



COUNCIL AGENDA

18 JUNE 2024

COUNCIL CHAMBERS
COMMUNITY ADMINISTRATION CENTRE (CAC)

NOTICE OF MEETING

Notice is hereby given that the next meeting of the Sorell Council will be held at the Community Administration Centre (CAC), 47 Cole Street, Sorell on Tuesday, 18 June 2024, commencing at 6.00 pm.

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

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

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

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

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

ROBERT HIGGINS
GENERAL MANAGER
13 JUNE 2024



AGENDA

FOR THE COUNCIL MEETING TO BE HELD AT THE
COMMUNITY ADMINISTRATION CENTRE (CAC), 47 COLE STREET,
SORELL ON 18 JUNE 2024

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1.0 ATTENDANCE

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

2.0 APOLOGIES

3.0 DECLARATIONS OF PECUNIARY INTEREST

4.0 CONFIRMATION OF THE MINUTES OF 21 MAY 2024

RECOMMENDATION

“That the Minutes of the Council Meeting held on 21st May 2024 be confirmed.”

5.0 MAYOR'S REPORT



6.0 SUPPLEMENTARY ITEMS

RECOMMENDATION

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

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

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

7.0 COUNCIL WORKSHOPS REPORT

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The following Council Workshop was held:

Date	Purpose	Councillor Attendance	Councillor Apologies
11 June 2024	<ul style="list-style-type: none"> • Draft Operating Budget • Draft Capital Budget • Draft Rates Modelling Options • Draft Annual Plan • Community Grants <ul style="list-style-type: none"> ○ Sea Rescue Tas ○ Historical Society of Sorell ○ South East Suns ○ Reptile Rescue Tas - financial assistance request • Records Management Policy • Councillor Requests <ul style="list-style-type: none"> ○ Clr Miro Quesada x 4 matters 	Wooley, Nichols, Miro Quesada, Gatehouse, Campbell, Reed	Torenus, Reynolds,



8.0 COUNCILLOR QUESTIONS ON NOTICE

9.0 COUNCILLOR MOTIONS ON NOTICE

10.0 WORKGROUP REPORTS

RECOMMENDATION

“That the workgroup reports as listed be received.”

10.1 OFFICE OF THE GENERAL MANAGER – ROBERT HIGGINS

GENERAL MANAGER – ROBERT HIGGINS

- Copping Refuse Disposal Site Joint Authority meeting – 23rd May.
- Met with proponent for Planning Scheme amendment / rezoning proposal and Manager Planning – 24th May.
- Participated in Tasman Hwy corridor study workshop – 28th May.
- Met with Committee for Greater Hobart CEO and Brighton Council GM re: clarification of STRLUS review project, scope and comms – 29th May.
- Met with WLF to settle on internal audit program scope for next 3 years with Manager Finance and Director People and Performance – 5th June.
- Participated in Brighton to Cambridge freight corridor study workshop – 6th June.
- Met with UTas Pro Vice Chancellor re: Jobs and Training Hub project – 7th June.
- Met with Development Engineer and Hellfire Distillery operators and their consultant engineer re: project status on recently approved DA – 7th June.
- Presented to BEST Board meeting on Jobs and Training Hub project and related SERDA matters – 12th June.
- Attended STRLUS / STCA Steering Committee meeting – 12th June.
- Jobs and Training Hub internal project team meetings.
- Staff meetings, Leadership Team meeting, workshops and SPA meetings.



Copping Refuse Disposal Site Joint Authority

28 May 2024

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

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

Mr Dave Stewart
General Manager
Kingborough Council
Locked Bag 1
KINGSTON 7050

Mr Blake Repine
General Manager
Tasman Council
1713 Main Road
NUBEENA 7184

Dear General Manager/CEO

COPPING REFUSE DISPOSAL SITE JOINT AUTHORITY REPORT: March 2024 Quarter

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

Authority general meeting 23 May 2024

Material matters addressed in the scheduled meeting:

- Acknowledged the untimely death of CEO, Mr Adekunle, and recognised the warmth, passion, drive and expertise he brought to SWS and the changes he initiated in his short time with us.
- Passed a vote of thank to past Mayor Kerry Vincent for his considerable contribution to the Authority over twelve years, particularly in his roles as Authority Chair and Deputy Authority Chair.
- Endorsed the March 2024 Quarterly Report for distribution to Participating Councils (attached).
- Appointed Acting CEO, Mr Nick Gifford as Comptroller, in accordance with the Rules.
- Approved the Authority's Strategic Plan 2024/25 – 2028/29.
- Approved the Business Plan 2024/25, including the 2024/25 Budget and forward estimates.
- Adopted the Authority's revised risk appetite statements.
- Approved the proposed changes to be submitted to Participating Councils for approval to advertise the proposed changes.
- Noted the 2024 process and timeline to evaluate the performance of the SWS Board, including the assessment of each individual director.
- Received an update on the review of the governance structure of the C Cell, noting that a briefing paper would be submitted to the separate Unit Holders .
- Received an update on the Southern Tasmanian Regional Waste Authority (TasWaste South).
- Appointed the fifth director to the Board of Southern Waste Solutions, subject to his acceptance, to commence in June 2024 for a period of two years.
- Received an update on recruitment of the Authority Secretary and delegated to the Authority Chair the appointment of the new Secretary in due course, for a period of up to twelve months.
- Received an update on activities of the Boards and operations of Southern Waste Solutions and C Cell Pty Ltd from the Board Chair and Acting CEO.

Copping Refuse Disposal Site Joint Authority trading as **SOUTHERN WASTE SOLUTIONS**
PO Box 216, New Town, Tasmania 7008
Phone: 03 6273 9712 Email: secretary@swstas.com.au
ABN: 87 928 486 460



AGENDA
ORDINARY COUNCIL MEETING
18 JUNE 2024

Other matters of note

The Board of SWS as appointed Mr Nick Gifford as Acting CEO following the death of Chris Adekunle. Mr Gifford is normally Manager Operations and has previously acted in the role of CEO during Mr Adekunle's leave.

Participating Councils will be advised when:

- the new Director of SWS has accepted the appointment and commencement date is confirmed; and
- an appointment of the Authority Secretary is made and commencement date is confirmed.

Matters considered by the Boards of Southern Waste Solutions and C Cell Pty Ltd as Trustee

- Summaries of the material matters considered by both Boards are attached.

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

Professional Development Activity Undertaken

Authority Chair, Cr James Walker, attended the morning session of the Tasmanian Waste Management Conference in Hobart on 23 May 2024.

Yours sincerely



Carolyn Pillans
Secretary

Attachment 1: Quarterly Report to the Authority March 2024

Attachment 2: Summary of SWS Board meetings

Attachment 3: Summary of C Cell Board meetings

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PO Box 216, New Town, Tasmania 7008
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AGENDA
ORDINARY COUNCIL MEETING
18 JUNE 2024

DIRECTOR SERVICE DELIVERY – RUSSELL FOX
ANNUAL LEAVE.

DIRECTOR PEOPLE AND PERFORMANCE - JESS HINCHEN

Meetings attended:

- Various meetings with GHD re: Social Strategy and Active Transport Strategy, including community Pop Up Consultation at Sorell Plaza.
- Various meetings re: South East Youth Engagement Project.
- Various meetings related to Stadium Management & Facilities.
- Meeting re: Review of CCTV Policy.
- Meeting Sorell Men's Shed – various matters.
- Various Workgroup Manager meetings.
- Jobs & Training Hub Project Team Meeting.
- Internal Child Safe Organisation Working Group Meeting.
- Internal Audit Meeting with WLF.
- Dept. Of Health – re: Rural Health Optimisation Plan.
- FFT – RE: Seventh Avenue Soccer Facility
- Various HR Matters.
- Council Workshop.
- Council Meeting.

EMPLOYEE SUPPORT COORDINATOR – HR

Recruitment

Recruitment for the following positions is currently in progress –

- Municipal Worker – Sealed Roads – This position was advertised with BEST on 6 June 2024 and closes 24 June 2024.
- Audit Panel Positions have been filled.

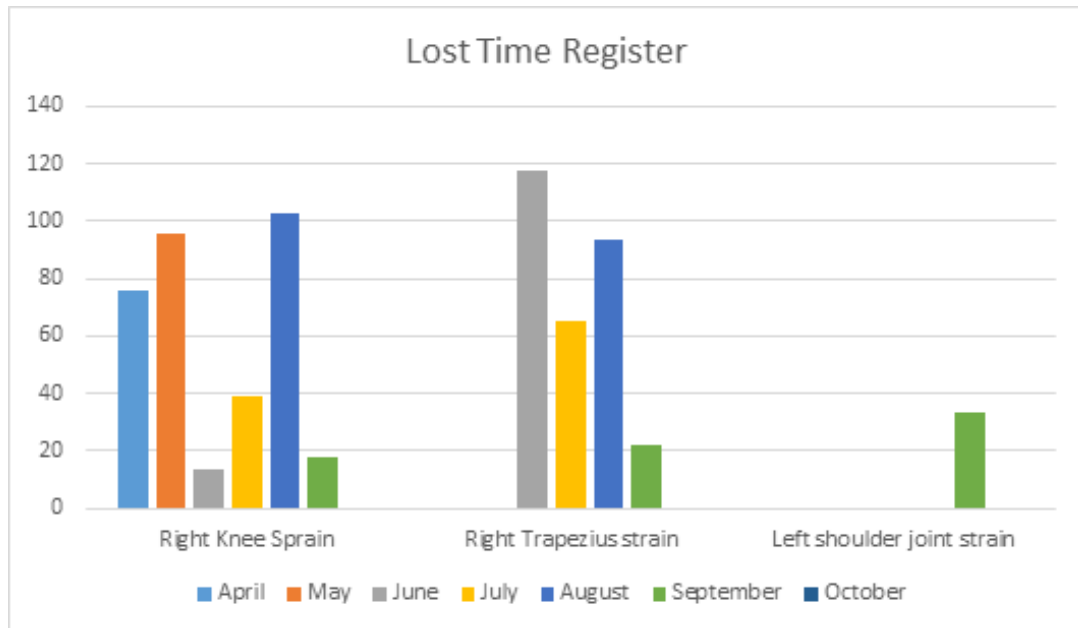
Meetings

- Various meetings with Finance, Auditors and Unsealed Roads.
- Dialog EOY Webinar.

WORKERS COMPENSATION

- No active claims.





EMPLOYEE SUPPORT - PAYROLL

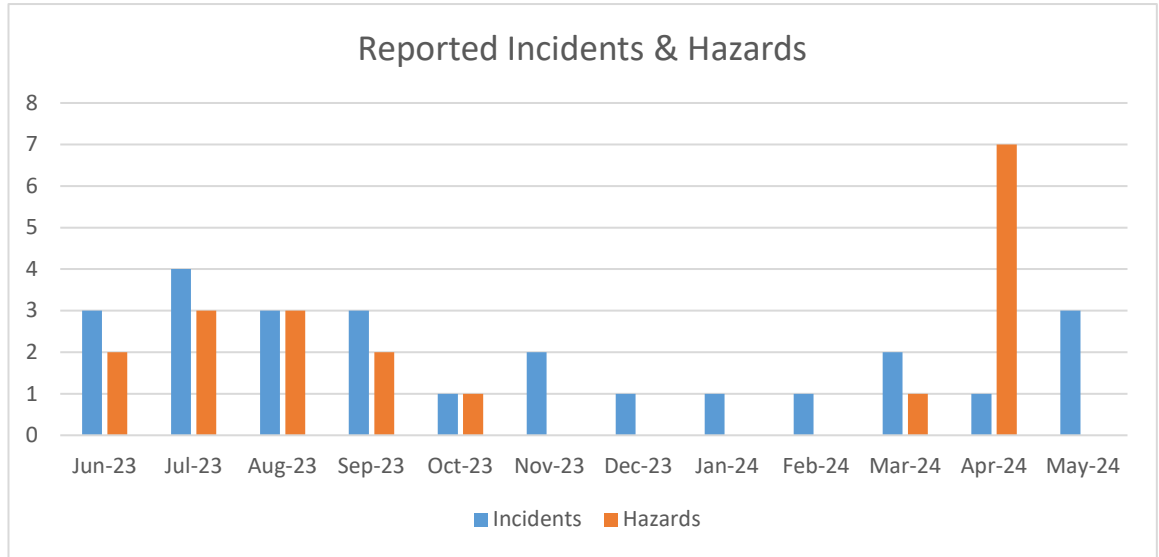
- Two pay runs completed.
- EOM complete.
- Meetings with Manager Finance and Accountant re: Payroll Training and SHR handover.
- Met with Auditors.

DEVELOPMENT OFFICER – STRATEGY & RISK

Meetings attended:

- Tree Register / Tree Maintenance meeting – Land Improvements.
- Risk & Strategy Monthly Meeting.
- MAV Insurance – Renewal Discussion.
- MAV Insurance Compliance Review – Validation Meeting, Submission Audit and Site Inspections.
- Jobs Hub – Operational Project Team.
- Internal Audit – WLF Accounting & Advisory.
- Internal Child Safe Organisation Working Group.

Reported Incidents and Hazards for May



- 3 Incidents reported.
 - 0 WHS incidents occurred.
 - 3 vehicle damage incidents reported.
- 0 hazards identified and reported.
- 3 investigations completed.

10.2 FINANCE – STEPHANIE PERRY, MANAGER

Financial Management

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

- Finance staff completed all end-of-month (EOM) procedures for April, 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 completed South East Region Development Association (SERDA) ad-hoc and monthly financial tasks.
- Finance staff finalised the 2024/2025 financial year fees and charges schedule.
- Finance staff continued work on the 2024/2025 financial year operating and capital budgets.
- Finance staff started work on the long term financial plan.
- Finance staff provided payroll support for the pay run fortnight ending 3 May, 17 May & 31 May 2024.

Rates

- At the end of May 97.8% of rates had been collected, compared to 97.3% at the same time last year.
- Interest and penalty raised to the end of May was \$130k. This is compared to \$117k raised at the same time last year.
- Supplementary valuations were received from the Office of the Valuer-General, year to date totalling \$184k in general rates, \$42k in waste charges and \$9k in fire levy income.

Audit

- The Tasmanian Audit Office (TAO) completed the audit interim visit from 20 May to 24 May 2024.

Grants & Funding

During the month of May, the following grant was invoiced:

- The State Government Department of State Growth was invoiced \$51k for instalment 1 of the All Access All Weather Bus Stop Upgrade Program Round 2. This invoice remained outstanding in mid-June.



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

- The Heavy Vehicle Motor Tax of \$14k was received from the State Government Department of State Growth.
- The fourth quarter Financial Assistance Grant of \$67k was received from the Federal Government Department of Infrastructure, Transport, Regional Development, Communications and the Arts, in line with the quarterly payment schedule.
- The Local Roads and Community Infrastructure Program Phase 4 funding of \$366k was received from the Federal Government Department of Infrastructure, Transport, Regional Development, Communications and the Arts.

Insurance

- Nil

Fleet Management

- A capital budget allocation was made for fleet replacements during the 2023/2024 financial year. The General Manager has approved the light fleet procurement recommendation and the orders have been placed. The Mitsubishi order for one Mitsubishi Outlander arrived in May 2024. The Ford order for one Ford Ranger Double Cab and one Ford Ranger Super Cab is expected to arrive in July 2024.

Plant and Equipment Disposals

- One vehicle from the 2022/2023 replacement schedule was sent to Pickles Auctions in April and disposed of in May 2024. See below table for detailed information.
- One vehicle from the 2023/2024 replacement schedule was sent to Pickles Auctions in May and was disposed of in June 2024.

Plant & Equipment Details	Date of Disposal	Reason & Method of Disposal	Proceeds of Sale	Disposal Costs	Written Down Value Per Assetic	Profit/(Loss) on disposal
Mitsubishi Triton I96CL	12/05/2024	Replaced, Pickles Auction	\$21,363.64	-\$445.80	\$0.00	\$20,917.84



Operational Plan

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

Operational Plan Item	Status
Finance System Upgrade	Completed.
Finance Policies	Review continued.
Rates Property #1 Review	Review continued.
Internal Audit Appointment	Completed.
Grant Summary Page	Completed.
Register of Finance Procedures	Review continued.
Long Term Financial Plan Review	Review continued.
Staff Education	Completed.
Land Tax Review	Completed.

Meetings

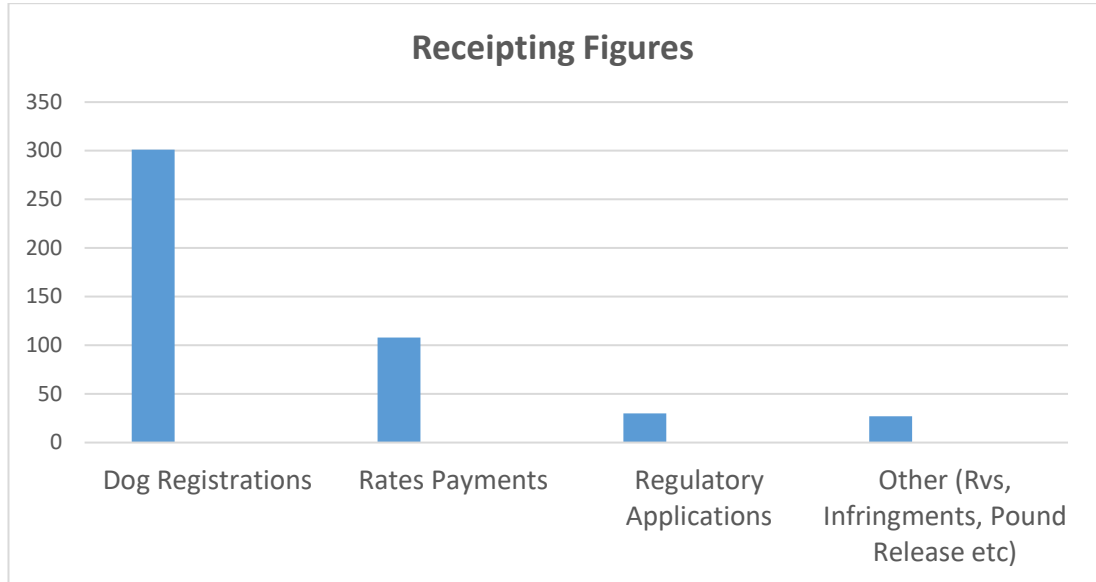
- Finance Leadership Team meeting – 1/5/2024
- Monthly capital works meeting with Finance, Asset Management, Engineering and Depot staff – 15/5/2024
- Monthly finance catch up with Manager Finance and Directors – 26/5/2024
- Tasmanian Audit Office (TAO) Local Government Client Information Session – 8/5/2024
- LG Professionals Tasmania Emerging Leaders Program – 20/5/2024 – 21/5/2024
- JLT Insurance Renewal Discussions Webinar – 23/5/2024



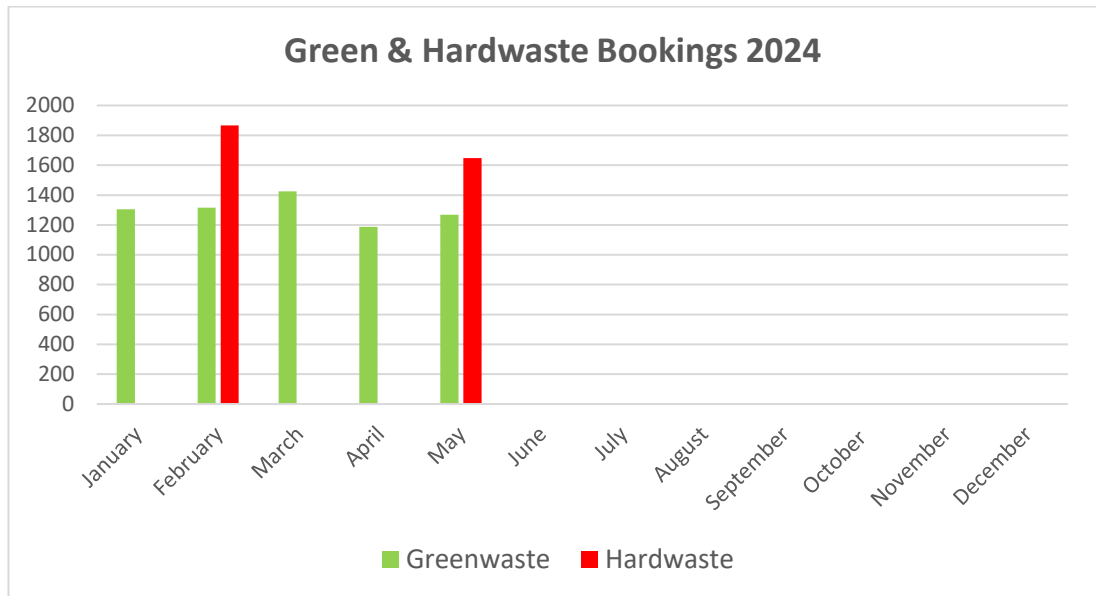
10.3 COMMUNITY RELATIONS – STACEY GADD, MANAGER

CUSTOMER & BUSINESS SUPPORT

Receipting figures – May



Green and Hard Waste Bookings – May



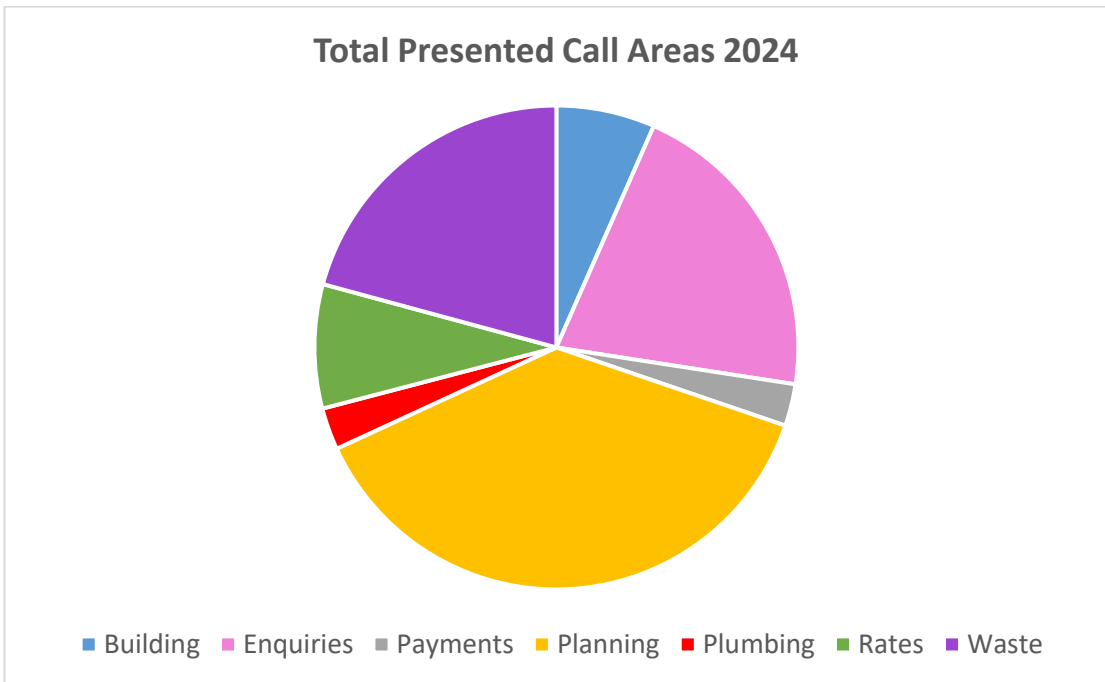
Phone Call Reporting – May

Group Summary

Wed, 01/05/2024 12:00 AM -
Fri, 31/05/2024 11:59 PM

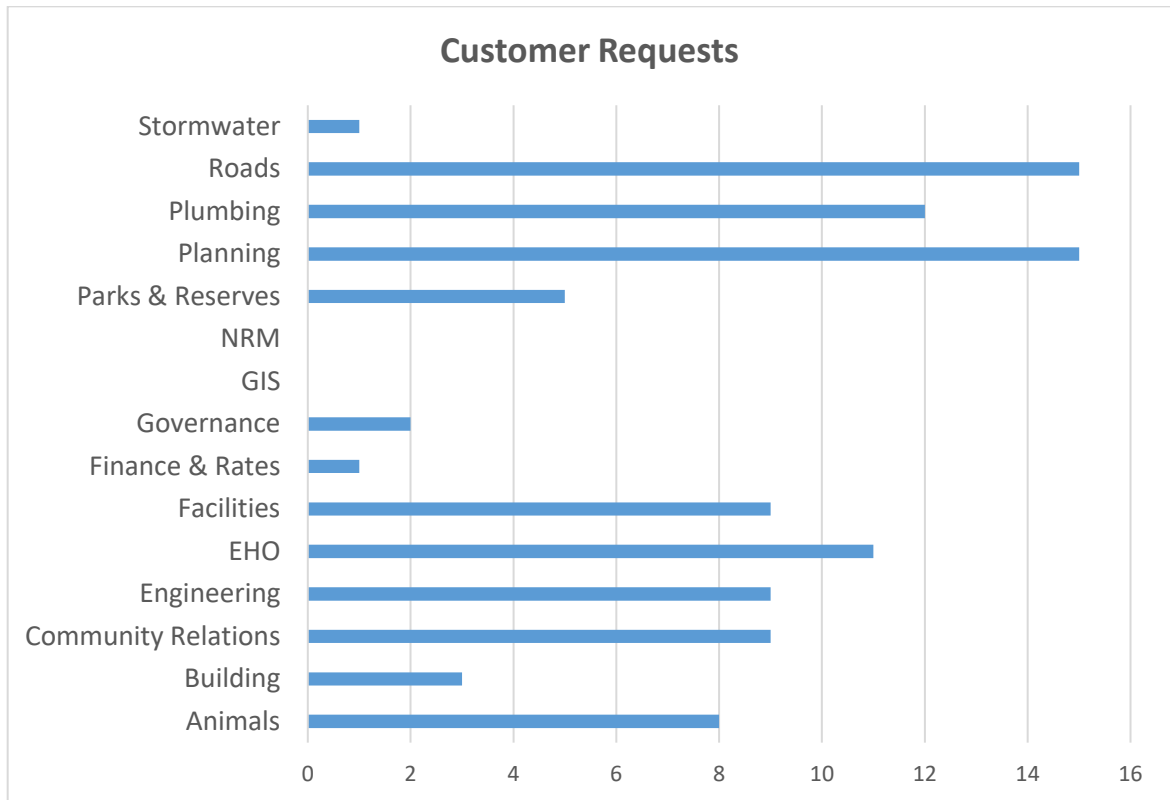
Total Presented Calls	650	Total Answered Calls	610
Total Missed Calls	40	Total Calls Overflowed To	
Total Calls Overflowed From		Percent of Calls Answered	93.8%
Percent of Calls Missed	6.2%	Avg Speed of Answer	0:00:15
Total Talking Duration	21:41:52	Avg Talking Duration	0:02:08

Group	Presented Calls	Answered Calls	Missed Calls	Calls Overflowed To	Calls Overflowed From	Percent of Calls Answered	Percent of Calls Missed	Avg Speed of Answer	Total Talking Duration	Avg Talking Duration
Building	45	43	2			95.6%	4.4%	0:00:16	1:42:52	0:02:24
Enquiries	157	140	17			89.2%	10.8%	0:00:14	3:54:30	0:01:40
Payments	16	13	3			81.2%	18.8%	0:00:15	0:23:40	0:01:49
Planning	229	227	2			99.1%	0.9%	0:00:15	11:03:32	0:02:55
Plumb Engineer	22	20	2			90.9%	9.1%	0:00:22	0:23:27	0:01:10
Rates	41	38	3			92.7%	7.3%	0:00:17	0:58:01	0:01:32
SorelCouncil										
Waste	140	129	11			92.1%	7.9%	0:00:12	3:15:50	0:01:31



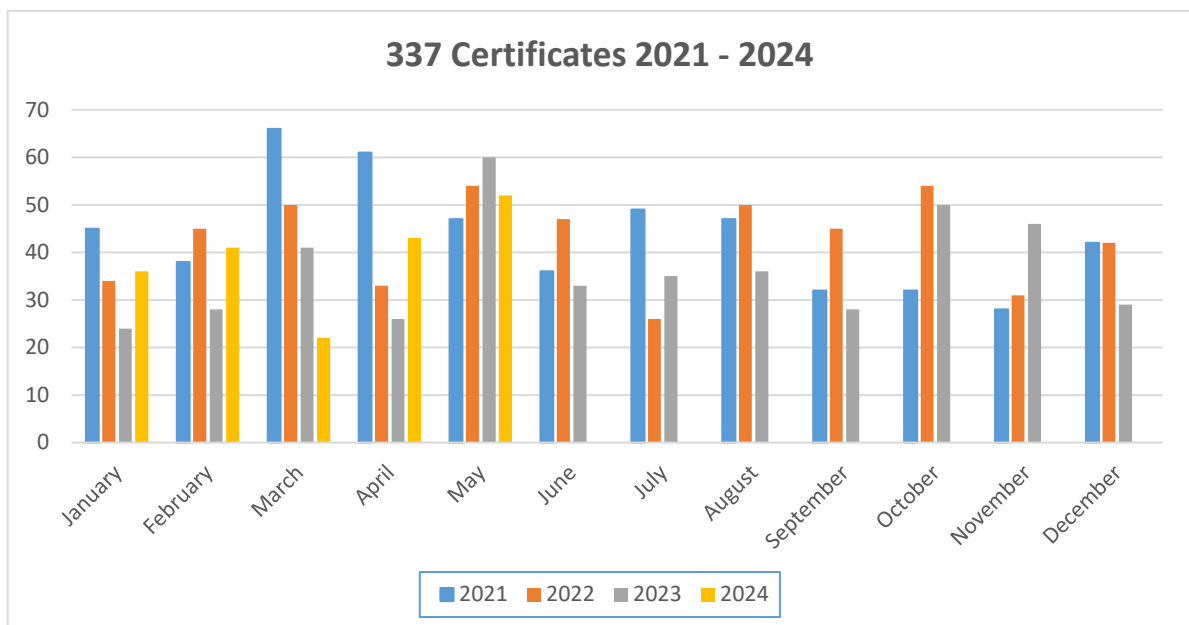
Customer Requests

CRMs created for the month of May.

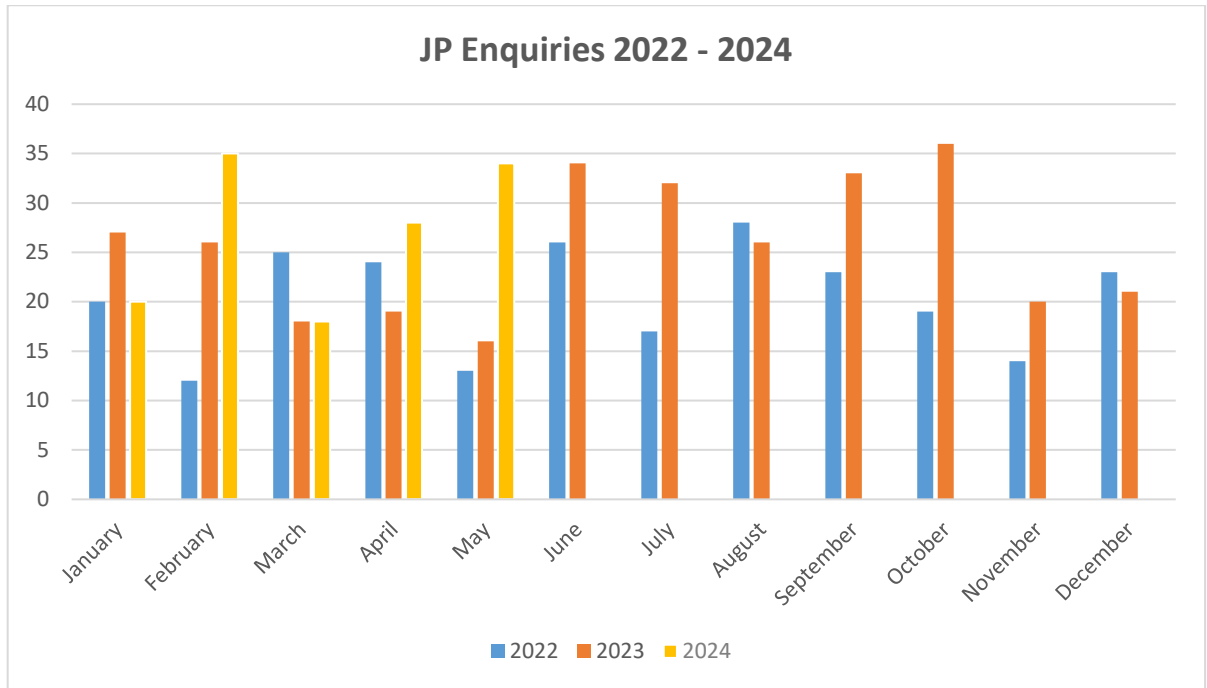


337 Certificates

Council processed 52 - 337 Certificates in May which relate to the sale of properties as detailed in the graph below.



Justice of the Peace Enquiries



Customer Service Feedback

We received 5 customer service surveys for the month of May.

Customer Satisfaction Survey

How was your experience with us today?

1 Device ⚠️

LATEST:
→ 😊😊😊😊😊

NPS™

100
↑ 100



RESPONSES

5



BREAKDOWN



0%

0



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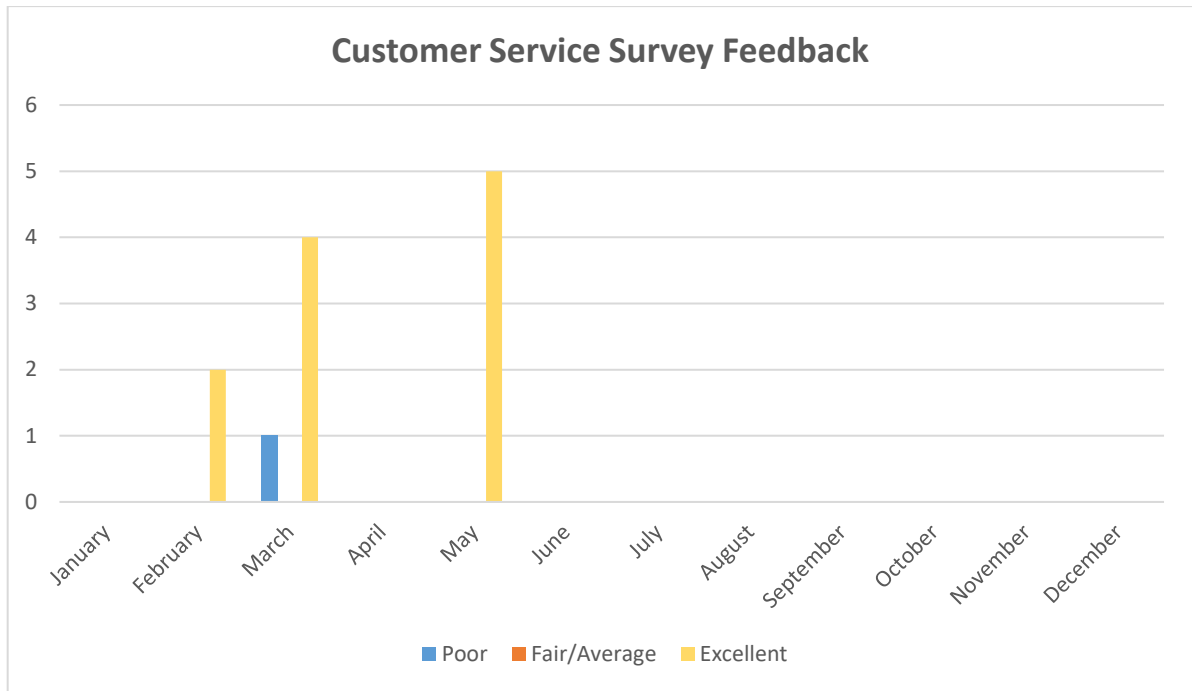
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100%

5





We received 1 written form of appreciation for the month of May:

Parks & Reserves and Roads:

"I just wanted to say a short thank-you to all the staff in the roads and parks and gardens on being able to maintain them on a regular basis. The work they do are amazing and they should be congratulated. The community and visitors appreciate their work."

COMMUNICATIONS

General

- Sorell Times – Regular monthly advert.
- Council Works Update – Monthly update compiled re current and soon to be commenced Council works, published on our website, Facebook and Instagram pages.
- Website – Updated with news and information including Council Works Updates, BMX Track, Roadside Vegetation Works, By-election information.
- Community News Newsletter – Commenced drafting the July 2024 edition.
- E-News – Sent out the June 2024 edition of Sorell Council E-News to subscribers (84 subscribers).
- Council By-Election – Continued sharing information on our social media platforms and website regarding the timing and process for the Council By-Election to replace the Mayor role.



NRM

- NRM Thursday posts on social media ongoing.
- NRM section ongoing in monthly Sorell Times advert re weed awareness and other NRM matters.

Waste Education

- Waste Wednesday social media posts ongoing.
- Green Waste Service – Comms updated for new Green Waste service completed and ready to roll out. All residents receiving a green waste bin will receive a brochure outlining the new service and a Waste Management Services Calendar. Our website has been updated with relevant information and a FAQ sheet compiled to address customer enquiries. Additional social media posts will be rolled out in the coming weeks.

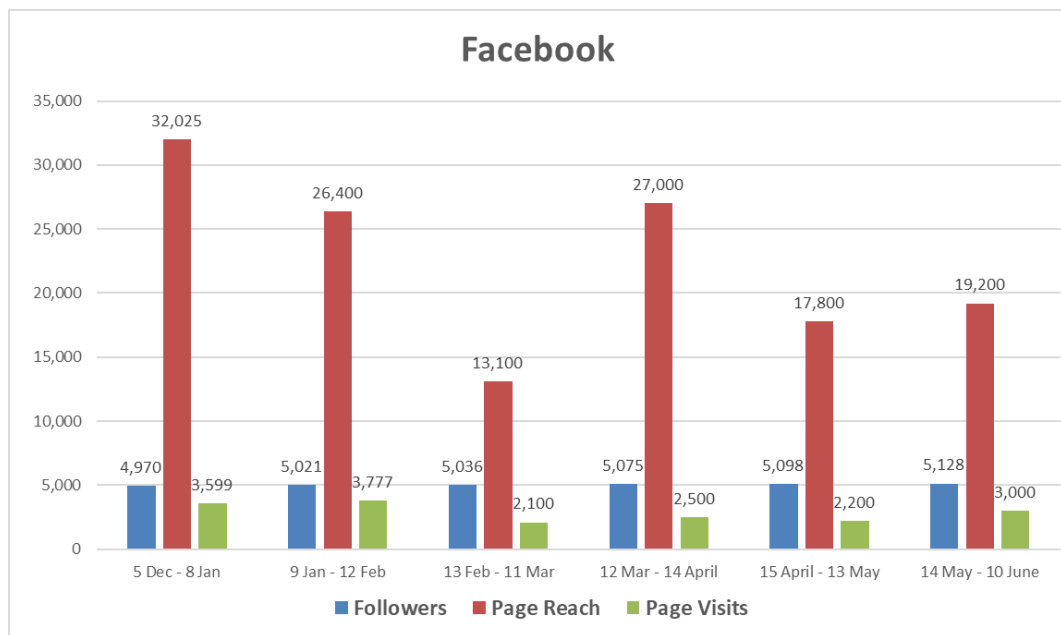
Advocacy

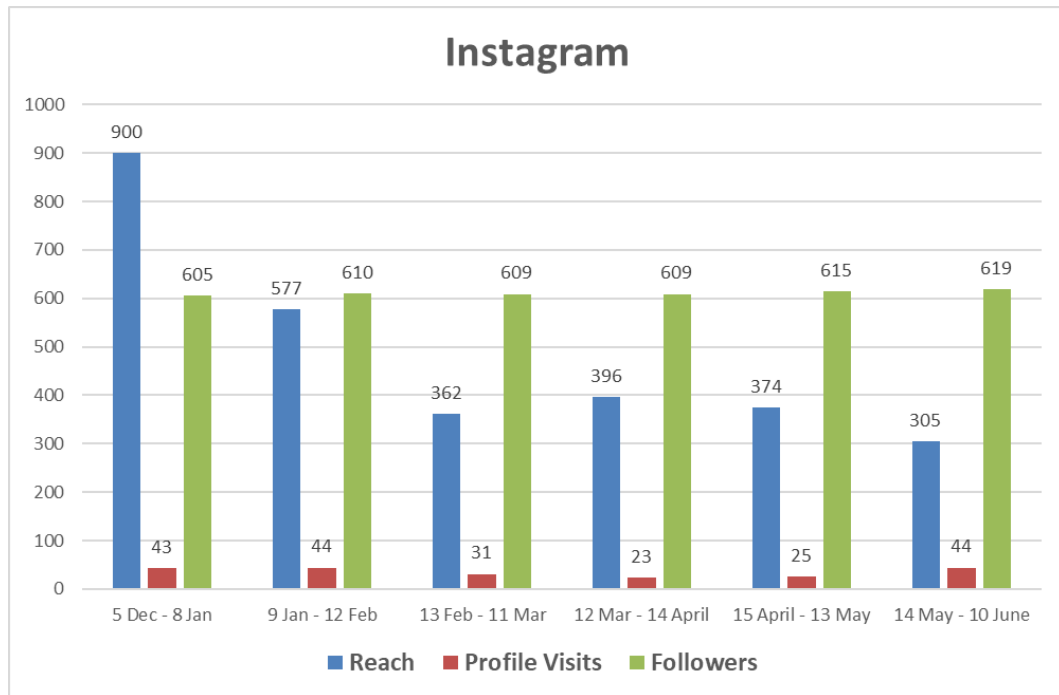
- Nil this month,

Area Promotion/Marketing

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

Social Media





COMMUNITY CONSULTATION/ENGAGEMENT

- The Park Beach to Cafes Community Project held two final pop-up chats on Saturday 18 May (good attendance with another dozen participants at each session). The Community Information Workshop was held on 29 May over two session times. General discussion and engagement at both workshop sessions was constructive and interactive activities well received. Summary of engagement has been shared on Council's website, advertised on E-news and to survey participants that wished to remain informed.
- Met with Southern Beaches Landcare Coastcare (SBLC) representatives at Snake Hollow Park on 23 May to discuss maintenance works plans on open drains proposed by SW Supervisor Joshua Young. Highly successful engagement and support received from the SBLC members.
- Met with Michael Paxton for update on indigenous consultation.
- Successfully launched gift program for National Volunteers Week, with many organisations giving Council positive feedback on different approach.
- Met with Sorell on Stage and Sorell History Society re the Sorell Memorial Hall extension project.
- Planning in progress for community consultation:
 - Draft Reserve Management Plans (June)
 - Release of Draft NRM Strategy (deferred until late 2024/early 2025)
- Communication plans confirmed for:
 - Monthly green waste bin schedule
 - Update on bulk green and hard waste schedule



MEDIA

- Nil

ARTS AND CULTURE

- Nil

COMMUNITY COLLABORATIONS

- Office of the Independent Regulator – Liaised with their Child Safe Education Officers re organisation of a community education session for the Child and Youth Safe Standards and the Reportable Conduct Scheme.

COMMUNITY GRANTS PROGRAM

Community Grants

- South East Suns Women's Football Club – toward hosting of their Truck Show.
- The Historical Society of Sorell – toward the printing of Pittwater Chronicles 4.
- Sea Rescue – towards transport of new vessel.

Individual Achievement

- Judah Holmes – representing Archery Australia at the world Archery Tournament.
- Molly Edmand – representing AFL Tasmania at the Australian Football 15 and under Championships.
- Harrison Thomas – representing Tasmania Indoor Cricket at the National Indoor Cricket Championships.

Quick Response

Nil

EVENTS

- National Volunteers Week – Volunteer appreciation gift packs sent out to 85 groups in our community. We received overwhelmingly positive feedback on this new initiative. Website and social media channels also updated with thank you messages to our local volunteers.

CORPORATE ADMINISTRATION

Right to Information

- No Right to Information Requests were received.



Policies under review

Policy	Policy Type	Update
Enforcement Policy	Council	Review complete. Associated Enforcement Procedure developed. Both require Council workshop before adoption.
Fraud and Corruption Prevention	Council	Review complete. Requires GM review then Council approval.
Property Access Policy	Council	Review complete. Requires Council approval.
Code of Tendering	Council	Officer review underway.
Motor Vehicle	Management	Review complete. Requires delegate approval.
Disposal of Council Goods & Equipment	Management	Review complete. Sent for delegate approval.
Investment Policy	Council	Officer review nearing completion.
Fees Refund and Remission	Council	Review complete. Requires Council approval.
Acknowledgement of Traditional Owners Policy	Council	Officer review underway.
Related Party Disclosures Policy	Management	Officer review nearing completion.
Credit Card Policy	Management	Review complete. Sent for delegate approval.
Asset Management Policy	Council	Officer review underway.
Personal Information Protection Policy	Council	Officer review complete. Requires Council approval.
Records Policy	Council	Review complete. Going to June Meeting for Council approval.

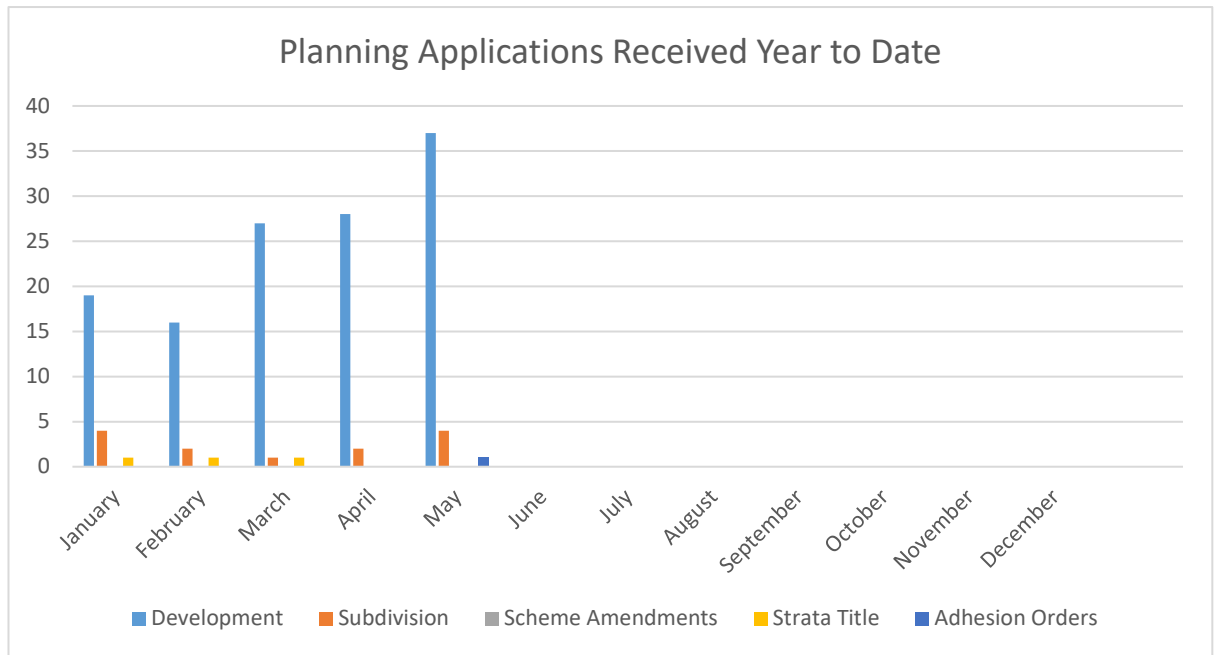
Leases & Licences

- Sorell Football Club Lease – Sent to the club for review.
- Dodges Ferry Rec Centre – Variation to Lease negotiations re: Canteen.
- Dodges Ferry Ambulance Station – Renewal of Lease in progress waiting on Office of the Crown Solicitor.
- Pittwater Community Centre Inc. - Lease renewal Neighbourhood House sent for review.
- Carlton Park Surf Lifesaving Club – Lease renewal.
- Dunalley Community Hall Inc. – Draft Lease.
- Crown Lease renewal – Boomer Bay Road, Boomer Bay – Carpark and Toilet.



10.4 PLANNING – SHANE WELLS, MANAGER

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



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

DELEGATED AUTHORITY

During the month of May 2024, a total of 35 Planning Approvals/Permits/Refusals/Exemptions have been issued including:

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



22	Applications approved as Discretionary Developments; issued under delegated authority
3	Applications presented as Discretionary Developments for Council consideration at SPA/Council Meeting.

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

Description	Application Type	Property Address	Value Of Work
Outbuilding	Discretionary	10 Woodruff Court, Sorell	\$17,900.00
Outbuilding	Discretionary	27 Carlton Beach Road, Dodges Ferry	\$20,000.00
Pump Shed	Discretionary	3308 Tasman Highway, Orielson	\$15,810.00
Dwelling	Discretionary	46 Friendship Drive, Sorell	\$500,000.00
Dwelling	Discretionary	48 Friendship Drive, Sorell	\$600,000.00
Minor Amendment Section 56 - Changes to Floor Plan	Minor Amendments	10 Vancouver Street, Midway Point	\$0.00
Outbuilding	No Permit Required	24 Whitelea Court, Sorell	\$25,000.00
Outbuilding	Discretionary	406 Wielangta Road, Bream Creek	\$70,000.00
Additions to Dwelling	No Permit Required	11 Whitelea Court, Sorell	\$14,700.00
Outbuilding	No Permit Required	20 Fishburn Way, Sorell	\$18,000.00
Outbuilding	No Permit Required	11 Clark Street, Dunalley	\$6,000.00
Placement of Fill	Permitted	460 Old Forcett Road, Dodges Ferry	\$5,000.00
Dwelling, Outbuilding (Shed/Garage) and Four Visitor Accommodation Cabins	Discretionary	930 Fulham Road, Carlton River	\$950,000.00
Park and Ride Facility	Discretionary	Tasman Highway & 15 Fenton Street, Midway Point	\$1,640,000.00
Change of Use - Hair Salon	No Permit Required	4 Station Lane, Sorell Shop 3	\$10,000.00
Secondary Residence	Discretionary	4 Lateena Street, Dodges Ferry	\$40,000.00
Dwelling & Outbuilding	Discretionary	6-8 North Street, Dodges Ferry (CT60957/3)	\$350,000.00



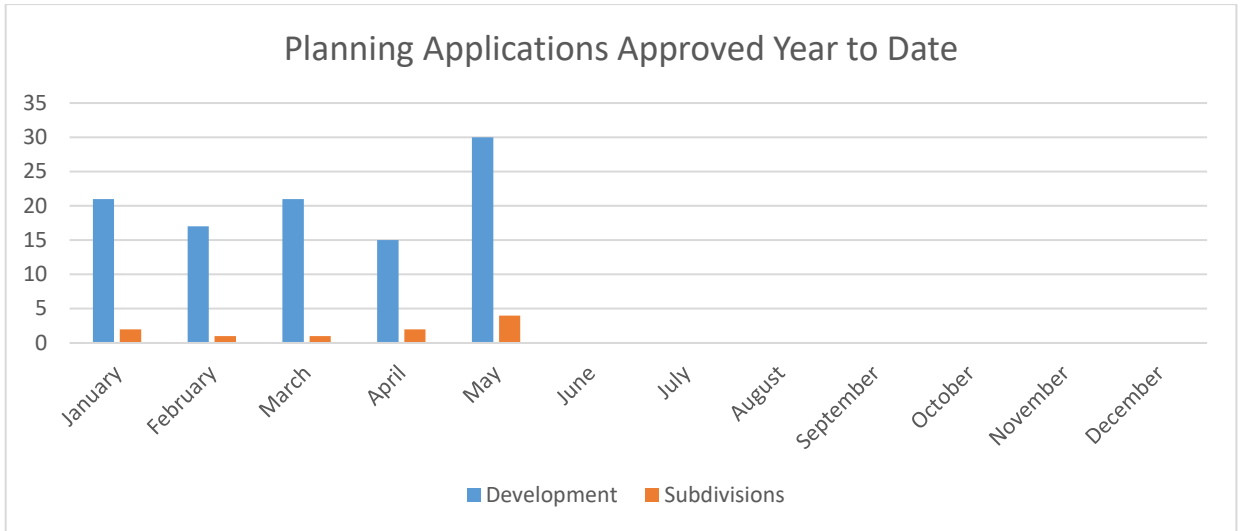
Two Shade Structures	No Permit Required	2 Tiger Head Road, Dodges Ferry	\$33,950.00
Change of Use - Dwelling & Outbuilding to visitor Accommodation	Discretionary	10 Reninna Street, Dodges Ferry	\$100,000.00
Dwelling	Discretionary	31 Oakmont Road, Midway Point	\$420,000.00
Dwelling	Discretionary	4 Fishburn Way, Sorell	\$335,000.00
Dwelling	Discretionary	4 Linden Road, Primrose Sands	\$390,000.00
Dwelling	Discretionary	5 Federation Drive, Sorell	\$500,000.00
Dwelling	Discretionary	16 Oakmont Road, Midway Point	\$600,000.00
Home Occupation - Yoga Studio	No Permit Required	9 Moorpark Court, Forcett	\$0.00
Outbuilding	Discretionary	2435 Arthur Highway, Copping	\$50,000.00
Minor Amendment - Changes to Floor plan, window & doors & Extend footprint	Minor Amendments	26 Somerville Street, Sorell	\$0.00
Solar Lights, Decorative Windmill & Gazebos (retrospective)	Discretionary	394 Arthur Highway, Sorell	\$100,000.00
Change of Use (Dwelling to Visitor Accommodation)	Discretionary	U2 7 Cole Street, Sorell	\$0.00
Dwelling	Discretionary	16 Downward Way, Sorell	\$500,000.00
Twenty Five Lot Subdivision	Discretionary	223-227 Carlton River Road, Carlton River and adjoining footway to Terry Street	\$0.00
Three Lot Subdivision & Boundary Adjustment	Discretionary	2217 Arthur Highway, Copping	\$0.00
One Lot Subdivision	Discretionary	22 Walker Street, Sorell	\$0.00
One Lot Subdivision	Discretionary	8 Bowden Court, Forcett	\$0.00
One Lot Subdivision	Discretionary	69 Weston Hill Road, Sorell	\$0.00

The following is a summary of Refusals issued for May 2024. – Nil

Planning permits issued year for 2024

Planning Applications approved year to date including May 2024.





PLANNING COMPLIANCE

During the month of May 2024, we received 2 new complaints that required further investigation.

Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec
-	2	2	2	2							

Below statistics reflective of Notice of Intention/Enforcement Notice issued for May 2024:

Notice of Intention Issued:	0
Enforcement Notice Issued:	0

SORELL PLANNING AUTHORITY (SPA)

The Sorell Planning Authority (SPA) met on the 14th and 28th May 2024 and determined the following matters:

- Approval of a 25 lot subdivision at 223-227 Carlton River Road, Carlton River (7.2023.17.1).
- Approval of a minor amendment for two units at 10 Vancouver Street, Midway Point (5.2023.207.2).
- Approval of a three lot subdivision & boundary adjustment at 2217 Arthur Highway, Copping (7.2023.25.1).
- Retrospective approval of lighting, garden structures and decorative windmill at 394 Arthur Highway, Sorell (5.2024.33.1).



APPEALS

Item	Appeal Status
7.2022.10.1 - subdivision at 8 Cole Street, Sorell – appeal lodged by applicant regarding sewer and footbridge contributions.	Mediation
5.2023.201.1 - multiple dwellings at 14 Olympic Av, Midway Point – appeal lodged by applicant against refusal.	Mediation
5.2023.295.1 - dwelling at 579 Primrose Sands Road refusal.	Mediation
Midway Point Park and Ride – Appeal lodged by applicant regarding condition 2 which requires connections for a future public toilet to be installed by the developer but funded by Council.	Resolved by consent

STRATEGIC PLANNING

Item	Status (* indicates update since prior month)
Active Transport Strategy.	Final consultation in June(*)
New - State Planning Office (SPO) - Improving Residential Standards in Tasmania Project (General Residential Zone and Low Density Residential Zone).	Discussion Paper released 8 December 2023 and response provided.
Outer Hobart Residential Supply and Demand Study.	Completed and being incorporated into review of STRLUS. (*)
State Planning Office (SPO) – Tasmanian Planning Policies.	Awaiting decision (*) from TPC
State Planning Office (SPO) – Five Year Review of State Planning Provisions.	Various amendments more of a technical nature have commenced. Staff has provided input on rural workers accommodation, landslip hazard and coastal hazard codes. (*)
State Planning Office (SPO) – Regional planning framework and structure planning guidelines.	Consultation report released 22 May 2023, available at www.planningreform.tas.gov.au .
Regional Land Use Strategy Update.	State of Play report drafted and will be considered for noting by Council during July. (*)



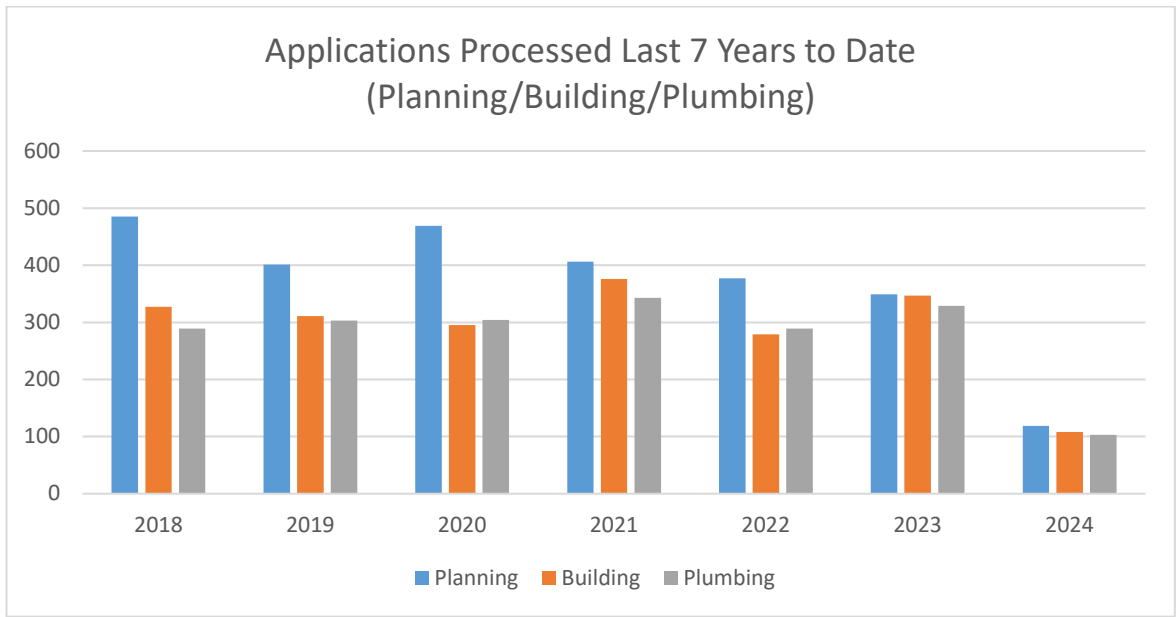
NATURAL RESOURCE MANAGEMENT

Following key activities were conducted:

- Infrared cameras operations underway at various locations around PWOL in Midway Point and Penna.
- Reserve Management plans for five reserves draft completed.
- Tender awarded for five CERMP outfall projects.
- Natural Values and weeds report for Carlton Estuary draft ready.
- Cats desexing and microchipping plans underway.
- Blue Lagoon hydrological and ecological study underway.
- Various site inspections for weeds around municipality and removal underway.
- Bridal creeper weed survey underway.

DEVELOPMENT ASSESSMENT

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



DEVELOPMENT ENGINEERING

Development Engineering is continuing to provide coordinated development services and municipal engineering support by actively undertaking assessment of planning permit applications, engineering design approvals, and performing development control inspections. Aside from delegated functions, the



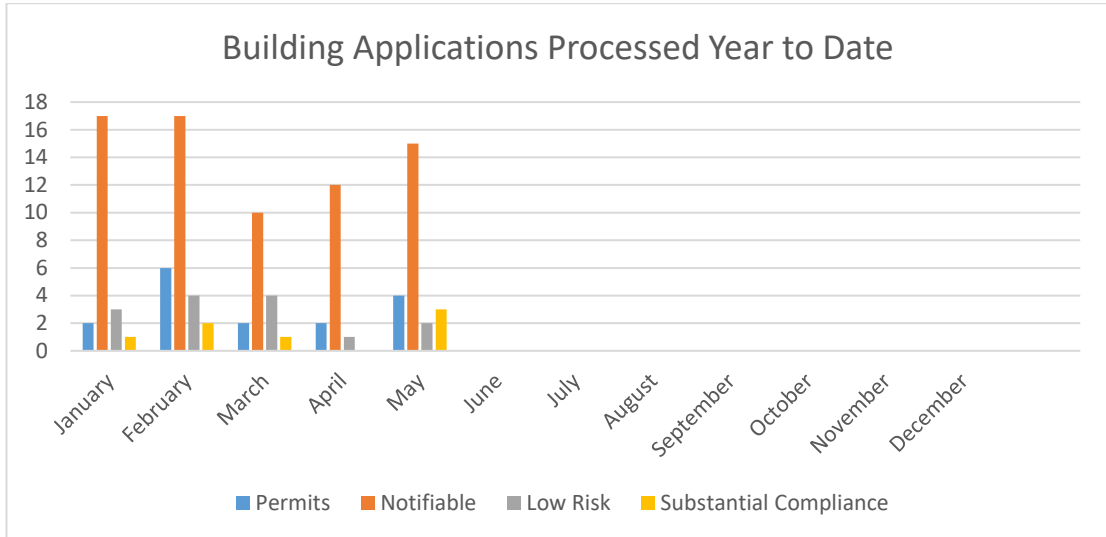
Development Engineer continues to undertake the supervision of design & construct development engineering projects. The table below has been updated to reflect the most recent major activities:

Major Development Applications	Engineering Design Approvals	Major Hold-point Audits	Development Engineering Projects
Assessment underway for 5.2023.312.1	Assessment completed for 7.2023.7.1	Final Completion for 7.2020.17.2 - Stages 4, 5 & 6	Developer Project underway 7.2022.32.1
Assessment underway for 7.2023.9.1	Assessment completed for 7.2022.4.1	Road Base Proof Roll for 7.2020.6.4 - Stage 8	Developer Project underway 7.2020.22.1
Assessment underway for 7.2024.4.1	Assessment underway for 7.2022.32.1		Developer Project underway 7.2020.6.4
Assessment underway for 7.2022.3.1	Assessment underway for 7.2021.16.1		Council Project Design & Construction Supervision undertaken CERMP125
			Developer Project underway 7.2023.1.1
			Developer Project underway 7.2023.7.1

10.5 HEALTH AND COMPLIANCE – GREG ROBERTSON, MANAGER

BUILDING

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



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

These include:

- 4 Permits
- 15 Notifiable
- 2 Low Risk
- 3 Substantial Compliance

Property Address	Propose Use Of Building	Value Of Work
16 Nugent Road, Sorell	Horse Shelter	\$8,000.00
94 Fresne Way, Sorell	Dwelling	\$360,000.00
20 Riverdown Court, Forcett	Dwelling	\$100,000.00
16 Sunningdale Close, Midway Point	Dwelling	\$500,000.00
126 Old Forcett Road, Forcett	Shed	\$30,000.00
U2 10 Kirabati Road, Midway Point	Repair -Mould Removal	\$38,000.00
1B Tanya Place, Lewisham	Dwelling	\$250,000.00
27 Heatherbell Road, Forcett	Solar panels	\$4,960.00
118 Weston Hill Road, Sorell	Solar Panels	\$12,500.00
25 Giblin Drive, Sorell	Storage	\$15,000.00
70 Allambie Road, Orielson	Dwelling, Secondary Residence and Shed	\$310,000.00
21 Gully Road, Dodges Ferry	Dwelling	\$502,000.00
189 Greens Road, Orielson	Dwelling	\$431,900.00
32 Friendship Drive, Sorell	Dwelling	\$440,000.00



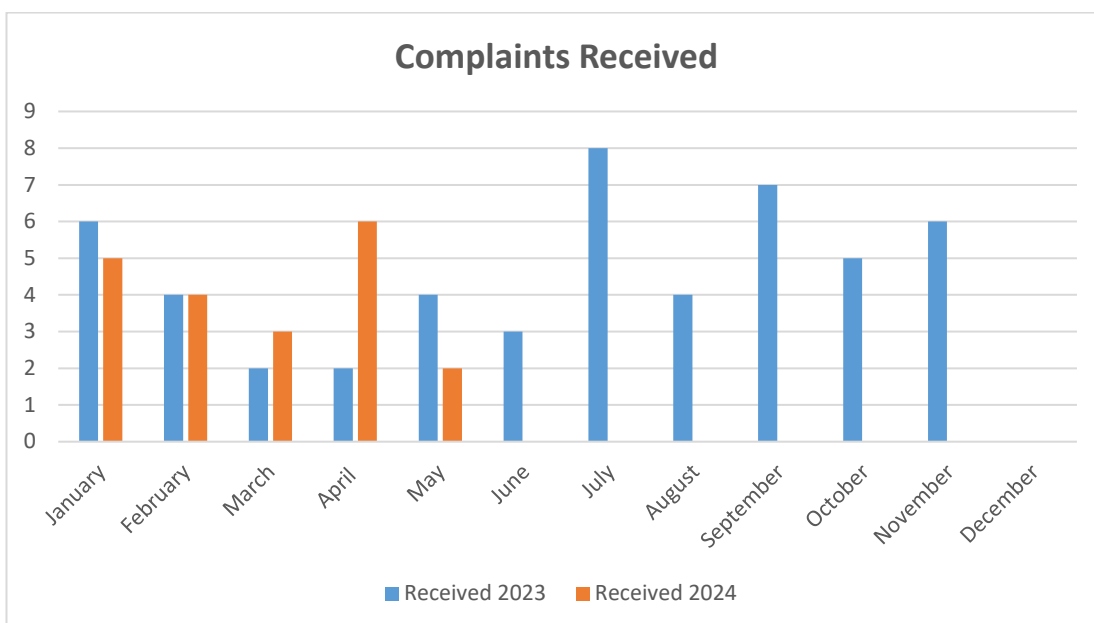
18 Church Street, Dunalley	Outbuilding (Shed)	\$40,000.00
32 Sunningdale Close, Midway Point	Multiple Dwellings X2	\$1,200,000.00
125 Weston Hill Road, Sorell	Amendment - Temp Occupancy of Outbuilding	\$0.00
497 Shark Point Road, Penna	Dwelling including Garage & Deck Additions	\$1,320,000.00
28 Goodford Lane, Orierton	Secondary Residence	\$99,000.00
33 Dubs & Co Drive, Sorell	Office	\$2,600,000.00
98 Bay Road, Boomer Bay	Shop/Factory/Caretaker's Residence	\$100,000.00
624 Carlton River Road, Carlton River	Dwelling	\$45,000.00
11 Drovers Rise, Carlton River	Dwelling	\$180,000.00
151 Lewisham Scenic Drive, Lewisham	Outbuilding	\$18,000.00

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

BUILDING COMPLIANCE

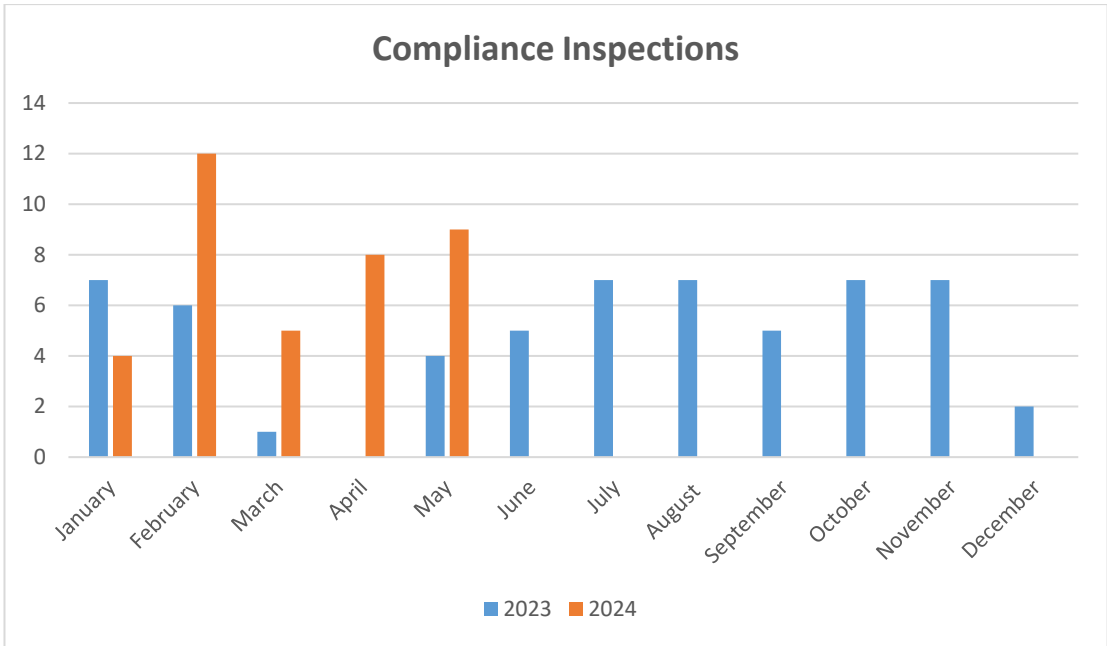
Council compliance officers are continuing to investigate and inspect any incoming complaints in relation to potential illegal construction of works on a weekly basis.

During the month of May 2024, we received 2 new complaints that required further investigation.



There were 9 on-site inspections completed for the month of May.



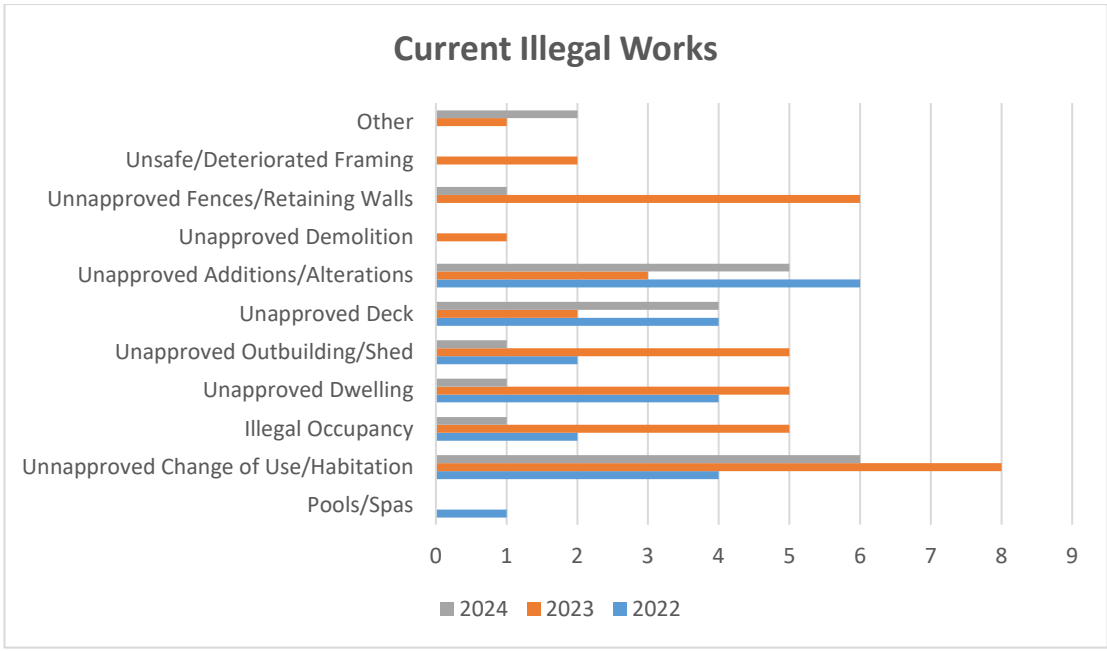


We often receive other incoming queries/complaints that do not require inspections that can be completed as they comply or are low risk work not requiring permits.

Below statistics reflective of Notices/Orders issued for May 2024:

Building Notices issued:	4
Building Order issued:	1
Building Order (Including Notices) revoked:	5
Infringement Notices issued:	0
Emergency Order issued:	0



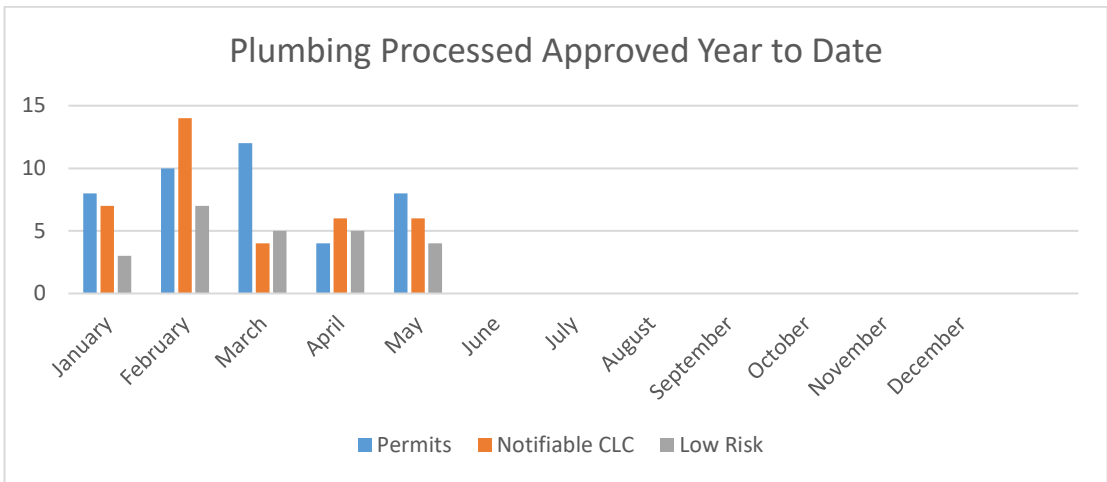


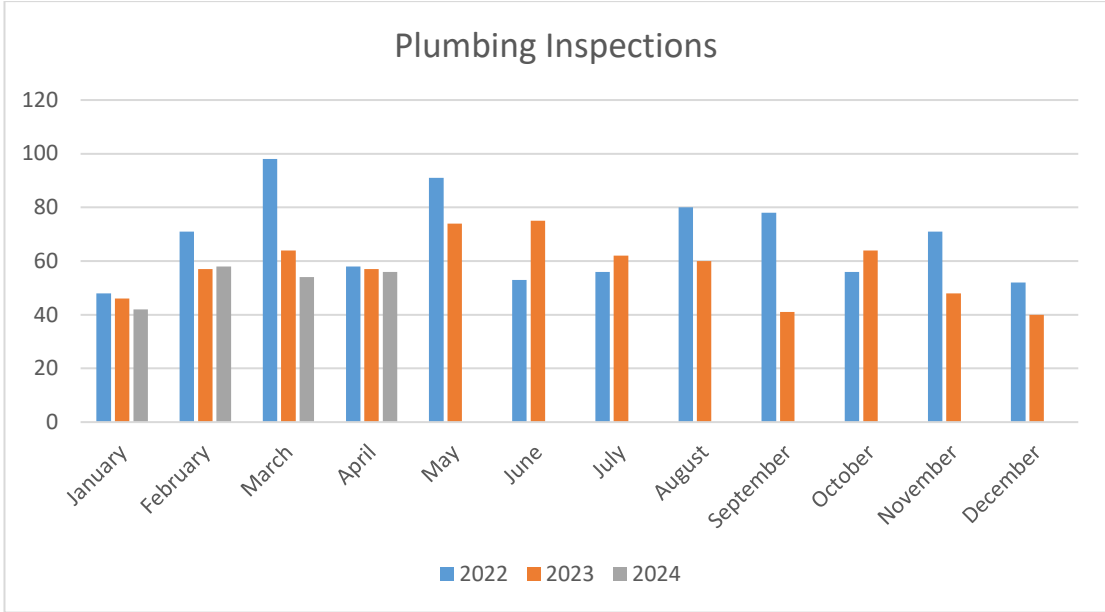
PLUMBING

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

Details of applications that were processed in May 2024 (details below). These include:

- 8 Permits
- 6 Notifiable
- 4 Low Risk





In May, 68 plumbing inspections were conducted for new and existing plumbing works. These works are current Plumbing Permits and Certificates of Likely Compliance.

Plumbing Compliance

Below statistics reflective of Plumbing Notices/Orders issued for May 2024:

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

Plumbing Surveyor and Manager Health & Compliance investigated a complaint about a failing wastewater irrigation area that had recently been installed. The system was hydraulically tested which revealed that the plumber had not used the correct sand in the bed. This resulted in wastewater not absorbing into the soil and pooling on the surface of the ground. A plumbing order was issued.

ENVIRONMENTAL HEALTH

Building Act 2016

Onsite wastewater management assessments completed for Plumbing Permit applications.

The operator of a commercial property in the Southern Beaches which discharges wastewater into Pittwater has not yet been resolved. The Licensee has engaged a



plumbing business to install a new wastewater treatment system, a plumbing application has been issued for the new wastewater treatment system. The new design involves an aerated wastewater treatment system and irrigation area, which will avoid the need to discharge into Jones Bay. The owner has received an updated quote from the plumbing company but hasn't yet advised when works will commence.

Land Use Planning & Approval Act 1993

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

Food Act 2003

All Food businesses have renewed their registrations certificates and inspections are ongoing to ensure registration of food business is consistent with the Food Standards Code. 15 Food business safety assessments were conducted during May 2024, including 4 follow-up inspection to determine if required works from a previous inspection had been completed. The Food Safety Supervisor requirements have been implemented and most food businesses now comply. Follow up inspections continue to improve food safety culture and education and ensure food business comply with Food Safety Standards.

Public Health Act 1997

In accordance with the Tasmanian Drinking Water Quality Guidelines 2015 reporting and registrations of Private water suppliers and Water carriers progressing with inspections and compliance with Appendix A – ADWG Health Guideline Values: Microbiological and non-microbiological sampling. Two water cartage vehicles were inspected in May 2024.

Recreational water quality monitoring finished at the end of March. Data analysis has commenced for the annual recreational water quality report due to be submitted to the Director of Public Health in September 2024.

One notifiable disease notification was received from the Director of Public Health. The person was contacted, and a questionnaire completed.

School immunisations were completed at Sorell High School and the Indie School. Immunisation records for school-based immunisation have been uploaded to the Australian Immunisation Register.

EHO also arranged staff influenza immunisations.



EHO assessed a place of assembly application for the Sorell Truck show at Pembroke Park.

Environmental Management & Pollution Control Act 1994 (EMPCA)

Noise and odour issues/complaints were received including, trails bikes, loud music, smoke from wood heaters, mechanical ventilation building and an ongoing investigation into odour from extraction fans in a commercial business.

Completed an investigation of sewage discharge in Dunalley. The Plumbing Surveyor is dealing with a property owner with a broken sewerage pipe.

Waste Management

1. Preparations are well underway for the new green waste kerbside wheelie service for residential areas. The contractor will commence delivering the bins to properties from 19 June 2024. An information brochure on the new service has been prepared and will be posted before the bin delivery commences.
2. Had a meeting with Veolia to discuss plans for organics collections services (FOGO) and education to be provided to residents.
3. Attended the WMRRA Tas. Div. Waste management forum at Wrest Point Casio, the forum included presentations from:
 - Wes Ford the Director of EPA on enforcement priorities;
 - Hugh Christie – the CEO of Tasmanian Waste and Resource Recovery Board provided an update on the Container Refund Scheme progress and waste levy data.
 - Katharine Hole – CEO of the Association of Battery Recycling Industries, discussed rates of battery recycling, circular economy initiatives, investment into infrastructure for larger battery recycling and EV battery recycling;
 - Danielle Kent – GM Seamless, discussed initiative for recycling of textiles and involvement of fashion industry, issues with collection systems, community acceptance, charity shops.
 - Dr Matthew Askeland - ADE Consulting Group, discussed issues with PFAS in compostable materials and implications for composting. Management strategies for reducing products containing PFAS should focus on inputs rather than end of use controls.
 - Nick Simmons – discussed emerging issues with landfills, controlling landfill fires, hydrogen sulphide generation, risk from batteries going to landfill, lack of e-waste collection and other recycling options.



- Jim Fairweather – CEO of Tyrecycle discussed initiatives in Tasmanian for better tyre recycling to be used for fuel generation.
 - Barabara Gill – Director of Garage Sale Trail discussed the 2023 event in Tasmania and provided suggestions for improving participation rates.
 - Isabel Axio – Senior Consultant at RMCG provide an overview of waste free events in Tasmania.
4. Attended the TasWaste South meeting (formerly STWRA). Representatives from Barwicks provided a presentation on their proposed organics facility at Boyer. Two interns from UTAS discussed the project they had recently completed for TasWaste South developing a database of waste initiatives in Southern Tasmania.

Street Stall / Public place permits

Several enquiries were received about possible sites for food vans.

Shark Point Road Sewerage extension

TasWater have request further information on the sewerage design, our designer had a meeting with TasWater and are currently amending the design to address TasWater requirements, this has resulted in a delayed to commencement of works.

Dodges Ferry School sewage lagoons

TasWater's consultant is preparing designs for new wastewater treatment systems to replace the existing sewage lagoons on the recreation park that service the School, Okines House and Dodges Ferry Football Club. Site and soil assessments were completed in several locations around the recreation park to locate suitable future wastewater land application areas for the new wastewater treatment plants.

Staffing

Senior Compliance Officer commenced annual leave at the end of May and returns to work in July 2024.

COMPLIANCE

Dogs on beaches

Council officers have continued periodic patrols of beaches outside of the restricted times as part of Councils education program focussing on both making owners aware that dogs must be under 'effective control' and requiring dogs to be 'on-lead' in a road related area (car park).

Dog attacks

Council officers investigated 2 Dog attacks on people and other dogs.



Dogs at Large / Fines and impounded

4 Dogs were impounded and 13 dog related infringement notices were issued. Comprising the following offences, dog at large, creating a nuisance and failing to register.

Compliance Officers continued to interact and issue fines, when necessary, dog owners walking their dogs on footpaths off lead as the *Dog Control Act 2000* requires dogs to be kept on lead on all Roads.

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

Animal Management Officers have completed around 50 dog registrations checks at properties.

Planning Compliance

2 Complaints were received and investigated.

Parking

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

Noise Complaints including Dog Barking and Poultry

Councils Compliance Officers dealt with 6 Barking Dog complaints (2 lodged as an official complaint with the fee paid) and 12 rooster crowing complaints. 8 roosters were relinquished to Council.

Two permits were granted for keeping a rooster in a residential area with strict conditions for housing them to prevent them from creating a nuisance.

Illegal Signage

Compliance staff removed several signs throughout the Southern Beaches that were erected without a permit after receiving complaints from members of the public in relation to the unsightly appearance of the signs.

Littering

Compliance staff have noticed a significant increase in waste dumping, particularly tyres. Unfortunately, the person/s responsible were not able to be identified.



10.6 INFRASTRUCTURE AND ASSETS – JULIE MANN, MANAGER

CAPITAL WORKS - TRANSPORT AND STORMWATER

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

Capital Works projects within the design phase:

- Whitlam Court, Lewisham – Stormwater – Land easement and negotiation with property owner delays – ongoing.
- Shamrock Court, Carlton – Stormwater Outfall remediation - Design to be reviewed by Anna Wilson. As this crosses over with CREMP.
- Junction Street, Dodges Ferry –Footpath renewal - Design commenced (internal).
- Sorell Main Road the vicinity of #'s 81 and 83 (School Grounds) flood retention and pipework.
- Franklin Street, Dunalley, reconstruction and associated drainage works. Survey Stage.
- Three Street, Dodges Ferry upgrade and associated drainage works. Survey Stage.
- Pearl Court, Dodges Ferry upgrade/stabilisation. Survey Stage.
- Jacobs Court, Dodges Ferry upgrade with associated drainage works.
- Delmore and White Hill Road Intersection upgrade.
- Allambie Road reconstruction – design almost finalised.
- Oak Street Reconstruction – design in progress.

Capital Works construction projects within the procurement process.

- Parnella Road, Dodges Ferry - Kerb and stormwater upgrade for road sheet flow control.
- Erle Street, Carlton, drainage works. Proposed start date mid-July 2024.
- Seventh Avenue Stormwater upgrade – Contract negotiations currently in progress with preferred Tenderer. Commencement likely late July.

Capital Works Under Active Construction:

- Tamarix Road, Primrose Sands – new gravel path – contraction progresses, however some changes to alignment have been made to meet existing property boundaries. Will be completed in July 2024.
- 2023-24 Reseal Project, completed, arranging a walk through with Fulton Hogan.
- Wiggins Road Widening/Upgrade (SRRP) Progressing well at 65%. Due to be completed end of June 2024.



- Primrose Sands Road and Grevillea Street Reconstruction, Primrose Sands – works nearing completion.
- Marion Bay Road, Bream Creek– Emergency Reconstruction – road works complete, line marking, and minor tidy up works outstanding.

Safer Rural Roads Program

- Advised Kellevie Road Grant application was successful.

CAPITAL WORKS - LAND IMPROVEMENTS AND BUILDINGS

Footpaths

- Red Ochre Beach Access – Local consultant has engaged relevant local stakeholders.
- Miena Park gravel path quotes have returned well above the budget allocation – this is mainly due to the difficult nature of the site/restricted access.
- Shark Point Rd (Taswater Site) gravel path, design is complete and has been sent out for quotes.
- Sorell Streetscape
 - Planter boxes have arrived, and installation is complete – Plants were arranged and installed by the Land Improvement team.
 - New bin surrounds have been delayed further with the supplier stating that they haven't started manufacturing - the order has been cancelled and the bins surrounds will be bought from another supplier.
 - Stage 5 works have commenced.
 - As per the grant deed, budget allocation for 2023/24 will be spent by the June 30 deadline.

Vulnerable Road User Program

- Gate Five Rd – No change.

Pembroke Park – BMX Bike Track

- Risk assessment complete, all issues/ concerns have been addressed and the facility is now open to the public.

BUILDINGS

Train Shed

- The glass doors are being manufactured.
- Lighting designs are underway.
- Construction of external footpaths are nearly complete.



- Landscaping designs are being considered.
- Modifications to the existing fencing have been received.

Southeast Jobs Hub

- The architect and consulting engineers have completed the tender package.
- Civil design (car park, stormwater, pathways) scope is being finalised and will be sent out for quotes shortly.
- The building surveyor is continuing to assess the drawings.
- Tender period closes Wednesday 26th June 2024 at 2pm.

Sorell Memorial Hall

- Meetings with stakeholder groups is complete.
- Scope agreed and concept plans being developed.

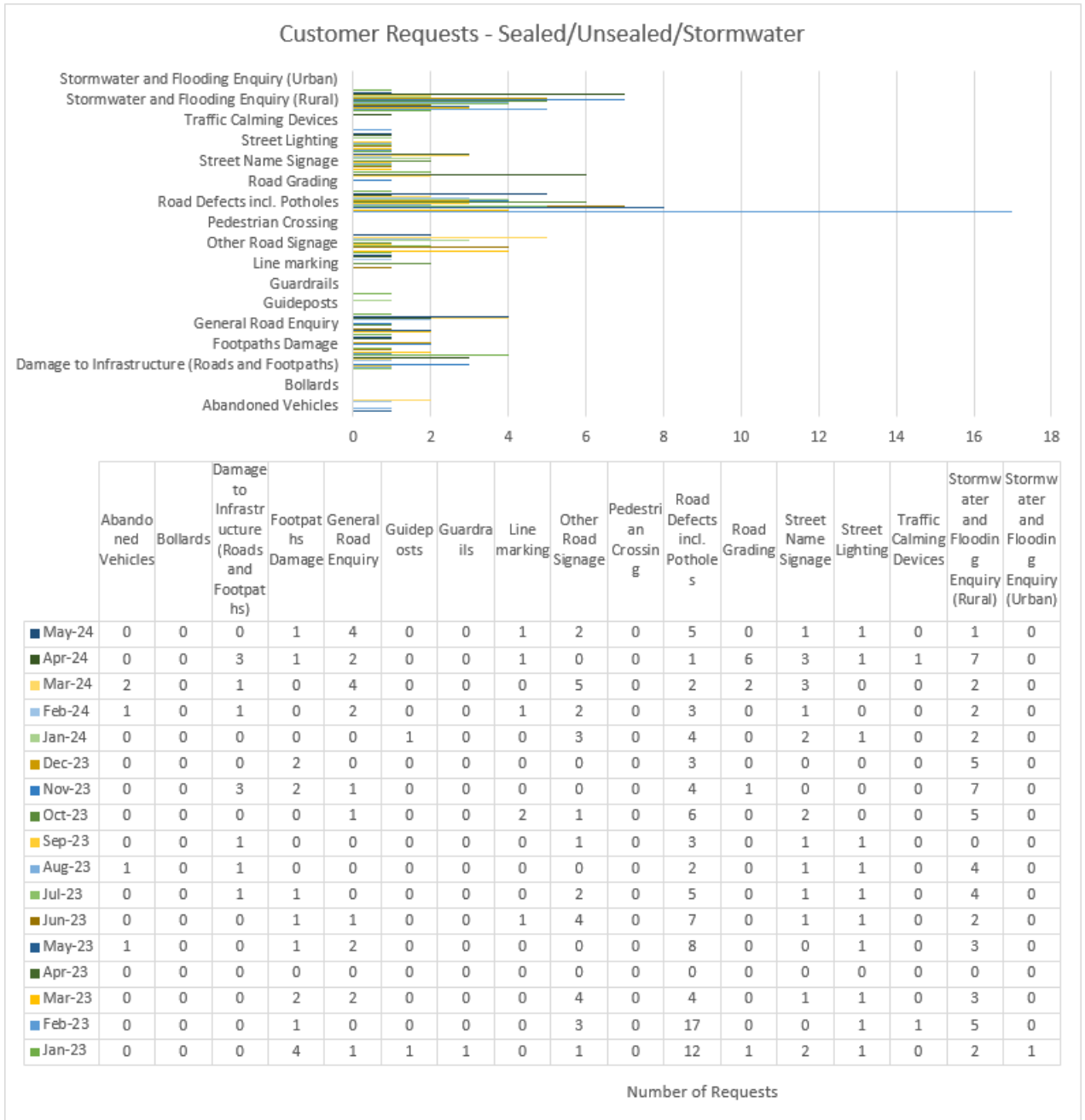
ASSETS, GIS & ICT UPDATES

- Tree Management Procedures and Tree Register is being reviewed.
- Staff member, Paul Markey, Presented at Insight GIS User forum in Campbell Town on our bulk waste pick-up booking / mapping solution. Our mapping automation using Konect is a creative and time saving solution for both GIS/ Assets Staff, Customer Business Support officers and the Waste Contractors themselves. Council have been using this for about 8 years. And this will continue with the new hard and green waste schedule into the 24/25 FY as well.
- Draft Capex list has been completed.
- ICT – Network switch renewal is underway.
- Assetic job plans / work orders are being re-configured to start July 1st to help minimise administrative workload and capture more detail at the same time.

10.7 ROADS AND STORMWATER - DAVID REARDON, MANAGER

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

CRM's



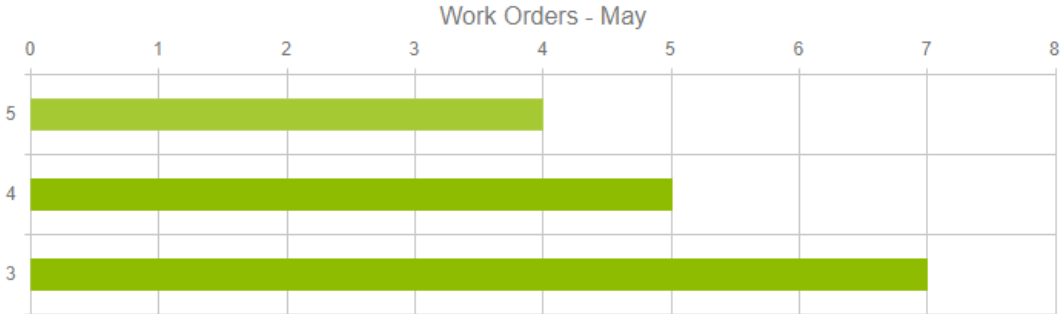
Maintenance and Repairs

Priority 1	Urgent - 1 Day
Priority 2	Important- 6 Weeks



Priority 3	Required - 16 Weeks
Priority 4	Maintenance - 26 Weeks
Priority 5	Monitor - 52 Weeks

Unsealed Road Crew

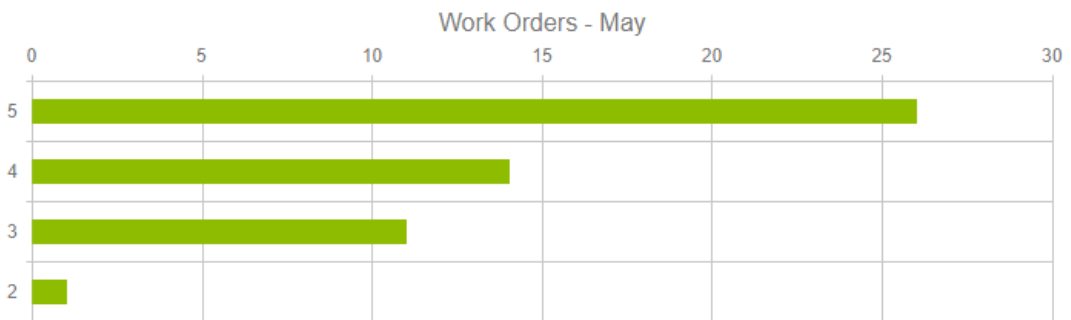


- Grading on Bream Creek Road, Gillingbrook Road, White Hill Road, Valleyfield Road, Wiggins Road, and Pawleena Road.
- Potholing on Delmore Road.
- Clean Drains on Webbs Road.
- Bridge Repair on Rosendale Road.

Roadside Furniture

- Signs/Guideposts at Delmore Road, Boomer Road, Pawleena Road, and Bream Creek Road.
- Traffic Counters on Kellevie Road.

Sealed Road Crew



- Potholes on River Street, Edith Close, Payeena Street, Gillingbrook Road, Arthur Street, Okines Road, Tenth Avenue, Dodges Ferry Shops, and Arnott Street.
- Asphalt Edge Breaks on Dodges Ferry Rec Ground Access Major, Jacob Court, Ridge Road, Loop Street, and Neagarra Street.
- Gravel Shoulders on Villawood Court, Dodges Hill Road, Falcon Street, and Neagarra Street.



- Clean Drains on Bay Road and Penna Road.

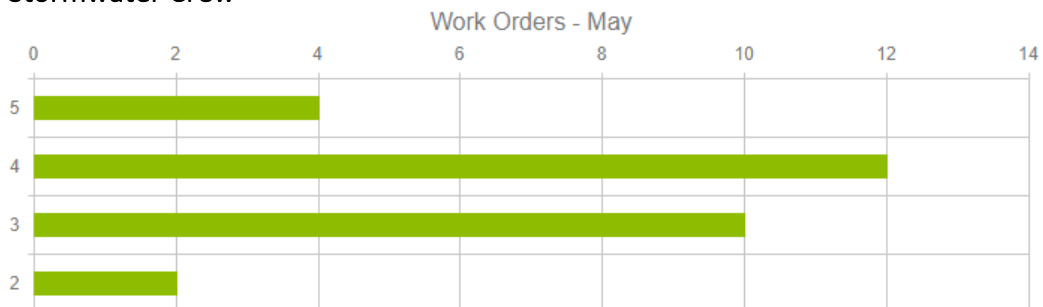
Road inspections carried out

- Sorell
- Forcett
- Primrose Sands

Roadside Furniture

- Signs/Guideposts on Pawleena Road, White Hill Road, Walker Street, Weston Hill Road, Old Forcett Road, Reynolds Road, Provence Drive, Junction Street, Riaweena Road, Luke Avenue, Olinka Court, Baudin Road, Penna Road, and Fulham Road.
- Bollards on Shark Point Road.
- Footpath Maintenance on Abate Place, Timber Mill Court, and Stewart Court.
- Car Park Maintenance at Pioneer Park.
- Vegetation Control on Centenary Drive, Elise Drive, and Southern Drive.
- Traffic Counters on Marion Bay Road, Riaweena Road, First Avenue, Jetty Road, Reninna Street, Kellevie Road, and Bream Creek Road.

Stormwater Crew



- Clean Drains at Arthur Street, Bally Park Road, Imlay Street, Valley View Close, Western Hill Road, Fitzroy Street, Erle Street, Moomere Street, Terry Street, Carlton River Road, Lewisham Scenic Drive and Oak Street.
- Brush cut Rain Garden on Whitelea Court and Franklin Street.
- Vegetation Control on Clover Court.
- Empty Cage on Shark Point Road and Attunga Drive.
- Clean Pit on Carlton Beach Road, Erle Street and Pennington Drive.
- Clean GPT on Sweetwater Road and McKinly Street.
- Remove Debris on Grebe Street.
- Clean Boat Ramp at Gypsy Bay.
- Routing inspections Zone 2.
- Depot yard clean out.



10.8 FACILITIES AND RECREATION – SONIA PULLEN, MANAGER

Meetings Attended:

- Leadership Team Meeting.
- Capital Works Meeting.
- Budget Meetings.
- Various onsite meetings with contractors and staff.
- Municipal Emergency Management Meeting
- Child Safe Organisation Working Group.
- Met with Southern City BMX.
- Met with Hobart Chargers.

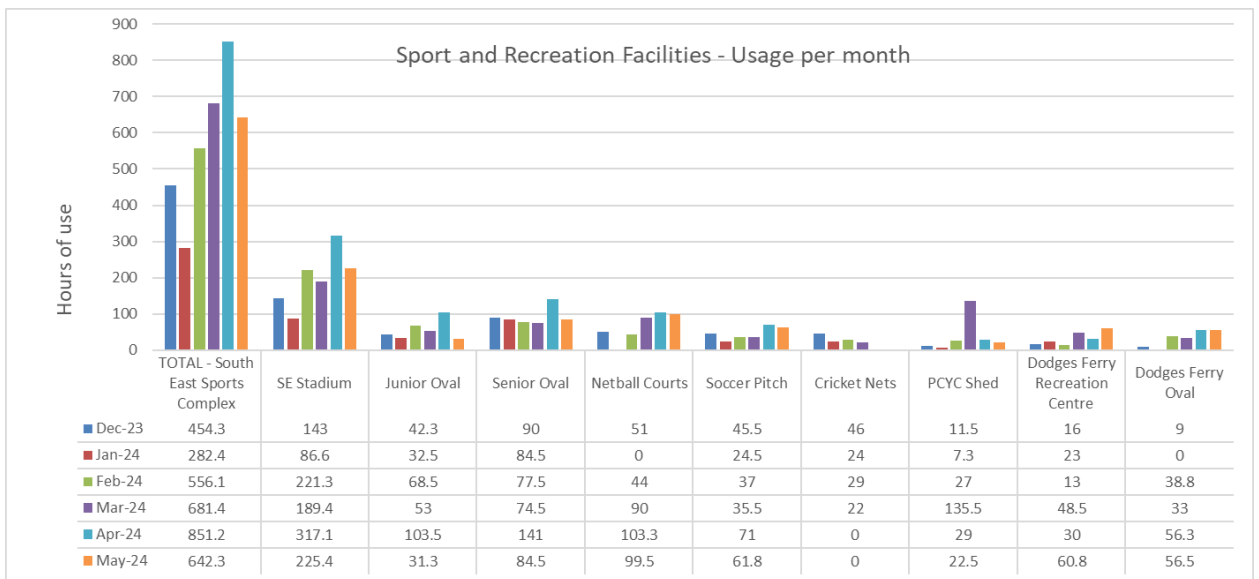
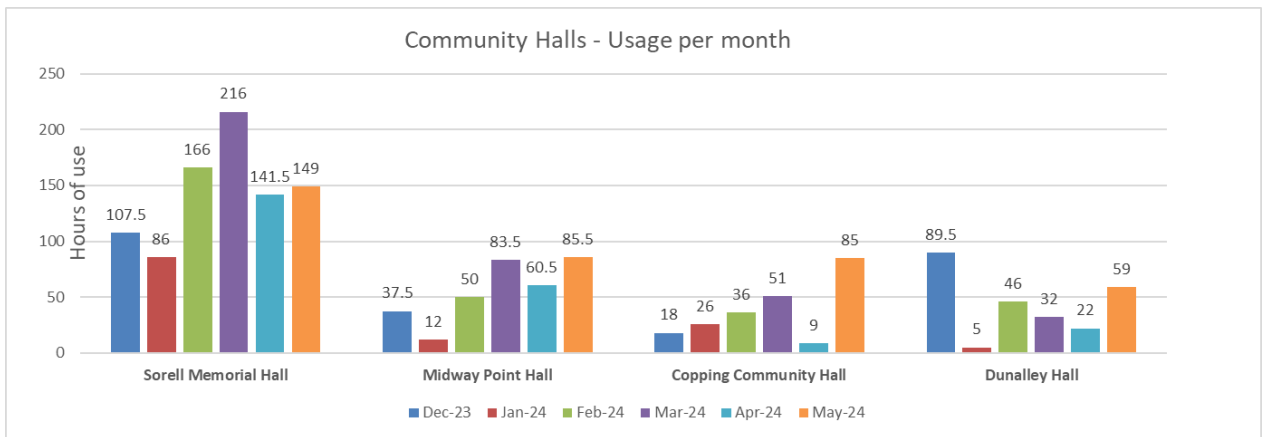
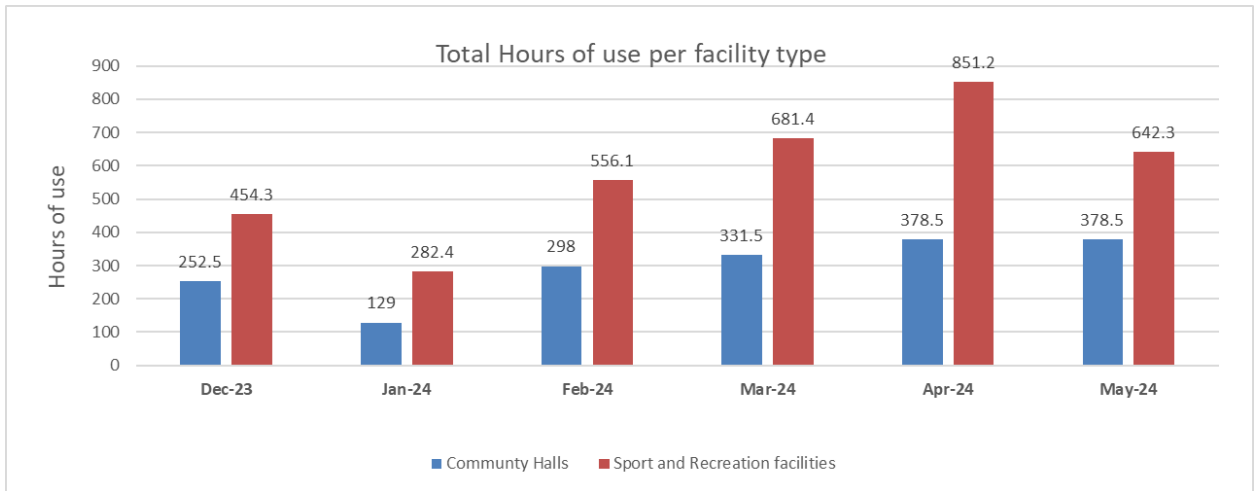
South East Stadium:

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

Activities:

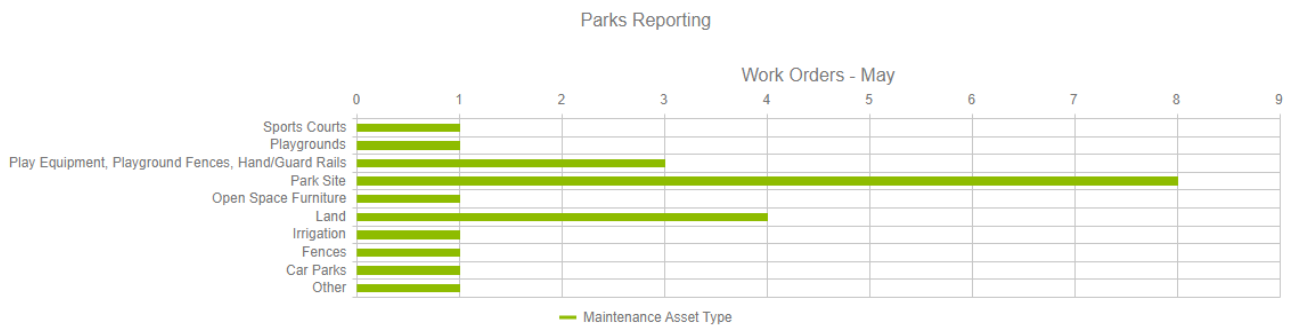
- South East Netball Association
- South East Basketball Association
- South East United Football Club
- South East Pickleball
- Sorell Indie School
- Tasmanian Indoor Bowls
- Variety Club
- University Basketball League
- Hobart Chargers
- Basketball Tasmania
- Individual hire

FACILITY USAGE



LAND IMPROVEMENTS

- Tree work – Various locations.
- Ongoing mowing and maintenance for Parks, Reserves and Walkways.
- CRM's.
- Install bollards Bay Road & San Francisco Street entrances – Vancouver Park.
- Continuing with timber boards staining and sanding for Pioneer Park.

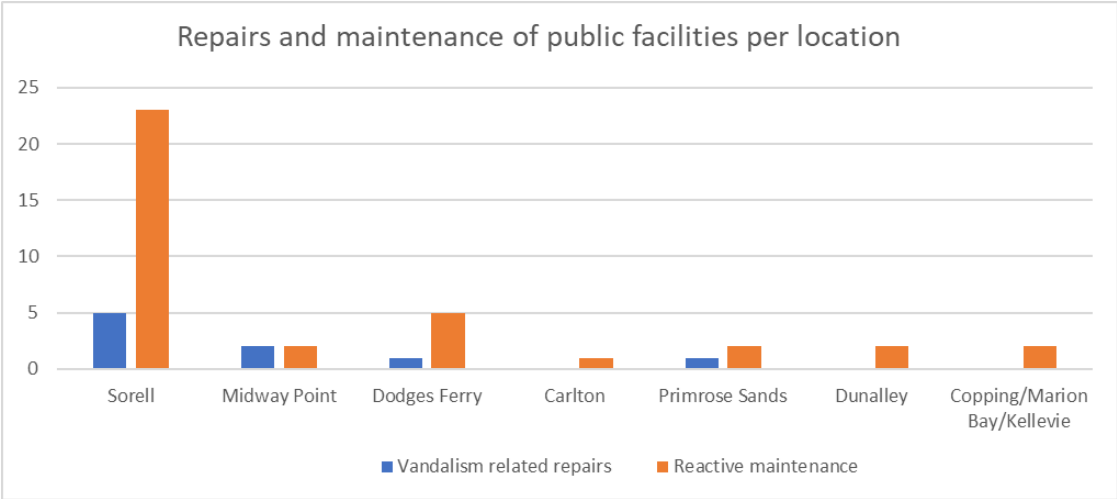


FACILITY MAINTENANCE

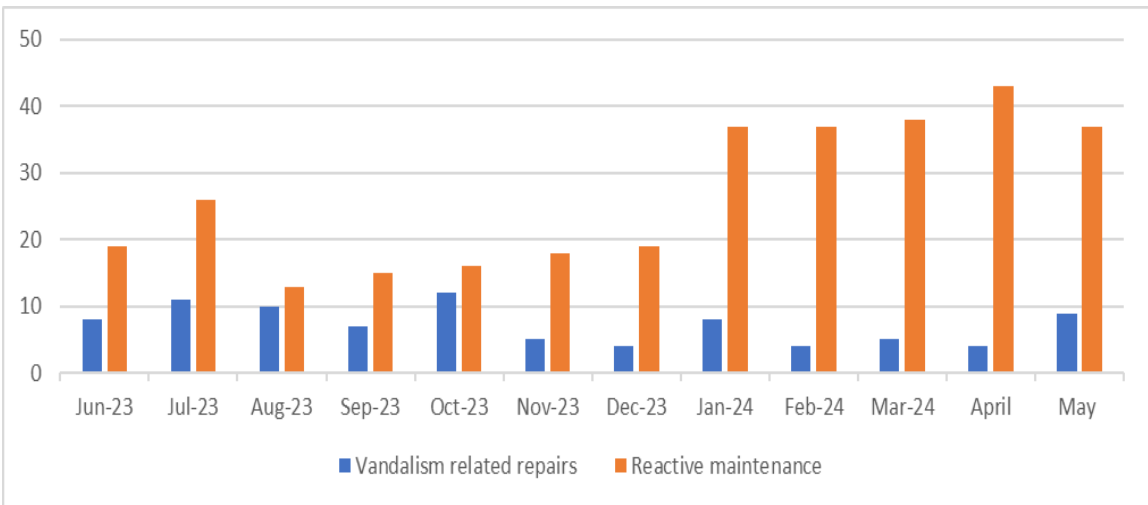
All Buildings - general maintenance requirements as per form 46. Repairs and maintenance summary per location, including vandalism related repairs and reactive maintenance:

Vandalism and reactive events per location - May 24		
Location	Vandalism related repairs	Reactive maintenance
Sorell	5	23
Midway Point	2	2
Dodges Ferry	1	5
Carlton	0	1
Primrose Sands	1	2
Dunalley	0	2
Copping/Marion Bay/Kellevie	0	2





Overall vandalism and reactive events per month by month		
Month	Vandalism related repairs	Reactive maintenance
Jun-23	8	19
Jul-23	11	26
Aug-23	10	13
Sep-23	7	15
Oct-23	12	16
Nov-23	5	18
Dec-23	4	19
Jan-24	8	37
Feb-24	4	37
Mar-24	5	38
April	4	43
May	9	37



11.0 PETITIONS STILL BEING ACTIONED

Petition	Tabled at Council Meeting	Status
Replacement of Steps at Red Ochre Beach	17 May 2022	Approved as a 22/23 capital budget. Project Manager has experienced delays since July 2022 coordinating consensus agreement between stakeholders. Preliminary meeting has occurred with local stakeholders March 2024. Further project progress dependent on local stakeholders participating in engagement with Council.
Restricting Vehicular Access to Connelly's Marsh Beach	16 May 2023	Council position as per resolution provided to NRE. Response from NRE does not address the resolution matters. The General Manager has requested a meeting with the Minister – awaiting confirmation.
Withdrawal of the Blue Lagoon Draft Management Plan	18 July 2023	Council laid on the table for further consultancy on review and investigate options for stormwater management at Blue Lagoon. Variation to the operating budget approved at August 2023 Council meeting to facilitate this. Final consultant report received April. Council staff progressing matters with Red Handfish researchers in first instance prior to determining further actions.

12.0 PETITIONS RECEIVED

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



13.0 LAND USE PLANNING

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

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

13.1 SORELL PLANNING AUTHORITY MINUTES

RECOMMENDATION

“That the minutes of the Sorell Planning Authority (“SPA”) Meetings of 28th May 2024 be noted.”

14.0 GOVERNANCE

14.1 COPPING REFUSE DISPOSAL SITE JOINT AUTHORITY – PROPOSED RULE CHANGE

RECOMMENDATION

“That Sorell Council resolves to:

1. Endorse the proposed amendments to the Rules of the Copping Refuse Disposal Site Authority as agreed by the Authority at its meeting on 23 May 2024; and
2. Approve advertising the proposed amendments to the Rules in accordance with the requirements of the Local Government Act 1993 (Tas).”

Introduction

At its meeting on 23 May 2024, the Authority approved, by special resolution, its intention to amend the Rules. The relevant extract from the meeting minutes is attached for reference.

The purpose of this report is to progress the process of changing the Rules by seeking the approval of Participating Councils to advertise the proposed amendments.



Extract from the draft minutes of the general meeting of the Copping Refuse Disposal Site Authority held on 23 May 2024

6.6 Proposed Rule Changes SPECIAL RESOLUTION

The Secretary summarised the background to the proposed Rule change. The Authority noted that the proposed changes offered flexibility to appoint a Board Secretary separate from the Authority Secretary, however this would be an option not mandatory. The Authority retained discretion to approve or decline a request from the Board of Southern Waste Solutions on its merits.

The Secretary outlined the process, starting with the need for participating Councils to approve, by special resolution, the advertising of the proposed Rule changes. It was envisaged that the timeline for completion would be around February 2025.

DECISION

Moved: Cr Cordover

Seconded: Cr Knott

That the Authority:

- *approves by special resolution the proposal to amend the Rules of the Copping Refuse Disposal Site Joint Authority as outlined; and*
- *authorises the Secretary to do all things necessary to amend the Authority Rules accordingly.*

CARRIED UNANIMOUSLY

Strategic plan

Not applicable for this Authority governance matter.

Annual plan

Not applicable for this Authority governance matter.

Policy

None applicable for this Authority governance matter.

Environmental implications

None applicable for this Authority governance matter.

Asset management implications

None applicable for this Authority governance matter.

Risk management implications

Limited application to this Authority governance matter as it seeks to defray potential operational risks within the Authority.

Community implications

None applicable for this Authority governance matter.



Statutory implications

None applicable provided Council resolves as per the recommendation.

Report

The proposed amendments aim to provide flexibility within the Rules to permit the separation of the roles of Authority Secretary and the Board Secretary of Southern Waste Solutions. This involves a considerable number of changes throughout the Rules.

At the Authority's request, the proposed amendments retain safeguards for the Authority if it was to consider a proposal from the Board to separate the roles.

The attached table summarises the amendments and explains the reasons for them (Attachment 1).

Other Rules that refer to the role of Authority Secretary but do not need amendment have been omitted from the table. For reference, however, they were included in the paper to the Authority meeting in May.

Process for changing the Rule

The amendments are considered material and so require the full process prescribed under sections 31 and 32 of the *Local Government Act 1993* (Tas) (the Act).

A summary of the process is provided below.

Step 1	<ul style="list-style-type: none"> A <u>special resolution</u> of the Authority's Participating Councils is required to approve advertising the proposed Rule change 	The purpose of this paper
	<ul style="list-style-type: none"> One participating council is to act as the 'Nominated Council' to perform the roles required under the Act to change the Rules 	Clarence City Council has agreed to be the Nominated Council
Step 2	<p>If the special resolution to advertise is approved, the Nominating Council is to:</p> <ul style="list-style-type: none"> publish the complying notice in a local daily newspaper, display the complying notice at its premises for at least 21 days, provide a copy of the proposed amendments to the Director of Local Government, 	<p>Target dates:</p> <p>July – August 2024</p>



	<ul style="list-style-type: none"> make the proposed amendments available for inspection or purchase at its public office. 	
Step 3	<ul style="list-style-type: none"> After publication and any submissions are received, a general meeting of the Authority is convened to consider, and deal with, any submissions 	Target dates: November 2024
	<ul style="list-style-type: none"> Subject to any changes to the proposed amendments, Participating Councils approve the proposed amendments to the Rules by special resolution 	Target dates: December 2024 - January 2025
Step 4	The proposed amended Rules are to be certified by both a legal practitioner and the General Manager of the Nominating Council as prescribed in the Act	Target date: February 2025
Step 5	The certified, proposed Rules are provided to Participating Councils for formal adoption	Target dates: Feb – March 2025
Step 6	Once approved, the amended Rules are to be certified (again) by both a legal practitioner and the General Manager of the Nominating Council as prescribed in the Act	Target date: March 2025
Step 7	<ul style="list-style-type: none"> A copy of the new Rules is provided to the Director, Local Government The final decision is to be advised to anyone who provided a submission on the proposed amendment 	Target date: March 2025
Step 8	The amendment comes into effect.	Target: March 2025

Action now required from Participating Councils

Each Participating Council has been requested to arrange for its Council to vote on the approval to advertise the proposed amendments to the Rules. To be valid, the wording of each resolution must be identical.

If Council wishes to amend or re-word the resolution, there are urgent timing and process implications for other Participating Councils that would need to be addressed.



ROBERT HIGGINS
GENERAL MANAGER

Attachment 1: Table of proposed amendments to the Authority's Rules



**AGENDA
ORDINARY COUNCIL MEETING
18 JUNE 2024**

Proposed amendments to the Rules 2024: Role of the Secretary**May 2024****Purposes**

1. Enable flexibility in appointment of the Secretary
2. Correct minor typographical (or similar) errors identified in Rules 172, 180 and 190.

Proposed amendments

Black text = existing Rule wording

Red text = proposed change

Rule #	Proposed amendments	Reason/Notes/Comments
	Definitions	
6 AMEND (add new Definition)	<p>“Secretary” means a person appointed as Secretary of the Authority under Rule 204;</p> <p>ADD: “Board Secretary” means a person appointed as the Secretary of the Board of Southern Waste Solutions under Rule 204(b) and where no Board Secretary has been appointed means the person appointed as Secretary under Rule 204(a).</p>	<p>Retain the current Definition of Secretary but add a further definition for Board Secretary.</p> <p>DMA extended the wording of the new definition to clarify who is the Board Secretary if no separate appointment is made.</p>
15 AMEND	<p>The Board may delegate to the Chief Executive Officer or an individual director, a committee of the Board or the Board Secretary in their capacity as Secretary to the Board, with or without conditions:</p> <p>(a) any of the functions and powers delegated to it by the Authority in writing (including any specified power of on-delegation of those functions and powers); and</p> <p>(b) any of the functions and powers conferred upon it under these Rules.</p>	<p>Board needs to have authority to delegate to the Board Secretary.</p> <p>Cannot delegate to the Authority Secretary (but, of course, may request assistance or support)</p> <p>No need for the Authority to have capacity to delegate to the Board Secretary.</p>
15A NEW	<p>By written agreement between the Board, the Chief Executive Officer and Board Secretary, the Secretary may delegate responsibilities</p>	<p>In the current Rules, the [Authority] Secretary has particular responsibilities. This new Rule is proposed as an alternative to changing all the individual applicable Rules to permit delegation.</p>

1



	prescribed in these Rules to the Board Secretary.	<p>Some of these may be better managed by the Board Secretary when the appointee is an employee of SWS, eg the obligation to maintain the corporate registers of the Authority under Rule 96.</p> <p>Options for delegations include those under Rules 93, 94, 96, 107, 113, 161, 230.</p> <p>Regardless of any delegation, the Authority Secretary retains the statutory responsibility under the Rules. The Secretary needs to accept the risk and be suitable empowered to manage the risk.</p>
	Membership of the Board	
79 AMEND	<p>The office of a Director is vacated if the Director:</p> <p>(a)....(f)</p> <p>(g). resigns office by notice in writing to the Secretary of the Authority;</p> <p>(h)...</p> <p>(i) is elected as a Councillor of a Member or is appointed as the Chief Executive Officer, the Secretary, Board Secretary, or an employee of the Authority or of a Member or provides remunerated services to the Authority (other than the performance of the duties and responsibilities of Director).</p>	<p>Most can be retained as is, except for the following.</p> <p>Re (g) - Directors are appointed by the Authority, so it is appropriate that notification of vacation of Director's role should be provided to the Authority Secretary.</p> <p>Re (i) – In small and closely-held proprietary limited companies, it is permissible for a Director to be appointed as Company Secretary. However, it is anticipated that appointment to the separate role of SWS's Board Secretary would likely be through an executive management position. Therefore, if a Director was to be appointed to the Board Secretary role, it would mean becoming an employee of the Authority, which would terminate the Director's role anyway.</p> <p>It is clearer to simply include the Board Secretary role in the list in (i)</p>
	Disclosure of Interests	
89 AMEND SPLIT INTO (a) and (b)	89(a) A Member, Representative, or Proxy or Director shall, in accordance with the Act, advise the Secretary in writing of the details of any interest declared in accordance with these Rules within 7 days of that declaration.	<p>Splitting the Rule into two parts is the easiest and clearest way to separate out which secretary deals with what.</p> <p>Preferable to trying to weave into the one Rule.</p>



	89(b) A Director, member of a Board committee, the Chief Executive Officer or the Secretary shall, in accordance with the Act, advise the Board Secretary in writing of the details of any interest declared in accordance with these Rules within 7 days of that declaration.	(b) captures member of Board Committee, CEO and the [Authority] Secretary's declarations.
90 AMEND SPLIT INTO (a) and (b)	90(a) The Secretary is to ensure that any declaration of interest is recorded in the Minutes of the Authority meeting at which the declaration is made. 90(b) The Board Secretary is to ensure that any declaration of interest is recorded in the Minutes of the Board or Board committee meeting at which the declaration is made.	Split into (a) and (b) for same reason as 89 (above). 90(b) Have included members of Committees in case any external members are appointed in the future
92 AMEND	The Chief Executive Officer shall advise the Board Secretary of any interest of any employee that has been declared or notified to the Chief Executive Officer.	Amended to allow for changes to Rule 93
93 AMEND and ADD (b)	93(a) The Board Secretary shall keep a Register of Interests of the Members, Representatives, Proxies, or Directors, members of Board committees, Secretary and of any employees of the Authority that have been declared or notified to the Chief Executive Officer or the Board Secretary. 93(b) The Board Secretary shall advise the Secretary and provide access to, or a copy of, the Register of Interests kept under Rule 93(a) as soon as the Register is amended.	While Rule 96(e) prescribes the [Authority] Secretary shall cause the register of interests to be kept, changes to Rule 93 (a) propose that the Board Secretary administers this. Reasons: <ul style="list-style-type: none"> - most of the changes/amendments to the Register occur through Directors' updates to which the Board Secretary has immediate access; and - the safest place to keep the register is in SWS's IT system 93(b) added so that the Secretary has constant access to the register as updated, both for Authority purposes and to satisfy requirement of Rule 96(e).



94 AMENDED	The Secretary shall advise the Chief Executive Officer and Board Secretary of any interest of any Member, Representative or Proxy that has been declared or notified to the Secretary.	To facilitate the Board Secretary maintaining the currency of the Register under Rule 93(a).
Notice of General Meetings of the Authority and Meetings of the Board		
107 AMEND	Fourteen days' notice of the Annual and any other General Meeting of the Authority shall be given by the Secretary to: (a). each Member, Representative and Proxy; (b). the Directors and the Board Secretary ; (c). the General Manager of any Member who is not a Representative; (d). the Chief Executive Officer; (e). the Comptroller, and (f). the auditor.	It would be useful to add the Board Secretary as a practical support to the Directors ; to maintain coordination and consistency between Board and Authority; and same level of coordination between Board Secretary and Authority Secretary. Distribution of papers may well be a responsibility delegated from Authority Secretary to Board Secretary under proposed Rule 15A so permitting access to papers by Board Secretary would ensure consistency within the Rules. Also, add apostrophe after days'
111 AMEND	Seven days' notice of any meeting of the Board shall be given by the Board Secretary to: (a). each Director, and (b). the Chief Executive Officer.	Board meeting notice would be a responsibility of the Board Secretary, not the Secretary. Also, add apostrophe after days'
Resolution in Writing or by Electronic Means		
150 AMEND SPLIT INTO (a) and (b)	150 (a) A resolution in writing signed by a Simple Majority of Representatives or Directors entitled to vote on a resolution or a resolution transmitted to the Secretary by electronic mail or other electronic means is taken to have been passed at a duly called and constituted General Meeting of the Authority or meeting of the Board . The resolution is taken to have been determined on the day upon which it is transmitted by the Secretary to the Representatives or Directors . 150 (b) A resolution in writing signed by a Simple Majority of Directors entitled to vote on a resolution or a resolution transmitted to the Board Secretary by electronic mail or other electronic means	Splitting the Rule into two parts is the easiest and clearest way to separate out who responds to whom for circulating resolution of the Authority or the Board. This provides a better outcome than trying to weave into the one Rule which body deals with which Secretary.



	is taken to have been passed at a duly called and constituted meeting of the Board. The resolution is taken to have been determined on the day upon which it is transmitted by the Board Secretary to the Directors.	
151 AMEND SPLIT INTO (a) and (b)	151(a) A resolution of the type referred to in Rule 150(a) may consist of several documents in the same form, each signed by one or more Representatives or Directors provided the resolution is identically worded. 151(b) A resolution of the type referred to in Rule 150(b) may consist of several documents in the same form, each signed by one or more Representatives or Directors provided the resolution is identically worded.	Split into two parts for same reason as Rule 150 (above)
152 AMEND SPLIT INTO (a) AND (b)	152(a) If a majority of Representatives or Directors do not agree to the procedure in Rule 150(a), no resolution can be passed in this manner. 152(b) If a majority of Representatives or Directors do not agree to the procedure in Rule 150(b), no resolution can be passed in this manner.	Split into two parts for same reason as Rule 150 (above)
	Minutes and Papers	
155 AMEND SPLIT INTO (a) and (b)	155(a). The Authority and the Board are is to ensure that Minutes of their its meetings are duly recorded by the Secretary. 155(b). The Authority and the Board are is to ensure that Minutes of their its meetings are duly recorded by the Board Secretary.	Split into two parts for same reason as Rule 150 (above)
159 AMEND SPLIT INTO (a) and (b)	159(a) The Minutes of Authority and Board meetings and all papers and reports considered by the Authority and by the Board are to be classified (in whole or in part) by the Secretary as “Open” or “Commercial-in-Confidence”. 159(b) The Minutes of Authority and Board meetings and all papers and	Split into two parts for same reason as Rule 150 (above) 159(b) allows for Board papers to be classified as needed, despite Board meeting protocols being different from those of Council and Authority meetings.



	reports considered by the Authority and by the Board are to may be classified (in whole or in part) by the Board Secretary as “Open” or “Commercial-in-Confidence”.	
161 AMEND	<p>161(a) The Secretary will provide -(a)- in respect of each Authority meeting:</p> <p>(i). prior to each meeting, a copy of all papers and reports to be considered by the Authority; and</p> <p>(ii).as soon as practicable after each meeting, a copy of the draft Minutes;</p> <p>to:</p> <p>A. Representatives and Proxies;</p> <p>B. Directors and Board Secretary;</p> <p>C. General Managers of Members for the information of Councillors and relevant Member employees;</p> <p>D. the auditor;</p> <p>E. the Chief Executive Officer.</p> <p>161(b). The Board Secretary will provide in respect of each Board meeting:</p> <p>(i). prior to each meeting, a copy of all papers and reports to be considered by the Board; and</p> <p>(ii). as soon as practicable after each meeting, a copy of the draft Minutes;</p> <p>to:</p> <p>A. Directors; and</p> <p>B. the Chief Executive Officer.</p>	<p>Split in two parts for clarity and ease of understanding.</p> <p>Re part (a) and consistent with proposed amendment to Rule 107 (re the AGM), it is helpful to add the Board Secretary as support to the Directors ; to maintain coordination and consistency between Board and Authority, and same level of coordination between Board Secretary and Authority Secretary.</p> <p>Distribution of Authority papers could be a responsibility delegated from Secretary to Board Secretary under proposed Rule 15A so permitting access to papers by Board Secretary would ensure consistency within the Rules.</p>
	Exclusion of Chief Executive Officer and Others from Certain Deliberations	
162 AMEND	162 (a) A person under consideration by the Authority for appointment or re-appointment as the Secretary, or by the Board for appointment or re-appointment as Chief Executive Officer, shall not be present during any deliberation of the Authority or	<p>Split in two parts for clarity and ease of understanding.</p> <p>(b) Board Secretary included.</p>



<p>SPLIT INTO (a) AND (b)</p>	<p>the Board or at the time the Authority or Board makes a decision, in relation to:</p> <p>(ai). the appointment or re-appointment; or</p> <p>(bii). the determination or application of any terms or conditions on which the Secretary or the Chief Executive Officer holds office; or</p> <p>(ciii). the approval of the Chief Executive Officer engaging in paid employment outside the duties of the office of Chief Executive Officer; or</p> <p>(div). the termination of the appointment of the Secretary or the Chief Executive Officer.</p> <p>162 (b) A person under consideration by the Authority Board for appointment or re-appointment as the Secretary, or by the Board for appointment or re-appointment as Chief Executive Officer or Board Secretary, shall not be present during any deliberation of the Authority or the Board or at the time the Authority or Board makes a decision, in relation to:</p> <p>(ai). the appointment or re-appointment; or</p> <p>(bii). the determination or application of any terms or conditions on which the Secretary or the Chief Executive Officer or Board Secretary holds office; or</p> <p>(ciii). the approval of the Chief Executive Officer engaging in paid employment outside the duties of the office of Chief Executive Officer; or</p> <p>(div). the termination of the appointment of the Secretary or the Chief Executive Officer or the Board Secretary.</p>	
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163 AMEND	At its discretion, the Board may in its discretion request the Chief Executive Officer and/or the Board Secretary to leave the meeting at other times.	Enabling the Board to meet without the Board Secretary as appropriate.
	General Powers and Responsibilities of Chief Executive Officer	
172 AMEND	The Chief Executive Officer is responsible to the Board for the general administration and management of the Authority's business activities and, in particular, for the determination of the number and types of employees and the terms and conditions of employment, consistent with the approved budget. On behalf of the Board, the Board Chair is the primary contract contact with the Chief Executive Officer.	Correct minor typographical error
	Particular Responsibilities [of the CEO]	
180 AMEND	The Chief Executive Officer shall undertake the following responsibilities to the satisfaction of the Board: (a)....(l).. (m) implement and monitor the organisation's ork Work Health and Safety policies environmental policies, procedures and programs; (n)....(p).. (q) in conjunction with the Secertary , Secretary, provide induction training for newly appointed Representatives and Proxies; and in conjunction with the Board Secretary , provide induction training for newly appointed Directors;	Re (m) - correct minor typographical error Re (q) – to separate roles and responsibilities for the induction of Representatives sand Proxies, and Directors; and correct minor typographical error.
	Strategic and Business Plans	
188 AMEND	Once approved by the Board, the Business Plan shall be provided by the Secretary -Board Secretary to the Authority at its next meeting for review and approval.	Remove the reference to the Secretary altogether. As the first approver, it is far simpler to require the Board to present the Business Plan to the Authority meeting. DMA prefers that this should be the Board Secretary as the Board's 'arms and legs' to enact their responsibility.
190 AMEND	Once approved by the Authority: (a). and subject to any commercially sensitive aspects being separated into a separate section and marked	Remove to be consistent with Rule 98.

	<p>'commercial in confidence', the Business Plan shall be provided to each Member.; and (b). — the Strategic Plan and the Business Plan shall be submitted to the Annual General Meeting for noting.</p>	<p>It appears that the reference in Rule 190(b) was not similarly removed in 2023. It should be removed now to retain the internal consistency of the Rules.</p> <p>Rule 190(b) should align with the requirements of Rule 98. Rule 98 addresses the content of the AGM agenda. In the 2023 review of the Rules, the need to present the Strategic and Business Plans at the AGM was removed because it was seen to be redundant given the AGM could be held up to 5+ months into the new financial year.</p>
	Secretary	
<p>204 AMEND</p> <p>ADD FURTHER SUB-RULES</p>	<p>204(a) The Authority is to appoint a person to be Secretary of the Authority, and that person shall may also be appointed as the Board Secretary of the Board.</p> <p>204(b) The Authority may authorise the Board to appoint a Board Secretary who is not also the Secretary.</p> <p>204(c) If the Board is authorised under Rule 204(b) to appoint a Board Secretary, the Board shall determine the remuneration, terms and conditions of that appointment and manage the performance of the Board Secretary.</p> <p>204(d) At its discretion, the Authority may review the separate appointment of the Board Secretary and, subject to the conditions of the Board Secretary's employment, revoke the authority granted to the Board under Rule 204(b).</p> <p>204(e) The Authority will not appoint, review or revoke the authority to appoint a Board Secretary under Rule 204(b) during the period that commences two months before and ends four months after scheduled</p>	<p>(a) Provides flexibility for separate appointment to Board Secretary.</p> <p>Remaining changes in this Rule are required to support a separate appointment.</p> <p>(b) Authority can approve a request to appoint separate Board Secretary</p> <p>(c) If the Board does appoint separate role, it needs authority to determine terms and conditions etc, and responsibility to manage performance. This applies regardless of whether the appointee is an external contracted appointee or an employee.</p> <p>(d) Provides option for Authority to review the separate appointment and revoke if it decides to. Revoking the Board's authority to appoint Board Secretary needs to be subject to the appointment/employment contract of the appointed person.</p>



	Local Government elections that are applicable to all Participating Councils.	(e) Avoiding the period around the LG elections is to avoid the (remote) risk of inappropriate decision making or leveraging an inexperienced Authority. Unlikely, but a safeguard.
205 AMEND ADD FURTHER SUB-RULE	205(a) The Secretary may be the Chief Executive Officer or an employee of the Authority or a Member. 205(b) The Board Secretary may be an employee of the Authority.	Clarifying that the Authority Secretary could be an employee beyond only allowing it to be the CEO. This opens up the option of Board Secretary being the Acting Secretary (under Rule 207) as well as the possibility of an employee being appointed to both Authority and Board Secretary roles. Also allows for the Board Secretary to be appointed on contract, but not as an employee.
206 AMEND ADD FURTHER SUB-RULE & RENUMBER	Subject to Rule 207: (a). the Chair may appoint a person as Acting Secretary, if the Secretary is absent or otherwise unable to perform the functions of Secretary, for the period the Secretary is absent or unable to perform the functions of Secretary; and (b) the Board Secretary may be appointed as Acting Secretary under sub-Rule (a); (b) (c) the Acting Secretary has the powers and functions of the Secretary for the period of the appointment.	(b) Allows the Board Secretary to act in Secretary role, at Authority Chair/Authority's discretion, which provides a natural continuity option.
	Immunity from Liability	
226 AMEND	In Rules 224, 225 and 227 "officer" includes a Representative, a Director, the Chief Executive Officer, the Secretary, the Board Secretary, the auditor, the Comptroller, and any other person employed by the Authority.	Include Board Secretary, which is consistent with the COMMON LAW classification of the Board or Company Secretary as an 'officer' of the relevant corporate entity. Note: Reference to Rule 227 relates to the ability of the Authority to organise insurance to cover officers against liability.

15.0 INFRASTRUCTURE AND ASSETS

Nil reports.

16.0 COMMUNITY RELATIONS

16.1 COMMUNITY GRANTS PROGRAM

RECOMMENDATION

“That Council resolve to approve grant applications from South East Suns Women’s Football Club, The Historical Society of Sorell, Sea Rescue and a donation to Reptile Rescue Tasmania under the 2023-2024 Community Grants Program as per the following report.”

Introduction

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

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

These may include, but are not limited to:

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

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

Strategic Plan

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

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



Operational Plan

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

Policy

Community Grants Policy.

Asset Management Implications

NIL

Risk Management Implications

NIL

Community Implications

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

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

REPORT

Council received three Community Grant Applications from –

- South East Suns Women’s Football Club – a request for \$1,512 towards their Truck Show Event.
- The Historical Society of Sorell – a request for \$2,000 towards the publication of The Pittwater Chronicles 4.
- Sea Rescue Tas Inc. – a request for \$2,000 towards the transport of a new vessel to Tasmania.

Council also received a request for financial assistance from Reptile Rescue Tasmania. A one-off donation of \$1,500 will support the services they provide in coordinating the removal of errant snakes across the Municipality, relying on a network of trained and approved independent field rangers.

The applications were discussed by Council at their workshop on 11 June 2024. All Councillors were in attendance, aside from Councillor Natham Reynolds and Councillor Carmel Torenus.

These applications and request are now presented to Council for approval.



STACEY GADD
Manager Community Relations
Date: 12 JUNE 2024

16.2 RECORDS MANAGEMENT POLICY

RECOMMENDATION

“That Council resolve to endorse the revised Records Management Policy.”

Introduction

Council has in place a variety of Council and Management Policies that require periodic review. Whilst legislation generally determines the requirements and guidelines for dealing with matters raised by the policies, the adoption of them as formal policies of Council is considered appropriate to enable Councillors, staff, contractors, volunteers and ratepayers to have clear guidance in relation to the statutory requirements specified by the relevant legislation.

The Records Management Policy was adopted in 2005 and has been subject to prior reviews. The intent of this revised policy is to ensure effective management of Council records in accordance with the Archives Act 1983.

Strategic Plan

Applicable Objectives are as per:

2. Responsible Stewardship and a Sustainable Organisation
4. Community Confidence in Council

Annual Plan

NIL

Policy

Replaces the previous Records Management Policy 2016 as per resolution number 134/2016.

Asset Management Implications

None foreseen



Risk Management Implications

The Policy ensures that records management is undertaken in accordance with business and legislative requirements. Local Government (Council) records are State Records and, as such, are required to be managed in accordance with the *Archives Act 1983*.

Community Implications

Council's inability to provide evidence of decisions and actions can undermine community confidence in Council, Councillors and employees.

Report

Council has a responsibility to ensure an appropriate policy is in place for the management of Council's records.

This policy applies to the management and maintenance of records through their life cycle from creation, receipt or capture, to preservation and disposal under the provision of the *Archives Act 1983*. It includes records in any format held in Council's information systems.

This policy applies to all employees, Councillors and contractors who:

- Access corporate information;
- Create corporate information;
- Have responsibilities for corporate information including storage maintenance retrieval dissemination and disposal; and
- Have management responsibilities for officers who perform these tasks.

The key distinction between Council records and other types of information is that Council records provide evidence of business activities. Council records are any information created, received and maintained as evidence and information by an organisation or person, in the pursuance of legal obligations or in the transaction of business.

Records exist within Council in a variety of formats including, but not limited to paper documents, electronic messages, word processed letters, web-pages, information in databases, photographs, film, charts etc. Regardless of format, records must be created, captured, maintained, secured and disposed of in accordance with the requirements of the Records Management Policy.

The updates to this Policy is the highlighted text in the attached and is broadly related to updating of names and terms.

Specific responsibilities and accountabilities for information and records management at Council for Councillors is also updated.



Whilst Councillors have always been included in the Records Management Policy their specific responsibilities have never been listed. An accompanying procedure has been developed to assist Councillors meet their obligations under the Policy.

Stacey Gadd

MANAGER COMMUNITY RELATIONS

Date: 12 June 2024

Attachment (12 pages)



**AGENDA
ORDINARY COUNCIL MEETING
18 JUNE 2024**



RECORD MANAGEMENT POLICY

TITLE	RECORD MANAGEMENT POLICY
RESPONSIBLE PERSON	MANAGER COMMUNITY RELATIONS
APPROVED BY COUNCIL	16 AUGUST 2016
RESOLUTION NO	134/2016
AMENDED ON	JUNE 2024
RESOLUTION NO	___/____
REVIEW DATE	JUNE 2027



1. STATEMENT OF INTENT

- 1.1. Sorell Council is committed to an efficient and effective records management system to ensure that its business need for evidence, accountability and information about its activities are met.
- 1.2. Council records are a corporate asset, vital both for ongoing operations and also in providing valuable evidence of business decisions, activities and transactions.
- 1.3. Council records must be managed and maintained regardless of their format in an authorised Records Management System.
- 1.4. Council is required to create and maintain authentic, reliable and useable information, documents and records, and protect their integrity for as long as they are required by:
 - (a) Ensuring that full and accurate records are created and maintained for each business process.
 - (b) Preserving records, whether physical or electronic, safely and securely.
 - (c) Ensuring that electronic records are saved and stored in Council's recordkeeping system, or other approved system, with appropriate metadata captured and naming convention guidelines used to enable their efficient retrieval and use.
 - (d) Ensuring records are accessible over time to support the conduct of business, and that they are only retained for as long as required by Council and relevant legislation.
 - (e) Assigning responsibilities for recordkeeping.
- 1.5. Council aspires to proactively implement systems and processes which will enable records and information to be stored in an electronic format wherever possible.
- 1.6. Council's Total Administrative Record and Document Information System (TARDIS) powered by MAGIQ Documents is an approved system for the management of electronic and physical records in accordance with the requirements of the Archives Act and complies with the standards described in Australian Standard AS ISO 15489.1 - Records Management.

2. OBJECTIVE

- 2.1. The objectives of this policy are:
 - (a) To ensure effective management of Council records, covering the creation and maintenance of authentic, reliable and useable records.
 - (b) To ensure Council's records support the accountability and transparency of its business functions and activities for as long as those records are required.
 - (c) To provide evidence of Council's commitment to best practice records management.



- (d) To set out the responsibilities of staff, clarifying their accountability for records and information management (refer to 'Responsibilities' section in this document).
- (e) To ensure that records and information management is undertaken in accordance with business and legislative requirements.

SCOPE

- 3.1. This policy applies to the management and maintenance of records through their life cycle from creation, receipt or capture, to preservation and disposal under the provision of the *Archives Act 1983*. It includes records in any format held in Council's information systems (MAGIQ Documents)
- 3.2. This policy applies to all employees, ~~elected members~~ **Councillors** and contractors (hereinafter referred to as employees) who:
 - (a) Access corporate information;
 - (b) Create corporate information;
 - (c) Have responsibilities for corporate information including storage maintenance retrieval dissemination and disposal; and
 - (d) Have management responsibilities for officers who perform these tasks.
- 3.3. The key distinction between Council records and other types of information is that Council records provide evidence of business activities (refer to 'Definitions' section in this document for definition of a record).
- 3.4. Records exist in a variety of formats including, but not limited to paper documents, electronic messages, word processed letters, web-pages, information in databases, photographs, film, charts etc.
- 3.5. Regardless of format, records must be created, captured, maintained, secured and disposed of in accordance with the requirements of this Policy (refer to 'guidelines' and associated business rules).

3. DEFINITIONS

- 3.1. A comprehensive glossary of record keeping terms is provided by the ~~Tasmanian Archive and Heritage Office (TAHO)~~ **Office of the State Archivist (OSA)**:

Destruction Authority - A once-off authorisation from the State Archivist for the destruction of non-scheduled records.

Disposal – A range of processes associated with appraisal decisions. These include the retention, deletion or destruction of records in or from recordkeeping systems. They may also include the migration or transmission of records between recordkeeping systems, and the transfer of custody or ownership of records.



Indexing – The process of establishing access points to facilitate retrieval of records and/or information (AS 14389 Part1 Clause 3.11).

Metadata – In records management, recordkeeping metadata is data that describes the context, content and structure of records and their management through time (AS ISO 15489 Part1 Clause 3.12). Metadata is attached to records when they are created, and added to as a result of different processes, such as sentencing and disposal.

Record – Information created, received and maintained as evidence and information by an organisation or person, in the pursuance of legal obligations or in the transaction of business (AS ISO 15489 Part 1 Clause 3.15).

Retention and Disposal Schedule – Documents authorised by the State Archivist that set out appropriate retention periods for classes of records. There are two main types:

- (a) *Functional* retention and disposal authorities authorise the retention and disposal of records unique to a specific organisation.
- (b) *Common* retention and disposal authorities authorise the retention and disposal of records common to more than one organisation.

3.2. Such records may include:

- (a) General administrative records.
- (b) Common records that relate to unique functions, and
- (c) Records relating to the unique functions of like organisations such as local councils.

State Archive – State archive means any State record or any other record which is deposited and preserved permanently in the Tasmanian Archive and Heritage Office (TAHO) at the Office of the State Archivist (OSA).

State Record– State record means –

- (a) a Crown record; or
- (b) a record of a State authority which relates to the business or affairs of that authority; or
- (c) a record of a local authority which relates to the business or affairs of that authority; or
- (d) any other record that was at any time a record mentioned in paragraph (a), (b) or (c) – but does not include a record of the Parliament of Tasmania.

Sorell Council's record management system:

TARDIS – Total Administrative Record and Document Information System ~~for Sorell Council~~ also known as ~~Magiq Documents~~ is the in-house term used for ~~MAGIQ Documents~~.

MAGIQ Documents – is a complete suite of enterprise wide document, records and content management software based on the Microsoft.NET architecture. The web based environment ensures documents and content are available to users simply using their web browser anywhere, anytime. Records are maintained for as long as they are required to effectively and efficiently support Council’s business functions and activities.

4. PROCEDURE

- 5.1 Local Government (Council) records are State records and, as such, are required to be managed in accordance with the *Archives Act 1983*.
- 5.2. Council records are Council’s corporate memory, providing evidence of actions and decisions and represent a vital asset to support our daily functions and operations. Records support policy formulation, decision-making and protect the interests of Council.
- 5.2. In addition to this, records help us to make good use of precedents and organisational experience. They support consistency, continuity, efficiency and productivity in program delivery, management and administration.
- 5.3. State legislation and Australian Standards (refer to legislation section below) provide details of the conditions and standards by which records management practices at Council will be guided. They provide a code of best practice for the management of information and records within Council.
- 5.4. It is the responsibility of all employees to recognise any information that will form part of Council’s corporate memory and to manage that information in accordance with the requirements of this policy and associated business rules.
- 5.5. Information managed in this way will ensure that records are accessible, authentic, accurate, complete, meaningful and stored in a secure manner.
- 5.6. Council records may only be destroyed in accordance with the Local Government Retention and Disposal Schedule DA2200 which is authorised for use by ~~Tasmanian Archive and Heritage Office (TAHO)~~ **the Office of the State Archivist (OSA)**. It is an offence to destroy or remove state records from the custody of the creating authority without the permission of ~~TAHO~~ **OSA**. The retention and disposal of Council information is administered by Council’s **Manager Community Relations**.
- 5.7. Source records converted, managed and reproduced using Council’s ~~TARDIS~~ **MAGIQ Documents** and in compliance with Council’s Records Management Policy can be taken to be true copies in accordance with the objectives of AS 15489.1 Section 7.2 – Characteristics of a Record.

6. GUIDELINES

6.1. Creation and maintenance of records

Business records must be created and captured by everyone subject to this policy. Business records should provide a reliable and accurate account of business decisions and actions. Therefore it is necessary to include all necessary information to support business needs including the names, dates and time, and other key information needed to capture the business context.

Records can be folders, documents or data created, received or maintained as evidence and information of work done for or on behalf of Council Records may be either hard copy or electronic.

Examples of Council records include (but are not limited to):

- (a) Agendas, minutes and papers;
- (b) Compliance case files;
- (c) Complaint correspondence;
- (d) Contracts and agreements;
- (e) Correspondence received from members of the public, private and public sector organisations that require action;
- (f) Correspondence sent to members of the public, private and public sector organisations including responses to enquiries and anything that requires action;
- (g) Documents related to events organised with or for external organisations, students etc;
- (h) Facilities hire forms and documentation;
- (i) Media releases and articles;
- (j) Personnel recruitment and appointment documentation;
- (k) Policies and guidelines;
- (l) Reports and submissions;
- (m) Risk management registers and documentation; and
- (n) Training program documentation.

Ultimately, if the record contains a business transaction or evidence of any decision that has been made on behalf of Council it must be kept for the required time as per an approved Retention and Disposal Schedule authorised by the State Archivist.

Where no Retention and Disposal Schedule exists for the records they must be retained until such a time as they can be either destroyed according to a Destruction Authority authorised by the State Archivist, or transferred to ~~TAHO~~ OSA.

6.2. Records that do not have to be kept

Some records do not belong in Council's recordkeeping system, including:

- (a) published newsletters that do not contain material created by or referencing Council;
- (b) Internal e-mails received by “carbon copy” (cc) or “blind carbon copy” (bcc);
- (c) Junk e-mail;
- (d) Personal items including e-mail;
- (e) Rough notes, working papers and calculations used solely to assist in the preparation of other records such as correspondence, non-auditable reports and statistical tabulations;
- (f) Copies of any documents, preserved solely for reference;
- (g) Published material preserved solely for reference;
- (h) Electronic revisions of documents in the agency’s recordkeeping system which can be purged/deleted when finalising documents.

Documents of this nature may be destroyed, as defined by ~~TARO~~ OSA Retention and Disposal Schedule for short-term value records (DA2158).

6.3. Systems used to maintain records

Records generated within Council in the course of normal business practice or received from an external source are to be registered and captured in ~~TARDIS~~ **MAGIQ Documents**.

The following business systems are endorsed for the capture and storage of information and records. These include:

- (a) ~~Total Administrative Record and Document Information System (TARDIS) – Magiq Documents;~~ **MAGIQ Documents, also known as TARDIS**
- (b) Local Government Information System (property management, rates management, animal control and pet registration, development applications, receipting and direct debit, building registrations, cemetery registrations, septic tank registrations and pensioner remissions) - PropertyWise;
- (c) Vaccination recording and reporting system – VacciWise;
- (d) **Financial Management System – NAVision (now defunct);**
- (e) **Financial Management System – Microsoft Dynamics 365 Business Central;**
- (f) Asset Management System – Assetic;
- (g) Geographic Information System – Spectrum Spatial Analysis;
- (h) Waste Management – Konect;
- (i) Social Media Archiving – Brolly.

These endorsed systems appropriately support information and records management processes such as creation and capture, storage, protection of integrity and authenticity, security, access and retention, destruction and transfer.

Corporate records must not be maintained in email folders, shared folders, personal drives or external storage media as these lack the necessary functionality to protect business information and records over time. Records created when using mobile devices may need to be captured into an endorsed system.

6.4. Access to records: sharing corporate information within Council

Information is a corporate resource to which all staff may have access, except where the nature of the information requires restriction. Access restrictions should not be imposed unnecessarily but should protect:

- (a) individual staff, or client privacy;
- (b) sensitive material such as security classified or material with dissemination limiting markings, for example any records information security classified 'Closed Session' or above.

When handling information, employees are reminded of their obligations outlined in their statements of duties and under the Code of Conduct.

6.5. Release of publicly available information

In accordance with Council's obligations under the *Right to Information Act 2009*, access to publicly available information is provided on our website and in physical form at the Council Office. This is the responsibility of the **Manager Community Relations and the Records Officer**.

The public have legislative rights to apply for access to information held by our organisation under the Right to Information Act. This applies to all information held by Council, whether in officially endorsed records management systems or in personal stores such as email folders or shared and personal drives.

Responses to applications for access under Right to Information legislation are the responsibility of the **Manager Community Relations and the Corporate Administration Officer**.

Councillors – Notwithstanding the right to access publically available information, access to corporate information shall otherwise be in accordance with the *Local Government Act 1993* s 28A. 'Information and documents relating to functions' which states:

- (1) A Councillor, in writing, may request the General Manager to make available any information or document or a copy of any information or document in the possession of the council that may be required for the purpose of performing any of the councillor's functions.
- (2) A Councillor who makes a request under subsection (1) is to –
 - (a) state in writing the relevance of the information or document to any of the councillor's functions; and
 - (b) declare that he or she would not have, or would be unlikely to have, any pecuniary interest in the matter to which the information or document relates if the matter were to be an item on the agenda of a meeting of the council or a council committee.



- (3) The General Manager may refuse the request of a Councillor if –
- (a) the General Manager believes that the request would unreasonably extend the resources of the Council; or
 - (b) the Councillor has declared an interest under section 48; or
 - (c) the Councillor has failed or refused to make a declaration under subsection (2)(b); or
 - (d) the General Manager considers that the information or document requested is not required for the purpose of performing any of the Councillor's functions.
- (4) If the General Manager refuses the request the General Manager is to advise the Councillor in writing, stating the reasons for the refusal.
- (5) The General Manager is to make any information or document made available to a Councillor under this section available to any other Councillor on request.

6.6. Retention or destruction of records

Council records are destroyed when they reach the end of their required retention period set out in Records Retention and Disposal Schedules issued by TAHO OSA. Retention periods in disposal schedules take into account all business, legal and government requirements for the records. Council uses the following schedules to determine retention, transfer and destruction actions for its records.

Disposal Schedule for functional records of Local Government: (2017: Disposal Authorisation 2200).

Disposal Schedule for Short Term Value Records (2009: Disposal Authorisation 2158).

Disposal Schedule for Source Records (20012: Disposal Authorisation 2159).

Records cannot be disposed of other than in accordance with all relevant Retention and Disposal Schedules and Destruction Authorities authorised by the State Archivist. In addition to this, records cannot be disposed of without the approval of both the Records Officer and the Manager Community Relations and in consultation with the Manager of the workgroup that is responsible for the records.

Some records can be destroyed in the normal course of business. These are records of a short-term, facilitative or transitory value that are destroyed as short term value records. Examples of such records include rough working notes, drafts not needed for future use or copies of records held for reference.

Central to Councils accountability process is the requirement it maintains a Register of Records Destroyed. This is the agency's formal evidential record of destruction and must be retained permanently by the agency. The Register must be clearly identified as the Register of Records Destroyed under Section 20(2)(b) of the *Archives Act 1983*.

6.7. Transfer of Records

At times certain records may be required to be transferred out of the custody of Council. This occurs when records of archival value are no longer being actively used and/or are 25 years or older.

In this instance Council transfers them to ~~Tasmanian Archives and Heritage Office (TAHO)~~ OSA

Another instance where records may be transferred is when records are affected by administrative change and are transferred to an inheriting agency or to a private body. In either case, permission must be sought from TAHO OSA before the records are transferred.

6.8. Monitoring the Records Management program

Records will be monitored for breaches of this Policy by the ~~Manager Community Relations~~ who will facilitate training as required.

Day-to-day records management audit activities will be coordinated by the ~~Information Management Officer~~ Records Officer.

6.9. Responsibilities

All employees are responsible for the management of all records created in the course of their work. This includes complying with this Policy at all times.

Employees must always be mindful that all records created in the course of their employment are the property of Council.

Specific responsibilities and accountabilities for information and records management at Council include:

The General Manager:

- (a) Recognises, encourages and adopts records and information management as a key function of the organisation; and
- (b) Ensures that the Information and Records Management program satisfies operational and legislative requirements and obligations.

Councillors:

- (a) Reviewing this Policy and the Councillor Record Management Procedure;
- (b) Creating records that document their activities and decisions to be saved into Council's recordkeeping systems;
- (c) Ensuring e-mail records are saved into Council's recordkeeping systems;
- (d) Ensuring paper records are scanned to electronic format to be saved into Council's recordkeeping systems; and

- (e) Not destroying records without authorisation and adhering to Council's disposal requirements;

Managers:

- (a) Ensuring their staff are aware of, and comply with, their information management responsibilities;
- (b) Are responsible for ensuring that all employees are aware of this policy; and
- (c) for taking appropriate remedial action when this policy is contravened.

Records Officer:

- (a) Efficient management of Council's recordkeeping system, ensuring that sound record keeping principles and records management best practice guidelines are followed and adhered to;
- (b) Arranging training sessions for staff and Councillors, then supporting them in the use of Council's recordkeeping systems;
- (c) Maintaining the integrity and authenticity of records;
- (d) Managing the storage of hardcopy records located onsite and offsite;
- (e) Managing the disposal of records under approved disposal schedules and maintaining the register of destroyed records;
- (f) Ongoing review and amendment of Retention and Disposal Schedules;
- (g) Responding to user requests for assistance with Council's recordkeeping systems or other records management issues.
- (h) Assisting Councillors meet their record keeping requirements, including registering their archived emails correctly into MAGIQ Documents

Employees:

All employees are responsible for:

- (a) Creating records that document their activities and decisions and saving them into TARDIS MAGIQ Documents.
- (b) Ensuring email records are saved into TARDIS MAGIQ Documents.
- (c) Ensuring paper records are scanned to electronic format and saved in TARDIS MAGIQ Documents in a timely manner.
- (d) Familiarising themselves with Council's Records Management Policy, principles and procedures; and
- (e) Not using information acquired through the organisation improperly.

7. RELATED DOCUMENTS

- Document Naming Convention Guidelines
- Record Management Folder Road Map
- Councillor Record Management Procedure

8. RELEVANT LEGISLATION

8.1. The following legislation underpins the operation of this policy:

- (a) Archives Act 1983 - establishes the requirement for Tasmanian government agencies to create and keep State records.
- (b) Local Government Act 1993 - Imposes a duty on Councils to create a wide variety of records.
- (c) Australian Standard AS ISO 15489 - provides clear guidelines for the establishment and application of records management practices, procedures and systems.
- (d) Right to Information Act 2009 - provides for greater access to information held by Tasmanian government bodies and encourages proactive disclosure of information held by the agency as well as giving the public access to information upon request.
- (e) Personal Information Protection Act 2004 - sets out rules about information handling, including how the agency may collect, use, store and disclose personal information.
- (f) Disposal Schedule for functional records of Local Government: (2017: Disposal Authorisation 2200).
- (g) Disposal Schedule for Short Term Value Records (2009: Disposal Authorisation 2158).
- (h) Disposal Schedule for Source Records (20012: Disposal Authorisation 2159).

ROBERT HIGGINS
GENERAL MANAGER



17.0 FINANCE**17.1 EXECUTIVE SUMMARY – FINANCIAL REPORT MAY 2024 YTD****RECOMMENDATION**

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

ATTACHMENTS

MONTHLY DASHBOARD REPORT (Pages 5)

- a) Statement of Income and Expenditure for the period ending 31 May 2024 (Pages 1)
- b) Statement of Financial Position as at 31 May 2024 (Pages 1)
- c) Statement of Cash Position as at 31 May 2024 (Pages 1)
- d) Detailed Statement of Income and Expenditure for the period ending 31 May 2024 (Pages 5)
- e) Cash on Hand as at 31 May 2024 and Graph 1 – Total Cash Available (Pages 2)
- f) Graph 2 - Rates Outstanding (Pages 2)
- g) Grants Variance Analysis (Pages 2)

STEPANIE PERRY
MANAGER FINANCE

SALLY FANG
ACCOUNTANT

Date: 12 June 2024
Attachments (19 pages)

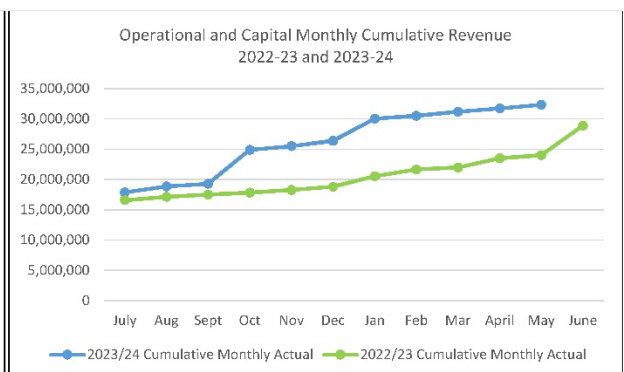
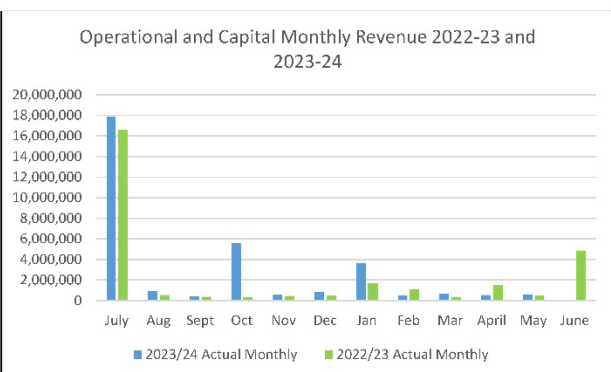
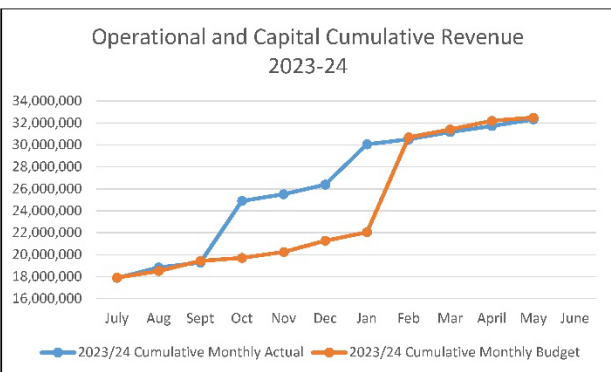
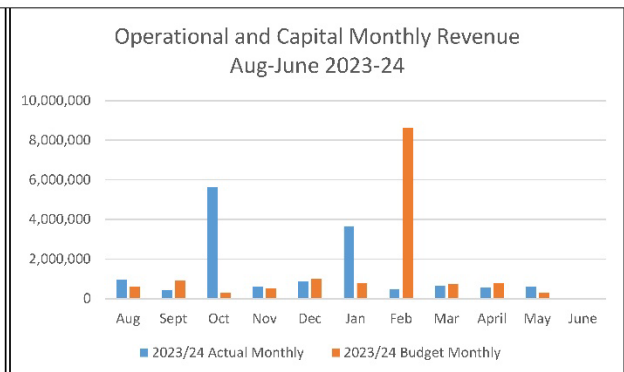
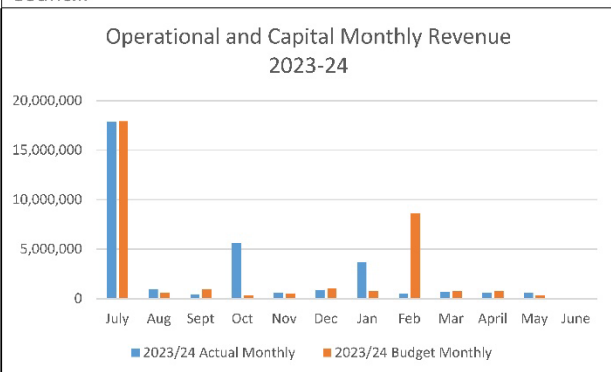


SORELL COUNCIL – MONTHLY DASHBOARD REPORT MAY 2024

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

REVENUE

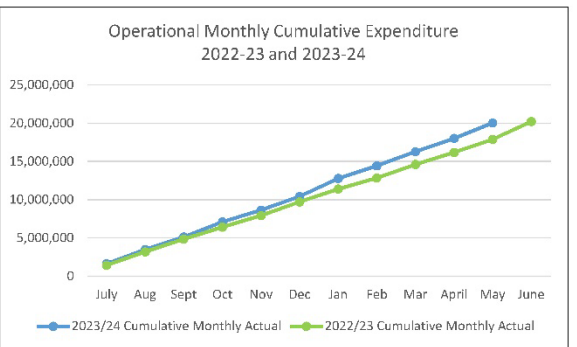
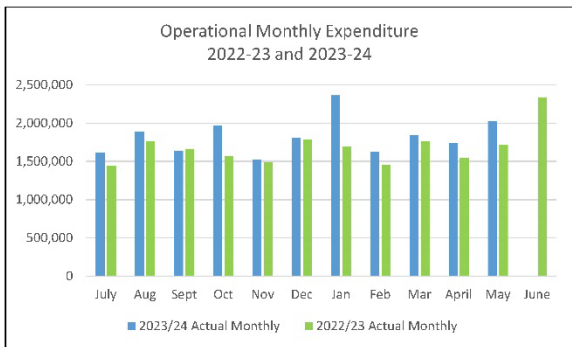
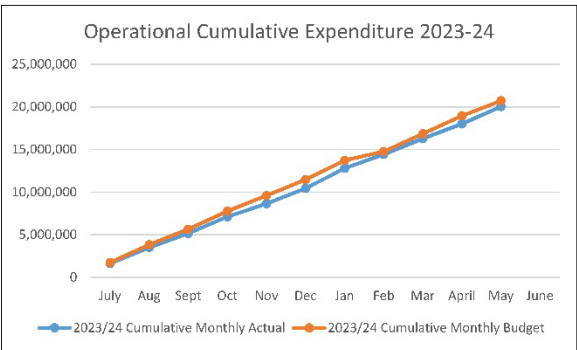
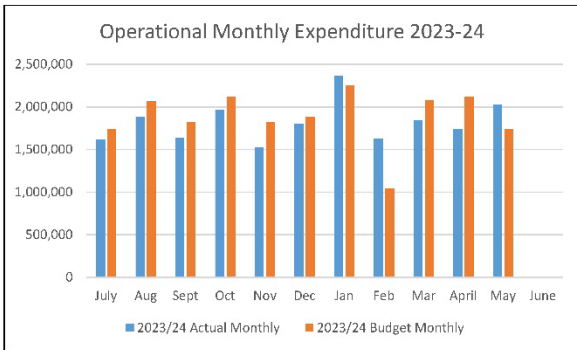
The most significant graphical variances displayed below relate to the recognition of donated assets. Donated assets for quarter one were capitalised in Assetic in October (\$5.3m) and quarter two’s donated assets were capitalised in Assetic in January (\$3.2m). Donated assets generally relate to subdivision assets, which become a Council asset once the development is complete. At Mid-Year Budget Review (MYBR) budgeted revenue was increased to reflect the \$8.5m of donated assets received in the first half of the financial year. This adjustment is represented in February, the month MYBR was approved by Council.



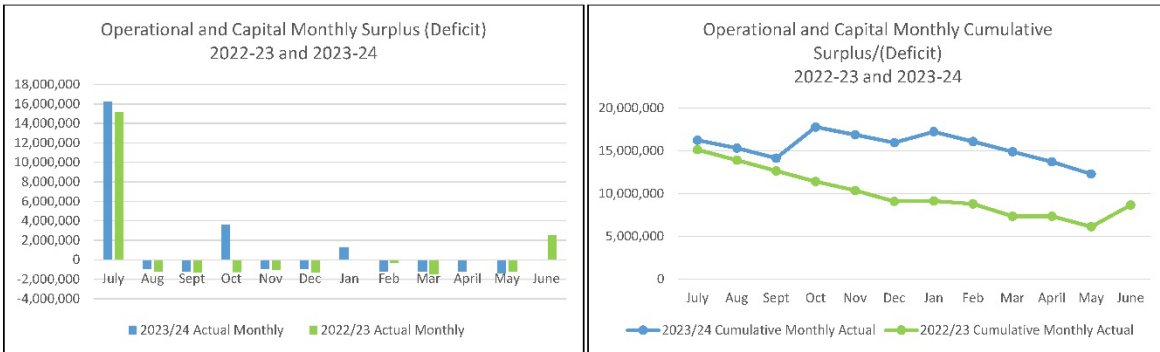
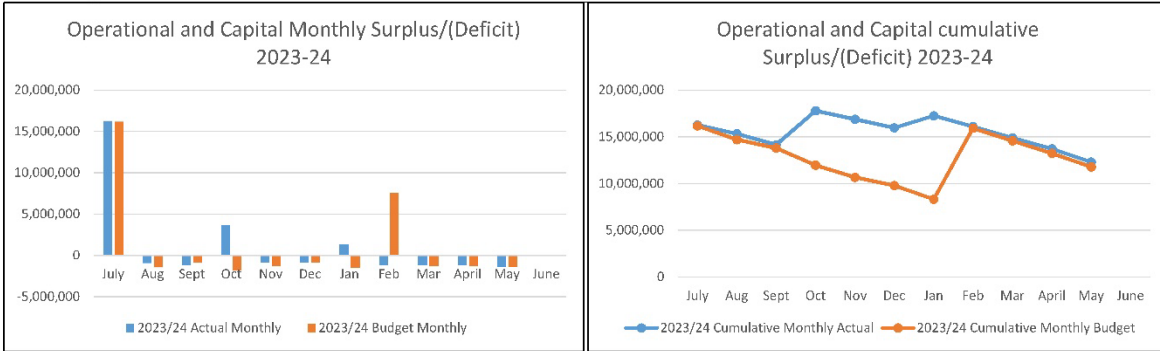
EXPENDITURE

Actual expenditure has been tracking below budget throughout the financial year. A number of these underspends are expected to be permanent variances at the end of financial year. This includes expected underspends in employee benefits, due to vacant positions, workgroup re-structures and the use of contractors and labour hire arrangements throughout the financial year. Materials and services and other expenses are also expected to have some permanent underspends at the end of the financial year, due to project cancellations, project delays and changes in project scope throughout the year. Other underspends are temporary, as a result of project scheduling and timing, and are expected to be expended later than estimated but still by the end of the financial year. This is demonstrated in May, as actual monthly expenditure is greater than budgeted monthly expenditure.

At Mid-Year Budget Review (MYBR) the timing of budgeted expenditure was adjusted to reflect greater expenditure requirements later in the financial year. This adjustment is represented in February, the month MYBR was approved by Council.



SURPLUS/DEFICIT



SORELL COUNCIL
STATEMENT OF INCOME AND EXPENDITURE
For the period May 2024

	NOTES	ACTUAL YTD	BUDGET YTD	VAR	FULL YEAR BUDGET
INCOME					
RECURRENT INCOME					
Rates and Charges	1	18,127,058	18,082,592	44,466	18,081,217
Statutory fees and fines	2	497,762	526,688	(28,926)	592,825
User Fees	3	557,197	498,307	58,890	670,104
Grants Operating	4	344,249	468,912	(124,663)	2,017,201
Contributions received	5	792,121	460,560	331,562	471,264
Interest	6	565,378	487,335	78,043	1,054,766
Other income	7	611,310	586,428	24,882	656,991
Investment income from TasWater	8	243,000	243,000	0	324,000
		21,738,074	21,353,821	384,253	23,868,368
EXPENSES					
Employee benefits	9	6,478,248	6,786,766	308,518	7,694,977
Materials and services	10	6,374,879	6,853,360	478,482	7,823,002
Depreciation and amortisation	11	5,419,168	5,410,618	(8,550)	6,099,125
Finance costs	12	33,212	33,297	85	50,610
Other expenses	13	1,738,375	1,633,559	(104,816)	1,889,117
TOTAL EXPENSES		20,043,882	20,717,601	673,719	23,556,832
OPERATING SURPLUS/(DEFICIT)		1,694,192	636,220	1,057,973	311,536
CAPITAL INCOME					
Grants Capital	14	1,895,194	2,718,632	(823,438)	3,483,545
Contributions - non-monetary assets	15	9,303,958	8,472,472	831,486	8,472,472
Net gain/(loss) on disposal	16	(596,419)	(36,326)	(560,092)	(36,326)
Share of Interests in JVs	17	0	0	0	0
TOTAL CAPITAL INCOME		10,602,733	11,154,778	(552,044)	11,919,691
SURPLUS/(DEFICIT)		12,296,926	11,790,997	505,928	12,231,227



SORELL COUNCIL
STATEMENT OF FINANCIAL POSITION
As At May 2024

	Actual 2023/2024	Actual 30 June 2023	Movement
ASSETS			
Current Assets			
Cash and Cash Equivalents	12,122,326	9,844,139	2,278,186
Investments	6,617,101	8,582,962	(1,965,861)
Trade and Other Receivables	803,921	1,481,040	(677,119)
Inventories	85,339	85,339	-
Other Assets	66,814	468,784	(401,970)
Total Current Assets	19,695,500	20,462,265	(766,764)
Non-Current Assets			
Trade and Other Receivables	31,698	32,248	(550)
Assets Held for Sale	0	1	(1)
Intangible Assets	252,422	260,105	(7,683)
Property, Infrastructure, Plant and Equipment	315,163,389	298,678,047	16,485,342
Work in Progress	6,198,344	10,429,165	(4,230,820)
Investments	31,326,681	31,326,681	-
Other Non-Current Assets	23,027	23,027	-
Total Non-Current Assets	352,995,562	340,749,274	12,246,288
TOTAL ASSETS	372,691,062	361,211,539	11,479,524
LIABILITIES			
Current Liabilities			
Trade and Other Payables	582,937	1,443,641	(860,704)
Trust Funds and Deposits	673,391	1,106,094	(432,703)
Interest Bearing Loans & Borrowings	90,000	220,175	(130,174)
Provisions	1,400,515	1,355,342	45,173
Contract Liabilities	2,032,597	1,471,590	561,007
Other Current Liabilities	9,766	9,766	-
Total Current Liabilities	4,789,205	5,606,607	(817,402)
Non-Current Liabilities			
Interest Bearing Loans & Borrowings	2,109,771	2,109,771	-
Provisions	107,662	107,662	-
Contract Liabilities	-	-	-
Other Current Liabilities	13,986	13,986	-
Total Non-Current Liabilities	2,231,419	2,231,419	-
TOTAL LIABILITIES	7,020,624	7,838,026	(817,402)
Net Assets	365,670,437	353,373,513	12,296,926
EQUITY			
Accumulated Surplus	141,963,562	129,666,637	12,296,925
Reserves	223,706,876	223,706,876	-
Total Equity	365,670,437	353,373,513	12,296,925



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

	\$
Opening Balance Cash at Bank & Investments	18,427,102
Closing Balance Cash at Bank & Investments	18,739,427
Cash Movement Year to Date	<u>312,325</u>
 <i>Represented by:</i>	
Net Surplus / (Deficit)	12,296,926
Add: Depreciation	5,419,168
Net Cash Surplus / (Deficit)	<u>17,716,094</u>
Loan Repayments	(130,174)
Capital Expenditure (per capital report)	4,230,820
Capital Expenditure - Asset (Purchases) / Disposals	(21,904,510)
Balance Sheet Movements	400,094
Cash Movement Year to Date	<u>312,325</u>



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

	ACTUAL	BUDGET	VAR	FULL YEAR BUDGET
0100 Profit & Loss				
0500 INCOME				
1000 RECURRENT INCOME				
1100 Rates and Charges				
1105 Rates - General/Ordinary/Residential	(14,476,191)	(14,440,581)	35,610	(14,440,581)
1110 Rates General Written Off	5,390	4,125	(1,265)	5,500
1115 State Grant Rates Remission	(880,979)	(882,110)	(1,131)	(882,110)
1120 Rates Pensioner Concession	883,656	882,110	(1,546)	882,110
1125 Domestic Waste Annual Charge	(3,012,146)	(3,001,165)	10,982	(3,001,165)
1130 Fire Rates Levy Income	(667,737)	(666,509)	1,228	(666,509)
1150 Other Remissions	22,958	23,538	580	23,538
1160 AWTs Maintenance Fee Received	(2,008)	(2,000)	8	(2,000)
1199 Rates and Charges Total	(18,127,058)	(18,082,592)	44,466	(18,081,217)
1200 Statutory Fees and Charges				
1210 132 & 337 Certificate Fees	(136,706)	(156,008)	(19,303)	(170,191)
1220 Town Planning Fees	(343,663)	(350,555)	(6,892)	(400,634)
1225 Animal Infringements & Fines	(5,305)	(5,958)	(654)	(6,500)
1230 Other Infringements Fines & Penalties	(3,649)	(9,167)	(5,518)	(10,000)
1235 Licences & Permits	(6,550)	(3,500)	3,050	(3,500)
1240 Street Stall Permit Fee	(1,890)	(1,500)	390	(2,000)
1299 Statutory Fees and Charges Total	(497,762)	(526,688)	(28,926)	(592,825)
1300 User Fees				
1303 Animal Management Sundry Income -collars,signs etc	(280)	0	280	0
1306 Building Assessment Fees	(77,296)	(82,382)	(5,086)	(89,872)
1318 Caravan Licences	(17,587)	(18,188)	(601)	(18,188)
1327 Dog Impounding & Release Fees	(599)	(1,100)	(502)	(1,200)
1330 Dog Registration & Renewal	(41,763)	(39,307)	2,456	(105,385)
1331 Kennel Licences	(26)	(1,500)	(1,474)	(1,500)
1333 Driveway Approval and Inspection Fees	(15,527)	(9,000)	6,527	(12,000)
1335 Engineering Inspections & 1% Approval Fee	(63,616)	(56,250)	7,366	(75,000)
1336 Fire Abatement Charges	(17,440)	(15,000)	2,440	(15,000)
1342 Food Licences	(13,348)	0	13,348	(48,146)
1351 Photocopy Charges	0	0	0	0
1354 Plumbing Application Fees	(134,327)	(127,496)	6,831	(139,087)
1357 Plumbing Inspection	(118,381)	(129,458)	(11,077)	(141,227)
1360 Amended Plan Fees	(3,302)	(5,500)	(2,199)	(6,000)
1363 Recreational Vehicle Income	(27,135)	(13,125)	14,010	(17,500)
1369 Building Administration Fee (0.1%)	(10,256)	0	10,256	0
1372 TBCITB Training Levy (0.2%)	(16,314)	0	16,314	0
1399 User Fees Total	(557,197)	(498,307)	58,890	(670,104)
1400 Grants Operating				
1405 Commonwealth Financial Assistance Grant	(268,785)	(268,785)	(0)	(1,768,785)
1410 Comm'th Grants & Subsidies	(30)	0	30	0
1415 State Grants & Subsidies	(75,434)	(200,127)	(124,693)	(248,416)
1420 Other Grants & Subsidies	0	0	0	0
1430 Training Incentive Payment	0	0	0	0
1499 Grants Operating Total	(344,249)	(468,912)	(124,663)	(2,017,201)



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

	ACTUAL	BUDGET	VAR	FULL YEAR BUDGET
1500 Contributions Received				
1505 Public Open Space Contributions	(661,014)	(325,764)	335,250	(325,764)
1506 Car Parking Cash in Lieu Contributions	0	(7,500)	(7,500)	(15,000)
1507 Subdiv Traffic Management Treatment Contributions	(18,591)	(21,796)	(3,204)	(25,000)
1508 Stormwater Contributions	(7,016)	0	7,016	0
1510 Contributions Received Other	(105,500)	(105,500)	0	(105,500)
1549 Contributions Received Total	(792,121)	(460,560)	331,562	(471,264)
1550 Interest				
1560 Rates Interest Penalty	(125,257)	(115,000)	10,257	(115,000)
1565 Rates Interest Written Off	111	360	249	400
1570 Rates Legal Costs Recovered	(1,726)	(688)	1,038	(750)
1575 Interest Received Banks & Other	(438,506)	(372,007)	66,498	(939,416)
1599 Interest Total	(565,378)	(487,335)	78,043	(1,054,766)
1600 Other Income				
1605 Bad Debts Recovered	0	0	0	0
1610 Diesel Fuel Rebate	(25,264)	(22,217)	3,047	(26,660)
1615 Donations Received	0	0	0	0
1620 Hall Hire	(58,674)	(60,069)	(1,395)	(75,644)
1625 Lease/Rent Fees Received	(104,032)	(105,155)	(1,123)	(111,637)
1627 Lease Fees - Copping Tip	(114,135)	(113,736)	399	(120,343)
1630 Other Facility Hire	(139,755)	(134,181)	5,574	(167,754)
1635 Other Sundry Income	(95,717)	(87,333)	8,384	(87,500)
1637 Insurance Recoveries	(7,168)	(7,168)	0	(7,168)
1645 Vehicle FBT Recoveries	(41,275)	(44,592)	(3,317)	(48,308)
1655 Workers Compensation - Reimbursement	(11,977)	(11,977)	0	(11,977)
1656 Copping Public Cemetery Trust Net Income	(9,717)	0	9,717	0
1660 Grave Site Sales - Dunalley Hall	(2,248)	0	2,248	0
1662 Wheelie Bin Stabiliser Income	(1,349)	0	1,349	0
1689 Other Income Total	(611,310)	(586,428)	24,882	(656,991)
1690 Investment Income from TasWater				
1694 TasWater Interim Dividend	(243,000)	(243,000)	0	(324,000)
1699 Investment Income from TasWater Total	(243,000)	(243,000)	0	(324,000)
1999 Recurrent Income Total	(21,738,074)	(21,353,821)	384,253	(23,868,368)
2000 Capital Income				
2100 Grants Capital				
2105 Roads to Recovery Funding	(418,140)	(658,436)	(240,296)	(658,436)
2110 Comm'th Grants new or upgraded assets	(821,077)	(1,099,447)	(278,370)	(1,552,691)
2115 State Grants for new or upgraded assets	(637,084)	(941,856)	(304,772)	(1,253,525)
2120 Other Grants for new or upgraded assets	(18,893)	(18,893)	0	(18,893)
2199 Grants Capital Total	(1,895,194)	(2,718,632)	(823,438)	(3,483,545)
2200 Contributions - Non-monetary Assets				
2205 Developer Contributions for assets	(9,303,958)	(8,472,472)	831,486	(8,472,472)
2299 Contributions - Non-monetary Assets Total	(9,303,958)	(8,472,472)	831,486	(8,472,472)
2300 Net Gain/(Loss) on Disposal				
2305 (Profit) / Loss on Disposal of Assets	605,649	36,326	(569,323)	36,326
2320 Recognition / De-recognition of Assets	(9,230)	0	9,230	0
2399 Net (Gain) / Loss on Disposal Total	596,419	36,326	(560,092)	36,326



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

	ACTUAL	BUDGET	VAR	FULL YEAR BUDGET
2400 Share of Interests in Joint Ventures				
2410 Fair value adjustment - Investment in Associate	0	0	0	0
2420 Revenue from Investment in Associates	0	0	0	0
2499 Share of Interests in Joint Ventures Total	0	0	0	0
2899 CAPITAL INCOME TOTAL	(10,602,733)	(11,154,778)	(552,044)	(11,919,691)
2999 TOTAL INCOME	(32,340,808)	(32,508,598)	(167,791)	(35,788,059)
3000 Expenses				
3100 Employee Benefits				
3102 ADO Expense	17,630	52,786	35,156	59,621
3103 Annual Leave	475,608	486,825	11,217	547,642
3109 Conferences	2,478	3,500	1,022	5,000
3111 Drug and Alcohol Testing	2,882	2,400	(482)	3,000
3112 FBT Expenses - Gift Cards / Gifts	1,564	2,500	936	3,000
3114 FBT Expenses - Entertainment (FBT)	5,833	4,050	(1,783)	4,800
3115 Fringe Benefit Taxes	44,948	44,950	2	44,950
3118 Health and Well Being	3,164	3,000	(164)	4,000
3124 Long Service Leave	152,486	128,587	(23,899)	145,525
3127 Medicals	2,615	2,520	(95)	2,800
3139 Overheads Recovered	(67,463)	(60,666)	6,797	(68,681)
3145 Payroll Tax	299,697	305,865	6,168	342,689
3148 Protective Clothing & Accessories	28,705	28,150	(555)	28,900
3151 Recruitment Costs	55,949	55,941	(8)	55,941
3154 Salaries	4,678,056	4,900,309	222,253	5,546,375
3156 Salaries transferred to WIP	(205,187)	(154,648)	50,539	(180,739)
3163 Staff Training	32,993	61,424	28,430	71,148
3166 Superannuation - Council Contribution	720,022	743,371	23,348	843,159
3169 Temp Staff Employed Through Agency	51,218	0	(51,218)	0
3172 Travel and Accommodation	0	375	375	500
3175 Uniforms / Clothes Purchased	6,463	7,200	737	12,000
3181 Workers Compensation Expense Claims	255	0	(255)	0
3184 Workers Compensation Insurance	168,331	168,329	(2)	223,347
3199 Employee Benefits Total	6,478,248	6,786,766	308,518	7,694,977
3200 Materials and Services				
3201 Abandoned Cars & Dumped Rubbish Disposal Costs	16,720	15,620	(1,099)	16,000
3202 Advertising	69,694	74,006	4,312	88,371
3204 AWTs Maintenance Charge	990	1,125	135	1,500
3206 Cleaning	271,159	266,533	(4,625)	320,064
3208 Computer Hardware / Hardware Maintenance	12,507	12,600	93	14,200
3212 Computer Software Maint and Licenses	326,626	299,991	(26,635)	314,087
3214 Consultants Other	400,223	531,408	131,184	602,192
3216 Contractors	242,807	344,256	101,448	369,952
3218 Copping Tip Disposal Costs	0	0	0	0
3220 Mornington Park transfer station disposal costs	88,736	94,772	6,036	114,772
3221 Electronic Notices / Reminders	0	0	0	0
3222 Electricity	191,454	186,085	(5,369)	219,200
3223 Emergency Management	0	2,000	2,000	2,000
3224 Fire Hazard Reduction (Private Land)	12,910	9,000	(3,910)	9,000



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

	ACTUAL	BUDGET	VAR	FULL YEAR BUDGET
3226 Fuel	212,643	224,178	11,535	269,013
3232 Internet, Telephone & Other Communication Charges	52,134	46,992	(5,142)	52,532
3234 Land Survey Costs	16,746	17,390	644	20,000
3236 Legal Fees (Advice etc)	91,818	79,500	(12,318)	106,000
3237 Line Marking - Transport Infrastructure	43,306	72,000	28,694	72,000
3241 Operating Capital	191,206	209,162	17,956	209,162
3244 Plant & Motor Vehicle Repairs & Services	125,231	130,685	5,454	142,293
3246 Plant Hire - External	11,634	40,440	28,807	42,028
3248 Plant Hire - Internal Usage	22,896	19,875	(3,022)	21,654
3250 Plant Hire Recovered	(65,338)	(60,874)	4,464	(62,654)
3252 Plant Registration Fees	39,504	39,494	(10)	39,494
3254 Printing	26,170	31,003	4,833	34,528
3256 Recycling Centres	133,189	138,195	5,007	165,834
3257 Recycling Hub	1,910	1,000	(910)	2,000
3258 Registrations, Licenses and Permits	2,267	4,222	1,955	4,222
3259 CEMETERY Repairs and Maintenance	3,738	3,500	(238)	4,000
3260 Repairs and Maintenance	1,629,788	1,788,741	158,953	1,952,359
3261 Road Kill Collection Fees	4,017	3,750	(267)	4,500
3262 Kerbside Green Waste Collection	263,445	235,378	(28,067)	282,454
3263 Kerbside Green Waste Disposal	54,104	62,411	8,307	74,893
3264 Kerbside Hard Waste Collection	162,125	152,461	(9,665)	203,281
3265 Kerbside Hard Waste Disposal	18,491	35,000	16,509	42,000
3266 Kerbside Recycling Collection	266,161	270,362	4,201	332,536
3267 Kerbside Recycling Disposal	169,293	147,775	(21,518)	177,330
3268 Kerbside Garbage Collection	537,065	499,637	(37,428)	603,424
3269 Kerbside Garbage Disposal	217,662	230,000	12,338	276,000
3270 Security	21,077	22,887	1,810	28,667
3273 Signage & Guide Posts	32,602	79,850	47,249	85,815
3276 Settlement Costs ONLY	0	3,750	3,750	5,000
3278 Stationery & Office Consumables	32,098	33,188	1,090	36,121
3279 Street Bin Collection Contract	191,245	229,655	38,410	281,873
3280 Tools/Equipment Expensed (under \$1,000)	13,021	16,100	3,079	20,900
3282 Tyres	28,193	12,036	(16,156)	16,049
3284 Valuation Expenses	48,201	52,067	3,866	60,000
3290 Water Charges (Works Order)	143,414	144,156	742	146,357
3292 Wheelie Bin Stabiliser Expenses	0	0	0	0
3299 Materials and Services Total	6,374,879	6,853,360	478,482	7,823,002
3390 Impairment of Debts				
3399 Impairment of Debts Total	0	0	0	0
3400 Depreciation and Amortisation				
3405 Depreciation Expense	5,410,951	5,402,400	(8,550)	6,082,129
3410 Amortisation Expense	8,218	8,218	(0)	8,965
3415 Amortisation Expense (Right of Use Asset)	0	0	0	8,032
3499 Depreciation and Amortisation Total	5,419,168	5,410,618	(8,550)	6,099,125
3500 Finance Costs				
3505 Interest on Loans	33,195	33,297	102	50,038
3515 Interest on Overdue Accounts	17	0	(17)	0



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

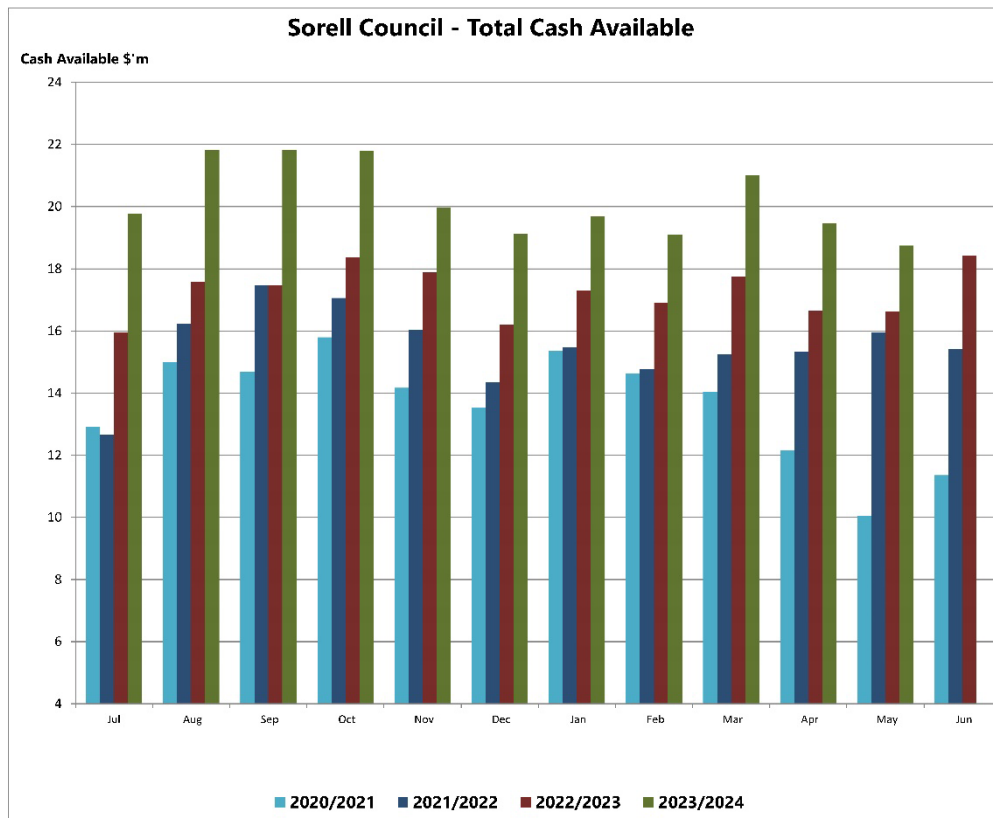
	ACTUAL	BUDGET	VAR	FULL YEAR BUDGET
3521 Interest Expense (Lease Liability)	0	0	0	572
3599 Finance Costs Total	33,212	33,297	85	50,610
3600 Other Expenses				
3604 Audit Fees	35,600	60,500	24,900	60,500
3606 Audit Panel Expenses	5,192	5,250	58	7,000
3608 Bad & Doubtful Debts	0	0	0	0
3612 Bank Fees & Charges	35,529	35,012	(517)	38,195
3616 Bank Fees Recovered	(4,802)	(4,037)	765	(4,404)
3620 Cashiers Rounding Adjustments	20	23	3	25
3624 Commissions Paid	20,863	21,578	715	25,894
3636 Councillor Allowances	140,102	143,869	3,766	157,266
3640 Councillor Expenses	503	1,500	997	2,000
3644 Councillor Vehicle Allowance	6,264	4,800	(1,464)	5,600
3656 Deputy Mayors Allowance	14,895	15,184	289	16,598
3660 Dog Pound & Other Animal Management Expenses	6,891	5,667	(1,225)	6,000
3661 Dog Home & Vet Fees	1,545	917	(628)	1,000
3664 Donations and Section 77 Expenses	37,525	32,500	(5,025)	65,000
3668 Election Expenses	9,342	7,972	(1,370)	7,972
3672 Employee Sub, Licences and Memberships	106,485	101,274	(5,210)	102,724
3676 Functions & Programs	71,368	101,227	29,859	107,661
3680 Insurance Claims Related Expenses	19,361	16,214	(3,147)	16,964
3688 Food & Beverages	2,550	3,677	1,127	4,011
3692 General Insurance	158,639	158,639	0	158,639
3704 Government Fire Contributions	630,980	473,235	(157,745)	630,980
3712 Immunisations	680	3,500	2,820	3,500
3720 Land Tax	100,272	100,541	269	100,541
3724 Mayor's Allowance	36,636	39,962	3,325	43,683
3731 NRM Expenses	23,530	20,000	(3,530)	25,000
3732 Motor Vehicle Insurance	32,265	33,310	1,045	33,310
3736 Other roundings	102	23	(79)	25
3740 Other Sundry Expenses	44,515	42,768	(1,747)	44,110
3744 Photocopier Leases & Operating Costs	15,385	18,288	2,903	22,771
3748 Postage	44,962	45,360	398	55,780
3752 Public Liability Insurance	110,488	110,488	0	110,488
3760 Reference Materials	0	750	750	1,500
3768 Sampling, Testing and Monitoring	4,451	7,500	3,049	12,500
3770 Storage Costs	1,237	1,070	(167)	1,284
3784 Contributions (SES)	25,000	25,000	0	25,000
3799 Other Expenses Total	1,738,375	1,633,559	(104,816)	1,889,117
3990 EXPENSES TOTAL	20,043,882	20,717,601	673,719	23,556,832
3995 (SURPLUS)/DEFICIT	(12,296,926)	(11,790,997)	505,928	(12,231,227)



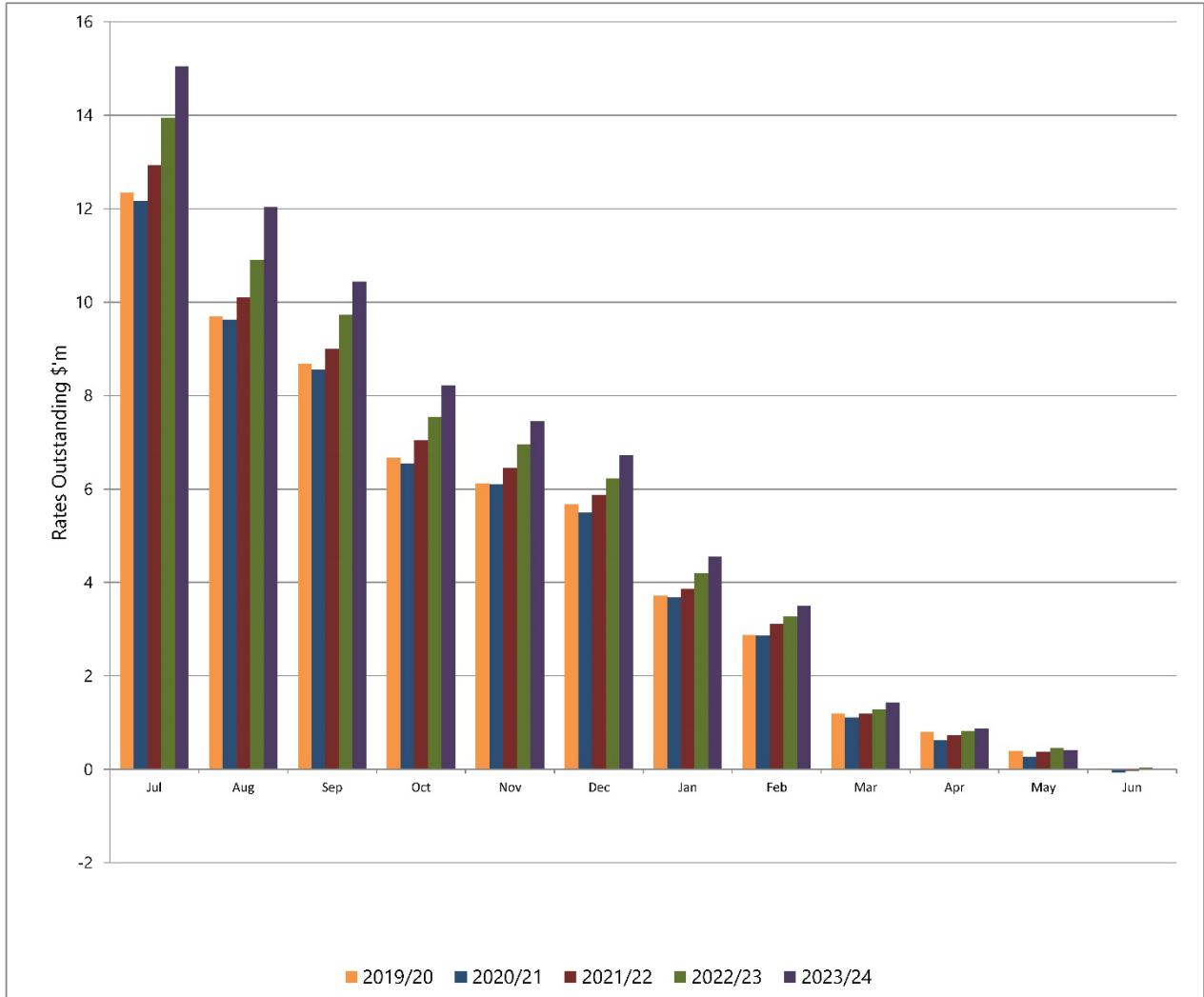
Sorell Council - Cash on Hand as at 31 May 2024					
Financial Institution	Product	Deposit Date	Maturity Date	Face Value	Interest rate
Bendigo Bank Term Deposit	12 Month Term Deposit	6/06/2023	6/06/2024	\$ 1,553,100	4.72%
MyState Term Deposit	12 Month Term Deposit	9/08/2023	8/08/2024	\$ 1,564,001	5.20%
MyState Term Deposit	12 Month Term Deposit	28/06/2023	27/06/2024	\$ 1,305,871	5.60%
MyState Term Deposit	12 Month Term Deposit	25/08/2023	23/08/2024	\$ 1,500,000	5.25%
ANZ Term Deposit	12 Month Term Deposit	28/06/2023	28/06/2024	\$ 1,500,000	5.21%
Westpac Term Deposit	12 Month Term Deposit	1/02/2024	31/01/2025	\$ 1,000,000	4.95%
Westpac Term Deposit	12 Month Term Deposit	19/02/2024	18/02/2025	\$ 2,000,000	5.08%
CBA Term Deposit	12 Month Term Deposit	21/08/2023	20/08/2024	\$ 2,000,000	5.53%
CBA Investment Account	At Call			\$ 3,077,102	4.35%
CBA Special Purpose Account	At Call			\$ 2,959,194	4.35%
CBA Operating Account	Current			\$ 211,728	4.35%
Tascorp Investment	24 Hour Call			\$ 40,525	4.35%
Various Petty Cash and Floats	In house			\$ 1,601	N/A
Various Halls Bank Balances				\$ 26,305	N/A
Total Funds Available				\$ 18,739,427	

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

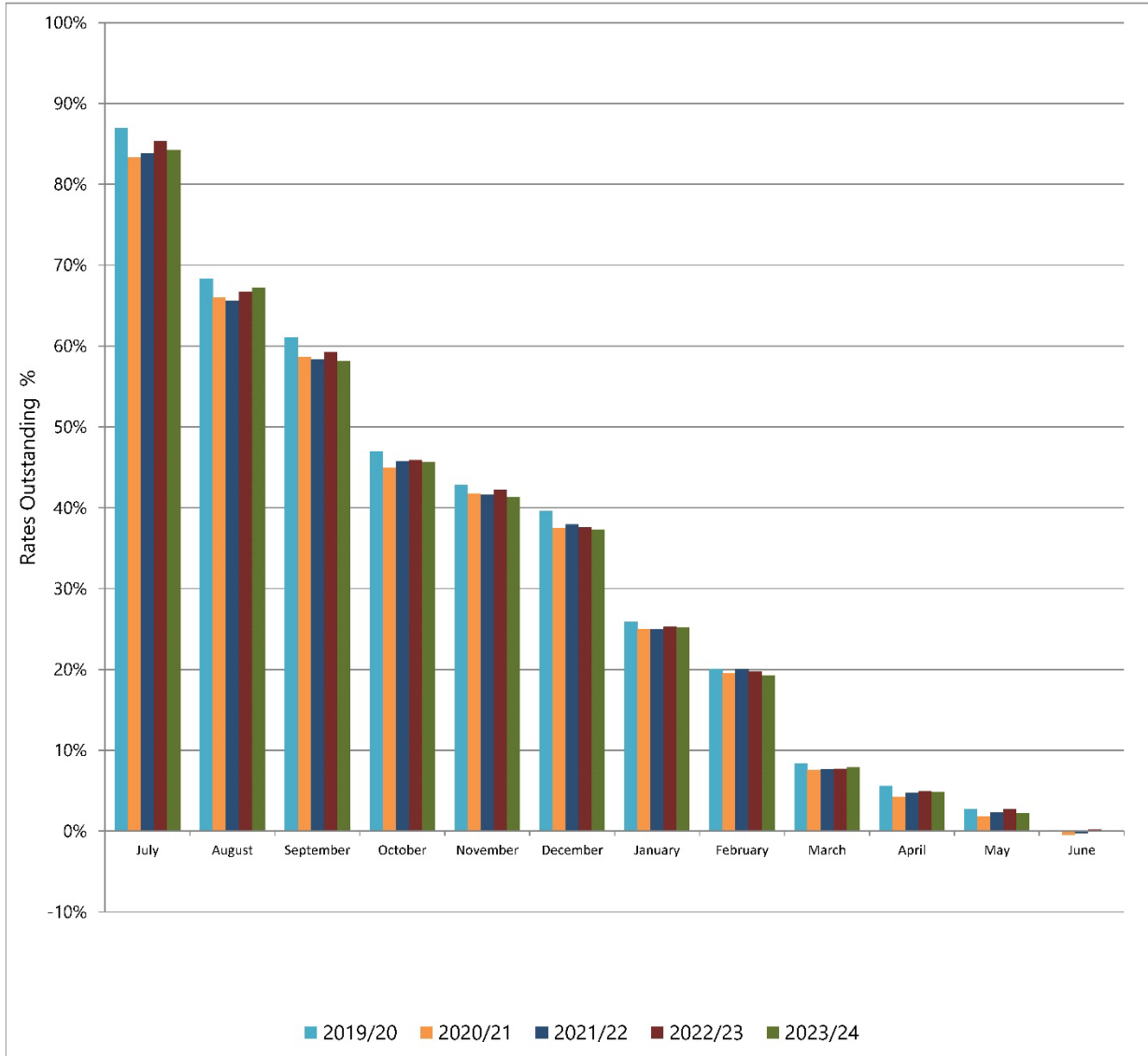
SORELL COUNCIL TOTAL CASH AVAILABLE



SORELL COUNCIL OUTSTANDING RATES BY MONTH \$'m



SORELL COUNCIL OUTSTANDING RATES BY MONTH %



GRANT VARIANCE ANALYSIS - 31 May 2024

Grant Details	Actual	Budget	Variance	Comments
GL 1415 Grants Operating - State Grants & Subsidies				
Tracks n Trails	\$ 14,050	\$ 20,000	-\$ 5,950	The works were expected to commence and be completed in November 2023. The works have actually occurred over a broader timeline due to the consultants work plan, with an expected completion date of June 2024.
SRRP - Sealed Roads	\$ -	\$ 5,750	-\$ 5,750	The works were expected to commence in December 2023 and be completed in January 2024. The works will not commence until June due to a delay in commencement with contractors, with an expected completion date of June 2024.
SRRP - Unsealed Roads	\$ -	\$ 69,750	-\$ 69,750	The works were expected to commence in December 2023 and be completed in January 2024. The works will not commence until June due to a delay in commencement with contractors, with an expected completion date of June 2024.
Heavy Vehicle Motor Tax	\$ -	\$ 14,000	-\$ 14,000	These funds were estimated to be received in April, however they are now expected to be received in June 2024.
Immunisations	\$ 1,428	\$ 1,428	\$ -	Works completed.
NRM Patterson's Curse Eradication	\$ 5,695	\$ 9,938	-\$ 4,243	The works have occurred over a broader timeline due to the consultants work plan, with an expected completion date of June 2024. Please note this is an ongoing works plan and will continue further in the 2024/2025 financial year.
South East Youth Project	\$ 54,261	\$ 54,261	\$ -	Works completed.
Gypsy Bay Jetty	\$ -	\$ 25,000	-\$ 25,000	These works were funded part way through the financial year and were expected to commence and complete in April 2024. Works have been delayed due to management availability and are now expected to be completed before 30 June 2024.
	\$ 75,434	\$ 200,127	-\$ 124,693	
GL 2110 Grants Capital - Commonwealth Grants				
C-23-B-002 BEST/SE Jobs Hub & Training Facility	\$ -	\$ 100,000	-\$ 100,000	These works are funded by both Commonwealth and State Grants. This was budgeted in Commonwealth Grant, but grant received was from State. Actuals refer to below.
C-23-LI-008 Sorell Streetscape Upgrade LRCI Stage 3	\$ 594,100	\$ 605,416	-\$ 11,316	These works will be completed pre 30 June 2024. On finalisation the budget will equal actuals.
C-24-B-005 Sorell Carriage Shed & C-24-LI-005 Sorell Streetscape Upgrade LRCI Stage 4	\$ 29,977	\$ -	\$ 29,977	The works have commenced earlier than expected. It is budgeted in June 2024. Please note this is an ongoing works plan and will continue further in the 2024/2025 financial year.
C-23-S-003 Devenish Drive	\$ 197,000	\$ 394,031	-\$ 197,031	These works will be completed pre 30 June 2024. On finalisation the budget will equal actuals.
	\$ 821,077	\$ 1,099,447	-\$ 278,370	



GRANT VARIANCE ANALYSIS - 31 May 2024

Grant Details	Actual	Budget	Variance	Comments
GL 2115 Grants Capital - State Grants				
C-24-LI-003/004 Health Promotion - Sorell Rivulet Walkway	\$ 1,506	\$ 50,000	-\$ 48,494	The works were expected to commence in April through to June 2024. The works have been delayed due to a prioritisation of other internal works. Part of the works have been carried forward to FY 24/25.
C-23-LI-005 Pembroke Park BMX Track	\$ 350,000	\$ 350,000	\$ -	Works Completed.
C-24-T-026 Nugent Road Guardrail	\$ -	\$ 36,000	-\$ 36,000	The works were expected to commence and be completed in March 2024. The works will not commence until June due to a delay in access to available contractors, with an expected completion date of 30 June 2024.
C-24-T-037 Wiggins Road Pavement Widening	\$ 20,986	\$ 138,500	-\$ 117,514	The works were expected to commence in December 2023 and be completed in June 2024. The works have been delayed due to a prioritisation of other internal works. The expected completion date is 30 June 2024.
C-24-T-035 Carlton River Road Guard Rails, Paths (Gate 5)	\$ 3,265	\$ 120,150	-\$ 116,885	The works were expected to commence in December 2023 and be completed in January 2024. Minor works have commenced, currently a land acquisition is delaying the next step. Part of the works have been carried forward to FY 24/25.
C-23-LI-007 Sorell RSL Memorial Wall	\$ -	\$ 3,500	-\$ 3,500	The works have been delayed due to a prioritisation of other internal works. This has been carried forward to FY 24/25.
C-23-B-001 Pembroke Park Function Centre	-\$ 18,765	\$ 10,126	-\$ 28,891	The works were expected to commence in December 2023 and be completed in March 2024. Job has been closed due to uncertainty. Grant will be re-purposed.
C-23-T-054 Bream Creek Road Safety Barrier	\$ 45,375	\$ 45,375	\$ -	Works completed.
C-23-T-053 White Hill Road Safety Barrier	\$ 30,000	\$ 30,000	\$ -	Works completed.
C-24-S-CERMP-A/B/C Southern Beaches, Coastal & Estuarine Risk Mitigation Project	\$ 104,376	\$ 118,205	-\$ 13,829	The works were expected to commence in December 2023 and continue through to June 2024. This project has been delayed due to a delay in appointing contractors, with an expected completion of works for the 2023/2024 financial year of 30 June 2024. Please note this is an ongoing works plan and will carry over to the 2024/2025 financial year.
C-24-T-038 Black Spot Program - Carlton Beach Rd/Webb St	\$ -	\$ 40,000	-\$ 40,000	The works were expected to commence in December 2023 and be completed in January 2024. A reassessment of workloads has resulted in these works being carried forward to the 2024/2025 financial year.
C-23-B-002 BEST/SE Jobs Hub & Training Facility	\$ 100,341	\$ -	\$ 100,341	These works are funded by both Commonwealth and State Grants. This was budgeted in Commonwealth Grant, but grant received was from State.
	\$ 637,084	\$ 941,856	-\$ 304,772	
GL 2120 Grants Capital - Other Grants				
Pembroke Park Net Upgrades	\$ 3,000	\$ 3,000	\$ -	Works completed.
C-24-LI-001 Dodges Ferry Recreation Ground Cricket Pitch	\$ 15,893	\$ 15,893	\$ -	Works completed.
	\$ 18,893	\$ 18,893	\$ -	

17.2 2023-2024 CAPITAL BUDGET ADJUSTMENTS**RECOMMENDATION**

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

Capital expenditure to the end of May 2024 is \$9,799,392 (as per Capital Works Budget run on 7 June 2024).

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

Below is a summary of the requested adjustments.



Original Budget approved in June 2023 Council meeting	\$18,037,243
Budget approved in May 2024 Council meeting	\$14,835,450
Budget adjustments requested for approval in June 2024 Council meeting:	
Total adjustments on capital jobs with variances of over 10%	\$19,088
Total adjustments on capital jobs carried forward to 2024/2025 financial year	-\$2,165,335
Total adjustments on new capital jobs	\$0
Budget requested for approval in June 2024 Council meeting	\$12,689,203

Below is a detailed explanation of the requested adjustments.

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

Job Name and No.	Approved Budget	Adjusted Budget	Adjustment
C-24-S-005 Dodges Ferry Three Street Initial Works			\$16,601
C-24-B-002 Sorell Memorial Hall Historical Society Storage			\$20,000
C-24-B-004 Pembroke Park Stadium Acoustics Installation			\$1,280
C-24-PRELIM-OAK Primrose Sands Oak Street Design			\$10,000
C-24-T-001 Carlton Eularminner Street Road Reconstruction			-\$28,793
Total Adjustments	\$122,970	\$142,058	\$19,088

- C-24-S-005 Dodges Ferry Three Street Initial Works – This financial year's expenditure relates to design only. Actual design costs are greater than expected due to change in scope of design works.
- C-24-B-002 Sorell Memorial Hall Historical Society Storage – This financial year's expenditure relates to design only. Actual design costs are greater than expected due to a change in scope of design works.



- C-24-B-004 Pembroke Park Stadium Acoustics Installation – This job was completed in quarter three and the budget was adjusted in April to match actual costs. However, post initial completion of the works, additional expenditure was required to resolve an acoustics issue.
- C-24-PRELIM-OAK Primrose Sands Oak Street Design – This financial year’s expenditure relates to design only. Actual design costs are greater than expected due to a change in scope of design works.
- C-24-T-001 Carlton Eularminner Street Road Reconstruction – the scope of this job did not change, however the actual costs of this job were less than expected.

The following capital job adjustments have been requested as the jobs have been carried forward to the 24/25 FY and will be reflected as same in the 24/25 capital budget.

Job Name and No.	Approved Budget	Adjusted Budget	Adjustment
C-24-T-030 Dodges Ferry Payeena Street Carpark			-\$21,400
C-24-S-004 Stormwater Grate Replacement			-\$18,000
C-23-S-015 Carlton Shamrock Court Stormwater Outfall Remediation			-\$39,227
C-24-S-008 Carlton Erle Street Stormwater Upgrade			-\$152,992
C-24-S-009 Dodges Ferry Seventh Avenue Box Culvert			-\$258,590
C-24-S-CERMP-A/B/C CERMP Coastal Outfalls/Blue Lagoon/Carlton Estuary			-\$472,000
C-24-T-031 Carlton Beach Road Footpath			-\$50,634
C-24-T-032 Midway Point Brady Street Footpath			-\$111,732
C-24-T-033 Midway Point Midway Street Footpath			-\$35,000
C-24-T-034 Midway Point Reynolds Road Kerb Ramps			-\$11,853
C-24-T-035 Carlton River Road Path and Guardrail			-\$125,313
C-24-T-036 Midway Point Suncrest Street Footpath			-\$94,000



C-23-T-003 Dodges Ferry Parnella Road Kerb and Channel			-\$28,000
C-23-T-046 Dodges Ferry Junction Street Footpath			-\$29,604
C-24-T-038 Dodges Ferry Webb Street Chevron Alignment Markers			-\$40,000
C-24-P-001 CAC & Depot Light Fleet Replacement			-\$97,123
C-24-IT-002 CAC, Depot & Midway Point Security System Integration			-\$5,000
C-24-LA-001 Pawleena Road – Arthur Highway Roundabout			-\$27,107
C-24-LI-002 Primrose Sands Hall BBQ Shelter/Playground Equip			-\$36,750
C-24-LI-003 Penna Beach Gravel Path Extension			-\$70,907
C-24-LI-011 Pembroke Park Irrigation			-\$25,000
C-24-T-027 Signs for Suburb Entrances			-\$15,000
C-23-LI-001 Dodges Ferry Red Ochre Beach Foreshore Access Steps			-\$1,455
C-23-LI-002 Primrose Sands Tamarix Road Gravel Path			-\$86,798
C-23-LI-017 Sorell Tarbook Court Boundary Adjustment and Fence			-\$11,930
C-24-PRELIM-PEARL Dodges Ferry Pearl Court Design			-\$20,000
C-24-PRELIM-WHRD Forcett White Hill Road Design			-\$10,000
C-24-PRELIM-FRANKLIN Dunalley Franklin Street Design			-\$30,000
C-24-PRELIM-BRINKTOP Sorell Brinktop Road Design			-\$29,920
C-24-PRELIM-JACOBS Dodges Ferry Jacobs Court Design			-\$30,000
C-24-IT-001 CAC PC and Monitor Renewals			-\$155,000
C-24-LI-004 Sorell Miena Park			-\$25,000
Total Adjustments	\$2,628,466	\$463,131	-\$2,165,335



ATTACHMENTS

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

STEPHANIE PERRY
MANAGER FINANCE

SALLY FANG
ACCOUNTANT

Date: 12 June 2024
Attachments (10 pages)



7/06/2024 SORELL COUNCIL							
CAPITAL WORKS BUDGET FOR 2023/2024							
Number	Location	Job No.	Detailed Description	Original Approved Budget 2023/2024	Adjusted Budget Approved by Council	This Financial year	Commitments
RECONSTRUCTION (ROADS)							
1	Carlton, Eularminner Street	C-24-T-001	New unsealed pavement to access #22, 24, 29. No provision for tree removal or drainage and no stormwater network to connect to.			\$ 40,707	\$ -
TOTAL Reconstruction (ROADS) 2023/24				\$ 70,000	\$ 70,000		
CARRY OVERS - RECONSTRUCTION (ROADS)							
2	Sorell, CAC Access Road	C-23-T-001	Emergency vehicle egress and pedestrian access only			\$ 91,801	\$ -
3	Marion Bay, Bay Road	C-23-T-002	Road works associated with stormwater upgrade.			\$ -	\$ -
4	Nugent, Nugent Road	C-23-T-004	Chip seal and lime stabilisation (2 segments).			\$ 729,074	\$ -
5	Wattle Hill, Nugent Road	C-23-T-005	Lime stabilise, 100mm base, drainage and 14/7 seal.			\$ 1,371,789	\$ -
6	Primrose Sands, Primrose Sands Road and Grevillea Street	C-23-T-006	Design and reconstruction. Primrose Sands Road with AC surface and Grevillea Street with chip seal surface.			\$ 401,053	\$ 170,459
7	Marion Bay, Bay Road	C-23-T-010	Reconstruction and chip seal surface.			\$ 612,598	\$ 10,843
8	Bream Creek, Marion Bay Road	C-23-T-052	Emergency reconstruction - commences opposite #48 driveway.			\$ 391,880	\$ 69,790
9	Pawleena, Pawleena Road	C-22-T-007	Reconstruct and 2 coat seal 14/7.			\$ 987,665	\$ 76,650
10	Forcett, 532 Wiggins Road	C-24-T-037	Road widening (SRRP grant).			\$ 21,710	\$ 368,247
TOTAL Carry Overs - Reconstruction (Roads)				\$ 4,397,940	\$ 5,436,361		
RESHEETING							
11	Boomer Bay, Boomer Road	C-24-T-002	4 segments resheet, 100mm new gravel.			\$ 78,955	\$ -
12	Bream Creek, Bream Creek Road	C-24-T-003	10 segments resheet, 100mm new gravel.			\$ 181,082	\$ -
13	Bream Creek, Burnt Hill Road	C-24-T-004	6 Segments resheet, 100mm new gravel, plus drain work.			\$ 116,398	\$ -
14	Bream Creek, Townsend Lane	C-24-T-005	1 Segment resheet, 100mm new gravel.			\$ 11,332	\$ -
15	Carlton River, Erle Street West	C-24-T-006	1 Segment resheet, 100mm new gravel.			\$ 10,731	\$ -
16	Copping, Marshton Lane	C-24-T-007	2 Segments resheet, 100mm new gravel.			\$ 18,951	\$ -
17	Forcett, Delmore Road	C-24-T-008	13 segments resheet, 100mm new gravel.			\$ 162,897	\$ -
18	Forcett, White Hills Road	C-24-T-009	6 Segments resheet, 100mm new gravel.			\$ -	\$ -
19	Kellevie, Kellevie Road	C-24-T-010	5 Segments resheet, 100mm new gravel.			\$ 116,045	\$ -
20	Nugent, Nugent Road	C-24-T-011	6 Segments resheet, 100mm new gravel.			\$ 76,667	\$ -
21	Orielton, Tullamore Road	C-24-T-012	4 segments resheet, 100mm new gravel.			\$ 50,184	\$ -
22	Wattle Hill, Shrub End Road	C-24-T-013	3 Segments resheet, 100mm new gravel.			\$ 48,582	\$ -
TOTAL Resheeting 2023/24				\$ 1,284,200	\$ 950,000		



7/06/2024 SORELL COUNCIL							
CAPITAL WORKS BUDGET FOR 2023/2024							
Number	Location	Job No.	Detailed Description	Original Approved Budget 2023/2024	Adjusted Budget Approved by Council	This Financial year	Commitments
RESEALS							
23	Dodges Ferry, Mongana Street and Signal Hill Road	C-24-T-014	7 segments , 2 coat reseal, plus prep work (Mongana Street end with asphalt at intersection of Carlton Beach Road).			\$ 7,196	\$ 19,686
24	Dodges Ferry, Chaffeys Drive	C-24-T-015	1 segment, 2 coat reseal, plus prep work and asphalt turning head.			\$ 8,104	\$ 15,903
25	Dodges Ferry, Hilltop Place	C-24-T-016	2 segments, 2 coat reseal, plus prep work and asphalt turning circle.			\$ 4,336	\$ 15,021
26	Forcett, Malwood Place	C-24-T-017	2 segments, 2 coat reseal, plus prep work and asphalt turning circle.			\$ 4,607	\$ 25,928
27	Forcett, Moorpark Court and Cherry Court	C-24-T-018	4 segments, 2 coat reseal, plus prep work and asphalt turning circle.			\$ 31,814	\$ 47,026
28	Forcett, Riverdown Court	C-24-T-019	3 segments , 2 coat reseal, plus prep work and asphalt turning circle.			\$ 724	\$ 33,964
29	Midway Point, Darwin Street	C-24-T-020	2 segments, asphalt reseal, plus prep work.			\$ 643	\$ 35,360
30	Midway Point, Raynor Road	C-24-T-021	2 segments, asphalt reseal, plus prep work.			\$ 643	\$ 45,618
31	Midway Point, Yacht Club Access	C-24-T-022	1 segments, asphalt reseal, plus prep work.			\$ 15,887	\$ 16,796
32	Midway Point, View Street and Wellington Parade	C-24-T-023	4 segments, asphalt reseal, plus prep work.			\$ 4,867	\$ 123,093
33	Sorell, The Circle and Frederick Street	C-24-T-024	5 segments, asphalt reseal, plus prep work.			\$ 11,599	\$ 109,130
34	Carlton, Hardner Court	C-24-T-025	3 segments, 2 coat reseal, plus significant prep work.			\$ 5,189	\$ 29,634
35	Dodges Ferry, Dodges Hill Road and Bracken Court	C-24-T-028	3 segments, 2 coat reseal, plus prep work.			\$ 28,835	\$ 29,350
36	Dodges Ferry, Moomere Street	C-24-T-029	5 segments, 2 coat reseal, plus prep work.			\$ 1,767	\$ 24,282
TOTAL Reseals 2023/24				\$ 832,256	\$ 700,000		
CARPARKS							
37	Dodges Ferry, Payeena Street	C-24-T-030	DESIGN ONLY - near Carlton Beach Rd junction - formalise verge parking (seal, line mark, drain). Construct in 2024/25, in the FMS.			\$ 3,100	\$ -
TOTAL Carparks 2023/24				\$ 15,000	\$ 24,500		



7/06/2024 SORELL COUNCIL CAPITAL WORKS BUDGET FOR 2023/2024							
Number	Location	Job No.	Detailed Description	Original Approved Budget 2023/2024	Adjusted Budget Approved by Council	This Financial year	Commitments
STORMWATER							
38	Carlton, Provence Drive	C-24-S-001	Asphalt spoon drain for 250 metres.			\$ 54,899	\$ 176
39	Carlton River, Reardons Road	C-24-S-002	Culvert pipe installation under road.			\$ 24,516	\$ -
40	Municipality - Various	C-24-S-003	Reactive minor jobs that can be capitalised (replacement only).			\$ -	\$ -
41	Forcett, Pendell Drive	C-24-S-003-A	Realign culvert pipes Pendell Drive Forcett			\$ 3,457	\$ -
42	Carlton, Arlenar Street	C-24-S-003-B	Arlenar Street Outfall			\$ 8,947	\$ -
43	Penna, Penna Road	C-24-S-003-C	Penna Road Box Culvert Extension BC100062			\$ 7,941	\$ -
44	Sorell, Brinktop Road	C-24-S-003-D	Manufacture and install Flood Hurdles Brinktop Road BC100004			\$ 6,640	\$ -
45	Municipality - Various	C-24-S-004	Grate replacement - various roads.			\$ -	\$ -
46	Dodges Ferry, Three Street	C-24-S-005	Provision for initial stage of works to address property impacts.			\$ 22,101	\$ 4,500
47	Sorell, Main Road	C-24-S-006	Stormwater Pipe & Pit (upgrade)			\$ -	\$ -
48	Nugent, Nugent Road	C-24-S-010	Nugent Road Culvert Replacements - Wattle Hill. 3 culverts need to be replaced.			\$ 39,136	\$ -
49	Dunalley	C-24-S-011	Dunalley Sea Strainer			\$ 12,050	\$ -
50	Promrose Sands, Grevillea Street	C-24-S-012	Grevillea Street Stormwater Upgrade			\$ -	\$ 89,935
TOTAL Stormwater 2023/24				\$ 230,367	\$ 328,338		



7/06/2024 SORELL COUNCIL							
CAPITAL WORKS BUDGET FOR 2023/2024							
Number	Location	Job No.	Detailed Description	Original Approved Budget 2023/2024	Adjusted Budget Approved by Council	This Financial year	Commitments
CARRY OVERS - STORMWATER							
51	Dodges Ferry, Parnella Road	C-23-S-001	Road sheet flow control - Part 1 - #37/39 to #21 and Part 2 - Warrentena Road Reserve to #7.			\$ -	\$ -
52	Marion Bay, Bay Road and Marion Bay Road	C-23-S-002	Upgrade road culvert capacities with 1050 and 375, wingwalls and re-direct Bay Road culvert.			\$ -	\$ -
53	Sorell, Devenish Drive to CAC	C-23-S-003	SSMP stage 2, open channel and road culvert.			\$ 113,444	\$ -
54	Nugent, Nugent Road	C-23-S-006	Extension to twin 600 culverts - design & emergency culvert replacement.			\$ 363,007	\$ -
55	Primrose Sands, 17 Robinia Street and 5 Rowan Avenue	C-23-S-008	Kerb and channel, pit and pipe.			\$ -	\$ -
56	Orielton, Branders Road	C-23-S-013	Culvert under road and table drain.			\$ 24,489	\$ -
57	Carlton, Shamrock Court	C-23-S-015	Stormwater outfall remediation.			\$ 1,523	\$ 2,250
58	Lewisham, Whitlam Court	C-24-S-007	Stormwater upgrade design + construction.			\$ 13,072	\$ -
59	Carlton, Erle Street	C-24-S-008	Stormwater upgrade.			\$ 7,869	\$ -
60	Dodges Ferry, Seventh Avenue	C-24-S-009	Installation of box culvert.			\$ 59,528	\$ 1,196,246
61	Dodges Ferry, Lateena Street	C-22-S-010	Outfall upgrade on PWS foreshore - renewal replacing the failed section of stormwater pipe.			\$ 22,267	\$ -
62	Dodges Ferry, Kannah Street	C-21-S-009	Stormwater upgrade projects - improved infrastructure and reduce the risk of flooding			\$ 3,920	\$ -
63	Southern Beaches, Coastal & Estuarine Risk Mitigation Project (CERMP Grant) - COASTAL OUTFALLS	C-24-S-CERMP-A	Upgrade stormwater and outfalls, rehabilitation, protection coastal estuary, weed control, improve ecological and hydrological study (CERMP). COASTAL OUTFALLS			\$ 94,092	\$ -
64	Southern Beaches, Coastal & Estuarine Risk Mitigation Project (CERMP Grant) - BLUE LAGOON	C-24-S-CERMP-B	Upgrade stormwater and outfalls, rehabilitation, protection coastal estuary, weed control, improve ecological and hydrological study (CERMP). BLUE LAGOON			\$ 21,133	\$ -
65	Southern Beaches, Coastal & Estuarine Risk Mitigation Project (CERMP Grant) - CARLTON ESTUARY	C-24-S-CERMP-C	Upgrade stormwater and outfalls, rehabilitation, protection coastal estuary, weed control, improve ecological and hydrological study (CERMP). CARLTON ESTUARY			\$ 8,473	\$ -
TOTAL Carry Overs - Stormwater				\$ 2,624,177	\$ 1,794,237		



7/06/2024 SORELL COUNCIL CAPITAL WORKS BUDGET FOR 2023/2024							
Number	Location	Job No.	Detailed Description	Original Approved Budget 2023/2024	Adjusted Budget Approved by Council	This Financial year	Commitments
FOOTPATHS & KERBS							
66	Carlton, Carlton Beach Road	C-24-T-031	Renewal of footpath from Park Beach access to East Street - 1.3m asphalt.			\$ 4,366	\$ -
67	Midway Point, Brady Street & Midway Street & Suncrest Street	C-24-T-032	Renewal of footpath - 1.3m concrete (note: the width likely can't be anymore without having push kerb out).			\$ 3,268	\$ -
68	Midway Point, Midway Street	C-24-T-033	Renewal of footpath from Reynolds Road to Flyway Park - 1.3m concrete.			\$ -	\$ -
69	Midway Point, Reynolds Road	C-24-T-034	Lot 101 Reynolds Road - 2 no. kerb ramps.			\$ 147	\$ -
70	Carlton, Carlton River Road	C-24-T-035	Path and guard rail from bus stop to Gate Five Road.			\$ 3,265	\$ -
71	Midway Point, Suncrest Street	C-24-T-036	Renewal of footpath - 1.5m concrete, to access the bus stop and Midway Point Neighbourhood House (includes 5 x Kerb ramps and stormwater lids).			\$ -	\$ -
TOTAL Footpaths & Kerbs 2023/24				\$ 444,500	\$ 444,500		
CARRY OVERS - FOOTPATHS & KERBS							
72	Lewisham, Lewisham Scenic Drive	C-22-T-027	Asphalt footpath renewal between Gregory and Hurst Street.			\$ 226,540	\$ -
73	Sorell	C-22-T-036	Rotary Club bus shelters.			\$ 3,088	\$ -
74	Dodges Ferry, Parnella Road	C-23-T-003	New kerb and channel assets to existing chip seal road. Works associated with stormwater upgrade.			\$ 1,769	\$ -
75	Dodges Ferry, Junction Street	C-23-T-046	Asphalt footpath renewal. Renewal of footpath from Carlton Beach Road to Bingham Street- 1.5m asphalt.			\$ 396	\$ -
76	Sorell, Valley View Close	C-23-T-048	Renewal of footpath - 1.5m asphalt			\$ 139,951	\$ -
77	Penna, Penna Road	C-23-T-050	Renewal of footpath from Reynolds Road to San Francisco Street - 1.4 - 1.8m concrete.			\$ 870	\$ -
78	Sorell, Hub footpath replacement	C-23-T-051	PW102500 - replace bitumen footpath with concrete at existing width			\$ 4,845	\$ -
TOTAL Carry Overs - Footpaths & Kerbs				\$ 801,231	\$ 434,928		



7/06/2024 SORELL COUNCIL							
CAPITAL WORKS BUDGET FOR 2023/2024							
Number	Location	Job No.	Detailed Description	Original Approved Budget 2023/2024	Adjusted Budget Approved by Council	This Financial year	Commitments
OTHER TRANSPORT							
79	Dodges Ferry, Webb Street	C-24-T-038	DSG Infrastructure Tasmania Division: Recommendation: to install chevron alignment markers to highlight the curve to westbound motorists.			-	-
80	Nugent, Nugent Road	C-24-T-026	Installation of 220 metre guardrail, west of Sunny Side Bridge.			\$ -	\$ -
81	Kellevie, Kellevie Road	C-24-T-039	Kellevie Road guardrail			\$ -	\$ -
82	Bream Creek, Bream Creek Road	C-24-T-040	Bream Creek guardrail			\$ -	\$ -
83	Nugent, Nugent Road	C-24-T-041	2 additional sites at Nugent Road (near Nelsons Tier Road and near Mill Road)			\$ 74,982	\$ 250
TOTAL Other Transport 2023/24				\$ 45,000	\$ 250,884		
BUILDINGS							
84	Sorell, Sorell Memorial Hall	C-24-B-001	Replacement of operating flag poles x 2 (supply, delivery and installation).			\$ 3,677	\$ -
85	Sorell, Sorell Memorial Hall	C-24-B-002	Extension for Historical Society storage, including change rooms and toilets.			\$ 3,349	\$ 27,900
86	Sorell, Pembroke Park Stadium	C-24-B-003	Scoreboard addition for basketball scoring / fouls - mandatory for Chargers games and allowance for TV screen(s).			\$ 12,320	\$ -
87	Sorell, Pembroke Park Stadium (Function Room)	C-24-B-004	Acoustics installation.			\$ 9,250	\$ -
88	Sorell, Carriage Shed	C-24-B-005	Mandatory features for occupancy, including glass entrance, plus design, brackets, project management fees and site surrounds.			\$ 29,977	\$ 32,551
89	Carlton Beach, Carlton Park SLSC	C-24-B-006	Carlton Park Surf Life Saving Club Wheel Chair Enclosure			\$ 12,680	\$ -
TOTAL Buildings 2023/24				\$ 712,490	\$ 146,860		
CARRY OVERS - BUILDINGS							
90	Sorell (CAC), BEST / SE Jobs Hub & Training Facility	C-23-B-002	BEST / SE Jobs Hub & Training Facility.			\$ 87,201	\$ 70,934
91	Sorell, Pembroke Park	C-23-PP-CHANGEROOMS	Scope and design to re-purpose old change rooms - for building surveyor/structural engineer to assess the building structure and advise regarding works for 2024/25.			\$ -	\$ -
92	Sorell, Pembroke Park Stadium	C-20-PEMPARK-STADIUM	Pembroke Park Stadium - \$0 Budget for 23/24 FY (included in report for reconciliation purposes)			\$ 2,541	\$ -
93	Sorell, Pembroke Park Function Centre	C-23-B-001	Pembroke Park Function Centre - \$0 Budget for 23/24 FY (included in report for reconciliation purposes)			\$ -	\$ -
Total Carry Overs - Buildings				\$ 2,870,000	\$ 202,541		



7/06/2024 SORELL COUNCIL							
CAPITAL WORKS BUDGET FOR 2023/2024							
Number	Location	Job No.	Detailed Description	Original Approved Budget 2023/2024	Adjusted Budget Approved by Council	This Financial year	Commitments
PLANT & EQUIPMENT							
94	CAC & Depot	C-24-P-001	Light fleet replacement.			\$ 37,877	\$ 88,807
95	Depot	C-24-P-002	Metro count traffic counter. RoadPod VT 5900, including RC and metro count USB communications cable (1.8m).			\$ 19,732	\$ -
96	Depot	C-24-P-003	Truck to replace Hino D62FK (HF-XX-013) [FPE119680], including tool boxes, roof mounted VMS/arrow board and crane attachment.			\$ 125,848	\$ -
97	Depot	C-24-P-004	Fleet management GPS Tracking and Dashcam Deployment (17 Light Fleet & 6 Heavy Fleet (Trucks))			\$ -	\$ -
98	Depot	C-24-P-005	Roller 12 Tonne Dynapac CA3500D (smoot drum roller), to replace Bomag 7 tonne roller.			\$ 173,890	\$ -
99	Depot	C-24-P-006	Scarifier - grader attachment. Grader attachment for more efficiency in unsealed pothole break up.			\$ 9,656	\$ -
100	Depot	C-24-P-007	Roller Trailer			\$ 6,602	\$ -
101	CAC	C-24-P-008	Green Waste Bins			\$ -	\$ -
TOTAL Plant & Equipment 2023/24				\$ 473,405	\$ 980,844		
CARRY OVERS - PLANT & EQUIPMENT							
102	CAC	C-23-P-001	Light fleet replacement - 1x DMAX ute remaining (Dec 23 expected delivery).			\$ 94,039	\$ -
103	Depot	C-23-P-003	Truck to replace DAF (C16LE) (HF-XX-007) - Roads.			\$ -	\$ -
TOTAL Carry Overs - Plant & Equipment				\$ 227,058	\$ 267,604		
IT							
104	CAC	C-24-IT-001	PC and monitor renewal project for all staff (excluding the engineering department).			\$ -	\$ -
105	CAC, Depot, & Midway Point	C-24-IT-002	Security system integration renewal - scoping and design only.			\$ -	\$ -
TOTAL IT 2023/24				\$ 160,000	\$ 160,000		
CARRY OVERS - IT							
106	CAC	C-23-IT-001	Fibre connection & hardware to Emergency Hub (for the purpose of CCTV footage direct to the Police).			\$ -	\$ -
TOTAL Carry Overs - IT				\$ 5,000	\$ -		
LAND							
CARRY OVERS - LAND							
107	Pawleena, Pawleena Road and Arthur Highway roundabout	C-24-LA-001	Acquisition costs.			\$ 23,955	\$ -
TOTAL Carry Overs - Land				\$ 51,062	\$ 51,062		



7/06/2024 SORELL COUNCIL							
CAPITAL WORKS BUDGET FOR 2023/2024							
Number	Location	Job No.	Detailed Description	Original Approved Budget 2023/2024	Adjusted Budget Approved by Council	This Financial year	Commitments
LAND IMPROVEMENTS (PARKS & RESERVES)							
108	Dodges Ferry, Recreation Ground	C-24-LI-001	Cricket pitch renewal.			\$ 35,647	\$ -
109	Primrose Sands, Primrose Sands Hall	C-24-LI-002	Additional BBQ and shelter or extra playground equipment with re-aligned fencing.			\$ -	\$ -
110	Penna, Penna Beach	C-24-LI-003	Gravel path extension. 430 metre link track at 1.5 - 2.0 metre wide across TW land to existing car park track including bridge.			\$ 1,584	\$ -
111	Sorell, Miena Park	C-24-LI-004	250m link track at 1.5 metre wide behind Chromy Sub as Stage 1.			\$ -	\$ -
112	Sorell	C-24-LI-005	Streetscape upgrades. Stage 4 (a).			\$ -	\$ -
113	Sorell, Pembroke Park	C-24-LI-006	Little Athletics, jump pit run ups (renewal).			\$ 5,625	\$ -
114	Sorell, Pembroke Park	C-24-LI-007	Netball courts, additional portable outdoor seating.			\$ 12,337	\$ -
115	Dunalley, Imlay Street Park	C-24-LI-008	Fencing (complete replacement - needs to be marine suitable).			\$ 54,783	\$ -
116	Municipality - Various	C-24-LI-009	Reactive minor jobs that can be capitalised (replacement only), including bins, benches, planter boxes, seating.			\$ -	\$ -
117	Dunalley, Imlay Street	C-24-LI-009-A	Replacement of Shade Sail Imlay Street Dunalley			\$ 1,952	\$ -
118	Dodges Ferry, Boat Park	C-24-LI-009-B	See Saw Boat Park			\$ 8,700	\$ -
119	Dodges Ferry, Tigerhead Boat Park	C-24-LI-010	Playground shade sail at Tigerhead Boat Park.			\$ 30,900	\$ -
120	Sorell, Pembroke Park	C-24-LI-011	Irrigation. TW conformance upgrade required - new backflow prevention device - high hazard.			\$ -	\$ -
121	Municipality - Various	C-24-T-027	Signs for suburb entrances.			\$ -	\$ -
122	Sorell, Pawleena Park	C-24-LI-012	Pawleena Park Fencing			\$ 13,536	\$ -
123	Sorell, Pawleena Park	C-24-LI-013	Pawleena Park Irrigation			\$ -	\$ -
TOTAL Land Improvements (Parks & Reserves) 2023/24				\$ 585,832	\$ 355,499		



7/06/2024		SORELL COUNCIL					
		CAPITAL WORKS BUDGET FOR 2023/2024					
Number	Location	Job No.	Detailed Description	Original Approved Budget 2023/2024	Adjusted Budget Approved by Council	This Financial year	Commitments
CARRY OVERS - LAND IMPROVEMENTS (PARKS & RESERVES)							
124	Dodges Ferry, Red Ochre Beach	C-23-LI-001	Foreshore access steps (requires long term PWS lease with road maintenance).			\$ 545	\$ -
125	Primrose Sands, Tamarix Road	C-23-LI-002	Gravel path at 1.5 metre wide x 580 metre length. Nerine Street to Carlton Bluff Road.			\$ 34,088	\$ 54,821
126	Sorell, Railway Line Reserve to Devenish Drive	C-23-LI-003	Gravel path at 2.0 metre wide - CAC concrete stormwater culvert to Devenish Drive (works tied in with stormwater upgrade, including fence along drain).			\$ 116,850	\$ -
127	Sorell, Railway Line Reserve to Dubs & Co	C-23-LI-004	Gravel path at 2.0 metre wide - CAC concrete stormwater culvert to Dubs & Co access road (works tied in with stormwater upgrade).			\$ 500	\$ -
128	Sorell, Pembroke Park	C-23-LI-005	BMX facility (club to provide start gates/timing/light poles x 6)			\$ 1,167,381	\$ 1,000
129	Sorell, Sorell Memorial Hall	C-23-LI-007	RSL memorial wall.			\$ -	\$ -
130	Sorell	C-23-LI-008	Streetscape upgrades. Stage 3 - sign intersection and other sites.			\$ 612,515	\$ 2,965
131	Sorell, 12 Tarbook Court	C-23-LI-017	Boundary adjustment and new fence in Tarbook Court.			\$ 70	\$ 7,100
132	Sorell, Pembroke Park	C-22-LI-005	Soccer field dugouts installation.			\$ 3,824	\$ -
TOTAL Carry Overs - Land Improvements (Parks & Reserves)				\$ 1,992,725	\$ 2,072,292		
PRELIMINARY WORK IN 2023/24							
133	Carlton, Carlton River Road	C-24-PRELIM-CRRD	Design only - Carlton River Road reconstruction.			\$ -	\$ -
134	Connellys Marsh, Fulham Road	C-24-PRELIM-FULHAM	Design only - Fulham Road reconstruction or lime stabilize at Connellys Marsh intersection.			\$ -	\$ -
135	Dodges Ferry, Pearl Court	C-24-PRELIM-PEARL	Design only - Chip seal and lime stabilisation and stormwater culvert.			\$ -	\$ 3,700
136	Forcett, White Hill Road	C-24-PRELIM-WHRD	Investigation and pavement design only - lime stabilisation and reseal of White Hill Road dust seals and Delmore Road - White Hill Rd Intersection.			\$ -	\$ -
TOTAL PRELIMINARY WORK 2023/24				\$ 80,000	\$ 30,000		



7/06/2024		SORELL COUNCIL					
		CAPITAL WORKS BUDGET FOR 2023/2024					
Number	Location	Job No.	Detailed Description	Original Approved Budget 2023/2024	Adjusted Budget Approved by Council	This Financial year	Commitments
CARRY OVERS - PRELIMINARY WORK							
137	Orielton, Allambie Road	C-24-PRELIM-ALLAMBBIE	Reconstruction with chip seal surface, design only.			\$ 16,779	\$ 10,025
138	Primrose Sands, Oak Street	C-24-PRELIM-OAK	Reconstruction with chip seal surface, design only.			\$ 11,249	\$ 7,600
139	Dunalley, Franklin Street	C-24-PRELIM-FRANKLIN	Reconstruction with chip seal surface (design only).			\$ -	\$ 4,500
140	Sorell, Brinktop Road	C-24-PRELIM-BRINKTOP	Preliminary reseal between the highway and Penna Road done in 2022/23 for 2023/24. For 2023/24 - 6 segments asphalt reseal, plus pep work. Further investigation of continuing pavement failures and profile issues proposes spray seal as alternative. Sub base rectification costs TBC. & subject to design/survey.			\$ 80	\$ -
141	Dodges Ferry, Jacobs Court	C-24-PRELIM-JACOBS	Design to cross 14 SH Road in 23/24 and complete connection in 24/25 FY.			\$ -	\$ -
TOTAL Carry Overs - Preliminary Work				\$ 135,000	\$ 135,000		
Total 2022/23 Capital Jobs Carried Over to 2023/24				\$ 13,104,193	\$ 10,394,025		
Total 2023/24 New Jobs				\$ 4,933,050	\$ 4,441,424		
TOTAL 2023/24 CAPITAL BUDGET				\$ 18,037,243	\$ 14,835,450	\$ 9,799,392	\$ 2,872,039



18.0 PLANNING

Nil reports.

19.0 HEALTH AND COMPLIANCE

Nil reports.

20.0 ROADS AND STORMWATER

Nil reports.

21.0 FACILITIES AND RECREATION

Nil reports.

22.0 QUESTIONS FROM THE PUBLIC

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

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

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

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

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

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



CLOSED MEETING

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

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

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

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

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

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

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



23.0 CLOSED MEETING

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

Reference	Item
23.1	Confirmation of the Closed Council Minutes of the Council Meeting of 21 st May 2024 - <i>Regulation 34(3)</i>
23.2	Disclosure of confidential information – <i>Regulation 15(8)</i>
23.3	Copping Refuse Disposal Site Joint Authority Minutes – <i>Regulation 15(2)(c)</i>
23.4	Copping Refuse Disposal Site Joint Authority Quarterly Report – <i>Regulation 15(2)(c)</i>

As prescribed items in accordance with Regulations 15 and 34 of the Local Government (Meeting Procedures) Regulations 2015, and therefore Council may by absolute majority determine to close the meeting to the general public.

RECOMMENDATION

That the meeting be closed to the public to enable Council to consider agenda items 23.1 - 23.4 which are confidential matters as prescribed in Regulations 34 and 15 of the Local Government (Meeting Procedures) Regulations 2015.

23.1 CONFIRMATION OF THE CLOSED MINUTES OF THE COUNCIL MEETING OF 21 MAY 2024

RECOMMENDATION

“That the Closed Minutes of the Council Meeting held on 21st May 2024 be confirmed.”

23.2 AUTHORISATION TO DISCLOSE CONFIDENTIAL INFORMATION

^

RECOMMENDATION

“That in accordance with Regulation 15(9) of the Local Government (Meeting Procedures) Regulations 2015, the Mayor and General Manager be authorised to disclose information from this ‘Closed Section’ of this meeting in the course of implementing the decisions of Council.”

- 23.3 COPPING REFUSE DISPOSAL SITE JOINT AUTHORITY MINUTES - 23 MAY 2024
- 23.4 COPPING REFUSE DISPOSAL SITE JOINT AUTHORITY QUARTERLY REPORT



24.0 ACRONYMS

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



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

