



COUNCIL MEETING **AGENDA**

15 JULY 2025

COUNCIL CHAMBERS
COMMUNITY ADMINISTRATION
CENTRE (CAC)

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, 15 July 2025 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
10 JULY 2025



AGENDA

FOR THE COUNCIL MEETING TO BE HELD AT THE
COMMUNITY ADMINISTRATION CENTRE (CAC), 47 COLE STREET,
SORELL ON 15 JULY 2025

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AUDIO-VISUAL RECORDING OF COUNCIL MEETINGS

I would like to advise that an audio-visual recording is being made of this meeting. I also remind everyone present to be respectful and considerate towards others attending the meeting. Language or behaviour that could be perceived as offensive, defamatory, or threatening to any person attending the meeting, or to those listening to the recording, will not be tolerated.

1.0 ACKNOWLEDGEMENT OF COUNTRY – MAYOR GATEHOUSE



I would like to begin by paying respect to the traditional and original owners of this land the Mumirimina people, to pay respect to those that have passed before us and to acknowledge today's Tasmanian Aboriginal community who are custodians of this land.

2.0 ATTENDANCE



Mayor J Gatehouse
Deputy Mayor C Wooley
Councillor M Miró Quesada Le Roux
Councillor B Nichols
Councillor M Reed
Councillor N Reynolds
Councillor C Torenus
Councillor M Larkins
General Manager R Higgins
Director People & Performance J Hinchin

3.0 APOLOGIES



Councillor S Campbell – approved leave of absence

4.0 DECLARATIONS OF INTEREST



5.0 CONFIRMATION OF MINUTES



5.1 CONFIRMATION OF THE MINUTES FROM THE COUNCIL MEETING 17 JUNE 2025

RECOMMENDATION

"That the Minutes of the Council Meeting held on 17th June 2025 be confirmed."

5.2 CONFIRMATION OF THE MINUTES FROM THE SPECIAL COUNCIL MEETING 24 JUNE 2025

RECOMMENDATION

"That the Minutes of the Special Council Meeting held on 24th June 2025 be confirmed."

6.0 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.

May ordinary meeting to June ordinary meeting:

- National Simultaneous Storytime (NSS) 2025 - an annual event promoted by the Australian Library and Information Association (ALIA). The event encourages libraries, schools, and communities across Australia to gather and read the same picture book, "The Truck Cat," by Deborah Frenkel and illustrated by Danny Snell, at the same time. The event aims to promote the importance of reading and literacy for young children. The event was also attended by Sorell Volunteer Fire Brigade along with their "Truck" for the children to look at.
- Midway Point Park and Ride works commencement media event with Minister Kerry Vincent.
- NRM strategy - Community Engagement Primrose and Nugent Hall.



- Minister Vincent – with Robert Higgins. Conversation revolved around regional development.
- Sorell School Official Opening.
- CERMP Community Engagement. Update on stormwater outfalls and different methods of reducing pollution and water energy at the outlet.
- Pre Budget Briefing Breakfast – guest of Hobart Airport Corporation, attended with Clr Larkins.
- Visit to Okines House to introduce myself to the new team.
- South East Suns Netball 10th Anniversary Celebration.
- Sorell Rural Youth AGM.
- Reconciliation Breakfast attended with Penny Goodland and Clr Reed.
- NRM Advisory Group Meeting.
- Sorell School Association Meeting.
- Clr Reed, Robert Higgins and myself – reputation and stewardship risks.
- BEST formal and informal meetings.
- South East Sports Complex / Pembroke Park Master Plan review - first look at the draft findings from consultants after interviews with complex users and governing bodies.
- Jane Howlett MP– with Clr Larkins and potential regional investor.
- Senior Advisory Group.
- Weekly Management Catch ups.
- ABC radio interviews.
- Advocating at various levels for several community members.
- Various volunteering roles.
- Sorell Times articles.
- Sorell Planning Authority Meeting.

June ordinary meeting to July ordinary meeting:

- Sorell Community Precinct working Group – assessment of submissions for the Neil Davis art sculpture.
- Tour of Jobs Hub ahead of the opening on the 4th Aug.
- Rotary Changeover Dinner.
- Visit to Sorell Family Practice. A tour of the existing facility and possible future expansion, also problems retaining GPs.
- Minister for Education Jo Palmer, Teams meeting – Robert Higgins and myself. Talked child care, after school care and the local schools. Dodges Ferry redevelopment and Dunalley future need for Kinder and Prep, due to community growth and change of catchment. Sorell Council's youth focus and the Council's role in connecting the organisations that should be reaching out to our communities.



- Met with Councillor Melinda Reed and Council staff re: Comms and Engagement Strategy.
- Sorell Council Emergency Management meeting. Introductory meeting for the new Emergency Management Team.
- Service Providers meeting.
- All Council staff midyear social gathering @ depot.
- BEST Board Meeting.
- Opening of the upgraded Skate Park Dodges Ferry.
- Mayor and Management Catch Up.
- SPA.
- Council Workshop.
- Volunteering in various roles
- Sorell Times Article.

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:

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

8.0 COUNCIL WORKSHOPS REPORT



The following Council Workshop was held:

Date	Purpose	Councillor Attendance	Councillor Apologies
8 July 2025	<ul style="list-style-type: none"> Funding request to Council from BEST - 'Regional Engagement & Experience Program' (REEP) 	<ul style="list-style-type: none"> Gatehouse, Nichols, Torenus, Reynolds, Larkins, Reed 	<ul style="list-style-type: none"> Miro Quesada Le Roux, Wooley, Campbell



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ORDINARY COUNCIL MEETING
15 JULY 2025

	<ul style="list-style-type: none"> • Historical Society of Sorell – Long Term Hire Agreement and Hire Fee determination • Revised Comms & Engagement Strategy – final draft • Southern Beaches draft on-site stormwater and wastewater strategy • Revised Local Highway By-law • Draft Youth Plan • Revised Community Grant process – Terms of Reference, Policy and Guidelines • Community Grants <ul style="list-style-type: none"> ◦ Dunalley Community Hall, South East Suns, Even Tide Sanctuary • Councillor items <ul style="list-style-type: none"> ◦ Community Precinct project update & Dodges Ferry School upgrade project 		(leave absence) of
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9.0 COUNCILLOR QUESTIONS ON NOTICE



10.0 COUNCILLOR MOTIONS ON NOTICE



11.0 WORKGROUP REPORTS



RECOMMENDATION

"That the workgroup reports as listed be received."

11.1 OFFICE OF THE GENERAL MANAGER – ROBERT HIGGINS



GENERAL MANAGER – ROBERT HIGGINS

- Attended KPMG risk breakfast – 18th June
- Met with Hobart Vintage Machinery Society re: relocation of Men's Shed / Lions – 18th June & 2nd July
- Met with consortium re: Urgent Care Clinic – 18th June
- Met with Manager Planning and Christian Schools Tas re: interest in establishing facility in municipality – 25th June
- Met with Mayor and Minister for Education, Young People Jo Palmer – 25th June
- Attended meeting on Neil Davis public art work project – 25th June
- Staff and Consultant meeting re: Play space audit and plan – 27th June
- Met with Council's legal provider re: options for disposal of vacant CAC lot 2 – 4th July
- Met with DECYP Director Assets re: various projects and matters – 8th July
- Met with Mayor and resident re: compliance matter – 8th July
- Met with Director People and Performance and Jobs Tas re: Youth Connector program – 9th July
- Met with Mayor, Councillor Larkins, BEST and property owner / developer re: 139 Main Rd and adjoining Council land – 11th July
- Staff, Mayor and Consultant meeting re: South-East Sporing Complex Master Plan review – 11th July
- Staff meetings, Leadership Team meeting, weekly Greater Hobart councils GM/CEO Teams meeting, workshops and SPA meetings.

DIRECTOR PEOPLE AND PERFORMANCE - JESS HINCEN

Meetings attended:

- WHS Committee meeting
- SEUFC & South East Salvos re: Canteen operations
- Sorell Community Network – various matters
- BEST re: TCF Grant Application



- Various Workgroup Manager Meetings
- Council Workshop
- Council Meeting
- Leadership Team Meeting
- Various HR matters

EMPLOYEE SUPPORT COORDINATOR – HR

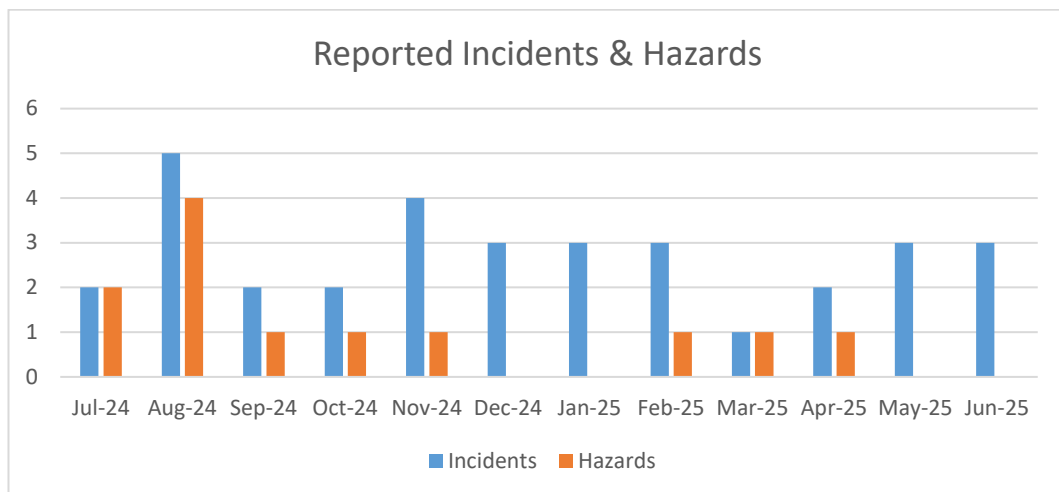
- Annual leave – no report provided.

DEVELOPMENT OFFICER – STRATEGY & RISK

Meetings attended:

- RDA Tasmania/AusIndustry – SEBS Network Meeting
- WHS Committee - Quarterly Meeting
- Chemwatch – Chemical Use and Storage Risk Assessment
- TRC Tourism - DRAFT Wielangta Forest Trail Business Case Discussion
- Risk & Strategy - Monthly Meeting
- Abetz Curtis – CAC vacant lot disposal options

Reported Incidents and Hazards for June



- 3 x Incidents reported
 - o 1 x Insect bite.
 - o 1 x Employee observed not using PPE.
 - o 1 x ACM discovery by contractor.
- 0 x hazards reported
- 2 x WHS incident investigations completed



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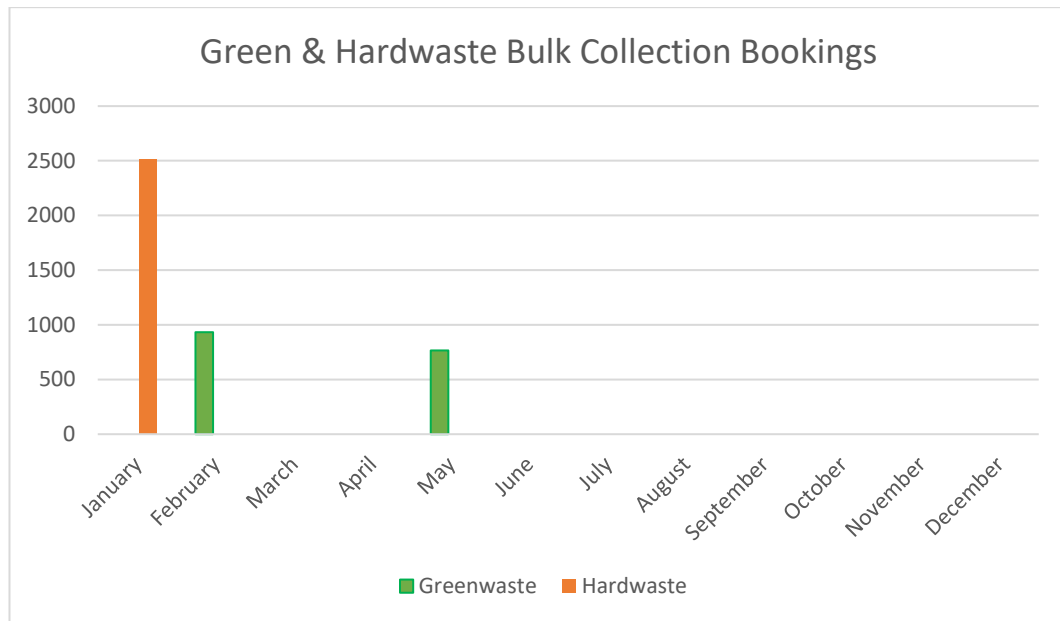
CUSTOMER & BUSINESS SUPPORT

Green and Hard Waste Bookings – June

With the implementation of the new waste contract, bulk green waste bookings will be less as there is now monthly kerbside green waste collection.

No Bulk Green waste booking for June.

No Bulk Hard waste collections for June.



Phone Call Reporting

Call summary for June

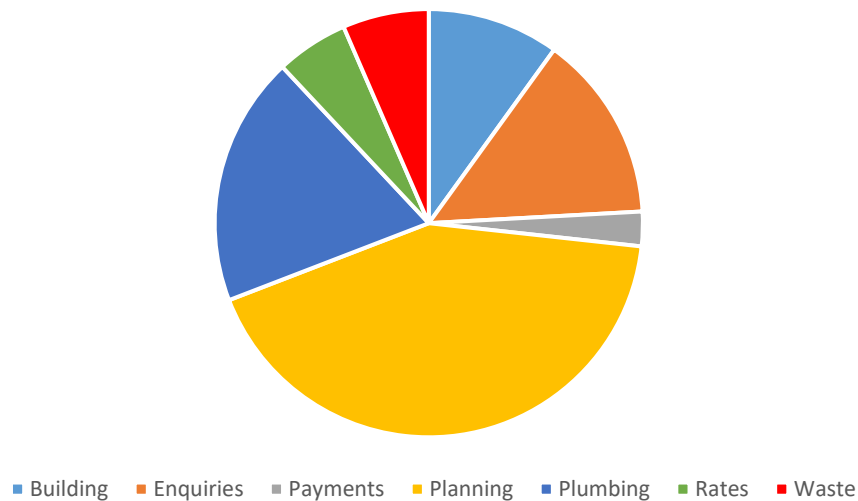
Group Summary

Sun, 01/06/2025 12:00 AM -
Mon, 30/06/2025 11:59 PM

Total Presented Calls	402	Total Answered Calls	363
Total Missed Calls	39	Total Calls Overflowed To	
Total Calls Overflowed From		Percent of Calls Answered	90.3%
Percent of Calls Missed	9.7%	Avg Speed of Answer	0:00:13
Total Talking Duration	16:56:28	Avg Talking Duration	0:02:48

Group	Presented Calls	Answered Calls	Missed Calls	Calls Overflowed To	Calls Overflowed From	Percent of Calls Answered	Percent of Calls Missed	Avg Speed of Answer	Total Talking Duration	Avg Talking Duration
Building	41	38	3			92.7%	7.3%	0:00:13	1:42:40	0:02:42
Enquiries	59	50	9			84.7%	15.3%	0:00:11	1:35:47	0:01:55
Payments	20	17	3			85.0%	15.0%	0:00:12	0:26:21	0:01:33
Planning	162	156	6			96.3%	3.7%	0:00:14	9:59:00	0:03:50
Plumb Engineer	74	70	4			94.6%	5.4%	0:00:13	2:17:09	0:01:58
Rates	26	19	7			73.1%	26.9%	0:00:10	0:29:33	0:01:33
SorelCouncil										
Waste	20	13	7			65.0%	35.0%	0:00:14	0:25:57	0:02:00

Total Calls Presented 2025

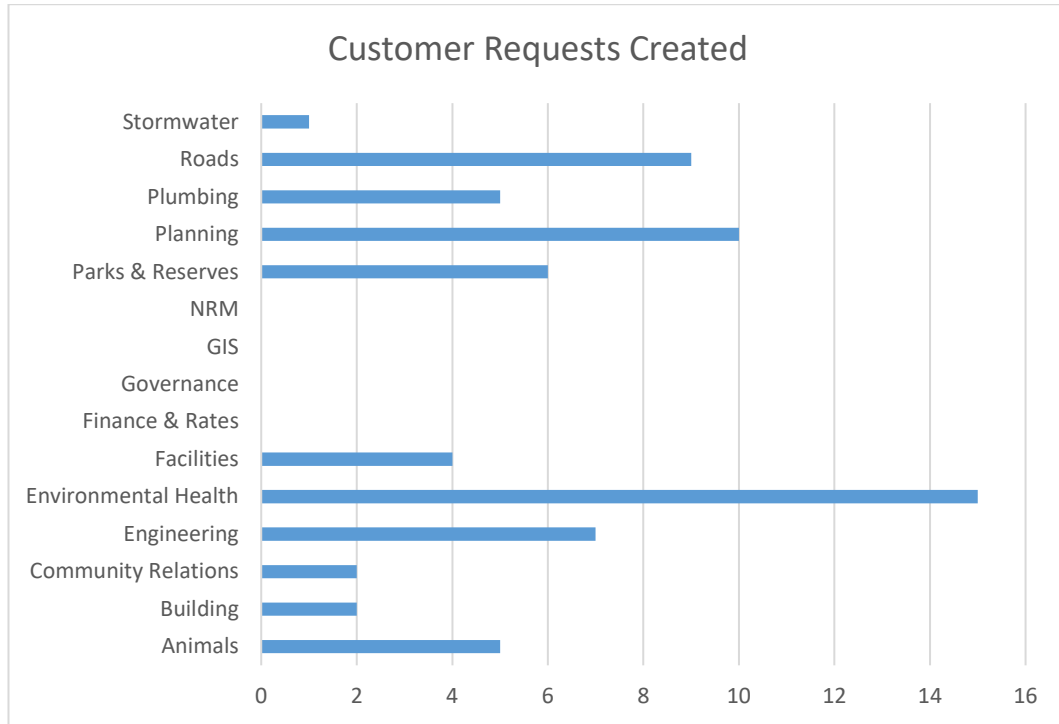


Customer Requests



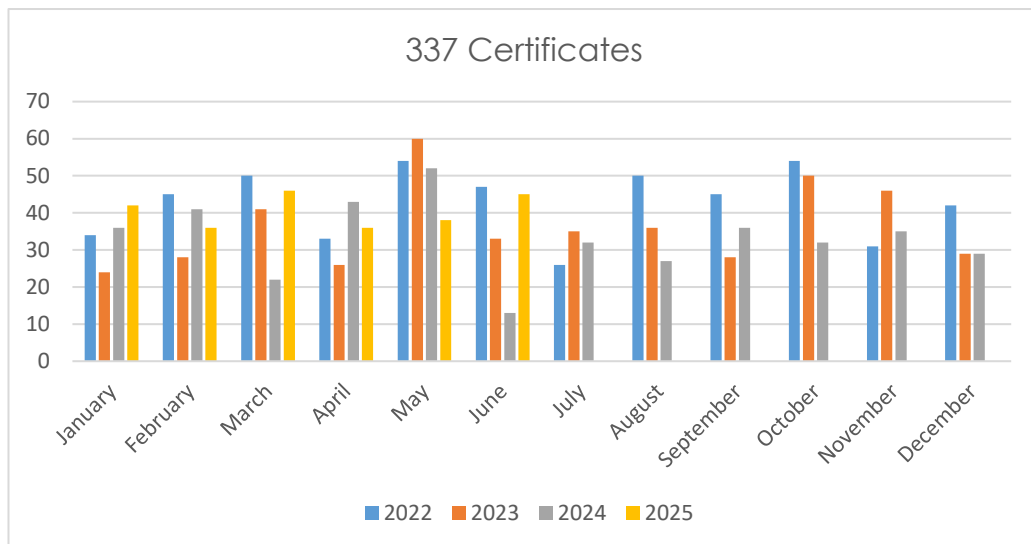
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CRMs created for the month of June



337 Certificates

Council processed 45 - 337 Certificates in June which relate to the sale of properties as detailed in the graph below.



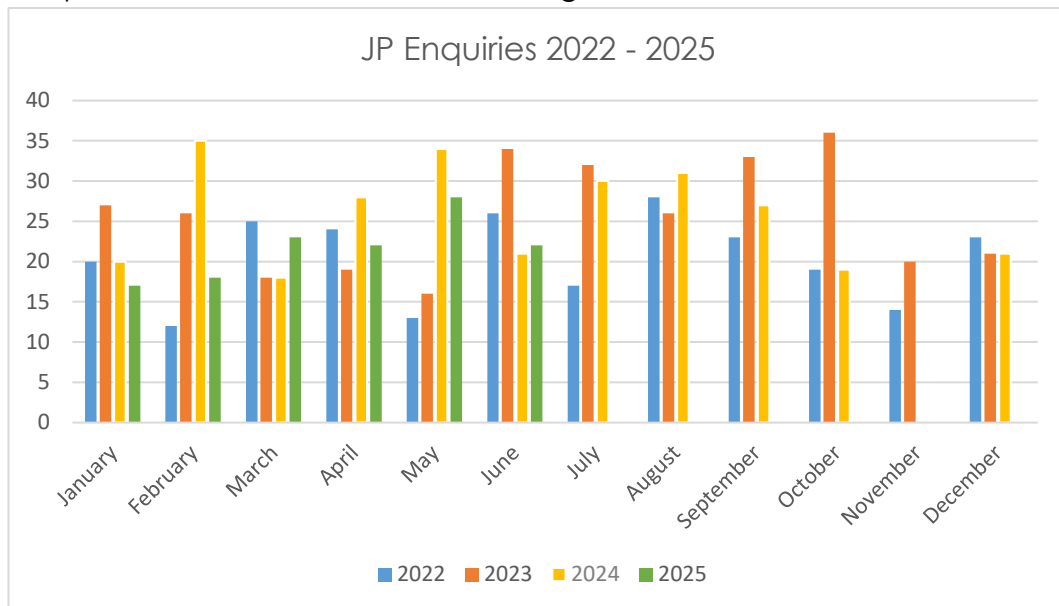
132 Certificates

Council processed 75 - 132 Certificates in June which relate to the sale of properties and rates owed at time of sale as detailed in the graph below.



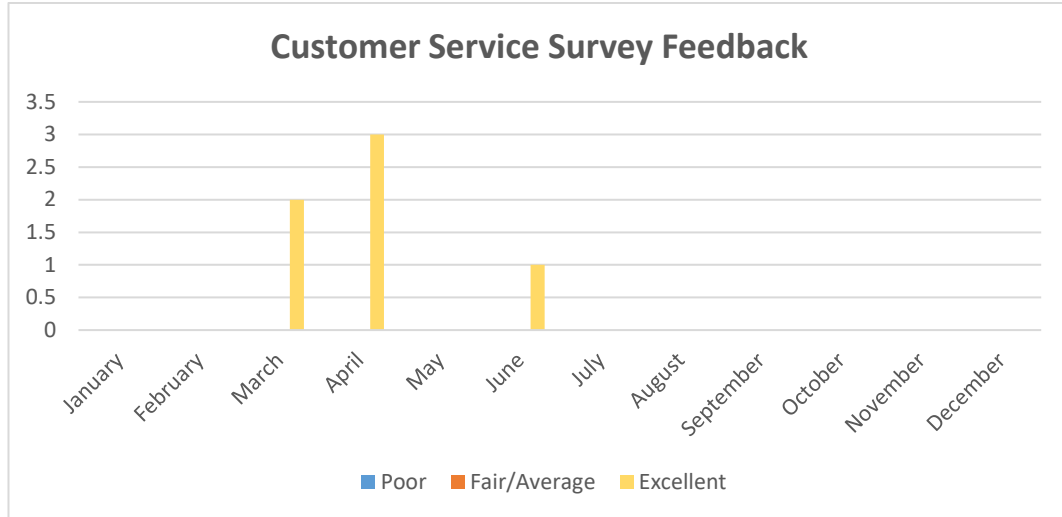
Justice of the Peace Enquiries

We provided 22 Justice of the Peace signatories for the month of June.



Customer Service Feedback

We received 1 completed customer service surveys for the month of June.



We received 4 written forms of appreciation for the month of June in relation to the following functional areas.

Building Compliance

Good morning Emma,
 Thank you so much for your email and the attached confirmation letter.
 This is truly good news to start the day! It's been a long journey over many years, so I'm absolutely thrilled to have this matter finally resolved.
 I really appreciate your support and the efforts of everyone involved in bringing this to a close.
 Warm regards,

Roads & Stormwater

Good morning,

I sent the below email last month but never received a response.

I wanted to pass on a massive thank you - I've seen today wildlife caution signs have now been placed along Pawleena rd. I'm not sure if it was my email that spurred this action, or if it was a weird coincidence in timing, but thank you so much. It's little actions like this that can have huge (positive) impacts to the wildlife in the area.



It's just really refreshing living in an area where the council actually listens to residents and actions requests in a reasonable timeframe. Keep up the great work :)

*Again, thank you!
Kind regards,*

Roads & Stormwater

I would like to pass on my thanks to Dave, from the council, who organised and installed the road sign for Pawleena Road, after many months of there being no signage. Dave and the team at the council offices were responsive, courteous, and professional in their approach, and the sign was installed within two weeks of me calling them. Good work! All the best,

Land Improvements

*Hi Sorell Council,
Just wanted to say thank you for planting some mature trees along the Miena loop track! It's so great to see you investing in the tracks and trails and these trees will certainly help provide more shade in the summer months! Hopefully there will be more to come in the future 🌲 🌲*





11.2 FINANCE – SCOTT NICOL, ACTING MANAGER



Financial Management

During the month of June, the following key financial management tasks were completed:

- Finance staff completed all end-of-month (EOM) procedures for May, including the completion of EOM processing and balance sheet reconciliations and the submission of Council's monthly Business Activity Statement (BAS) to the Australian Tax Office (ATO).
- Finance staff concluded work on the 2025/2026 operating and capital budgets.
- Finance staff worked alongside the General Manager and completed the Long Term Financial Plan and Financial Management Strategy.
- In preparation for the 2025/2026 financial year, the following tasks were completed:
 - The 2025/2026 operating budget was uploaded to the D365BC Finance system and all corresponding reports were updated.
 - The 2025/2026 capital budget was rolled over and updated.
 - The 2025/2026 fees and charges schedule was updated in Property Wise.
 - The approved 2025/2026 operating budget, capital budget and fees & charges schedule were circulated to all staff.
- A new variance reporting schedule was developed for the 2025/2026 financial year. This schedule was circulated to all Departmental managers, including when variance reporting on actual to budget income and expenditure is expected to be completed.
- Work continued on preparation for 30 June 2025 end of financial year, including preparing the 2024/2025 local government model financial statements.
- Work continued on preparing capital jobs for capitalisation at 30 June 2025.
- Finance staff raised all monthly sundry debtor invoices and the monthly sundry debt recovery processes were completed.
- Finance staff completed four vendor payment runs, totalling \$3.394m in payments.
- Finance staff completed South East Region Development Association (SERDA) ad-hoc and monthly financial tasks.
- Finance staff provided payroll support for the pay run fortnights ending 13th and 27th of June.
- Finance staff completed the following grant related reports:



- Finance staff completed the 2023-24 Tasmanian Active Infrastructure Grants Program (LED lighting fixtures and support structures at BMX Track) final reporting and lodged it with Department of State Growth. The report was due for lodgement by 31 December 2026.

Rates

- At the end of June, 99.4% of rates had been paid, compared to 99.8.8% at the same time last year.
- Supplementary valuations were received from the Office of the Valuer-General, year to date totalling \$109k in general rates, \$53k in waste charges and \$5k in fire levy income.

Audit

- The Tasmanian Audit Office (TAO) issued the Annual Audit Outcomes Report for the Year Ending 30 June 2025. The report included four (4) resolved previously reported findings, three (3) unresolved previously reported finding and two (2) new finding. The 2 new findings were mutually agreed to be resolved. The 3 unresolved findings are all moderate risk. Management are working on resolving the outstanding issues in the early part of the 2025/2026 financial year.
- Manager Finance attended the Audit Panel meeting on 6 June 2025. Post meeting actions were completed and meeting minutes were prepared and circulated to the Panel.

Grants & Funding

During the month of June, the following grants were invoiced:

- \$4k for the second instalment of the highly invasive perennial grasses (Chilean) program – NRM North. This invoice remains outstanding at the end of June.
- \$29k for the second instalment of the Skate Park upgrade Dodges Ferry – LGAT. This invoice remains outstanding at the end of June.
- \$118k for the second instalment of the Kellevie Road Safer Rural Roads Program – Department of State Growth. This invoice remains outstanding at the end of June.
- \$25k for the second instalment of the Wielangta Business Case – Department of State Growth. This invoice remains outstanding at the end of June.
- \$200k for the first instalment of the Dual-Purpose facility – Sorell Men's Shed and Sorell Lion's Club – Department of Premier and Cabinet. This invoice remains outstanding at the end of June.



- \$74k for the second instalment of the Penna Rd pedestrian footpath – VRUP Department of State Growth. This invoice remains outstanding at the end of June.
- \$361k for the second instalment of the Coastal and Estuarine Risk Mitigation Program – Department of Police, Fire and Emergency Management. This invoice remains outstanding at the end of June.

During the month of June, the following grants were received:

- An advance payment (50%) of the Financial Assistance Grant of \$1.497m was received from the Federal Government Department of Infrastructure, Transport, Regional Development, Communications and the Arts, for the 2025/2026 year.
- A payment of state heavy duty vehicle motor tax of \$14k was received from the Department of State Growth.

Insurance

- All 2025/2026 financial year insurance policies were finalised and in place at 30 June 2025.
- The claim lodged with JMAPP (JLT Insurance) for theft of property at the burglary at the Depot continued to progress.
- The claim lodged with JMAPP (JLT Insurance) for property damage at the South East Stadium continued to progress.

Fleet Management

- A capital budget allocation was made for fleet replacements during the 2024/2025 financial year. The General Manager approved the light fleet procurement recommendation. All five vehicles, a Ford Ranger utility and four Mitsubishi Outlanders have now been received.

Plant and Equipment Disposals

- One Mitsubishi Outlander remains to be disposed of from the 2024/2025 replacement schedule. This vehicle is expected to be sent to Pickles Auctions for disposal in July.

Meetings

- Local Government Professionals Emerging Leaders Program – 4 & 5/6/2025
- Audit Panel – 6/6/2025



- Monthly capital works meeting with Finance, Asset Management, Engineering and Depot staff – 11/06/2025
- Staff meeting – 17/06/2025
- WHS committee meeting – 19/06/2025
- Special Council Meeting – 24/06/2025

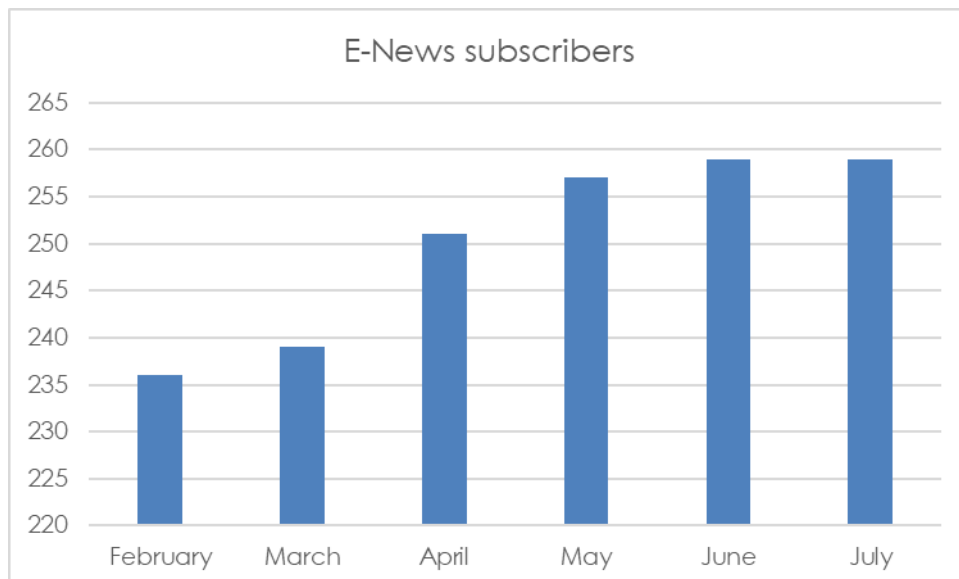


11.3

COMMUNITY RELATIONS – STACEY GADD, MANAGER**COMMUNICATIONS**

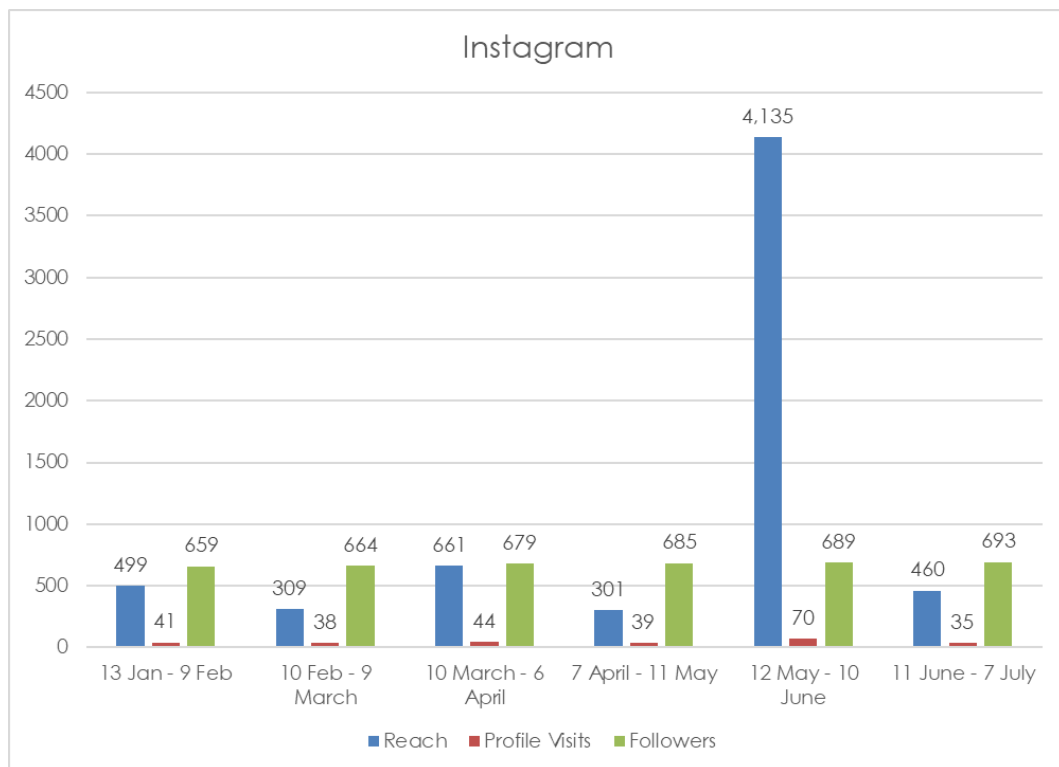
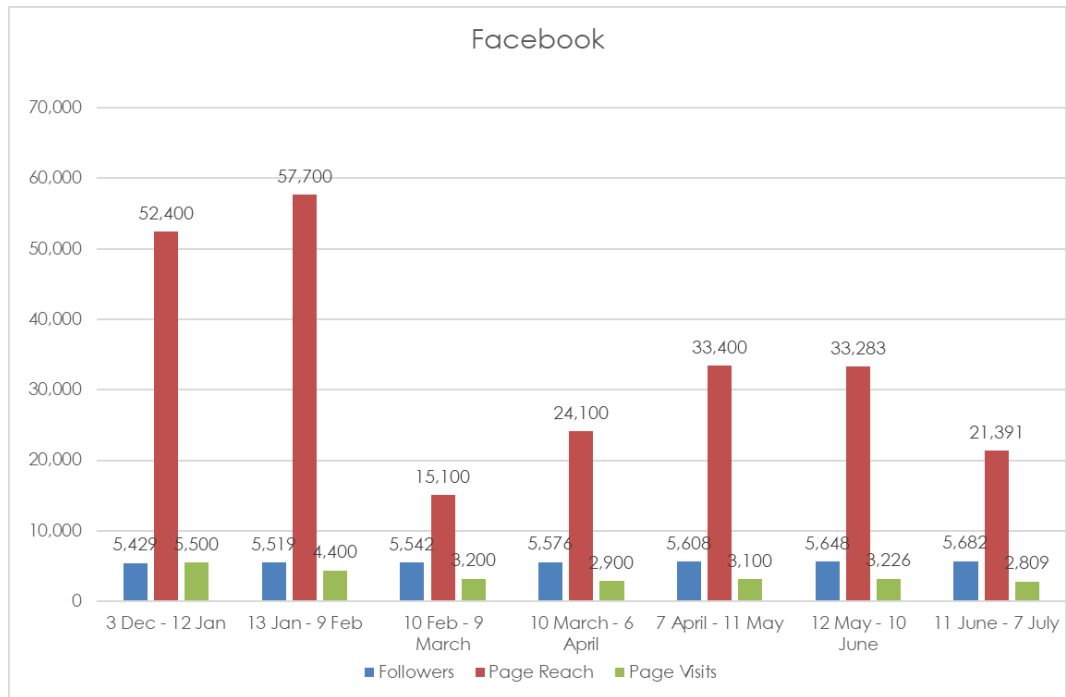
General

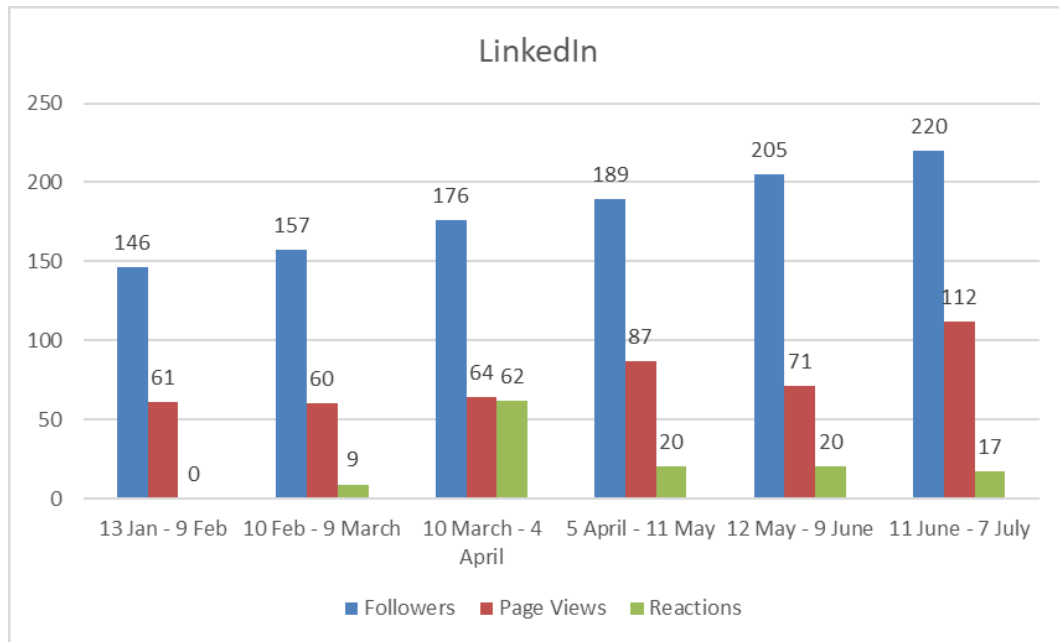
- Sorell Times – Regular monthly advert and articles regarding Annual Budget and Rates and Lift the Tone campaign.
- Council Works Update – Monthly update compiled re: current and soon to be commenced Council works, published on our website, Facebook and Instagram pages.
- Website – Updated with news and information including Council Works Updates, Primrose Sands Beach water quality update, Annual Plan and Budget.
- NRM - NRM Thursday posts on social media ongoing. NRM section ongoing in monthly Sorell Times advert re weed awareness and other NRM matters.
- Waste Education - Waste Wednesday social media posts ongoing.
- Advocacy - Regional Strengthening Projects Advocacy document update in progress.
- Community News newsletter – July 2025 edition finalised and sent out with rates notices.
- E-News – Sent out the July 2025 edition of Sorell Council E-News to subscribers.

**AGENDA**

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15 JULY 2025

Social Media





COMMUNITY CONSULTATION/ENGAGEMENT

- Southern Beaches Onsite Wastewater and Stormwater – Meeting with Southern Beaches Landcare Coastcare and TasWater. Still awaiting consultation plan from TasWater who will be leading the community consultation.
- Playspace Audit and Plan – final draft report should be available shortly.
- NRM Strategy approved. Preparing actions for NRMEAG to workshop from the strategy – meeting 31 July 2025.
- Southern Beaches Landcare Coastcare – MOU in progress and attending monthly meeting on 11 July 2025.
- Park Beach to Cafes Project – 1 x disabled bay already in place, wheel stops ready to be installed, sandstone seating and bike rack to be installed in the cafes area. Noticeboard to go near the bus stop and a further bike rack near the toilet block at Park Beach. Cafe owners consulted as well as face to face consultation on recent visit to Park Beach and the Cafes area.
- South East Sports Complex Master Plan – feedback provided by Council to draft plan and sent back to Inspiring Place – waiting on their response and report.
- Communication and Engagement Strategy – Tabled at July Council Meeting for endorsement.
- FOGO – community survey now live explaining the introduction of FOGO collections for 2026 and seeking community feedback on schedule for green FOGO waste and regular waste – FB, E-News and with rates notice.



- Pop up at Woolworths Complex being organised for 25 July 2025 seeking feedback on what the community would like to see in the Community Cultural Precinct.
- Indigenous Consultation – Meeting with Michael Paxton to progress plans for Red Ochre Beach access and other projects and activities.
- Capital Works updates on website - updating website on larger capital projects including Sorell Memorial Hall, Madison Lyden Park, Dodges Ferry Skate Park.

MEDIA/PROMOTIONS

- Signage Plan – Currently in development to create templates and standards for signage across the Municipality for parks, townships, reserves, community facilities etc. New sign underway for Copping Hall.

ARTS AND CULTURE

- Neil Davis Seat – Project deferred until the precinct is further developed.
- Community Art Project - Engaged Kerry Howlett to work with Indie School students to mosaic the water tanks at Dodges Ferry Boat Park.
- Photography EOI – Calls out for photography for South East Training and Jobs Hub. Photographs selected and liaising with photographers.

COMMUNITY DEVELOPMENT/COLLABORATIONS

- Community Grants Program – Review of Program, its grant streams and assessment process currently underway.
- Youth Plan – Finalising Youth Plan and associated operating strategy for Fitzroy Street.
- Youth Matters - Drop Ins
- Multiple Community Group meetings – Salvo's, People United.
- Southern Region Emergency and Recovery meetings.
- Planning for Service Providers Meeting– Tuesday 15 July.
- School Holiday Program - with Youth Matters.
- Water Tank Project – Dodges Ferry
- Opening of Skate Park Upgrade – Dodges Ferry
- Jobs Hub Opening preparations

COMMUNITY GRANTS PROGRAM

Community Grants

- Penna Recreation Association - \$1940 towards a portable toilet for events - pending

Individual Achievement



- Mila McLennan – U11 Australian Teams Championships at the Gold Coast in June 2025.
- Isla Thomas – U15 Tasmanian Netball team to compete in the School Sports Australia Championship in Moreton's Bay in July 2025.
- Zoey Carr - U15 Tasmanian Netball team to compete in the School Sports Australia Championship in Moreton's Bay in July 2025.
- Aiden Flack – Tasmanian Junior Rugby Team to compete in the Australian Schools and Junior Rugby Union Championship on the Sunshine Coast in July 2025.

EVENTS

- South East Training and Jobs Hub – Preparations commenced for Official Opening event on 4 August 2025.
- Dodges Ferry Skate Park – Opening event held on Saturday 5 July with Jimmy's Street and Skate crew and community BBQ. Well attended.

CORPORATE ADMINISTRATION

Right to Information

- None received.

Policies under review

Policy	Policy Type	Update
Fraud and Corruption Prevention	Council	Review complete. Requires Council approval.
Code of Tendering	Council	Officer review underway.
Fees Refund and Remission	Council	Review complete. Requires Council approval.
Acknowledgement of Traditional Owners Policy	Council	Officer review complete. Consultation with indigenous representatives underway.
Related Party Disclosures Policy	Management	Officer review nearing completion.
Credit Card Policy	Management	Review complete. Requires delegate review and approval.
Asset Management Policy	Council	Officer review underway.
Personal Information Protection Policy	Council	Officer review complete. Requires Council approval.

Leases & Licences

- Sorell Football Club Lease – Ongoing with the club for review.
- Dodges Ferry Rec Centre – Ongoing variation to Lease negotiations re: Canteen.
- Crown Lease renewal – Boomer Bay Road, Boomer Bay – Carpark and Toilet. Request to enact further term sent.
- South East Training and Jobs Hub – Development of Draft Lease for tenants, ongoing discussions with potential tenants.
- Lions Club and Men's Shed - Lease renewal in progress.



AGENDA

ORDINARY COUNCIL MEETING
15 JULY 2025

STRATEGIC ACTIONS MONTHLY UPDATE

Comms & Engagement Strategy Actions	Details for this month
Increasing engagement with our young people.	Opening of skate park upgrade / weekly Youth Matters / School Holiday Program
Providing ongoing opportunities for seniors to share their valuable insights through the Seniors Advisory Group.	Qtrly meetings and Seniors Week events
Exploring and adopting innovative engagement platforms and activities.	Pop up at Woolies on 25 July 2025 re: Community Cultural Precinct concept plans
Ensuring inclusivity by engaging a diverse range of residents and stakeholders to hear all voices.	
Building connections with key municipal industries and local businesses.	
Reporting engagement outcomes, highlighting how community feedback shaped projects, plans, and activities.	
Continuously review and enhance our communication and engagement practices to meet evolving community needs.	
Developing advisory/reference groups as required to ensure inclusive representation.	
Actively connecting with all corners of our community to ensure their voices are heard.	
Promoting and advocating for Government Agencies and Non- Government Organisations to provide essential and required services to our community.	Service provider meeting on 15 July
Establishing and upholding clear expectations for engagement between Council and community.	
Embedding placemaking approaches and principles into our activities to create better outcomes for projects, as well as more vibrant, resilient, and inclusive communities.	

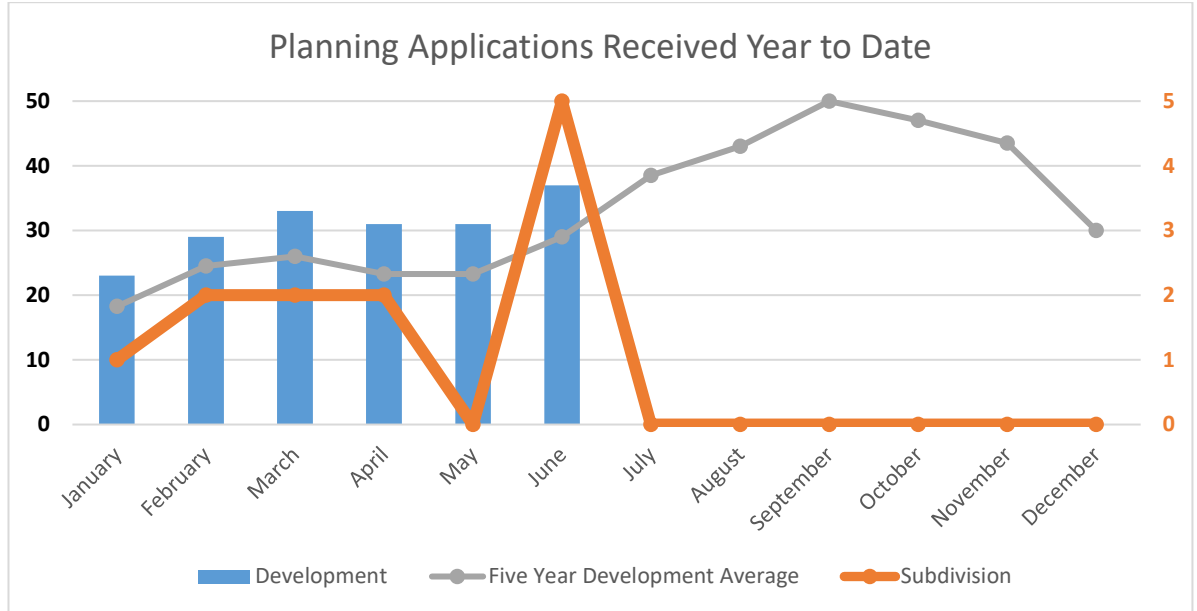


11.4 PLANNING – SHANE WELLS, MANAGER



Planning Applications Received

Planning applications received for calendar year to date.



Planning Approvals Summary

	New Dwellings	New Lots Approved	New Lots Sealed
Year to Date	95	13	10
2024	154	94	80
2023	159	232	107
2022	141	39	108
2021	195	386	132
2020	224	291	80

Planning Decisions

Planning Determinations – June 2025			
Description	Type	Decision	Property Address
Sixteen Lot Subdivision – Minor amendment	S56	SPA	9 Valleyfield Road, Sorell
Four Lot Subdivision Minor Amendment - Staging	S56	Delegation	21 Vigar Court, Orielton
Dwelling	Discretionary	Delegation	63 Friendship Drive, Sorell
Change of Use - Outbuilding to Secondary	Discretionary	Delegation	869 Kellevie Road, Kellevie



Dwelling & Storage (Retrospective)			
Additions to Dwelling	Discretionary	Delegation	11A Blackwood Drive, Forcett
Outbuilding	Discretionary	Delegation	1 Robinia Street, Primrose Sands
Food Services - Cafe	Discretionary	Delegation	Lot 501 Primrose Sands Road, Primrose Sands
Two Multiple Dwellings	Discretionary	Delegation	73 Federation Drive, Sorell
Dwelling	Discretionary	Delegation	18 Miena Drive, Sorell
Dwelling	Discretionary	Delegation	22 Federation Drive, Sorell
Three Visitor Accommodation Buildings, New Outbuilding & addition to Existing Building	Discretionary	Delegation	31 Walker Street, Sorell
Fitness/Yoga Studio	Discretionary	Delegation	U3 5 Fitzroy Street, Sorell
Additions (Deck)	Permitted	Delegation	276 Masons Road, Nugent
Outbuilding	Discretionary	Delegation	127 Weston Hill Road, Sorell
Outbuilding	Discretionary	Delegation	4 Richards Avenue, Dodges Ferry
Dwelling	Discretionary	Delegation	48 Whitelea Court, Sorell
Dwelling & Outbuilding	Discretionary	Delegation	136 Woods Road, Kellevie
Dwelling & Outbuilding	Discretionary	Delegation	231 Greens Road, Orielton
Outbuilding(Carport)	Permitted	Delegation	U2 33 Weston Hill Road, Sorell
Outbuilding & Addition to Dwelling	Discretionary	Delegation	28 High Street, Dunalley
Outbuilding	Discretionary	Delegation	2188 Arthur Highway, Copping
Dwelling & Outbuilding	Discretionary	Delegation	4 Fynbos Court, Primrose Sands
Four Multiple Dwellings (One Existing)	Discretionary	Delegation	3 Taylor Drive, Sorell
Change of Use - Dwelling to Visitor Accommodation	Permitted	Delegation	28 Peppe Drive, Sorell
Change of Use (Dwelling to Visitor Accommodation)	Discretionary	Delegation	69 Rantons Road, Dodges Ferry
Minor Amendment - Combine Permits 5.2023.136.1 and 5.2024.321.1 – 22 Units	S56	Delegation	29 Tasman Highway, Sorell

APPEALS

Item	Appeal Status
Appeal by applicant re approval of subdivision at 701 Arthur Highway, Forcett	Resolved. Consent Agreement.
Appeal by applicant re: refusal of subdivision at Marchwiell Road	Mediation Scheduled 9 July



Appeal by representor re: minor amendment to subdivision at 223-227 Carlton Beach Road	Withdrawn
Appeal by applicant re: refusal of dwelling at 5 Inverness Street, Midway Point	Mediation ongoing
Appeal by applicant re: refusal of subdivision at Arthur Highway, Copping	Lodged

STRATEGIC PLANNING

Item	Status (* indicates update since prior month)
Urban Growth Boundary changes consultation	Approved (*)
State Planning Office (SPO) - Improving Residential Standards in Tasmania Project (General Residential Zone and Low Density Residential Zone).	Report formally adopted (*)
Outer Hobart Residential Supply and Demand Study.	Complete. Public release pending
Statewide Planning Provisions – Ongoing Five Year Review.	TPC hearings scheduled for hazard code changes
Tasmanian Planning Policies.	Approval Delayed

DEVELOPMENT ENGINEERING

Engineering Audits for the construction of new municipal infrastructure (including roadways, kerb & gutter, footpaths, driveways, and stormwater pipeline and manhole infrastructure) are consistently required to meet current construction standards.

Current Engineering Drawings fee received and approved application:

- 7.2024.17.1 - 179 Greens Roads – 1 Lot Subdivision plus balance

Developments under construction are as follows:

- 7.2020.22.1 - 17 to 25 Nugent Road, Sorell – 6 Lot Subdivision
- 7.2022.4.1 - 3 Gate Five Road, Carlton River – 2 Lot Subdivision
- 7.2024.4.1 - 9 Valleyfield Road & 123 Rosendale Road, Sorell – 16 Lot Sub-division
- 7.2020.6.3 - 195-227 Penna Road, Midway Point -Stage 9 – 9 Lot Sub-division
- 7.2024.26.1 - 1 Correa Street, Primrose Sands – 1 Lot Sub-division

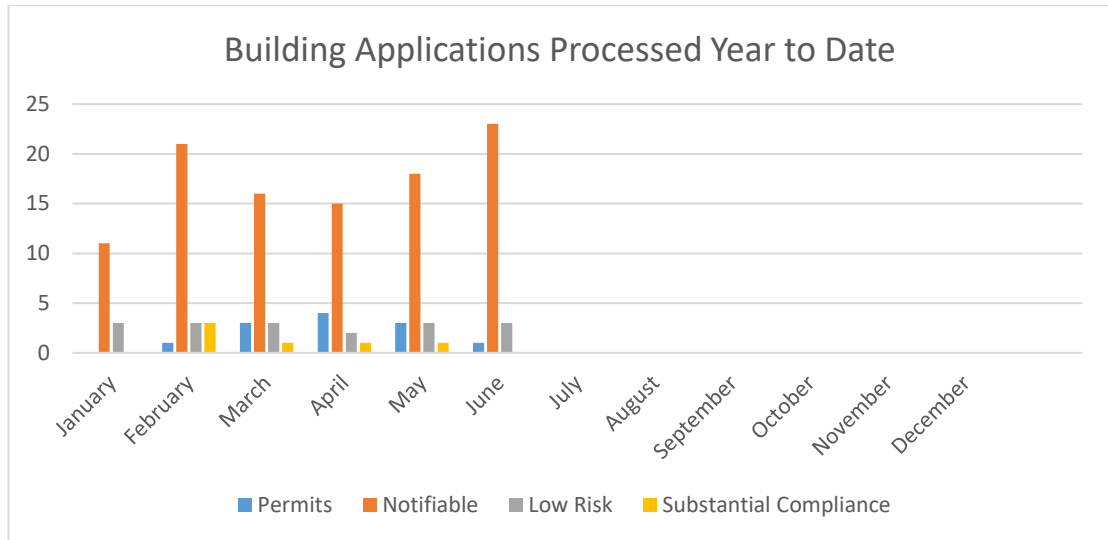


11.5 HEALTH AND COMPLIANCE – GREG ROBERTSON, MANAGER



BUILDING

Analysis of applications approved year to date including June 2025. These include (Permit/Notifiable/Low Risk/Substantial Compliance).



Property Address	Purpose Use Of Building	Value Of Work
14 Brookborough Court, Sorell	Access Ramp & Landing	\$35,600.00
6 Woodruff Court, Sorell	Additions to Dwelling (New Entry & BBQ Pavillion)	\$85,000.00
29 Singapore Street, Midway Point	Awning	\$21,157.00
1 Lagoon Road, Carlton	Dwelling	\$29,864.00
14 Richards Avenue, Dodges Ferry	Dwelling	\$397,860.00
45 Riviera Drive, Carlton	Shed	\$80,000.00
1 Tamarix Road, Primrose Sands	Dwelling (Amendment - Change of Location)	\$0.00
10 Inverness Street, Midway Point	Dwelling & Outbuilding	\$700,000.00
3 Karachi Street, Midway Point	Dwelling (Amendment - secondary residence)	\$0.00
2 Deakin Court, Lewisham	Dwelling	\$550,000.00
16 Friendship Drive, Sorell	Dwelling	\$400,000.00
63 Friendship Drive, Sorell	Dwelling	\$474,465.00
223A Old Forcett Road, Forcett	Dwelling with Low Level Decks	\$500,000.00
12 Ridge Road, Dodges Ferry	Alterations & Additions to Dwelling including Deck & Sauna	\$250,000.00



10 Callum Close, Midway Point	Dwelling	\$160,000.00
Foreshore Lease & 37 Connellys Marsh Road, Connellys Marsh	Boat Shed	\$29,760.00
1 Bayview Court, Sorell	Dwelling	\$100,000.00
14 Pendell Drive, Forcett	Dwelling	\$390,000.00
11 Beach Road, Connellys Marsh	Solar Panels	\$19,676.00
5 Pitt Street, Dodges Ferry	Dwelling	\$12,250.00
2 Spoonbill Loop, Sorell	Dwelling	\$390,000.00
39 Federation Drive, Sorell	Dwelling	\$320,000.00
77 Quarry Road, Forcett	Dwelling	\$200,000.00
41 Federation Drive, Sorell	Dwelling	\$325,000.00
22 Federation Drive, Sorell	Dwelling	\$300,000.00
15 Fenton Street, Midway Point & Tasman Highway, Sorell	Shed - Bike Shelter	\$10,000.00
56 Franklin Street, Lewisham	Addition	\$180,000.00

FEES WAIVED

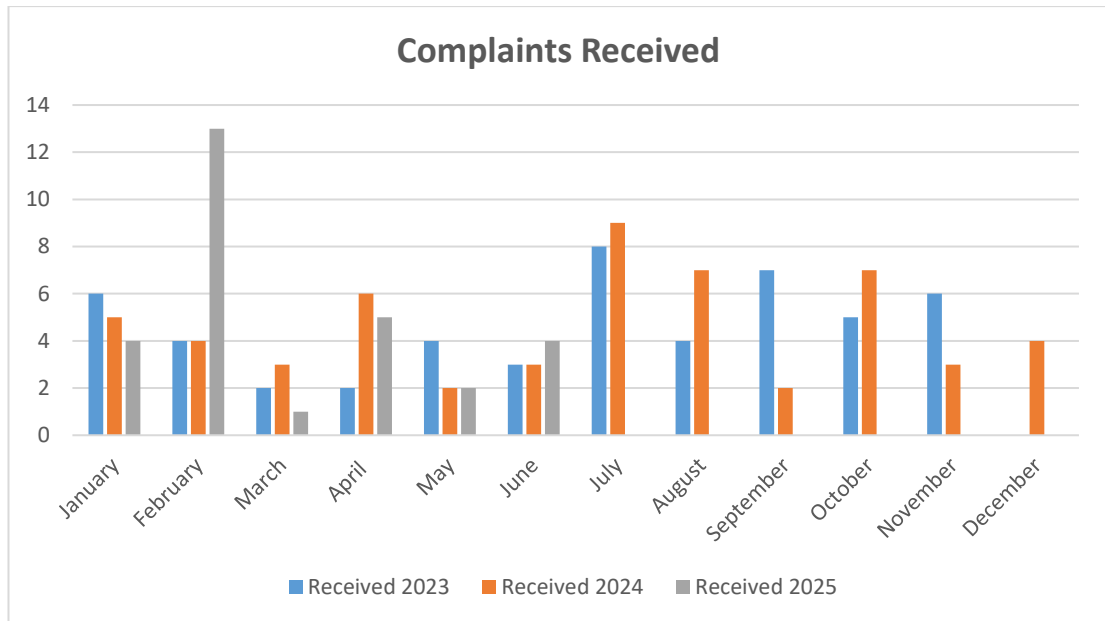
During the month of June 2025, there were no fees waived per the applicable Policy and delegation to the GM and Manager Health and Compliance.

BUILDING COMPLIANCE

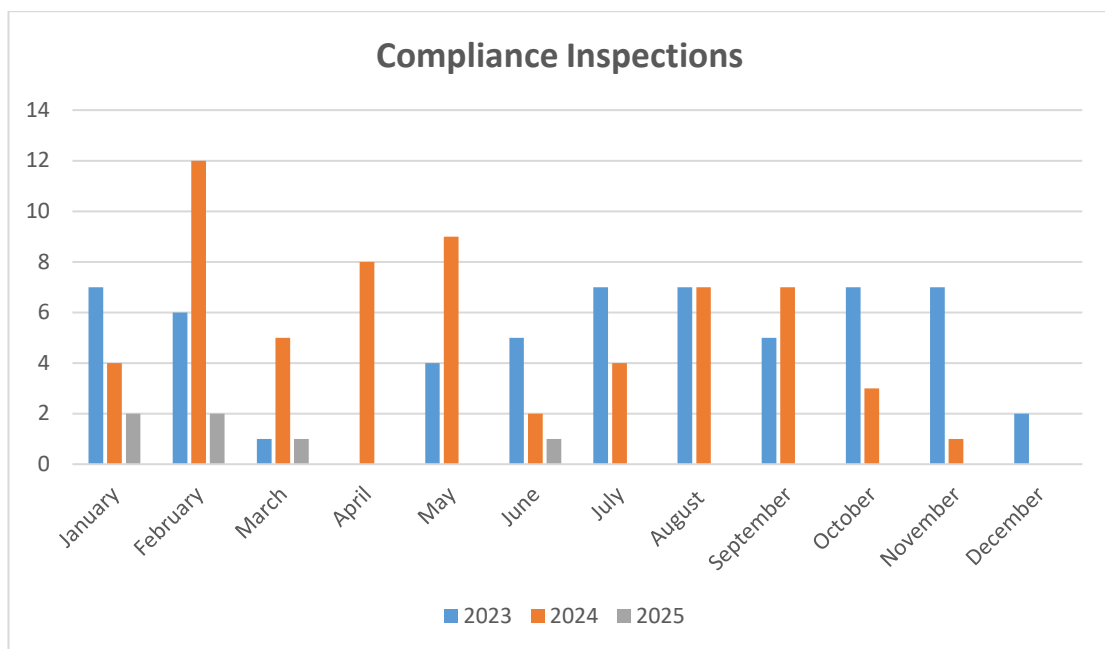
Council compliance officers are continuing to investigate and inspect any incoming complaints in relation to potential illegal construction of works on a weekly basis.

During the month of June 2025, we received 4 new complaints that required further investigation.





There was 1 on-site inspection completed for the month of June 2025.



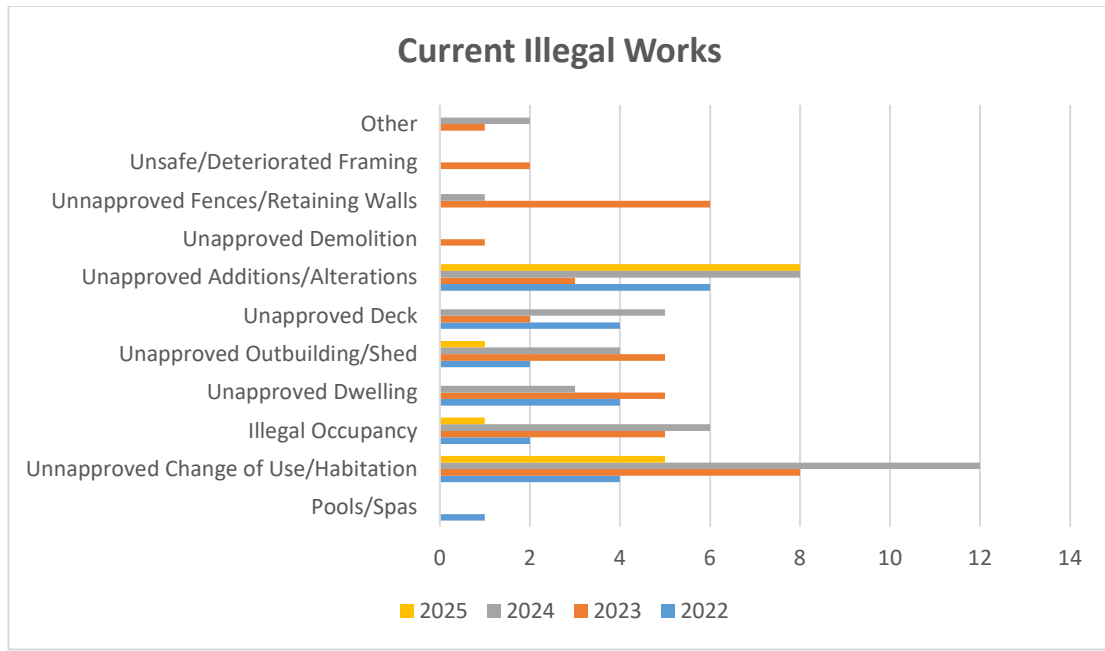
We often receive other incoming queries/complaints that do not require inspections that can be completed as they comply or are low risk work not requiring permits.

Below statistics reflective of Notices/Orders issued for June 2025:

Building Notices issued:	2
Building Order issued:	4
Building Order (Including Notices) revoked:	1

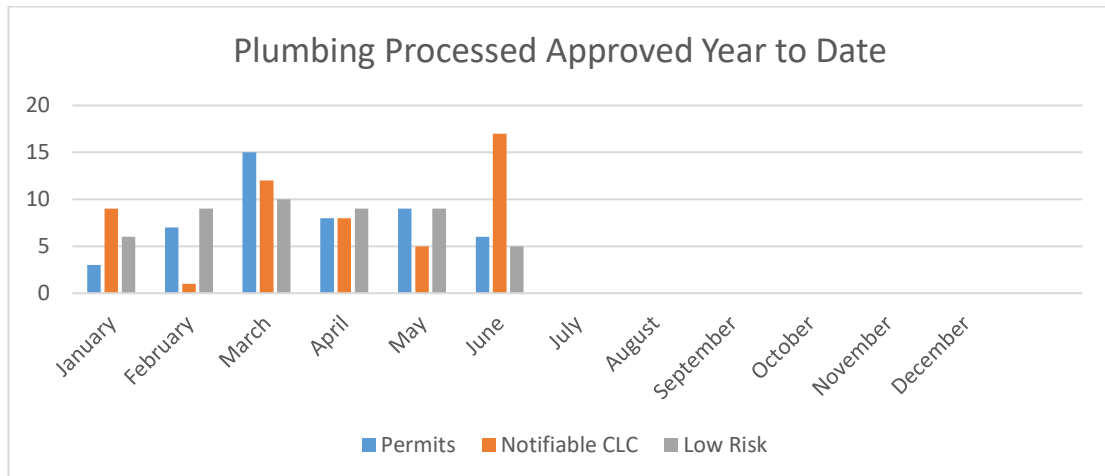


Infringement Notices issued:	0
Emergency Order issued:	0

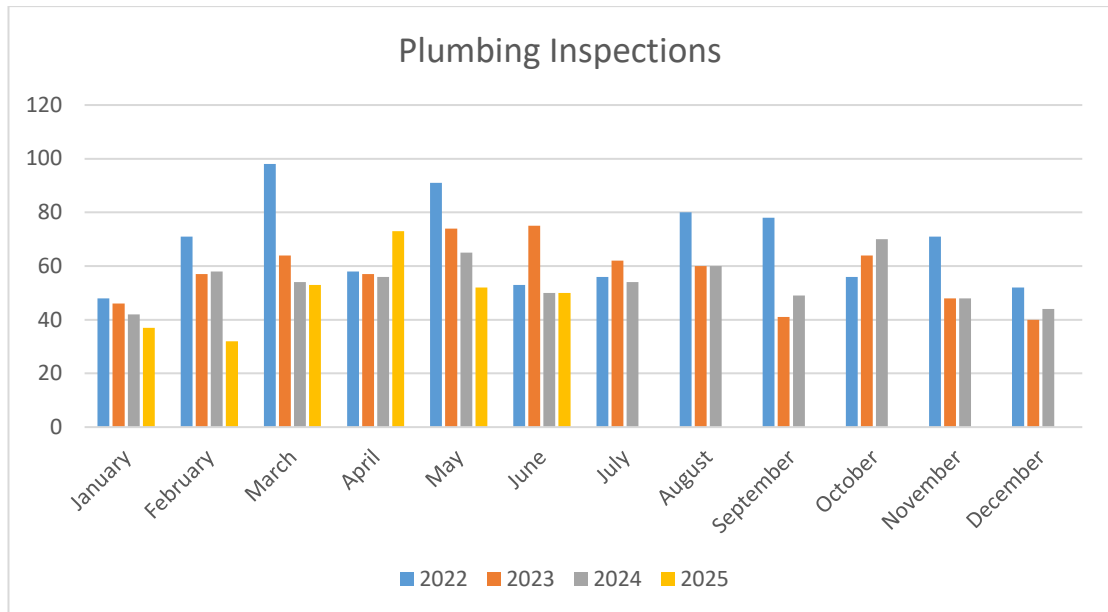


PLUMBING

Analysis of applications approved year to date including June 2025. These include (Permit/Notifiable/Low Risk).



In June, 50 plumbing inspections were conducted for new and existing plumbing works. These works are current Plumbing Permits and Certificates of Likely Compliance.



PLUMBING COMPLIANCE

Below statistics reflective of Plumbing Notices/Orders issued for June 2025:

Plumbing Inspection Direction:	0
Plumbing Notices issued:	0
Plumbing Order issued:	0
Plumbing Order (Including Notices) revoked:	0
Infringement Notices issued:	0
Emergency Order issued:	0

ENVIRONMENTAL HEALTH

Building Act 2016

Onsite wastewater management assessments completed for Plumbing Permit applications, mostly in the Southern Beaches and a distillery at Marion Bay.

The operator of a commercial property in the Southern Beaches which discharges wastewater into Pittwater has not yet been resolved. The owner has signed a contract with a plumbing business to undertake the work. The owner had a meeting in late May with the Manager Health & Compliance in relation to the project. There has been no further progress on this matter, the owner has advised that the new treatment plant will be ordered in July 2025.

Land Use Planning & Approval Act 1993

Development and subdivision application assessments completed including, commercial developments in Sorell and Dodges Ferry, new houses, change of use applications and subdivisions in the Southern Beaches, (where the Southern Beach On-site Wastewater and Stormwater Special Area Plan applies).

Food Act 2003

Inspections are ongoing to ensure registration of food business is consistent with the Food Standards Code. Registered Food business safety assessments were conducted during June 2025 in the municipality with food businesses inspected. Follow-up inspections were performed for food businesses that were found to be non-compliant when an on-the-spot-inspection was performed. EHO completed assessment of Coles alterations for compliance with the national construction code.

Food Business renewal applications were sent out and new registrations issued.

Public Health Act 1997

No notifiable disease investigations were requested by State Health Communicable Disease Prevention Unit (CDPU).

EHO conducted Yr 10 school-based immunisations at Sorell and indie Schools. All eligible students who returned a yes consent form were provided with Meningococcal ACWY booster. Those students who were absent or did not provide a consent form were referred to their local GP or other Local Government Immunisation clinics.

The recreational water quality report and statistical analysis was completed and presented to Council at the June Council meeting with a report on the Water Quality investigation at Primrose Beach.

The EHO previously issued an abatement notice on a property in Midway Point requiring the owner to remove rubbish and unsightly articles. The notice was not complied with, and Council is in the process of taking the necessary action to abate the nuisance. An interim Closure under the *Public Health Act 1997* was also issued for the dwelling on the same property.

Environmental Management & Pollution Control Act 1994 (EMPCA)

Noise, littering, smoke, backyard burning and odour issues/complaints were received including, construction noise, loud music and offensive odour.

The EHO investigated a complaint that a property in Carlton was dumping fill on their land. On investigation the EHO found that there was a substantial



amount of Type 1 clean fill on the property. While there appears to be well over the annual 100 tonne limit, the owner has been stockpiling for over a decade to enable them to make land improvements such as internal roads. The owner has complied with Council to cease stockpiling until the back log has been used.

Waste Management

1. Waste collection statistics

Month	2024/25 - Participation rate (%)				
	Garbage	Recycling	Greenwaste (bins)	Bulk Greenwaste	Hardwaste
July	80	77	38		
August	81	78	33		16
September	81	77	41		
October	83	74	50	10	
November	85	82	49		
December	86	81	50	7	
January	86	86	54		
February	86	85	51		
March	85	83	45		
April	84	82	43		
May	86	81	44		
June	81	77	35		

Month	2024/25 Tonnage of waste collected				
	Garbage	Recycling	Greenwaste	Hardwaste	Greenwaste (bulk)
July	313	77	72		
August	383	76	103	109	
September	314	84	85		
October	323	106	103		32
November	309	96	86		
December	318	90	85		34
January	314	100	86	205	
February	275	88	75		
March	283	91	50	4	
April	264	81	60		
May	277	81	66		
June	323	109	51		

Month	2024/25 Mornington Park Transfer Station - Sorell Residents (Tonnages)			
	Recoverables	Greenwaste	Garbage	
July	12	17	134	
August	15	21	122	
September	16	23	128	
October	21	37	140	
November	10	34	148	
December	21	42	171	
January	18	58	141	
February	11	34	109	
March	12	28	115	
April	23	38	124	
May	15	38	122	
June				

1. Lower rainfall and cooler weather resulted in a drop in the Greenwaste wheelie bin collections in June which is to be expected at this time of the year. Recycling total weight collected was higher, due to 3 weekly collections included in the June figures (end of May).

2. Attended a TasWaste South officer meeting, the following items were discussed:

- MRA consulting provided an overview report on the regional audit of waste, recycling and organic bin composition. The report identified opportunities for organics diversion from landfill, reducing recycling contamination and diversion of textiles and hazardous waste.
- Regional waste education services via Rethink waste.
- Regional Materials Recycling Contract administration and reporting.
- Soft plastics recycling trial at City of Hobart and Clarence was discussed and opportunities for expanding as a regional trial with support from industry.
- TasWaste will provide a subsidy for Councils to participate in Garage sale trail.
- Incorporating circularity in procurement.
- A successful regional hazardous waste collection day was conducted at Rokeby.
- TasWaste South has engaged MRA consulting to prepare a regional waste infrastructure plan.
- Discussed the Regional Litter Management Plan.

3. Recycle Rewards Container Refund Scheme commenced on 1 May 2025. Refunds points are located in Sorell (behind the Coles Supermarket) and Dodges Ferry (Car Park of the Dodges Ferry Hotel). Another site for Primrose Sands or Dunalley is being considered in coming months.



The scheme has been very popular, particularly in the Sorell Municipal Area. For the first 2 months Sorell refund point has processed 500 000 containers and 250 000 at Dodges Ferry. In total, 13 million containers have been received statewide.

4. A community survey on FOGO introduction has been prepared and will be released July. The survey will provide residents with more information about FOGO and help to design a service that suits our community and enables organic waste to be diverted from landfill.

5. MRA Consulting Group, a specialist waste management has provided a report on providing advice on transitioning to FOGO.

6. Veolia has recently received 3 new garbage trucks that will replace the existing vehicles used for garbage, recycling and greenwaste collection. The trucks are fitted with cameras around the vehicle. Customer service staff can now 'log in' to check where collection vehicles are operating and where bins have been emptied. If residents call about bins not being collected or to make a complaint, these matters can now be resolved more quickly.

Street Stall / Public place permits

Several enquiries have been received about roadside vending and operation of a Mobile Sauna. Proponents were advised to find suitable business zoned land which is more appropriate for this type of activity or obtain landowner consent and apply for a planning permit.

Dodges Ferry School sewage lagoons

TasWater's consultant has finalised designs for the new wastewater treatment systems to replace the existing sewage lagoons on the recreation park that service the School, Okines House, and Dodges Ferry Football Club.

Council staff have met with DECYP, TasWater and representatives of the Southern Beaches Coastcare Landcare Group to outline the project and obtain feedback on the proposed wastewater land application in the Dodges Ferry Recreation Park. SBLCC representatives provided constructive feedback that will assist to better manage the project and protect environmental values.

Southern Beaches On-site Wastewater and Stormwater Strategy

The consultants submitted the Draft report, which has been reviewed by Council staff. The final draft report will be advertised for public comment soon.

By-Laws



Commenced work on preparing a new Roads (Local Highway) By-Law, the draft has been sent to our legal advisor for review.

COMPLIANCE

Dog attacks

Council officers investigated several dog attacks on people and other dogs including a sheep attack in Dodges Ferry and poultry in Lewisham.

Dogs at Large / Fines and impounded

8 dogs were impounded and 5 infringement notices were issued comprising the following offences, dog at large and failing to register a dog over 6 months of age.

11 dog barking investigations have been completed and one Abatement notice issued for an ongoing dog barking complaint in Midway Point.

Dog registration checks

Councils Compliance staff assisted by CBS staff contacted owners of over 300 Dogs that were pending registration from the following year.

Dog registrations were sent out and are required to be renewed by 30 June 2025.

Planning Compliance

2 complaints were received, investigated and referred to planning for actioning.

Parking

Compliance Officers continued to deal with an increased amount of parking complaints (8) which were minor traffic parking offences. Other complaints related to parking on footpaths, exceeding time restrictions outside local businesses, illegal parking of heavy vehicles.

Noise Complaints including Dog Barking and Poultry

Councils Compliance Officers dealt with 11 barking dog complaints.

Littering

There continues to be a large amount of rubbish dumped on the roadside, in most instances the person responsible could not be identified.



Typically, Councils Compliance staff collect and dispose of dumped rubbish whilst attending the site however in some cases the amount of rubbish prevents the officer from doing this and contractors are engaged. The cost for Contractors to collect this rubbish in June was \$1300.

Councils part time EHO worked with Compliance staff in actioning an abatement notice which was issued for the accumulation of unsightly articles in the Midway Point area. The clean-up continued throughout June.

In response to complaints from members of the public about hardwaste being put out too early, Councils Compliance staff conducted a random audit in Primrose Sands and asked residents to remove the hardwaste from the nature strip and only put it out immediately before the collection is occurring.

BY-LAW Compliance

Back Yard Burning

Councils Compliance Staff investigated 3 Back yard burning complaints relating in one offender receiving a rectification direction and an official caution issued for causing a nuisance.

Caravans

Councils Compliance staff completed the Caravan inspection audit and CBS staff sent letters out for new vans that were identified and 7 infringement notices issued for non-compliance.

Fire Hazards

N/A

11.6 INFRASTRUCTURE AND ASSETS – JULIE MANN, MANAGER



CAPITAL WORKS - TRANSPORT AND STORMWATER

There are several Capital Works projects that are being designed, advertised for construction, about to commence construction, have commenced or achieved practical completion across our Municipality.

Capital Works projects within the design phase:

- Whitlam Court, Lewisham – Stormwater – Land easement and negotiation with property owner delays – currently looking at an amicable solution – ongoing.
- Franklin Street, Dunalley – reconstruction and associated drainage works. Design Stage. PDA draft detail design completed.
- Three Street, Dodges Ferry – upgrade and associated drainage works. Design Stage. PDA draft detail design prepared.
- Pearl Court, Dodges Ferry – upgrade/stabilisation. PDA draft detail design prepared, under review.
- Edith Court, Forcett – Reconstruction including stormwater, survey to be undertaken in July.
- Delmore and White Hill Road – Intersection upgrade. Geotech investigation, UDM have completed GPR survey to assist in the reconstruction design - ongoing.
- Southeast Sports Complex – drainage works, materials quotation received from TEFCO. Additional works required, upstream pipe shows signs of significant damage, looking at a more inclusive re-design.
- Shark Point Road and Penna Road – Reconstruction - awarded to JMG for the detailed design.
- Re-sheeting Program for 2025/26 being prepared.
- Re-sealing Program for 2025/26 being prepared.
- Survey for Carlton Beach Road from East Street to Raprinner Street undertaken, design ongoing.
- Survey for Gatehouse Drive to Weston Hill Road undertaken, design completed and under review.

Capital Works construction projects within the procurement process:

- Nil.

Capital Works under active construction:

- Allambie Road, Orielton – Road Reconstruction works are ongoing. Project has encountered significant delays.



CAPITAL WORKS - LAND IMPROVEMENTS AND BUILDINGS

FOOTPATHS

- Red Ochre Beach Access – After recent consultation with Aboriginal Heritage Tasmania (AHT) in applying for the permit to carry out work, Council was informed the area had not been surveyed, and that it was unknown if any relics were in the area of proposed works. Council now needs to engage an archaeologist to carry out a survey and then provide the report to AHT. Once this has been completed, Councils proposal for the access way will then be reviewed / depending on the results, before any works can commence.
- Miena Gravel Path – Advanced trees have been installed to provide shade along an exposed section of the track.
- Sorell Streetscape:
 - Scope of works and programming will commence shortly, based on preliminary design work for the final stage focusing on the signalised intersection.

BUILDINGS

Southeast Jobs Hub

- Works onsite are still progressing well:
 - External footpaths, car parking and landscaping are nearing completion.
 - Flooring installation is complete.
 - Plumbing fit-off complete.
 - Electrical fit-off is nearing completion.
 - Mechanical fit-off is complete.
 - Security cameras have been installed.
 - Fitout of furniture, appliances etc. To be completed in the coming weeks.

Men's Shed / Lions - Relocation

- A proposed location plan has been sent to the Hobart Vintage Machinery Society for review.
- A concept plan is being developed for the new shed, regarding space / clearance requirements for various types of machinery.

Sorell Memorial Hall - Extension

- Demolition to existing walls is continuing.
- All framing is complete.
- Electrical works are continuing.
- Window and door frames have been installed.
- Internal plumbing has commenced.



AGENDA

ORDINARY COUNCIL MEETING
15 JULY 2025

- Roofing and skylights have been installed.
- Mechanical contractor has commenced works on existing adjustments.
- Bracing for external cladding has commenced.

PARKS AND RESERVES

Dodges Ferry Skate Park

- The skate park had it's official re-opening on 5th July 2025, with Lions cooking a BBQ and Jimmy's Skate and Street hosting the event.

Madison Lyden Park

- Amenities Building
 - Concept plans for the amenities block are complete.
 - Design consultants have provided quotes.
 - Cost estimate will be completed and sent to Council for budget adjustment – most likely in September/ October.
- Car Park
 - Additional footpaths are being considered to link each end of the car park to the surrounding pathway network.

Pembroke Park – BMX Track

- No change – additional coat to track surface is expected to be carried out in September / October 2025 when the weather warms up.

Pembroke Park & Dodges Ferry Recreation Centre – AFL Goals

- The successful Contractor is ordering and manufacturing the safety netting.
- Installation date is yet to be confirmed.

ASSETS, GIS & ICT UPDATES

- Prepare Q4 Capitalisation Imports
- Transport Revaluation
- Sorell Municipal Map Update
- New iPad configuration
- Vegetation coverage analysis

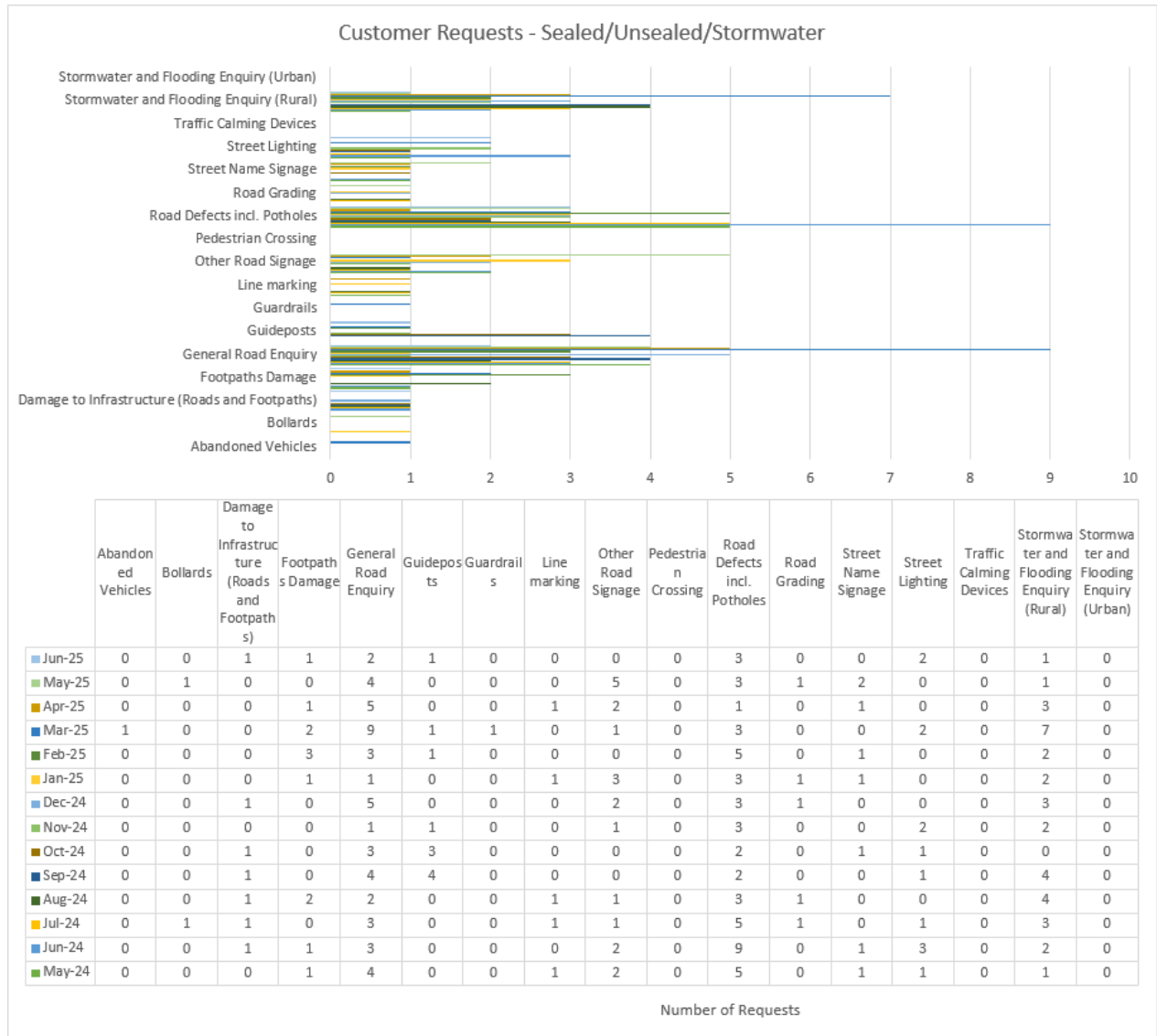


11.7 ROADS AND STORMWATER - DAVID REARDON, MANAGER



All Supervisors and Programmers have implemented project plans on all maintenance work that falls outside business-as-usual practices.

CRM's

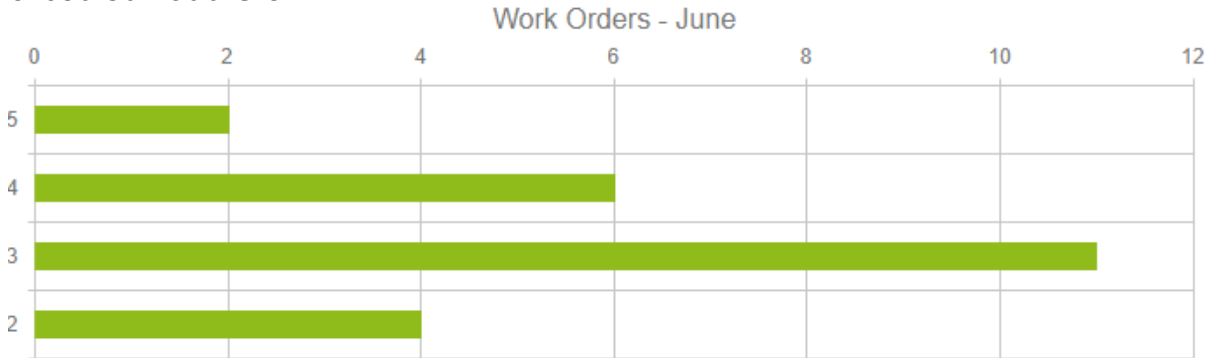


Road Maintenance and Repairs

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

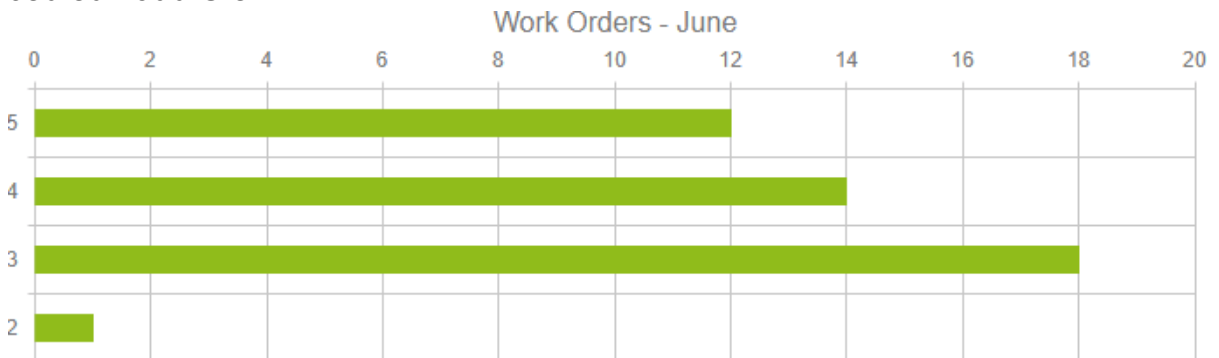


- Grading on Bezzants Road, Masons Road, Kellevie Road, and Bream Creek Road.
- Clean Drains on Nelsons Tier Road and Kellevie Road.
- Vegetation on Kellevie Road, Leenar Street, and Meethenar Street.

Roadside Furniture

- Signs at Waterson Lane and Return Street.

Sealed Road Crew



- Potholes at Gully Road, Cross Street, Wattle Road, Pawleena Road, Fulham Road, Nugent Road, Pargonee Street, Giblin Drive, CAC Access, Orielson Road, Quarry Road, Okines Road, and Pembroke Park Car Park.
- Crock Cracking on Brooklyn Drive, Shark Point Road, and Brinktop Road.
- Clean Drains on Shark Point Road and Boomer Jetty Road.
- Edge Breaks on Greens Road, Main Road, and Church Street East.
- Tree Trimming on Arthur Street, Carlton Beach Road, Boomer Jetty Road, Lewis Court, and CAC Car Park.
- Clear Debris on Carlton River Road.
- Bridge Repairs at Sunnyside Bridge, Stokes Road, Rosendale Road, Nugent Road, Fulham Road, East Orielson Road, and Carlton River Road.

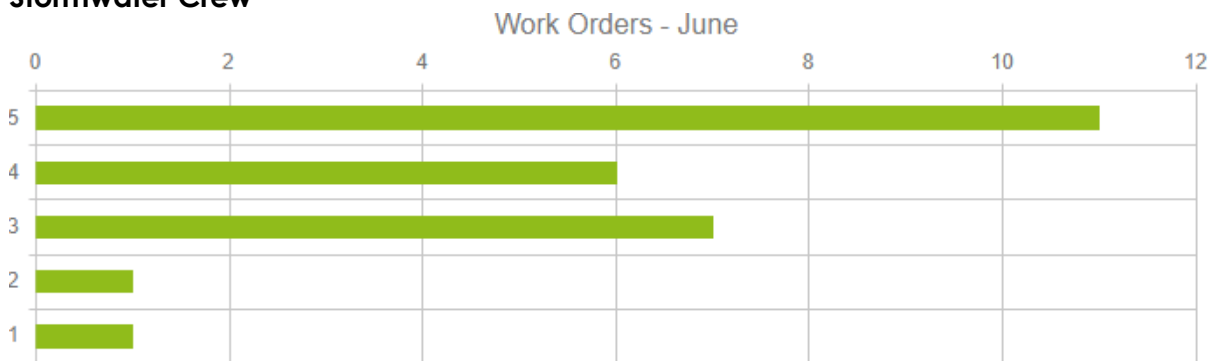
Inspections carried out

- Dodges Ferry
- Dunalley

Roadside Furniture

- Signs at Penna Road, Parkside Place, Junction Street, Torquay Drive, Colleen Crescent, Fulham Road, Pawleena Road, Gypsy Bay Ramp Access, and Old Forcett Road.
- Guideposts on Shark Point Road and Nugent Road.
- Wheel Stops at Sorell Park & Ride and Dodges Ferry Shop.
- Pedestrian Hoops on Carlton Beach Road.
- Bus Stop Cleaning at St George's Square.

Stormwater Crew

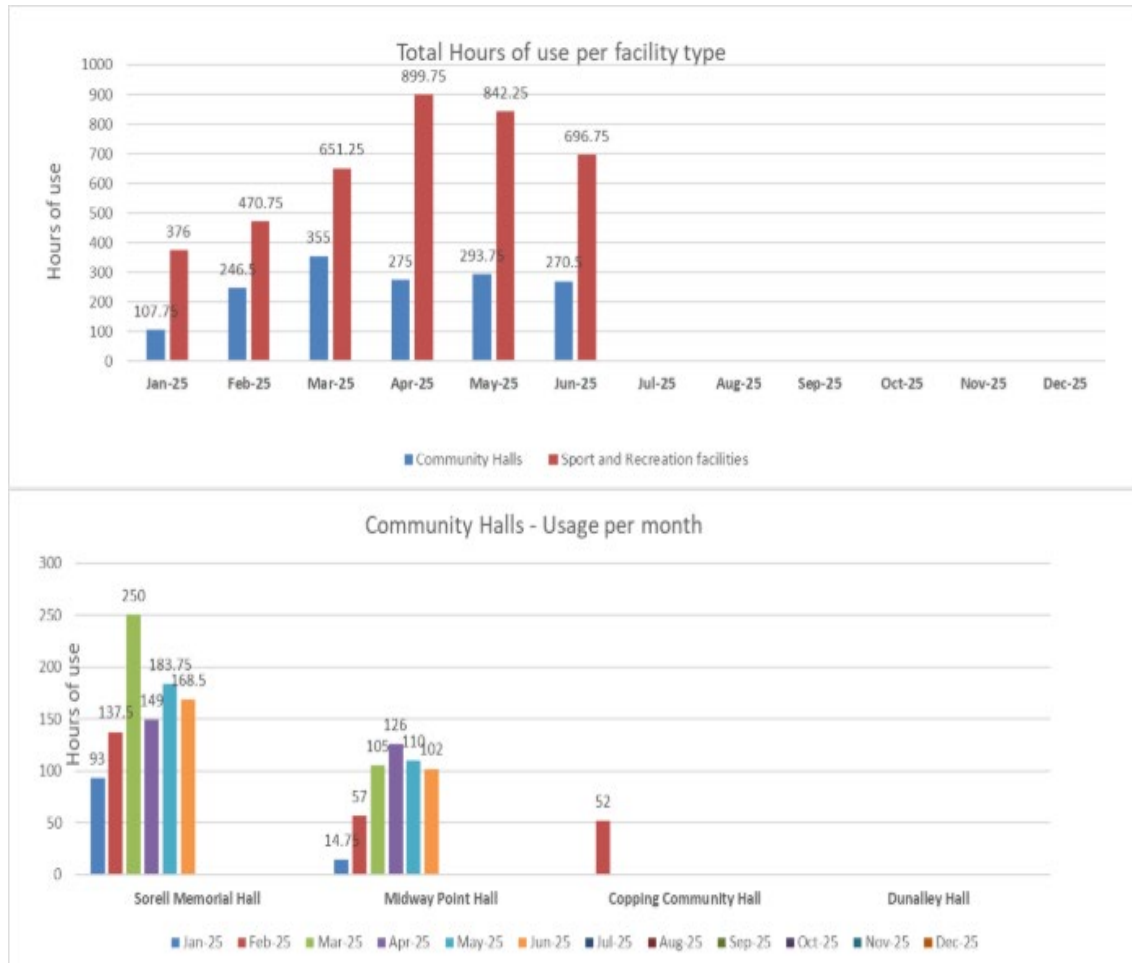


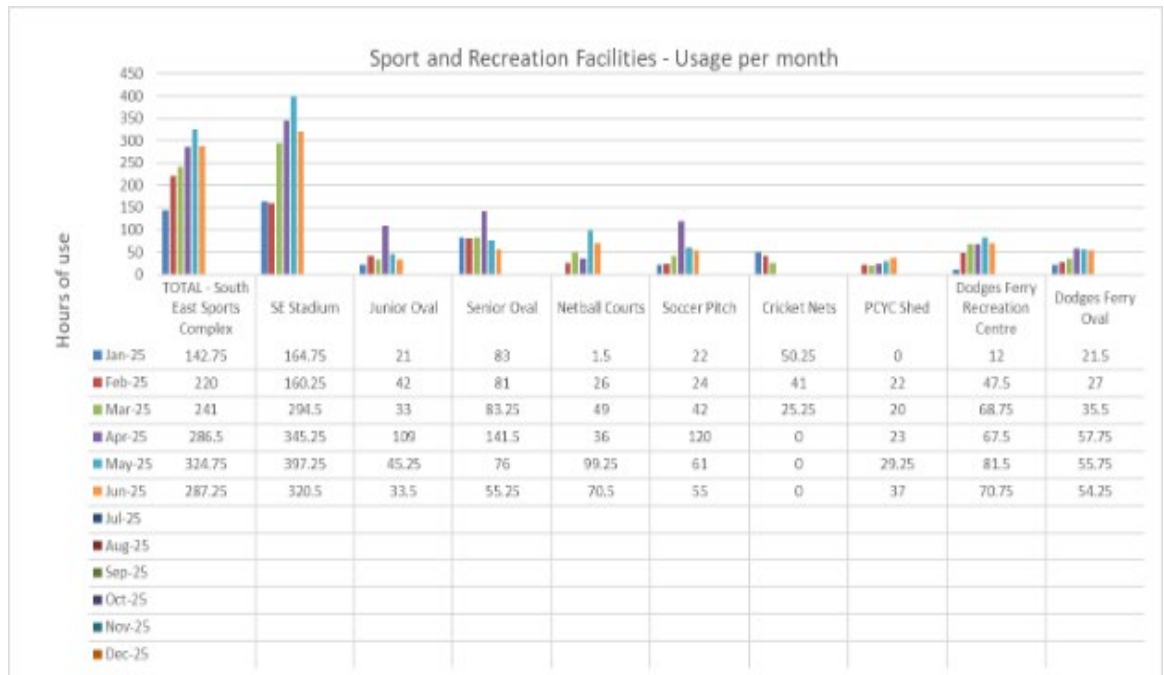
- Clean Drains at Parkside Place, Franklin Street, Carlton River Road, Stores Lane, and Moomere Street.
- Rock Line Drain on Penna Road.
- Vegetation Control on Shark Point Road, Nugent Road, Quarry Road, Okines Road, Casuarina Close, Marion Bay Road, Zone 1 and 2.
- Vac Pump GPOT on Parsonage Place, and Arthur Street.
- Routing in Zone 1 and 2.
- Outfall Inspections Zone 1, 2, and 3.
- Camera Moomere Street, White Hill Road, Tamarax Road, and Main Road.

11.8 FACILITIES AND RECREATION – BEN BUCKLAND, MANAGER



FACILITY USAGE





LAND IMPROVEMENTS

- Tree work – Various locations
- Ongoing mowing and maintenance for Parks, Reserves and Walkways.
- CRM's.
- Replace child swing safety chains Imlay Street Park
- Install watch your steps signs Carlton Beach walkway
- Clean tables and chairs Snake Hollow Park



NATURAL RESOURCE MANAGEMENT

Following key activities were conducted:

- Community workshop on perennial grassy weeds completed in Dunalley, Primrose Sands and Midway Point.
- Various site plans are being developed with partner properties under Rivers to Ramsar (Urban River grant program) project. The project aims to restore riparian ecology in three rivers: Sorell Rivulet, Orielton Rivulet and Frogmore Creek.
- Blue lagoon weed management plan draft report completed.
- NRM Strategy is completed and approved by the Council.
- CERMP outfall works progressing in various locations within southern beaches.
- eDNA of the water samples from three different creeks in Dodges Ferry and Lewisham is awaiting lab reports.
- Fencing in Dodges Ferry Recreational reserve is progressing.
- Camera trap for the wildlife installation progressing.

Facilities & Recreation

- Installation of Gallery Rail Stadium
- Installation of overnight lock Park and Ride Sorell Toilet
- Install Additional gravel path at Pembroke Dog Park, repurpose seating from Fenton St Park to small dog park on this new path
- Multiple tree maintenance
- Progress Gate repairs Depot
- Begin base landscaping at Pembroke windbreak areas below soccer fields. Repurpose tree mulch and playing fields cores.
- Finalise Plumbing compliance reporting for occupied buildings
- Multiple maintenance repairs to Sorell Memorial Hall roof plus additional guttering
- Repairs to Dodges Ferry Primary - Hall flooring
- Chemical storage auditing & modifications
- Project Management Fenton St Park N Ride (DSG Liaison)
- Water Meter Mapping – Cole St
- Water Tank installation at Dodges Ferry Recycling centre – collect roof run-off
- Carlton Beach access walkway maintenance planning
- Lighting Repairs Stadium (External) and Depot



12.0 PETITIONS STILL BEING ACTIONED



Petition	Tabled at Council Meeting	Status
Withdrawal of the Blue Lagoon Draft Management Plan	18 th July 2023 ordinary Council meeting – S.58(2) LGA 1993.	<p>Council laid the matter on the table for further consultancy on review and options assessment for stormwater management at Blue Lagoon. Variation to the operating budget approved at August 2023 Council meeting to facilitate this - \$50k.</p> <p>Final consultant reports received April 2024.</p> <p>Council staff continue to progress matters with Red Handfish research team (NHRT) in first instance through exchange of consultant reports, development of an interim water level management SOP and ongoing engagement prior to determining further actions.</p> <p>Exchange of all project materials expanded to relevant state and federal agencies.</p> <p>Engagement with NRM EAG has also occurred.</p> <p>Alternative permanent outfall design exiting at Boat Ramp underway. Detailed LIDAR survey and tidal level data indicate drain grade and tidal inundation limitations. Alternate approaches being investigated between Council and consultant.</p>



13.0 PETITIONS RECEIVED



13.1 PETITION – RESTORE AND REVEGETATE PLATYPUS HABITAT DODGES FERRY

RECOMMENDATION

"That in accordance with Section 60(2)(b) of the Local Government Act 1993, Council resolves to:

- i) Receive and note this report; and
- ii) Pending receipt of the eDNA monitoring results, to then consider options including the development and implementation of an appropriate habitat improvement plan."

INTRODUCTION

On Thursday 12th June 2025 a petition was delivered to Council and subsequently the General Manager to be registered and presented to Council. This occurred at the 17th June ordinary Council meeting with the petition containing the pre-requisite information as per Section 58(2) of the Local Government Act 1993 ("the Act").

The petition (attached) was lodged by Felicity Hargraves of 23 Ridge Road, Dodges Ferry, Jennifer Chapman of 2 Whitefoord Parade, Dodges Ferry and Peter French of 172 Lewisham Scenic Drive, Lewisham and comprised a paper petition with 153 signatories, 138 of which being valid signatories requesting the following action:

"Council take action to immediately restore and revegetate the Platypus habitat it has destroyed (where Council infilled in the creek along the eastern side of Dodges football field and left the remaining pond to stagnate and partly infilled a known platypus pond next to the skate bowl) that used to connect to the frog pond. This action is urgently needed to drought proof and reconnect platypus habitat to ensure platypus survival in our town."

STATUTORY MATTERS

Relevant controls on the preparation, submission and consideration of petitions is contained in Part 6 – Petitions, polls and public meetings, Division 1 of the Act.

Sections 58 and 60 specify how a Council is to accept and act on a valid petition with associated timeframes. Once tabled by Council (done at the June 2025 ordinary Council meeting) Council must then determine any action in respect of the petition within 42 days.



REPORT

Council has acknowledged receipt of the petition expressing concern over the recent discovery of a deceased platypus on the beach and the perceived impacts of Council activities on platypus habitat. The community's care for local biodiversity and natural values is acknowledged with the following response setting out Council's current actions and commitments.

Platypus Records and Necropsy Findings

Council is aware of the recent incident involving the deceased platypus. The findings of a necropsy result provided to the Council indicate that the animal did not sustain any physical trauma or external injury. The cause of death was identified as severe pneumonia. Determining the exact origin of such an infection is inherently challenging, as pneumonia can arise from a range of environmental, biological, or health-related factors that are not necessarily linked to habitat condition or Council activity.

Importantly, historical data does not indicate a sustained platypus population in the immediate Dodges Ferry area. The Platypus Survey Data, Tasmania (1901–2009) records only two occurrences of the species in Forcett Rivulet in December 2006, the closest waterway to the Southern Beaches area where platypus presence has been confirmed. While platypus is present in sections of Sorell Rivulet, there is no evidence to suggest their range extends into the Dodges Ferry waterways.

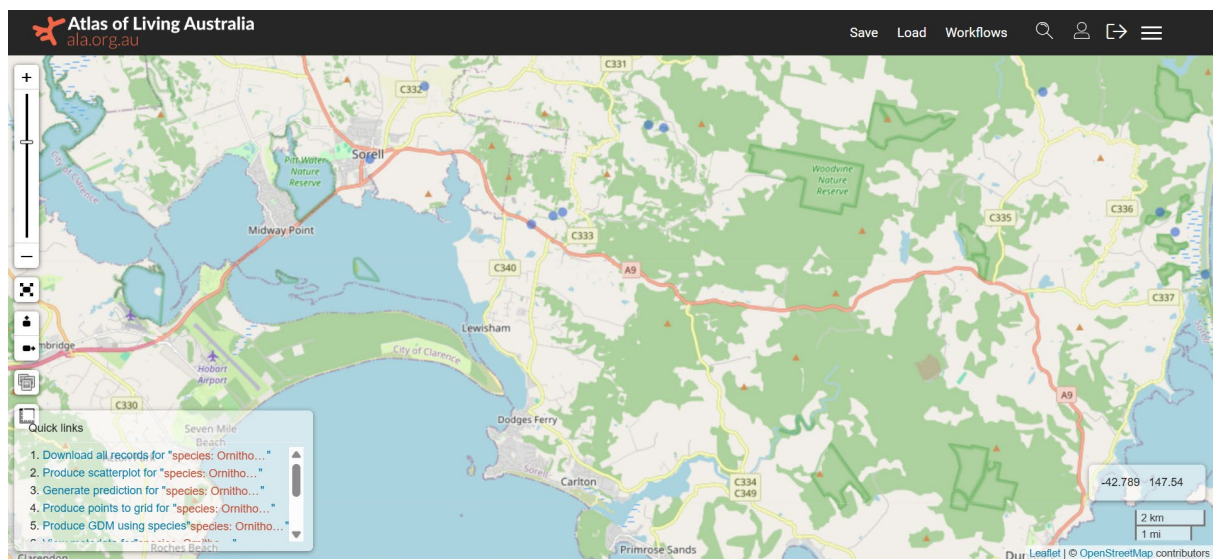


Figure 1: Historical records of Platypus in Blue dots (source: ALA)

Current Environmental Monitoring and Management Actions

Council is actively implementing measures to better understand and protect aquatic biodiversity in the Dodges Ferry region. These include:

Environmental DNA (eDNA) Monitoring: Council has recently undertaken eDNA sampling in three key waterways — China Creek, Okines Waterway,



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and Dodges Ferry Waterway. A total of 12 water samples were collected from three local waterways. Below images provides tentative location of the sample sites. Sampling locations were strategically selected to provide a representative understanding of aquatic biodiversity across the Dodges Ferry area.

The results are expected within the coming weeks and will identify any DNA signatures of platypus or other native aquatic species present in these systems.

eDNA analysis is a scientifically robust technique used to detect the presence of aquatic species by analysing genetic material in water samples. The results of this testing will inform Council's future management decisions regarding habitat restoration and species protection. Should evidence of platypus be detected, Council will consider options including the potential to develop and implement an appropriate habitat improvement plan.



Figure 2: sample location across Dodges Ferry

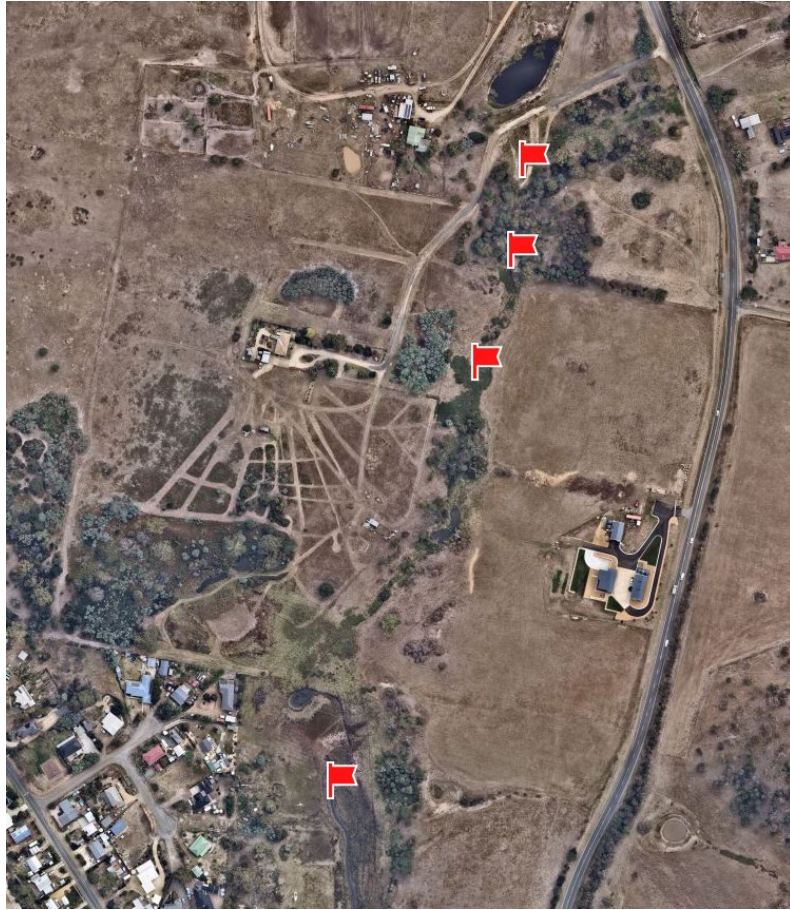


Figure 3: Sample location across China creek

Habitat Protection and Vegetation Management: In accordance with the Dodges Ferry Recreation Reserve Management Plan, Council is actively working to protect and enhance natural values in the area. This includes the installation of fencing along the eastern boundary of the football oval (Figure 4) to prevent further degradation of the adjacent waterway, and the implementation of vegetation improvement works to restore native plant communities and stabilise riparian zones.



Figure 4: Proposed new fence line

Natural Resource Management (NRM) Strategy

Council's new NRM Strategy provides a comprehensive framework for the protection, enhancement, and restoration of natural assets across the municipality. This Strategy integrates actions for biodiversity conservation, habitat connectivity, and waterway health, ensuring that environmental values are embedded in Council operations and decision-making processes. Through this Strategy, Council continues to work towards improving the condition of local ecosystems and supporting the resilience of native species.

Future Steps

Council will await the results of the eDNA analysis before undertaking any further targeted actions related to platypus habitat in the Dodges Ferry area. These results will provide the necessary scientific basis for determining the appropriate management response. Council is committed to transparent communication and will provide updates to the community once these results are available.

Council values and shares the community's concern for the protection of our unique wildlife and natural landscapes and their advocacy and interest. Ongoing community collaboration in the stewardship of our natural environment is supported.

ROBERT HIGGINS
General Manager

7 July 2025

Attachments: (2)



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PETITION FORM

Local Government Act 1993

FORM 1 – PETITIONS

x. Platypus Petition - restore + revegetate Platypus habitat
(Name and Subject of Petition)

To the Councillors of the Sorell Council;

We, the electors of the Sorell municipality area petition the Councillors in accordance with the local Government Act 1993 to (State Purpose of Petition):

immediately restore and revegetate the Platypus habitat that Sorell Council has destroyed east of Dodges Ferry football field and North of Dodges Ferry Skate bowl in the pond infilled there.

Name of Elector	Address	Signature
Felicity Hargraves	23 Ridge Rd Dodges Ferry 7173	<i>F Hargraves</i>

Declaration

We, the proposers of the petition, being electors of the Sorell municipal area, declare:

- there are 157 Signatories to the petition;
- to the knowledge of the proposers, the signatories are electors of the municipal area;
- the petition was signed between 23/4/2025 (Commencement date) and 11/6/2025 (Completion date).



(03) 6269 0000



sorell.council@sorell.tas.gov.au



47 Cole Street Sorell TAS 7172



PO Box 126 Sorell TAS 7172



www.sorell.tas.gov.au



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The petition is proposed by - *

- (1) Felicity Hargraves 23 Ridge Rd, Dodges Ferry TAS 7173 F. Hargraves
 (Name of Proposer) (Address) (Signature)
- * (2) Jennifer Chapman 2 Whiteford Place J. Chapman
 (Name of Proposer) (Address) (Signature)
- * (3) Peter French 172 Lewisham Seaside Drive P. French
 (Name of Proposer) (Address) Lewissham (Signature)

- A petition must be signed by at least three proposers.

Name and address of person to whom notices concerning the Petition shall be addressed

Felicity Hargraves 23 Ridge Rd, Dodges Ferry TAS 7173

To the Councillors of the Sorell Council;

We, the electors of the Sorell municipality area petition the Councillors to (State Purpose of Petition):

NAME OF ELECTOR	ADDRESS	SIGNATURE

(03) 6269 0000

sorell.council@sorell.tas.gov.au

47 Cole Street Sorell TAS 7172

PO Box 126 Sorell TAS 7172

www.sorell.tas.gov.au



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14.0 LAND USE PLANNING



Nil matters.

15.0 GOVERNANCE



15.1 WINDING UP OF STCA AND ALTERNATE PROPOSAL - RDA TAS SUPPORTED COLLABORATIVE NETWORK OF SOUTHERN TASMANIAN COUNCILS

RECOMMENDATION

"That Council resolve to:

1. Endorse the Collaborative Network of Southern Tasmanian Councils, which would be delivered through Regional Development Australia (Tasmania) and replace the regional collaboration role previously provided by the Southern Tasmanian Councils Authority.
2. Request the Southern Tasmanian Council Authority Board to commence a wind up process in accordance with the rules of the Joint Authority."

Introduction

The purpose of this report is for the Council to consider its formal support for a new operating model to facilitate Local Government collaboration within the Southern region

If the Council resolves to support the new collaborative network across the Southern councils, advice will be provided to RDA Tasmania and the matter considered at a future STCA Board meeting.

Background

The Southern Tasmanian Councils Authority (STCA) was established in 2006 to enable all Southern Councils to work together to facilitate and coordinate agreed regional development strategies and actions for the Southern Region.

The STCA initially comprised the twelve (12) councils of Brighton, Central Highlands, Clarence City, Derwent Valley, Glamorgan/Spring Bay, Glenorchy City, Hobart City, Huon Valley, Kingborough, Sorell, Southern Midlands and Tasman.



- The Board of the STCA comprises the Mayor of each member or an elected representative of that member as the Mayor's nominee. The General Manager/CEO of each member may attend Board meetings and act in place of the Mayor or nominee of their council if the Mayor or the nominee is absent from a Board meeting.
- The Authority is auspiced by the City of Hobart for the provision of employment and accounting services.

The membership of the STCA has been in decline over many years with Glenorchy, Kingborough and Clarence having previously withdrawn and Glamorgan Spring Bay and Derwent Valley Councils withdrawing FY 24/25.

Given the withdrawal of the above Councils it means that the STCA is now only representing seven (7) of the twelve (12) southern council areas, which includes around 40% of the population of the Southern Tasmania

The withdrawal of the Derwent Valley Council last year occurred at the same time of the resignation on the former STCA Executive Officer, and this series of events culminated in the members appointing Regional Development Australia (RDA) (Tasmania) to deliver executive support to the authority to facilitate a full review of STCA in 2024.

The review has explored a variety of options for delivering a workable regional collaboration model for southern Tasmania, however, it is important not to replicate the mistakes of the past.

Review

The primary reason that the STCA has been subjected to such a 'rocky' history is the fact that the region has been asking too much of it as an organisation. It has been expected to provide a regional development service that can reasonably meet the needs and demands of the numerous City Councils, while also meeting the needs and demands of the regional Councils, which vary in size, needs and capacity. History has demonstrated that this is not achievable as a majority of the City Councils have withdrawn their membership as they have identified that their needs are vastly different to those of the majority of STCA members and they believe that membership in the STCA is detrimental to their respective interests.

There is an ongoing need for the southern Council to engage closely particularly in respect to the southern regional land use strategy and other regional priority areas.

Accordingly, an alternative approach to regional engagement between the southern Councils is required in which the needs of regional Councils can be balanced against the needs of the Metropolitan Councils, and the regional projects such as the Southern Regional Land Use Strategy (and others), can continue to be regionally managed.



The review has identified that RDA (Tasmania) is ideally placed to support the development of a regional collaboration model in Southern Tasmania as it is consistent with the overall purpose and mission of the organisation. RDA is well versed in managing conflicting interests in their advocacy and engagement work and, given that it is an existing organisation, would prevent the need to establish a new regional organisation.

At its meeting on 16 December 2024, the STCA Board unanimously supported the formation and funding of a proposed Southern Tasmanian Council Network which would be supported by RDA Tasmania.

Strategic plan

Whilst there's no particular component of the Strategic Plan that specifically refers to this matter, the intended outcome of shifting to a new regional operating model to deliver more targeted and timely benefits is considered entirely consistent with the Objectives.

Annual plan

Similar to the above response, it is expected that Council will be more able to deliver annual plan key result areas through a newly formed, appropriately resourced and focused regional collaborative network of councils.

Policy

None applicable.

Environmental implications

None applicable.

Asset management implications

None applicable.

Risk management implications

Support of the recommendation would formalise to the STCA Board that the Joint Authority is to be wound up consistent with member council activity on this matter over the past 12 months.

In terms of the increasing ineffectiveness of the STCA over the past five years, moving to the proposed model is not considered to introduce any significant new or greater risk exposure.

Community implications

None applicable.



Statutory implications

As the STCA is a joint authority established under the Local Government Act 1993, section 37 of the Act states that:

- (2) A joint authority may be wound up –
 - (b) on the decision of the majority of participating councils
 - (3) The winding-up of a single authority or joint authority is to be notified in the Gazette by the council or one of the participating councils.
- Furthermore, the STCA Rules provides for the distribution of any assets or moneys remaining after payment of the expenses of the Authority, between the Members.

Report

As mentioned above, RDA (Tasmania) has been successfully supporting the STCA through secretariat support over the last twelve months and has provided a proposal to support a collaborative network of Southern Tasmanian councils in lieu of a formal STCA model (**attached**).

The collaborative network would aim to foster quarterly collaboration forums and joint policy setting focused on data and insights as well as managing shared service opportunities and regional project collaboration on an as needs basis.

The Southern Tasmanian councils share overlapping priorities and challenges, including economic development, infrastructure, community well-being, and sustainable growth.

A coordinated approach is crucial to maximise resources, improve efficiencies, and address shared challenges effectively as well as more effective advocacy for shared priorities.

RDA Tasmania, with its expertise in regional collaboration, strategic planning, and data-drive decision-making is well positioned to support this initiative.

The objectives of the collaborative network would be to:

- Facilitate collaboration by providing a structured platform for councils to exchange knowledge, align priorities, and foster partnerships.
- Leverage data and insights to enable evidence-based decision-making by sharing regional data, analytics, and trends.
- Encourage efficiency by identifying shared service opportunities and streamline resource allocation.
- Drive strategic projects by supporting collaborative projects that address regional challenges and opportunities.
- Enhance governance by providing administrative and logistical support to ensure forums are effective and outcomes focused.



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- Regional communication by providing a point of contact for stakeholders to engage at a southern scale.

The governance structure for the new model would include the Chief Executive Officer/General Manager or delegate from each Southern Tasmanian council with the role of chairperson rotating amongst the councils and supported by RDA Tasmania.

Elected Members would be engaged in the business of the Network via their respective CEO's/General Managers and ultimately would be responsible for making decisions in respect to their respective Councils involvement and/or expenditure on regional collaboration initiatives.

It is proposed to hold regional Elected Member forums periodically to consider matters of regional importance with a Council of Mayors (or elected delegate) to be held once a year in conjunction with the CEO's/General Managers.

RDA Tasmania would provide secretariat support for the network and working groups would be formed on an ad-hoc basis for specific initiative or projects.

Terms of reference would be developed to underpin the network and include annual reporting and financial statements.

The benefits of the network include:

- Stronger regional collaboration and shared vision;
- Enhanced capacity for data-driven decision-making;
- Cost savings through shared services and coordinated efforts;
- Increased success in securing funding for joint projects;
- A unified voice in advocating for regional priorities; and
- Efficiency of using existing NFP entity and regional capacity.

The proposal being presented by RDA Tasmania is for a two-year commitment, with an annual review with a view to the network becoming self supporting subsequently.

Financial Considerations:

The proposed annual budget for the collaborative network is \$75,500 with additional project funding and grants being pursued on an agreed and case-by-case basis which may include the engagement of consultants.

The total cost would be shared across the Southern councils and would be based on population and range from \$3,000 to \$9,500.

Sorell Council due to its population size would have an annual fee of \$6,500.



This allocation has been included in the 2025-26 budget to cover the cost of the participation in the new network.

ROBERT HIGGINS
GENERAL MANAGER

Attachment: RDA Tas Proposal



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13 December 2024

Proposal – RDA Tasmania Secretariat Function for Southern Tasmanian Councils Network

Purpose

This proposal outlines how RDA Tasmania could act as the Secretariat for a collaborative network of Southern Tasmanian Councils in lieu of the formal STCA model. The network aims to foster quarterly collaboration forums and joint policy setting focused on data and insights as well as managing shared service opportunities and regional project collaboration on an as needs basis.

Background

Southern Tasmanian Councils share overlapping priorities and challenges, including economic development, infrastructure, community well-being, and sustainable growth. A coordinated approach is crucial to maximise resources, improve efficiencies, and address shared challenges effectively.

RDA Tasmania, with its expertise in regional collaboration, strategic planning, and data-driven decision-making, is well-positioned to support this initiative.

Objectives

To deliver a network of Southern Councils to:

- **Facilitate Collaboration:** Provide a structured platform for councils to exchange knowledge, align priorities, and foster partnerships
- **Leverage Data and Insights:** Enable evidence-based decision-making by sharing regional data, analytics, and trends
- **Encourage Efficiency:** Identify shared service opportunities and streamline resource allocation
- **Drive Strategic Projects:** Support collaborative projects that address regional challenges and opportunities
- **Enhance Governance:** Provide administrative and logistical support to ensure forums are effective and outcomes focused
- **Regional Communication:** Provide a point of contact for stakeholders to engage at a southern scale.



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Proposed Role of RDA Tasmania

1. Secretariat Services (base function)

- Meeting Coordination: Plan, organise, and facilitate quarterly CEO/GM collaboration forums
 - Arrange venues (or virtual platforms)
 - Prepare agendas in consultation with member councils
 - Distribute meeting materials in advance.
- Documentation: Record minutes, track actions, and circulate summaries post-forum
- Membership Liaison: Be the point of contact and maintain communication with nominated council representatives, ensuring consistent engagement and participation
- Centralised Communication: Support (media and social media) content and presence as required
- Financial Administration: Provide financial services and reporting.

2. Data and Insights (base function)

- Maintain a repository of regional data and analytics, including:
 - Economic trends, workforce statistics, and infrastructure needs
 - Social and environmental indicators.
- Distribute relevant contemporary information and data across the member councils.

3. Strategic Project Support (as required and funded separately)

Subject to the agreement of the southern Councils:

- Provide tailored data analysis to inform discussions and support evidence-based decisions
- Facilitate identification of shared priority projects
- Assist in grant applications and project governance (eligible NFP entity)
- Coordinate project development and monitoring across councils
- Project administration and support for whole of region or sub-regional projects.

4. Shared Service Opportunities (as requested and funded separately)

Subject to the agreement of the southern Councils:

- Identify services with potential for regional collaboration
- Develop business cases for shared services to improve efficiency and reduce costs
- Monitor and evaluate shared service implementations.



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5. Advocacy and Reporting (base funding)

- Coordinate joint advocacy efforts to state and federal governments
- Prepare quarterly progress reports summarising outcomes and key insights from forums.

The proposed annual budget for this support role is \$75,500, with additional project funding and grants being pursued on an agreed and case-by-case basis.

This funding would support administrative tasks as well as resource dedicated to coordination (within the network and with external parties as required), communication and engagement and facilitating network gatherings and occasional activities arising.

Governance Structure

- Membership: CEO/GM or delegate from each Southern Tasmanian Council
- Chairperson: Rotational leadership among councils, supported by RDA Tasmania
- Secretariat: RDA Tasmania as the operational backbone of the network
- Working Groups: Ad-hoc groups formed for specific initiatives or projects
- Terms of Reference: To underpin functioning including annual report and financial statements.

Expected Benefits

- Stronger regional collaboration and shared vision
- Enhanced capacity for data-driven decision-making
- Cost savings through shared services and coordinated efforts
- Increased success in securing funding for joint projects
- A unified voice in advocating for regional priorities
- Efficiency of using existing NFP entity and regional capacity.

RDA Tasmania would welcome the opportunity to serve as the Secretariat for the Southern Tasmanian Councils Network in the short to medium term, fostering collaboration and driving positive outcomes for the region. We look forward to engaging with council representatives to refine this proposal and begin implementation.



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We propose this function could be a two-year commitment to begin with, with an annual review, then reconsideration after two years.

Yours faithfully

A handwritten signature in black ink, appearing to read "James McKee".

James McKee
CEO & Director of Regional Development
Regional Development Australia – Tasmania Inc.



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16.0 INFRASTRUCTURE AND ASSETS



Nil reports.

17.0 COMMUNITY RELATIONS



17.1 COMMUNITY GRANTS PROGRAM UPDATE

RECOMMENDATION

"That pursuant to Section 24 of the Local Government Act 1993 Council resolves to endorse:

1. The revised Community Grants Policy;
2. The revised Community Grants Guidelines;
3. The Terms of Reference for the Special Committee of Council - Community Grants Assessment Panel; and
4. Approve the delegation of authority to the Community Grants Assessment Panel pursuant to Section 77 of the Local Government Act 1993."

Introduction

This report presents the revised Community Grants Program, including updates to the Community Grants Policy, Guidelines, and Terms of Reference for a new Special Committee of Council - Community Grants Assessment Panel (CGAP). The updates aim to enhance transparency, accessibility, and alignment with Council's strategic priorities.

Background

The Community Grants Program has been a longstanding initiative of Council, providing financial support to community groups and individuals across the Sorell Municipality.

The program operates under Section 77 of the Local Government Act 1993 and includes three funding streams:

- Community Grants (up to \$2,000)
- Quick Response Program (up to \$500)
- Individual Achievement Program (up to \$250)

The revised documents reflect improvements in eligibility criteria, assessment processes, funding conditions, and governance structures. These changes were informed by feedback from previous applicants, internal reviews, and alignment with Council's strategic direction.



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Strategic Plan

The revised program supports the following objectives from Council's Strategic Plan 2019–2029:

Objective 3: To Ensure a Liveable and Inclusive Community

- Encourage and support the local arts, cultural activities, programs and events.

Objective 4: Increased Community Confidence in Council

- Ensure transparent and consistent decision-making.
- Encourage the building of community capacity to deliver local solutions to local issues.

Annual Plan

N/A

Policy implications

The revised *Community Grants Policy (June 2025)* formalises updated eligibility criteria, funding limits, and assessment processes. It ensures consistency with Council's governance framework and strategic objectives.

Environmental implications

The program includes a dedicated funding category for Environment and Sustainability, supporting biodiversity protection, stewardship, and community-based sustainability initiatives.

Asset management implications

The Equipment & Infrastructure category enables small-scale improvements to community facilities, contributing to the maintenance and enhancement of local assets.

Risk management implications

The updated guidelines and assessment matrix ensure a fair and transparent process, reducing risks of bias or misallocation. Conflict of interest protocols are clearly defined in the CGAP Terms of Reference, with mandatory declarations and voluntary excusal procedures.

Community implications

The program fosters community engagement, inclusion, and resilience. It supports a wide range of initiatives across arts, culture, sport, youth, heritage, and environment. It provides an opportunity to build the capacity



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of these groups to be more self-sufficient and have a greater impact and positive influence on the community. The Individual Achievement Program celebrates local excellence and representation.

Statutory implications

The program operates under *Section 77 of the Local Government Act 1993*, which governs grants and benefits. All allocations are reported in Council's Annual Report, ensuring statutory compliance and public accountability.

Report

Our review of our Community Grants Program came about in response to a need to create a more efficient, timely, and transparent community grants process by delegating assessment and decision-making to a dedicated panel with upgraded Policy and Guidelines. The following key changes have been implemented:

Establishment of a dedicated Community Grants Assessment Panel

- A Community Grants Assessment Panel (CGAP) will be formally established as a Special Committee of Council under Section 24 of the *Local Government Act 1993*.
- The panel is delegated authority to assess and determine grant applications within the approved budget, ensuring faster decision-making and improved governance.

Updated Policy and Guidelines

- The Community Grants Policy has been revised to reflect clearer eligibility criteria, funding conditions, and assessment processes.
- The Community Grants Guidelines now include:
 - A refined assessment matrix with weighted scoring to ensure strategic alignment and community benefit.
 - Defined funding categories across Community Grants, Quick Response, and Individual Achievement Programs.
 - Updated reporting and acquittal requirements for grant recipients.

Streamlined Application and Assessment Process

- Assessment timeframes have been shortened:
 - Quick Response and Individual Achievement: 2–4 weeks
 - Community Grants: 4–6 weeks
- Applicants receive timely communication and support throughout the process.

Enhanced Transparency and Accountability



- All grant decisions will continue to be reported monthly to Council and published in the Annual Report.
- Conflict of interest protocols have been strengthened, with mandatory declarations and voluntary excusal procedures for CPAG members.

Improved Strategic Alignment

- Projects must demonstrate alignment with Council's Strategic Plan 2019–2029, particularly objectives related to community inclusion, sustainability, and civic engagement.

The revised program strengthens Council's commitment to supporting local initiatives and ensures that funding decisions are equitable, transparent, and aligned with community needs.

Stacey Gadd

MANAGER COMMUNITY RELATIONS

9 July 2025

Attachments: x3

Community Grants Policy June 2025

Community Grants Program Guidelines 2025

Special Committee of Council terms of reference – Community Grants Assessment Panel



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COMMUNITY GRANTS POLICY

TITLE	COMMUNITY GRANTS POLICY
RESPONSIBLE PERSON	MANAGER COMMUNITY RELATIONS
APPROVED BY COUNCIL	11/04/2017
RESOLUTION NO	55/2017
AMENDED ON	
RESOLUTION NO	193/2023
REVIEW DATE	01/07/2028



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

- Advocate for effective regional service delivery that meets current and future population and demographic projections.
- Recognise and celebrate the rich history and heritage values of our region.
- Encourage and support the local arts, cultural activities, programs and events.

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.

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 using a matrix to evaluate applications for the Community Grants Program. This matrix aligns with Council's strategic aims and ensures a fair and transparent evaluation process. All applications will undergo a competitive assessment process based on the criteria. As a result, grant applications are not 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. Any unexpended funds must be returned to Council.

What will not be considered under the Community Grants Program:

- × Community Grants cannot be used to pay wages.
- × More than one Community Grants application from any community group per year.
- × Any project retrospectively.
- × Individual or personal work or initiatives.
- × For profit initiatives or activities.
- × Paying for operating costs and expenses of a group or organisation.
- × Trophies or prize money.
- × Projects run solely for fundraising purposes, without broader community benefit.
- × Projects which are commercial and have the potential to make significant profit, or where other funding sources are considered to be more appropriate.
- × Projects which may commit Council to ongoing support.
- × Schools cannot apply in their own right; however an application can be considered if it is submitted by the School's Parent Association (P&F or P&C). It must be for a one off event, project or activity that is not the core responsibility of the school and is open to or involves the wider community.

4. FUNDING CATEGORIES

COMMUNITY GRANTS PROGRAM

This grant program aims to support groups for amounts of up to \$2,000.00 (GST free) for one off activities or projects that benefit the Sorell Municipality.

These may include, but are not limited to:

- Community Events and Program - Supports projects that build social connection, inclusion, wellbeing, and community resilience.
- Environment and Sustainability - Supports environmental stewardship, biodiversity protection, and community-based sustainability initiatives.
- Heritage and History - Preserves and promotes the area's historical and cultural heritage.
- Youth Programs - Supports initiatives that benefit young people through engagement, development, and leadership.
- Sport and Recreation - Encourages physical activity, healthy lifestyles, and active participation in local clubs and facilities.
- Arts, Culture and Heritage - Promotes creativity and local identity through cultural activities.

- Asset, Equipment & Infrastructure - Supports community groups with the purchase of essential equipment or small-scale facility improvements.

Applicants for Community Grants must:

- Be located in and/or directly benefit residents within the Sorell Municipality.
- Be submitted by an authorised person of the organisation or entity.
- Demonstrate clear community benefit.
- Demonstrate alignment with Council's strategic aims.
- Be incorporated or Auspiced by an incorporated organisation. Evidence of agreement from the auspicer must be provided.
- Be not-for-profit organisations/groups.
- Have appropriate public liability insurance.
- Be able to demonstrate sound financial management.
- Have land-owner approval for the activity.
- Have fully acquitted any previous Council Community Grants.

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 (GST free) per year.

Applicants for Quick Response Community Assistance must:

- Be located in and/or directly benefit residents within the Sorell Municipality.
- Be submitted by an authorised person of the organisation or entity.
- Demonstrate clear community benefit.
- Demonstrate alignment with Council's strategic aims.
- Be incorporated or Auspiced by an incorporated organisation. Evidence of agreement from the auspicer must be provided.
- Be not-for-profit organisations/groups.
- Have appropriate public liability insurance.
- Be able to demonstrate sound financial management.
- Have land-owner approval for the activity.
- Have fully acquitted any previous Council Community Grants.

INDIVIDUAL ACHIEVEMENT PROGRAM

The 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 (GST free) per application. Applications must be accompanied by written confirmation of selection from the governing body.

These may include, but are not limited to:

- Environment
- Arts and Culture
- Academic excellence

- Heritage and History
- Self-funded Elite Sport Representation
- Recreation

5. APPLICATION PROCESS

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

Submission: Applications must be submitted online through Council's Community Grants Application Forms - [Community Grants – Sorell Council](#)

Documentation: Applicants should provide a detailed project plan, budget, and required supporting materials.

Consultation: Applicants are encouraged to discuss their proposals with Council's Community Development Officer before submission.

Processing: The following process will occur for all streams of Community Grants:

- Applications will receive acknowledgement of receipt of application.
- All applications will be reviewed by Council's Community Grants Assessment Panel.
- Dependent on if further information/clarification has been required from the applicant, notification of the outcome will be advised within:
 - 6-8 weeks for Community Grants
 - 2-4 weeks for Quick Response Grants
 - 2-4 weeks for Individual Achievement Program
- Funds will be made available by EFT to the applicants nominated bank details in the next available payment run.

6. ELIGIBILITY CRITERIA

Community Grants and Quick Response Community Assistance Program

Applicants for Community Grants and Quick Response Grants must meet the following eligibility criteria in order to have their request for financial assistance considered:

- Be located in and/or directly benefit residents within the Sorell Municipality.
- Be submitted by an authorised person of the organisation or entity.
- Demonstrate clear community benefit.
- Demonstrate alignment with Council's strategic aims.
- Be incorporated or Auspiced by an incorporated organisation. Evidence of agreement from the auspicer must be provided.
- Be not-for-profit organisations/groups.
- Have appropriate public liability insurance.
- Be able to demonstrate sound financial management.
- Have land-owner approval for the activity.
- Have fully acquitted any previous Council Community Grants.



There is a limit of one Community Grants Program application per financial year for groups. However, one Community Grant application and One Quick Response application per group per year is allowed.

Multiple grant applications for groups will be considered under the Quick Response Community Assistance Program 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 the Sorell Municipality.
- Written confirmation of the applicant's selection or an invitation to represent an area of interest from the event organiser or peak/governing 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 Council's 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.

7. ASSESSMENT

Applications will be assessed by the Community Grants Assessment Panel (CGAP) who are a Special Committee of Council delegated with the authority to assess and determine grant applications in accordance with Council's Community Grants Guidelines, Policy and annual budget.

Applications that meet eligibility criteria will be evaluated by CGAP using an assessment matrix. This assessment matrix aligns with Council's strategic aims and ensures a fair and transparent evaluation process. All applications will undergo a competitive assessment process based on the criteria. As a result, grant applications are not guaranteed.

Applications must achieve a weighted score of at least 50/50% for approval.

8. FUNDING CONDITIONS

Conditions apply to funding provided under the Community Grants Program.

Community Grants and Quick Response Community Assistance Grants

Use of Funds: Grants funds **must** be expended on the project as described in the approved application. Any significant changes to the project must be approved by Council. Any unexpended funds must be returned to Council.

Reporting: Recipients are required to submit a final report, including financial acquittal, within twelve months, and no later than 30 July of the financial year.

The acquittal report needs to include:

- A brief summary of the outcomes of the project, that is, how successful the project has been and how Council's contribution has been acknowledged in promotional material, media releases, at launches etc.
- Where possible digital photos of the project with permission to reproduce these photos in Council reports.
- A reconciliation of expenditure together with a copy of all receipts that demonstrate proper expenditure of the grant.

Acknowledgment: Council support must be acknowledged in all promotional materials related to the project, on your website, newsletters, social media and other promotional materials.

Individual Achievement Program

Reporting: Provide Council with a report including photos after the event.

Acknowledgment: Agree to Council promoting individuals' selection on our website, in newsletters and social media and other promotional materials.

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





Community Grant **GUIDELINES**

Revised July 2025



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The Community Grants Program aims to provide financial assistance for projects and activities that involve, engage and provide benefit to community groups and individuals within the Sorell Municipality.

Funding Categories

Community Grants

Purpose: For one off activities or projects that benefit the Sorell Municipality. These may include, but are not limited to:

- Community Events and Program - Supports projects that build social connection, inclusion, wellbeing, and community resilience.
- Environment and Sustainability - Supports environmental stewardship, biodiversity protection, and community-based sustainability initiatives.
- Youth Programs - Supports initiatives that benefit young people through engagement, development, and leadership.
- Sport and Recreation - Encourages physical activity, healthy lifestyles, and active participation in local clubs and facilities.
- Arts, Culture and Heritage – Promotes preservation of the areas history and promotes creativity and local identity through cultural activities.
- Equipment & Infrastructure - Supports community groups with the purchase of essential equipment or small-scale facility improvements.

Funding Limit: Up to **\$2,000** (GST Free) per application.

Application Frequency: One application per organisation per financial year.

Assessment Process: Applications are collated and evaluated by the Community Grants Assessment Panel.

Assessment Timeframe: Applicants will be advised of the outcome within 4–6 weeks.



Quick Response Program

Purpose: Provides support for local community development and health and wellbeing activities, through arts and culture, community participation, heritage and history, sport and recreation. This program aims to provide assistance to organisations with the costs associated with running their activities.

Funding Limit: Up to **\$500** (GST Free) per financial year.

Application Frequency: Multiple applications allowed, provided the total does not exceed **\$500** per financial year.

Assessment Process: Applications are collated and evaluated by the Community Grants Assessment Panel.

Assessment Timeframe: Applicants will be advised of the outcome within 2–4 weeks.

Individual Achievement Program

Purpose: Encourages and celebrates 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. These may include, but are not limited to:

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

Funding Limit: Up to **\$250** (GST Free) per application.

Assessment Process: Applications are collated and evaluated by the Community Grants Assessment Panel.

Assessment Timeframe: Applicants will be advised of the outcome within 2–4 weeks





Applicants for Community Grants and Quick Response Grants must:

- ✓ Be located in and/or directly benefit residents within the Sorell Municipality.
- ✓ Be submitted by an authorised person of the organisation or entity.
- ✓ Demonstrate clear community benefit.
- ✓ Demonstrate alignment with Council's strategic aims.
- ✓ Be incorporated or Auspiced by an incorporated organisation. Evidence of agreement from the auspicer must be provided.
- ✓ Be not-for-profit organisations/groups.
- ✓ Have appropriate public liability insurance.
- ✓ Be able to demonstrate sound financial management.
- ✓ Have land-owner approval for the activity.
- ✓ Have fully acquitted any previous Council Community Grants.

To be eligible for the Individual Achievement Program, individuals applying must reside in the Sorell Municipality and be able to provide written confirmation of selection from the governing body. Applications made retrospectively will not be funded.

Activity representation may include, but are not limited to:

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



Council uses a scoring system to assess all applications for the Community Grants Program. This system is based on Council's goals and helps make sure the process is fair and transparent. All applications will be reviewed competitively using set criteria, so receiving a grant is not guaranteed.

Applications must achieve a weighted score of at least 50/50% for approval.

ASSESSMENT CRITERIA	GUIDING QUESTIONS	SCORE RANGE	WEIGHT (%)	WEIGHTED SCORE
1. Community Benefit	How well does the project address a demonstrated need? Who benefits, and how many? Are outcomes meaningful?	0-5	X5	/25
2. Alignment with Council's Strategic Objectives	Does the project align with Council's strategic plan or key priorities?	0-5	X4	/20
3. Level of Community Engagement & Participation	Will the project encourage participation, volunteerism or community ownership?	0-5	X3	/15
4. Project Feasibility & Planning	Are timelines realistic? Is the project achievable? Have risks and approvals been considered?	0-5	X3	/15
5. Financial Management & Budget Clarity	Is the budget clear, realistic and good value for money? Are quotes or co-funding included?	0-5	X3	/15
6. Sustainability & Long-Term Impact	Will the benefits of the project continue after the funding ends? Can it be maintained or expanded?	0-5	X2	/10

| TOTAL | | /100% | /100 |

Scoring Guide (0-5 scale suggestion for each criterion)

SCORE	DESCRIPTOR
0	Not addressed or not relevant
1	Very limited – major gaps
2	Fair – some merit but lacks clarity
3	Good – meets expectations
4	Very Good – clear and well-supported
5	Excellent – comprehensive and compelling

What will not be funded:

- ☒ Community Grants cannot be used to pay wages/salary of staff. The engagement of contractors/consultants undertaking specialist work can be funded.
- ☒ More than one Community Grants application from any community group per year. One Community Grant application and One Quick Response application per group per year is allowed though.
- ☒ Any project retrospectively.
- ☒ Individual or personal work or initiatives.
- ☒ For profit initiatives or activities.
- ☒ Paying for operating costs and expenses of a group or organisation.
- ☒ Trophies or prize money.
- ☒ Projects run solely for fundraising purposes, without broader community benefit.
- ☒ Projects which are commercial and have the potential to make significant profit, or where other funding sources are considered to be more appropriate.
- ☒ Projects which may commit Council to ongoing support.
- ☒ Schools cannot apply in their own right; however an application can be considered if it is submitted by the School's Parent Association (P&F or P&C). It must be for a one off event, project or activity that is not the core responsibility of the school and is open to or involves the wider community.



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

Submission: Applications must be submitted online through Council's Community Grants Application Forms - www.sorell.tas.gov.au/community-grants/

Documentation: Applicants should provide a detailed project plan, budget, and required supporting materials.

Consultation: Applicants are encouraged to discuss their proposals with Council's Community Development Officer before submission.

Processing: The following process will occur for all streams of Community Grants:





Community Grants and Quick Response Grants

Use of Funds: Grants funds must be expended on the project as described in the approved application. Any significant changes to the project must be approved by Council. Any unexpended funds must be returned to Council.

Reporting: Recipients are required to submit a final report, including financial acquittal, within twelve months, and no later than 30 July of the financial year.

The acquittal report needs to include:

- A brief summary of the outcomes of the project, that is, how successful the project has been and how Council's contribution has been acknowledged in promotional material, media releases, at launches etc.
- Where possible digital photos of the project with permission to reproduce these photos in Council reports.
- A reconciliation of expenditure together with a copy of all receipts that demonstrate proper expenditure of the grant.

Acknowledgment: Council support must be acknowledged in all promotional materials related to the project, on your website, newsletters, social media and other promotional materials.

Individual Achievement Program

Reporting: Provide Council with a report including photos after the event.

Acknowledgment: Agree to Council promoting individuals selection on our website, in newsletters and social media and other promotional materials.

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

Contact Information

For more information or assistance with the Community Grants Program, please contact:

Sorell Council – Community Relations
Phone: (03) 6269 0000
Email: sorell.council@sorell.tas.gov.au
Website: www.sorell.tas.gov.au





TERMS OF REFERENCE SPECIAL COMMITTEES OF COUNCIL

Adopted by Council xxx

Schedule 1

Clause 1	Name of Special Committee
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Schedule 2

Clause 1	Objectives of the Committee
Clause 2	Membership Structure
Clause 3	Term of the Committee
Clause 4	Functions and Responsibilities of the Committee
Clause 5	Restrictions on Committee Powers
Clause 6	Delegated Authority
Clause 7	Meeting Schedule
Clause 8	Reporting
Clause 9	Conflict of Interest
Clause 10	Governance and Review



Pursuant to Section 24 of the *Local Government Act 1993*, Sorell Council has established a Special Committee as detailed in Schedule 1 and 2 below.

Schedule 1

1. The name of the Special Committee is as follows:

Community Grants Assessment Panel (CGAP)

Schedule 2

1. Objectives of the Committee

- 1.1 To assess and determine grant applications in a fair, transparent and timely manner.
- 1.2 To allocate funding in accordance with Council's Community Grants Guidelines, Policy and annual budget.
- 1.3 To ensure alignment of funded projects with Council's Strategic and Annual Plan priorities.
- 1.4 To provide regular updates to Council and the community on funding outcomes.

2. Membership Structure

The Panel will comprise:

- 2.1 1 Councillor Chair
- 2.2 2 Councillors
- 2.3 1 Community Development Officer
- 2.4 1 Manager Community Relations

A quorum will require at least 3 members, 2 of which must be Councillors.

3. Term of the Committee

- 3.1 Councillor representation on the Committee will become vacant every two years, or at the appointment of a new Council.

4. Functions and Responsibilities of the Committee

- 4.1 Review and assess all eligible community grant applications.
- 4.2 Make decisions and allocate funding within the approved community grants budget, under Section 77 – Grants & Donations.

Terms of Reference – Community Grants Assessment Panel May 2025



- 4.3 Apply the approved eligibility criteria, assessment matrix, and weighting framework consistently.
- 4.4 Declare and manage any conflicts of interest.
- 4.5 Report outcomes monthly to Council via the Community Relations workgroup agenda report.
- 4.6 Contribute to an annual review of the grants process, guidelines, and criteria.

5. Restrictions on Committee Powers

- 5.1 The committee does not have the power to:
 - impose fees, taxes, rates or charges;
 - rebate rates or charges;
 - make grants;
 - borrow money;
 - make a rate;
 - make a by-law;
 - execute a Deed;
 - sign a contract;
 - institute a legal proceeding;
 - call for tenders;
 - advertise for and/or appoint an employee;
 - or sell land.

6. Delegated Authority

Section 77 of the *Local Government Act 1993* refers to "Grants and benefits" and outlines how Councils may provide financial or other forms of assistance to individuals, groups, or organisations.

The CGAP is delegated the authority by Council to:

- 6.1 Make funding decisions in line with Section 77 within the adopted community grants budget.
- 6.2 Approve or reject applications in accordance with the approved eligibility criteria and guidelines.

Council retains authority for:

- 6.3 Approval of the overall grants budget through the annual budget process.
- 6.4 Oversight and policy-setting for the community grants program.

Alteration to Delegation and Terms of Reference:

- 6.5 Council may amend this delegation and Terms of Reference at any time.

Terms of Reference – Community Grants Assessment Panel May 2025



7. Meeting Schedule

- 7.1 Panel assessments will occur on a rolling basis, approximately every two - four weeks or as required, aligned with the continuous intake of grant applications.
- 7.2 Special meetings may be convened by the Chair as necessary.
- 7.3 Panel decisions will be communicated to applicants within two weeks of the assessment meeting.

8. Reporting

The CGAP will:

- 8.1 Submit a monthly report to Council summarising grant outcomes, including:
 - 8.1.1 the recipients
 - 8.1.2 funding amounts,
 - 8.1.3 and project descriptions.
- 8.2 Ensure that all grant allocations are published in the Council's Annual Report in accordance with Section 77 – Grants & Donations.

9. Conflict of Interest

- 9.1 Conflict of Interest in relation to the CGAP can be defined as the following types:
 - 9.1.1 Personal or Financial Interest
 - The panel member (or a close relative/associate) stands to benefit financially or materially from the grant being awarded.
 - This could include being a board member, employee, contractor, or volunteer of the organisation applying for the grant.
 - 9.1.2 Familial or Close Relationships
 - The panel member has a family member, partner, or close friend involved in the applicant organisation.
 - Even if there is no direct financial benefit, the perception of bias is enough to constitute a conflict.
 - 9.1.3 Membership or Involvement in the Applicant Organisation
 - The panel member is involved in or affiliated with the organisation, even in a non-paid or advisory capacity. Example: a volunteer, donor, or regular participant in the organisation's activities.

Terms of Reference – Community Grants Assessment Panel May 2025



- 9.2 All Panel members must declare any conflicts of interest at the commencement of each meeting.
- 9.3 Where a conflict is identified, the member must recuse themselves from assessment and decision-making for the affected application(s).
- 9.4 Conflict of interest declarations will be documented in the meeting minutes.

10. Governance & Review

- 10.1 The CGAP will operate in accordance with Council's governance framework, policies, and procedures.

Terms of Reference – Community Grants Assessment Panel May 2025



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17.2 YOUTH PLAN 2025

RECOMMENDATION

"That Council resolves to endorse the Youth Plan and note the proposed implementation and resourcing approach outlined in this report."

Introduction

The purpose of this report is to present the Youth Plan for Council endorsement. This plan outlines key priorities and actions for engaging and supporting young people aged 12–19 across the Municipality and details Council's proposed role in implementation.

Background

In 2024 Council engaged the Youth Network of Tasmania (YNOT) to undertake an extensive consultation with young people aged 12-19 years living in the South-East region. With over 245 young people and 34 organisations contributing their feedback, the consultation identified critical issues and informed the development of key priorities for youth engagement, wellbeing, and support.

The Youth Plan has been developed based upon the recommendations in the YNOT Report.

Strategic Plan

The Youth Plan aligns closely with the objectives outlined in the Strategic Plan. This alignment ensures that initiatives targeting young people contribute to the broader vision of fostering a proud, thriving, and inclusive South-East community.

The Youth Plan is consistent with two key objectives in Council's *Strategic Plan 2019 – 2029*:

Objective 3 – *To Ensure a Liveable and Inclusive Community*
 3.3 *Advocate for effective service delivery that meets current and future population and demographic projections.*

Objective 4 – *Increased Community Confidence in Council*
 4.6 *Engage effectively with the community and other stakeholders, ensuring communication is timely, involving and consistent.*



Annual Plan

The Youth Plan aligns with the 2025–2026 Annual Plan priority 3.6:

Continue to implement the South East Youth Report recommendations, including:

- *Appointment of a dedicated Youth staff member.*
- *Repurpose 11 Fitzroy Street as a Youth Hub.*
- *Advocate for and support delivery of services and programs for young people,*

Policy Implications

Council's *Safeguarding Children and Young People Policy*, adopted on 16 January 2024, establishes a comprehensive framework to ensure the safety and wellbeing of children and young people in all Council activities and facilities. This policy has significant implications for the implementation of the Youth Plan 2025–2029 and the proposed Youth Hub at 11 Fitzroy Street.

To align the *Safeguarding Children and Young People Policy* with the objectives of the Youth Plan and the operations of the Youth Hub, a review and updates may be required. This will ensure that the Youth Plan and Youth Hub not only comply with statutory requirements but also embody best practices in safeguarding, thereby fostering a safe and supportive environment for all young people in the community.

Environmental Implications

There are no direct environmental implications arising from the Youth Plan. However, improvements to public spaces and transport infrastructure as outlined in the Plan may contribute positively to youth use of active and sustainable transport modes.

Asset Management Implications

The use of Council owned premises at 11 Fitzroy Street as a Youth Hub has asset management implications, including potential required upgrades and ongoing maintenance. These will be planned and budgeted through the annual budget process.

Risk management implications

The Youth Plan provides a structured approach to managing social risks relating to youth disengagement, social isolation, and community safety. Investing in targeted programs and youth-friendly infrastructure will mitigate risks and improve long-term social outcomes.

Community implications

The Youth Plan was developed through extensive community consultation and reflects the aspirations and needs of local young people. The Plan will strengthen community connectedness, increase youth participation, and build partnerships across sectors.

Statutory implications

There are no statutory requirements mandating the development of a Youth Plan, however, the Plan aligns with the principles outlined in the Tasmanian Child and Youth Wellbeing Strategy and national youth development frameworks.

To align the *Safeguarding Children and Young People Policy* with the objectives of the Youth Plan and the operations of the Youth Hub, a review and updates will be required to ensure compliance with our statutory obligations.

Report

The Youth Plan outlines five key priorities:

1. **Establish Safe Spaces and Youth Hubs** – Including a dedicated Youth Hub at 11 Fitzroy Street and safer public areas.
2. **Improve Transport Accessibility** – Collaborating with providers to improve youth access to school, work, and social opportunities.
3. **Expand Social and Recreational Opportunities** – Through events, programs, and upgraded facilities.
4. **Strengthen Mental Health and Wellbeing Support** – Advocating for accessible services and local delivery of mental health programs.
5. **Foster Youth Leadership and Community Engagement** – Establishing a Youth Advisory Squad and direct engagement mechanisms.

Council will play a lead facilitation role in implementation. This includes employing a dedicated youth staff member, coordinating partnerships, providing infrastructure support, and monitoring progress. Funding will be sourced through Council's budget, state and federal grants, and local partnerships.

A shared measurement framework will be developed with Youth, and an annual Youth Engagement Report will be provided to Council. Regular



updates will be included as a standing item in the Community Relations workgroup report.

The Youth Plan 2025 is presented to Council for endorsement.

Stacey Gadd
MANAGER COMMUNITY RELATIONS

Attachments: Youth Plan 2025 (17) pages





July 2025

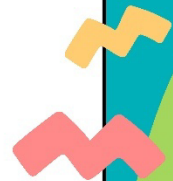


AGENDA
ORDINARY COUNCIL MEETING
15 JULY 2025

INTRODUCTION

Sorell Council is committed to addressing the needs and aspirations of young people aged 12-19 years in the region. This Youth Plan is built on a collective impact model, fostering collaboration, shared responsibility, and coordinated actions to enhance youth engagement, well-being, and opportunities in the south east.

This Youth Plan aims to foster a connected, engaged, and thriving youth community in Sorell. By working collectively, leveraging resources, and prioritising youth voices, we can create lasting positive change for young people in the region.





ABOUT US

Located just 25 kilometres from Hobart, Sorell is one of Tasmania's oldest towns. Our Municipal area covers some 583 square kilometres, characterised by rolling countryside, low forested hills and long coastlines filled with beautiful beaches.

This rich and fertile land and its waterways was home to the Mumirima people of the Oyster Bay tribe for many thousands of years until dispossessed of their homeland in the early 1800s. European settlement and farming across the district began from 1808 and the town of Sorell was formally established in 1821.

Our key entrance points are Midway Point, Dunalley and Oriellon, with our Municipal borders extending east through Oriellon and further south east around our scenic coastline, encasing the townships of Dodges Ferry, Lewisham, Carlton, Primrose Sands, Dunalley, Marion Bay and Boomer Bay. Our border also extends through enchanting hillsides and unique Tasmanian forests, incorporating the townships of Forcett, Copping, Nugent and Kelleve.

Rich in history, the Municipality has a vibrant artistic community and is popular for its relaxed rural lifestyle and unique townships. It is home to one of Australia's oldest continuously operating schools and the regional South East Sporting Complex at Pembroke Park.

The Sorell Township provides a regional commercial focus for residents of the Municipality, as well as servicing the Tasman and Forestier Peninsulas and the east coast as far north as Swansea. Sorell is the heart of the south east.

With suburban, beachside, semi-rural or rural living options available, our Municipality is popular for its affordable housing, natural coastline, rolling hills and the convenience of major shops and services all within close proximity to Hobart.



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OUR YOUNG PEOPLE




10 - 14 Years

Population **987**
Representing **5.9%**
of the population



15 - 19 Years

Population **862**
Representing **5.1%**
of the population



Number of Families with children

4,707



2021 Census data

YOUTH CONSULTATION

THE EVIDENCE



Sorell Council secured grant funding from Tasmanian Community Fund to engage the Youth Network of Tasmania (YNOT) to undertake an extensive consultation with young people aged 12-19 years living in the South East region.

The consultation:

- Targeted young people 12-19 years and relevant stakeholders.
- Helped understand the experiences and needs of young people living in the South East.
- Identified the gaps and priority areas impacting the engagement and participation of young people in their local communities.
- Targeted eight (8) locations: Bicheno, Swansea, Triabunna/Orford, Sorell, Southern Beaches, Primrose Sands, Dunalley and Nubeena.

The following consultation mechanisms were used:

- **Online Survey:** open for four (4) weeks between February and March 2024. This method was used to capture general feedback from young people and community.
- **Youth Workshops:** held throughout February and March 2024. Workshops

were delivered in partnership with organisations working directly with young people, and sought to engage people from different communities and population groups such as sporting clubs, religious groups, after school drop in programs, and secondary schools. An open, online workshop was offered for people who were not engaged in the identified institutions, clubs or programs.

- **Stakeholder Workshops and individual interviews:** held between January and March 2024 to capture feedback and perspectives from service providers, community organisations and volunteers working with young people.

Over 245 young people and 34 organisations were engaged with, and 71 online youth survey and written feedback cards were received, during the consultation period.



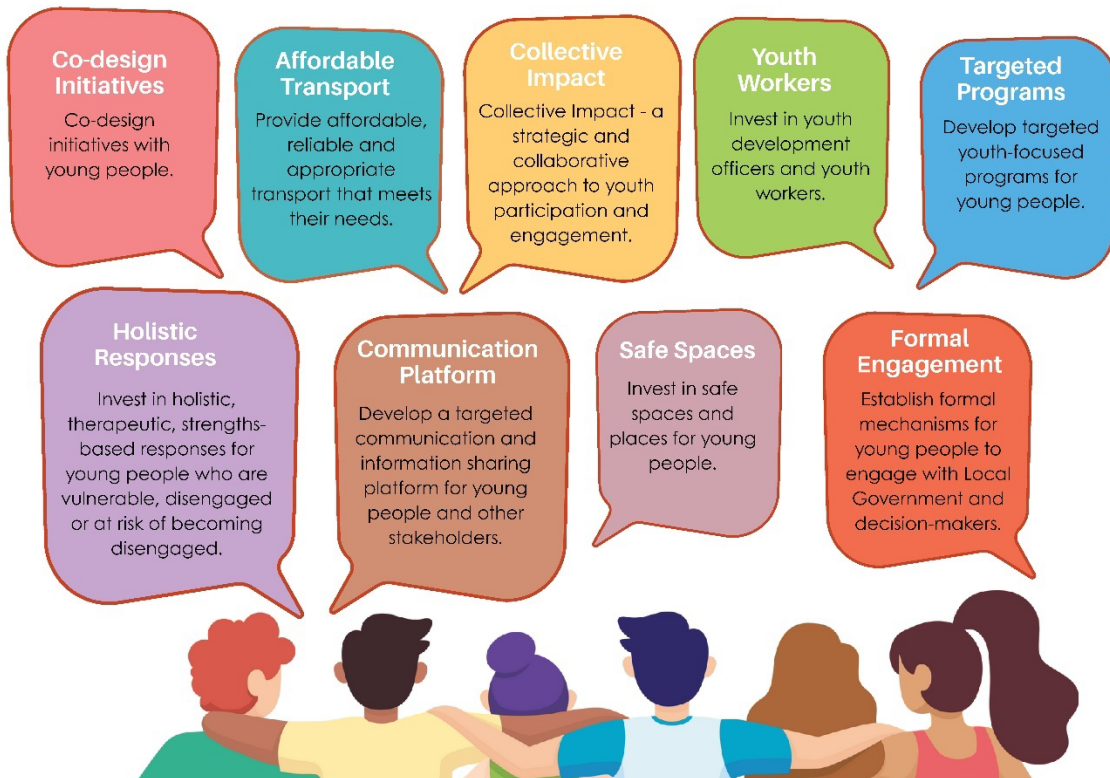
YOUTH CONSULTATION THE EVIDENCE

Key Findings:

- Likes: Young people value the natural environment, strong community ties, outdoor activities, and local youth programs.
- Dislikes: They experience boredom, limited transport options, safety concerns in public spaces, and lack of accessible youth services.
- Suggestions:
 - More youth-focused events and activities.
 - Youth Hub in Sorell for socialising and support services.
 - Affordable and accessible transport options.
 - Safer public spaces with better lighting and supervision.
 - A public pool for recreation and employment opportunities.

Feedback from the consultation was used to provide recommendations to inform future programs, services and/or activities design to address youth engagement and improve participation of young people in their local communities.

The nine recommendations were:



KEY PRIORITIES

From these recommendations we have developed 5 key priority areas and associated actions.

PRIORITY 1:
Establish Safe
Spaces &
Youth Hubs

PRIORITY 2:
Improve
Transport
Accessibility

PRIORITY 3:
Expand Social
& Recreational
Opportunities

PRIORITY 4:
Strengthen
Mental Health
& Wellbeing
Support

PRIORITY 5:
Foster Youth
Leadership &
Community
Engagement

KEY PRIORITIES AND ACTIONS

PRIORITY 1:

ESTABLISH SAFE SPACES AND YOUTH HUBS

Build capacity of local organisations to work effectively with young people and compliant to the Child and Youth Safe Organisations Framework.

What We Will Do:

- ✓ Establish a Youth Hub in Sorell, providing a safe space for young people to socialise, access services, and participate in structured activities. Follow Child Safe Practices and Frameworks. Create the first 1,000 Days of being a teenager
- ✓ Support drop-in programs at existing community spaces (e.g. Neighbourhood Houses/Community centres, libraries).
- ✓ Improve public safety in key youth areas such as parks, skate parks, and bus stops through increased lighting, monitoring, and youth-friendly infrastructure.
- ✓ Create designated safe spaces within community centres, equipped with games, food, charging stations, and youth-friendly support services.

Partnerships we will utilise and build upon:

South East Salvos, Psyche Mental Health, The Link, Life without Barriers, BEST, Schools, Local Business, external service providers, Advice and Referral Line (ARL) – Child Safety, Integrated Family Support Services, Tasmania Police, Neighbourhood Houses & Community Centres, Sorell Library, Neighbourhood Watch, Security companies, Foodbank, Loaves and Fishes, sports providers, arts and education, Mental Health support providers.

Funding opportunities:

Investigate State & Federal youth grants, community development funds, annual Council budget allocation and facilities maintenance budget.



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KEY PRIORITIES AND ACTIONS

PRIORITY 2: **IMPROVE** **TRANSPORT** **ACCESSIBILITY**

Transport is essential for young people to access school, work, essential services, and social and recreational opportunities. It strongly contributes towards their overall wellbeing and socioeconomic participation.

We will explore opportunities to better utilise existing community and public transport, and invest in youth-targeted transport services that allow young people to readily move about within and between their communities.

What We Will Do:

- ✓ Advocate for extended school bus services to allow participation in after-school activities.
- ✓ Collaborate with transport providers to expand bus routes and schedules and provide affordable public transport options to meet the needs of young people and better connect them to services, activities, and social opportunities.
- ✓ Explore community-led youth transport solutions, such as a subsidised youth bus service or taxi vouchers.
- ✓ Work with service providers to expand driver mentorship programs.
- ✓ Develop free transport programs for youth attending events, youth programs, and sports activities.
- ✓ Implement Active Transport Strategy priority projects to improve the connectivity between our Townships, enhancing safety and access for youth.

Partnerships we will utilise and build upon:

State Government, Local transport operators, Driver Mentoring Tasmania, BEST, PCYC, Sorell School, Area Connect, support local driver training programs.

Funding opportunities:

Government transport grants, corporate sponsorships.



KEY PRIORITIES AND ACTIONS



PRIORITY 3:

EXPAND SOCIAL AND RECREATIONAL OPPORTUNITIES

Social and recreational opportunities are the foundation of youth participation and engagement, and create a sense of belonging and social cohesion in local communities

What We Will Do:

- ✓ Support youth-targeted community events, including arts, music, and sports festivals.
- ✓ Establish affordable and accessible school holiday programs and weekend activities.
- ✓ Upgrade local skate parks, sports grounds, and public spaces with improved lighting, shelters, and safety measures.
- ✓ Develop a Youth Advisory Squad (YAS) to provide ongoing input into local programs and events. Reporting directly to Council.
- ✓ Work with event organisers to make existing events and activities more youth-friendly.

Partnerships we will utilise and build upon:

Sporting Clubs, PCYC, Reclink Australia, Youth Matters, local Artists, South East Arts, Youth Week, Youth Homelessness Week, Neighbourhood Houses & Community Centres, Sorell School, Indie School, Home school students, Local community groups, Sout East Salvos, Home Base, A Fairer World.

Funding opportunities:

Local business sponsorships, Council annual budget, event grants.



KEY PRIORITIES AND ACTIONS

PRIORITY 4: STRENGTHEN MENTAL HEALTH AND WELLBEING SUPPORT

Initiatives must prioritise mental and emotional wellbeing, use a trauma informed approach, be strengths-based and age-appropriate. Emphasis should also be placed on building resilience and confidence, responding to individual needs, and fostering positive relationships.

Young people can be empowered to overcome their challenges and thrive given the right interventions at the right time and with the right approach.

What We Will Do:

- ✓ Increase youth-friendly mental health services with both in-person and online access.
- ✓ Advocate for more outreach support programs (e.g., Headspace, Rural Alive & Well).
- ✓ Provide opportunities for training for youth workers, teachers, and community leaders in mental health first aid.
- ✓ Advocate for after-hours and weekend services to improve access to support when young people need it most.
- ✓ Provide assistance and support for service providers to run their programs locally (e.g. Psyche Mental Health Love Bites – Healthy Relationships Program)

Partnerships we will utilise and build upon:

Department of Health, Psyche Mental Health, Life without Barriers, Anglicare, Centrelink, Rural Alive and Well, Headspace, Pulse Youth Health Services, Sexual Assault Support Services, Transcend, Relationship Australia, Wellways, Australian Childhood Foundation, Speak Up Stay Chatty, PCYC, St Johns, Mental Health Council of Tasmania, Workplace Alive and Well, Morton Group Training, Headspace, The Link, local community groups, music groups and art groups.

Funding opportunities:

Health grants, Tas Community Fund.



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KEY PRIORITIES AND ACTIONS

PRIORITY 5: FOSTER YOUTH LEADERSHIP AND COMMUNITY ENGAGEMENT

Community and Government must work collaboratively with young people to design, implement and evaluate policies, programs, and services designed for them.

Participation mechanisms must be meaningful and purposeful, empower young people, build trust and build capacity to engage in decision-making processes. Providing youth with genuine opportunities for co-design is priority.

What We Will Do:

- ✓ Establish a Sorell Youth Advisory Squad (YAS) to provide input into decision-making – direct report to Council.
- ✓ Take opportunities for community engagement directly to young people – e.g NRM, Community Cultural Precinct, South East Sports Complex, Play Space Audit and Plan, Arts and Culture, to provide them a direct pathway for engagement with Council as appropriate to them.
- ✓ Support peer mentoring initiatives connecting younger youth with older role models
Host regular forums and consultations with young people to ensure their concerns and ideas are considered.
- ✓ Implement youth-friendly communication channels, including social media platforms and interactive online surveys.
- ✓ Provide opportunities in local and state government for young people to have their say on issues that affect them e.g Tasmanian Youth Forum
Implement mentorship programs pairing young people with positive role models and community leaders

Partnerships we will utilise and build upon:

Sorell School, Indie School, Copping youth group, Youth Matters, Trade Training Centre, Rural Alive and Well, Headspace, Wellways, Aged Care providers, The Nest, Community events - Youth Week, Youth Homelessness, local community groups, Youth Advisory Squad.

Funding opportunities:

Health grants, Tas Community Fund.



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PARTNERSHIPS AND COLLABORATION

Business and Employment Southeast Tasmania

BEST deliver employment and skills and training development opportunities for youth including:

- Facilitating job opportunities.
- Access to training opportunities.
- Personalised job matching services.
- Delivering interview coaching to boost confidence.

Collective Impact Model

The Collective Impact Model will be utilised to address complex local issues through structured collaboration with stakeholders who are best placed to offer services in their area of expertise. These include:

South East Tasmania Salvos

The Salvos offer a range of youth and family services which complement and work with our Youth Plan. The local Salvos team are committed to working collaboratively in this space with Council. There is recognition that their service delivery in the youth area will likely increase and diversify once their new facility in Sorell is built. Council's commitment to Youth and the required resourcing will be reviewed and updated accordingly to reflect these changes.

This action plan will not happen without partnerships and collaboration. Delivery of initiatives will be dependent on participation of children and young people, their families, community leaders, service providers, organisations and state agencies. Some activities may be dependent on external funding.

Strengthening partnerships will ensure a coordinated approach to youth services and engagement.

Council will work with a variety of other external partners to deliver required programs and services, including:

- Sorell School
- Indie School
- Community groups
- Sporting clubs
- Service providers
- Commissioner for Children & Young People
- Jobs Tasmania
- Advice and Referral Line
- Home Base
- A Fairer World
- Department of Health
- Department of Premier and Cabinet – "It takes a Village" strategy. Transferring first 1000 days model into teenage years



COUNCIL'S ROLE IN THE YOUTH PLAN

Sorell Council will play a facilitating and coordinating role, ensuring that youth initiatives align with community needs.

Council will:

- ✓ Employ a dedicated Youth resource - Invest in an appropriately trained, skilled youth worker to facilitate and support the development of youth-targeted programs and opportunities. This role should work collaboratively with local government, schools and local youth services, to support holistic development and wellbeing of young people. Importantly, they will be crucial in fostering positive engagement and visibility of young people with community, empower them to participate in decision-making processes, and can advocate to government and community on their behalf
- ✓ Utilise Council's building at 11 Fitzroy Street as a dedicated Youth Hub to provide a safe, inclusive space where young people can access support, assistance and recreational activities.
- ✓ Work with young people to create a range of opportunities for young people aged 12-19 years to socialise and recreate, explore their talents and passions, support learning and workforce readiness, respond to their individual needs, and build their capacity and confidence to actively participate in school, work and community. Programs must be accessible to all young people, address known barriers to participation and engagement, and offer services available to them after school, on weekends and during school holidays.
- ✓ Develop a shared information and communication platform for young people to find out about different social and recreational opportunities, local services and supports, and resources and information that is relevant to them.
- ✓ Act as a connector between young people and service providers.
- ✓ Provide infrastructure and logistical support for youth programs and safe spaces.
- ✓ Advocate for policy changes and funding to enhance local youth opportunities.
- ✓ Monitor and evaluate progress to ensure continuous improvement and adaptation to emerging needs.

FUNDING AND SUSTAINABILITY



To support this plan, Sorell Council will:

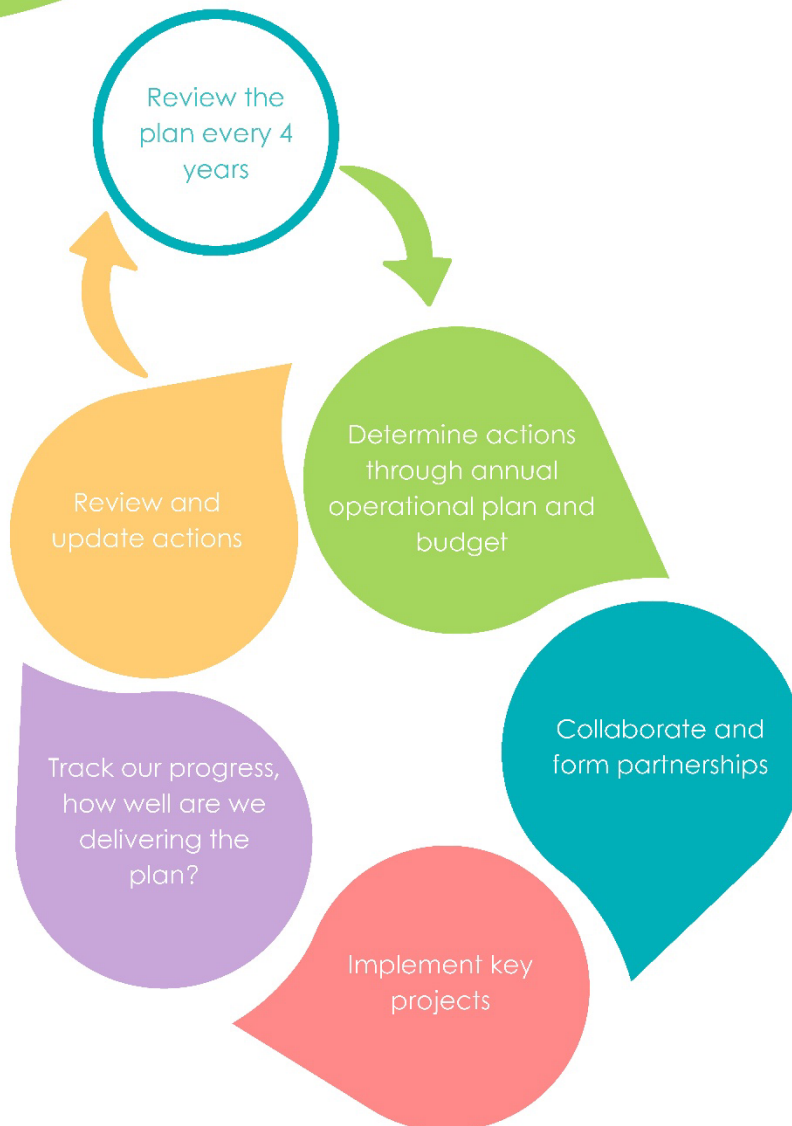
- Provide an annual budget provision and work plan for key projects and priorities.
- Apply for grant funding from State and Federal youth initiatives.
- Explore the potential of partnering with local businesses for sponsorship and support.
- Leverage existing resources within Council and community organisations to maximise impact.
- Explore social enterprise opportunities, such as youth-led events and community projects, to create sustainable funding sources.



PROJECT DELIVERY

This Youth Plan will be reviewed and updated regularly to ensure its ongoing relevance and effectiveness. The cycle of delivery and review of this action plan is shown in the figure below.

This action plan will remain in effect from 2025 to 2029. Projects to deliver each key action will be identified each year through the Annual Plan and Budget process.



MONITORING, EVALUATION & REPORTING

To monitor and evaluate the effectiveness and appropriateness of this Youth Plan and report on its progress we will:

- Develop a shared measurement framework with the young people to track impact and progress.
- Conduct annual youth consultations to assess emerging needs, including surveys aimed at youth utilising the Hub and stakeholders/service providers.
- Publish a Youth Engagement Report annually to update stakeholders and community on Plan progress.
- Include youth as a standing item in the Community Relations workgroup Council Meeting Agenda Report each month. This allows regular monitoring of activities, provide opportunities to address emerging issues, and ensure that engagement efforts remain on track throughout the year.



17.3 COMMUNICATION AND ENGAGEMENT STRATEGY 2025

RECOMMENDATION

“That Council resolves to endorse the revised Communication and Engagement Strategy.”

Introduction

This report introduces the revised Communication and Engagement Strategy 2025 (the Strategy), which outlines Sorell Council's approach to fostering open, transparent, and proactive relationships with the community.

Background

The Strategy builds upon the 2020 Communication and Engagement Strategy and incorporates feedback from community consultations, including surveys and pop-up chats and workshops. It reflects the evolving needs of the community and aims to enhance trust and collaboration with Council.

Strategic Plan

The Strategy aligns with the Strategic Plan 2019–2029, specifically:

Objective 2 - *Responsible Stewardship and a Sustainable Organisation*
2.7 Commitment to transparent and accountable governance and well informed decision making.

Objective 4 – *Increased Community Confidence in Council*
4.6 Engage effectively with the community and other stakeholders, ensuring communication is timely, involving and consistent.

Annual Plan

N/A

Policy Implications

N/A

Environmental Implications

N/A

Asset Management Implications



N/A

Risk Management Implications

None foreseen.

Community Implications

The Strategy aims to increase community participation, especially among youth and diverse groups, and improve access to and knowledge about information and services that Council provides.

It looks to foster relationships with community groups and to work with them for the benefit of the community as a whole, also providing Councillors with more avenues to engage the community and be involved in community events and projects.

Statutory Implications

The Strategy complies with statutory requirements under the *Local Government Act 1993*.

Report

Council has identified that it is important for our community to know what to expect from us, including the processes and steps taken for how and when we engage about plans and strategies, as well as other work we do.

Therefore, the Strategy outlines the principles, channels, and methods for engaging with the community. It includes an Engagement Matrix to guide project-specific engagement, performance measurement criteria, and reporting mechanisms to ensure accountability and continuous improvement and the ability to track progress against the actions stated in the Strategy.

A summary of factors that influenced the review and associated updates include:

Community Growth & Demographics

- Sorell's population is forecasted to grow by 32% by 2053.
- Urbanisation and demographic shifts (e.g. aging population, youth needs) and those who require more targeted engagement.

Feedback from 2020 Strategy Review

- Community expressed desire for more timely, relevant, and accessible communication.
- Youth engagement was identified as a gap.



- Areas of most interest continue to be around waste management, the environment and capital projects.

Strategic Alignment

- The Strategy is more tightly aligned with Council's Strategic Plan and Annual Plan.
- It integrates engagement into broader governance and planning frameworks.

Digital Considerations

- Increased use of social media, QR codes, and digital platforms reflects changing communication habits.
- The Strategy embraces innovation to improve reach and responsiveness, recognising the need for more short, concise messaging and increasing use of reels and videos.

Inclusivity and Representation

- The Strategy emphasises engaging diverse voices, including culturally diverse groups, people with disabilities, people from all corners of our community, particularly youth.
- The Strategy reflects the need to work with the whole of our community especially more remote communities and their local economies.
- This ensures Council decisions reflect the full spectrum of community needs.

Operational Integration

- Engagement is now embedded in project planning and reporting cycles.
- This sets engagement as a core function rather than an add-on.

The revised Communication and Engagement Strategy is now presented to Council for endorsement.

Stacey Gadd

MANAGER COMMUNITY RELATIONS

Attachments: Communication and Engagement Strategy (20 pages)





Communication & Engagement Strategy

2025



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Acknowledgement of Country

Sorell Council would like to pay our respects to the traditional and original owners of this land the Mumirimina people, to pay respect to those that have passed before us and to acknowledge today's Tasmanian Aboriginal community who are custodians of this land.

Sorell Council is committed to forging stronger relationships and a deeper respect for Aboriginal and Torres Strait Australians, by acknowledging and respecting the diversity and history of our Aboriginal and Torres Strait community.

Introduction To The Strategy

This Communication and Engagement Strategy 2025 (C&E Strategy) has been prepared to support Sorell Council's Strategic Plan 2019 – 2029 (Strategic Plan) and its commitment to open, transparent and proactive relationships between Council and the Community.

The C&E Strategy supports Council's vision of 'a proud, thriving and inclusive South East Community', and aligns to the Strategic Plan's objective four - to build 'Community Confidence in Council'.

The overarching strategic aim is to undertake engagement and communication initiatives and activities that are valued by community and promote trust in Council to deliver better community outcomes.

Making Community Engagement Count

Our review of the 2020 Communication and Engagement Strategy included an invitation to our community to share their ideas on how we can reach them at the right time and in the right way.

During this process we undertook a online survey and pop-up chats in Dodges Ferry, Midway Point, and Dunalley.



What we heard:

- The majority of respondents were over 50 years of age and from the urban areas of the municipality
- Their main areas of interest are:
 - Council's advocacy efforts to improve services and support (ie doctors, transport)
 - Ways Council is protecting and caring for the environment
 - Waste Management
 - Council's capital projects and progress
- Facebook is the main way respondents hear about Council updates, events and news
- Newspapers and newsletters also remain an important way of communication
- Respondents supported Council pops ups at local events
- High interest in Council installing community noticeboards and suggestion boxes
- It was noted there is a need for specific community engagement with our youth

4



Our *Considerations*

Sorell Municipality has the strongest forecasted population growth rate in Tasmania. It is expected to increase by 32% to over 24,000 by 2053.

This strong growth puts smaller-medium sized Councils like ours, with a limited rate base, under a great deal of pressure.

A key focus for Council is ensuring there is a balance between sustainable fiscal accountability and responsibility to deliver core services (e.g. the financial and human resources required for asset management and maintenance and delivery of major infrastructure projects), with meeting the increased community expectations of Council delivered services.

There is a low level of affordable housing for sale or for rent and a low level of public housing available.

Development and redevelopment in Dodges Ferry has resulted in a significant shift in the demographics of this area increasing the median weekly income, the use of existing resources and infrastructure with many travelling into Hobart for work. This has widened the gap between the lower and higher socio economic levels and increased the need for public transport.

Most of the population lives in urban or semi-urban areas near the centre of the municipality.

There is currently little provision for youth in the Municipality.



Our Community *Snapshot*

Sorell is the heart of the south east and home to a population of nearly 17,000. It is anticipated our Municipality will continue to exceed state growth averages as it is attracting people with its affordable housing and the convenience of major shops and services all within close proximity to Hobart.

The Municipality covers some 583 square kilometres of rolling countryside, low forested hills and the long coastline of the spectacular Southern Beaches.

Our settlement pattern is primarily characterised by:

- Fully-serviced urban centres of Midway Point and Sorell.
- Semi-serviced (no reticulated water or sewer) transitional urban centres (e.g. Lewisham, Dodges Ferry, Primrose Sands, Forcett and Dunalley) which comprise a mix of residential, rural residential townships and also a proportion of properties that are used as shacks/weekenders.
- Rural and high-value agricultural land, supported by the South East Irrigation Scheme with strong growth opportunities in primary production industries.

Our Community

Estimated
population

17,919*



42** Median
resident
age

4.8%**

Identify as Aboriginal or
Torres Strait Islander

10,110 
total properties

2,138**
Residents are
registered volunteers

2,544**
Families 


3,157
Registered
dogs


\$1,369**
Median weekly
household income

Language other
than English
spoken at home **3.8%****


10.2%
Residents born overseas

* Source: Australian Bureau of Statistics, Regional Population Growth, Australia (3218.0)
** 2021 Census

Our Infrastructure

345 km
of road network
111km is urban, and 234km is rural

87
Bridges

Stormwater pits
2,523
95km of Stormwater pipes

Community
Buildings & Facilities
35 

107 km
of Pathways 

14 Community Parks
and recreation
reserves 

Our Local Economy

 **1,075***
Local Businesses
supporting 4,221
local jobs

Retail#
Largest industry
(by employment)
generating 5449 local jobs.

14.8%
of our community
are employed in
retail trade

Gross Regional Product (GRP)[#]
Estimate of each region's unique
contribution to the national economy.

\$0.65 billion



4,691
52.6% 

of the workforce leave
the community for
work

11.8%
of our community
are employed in
health care and
social assistance

10.6%
of our community
are employed in
construction

Our Environment

 **1** Ramsar
Wetland
3,334 ha
Site of International Importance
Pitt Water-Orielton Lagoon

Council formal and
other reserves
1698 ha 
Includes 7 formal
Council reserves

Fauna Species
1242 ⁺ 
More than 1242 Fauna - 39 Species
under EPBC 1999, 38 species under
TSPA 1995

179 km (total)
Shoreline



Threatened Vegetation
Communities **6,222**
10 under NCA 2002 (ha total)

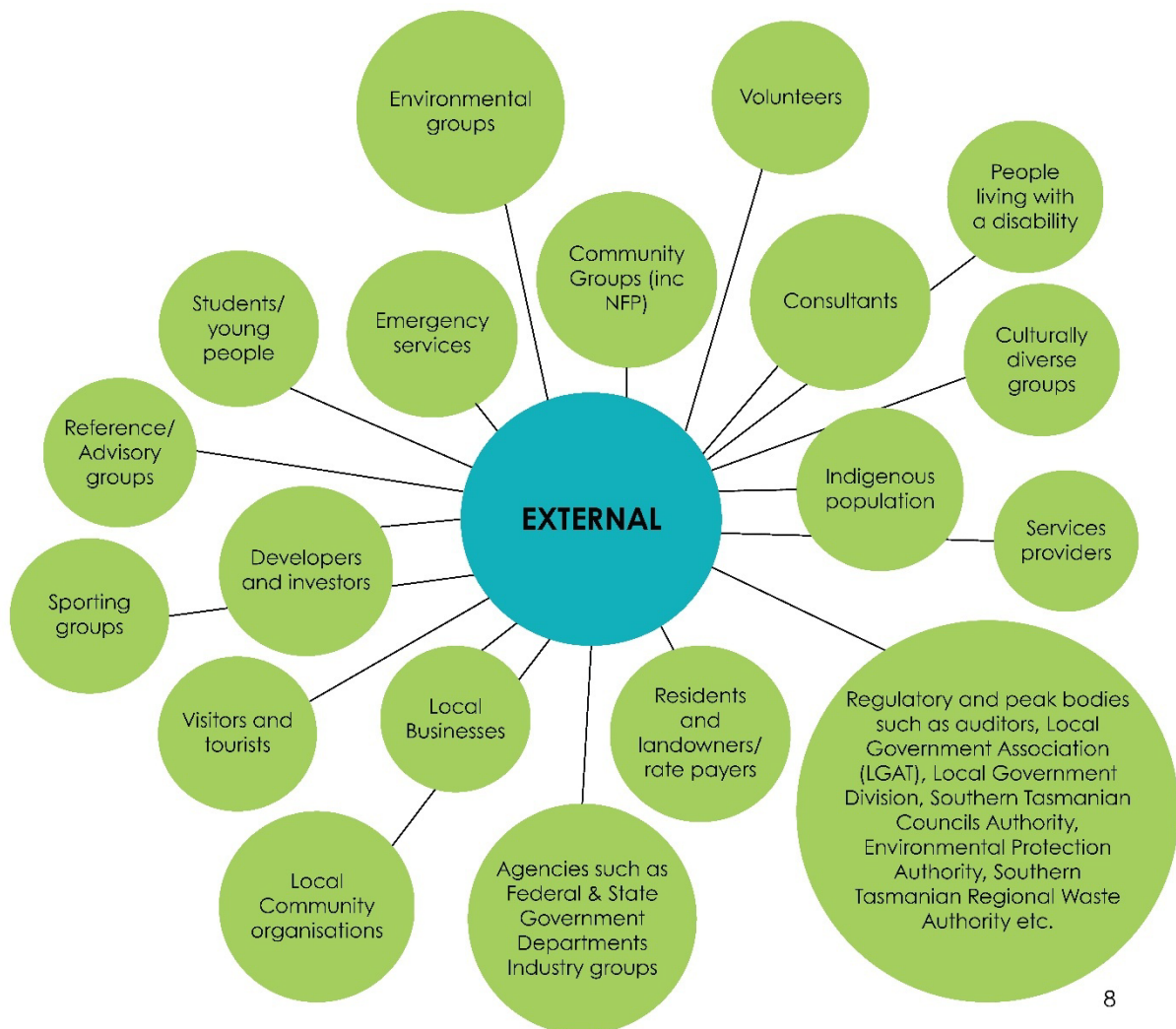
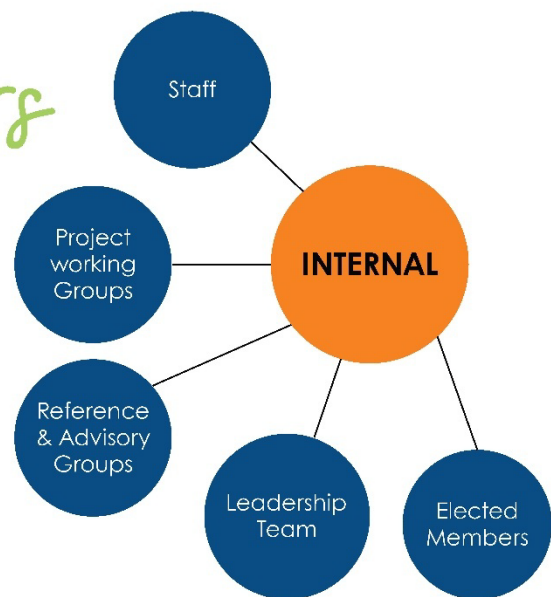
Flora Species
1363 ⁺ 
More than 1363 Flora - 8 Species under
EPBC Act 1999, 51 species under TSPA
Act 1995

* Source: Australian Bureau of Statistics, Regional Population Growth, Australia [3218.0]
* 2021 Census
National Institute of Economic and Industry Research 2023

Our *Stakeholders*

Stakeholders represent the many types of community that exist in our Municipality. Identifying and characterising Sorell's diverse community will ensure engagement activities are undertaken to maximise collaboration and increase opportunities to hear from a wide range of different people in our community.

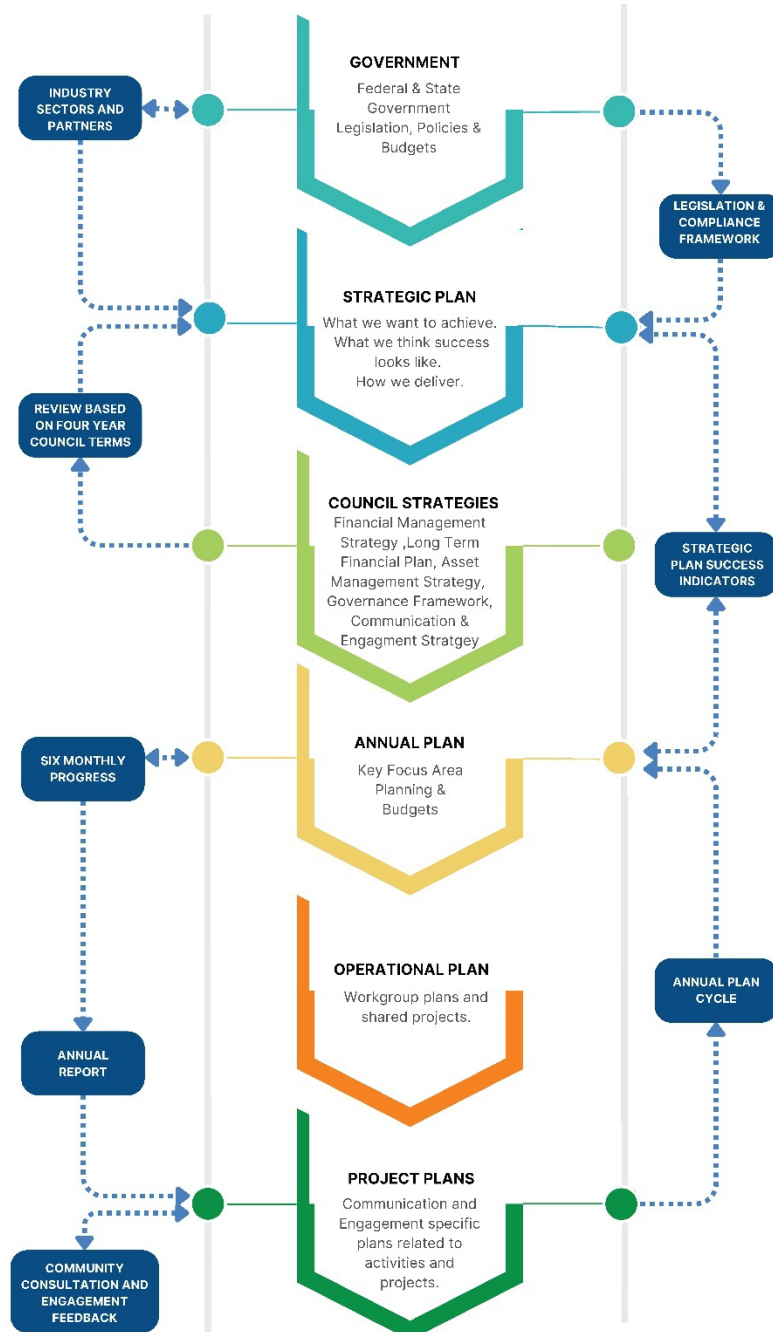
Key internal and external stakeholders include, but are not limited to:



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Strategic Alignment

As well as Council's obligation to Legislative requirements, we continue to develop, review and implement an extensive number of plans, strategies and policies that interrelate with, and may influence the C&E Strategy.



9

What Is *Good* Community Engagement?

Community engagement is a process of working with groups of people to involve them in issues and decisions that affect them to achieve better long-term outcomes. It is based on the recognition of the right for people to be informed and involved in things that affect them and respecting the value of this participation to creating good outcomes that are of mutual benefit to all parties. We all have a role to play in this process.

Our C&E Strategy supports the placemaking philosophy of observing, listening to, and asking questions of the

people who live, work, and play in our community so we can understand their needs and aspirations.

By embedding placemaking approaches into our work, we encourage community-led, collaborative processes that will promote community health, happiness, and wellbeing.

Our engagement activities are guided by the IAP2 Federation's Public Participation Spectrum (an internationally recognised standard for engagement) which helps define the public's role in any public participation process.



INCREASING LEVEL OF COMMUNITY PARTICIPATION



	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
Community engagement objective	Provide balanced & objective information. Assist awareness & education and give meaning to the 'Why' (e.g. address an issue, close a policy gap).	Obtain feedback from the community on policy, projects and strategies.	Work directly with community throughout the process. Ensure community concerns & aspirations are consistently understood & considered.	Partner with community – seek innovation and be open to inclusion in planning & decision making.	For the community to see their contribution come to life. Placing decision-making in the hands of the community.
Promise to Community	To keep the community informed on what Council sets as strategic objectives to achieve its vision.	To keep the community informed. Listen & acknowledge suggestions & concerns. Provide feedback on how input influenced the decision.	To keep the community informed. Listen & acknowledge suggestions & concerns. Provide feedback on how input influenced the decision.	Look to community for direct advice & innovation in formulating solutions. Incorporate advice & recommendations into the decisions to the maximum extent possible.	To implement what the community contributes.
Examples of Council's methods	<ul style="list-style-type: none"> • Fact Sheets • Website • Community News Newsletter • Social media 	<ul style="list-style-type: none"> • Community Forums • Focus Groups • Surveys 	<ul style="list-style-type: none"> • Workshops 	<ul style="list-style-type: none"> • Advisory Committees 	<ul style="list-style-type: none"> • Elector Polls • LGA Election 10



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15 JULY 2025

Principles That Guide Our Communication and Engagement

The C&E Strategy utilises the following guiding principles as its approach to effective communication and engagement, which is consistent with the social justice principles of equity, access, participation and rights as prescribed by the *Local Government Act 1993*.

GENUINE

We seek input and feedback, listen actively, report back what we've heard, respond respectfully and thoughtfully and make clear how community feedback has influenced decision making (or not) and why.

FLEXIBLE

Allow opportunities for community input to influence actions and decisions through different methods of consultation. Adapt approach to match the local context, based on local input.

INCLUSIVE

Reach different people or segments of the community (identifying different needs exist), use a mix of methods (and re-evaluate continuously) and support people to participate where required.

TRUSTWORTHY

Build, maintain and value local relationships. Deliver what we say we will to build trust and credibility.

TIMELY

Sharing information in a timely way, ensuring information is simple and easy to understand to encourage proactive and transparent engagement.

EMPOWERING

Enable residents and stakeholders to actively participate in decision-making processes, ensuring their voices are heard and valued.

COLLABORATIVE

Broaden collaboration and create increased opportunities to actively engage and partner with community groups/associations. Be open to engage with people's ideas, feedback and suggestions to innovative solutions together.



When We *Can* Engage



- Regarding projects or issues of significant community interest.
- When a Council decision could have significant impact on the community or a stakeholder group.
- When there is an opportunity to involve the community in decisions relation the nature, scope, design or delivery of a project or initiative.
- When an outcome involves a change in services or infrastructure provided by Council.
- When Council has a statutory, legislative or regulatory requirement that needs community input.

We acknowledge that Council plays a significant role in persuading decision-makers and leaders in State and Federal Government to act in the best interests of our community. Responding to community needs and emerging issues to meet our community's priorities will remain an evolving responsibility, requiring ongoing dialogue, advocacy, and adaptability to ensure meaningful outcomes.

When We *Can't* Engage



- When an immediate response is required, such as in an emergency situation. For example evacuating certain areas and facilities. This will be handled under Council's Emergency Management Plan protocols.
- When a decision must be made because of legal or safety requirements and Council to act immediately. For example, advise that a beach is not suitable for swimming because of contamination. Should this occur, Council will make best endeavours to communicate in a timely manner.
- When the activity is considered "business as usual" and there is no new information to consider. For example road maintenance.
- When community input would not influence a decision. For example, when there is already legislation in place that will determine the outcome.
- When timeframes and direction from other levels of government do not allow for meaningful engagement.

Our Communication And Engagement *Channels*

Our community expects open, transparent communication that informs them of Council services and activities. They also expect to be notified of issues that may impact their way of life, standard of living and on services provided.

We communicate and engage with the community using a variety of different mediums including print, social media, digital, face to face and mail. On a day-to-day basis we engage in phone calls, emails, meetings and face-to-face communication with our community. Our communication and engagement activities and methods are tailored to give the best reach to community.

Our community can expect to hear from us via the following channels:

Community News Newsletter



Social Media (Facebook, LinkedIn, Instagram)



Surveys/Polls



Sorell Times



The Mercury



Direct mail



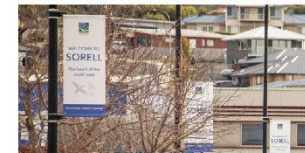
Website



E-news



Outdoor banners/Street banners



Consultation/event pop ups



Workshops and Community Q&A's



Customer Service email/phone/face-to-face



Council and Sorell Planning Authority Meetings



Special Committees/Reference Advisory Groups



Community Noticeboards



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Our Engagement *Matrix*

It is important for our community to know what to expect from us, including the processes and steps taken for how and when we engage with our community about plans and strategies, as well as other work we do.

We will be guided by an Engagement Matrix which is based on making an assessment on the level of impact (e.g. an action or change that affects community) and determining the methods of engagement to apply and the associated timelines. Depending on the project or activity, we also recognise the need to be flexible and responsive to community needs that may require varying the engagement approach accordingly.

This Engagement Matrix is a tool for Council's project managers to complete (in collaboration with the Communication and Engagement staff), to guide what engagement methods will be the most effective based on the level of impact assessed. As any project or activity may be subject to change due to circumstances outside our control, we are committed to being flexible and adaptive in response which may result in the engagement approach varying.

Level 1: High impact LGA High level of real or perceived impact across our LGA	Suggested timeframe: Recommended lead time, including planning, is between 3-6 months. Essential for engagement to commence before decision is made or plans finalised and facilitation of community led if achievable
Criteria (one or more of the following examples) <ul style="list-style-type: none"> Any significant impact on attributes that are considered to be of high value to the whole of our LGA such as the natural environment or heritage Any impact on the health, safety or wellbeing of our LGA community Potential high degree of controversy or conflict Strategy or Plans e.g. Social, Transport, Blue Lagoon Management Plan Removal or change to facilities or services in our LGA e.g. skate park, sports centre Key changes to LGA-wide service e.g. waste services 	Engagement method examples <ul style="list-style-type: none"> Correspondence (email/letter/SMS) Notice in newspaper Media release (incl. advertising) Community forum / focus groups Meeting with key users or stakeholder groups (may include one-on-ones) Website update (include FAQs, project details and timeline, progress updates/photographs) Social media Briefing to Councillors Signage and/or posters Potential Advisory Committee requirement Notice in other available communication channels e.g. e-newsletter
CONSULT INVOLVE COLLABORATE EMPOWER	

<p>Level 2: High Local High level of real or perceived impact or risk on a local area, small community or user group of a specific facility or service</p>	<p>Suggested timeframe: 6 weeks to 3 months. Notification must be given to affected persons prior to any action, with an opportunity to provide comment or ask questions, and to receive a response.</p>
<p>Criteria (one or more of the following examples)</p> <ul style="list-style-type: none"> • The loss of or significant change to any facility or service to a local community • Potential high degree of controversy or conflict at the local level • Change to or loss of valued activity or program e.g. local youth activity • Re-development of a playground/sportsground • Removal of a tree from a public space or neighbourhood • Road closure (could be a Level 4 impact depending upon circumstance and history) 	<p>Engagement method examples</p> <ul style="list-style-type: none"> • Correspondence (email/letter/SMS) • Notice in newspaper • Letterbox drop to affected residents • Advice to local user groups • Media Release • Councillor involvement • Signage and/or posters (if applicable) • Individual meetings offered to affected persons • Community Forum • Social media
CONSULT INVOLVE COLLABORATE	
<p>Level 3: Low LGA Lower, although still some real or perceived impact or risk across our LGA</p>	<p>Suggested timeframe: 2-6 weeks. It is preferable that affected communities are informed or the decision to engage with an appropriate lead time, to enable any input and assessment of concerns to be addressed prior to implementation.</p>
<p>Criteria (one or more of the following examples)</p> <ul style="list-style-type: none"> • Potential for some controversy or conflict • Changes to our LGA wide service e.g. temporary or permanent variation to opening hours of a customer service centre • Changes to customer service processes e.g. payment of rates, waste collection timetable 	<p>Engagement method examples</p> <ul style="list-style-type: none"> • Newspaper advert • Potential media release • Notification to Councillors • Signage / Posters • Update website • Social media
INFORM CONSULT	

Level 4: Low Local Lower level of real or perceived impact or risk on a local area, small community or user group of a specific facility or service	Suggested timeframe: 1-4 weeks
Criteria (one or more of the following examples) <ul style="list-style-type: none"> • A small change or improvement to a facility or service at the local level • Low or no risk of controversy or conflict at the local level • Upgrade of a local playground e.g. installation of new equipment • Local streetscape upgrade e.g. additional tree planting • Changes to an activity such as school holiday activities • Local streetroad closure 	Engagement method examples <ul style="list-style-type: none"> • Website update • Social media • Signage / Poster • Advice to customers during interactions with Council staff
INFORM	



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What We Will *Do*

We are committed to driving meaningful outcomes by taking the following actions:

- ✓ Increasing engagement with our young people.
- ✓ Providing ongoing opportunities for seniors to share their valuable insights through the Seniors Advisory Group.
- ✓ Exploring and adopting innovative engagement platforms and activities.
- ✓ Ensuring inclusivity by engaging a diverse range of residents and stakeholders to hear all voices.
- ✓ Building connections with key municipal industries and local businesses.
- ✓ Reporting engagement outcomes, highlighting how community feedback shaped projects, plans, and activities.
- ✓ Continuously review and enhance our communication and engagement practices to meet evolving community needs.
- ✓ Developing advisory/reference groups as required to ensure inclusive representation.
- ✓ Actively connecting with all corners of our community to ensure their voices are heard.
- ✓ Promoting and advocating for Government Agencies and Non-Government Organisations to provide essential and required services to our community.
- ✓ Establishing and upholding clear expectations for engagement between Council and community.
- ✓ Embedding placemaking approaches and principles into our activities to create better outcomes for projects, as well as more vibrant, resilient, and inclusive communities.
- ✓ Celebrating our achievements and taking ownership of our work.

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Measuring Our *Performance*

To ensure our communication and engagement efforts are effective, we will monitor and evaluate our performance using both quantitative and qualitative methods wherever possible. This approach will help us build a strong evidence base to understand what's working, identify areas for improvement, and demonstrate accountability to our stakeholders.



Visibility and Reach

We will track the visibility of our engagement efforts by documenting all opportunities provided for the community to see or hear about our initiatives. This includes posters, social media campaigns, advertisements, banners, and other promotional materials. To enhance accuracy in tracking, we will continue using specific QR codes and unique URLs as appropriate, allowing us to measure where engagement is being generated and which channels are most effective.



Registrations

We will monitor the number of community members registering for workshops, events, and other activities as a direct indicator of engagement levels and interest.



Activity Metrics

We will record participation levels in various activities, such as the number of surveys completed, the volume of pins and comments placed on interactive maps, and other relevant engagement actions.



Project Reflection

At the conclusion of each project, we will conduct a structured reflection session in collaboration with the project team. This will allow us to assess what worked well, identify challenges, and develop recommendations for enhancing future engagement activities.



Feedback and Surveys

Regular feedback will be sought from participants through surveys, polls, and open-ended questions. This will help us gather valuable insights into community preferences, satisfaction, and suggestions for improvement.



Anecdotal Feedback

"As part of our project-specific work and ongoing activities, we will aim to incorporate references to anecdotal feedback received by staff for consideration in planning for future projects.

Reporting Our *Progress*

To maintain transparency and ensure accountability, we will implement a structured approach to reporting on our communication and engagement efforts:

Annual Plan

Each year, actions will be developed as part of the Annual Plan to deliver outcomes aligned with our priority objectives. These actions will provide a clear roadmap for how we aim to achieve our engagement goals over the year.



Monthly Workgroup Agenda Report

Communication and engagement activities are included as a standing item in the Community Relations workgroup Council Meeting Agenda Report. This allows regular monitoring of activities, provide opportunities to address emerging issues, and ensure that engagement efforts remain on track throughout the year.



Operational Plan

Individual activities will be detailed in the annual Operational Plan, with specific Key Performance Indicators (KPIs) assigned to relevant staff. This ensures that responsibilities are clear and that engagement efforts are embedded across our operations.



Sorell Council OPERATIONAL PLAN 2025-2026

What are we doing...	Who do we need to involve	How will we do it...	Timing/Budget/Resources	Monthly Updates
What is the Activity/Project? Why are doing it. Ref Strategy/plan it relates to.	Who are your internal & external stakeholders, when and how will you involve them	Detail here the key stages and performance measures.	When will you do it? Have you budgeted for it, what resources you require?	Monthly Updates to be detailed here.

Annual Communication & Engagement Report

We will produce an annual Communication and Engagement Report to provide a comprehensive overview of our progress. Whilst the format is will be flexible to allow for changing requirements, this report could highlight things such as achievements, challenges, lessons learned, and areas for future focus. The aim of this report is to ensure that both internal and external stakeholders are informed of our ongoing efforts and outcomes.

Through these mechanisms, we will ensure regular reflection, accountability, and continuous improvement in delivering meaningful engagement with our community.

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Opportunity For *Review*

The C&E Strategy will be reviewed annually and formally assessed five years after it is adopted by Council, or within twelve months of a new Council being elected.

This will ensure that current issues, community feedback and any new and emerging communication and engagement trends and methods can be appropriately captured and reflected in the C&E Strategy.

It is recommended that the major initiatives and outcomes linked to the C&E Strategy are built into the performance reviews and KPI's of key Council staff as appropriate.

Feedback From You

We encourage you to contact us directly to provide your feedback on the Strategy. Contact us via the following methods:

Email	sorell.council@sorell.tas.gov.au
Website	www.sorell.tas.gov.au
Phone	6269 0000 (weekdays from 8.00am to 4.30pm, excluding public holidays)
Mail	Sorell Council PO Box 126 SORELL TAS 7172



AGENDA
ORDINARY COUNCIL MEETING
15 JULY 2025



COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT BRIEF

PROJECT NAME:			
Project Lead	Name:		
	Position:		
	Workgroup:		
Project Brief	Project Overview:		
	Communication & Engagement Objective(s):		
	Communication & Engagement Risks (reaction/impact):		
	Key messages (what we need people to understand/know/feel):		
	Has the project received any State or Federal Government funding? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what is the name of the grant stream?		
	Events and Engagement budget allocation: \$		
Impact assessment	<input type="checkbox"/> High Impact Municipality <input type="checkbox"/> Lower Impact Municipality		<input type="checkbox"/> High Impact local area <input type="checkbox"/> Lower Impact local area
Indicate affected/impacted stakeholders (audience)	Local <input type="checkbox"/> Residents <input type="checkbox"/> Community Groups <input type="checkbox"/> Advocacy Groups <input type="checkbox"/> Councillors <input type="checkbox"/> Other demographic	Municipal <input type="checkbox"/> Residents <input type="checkbox"/> Community Groups <input type="checkbox"/> Other demographic	External <input type="checkbox"/> Government Department <input type="checkbox"/> Peak Body <input type="checkbox"/> Service Provider <input type="checkbox"/> Contractors <input type="checkbox"/> Consultants
Indicate methods of communication and engagement	Online / electronic <input type="checkbox"/> Website <input type="checkbox"/> Email <input type="checkbox"/> E-News <input type="checkbox"/> Survey Publications <input type="checkbox"/> CN Newsletter <input type="checkbox"/> Flyer/poster <input type="checkbox"/> Sorell Times <input type="checkbox"/> The Mercury <input type="checkbox"/> Other	In Person <input type="checkbox"/> Stakeholder Group <input type="checkbox"/> Develop Committee <input type="checkbox"/> Community Meeting <input type="checkbox"/> Community Conversation <input type="checkbox"/> Guest Speak @ existing groups <input type="checkbox"/> Other	Social Media <input type="checkbox"/> Facebook <input type="checkbox"/> Instagram <input type="checkbox"/> LinkedIn <input type="checkbox"/> Other Community Consultation <input type="checkbox"/> C&E Plan required



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ORDINARY COUNCIL MEETING
15 JULY 2025

Timeframe	Key Dates •
-----------	----------------

COMMUNICATIONS ACTIVITY

Date	Channel/Platform	Key Message	Target Audience	Who	Done
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



AGENDA

ORDINARY COUNCIL MEETING
15 JULY 2025



COMMUNITY CONSULTATION REPORT

[INSERT STRATEGY NAME]

INTRODUCTION

- Background on the Strategy
- Why community consultation was undertaken
- Objectives of the engagement

ENGAGEMENT APPROACH

- Consultation methods used (e.g., surveys, workshops, interviews, online forums)
- Engagement timeline
- Stakeholders consulted (e.g., community groups, individuals, businesses, etc)
- Communication and outreach activities

PARTICIPATION

- Number of participants
- Demographics (if applicable and ethical)
- Stakeholder categories (e.g., residents, service users, professionals)

PARTICIPATION

- Number of participants
- Demographics (if applicable and ethical)
- Stakeholder categories (e.g., residents, service users, professionals)

WHAT WE HEARD – KEY THEMES AND FEEDBACK

Group feedback by themes or questions used in the consultation. For each theme, include:

- Summary of feedback
- Quantitative data (charts/graphs if appropriate)

Example structure:

Theme 1: [e.g., Access to Services]

- Summary of feedback
- Common concerns

 (03) 6269 0000

 sorell.council@sorell.tas.gov.au

 47 Cole Street Sorell TAS 7172

 PO Box 126 Sorell TAS 7172

 www.sorell.tas.gov.au



AGENDA

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- Suggestions provided

HOW THE FEEDBACK WILL INFORM THE STRATEGY

How the feedback will inform the Strategy

What changes will (or will not) be made based on the input and why

NEXT STEPS

Timeline for strategy finalisation

Further opportunities for input (if any)

How the community will be updated

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 47 Cole Street Sorell TAS 7172  PO Box 126 Sorell TAS 7172  www.sorell.tas.gov.au



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ORDINARY COUNCIL MEETING

15 JULY 2025

18.0 FINANCE



18.1 EXECUTIVE SUMMARY – FINANCIAL REPORT JUNE 2025 YTD

RECOMMENDATION

"That the Executive Summary – FINANCIAL REPORT JUNE 2025 YEAR-TO-DATE be received and noted by Council."

FINANCIAL REPORT JUNE 2025 YEAR-TO-DATE

- Due to the end of financial year processes commencing and the number of transactions that are currently being finalised, detailed operational and capital finance reports are unavailable.
- Full financial reports for the year ending 30 June 2025 will be presented to Council as part of the 2024/2025 Annual Report.
- Normal reporting will resume in August.

CASH & INVESTMENTS

The Council maintains deposits with four major banks (Commonwealth (CBA), Westpac, Bendigo Bank and MyState). Council's cash position decreased by \$970k during the month of June, predominantly due to payment of payroll and invoices. In comparison with the 2023/2024 financial year, the current cash balance of \$20.817m is \$1.650m greater than the balance at the same time last year. Sorell Council continues to hold \$2.782m estimated in grant income received in advance as reported in the Balance Sheet, this is \$1.105m more than the balance at the same time last year. Overall, the current cash balance movement is a result of less year-to-date operating and capital expenditure than expected.

CASH RESERVES

As at 30 June 2025, cash reserves being held by Council are as follows;

Land Sales	\$1,114,726
Public Open Space Contributions	\$1,867,005
Car Parking Cash in Lieu	\$106,123
Subdivision Traffic Management Contributions	\$150,790
Stormwater	\$9,536
Interest	<u>\$322,753</u>
	\$3,570,933



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 reflects the percentage of rates debt outstanding at the end of each month, with four comparative financial years' data as well.

At the end of June, 99.4% of rates had been paid, compared to 99.8% at the same time last year. Rate collections are behind on the previous year, with Rates staff noting an increase in late payments, which is likely a result of toughening economic circumstances. Rates staff have maintained their standard rates debtor follow-up and collection processes throughout the year.

ATTACHMENTS

- a) Investments and Borrowings as at 30 June 2025 and Graph 1 – Total Cash Available (Pages 4)
- b) Graph 2 - Rates Outstanding (Pages 2)

SCOTT NICOL
ACTING MANAGER FINANCE

SALLY FANG
ACCOUNTANT

MARK PATMORE
ACCOUNTANT

Date: 4 July 2025
Attachments (6 pages)



AGENDA
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Sorell Council - Investments as at 30/06/2025						
Financial Institution	Product	Deposit Date	Maturity Date	Value	Interest rate	Credit Rating S&P Short Term
Bendigo Bank Term Deposit	12 Month Term Deposit	6/06/2024	6/06/2025	\$ 999,996	5.05%	A2
MyState Term Deposit	12 Month Term Deposit	8/08/2024	8/08/2025	\$ 1,645,329	5.00%	F2
MyState Term Deposit	12 Month Term Deposit	27/06/2024	27/06/2025	\$ 1,000,000	5.30%	F2
MyState Term Deposit	12 Month Term Deposit	23/08/2024	22/08/2025	\$ 1,578,534	4.95%	F2
MyState Term Deposit	3 Month Term Deposit	17/04/2025	16/07/2025	\$ 1,000,000	4.75%	F2
Westpac Term Deposit	12 Month Term Deposit	31/01/2025	30/01/2026	\$ 1,000,000	4.70%	A1+
Westpac Term Deposit	12 Month Term Deposit	18/02/2025	18/02/2026	\$ 2,000,000	4.71%	A1+
Westpac Term Deposit	12 Month Term Deposit	28/08/2024	28/08/2025	\$ 2,000,000	4.80%	A1+
Westpac Term Deposit	12 Month Term Deposit	28/02/2025	27/02/2026	\$ 2,000,000	4.61%	A1+
CBA Investment Account	At Call			\$ 2,516,161	3.75%	A1+
CBA Special Purpose Account	At Call			\$ 3,561,483	3.75%	A1+
CBA Operating Account	Current			\$ 1,486,567	3.85%	A1+
Various Petty Cash and Floats	In house			\$ 1,100	N/A	A1+
Various Halls Bank Balances				\$ 27,912	N/A	A1+
Total Investments				\$ 20,817,083		

The above investments have been made in accordance with Sorell Council's Treasury Management Policy.

Short Term Credit Rating Percentage of Total Investment Benchmarks

A1+	14,593,224	70%	100%
A1	\$ -	0%	50%
A2	\$ 6,223,859	30%	30%
	\$ 20,817,083	100%	

-

Financial Institution Percentage of Total Investment Benchmarks

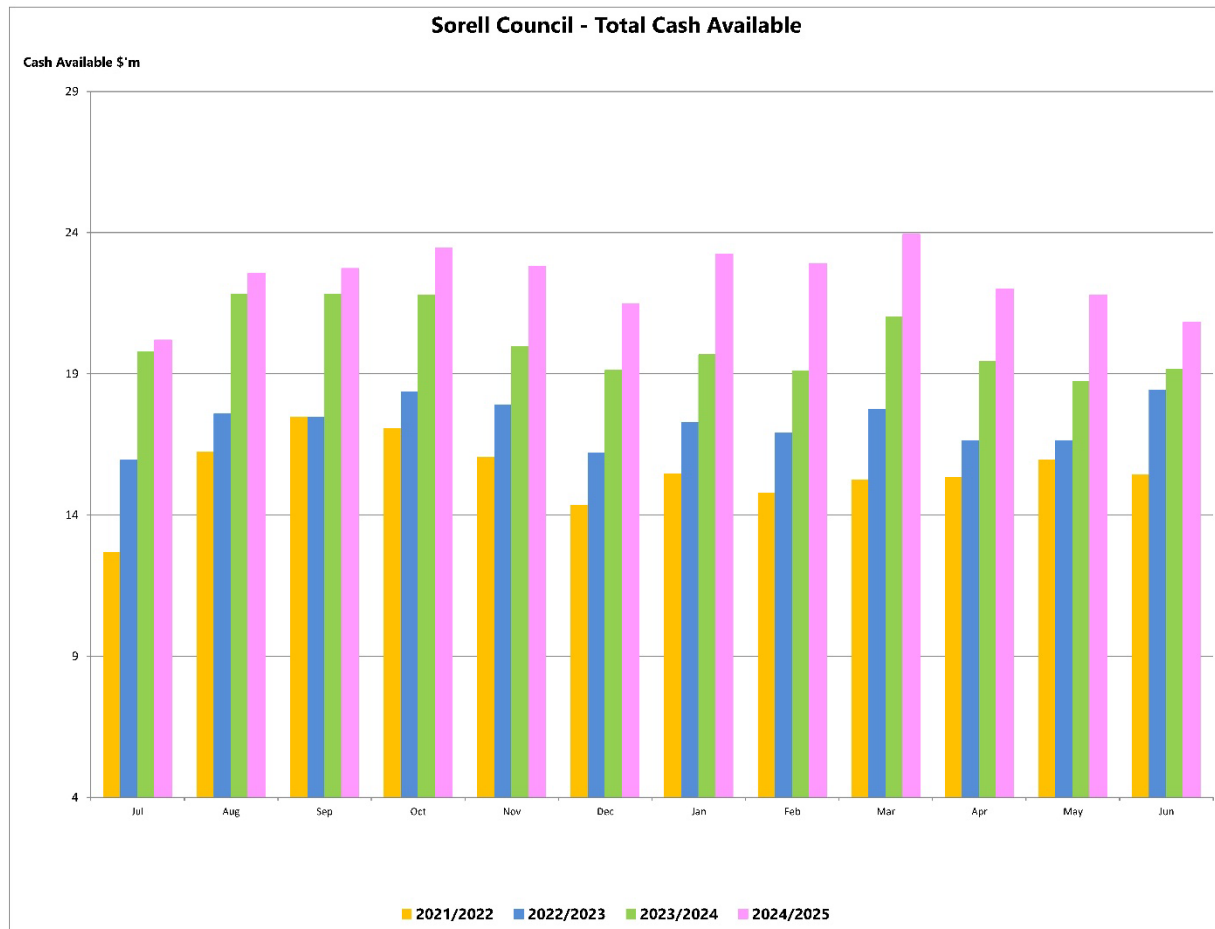
CBA (A1+)	\$ 7,593,224	36%	50%
Westpac (A1+)	\$ 7,000,000	34%	50%
Bendigo Bank (A2)	\$ 999,996	5%	30%
MyState (A2)	\$ 5,223,863	25%	30%
	\$ 20,817,083	100%	

-

The above investments have been made in accordance with Sorell Council's Treasury Management Policy.



**SORELL COUNCIL
TOTAL CASH AVAILABLE**



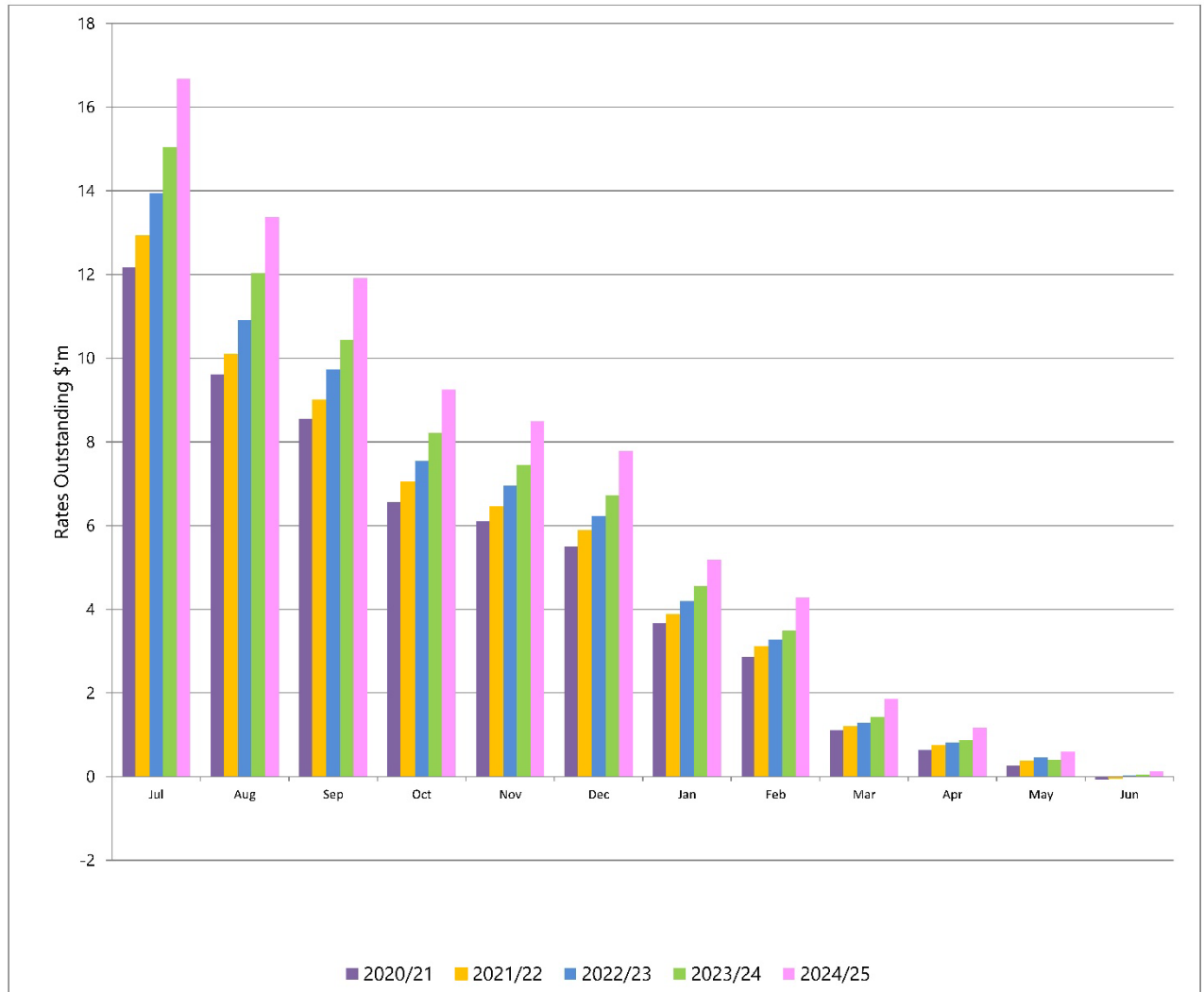
Sorell Council - Borrowings as at 30/06/2025							
Financial Institution	Product	Borrowing Date	Maturity Date	Face Value	Interest rate	Principle Repayments YTD	Interest Payments YTD
TASCORP	Fixed Term Loan	30/06/2020	30/06/2025	\$ -	1.36%	\$ 61,637.43	\$ 629.41
TASCORP	Fixed Term Loan	29/06/2021	29/06/2031	\$ 781,382	2.12%	\$ 120,885.93	\$ 18,490.77
TASCORP	Fixed Term Loan	18/05/2022	18/05/2032	\$ 1,103,033	4.41%	\$ 42,832.17	\$ 50,065.59
TASCORP	Fixed Term Loan	28/06/2024	28/06/2034	\$ 242,070	5.53%	\$ 20,274.33	\$ 14,231.15
TASCORP	Fixed Term Loan	7/04/2025	7/04/2035	\$ 350,000	5.19%	\$ -	\$ -
Total Borrowings				\$ 2,476,485			

The above borrowings have been made in accordance with Sorell Council's Treasury Management Policy.

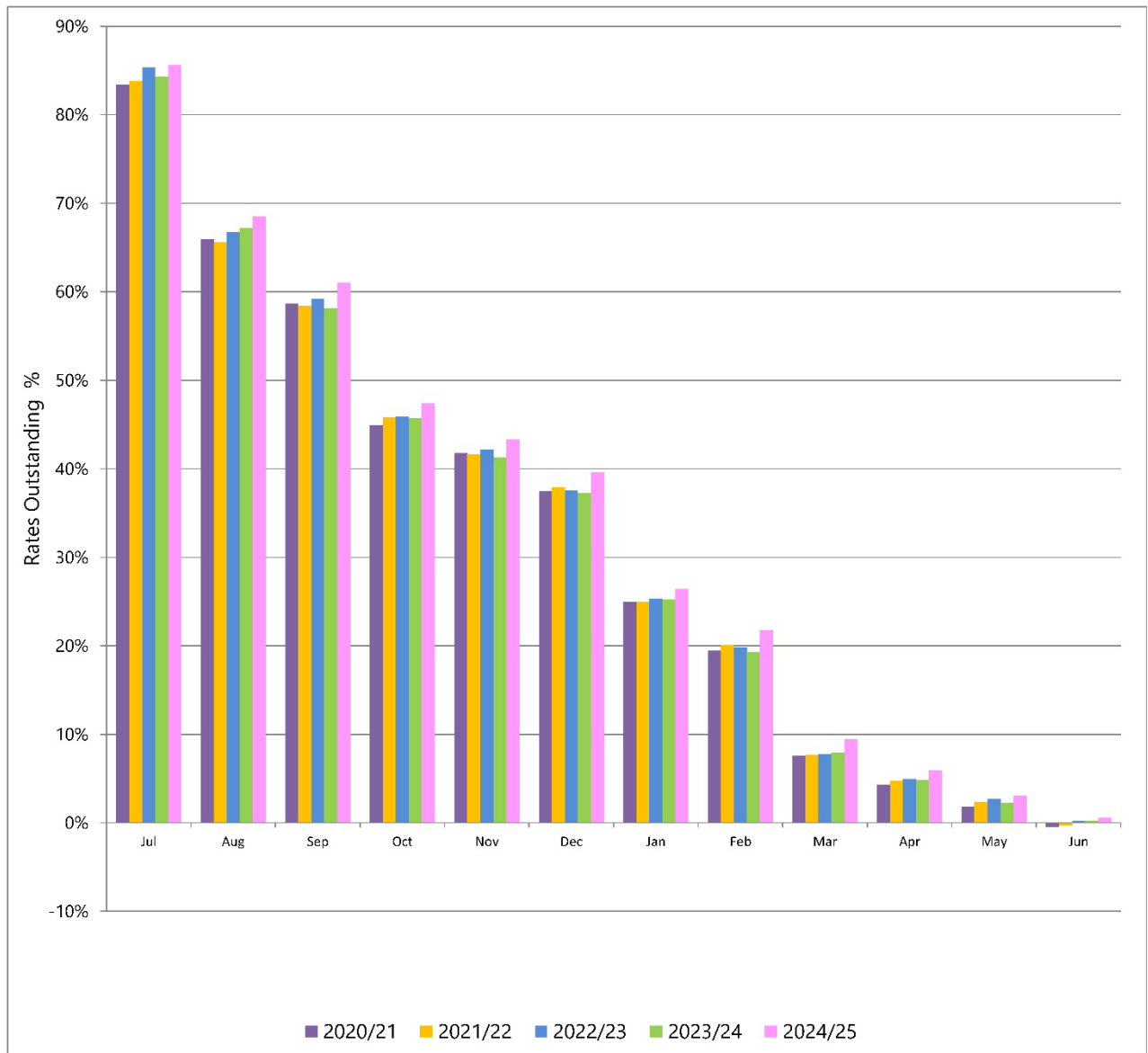


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**SORELL COUNCIL
OUTSTANDING RATES BY MONTH \$'m**



SORELL COUNCIL OUTSTANDING RATES BY MONTH %



AGENDA ORDINARY COUNCIL MEETING 15 JULY 2025

19.0 PLANNING



Nil reports.

20.0 HEALTH AND COMPLIANCE



20.1 NOTICE OF INTENTION – NEW ROADS BY-LAW 1 of 2026

RECOMMENDATION

"That in accordance with Section 156(1) of the *Local Government Act 1993* Council resolves to:

- a. Make a new Roads by-law; and
- b. Prepare a regulatory impact statement."

Introduction

Sorell Council currently has a local highway by-law approved in January 2016. The proposed by-law will replace the existing by-law which automatically lapses after 10 years.

Strategic plan

Consistent with objective 2 - Responsible Stewardship and a Sustainable Organisation to deliver contemporary governance and compliance practices.

Annual plan

The 2025/26 annual plan includes an allocation to obtain legal advice to prepare the by-law.

Policy

- Local Government Act 1993 – Part 11 By-Laws
- Director of Local Government – Good Practice Guidelines for Making By-Laws

Environmental implications

The by-law includes provisions that regulate activities on Council roads and associated footpaths and nature strips, including civil works, storage of materials and removal or damage to vegetation.



Asset management implications

Prohibiting particular activities aims to reduce the impacts on Council Road assets and infrastructure from damage.

An Authorised Officer can issue permits for proposed works to ensure that they are consistent with relevant standards and require a security deposit to cover the cost of rectification works if the responsible person does not repair the damage.

Risk management implications

The by-law regulates a range of activities that impact on public safety and Council assets. It aims to reduce the incidence of 'hazards' associated with works or activities on Council roads.

Permits are required for a range of activities and the application process enables proposed works to be assessed to ensure compliance with relevant standards. A risk assessment will be completed and a permit issued with appropriate conditions. Where appropriate, public liability insurance will be required for activities on Council roads and infrastructure.

Community implications

As stated above the by-law introduces controls on activities that may impact on assets and safety. The community will have the opportunity to make a submission on the by-law after the Regulatory Impact Statement (RIS) is completed and the Director of Local Government has authorised.

Statutory implications

The by-law must be prepared in accordance with Local Government Act 1993 Part 11 – By-Laws.

Report

Council currently has a *Local Highways By-law 2016* that regulates works on Council Roads and includes prohibited activities and requirements to obtain a permit. The existing by-law was approved in January 2016 and will lapse after 10 years in accordance with Section 155 of the Local Government Act 1993.

The proposed by-law is substantially the same as the existing by-law with the following significant changes:

- Requirements for permits to plant vegetation or undertake building works on road reserves;



- Removing the requirement to obtain consent from the Council Engineer and replacing with an Authorised Officer; and
- Allowing residents to maintain the nature strip adjacent to their residence;

The proposed roads by-law will regulate the following activities;

- Undertaking works on Roads, nature strips and footpaths, including vehicular crossings;
- Storage of items on Roads such as bins and containers associated with construction works;
- The ability to require a person undertaking works on Council Roads to provide security, such as a bond or guarantee ; and
- Removal and disposal of items on Roads that do not have a permit.

The proposed alterations to the by-law are based on identified deficiencies with the existing by-law such as:

- No ability for the Authorised Officer or Council to regulate planting of vegetation on road reserves;
- Clarification that a person can maintain the nature strip adjacent to their residence; and
- Better controls on construction works on adjacent land that may impact on Council Roads.

The process for making a new by-law involves:

- a. Council must pass a resolution by absolute majority that it intends to make a by-law;
- b. Undertake consultation with identified stakeholders;
- c. Prepare a regulatory impact statement (RIS);
- d. Submit the RIS to the Director of Local Government, and if the Director is satisfied with the RIS allow the Council to commence the public consultation process;
- e. Publish within a local newspaper and display within the municipal office notice of the by-law;
- f. Make the RIS & by-law available for inspection;
- g. Submissions received on the by-law must be considered by Council and if Council decides to alter a by-law it must be by absolute majority. If the alteration significantly changes the by-law council must give notice to the public;
- h. The by-law is certified by a legal practitioner and the General Manager;
- i. The certified by-law is sent to the Director of Local Government;
- j. By-law is published in the Tasmanian Government Gazette;
- k. The By-law is made available for purchase and is put on Council's website;
- l. By-law is sent to subordinate Legislation Committee; and
- m. By-law is tabled in parliament.



The draft by-law is attached in appendix 1 of this report.



GREG ROBERTSON
MANAGER HEALTH & COMPLIANCE

Date: 10 July 2025

Attachments (18)



SORELL COUNCIL

ROADS BY-LAW

BY-LAW No.1 OF 2026

BY-LAW MADE UNDER SECTION 145
OF THE *LOCAL GOVERNMENT ACT 1993*
FOR THE PURPOSE OF
REGULATING AND CONTROLLING CONDUCT ON HIGHWAYS IN
THE MUNICIPAL AREA OF THE SORELL COUNCIL.

PART 1 - PRELIMINARY

Short Title

This By-law may be cited as the Sorell Roads By-law 2026.

Repeal

1. By-law No. 48 (2) published in the *Tasmanian Government Gazette* on 20 January 2016 at page 107 is repealed.

Application

2. This By-law applies to the Municipal Area.

Interpretation

3. In this By-law, the following terms have the following meanings:-

"Act" means the Local Government Act 1993 (Tas);

"Authorised Officer" means an employee of the Council authorised by the General Manager for the purposes of this By-law and the General Manager;

"Council" means the Sorell Council (ABN 12 690 767 695);

"Council Standards" means the Local Government Association of Tasmania, Tasmanian Municipal Standard Specifications and relevant Australian Standards as determined by the Authorised Officer.



“Footpath” means that part of a road reservation so constructed as to facilitate the movement of pedestrians;

“General Manager” means the person holding the position of general manager of the Council as appointed by the Council from time to time pursuant to section 61 of the Act;

“Highway” means a local highway as that term is defined in s.4(1) of the Highways Act;

“Highways Act” means the Local Government (Highways) Act 1982 (Tas);

“Material” includes stones, clay, earth, mud, soil, cement, concrete, glass, filth, dust, ashes, oil, liquid and animal droppings or other offensive or noxious substances;

“Municipal Area” means the area of land under the control of the Sorell Council and defined in accordance with section 16 of the Local Government Act 1993 (Tas);

“Nature Strip” means all of that part of a road reservation not constructed for the movement of Vehicles or pedestrians;

“Penalty Unit” – means a sum prescribed under the provisions of the Penalty and Other Penalties Act 1987;

“Permit” means a statement in writing, with or without conditions, issued by an Authorised Officer which permits the carrying out of an activity regulated by this By-law, applications for which are made in accordance with Part 3 of this By-law;

“Permit Holder” means a person, incorporated body or other entity to which a Permit has been granted;

“Road” means:

- (a) any highway, local highway or country highway as defined under the Highways Act;
- (b) any part of a State Highway or subsidiary road within the meaning of the *Roads and Jetties Act 1935* for which the Council is responsible for maintaining and reconstruction of as a local authority pursuant to section 11 of that Act;
- (c) any highway or road which is wholly or partly maintained or maintainable by Council and shown on the map maintained by Council pursuant to section 208 of the *Local Government Act 1993*;
- (d) any other street, cul-de-sac, parking area or way in the municipal area which is wholly or partly maintained or maintainable by Council or under the control of the Council;
- (e) and includes a footpath or walkway, kerb and guttering, nature strip, pavement and earth surface drain;

“Schedule” means the schedule to this By-law;

“Substance” means any concrete, lime concrete, asphaltic concrete, cement, cement mortar, lime mortar, tar, soil, sand, stone, paint, firewood, or other material;

"Vehicle" includes any description of vehicle designed to move or to be moved on one or more wheels or revolving runners, and any truck, barrow, or similar vehicle, but does not include a vehicle constructed or adapted for propulsion on rails only; and

"Vehicle Crossing" means that part of a road constructed in or over a footpath, kerb, gutter, drain, culvert, pavement or nature strip that is designed for or used as a means of access by vehicles, bicycles or trailers from a road to land;

"Waste collection" includes garbage, recycling and organics collection provided by Council.

"Works" includes:

- a) "highway works" as defined under section 3 of the Local Government (Highways) Act 1982;
- b) any works to be carried out or being carried out in accordance with a permit or work authority granted under the *Building Act 2016* or construction works to be carried out or being carried out at a site including subdivisional construction works in accordance with a permit granted pursuant to the *Land Use Planning and Approvals Act 1993*;
- c) works for the construction, alteration, opening up, repair or modification of a crossing, highway or road;
- d) excavations of the highway including for the installation, maintenance, repair or modification of services;
- e) the erection of scaffolding or hoardings;
- f) placing freight containers or rubbish skips on the road;
- g) depositing soil, rocks, and mud or building materials on the road;
- h) using tracked vehicles or construction equipment on the road;
- i) the use of the road by any form of crane, or mechanically or hydraulically operated elevated platforms whether self-propelled or mounted on road vehicles;
- j) works as defined under Part III of this By-Law;
- k) the planting or cultivation of vegetation; and
- l) any other activity that requires the use of the highway or part of the highway, for the purpose of carrying out works at a site.

Interpretation

4. In this By-law, unless the contrary intention is expressed:

- (a) reference to a 'clause' or a 'Part' is a reference to a clause of or a Part of this By-law;
- (b) references to legislation includes any such legislation as may amended or replaced from time to time; and
- (c) references to a 'person' include reference to companies, associations (both incorporated and unincorporated) and any other like entities.

PART 2 – CROSSINGS, KERB AND GUTTER, FOOTPATHS AND NATURE STRIPS

General Responsibility

5. The owner of land is responsible for the costs associated with the construction, repair, maintenance and renewal of any Vehicle Crossing servicing that land. All Vehicle Crossings are to be constructed, repaired, maintained or renewed in a manner, and to the standard required by the Authorised Officer.
6. The owner of land is responsible for any damage occasioned to any:
 - (a) Footpath;
 - (b) Vehicle Crossing;
 - (c) Council infrastructure or services located within any Vehicle Crossing; and
 - (d) Council infrastructure or services located within or above a Nature Strip, caused by any works carried out on the owner's land.
7. Where activities involving Vehicles are conducted on land with the consent or permission of the owner of that land, that landowner is responsible for any damage occasioned to any:
 - (a) Footpath;
 - (b) Vehicle Crossing;
 - (c) Council infrastructure or services located within any Vehicle Crossing; and
 - (d) Council infrastructure or services located within or above a Nature Strip, caused by such activities.

Permit required for Vehicle Crossing

8. A person must not construct or alter a Vehicle Crossing without first obtaining a Permit to do so.
PENALTY: a fine not exceeding ten (10) penalty units
9. In addition to the requirements of Part 3 of this By-law, an application for a Permit to construct or alter a Vehicle Crossing must include the following information:
 - (a) the location or proposed location (as applicable) of the Vehicle Crossing in relation to title boundaries and adjacent Roads; and

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(b) the type, dimensions and specifications proposed for the Vehicle Crossing.

10. Unless otherwise agreed by the Authorised Officer, an application for a Permit to construct or alter a Vehicle Crossing must be made before, or contemporaneously with, the making of an application for a building permit or other work authorisation under the *Building Act 2016*(Tas).

Crossing at unauthorised place

11. Unless authorised to do so by the Authorised Officer, a person must not drive any Vehicle over or on any Footpath, Nature Strip, gutter or kerb.

PENALTY: a fine not exceeding five (5) penalty units

12. Where a Vehicle Crossing exists, unless authorised to do so by the Authorised Officer, a person must not drive any Vehicle between a Road and any privately owned land except by using such Vehicle Crossing.

PENALTY: a fine not exceeding five (5) penalty units

Damage or Deposit Material on Road, Footpath or Nature Strip

13. A person must not cause damage to a road.

PENALTY not exceeding ten (10) penalty units

14. A person must not deposit, fall, drop or allow to flow, any Material on a Road without a permit.

PENALTY: a fine not exceeding five (5) penalty units

15. Other than for the purpose of a scheduled refuse or recycling collection by Council or its Contractor ('**Scheduled Collection**'), a person must not place rubbish, white goods, building materials or waste, commercial garbage bins, green waste, car wrecks, shipping containers or other disused items on a Road, Footpath or Nature Strip unless that person has a permit to do so.

PENALTY: a fine not exceeding five (5) penalty units

16. A person must not place on or in a Road, Footpath or Nature Strip for collection by Council any green waste or hard waste for a period exceeding 7 days prior to the next Scheduled Collection.

PENALTY: a fine not exceeding five (5) penalty units

17. Unless authorised by a permit to do so, a person must not use any Road for placing or mixing any Substance or Material.

PENALTY: a fine not exceeding five (5) penalty units

Damage to Flora

18. A person must not wilfully, intentionally or recklessly destroy, cut, pluck, trim, remove or injure any tree, shrub, flower or other vegetation growing on or in a Road nor instruct or direct any other person to do same.

PENALTY: a fine not exceeding five (5) penalty units

19. Clause 18 does not prevent a person mowing the Nature Strip immediately adjacent to that persons' principal place of residence or otherwise engaging a person to undertake those works on their behalf.
20. Clause 18 does not apply to an electricity entity under the *Electricity Supply Industry Act 1995* where permission is presumed by section 52(5) of that Act.

Directions

21. An Authorised Officer may direct, either orally or in writing, any person acting in breach of clauses 13, 14, 15, 16 and/or 17 of this By-law to;
- (a) cease the offensive activity;
 - (b) repair or re-instate any damage to a road; and
 - (c) remove the relevant Material, rubbish, waste or Substance from the relevant Road, Footpath or Nature Strip.

Failure to Comply

22. A person must not fail to comply with a direction given by an Authorised Officer pursuant to clause 21.

PENALTY: a fine not exceeding five (5) penalty units

Notification of proposed road works

23. A person must, before commencing any works on a Road or Nature Strip, notify Council of their intention to undertake work.

PENALTY: a fine not exceeding five (5) penalty units

24. A person who undertakes works on a Road or Nature Strip must ensure that the works are completed in accordance with Council Standards.

PENALTY: a fine not exceeding Ten (10) penalty units

PART 3 - PERMITS

Applications for Permits

25. A Permit may be granted for any purpose under this By-law by an Authorised Officer in writing.

26. All applications for Permits to conduct activities regulated by this By-law must be lodged with an Authorised Officer and be accompanied by the following information:

- (a) a statement in writing of the type and nature of the activity proposed to be undertaken by the applicant;
- (b) a scaled drawing showing the location and extent of the proposed activity; and
- (c) a safety management plan or a description of any necessary safety measures that are appropriate for the proposed activity.

Additional information

27. Upon receipt of an application for a Permit, an Authorised Officer may request such further or additional information as that Authorised Officer deems to be necessary in order to conduct a full and proper assessment of the application.

Matters considered

28. In deciding whether or not to grant a Permit, regard will be had to the following matters (as applicable):
- (a) the potential for damage to Council infrastructure or land;
 - (b) public nuisance, amenity and safety;
 - (c) public access in the area;
 - (d) the maintenance of peace and good order;
 - (e) the movement of traffic in an area;
 - (f) the nature, size, shape extent and location of any proposed road furniture;
 - (g) the availability of suitable parking for motor vehicles in the area;
 - (h) representations made by any police officer;
 - (i) disturbance of existing business or commercial activities;
 - (j) Provision of adequate insurance;
 - (k) Undertaking rectification or repair works to Council land or infrastructure;
 - (l) whether the proposed works comply with relevant construction standards;
 - (m) Proposed safety management plans or systems in place for the proposed works;
 - (n) The qualifications, experience or competency of the person/s proposed to undertake the works; and
 - (o) any other matters that are relevant to the application.

Conditions of a Permit

29. A Permit issued under this By-law may be subject to such terms and conditions as an Authorised Officer or Council considers appropriate in all the circumstances, taking into consideration the matters specified in clause 28. Those conditions may include:
- (a) a restriction on the type of activity;
 - (b) a restriction on the period in which the activity may be carried out;
 - (c) the precautions to be observed while the activity is being carried out;
 - (d) the requirement for supervision or control of the activity;
 - (e) the record to be kept or notification to be given in relation to any activity carried out pursuant to the Permit;
 - (f) the requirement to obtain and hold public liability insurance or other relevant insurance;
 - (g) the payment of a bond to cover any damage to Council property or any cleaning required, or the provision of an indemnity to Council for any other loss or damage; and
 - (h) the acceptance of responsibility for any damage to or loss of Council property as a result of the activity.

Compliance with terms and conditions

30. A Permit Holder must comply with the terms and conditions of their Permit.

PENALTY: a fine not exceeding ten (20) penalty units

Form of Permit

31. Every Permit issued under this By-law is to:
- (a) be in writing;
 - (b) bear the date on which it was granted;
 - (c) bear the name of the person or entity to which it is issued; and
 - (d) include all terms and conditions imposed by an Authorised Officer.

Duration of Permit

32. All Permits will, unless otherwise specified in the Permit:
- (a) commence on the date of issue; and
 - (b) expire automatically at the conclusion of a specified period, or earlier if cancelled or suspended pursuant to clause 33.

Cancellation and suspension of Permits

33. The General Manager may suspend or cancel any Permit if any term or condition of the relevant Permit is not complied with. In the event that the General Manager suspends or cancels a Permit, the General Manager must notify the Permit Holder of the cancellation or suspension and provide written reasons for taking such action.
34. The cancellation or suspension of a Permit takes effect from the date of service of the notice on the Permit Holder or the date specified in the notice whichever is later.
35. When a Permit is suspended in accordance with clause 33:
- (a) the activity authorised by the Permit cannot be carried out during the period of suspension; and
 - (b) the period of suspension will end upon the General Manager being satisfied that the suspension is no longer required and notifying the Permit Holder (orally or in writing) of same.
36. The General Manager may cancel a suspended Permit at any time during the period of suspension. In the event that the General Manager cancels a suspended Permit, the General Manager must notify the Permit holder of the cancellation and provide written reasons for taking such action.

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Assignment of Permits

37. A Permit must not be assigned, novated or in any other way transferred to any other person except with the written consent of an Authorised Officer.

Notice

38. For the purposes of clause 34 of this By-law, a notice may be served in any of the following ways:
- (a) On the holder of the Permit personally;
 - (b) By ordinary post to the last known address of the Permit Holder;
 - (c) By notice being given in the public notice section of a newspaper circulating in the Sorell municipal area.
39. The date of service of a notice will be:
- (a) If the holder of the Permit was served by ordinary post, 5 business days from the date the notice was posted; or
 - (b) If the notice was given in a newspaper, the date of the publication of that newspaper.

PART 4 - SECURITY

Requirement for bonds and deposits

40. The Authorised Officer may require any person seeking to conduct any works regulated by this By-law to:
- (a) deposit a monetary bond with the Council;
 - (b) supply Council with a bank guarantee; or
 - (c) enter into a written bond with Council.
- (here referred to as the "**Security**")
41. The Authorised Officer may require Security with respect to:
- (a) the cost of any works to be carried out pursuant to a Permit;
 - (b) the cost to remedy any damage that may occur to any:
 - i. Footpath;
 - ii. Vehicle Crossing;

iii. Council infrastructure or services located within any Vehicle Crossing; and

iv. Council infrastructure or services located within or above a Nature Strip,

as a result of any works regulated by this By-law; or

(c) any reasonable costs which the Council may incur as a result of any works regulated by this By-law.

42. The requirement to provide Security may be included as a condition of any Permit.

43. Without limitation, the following terms and conditions apply to Security required under this Part 4:

(a) the General Manager may require the amount of any Security to be increased if in the reasonable opinion of the General Manager, the General Manager considers the amount of Security to be inadequate.

(b) where Security is given in the form of a bank guarantee, such guarantee must:

i. be expressed as being payable unconditionally on demand by Council without the permission of the grantor or any other person; and

ii. be provided by a bank approved by the Council or an Authorised Officer; and

iii. the Security must be capable of being drawn against or utilised by the Council for such amounts the Council requires with respect to:

(a) the reimbursement to the Council of any cost, expense, liability, damage or loss incurred by the Council arising out of or in relation to any failure or refusal by a person to whom this By-law applies to carry out, perform and fulfil any of that person's obligations under this By-law or a Permit to the satisfaction of the Council or an Authorised Officer or in accordance with the requirements of a Permit; and/or

(b) payment to the Council of any amount due and owing to the Council that arises out of any condition of a Permit.

Release of Bonds and Deposits

44. Security (or the balance of same) will be released following final inspection and approval by the Authorised Officer of the works to which the Security relates.

PART 5 –ENFORCEMENT

Commission of offence

45. Any person who contravenes or fails to comply with any provision of this By-law is guilty of an offence and liable on conviction to the penalty set out in the relevant part of this By-law.

Powers of Authorised Officers

46. For the purposes of this By-law, an Authorised Officer is authorised to:
- (a) remove any person from a Road whom they reasonably believe is offending against this By-law; and
 - (b) remove any thing which is on a Road without a Permit or the approval of Council.

Powers of Police Officers

47. For the purposes of this By-law, police officers are authorised to:
- (a) assist an Authorised Officer to carry out an action specified in clause 46;
 - (b) remove any person from a Road whom the police officer reasonably believe is offending against this By-law;
 - (c) remove any thing which is on a Road without a Permit or the approval of the Council; and
 - (d) arrest a person who is on a Road whom the police officer reasonably believes has committed or is committing an offence against this By-law.

Supply of name and address

48. If an Authorised Officer reasonably believes that a person is offending or has offended against a provision of this By-law, the Authorised Officer may request that the relevant person give the Authorised Officer the person's name and address.

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49. A person who fails or refuses to comply with a request to give their name and/or address is guilty of an offence.

PENALTY: a fine not exceeding five (5) penalty units

PART 6 – RECTIFICATION NOTICE AND COST RECOVERY

Rectification notices

50. An Authorised Officer may give notice to any person who has done anything in contravention of this By-law which is capable of being rectified by any work or thing, requiring that person to do the work or thing that the Authorised Officer considers is reasonably required to rectify the consequences of that contravention.
51. A notice given under clause 50:
- (a) is to be in writing, signed by an Authorised Officer;
 - (b) is to be given to the person who contravened this By-law;
 - (c) is to identify the relevant contravention of this By-law;
 - (d) is to state the work or thing to be done that is required to rectify the contravention;
 - (e) is to state the time by which the work or thing is to be completed;
 - (f) may state the time by which the work or thing is to be commenced or any timetable for the commencement or completion of any part of the work or thing to be done; and
 - (g) may require that the work or thing be done only by a person who has appropriate qualifications that are so required.
52. A person must not fail to comply with a notice given under clause 50.

PENALTY: a fine not exceeding ten (10) penalty units

53. The Council may perform, or arrange for the performance of, any work or other matter required by a notice given under clause 50 if such notice is not complied with within any timeframe stipulated in the notice, and where no timeframe is stipulated upon the expiration of a reasonable period of time.

Recovery of Council's expenses

54. All expenses reasonably incurred by the Council as a consequence of any failure to comply with, or any contravention of, this By-law are recoverable by the Council as a debt payable by the person whose act or omission constituted failure or contravention.
55. A debt accrued pursuant to clause 53 is recoverable by Council in a court of competent jurisdiction in addition to any penalty imposed in relation to a failure to comply with, or any contravention of, this By-law.

Removed articles

56. Council may retain any article removed from a Road by an Authorised Officer pursuant to a power contained in this By-law until such time as all fees, costs and charges pertaining to the removal, maintenance and storage of the article have been paid in full.

Dealing with removed articles

57. If a removed article is not claimed by the owner (or a person acting on the owner's behalf) within forty-eight (48) hours following its removal pursuant to this By-law, the General Manager is to give notice in writing to the owner (if ascertainable) of the article containing the following particulars:
 - (a) a description of the article;
 - (b) the location from which the article was removed;
 - (c) the date of removal;
 - (d) the location from which the article can be claimed;
 - (e) the fees, costs and charges payable in respect of the removal, maintenance and storage of the article; and
 - (f) that if the article is not claimed within fourteen (14) days of the issue of the notice that the article may be disposed of by Council.
58. If the owner of a removed article cannot be ascertained or found after making reasonable enquiries, and the General Manager is of the opinion that the value of the article is such that it warrants the costs of advertising, the General Manager is to publish on at least one (1) occasion a notice containing the particulars specified in clause 57 in a local newspaper circulating within the Municipal Area.

Disposal of unclaimed articles

59. Council may dispose of any removed article if:
- (a) the article is not claimed within fourteen (14) days of the issue of the notice referred to in clause 58; or
 - (b) the fees, costs and charges payable in respect of the removal and storage of the article have not been paid within fourteen (14) days of the issue of the notice referred to in clause 58; or
 - (c) where the owner is not ascertainable and has not come forward in response to the public advertisement, fourteen (14) have elapsed from the date of the publication of the public advertisement in accordance with clause 58.
60. A removed article may be disposed of under clause 59:
- (a) by tender or public auction following notification in a local newspaper circulating within the Municipal Area; or
 - (b) in such manner as the General Manager sees fit if:
 - (i) no tender is received or no bids are made at a public auction; or
 - (ii) the General Manager is of the opinion (reasonably held) that the article is of such low value that it does not warrant the costs of a tender or public auction.
61. If a removed article is disposed of under clause 59, the General Manager must notify the owner of the article as soon as practicable if the owner can be ascertained or found after making reasonable enquiries. If the owner of the article so requests, then the proceeds obtained from the disposal of the article must be paid to the owner, less any fees that are due to Council, advertising costs, and any other costs incurred by the Council in the removal, storage, maintenance and disposal of the article.

PART 7 – INFRINGEMENT NOTICES

62. In this Part 7, the term **"Specified Offence"** means an offence against the clause of this By-law specified in Column 1 of the Schedule.
63. An Authorised Officer may:
- (a) issue an infringement notice to any person that the Authorised Officer has reason to believe is guilty of a Specified Offence;
 - (b) issue one (1) infringement notice in respect of more than one, but not more than four (4), Specified Offences; and
 - (c) impose a monetary penalty for the Specified Offence in respect of which the infringement notice is issued.
64. The penalties specified in Column 3 of the Schedule opposite each Specified Offence are the penalties payable under an infringement notice issued in respect of Specified Offences.
65. A person who is served with an infringement notice must, within 28 days of the date of service, do one or more of the following:
- (a) Pay the monetary penalty in full to the Authorised Officer;
 - (b) Apply to the Authorised Officer for withdrawal of the infringement notice;
 - (c) Apply to the Authorised Officer for a variation of payment conditions; or
 - (d) Lodge with the Authorised Officer a notice of election to have the offences set out in the infringement notice heard and determined by a court.
66. In addition to any other method of service, an infringement notice alleging that a Vehicle has been used in relation to a Specified Offence may be duly served by securely affixing the infringement notice to that Vehicle.
67. The *Monetary Penalties Enforcement Act 2005* (Tas) applies to all infringement notices issued pursuant to this By-law.
68. All monies payable to the Council under this By-law are a debt due to the Council and recoverable at law in a court of competent jurisdiction.

SCHEDULE

INFRINGEMENT NOTICE OFFENCES

Column 1	Column 2	Column 3
CLAUSE	GENERAL DESCRIPTION OF OFFENCE	PENALTY UNITS
8	Constructing Vehicle Crossing without Permit	2
11	Crossing at unauthorised place	1
12	Requirement to use Vehicle Crossing	1
13	Damage Road	2.5
14	Depositing material on Roads	1
15	Place items on road with a permit	1
16	Place green or hard waste on road more than 7 days before collection	1
17	Mixing substances on a road without a permit	1
18	Damage to flora within Roads	1
22	Failure to comply with direction	1
23	Failure to notify intention to undertake works	1
24	Failure to undertake works to Council Standards	2.5
30	Failure to comply with Permit	5
49	Failure to give name/providing false information	1
52	Failure to comply with rectification notice	2

Certified as being in accordance with the law by:

.....
Australian Legal Practitioner

Dated this day of , 2025 at Hobart in Tasmania.

Certified as being made in accordance with the *Local Government Act 1993*:

.....
General Manager

Dated this day of , 2025 at Hobart in Tasmania

The Common Seal of the Sorell Council was hereunto affixed in the presence of:

.....) General Manager

Confirmed by me this day of , 2025 at Hobart.



21.0 ROADS AND STORMWATER



Nil reports.

22.0 FACILITIES AND RECREATION



Nil reports.

23.0 QUESTIONS FROM THE PUBLIC



In accordance with Regulation 36 of the Local Government (Meeting Procedures) Regulations 2025, 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.*



24.0 CLOSED MEETING



The General Manager advised that in his opinion the listing of agenda item/s:

Reference	Item
24.1	Confirmation of the Closed Council Minutes of the Council Meeting of 17 June 2025 – <i>Regulation 40(3)</i>
24.2	Disclosure of confidential information – <i>Regulation 17(7)</i>
24.3	Interim Closure Order – <i>Regulation 17(2)(h)</i>
24.4	Sorell Audit Panel Summary and Minutes – June 2025 – <i>Regulation 17(2)(h)</i>

As prescribed items in accordance with Regulations 17 and 40 of the Local Government (Meeting Procedures) Regulations 2025, and therefore Council may by absolute majority determine to close the meeting to the general public.

RECOMMENDATION

That the meeting be closed to the public to enable Council to consider agenda items 24.1 - 24.4 which are confidential matters as prescribed in Regulations 40 and 17 of the Local Government (Meeting Procedures) Regulations 2025.

24.1 CONFIRMATION OF THE CLOSED MINUTES OF THE COUNCIL MEETING OF 17 JUNE 2025



RECOMMENDATION

"That the Closed Minutes of the Council Meeting held on 17th June 2025 be confirmed."

24.2 AUTHORISATION TO DISCLOSE CONFIDENTIAL INFORMATION



RECOMMENDATION

"That in accordance with Regulation 17(7) of the Local Government (Meeting Procedures) Regulations 2025, the Mayor and General Manager be authorised to disclose information from this 'Closed Section' of this meeting in the course of implementing the decisions of Council."



24.3 INTERIM CLOSURE ORDER

24.4 SORELL AUDIT PANEL SUMMARY AND MEETING MINUTES JUNE 2025



AGENDA
ORDINARY COUNCIL MEETING
15 JULY 2025

25.0 ACRONYMS



AGM	Annual General Meeting
AFL	Australian Football League
AIR	Australian Immunisation Register
ASU	Australian Services Union
ATO	Australian Taxation Office
AWTS	Aerated Wastewater Treatment Systems
BEST	Business and Employment Southeast Tasmania
CAC	Community Administration Centre
CEO	Chief Executive Officer
CLRS	Councillors
CPR	Cardiopulmonary Resuscitation
CRM	Customer Request Management
CRDSJA	Copping Refuse Disposal Site Joint Authority
DEDTA	Department Economic Development, Tourism & The Arts
DECYP	Department for Education, Children and Young People
DPAC	Department of Premier & Cabinet
DPFEM	Department of Police, Fire and Emergency Management
DSG	Department of State Growth
DST	Destination Southern Tasmania
EBA	Enterprise Bargaining Agreement
EOI	Expressions of Interest
EOFY	End of Financial Year
EPA	Environment Permit Authority
EWaste	Electronic Waste
FMAC	Fire Management Assessment Committee
GM	General Manager
ICT	Information Communication Technology
LGAT	Local Government Association of Tasmania
LPS	Local Provisions Schedule
LTFP	Long Term Financial Plan
LTI	Lost Time Injury
MAST	Marine & Safety Tasmania
MEMC	Municipal Emergency Management Committee
NBN	National Broadband Network
NRE	Department of Natural Resources and Environment Tasmania
NRM	Natural Resource Management
PWS	Parks and Wildlife Service
RACT	Royal Automobile Club of Tasmania
RDA	Regional Development Australia
RSL	Returned Services League
RTI	Right to Information
SBIP	School Based Immunisation Program
SEI	South East Irrigation
SEBA	South East Basketball Association



AGENDA

ORDINARY COUNCIL MEETING
15 JULY 2025

SENA	South East Netball Association
SERDA	South East Region Development Association
SEUFC	South East United Football Club
SES	State Emergency Service
SFC	Sorell Football Club
SFL	Southern Football League
SMH	Sorell Memorial Hall
SPA	Sorell Planning Authority
STCA	Southern Tasmanian Councils Association
STRWA	Southern Tasmanian Regional Waste Authority
STRLUS	Southern Tasmania Regional Land Use Strategy
SWSA	Southern Waste Strategy Association
SWS	Southern Waste Solutions
TasCAT	Tasmanian Civil and Administrative Tribunal
TAO	Tasmanian Audit Office
TCF	Tasmanian Community Fund
TOR	Terms of Reference
UTAS	University of Tasmania



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ORDINARY COUNCIL MEETING
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