



COUNCIL AGENDA

COUNCIL CHAMBERS
COMMUNITY
ADMINISTRATION
CENTRE (CAC)

16 JUNE 2020

NOTICE OF MEETING

Notice is hereby given that the next meeting of the Sorell Council will be held at the Community Administration Centre (CAC), 47 Cole Street, Sorell on Tuesday, 16 June 2020, commencing at 6.00 pm.

C E R T I F I C A T I O N

I, Robert Higgins, General Manager of the Sorell Council, hereby certify that in accordance with Section 65 of the Local Government Act 1993, the reports in this Agenda have been prepared by persons who have the qualifications and experience necessary to give such information, recommendation or advice.

Council or a Council Committee is not to decide on any matter which requires the advice of a qualified person without considering such advice unless –

- (a) the General Manager certifies, in writing –
 - (i) that such advice was obtained; and
 - (ii) that the General Manager took the advice into account in providing general advice to the Council or Council Committee; and
- (b) a copy of that advice or, if the advice was given orally, a written transcript or summary of that advice is provided to the Council or Council Committee with the General Manager's certificate.

Notices of Motion and supporting documentation from Councillors are exempted from this certification.

ROBERT HIGGINS
GENERAL MANAGER
11 JUNE 2020



AGENDA

**FOR THE COUNCIL MEETING TO BE HELD AT THE
COMMUNITY ADMINISTRATION CENTRE (CAC), 47 COLE STREET, SORELL
ON 16 JUNE 2020**

TABLE OF CONTENTS

1.0	ATTENDANCE	1
2.0	APOLOGIES	1
3.0	DECLARATIONS OF PECUNIARY INTEREST	1
4.0	CONFIRMATION OF THE MINUTES OF 19 MAY 2020	1
5.0	QUESTION ON NOTICE RESPONSE	1
6.0	MAYOR'S REPORT	3
7.0	SUPPLEMENTARY ITEMS	4
8.0	COUNCIL WORKSHOPS REPORT	4
9.0	DEPARTMENTAL REPORTS	5
9.1	GOVERNANCE – ROBERT HIGGINS, GENERAL MANAGER	5
9.2	ENGINEERING & REGULATORY SERVICES – RUSSELL FOX, MANAGER	5
9.3	HUMAN RESOURCES, CUSTOMER & COMMUNITY SERVICES – JESS RADFORD, MANAGER	23
9.4	FINANCE AND INFORMATION – STEPH GUNN, MANAGER	30
10.0	PETITIONS	33
11.0	LAND USE PLANNING	33
11.1	DEVELOPMENT ASSESSMENT SPECIAL COMMITTEE MINUTES	33
12.0	GOVERNANCE	34
12.1	COPPING REFUSE DISPOSAL SITE JOINT AUTHORITY	34
12.2	ADOPTION OF ANNUAL PLAN 2020-2021	39
13.0	ENGINEERING & REGULATORY SERVICES	48
13.1	LAND IMPROVEMENT ASSET MANAGEMENT PLAN	48
14.0	HR & COMMUNITY SERVICES	78
14.1	CUSTOMER SERVICE CHARTER & CUSTOMER SERVICE STRATEGY	78
14.2	COMMUNITY GRANTS POLICY	96
14.3	FINANCIAL HARDSHIP ASSISTANCE - RELIEF FOR HIRERS OF COUNCIL FACILITIES AND GROUNDS.	103
15.0	FINANCE & INFORMATION	106
15.1	RATES AND CHARGES POLICY	106
15.2	2020-2021 RATES AND CHARGES	117
15.3	EXECUTIVE SUMMARY – FINANCIAL PERFORMANCE MAY 2020 YTD	132
15.4	2020-2021 OPERATING AND CAPITAL BUDGETS	168
15.5	LONG TERM FINANCIAL PLAN	187

16.0	QUESTIONS FROM THE PUBLIC	187
17.0	CLOSED MEETING	189
17.1	AUTHORISATION TO DISCLOSE CONFIDENTIAL INFORMATION	189
17.2	SOUTHERN WASTE AUTHORITY QUARTERLY REPORT	189
17.3	COPPING AUTHORITY REFUSE DISPOSAL SITE JOINT AUTHORITY GENERAL MINUTES – 14 MAY 2020	189
18.0	ACRONYMNS	189

1.0 ATTENDANCE

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Mayor K Vincent
Deputy Mayor N Reynolds
Councillor K Degrassi
Councillor V Gala
Councillor G Jackson
Councillor C Torenus
Councillor M Reed
Councillor B Nichols
Councillor D De Williams

2.0 APOLOGIES

3.0 DECLARATIONS OF PECUNIARY INTEREST

4.0 CONFIRMATION OF THE MINUTES OF 19 MAY 2020

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RECOMMENDATION

“That the Minutes of the Council Meeting held on 19 May 2020 be confirmed.”

5.0 QUESTION ON NOTICE RESPONSE

Council received the attached query from Rachael Treasure on 4th June 2020.

Dear Council admin - please table this at your next council meeting.

It's 4.14 pm on June 4, and I've just arrived home with my children to the acrid stench of agri chemical which has instantly given me a headache and caused us to shut all doors and windows, making it impossible to go outside to do our end of day chores with our animals.

Chemical application is being sprayed under a pivot on a neighbouring paddock with what I assume is glyphosate or a similar 'product'. I write to direct your attention to the global increase in litigation and growing body of scientific evidence that is revealing the harmful impact agri chemicals have on human health, along with the ecological fall out that comes from contaminated food and water.

It is extremely concerning that here in our municipality irrigation systems that use these old industrial chemical based farming practices are being expanded into areas where residential housing is also being increased. This increased spray use is also being carried out in the upper water catchment of an Internationally



recognised bird and fish breeding wetland that is as significant as Kakadu.

I am pro-agriculture, however only if it is agriculture that enhances our humanity... so I would invite Council to investigate better options in regenerative agriculture to put forward to community members. It's a form of farming that is effectively reducing and even eliminating the need to use such harmful and costly chemicals in growing crops. It mean less profit for the produce stores selling the chemicals, but greater health for all and a reduction in the likelihood of community legal action in the future... that is sure to flow out of the United States where Monsanto/Bayer is now under threat from farmers who are ill from chemical use.

Please investigate supporting our local farmers to access information via Regenerative Agricultural Networks of Tasmania (RANT) and I will keep writing and lobbying tirelessly to help people understand the greater impacts of farming in this old way. I am utterly impressed and grateful Council is taking action with steam weeders in the urban areas. Now is the time to lead the way in keeping all residents safe from sprays, including the farmers using them and the people who choose NOT to use them but live right next door.

With respect, kindest and a ferocious optimism that my fellow farmers will change to better ways,

Rachael Treasure

RESPONSE FROM MANAGER REGULATORY SERVICES – GREG ROBERTSON

Council does not have an NRM programme for providing education services to farmers on sustainable agricultural practices. However, we may be able to include some information on our facebook page / website.

Concerns about spray drift from the application of agricultural chemicals should be directed to DPIPWE <https://dpiuwe.tas.gov.au/agriculture/agvet-chemicals/spray-drift-and-reporting-incidents> as they are the appropriate regulatory body for this type of complaint.

The Australian Pesticides and Veterinary Medicine Authority register chemicals used in Agriculture. The following link details the APVMA position on Glyphosate use in Australia <https://apvma.gov.au/node/13891>



6.0

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MAYOR'S REPORT**RECOMMENDATION**

"That the Mayor's communication report as listed be received."

This communication is provided as a courtesy, any items that require Council action and/or decision will be listed as separate agenda items. Any Councillor requiring information on any matter contained in the communication report please contact the Mayor at any time.

- Participated in Council Meeting, DASC, Budget and general workshops with fellow Councillors.
- GM and I met with Ron Ward re: Catholic Education.
- Worked with Jane Howlett's staff to resolve several resident issues.
- Deputy Mayor Reynolds and I attended 2 School rebuild project meetings.
- ABC media contacts x3.
- Had discussions re: SERDA region with Minister Shelton.
- Met with Brighton TTC reps re: matching programmes.
- Participated in national book reading day for grade 3 and 4.
- GM, Jess Radford, Jackie Rafferty and myself met with reps from Sorell Football club.
- Had discussions with Rich Birch and Andrew Hyatt re: upcoming training developments and opportunities.
- Met with SERDA Enterprise Centre Economic Development Officer candidate.
- Participated in Media coverage for Levelling the Playing Field Project.
- Worked with Communications Officer on several media publications.
- General discussions with Minister Burnett.
- Conducted ABC National Interview with Felicity Ogilvie.
- Weekly communication re: Copping Land Fill.
- Meeting of Copping Authority regarding gate prices.



7.0 SUPPLEMENTARY ITEMS

[^] RECOMMENDATION

“That the Council resolve by absolute majority to deal with any supplementary items not appearing on the agenda, as reported by the General Manager in accordance with the *Local Government (Meeting Procedures) Regulations 2015*.”

In accordance with the requirements of Part 2 Regulation 8 (6) of the *Local Government (Meeting Procedures) Regulations 2015*, the Council by absolute majority may approve the consideration of a matter not appearing on the agenda, where the General Manager has reported:

- a) The reason it was not possible to include the matter on the agenda; and
- b) That the matter is urgent; and
- c) That advice has been provided under section 65 of the *Local Government Act 1993*.

8.0 COUNCIL WORKSHOPS REPORT

The following Council Workshops were held -

Date	Purpose	Councillor Attendance	Councillor Apologies
26 th May 2020	Draft 20/21 Budgets and LTFP. Draft Annual Plan. Pawleena Dam EOI. COVID-19 plan and return to work update.	Vincent Reynolds Nichols Torenius De Williams Jackson Reed Gala	Degrassi
2 nd June 2020	Draft 20/21 Budgets and LTFP. Draft Annual Plan. Pawleena Dam EOI.	Vincent Reynolds Degrassi Nichols Torenius De Williams Jackson Reed Gala	



9 th June 2020	Draft 20/21 Budgets and LTFP. Draft Annual Plan. Community facilities hire fees.	Vincent Reynolds Nichols Torenius Jackson Reed Gala	Degrassi De Williams
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9.0 DEPARTMENTAL REPORTS

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RECOMMENDATION

“That the Departmental reports as listed be received.”

9.1 GOVERNANCE – ROBERT HIGGINS, GENERAL MANAGER

- Remote LG Minister briefing – 21st May.
- LGAT COVID-19 GM remote briefing – 21st May.
- Remote Marion Bay Road failure meeting with Abetz Curtis – 21st May.
- Future private School development meeting with Mayor and CET representative – 22nd May.
- Remote meeting with IT consultant re: Council ICT strategy – 28th May.
- Meeting with Knight Frank regarding surplus Council land parcels – 29th May.
- Meeting with development / investment proponent regarding Eastern Growth Corridor – 1st June.
- Meeting with Raine & Horne and land owner regarding Pawleena Dam EOI – 2nd June.
- Meeting with Catholic Education Tasmania – 3rd June.
- Audit Panel meeting – 4th June.
- Meeting with Sorell Football Club, staff and Mayor – 4th June.
- Council workshops, meetings, SMT and DASC meetings.

9.2 ENGINEERING & REGULATORY SERVICES – RUSSELL FOX, MANAGER

ENGINEERING AND REGULATORY SERVICES – Russell Fox

The repairs to Marion Bay Road have been completed and the road reopened.

The two year moratorium from Consumer, Building and Occupational Services Tasmania (CBOS) to local government for expired building permits ends on the 30 June 2020. We are still discussing with CBOS the status of all the historical building



permits which have not either been completed or those that have been granted an extension of time.

The Depot teams are all busy principally undertaking maintenance tasks this month. The only project work still being completed is a few minor stormwater installations.

All meetings other than the Council workshop and the pre-tender meeting for waste services I attended during May have been via Zoom or Microsoft Teams software.

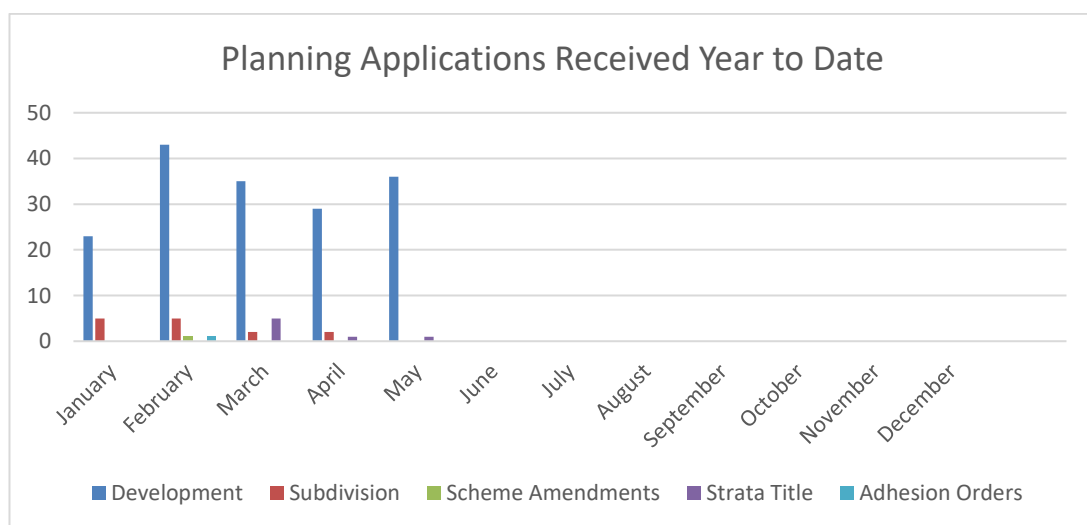
Shayla Nowakowski/ Emma Smith

During the month of May, Development Services received the following requests to waiver application fees due to them all being Council owned properties.

Project:	Name & Address:	Fees Waived:
<i>Planning:</i>		
Pembroke Park Stadium Building	5.2020.48.1 – 11 Arthur Highway, Sorell	\$1725.00
Port & Shipping - Dredging	5.2020.56.1 - Gypsy Bay Boat Ramp	\$955.00
Amenities Building - Toilet block	5.2020.62.1 - Linden Road (Gypsy Bay Boat Ramp Carpark)	\$955.00
<i>Building/Plumbing:</i>		
Amenities Building - Toilet block	22.2020.117.1 - 97 Linden Road, Primrose Sands	\$107.00

PLANNING – Shayla Nowakowski

Analysis of planning applications received year to date including May 2020.



DELEGATED AUTHORITY – Jenny Richmond

During the month of May a total of 42 Planning Approvals / Permits /Exemptions have been issued including:

- 2 Applications approved as Permitted Development; issued under delegated authority.
- 0 Application approved as Permitted Development – approved at Council.
- 4 Applications received which complied with requirements for No Permit Required (exempt from requiring a Planning Permit).
- 0 Applications with the requirements for Limited Exemptions.
- 33 Applications approved as Discretionary Developments; issued under delegated authority.
- 3 Application approved as Discretionary Development – approved at Council Meeting 21/4.

The following is a summary of approvals/permits issued for May 2020.

Description	Application Type	Property Address	Value Of Work
Residential - Outbuilding & Additions to Dwelling (Deck)	Discretionary	97 Allambie Road, Orierton	\$30,000.00
Outbuilding for Rural Use	Discretionary	Lot 8 Nugent Road, Wattle Hill (CT 121848/8)	\$20,000.00
Residential - Outbuildings x 2	Discretionary	325 Carlton Beach Road, Carlton	\$40,000.00
Residential - Dwelling	Discretionary	3 Grierson Drive, Forcett	\$150,000.00
Additions to Dwelling & Outbuilding	Discretionary	110 - 112 Bally Park Road, Dodges Ferry	\$0.00
Port & Shipping - dredging	Discretionary(DASC)	Coastal Waters Gypsy Bay (adjacent to boat ramp) - off Linden Road, P/ Sands	\$80,000.00
Public Toilet - (Amenities building) on Gypsy Bay Carpark for nearby Boat Ramp	Discretionary(DASC)	97 Linden Road, Primrose Sands	\$80,000.00
Residential - Dwelling & Outbuilding	Discretionary	1A Gatehouse Drive, Sorell	\$381,000.00
Section 56 Minor Amendment - Changes to Internal Floor plan	Discretionary	20 Heron Crescent, Midway Point (CT177622/75)	\$0.00



Change of use of outbuilding to bedroom & ensuite	Discretionary	20 Tamarix Road, Primrose Sands	\$0.00
Residential - Outbuilding	Discretionary	154-156 Arthur Highway, Dunalley	\$60,000.00
Residential - Dwelling	Discretionary	6 Harback Court, Midway Point	\$235,215.00
Residential - Additions & Alterations to Dwelling	Discretionary	245 Lewisham Scenic Drive, Lewisham	\$100,000.00
Section 56 Minor Amendment - Dwelling (Changes to Cladding, Colours, Lower Floor plan)	Discretionary	12 Lagoon View Court, Midway Point	\$0.00
Residential - Dwelling	Discretionary	20 Brookborough Court, Sorell	\$220,000.00
Residential - Outbuilding	Discretionary	7 Boathouse Rise, Lewisham	\$26,000.00
Residential - Dwelling & Ancillary Dwelling	Discretionary	134 Bay Road, Boomer Bay	\$350,000.00
Residential - Outbuilding	Discretionary	260 Shark Point Road, Penna	\$70,000.00
Residential - Dwelling	Discretionary	12 Harback Court, Midway Point	\$250,000.00
Sports Stadium and associated car parking	Discretionary(DASC)	11 Arthur Street, Sorell (Pembroke Park)	\$8,500,000.00
Residential - Dwelling	Discretionary	5 Heron Crescent, Midway Point	\$211,000.00
Residential - Dwelling	Discretionary	3 Elise Drive, Dodges Ferry	\$0.00
Residential - Dwelling	Discretionary	32 Heron Crescent, Midway Point (CT177622/69)	\$207,000.00
Upgrade to Quarry	Discretionary	1056 Nugent Road, Wattle Hill	\$0.00
Residential - Dwelling	Discretionary	610 Primrose Sands Road, Primrose Sands	\$170,000.00
Residential - Additions to Dwelling & Outbuilding	Discretionary	59 Carlton Bluff Road, Primrose Sands	\$25,000.00
Residential - Awning	Discretionary	129 Bally Park Road, Dodges Ferry	\$10,829.00
Residential - New Dwelling & Outbuilding	Discretionary	Lot 3 Abruzzi Court, Orielson (CT177885/3) - off Greens Road	\$320,000.00
Residential - Dwelling	Discretionary	34 Sandpiper Drive Midway Point (Lot 117)	\$200,000.00

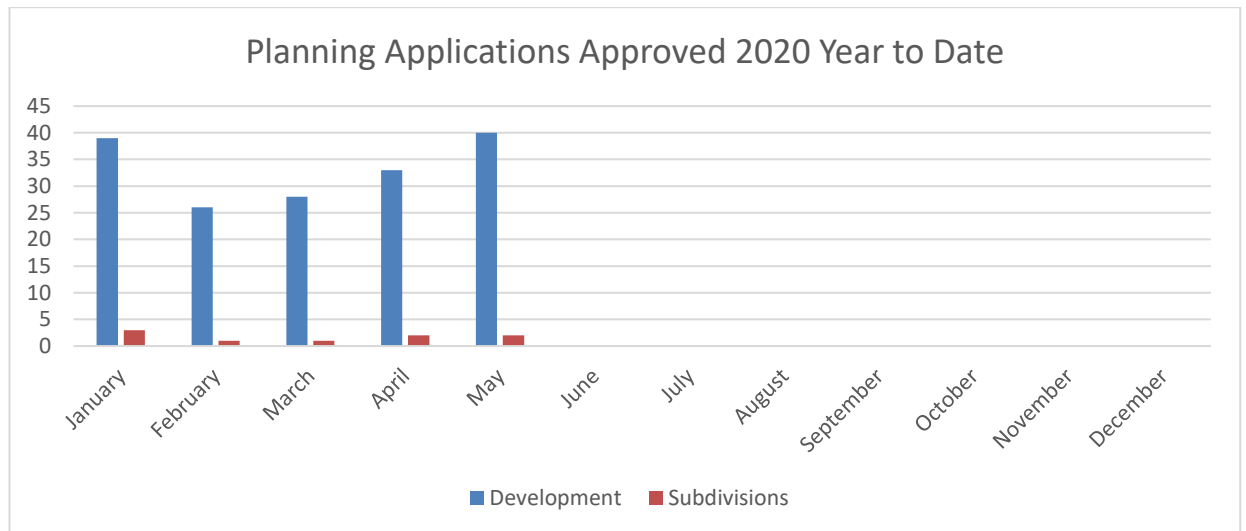


Residential - Dwelling	Discretionary	37 Sandpiper drive, Midway Point (CT177622/95)	\$215,000.00
Residential - Ancillary Dwelling	Discretionary	32 Sunhaven Court, Midway Point	\$85,000.00
Residential - Dwelling and outbuilding including removal of existing dwelling & shed	Discretionary	15 Carlton River Esplanade, Carlton River	\$502,800.00
Residential - Dwelling	Discretionary	925 Nugent Road, Wattle Hill	\$200,000.00
Residential - Dwelling	Discretionary	17 Heron Crescent, Midway Point (CT177622/113)	\$165,000.00
Section 56 Minor Amendment - Removal of Condition 7	Discretionary	4 Tanya Place, Lewisham	\$0.00
Section 56 Minor Amendment - Changes to Eastern Boundary	Discretionary	(Part Of) 214 Greens Road, Orielton & 220 Greens Road, Orielton	\$0.00
Residential - Dwelling	No Permit Required	9 Tarbook Court, Sorell	\$332,000.00
Residential - Outbuilding	No Permit Required	23 Northsun Place, Midway Point	\$15,000.00
Removal of Outbuilding & New Outbuilding	No Permit Required	5 Walker Street, Sorell	\$15,000.00
Residential - Retaining walls	No Permit Required	1 Elizabeth Street, Lewisham	\$4,200.00
Residential - Outbuilding	Permitted	25 Arthur Highway, Sorell	\$4,000.00
Residential - Alterations to Dwelling	Permitted	1 Paneminner Street, Dodges Ferry	\$25,000.00
			\$13,299,044.00



Analysis of planning permits issued year to date including May 2020 – Shayla Nowakowski

Planning Applications approved year to date including May 2020.



DEVELOPMENT ASSESSMENT SPECIAL COMMITTEE – John Molnar

Council's Development Assessment Special Committee (DASC) convened on two occasions being 5th and 19th May by remote conferencing due to COVID-19. The first date considered three development applications including; new public toilets at 97 Linden Road, Primrose Sands (on Gypsy Bay Carpark for the nearby Boat Ramp), a dwelling and shed at 1A Gatehouse Drive, Sorell and Dredging works for coastal waters adjoining Gypsy Bay boat ramp off Linden Road, Primrose Sands. A revised recommendation was also put to DASC for planning scheme amendment 43.2019.2 for 223 Old Forcett Road, Forcett in response to a request for further information from the Tasmanian Planning Commission. All items were approved by Council acting as the Planning Authority.

APPEALS – John Molnar

An appeal was lodged by a representor against Council approval, under delegation, for 3 visitor accommodation units at 772 Brinktop Road, Orielton. This matter has been adjourned as it was agreed by all parties that the applicant lodge a new development application, which has occurred and is currently on public advertising.

An appeal has recently been lodged by the applicant against conditions placed on an approved permit issued by Council for a 55-lot subdivision at 20 Arthur Highway & lot 1 Pawleena Road, Sorell. The Resource Management and Planning Appeal Tribunal notified Council on 20 May 2020 concerning this appeal with a preliminary conference set down for 1 June 2020.



STATUTORY PLANNING – John Molnar

As there are several existing development applications requiring assessment and determination (and new ones) the month of May has continued to be busy.

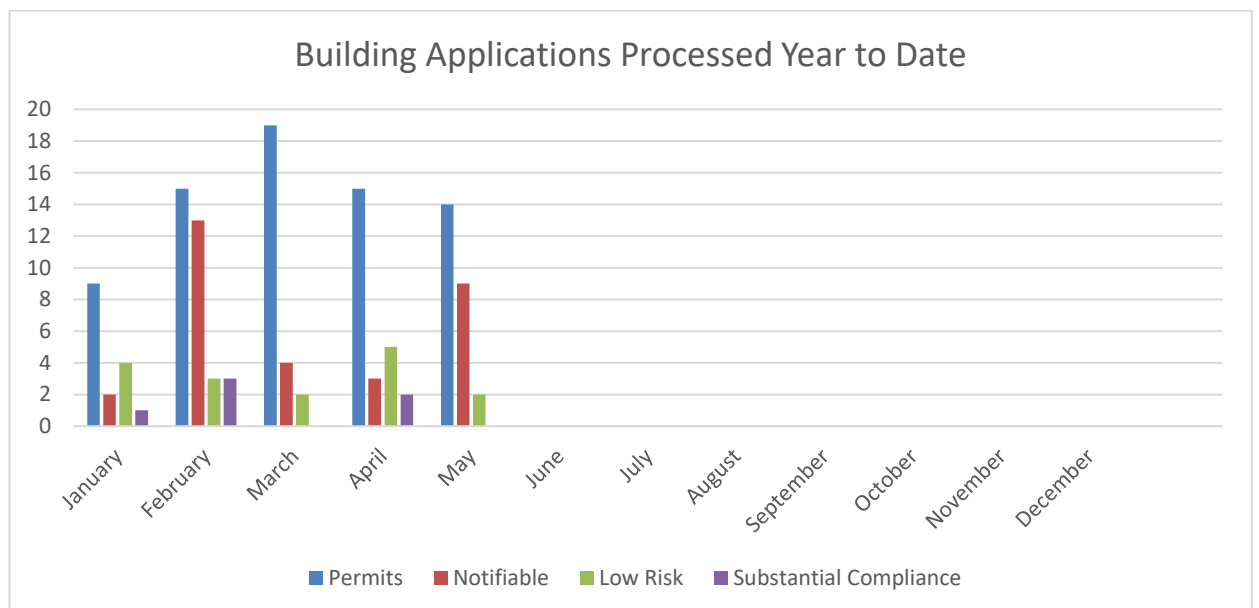
STRATEGIC PLANNING – John Molnar

The Tasmanian Planning Commission (TPC) has notified Council of a hearing date of the 14th July 2020 for planning scheme amendment no. 43.2019.2, 223 Old Forcett Road, Forcett. The hearing will be undertaken remotely to manage the risk of COVID-19.

Council initiated and certified scheme amendment no. 43.2020.1 on the 21 April 2020. This amendment intends to insert Bushfire-Prone Areas Overlay maps, from TasFire, into E1.0 Bushfire Prone Areas Code within the current Sorell Interim Planning Scheme 2015. The amendment is currently on public advertising for a period of 28 days.

BUILDING – Emma Smith

Analysis of applications approved year to date including May 2020. These include (Permit/Notifiable/Low Risk/Substantial Compliance).



Details of applications that were approved in May 2020 (details below). These include:

- 14 Permits
- 9 Notifiable
- 2 Low Risk
- 0 Substantial Compliance

Property Address	Propose Use Of Building	Value Of Work
45 Walker Street, Sorell	Dwelling	\$397,020.00
12 Dubs & Co Drive, Sorell	Dwelling	\$259,210.00
23 Dodges Hill Road, Dodges Ferry	Garage	\$16,500.00
325 Carlton Beach Road, Carlton	Outbuildings x2	\$40,000.00
11 Arthur Street, Sorell	Change Rooms	\$1,000,000.00
Lot 8 Nugent Road, Wattle Hill	Shed (Private Storage)	\$15,000.00
97 Linden Road, Primrose Sands	Amenities Building	\$80,000.00
7 Boathouse Rise, Lewisham	Shed	\$18,180.00
16 Dodges Hill Road, Dodges Ferry	Outbuilding	\$17,000.00
7 Tarbook Court, Sorell	Dwelling	\$373,859.00
16 Heron Crescent, Midway Point	Dwelling	\$294,965.00
64 Riviera Drive, Carlton	Dwelling & Shed	\$220,000.00
16 Horizon Drive, Sorell	Dwelling	\$0.00
24 Heron Crescent, Midway Point	Multiple Dwelling X2	\$380,000.00
Lot 1 Mill Road, Nugent	Dwelling	\$150,000.00
38 Gordon Street, Sorell	Gym - Martial Arts Facility	\$65,000.00
294 Arthur Highway, Sorell	Dwelling & Sheds	\$382,870.00
20 Tarbook Court, Sorell	Dwelling X3	\$750,000.00
1 Lynmore Way, Midway Point	Dwelling	\$330,145.00
45 Wolstenholme Drive, Sorell	Dwelling & Outbuilding to be used as Temp Occupancy	\$400,000.00
20 Heron Crescent, Midway Point (CT 177622/75)	Dwelling	\$260,276.00
30 Sandpiper Drive, Midway Point	Dwelling	\$219,050.00
45 Franklin Street, Lewisham	Dwelling & Outbuilding	\$350,000.00
8 Whitefoord Parade, Dodges Ferry	Awning Addition	\$15,373.00
7 Abate Place, Midway Point	Awning Addition	\$14,942.00



BUILDING COMPLIANCE AND INSPECTIONS – Sally Hill

Type Issued	April	May	Total	Year to Date 2020
BN PA	0	0	0	5
BO PA	0	0	0	3
BID	0	3	3	7
BN BS	0	0	0	0
BO BS	0	0	0	0
EO GM	0	0	0	1
INFRINGEMENT	0	0	0	0
Total	0	3	3	16

Note – BN GM & BO GM removed from Issued table above as no longer applicable due to new Building Act

Type Resolved	April	May	Total	Year to Date 2020
BN GM	0	0	0	1
BN PA	0	0	0	2
BO GM	0	0	0	0
BO PA	0	0	0	1
BID	1	1	2	5
BN BS	0	0	0	0
BO BS	0	0	0	0
EO GM	0	0	0	0
INFRINGEMENT	0	0	0	1
Total	1	1	2	10

In addition to the above, Council has received during May, 1 Building Notice and 2 Building Orders issued by Private Building Surveyors.

Legend:

BN GM – Building Notice General Manager, BN PA – Building Notice Permit Authority.

BO GM – Building Order General Manager, BO PA – Building Order Permit Authority.

BID – Building Inspection Direction.

BN BS – Building Notice Building Surveyor.

BO BS – Building Order Building Surveyor.

EO GM – Emergency Order General Manager.

INFRINGEMENT – Infringement Notice.

In May 2020, 3 new enquiries were received in relation to illegal works. Investigations have commenced for 2 enquiries and one older enquiry was also resolved during May without enforcement action required.



I have issued 3 Certificate of Final Inspection during May. There has been a greater focus during May on processing of tasks and Extension of Time requests and inspection paperwork which is continuing due to the backlog of work created with the Permit Expiry project.

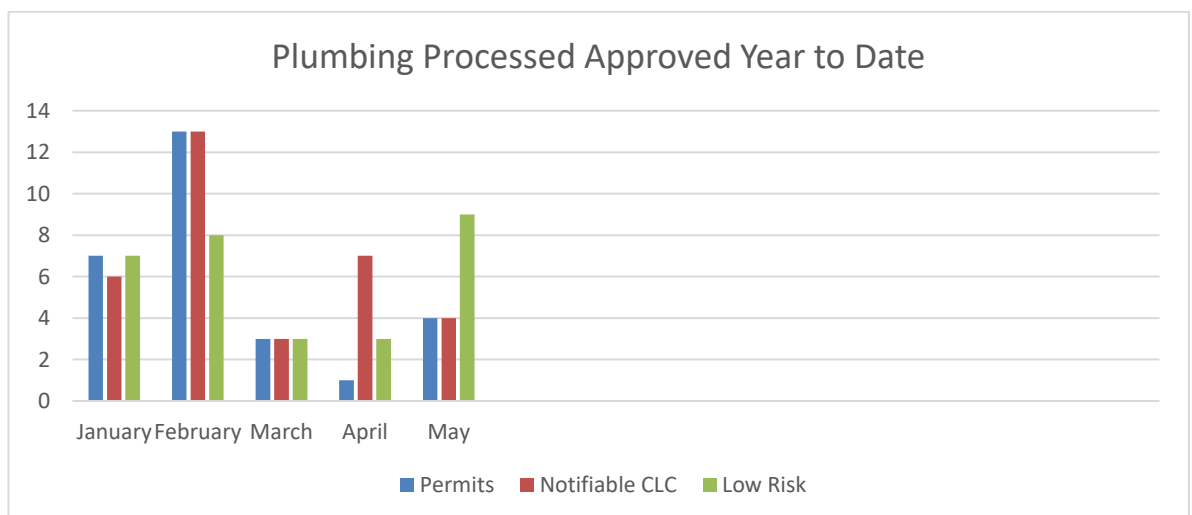
Due to the bulk mail out of the Permit Expiry warning letters in late February, I have received a further 31 applications to extend the duration of building permits where Council is the Building Surveyor to bring the total to 192 so far.

During April 2020 and May 2020, the following inspections were undertaken:

Inspection Type	April	May	Year to Date 2020
Inspection - Statutory Building Surveyor	25	4	61
Inspection – Other (Building Certificate, etc.)	0	0	0
Inspection – Enforcement	1	1	10
Inspection – Fire Damaged Property	0	0	1
Inspection – Building Audit	0	0	0
Inspection – Occupancy Checks	0	0	0
Total	26	5	72

PLUMBING – Simon Butler

Analysis of applications approved year to date including May 2020. These include (Permit/Notifiable/Low Risk).



Details of applications that were processed in May2020 (details below). These include:

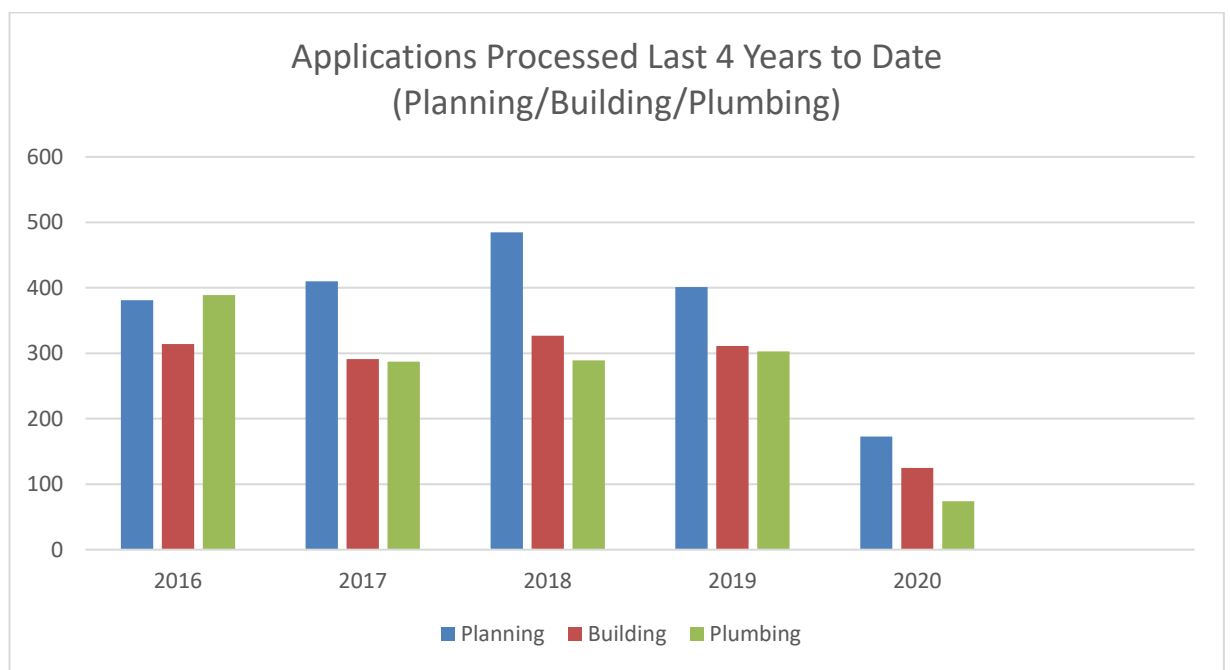
- 4 Permits
- 4 Notifiable
- 9 Low Risk

In May 2020, 17 Plumbing applications were assessed and 75 plumbing inspections were conducted. These inspections are for Notifiable and Permit plumbing works as Low Risk plumbing no longer requires an inspection. Some Low risk applications may require a quick assessment.

Neil Jeffery again assisted for the month of May.

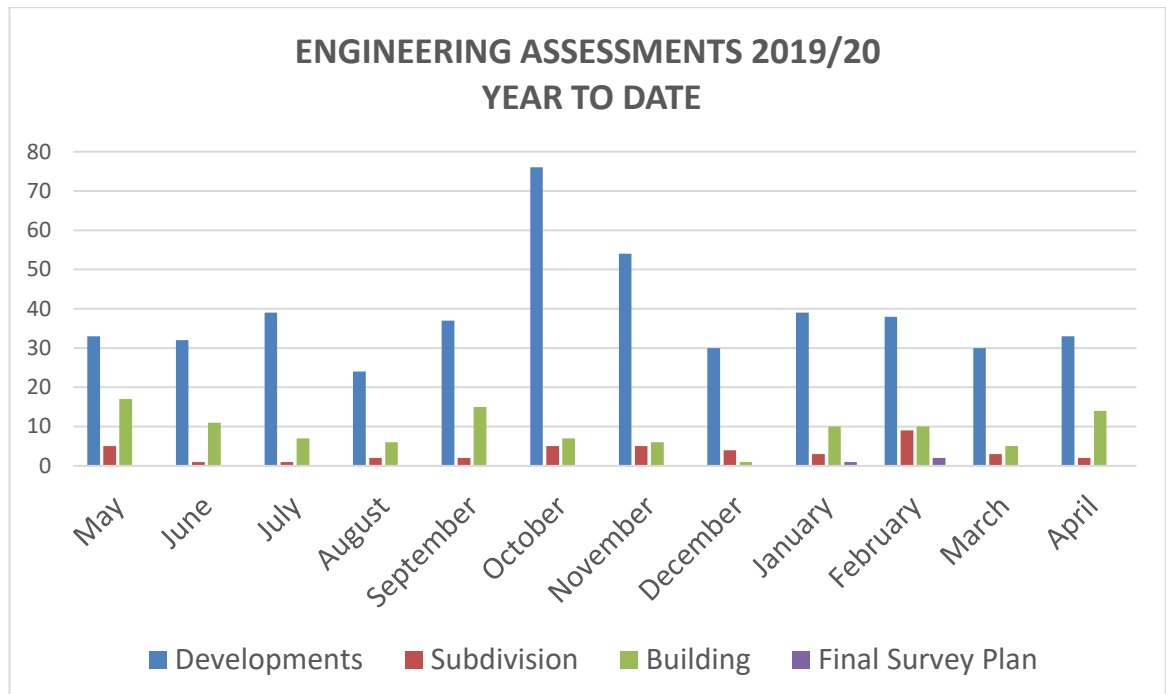
DEVELOPMENT ASSESSMENT – Shayla Nowakowski

The following table provides details of the overall Planning, Plumbing and Building Applications processed for the years 2016, 2017, 2018 & 2019 together with current yearly figures up to and including May 2020.



DEVELOPMENT ENGINEERING – Leon Ashlin (May 2020)

Development Engineering has examined 26 applications (Developments & Subdivisions) for the May period, which required engineering input as follows:



Development Engineering Compliance – Leon Ashlin

Development Engineering is continuing to actively undertake inspections and monitoring of approved developments under construction. Current developments under construction are as follows:

- Gatehouse Drive (Stage 6) – Construction continuing.
- 642 Primrose Sands Road – 5 lots – commencement in May.
- Extension of Colleen Cres, Primrose Sands - commencement in May.
- Goodford Lane, Orielton – 3 lots - commencement in May.

Audit inspections for new road, kerb & gutter, footpaths, driveways and stormwater infrastructure are ongoing for the above developments.

Approved developments likely to commence soon:

- Development of Reynolds & Harmon land in Midway Point – Subdivision Application.
- Development of 20 Arthur Highway (off Pawleena Road) – Subdivision Application.
- 30 Montagu Street – subdivision opposite Council Depot.
- Design Plans approved for Pawleena Rd/Nugent Rd Stage 1 – 26 Lots (of 300 Lots).

Contract Construction/Design:

- Sugarloaf Road for 2020/2021 – by Pitt & Sherry.
- Woods Rd and Burdons Rd bridge replacements out to tender – close 10 June.

Capital Works:

- Nil.

Maintenance Works:

- Marion Bay Road – Catastrophic road failure – road works completed, waiting on fencing and finishing touches.

ENVIRONMENTAL HEALTH Greg Robertson & Rachel Tenni (May 2020)

Environmental Health Staffing

- Manager Regulatory Services returning from Long Service Leave on 5 May 2020.
- EHO returned to working 3 days per week.

Building Act 2016

Plumbing permits for onsite wastewater management assessed. Further information letters sent out on a number of deficient onsite wastewater reports provided by stakeholders.

Investigation of a failing septic tank system at Lewisham and alleged failing system at Carlton which appears to be groundwater seepage.

Land Use Planning & Approval Act 1993

Development applications including subdivisions, new dwellings, outbuildings, ancillary dwellings, assessed and referrals completed. Including the preliminary assessment of the proposed Tasman Hwy roadworks at Midway Point.

Communicable disease

No incidence of communicable disease notifications during May.



Food safety

A number of food business Inspections completed.

Covid 19

Food businesses have begun re-opening and most (where appropriate) recommenced serving meals for up to 10 customers. EHO has been contacting food business to discuss good hygiene practices and to disseminate relevant information. EHO has been forwarding COVID safe information to food businesses.

Manager Regulatory Service has prepared a COVID safe plan from CAC/Depot including a cleaning schedule and Standard Operating Procedure for cleaning.

EMPCA

A number of complaints from the community sector were reported. Trail bike riding, dumping of waste, chainsaw use and backyard burning are the most significant.

Waste Management

The Tender for the greenwaste, hardwaste and public bin collection was advertised and will close on 10 June 2020.

An online tender briefing was conducted on 29 May 2020, 4 businesses attended.

COMPLIANCE Darren Carter

Infringements issued for Nuisance Dogs (including Dog at large)	3
Infringement issued for Taking a Dog into a restricted area	1
Reported Dog attacks on livestock or other Dogs	2
Reported Dog attacks on people	2
Dogs impounded	2
Nuisance created by animals including dogs (Noise/Odour)	12
Fire Hazard Abatement notices issued	0
Litter Infringement notice issued	0
New Dog Registrations as a result of door knocks	0

DEPOT WORKS – Ken Smith, Ken Grierson, Paul Gray**Road Maintenance and Repairs**

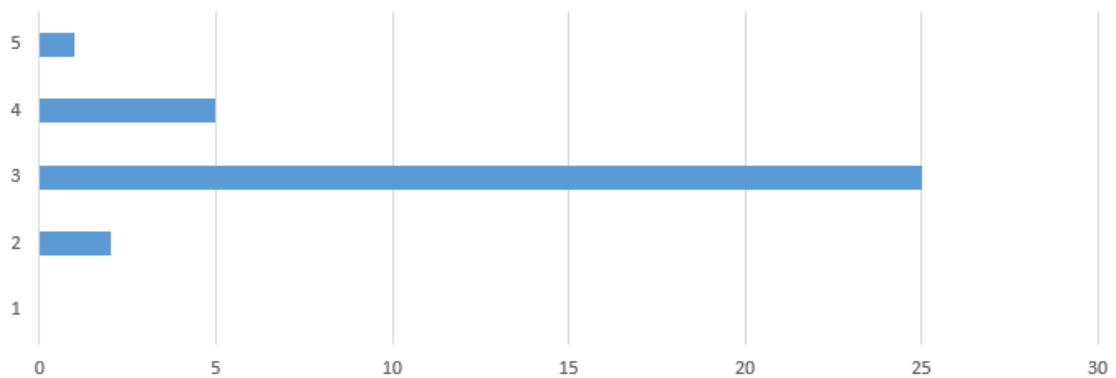
Priority 1	Urgent - 1 Day
Priority 2	Important- 6 Weeks
Priority 3	Required - 16 Weeks
Priority 4	Maintenance - 26 Weeks
Priority 5	Monitor - 52 Weeks



Unsealed Road Crew

- Capital re-sheeting has now been completed. Nugent Rd, Valleyfield Road, Duncombe Lane, Bryans Road, Browns Road, Bream Creek Road, Pawleena Road and White Hills Road.
- 33 Work Orders Complete for May. 2 at Priority 2, 25 at Priority 3, 5 at Priority 4 and 1 at Priority 5.
- Works undertaken was maintenance grade and drainage at Kellevie Road, Nugent Road, Heatherbell Road and Burnt Hill Road.
- Storm damage works were undertaken.

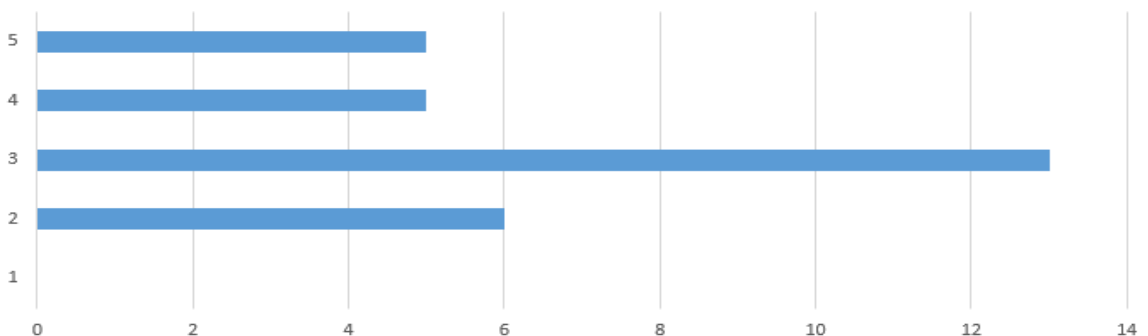
Unsealed Roads May 2020



Sealed Road Crew

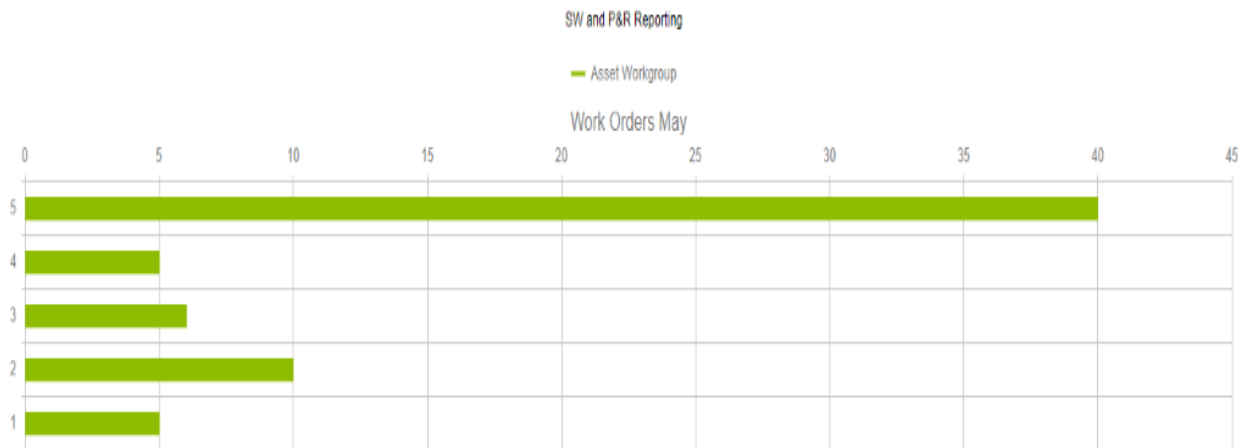
- 29 Work Orders Complete for May. 6 at Priority 2, 13 at Priority 3, 5 at Priority 4 and 5 at Priority 5.
- Works undertaken were maintenance grade and drainage at Marion Bay Road, Carlton Beach Road, Primrose Sands Road, Delmore Road and Bay Road.
- Storm damage works were undertaken.

Sealed Roads May 2020



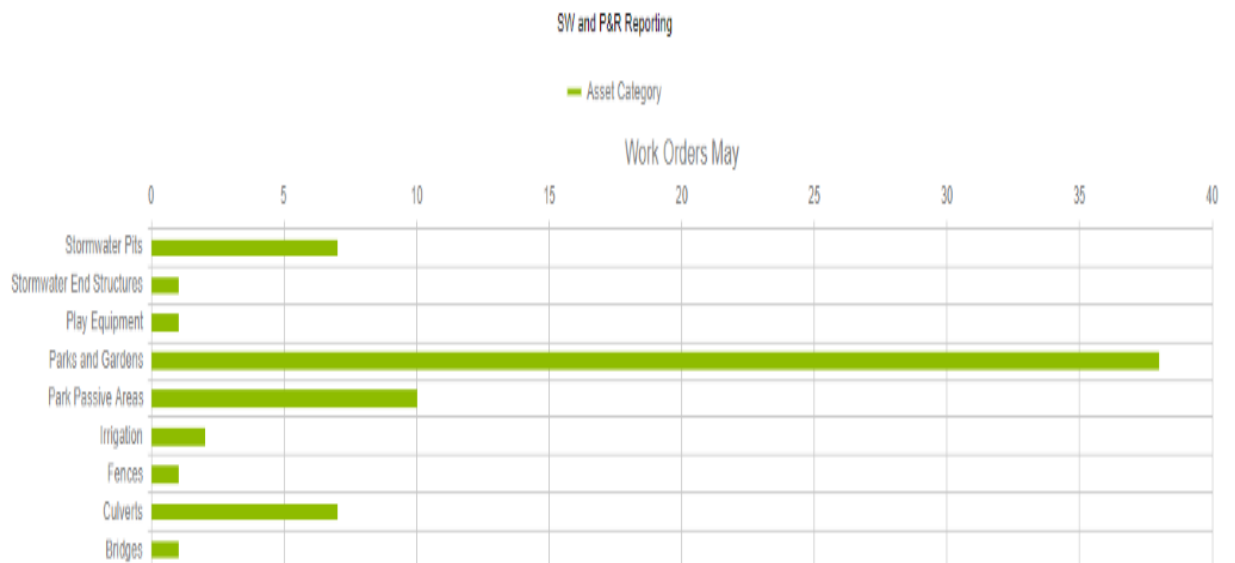
Stormwater Crew:

- Continued inspections and repair work after 2-04-2020 storm.
- Majority of works in Primrose however some priority works in Carlton and Lewisham.
- Ongoing drainage maintenance.



Land Improvements:

- Continue maintenance of all Parks.
- COVID-19 signs across all parks and sporting grounds.



FACILITY MAINTENANCE CO-ORDINATOR– Amy Neubauer & Ken Smith

All Buildings - general maintenance requirements as per form 46.

Repairs and maintenance to:

- COVID-19 restrictions.
- Sanitiser dispensers in every entry exit CAC & signage.
- Customer Services perspex screens CAC.
- Sanitiser dispensers in all hall foyers & signage.
- Paint RSL external walls – rear area.
- Install seats at netball courts.
- Remove condemned poles Midway Point basketball courts.
- Thermal Imaging investigation various locations.
- Auto Door maintenance CAC.
- Serviced gas connection and compliance at Pittwater Community Centre.
- Replaced thermostatic mixing valves at Pittwater Community Centre.
- Gutter section at Primrose Sands hall.

Projects

- Scoreboard Junior Oval Pembroke Park – Complete.
- Gypsy Bay boat ramp dredging – Approved - canvassing contractors again.
- Gypsy Bay toilet - Building complete awaiting wastewater contractor.
- WH&S Management Plan & Documentation.
- Asbestos Management Plan.

Repairs and maintenance to public toilet facilities

- Weekly Inspections of toilet facilities
- Unblock toilets at Park Beach
- Repair tap Dunalley canal
- Replaced toilet roll holders Boat Park
- Repaired Park Beach tap in carpark

ASSETS – Julie Mann**Land Re-Valuation and Data Transfer:**

Freehold titles owned by Council are now ready for import into Assetic and the new re-valued land values have been approved by our external auditors WLF. WLF are also reviewing the Transport Re-valuation figures. Transport My Predictor modelling outputs now complete in order to plan and prioritise for future capital programs.



Land Improvement AMP: Council's first Draft of a Land Improvement Asset Management Plan is now complete and has been reviewed in June by Councils internal Auditors before going to Council.

LED Street lighting Project: Assetic Data import preparation is underway for the 600+ LED streetlights Councils now owns and responsible for maintaining. Maintenance configuration and regime to be set up in Assetic once the data has been imported.

PROJECT ENGINEER - Anthony Walters

Road & Traffic

Vulnerable Road User Program 19/20

- Weston Hill Rd (Adjacent to Woolworths car park) – Contract awarded, waiting on approval for kerb and footpath renewal, also Weston Hill Rd reseal for 2020/21 before doing the installation of traffic islands.

Orielton Lagoon Walkway

- Final design for signage complete and signs have been ordered.
- Additional bollards to be installed around loop to house signage.

Parks & Reserves

- Snake Hollow
 - Application for an extension of time has been approved with Brian Mitchell's office - Building Stronger Communities Fund.
 - Cost estimate complete for playground equipment, gravel pump track, seating to submit when a DA is lodged.

Bus Stops

- A new bus stop proposed by DSG on the Tasman Highway, adjacent to Nash St – Will be installed shortly.
- Bus stop and shelter in Old Forcett Rd - complete.
- New signage for the Park & Ride proposed by DSG has been quoted and will be installed shortly.



Buildings

- Pembroke Park Stadium
 - DA approved.
 - Detailed development / detailed design stage complete.
 - Construction / Tender documentation well underway.
 - The design is currently ahead of schedule with the expectation that tenders will be advertised early August.
 - The design of the stadium access from Montagu St design has commenced.
- Levelling the Playing Field Change rooms
 - Construction has commenced – under-slab plumbing installed and slab poured.
- Sorell Memorial Hall – Supper Room Upgrade
 - Waiting on gaining access to ceiling cavity to inspect – asbestos present in ceiling.

South East Irrigation Scheme

- Connection to Dodges Ferry Oval – Practical completion issued.

Administration

- Selection of 2020/21 Capital Works Footpath program has commenced – designs have been reviewed.

9.3 HUMAN RESOURCES, CUSTOMER & COMMUNITY SERVICES – JESS RADFORD, MANAGER

Meetings Attended by Manager

- Various meetings related to COVID-19
- Council Workshops
- Meeting Sorell Football Club Representatives
- Various Payroll meetings
- Council Meeting
- Various HR meetings
- Leadership meetings

HUMAN RESOURCES

RECRUITMENT

SERDA – Business Advisor Role

PAYROLL

Two pay runs and end of month processing completed.

Various meetings, completion of payroll data input and training in preparation for system implementation.



TRAINING & DEVELOPMENT

NIL this month.

WORKERS COMPENSATION

Department	Date of injury	Injury Details	LTI or MTI	Hours Off	Notes
Depot	18.08.2015	Olgar nerve and tendon damage	LTI	804	Ongoing
Depot	23.07.2019	Left thigh and hip pain	LTI	900	Ongoing
CAC	03.09.2019	Disc prolapse & tear	LTI	508.6	Ongoing
Depot	03.10.2019	Patellar tendinosis in right knee	LTI	50.5	Ongoing
Depot	20.03.2020	Shoulder Injury	LTI	1	Ongoing

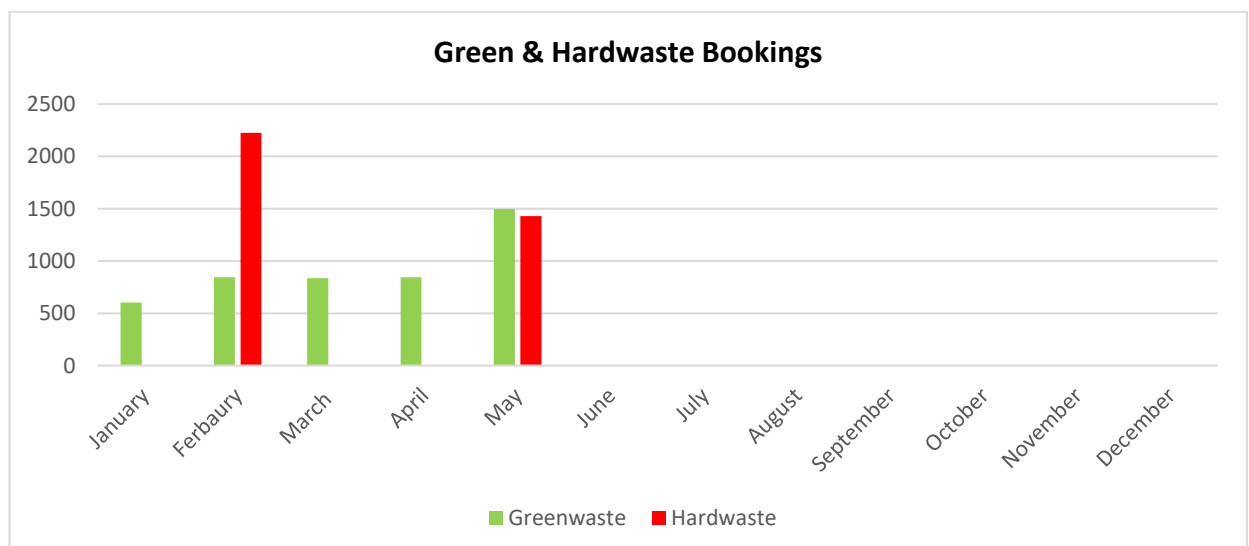
CUSTOMER & BUSINESS SUPPORT**Currently working on:**

Customer Service Strategy and Charter review completed.

Customer Request System 'Easy Forms' will be rolled out to all staff Monday 15th June.

Receipting figures – May

Dog Registrations Payments	8
Rates Payments	90
Regulatory Applications Received	87
Other (RV's, Infringements, Pound Release, Fees etc)	26



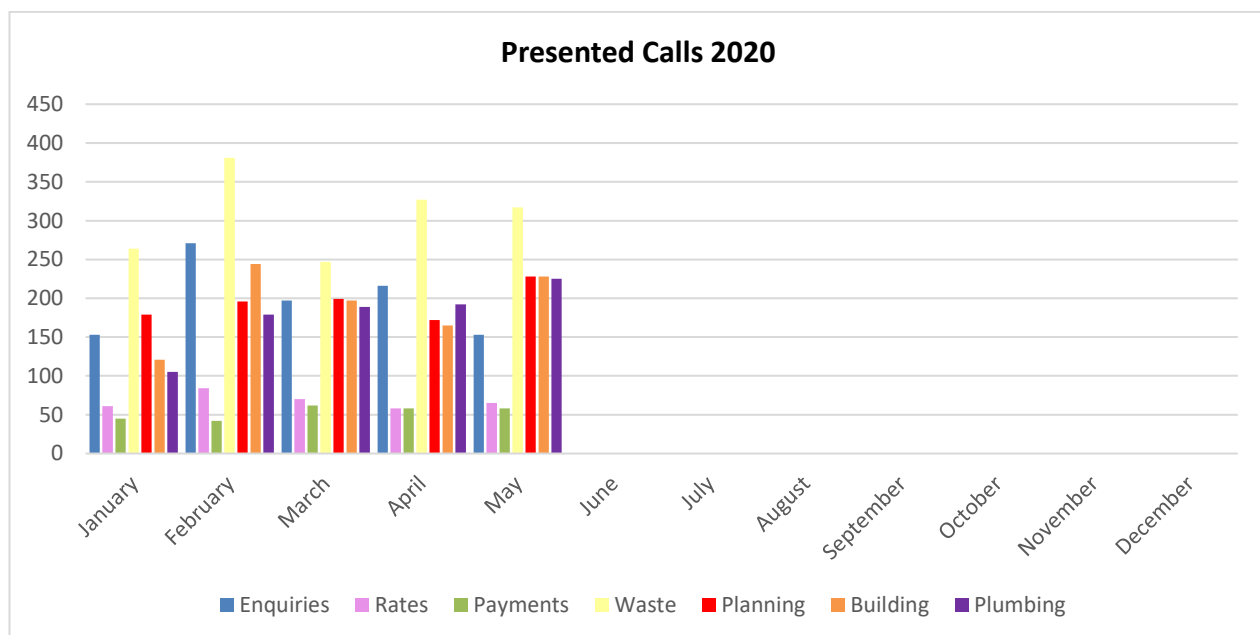
Phone Call Reporting – May 2020

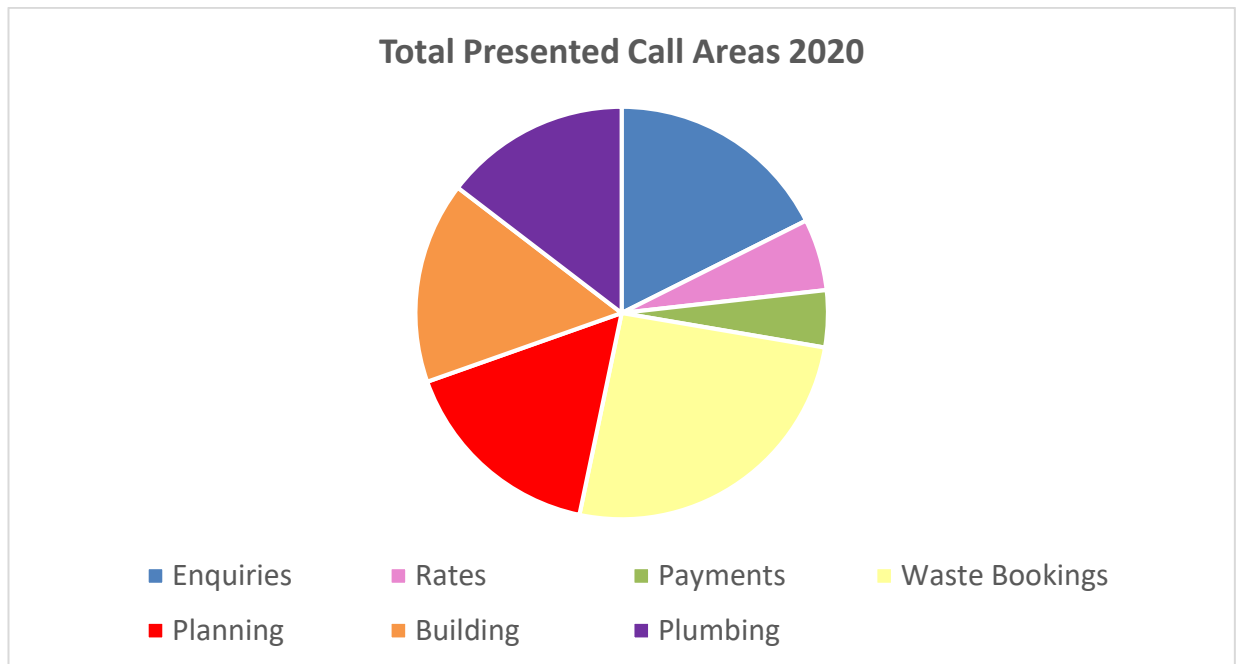
Department	Number of Answered Calls	Average Speed of Answer	Percentage of Calls Answered
Building	195	21 seconds	85.5%
Enquiries	128	24 seconds	83.7%
Payments	45	10 seconds	77.6%
Planning	200	19 seconds	87.7%
Plumbing	219	16 seconds	97.3%
Rates	50	12 seconds	76.9%
Waste/Bins	258	14 seconds	81.4%

84.3% of calls are being answered within 16.5 seconds.

Call answer times have increased due to officers working from home and desk phones diverting to Customer & Business Support Team to answer as well as ongoing phone issues where staff can't hear the customer on the other end of the phone. IT are still investigating the issue.

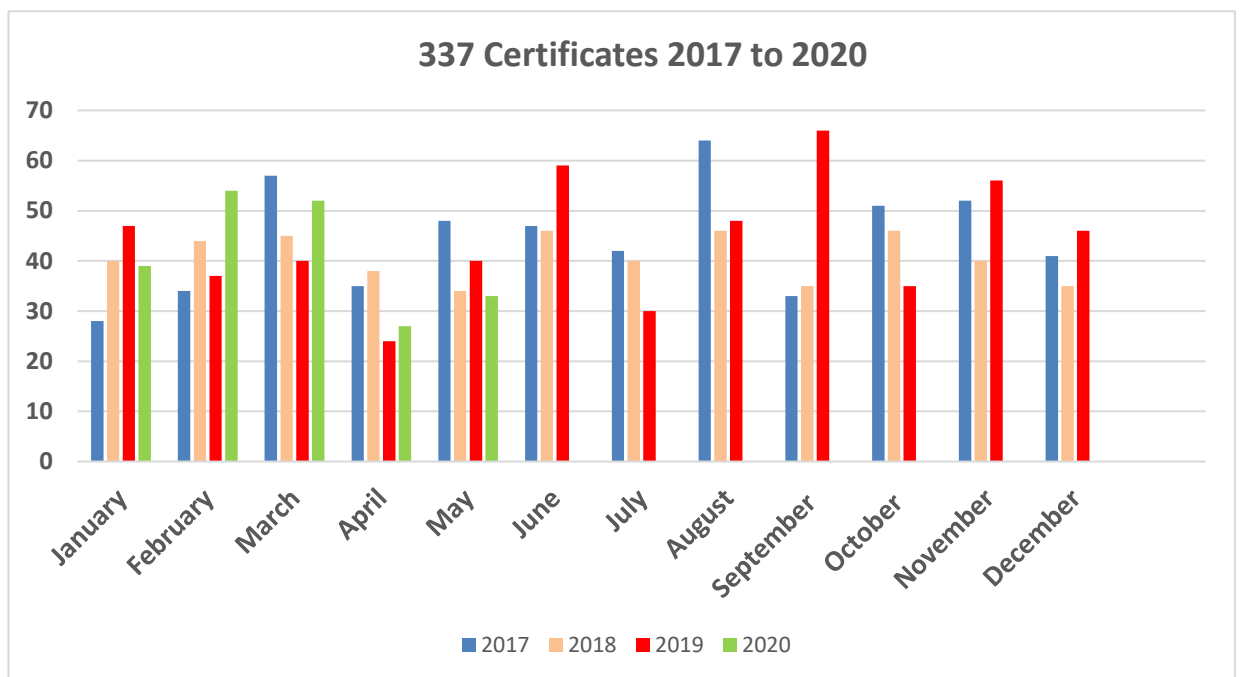
Presented Calls year to date 2020





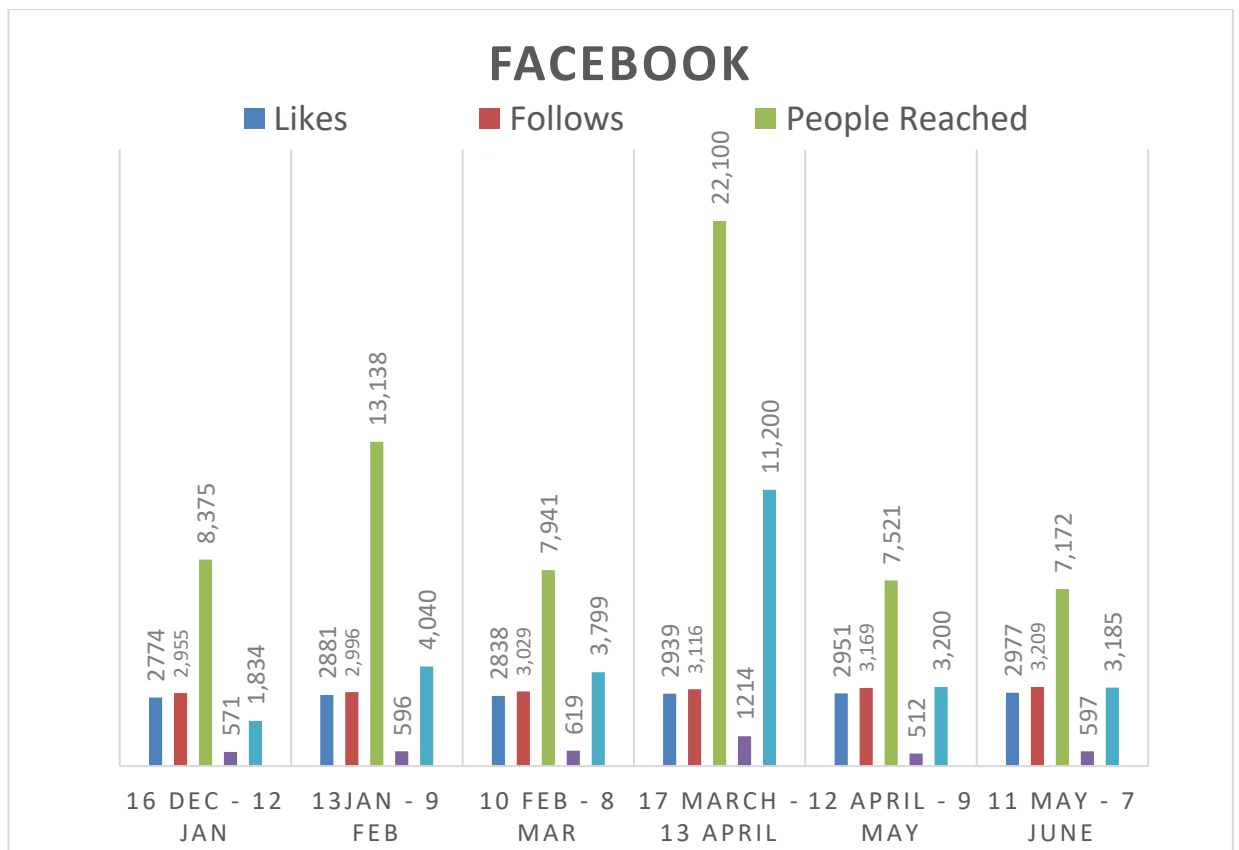
337 Certificates

Council processed 27 - 337 Certificates in May 2020, which relate to the sale of properties as detailed in the graph below.

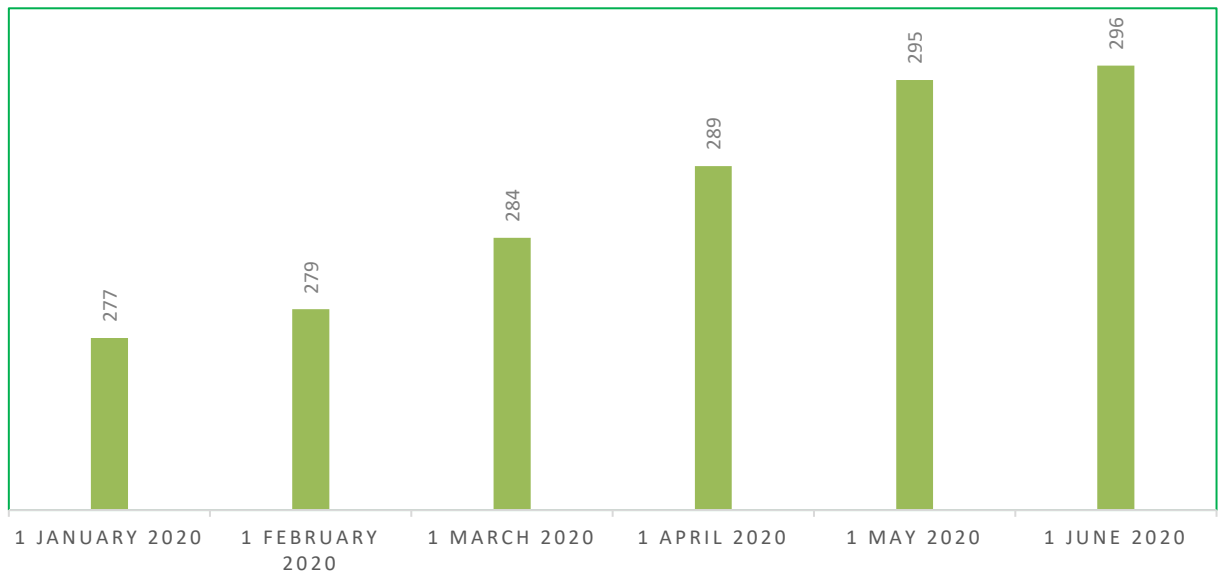


COMMUNICATIONS

- Sorell Times – Regular monthly advertisement.
- Council Works Update – monthly update compiled re current and soon to be commenced Council projects published on our website and Facebook/Instagram pages.
- Street Banners – commenced drafting design for new banner set.
- Community News newsletter – commenced drafting the July 2020 Community News newsletter to go out with the rates Notice in early July.
- COVID-19 – Updates about Council’s response published on Council’s social media accounts, My Local Services App, Website and Sorell Times monthly ad. Special weekly Mayors Message also prepared for social media.
- Orielton Lagoon Loop – Signage for the Loop being created with Eye Spy signs.
- Website – Updated with news and documents including Council Works Updates and COVID-19.
- Parks and Beaches Guide – Updated and rebranded to Recreation Guide. Currently being printed.
- Community Services Directory – Update of the Directory ongoing.
- Social Media –

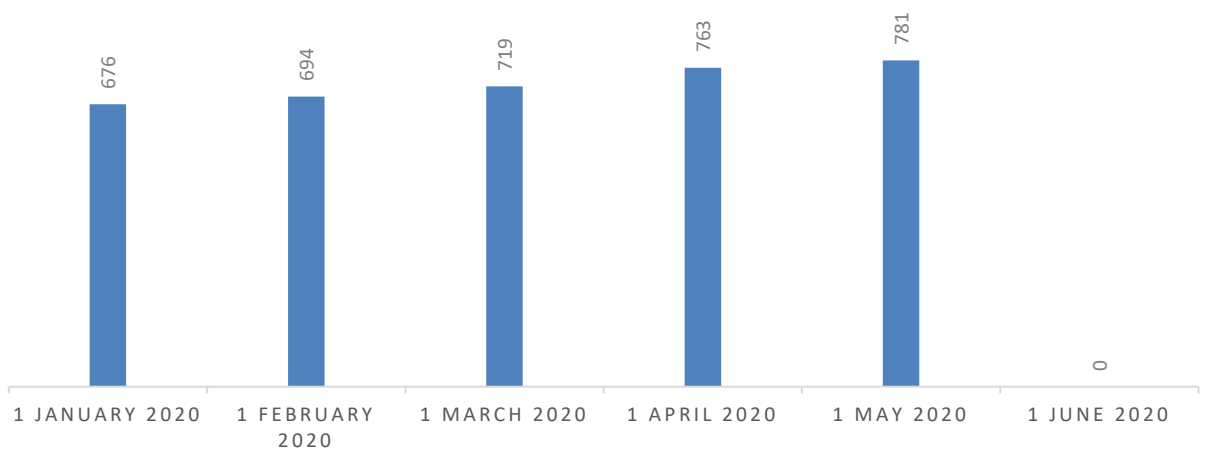


INSTAGRAM FOLLOWERS



MY LOCAL SERVICES APP

DOWNLOADS IN TOTAL



**No data received for My Local Services for June.*

MEDIA

- The Sorell Times – Mayor Kerry Vincent participated in a media opportunity at Pembroke Park with Minister Jane Howlett re: the commencement of the Levelling the Playing Field Change Rooms for Sorell Times.



GRANTS

- Primrose Sands Community Centre returned unspent funds from Community Grants Program 2018/19.

RIGHT TO INFORMATION

- One Right to Information Request this month.

COMMUNITY SERVICES – Hours of Use

Facility	Hours for Month of February 2019	Hours for Month of March 2020	Hours for Month of April 2020	Hours for Month of May 2020
Midway Point Hall	48	23	0	0
Copping Community Hall	36	0	0	0
Dunalley Hall	17	26	0	0
Sorell Memorial Hall	76	47	72	0
Dodges Ferry Rec Centre	54	35	0	0
Pembroke Park	368.5	127	0	11
Dodges Ferry Oval	17	9	0	1.5
PCYC	34	19	0	0

OTHER DEPARTMENT ACTIVITY

- Planning for Sorell 2021 Celebrations.
- Review of Community Grants Policy.
- Department meetings – re: meeting to discuss COVID-19 Stage Two requirements for community facility bookings.

Currently working with/supporting the following Community Groups/Organisations on Various Issues

- Liaising with various community groups within the Municipality regarding the current COVID-19 situation.
- Dunalley Hall Committee - hall bookings.
- Copping Hall Committee – cemetery bookings.
- Service Provider meetings – zoom Meeting Scheduled for 20 May 2020.
- Ten Days on the Island / If These Halls Could Talk program – Visit to Sorell Memorial Hall from performance group and Co-Producer delayed until further notice.
- Sorell on Stage – hall bookings.
- Sorell Men’s Shed – removal of items from Carriage Shed.
- Sorell Junior Football Club – booking requirements re: return to training.
- Sorell Football Club – fee relief request.
- Dodges Ferry Football Club – booking requirements re: return to training.



9.4 FINANCE AND INFORMATION – STEPH GUNN, MANAGER

Financial Management

- A new variance reporting schedule has been implemented for the 2019/2020 financial year. Departmental managers are now completing quarterly variance reporting on actual to budget income and expenditure.
- Finance staff continued to work on the 2020/2021 Budget and Long Term Financial Plan.
- Finance staff worked on preparation for 30 June 2020 end of financial year, including performing asset capitalisations and disposals.
- The Fringe Benefit Tax (FBT) return was outsourced to WLF Accounting & Advisory (WLF) in April and will be completed and lodged by June 2020. Finance staff have provided all the requested documentation to WLF.

Revenue

- At the end of May 97.3% of rates had been paid, compared to 97% at the same time last year.
- In May supplementary valuations 294 and 295 were processed, which raised a total of \$11,339 rates revenue.
- The rates re-structure project was put on hold due to the COVID19. The project will be revisited in the 2020/2021 financial year.

Audit

- WLF completed their 2019/2020 interim audit visit remotely on 22 April 2020. No issues were raised as a result of this interim audit visit.

Grants & Funding

- In line with the Federal Government announcement, Council received \$1,256,629 in advance payments for 2020/2021 Financial Assistance Grants in late May 2020. This was recognised as income in the 2019/2020 financial year.
- All four quarterly payments for the 2019/2020 Financial Assistance Grant, totalling \$1,189,380, have now been received by Council.
- Council invoiced and received a capital grant of \$209,972 (excluding GST) from Department of State Growth in July, to assist in providing bus stop infrastructure upgrades to Station Lane, Sorell and Midway Point.
- Council received a capital grant of \$30,000 (excluding GST) from Tasmanian Community Fund in August, to assist with the upgrade of the football clubrooms.



- Council invoiced Marine and Safety Tasmania (MAST) \$45,000 (excluding GST) in November, to undertake dredging (sand removal) at the Gypsy Bay boat ramp. This invoice was paid by MAST in February.
- Council invoiced the Department of State Growth a total of \$184,225 (excluding GST) in November for the 2018/2019 Vulnerable Road User Program, in relation to works at Carlton Beach Road, Lewisham Scenic Drive, Penna Road and Bay Road. This invoice was paid by the Department in December.
- Council received a capital grant of \$20,000 (excluding GST) in December in relation to the Stronger Communities Program, to undertake works at Snake Hollow Park.
- Council invoiced the Department of State Growth a total of \$139,500 (excluding GST) in March for the 2019/2020 Venerable Road User Program, in relation to works at Bay Road Midway Point and Carlton Beach Road, Dodges Ferry. This invoice is yet to be paid by the Department.
- Council received a capital grant of \$16,625 (excluding GST) in March from the Department of Industry in relation to the gross pollution trap capital works.
- Council has received the full 2019/2020 grant amount of \$387,296 (payments received in November and March) from the Department of Infrastructure, Transport, Cities and Regional Development in relation to the 2019/2020 Roads to Recovery grant for works on Brinktop Road.
- Council invoiced the Department of State Growth a total of \$29,000 (excluding GST) in May for the 2019/2020 Black Spot Programme, in relation to safety barrier at Penna Road, north of the Midway Point kindergarten.
- Council invoiced Wildcare Tasmania a total of \$27,000 (GST free) in May for the Wildcare Gift Fund Orielton Lagoon Project. This invoice was paid by Wildcare Tasmania in May.

Information Technology and Communications

- IT staff are well progressed with plans for the capital works projects approved by Council for the 2019/2020 financial year.
 - C-20-IT-001 - The desktop and monitor replacement capital project was completed at the end of December.
 - C-20-IT-002 – The CCTV camera capital project is currently in the planning stage and will carry forward to 2020/2021 financial year.
 - C-20-IT-003 - The MagiqDocs Upgrade was completed at the end of April.



- C-20-IT-004 – The server replacement capital project is currently in the planning stage and will be carried forward to the 2020/2021 financial year.
 - C-20-IT-005 - The Navision finance system upgrade is currently underway and IT, Finance, Depot and Payroll staff have been involved in system demonstrations, documentation, training and testing. Council will be upgrading to the Microsoft Dynamics 365 Business Central (D365BC) cloud finance system and the Subscribe HR employee self-service system. The Scope of Works was finalised in March and the System Process Analysis was finalised in April. Finance staff worked on Data Migration during April and Key User Training took place during May. Testing of D365BC will be completed in June and the new system is expected to be implemented by 1 July 2020.
 - C-20-IT-006 - The MagiqDocs Easy Forms capital project has progressed. Council staff are currently working with MagiqDocs to develop the forms, with implementation expected in mid-June 2020.
- Council have engaged with Techquity, a Hobart based IT Company, to provide IT services and support on an as-needs basis. Techquity are currently completing a comprehensive review of Council's IT environment. This review will include the development of IT documentation, procedures and system flow diagrams.
 - IT shared services with Glamorgan Spring Bay Council concluded in May.

Insurance

- Council staff worked on the 2020/2021 insurance renewal documentation in March, with final submission in early April. Council's Insurance Brokers are expected to get back to Council in mid-June with 2020/2021 renewal reports.

Fleet Management

- A capital budget allocation was made for fleet replacements during the 2019/2020 financial year and has been approved. All six motor vehicles were received by Council in April; four Ford Rangers and two Mitsubishi Outlanders were received. At this stage light fleet vehicles have not been disposed of, due to the need for additional light fleet as a result of the COVID-19 pandemic.



Meetings

- Council meetings and workshops as required.
- Staff meetings with Finance & Information Department staff as required.
- Senior Management Team (SMT) and Leadership Team meetings as required.
- Weekly meetings with Dialog Information Technology regarding the D365BC system implementation.
- Weekly meetings with Subscribe HR regarding the upgrade of the employee self-service system.
- Assetic meeting to discuss the transport asset revaluation – 11 May 2020.
- IT review meeting with Matt Cripps from Techquity – 28 May 2020.
- Cut Over/Go Live meeting with Dialog Information Technology regarding the D365BC system implementation – 29 May 2020.

10.0 PETITIONS

At the time of preparation of this agenda no petitions had been received.

11.0

LAND USE PLANNING

The Mayor advised in accordance with the provisions of Part 2 Regulation 25 of the Local Government (Meeting Procedures) Regulations 2015, the intention of the Council to act as a planning authority pursuant to the Land Use Planning and Approvals Act 1993 is to be noted.

In accordance with Regulation 25, the Council will act as a planning authority in respect to those matters appearing under item 10 on this agenda, inclusive of any supplementary items.

11.1 DEVELOPMENT ASSESSMENT SPECIAL COMMITTEE MINUTES

RECOMMENDATION

“That the minutes of the Development Assessment Special Committee (DASC) Meetings of 19th May 2020 and 9th June 2020 be noted.”



12.0 GOVERNANCE

**12.1 [^]
COPPING REFUSE DISPOSAL SITE JOINT AUTHORITY**

RECOMMENDATION

“That the attached Copping Refuse Disposal Site Joint Authority (CRDSJA) Reports be received and noted.”

ROBERT HIGGINS
GENERAL MANAGER
Attachments (4 pages)





Copping Refuse Disposal Site Joint Authority

20 May 2020

Mr Ian Nelson
General Manager
Clarence City Council
PO Box 96
ROSNY PARK 7018

Mr Robert Higgins
General Manager
Sorell Council
P O Box 126
SORELL 7072

Mr Gary Arnold
General Manager
Kingborough Council
Locked Bag 1
KINGSTON 7050

Ms Kim Hossack
General Manager
Tasman Council
1713 Main Road
NUBEENA 7184

Dear General Manager

COPPING REFUSE DISPOSAL SITE JOINT AUTHORITY REPORTS

Participating Councils and the Director, Local Government agreed to establish consistent reporting arrangements for the Authority. The following advice regarding matters discussed at recent Authority and Board meetings is now provided for inclusion in your routine report to your Council.

Authority meeting held on 14 May 2020

Material matters addressed:

- Review and approval of the Authority's Strategic Plan 2020/21 – 2024/25
- Review and approval of Southern Waste Solutions' Business Plan 2020/21 – 2022/23 including the Budget 2020/21, noting that the Authority approved no increase to fees for 2020/21
- Paper considering the pricing policy underpinning Participating Councils' Gate Fees
- Execution of a Deed of Confirmation and Acceptance in relation to the transfer to the Authority of intellectual property developed inhouse
- Review the Board's report on compliance with contractual obligations and statutory requirements during 2018-19
- The minutes or proceedings of meetings of the Board of Southern Waste Solutions held in February and March 2020 were noted
- The minutes and proceedings of meetings of the Board of C Cell Pty Ltd held in February and March 2020 were noted
- The March 2020 Quarterly Report was presented and accepted

Copping Refuse Disposal Site Joint Authority trading as **SOUTHERN WASTE SOLUTIONS**
PO Box 216, New Town, Tasmania 7008
Mobile: +61 0408 253 770 Email: swstas@me.com
ABN: 87 928 486 460



AGENDA
SORELL COUNCIL MEETING
16 JUNE 2020

- An update on Southern Waste Solutions and C Cell Pty Ltd activities was provided by the Board Chair.

The March 2020 Quarterly Report is attached.

Note: Minutes of meeting of the Authority may be tabled in open Council meeting unless they contain confidential material. Given its commercial-in-confidence content, it is requested that the Quarterly Report is tabled only in Councils' Closed Meetings.

Similarly, the strategic, contractual, statutory and other obligations in other reports are considered commercial-in-confidence and are requested to be tabled in Councils' Closed Meetings only.

Any Closed Meeting items considered by the Authority should also be tabled only in Closed Meeting of Council.

SWS Board Meeting held on 26 February 2020

Material matters addressed:

- A paper on gate fees payable by Participating Councils was considered for endorsement to the Authority
- The results of the 2019/20 customer survey were received and noted
- The updated quarterly Balanced Scorecard was received and noted
- A revised Charter for the Board's Audit & Risk Committee was approved
- The minutes of the Audit & Risk Committee meeting held on 18 December 2019 were noted
- SWS's Monthly Operational Overview and Financial Report for 31 January was noted
- The C Cell management report for the period ending 31 January 2020 was endorsed

SWS Board Meeting held on 18 March 2020

Material matters addressed:

- Outcomes of the Strategic Planning Workshop were considered and prioritised for inclusion in the Strategic Plan
- Draft Budget 2020/21 for provision to Participating Councils was reviewed
- A Deed with Mornington Park Waste Transfer Station for recovered materials was approved
- SWS's Monthly Operational Overview and Financial Report for February 2020 was noted
- The C Cell management report for the period ending 31 January 2020 was endorsed

This meeting was the last for SWS Directors Sue Baker and Ian Johnston whose terms on the Board had finished. Newly appointed directors Frank Barta and Mike Hunnibell commenced with SWS on 19 March 2020. Ernie Hacker will commence as a director in June 2020.

SWS Board Meeting held on 21 April 2020

Material matters addressed:

Copping Refuse Disposal Site Joint Authority trading as **SOUTHERN WASTE SOLUTIONS**
 PO Box 216, New Town, Tasmania 7008
 Mobile: +61 0408 253 770 Email: swstas@me.com
 ABN: 87 928 486 460



- The final draft Strategic Plan 2020/21 – 2024/25 was reviewed and approved for submission to the Authority’s general meeting on 14 May 2020
- The Draft Business Plan 2020/21 – 2022/23 and Budget 2020/21 was reviewed and approved for submission to the Authority’s general meeting on 14 May 2020
- The Quarterly Report to end of March 2020 was reviewed and approved
- The Annual Review of Contractual Obligations and Statutory Compliance was undertaken
- Membership of the Board’s Audit & Risk Committee was reviewed, new directors were appointed as members of the Committee and Director Frank Barta appointed as the Committee Chair
- The C Cell Management Report for March 2020 was endorsed
- SWS’s Monthly Operational Overview and Financial Report for February 2020 was noted
- Report from Pitt & Sherry regarding acceptance of Level 4 Waste was noted
- The updated Board Skills Matrix, reflecting the new composition of the Board, was noted
- Financial support by the State Government for Local Government was noted

SWS Board Meeting held on 6 May 2020

The material matter addressed in this unscheduled meeting was revision of the Budget 2020/21 in light of higher than anticipated CPI assumed in the original Budget. Minutes of this meeting will be tabled at the next Authority meeting.

C Cell Pty Ltd electronic Board meeting finalised on 4 February 2020

The Board appointed Carolyn Pillans as the Company Secretary, effective from 10 February 2020.

C Cell Pty Ltd Board Meeting held on 26 February 2020

Material matters addressed:

- A non-compliance with the Constitution in relation to the appointment of the Board Chair at the time of incorporation was addressed.
- The Operations and Finance Report for the period ended January 2020 was received and noted
- The Management Reports from Southern Waste Solutions for September and November 2019 were received and noted.

Director Sue Baker retired from the Board of C Cell Pty Ltd on 18 March 2020. Frank Barta’s appointment as a director commenced on 19 March 2020.

C Cell Pty Ltd electronic Board meeting finalised on 30 March 2020

The Board approved the 2020/21 Budget for C Cell Pty Ltd.

C Cell Pty Ltd Board Meeting held on 22 April 2020

Material matters addressed:

Copping Refuse Disposal Site Joint Authority trading as **SOUTHERN WASTE SOLUTIONS**
 PO Box 216, New Town, Tasmania 7008
 Mobile: +61 0408 253 770 Email: swstas@me.com
 ABN: 87 928 486 460



- The Board appointed the Chair until the next meeting.
- The Board considered advice from the company's insurance broker on taking Group Personal Accident Insurance for directors as more appropriate than workers compensation. It approved the policy.
- The Management Reports from Southern Waste Solutions for September and November 2019 were received and noted.
- The CEO updated the Board on the timeframe for the expected waste stream [from Australian Antarctic Division.

Note: As minutes of meetings of the Southern Waste Solutions Board and C Cell Pty Ltd Board are commercial in confidence, it is requested that these be held on file for perusal by Aldermen / Councillors but not tabled at Council meetings.

Yours sincerely



Carolyn Pillans
Secretary

Copping Refuse Disposal Site Joint Authority trading as **SOUTHERN WASTE SOLUTIONS**
PO Box 216, New Town, Tasmania 7008
Mobile: +61 0408 253 770 Email: swstas@me.com
ABN: 87 928 486 460



AGENDA
SORELL COUNCIL MEETING
16 JUNE 2020

12.2 ADOPTION OF ANNUAL PLAN 2020-2021

^

RECOMMENDATION

“That in accordance with Section 71 of the Local Government Act 1993, Council resolves to adopt the Annual Plan for the 2020-2021 financial year.”

ROBERT HIGGINS
GENERAL MANAGER

Attachments: (8)





ANNUAL PLAN 2020/2021

Community Coast Country



**AGENDA
SORELL COUNCIL MEETING
16 JUNE 2020**

SORELL COUNCIL

ANNUAL PLAN 2020/2021

Sorell Council's Annual Plan for the 2020/2021 financial year has been prepared and adopted by Council in accordance with Section 71 of the *Local Government Act 1993* in that it:

- is consistent with Council's Strategic Plan 2019 - 2029.
- includes a statement of the manner in which Council is to meet the goals and objectives of the Strategic Plan.
- includes a summary of the budget estimates adopted by Council.
- includes a summary of the major strategies to be used in relation to the Council's public health goals and objectives.

In 2020/2021 Council will engage with our communities and stakeholders to meet the goals and objectives of the Strategic Plan in an inclusive manner.

COUNCILLORS AT 30 JUNE 2020

Mayor Kerry Vincent

Deputy Mayor Natham Reynolds

Councillor Kerry Degrassi

Councillor Deborah De Williams

Councillor Vlad Gala

Councillor Geoffrey Jackson

Councillor Beth Nichols

Councillor Melinda Reed

Councillor Carmel Torenus

SUMMARY OF THE ESTIMATES FOR THE 2020/2021 FINANCIAL YEAR

Estimated Revenue for Council	\$17,600,741
Estimated Expenditure of the Council	\$18,676,116
Estimated Borrowing by the Council	\$3,439,943
Estimated Capital Works of the Council	\$13,829,856



OUR PURPOSE, VISION AND VALUES

OUR PURPOSE

To facilitate a vibrant, sustainable and liveable South East Region.

OUR VISION

A proud, thriving and inclusive South East Community.

OUR VALUES

INTEGRITY

We work in good faith, are honest and forthcoming and take accountability for our decisions.

UNITY

We work cohesively as one Council, supporting our community and each other to achieve better outcomes.

RESPECT

We listen to and consider the opinions and input of each person and acknowledge each other's contribution.

INNOVATION

We are committed to finding new solutions, adapting to change and continuously improving in order to deliver the best outcomes for the community.



KEY OBJECTIVES AND SUMMARY OF STRATEGIES AND INITIATIVES FOR THE 2020/2021 FINANCIAL YEAR

1.0	Facilitate Regional Growth	Strategic Plan Reference
1.1	Support the timely delivery of the South East Transport Plan through an ongoing commitment to engage and critically review the remaining projects (Western Causeway duplication and Eastern bypass) with the Department of State Growth.	1.1
1.2	Continue engagement with Tasmanian Irrigation 'South-East Integration Project' to leverage increased supply and reliability to the region.	1.2
1.3	Advocate through the Tasmanian Planning Commission - Statewide Planning Scheme Local Provisions Schedule assessment process for the protection of high value agricultural land and provision of enabling development control.	1.2
1.4	Pursue TasWater to confirm a commitment to deliver growth and capacity plans for development forecasts, to address the Environment Protection Authority direction to cease discharge into Pittwater by 2022/2023 and to transfer the Dodges Ferry sewage lagoons.	1.3
1.5	Establish pre and post COVID-19 business investment benchmark data through engagement with Tasmanian Chamber of Commerce and Industry, Regional Development Australia & SERDA Workforce Engagement and Development Officer.	1.4
1.6	Advocate with SERDA partner Councils the key regional requirements of the revised South East Economic Infrastructure Strategy.	1.4, 1.5
1.7	Support and promote SERDA programs and strategies: <ul style="list-style-type: none"> • Establish targeted working partnership with SERDA Councils, State Growth and new SERDA Enterprise Centre Business Advisor. • Secure long term funding for Workforce Engagement and Development roles – delivered through the Regional Workforce Hub. • Focus on key post COVID-19 recovery industries as informed by benchmarking exercise (1.5 above). 	1.5
1.8	Collaborate with the Sorell School on their redevelopment masterplan.	1.6
1.9	Support the facilitation of Catholic Education Tasmania's requirements for 7.5ha greenfield Kindergarten – Year 12 facility.	1.6



1.10	Promote UTas University College programs and coordinate with Sorell School, Trade Training Centre and Regional Workforce Hub programs delivered within the Municipality.	1.6
1.11	Advocate to the State Government for the commencement of the Southern Tasmania Regional Land Use Strategy review in 2020/2021 and a commitment to its timely completion.	1.7
1.12	Engage with Destination Southern Tasmania to review the Tasman Destination Action Plan including consideration of the impacts and appropriateness of developing the Fulham Road - Dunalley - Marion Bay touring loop.	1.9
1.13	Complete the Request For Detailed Proposal (RFDP) assessment process for the Dunalley Marina concept and determine engagement of proponent.	1.9
1.14	Collaborate with Glamorgan Spring Bay Council to establish Mountain Bike development standards and guidelines for SERDA's South East Tasmanian Mountain Bike Proposal. Advocate as a SERDA priority for the provision of capital funding to construct the project.	1.10

2.0	Responsible Stewardship and a Sustainable Organisation	Strategic Plan Reference
2.1	Elected members to review and adopt the 20 Year Long Term Financial Plan, with delivery of a net operating surplus over the forecast period.	2.1, 2.6
2.2	Guide employment generating commercial and industrial land zoning and private sector investment to strategically identified locations consistent with the Sorell Land Supply Strategy.	2.2
2.3	Commit to asset revaluation cycles, provision of sustainable new/upgrade capital allocations and managing operational and financial risk profiles, including facilities management legislation.	2.3
2.4	Recognise and manage both the positive and negative impacts of growth and development including movement of people, provision of quality open space/links, employment opportunities and regional wealth distribution.	2.4
2.5	Measure the operational and financial impacts of new / upgrade capital projects against stated/assumed savings (where applicable).	2.5



2.6	Continue elected members awareness of contemporary governance roles and responsibilities.	2.7
2.7	Facilitate workshops with elected members and staff to establish commitments, resourcing and continuity related to: - <ul style="list-style-type: none"> • Developing strategies to improve stormwater quality discharge to receiving waters. • Developing resilience strategies for infrastructure vulnerable to climate change. • Identifying opportunities to reduce emissions from Council activities that contribute to climate change. 	2.8, 4.1
2.8	Review advocacy and engagement strategy to ensure government, industry and community partnerships are maintained and aligned to Council's strategic and operational focus.	2.10
2.9	Adopt ICT Strategy and establish staged actions.	2.11

3.0	To Ensure a Liveable and Inclusive Community	Strategic Plan Reference
3.1	Finalise planning for the 2021 Sorell Township 200 year celebrations.	3.1, 3.7
3.2	Partner with TasCOSS and service providers to seek commitment for the delivery of a State Government social infrastructure and inclusiveness strategy.	3.2
3.3	Advocate for and support the delivery of:- <ul style="list-style-type: none"> • the South East Emergency Services Hub; • Sorell and Dodges Ferry School upgrades; • child care and social services; and • professional and allied health services <p>that assist in meeting the 2019 to 2042 population projections for the Sorell Municipal Area of 1.15% per annum, reduce demand on transport infrastructure and strengthen the south east region.</p>	3.3
3.4	Develop a sustainable implementation plan for the Open Space and Trail Strategy that includes strategies that protect, as well as promote, public access to coastal assets.	3.4, 3.9
3.5	Lobby for a Southern Beaches park and ride facility.	3.5



3.6	Advocate for capital funding that will facilitate ongoing staged re-development and upgrading of Pembroke Park as the regional recreational facility to accommodate forecast growth in the south east.	3.6
3.6	Seek grant funding for the extension of the Sorell Memorial Hall to accommodate a secure location for Sorell Historical Society documentation and valuables, multi-use storage space and change rooms and for the restoration of the Sorell Railway Carriage Shed.	3.7, 3.8
3.7	Host an arts and culture networking event to determine how Council can support the sector.	3.8

4.0	Increased Community Confidence in Council	Strategic Plan Reference
4.1	Continue the Community Conversation program for elected members to engage with different communities.	4.1
4.2	Ensure elected members and staff appropriately consider Council's Policies, Strategies, Plans and Procedures when making decisions.	4.2
4.3	Implement Employee Recognition Program.	4.3
4.5	Implement actions identified in the Customer Service Strategy with a whole of organisation Customer Service focus.	4.5
4.6	Deliver actions identified in the Communication and Engagement Strategy.	4.6
4.7	Continue engagement with the Sorell Business Council and other stakeholders to consider the potential impacts and opportunities of the Eastern Bypass on the Township.	4.6
4.8	Work with community groups and committees to support effective management of community facilities.	4.7
4.9	Review facility utilisation and capacity to determine opportunities for community groups to establish activities and avoid construction and duplication of assets.	4.7



PUBLIC HEALTH

Council will:

- Conduct a school immunisation program aligned with State and Federal Department of Health immunisation goals and targets and continued promotion of immunisation within our community.
- Ensure proper provision of sustainable on-site wastewater management in accordance with the current regulatory framework, codes, standards and best environmental practice.
- Undertake routine inspections of food premises, public events, public health risk activities, unhealthy housing, private water suppliers and water carriers to ensure compliance with relevant legislation.
- Promote safe food handling in our community through the use of media and social media platforms to provide current food safety advice and information to our community.
- Apply the Tasmanian food business risk classification system.
- Provide effective and efficient collection, recycling and disposal of solid waste to the community.
- Promptly investigate public and environmental health complaints.
- Maintain an effective monitoring and analysis program for food, recreational waters and general complaints.
- Continue to actively participate and contribute to policy and legislative development at a regional and State level to further the public and environmental health of our community.

RISK MANAGEMENT

Council will:

- Continue to keep risk exposure to a minimum by helping reduce injuries and potential loss. Management practices will involve identifying risks, analysing and treating by taking appropriate action.
- Continue to identify areas at risk from weather and emergency events and be proactive in building resilience in the Community through education and works programs.
- Continue to be proactive in inspections and reviews of roads, footpaths, written agreements with clubs / user groups, building and financial services, town planning and recreation functions.
- Educate community groups on importance and activities involved with risk management through facilitated information sessions.
- Manage COVID-19 operational risks through the implementation of safe plans for Council facilities.

13.0 ENGINEERING & REGULATORY SERVICES

13.1 LAND IMPROVEMENT ASSET MANAGEMENT PLAN

RECOMMENDATION

“That Council resolve to approve and adopt the (attached) inaugural Land Improvement Asset Management Plan.”

Introduction

Council has committed to carry out revaluations and updating of asset class management plans on a five year cyclical basis as part of Council’s overarching asset strategy. The land improvement asset class was first independently valued in the 2017/18 financial year. The attached Land Improvement Asset Management Plan is based on a new simpler template which will be adopted for all future asset class management plan reviews.

Strategic Plan

Objective 2 - Responsible Stewardship and a Sustainable Organisation

- Invest capital to minimise maintenance and maximise lifecycle value.
- Statutory stewardship that achieves sustainable environmental performance.

Objective 3 - A Liveable and Inclusive Community

- Advocate for effective regional service delivery that meets current and future population and demographic projections.
- Create an integrated network of shared pathways including appropriate public access to coastal assets.
- Secure funding to develop Pembroke Park as a regional recreational facility.

Annual plan

Objective 2 - Responsible Stewardship and a Sustainable Organisation

2.3 - Commit to asset revaluation cycle, provision of sustainable new/upgrade capital allocations and managing risk profiles including facilities management legislation.



Policy

Asset Management Policy
Asset Management Strategy

Environmental Implications

Identification and management of Council owned natural resource assets.

Asset Management Implications

Ten year strategic view on the Land Improvement asset class.

Risk Management Implications

As identified in the plan.

Community Implications

Contains maintenance strategy and practises that support the community level of service for these classes of asset. Will be an accompanying document for the proposed Open Space Strategy.

Statutory Implications

Section 70F part (b) of the Local Government Act 1993 requires a Council to have a long term strategic asset management plan. The attached plan provides information and support for Council's Long Term Financial Plan. The plan is also subject to review by the Tasmanian Audit Office/agents on request.

Report

The Land Improvement asset class recognises all of Councils parks, reserves and playgrounds but also includes a large number of other sub-classes. Any other infrastructure asset sub-class that is not in Council's current transport, buildings or stormwater asset class management plans have been incorporated into the Land Improvement class. This includes lighting, irrigation, other structures, fences and retaining walls.

The land improvement asset class is next scheduled to be valued in the 2022/23 financial year. The asset management plan should be reviewed following revaluation. Now that Council has established its cyclical schedule it is recommended that this inaugural plan is next reviewed in the 2023/24 financial year.



The attached Land Improvement Asset Management Plan was reviewed by the Audit Panel at its meeting on the 4th of June 2020. The panel suggested no changes.

RUSSELL FOX

MANAGER ENGINEERING & REGULATORY SERVICES

Date: 5 June 2020

Attachments (27)

Complete copy of Asset Management Plan in Councillors F drive.





Land Improvement Asset Management Plan 2019/20



Contents

1	Executive Summary.....	3
1.1	The purpose of the Plan	3
1.2	Current State of Council's Assets	3
1.3	Key Achievements	2
1.4	Asset Funding Levels	2
1.5	Action Plan.....	3
2	Current State of Council's Assets.....	4
2.1	Key Indicators	4
2.2	Asset Class Status	6
3	Levels of Service and Condition Assessment.....	12
3.1	Strategic Level of Service.....	12
3.2	Operational Level of Service.....	13
3.3	Condition Assessment Framework.....	13
4	Key Achievements.....	15
4.1	AM Practice	15
4.2	Asset Class	16
4.3	Demand Management / Risk Management	17
5	Asset Funding Levels.....	18
5.1	Forecast 10-Year Funding Required	18
5.2	Committed Funding.....	19
5.3	Financial Ratios.....	20
6	Action Plan.....	23
6.1	AM Document Register	23
6.2	AM Practice Improvements.....	23
6.3	AM Objectives and Long term AM Improvements.....	24
	Appendix A:.....	25
	Konect App Inspection Regime (Screen shots):.....	25
	Inspections sheet prior to Konect app and if technological issues arise:	27
	Appendix B:.....	31
	Work Maintenance and response times.....	31
	Appendix C:.....	32
	Maintenance Asset Type: Bins	32

Maintenance Asset Type: BMX & Skate Parks 33

Maintenance Asset Type: Irrigation..... 36

Maintenance Asset Type: Lighting..... 37

Maintenance Asset Type: Open Space Furniture 38

Maintenance Asset Type: Park Passive Areas..... 41

Maintenance Asset Type: Park Site..... 43

Maintenance Asset Type: Park & Street Furniture 43

Maintenance Asset Type: Play Equipment, Playground Fences, Hand/Guard Rails..... 47

Maintenance Asset Type: Playgrounds..... 49

Maintenance Asset Type: Sports Courts..... 52

Maintenance Asset Type: Sports Fields 56

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1 Executive Summary

1.1 The purpose of the Plan

The fundamental purpose of this Land Improvement Asset Management Plan is to improve Council's long-term strategic management of its land improvement assets in order to cater for the community's required levels of service in the future as detailed under [Section 3](#). The plan defines the state of Council's Land Improvement assets at the close of the past financial year, the 10-year funding required to achieve Council's adopted asset performance targets and planned asset management activities over a 10-year planning period.

The Sorell community is continually growing and its forecast growth over the next 25 years is more than 3.6 times the state average. As a result of this growth, Council's services are in high demand along with requests for new facilities, infrastructure and recreational spaces. (Annual Report 2018-19, Mayors Report).

This Plan encompasses a variety of infrastructure assets and therefore the following is a list of the asset categories used within Assetic that make up Council's 'Land Improvement' Asset Class, which is effectively the remaining assets not already within the Transport, Buildings and Stormwater Classes.

- **Fences**
- **Formal Areas** (e.g. Sculptures, Memorials / commemorative monuments)
- **Irrigation**
- **Lighting**
- **Open Space Furniture** (e.g. BBQs, Bench and table seating, Bike racks, Planter boxes, Rubbish bins)
- **Other Structures** (e.g. access ramps, pump station, RV dump point, septic tanks, rainwater tanks, shelters, stairs, shipping container, lattice frame work, scoreboard etc.)
- **Park Active Areas** (Sports fields, netball courts, cricket pitch, Athletics, skate park etc.)
- **Park Infrastructure** (e.g. Barriers, Bollards, Basketball hoops, flagpoles, Soccer Goals etc.)
- **Park Passive Areas** (e.g. Burial Grounds, Drainage pond, Landscaped areas / Garden beds, windbreaks)
- **Play Equipment** (e.g. flying fox, merry-go-round, balance beam, climbing frame, Slides, swings etc.)
- **Playgrounds** (the area of soft fall or a sun shaded play areas)
- **Public Transport Shelters**
- **Retaining Walls**
- **Signs**

1.2 Current State of Council's Assets

Land Improvement assets have a total replacement cost of \$14.7M with a written down value of \$9.2 million as of May 1 2020. See Table 1 for the asset class break down.

Table 1. A list of the data collected under Land Improvements and their respective total replacement cost, accumulated depreciation and depreciated replacement cost.

Asset Category	Replacement Cost	Depreciated Replacement Cost	Accumulated Depreciation
Fences	\$ 1,764,019	\$ 1,138,892	\$ 625,128
Formal Areas	\$ 216,200	\$ 116,546	\$ 99,654
Irrigation	\$ 852,622	\$ 683,366	\$ 169,256
Lighting	\$ 908,392	\$ 711,771	\$ 196,621
Open Space Furniture	\$ 433,655	\$ 292,145	\$ 141,510
Other Structures	\$ 1,043,096	\$ 747,317	\$ 295,779
Park Active Areas	\$ 2,307,422	\$ 1,868,400	\$ 439,022
Park Infrastructure	\$ 367,800	\$ 249,023	\$ 118,777
Park Passive Areas	\$ 5,931,610	\$ 2,823,804	\$ 3,107,806
Play Equipment	\$ 516,570	\$ 332,812	\$ 183,758
Playgrounds	\$ 100,765	\$ 78,041	\$ 22,724
Retaining Walls	\$ 196,711	\$ 150,259	\$ 46,452
Signs	\$ 116,550	\$ 75,701	\$ 40,850
Grand Total	\$ 14,755,413	\$ 9,268,077	\$ 5,487,336

1.3 Key Achievements

The greatest achievement thus far has been getting the land improvement asset category from a one line entry in Councils finance system into a componentised register of over 2100 assets along with an overall condition assessment for each. While parks and safety inspections were always conducted, we have now improved the transparency of these audits with the use of a mobile app that displays every park asset making it easier to generate work orders and track maintenance time and cost to park assets individually.

1.4 Asset Funding Levels

The forecast lifecycle cost necessary to provide the services covered by this Land Improvement Asset Management Plan includes maintenance and capital expenditure of assets over a 10-year planning period is \$13.9 million or \$1.4 million on average per year. The breakdown of this by asset type is not defined in the Long Term Financial Plan. See Table 2 below that summarises the Land Improvement Funding levels over the next 10 years:

Table 2. Asset Funding Level over a 10-year planning period for Land Improvement Assets only.

Land Improvement Assets Only Year Ending 30 June:	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	totals over 10 years \$'000
Capital Expenditure on Renewal or Replacement of Existing Assets	132	383	412	412	412	412	412	412	412	412	412	4,091
Depreciation, Amortisation & Impairment - Existing and Replaced Assets	373	383	412	412	412	412	412	412	412	412	412	4,091
Maintenance Budget	480	551	540	534	549	562	591	590	608	626	645	5796
Totals \$'000	985	1,317	1,364	1,358	1,373	1,386	1,415	1,414	1,432	1,450	1,469	13,978

Note: That the long term financial plan does not have a budget amount for 'new' land improvement Assets. The Total 10 year forecast amount has been calculated from 2021 to 2030, i.e. does not include this year's 2020 figures at the mid-year budget review.

Further information is detailed under [Section 5](#) of this document along with the assumptions around these figures.

1.5 Action Plan

The next steps resulting from this Land Improvement Asset Management Plan to improve asset management practices are as follows:

- Collect information relating to capacity, functionality and fit for purpose from Council's Asset Management Strategy is used to inform renewal planning for land improvement assets;
 - Better define levels of service for each asset category
- Develop and document maintenance service levels with regard to all assets owned or maintained by Council;
- Develop a long term Parks & Reserves Strategy;
- Develop an Open Space Strategy;
- Ensure timely revaluation of Land Improvement assets;
- Document/review a detailed condition assessment manual for all asset categories
 - Condition benchmarking within each Land Improvement category rather than the current general condition covering the entire asset class when the data was originally collected.

Further details of this can be found under [Section 6](#) of this document.

2 Current State of Council's Assets

2.1 Key Indicators

The Land Improvement Asset Class is comprised of a variety of different assets that make up 13 different asset categories. The following table provides the quantum of these land improvement assets by asset category managed by Council as at 28th February 2020.

Table 3. A Summary of Land Improvement assets managed by council as at 28th of February 2020

Asset Category	No. of Assets	Measure: Length (m)	Measure: Area m ²
Fences	565	20927.08	
Formal Areas	17		
Irrigation	35		
Lighting	88		
Open Space Furniture	346		
Other Structures	107		
Park Active Areas	39		71934.32
Park Infrastructure	237	1309.344	
Park Passive Areas	288		942370.7
Play Equipment	87		
Playgrounds	30		4261.157
Retaining Walls	27	506.64	
Signs	234		

Table 4 below provides the high-level Overall Service Index (OSI) of the Council's Land Improvement assets. This was derived from the Valuation Index at the component level. The distribution percentage is as per current quantity of the assets where condition data is available. The current condition of the assets has been used by council staff to help determine the required funding levels for asset renewal and maintenance. The detail of funding level options is detailed in [Section 5](#).

Table 4. A Summary of the percent of the Valuation index at each valuation index grouping.

Asset Category	Rating Date	New	Very Good	Good	Fair	Poor	Very Poor
		0-1	1-2	2-3	3-4	4-5	5-6
Fences	Jul-17	5%	9%	35%	34%	12%	4%
Formal Areas	Jul-17	0%	12%	24%	47%	12%	6%
Irrigation	Jul-17	3%	3%	95%	0%	0%	0%
Lighting	Jul-17	5%	15%	52%	21%	6%	2%
Open Space Furniture	Jul-17	8%	7%	37%	30%	14%	4%
Other Structures	Jul-17	6%	12%	39%	33%	7%	3%
Park Active Areas	Jul-17	13%	21%	26%	31%	3%	8%
Park Infrastructure	Jul-17	3%	5%	54%	30%	5%	3%
Park Passive Areas	Jul-17	5%	2%	28%	45%	18%	2%
Play Equipment	Jul-17	6%	7%	30%	33%	21%	3%
Playgrounds	Jul-17	7%	0%	17%	52%	17%	7%
Retaining Walls	Jul-17	7%	11%	22%	37%	22%	0%
Signs	Jul-17	0%	11%	47%	21%	17%	4%

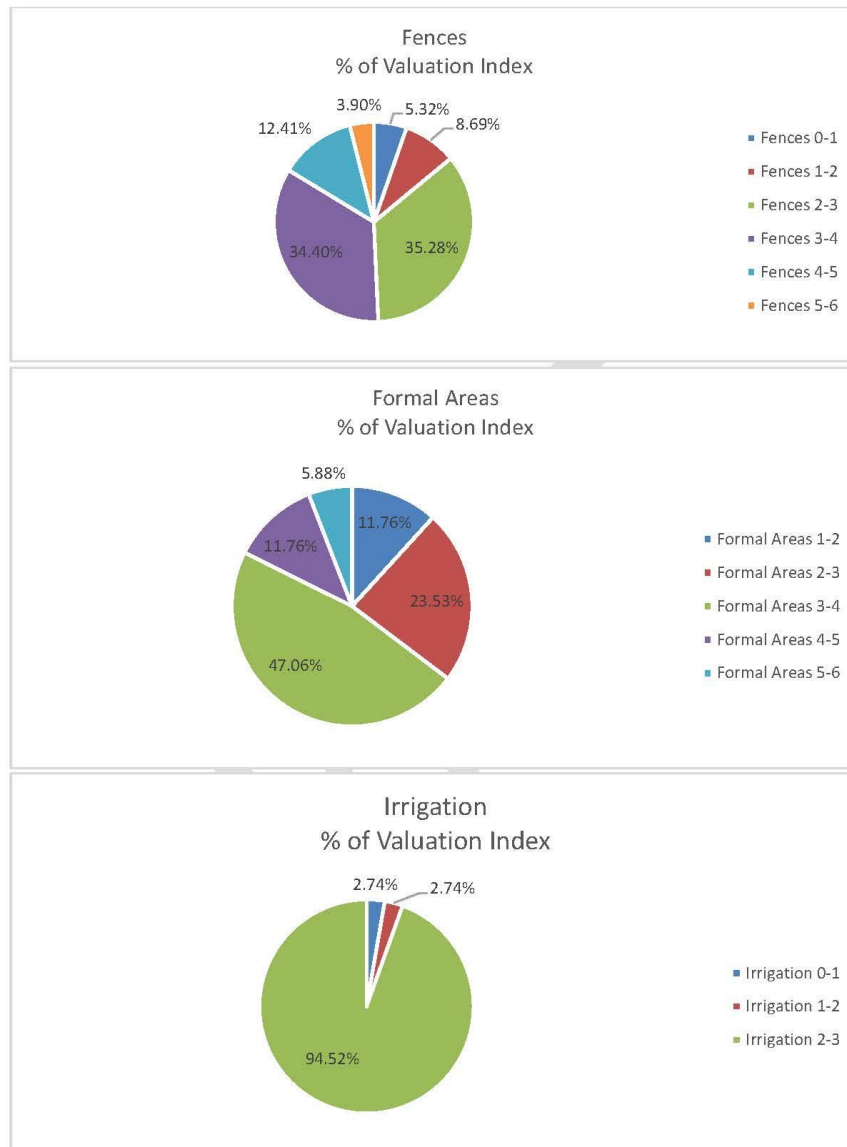
Table 5 below, demonstrates the asset consumption ratio per Land Improvement asset category.

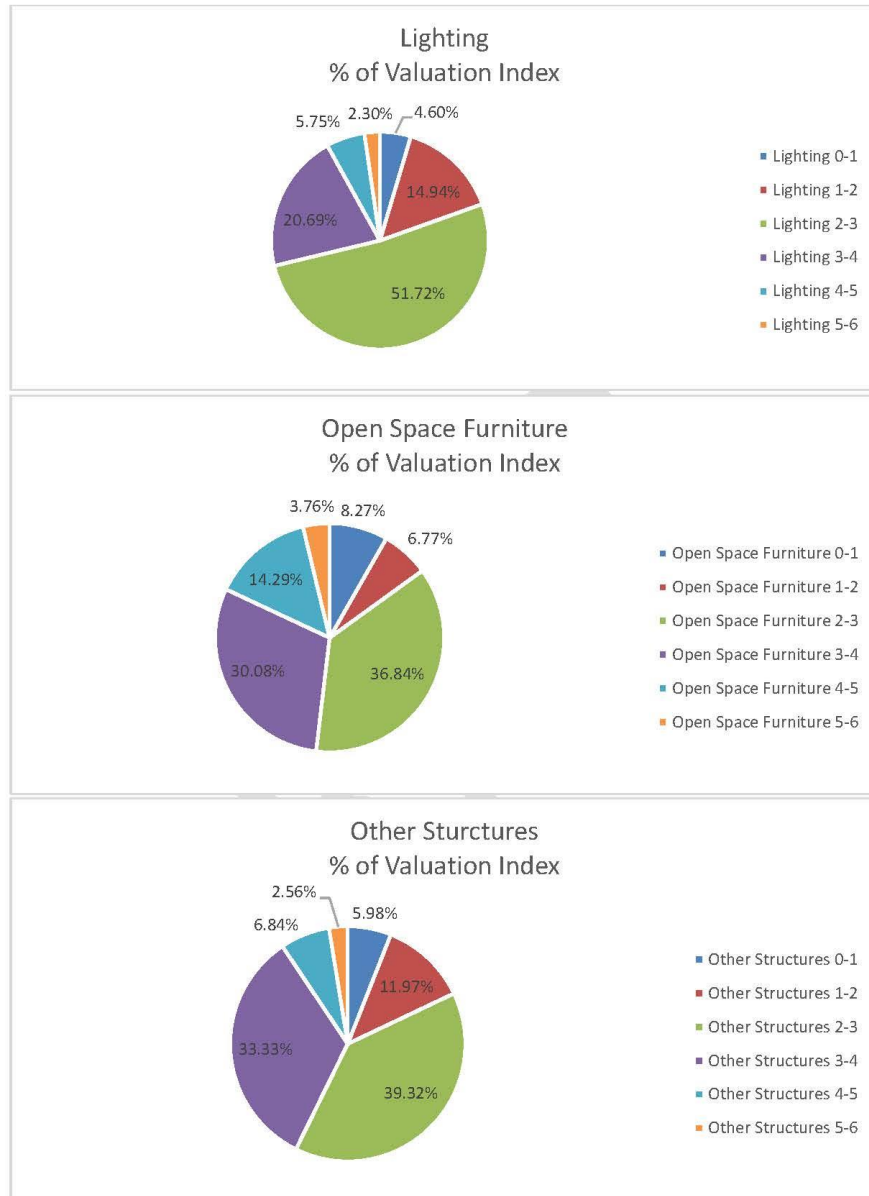
Table 5. Asset consumption ratio per Land Improvement asset category (total depreciated replacement cost / Total Replacement cost)

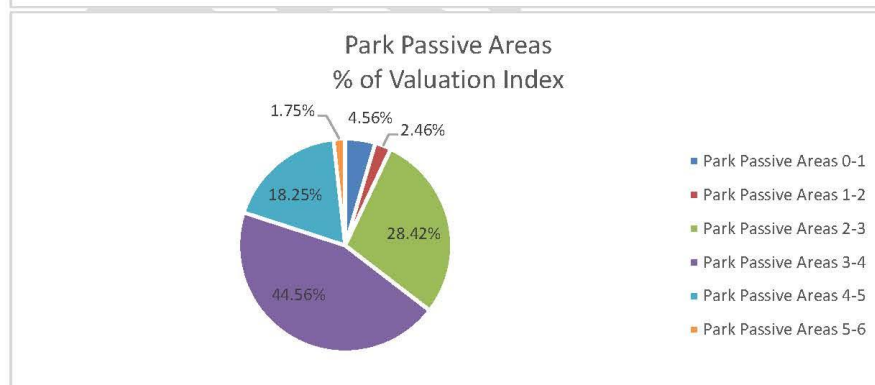
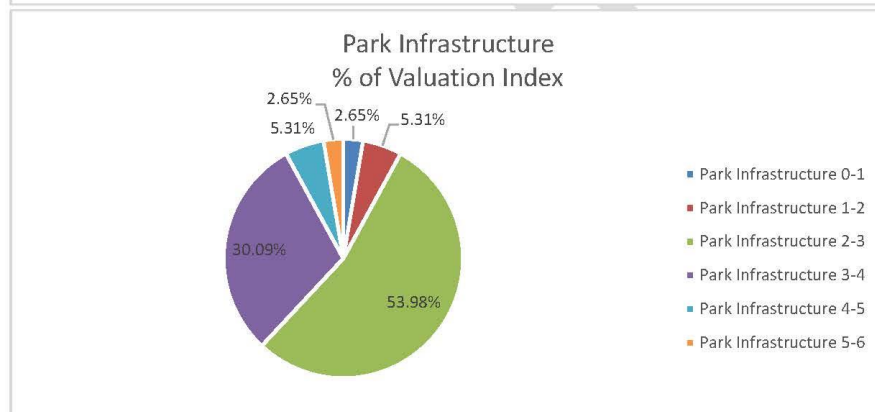
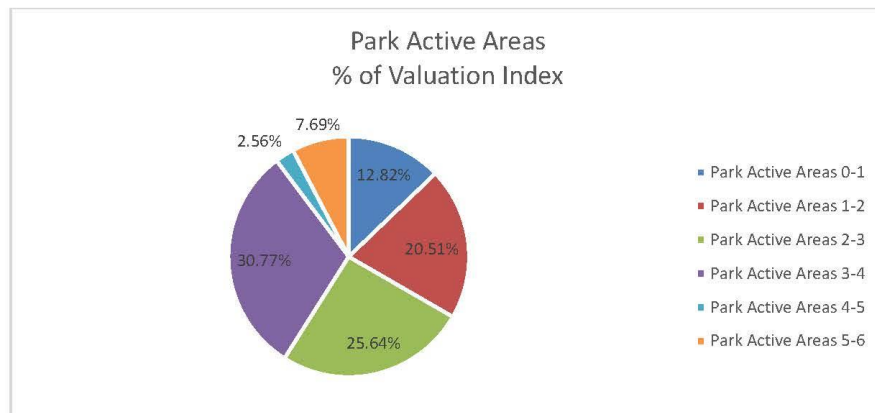
Asset Category	Total Replacement Cost (\$)	Total Depreciated Replacement Cost (\$)	Asset Consumption Ratio (%)
Fences	1,764,019	1,138,892	65%
Formal Areas	216,200	116,546	54%
Irrigation	852,622	683,366	80%
Lighting	908,392	711,771	78%
Open Space Furniture	433,655	292,145	67%
Other Structures	1,043,096	747,317	72%
Park Active Areas	2,307,422	1,868,400	81%
Park Infrastructure	367,800	249,023	68%
Park Passive Areas	5,931,610	2,823,804	48%
Play Equipment	516,570	332,812	64%
Playgrounds	100,765	78,041	77%
Retaining Walls	196,711	150,259	76%
Signs	116,550	75,701	65%
Grand Total	\$14,755,413	\$ 9,268,077	63%

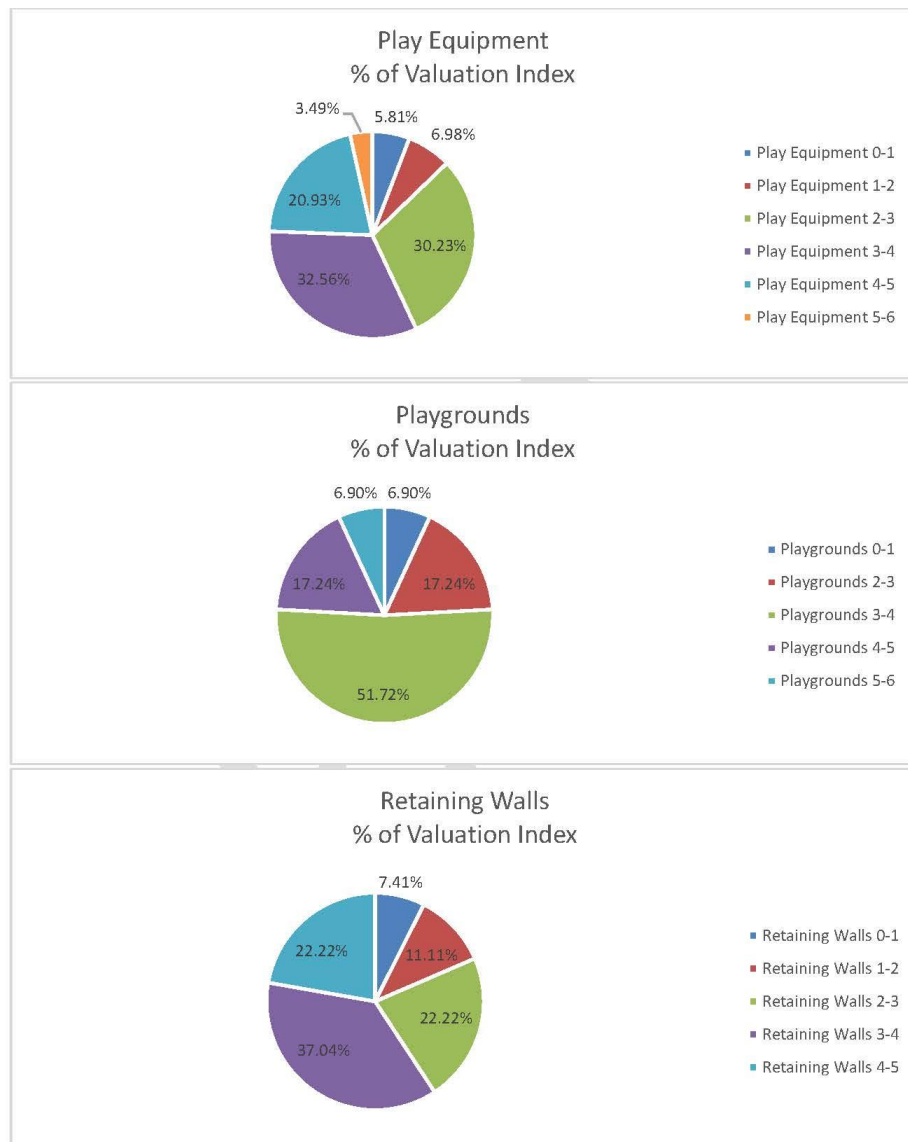
2.2 Asset Class Status

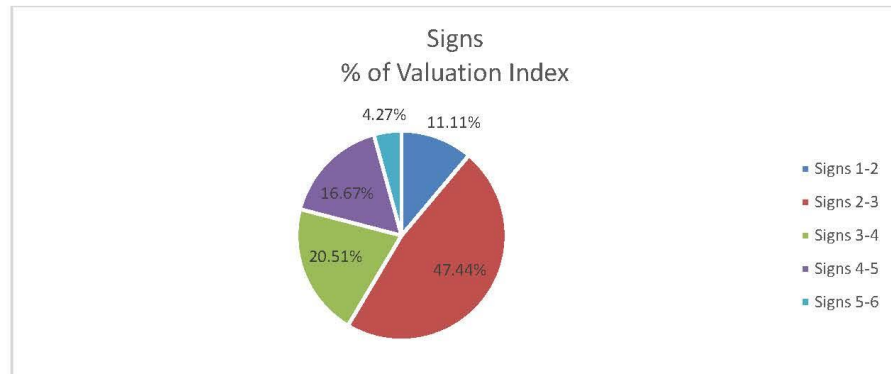
The following collection of pie charts demonstrate the overall condition status for each of the asset categories included in this plan. This was derived from the Valuation Index at the component level for each asset. A score of between 0-6 was used as the rating system at the time the data was collected. (0 being brand new and 6 being End of Life – full description found in Table 6 in section 3.3 Condition Assessment Framework).











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3 Levels of Service and Condition Assessment

“Council has over the past six years continued to strategically review all parts of its operations to maximise efficiencies and ensure we are effective and responsible in the use of ratepayer’s funds. Two specific areas have been focused on and communicated through the Sorell Council Strategic Plan 2019-20” (Mayor - Kerry Vincent).

1. **Providing a sustainable level of service; and**
2. **Targeting our advocacy and facilitation with government, their agencies, the community and the private sector.**

3.1 Strategic Level of Service

Levels of service are outline in Sorell Council’s current Asset Management Strategy and summarised here:

We have defined levels of service in two terms –

Community Levels of Service - measures how the community receives the service and whether the organisation is providing community value.

Community levels of service measures used in the asset management plan are:

- **Quality** How good is the service?
- **Function** Does it meet users’ needs? Capacity/Utilisation, Is the service usage appropriate to capacity?

Sorell also hires many of our grounds, i.e. ovals, halls, carparks etc. and as a result Council must meet all the requirements of the hire agreement and relevant insurance considerations. Potential examples of community satisfaction levels for Council Services in Land improvements are the number and quantity of parks and reserves.

Council most recently underwent a comprehensive community engagement process as part of Council’s open space strategy done by ERA Planning and Environment in March 2020. The purpose being, to *“reflect the values and needs of the existing community, while also ensuring that the future needs of the growing community are properly planned for in relation to the provision of, and access to, open space.”* The engagement process involved five community engagement sessions, online survey, one on one sessions and written feedback. This reinforced the two main community level of service measures of quality and function and fit for purpose, especially within the Southern Beaches area of the municipality.

For further detail, please refer to the community engagement summary report on and the responses and outcomes.

Technical Levels of Service as listed in Council’s 2018 Asset Management Strategy - Supporting the community service levels are operational or technical measures of performance. These technical measures relate to the allocation of resources to service activities that the organisation undertakes to best achieve the desired community outcomes and demonstrate effective organisational performance.

Technical service measures are linked to annual budgets covering:

- Operations – the regular activities to provide services such as availability, cleansing, mowing, etc.
- Maintenance – the activities necessary to retain an asset as near as practicable to an appropriate service condition (e.g. repairs to playground equipment, patching of pathways, turf refurbishment, fence gates opening / latching mechanisms etc.).
- Renewal – the activities that return the service capability of an asset up to that which it had originally (e.g. road or unsealed carpark resurfacing, soft fall in playgrounds, sprinkler head replacement etc.).
- Upgrade – the activities to provide an higher level of service (e.g. widening a road, sealing an unsealed road, replacing a pipeline with a larger size) or a new service that did not exist previously (e.g. sporting facilities).

Sorell has a comprehensive maintenance regime, please refer to Sorell SCADMS, an Assetic document, [Appendix C – Priority Matrices](#), which documents all Sorell’s failure codes and response times by Asset Type.

3.2 Operational Level of Service

Sorell Council has adopted Assetic’s operational and tactical Maintenance workflows across all asset classes recognised in Assetic including Land Improvements. Below is a diagram of these 2 workflows and how they relate to each other.

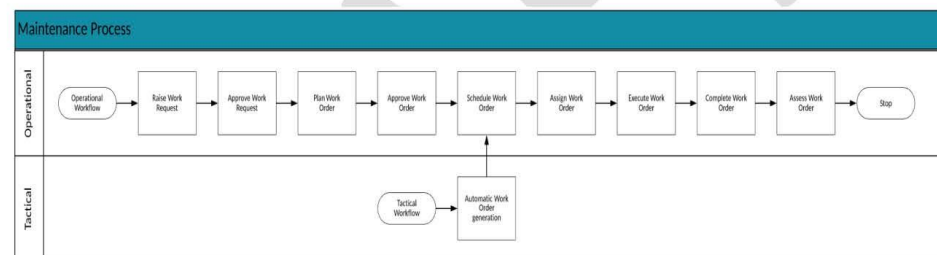


Figure 1. – Assetic Maintenance Workflows (ref: Sorell SCADMS document by Assetic, page 30).

Operational maintenance workflow is primarily used for the non-repeatable work that can be planned and scheduled. Whereas the tactical workflow is used as the preventative maintenance strategy and the work as prior approval by management including funding, number of treatments and their frequency. This allows for high confidence in maintain the acceptable asset condition throughout its life.

An overview of Councils adopted technical maintenance levels of service and response times can be found in [Appendix B](#).

3.3 Condition Assessment Framework

The condition of Council’s Land Improvement classes were assessed in 2016/17 as part of this categories overall asset data collection project by Esk Mapping and GIS. The condition rating was based on a 0-6 rating scale obtained from Assetic. The condition survey has allowed for a more strategic maintenance program, capital budgeting and the scheduling of park related assets renewals and or upgrades.

Table 6 below outlines the current condition rating scale and description.

Table 6. *Condition Rating Scale and respective description used in Land Improvements data collection.*

Condition rating	Remaining life (%)	Description
0	100	Brand new
1	95	Very good – No defects
2	80	Good – Minor defects
3	55	Fair – Some defects
4	30	Poor – Plan for renewal
5	10	Very poor – Requires CapEx
6	0	End of life – No service potential

DRAFT



4 Key Achievements

As of July 2017, Council now has a much more comprehensive knowledge as to the exact geographical location of its land improvement / open space assets and their typical replacement value due to surveyed field work done by Esk Mapping and GIS and an independent valuation done by Assetic in 2017. Below outlines the asset maintenance practices we have in place and achievements in managing these assets as result of this comprehensive survey of assets available.

4.1 AM Practice

Land Improvement asset classes are now active in our cloud based Asset Register, Assetic.

There is a yearly external audit of all playground equipment. This also satisfies the identified critical risks and treatment plans within the Asset Management Strategy (see appendix 2.)

Weekly and fortnightly internal inspections via the Konect app. are undertaken of all Parks and park equipment and surrounds. Ad hoc observations that may result in work orders are also done during Council's maintenance regime.

Council has a scheduled zonal inspections and quality reviews of land improvement general maintenance work.

Table 7. Current Asset Management Objectives and Practices for Land Improvement as Identified in the AM Strategy 2018 (Sorell AM Strategy 2018 Table 13, page 30)

Asset Management Objectives	Action	Performance Target & Timeline
Parks are maintained in a safe condition	Inspect parks	Parks inspected at least once on fortnightly cycle by Supervisor.
Playground equipment is fit for purpose	Inspect equipment	Equipment inspected at least once on fortnightly cycle by Supervisor and once yearly via independent audit*

*Note the annual inspections are done through an external contractor due to qualification requirements necessary to conduct safety audits of play equipment and playgrounds and to determine their compliance with the relevant Australian Standards. Currently Council's Parks and Recreation crews do not have this specific qualification but do have the qualifications to satisfy the fortnightly inspections /audits that are currently conducted for maintenance purposes.

Maintenance practice achievements:

- Excellent Response time to vandalism and storm damage.
- Broad skill sets within the crews to manage not only grass landscaping, but capable in carpentry maintenance and repairs and turf management including irrigation.

4.2 Asset Class

Table 8. A Summary of Capital Expenditure of Parks / Land Improvement Assets for 2018/19.

Capex Report-Asset Category									
Asset Category	Addition Cost	Addition AccDep	Addition WDV	Upgrade Cost	Renewal Cost	Disposal Cost	Disposal AccDep	Disposal WDV	CapEx Total Cost
Car Parks*	54,450	0	54,450	7,823	1,788	0	0	0	64,060
Fences	0	0	0	0	11,000	0	0	0	11,000
Irrigation	0	0	0	96,580	0	-6,565	-2,217	-4,348	96,580
Other Structures	19,955	0	19,955	0	0	0	0	0	19,955
Park Active Areas	7,214	0	7,214	54,489	0	0	0	0	61,702
Play Equipment	10,190	0	10,190	0	0	0	0	0	10,190
Playgrounds	0	0	0	0	21,885	-7,258	-5,805	-1,453	21,885
	91,808	0	91,808	158,891	34,673	-13,823	-8,022	-5,801	285,372

*Note: that car parks were considered part of the Land Improvement asset category in 2018/19 but are now a part of the transport category as of June 30th 2020 and are therefore not categorised /summarised in this AMP.

Major projects completed in 2018/19 were:

- Pembroke Park irrigation line connection and sprinkler upgrade
- Sorell and Dodges Ferry Skate park upgrade
- Pembroke Park netball car park upgrade
- Sorell bypass walking track and walk / bike track
- Orielton lagoon walkway stage 2
- Soft fall replacement
- Pembroke Park – compacted gravel replacement
- Dodges Ferry football oval boundary fence replacement
- Pembroke Park senior oval fence upgrade
- Junior oval cricket pitch upgrade (width and level)
- Landscaping around the Pembroke Park netball courts and change rooms
- New seating across the municipality
- Primrose Sands Reserve Exercise equipment
- Boat Park toddler play equipment
- Tree register
- Senior oval at Pembroke and Dodges Ferry ovals have been upgraded with irrigation and connected in to the SEIS.

Table 9. Maintenance budget for Land Improvements 2019/20.

Asset Category	Approved Budget 2019/2020	Total Budget 2019/2020	Renewal 2019/2020	Upgrade/New 2019/2020
Fences	\$ 30,000	\$ 30,000	\$ 15,000	\$ 15,000
Lighting	\$ 500,224	\$ 500,224	\$ -	\$ 500,224
Open Space Furniture	\$ 48,000	\$ 48,000	\$ 15,000	\$ 33,000
Park Active Areas	\$ 539,247	\$ 547,247	\$ 88,000	\$ 451,247
Play Equipment	\$ 10,000	\$ 10,000		\$ 10,000
Grand Total	\$ 1,127,471	\$ 1,135,471	\$ 118,000	\$ 1,009,471

4.3 Demand Management / Risk Management

With Sorell's population on the rise, demand for its services will also be on the rise, in which case Council should adopt a demand management plan for its assets across the entire asset register. Population is just one of the demand drivers, others may include, demographics, land area and technological changes. Below is a summary of the impact that these particular drivers may have on the asset categories in this plan.

Table 10. Demand drivers and the potential impact on services within the Sorell Municipality.

Demand drivers	Impact on Service considerations
Population	Increase in population will increase the requirement for community and infrastructure services. Existing services may require maintenance or amendments to meet the increased frequency and numbers.
Demographics	age of population, consider the percentage of the population at given age brackets, more young family – require parks and play equipment, aging population – may require more disability accesses or improvements to public transport infrastructure, traffic management devices, pedestrian refuges (both young and aging to benefit)
Land Area	Sorell has many open space areas, marketing these as such so people take more advantage or know their whereabouts may be required.
Technological Changes	Technologies may help reduce operational and maintenance costs. For example, scheduled maintenance and inspection regimes via Assetic mobility app. Customers can register faults and photos with the local services app, reducing inspection times. Could offer a public facing interactive map of parks and play grounds and other open spaces in hopes to increase the usage of these existing assets. Tourists who don't know the area, may be inclined to stay longer in the municipality helping local economy.

Further investigation and thought is required in order to achieve the next phase of the demand management plan and will be documented as an AM improvement.

5 Asset Funding Levels

5.1 Forecast 10-Year Funding Required

The projected capital expenditure that will be required for renewal and replacement of existing land improvement assets for the next 10 years, 2019/20 to 2029/30 is \$3,840,000 as per Council's long term financial Plan.

Table 11. Capital Expenditure on renewal and replacement of existing assets (planned expenditure source from Councils LTFP and the required expenditure from Total replacement cost analysis of when the asset will be at its End of Life)

Year	Land Improvements		
	Planned Expenditure	Projected Expenditure	Theoretical finance Funding Gap
2019/20	\$132,000	\$412,000	-\$280,000
2020/21	\$383,000	\$29,826	\$353,174
2021/22	\$412,000	\$2,090	\$409,910
2022/23	\$412,000	\$12,800	\$399,200
2023/24	\$412,000	\$31,507	\$380,493
2024/25	\$412,000	\$3,988	\$408,012
2025/26	\$412,000	\$13,631	\$398,369
2026/27	\$412,000	\$24,4730	\$167,270
2027/28	\$412,000	\$11,166	\$400,834
2028/29	\$412,000	\$93,991	\$318,009
Total:	\$3,881,000	\$855,733	\$2,955,271

Table 11 Assumptions:

- Planned expenditure is based on the annual depreciation of the Land Improvement asset category as per the LTFP
- Projected Expenditure is based on the expiration date (year) that the asset is due for renewal i.e. the year an asset will be at its end of life based on the assets current consumption ratios.
- Theoretical finance funding gap is the difference between the planned expenditure and the projected expenditure even though these 2 fields were derived from different sources.
- Planned expenditure based on annual depreciation and projected expenditure based on replacement cost and assets end of life.

5.2 Committed Funding

Projected expenditure identified in Table 11 is to be funded from Council's operating and capital budgets, loans and reserves and Federal and State Government grants. The funding strategy is detailed in Council's 10-year long term financial plan. The 10-year LTFP is a dynamic document in that it is reviewed and refined on a continual basis, to reflect as accurately as possible changes in financial circumstances.

The funding committed towards Land Improvement Assets for 2019/20 as per the long term financial plan is summarised in Table 11 below.

Table 12. Land Improvement assets committed funding for 2020.

	Financial year 2019/20
New / Upgrade	\$726,000
Renewal	\$132,000

Note: There is no committed funding for new/upgraded Land Improvement Assets beyond 2020, due to limited funding for new/upgraded assets available per the Long Term Financial Plan

The forecast for asset repairs and maintenance is calculated by assuming an annual increase of 3% on the previous year's actual expense. Repairs and maintenance expenditure on new/upgraded assets is calculated as 2.5% of the value of new/upgraded assets from 6 years prior. For example, in 2015 the value of new/upgraded assets was \$3,969,000, therefore in 2021 \$99,225 is forecast as the maintenance required for new/upgraded assets.

The following table is a predicted maintenance and repairs budget over next 10 years using the ratios outlined above and using 2019/20 approved budget for maintenance of \$480,000.

Table 13. Maintenance and Repair budget forecasting for the next 10 years (including this year).

Year	Land Improvements		
	Forecast of 3%	Increase due to new assets (2.5%)	Total Repairs and Maintenances forecast Budget requirements
2019/20	\$ 480,000	-	\$ 480,000
2020/21	\$ 494,000	\$ 56,000	\$ 551,000
2021/22	\$ 509,000	\$ 31,000	\$ 540,000
2022/23	\$ 524,000	\$ 9,850	\$ 534,000
2023/24	\$ 540,000	\$ 8,800	\$ 549,000
2024/25	\$ 556,000	\$ 6,300	\$ 563,000
2025/26	\$ 573,000	\$ 18,000	\$ 591,000
2026/27	\$ 590,000	-	\$ 590,000
2027/28	\$ 608,000	-	\$ 608,000
2028/29	\$ 626,000	-	\$ 626,000
Total:			\$ 5,632,000

5.3 Financial Ratios

Currently the allocation of renewal and or new and upgrade funding per asset category within Land Improvements is not defined. However Councils AM practice will be to prioritise the funding based on condition and its hierarchy i.e. play equipment with condition 3 in a high traffic / urban area may see funding allocation over a condition 4 play equipment in an area known to have less use, provided it meets safe / industry standards and meets councils / community levels of service.

Figure 2 below demonstrates another practical way of predicting the funding required for asset renewal over time.

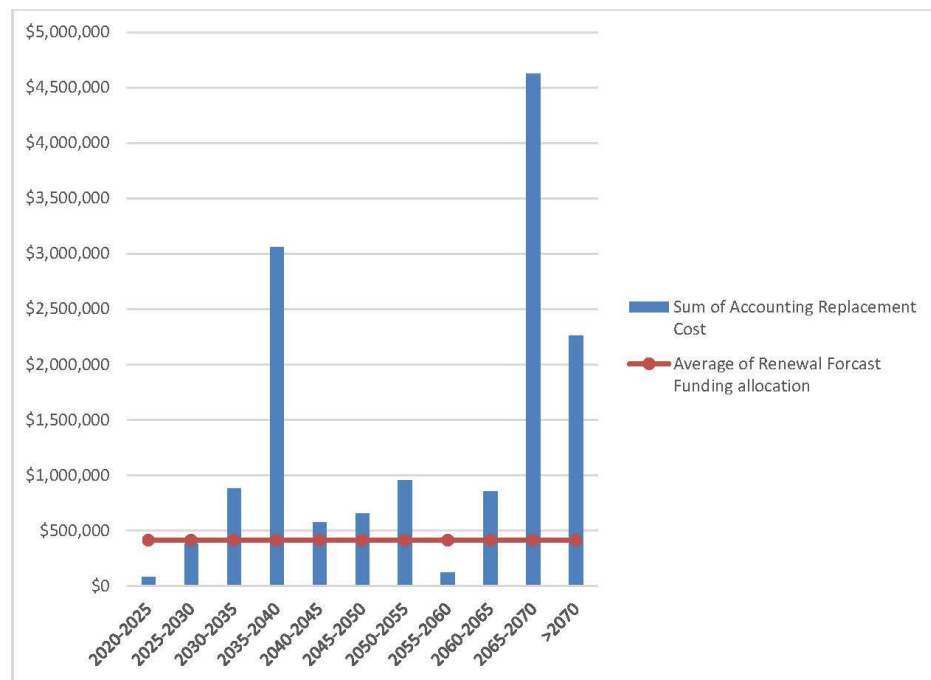


Figure 2. Demonstrates when the asset will reach its end of life and the replacement cost required in that year and where our current renewal forecast funding allocation is set to.

We can see that from Figure 2 that a near 100% renewal ratio won't be required until 2025-2035 based on the remaining useful lives of the assets. However we can see that in 2035-40 Council will be very much underfunded, requiring potentially over \$3M. This provides Council some more insight and should consider when predicting the funding and renewal profiling required over the next 20 years.

Industry standards on asset renewal funding ratio in Tasmania has been outlined by the Tasmanian Audit Office.

“To maintain operating capacity, we would expect a council to fund 90% of its planned asset requirements. Identification of shortfalls enabled councils to develop strategies to address future

asset replacement requirements in full (ref: <https://www.audit.tas.gov.au/wp-content/uploads/Volume-3-Local-Government-2017-18>).”

It should be noted that, the review of asset renewal funding was only examined for Road Infrastructure. And they found that “A total of 27 of the 28 councils that had long-term asset management plans demonstrated ratios equal to or better than our 90% benchmark.”

Sorell Councils asset renewal funding philosophy is to establish what levels of service should be. In the long term Council will aim to achieve the 100% renewal funding ratio.

Year Ending 30 June:	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
	Year 0	Year 0	Year 0	Year 0	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17
	Actual	Actual	Actual	Actual	Actual	MYBR Budget	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Capital expenditure projected as required in the AMP on Renewal or Replacement of Existing Assets:																						
Assets:																						
Land	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Land under Roads	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Land Improvements	488	120	0	138	18	132	383	412	412	412	412	412	412	412	412	412	412	412	412	412	412	412
Buildings	786	264	78	0	38	120	613	629	629	629	629	629	629	629	629	629	629	629	629	629	629	629
Leasehold Improvements	0	0	0	0	0	0	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
Plant & Equipment	249	427	163	400	310	742	427	462	462	462	462	462	462	462	462	462	462	462	462	462	462	462
Fixtures, fittings and furniture	0	0	0	0	0	0	143	143	143	143	143	143	143	143	143	143	143	143	143	143	143	143
Computers and Telecommunication	144	66	35	0	107	342	87	90	90	90	90	90	90	90	90	90	90	90	90	90	90	90
Roads	675	1,266	2,655	3,458	2,328	3,319	2,505	2,508	2,519	2,529	2,540	2,554	2,568	2,583	2,599	2,616	2,633	2,652	2,671	2,692	2,713	2,735
Bridges	356	24	2,146	0	1,158	62	183	183	183	183	183	183	183	183	183	183	183	183	183	183	183	183
Footpaths & Cycleways & Kerb and	296	170	365	221	338	424	221	232	232	232	232	232	232	232	232	232	232	232	232	232	232	232
Storm Water	0	0	61	0	0	30	588	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590
Waste	0	0	0	0	0	0	52	52	52	52	52	52	52	52	52	52	52	52	52	52	52	52
Bulk Earthworks	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	2,994	2,337	5,503	4,217	4,297	5,171	5,208	5,308	5,318	5,328	5,339	5,353	5,367	5,382	5,398	5,415	5,433	5,451	5,471	5,491	5,512	5,534

Figure 3. An extract from the LTFP - approved at MYBR Feb 2020.

Asset management ratios provide insight into an organisation’s performance and success in managing its assets. Council’s asset management ratios for its asset portfolio calculated as of Feb 2020 have been reported in figure 4 below, an extract of the Long Term Financial Plan Report:

KEY FINANCIAL INDICATORS.	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	
Year Ending 30 June:	Year 0	Year 0	Year 0	Year 0	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	
	Actual	Actual	Actual	Actual	Actual	MYBR Budget	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	
Operating Surplus Ratio %	21.6%	2.0%	4.5%	3.1%	7.4%	-0.7%	5.0%	5.0%	5.1%	5.4%	5.4%	5.6%	5.8%	6.1%	6.4%	6.6%	6.7%	6.9%	7.1%	7.2%	7.3%	7.4%	
Operating Surplus Ratio Target																							
Min%																							
Max%																							
Net Financial Liabilities Ratio %	-146%	-176%	-157%	-168%	-194%	-197%	-182%	-179%	-176%	-172%	-168%	-164%	-160%	-157%	-153%	-150%	-146%	-143%	-140%	-137%	-134%	-131%	
Net Fin Liabilities Ratio Target																							
Min%																							
Max%																							
Asset Renewal Funding Ratio %	100%	100%	100%	100%	100%	100%	102%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	
Asset Renewal Funding Ratio Target Min%																							
Asset Renewal Funding Ratio Target Max%																							

Figure 4. An extract of the long term financial Plan: Key financial indicators as at June 30th 2019.

Asset Sustainability is another financial indicator that Council reports on in the Annual Plan and to the Tasmanian Audit office. The ratio calculates the extent to which Council is maintaining operating capacity through renewal of the existing asset base. And in 2019 Councils Asset Sustainability ratio was 95%.

The calculation of the ratios above are as follows:

- Asset Sustainability → Capital Renewal Expenditure divided by Depreciation Expense
- Asset Renewal Funding → Net Present Value (NPV) of planned capital renewal expenditure divided by the Net present value of desired capital renewal expenditure

Key assumptions made in this Land Improvement Asset Management Plan are:

- The current levels of service will remain constant over the life of this AMP;
- The treatment and maintenance costs are based on Council's current schedule of rates and may not directly compare to Council's internal service provision actual costs;
- All predicted financial figures are based on current rates and are not adjusted by the inflation rate for the particular year of works;
- Continued use of current construction techniques and materials in alignment with current standards;
- Current maintenance funding levels are meeting service level requirements;
- Capital renewal is generally 'like for like' however mandated improvements are factored into replacement costs;
- Depreciation is in accordance with Council Policy; and
- The proposed capital renewal program will be funded as per the scenario recommended.

6 Action Plan

This section outlines how Council can measure its asset management performance. The identified action items in Table 14 will enable Council to improve our asset management capability, to enhance asset value and deliver more for stakeholders while balancing cost, risk and performance.

6.1 AM Document Register

Table 14. A list of Asset Management document types and their status / relevancy

Document Type	Asset Category	Adopted Version / Date	Planned Revision
Strategic Plan (10 year)		Aug 2019-29	2029
Asset Management Policy		Aug 2018	Sept 2022
Asset Management Objectives			
Strategic Asset Management Plan		V2 18/09/2018	
Asset Management Plans:			
	Transport	V2 Draft 2017	2 nd generation 2020
	Buildings	V1 2014	V2 2020
	Stormwater Drainage	V1 2014	V2 2021
	Land Improvements	current (V1 2019)	V2 2022
Asset Capitalisation Business Rules		V2 June 2020	V2 2021

6.2 AM Practice Improvements

In the course of preparing this Asset Management Plan, it has been identified that there is a need to further develop Council's asset management processes and practices in relation to its Land Improvement assets. The asset management improvement plan which is set out in Table 15 below details the key improvement tasks. Completion of these tasks will improve Council's asset management capabilities for the land Improvement asset portfolio.

Table 15 below summarises Land Improvement asset management improvements over the next 5 years.

Table 15. Asset management improvement action plan for the next 5 years.

Asset Management Objectives	Action	Performance Target & Timeline	Officer responsible
Parks are maintained in a safe condition	Inspect parks (ongoing) but currently developing better Inspection Practice via the Assetic App.	Parks inspected at least once on fortnightly cycle by Supervisor. Ongoing and new inspection forms in 2020.	Crews via zone
Playground equipment is fit for purpose	Inspect equipment	Equipment inspected at least once on fortnightly cycle by Supervisor and once yearly via independent audit in order to meet Australian Standards.	Internal Parks crews and External Auditors (eg. CCEP)
Develop a long term Parks & Reserves Strategy	Strategy developed and endorsed by Council.	30 June 2021	Paul Gray

Replacement of street LEDs	Bring the new LED street lighting assets into Assetic.	2020/21	Julie Mann / Asset Team
Attribute costs to freehold land by recognising land in our asset register and be able to create land maintenance work orders.	Transfer Land assets from Navision to Assetic with Valuer General value (desktop revaluation).	Land will become part of the operational and tactical maintenance workflows. 30 June 2020	Julie Mann
Council reserves management regimes	Document a common maintenance regime with community groups.	By 2022	Paul Gray
Identify land around sporting facilities	This land needs to be re-valued and or financially adjusted in Asset register.	2020/21	Julie Mann
Bettering community level of services and asset enhancements around parks and reserves and pathways	Increasing the amount of seating and tables around the municipality.	Add to CapEx budget over the 3 years.	Paul Gray
Achieve better pathway connectedness in the Southern Beaches	Investigate more gravel pathways.	Add to capex budget where appropriate over the next 3 years.	Paul Gray
Develop an Open Space Strategy	Strategy developed by consultants from internal data / inputs and endorsed by council	This provide strategic guidance on community level of service. Draft has been submitted to council but as yet to be formally adopted – July 2020.	Consultants
Land Improvement asset Re-Valuation	5 year re-valuation cycle	2022/2023	TBC

6.3 AM Objectives and Long term AM Improvements

Lastly, the tasks outlined in Table 15, will in turn help develop and link to Councils future annual operational plans. Council will endeavour to refine condition assessment practices in order to become more transparent with funding allocations to each asset category in this broader category we call 'Land Improvement' as currently we do not use any predictive modelling for these asset types like we do for our transport classes. Council currently does not have a break up of asset funding per land improvement asset category, as such, this too should be noted as an intended AM improvement as the AM strategy for the Land Improvement categories matures and aims to increase the satisfaction with our Levels of Service.

Specific Longer term improvements include:

- Over next 10 years, we will have gathered useful maintenance history with regards to costs which will also feed MyPredictor in order to work out which assets are costing us more to repair and maintain and therefore improving the renewal profiling when we get to that point.
- Land Improvement demand Management Plan / Strategy: Extracts and recommendations that come from the open space strategy will help better inform a demand management plan for our parks and open spaces and allow for more informed decisions about what parks to divest ourselves of, what new services need to be acquired / created and, can Council afford to do so.

14.0 HR & COMMUNITY SERVICES

14.1 CUSTOMER SERVICE CHARTER & CUSTOMER SERVICE STRATEGY

RECOMMENDATION

“That Council endorse the Customer Service Charter & Customer Service Strategy.”

INTRODUCTION

A review of the Customer Service Charter (the Charter) and Customer Service Strategy (the Strategy) adopted by Council in 2017 was identified as a priority in the 2019/2020 Annual Plan. A comprehensive review of these documents has been undertaken to ensure that they adequately align with Council’s ten year Strategic Plan 2019 – 2029 and that they reflect the way in which we now operate.

STRATEGIC PLAN

Consistent with the Strategic Plan 2019 - 2029, specifically Objective 4 – Increased Community Confidence in Council.

- Provision of organisational wide customer service that generates customer satisfaction.
- Consistently meet the standards set in our Customer Service Strategy, Customer Service Charter and statutory timeframes.

ANNUAL PLAN

Consistent with the 2019/2020 Annual Plan, specifically Objective 4.5 – Review the Customer Service Strategy and its implementation across the organisation.

LEGISLATIVE REQUIREMENTS

- *Local Government Act 1993* – Section 339F
- *Local Government (General) Regulations 2005* – Section 30

ASSET MANAGEMENT IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

COMMUNITY IMPLICATIONS

The Customer Service Strategy and Charter ensure that the community are informed about what they can expect when they interact with Council. The documents outline the time frames, key initiatives and actions that Council will take to ensure that our customer service meets customer and community expectations.



REPORT

The Charter and Strategy were reviewed simultaneously to ensure consistency between the two documents and with the key focus of ensuring that they appropriately reflect and align with the Council's Strategic Plan 2019-2029. The documents aim to provide a framework for the provision of organisational wide customer service that generates customer satisfaction. Customer satisfaction and confidence in Council will be achieved through the consistent meeting of the standards and objectives set out in the Charter and Strategy.

The Charter specifically outlines service standards about what the community can expect from Council and the timeframes and processes around how we will deal with service requests and complaints. This is complimented by the Strategy which provides direction around what we are doing to ensure that we are achieving what is outlined in the Charter, as well as, detailing the specific actions that will be implemented to ensure we meet the objectives of the strategy.

The documents provide an organisation wide continuous focus on improving our customers experience with council, which supports the achievement of the overall objective of increased community confidence in Council.

CONCLUSION

The endorsement of the revised Strategy and Charter will provide a refreshed focus on our Customer Service expectations across the organisation and work towards strengthening community confidence in Council.

JESS RADFORD

MANAGER HR, CUSTOMER & COMMUNITY SERVICES

5 June 2020

Attachments: (16)





CUSTOMER SERVICE CHARTER



Customer Service - Our Commitment to You

At Sorell Council, we are committed to working in partnership with our community to consistently deliver programs and services that are within our capacity and resources, with a focus on exceptional customer service.

Our staff are committed to ensuring that our organisation's values of integrity, unity, respect and innovation are reflected in their actions, whether dealing directly with our customers, or working together to deliver programs and services to our community.

When dealing with Council you can expect us to:

- Greet you with a smile.
- Communicate clearly and listen carefully.
- Make things as simple as possible for you.
- Provide accurate, prompt, friendly, courteous and professional customer service.
- Give you choices about how and when you contact us.
- Actively seek your feedback on our service to ensure they meet your needs.
- Provide an after-hours service response for emergency incidents.
- Acknowledge all written correspondence and promptly provide a response.
- Provide first point resolution wherever possible.
- We will protect your privacy and personal information.

You can help us by:

- Treating our staff with mutual respect.
- Showing respect and courtesy to other customers and Council staff.
- Being complete and accurate in your dealings with us.
- Working with us to resolve issues, as the use of aggressive and abusive language and behaviour will not be tolerated.
- Making an appointment by phone if you have a complex issue.
- Providing your name and contact details.

Personal Information

Respecting our customers' privacy is important to us and all personal and confidential information is handled in accordance with the *Personal Information Protection Act 2004*. Confidential information will only be accessed for authorised work-related tasks.

Providing us with feedback

We encourage you to contact us directly regarding your service experiences.

You can contact us in person, by email or via phone:

Email	sorell.council@sorell.tas.gov.au
Website	www.sorell.tas.gov.au
Mail	PO Box 126, SORELL TAS 7172
In person	47 Cole Street, Sorell
Phone	(03) 6269 0000
	(Weekdays from 8.15am to 4.45pm, excluding public holidays)



SERVICE	STANDARD
We will:	
Answer your telephone call	Within 15 seconds
Return your call	Within 24 hours
Reply to your correspondence	Within 10 working days
Acknowledge your correspondence if a detailed reply is required	Within 10 working day
Respond to social media posts (Facebook and Instagram)	Within 48 hours
Respond to complaints (dissatisfaction of service)	Within 10 days
Provide an afterhours service for emergencies	At all times the Council Office is closed
Leave a business card with contact details if you are not home	On every occasion
Building	
Process Notifiable building work	Within 2 days
Process a Building Permit*	Within 7 days
Issue Building Completion Certificates*	Within 5 days
Emergency Orders	Within 2 days
Dogs	
Respond to urgent incidents	Within 24 hours
Respond to routine incidents	Within 2 working days
Drainage / Stormwater	
Respond to drainage emergencies	Within 24 hours
Respond to seepage and drainage issues	Within 10 working days
Environmental Health	
Respond to food complaints	Within 48 hours
Respond to urgent environmental nuisances	Within 24 hours
Inspect registered food premises	As per statutory requirement
Conduct school immunisations	As per recommended schedule
Finance / Rates	
Payment of accounts	Within 30 days after receipt of invoice
Respond to rates enquires	Within 10 working days
Fire Hazards	
Conduct fire abatement inspections	November to January (annually)
Respond to fire hazard enquiries	Within 5 working days

*These response times reflect working days and are exclusive of weekends and public holidays.



SERVICE	STANDARD
Governance	
Review Council's Strategic Plan	Every four years
Conduct AGM	Each December
Publish Annual Report	Each November
Publish Sorell Times Ad	Monthly
Publish Council Meeting Agenda	4 days prior to meeting
Publish Council Meeting Minutes	4 days after meeting
Publish DASC Meeting Agenda	4 days prior to meeting
Publish DASC Meeting minutes	4 days after meeting
Human Resources	
Acknowledge receipt of job applications	Within 2 working days
Respond to outcomes following interviews	Within 2 weeks
Planning / Subdivisions	
No Permit Required Assessment	Within 14 days
Permitted Application*	Within 28 days
Discretionary Application*	Within 42 days
Plumbing	
Process Certificate of Likely Compliance*	Within 14 day
Process Plumbing Permit*	Within 14 days
Issue Plumbing Completion Certificates*	Within 5 days
Emergency Orders	Within 2 days
Roads	
Respond to pothole, edge breaks and cracking requests	Within 10 working days
Grade major unsealed roads	3-4 times per year
Road sweeping of Council owned roads (kerb & gutter)	Each quarter
Waste Management	
Garbage collection	Weekly
Recycling collection	Fortnightly
Green waste collection	Monthly
Hard waste collection	Every 3 months

* These response times reflect working days and are exclusive of weekends and public holidays.



Complaints

If you are not satisfied with our service, or we have made a mistake, please forward your complaint to us directly so that we can look into the matter. A complaint can be made in writing or by email, addressed to the relevant Departmental Manager. Each Department Manager is responsible for dealing with complaints relevant to their area.

Please ensure the following details are included:

- Your full name, address, telephone number and email address. Consideration to anonymous complaints may be given where there is a potential risk to persons or property;
- Date, times and location of events;
- To Whom you have spoken to within Council;
- Copies of letters or documents relevant to the complaint;
- State what you hope to achieve as an outcome to the complaint; and
- Sufficient details for the complaint to be actioned.
- Council will acknowledge receipt of all complaints within 10 working days, with the aim of reaching a resolution to the complaint and advising you of the outcome within twenty one (21) working days of it being received.
- If a complaint is not able to be resolved within the 21 days, as more detailed investigation is required, we will keep you informed on its progress.

Once a complaint is received

In considering a complaint, the relevant Manager or General Manager will:

- Treat it in confidence within the requirements of the *Personal Protection Act 2004*.
- Not discriminate against anyone for any reason.
- Examine the information provided and follow up points which require clarification.
- Look at Council Policies and relevant Legislation that might have a bearing on the complaint.
- Consider whether or not Council is at fault.
- Consider any necessary action to be taken to correct any fault identified.
- Where appropriate, consider a review of Council's procedures to avoid similar complaints in the future.

If you are not satisfied with the outcome

If you are still not satisfied with the outcome, you can ask for a review of your complaint by the General Manager who will investigate the matter and contact you to inform you of their findings.



If you are still not satisfied after a review

If you remain unsatisfied with Council's response to your complaint you have the right to approach any of our elected Councillors either in writing or in person, Councillors contacts are located on Council's Website www.sorell.tas.gov.au. It is then open to the Councillor to take the matter up on your behalf. While this is the final stage of Council's complaints procedure, there are further external avenues available through The Ombudsman and Local Government Division:

The Ombudsman

Level 6, 86 Collins Street

HOBART TAS 7000

Phone: 1800 00 170

Email: ombudsman@ombudsman.tas.gov.au

Local Government Division

Level 5, 15 Murray Street

HOBART TAS 7000

Phone: (03) 6232 7022

Email: lgd@dpac.tas.gov.au

Related Council Policies and Documents

The Customer Service Charter has been developed in conjunction with our Customer Service Strategy to demonstrate our commitment to high quality customer service and customer satisfaction.

Council documents relied upon:

- Code of Conduct
- Customer Service Strategy
- Complaints Resolution Policy
- Councillor Code of Conduct
- Council Strategic Plan
- Public Interest Disclosure Policy

This charter complies with the *Local Government Act 1993*.

Section 339F (4) of the *Local Government Act 1993* requires a Council to review its customer service charter within 12 months after a council election.

Endorsed by Council 2020





CUSTOMER SERVICE STRATEGY 2020





CUSTOMER SERVICE STRATEGY

CONTENTS

Introduction	2
Customer Service Charter	3
Our Commitment	4
Positioning the Customer Service Strategy	5
Our Customers	6
Key Customer Service Objectives	6
The Action Plan – How we will Achieve Our Objectives (Actions & Outcomes)	7
How Will We Evaluate the Strategy	9
Related Policies and Documentation	9
Feedback	9



INTRODUCTION

Sorell Council's Customer Service Strategy (the Strategy) outlines the key initiatives and actions that Council will take to ensure that our customer service meets customer and community expectations over the next five years.

Council's Strategic Plan 2019 - 2029 focuses on Council's role in delivering the community's vision for the Sorell Municipality. This Strategy is intrinsically linked to the principles of this strategic plan, in particular Objective 4 – Increased Community Confidence in Council.

"Increasing Community Confidence" includes the way that Council engages with and responds to the local community in making and implementing decisions and delivering services that impact on the Sorell Local Government Area (LGA). Provision of organisation wide customer service that generates customer satisfaction and increased resident satisfaction. This Strategy and the associated Customer Service Charter gives direction on how Council will achieve this and forms part of a wider on-going program of projects to see Council continuously improve.

This Strategy has been developed to:

1. Increase community confidence in Council by providing prompt and efficient Customer Service.
2. Give a clear direction on how we are achieving our Customer Service Charter.
3. Improve our customer's experience and satisfaction.
4. Support decision making and community engagement.



CUSTOMER SERVICE CHARTER

Our commitment to you

At Sorell Council, we are committed to working in partnership with our community to consistently deliver programs and services that are within our capacity and resources, with a focus on exceptional customer service.

Our staff are committed to ensuring that our organisation's values of integrity, unity, respect and innovation are reflected in their actions, whether dealing directly with our customers, or working together to deliver programs and services to our community.

You can expect us to

- Greet you with a smile.
- Communicate clearly and listen carefully.
- Make things as simple as possible for you.
- Provide accurate, prompt, friendly, courteous and professional customer service.
- Give you choices about how and when you can contact us.
- Actively seek your feedback on our service to ensure they meet your needs.
- Provide an after-hours service response for emergency incidents.
- Acknowledge all written correspondence and promptly provide a response.
- Provide first point resolution where possible.

You can help us by

- Treating our staff with mutual respect.
- Being complete and accurate in your dealings with us.
- Working with us to resolve issues.
- Showing respect and courtesy to other customers and Council staff.
- Making an appointment by phone if you have a complex issue.
- Providing your name and contact details.

Providing us feedback

We encourage you to contact us directly regarding your service experiences.

You can contact us in person, by email, via phone or mail:

- Email sorell.council@sorell.tas.gov.au
- Website www.sorell.tas.gov.au
- Mail PO Box 126, SORELL TAS 7172
- In Person 47 Cole Street, Sorell
- Phone (03) 6269 0000
(Weekdays from 8.15am to 4.45pm, excluding public holidays)



OUR COMMITMENT

Underpinning this strategy is Council's commitment to our values and guiding principles for effective customer service.

Council Values

INTEGRITY

We work in good faith, are honest and forthcoming and take accountability for our decisions.

UNITY

We work cohesively as one Council, supporting our community and each other to achieve better outcomes.

RESPECT

We listen to and consider the opinions and input of each person and acknowledge each other's contribution.

INNOVATION

We are committed to finding new solutions, adapting to change and continuously improving in order to deliver the best outcomes for the community.

Customer Service Guiding Principles

1. Identifying our customers' needs and expectations and understanding what quality customer service is.
2. Ensuring excellent service provisions to all customers by meeting and exceeding our customers' expectations.
3. Recognising our customers are individuals with unique needs and empowering our staff to take ownership and deliver positive outcomes.
4. Respecting our customers' time and endeavouring to keep processing simple and resolve requests as effectively as possible.
5. Seeking customer feedback in order to measure organisational performance.

POSITIONING THE CUSTOMER SERVICE STRATEGY

The principal legislation establishing the powers and functions of Councils is *The Local Government Act 1993* (The Act). The Act specifies that Councils must develop a Strategic Plan and a Customer Service Charter.

Council's Strategic Plan 2019 – 2029 describes how we will progress towards the longer term requirements of our community and influences our operations, including the way we deliver our services, how we engage with our community and how we govern the organisation.

The Customer Service Charter specifies the principles relating to services provided by Council and the procedures for dealing with complaints relating to services provided by Council.

The Customer Service Strategy outlines the way we will support the delivery of the Strategic Plan and upholds the standards set out in the Customer Service Charter.



OUR CUSTOMERS

At Council, we use the word “customer” to describe the diverse array of individuals and organisations who receive services from us or interact with us.

Our “customers” include:

- Residents and rate payers;
- Local and national businesses;
- Community groups;
- Visitors and tourists;
- Councillors;
- Agencies such as Federal and State Government Departments and not-for-profit groups; and
- Regulatory bodies such as auditors, Local Government Association (LGAT) etc.

We recognise that whilst not all of our customers directly contact Council they do still rely on us to provide direction to help our community and deliver essential services.

We also recognise that as an organisation providing and delivering a diverse range of services, we often interact as customers ourselves internally. It is important that we do this well in order to best deliver services to our external customers.

KEY CUSTOMER SERVICE OBJECTIVES

To consistently achieve excellence in the provision of customer service, Council has implemented five key customer service objectives.

The key objectives of The Strategy are to:

1. Increase community confidence in Council by providing prompt and efficient Customer Service.
2. Provide organisational wide customer service that generates customer satisfaction.
3. Educate our community about the community service standards they can expect from Council.
4. Ensure that what Council says about itself is consistent with the customer experience of Council.
5. Engage with and understand our customers’ needs.

THE ACTION PLAN – HOW WE WILL ACHIEVE OUR OBJECTIVES

Objective	1. Increased community confidence in Council by providing prompt, professional and efficient Customer Service.
Actions	<ul style="list-style-type: none"> ▪ Provide response times in line with our Customer Service Charter. ▪ Being transparent, open and honest. ▪ Implement and maintain a knowledge base system for Customer Service (LivePro). ▪ Review the Sorell Council's Personal Appearance Policy to reflect a corporate standard and brand.
Outcomes	<ul style="list-style-type: none"> ▪ Correct and consistent answers to your questions. ▪ Questions answered at your first point of contact (where possible). ▪ Fast and efficient responses. ▪ Promote a professional, consistent and corporate image at all times.
Objective	2. Provide organisational wide customer service that generates customer satisfaction.
Actions	<ul style="list-style-type: none"> ▪ Deliver an organisation wide training program focusing on customer service, 'It's everyone's responsibility'. ▪ Incorporate front line Customer Service experience and expectations into staff inductions. ▪ Use our resources efficiently
Outcomes	<ul style="list-style-type: none"> ▪ To build a culture that places the customer first. ▪ You will receive effective customer service across all teams and all areas of Council. ▪ Consistently meet our service standards.
Objective	3. Educate our community about the customer service standards they can expect from Council.
Actions	<ul style="list-style-type: none"> ▪ Ensure the Customer Service Charter is readily available to the community. ▪ Develop the communities understanding of what effective customer service means. ▪ Demonstrate those standards in each interaction with Council.
Outcomes	<ul style="list-style-type: none"> ▪ Customers will understand what their role is in assisting us to provide them with effective customer service. ▪ Have a community that is better informed and aware of the customer service standards they can expect from Council.

Objective	4. Ensure what Council says about itself is consistent with the customer experience of Council.
Actions	<ul style="list-style-type: none"> • Continue to undertake a Customer Service Survey to find out how we are going and identify areas for improvement. • Refresh all staff on the standards outlined in the Customer Service Charter and their associated responsibilities. • Document our commitment to good internal and external customer service from all areas of the organisation, including it in the Annual Plan and as an annual Key Performance Indicator (KPI) of all staff. • Measuring our performance through benchmarking and reporting (e.g. monthly Council Meeting agenda reports and National Benchmarking Program).
Outcomes	<ul style="list-style-type: none"> • All Council staff understand that Customer Service is everyone's responsibility. • Council staff are customer focused and ready to listen. • All staff have the training and knowledge required to provide good customer service. • We will work better together across all areas of Council to provide you with the level of customer service you expect. • Understand and track our progress against the industry standard. • Complaints decreasing over time, compliments increasing over time.
Objective	5. Engage with and understand our customers' needs.
Actions	<ul style="list-style-type: none"> ▪ Regularly seek feedback from you to ensure we continue to meet expectations. ▪ Review and update the content on the Sorell Council website to better reflect the information and services the community requires. ▪ Continue to develop website functionality and make improvements that will benefit our customers. ▪ Expand the range of online services we provide. ▪ Review and update our Customer Service Charter. ▪ Identify and use new technology as a Customer Service Tool e.g. Apps, Social Media, website etc.
Outcomes	<ul style="list-style-type: none"> ▪ User friendly website that is accessible and easy to navigate for all members of our community. ▪ Improved range of online services to enable easier access and greater choice. ▪ Customers have the opportunity to have their say. ▪ Customers are informed of changes that affect them. ▪ We will better understand who our customers are and what their needs are.

How Will We Evaluate The Strategy

The Strategy will be reviewed annually and formally revised within twelve month of a new Council being elected. This will ensure that current issues, customer feedback and any new and emerging customer service trends can be captured and reflected in the Strategy.

The actions outlines in The Strategy will be built into the key performance indicators of relevant Council staff. The Manager HR, Customer and Community Services will be responsible for monitoring and reporting on the Customer Service Strategy, in order to ensure the timely delivery of service standards articulated in the Customer Service Charter.

Related Policies and Documentation

The Customer Service Strategy was developed in consultation with staff, Councillors and Management. It is linked to Council's:

- Strategic Plan.
- Communications and Engagement Strategy.
- Customer Service Charter.

This strategy applies to:

- All of Council's permanent full time, part time, and casual employees;
- Contract staff;
- Consultants; and
- Partner organisations who have been engaged to deliver services on behalf of Council.

NEXT REVIEW DATE:	June 2021
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14.2 COMMUNITY GRANTS POLICY

RECOMMENDATION

“That Council resolve to adopt the revised Community Grants Policy.”

INTRODUCTION

The purpose of the Community Grants Policy (the Policy) is to provide a basis for Council to allocate funds under Section 77 of the Local Government Act 1993 in an equitable and effective manner. Council acknowledges that the provision of grants is an important role for local government, and is an essential way in which Council can directly support the local community. The allocation of funds available for the Community Grants Programs will be determined by Council on an annual basis, as part of the budget process. The grant programs detailed within the Policy provides a framework for how Council will provide this financial assistance to projects and activities that involve, engage and provide benefit to community groups and individuals within the Sorell Municipality.

STRATEGIC PLAN

Consistent with the Strategic Plan 2019-2029, specifically:

Objective 3 – To Ensure a Liveable and Inclusive Community - Sustained community health and wellbeing:

Objective 4 – Increased Community Confidence in Council:

- *Ensure decision making is consistent and based on relevant and complete information, and is in the best interest of sustainability and whole of community interest.*
- *Engage effectively with the community and other stakeholders, ensuring communication is timely, involving and consistent.*
- *Encourage the building of community capacity to deliver local solutions to local issues.*

ASSET MANAGEMENT IMPLICATIONS

NIL

RISK MANAGEMENT IMPLICATIONS

NIL

COMMUNITY IMPLICATIONS

The funding provided to support various programs and activities will have positive implications for community health and wellbeing.



REPORT

The Community Grant policy was last reviewed in April 2017. A full review of this policy has been undertaken with input from Council Staff and Councillors to ensure the Policy provides a fair and equitable framework for application to be made for financial assistance by individuals, groups and not-for-profit organisations within the Sorell Municipality.

Under the revised Policy there are three grant programs available for community groups and individuals to make application, these include:

- Community Grants Program. This program aims to provide significant contribution, up to \$2000.00, to support community events, asset purchase and projects.
- Quick Response Community Assistance Program. This program aims to provide minor assistance, up to \$500.00, within a short timeframe to assist organisation with running their activities.
- Individual Achievement Program. This program aims to encourage and celebrate individuals who have achieved outstanding results in their chosen field by providing funds to residents, up to \$250, who have qualified or been selected by a peak body to represent their state or nation.

The process for decisions of successful applicants for each grant program will be determined as follows:

- Community Grants Program - Council Officers will collate applications and provide this information to Councillors for evaluation on a monthly basis. Successful grant recipients will be notified once the report has been formally endorsed by Council.
- Quick Response Community Assistance Program - Each application will be considered by the Manager HR, Customer & Community Services or their delegate.
- Individual Achievement Program - Each application will be considered by the Manager HR, Customer & Community Services or their delegate.

All grant recipients are required to submit an acquittal report to Council.



CONCLUSION

The endorsement of the revised Community Grants Policy will provide broader opportunities for community members to apply for funds. It will enable Council to further support community health and wellbeing and contribute towards strengthening the community's confidence in Council.

JACKIE RAFFERTY
TEAM LEADER –
COMMUNITY & CORPORATE ADMINISTRATION

Date: 9 June 2020

Attachments (4)





POLICY NUMBER:

TITLE: COMMUNITY GRANTS POLICY

RESPONSIBLE OFFICER: MANAGER HUMAN RESOURCES, CUSTOMER & COMMUNITY SERVICES

APPROVED BY COUNCIL ON:

RESOLUTION NUMBER:

REVIEW DATE:



1. PURPOSE

The purpose of this policy is to provide a basis for Council to allocate funds under Section 77 of the Local Government Act 1993 in an equitable and effective manner. Council acknowledges that the provision of grants is an important role for local government, and is an essential way in which Council can directly support the local community.

The Community Grants Policy is guided by Council's Purpose, Vision and Values statement and is consistent with the Objectives detailed in Council's Strategic Plan 2019 – 2029, specifically:

Objective 3 – To Ensure a Liveable and Inclusive Community

- Sustained community health and wellbeing.

Objective 4 – Increased Community Confidence in Council

- Ensure decision making is consistent and based on relevant and complete information, and is in the best interest of sustainability and whole of community interest.
- Engage effectively with the community and other stakeholders, ensuring communication is timely, involving and consistent.
- Encourage the building of community capacity to deliver local solutions to local issues.

It is a requirement of the Act that the details of any grant or benefit provided are included in Council's Annual Report.

2. SCOPE

Council makes available the following grant programs to the community:

- Community Grants Program
- Quick Response Community Assistance Program
- Individual Achievement Program

3. COVERAGE

This policy applies to Community Groups, Organisations and individuals who operate/reside within the Sorell Municipality.

4. POLICY

Council's Grant Programs provide financial assistance for projects and activities that involve, engage and provide benefit to community groups and individuals within the Sorell Municipality.

The Grant Programs are open throughout the year and will be awarded in line with the annual budget allocation as approved by Council.

Applications will be assessed for eligibility and merit against the criteria under the program for which they are applying.

All applications undergo a competitive assessment process and as a result, the grant will not be guaranteed.

Funds must be expended on the project as described in the successful application. Any significant changes to the project must be approved by Council.

5. FUNDING CATEGORIES AND PROCESS

Community Grants Program

This grant program aims to support groups for amounts of up to \$2000.00 for one off activities or projects that benefit the Sorell Municipality. These may include, but are not limited to:

- Community events and programs;
- Asset Purchase, which will enhance the functions of the group/organisation within the Sorell community; or
- Projects in the local community.

Eligible groups and organisations can submit their application at any time throughout the year. Application forms are available from the Council Office, Council Website or relevant Council Officer. All applicants will be assessed against the eligibility criteria and advised of the outcome of their application within 4 - 6 weeks.

Council Officers will collate applications and provide this information to Councillors for evaluation on a monthly basis. Successful grant recipients will be notified once the report has been formally endorsed by Council.

All successful grant recipients are required to submit an acquittal report to Council no later than 30th July of the financial year following the receipt of their grant being awarded, including copies of all receipts. An acquittal form will be provided at the time of grant approval. Recipients of the Community Grants Program must have fully acquitted any previous Council grants, as grants will not be approved if there is an acquittal outstanding.

Quick Response Community Assistance Program

The Quick Response Community Assistance Program supports local community development and health and wellbeing activities, through arts and culture, community participation, heritage and history, sports and recreation. This program aims to provide assistance to organisations with the costs associated with running their activities, to the maximum amount of \$500.00 per year.

Eligible groups and organisations can submit their application at any time throughout the year. Application forms are available from the Council Office, Council Website or relevant Council Officer. All applicants will be assessed against the eligibility criteria and advised of the outcome of their application within 2 - 4 weeks.

Each application will be considered by the Manager HR, Customer & Community Services or their delegate.

Individual Achievement Program

Sorell Council through its Individual Achievement Program aims to encourage and celebrate individuals who have achieved outstanding results in their chosen field by providing funds to residents of the Sorell Municipality who have qualified or been selected by a peak body to represent their state or nation, to a maximum amount of \$250.00 per application.

These may include, but are not limited to:

- Environment
- Arts and Culture
- Academic excellence
- Heritage and History
- Self-funded Elite Sport Representation
- Recreation

Eligible individuals can submit their application at any time throughout the year. Application forms are available from the Council Office, Council Website or relevant Council Officer. All applicants will be assessed against the eligibility criteria and advised of the outcome of their application within 3 - 4 weeks.

Each application will be considered by the Manager HR, Customer & Community Services or their delegate.



6. ELIGIBILITY CRITERIA

Council will provide a grant if they are satisfied that the grant will be used for a purpose that is in the interest of the Sorell Municipality and the grant recipient satisfies the following grant and eligibility criteria.

Community Grants Program

Applicants must meet the following criteria in order to have their request for financial assistance considered:

- Organisations must be not-for-profit or sponsored by an incorporated organisation (auspiced).
- Must be based in the Sorell Municipality and undertake a project in the area.
- Agree to provide Council with a report and photos of the activity / project after the event. Failure to do so may jeopardise any further requests for assistance.
- Demonstrate the benefits to the community.
- Agree to Council promoting their support on Council's website and other promotional materials.

There is a limit of one Community Grants Program application per financial year for groups.

Quick Response Community Assistance Program

Applicants must meet the following criteria in order to have their request for financial assistance considered:

- Organisations must be not-for-profit or sponsored by an incorporated organisation (auspiced).
- Must be based in the Sorell Municipality and undertake a project in the area.
- Agree to provide Council with a report and photos of the activity / project after the event. Failure to do so may jeopardise any further requests for assistance.
- Demonstrate the benefits to the community.
- Agree to Council promoting their support on Council's website and other promotional materials.

Multiple grant applications for groups will be considered provided that combined applications do not exceed the total limit of \$500 for the financial year.

Individual Achievement Program

Applicants must meet the following criteria in order to have their request for financial assistance considered:

- Reside in Sorell Municipality.
- For sporting applications, written confirmation of the applicant's selections is required from the recognised state or national sporting organisation and must be a recognised AIS sport.
- For all other applications, written confirmation of the applicant's selection or an invitation to represent an area of interest from the event organiser or peak body is required.
- Provide Council with a report and photos of the activity / project after the event. Failure to do so may jeopardise any further requests for assistance.
- Agree to Council promoting their selection, results and Councils support on Council's website and other promotional materials.

There is a limit of one application for each activity representation per financial year for individuals.

14.3 FINANCIAL HARDSHIP ASSISTANCE - RELIEF FOR HIRERS OF COUNCIL FACILITIES AND GROUNDS.

RECOMMENDATION

“That Council resolve to adopt a 50% reduction in fees and charges for permanent, community based use of Council’s community facilities and grounds from 25 May 2020 until 30 June 2021.”

INTRODUCTION

The purpose of this report is to seek a Council resolution to reduce fees and charges by 50% for permanent, community based hirers of Council’s community facilities and grounds from 25 May 2020 until 30 June 2021. The fee reduction applies to the following Council facilities:

- Pembroke Park
- Dodges Ferry Recreation Centre
- Midway Point Hall
- Sorell Memorial Hall
- Copping Hall & Reserves
- Dunalley Hall & Reserves

BACKGROUND

Council understand members of our community are facing difficult times due to the impacts of the COVID-19 pandemic. Although some groups have commenced their activities and several more are likely to return, the social distancing restrictions that remain in place present challenges for these groups, many of which will impact on their revenue and threaten their ability to remain financially viable. Council have an important role to play in supporting the health and wellbeing of our community and in ensuring the continued operation of our community groups is a key aspect to this. The provision of funding relief will assist community groups to continue to operate during this time.

STRATEGIC PLAN

Adoption of the reduction of fees remains consistent with the following Objectives and Directions:

Objective 2 – *Responsible Stewardship and a Sustainable Organisation.*

Directions/Deliverables –

- *Ensure decisions are financially responsible and sustainable.*
- *Commitment to transparent and accountable governance and well informed decision making.*

Objective 3 – *To Ensure a Liveable and Inclusive Community.*



Directions/Deliverables -

- *Sustained community health and wellbeing.*

Objective 4 – Increased Community Confidence in Council.

Direction/Deliverable –

- *Ensure decision making is consistent and based on relevant and complete information, and is in the best interest of sustainability and whole of community interest.*

ANNUAL PLAN

The matter relates to the Annual Plan - Key Objectives and Summary of Strategies and Initiatives for The 2019/2020 Financial Year:

- 4.0 Increased Community Confidence in Council
- 4.8 Work with community groups and committees to support and review the management of community facilities.

POLICY

No current policies/ procedures impacted by adoption of the revised fees.

RISK MANAGEMENT IMPLICATIONS

Risks associated with this matter are associated with financial impacts and procedural transparency/consistency.

Impacts to hire fee revenue due to the COVID-19 pandemic have been reflected in the 20/21 budget, with a 50% reduction in revenue for user fees.

COMMUNITY IMPLICATIONS

The provision of a transparent and supportive fee relief measure, as financial impacts of COVID-19 evolve, will have positive implications for the ongoing sustainability and resilience of community groups.

REPORT

It is necessary for Council to provide community assistance in this challenging time. The full local economic and social effects from the pandemic are yet to be fully understood and therefore an initial phase of measures should be undertaken by Council. The provision of this fee relief timeframe will strengthen the ability for our community groups to continue their activities within the Municipality, as they navigate their way through the new way in which they must operate their activities and the resulting financial implications.

No other changes to Council's approach to fee relief measures are proposed.



CONCLUSION

A reduction in fees for hirers of community facilities and grounds during the COVID-19 situation will enable community groups to continue with greater confidence and deliver a level of recreational service to members of the Municipality, ensuring the sustained health and wellbeing of our community.

Jess Radford
Manager HR, Customer & Community Services
5 June 2020



15.0 FINANCE & INFORMATION

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15.1 RATES AND CHARGES POLICY

RECOMMENDATION

“That Council resolve in accordance with Section 86B of the Local Government Act 1993 to adopt the amended Rates and Charges Policy inclusive of the Charitable Rebates and Remissions Procedure.”

STEPHANIE GUNN

MANAGER FINANCE & INFORMATION

Date: 9 June 2020

Attachments (10 Pages)





RATES AND CHARGES POLICY

TITLE:	Rates and Charges Policy
RESPONSIBLE OFFICER:	Manager Finance and Information
APPROVED BY COUNCIL:	10 July 2012
RESOLUTION NO	67/2012
AMENDED ON	June 2020
RESOLUTION NUMBER:	??
REVIEW DATE	June 2021

1. INTRODUCTION

- 1.1 Rates are a major source of revenue for local government. Part 9 of the *Local Government Act 1999* (Tas) ("the Act"), provides numerous tools for Sorell Council ("Council") to use when deciding its rating methodology. Each year Council makes a Rates Resolution which includes policy decisions on how it will distribute the property tax contribution across the community.
- 1.2 This policy is made in conjunction with Council's long term financial plan, long term asset management plan and strategic plan. This is to ensure there is sufficient revenue from rates and charges to meet the current cost of service provision to the community and in future planning.

2. POLICY STATEMENT

- 2.1 This policy is designed to explain to ratepayers within the Sorell municipality how Council underpins its annual rates and charges.
- 2.2 This policy is to communicate to ratepayers that rates are a method of taxation and as such the total amount of rates paid may not directly relate to the services used by each ratepayer.
- 2.3 Property values (set by the Office of the Valuer General) are critical in determining how much each individual ratepayer contributes to the cost of delivering Council services and activities.

1



- 2.4 All land within the Council area, except for land designated under *the Act* as exempt is rateable. Council also raises revenue through fees and charges, which are established based on the cost of the service provided.

3. OBJECTIVE

- 3.1 The purpose of this policy is to communicate to all ratepayers and other stakeholders Council's long term strategic focus in determining rates to ensure ongoing sustainability and efficiency in the provision of services to the Sorell municipality.

4. LEGISLATION AND REFERENCES

- 4.1 This policy is intended to complement and be implemented in conjunction with:

- Part 9 of the *Local Government Act 1993* (Tas);
- *Valuation of Land Act 2001* (Tas);
- Strategic Plan 2019-2029;
- Fire Service Act 1979;
- Sorell Council Long Term Financial Plan 2016-2036;
- Sorell Council Asset Management Plans 2014-2033;
- Sorell Council Rates Resolution 2020-2021;
- Sorell Council Charitable Remissions and Rebates Procedure; and
- Sorell Council Financial Hardship Assistance Policy.

5. DEFINITIONS

- 5.1 Part 9, Section 86 of *the Act* comprises the definitions of key terms applicable to the rating processes of local government. The key terms of *the Act*, which are applicable to this policy are:

- **Assessed annual value** means the assessed annual value as determined by the Valuer-General under *the Valuation of Land Act 2001*.
- **Capital value** means the capital value as determined by the Valuer-General under the *Valuation of Land Act 2001*.
- **General rate** means a rate made under section 90 of *the Act*.
- **Land** means a parcel of land which is shown as being separately valued in the valuation list prepared under the *Valuation of Land Act 2001*.
- **Land value** means the land value as determined by the Valuer General under the *Valuation of Land Act 2001*.
- **Notice of variation** means a notice referred to in section 108 of *the Act*.

- **Occupier** means a person who has possession of land.
- **Owner of land** means a person whose name appears as the owner on a valuation roll prepared under the *Valuation of Land Act 2001*.
- **Rate** means a general rate, separate rate, construction rate and service rate.
- **Ratepayer** means the person liable to pay rates in respect of land in accordance with this Part of *the Act*.
- **Rates notice** means –
 - (a) a supplementary notice under section 92 of *the Act*; and
 - (b) a notice under section 122 of *the Act*.
- **Separate rate** means a rate made under section 100 of *the Act*.
- **Service charge** means a charge made under section 94 of *the Act*.
- **Service rate** means a rate made under section 93 of *the Act*.
- **Supplementary valuation** means a supplementary valuation made under the *Valuation of Land Act 2001*.

6. COUNCIL SERVICES

- 6.1 Council delivers a wide range of services to the community inclusive of some Commonwealth and Tasmanian Government service gaps (where sustainable).
- 6.2 The following is an outline of Council services to improve ratepayers and other stakeholders understanding of the services provided by Council:
 - Infrastructure services, including asset management of street lighting, roads, footpaths, bridges, stormwater, waste infrastructure, buildings and land improvement assets.
 - Animal management, including dog registration and dog control.
 - Environmental management, including fire hazard management, environmental protection and aerated waste water treatment system servicing and monitoring.
 - Health services, including food business control and other regulatory health controls.
 - Development services, including engineering inspections, traffic control, town planning and development control, and building and plumbing applications and inspections.
 - Community facilities, including provision of sports fields, sporting clubrooms, community halls, parks & reserves, playgrounds and support / advocacy for community events and youth services.

Council has a number of internal functions, which support the provision of these services, including customer service and administration, finance, information technology, human resources, communications, risk management and governance.

6.3 To fund these services, Council can raise its revenue from the following sources:

- General rates – a system of taxation based on the value of a property.
- Service rates/charges – a rate or charge associated with the provision of a specific service, such as septic systems and waste collection.
- Statutory and user charges – charges raised from the provision of goods and services, such as; animal management; environmental and health control; engineering development; building and plumbing applications and inspections; town planning and development fees; and the usage of parks and reserves, sporting facilities and community halls.
- Grants and subsidies – funds provided by other levels of government (from their taxation revenues), that are either general purpose grants or grants provided specifically for the provision of upgraded and new assets.
- Investment income – the investment of temporarily surplus funds generates revenue.
- Other Income – primarily made up of reimbursements and donations.

Council and local government in general, face the dual challenge of raising sufficient revenue to provide appropriate and sustainable levels of goods and services to the community whilst equitably distributing the rate distribution across the community taking into account the principles of taxation.

7. RATES IN SORELL

- 7.1 Council has chosen to raise part of its general rate as a fixed rate applicable to all ratepayers. As per Section 91 of *the Act*, Councils has set a fixed general rate representing around 37% of the total 2020-2021 general rate revenue.
- 7.2 The remaining 63% of Council's general rate revenue is derived from having a variable rate, calculated on a rate in the dollar applied to the capital value (CV) of the rateable property.
- 7.3 Capital value measures the value of the land and all capital improvements on the land. Council recognise that property valuation may not be a perfect indicator of absolute wealth, however, it is considered the best indicator of relative wealth. On this basis Council has approved capital valuation as its tool to calculate its variable rate.
- 7.4 Council has chosen to vary its variable rate in accordance with Section 107 of *the Act*, in a combination of use or predominant use and locality. Differential rating is the application of different rates in the dollar for different types of land use and/or location.
- 7.5 Annual service charges apply for the collection and disposal of garbage and recycling on a per waste bin basis.
- 7.6 The minimum waste management rates apply to all properties with a residential dwelling, business or industry regardless of whether the building is occupied or not. The rate may be remitted for

4



businesses or industries that already have their own commercial waste and recycling service.

- 7.7 The minimum waste management service provided is an 80L garbage (weekly) and 140L recycling (fortnightly) kerbside collection service, with access to a pre-booked green waste (monthly) and hard waste (quarterly). Other waste management services also include recycling centres and collection of waste from public bins situated in streets, parks and reserves. The waste management service rate is not charged to vacant land or land only containing farm buildings, unless the property owner requests these services.
- 7.8 A property owner may make an application for a larger size garbage or recycling bin and the rates will be adjusted accordingly, as per the rates charge specified in Council's Rates Resolution. If an application is received from a tenant the application must be signed by the property owner, unless the tenant is the ratepayer.
- 7.9 A property owner may make an application for a garbage or recycling bin stabiliser. The annual charge for the stabiliser will be in accordance with the charge specified in Council's Rates Resolution. If an application is received from a tenant the application must be signed by the property owner, unless the tenant is the ratepayer.
- 7.10 Annual service charges also apply for wastewater treatment systems if an individual contract has not been signed with an authorised maintenance contractor.
- 7.11 Council collects fire rate levies on behalf of the State Fire Commission, based on a cents in the dollar applied to the annual assessed value (AAV) of the rateable property, with a minimum fire levy charge. The fire levies will be in accordance with the charge specified in Council's Rates Resolution.
- 7.12 There are properties owned and occupied exclusively for charitable purposes which are in part or in full exempt of the general and other rates. The exemption will be applied in accordance with Council's Charitable Remissions and Rebates Procedure.
- 7.13 Council has no role in the assessment of objections to valuations. The lodgement of an objection does not alter the due date for the payment of rates. Rates must be paid in accordance with the rates notice until otherwise notified by Council.

8. REBATES AND REMISSIONS

- 8.1 The State Government, in providing equity across Tasmania, funds a range of concessions in relation to Council rates. The concessions are administered by various State Government agencies that determine eligibility and pay the concession directly to Council on behalf of the ratepayer. Concessions are available only on a ratepayer's principal place of residence.
- 8.2 Ratepayers seeking a rate concession are not to withhold payment of rates pending assessment of an application by the State Government. Rates must be paid in accordance with the rates notice.

- 8.3 A refund will be paid to an eligible person if Council is advised a concession applies and rates instalments have already been paid in full.

9. PAYMENT OF RATES

- 9.1 There are three methods for paying Council rates:

- Council rates are paid in full on or before the 30th day following the date of issue of the relevant rates notice.
- Council rates are paid by four (4) approximately equal instalments. The first rates instalment is to be made on or before the 30th day following the date of issue of the relevant rates notice. The balance is to be paid respectively in three instalments, by 14th October 2020, 13th January 2021 and 10th March 2021.
- Council rates are paid by approximately equal regular instalments through a direct debit facility with an approved financial institution. This direct debit payment method is only available if Council and a ratepayer enter into a suitable agreement.

- 9.2 Any ratepayer who may, or is likely to, experience difficulty with meeting the standard quarterly payment should contact the Rates Division of Council's Finance and Information Department to discuss alternative payment arrangements. Enquiries are treated confidentially by Council.

- 9.3 Any ratepayer who is experiencing genuine and serious financial hardship can apply for an appropriate level of rate relief in accordance with the Council's Financial Hardship Assistance Policy.

10. LATE PAYMENT OF RATES

- 10.1 Council has determined that penalties for late payments will be imposed in accordance with the provisions of *the Act* and relevant Council procedures.

- 10.2 A penalty of **8.5%** of the unpaid rate may be imposed on instalments not paid by the due date.

- 10.3 Daily interest at a rate set by Council's Rate Resolution will be applied in respect of the unpaid rate or instalment for the period during which it remains unpaid.

- 10.4 If a ratepayer incurs penalties and / or interest for the late payment of a rates instalment, they may apply in writing to the General Manager for remission of the penalties and interest, only if they have not been late in paying an instalment in the previous four years.

11. RECOVERY OF RATES

- 11.1 The Rates Division of Council's Finance and Information Department will apply prudent debt management practices to rate debtors. This includes an ongoing review of rates in arrears and following a systematic debt recovery approach.

- 11.2 Rates, which remain in arrears for a period exceeding 30 days from the due date of an

instalment, will be subject to recovery action.

- 11.3 Council will seek to recover a rate debt through legal Court proceedings if an amount remains overdue in excess of 90 days.
- 11.4 Prior to taking legal action, Council will provide the ratepayers with a notice in writing of its intention to recover the outstanding debt through the Courts and provide 14 days for payment prior to lodging the outstanding debt with its solicitors.
- 11.5 Prior to taking legal action, Council will take all reasonable steps to establish a payment arrangement or negotiate settlement of the outstanding debt.

12. OBJECTIONS TO RATES NOTICE

- 12.1 Council will consider any objections to a rates notice in accordance with Section 123 of *the Act*.

13. SALE OF LAND FOR NON-PAYMENT OF RATES

- 13.1 Division 11 of *the Act* provides that a Council may sell any property where the rates have been in arrears for a period of three years or more. Council is required to;
- (a) Notify the owner of the land of its intention to sell the land;
 - (b) Provide the owner with details of the outstanding amounts; and
 - (c) Advise the owner of its intention to sell the land if payment of the outstanding amount is not received within 90 days. Except in extraordinary circumstances, Council will enforce the sale of land for arrears of rates.

14. EDUCATING FOR AWARENESS

- 14.1 Council recognises that the success and credibility of this policy will largely depend upon how effectively it is communicated throughout the organisation and the community.
- 14.2 Council will increase community awareness by;
- promoting Council's initiatives and policies regarding rating methodology on Council's website and at Council's offices; and
 - endorsement of this policy.

Robert Higgins
GENERAL MANAGER



CHARITABLE REMISSIONS AND REBATES PROCEDURE

TITLE:	Charitable Remissions and Rebates Procedure
RESPONSIBLE OFFICER:	Manager Finance and Information
APPROVED BY COUNCIL:	18 June 2019
RESOLUTION NO	18 June 2019
AMENDED ON	June 2020
RESOLUTION NUMBER:	??
REVIEW DATE	June 2021

1. OBJECTIVE

This procedure has been implemented to provide Council staff clarity and consistency in applying Section 87(1)(d) of the Local Government Act 1993 ("the Act"). Council needs to ensure the appropriate governance is established around these exemptions to transparently and consistently manage our rate revenue. The cost of providing an exemption is met by all other ratepayers.

2. POLICY CONTEXT

Section 87(1)(d) of the Act specifies that land or part of land owned and occupied exclusively for charitable purposes is exempt from general and separate rates, averaged area rates, rates collected on behalf of statutory authorities (Section 88 of the Act) and construction rates and charges (Section 97 of the Act).



3. PROCEDURE

3.1 Process

- 3.1.1 Council requires a written request for consideration of a remission of the general rate under Sections 87(1)(d), 88 and 97 of the Act.
- 3.1.2 The written request needs to be completed on a per annum basis.
- 3.1.3 Written request is assessed individually for eligibility against Section 3.2 of this procedure and Section 87(1)(d) of the Act, including the following:
 - 3.1.3.1 The organisation must meet the charitable purposes definition.
 - 3.1.3.2 The land must be owned and occupied by a charitable organisation to be eligible for the remission. The ownership of the land will be verified by Council staff through the Tasmanian Government's Land Information System Tasmania (The LIST).
 - 3.1.3.3 Vacant land, unless adjacent to an occupied building and an integrated part of the charitable organisation's adjacent structure is not considered an occupied property.
 - 3.1.3.4 The property must be owned and occupied exclusively for charitable purposes. If the property is used for a non-charitable purposes (e.g. commercial enterprise, such as a bar or kiosk), the non-charitable purpose must only be incidental, and not a dual purpose of owning and occupying the land.
- 3.1.4 The written request must be supported by the following documents and information. The application will not be assessed until the following is provided;
 - 3.1.4.1 A statutory declaration;
 - 3.1.4.2 A copy of the Australian Taxation Office charity tax concession status.
- 3.1.5 Remission is applicable for the 1st July in the current financial rating year;
- 3.1.6 If the remission is granted, the applicant will be notified in writing, including advice that the application is only valid for the current financial rating year.

3.2 Eligible Rebates/Remissions

- 3.2.1 Rebate of rates – religious purposes.
The rates on land containing a church or other building used exclusively for the advancement of religion (and any grounds), or land solely used for religious purposes.
- 3.2.2 Rebate of rates – public cemeteries.
The rates on land being used for the purposes of a public cemetery.

3.2.3 Rebate of rates – community services organisation.

The rates on land used exclusively for service delivery and administration by a community service not-for-profit organisation with charitable purposes.

3.2.4 Rebate of rates – Aged care facilities.

Where the land is being used for a residential aged care facility that is approved for Commonwealth funding under the Aged Care Act 1997 (Commonwealth) or a day therapy centre and is operated by a not-for-profit organisation.

4. DEFINITIONS

Council considers the definition “exclusively for charitable purposes” as an entity that;

- (a) Incorporated on a not-for-profit basis and exists for the benefit of the public;
- (b) Its purposes are charitable within the legal sense of the term and its sole or principle purpose is charitable;
- (c) Does not restrict its services to only persons who are members of the body.

Charitable institutions include certain public benevolent, religious and other charitable institutions. An entity that is exempt from payment of income tax under the Income Tax Assessment Act 1997 (Cth), will be regarded by Council as a not-for-profit organisation with charitable purposes.

15.2 2020-2021 RATES AND CHARGES

RECOMMENDATION

“That in accordance with the provisions of the Local Government Act 1993 and the Fire Services Act 1979, Council adopt the following 2020-2021 Rates and Charges Resolution for rateable land within the Council’s municipal area for the period 1st July 2020 to 30th June 2021.”

STEPHANIE GUNN

MANAGER FINANCE & INFORMATION

Date: 9 June 2020

Attachments (14)



SORELL COUNCIL
RESOLUTION
2020-2021 RATES AND CHARGES

Local Government Act 1993 (Tas) – Part 9

In accordance with the provisions of the *Local Government Act 1993* (the 'Act') the Sorell Council (the 'Council') hereby makes the following rates and charges for the period commencing 1 July 2020 and ending 30 June 2021:

1. DEFINITIONS AND INTERPRETATION

- (1) 'Act' means the Local Government Act 1993;
- (2) 'land' means land as defined in Section 86 of the Act; and
- (3) 'rateable land' is the land referred to in Section 87(1) of the Act.

2. GENERAL RATE & VARIATIONS

2.1. Pursuant to Sections 90 and 91 of the Act, Council hereby makes the following two-part general rate for all rateable land within the municipal area for the financial year commencing on 1 July 2020 and ending on 30 June 2021:

- (a) a rate of **0.20000** cents in the dollar of capital value; and
- (b) a fixed charge in the amount of **\$473.97**.

(here referred to as the 'General Rate')

2.2. Pursuant to Section 107(1)(e) of the Act and Regulation 33(c) of the *Local Government (General) Regulations 2015* (Tas), Council hereby varies the General Rate (as previously made) according to the subcategories of use or predominant use of land set out as uses of land in the most recent Land Use Codes provided by the Valuer-General in accordance with the following table:

Land Use Code Use Subcategories	General Rate Variation
<ul style="list-style-type: none"> • C34 (Car Park) • C8 (Marine Services) 	the rate of 0.20000 is increased to 0.368501 cents in the dollar of capital value

Land Use Code Use Subcategories	General Rate Variation
<ul style="list-style-type: none"> • S4 (Domestic Slipway/Jetty) • S41 (Domestic Slipway/Jetty - Private) • S42 (Domestic Slipway/Jetty - Authority) • S32 (Water Sport - Authority) 	the rate of 0.20000 is decreased to 0.197341 cents in the dollar of capital value
<ul style="list-style-type: none"> • C40 (Hotel/Motel) • C41 (Tavern) 	the rate of 0.20000 is increased to 0.946519 cents in the dollar of capital value
<ul style="list-style-type: none"> • P822 (Medical Centre - Authority) 	the rate of 0.20000 is increased to 0.368501 cents in the dollar of capital value
<ul style="list-style-type: none"> • C51 (Private Hotel/Boarding House) • C52 (Holiday Apart / Resident. Club) • C54 (Tourist Complex) 	the rate of 0.20000 is increased to 0.367059 cents in the dollar of capital value
<ul style="list-style-type: none"> • C14 (Shopping Centre) 	the rate of 0.20000 is increased to 1.453616 cents in the dollar of capital value
<ul style="list-style-type: none"> • C (Commercial) • C0 (Business and Residence) • C180 (Service Station –self serve) • C181 (Service Station – not self-serve) • C21 (Bank) • C22 (Professional Room) • C3 (Commercial Services) • C33 (Restaurant) • P11 (Telecom. Services Incls Post) 	the rate of 0.20000 is increased to 0.773339 cents in the dollar of capital value

Land Use Code Use Subcategories	General Rate Variation
<ul style="list-style-type: none"> • C1 (Retail/Business) • C9 (Service Industry) • C10 (Shop) • C11 (Department Store) • C12 (Mixed Shops/Offices) • C13 (Showroom/Store) • C15 (Supermarket) • C16 (Nursery/Roadside outlet – Retail) • C17 (Yard- Motor) • C2 (Office Space) • C20 (Office) • C31 (Studio/Atelier) • S21 (Indoor Sport – Private) 	the rate of 0.20000 is increased to 0.691636 cents in the dollar of capital value
<ul style="list-style-type: none"> • P1 (Government/Local Government) • P10 (Fire/Police/Ambulance) • P13 (Utility Services – Sewer/Water) • P60 (Church) • P63 (Youth Centre/Camp) • P512 (Library Authority) • P811 (Home for the Aged – Private) • S11 (Outdoor Sport – Private) • S12 (Outdoor Sport – Authority) 	the rate of 0.20000 is decreased to 0.190860 cents in the dollar of capital value
<ul style="list-style-type: none"> • C6 (Day Care Centres/Child Minding) • P20 (School – Primary, Secondary) • P201 (School – Primary, Secondary - Private) • P202 (School – Primary, Secondary - Public) • P21 (Colleges – Tertiary) 	the rate of 0.20000 is increased to 0.461976 cents in the dollar of capital value
<ul style="list-style-type: none"> • I0 (Warehouse) • I10 (Manufacturing Workshop) • I11 (Manufacturing Factory) • I111 (Manuf. Factory – Not Food Processing) 	the rate of 0.20000 is increased to 0.864869 cents in the dollar of capital value

Land Use Code Use Subcategories	General Rate Variation
<ul style="list-style-type: none"> • I1 (Manufacturing) • I112 (Manufacturing others) • I13 (Sawmill) • I17 (Storage Compounds (Ltd Bldgs) • Q1 (Mine) • Q11 (Mine-Private) • Q2 (Quarry – Sand, Gravel etc. 	<p>the rate of 0.20000 is increased to 0.587606 cents in the dollar of capital value</p>
<ul style="list-style-type: none"> • S0 (Park, Recreation Area) 	<p>the rate of 0.20000 is decreased to 0.010271 cents in the dollar of capital value</p>

Land Use Code Use Subcategories	General Rate Variation
<ul style="list-style-type: none"> • L10 (Farming-Mixed) • L101 (Farming Mixed-Not irrigated) • L102 (Farming Mixed-Part irrigated) • L104 (Farming Mixed – Irrigation scheme) • L11 (Farming-Cropping) • L111 (Farming-Cropping-Not irrigated) • L114 (Farming Cropping – Irrigation scheme) • L121 (Farming-Dairy-Not irrigated) • L15 (Farming-Grazing/Pastoral) • L151 (Grazing/Pastoral-Not irrigated) • L152 (Grazing/Pastoral – Part irrigated) • L155 (Grazing/Pastoral-Open, run, bush) • L16 (Farming-Pigs) • L18 (Farming-Horses) • L181 (Farming-Horses-Not irrigated) • L185 (Farming-Horses Open, run, bush) • L2 (Horticulture/Market Garden) • L202 (Orchard-Part irrigated) • L203 (Orchard-All irrigated) • L22 (Vineyard) • L222 (Vineyard-Part irrigated) • L223 (Vineyard – All irrigated) • L224 (Vineyard – Irrigation scheme) • L232 (Soft Fruit & Nut- Part irrigated) • L242 (Market Garden – Part irrigated) • L3 (Forestry) • L332 (Forestry-Natural Bush-Private) • L4 (Aquaculture) • L41 (Aquaculture-Research Facility) • L42 (Aquaculture-Licensed Beds) 	<p>the rate of 0.20000 is decreased to 0.140789 cents in the dollar of capital value</p>
<ul style="list-style-type: none"> • L13 (Farming-Poultry) • L154 (Grazing/Pastoral-Irrig. scheme) • L311 (Forestry-Artificial-Authority) • L331 (Forestry-Natural Bush-Authority) 	<p>the rate of 0.20000 is increased to 0.661813 cents in the dollar of capital value</p>

Land Use Code Use Subcategories	General Rate Variation
<ul style="list-style-type: none"> • L31 (Forestry-Artificial Plantation) • L312 (Forestry-Artificial-Private) • L33 (Forestry-Natural Bush) 	<p>the rate of 0.20000 is increased to 0.276446 cents in the dollar of capital value</p>
<ul style="list-style-type: none"> • S01 (Park, Recreation Area-Private) • S02 (Park, Recreation Area - Authority) • V (Vacant Land) • V1 (Vacant-Residential) • V2 (Vacant-Commercial) • V3 (Vacant-Industrial) • V4 (Vacant-Englobo/Broad Hectares) • V5 (Vacant-Rural Residential) • V9 (Vacant-Small crown lease area) 	<p>the rate of 0.20000 is decreased to 0.057876 cents in the dollar of capital value</p>

- 2.3. Pursuant to Sections 107(1)(c) and 107(1)(e) of the Act and Regulation 33(c) of the *Local Government (General) Regulations 2015* (Tas), Council hereby varies the General Rate (as previously made) according to locality and the subcategories of use or predominant use of land set out as uses of land in the most recent Land Use Codes provided by the Valuer-General in accordance with the following table:

Relevant Locality	Land Use Code Use Subcategories	General Rate Variation
<ul style="list-style-type: none"> • Carlton • Carlton River • Dodges Ferry • Lewisham • Primrose Sands 	<ul style="list-style-type: none"> • R1 (House or Cottage) • R10 (Shed/Carport) • R2 (Flat/s) • R3 (Unit/s) • R30 (Villa Units) • R31 (Conjoined Units) • R32 (Multiple Storey Flats) • R4 (House & Flat/s) • R5 (Rural residence) • R6 (Institution Residential Accommodation) • R7 (House & Rooms other use) • R9 (Holiday Home/Shack) • R91 (Holiday Home/Shack Private Land) 	<p>the rate of 0.20000 is increased to 0.202081 cents in the dollar of capital value</p>

Relevant Locality	Land Use Code Use Subcategories	General Rate Variation
<ul style="list-style-type: none"> • Sorell • Midway Point • Penna 	<ul style="list-style-type: none"> • R1 (House or Cottage) • R10 (Shed/Carport) • R2 (Flat/s) • R3 (Unit/s) • R30 (Villa Units) • R31 (Conjoined Units) • R32 (Multiple Storey Flats) • R4 (House & Flat/s) • R5 (Rural residence) • R6 (Institution Residential Accommodation) • R7 (House & Rooms other use) • R9 (Holiday Home/Shack) • R91 (Holiday Home/Shack Private Land) 	the rate of 0.20000 is increased to 0.219238 cents in the dollar of capital value
<ul style="list-style-type: none"> • Bream Creek • Copping • Forcett • Kellevie • Nugent • Orielton • Pawleena • Wattle Hill • Dunalley • Connellys Marsh • Boomer Bay • Marion Bay 	<ul style="list-style-type: none"> • R1 (House or Cottage) • R10 (Shed/Carport) • R2 (Flat/s) • R3 (Unit/s) • R30 (Villa Units) • R31 (Conjoined Units) • R32 (Multiple Storey Flats) • R4 (House & Flat/s) • R5 (Rural residence) • R6 (Institution Residential Accommodation) • R7 (House & Rooms other use) • R9 (Holiday Home/Shack) • R91 (Holiday Home/Shack Private Land) 	the rate of 0.20000 is decreased to 0.180291 cents in the dollar of capital value

3. SEPARATE SERVICE CHARGES - WASTE MANAGEMENT SERVICES

Pursuant to Section 94 of the Act, the Council hereby makes the following separate service charges for waste management services supplied by Council for the period commencing on 1 July 2020 and ending on 30 June 2021:

Description of Service Charge	Charge (\$)
General Waste Collection 80L	139.52
General Waste Collection 120L	185.33
General Waste Collection 140L	185.33
General Waste Collection 240L	268.79
Recycling Service 140L	139.52
Recycling Service 240L	202.32
Bin Stabiliser (all size bins)	30.75

4. FIRE SERVICE CONTRIBUTION

Pursuant to Section 81 of the *Fire Service Act 1979* (Tas) for the period commencing on 1 July 2020 and ending on 30 June 2021 the Council hereby makes the following rates for the purpose of collecting the fire service contribution from all rateable land in the municipality:

- (a) for all lands within the **volunteer brigade rating district**, a rate of **0.349603** cents in the dollar of Assessed Annual Value with a minimum amount payable of **\$41.00**; and
- (b) for all **general land**, a rate of **0.344391** cents in the dollar of Assessed Annual Value with a minimum amount payable of **\$41.00**.

5. PAYMENT OF RATES AND CHARGES

5.1. Subject to clause 5.2, pursuant to Section 124 of the Act, the rates and charges set out in parts 2, 3 and 4 of this resolution will be payable by four (4) instalments in accordance with the following payment schedule:

- (a) the first instalment must be made on or before the 30th day following the date of issue of the relevant rates notice made in accordance with Section 122 of the Act;
- (b) the second instalment must be made on or before the 14th of October 2020;
- (c) the third instalment must be made on or before the 13th of January 2021; and
- (d) the fourth and final instalment must be made on or before the 10th of March 2021.

5.2. Pursuant to Section 124 of the Act, upon request being made by a ratepayer the Council may enter into an agreement with that ratepayer whereby the Council may permit that ratepayer to pay the rates and charges set out in parts 2, 3 and 4 of this resolution by regular instalments at intervals other than those set out in the payment schedule in clause 5.1 through a direct debit facility with the ratepayer's financial institution.

5.3. Pursuant to Section 128(1)(a) of the Act, in the event that any rates or charges payable to Council are not paid by the due date, a penalty of 8.50% of the relevant outstanding amount will be imposed on the relevant ratepayer.

5.4. Pursuant to Section 128(1)(b) of the Act, daily interest will accrue on any rates or charges that remain unpaid after the date upon which they are due. The rate of penalty interest for the period commencing on 1 July 2020 and ending on 30 June 2021 will be the rate of 3.00% per annum, calculated daily.

6. RATES REMISSIONS

Pursuant to Section 129(4) of the Act, the Council by absolute majority hereby grants the following remissions for the following classes of ratepayers:

- (a) ratepayers who own rateable land which falls within Land Use Code 'CO' (as set out in the most recent Land Use Codes provided by the Valuer-General and published on the internet by the Tasmanian Government as part of the Land Information System Tasmania) and is situated in the locality of Dunalley and has a total area of less than 0.2 hectares, the Council hereby remits the General Rate by reducing the cents in the dollar of capital value to 0.692757;
- (b) ratepayers who own rateable land which falls within Land Use Code 'C10' (as set out in the most recent Land Use Codes provided by the Valuer-General and published on the internet by the Tasmanian Government as part of the Land Information System Tasmania) and is situated in the locality of Sorell and has a total area of between 0.050 and 0.051 hectares, the Council hereby remits the General Rate by reducing the cents in the dollar of capital value to 0.368316;
- (c) ratepayers who own rateable land which falls within Land Use Code 'C14' (as set out in the most recent Land Use Codes provided by the Valuer-General and published on the internet by the Tasmanian Government as part of the Land Information System Tasmania) and has a total area of less than 0.3 hectares, the Council hereby remits the General Rate by reducing the cents in the dollar of capital value to 0.691775;
- (d) ratepayers who own rateable land which falls within Land Use Code 'C34' (as set out in the most recent Land Use Codes provided by the Valuer-General and published on the internet by the Tasmanian Government as part of the Land Information System Tasmania) and is situated in the locality of Midway Point and has a total area of less than 0.3 hectares, the Council hereby remits the General Rate by reducing the cents in the dollar of capital value to 0.196680;
- (e) ratepayers who own rateable land which falls within Land Use Code 'C8' (as set out in the most recent Land Use Codes provided by the Valuer-General and published on the internet by the Tasmanian Government as part of the Land Information System Tasmania) and has a total area of less than 0.2 hectares, the Council hereby remits the General Rate by reducing the cents in the dollar of capital value to 0.196895;
- (f) ratepayers who own rateable land which falls within Land Use Code 'I0' (as set

11



out in the most recent Land Use Codes provided by the Valuer-General and published on the internet by the Tasmanian Government as part of the Land Information System Tasmania) and is situated in the locality of Sorell and has a total area of less than 0.245 hectares, the Council hereby remits the General Rate by reducing the cents in the dollar of capital value to 0.588663;

- (g) ratepayers who own rateable land which falls within Land Use Code '110' (as set out in the most recent Land Use Codes provided by the Valuer-General and published on the internet by the Tasmanian Government as part of the Land Information System Tasmania) and has a total area of less than 1.0 hectares, the Council hereby remits the General Rate by reducing the cents in the dollar of capital value to 0.588663;
- (h) ratepayers who own rateable land which falls within Land Use Code '111' (as set out in the most recent Land Use Codes provided by the Valuer-General and published on the internet by the Tasmanian Government as part of the Land Information System Tasmania) and is situated in the locality of Dodges Ferry and has a total area of less than 1.0 hectares, the Council hereby remits the General Rate by reducing the cents in the dollar of capital value to 0.588663;
- (i) ratepayers who own rateable land which falls within Land Use Code '1111' (as set out in the most recent Land Use Codes provided by the Valuer-General and published on the internet by the Tasmanian Government as part of the Land Information System Tasmania) and has a total area of less than 0.5 hectares, the Council hereby remits the General Rate by reducing the cents in the dollar of capital value to 0.588663;
- (j) ratepayers who own rateable land which falls within Land Use Code 'L312' (as set out in the most recent Land Use Codes provided by the Valuer-General and published on the internet by the Tasmanian Government as part of the Land Information System Tasmania) and is situated in the locality of Bream Creek and has a total area of between 200 and 250 hectares, the Council hereby remits the General Rate by reducing the cents in the dollar of capital value to 0.140765;
- (k) ratepayers who own rateable land which falls within Land Use Code 'L33' (as set out in the most recent Land Use Codes provided by the Valuer-General and published on the internet by the Tasmanian Government as part of the Land Information System Tasmania) and is situated in the locality of Nugent and has a total area of between 50 and 55 hectares, the Council hereby remits the General Rate by reducing the cents in the dollar of capital value to 0.188037;

and

(l) ratepayers who meet the circumstances set out in the table below:

Class of Ratepayers	Remission
The ratepayer: (a) owns a boatshed/marine structure but no other property in the Sorell Municipality; and (b) holds a current pensioner concession card.	the fixed charge component of the General Rate is remitted by being reduced to \$355.11
The ratepayer: (a) owns a boatshed/marine structure; and (b) owns a residence in the Sorell Municipality however the land upon which the boatshed/marine structure is situated does not adjoin the residence.	the fixed charge component of the General Rate is remitted by being reduced to \$355.11
The ratepayer: (a) owns a boatshed/marine structure; and (b) owns a residence in the Sorell Municipality however the land upon which the boatshed/marine structure is situated does not adjoin the residence; and (c) the ratepayer holds a current pensioner concession card.	the fixed charge component of the General Rate is remitted by being reduced to \$296.28
The ratepayer: (a) owns a boatshed/marine structure; and (b) owns a residence in the Sorell Municipality; and (c) the land upon which the boatshed/marine structure is situated adjoins the residence.	the fixed charge component of the General Rate is remitted by being reduced to \$236.93

Class of Ratepayers	Remission
The ratepayer: (a) owns a boatshed/marine structure; and (b) owns a residence in the Sorell Municipality; and (c) the land upon which the boatshed/marine structure is situated adjoins the residence; and (d) the ratepayer holds a current pensioner concession card.	the fixed charge component of the General Rate is remitted by being reduced to \$177.58

15.3 EXECUTIVE SUMMARY – FINANCIAL PERFORMANCE MAY 2020 YTD

RECOMMENDATION

“That the Executive Summary – FINANCIAL REPORT MAY 2020 YEAR-TO-DATE be received and noted by Council.”

FINANCIAL REPORT MAY 2020 YEAR-TO-DATE

The operating surplus for the period ended 31 May 2020 of \$3.562m is \$2.247m above the budget of \$1.315m. The main drivers of this position are:

- Recurrent income year to date is \$18.967m, which is above budget by \$1.686m. The major reason for this variance is because Council received \$1.257m in advance payments for 2020/2021 Financial Assistance Grant in late May 2020.
- Operating expenses year to date are \$15.406m, which is \$560k below budget. The major reason for this variance in operating expenses is due to materials and services being \$383k under budget and employee benefits being \$113k under budget.

NOTES TO THE ACCOUNTS

1. RATES AND CHARGES

Rates and charges is above budget by \$50k to the end of May. This is largely a result of increased revenue from supplementary rates notifications received from the Office of the Valuer-General since the Mid Year Budget Review (MYBR) was approved by Council.

2. STATUTORY FEES AND CHARGES

This category is above budget by \$73k to the end of May. This is largely because income from 132 & 337 certificates is \$17k above budget and town planning fees income is \$56k above budget, due to greater than expected activity levels.



3. USER FEES

This category is above budget by \$18k to the end of May. This category has small variances across a number of income accounts.

4. GRANTS OPERATING

This category is above budget by \$1.302m to the end of May.

Commonwealth Financial Assistance Grant is above budget by \$1.257m, as a result of receiving an advance payment for the 2020/2021 Financial Assistance Grant in late May 2020. This will be recognised as income in the 2019/2020 financial year.

State grants and subsidies is above budget by \$45k, as a result of Council receiving an unbudgeted grant from Marine and Safety Tasmania to undertake dredging (sand removal) at the Gypsy Bay boat ramp. This grant was not budgeted for at Mid-Year Budget Review, as it is unlikely this capital project will be completed at end of financial year. Therefore, at 30 June 2020, this grant income will need to be assessed in accordance with *AASB 15 Revenue from Contracts with Customers*. This grant will likely be moved from income and instead recognised as a liability at the end of financial year. In accordance with AASB 15, the grant will not be recognised as income until Council satisfies its performance obligations under the grant deed.

5. CONTRIBUTIONS RECEIVED

This category is above budget by \$66k to the end of May. Only a small number of contributions are budgeted for, as development activity of this nature is unpredictable in nature and therefore difficult to estimate.

6. INTEREST

This category is under budget by \$15k to the end of May. This is largely because rates interest penalty is under budget by \$20k. Rates interest penalty relating to the 4th rates instalment is yet to be applied to properties. Due to the COVID-19 situation arising in March, the interest penalty has not been applied, because staff were waiting for a Council decision to be made regarding rates hardship assistance. Interest and penalty relating to the 4th rates instalment was applied in early June 2020. The amount of penalty raised when applied in early June was \$9k, compared to a budget of \$25k. This difference significant difference is due to the delay in applying the penalty.



7. OTHER INCOME

This category is above budget by 56k to the end of May.

The largest variance of \$54k relates to the Copping Tip lease fees. Sorell Council currently pay 100% of the Copping Tip land tax (on behalf of all three Copping Tip owners). Per the lease agreement the land tax expense is to be reimbursed by Sothern Waste Solutions (SWS) to Council. However, in the past there has been an oversight and Council has never invoiced SWS for these land tax reimbursements. An agreement was made between SWS and Council for the past five years of land tax to be reimbursed to Council, totalling \$54k. Going forward, Council will invoice the land tax reimbursement to SWS on an annual basis.

Diesel fuel rebate income is above budget by \$21k to the end of May. This is a result of Council engaging with AIT Specialists to conduct a review of Council's Fuel Tax Credit processes, covering the period 1st March 2016 to 29th February 2020. The review resulted in an additional \$21k in Fuel Tax Credits claimed. The cost of the review was \$6k (25% of the under claim amount found). As a result of the review, the Depot and Finance staff involved in the monthly calculation of Fuel Tax Credits have taken on AIT Specialists recommendations for improving the process going forward.

Council has also received unbudgeted workers compensation reimbursements since MYBR review, which has resulted in a \$16k over budget variance.

Hall hire is under budget by \$15k to the end of May 2020, due to Council's community facilities, including halls, closing in late March as a result of COVID-19. It is expected that hall hire and other facility hire income will be continue to be under budget to the end of the financial year.

8. INVESTMENT IN TASWATER

This category is above budget by \$135k to the end of May. This is due to TasWater paying a dividend earlier than expected. All TasWater dividends were expected to be paid at the end of the financial year, however an interim dividend was paid in February. Council are not expecting to receive any more dividends from TasWater during the 2019/2020 financial year and as a result this income category will be under budget by \$162k at the end of June.



9. EMPLOYEE BENEFITS

Total employee benefits is under budget by \$113k to the end of May. The major employee benefits variances at the end of May were:

- Fringe benefits taxes (FBT) is under budget by \$18k, as a result of WLF Accounting & Advisory completing Council's FBT return for the 2019/2020 year. WLF are a tax agent and as a result the FBT return will not be lodged until June, however it was budgeted to be lodged in May.
- Salaries transferred to WIP and overheads recovered are over budget by a total of \$89k, as a result of more staff time spent on capital works year to date than expected.
- Payroll tax is \$17k over budget, which is in line with salaries (which is over budget by \$22k) and also a result of payroll tax paid on FBT not budgeted for on a monthly basis. Payroll tax is reconciled at end of financial year and these variances should be corrected then.
- Salaries is \$22k over budget. This variance is not significant, given it only accounts for less than 1% of total budgeted salaries year to date.
- Staff training is \$13k under budget, due to less staff training completed year to date than estimated.

10. MATERIALS AND SERVICES

Materials and services is \$383k under budget to the end of May. The major materials and services variances at the end of May were:

- Consultants is under budget by \$85k. This is largely a result of the timing of specialised consulting projects across a number of Departments, including IT, HR, Engineering, Community Facilities and Town Planning.
- Contractors is \$32k under budget. This is largely a result of the IT contractors, Techquity, being required less than expected at this point in the financial year, as well as Techquity invoices not being received in a timely manner. Other small variances exist for Building Services and Bridge contractors.
- Electricity is \$28k under budget, as a result of the outstanding March/April invoices, including street lighting invoice, at the end of the month. These outstanding invoices have been investigated and they have been incorrectly coded to 3260 repairs and maintenance. This error will be amended in June.

- Plant & Motor Vehicle Repairs and Services is \$11k above budget, as a result of more repairs and services required to plant and equipment at the Depot year to date, than estimated.
- Plant hire external is \$22k under budget, as a result of less plant and equipment break downs than expected year to date, particularly for Sealed and Unsealed Roads.
- Plant hire recovered is \$27k above budget, as a result of more plant hours required for capital works year to date than expected.
- Printing is \$13k under budget, as a result of a number of factors across a number of Departments, including delays in required printing jobs, as well as a number of printing jobs coming in under budget. The largest variance under spend is in the Communications Department, which is a result of a delay in printing the Parks and Beaches Guide, actual community newsletter printing cost year to date are under budget and the budget for ad-hoc brochures and fliers is yet to be required this financial year.
- Repairs and maintenance is under budget by \$116k. This is a result of a number of Depot Departments coming in under budget at the end of May, including storm water (\$41k), parks and reserves (\$38k) and bridges and other structures (\$75k). Overall, these variance are a result of the unpredictable and reactive nature of a number of repairs and maintenance activities, making the timing difficult to estimate. In relation to the bridges and other structures variance of \$75k, this is due to a delay in the Gypsy Bay dredging works, as a result of the COVID19 pandemic. This project budget has been carried forward to the 2020/2021 repairs and maintenance budget. These under spends have been slightly offset with sealed and unsealed roads repairs and maintenance coming in above budget at the end of May.
- Kerbside recycling collection is \$31k under budget as a result of the monthly invoices consistently coming in slightly less than expected and an outstanding invoice at the end of May.
- Kerbside recycling disposal is \$14k above budget as a result of an increase in recycling disposal costs. This fee increase was factored into MYBR, however the actuals have come in greater than expected at MYBR. The January disposal costs were particular high with actuals of \$19.5k, which were \$7k over budget.
- Signage and Guide Posts is above budget by \$16k, due to a significant amount of signage required to be purchased earlier than expected, as a result of the completion of the Road Safety Audit for major roads.

- Street Bin Collection contract is \$13k under budget, as a result of the monthly invoices consistently coming in slight less than expected and an outstanding invoice at the end of May.
- Water Charges is under budget by \$43k. This is a result of a number of factors, including; the total water budget for Dodges Ferry oval at the completion of the capital job is \$5k under; a budgeted \$5k Tasmanian Irrigation invoice for annual variable volume charges is yet to be received; water to fill public toilets has been required significantly less than expected; and a number of TasWater invoices were outstanding at the end of May. These outstanding invoices are being chased up.

11. DEPRECIATION AND AMORTISATION

This category is under budget by \$16k at the end of May. This variance is not significant, given it only accounts for less than 1% of total budgeted depreciation year to date.

12. FINANCE COSTS

This category is in line with budget to the end of May.

13. OTHER EXPENSES

This category is under budget by \$48k to the end of May. This category has small variances across a number of expense accounts.

Land Tax is under budget by \$16k, as a result of the Finance Department undertaking an internal land tax review. A comprehensive review of Council's land tax identified a number of properties which had land tax applied but did not meet the land tax criteria. The identified properties were discussed with the Tasmanian State Revenue Office and the associated land tax was removed, resulting in the actual land tax expenditure coming in under budget for the financial year.

NRM Expenses are under budget by \$13k, as a result of no NRM activity year to date.

14. GRANTS CAPITAL

This category is above budget by \$63k to the end of May. This is due to:

- \$20k in relation to the Stronger Communities Program for Snake Hollow Park, was received in December but not budgeted to be recognised as income until June.
- \$29k relating to 2019/2020 Venerable Road User Program, in relation to works at Weston Hill Road was budgeted to be received in May, but the project is not yet complete and therefore the income it yet to be received. This project will be carried forward to the 2020/2021 financial year.
- \$29k relating to the 2019/2020 Black Spot Programme, in relation to safety barrier at Penna Road, was invoiced in May, but was not budgeted for.
- \$27k relating to the Wildcare Gift Fund Orielton Lagoon Project was received in May, but was not budgeted for.
- \$17k from the Department of Industry in relation to the gross pollution trap was received in March. This grant was not budgeted for at Mid Year Budget Review, as it is unlikely this capital project will be completed at end of financial year. Therefore, at 30 June 2020, this grant income will need to be assessed in accordance with *AASB 15 Revenue from Contracts with Customers*. This grant will likely be moved from income and instead recognised as a liability at the end of financial year. In accordance with AASB 15, the grant will not be recognised as income until Council satisfies its performance obligations under the grant deed.

15. CONTRIBUTIONS – NON MONETARY ASSETS

No contributions were received to the end of May.

16. NET GAIN / (LOSS) ON DISPOSAL

The below items of plant and equipment were disposed of in the Navision finance system during the month of May, resulting in a net loss on disposal of \$7k.

Plant and Equipment Details	Date of Disposal	Reason for Disposal	Method of Disposal	Proceeds of Sale	Disposal Costs	Profit/(Loss) on Disposal
Komatsu Backhoe Rego: C99HB	23/10/2019	Age Wear and Tear Replacement	Trade In JF Machinery Pty Ltd	\$45,000	\$0	\$43,463
Zero Turn Mower Rego: F13LL	29/07/2019	Age Wear and Tear Replacement	Trade In Sorell Mowers and Chainsaws	\$545.45	\$0	(\$3,550)
Volvo FM400 Truck Rego: A32FN	21/04/2020	Age Wear and Tear Replacement	Trade In FRM	\$54,545.45	\$0	(\$19,946)
Mitsubishi Fuso Truck Rego: A89SI	13/01/2020	Age Wear and Tear Replacement	Trade In CJD Equipment	\$24,545.45	\$0	(\$13,539)
Karcher Pressure Cleaner	9/10/2019	Age Wear and Tear Replacement	Trade In Kar-Tas	\$1,000	\$0	\$1,000
Traffic Variable Message Board Rego: Z05YY	10/09/2019	Asset not meeting work requirements Replacement	Pickles Auctions	\$3,516.36	\$120	(\$15,635)
Refuel Trailer Rego: Z33KN	10/09/2019	Age Wear and Tear	Pickles Auctions	\$2,497.27	\$230	\$788



17. SHARE OF INTEREST IN JOINT VENTURES

No joint venture revenue has been received to the end of May.

CAPITAL EXPENDITURE

Capital expenditure to the end of May was \$6,754,781 (per Capital Works report ran on 6 June 2020).

The following are capital jobs, which have started this financial year or are expected to be started this financial year, but were not included or approved during the MYBR:

- C-20-LI-011 - Dodges Ferry Oval Lights and Light Poles – Council’s actual expenditure for this capital project is \$9k. \$5.5k to fix the condemned light poles and \$3.5k to install the lights.
- C-20-LI-012 – Dunalley Golf Club Tennis Court Redevelopment – Council are expecting expenditure of \$80k in relation to this capital project, with an additional \$182k contribution from the Red Cross Fund. At the end of May \$17k had already been expensed for this project. This project will be carried forward to the 2020/2021 financial year.
- C-20-LI-013 – New park furniture at Dodges Ferry Foreshore and Sorell Rivulet – Council have had expenditure of \$6k in relation to this capital project. This park furniture was originally budgeted for in the Parks and Reserves operating budget under repairs and maintenance. However, due to changes to the land improvements capitalisation thresholds, this furniture can now be capitalised.
- C-20-LAND-001 – Land acquisition Carlton River Road and Old Forcett Road. Council have had expenditure of \$2k in relation to this unbudgeted capital project.
- C-20-S-009 – This capital job has been set-up to capture any capital expenditure required as a result of the storm damage which occurred across the municipality in April. The required budget is unknown, due to the unpredictable nature of storm damage. The current actual expenditure is \$34k.

The following capital jobs are over budget by greater than 10% at the end of May 2020:

- C-20-T-017 Hurst Street Reseal is over budget by \$2k, with an approved budget of \$18k and an actual spend of \$20k. The job overspend is a result of the job requiring more bitumen than expected and the completion of an additional unbudgeted sealed area.
- C-20-S-004 Tiger Head Road Storm water Upgrade is over budget by \$2k, with an approved budget of \$16k and an actual spend of \$18k. When the job was budgeted it did not include the cost of the atlantic cells, as these were already held in the Depot inventory. However, prior to capitalisation the \$2k cost of the atlantic cells in inventory was moved to the job, to ensure the cost of the asset captured all asset components.
- C-20-T-031 Midway Point Bus Stop Improvements is over budget by \$5k, with an approved budget of \$42k and an actual spend of \$47k. C-20-B-005 Park and Ride Toilet is over budget by \$15k, with an approved budget of \$70k and an actual spend of \$85k. Although these capital jobs are individually over budget, they form part of an overall bus stop infrastructure project, which was fully funded by the Department of State Growth (\$210k capital grant received in July). This overall project is made up of four capital jobs (C-20-T-031, C-20-T-032, C-20-B-005 and C-19-T-035), with an overall budget of \$210k and an actual year to date spend of \$214k.
- C-20-P-008 Hot Water Pressure Washer is over budget by \$1k, with an approved budget of \$6k and an actual spend of \$7k. This variance is a result of a budgeting error, as the budget was incorrectly calculated as net of the \$1k trade-in.
- C-20-IT-003 MagiqDocs Upgrade is over budget by \$3k, with an approved budget of \$9k and an actual spend of \$12k. The job overspend is a result of; an additional \$800 required to complete the project on the weekend, to avoid work down time; and more internal staff time required to complete the project than estimated.
- C-19-P-015 Variable Message Board is over budget by \$4.5k, with an approved budget of \$42k and an actual spend of \$46.5k. This is a result of the actual cost of the VMB coming in greater than expected.
- C-20-PEMPARK-STADIUM is over budget by \$54k, with an approved budget of \$10k and an actual spend of \$64k. The job overspend is a result of the activity in relation to this project being greater than expected in the 2019/2020 financial year. This project will be carried forward to the

2020/2021 financial year, with the majority of activity occurring in the 2020/2021 financial year.

- C-20-T-015 – Parmere St Urban Street Sealing Program is expected to come in over budget by \$4k at the end of June. The budget overspend is a result of; the built kerb coming in slightly larger than the drawn kerb; the accesses having to be constructed beyond the original 1.2m to achieve the require levels; and loam and seed required but not budgeted for. These additions have resulted in \$7k additional costs. However, this has been slightly offset with a \$3k roadworks saving, as a result of the top part of the road not being constructed as wide as originally drawn.

CASH & INVESTMENTS

The Council maintains deposits with three major banks (Commonwealth, ANZ and Bendigo Banks) and with the State owned Tasmanian Public Finance Corporation (TasCorp).

Council's cash position increased during May as a result of Council receiving \$1.275m of an advanced payment for the 2020/2021 Financial Assistance Grant, as well as the final quarterly payment for the 2019/2020 Financial Assistance Grant. In comparison with the 2019/2020 financial year, the cash balance is \$2m above the balance at the same time last year. This is due to Financial Assistance Grant prepayment (which was received in June in the 2018/2019 financial year), as well as strong rates debtor collection and a number of unexpended grants held. As capital works projects are completed in June there will be an expected decline in cash deposits continuing up to the end of financial year.

RATES OUTSTANDING

Attached is a graph showing unpaid rates by month for both the current and previous four years. The graph declines each month as rates are progressively paid throughout the financial year. The second graph has been included to reflect the percentage of rates debt outstanding at the end of each month, with four comparative financial years' data as well.

Collections are positive this financial year with 97.3% of rates paid by the end of May. This is consistent with the previous financial year, with 97% of rates collected at the same time last year.



ATTACHMENTS

- a) Statement of Income and Expenditure for the period ending 31 May 2020
- b) Statement of Financial Position as at 31 May 2020
- c) Statement of Cash Position as at 31 May 2020
- d) Detailed Statement of Income & Expenditure for the period ending 31 May 2020
- e) Capital Works report for the period ending 31 May 2020
- f) Graph 1 – Total Cash Available
- g) Graph 2 – Rates Outstanding

STEPHANIE GUNN

MANAGER, FINANCE & INFORMATION

Date: 9 June 2020

Attachments (24 pages)



6/06/2020 SORELL COUNCIL						
CAPITAL WORKS BUDGET FOR 2019/2020						
Number	Location	Job No.	Detailed Description	MYBR Approved Budget 2019/20	This Financial year	Commitments
ROADS						
1	Fulham Road seal	C-20-T-001	720m gravel section - bridge to Quarry Hill		168,679	-
2	Lewisham Road reconstruction	C-20-T-002	From Quarry Rd to north - +/-450m		420,354	-
3	Brinktop Road reconstruction	C-20-T-003	Final 1.0km to top of hill		1,274,989	-
4	Sugarloaf Road reconstruction	C-20-T-004	North of Carlton River Road - next segment		398,228	-
5	Kellevie Road	C-20-T-005	25m guard fence around tight corner/culvert		14,002	-
				2,286,205		



606/2020 SORELL COUNCIL						
CAPITAL WORKS BUDGET FOR 2019/2020						
Number	Location	Job No.	Detailed Description	MYBR Approved Budget 2019/20	This Financial year	Commitments
RESHEETING						
6	White Hill Road seg no's 2,3,5,6,7	C-20-T-006	100mm new gravel		83,433	-
7	Pawleena Road seg no 16,17 18	C-20-T-007	100mm new gravel		54,131	-
8	Nugent Road seg no 26,27,28,29,30,32,33	C-20-T-008	100mm new gravel		103,361	-
9	Nugent Road seg no 52,53,54,55,56	C-20-T-009	100mm new gravel		68,439	-
10	Byrans Road seg no 2,3,4	C-20-T-010	100mm new gravel		26,259	-
11	Browns road seg no 1,2	C-20-T-011	100mm new gravel		14,867	-
12	Valleyfield road seg no 1,2,3,5,6	C-20-T-012	100mm new gravel		44,005	-
13	Bream Creek Road seg no 15,16,17,21,23,24,25	C-20-T-013	100mm new gravel		69,397	-
14	Duncombe Lane seg 1,2,3	C-20-T-014	100mm new gravel		49,291	-
					570,619	



6/30/2020 SORELL COUNCIL						
CAPITAL WORKS BUDGET FOR 2019/2020						
Number	Location	Job No.	Detailed Description	MYBR Approved Budget 2019/20	This Financial year	Commitments
URBAN STREET SEALING PROGRAM (USSP)						
15	Parmere St	C-20-T-015	Construct and 14/7 two coat seal		2,534	4,294
				86,000		
RESEALS						
16	Park and Ride Station Lane	C-20-T-016	40mm asphalt overlay and line marking		132,307	-
17	Hurst St	C-20-T-017	10mm reseal. Prep - 4k plant & 1050 asphalt		20,323	-
18	Station Lane	C-20-T-018	40mm asphalt overlay and line marking. Prep - 5k plant & 1050 asphalt		25,164	-
19	Carlton Beach Road	C-20-T-019	14/10 Chip seal and linemarking. Prep - 20k plant, 5k asphalt, 2.5k line marking		62,826	-
20	Old Forcett Road	C-20-T-020	14/10 Chip seal and linemarking. Prep - 25k plant & 5k asphalt & 14.5k line marking		223,529	-
21	Primrose Sands Road	C-20-T-021	14/10 Chip seal and linemarking. Prep - 5k plant & 1050 asphalt		52,546	-
22	Shark Point Road	C-20-T-022	14/10 Chip seal and linemarking		33,985	-
23	Carlton Beach Road	C-20-T-035	40mm Asphalt overlay in conjunction with Vulnerable Road Users Programme. Also including linemarking		39,488	-



6/06/2020 SORELL COUNCIL						
CAPITAL WORKS BUDGET FOR 2019/2020						
Number	Location	Job No.	Detailed Description	MYBR Approved Budget 2019/20	This Financial year	Commitments
24	Park Beach Road	C-20-T-036	40mm Asphalt overlay in conjunction with Vulnerable Road Users Programme. Also including linemarking		6,189	-
25	Riaweena Road	C-20-T-037	40mm Asphalt overlay in conjunction with Vulnerable Road Users Programme. Also including linemarking. Confirm if Payeena St job instead, not Riaweena Rd.		7,535	-
				643,495		
STORMWATER						
26	Farmere St	C-20-S-001	Mountable kerb and pits		-	-
27	Dodges Ferry	C-20-S-003	Parnella Rd stormwater upgrade (flooding)		10,532	-
28	Dodges Ferry	C-20-S-004	Tiger Head Rd SW upgrade (flooding)		17,657	-
29	Southern Beaches	C-20-S-005	SW grate replacement		23,958	-
30	Tarbook Crt	C-20-S-006	Extend SW through Lot 16 to collect runoff in case of flood event.		-	-
31	47 Cole Street	C-20-S-007	Design Only - to replace DN1050 pipe with concrete open channel and box culvert across Tasman Hwy to DN1200 pipe in Arthur Street.		21,100	-
32	Various Locations	C-20-S-009	Stormwater April 2020 - setup due to water damage across municipality		34,037	-
33	Midway Point	C-20-S-008	Gross Pollution Trap at Midway Point		10,981	-
				118,465		



6/16/2020 SORELL COUNCIL						
CAPITAL WORKS BUDGET FOR 2019/2020						
Number	Location	Job No.	Detailed Description	MYBR Approved Budget 2019/20	This Financial year	Commitments
FOOTPATHS & KERB						
34	Weston Hill Rd (Adj. 48)	C-20-T-023	1.5m Concrete Footpath - Risk		20,365	-
35	Toongabbie St (Penna Rd - Welling)	C-20-T-024	2.0m Concrete Path		46,990	-
36	Walker St (Cole St - Fitzroy St)	C-20-T-025	2.0m Concrete Path		63,633	-
37	Arthur St (Forcett to Taylor)	C-20-T-026	2.0m Concrete Path		83,186	-
38	Carlton Beach Rd (Lateena - Parnella)	C-20-T-027	2.0m Concrete Path		46,910	-
39	Station Lane	C-20-T-028	Replace pavers with concrete from crossover at #5 to northern title boundary - 17m		27,071	-
40	OLWW (Sweetwater to 227 Penna)	C-20-T-029	120m red gravel & 180m concrete & fencing		101,203	2,050
41	OLWW (Montagu to Nash)	C-20-T-030	490m red gravel path from end of Montagu down foreshore to cnr William/Forcett & then 45m concrete to Nash		45,307	-
42	VRU Program 2019/2020	C-20-VRU-001	VRU Program 2019/2020 - Bay Road, Weston Hill Road and Carlton Beach / River Road. Bay Rd (\$29.5k + 2.95k Council contribution); Weston Hill Road (\$29k + \$2.9k Council Contribution); Carlton Beach/River (\$110k + \$11k Council Contribution)		165,308	3,628
43	Midway Point Bus Stop Improvements	C-20-T-031	Midway Point Bus Stop Improvements - fully funded by Department of State Growth.		47,450	-
44	Park N Ride - Dubbs & Co Entrance	C-20-T-032	Park N Ride - Dubbs & Co Entrance - fully funded by Department of State Growth.		58,695	-



6/16/2020 SORELL COUNCIL						
CAPITAL WORKS BUDGET FOR 2019/2020						
Number	Location	Job No.	Detailed Description	MYBR Approved Budget 2019/20	This Financial year	Commitments
45	Penna Road - Blackspot Funding	C-20-T-033	Penna Road - Black Spot Funding - Guard Rail		29,122	-
46	Rotary Bus Stops	C-20-T-034	Rotary Bus Stops - materials for shelters and concrete slabs		4,218	0
47	Forcett Street Footpath	C-20-T-038	Forcett Street Footpath (Dodge Court to Nash Street)		60,439	-
				831,763		
BRIDGE REPLACEMENTS						
48	Marchwiel	C-20-BR-001	design only 19/20 then WIP 20/21 - existing bypass in place		17,000	-
49	Dunalley jetty boat ramp	C-20-BR-002	\$45k MAST grant unsuccessful. Council Contribution of \$45k only.		38,625	-
				62,000		
BUILDINGS						
50	Gypsy Bay boat ramp toilet	C-20-B-001	single berth and telemetry system		47,914	-
51	Sorell Memorial Hall	C-20-B-002	supper room upgrade/renewal		34	3,540
52	Pembroke Park Change Rooms	C-20-B-003	Levelling the Playing Field project will start 19/20 and finish 20/21. Total cost is \$950k. S&R Grant received 18/19 @ \$630k. Project cost split 50% each year. Council contributing \$125k x 2 years.		130,156	1,134,458
53	Sorell Carriage Shed	C-20-B-004	Co-contribution to \$50k TCF sought by ND group. Project will only proceed if TCF grant issued.		-	16,175
54	Park N Ride - Toilet	C-20-B-005	Fully funded by Department of State Growth		85,476	-
				705,590		



6/06/2020 SORELL COUNCIL						
CAPITAL WORKS BUDGET FOR 2019/2020						
Number	Location	Job No.	Detailed Description	MYBR Approved Budget 2019/20	This Financial year	Commitments
PLANT AND EQUIPMENT						
55	Komatsu back-hoe	C-20-P-001	Trade in due to age and wear - Stormwater		166,540	-
56	Toro zero-turn	C-20-P-002	Trade in due to age and wear - Parks & Reserves		13,167	-
57	Porta-loo	C-20-P-003	Replacement (damaged)		4,827	-
58	10 yard truck	C-20-P-004	Replacement for Volvo		214,356	-
59	Twin cab sealed road truck	C-20-P-006	Replacement		124,358	-
60	Light Fleet Replacement	C-20-P-007	Replacement of light fleet - 2x Mitsubishi Outlanders; 4x Utilities		223,121	-
61	Hot Water Pressure Washer	C-20-P-008	Hot Water Pressure Washer		6,995	-
				748,529		
IT						
62	Desktop and Monitor Replacement	C-20-IT-001	Replace remaining old desktops		32,423	-
63	CCTV Camera Replacement and Supporting Network Infrastructure	C-20-IT-002	Replace old remotely located CCTV cameras. Focus on network improvements before camera replacement.		285	-
64	MagiqDocs Upgrade (On Premise)	C-20-IT-003	Upgrade to 8.6 on premise. Cloud upgrade likely next 1 - 2 years.		11,742	-



6/06/2020 SORELL COUNCIL						
CAPITAL WORKS BUDGET FOR 2019/2020						
Number	Location	Job No.	Detailed Description	MYBR Approved Budget 2019/20	This Financial year	Commitments
65	Server Replacement	C-20-IT-004	Install 2 new servers at CAC and move 2 current CAC servers to Depot. 2020/2021 Budget Request to be \$25,000		95	-
66	Navision Update	C-20-IT-005	Finance system update to Navision 2019.		91,876	15,000
67	MagiqDocs - EasyForms	C-20-IT-006	Change to MagiqDocs for CRM System		11,632	1,690
				359,000		
PARKS & RESERVES						
68	Boat Park and Pioneers Park	C-20-LI-001	Toddlers play equipment \$5k each		7,102	-
69	Sorell	C-20-LI-002	Seating replacement/upgrade		15,860	-
70	Sorell	C-20-LI-003	St George's square fence replacement \$22.3k materials only & freight / installation - Fitzroy St frontage only in 19/20. Gordon St frontage in 20/21. Materials as per cemetery.		16,314	-
71	Sorell	C-20-LI-004	Pembroke AFL/Cricket Oval 1 fence		10,300	-
72	Midway	C-20-LI-005	Vancouver Park softfall		29,027	-
73	Sorell	C-20-LI-006	Replace pitch junior oval 50% cost with grant		18,419	-
74	Midway Point	C-20-LI-007	Resurface 2 x tennis basketball/multi use courts incl depot doing prep and replacement of equipment		52,302	-



6/15/2020 SORELL COUNCIL						
CAPITAL WORKS BUDGET FOR 2019/2020						
Number	Location	Job No.	Detailed Description	MYBR Approved Budget 2019/20	This Financial year	Commitments
75	Primrose Sands	C-20-LI-008	BBQ Shelter & concrete slab - Hall		9,080	-
76	Pembroke Park	C-20-LI-009	Pembroke Park Junior Oval Scoreboard		31,315	1,691
77	Dodges Ferry Oval	C-20-LI-011	Dodges Ferry Oval Lights and Light Poles		8,815	-
78	Snake Hollow Park	C-20-LI-010	Snake Hollow Park - Stage 1 - (\$20K grant and \$20K Council contribution)		-	-
79	Dunalley Golf Club	C-20-LI-012	Dunalley Golf Club - Tennis Court Redevelopment		16,946	-
80	Various Locations	C-20-LI-013	New Seating at Various Locations, including DF School Foreshore and Sorell Rivulet		6,300	-
				237,879		
OTHER						
81	Carlton Rover Road and Old Forcett	C-20-LAND-001	Land acquisition Carlton River Road and Old Forcett Road		2,000	0
82	Pembroke Park - Stadium - Civil Construction	C-20-PEMPARK-CIVIL	Pembroke Park - Stadium - Civil Construction		868	35045.46
83	C-21-PRELIM-SWPROGRA	C-21-PRELIM-SWPROGRA	Preliminary Costs For 2020-21 Jobs - Stormwater		-	0
84	C-21-PRELIM	C-21-PRELIM	Preliminary Costs For 2020-21 Jobs		19,423	0
				2,500		



6/06/2020 SORELL COUNCIL						
CAPITAL WORKS BUDGET FOR 2019/2020						
Number	Location	Job No.	Detailed Description	MYBR Approved Budget 2019/20	This Financial year	Commitments
CARRYOVERS FROM 2018/19						
85	Dodges Ferry Oval	C-19-S-003	Extend the irrigation line to the Dodges School to water the oval as well as for school use. Replace reliance on ground water. C-19-S-003 Irrigation line extension to Oval & school - Total cost \$420k - DoE providing grant of \$210k 50% in FY 19/20. 2018/2019 total spend = \$0		526,929	700
86	Pennington and Gatehouse Drive	C-19-S-007	Stormwater works contribution, Developer contributing \$72,175. C-19-S-007 - 2018.2019 total budget = \$144,350, total spend = \$70,000		500	-
87	Penna Road (Karachi St to Bay Rd)	C-19-T-023	Footpath replacement. C-19-T-023 -. 2018/2019 total budget = \$60,000, total spend = \$1,685.		40,910	-
88	VRU Program	C-19-VRU-001	VRU Program 2018/2019. C-19-VRU-001 - 2018/2019 total budget = \$210,000, total spend = 208,687		32,833	-
89	Park N Ride	C-19-T-035	Upgrade of bus platforms, DDA Compliance Job. C-19-T-035 - 2018/2019 total budget = \$10,000, total spend = \$66.		22,084	-
90	Park N Ride	C-19-T-037	Additional work on Park N Ride facility. C-19-T-037 - 2018/2019 total budget = \$45,000, total spend = \$32,656.		500	-
91	Pembroke Park - landscaping netball / soccer areas.	C-19-LI-010	Pembroke Park - landscaping netball / soccer areas. 2018/2019 Total budget = \$43,850, total spend = 12,630		5,644	-
92	Pembroke Park	C-19-LI-012	Lighting Upgrade and Seating Installation. C-19-LI-011 - Senior Oval Lights Upgrade (AFL standard lighting). Grant received 18/19 (\$42K @ 50%). 2018/2019 total budget = \$84,720, total spend = \$296.		85,095	-
93	Dodges Ferry Recycling Centre	C-19-B-002	C-19-B-002 - 2018/2019 total budget = \$41,000, total spend = \$17966.		39,677	-
94	Variable Message Board	C-19-P-015	C-19-P-015 - 2018/2019 total budget = \$25,000, total spend = \$0.		46,514	-



6/06/2020 SORELL COUNCIL						
CAPITAL WORKS BUDGET FOR 2019/2020						
Number	Location	Job No.	Detailed Description	MYBR Approved Budget 2019/20	This Financial year	Commitments
95	Sorell Football Club Clubroom Upgrade	C-18-B-002	Clubroom Upgrade. 2018/19 Total Budget = \$99,9991, total spend = \$96,757		3,972	-
96	C-20-PRELIM	C-20-PRELIM	Preliminary Costs For 2019-20 Jobs		-	56,450
97	Pembroke Park - Levelling the Playing Field Building	C-20-PRELIM-LEVELPF	Preliminary Costs for 2019-20 Levelling Play Field		-	33
98	Pembroke Park - Stadium	C-20-PEMPARK-STADIUM	Preliminary Costs for 2019-20 Pembroke Park Gym		64,250	74,015
99	LED streetlights	C-18-P-005	Replacement of Street Lights with LED Fixtures and Globes. C-18-P-005. Original 17/18 & 18/19 total new/upgrade budget \$521,217. 18/19 MYBR reduced this to \$155k. Revised estimates range from \$385k - \$491k. Funded through interest free loan.		163,640	6,533
				1,042,353	-	-
			Budget less Carry Forwards	6,652,045		
			TOTAL BUDGET	7,694,398	6,754,781	1,298,819



SORELL COUNCIL
DEPARTMENTAL PROFIT & LOSS
FOR THE PERIOD ENDED May 2020
FOR COST CENTRE - All Cost Centres

	ACTUAL	BUDGET	VAR	FULL YEAR BUDGET
1000 RECURRENT INCOME				
1100 Rates and Charges				
1105 Rates - General/Ordinary/Residential	(11,686,686)	(11,643,042)	43,645	(11,643,042)
1110 Rates General Written Off	5,941	3,182	(2,760)	3,500
1115 State Grant Rates Remission	(719,805)	(709,414)	10,392	(709,414)
1120 Rates Pensioner Concession	719,869	709,414	(10,455)	709,414
1125 Domestic Waste Annual Charge	(2,311,936)	(2,302,689)	9,247	(2,302,689)
1130 Fire Rates Levy Income	(546,007)	(544,180)	1,827	(544,180)
1140 Boat Shed Remissions	19,983	19,209	(775)	19,209
1150 Other Remissions	160,875	160,000	(875)	170,000
1160 AWTS Maintenance Fee Received	(4,197)	(4,244)	(47)	(5,658)
1199 Rates and Charges Total	(14,361,963)	(14,311,764)	50,200	(14,302,860)
1200 Statutory Fees and Charges				
1210 132 & 337 Certificate Fees	(152,948)	(135,584)	17,364	(147,910)
1215 Development Act Fees	0	0	0	0
1220 Town Planning Fees	(390,481)	(334,029)	56,452	(370,000)
1225 Animal Infringements & Fines	(6,520)	(5,335)	1,185	(5,843)
1230 Other Infringements Fines & Penalties	(8,780)	(9,018)	(238)	(9,893)
1235 Licences & Permits	(2,882)	(3,993)	(1,111)	(5,945)
1240 Street Stall Permit Fee	(2,129)	(2,460)	(332)	(2,460)
1299 Statutory Fees and Charges Total	(563,739)	(490,419)	73,320	(542,051)
1300 User Fees				
1303 Anti Barking Collars	(74)	0	74	0
1306 Building Assessment Fees	(102,746)	(111,650)	(8,904)	(121,800)
1318 Caravan Licences	(18,184)	(17,772)	412	(17,772)
1324 Dangerous Dog Collar & Signs	(116)	0	116	0
1327 Dog Impounding & Release Fees	(1,080)	(880)	200	(1,000)
1330 Dog Registration & Renewal	(67,545)	(61,341)	6,204	(70,000)
1331 Kennel Licences	(1,307)	(1,725)	(418)	(1,725)
1333 Driveway Approval and Inspection Fees	(609)	(917)	(308)	(1,000)
1335 Engineering Inspections & 1% Approval Fee	(31,222)	(23,000)	8,222	(23,000)
1336 Fire Abatement Charges	(18,177)	(14,606)	3,571	(14,606)
1342 Food Licences	(1,757)	115	1,872	(30,500)
1348 Other User Charges (Sundry)	0	0	0	0
1351 Photocopy Charges	(45)	0	45	0
1354 Plumbing Application Fees	(123,714)	(132,315)	(8,602)	(144,953)
1357 Plumbing Inspection	(125,180)	(136,584)	(11,404)	(149,743)
1360 Amended Plan Fees	(4,566)	(2,530)	2,036	(2,760)
1363 Recreational Vehicle Income	(10,251)	(8,800)	1,451	(9,000)
1369 Building Administration Fee (0.1%)	(13,110)	0	13,110	0
1372 TBCITB Training Levy (0.2%)	(10,065)	0	10,065	0
1399 User Fees Total	(529,748)	(512,005)	17,743	(587,859)
1400 Grants Operating				
1405 Commonwealth Financial Assistance Grant	(2,446,008)	(1,189,379)	1,256,629	(1,189,379)



SORELL COUNCIL
DEPARTMENTAL PROFIT & LOSS
FOR THE PERIOD ENDED May 2020
FOR COST CENTRE - All Cost Centres

	ACTUAL	BUDGET	VAR	FULL YEAR BUDGET
1410 Comm'th Grants & Subsidies	(48)	(1,200)	(1,152)	(1,200)
1415 State Grants & Subsidies	(59,350)	(14,000)	45,350	(36,500)
1420 Other Grants & Subsidies	0	0	0	0
1430 Training Incentive Payment	(1,250)	0	1,250	0
1499 Grants Operating Total	(2,506,656)	(1,204,579)	1,302,078	(1,227,079)
1500 Contributions Received				
1505 Public Open Space Contributions	(75,491)	(30,475)	45,016	(30,475)
1506 Car Parking Cash in Leui Contributions	0	0	0	0
1507 Traffic Management Treatment Contributions	(16,384)	0	16,384	0
1510 Contributions Received Other	(4,588)	0	4,588	0
1549 Contributions Received Total	(96,463)	(30,475)	65,988	(30,475)
1550 Interest				
1560 Rates Interest Penalty	(80,817)	(100,000)	(19,183)	(100,000)
1565 Rates Interest Written Off	35	225	190	250
1570 Rates Legal Costs Recovered	(1,550)	(2,750)	(1,200)	(3,000)
1575 Interest Received Banks & Other	(114,285)	(109,178)	5,107	(128,375)
1577 Interest - MPIA	(104)	(105)	(1)	(140)
1585 ATO Interest Received	0	0	0	0
1599 Interest Total	(196,721)	(211,808)	(15,088)	(231,265)
1600 Other Income				
1605 Bad Debts Recovered	0	0	0	0
1610 Diesel Fuel Rebate	(38,397)	(17,116)	21,281	(18,672)
1615 Donations Received	(400)	0	400	0
1620 Hall Hire	(42,498)	(57,490)	(14,992)	(71,888)
1621 Midway Point Op Shop Income	0	0	0	0
1625 Lease/Rent Fees Received	(28,925)	(29,594)	(669)	(30,472)
1627 Lease Fees - Copping Tip	(151,078)	(97,385)	53,693	(103,260)
1630 Other Facility Hire	(36,475)	(36,230)	245	(48,128)
1632 SERDA - External Labour Hire Recoveries	(104,191)	(128,456)	(24,265)	(151,561)
1633 External Labour Hire Recoveries	(66,625)	(63,419)	3,206	(67,959)
1634 NRM Recoveries	0	0	0	0
1635 Other Sundry Income	(7,569)	(6,400)	1,169	(6,400)
1637 Insurance Recoveries	0	0	0	0
1640 Sale of Books & Publications	0	0	0	0
1645 Vehicle FBT Recoveries	(41,706)	(44,573)	(2,868)	(48,288)
1655 Workers Compensation - Reimbursement	(29,947)	(13,703)	16,244	(13,703)
1656 Copping Public Cemetery Trust Net Income	(1,419)	0	1,419	(2,000)
1657 Catering	0	0	0	(1,000)
1658 Functions	0	0	0	0
1659 Information Board Revenue - Dunalley Hall	0	0	0	(250)
1660 Grave Site Sales - Dunalley Hall	(317)	0	317	(1,000)
1661 Camping and Amenities Fees	0	0	0	0
1662 Wheelie Bin Stabiliser Income	(629)	0	629	0
1689 Other Income Total	(550,176)	(494,366)	55,810	(564,581)



SORELL COUNCIL
DEPARTMENTAL PROFIT & LOSS
FOR THE PERIOD ENDED May 2020
FOR COST CENTRE - All Cost Centres

	ACTUAL	BUDGET	VAR	FULL YEAR BUDGET
1690 Investment Income from TasWater				
1692 TasWater ITE	(26,250)	(26,250)	0	(26,250)
1694 TasWater Interim Dividend	(135,750)	0	135,750	(297,750)
1696 TasWater Guarantee Fee	0	0	0	0
1699 Investment Income from TasWater Total	(162,000)	(26,250)	135,750	(324,000)
1999 Recurrent Income Total	(18,967,466)	(17,281,665)	1,685,801	(17,810,169)
2000 Capital Income				
2100 Grants Capital				
2105 Roads to Recovery Funding	(387,296)	(387,296)	0	(387,296)
2110 Comm'th Grants new or upgraded assets	(16,625)	0	16,625	0
2115 State Grants for new or upgraded assets	(612,697)	(592,697)	20,000	(862,697)
2120 Other Grants for new or upgraded assets	(27,000)	0	27,000	0
2199 Grants Capital Total	(1,043,618)	(979,993)	63,625	(1,249,993)
2200 Contributions - Non-monetary Assets				
2205 Developer Contributions for assets	0	0	0	0
2299 Contributions - Non-monetary Assets Total	0	0	0	0
2300 Net Gain/(Loss) on Disposal				
2305 (Profit) / Loss on Sale of Assets	7,421	0	(7,421)	0
2320 Recognition / De-recognition of Assets	0	0	0	0
2399 Net (Gain) / Loss on Disposal Total	7,421	0	(7,421)	0
2400 Share of Interests in Joint Ventures				
2405 TasWater Equity Movement	0	0	0	0
2410 Fair value adjustment - Investment in Associate	0	0	0	0
2420 Revenue from Investment in Associates	0	0	0	0
2499 Share of Interests in Joint Ventures Total	0	0	0	0
2899 CAPITAL INCOME TOTAL	(1,036,198)	(979,993)	56,205	(1,249,993)
2999 TOTAL INCOME	(20,003,663)	(18,261,658)	1,742,005	(19,060,162)
3000 Expenses				
3100 Employee Benefits				
3102 ADO Expense	44,161	45,186	1,024	50,745
3103 Annual Leave	400,733	401,597	864	445,407
3109 Conferences	1,347	2,500	1,153	3,000
3111 Drug and Alcohol Testing	1,960	3,750	1,790	4,500
3112 FBT Expenses - Service Rec Gift Cards	1,250	500	(750)	1,000
3114 FBT Expenses - Entertainment (FBT)	3,328	4,829	1,501	5,300
3115 Fringe Benefit Taxes	28,848	46,500	17,652	46,500
3118 Health and Well Being	579	1,125	546	1,500
3124 Long Service Leave	136,675	143,788	7,113	156,132
3127 Medicals	1,325	1,190	(135)	1,360
3130 Occupational Health and Safety	0	0	0	0
3136 Other Employee Costs	0	0	0	0
3139 Overheads Recovered	(78,926)	(58,532)	20,394	(59,446)
3145 Payroll Tax	221,268	203,970	(17,298)	225,373
3148 Protective Clothing & Accessories	21,830	24,875	3,045	26,500

SORELL COUNCIL
DEPARTMENTAL PROFIT & LOSS
FOR THE PERIOD ENDED May 2020
FOR COST CENTRE - All Cost Centres

	ACTUAL	BUDGET	VAR	FULL YEAR BUDGET
3151 Recruitment Costs	14,940	15,000	60	15,000
3154 Salaries	3,893,856	3,871,549	(22,307)	4,347,434
3156 Salaries transferred to WIP	(237,167)	(168,531)	68,636	(170,937)
3163 Staff Training	28,543	41,452	12,909	48,908
3166 Superannuation - Council Contribution	585,982	594,172	8,190	665,300
3169 Temp Staff Employed Through Agency	49,491	49,926	435	49,926
3172 Travel and Accommodation	0	250	250	250
3175 Uniforms / Clothes Purchased	7,759	16,800	9,041	16,800
3181 Workers Compensation Expense Claims	1,024	0	(1,024)	0
3184 Workers Compensation Insurance	238,641	238,641	0	269,782
3199 Employee Benefits Total	5,367,448	5,480,537	113,089	6,150,334
3200 Materials and Services				
3201 Abandoned Cars & Dumped Rubbish Disposal Costs	4,237	2,500	(1,737)	3,000
3202 Advertising	76,894	75,542	(1,352)	89,662
3204 AWTs Maintenance Charge	2,972	2,971	(1)	3,961
3206 Cleaning	132,503	127,935	(4,567)	153,522
3208 Computer Hardware / Hardware Maintenance	13,955	19,065	5,110	27,455
3212 Computer Software Maint and Licenses	189,811	191,395	1,584	226,970
3214 Consultants Other	312,122	397,328	85,206	439,253
3216 Contractors	54,586	86,705	32,119	106,170
3217 Contractors - Common Services	864	0	(864)	0
3218 Copping Tip Disposal Costs	855	1,800	945	2,000
3220 Mornington Park transfer station disposal costs	97,109	87,125	(9,984)	104,550
3222 Electricity	201,386	229,244	27,858	273,144
3223 Emergency Management	0	750	750	1,000
3224 Fire Hazard Reduction (Private Land)	9,275	8,764	(511)	8,764
3226 Fuel	150,595	160,624	10,029	192,867
3232 Internet, Telephone & Other Communication Charges	30,432	35,842	5,411	46,752
3234 Land Survey Costs	5,500	5,500	0	5,500
3236 Legal Fees (Advice etc)	55,536	65,152	9,615	78,500
3237 Line Marking	24,456	25,000	544	25,000
3238 Materials	292	0	(292)	0
3240 Municipal Waste (Reserves)	0	1,500	1,500	2,000
3241 Operating Capital	26,506	29,506	3,000	29,506
3244 Plant & Motor Vehicle Repairs & Services	101,304	90,300	(11,004)	109,000
3246 Plant Hire - External	14,011	35,950	21,939	36,750
3248 Plant Hire - Internal Usage	23,537	26,602	3,065	29,020
3250 Plant Hire Recovered	(131,834)	(105,002)	26,833	(107,420)
3252 Plant Registration Fees	34,144	34,745	601	34,745
3254 Printing	16,294	29,050	12,756	32,550
3256 Recycling Centres	71,528	74,101	2,573	92,592
3258 Registrations, Licenses and Permits	3,486	2,230	(1,256)	2,230
3259 CEMETERY Repairs and Maintenance	8,720	11,525	2,805	12,275
3260 Repairs and Maintenance	1,080,371	1,196,273	115,902	1,362,045



SORELL COUNCIL
DEPARTMENTAL PROFIT & LOSS
FOR THE PERIOD ENDED May 2020
FOR COST CENTRE - All Cost Centres

	ACTUAL	BUDGET	VAR	FULL YEAR BUDGET
3261 Road Kill Collection Fees	536	833	298	1,000
3262 Kerbside Green Waste Collection	100,966	92,000	(8,966)	108,000
3263 Kerbside Green Waste Disposal	25,637	16,310	(9,327)	19,256
3264 Kerbside Hard Waste Collection	27,461	38,000	10,539	50,000
3265 Kerbside Hard Waste Disposal	9,759	9,000	(759)	12,000
3266 Kerbside Recycling Collection	188,873	219,452	30,579	240,767
3267 Kerbside Recycling Disposal	123,205	109,507	(13,697)	133,980
3268 Kerbside Garbage Collection	400,756	394,625	(6,131)	430,500
3269 Kerbside Garbage Disposal	74,550	77,170	2,620	90,000
3270 Security	20,013	22,935	2,923	26,920
3273 Signage & Guide Posts	52,317	36,800	(15,517)	37,500
3276 Settlement Costs ONLY	9,043	5,651	(3,392)	10,651
3278 Stationery & Office Consumables	26,391	29,080	2,689	33,225
3279 Street Bin Collection Contract	81,972	94,444	12,472	109,675
3280 Tools/Equipment Expensed (under \$1,000)	10,084	20,183	10,099	21,450
3282 Tyres	19,124	9,740	(9,384)	12,675
3284 Valuation Expenses	52,422	44,350	(8,072)	50,000
3290 Water Charges (Works Order)	128,042	170,633	42,590	182,965
3292 Wheelie Bin Stabiliser Expenses	0	5,000	5,000	5,000
3299 Materials and Services Total	3,962,595	4,345,735	383,140	4,998,925
3390 Impairment of Debts				
3399 Impairment of Debts Total	0	0	0	0
3400 Depreciation and Amortisation				
3405 Depreciation Expense	4,784,385	4,800,651	16,267	5,236,036
3410 Amortisation Expense	0	0	0	0
3499 Depreciation and Amortisation Total	4,784,385	4,800,651	16,267	5,236,036
3500 Finance Costs				
3505 Interest on Loans	106,932	107,250	318	119,750
3515 Interest on Overdue Accounts	299	0	(299)	0
3520 Interest Expense (ATO)	0	0	0	0
3599 Finance Costs Total	107,231	107,250	19	119,750
3600 Other Expenses				
3604 Audit Fees	25,513	26,095	582	33,000
3606 Audit Panel Expenses	5,250	5,250	0	7,000
3608 Bad & Doubtful Debts	136	0	(136)	0
3612 Bank Fees & Charges	37,992	44,405	6,413	48,405
3616 Bank Fees Recovered	(2,062)	(917)	1,145	(1,000)
3620 Cashiers Rounding Adjustments	(10)	69	79	75
3624 Commissions Paid	22,068	21,500	(568)	27,600
3636 Councillor Allowances	126,786	126,867	81	138,504
3640 Councillor Expenses	884	1,000	116	2,000
3644 Councillor Vehicle Allowance	3,591	5,000	1,409	6,000
3656 Deputy Mayors Allowance	13,381	13,390	8	14,618
3660 Dog Pound Expenses	4,645	3,336	(1,309)	3,500

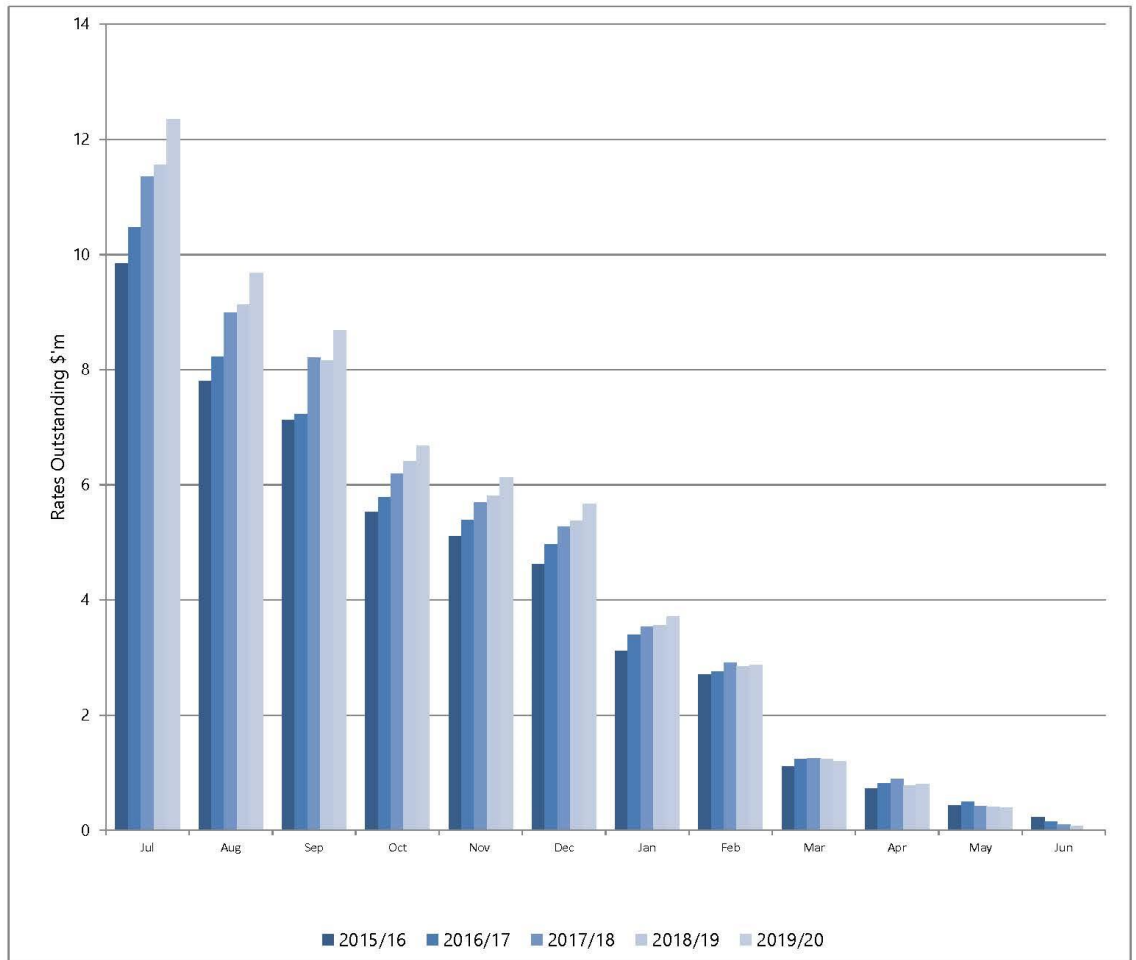


**SORELL COUNCIL
DEPARTMENTAL PROFIT & LOSS
FOR THE PERIOD ENDED May 2020
FOR COST CENTRE - All Cost Centres**

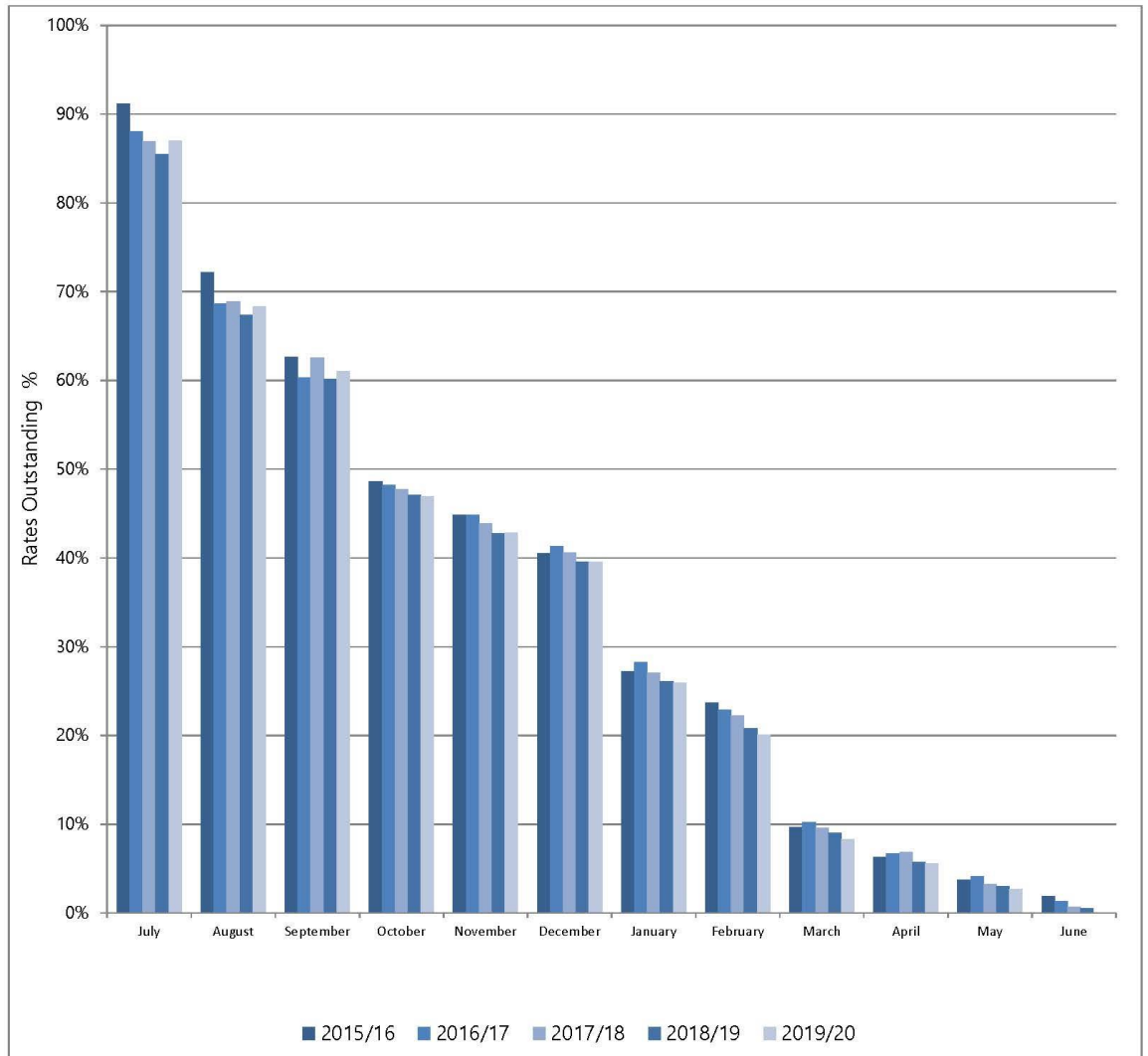
	ACTUAL	BUDGET	VAR	FULL YEAR BUDGET
3661 Dog Home Fees	2,100	1,837	(263)	2,000
3664 Donations and Section 77 Expenses	50,117	59,455	9,338	61,500
3668 Election Expenses	7,342	7,000	(342)	7,000
3672 Employee Sub, Licences and Memberships	67,778	64,962	(2,817)	69,432
3676 Functions & Programs	6,382	7,484	1,102	10,550
3680 Excess Payable on Insurance Claims	12,000	3,250	(8,750)	4,000
3685 Flowers	375	375	0	500
3688 Food & Beverages	1,950	2,597	647	2,880
3692 General Insurance	78,446	78,500	54	78,500
3704 Government Contribution (Voluntary)	386,587	386,587	0	515,450
3712 Immunisations	2,835	4,500	1,665	4,500
3720 Land Tax	52,566	68,780	16,214	68,780
3724 Mayor's Allowance	35,216	35,238	22	38,470
3728 Meeting Expenses	0	0	0	0
3731 NRM Expenses	0	12,750	12,750	15,000
3732 Motor Vehicle Insurance	27,389	28,390	1,001	28,390
3736 Other roundings	7	11	4	12
3740 Other Sundry Expenses	704	1,553	849	1,840
3744 Photocopier Leases & Operating Costs	20,013	21,546	1,533	24,800
3748 Postage	40,918	39,633	(1,285)	46,800
3752 Public Liability Insurance	135,334	135,334	(0)	135,334
3760 Reference Materials	0	750	750	1,000
3764 Rental of Premises	797	1,572	776	1,572
3768 Sampling, Testing and Monitoring	5,732	12,645	6,913	17,000
3770 Storage Costs	877	1,200	323	1,440
3771 SERDA Internal Organisational Support	0	0	0	0
3784 Voluntary Contributions	10,308	10,325	17	10,325
3799 Other Expenses Total	1,183,949	1,232,268	48,318	1,426,775
3990 EXPENSES TOTAL	15,405,608	15,966,441	560,833	17,931,821
3995 (SURPLUS)/DEFICIT	(4,598,055)	(2,295,217)	2,302,838	(1,128,342)



**SORELL COUNCIL
OUTSTANDING RATES BY MONTH**



**SORELL COUNCIL
OUTSTANDING RATES BY MONTH**



SORELL COUNCIL
STATEMENT OF INCOME AND EXPENDITURE
For the period May 2020

	NOTES	ACTUAL YTD	BUDGET YTD	VAR	FULL YEAR BUDGET
INCOME					
RECURRENT INCOME					
Rates and Charges	1	14,361,963	14,311,764	50,200	14,302,860
Statutory fees and fines	2	563,739	490,419	73,320	542,051
User Fees	3	529,748	512,005	17,743	587,859
Grants Operating	4	2,506,656	1,204,579	1,302,078	1,227,079
Contributions received	5	96,463	30,475	65,988	30,475
Interest	6	196,721	211,808	(15,088)	231,265
Other income	7	550,176	494,366	55,810	564,581
Investment income from TasWater	8	162,000	26,250	135,750	324,000
		18,967,466	17,281,665	1,685,801	17,810,169
EXPENSES					
Employee benefits	9	5,367,448	5,480,537	113,089	6,150,334
Materials and services	10	3,962,595	4,345,735	383,140	4,998,925
Depreciation and amortisation	11	4,784,385	4,800,651	16,267	5,236,036
Finance costs	12	107,231	107,250	19	119,750
Other expenses	13	1,183,949	1,232,268	48,318	1,426,775
TOTAL EXPENSES		15,405,608	15,966,441	560,833	17,931,821
OPERATING SURPLUS/(DEFICIT)		3,561,858	1,315,224	2,246,633	(121,651)
CAPITAL INCOME					
Grants Capital	14	1,043,618	979,993	63,625	1,249,993
Contributions - non-monetary assets	15	0	0	0	0
Net gain/(loss) on disposal	16	(7,421)	0	(7,421)	0
Share of Interests in JVs	17	0	0	0	0
TOTAL CAPITAL INCOME		1,036,198	979,993	56,205	1,249,993
SURPLUS/(DEFICIT)		4,598,055	2,295,217	2,302,838	1,128,342



SORELL COUNCIL
STATEMENT OF FINANCIAL POSITION
As At May 2020

	Actual 2019/2020	Actual 30 June 2019	Movement
ASSETS			
Current Assets			
Cash and Cash Equivalents	9,549,936	6,616,016	2,933,919
Investments	2,885,825	3,359,903	(474,078)
Trade and Other Receivables	783,077	613,992	169,085
Inventories	65,498	67,115	(1,616)
Other Assets	56,537	180,669	(124,133)
Total Current Assets	13,340,873	10,837,695	2,503,176
Non-Current Assets			
Trade and Other Receivables	41,200	42,291	(1,091)
Intangible Assets	317,480	317,480	-
Property, Infrastructure, Plant and Equipment	239,162,603	243,476,878	(4,314,275)
Work in Progress	6,525,363	553,357	5,972,006
Investments	31,114,885	31,114,885	-
Total Non-Current Assets	277,161,532	275,504,892	1,656,640
TOTAL ASSETS	290,502,404	286,342,587	4,159,816
LIABILITIES			
Current Liabilities			
Trade and Other Payables	402,686	717,501	(314,815)
Trust Funds and Deposits	781,613	826,615	(45,002)
Interest Bearing Loans & Borrowings	-	200,147	(200,147)
Provisions	1,213,572	1,091,846	121,726
Total Current Liabilities	2,397,870	2,836,108	(438,238)
Non-Current Liabilities			
Interest Bearing Loans & Borrowings	1,879,943	1,879,943	-
Provisions	316,109	316,109	-
Total Non-Current Liabilities	2,196,052	2,196,052	-
TOTAL LIABILITIES	4,593,922	5,032,160	(438,238)
Net Assets	285,908,482	281,310,427	4,598,054
EQUITY			
Accumulated Surplus	99,744,452	95,146,396	4,598,054
Reserves	186,164,030	186,164,030	-
Total Equity	285,908,482	281,310,427	4,598,054



**SORELL COUNCIL
STATEMENT OF CASH POSITION
As At May 2020**

	\$
Opening Balance Cash at Bank & Investments	9,975,919
Closing Balance Cash at Bank & Investments	12,435,761
Cash Movement Year to Date	<u>2,459,842</u>
 <i>Represented by:</i>	
Net Surplus / (Deficit)	4,598,055
Add: Depreciation	4,784,385
Net Cash Surplus / (Deficit)	<u>9,382,440</u>
Loan Repayments	(200,147)
Capital Expenditure (per capital report)	(5,972,006)
Capital Expenditure - Asset (Purchases) / Disposals	(470,109)
Balance Sheet Movements	(280,335)
Cash Movement Year to Date	<u>2,459,842</u>



Sorell Council - Cash on Hand as at 31 May 2020					
Financial Institution	Product	Deposit Date	Maturity Date	Face Value	Interest rate
ANZ Term Deposit	7 Month Term Deposit	17/04/2020	17/11/2020	\$ 1,149,111	0.90%
ANZ Term Deposit	3 Month Term Deposit	10/03/2020	9/06/2020	\$ 1,736,714	1.29%
CBA Term Deposit	3 Month Term Deposit	18/03/2020	17/06/2020	\$ 1,518,094	1.09%
Bendigo Bank Term Deposit	5 Month Term Deposit	18/01/2020	18/06/2020	\$ 287,153	1.15%
Bendigo Bank Term Deposit	3 Month Term Deposit	7/03/2020	6/06/2020	\$ 2,016,185	1.45%
CBA Investment Account	At Call			\$ 4,657,498	0.50%
CBA Special Purpose Account	At Call			\$ 865,925	0.50%
CBA Operating Account	Current			\$ 101,418	0.00%
Tascorp Investment	24 Hour Call			\$ 37,850	0.25%
Various Petty Cash and Floats	In house			\$ 1,650	N/A
Various Halls Bank Balances				\$ 64,164	N/A
Total Funds Available				\$ 12,435,762	

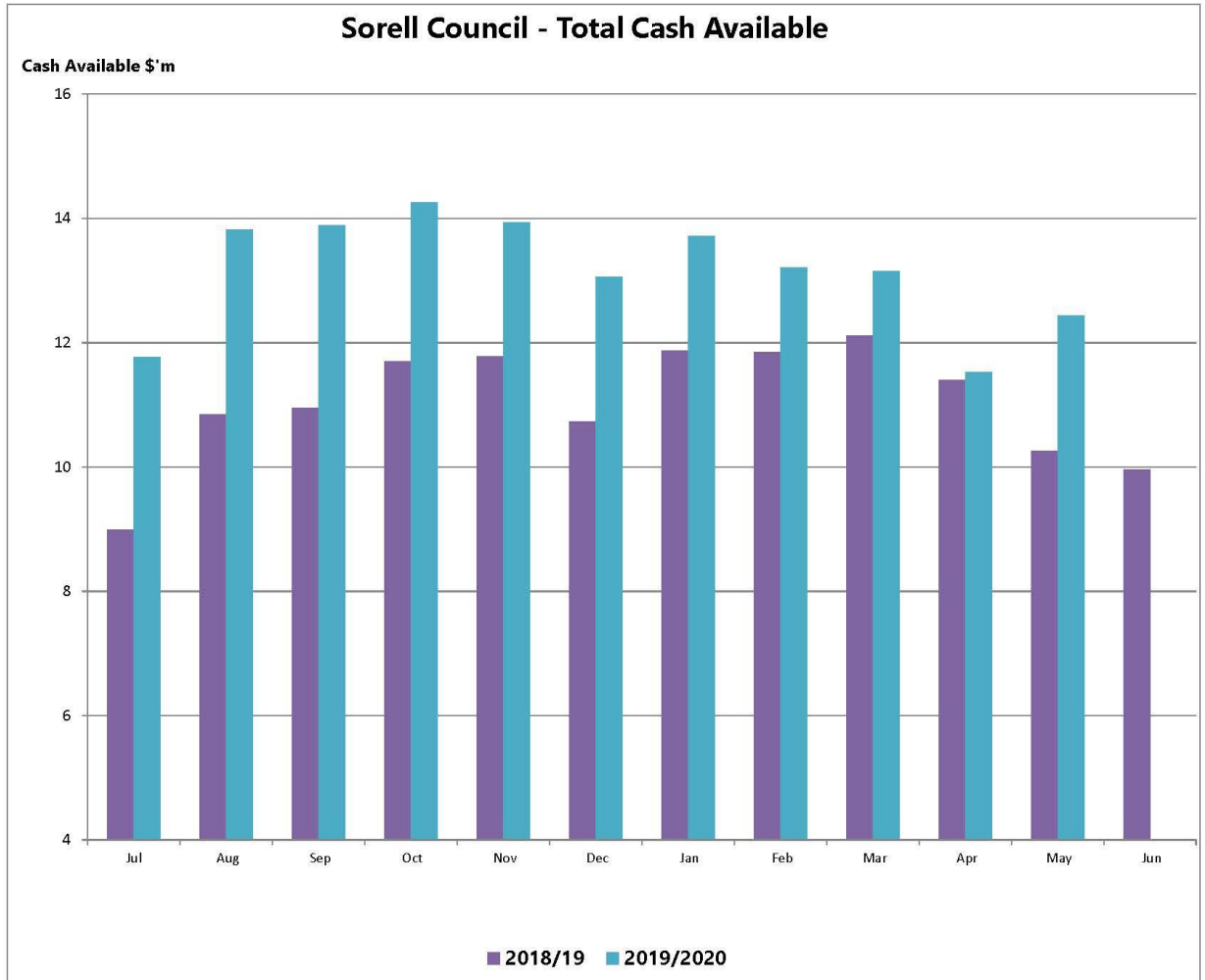
Investments which matured during the month and were not reinvested:

CBA Term Deposit	1 Month Term Deposit	14/04/2020	14/05/2020	\$ 1,767,695	0.57%
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The above investments have been made are in accordance with Sorell Council's Investment Policy (Resolution Number 84/2019).



**SORELL COUNCIL
TOTAL CASH AVAILABLE**



15.4 2020-2021 OPERATING AND CAPITAL BUDGETS

RECOMMENDATION

“That Council resolve pursuant to Section 82 of the Local Government Act 1993 to accept and adopt the 2020-2021 Operating and Capital budget estimates.”

STEPHANIE GUNN
MANAGER FINANCE & INFORMATION
Date: 10 June 2020
Attachment (18)



SORELL COUNCIL							
CAPITAL WORKS BUDGET 2020/2021							
Number	Location	Description of Works	Upgrade / New 2020/2021	Renewal / Replacement 2020/2021	Total Budget 2020/2021	Asset ID	Segment No
ROADS							
1	Fulham Road	seal final 473m gravel section				RD103863	13
2	Lewisham Road reconstruction	North of Stage 1 from 2019/20 - 449m				RD103514	5 - subject to DTV compared to Sugarloaf
3	Sugarloaf Road reconstruction	North of Carlton River Rd - next segment only				RD103711	13
4	Fulham Road	Black Spot project - corner realignment. BS funding of \$229k. Material supplied from #3 recon job					
5	Greens Road	Reconstruct and 2 coat seal 14/7 - from Vigar Crt				RD103484 RD103485	7, 8
			\$ 552,000.00	\$ 1,252,226.00	\$ 1,804,226.00		



SORELL COUNCIL							
CAPITAL WORKS BUDGET 2020/2021							
Number	Location	Description of Works	Upgrade / New 2020/2021	Renewal / Replacement 2020/2021	Total Budget 2020/2021	Asset ID	Segment No
RESHEETING							
6	Kellevie Road	100mm new gravel					15,16,17,18,19, 20,21,22,23,24, 25, 26
7	Shrub End Road	100mm new gravel					1,2,10,11,12,13
8	Hillcrest Road	100mm new gravel					5,6,7
9	Branders Road	100mm new gravel					1,2,3
10	Laprena Road	100mm new gravel					1,2
11	Nugent Road	100mm new gravel					49,50
12	Bezzants Road	100mm new gravel					1,2
13	Bridges Road	100mm new gravel					1,2,3,4,5
14	Marion Bay Road	100mm new gravel					21
15	Connellys Marsh Road	100mm new gravel					1,2,3
16	Bakers Road	100mm new gravel					
17	Franklins Road	100mm new gravel					
18	Webbs Road	100mm new gravel					
19	East Orierton Road	100mm new gravel					1,2,3,4
20	Gellibrand Road	100mm new gravel					2,3,4,5,6,7,
21	Gillingbrook Road	100mm new gravel					2,3,4,5,6,7,8,9
			\$ -	\$ 920,800.00	\$ 920,800.00		



SORELL COUNCIL							
CAPITAL WORKS BUDGET 2020/2021							
Number	Location	Description of Works	Upgrade / New 2020/2021	Renewal / Replacement 2020/2021	Total Budget 2020/2021	Asset ID	Segment No
RESEALS							
22	Moomere St, Dodges Ferry	asphalt overlay					1
23	Carlton Beach Rd, Dodges Ferry	asphalt overlay					15
24	Barclay Crt, Sorell	asphalt overlay					1 & 2
25	Dodges Crt, Sorell	asphalt overlay - was previously seg 2 & 3					2, 3 & 4
26	Mercer Crt, Sorell	asphalt overlay					1 & 2
27	Nash St, Sorell	asphalt overlay					1
28	Weston Hill Rd, Sorell	asphalt overlay					1
29	Weston Hill Rd, Sorell	asphalt overlay					4,5,6
30	Carlton Beach Rd, Dodges	asphalt overlay					25,26,27,28,& 29
31	Sugarloaf Rd, Forcett	7mm reseal					3,4,5
32	Oakview Crt, Sorell	10mm reseal					1 & 2
33	Sugarloaf Rd, Carlton River	7mm reseal					7
34	Sugarloaf Rd, Forcett	7mm reseal					2 & 6
35	Penna Road, Midway Pt	7mm reseal					25
36	Penna Road, Midway Pt	asphalt overlay					19
37	Weston Hill Rd, Sorell	asphalt overlay					2 & 3
			\$ -	\$ 708,349.00	\$ 708,349.00		



SORELL COUNCIL							
CAPITAL WORKS BUDGET 2020/2021							
Number	Location	Description of Works	Upgrade / New 2020/2021	Renewal / Replacement 2020/2021	Total Budget 2020/2021	Asset ID	Segment No
STORMWATER							
38	Municipality	Grate replacement					
39	Midden Rd	Pipe repair x 2 & headwalls					
40	Municipality	Pit renewal					
41	Municipality	Minor works to be capitalised					
42	Fifth Ave - D/Ferry	K&G and SW drainage					
43	Eighth Ave - D/Ferry	K&G and SW drainage					
44	Weston Hill Rd	K&G associated with reseal job #28					
			\$ 204,526.00	\$ 89,256.00	\$ 293,782.00		



SORELL COUNCIL							
CAPITAL WORKS BUDGET 2020/2021							
Number	Location	Description of Works	Upgrade / New 2020/2021	Renewal / Replacement 2020/2021	Total Budget 2020/2021	Asset ID	Segment No
FOOTPATHS							
45	Carlton Beach Rd	Replace asphalt footpath with concrete				PW102440 & PW102441	
46	Main Rd (Banjos)	Replace pavers with Concrete footpath				PW102637	
47	Cole St (Opposite CAC Entrance)	Replace pavers with Concrete footpath				PW102494, PW102496, PW102499, PW102501 &	
48	Raynors Rd Turning Circle	Concrete Footpath Replacement				PW102921	
49	San Francisco St	Replace asphalt footpath with concrete				PW102936 PW102938	
50	Nash Street (Forcett end)	Replace pavers with Concrete footpath				PW102763	
51	Penna Rd	Replace asphalt footpath with concrete				PW102831	
52	Fitzroy St (Adj Post Office)	Replace asphalt footpath with concrete				PW102591	
53	First Ave to Hoffman St	Replace 50m asphalt footpath with concrete				PW102146	
54	Penna Foreshore	Pedestrian culvert / path - grant funded - \$ received 19/20 - will require licence over Crown Land to be capitalised and creation of asset ID					
55	Weston Hill Rd	Replace footpath associated with reseal job #28					
			\$ 27,000.00	\$ 604,808.20	\$ 631,808.20		
BRIDGE REPLACEMENTS							
56	Woods Road	Replace culverts with bridge					
57	Burdons Road	Replace culverts with bridge					
58	Tigerhead Rd Jetty	Nth side steps to beach				MS101325	
			\$ 12,000.00	\$ 370,000.00	\$ 382,000.00		

SORELL COUNCIL							
CAPITAL WORKS BUDGET 2020/2021							
Number	Location	Description of Works	Upgrade / New 2020/2021	Renewal / Replacement 2020/2021	Total Budget 2020/2021	Asset ID	Segment No
BUILDINGS							
59	Sorell Memorial Hall	sand & renew floor protection				BD100098	
60	Sorell Memorial Hall	Painting exterior - brought forward from 21/22					
			\$ -	\$ 44,000.00	\$ 44,000.00		
PLANT							
61	10 yard truck & tray	Replacement for Kenworth HF-XX-006 - 10yrs old					
62	Slide on Water Tank	Replacement - 12+ yr old plastic					
63	Small tipper (Reserves)	Replacement for small Isuzu tipper HF-XX-003 (KI)					
64	Hercules 8m tipper trailer	Rebuild HF-XX-023					
65	Zero turn	New (trade in small ride on)					
66	Zero turn Trailer	For new zero turn above					
67	Stormwater crew cab	ML 180-2ERS Maxi lift crane - >10yr old					
68	ATV & Spraying equipment/trailer	Spraying walking tracks					
69	Sorell Memorial Hall	50 x chairs @ \$150					
70	Light Plant	3 x utes (KF, MJ, GC) & 5 x cars (2 x pool, SB, JR, SG)					
			\$ 25,500.00	\$ 797,707.00	\$ 823,207.00		



SORELL COUNCIL							
CAPITAL WORKS BUDGET 2020/2021							
Number	Location	Description of Works	Upgrade / New 2020/2021	Renewal / Replacement 2020/2021	Total Budget 2020/2021	Asset ID	Segment No
INFORMATION TECHNOLOGY							
71	Sorell Memorial Hall	projector and screen					
72	Website	TBC dependent on project scope and business improvements/efficiencies					
			\$ 9,000.00	\$ 35,000.00	\$ 44,000.00		
PARKS & RESERVES							
73	Municipality	Seat replacement					
74	Pembroke Park Skate Park	Demolish concrete shelters and install 5m x 5m carport and seating				PA101643	
75	Imlay St	Replacement rusted exercise equipment				PP101867	
76	Primrose Play ground	Shade sail				PP101810	
77	Vancouver Park	Replace Scale see-saw				PP101841	
78	Pembroke Junior Oval	Infill fencing wire					
79	Dodges Skate Park	Shelter & seats				PA101615	
80	St George's Square	Gordon St frontage fence replacement					
81	Copping Cemetery	Cemetery Columbarium Wall					
			\$ 68,000.00	\$ 70,000.00	\$ 138,000.00		
OTHER							
82	Municipality	Various Land Improvement minor jobs to be capitalised					
			\$ -	\$ 10,000.00	\$ 10,000.00		

SORELL COUNCIL							
CAPITAL WORKS BUDGET 2020/2021							
Number	Location	Description of Works	Upgrade / New 2020/2021	Renewal / Replacement 2020/2021	Total Budget 2020/2021	Asset ID	Segment No
CARRYOVERS FROM 2019/2020							
Carryovers from 2019/2020 are estimates based on actual expenditure as at 11/06/2020. Actual carryover amounts are dependent on actual expenditure as at 30 June 2020 and as a result the total budget for carryovers may change.							
83	Pembroke Park - C-20-B-003	LTPF unisex change rooms					
84	Pembroke Park - C-20-PemPark-Civil	Stadium access road, carpark, k&c, footpath (RHS), line marking, stormwater (no lighting)					
85	CAC western boundary & Hwy - C-20-S-007	New open channel and hwy culvert 3 year interest free loan - DepRC of existing main and pits.					
86	Marchweil Road - C-20-BR-001	Replace bridge with culverts - could be less subject to re-use of materials from #56/57				BC100042	
87	Pembroke Stadium - C-20-PemPark-Stadium	2 Court Indoor facility - Y1 50% construction spend across 2 years					
88	CCTV camera replacement & network infrastructure C-20-IT-002	Not commenced.					
89	Railway Carriage Shed - C-20-B-004	Restoration/renewal works					
90	Dunalley Golf Club - C-20-LH-012	Tennis Courts					
91	Midway Point - C-20-S-008	GPT -					

SORELL COUNCIL							
CAPITAL WORKS BUDGET 2020/2021							
Number	Location	Description of Works	Upgrade / New 2020/2021	Renewal / Replacement 2020/2021	Total Budget 2020/2021	Asset ID	Segment No
92	Weston Hill Rd - C-20-VRU-001	VRU					
93	Memorial Hall Supper Room - C-20-B-002	Renewal / upgrade					
94	Navision Upgrade - C-20-IT-005						
95	Snake Canyon Stage 1 - C-20-LI-010						
			\$ 7,484,291.00	\$ 545,393.00	\$ 8,029,684.00		
		TOTAL CAPITAL EXPENDITURE (EXCLUDING CARRYOVERS)	\$ 898,026.00	\$ 4,902,146.20	\$ 5,800,172.20		
		TOTAL CAPITAL EXPENDITURE (INCLUDING CARRYOVERS)	\$ 8,382,317.00	\$ 5,447,539.20	\$ 13,829,856.20		



SORELL COUNCIL
SUMMARY DEPARTMENTAL PROFIT & LOSS
BUDGET FOR THE PERIOD ENDED 30 JUNE 2021

	BUDGET 2020/2021	MYBR BUDGET 2019/2020	MOVEMENT
OPERATING INCOME			
Rates and Charges	14,492,116	14,302,860	189,256
Statutory Fees and Charges	539,636	542,051	(2,415)
User Fees	599,747	587,859	11,888
Grants Operating	1,271,829	1,227,079	44,750
Contributions Received	20,000	30,475	(10,475)
Interest	159,314	231,265	(71,951)
Other Income	518,100	564,581	(46,481)
Investment Income from TasWater	-	324,000	(324,000)
TOTAL OPERATING INCOME	17,600,741	17,810,169	(209,427)
EXPENSES			
Employee Benefits	6,625,802	6,150,334	475,468
Materials and Services	4,926,386	4,998,925	(72,539)
Depreciation and Amortisation	5,540,714	5,236,036	304,678
Finance Costs	106,615	119,750	(13,135)
Other Expenses	1,476,600	1,426,776	49,824
TOTAL EXPENSES	18,676,116	17,931,820	744,296
OPERATING SURPLUS / (DEFICIT)	(1,075,374)	(121,651)	(953,723)
CAPITAL INCOME			
Grants Capital	5,653,746	1,249,993	4,403,753
Contributions - Non Monetary Assets	-	-	-
Net Gain / (Loss) on Disposal	-	-	-
Share of Interest in Joint Ventures	-	-	-
TOTAL CAPITAL INCOME	5,653,746	1,249,993	4,403,753
NET SURPLUS / (DEFICIT)	4,578,372	1,128,342	3,450,030

**SORELL COUNCIL
SUMMARY DEPARTMENTAL PROFIT & LOSS
BUDGET FOR THE PERIOD ENDED 30 JUNE 2021**

Net results	Budget 2020/2021 PNL	Budget 2020/2021 Cash
Department Net result		
GM / Councillors	(655,158)	(646,844)
Finance & IT	10,464,099	10,834,600
Community & HR	(2,692,523)	(2,107,546)
Engineering	(8,191,792)	(3,614,872)
Total Operating Profit / (Loss)	(1,075,374)	4,465,339
Capital Expenditure		
Renewal and Replacement		(5,447,539)
New / Upgrade		(8,382,317)
Total Capital Expenditure		(13,829,856)
Grants received for Capital Works		5,653,746
New Borrowings		1,560,000
Principal Repayment of Loans		(331,030)
Net Cash Surplus / (Deficit) for 2019/2020		(2,481,801)

Cash & Investments Forecast		
Cash at Bank as at 01/07/20		9,855,000
Add:		
PNL Cash Surplus		4,465,339
Grants / Donations Received for Capital Works		5,653,746
New Borrowings		1,560,000
		11,679,085
Less:		
Capital Expenditure		(13,829,856)
Loan Repayments		(331,030)
		(14,160,886)
Cash at Bank Forecast as at 30/06/2021		7,373,199

SORELL COUNCIL				
DEPARTMENTAL PROFIT & LOSS				
BUDGET FOR THE PERIOD ENDED 30 JUNE 2021				
FOR COST CENTRE - All Cost Centres				
		Budget 2020/2021	Full Year Budget 2019/2020	Movement
1000	OPERATING INCOME			
1100	Rates and Charges			
1105	Rates - General/Ordinary/Residential	11,794,807	11,643,042	151,765
1110	Rates General Written Off	(7,500)	(3,500)	(4,000)
1115	State Grant Rates Remission	724,063	709,414	14,650
1120	Rates Pensioner Concession	(724,063)	(709,414)	(14,650)
1125	Domestic Waste Annual Charge	2,338,424	2,302,689	35,735
1130	Fire Rates Levy Income	551,967	544,180	7,787
1140	Boat Shed Remissions	(20,000)	(19,209)	(792)
1150	Other Remissions	(170,000)	(170,000)	-
1160	AWTS Maintenance Fee Received	4,418	5,658	(1,240)
1199	Rates and Charges Total	14,492,116	14,302,860	189,256
1200	Statutory Fees and Charges			
1210	132 & 337 Certificate Fees	147,900	147,910	(10)
1215	Development Act Fees	-	-	-
1220	Town Planning Fees	370,236	370,000	236
1225	Animal Infringements & Fines	6,000	5,843	158
1230	Other Infringements Fines & Penalties	9,000	9,893	(893)
1235	Licences & Permits	4,000	5,945	(1,945)
1240	Street Stall Permit Fee	2,500	2,460	40
1299	Statutory Fees and Charges Total	539,636	542,051	(2,415)
1300	User Fees			
1303	Anti Barking Collars	-	-	-
1306	Building Assessment Fees	115,200	121,800	(6,600)
1318	Caravan Licences	18,000	17,772	228
1324	Dangerous Dog Collar & Signs	-	-	-
1327	Dog Impounding & Release Fees	1,440	1,000	440
1330	Dog Registration & Renewal	89,000	70,000	19,000
1331	Kennel Licences	1,307	1,725	(418)
1333	Driveway Approval and Inspection Fees	1,000	1,000	-
1335	Engineering Inspections	30,000	23,000	7,000
1336	Fire Abatement Charges	15,000	14,606	394
1342	Food Licences	45,000	30,500	14,500
1348	Other User Charges (Sundry)	-	-	-
1351	Photocopy Charges	-	-	-
1354	Plumbing Application Fees	140,000	144,953	(4,953)
1357	Plumbing Inspection	134,000	149,743	(15,743)
1360	Amended Plan Fees	4,800	2,760	2,040

SORELL COUNCIL				
DEPARTMENTAL PROFIT & LOSS				
BUDGET FOR THE PERIOD ENDED 30 JUNE 2021				
FOR COST CENTRE - All Cost Centres				
		Budget 2020/2021	Full Year Budget 2019/2020	Movement
1363	Recreational Vehicle Income	5,000	9,000	(4,000)
1369	State Building Permit Levy (0.1%)	-	-	-
1372	TBCITB Training Levy (0.2%)	-	-	-
1399	User Fees Total	599,747	587,859	11,888
1400	Grants Operating			
1405	Commonwealth Financial Assistance Grant	1,256,629	1,189,379	67,250
1410	Comm'th Grants & Subsidies	1,200	1,200	-
1415	State Grants & Subsidies	14,000	36,500	(22,500)
1420	Other Grants & Subsidies	-	-	-
1430	Training Incentive Payment	-	-	-
1499	Grants Operating Total	1,271,829	1,227,079	44,750
1500	Contributions Received			
1505	Public Open Space Contributions	15,000	30,475	(15,475)
1506	Car Parking Cash in Lieu Contributions	5,000	-	5,000
1507	Traffic Management Treatment Contributions	-	-	-
1510	Contributions Received Other	-	-	-
1549	Contributions Received Total	20,000	30,475	(10,475)
1550	Interest			
1560	Rates Interest Penalty	100,000	100,000	-
1565	Rates Interest Written Off	(14,400)	(250)	(14,150)
1570	Rates Legal Costs Recovered	3,000	3,000	-
1575	Interest Received Banks & Other	70,574	128,375	(57,801)
1577	Interest - MPIA	140	140	-
1585	ATO Interest Received	-	-	-
1599	Interest Total	159,314	231,265	(71,951)
1600	Other Income			
1605	Bad Debts Recovered	-	-	-
1610	Diesel Fuel Rebate	17,520	18,672	(1,152)
1615	Donations Received	-	-	-
1620	Hall Hire	40,110	71,888	(31,778)
1621	Midway Point Op Shop Income	-	-	-
1625	Lease/Rent Fees Received	29,827	30,472	(645)
1627	Lease Fees - Copping Tip	101,077	103,260	(2,183)
1630	Other Facility Hire	30,740	48,128	(17,388)
1632	SERDA - External Labour Hire Recoveries	240,264	151,561	88,703
1633	External Labour Hire Recoveries	-	67,959	(67,959)
1634	NRM Recoveries	-	-	-
1635	Other Sundry Income	3,000	6,400	(3,400)
1637	Insurance Recoveries	-	-	-
1640	Sale of Books & Publications	-	-	-
1645	Vehicle FBT Recoveries	48,312	48,288	23

SORELL COUNCIL				
DEPARTMENTAL PROFIT & LOSS				
BUDGET FOR THE PERIOD ENDED 30 JUNE 2021				
FOR COST CENTRE - All Cost Centres				
		Budget 2020/2021	Full Year Budget 2019/2020	Movement
1655	Workers Compensation - Reimbursement	-	13,703	(13,703)
1656	Copping Public Cemetery Trust Net Income	5,000	2,000	3,000
1657	Catering	-	1,000	(1,000)
1658	Functions	-	-	-
1659	Information Board Revenue - Dunalley Hall	250	250	-
1660	Grave Site Sales - Dunalley Hall	1,000	1,000	-
1661	Camping and Amenities Fees	-	-	-
1662	Wheelie Bin Stabiliser Income	1,000	-	1,000
1689	Other Income Total	518,100	564,581	(46,481)
1690	Investment Income from TasWater			
1692	TasWater ITE	-	26,250	(26,250)
1694	TasWater Interim Dividend	-	297,750	(297,750)
1696	TasWater Guarantee Fee	-	0	0
1699	Investment Income from TasWater Total	-	324,000	(324,000)
1999	Operating Income Total	17,600,741	17,810,169	(209,427)
2000	Capital Income			
2100	Grants Capital			
2105	Roads to Recovery Funding	387,296	387,296	-
2110	Comm'th Grants new or upgraded assets	3,987,000	-	3,987,000
2115	State Grants for new or upgraded assets	1,279,450	862,697	416,753
2120	Other Grants for new or upgraded assets	-	-	-
2199	Grants Capital Total	5,653,746	1,249,993	4,403,753
2200	Contributions - Non-monetary Assets			
2205	Developer Contributions for assets	-	-	-
2299	Contributions - Non-monetary Assets Total	-	-	-

SORELL COUNCIL				
DEPARTMENTAL PROFIT & LOSS				
BUDGET FOR THE PERIOD ENDED 30 JUNE 2021				
FOR COST CENTRE - All Cost Centres				
		Budget 2020/2021	Full Year Budget 2019/2020	Movement
2300	Net Gain/(Loss) on Disposal			
2305	Profit / Loss on Sale of Assets	-	-	-
2320	Derecognition of Property & Infrastructure Assets	-	-	-
2399	Net Gain/(Loss) on Disposal Total	-	-	-
2400	Share of Interests in Joint Ventures			
2405	TasWater Equity Movement	-	-	-
2410	Other Capital Income	-	-	-
2420	Revenue from Investment in Associates	-	-	-
2499	Share of Interests in Joint Ventures Total	-	-	-
2899	CAPITAL INCOME TOTAL	5,653,746	1,249,993	4,403,753
2999	TOTAL INCOME	23,254,487	19,060,162	4,194,326
3000	Expenses			
3100	Employee Benefits			
3102	ADO Expense	56,367	50,745	5,622
3103	Annual Leave	472,339	445,408	26,932
3109	Conferences	3,000	3,000	-
3111	Drug & Alcohol Testing	4,600	4,500	100
3112	FBT Expenses - Service Rec Gift Cards	1,750	1,000	750
3114	Entertainment - FBT	4,250	5,300	(1,050)
3115	Fringe Benefit Taxes	78,000	46,500	31,500
3118	Health and Well Being	5,155	1,500	3,655
3124	Long Service Leave	156,069	156,132	(63)
3127	Medicals	1,440	1,360	80
3130	Occupational Health and Safety	-	-	-
3136	Other Employee Costs	-	-	-
3139	Overheads Recovered	(46,880)	(59,446)	12,566
3145	Payroll Tax	265,366	225,373	39,993
3148	Protective Clothing & Accessories	28,500	26,500	2,000
3151	Recruitment Costs	-	15,000	(15,000)
3154	Salaries	4,625,566	4,347,434	278,132
3156	Salaries transferred to WIP	(148,369)	(170,937)	22,568
3163	Staff Training	52,684	48,908	3,776
3166	Superannuation - Council Contribution	725,111	665,300	59,810
3169	Temp Staff Employed Through Agency	40,196	49,926	(9,730)
3172	Travel and Accommodation	500	250	250
3175	Uniforms / Clothes Purchased	15,200	16,800	(1,600)
3181	Workers Compensation Expense Claims	-	-	-
3184	Workers Compensation Insurance	284,958	269,782	15,177
3199	Employee Benefits Total	6,625,802	6,150,334	475,468

SORELL COUNCIL				
DEPARTMENTAL PROFIT & LOSS				
BUDGET FOR THE PERIOD ENDED 30 JUNE 2021				
FOR COST CENTRE - All Cost Centres				
		Budget 2020/2021	Full Year Budget 2019/2020	Movement
3200	Materials and Services			
3201	Abandoned Cars & Dumped Rubbish Disposal Costs	4,800	3,000	1,800
3202	Advertising	104,445	89,662	14,783
3204	AWTS Maintenance Charge	3,313	3,961	(647)
3206	Cleaning	171,312	153,522	17,790
3208	Computer Hardware Expensed	20,500	27,455	(6,955)
3212	Computer Software Maint and Licenses	227,258	226,970	288
3214	Consultants Other	312,136	439,253	(127,117)
3216	Contractors	154,360	106,170	48,190
3217	Contractors - Common Services	-	-	-
3218	Copping Tip Disposal Costs	2,000	2,000	-
3220	Mornington Park transfer station disposal costs	120,000	104,550	15,450
3222	Electricity	277,072	273,144	3,928
3223	Emergency Management Expenses	1,000	1,000	-
3224	Fire Hazard Reduction (Private Land)	9,000	8,764	236
3226	Fuel	180,256	192,867	(12,611)
3232	Internet & Other Communication Charges	34,158	46,752	(12,594)
3234	Land Survey Costs	10,000	5,500	4,500
3236	Legal Fees (Advice etc)	78,500	78,500	-
3237	Line Marking	27,500	25,000	2,500
3238	Materials	-	-	-
3240	Municipal Waste (Reserves)	-	2,000	(2,000)
3241	Operating Capital	52,400	29,506	22,894
3244	Plant & Motor Vehicle Services	100,000	109,000	(9,000)
3246	Plant Hire - External	25,700	36,750	(11,050)
3248	Plant Hire - Internal Usage	18,430	29,020	(10,590)
3250	Plant Hire Recovered	(108,212)	(107,420)	(792)
3252	Plant Registration Fees	36,966	34,745	2,221
3254	Printing	35,873	32,550	3,323
3256	Recycling Centres	95,000	92,592	2,408
3258	Registrations, Licenses and Permits	2,300	2,230	70
3259	CEMETERY Repairs and Maintenance	12,000	12,275	(275)

SORELL COUNCIL				
DEPARTMENTAL PROFIT & LOSS				
BUDGET FOR THE PERIOD ENDED 30 JUNE 2021				
FOR COST CENTRE - All Cost Centres				
		Budget 2020/2021	Full Year Budget 2019/2020	Movement
3260	Repairs and Maintenance	1,282,705	1,362,045	(79,340)
3261	Road Kill Collection Fees	1,034	1,000	34
3262	Kerbside Green Waste Collection	125,000	108,000	17,000
3263	Kerbside Green Waste Disposal	40,000	19,256	20,744
3264	Kerbside Hard Waste Collection	60,000	50,000	10,000
3265	Kerbside Hard Waste Disposal	18,000	12,000	6,000
3266	Kerbside Recycling Collection	258,677	240,767	17,910
3267	Kerbside Recycling Disposal	162,013	133,980	28,033
3268	Kerbside Garbage Collection	445,137	430,500	14,637
3269	Kerbside Garbage Disposal	93,060	90,000	3,060
3270	Security	29,150	26,920	2,230
3273	Signage	41,500	37,500	4,000
3276	Solicitors Fees - Settlement Costs ONLY	5,000	10,651	(5,651)
3278	Stationery & Office Consumables	33,327	33,224	103
3279	Street Bin Collection Contract	125,000	109,675	15,325
3280	Tools/Equipment Expensed (under \$1000)	25,500	21,450	4,050
3282	Tyres	6,000	12,675	(6,675)
3284	Valuation Expenses	50,000	50,000	-
3290	Water Charges (Works Order)	115,216	182,965	(67,749)
3292	Wheelie Bin Stabiliser Expenses	2,000	5,000	(3,000)
3299	Materials and Services Total	4,926,386	4,998,925	(72,539)
3390	Impairment of Debts			
3399	Impairment of Debts Total			
3400	Depreciation and Amortisation			
3405	Depreciation Expense	5,482,047	5,236,036	246,011
3410	Amortisation Expense	58,667	0	58,667
3499	Depreciation and Amortisation Total	5,540,714	5,236,036	304,678
3500	Finance Costs			
3505	Interest on Loans	106,615	119,750	(13,135)
3515	Interest on Overdue Accounts	-	-	-
3520	ATO Interest Expense	-	-	-
3599	Finance Costs Total	106,615	119,750	- 13,135
3600	Other Expenses			
3604	Audit Fees	31,380	33,000	(1,620)
3606	Audit Panel Expenses	7,000	7,000	-
3608	Bad & Doubtful Debts	-	-	-
3612	Bank Fees & Charges	43,523	48,405	(4,882)
3616	Bank Fees Recovered	-	(1,000)	(1,400)

SORELL COUNCIL				
DEPARTMENTAL PROFIT & LOSS				
BUDGET FOR THE PERIOD ENDED 30 JUNE 2021				
FOR COST CENTRE - All Cost Centres				
		Budget 2020/2021	Full Year Budget 2019/2020	Movement
3620	Cashiers Rounding Adjustments	75	75	-
3624	Commissions Paid	26,800	27,600	(800)
3636	Councillor Allowances	139,500	138,504	997
3640	Councillor Expenses	4,500	2,000	2,500
3644	Councillor Vehicle Allowance	6,000	6,000	-
3656	Deputy Mayors Allowance	14,723	14,618	105
3660	Dog Pound Expenses	5,400	3,500	1,900
3661	Dog Home Fees	3,000	2,000	1,000
3664	Donations and Section 77 Expenses	78,591	61,500	17,091
3668	Election Expenses	7,592	7,000	592
3672	Employee Sub, Licences and Memberships	76,881	69,432	7,450
3676	Events & Programs	16,350	10,550	5,800
3680	Excess Payable on Insurance Claims	3,000	4,000	(1,000)
3685	Flowers	500	500	-
3688	Food & Beverages	3,400	2,880	520
3692	General Insurance	88,313	78,500	9,813
3704	Government Contribution (Voluntary)	515,450	515,450	-
3712	Immunisations	5,000	4,500	500
3720	Land Tax	54,353	68,780	(14,427)
3724	Mayor's Allowance	38,748	38,470	278
3728	Meeting Expenses	-	-	-
3731	NRM Expenses	15,000	15,000	-
3732	Motor Vehicle Insurance	32,813	28,390	4,423
3736	Other roundings	20	12	8
3740	Other Sundry Expenses	2,040	1,840	200
3744	Photocopier Leases & Operating Costs	24,200	24,800	(600)
3748	Postage	55,500	46,800	8,700
3752	Public Liability Insurance	152,251	135,334	16,917
3760	Reference Materials	1,000	1,000	0
3764	Rental of Premises	-	1,572	(1,572)
3768	Sampling, Testing and Monitoring	14,000	17,000	(3,000)
3770	Storage Costs	1,440	1,440	-
3771	SERDA Internal Organisational Support	-	0	-
3784	Voluntary Contributions	10,658	10,325	333
3799	Other Expenses Total	1,476,600	1,426,776	49,824
3990	EXPENSES TOTAL	18,676,116	17,931,820	744,296
3995	SURPLUS/(DEFICIT)	4,578,372	1,128,342	3,450,030
	OPERATING SURPLUS / (DEFICIT)	(1,075,374)	(121,651)	(953,723)
	CAPITAL INCOME	5,653,746	1,249,993	4,403,753
	NET SURPLUS / (DEFICIT)	4,578,372	1,128,342	3,450,030
		0	0	0

15.5 LONG TERM FINANCIAL PLAN

RECOMMENDATION

“That Council resolve pursuant to Section 70 of the Local Government Act 1993 to accept and adopt the revised Long Term Financial Plan.”

STEPHANIE GUNN
MANAGER FINANCE AND INFORMATION

Date: 10 June 2020

Attachment – in Councillor F Drive

16.0 QUESTIONS FROM THE PUBLIC

In accordance with Regulation 31 of the Local Government (Meeting Procedures) Regulations 2015, Council will conduct a Public Question Time.

At each meeting the Mayor will invite those members of the public present to ask questions. When requested please:

- Stand up; and
- State clearly your name and address.

This time is allocated for questions from the public. Questions are to be kept brief and specific to the topic to which they relate.

Members of the public are reminded that questions and any answers to such questions are not to be debated.

Questions may be submitted to Council in writing at least seven (7) days before an ordinary Council meeting.



CLOSED MEETING

Members are advised that items listed below in the CLOSED SESSION AGENDA are classified as CONFIDENTIAL ITEMS in accordance with the provisions of the Local Government Act 1993.

A Councillor must not discuss any item listed in a CLOSED SESSION AGENDA with any person (except another elected member, the General Manager or the author of a report to the closed session of Council or a Council Committee) without a specific resolution of the Council or a Council Committee that considered the report.

Section 338A (1) of the Local Government Act 1993 states that a Councillor must not disclose information:

(a) seen or heard by the Councillor at a meeting or part of a meeting of a council or council committee that is closed to the public that is not authorised by the council or council committee to be disclosed; or

(b) given to the Councillor by the mayor, deputy mayor, chairperson of a meeting of the council or council committee or the general manager on the condition that it be kept confidential.

Section 338A (3) states that a member must not disclose information acquired as such a member on the condition that it be kept confidential.

Additionally, Section 339 of the Local Government Act 1993 states that:

(1) A councillor or a member must not make improper use of any information acquired as a councillor or member.

(3) Improper use of information includes using the information –

(a) to gain, directly or indirectly, an advantage or to avoid, directly or indirectly, a disadvantage for oneself, a member of one's family or a close associate; or

(b) to cause any loss or damage to any council, controlling authority, single authority, joint authority or person.



- 17.0 CLOSED MEETING**
- 17.1 AUTHORISATION TO DISCLOSE CONFIDENTIAL INFORMATION**
- 17.2 SOUTHERN WASTE AUTHORITY QUARTERLY REPORT**
- 17.3 COPPING AUTHORITY REFUSE DISPOSAL SITE JOINT AUTHORITY
GENERAL MINUTES – 14 MAY 2020**
- 18.0 ACRONYMNS**

ACWC	Arts & Cultural Working Committee
AGM	Annual General Meeting
ASU	Australian Services Union
CAC	Community Administration Centre
CLRS	Councillors
CPR	Cardiopulmonary Resuscitation
CRDSJA	Copping Refuse Disposal Site Joint Authority
DASC	Development Assessment Special Committee
DPAC	Department of Premier & Cabinet
DSG	Department of State Growth (formerly DIER)
DST	Destination Southern Tasmania
EOI	Expressions of Interest
EPA	Environment Permit Authority
EYLF	Early Years Learning Framework
EWaste	Electronic Waste
GG	Girl Guides
GM	General Manager
ICT	Information Communication Technology
KAB	Keep Australia Beautiful
KRA	Key Result Areas
LGAT	Local Government Association of Tasmania
LGMA	Local Government Manager's Association
LTI	Lost Time Injury
MAST	Marine & Safety Tasmania
MGR E&R	Manager Engineering & Regulatory Services
MGR F&I	Manager Finance & Information
NBN	National Broadband Network
NRM	Natural Resource Management
PCYC	Police & Citizens Youth Club
RDA	Regional Development Australia
RSL	Returned Services League
RTI	Right to Information
SEI	South East Irrigation



SERDA	South East Region Development Association
SMH	Sorell Memorial Hall
SMT	Senior Management Team
STAARC	Sorell/Tasman Affected Area Recovery Committee
STCA	Southern Tasmanian Councils Association
SWSA	Southern Waste Strategy Association
TCF	Tasmanian Community Fund
TOR	Terms of Reference

