for 22/1/2026. February & March 2026: Directions from Commission received, extension of time for response submission approved to 18 March 2026. April 2026: Submitted response and awaiting decision from the Commission. May 2026: Response recieved from the Commission 15/4/2026 detailing decision and reasons for substantial modifications.	In Progress	
166.06.2025	Moved: Cr Carol CoxSeconded: Cr Garry Blenkhorn That during the 2026 Financial year that Council holds discussions on the current exemption of the outer Bass Strait Islands from paying the waste levy. CARRIED UNANIMOUSLY (6-0) Mayor Rachel Summers, Deputy Mayor Vanessa Grace, Cr Aaron Burke, Cr Carol Cox, Cr Garry Blenkhorn, and Cr Ken Stockton.	July - December 2025: Scheduled for future workshop discussion Jan/Feb 26 (Prior to Rates setting for 2026/27) January 2026: Discussed at 7/1/2026 Council Workshop - to be included in 2026/27 Rates discussions. February-May 2026: Included in 2026/27 budget discussions	In Progress	

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Minute	Resolution	Activity	Status	Date Completed
167.06.2025	Moved: Cr Carol CoxSeconded: Deputy Mayor Vanessa Grace •That by absolute majority, Council adopts the Budget Estimates 2025/26, as presented in Annexure 1 to this item; and •That an in depth mid-year budget be undertaken in Jan/Feb 2026 and that in the lead up in the review Council staff identify any cost saving options for Council to consider; and •Reviews the Long Term Financial Management Plan. CARRIED UNANIMOUSLY (6-0) Mayor Rachel Summers, Deputy Mayor Vanessa Grace, Cr Aaron Burke, Cr Carol Cox, Cr Garry Blenkhorn, and Cr Ken Stockton.	July - December 2025: Scheduled for future workshop discussion Jan/Feb 26. Long Term Financial Management Plan and Long Term Financial Asset Management Plan scheduled for November 2025 workshop. January 2026: Draft presented at 21 January 2026 Council Workshop. February 2026: Efficiencies achieved and opportunities for future savings report in progress. March 2026: Budget discussion for 2026-27 commenced and LTFMP review commened at Council Workshop 11/3/2026. April-May 2026: Budget discussion for 2026-27 commenced and LTFMP review ongoing.	In Progress	
301.10.2025	Moved: Cr Carol CoxSeconded: Deputy Mayor Vanessa Grace That Council: 1.Rescinds motion 127.06.2024, item 1. 'Approves the Committees recommendation to Council that the funds on hand for the improvements to the Boat ramps (approx. $110,000) be put towards installing a boat ramp on the northern side and an extension to the Jetty, noting that the funds will not cover the entire project but that the committee seek further funding opportunities. ' ; and 2. Allocates the remaining funding to: oApplication for a Crown Land consent to lodge and Development Application (DA) for a three-stage development to: i. Extend the existing jetty by 12metres in two 6metre stages; and ii.Construct a new boat ramp on the northern side of the jetty; o Extending the existing Whitemark jetty by 6 metres as stage one. 3.Undertake betterment of the boat ramp on the southern side of the Whitemark jetty; 4.Seeks additional funding for a boat ramp on the northern side of the jetty and the second stage 6metre jetty extension, noting that following successful application for the Crown Land consent to lodge and DA, this will be a shovel ready project. CARRIED (5-1) Mayor Rachel Summers, Mayor Vanessa Grace, Cr Carol Cox, Cr Chris Rhodes and Cr Ken Stockton Against: Cr Garry Blenkhorn	November and December 2025: Development Application requirements and additional funding opportunities to be sought. January 2026: Improvements (SS Ladders and Rubbers) installed. Project Management discussions with MAST. Boating Committee meeting scheduled for 9/2/2026. February 2026: Boating committee meeting was deferred due to not meeting quorum. Resceduled to 2/3/2026. March 2026: Boating Committee Meeting held 2/3/2026. Discussions continue with MAST Project Manager regarding project and repair works. April - May 2026: MAST Project Manager has been liaising with engineering company regarding drawings for proposed works.	In Progress	
331.11.2025	Moved: Cr Carol CoxSeconded: Cr Aaron Burke That Council consult the community regarding future development at Holloway Park. CARRIED UNANIMOUSLY (4-0) Mayor Rachel Summers, Cr Aaron Burke, Cr Carol Cox, and Cr Ken Stockton	December 2025: Lady Barron Special Committee asked to provide suggested consultation questions. January 2026: Lady Barron Special Committee meeting scheduled for 27/1/2026 to inform survey consultion questions. February 2026: Feedback from unconfirmed minutes of 10 February 2026: (i) F.Henwood has requested that Council brief the Committee on the proposal it has received from a Private Investor. (ii) Noted that there seems to be some confusion as to who owns/controls the site. (iii) The Committee requests, with regard to the community survey, that hard copies of the survey be made available at FIAAI, the Tavern and the Lady Barron Store (among other venues). (iv) Suggested questions for the Survey will be developed by email conversation and forwarded to Council. March 2026 - May 2026: Awaiting survey question suggestions from Lady Barron Special Committee.	In Progress	
345.12.2025	Moved: Cr Carol CoxSeconded: Deputy Mayor Vanessa Grace That Council: •Approves and adopts the Strategic Asset Management Plan (The Plan) at Annexure 1 to this item; •That it is acknowledged that the maintenance table on page 31 of the document is outdated and will be revised prior to 30 June 2026; •Councillors acknowledge that some of the information this document is dated and that the accuracy and reliability will be improved over time; and •Authorises the General Manager to make a copy of the Strategic Asset Management Plan available on the Council Website and for public inspection at the Council Office during ordinary business hours. CARRIED UNANIMOUSLY (5-0) Mayor Rachel Summers, Deputy Mayor Vanessa Grace, Cr Garry Blenkhorn, Cr Carol Cox, and Cr Ken Stockton	January 2026: Author and Contract accountant inform of decision and review of Maintenance table on pg 31 of document required. February 2026: Work has commenced to update the maintenance table on page 31 of the SAMP toward meeting the timeline of 30/6/26. March 2026: Work continues on upgrading SAMP maintenance table. April - May 2026: The Asset maintenance table has been reviewed and updated by Works and Services Department. At final review, on track to meet 30 June 2026 timeline.	In Progress	

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Minute	Resolution	Activity	Status	Date Completed
35.02.2026	Moved: Cr Ken StocktonSeconded: Deputy Mayor Vanessa Grace That Council by absolute majority approves up to $5,000 excluding GST from the 2025-2026 budget for trenching works and electrical cable installation across the Port Davies Road in two sections, to be completed by the Aboriginal Land Council (ALCT) nominated contractor at Wybalenna to facilitate the installation of electricity to the site. CARRIED UNANIMOUSLY (6-0) Mayor Rachel Summers, Deputy Mayor Vanessa Grace, Cr Aaron Burke, Cr Carol Cox, Cr Garry Blenkhorn, and Cr Ken Stockton	March 2026: ALCT CEO advised of Council decision April 2026: Awaiting invoice from ALCT May 2026: Funds allocated and contractor engaged by ALCT. Start date to be confirmed, coordinating road access and will make good.		
41.02.2026	Moved: Cr Carol CoxSeconded: Deputy Mayor Vanessa Grace That Council approves the use of Public Open Space funds as a co-contribution to support a grant funding application for improvements to the Whitemark Exercite area up to 50% of the full cost of the improvements or a maximum of $25,000. CARRIED UNANIMOUSLY (6-0) Mayor Rachel Summers, Deputy Mayor Vanessa Grace, Cr Aaron Burke, Cr Carol Cox, Cr Garry Blenkhorn, and Cr Ken Stockton	March & April 2026: Council monitoring grant opportunities May 2026: Continue to monitor grant opportunities.		
75.04.2026	Moved: Cr Rachel Summers Seconded: Cr Garry Blenkhorn That Council: 1. **Endorses the Mayor's attendance at the Australian Local Government** Association National General Assembly to be held in **Canberra from 23–26** June 2026; 2. Approves Council funding of 50% of associated registration, travel and accommodation costs, with the Mayor contributing the remaining 50%; and 3. Requests the Mayor provide a report to Council following attendance, outlining key outcomes, advocacy opportunities, and relevance to Flinders Council. CARRIED UNANIMOUSLY: (4-0) Mayor Rachel Summers, Cr Carol Cox, Cr Garry Blenkhorn and Cr Ken Stockton	May 2026: Mayor will book and submit expense claim to Council for 50%.		
SUBSTANTIVE (93.04.2026)	Moved: Cr Garry Blenkhorn Seconded: Cr Carol Cox That Council: 1.Resolves to undertake community consultation to seek feedback on whether the Flinders community supports or opposes a reduction in councillor numbers; and 2. A report be presented to Council following consultation, summarising community feedback and outlining options for Council's consideration. 3.Given the impending election in September 2026, that the c onsultation be held over until the new Council and Council communicates to the public that the legislation has changed. CARRIED UNANIMOUSLY: (4-0) Mayor Rachel Summers, Cr Carol Cox, Cr Garry Blenkhorn and Cr Ken Stockton	May 2026: Consultation scheduled post 2026 Council elections.		

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Minute	Resolution	Activity	Status	Date Completed
252.12.2021	Moved: Deputy Mayor D Williams Seconded: Cr R Summers That Council adopts the land known as 165274/1: as a local highway under s6 of Local Government (Highways) Act 1982 and develops a staged approach regarding forming the road and associated budget. CARRIED UNANIMOUSLY (6-0)	From Closed Council: Road Off Pot Boil Road, Lady Barron - 17/05/2023 Chris advised he provided budget but works 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. 04/12/2023 Acting Infrastructure Manager plans to re-visit matter following completion of roads program in February/March 2024. 17/4/2024 Not required at present, deferred until May 2024 22/05/24 A Purchase Order for the survey works was issued in 2023 The survey works have not been undertaken. The scope of the work has now been discussed and the Surveyor has been asked to proceed asap. Once the centre lines of the road are established by the surveyor, the extent of road requirements can be determined. Costing top phases and timelines can then be established. A tentative sum of $80k was in the 2023/24 FY budget, proposed to commence works in 2024/25 and should be carried over. If the budget is approved, some priority work for access to the residences in question can be planned for 2024/25 FY. 24/7/24: Survey undertaken, funding included in 24-25 Budget 30/10/24: Scheduling this to a contractor for pricing following the completion of drainage and re-sheeting. 21/11/24: Due to limited resources of roads and drainage staff, the Works and Services Coordinator is planning on engaging a contractor to do the work. Indicative pricing has not yet been received, contractors pricing will be sought asap. The FY2024/25 budget has $80,000 allocated. Jan 2025: RFQ being developed, 3 quotes required per Code for Tenders and Contracts. Feb 2025: RFQ advertised in Flinders Island News 31/1/25 March 2025:Following advertising for quotes, a quote was received and PO issued, waiting for contractor to commence. April 2025: Vegetation works completed. June 2025: Budgeted to be completed over 2025-2027 years July 2025: Included in 2025/26 budget ($50,000) August 2025: Contractor engaged to undertake works. Sept 2025: Contractor has commenced forming road. October 2025: Road forming commenced and some gravel placed. Additional works to be undertaken in 2026/27 financial year as budgeted. November 2025 - March 2026: Finalisation works to be undertaken in 2026/27 financial year as budgeted. Naming and gazetting of roadway project underway.Proposed agenda item for April 2026 Council meeting. April 2026: Naming of Road in progress in accordance with the Act. May 2026: Naming of roads adopted at the 21 April 2026 Council Meeting: Names of Adelaide Bay Drive and Silas Road adopted per decision 90.04.2026.	Complete	21/04/26
SUBSTANTIVE (264.09.2025)	Moved: Cr Carol CoxSeconded: Cr Aaron Burke That Council: •Authorises the General Manager to establish a Memorandum of Understanding (MOU) with the Show Society; oThe MOU is to ensure that other showground users that have annual agreements or leases are not have any access or use restricted at any time; •Provides in-kind support to the value of $4,000 per year, commencing the 2025/26 financial year, to assist the Flinders Island Show Society with running the Flinders Island Show; and •Reviews the level of support through the MOU every 2 years. CARRIED UNANIMOUSLY (6-0) Acting Mayor Vanessa Grace, Cr Aaron Burke, Cr Carol Cox, Cr Garry Blenkhorn, Cr Chris Rhodes and Cr Ken Stockton	October 2025: MOU updated following Council Workshop discussions and ready to present to Show Society. November 2025: MOU submitted to Show Society for signing December 2025: Show Society proposed amendments to asset lists - to be signed by New Year January 2026: Further amendments requested by Show Society. February 2026: Show Society followup undertaken - awaiting feedback. March 2026:Some additional elements identified for inclusion. April 2026: MOU issued to Show Society for review and signature May 2026: MOU signed and sealed, copy chared with Councillors.	Complete	20/04/26
79.04.2026	Moved: Cr Carol Cox Seconded: Cr Ken Stockton. That the Airport Operations Coordinators Report – March 2026 be received and accepted by Council and a copy of the report at Annexure 1 to this item and the airport financial report as presented at this meeting at annexure item 18.1.1. be shared with the Furneaux Group Aviation Special Committee members. CARRIED UNANIMOUSLY: (4-0) Mayor Rachel Summers, Cr Carol Cox, Cr Garry Blenkhorn and Cr Ken Stockton	22/04/2026: Airport update and Airport quarterly financial reportShared with the Aviation Special Committee. Noted that the quarterly financial report will be shared moving forward.	Complete	22/04/20026