



# COUNCIL AGENDA

20 FEBRUARY 2024

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, 20 February 2024 commencing at 6.00 pm.

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## 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  
15 FEBRUARY 2024



## AGENDA

FOR THE COUNCIL MEETING TO BE HELD AT THE  
COMMUNITY ADMINISTRATION CENTRE (CAC), 47 COLE STREET, SORELL ON  
20 FEBRUARY 2024

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## 1.0 ATTENDANCE

Mayor K Vincent  
Deputy Mayor C Wooley  
Councillor S Campbell  
Councillor J Gatehouse  
Councillor M Miró Quesada Le Roux  
Councillor B Nichols  
Councillor M Reed  
Councillor N Reynolds  
Councillor C Torenus

## 2.0 APOLOGIES

## 3.0 DECLARATIONS OF PECUNIARY INTEREST

## 4.0 CONFIRMATION OF THE MINUTES OF 16 JANUARY 2024

### RECOMMENDATION

"That the Minutes of the Council Meeting held on 16<sup>th</sup> January 2024 be confirmed."

## 5.0 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.

- Council meeting and 2 Workshops.
- Met with SEBA president Dan McKenzie.
- BEST meeting.
- STRWA Teams meeting.
- Attended former Councillor Graeme Gills funeral.
- Met with Roadside Pickup Co-ordinator Lindy.



- Discussion with Justin Nichols re: Irrigation.
- Met with senior staff re: Jobs Hub design.
- Met with Premier.
- Presented at Australia Day Ceremony.
- Met with the Health Minister Guy Barnett.
- Attended interview for GM review.
- Discussions with Premiers office re: water security.
- Met with GM and Mayor from BOD, GSB re: LG Reform.
- Same group met with Acting Director Office of Local Government.
- BEST staff and I met with Luke Edmunds.
- Attended childcare information session organised by Brian Mitchell.
- Attended CERMP information session at Carlton with Deputy Mayor Wooley, Councillors Reed, Gatehouse and Nichols.
- Attended Sorell Municipal Emergency Management Committee meeting.
- Conducted SBS interview re: Neil the Seal.
- Attended LGAT LG Reform Mayoral discussion.
- Participated in SWS director appointment meeting.
- Met with Premier and most cabinet ministers at Swansea function.
- Conducted STCA Gov and Audit meeting.
- Attended CACG airport meeting.
- Attended Chargers basketball meeting with Sonia Pullen.
- Attended TasWater quarterly update meeting.
- Attended Copping director discussions.
- Participated in Midway Point Cat management media event.
- Attended Copping Waste Management Authority meeting.
- Attended Primrose Country Music Muster.
- Attended Surf Club Nippers and Seniors carnivals.
- Attended STCA board meeting.
- Participated in Government Youth Session.
- Met with RDA Jen Newman.
- Met with YNOT re: youth services.
- Attended Copping Strategic planning session.



## 6.0 SUPPLEMENTARY ITEMS

### RECOMMENDATION

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

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

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

## 6.1 ITEM 22.4 (CLOSED) TENDER C-23-T-006 – PRIMROSE SANDS ROAD AND GREVILLEA STREET RECONSTRUCTION

## 7.0 COUNCIL WORKSHOPS REPORT

<sup>^</sup>  
The following Council Workshops were held:

Date	Purpose	Councillor Attendance	Councillor Apologies
6 <sup>th</sup> February 2024	<ul style="list-style-type: none"> <li>• Future of Local Government Review – Draft submission on 37 recommendations</li> <li>• Dunalley Hall Management – EOI Result</li> <li>• Community Grants               <ul style="list-style-type: none"> <li>- Sorell Tennis Club</li> <li>- Sorell Men's Shed</li> </ul> </li> <li>• Dog Management               <ul style="list-style-type: none"> <li>- Pembroke Park user groups proposal</li> <li>- Municipal wide 'Dogs on lead' consideration</li> </ul> </li> <li>• GM Updates               <ul style="list-style-type: none"> <li>- Abetz Curtis briefing – planning authority role and governance</li> </ul> </li> </ul>	Vincent, Wooley, Nichols, Torenus, Miro Quesada Le Roux, Reynolds, Gatehouse, Reed	Campbell



	<ul style="list-style-type: none"> <li>- SPA meetings live streaming</li> <li>• Councillor requests</li> <li>- ASA Flight Path review</li> <li>- Additional water carrier fill point</li> </ul>		
13 <sup>th</sup> February 2024	<ul style="list-style-type: none"> <li>• Abetz Curtis briefing with Councillors – Planning Authority role, interests, code of conduct</li> </ul>	Vincent, Wooley, Nichols, Torenus, Miro Quesada Le Roux, Reynolds, Gatehouse, Campbell, Reed	

## 8.0 COUNCILLOR QUESTIONS ON NOTICE

### 8.1 QUESTION ON NOTICE – COUNCILLOR MIRO QUESADA LE ROUX

#### Non-domestic noise

1. How are noise emissions from non-domestic sources and their impact on community health and wellbeing managed by Council.
2. What are the strategies, plans, guidelines, and/or policies that mention, regulate, or deal with non-domestic noise emissions and the impact on the different aspects for which we are responsible:
  - Environment
  - Economy/growth
  - Housing
  - Character and identity of suburb/town/region
  - Health and wellbeing.
3. How would a council non-domestic noise initiative/policy/guideline look like? And what would it take to create and implement?

#### *Response from Manager Health and Compliance:*

#### Policy/legislation

- The Tasmanian Noise Environment Protection Policy already references acoustic quality objectives which are based on the WHO recommendations.
- Any Council policy on noise would not be legally enforceable.
- If Council writes a by-law to regulate non-domestic noise it cannot override or contradict Commonwealth or State Government legislation, or the by-law would be ultra vires.
- The Building Act 2016 section 9 states “A regulation, or rule or by-law, that relates to the technical requirements of the design or construction of a building, building work or plumbing work must not be made under any Act without the approval of the Minister unless that Act expressly provides to the contrary.” In other words, a Council cannot legislate via a by-law to require



additional noise insulation of a building above what is included in the National Construction Code.



### Noise Complaints

- The majority of noise complaints that Council receives are domestic noise rather than from commercial or industrial sources.
- Generally, commercial, industrial and rural activities that generate noise are located in appropriate land-use zones.
- Noise complaints from aircraft and major industries are not dealt with by Council.

### Planning

- The Planning Scheme includes an attenuation code which requires separation between noise emitting activities and residential use.
- New road projects such as the Sorell By-Pass and Midway Point intersection had detailed noise reports completed in accordance with State Growth traffic noise guidelines.

### Noise impact

- FIDOL for noise.
- A similar approach is already used to determine if a noise is an environmental nuisance in section 53 of EMPCA:

*“The emission is to be taken to unreasonably interfere with a person's enjoyment of the environment if it is unreasonable having regard to –*

- (a) its volume, intensity or duration; and*
- (b) the time, place and other circumstances in which it is emitted; and*
- (c) in the case of noise emitted from residential premises, whether it is, or is likely to be, audible in a habitable room in any other residential premises.”*

- Council's primary role in non-domestic noise is to investigate noise complaints (other than level 2 activities or aircraft noise), assess applications for noise impacts (DA and SA) and determine appropriate land use zones for commercial, industrial and agricultural activities.

### Noise monitoring

- Council has very limited resources for noise monitoring and it is restricted to complaint investigation only.
- Appropriate noise levels from non-domestic activities are (where appropriate) included in the DA permit or prescribed in EMPCA. If an activity does not have a DA permit an Environment Protection Notice can be issued, if there is sufficient evidence.
- Broad scale noise surveys completed by acoustic consultants and/or noise modelling are costly.



### Noise attenuation/education

- Noise attenuation measures are already used to reduce noise emissions from activities, via the DA or subdivision permit.
- If a development complies with the acceptable solution of the Tasmanian Planning Scheme, Council cannot require additional noise mitigation measures.

The issue with Council having a Policy on Non-Domestic noise is that it would not be legally enforceable and would be overridden by the Planning Scheme, Environmental Management and Pollution Control Act 1994 and associated Noise Regulations and other Commonwealth Laws relating to Air Traffic (as applicable).

## 9.0 COUNCILLOR MOTIONS ON NOTICE

Nil

## 10.0 WORKGROUP REPORTS

### RECOMMENDATION

"That the workgroup reports as listed be received."

### 10.1 OFFICE OF THE GENERAL MANAGER – ROBERT HIGGINS

- Annual leave – 15<sup>th</sup> to 26<sup>th</sup> Jan.
- East coast councils discussion with 3 x Mayors and General Managers then with Office of Local Government regarding Future of Local Government Review recommendation for redesign – 29<sup>th</sup> Jan.
- Liaison with Premier's Senior Economic Advisor on DSG position regarding delivery of Sorell Rivulet bridge replacement – 30<sup>th</sup> Jan.
- Municipal Emergency Management Committee meeting – 31<sup>st</sup> Jan.
- LGAT regional briefing / workshop on Future of Local Government Review recommendations with southern Tas General Managers – 1<sup>st</sup> Feb.
- STRLUS steering committee tasks with Regional Planning Coordinator to assist progress of STRLUS review project including meeting with Dep Sec Policy and Delivery and State Planning Office – 7<sup>th</sup>, 9<sup>th</sup> and 14<sup>th</sup> Feb.
- Presented to Tas Community Fund Board with Mayor on Sorell / SE region – 14<sup>th</sup> Feb.
- Met with Shark Point resident re: request for and interest in long standing desire for rezoning – 16<sup>th</sup> Feb.
- Staff meetings, Leadership Team meeting, workshops and SPA meetings.



## DIRECTOR SERVICE DELIVERY – RUSSELL FOX

This year's reseal program has yet to commence and is currently running a month behind the original schedule. The project manager is currently seeking a revised program. I have reviewed the Risk and Strategy officers document on WHS responsibilities for middle managers and supervisors which following consultation will be incorporated in the relevant position descriptions.

The construction of the BMX track is complete but the installation of the shelter on the start hill, line/track marking, permanent site fencing and electrical work is scheduled to be undertaken by the end of February.

Meetings attended:

- Several meetings with the General Manager and associated consultants regarding the Sorell Training facility (& Jobs Hub).
- Meeting with Regulatory Services and potential contractors for the green and hard waste tender.
- Meeting with NRM officer and consultants reviewing options for managing stormwater at Blue Lagoon.

## DIRECTOR PEOPLE AND PERFORMANCE - JESS HINCHEN

Annual Leave – 29 January – 9 February

Meetings attended:

- Various meetings with GHD RE: Social Strategy and Active Transport Strategy meetings with YNOT RE: Youth Engagement Project.
- Meeting with architect and Council staff re: Jobs Hub design.
- Meet with Cultivate People & Culture.
- Various meeting related to Stadium Management & Facilities.
- Various HR Matters.
- SPA and Council meetings

## EMPLOYEE SUPPORT – HR

Employee Support Coordinator - Annual Leave 22 January – 26 January

## Recruitment

Recruitment for the following positions is currently in progress –

- Customer & Business Support Officer (fixed-term) - This position was advertised with BEST and closed 31 January 2024. Interviews have been conducted and an appointment will be made in due course.





- Audit Panel Member – This position was advertised with BEST on 30 January 2024 and closes 20 February 2024.

#### Inductions

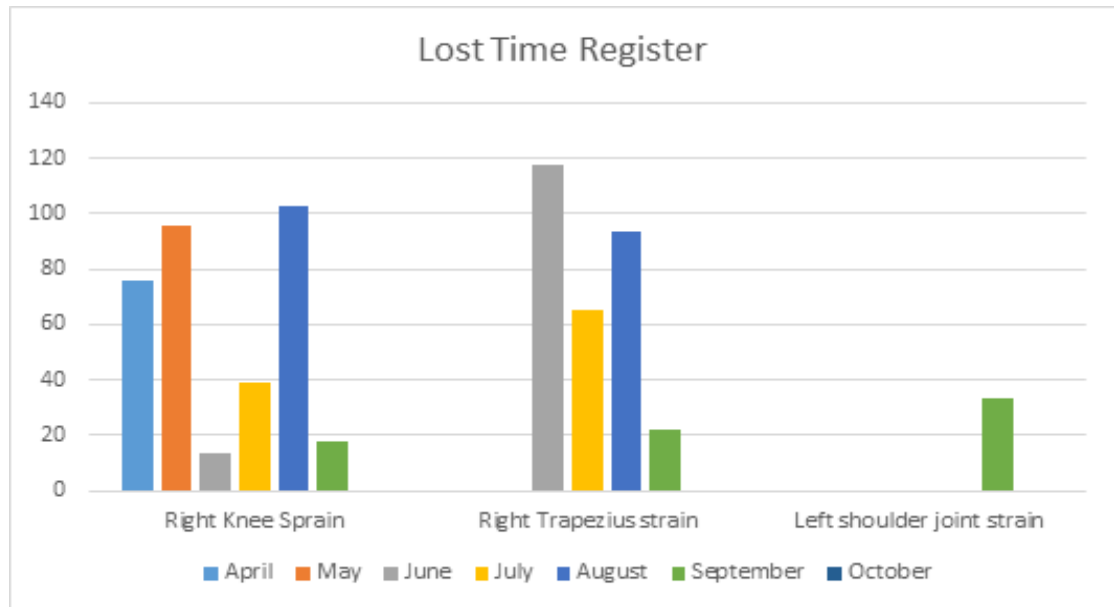
- 1 x New employee inducted.

#### Training

- 2 x Employees attended in for MR Training.

#### WORKERS COMPENSATION

- No active claims.



#### EMPLOYEE SUPPORT - PAYROLL

- Three pay runs completed.
- EOM complete.

#### DEVELOPMENT OFFICER – STRATEGY & RISK

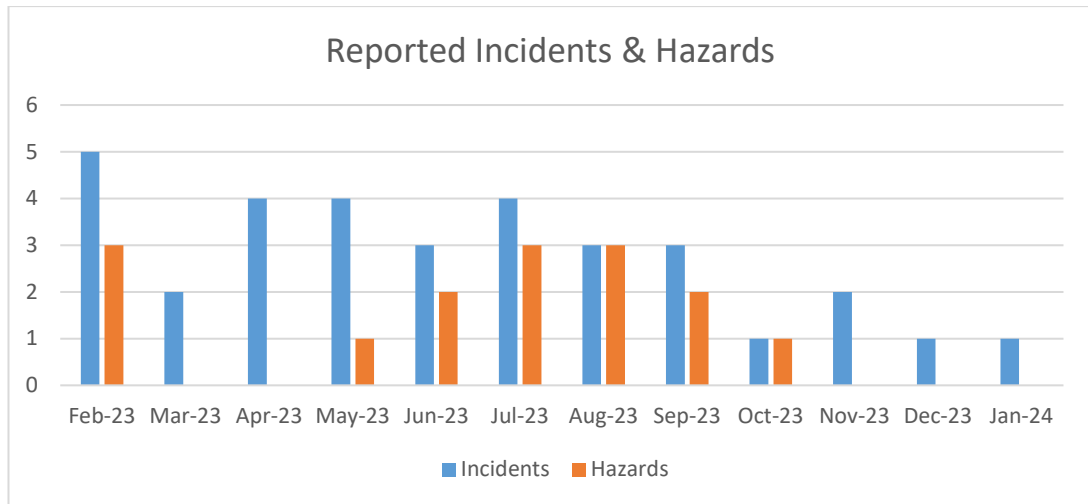
Annual Leave 15 January - 29 January.

Meetings attended:

- Jardine Lloyd Thompson - Annual Insurance Pre-renewal Forum Part 1 (Risk).
- Jardine Lloyd Thompson - Annual Insurance Pre-renewal Forum Part 2 (General).

Reported Incidents and Hazards for the month of January:





- 1 Incident reported
  - 1 leech bite
- 0 hazards identified and reported
- 0 investigations completed, 0 outstanding

## 10.2 FINANCE – STEPHANIE PERRY, MANAGER

### Financial Management

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

- Completed all end-of-month (EOM) procedures for December 2023, including the completion EOM processing and balance sheet reconciliations and the submission of Council's monthly Business Activity Statement (BAS) to the Australian Tax Office (ATO).
- South East Region Development Association (SERDA) ad-hoc and monthly financial tasks were completed.
- Completed work on the Mid-Year Budget Review (MYBR) for the operating budget. MYBR will not be taking place for the Capital Budget, as an alternative monthly capital budget adjustment process has been implemented.
- Worked with the Asset Team to complete 2023/2024 Quarter 2 Assetic capitalisations and asset reconciliations.
- Completed the Quarter 2 2023/2024 LRCI Program Report and lodged it with the Australian Government by the deadline.
- Completed the Quarter 2 2023/2024 Roads to Recovery Report and lodged it with the Australian Government by the deadline.



- Completed the Progress Report 3 2022/2023 Pembroke Park and lodged with State Government by the deadline.

#### **Rates**

- At the end of January 74.8% of rates had been collected, compared to 74.7% at the same time last year.
- Supplementary valuations were received from the Office of the Valuer-General, year to date totalling \$148k in general rates, \$35k in waste charges and \$8k in fire levy income.

#### **Audit**

- Nil

#### **Grants & Funding**

During the month of January the following grants were invoiced:

- DSG was invoiced \$111,500 (excluding GST) for instalment one of the 2022/2023 Safer Rural Roads Program (SRRP). This was paid to Council by the Department during January.

#### **Insurance**

- There were no significant insurance matters during January.

#### **Fleet Management**

- A capital budget allocation was made for fleet replacements during the 2023/2024 financial year. The General Manager has approved the light fleet procurement recommendation. Finance staff completed the motor vehicle orders in January.

#### **Plant and Equipment Disposals**

- One vehicle remains to be disposed of from the 2022/2023 replacement schedule. This vehicle will be held by Council for a few additional months to accommodate scheduled vehicle repairs. This vehicle is expected to be sent to Pickles Auctions for disposal in April/May 2024.
- The sale of one vehicle and one piece of heavy machinery were processed as part of 2023/2024 Quarter 2 capitalisations.



Plant & Equipment Details	Date of Disposal	Reason & Method of Disposal	Proceeds of Sale	Disposal Costs	Profit/(Loss) on disposal
Ford Ranger H35HU	1/10/2023	Replaced, Pickles Auction	\$27,500	\$500	\$27,000
Bomag roller H48AV	1/10/2023	Replaced, traded in	\$62,470	\$0	\$19,066

### Operational Plan

During the month of January, finance staff progressed on the following 2023/2024 Operational Plan items:

Operational Plan Item	Status
Finance System Upgrade	System go live was completed on 27 November 2023.  Minor post-go live issues remain outstanding. Finance continue to work with Dialog, SHR & Techquity to resolve these issues.
Internal Audit – Audit Panel	WLF Accounting & Advisory engaged as Council's internal auditors.  Introductory meeting completed.  Engagement letter received.  Planning meeting to take place in early 2024.
Grant Summary Page	Completed.  Sent to Leadership Team for review and feedback.
Long Term Financial Plan (LTFP) Review	Draft completed. Manager Finance to review in February 2024.
Education	Completed - Finance purchasing and payroll timesheet training provided to staff as part of the finance system go live.
Land Tax Review	Review completed.  Findings to be submitted to the State Revenue Office in February 2024.



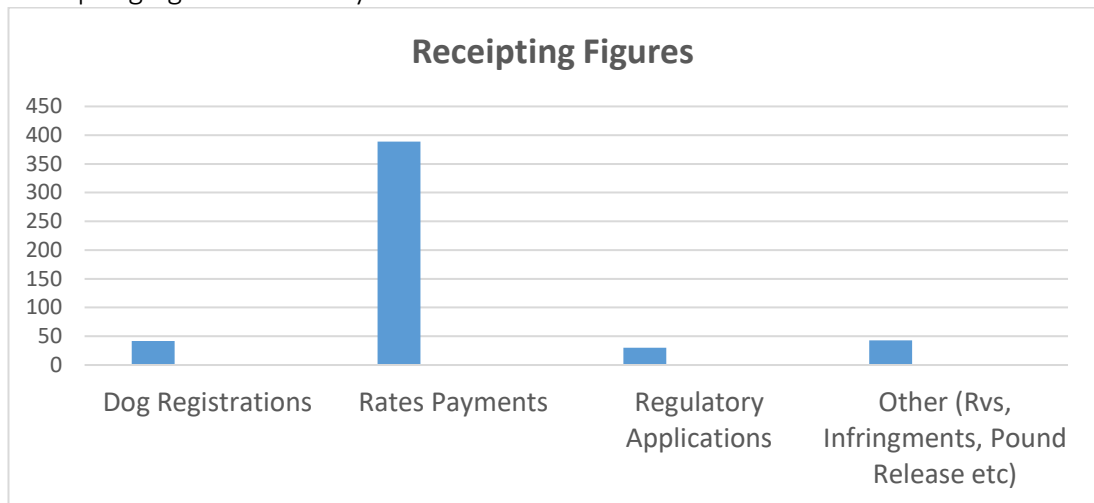
### Meetings

- Monthly capital works meeting with Finance, Asset Management, Engineering and Depot staff – 9/01/2024.
- Monthly team meeting with the Finance Department – not held in January.
- Monthly rates catch up with the Manager Finance, Senior Rates Officer and Finance Support Officer – 15/01/2024.

## 10.3 COMMUNITY RELATIONS – STACEY GADD, MANAGER

### CUSTOMER & BUSINESS SUPPORT

Receipting figures – January



Green and Hard Waste Bookings – January

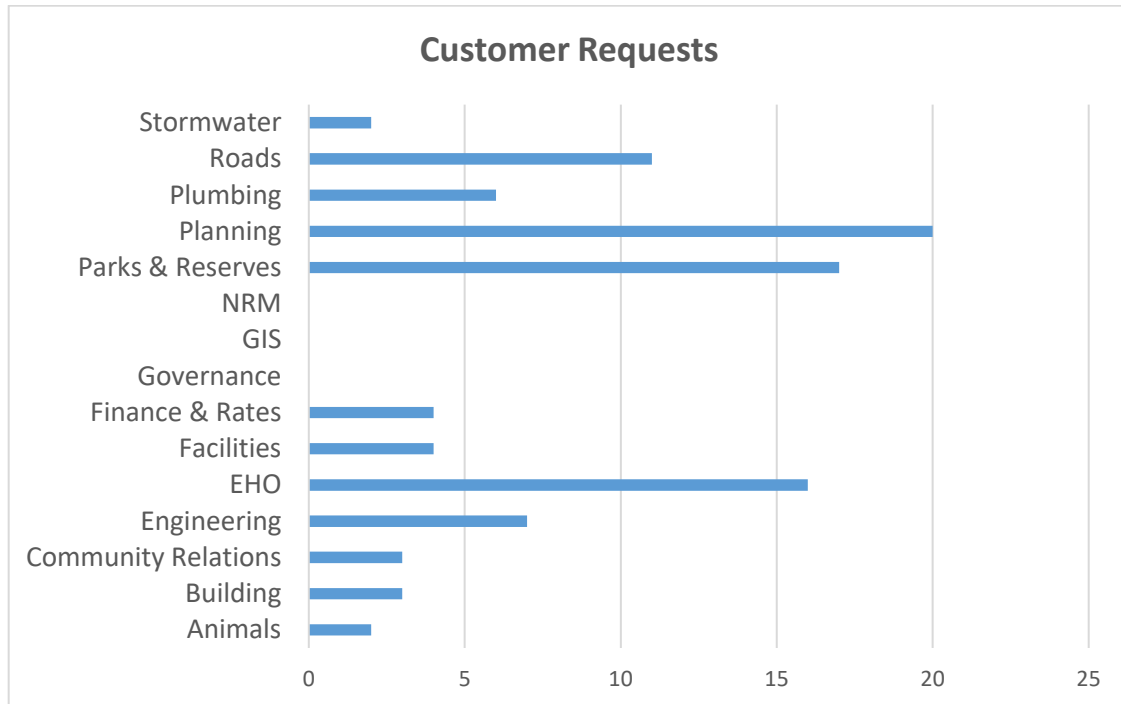


### Phone Call Reporting – January

No data available – issues with phone reporting system during January not logging calls.

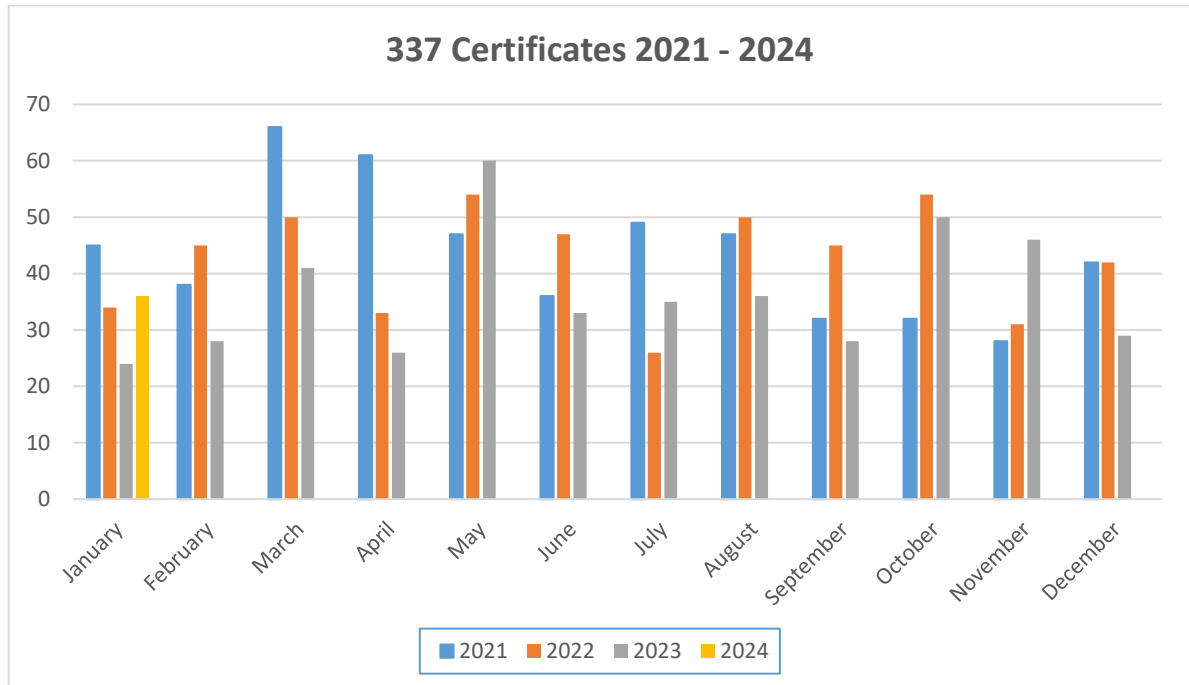
### Customer Requests

CRMs created for the month of January

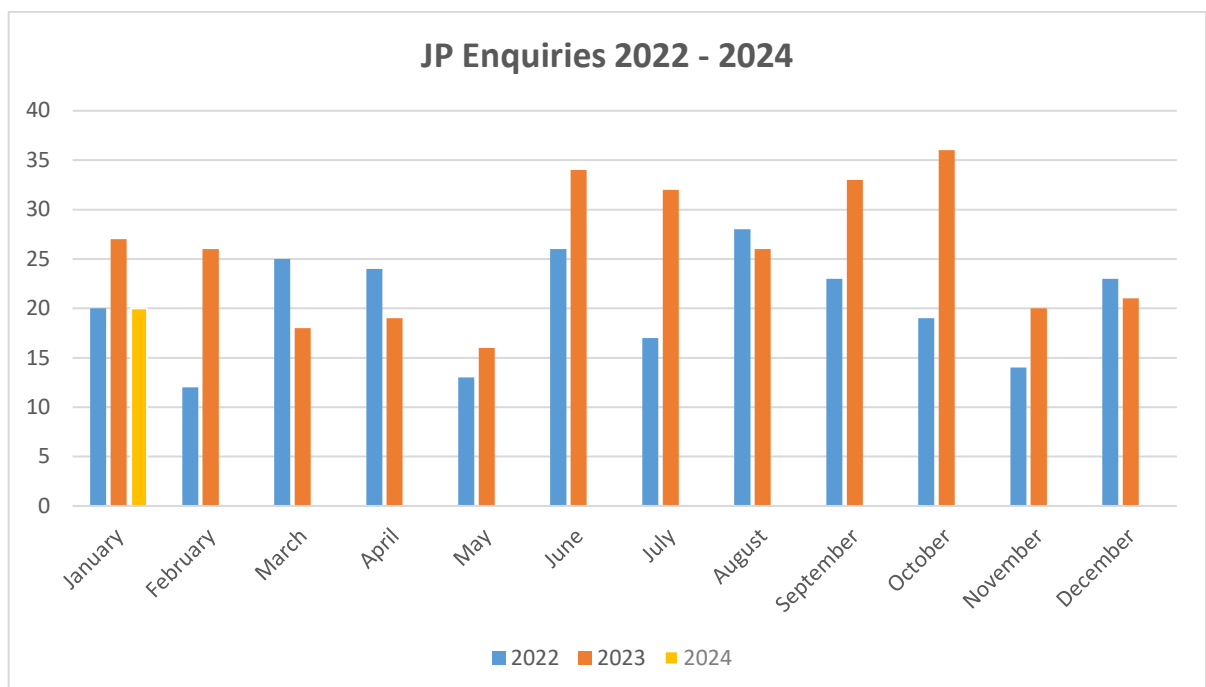


### 337 Certificates

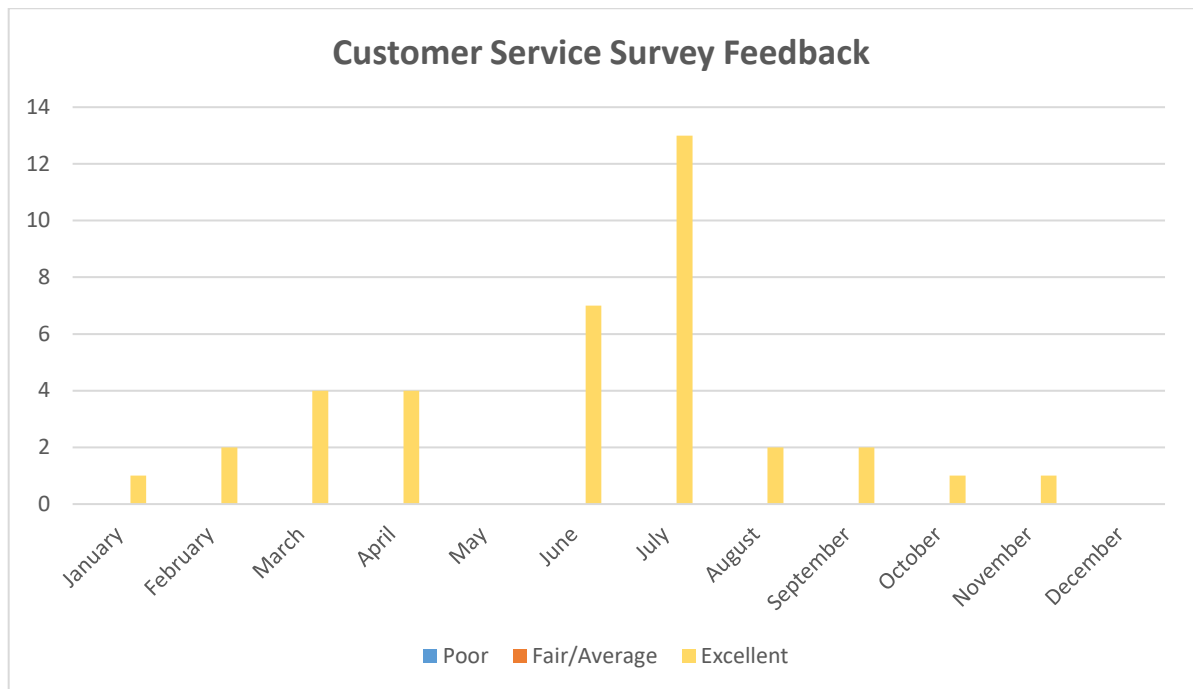
Council processed 36 - 337 Certificates in January which relate to the sale of properties as detailed in the graph below.



### Justice of the Peace Enquiries



## Customer Service Feedback



No customer service surveys were received for the month of January.

## COMMUNICATIONS

### General

- Sorell Times – Regular monthly advert and Australia Day Awards article.
- 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 and Update on Waste Collection Services FAQ.

### NRM

- NRM Thursday posts on social media ongoing.
- Weed Awareness section ongoing in monthly Sorell Times advert.

### Waste Education

- Waste Wednesday social media posts ongoing.
- Community education regarding potential changes to our services as part of the Waste Management Strategy are ongoing.
- Clean Up Australia Day – promotion of event is ongoing on our website and social media posts.





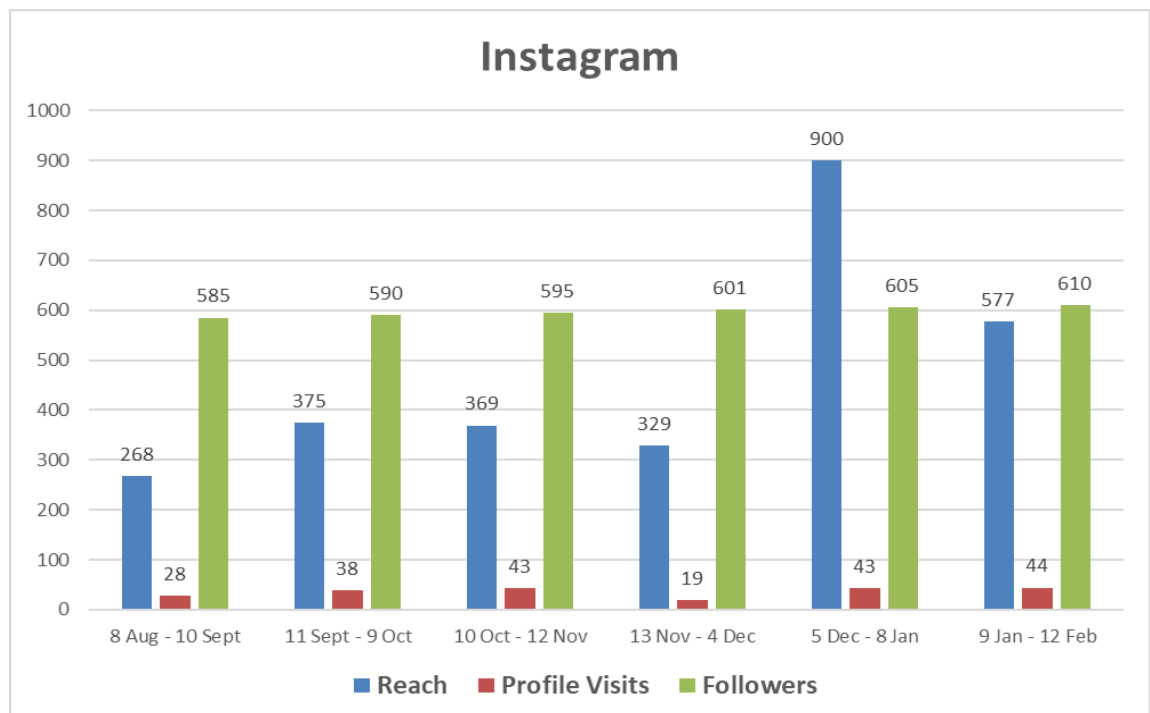
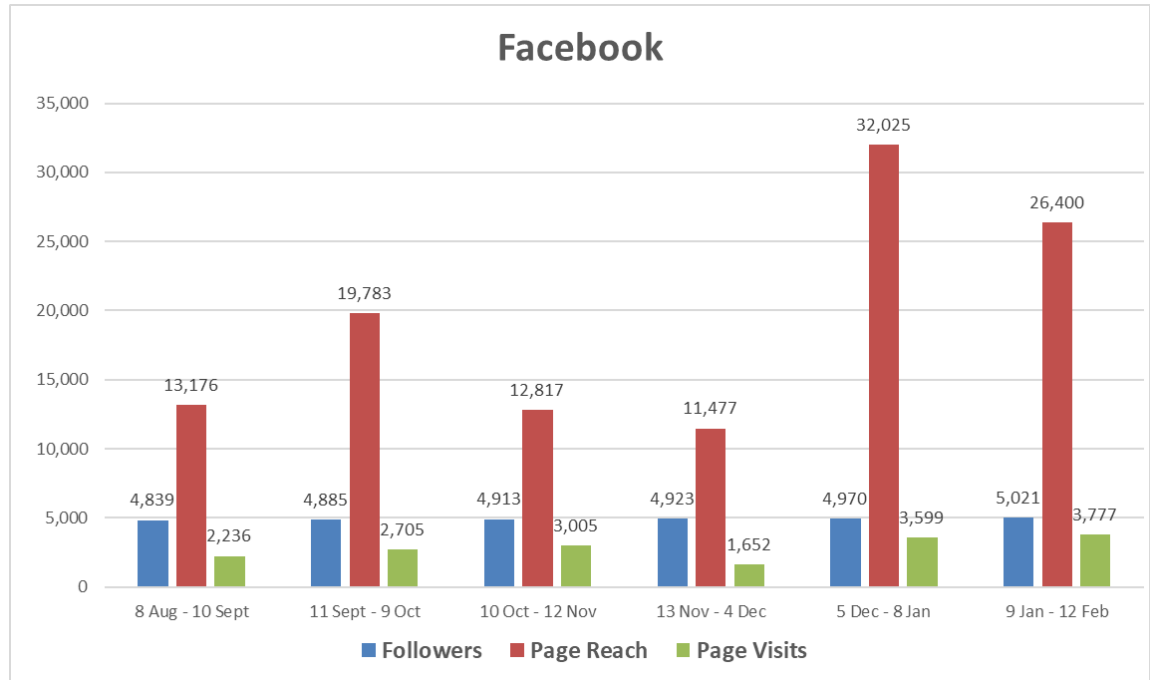
### Advocacy

- Nil this month

### Area Promotion/Marketing

- Renewal of Sorell sign outside Rural Solutions ongoing.
- Investigating refreshing the historical storyboards along the Waterway Trail.

### Social Media



## COMMUNITY CONSULTATION/ENGAGEMENT

- Australia Day Awards Presentation & Citizenship Ceremony at Sorell Memorial Hall.
- Mural concept design for Mitre 10 Gordon Street due. On receipt, invitations for community feedback will commence (planning for late February).
- YNOT Youth Engagement Project liaison, consultation to commence 19 February.
- Reserve Management Plans – community consultation pending receipt of Draft Plan from North Barker.
- Social Strategy and Active Transport Strategy liaison, consultation to commence 14 February.
- Future Management of Dunalley Hall – Submissions closed 26 January and discussions due to commence with successful applicant.
- Natural Resource Management Environmental Advisory Group – attended meeting on 17 January. Developing summary of Draft Strategy document for initial consultation, to commence February 2024.
- Communication and Engagement Strategy community survey and consultation in progress.
- Community Information Session on Coastal and Estuarine Risk Mitigation Program (CERMP) held 30 January.
- Attended Hobart Airport's Community Aviation Consultation Group (CACG) on 6 February.
- Attended Southern Beaches Landcare Coastcare meeting on 9 February.
- Commenced initial discussions with Southern Beaches Landcare Coastcare re: development of a MOU between the group and Council for management of our Reserves in the Southern Beaches area.
- Met with Regional Tech Hub, Regional Partnership Officer for briefing on services 11 January.
- Met with Small Town Market on eligibility criteria for Community Grants.
- Sorell Community Cultural Precinct Preference Committee – next meeting to be held 28 February.
- Service Providers Meeting – next meeting to be held 7 March 2024
- Seniors Advisory Group Meeting – next meeting to be held 19 March 2024.

## MEDIA

- Mayor interview with SBS on Neil the Seal. Live on SBS Facebook, TikTok and YouTube on 6 February - [https://www.youtube.com/shorts/SBvNSUdr\\_TY](https://www.youtube.com/shorts/SBvNSUdr_TY)
- The Sorell Times – Provided comment re: Midway Point Park and ride facility development.



## ARTS AND CULTURE

- Sorell Community Cultural Precinct Preference Committee – next meeting to be held 28 February.

## COMMUNITY COLLABORATIONS

- Nil this month

## COMMUNITY GRANTS PROGRAM

### Community Grants

- Sorell Tennis Club
- Sorell Men's Shed

### Individual Achievement

- Eva Schulze – Basketball Tasmania
- Ryan Long – Judo Tasmania

### Quick Response

- Nil this month

## EVENTS

- Australia Day Awards – Review of 2024 event completed.

## CORPORATE ADMINISTRATION

### Right to Information

- 1 Right to Information Request was received.

### Policies under review

Policy	Policy Type	Update
Enforcement Policy	Council	Review complete. Associated Enforcement Procedure developed. Both require Council workshop before adoption.
Fraud and Corruption Prevention	Council	Review complete. Requires Council approval.
Code of Tendering	Council	Officer review underway.
Motor Vehicle	Management	Review complete. Requires GM approval.



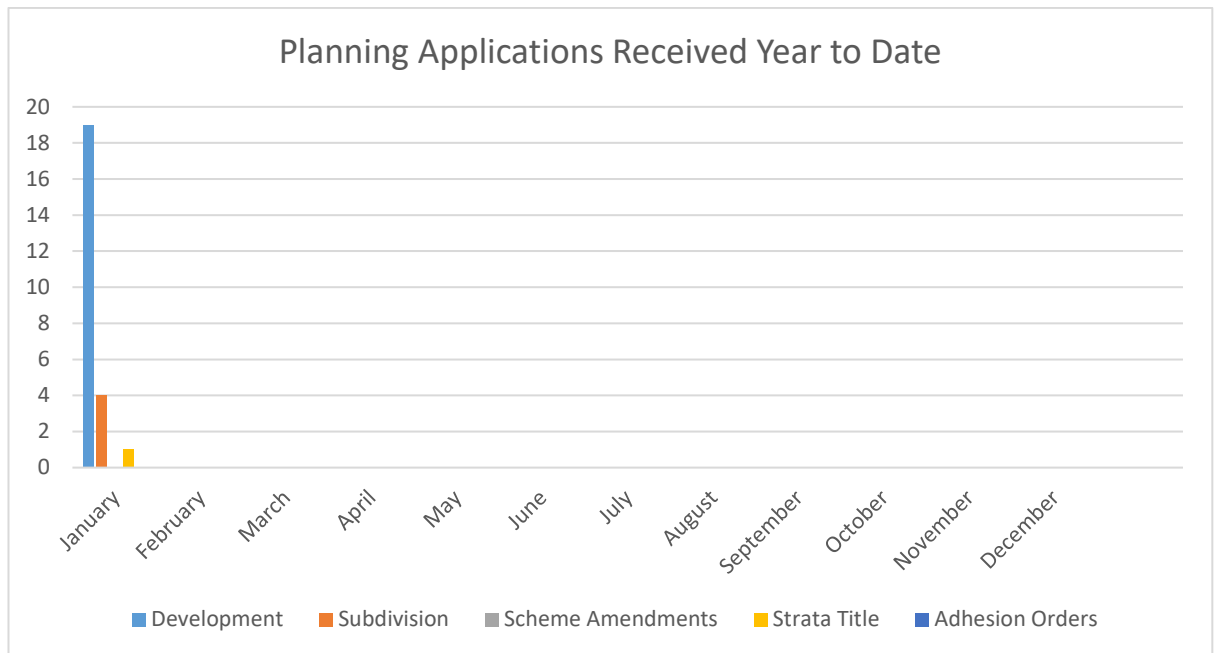
Disposal of Council Goods & Equipment	Management	Review complete. Sent for GM approval.
Investment Policy	Council	Officer review nearing completion.
Fees Refund and Remission	Council	Review complete. Requires Council approval.
Acknowledgement of Traditional Owners Policy	Council	Officer review underway.
Audio Recording of Council Meetings	Council	Under Council review.
Related Party Disclosures Policy	Management	Officer review nearing completion.
Credit Card Policy	Management	Review complete. Sent for GM 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 – Negotiations ongoing.
- Dodges Ferry Rec Centre – Variation to Lease negotiations re: Canteen.
- Dodges Ferry Ambulance Station – Renewal of Lease in progress.
- NBN Co – Land lease renewal Carlton.
- Pittwater Community Centre Inc. - Lease renewal Neighbourhood House.
- Primrose Sands Community Centre Inc. – Lease renewal Primrose Sands Hall.

## 10.4 PLANNING – SHANE WELLS, MANAGER

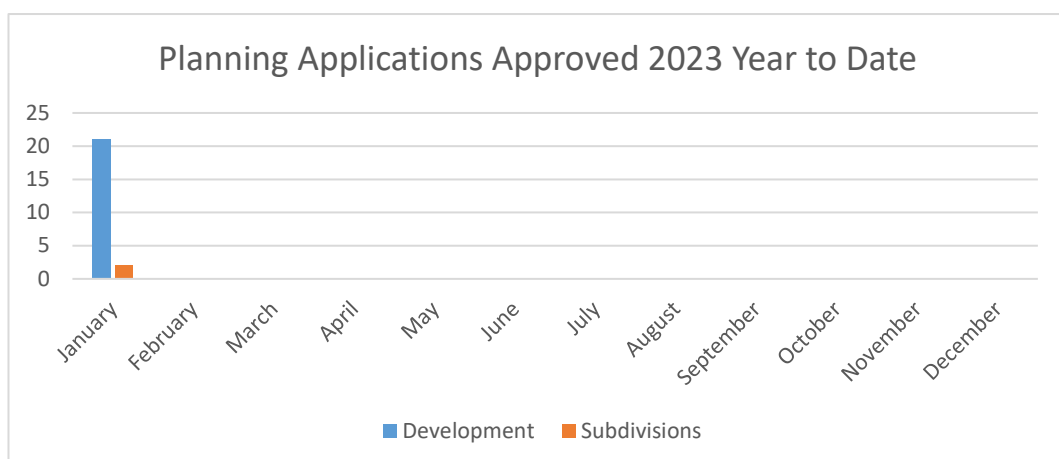
Analysis of planning applications received year to date including January 2024.



During the month of January 2024, no requests to waive Planning fees were considered.

### DELEGATED AUTHORITY

During the month of January 2024, a total of 24 Planning Approvals/Permits/Refusals/Exemptions have been issued including:



1	Applications approved as Permitted Development; issued under delegated authority.
0	Applications presented as Permitted Developments for Council consideration at SPA/Council Meeting.
0	Application presented as Section 56 Amendment for Council consideration at SPA/Council Meeting.
1	Application received which complied with Section 56 Minor Amendment, issued under delegated authority.
3	Applications received which complied with requirements for No Permit Required (not requiring a Planning Permit).
0	Applications received which complied with requirements for No Permit Required (not requiring a Planning Permit), for Council consideration at SPA/Council Meeting.
0	Application with the requirements for General Exemptions/Not applicable.
18	Applications approved as Discretionary Developments; issued under delegated authority.
1	Applications presented as Discretionary Developments for Council consideration at SPA/Council Meeting.

The following is a summary of approvals/permits issued for January 2024.

Description	Application Type	Property Address	Value Of Work
Agricultural Building	Discretionary	4 Pearces Road, Pawleena	\$610,100.00
Dwelling	Discretionary	21 Federation Drive, Sorell	\$540,655.00
Dwelling	Discretionary	21 Gully Road, Dodges Ferry	\$349,030.00
Dwelling & Outbuilding	Discretionary	12 Gate Five Road, Carlton River	\$165,000.00
Dwelling	Discretionary	61 Friendship Drive, Sorell	\$385,600.00
Dwelling	Discretionary	2 Chaffeys Drive, Dodges Ferry	\$450,000.00
Strata Title x 2 Units	Permitted	4 Capital Court, Sorell	\$0.00
Dwelling	Discretionary	1 Gregory Street, Lewisham	\$450,000.00
Change of Use - Dwelling to Visitor Accommodation	Discretionary	567 Marion Bay Road, Marion Bay	\$0.00
Change of Use (Dwelling to Visitor Accommodation)	Discretionary	12 Lourah Street, Dodges Ferry	\$0.00
Outbuilding	Discretionary	18 Lateena Street, Dodges Ferry	\$0.00



Change of Use (Outbuilding to Secondary Residence)	No Permit Required	123 Rosendale Road, Sorell	\$10,000.00
Dwelling & Outbuilding	Discretionary	20 Return Street, Dodges Ferry	\$250,000.00
Minor Amendment - Changes to floor plan	Discretionary	3 Karachi Street, Midway Point	\$0.00
Dwelling	Discretionary	11 Wedgetail Street, Primrose Sands	\$189,000.00
Dwelling	Discretionary	51 Federation Drive, Sorell	\$415,475.00
Outbuilding	No Permit Required	1 Riverdown Court, Forcett	\$18,000.00
Home Based Business	No Permit Required	73 Horizon Drive, Sorell	\$0.00
Dwelling & Two Outbuildings	Discretionary	155 White Hills Road, Forcett	\$300,000.00
Dwelling	Discretionary	14 Inverness Street, Midway Point	\$450,000.00
Dwelling	Discretionary	13 Federation Drive, Sorell	\$450,000.00
Minor Amendment - Staging	Minor Amendments	195-227 Penna Road, Midway Point	\$0.00
One Lot Subdivision	Discretionary	50 Delmore Road, Forcett	\$0.00

The following is a summary of Refusals issued for January 2024.

Two Multiple Dwellings	Discretionary	14 Olympic Avenue, Midway Point	\$850,000.00
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#### SORELL PLANNING AUTHORITY (SPA)

The Sorell Planning Authority (SPA) met on the 16<sup>th</sup> January 2024 and determined the following matters:

- Refusal of two multiple dwellings at 14 Olympic Avenue, Midway Point (5.2023.201.1).



## APPEALS

Item	Appeal Status
5.2023.136.1 - 20 units at 29 Tasman Highway, Sorell – Appeal lodged by applicant regarding stormwater conditions.	Mediated outcome achieved with minor changes to permit conditions.
7.2022.10.1 - subdivision at 8 Cole Street, Sorell – appeal lodged by applicant regarding sewer and footbridge contributions.	Mediation scheduled for 19 February 2024.
5.2022.304.1 - childcare centre at 24 McKinly Street, Midway Point – appeal lodged by representors against approval.	Withdrawn.
5.2023.266.1 - shed at 57 Carlton Bluff Road, Primrose Sands – appeal against request for additional information.	Appeal lodged outside of time and not yet accepted as valid.
5.2023.201.1 - multiple dwellings at 14 Olympic Av, Midway Point – appeal lodged by applicant against refusal.	Directions hearing scheduled.

## STRATEGIC PLANNING

Item	Status (* indicates update since prior month)
Active Transport Strategy.	Project commenced with GHD.
New - State Planning Office (SPO) - Improving Residential Standards in Tasmania Project (General Residential Zone and Low Density Residential Zone).	Discussion Paper released 8 December 2023 and response provided. (*)
Outer Hobart Residential Supply and Demand Study.	Delayed and due end of February 2024. (*)
State Planning Office (SPO) – Tasmanian Planning Policies.	Exhibition period has completed. TPC hearings in October 2023 through to January 2024.
State Planning Office (SPO) – Five Year Review of State Planning Provisions.	Various amendments more of a technical nature have commenced. (*)
State Planning Office (SPO) – Regional planning framework and structure planning guidelines.	Consultation report released 22 May 2023, available at <a href="http://www.planningreform.tas.gov.au">www.planningreform.tas.gov.au</a> .
Regional Land Use Strategy Update.	Regional Coordinator Role filled and project commenced.





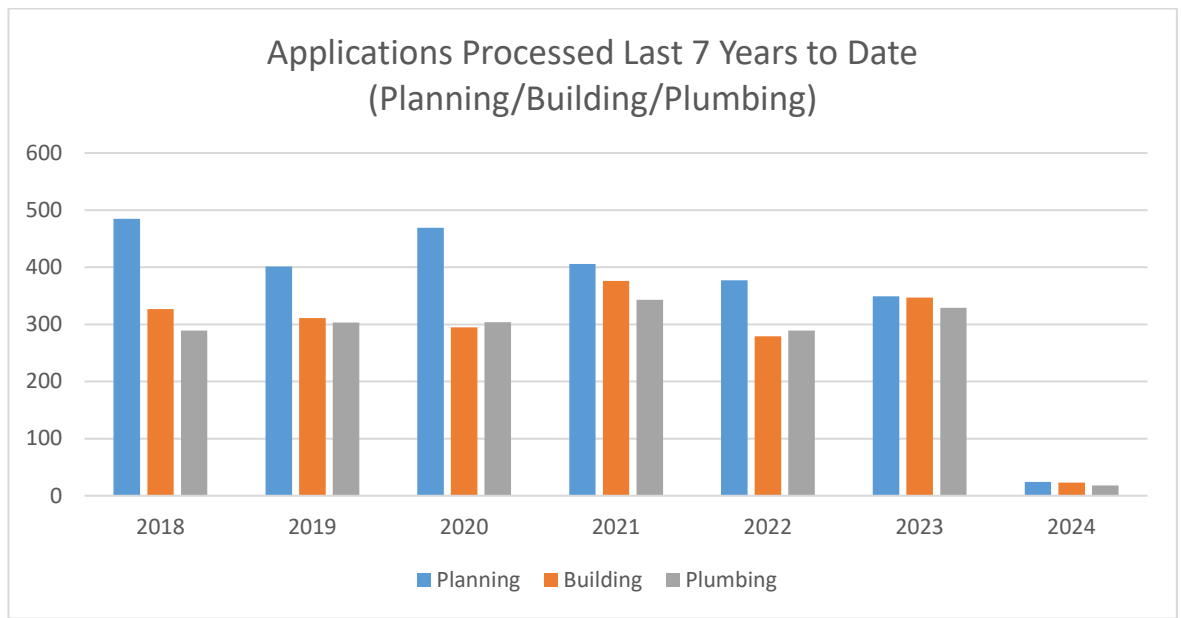
## NATURAL RESOURCE MANAGEMENT

Following key activities were conducted:

- Infrared cameras operations underway at various locations around PWOL in Midway Point and Penna.
- Reserve Management plans for five reserves progressing.
- Interim Fire management plan for Dodges Ferry Rec Reserve prepared and recommendations were provided to manage the hazard management area in DFRR.
- Blue Lagoon hydrological and ecological study underway.
- STCA RCCI meeting hosted in Sorell council chambers and various agendas were discussed in relation to climate change among member councils.
- CERMP community workshop was held in Carlton Surf Club to update community about the progress of the project.
- Various site inspections for weeds around municipality and removal underway.

## DEVELOPMENT ASSESSMENT

The following table provides details of the overall Planning, Plumbing and Building Applications processed for the years 2018, 2019, 2020, 2021, 2022 & 2023 together with current yearly figures up to and including January 2024.



## DEVELOPMENT ENGINEERING

Development Engineering is continuing to actively undertake the assessment, inspection, and monitoring of approved developments and subdivisions under design and construction.

Engineering Audits for the construction of new municipal infrastructure (including roadways, kerb & gutter, footpaths, driveways, and stormwater pipeline and manhole infrastructure) are consistently required and regularly meeting the Council's standard requirements.

Developments under assessment are as follows:

- N/A

Developments under construction are as follows:

- Primorse Sands – 6A & 8 Correa Street 6 Lots,
- Sorell – 17, 19A, 19B, 23 & 25 Nugent Road 6 Lots,
- Midway Point – 15-17 Midway Point (1 Lot Subdivision), and
- Midway Point – 195-227, 252 Penna Road, Stages 8 & 9.

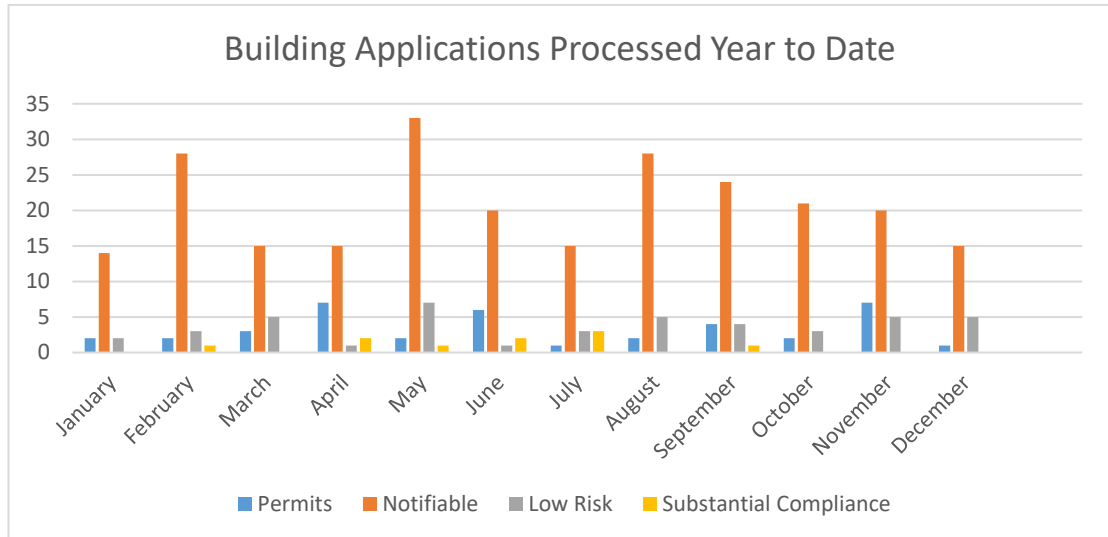
Developments likely to commence are as follows:

- Dodges Ferry – 116A Bally Park Road (8 Lot Subdivision),
- Midway Point – 24 Raynors Road (2 Lot Subdivision), and
- Primrose Sands – 3 Correa Street (2 Lot Subdivision).

## 10.5 HEALTH AND COMPLIANCE – GREG ROBERTSON, MANAGER

### BUILDING

Analysis of applications approved year to date including January 2024. These include (Permit/Notifiable/Low Risk/Substantial Compliance).



Details of applications that were approved in January 2024 (details below).

These include:

- 2 Permits
- 17 Notifiable
- 3 Low Risk
- 1 Substantial Compliance

Property Address	Propose Use Of Building	Value Of Work
18 Pargonee Street, Dodges Ferry	Outbuilding (6.5m x 4m)	\$30,000.00
2981 Tasman Highway, Orielton	Farm Shed	\$14,000.00
9 Torquay Drive, Sorell	BBQ Area & Carport	\$5,000.00
23B Greens Road, Orielton	Dwelling & Shed	\$800,000.00
57 Friendship Drive, Sorell	Dwelling	\$395,885.00
9 Ocean Grove, Carlton	Shed	\$20,000.00
508 Primrose Sands Road, Primrose Sands	Dwelling	\$412,660.00
21 Petrel Street, Primrose Sands	Roofed Deck	\$30,000.00
13 Stanford Court, Sorell	Dwelling	\$300,000.00
37 Elise Drive, Dodges Ferry	Dwelling	\$418,465.00
53 Delmore Road, Forcett	Dwelling & Shed	\$500,000.00
58 Friendship Drive, Sorell	Dwelling	\$366,745.00
3 Elise Drive, Dodges Ferry	Secondary Residence	\$180,000.00



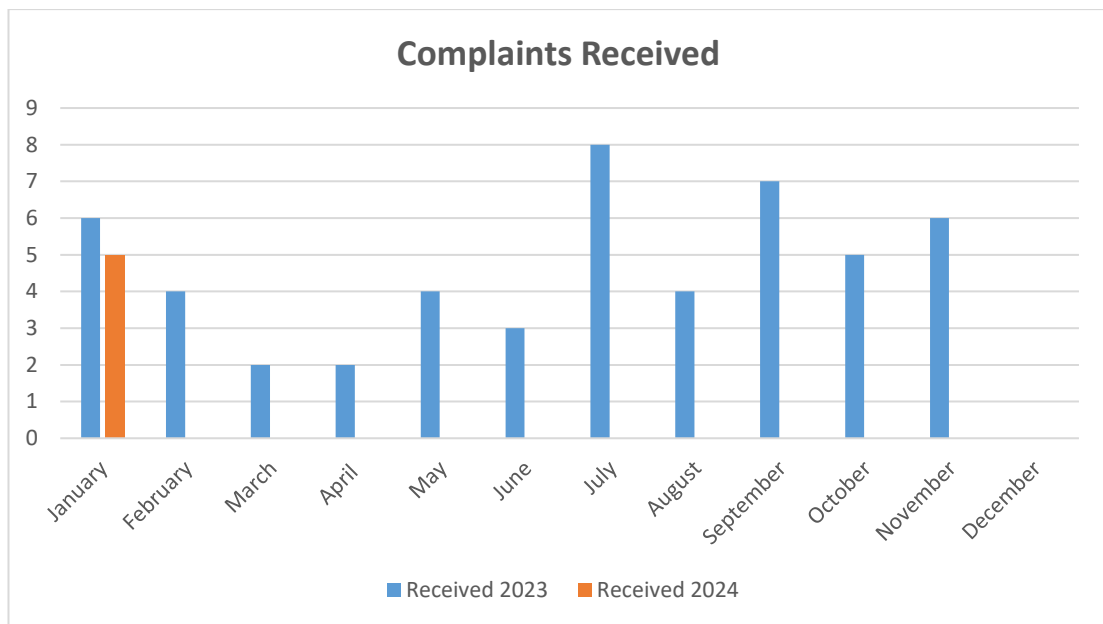
61 Friendship Drive, Sorell	Dwelling	\$416,550.00
78 Tiger Head Road, Dodges Ferry	Dwelling	\$800,000.00
1 Borrowdale Way, Sorell	Multiple Dwellings X2	\$512,000.00
11 Olympic Avenue, Midway Point	Multiple Dwellings X2	\$425,000.00
15 Parkside Place, Sorell	Dwelling	\$523,000.00
3 Sweetwater Road, Midway Point	Dwelling	\$50,000.00
2001 Nugent Road, Nugent	Shed	\$90,000.00
17 Clifton Drive, Sorell	Multiple Dwellings X5 (One Existing Dwelling)	\$1,200,000.00
16 Lateena Street, Dodges Ferry	Secondary Residence & Shed	\$250,000.00
9 Ridge Road, Dodges Ferry	Deck	\$5,000.00

During the month of January 2024, no requests to waive building and plumbing fees were considered.

### 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 January 2024, we received 5 new complaints that required further investigation.



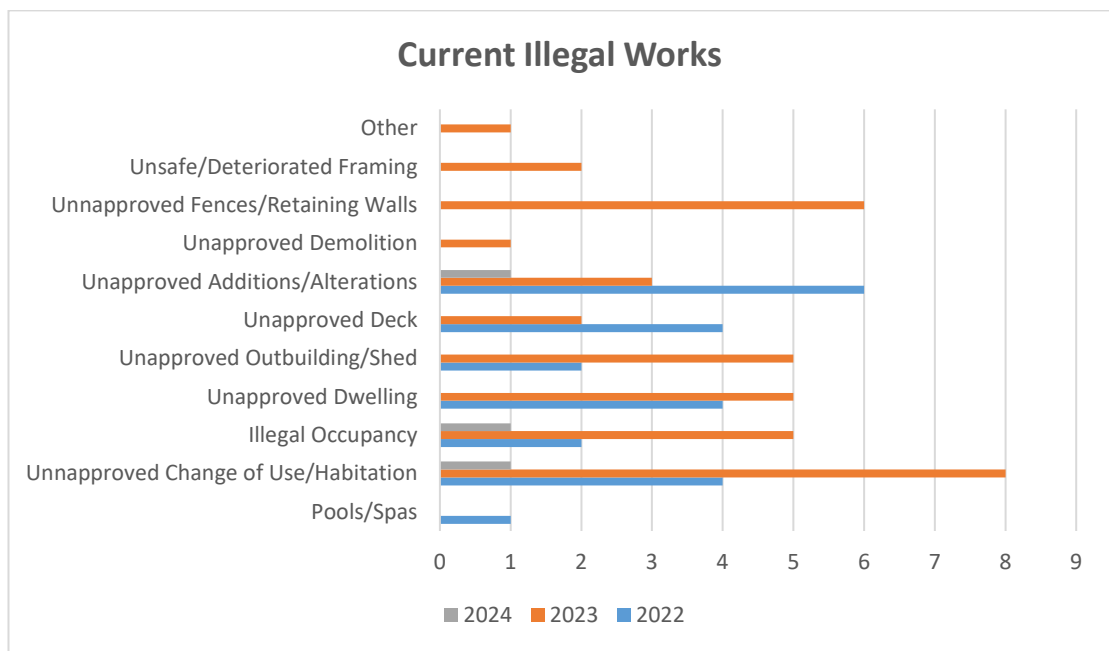
There were 4 on-site inspections completed for the month of January.



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 January 2024:

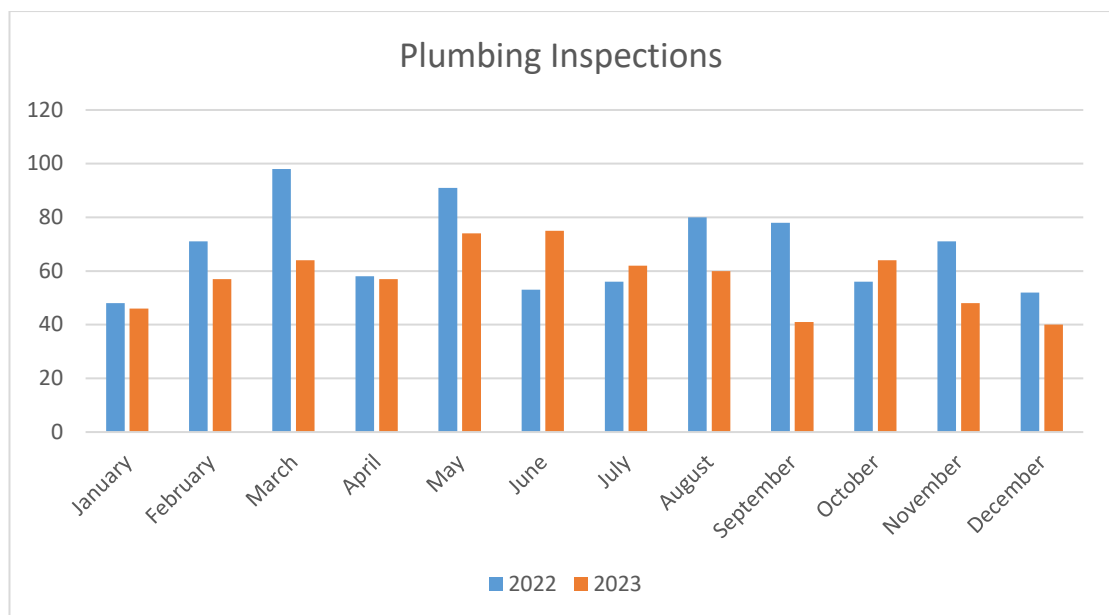
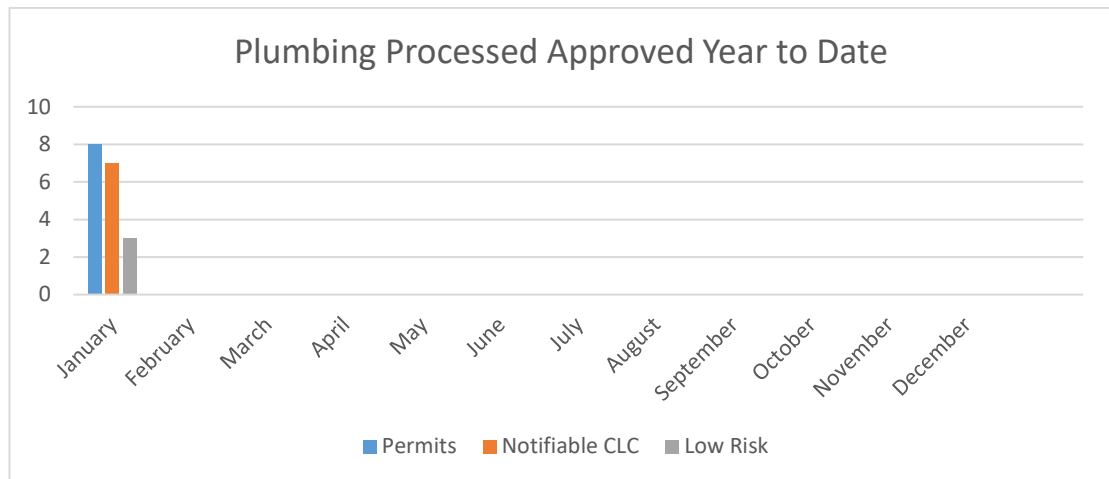
Building Notices issued:	3
Building Order issued:	14
Building Order (Including Notices) revoked:	1
Infringement Notices issued:	1
Emergency Order issued:	0
Planning Show Cause Letter Sent:	5



## PLUMBING

Analysis of applications approved year to date including January 2024. These include (Permit/Notifiable/Low Risk).

- 8 Permits
- 7 Notifiable
- 3 Low Risk



In January 42 plumbing inspections were conducted for new and existing plumbing works. These works are current Plumbing Permits and Certificates of Likely Compliance.

## ENVIRONMENTAL HEALTH

### *Building Act 2016*

Onsite wastewater management assessments completed for Plumbing Permit applications.

The operator of a commercial property in the Southern Beaches which discharges wastewater into Pittwater has not yet been resolved. An Environment Protection has been issued requiring the works to be completed by September 2023. An inspection was completed in January 2024 and works have not commenced. The Licensee has engaged a plumbing business to install a new wastewater treatment system, a design has been finalised and the Licensee has advised that they will submit a plumbing application in early February 2024 for the new wastewater treatment system.

### *Land Use Planning & Approval Act 1993*

Development and subdivision application assessments completed including, new houses in the Southern Beaches, (where the Southern Beach On-site Wastewater and Stormwater Special Area Plan applies) including a 20-lot subdivision in Carlton and 3 lot subdivision in Copping. Final subdivision plans were assessed to ensure compliance with permit conditions.

### *Food Act 2003*

All Food businesses have renewed their registrations certificates and inspections are ongoing to ensure registration of food business is consistent with the Food Standards Code. 4 Food business safety assessments were conducted during January 2024. The EHO is continuing to work with Registered Food businesses in Sorell municipality to introduce the Food Safety Supervisor requirements. Follow up inspections will be required to improve food safety culture and education and ensure food business comply with Food safety Standards.

One complaint about selling food containing an insect is being investigated with the local business.

### *Public Health Act 1997*

In accordance with the Tasmanian Drinking Water Quality Guidelines 2015 reporting and registrations of Private water suppliers and Water carriers progressing with inspections and compliance with Appendix A –ADWG Health Guideline Values: Microbiological and non-microbiological sampling.

A Place of Assembly application for a music festival at Nugent was issued by the EHO for an event on 30 December 2023 to 1 January 2024. No complaints were received.



Recreational water quality monitoring continued throughout January. Most samples have reported good water quality, apart from McKinly Street Beach in Midway Point which was 'fair'. This sample coincided with rainfall.

### ***Environmental Management & Pollution Control Act 1994 (EMPCA)***

Noise and odour issues/complaints were received including, waste collection early in the morning, sewage smells and extraction fans in a commercial business. Water samples and inspections were completed associated with concerns about wastewater discharging into stormwater in Dodges Ferry. Low levels of contamination were reported.

Completed a site visit to a property in Wattle Hill that is conducting a composting trial using green waste and salmon waste. The compost will only be re-used on the farm to improve the soil organic matter.

### ***Waste Management***

1. Garage sale trail provided a participation report for Sorell Council residents and across all of Australia. 17 Properties in Sorell registered, hopefully the numbers will increase next year.
2. Had a meeting with Veolia to discuss implementation of the new kerbside collection contract. The green waste collection area maps are being finalised and will be provided to Veolia by the end of February 2024. The contractor supplying the bins is making arrangements for delivery, most likely in June.
3. A draft updated draft Waste Management Policy is being prepared and provided to Councillors in early February.
4. New FAQs were prepared for the website to provide information to residents on the new kerbside collection contract.
5. Recycling centre extra collections & bins.
6. The bulk green waste & hard waste tender was advertised on 20 January 2024 and Closes on 21 February 2024. An evaluation will be completed in March 2024.

### ***Street Stall / Public place permits***

Several enquiries were received about possible sites for food vans.

### ***Shark Point Road Sewerage extension***

TasWater have advised that the project is progressing and hope to commence works in April/May.





### *Dodges Ferry School sewage lagoons*

TasWater are committed to undertaking the project and will soon start work on developing a design. Further updates will be provided in coming months.

### *Future of Local Government Review*

Attending a workshop with Environmental Health Officers from other Tasmanian councils to discuss the recommendations of the Report in relation to resource sharing of Environmental Health Officers. EHO's provided feedback on the pros and cons of the proposal and highlighted the current state-wide shortage of EHO's and problems with recruitment.

## **COMPLIANCE**

### **Dogs on beaches**

Council officers have patrolled the beaches weekdays and conducted another Sunday patrol enforcing current restrictions on beaches.

Officers issued 6 infringement notices and 44 Cautions throughout January for people taking their dogs into a restricted area outside specified times.

Council Officers continued educating dog owners, handing out pamphlets on Dog exercise areas and information on responsible Dog Ownership.

The pamphlets were also distributed to local puppy training schools and local shops.

### **Dog attacks**

Council's new Compliance/Animal Management Officer investigated their first Dog attack which resulted in a successful outcome where the attacking dog was destroyed after attacking another dog and its owner whilst being walked past a house in Sorell.

Three other minor attacks on animals were also dealt with, where fines were issued to Dog owners and conditions placed on owners in relation to the containment of their dogs.

Another more serious attack resulted in a Dog being declared Dangerous.

The owner of a Dog that was previously declared Dangerous is currently contesting the declaration in the Magistrates Court. The case may take 12 months before the Magistrate makes a decision. During this time the Dog will remain with Council.

### **Dogs at Large / Fines and impounded**

7 infringement notices were issued for Dogs at large.



2 of these infringement notices issued were on owners who were walking their dogs on footpaths off lead as the *Dog Control Act 2000* requires dogs to be kept on lead on all Roads.

The Act also requires Dogs to be kept on lead on Road related areas within a built-up area, which include foot paths, Roads, nature strips and carparks within that area unless Council has declared an area where Dogs can be off lead.

### **Planning Compliance**

4 Complaints were received and investigated, these included:

- Erection of illegal signage on Council land and the operation of a business in a residential area.

### **Parking**

Compliance/Animal Control Officers dealt with several minor traffic parking offences which included parking on footpaths and exceeding time restrictions outside local businesses.

Officers issued 14 Parking infringement cautions for parking on a yellow line at the entrance of the car park at Park Beach.

### **Fire Hazards**

The Senior Compliance Officer continued to arrange and co-ordinate contractors for the removal of Fire Hazards for non-compliance of abatement notices.

### **Compliance Enforcement**

Compliance/Animal Management Officers assisted EHO, providing data on an ongoing food odour complaint in the Dodges Ferry area whilst conducting patrols for dogs.

### **Noise Complaints including Dog Barking and Poultry**

Councils Senior Compliance Officer dealt with 11 Noise complaints ranging from the use of power tools, operating machinery outside specified times, operating chainsaws, noise generated from construction works where workers were operating outside the requirements of the development application conditions and noise generated from a business due to faulty equipment.

Councils Compliance/Animal Control Officers staff dealt with 7 Barking Dog complaints and 6 rooster crowing complaints.

Councils Senior Compliance Officer worked with Police in erecting new signage stating that Police will be seizing motorbikes from people found to be riding on land off Carlton River Road and Dodges Hill Road.



## 10.6 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:

- Parnella Road, Dodges Ferry - Kerb and stormwater upgrade for road sheet flow control.
- Whitlam Court, Lewisham – Stormwater – Land easement and negotiation with property owner delays.
- Shamrock Court, Carlton – Stormwater Outfall remediation - Design commenced (internal) – awaiting consent from Aboriginal Heritage Tasmania.
- Junction Street, Dodges Ferry – Footpath renewal - Design commenced (internal).
- Lewisham Scenic Drive, Lewisham – Footpath renewal (Hurst to Mary)
- Seventh Avenue – Major SW upgrade.

Capital Works construction projects within the procurement process.

- Tamarix Road, Primrose Sands – new gravel path – internal design complete. Contractor to be awarded in Jan 2024
- Bay Road, Marion Bay – Road reconstruction and associated stormwater upgrade – recommendation to Special Council meeting Jan 2024.
- Marion Bay Road, Bream Creek – Emergency Reconstruction - recommendation to Special Council meeting Jan 2024.
- Primrose Sands Road and Grevillea Street Reconstruction, Primrose Sands is currently out for tender.

Capital Works Under Active Construction:

- Lewisham Scenic Drive (Gregory St to Mary St) Footpath renewal – Nearly finished.

### CAPITAL WORKS - LAND IMPROVEMENTS AND BUILDINGS

Footpaths

- Red Ochre Beach Access – No Change
- Sorell Streetscape
  - Stage 3 (Fitzroy St to Sommerville St) works have commenced.
  - Stage 4 design was sent to contractor for quotes, successful contractor to be awarded shortly.
  - New seating has arrived, and the installation is continuing.



- New bin surrounds and planter boxes are expected to arrive in the New Year.

#### Vulnerable Road User Program

- Gate Five Rd – Proposed agreement between Council and landowner being finalised, should see work commence in the coming months.

#### Pembroke Park – BMX Bike Track

- Various components:
  - Perimeter fence quotes received, and contractor to commence installation mid-February.
  - Hydromulch has been applied to the drainage swales and the back of the corner embankments – used to minimise erosion.
  - Final polymer surface to the straights was applied in early February.
  - Conduit for lighting and power supply to site has been installed with rag-bolt assemblies for the light tower footings being manufactured.

### BUILDINGS

#### Train Shed

- The drawing pack has been reviewed by the building surveyor for compliance, also the structural engineer for design requirements and has now been sent to Heritage Tasmania for their approval.

#### Southeast Jobs Hub

- Design quote requests for architectural services closed on 12<sup>th</sup> January 2024 with two submissions and one rejection.
- The architect and preferred design consultants have been selected and the concept plans are being finalised.

#### Southeast Stadium

- Ongoing correspondence between Council, VOS and building surveyor regarding the leaking hydrant line and we note:
  - The leak has been located and arrangements are in place for the repairs to commence shortly.
  - The fire mains supply is now on and the hydrants around the stadium are charged, apart from the leak source which is to a fire hose cabinet at the southeast corner of the building – TFS have been advised.

#### Sorell Memorial Hall

- No change – Waiting on the meeting with stakeholders to discuss user requirements.



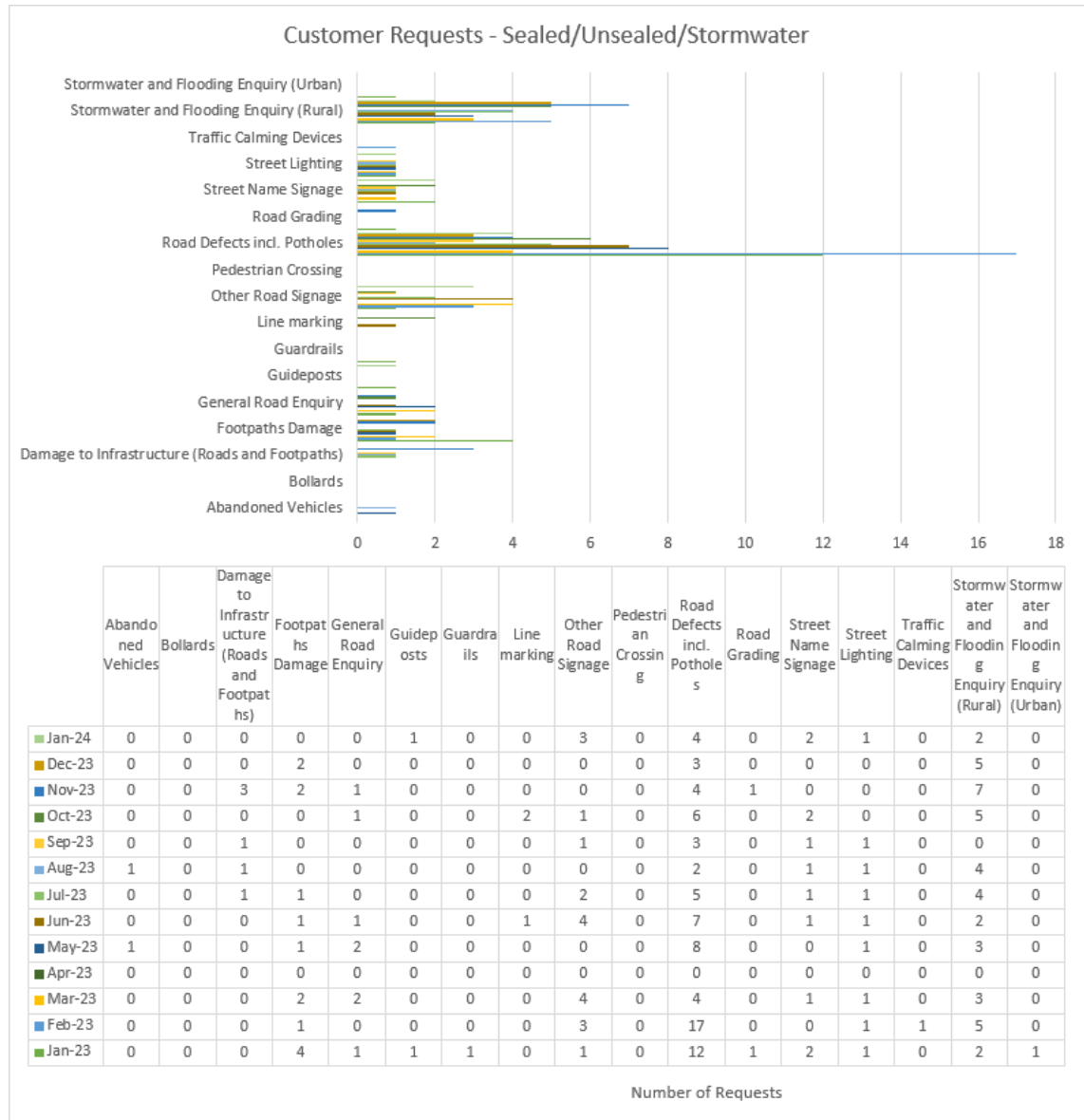
**ASSETS, GIS & ICT UPDATES**

- ICT: Firewall is up and running now – further advancement to include implementation of more dynamic interpolation of potential cyber threats rather than just static.
- Remote desktop logins have been disabled and a secure VPN access only has been implemented and working since October 2023.
- Council will be working with LGAT on the CCTV community safety project. Manager Infrastructure & Assets will lead in the information required for LGAT to get this underway for Council.
- 3G will become obsolete and be shut down in June 2024 – Manager has put in place plan to mitigate any service outage with devices that are 3G only with third party contractors.
  - Midway Hall, CAC and depot have had minor hardware replacements to accommodate this by Golden Electronics and continuity of our security monitoring systems currently in place.
  - Mobile phone where applicable have been replaced now.
- Land Improvement AMP and Predictor modelling now underway.

## 10.7 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



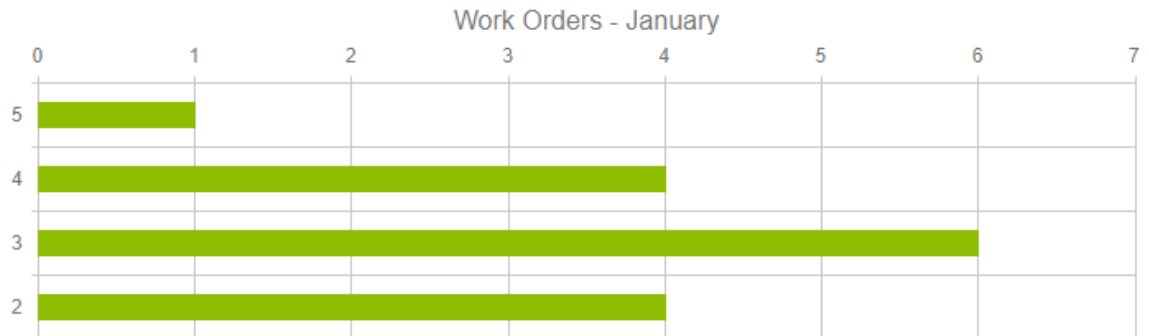
### Road Maintenance and Repairs

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

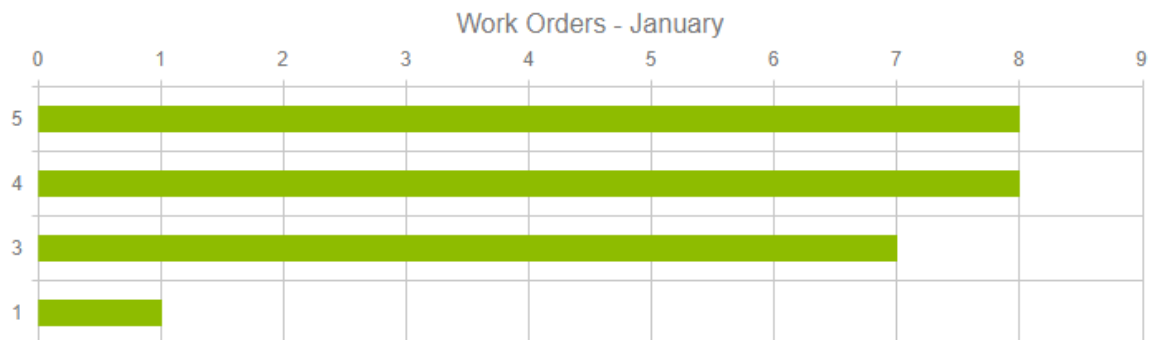


- Grading on White Hill Road.
- Potholes on Stokes Road.
- Rock Line Drain on Bream Creek Road.
- Gravel shoulder on Kellevie Road.
- Clean culverts on Bream Creek Road and Kellevie Road.

### Roadside Furniture

- Signs/Guideposts at Dodges Ferry Oval Entrance and Wiggins Road.

### Sealed Road Crew



- Asphalt Shoulder on Lewis Court, Rantons Road, and Forcett Road.
- Gravel Shoulder on Carlton Beach Road, and Lewisham Scenic Drive.
- Linemarking on Dubs and Co Drive.
- Carpark Repair on Lewisham Scenic Drive.

### Road inspections carried out

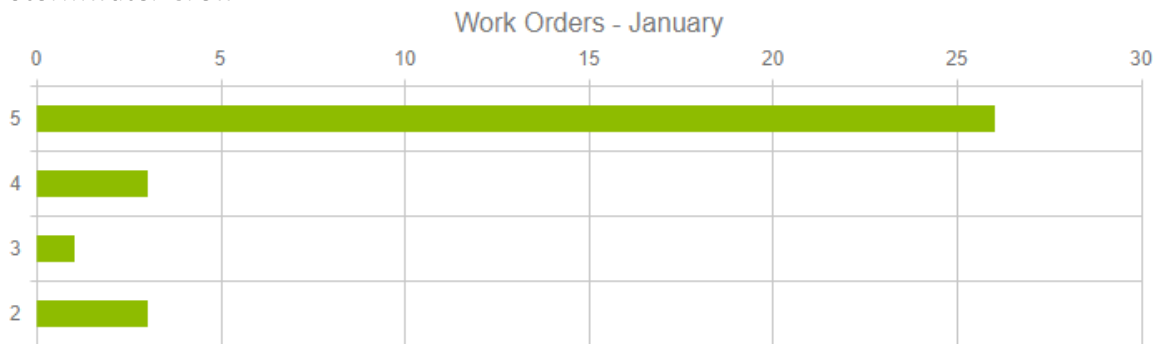
- Major Roads
- Midway Point
- Sorell



### Roadside Furniture

- Signs/Guideposts on Brinktop Road, Tamarix Road, Connellys Marsh Road, Main Road, Penna Road, Signal Hill Road, Shark Point Road, East Street, and Somerville Street.
- Traffic Island Sweep on Old Forcett Road.
- Traffic Counters on Chaffeys Drive.

### Stormwater Crew



- Clean drains at Pembroke Park, Heatherbell Road, Franklin Street, Tanya Place, North Street, Wards Avenue, Perry Court, Richards Avenue, Ridge Road, Jeanie Drive, Ollie Drive, Linden Road, Susans Bay Road, Gypsy Bay Boat Ramp, Primrose Sands Road, Sea Eagle Road, Shamrock Court, Valleyfield Road, Erle Street West, and Wattle Road.
- Repair Drain on Boobyalla Street.
- Repair Headwall on Midden Road, Lourah Street, and Susans Bay Road.
- Flush Culverts/Pits on Valleyfield Road.
- Outfall on Grevillea Street, Pennington Drive, and Tiger Head Road.
- Pump GPT in Pioneer Park, Whitelea Court, Pembroke Park, and Lake Vue Parade.
- Routing inspections Zone 1, Zone 2, and Zone 3.
- Pre-Weather event inspections Zone 2.

## 10.8 FACILITIES AND RECREATION – SONIA PULLEN, MANAGER

### Meetings Attended:

- Leadership Team Meeting.
- Capital Works Meeting.
- Various onsite meetings with contractors and staff.
- Municipal Emergency Management Meeting.
- South East Complex User Group Meeting.
- Met with Table Tennis Tasmania.
- Met with potential canteen Operator South East Stadium.



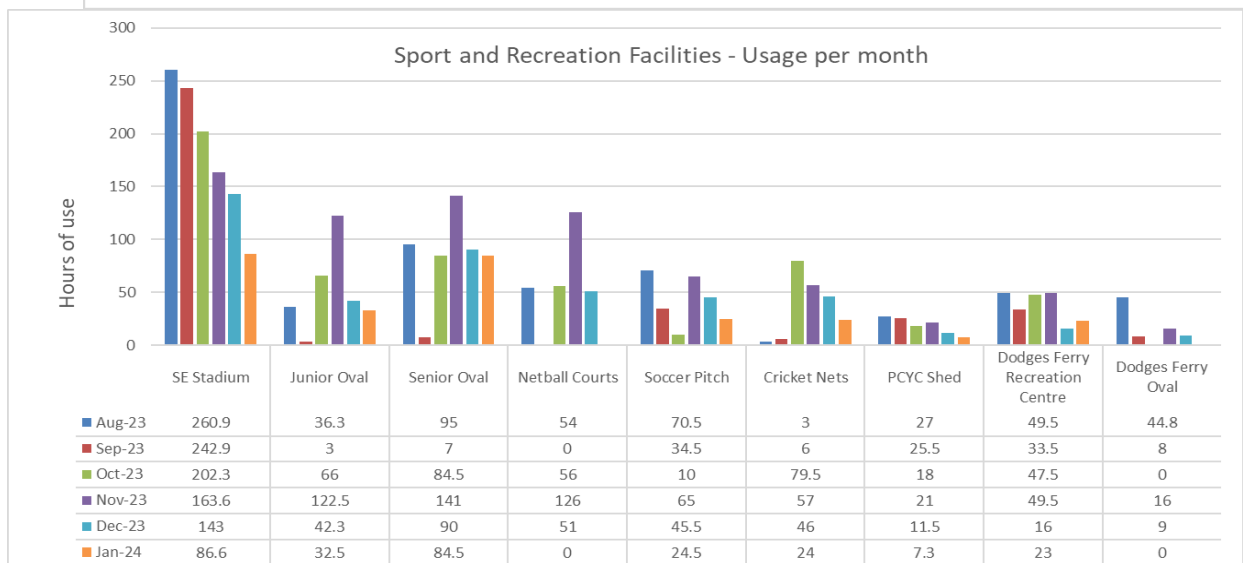
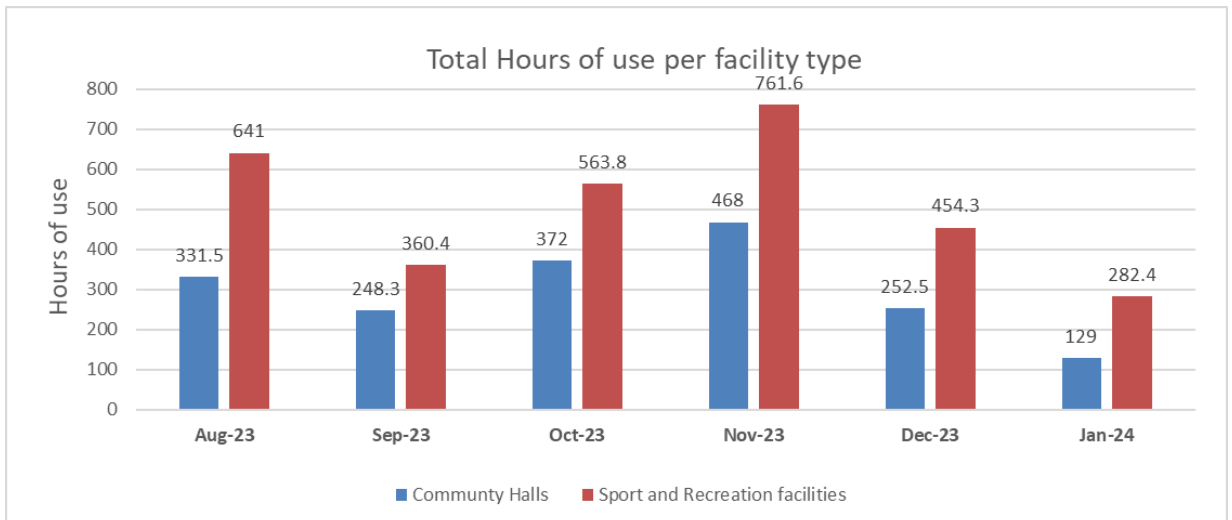


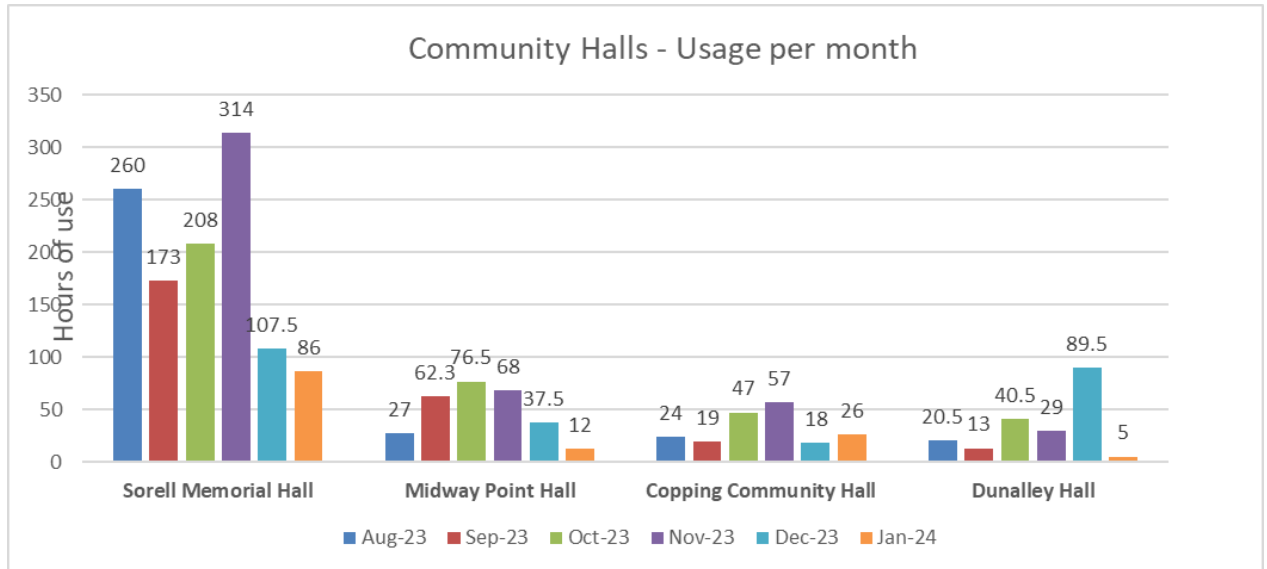
- Promotion of the stadium beyond South East region to increase utilisation.
- Communication to all facility users provided.
- Various meetings regarding Stadium & Community Facilities.
- Ongoing liaison with Project Engineer and suppliers on various matters regarding defect corrections.
- Ongoing liaison with local clubs and other future users of the stadium.

#### Activities:

- South East Netball Association.
- South East Basketball Association.
- South East United Football Club.
- Basketball Tasmania.
- Individual hire.

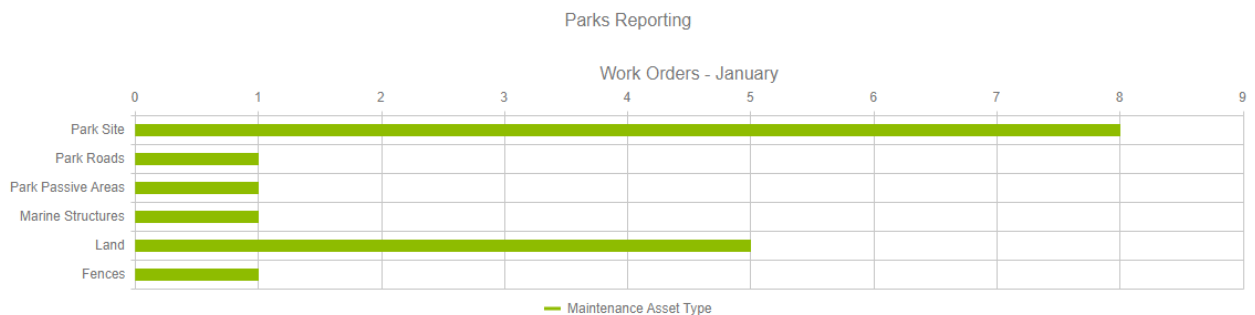
#### FACILITY USAGE:





### LAND IMPROVEMENTS

- Tree work – Various locations.
- Ongoing mowing and maintenance for Parks, Reserves and Walkways.
- CRM's.
- Polaris Spraying.



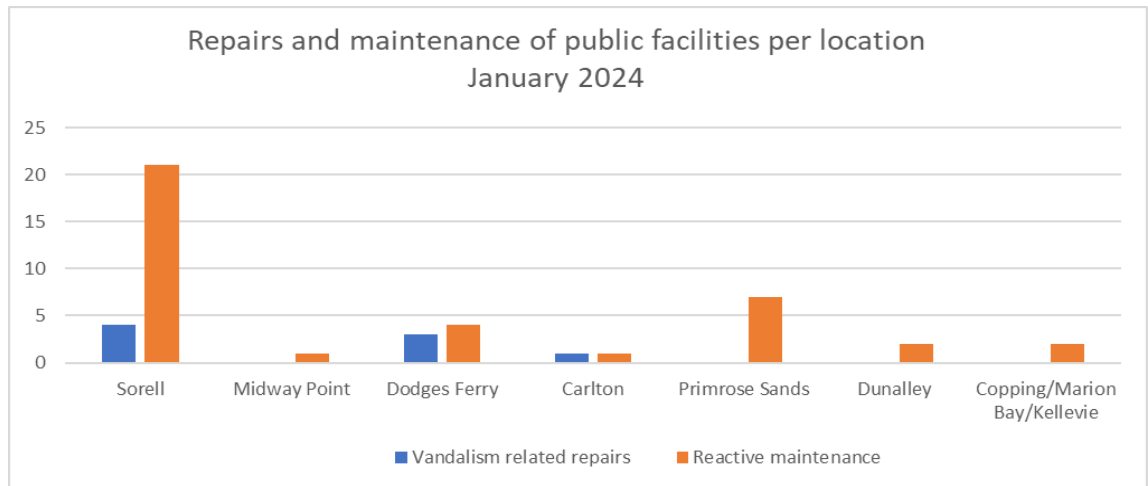
Priority 1	Urgent - 1 Day
Priority 2	Important- 6 Weeks
Priority 3	Required - 16 Weeks
Priority 4	Maintenance - 26 Weeks
Priority 5	Monitor - 52 Weeks

### FACILITY MAINTENANCE

All Buildings - general maintenance requirements as per form 46

Repairs and maintenance summary per location, including vandalism related repairs and reactive maintenance:

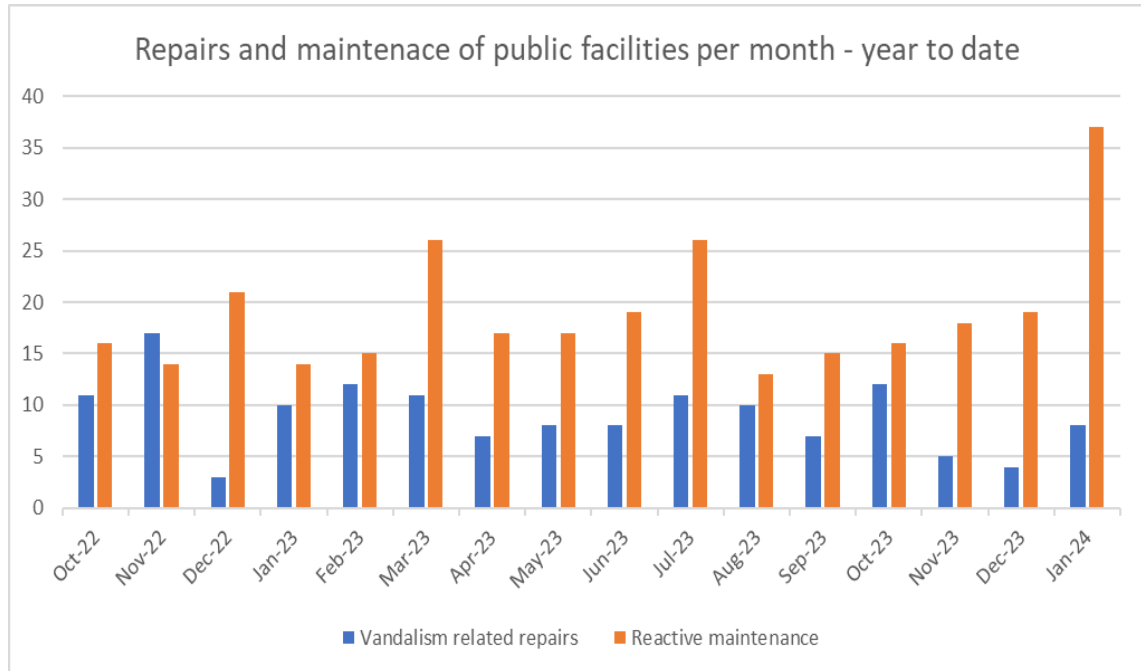




Vandalism and reactive events per location - Jan-24		
Location	Vandalism related repairs	Reactive maintenance
Sorell	4	21
Midway Point	0	1
Dodges Ferry	3	4
Carlton	1	1
Primrose Sands	0	7
Dunalley	0	2
Copping/Marion Bay/Kellevie	0	2
Overall vandalism and reactive events per month by month		

Month	Vandalism related repairs	Reactive maintenance
Oct-22	11	16
Nov-22	17	14
Dec-22	3	21
Jan-23	10	14
Feb-23	12	15
Mar-23	11	26
Apr-23	7	17
May-23	8	17
Jun-23	8	19
Jul-23	11	26
Aug-23	10	13
Sep-23	7	15
Oct-23	12	16
Nov-23	5	18
Dec-23	4	19
Jan-24	8	37





## 11.0 PETITIONS

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

Previous petitions received 2023-2024		
Petition	Tabled at Council Meeting	Status
Withdrawal of the Blue Lagoon Draft Management Plan	18 July 2023	Council laid on the table for further consultancy on review and investigate options for stormwater management at Blue Lagoon. Variation to the operating budget approved at August Council meeting.

## 12.0 LAND USE PLANNING

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

In accordance with Regulation 25, the Council will act as a planning authority in respect to those matters appearing under item 12 on this agenda, inclusive of any supplementary items.

### 12.1 SORELL PLANNING AUTHORITY MINUTES

#### RECOMMENDATION

“That the minutes of the Sorell Planning Authority (“SPA”) Meetings of 19<sup>th</sup> December 2023 and 16<sup>th</sup> January 2024 be noted.”



## 13.0 GOVERNANCE

### 13.1 LG REFORM SUBMISSION

#### RECOMMENDATION

“That Council resolve to receive and note the report and authorise the General Manager to provide a submission to the Local Government Board as contained in *Attachment - FoLGR Final Report Recommendations.*”

#### Introduction

The Local Government Board (“the Board”) released the final Future of Local Government Review Report (“the Report”) in November 2023 with an associated period for the receipt of submissions to 29<sup>th</sup> February 2024.

The Government will be reviewing the Report containing 37 recommendations during the first half of 2024.

#### Background

Rather than repeat prior information, material contained in the July 18<sup>th</sup> 2023 Ordinary Council meeting agenda can be referred to.

#### Strategic plan

Relevant to the matter of LG reform are the following 2019-2029 Strategic Plan considerations.

Objective 4 – Responsible Stewardship and a Sustainable Organisation – underpinned by the following Outcome:

- *Consistent and contemporary Council leadership.*

Which in turn will be delivered by the following Directions:

- *Encourage elected members to be well informed and engaged, and to represent whole of community interests.*
- *Ensure decision making is consistent and based on relevant and complete information, and is in the best interest of sustainability and whole of community interest.*

#### Annual plan

Council’s ongoing commitment to the LG Reform program is expressed in the 23/24 Annual Plan as per:



## Strategic Plan Objective 4.0 – Increased Community Confidence in Council

### Annual Plan Initiative 4.1:

- *Participate in the LG Reform program and advocate for best practice sustainable outcomes for residents and ratepayers of the Sorell municipal area and South-East region.*

### **Policy**

No applicable policies.

### **Environmental implications**

None foreseen.

### **Asset management implications**

Particular to Report recommendation #4, the July 2023 agenda report contained the following statement which remains relevant:

*LG Reform if progressed as newly formed Council organisations, will have significant asset and financial management implications. This will occur through the necessary rationalisation and recalibration of the current (and historically) inconsistent interpretation, underpinning data, modelling and application of the following key management documents across the sector:*

- *Financial Management Strategy*
- *Long Term Financial Plan*
- *Asset Management Policy*
- *Asset Management Strategy*
- *Asset Management Plans*

In consideration of Report recommendations #3, #13, #25, #30 and #31, the July 2023 agenda report also appropriately addressed these as per:

*Should LG Reform not progress as above, then as a minimum outcome the interpretation, modelling, underpinning data and application of the key management documents must be standardised and mandated to ensure each Council is transparently and sustainably managing their asset, service delivery and financial obligations and by extension, acting in the best interests of their communities and ratepayers.*

### **Risk management implications**

Refer to July 2023 Ordinary Council meeting agenda.



Until such time as the Government's position on the Board's Report recommendations are known with any resulting commitments to what, when and how they are to be implemented, establishing risk levels and required mitigation treatments is a largely academic exercise at this stage.

Whilst concurrent discussions have commenced between the three East Coast councils and Office of Local Government around framing a staged approach to recommendation #4 investigating a redesign of local government for the east, they are preliminary only. The need to carry out a formal risk assessment because this has occurred is not considered necessary. The discussions are sensibly based on an informed, transparent, robust and progressive approach that are likely to have go/no-go hold points and tied to a clear community engagement strategy.

### **Community implications**

Both the Board and LGAT have undertaken community, elected member and staff consultation through a variety of methods at each stage of the project. With regard to the Sorell LGA, the extent to which the community has appreciated or understood the 'community of interest catchments' and associated data / reports cannot be quantified. The organisation has not encountered strong or widespread community feedback on the reform program.

Also refer to 'Risk management implications' above in consideration of the extent to which there will be community implications.

### **Statutory implications**

The Local Government Act 1993 provides a head of power for the Minister to make recommendations to the Governor as a result of a LG Board review. The Minister has committed to not utilising those powers and instead to bring before the Parliament for consideration any recommended structural reform package the Government determines to pursue including any potential consolidation or amalgamation recommendations.

### **Report**

Our conduct and formal position is on the public record to:

- the 2015 - 2018 SE Council reform project as per the KPMG South East Councils Feasibility Study 30<sup>th</sup> Sep 2016;
- the Local Government Board Sorell & Tasman Councils Review August 2018;
- the subsequent Sorell Council ordinary meeting agenda 21<sup>st</sup> August 2018; and
- Council's Board submissions of 24<sup>th</sup> August 2022, 19<sup>th</sup> February 2023 and 18<sup>th</sup> July 2023 and attendance at Board presentations.

The principal focus for Sorell Council on how a LG organisation can best and sustainably serve the south east region into the future across the broad range of





community, asset, service delivery, advocacy and engagement functions remains. A regional basis is our preferred approach.

Council has consistently advocated for a regional catchment assessment to determine a sustainable and equitable distribution of population, assets, land use and revenue generation in preference to a reliance on existing Council boundaries. We recognise that by analysing a variety of catchment overlays, multiple spatial outcomes are created that would inform a regional footprint.

Council again commends the Board for their work and refers them to the associated attachment containing our response to the 37 Report recommendations.

**ROBERT HIGGINS**

**GENERAL MANAGER**

Date: 15<sup>th</sup> February 2024

Attachment – FoLGR Final Report Recommendations



## FULL LIST OF RECOMMENDATIONS

Rec. #	Recommendation Headline	Council Comment
1	<p>Define in Tasmania's new Local Government Act the role of local government consistent with the statement below:</p> <p>The role of local government is to support and improve the wellbeing of Tasmanian communities by:</p> <ol style="list-style-type: none"> <li>1. harnessing and building on the unique strengths and capabilities of local communities;</li> <li>2. providing infrastructure and services that, to be effective, require local approaches;</li> <li>3. representing and advocating for the specific needs and interests of local communities in regional, state-wide, and national decision-making; and</li> <li>4. promoting the social, economic, and environmental sustainability of local communities, by mitigating and planning for climate change impacts.</li> </ol>	<p><i>Supported in principle.</i></p> <p><i>This role better reflects councils' broader policy functions than what is currently captured in the LG Act noting that implementing this fully will have significant resourcing implications.</i></p> <p><i>Should include a clear 'community wellbeing' statement and definition to assist in ensuring a focused, consistent approach.</i></p> <p><i>More carefully considered language should be used to improve ambiguity for first two points.</i></p> <p><i>Fourth point could be less specific to climate change impacts and instead refer to 'social, economic, environmental sustainability and resilience of local communities...'</i></p>
2	<p>The Tasmanian Government – through subordinate legislation – should implement a Local Government Charter to support the new legislated role for local government.</p> <p>The Charter should be developed in close consultation with the sector and clarify and consolidate in a single document councils' core functions, principles, and responsibilities, as well as the obligations of the Tasmanian Government when dealing with the sector as a partner in delivering community services and support.</p>	<p><i>Supported in principle.</i></p> <p><i>How the charter responsibilities are codified in the new Local Government Act is core to this working successfully noting the resourcing implications mentioned above.</i></p> <p><i>A key part of the Charter should define the relationship between local and State Government to enable a more effective interface with and understanding between them.</i></p> <p><i>The Charter offers an opportunity to define local and State Government's shared responsibilities for public service outcomes, principles for engagement, and the obligations of each when delivering community services and legislative responsibilities.</i></p>



3	<p>The Tasmanian Government should work with the sector to develop, resource, and implement a renewed Strategic Planning and Reporting Framework that is embedded in a new Local Government Act to support and underpin the role of local government. Under this Framework councils will be required to develop – within the first year of every council election – a four-year strategic plan.</p> <p>The plan would consist of component plans including, at minimum, a:</p> <ul style="list-style-type: none"> <li>• community engagement plan;</li> <li>• workforce development plan;</li> <li>• elected member capability and professional development plan; and</li> <li>• financial and asset sustainability plan.</li> </ul>	<p><i>Supported in principle subject to:</i></p> <ul style="list-style-type: none"> <li>- <i>not adopting a four year strategic plan cycle tied to council elections but that councils review their 10 year strategic plans within 12 months of each election.</i></li> <li>- <i>performance reporting needs careful consideration given strategic plan structure and content differs across the sector, that reporting against strategic and annual plans already takes place and to ensure reporting mechanisms remain focused on improving transparency and confidence.</i></li> <li>- <i>subject to recommendations 30 and 31, the financial and asset sustainability plans could just involve a four-year horizon on most council's long term plans which they already maintain.</i></li> </ul>
4	<p>Formal council amalgamation proposals should be developed for the following:</p> <ul style="list-style-type: none"> <li>• West Coast, Waratah-Wynyard and Circular Head Councils (into 2 councils);</li> <li>• Kentish and Latrobe Councils;</li> <li>• Break O'Day, Glamorgan-Spring Bay and Sorell Councils (into 2 councils);</li> <li>• City of Hobart and Glenorchy City Councils;</li> <li>• Kingborough and Huon Valley Councils.</li> </ul> <p>The Board acknowledges council interest in and discussions on boundary changes are less advanced in respect of City of Hobart and Glenorchy, and Kingborough and Huon Valley councils, but nonetheless believes that these councils have expressed clear interest in further exploring opportunities. The Board believes there is substantial merit in ensuring that those councils (and their communities) are afforded the opportunity to genuinely explore structural consolidation proposals in greater detail.</p>	<p><i>Supported in principle as it relates to Sorell Council noting Council has consistently supported investigation into structural reform and redesign that delivers improved and sustainable long term regional outcomes.</i></p>

5	A new Local Government Board should be established to undertake detailed assessment of formal council amalgamation proposals and make recommendations to the Tasmanian Government on specific new council structures.	<p><i>Supported in principle.</i></p> <p><i>The membership of this Board and resourcing within the OLG to support it will be critical to the success of subsequent stages.</i></p>
6	A Community Working Group (CWG) should be established in each area where formal amalgamation proposals are being prepared. The CWG would identify specific opportunities the Tasmanian Government could support to improve community outcomes.	<p><i>Supported in principle.</i></p> <p><i>Terms of reference and membership of the CWG is critical. Between Council management, elected members and the Board, a mature and balanced approach to determining membership should be achievable.</i></p> <p><i>Standing up of CWG (as stage 2) should occur only after a stage 1 detailed, objective and transparent feasibility assessment has been completed and is deemed viable to then proceed to stage 2.</i></p>
7	In those areas where amalgamation proposals are being developed, a community vote should be held before any reform proceeds, to consider an integrated package of reform that involves both a formal council amalgamation proposal and a funded package of opportunities to improve community outcomes.	<p><i>Supported in principle subject to completion of stage 1 and 2.</i></p> <p><i>In addition to the community vote it is important that the State Government support the councils involved to run a community education campaign to inform the community of the proposals, rather than leaving it up to grassroots campaigning.</i></p>
8	If a successful community-initiated elector poll requests councils to consider amalgamation, the Minister for Local Government should request the Local Government Board to develop a formal amalgamation proposal and put it to a community vote.	<p><i>Subject to clarification, if recommendation #8 is proposing this as a stand-alone action that does not form part of #4 - #7 then not supported.</i></p> <p><i>The recommendation invites potential conflict in situations where one council area votes for amalgamation when their neighbour either hasn't voted or does not support it.</i></p>

9	The new Local Government Act should provide that the Minister for Local Government can require councils to participate in identified shared service or shared staffing arrangements.	<p><i>Reco # 9 to 12 supported in principle subject to –</i></p> <ul style="list-style-type: none"> <li>- <i>there will be challenges in reaching consensus when developing shared service agreements;</i></li> <li>- <i>it is difficult to support mandatory shared service arrangements without knowing more details;</i></li> <li>- <i>there needs to be more engagement with the sector about when a model could be imposed;</i></li> <li>- <i>reco #11 should include the LGAT;</i></li> <li>- <i>there is support for the investigation of more comprehensive shared service arrangements that provide economic and social benefits for the community, and increased collaboration between councils to improve service delivery and cost effectiveness statewide.</i></li> </ul>
10	Give councils the opportunity to design identified shared service arrangements themselves, with a model only being imposed if councils cannot reach consensus.	
11	Before endorsing a particular mandatory shared service arrangement, the Minister for Local Government should seek the advice of the Local Government Board.	
12	If councils are unable to reach consensus on a mandatory service sharing agreement, the Minister for Local Government should have the power to require councils to participate in a specific model or models the Tasmanian Government has developed.	

13	<p>The first priorities for developing mandatory shared service arrangements should be:</p> <p>sharing of key technical staff;</p> <p>sharing of common digital business systems and ICT infrastructure; and</p> <p>sharing of asset management expertise through a centralised, council-owned authority.</p>	<p><i>Supported in principle.</i></p> <p><i>Further significant engagement with councils is required.</i></p> <p><i>The role of the LGAT could be expanded into broader service / procurement provision functionality for councils on commercial terms and separated from their core advocacy and engagement function.</i></p> <p><i>While there are significant opportunities in moving to common digital business systems, this would be a long term, costly and highly disruptive process.</i></p> <p><i>It is submitted that having access to asset management expertise and standards isn't the problem, it is the discipline of management and elected members to comply with transparent practices. For this shared service to work, the authority or provider would have to assume responsibility and accountability on behalf of the council.</i></p>
14	<p>Include a statutory requirement for councils to consult with local communities to identify wellbeing priorities, objectives, and outcomes in a new Local Government Act. Once identified, councils would be required to integrate the priorities into their strategic planning, service delivery and decision-making processes.</p>	<p><i>Supported in principle.</i></p> <p><i>Councils role in wellbeing and the potential to expand it has been consistently raised within and outside our sector. Many councils are already doing significant work in this area. Noting our comment to recommendation # 1 regarding resourcing implications, additional funding will need to be available for councils to expand their role in this area.</i></p>
15	<p>To be eligible to stand for election to council, all candidates should first undertake – within six months prior to nominating – a prescribed, mandatory education session, to ensure all candidates understand the role of councillor and their responsibilities if elected.</p>	<p><i>Supported.</i></p>



16	<p>The Tasmanian Government and the local government sector should jointly develop and implement a contemporary, best practice learning and ongoing professional development framework for elected members. As part of this framework, under a new Local Government Act:</p> <ul style="list-style-type: none"> <li>all elected members – including both new and returning councillors - should be required to complete a prescribed ‘core’ learning and development program within the first 12 months of being elected; and</li> <li>councils should be required to prepare, at the beginning of each new term, an elected member learning and capability development plan to support the broader ongoing professional development needs of their elected members.</li> </ul>	<p><i>Supported.</i></p> <p><i>Work on this is underway with the Learning and Development Framework. The Review of the Local Government Act included the development of core competences and an “induction plan” following each election noting this recommendation now makes completion of the program compulsory.</i></p>
17	<p>The Tasmanian Government should further investigate and consider introducing an alternative framework for councils to raise revenue from major commercial operations in their local government areas, where rates based on the improved value of land are not an efficient, effective, or equitable form of taxation.</p>	<p><i>Supported.</i></p> <p><i>This recommendation predominantly relates to electricity generation (wind and solar farms) and mining.</i></p>
18	<p>The Tasmanian Government should work with the sector and the development industry to further investigate and consider introducing a marginal cost-based integrated developer charging regime.</p>	<p><i>Supported.</i></p> <p><i>Headworks infrastructure charging regime and methodology should be robust and consistent state-wide. The Government has recognised the need for this in the Housing Strategy, work on the Tasmanian Planning Policies and elsewhere.</i></p>
19	<p>Introduce additional minimum information requirements for council rates notices to improve public transparency, accountability, and confidence in council rating and financial management decisions.</p>	<p><i>Supported.</i></p> <p><i>There needs to be consistency and comparability in rates notices across all councils and presented in a plain English format.</i></p>

20	<p>Within the context of the national framework, the Tasmanian Government should seek advice from the State Grants Commission on how it will ensure the Financial Assistance Grants methodology:</p> <ul style="list-style-type: none"> <li>• is transparent and well understood by councils and the community,</li> <li>• that assistance is being targeted efficiently and effectively, and</li> <li>• is not acting as a disincentive for councils to pursue structural reform opportunities.</li> </ul>	<i>Supported.</i>
21	The Tasmanian Government should review the total amount of Heavy Vehicle Motor Tax Revenue made available to councils and consider basing this total amount on service usage data.	<i>Supported.</i>
22	Introduce a framework for council fees and charges in a new Local Government Act, to support the expanded, equitable and transparent utilisation of fees and charges to fund certain council services.	<p><i>Supported.</i></p> <p><i>Fees charged under a fee-for-service model should consider the cost to deliver the service as well as any policy objective of the council.</i></p> <p><i>For some councils this will be a time-consuming exercise to work out accurate cost attribution.</i></p>
23	The Tasmanian Government should review the current rating system under the Local Government Act to make it simpler, more equitable, and more predictable for landowners. The review should only be undertaken following implementation of the Board's other rating and revenue recommendations.	<p><i>Supported.</i></p> <p><i>An underlying consideration is how each council apportions and distributes (if at all) the revenue burden onto the land owners, (inclusive of exempt land use types), and if this is improved through a simpler system (ie. with less differential categories).</i></p>
24	The Tasmanian Government should work with the sector to develop, resource, and implement a best practice local government performance monitoring system.	<p><i>Supported in principle.</i></p> <p><i>The measures used should be service delivery outcomes focused</i></p>



25	The Tasmanian Government should develop a clear and consistent set of guidelines for the collection, recording, and publication of datasets that underpin the new performance reporting system to improve overall data consistency and integrity, and prescribe data methodologies and protocols via a Ministerial Order or similar mechanism.	<i>and help councils to initiate improvements to performance. Any performance monitoring system should aim to reduce the reporting burden on councils by streamlining reporting requirements and using existing data sources or those that are transparent and consistent.</i>
26	<p>The new Strategic Planning and Reporting Framework should actively inform and drive education, compliance, and regulatory enforcement activities for the sector, and entities with responsibility for compliance monitoring and management – including the Office of Local Government and council audit panels – should be properly empowered and resourced to effectively deliver their roles.</p> <p>As part of this the Tasmanian Government should consider introducing a requirement for councils to have an internal audit function given their responsibilities for managing significant public assets and resources, and whether this requirement needs to be legislated or otherwise mandated. Consideration should also be given to resourcing internal audit via service sharing or pooling arrangements, particularly for smaller councils.</p>	<p><i>Supported in principle.</i></p> <p><i>The Office of Local Government should be sufficiently resourced and funded by the State Government. The sector should not be expected to fund their regulatory oversight functions as suggested on page 88 of the final report.</i></p> <p><i>While internal audit provides a valuable role and many councils have an existing program already, this will be difficult to resource for many councils, particularly if the focus areas / scope is determined by the audit panels, which is what the final report implies.</i></p> <p><i>The final report notes that “Consideration should also be given to resourcing internal audit via service sharing or pooling arrangements, particularly for smaller councils. LGAT may be well placed to provide support for joint procurement for these councils of a shared capability.” While LGAT could do this, there is already a number of competent consultancy firms undertaking this work for councils and so the need and value of an LGAT joint procurement process needs to be established.</i></p>
27	The Tasmanian Government should collaborate with the local government sector to support a genuine, co-regulatory approach to councils’ regulatory responsibilities, with state agencies providing ongoing professional support to council staff and involving councils in all stages of regulatory design and implementation.	<p><i>Supported.</i></p> <p><i>The new Charter for Local Government could capture this co-regulatory approach.</i></p>

28	The Tasmanian Government should work with the local government sector to pursue opportunities for strengthened partnerships between local government and Service Tasmania.	<i>Supported.</i>
29	Councils should migrate over time to common digital business systems and ICT infrastructure that meet their needs for digital business services, with support from the Department of Premier and Cabinet's Digital Strategy and Services (DSS).	<p><i>Supported in principle.</i></p> <p><i>In addition to our reco # 13 response, business systems, practices and processes need to be aligned in addition to user training which is a significant undertaking. Scale doesn't guarantee safety or useability nor represent the transparent practice of asset maintenance and job based costings as an example.</i></p>
30	The Tasmanian Government – in consultation with the sector – should review the current legislative requirements on councils for strategic financial and asset management planning documentation to simplify and streamline the requirements and support more consistent and transparent compliance.	<p><i>Supported in principle.</i></p> <p><i>Given the importance it is presumed the State Government will similarly adopt and mandate this for their own assets including reporting / auditing.</i></p> <p><i>The extent to which reco # 13 can be incorporated into this, and the role of an industry standard, should be considered.</i></p>
31	The Tasmanian Government – in consultation with the sector – should investigate the viability of, and seek to implement wherever possible, standardised useful asset life ranges for all major asset classes.	<p><i>Supported.</i></p> <p><i>This should be expanded to include independent condition assessments, revaluations and depreciation schedules through to capitalization policies and procedures.</i></p>
32	All Tasmanian councils should be required under a new Local Government Act to develop and adopt community engagement strategies – underpinned by clear deliberative engagement principles.	<i>Supported.</i>

33	A new Local Government Act should require councils, when developing and adopting their Community Engagement Strategies, to clearly set out how they will consult on, assess, and communicate the community impact of all significant new services or infrastructure.	<i>Supported.</i>  <i>Should this be mandated then criteria will need to be established to determine what new services and infrastructure would be subject to a community impact assessment.</i>
34	Following the phase 1 voluntary amalgamation program, the Tasmanian Government should commission an independent review into councillor numbers and allowances.	<i>Supported.</i>
35	The Tasmanian Government should expedite reforms already agreed and/ or in train in respect of statutory sanctions available to deal with councillor misconduct or poor performance.	<i>Supported.</i>
36	<p>The Tasmanian Government should:</p> <ul style="list-style-type: none"> <li>• support the Local Government Association of Tasmania (LGAT) to develop and implement – in consultation with councils and their staff – a workforce development toolkit tailored to the sector and aligned with the Tasmanian Government’s workforce development system;</li> <li>• support councils to update their workforce plans at the time of any consolidation;</li> <li>• support LGAT to lead the development and implementation of a state-wide approach to workforce development for key technical staff, beginning with environmental health officers, planners, engineers and building inspectors;</li> <li>• recognise in statute that workforce development is an ongoing responsibility of council general managers and is included as part of the new Strategic Planning and Reporting Framework; and</li> <li>• include simple indicators of each council’s workforce profile in the proposed council performance dashboard.</li> </ul>	<p><i>Supported in principle.</i></p> <p><i>To be successful this work also needs to have buy in from education and training institutions to support the strategies and actions to meet skills shortages and address the supply side.</i></p>

37	<p>The Tasmanian Government should partner with, and better support, councils to build capacity and capability to plan for and respond to emergency events and climate change impacts.</p>	<i>Supported.</i>
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## 14.0 INFRASTRUCTURE AND ASSETS

Nil

## 15.0 COMMUNITY RELATIONS

### 15.1 COMMUNITY GRANTS PROGRAM

#### RECOMMENDATION

“That Council resolve to:

- i) approve the application from Sorell Tennis Club Inc; and
- ii) decline the application from the Sorell Men’s Shed;

pursuant to the 2023-2024 Community Grants Program as per the following report.”

#### Introduction

Through the Community Grants Program 2023-2024 Council provides financial support to eligible community groups and organisations within the Municipality for their projects, events and activities.

Applications for funding are available for sporting and community groups to support them with their one off activities or projects that benefit the Sorell Municipality.

These may include, but are not limited to:

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

The program is governed by the Community Grants Policy and the Community Grants Program Guidelines which outlines the three funding streams, associated procedures and eligibility requirements.

#### Strategic Plan

Objective 3.8 – To Ensure a Liveable and Inclusive Community – *Encourage and support the local arts, cultural activities, programs and events.*

Council’s Community Grants Program was reviewed and updated in 2023 to ensure it met the needs of our diverse and growing community. Its broad aim is to provide financial support to eligible community groups and organisations within our community for their projects, events and activities to encourage and support the local arts, cultural activities, programs and events.



**Operational Plan**

Grants are open for applications throughout the year and will be awarded in line with the annual budget allocation as approved by Council. Sufficient funds currently exist within the current Operational Plan and Budget to fund the applications.

**Policy**

Community Grants Policy.

**Asset Management Implications**

NIL

**Risk Management Implications**

NIL

**Community Implications**

There will be positive implications for the community through the provision of funds for activities and projects within the Sorell Municipality.

Providing funding to community groups and sporting clubs to run activities, projects and events will enhance the vibrancy and engagement of our community. It provides an opportunity to build the capacity of these groups to be more self-sufficient and have a greater impact and positive influence on the community.

**Report**

For the month of January Council received two Community Grant Applications from:

- Sorell Tennis Club Inc. – a request for \$2,000 funding towards the replacement of their aging heating/air conditioning unit.
- Sorell Men's Shed – a request for \$2,000 funding towards the purchase of an air conditioning / heating unit.

None of these community organisations have received a Community Grant in the current financial year.

This decision is now presented to Council for approval.

**JO COOPER**

**CORPORATE ADMINISTRATION OFFICER**

Date: 12 February 2024



## 16.0 FINANCE

### 16.1 EXECUTIVE SUMMARY – FINANCIAL REPORT JANUARY 2024 YTD

#### RECOMMENDATION

“That the Executive Summary – FINANCIAL REPORT JANUARY 2024 YEAR-TO-DATE be received and noted by Council.”

#### FINANCIAL REPORT JANUARY 2024 YEAR-TO-DATE

The operating surplus for the period ended 31 January 2024 of \$7.496m is above the budget of \$6.273m by \$1.223m. The main drivers of this position are:

- Recurrent income year to date is \$20.299m, which is above budget by \$295k.
- Operating expenses year to date are \$12.803m, which is below budget by \$928k.

#### NOTES TO THE ACCOUNTS

Notes to the accounts have not been prepared for the January 2024 year-to-date financial report. This is because the Operating Budget Mid-Year Budget Review addresses the significant variances within the January 2024 report.

During the month of January, Finance staff prepared the Operating Budget Mid-Year Budget Review. This has been recommended to Council to be received and approved – refer to item Operating Budget – Mid Year Budget Review.

#### CASH & INVESTMENTS

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

Council’s cash position remained stable in January. In comparison with the 2022/2023 financial year, the current cash balance of \$19.673m is \$2.386m greater than the balance at the same time last year. Sorell Council continues to hold \$2.093m in grant income received in advance as reported in the Balance Sheet. Council’s increase in cash held is predominately a result of a \$758k increase in grant income received in advance, as well as delays in the capital works schedule and lower than expected year to date operational expenditure.



## CASH RESERVES

As at 31 January 2024, cash reserves being held by Council are as follows;

Land Sales	\$1,184,330
Public Open Space Contributions	\$1,415,737
Subdivision Traffic Management Contributions	<u>\$ 150,790</u>
	\$2,750,857

## 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.

Collections have remained positive this financial year, with 74.8% of rates already paid by the end of January. At the same time last year, Council had received 74.7% of rates.

## ATTACHMENTS

MONTHLY DASHBOARD REPORT (Pages 4)

- a) Statement of Income and Expenditure for the period ending 31 January 2024 (Pages 1)
- b) Statement of Financial Position as at 31 January 2024 (Pages 1)
- c) Statement of Cash Position as at 31 January 2024 (Pages 1)
- d) Detailed Statement of Income and Expenditure for the period ending 31 January 2024 (Pages 6)
- e) Cash on Hand as at 31 January 2024 and Graph 1 – Total Cash Available (Pages 2)
- f) Graph 2 – Rates Outstanding (Pages 2)
- g) Grants Variance Analysis – 31 January 2024 (Pages 2)

**STEPANIE PERRY**  
**MANAGER FINANCE**

**SALLY FANG**  
**ACCOUNTANT**

Date: 13 February 2024  
Attachments (19 pages)



**AGENDA**  
**ORDINARY COUNCIL MEETING**  
**20 FEBRUARY 2024**

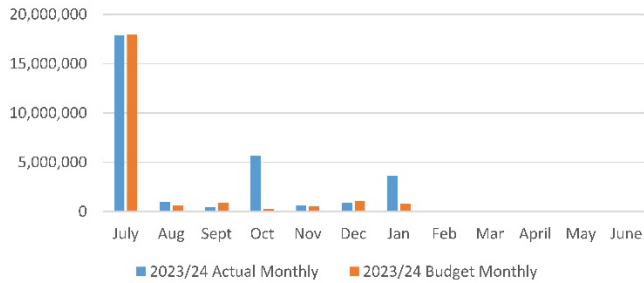


## SORELL COUNCIL – MONTHLY DASHBOARD REPORT JANUARY 2024

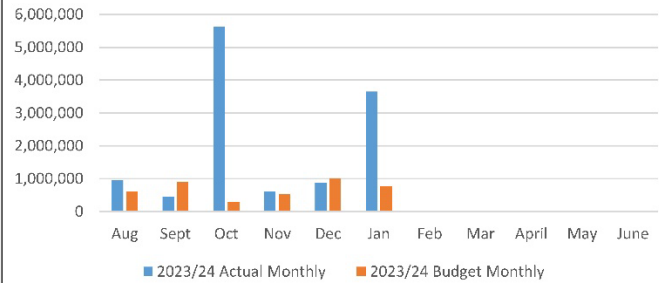
**DESCRIPTION:** The following contains graphical information on the financial performance of Council's Operating Budget.

### REVENUE

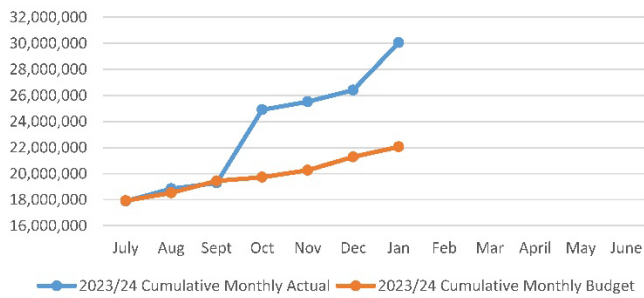
Operational and Capital Monthly Revenue  
2023-24



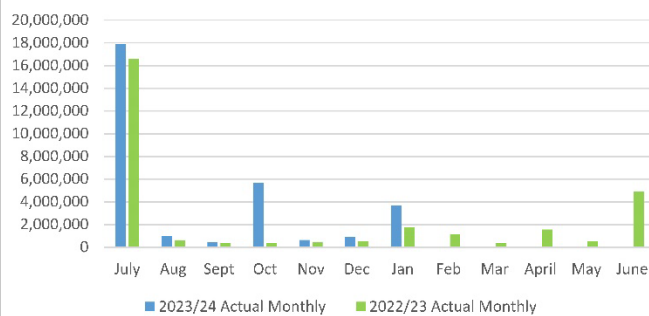
Operational and Capital Monthly Revenue  
Aug-June 2023-24



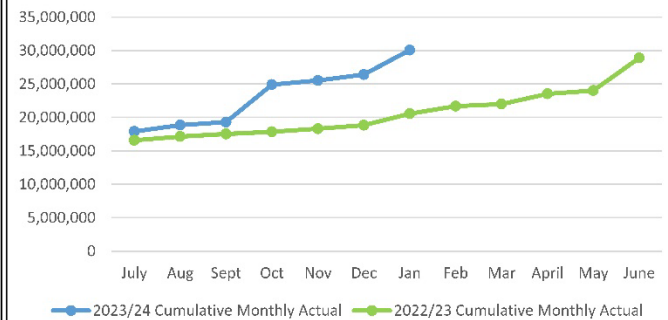
Operational and Capital Cumulative Revenue  
2023-24

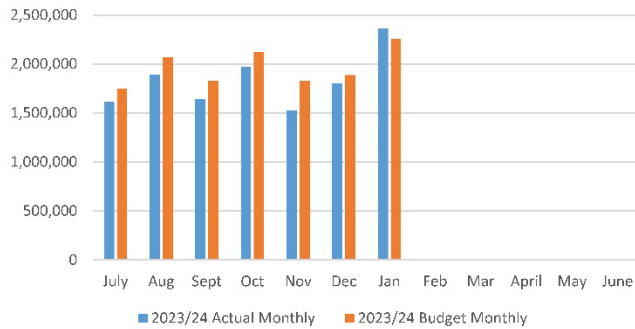
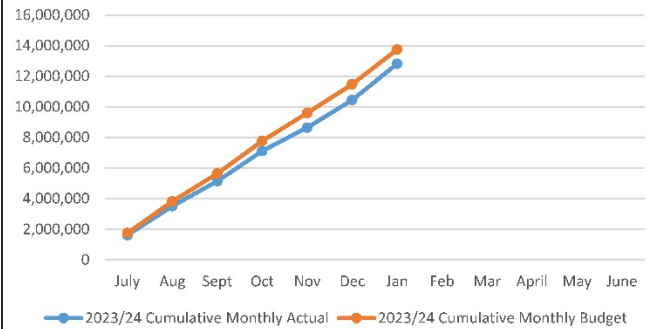
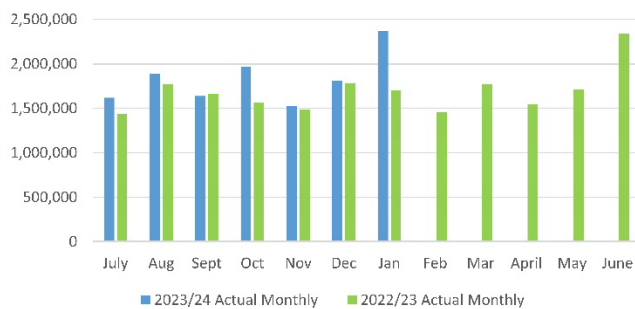
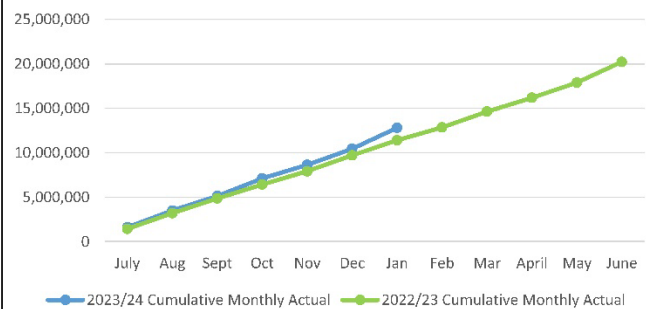
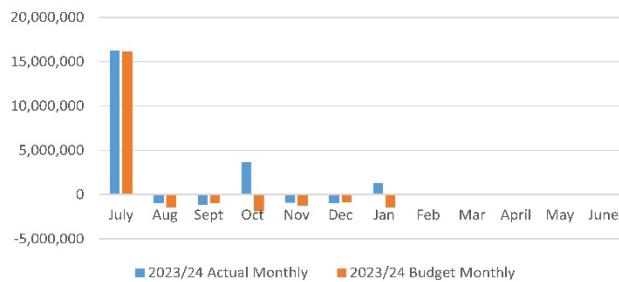
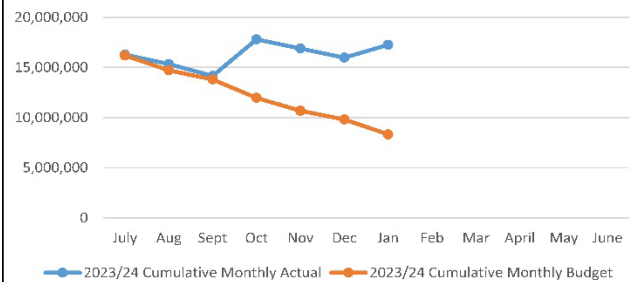
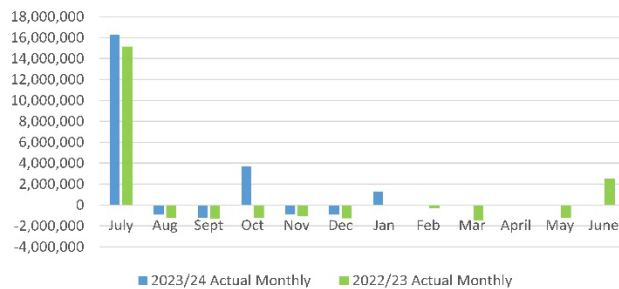
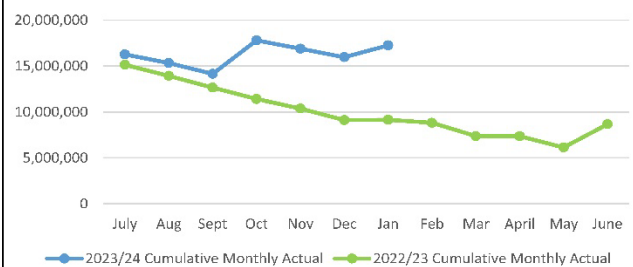


Operational and Capital Monthly Revenue 2022-23 and  
2023-24



Operational and Capital Monthly Cumulative Revenue  
2022-23 and 2023-24



**EXPENDITURE****Operational Monthly Expenditure 2023-24****Operational Cumulative Expenditure 2023-24****Operational Monthly Expenditure 2022-23 and 2023-24****Operational Monthly Cumulative Expenditure 2022-23 and 2023-24****SURPLUS/DEFICIT****Operational and Capital Monthly Surplus/(Deficit) 2023-24****Operational and Capital cumulative Surplus/(Deficit) 2023-24****Operational and Capital Monthly Surplus (Deficit) 2022-23 and 2023-24****Operational and Capital Monthly Cumulative Surplus/(Deficit) 2022-23 and 2023-24**

**SORELL COUNCIL**  
**STATEMENT OF INCOME AND EXPENDITURE**  
For the period January 2024

	NOTES	ACTUAL YTD	BUDGET YTD	VAR	FULL YEAR BUDGET
<b>INCOME</b>					
<b>RECURRENT INCOME</b>					
Rates and Charges	1	18,083,632	17,862,960	220,672	17,860,210
Statutory fees and fines	2	329,332	402,811	(73,479)	698,254
User Fees	3	383,507	351,095	32,412	670,104
Grants Operating	4	168,676	606,905	(438,229)	2,951,440
Contributions received	5	449,855	82,500	367,355	117,500
Interest	6	282,230	215,435	66,795	783,564
Other income	7	439,930	320,720	119,210	567,147
Investment income from TasWater	8	162,000	162,000	0	324,000
		<b>20,299,162</b>	<b>20,004,426</b>	<b>294,736</b>	<b>23,972,219</b>
<b>EXPENSES</b>					
Employee benefits	9	4,225,111	4,534,013	308,902	7,749,556
Materials and services	10	3,937,676	4,440,038	502,362	7,643,954
Depreciation and amortisation	11	3,391,393	3,582,468	191,075	6,089,896
Finance costs	12	7,484	7,574	90	50,610
Other expenses	13	1,241,711	1,167,098	(74,613)	1,786,730
<b>TOTAL EXPENSES</b>		<b>12,803,375</b>	<b>13,731,192</b>	<b>927,817</b>	<b>23,320,746</b>
<b>OPERATING SURPLUS/(DEFICIT)</b>		<b>7,495,787</b>	<b>6,273,234</b>	<b>1,222,553</b>	<b>651,473</b>
<b>CAPITAL INCOME</b>					
Grants Capital	14	1,318,948	2,050,560	(731,612)	6,925,286
Contributions - non-monetary assets	15	8,472,472	0	8,472,472	0
Net gain/(loss) on disposal	16	(36,326)	0	(36,326)	0
Share of Interests in JVs	17	0	0	0	0
<b>TOTAL CAPITAL INCOME</b>		<b>9,755,094</b>	<b>2,050,560</b>	<b>7,704,534</b>	<b>6,925,286</b>
<b>SURPLUS/(DEFICIT)</b>		<b>17,250,881</b>	<b>8,323,793</b>	<b>8,927,087</b>	<b>7,576,759</b>



**SORELL COUNCIL**  
**STATEMENT OF FINANCIAL POSITION**  
**As At January 2024**

	Actual 2023/2024	Actual 30 June 2023	Movement
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash and Cash Equivalents	10,055,859	9,844,139	211,720
Investments	9,617,101	8,582,962	1,034,139
Trade and Other Receivables	6,207,828	1,481,040	4,726,788
Inventories	85,339	85,339	-
Other Assets	66,835	468,784	(401,949)
<b>Total Current Assets</b>	<b>26,032,961</b>	<b>20,462,265</b>	<b>5,570,698</b>
<b>Non-Current Assets</b>			
Trade and Other Receivables	31,898	32,248	(350)
Assets Held for Sale	0	1	(1)
Intangible Assets	255,410	260,105	(4,694)
Property, Infrastructure, Plant and Equipment	314,535,874	298,678,047	15,857,827
Work in Progress	6,251,573	10,429,165	(4,177,591)
Investments	31,326,681	31,326,681	-
Other Non-Current Assets	23,027	23,027	-
<b>Total Non-Current Assets</b>	<b>352,424,465</b>	<b>340,749,274</b>	<b>11,675,191</b>
<b>TOTAL ASSETS</b>	<b>378,457,426</b>	<b>361,211,539</b>	<b>17,245,888</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Trade and Other Payables	968,838	1,443,641	(474,803)
Trust Funds and Deposits	1,052,715	1,106,094	(53,378)
Interest Bearing Loans & Borrowings	110,726	220,175	(109,449)
Provisions	1,366,497	1,355,342	11,155
Contract Liabilities	2,093,072	1,471,590	621,483
Other Current Liabilities	9,766	9,766	-
<b>Total Current Liabilities</b>	<b>5,601,615</b>	<b>5,606,607</b>	<b>(4,992)</b>
<b>Non-Current Liabilities</b>			
Interest Bearing Loans & Borrowings	2,109,771	2,109,771	-
Provisions	107,662	107,662	-
Contract Liabilities	-	-	-
Other Current Liabilities	13,986	13,986	-
<b>Total Non-Current Liabilities</b>	<b>2,231,419</b>	<b>2,231,419</b>	<b>-</b>
<b>TOTAL LIABILITIES</b>	<b>7,833,034</b>	<b>7,838,026</b>	<b>(4,992)</b>
<b>Net Assets</b>	<b>370,624,392</b>	<b>353,373,513</b>	<b>17,250,881</b>
<b>EQUITY</b>			
Accumulated Surplus	146,917,517	129,666,637	17,250,880
Reserves	223,706,876	223,706,876	-
<b>Total Equity</b>	<b>370,624,392</b>	<b>353,373,513</b>	<b>17,250,880</b>



**SORELL COUNCIL**  
**STATEMENT OF CASH POSITION**  
**As At January 2024**

	\$
Opening Balance Cash at Bank & Investments	18,427,102
Closing Balance Cash at Bank & Investments	19,672,960
<b>Cash Movement Year to Date</b>	<b>1,245,859</b>
<i>Represented by:</i>	
Net Surplus / (Deficit)	17,250,881
Add: Depreciation	3,391,393
Net Cash Surplus / (Deficit)	20,642,274
Loan Repayments	(109,449)
Capital Expenditure (per capital report)	4,177,591
Capital Expenditure - Asset (Purchases) / Disposals	(19,249,220)
Balance Sheet Movements	(4,215,338)
<b>Cash Movement Year to Date</b>	<b>1,245,859</b>



**SORELL COUNCIL**  
**DEPARTMENTAL PROFIT & LOSS**  
**FOR THE PERIOD ENDED January 2024**  
**FOR COST CENTRE - All Cost Centres**

	ACTUAL	BUDGET	VAR	FULL YEAR BUDGET
0100 <b>Profit &amp; Loss</b>				
0500 <b>INCOME</b>				
1000 <b>RECURRENT INCOME</b>				
1100 <b>Rates and Charges</b>				
1105 Rates - General/Ordinary/Residential	(14,440,581)	(14,264,094)	176,487	(14,264,094)
1110 Rates General Written Off	2,711	2,750	39	5,500
1115 State Grant Rates Remission	(878,511)	(862,190)	16,322	(870,899)
1120 Rates Pensioner Concession	882,110	862,190	(19,920)	870,899
1125 Domestic Waste Annual Charge	(3,004,805)	(2,965,882)	38,922	(2,965,882)
1130 Fire Rates Levy Income	(666,509)	(657,271)	9,238	(657,271)
1150 Other Remissions	22,958	23,538	580	23,538
1160 AWTs Maintenance Fee Received	(1,004)	(2,000)	(996)	(2,000)
1199 <b>Rates and Charges Total</b>	<b>(18,083,632)</b>	<b>(17,862,960)</b>	<b>220,672</b>	<b>(17,860,210)</b>
1200 <b>Statutory Fees and Charges</b>				
1210 132 & 337 Certificate Fees	(86,733)	(99,278)	(12,545)	(170,191)
1220 Town Planning Fees	(230,490)	(289,408)	(58,918)	(506,063)
1225 Animal Infringements & Fines	(1,666)	(3,792)	(2,126)	(6,500)
1230 Other Infringements Fines & Penalties	(2,123)	(5,833)	(3,710)	(10,000)
1235 Licences & Permits	(6,431)	(3,500)	2,931	(3,500)
1240 Street Stall Permit Fee	(1,890)	(1,000)	890	(2,000)
1299 <b>Statutory Fees and Charges Total</b>	<b>(329,332)</b>	<b>(402,811)</b>	<b>(73,479)</b>	<b>(698,254)</b>
1300 <b>User Fees</b>				
1303 Animal Management Sundry Income -collars,signs etc	(280)	0	280	0
1306 Building Assessment Fees	(48,417)	(52,425)	(4,009)	(89,872)
1318 Caravan Licences	(17,714)	(18,188)	(474)	(18,188)
1327 Dog Impounding & Release Fees	(441)	(700)	(259)	(1,200)
1330 Dog Registration & Renewal	(35,409)	(59,016)	(23,607)	(105,385)
1331 Kennel Licences	(26)	(1,500)	(1,474)	(1,500)
1333 Driveway Approval and Inspection Fees	(9,749)	(6,000)	3,749	(12,000)
1335 Engineering Inspections & 1% Approval Fee	(58,741)	(37,500)	21,241	(75,000)
1336 Fire Abatement Charges	220	0	(220)	(15,000)
1342 Food Licences	(1,298)	0	1,298	(48,146)
1351 Photocopy Charges	0	0	0	0
1354 Plumbing Application Fees	(90,807)	(81,134)	9,673	(139,087)
1357 Plumbing Inspection	(81,872)	(82,382)	(511)	(141,227)
1360 Amended Plan Fees	(2,029)	(3,500)	(1,472)	(6,000)
1363 Recreational Vehicle Income	(14,997)	(8,750)	6,247	(17,500)
1369 Building Administration Fee (0.1%)	(8,799)	0	8,799	0
1372 TBCITB Training Levy (0.2%)	(13,149)	0	13,149	0
1399 <b>User Fees Total</b>	<b>(383,507)</b>	<b>(351,095)</b>	<b>32,412</b>	<b>(670,104)</b>
1400 <b>Grants Operating</b>				
1405 Commonwealth Financial Assistance Grant	(134,392)	(353,590)	(219,198)	(2,662,262)
1410 Comm'th Grants & Subsidies	(30)	0	30	0
1415 State Grants & Subsidies	(34,254)	(253,315)	(219,062)	(289,178)





**SORELL COUNCIL**  
**DEPARTMENTAL PROFIT & LOSS**  
**FOR THE PERIOD ENDED January 2024**  
**FOR COST CENTRE - All Cost Centres**

	ACTUAL	BUDGET	VAR	FULL YEAR BUDGET
1420 Other Grants & Subsidies	0	0	0	0
1430 Training Incentive Payment	0	0	0	0
1499 <b>Grants Operating Total</b>	<b>(168,676)</b>	<b>(606,905)</b>	<b>(438,229)</b>	<b>(2,951,440)</b>
1500 <b>Contributions Received</b>				
1505 Public Open Space Contributions	(325,764)	(25,000)	300,764	(50,000)
1506 Car Parking Cash in Lieu Contributions	0	(32,500)	(32,500)	(42,500)
1507 Subdiv Traffic Management Treatment Contributions	(18,591)	(25,000)	(6,409)	(25,000)
1508 Stormwater Contributions	0	0	0	0
1510 Contributions Received Other	(105,500)	0	105,500	0
1549 <b>Contributions Received Total</b>	<b>(449,855)</b>	<b>(82,500)</b>	<b>367,355</b>	<b>(117,500)</b>
1550 <b>Interest</b>				
1560 Rates Interest Penalty	(91,880)	(84,000)	7,880	(115,000)
1565 Rates Interest Written Off	73	200	127	400
1570 Rates Legal Costs Recovered	812	(438)	(1,250)	(750)
1575 Interest Received Banks & Other	(191,235)	(131,197)	60,038	(668,214)
1599 <b>Interest Total</b>	<b>(282,230)</b>	<b>(215,435)</b>	<b>66,795</b>	<b>(783,564)</b>
1600 <b>Other Income</b>				
1605 Bad Debts Recovered	0	0	0	0
1610 Diesel Fuel Rebate	(15,023)	(13,330)	1,693	(26,660)
1615 Donations Received	0	0	0	0
1620 Hall Hire	(34,877)	(53,816)	(18,939)	(105,920)
1625 Lease/Rent Fees Received	(66,882)	(62,156)	4,726	(97,590)
1627 Lease Fees - Copping Tip	(87,731)	(87,310)	421	(120,343)
1630 Other Facility Hire	(83,851)	(73,213)	10,637	(166,327)
1635 Other Sundry Income	(94,164)	(1,167)	92,997	(2,000)
1637 Insurance Recoveries	(7,168)	0	7,168	0
1645 Vehicle FBT Recoveries	(26,115)	(29,728)	(3,613)	(48,308)
1655 Workers Compensation - Reimbursement	(11,977)	0	11,977	0
1656 Copping Public Cemetery Trust Net Income	(8,593)	0	8,593	0
1660 Grave Site Sales - Dunalley Hall	(2,248)	0	2,248	0
1662 Wheelie Bin Stabiliser Income	(1,302)	0	1,302	0
1689 <b>Other Income Total</b>	<b>(439,930)</b>	<b>(320,720)</b>	<b>119,210</b>	<b>(567,147)</b>
1690 <b>Investment Income from TasWater</b>				
1694 TasWater Interim Dividend	(162,000)	(162,000)	0	(324,000)
1699 <b>Investment Income from TasWater Total</b>	<b>(162,000)</b>	<b>(162,000)</b>	<b>0</b>	<b>(324,000)</b>
1999 <b>Recurrent Income Total</b>	<b>(20,299,162)</b>	<b>(20,004,426)</b>	<b>294,736</b>	<b>(23,972,219)</b>
2000 <b>Capital Income</b>				
2100 <b>Grants Capital</b>				
2105 Roads to Recovery Funding	(271,140)	(329,508)	(58,368)	(659,016)
2110 Comm'th Grants new or upgraded assets	(547,847)	(905,385)	(357,538)	(3,460,770)
2115 State Grants for new or upgraded assets	(481,068)	(815,667)	(334,599)	(2,805,500)
2120 Other Grants for new or upgraded assets	(18,893)	0	18,893	0
2199 <b>Grants Capital Total</b>	<b>(1,318,948)</b>	<b>(2,050,560)</b>	<b>(731,612)</b>	<b>(6,925,286)</b>
2200 <b>Contributions - Non-monetary Assets</b>				



**SORELL COUNCIL**  
**DEPARTMENTAL PROFIT & LOSS**  
**FOR THE PERIOD ENDED January 2024**  
**FOR COST CENTRE - All Cost Centres**

	ACTUAL	BUDGET	VAR	FULL YEAR BUDGET
2205 Developer Contributions for assets	(8,472,472)	0	8,472,472	0
2299 <b>Contributions - Non-monetary Assets Total</b>	<b>(8,472,472)</b>	<b>0</b>	<b>8,472,472</b>	<b>0</b>
2300 <b>Net Gain/(Loss) on Disposal</b>				
2305 (Profit) / Loss on Disposal of Assets	36,326	0	(36,326)	0
2320 Recognition / De-recognition of Assets	0	0	0	0
2399 <b>Net (Gain) / Loss on Disposal Total</b>	<b>36,326</b>	<b>0</b>	<b>(36,326)</b>	<b>0</b>
2400 <b>Share of Interests in Joint Ventures</b>				
2410 Fair value adjustment - Investment in Associate	0	0	0	0
2420 Revenue from Investment in Associates	0	0	0	0
2499 <b>Share of Interests in Joint Ventures Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
2899 <b>CAPITAL INCOME TOTAL</b>	<b>(9,755,094)</b>	<b>(2,050,560)</b>	<b>7,704,534</b>	<b>(6,925,286)</b>
2999 <b>TOTAL INCOME</b>	<b>(30,054,256)</b>	<b>(22,054,985)</b>	<b>7,999,270</b>	<b>(30,897,505)</b>
3000 <b>Expenses</b>				
3100 <b>Employee Benefits</b>				
3102 ADO Expense	23,001	34,337	11,336	59,621
3103 Annual Leave	314,873	321,946	7,073	547,642
3109 Conferences	1,375	2,500	1,125	5,000
3111 Drug and Alcohol Testing	1,172	1,800	628	3,000
3112 FBT Expenses - Gift Cards / Gifts	1,395	2,000	605	3,000
3114 FBT Expenses - Entertainment (FBT)	1,793	3,150	1,357	4,800
3115 Fringe Benefit Taxes	33,711	25,134	(8,577)	33,512
3118 Health and Well Being	2,501	2,000	(501)	4,000
3124 Long Service Leave	86,923	114,901	27,978	177,661
3127 Medicals	2,007	1,400	(607)	2,800
3139 Overheads Recovered	(32,899)	(34,309)	(1,410)	(68,681)
3145 Payroll Tax	196,033	199,933	3,900	342,689
3148 Protective Clothing & Accessories	22,860	20,750	(2,110)	28,900
3151 Recruitment Costs	55,941	0	(55,941)	0
3154 Salaries	3,022,885	3,181,500	158,616	5,546,375
3156 Salaries transferred to WIP	(107,727)	(87,786)	19,941	(180,739)
3163 Staff Training	22,524	35,574	13,050	71,148
3166 Superannuation - Council Contribution	461,418	510,926	49,507	884,328
3169 Temp Staff Employed Through Agency	0	0	0	0
3172 Travel and Accommodation	0	250	250	500
3175 Uniforms / Clothes Purchased	3,026	3,200	174	12,000
3181 Workers Compensation Expense Claims	255	0	(255)	0
3184 Workers Compensation Insurance	112,044	194,807	82,763	272,000
3199 <b>Employee Benefits Total</b>	<b>4,225,111</b>	<b>4,534,013</b>	<b>308,902</b>	<b>7,749,556</b>
3200 <b>Materials and Services</b>				
3201 Abandoned Cars & Dumped Rubbish Disposal Costs	14,075	2,917	(11,158)	5,000
3202 Advertising	43,265	44,881	1,616	88,371
3204 AWTS Maintenance Charge	660	750	90	1,500
3206 Cleaning	159,531	130,352	(29,179)	260,704
3208 Computer Hardware / Hardware Maintenance	11,272	8,200	(3,072)	14,200





**SORELL COUNCIL**  
**DEPARTMENTAL PROFIT & LOSS**  
**FOR THE PERIOD ENDED January 2024**  
**FOR COST CENTRE - All Cost Centres**

	ACTUAL	BUDGET	VAR	FULL YEAR BUDGET
3212 Computer Software Maint and Licenses	234,983	298,280	63,297	339,441
3214 Consultants Other	213,967	374,193	160,226	562,975
3216 Contractors	249,055	225,765	(23,290)	371,940
3218 Copping Tip Disposal Costs	0	0	0	0
3220 Mornington Park transfer station disposal costs	54,772	99,857	45,086	171,184
3221 Electronic Notices / Reminders	0	0	0	0
3222 Electricity	106,862	113,375	6,513	219,200
3223 Emergency Management	0	1,000	1,000	2,000
3224 Fire Hazard Reduction (Private Land)	10,320	0	(10,320)	9,000
3226 Fuel	128,789	134,507	5,717	269,013
3232 Internet, Telephone & Other Communication Charges	35,170	30,722	(4,448)	52,532
3234 Land Survey Costs	14,780	5,000	(9,780)	10,000
3236 Legal Fees (Advice etc)	52,408	53,000	592	106,000
3237 Line Marking - Transport Infrastructure	37,224	106,667	69,443	160,000
3241 Operating Capital	184,799	24,900	(159,899)	26,300
3244 Plant & Motor Vehicle Repairs & Services	66,873	82,254	15,381	142,293
3246 Plant Hire - External	6,353	21,680	15,327	42,028
3248 Plant Hire - Internal Usage	12,930	12,757	(174)	21,654
3250 Plant Hire Recovered	(39,330)	(40,423)	(1,093)	(62,654)
3252 Plant Registration Fees	39,504	39,494	(10)	39,494
3254 Printing	19,343	26,128	6,785	34,528
3256 Recycling Centres	78,322	82,917	4,595	165,834
3257 Recycling Hub	1,280	1,000	(280)	2,000
3258 Registrations, Licenses and Permits	2,267	4,222	1,955	4,222
3259 CEMETERY Repairs and Maintenance	71	1,000	929	4,000
3260 Repairs and Maintenance	906,975	1,110,332	203,357	1,924,996
3261 Road Kill Collection Fees	522	2,250	1,728	4,500
3262 Kerbside Green Waste Collection	148,477	141,227	(7,250)	282,454
3263 Kerbside Green Waste Disposal	29,824	37,446	7,622	74,893
3264 Kerbside Hard Waste Collection	104,956	101,641	(3,315)	203,281
3265 Kerbside Hard Waste Disposal	13,273	21,000	7,727	42,000
3266 Kerbside Recycling Collection	146,013	193,980	47,966	332,536
3267 Kerbside Recycling Disposal	99,555	88,665	(10,890)	177,330
3268 Kerbside Garbage Collection	292,064	351,997	59,933	603,424
3269 Kerbside Garbage Disposal	127,256	138,000	10,744	276,000
3270 Security	13,401	14,534	1,133	28,667
3273 Signage & Guide Posts	16,371	49,321	32,949	67,815
3276 Settlement Costs ONLY	0	2,500	2,500	5,000
3278 Stationery & Office Consumables	19,558	21,755	2,198	36,121
3279 Street Bin Collection Contract	120,489	129,218	8,729	288,873
3280 Tools/Equipment Expensed (under \$1,000)	8,094	11,350	3,256	20,900
3282 Tyres	17,892	8,024	(9,868)	16,049
3284 Valuation Expenses	36,200	25,000	(11,200)	50,000
3290 Water Charges (Works Order)	97,214	106,405	9,191	146,357



**SORELL COUNCIL**  
**DEPARTMENTAL PROFIT & LOSS**  
**FOR THE PERIOD ENDED January 2024**  
**FOR COST CENTRE - All Cost Centres**

	ACTUAL	BUDGET	VAR	FULL YEAR BUDGET
3292 Wheelie Bin Stabiliser Expenses	0	0	0	0
3299 <b>Materials and Services Total</b>	<b>3,937,676</b>	<b>4,440,038</b>	<b>502,362</b>	<b>7,643,954</b>
3390 <b>Impairment of Debts</b>				
3399 <b>Impairment of Debts Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
3400 <b>Depreciation and Amortisation</b>				
3405 Depreciation Expense	3,386,164	3,571,624	185,460	6,063,454
3410 Amortisation Expense	5,229	10,844	5,615	18,410
3415 Amortisation Expense (Right of Use Asset)	0	0	0	8,032
3499 <b>Depreciation and Amortisation Total</b>	<b>3,391,393</b>	<b>3,582,468</b>	<b>191,075</b>	<b>6,089,896</b>
3500 <b>Finance Costs</b>				
3505 Interest on Loans	7,472	7,574	102	50,038
3515 Interest on Overdue Accounts	12	0	(12)	0
3521 Interest Expense (Lease Liability)	0	0	0	572
3599 <b>Finance Costs Total</b>	<b>7,484</b>	<b>7,574</b>	<b>90</b>	<b>50,610</b>
3600 <b>Other Expenses</b>				
3604 Audit Fees	27,600	31,000	3,400	60,500
3606 Audit Panel Expenses	3,500	3,500	0	7,000
3608 Bad & Doubtful Debts	0	0	0	0
3612 Bank Fees & Charges	23,196	22,281	(915)	38,195
3616 Bank Fees Recovered	(2,840)	(2,569)	271	(4,404)
3620 Cashiers Rounding Adjustments	19	15	(5)	25
3624 Commissions Paid	13,135	12,947	(188)	25,894
3636 Councillor Allowances	89,105	90,280	1,175	157,266
3640 Councillor Expenses	0	1,000	1,000	2,000
3644 Councillor Vehicle Allowance	4,364	3,100	(1,264)	5,600
3656 Deputy Mayors Allowance	9,404	9,528	124	16,598
3660 Dog Pound & Other Animal Management Expenses	4,082	4,333	251	6,000
3661 Dog Home & Vet Fees	1,121	583	(538)	1,000
3664 Donations and Section 77 Expenses	30,025	24,000	(6,025)	65,000
3668 Election Expenses	9,342	7,972	(1,370)	7,972
3672 Employee Sub, Licences and Memberships	105,347	100,371	(4,976)	102,724
3676 Functions & Programs	42,959	56,350	13,391	93,400
3680 Insurance Claims Related Expenses	15,619	1,500	(14,119)	3,000
3688 Food & Beverages	3,206	2,340	(866)	4,011
3692 General Insurance	158,639	120,604	(38,035)	120,604
3704 Government Fire Contributions	315,490	315,490	0	630,980
3712 Immunisations	340	500	160	3,500
3720 Land Tax	107,073	91,707	(15,366)	91,707
3724 Mayor's Allowance	24,750	25,077	326	43,683
3731 NRM Expenses	17,993	10,000	(7,993)	20,000
3732 Motor Vehicle Insurance	32,265	33,310	1,045	33,310
3736 Other roundings	4	15	11	25
3740 Other Sundry Expenses	40,739	2,835	(37,904)	5,610
3744 Photocopier Leases & Operating Costs	8,871	11,386	2,515	22,771



**SORELL COUNCIL  
DEPARTMENTAL PROFIT & LOSS  
FOR THE PERIOD ENDED January 2024  
FOR COST CENTRE - All Cost Centres**

	ACTUAL	BUDGET	VAR	FULL YEAR BUDGET
3748 Postage	19,715	32,808	13,093	55,780
3752 Public Liability Insurance	110,488	126,695	16,207	126,695
3760 Reference Materials	0	500	500	1,500
3768 Sampling, Testing and Monitoring	336	2,000	1,664	12,500
3770 Storage Costs	822	642	(181)	1,284
3784 Contributions (SES)	25,000	25,000	0	25,000
3799 <b>Other Expenses Total</b>	<b>1,241,711</b>	<b>1,167,098</b>	<b>(74,613)</b>	<b>1,786,730</b>
3990 <b>EXPENSES TOTAL</b>	<b>12,803,375</b>	<b>13,731,192</b>	<b>927,817</b>	<b>23,320,746</b>
3995 <b>(SURPLUS)/DEFICIT</b>	<b>(17,250,881)</b>	<b>(8,323,793)</b>	<b>8,927,087</b>	<b>(7,576,759)</b>



Sorell Council - Cash on Hand as at 31 January 2024					
Financial Institution	Product	Deposit Date	Maturity Date	Face Value	Interest rate
Bendigo Bank Term Deposit	12 Month Term Deposit	6/06/2023	6/06/2024	\$ 1,553,100	4.72%
MyState Term Deposit	12 Month Term Deposit	9/08/2023	8/08/2024	\$ 1,564,001	5.20%
MyState Term Deposit	12 Month Term Deposit	28/06/2023	27/06/2024	\$ 1,305,871	5.60%
MyState Term Deposit	12 Month Term Deposit	25/08/2023	23/08/2024	\$ 1,500,000	5.25%
ANZ Term Deposit	12 Month Term Deposit	28/06/2023	28/06/2024	\$ 1,500,000	5.21%
CBA Term Deposit	12 Month Term Deposit	21/08/2023	20/08/2024	\$ 2,000,000	5.53%
CBA Term Deposit	6 Month Term Deposit	21/08/2023	19/02/2024	\$ 2,000,000	5.37%
CBA Term Deposit	12 Month Term Deposit	1/02/2023	1/02/2024	\$ 1,000,000	4.60%
CBA Investment Account	At Call			\$ 3,032,947	4.35%
CBA Special Purpose Account	At Call			\$ 2,546,608	4.35%
CBA Operating Account	Current			\$ 1,602,582	4.30%
Tascorp Investment	24 Hour Call			\$ 39,946	4.35%
Various Petty Cash and Floats	In house			\$ 1,601	N/A
Various Halls Bank Balances				\$ 26,305	N/A
<b>Total Funds Available</b>				<b>\$ 19,672,960</b>	

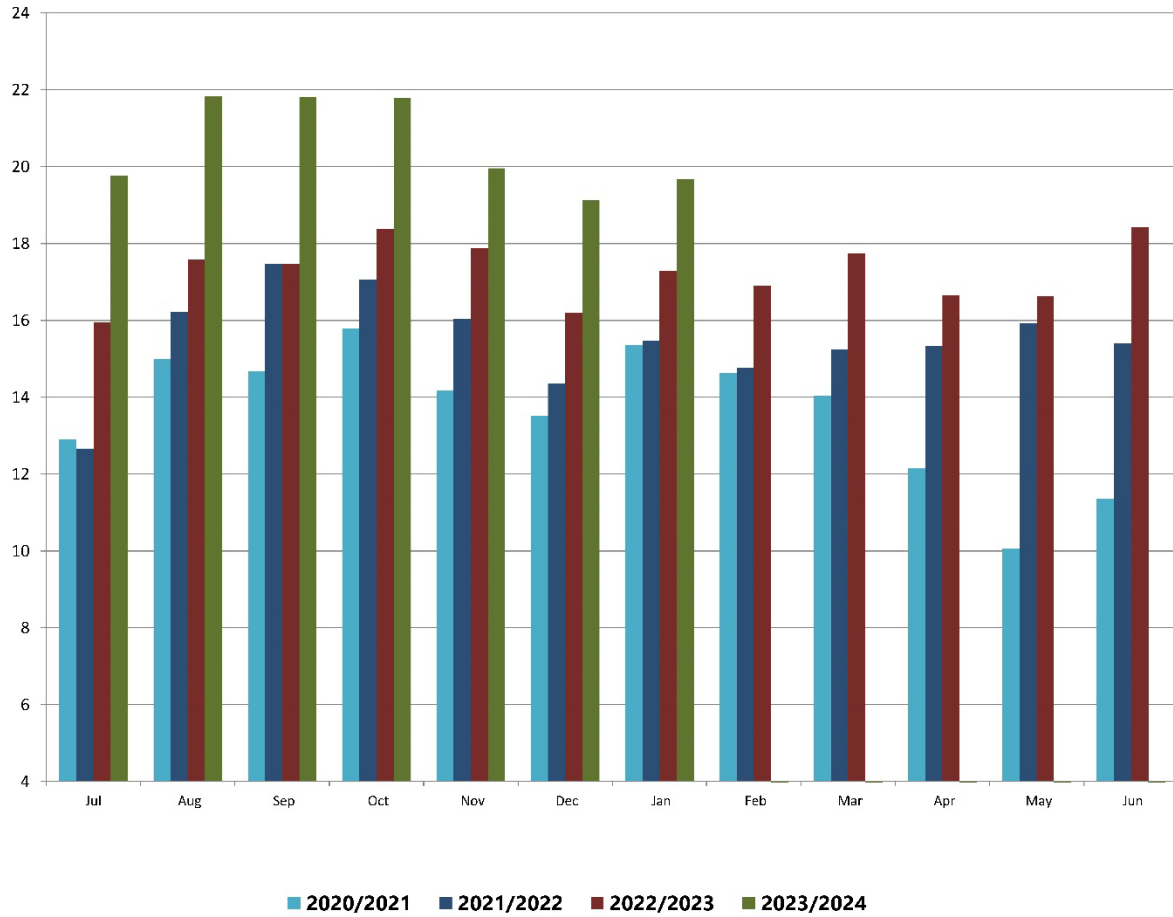
The above investments have been made in accordance with Sorell Council's Investment Policy (Resolution Number 84/2019).



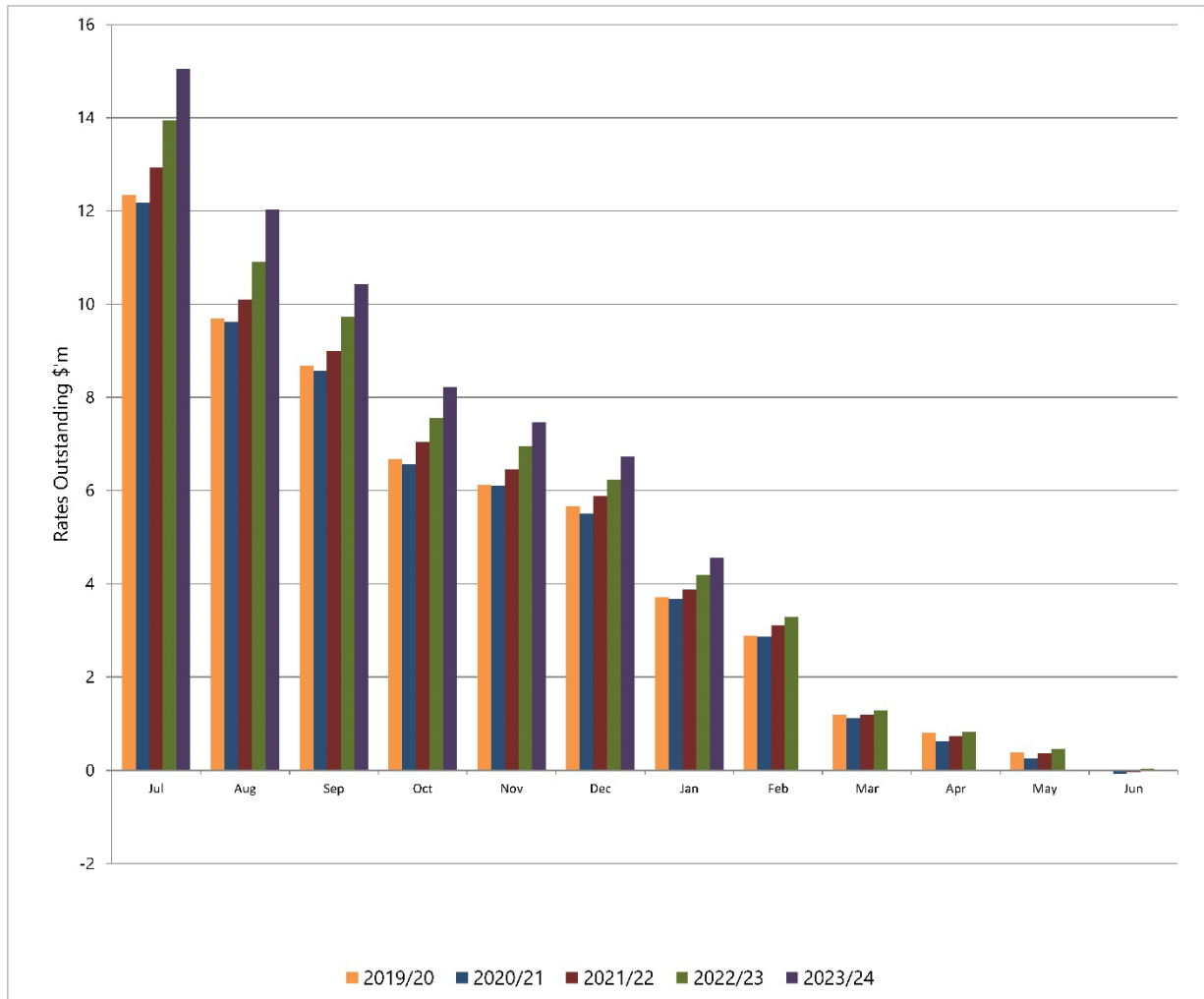
**SORELL COUNCIL  
TOTAL CASH AVAILABLE**

**Sorell Council - Total Cash Available**

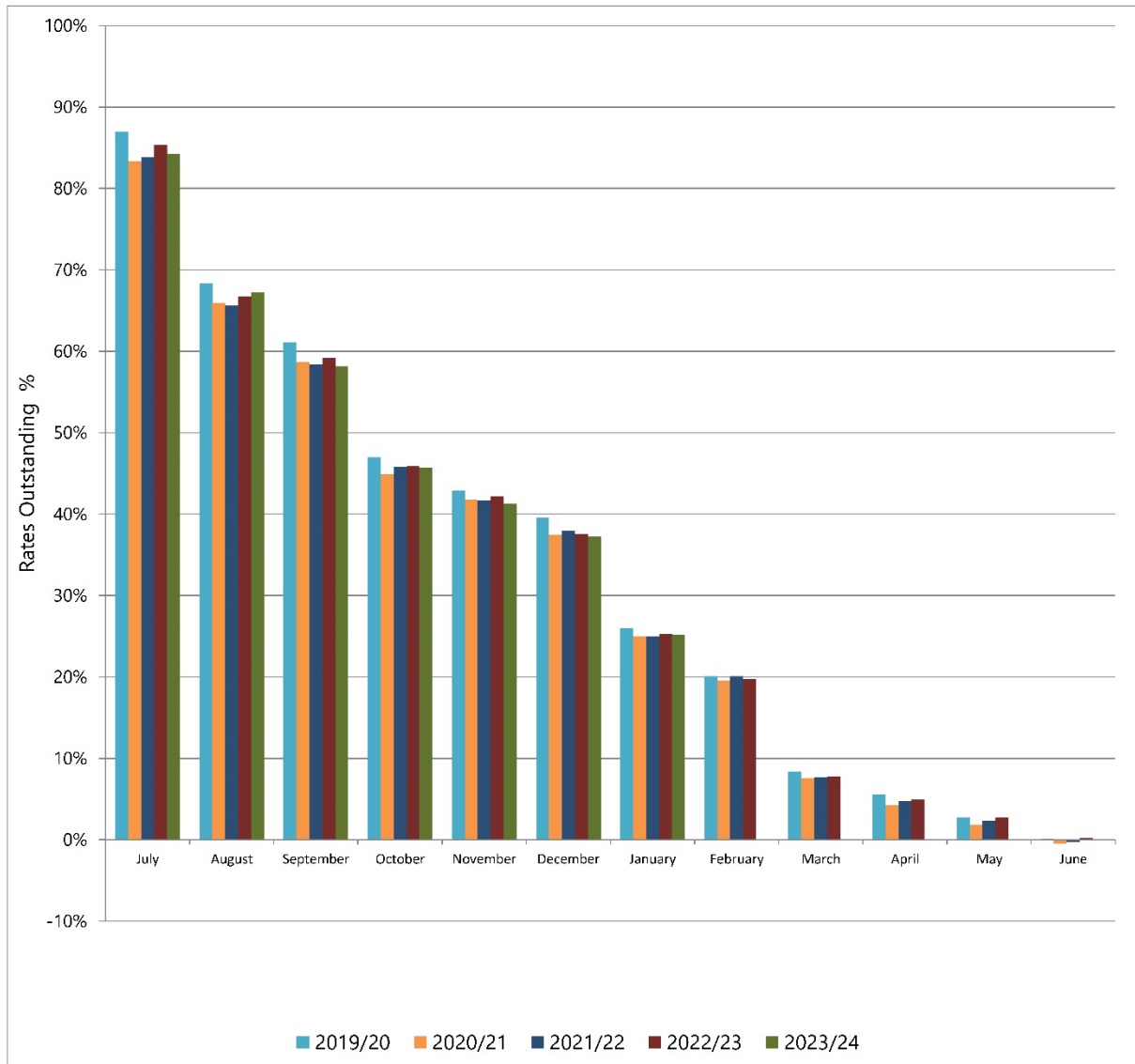
Cash Available \$'m



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



### SORELL COUNCIL OUTSTANDING RATES BY MONTH %



**GRANT VARIANCE ANALYSIS - 31 January 2024**

Grant Details	Budget	Actual	Variance	Comments
<b>GL 1415 Grants Operating - State Grants &amp; Subsidies</b>				
Tracks n Trails	\$ 20,000	\$ -	-\$ 20,000	The projects commencement date has been delayed. Cash flow has been adjusted in MYBR.
SRRP - Sealed Roads RF	\$ 126,030	\$ -	-\$ 126,030	The projects commencement date has been delayed. This has been adjusted in MYBR.
SRRP - Unsealed Roads RF	\$ 106,285	\$ -	-\$ 106,285	The projects commencement date has been delayed. This has been adjusted in MYBR.
Immunisations	\$ 1,000	\$ 1,428	\$ 428	Project completed. This has been adjusted in MYBR to match actuals.
NRM Patterson's Curse Eradication	\$ -	\$ 5,695	\$ 5,695	This is budgeted in June 2024. The variance reported is due to project timing. This has been adjusted in MYBR.
South East Youth Project	\$ -	\$ 27,131	\$ 27,131	Unbudgeted 2023/2024. This has been adjusted in MYBR.
	<b>\$ 253,315</b>	<b>\$ 34,254</b>	<b>-\$ 219,062</b>	
<b>GL 2110 Grants Capital - Commonwealth Grants</b>				
C-23-B-002 BEST/SE Jobs Hub & Training Facility	\$ 237,500	\$ 41,532	-\$ 195,968	The projects commencement date has been delayed. This has been adjusted in MYBR.
C-24-S-CERMP-A/B/C Southern Beaches, Coastal & Estuarine Risk Mitigation Project	\$ 280,487	\$ -	-\$ 280,487	Grant deed received after budget. This has been adjusted to State Grant in MYBR. Actuals refer to below.
C-23-LI-008 Sorell Streetscape Upgrade LRCI Stage 3	\$ 193,750	\$ 309,315	\$ 115,565	This is budgeted quarterly. The variance reported is due to project timing. This has been adjusted in MYBR.
C-24-B-005 Sorell Carriage Shed & C-24-LI-005 Sorell Streetscape Upgrade LRCI Stage 4	\$ 193,648	\$ -	-\$ 193,648	The projects commencement date has been delayed. This has been adjusted in MYBR.
C-23-S-003 Devenish Drive	\$ -	\$ 197,000	\$ 197,000	Unbudgeted 2023/2024. This has been adjusted in MYBR.
	<b>\$ 905,385</b>	<b>\$ 547,847</b>	<b>-\$ 357,538</b>	

**GRANT VARIANCE ANALYSIS - 31 January 2024**

Grant Details	Budget	Actual	Variance	Comments
<b>GL 2115 Grants Capital - State Grants</b>				
C-23-B-002 BEST/SE Jobs Hub & Training Facility	\$ 241,667	\$ -	-\$ 241,667	The projects commencement date has been delayed. This has been adjusted in MYBR.
C-23-LI-005 Pembroke Park BMX Track	\$ 350,000	\$ 350,000	\$ -	Grant fully spent.
C-24-T-037 Wiggins Road Pavement Widening	\$ -	\$ 9,049	\$ 9,049	This is budgeted later in the year. The variance reported is due to project timing. Cash flow has been adjusted in MYBR.
C-24-T-035 Carlton River Road Guard Rails, Paths	\$ 120,150	\$ 584	-\$ 119,566	The projects commencement date has been delayed. This has been adjusted in MYBR.
C-24-LI-003 Penna Beach Gravel Path Extension & C-24-LI-004 Sorell Miena Park Link Track	\$ 50,000	\$ -	-\$ 50,000	The projects commencement date has been delayed. This has been adjusted in MYBR.
C-23-LI-007 Sorell RSL Memorial Wall	\$ 3,600	\$ -	-\$ 3,600	The projects commencement date has been delayed. This has been adjusted in MYBR.
C-24-LI-001 Dodges Ferry Recreation Ground Cricket Pitch	\$ 30,250	\$ -	-\$ 30,250	Grant deed received after budget. This has been adjusted to Other Grant in MYBR. Actuals refer to below.
C-22-LI-005 Pembroke Park Soccer Field Dugouts	\$ 20,000	\$ -	-\$ 20,000	Grant Application was unsuccessful. This has been adjusted in MYBR.
C-23-B-001 Pembroke Park Function Centre	\$ -	\$ 8,252	\$ 8,252	Unbudgeted 2023/2024. This has been adjusted in MYBR.
C-23-T-054 Bream Creek Road Safety Barrier	\$ -	\$ 45,375	\$ 45,375	Unbudgeted 2023/2024. This has been adjusted in MYBR.
C-23-T-053 White Hill Road Safety Barrier	\$ -	\$ 30,000	\$ 30,000	Unbudgeted 2023/2024. This has been adjusted in MYBR.
C-24-S-CERMP-A/B/C Southern Beaches, Coastal & Estuarine Risk Mitigation Project	\$ -	\$ 37,808	\$ 37,808	Grant deed received after budget. This has been adjusted from Commonwealth Grant in MYBR.
	<b>\$ 815,667</b>	<b>\$ 481,068</b>	<b>-\$ 334,599</b>	
<b>GL 2120 Grants Capital - Other Grants</b>				
Pembroke Park Net Upgrades	\$ -	\$ 3,000	\$ 3,000	Unbudgeted 2023/2024. This has been adjusted in MYBR.
C-24-LI-001 Dodges Ferry Recreation Ground Cricket Pitch	\$ -	\$ 15,893	\$ 15,893	Grant deed received after budget. This has been adjusted from State Grant in MYBR.
	<b>\$ -</b>	<b>\$ 18,893</b>	<b>\$ 18,893</b>	





## 16.2 2023-2024 CAPITAL BUDGET ADJUSTMENTS

### RECOMMENDATION

“That Council resolve pursuant to Section 82 of the Local Government Act 1993 to accept and adopt the below adjustments to the 2023/2024 Capital Budget estimates.”

Capital expenditure to the end of January 2024 is \$6,710,556 (as per Capital Works Budget run on 7 February 2024).

The following Capital Budget adjustments have been requested in February 2024.

Below is a summary of the requested adjustments.

Original Budget approved in June 2023 Council meeting	\$18,037,243
Budget approved in January 2024 Council meeting	\$15,172,998
Budget adjustments requested for approval in February 2024 Council meeting:	
Total adjustments on capital jobs with variances of over 10%	-\$260,935
Total adjustments on completed capital jobs with variances of over 10%	-\$362,696
Total adjustments on new capital jobs	\$100,050
Budget requested for approval in February 2024 Council meeting	\$14,649,417

Below is a detailed explanation of the requested adjustments.

The following capital job adjustments have been requested because they have variances of over 10%, or are expected to have variances of over 10% in the 2023/2024 financial year:

Job Name and No.	Approved Budget	Adjusted Budget	Adjustment
C-23-LI-005 Sorell Pembroke Park BMX Track			\$100,000



C-24-B-001 – Sorell Memorial Hall Replacement of Flag Poles			\$5,000
C-23-B-002 CAC – SE Jobs Hub			-\$100,000
C-23-T-052 Marion Bay Road Reconstruction			-\$265,935
<b>Total Adjustments</b>	<b>\$2,050,627</b>	<b>\$1,789,692</b>	<b>-\$260,935</b>

- C-23-LI-005 – Sorell Pembroke Park BMX Track – Expenditure this financial year is expected to be more than estimated, as \$100,000 grant funding was received from Active Tasmania for fencing.
- C-24-B-001 – Sorell Memorial Hall Replacement of Flag Poles – Expenditure this financial year is expected to be more than estimated, due to a change in the complexity and scope of this project.
- C-23-B-002 CAC – SE Jobs Hub – Expenditure this financial year is expected to be less than estimated, due to a delay in finalising the grant deed, which has resulted in delay in the commencement of this project.
- C-23-T-052 – Marion Bay Road Reconstruction – Expenditure this financial year is expected to be less than estimated, due to a change in project scope based on geotechnical investigations.

The following capital job adjustments have been requested because they are completed and have variances of over 10% in the 2023/2024 financial year:

Job Name and No.	Approved Budget	Adjusted Budget	Adjustment
C-23-S-003 Sorell Devenish Drive to CAC			-\$303,546
C-23-LI-003 Sorell Railway Line Reserve to Devenish			-\$58,150
C-23-LI-004 Sorell Railway Line Reserve to Dubs & Co			-\$1,000
<b>Total Adjustments</b>	<b>\$593,490</b>	<b>\$230,794</b>	<b>-\$362,696</b>

- C-23-S-003 Sorell Devenish Drive to CAC – This is a carryover job from the 2022/2023 financial year. The actual project cost in the 2022/2023 financial year was more than estimated. Therefore, actual cost in this financial year is less. Overall, the total project budget was \$875,000 and the total project cost was \$765,417 (excluding an unbudgeted capital write off of \$161,380 relating to the cost to relocate TasWater external services).



- C-23-LI-003 Sorell Railway Line Reserve to Devenish – Actual project cost was less than estimated.
- C-23-LI-004 Sorell Railway Line Reserve to Dubs & Co – This is a carryover job from the 2022/2023 financial year. The actual project cost this financial year was less than estimated. Overall, the total project budget was \$27,000 and the total project cost was \$26,000.

The following capital job adjustments have been requested because they do not have an approved budget but have expected expenditure in the 2023/2024 financial year:

Job Name and No.	Approved Budget	Adjusted Budget
C-24-S-011 Dunalley Sea Strainer	\$0	
C-24-T-039 Kellevie Road Guardrail	\$0	
C-24-T-040 Bream Creek Guardrail	\$0	
<b>Total Adjustments</b>	<b>\$0</b>	<b>\$100,050</b>

- C-24-S-011 Dunalley Sea Strainer – This is required to prevent blockages to the stormwater system. This will also act as a litter trap, any litter from the upstream storm water network will be captured before entering the bay. In addition, the local oyster growers in the Dunalley area have requested this.
- C-24-T-039 Kellevie Road Guardrail – 80% of this project will be funded by Safer Rural Roads Program (SRRP), with 20% Council contribution. This portion of the SRRP funding was originally in the operating budget and has been adjusted to capital as part of the MYBR.
- C-24-T-040 Bream Creek Guardrail – This project will be funded by Local Roads and Community Infrastructure Program Phase 4.

## ATTACHMENTS

- a) Capital Works Budget for the period ending 31 January 2024 (Pages 10)

STEPHANIE PERRY  
MANAGER FINANCE

SALLY FANG  
ACCOUNTANT

Date: 13 February 2024  
Attachments (10 pages)



AGENDA  
ORDINARY COUNCIL MEETING  
20 FEBRUARY 2024

8/02/2024	<b>SORELL COUNCIL</b> <b>CAPITAL WORKS BUDGET FOR 2023/2024</b>						
Number	Location	Job No.	Detailed Description	Original Approved Budget 2023/2024	Adjusted Budget Approved by Council	This Financial year	Commitments
	<b>RECONSTRUCTION (ROADS)</b>						
1	Carlton, Eularminner Street	C-24-T-001	New unsealed pavement to access #22, 24, 29. No provision for tree removal or drainage and no stormwater network to connect to.			\$ -	\$ -
	<b>TOTAL Reconstruction (ROADS) 2023/24</b>			<b>\$ 70,000</b>	<b>\$ 70,000</b>		
	<b>CARRY OVERS - RECONSTRUCTION (ROADS)</b>						
2	Sorell, CAC Access Road	C-23-T-001	Emergency vehicle egress and pedestrian access only			\$ 91,801	\$ -
3	Marion Bay, Bay Road	C-23-T-002	Road works associated with stormwater upgrade.			\$ -	\$ -
4	Nugent, Nugent Road	C-23-T-004	Chip seal and lime stabilisation (2 segments).			\$ 678,684	\$ 47,603
5	Wattle Hill, Nugent Road	C-23-T-005	Lime stabilise, 100mm base, drainage and 14/7 seal.			\$ 1,371,789	\$ -
6	Primrose Sands, Primrose Sands Road and Grevillea Street	C-23-T-006	Design and reconstruction. Primrose Sands Road with AC surface and Grevillea Street with chip seal surface.			\$ 20,742	\$ 12,111
7	Marion Bay, Bay Road	C-23-T-010	Reconstruction and chip seal surface.			\$ 34,424	\$ 505,409
8	Bream Creek, Marion Bay Road	C-23-T-052	Emergency reconstruction - commences opposite #48 driveway.			\$ 33,833	\$ 8,630
9	Pawleena, Pawleena Road	C-22-T-007	Reconstruct and 2 coat seal 14/7.			\$ 930,401	\$ 83,225
10	Forcett, 532 Wiggins Road	C-24-T-037	Road widening (SRRP grant).			\$ 9,049	\$ -
	<b>TOTAL Carry Overs - Reconstruction (Roads)</b>			<b>\$ 4,397,940</b>	<b>\$ 5,349,503</b>		
	<b>RESHEETING</b>						
11	Boomer Bay, Boomer Road	C-24-T-002	4 segments resheet, 100mm new gravel.			\$ 78,626	\$ -
12	Bream Creek, Bream Creek Road	C-24-T-003	10 segments resheet, 100mm new gravel.			\$ 181,082	\$ -
13	Bream Creek, Burnt Hill Road	C-24-T-004	6 Segments resheet, 100mm new gravel, plus drain work.			\$ 116,398	\$ -
14	Bream Creek, Townsend Lane	C-24-T-005	1 Segment resheet, 100mm new gravel.			\$ 11,332	\$ -
15	Carlton River, Erle Street West	C-24-T-006	1 Segment resheet, 100mm new gravel.			\$ 10,731	\$ -
16	Copping, Marston Lane	C-24-T-007	2 Segments resheet, 100mm new gravel.			\$ 18,951	\$ -
17	Forcett, Delmore Road	C-24-T-008	13 segments resheet, 100mm new gravel.			\$ 162,897	\$ -
18	Forcett, White Hills Road	C-24-T-009	6 Segments resheet, 100mm new gravel.			\$ -	\$ -
19	Kelleve, Kelleve Road	C-24-T-010	5 Segments resheet, 100mm new gravel.			\$ 116,045	\$ -
20	Nugent, Nugent Road	C-24-T-011	6 Segments resheet, 100mm new gravel.			\$ 76,667	\$ -
21	Orielton, Tullamore Road	C-24-T-012	4 segments resheet, 100mm new gravel.			\$ 50,184	\$ -
22	Wattle Hill, Shrub End Road	C-24-T-013	3 Segments resheet, 100mm new gravel.			\$ 48,582	\$ -
	<b>TOTAL Resheeting 2023/24</b>			<b>\$ 1,284,200</b>	<b>\$ 950,000</b>		



8/02/2024	<b>SORELL COUNCIL</b> <b>CAPITAL WORKS BUDGET FOR 2023/2024</b>						
Number	Location	Job No.	Detailed Description	Original Approved Budget 2023/2024	Adjusted Budget Approved by Council	This Financial year	Commitments
	<b>RESEALS</b>						
23	Dodges Ferry, Mongana Street and Signal Hill Road	C-24-T-014	7 segments , 2 coat reseal, plus prep work (Mongana Street end with asphalt at intersection of Carlton Beach Road).			\$ 6,794	\$ 19,686
24	Dodges Ferry, Chaffey's Drive	C-24-T-015	1 segment, 2 coat reseal, plus prep work and asphalt turning head.			\$ 4,770	\$ 18,523
25	Dodges Ferry, Hilltop Place	C-24-T-016	2 segments, 2 coat reseal, plus prep work and asphalt turning circle.			\$ 2,742	\$ 15,021
26	Forcett, Malwood Place	C-24-T-017	2 segments, 2 coat reseal, plus prep work and asphalt turning circle.			\$ 1,519	\$ 25,928
27	Forcett, Moorpark Court and Cherry Court	C-24-T-018	4 segments, 2 coat reseal, plus prep work and asphalt turning circle.			\$ 30,929	\$ 47,026
28	Forcett, Riverdown Court	C-24-T-019	3 segments , 2 coat reseal, plus prep work and asphalt turning circle.			\$ 80	\$ 33,964
29	Midway Point, Darwin Street	C-24-T-020	2 segments, asphalt reseal, plus prep work.			\$ 80	\$ 35,360
30	Midway Point, Raynor Road	C-24-T-021	2 segments, asphalt reseal, plus prep work.			\$ 161	\$ 45,618
31	Midway Point, Yacht Club Access	C-24-T-022	1 segments, asphalt reseal, plus prep work.			\$ 8,017	\$ 16,796
32	Midway Point, View Street and Wellington Parade	C-24-T-023	4 segments, asphalt reseal, plus prep work.			\$ 1,559	\$ 123,833
33	Sorell, The Circle and Frederick Street	C-24-T-024	5 segments, asphalt reseal, plus prep work.			\$ 4,367	\$ 110,240
34	Carlton, Hardner Court	C-24-T-025	3 segments, 2 coat reseal, plus significant prep work.			\$ 4,867	\$ 29,634
35	Dodges Ferry, Dodges Hill Road and Bracken Court	C-24-T-028	3 segments, 2 coat reseal, plus prep work.			\$ 12,982	\$ 29,350
36	Dodges Ferry, Moomere Street	C-24-T-029	5 segments, 2 coat reseal, plus prep work.			\$ 1,606	\$ 24,282
	<b>TOTAL Reseals 2023/24</b>			<b>\$ 832,256</b>	<b>\$ 700,000</b>		



8/02/2024	<b>SORELL COUNCIL</b> <b>CAPITAL WORKS BUDGET FOR 2023/2024</b>						
Number	Location	Job No.	Detailed Description	Original Approved Budget 2023/2024	Adjusted Budget Approved by Council	This Financial year	Commitments
	<b>CARPARKS</b>				\$ -		
37	Dodges Ferry, Payeena Street	C-24-T-030	DESIGN ONLY - near Carlton Beach Rd junction - formalise verge parking (seal, line mark, drain). Construct in 2024/25, in the FMS.			\$ 3,100	\$ -
	<b>TOTAL Carparks 2023/24</b>			<b>\$ 15,000</b>	<b>\$ 24,500</b>		
	<b>STORMWATER</b>						
38	Carlton, Provence Drive	C-24-S-001	Asphalt spoon drain for 250 metres.			\$ -	\$ -
39	Carlton River, Reardons Road	C-24-S-002	Culvert pipe installation under road.			\$ -	\$ -
40	Municipality - Various	C-24-S-003	Reactive minor jobs that can be capitalised (replacement only).			\$ -	\$ -
41	Forcett, Pendell Drive	C-24-S-003-A	Realign culvert pipes Pendell Drive Forcett			\$ 3,457	\$ -
42	Carlton, Arlenar Street	C-24-S-003-B	Arlenar Street Outfall			\$ 8,947	\$ -
43	Penna, Penna Road	C-24-S-003-C	Penna Road Box Culvert Extension BC100062			\$ 2,276	\$ -
44	Municipality - Various	C-24-S-004	Grate replacement - various roads.			\$ -	\$ -
45	Dodges Ferry, Three Street	C-24-S-005	Provision for initial stage of works to address property impacts.			\$ -	\$ -
46	Sorell, Main Road	C-24-S-006	Stormwater Pipe & Pit (upgrade)			\$ -	\$ -
47	Nugent, Nugent Road	C-24-S-010	Nugent Road Culvert Replacements - Wattle Hill. 3 culverts need to be replaced.			\$ 39,136	\$ -
48	Dunalley	C-24-S-011	Dunalley Sea Strainer			\$ -	\$ -
	<b>TOTAL Stormwater 2023/24</b>			<b>\$ 230,367</b>	<b>\$ 257,003</b>		



8/02/2024	<b>SORELL COUNCIL</b> <b>CAPITAL WORKS BUDGET FOR 2023/2024</b>						
Number	Location	Job No.	Detailed Description	Original Approved Budget 2023/2024	Adjusted Budget Approved by Council	This Financial year	Commitments
<b>CARRY OVERS - STORMWATER</b>							
49	Dodges Ferry, Parnella Road	C-23-S-001	Road sheet flow control - Part 1 - #37/39 to #21 and Part 2 - Warrentena Road Reserve to #7.			\$ -	\$ -
50	Marion Bay, Bay Road and Marion Bay Road	C-23-S-002	Upgrade road culvert capacities with 1050 and 375, wingwalls and re-direct Bay Road culvert.			\$ -	\$ -
51	Sorell, Devenish Drive to CAC	C-23-S-003	SSMP stage 2, open channel and road culvert.			\$ 113,444	\$ -
52	Nugent, Nugent Road	C-23-S-006	Extension to twin 600 culverts - design & emergency culvert replacement.			\$ 363,007	\$ -
53	Primrose Sands, 17 Robinia Street and 5 Rowan Avenue	C-23-S-008	Kerb and channel, pit and pipe.			\$ -	\$ -
54	Orielton, Branders Road	C-23-S-013	Culvert under road and table drain.			\$ 24,489	\$ -
55	Carlton, Shamrock Court	C-23-S-015	Stormwater outfall remediation.			\$ -	\$ -
56	Lewisham, Whitlam Court	C-24-S-007	Stormwater upgrade design + construction.			\$ -	\$ -
57	Carlton, Erle Street	C-24-S-008	Stormwater upgrade.			\$ 6,180	\$ -
58	Dodges Ferry, Seventh Avenue	C-24-S-009	Installation of box culvert.			\$ 31,395	\$ 29,875
59	Dodges Ferry, Lateena Street	C-22-S-010	Outfall upgrade on PWS foreshore - renewal replacing the failed section of stormwater pipe.			\$ 22,267	\$ -
60	Dodges Ferry, Kannah Street	C-21-S-009	Stormwater upgrade projects - improved infrastructure and reduce the risk of flooding			\$ 3,920	\$ -
61	Southern Beaches, Coastal & Estuarine Risk Mitigation Project (CERP Grant) - COASTAL OUTFALLS	C-24-S-CERP-A	Upgrade stormwater and outfalls, rehabilitation, protection coastal estuary, weed control, improve ecological and hydrological study (CERP). COASTAL OUTFALLS			\$ 49,673	\$ -
62	Southern Beaches, Coastal & Estuarine Risk Mitigation Project (CERP Grant) - BLUE LAGOON	C-24-S-CERP-B	Upgrade stormwater and outfalls, rehabilitation, protection coastal estuary, weed control, improve ecological and hydrological study (CERP). BLUE LAGOON			\$ 1,398	\$ -
63	Southern Beaches, Coastal & Estuarine Risk Mitigation Project (CERP Grant) - CARLTON ESTUARY	C-24-S-CERP-C	Upgrade stormwater and outfalls, rehabilitation, protection coastal estuary, weed control, improve ecological and hydrological study (CERP). CARLTON ESTUARY			\$ -	\$ 8,473
<b>TOTAL Carry Overs - Stormwater</b>				<b>\$ 2,624,177</b>	<b>\$ 2,281,222</b>		



8/02/2024	<b>SORELL COUNCIL</b> <b>CAPITAL WORKS BUDGET FOR 2023/2024</b>						
Number	Location	Job No.	Detailed Description	Original Approved Budget 2023/2024	Adjusted Budget Approved by Council	This Financial year	Commitments
<b>FOOTPATHS &amp; KERBS</b>							
64	Carlton, Carlton Beach Road	C-24-T-031	Renewal of footpath from Park Beach access to East Street - 1.3m asphalt.			\$ -	\$ -
65	Midway Point, Brady Street	C-24-T-032	Renewal of footpath - 1.3m concrete (note: the width likely can't be anymore without having push kerb out).			\$ -	\$ -
66	Midway Point, Midway Street	C-24-T-033	Renewal of footpath from Reynolds Road to Flyway Park - 1.3m concrete.			\$ -	\$ -
67	Midway Point, Reynolds Road	C-24-T-034	Lot 101 Reynolds Road - 2 no. kerb ramps.			\$ -	\$ -
68	Carlton, Carlton River Road	C-24-T-035	Path and guard rail from bus stop to Gate Five Road.			\$ 584	\$ -
69	Midway Point, Suncrest Street	C-24-T-036	Renewal of footpath - 1.5m concrete, to access the bus stop and Midway Point Neighbourhood House (includes 5 x Kerb ramps and stormwater lids).			\$ -	\$ -
<b>TOTAL Footpaths &amp; Kerbs 2023/24</b>				<b>\$ 444,500</b>	<b>\$ 444,500</b>		
<b>CARRY OVERS - FOOTPATHS &amp; KERBS</b>							
70	Lewisham, Lewisham Scenic Drive	C-22-T-027	Asphalt footpath renewal between Gregory and Hurst Street.			\$ 124,921	\$ 164,686
71	Sorell	C-22-T-036	Rotary Club bus shelters.			\$ 2,588	\$ -
72	Dodges Ferry, Parnella Road	C-23-T-003	New kerb and channel assets to existing chip seal road. Works associated with stormwater upgrade.			\$ 563	\$ -
73	Dodges Ferry, Junction Street	C-23-T-046	Asphalt footpath renewal. Renewal of footpath from Carlton Beach Road to Bingham Street- 1.5m asphalt.			\$ -	\$ -
74	Sorell, Valley View Close	C-23-T-048	Renewal of footpath - 1.5m asphalt			\$ 139,951	\$ -
75	Penna, Penna Road	C-23-T-050	Renewal of footpath from Reynolds Road to San Francisco Street - 1.4 - 1.8m concrete.			\$ 870	\$ -
76	Sorell, Hub footpath replacement	C-23-T-051	PW102500 - replace bitumen footpath with concrete at existing width			\$ 4,845	\$ -
<b>TOTAL Carry Overs - Footpaths &amp; Kerbs</b>				<b>\$ 801,231</b>	<b>\$ 488,388</b>		
<b>OTHER TRANSPORT</b>							
77	Dodges Ferry, Webb Street	C-24-T-038	DSG Infrastructure Tasmania Division: Recommendation: to install chevron alignment markers to highlight the cure to westbound motorists.			-	-
78	Nugent, Nugent Road	C-24-T-026	Installation of 220 metre guardrail, west of Sunny Side Bridge.			\$ -	\$ -
79	Kellevie, Kellevie Road	C-24-T-039	Kellevie Road guardrail			\$ -	\$ -
80	Bream Creek, Bream Creek Road	C-24-T-040	Bream Creek guardrail			\$ -	\$ -
<b>TOTAL Other Transport 2023/24</b>				<b>\$ 45,000</b>	<b>\$ 85,000</b>		





8/02/2024	<b>SORELL COUNCIL</b> <b>CAPITAL WORKS BUDGET FOR 2023/2024</b>						
Number	Location	Job No.	Detailed Description	Original Approved Budget 2023/2024	Adjusted Budget Approved by Council	This Financial year	Commitments
	<b>BUILDINGS</b>						
81	Sorell, Sorell Memorial Hall	C-24-B-001	Replacement of operating flag poles x 2 (supply, delivery and installation).			\$ -	\$ -
82	Sorell, Sorell Memorial Hall	C-24-B-002	Extension for Historical Society storage, including change rooms and toilets.			\$ 2,842	\$ -
83	Sorell, Pembroke Park Stadium	C-24-B-003	Scoreboard addition for basketball scoring / fouls - mandatory for Chargers games and allowance for TV screen(s).			\$ -	\$ -
84	Sorell, Pembroke Park Stadium (Function Room)	C-24-B-004	Acoustics installation.			\$ -	\$ -
85	Sorell, Carriage Shed	C-24-B-005	Mandatory features for occupancy, including glass entrance, plus design, brackets, project management fees and site surrounds.			\$ 8,912	\$ 5,168
86	Carlton Beach, Carlton Park SLSC	C-24-B-006	Carlton Park Surf Life Saving Club Wheel Chair Enclosure			\$ 11,281	\$ -
	<b>TOTAL Buildings 2023/24</b>			<b>\$ 712,490</b>	<b>\$ 271,546</b>		
	<b>CARRY OVERS - BUILDINGS</b>						
87	Sorell (CAC), BEST / SE Jobs Hub & Training Facility	C-23-B-002	BEST / SE Jobs Hub & Training Facility.			\$ 5,043	\$ -
88	Sorell, Pembroke Park	C-23-PP-CHANGEROOMS	Scope and design to re-purpose old change rooms - for building surveyor/structural engineer to assess the building structure and advise regarding works for 2024/25.			\$ -	\$ -
89	Sorell, Pembroke Park Stadium	C-20-PEMPARK-STADIUM	Pembroke Park Stadium - \$0 Budget for 23/24 FY (included in report for reconciliation purposes)			\$ 2,541	\$ -
90	Sorell, Pemboke Park Function Centre	C-23-B-001	Pembroke Park Function Centre - \$0 Budget for 23/24 FY (included in report for reconciliation purposes)			\$ 8,252	\$ -
	<b>Total Carry Overs - Buildings</b>			<b>\$ 2,870,000</b>	<b>\$ 214,541</b>		



8/02/2024	<b>SORELL COUNCIL</b> <b>CAPITAL WORKS BUDGET FOR 2023/2024</b>						
Number	Location	Job No.	Detailed Description	Original Approved Budget 2023/2024	Adjusted Budget Approved by Council	This Financial year	Commitments
<b>PLANT &amp; EQUIPMENT</b>							
91	CAC & Depot	C-24-P-001	Light fleet replacement.			\$ -	\$ 125,435
92	Depot	C-24-P-002	Metro count traffic counter. RoadPod VT 5900, including RC and metro count USB communications cable (1.8m).			\$ 19,732	\$ -
93	Depot	C-24-P-003	Truck to replace Hino D62FK (HF-XX-013) [FPE119680], including tool boxes, roof mounted VMS/arrow board and crane attachment.			\$ -	\$ 123,660
94	Depot	C-24-P-004	Vehicle radio installation.			\$ -	\$ -
95	Depot	C-24-P-005	Roller 12 Tonne Dynapac CA3500D (smoot drum roller), to replace Bomag 7 tonne roller.			\$ 173,890	\$ -
96	Depot	C-24-P-006	Scarifier - grader attachment. Grader attachment for more efficiency in unsealed pothole break up.			\$ 9,156	\$ -
97	Depot	C-24-P-007	Roller Trailer			\$ 6,602	\$ -
98	CAC	C-24-P-008	Green Waste Bins			\$ -	\$ -
<b>TOTAL Plant &amp; Equipment 2023/24</b>				<b>\$ 473,405</b>	<b>\$ 1,006,188</b>		
<b>CARRY OVERS - PLANT &amp; EQUIPMENT</b>							
99	CAC	C-23-P-001	Light fleet replacement - 1x DMAX ute remaining (Dec 23 expected delivery).			\$ 48,345	\$ -
100	Depot	C-23-P-003	Truck to replace DAF (C16LE) (HF-XX-007) - Roads.			\$ -	\$ 162,232
<b>TOTAL Carry Overs - Plant &amp; Equipment</b>				<b>\$ 227,058</b>	<b>\$ 267,604</b>		
<b>IT</b>							
101	CAC	C-24-IT-001	PC and monitor renewal project for all staff (excluding the engineering department).			\$ -	\$ -
102	CAC, Depot, & Midway Point	C-24-IT-002	Security system integration renewal - scoping and design only.			\$ -	\$ -
<b>TOTAL IT 2023/24</b>				<b>\$ 160,000</b>	<b>\$ 160,000</b>		
<b>CARRY OVERS - IT</b>							
103	CAC	C-23-IT-001	Fibre connection & hardware to Emergency Hub (for the purpose of CCTV footage direct to the Police).			\$ -	\$ -
<b>TOTAL Carry Overs - IT</b>				<b>\$ 5,000</b>	<b>\$ -</b>		
<b>LAND</b>							
<b>CARRY OVERS - LAND</b>							
104	Pawleena, Pawleena Road and Arthur Highway roundabout	C-24-LA-001	Acquisition costs.			\$ 19,410	\$ -
<b>TOTAL Carry Overs - Land</b>				<b>\$ 51,062</b>	<b>\$ 51,062</b>		



8/02/2024	<b>SORELL COUNCIL</b> <b>CAPITAL WORKS BUDGET FOR 2023/2024</b>						
Number	Location	Job No.	Detailed Description	Original Approved Budget 2023/2024	Adjusted Budget Approved by Council	This Financial year	Commitments
	<b>LAND IMPROVEMENTS (PARKS &amp; RESERVES)</b>						
105	Dodges Ferry, Recreation Ground	C-24-LI-001	Cricket pitch renewal.			\$ 35,647	\$ -
106	Primrose Sands, Primrose Sands Hall	C-24-LI-002	Additional BBQ and shelter or extra playground equipment with re-aligned fencing.			\$ -	\$ -
107	Penna, Penna Beach	C-24-LI-003	Gravel path extension. 430 metre link track at 1.5 - 2.0 metre wide across TW land to existing car park track including bridge.			\$ -	\$ -
108	Sorell, Miena Park	C-24-LI-004	250m link track at 1.5 metre wide behind Chromy Sub as Stage 1.			\$ -	\$ -
109	Sorell	C-24-LI-005	Streetscape upgrades. Stage 4 (a).			\$ -	\$ -
110	Sorell, Pembroke Park	C-24-LI-006	Little Athletics, jump pit run ups (renewal).			\$ 5,625	\$ -
111	Sorell, Pembroke Park	C-24-LI-007	Netball courts, additional portable outdoor seating.			\$ 11,550	\$ -
112	Dunalley, Imlay Street Park	C-24-LI-008	Fencing (complete replacement - needs to be marine suitable).			\$ -	\$ -
113	Municipality - Various	C-24-LI-009	Reactive minor jobs that can be capitalised (replacement only), including bins, benches, planter boxes, seating.			\$ -	\$ -
114	Dodges Ferry, Tigerhead Boat Park	C-24-LI-010	Playground shade sail at Tigerhead Boat Park.			\$ -	\$ -
115	Sorell, Pembroke Park	C-24-LI-011	Irrigation. TW conformance upgrade required - new backflow prevention device - high hazard.			\$ -	\$ -
116	Municipality - Various	C-24-T-027	Signs for suburb entrances.			\$ -	\$ -
117	Sorell, Pawleena Park	C-24-LI-012	Pawleena Park Fencing			\$ 13,536	\$ -
118	Sorell, Pawleena Park	C-24-LI-013	Pawleena Park Irrigation			\$ -	\$ -
	<b>TOTAL Land Improvements (Parks &amp; Reserves) 2023/24</b>			<b>\$ 585,832</b>	<b>\$ 355,499</b>		



8/02/2024	<b>SORELL COUNCIL</b> <b>CAPITAL WORKS BUDGET FOR 2023/2024</b>						
Number	Location	Job No.	Detailed Description	Original Approved Budget 2023/2024	Adjusted Budget Approved by Council	This Financial year	Commitments
<b>CARRY OVERS - LAND IMPROVEMENTS (PARKS &amp; RESERVES)</b>							
119	Dodges Ferry, Red Ochre Beach	C-23-LI-001	Foreshore access steps (requires long term PWS lease with road maintenance).			\$ 273	\$ -
120	Primrose Sands, Tamarix Road	C-23-LI-002	Gravel path at 1.5 metre wide x 580 metre length. Nerine Street to Carlton Bluff Road.			\$ 1,001	\$ 87,028
121	Sorell, Railway Line Reserve to Devenish Drive	C-23-LI-003	Gravel path at 2.0 metre wide - CAC concrete stormwater culvert to Devenish Drive (works tied in with stormwater upgrade, including fence along drain).			\$ 116,850	\$ -
122	Sorell, Railway Line Reserve to Dubs & Co	C-23-LI-004	Gravel path at 2.0 metre wide - CAC concrete stormwater culvert to Dubs & Co access road (works tied in with stormwater upgrade).			\$ 500	\$ -
123	Sorell, Pembroke Park	C-23-LI-005	BMX facility (club to provide start gates/timing/light poles x 6)			\$ 807,371	\$ 375,001
124	Sorell, Sorell Memorial Hall	C-23-LI-007	RSL memorial wall.			\$ -	\$ -
125	Sorell	C-23-LI-008	Streetscape upgrades. Stage 3 - sign intersection and other sites.			\$ 311,470	\$ 112,050
126	Sorell, 12 Tarbook Court	C-23-LI-017	Boundary adjustment and new fence in Tarbook Court.			\$ 70	\$ 7,100
127	Sorell, Pembroke Park	C-22-LI-005	Soccer field dugouts installation.			\$ 56	\$ -
<b>TOTAL Carry Overs - Land Improvements (Parks &amp; Reserves)</b>				<b>\$ 1,992,725</b>	<b>\$ 2,031,442</b>		
<b>PRELIMINARY WORK IN 2023/24</b>							
128	Carlton, Carlton River Road	C-24-PRELIM-CRRD	Design only - Carlton River Road reconstruction.			\$ -	\$ -
129	Connellys Marsh, Fulham Road	C-24-PRELIM-FULHAM	Design only - Fulham Road reconstruction or lime stabilize at Connellys Marsh intersection.			\$ -	\$ -
130	Dodges Ferry, Pearl Court	C-24-PRELIM-PEARL	Design only - Chip seal and lime stabilisation and stormwater culvert.			\$ -	\$ -
131	Forcett, White Hill Road	C-24-PRELIM-WHRD	Investigation and pavement design only - lime stabilisation and reseal of White Hill Road dust seals and Delmore Road - White Hill Rd Intersection.			\$ -	\$ -
<b>TOTAL PRELIMINARY WORK 2023/24</b>				<b>\$ 80,000</b>	<b>\$ 30,000</b>		



8/02/2024	<b>SORELL COUNCIL</b> <b>CAPITAL WORKS BUDGET FOR 2023/2024</b>						
Number	Location	Job No.	Detailed Description	Original Approved Budget 2023/2024	Adjusted Budget Approved by Council	This Financial year	Commitments
	<b>CARRY OVERS - PRELIMINARY WORK</b>						
132	Orielton, Allambie Road	C-24-PRELIM-ALLAMBIE	Reconstruction with chip seal surface, design only.			\$ 12,043	\$ 10,025
133	Primrose Sands, Oak Street	C-24-PRELIM-OAK	Reconstruction with chip seal surface, design only.			\$ 8,774	\$ 10,075
134	Dunalley, Franklin Street	C-24-PRELIM-FRANKLIN	Reconstruction with chip seal surface (design only).			\$ -	\$ -
135	Sorell, Brinktop Road	C-24-PRELIM-BRINKTOP	Preliminary reseal between the highway and Penna Road done in 2022/23 for 2023/24. For 2023/24 - 6 segments asphalt reseal, plus pep work. Further investigation of continuing pavement failures and profile issues proposes spray seal as alternative. Sub base rectification costs TBC & subject to design/survey.			\$ 80	\$ -
136	Dodges Ferry, Jacobs Court	C-24-PRELIM-JACOBS	Design to cross 14 SH Road in 23/24 and complete connection in 24/25 FY.			\$ -	\$ -
	<b>TOTAL Carry Overs - Preliminary Work</b>			<b>\$ 135,000</b>	<b>\$ 135,000</b>		
			Capital candidates approved by GM	\$ 18,037,243			
			Total 2022/23 Capital Jobs Carried Over to 2023/24	\$ 13,104,193	\$ 10,818,762		
			Total 2023/24 New Jobs	\$ 4,933,050	\$ 4,354,235		
			<b>TOTAL 2023/24 CAPITAL BUDGET</b>	<b>\$ 18,037,243</b>	<b>\$ 15,172,998</b>	<b>\$ 6,710,556</b>	<b>\$ 2,453,046</b>



## 16.3 OPERATING BUDGET - MID YEAR BUDGET REVIEW

### RECOMMENDATION

“That the Sorell Council Operating Mid-Year Budget Review be received and approved by Council.”

A full review of the Council’s financial operating position to the end of December 2023 has been undertaken. Adjustments have been recommended as per the attached revised budget.

The Mid Year Budget Review (MYBR) operating surplus for the period ended 30 June 2024 is \$312k, which is \$340k below the original budget operating surplus of \$651k. The main drivers of the change in operating surplus are:

- The MYBR total operating income of \$23.868m is \$104k less than original budgeted income.
- The MYBR total expenses of \$23.557m is \$236k greater than the original budgeted expenses.

The MYBR net surplus for the period ended 30 June 2024 is \$12.231m, which is \$4.655m above the original budget net surplus. This is due to the above mentioned movements in total operating income and expenses and also the MYBR total capital income is expected to increase by \$4.994m from the original budget.

In summary, the forecast budget for the 2023/2024 financial year has been amended in the following areas:

### OPERATING INCOME

Operating income is now forecast to decrease by \$104k, bringing the expected budget for the financial year up to \$23.868m.

The main reasons for this movement are:

- Rates and charges is expected to increase by \$221k, as a result of rates raised from supplementary valuations received from the officer of the Valuer-General. The significant components of rates and charges income have been adjusted to reflect actuals at the time MYBR was prepared.
- Statutory fees and charges is expected to decrease by \$105k, as a result of actual Town Planning activity being less than expected for the first half of the financial year. This lower than originally estimated Town Planning activity, has also been forecast for the remainder of the financial year.
- Operating grants is expected to decrease by \$934k, as a result of the following key changes:



- The Commonwealth Financial Assistance Grant (FAG) has decreased by \$893k. The FAG was originally budgeted for \$2.662m. The actual FAG allocation for 2023/2024 financial year was \$3.052m. However, of this actual allocation, \$2.783m (91%) was paid to Council in advance in June 2023. Leaving only \$269k to be received by Council during the 2023/2024 financial year. In addition, at MYBR a prepayment of \$1.5m has been budgeted to be received in June 2024. Although this prepayment is not guaranteed, it has been estimated based on an average of the past 5 year's prepayments.
- State grants and subsidies has decreased by \$41k. This is a result of the approval of two new grant deeds during the financial year. Grant funding to undertake remedial repairs to the Gypsy Bay Boat Ramp Jetty (\$25k) and funding for the South East Youth Project (\$54k). This additional grant funding is offset by a \$118k reduction in the expected operational grant funding relating to the Safer Rural Roads Program (SRRP). This reduction is a result of a reduction to the project budget due to a change in scope (\$40k), a change in project scope resulting in the funding moving to capital grant income (\$31k) and a budgeting error in the original budget whereby Council's contribution was incorrectly included as grant income.
- Contributions received is expected to increase by \$354k. The significant components of contributions received income have been adjusted to reflect actuals at the time MYBR was prepared. The increase to this income stream is a result of the following key changes:
  - Public open space contributions has increased by \$276k, as a result of a significant number of subdivision developments at; Pawleena Road; Arthur Highway, Sorell; Gordon Street, Sorell; Dubs & Co Drive, Sorell; Miena Drive, Sorell; Allambie Road, Orielton; Greens Road, Orielton; and Walker Street, Sorell.
  - Car parking cash in lieu contributions has decreased by \$27k, as a result of correcting a duplication budgeting error in the original budget and a development application with a car park now expected to occur next financial year.
  - Contributions received other has increased by \$105k, predominantly as a result of a \$100k contribution made by the Department of Police, Fire and Emergency Management toward the cost of the road extension at 47 Cole Street, Sorell.
- Interest income is expected to increase by \$271k, as a result of higher than expected interest rates on term-deposit investments. An updated investment analysis was completed during the MYBR process to estimate interest income based on current and forecasted interest rates and investment balances.
- Other income is expected to increase by \$90k, as a result of the following key changes:
  - Hall hire has decreased by \$30k. The original hall hire budget was based on the previous financial year's activity, however, during the 2023/2024 financial year a number of customers started hiring the



Stadium instead of halls. In addition, Business and Employment Southeast Tasmania (BEST) entered into a lease with Council, rather than a hiring arrangement.

- Lease/rent fees received has increased by \$14k, as a result of BEST entering into a lease with Council.
- Other sundry income has increased by \$85k. The significant components of other sundry income have been adjusted to reflect actuals at the time MYBR was prepared. The increase to this income stream is due to Council paying \$39k for a private property wastewater treatment system. Council then raised an invoice and charged the property estate for this expenditure. Refer to other sundry expenses adjustment below. The sundry income increase is also a result of \$30k from the sale of road reserves and \$11k relating to street lights for the Peninsula subdivision development in Midway Point.
- Insurance recoveries has increased by \$7k, which has been adjusted to reflect actual recoveries at the time MYBR was prepared. These recoveries relate to vandalism claims.
- Workers compensation reimbursement has increased by \$12k, which has been adjusted to reflect actuals at the time MYBR was prepared.

## CAPITAL INCOME

Capital income is now forecast to increase by \$4.994m, bringing the expected budget for the financial year up to \$11.920m.

The main reasons for this movement are:

- Capital grants is expected to decrease by \$3.442m, as a result of the following key changes:
  - \$522k increase relating to grants that were not originally budgeted for, either due to the approval of new grant deeds during the financial year or changes to capital project timing.
  - \$3.964m decrease relating to grants originally budgeted, but due to capital project delays, the grant income will no longer be recognised this financial year. \$2.775m (80%) of this downward adjustment relates to grant funding for the SERDA Jobs Hub. Originally it was estimated that a significant amount of this capital project would be completed during the financial year, however due to a delay in finalising the grant deed, the majority of this project is now expected to be completed during the 2024/2025 financial year.
- Contributions – non-monetary assets has increased by \$8.472m, as a result of donated assets which have been capitalised in the Assetic asset management system in the first half of the financial year. Donated assets generally relate to subdivision assets, which become a Council asset once the





development is complete. In the first half of the financial year, donated assets have a significantly large value, as a result of the completion of multiple stages of the Sorell Estate (Pawleena), 20 Arthur Highway (Sorell) and the Peninsula (Midway Point) subdivision developments.

- Net gain / loss on disposal has decreased by \$36k, as a result of a net loss on disposal of assets which have been processed in the Assetic asset management system in the first half of the financial year. Asset disposals year-to-date are a result of the completion of replacement and renewal capital jobs and the disposal of light and heavy fleet.

## EXPENSES

Total expenditure is now forecast to increase by \$236k, bringing the expected budget for the financial year up to \$23.557m.

The main reasons for this movement are:

- Employee benefits is expected to decrease by \$55k, as a result of the following key changes:
  - Fringe benefit tax has increased by \$11k. This adjustment is based on 2022/2023 FBT payable.
  - Long service leave (LSL) has decreased by \$32k, as a result of a claim to transfer one employee's LSL on termination. This employee previously worked for another Council and therefore on termination Council invoiced the employee's previous employer to reimburse a portion of the LSL pay out.
  - Recruitment costs has increased by \$56k. The adjustment reflects the actuals at the time MYBR was prepared. This expenditure relates to the cost of recruiting various vacant positions across Council.
  - Superannuation has decreased by \$41k. In the first half of the financial year a number of factors resulted in actual superannuation expenditure being less than budgeted, including; delays in recruiting vacancies; a redundancy payment; and superannuation budgeted per the Enterprise Agreement not being due on new staff until the completion of a 6 month term. The adjustment reflects the year-to-date variance at the time MYBR was prepared.
  - Workers compensation insurance has decreased by \$49k, taking into account a workers compensation claim experience discount received during the financial year but not budgeted for.
- Materials and services is expected to increase by \$179k, as a result of the following key changes:
  - Abandoned cars and dumped rubbish disposal costs has increase by \$11k, as a result of Council taking action against a property.



- Cleaning has increased by \$59k, as a result of public BBQs being added to the cleaning service. The Public BBQ cleaning service was not included in the original budget.
- Computer software and maintenance licenses has decreased by \$25k, as a result of budgeted document management software not required in the current financial year and the actual cost of engineering design software being less than originally budgeted.
- Consultants has increased by \$39k, a result of the following key changes:
  - ❖ \$30k for additional services required for the finance system upgrade.
  - ❖ \$11k for additional services required for stormwater assessments.
  - ❖ \$16k for additional road safety audit requirements.
  - ❖ \$2k for additional services required for the stormwater CCTV project.
  - ❖ \$20k reduction in the cost of the social strategy and tracks and trails projects, due to the same consultant being used for both projects.
- Mornington Park transfer station disposal costs has decreased by \$56k, as a result of a budgeting error in the original budget. The original budget did not include the reduction in Southern Waste Solution's charge to Council due to Council's ownership interest in the Copping Refuse Disposal Site Joint Authority. This has been corrected for in the MYBR figure.
- Land survey costs has increased by \$10k, which has been adjusted to reflect actuals at the time MYBR was prepared, with an additional \$5k contingency for the remainder of the financial year.
- Line marking has decreased by \$88k. This relates to the SRRP. In the original budget \$120k was budgeted for SRRP line marking. The original budget has been re-assessed and now only \$32k is required for line marking. The \$88k has been reallocated to signage and guide posts (\$18k), a new guardrail capital project at Kellevie (\$50k) and an overall reduction to the project budget due to a change in scope (\$20k).
- Operating capital has increased by \$183k, as a result of actual year-to-date capital write-offs, which were not included in the original budget. Capital write-offs relate to components of capital jobs, which do not meet the Australian Accounting Standards Board (AASB) definition of property, plant and equipment and therefore cannot be capitalised as an asset and must instead be included in operating expenditure. The most significant capital write-off (\$161k) year-to-date relates to the cost to relocate TasWater external services in order to complete the Devenish Drive to CAC stormwater project.
- Repairs and maintenance has increased by \$27k. This is a result of additional land improvement requirements (\$47k total) including;

works at the Carlton Beach Surf Club; slashing at the Dodges Ferry Recreation Centre Reserve; works at Penna Beach car park; works at Pawleena Park; additional tree works due to audit; and purchasing of plants. This increase is partially offset by an overall reduction to the SRRP project budget relating to tree treatment at Bream Creek. This project has decreased from \$100k to \$80k, due to a change in project scope.

- Signage and guide posts has increased by \$18k. This relates to the SRRP. In the original budget \$12k was budgeted for SRRP signage. The original budget has been re-assessed and now \$18k has been re-allocated from line making. Refer to line marking adjustment above.
  - Street bin collection contract has decreased by \$7k, as a result of correcting a budgeting error in the original budget.
  - Valuation expenses has increased by \$10k, as a result of more supplementary rate valuations received year-to-date than expected. This increased supplementary valuation activity, has also been forecast for the remainder of the financial year. This is evident with the increase in rates revenue adjusted above at rates and charges income.
- Depreciation and amortisation is estimated to increase by \$9k as a result of the revised forecasting from the asset systems.
  - Other expenses is expected to increase by \$102k, as a result of the following key changes:
    - Functions and programs has increased by \$14k. The original budget included an amount of \$40k for a youth program. Council have received a grant of \$54k from the Tasmanian Community Fund for the South East Youth Project. The adjustment of \$14k has been made so the total expenditure matches the value of the grant. The grant income has been adjusted for at operating grants.
    - Insurance claims related expenses has increased by \$14k. This expenditure item has been adjusted to include actuals at the time MYBR was prepared. The predominant increase is a result of an excess payable amount, relating to an event during high winds where a tree damaged a masonry fence and automated gate.
    - General insurance has increased by \$38k. This expenditure item has been adjusted to reflect the financial year's actuals. The increase is a result of higher than expected premiums for the 2023/2024 financial year.
    - Land tax has increased by \$8k. This expenditure item has been adjusted to reflect the financial year's actuals and assumes Council's will receive a refund (\$6k) from the State Revenue Officer for a lodged land tax dispute relating to an existing public open place lot in Sorell. This increase is a result of higher than expected actuals for the

2023/2024 financial year, due to land values increasing more than expected.

- NRM expenses has increased by \$5k, relating to Council's contribution towards a cat de-sex program with TassieCat.
- Other sundry expenses has increased by \$39k. The significant components of other sundry expenses have been adjusted to reflect actuals at the time MYBR was prepared. The increase to this expenditure item is due to Council paying \$39k for a private property wastewater treatment system. Council then raised an invoice and charged the property estate for this expenditure. Refer to other sundry income adjustment above.
- Public liability insurance has decreased by \$16k. This expenditure item has been adjusted to reflect the financial year's actuals. This decrease is a result of lower than expected premiums for the 2023/2024 financial year.

## NET CASH POSITION

Council's estimated net cash position at 30 June 2024 is now forecast to increase by \$1.673m since the original budget, with a forecast cash balance of \$13.180m at MYBR, compared to a forecast cash balance of \$11.507m in the original budget.

The main reasons for this movement are:

- The actual cash balance at 30 June 2023 of \$18.427m, was \$2.966m greater than the amount forecast when the original budget was prepared.
- Operating profit (excluding depreciation) is expected to decrease by \$331k compared to the original budget estimations.
- Grant income received is expected to decrease by \$4.076m compared to original budget estimations.
- Capital expenditure is expected to decrease by \$3.388m compared to the original budget estimations.
- Net funding from borrowings is expected to decrease by \$274k compared to the original budget estimations.

**Stephanie Perry**  
Manager Finance

**Sally Fang**  
Accountant

Date: 13 February 2024  
Attachments (9 pages)



<b>SORELL COUNCIL</b>			
<b>SUMMARY DEPARTMENTAL PROFIT &amp; LOSS</b>			
<b>BUDGET FOR THE PERIOD ENDED 30 JUNE 2024</b>			
	<b>BUDGET 2023/2024</b>	<b>MYBR 2023/2024</b>	<b>MOVEMENT</b>
<b>OPERATING INCOME</b>			
Rates and Charges	17,860,210	18,081,217	221,007
Statutory Fees and Charges	698,254	592,825	(105,429)
User Fees	670,104	670,104	0
Grants Operating	2,951,440	2,017,201	(934,239)
Contributions Received	117,500	471,264	353,764
Interest	783,564	1,054,766	271,202
Other Income	567,147	656,991	89,844
Investment Income from TasWater	324,000	324,000	0
<b>TOTAL OPERATING INCOME</b>	<b>23,972,219</b>	<b>23,868,368</b>	<b>(103,851)</b>
<b>EXPENSES</b>			
Employee Benefits	7,749,556	7,694,977	(54,579)
Materials and Services	7,643,954	7,823,002	179,048
Depreciation and Amortisation	6,089,896	6,099,125	9,229
Finance Costs	50,610	50,610	0
Other Expenses	1,786,730	1,889,117	102,387
<b>TOTAL EXPENSES</b>	<b>23,320,746</b>	<b>23,556,832</b>	<b>236,085</b>
<b>OPERATING SURPLUS / (DEFICIT)</b>	<b>651,473</b>	<b>311,536</b>	<b>(339,937)</b>
<b>CAPITAL INCOME</b>			
Grants Capital	6,925,286	3,483,545	(3,441,741)
Contributions - Non Monetary Assets	-	8,472,472	8,472,472
Net Gain / (Loss) on Disposal	-	36,326	(36,326)
Share of Interest in Joint Ventures	-	-	0
<b>TOTAL CAPITAL INCOME</b>	<b>6,925,286</b>	<b>11,919,691</b>	<b>4,994,405</b>
<b>NET SURPLUS / (DEFICIT)</b>	<b>7,576,759</b>	<b>12,231,227</b>	<b>4,654,468</b>



**SORELL COUNCIL**  
**SUMMARY DEPARTMENTAL PROFIT & LOSS**  
**BUDGET FOR THE PERIOD ENDED 30 JUNE 2024**

Net results	Budget 2023/2024 PNL	Budget 2023/2024 Cash
<b>Department Net result</b>		
GM & Councillors	(1,168,684)	(1,141,774)
Finance	15,629,733	15,743,969
Community & HR	(3,120,382)	(2,466,696)
Engineering, Regulatory Services, IT & Depot	(11,029,131)	(5,724,837)
<b>Total Operating Profit / (Loss)</b>	311,536	6,410,662
<b>Capital Expenditure</b>		
Renewal and Replacement		(8,494,462)
New / Upgrade		(6,678,536)
February 2024 Capital Expenditure approval requests		523,581
<b>Total Capital Expenditure</b>		(14,649,417)
<b>Grant Income</b>		
Grants Received for Capital Works	3,483,545	2,743,927
Grants Received in advance for Operational Works		(120,000)
<b>Borrowings</b>		
New Borrowings		612,344
Principal Repayment of Loans		(244,436)
<b>Net Cash Surplus / (Deficit) for 2023/2024</b>		<b>(5,246,920)</b>

<b>Cash &amp; Investments Forecast</b>		
Cash & Investments as at 01/07/2023		18,427,000
Add:		
PNL Cash Surplus		6,410,662
Grants Received for Capital Works		2,743,927
Grants Received in advance for Operational Works		(120,000)
Proceeds from Sale of Assets		-
New Borrowings		612,344
		9,646,932
Less:		
Capital Expenditure		(14,649,417)
Loan Repayments		(244,436)
		(14,893,853)
<b>Cash at Bank Forecast as at 30/06/2024</b>		<b>13,180,080</b>



SORELL COUNCIL			
DEPARTMENTAL PROFIT & LOSS			
BUDGET FOR THE PERIOD ENDED 30 JUNE 2024			
FOR COST CENTRE - All Cost Centres			
	BUDGET 2023/2024	MYBR 2023/2024	Movement
1000 <b>OPERATING INCOME</b>			
1100 <b>Rates and Charges</b>			
1105 Rates - General/Ordinary/Residential	14,264,094	14,440,581	176,487
1110 Rates General Written Off	(5,500)	(5,500)	0
1115 State Grant Rates Remission	870,899	882,110	11,211
1120 Rates Pensioner Concession	(870,899)	(882,110)	(11,211)
1125 Domestic Waste Annual Charge	2,965,882	3,001,165	35,282
1130 Fire Rates Levy Income	657,271	666,509	9,238
1140 Boat Shed Remissions	0	0	0
1150 Other Remissions	(23,538)	(23,538)	0
1160 AWTs Maintenance Fee Received	2,000	2,000	0
1199 <b>Rates and Charges Total</b>	<b>17,860,210</b>	<b>18,081,217</b>	<b>221,007</b>
1200 <b>Statutory Fees and Charges</b>			
1210 132 & 337 Certificate Fees	170,191	170,191	0
1220 Town Planning Fees	506,063	400,634	(105,429)
1225 Animal Infringements & Fines	6,500	6,500	0
1230 Other Infringements Fines & Penalties	10,000	10,000	0
1235 Licences & Permits	3,500	3,500	0
1240 Street Stall Permit Fee	2,000	2,000	0
1299 <b>Statutory Fees and Charges Total</b>	<b>698,254</b>	<b>592,825</b>	<b>(105,429)</b>
1300 <b>User Fees</b>			
1303 Animal Management Sundry Income -collars,signs etc	0	0	0
1306 Building Assessment Fees	89,872	89,872	0
1318 Caravan Licences	18,188	18,188	0
1327 Dog Impounding & Release Fees	1,200	1,200	0
1330 Dog Registration & Renewal	105,385	105,385	0
1331 Kennel Licences	1,500	1,500	0
1333 Driveway Approval and Inspection Fees	12,000	12,000	0
1335 Engineering Inspections & 1% Approval Fee	75,000	75,000	0
1336 Fire Abatement Charges	15,000	15,000	0
1342 Food Licences	48,146	48,146	0
1351 Photocopy Charges	0	0	0
1354 Plumbing Application Fees	139,087	139,087	0
1357 Plumbing Inspection	141,227	141,227	0
1360 Amended Plan Fees	6,000	6,000	0





<b>SORELL COUNCIL</b> <b>DEPARTMENTAL PROFIT &amp; LOSS</b> <b>BUDGET FOR THE PERIOD ENDED 30 JUNE 2024</b> <b>FOR COST CENTRE - All Cost Centres</b>			
	<b>BUDGET 2023/2024</b>	<b>MYBR 2023/2024</b>	<b>Movement</b>
1363 Recreational Vehicle Income	17,500	17,500	0
1369 Building Administration Fee (0.1%)	0	0	0
1372 TBCITB Training Levy (0.2%)	0	0	0
1399 <b>User Fees Total</b>	<b>670,104</b>	<b>670,104</b>	<b>0</b>
1400 <b>Grants Operating</b>			
1405 Commonwealth Financial Assistance Grant	2,662,262	1,768,785	(893,477)
1410 Comm'th Grants & Subsidies	0	0	0
1415 State Grants & Subsidies	289,178	248,416	(40,762)
1420 Other Grants & Subsidies	0	0	0
1430 Training Incentive Payment	0	0	0
1499 <b>Grants Operating Total</b>	<b>2,951,440</b>	<b>2,017,201</b>	<b>(934,239)</b>
1500 <b>Contributions Received</b>			
1505 Public Open Space Contributions	50,000	325,764	275,764
1506 Car Parking Cash in Lieu Contributions	42,500	15,000	(27,500)
1507 Subdiv Traffic Management Treatment Contributions	25,000	25,000	0
1510 Contributions Received Other	0	105,500	105,500
1549 <b>Contributions Received Total</b>	<b>117,500</b>	<b>471,264</b>	<b>353,764</b>
1550 <b>Interest</b>			
1560 Rates Interest Penalty	115,000	115,000	0
1565 Rates Interest Written Off	(400)	(400)	0
1570 Rates Legal Costs Recovered	750	750	0
1575 Interest Received Banks & Other	668,094	939,416	271,322
1577 Interest - MPIA	120	0	(120)
1599 <b>Interest Total</b>	<b>783,564</b>	<b>1,054,766</b>	<b>271,202</b>
1600 <b>Other Income</b>			
1605 Bad Debts Recovered	0	0	0
1610 Diesel Fuel Rebate	26,660	26,660	0
1615 Donations Received	0	0	0
1620 Hall Hire	105,920	75,644	(30,276)
1625 Lease/Rent Fees Received	97,590	111,637	14,048
1627 Lease Fees - Copping Tip	120,343	120,343	0
1630 Other Facility Hire	166,327	167,754	1,428
1632 SERDA - External Labour Hire Recoveries	0	0	0
1633 External Labour Hire Recoveries	0	0	0
1634 NRM Recoveries	0	0	0
1635 Other Sundry Income	2,000	87,500	85,500
1637 Insurance Recoveries	0	7,168	7,168
1645 Vehicle FBT Recoveries	48,308	48,308	0





SORELL COUNCIL				
DEPARTMENTAL PROFIT & LOSS				
BUDGET FOR THE PERIOD ENDED 30 JUNE 2024				
FOR COST CENTRE - All Cost Centres				
		BUDGET 2023/2024	MYBR 2023/2024	Movement
1655	Workers Compensation - Reimbursement	0	11,977	11,977
1656	Copping Public Cemetery Trust Net Income	0	0	0
1659	Information Board Revenue - Dunalley Hall	0	0	0
1660	Grave Site Sales - Dunalley Hall	0	0	0
1662	Wheelie Bin Stabiliser Income	0	0	0
1689	<b>Other Income Total</b>	<b>567,147</b>	<b>656,991</b>	<b>89,844</b>
1690	<b>Investment Income from TasWater</b>			
1694	TasWater Interim Dividend	324,000	324,000	0
1699	<b>Investment Income from TasWater Total</b>	<b>324,000</b>	<b>324,000</b>	<b>0</b>
1999	<b>Operating Income Total</b>	<b>23,972,219</b>	<b>23,868,368</b>	<b>(103,851)</b>
2000	<b>Capital Income</b>			
2100	<b>Grants Capital</b>			
2105	Roads to Recovery Funding	659,016	658,436	(580)
2110	Comm'th Grants new or upgraded assets	3,460,770	1,552,691	(1,908,079)
2115	State Grants for new or upgraded assets	2,805,500	1,253,525	(1,551,975)
2120	Other Grants for new or upgraded assets	0	18,893	18,893
2199	<b>Grants Capital Total</b>	<b>6,925,286</b>	<b>3,483,545</b>	<b>(3,441,741)</b>
2200	<b>Contributions - Non-monetary Assets</b>			
2205	Developer Contributions for assets	0	8,472,472	8,472,472
2299	<b>Contributions - Non-monetary Assets Total</b>	<b>0</b>	<b>8,472,472</b>	<b>8,472,472</b>



SORELL COUNCIL				
DEPARTMENTAL PROFIT & LOSS				
BUDGET FOR THE PERIOD ENDED 30 JUNE 2024				
FOR COST CENTRE - All Cost Centres				
		BUDGET 2023/2024	MYBR 2023/2024	Movement
2300	<b>Net Gain/(Loss) on Disposal</b>			
2305	(Profit) / Loss on Disposal of Assets	0	(36,326)	(36,326)
2320	Recognition / De-recognition of Assets	0	0	0
2399	<b>Net Gain/(Loss) on Disposal Total</b>	<b>0</b>	<b>(36,326)</b>	<b>(36,326)</b>
2400	<b>Share of Interests in Joint Ventures</b>			
2410	Fair value adjustment - Investment in Associate	0	0	0
2420	Revenue from Investment in Associates	0	0	0
2499	<b>Share of Interests in Joint Ventures Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
2899	<b>CAPITAL INCOME TOTAL</b>	<b>6,925,286</b>	<b>11,919,691</b>	<b>4,994,405</b>
2999	<b>TOTAL INCOME</b>	<b>30,897,505</b>	<b>35,788,059</b>	<b>4,890,554</b>
3000	<b>Expenses</b>			
3100	<b>Employee Benefits</b>			
3102	ADO Expense	59,622	59,622	0
3103	Annual Leave	547,642	547,642	0
3109	Conferences	5,000	5,000	0
3111	Drug and Alcohol Testing	3,000	3,000	0
3112	FBT Expenses - Gift Cards / Gifts	3,000	3,000	0
3114	FBT Expenses - Entertainment (FBT)	4,800	4,800	0
3115	Fringe Benefit Taxes	33,512	44,950	11,438
3118	Health and Well Being	4,000	4,000	0
3124	Long Service Leave	177,661	145,525	(32,136)
3127	Medicals	2,800	2,800	0
3130	Occupational Health and Safety	0	0	0
3136	Other Employee Costs	0	0	0
3139	Overheads Recovered	(68,681)	(68,681)	0
3145	Payroll Tax	342,689	342,689	0
3148	Protective Clothing & Accessories	28,900	28,900	0
3151	Recruitment Costs	0	55,941	55,941
3154	Salaries	5,546,375	5,546,375	0
3156	Salaries transferred to WIP	(180,739)	(180,739)	0
3163	Staff Training	71,148	71,148	0
3166	Superannuation - Council Contribution	884,328	843,159	(41,168)
3169	Temp Staff Employed Through Agency	0	0	0
3172	Travel and Accommodation	500	500	0
3175	Uniforms / Clothes Purchased	12,000	12,000	0
3181	Workers Compensation Expense Claims	0	0	0
3184	Workers Compensation Insurance	272,000	223,346	(48,654)
3199	<b>Employee Benefits Total</b>	<b>7,749,556</b>	<b>7,694,977</b>	<b>(54,579)</b>



SORELL COUNCIL			
DEPARTMENTAL PROFIT & LOSS			
BUDGET FOR THE PERIOD ENDED 30 JUNE 2024			
FOR COST CENTRE - All Cost Centres			
	BUDGET 2023/2024	MYBR 2023/2024	Movement
3200 <b>Materials and Services</b>			
3201 Abandoned Cars & Dumped Rubbish Disposal Costs	5,000	16,000	11,000
3202 Advertising	88,371	88,371	0
3204 AWTs Maintenance Charge	1,500	1,500	0
3206 Cleaning	260,704	320,064	59,360
3208 Computer Hardware / Hardware Maintenance	14,200	14,200	0
3212 Computer Software Maint and Licenses	339,441	314,087	(25,353)
3214 Consultants Other	562,975	602,192	39,216
3216 Contractors	371,940	369,952	(1,988)
3217 Contractors - Common Services	0	0	0
3218 Copping Tip Disposal Costs	0	0	0
3220 Mornington Park transfer station disposal costs	171,184	114,772	(56,412)
3221 Electronic Notices / Reminders	0	0	0
3222 Electricity	219,200	219,200	0
3223 Emergency Management	2,000	2,000	0
3224 Fire Hazard Reduction (Private Land)	9,000	9,000	0
3226 Fuel	269,013	269,013	0
3232 Internet, Telephone & Other Communication Charges	52,532	52,532	0
3234 Land Survey Costs	10,000	20,000	10,000
3236 Legal Fees (Advice etc)	106,000	106,000	0
3237 Line Marking	160,000	72,000	(88,000)
3240 Municipal Waste (Reserves)	0	0	0
3241 Operating Capital	26,300	209,162	182,862
3244 Plant & Motor Vehicle Repairs & Services	142,293	142,293	0
3246 Plant Hire - External	42,029	42,029	0
3248 Plant Hire - Internal Usage	21,654	21,654	0
3250 Plant Hire Recovered	(62,654)	(62,654)	0
3252 Plant Registration Fees	39,494	39,494	0
3254 Printing	34,528	34,528	0
3256 Recycling Centres	165,835	165,835	0
3257 Recycling Hub	2,000	2,000	0
3258 Registrations, Licenses and Permits	4,222	4,222	0
3259 CEMETERY Repairs and Maintenance	4,000	4,000	0



<b>SORELL COUNCIL</b> <b>DEPARTMENTAL PROFIT &amp; LOSS</b> <b>BUDGET FOR THE PERIOD ENDED 30 JUNE 2024</b> <b>FOR COST CENTRE - All Cost Centres</b>				
		<b>BUDGET 2023/2024</b>	<b>MYBR 2023/2024</b>	<b>Movement</b>
3260	Repairs and Maintenance	1,924,996	1,952,359	27,363
3261	Road Kill Collection Fees	4,500	4,500	0
3262	Kerbside Green Waste Collection	282,454	282,454	0
3263	Kerbside Green Waste Disposal	74,893	74,893	0
3264	Kerbside Hard Waste Collection	203,281	203,281	0
3265	Kerbside Hard Waste Disposal	42,000	42,000	0
3266	Kerbside Recycling Collection	332,536	332,536	0
3267	Kerbside Recycling Disposal	177,330	177,330	0
3268	Kerbside Garbage Collection	603,424	603,424	0
3269	Kerbside Garbage Disposal	276,000	276,000	0
3270	Security	28,667	28,667	0
3273	Signage & Guide Posts	67,815	85,815	18,000
3276	Settlement Costs ONLY	5,000	5,000	0
3278	Stationery & Office Consumables	36,121	36,121	0
3279	Street Bin Collection Contract	288,873	281,873	(7,000)
3280	Tools/Equipment Expensed (under \$1,000)	20,900	20,900	0
3282	Tyres	16,049	16,049	0
3284	Valuation Expenses	50,000	60,000	10,000
3290	Water Charges (Works Order)	146,357	146,357	0
3292	Wheelie Bin Stabiliser Expenses	0	0	0
3299	<b>Materials and Services Total</b>	<b>7,643,954</b>	<b>7,823,002</b>	<b>179,048</b>
3390	<b>Impairment of Debts</b>			
3399	<b>Impairment of Debts Total</b>			
3400	<b>Depreciation and Amortisation</b>			
3405	Depreciation Expense	6,063,454	6,082,129	18,675
3410	Amortisation Expense	18,410	8,965	(9,445)
3415	Amortisation Expense (Right of Use Asset)	8,032	8,032	0
3499	<b>Depreciation and Amortisation Total</b>	<b>6,089,896</b>	<b>6,099,125</b>	<b>9,229</b>
3500	<b>Finance Costs</b>			
3505	Interest on Loans	50,038	50,038	0
3515	Interest on Overdue Accounts	0	0	0
3521	Interest Expense (Lease Liability)	572	572	0
3599	<b>Finance Costs Total</b>	<b>50,610</b>	<b>50,610</b>	<b>0</b>
3600	<b>Other Expenses</b>			
3604	Audit Fees	60,500	60,500	0
3606	Audit Panel Expenses	7,000	7,000	0
3608	Bad & Doubtful Debts	0	0	0
3612	Bank Fees & Charges	38,195	38,195	0
3616	Bank Fees Recovered	(4,404)	(4,404)	0



SORELL COUNCIL			
DEPARTMENTAL PROFIT & LOSS			
BUDGET FOR THE PERIOD ENDED 30 JUNE 2024			
FOR COST CENTRE - All Cost Centres			
	BUDGET 2023/2024	MYBR 2023/2024	Movement
3620 Cashiers Rounding Adjustments	25	25	0
3624 Commissions Paid	25,894	25,894	0
3636 Councillor Allowances	157,266	157,266	0
3640 Councillor Expenses	2,000	2,000	0
3644 Councillor Vehicle Allowance	5,600	5,600	0
3656 Deputy Mayors Allowance	16,598	16,598	0
3660 Dog Pound & Other Animal Management Expenses	6,000	6,000	0
3661 Dog Home & Vet Fees	1,000	1,000	0
3664 Donations and Section 77 Expenses	65,000	65,000	0
3668 Election Expenses	7,972	7,972	0
3672 Employee Sub, Licences and Memberships	102,724	102,724	0
3676 Functions & Programs	93,400	107,661	14,261
3680 Insurance Claims Related Expenses	3,000	16,964	13,964
3688 Food & Beverages	4,011	4,011	0
3692 General Insurance	120,604	158,639	38,035
3704 Government Contribution (Voluntary)	630,980	630,980	(0)
3712 Immunisations	3,500	3,500	0
3720 Land Tax	91,707	100,541	8,834
3724 Mayor's Allowance	43,683	43,683	0
3731 NRM Expenses	20,000	25,000	5,000
3732 Motor Vehicle Insurance	33,310	33,310	0
3736 Other roundings	25	25	0
3740 Other Sundry Expenses	5,610	44,110	38,500
3744 Photocopier Leases & Operating Costs	22,771	22,771	0
3748 Postage	55,780	55,780	0
3752 Public Liability Insurance	126,695	110,488	(16,207)
3760 Reference Materials	1,500	1,500	0
3768 Sampling, Testing and Monitoring	12,500	12,500	0
3770 Storage Costs	1,284	1,284	0
3771 SERDA Internal Organisational Support	0	0	0
3784 Voluntary Contributions	25,000	25,000	0
3799 <b>Other Expenses Total</b>	<b>1,786,730</b>	<b>1,889,117</b>	<b>102,387</b>
3990 <b>EXPENSES TOTAL</b>	<b>23,320,746</b>	<b>23,556,832</b>	<b>236,085</b>
3995 <b>SURPLUS/(DEFICIT)</b>	<b>7,576,759</b>	<b>12,231,227</b>	<b>4,654,468</b>
<b>OPERATING SURPLUS / (DEFICIT)</b>	<b>651,473</b>	<b>311,536</b>	<b>(339,937)</b>
<b>CAPITAL INCOME</b>	<b>6,925,286</b>	<b>11,919,691</b>	<b>4,994,405</b>
<b>NET SURPLUS / (DEFICIT)</b>	<b>7,576,759</b>	<b>12,231,227</b>	<b>4,654,468</b>



## 16.4 SORELL COUNCIL AUDIT PANEL 2024 WORK PLAN

### RECOMMENDATION

“That Council resolves to receive and note the 2024 Audit Panel Annual Work Plan in accordance with section 9 of the Audit Panel Charter “

STEPHANIE PERRY  
MANAGER FINANCE

Date: 13 February 2024  
Attachments (1)



AGENDA  
ORDINARY COUNCIL MEETING  
20 FEBRUARY 2024



**SORELL COUNCIL  
ANNUAL AUDIT PANEL WORK PLAN  
FOR THE YEAR ENDED 31 DECEMBER 2024**

	Meeting Date	27-Feb-24	27-Jun-24	27-Aug-24	5-Nov-24				
	Time	12.30pm	10am	10am	10am				
	Meeting Focus	Integrated Planning Process	Insurance Budget Audit Strategy Pre-EOY	Financial Statements	Annual Report Auditors Reviews Risk Management				
Agenda Items	Frequency					Essential Pack Papers	Reading Papers	Essential Pack Paper Requirements & Additional Notes	
1 Welcome, Attendance & Apologies	Standing item	✓	✓	✓	✓	N/A	N/A		
2 Confirmation of Previous Minutes	Standing item	✓	✓	✓	✓	YES	N/A	Minutes from previous meeting	
3 Declarations of Interest	Standing item	✓	✓	✓	✓	N/A	N/A	Verbal report from Audit Panel members	
4 Review of Actions arising from Previous Meeting	Standing item	✓	✓	✓	✓	N/A	N/A	As per minutes above, included in the agenda	
5 Out of Session Decisions	Standing item	✓	✓	✓	✓	YES	N/A	Relevant emails/ documents. Only necessary to include the document outlining the final decision.	
6 Key Matters arising from Council Meetings	Standing item	✓	✓	✓	✓	N/A	N/A	Verbal report from GM	
7 Financial Management									
Review external audit client strategy	Annual	x	✓	x	x	YES	N/A	TAO Audit Strategy	
Review of findings of external audit	Annual	x	x	x	✓	YES	N/A	TAO Audit Report, Closed Report & Management Letter	
Status of previous external audit recommendations	As required	○	○	x	○	N/A	N/A	Verbal report - progress report on any outstanding items, if changes have occurred since the previous meeting	
TAO Special Reports (where relevant)	As required	○	○	○	○	N/A	YES - detailed report	Verbal report from TAO	
Management Finance Report (preceding month ending)	Standing item	✓	✓	x	✓	YES (all monthly finance reports except for detailed P&L)	YES - detailed P&L report	Financial report to Council including narrative.	
8 Financial Statements									
Review of Financial Statements including but not limited to:	Annual	x	x	✓	x	YES	N/A	Financial statements submitted to TAO by 14 August deadline	
- Review of Judgements, assumptions and estimates	Annual	x	x	✓	x	N/A	N/A	Verbal advice of any changes and impact	
- Review of Related Parties Disclosures	Annual	x	x	✓	x	N/A	N/A	Verbal advice of any changes and impact	
- Review of revaluations	Bi-Annual	x	○	○	x	N/A	YES - detailed revaluation reports/documents	Verbal advice of any likely changes and impact	
- Review of Significant Business Activity Assessment	Bi-Annual	x	○	○	x	N/A	N/A	Verbal advice of any likely changes and impact	
- Review of treatment of significant transactions	Bi-Annual	x	○	○	x	N/A	N/A	Verbal advice of any likely changes and impact	
- Review of depreciation protocols	Bi-Annual	x	○	○	x	N/A	YES - detailed depreciation/capitalisation table extracted from Council's Capitalisation Business Rules	Verbal advice of any likely changes and impact	
Review of Management Representation Letter to TAO	Annual	x	x	x	✓	YES	N/A	Final and signed Management Representation Letter	
TAO Report to Parliament (review and commentary / response input)	Annual (when tabled)	○	○	○	○	N/A	YES - detailed TAO Report	Verbal report from TAO and verbal advice on Council's response. Month included depends on date issued by TAO.	
Review commentary of Annual Report to ensure consistency between it and financial statements	Annual	x	x	x	✓	YES	N/A	Draft Annual Report	





		Meeting Date	27-Feb-24	27-Jun-24	27-Aug-24	5-Nov-24			
9	<b>Integrated Planning Processes</b>								
	Annual Plan Implementation	Annual	✓	×	×	×	N/A	<b>YES - FY Annual Plan &amp; 10 YR Strategic Plan</b>	Verbal report from GM on progress/achievement of current FY's Annual Plan AND process for next FY's Annual Plan.
	Annual Budget Process review - Mid Year Budget Update	Annual	✓	×	×	×	YES	<b>N/A</b>	Mid-Year Budget Review Operating & Capital Budgets to be endorsed by Council
	Draft Budget and Estimates	Annual	✓	×	×	×	N/A	<b>YES - summary of Budget Process, Estimates &amp; Assumptions</b>	Verbal report on process for next FY's Operating & Capital Budgets
	Financial Management Strategy & Long Term Financial Plan Review	Annual	✓	×	×	×	YES	<b>N/A</b>	Financial Management Strategy and Mid-Year Long Term Financial Plan
	Review of final Operating and Capital Budgets and impact on Long Term Financial Plan	Annual	×	✓	×	×	YES	<b>N/A</b>	Operating & Capital Budgets and Long Term Financial Plan to be endorsed by Council
	Integration of Strategic Plan and Annual Plan	Annual	×	✓	×	×	YES	<b>N/A</b>	Strategic Plan and Annual Plan to be endorsed by Council
	Strategic Asset Management Plan	Annual (as required)	○	○	○	○	YES	<b>YES - detailed individual asset class Asset Management Plans</b>	Strategic Asset Management Plan (annually) and Verbal report from Manager Engineering & RS or Manager Assets. Month included depends on internal work plan.
10	<b>Risk Management (including policies, controls and systems)</b>								
	Council Decisions made against recommendation	Standing item	✓	✓	✓	✓	N/A	<b>N/A</b>	Verbal report from GM
	Review of Risk Management Policy and Framework	Annual	×	×	×	✓	YES	<b>YES - any additional resources if necessary</b>	Full risk register (annually) and Risk Management Policy pre Council endorsement
	Monitoring of significant and emerging risks	Standing item	✓	✓	✓	✓	N/A	<b>N/A</b>	Verbal report from GM, including summary of high, extreme and changed risks
	Legal Claims	Standing item	✓	✓	✓	✓	N/A	<b>N/A</b>	Verbal report from GM
	WH&S issues	Standing item	✓	✓	✓	✓	YES	<b>N/A</b>	WH&S Committee minutes
	Fraud Control and Corruption Prevention Policy - Policy review pre Council endorsement and Fraud Risk Assessment	Annual	×	×	×	✓	YES	<b>N/A</b>	Fraud and Corruption Prevention Policy pre Council endorsement; Fraud & Risk Assessment and review of fraud risk mitigation activities (annually - once developed by Council)
	Review of current Council policies	Annual (and as required)	○	○	○	✓	YES	<b>N/A</b>	Policy list (annually) and Finance/ other applicable policies pre Council endorsement
	Identify special focus areas for following year	Annual	×	×	×	✓	N/A	<b>N/A</b>	To be agreed by the Panel
	Council Insurance Portfolio Review	Annual	×	✓	×	×	YES	<b>YES - detailed insurance report from broker</b>	Summary of advice/recommendations from broker
11	<b>Legislative Compliance</b>								
	Regulatory Update	Standing item	✓	✓	✓	✓	N/A	<b>N/A</b>	Verbal report from GM
	Any identified breaches of legislative requirements	Standing item	✓	✓	✓	✓	N/A	<b>N/A</b>	Verbal report from GM
12	<b>Internal Audit</b>								
	Internal Audit Project Identification	Annual (and as required)	✓	○	○	○	N/A	<b>N/A</b>	To be discussed/agreed by the Panel
	Review of findings of internal audit	As required	○	○	○	○	YES	<b>N/A</b>	IA Report from external consultant



		Meeting Date	27-Feb-24	27-Jun-24	27-Aug-24	5-Nov-24			
13	<b>Audit Panel Governance</b>								
	Review Audit Panel Charter	Biennial	*	*	*	*	YES	N/A	Audit Panel Charter (due Feb 2025)
	Panel Performance Evaluation	Biennial	*	✓	✓	*	N/A	N/A	Next scheduled 2024, June - Agree on Process; August - Review Outcomes
	Evaluation of External Auditor Performance	Annual	✓	*	*	✓	YES	N/A	Summary of responses to External Audit Performance Assessments. External Audit Performance Assessments to be circulated at November meeting.
	Panel Annual Report to Council	Annual	*	*	✓	*	YES	N/A	Draft report from Chair
	Panel In Camera Session	Annual (and as required)	○	○	○	✓	N/A	N/A	Panel Discussions (management absent)
	Meeting Schedule for next year	Annual	*	*	*	✓	N/A	N/A	To be discussed/agreed by the Panel
	Panel Work Plan Finalisation	Annual	*	*	*	✓	YES	N/A	Draft based on previous year's work plan
	Panel Member Declarations - Annual Review	Annual	*	✓	*	*	N/A	N/A	Copies of previous year's declarations
	Panel Special Focus Areas	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC
	Panel Member Recruitment and Induction	As required	✓	✓	*	*	N/A	N/A	Recruitment update and induction process discussions (Feb meeting). New Panel members commence (June meeting).
14	<b>Items of Special Business</b>	Standing item	✓	✓	✓	✓	N/A	N/A	As relevant - matters extra to the usual agenda that requires a specific discussion and/or decision at that meeting (usually an AGM or Special General Meeting).
15	<b>Other Items of General Business</b>	Standing item	✓	✓	✓	✓	N/A	N/A	As relevant - an opportunity to raise any other relevant matters in addition to the set agenda items.
16	<b>Next Meeting</b>	Standing item	✓	✓	✓	✓			Date as per work plan

**After Meeting Actions (for Manager Finance)**

Panel Minutes to next Council meeting	Standing item	✓	✓	✓	✓
Summary Report from the Panel to next Council meeting	Standing item	○	○	○	○
Charter to March 2025 Council Meeting	Biennial	*	*	*	*
Work Plan to December Council Meeting	Annual	*	*	*	✓

**Key**

✓	Applicable to meeting agenda
*	N/A to meeting agenda
○	Applicable to meeting agenda if available



## 17.0 PLANNING

Nil

## 18.0 HEALTH AND COMPLIANCE

### 18.1 WASTE MANAGEMENT SERVICES POLICY

#### RECOMMENDATION

“That Council resolve to adopt the *Waste Management Services Policy* contained in Appendix A of this report”.

#### Strategic Plan

Consistent with Objective 2 – Responsible Stewardship and a Sustainable Organisation – Deliver services our community requires.

#### Annual Plan

Consistent with 2019/20 Annual Plan – Core Services.

#### Policy

- *Local Government Act 1993*
- *Environmental Management & Pollution Control Act 1994*

#### Environmental Implications

The policy outlines Councils’ waste management services and plans to transition towards a circular economy.

#### Asset Management Implications

Will guide decisions on existing and future waste management assets.

#### Risk Management Implications

Waste management services must be delivered considering WHS, financial and environmental risks.

#### Community Implications

The policy provides members of the community with information on the current and possible future waste management services.



## REPORT

Council provides the community with a range of waste management services including:

- Kerbside garbage and recycling collection;
- Kerbside Greenwaste and hard waste collection;
- Public recycling centres;
- Public litter bins;
- Cleaning up dumped rubbish; and
- Subsidised gate fees at the Mornington Park Waste Transfer Station for resident's domestic waste.

The Waste Management Services Policy outlines current service levels provided and identifies options for future services such as:

- Investigation of Food and Organics Collection (FOGO);
- Fortnightly garbage collection;
- Larger recycling kerbside bins;
- Maximising resource utilisation from hard waste and Greenwaste; and
- Public place recycling facility for recyclables not included in kerbside collection.

Clearly defining service levels will clarify what type of waste management services Council provides and what the conditions of use are. The policy generally reflects existing 'practices' and consolidates these into the one document.

Sorell and Midway Point have experienced an increase in unit developments which has created challenges for waste collection services. Attached to the policy are new waste collection guidelines for multiple dwelling units, including guidance on waste storage and collection areas. These guidelines are based on standards used by other Tasmanian and Victorian Councils.

Recently, the Tasmanian Government released a Draft Waste Action plan and announced an intention to introduce a levy on waste taken to landfill and to establish a container deposit scheme. Both are expected to be operational in the next two years. The identified future waste management services are best investigated when the Tasmanian Waste Action Plan is adopted.

**Greg Robertson**  
**MANAGER HEALTH AND COMPLIANCE**

13 FEBRUARY 2024  
 Attachments (19)



**AGENDA**  
**ORDINARY COUNCIL MEETING**  
**20 FEBRUARY 2024**



# WASTE MANAGEMENT SERVICES POLICY

TITLE	WASTE MANAGEMENT SERVICES POLICY
RESPONSIBLE PERSON	MANAGER HEALTH AND COMPLIANCE
APPROVED BY COUNCIL	10 DECEMBER 2019
RESOLUTION NO	162/2019
AMENDED ON	01 FEBRUARY 2024
RESOLUTION NO	___/____
REVIEW DATE	01 FEBRUARY 2029



## BACKGROUND

Council provides various waste collection, management and disposal services to the community as part of its functions to:

- (a) Provide for the health, safety and welfare of the community;
- (b) Progressively transition to a circular economy;
- (c) Represent and promote the interests of the community; and
- (d) Provide for the peace, order and good government of the municipal area.

A clear and concise policy is necessary to discharge those functions in relation to waste services.

## PURPOSE

Sorell Council provides a garbage, recycling, greenwaste and hard waste service for all residential and nominated commercial premises. Waste is also collected from public litter bins located in parks, streets and reserves. This policy has been developed to provide guidance and consistency for the management of Council's waste collection service.

## SCOPE

This policy applies to all waste collection services (and ancillary services) provided by Council to residential properties (including unit developments) and commercial properties and waste services in public places.

## STATUTORY REQUIREMENTS

Acts	<i>Local Government Act 1993</i> <i>Environmental Management and Pollution Control Act 1994</i> <i>Waste and Resources Recovery Act 2022.</i>
Regulations	<i>Environmental Management and Pollution Control (Waste Management) Regulations 2020</i> <i>Waste and Resource Recovery Regulations 2022.</i>
By-Law	<i>Environmental Health By-law 1 of 2023</i>

## DEFINITIONS

MGB	Mobile Garbage Bin (for either garbage, greenwaste/organics or recycling).
80/140/240/360L	The capacity of MGB's in litres.
Collection area	Means the area where garbage, recycling, greenwaste and FOGO are collected from. In the case of garbage and recycling this the entire municipal area. For greenwaste and FOGO, all residences situated on land zoned General Residential, Low-Density Residential, Village or Rural Living 'A' described in the Tasmanian Planning Scheme – Sorell 2022.

<b>FOGO</b>	Food organics and garden organics
<b>Greenwaste</b>	Vegetation including tree limbs, plants or grass.
<b>Hard waste</b>	Items of rubbish but not including hazardous items or controlled waste or any item/s that are >1.5m in length, more than 2m <sup>3</sup> and can be safely lifted by 2 people.
<b>On-property collection</b>	Means a collection from a multi-unit development that requires Council's waste management contractor to enter the property to collect waste from each unit or from a communal area.
<b>Waste Services</b>	Includes waste management services for garbage, recycling, greenwaste, FOGO and hard waste.

## POLICY STATEMENT

### PART 1 – Waste Services

#### 1.1 Bin Ownership

MGB's remain the property of Sorell Council and must be returned to Council if no longer required.

#### 1.2 Standard Waste Services – Residential Property

Properties with a residence will receive Council's standard garbage and recycling service per tenement. The standard service provides an allocation of one 80L MGB for garbage and one 140L MGB for recycling. Residences in the greenwaste/FOGO collection area will receive a 240L MGB.

Council may upon request and at its discretion, provide a larger MGB garbage (140L or 240L) or 240L for recycling. Additional charges will apply for a larger MGB.

#### 1.3 Kerbside Collections

MGB's will be collected from the kerbside on a weekly basis for garbage and fortnightly for recycling. Greenwaste MGB's will be collected monthly effective from 1 July 2024, until the weekly FOGO services commences. Garbage collection will then change to a fortnightly 140/240L MGB collection.

#### 1.4 Shared Service for Unit Developments

Residents of multiple dwelling unit properties comprising three or more units may receive shared waste services.

Shared services may apply where the kerbside space for placing the MGB's for collection is insufficient or deemed unsuitable to put a large quantity of MGB's. This will be determined in accordance with Council's *Waste Services Guidelines for New Multiple Dwelling Unit Developments*, which form Appendix A to this policy (*Guidelines*). New multiple dwelling unit developments must address the requirements of the Guidelines as part of the regulatory approvals process.

Shared services provided by Council will be one MGB for garbage, one for organics and one for recycling, to be shared by a minimum of three units. Bins are to be stored in a secure bin enclosure area at the front or within the property. The number of MGB's per development will depend on the total number of units.

The size of MGB's for shared services will ordinarily be 240L. However depending on the overall established capacity, 140L MGB's may also be issued in special circumstances.

Garbage bins will be collected weekly (until FOGO commences) and recycling fortnightly.

If insufficient suitable area for bins exists, Council may require the body corporate for the unit development to either apply for an 'on property collection' or engage its own waste management contractor and Council will not charge a waste management rate. Bulk greenwaste and hard waste collection will not be collected in these circumstances.

If on property collections are requested the owner/s will be required to sign an indemnity protecting Council and our contractor from any claims of the collection vehicle causing damage to their driveway or internal roads.

### 1.5 Waste Services for new residential properties

A waste service charge will be applied to all new residential properties in the collection area when the premises is occupied or from the date the certificate of occupancy or completion is issued.

Please note it is the responsibility of the property owner to complete the kerbside bin application form and ensure this is submitted to Council prior to the delivery of the new MGB's.

### 1.6 Standard Waste Services - Commercial Properties

Council will provide waste services to commercial properties. However, if the property owner provides evidence that they have their own commercial collection service, the waste management rate may be remitted.

Commercial properties may be supplied with either an 80L, 140L or 240L MGB for garbage, a 140L, 240L or 360L MGB for recycling and a 240L for FOGO.

A suitable secure storage area for the MGB's must also be provided.

### 1.7 Booking Bulk Green and Hard waste

Booking greenwaste and hard waste services must be by either the Council website or a phone call to the Council Office during business hours. A person making a booking must ensure that they obtain a booking reference and book by no later than 12 noon on the Friday prior to the scheduled collection. Bulk greenwaste or hard waste will not be collected without evidence of a booking reference.

Greenwaste and hard waste must not be put out for collection more than one week prior to the scheduled collection week for that area. Council may direct a resident to remove hard



waste or greenwaste put out too early from the nature strip, failure to comply with a request may result in the waste being removed at the property owner's expense.

### 1.8 Recycling Centres

Recycling centres are provided in Sorell and Dodges Ferry for domestic residents (not business) and collect the same material as the kerbside recycling collection service.

Dunalley Township residents receive a 240L recycling bin for the same waste management charge as a 140L MGB. The Dunalley recycling centre burnt down in the 2013 Dunalley bushfire, larger MGB's were provided in lieu of re-construction.

Council will work with the Network Operator of the Tasmanian Container Refund Scheme (CRS) to integrate the recycling centres with the CRS refund points.

### 1.9 Street bins

Public bin are provided in townships, parks and reserves for patrons of these areas and are not designed for dumping of large bags of rubbish or materials that should be taken to the Mornington Park Transfer Station.

### 1.10 Transfer Station

Sorell Council does not have a waste transfer station within the municipal area, residents may use the Mornington Park Waste Transfer Station at a subsidised rate.

## PART 2 – Fees and Charges

### 2.1 Residential Properties

Waste services charges will be levied as part of the rates payable for a property.

For all new and existing residential properties within the collection area, including multiple dwelling unit developments, Waste Services charges will be separately identified on the rates notice for the property.

Details of waste charges are included in the annual rates resolution.

### 2.2 Commercial Properties

Waste service charges apply to Commercial Properties where Council provides a waste service to the property unless the premises has their own commercial waste collection service.

### 2.3 Lost or Damaged MGBs

Where an MGB is lost or damaged, Council's contractor will replace the MGB. The waste contractor will provide a replacement MGB unless the loss or damaged resulted from neglect or misuse on the part of the property owner or resident. In this case the replacement charges will be incurred by the property owner and/or ratepayer.



## PART 3 - Service Cancellation

### 3.1 Residential Properties

Residential property owners within the collection area who choose not to utilise Council's waste services are still required to pay a waste services charge as part of their rates.

Council will remove the bins from any property not using Council's waste services.

### 3.2 Commercial Properties

Owners of commercial properties may choose to discontinue the utilisation of Council's waste services at any time. MGB's will be removed from the property once Council has been notified in the appropriate form.

Council reserves the right to review the approved bin use at a commercial property from time to time, and to take any necessary action to remove MGB's if the criteria for waste services to the property are not being met.

## PART 4 - Service Upgrades and Additions

### 4.1 Garbage

Standard residential MGB's for garbage may be upgraded from a 140L to a 240L MGB for an additional charge with the approval of the property owner. Upgrade applications may be made to Council in the approved form.

Where an MGB is upgraded to 240L, the waste service charges will increase, except where an upgrade is approved based on medical grounds or disability.

When garbage collection changes to fortnightly, an additional 240L bin may be provided where the resident can demonstrate that a 240L fortnightly collection is not sufficient.

### 4.2 Recycling

The standard residential recycling bin is 140L. Residents may upgrade to a 240L or 360L recycling bin for an additional charge.

### 4.3 Greenwaste / FOGO

The standard residential greenwaste / FOGO bin is a 240L MGB, residents may request an additional 240L bin if necessary.

Council reserves the right to review the approved MGB use at any property from time to time, and to take any necessary action to remove MGB's if the criteria for waste services to the property are not being met.

## PART 5 - Miscellaneous

### 5.1 Driver to collect

A “driver to collect” service may be available for residents who are unable to place their wheelie bins at the kerbside due to age, illness or a disability. Residents wishing to utilise this service must supply a valid medical certificate with any application. There is no additional charge for this service.

Where such a request is made by a resident of a multiple dwelling unit development, special arrangements will be made to store and collect waste on a case-by-case basis.

Council may remove the service if the relevant criteria are no longer being met or circumstances change.

### 5.2 Service Access and Other Conditions

For new properties and subdivisions to have a waste service, all new road construction must ensure that continuous forward movement for a waste collection vehicle is available.

For new subdivisions, a smooth even nature strip located adjacent to the kerbside with a minimum 1 metre in width must be included for the placement of bins. If there is no scope for a nature-strip, the footpath must be designed and constructed to accommodate the placement of bins as well as meeting the minimum accessible footpath width (1.8 metre).

Council at its discretion may allow large unit development with insufficient area for waste collection. However, the residents may be required to arrange their own waste collection services or determine if Council can provide an on-property collection.

### 5.3 Green and Organic Waste

Council currently offers a monthly kerbside collection for bulk greenwaste. On 1 July 2024 a monthly greenwaste MGB collection service will commence for residential areas. When a local organics processing facility opens, Council will change the greenwaste service to a weekly FOGO collection using the same MGB.

### 5.4 Copping Waste Management Centre

Council is a part owner of the land fill which is operated by a joint authority (Southern Waste Solutions).

The site is not able to be accessed by residents and waste must be taken to a transfer station.

### 5.5 Public Litter Bins

Council encourages residents and visitors to practice correct and responsible disposal habits of litter within the community. To support and promote these habits, Council provides 80, 140, 240 and 660L public litter bins.

Council will continue to review and progressively install both public garbage and recycling bins in high traffic areas.

## Appendix A

Sorell Council Waste Management Services Guidelines for New Multiple Dwelling Unit Developments





## Sorell Council Policy – Waste Collection from Multi unit Developments

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### Purpose

The purpose of these Guidelines is:

- To provide guidance to Council staff and developers when considering the design of waste management facilities and the provision of waste infrastructure and collection services for multi-unit developments (MUD).
- To provide guidance for architects, builders, developers, designers and building managers when designing waste management facilities and services for multi-unit designs and plans that are proposed to be submitted to Council for planning approval.
- For this document to be used in conjunction with Council's Planning Scheme, which sets out policies and requirements for the use, development and protection of land, as a guide for making planning decisions.
- To ensure that all residents at MUD have access to adequate garbage, recycling, FOGO, garden and hard waste collection services, and if these services are provided by a private service provider that they are at least equivalent in standard to that provided by Council to all other Sorell residents.

*These guidelines will be updated periodically with the most up to date best-practice information, methods and procedures within the area of servicing multi-unit developments.*



## Context

Sorell Council has been receiving increasing numbers of applications for multi-unit developments. A consistent standard is required for application to developments of this type with a view to the protection of amenity, waste diversion, waste recovery, recovering valuable materials for recycling and reducing contamination in recycling streams.

Historically, MUD have often been constructed with little or no consideration of the storage and collection of waste and recycling materials. This can result in amenity concerns, workplace health and safety concerns, accessibility problems and traffic issues for residents, collectors and the local community in general.

Other issues linked to multi-unit developments in general include lower resource recovery rates for recycling and higher than average contamination rates within recycling streams when compared against single unit households.

## Scope

These guidelines will be used in conjunction with Council's planning scheme as a guide for making planning decisions in the Sorell Council municipal area. The guidelines will also be used for making decisions associated with the supply of Council bin infrastructure and waste, organic and recycling collection services.

The guidelines consider a range of multi-unit dwelling types broadly summarised in Table One below.

Table One: Multi Unit Development Types

Development Type	Description
Townhouses / Villa Style Developments	Villas and townhouses are developments of two or more dwellings such as units, town houses and villas where the dwellings are all on the same parcel of land, and up to 3 storeys in height. Individual dwellings may have their own frontage or may have a small yard allowing for storage of bins. Elements of this development type are also relevant to nursing homes, retirement villages and the residential component of caravan and holiday parks.
Apartment Style Developments	Developments of two or more storeys of flats or apartments.
Mixed Use Developments	Developments that incorporate both residential and commercial use within the same development. The size of the development may vary from very small to large multi-storeys with the commercial component usually on the ground floor.

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## Relevant Legislation, Policies, Strategies and Guidelines

This guide should be considered alongside the *Tasmanian Planning Scheme - Sorell 2022* but does not supersede planning scheme requirements. Other relevant associated documents are:

- Best Practice Guide for Waste Management in Multi-Unit Developments – Sustainability Victoria. 2011.
- WorkSafe Victoria (2004), 'Safety Alert – Reversing Waste Collection Vehicles – Reducing the Risks, October 2004, State of Victoria.
- Victorian WorkCover Guidelines 2003 – Occupational Health and Safety Guidelines for the Collection, Transport and Unloading of Non Hazardous Waste and Recycling Materials.
- Work Safe Australia - Hazardous Manual Tasks Code of Practice 2018.

## Glossary

Amenity	The quality of the local environment in relation to health and pleasantness.
Collection point	The area where bins are to be collected by the garbage and recycling collection vehicles.
Contamination	Materials and items within a recycling bin that are not recyclable through Council's kerbside recycling service.
Mixed use development	A development incorporating both residential and commercial use within the same development and would include, for example, shop-top housing. Mixed use developments may be small, for example, two storeys incorporating a residential property on the top floor and commercial outlet on ground level, or they may be large, with one or more levels of commercial property beneath low-rise or larger medium to high-rise residential developments.
Multi-unit development	A development containing more than one residential unit in an allotment area.
Waste Management Plan	A document that details how garbage and recyclables are to be managed and where and how the garbage and recyclables will be stored and collected for the life of the development. This plan should also adequately address issues associated with the storage and collection of waste and recyclables such as space, access, amenity and WH&S.



## Multi-Unit Development Guidelines

These guidelines and associated guidelines (as specified in Relevant Legislation, Policies, Strategies and Guidelines) applies to the provision of waste and collection services for multi-unit developments within Sorell Council and requires the following:

1. The applicant is to submit the following documents together with the planning application:
  - o Proposed Plan Drawings to scale (1:100 or 1:200) incorporating the waste management facility and services to be provided.
  - o Proposed Waste Management Plan (WMP) detailing how the facilities and services will function in accordance with the development drawings and design.
2. The WMP will document how waste and recyclables will be managed including storage and collection in accordance with the approved Plan.
3. The WMP will be developed based on the requirements contained in these Guidelines.
4. The Guidelines provide for the design, management direction and servicing requirements for the following development categories:
  - o Multi-unit developments
  - o Mixed use residential developments
5. The Guidelines outline the steps a developer is required to undertake to comply with sufficient provisions for waste services.
6. For multi-unit developments of two or more dwellings (including multi-storey) the Plan Drawings will be approved by Council to ensure issues such as space, amenity and WHS relating to waste management are adequately addressed. For developments with six or more dwellings the Plan Drawings and WMP will be forwarded to Council's **Development Engineer and Health & Compliance Department** for comment on particular waste management aspects of the proposal.
7. Developers who choose not to comply with the guideline requirements will be required to firstly, determine if a Council 'on-property collection' is possible and if not, then provide a private garbage and recycling collection service for the development at the expense of the owners. Council may offer a remission in Council rates where a private service is provided.
8. The Owners of apartment style buildings of two or more storeys may be required to provide a private waste collection service for the development at the expense of the owners, **if the MUD is not suitable for a Council 'on-property' collection service**. Collection frequencies for bins in apartment style buildings, under private collection contract arrangements, may be required to be increased to ensure adequate servicing requirements are met.
9. Developments of two to five dwellings and developments with each unit having individual street frontage will be permitted to place their bins on the nature strip where adequate space on the kerbside frontage is available. Rear access laneways will need to have adequate access with no restrictions to vehicles entering and exiting the laneway or servicing the bins within the laneway.
10. Developments of six or more dwellings – unless those dwellings each have individual street frontage – may be required to have shared bin infrastructure and will also require on-site waste collection services within the confines of the development in accordance with Councils' Planning Scheme.

## Bin Infrastructure

### Townhouse / Villa Style Developments with Individual Street Frontage

In developments where individual dwellings each have their own street frontage provision shall be made for each dwelling to receive one 80L garbage bin and one 140L recycling bin. The waste bins and service will be provided by Council.

### Townhouse / Villa Style Developments with Shared Street Frontage

For townhouse / villa style developments of five or less units with a shared street frontage provisions shall be made for each unit to receive one 80L garbage bin and one 140L recycling bin.

Where there are more than five units provisions shall be made for shared waste facilities utilising 240L or 660L mobile garbage bins for the purpose of collecting garbage and recyclables. The formula to estimate how many bins should be allowed for is provided on the next page.

### Apartment Style Developments

Waste disposal options for apartment style buildings include

1. Shared waste facilities comprising of 240L or 660L mobile garbage and recycling bins (or front lift bins if serviced by a private contractor) stored in a communal storage area(s); or
2. a twin-chute system for waste and recyclables leading to central waste area of the building which empty into large garbage and recycling skips (serviced by a private contractor).

### Mixed Use Style Developments

Refer to the above apartment style developments for waste disposal options for residential waste.

Individually rated commercial properties may be provided with one 80L Council garbage bin collected weekly. Where a mixed use development incorporates several commercial properties under an Owner Corporation arrangement a private collection arrangement will need to be entered into to service the waste requirements of these properties.

Traders can also elect to use private contractors for garbage and recycling collections. The WMP and Plan Drawings should indicate what provision is being made for garbage and recycling collections for each property.

### Estimating the Number of Garbage Bins Required

Sorell Council's waste management services allow for individual households to generate 80L of garbage waste per week.

Estimated garbage waste generation for a MUD per week =

No. of units x 80L.

No. of 80L bins required = No. of dwellings

No. of 240L bins required = Estimated garbage waste generation / 240L.

OR

No. of 660L bins required = Estimated garbage waste generation / 660L



#### Estimating the Number of Recycling Bins Required

Sorell Council's waste management services allow for individual households to generate 140L of recyclable waste per fortnight.

Estimated recyclable waste generation for a MUD per fortnight = No. of units x 140L.

No. of 140L bins required = No. of units

OR

No. of 660L bins required = Estimated recyclable waste generation per fortnight / 660L

Provisions must be made for all garbage and recycling bins to be stored on the site in accordance with the storage requirements set out under these guidelines.

## Bin Storage

#### Townhouse / Villa Style Developments with Individual Street Frontage

Space should be provided for the storage of at least 2 bins (1 x 80L garbage, 1 x 140L recycling) per dwelling within the confines of individual dwellings.

#### Townhouse / Villa Style Developments with Shared Street Frontage

A communal storage area(s) for storage of bins will be required within the confinements of the development. In the case of a retirement village, or a facility for people with mobility limitations, proximity and access to the storage area should be considered carefully.

The storage area(s) should have the capacity to store the number of bins required as per the calculations on the previous page.

#### Apartment Style Developments

##### **Option 1 – MGBs Stored in Communal Areas**

Adequate storage space is to be provided for bins for garbage, organics and recyclables. More than one communal area may be required where developments spread across a large area or comprise of different blocks within a single development. Communal areas may comprise of an external enclosure such as a bin bay, enclosures located at ground floor parking level, within the building understorey or rooms located within the main building or basement.

##### **Option 2 – Twin Chute System for Garbage and Recycling**

Garbage and recycling skip bins will be kept in a room in the ground level or basement of the building as required for the twin-chute system. If a chute system is in place resident access to the storage area must be restricted.

### Mixed Use Style Developments

Separate storage areas should be provided for residential waste and commercial waste. Refer to apartment style developments above for storage requirements for residential waste.

It is often difficult to predict commercial waste services and infrastructure requirements during the development design stage where the ultimate commercial tenancy of the building is unknown.

Information regarding typical waste generation volumes for different business sectors is provided in Sustainability Victoria publication: Guide to Best Practice for Waste Management in Multi-unit Developments 2010 ([www.sustainability.vic.gov.au](http://www.sustainability.vic.gov.au)).

### Transportation of Waste Materials to Bin Storage Areas

For developments that share bins, Council will not supply smaller bins or other receptacles to individual dwellings for the purpose of transporting waste materials to the bin storage areas.

## Collections

### Collection Points (at Kerbside for Collection)

Inadequate kerbside frontage space is a key issue in providing kerbside garbage, FOGO and recycling services to multi-unit developments. The placement of bins at the kerbside can have a significant impact, particularly in areas of high density.

Mobile garbage, FGO and recycling bins up to 240L can be collected at the kerbside by side lift collection vehicles. Bins must be positioned in a single line for collection and should be clear of road pavement. A 2.0 metre width is required (between the edge of the bin and the truck) to enable safe bin collection by trucks servicing the property.



Allowance should be made for bins to be located such that there is a minimum 600mm (60cm) between each bin to aid in efficient collection by waste collection trucks. This will allow for the placement of both garbage and recycling bins, while also providing sufficient spacing for the waste collection contractor to pick up and put down bins without interfering with adjacent bins. Drivers of waste collection vehicles will not leave a vehicle to arrange or move bins.

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Each set of one 80L garbage and one 140L recycling bins require a width of 1,800 mm (1.8 metres) at the collection point to enable efficient collection. A set of one 240L garbage and one 240L recycling bin requires a width of 1,800mm (1.8 metres) at the collection point to enable efficient collection.

Bin Type	Bin Width	Minimum distance required between bins	Minimum space for garbage and recycling bin
Garbage 80L	52cm	60cm	
Garbage/recycle 140L	53.5cm		
Garbage/recycle/FOGO 240L	58.5cm		
TOTAL	Allow the following frontage distance for each unit.		<b>1.8 metres</b>

Bins should be placed along the straight section of courts, bowls and dead end streets for collection. Collection points, if possible, should **not** be located:

- near intersections;
- near roundabouts or slow points;
- along busy arterial roads;
- in narrow lanes;
- where bins may restrict pedestrian access;
- where parking will restrict access to bins;
- near possible obstructions such as overhanging buildings, overhead power lines, street signage, poles or trees; and
- where they may be a potential traffic hazard.

Under some circumstances Council may require bins to be placed outside of the confinements of the property border so as to avoid potential traffic hazards such as roundabouts, bowls or dead end streets and intersections.

*If the above requirements cannot be achieved the developer should propose an alternative solution. This may include collection by private contractors or on-site collection.*

#### On-site collection by Council (from within confinements of the development)

Council or its contractor will not enter private property to collect waste or recycling bins unless the MUD has been approved for a Council 'On-property' collection and the body corporate has provided an indemnity for Council and our contractor.

Rear loading vehicles may also be used for 'on-property' collections of garbage, FOGO and recycling from multi-unit developments. Typically, a smaller rear loading vehicle is more suited to developments where access is restricted. Details will need to be shown on the plans to verify the vehicle can access the site.

### Waste Management Plan Guidelines

The following identifies the minimum information requirements to be included within the WMP, to be submitted to Council with the Plan Drawings (to scale 1:100 and/or 1:200) for approval.

Completing the WMP will assist developers identify how the waste from the development will be managed in accordance with the above guidelines and advise Council how you intend to provide and manage the developments garbage and recycling service requirements.

Where a requirement of the WMP is not considered to be applicable to a development, an explanation must be given to explain why it is not applicable.

#### 1) Applicant Details

- i. Application number.
- ii. Contact details.

#### 2) Project Details

- i. Address of the development.
- ii. Description of proposed development. Describe the use/mix of uses on the land.
- iii. Type of development (according to the description set out within these guidelines).

#### 3) Waste Generation

- i. Number of dwellings, floors, etc.
- ii. Floor area and number of bedrooms per unit.
- iii. Estimated waste generation (garbage, recycling and garden waste – if applicable) per dwelling (cubic metres/week uncompacted).
- iv. Storage area per dwelling.
- v. Describe the equipment and system to be used for managing waste and recyclables within each dwelling (i.e. in kitchen or convenient location).
- vi. Where bins are provided to an individual dwelling, describe the system to be used for managing garbage and recyclables within the confinements of the property (for example back yard or a convenient location within the confinements of the property).

#### 4) Waste within the Development

- i. Total estimated waste generation (garbage, recycling and garden waste – if applicable) for the whole development.
- ii. Describe the number and type of garbage and recycling bins that will be assigned to

the development and highlight the location of each bin on Plan Drawings.

#### 5) Communal Storage Area

- i. Describe the size and location(s) of waste storage area(s) for the development (highlight on Plan Drawings).
- ii. Describe the equipment and system to be used to manage the communal storage area.
- iii. Describe arrangements for access and path of access by users to waste storage areas (highlight on Plan Drawings).

#### 6) Collection

- i. What is the preferred collection arrangements for this development i.e. Council or private contractor?
- ii. Describe arrangements for access and path of access to collection point by caretaker or residents (highlight on Plan Drawings).
- iii. Describe the location and size of the collection area (show on Plan Drawings) with number and type of bins to be collected.
- iv. Describe arrangements for access by collection contractors to collection point (highlight on Plan Drawings including vehicle turning paths if applicable). Include discussion on pavement strength, height allowances, turning circles and collection times. Information regarding the length, weights and turning circles of Council's collection vehicles can be obtained by contacting Sorell Council. Information regarding trucks used by private contractors should be obtained directly from those organisations.
- v. If private contractors will be used, describe the frequency of collection by garbage and recycling service providers.

#### 7) Amenity

- i. Describe how noise associated with residents using the bins, collection contractors emptying the bins and if applicable, how wastes falling out of the chute or bins has been minimised.
- ii. Describe the ventilation of waste storage areas to prevent odour (highlight on Plan Drawings).
- iii. Describe the facilities for washing bins and waste storage areas (highlight on Plan Drawings).
- iv. Describe the features for preventing ingress of vermin into waste storage areas.
- v. Describe measures to ensure the appearance of the waste storage area is consistent with the rest of the development and safe for residents and contractors to use (highlight on the Plan Drawing with details of proposed bin enclosures landscaping, fencing, materials, finishes and colours).
- vi. Describe the measures to protect bins from theft and vandalism.

#### 8) Management

- i. Describe the process for transfer of bins between the storage area and the collection point.
- ii. Who is responsible for the maintenance and cleaning of bins, storage areas, equipment and if applicable the collection point?
- iii. Describe arrangements for ensuring bins are labelled and the storage area is adequately signed so that residents have information of how to use the waste management system correctly.

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- iv. Describe how you intend to ensure ongoing management of waste (for example lease conditions or agreement, caretaker, on-site manager or Part V agreement).

9) Miscellaneous

- i. Describe the equipment and system to be used for managing garden waste within the development, including space requirements, and who is responsible for collection (highlight on Plan Drawings)?
- ii. Describe the equipment and system to be used for managing hard waste within the development, including space and access requirements by users, who is responsible for maintenance of the storage area, transfer of hard waste to the collection point and collection of hard waste.
- iii. Has consideration been given to a communal composting facility on-site?

Further technical details and design assistance can be found in the Sustainability Victoria publication: *Guide to Best Practice for Waste Management in Multi-unit Developments* 2010 ([www.sustainability.vic.gov.au](http://www.sustainability.vic.gov.au)).

**Disclaimer:** Please note this guideline is for standard information required for lodgement. Additional information may be required by the assessing planning officer.

## 19.0 ROADS AND STORMWATER

Nil

## 20.0 FACILITIES AND RECREATION

Nil

## 21.0 QUESTIONS FROM THE PUBLIC

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

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

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

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

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

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

### 21.1 PUBLIC QUESTIONS ON NOTICE

#### **Helen Galloway of Sorell asks:**

It has become a common observation around the world and locally that short stay accommodation in general residential areas detracts from the amenities of community living and impacts domestic housing supply. What is Council's position on short stay accommodation in residential zoned areas that have no tourism attributes? In your answer I would like comment on:

- Tenure of permits (eg 5 year permit cap).
- Rates structure (are these higher).
- Standard conditions for short stay:
  - Hours of operation for arrival and departure to not disrupt neighbourhood serenity.
  - Noise control (no parties).
  - Outside lighting.
  - Maximum occupancy.



- Safety of children within the municipality.

*Response from Manager Planning:*

There are between 150 and 200 short stay accommodation providers in dwellings and it appears that approximately 40% of these have converted long-term housing to short stay accommodation. There are over 8,000 private dwellings in the Sorell LGA.

The planning and building regulations for short stay accommodation are set by the Tasmanian Government. Planning approval is not always required and, for instance, using a place of principal residence for short stay accommodation is exempt.

Consistent with the regulations, there is no ability to set a maximum time limit on the use or to specify hours of arrival or address matters related to community safety. Excessive noise is a police matter, irrespective of whether it is for a residential or visitor accommodation use, which is why it is not possible to use permit conditions to control residential or visitor accommodation parties. In unserviced areas, a condition on maximum occupancy is set which is linked to the design capacity of the onsite wastewater management system. Staff are unaware of any community safety or excessive noise complaints associated with operational short stay accommodation providers.

Short stay accommodation in dwellings does not normally attract a commercial rate, whereas a hotel would.



## 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.*
- (2) 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.*



## 22.0 CLOSED MEETING

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

Reference	Item
22.1	Confirmation of the Closed Council Minutes of the Council Meeting of 16 January 2024 and Special Council Meeting of 6 February 2024 – <i>Regulation 34(3)</i>
22.2	Disclosure of confidential information – <i>Regulation 15(8)</i>
22.3	Sorell Council Audit Panel Meeting Minutes – <i>Regulation 15(2)(g)</i>
22.4	Tender C-23-T-006 – Primrose Sands Road and Grevillea Street Reconstruction – <i>Regulation 15(2)(d)</i>

As prescribed items in accordance with Regulations 15 and 34 of the Local Government (Meeting Procedures) Regulations 2015, 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 22.1 - 22.3 which are confidential matters as prescribed in Regulations 34 and 15 of the Local Government (Meeting Procedures) Regulations 2015.”

## 22.1 CONFIRMATION OF THE CLOSED MINUTES OF THE COUNCIL MEETING OF 16 JANUARY 2024 AND SPECIAL COUNCIL MEETING 6 FEBRUARY 2024

### RECOMMENDATION

“That the Closed Minutes of the Council Meeting held on 16th January 2024 and Special Council Meeting on 6<sup>th</sup> February 2024 be confirmed.”

## 22.2 AUTHORISATION TO DISCLOSE CONFIDENTIAL INFORMATION

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### RECOMMENDATION

“That in accordance with Regulation 15(9) of the Local Government (Meeting Procedures) Regulations 2015, 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.”



- 22.3 SORELL COUNCIL AUDIT PANEL MEETING MINUTES
- 22.4 TENDER C-23-T-006 – PRIMROSE SANDS ROAD AND GREVILLEA STREET RECONSTRUCTION



## 23.0 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
DOE	Department of Education
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
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
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

