

Subject to Confirmation



**MINUTES  
OF THE COUNCIL MEETING HELD AT THE  
COMMUNITY ADMINISTRATION CENTRE (CAC), 47 COLE STREET, SORELL  
ON 20 OCTOBER 2015**

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The meeting commenced at 6.00 pm with Mayor Vincent in the Chair.

## 1.0 ATTENDANCE

Mayor K Vincent  
Deputy Mayor B McDonald  
Councillor K Degrassi  
Councillor G Evans  
Councillor N Reynolds  
Councillor L White

## 2.0 APOLOGIES

Councillor V Gala  
Councillor C Torenus  
Councillor D De Williams

## STAFF IN ATTENDANCE

R Higgins	General Manager
R Fox	Manager Engineering & Regulatory Services
T House	Manager Finance & Information
G. Robertson	Senior Environmental Health Officer
S. Pullen	Project Administrative Officer

## 3.0 DECLARATIONS OF PECUNIARY INTEREST

Councillor Reynolds expressed an interest in Item 12.2 – “Public Places Policy”.

## 4.0 CONFIRMATION OF THE MINUTES OF 15 SEPTEMBER 2015

### RECOMMENDATION

“That the Minutes of the Council Meeting held on 15 September 2015 be confirmed.”

### 158/2015 MCDONALD/WHITE

“That the recommendation be accepted.”

The motion was put.

For: Evans, Reynolds, White, Degrassi McDonald and Vincent

Against: None

The Motion was **CARRIED**.



## 5.0 MAYOR'S REPORT

### RECOMMENDATION

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

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

- Attended East Coast Fire Management field day. Clr Gala also attended.
- Interviewed twice re Primrose Bridge outage.
- Attended the Police Remembrance Day Service.
- Attended the opening of Pembroke Park project with several other Councillors.
- DASC meetings as required.
- Met with Rene Hidding re: Sorell Bus Services.
- Met with Tony Ryan from State Growth re South East projects.
- Council Workshops and meetings as required.
- Met with Chinese Businessmen and rep from Coordinator General office re potential investment in Southern Tas, GMgr and Senior Planner also attended.
- Attended meeting between Falls Festival management team and key council staff regarding this years event.
- Spoke at the Business Council of Sorell.
- Met with resident of Burnett St re possible resealing.
- Attended with other councillors the Dunalley Marina public meeting.
- Attended with other Councillors and staff the Nugent Community meeting.
- Attended STCA Quarterly meeting at Oatlands.
- Presented SERDA report to Cabinet.

### 159/2015 MCDONALD/REYNOLDS

"That the recommendation be accepted."

The motion was put.

For: Evans, Reynolds, White, Degrassi McDonald and Vincent

Against: None

The Motion was **CARRIED**.



## 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*.

**The General Manager advised that there was a Supplementary Item to be dealt with as Item 15.4 “Contract for Kerb and Channel Construction Works” in the ‘Closed Meeting’ section of the Agenda.**

### 160/2015 DEGRASSI/EVANS

“That the recommendation be accepted.”

The motion was put.

For: Evans, Reynolds, White, Degrassi, McDonald and Vincent

Against: None

The Motion was **CARRIED**.

## 7.0 COUNCIL WORKSHOPS REPORT

The following Council Workshop was held.

Date	Purpose	Councillor Attendance	Councillor Apologies
6 October 2015	Council Workshop – operational updates.	Gala, Evans, Torenus, De Williams, Reynolds, White, McDonald and Vincent	DeGrassi



## 8.0 DEPARTMENTAL REPORTS

### RECOMMENDATION

“That the Departmental reports as listed be received.”

## 8.1 GOVERNANCE – ROBERT HIGGINS, GENERAL MANAGER

- Uniting Care Tasmania meeting – 17<sup>th</sup> September.
- Hobart Airport Corp Planning & Coordination Forum meeting – 21<sup>st</sup> September.
- SES Regional Coordinator meeting with Darren Carter – 21<sup>st</sup> September.
- SERDA meeting – 22<sup>nd</sup> September.
- Sorell Audit Panel meeting – 22<sup>nd</sup> September.
- NRM South meeting with CEO Donald Coventry and Luke Diddams – 28<sup>th</sup> September.
- CAC surplus land MOU and EOI meeting with Knight Frank and M. Beck – 28<sup>th</sup> September.
- Pembroke Park Stage 1 opening – 30<sup>th</sup> September.
- Chinese developers and Coordinator General rep – 6<sup>th</sup> October.
- Information meeting with Southern Waste Solutions CEO and Secretary and Councillor G. Evans and Tasman Councillor R. Larner – 8<sup>th</sup> October.
- Meeting with Falls Festival organisers – 12<sup>th</sup> October.
- Meeting with Sorell Lions and Finance Officer – 13<sup>th</sup> October.
- Meeting with Director and Deputy Director of LGD, Andrew Paul and David Metcalf to discuss merger / common service feasibility modelling MOU and RFQ – 13<sup>th</sup> October.
- Dunalley Marina public meeting – 14<sup>th</sup> October.
- Seniors Luncheon and Nugent Community meeting – 15<sup>th</sup> October.
- Meeting with Minister Groom advisor from Dept of State Growth – 19<sup>th</sup> October.
- Regional Cabinet meeting and SERDA presentation of South East Infrastructure Strategy – 20<sup>th</sup> October.
- Common Service JV meeting – 20<sup>th</sup> October (refer activity report attachments).
- SMT, budget, DASC and Council workshops – as scheduled.

## 8.2 ENGINEERING & REGULATORY SERVICES – RUSSELL FOX, MANAGER

**PURPOSE:** To inform Council of the activities of the Engineering and Regulatory Services Department during the period 1 September 2015 to 30 September 2015. Regulatory Services include the following, Planning, Building, Engineering, Plumbing, Environmental Health, Works Depot, Asset Management, Natural Resource Management etc.

### ENGINEERING AND REGULATORY SERVICES – Russell Fox

The Brinktop Road re-construction works commenced on the 7 September and were completed on 2 October. Gordon Street re-sealing has now been postponed until 14 October to the 23 October. The last task to finish Stage 1 of the Pembroke Park re-development is to flexi-pave the netball courts which is scheduled to commence the last week of October.

Meetings attended included:

- Waste management contractor concerning issues associated with the Hardwaste and Greenwaste collection services.
- Marsh Insurers for review meeting covering safety, injury management and return to work.
- September WHS committee meeting.
- Dunalley Marina committee meeting.

During the month of September, Council received two requests to waive fee/s. As per Council's Policy Number 9 of 2005 Part B, not-for-profit community based organisations can apply for waiver of fees, approved under the delegation of General Manager.

Name & Address:	Project:	Fees Waived:
Okines Community House	Pergola	\$214.00 Planning
5 Franklin Street, Dunalley	Amendment – Outbuilding	\$100.00 Amendment Fee Building

### DEVELOPMENT ASSESSMENT – (Jenny Richmond)

The following table provides details of the overall planning, plumbing and building applications received for the year 1 September 2015 to 30 September 2015:

Application Type	2015
Planning including Subdivisions	284
Plumbing	226
Special Plumbing	90
Building	253



**337 CERTIFICATES – (Jill Ray)**

Council also processed 42 certificates in September which relate to the sale of properties as detailed below (337 certificates).

June	July	Aug	Sep
29	49	35	42

**PLANNING – (Jenny Richmond)**

Details of applications received during the period of June, July, August & September 2015.

Type	June 2015	July 2015	August 2015	September 2015
DA's	29	27	29	27
SA's	0	3	4	4
PSA's	0	0	0	0
STR		0	3	1
ADH	1	0	0	1
<b>Total</b>	<b>30</b>	<b>30</b>	<b>36</b>	<b>33</b>

**Legend:**

DA's – Development Applications

SA's – Subdivision Applications includes Boundary Adjustments

PSA's – Planning Scheme Amendments

STR – Strata Applications

ADH – Adhesion Orders

**DEVELOPMENT ASSESSMENT SPECIAL COMMITTEE –(John Molnar/Jenny Richmond)**

The Development Assessment Special Committee met on the 1<sup>st</sup>, 8<sup>th</sup> and 29<sup>th</sup> September 2015 to consider 2 applications requesting an extension of time for current permits, one 31 Lot subdivision at Whitelea Court, Sorell, one minor amendment to an approved subdivision, one amendment to a condition for a subdivision, and additions to the Midway Point Yacht Club. The application for a Skate Park at Dunalley was deferred pending discussions at a Council workshop.

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**DELEGATED AUTHORITY – (John Molnar / Jenny Richmond)**

During the month of September a total of 30 planning approvals / permits were issued including;

- 12 Applications approved as Permitted Developments; and
- 18 Applications approved as Discretionary Developments.

Of the permitted developments approved under delegation, 8 proposals were received which complied with development standards for “no permit required” under the Sorell Interim Planning Scheme 2015.

In summary 28 applications were approved under delegated authority with the remaining one subdivision and one development application approved by Council.

**APPEALS – (John Molnar)**

There are currently two (2) appeals against approval for dwellings at Primrose Sands and Carlton Beach. The first one has had a preliminary directions hearing and is now progressing to onsite mediation whilst the second is yet to have a preliminary directions hearing.

**STATUTORY PLANNING – (John Molnar)**

There has been a steady increase in the number of discussions and meetings between planning staff & prospective property owners and developers with particular note of the requirements associated with the new interim planning scheme.

The public advertising period for the new interim planning scheme ceased on the 28<sup>th</sup> September and there were a total of 30 submissions including those lodged online on the Tasmanian Planning Commission’s iPlan website. Following this period, and within 3 months, I will assess and make recommendations to Council for their consideration and endorsement. The subsequent council report and resolution will then be forwarded to the Tasmanian Planning Commission for their consideration.

**STRATEGIC PLANNING – (John Molnar)**

A final version of the Sorell Township Master Plan 2015 Update was endorsed by Council on the 15 September 2015 together with recommended changes. The final amended version will shortly be placed on public display.





**BUILDING – (Rhiannon Baines)****September 2015**

A Total of 30 Completion Certificates (Building Work) were issued in September 2015.

A Total of 29 Building Applications were Approved in September 2015 (details below).

<b>PROPOSAL:</b>	<b>TOTAL:</b>
New Dwellings	12
Extensions & Alterations	1
Garages & Outbuildings	2
Other	14
<b>TOTAL:</b>	<b>29</b>

**BUILDING COMPLIANCE AND INSPECTIONS – (S Hill)**

Details of building enforcements Issued and Resolved during August 2015 and September 2015:

<b>Type Issued</b>	<b>August</b>	<b>September</b>	<b>Total</b>	<b>Year to Date 2015</b>
BN GM	2	0	2	14
BO GM	1	0	1	21
BID	1	2	3	9
BN BS	0	0	0	0
BO BS	0	0	0	0
EO GM	1	0	1	5
<b>Total</b>	<b>5</b>	<b>2</b>	<b>7</b>	<b>49</b>

<b>Type Resolved</b>	<b>August</b>	<b>September</b>	<b>Total</b>	<b>Year to Date 2015</b>
BN GM	1	0	1	7
BO GM	2	2	4	15
BID	1	0	1	12
BN BS	0	0	0	1
EO GM	0	1	1	2
<b>Total</b>	<b>4</b>	<b>3</b>	<b>7</b>	<b>37</b>

**Legend:**

BN GM – Building Notice General Manager  
 BO GM – Building Order General Manager  
 BID – Building Inspection Direction  
 BN BS – Building Notice Building Surveyor  
 BO BS – Building Order Building Surveyor  
 EO GM – Emergency Order General Manager

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During the month of September 2015, Council's Building Surveyor received 5 new enquiries requiring investigation which follows on from last month of 3 enquiries.

During September 2015, 4 Certificates of Final Inspection, 3 Occupancy Permits and 1 Form 46 – Schedule of Prescribed Features and Measured were issued.

During September 2015 the following inspections were undertaken:

<b>Inspection Type</b>	<b>September 2015</b>
Inspection - Statutory Building Surveyor	10
Inspection – Other	0
Inspection – Enforcement	5
Inspection – Fire Damaged Property	0
Inspection – Building Audit	3
<b>Total</b>	<b>18</b>

### **PLUMBING – (Brian Dorman)**

There were 18 Plumbing Applications Approved for September 2015.

There were no Plumbing Orders issued in September 2015.

Plumbing Officers attend each Development Assessment Meeting weekly to view incoming Development Applications received.

### **DEVELOPMENT ENGINEERING – (Leon Ashlin)**

Assessments

Development Engineering has examined 51 applications for the September period which required engineering input as follows:

<b>Category</b>	<b>April 2015</b>	<b>May 2015</b>	<b>June 2015</b>	<b>July 2015</b>	<b>August 2015</b>	<b>Sept 2015</b>
Developments	35	19	31	29	22	8
Subdivision	4	4	3	1	6	?
Building		7	9	10	23	?
Final Plan of Survey	4	1	2	2	0	4
<b>Total</b>	<b>43</b>	<b>31</b>	<b>36</b>	<b>42</b>	<b>51</b>	<b>?</b>

There were no DAGS meetings between 19 August and 30 September so no information available.



## Development Engineering Compliance

Development Engineering is continuing to actively undertake inspections and monitoring of approved developments under construction. Current developments under construction are as follows:

- Gatehouse Drive Stage 3 – Sorell
- Branders Road upgrade by Fewkes

Audit inspections for new road, K&G, footpaths, driveways and stormwater infrastructure are ongoing for the above developments.

## Subdivision Design Plans Received for Approval – (Future Construction)

### Contract Construction/Design:

- Fulham Road and Primrose Sands Road out to tender. Advertised Tenders on Sat 12 Sept. Tenders close on Wed 7 October.
- Brinktop Road contractor started works Mon 7 September. Completion occurred on 2<sup>nd</sup> October.

## **ENVIRONMENTAL HEALTH – (Greg Robertson)**

### September 2015 Activities

- Noise pollution complaint investigations such as loud music and generator noise preventing residents from sleeping.
- Several backyard burning complaints investigated.
- Worked with IT & Customer Service to develop a more reliable and efficient green & hardwaste electronic booking system.
- Preparation of a Public Places policy to assess applications for Public Places Permits, such as food vans, buskers, alfresco dining, entertainment and erection of signs or building on Council land.
- Assessment of BA, BA's and SPP's have been completed.
- School immunisation programme completed for 2015.
- Follow up and enforcement action for outstanding food businesses that haven't renewed their food business registrations.
- Food business complaint investigation.
- Recreational water quality report for 2014/15 prepared and submitted to the Director of Public Health.
- Identified and developed a new database for private water sources & water cartage businesses that will now require registration under the Public Health Act 1997.
- Preparation and distribution of application packs for temporary food businesses for the 2015 Falls Festival.



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- Worked with Brighton Council to develop enhancements to the RegEnts model of propertywise to enable more efficient processing of temporary food business applications.

### **COMPLIANCE – (Darren Carter)**

Compliance officers attended to the following requests

<b>Animals</b>	<b>September</b>
Dog on beach/reserve	0
Dog at large	14
Dog attack – person	2
Dog attack – animal	3
Dog's found/Impounded	16
Nuisance created by dog's	6
General request for action	6
Infringements issued for dogs	16
<b>Enforcement</b>	
Fire Hazards	0
Littering Infringements	0
Parking infringements	0

### **DEPOT WORKS – (Mark Butterworth)**

This report is provided to brief Councillors of the current works program and the intended upcoming activities. While exact commencement timeframes for projects may vary and be subject to other reactive maintenance demands on resources, the report is intended as an indicative guide that may be of assistance in answering requests from the community.

#### **Road Construction Crew**

- Maintenance grading and drainage cleaning on Kellevie Road (North), Inala Road, Nugent Road and Orielson area.

#### **Road Maintenance Crew**

- Maintenance of sealed road various locations pot hole patching, edge breaks etc. in accordance with maintenance system including Fulham Road, Sugarloaf Road, Carlton River Road, Marion Bay Road and Brinktop Road.



**Stormwater Crew**

- Installation of stormwater infrastructure in Lukeekah Street, Dodges Ferry.
- Installation of stormwater infrastructure from 149 to 171 Lewisham Scenic Drive, Lewisham.

**Parks and Reserves Crew**

- Completion of Flyway Island Stage 2 Playground Equipment.
- Roadside verge spraying has commenced.
- Maintenance – Parks staff will continue to undertake general maintenance of the various parks, ovals and playgrounds across the municipality.

**ASSET ENGINEER – (Brenton Oakley)****Assetic's MyData – Strategic Maintenance Planning**

The testing and implementation phase of the Strategic Maintenance Planning (SMP) module is complete, with the first programmed maintenance inspection of our road network undertaken recently.

This maintenance planning module allows the recording of identified maintenance items in the field to be logged at segment level, prioritised and then where possible, grouped with similar items for completion as part of the routine works.

Whilst the new system and methodologies worked seamlessly, the ability to operate in the field with enhanced connectivity to these systems has been identified as a major enhancement, delivering a significant saving in resources and improved productivity. Another source of improvement in efficiency will be the linkage with Microsoft's Navision which Council utilises for its financial management. This integration will allow the direct allocation of costs down to individual team member and materials, as a result of the identified maintenance items being completed.

The SMP module is currently being adopted to Councils Building assets, with routine and programmed maintenance items being coordinated within MyData.

**PROJECT ENGINEER (Anthony Walters)****Dunalley Hall Rebuild**

Start Works notice issued for storage shed.  
Base preparation for shed complete.

**Dunalley Skate park**

Ongoing



**Sorell Memorial Hall**

Suggestions that wall mounted cabinets be installed in the supper room to store trophies and memorability.

New chairs (180 to match existing amount) have been purchased to replace old plastic chairs – the new chairs are a quality steel frame chair.

**11 Fitzroy St – Youth Centre**

Flooring, car parking, bollard and linemarking complete.

Disabled access wash closet complete.

Building surveyor has given conditional approval for certificate of occupancy.

**Pembroke Park**

Pouring of netball courts complete - Acrylic surface being applied mid-late October.

Netball court lighting, fencing and entrance gates complete.

Fence around water storage, along gravel carpark and boom gate at soccer field access point have been installed.

Single light switch added to light turret for the soccer lights - this is so that small training groups can use just one light.

Quote received for the widening of the main entrance and the new sign has been installed.

Mobile seating installed – one next to AFL clubrooms, one next to soccer/netball.

**Vancouver Park Toilet**

Construction commenced – underground services installed and concrete slab poured. Toilet expected to arrive late October.

**Shark Point Rd – SE Irrigation to Pembroke Park**

Walkthrough to select alignment complete and long section prepared ready to obtain quotes.

**Road & Traffic**

Tender advertised for Gordon St, Station Lane/ Cole St, Walker St, Carlton Beach Rd, Bay Rd (Midway Point) with assessment process underway.

Stores Lane/ Main Rd Right Turn Lane – Waiting on fence relocation then footpath can be installed.

Fitzroy St/ Arthur St – Bollards have been installed.

Forcett St/ Whitelea Crt – W-Beam has been installed.

Gordon St Re-seal – The expected start date has been delayed with new expected start dates being shown on signal boards. Correspondence with StateGrowth regarding Councils' expectations has been difficult, inconclusive and protracted.

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**Gypsy Bay Groyne Extension**

Blue navigation light has been ordered.  
Options for solar street light at boat ramp being sourced.

**Dodges Ferry Recreation Centre**

Quotes received for the re-seal of floor and new linemarking.  
Waiting on a quote for the refurbishment to the kitchen as per EHO requirements.

**CAPITAL WORKS PROJECTS – (Darren Johnson)**

Emergency Generator – Develop maintenance procedures and operation manuals for upcoming Fire season.

Neighbourhood House Pittwater – Tender document has been finalised and will be advertised on Saturday 17<sup>th</sup> October.

Dunalley streetscape – Formalise new Path in front of Dunalley School.  
Erect no parking sign and finish widened section of road including new line marking.  
Formalise and Asphalt parking area at the fish market south of Canal Bridge.  
Take out pavers and reinstate concrete in BBQ area at Canal.  
Native garden design for Imlay street triangle.  
Creation of easement Waterfront café.

Project management – Council staff inductions for WHS Confined space management plan. Update Asbestos register and management plan. Update WHS register.

**BUILDING MAINTENANCE – (Darren Johnson)**

Routine building inspection for maintenance and regulatory requirements.

Routine building maintenance for CAC, Midway Point Hall, Dodges Ferry Rec centre, Malunna Childcare centre and Pembroke Park.

**NRM FACILITATOR – (Paul Gray)**

Two seats will be installed over the next few weeks at the Whale Viewing area at Spectacle Head. The Dodges Ferry Primary School will be invited to contribute to the site.

A prescribed burn within the Dodges Ferry Recreation Reserve planned for Sept/Oct weather dependant. This will consist of two burns covering vegetation units 5 and 6. Unit 6 is behind the school with Unit 5 adjoining Old Forcett Rd. The Green Army spent another day in the reserve cut and pasting Boneseed.

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The Primrose Sands Community group have cleared an existing beach access track of over growing vegetation in preparation for the installation of an access ramp.

After applying for a Licence to carryout animal research in May of this year we have now obtained the required Animal Ethics and Research Permits to allow the commencement of a small mammal survey. This will include the monitoring for cats within Council reserves. Monitoring will begin in the Dodges Ferry Recreation Reserve post the prescribed burn. This project involves a partnership with Tasman, Sorell, Clarence, Hobart Council's and NRM Sth.

I have been working with the CVA, NRM Sth and landowner in chipping Serrated Tussock and the removal of boxthorn on a Butchers Hill property.

Council has received a Works Permit under the Aboriginal Relics Act 1975 to complete the stormwater works at Park Beach.

**(Jen Milne and Nicole Gill)**

This is Jen Milne's last report before she takes maternity leave. Nicole Gill will be filling in for her while she is on leave and commenced work at Sorell on 28<sup>th</sup> September. Nicole will be working at Sorell on Mondays.

- We ran a volunteer working bee for bushfire weed control based in Dunalley. Approximately 20 people attended and worked on both serrated tussock and boneseed.
- Boomer Bay toilet block – Marion Bay Coastcare are supporting this project by mulching and planting out the wastewater disposal area with native species.
- Supported Tasman Landcare group bus trip, looking at Marion Bay Coastcare Revegetation Project and progress of the post-fire gorse control around Copping.

**8.3 HR, CUSTOMER & COMMUNITY SERVICES – KIM HOSSACK, ACTING MANAGER**

The Manager was on annual leave until 15<sup>th</sup> September 2015.

**Manager met with/attended the following since that time:**

- Senior Management Team Meetings.
- Customer Service Team Meetings.
- Community Services Weekly Team Meetings.
- Uniting Care representative, along with the General Manager, concerning the Youth Centre.
- Prembroke Park opening.





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## HUMAN RESOURCES

### Recruitment

- Mary Griggs – Casual Room Leader – Commenced 29 September.
- Room Leader (part time) – Gina Minns commences 28<sup>th</sup> October.
- Support Educator (casuals) – Interviewed and offered Olivia Steele commences 12<sup>th</sup> October onwards.
- GIS Asset Info Officer (part time) – Julie Mann commences 21<sup>st</sup> October.
- Trainee Stormwater/construction – MEGT ad closes 12<sup>th</sup> October
- Accounts/Payroll Officer (Part Time) – Advertisement closes 19<sup>th</sup> October.

### Consultants

- Environmental Health Officer, Karen Loone – 2 days per week.

### Employee Changes

- Lyn Carter – termination pay 23<sup>rd</sup> Sept.
- Phil Lovell – termination pay completed 24<sup>th</sup> Sept due to finalisation of workers compensation claim.
- Tamika Burrill – termination 25<sup>th</sup> Sept and transfer to casual qualified Educator.

### Workers Compensation Claims

#### Depot

Back injuries x 2, total LTI – 5465.5 Hours (575.3 days at 9.5 hrs)

X1 - currently under QBE program for alternative job seeking and step down of wages to 85% and completed back operation.

X1 – termination pay finalised 24/9.

Wrist injury x1, total LTI – 114 hours

Snapped tendon x1, total LTI – 190 hours

#### Training

- Chemcert Training x2 attendees.
- Child Care 1<sup>st</sup> Aid Recertification x3 attendees.
- National Local Govt Customer Service Network Conference Gold Coast x1 attendee.

#### Other

- Performance review process management.
- Marsh insurers meeting.



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## COMMUNITY SERVICES

### Customer Service

- 2422 external calls answered during the month of September.
- Average Speed of Answer – 17 seconds.
- Percentage of calls answered – 88.7%.
- Green Waste Collection bookings.
- Hard Waste Collection bookings.
- 2670 Dog Registrations processed.
- Receipting – September
  - Rates Payments Received 306
  - Dog Registrations Received 55
  - Reg. Applications Received 61
  - Other Payments 111
 (Child Care, RV's, Infringements, Pound Release, Fees etc.)
- Drafting of Customer Service Handbook.

### Communications

- Sorell Times regular ad & three articles (Pembroke Park Opening – front page, Hard Waste Collection Service and Penna Road Speed issue).
- Councillor Calendar – October.
- Facebook – 1250 Likes.
- Website updated with information regarding:
  - Dodges Ferry Recreation Prescribed Burn
  - Dunalley Marina Feasibility Study Public Meeting
  - Gordon and Cole Street Road works

### Current Community Engagement Activity

- Seniors Advisory Group Meeting
- Pembroke Park Advisory Committee Meeting
- Arts & Cultural Advisory Committee Meeting – cancelled.
- Service Providers Meeting
- Youth Advisory Group
- Community Conversations – Nugent held on 15<sup>th</sup> October with Sorell upcoming.

### Publications

- Council Information Folder with ads from local businesses being created (due in November).
- Let's Talk About Sorell brochure being reviewed and updated in conjunction with the Historical Society of Sorell.
- Seniors Directory and Youth Services Directory being updated and reprinted this calendar year.
- Preparations for Annual Report underway.



## MINUTES

SORELL COUNCIL MEETING  
20 OCTOBER 2015

**Community Facilities**

- The floor at Midway Point was replaced during the school holidays.

**Events**

- Pembroke Park Stage One Completion Opening event held – well attended and positive feedback received.
- Seniors Week Luncheon event held – record number of attendees (135 seniors in attendance).
- Planning for Dunalley Walkway Opening event.
- Planning for Annual Art Exhibition begun with SBRA.

**Community Projects**

- St George's Cemetery Storyboards – new storyboards are currently being finalised. These will go on the fence of the cemetery on Pelham Street.
- Two storyboards on history of Pembroke Park created and installed (in collaboration with Councillor Evans and the Historical Society of Sorell).
- Entrance sign for Pembroke Park created and installed.

**Financial Assistance for Individuals**

- No applications received this month.

**Youth**

- Youth Centre Development continuing with completion shortly.
- Development of Youth Centre Operational Plan.

**Currently working with/supporting the following Community Groups/Organisations on Various Issues**

- Pembroke Park Users
- SEBA

**Visitor Centre**

The following were the number of visitors accessing the Centre for past three months:-

July	165
August	190
September	255



**CHILDREN'S SERVICES****Malunna Child Care Centre**

- Currently 61 families enrolled, totalling 70 children attending.

<b>CENTRE VACANCIES</b>					
	MON	TUES	WED	THURS	FRI
<b>TOTAL</b>	5	3	2	3	3

\*Service licensed for 35 places per day

**After School Care**

- Currently 21 families enrolled, totalling 28 children attending.

<b>SERVICE USAGE</b>					
	MON	TUES	WED	THURS	FRI
<b>CHILDREN ATTENDING</b>	20	12	10	17	13

\*Service licensed for 30 places per day

**8.4 FINANCE AND INFORMATION – TINA HOUSE, MANAGER****Financial Management**

- Annual Financial Statements have been completed and received audit clearance on 25<sup>th</sup> September 2015.
- Currently reviewing Finance department processes;
- New Policy regarding Motor Vehicles has been completed and distributed to staff and an information session for affected employees is being held on Tuesday 20<sup>th</sup> October 2015.
- The Finance team continue to update and improve financial processes, including a number of improvements to the Navision software system..

**Revenue**

- Second Instalment notices for 2015/16 rates were sent to ratepayers on Friday 18<sup>th</sup> September.
- Penalties and interest charges for unpaid first quarter instalments have been applied.



### **Audit**

- Tas Audit Office completed their annual audit in mid September. The draft management letter has been issued with three recommendations for process improvement.

### **Grants & Funding**

- The Government paid in advance the first two quarters of the FAGS funding on 30<sup>th</sup> June.
- This will reduce the forecast revenue for the 2015/16 financial year by \$1.2m and increase the revenue for 2014/15 by the same amount.

### **Contract Management and Leases**

- Lease register is being developed and updated progressively.

### **Information Technology and Communications**

- Scott is spending one day per week at Brighton Council providing ICT Management Support. The ongoing support requirements is currently under review with additional time requested by both Brighton and Glamorgan Spring Bay Councils.
- As part of the 2015/16 capital budget, new desktop computers were approved. These have now been received and the rollout has been completed.

### **Information Management**

- Mandy continues to update the disposal timeframes for all information stored in Tardis.

### **Insurance**

- Insurance renewals have been completed and are all in place for the 2015/16 financial year.

### **Staff Management**

- Following Kristy McConnon's departure to the Customer Service Administration team, the position of Accounts / Payroll Officer has been advertised.
- This position closes on Monday 19<sup>th</sup> October.

### **Fleet Management**

- A review of the Council's provision of motor vehicles to staff and the associated policies has been completed.



## Meetings

- Council meetings and workshops as required.
- Staff meetings with Finance & Information staff as required.
- Senior Management Team (SMT) meetings as required.
- Sorell Council Audit Panel Meeting
- Tasman Audit Panel Meeting
- Glamorgan Spring Bay Audit Panel Meeting

### 161/2015 REYNOLDS/WHITE

“That the recommendation be accepted.”

The motion was put.

For: Evans, Reynolds, White, Degrassi, McDonald and Vincent

Against: None

The Motion was **CARRIED**.

### 9.0 PETITIONS

No petitions were received.

### 10.0 LAND USE PLANNING

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

In accordance with Regulation 25, the Council will act as a planning authority in respect to those matters appearing under item 10 on this agenda, inclusive of any supplementary items.



**10.1 DEVELOPMENT ASSESSMENT SPECIAL COMMITTEE MINUTES**

**RECOMMENDATION**

“That the minutes of the Development Assessment Special Committee (DASC) Meetings of 29 September and 6 and 13 October 2015, as attached be noted.

**162/2015 MCDONALD/REYNOLDS**

“That the recommendation be accepted.”

The motion was put.

For: Evans, Reynolds, White, Degrassi McDonald and Vincent

Against: None

The Motion was **CARRIED**.

**11.0 GOVERNANCE**

**11.1 SOUTHERN WASTE STRATEGY AUTHORITY (SWSA) SEPTEMBER 2015 QUARTERLY REPORT**

**RECOMMENDATION**

“That Council receive the Southern Waste Strategy Authority (SWSA) Quarterly Report for the June 2015 quarter.”

**163/2015 DEGRASSI/WHITE**

“That the recommendation be accepted.”

The motion was put.

For: Evans, Reynolds, White, Degrassi McDonald and Vincent

Against: None

The Motion was **CARRIED**.



**11.2 SOUTHERN TASMANIAN COUNCILS AUTHORITY QUARTERLY REPORT TO MEMBERS  
– JUNE 2015**

**RECOMMENDATION**

“That the Southern Tasmanian Councils Authority June 2015 Quarterly Report be received and noted.”

**164/2015 DEGRASSI/WHITE**

“That the recommendation be accepted.”

The motion was put.

For: Evans, Reynolds, White, Degrassi McDonald and Vincent

Against: None

The Motion was **CARRIED**.

**11.3 COUNCILLOR CODE OF CONDUCT**

**RECOMMENDATION**

“That in accordance with Section 28E(2)(c) of the Local Government Act 1993 Council resolve to approve the revised Councillor Code of Conduct.”

**165/2015 MCDONALD/DEGRASSI**

“That the recommendation be accepted.”

The motion was put.

For: Evans, Reynolds, White, Degrassi McDonald and Vincent

Against: None

The Motion was **CARRIED**.

**12.0 ENGINEERING & REGULATORY SERVICES**

**12.1 RECREATIONAL WATER QUALITY MONITORING REPORT 2013/14**

**RECOMMENDATION**

“That the Recreational Water Quality Monitoring Report 2014/15 attached in Appendix 1 is received and the recommendations adopted”.





**166/2015 DEGRASSI/REYNOLDS**

“That the recommendation be accepted.”

The motion was put.

For: Evans, Reynolds, White, Degrassi McDonald and Vincent

Against: None

The Motion was **CARRIED**.

Councillor Reynolds left the room at 6.37 pm.

**12.2 PUBLIC PLACES POLICY**

**RECOMMENDATION**

“That Council resolves to adopt the Public Place Policy 2015 contained in Appendix 1 of this report.”

**167/2015 WHITE/DEGRASSI**

“That the recommendation be accepted.”

The motion was put.

For: Evans, White, Degrassi McDonald and Vincent

Against: None

The Motion was **CARRIED**.

Councillor Reynolds re-entered the room at 6.48 pm.

**13.0 FINANCE & INFORMATION**

**13.1 EXECUTIVE SUMMARY – FINANCIAL PERFORMANCE SEPTEMBER 2015 YTD**

**RECOMMENDATION**

“That the Executive Summary – FINANCIAL REPORT SEPTEMBER 2015 YEAR-TO-DATE be received and noted by Council.”



**168/2015 DEGRASSI/MCDONALD**

“That the recommendation be accepted.”

The motion was put.

For: Evans, Reynolds, White, Degrassi McDonald and Vincent

Against: None

The Motion was **CARRIED**.

**14.0 QUESTIONS FROM THE PUBLIC**

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

**Sharon Fotheringham** – questioned the state that the Sorell Memorial Hall was left in after the recent Band Night. The floor was left extremely dirty and sticky and the outside was left littered with cigarette butts and soiled with bodily fluids.

It was also suggested that another band night had been advertised.

Graeme Evans advised that he would contact the organiser of the event to discuss concerns and alternative set up arrangements.

**Sharon Fotheringham** – asked if the state of the Arthur Highway had been discussed during Councils talks with the State Government.

Kerry Vincent advised that it had been discussed quite considerably. State Growth (DIER) are aware of the issues and are getting closer to finalising designs for the airport roundabout. The 10 year Capital Works Plan is due out in April so we won't know until that is published.

**Sharon Fotheringham** – asked if the rumour was right that a 'Chinese Village' had been approved.

Kerry Vincent advised that nothing had been put before Council.



The Mayor advised the gallery that Council had a “Closed Session’ meeting and thanked them for their attendance and contribution to the meeting.

The meeting closed to the public at 7.04 pm.

The closed meeting ended at 7.28 pm.

**169/2015 EVANS/MCDONALD**

That in accordance with **Regulation 15 (2) (d), (g) and (h) of the Local Government (Meeting Procedures) Regulations 2015** the meeting be closed to enable the following matters to be discussed:

- 15.1 Confirmation of the Closed Minutes of the Council Meeting of 15 September 2015.
- 15.2 Application for Leave of Absence – Councillor K. Degrassi
- 15.3 Contract for the Fulham Road and Primrose Sands Road Reconstruction Projects
- 15.4 Contract for Kerb & Channel Construction Works
- 15.5 Authorisation to Disclose Confidential Information

“That the recommendation be accepted.”

The motion was put.

For: Evans, Reynolds, White, Degrassi McDonald and Vincent

Against: None

The Motion was **CARRIED BY AN ABSOLUTE MAJORITY.**

**CONFIRMED**

**MAYOR VINCENT**  
**17 November 2015**

**15.0 CLOSED MEETING**



**16.0 ACRONYMNS**

ACWC	Arts & Cultural Working Committee
AGM	Annual General Meeting
ASU	Australian Services Union
CAC	Community Administration Centre
CLRS	Councillors
CPR	Cardiopulmonary Resuscitation
CRDSJA	Copping Refuse Disposal Site Joint Authority
DASC	Development Assessment Special Committee
DEDTA	Department Economic Development, Tourism & The Arts
DFCRCC	Dodges Ferry Community Recreation Centre Committee
DPAC	Department of Premier & Cabinet
DSG	Department of State Growth (formerly DIER)
DST	Destination Southern Tasmania
EOI	Expressions of Interest
EPA	Environment Permit Authority
EYLF	Early Years Learning Framework
EWaste	Electronic Waste
GG	Girl Guides
GM	General Manager
ICT	Information Communication Technology
KRA	Key Result Areas
LGAT	Local Government Association of Tasmania
LGMA	Local Government Manager's Association
LTI	Lost Time Injury
MAST	Marine & Safety Tasmania
MGR E&R	Manager Engineering & Regulatory Services
MGR F&I	Manager Finance & Information
A/MGR HR&CS	A/Mgr Human Resources, Customer & Community Services
NBN	National Broadband Network
NRM	Natural Resource Management
PCYC	Police & Citizens Youth Club
RDA	Regional Development Australia
RSL	Returned Services League
RTI	Right to Information
SEI	South East Irrigation
SERDA	South East Region Development Association
SMH	Sorell Memorial Hall
SMT	Senior Management Team
STAARC	Sorell/Tasman Affected Area Recovery Committee
STCA	Southern Tasmanian Councils Association
SWSA	Southern Waste Strategy Association
TCF	Tasmanian Community Fund
TFS	Tasmania Fire Service
TOR	Terms of Reference
TW	Tas Water

**MINUTES**

SORELL COUNCIL MEETING  
20 OCTOBER 2015