



COUNCIL MEETING **AGENDA**

19 AUGUST 2025



COUNCIL CHAMBERS
COMMUNITY ADMINISTRATION
CENTRE (CAC)

NOTICE OF MEETING

Notice is hereby given that the next meeting of the Sorell Council will be held at the Community Administration Centre (CAC), 47 Cole Street, Sorell on Tuesday, 19 August 2025 commencing at 6.00 pm.

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

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

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

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

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

ROBERT HIGGINS
GENERAL MANAGER
14 AUGUST 2025



AGENDA

FOR THE COUNCIL MEETING TO BE HELD AT THE
COMMUNITY ADMINISTRATION CENTRE (CAC), 47 COLE STREET,
SORELL ON 19 August 2025

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AUDIO-VISUAL RECORDING OF COUNCIL MEETINGS

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

1.0 ACKNOWLEDGEMENT OF COUNTRY – MAYOR GATEHOUSE

[^](#)

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

2.0 ATTENDANCE

[^](#)

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

3.0 APOLOGIES

[^](#)

4.0 DECLARATIONS OF INTEREST

[^](#)

5.0 CONFIRMATION OF THE MINUTES OF 15 JULY 2025

[^](#)

RECOMMENDATION

"That the Minutes of the Council Meeting held on 15th July 2025 be confirmed."



6.0

MAYOR'S REPORT

**RECOMMENDATION**

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

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

- Service providers meeting and tour around the NEST.
- Sorell Council Emergency and Recovery team meeting.
- LGAT General meeting Launceston.
- Dodges Ferry Neighbourhood Watch Christmas in July.
- Geocaching meeting. The Tassie Event "GCAZTAZ" A national event held in Sorell 7-8 March 2026. Based at South East Sports Complex.
- TFS service medal presentation Dodges Ferry Fire Station.
- NRMEAG meeting.
- Official Opening of the Jobs Hub.
- Vinnies Homeless Breakfast, Legacy Park Domain.
- TasWaste South Local Government Forum.
- Took part in RAW leadership panel for their afternoon tea.
- TasWater PSP5 briefing (teams meeting).
- Talked to the South East Farmers Group. Letting them know what the Council plans for the next year and answering questions about the rapid growth of the area.
- TFS Junior Development Day at Primrose Community Hall.
- Old Mates Day.
- Alison Merridew Reconciliation Tas and Council reps (teams meeting).
- Community Grants assessment panel.
- TasTafe Excellence Awards.
- Visit to Leap Farm.
- Southern Waste Solutions Board review.
- Primrose Community Lunch.
- Citizenship Ceremony.
- Volunteering roles.
- Mayor and Management meetings.
- Sorell Planning Authority meetings.
- Council Workshop.

**AGENDA**

ORDINARY COUNCIL MEETING
19 AUGUST 2025

7.0 SUPPLEMENTARY ITEMS

△

RECOMMENDATION

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

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

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

8.0 COUNCIL WORKSHOPS REPORT

△

The following Council Workshop was held:

Date	Purpose	Councillor Attendance	Councillor Apologies
01 August 2025	<ul style="list-style-type: none"> Sorell Structure Plan review Community Grants Assessment Panel Special Committee – Councillor reps Update on funding request to Council from BEST - 'Regional Engagement & Experience Program' (REEP) – TCF application Governance matters – proposed & revised policies Dodges Ferry Primary School – Gymnasium ownership options Updates – <ul style="list-style-type: none"> Red Ochre Steps project update Men's Shed / Lions relocation to Penna Potential Municipal Road Map updates and costs – Bay Rd & Russell St, Dunalley Community Grants 	<ul style="list-style-type: none"> Gatehouse, Wooley, Nichols, Torenius, Miro Quesada Le Roux, Reed, Larkins, Campbell 	<ul style="list-style-type: none"> Reynolds



9.0 COUNCILLOR QUESTIONS ON NOTICE



10.0 COUNCILLOR MOTIONS ON NOTICE



11.0 WORKGROUP REPORTS



RECOMMENDATION

"That the workgroup reports as listed be received."

11.1 OFFICE OF THE GENERAL MANAGER – ROBERT HIGGINS



GENERAL MANAGER – ROBERT HIGGINS

- Attended Southern Waste Solutions Organics project update with Clarence Council – 25th July
- Met with consultant to discuss and instruct on required South-East Sporting Complex Master Plan draft plan revisions – 29th July
- Met with DSG Roads Deputy Secretary Cynthia Heydon – 1st August
- Attended SE Training & Jobs Hub opening – 4th August
- Met with Sorell School Principal – 7th August
- Met with Sorell Football Club President and Secretary, Council staff and consultant architect to discuss potential upgrades to Clubroom and surrounds re: pursuit and repurposing of prior function centre State Gov grant funding – 8th August
- Met with Homes Tas CEO Eleri Thomas-Morgan – 11th August
- Attended TasWater Price & Servicing Plan 5 briefing – 11th August
- Met with TasWater Sewer Investment Planning Manager and Community Engagement – 14th August
- Attended Greater Hobart Sport & Recreation Infrastructure Study project update meeting – 15th August
- Attended Hobart Vintage Machinery Society Special General Meeting – 17th August
- Staff meetings, Leadership Team meeting, weekly Greater Hobart councils GM/CEO Teams meeting, workshops and SPA meetings.



DIRECTOR PEOPLE AND PERFORMANCE - JESS HINCHEN

Annual Leave – 11th – 15th August

- Enterprise Agreement – Staff Information Sessions x2
- Workgroup Manager Meetings – various
- Council Workshop
- Council Meeting
- Leadership Team Meeting
- Scott Wade – re: PCYC in the South East
- Land Improvements Crew – re: Operational changes
- Reconciliation Tasmania

EMPLOYEE SUPPORT COORDINATOR – HR

Annual Leave 7th – 11th July 2025

Resignation

- Denis Wall resigned from his position of Project Manager, finishing with Council 27 July 2025.

Recruitment

- Municipal Worker – Stormwater was advertised on Council's Website and BEST. Applications closed 21 July 2025. Interviews conducted with an appointment to be made in due course.
- Works Support Officer – Facilities was advertised on Council's Website and BEST. Applications closed 21 July 2025.
- Works Support Officer – Recreation (Land Improvements) was advertised on Council's Website and BEST. Applications closed 21 July 2025.
- Project Manager was advertised on SEEK, Council's Website and BEST. Applications closed 28 July 2025.
- Temp Staff organised through Core Staff to cover leave at the Depot.

Meetings

- Work & Training
- Workers Compensation
- Care Super
- Manager – Facilities & Recreation and Works Supervisor – Land Improvements - interviews
- Acting Manager – Roads & Stormwater and Works Supervisor – Stormwater - interviews

Workers Compensation

- 1 x active claim (meniscus tear) Employee had surgery

Payroll

- 2 x Payroll complete
- EOFY complete



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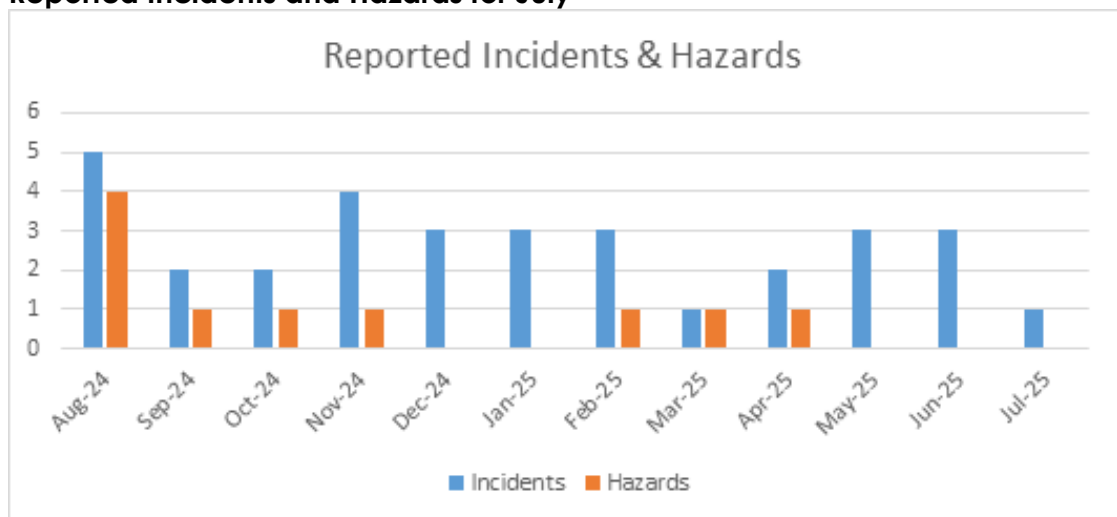
- ABS Survey
- Defined Benefits
- Care Super visit employees
- Increase standard super contribution and union fees
- Audit Panel superannuation paid

DEVELOPMENT OFFICER – STRATEGY & RISK

Meetings attended:

- Enterprise Bargaining – Employee Information Session
- Blue Lagoon – Interim SOP
- LGAT – Child and Youth Safe – Change Leadership
- Stormwater – Blue Lagoon
- Enterprise Agreement – Scrutineering
- Department of State Growth – Active Tasmania
- South East Jobs and Training Hub – Official Opening
- MAV Insurance – Best Practice Forum
- Risk & Strategy - Monthly Meeting

Reported Incidents and Hazards for July



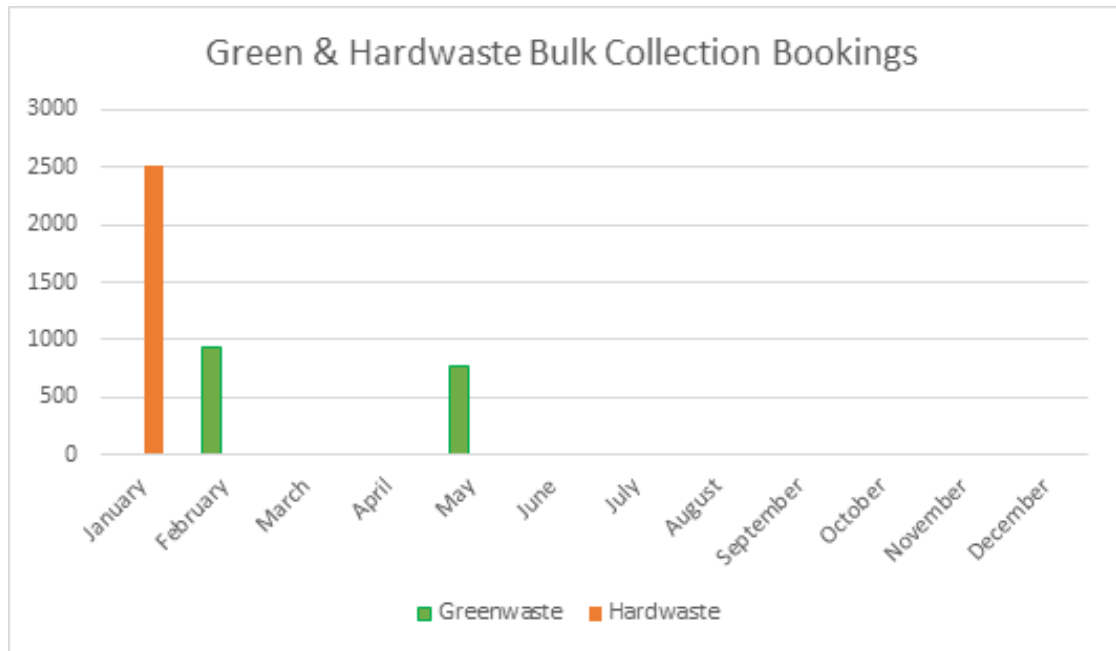
- 1 x Incidents reported
- 1 x vehicle incident – no injury
- 0 x hazards reported
- 2 x WHS incident investigations completed

CUSTOMER & BUSINESS SUPPORT

Green and Hard Waste Bookings – July

No Bulk Green waste bookings or Bulk Hard waste collections for July due to scheduling.





Phone Call Reporting

Call summary for July

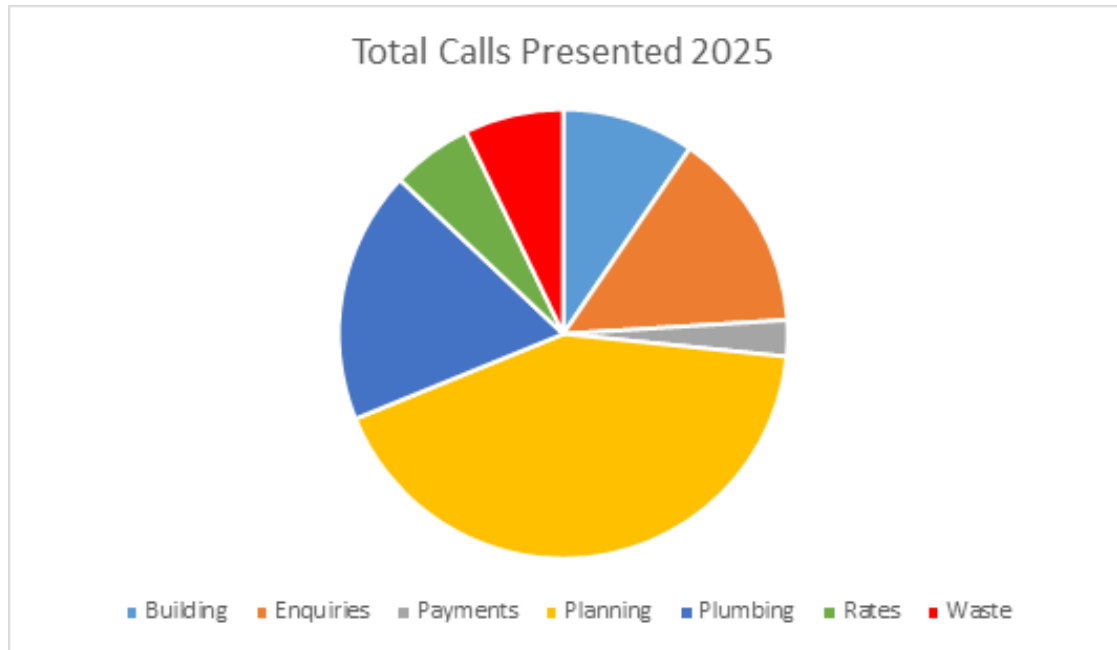
Group Summary										
Tue, 01/07/2025 12:00 AM - Thu, 31/07/2025 11:59 PM										
Total Presented Calls		515		Total Answered Calls		465				
Total Missed Calls		50		Total Calls Overflowed To						
Total Calls Overflowed From				Percent of Calls Answered		90.3%				
Percent of Calls Missed		9.7%		Avg Speed of Answer		0:00:16				
Total Talking Duration		20:02:45		Avg Talking Duration		0:02:35				
Group	Presented Calls	Answered Calls	Missed Calls	Calls Overflowed To	Calls Overflowed From	Percent of Calls Answered	Percent of Calls Missed	Avg Speed of Answer	Total Talking Duration	Avg Talking Duration
Building	39	38	1			97.4%	2.6%	0:00:17	1:53:50	0:03:00
Enquiries	82	64	18			78.0%	22.0%	0:00:12	1:45:12	0:01:39
Payments	13	9	4			69.2%	30.8%	0:00:14	0:06:22	0:00:42
Planning	213	208	5			97.7%	2.3%	0:00:20	11:52:56	0:03:26
Plumb Engineer	78	77	1			98.7%	1.3%	0:00:12	2:25:31	0:01:53
Rates	38	28	10			73.7%	26.3%	0:00:09	0:55:11	0:01:58
SorelCouncil										
Waste	52	41	11			78.8%	21.2%	0:00:12	1:03:41	0:01:33



AGENDA

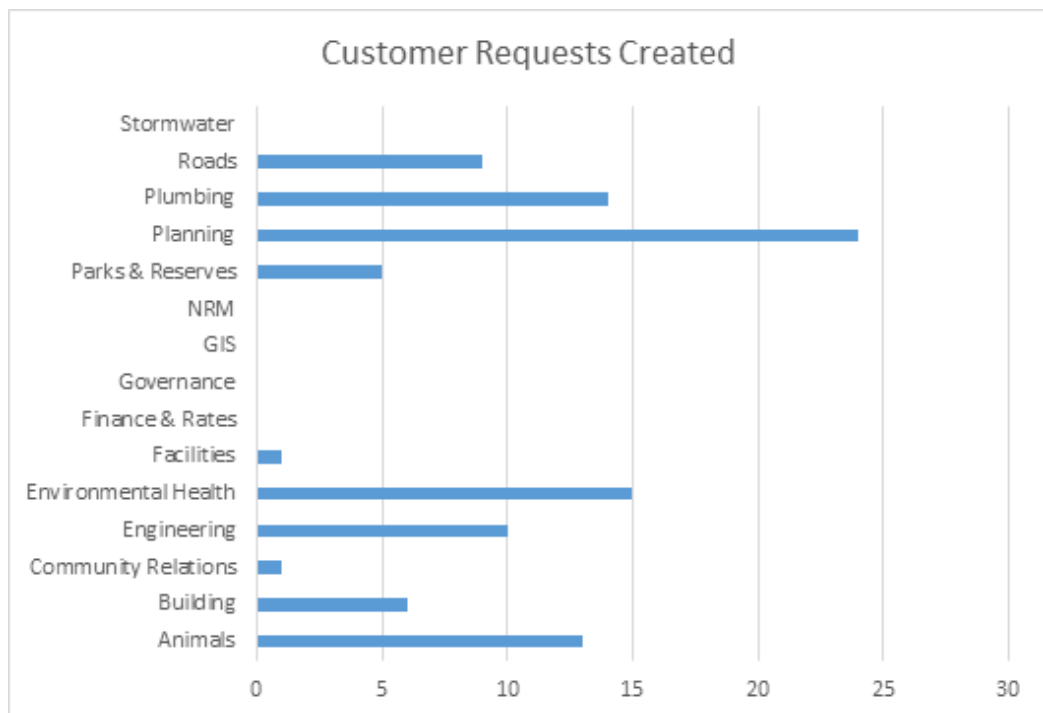
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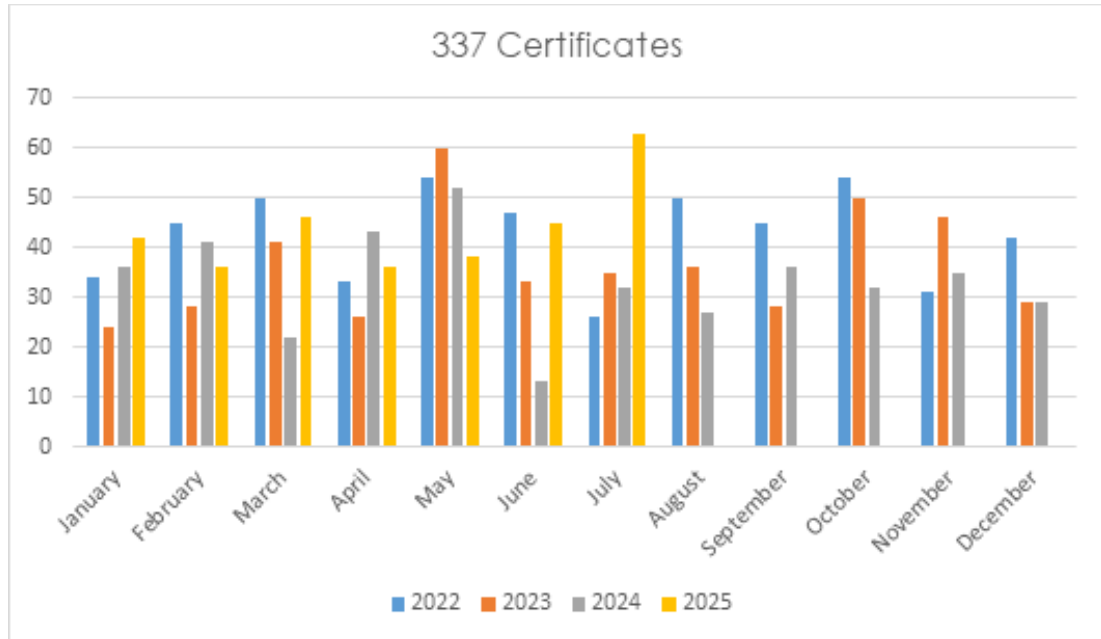
Customer Requests

CRMs created for the month of July



337 Certificates

Council processed 63 - 337 Certificates in July which relate to the sale of properties as detailed in the graph below.



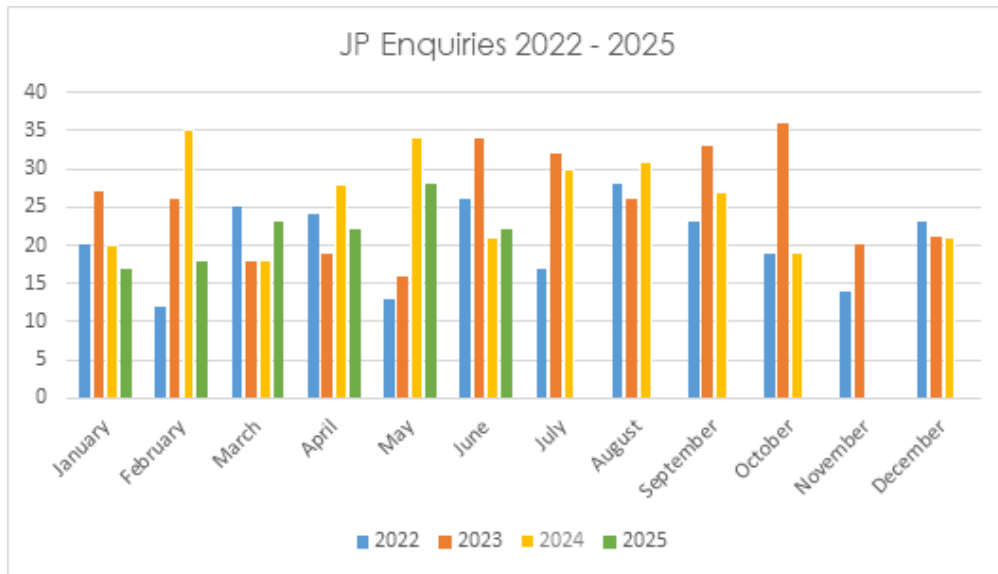
132 Certificates

Council processed 183 - 132 Certificates in July which relate to the sale of properties and rates owed at time of sale as detailed in the graph below.



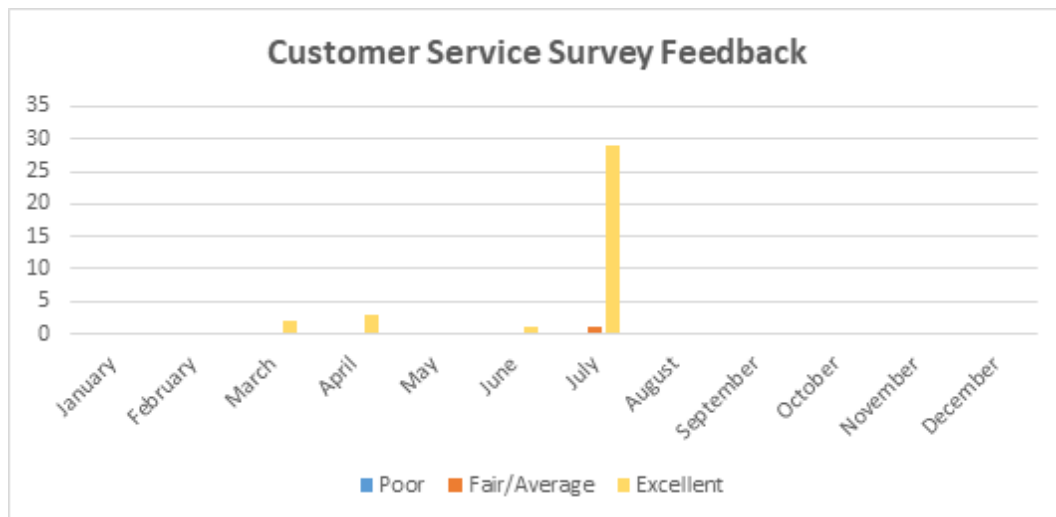
Justice of the Peace Enquiries

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



Customer Service Feedback

We received 30 completed customer service surveys for the month of July.



11.2 FINANCE – SCOTT NICOL, ACTING MANAGER



Financial Management

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

- Finance staff worked on the end of financial year procedures, including preparation of balance sheet reconciliations and the notes to Council's statutory financial statements. Council's statutory financial statements are due to be lodged with the Tasmanian Audit Office on 14 August 2025.
- Finance staff completed preparing the draft 2024/2025 local government model financial statements and sent to the Tasmanian Audit Office for review and feedback.
- Finance staff completed end of financial year lodgements, including the completion and submission of Council's Business Activity Statement (BAS) to the Australian Tax Office (ATO) and the completion and submission of Council's Payroll Tax Annual Adjustment Return to the State Revenue Office of Tasmania.
- Finance staff completed five vendor payment runs, totalling \$2.150m in payments.
- Finance staff completed South East Region Development Association (SERDA) ad-hoc and monthly financial tasks.
- Finance staff provided payroll support for the pay run fortnights ending 11th and 25th of July.
- Finance staff completed the following grant related reports:
 - Finance staff completed the 2024-25 Tasmanian Weeds Action Fund final reporting and lodged it with NRM North. The report was due for lodgement by 31 July 2025.
 - Finance staff completed the Quarter 4 2024/2025 Roads to Recovery Report and lodged it with the Australian Government Department of Infrastructure, Transport, Cities and Regional Development. The Quarter 4 Report was due for lodgement by 31 July 2025. Additionally, finance staff submitted the 2025/2026 project with the Department. The project for 2025/2026 is capital job C-26-T-004 Penna Road, Penna.

Rates

- Rates were raised for the 2025/2026 financial year in accordance with Council's approved Rates Resolution.
- Rate notices for the 2025/2026 financial year were sent out to ratepayers in early July.
- At the end of July, 15.1% of rates had already been paid, compared to 14.4% at the same time last year.
- Supplementary valuations were received from the Office of the Valuer-General, year to date totalling \$5k in waste charges.



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Audit

- The Tasmanian Audit Office (TAO) will be on site the week starting Monday 15 September 2025 to complete the 2024/2025 end of financial year audit.

Grants & Funding

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

- \$1k for the second instalment of the Penna Rd pedestrian footpath – VRUP, Department of State Growth. This invoice remains outstanding at the end of July.

Insurance

- All 2025/2026 financial year insurance policies were finalised and in place at 30 June 2025.
- Finance staff completed the 2024/2025 financial year Workers Compensation – Statement of Wages and Salaries and returned it to JLT Insurance.
- The claim lodged with JMAPP (JLT Insurance) for theft of property at the burglary at the Depot was finalised and funds were received.
- The claim lodged with JMAPP (JLT Insurance) for property damage at the South East Stadium continued to progress.

Fleet Management

- A capital budget allocation was made for fleet replacements during the 2025/2026 financial year.

Plant and Equipment Disposals

- The following plant and equipment was disposed of during quarter 4 of the 2024/2025 financial year, as part of the replacement schedule:

INFORMATION FOR THE COUNCIL REPORT					
Plant & Equipment Details	Date of Disposal	Reason for Disposal	Proceeds of Sale	Disposal Costs	Profit/(Loss) on disposal
Ford Ranger I04WJ	1/05/2025	Pickles Auction	21,372.15	-\$ 450.00	\$ 20,922.15
Mitsubishi Outlander I03BT	1/05/2025	Pickles Auction	18,929.69	-\$ 450.00	\$ 18,479.69
Mitsubishi Outlander J43RQ	1/05/2025	Pickles Auction	14,000.00	-\$ 450.00	\$ 6,600.00

- The final disposal of one Mitsubishi Outlander took place during July.

Operational Plan



Operational Plan Item	Status
Finance D365BC – User Group Testing	Work commenced in February. Further meetings were held in March. Further meetings were held in April. We have been provided a quote to have the necessary works completed. Works continued with our service provider throughout June and July.
Finance & Payroll Audit Recommendation Implementation	Work in progress. System Change Log Reviews – system providers contacted and process considered. Work now completed, process commenced late March. Authorisation of general journals and attaching supporting documentation – work completed, and functionality is now live in the production system. Financial reporting risk assessment – added to risk register. Risk assessment not started. Payroll Off Boarding Checklist – review in final stages. Complete and implemented.
Finance & Payroll Procedures & Procedure Register	Work in progress. Procedures continue to be developed, reviewed, and amended.
Finance Policies	Work in progress. Treasury Management Policy endorsed in April 2025 Work continued on the Credit Card Policy. It went to the Audit Panel. Final edits are to be completed with a sign off in August.
Finance Financial Management Strategy & Long Term Financial Plan	Complete.
Finance Financial Reporting Review	Not started.
Finance & Payroll D365BC – System Continuous Improvements	Work in progress. Planning/investigation stage.
Finance Account Payable System Research	Complete.
Finance Accounts Payable Fuel Analysis	Complete.
Finance Rates Property #1 Refunds	Work in progress. Three batches (approx. 15 – 20 transactions) sent to CBA for processing. Have encountered issues with implementation of new CouncilWise software.
Finance Rates Process Mapping	Work in progress. Five process maps sent for development, three remaining.
Finance Rates Staff Training	Work in progress. Training held by Senior Rates Officer with Finance Support Officer and Customer & Business Support Officer for several rates tasks. On-going training schedule in development.
Payroll On Boarding	Work in progress.



	Review completed. Amendments to be completed. Completed and implemented.
Payroll Long Service Leave Portability Procedure	Work in progress. LGAT provided guidance. Manager Finance to review.

Meetings

- Leadership Team Meeting – 9/7/2025
- Staff meeting – 15/07/2025
- Monthly capital works meeting with Finance, Asset Management, Engineering and Depot staff – 16/07/2025
- CA NFP Community session – 29/7/2025

11.3

COMMUNITY RELATIONS – STACEY GADD, MANAGER



COMMUNICATIONS

General

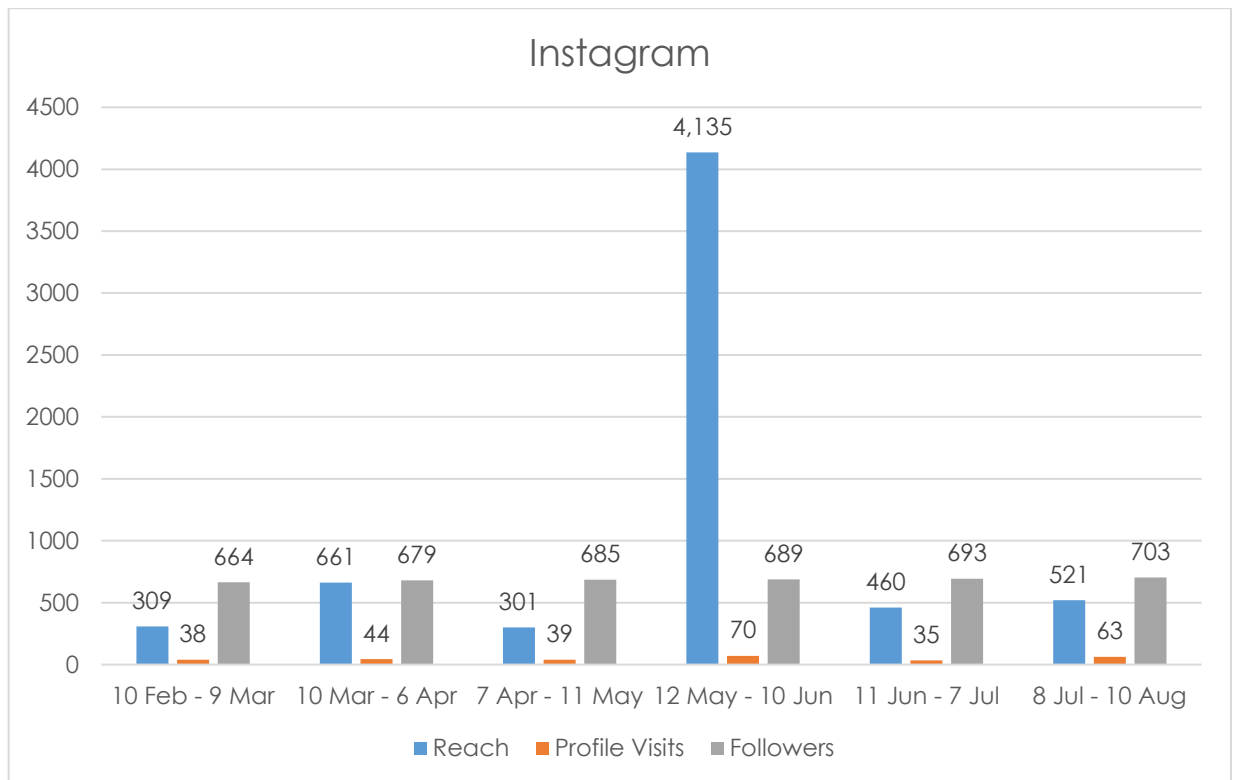
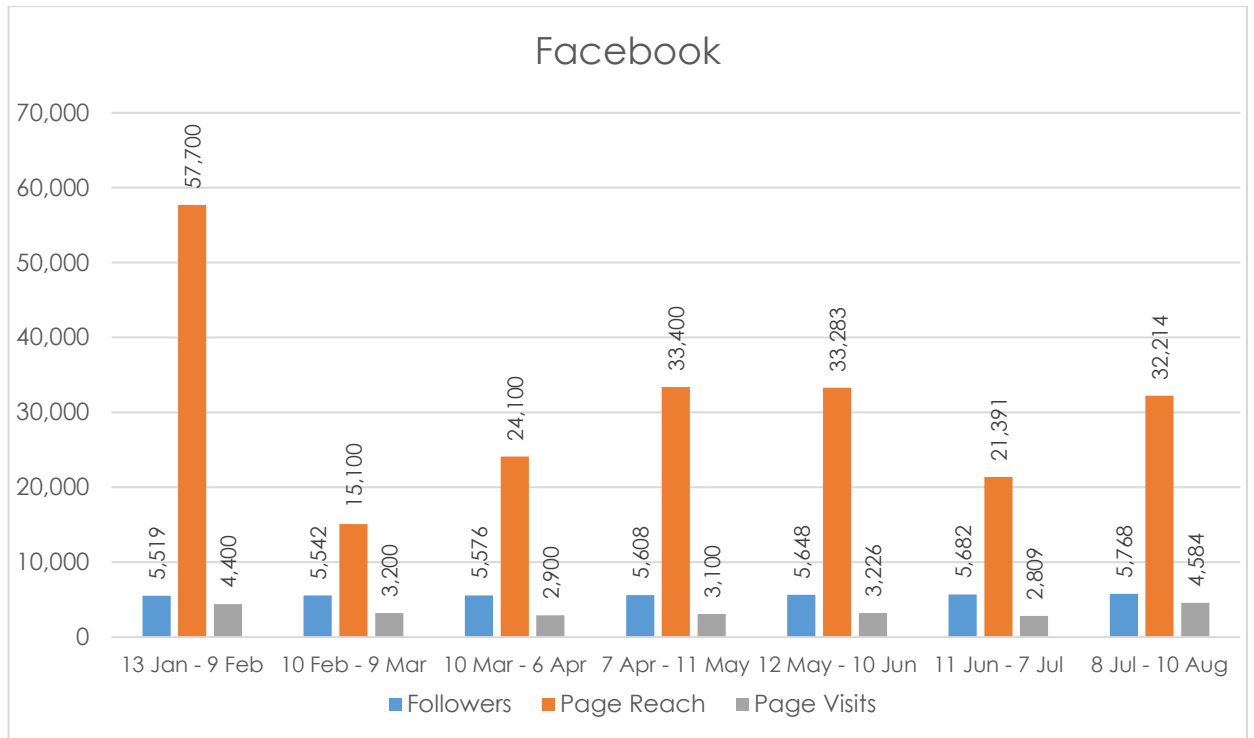
- Sorell Times – Regular monthly advert.
- Council Works Update – Monthly update compiled re: current and soon to be commenced Council works, published on our website, Facebook and Instagram pages.
- Website – Updated with news and information including Council Works Updates, No Spray Register applications and eDNA testing results.
- NRM - NRM Thursday posts on social media ongoing. NRM section ongoing in monthly Sorell Times advert re weed awareness and other NRM matters.
- Waste Education - Waste Wednesday social media posts ongoing.
- Advocacy - Regional Strengthening Projects Advocacy document update in progress.
- E-News – Sent out the August 2025 edition of Sorell Council E-News to subscribers.
- Water Quality Community Education – commenced development of an educational video re: Water Quality in our community.

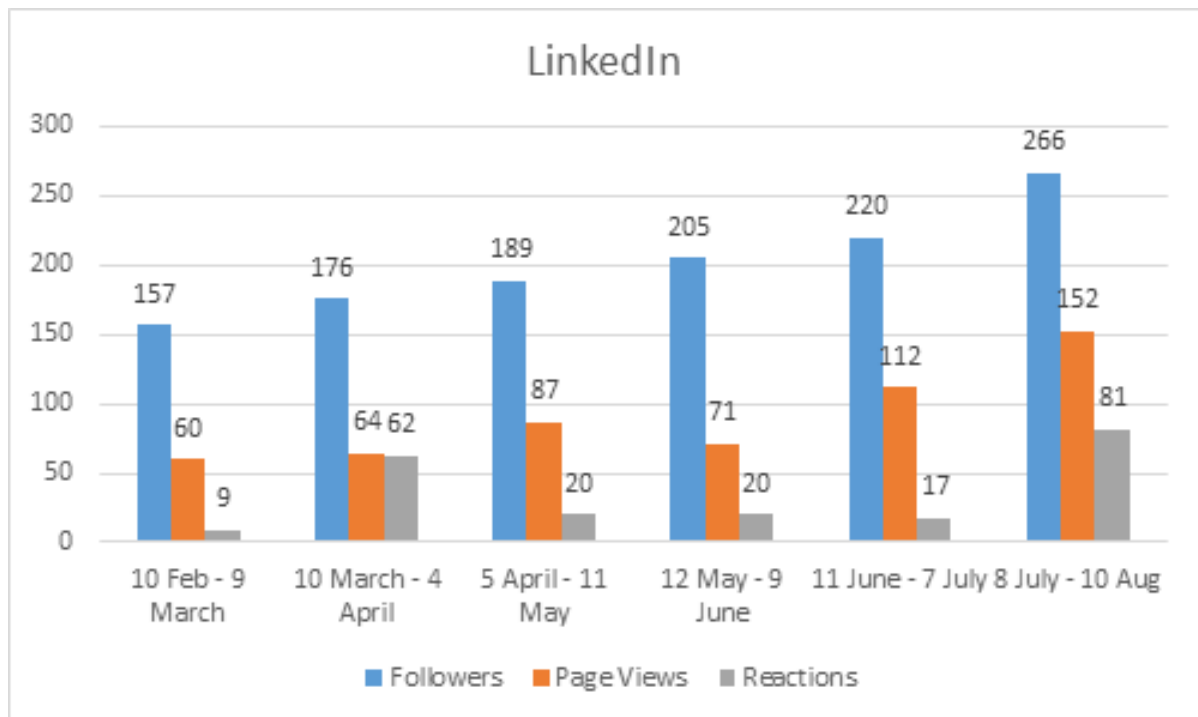
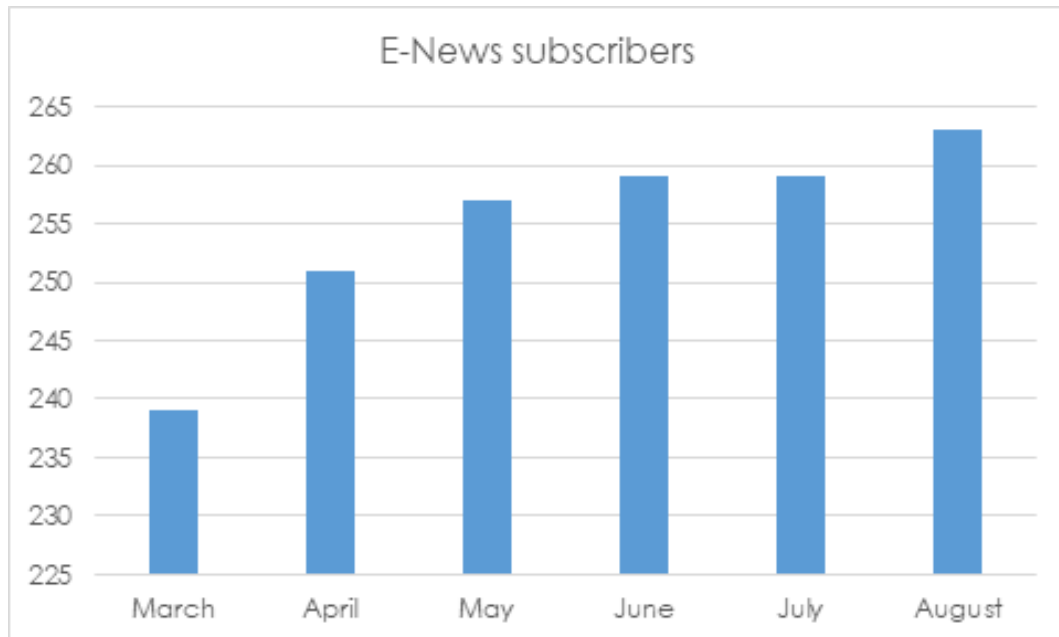


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Social Media





COMMUNITY CONSULTATION/ENGAGEMENT

- Playspace Audit and Plan – Report expected mid-August.
- NRM Strategy – Working on action plan next meeting 25 September 2025 for NRMEAG. Michael Paxton now representing aboriginal interests for this group.
- NRM - Assisting NRM Facilitator with comms and engagement on NRM matters.



- Southern Beaches Landcare Coastcare – Attending monthly meetings and meeting volunteers at the Lewisham Foreshore working bee on 13 August.
- Attending grow and learn event with Landcare and DF PS Association on 15 August.
- Park Beach to Cafes Project – Waiting on seating and bike racks to be installed – keeping in contact with the cafe owners.
- South East Sports Complex Master Plan – Draft updated plan received and distributed for feedback.
- FOGO – Community survey live (to date 371 responses) and consultation pop up at Gateway complex planned for 22 August.
- Community Cultural Precinct Consultation - Positive feedback on concept plan from pop up In July at Gateway Complex and online feedback. Feedback closing 15 August 2025.
- Visiting Leap Farm in Copping to expand community engagement in rural areas 14 August 2025.
- Southern Beaches Onsite Wastewater & Stormwater Strategy – Consultation open and promoting on Council website and social media and seeking feedback from the community. Feedback closes 30 September 2025.
- Indigenous Consultation – Meeting with Michael Paxton to progress plans for Red Ochre Beach access and other projects and activities.
- Increasing liaison with works crew to highlight Council works.
- First meeting with Geocaching Victoria who are organising an event in Sorell attracting inter and intra state people, planned for March 2026.

MEDIA/PROMOTIONS

- Signage Plan – Currently in development to create templates and standards for signage across the Municipality for parks, townships, reserves, community facilities etc. New sign underway for Copping Hall.
- Sorell Times – Responded to a request for information regarding Boat Shed rates.
- ABC Breakfast Show with Ryk Goddard – Interview with Mayor Gatehouse on 11 Aug re eDNA testing results.
- Media Release sent out re opening of South East Training and Jobs Hub – Win News in attendance
<https://www.facebook.com/share/v/1GNENxjBLw/>

ARTS AND CULTURE

- Community Art Project - Engaged Kerry Howlett to work with Indie School students and other community groups to mosaic the water tanks at Dodges Ferry Boat Park.



COMMUNITY DEVELOPMENT/COLLABORATIONS

- Community Grants Program – Review of Program, grant streams and assessment process finalised.
- Youth Space – Finalising Safeguarding Children and Young People Policy and Child Safe Action Plan and Code of Conduct. Finalised Position Description for Youth Development Officer.
- Good Sports Program meeting.
- Support provided the Historical Society regarding renovations.
- Southern Municipal Recovery Coordinators Meeting.
- Water Tank Mosaic Art Project.
- Opening of Jobs and Training Hub.
- Meeting with neighbours of Fitzroy St Youth Hub to discuss any issues or concerns.
- Primrose Sands Hall Community – Eating with Friends Lunch.
- Neighbourhood Watch meeting.
- Report to Council regarding BEST program (REEP).
- Access and Inclusion – Meeting with Mission Australia to set up advisory group.
- First meeting with Geocaching Victoria who are organising an event in Sorell attracting inter and intra state people, planned for March 2026.
- Meeting with Great Escape Committee regarding Music Festival – New Years Eve.

COMMUNITY GRANTS PROGRAM

Community Grants - Nil

Quick Response

- Sorell Community Network - \$387.00 for a BBQ to assist with their free food program.

Individual Achievement

- Mia Bannister - Selection in the Tasmanian team for the Australian Cross Country Championships held in Ballarat on 23 August 2025.

Acquittals Received

- Okines Community House
- TFS Blaze Busters

EVENTS

- South East Training and Jobs Hub – Official Opening event held on 4 August 2025.
- Seniors Week – Commenced planning for 2025 event/s.
- Preparation's underway for Carriage Shed and Memorial Hall Opening.



AGENDA

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19 AUGUST 2025

CORPORATE ADMINISTRATION

Right to Information

- 1 application received.

Policies under review

Policy	Policy Type	Update
Code of Tendering	Council	Officer review underway.
Acknowledgement of Traditional Owners Policy	Council	Officer review complete. Consultation with indigenous representatives underway.
Asset Management Policy & Strategy	Council	Officer reviews underway.
Social Media Policy	Management	Officer review to commence.
Workplace Health and Safety Policy	Management	Officer review – Draft completed.

Leases & Licences

- Sorell Football Club Lease – Ongoing with the club for review.
- Dodges Ferry Rec Centre – Ongoing variation to Lease negotiations re: Canteen.
- Crown Lease renewal – Boomer Bay Road, Boomer Bay – Carpark and Toilet. Request to enact further term sent.

STRATEGIC COMMS & ENGAGEMENT ACTIONS UPDATE

Comms & Engagement Strategy Actions	Details for this month
Increasing engagement with our young people	Opening of DF Skate Park upgrade / weekly Youth Matters / School Holiday Program
Providing ongoing opportunities for seniors to share their valuable insights through the Seniors Advisory Group	SAGS meetings held quarterly. Next meeting Sept 2025. Commenced planning of Seniors Week events with SAGS.
Exploring and adopting innovative engagement platforms and activities.	Consultation Pop up at Gateway Shopping Complex 22 August
Ensuring inclusivity by engaging a diverse range of residents and stakeholders to hear all voices.	Engaging with agricultural sector Aug 2025
Building connections with key municipal industries and local businesses.	
Reporting engagement outcomes, highlighting how community feedback shaped projects, plans, and activities.	



AGENDA

ORDINARY COUNCIL MEETING
19 AUGUST 2025

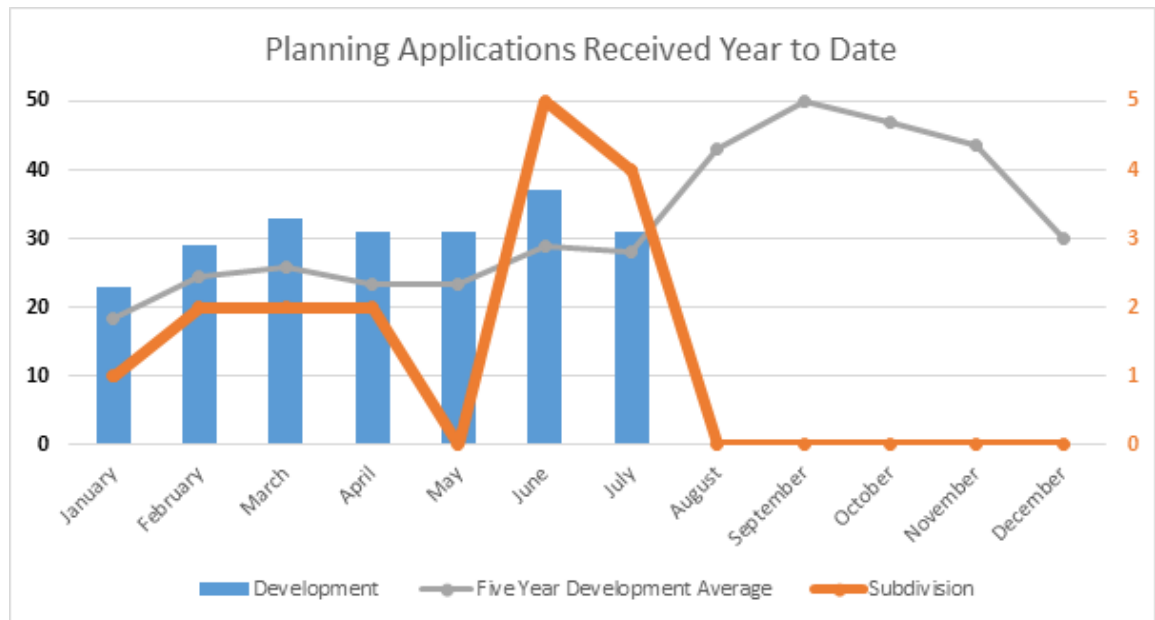
Continuously review and enhance our communication and engagement practices to meet evolving community needs.	
Developing advisory/reference groups as required to ensure inclusive representation.	
Actively connecting with all corners of our community to ensure their voices are heard.	
Promoting and advocating for Government Agencies and Non-Government Organisations to provide essential and required services to our community.	SBLC meetings
Establishing and upholding clear expectations for engagement between Council and community.	
Embedding placemaking approaches and principles into our activities to create better outcomes for projects, as well as more vibrant, resilient, and inclusive communities.	Pop ups and face to face meetings through August

11.4 PLANNING – SHANE WELLS, MANAGER



Planning Applications Received

Planning applications received for calendar year to date.



Planning Approvals Summary

	New Dwellings	New Lots Approved	New Lots Sealed
Year to Date	107	13	11
2024	154	94	80
2023	159	232	107
2022	141	39	108
2021	195	386	132
2020	224	291	80

Planning Decisions

Planning Determinations – June 2025			
Description	Type	Decision	Property Address
Dwelling	Discretionary	Delegation	3208 Tasman Highway, Orielson with access from Allambie Road
Change of Use - Outbuilding to Secondary Dwelling	Permitted	Delegation	718 Bay Road, Marion Bay
Outbuilding and Additions (Roof Over Deck)	Discretionary	Delegation	48 Riviera Drive, Carlton
Outbuilding	Discretionary	Delegation	6 Wattle Road, Dodges Ferry
Alterations and Additions (Extension and Deck)	Discretionary	Delegation	54 Bay Road, Boomer Bay
Medical Centre & Pharmacy	Discretionary	General Manager	5 Station Lane & 27 Cole Street, Sorell
Outbuilding (Demolition of Existing)	Discretionary	Delegation	U1 17A Thagenna Road, Carlton
Dwelling	Discretionary	Delegation	195-227 Penna Road, Midway Point
Outbuilding	Discretionary	Delegation	238 Shark Point Road, Penna
Outbuilding	Discretionary	Delegation	8 Renmore Court, Carlton
Dwelling and Outbuilding and Removal of existing outbuildings)	Discretionary	Delegation	4 Seventh Avenue, Dodges Ferry
Outbuilding	Permitted	Delegation	112 Inala Road, Forcett
Outbuilding	Permitted	Delegation	1057 Nugent Road, Wattle Hill
Secondary Residence	Discretionary	Delegation	24 North Street, Dodges Ferry
Three Multiple Dwellings	Discretionary	Delegation	9 Miena Drive, Sorell
Dwelling	Discretionary	TASCAT	5 Inverness Street, Midway Point



Outbuildings (caravan annexes)	Discretionary	Delegation	2 Rowan Avenue, Primrose Sands
Minor Amendment - Changes to Roof and additional Carport	Discretionary	Delegation	10 Reninna Street, Dodges Ferry
Outbuilding (Carport)	Permitted	Delegation	493 Pawleena Road, Pawleena
Outbuilding	Discretionary	Delegation	13 Malwood Place, Forcett
Dwelling and Outbuilding	Discretionary	Delegation	2 Pinto Close, Orielton
Outbuilding (Carport)	Discretionary	Delegation	1 Lewis Court, Lewisham
Two Multiple Dwellings	Discretionary	Delegation	1 Stanford Court, Sorell
Office Building (Business & Professional Services)	Discretionary	Delegation	7 Dubs & Co Drive, Sorell
Dwelling	Discretionary	Delegation	6 Thoroughbred Road, Orielton
Outbuilding and alterations to dwelling	Discretionary	Delegation	9 Heatherbell Road, Forcett
Change of Use (Temporary Dwelling to Secondary Dwelling)	Discretionary	Delegation	3 Whitlam Court, Lewisham
Outbuilding	Discretionary	Delegation	4 Little Falcon Street, Primrose Sands
Change of Use - Dwelling to Visitor Accommodation	Discretionary	Delegation	746 Fulham Road, Carlton River
Dwelling and Outbuilding	Discretionary	Delegation	6 Sunningdale Close, Midway Point
Boundary Adjustment	Permitted	Delegation	126 Linden Road, Primrose Sands

APPEALS

Item	Appeal Status
Appeal by applicant re refusal of subdivision at Marchwiell Road	Mediation Ongoing
Appeal by applicant re refusal of dwelling at 5 Inverness Street, Midway Point	Consent agreement with revised drawings.
Appeal by applicant re refusal of subdivision at Arthur Highway, Copping	Mediation Ongoing

STRATEGIC PLANNING

Item	Status (* indicates update since prior month)
Urban Growth Boundary changes consultation	Approved



State Planning Office (SPO) - Improving Residential Standards in Tasmania Project (General Residential Zone and Low Density Residential Zone).	Report formally adopted
Outer Hobart Residential Supply and Demand Study.	Complete. Public release pending
Statewide Planning Provisions – Ongoing Five Year Review.	TPC hearings scheduled for hazard code changes
Tasmanian Planning Policies.	Approval Delayed

DEVELOPMENT ENGINEERING

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

Current Engineering Drawings fee received and approved application:

- Nil.

Developments under construction are as follows:

- 7.2022.4.1 - 3 Gate Five Road, Carlton River – 2 Lot Subdivision
- 7.2024.4.1 - 9 Valleyfield Road & 123 Rosendale Road, Sorell – 16 Lot Sub-division
- 7.2020.6.3 - 195-227 Penna Road, Midway Point - Stage 9 – 9 Lot Sub-division
- 7.2023.19.1 - 40 Erle Street, Carlton River - 6 Lot Sub-division
- 7.2024.26.1 - 1 Correa Street, Primrose Sands – 1 Lot Sub-division
- 7.2024.16.1 - 4a Blackwood Drive, Forcett - 1 Lot Sub-division
- 7.2024.17.1 - 179 Greens Road, Orielton - 1 Lot Sub-division
- 7.2025.17.1 - 130 Joseph Road, Carlton - Boundary Adjustment

Developments Obtaining Practical Completion- On Maintenance

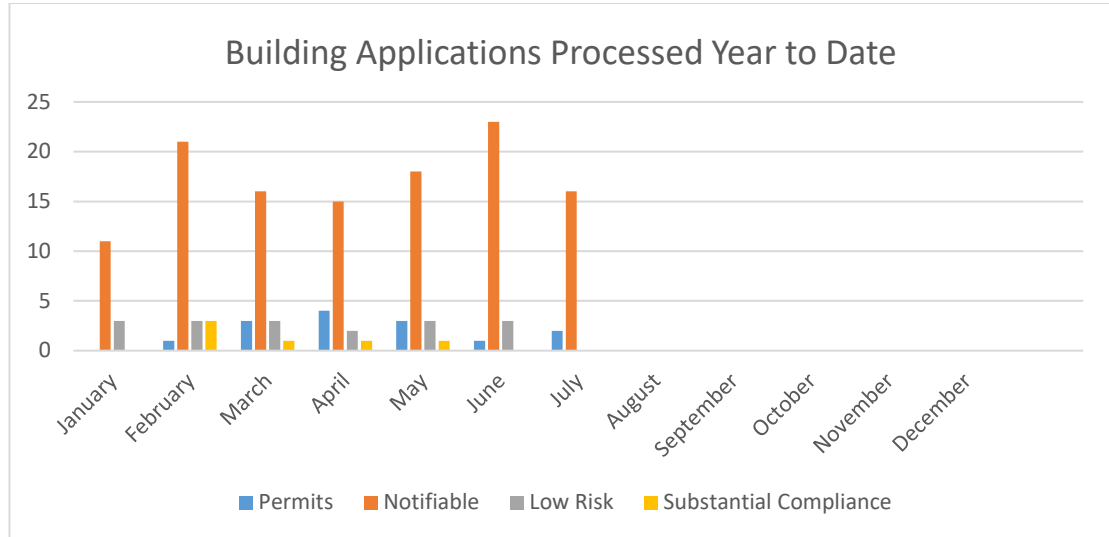
- Nil.



11.5

HEALTH AND COMPLIANCE – GREG ROBERTSON, MANAGER**BUILDING**

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



Details of applications that were approved in July 2025 (details below).

Property Address	Purpose Use Of Building	Value Of Work
14 Friendship Drive, Sorell	Dwelling	\$400,000.00
9 Spoonbill Loop, Sorell	Dwelling	\$450,000.00
471 Sugarloaf Road, Carlton River	Solar Panels	\$80,000.00
14 Olympic Avenue, Midway Point	Dwelling	\$0.00
63 Sweetwater Road, Midway Point	Dwelling	\$670,000.00
646 Primrose Sands Road, Primrose Sands	Outbuilding	\$100,000.00
19 McKinly Street, Midway Point	Dwelling	\$50,000.00
25A Pendell Drive, Forcett	Shed	\$50,000.00
32 Horizon Drive, Sorell	Roofed Deck	\$15,000.00
8 Lake Vue Parade, Midway Point	Dwelling	\$300,000.00
65 Sweetwater Road, Midway Point	Dwelling Addition	\$670,000.00
6 Statesman Court, Sorell	2x Dwelling Units	\$500,000.00
54 Friendship Drive, Sorell	Dwelling	\$354,000.00

**AGENDA**

ORDINARY COUNCIL MEETING
19 AUGUST 2025

18 Dodges Hill Road, Dodges Ferry	Shed	\$40,000.00
1057 Nugent Road, Wattle Hill	Shed	\$30,000.00
29 Federation Drive, Sorell	Dwelling	\$370,000.00
8 Renmore Court, Carlton	Shed	\$55,000.00
55 Craigs Hill Road, Boomer Bay	Distillery	\$45,000.00

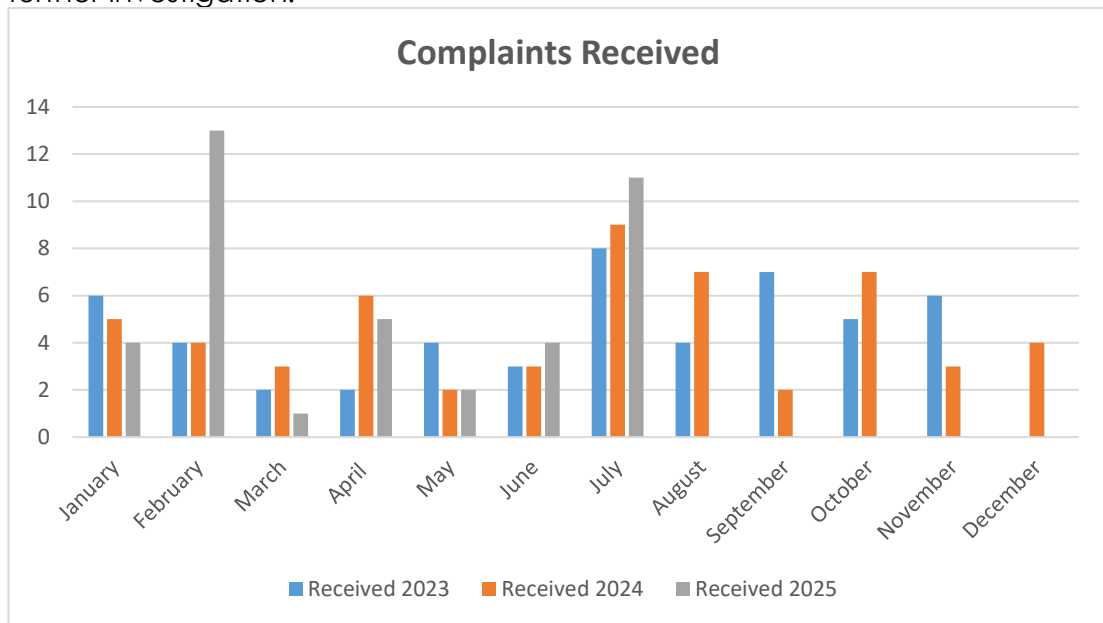
FEES WAIVED

During the month of July, \$867.00 in fees were waived for BA 2025/145-1.

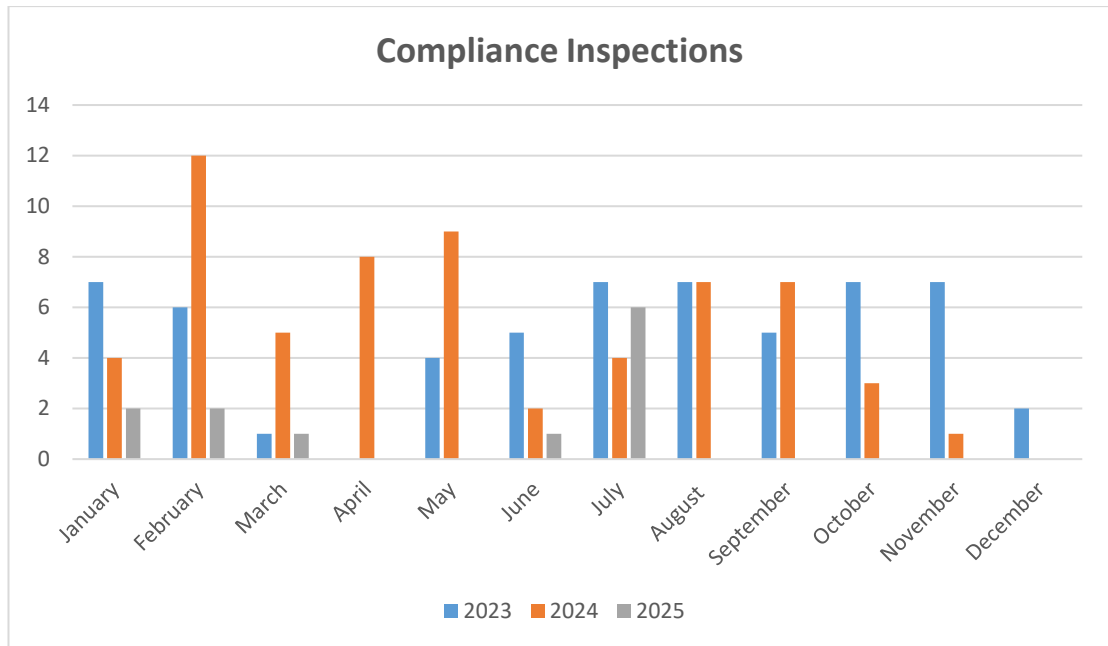
BUILDING COMPLIANCE

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 July, we received 11 new complaints that required further investigation.



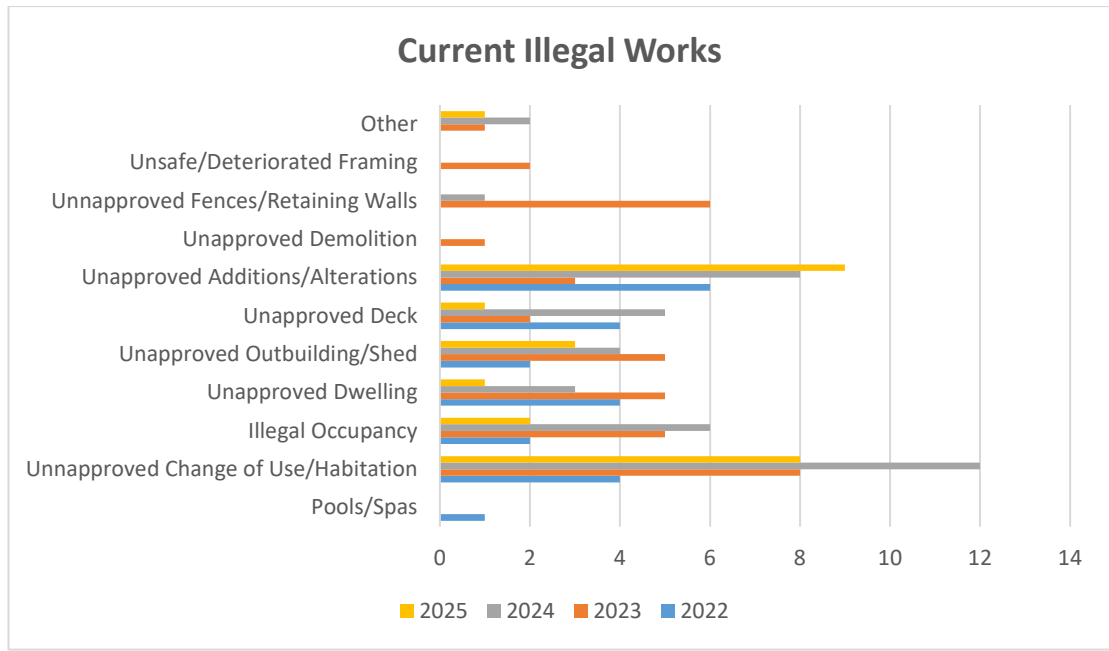
There were 6 on-site inspections completed for the month of July.



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.

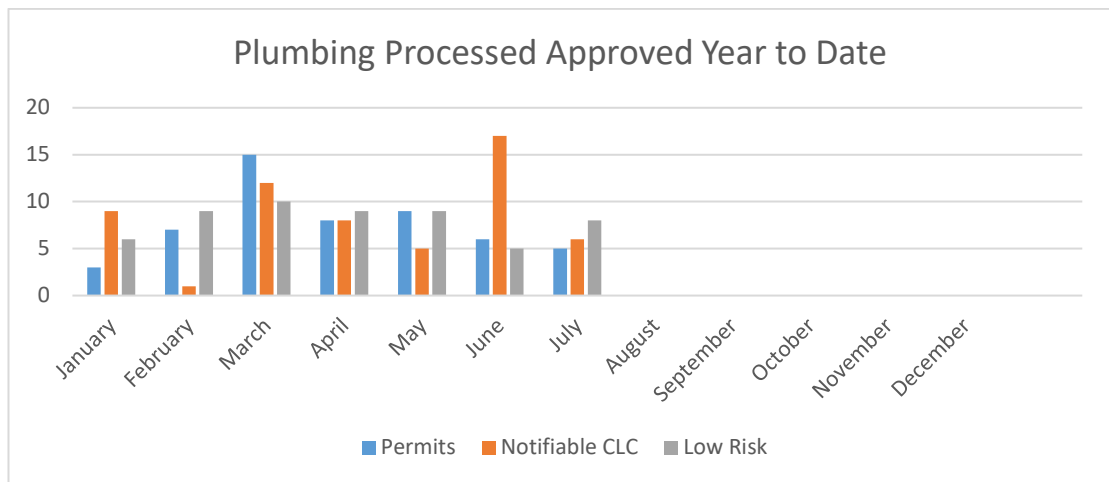
Below statistics reflective of Notices/Orders issued for July 2025:

Building Notices issued:	4
Building Order issued:	5
Building Order (Including Notices) revoked:	0
Infringement Notices issued:	0
Emergency Order issued:	0

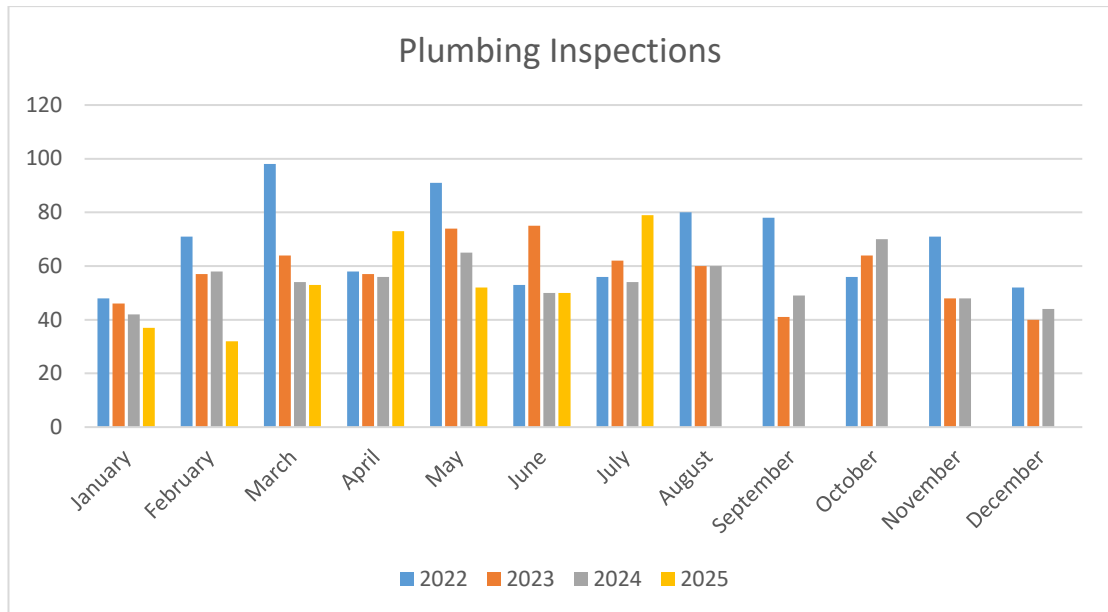


PLUMBING

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



In July, 79 plumbing inspections were conducted for new and existing plumbing works. These works are current Plumbing Permits and Certificates of Likely Compliance.



PLUMBING COMPLIANCE

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

Plumbing Inspection Direction:	1
Plumbing Notices issued:	0
Plumbing Order issued:	0
Plumbing Order (Including Notices) revoked:	0
Infringement Notices issued:	0
Emergency Order issued:	0

ENVIRONMENTAL HEALTH

Building Act 2016

Onsite wastewater management assessments completed for Plumbing Permit applications, mostly in the Southern Beaches.

The operator of a commercial property in the Southern Beaches which discharges wastewater into Pittwater has not yet been resolved. The owner has signed a contract with a plumbing business to undertake the work. The owner has been in contact with the Manager of Health & Compliance during July to provide an update on why the project start has been delayed.

EHO investigated a complaint of failing septic tank system in Sorell, enforcement action was taken to require the owner to rectify.

Land Use Planning & Approval Act 1993



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

Food Act 2003

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

Food Business renewal registrations have been issued and those businesses that hadn't paid invoice have been follow-up.

Public Health Act 1997

One notifiable disease has been received from the State Health Communicable Disease Prevention Unit (CDPU) for investigation.

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

The recreational water quality report and statistical analysis was completed and presented to Council at the June Council meeting with a report on the Water Quality investigation at Primrose Beach. Consultants have been engaged to provide advice on management and mitigation measures to improve the quality of seepage water discharging onto Primrose Beach. An update will be provided to residents in October 2025.

The EHO previously issued an abatement notice on a property in Midway Point requiring the owner to remove rubbish and unsightly articles. The notice was not complied with, and Council is in the process of taking the necessary action to abate the nuisance. A Closure under the *Public Health Act 1997* was also issued for the dwelling on the same property. An inspection will be completed in August to determine if the required works have been completed.

Environmental Management & Pollution Control Act 1994 (EMPCA)

Noise, littering, smoke, depositing off clean fill, leaking motor oil, backyard burning and odour issues/complaints were received including, construction noise, loud music and offensive odour.



The EHO investigated a complaint that a property in Carlton was dumping fill on their land. On investigation the EHO found that there was a substantial amount of Type 1 clean fill on the property. While there appears to be well over the annual 100 tonne limit, the owner has been stockpiling for over a decade to enable them to make land improvements such as internal roads. The owner has complied with Council to cease stockpiling until the back log has been used.

Waste Management

1. Waste collection statistics

Month	2024/25 - Participation rate (%)				
	Garbage	Recycling	Greenwaste (bins)	Bulk Greenwaste	Hardwaste
July 24	80	77	38		
August	81	78	33		16
September	81	77	41		
October	83	74	50	10	
November	85	82	49		
December	86	81	50	7	
January	86	86	54		
February	86	85	51		
March	85	83	45		
April	84	82	43		
May	86	81	44		
June	81	77	35		
July 25	82	77	43		

Month	2024 Tonnage of waste collected				
	Garbage	Recycling	Greenwaste	Hardwaste	Greenwaste (bulk)
July 24	313	77	72		
August	383	76	103	109	
September	314	84	85		
October	323	106	103		32
November	309	96	86		
December	318	90	85		34
January 25	314	100	86	205	
February	275	88	75		
March	283	91	50	4	
April	264	81	60		
May	277	81	66		
June	323	109	51		
July	258	74	70		

Month	2024/25 Mornington Park Transfer Station - Sorell Residents (Tonnages)			
	Recoverables	Greenwaste	Garbage	
July 24	12	17	134	
August	15	21	122	
September	16	23	128	
October	21	37	140	
November	10	34	148	
December	21	42	171	
January 25	18	58	141	
February	11	34	109	
March	12	28	115	
April	23	38	124	
May	15	38	122	
June	17	26	118	
July	10	26	130	

1. Greenwaste wheelie bin collections in July increased to 43% which is higher than the same time last year. Greenwaste total weight collected was also higher, most likely due to the higher moisture content.

2. A community survey on FOGO was released July. The survey will provide residents with more information about FOGO and help to design a service that suits our community and enables organic waste to be diverted from landfill. In late July approximately 270 surveys have been completed. The survey will be open until the end of August.

3. MRA Consulting Group, a specialist waste management business has provided a report on transitioning to FOGO. The report recommends initially retaining weekly garbage collection when FOGO is introduced to enable time for residents to be educated on the benefits of FOGO. Providing kitchen caddies and compostable liners to residents will achieve better organics diversion.

4. Attended a briefing from SWS on the Organics facility project at Copping. A facility is expected to be operational before FOGO commences in July 2026.



Street Stall / Public place permits

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

Dodges Ferry School sewage lagoons

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

TasWater are in the process of arranging community consultation on the project.

Southern Beaches On-site Wastewater and Stormwater Strategy

The consultants submitted the Draft report, which has been reviewed by Council staff. The final draft report will be advertised for public comment in early August 2025.

By-Laws

Commenced work on preparing a new Roads By-Law, the draft has reviewed by Councils legal advisor and work has started preparing the regulator impact statement (RIS) and stakeholder consultation.

COMPLIANCE

Dog attacks

Council officers investigated several dog attacks on people and other dogs. One dog was seized and euthanised.

Dogs at Large / Fines and impounded

7 Dogs were impounded and 3 infringement notices were issued comprising the following offences - dog at large and failing to register a dog over 6 months of age.

Dog registration checks

Councils Compliance staff with the assistance of CBS staff have commenced contacting 715 pending dog registrations that were registered last financial year and were not re registered for 2025/2026.

Door knocks for new registrations will commence in August.



Planning Compliance

1 complaint received, investigated and referred to planning for actioning.

Parking

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

Noise Complaints including Dog Barking and Poultry

6 dog barking investigations successfully completed and a further 7 complaints are ongoing.

Littering

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

Typically, Councils Compliance staff collect and dispose of dumped rubbish whilst attending the site however in some cases the amount of rubbish prevents the officer from doing this and contractors are engaged.

Council has contacted EPA Tasmania for assistance to obtaining evidence of Littering. EPA have agreed to deploy cameras in priority areas to hopefully catch offenders.

BY-LAW Compliance

Back Yard Burning

Councils Compliance Staff investigated 1 Back yard burning complaint.

Another complaint was investigated for the burning of prohibited items which resulted in the offender being issued an infringement notice for over \$1000.00.

Caravans

No new applications have been received.

Attended a meeting on the regulation of tiny homes.

Fire Hazards

N/A



11.6 INFRASTRUCTURE AND ASSETS – JULIE MANN, MANAGER



CAPITAL WORKS - TRANSPORT AND STORMWATER

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

Capital Works projects within the design phase:

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

Capital Works construction projects within the procurement process:

- Carlton River Road footpath out to tender.
- Carlton Beach Road from East Street to Raprinner Street footpath out to tender.
- Gatehouse Drive to Weston Hill Road footpath out to tender.

Capital Works under active construction:

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

CAPITAL WORKS - LAND IMPROVEMENTS AND BUILDINGS

FOOTPATHS

- Red Ochre Beach Access – An archaeologist scope and price has been received. Engagement TBC.
- Sorell Streetscape:
 - Quote requests have been sent for additional sandstone blocks.
 - Discussions have been had with planter box and seating suppliers.
 - The tree lighting project could be incorporated into this project.

BUILDINGS

Southeast Jobs Hub

- Occupancy permit has been issued
- Official opening event was held on Monday 4 August 2025.
- BEST moved into the building on Tuesday 5 August 2025 and were open to the public on Wednesday 6 August.
- Workskills have produced a concept plan for the fitout of their office space, which has been approved and works will commence on 14 August.
- Additional access pathway have been installed from the Council car park to the front doors.
- External seating and shelter options are being reviewed.

Men's Shed - Relocation

- A proposed location plan has been sent to the Hobart Vintage Machinery Society for review.
- A concept plan for the building is being developed with the Men's Shed.
- The footprint of the proposed site of the Men's Shed has been set out on site at the Vintage Machinery site.

Sorell Memorial Hall - Extension

- New doors and windows have been installed.
- Electrical works are continuing.
- Plumbing works are continuing.
- Mechanical works are continuing.
- Internal plastering is underway.
- External concrete paths have been removed for external drainage/ water supply.
- External cladding is nearing completion.



Train Shed

- No change - Quote received for removal of existing perimeter fence and installation of new fence and gates.

PARKS AND RESERVES

Madison Lyden Park

- No change - Amenities Building
 - Concept plans for the amenities block are complete.
 - Design consultants engaged to produce construction plans to seek quotes.
 - Cost estimate will be completed and sent to Council for budget adjustment – most likely in September/ October.
- Car Park
 - Additional footpath to link each end of the car park to the surrounding pathway network has commenced.

Pembroke Park – BMX Track

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

Pembroke Park & Dodges Ferry Recreation Centre – AFL Goals

- The successful Contractor is ordering and manufacturing the safety netting.
- Installation date is yet to be confirmed.
- Sleeves for netting posts have been sent, with the contractor doing the installation confirming that works will commence the week of 18 August.

South-East Soccer Field

- Extensions to the concrete paths have been confirmed with quotes to be sought.

ASSETS, GIS & ICT UPDATES

- SES flood data review and import
- Transport Revaluation
- Dunalley cemetery mapping
- 25-26 Capital works layer in SSA
- Roadside spraying Maps update



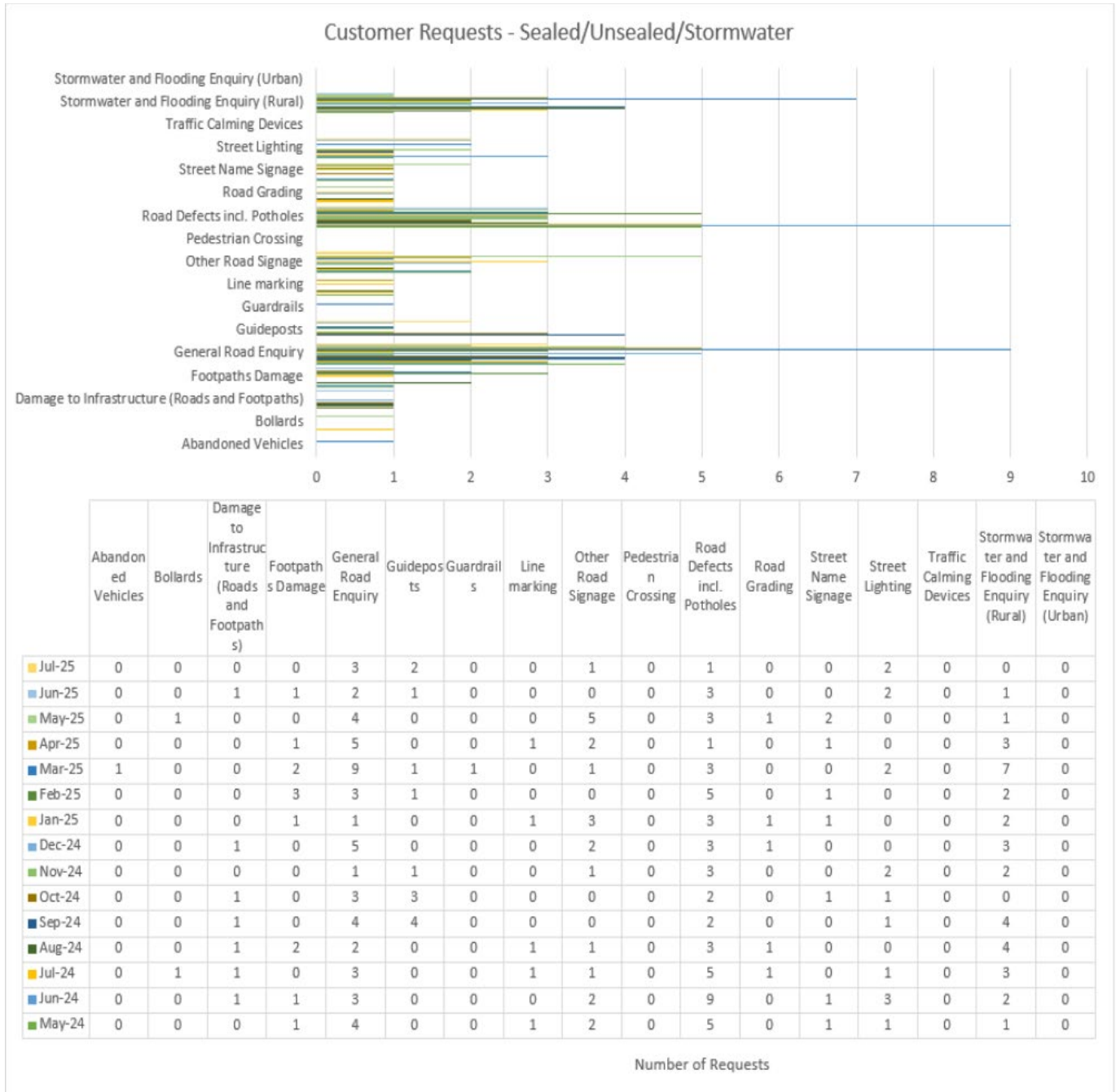
11.7 ROADS AND STORMWATER – MATTHEW JONES, ACTING MANAGER



ROADS AND STORMWATER

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

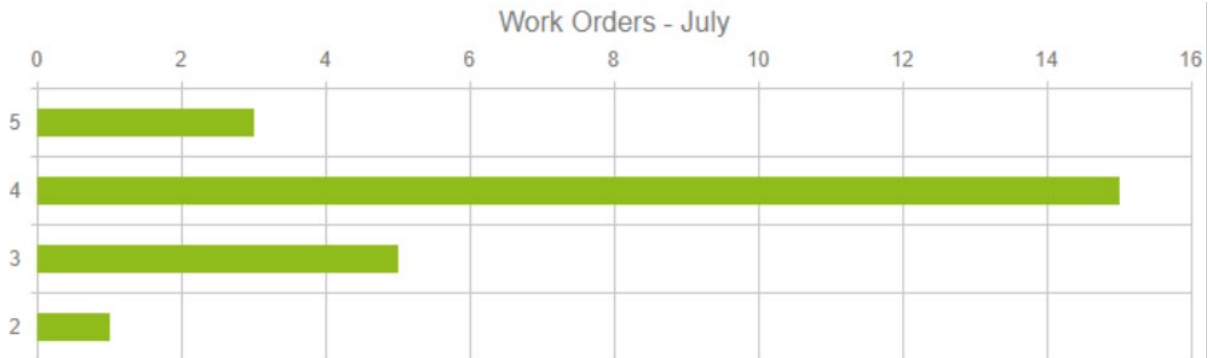
CRM's



All 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 Webbs Road, Pawleena Road, Duncombe Lane, East Orielton Road, Pearces Road, Branders Road, Nugent Road, Shark Point Road, Bakers Road, Tullamore Road, Goodford Lane, Leprena Road, Rosendale Road, Shrub End Road, Bridges Road, and Hillcrest Road.
- Vegetation on Marion Bay Road, Kannah Street, and Nugent Road.
- Bridge Repairs on Shrub End Road.

Inspections carried out

- Primrose Sands

Sealed Road Crew



- Potholes at Neil Davis Place Car Park, Bally Park Road, Delmore Road, Carlton Beach Road, Carlton River Road, Brinktop Road, Parnella Road, Sugarloaf Road, Lewisham Scenic Drive, Burnett Street, Brown Hawk Road, Old Forcett Road, Pembroke Park Access Major, and Fulham Road.

- Shoulders on Brinktop Road and Elise Drive.
- Clean Drains at Council Depot and Moorpark Court.
- Tree Trimming on Marion Bay Road, Hurst Street, Nugent Road, Ridge Road, Ulvergene Street, Bally Park Road, Provence Drive, Lewisham Scenic Drive, Richards Avenue, Carlton Beach Road, Carlton River Esplanade, Fulham Road, and Kellevie Road.
- Linemarking on Carlton Beach Road.
- Quarry Rehabilitation at Sunnyside.

Inspections carried out

- Dunalley
- Dodges Ferry
- Carlton
- Major Roads

Roadside Furniture

- Signs at Carlton River Road, Carlton Beach Road, East Street, Lateena Street, Raynors Road, Penna Road, and Tiger Head Road.
- Guideposts on Elizabeth Street, Shark Point Road, Old Forcett Road, and Ridge Road.
- Replace Mirror at Pawleena Road.

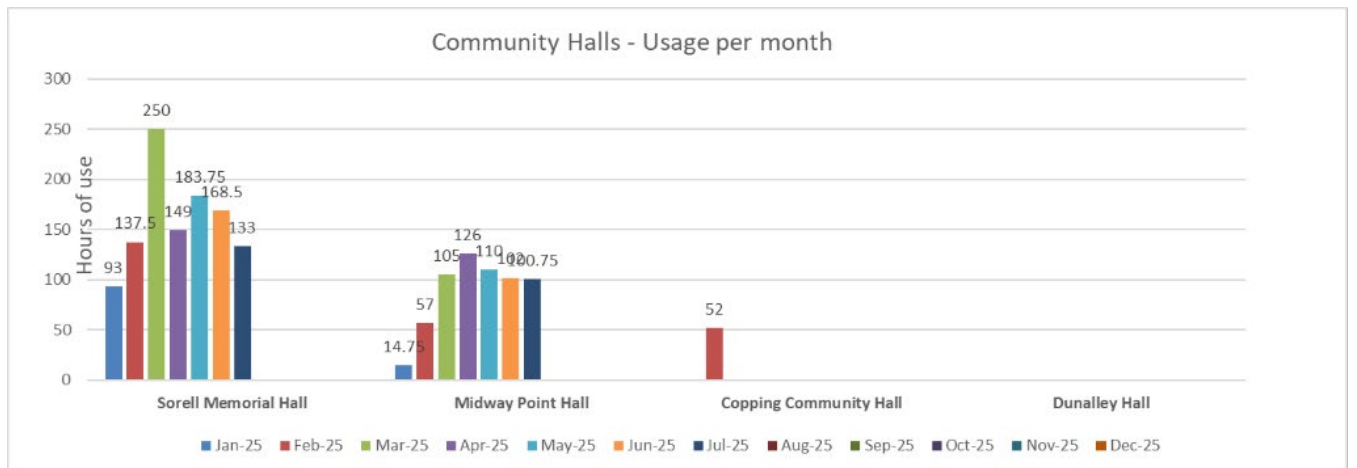
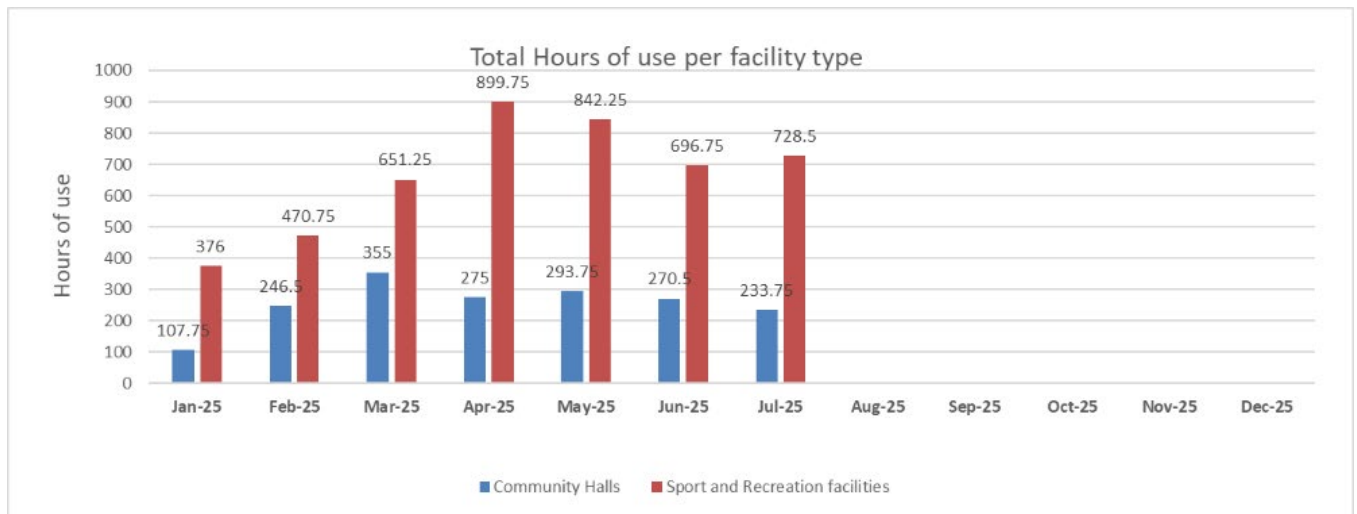
Stormwater Crew

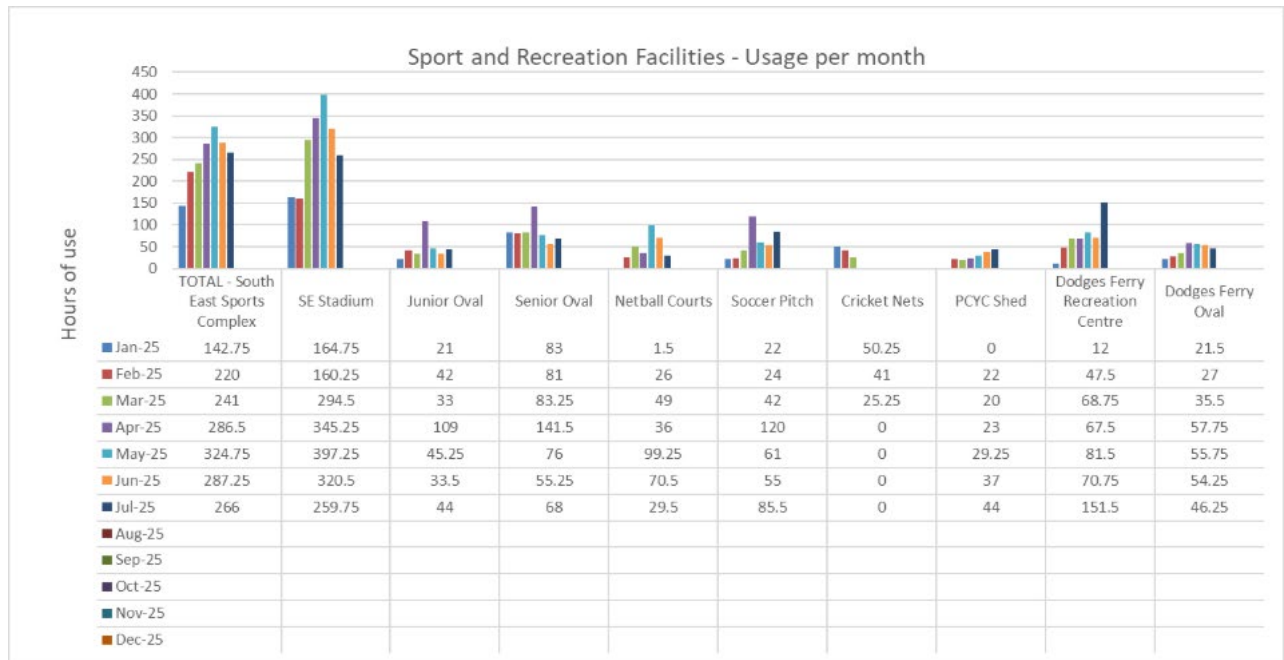


- Clean Drains at Rantons Road, Harrier Street, Carlton Beach Road, Carlton River Road, Boathouse Rise, Sea Eagle Road, and Brown Hawk Road.
- Spraying on Provence Drive and Okines Road.
- Brushcut at the ambulance station and Okines Road.
- Repair Detention Drain at the CAC.
- Investigate Leak at Council Depot.
- Clean Debris from Dodges Ferry Dump.
- Vac Pump pit on Moomere Street and Shark Point Road.
- GPT Inspections in Zone 1.

11.8 FACILITIES AND RECREATION – BEN BUCKLAND, MANAGER

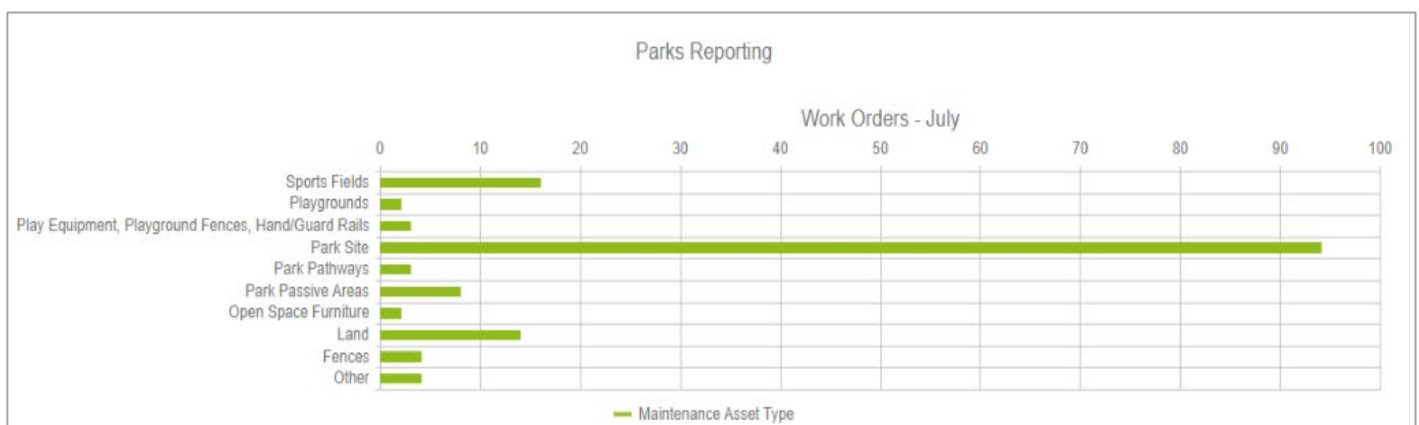
△ FACILITY USAGE





LAND IMPROVEMENTS

- Tree work – Various locations – main street trees.
- Ongoing mowing and maintenance for Parks, Reserves and Walkways.
- CRM's.
- Annual Rose Garden Pruning.
- Gravel Pathways maintenance.
- Install gravel & seating – Sorell Dog Park – second installation.
- Native planting at Flyway Park.
- Irrigation extension to junior oval
- Fertilising all ovals
- Top up mulch in tree bases – Cole St Sorell
- Replace missing bolts on swing seat – Snake Hollow Park
- Annual soft fall top ups
- BMX Track repairs
- Windstorm clean ups



NATURAL RESOURCE MANAGEMENT

Following key activities were conducted:

- Various site plans are being developed with partner properties under Rivers to Ramsar (Urban River grant program) project. The project aims to restore riparian ecology in three rivers; Sorell rivulet, Orielton rivulet and Frogmore creek.
- Blue lagoon weed management plan completed.
- CERMP outfall works progressing in various locations within southern beaches.
- eDNA report received and shared with interested stakeholders.
- Fencing in Dodges Ferry Recreational reserve completed.
- Camera trap for the wildlife installation progressing.

FACILITIES

- Installation of additional Gallery Rail - Stadium
- Lighting Improvements Sorell Stadium
- Multiple tree maintenance
- Gate and bearing repairs Depot
- Replace broken and faulty door at Dunalley Football Club
- Various and multiple lock repairs
- Commission Landcare water tank at DF recycling station
- Multiple maintenance repairs to Sorell Memorial Hall roof plus insurance claim management to ladies Bathroom in the RSL
- Repairs to Dodges Ferry Primary - Hall flooring
- Project Management Fenton Street Park N Ride (DSG Liaison)
- Water Meter Mapping – Cole Street
- Carlton Beach access walkway maintenance planning
- Lighting improvements Depot
- Installation of a Defib at Depot
- New hot water cylinder and electrical upgrades at our dog pound
- Four new toilet cistern replacements various
- Repairs survey & planning Dodges Ferry Boat Park
- Partition repairs Sorell Stadium
- Lock repairs Sorell Stadium
- Gutter repairs Sorell Memorial Hall
- Gutter repairs CAC



12.0 PETITIONS STILL BEING ACTIONED



Petition	Tabled at Council Meeting	Status
Withdrawal of the Blue Lagoon Draft Management Plan	18 th July 2023 ordinary Council meeting – S.58(2) LGA 1993.	<p>Council laid the matter on the table for further consultancy on review and options assessment for stormwater management at Blue Lagoon. Variation to the operating budget approved at August 2023 Council meeting to facilitate this - \$50k.</p> <p>Final consultant reports received April 2024.</p> <p>Council staff continue to progress matters with Red Handfish research team (NHRT) in first instance through exchange of consultant reports, development of an interim water level management SOP and ongoing engagement prior to determining further actions.</p> <p>Exchange of all project materials expanded to relevant state and federal agencies.</p> <p>Engagement with NRM EAG has also occurred.</p> <p>Alternative permanent outfall design exiting at Boat Ramp underway. Detailed LIDAR survey and tidal level data indicate drain grade and tidal inundation limitations. Alternate approaches being investigated between Council and consultant. Two options completed. Original concept via Kannah and Boat Park to ramp most feasible / least cost. Revised PM Plan required to finalise planning, required budget and impacts of associated maintenance works of lagoon as per mechanical cumbungi removal.</p>
Restore and Revegetate Platypus Habitat – Dodges Ferry	<p>17th June 2025 ordinary Council meeting – S.58(2) LGA 1993.</p> <p>15th July 2025 ordinary Council meeting – S.60(2)(b) LGA 1993.</p>	<p>Petition tabled.</p> <p>Recommended action of Council was: <i>'Pending receipt of the eDNA monitoring results, to then consider options including the development and implementation of an appropriate habitat improvement plan'</i>.</p> <p>eDNA results subsequently returned negative evidence from test sites across three waterways.</p> <p>Council NRM Facilitator in conjunction with NRM Environmental Advisory Group to develop a</p>

		broader waterway habitat management approach consistent with the NRM Strategy, that appropriately considers risk, regulatory framework and tenure, and which provides localised, staged and funded (where required) actions.
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13.0 PETITIONS RECEIVED



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

14.0 LAND USE PLANNING



The Mayor advised in accordance with the provisions of Part 2 Regulation 29 of the Local Government (Meeting Procedures) Regulations 2025, 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 29, the Council will act as a planning authority in respect to those matters appearing under item 14 on this agenda, inclusive of any supplementary items.

14.1 SORELL PLANNING AUTHORITY MINUTES



RECOMMENDATION

"That the minutes of the Sorell Planning Authority ("SPA") Meeting of 5th August 2025 be noted."



15.0 GOVERNANCE



15.1 ENDORSEMENT OF REVIEWED AND NEW COUNCIL POLICIES

RECOMMENDATION

"That Council resolves to endorse the following governance documents as presented:

- i) reviewed Councillor Code of Conduct;
- ii) reviewed Enforcement Policy;
- iii) reviewed Fees Refund and Remission Policy;
- iv) reviewed Personal Information Protection Policy;
- v) reviewed Related Party Disclosure Policy; and
- vi) new Dispute Resolution Policy."

Introduction

This report seeks Council's endorsement of five reviewed policies and adoption of one new policy. These actions form part of Council's commitment to good governance, legislative compliance, and effective policy management.

Background

Council maintains a suite of policies to guide governance, decision-making, and operational activities. These policies are reviewed periodically to confirm relevance, reflect changes in legislation or best practice, and ensure alignment with Council's objectives.

The following policies have undergone review:

1. Councillor Code of Conduct
2. Enforcement Policy
3. Fees Refund and Remission Policy
4. Personal Information Protection Policy
5. Related Party Disclosure Policy

No substantive changes have been made to the intent of these policies. Minor administrative updates have been applied to ensure clarity, correct references, and update formatting.

With the Councillor Code of Conduct, this must be consistently adopted by all councils in accordance with the revised Local Government Model Code of Conduct Order. To that end, there is no discretion afforded to any council to change the content.

New policy:



- Dispute Resolution Policy — developed by LGAT to provide a clear framework for resolving disputes and code of conduct complaints within the elected body of Council in a fair, consistent, and timely manner, in line with relevant legislative requirements.

Strategic plan

These Policies support the following Objectives, Outcomes and Directions from Council's Strategic Plan 2019–2029:

Objective 2: Responsible Stewardship and a Sustainable Organisation

Outcome 2: Contemporary governance and compliance practices.

Direction 7: Commitment to transparent and accountable governance and well informed decision making.

Objective 4: Increased Community Confidence in Council

Outcome 1: Consistent and contemporary Council leadership

Direction 1: Encourage elected members to be well informed and engaged, and to represent whole of community interests.

Annual plan

Consistent with Part 2.4 – 'Continuing elected member engagement with DPAC and LGAT Local Government Learning and Development Framework, Local Government Reform Program and review of Council Governance Framework.'

Policy implications

The reviewed policies will replace the existing versions currently in effect. Adoption of the new Dispute Resolution Policy will expand Council's governance framework to include a formal mechanism for managing disputes.

Environmental implications

N/A

Asset management implications

N/A



Risk management implications

Regular review of policies reduces governance risk, ensures legal compliance, and promotes consistent decision-making. The introduction of the Dispute Resolution Policy further reduces the risk of unresolved conflict and supports effective governance of the revised Code of Conduct for Councillors.

Community implications

The reviewed and new policies strengthen Council's capacity to serve the community effectively, provide transparency, and maintain public trust.

Statutory implications

The policies reviewed and developed are subject to various statutory requirements, including the *Local Government Act 1993*, the *Personal Information Protection Act 2004*, and Australian Accounting Standards (for Related Party Disclosures).

Report

The reviewed Councillor Code of Conduct, Enforcement Policy, Fees Refund and Remission Policy, Personal Information Protection Policy, and Related Party Disclosure Policy are presented for Council's endorsement.

The new Dispute Resolution Policy is presented for adoption to provide a consistent, transparent, and efficient process for managing disputes within Council.

These actions will ensure all six policies are up to date, relevant, compliant and effective in guiding Council's governance and operational practices.

Robert Higgins
GENERAL MANAGER

Attachments: (48) pages



COUNCILLOR CODE OF CONDUCT

TITLE	COUNCILLOR CODE OF CONDUCT
RESPONSIBLE PERSON	GENERAL MANAGER
APPROVED BY COUNCIL	17 MAY 2016
RESOLUTION NO	78/2016
AMENDED ON	28 JULY 2025
RESOLUTION NO	___/____
REVIEW DATE	JULY 2028



MODEL CODE OF CONDUCT

Section 28T of the *Local Government Act 1993* ("the Act") requires each council to adopt the model code of conduct, which is contained as Schedule 1 to the *Local Government (Model Code of Conduct) Order 2024*, with or without variations as permitted by the Act, as its code of conduct relating to the conduct of its councillors.

The role of a councillor is defined in Section 28 of the *Local Government Act 1993* which provides the functions of individual councillors and councillors collectively.

For the purposes of section 28R(1) of the Act, the Code of Conduct set out in Schedule 1 of the Model Code of Conduct relating to the conduct of councillors.

INTERPRETATION

(1) In this order Act means the *Local Government Act 1993*

This Code of Conduct incorporates the Model Code of Conduct made by Order of the Minister responsible for Local Government.

PART 1 – DECISION MAKING

1. A councillor must bring an open and unprejudiced mind to all matters being decided in the course of the councillor's duties, including when making planning decisions as part of the council's role as a planning authority.
2. A councillor must make decisions free from personal bias or prejudgement in the course of the councillor's duties.
3. A councillor, in making decisions, must give genuine and impartial consideration to all relevant information known to the councillor, or of which the councillor should be reasonably aware.
4. A councillor must –
 - (a) make decisions solely on merit; and
 - (b) not take irrelevant matters or circumstances into account when making decisions.

PART 2 – CONFLICT OF INTERESTS THAT ARE NOT PECUNIARY

1. A councillor, in carrying out the councillor's public duty, must not be unduly influenced, nor be seen to be unduly influenced, by personal or private interests that the councillor may have.
2. A councillor must act openly and honestly in the public interest.
3. A councillor must uphold the principles of transparency and honesty and declare actual, potential or perceived conflicts of interest at any meeting

of the council and at any workshop or any meeting of a body to which the councillor is appointed or nominated by the council.

4. A councillor must act in good faith and exercise reasonable judgement to determine whether the councillor has an actual, potential or perceived conflict of interest.
5. A councillor must avoid, and withdraw from, positions of conflict of interest as far as reasonably possible.
6. A councillor who has an actual, potential or perceived conflict of interest in a matter before the council must –
 - (a) declare the conflict of interest and the nature of the interest before discussion of the matter begins; and
 - (b) act in good faith and exercise reasonable judgement to determine whether a reasonable person would consider that the conflict of interest requires the councillor to leave the room during any council discussion and remain out of the room until the matter is decided by the council.
7. This Part does not apply in relation to a pecuniary interest.

PART 3 – USE OF OFFICE

1. The actions of a councillor must not bring the council or the office of councillor into disrepute.
2. A councillor must not take advantage, nor seek to take advantage, of the councillor's office or status to influence others improperly to gain an undue, improper, unauthorised or unfair benefit, or detriment, for the councillor, another person or a body.
3. A councillor, in the councillor's personal dealings with the council (for example as a ratepayer, recipient of a council service or planning applicant), must not expect or request, expressly or implicitly, preferential treatment for the councillor, another person or a body.

PART 4 – USE OF RESOURCES

1. A councillor must use Council resources appropriately in the course of their public duties.
2. A councillor must not use Council resources for private purposes except as provided by Council policies and procedures.



3. A councillor must not allow the misuse of Council resources by any other person or body.

PART 5 – USE OF INFORMATION

1. A councillor –
 - (a) must only access or use council information as needed to perform the councillor's duties and functions; and
 - (b) must not access or use council information for personal reasons or non-official purposes.
2. A councillor must only release council information –
 - (a) in accordance with established council policies and procedures; and
 - (b) in compliance with relevant legislation.

PART 6 – GIFTS AND BENEFITS

1. A councillor may accept an offer of a gift or benefit if it –
 - (a) directly relates to the carrying out of the councillor's public duties; and
 - (b) is appropriate in the circumstances; and
 - (c) is not in contravention of relevant legislation.
2. A councillor must avoid situations in which a reasonable person would consider that a person or body, through the provision of gifts or benefits, is securing, or attempting to secure, influence or a favour from the councillor or the council.

PART 7 – RELATIONSHIPS WITH COMMUNITY, COUNCILLORS AND COUNCIL EMPLOYEES

1. A councillor must –
 - (a) treat all persons fairly and;
 - (b) not cause any reasonable person offence or embarrassment; and
 - (c) not bully or harass any person.
2. A councillor must –
 - (a) listen to, and respect, the views of other councillors in council and committee meetings and all other proceedings of the council; and
 - (b) endeavour to ensure that issues, not personalities, are the focus of debate.

3. A councillor must not contact or issue instructions to any of the Council's contractors or tenderers, without appropriate authorisation.
4. A councillor must not contact an employee of the Council in relation to Council matters unless authorised by the General Manager of the Council.
5. A councillor must not, in the councillor's relationships with persons, other councillors, the council, employees of the council or other bodies, engage in conduct that is prohibited conduct.

PART 8 – REPRESENTATION

1. A councillor must accurately represent the policies and decisions of the council when giving information to the community.
2. A councillor must not knowingly misrepresent information that the councillor has obtained in the course of the councillor's duties.
3. A councillor must not speak on behalf of the council unless specifically authorised or delegated by the mayor.
4. A councillor must clearly indicate if a view put forward by the councillor is a personal view.
5. A councillor's personal views must not be expressed publicly in such a way as to –
 - (a) undermine the decisions of the council; or
 - (b) bring the council into disrepute.
6. A councillor must show respect when expressing personal views publicly.
7. A councillor's personal conduct must not reflect, or have the potential to reflect, adversely on the reputation of the council.
8. A councillor appointed to represent the council on external bodies must strive to –
 - (a) understand the basis of the appointment; and
 - (b) be aware of the ethical and legal responsibilities attached to such an appointment.





ENFORCEMENT POLICY

TITLE	ENFORCEMENT POLICY
RESPONSIBLE PERSON	MANAGER HEALTH AND COMPLIANCE
APPROVED BY COUNCIL	11/12/2018
RESOLUTION NO	144/2018
AMENDED ON	11/07/2025
RESOLUTION NO	___/____
REVIEW DATE	17/08/2027



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1. Preamble

Local Government is charged with legislative responsibilities, which protect individuals and the community as a whole. Council's customers include both those on whom the law places a duty and those whom the law protects. While it is ultimately the responsibility of individuals and other bodies to comply with the law, Council staff are required to carry out activities which enforce compliance.

This policy is an "umbrella" policy, which outlines Council's approach to enforcement matters and provides staff with direction about the manner in which enforcement activities are to be undertaken.

In addition to enforcement, Council carries out a range of activities to ensure compliance such as community education programs to encourage conformance. Detailed policies and procedures about these specific activities may also apply.

Enforcement activities include:

- patrolling streets and public places;
- inspecting premises either on a routine programmed basis or on a random basis; and
- responding to enquiries and complaints.

2. Purpose of the Policy

- to provide consistency in enforcement action in matters of non-compliance;
- to ensure transparency, procedural fairness and natural justice principles are applied; and
- to ensure that enforcement action is proportionate to the alleged offence in each case.

3. Defining Enforcement

Council adopts a broad definition of "enforcement" which combines the provision of advice and assisting compliance with formal action where necessary. This is intended to encourage higher levels of voluntary compliance with legal requirements by individuals, businesses and other bodies.

Notwithstanding the above, Council will take immediate action when required (for example to ensure public health and safety or to protect the environment) and take firm action against those who act unlawfully when circumstances warrant.

4. Principles of Good Enforcement

Enforcement actions are taken within the context of both a legal and policy framework. Council staff will carry out their enforcement related work with due regard to the following principles.

4.1 Proportionality

A proportionate response means that Council's actions will be scaled to the seriousness of the breach.

Council recognises that most individuals want to comply with the law and will assist compliance by being open and helpful, offering informal advice and providing the chance to discuss compliance problems.

Attention will be focussed on those whose activities give rise to the most serious risks, or where potential hazards are least well controlled. Depending on the seriousness and persistence of the infringement, Council will minimise the costs to the person or body infringing the law by enforcing the minimum action necessary to secure future compliance.

Prosecution will generally be used as a last resort, or for continuous serious offences.

Council will allocate resources for investigation and enforcement based proportionality.

4.2 Consistency

Council will take a similar approach in similar cases to achieve similar outcomes. While decisions on enforcement require the use of professional judgement and discretion to assess varying circumstances, officers will:

- follow standard operating procedures wherever possible;
- ensure fair, equitable and non-discriminatory treatment; and
- record any deviation from standard operating procedures and the reasons for this.

4.3 Transparency

Council will be open and transparent about the manner in which it undertakes enforcement activities and the laws it enforces. It will provide ready access to published standards and levels of service and performance that can be expected and be clear and open about what is expected from those on whom the law places a duty (duty holders).

In educating the wider community and dealing with duty holders, Council will make a clear distinction between what is legally required and what is desirable but not compulsory.

Staff will be open to discussing potential and actual compliance failures, before, during and after formal action has been taken.

When remedial action is needed, Council will explain clearly and in plain language why the action is necessary. Where practicable, it will give notice of its intent to commence formal action. It will point out what action is required to achieve compliance and the timeframe for undertaking that action. Advice will

be provided on the process for seeking a review of, or how to appeal against that decision.

Where it is not practical to give notice, the reasons why will be recorded in accordance with Council's Records Management protocols.

Complainants will be advised of what action has been taken and why that action has been taken.

4.4 Application

This Policy applies to the Council's responsibility for administration and enforcement of legislation including, but not limited to:

- *Local Government Act 1993*
- *Building Act 2016*
- *Dog Control Act 2000*
- *Environmental Management and Pollution Control Act 1994*
- *Food Act 2003*
- *Land Use Planning and Approvals Act 1993*
- *Local Government (Highways) Act 1982*
- *Public Health Act 1997*
- *Litter Act 2007*
- *Road Rules 2009*
- *Traffic Act 1925*
- *Sorell Council By-laws:*
 - *Environmental Health*
 - *Public Places 1 of 2025*
 - *Local Highways 2 of 2015*

5. Authorisation of Officers

Only officers who are competent by training, qualification and/or experience will be authorised to take enforcement action. Officers will also have sufficient training and understanding of Council's policies and procedures to ensure a consistent approach to their duties. Any decision to act other than in accordance with this policy must have approval from the relevant Manager and the reasons for action recorded in accordance with Council's Records Management protocols.

Officers are required to show their authorisations on demand or in accordance with specific legislative requirements.

Council's record management system contains a register of all statutory appointments and delegations.

Council will provide an authorised officer with an identification card and certificate of authority (where it is a statutory requirement).

6. Decision Making

Where non-compliance is discovered as a result of enforcement activities, options available to the Council to seek or promote compliance include:

- explaining legal requirements and, where appropriate, the means to achieve compliance;
- providing an opportunity to discuss points of issue where appropriate;
- allowing reasonable timeframes to achieve compliance;
- facilitating mediation between affected parties;
- issuing a verbal or written warning; or
- enforcement actions such as issuing an infringement notice, issuing an order/direction, prosecution or seizing items.

Enforcement decisions must be fair, consistent, balanced and relate to common standards that ensure the public is adequately protected. Where a decision is made not to investigate a complaint, the decision reasons, will be recorded in accordance with Council's Records Management protocols, and the complainant will be advised in writing.

In coming to a decision on the most appropriate means of enforcement, the officer shall consider, amongst other relevant factors:

- the seriousness of the offence;
- the degree of wilfulness involved;
- relevant history;
- the consequences of non-compliance;
- the likely effectiveness of the various enforcement options;
- deterrence;
- the effect on the community and other people;
- consistency of approach to similar breaches/offences;
- the available enforcement resources; and
- any specific legislative requirements such as undertaking works in default: for example, when an abatement notice issued under Local Government Act 1993 is not complied with.

The following factors are to be ignored when choosing an enforcement strategy:

- any element of discrimination or bias against the person such as ethnicity, nationality, political association, religion, gender, sexuality or beliefs; and
- possible political advantage or disadvantage to a government, person holding (or a candidate for) public office, or any political group or party.

Where a close personal association or relationship with the alleged offender or any other person involved exists:

- an alternative person will make decisions where possible;
- the relevant department manager or General Manager will be notified; and
- the facts about any conflict/relationship will be recorded in accordance with Council's Records Management protocols.

Close personal association includes, but is not limited to, a business partner or close personal friend and a relationship includes immediate family (mother, father, brother, sister, children, cousin or de facto partner).

Written documentation will:

- include all the information necessary to make clear what needs to be done to comply with legal requirements, the required time frame and if necessary, the reasons for these actions and potential penalties for failing to comply with the request;
- include the legislation contravened, measures necessary to ensure compliance and the consequences of non-compliance; and
- clearly differentiate between legal requirements and recommendations of good practice.

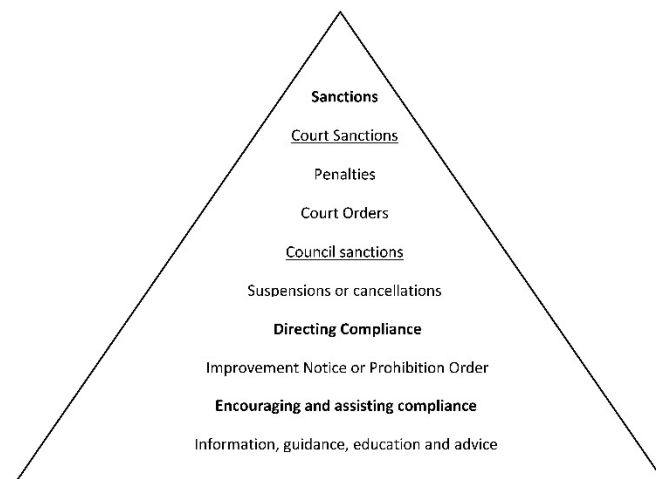
7. Enforcement Options

The following diagram represents, in the general sense, the relative volume or proportionate use of enforcement tools and the ability to escalate if an initial intervention does not achieve the desired outcome.

The lowest level of the pyramid involves an approach, which is employed most frequently, often in combination with other tools, to assist duty holders achieve compliance. Sanctions (such as court actions) are at the top of the pyramid and are applied less frequently. Court action will not be initiated without the approval of the General Manager.

This does not mean that the Council will always commence with provision of information and advice, nor only use other tools in an escalated manner.

The Council will commence their intervention using the tools that are most appropriate in the particular circumstances. Some tools are alternatives while others may be used in combination. Using a range of tools in the lower levels of the pyramid may often achieve compliance without needing to escalate to the more serious levels of sanctions.



7 | ENFORCEMENT POLICY

7.1 No Action

No action will be taken when, after investigation, no breaches of the legislation are discovered.

It may also be appropriate to take no action when:

- the complaint is frivolous, vexatious or trivial in nature;
- the alleged offence is outside Council's area of authority; or
- taking action may prejudice other major investigations.

7.2 Informal Action

Informal action to achieve compliance with legislation may include:

- offering verbal or written advice;
- verbal warnings and requests for action; or
- written warnings.

Advice from officers will be put clearly and simply and will be confirmed in writing.

The circumstances in which informal action may be appropriate include:

- the act or omission is not serious enough to warrant formal action;
- the duty holder's past history reasonably suggests that informal action will secure compliance;
- confidence in the individual/other body is high;
- the consequences of non-compliance will not pose a significant risk; or
- where informal action may prove more effective than a formal approach.

Where statutory action is not possible, but it would be beneficial in a wider public safety context to urge a particular outcome, a senior officer of Council will take such action and the reasons recorded in accordance with Council's Records Management protocols. The recipient will be made aware that the requested actions are not legally enforceable.

7.3 Mediation

Where practical, Council will make mediation available. Mediation is a possible alternative where, after investigation, an officer determines that the problems being complained of are incapable of resolution through other formal or informal means. The use of mediation services may also be appropriate where an aggrieved individual has no wish to pursue action to resolve a complaint by legal means.

7.4 Formal Action

7.4.1 Service of Orders, Notices and Directions

Various pieces of legislation specify the procedures, which Councils must follow, in order to:

- advise of the intention to issue an Order;
- invite submissions with respect to the matter;

- order a person to do or refrain from doing a thing under specified circumstances; and/or
- issue directions specifying how the Order may be complied with.

Council Officers will use professional judgement and discretion to assess the variables relating to each matter under consideration, including the reasonableness of the actions required by an Order/direction and the timeframe to comply.

Only in circumstances such as a threat to life or immediate threat to public health or safety will an Order be made without giving notice of intention. In these circumstances immediate compliance to resolve a situation can be required.

In most cases, the person receiving the Order has a right of appeal to the appropriate court if the Order is considered unreasonable. If an Order is served for which an appeal is possible, Council will advise the recipient in writing of the right to appeal and the relevant legal provisions at the time of serving the Order.

Where there is evidence that an offence has been committed, Council may launch a prosecution in addition to serving an Order. This will only be done where it is determined that the conduct of the recipient justifies taking both steps.

7.4.2 Action in Regard to a Default

Failure to comply with Orders may incur further enforcement action such as issuing an infringement notice or launch of a prosecution.

Where action concerning a default is included in legislation and the necessary work has not been carried out in the time allowed without good reason, Council may undertake the required work. Before doing the work Council will consider whether there is a realistic prospect that the person responsible will complete the work within a reasonable time. Where work in default is undertaken Council will seek to recover all costs over a fair period, using all statutory means available.

The decision to carry out action in default will be made by the General Manager or delegate.

Where an offence has been committed Council may issue an Expiation Notice or launch a prosecution in addition to taking action to fulfil an Order. This will only be done where the conduct of the recipient justifies taking such steps. Factors such as giving false information, the obstruction of Council staff and the harm or risk of harm caused by the recipient's delay will be considered in determining additional enforcement actions.

7.4.3 Service of an Infringement Notice

A person receiving an Expiation Notice is entitled to elect to be prosecuted for the alleged offence. Hence there must be substantial, reliable and admissible evidence that an identifiable person or organisation has committed the alleged offence. In other words, there must be sufficient evidence on the face of it to enable a conclusion to be reached that there is a reasonable prospect of being able to prove an offence beyond reasonable doubt.

The following circumstances are likely to warrant an Expiation Notice:

- certain breaches of the legislation administered by Council;
- failure to correct an identified problem after having been given reasonable opportunity to do so by an Authorised Officer;
- failure to comply with the requirements of an Order;
- confidence in the individual/other body is low; or
- a written warning has been given for a similar offence.

Infringement notices may be served under legislation including the Building Act 2016, the Dog Control Act 2000, the Food Act 2003, the Traffic Act 1925, the Litter Act 2007, Environmental Management and Pollution Control Act 1994 and the Public Health Act 1997. Offences under the Dog Control, Litter or Traffic Acts will routinely be dealt with initially by serving an infringement notice.

7.4.4 Prosecution

For the purposes of this policy 'prosecution' includes actions in the Magistrates Court, Supreme Court or tribunals such as the Resource Management and Planning Appeals Tribunal.

A prosecution will only proceed where there is a reasonable prospect that an offence can be proved beyond reasonable doubt.

The following circumstances are likely to warrant a prosecution:

- a flagrant breach of the law such that public health, safety and welfare have been put at risk;
- the alleged breach is too serious or the risks too great to be dealt with by means of an expiation;
- a failure to correct an identified serious problem after having been given reasonable opportunity to do so;
- a failure to comply with the requirements of an Order;
- an established and recorded history of similar offences;
- an unwillingness, on the part of the individual or other body, to prevent a recurrence of the problem; or
- the recovery of the costs of the investigation or remedial work or financial compensation that are required by Council or an aggrieved party.

Where circumstances warrant a prosecution all relevant evidence and information will be considered to enable a consistent, fair and objective decision to be made.

Before a prosecution is recommended there must be substantial, reliable and admissible evidence that an identifiable person or organisation has committed the offence.

A decision to prosecute must be in the public interest. In considering whether prosecution is in the public interest, the following additional factors will be considered:

- whether the offence was premeditated;
- the need to influence the offender's future behaviour;
- the effect on the offender's or witness's physical or mental health, balanced against the seriousness of the offence;
- the availability and efficacy of any alternatives to prosecution;
- the prevalence of the alleged offence and the need for deterrence, both personal and general; and
- the likely length, expense and outcome of an investigation and trial.

The final decision to prosecute will be made by the General Manager [or delegate].

7.4.5 Withdrawal of action

A person who is served with formal action such as an infringement notice may apply in writing to have that action withdrawn or set aside. Any such request will be dealt with in accordance with any relevant legislative provisions. The officer who commenced the action will consult with the appropriate Director or Workgroup Manager when deciding whether to grant the request.

8. Submitting Complaints

The Council becomes aware of unlawful activities in a variety of ways including proactive surveillance, regular patrols and complaints from members of the public.

Complaints from members of the public can be submitted in accordance with Council's Complaint Resolution Policy and Procedure. In all cases the complaint will be recorded in the Council's records and/or request management systems and referred to the relevant Council Manager for any necessary investigation. Council may in particular circumstances, require that a complaint is made in writing before commencing an investigation.

The name, address and contact details of the person submitting the complaint will be recorded. This information is critical as the Council may need to rely on evidence from the complainant to prove any offence. The complainant will be advised of any action taken or the reasons if no action is taken.

The Council will take all reasonable measures to protect the privacy of the person submitting a complaint and generally details will not be released. However, the Council may be required to disclose this information in circumstances including:

- access to that information is permitted under relevant legislation;
- the information is disclosed as part of legal proceedings;
- the nature of the complaint makes it a necessity.

A complainant may be asked to submit a written, rather than verbal, complaint if it is necessary to establish sufficient grounds for an investigation. Anonymous complaints may not establish sufficient grounds for an investigation and will be dealt with at the discretion of the relevant Council officer.

9. REVIEW

This policy will be reviewed every three years, unless organisational and legislative changes require more frequent modification.

Robert Higgins
GENERAL MANAGER





FEE WAIVER, REDUCTION OR REFUND POLICY

TITLE	FEE WAIVER, REDUCTION OR REFUND POLICY
RESPONSIBLE PERSON	MANAGER PLANNING
APPROVED BY COUNCIL	OCTOBER 2005
RESOLUTION NO	184/2005
AMENDED ON	11/7/2025
RESOLUTION NO	
REVIEW DATE	2028 (EVERY THREE YEARS)



APPLICATION OF POLICY

This policy applies to fees charged for Council services including application fees for Planning, Plumbing, Building, Environmental Health, Engineering and Council By-Laws.

INTRODUCTION

This policy assists Council in assessing requests for remission of fees and charges under Section 207 of the *Local Government Act 1993* ("the Act") and any grant, pecuniary benefit or non-pecuniary benefit under Section 77 of the Act.

OBJECTIVE

To provide guidance on the circumstances when Council will remit or refund fees.

Circumstances can arise where it is appropriate and in the public interest for consideration to be given to waiving, reducing or refunding fees and charges.

POLICY

This policy outlines the criteria that Council will use to assess requests for fee refunds and fee remissions, in exercising its powers pursuant to Section 207 of the Act.

A. Refund of Council Fees

A person may apply in writing and outline reasons why fees should be refunded. The amount of refund will depend on how far the assessment of the application, licence or registration has progressed. In determining the appropriate refund the following factors will apply:

1. Annual registration fees will not be proportionately refunded unless the requirement for the licence or registration is no longer applicable;
2. Assessment fees will only be refunded if the assessment hasn't been undertaken (regardless of whether the permit was issued);
3. If assessments have commenced but are not completed, a proportion of assessment fees may be refunded and Council may specify the proportion in its annual fees and charges;
4. Inspections fees and fees associated with the completion of works will be refunded if the permit hasn't been issued; and
5. Applications fees for advertising are not refunded if the advertisement has been sent to the newspaper.

B. Hardship Test

A person may apply to Council to waive or reduce a fee on financial hardship grounds and any such application will be assessed consistent with the Financial Hardship Assistance Policy.

C. Not-for-profit Community Based Organisations

Not-for-profit community based organisations may request in writing that fees for applications for Planning, Building, Plumbing, Environmental Health or Engineering Services be remitted.

Levies or other fees collected by Council on behalf of other agencies are not eligible for remission, including the Building Administration and Industry Training Levies.

An eligible, not-for-profit community organisation includes organisations providing or supporting:

- Health, childcare, charity, youth or positive ageing services.
- Environmental services such as management of natural areas, weed control, climate change adaption or mitigation or similar.
- Public events, historic or cultural activities or community arts.
- Sporting or recreational activities.
- Public amenities or buildings.
- Other activity that the General Manager considers demonstrate a community benefit.

A project or activity that receives or will receive more than \$20,000 in State or Federal government funding, or has a total cost of more than \$250,000 is not eligible.

The request must outline reasons and sufficient information to enable Council to determine eligibility, including:

- the community benefit of the project or activity including its consistency to Council's policies, strategies or activities.
- a capacity to carry out the proposed project or activity.
- the total cost of the project or activity.
- that the full amount of fees and charges payable would be an impediment to the realisation of the project or activity.

D. Council Projects

Fees for Planning, Building, Plumbing, Environmental Health or Engineering Services will be remitted, this excludes levies or other fees collected by Council on behalf of other agencies including the Building Administration and Industry Training Levies, these will not be remitted.

E. Exceptional circumstances

Exceptional circumstances may arise where fees or charges may need to be waived, reduced or refunded. This may include circumstances where there is a need to:

- Bring an unlawful land use or unlawful structure into conformity with regulatory requirements.
- Take action to reduce or mitigate a potential liability of the Council that arises from a planning or building application.
- Resolve a situation where Council has caused or contributed inadvertently to planning or building fees or charges or related costs being unnecessarily incurred by an applicant.

ASSESSMENT AND DETERMINATION

The General Manager, or delegate, will consider any request for a refund or remission in accordance with this policy (consistent with financial delegations and statutory powers) and determine if the request will be granted or not.

Robert Higgins
GENERAL MANAGER



PERSONAL INFORMATION PROTECTION POLICY

TITLE	PERSONAL INFORMATION PROTECTION POLICY
RESPONSIBLE PERSON	MANAGER COMMUNITY RELATIONS
APPROVED BY COUNCIL	16 AUGUST 2005
RESOLUTION NO	153/2005
AMENDED ON	15 JANUARY 2025
RESOLUTION NO	
REVIEW DATE	SEPTEMBER 2028



1. PURPOSE

- 1.1. The Sorell Council is committed to upholding the right to privacy of all individuals who have dealings with Council.
- 1.2. This Policy sets out the Sorell Council's approach to managing, handling and protecting the personal information of individuals in accordance with the *Personal Information Protection Act 2004*.

2. SCOPE

- 2.1. This Policy applies to all Council employees, elected members, contractors and volunteers of Council, and covers all personal information held by Council, including:
 - (a) Information Council has collected directly from individuals, as well as information collected from third parties; and
 - (b) All information collected regardless of format and media, e.g. correspondence, forms (paper and electronic), in person, over the telephone or via Council websites.

3. DEFINITIONS

- 3.1. 'Personal Information' means any information or opinion in any recorded format about an individual whose identity is apparent or is reasonably ascertainable from the information or opinion.
- 3.2. 'Sensitive Information' means personal information or an opinion relating to personal information about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, beliefs, membership of a professional or trade association, membership of a trade union, preferences or practices, criminal record and health information about an individual.
- 3.3. For the avoidance of doubt both Personal Information and Sensitive Information both constitute confidential information in respect of all other Council policies and procedures.

4. COLLECTION OF PERSONAL INFORMATION

- 4.1. The type of personal information we collect includes names, postal addresses, email addresses and telephone numbers, together with any specific information about a person that may be required for the purpose of discharging our functions. We endeavour to ensure that the personal information we hold is accurate, complete and up to date. Where practicable, we will check on the accuracy of the personal information before we use it. Council will -
 - (a) Only collect personal information if it is necessary for one or more of its functions or activities. In some instances, Council will be required by law to collect personal information.

- (b) Collect Personal Information about individuals directly from them wherever it is reasonable and practicable to do so.
- (c) Collect personal information only by lawful and fair means and not in an unreasonably intrusive way.
- (d) Only collect sensitive information where an individual has consented or as permitted under the Act.

4.3. If Council collects personal information about an individual from a third party, it will take reasonable steps to make sure that the person is aware of the matters referred to above, unless doing so would pose a serious threat to the life, safety, health or welfare of any individual, or, would prejudice the carrying out of an investigation.

5. COLLECTION OF SENSITIVE INFORMATION

5.1. Sensitive Information includes health information, criminal record, racial origin, religious beliefs and sexual preferences. Generally, Sorell Council will only collect sensitive information with your consent if it is necessary, or if the collection of that information is required by law.

6. USE AND DISCLOSURE OF PERSONAL INFORMATION

- 6.1. The Council staff members are only provided with or have access to the personal information that is necessary for them to carry out their functions within the Council. All staff members are bound to maintain appropriate confidentiality in relation to information acquired in carrying out their duties.
- 6.2. In some circumstances, Council needs to disclose a person's information to other organisations. Examples of situations where disclosure may occur include:
 - (a) Personal information collected in relation to an individual's property may be forwarded to the Valuer-General and the Australian Bureau of Statistics, the Director of Building Control and the Training Levy Board in accordance with various legislative requirements.
 - (b) Personal information included on a subdivision or development application may be forwarded to other State Government agencies in accordance with legislative requirements and made available to the public.
 - (c) Pensioner Applications for Rates Remission may be forwarded to Centrelink, the Department of Treasury, the Department of Veterans' affairs and Housing Tasmania.
 - (d) Information relating to financial requests, for example a direct debit, may be forwarded to our bank.

- (e) If a workplace incident or other incident or accident occurs, information may be forwarded to our Workers Compensation, public liability or professional indemnity insurers.
- (f) If an individual does not pay their rates, Council may forward their information to the courts and a debt collector may be appointed.
- (g) If infringement notices are not paid, Council may forward an individual's information to the courts, solicitor or the Monetary Penalties Enforcement Unit.
- (h) In order to properly assess an individual's development, building or subdivision application, Council may be required to seek the advice of, or refer the application to other agencies. In doing so, will provide details of the application, including any personal information included on the application to that agency.

6.3. Where the Council out-sources functions that involve the collection, utilisation and/or holding of personal information, contractual measures shall be taken to ensure that the contractors and subcontractors do not act in a way that would amount to a breach of personal information standards. The Council will require that these vendors and service companies maintain the confidentiality of this information and abide by all applicable laws. The Council will not permit third parties to sell or use information for their own purposes.

7. DISCLOSURE OF PERSONAL INFORMATION OUTSIDE TASMANIA

7.1. Council will transfer Personal Information to a region outside Tasmania only if authorised by law or with the consent of the individual.

8. UNIQUE IDENTIFIERS

8.1. Council will not assign unique identifiers to individuals unless the assignments of the identifier is necessary to perform any Council functions.

9. ANONYMITY

9.1. Council will, where it is lawful and practicable, give individuals the option of remaining anonymous when entering into transactions with Council. However, as anonymity may limit Council's ability to process a complaint or other matter, Council reserves the right to take no action on any matter if a person chooses not to supply sufficient personal information to Council.

10. DATA QUALITY

10.1. Council will take all reasonable steps to make sure that the personal information that it collects uses or discloses is accurate, complete, up to date and relevant to its functions and activities.

11. DATA SECURITY

- 11.1. Council will take all reasonable steps to ensure that personal information held by it is protected from misuse, loss, unauthorised access, modification or disclosure.
- 11.2. Council will dispose of personal information where it is no longer necessary to fulfil the purposes for which it was collected, or as required by the Archives Act 1983 or other legislation.

12. OPENNESS

- 12.1. This policy will be made available on Council's website.

13. ACCESS AND CORRECTION

- 13.1. Should an individual wish to access or correct their personal information, it must be in writing and addressed to the **Manager Community Relations**. Access will be provided except in the circumstances outlined by the Act, for example, where the *Right to Information Act 2009* applies.
- 13.2. Requests to access or correct personal information held by Council should be addressed to:

Manager Community Relations
Sorell Council
PO Box 126
SORELL TAS 7172

- 13.3. A person not satisfied with the handling or outcome of their request to access or correct personal information, can lodge a complaint with the Ombudsman.

14. COMPLAINTS

- 14.1. Complaints relating to privacy or the provision of personal information should be made directly to the **Director of People and Performance**. Council will endeavour to respond to a complaint within twenty (20) business days. The **Director of People and Performance** will inform the complainant of the findings on completion of an investigation.
- 14.2. A complaint about a specific Councillors use or handling of personal information may be captured by the Sorell Council Code of Conduct for Councillors. Further information about the code can be found on our website.
- 14.3. If the complainant is not happy with the outcome of the complaint, or the process by which the complaint was handled by Council, the complainant may contact the Ombudsman's Office **within six months of an alleged breach**.

15. LEGISLATION

15.1. This policy is developed in association with:

- *Personal Information Act 2004*
- *Right to Information Act 2009*
- *Archives Act 1983*
- *Local Government Act 1993*
- *Councillor Code of Conduct*

Robert Higgins
GENERAL MANAGER





RELATED PARTY DISCLOSURES POLICY

TITLE	RELATED PARY DISCLOSURES POLICY
RESPONSIBLE PERSON	GENERAL MANAGER
APPROVED BY COUNCIL	APRIL 2017
RESOLUTION NO	57/2017
AMENDED ON	JULY 2025
RESOLUTION NO	___/____
REVIEW DATE	JULY 2028

1 | RELATED PARTY DISCLOSURE POLICY



AGENDA
ORDINARY COUNCIL MEETING
19 AUGUST 2025

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1 AUTHORITY & APPLICATION

Date of approval	DD/MM/2025
Source of approval	General Manager
Start date	DD/MM/2025
Related Council Documents	<p>This Policy should be considered in conjunction with the following policies and procedures:</p> <ul style="list-style-type: none"> • Code of Conduct • Issue Resolution Policy • Complaint Resolution Policy • Public Interest Disclosure Procedures • Personal Information Protection Policy
Date of review	07/02/2025
Previous policies replaced by this Policy	N/A
Publication of Policy	Sorell Council Intranet, MagiqDocs
Definitions	

2|RELATED PARTY DISCLOSURE POLICY



<u>Term</u>	<u>Meaning</u>
Arm's length terms	<p>Terms between the parties that are reasonable in the circumstances of the transaction that would result from:</p> <ul style="list-style-type: none"> • Neither part bearing the other any special duty or obligation, and • The parties being unrelated and uninfluenced by the other, and • Each party having acted in its own interest.
Close Family Member	<p>Family members of Key Management Personnel (KMP) who may be expected to influence, or be influenced by, that person in their dealings with the entity. This includes, but is not limited to, that person's spouse or domestic partner; and the children and dependents of that person or that person's spouse or domestic partner.</p>
Control of an entity	<p>You control an entity if you have:</p> <ul style="list-style-type: none"> (a) power over the entity; (b) exposure, or rights, to variable returns from involvement with the entity; and (c) the ability to use your power over the entity to affect the amount of your returns.
Declaration by KMP	<p>An annual declaration of close family members and entities that the KMP or their close family members control or jointly control, as per Appendix 1, updated during the year as necessary.</p>
Entities controlled by KMPs	<p>Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs.</p> <p>You control an entity if you have:</p> <ul style="list-style-type: none"> • power over the entity; • exposure, or rights, to variable returns from involvement with the entity; and • the ability to use your power over the entity to affect the amount of your returns.
Entities related to Council	<p>Entities controlled by Council, jointly controlled by Council or over which Council has significant influence are related parties of Council.</p>

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Joint control of an entity	To jointly control an entity there must be contractually agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.
Key Management Personnel (KMP)	Persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly. In the council context this includes the Mayor, all aldermen or councillors, the General Manager and senior council officers as outlined in the policy.
KMP Compensation	<p>All employee benefits. Employee benefits are all forms of consideration paid, payable or provided by the entity, or on behalf of the entity, in exchange for services rendered to the entity. It also includes such consideration paid on behalf of a parent of the entity in respect of the entity. Compensation includes:</p> <ul style="list-style-type: none"> a) short-term employee benefits, such as wages, salaries and social security contributions, paid annual leave and paid sick leave, profit-sharing and bonuses (if payable within twelve months of the end of the period) and non-monetary benefits (such as medical care, housing, cars and free or subsidised goods or services) for current employees; b) post-employment benefits such as pensions, other retirement benefits, post-employment life insurance and post-employment medical care; c) other long-term employee benefits, including long-service leave or sabbatical leave, jubilee or other long-service benefits, long-term disability benefits and, if they are not payable wholly within twelve months after the end of the period, profit-sharing, bonuses and deferred compensation; d) termination benefits; and e) share-based payment.
Materiality	<p>Information is material when, if omitted or misstated, it could influence decisions that users make based on financial information about a specific reporting entity.</p> <p>Omissions or misstatements of items are material if they could, individually or collectively, influence the economic decisions that users make based on the financial statements. Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances. The size or nature of the item, or a combination of both, could be the determining factor.</p>

4|RELATED PARTY DISCLOSURE POLICY



Ordinary Citizen Transactions (OCTs)	Transactions that an ordinary citizen would undertake with Council are usually not material to related party disclosure requirements. OCTs do not apply if the terms and conditions are different to those offered to the public.
Related Party of Council	People and entities, such as companies, trusts and associations, can be related parties of Council. Most commonly these will be entities related to Council, KMP of Council (including elected members), close family members of KMP and entities that are controlled or jointly controlled by KMP or their close family members.
Related Party Transaction	A transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.
Training	Council will provide all persons covered by this Policy with appropriate training, so they are made aware of their responsibilities and obligations under the Policy.
Amendment	Council retains the sole discretion to reasonably vary, terminate or replace this Policy from time to time. Council will consult before amendments are made and will notify and train those the amendments apply to.
Interpretation of Policy	<p>(a) The singular includes the plural and vice versa.</p> <p>(b) A reference to any legislation includes all delegated legislation made under it and amendments, consolidations, replacements or re-enactments of any of them.</p> <p>(c) A reference to policy or procedure means any approved policies or procedures of Council unless otherwise stated.</p> <p>(d) 'Including' and similar expressions are not words of limitation.</p> <p>(e) A reference to a document (including this document) is to that document as amended, novated or replaced unless otherwise stated.</p> <p>(f) Where a word or expression is given a particular meaning, other parts of speech and grammatical forms of that word or expression have a corresponding meaning.</p> <p>(g) Examples used in this Policy are for illustrative purposes only and are not intended to be exhaustive.</p>

5 | RELATED PARTY DISCLOSURE POLICY



	<p>(h) Unless expressly provided for, this Policy is not in any way incorporated as part of any enterprise agreement and does not form part of any Employee's contract of employment and any applicable enterprise agreement or contract of employment will prevail over this Policy to the extent of any inconsistency.</p> <p>(i) It is not intended that this Policy impose any obligations on the Council or those covered by it that are unreasonable or contrary to the operation of Applicable Laws. Any obligation, direction, instruction or responsibility imposed by this Policy must be carried out in a manner that an objective third party would consider to be fair and reasonable taking into account, and in the context of, all the relevant Applicable Laws, operational and personal circumstances.</p> <p>Questions relating to the interpretation, application or enforcement of this Policy should be directed to a person's Manager/Supervisor.</p>
Reporting of Breaches	<p>Persons covered under paragraph Error! Reference source not found. (Coverage) must reasonably report breaches of Infringing Workplace Behaviour as follows:</p> <p>For breaches by</p> <ul style="list-style-type: none"> a) an Employee (other than the General Manager) the report must go to the reporting person's applicable Manager/Supervisor; and/or b) the General Manager the report must go to the Mayor (or if unavailable to the next appropriately delegated Councillor) and as otherwise required or permitted by Applicable Laws.
Breach of Policy	<p>Persons covered under paragraph Error! Reference source not found. (Coverage) who engage in Infringing Workplace Behaviour may (as is appropriate and as applicable) be subject to appropriate disciplinary action in accordance with Disciplinary Policy and Procedure (Employees). Infringing Workplace Behaviour may also amount to breaches of Applicable Laws:</p> <ul style="list-style-type: none"> (a) exposing individuals to legal proceedings; and (b) making Council vicariously liable for the conduct of others.

2 ACKNOWLEDGEMENT

This Policy uses, with permission, material developed by the Queensland Government (Department of Infrastructure, Local Government and Planning).

It has been developed through a working group comprising representatives from the Tasmanian Audit Office, the Local Government Division of the Department of Premier and Cabinet, Clarence City Council and the Local Government Association of Tasmania.

3 SCOPE

This policy outlines what is expected of elected members and staff of Council in relation to *Australian Accounting Standard AASB 124 Related Party Disclosures* (AASB 124).

Specifically, the policy outlines the disclosure requirements under AASB 124 of Key Management Personnel (KMP), which includes elected members. It also outlines the procedures Council will follow to collect, store, manage and report on related party relationships, transactions and commitments.

Under the *Local Government Act 1993* and the *Audit Act 2008* all local governments in Tasmania must produce annual financial statements that comply with Australian Accounting Standards.

4 BACKGROUND & OBJECTIVE

From 1 July 2016, local governments (councils) must disclose related party relationships, transactions and outstanding balances, including commitments, in their annual financial statements.

The objective of the Standard is to ensure that an entity's financial statements contain the disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties.

Council's related parties are likely to include the Mayor, Councillors, General Manager, Senior Executives, their close family members and any entities that they control or jointly control. Any transactions between Council and these parties, whether monetary or not, may need to be identified and disclosed.

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5 LINKS TO OTHER LEGISLATION

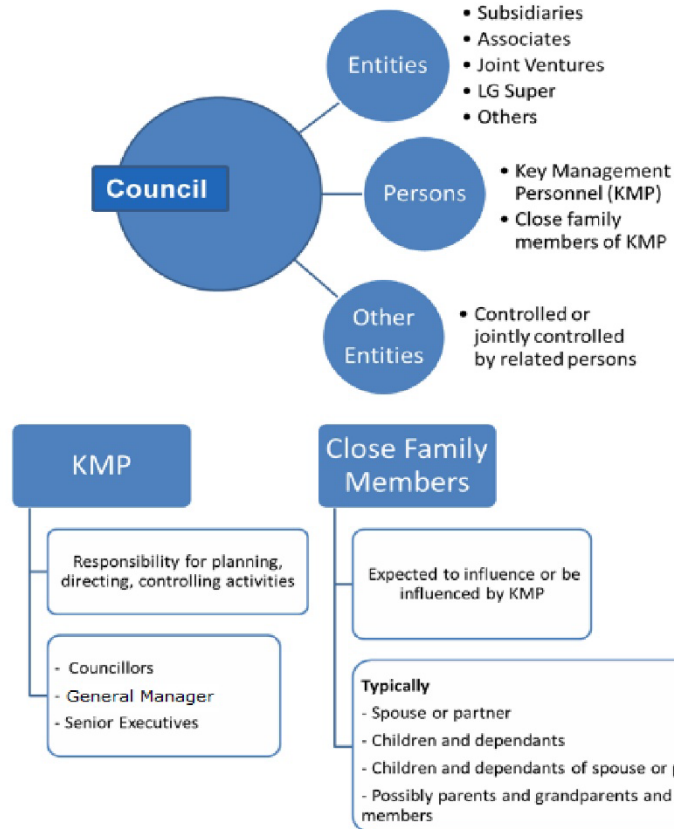
There is overlap between the requirements of AASB 124 and the interest provisions in the *Local Government Act 1993* (LGA). Beyond the provisions of AASB 124 the LGA requires certain disclosures. Council will make these disclosures separately where not adequately covered by AASB 124 disclosures.

Other legislation referred to in this policy include the *Audit Act 2008*, *Archives Act 1983*, *Privacy Act 1988*, *Personal Information Protection Act 2004* (PIP Act) and *Right to Information Act 2009*.

Other Australian Accounting Standards referred to in this policy include AASB 10 *Consolidated Financial Statements*; AASB 11 *Joint Arrangements*; AASB 128 *Investments in Associates and Joint Ventures*.

6 IDENTIFYING RELATED PARTIES

The following diagram gives an overview of common related parties that a council will have:



6.1 The General Manager will establish, review and maintain a list of Key Management Personnel for Council.

Key Management Personnel (KMP) for Council are:

- Mayor
- Deputy Mayor
- All Councillors
- General Manager
- Director People & Performance
- Director Service Delivery

6.2 Those persons identified as KMP will complete an annual declaration which outlines

9 | RELATED PARTY DISCLOSURE POLICY

the entities, if any, that are controlled or jointly controlled by that KMP or their close family members and which are likely to have transactions with Council (Appendix 1).

6.3 For the purpose of this policy, close family members includes;

- that person's spouse or domestic partner;
- that person's children;
- that person's dependants;
- children of that person's spouse or domestic partner; and
- dependents of that person's spouse or domestic partner.

Council may determine other family members, such as a parent, grandparent, sibling, cousin, etc., who may be expected to influence, or be influenced by, that person in their dealings with Council or a Council entity.

Council may seek to ensure alignment between this declaration and the register of interests required under section 54 of the LGA.

6.4 It is the responsibility of General Manager to seek a declaration upon a change of KMP.

6.5 All KMPs will be asked to provide their declarations by 1 July each year covering the forthcoming financial year. In addition, an updated declaration for the previous financial year will also be provided.

6.6 It is the responsibility of all identified KMP to update their declaration should they become aware of a change, error or omission.

Example for Guidance**Son of CFO employed by Council**

Sunny Shire Council has recently employed Paul's son (George) in the Council's parks and garden's area. Paul is Council's Chief Financial Officer but was not involved in hiring George. This process was managed by the Director of Parks and Gardens and included an independent assessment process. Paul did not have any influence in George securing the job.

Paul has been identified as a KMP of Council, which makes him a related party.

George will also be a related party of Council because he is a close family member of Paul. The recruitment process that was undertaken for George's position is irrelevant when assessing whether George is a related party.

Example for Guidance (Cousin of Mayor)

The Mayor of Happy Shire Council (Shelley) has lived in the Shire her whole life. In fact, her family has been in the area for over five generations.

Shelley's cousin Mavis, owns and operates the local newsagent through a company Happy News Pty Ltd, in which she owns 100% of the shares. Shelley and Mavis have always been close and regularly socialise together.

Shelley has been identified as a KMP of Council. From these facts Mavis is a close family member of Shelley because she would be expected to influence, or be influenced by, that person in her dealings with Council

Both Mavis and the company she controls, Happy News Pty Ltd would therefore be related parties of Council. Any transactions that the Council makes with the newsagent would need to be separately identified and may need to be disclosed.

7 REGISTER OF RELATED PARTY TRANSACTIONS

7.1 Maintain a Register

The General Manager and the Manager Finance are responsible for maintaining and keeping up to date a register of related party transactions that captures and records the information for each existing or potential related party transaction (including ordinary citizen transactions assessed as being material in nature) during a financial year.

7.2 Contents of Register

The contents of the register of related party transactions must detail for each related party transaction:

- a) the description of the related party transaction;
- b) the name of the related party;
- c) the nature of the related party's relationship with Council;
- d) whether the notified related party transaction is existing or potential;
- e) a description of the transactional documents the subject of the related party transaction.

The General Manager and the Manager Finance are responsible for ensuring that the information is disclosed in Council's Financial Statements to the extent, and in the manner stipulated by AASB 124.

7.3 Declarations of KMP used to establish a list of relate parties

Council will use the declarations of KMP to establish a list of related parties for the purposes of identifying transactions and reporting under AASB 124.

7.4 Updates

Updates will be provided to KMP and Council staff periodically on changes arising from amendments to Australian Accounting Standards, applicable legislation or policy and procedural requirements.

8 COUNCIL ENTITIES AND SUBSIDIARIES

For the purpose of this policy, entities controlled by Council, jointly controlled by Council or over which Council has significant influence, are related parties of Council. Council will need to identify transactions with these entities and may need to make extra disclosure about them in Council's financial statements.

When assessing whether Council has control or joint control over an entity, Council will need to consider AASB 10 *Consolidated Financial Statements* and AASB 11 *Joint Arrangements*. AASB 128 *Investments in Associates and Joint Ventures* details the criteria for determining whether Council has significant influence over an entity.

Example for Guidance**Company that is a related party of Council**

Sunny Regional Council (SRC) owns 90% of the shares in Sunny Regional Development Pty Ltd (the company).

SRC has assessed that it has control over the company. The company is therefore a related party of SRC because SRC controls it.

SRC produces consolidated financial statements which include both a parent entity column and consolidated entity column. In these statements all individually significant transactions between SRC and the company will need to be disclosed. For other transactions that are collectively, but not individually, significant SRC will need to disclose a qualitative and quantitative indication of their extent.

SRC must also disclose the nature of its relationship with the company.

9 ENTITIES CONTROLLED (OR JOINTLY CONTROLLED) BY KMP OR THEIR CLOSE FAMILY MEMBERS

KMP will exercise their best judgement in identifying related parties.

KMP, including elected members, will carefully assess the information and examples following before declaring, or not declaring, an entity over which they, or a close member of the family, have control or joint control.

Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs.

When assessing whether a KMP or close member of their family controls, or jointly controls, an entity, Council will need to refer to *AASB 10 Consolidated Financial Statements* and *AASB 11 Investments in Associates and Joint Ventures*.

Example for Guidance**Mayor is the President of a local football club.**

The Mayor of Sunny Shire Council is the President of League Heroes Inc, the local football club. This club is overseen by a committee which comprises the President and four other committee members. Each member has a single vote when making decisions at meetings. The committee members are not related and do not have agreements to vote with one another. The club has over 100 members that each have a vote in electing the committee members at the club's annual general meeting.

From these facts it would appear that the Mayor does not control or jointly control the football club so it will not be a related party of Council just because the Mayor is the president of the club.

10 RELATED PARTY DISCLOSURES BY COUNCIL

10.1 Each year Council will declare the following related party transactions:

10.1.1 Transactions with Council subsidiaries, by transaction type.

10.1.2 KMP compensation, including:

- short-term employee benefits;
- post-employment benefits;
- long-term benefits; and
- termination benefits.

10.1.3 Transactions with other related parties, including:

- purchases or sales of goods (finished or unfinished);
- purchases or sales of property and other assets;
- rendering or receiving of services;
- leases;
- transfers of research and development;
- transfers under licence agreements;

- transfers under finance arrangements (including loans and equity contributions in cash or in kind);
- provision of guarantees or collateral;
- commitments to do something if a particular event occurs or does not occur in the future, including executory contracts (recognised and unrecognised); and
- settlement of liabilities on behalf of the entity, or by the entity on behalf of that related party.

10.1.4 Transactions of a similar nature will be disclosed in aggregate except when separate disclosure is necessary for an understanding of the effects of a related party transaction on the financial statements of council, having regard to the following criteria:

- the nature of the related party transaction
- the significance of the transaction (individually or collectively) in terms of size or value (including where the materiality arises because no consideration for the transaction is given or received by Council)
- whether the transaction is carried out on non-arm's length terms
- whether the nature of the transaction is outside normal day-to-day business operations.

10.1.5 Outstanding balances in relation to transactions with related parties, including:

- Entities controlled by KMPs; and
- Bad or doubtful debts in respect of amounts owed by related parties.

10.1.6 Non-monetary transactions such as use of facilities, peppercorn rents.

10.2 If a KMP or close associate is named individually in disclosure reports, the KMP will be given a copy of the intended disclosure for review and information purposes. Feedback must be provided within 7 days.

10.3 Council will not capture Ordinary Citizen Transactions (OCTs) with related parties. Nor will Council disclose non-material transactions.

10.3.1 For the purpose of this Policy, examples of OCTs are:

- Using a council's public swimming pool after paying the normal fee;
- Parking fees at rates available to the public;
- Attending council functions that are open to the public;
- Fines on normal terms and conditions;
- Visiting a council art gallery;
- Paying rates and utility charges; and
- Dog registration.

Examples of transactions that are **NOT** OCTs:

- Purchases or sales of property;
- Leases;
- Transfers under finance arrangements (e.g. Loans);
- Settlement of liabilities;
- Infrastructure charges or contributions;
- Purchase of goods and services, regardless of conditions; and
- Employee expenses of close family members of KMP.

Guidance note:

OCTs are generally not material transactions because of their nature, and therefore Council may wish to identify them upfront and exclude them from being recorded as a related party transaction (step 3).

Note, however, if the OCTs were to occur on terms and conditions that are different to those offered to the public, the volume of transactions or other qualitative factors of the transactions may become material and give rise to an audit issue if not disclosed. Care needs to be taken in identifying these types of transactions.

The list of OCTs will be reviewed periodically with updates provided to KMP.

- 10.4** The General Manager will assess the materiality of the related party transactions that have been captured prior to disclosure.

Council does not have to disclose transactions that are not material. In determining materiality, the size and nature of the transaction individually and collectively will be considered, and assessment will be made in consultation with the Audit Office and Council Audit Panel.

- 10.5** In making disclosures in the annual financial statements Council will include:

- Relationships between a parent and its subsidiaries, irrespective of whether there have been transactions between them.
- KMP compensation in total and for each of the following categories:
 - short-term employee benefits;
 - post-employment benefits;
 - other long-term benefits; and
 - termination benefits.
- Where related party transactions have occurred:
 - the nature of the related party relationship; and
 - information about the transactions, outstanding balances and commitments, including terms and conditions.
- Separate disclosure in aggregate for each category of related party transactions.

Note: Transactions that are individually significant, either because of their amount or nature, are included in the aggregate disclosure but also need to be disclosed separately.

- The types of transactions disclosed such as:
 - purchases or sales of goods;
 - purchases or sales of property and other assets or rendering or receiving property and other assets or rendering or

- receiving goods;
- rendering or receiving of services;
- leases;
- guarantees given or received;
- commitments;
- loans and settlements of liabilities;
- expense recognised during the period in respect of bad debts; and
- provision for doubtful debts relating to outstanding balances.

11 PRIVACY AND RIGHT TO INFORMATION

Council must comply with the requirements of the *Archives Act 1983* (Tasmania), *Privacy Act 1988* (Commonwealth), *Personal Information Protection Act 2004* (Tasmania) and *Right to Information 2009* (Tasmania) in the collection, storage, management, disclosure and reporting of information.

A declaration statement from KMP is incorporated into the *Declaration of Related Party Transactions Form* (Appendix 1) to enable the disclosure and reporting of information in accordance with AASB 124. A Related Party Information Collection Notice will be provided to KMP and included in their Declarations (Appendix 2).

12 DISPUTE RESOLUTION

Disputes will be managed in accordance with Council's *Issue Resolution Policy*, *Complaint Resolution Policy* and *Public Interest Disclosures Procedures*.

**ANNEXURE A DECLARATION OF RELATED PARTY TRANSACTIONS AND CONSENT
FORM**



Private and Confidential

Related Party Declaration by Key Management Personnel

Name of Key Management Person: *(insert name)*

Position of Key Management Person: *(insert position)*

(List details of known close family members, entities that are controlled/jointly controlled by KMP and entities that are controlled/jointly controlled by close family members of KMP)

Name of Person/Related Party	Relationship	Entities over which the close family member has sole or joint control

I*(insert full name)*.....*(insert position)* declare that the above list includes all my close family members, and the entities controlled, or jointly

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controlled, by myself or my close family members having had, or likely to have, transactions with Council. I make this declaration after reading the Council's policy and the fact sheet supplied by Council, which details the meaning of the words "close family members" and "entities controlled, or jointly controlled, by myself or my close family members".

I permit the General Manager to access the register of interests of me and persons related to me and to use the information for the purposes specified in Council's Related Party Disclosures Policy.

Declared at..... (insert place) on the(insert date)

Signature of KMP:

Name of KMP

Date:.....

In accordance with Council's *Personal Information Protection Policy*, your information, and the information of others, is protected by law, including the *Privacy Act 1988* and the *Personal Information Protection Act 2004*.

ANNEXURE B – RELATED PARTY INFORMATION COLLECTION NOTICE



Collection Notice

Related party transactions disclosure by Key Management Personnel

From 1 January 2023, Council must disclose related party relationships, transactions and outstanding balances, including commitments, in its annual financial statements, to comply with *Australian Accounting Standard AASB 124 Related Party Disclosures*.

Purpose of collection, use and disclosure of related party information.

The reason for disclosure of related party transactions is to ensure that Council's financial statements contain the information necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties.

Council's related parties are likely to include the Mayor, councillors, General Manager, senior executives, their close family members and any entities that they control or jointly control. Any transactions between Council and these parties, whether monetary or not, may need to be identified and disclosed.

A related party transaction is a transfer of resources, services or obligations between Council and a related party, regardless of whether a price is charged.

A related party transaction must be disclosed in Council's financial statements if the transaction is material. Information is material when, if omitted or misstated, it could influence decisions that users make based on financial information about a specific reporting entity.

Prior to disclosure, the General Manager will assess the materiality of related party transactions that have been captured, and, if deemed material, will disclose in its financial statements the nature of the related party relationship and information about

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the transaction. Disclosure in the financial statements may be in aggregate form and/or may be made separately, depending on the nature and materiality of the transaction.

Related Party Transactions Declaration by Key Management Personnel

Key management personnel (KMP) are the persons who have authority and responsibility for planning, directing and controlling the activities of Council, directly or indirectly and include the Mayor, councillors, General Manager and senior executives. To comply with AASB 124, Council has adopted a policy that requires all KMP to declare any existing or potential related party transactions between Council and any of their related parties during a financial year.

Each KMP must provide an annual *Related Party Declaration* in the approved form, by 1 July each year, and update the Declaration should they become aware of any change, error or omission. KMPs must exercise their best judgement in identifying related parties when declaring, or not declaring, entities over which they, or a close member of their family, have control or joint control.

How will the information captured in the Declaration be used?

Council will use the declarations of KMPs to establish a list of related parties of Council for the purposes of identifying transactions and reporting under AASB 124. If a KMP or close family member is named individually in disclosure reports, the KMP will be given a copy of the intended disclosure for review and information purposes.

Who are related parties?

People and entities, such as companies, trusts and associations, can be related parties of Council.

The following diagram gives an overview of common related parties that a council will have.

15.2 PROPOSED DISPOSAL OF PUBLIC LAND – PART OF 532 OLD FORCETT ROAD, DODGES FERRY – CT 101072/1 & 3

RECOMMENDATION

"That Council:

1. Resolve pursuant to Section 178 of the *Local Government Act 1993* ("the Act") that Council intends to sell, exchange or dispose of public land, being land ("the Land") described in Certificate of Title Volume 101072 Folio 1&3, Part of 532 Old Forcett Road, Dodges Ferry;
2. Authorise the General Manager to take all actions necessary to complete public notification of Council's intent to sell, exchange or dispose of the Land in accordance with Section 178 of the Act; and
3. Authorise the General Manager to consider and acknowledge any objection received pursuant to Section 178(6) of the Act."

Introduction

This report presents for Council's consideration the historic, current and proposed ownership and management arrangements for the Dodges Ferry Recreation Centre ("the facility") and associated strata-titled land located within the Dodges Ferry Primary School site.

The report further outlines current issues, financial and risk considerations and recommends a Council direction on the proposed disposal of the asset and associated public notification requirements under section 178 of the *Local Government Act 1993* ("the Act").

The facility was jointly constructed by Council and the Department of Education in 1992 to support both school and community use. The key trigger was the conversion of the Community 'Ferry' Hall (also located on the Primary School site) into classrooms and subsequently used exclusively by the School.

Over the past three decades, a series of agreements between Council and the State Government have governed the operation, maintenance, and shared access of the facility. Changes in school operations, contemporary child and youth safety standards, and the significant depreciation of the asset have highlighted inefficiencies and risks in the current arrangement.

The Department for Education, Children and Young People ("DECYP") is now progressing a \$25 million redevelopment of the school to accommodate an additional 175 students from the catchment and has formally requested that Council transfer its strata-titled interest in the facility at no cost. This would consolidate site management under DECYP, remove ongoing costs and liabilities for Council, and maintain community access under DECYP's *Community Use of School Facilities Policy* (see attachment – Letter from DECYP Director Facility Services to Council.)



The facility was constructed to provide shared school and community assets. Council currently holds / owns a strata title over part of the facility including the recreation hall / gymnasium and ancillary storage rooms, and a shared holding / ownership arrangement with DECYP for the kitchen / canteen and amenities.

While the arrangement has delivered long-term community benefit, the co-location of Council-owned infrastructure on Crown land has become increasingly inefficient and inconsistent with current governance, operational, and child and youth safety standards. The facility is significantly depreciated, with the cost of necessary current (estimated \$250k floor replacement) and future renewal works exceeding its current depreciated value.

DECYP is undertaking a major redevelopment of the School and has requested that Council transfer its strata-titled interest at no cost. This would:

- Relieve Council of ongoing maintenance, renewal, and risk liabilities.
- Enable DECYP to incorporate the facility into its capital works program without encumbrance.
- Preserve community access under established DECYP policy.

The report presents three options, and a separate consideration for Ferry Hall:

1. Retain current ownership.
2. Dispose to DECYP at no cost (recommended).
3. Dispose to DECYP with a compensation request.
4. Council role with future of Ferry Hall.

Option	Description	Implications	Assessment
1. Retain Current Ownership	Council retains strata title ownership and responsibility for maintenance and asset renewal.	Council to fund immediate and ongoing renewal works including \$250,000 floor replacement; split ownership and governance inefficiencies continue; risk exposure remains; limits DECYP redevelopment.	Imposes ongoing financial, operational, and governance burdens; not aligned with best practice.
2. Dispose to DECYP at No Cost (Recommended)	Transfer strata title interest to DECYP under	Council relieved of maintenance, renewal, and	Achieves long-term cost savings; transfers risk;

	s178 Local Government Act 1993.	liability costs; enables DECYP redevelopment; community access preserved under DECYP policy; requires public notification and submissions.	supports strategic development and ongoing community access.
3. Dispose to DECYP with Compensation Request	Seek partial reimbursement for original investment as condition of disposal under s178 Local Government Act 1993.	Statutory disposal process applies; DECYP has no budget for compensation other than if school upgrade project budget is reduced; may delay redevelopment; risks reputational and intergovernmental strain; community access maintained.	Unlikely to succeed; may negatively impact Council's strategic interests.
4. Council Role with Future of Ferry Hall (Separate Consideration)	Establishing Council's role with the community and DECYP regarding the future of Ferry Hall.	DECYP will not fund retention or relocation; building may likely be demolished without a viable plan; requires community interest, funding, and a site; potential local heritage value; a new fit for purpose facility may be a more viable grant funding proposition.	Council may deem it appropriate to facilitate investigation into relocation and repurposing but not fund; preservation possible if community support and resources secured; broader community engagement on need, fit for purpose scope, location required.

It is recommended that Council proceed with Option 2 and commence the statutory public notification process.

Background

The facility was constructed in 1992 through a joint initiative between Council and the Department of Education under an agreement which set out the terms for joint ownership, construction, and operation of the facility for both school and community use.

The original arrangements included:

- Council retaining its existing land holdings at the site.
- The Crown acquiring a designated parcel of Crown Land for \$354.
- Jointly owned land transferred to the Crown and Council as tenants in common in equal shares, with the Crown contributing \$131.25 for its interest.
- Remaining land designated as common property shared by both parties.



Plate 1 - Dodges Ferry Recreation Centre (highlighted) - site plan

Construction costs were shared, with the Crown contributing \$295,500 and Council \$433,000 (raised through a special rate to the Southern Beaches). A management committee was established to oversee the facility in accordance with an agreed schedule of powers and obligations.



Plate 2 - Dodges Ferry Recreation Centre, Exterior

Over time, operational changes required updates to the governance arrangements:

- 2001 Agreement – replaced the original management framework, recognised joint contributions, and formalised the ongoing strata title arrangement, with the Crown paying Council \$7,000 per annum indexed to CPI.
- 2015 Agreement – reflected further changes including the disbandment of the management committee, separate ownership and management of the Dodges Ferry Oval transferred to Council with formalised easement and water arrangements. Under this agreement, the Crown paid Council \$17,712 per annum, subject to review.



Plate 3 - Dodges Ferry Recreation Centre, Interior

Council currently holds a strata title over the recreation hall and part of the kitchen and amenities, with the balance of the facility held by the Crown

(DECYP) – as below. Other than for the roof and fire services, all structural maintenance and repairs and cleaning is the responsibility of Council.

- // Red – Council owned
- Green - 50/50 Owned shared space – kitchen and amenities
- // Blue – DECYP owned Gym and store

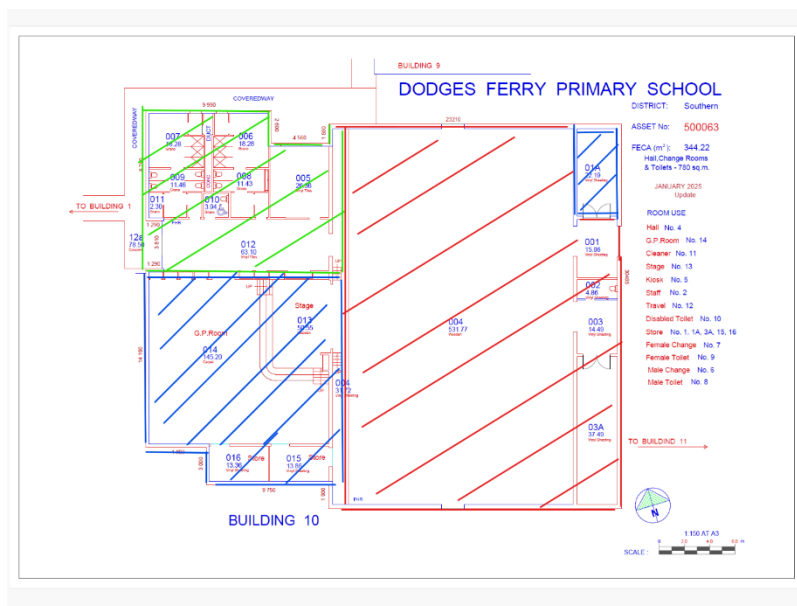


Plate 4 - Strata Title, Footprint

Community usage over the last six-month reporting period recorded 13 discrete user groups, 231 bookings, and a utilisation rate of 8%.

The 24/25 Income Statement for the asset shows a Net Operating Loss of \$14,171.

Dodges Ferry Recreation Centre

FY24/25

Income

User Hire Fees	\$	17,064
Licence Fee (Crown)	\$	20,406
Total Income	\$	37,470

Expenses

Cleaning	\$	32,146	85.8%
Contractors	\$	769	2.1%
Electricity	\$	5,365	14.3%



Land Tax	\$	4,255	11.4%
Repairs and Maintenance	\$	1,482	4.0%
Salaries	\$	256	0.7%
Stationery & Office Consumables	\$	36	0.1%
Superannuation	\$	38	0.1%
Water	\$	167	0.4%
Total Expenses	\$	44,514	
Net Operating Profit (Loss)	(\$	7,044)	
Depreciation	\$	7,127	
Operating Profit (Loss)	(\$	14,171)	-38%

While the arrangement has provided enduring community benefit, it also presents challenges:

- Maintenance and renewal obligations rest with Council (excluding the roof and fire services), with significant costs imminent.
- Current governance arrangements are inconsistent with contemporary child and youth safety frameworks.
- Split ownership creates administrative inefficiencies and limits DECYP's ability to deliver integrated site-wide redevelopment.

Strategic plan

To Facilitate Regional Growth

- 1.6 *Support the increase of education and early learning opportunities*
- 1.8 *Formalise partnerships with government and industry sectors and their commitment to engage with Council*

The proposal demonstrates strong alignment with Council's strategic priorities and planning objectives. It supports regional growth by enabling the delivery of DECYP's masterplan for the Dodges Ferry school precinct, which will expand education and early learning opportunities for the local community. The initiative also formalises a collaborative partnership between Council and a key government agency, reinforcing a commitment to work together on initiatives that benefit the region and ensuring ongoing engagement between the education and local government sectors.

Responsible Stewardship and a Sustainable Organisation

- 2.1 *Ensure decisions are financially responsible and sustainable.*
- 2.3 *Strategically manage our assets, facilities, services and structure, with a focus on continuous improvement.*



- 2.4 Give consideration to the potential impacts of growth and developments.
- 2.5 Invest capital to minimise maintenance and maximise lifecycle value.
- 2.7 Commitment to transparent and accountable governance and well-informed decision making.
- 2.10 Maintain effective partnerships with government, industry and community organisations.

In line with Council's commitment to responsible stewardship and a sustainable organisation, the proposal delivers a financially responsible and sustainable outcome by avoiding future capital expenditure on a significantly depreciated asset. It reallocates resources toward projects that are financially sustainable and deliver high social impact, while maintaining benchmark thresholds in the Financial Management Strategy and the 10 Year Long Term Financial Plan.

Annual plan

1.6 Continue to support improvements in local education infrastructure:

- *Advocate for the delivery of additional education capacity and contemporary Kindergarten – Year 12 facilities for the south-east region with Government and private sector providers.*
- *With TasWater and the Department of Education, finalise the upgrade of the Dodges Ferry School wastewater treatment plant in conjunction with a collaborative review of the Master Plan that considers Okines, the recreation ground & clubrooms, and the potential relocation of Ferry Hall.*

The proposal supports improvements in local education infrastructure by facilitating the delivery of additional education capacity and contemporary K–12 facilities for the south-east region. It complements planned upgrades to the school's wastewater treatment plant and contributes to a broader, collaborative review of the masterplan, ensuring coordinated and sustainable development of education and community assets, including consideration of Okines, the recreation ground and clubrooms, and the future of Ferry Hall.

- 2.1 *Review and adopt the Financial Management Strategy and underpinning 10 Year Long Term Financial Plan ensuring it delivers benchmark thresholds and Council's Strategic Planning objectives:*
 - *Critically review and adopt revenue generation options required to meet the thresholds and objectives in the Financial Management Strategy.*

- *Review the forecast new / upgrade capital projects ensuring they are financially sustainable and meet Council's Strategic Planning objectives inclusive of lower capital value asset development that achieve high social impacts.*

The proposal aligns with Council's Financial Management Strategy and 10 Year Long Term Financial Plan by delivering a financially sustainable outcome that avoids future capital expenditure on a significantly depreciated asset. It supports responsible revenue and expenditure management by reallocating resources away from high-maintenance, low-utility assets toward projects that achieve greater alignment with Council's strategic priorities. This approach ensures that future capital investment focuses on financially sustainable projects, including lower-value asset developments that deliver high social impact, while maintaining benchmark thresholds and supporting long-term strategic objectives.

2.2 *Commit to asset revaluation cycles and managing risk profiles, including:*

- *Develop treatment plans for high level residual risks and provide implementation resourcing in accordance with revised Risk Management Framework*

The proposal also supports Council's commitment to asset revaluation cycles and the effective management of risk profiles. By transferring ownership of a high-maintenance, approaching end-of-life asset, Council reduces its residual risk exposure and avoids future costs associated with maintenance, compliance, and safety hazards. This approach is consistent with the revised Risk Management Framework, ensuring that high-level residual risks are treated through sustainable, well-resourced solutions.

Overall, the proposal ensures that Council's decisions are financially responsible, strategically aligned, risk-aware, and focused on delivering long-term community benefit.

Policy implications

The proposed disposal of Council's strata-titled interest in the facility aligns with Council's adopted asset management and financial sustainability principles, which prioritise the retention of assets that are fit-for-purpose, financially viable, and aligned to Council's core service delivery responsibilities.

Retaining the current arrangement would require Council to fund substantial renewal works for an asset that is significantly depreciated, operationally constrained, and located within a larger site not owned by Council. This is inconsistent with best-practice asset management, which

seeks to minimise lifecycle costs, avoid duplication of ownership responsibilities, and ensure that assets are maintained to a standard that supports their intended use.

The transfer of ownership to DECYP would:

- Remove ongoing maintenance and renewal obligations from Council.
- Transfer operational and child/youth safety responsibilities to the relevant State authority.
- Enable integrated planning and delivery of DECYP's \$25 million redevelopment program.
- Preserve community access in accordance with DECYP's *Community Use of School Facilities Policy*.

In addition, the proposed action is consistent with the intent of section 178 of the Act, which permits the disposal of public land subject to public notification and consideration of submissions, ensuring transparency and accountability in decision-making.

Environmental implications

The proposed transfer is not anticipated to have any direct adverse environmental impacts. The facility is an existing built asset located within the Dodges Ferry Primary School grounds, and no changes to the physical environment would occur as an immediate result of the ownership transfer.

Indirectly, the proposal supports DECYP's planned \$25 million redevelopment of the school, which may include upgrades to building design, energy efficiency, and water use in accordance with contemporary sustainability standards. These improvements could deliver positive environmental outcomes through reduced energy consumption, improved thermal performance, and integration of sustainable landscaping.

Asset management implications

Council's current ownership of the strata-titled portion of the facility requires it to meet all maintenance and renewal obligations for the areas under its title (excluding the roof and fire services). A recent condition assessment identified that the flooring requires full replacement at an estimated cost of \$250,000. This renewal cost exceeds the asset's current depreciated value of \$237,560.

The original joint investment of \$728,500 in 1992 is equivalent to approximately \$1.7 million in 2025 replacement value terms. The facility is approaching the end of its useful life, with further renewal needs expected in the medium to long term.



Retaining the asset would:

- Commit Council to significant and recurring expenditure for a facility that is primarily used for school purposes and located on Crown land.
- Continue the inefficiencies of split ownership and management.
- Retain risk exposure for maintenance, compliance, and safety in an operational environment outside Council's direct control.

Disposal of the strata-titled interest to DECYP would:

- Remove the asset from Council's portfolio and eliminate associated maintenance, renewal, and depreciation costs.
- Transfer lifecycle asset management responsibility to DECYP, which has direct operational control of the facility.
- Enable DECYP to integrate the facility into its capital works program and apply its asset management framework.

This approach is consistent with Council's asset management principles of prioritising investment in assets that are aligned to Council's core functions, provide demonstrable community benefit, and are sustainable over their lifecycle.

Risk management implications

The current ownership arrangement for the facility presents several ongoing risks to Council, including:

- Child and Youth Safety Compliance – Contemporary safeguarding frameworks place strict obligations on access control, supervision, and the separation of public and school activities. As a co-owner of a facility located within school grounds, Council retains exposure to risks that are operationally outside its control.
- Asset Condition and Liability – Significant renewal works are required, beginning with a \$250,000 floor replacement. Failure to complete these works may lead to asset deterioration, reputational damage, and potential injury claims.
- Operational Inefficiency – Split ownership results in unclear responsibility boundaries, creating the potential for disputes, service gaps, and delays in decision-making.
- Strategic Project Impact – Retention of the asset may constrain DECYP's \$25 million redevelopment program, creating reputational and intergovernmental relationship risks for Council.

Disposal of the strata-titled interest to DECYP at no cost would materially reduce these risks by:



- Transferring operational and safety responsibilities to the relevant State authority.
- Eliminating Council's liability for ongoing maintenance and compliance within the facility.
- Supporting integrated site management under DECYP's governance framework.
- Strengthening collaborative relationships with State Government stakeholders.

Residual risks would be limited to potential community concern regarding the transfer of ownership. These can be mitigated through transparent public notification under section 178 of the Act, and by confirming that community access will be maintained under DECYP's *Community Use of School Facilities Policy*.

Community implications

The facility has provided long-standing benefit to the local community through shared school and community use. Usage data for the past six months shows 13 discrete user groups, 231 bookings, and a total of 335 hours of community use, with the majority of bookings being one-hour sessions.

The proposed transfer of Council's strata-titled interest to DECYP is not expected to diminish community access. DECYP has confirmed that use will continue to be available in accordance with its *Community Use of School Facilities Policy*, which provides a structured framework for managing community bookings, ensuring equitable access, and recovering costs where appropriate.

Potential community concerns may include:

- The perception of reduced Council involvement in local facilities.
- Desire to retain existing ownership arrangements.
- Interest in preserving a local heritage-valued asset in Ferry Hall.

Mitigation measures include:

- Undertaking public notification in accordance with section 178 of the Act to provide transparency and invite community feedback.
- Clearly communicating DECYP's ongoing commitment to community access.
- Consideration of Council's role with the community and DECYP regarding the future of Ferry Hall. Such consideration may include facilitating an investigation into relocation and repurposing but not to fund. Establishing the building is capable of being repurposed to contemporary standards and in a financially sustainable manner that addresses identified and quantified community needs is considered necessary.



Overall, the proposal maintains community benefit while removing significant financial and governance burdens from Council, allowing resources to be redirected to other local priorities.

Statutory implications

The proposed disposal of Council's strata-titled interest in the Dodges Ferry Primary School facility constitutes the disposal of public land under section 177A of the Act.

In accordance with section 178 of the Act, Council must:

- Undertake public notification of the proposed disposal, including a description of the land, the reasons for disposal, and the manner in which it is proposed to be disposed of.
- Invite written submissions from the public for a period of no less than 21 days from the date of the notice.
- Consider all submissions received before making a final decision.

No transfer of ownership may proceed until these statutory requirements have been fully met.

The disposal will also require the execution of appropriate legal documentation to transfer Council's strata title to the Crown, represented by DECYP. This process will be undertaken in consultation with Council's legal advisors to ensure compliance with all legislative, contractual, and land title requirements.

There are no additional statutory approvals required for the ownership transfer itself, although DECYP's subsequent redevelopment of the school site will be subject to any necessary planning, building, and environmental approvals under relevant State and local government legislation.

Report

The facility, jointly constructed and funded by Council and the State Government in 1992, currently operates under a strata-titled arrangement that presents ongoing financial, operational, and risk management challenges for Council. The facility is significantly depreciated and requires substantial renewal works. The DECYP is undertaking a major redevelopment of the primary school and has requested the transfer of Council's strata-titled interest at no cost. This transfer would relieve Council of maintenance and liability obligations, enable DECYP to integrate the facility into its redevelopment plans, and preserve community access through DECYP's established policies.



Three options are available to Council: retain current ownership, dispose to DECYP at No Cost, or Dispose to DECYP with Compensation Request.

It is recommended that Council proposes to dispose of its strata-titled interest in the Dodges Ferry Recreation Centre ("facility") to DECYP at no cost, subject to statutory public notification and consideration of submissions.

A separate consideration regarding Ferry Hall has also been identified and which is a matter for Council to further consider, clarify and resolve. It is submitted that this is appropriately dealt with but not as part of the substantive statutory process recommended by this report.

Oliver Strickland
DEVELOPMENT OFFICER RISK & STRATEGY

Attachments: (8) pages



Department for Education, Children and Young People
 FACILITY SERVICES
 Letitia House, Olinda Grove, Mt Nelson TAS 7007
 GPO Box 169, Hobart, TAS 7001 Australia
 Ph (03) 6165 6321 Fax (03) 6233 2437



11 July 2025

Robert Higgins
 General Manager
 Sorell Council
Robert.higgins@sorell.tas.gov.au

Dear Mr Higgins

Dodges Ferry Primary School redevelopment

I write to you in relation to the redevelopment of Dodges Ferry Primary School and resolution of legacy tenure matters concerning the school's gymnasium. As per our recent discussions, there is currently a legacy arrangement in place in which Sorell Council is the owner of the gymnasium space and part of the adjoining kitchen and amenities at Dodges Ferry Primary School. It is acknowledged that this arrangement was established many years ago to recognise investment by the Council in these spaces with the objective of enabling community use outside of school hours.

Having Council-owned assets located within a government school on crown land is unusual and, in this instance, an incumbrance to both Council and the Department for Education, Children and Young People (DECYP).

As owner of these assets, Council is responsible for ongoing maintenance and as you noted in your recent inspection of the gymnasium, significant works are required to the flooring in that facility. Further to this, while the full scope of works for the redevelopment of the school has yet to be determined, Council's ownership of the gym and associated facilities would prevent government investment in these spaces should this be considered a priority.

Having regard to this, I request that Council transfer ownership of the gymnasium space and associated assets noted above to DECYP at no cost on the following basis:

- Council's investment in the gymnasium and attached spaces was many years ago, with the local community having had the benefit of this investment over a long period as intended.
- The assets have depreciated substantially over time and now require substantial and costly maintenance.



- Transfer of the assets to DECYP will relieve the Council of current and future maintenance responsibilities.
- DECYP has a *Community Use of Facilities Policy* in place that will ensure the gymnasium and related facilities continue to be made available for community use outside of school hours.
- Transfer of the assets to DECYP will allow for investment in them either as part of the current school redevelopment project or at a future time.

With respect to the redevelopment of Dodges Ferry Primary School, the architectural consultants have now been appointed, and the scope of works is currently being developed - informed by the feedback received through the school and community consultation undertaken last year. In addition to providing contemporary learning facilities, a key objective of the redevelopment is to increase the enrolment capacity of the school. The current enrolments at the school are 525 students, and the project is aiming to deliver a capacity of 700 students, without relying on modular units that have been added to the site over time as a temporary measure. In addition to this, the site master planning process will consider where additional capacity could be accommodated in the future if required.

I am aware that the future of Ferry Hall, which is currently located on the school site, is of interest to some stakeholders. It is likely that the hall will be considered surplus to requirements and will need to make way for redevelopment of the school site. In this situation, the building contractor would be responsible for removal and disposal of the hall as part of their contracted works.

DECYP is open to donating Ferry Hall should any community groups express an interest in acquiring it for repurposing in another location. However, it is important to note that there is no additional funding available from DECYP for the relocation and refurbishment of Ferry Hall and that the priority for the existing \$25 million funding is the redevelopment of the school. It is my understanding that the school's principal is establishing a working group for stakeholders interesting in Ferry Hall to consider these matters and determine its future.

I hope this information is of assistance to you and I look forward to a timely decision by Council concerning its assets on the school site to ensure this important project is not delayed.

Yours sincerely



Todd Williams
Director

Facility Services



ASPIRATION

GROWTH

COURAGE

RESPECT

DEPARTMENT OF
EDUCATION
learners first

Community Use of Facilities Policy

Department of Education



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ORDINARY COUNCIL MEETING
19 AUGUST 2025

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Version 2 – 9/11/2021

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1. Purpose

The Department of Education (DoE) manages a diverse range of asset facilities across the State, including schools, colleges, Libraries Tasmania sites, Child and Family Learning Centres, Trade Training Centres and various other sites. These facilities may be made available to community, business or training organisations, as well as groups and individuals, (entities) to share resources and better support the development of local communities, consistent with government direction.

Community entities may apply to access DoE facilities on a long-term (12 months maximum) short-term or one off basis when not in use by DoE.

The aims of this policy are to:

- facilitate learning and community activities by providing access to DoE facilities
- ensure the use of facilities is appropriate and consistent with DoE values and priorities
- ensure site managers have the tools and the flexibility to enter into arrangements that are appropriate for them
- ensure that agreements with community users are clear, consistent and legally robust.

Scope

This policy applies to the use of all DoE facilities in Tasmania.

It does not apply to entities using facilities at the request of, or under the auspices of DoE. For example, a site requesting an external person, company or training organisation to provide educational training to DoE students or staff, either inside or outside of the site business hours would not need to use this guideline.

The guideline does not apply to the provision of child care on DoE sites. Please refer to the [Provisional Co-location Policy and Process](#) for further information on child care.

Rationale

While the primary purpose of DoE's facilities is to provide high quality environments that support and enable teaching and learning activities, they may also provide significant benefits to the wider community. Use of facilities can benefit both DoE and the wider community through:

- access for the community to high quality facilities and services;
- provision of additional extracurricular learning opportunities;
- more efficient use of the community's investment in facilities and resources;
- enhanced co-operation and goodwill between DoE and the community;
- potential for increased community engagement and support of schools and other DoE services; and
- opportunities for parents and the broader community to become better informed about and participate in the DoE's activities.

However, it is important that the use of these facilities for non-DoE use does not adversely impact on DoE activities, on students or staff, the value of the assets or the reputation of DoE.

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2. Policy Statement

DoE facilities at schools, colleges, Libraries Tasmania, Child and Family Learning Centres, Trade Training Centres and other DoE sites are valuable community assets which should be shared with community entities and educational providers when not required for DoE purposes.

DoE facilities must not be made available for any activities which are inconsistent with the aims of the site, are likely to interfere with or adversely affect the quality of its teaching, learning or other key activities or may adversely affect DoE's reputation.

Decision making in relation to the use of DoE facilities needs to be fair and transparent. Decision makers should ensure that they do not contravene DoE's Conflict of Interest Procedure.

Where possible and where appropriate facilities exist, site managers are expected to make these available for the purposes of Federal, State and Local Government elections and the conduct of emergency welfare exercises as a priority. Any requests received in relation to these purposes should be referred to Facility Services for coordination.

Access arrangements for site facilities must comply with all applicable legislation, DoE values and policies.

Site managers must undertake a risk assessment prior to any agreement for community use of their facilities. Activities which are considered to involve inappropriate levels of risk must not be permitted.

Site managers must ensure insurance cover appropriate to the level of risk associated with the proposed activity is in place for the duration of the use of the facility.

Arrangements for use of DoE facilities must be formalised through a written agreement with the site manager in a form approved by the DoE.

Site managers are authorised to negotiate, approve and manage the hire of facilities for periods up to 12 months. All proposals for use of facilities exceeding 12 months must be referred to the Director, Facility Services.

Site managers must keep a record of all instances of community use of facilities including details of the hirer/lessee, dates, type of hire/lease, insurance, security arrangements, fees charged, bond payments and refunds, and any accidents or damage to property.

Requests or suggestions received from politicians of federal, state or local government relating to the use of facilities must be directed to the office of the Minister for Education and Training for response.

Date of Effect

This policy takes effect from 1 July 2021. Agreements in place prior to that date will be unaffected, however new or renewed agreements are to be consistent with the requirements of this policy.

3. Related policies

- [Alcohol and Drugs in the Workplace \(STAFF ONLY\)](#)
- [Drug Education and Management Policy](#)
- [Partnering with External Organisations Policy \(STAFF ONLY\)](#)
- [Provisional Co-location Policy and Process](#)
- [Registration to Work with Vulnerable People Policy](#)
- [Risk Management Policy \(STAFF ONLY\)](#)

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4. Related procedures

- [Community Use of Facilities Guideline](#)
- [Conflict of Interest Procedure \(STAFF ONLY\)](#)
- [Visitor Check in on DoE sites Infosheet \(COVID19\) \(STAFF ONLY\)](#)

5. Supporting information/tools

- [Casual Hire Agreement Template Libraries and Child & Family Centres](#)
- [Casual Hire Agreement Template Schools, Colleges and Trade Training Centres](#)
- [Community Use of Facilities Intranet Page \(STAFF ONLY\)](#)
- [Insurance Certificate of Currency](#)
- [Internal Audit and Risk Management Intranet Page \(STAFF ONLY\)](#)
- [Risk Management Plan Template \(STAFF ONLY\)](#)
- [Smokefree Workplaces](#)
- [Special terms and conditions \(Swimming pool\) schedule](#)
- [Special terms and conditions \(Workshops\) schedule](#)
- TasTAFE Reciprocal Use of Assets Agreement (Under development)

6. Definitions

Commercial Users and For-profit organisations

Means a commercial venture in which goods and/or services are sold by the operator for profit.

Community Users

Means individuals or community groups where there is generally little or no cost for service.

Director of Service

Means the individual responsible for overseeing a relevant DoE service.

DoE facilities

Are defined as:

- DoE owned or controlled buildings and the rooms, access ways, amenity areas, furnishings and fittings contained within them;
- DoE grounds and recreation areas and associated structures; and
- Car parking areas.

Not-for-profit organisation

Means an organisation whose operations do not generate a profit. If a surplus is made, it is directed back into the operation and not distributed to owners/shareholders. Generally run by a voluntary committee.

Site manager

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Means the individual responsible for the specific site or local service – e.g. a school principal, Libraries Tasmania manager, Child and Family Learning Centre Leader or Trade Training Centre Coordinator (where applicable) – or their delegate.

7. Legislation

Crown Lands Act 1976

Education Act 2016

Authorised by: Todd Williams, Director Facility Services

Contact: Facility Services; propertyservices@education.tas.gov.au

Last Significant Review: 30 March 2021

Review Due: 1 December 2022

This Document Replaced: Community Use of Department Facilities and Resources Policy and Guidelines TASED-4-7643 Version 1

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AGENDA
ORDINARY COUNCIL MEETING
19 AUGUST 2025

16.0 INFRASTRUCTURE AND ASSETS



Nil reports.

17.0 COMMUNITY RELATIONS



17.1 COMMUNITY GRANTS PROGRAM

RECOMMENDATION

"That Council resolves to decline a grant application from Eventide Sanctuary (Guardians of Eventide) under the 2025-2026 Community Grants Program as per the following report."

Introduction

Through the Community Grants Program 2025-2026 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.



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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 these 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

Council received one Community Grant Application from –

- Eventide Sanctuary (Guardians of Eventide) - a request for \$2000.00 towards construction of a shelter for Educational and Community Events.

The application was discussed by Council at their workshop on 3 August 2025. All Councillors were in attendance, with the exception of Councillor Reynolds.

Due to a range of outstanding compliance matters, it is recommended this application be declined and it is now presented to Council for resolution accordingly.

STACEY GADD**Manager Community Relations**

Date: 8 October 2024.

**AGENDA**

ORDINARY COUNCIL MEETING
19 AUGUST 2025

17.2 COMMUNITY GRANTS PROGRAM

RECOMMENDATION

"That Council approve annual contributions to Sea Rescue and South East Arts as part of the Section 77 donations and grants budget."

Introduction

Section 77 of the *Local Government Act 1993*, states that "A Council may make a grant or provide a pecuniary benefit or a non-pecuniary benefit that is not a legal entitlement to any person, other than a councillor, for any purpose it considers appropriate."

Each year an amount is budgeted for under Section 77 donations to provide support for our community.

Strategic Plan

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

Operational Plan

Sufficient funds exist within the current Budget to fund these donations.

Policy

Community Grants Policy.

Asset Management Implications

NIL

Risk Management Implications

None foreseen.

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 for the regional Art Prize and Exhibition affords opportunities for local residents to engage in creative endeavours, and also supports our local arts group to expand their reach in the region.

Separately, due to the remoteness of Tasmania's coastline, volunteers in many areas provide the first and sometimes only response with rescue craft that are able to respond in sufficient time to save lives or to prevent a situation escalating whereby a tragedy may occur.

REPORT

Council provides Annual Contributions to organisations within our Municipality to support and recognise the significant contribution they make to the strength and vibrancy of our community. This funding forms part of our Donations and Section 77 Expenses budget.

Sea Rescue – Annual Contribution of \$3,000.

Sea Rescue Dodges Ferry is a Marine Rescue Service under the management of a peak body (Surf Life Saving Tasmania). They play a critical role in providing a support service to Police for maritime search and rescue responses for persons and vessels in distress at sea within state controlled waters. Their volunteers monitor the changeable waters of Frederick Henry, Norfolk, Blackman, Storm and Marion Bays.

South East Arts (SEA) – Annual Contribution of \$1,500.

Council has been supporting the local arts community and SEA through collaboration on the annual Sorell Regional Art Prize and Exhibition for many years. There is a new SEA committee in place and they have commenced organisation of the 2025 Prize and Exhibition with entries opening shortly. This year they have requested \$1,500 in funding for second prize with the potential for acquisition.

These annual contributions are now presented to Council for approval.

STACEY GADD**Manager Community Relations**

Date: 13 August 2025

**AGENDA**

ORDINARY COUNCIL MEETING
19 AUGUST 2025

17.3 COUNCILLOR REPRESENTATION ON COMMUNITY GRANTS ASSESSMENT PANEL

RECOMMENDATION

"That Council resolves to endorse the appointment of the following Councillors to the Community Grants Assessment Panel (CGAP):

- Mayor Janet Gatehouse (Chair)
- Councillor Shannon Campbell
- Councillor Michael Larkins."

Introduction

This report seeks Council endorsement for the appointment of three Councillors to the newly established Community Grants Assessment Panel (CGAP), a Special Committee of Council formed to assess and determine community grant applications.

Background

As part of the recent review of the Community Grants Program, Council endorsed the formation of the CGAP under Section 24 of the *Local Government Act 1993* ("the Act"). The panel is delegated authority under Section 77 of the Act to assess and approve grant applications across three funding streams:

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

The CGAP aims to improve transparency, efficiency, and strategic alignment in grant decision-making.

Strategic Plan

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

Objective 3: To Ensure a Liveable and Inclusive Community

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

Objective 4: Increased Community Confidence in Council

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



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Annual Plan

N/A

Policy Implications

The appointment of Councillor representatives aligns with the revised *Community Grants Policy (June 2025)* and the *Terms of Reference* for the CGAP.

Environmental Implications

Councillor involvement ensures oversight of funding decisions, including those supporting environmental and sustainability initiatives.

Asset management Implications

N/A

Risk Management Implications

Having Councillors on the panel helps make sure decisions are fair and responsible. There are clear rules to manage any conflicts of interest, including required declarations and the option to step aside if needed.

Community Implications

Councillor involvement ensures community representation and responsiveness in funding decisions, fostering trust and engagement.

Statutory Implications

Appointments are consistent with Sections 24 and 77 of the Act. All decisions will be reported in Council's Annual Report.

Report

The CGAP was created as part of Council's efforts to improve how community grants are assessed and awarded. It is now a formal Special Committee of Council, established under Section 24 of the Act, with delegated authority under Section 77 to make decisions on grant applications within the approved budget.

To ensure strong community representation and good governance, Council appoints elected members to the panel. After discussions at the



Council Workshop on 5 August 2025, the following Councillors are proposed for appointment:

- Mayor Janet Gatehouse (Chair)
- Councillor Shannon Campbell
- Councillor Michael Larkins

The Mayor will chair the panel, providing oversight and leadership, while the other Councillors will contribute to reviewing applications, applying the assessment matrix, and making funding decisions. These appointments will remain valid until the next scheduled Council elections in October 2026.

The CGAP plays a key role in ensuring that grants are awarded fairly, transparently, and in line with Council's strategic goals. Councillor involvement helps maintain public trust and ensures that decisions reflect community priorities. All panel members are required to follow strict conflict of interest protocols, including declaring any personal connections to applicants and stepping aside from decisions where necessary.

These Councillor representation nominations are now presented to Council for endorsement.

Stacey Gadd
MANAGER COMMUNITY RELATIONS

18.0 FINANCE



18.1 EXECUTIVE SUMMARY – FINANCIAL REPORT JULY 2025 YTD

RECOMMENDATION

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

Note: variances are only reported and discussed below if they are greater than \$10k and have a variance percentage of greater than 10%.

FINANCIAL REPORT JULY 2025 YEAR-TO-DATE

The operating surplus for the period ended 31 July 2025 of \$18.517m is above the budget of \$18.264m by \$252k. The main drivers of this position are:

- Recurrent income year to date is \$20.60m and is above budget by \$89k.



- Operating expenses year to date are \$2.083m, which is below budget by \$163k.

NOTES TO THE ACCOUNTS

1. RATES AND CHARGES

This category is above budget by \$7k to the end of July, with no significant variances noted.

2. STATUTORY FEES AND CHARGES

This category is above budget by \$38k to the end of July. The following significant variances are noted:

- Town Planning Fees is above budget by \$40k as a result of increased planning activity and a large-scale development application.

3. USER FEES

This category is above budget by \$11k to the end of July. The following significant variances are noted:

- Food Licences is over budget by \$19k as a result of delays in the payment of annual food licences following the issue of the renewals in June 2025.

4. GRANTS OPERATING

Refer to attachment (g) Grants Operating and Capital Variance Analysis for a detailed explanation of the variances.

5. CONTRIBUTIONS RECEIVED

This category is above budget by \$33k to the end of July. The following significant variances are noted:

- Contributions Received Other is above budget by \$22k following receipt of a contribution of \$22k from Lady Gowrie Tasmania in relation to a kitchen upgrade at 17-19 Penna Road, Midway Point, originally budgeted in 2024-25.

6. INTEREST

This category is below budget by \$2k to the end of July, with no significant variances noted.

7. OTHER INCOME

This category is below budget by \$3k to the end of July, with no significant variances noted.

8. INVESTMENT INCOME

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

9. EMPLOYEE BENEFITS



Total employee benefits is below budget by \$132k to the end of July. The variances are primarily due to a number of vacant positions as well as delays in the approval and processing of the Employment Agreement pay rises that are now expected to be paid in August 2025. The following significant variances are noted:

- Annual Leave is below budget by \$23k.
- Long Service Leave is below budget by \$43k.
- Salaries are below budget by \$46k.
- Staff Training is above budget by \$12k, this amount is budgeted in future months.
- Superannuation is below budget by \$13k.
- Workers Compensation Insurance is below budget by \$11k. Primarily due to the budgeted workers compensation insurance amount being higher than the calculated estimate provided to the insurance company.

10. MATERIALS AND SERVICES

Materials and services is \$3k above budget to the end of July. The following significant variances are noted:

- Computer Software Maintenance and Licences is above budget by \$29k with a RelianSys Annual Software Access governance renewal of \$11k budgeted for September and an Insight GIS MapInfo Access Program renewal of \$17k budgeted for August.
- Repairs and maintenance is below budget by \$31k, predominantly because of underspends to date in Roads – Sealed \$22k, Roads – Unsealed \$8k, Bridges & Other Structures \$8k, Stormwater \$5k, Marine Structures \$4k, Engineering Operations \$2k, and Finance \$2k. These underspends are somewhat offset by overspends in Land Improvements \$9k, Community Facilities \$5k, Community Facilities – Pembroke Park \$3k and Works Depot \$2k. Repairs and maintenance costs are difficult to estimate and plan, due to the often reactive and unpredictable nature of these activities. However, most of these under and overspends are due to scheduling.

11. DEPRECIATION AND AMORTISATION

This category is above budget by \$2k to the end of July, with no significant variances noted.

12. FINANCE COSTS

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

13. OTHER EXPENSES

This category is below budget by \$37k to the end of July. The following significant variances are noted:



- Donations and Section 77 Expenses is below budget by \$20k, primarily due to the budgeting of annual organisational donations in July.

14. GRANTS CAPITAL

Refer to attachment (g) Grants Operating and Capital Variance Analysis for a detailed explanation of the variances.

15. CONTRIBUTIONS – NON-MONETARY ASSETS

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

16. NET GAIN / (LOSS) ON DISPOSAL

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

17. SHARE OF INTEREST IN JOINT VENTURES

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

CASH & INVESTMENTS

The Council maintains deposits with four major banks (Commonwealth (CBA), Westpac, Bendigo Bank and MyState).

Council's cash position increased by \$1.463m during the month of July, predominantly due to receipt of rates instalments. In comparison with the 2024/2025 financial year, the current cash balance of \$22.280m is \$2.088m greater than the balance at the same time last year. Sorell Council continues to hold \$800k in grant income received in advance as reported in the Balance Sheet, this is \$1.330m less than the balance at the same time last year. Overall, the current cash balance movement is a result of less year-to-date capital expenditure than expected.

CASH RESERVES

As at 31 July 2025, cash reserves being held by Council are as follows;

Land Sales	\$1,114,726
Public Open Space Contributions	\$1,870,005
Car Parking Cash in Lieu	\$ 114,686
Subdivision Traffic Management Contributions	\$ 150,790
Stormwater	\$ 9,536
Interest	<u>\$ 333,730</u>
	\$3,593,473

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.



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At the end of July, 15.1% of rates had been paid, compared to 14.4% at the same time last year. Rate collections are ahead on the previous year, with rates staff maintaining their standard rates debtor follow-up and collection processes throughout the month.

ATTACHMENTS

- a) Statement of Income and Expenditure for the period ending 31 July 2025 (Pages 1)
- b) Statement of Financial Position as at 31 July 2025 (Pages 1)
- c) Statement of Cash Position as at 31 July 2025 (Pages 1)
- d) Detailed Statement of Income and Expenditure for the period ending 31 July 2025 (Pages 5)
- e) Investments and Borrowings as at 31 July 2025 and Graph 1 – Total Cash Available (Pages 4)
- f) Graph 2 - Rates Outstanding (Pages 2)
- g) Grants Variance Analysis (Pages 2)

SCOTT NICOL**ACTING MANAGER****MARK PATMORE****ACCOUNTANT****SALLY FANG****FINANCE ACCOUNTANT**

Date: 8 August 2025

Attachments (16 pages)

**AGENDA****ORDINARY COUNCIL MEETING****19 AUGUST 2025**

SORELL COUNCIL
STATEMENT OF INCOME AND EXPENDITURE
For the period July 2025

	NOTES	ACTUAL YTD	BUDGET YTD	VAR	FULL YEAR BUDGET
INCOME					
RECURRENT INCOME					
Rates and Charges	1	20,552,514	20,545,357	7,157	20,635,594
Statutory fees and fines	2	74,784	36,328	38,456	605,914
User Fees	3	75,470	64,450	11,020	690,906
Grants Operating	4	0	0	0	426,952
Contributions received	5	33,457	0	33,457	150,000
Interest	6	(164,401)	(166,556)	2,156	945,895
Other income	7	27,966	31,209	(3,243)	673,989
Investment income from TasWater	8	0	0	0	419,904
		20,599,789	20,510,787	89,002	24,549,153
EXPENSES					
Employee benefits	9	606,559	738,264	131,706	8,532,640
Materials and services	10	508,700	505,825	(2,875)	8,224,543
Depreciation and amortisation	11	556,299	553,859	(2,440)	6,636,430
Finance costs	12	(9,778)	(9,778)	0	94,693
Other expenses	13	421,331	458,232	36,902	2,008,303
TOTAL EXPENSES		2,083,110	2,246,403	163,293	25,496,609
OPERATING SURPLUS/(DEFICIT)		18,516,679	18,264,384	252,295	(947,455)
CAPITAL INCOME					
Grants Capital	14	350,531	22,320	328,211	4,303,982
Contributions - non-monetary assets	15	0	0	0	1,095,000
Net gain/(loss) on disposal	16	0	0	0	400,000
Share of Interests in JVs	17	0	0	0	0
TOTAL CAPITAL INCOME		350,531	22,320	328,211	5,798,982
SURPLUS/(DEFICIT)		18,867,210	18,286,704	580,506	4,851,527



SORELL COUNCIL
STATEMENT OF FINANCIAL POSITION
As At July 2025

	Actual 2025/2026	Actual 30 June 2025	Movement
ASSETS			
Current Assets			
Cash and Cash Equivalents	15,622,587	17,171,986	(1,549,399)
Investments	6,657,037	3,645,325	3,011,712
Trade and Other Receivables	18,216,336	1,701,576	16,514,760
Inventories	38,703	38,703	-
Other Assets	61,070	481,450	(420,380)
Total Current Assets	40,595,732	23,039,040	17,556,693
Non-Current Assets			
Trade and Other Receivables	2,450	2,550	(100)
Assets Held for Sale	0	0	-
Intangible Assets	368,713	369,460	(747)
Property, Infrastructure, Plant and Equipment	390,085,140	390,659,856	(574,716)
Work in Progress	5,197,821	4,595,709	602,112
Investments	34,640,912	34,640,912	-
Other Non-Current Assets	4,761	4,761	-
Total Non-Current Assets	430,299,798	430,273,249	26,549
TOTAL ASSETS	470,895,530	453,312,289	17,583,242
LIABILITIES			
Current Liabilities			
Trade and Other Payables	547,402	986,309	(438,907)
Trust Funds and Deposits	565,026	566,631	(1,605)
Interest Bearing Loans & Borrowings	217,109	217,109	-
Provisions	1,333,069	1,337,061	(3,992)
Contract Liabilities	799,991	1,639,455	(839,464)
Other Current Liabilities	3,249	3,249	-
Total Current Liabilities	3,465,846	4,749,814	(1,283,968)
Non-Current Liabilities			
Interest Bearing Loans & Borrowings	2,259,376	2,259,376	-
Provisions	412,943	412,943	-
Contract Liabilities	-	-	-
Other Current Liabilities	1,722	1,722	-
Total Non-Current Liabilities	2,674,041	2,674,041	-
TOTAL LIABILITIES	6,139,888	7,423,856	(1,283,968)
Net Assets	464,755,642	445,888,433	18,867,210
EQUITY			
Accumulated Surplus	174,521,603	155,654,394	18,867,210
Reserves	290,234,039	290,234,039	-
Total Equity	464,755,642	445,888,433	18,867,210



**SORELL COUNCIL
STATEMENT OF CASH POSITION
As At July 2025**

	\$
Opening Balance Cash at Bank & Investments	20,817,311
Closing Balance Cash at Bank & Investments	22,279,624
Cash Movement Year to Date	<u>1,462,314</u>
<i>Represented by:</i>	
Net Surplus / (Deficit)	18,867,210
Add: Depreciation	556,299
Net Cash Surplus / (Deficit)	<u>19,423,509</u>
Loan Repayments	0
Capital Expenditure (per capital report)	(602,112)
Capital Expenditure - Asset (Purchases) / Disposals	18,418
Balance Sheet Movements	(17,377,502)
Cash Movement Year to Date	<u>1,462,314</u>



**SORELL COUNCIL
DEPARTMENTAL PROFIT & LOSS
FOR THE PERIOD ENDED July 2025
FOR COST CENTRE - All Cost Centres**

	ACTUAL	BUDGET	VAR	FULL YEAR BUDGET
0100 Profit & Loss				
0500 INCOME				
1000 RECURRENT INCOME				
1100 Rates and Charges				
1105 Rates - General/Ordinary/Residential	(15,960,071)	(15,960,071)	0	(15,989,930)
1110 Rates General Written Off	890	0	(890)	8,600
1115 State Grant Rates Remission	(900,288)	(881,164)	19,124	(979,071)
1120 Rates Pensioner Concession	978,881	949,699	(29,182)	979,071
1125 Domestic Waste Annual Charge	(3,966,809)	(3,955,452)	11,357	(3,955,452)
1130 Fire Rates Levy Income	(717,913)	(712,795)	5,118	(717,912)
1150 Other Remissions	12,797	14,425	1,629	21,214
1160 AWTs Maintenance Fee Received	0	0	0	(2,114)
1199 Rates and Charges Total	(20,552,514)	(20,545,357)	7,157	(20,635,594)
1200 Statutory Fees and Charges				
1210 132 & 337 Certificate Fees	(6,364)	(12,365)	(6,001)	(148,376)
1220 Town Planning Fees	(62,566)	(22,630)	39,935	(434,929)
1225 Animal Infringements & Fines	0	(499)	(499)	(5,993)
1230 Other Infringements Fines & Penalties	(4,029)	(833)	3,196	(12,000)
1235 Licences & Permits	(1,160)	0	1,160	(2,816)
1240 Street Stall Permit Fee	(666)	0	666	(1,800)
1299 Statutory Fees and Charges Total	(74,784)	(36,328)	38,456	(605,914)
1300 User Fees				
1303 Animal Management Sundry Income -collars,signs etc	0	0	0	0
1306 Building Assessment Fees	(5,983)	(8,500)	(2,517)	(102,000)
1318 Caravan Licences	(533)	0	533	(21,197)
1327 Dog Impounding & Release Fees	(68)	(83)	(15)	(1,000)
1330 Dog Registration & Renewal	(24,964)	(28,200)	(3,236)	(112,000)
1331 Kennel Licences	0	0	0	(1,500)
1333 Driveway Approval and Inspection Fees	(678)	0	678	(10,968)
1335 Engineering Inspections & 1% Approval Fee	(710)	0	710	(30,191)
1336 Fire Abatement Charges	0	0	0	(15,000)
1342 Food Licences	(18,991)	0	18,991	(46,685)
1351 Photocopy Charges	0	0	0	0
1354 Plumbing Application Fees	(5,562)	(13,750)	(8,189)	(165,000)
1357 Plumbing Inspection	(5,871)	(12,917)	(7,046)	(155,000)
1360 Amended Plan Fees	(209)	(250)	(41)	(3,000)
1363 Recreational Vehicle Income	(1,150)	(750)	400	(27,366)
1369 Building Administration Fee (0.1%)	(3,904)	0	3,904	0
1372 TBCITB Training Levy (0.2%)	(6,848)	0	6,848	0
1399 User Fees Total	(75,470)	(64,450)	11,020	(690,906)
1400 Grants Operating				
1405 Commonwealth Financial Assistance Grant	0	0	0	(411,524)
1410 Comm'th Grants & Subsidies	0	0	0	0
1415 State Grants & Subsidies	0	0	0	(15,428)
1420 Other Grants & Subsidies	0	0	0	0
1430 Training Incentive Payment	0	0	0	0
1499 Grants Operating Total	0	0	0	(426,952)



**SORELL COUNCIL
DEPARTMENTAL PROFIT & LOSS
FOR THE PERIOD ENDED July 2025
FOR COST CENTRE - All Cost Centres**

	ACTUAL	BUDGET	VAR	FULL YEAR BUDGET
1500 Contributions Received				
1505 Public Open Space Contributions	(3,000)	0	3,000	(150,000)
1506 Car Parking Cash in Lieu Contributions	(8,564)	0	8,564	0
1507 Subdiv Traffic Management Treatment Contributions	0	0	0	0
1508 Stormwater Contributions	0	0	0	0
1510 Contributions Received Other	(21,893)	0	21,893	0
1549 Contributions Received Total	(33,457)	0	33,457	(150,000)
1550 Interest				
1560 Rates Interest Penalty	(172)	0	172	(147,963)
1565 Rates Interest Written Off	6	0	(6)	400
1570 Rates Legal Costs Recovered	(398)	(477)	(79)	(5,723)
1575 Interest Received Banks & Other	164,965	167,033	2,068	(792,609)
1599 Interest Total	164,401	166,556	2,156	(945,895)
1600 Other Income				
1605 Bad Debts Recovered	0	0	0	0
1610 Diesel Fuel Rebate	0	0	0	(33,030)
1615 Donations Received	0	0	0	0
1620 Hall Hire	(324)	(134)	189	(77,038)
1625 Lease/Rent Fees Received	(6,106)	(15,457)	(9,350)	(229,989)
1627 Lease Fees - Copping Tip	(6,806)	(6,901)	(96)	(129,790)
1630 Other Facility Hire	(4,661)	(4,622)	39	(134,577)
1635 Other Sundry Income	(3,014)	(248)	2,765	(17,980)
1637 Insurance Recoveries	0	0	0	0
1645 Vehicle FBT Recoveries	(3,319)	(3,846)	(527)	(49,997)
1655 Workers Compensation - Reimbursement	0	0	0	0
1656 Copping Public Cemetery Trust Net Income	(1,921)	0	1,921	0
1660 Grave Site Sales - Dunalley Hall	0	0	0	0
1662 Wheelie Bin Stabiliser Income	(1,816)	0	1,816	(1,588)
1689 Other Income Total	(27,966)	(31,209)	(3,243)	(673,989)
1690 Investment Income				
1694 TasWater Interim Dividend	0	0	0	(419,904)
1695 SWS Interim Dividend	0	0	0	0
1699 Investment Income Total	0	0	0	(419,904)
1999 Recurrent Income Total	(20,599,789)	(20,510,787)	89,002	(24,549,153)
2000 Capital Income				
2100 Grants Capital				
2105 Roads to Recovery Funding	(5,010)	0	5,010	(619,676)
2110 Comm'th Grants new or upgraded assets	(345,520)	0	345,520	(1,060,000)
2115 State Grants for new or upgraded assets	0	(22,320)	(22,320)	(2,341,706)
2120 Other Grants for new or upgraded assets	0	0	0	(282,600)
2199 Grants Capital Total	(350,531)	(22,320)	328,211	(4,303,982)
2200 Contributions - Non-monetary Assets				
2205 Developer Contributions for assets	0	0	0	(1,095,000)
2299 Contributions - Non-monetary Assets Total	0	0	0	(1,095,000)
2300 Net Gain/(Loss) on Disposal				
2305 (Profit) / Loss on Disposal of Assets	0	0	0	(400,000)
2320 Recognition / De-recognition of Assets	0	0	0	0



**SORELL COUNCIL
DEPARTMENTAL PROFIT & LOSS
FOR THE PERIOD ENDED July 2025
FOR COST CENTRE - All Cost Centres**

	ACTUAL	BUDGET	VAR	FULL YEAR BUDGET
2399 Net (Gain) / Loss on Disposal Total	0	0	0	(400,000)
2400 Share of Interests in Joint Ventures				
2410 Fair value adjustment - Investment in Associate	0	0	0	0
2420 Revenue from Investment in Associates	0	0	0	0
2499 Share of Interests in Joint Ventures Total	0	0	0	0
2899 CAPITAL INCOME TOTAL	(350,531)	(22,320)	328,211	(5,798,982)
2999 TOTAL INCOME	(20,950,320)	(20,533,107)	417,213	(30,348,135)
3000 Expenses				
3100 Employee Benefits				
3102 ADO Expense	605	0	(605)	171
3103 Annual Leave	42,215	64,766	22,552	618,362
3109 Conferences	0	0	0	7,960
3111 Drug and Alcohol Testing	0	600	600	3,000
3112 FBT Expenses - Gift Cards / Gifts	0	0	0	2,500
3114 Entertainment	0	150	150	5,700
3115 Fringe Benefit Taxes	0	0	0	36,464
3118 Health and Well Being	0	267	267	4,920
3124 Long Service Leave	11,645	54,979	43,335	209,078
3127 Medicals	0	330	330	3,960
3139 Overheads Recovered	(4,723)	(3,877)	847	(105,487)
3145 Payroll Tax	26,367	30,696	4,329	398,556
3148 Protective Clothing & Accessories	852	427	(425)	35,910
3151 Recruitment Costs	0	0	0	2,000
3154 Salaries	405,227	451,211	45,984	6,189,720
3156 Salaries transferred to WIP	(12,930)	(10,202)	2,728	(307,598)
3163 Staff Training	12,500	0	(12,500)	62,361
3166 Superannuation - Council Contribution	66,863	79,675	12,812	1,036,521
3169 Temp Staff Employed Through Agency	10,087	10,822	735	78,462
3172 Travel and Accommodation	0	0	0	1,500
3175 Uniforms / Clothes Purchased	751	0	(751)	14,400
3181 Workers Compensation Expense Claims	0	0	0	500
3184 Workers Compensation Insurance	47,101	58,420	11,318	233,679
3199 Employee Benefits Total	606,559	738,264	131,706	8,532,640
3200 Materials and Services				
3201 Abandoned Cars & Dumped Rubbish Disposal Costs	1,030	583	(447)	7,000
3202 Advertising	4,577	2,883	(1,694)	104,528
3204 AWTS Maintenance Charge	0	0	0	1,585
3206 Cleaning	0	0	0	363,214
3208 Computer Hardware / Hardware Maintenance	0	3,708	3,708	12,000
3212 Computer Software Maint and Licenses	151,969	123,263	(28,706)	317,699
3214 Consultants Other	12,515	4,723	(7,792)	428,291
3216 Contractors	26,253	23,499	(2,754)	534,597
3218 Copping Tip Disposal Costs	0	0	0	0
3220 Mornington Park transfer station disposal costs	0	0	0	109,512
3221 Electronic Notices / Reminders	0	0	0	0
3222 Electricity	400	338	(62)	250,670
3223 Emergency Management	0	0	0	2,000



**SORELL COUNCIL
DEPARTMENTAL PROFIT & LOSS
FOR THE PERIOD ENDED July 2025
FOR COST CENTRE - All Cost Centres**

	ACTUAL	BUDGET	VAR	FULL YEAR BUDGET
3224 Fire Hazard Reduction (Private Land)	0	0	0	12,000
3226 Fuel	0	316	316	248,765
3227 Greenwaste Mobile Garbage Bin Collection	16,361	17,031	671	204,374
3228 Greenwaste Mobile Garbage Bin Disposal	0	0	0	64,831
3232 Internet, Telephone & Other Communication Charges	4,494	2,924	(1,570)	58,257
3234 Land Survey Costs	0	0	0	12,500
3236 Legal Fees (Advice etc)	3,899	2,500	(1,399)	149,184
3237 Line Marking - Transport Infrastructure	0	0	0	40,000
3239 Mobile Garbage Bin Replacement	5,897	0	(5,897)	223,882
3241 Operating Capital	9,400	0	(9,400)	100,074
3244 Plant & Motor Vehicle Repairs & Services	15,732	10,971	(4,761)	142,646
3246 Plant Hire - External	997	10,420	9,423	78,260
3248 Plant Hire - Internal Usage	1,883	1,296	(587)	17,600
3250 Plant Hire Recovered	(2,020)	(1,656)	365	(67,410)
3252 Plant Registration Fees	41,839	40,852	(986)	40,852
3254 Printing	6,689	6,298	(391)	45,026
3256 Recycling Centres	0	0	0	185,000
3257 Recycling Hub	344	710	366	2,839
3258 Registrations, Licenses and Permits	4,669	5,176	507	5,176
3260 Repairs and Maintenance	86,812	117,719	30,908	2,010,189
3261 Road Kill Collection Fees	0	0	0	4,563
3262 Kerbside Green Waste Collection	0	0	0	73,718
3263 Kerbside Green Waste Disposal	0	0	0	10,000
3264 Kerbside Hard Waste Collection	0	0	0	132,000
3265 Kerbside Hard Waste Disposal	0	0	0	38,000
3266 Kerbside Recycling Collection	25,086	29,070	3,985	348,845
3267 Kerbside Recycling Disposal	0	0	0	232,000
3268 Kerbside Garbage Collection	47,991	54,060	6,068	648,714
3269 Kerbside Garbage Disposal	0	0	0	349,632
3270 Security	1,449	776	(673)	23,273
3273 Signage & Guide Posts	10,351	16,050	5,699	69,100
3276 Settlement Costs ONLY	0	0	0	5,000
3278 Stationery & Office Consumables	1,160	5,707	4,547	40,908
3279 Street Bin Collection Contract	0	0	0	255,350
3280 Tools/Equipment Expensed (under \$1,000)	216	400	184	17,900
3282 Tyres	1,404	0	(1,404)	12,565
3284 Valuation Expenses	0	0	0	92,750
3290 Water Charges (Works Order)	27,304	26,206	(1,098)	165,082
3292 Wheelie Bin Stabiliser Expenses	0	0	0	0
3299 Materials and Services Total	508,700	505,825	(2,875)	8,224,543
3390 Impairment of Debts				
3399 Impairment of Debts Total	0	0	0	0
3400 Depreciation and Amortisation				
3405 Depreciation Expense	555,551	553,112	(2,440)	6,624,356
3410 Amortisation Expense	747	747	0	8,965
3415 Amortisation Expense (Right of Use Asset)	0	0	0	3,109
3499 Depreciation and Amortisation Total	556,299	553,859	(2,440)	6,636,430



**SORELL COUNCIL
DEPARTMENTAL PROFIT & LOSS
FOR THE PERIOD ENDED July 2025
FOR COST CENTRE - All Cost Centres**

	ACTUAL	BUDGET	VAR	FULL YEAR BUDGET
3500 Finance Costs				
3505 Interest on Loans	(9,778)	(9,778)	0	94,622
3515 Interest on Overdue Accounts	0	0	0	0
3521 Interest Expense (Lease Liability)	0	0	0	71
3599 Finance Costs Total	(9,778)	(9,778)	0	94,693
3600 Other Expenses				
3604 Audit Fees	10,000	9,000	(1,000)	74,400
3606 Audit Panel Expenses	0	0	0	9,800
3608 Bad & Doubtful Debts	0	0	0	0
3612 Bank Fees & Charges	2,126	3,384	1,258	40,609
3616 Bank Fees Recovered	(314)	(481)	(167)	(5,771)
3620 Cashiers Rounding Adjustments	1	1	0	12
3624 Commissions Paid	633	0	(633)	16,851
3636 Councillor Allowances	14,051	13,674	(376)	165,620
3640 Councillor Expenses	0	0	0	2,000
3644 Councillor Vehicle Allowance	353	450	97	7,400
3656 Deputy Mayors Allowance	1,483	1,443	(40)	17,480
3660 Dog Pound & Other Animal Management Expenses	324	1,333	1,010	6,000
3661 Dog Home & Vet Fees	0	67	67	800
3664 Donations and Section 77 Expenses	690	20,500	19,810	70,000
3668 Election Expenses	0	0	0	12,860
3672 Employee Sub, Licences and Memberships	17,634	18,213	578	94,653
3676 Functions & Programs	2,032	11,000	8,968	82,600
3680 Insurance Claims Related Expenses	0	0	0	15,000
3688 Food & Beverages	108	273	166	8,282
3692 General Insurance	201,207	200,891	(316)	200,891
3704 Government Fire Contributions	0	0	0	689,196
3712 Immunisations	0	0	0	3,838
3720 Land Tax	0	0	0	104,115
3724 Mayor's Allowance	3,903	3,798	(105)	46,002
3731 NRM Expenses	360	1,250	890	46,250
3732 Motor Vehicle Insurance	48,668	46,258	(2,410)	46,258
3736 Other roundings	0	2	2	25
3740 Other Sundry Expenses	0	30	30	7,064
3744 Photocopier Leases & Operating Costs	856	0	(856)	13,720
3748 Postage	0	1,963	1,963	64,334
3752 Public Liability Insurance	117,217	125,183	7,966	125,183
3760 Reference Materials	0	0	0	2,750
3768 Sampling, Testing and Monitoring	0	0	0	10,500
3770 Storage Costs	0	0	0	1,339
3784 Contributions (SES)	0	0	0	28,243
3799 Other Expenses Total	421,331	458,232	36,902	2,008,303
3990 EXPENSES TOTAL	2,083,110	2,246,403	163,293	25,496,609
3995 (SURPLUS)/DEFICIT	(18,867,210)	(18,286,704)	580,506	(4,851,527)



Sorell Council - Investments as at 31/07/2025						
Financial Institution	Product	Deposit Date	Maturity Date	Value	Interest rate	Credit Rating S&P Short Term
Bendigo Bank Term Deposit	12 Month Term Deposit	6/06/2025	6/06/2026	\$ 999,996	3.65%	A2
MyState Term Deposit	12 Month Term Deposit	8/08/2024	8/08/2025	\$ 1,645,329	5.00%	F2
MyState Term Deposit	12 Month Term Deposit	27/06/2025	25/06/2026	\$ 1,000,000	4.25%	F2
MyState Term Deposit	12 Month Term Deposit	23/08/2024	22/08/2025	\$ 1,578,534	4.95%	F2
MyState Term Deposit	12 Month Term Deposit	16/07/2025	16/07/2026	\$ 1,011,712	4.21%	F2
Westpac Term Deposit	12 Month Term Deposit	31/01/2025	30/01/2026	\$ 1,000,000	4.70%	A1+
Westpac Term Deposit	12 Month Term Deposit	18/02/2025	18/02/2026	\$ 2,000,000	4.71%	A1+
Westpac Term Deposit	12 Month Term Deposit	28/08/2024	28/08/2025	\$ 2,000,000	4.80%	A1+
Westpac Term Deposit	12 Month Term Deposit	28/02/2025	27/02/2026	\$ 2,000,000	4.61%	A1+
CBA Term Deposit	12 Month Term Deposit	28/07/2025	28/07/2026	\$ 3,000,000	4.09%	A1+
CBA Special Purpose Account	At Call			\$ 3,581,910	3.85%	A1+
CBA Operating Account	Current			\$ 2,432,903	3.85%	A1+
Various Petty Cash and Floats	In house			\$ 1,100	N/A	A1+
Various Halls Bank Balances				\$ 28,140	N/A	A1+
Total Investments				\$ 22,279,624		

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

Short Term Credit Rating Percentage of Total Investment Benchmarks

A1+	16,044,053	72%	100%
A1	\$ -	0%	50%
A2	\$ 6,235,572	28%	30%
	\$ 22,279,624	100%	

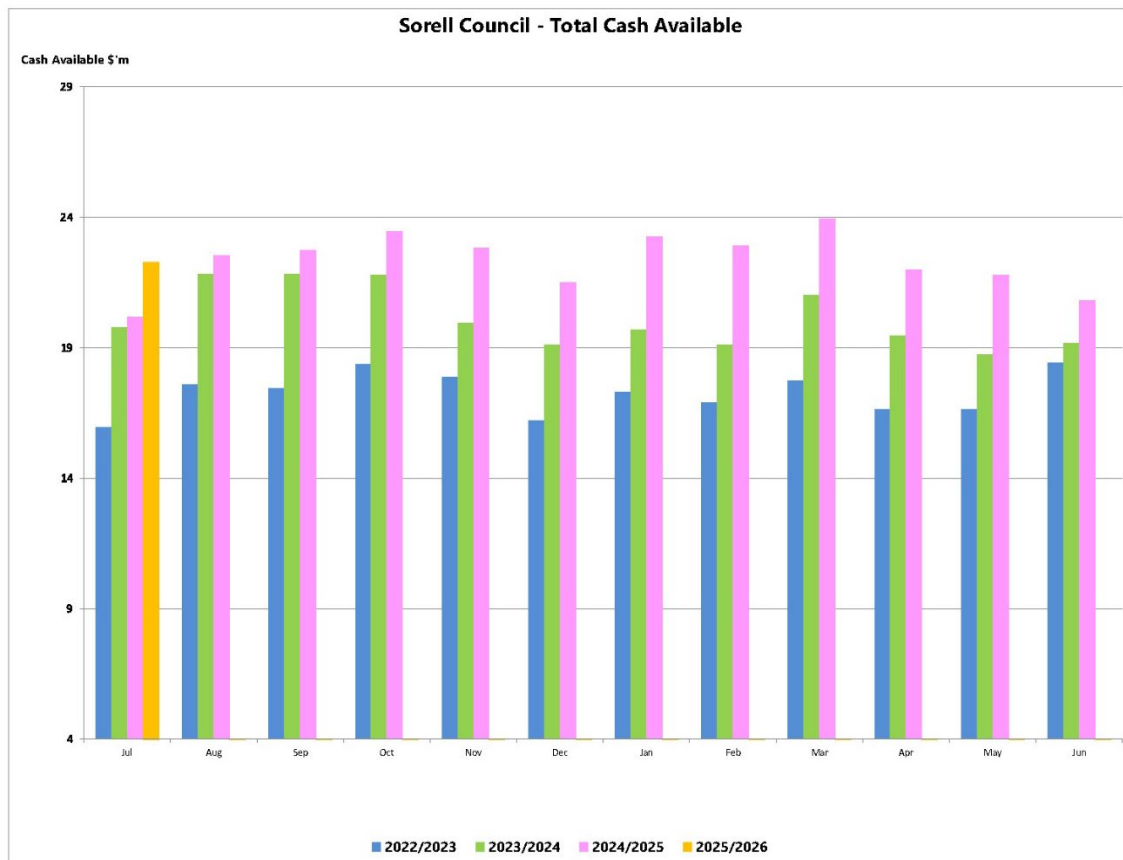
Financial Institution Percentage of Total Investment Benchmarks

CBA (A1+)	\$ 9,044,053	41%	50%
Westpac (A1+)	\$ 7,000,000	31%	50%
Bendigo Bank (A2)	\$ 999,996	4%	30%
MyState (A2)	\$ 5,235,576	23%	30%
	\$ 22,279,624	100%	

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



**SORELL COUNCIL
TOTAL CASH AVAILABLE**

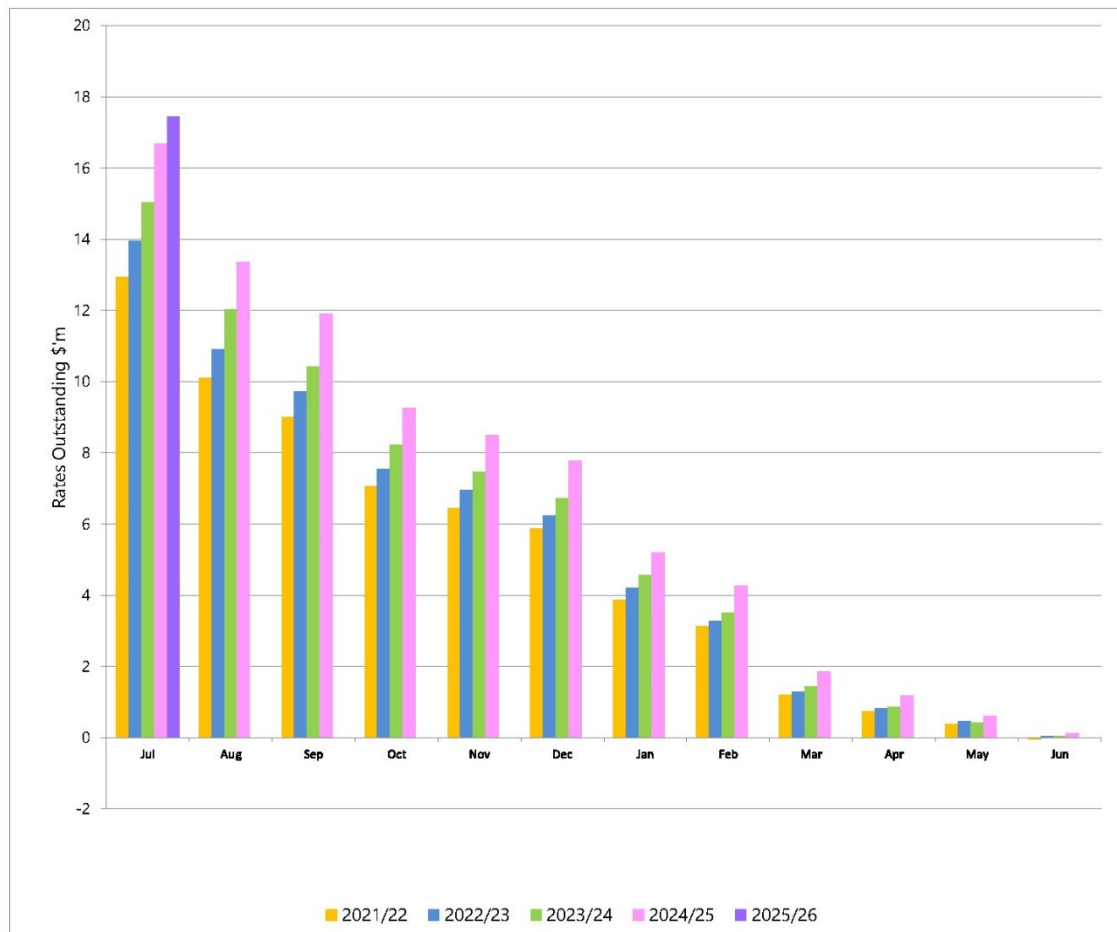


Sorell Council - Borrowings as at 31/07/2025							
Financial Institution	Product	Borrowing Date	Maturity Date	Face Value	Interest rate	Principle Repayments YTD	Interest Payments YTD
TASCORP	Fixed Term Loan	29/06/2021	29/06/2031	\$ 781,382	2.12%	\$ -	\$ -
TASCORP	Fixed Term Loan	18/05/2022	18/05/2032	\$ 1,103,033	4.41%	\$ -	\$ -
TASCORP	Fixed Term Loan	28/06/2024	28/06/2034	\$ 242,070	5.53%	\$ -	\$ -
TASCORP	Fixed Term Loan	7/04/2025	7/04/2035	\$ 350,000	5.19%	\$ -	\$ -
Total Borrowings				\$ 2,476,485			

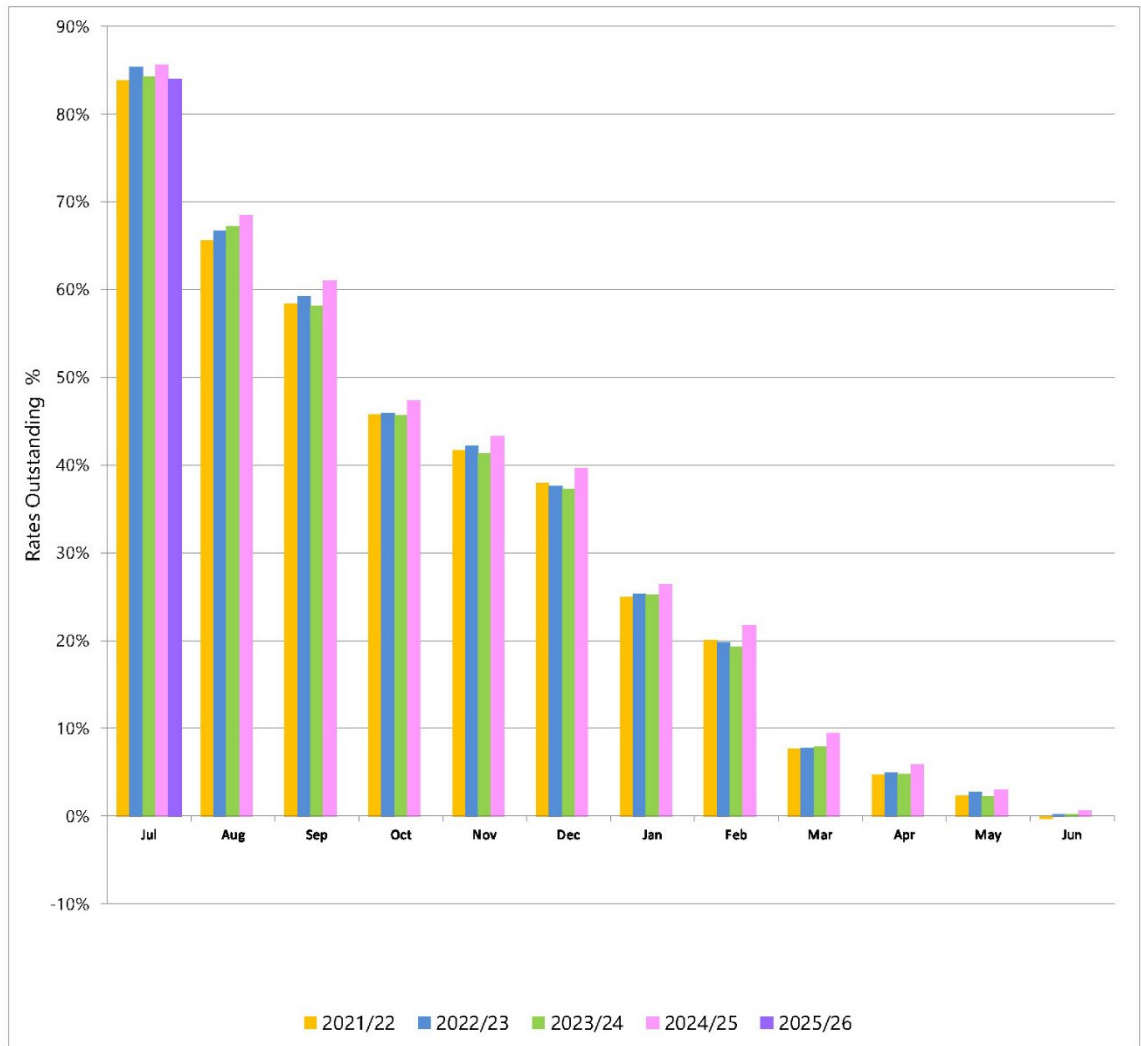
The above borrowings have been made in accordance with Sorell Council's Treasury Management Policy.



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



**SORELL COUNCIL
OUTSTANDING RATES BY MONTH %**



GRANT VARIANCE ANALYSIS - 31 July 2025

Grant Details	Actual	Budget	Variance	Comments
GL 2105 Grants Capital - Roads to Recovery Funding				
Roads to Recovery Funding	\$ 5,010	\$ -	\$ 5,010	Work from 2024-25 was carried over to 2025-26 which was unbudgeted.
GL 2110 Grants Capital - Commonwealth Grants				
C-23-B-002 BEST/SE Jobs Hub & Training Facility	\$ 345,520	\$ -	\$ 345,520	Work planned to be completed in June was delayed until July. Further work and revenue recognition is budgeted in August 2025.
	<u>\$ 345,520</u>	<u>\$ -</u>	<u>\$ 345,520</u>	
GL 2115 Grants Capital - State Grants				
C-25-LI-016 Shelters at the South East Sports Complex	\$ -	\$ 22,320	-\$ 22,320	Work was planned for July but has been delayed until August.
	<u>\$ 350,531</u>	<u>\$ 22,320</u>	<u>\$ 328,211</u>	



Contributions Report Half Yearly Summary of Contributions Received and Expenditure

As at June 2025, cash reserves relating to contributions received by Council, are as follows:

Contributions Received

Contributions received from 2014/2015 to 2023/2024 Financial Years:

Land Sales	\$1,054,726.42
Public Open Space Contributions	\$1,713,355.18
Subdivision Traffic Management Contributions	\$150,790.42
Car Parking Contributions	\$82,700.00
Stormwater Headwork Contributions	\$7,016.00
Interest received	\$180,115.62
	<u>\$3,188,703.64</u>

Contributions received in 2024/2025 Financial Year:

Land Sales	\$60,000.00
Public Open Space Contributions	\$153,650.00
Subdivision Traffic Management Contributions	\$0.00
Car Parking Contributions	\$23,422.50
Stormwater Headwork Contributions	\$2,520.00
Interest received	\$142,637.08
	<u>\$382,229.58</u>

Total Contributions Received **\$3,570,933.22**

Financial Offsets Expended

From 2014/2015 to 2023/2024 Financial Years	\$0.00
2024/2025 Financial Year	<u>\$0.00</u>

Financial Offsets Expenditure still to be achieved **\$3,570,933.22**

Refer below for a report of Public Open Space Contributions and Expenditure by Locality and Zone.

Budgeted Expenditure per Sorell Council's Capital Budget 2025/2026 Financial Year

Land Sales	\$81,893.00
Public Open Space Contributions	\$1,199,000.00
Car Parking Contributions	\$45,000.00
Stormwater Headwork Contributions	\$138,126.00
	<u>\$1,464,019.00</u>

Note: The budgeted expenditure relating to Stormwater Headwork Contributions is \$138,126 for the 2025/2026 financial year, however at 30



June 2025 a total of \$9,536 relating to this type of contribution had been received.

Proposed Expenditure per Sorell Council's Long Term Financial Plan

2026/2027 Financial Year

Land Sales	\$603,750.00
Public Open Space Contributions	\$378,166.00
Stormwater Headwork Contributions	\$91,493.00
	<u>\$1,073,409.00</u>

2027/2028 Financial Year

Public Open Space Contributions	\$902,000.00
Stormwater Headwork Contributions	\$126,216.00
	<u>\$1,028,216.00</u>

Public Open Space Contributions Half-Yearly Summary of Contributions and Expenditure

Contribution By Locality and Zone			Expenditure	
Current (as at June 2025)		Movement From Prior	Current	Previous
Carlton	\$57,393	\$19,450	-	-
Low Density Res.	\$57,393	\$19,450	-	-
Dodges Ferry	\$89,765	No change	-	-
Low Density Res.	\$84,565	No change	-	-
Rural Living	\$5,200	No change	-	-
Dunalley	\$14,520	No change	-	-
Low Density Res.	\$14,520	No change	-	-
Forcett	\$68,288	No change	-	-
Rural Living	\$68,288	No change	-	-
Lewisham	\$102,803.45	No change	-	-
Low Density Res.	\$102,803.45	No change	-	-
Midway Point	\$37,600	No change	-	-
General Residential	\$37,600	No change	-	-
Orielton	\$427,710.51	No change	-	-
Rural Living	\$427,710.51	No change	-	-
Primrose Sands	\$69,000	\$8,000	-	-
Low Density Res.	\$30,000	No change	-	-
Rural Living	\$39,000	\$8,000	-	-
Sorell	\$999,925.22	\$9,300	-	-
General Residential	\$893,682.80	No change	-	-
General Business	\$49,664	No change	-	-
Low Density	\$17,300	\$9,300	-	-
Rural Living	\$39,278.42	No change	-	-
Total	\$1,867,005.18	\$36,750		
Total by Zone				



AGENDA

ORDINARY COUNCIL MEETING
19 AUGUST 2025

General	\$931,282.80	No change
Residential		
General Business	\$49,664	No change
Low Density	\$306,581.45	\$28,750
Rural Living	\$579,476.93	\$8,000

18.2 2025-2026 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 2025/2026 Capital Budget estimates."

Capital expenditure to the end of July 2025 is \$695,241 (as per Capital Works Budget run on 5 August 2025).

The following Capital Budget adjustments have been requested in August 2025.

Below is a summary of the requested adjustments.

Original Budget approved in June 2025 Council meeting	\$16,063,134
Budget adjustments requested for approval in August 2025 Council meeting:	
Total adjustments on capital jobs with variances of over 10%	\$36,000
Total adjustments on capital jobs carried over from 2024/2025 financial year	-\$468,580
Total adjustments on completed capital jobs with variances of over 10%	-\$16,634
Total adjustments on new capital jobs	\$694,202
Budget requested for approval in August 2025 Council meeting	\$16,308,122

Below is a detailed explanation of the requested adjustments.

The following capital job adjustment has been requested because the job has variances of over 10%, or is expected to have variances of over 10% in the 2025/2026 financial year:

Job Name and No.	Approved Budget	Adjusted Budget	Adjustment
C-26-T-019 Carlton Beach Road & Old Forcett Road Bus Stop Upgrade			\$36,000



Total Adjustments	\$84,000	\$120,000	\$36,000
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- C-26-T-019 Carlton Beach Road & Old Forcett Road Bus Stop Upgrade – Original budget amount was incorrect. Budget amount is adjusted to match grant requirements.

The following capital job adjustments have been requested because the jobs were carried over from 2024/2025 financial year. Carry-over amount is adjusted based on end of financial year actual expenditure. Red adjustments are from spending more than expected in 2024/2025. Black adjustments are from spending less than expected in 2024/2025:

Job Name and No.	Approved Budget	Adjusted Budget	Adjustment
C-25-LI-009 South East Sports Complex and Dodges Ferry Rec Reserve Goal Nets			-\$80
C-25-LI-010 South East Sports Complex Southern End Goal Net			-\$21,675
C-25-LI-012 Sorell Pawleena Road Carpark			-\$1,435
C-23-LI-001 Dodges Ferry Rod Ochre Beach Foreshore Access Steps			-\$80
C-23-LI-017 Sorell 12 Tarbook Court Boundary Adjustment and New Fence			-\$7,847
C-24-LI-011 South East Sports Complex Irrigation			-\$905
C-25-B-002 Depot Toilet Block			-\$1,977
C-25-B-003 Sorell Pawleena Road Toilet			-2,897
C-23-B-002 South East Jobs Hub			-\$219,837
C-24-B-002 Sorell Memorial Hall Historical Society Storage			-\$58,228
C-24-P-004 Depot Vehicle GPS and Dashcams			-\$5,100
C-26-T-003 Penna Shark Point Road Reconstruction			\$3,976
C-26-T-004 Penna Road Reconstruction			-\$3,738
C-25-T-002 Orielton Allambie Road Reconstruction			-\$113,462
C-25-T-005 Sorell Dubs & Co Drive On Street Parking			-\$70,252
C-24-T-030 Dodges Ferry Payeena Street Café to Beaches Components			\$9,158
C-26-T-011 Sorell Gatehouse Drive & Weston Hill Drive Footpath			\$3,391
C-26-T-012 Dodges Ferry Carlton Beach Road Footpath			-\$500



C-26-T-013 Primrose Sands Tamarix Road Footpath			\$10,000
C-25-T-013 South East Jobs Hub Surrounding Works			-\$3,478
C-24-S-CERMP Southern Beaches Coastal & Estuarine Risk Mitigation Project			-\$53,504

The following capital job adjustments are due to an expectation that the jobs would be capitalised in 2024/2025, but were not and needed to be carried over:

Job Name and No.	Approved Budget	Adjusted Budget	Adjustment
C-25-LI-016 South East Sports Complex Shelters	\$0	\$22,320	\$22,320
C-25-B-004 LGT Child Care Centre Kitchen Renewal	\$0	\$47,570	\$47,570
Total Adjustments	\$8,417,638	\$7,949,058	-\$468,580

The following capital job adjustments have been requested because the jobs are completed and have a variance of 10% or greater in the 2025/2026 financial year:

Job Name and No.	Approved Budget	Adjusted Budget	Adjustment
C-25-LI-011 South East Sports Complex Soccer Perimeter Fence			-\$24,398
C-25-T-014 Midway Point Penna Road Footpath			\$764
C-25-LI-006-D Dunalley Water Pump Replacement			\$7,000
Total Adjustments	\$24,398	\$7,764	-\$16,634

- C-25-LI-011 South East Sports Complex Soccer Perimeter Fence – Job was expected to be carried over to 2025/2026 financial year but completed in June. Budget for 2025/2026 financial year is no longer required.
- C-25-T-014 Midway Point Penna Road Footpath – Job was expected to be completed in 2024/2025 financial year. Actual completion was in July. Budget is required for 2025/2026 financial year based on actual expenditure.
- C-25-LI-006-D Dunalley Water Pump Replacement – Job was expected to be completed in 2024/2025 financial year. Actual completion was in July. Budget is required for 2025/2026 financial year based on actual expenditure.



The following capital job adjustments have been requested because the jobs do not have an approved budget but have expected expenditure in the 2025/2026 financial year:

Job Name and No.	Approved Budget	Adjusted Budget	Adjustment
C-26-B-004 Sorell Men's Shed & Lion's Club Dual-purpose Facility			\$550,000
C-26-B-005 Dunalley Hall Acoustic Treatment			\$30,702
C-26-P-006 Council Chambers Audio Visual Equipment			\$29,500
C-26-LI-011 South East Stadium Additional Seating			\$84,000
Total Adjustments	\$0	\$694,202	\$694,202

- C-26-B-004 Sorell Men's Shed & Lion's Club Dual-purpose Facility – New job funded by State grant – delivery of grant deed delayed.
- C-26-B-005 Dunalley Hall Acoustic Treatment – Dunalley Hall has experienced more than a decade of noted acoustic issues, repeatedly raised with Council by user groups. Installation of acoustic treatments will enhance the asset's functionality without materially altering the structure. Maintenance requirements will be minimal, limited to occasional cleaning of panels. Details per memo attached. On winding up of Dunalley Hall Special Committee an amount of \$27k remained, these funds will further support this request.
- C-26-P-006 Council Chambers Audio Visual Equipment – The Council chambers current audio-visual equipment is either not working or outdated and is no longer fit for purpose. Live streaming Council meetings has now become the precedent. Audio amplification is also no longer working in the room and feedback from the speakers occurs. The public have a difficult time hearing discussion. Staff have sought external expertise and various solutions have been investigated to achieve 2 main goals: 1. Easy to use live streaming features with better image and audio quality; 2. Audio amplification of users so that the public can hear. Details per memo attached.
- C-26-LI-011 South East Stadium Additional Seating – South East Stadium is undergoing replacement of the sports flooring. The operational downtime provides an opportunity to improve and increase seating facilities and offer better viewing outcomes for user groups. Details per memo attached.



ATTACHMENTS

- a) Capital Works Budget for the period ending 31 July 2025 (Pages 11)
- b) Memo – Council Chambers Audio Visual Equipment (Pages 3)
- c) Memo – Dunalley Hall Acoustic Treatment (Pages 2)
- d) Memo – South East Stadium Additional Seating (Pages 1)

SCOTT NICOL
ACTING MANAGER FINANCE

SALLY FANG
ACCOUNTANT

Date: 13 August 2025
Attachments (16 pages)



AGENDA
ORDINARY COUNCIL MEETING
19 AUGUST 2025

5/08/2025	SORELL COUNCIL CAPITAL WORKS BUDGET FOR 2025/2026				
Location	Detailed Description	Original Approved Budget 2025/2026	Adjusted Budget Approved by Council	This Financial year	Commitments
LAND					
TOTAL Land 2025/26		\$ -	\$ -		
CARRY OVERS - LAND					
Pawleena, Pawleena Road and Arthur Highway Roundabout	Land acquisition costs.			\$ 31,000	\$ -
TOTAL Carry Overs - Land		\$ 32,054	\$ 32,054		
LAND IMPROVEMENTS (PARKS & RESERVES)					
South East Sports Complex, Sorell	Bench seating - prefab with slab. Plus tiered, covered seating for soccer ground @ 112 capacity.			\$ -	\$ -
South East Sports Complex, Sorell	Portable seating x 6 bays = 100 capacity. As per prior purchase type - can be used indoors or outdoors.			\$ -	\$ -
SLSC Viewing Platform, Carlton Beach	SLSC viewing platform at northern end of carpark			\$ -	\$ -
Park Beach Viewing Platform, Dodges Ferry	Park Beach viewing platform at carpark			\$ -	\$ -
Pump Track, Vancouver Park, Midway Point	Vancouver Park Pump Track			\$ -	\$ -
Municipality - Various	Minor capital jobs for ad hoc renewals (e.g. shade sail, seating or bins).			\$ -	\$ -
St Georges Square and/or Gordon St, Sorell	Provision for tree lighting x 6			\$ -	\$ -
Old Forcett Road Quarry	Fencing for land at Old Forcett Road Quarry.			\$ -	\$ -
Sorell	Sorell Streetscape upgrades			\$ -	\$ -
Boat Park	Boat Park additional wastewater disposal area			\$ -	\$ -
TOTAL Land Improvements (Parks & Reserves) 2025/26		\$ 881,780	\$ 881,780		



5/08/2025		SORELL COUNCIL CAPITAL WORKS BUDGET FOR 2025/2026			
Location	Detailed Description	Original Approved Budget 2025/2026	Adjusted Budget Approved by Council	This Financial year	Commitments
CARRY OVERS - LAND IMPROVEMENTS (PARKS & RESERVES)					
South East Sports Complex, Sorell & Dodges Ferry Rec Reserve	Goal nets behind senior oval x 2 & DF ground x 2 - 25m x 9m.			\$ -	\$ 33,745
South East Sports Complex, Sorell	Goal net behind soccer oval x 1 - southern end - 70m x 9m.			\$ -	\$ -
South East Sports Complex, Sorell	Soccer perimeter fence - 480m long x 1.2m high.			\$ -	\$ -
Lyden Park, Pawleena Road, Sorell	Carpark for POS / Lyden Park off Pawleena Rd frontage.			\$ 64,979	\$ -
Lyden Park, Pawleena Road, Sorell	Irrigation for Lyden Park - was originally divided into 3 x Open Space areas and to be done over two stages/years. Project proceeding as one stage.			\$ -	\$ -
Dunalley, Imaly Street Park	Replacement of Dunalley Water Pump (piece of play equipment at Imlay St park)			\$ 7,000	\$ -
Sorell, South East Sports Complex	Soccer seating shelters at the South East Sports Complex			\$ 19,728	\$ -
Red Ochre Beach, Dodges Ferry	Foreshore access steps.			\$ 0	\$ -
12 Tarbook Court. Sorell	Boundary adjustment and new fence.			-\$ 497	\$ -
South East Sports Complex, Sorell	Irrigation. TW conformance upgrade required - new backflow prevention device - high hazard.			\$ -	\$ -
TOTAL Carry Overs - Land Improvements (Parks & Reserves)		\$ 491,395	\$ 491,395		
BUILDINGS					
11 Fitzroy St, Sorell	Upgrade / fitout to youth space to create an appropriate indoor / outdoor area at rear of building			\$ -	\$ -
Carriage Shed, Sorell	Remaining components to enable shed opening by Q2 Oct to coincide with SMH extension completion			\$ -	\$ -
South East Sports Complex, Sorell	BMX permanent storage / timing / sign on facility - may include some sealing works ie. ramp to start line & connection from finish line, plus consideration of replacement grandstand.			\$ -	\$ -
Men's Shed, Sorell	Sorell Men's Shed and Sorell Lion's Club Dual-purpose Facility			\$ -	\$ -
TOTAL Buildings 2025/26		\$ 185,000	\$ 185,000		



5/08/2025	SORELL COUNCIL CAPITAL WORKS BUDGET FOR 2025/2026				
Location	Detailed Description	Original Approved Budget 2025/2026	Adjusted Budget Approved by Council	This Financial year	Commitments
CARRY OVERS - BUILDINGS					
Dunalley Canal	BBQ shelter - cost based on RC			\$ -	\$ -
Depot, Sorell	Depot Toilet Block			\$ 938	\$ -
Lyden Park, Pawleena Road, Sorell	Toilet for POS / Lyden Park - triple cubicle DDA & change table.			\$ 3,291	\$ 2,650
Midway Point, Malunna / LGT child care centre	Kitchen renewal / replacement to comply with food standards.			\$ 43,787	\$ -
BEST / SE Jobs Hub & Training Facility, Sorell	BEST / SE Jobs Hub & Training Facility			\$ 132,067	\$ 164,474
South East Sports Complex, Sorell	Scope and design to re-purpose old football change rooms plus netball concrete toilets / change room.			\$ -	\$ -
Sorell Memorial Hall, Sorell	Extension for Historical Society storage, including change rooms and toilets.			\$ 75,543	\$ 251,146
Total Carry Overs - Buildings		\$ 2,169,091	\$ 2,169,091		
CARRY OVERS - LEASEHOLD IMPROVEMENTS					
Copping, 20 Marion Bay Road	Land easement costs (survey, AC fees, land title fees, valuation) for already completed works.			\$ -	\$ -
TOTAL Carry Overs - Leasehold Improvements 2025/26		\$ 10,500	\$ 10,500		
PLANT & EQUIPMENT					
CAC & Depot	Light fleet replacement.			\$ -	\$ -
Depot, Sorell	Zero turn mower with catcher			\$ -	\$ -
Depot, Sorell	Multi purpose tractor with cabin			\$ -	\$ -
Depot, Sorell	Replacement truck for the twin steer (not fit for purpose for large water tank due to weight distribution fault with chassis type).			\$ -	\$ -
Depot, Sorell	Trailor mounted chipper - vermeer brand. This would prevent burning of greenwaste - wood chips needed for soil replenishment.			\$ -	\$ -
TOTAL Plant & Equipment 2025/26		\$ 811,136	\$ 811,136		



5/08/2025	SORELL COUNCIL CAPITAL WORKS BUDGET FOR 2025/2026				
Location	Detailed Description	Original Approved Budget 2025/2026	Adjusted Budget Approved by Council	This Financial year	Commitments
CARRY OVERS - PLANT & EQUIPMENT					
Depot, Sorell	Fleet management GPS tracking and dashcam deployment			\$ 6,822	\$ -
TOTAL Carry Overs - Plant & Equipment		\$ 61,450	\$ 61,450		
FIXTURES, FITTINGS & FURNITURE					
CAC & Depot, Sorell	Renewal of office desk chairs			\$ -	\$ -
CAC, Sorell	CAC desks and seating for new area.			\$ -	\$ -
TOTAL Fixtures, Fittings & Furniture 2025/26		\$ 40,760	\$ 40,760		
COMPUTERS & TELECOMMUNICATIONS					
CAC, Sorell	Renewal of Original Gen 5 ipads (14)			\$ -	\$ -
TOTAL Computers & Telecommunications 2025/26		\$ 15,400	\$ 15,400		
CARRY OVERS - COMPUTERS & TELECOMMUNICATIONS					
CAC, Sorell	Fibre connection & hardware to Emergency Hub (for the purpose of CCTV footage direct to the Police).			\$ -	\$ -
CAC, Depot, & Midway Point	Security system integration renewal - scoping and design only.			\$ -	\$ -
TOTAL Carry Overs - Computers & Telecommunications		\$ 10,000	\$ 10,000		
RECONSTRUCTION (ROADS)					
Franklin Street , Dunalley	Reconstruction with chip seal surface			-\$ 1	\$ -
Pearl Court, Dodges Ferry	Chip seal and lime stabilisation and stormwater culvert.			-\$ 0	\$ -
Shark Point Road, Penna	Road recon from Wolstenholme Dr to new bridge.			\$ 2,154	\$ -
Penna Road, Penna	Road recon from Olympic Av to Kirabati Rd plus footpath and drainage.			\$ 4,990	\$ -
Three Street, Dodges Ferry	Three Street drainage upgrade and recon / seal.			-\$ 0	\$ -
479 Sugarloaf Road, Carlton River	Turning circle needs to be done.			\$ -	\$ -
TOTAL Reconstruction (ROADS) 2025/26		\$ 2,919,900	\$ 2,919,900		



5/08/2025	SORELL COUNCIL CAPITAL WORKS BUDGET FOR 2025/2026				
Location	Detailed Description	Original Approved Budget 2025/2026	Adjusted Budget Approved by Council	This Financial year	Commitments
CARRY OVERS - RECONSTRUCTION (ROADS)					
Delmore Road / White Hill intersection, Forcett	Partial reconstruction and reseal.			\$ -	\$ -
Allambie Road, Orielton	Reconstruction with chip seal surface			\$ 5,010	\$ 235,525
BEST / SE Jobs Hub & Training Facility, Sorell	Dubs & Co Drive on street parking x 20 spaces.			\$ 10,998	\$ -
Payeena Street, Dodges Ferry	Project has become café to beaches with various components installed across different asset classes ie. bike racks, seating, fencing, line marking, wheel stops etc.			\$ 9,145	\$ 6,094
TOTAL Carry Overs - Reconstruction (Roads)		\$ 842,239	\$ 842,239		
RESHEETING					
Valleyfield Road, Sorell	Segments 1,2,5,6			\$ -	\$ -
Pawleena Road, Pawleena	Segments 16-22				
Shrub End Road, Pawleena	Segments 11- 13				
Copping - various minor roads	Bryans, Browns & Dransfield				
Boathouse Rise, Lewisham	Segments 1 & 2				
Gillingbrook Road, Lewisham	Segments 2 - 9				
White Hill Road, Forcett	Segments 2, 3, 5, 6, 7, 8, 10, 14, 15, & 20 - 23				
Delmore Road, Forcett	Segment 9				
Inala Road, Forcett	Segments 1-3				
TOTAL Resheeting 2025/26		\$ 809,412	\$ 809,412		



5/08/2025	SORELL COUNCIL CAPITAL WORKS BUDGET FOR 2025/2026				
Location	Detailed Description	Original Approved Budget 2025/2026	Adjusted Budget Approved by Council	This Financial year	Commitments
RESEALS					
Kellevie Road, Kellevie	Segments 9-11			\$ -	\$ -
Nugent Road, Sorell	Segments 5 & 6				
Nugent Road & Delmore Road Intersection, Wattle Hill	Nugent Road Segments 16-24 Delmore Road Segments 29 & 30				
Pawleena Road, Sorell	Segments 5 & 6				
Walker Street, Sorell	Segments 1-7				
Bay Road, Boomer Bay	Segments 5-10 + Boomer Road Intersection				
Giblin Drive, Sorell	4 segments				
PREP WORK for all the above spread evenly for budget forecasting	PREP done by Depot				
White Hill Road, Forcett	Considerable drainage including culverts then reinforce seals.			\$ -	\$ -
TOTAL Reseals 2025/26		\$ 1,162,437	\$ 1,162,437		



5/08/2025	SORELL COUNCIL CAPITAL WORKS BUDGET FOR 2025/2026				
Location	Detailed Description	Original Approved Budget 2025/2026	Adjusted Budget Approved by Council	This Financial year	Commitments
FOOTPATHS & CYCLEWAYS					
Tasman Highway, Sorell	Corner of Devenish Drive and Tasman highway up to Sorell Mews			\$ -	\$ -
Gatehouse Drive & Weston Hill Road, Sorell	Gatehouse Drive - Weston Hill Dve to #38 concrete path @ 1.80m wide x 430m. Weston Hill Rd - missing link Gatehouse Dve concrete path @ 1.80m wide x 100m & 2 x ramps			\$ -	\$ -
Carlton Beach Road, Dodges Ferry	Carlton Beach Rd - East St to Raprinner St asphalt path @ 1.8m wide x 1800m - no design / provision for wet areas or restricted width from #129 to #137. Propose southern side from #149 to Raprinner, northern side from East to Taranna, ped crossing at #125/127 then along frontages of #129 to 137.			\$ -	\$ -
Tamarix Road, Primrose Sands	Stage 2 continuation of Tamarix Rd gravel loop to Petrel St access to beach via Grebe - 250m & 80m across Crown land.			\$ -	\$ -
South East Sports Complex, Sorell	Gravel path @ 2.0m wide x 290m - connecting recently finished n/s track across top of PP to Tasman Hwy at western end of PW 116185 - also need to connect to PW 102330.			\$ -	\$ -
Gordon Street, Sorell	Banjios to Sorell School.			\$ -	\$ -
Carlton River Road, Carlton	Between Dodges Hill Road and Convoy Road			\$ -	\$ -
Penna Road, Midway Point	Concrete footpath renewal Toongabbie to McKinly St			\$ -	\$ -
Lewisham Scenic Drive, Lewisham	Asphalt 45m @ \$20k 'missing' piece from #96 - 100 Lewisham Scenic Dve			\$ -	\$ -
TOTAL Footpaths & Cycleways 2025/26		\$ 2,109,800	\$ 2,109,800		
CARRY OVERS - FOOTPATHS & CYCLEWAYS					
BEST / SE Jobs Hub & Training Facility, Sorell	Surrounding works, including landscaping.			\$ 205,766	\$ -
Midway Point, Penna Road	Penna Road pedestrian footpath and refuges.			\$ 764	\$ -
Sorell, Sorell Memorial Hall	Footpath/carpark modification.			\$ -	\$ -
TOTAL Carry Overs - Footpaths & Cycleways		\$ 329,919	\$ 329,919		



5/08/2025	SORELL COUNCIL CAPITAL WORKS BUDGET FOR 2025/2026				
Location	Detailed Description	Original Approved Budget 2025/2026	Adjusted Budget Approved by Council	This Financial year	Commitments
STORMWATER					
Moomere Street, Carlton Beach	Replacement of SP109944 & SD108047			\$ -	\$ -
Kuneeamee Street, Dodges Ferry	Kuneeamee St 25m x 300dia & grated pit @ \$27.5k			\$ -	\$ -
5 Jacobs Court, Dodges Ferry	5 Jacobs Court - Solution required to drain natural floodway into approved subdivision. Project Concept Approval Form required. Prelim sum only.			\$ -	\$ -
Municipality - Various	Minor capital works			\$ -	\$ -
TOTAL Stormwater 2025/26		\$ 132,500	\$ 132,500		
CARRY OVERS - STORMWATER					
South East Sports Complex, Sorell	Between cricket nets and stadium carpark - connect to SP109860.			\$ -	\$ -
Gatehouse Detention Basin, Sorell	Upgrade pipe above Gatehouse Detention Basin (headworks upgrade).			\$ -	\$ -
Municipality - Various	Grate replacement - various roads.			\$ -	\$ -
Main Road, Sorell	Stormwater pipe and pit			\$ -	\$ -
Lewisham, Whitlam Court	Stormwater upgrade design and construction.			\$ -	\$ -
Southern Beaches, Coastal Outfalls	Coastal & Estuarine Risk Mitigation Project (CERMP Grant). Upgrade stormwater and outfalls, rehabilitation, protection coastal estuary, weed control, improve ecological and hydrological study.			\$ 71,361	\$ -
Southern Beaches, Blue Lagoon				\$ 87	\$ -
Southern Beaches, Carlton Estuary				\$ 309	\$ -
TOTAL Carry Overs - Stormwater		\$ 2,289,374	\$ 2,289,374		



5/08/2025		SORELL COUNCIL CAPITAL WORKS BUDGET FOR 2025/2026			
Location	Detailed Description	Original Approved Budget 2025/2026	Adjusted Budget Approved by Council	This Financial year	Commitments
OTHER TRANSPORT					
Carlton Beach Road and Old Forcett Road, Dodges Ferry	All Access, All Weather Bus Stop Upgrade outside 17 Carlton Beach Road (existing bus stop at #21) & 550-552 Old Forcett Road, Dodges Ferry.			\$ -	\$ -
TOTAL Other Transport 2025/26		\$ 84,000	\$ 84,000		
CARRY OVERS - OTHER TRANSPORT					
Carlton Beach Road, Dodges Ferry	Bus stop upgrade at 35 Carlton Beach Road.			\$ -	\$ 9,800
Park & Ride, Sorell	Bus stop upgrade.			\$ -	\$ -
Municipality - Various	Replacement signs for rural towns / districts / areas.			\$ -	\$ -
TOTAL Carry Overs - Other Transport		\$ 305,470	\$ 305,470		



5/08/2025	SORELL COUNCIL CAPITAL WORKS BUDGET FOR 2025/2026				
Location	Detailed Description	Original Approved Budget 2025/2026	Adjusted Budget Approved by Council	This Financial year	Commitments
PRELIMINARY WORK		-			
Nugent Road, Wattle Hill	Nugent Road and further boundary survey to cover actual road casement. Survey, site investigation, geotech & design for approach to transition curve.			\$ -	\$ -
Pawleena Road, Sorell	Flooding issue and reconstruction. Survey, geotech and design for corner improvements including widening without land acquisition.			\$ -	\$ -
Delmore Road, Forcett	Sealed corner west of Bankton Road. Survey, geotech & design.			\$ -	\$ -
Hurst Street, Lewisham	200m reconstruction			\$ -	\$ -
Mary Street, Lewisham	Reconstruction at intersection with Franklin Street and construct top end that is currently unsealed.			\$ -	\$ -
Parnella Road, Dodges Ferry	Stage 2. Address SW pipe capacity (under capacity) between 19 Parnella - 5 Parnella Rd			\$ -	\$ -
Hobart Vintage Machinery Club site at Penna	Men's shed facility incl. trailer storage facility for Lions - prelim to allow design / site investigations & DA			\$ -	\$ -
Tasman Highway, Sorell	Corner Tasman Highway and Devenish upgrade Pipe and intake headwall (Headworks upgrade)			\$ -	\$ -
Brady Foreshore, Midway Point	Toongabbie to Brady foreshore gravel path @ 2.0m wide x 605m - past eastern side of scout hall to Brady St			\$ -	\$ -
Pitt Street, Dodges Ferry	Design / survey / scope provision for discharge option with SC122177			\$ -	\$ -
Primrose Sands Rd, Primrose Sands	Upgrade of gravel path from RSL to Tamarix Rd - principally to widen it and ideally do in concrete.			\$ -	\$ -
Bally Park Road (Rotuli to East St)	Land survey costs			\$ -	\$ -
CAC, Sorell	Community Precinct - Inspiring Place Aug 24 concept. Also, contingent on Men's Shed relocation occurring first so a 26/27 job. Prelim for tender issue subject to scope/plan/delivery confirmation of Men's Shed project at HVMC site @ Penna instead of Miena Park opposite Depot.			\$ -	\$ -
Shark Point Road, Penna	Risk treatment plan for landslip stormwater drainage risk. Design & scope only.			\$ -	\$ -
TOTAL PRELIMINARY WORK 2025/26		\$ 290,000	\$ 290,000		



5/08/2025	SORELL COUNCIL CAPITAL WORKS BUDGET FOR 2025/2026				
Location	Detailed Description	Original Approved Budget 2025/2026	Adjusted Budget Approved by Council	This Financial year	Commitments
CARRY OVERS - PRELIMINARY WORK					
Valleyview Close, Sorell	5 Valleyview Close Detention basin.			\$ -	\$ -
Jacobs Court, Dodges Ferry	SW design.			\$ -	\$ -
Carlton River Road, Carlton	Reconstruction - design only.			\$ -	\$ -
Edith Close, Forcett	Potential reconstruction - further investigation (survey & design) required to determine treatment.			\$ -	\$ -
TOTAL Carry Overs - Preliminary Work		\$ 79,517	\$ 79,517		
	Total Capital Jobs Carried Over to 2025/2026	\$ 6,621,009	\$ 6,621,009		
	Total 2025/2026 New Jobs	\$ 9,442,125	\$ 9,442,125		
	TOTAL 2025/26 CAPITAL BUDGET	\$ 16,063,134	\$ 16,063,134	\$ 695,241	\$ 703,434



Environmental implications

Equipment to be re-used as much as possible and where it still fits the desired outcome.
All other equipment will dispose of responsibly as e-waste.

Asset management implications

New equipment will be registered in Council's asset register under 'ICT Hardware' and assigned the appropriate useful lives.

Community implications

A more reliable live stream services of Council meetings.
Increased level of service especially for those with hearing loss.
Increased reputation in professionalism.
Increased useability of system – more user-friendly management of the equipment and setting changes.

Report

Techquity are Council's current ICT Provider. Techquity employs a variety of specialists to undertake a variety of projects. Anders Marchant has been engaged in this instance to get expert advice and recommend a solution to the Chambers' limitations and bring it up to a modern standard and precedent. His experience includes:

- Systems integrator at TOPS office and business systems – AV installations for UTAS, Law Courts, Australian Antarctic Division, and various government departments (3 Years)
- Founding partner of Alive Technologies Group - Tasmania's premier lighting, sound and AV production company (www.alivetechologies.com.au) (6 Years)
- Systems engineer at ABC Tasmania as a technical systems engineer on contract to undertake broadcast systems upgrades (1 Year)
- Freelance AV systems integrator for various schools (State Gov, Catholic Education & Christian Schools Tas) delivering e-learning systems for classrooms and auditorium spaces (Freelancing over 20yrs)
- Senior electronics engineer / Network Operations Manager at Department of Police, Fire & Emergency Management, delivering statewide critical systems, including AV systems for incident management centres and media facilities (+7 Years)
- Solutions architect at Firmus Technologies – delivering unified communications solutions (VC and AV systems) for global deployments. Fit-out office spaces in Tasmania, Melbourne, Canberra, Singapore, Thailand and India (+2 Years)
- Volunteer with Tas Maritime Radio and Radio & Electronics Association of Southern Tasmania, maintaining their streaming platforms for public YouTube streaming of events and information.

Given this we are confident that that the proposed solution by Anders will suit Sorell Council's requirements:

The proposal:

AV fitout to include:

- 2 x 4K camera – both front and rear of room
- Desktop PC to run the system
- Ceiling mic
- Audio Mixer
- Additional ceiling speakers for audience seating
- New / additional 86-inch commercial 4K display (TV)



- Refurbished existing amplifier

Total cost including Labour: \$28,063.90

A total budget of \$29,500 (approx. 5% of total cost) is proposed to account for any increase in retail prices between the time of this quote and ordering.

JULIE MANN

Manager Infrastructure & Assets



AGENDA
ORDINARY COUNCIL MEETING
19 AUGUST 2025

Background

Dunalley Hall has experienced more than a decade of noted acoustic issues, repeatedly raised with Council by user groups. These include:

- Interference with hearing aids and cochlear implants;
- Poor sound clarity and excessive reverberation affecting the hall's hireability for events; and
- Loss of momentum on previous solutions due to changes in the committee and shifts in priorities.

The current hall association has revived efforts to resolve the problem, commissioning two independent acoustic reports in 2025 and monitoring progress on recommended building modifications. Both reports specify a significant reduction of sound-reflective surfaces to achieve the desired improvement in speech intelligibility and overall sound quality.

Importantly, the proposed works can now be delivered at approximately half the original budget estimate, while still meeting — and potentially exceeding — the recommended acoustic performance requirements. The planned approach also provides flexibility- if further improvements are required in future, minor additions can be made progressively without disrupting the hall's use.

Asset management implications

Installation of acoustic treatments will enhance the asset's functionality without materially altering the structure. Maintenance requirements will be minimal, limited to occasional cleaning of panels.

Risk management implications

Addressing the acoustic issues will mitigate the reputational risk of the facility being under-utilised due to poor sound quality. The works are low risk from a construction safety perspective.

Community implications

Improved acoustics will enhance the hall's usability, attracting more events and supporting local cultural and social activities. Community consultation to date indicates strong support for the improvements.

The prior Dunalley Hall Special Committee transferred to Council the balance of funds \$27,492. The allocation of these have not subsequently been finalised but it is intended that an appropriate use would be for this project or the treatment / upgrade of the external cladding and associated drainage.

Report

The acoustic assessment identified that the hall's large volume and hard surfaces create excessive reverberation times, particularly problematic for speech intelligibility. Several options were evaluated, including full ceiling treatment, partial wall and ceiling coverage, and portable acoustic panels. The recommended option involves installing high-performance acoustic panels along the upper side walls and selected ceiling areas. This approach provides the best balance of acoustic improvement, cost efficiency, and aesthetic compatibility with the hall's heritage character.

Budget Request – The following works are proposed, totalling \$27,000:

Expenditure to date \$2,240.45 under operational budget – recommend it be moved to new capital job with the below budget breakdown:

- \$4,000 – Procurement of four portable acoustic dividers and installation on site. Two units are already in place;
- \$5,000 – Installation of behind-stage curtain;



- **\$14,500** – Installation of 12 Autex Quiet Space ceiling panels; and
- **\$3,500** – Optional supply of edged carpet entrance mats and indoor/outdoor carpet.

Total Project cost including Labour and previous Operational expenditure: \$30,702.47

A total budget of \$30,702.47 (approx. 5% contingency) is proposed to account for any increase in retail prices between the time of this quote and ordering.

JULIE MANN
Manager Infrastructure & Assets



AGENDA
ORDINARY COUNCIL MEETING
19 AUGUST 2025

Background

The existing retractable tiered seating is in good practical condition and well used. During show matches there are logistical issues with bringing portable seating in and out of the stadium, along with operational reliance on Council crews.

To increase seating capacity within the stadium we presently bring in chairs from other facilities and line them in rows around the perimeter where possible, this does not always offer good viewing.

Importantly, the incorporation of additional seating will allow better viewing for patrons and offer increased general capacity for our facility.

Policy implications

Code of tenders and Contracts.

Quotes have been sought from the original supplier Pacific Seating.

Asset management implications

Our existing stackable seating has the same servicing requirements; there is minimal increase to the operating and servicing outlays.

Risk management implications

Providing extra seating in a designated area will rely less on manual handling to deliver and set up other seating, or in some instances remove it entirely as spectators can locate to one area. Less seating around the courts perimeter maintains and increases games run out space and maximises team only area availability.

Two options were considered – (a) additional 141 seats over 3 tiers @ \$79,799 or (b) 235 seats over 5 tiers @ \$122,523.

Option (a) is the preferred option based on capital cost and reduced height associated risks.

Community implications

Improved seating will enhance the stadiums usability, attract more events and support local cultural and social activities. Community consultation to date indicates strong support for the improvements.

Statutory implications

The building occupancy permit allows this extra seating.

Required Budget

A total budget of \$84,000 (including labour, previous operational expenditure & 5% contingency) is proposed to account for any increase in retail prices between the time of the quote and ordering.

Ben Buckland

Manager Facilities & Recreation



19.0 PLANNING



19.1 AMENDMENT TO THE STATE COASTAL POLICY

RECOMMENDATION

"That Council resolves to make a submission to the Tasmanian Planning Commission on draft amendment 01-2025 to the *State Coastal Policy 1996* as set out in the following report."

Introduction

The purpose of this report is to consider whether to make a submission on draft amendment 01-2025 to the *State Coastal Policy 1996*.

Background

Nil.

Strategic plan

- 3.1 "Promote and integrate 'Community, Coast and Country' into our advocacy and operations".
- 3.9 "Support the development of appropriate public access to coastal assets and the natural environment".

Annual plan 2025-2026

- 2.5 "Implementing stormwater outlet upgrade projects associated with Year Three of the Coastal Estuary Risk Mitigation Program."

Policy implications

Nil.

Environmental implications

Discussed in report.

Asset management implications

Nil.

Risk management implications

Nil.



Community implications

Discussed in report.

Statutory implications

Nil.

Options

Making a submission of the draft amendment is not obligatory. A submission could be made as outlined in the report, or modified, or no submission be made.

Report

Process to amend the SCP

Draft amendment 01-2025 to the State Coastal Policy 1996 (SCP) is being considered in accordance with a direction from the Premier of Tasmania. The process requires the Tasmanian Planning Commission (TPC) to report to the Premier on the suitability of the amendment. Any amendment requires parliamentary approval.

How the SCP applies in practice

Council has only a limited role in implementing the SCP as a regulator but is subject to the SCP when acting as a proponent of works that require State approval.

The SCP has no role in the assessment of planning applications. This is because the provisions of the Tasmanian Planning Scheme – Sorell have been assessed as being consistent with the SCP and suitable to give effect to the policy outcomes. Only amendments to the planning scheme are subject to an assessment under the SCP as there is a need to test the suitability of the amendment against the SCP.

When acting as a proponent, regulators such as the Parks and Wildlife Service (NRE) have regard to the SCP along with existing management plans, and other legislation including guidelines such as the Tasmanian Coastal Works Manual.

Nature of the amendment

The SCP does not permit works on actively mobile landforms unless for works required to manage risk from coastal processes and hazards. The exact nature of the SCP is ambiguous however as the SCP does not define what



an actively mobile landform is and does not clearly set out when works should be considered and what works should achieve.

The amendment is outlined in the table below:

Delete	Replacement	Comment
1.4.1 Areas subject to significant risk from natural coastal processes and hazards such as flooding, storms, erosion, landslip, littoral drift, dune mobility and sea-level rise will be identified and managed to minimise the need for engineering or remediation works to protect land, property and human life.	1.4.1 Land subject to significant risk from natural coastal processes or hazards such as flooding, storms, erosion, landslip, littoral drift, dune mobility or sea level rise will be identified and managed to minimise the need for works to protect land, property, coastal values or human life.	Minimal change. The scope of the clause is broadened from 'engineering or remediation works' to all 'works'. The outcome is broadened to include coastal values along with land, property and human life.
1.4.2 Development on actively mobile landforms such as frontal dunes will not be permitted except for works consistent with Outcome 1.4.1	1.4.2 Use and development on land subject to significant impacts from natural coastal processes or hazards, such as those listed in Outcome 1.4.1, will only be allowed for works necessary to protect land, property, coastal values and human life, unless it can be demonstrated that the use and development: a) can achieve and maintain a tolerable risk for the intended life of the use and development; b) benefits the public or is dependent on the particular location; and c) considers the impacts on coastal values and	As detailed below, works do occur in actively mobile landforms. The policy appropriately clarifies that works can occur in three circumstances: (1) either to 'protect land, property, coastal values and human life', (2) 'benefits the public', or (3) is dependant on a coastal location. This broadly reflects the current planning scheme whereby codes for coastal hazards include some consideration of

	natural processes and those impacts are managed in accordance with the objectives, principles and outcomes of this Policy.	need and tolerable risk while the natural assets code considers natural values of the coast.
	Insert definition of Tolerable risk - "tolerable risk" means the lowest level of likely risk from the relevant hazard: a) to secure the benefits of a use or development in a relevant hazard area; and b) which can be managed through: i. routine regulatory measures; or ii. by specific hazard management measures for the intended life of each use or development.	This definition is currently part of the Tasmanian Planning Scheme.

Do works occur in actively mobile landforms?

The clauses subject to the draft amendment are two of many. Other clauses in the SCP enable certain works to occur in coastal dunes which may be understood to be actively mobile. The Carlton Surf Lifesaving Club is one example. Council's coastal and estuarine risk management stormwater outfall upgrade project is another.

Will the proposed amendment threaten activity mobile landforms?

With the concept of actively mobile landforms vaguely understood and defined, it is to be removed and replaced with a policy position that works exposed to coastal hazards can occur in limited circumstances and subject to consideration of risk and management of coastal processes. The SCP also has various policies that are relevant to areas of the coast that are not exposed to hazards and which establish a policy position limiting use and development.

Recommended Submission

“Thank you for the opportunity to comment on draft amendment 01-2025 to the State Coastal Policy 1996 (SCP). Council is supportive of the intent to clarify how the SCP applies by replacing the concept of actively mobile landforms with one of risk management.

We request that consideration be given to modify the proposed new clauses as outlined below.

Clause 1.4.1

Proposed clause 1.4.1, which is only slightly revised, seeks two outcomes: (1) the identification of hazards and (2) minimisation of the need to intervene with works where those hazards apply.

The first element, the identification of hazards, is a significant task and warrants a standalone policy provision.

How hazards are managed should be broader than minimising the need for future work. Arguably the clause (both existing and proposed) imply a policy position that intervention is inevitable but should be minimised.

Clause 1.4.1 could be amended to either:

Land subject to significant risk from natural coastal processes or hazards such as flooding, storms, erosion, landslip, littoral drift, dune mobility or sea level rise will be identified.

or

Land subject to significant risk from natural coastal processes or hazards such as flooding, storms, erosion, landslip, littoral drift, dune mobility or sea level rise will be identified and managed consistent with the objectives, principles and outcomes of this Policy.

Clause 1.4.2

Proposed clause 1.4.2 is attempting to do many things and establishes two different policy positions. The first position is that works necessary to protect land, property, coastal values and human life are allowed without qualification. The second position is that works for the public benefit or location dependant are potentially allowable subject to achieving tolerable risk and management of impact.

Consideration of risk and management of impact are relevant in all circumstances that warrant works to proceed in hazard areas.



The clause should be modified to:

Use and development on land subject to significant impacts from natural coastal processes or hazards will be allowed for works:

- a) necessary to protect land, property, coastal values and human life; or*
- b) that benefits the public; or*
- c) are dependent on the particular location*

if the use and development:

- i) can achieve and maintain a tolerable risk for the intended life of the use and development; and*
- ii) manages the impacts on coastal values and natural processes in accordance with the objectives, principles and outcomes of this Policy.*

The SCP generally

The SCP is not a coherent policy statement and is in need of a broader review for a number of reasons including the mishmash of policy, prescription and development controls within it, that the draft Tasmanian Planning Policies will also provide coastal policies and that it pre-dates current understandings of climate change impacts.

Conclusion

It is recommended that Council make a submission on draft amendment 01-2025 to the *State Coastal Policy 1996*.

Shane Wells
Manager Planning

Attachments: State Planning Office Background Report



ATTACHMENT 1 – Referred Amendment

Proposed amendment -

Amendment 01-25 to the State Coastal Policy 1996

1. Delete Outcome 1.4.1 and replace with:

Land subject to significant risk from natural coastal processes or hazards such as flooding, storms, erosion, landslip, littoral drift, dune mobility or sea level rise will be identified and managed to minimise the need for works to protect land, property, coastal values or human life.

2. Delete Outcome 1.4.2 and replace with:

Use and development on land subject to significant impacts from natural coastal processes or hazards, such as those listed in Outcome 1.4.1, will only be allowed for works necessary to protect land, property, coastal values and human life, unless it can be demonstrated that the use and development:

- a) *can achieve and maintain a tolerable risk for the intended life of the use and development;*
- b) *benefits the public or is dependent on the particular location; and*
- c) *considers the impacts on coastal values and natural processes and those impacts are managed in accordance with the objectives, principles and outcomes of this Policy.*

3. In the Definitions section, following the definition of 'planning controls', insert the following definition of 'tolerable risk':

Tolerable risk

"tolerable risk" means the lowest level of likely risk from the relevant hazard:

- a) *to secure the benefits of a use or development in a relevant hazard area; and*
- b) *which can be managed through:*
 - i. *routine regulatory measures; or*
 - ii. *by specific hazard management measures for the intended life of each use or development.*

20.0 HEALTH AND COMPLIANCE



21.0 ROADS AND STORMWATER



22.0 FACILITIES AND RECREATION



22.1 BLUE LAGOON WEED MANAGEMENT PLAN 2025 - 2035

RECOMMENDATION

"That Council resolve to:

- a) endorse the Blue Lagoon Weed Management Plan;
- b) recommend for formal reserve status,
- c) incorporate management actions in Council's long term financial plan allocate appropriate resources for the recommended activities."

Introduction

The Blue Lagoon Weed Management Plan (BLWMP) 2025–2035 sets a clear, practical roadmap for restoring and protecting the Blue Lagoon—an ephemeral wetland and dune system at Dodges Ferry—by tackling priority weeds and guiding revegetation over the next decade. Commissioned by Sorell Council and prepared by North Barker Ecosystem Services (NBES), the plan focuses on proactive management of weeds declared under Tasmania's Biosecurity Act 2019 and its Regulations, alongside high-impact environmental weeds that currently threaten biodiversity, amenity, and community use of the site.

The BLWMP has following key recommendations:

- Formalise Blue Lagoon as a formal Council reserve and embed long-term funding for weed control, monitoring and staged revegetation in Council's long term financial planning (LTFP).
- Prioritise staged, zone-by-zone mechanical removal of cumbungi (*Typha latifolia*) with minimal herbicide use; deep-dig rhizomes (≥50 cm) and remove biomass off-site to an approved facility.
- Undertake staged removal of radiata pine with qualified arborists; retain select trunks/logs only where they aid habitat without hindering weed control; immediately follow with cone/seedling sweeps.
- Biannual (spring/autumn) surveillance and treatment of Class B declared weeds (African boxthorn, blackberry, boneseed, Montpellier broom, Californian thistle) and high-impact environmental weeds (e.g., mirror bush, sweet pittosporum, agapanthus, garden asparagus, marram grass).
- Enforce strict weed-hygiene: pre-entry clean-down of all machinery at Depot, supervisor inspection, and controlled site access/egress points.
- Establish a single maintained walking track, install interpretive/educational signage, and rationalise desire lines to protect rehabilitating areas.



Strategic Plan

Council's Strategic Plan 2019-2029 Objective 2 – Responsible Stewardship and a Sustainable Organisation, Items:

1. Sound Natural Resource Management.
2. Effective Stakeholder relationships.
3. Delivering the services our community requires.

Council's Strategic Plan 2019-2029 Objective 3 - To Ensure a Liveable and Inclusive Community, items:

1. Increased recreational opportunities and participations levels.
2. Sustainable access to our natural environment.

Annual Plan

2.5. Implementation of NRM Strategy with appropriate and achievable environmental actions including:

- Development of Weed Management Plan.

Blue lagoon weed management plan forms part of broader weed management plan.

Policy

The following Council Policies are applicable:

- Environmental Sustainability Policy 2015
- Councils Asset Management Policy August 2018.
- Council Work Health and Safety (WHS) Management Plan 2017.
- Council Public Open Space Policy 2019
- Council Public Places Policy 2019.
- Council Fire Hazard Abatement Policy 2014.
- Council Mowing Slashing of grassed areas under council management policy 2021.

Asset Management Implications

- Improved and climate resilient assets
- Better access to council assets

Risk Management Implications

Strategic and sustainable Blue Lagoon management plan will achieve:

- Improved weed management.
- Improved catchment management.
- Improved fire hazard management.
- Improved biodiversity.
- Improved stakeholder engagement.

Community Implications

- Improved community confidence in council via full implementation of The WMP.



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Report

Sorell Council engaged North Barker Ecosystem Services to deliver a practical, staged program to control declared and environmental weeds at Blue Lagoon and to pair control with revegetation, monitoring and community engagement over 10 years. The plan maps weeds, prescribes species-specific methods, and sets an implementation schedule with performance indicators.

Implementation is structured and staged. For large scale infestations, the plan prioritises mechanical removal—particularly for cumbungi and radiata pine—followed by targeted chemical treatments where appropriate and safe near waterways. It sequences works by zones to minimise disturbance, mandates weed-hygiene for machinery, and pairs primary control with biannual follow-ups in spring and autumn. Revegetation with local native species is built into each stage to stabilise soils, improve habitat, and prevent reinvasion, with clear performance indicators for monitoring and adaptive management.

Developed through consultation with Council staff, Southern Beaches Landcare/Coastcare (SBLC), and local residents, the plan recognises Blue Lagoon's environmental, cultural, and community values. It emphasises regular communication, community working bees supported by Council, educational signage, and a recommendation to formalise the site as a reserve to secure its long-term protection.

The objectives align with Sorell Council's NRM Strategy 2025–2035—protecting landscapes, restoring waterways, conserving biodiversity, preparing for climate change, and engaging community—so investment in weed action also advances broader municipal priorities.

Key actions

- **Year 1**
 - Zone 1 cumbungi: deep-dig ≥50 cm; bag seedheads; cart biomass off-site; revegetate dry areas; transplant *Eleocharis acuta* in wet areas.
 - Radiata pine Zone A: arborist removal; remove tops/branches to trucks immediately; follow up with community cone/seedling sweeps; revegetate.
 - Zone C: remove up to six dead pines posing risk; **pre-plant** foredune species to stabilise before felling; revegetate after works.
- **Year 2**
 - Zone 2 cumbungi after pine removal in that area; follow-up resprouts/seedheads; revegetate.
 - Radiata pine Zone B: arborist removal; cone/seedling follow-up; revegetate.
- **Year 3**
 - Zones 3–4 cumbungi removal; follow-up; revegetate.



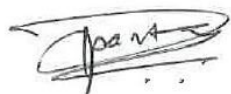
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- Radiata pine Zone C: arborist removal; cone/seedling follow-up; revegetate (interplant among older plantings).
- **Years 4–10 (maintenance)**
 - Biannual working bees (spring/autumn) to remove cumbungi resprouts/seedheads and pine seedlings/cones; tend and infill plantings.
- **Ongoing (all years)**
 - Biannual surveys and treatment of declared/environmental weeds (treat before seeding).
 - Enforce machinery clean downs; use designated access points (e.g., Kannah St carpark, Carlton Beach Rd edge, grassy verge) per zone.
 - Pre-works checks for sensitive flora; implement traffic/pedestrian controls during works.
 - Council communications (schedule, methods, outcomes) and invitations to community working bees.
 - Record-keeping: weed maps, treatment dates/methods, herbicide usage (if any), revegetation survival; report into 5-year reviews.

RECOMMENDATION

In considering the report, the BLWMP is recommended for approval with appropriate allocation of resources for its implementation.



Dibas Panta
NRM Facilitator
Date: 14 August 2025

Attachments:

- Attached separately to the agenda – Blue Lagoon Weed Management Plan

23.0 QUESTIONS FROM THE PUBLIC



In accordance with Regulation 36 of the Local Government (Meeting Procedures) Regulations 2025, Council will conduct a Public Question Time.

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

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

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

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

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



CLOSED MEETING

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

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

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

- (a) seen or heard by the Councillor at a meeting or part of a meeting of a council or council committee that is closed to the public that is not authorised by the council or council committee to be disclosed; or*
- (b) given to the Councillor by the mayor, deputy mayor, chairperson of a meeting of the council or council committee or the general manager on the condition that it be kept confidential.*

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

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

- (1) A councillor or a member must not make improper use of any information acquired as a councillor or member.*
- (3) Improper use of information includes using the information –*
 - (a) to gain, directly or indirectly, an advantage or to avoid, directly or indirectly, a disadvantage for oneself, a member of one's family or a close associate; or*
 - (b) to cause any loss or damage to any council, controlling authority, single authority, joint authority or person.*



24.0 CLOSED MEETING

[^](#)

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

Reference	Item
24.1	Confirmation of the Closed Council Minutes of the Council Meeting of 15 JULY 2025- <i>Regulation 40(3)</i>
24.2	Disclosure of confidential information – <i>Regulation 17(7)</i>
24.3	Copping Refuse Disposal Site Joint Authority Meeting Minutes – 15 May 2025 – <i>Regulation 17(2)(d)</i>

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

RECOMMENDATION

That the meeting be closed to the public to enable Council to consider agenda items 24.1 - 24.3 which are confidential matters as prescribed in Regulations 40 and 17 of the Local Government (Meeting Procedures) Regulations 2025.

24.1 CONFIRMATION OF THE CLOSED MINUTES OF THE COUNCIL MEETING OF 15 JULY 2025

[^](#)

RECOMMENDATION

"That the Closed Minutes of the Council Meeting held on 15th July 2025 be confirmed."

24.2 AUTHORISATION TO DISCLOSE CONFIDENTIAL INFORMATION

[^](#)

RECOMMENDATION

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

**24.3 CIPPING REFUSE DISPOSAL SITE JOINT AUTHORITY MEETING MINUTES -
15 MAY 2025**



25.0 ACRONYMS



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



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

