



# COUNCIL MEETING **AGENDA**

16 SEPTEMBER 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, 16 September 2025 commencing at 6.00 pm.

---

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

I, Jess Hinchon, Acting 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.

JESS HINCHON  
**ACTING GENERAL MANAGER**  
11 September 2025



## **AGENDA**

FOR THE COUNCIL MEETING TO BE HELD AT THE  
COMMUNITY ADMINISTRATION CENTRE (CAC), 47 COLE STREET,  
SORELL ON 16 SEPTEMBER 2025

---

### **TABLE OF CONTENTS**

<b>1.0</b>	<b>ACKNOWLEDGEMENT OF COUNTRY – MAYOR GATEHOUSE</b>	<b>1</b>
<b>2.0</b>	<b>ATTENDANCE</b>	<b>1</b>
<b>3.0</b>	<b>APOLOGIES</b>	<b>1</b>
<b>4.0</b>	<b>DECLARATIONS OF INTEREST</b>	<b>1</b>
<b>5.0</b>	<b>CONFIRMATION OF THE MINUTES OF 19 AUGUST 2025</b>	<b>1</b>
<b>6.0</b>	<b>MAYOR’S REPORT</b>	<b>2</b>
<b>7.0</b>	<b>SUPPLEMENTARY ITEMS</b>	<b>3</b>
<b>8.0</b>	<b>COUNCIL WORKSHOPS REPORT</b>	<b>3</b>
<b>9.0</b>	<b>COUNCILLOR QUESTIONS ON NOTICE</b>	<b>4</b>
<b>10.0</b>	<b>COUNCILLOR MOTIONS ON NOTICE</b>	<b>4</b>
<b>11.0</b>	<b>WORKGROUP REPORTS</b>	<b>4</b>
<b>11.1</b>	<b>OFFICE OF THE GENERAL MANAGER – ROBERT HIGGINS</b>	<b>4</b>
<b>11.2</b>	<b>FINANCE – SCOTT NICOL, ACTING MANAGER</b>	<b>7</b>
<b>11.3</b>	<b>COMMUNITY RELATIONS – STACEY GADD, MANAGER</b>	<b>9</b>
<b>11.4</b>	<b>PLANNING – SHANE WELLS, MANAGER</b>	<b>11</b>
<b>11.5</b>	<b>HEALTH AND COMPLIANCE – GREG ROBERTSON, MANAGER</b>	<b>13</b>
<b>11.6</b>	<b>INFRASTRUCTURE AND ASSETS – JULIE MANN, MANAGER</b>	<b>17</b>
<b>11.7</b>	<b>ROADS AND STORMWATER -MATT JONES, ACTING MANAGER</b>	<b>19</b>
<b>11.8</b>	<b>FACILITIES AND RECREATION – BEN BUCKLAND, MANAGER</b>	<b>20</b>
<b>12.0</b>	<b>PETITIONS STILL BEING ACTIONED</b>	<b>22</b>
<b>13.0</b>	<b>PETITIONS RECEIVED</b>	<b>22</b>
<b>14.0</b>	<b>LAND USE PLANNING</b>	<b>23</b>
<b>15.0</b>	<b>GOVERNANCE</b>	<b>23</b>
<b>16.0</b>	<b>INFRASTRUCTURE AND ASSETS</b>	<b>62</b>
<b>17.0</b>	<b>COMMUNITY RELATIONS</b>	<b>62</b>
<b>18.0</b>	<b>FINANCE</b>	<b>62</b>
<b>18.1</b>	<b>EXECUTIVE SUMMARY – FINANCIAL REPORT AUGUST 2025 YTD</b>	<b>62</b>
<b>18.2</b>	<b>2025-2026 CAPITAL BUDGET ADJUSTMENTS</b>	<b>84</b>
<b>19.0</b>	<b>PLANNING</b>	<b>97</b>
<b>20.0</b>	<b>HEALTH AND COMPLIANCE</b>	<b>97</b>
<b>21.0</b>	<b>ROADS AND STORMWATER</b>	<b>97</b>
<b>22.0</b>	<b>FACILITIES AND RECREATION</b>	<b>97</b>
<b>23.0</b>	<b>QUESTIONS FROM THE PUBLIC</b>	<b>97</b>

<b>24.0</b>	<b>CLOSED MEETING</b>	<b>100</b>
<b>24.1</b>	<b>CONFIRMATION OF THE CLOSED MINUTES OF THE COUNCIL MEETING OF 19 AUGUST 2025</b>	<b>100</b>
<b>24.2</b>	<b>AUTHORISATION TO DISCLOSE CONFIDENTIAL INFORMATION</b>	<b>100</b>
<b>24.3</b>	<b>SORELL AUDIT PANEL SUMMARY AND MEETING MINUTES AUGUST 2025</b>	<b>101</b>
<b>25.0</b>	<b>ACRONYMNS</b>	<b>102</b>



## 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  
Acting General Manager J Hinchey

### 3.0 APOLOGIES

△

General Manager R Higgins

### 4.0 DECLARATIONS OF INTEREST

△

### 5.0 CONFIRMATION OF THE MINUTES OF 19 AUGUST 2025

△

#### RECOMMENDATION

"That the Minutes of the Council Meeting held on 19<sup>th</sup> August 2025 be confirmed."



#### AGENDA

ORDINARY COUNCIL MEETING  
16 SEPTEMBER 2025

## 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.

- Combined Sorell Rotary/St Georges Church/Sorell Council Project meeting in the Rose Garden.
- Red Hand Fish recovery team meeting. Information session.
- Copping JA regular meeting via teams.
- FOGO pop up stall - Gateway shopping centre.
- South East Giants Junior Football Club Best and Fairest Evening.
- SWS Director Recruitment Workshop, Teams meeting.
- Sorell Council Community Grants Assessment Panel meeting.
- Neighbourhood Watch meeting – CWA room
- SERDA AGM – Rod McDonald reelected Chair. Sorell Mayor to remain as SERDA rep on BEST Board.
- Cormac Russel – LGAT workshop on ABCD (Asset Based Community Development).
- Landcare Community waterbug and water quality workshop on the Sorell Rivulet with Dibas Panta - NRM officer.
- BEST Strategic Workshop.
- Ammon Beryerle – Architect – Expert in Urban design and adaptive reuse of old and obsolete buildings for collective sustainable community purpose. Initial meeting, tour of Sorell and the possibilities/challenges of a fast growing community.
- Eileen Brooker book launch.
- Spring Gala Ladies afternoon Nugent Hall.
- NBN/Sorell Council meeting re: vinyl wrapping some NBN boxes along the main street of Sorell inc David and Evi from Action Crew.
- Service Providers Meeting.
- Continuance of combined Councils Anti racism campaign. Launch of advertising and messaging on the side of Kinetic buses to promote the campaign.
- Met with senior representative of the Men's Shed.
- Mayor and Management meetings.
- Council Workshops.



### AGENDA

ORDINARY COUNCIL MEETING  
16 SEPTEMBER 2025

- Sorell Planning Authority.
- Sorell Times Article.
- Various volunteering roles and community queries.

## 7.0 SUPPLEMENTARY ITEMS



### RECOMMENDATION

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

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

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

## 8.0 COUNCIL WORKSHOPS REPORT



The following Council Workshop was held:

Date	Purpose	Councillor Attendance	Councillor Apologies
2 <sup>nd</sup> September	<ul style="list-style-type: none"> <li>• Policy/Planning               <ul style="list-style-type: none"> <li>• Southern Beaches onsite wastewater and stormwater strategy.</li> <li>• Southern Beaches Structure Plan.</li> <li>• MRA FOGO implementation plan and survey data results.</li> <li>• Fraud &amp; Corruption Prevention Policy.</li> </ul> </li> <li>• Community Grants               <ul style="list-style-type: none"> <li>• Annual contribution – Sorell Christmas Carols.</li> </ul> </li> <li>• Councillor items               <ul style="list-style-type: none"> <li>• Lewisham Foreshore Management.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Gatehouse, Wooley, Nichols, Torenus, Reynolds, Larkins, Campbell, Reed.</li> </ul>	<ul style="list-style-type: none"> <li>• Miro Quesada Le Roux</li> </ul>



### AGENDA

ORDINARY COUNCIL MEETING  
16 SEPTEMBER 2025

## 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 – JESS HINCHEN, ACTING GENERAL MANAGER

### GENERAL MANAGER – ROBERT HIGGINS

- Annual Leave at time of Reporting.

### DIRECTOR PEOPLE AND PERFORMANCE - JESS HINCHEN

(Annual Leave 25 – 29 August)

- Operational Planning Day
- Leadership Team Meeting
- Sorell Men's Shed
- Mayor/Management Meeting
- Child Safety Working Group Meeting
- Community Precinct – Internal Landscaping Meeting
- South East Stadium – Floor Replacement Claim Meeting
- Workgroup Manager Meetings (various)
- HR Matters (various)
- Risk & Strategy - Monthly Meeting
- Council Workshop
- Council Meeting

### EMPLOYEE SUPPORT COORDINATOR – HR

#### Resignation:

- Samryn Hawkes resigned from her fixed-term position of Customer & Business Support Officer, finishing with Council 15 August 2025.

#### Recruitment:

- Project Manager – Applications closed 28 July 2025.
- Plumbing Inspector – Applications closed 20 August 2025.
- Youth Development Officer - Applications closes 15 September 2025.



### AGENDA

ORDINARY COUNCIL MEETING  
16 SEPTEMBER 2025

- Customer & Business Support Officer (casual) - Applications close 5 September 2025.
- Municipal Worker – Sealed Roads - Applications close 22 September 2025.

**Appointments:**

- Municipal Worker – Stormwater – Nick McNeil.
- Works Support Officer – Facilities (fixed term) – Cheryl Onn.
- Works Support Officer – Land Improvements (fixed term) - Claire Scolyer.

**Workers compensation**

- 2 x accepted claims
  - 1 x Meniscus tear - Employee had surgery and has returned to work and to continue physiotherapy post-surgery.
  - 1 x Ankle sprain – Employee to undertake physiotherapy.

**DEVELOPMENT OFFICER – STRATEGY & RISK**

External Meetings attended:

- Red Handfish Recovery Team Briefing
- Manager Finance – TAO Audit Corrective Actions - Risk Management
- CTST – Tenant / PCBU WHS Induction – 4 Dubs & Co Drive
- SERDA – General Meeting
- SERDA – Annual General Meeting

**Reported Incidents and Hazards for August**

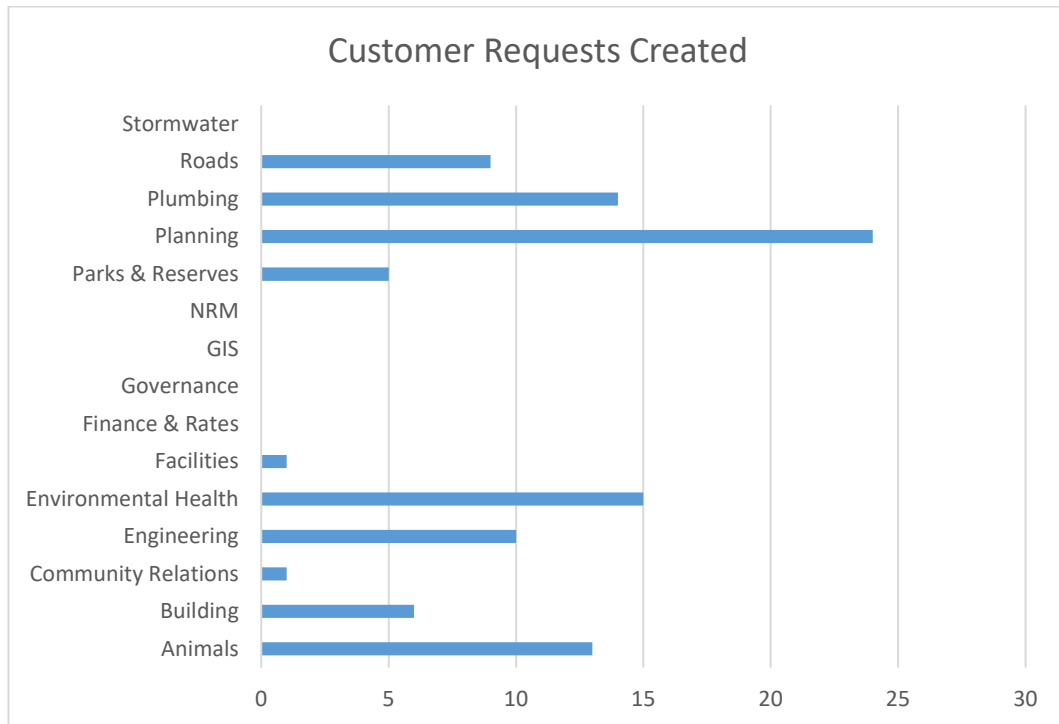
No data available this month.

**AGENDA**

ORDINARY COUNCIL MEETING  
16 SEPTEMBER 2025

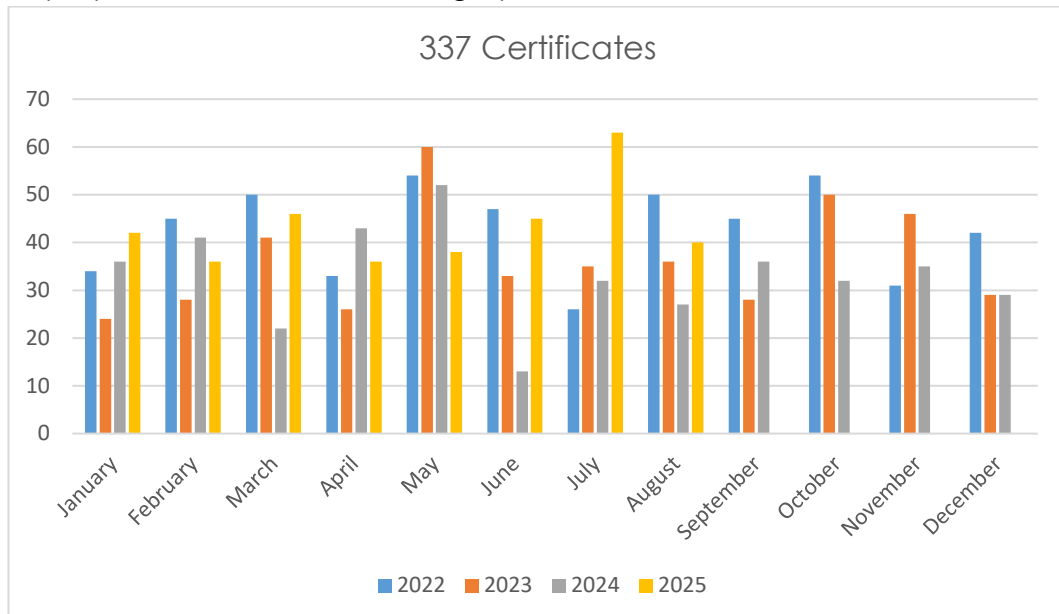
## CUSTOMER & BUSINESS SUPPORT

### CRMs created for the month of August



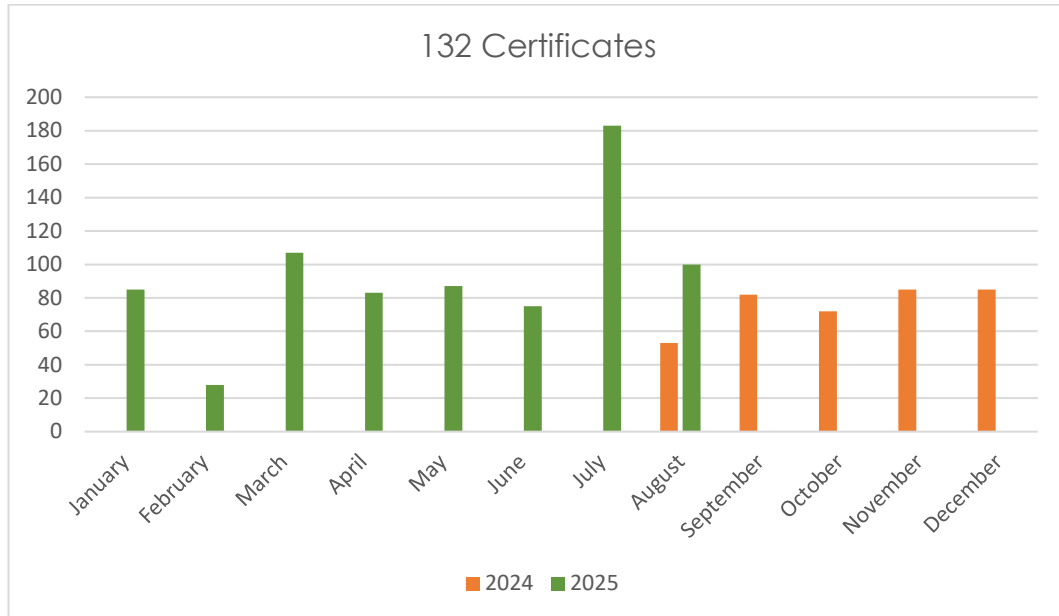
### 337 Certificates

Council processed 40 - 337 Certificates in August which relate to the sale of properties as detailed in the graph below.



### 132 Certificates

Council processed 100 - 132 Certificates in August which relate to the sale of properties and rates owed at time of sale as detailed in the graph below.



## 11.2 FINANCE – SCOTT NICOL, ACTING MANAGER Financial Management

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

- Finance staff completed all end-of-month (EOM) procedures for July, including the completion of EOM processing and balance sheet reconciliations and the submission of Council's monthly Business Activity Statement (BAS) to the Australian Tax Office (ATO).
- Finance staff worked on the end of financial year procedures, including preparation of balance sheet reconciliations and Council's statutory financial statements. Council's statutory financial statements were lodged with the Tasmanian Audit Office (TAO) on 14 August 2025.
- Finance staff completed the annual review of capital job inputs, to ensure hourly plant rates, salary on-costs and staff capitalisation time are accurately and reasonably charged against capital jobs.
- Finance staff completed three vendor payment runs, totalling \$1.679m in payments.
- Finance staff completed South East Regional Development Association (SERDA) ad-hoc and monthly financial tasks.

- Finance staff completed SERDA's special purpose financial statements and forwarded them to the auditors.
- Finance staff provided payroll support for the pay run fortnights ending 8<sup>th</sup> and 22<sup>nd</sup> of August.
- Finance staff completed the following grant related reports:
  - Finance staff completed the Annual Report for 2023/2024 LRCI Phase III Program and lodged it with TAO for auditing before it is forwarded to Australian Government Department of Infrastructure, Transport, Cities and Regional Development. The Report was due for lodgement by the end of September 2024.
  - Finance staff completed the Annual Report for 2023/2024 Roads to Recovery Program and lodged it with the TAO for auditing before it is forwarded to Australian Government Department of Infrastructure, Transport, Cities and Regional Development. The Report was due for lodgement by the end of September 2024.
  - Finance staff assisted with the Instalment report for the Invest in Our Communities Program – Jobs Hub to Australian Government Department of Infrastructure, Transport, Cities and Regional Development.

### **Rates**

- First Instalment rate payments were due on 13 August 2025.
- At the end of August, 34% of rates had already been paid, compared to 31.5% at the same time last year.
- Supplementary valuations were received from the Office of the Valuer-General, year to date totalling \$7.5k in waste charges.

### **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.
- Finance staff completed and circulated the Audit Panel agenda for the 27 August meeting.

### **Grants & Funding**

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

- NIL

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

The first quarter Financial Assistance Grant of \$373k was received from the Federal Government Department of Infrastructure, Transport, Regional



### **AGENDA**

ORDINARY COUNCIL MEETING  
16 SEPTEMBER 2025



Development, Communications and the Arts, in line with the quarterly payment schedule.

### **Insurance**

- The claim lodged with JMAPP (JLT Insurance) for property damage at the South East Stadium continued to progress.

### **External Meetings**

- Continia Expense Management requirements workshop – 21/08/2025
- Audit Panel Meeting – 27/08/2025

## **11.3**

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

#### **COMMUNITY CONSULTATION/ENGAGEMENT**

- Playspace Audit and Plan – Draft report received from consultant - Council providing feedback
- NRM Strategy – Working on action plan next meeting end September 2025 for NRMEAG.
- South East Sports Complex Master Plan – final report due this month
- Community Cultural Precinct Consultation - Positive feedback on concept plan going back to reference committee
- Southern Beaches Onsite Wastewater & Stormwater Strategy feedback closes 30 September 2025.
- Increasing liaison with works crew to highlight Council works.
- Anti Racism campaign bus wrap launch 15 September

#### **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.
- Tas Networks – Signal Boxes Art Project with community.

#### **COMMUNITY DEVELOPMENT/COLLABORATIONS**

- Youth Hub development and planning.
- Southern Municipal Recovery Coordinators Meeting.
- Water Tank Mosaic Art Project – Planning for Community Day.
- Meeting with Beacon re- programs in Schools and Fitzroy St.
- Primrose Sands Hall Community – Eating with Friends Lunch with the Mayor.
- Neighbourhood Watch meeting.
- St George's Park network meeting.
- Christmas in Sorell and surrounds - Street planning.
- Geocaching meeting to establish ongoing role of Council
- Support to Men's Shed



### **AGENDA**

ORDINARY COUNCIL MEETING  
16 SEPTEMBER 2025

- Service Providers Meeting

## **COMMUNITY GRANTS PROGRAM**

Community Grants

- Nil

Quick Response

- Midway Point Neighbourhood House - \$300.00

Individual Achievement

- Liam Barnett - \$250.00 - Sport

## **EVENTS**

Commenced planning for the following events:

- Seniors Week.
- Railway Carriage Shed and Sorell Memorial Hall Opening.
- Sorell Regional Art Prize and Exhibition.

## **CORPORATE ADMINISTRATION**

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	Council	Officer review underway.
Workplace Health and Safety Policy	Management	Officer review – Draft completed.



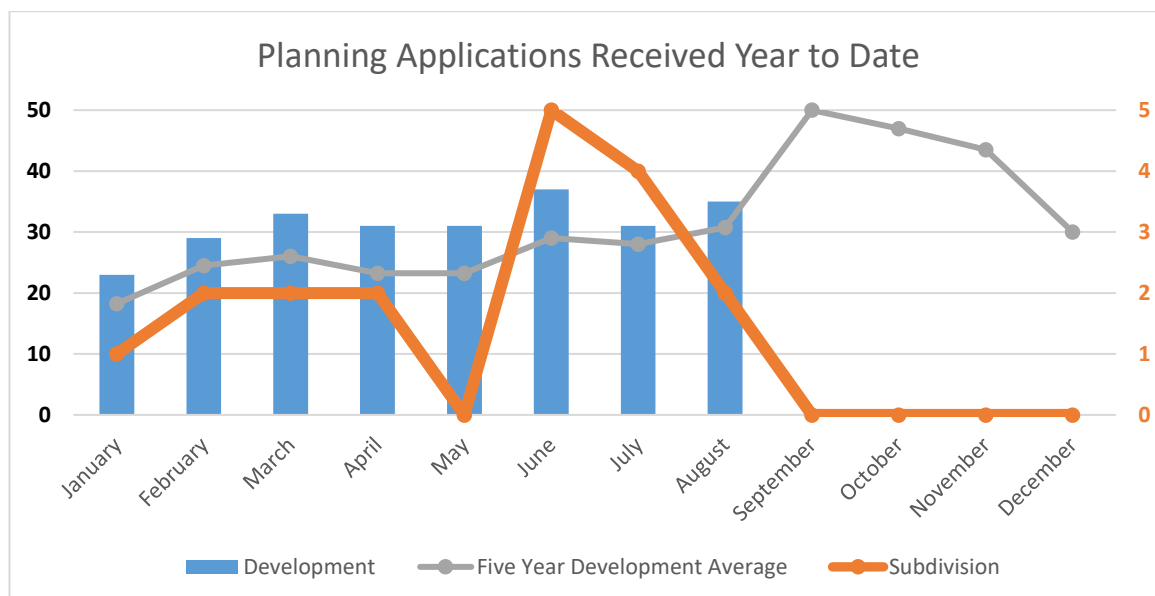
## **AGENDA**

ORDINARY COUNCIL MEETING  
16 SEPTEMBER 2025

## 11.4 PLANNING – SHANE WELLS, MANAGER

### Planning Applications Received

Planning applications received for calendar year to date.



### Planning Approvals Summary

	New Dwellings (Net)	New Lots Approved	New Lots Sealed
Year to Date	117	16	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 – August 2025			
Description	Type	Decision	Property Address
Food Services (Oyster Bar and Retail Outlet)	Discretionary	Delegation	139 Arthur Highway, Dunalley
Dwelling, Secondary Dwelling and Outbuilding	Discretionary	Delegation	2 Fynbos Court, Primrose Sands
Tourist Operation (Wake Cable and Aqua Park)	Discretionary	SPA	4 Old Forcett Road, Forcett and adjoining land to the west (CT 170310/2) and south (CT 170311/1)
Three Additional Multiple Dwellings	Discretionary	Delegation	24 Clifton Drive, Sorell



Dwelling	Discretionary	Delegation	45 Federation Drive, Sorell
Dwelling	Discretionary	Delegation	10 Miena Drive, Sorell
Secondary Dwelling	Discretionary	Delegation	3193 Tasman Highway, Orielton
Dwelling	Discretionary	Delegation	3 First Avenue, Dodges Ferry
Additions to Dwelling (Retrospective) & Outbuilding	Discretionary	Delegation	4 Wibar Street, Dodges Ferry
Dwelling, Secondary Residence & Outbuilding	Discretionary	Delegation	4 Pinto Close, Orielton
Change of Use (Visitor Accommodation)	Permitted	Delegation	17 Erle Street, Carlton River
Demolition (Dwelling)	Permitted	Delegation	1 Casuarina Close, Primrose Sands
Strata Plan - X4 Units	Permitted	GM	25 Downward Way, Sorell
Minor Amendment - Floor Plan Reduced	Discretionary	Delegation	71 Grevillea Street, Primrose Sands
Outbuilding	Discretionary	Delegation	4 Fishburn Way, Sorell
Outbuilding	Discretionary	Delegation	1B Alexander Court, Lewisham
Outbuilding (Carport)	Discretionary	Delegation	5 Jacob Court, Dodges Ferry
Two Assisted Living Units	Discretionary	Delegation	24 Penna Road, Midway Point
Dwelling	Discretionary	Delegation	62 Friendship Drive, Sorell
Dwelling	Discretionary	Delegation	24 Federation Drive, Sorell
Pool, Decks (demolition of existing) & Fence	Discretionary	Delegation	4 Parnella Road, Dodges Ferry
Minor Amendment - Combine Permits	Discretionary	Delegation	24 Clifton Drive, Sorell
Minor Amendment - Additional Room	Discretionary	Delegation	4 Cootamundra Court, Dodges Ferry
Minor Amendment - Changes to Floor Plan	Discretionary	Delegation	229 Bream Creek Road, Bream Creek
Dwelling	Discretionary	Delegation	67 Midway Point Esplanade, Midway Point
Front Boundary Fence	Discretionary	Delegation	549 Shark Point Road, Penna
Minor Amendment - Staging	Discretionary	Delegation	2217 Arthur Highway, Copping
One Lot Subdivision	Discretionary	Delegation	11 Greens Road, Orielton
One Lot Sub-Division	Discretionary	Delegation	Amelia Court, Sorell
One Lot Subdivision	Discretionary	Delegation	3208 Tasman Highway, Orielton

## APPEALS

Item	Appeal Status
Appeal by applicant re refusal of subdivision at Marchwiell Road	Mediation Ongoing
Appeal by applicant re refusal of subdivision at Arthur Highway, Copping	Mediation Ongoing
Appeal (two) by third parties re approval of tourist operation (wake park) at Old Forcett Road	Directions hearing held 5 September 2025



## STRATEGIC PLANNING

Item	Status (* indicates update since prior month)
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
Regional Land Use Strategy.	Project transferred to SPO and delayed

## DEVELOPMENT ENGINEERING

Current Engineering Drawings fee received and approved application:

- Nil.

Developments under construction are as follows:

- 7.2020.17.1 - 37 Pawleena Road, Sorell – Stage 8 and 9 – 47 lots subdivision
- 7.2022.4.1 - 3 Gate Five Road, Carlton River – 2 Lot Subdivision
- 7.2024.4.1 - 9 Valleyfield Road & 123 Rosendale Road, Sorell – 16 Lot Sub-division
- 7.2020.6.3 - 195-227 Penna Road, Midway Point -Stage 9 – 9 Lot Sub-division
- 7.2023.19.1 - 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
- 7.2025.1.1 - 67 Allambie Road, Orielton – 2 lot Subdivision plus balance
- 7.2025.17.1 - 130 Joseph Road, Carlton - Boundary Adjustment

Developments Obtaining Practical Completion- On Maintenance

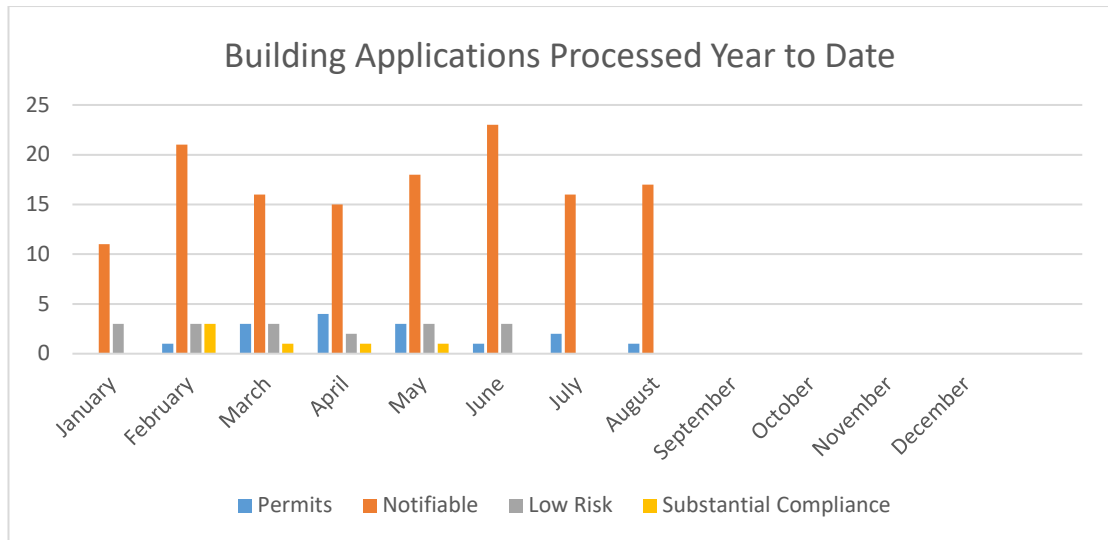
- Nil.

## 11.5 HEALTH AND COMPLIANCE – GREG ROBERTSON, MANAGER

### BUILDING



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



Details of applications that were approved in August 2025 (details below). These include:

- 1 Permit
- 17 Notifiable
- 0 Low Risk
- 0 Substantial Compliance

### FEES WAIVED

During the month of August 2025, \$180 in fees were waived for BA 2025/167-1.

### BUILDING COMPLIANCE

During the month of August 2025:

- 1 new complaint was received, requiring further investigation.
- 4 on-site inspections were completed

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

Building Notices issued:	4
Building Order issued:	8
Building Order (Including Notices) revoked:	15
Infringement Notices issued:	0
Emergency Order issued:	0

### PLUMBING



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

Details of applications that were processed in August 2025 (details below).  
These include:

- 5 Permits
- 6 Notifiable
- 8 Low Risk

### **PLUMBING COMPLIANCE**

Below statistics reflective of Plumbing Notices/Orders issued for August 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/ WASTE MANAGEMENT**

- Commenced enforcement for non-compliance with an Environment Protection Notice for a commercial property in the Southern beaches.
- Enforcement action taken against a food business in Sorell for non-compliance with the *Food Act 2003*, the business is now compliant.
- Water quality investigations at Primrose Beach are continuing, a consultant is providing advice on mitigation measures, water quality monitoring and better ways to identify the source of the pollution.
- The FOGO survey closed at the end of August, just under 500 responses were received. The results of the survey are currently being considered by Council and will inform FOGO implementation.
- Council conducted an information session on FOGO at the Gateway Shopping Centre on 20 August 2025.
- TasWaste South are conducting a hazardous waste collection for residents of Sorell municipal area (behind the Memorial Hall) on Saturday 4 October 2025.
- Southern Beaches Onsite Wastewater and Stormwater strategy has been released for community consultation until the end of September 2025.



### **AGENDA**

ORDINARY COUNCIL MEETING  
16 SEPTEMBER 2025



FOGO information day at Gateway Shopping Centre.

## COMPLIANCE

- Council officers investigated several dog attacks on people and other dogs resulting in compliance action being taken against dog owners and seizure.
- 3 official dog barking complaints are being investigated.
- \$1000 fine was issued to a dog owner for non-compliance with an Abatement Notice issued under the *Dog Control Act 2000*.
- 8 Dogs were impounded, and infringement notices were issued, Comprising the following offences, dog at large and failing to register a dog over 6 months of age.
- An increase in complaints about illegal parking, primarily about parking on footpaths.



## 11.6 INFRASTRUCTURE AND ASSETS – JULIE MANN, MANAGER

### CAPITAL WORKS - TRANSPORT AND STORMWATER

Transport & Stormwater Projects - Design Phase:

- Whitlam Court, Lewisham – Stormwater – Land easement and negotiation with property owner.
- Edith Court, Forcett – Reconstruction including stormwater, survey to be undertaken.
- 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.
- Re-sheeting Program for 2025/26 is being prepared.
- Re-sealing Program for 2025/26 is being prepared.

Transport & Stormwater Construction Projects - within the procurement process:

- Carlton River Road footpath tender has closed and is under assessment.
- Carlton Beach Road, East Street to Raprinner Street footpath tender has closed and is under assessment.
- Gatehouse Drive to Weston Hill Road footpath tender has closed and is under assessment.
- Shark Point Road and Penna Road – Combined Reconstruction Project is out to tender.

Transport & Stormwater Projects - under active construction:

- Allambie Road, Orielton – Road Reconstruction works are ongoing. Project has encountered significant delays, minor maintenance works carried out by contractor.

### CAPITAL WORKS - LAND IMPROVEMENTS AND BUILDINGS

#### FOOTPATHS

- Red Ochre Beach Access – No change - An archaeologist has been engaged to survey the area.
- Sorell Streetscape.

#### BUILDINGS

##### Men's Shed - Relocation

- The proposed location plan has been approved by the Hobart Vintage Machinery Society for review.
- A detailed design is now being developed for the Men's Shed.

##### Sorell Memorial Hall - Extension

- Electrical, mechanical and plumbing works are nearing completion.
- Internal fitout is continuing.
- The removal of some parking will create a forecourt area in front of the new extension.



#### AGENDA

ORDINARY COUNCIL MEETING  
16 SEPTEMBER 2025

### **Train Shed**

- Quote awarded to install a 2.4m high timber fence around the perimeter of the neighbouring properties.
- Concrete footpaths have been installed to improve connectivity between the Sorell Memorial Hall, the Train Shed and the Jobs Hub. Other sections have been set out and will be poured mid/ late September.
- Power supply from the new turret in Dubs and Co has been installed via directional drilling and ready for commissioning.
- Once power supply has been connected to the Men's Shed, Train Shed and public toilet to the Park and Ride, the overhead power lines and power poles will be removed.

## **PARKS AND RESERVES**

### **Madison Lyden Park**

- Amenities Building
  - Concept plans complete.
  - Design consultants engaged to produce construction plans.

### **South-East Soccer Field**

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

## **ASSETS, GIS & ICT UPDATES**

- Modelve Asset Modelling training – new modelling software with current managed service – displays the state of the assets in a more user-friendly manor – rolling out for each major asset classes as they are revalued.
- Roadside Mowing Maps updated, for currently advertised tender.
- NearMap / Aerial Imagery Contract Renewal.
- Sealed Roads Modelling Review – update on 10 year capital works program and LTFP figures.
- LGAT funded CCTV program is complete for current scope
  - TasPol have been set up with Council Fibre connection to view CCTV footage directly.
  - Negotiating further funding for Flyway Park CCTV renewal with LGAT. Council contribution may be required.

## 11.7 ROADS AND STORMWATER -MATT JONES, ACTING MANAGER



### Road Maintenance and Repairs

#### Unsealed Road Crew

- **Grading:** Church Street West, Elm Street, Pine Court, Reardons Road, Wiggins Road, Delmore Road, Veronica Street, White Hill Road, Knights Road, Craigs Hill Road, Marion Bay Road, Boomer Road, Dunalley Rec Access, and Bryans Road.
- **Potholes:** Hakea Street, Banksia Street, Linden Road, Acacia Street, Marion Bay Road, and Poina Street.
- **Rockline Drain:** Reardons Road and Connellys Marsh Road.
- **Clean Culverts:** Wiggins Road, Woolleys Road, Pawleena Road, Nugent Road, Kellevie Road, Bream Creek Road, Burnt Hill Road, and Heatherbell Road.
- **Roadside Furniture:** Guideposts on Tullamore Road

#### Sealed Road Crew

- **Potholes:** Young Court, Jeannie Drive, White Hill Road, Gypsy Bay Ramp Access, Allambie Road, Pioneer Park Car Park, Old Forcett Road, Bay Street, Dunalley Esplanade, Second Avenue, Cootamundra Court, Carlton River Road, Broom Street, Robinia Street, Lantana Place, Sugarloaf Road, Delmore Road, and Carlton Beach Road.
- **Shoulders:** Old Forcett Road, Nugent Road, Primrose Sands Road, and White Hill Road.
- **Clean Drains:** White Hill Road and Nugent Road.
- **Tree Trimming:** Lukeekah Street, Lantana Place, MWP Yacht Club Access, and Beach Road.
- **Linemarking:** Pitt Street, Boomer Jetty Road, Imlay Street, Tigerhead Boat Ramp Access, and Carlton Beach Road.

#### Roadside Furniture

- **Signs:** Clark Street, Old Forcett Road, Carlton Beach Road, Gypsy Bay Ramp Access, Old Forcett Road, and Empire Court.
- **Guideposts:** Moomere Street and Linden Road.
- **Pedestrian Crossing:** Penna Road.
- **Traffic Counters:** Dubs & Co Drive.

#### Stormwater Crew

- Remove Rock Bollards on Payeena Street.
- Repair Detention Drain at the CAC.
- Replace Broken Side Entry Pit Lid on Weston Hill Road.
- Clean Debris from Dodges Skate Park.

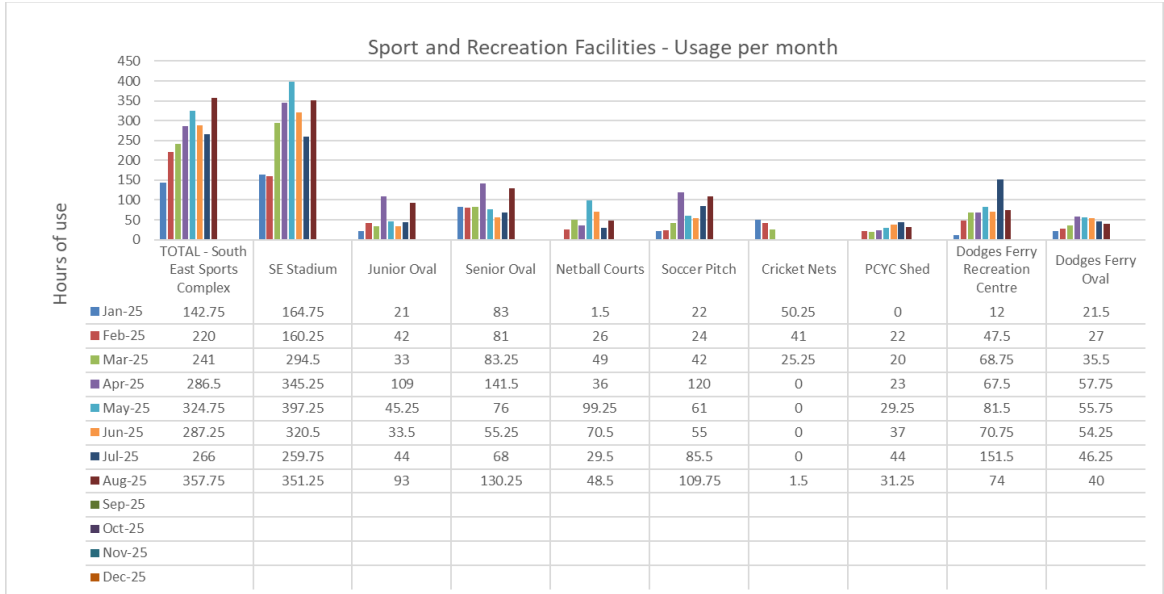


### AGENDA

ORDINARY COUNCIL MEETING  
16 SEPTEMBER 2025

- Vac GPTs in Zone 1.
- Outfall Inspection in Lewisham.

## 11.8 FACILITIES AND RECREATION – BEN BUCKLAND, MANAGER



### LAND IMPROVEMENTS

- Play equipment maintenance – Pioneer Park
- Trim back limbs from fallen She Oak – Samuel Thorne Reserve
- Remove Box Thorn – Carlton Beach Road
- Drainage Improvements – Pawleena Park

### 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.
- Participated in the Waterbug Bliz organised by Landcare Tas and Sorell Landcare.
- Blue Lagoon Weed Management Plan approved by Council and proposed action progressing.
- CERMP outfall works progressing in various locations within southern beaches.
- Fencing in Dodges Ferry Recreational reserve completed.
- Camera trap for the wildlife installation progressing and wildlife data is being captured.



### AGENDA

ORDINARY COUNCIL MEETING  
16 SEPTEMBER 2025

**Facilities & Recreation**

- SE Stadium Floor repairs project scheduling, insurer and builder liaison.
- Mains Sewer repairs with Tas Water, 11 Fitzroy Street.
- Installation of Pembroke Park Pathway interconnectors.
- Fenton Street Park N Ride - DSG Communication.
- Water Meter Mapping – Cole Street.
- Building management documentation development.
- Ongoing acoustic improvement Dunalley Hall.
- Repairs, survey & planning Dodges Ferry Boat Park.
- Roadside spraying tender advertisement.



## 12.0 PETITIONS STILL BEING ACTIONED



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

## 13.0 PETITIONS RECEIVED



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.

## 15.0 GOVERNANCE



### 15.1 ENDORSEMENT OF FRAUD AND CORRUPTION PREVENTION POLICY AND SYSTEM

#### RECOMMENDATION

"That Council resolves to endorse the Fraud and Corruption Prevention Policy and System."

#### Introduction

This report seeks Council's endorsement of a reviewed policy and system instrument. This action forms part of Council's commitment to good governance, legislative compliance and effective policy management.

#### Background

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

The Fraud and Corruption Prevention Policy and System has undergone review.

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

Flowcharts have been created to assist understanding and implementation of actions under the policy and system.



#### AGENDA

ORDINARY COUNCIL MEETING  
16 SEPTEMBER 2025

## Strategic plan

This Policy and System supports 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

Adoption of the Fraud and Corruption Prevention Policy and System will strengthen Council's governance and risk management, ensure compliance with legislative and best practice standards, and promote a culture of integrity and accountability. It also provides assurance to the community that Council is committed to safeguarding public assets and maintaining transparent and ethical practices.

## Environmental implications

N/A

## Asset management implications

Adoption of the policy will strengthen safeguards around Council's physical and financial assets by embedding controls to prevent misuse, misappropriation, or unauthorised disposal. It supports responsible asset stewardship and enhances accountability in asset management practices.





## **Risk management implications**

The policy will strengthen Council's enterprise risk framework by embedding fraud and corruption controls, reducing exposure to financial, reputational, and compliance risks. While residual risk remains, adoption provides a structured and transparent approach to ongoing risk management.

## **Community implications**

Adoption of the policy will provide assurance to the community that Council is proactively safeguarding public funds and assets. It reinforces Council's commitment to transparency, accountability, and ethical conduct, which helps build and maintain public trust and confidence in Council's operations and decision-making.

## **Statutory implications**

Adoption of the Fraud and Corruption Prevention Policy and System will support Council in meeting its obligations under the *Local Government Act 1993 (Tas)* to ensure sound financial management, accountability, and transparency in decision-making. The policy also aligns with requirements of the *Public Interest Disclosures Act 2002 (Tas)* by encouraging and protecting the reporting of misconduct, and with integrity expectations set by the Tasmanian Integrity Commission and Auditor-General. Adoption demonstrates Council's commitment to operating within the legislative and regulatory framework that governs the Tasmanian local government sector.

## **Report**

The reviewed Fraud and Corruption Prevention Policy and System is presented for Council's endorsement.

Endorsement will ensure that the Policy and System is up to date, relevant, compliant and effective in guiding Council's governance and operational practices.

Oliver Strickland

**DEVELOPMENT OFFICER RISK & STRATEGY**

**Attachments:** (37) pages



## FRAUD & CORRUPTION PREVENTION - POLICY AND SYSTEM

TITLE	FRAUD & CORRUPTION PREVENTION - POLICY AND SYSTEM
RESPONSIBLE PERSON	GENERAL MANAGER
APPROVED BY COUNCIL	15 JANUARY 2002
RESOLUTION NO	08/2002
AMENDED ON	01 NOVEMBER 2024
RESOLUTION NO	___/____
REVIEW DATE	01 NOVEMBER 2027



## CONTENTS

FRAUD & CORRUPTION CONTROL POLICY.....	3
1 AUTHORITY & APPLICATION .....	3
2 PURPOSE.....	4
3 COVERAGE.....	4
4 POLICY STATEMENT.....	4
5 RESPONSIBILITIES.....	5
6 PROCEDURES .....	5
FRAUD & CORRUPTION CONTROL SYSTEM .....	15
1 OBJECTIVE.....	15
2 SCOPE .....	15
3 DEFINITION OF FRAUD AND CORRUPTION .....	15
3.1 FRAUD .....	15
3.2 CORRUPTION .....	16
4 RESPONSIBILITIES.....	16
4.1 COUNCILLORS .....	16
4.2 MANAGEMENT.....	16
4.3 EMPLOYEES.....	17
4.4 FRAUD AND CORRUPTION CONTROL OFFICER.....	18
5 PREVENTION.....	18
6 DETECTION AND REPORTING .....	22
7 RESPONDING .....	26
8 REVIEW .....	27
APPENDIX A: IMPLEMENTATION PLAN.....	28
APPENDIX B: EXAMPLES OF ACTIVITIES CONSIDERED FRAUDULENT OR CORRUPT ....	31
APPENDIX C: FRAUD OR CORRUPTION RISK INDICATORS .....	33
APPENDIX D: INTERNAL REPORTING FLOWCHART .....	35
APPENDIX E: FRAUD OR CORRUPTION REPORTING FLOWCHART .....	37

## FRAUD & CORRUPTION CONTROL POLICY

### 1 AUTHORITY & APPLICATION

<b>Date of approval</b>	DD/MM/2024
<b>Source of approval</b>	General Manager
<b>Start Date</b>	DD/MM/2024
<b>Related Council Documents</b>	<p>This Policy should be considered in conjunction with the following policies and procedures:</p> <ul style="list-style-type: none"> <li>• <i>Code of Conduct Policy</i></li> <li>• <i>Code of Tenders and Contracts</i></li> <li>• <i>Customer Service Charter</i></li> <li>• <i>Disciplinary Policy</i></li> <li>• <i>External Activities &amp; Conflict of Interest Policy</i></li> <li>• <i>Issue Resolution</i></li> <li>• <i>Managing Performance</i></li> <li>• <i>Public Interest Disclosure Procedure</i></li> <li>• <i>Risk Management Policy</i></li> <li>• <i>Whistle Blower Protection Policy</i></li> </ul>
<b>Date of Review</b>	DD/MM/2027
<b>Previous policies replaced by this Policy</b>	N/A
<b>Publication of Policy</b>	Sorell Council Intranet, MagiqDocs

## 2 PURPOSE

Sorell Council (Council) is committed to acting in the best interest of the community and to upholding the principles of honesty, integrity, and transparency, which are all key components of good governance.

Council aims to prevent, deter, and detect incidents of fraud and corruption by: raising the awareness of the risk of fraud and corruption, taking necessary actions for its prevention, providing processes for the reporting and investigation of incidents, and protecting those who report suspected fraud or corruption incidents.

## 3 COVERAGE

This Policy and the associated System applies to all Councillors, committee members, employees, contractors, and consultants of Sorell Council as they are responsible for the identification and management of all risks associated with the performance of Council functions and the delivery of Council services.

This Policy and the associated System applies to situations where fraudulent or suspicious behaviour is suspected and/or has been identified.

For the avoidance of doubt, this Fraud & Corruption Prevention Policy and System only applies to matters where Fraud and/or Corruption are suspected or detected.

Whilst this policy and system refers to Council's *Code of Conduct Policy*, any identified Code of Conduct matters are dealt with separately, under Council's *Code of Conduct Policy*.

## 4 POLICY STATEMENT

Council adopts a zero-tolerance approach to fraud or corruption amongst its employees, special committee members, contractors, consultants or Councillors.

Council is committed to:

- ensuring internal controls are developed to deter, detect, and prevent fraud;
- providing a sound ethical environment in which fraud is difficult and honest behaviour is encouraged;
- complying with legislation and relevant policies, procedures and controls;
- proactively managing any allegations or incidences of fraud and/or corruption in accordance with approved procedure including reporting of allegations to law enforcement agencies;
- reporting any detected fraud and/or corruption to Tasmanian Audit Office, Chair of the Audit Panel and Tasmania Police;
- providing sufficient resources to facilitate the implementation of this policy within Council;

- protecting disclosers in accordance with the *Public Interest Disclosure Act* (2003); and
- ensuring awareness of the Fraud and Corruption Control Policy and associated procedures through the provision of appropriate training and awareness raising strategies to employees.

## 5 RESPONSIBILITIES

This policy assigns responsibility for fraud and corruption prevention management to all Councillors, managers, and employees.

All Departments will be required to implement practices consistent with this policy and associated procedures.

## 6 PROCEDURES

Procedures relating to the minimisation, detection and reporting of Council's fraud and corruption risk are contained in the *Fraud and Corruption Control System*.

Robert Higgins

**General Manager**

Definitions	
Term	Meaning
<b>Amendment</b>	Council retains the sole discretion to 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.
<b>Applicable Laws</b>	<p>All laws in connection with fraud and corruption including:</p> <ul style="list-style-type: none"> <li>• <i>Criminal Code Act 1924</i> (Tas)</li> <li>• <i>Integrity Commission Act 2009</i> (Tas)</li> <li>• <i>Local Government Act 1993</i> (Tas)</li> <li>• <i>Police Offences Act 1935</i> (Tas)</li> <li>• <i>Privacy Act 1988</i> (Cth)</li> <li>• <i>Public Interest Disclosure Act 2003</i> (Tas)</li> <li>• <i>Right to Information Act 2009</i> (Tas)</li> </ul>
<b>Breach of Policy</b>	<p>Persons covered under paragraph 3 of the Policy (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); further (as is appropriate and as applicable) the matter may be referred to the Director of Local Government, Tasmanian Integrity Commission, Ombudsman or Tasmania Police (Employees, Elected Members, Special Committees, Consultants or Contractors).</p> <p>Infringing Workplace Behaviour may also amount to breaches of Applicable Laws:</p> <ul style="list-style-type: none"> <li>(a) exposing individuals to legal proceedings; and</li> <li>(b) making Council vicariously liable for the conduct of others.</li> </ul>
<b>Committee Members</b>	<p>Members of any Special Committee of Council convened under Section 24 of the <i>Local Government Act 1993</i> (Tas).</p> <p>Council's current S24 Special Committees include:</p> <ul style="list-style-type: none"> <li>• Copping Hall &amp; Reserve Committee</li> <li>• Development Assessment Special Committee</li> <li>• Audit Panel</li> </ul>



<b>Confidential Information</b>	<p>Any information disclosed or communicated to the Employee by, or on behalf of, the Council that:</p> <p>(a) is marked as 'Confidential';</p> <p>(b) is considered confidential under the law;</p> <p>(c) the Employee would reasonably expect to be confidential;</p> <p>(d) is accessed or generated during the Employee's work, including Council dealings, financials, contracts, plans, policies, personnel matters, or internal management.</p> <p>This includes any information about Council operations, strategies, or future plans that is not publicly available.</p>
<b>Consultant</b>	A person or organisation who provides, has provided, or intends to provide <i>professional advice</i> for Council and negotiate their own fees and working arrangements.
<b>Contractor</b>	A person or organisation who provides, has provided, or intends to provide <i>services</i> for Council and negotiate their own fees and working arrangements.
<b>Corruption</b>	<p><i>Australian Standard 2001:2021 Fraud and Corruption Control</i> defines <b>corruption</b> as:</p> <p>"Dishonest activity in which a person associated with an organization (e.g. director, executive, manager, employee, or contractor) acts contrary to the interests of the organization and abuses their position of trust in order to achieve personal advantage or advantage for another person or organization. This can also involve corrupt conduct by the organization, or a person purporting to act on behalf of and in the interests of the organization, in order to secure some form of improper advantage for the organization either directly or indirectly."</p>
<b>Council</b>	Sorell Council
<b>Council Property</b>	Any real or tangible property (e.g., cash, motor vehicles, plant, and equipment); and any intangible property (e.g., intellectual property and goodwill) owned by Council or in Council's possession or control.
<b>Councillor</b>	An elected member of Council known as a Councillor or Alderman or otherwise meeting the definition of a 'councillor' as defined under section 3 of the <i>Local Government Act 1993</i> (TAS).
<b>Employee</b>	A person who conducts work for Council as an employee of Council.



<b>Fraud</b>	<p><i>Australian Standard 8001:2021 Fraud and Corruption Control</i> defines <b>fraud</b> as:</p> <p>"Dishonest activity causing actual or potential gain or loss to any person or organization including theft of moneys or other property by persons internal and/or external to the organization and/or where deception is used at the time, immediately before or immediately following the activity."</p> <ul style="list-style-type: none"> <li>• Property in this context also includes intellectual property and other intangibles such as information.</li> <li>• Fraud also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal financial benefit.</li> </ul>
<b>Fraud and Corruption Control Officer (FCCO)</b>	The General Manager or designate.
<b>General Manager</b>	The general manager of Council as appointed under section 61 of the <i>Local Government Act 1993</i> (TAS).
<b>Infringing Workplace Behaviour</b>	Any act or omission, which amounts to a breach of any Council policy, contractual obligation or misconduct at common law.

### Interpretation of Policy

- (a) The singular includes the plural and vice versa.
- (b) A reference to any legislation includes all delegated legislation made under it and amendments, consolidations, replacements, or re-enactments of any of them.
- (c) A reference to policy or procedure means any approved policies or procedures of Council unless otherwise stated.
- (d) 'Including' and similar expressions are not words of limitation.
- (e) A reference to a document (including this document) is to that document as amended, novated, or replaced unless otherwise stated.
- (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.
- (g) Examples used in this Policy are for illustrative purposes only and are not intended to be exhaustive.
- (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.
- (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 conducted in a manner that an objective third party would consider to be fair and reasonable considering and in the context of all the relevant Applicable Laws, operational and personal circumstances.

Questions relating to the interpretation, application or enforcement of this Policy should be directed to a person's Manager/Supervisor.

<b>Manager/Supervisor</b>	A person at the Workplace who is appointed to a position that has management/supervisory responsibilities for others or their appropriately nominated or authorised delegate.
<b>Nominated Council Delegate</b>	Human Resource Officer and Corporate Administration Officer
<b>Other Persons at the Workplace</b>	Any person at the Workplace who is not an Employee including visitors and ratepayers.
<b>Policy</b>	This Fraud & Corruption Prevention Policy including the 'Authority and Application'.
<b>Privileged Information</b>	Any information which is subject to legal professional privilege.

### Reporting of Breaches

Persons covered under paragraph 3 (Coverage) must report suspected or actual breaches of Infringing Workplace Behaviour as follows:

For suspected or actual breaches by:

(a) **an Employee** (other than the General Manager), **Special Committee Member, Contractor, or Consultant** - Report to:

i. **Supervisor or General Manager (or FCCO, if delegated):**

- If the supervisor or General Manager (or FCCO, if delegated) is involved in the misconduct or the employee feels unsafe reporting through this channel, the employee may use alternative reporting mechanisms (such as a **Public Interest Disclosure**).

ii. **Public Interest Disclosure** (Whistleblower Protection):

- Employees can make a formal **Public Interest Disclosure** under the *Public Interest Disclosures Act 2002 (Tas)* to Council's **Public Interest Disclosure Officer (PID Officer)** if they wish to report confidentially or anonymously. This provides protection from reprisal and ensures the report is handled in accordance with the Act.

iii. **the Tasmanian Integrity Commission:**

- If the employee believes the conduct involves serious or systemic corruption, they may report directly to the **Tasmanian Integrity Commission**. The Integrity Commission can investigate allegations of misconduct by council employees, including fraud and corruption.

	<p>(b) <b>the General Manager</b> – report to:</p> <ol style="list-style-type: none"> <li>i. the <b>Mayor</b> or <b>Fraud and Corruption Control Officer (if delegated)</b>. <ul style="list-style-type: none"> <li>• If the <b>Mayor</b> or <b>FCCO</b> is implicated, the matter should be reported directly to the <b>Tasmanian Integrity Commission</b> or the <b>Director of Local Government</b>.</li> </ul> </li> <li>ii. <b>Public Interest Disclosure:</b> <ul style="list-style-type: none"> <li>• Suspected misconduct by the <b>General Manager</b> can be reported under the <i>Public Interest Disclosures Act 2002</i> (Tas). The disclosure can be made to the council's <b>PID Officer</b> or the <b>Tasmanian Ombudsman</b> for independent handling.</li> </ul> </li> <li>iii. <b>Tasmanian Integrity Commission:</b> <ul style="list-style-type: none"> <li>• Alternatively, the report can be made directly to the <b>Tasmanian Integrity Commission</b> for further investigation if the issue involves serious or systemic corruption.</li> </ul> </li> </ol> <p>(c) <b>a Councillor</b> – report to:</p> <ol style="list-style-type: none"> <li>i. the <b>General Manager</b> or <b>Fraud and Corruption Control Officer (if delegated)</b>. <ul style="list-style-type: none"> <li>• If the <b>General Manager</b> or <b>FCCO</b> is implicated, the matter should be reported directly to the <b>Tasmanian Integrity Commission</b> or the <b>Director of Local Government</b>.</li> </ul> </li> <li>ii. <b>Public Interest Disclosure:</b></li> </ol>
--	--

	<ul style="list-style-type: none"> <li>• A <b>Public Interest Disclosure</b> can also be made to Council's <b>PID Officer</b> or directly to the <b>Tasmanian Ombudsman</b> if whistleblower protections are desired.</li> </ul> <p><b>iii. Tasmanian Integrity Commission:</b></p> <ul style="list-style-type: none"> <li>• Serious allegations of misconduct or corruption involving a councillor should be reported to the <b>Tasmanian Integrity Commission</b> for independent investigation.</li> <li>• The Integrity Commission has jurisdiction over elected officials, including councillors, and can take appropriate action based on the findings.</li> </ul> <p><b>iv. Director of Local Government:</b></p> <ul style="list-style-type: none"> <li>• If the conduct is related to a breach of the <i>Local Government Act 1993 (Tas)</i>, the matter can be reported to the <b>Director of Local Government</b>, who has authority over councillor conduct.</li> </ul> <p>(d) <b>the Mayor</b> - report to:</p> <p>i. the <b>General Manager</b> or <b>Fraud and Corruption Control Officer (if delegated)</b>:</p> <ul style="list-style-type: none"> <li>• In cases where the General Manager or FCCO is implicated or concerns about impartiality arise, the report should be directed to the <b>Tasmanian Integrity Commission</b>.</li> </ul> <p>ii. <b>Public Interest Disclosure:</b></p> <ul style="list-style-type: none"> <li>• A Public Interest Disclosure can be lodged with the <b>PID Officer, Tasmanian Ombudsman,</b></li> </ul>
--	--

	<p>or directly with the <b>Tasmanian Integrity Commission</b> if confidentiality and whistleblower protection are needed.</p> <p>iii. <b>Tasmanian Integrity Commission:</b></p> <ul style="list-style-type: none"> <li>Any serious misconduct or corruption allegations involving the Mayor should be reported to the <b>Tasmanian Integrity Commission</b>, which has oversight of elected officials.</li> </ul> <p>iv. <b>Director of Local Government:</b></p> <ul style="list-style-type: none"> <li>A report may also be made to the <b>Director of Local Government</b>, who oversees the behaviour of council officials, including the Mayor.</li> </ul>
<b>Training</b>	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.
<b>Worker</b>	<p>A person who conducts work in any capacity for Council, including work as:</p> <ul style="list-style-type: none"> <li>(a) an Employee;</li> <li>(b) a contractor or subcontractor;</li> <li>(c) an employee of a contractor or subcontractor;</li> <li>(d) an employee of a labour hire company who has been assigned to work at Council;</li> <li>(e) an outworker;</li> <li>(f) an apprentice or trainee;</li> <li>(g) a student gaining work experience;</li> <li>(h) a volunteer; or</li> <li>(i) Councillor.</li> </ul>
<b>Workplace</b>	A place where work is conducted for Council.



## FRAUD & CORRUPTION CONTROL SYSTEM

### 1 OBJECTIVE

Sorell Council (Council) is dedicated to serving the community with honesty, integrity, and transparency, which are essential for good governance. Council has zero-tolerance for any fraudulent or corrupt activity.

Council's Fraud and Corruption Control System aims to minimize the risk of fraud and corruption. It shows the Council's commitment to promoting ethical and honest behavior in the workplace.

The goals of this System are to:

- outline management's main responsibilities in preventing fraud and corruption;
- inform all employees and Councillors of their duties regarding fraud and corruption, and explain what actions to take if fraud and corruption is suspected; and
- summarise Council's strategies to prevent fraud.

### 2 SCOPE

The Fraud and Corruption Control System follows the *Australian Standard on Fraud and Corruption Control AS8001:2021*. It applies to Councillors, employees and anyone else involved in providing services to the Council, such as contractors, consultants, outsourced service providers and suppliers.

Councillors and employees must perform their duties for the Council legally, ethically, and with integrity and professionalism. Making these standards part of daily work will help protect the Council from financial loss or damage to its reputation due to misconduct.

### 3 DEFINITION OF FRAUD AND CORRUPTION

#### 3.1 FRAUD

The *Australian Standard on Fraud and Corruption Control AS8001:2021* defines **fraud** as:

*"Dishonest activity causing actual or potential gain or loss to any person or organization including theft of moneys or other property by persons internal and/or external to the organization and/or where deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction, or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal benefit. The theft of property belonging to an organization by a person or persons internal to the organization but where deception is not used is also considered 'fraud' for the purposes of this standard."*



### 3.2 CORRUPTION

The Australian Standard on Fraud and Corruption Control AS 8001:2021 defines **corruption** as:

*"Dishonest activity in which a person associated with an organization (e.g. director, executive, manager, employee, or contractor) acts contrary to the interests of the organization and abuses their position of trust in order to achieve personal advantage or advantage for another person or organization. This can also involve corrupt conduct by the organization, or a person purporting to act on behalf of and in the interests of the organization, in order to secure some form of improper advantage for the organization either directly or indirectly."*

Please refer to Appendix B for an example of activities that would be viewed as fraud or corruption that relate specifically to Council, Councillors, employees, and third-party providers.

## 4 RESPONSIBILITIES

### 4.1 COUNCILLORS

As the decision-making body, Councillors are responsible for ensuring that Council has policies and processes in place to:

- Raise community awareness about Council's commitment to preventing fraud and corruption.
- Provide sufficient security to prevent fraud and corruption, including secure storage for assets and procedures to deter fraudulent or corrupt activities.
- Establish clear reporting mechanisms fraud or corruption, including appointing the General Manager or their delegate as the Fraud and Corruption Control Officer.
- Ensure that proper investigations are conducted into allegations of fraud or corruption when necessary.
- Ensure that all employees understand their responsibilities regarding fraud and corruption through regular and appropriate training.
- Promote a culture where fraud and corruption are actively discouraged and promptly reported if they occur.

### 4.2 MANAGEMENT

Managers and supervisors share the responsibility for supporting and implementing the strategy to prevent fraud and corruption. Their responsibilities include:

- Understanding and supporting the Fraud and Corruption Control System and giving employees the necessary information to follow this system.
- Identifying and understanding the risks of fraud and corruption within their departments.
- Regularly assessing the risks of fraud and corruption.
- Implementing and maintaining appropriate internal controls to reduce these risks to an acceptable level.
- Promoting the importance of ethical conduct and compliance with the Sorell Council related policies and procedures, setting and enforcing acceptable standards of behavior.
- Receiving and passing on reports of suspected fraud or corruption according to the Council's Fraud and Corruption Control System and Public Interest Disclosure Policy.
- Supporting individuals who report fraud or corruption according to this System and the Council's Public Interest Disclosure Policy, protecting their confidentiality, and ensuring they are safe from harmful actions in line with the Council's Whistle Blower Protection Policy.
- Considering ongoing commercial relationships with contractors or third parties when there is a high risk of fraud or corruption in continuing to work with that party.
- Ensuring that new employees understand their responsibilities regarding fraud and corruption.
- Leading by example to promote ethical behaviour.

#### 4.3 EMPLOYEES

Employees and others working for the Council must always show fairness, integrity, and professionalism in all aspects of their job.

Employees must understand, follow, and support the Council's Code of Conduct and related policies. They should help create and maintain an ethical workplace that does not allow fraud or corruption.

Employees should:

- Be alert in their work to prevent and detect fraud or corruption.
- Perform their duties with care, diligence, honesty and integrity.
- Take care of Council's property and avoid wasting or misusing Council's resources.

- Report any suspected fraud or corruption they become aware of or reasonably suspect.
- Assist in any investigations of fraud and corruption as needed.
- Avoid any actions that could be seen as victimizing or harassing someone who reports suspected fraud or corruption.
- Protect and keep confidential the identity of anyone who reports suspected fraud or corruption.

#### 4.4 FRAUD AND CORRUPTION CONTROL OFFICER

Councillors will appoint the General Manager, or their delegate, as the Fraud and Corruption Control Officer.

The Fraud and Corruption Control Officer is responsible for creating and reviewing the Council's Fraud and Corruption Control System. They ensure that the System is put into action and works properly within the Council. The Fraud and Corruption Control Officer also carries out initial investigations into reports of fraud or corruption to decide what actions to take next.

### 5 PREVENTION

Council understands that the best way to prevent fraud and corruption is to create an ethical environment supported by management and strengthened by internal controls. Council's strategies to prevent fraud and corruption include:

- A Code of Conduct that outlines the Council's values and specifies unacceptable behavior.
- Commitment from management to follow, promote, and maintain an ethical culture.
- Regular communication about the Council's Code of Conduct.
- Ongoing training on ethical behavior and standards.
- A system to report ethical complaints or concerns, both within and outside normal communication channels.

#### 5.1 ENSURING MANAGEMENT COMMITMENT TO CONTROLLING THE RISK OF FRAUD AND CORRUPTION

Management must be highly committed to controlling the risk of fraud and corruption. They should understand the types of fraud and corruption common in local government and those detected in the Council in the past five years.

Management should be well-versed in the internal control environment and its ability to prevent and detect likely fraud and corruption. Anyone supervising employees or

contractors must know their responsibilities for preventing and detecting fraud and corruption.

To support this, the Council's Fraud and Corruption Control System includes:

- Making the responsibility to implement policies and procedures, including the Fraud and Corruption Control System, part of managers' job descriptions.
- Providing managers with proper training on fraud and corruption control, which includes informing them of their specific responsibilities in this area.

## 5.2 MAINTAINING A STRONG INTERNAL CONTROL SYSTEM AND INTERNAL CONTROL CULTURE

Internal controls are often the first defense against fraud. Council will maintain a strong internal control system that covers all business processes, especially those at higher risk for fraud and corruption.

Regarding internal controls, Council will:

- Document internal controls.
- Communicate internal controls clearly to all employees, based on their responsibilities and positions.
- Provide access to documented internal controls to relevant employees.
- Review internal controls and their documentation regularly, at least every three years, to ensure continuous improvement.
- Regularly check adherence to internal controls.

Council aims to create a strong culture where all employees understand the importance of following internal controls. Council will implement compliance assessments, including regular performance reviews, to measure and monitor adherence to these controls.

## 5.3 FRAUD AND CORRUPTION RISK ASSESSMENT

Council will conduct a focused assessment of fraud risks at least once a year, as part of our organized risk management process or when there are significant changes to our operations. Council's Audit Panel will be involved in reviewing and advising on this process.

Council's main goal in preventing and controlling fraud and corruption is to reduce their likelihood within Council. We achieve this by:

- Identifying and evaluating the risks of fraud and corruption.

- Determining strategies to control those risks.
- Clearly defining who is responsible for implementing these strategies and the timeframe for doing so.

Controlling strategies that result from a fraud risk assessment will be monitored and reported to the General Manager (or the Fraud and Corruption Control Officer, if delegated), with oversight from the Audit Panel, in accordance with developed risk management strategies.

The strategies for controlling risks identified in a fraud risk assessment will be regularly checked and reported to the General Manager through the Fraud and Corruption Control Officer if delegated, and the Audit Panel will review these strategies to ensure ongoing effectiveness.

To help spot potential fraud and corruption risks, Managers need to stay alert to the possibility of fraud and corruption and be aware of factors that could make the Council vulnerable, including:

- Changes to Council's delegations.
- Cost-cutting measures being put in place.
- Outsourcing or contracting out services.
- The impact of new technology.
- Changes in risk management practices.

Refer to Appendix B – Examples of activities considered Fraudulent or Corrupt and Appendix C – Fraud and corruption Risk Indicators – use these resources as items to be considered during fraud and corruption risk assessments.

#### 5.4 COMMUNICATION AND AWARENESS OF FRAUD AND CORRUPTION

Council recognises that the success and credibility of this System will depend upon how effectively it is communicated throughout the organisation and beyond.

##### (a) Raising Community Awareness

Council will take proactive steps to ensuring that the wider community is aware of our zero-tolerance stance towards fraud and corruption.

Council will increase community awareness by:

- promoting our initiatives and policies on controlling and preventing fraud and corruption on Council's website and at Council offices.
- mentioning our fraud and corruption control efforts in the Annual Report.



- Making all policy documents reflecting our governance and probity framework accessible to the public.

(b) Raising Council Awareness

Everyone working with Council should know about fraudulent and corrupt conduct and how to respond if they spot or suspect it.

Council will provide training on fraud and corruption awareness and control by:

- Making sure all staff and Councillors receive training on our Code of Conduct, Public Interest Disclosures Procedures, Fraud and Corruption Control Policy, Fraud and Corruption Control System, and other relevant policies.
- Providing staff and Councillors fraud awareness training that suits their responsibilities and risks.
- Informing contractors about our Fraud Control Policy and Fraud and Corruption Control System.
- Regularly promoting awareness of fraud and corruption standards through meetings or internal publications like employee newsletters or intranet articles.
- Ensuring all updates and changes to fraud-related policies and procedures are effectively communicated to everyone.
- Making sure staff, contractors, and Councillors know how to report suspicions or concerns.
- Encouraging all staff, contractors, and Councillors to report any suspected fraud or corruption.

## 5.5 EMPLOYMENT SCREENING

Council requires new employees to undergo pre-employment screening before they can be considered for a position.

This screening process may include various checks such as:

- Confirming the person's identity.
- Conducting a national police check.
- Contacting the most recent employers for references.
- Looking into any gaps in employment history and understanding why they occurred.

- Confirming the person's formal qualifications or licenses.

All employment screening will follow the guidelines outlined in the Australian Standard on Employment Screening AS 4811:2006 (or any relevant standard, regulation, or Act).

## 5.6 SUPPLIER VETTING

Managers and other relevant employees who are responsible for purchasing goods and services on behalf of Council must follow Council's approved Procurement Policy. This policy ensures that suppliers are effectively vetted before any transactions take place.

The procurement procedures have been established to ensure transactions happen in a fair, honest, and ethical way. They encourage fair competition among suppliers and aim to secure good value for money for the community. Finally, they assist preventing fraud or corruption.

## 6 DETECTION AND REPORTING

### 6.1 FRAUD AND CORRUPTION DETECTION STRATEGIES

Council has set up systems to review transactions after they occur. These systems help spot any suspicious transactions or signs of fraud or corruption. They do this by analyzing data from our accounting systems and reviewing management accounting reports.

By using these systems, the Council can keep a closer eye on transactions, making it less likely for fraud or corruption to happen. The General Manager (or FCCO, if delegated) is mainly responsible for developing these systems to detect fraud and corruption. They collaborate with management to apply insights from the fraud and corruption risk assessment process. This helps create effective systems and procedures for detecting fraud and corruption.

Examples of Council's detection strategies include:

- Annual review of rating and billing master file
- Annual review of supplier master file
- Annual review of capital programs' significant contractors
- Annual review of payroll master file
- Internal audit
- Public Interest Disclosure Program
- Financial accounts month-end reconciliation and reporting processes

- KPI monitoring and reporting
- External Audit
- Review of delegations register and authority.

## 6.2 REPORTING SUSPECTED FRAUD AND CORRUPTION INCIDENTS

Any employee, contractor, consultant, committee member or Councillor who knows about a fraudulent activity or incident, or suspects fraud or corruption must report it immediately through one of these channels:

- Fraud and Corruption Control Officer (if delegated)
- General Manager
- The Mayor
- *Public Interest Disclosure* Officer
- Tasmanian Ombudsman
- Tasmanian Integrity Commission
- Director of Local Government

### 6.2.1 REPORTING PROCEDURE:

- (a) For suspected or actual activities or incidents by **an Employee** (other than the General Manager) - Report to:

i. **General Manager (or FCCO, if delegated):**

- If the General Manager or FCCO is involved in the misconduct or the employee feels unsafe reporting through this channel, the employee may use alternative reporting mechanisms (such as a **Public Interest Disclosure**).

ii. **Public Interest Disclosure** (Whistleblower Protection):

- Employees can make a formal **Public Interest Disclosure** under the *Public Interest Disclosures Act 2002 (Tas)* to Council's **Public Interest Disclosure Officer (PID Officer)** if they wish to report confidentially or anonymously. This provides protection from reprisal and ensures the report is handled in accordance with the Act.

iii. **the Tasmanian Integrity Commission:**

- If the employee believes the conduct involves serious or systemic corruption, they may report directly to the **Tasmanian Integrity**



**Commission.** The Integrity Commission can investigate allegations of misconduct by council employees, including fraud and corruption.

(b) For suspected or actual activities or incidents by **the General Manager** – report to:

i. the **Mayor** or **Fraud and Corruption Control Officer (if delegated)**.

- If the **Mayor** or **FCCO** is implicated, the matter should be reported directly to the **Tasmanian Integrity Commission** or the **Director of Local Government**.

ii. **Public Interest Disclosure:**

- Suspected misconduct by the **General Manager** can be reported under the *Public Interest Disclosures Act 2002* (Tas). The disclosure can be made to the council's **PID Officer** or the **Tasmanian Ombudsman** for independent handling.

iii. **Tasmanian Integrity Commission:**

- Alternatively, the report can be made directly to the **Tasmanian Integrity Commission** for further investigation if the issue involves serious or systemic corruption.

(c) For suspected or actual activities or incidents by **a Councillor** - report to:

i. the **General Manager** or **Fraud and Corruption Control Officer (if delegated)**.

- If the **General Manager** or **FCCO** is implicated, the matter should be reported directly to the **Tasmanian Integrity Commission** or the **Director of Local Government**.

ii. **Public Interest Disclosure:**

- A **Public Interest Disclosure** can also be made to Council's **PID Officer** or directly to the **Tasmanian Ombudsman** if whistleblower protections are desired.

iii. **Tasmanian Integrity Commission:**

- Serious allegations of misconduct or corruption involving a councillor should be reported to the **Tasmanian Integrity Commission** for independent investigation.
- The Integrity Commission has jurisdiction over elected officials, including councillors, and can take appropriate action based on the findings.

iv. **Director of Local Government:**

- If the conduct is related to a breach of the *Local Government Act 1993 (Tas)*, the matter can be reported to the **Director of Local Government**, who has authority over councillor conduct.

(d) For suspected or actual activities or incidents by **the Mayor** - report to:

i. the **General Manager** or **Fraud and Corruption Control Officer (if delegated)**:

- In cases where the General Manager or FCCO is implicated or concerns about impartiality arise, the report should be directed to the **Tasmanian Integrity Commission**.

ii. **Public Interest Disclosure:**

- A Public Interest Disclosure can be lodged with the **PID Officer, Tasmanian Ombudsman**, or directly with the **Tasmanian Integrity Commission** if confidentiality and whistleblower protection are needed.

iii. **Tasmanian Integrity Commission:**

- Any serious misconduct or corruption allegations involving the Mayor should be reported to the **Tasmanian Integrity Commission**, which has oversight of elected officials.

iv. **Director of Local Government:**

- A report may also be made to the **Director of Local Government**, who oversees the behaviour of council officials, including the Mayor.

In all circumstances, if an instance of Fraud or Corruption is detected, Tasmanian Audit Office, and the Chair of Council's Audit Panel will be notified.

Where there is a crime, Tasmania Police will be notified in accordance with the *Criminal Code Act*.

### 6.3 IMPLEMENTING A DISCLOSURE PROTECTION PROGRAM

Council has established policy and procedures for handling Public Interest Disclosures. Council's *Public Interest Disclosure* procedure outlines how Council protects those who report concerns and those who witness them.

They are based on the *Public Interest Disclosures Act 2002* and are meant to encourage and facilitate reporting concerns and suspicions.

They can be used to report suspicions or observed instances of fraud or corruption.

Council Management must ensure that all employees are aware of this procedure through training and communication programs. Management will also actively support Council's commitment to the procedure.

## 7 RESPONDING

### 7.1 PROCEDURES FOR THE INVESTIGATION OF DETECTED OR SUSPECTED INCIDENTS

Any suspicions or reports of fraud or corruption, whether received from inside or outside the organization, must be promptly reported by the person informed to either the General Manager or the Fraud and Corruption Control Officer (if delegated). No other employee should try to formally investigate or interview anyone to determine if fraud or corruption has occurred or is suspected.

A thorough investigation into any apparent or suspected fraud or corruption will be carried out by qualified and impartial personnel who are not part of the department where the alleged wrongdoing took place. This impartial party could be a law enforcement agency, a senior manager within Council, or an external consultant working under the guidance of a senior person within Council.

The General Manager will formally instruct the investigating party to gather relevant information for the investigation. Before the investigation begins, formal terms of reference must be agreed upon between the General Manager or the Fraud and Corruption Control Officer (if delegated) and the independent investigating party. These terms will outline the procedures to be followed during the investigation to ensure proper collection and custody of evidence.

### 7.2 INTERNAL REPORTING AND ESCALATION OF ISSUES

Council's General Manager or Fraud and Corruption Control Officer (if delegated) will keep a register of all fraud and corruption incidents that need to be reported. They will regularly provide a report to the management team, detailing recent fraud and corruption events and the actions taken in response.

If any fraud or corruption events occur, the General Manager will report them to the Council, Tasmanian Audit Office and the Audit Panel chair.

### 7.3 DISCIPLINARY PROCEDURES

Where there is proven evidence of fraud, appropriate disciplinary measures will be taken.

### 7.4 EXTERNAL REPORTING

All external reporting is to occur in accordance with the procedures set out in 6.2.1.

Where fraudulent activity has been identified as criminal, the General Manager (in conjunction with the Fraud and Corruption Control Officer (if delegated)) will

determine the appropriate process for notifying Tasmania Police and any other relevant authorities.

Unless there are exceptional circumstances, fraud or corruption that involves committing a crime will be reported to Tasmania Police or relevant authority, in accordance with the *Criminal Code Act*.

The General Manager (or FCCO if delegated) will seek advice where unsure if Tasmania Police need to be notified.

If the activity is not reported, the General Manager will notify the Council regarding the decision made and the reasons supporting the decision.

Council will take all reasonable steps to assist the authorities in their investigation into suspected fraud or corruption.

In all circumstances, if an instance of Fraud or Corruption is detected, Tasmanian Audit Office, and the Chair of Council's Audit Panel will be notified.

Where there is a crime, Tasmania Police will be notified in accordance with the *Criminal Code Act*.

#### 7.5 POLICY FOR CIVIL PROCEEDINGS TO RECOVER THE PROCEEDS OF FRAUD OR CORRUPTION

Recovery actions will be undertaken at the discretion of the General Manager. The General Manager will make a notification to the Council in relation to the action to be undertaken.

#### 7.6 FALSE REPORTS

Anyone who knowingly gives false information in a complaint or report may face disciplinary action.

#### 7.7 INTERNAL CONTROL REVIEW FOLLOWING DISCOVERY OF FRAUD

Following an investigation where fraud was substantiated, the General Manager and/or Fraud and Corruption Control Officer (if delegated) will conduct a review of the relevant controls and determine at which point the system of internal control failed and whether corrective action needs to be taken.

#### 7.8 MAINTAINING AND MONITORING ADEQUACY OF INSURANCE

Council will obtain and maintain insurance to safeguard against damage and ensure continuation of business processes appropriate to Council's risk exposure and expectations. Management will assess adequacy of insurance policies, at least annually.

### 8 REVIEW

Management will review the adequacy of this System at least every three (3) years.

#### APPENDIX A: IMPLEMENTATION PLAN

This table summarises the required actions according to this System, the person responsible for ensuring that the action is performed and the time frame for each action. The implementation date by which the action must commence to be considered and inserted in consultation with the General Manager.

What Stage	Component	How: Action Plan	Who: Oversight	When: Time Frames	Implementation Date
Responsibilities	Fraud and Corruption Control System	<ul style="list-style-type: none"> <li>Senior Management to endorse and promote the System</li> </ul>	Relevant Managers	Ongoing	
Prevention	Strategies	<ul style="list-style-type: none"> <li>Codes of Conduct for all employees and Councillors to be maintained</li> <li>Awareness of Code of Conduct to be promoted through a combination of Communication and Training Programs</li> <li>Ethical conduct assessment to be included in the annual performance appraisal process</li> </ul>	General Manager (or FCCO, if delegated)	Annually or earlier when required due to change	
Prevention	Internal Control	<ul style="list-style-type: none"> <li>Responsibility to perform Fraud Risk assessments and implement mitigating controls to be included in relevant management position descriptions</li> </ul>	General Manager (or FCCO, if delegated) Development Officer Strategy & Risk	Upon commencement of role by employee or next staff appraisal	
Prevention	Internal Control	<ul style="list-style-type: none"> <li>Internal controls to be documented in policies, procedures and process descriptions and made available to relevant employees</li> </ul>	Relevant Managers	Every 3 years or earlier when required due to change	
Prevention	Risk Assessment	<ul style="list-style-type: none"> <li>The risk of fraud or corruption must be considered and documented as part of the</li> </ul>	Relevant Managers	Annually	

28 | FRAUD & CORRUPTION PREVENTION – POLICY AND SYSTEM

		regular risk reviews according to the Risk Management Policy			
What Stage	Component	How: Action Plan	Who: Oversight	When: Time Frames	Implementation Date
Prevention	Risk Assessment	<ul style="list-style-type: none"> <li>Risk registers to be reviewed for inclusion of fraud and corruption risk factors and appropriate treatment action and reported to the General Manager</li> </ul>	General Manager (or FCCO, if delegated) Development Officer Strategy & Risk	Annually	
Prevention	Communication and Awareness	<ul style="list-style-type: none"> <li>Awareness of fraud and corruption risk and control plans and procedures to be created and maintained through a combination of communication and training</li> </ul>	General Manager (or FCCO, if delegated) Development Officer Strategy & Risk	Every 3 years or earlier when required due to change	
Prevention	Employment Screening	<ul style="list-style-type: none"> <li>Pre-employment and ongoing screening procedures to be carried out</li> </ul>	Human Resources Officer	Before commencement of employment	
Prevention	Annual leave	<ul style="list-style-type: none"> <li>Monitor compliance to annual leave policies</li> </ul>	Human Resources Officer	Annually	
Prevention	Supplier Vetting	<ul style="list-style-type: none"> <li>Monitor compliance to procurement policies and guidelines</li> </ul>	Accounts Payable	Monthly	
Detection and Reporting	Detection Programs	<ul style="list-style-type: none"> <li>Detection programs to be implemented and maintained</li> </ul>	General Manager (or FCCO, if delegated)	Ongoing	
Detection and Reporting	Disclosure	<ul style="list-style-type: none"> <li>Awareness of channels available to report suspected of alleged incidents of fraud or corruption to be maintained through a</li> </ul>	General Manager (or FCCO, if delegated)	Annually	

29 | FRAUD & CORRUPTION PREVENTION – POLICY AND SYSTEM





Detection and Reporting	Disclosure	<ul style="list-style-type: none"> <li>combination of communication and training programs</li> <li>Discloser Protection Program to be implemented and maintained</li> </ul>	Public Interest Disclosure Officer	Ongoing	
What Stage	Component	How: Action Plan	Who: Oversight	When: Time Frames	Implementation Date
Response	Investigation and reporting	<ul style="list-style-type: none"> <li>When fraud or corruption allegations are not externally reported, reasons are to be provided to Council</li> </ul>	General Manager	When required	
Response	Investigation	<ul style="list-style-type: none"> <li>Investigators to be appointed with letter of authorization and terms of reference</li> </ul>	General Manager	When required	
Response	Disciplinary process	<ul style="list-style-type: none"> <li>Disciplinary process to be conducted in accordance with Disciplinary Policy</li> </ul>	General Manager	When required	
Response	Civil proceedings	<ul style="list-style-type: none"> <li>Recovery strategies must be considered and implemented where appropriate</li> </ul>	General Manager	When required	
Response	Internal control review	<ul style="list-style-type: none"> <li>Review internal controls where instances of fraud or corruption have been identified</li> </ul>	General Manager	To commence within one month of identifying an instance of fraud or corruption	
Response	Maintaining Insurance	<ul style="list-style-type: none"> <li>Appropriate insurance policies are maintained and reviewed</li> </ul>	Manager Finance	Annually or earlier when required	
Review	Fraud and Corruption Control System	<ul style="list-style-type: none"> <li>System reviewed on a regular basis</li> </ul>	General Manager	Every 3 years or earlier when required due to change	

## APPENDIX B: EXAMPLES OF ACTIVITIES CONSIDERED FRAUDULENT OR CORRUPT

The following list is provided for illustrative purposes and contains examples of activities or actions that would be considered as Fraudulent or Corrupt in terms of this System. This list is intended to be consulted during the performance of risk assessment activities to assist with the identification of pertinent fraud and corruption risks.

This list is not exhaustive, and any activity identified which seem to represent items on this list will have to be investigated and considered in terms of this System.

1. Faking timesheets by taking personal time or performing personal activities during work time and not taking leave (i.e. charging the time to a service or job).
2. Using Council equipment for personal activities without authorisation. This may include the use of administrative equipment such as stationery and office machines or operational equipment such as tools or vehicles.
3. Creating false suppliers, with payment being made to the fraudster's nominated bank account.
4. Obtaining kickbacks or bribes from suppliers or contractors.
5. Associates of employees providing services to Council at inflated prices.
6. Inflated or false reimbursement claims.
7. Manipulation of financial data to receive performance-based bonuses.
8. Private purchases through business accounts or business cards without approval.
9. Not returning unused material and inventory to the stores after the completion of a job and using it for personal benefit.
10. Providing information to suppliers who are in the process of supplying a tender to Council without providing the same information at the same time to all suppliers who are tendering to deliver the same product or service whilst receiving a personal benefit in return, including hospitality.
11. Preferring and promoting the use of specific suppliers in return for any personal benefit that has not been disclosed to Council.
12. Taking or removing any property of Council without proper authorisation for personal use, including cash, vouchers, tools, equipment, stationary, inventory or any other goods, even if the person intend to return the items after use.
13. Forging or falsifying any document (including purchase orders, receipts, payment advice, timesheet, Council letter etc.) to gain a benefit.

14. Not reporting the misappropriation of Council assets in return for any benefit.
15. Altering customer pricing arrangements or payment terms in the rating system in return for a benefit.
16. Issuing customers with rebates, discounts, or reimbursements in return for a benefit.
17. Changing payment details of suppliers or intercepting payments that are made to suppliers to enable someone other than the intended supplier to gain a benefit.
18. Approving receipt of goods or services ordered without receiving the physical goods or services in return for a benefit.
19. Misleading Council by approving reimbursement of expenses that were not incurred on behalf of Council.
20. Using Council's equipment, inventory, and employees to perform private works for members of the public, any employee or for any Councillor in return for a personal benefit.
21. Using Council's telephone or mobile phone for personal use without appropriate authorisation.
22. Disclosing customer information including credit card information to any third party without appropriate authorisation or legal requirement to do so in return for a benefit.
23. Collusive tendering (the act of multiple tenderers for a particular contract colluding in preparation of their bids).
24. Payment or solicitation of donations for an improper political purpose.
25. Serious nepotism and cronyism where the appointee is inadequately qualified to perform the role to which they have been appointed.



## APPENDIX C: FRAUD OR CORRUPTION RISK INDICATORS

The following list contains examples of activities or outcomes that may indicate an increased risk of fraud or corruption.

These indicators do not constitute evidence of fraud or corruption but should be considered as part of the risk management process and may assist with the identification of suspicious behaviour. If any of these indicators are identified, then they must be reported in accordance with this System.

This list is not exhaustive and serves for illustrative purposes only.

1. Consistent procurement of goods or services that does not provide the best value for money for Council.
2. Unexpected or inexplicable overspend on service orders or projects. This would include delivery of projects at greater cost and timeframe than to the norm.
3. Several suppliers complaining of unfair tender processes for a specific tender, without appropriate evidence of due process taken.
4. Lower than expected employees productivity in a division, team or a project, after taking available workload and leave taken into consideration, which may create unexpected delays in the completion of work or higher than expected use of resources (including employees and materials) to complete a service or project in relation to the complexity of the project without adequate explanation.
5. Suppliers' complaints received of late or non-payment even though payments have been processed.
6. Employees accruing large annual leave balances or refusing to take annual leave without an adequate explanation. Reluctance to take regular leave may increase the risk of occupational injury or disease due to exhaustion or fatigue. It could also suggest that someone might be hiding evidence of fraud or corruption. Where possible, Council may address this by limiting the amount of leave an individual can accrue at any one time in accordance with the Enterprise Agreement.
7. An unexpected or inexplicable number or value of contract variation requests received from a contractor or subcontractor for a single or several projects without an adequate explanation.
8. Complaints received from the public relating to suspicious activities of Council's employees, contractors, or Councillors.
9. Financial accounts, costs centres or service orders not reconciling to actual expenses, or reconciling items that does not clear from the reconciliation over a prolonged amount of time, without adequate explanation.

10. Inability to achieve budgeted revenue without appropriate explanation over a prolonged period.
11. Unexpected cash flow problems or inability to pay suppliers within terms without adequate explanation.
12. A greater than expected number of complaints received relating to quality of work performed, without adequate explanation.
13. Sharp increase in the use or ordering frequency of specific stores items without an appropriate explanation.
14. Lack of segregation of duties between performing an activity, accounting for that activity, and processing payment or making a receipt for that activity, including when management insist on overriding controls establishing segregated functions.
15. Unexplained discrepancies in inventory, and stock on hand.

## APPENDIX D: INTERNAL REPORTING FLOWCHART

### Fraud or Corruption Reporting Procedure for Local Government

(AS8001:2021)

#### Step 1: Incident Identification

- Fraud or corruption incident detected by:
  - Employee
  - Councillor
  - Contractor
  - Consultant
  - Committee Member
  - Member of the public



#### Step 2: Report Submission

- Report made to one of the following:
  - Fraud and Corruption Control Officer (FCCO)
  - General Manager of the Council
  - PID Officer



#### Step 3: Acknowledgment of Report

- FCCO acknowledges receipt of the report (where identity is known).
  - **Anonymous reports:** Investigated without acknowledgment if possible.



#### Step 4: Preliminary Assessment

- FCCO or designated council officer conducts a preliminary risk assessment:
  - Validity of the report.
  - Potential legal or financial risks.
  - Need for immediate actions (e.g., halting further payments, suspending contracts).



#### Step 5: Escalation to Senior Management

- Preliminary assessment results shared with the General Manager.
  - If no evidence of fraud or corruption: Case closed and documented.
  - If potential fraud/corruption exists: Proceed to formal investigation.



#### Step 6: Full Investigation

- Appoint an internal or external investigator (e.g., internal audit, external forensic accountant, or external legal counsel).
- Develop a full investigation plan, including:

35 | FRAUD & CORRUPTION PREVENTION – POLICY AND SYSTEM



### AGENDA

ORDINARY COUNCIL MEETING  
16 SEPTEMBER 2025

- Gathering documentation, reviewing contracts or transactions.
- Interviewing involved personnel (employees, contractors, vendors).



#### **Step 7: Legal and Regulatory Obligations**

If investigation identifies fraud/corruption involving public funds or misconduct, mandatory reporting may be made to:

- Tasmanian Integrity Commission
- Tasmania Police (for criminal matters)
- Auditor-General (for financial mismanagement)
- Any other relevant regulatory body



#### **Step 8: Investigation Outcome**

Fraud/Corruption Confirmed:

- Take disciplinary action (termination, fines, etc.).
- Initiate legal proceedings (criminal charges or civil claims).
- Notify stakeholders (e.g., Councillors, community if necessary).

No Fraud/Corruption Found:

- Close case and document findings.



#### **Step 9: Implement Remediation**

Take corrective actions:

- Process improvements.
- Training for staff.
- Policy amendments (e.g., strengthening procurement or payment processes).

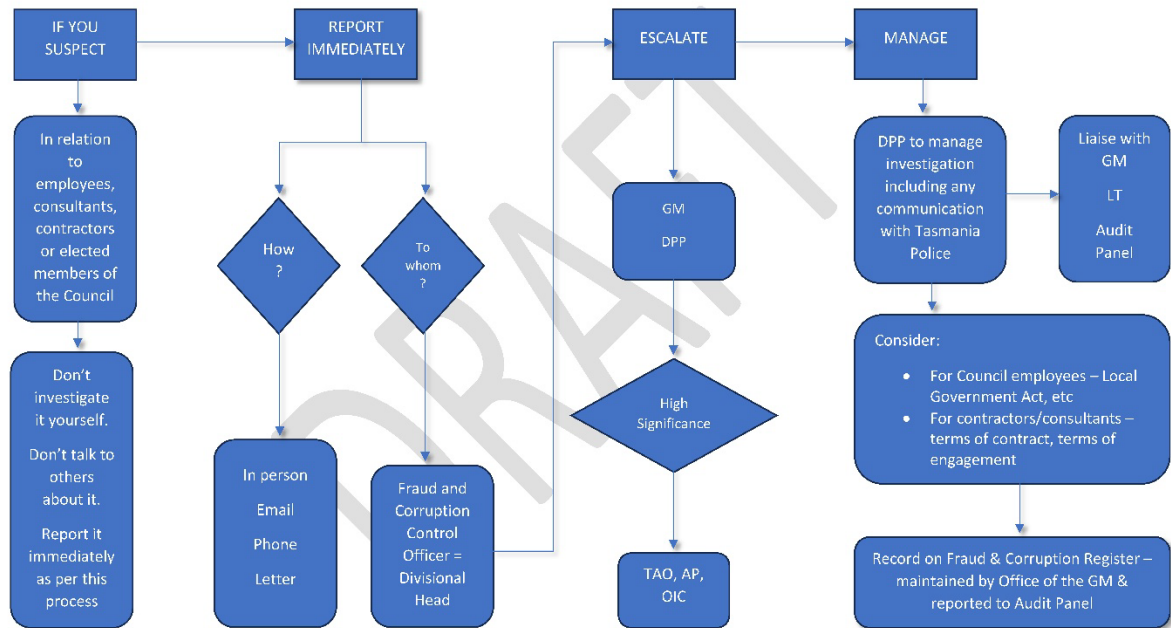


#### **Step 10: Close the Case**

Submit the final investigation report to the General Manager and Audit Panel.

Store securely in accordance with council's records management policies.

## APPENDIX E: FRAUD OR CORRUPTION REPORTING FLOWCHART



## 16.0 INFRASTRUCTURE AND ASSETS



Nil reports.

## 17.0 COMMUNITY RELATIONS



Nil reports.

## 18.0 FINANCE



### 18.1 EXECUTIVE SUMMARY – FINANCIAL REPORT AUGUST 2025 YTD

#### RECOMMENDATION

“That the Executive Summary – FINANCIAL REPORT AUGUST 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 AUGUST 2025 YEAR-TO-DATE

The operating surplus for the period ended 31 August 2025 of \$17.367m is above the budget of \$16.799m by \$568k. The main drivers of this position are:

- Recurrent income year to date is \$21.372m and is above budget by \$375k.
- Operating expenses year to date are \$4.005m, which is below budget by \$193k.

#### NOTES TO THE ACCOUNTS

##### 1. RATES AND CHARGES

This category is above budget by \$14k to the end of August, with no significant variances noted.

##### 2. STATUTORY FEES AND CHARGES

This category is above budget by \$44k to the end of August. The following significant variances are noted:



- Town Planning Fees is above budget by \$36k as a result of increased planning activity and a large-scale development application during July.

### **3. USER FEES**

This category is above budget by \$1k to the end of August. The following significant variances are noted:

- Food Licences is over budget by \$22k as a result of delays in the payment of annual food licences following the issue of the renewals in June 2025.
- Plumbing Application Fees (\$15k) and Plumbing Inspection Fees (\$13k) are below budget as a result of a significant reduction in the number of applications for the financial year to date.

### **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 \$63k to the end of August. The following significant variances are noted:

- Public Open Space Contributions is above budget by \$25k as a result of development activities in Primrose Sands, Forcett and Orielton being more than expected.
- 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 above budget by \$12k to the end of August. The following significant variance is noted:

- Interest Received Banks & Other is above budget by \$12k due to higher-than-expected balances and slightly higher than budgeted interest rates.

### **7. OTHER INCOME**

This category is below budget by \$2k to the end of August. The following significant variance is noted:





- Lease/Rent Fees Received is \$16k below budget, primarily due to delays in the completion of the new Hub building. The lease was budgeted to commence in July 2025 but did not start until August 2025. In addition, occupancy levels are not yet at capacity, resulting in lower-than-budgeted monthly rental income (including on-cost recoveries).

## 8. INVESTMENT INCOME

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

## 9. EMPLOYEE BENEFITS

Total employee benefits is below budget by \$123k to the end of August. 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 September 2025.

The following significant variances are noted:

- Salaries are below budget by \$97k.
- Staff Training is above budget by \$21k, this amount is budgeted in future months.
- Superannuation is below budget by \$23k.
- 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 \$98k below budget to the end of August.

The following significant variances are noted:

- Computer Software Maintenance and Licences is above budget by \$17k primarily due to the RelianSys Annual Software Access governance renewal of \$11k which was budgeted for in September.
- Contractors is below budget by \$29k due to project timing:
  - IT - production server and hyperconvergence project (\$5k) has been delayed.
  - Assets & GIS - modelve managed Long Term Financial Asset Management Plan modelling service (\$35k) was budgeted for August but is now expected to occur in November.

These underspends are offset by overspends in the following areas:



### AGENDA

ORDINARY COUNCIL MEETING  
16 SEPTEMBER 2025



- Town Planning – \$6k above budget due to higher-than-expected planning assistance.
  - NRM – Net overspend of \$5k, driven by delays in the delivery of the NRMEAG Weed Management Plan (\$10k underspend), offset by fencing works (\$15k overspend) originally budgeted for 2024–25.
- Legal expenses are \$14k above budget, mainly due to unbudgeted costs in Town Planning appeals (\$9k).
  - Mobile Garbage Bin Replacement is over budget by \$14k with the expenditure budgeted for in October.
  - Plant Hire – External is below budget by \$12k due to Community Facilities (\$5k) Porta Loos hire for Maddison Lyden Park being less than expected and Stormwater (\$8k) planned excavator required at a later date.
  - Kerbside Garbage Collection costs are below budget by \$12k as a result of the monthly budget being split evenly across the financial year, whereas the suppliers monthly billing cycle varies throughout the year (e.g. 4 weeks vs 5 weeks per month).
  - Tyres expenditure is above budget by \$19k, which is materially higher than anticipated. The heavy fleet allocation of \$3k per quarter (annual \$13k) is insufficient given actual requirements. A review of future budgets will be necessary to ensure adequacy. Current spend also includes some minor light fleet tyre purchases, which were unbudgeted.
  - Valuation Expenses are below budget by \$47k due to delays in receipt of an invoice for the Council Property Roll revaluation project (\$34k) and a Supplementary revaluation (\$13k) is now expected in September.

## 11. DEPRECIATION AND AMORTISATION

This category is above budget by \$60k to the end of August, with no significant variances noted.

## 12. FINANCE COSTS

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

## 13. OTHER EXPENSES

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



- Donations and Section 77 Expenses is below budget by \$20k, primarily due to lower-than-budgeted requests for Organisational, Community and Individual Achievement Grants. These should increase in the later part of the year.
- Functions and Programs is below budget by \$17k due to delays in the commencement of the Youth Program \$4k and Communications and Corporate Administration planned projects of \$13k.
- Insurance Claims Related Expenses is over budget by \$11k due to the unbudgeted RSL Bathroom claim.
- NRM expenses is below budget by \$10k primarily due to a delay in the payment of a budgeted contribution \$9k to the 10 Lives Cat Centre.

#### **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 August.

#### **16. NET GAIN / (LOSS) ON DISPOSAL**

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

#### **17. SHARE OF INTEREST IN JOINT VENTURES**

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

#### **CASH & INVESTMENTS**

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

Council's cash position increased by \$2.761m during the month of August, predominantly due to receipt of rates instalments. In comparison with the 2024/2025 financial year, the current cash balance of \$25.041m is \$2.492m greater than the balance at the same time last year. Sorell Council continues to hold \$788k in grant income received in advance as reported in the Balance Sheet, this is \$1.216m 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 August 2025, cash reserves being held by Council are as follows;



Land Sales	\$1,114,726
Public Open Space Contributions	\$1,892,155
Car Parking Cash in Lieu	\$ 114,686
Subdivision Traffic Management Contributions	\$ 150,790
Stormwater	\$ 17,060
Interest	<u>\$ 345,244</u>
	\$3,634,661

### **RATES OUTSTANDING**

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

At the end of August, 34.0% of rates had been paid, compared to 31.5% 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**

MONTHLY DASHBOARD REPORT (Pages 6)

a) Statement of Income and Expenditure for the period ending 31 August 2025

(Pages 1)

b) Statement of Financial Position as at 31 August 2025 (Pages 1)

c) Statement of Cash Position as at 31 August 2025 (Pages 1)

d) Detailed Statement of Income and Expenditure for the period ending 31 August 2025 (Pages 5)

e) Investments and Borrowings as at 31 August 2025 and Graph 1 – Total Cash Available (Pages 4)

f) Graph 2 - Rates Outstanding (Pages 2)

g) Grants Variance Analysis (Pages 1)

**SCOTT NICOL**  
**ACTING MANAGER FINANCE**

**SALLY FANG**  
**ACCOUNTANT**

**MARK PATMORE**  
**ACCOUNTANT**

Date: 8 September 2025

Attachments (21 pages)



### **AGENDA**

ORDINARY COUNCIL MEETING  
16 SEPTEMBER 2025

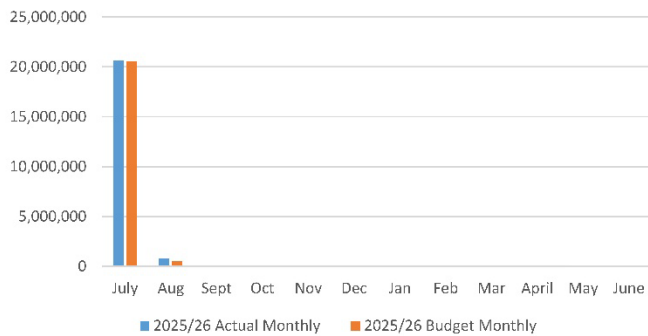
## SORELL COUNCIL – MONTHLY DASHBOARD REPORT AUGUST 2025

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

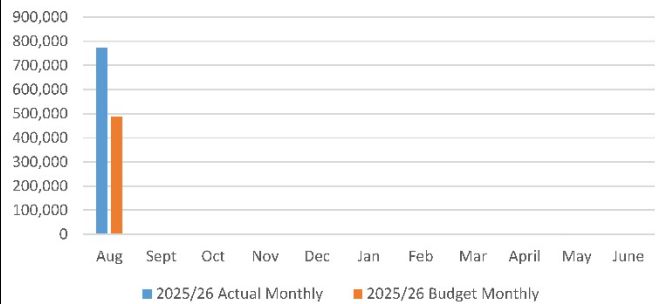
### REVENUE - OPERATIONAL

In the 2<sup>nd</sup> graph below, July data has been excluded to improve the chart's appearance.

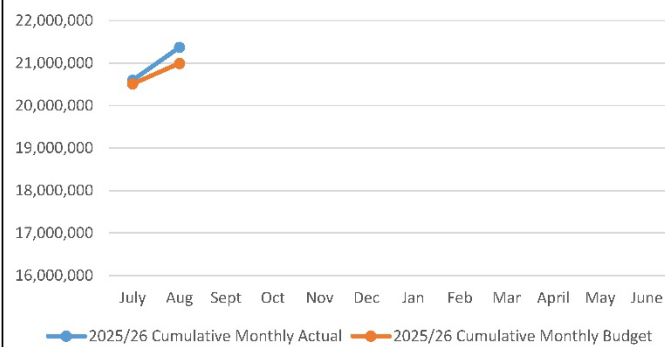
Operational Monthly Revenue 2025-26



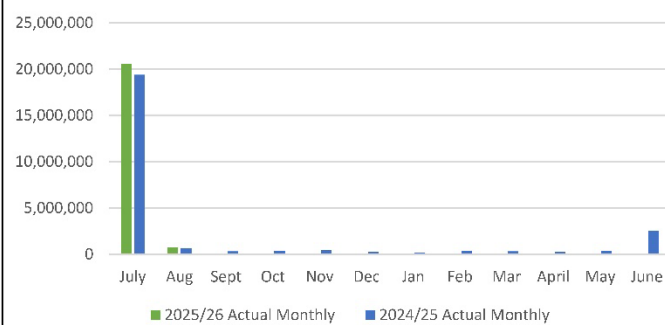
Operational Monthly Revenue  
Aug-June 2025-26



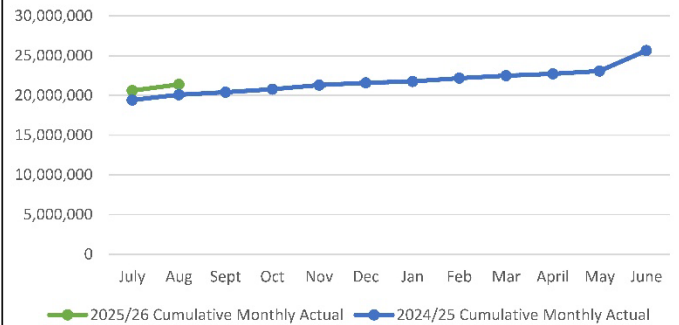
Operational Cumulative Revenue 2025-26



Operational Monthly Revenue  
2024-25 and 2025-26



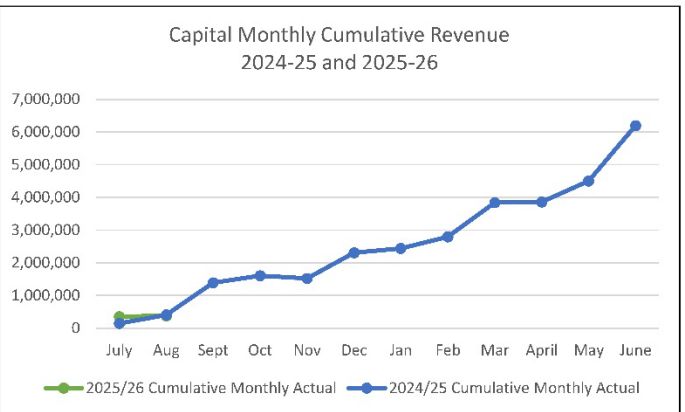
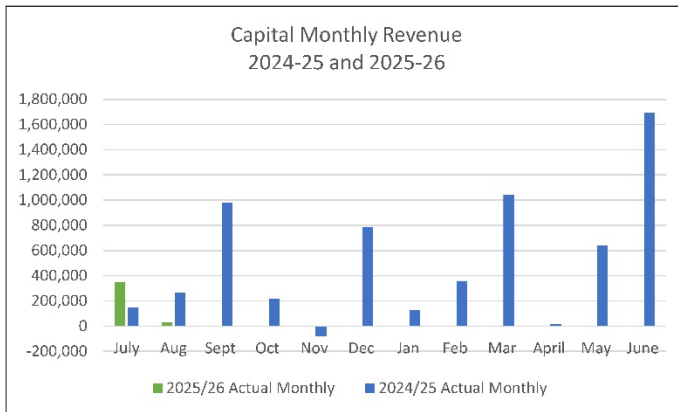
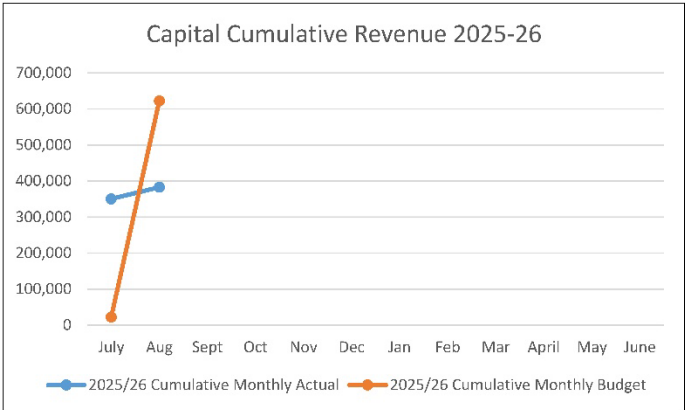
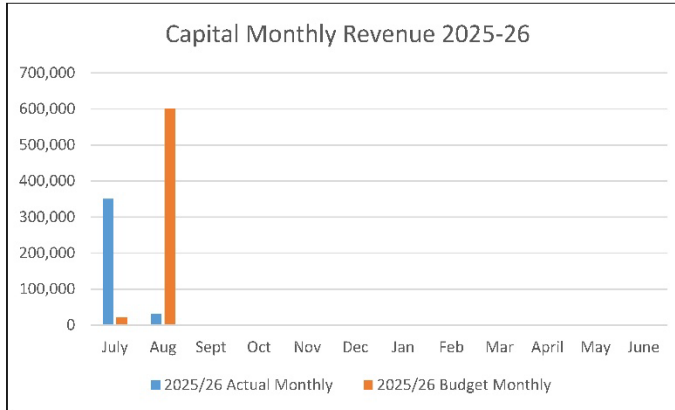
Operational Monthly Cumulative Revenue  
2024-25 and 2025-26



**AGENDA**  
ORDINARY COUNCIL MEETING  
16 SEPTEMBER 2025

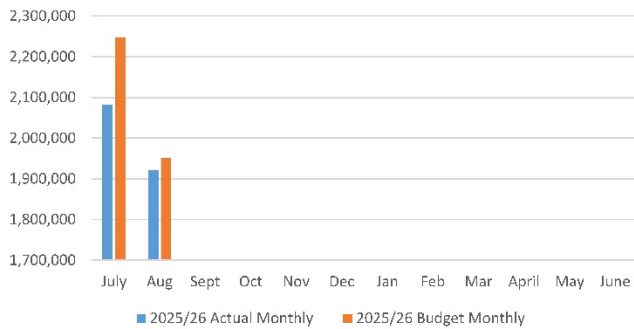
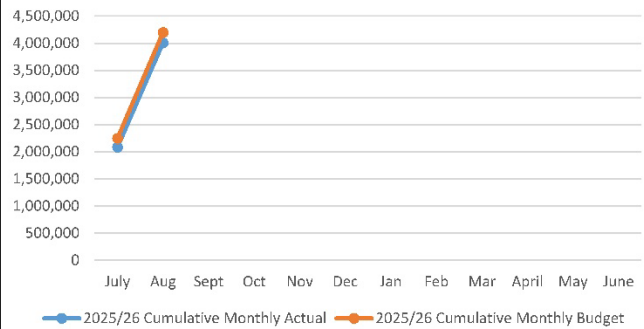
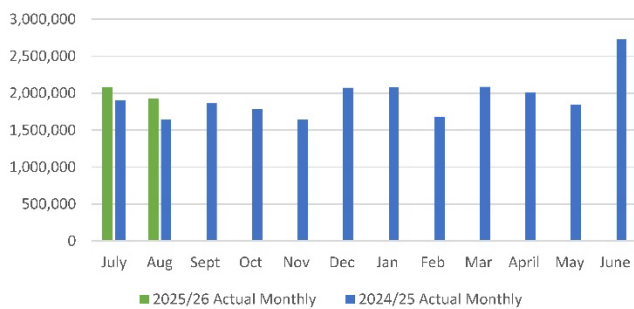
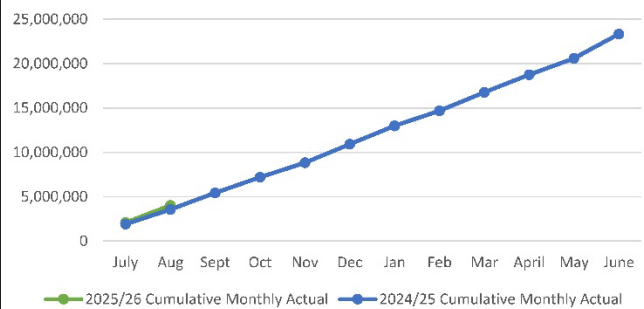
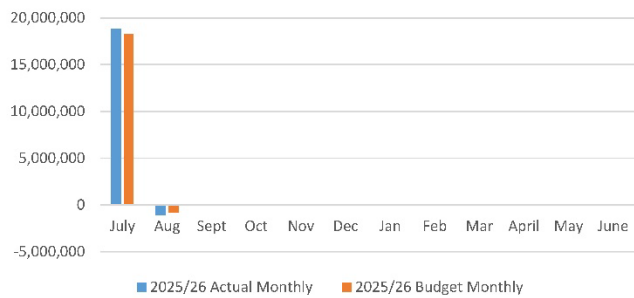
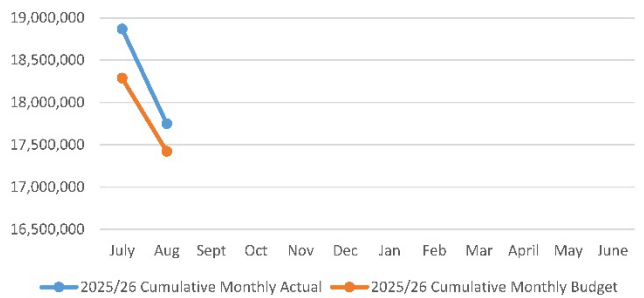
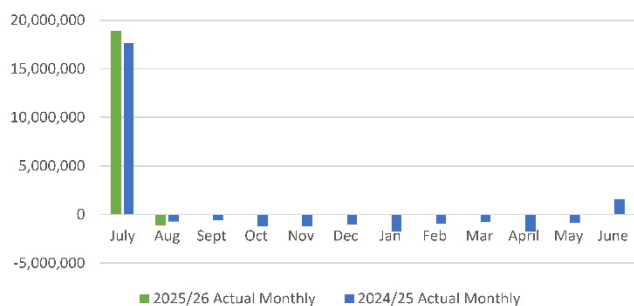
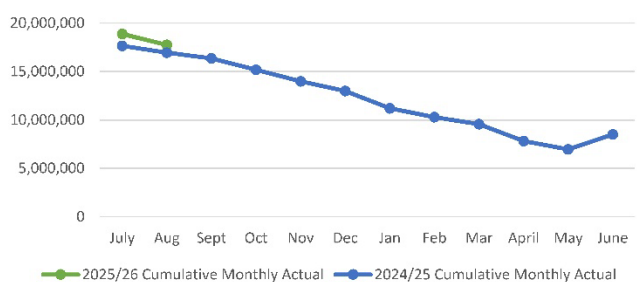
## REVENUE - CAPITAL

The most significant graphical variances displayed below relate to Grants Capital. Grants Capital is under budget by \$240k and disclosed in further detail in the Grants Variance Analysis report for the month (g).



## AGENDA

ORDINARY COUNCIL MEETING  
16 SEPTEMBER 2025

**EXPENDITURE****Operational Monthly Expenditure 2025-26****Operational Cumulative Expenditure 2025-26****Operational Monthly Expenditure 2024-25 and 2025-26****Operational Monthly Cumulative Expenditure 2024-25 and 2025-26****SURPLUS/DEFICIT****Operational and Capital Monthly Surplus/(Deficit) 2025-26****Operational and Capital cumulative Surplus/(Deficit) 2025-26****Operational and Capital Monthly Surplus (Deficit) 2024-25 and 2025-26****Operational and Capital Monthly Cumulative Surplus/(Deficit) 2024-25 and 2025-26**

**SORELL COUNCIL**  
**STATEMENT OF INCOME AND EXPENDITURE**  
**For the period August 2025**

	NOTES	ACTUAL YTD	BUDGET YTD	VAR	FULL YEAR BUDGET
<b>INCOME</b>					
<b>RECURRENT INCOME</b>					
Rates and Charges	1	20,508,140	20,522,170	(14,029)	20,635,594
Statutory fees and fines	2	147,796	103,488	44,308	605,914
User Fees	3	108,469	107,780	689	690,906
Grants Operating	4	373,399	102,881	270,518	426,952
Contributions received	5	63,131	0	63,131	150,000
Interest	6	96,032	83,699	12,333	945,895
Other income	7	75,457	77,179	(1,722)	673,989
Investment income from TasWater	8	0	0	0	419,904
		<b>21,372,424</b>	<b>20,997,197</b>	<b>375,227</b>	<b>24,549,153</b>
<b>EXPENSES</b>					
Employee benefits	9	1,268,314	1,390,967	122,653	8,532,640
Materials and services	10	1,033,684	1,131,632	97,948	8,224,543
Depreciation and amortisation	11	1,167,887	1,107,718	(60,170)	6,636,430
Finance costs	12	(9,778)	(9,778)	0	94,693
Other expenses	13	544,870	577,542	32,672	2,008,303
<b>TOTAL EXPENSES</b>		<b>4,004,977</b>	<b>4,198,081</b>	<b>193,104</b>	<b>25,496,609</b>
<b>OPERATING SURPLUS/(DEFICIT)</b>		<b>17,367,447</b>	<b>16,799,115</b>	<b>568,332</b>	<b>(947,455)</b>
<b>CAPITAL INCOME</b>					
Grants Capital	14	382,338	622,320	(239,982)	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
<b>TOTAL CAPITAL INCOME</b>		<b>382,338</b>	<b>622,320</b>	<b>(239,982)</b>	<b>5,798,982</b>
<b>SURPLUS/(DEFICIT)</b>		<b>17,749,785</b>	<b>17,421,435</b>	<b>328,349</b>	<b>4,851,527</b>





**SORELL COUNCIL**  
**STATEMENT OF FINANCIAL POSITION**  
**As At August 2025**

	Actual 2025/2026	Actual 30 June 2025	Movement
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash and Cash Equivalents	18,302,013	17,171,986	1,130,027
Investments	6,739,304	3,645,325	3,093,979
Trade and Other Receivables	14,325,999	1,701,576	12,624,423
Inventories	38,703	38,703	-
Other Assets	61,070	481,450	(420,380)
<b>Total Current Assets</b>	<b>39,467,088</b>	<b>23,039,040</b>	<b>16,428,049</b>
<b>Non-Current Assets</b>			
Trade and Other Receivables	2,400	2,550	(150)
Assets Held for Sale	0	0	-
Intangible Assets	367,966	369,460	(1,494)
Property, Infrastructure, Plant and Equipment	424,625,319	425,810,877	(1,185,558)
Work in Progress	5,741,947	4,595,709	1,146,238
Investments	36,200,377	36,200,377	-
Other Non-Current Assets	4,761	4,761	-
<b>Total Non-Current Assets</b>	<b>466,942,770</b>	<b>466,983,734</b>	<b>(40,964)</b>
<b>TOTAL ASSETS</b>	<b>506,409,858</b>	<b>490,022,774</b>	<b>16,387,085</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Trade and Other Payables	429,915	986,309	(556,394)
Trust Funds and Deposits	537,262	566,631	(29,369)
Interest Bearing Loans & Borrowings	217,109	217,109	-
Provisions	1,411,395	1,337,061	74,334
Contract Liabilities	788,184	1,639,455	(851,271)
Other Current Liabilities	3,249	3,249	-
<b>Total Current Liabilities</b>	<b>3,387,114</b>	<b>4,749,814</b>	<b>(1,362,700)</b>
<b>Non-Current Liabilities</b>			
Interest Bearing Loans & Borrowings	2,259,376	2,259,376	-
Provisions	412,943	412,943	-
Contract Liabilities	-	-	-
Other Current Liabilities	1,722	1,722	-
<b>Total Non-Current Liabilities</b>	<b>2,674,041</b>	<b>2,674,041</b>	<b>-</b>
<b>TOTAL LIABILITIES</b>	<b>6,061,155</b>	<b>7,423,856</b>	<b>(1,362,700)</b>
<b>Net Assets</b>	<b>500,348,702</b>	<b>482,598,919</b>	<b>17,749,785</b>
<b>EQUITY</b>			
Accumulated Surplus	174,963,642	157,213,858	17,749,785
Reserves	325,385,060	325,385,060	-
<b>Total Equity</b>	<b>500,348,702</b>	<b>482,598,919</b>	<b>17,749,785</b>





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

	\$
Opening Balance Cash at Bank & Investments	20,817,311
Closing Balance Cash at Bank & Investments	25,041,316
<b>Cash Movement Year to Date</b>	<b>4,224,006</b>
<i>Represented by:</i>	
Net Surplus / (Deficit)	17,749,785
Add: Depreciation	1,167,887
Net Cash Surplus / (Deficit)	18,917,672
Loan Repayments	0
Capital Expenditure (per capital report)	(1,146,238)
Capital Expenditure - Asset (Purchases) / Disposals	17,671
Balance Sheet Movements	(13,565,100)
<b>Cash Movement Year to Date</b>	<b>4,224,006</b>



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

	ACTUAL	BUDGET	VAR	FULL YEAR BUDGET
0100 <b>Profit &amp; Loss</b>				
0500 <b>INCOME</b>				
1000 <b>RECURRENT INCOME</b>				
1100 <b>Rates and Charges</b>				
1105 Rates - General/Ordinary/Residential	(15,960,071)	(15,960,071)	0	(15,989,930)
1110 Rates General Written Off	1,075	0	(1,075)	8,600
1115 State Grant Rates Remission	(900,288)	(881,164)	19,124	(979,071)
1120 Rates Pensioner Concession	989,348	969,280	(20,068)	979,071
1125 Domestic Waste Annual Charge	(3,933,088)	(3,955,452)	(22,364)	(3,955,452)
1130 Fire Rates Levy Income	(717,913)	(712,795)	5,118	(717,912)
1150 Other Remissions	12,797	18,032	5,235	21,214
1160 AWTs Maintenance Fee Received	0	0	0	(2,114)
1199 <b>Rates and Charges Total</b>	<b>(20,508,140)</b>	<b>(20,522,170)</b>	<b>(14,029)</b>	<b>(20,635,594)</b>
1200 <b>Statutory Fees and Charges</b>				
1210 132 & 337 Certificate Fees	(29,172)	(24,729)	4,442	(148,376)
1220 Town Planning Fees	(112,135)	(76,093)	36,041	(434,929)
1225 Animal Infringements & Fines	(110)	(999)	(889)	(5,993)
1230 Other Infringements Fines & Penalties	(4,545)	(1,667)	2,879	(12,000)
1235 Licences & Permits	(1,169)	0	1,169	(2,816)
1240 Street Stall Permit Fee	(666)	0	666	(1,800)
1299 <b>Statutory Fees and Charges Total</b>	<b>(147,796)</b>	<b>(103,488)</b>	<b>44,308</b>	<b>(605,914)</b>
1300 <b>User Fees</b>				
1303 Animal Management Sundry Income -collars,signs etc	0	0	0	0
1306 Building Assessment Fees	(13,413)	(17,000)	(3,588)	(102,000)
1318 Caravan Licences	(190)	0	190	(21,197)
1327 Dog Impounding & Release Fees	(170)	(167)	3	(1,000)
1330 Dog Registration & Renewal	(32,897)	(33,500)	(603)	(112,000)
1331 Kennel Licences	56	(1,500)	(1,556)	(1,500)
1333 Driveway Approval and Inspection Fees	(1,017)	0	1,017	(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	(22,249)	0	22,249	(46,685)
1351 Photocopy Charges	0	0	0	0
1354 Plumbing Application Fees	(12,028)	(27,500)	(15,473)	(165,000)
1357 Plumbing Inspection	(12,618)	(25,833)	(13,215)	(155,000)
1360 Amended Plan Fees	(800)	(500)	300	(3,000)
1363 Recreational Vehicle Income	(2,197)	(1,780)	417	(27,366)
1369 Building Administration Fee (0.1%)	(3,539)	0	3,539	0
1372 TBCITB Training Levy (0.2%)	(6,698)	0	6,698	0
1399 <b>User Fees Total</b>	<b>(108,469)</b>	<b>(107,780)</b>	<b>689</b>	<b>(690,906)</b>
1400 <b>Grants Operating</b>				
1405 Commonwealth Financial Assistance Grant	(373,399)	(102,881)	270,518	(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 <b>Grants Operating Total</b>	<b>(373,399)</b>	<b>(102,881)</b>	<b>270,518</b>	<b>(426,952)</b>



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

	ACTUAL	BUDGET	VAR	FULL YEAR BUDGET
1500 <b>Contributions Received</b>				
1505 Public Open Space Contributions	(25,150)	0	25,150	(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	(7,524)	0	7,524	0
1510 Contributions Received Other	(21,893)	0	21,893	0
1549 <b>Contributions Received Total</b>	<b>(63,131)</b>	<b>0</b>	<b>63,131</b>	<b>(150,000)</b>
1550 <b>Interest</b>				
1560 Rates Interest Penalty	(288)	0	288	(147,963)
1565 Rates Interest Written Off	58	0	(58)	400
1570 Rates Legal Costs Recovered	(1,209)	(954)	255	(5,723)
1575 Interest Received Banks & Other	(94,593)	(82,745)	11,848	(792,609)
1599 <b>Interest Total</b>	<b>(96,032)</b>	<b>(83,699)</b>	<b>12,333</b>	<b>(945,895)</b>
1600 <b>Other Income</b>				
1605 Bad Debts Recovered	0	0	0	0
1610 Diesel Fuel Rebate	(3,029)	(2,753)	276	(33,030)
1615 Donations Received	0	0	0	0
1620 Hall Hire	(5,675)	(4,773)	902	(77,038)
1625 Lease/Rent Fees Received	(15,228)	(30,913)	(15,685)	(229,989)
1627 Lease Fees - Copping Tip	(13,611)	(13,803)	(191)	(129,790)
1630 Other Facility Hire	(20,091)	(16,750)	3,342	(134,577)
1635 Other Sundry Income	(3,207)	(497)	2,711	(17,980)
1637 Insurance Recoveries	0	0	0	0
1645 Vehicle FBT Recoveries	(6,391)	(7,692)	(1,301)	(49,997)
1655 Workers Compensation - Reimbursement	(2,143)	0	2,143	0
1656 Copping Public Cemetery Trust Net Income	(4,265)	0	4,265	0
1660 Grave Site Sales - Dunalley Hall	0	0	0	0
1662 Wheelie Bin Stabiliser Income	(1,816)	0	1,816	(1,588)
1689 <b>Other Income Total</b>	<b>(75,457)</b>	<b>(77,179)</b>	<b>(1,722)</b>	<b>(673,989)</b>
1690 <b>Investment Income</b>				
1694 TasWater Interim Dividend	0	0	0	(419,904)
1695 SWS Interim Dividend	0	0	0	0
1699 <b>Investment Income Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(419,904)</b>
1999 <b>Recurrent Income Total</b>	<b>(21,372,424)</b>	<b>(20,997,197)</b>	<b>375,227</b>	<b>(24,549,153)</b>
2000 <b>Capital Income</b>				
2100 <b>Grants Capital</b>				
2105 Roads to Recovery Funding	(5,606)	0	5,606	(619,676)
2110 Comm'th Grants new or upgraded assets	(356,499)	(600,000)	(243,501)	(1,060,000)
2115 State Grants for new or upgraded assets	(20,233)	(22,320)	(2,087)	(2,341,706)
2120 Other Grants for new or upgraded assets	0	0	0	(282,600)
2199 <b>Grants Capital Total</b>	<b>(382,338)</b>	<b>(622,320)</b>	<b>(239,982)</b>	<b>(4,303,982)</b>
2200 <b>Contributions - Non-monetary Assets</b>				
2205 Developer Contributions for assets	0	0	0	(1,095,000)
2299 <b>Contributions - Non-monetary Assets Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(1,095,000)</b>
2300 <b>Net Gain/(Loss) on Disposal</b>				
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 August 2025**  
**FOR COST CENTRE - All Cost Centres**

	ACTUAL	BUDGET	VAR	FULL YEAR BUDGET
2399 <b>Net (Gain) / Loss on Disposal Total</b>	0	0	0	(400,000)
2400 <b>Share of Interests in Joint Ventures</b>				
2410 Fair value adjustment - Investment in Associate	0	0	0	0
2420 Revenue from Investment in Associates	0	0	0	0
2499 <b>Share of Interests in Joint Ventures Total</b>	0	0	0	0
2899 <b>CAPITAL INCOME TOTAL</b>	(382,338)	(622,320)	(239,982)	(5,798,982)
2999 <b>TOTAL INCOME</b>	(21,754,762)	(21,619,517)	135,245	(30,348,135)
3000 <b>Expenses</b>				
3100 <b>Employee Benefits</b>				
3102 ADO Expense	1,037	0	(1,037)	171
3103 Annual Leave	106,857	110,924	4,067	618,362
3109 Conferences	666	0	(666)	7,960
3111 Drug and Alcohol Testing	570	600	30	3,000
3112 FBT Expenses - Gift Cards / Gifts	87	0	(87)	2,500
3114 Entertainment	1,621	150	(1,471)	5,700
3115 Fringe Benefit Taxes	0	0	0	36,464
3118 Health and Well Being	0	533	533	4,920
3124 Long Service Leave	68,234	67,828	(406)	209,078
3127 Medicals	375	660	285	3,960
3139 Overheads Recovered	(10,747)	(7,754)	2,993	(105,487)
3145 Payroll Tax	52,516	61,393	8,877	398,556
3148 Protective Clothing & Accessories	2,154	1,427	(727)	35,910
3151 Recruitment Costs	1,500	0	(1,500)	2,000
3154 Salaries	830,101	927,467	97,366	6,189,720
3156 Salaries transferred to WIP	(29,782)	(20,404)	9,377	(307,598)
3163 Staff Training	27,778	6,929	(20,849)	62,361
3166 Superannuation - Council Contribution	136,277	159,350	23,073	1,036,521
3169 Temp Staff Employed Through Agency	29,654	21,645	(8,010)	78,462
3172 Travel and Accommodation	0	0	0	1,500
3175 Uniforms / Clothes Purchased	2,314	1,800	(514)	14,400
3181 Workers Compensation Expense Claims	0	0	0	500
3184 Workers Compensation Insurance	47,101	58,420	11,318	233,679
3199 <b>Employee Benefits Total</b>	1,268,314	1,390,967	122,653	8,532,640
3200 <b>Materials and Services</b>				
3201 Abandoned Cars & Dumped Rubbish Disposal Costs	2,965	1,167	(1,798)	7,000
3202 Advertising	5,863	11,476	5,613	104,528
3204 AWTS Maintenance Charge	0	0	0	1,585
3206 Cleaning	27,619	30,268	2,649	363,214
3208 Computer Hardware / Hardware Maintenance	632	4,917	4,285	12,000
3212 Computer Software Maint and Licenses	165,553	148,946	(16,607)	317,699
3214 Consultants Other	23,289	28,307	5,018	428,291
3216 Contractors	57,190	86,202	29,012	534,597
3220 Morningside Park transfer station disposal costs	8,242	9,126	884	109,512
3222 Electricity	26,899	27,614	715	250,670
3223 Emergency Management	0	0	0	2,000
3224 Fire Hazard Reduction (Private Land)	0	0	0	12,000
3226 Fuel	20,615	21,046	432	248,765



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

	ACTUAL	BUDGET	VAR	FULL YEAR BUDGET
3227 Greenwaste Mobile Garbage Bin Collection	32,721	34,062	1,341	204,374
3228 Greenwaste Mobile Garbage Bin Disposal	6,826	5,403	(1,424)	64,831
3232 Internet, Telephone & Other Communication Charges	16,800	9,541	(7,259)	58,257
3234 Land Survey Costs	0	0	0	12,500
3236 Legal Fees (Advice etc)	16,256	2,500	(13,756)	149,184
3237 Line Marking - Transport Infrastructure	0	0	0	40,000
3239 Mobile Garbage Bin Replacement	13,666	0	(13,666)	223,882
3241 Operating Capital	15,928	23,500	7,572	100,074
3244 Plant & Motor Vehicle Repairs & Services	14,510	21,441	6,931	142,646
3246 Plant Hire - External	2,016	13,730	11,715	78,260
3248 Plant Hire - Internal Usage	4,287	2,752	(1,535)	17,600
3250 Plant Hire Recovered	(4,919)	(3,472)	1,447	(67,410)
3252 Plant Registration Fees	41,839	40,852	(986)	40,852
3254 Printing	6,996	7,298	302	45,026
3256 Recycling Centres	15,984	15,417	(567)	185,000
3257 Recycling Hub	688	710	22	2,839
3258 Registrations, Licenses and Permits	4,669	5,176	507	5,176
3260 Repairs and Maintenance	212,692	234,933	22,241	2,010,189
3261 Road Kill Collection Fees	169	380	211	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	50,215	58,141	7,926	348,845
3267 Kerbside Recycling Disposal	16,125	18,750	2,625	232,000
3268 Kerbside Garbage Collection	96,157	108,119	11,962	648,714
3269 Kerbside Garbage Disposal	30,788	29,136	(1,652)	349,632
3270 Security	2,228	2,463	236	23,273
3273 Signage & Guide Posts	22,156	25,100	2,944	69,100
3276 Settlement Costs ONLY	0	0	0	5,000
3278 Stationery & Office Consumables	3,437	8,740	5,303	40,908
3279 Street Bin Collection Contract	24,574	21,279	(3,295)	255,350
3280 Tools/Equipment Expensed (under \$1,000)	894	2,050	1,156	17,900
3282 Tyres	18,577	0	(18,577)	12,565
3284 Valuation Expenses	0	46,800	46,800	92,750
3290 Water Charges (Works Order)	28,539	27,762	(778)	165,082
3292 Wheelie Bin Stabiliser Expenses	0	0	0	0
<b>3299 Materials and Services Total</b>	<b>1,033,684</b>	<b>1,131,632</b>	<b>97,948</b>	<b>8,224,543</b>
<b>3390 Impairment of Debts</b>				
<b>3399 Impairment of Debts Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>3400 Depreciation and Amortisation</b>				
3405 Depreciation Expense	1,166,393	1,106,223	(60,170)	6,624,356
3410 Amortisation Expense	1,494	1,494	(0)	8,965
3415 Amortisation Expense (Right of Use Asset)	0	0	0	3,109
<b>3499 Depreciation and Amortisation Total</b>	<b>1,167,887</b>	<b>1,107,718</b>	<b>(60,170)</b>	<b>6,636,430</b>
<b>3500 Finance Costs</b>				
3505 Interest on Loans	(9,778)	(9,778)	0	94,622





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

	ACTUAL	BUDGET	VAR	FULL YEAR BUDGET
3515 Interest on Overdue Accounts	0	0	0	0
3521 Interest Expense (Lease Liability)	0	0	0	71
3599 <b>Finance Costs Total</b>	<b>(9,778)</b>	<b>(9,778)</b>	<b>0</b>	<b>94,693</b>
3600 <b>Other Expenses</b>				
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	6,588	6,768	180	40,609
3616 Bank Fees Recovered	(846)	(962)	(116)	(5,771)
3620 Cashiers Rounding Adjustments	1	2	1	12
3624 Commissions Paid	5,240	1,404	(3,836)	16,851
3636 Councillor Allowances	28,101	27,348	(753)	165,620
3640 Councillor Expenses	0	0	0	2,000
3644 Councillor Vehicle Allowance	677	900	223	7,400
3656 Deputy Mayors Allowance	2,966	2,886	(80)	17,480
3660 Dog Pound & Other Animal Management Expenses	626	1,667	1,040	6,000
3661 Dog Home & Vet Fees	277	133	(144)	800
3664 Donations and Section 77 Expenses	4,472	24,250	19,778	70,000
3668 Election Expenses	0	0	0	12,860
3672 Employee Sub, Licences and Memberships	77,484	81,674	4,190	94,653
3676 Functions & Programs	3,322	20,250	16,928	82,600
3680 Insurance Claims Related Expenses	10,836	0	(10,836)	15,000
3688 Food & Beverages	379	547	168	8,282
3692 General Insurance	201,207	200,891	(316)	200,891
3704 Government Fire Contributions	0	0	0	689,196
3712 Immunisations	26	172	146	3,838
3720 Land Tax	0	0	0	104,115
3724 Mayor's Allowance	7,805	7,596	(209)	46,002
3731 NRM Expenses	1,279	11,500	10,221	46,250
3732 Motor Vehicle Insurance	48,668	46,258	(2,410)	46,258
3736 Other roundings	2	4	2	25
3740 Other Sundry Expenses	210	260	50	7,064
3744 Photocopier Leases & Operating Costs	6,633	1,060	(5,573)	13,720
3748 Postage	11,589	8,639	(2,950)	64,334
3752 Public Liability Insurance	117,217	125,183	7,966	125,183
3768 Sampling, Testing and Monitoring	0	0	0	10,500
3770 Storage Costs	111	111	0	1,339
3784 Contributions (SES)	0	0	0	28,243
3799 <b>Other Expenses Total</b>	<b>544,870</b>	<b>577,542</b>	<b>32,672</b>	<b>2,008,303</b>
3990 <b>EXPENSES TOTAL</b>	<b>4,004,977</b>	<b>4,198,081</b>	<b>193,104</b>	<b>25,496,609</b>
3995 <b>(SURPLUS)/DEFICIT</b>	<b>(17,749,785)</b>	<b>(17,421,435)</b>	<b>328,349</b>	<b>(4,851,527)</b>



Sorell Council - Investments as at 31/08/2025						
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	<b>8/08/2025</b>	7/08/2026	\$ 1,727,595	4.10%	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	<b>22/08/2025</b>	21/08/2026	\$ 1,656,458	4.10%	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	<b>28/08/2025</b>	28/08/2026	\$ 2,000,000	4.15%	A1+
Westpac Term Deposit	12 Month Term Deposit	28/02/2025	27/02/2026	\$ 2,000,000	4.61%	A1+
Westpac Term Deposit	6 Month Term Deposit	<b>22/08/2025</b>	23/02/2026	\$ 1,500,000	4.14%	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			\$ 3,604,988	3.85%	A1+
CBA Operating Account	Current			\$ 3,511,328	3.85%	A1+
Various Petty Cash and Floats	In house			\$ 1,100	N/A	A1+
Various Halls Bank Balances				\$ 28,140	N/A	A1+
<b>Total Investments</b>				<b>\$ 25,041,316</b>		

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

Short Term Credit Rating Percentage of Total Investment			Benchmarks
<b>A1+</b>	18,645,555	74%	100%
<b>A1</b>	\$ -	0%	50%
<b>A2</b>	\$ 6,395,761	26%	30%
	<b>\$ 25,041,316</b>	<b>100%</b>	

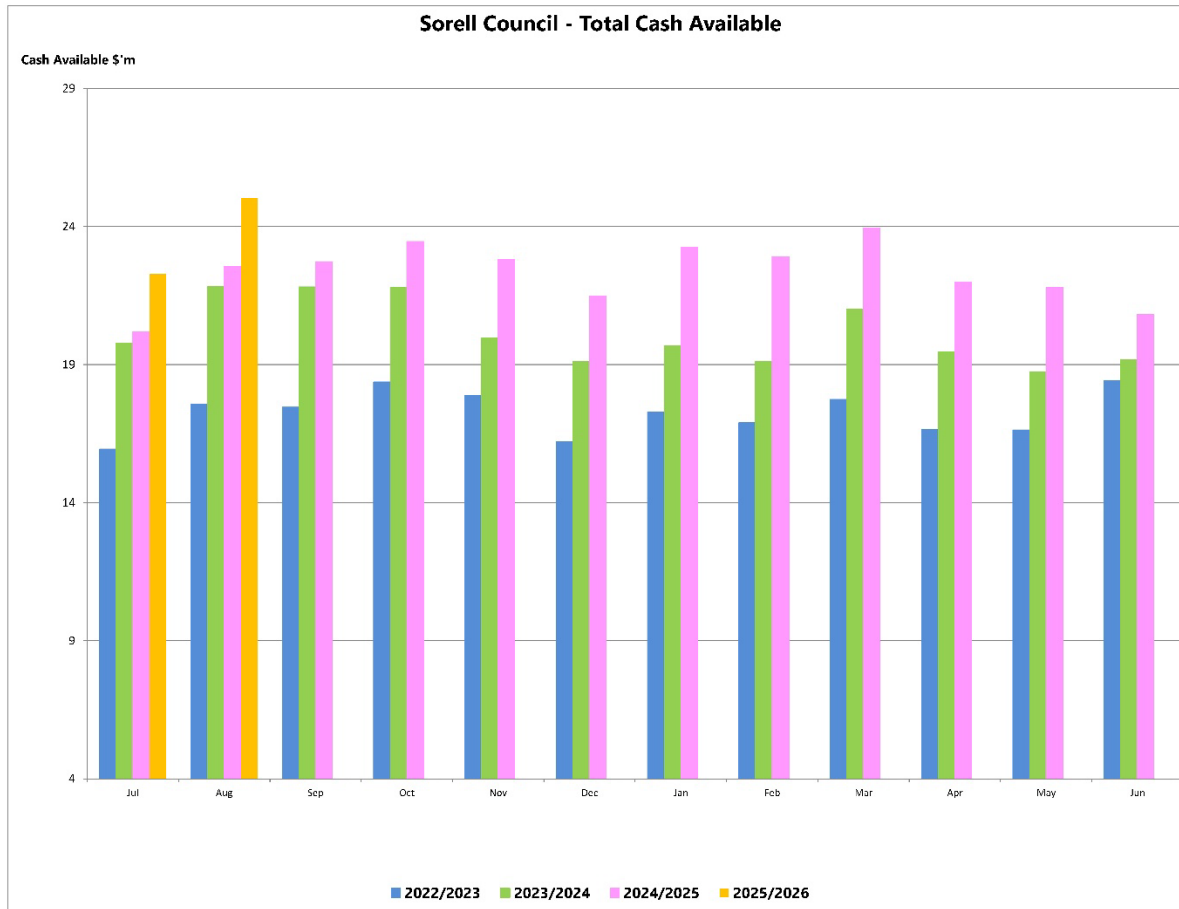
Financial Institution Percentage of Total Investment			Benchmarks
<b>CBA (A1+)</b>	\$ 10,145,555	41%	50%
<b>Westpac (A1+)</b>	\$ 8,500,000	34%	50%
<b>Bendigo Bank (A2)</b>	\$ 999,996	4%	30%
<b>MyState (A2)</b>	\$ 5,395,765	22%	30%
	<b>\$ 25,041,316</b>	<b>100%</b>	

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





**SORELL COUNCIL  
TOTAL CASH AVAILABLE**



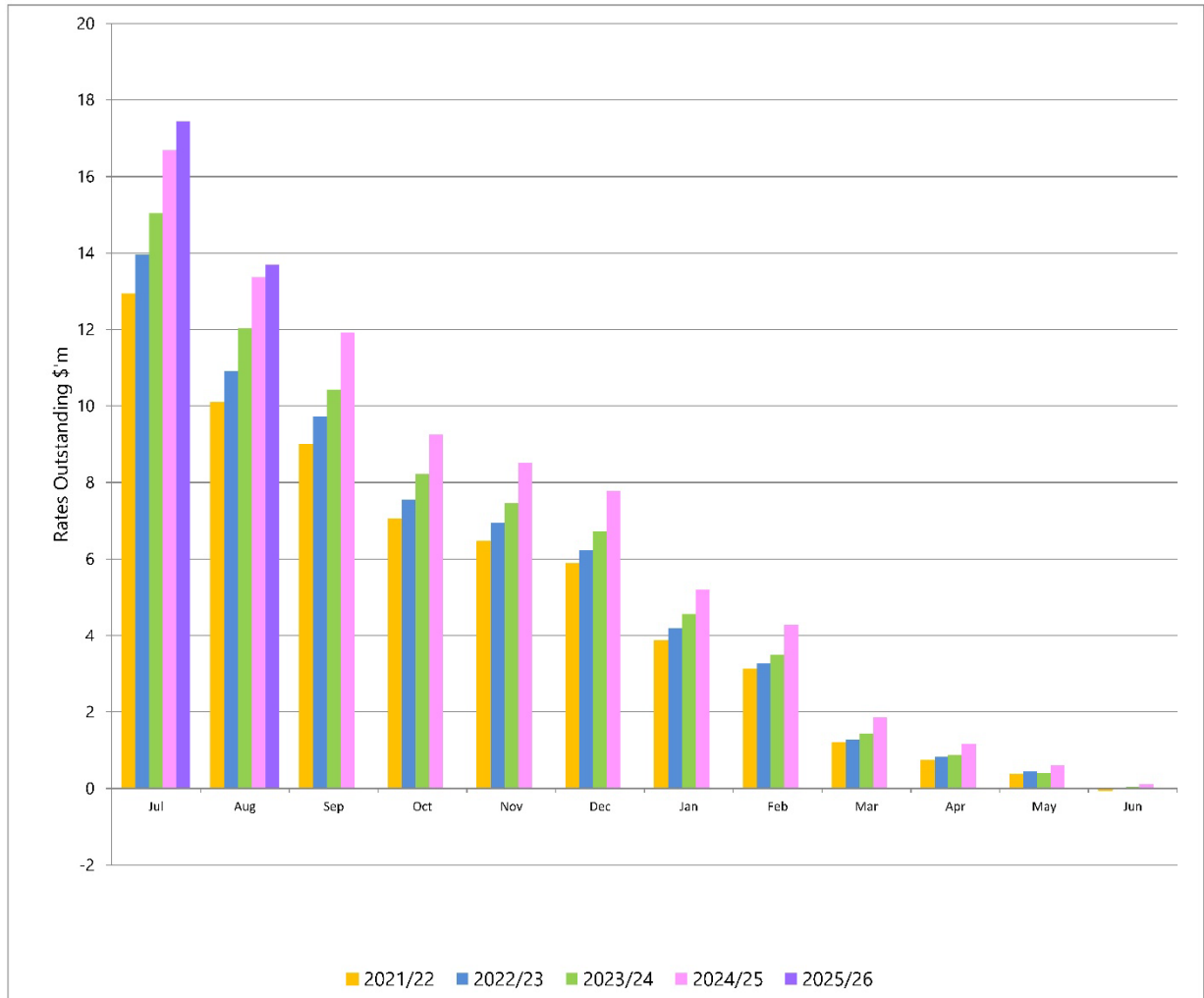
Sorell Council - Borrowings as at 31/08/2025							
Financial Institution	Product	Borrowing Date	Maturity Date	Face Value	Interest rate	Principle Repayments YTD	Interest Payments YTD
TASCORP	Fixed Term Loan	29/06/2021	29/06/2031	\$ 781,382	2.12%	\$ -	\$ -
TASCORP	Fixed Term Loan	18/05/2022	18/05/2032	\$ 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%	\$ -	\$ -
<b>Total Borrowings</b>				<b>\$ 2,476,485</b>			

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

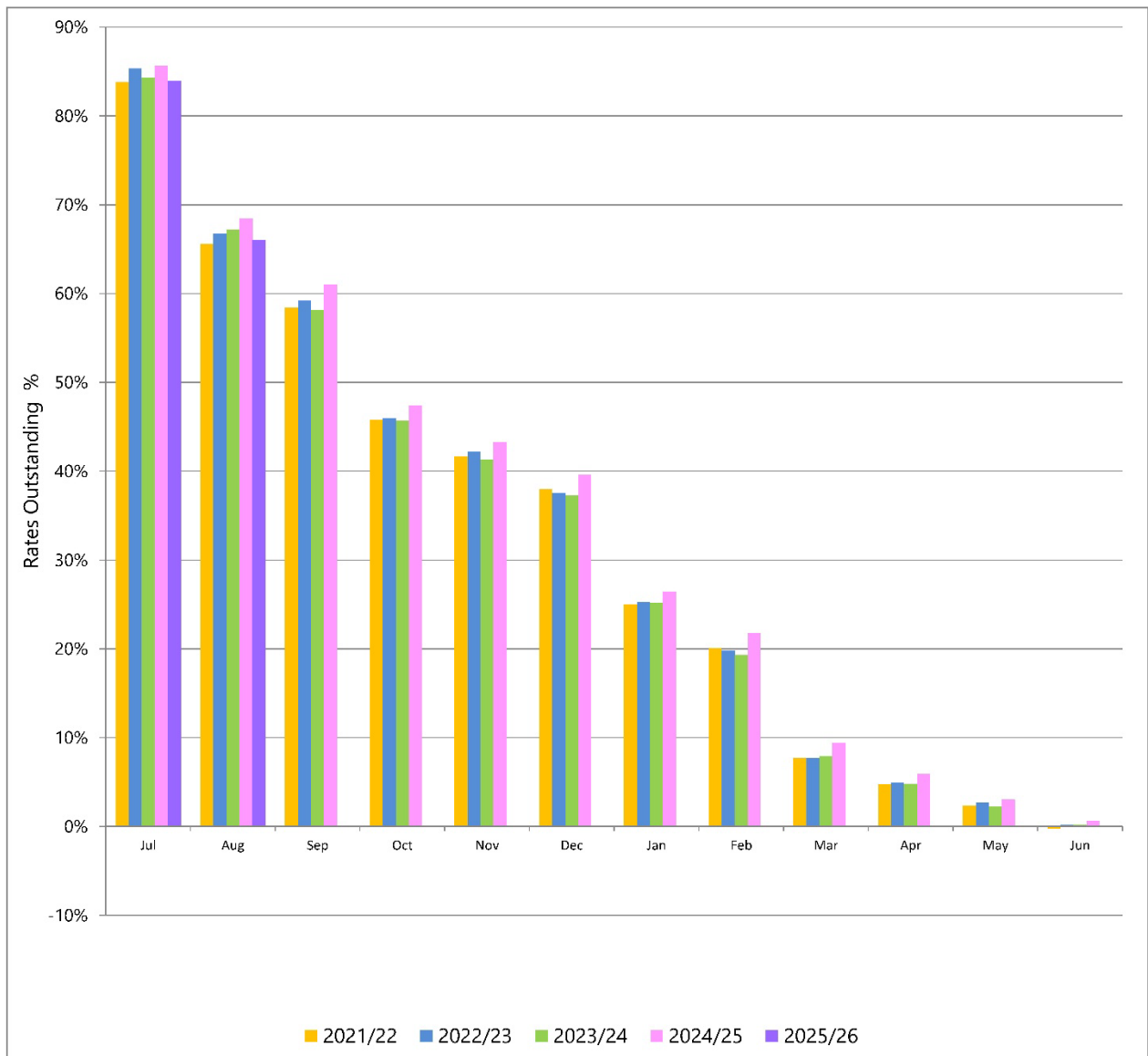


**AGENDA**  
ORDINARY COUNCIL MEETING  
16 SEPTEMBER 2025

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



### SORELL COUNCIL OUTSTANDING RATES BY MONTH %



**GRANT VARIANCE ANALYSIS - 31 AUGUST 2025**

Grant Details	Actual	Budget	Variance	Comments
<b>GL 1405 Grants Operating - Commonwealth Financial Assistance Grant (FAG)</b>				
FAG	\$ 373,399	\$ 102,881	\$ 270,518	Higher than budgeted receipt due to a smaller than expected 2025-26 FY contribution prepaid in the 2024-25 FY.
	<u>\$ 373,399</u>	<u>\$ 102,881</u>	<u>\$ 270,518</u>	
<b>GL 2105 Grants Capital - Roads to Recovery Funding</b>				
Roads to Recovery Funding	\$ 5,606	\$ -	\$ 5,606	Work from 2024-25 was carried over to 2025-26 which was unbudgeted.
<b>GL 2110 Grants Capital - Commonwealth Grants</b>				
C-23-B-002 BEST/SE Jobs Hub & Training Facility	\$ 356,499	\$ 600,000	-\$ 243,501	Work planned to be completed in June was delayed until July. Work has continued with revenue recognition budgeted in August but now expected in September.
	<u>\$ 356,499</u>	<u>\$ 600,000</u>	<u>-\$ 243,501</u>	
<b>GL 2115 Grants Capital - State Grants</b>				
C-25-LI-016 Shelters at the South East Sports Complex	\$ 19,728	\$ 22,320	-\$ 2,592	Work has commenced with the purchase of the shelters and is planned to be completed in September.
C-25-LI-009 Pembroke Park and Dodges Ferry Goal Nets	\$ 505	\$ -	\$ 505	Preliminary work has commenced with completion of the Project planned for later in the financial year.
	<u>\$ 20,233</u>	<u>\$ 22,320</u>	<u>-\$ 2,087</u>	
	<u>\$ 382,338</u>	<u>\$ 622,320</u>	<u>-\$ 239,982</u>	



## 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 August 2025 is \$1,482,384 (as per Capital Works Budget run on 3 September 2025).

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

Below is a summary of the requested adjustments.

<b>Original Budget approved in June 2025 Council meeting</b>	<b>\$16,063,134</b>
<b>Budget approved in August 2025 Council meeting</b>	<b>\$16,308,122</b>
<b>Budget adjustments requested for approval in September 2025 Council meeting:</b>	
Total adjustments on capital jobs with variances of over 10%	-\$3,702
Total adjustments on completed capital jobs with variances of over 10%	\$0
Total adjustments on new capital jobs	\$10,000
<b>Budget requested for approval in September 2025 Council meeting</b>	<b>\$16,314,420</b>

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:

<b>Job Name and No.</b>	<b>Approved Budget</b>	<b>Adjusted Budget</b>	<b>Adjustment</b>
C-26-B-005 Dunalley Hall Acoustic Treatment			-\$3,702
<b>Total Adjustments</b>	<b>\$30,702</b>	<b>\$27,000</b>	<b>-\$3,702</b>



- C-26-B-005 Dunalley Hall Acoustic Treatment – Budget adjusted per approved project management plan.

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-IT-002 CAC additional PC & Monitors			
<b>Total Adjustments</b>	<b>\$0</b>	<b>\$10,000</b>	<b>\$10,000</b>

- C-26-IT-002 CAC additional PC & Monitors – Additional laptops and monitors are required due to an increase in staffing levels.

#### ATTACHMENTS

- a) Capital Works Budget for the period ending 31 August 2025 (Pages 11)

**SCOTT NICOL**  
**ACTING MANAGER FINANCE**

**SALLY FANG**  
**ACCOUNTANT**

Date: 8 September 2025  
Attachments (11 pages)



3/09/2025	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
<b>LAND</b>					
<b>TOTAL Land 2025/26</b>		\$ -	\$ -		
<b>CARRY OVERS - LAND</b>					
Pawleena, Pawleena Road and Arthur Highway Roundabout	Land acquisition costs.			\$ 31,000	\$ -
<b>TOTAL Carry Overs - Land</b>		\$ 32,054	\$ 32,054		
<b>LAND IMPROVEMENTS (PARKS &amp; RESERVES)</b>					
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			\$ -	\$ -
South East Stadium	South East Stadium Additional Seating			\$ -	\$ -
<b>TOTAL Land Improvements (Parks &amp; Reserves) 2025/26</b>		\$ 881,780	\$ 965,780		





3/09/2025	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
<b>CARRY OVERS - LAND IMPROVEMENTS (PARKS &amp; RESERVES)</b>					
South East Sports Complex, Sorell & Dodges Ferry Rec Reserve	Goal nets behind senior oval x 2 & DF ground x 2 - 25m x 9m.			\$ 505	\$ 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.			\$ 65,443	\$ -
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 Imaly St park)			\$ 7,000	\$ -
Sorell, South East Sports Complex	Soccer seating shelters at the South East Sports Complex			\$ 20,488	\$ -
Red Ochre Beach, Dodges Ferry	Foreshore access steps.			\$ 169	\$ -
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.			\$ -	\$ -
<b>TOTAL Carry Overs - Land Improvements (Parks &amp; Reserves)</b>		<b>\$ 491,395</b>	<b>\$ 464,295</b>		
<b>BUILDINGS</b>					
11 Fitzroy St, Sorell	Upgrade / fitout to youth space to create an appropriate indoor / outdoor area at rear of building			\$ 10,420	\$ -
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			\$ -	\$ -
Dunalley Hall	Dunalley Hall Acoustic Treatment			\$ 4,089	\$ -
<b>TOTAL Buildings 2025/26</b>		<b>\$ 185,000</b>	<b>\$ 765,702</b>		



3/09/2025		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
<b>CARRY OVERS - BUILDINGS</b>					
Dunalley Canal	BBQ shelter - cost based on RC			\$ -	\$ -
Depot, Sorell	Depot Toilet Block			\$ 1,838	\$ -
Lyden Park, Pawleena Road, Sorell	Toilet for POS / Lyden Park - triple cubicle DDA & change table.			\$ 4,468	\$ 2,650
Midway Point, Malunna / LGT child care centre	Kitchen renewal / replacement to comply with food standards.			\$ 44,287	\$ -
BEST / SE Jobs Hub & Training Facility, Sorell	BEST / SE Jobs Hub & Training Facility			\$ 220,325	\$ 135,015
South East Sports Complex, Sorell	Scope and design to re-purpose old football change rooms plus netball concrete toilets / change room.			\$ 3,000	\$ -
Sorell Memorial Hall, Sorell	Extension for Historical Society storage, including change rooms and toilets.			\$ 80,774	\$ 252,150
<b>Total Carry Overs - Buildings</b>		<b>\$ 2,169,091</b>	<b>\$ 1,933,722</b>		
<b>CARRY OVERS - LEASEHOLD IMPROVEMENTS</b>					
Copping, 20 Marion Bay Road	Land easement costs (survey, AC fees, land title fees, valuation) for already completed works.			\$ -	\$ -
<b>TOTAL Carry Overs - Leasehold Improvements 2025/26</b>		<b>\$ 10,500</b>	<b>\$ 10,500</b>		
<b>PLANT &amp; EQUIPMENT</b>					
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).			\$ -	\$ 338,280
Depot, Sorell	Trailer mounted chipper - vermeer brand. This would prevent burning of greenwaste - wood chips needed for soil replenishment.			\$ -	\$ -
CAC, Sorell	Council Chambers Audio Visual Equipment			\$ -	\$ -
<b>TOTAL Plant &amp; Equipment 2025/26</b>		<b>\$ 811,136</b>	<b>\$ 840,636</b>		



3/09/2025	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
<b>CARRY OVERS - PLANT &amp; EQUIPMENT</b>					
Depot, Sorell	Fleet management GPS tracking and dashcam deployment			\$ 6,822	\$ -
<b>TOTAL Carry Overs - Plant &amp; Equipment</b>		<b>\$ 61,450</b>	<b>\$ 56,350</b>		
<b>FIXTURES, FITTINGS &amp; FURNITURE</b>					
CAC & Depot, Sorell	Renewal of office desk chairs			\$ -	\$ -
CAC, Sorell	CAC desks and seating for new area.			\$ -	\$ -
<b>TOTAL Fixtures, Fittings &amp; Furniture 2025/26</b>		<b>\$ 40,760</b>	<b>\$ 40,760</b>		
<b>COMPUTERS &amp; TELECOMMUNICATIONS</b>					
CAC, Sorell	Renewal of Original Gen 5 ipads (14)			\$ -	\$ 13,351
<b>TOTAL Computers &amp; Telecommunications 2025/26</b>		<b>\$ 15,400</b>	<b>\$ 15,400</b>		
<b>CARRY OVERS - COMPUTERS &amp; TELECOMMUNICATIONS</b>					
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.			\$ -	\$ -
<b>TOTAL Carry Overs - Computers &amp; Telecommunications</b>		<b>\$ 10,000</b>	<b>\$ 10,000</b>		
<b>RECONSTRUCTION (ROADS)</b>					
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.			\$ -	\$ -
<b>TOTAL Reconstruction (ROADS) 2025/26</b>		<b>\$ 2,919,900</b>	<b>\$ 2,920,138</b>		



3/09/2025	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
<b>CARRY OVERS - RECONSTRUCTION (ROADS)</b>					
Delmore Road / White Hill intersection, Forcett	Partial reconstruction and reseal.			\$ -	\$ -
Allambie Road, Orielton	Reconstruction with chip seal surface			\$ 5,606	\$ 235,525
BEST / SE Jobs Hub & Training Facility, Sorell	Dubs & Co Drive on street parking x 20 spaces.			\$ 85,556	\$ -
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.			\$ 13,840	\$ 1,364
<b>TOTAL Carry Overs - Reconstruction (Roads)</b>		<b>\$ 842,239</b>	<b>\$ 667,683</b>		
<b>RESHEETING</b>					
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				
<b>TOTAL Resheeting 2025/26</b>		<b>\$ 809,412</b>	<b>\$ 809,412</b>		



3/09/2025		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
<b>RESEALS</b>					
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.			\$ -	\$ -
<b>TOTAL Reseals 2025/26</b>		<b>\$ 1,162,437</b>	<b>\$ 1,162,437</b>		



3/09/2025		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
<b>FOOTPATHS &amp; CYCLEWAYS</b>					
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	Banjoes 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			\$ -	\$ -
<b>TOTAL Footpaths &amp; Cycleways 2025/26</b>		<b>\$ 2,109,800</b>	<b>\$ 2,122,691</b>		
<b>CARRY OVERS - FOOTPATHS &amp; CYCLEWAYS</b>					
BEST / SE Jobs Hub & Training Facility, Sorell	Surrounding works, including landscaping.			\$ 255,738	\$ -
Midway Point, Penna Road	Penna Road pedestrian footpath and refuges.			\$ 764	\$ -
Sorell, Sorell Memorial Hall	Footpath/carpark modification.			\$ -	\$ -
<b>TOTAL Carry Overs - Footpaths &amp; Cycleways</b>		<b>\$ 329,919</b>	<b>\$ 327,205</b>		



3/09/2025	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.			\$ 613,211	\$ 1,006,205
Southern Beaches, Blue Lagoon				\$ 87	\$ -
Southern Beaches, Carlton Estuary				\$ 309	\$ -
TOTAL Carry Overs - Stormwater		\$ 2,289,374	\$ 2,235,870		





3/09/2025	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
<b>OTHER TRANSPORT</b>					
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.			\$ -	\$ -
<b>TOTAL Other Transport 2025/26</b>		<b>\$ 84,000</b>	<b>\$ 120,000</b>		
<b>CARRY OVERS - OTHER TRANSPORT</b>					
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.			\$ -	\$ -
<b>TOTAL Carry Overs - Other Transport</b>		<b>\$ 305,470</b>	<b>\$ 305,470</b>		



3/09/2025	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
<b>PRELIMINARY WORK</b>		-			
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.			\$ -	\$ -
<b>TOTAL PRELIMINARY WORK 2025/26</b>		<b>\$ 290,000</b>	<b>\$ 290,000</b>		



3/09/2025	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
<b>CARRY OVERS - PRELIMINARY WORK</b>					
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.			\$ -	\$ -
<b>TOTAL Carry Overs - Preliminary Work</b>		<b>\$ 79,517</b>	<b>\$ 79,517</b>		
	<b>Total Capital Jobs Carried Over to 2025/2026</b>	<b>\$ 6,621,009</b>	<b>\$ 6,122,666</b>		
	<b>Total 2025/2026 New Jobs</b>	<b>\$ 9,442,125</b>	<b>\$ 10,185,456</b>		
	<b>TOTAL 2025/26 CAPITAL BUDGET</b>	<b>\$ 16,063,134</b>	<b>\$ 16,308,122</b>	<b>\$ 1,482,384</b>	<b>\$ 2,028,084</b>



**19.0 PLANNING**

Nil reports.

**20.0 HEALTH AND COMPLIANCE**

Nil reports.

**21.0 ROADS AND STORMWATER**

Nil reports.

**22.0 FACILITIES AND RECREATION**

Nil Reports.

**23.0 QUESTIONS FROM THE PUBLIC**

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

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

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

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

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

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

**AGENDA**

ORDINARY COUNCIL MEETING  
16 SEPTEMBER 2025

### 23.1 PUBLIC QUESTION ON NOTICE

Moya Sharpe submitted the following question on notice.

Members of the community are concerned about the future of Council owned land at the entrance to Sorell. What is the zoning status of this land and when was it zoned?

I am aware that a large proportion of land in this area has just been sold to developers and I am hoping that you might agree that this is an opportunity to enhance the entrance to Sorell. Over a decade ago I attended a community workshop to discuss improving the entrance to the town. Many great ideas were proposed but nothing eventuated.

There was a discussion about using this land to provide a bird observation centre to promote the Internationally listed RAMSAR site. The proposal was for information on RAMSAR, migratory birds, telescopes and maybe a cafe and art exhibition area. This would not only be an asset to the community but would also attract tourists. NRM, Tasmanian Birds Association, Rotary and Lions could all be involved. If the area is not used to promote the environment

I would like to see it developed to highlight the history of Sorell, I envisage a large steel silhouette of a mill, a landscape indigenous garden, picnic area, cafe and information about Robert Nash who built the first windmill in Van Diemens Land in Sorell. If the developers have plans for this area, they may consider assisting the Council to make this an inviting entrance to the town.

**Manager Planning Response:**

Council acknowledges and appreciates your interest in the future of the Council-owned land at the entrance to Sorell, along with the ideas and historical context you've shared.

This land is currently zoned as Open Space under the Tasmanian Planning Scheme – Sorell. Previously, it was zoned Community Purpose under the interim planning scheme. The change in zoning occurred as part of the statewide transition to the current planning framework.

To clarify, the land has not been sold, and there are no current plans or budget allocated for its development or use.

Council recognises the community's ongoing interest in enhancing this entrance to Sorell .



## 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 19 August 2025– <i>Regulation 40(3)</i>
24.2	Disclosure of confidential information – <i>Regulation 17(7)</i>
24.3	Sorell Audit Panel Summary and Minutes –August 2025 – <i>Regulation 17(2)(h)</i>
24.4	Tender C-26-T-011 Gatehouse Drive & Weston Hill Road, Sorell, C-26-T-016 Carlton River Road (Dodges Hill Road to Convoy Road, Carlton), C-26-T-12 Carlton Beach Road (East Street, Dodges Ferry to Raprinner Street, Carlton) – <i>Regulation 17(2)(e)</i>

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

### RECOMMENDATION

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

## 24.1 CONFIRMATION OF THE CLOSED MINUTES OF THE COUNCIL MEETING OF 19 AUGUST 2025



### RECOMMENDATION

"That the Closed Minutes of the Council Meeting held on 19<sup>th</sup> August 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."



### AGENDA

ORDINARY COUNCIL MEETING  
16 SEPTEMBER 2025



- 24.3 SORELL AUDIT PANEL SUMMARY AND MEETING MINUTES AUGUST 2025**
- 24.4 TENDER C-26-T-011 GATEHOUSE DRIVE & WESTON HILL ROAD, SORELL, C-26-T-016 CARLTON RIVER ROAD (DODGES HILL ROAD TO CONVOY ROAD, CARLTON), C-26-T-12 CARLTON BEACH ROAD (EAST ST, DODGES FERRY TO RAPRINNER STREET, CARLTON)**



## 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
SENA	South East Netball Association



### AGENDA

ORDINARY COUNCIL MEETING  
16 SEPTEMBER 2025

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

**AGENDA**

ORDINARY COUNCIL MEETING  
16 SEPTEMBER 2025