

Subject to Confirmation



MINUTES

OF THE COUNCIL MEETING BE HELD AT THE COMMUNITY ADMINISTRATION CENTRE (CAC), 47 COLE STREET, SORELL ON 15 SEPTEMBER 2015

TABLE OF CONTENTS

1.0	ATTENDANCE	1
2.0	APOLOGY	1
3.0	DECLARATIONS OF PECUNIARY INTEREST	1
4.0	CONFIRMATION OF THE MINUTES OF 18 AUGUST 2015	1
5.0	MAYOR'S REPORT	2
6.0	SUPPLEMENTARY ITEMS	3
7.0	COUNCIL WORKSHOPS REPORT	3
8.0	DEPARTMENTAL REPORTS	3
8.1	GOVERNANCE – ROBERT HIGGINS, GENERAL MANAGER	4
8.2	ENGINEERING & REGULATORY SERVICES – RUSSELL FOX, MANAGER	4
8.3	HR, CUSTOMER & COMMUNITY SERVICES – KIM HOSSACK, ACTING MANAGER	16
8.4	FINANCE AND INFORMATION – TINA HOUSE, MANAGER	19
9.0	PETITIONS	21
10.0	LAND USE PLANNING	21
10.1	DEVELOPMENT ASSESSMENT SPECIAL COMMITTEE MINUTES	21
10.2	SORELL TOWNSHIP URBAN MASTER PLAN 2015 UPDATE	21
11.0	GOVERNANCE	22
11.1	NOTICE OF MOTION – COUNCILLOR McDONALD	22
11.2	CODE OF CONDUCT - DETERMINATION	23
11.3	COPPING REFUSE DISPOSAL SITE JOINT AUTHORITY (CRDSJA) REPORTS	23
12.0	ENGINEERING & REGULATORY SERVICES	24
12.1	SORELL COUNCIL MUNICIPAL ROAD MAP	24
13.0	FINANCE & INFORMATION	24
13.1	EXECUTIVE SUMMARY – FINANCIAL PERFORMANCE AUGUST 2015 YTD	24
14.0	QUESTIONS FROM THE PUBLIC	25
15.0	CLOSED MEETING	26
16.0	ACRONYMNS	27

The meeting commenced at 6.08 pm with Mayor Vincent in the Chair.

1.0 ATTENDANCE

Mayor K Vincent
Deputy Mayor B McDonald
Councillor V Gala
Councillor G Evans
Councillor C Torenus
Councillor N Reynolds
Councillor L White
Councillor D De Williams

2.0 APOLOGY

Councillor K Degrassi

STAFF IN ATTENDANCE

R Higgins	General Manager
R Fox	Mgr Engineering & Regulatory Services
T House	Mgr Finance & Information
K Hossack	A/Mgr HR, Customer & Community Services
D Fox-Barratt	Children Services Team Leader Malunna
B Spaulding	Personal Assistant to the General Manager

3.0 DECLARATIONS OF PECUNIARY INTEREST

The Mayor requested any councillors to indicate whether they had, or were likely to have, a pecuniary interest in any item on the agenda.

No Councillor indicated they had, or were likely to have, a pecuniary interest in any items on the agenda.

4.0 CONFIRMATION OF THE MINUTES OF 18 AUGUST 2015

RECOMMENDATION

“That the Minutes of the Council Meeting held on 18 August 2015 be confirmed.”



142/2015 WHITE/GALA

“That the recommendation be accepted.”

The motion was put.

For: Gala, Evans, Torenus, De Williams, Reynolds, White, 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 Council meeting , DASC and Workshops as required.
- Attended Men’s Breakfast.
- Met with Margaret Long re: various community issues.
- Attended Copping Authority meetings x 2.
- Attended Business Council of Sorell Annual Dinner.
- Chaired Pembroke Advisory meeting.
- Attended Okines House Bring a Mate gathering.
- Conducted Youth Advisory Group meeting.
- Met with Paul Kelly in regards to the Blue Hills Gun Club.
- Attended Copping Community conversation with Clrs Torenus and Gala.
- Attend meeting of Senior School of Sorell.
- Attended Midway Point hall AGM.
- Attended STCA planning meeting with R.Fox.
- Participated at Bream Creek Farmers Market Father’s Day function.
- Attended meeting of Doges Ferry/ Southern Beaches Lions Club.
- Attended AGM of School Association.
- Supported Duncan Giblins presentation to Eric Hutchinson re: MTB trail for Kellevie and around the State.



- Attended with the General Manager a meeting with Sport and Rec regarding Pembroke Park and sport in our region.
- Attended AGM of the Business Council of Sorell.

143/2015 McDONALD/De WILLIAMS

“That the recommendation be accepted.”

The motion was put.

For: Gala, Evans, Torenus, De Williams, Reynolds, White, McDonald and Vincent

Against: None

The Motion was **CARRIED**.

6.0 SUPPLEMENTARY ITEMS

There were no supplementary items.

7.0 COUNCIL WORKSHOPS REPORT

The following Council Workshop was held.

Date	Purpose	Councillor Attendance	Councillor Apologies
1 September 2015	Council operations update including NBN.	Gala, Torenus, Reynolds, White, Vincent and McDonald	Degrassi, Evans & De Williams

8.0 DEPARTMENTAL REPORTS

RECOMMENDATION

“That the Departmental reports as listed be received.”



8.1 GOVERNANCE – ROBERT HIGGINS, GENERAL MANAGER

- Hobart Airport Corp meeting with Mayor, Clarence Mayor and GM – 19th August.
- Copping Authority meetings – 20th & 27th August.
- Local Government & Planning Minister Senior Advisor meeting – 25th August.
- Bendigo Bank meeting – 27th August.
- MTB project proposal meeting with Eric Hutchinson, Mayor and proponents – 31st August.
- Co-ordinator General meeting – 1st September.
- Common Service Joint Venture meeting – 3rd & 7th September.
- Sorell Tennis Club meeting – 3rd September.
- Sport and Rec Tasmania and Mayor – 7th September.
- General Managers Workshop through LGAT – 10th September.
- Catholic Care Tasmania meeting – 10th September.
- 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 August 2015 to 31 August 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 commence the week starting the 14th September. The tenders for the re-construction of a section of Fulham Road and a bend on Primrose Sands Road will be advertised on 12th September and close on 7th October 2015. Gordon Street re-sealing has now been postponed until mid October. Council has been given a grant as part of the Vulnerable Road users program to provide a further pedestrian crossing in Cole Street opposite the shopping complex. Council has also submitted grant applications for the Bridge renewal program and the Black Spot program.

Meetings attended included:

- Think South meeting with the statewide planning reform taskforce.
- Community conversation meeting at Copping Hall.
- Pembroke Park Advisory committee meeting.
- GIS officer interviews.



(J Richmond / R Baines)

During the month of August, Council received the following requests to waiver 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:
Motor Yacht Club – Midway Point	Storage & Deck 2015/203	Planning - \$577.00
Blue Lagoon Christian Youth Camp	Additions to Assembly Hall 2015/206	Planning - \$577.00
Sorell Bowls Club	Additions to Clubhouse 2015/192	Planning - \$577.00
Vancouver Street, Midway Point	Public Toilets	Completion \$76.00 Building \$126.00 Plumbing \$119.00 Plumbing Inspection \$164.66

DEVELOPMENT ASSESSMENT – (J Richmond)

The following table provides details of the overall planning, plumbing and building applications received for the year 1 August 2015 to 31 August 2015:

Application Type	2015
Planning including Subdivisions	254
Plumbing	204
Special Plumbing	77
Building	232

337 CERTIFICATES – (J Ray)

Council also processed 35 certificates in August which relate to the sale of properties as detailed below (337 certificates).

May 2015	June	July	Aug
39	29	49	35



PLANNING – (J Richmond)

Details of applications received during the period of January, February, March, April, May, June, July & August 2015.

Type	January 2015	February 2015	March 2015	April 2015	May 2015	June 2015	July 2015	August 2015
DA's	26	22	31	35	21	29	27	29
SA's	2	1	3	4	5	0	3	4
PSA's	0	1	0		0	0	0	0
STR	0	1	2		2		0	3
ADH	1		0		0	1	0	0
Total	29	25	36	39	28	30	30	36

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 – (J Molnar/J Richmond)

The Development Assessment Special Committee met on the 11 August 2015 to consider a Hairdressing Salon at 7 Gordon Street, Sorell, Public Toilets at Singapore Street and minor amendments to 2 previously approved subdivisions in Sorell and Midway Point. There was also a meeting on the 25 August 2015 which approved an extension of time to an approved permit for outbuildings and holiday flats at Marion Bay. All items were approved by Council.

DELEGATED AUTHORITY – (J Molnar / J Richmond)

During the month of August a total of 29 planning approvals / permits were issued including;

- 11 Applications approved as Permitted Developments; and
- 14 Applications approved as Discretionary Developments.

Of the permitted developments approved under delegation, 5 proposals were received which complied with Planning Directive 4, PD4 or no permit was required under the new Sorell Interim Planning Scheme 2015.

In summary 25 applications were approved under delegated authority with the remaining four approved by Council.

**MINUTES**

SORELL COUNCIL MEETING
15 SEPTEMBER 2015

APPEALS – (J Molnar)

There are no current appeals.

STATUTORY PLANNING – (J Molnar)

There have been a number of discussions and meetings between planning staff and prospective property owners and developers with particular note of the change to the planning scheme document.

The Sorell Interim Planning Scheme 2015 was declared on the 5 August and is now in operation as of the 12 August 2015. (Note that those valid development applications lodged prior to this date are still being assessed under the previous planning scheme, Sorell Planning Scheme 1993). A meeting was also held at the TPC offices on the 11th August to discuss the process for lodgement and analysis of online submissions to the new Sorell Interim Planning Scheme 2015.

An advertising period of 42 days has commenced on the 15 August in which the public may make submissions concerning the new interim planning scheme. 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.

Three community information meetings were held by planning staff on 25 August at Sorell Council Offices and 26 August at Dunalley & Dodges Ferry to discuss the new planning scheme with the community and provide information as to the process for lodgement of submissions.

STRATEGIC PLANNING – (J Molnar)

Continued meetings were held with the Tasmanian Planning Commission, including the Executive Commissioner, and other southern region planners on the 4th August to discuss ongoing matters concerning the interim planning schemes.

A final version of the Sorell Township Master Plan 2015 Update has been received and will now be presented to Council for their endorsement.



BUILDING – (R Baines)**August 2015**

A Total of 32 Completion Certificates (Building Work) were issued in August 2015.

A Total of 28 Building Applications were Approved in August 2015 (details below).

PROPOSAL:	TOTAL:
New Dwellings	19
Extensions & Alterations	0
Garages & Outbuildings	6
Other	3
TOTAL:	28

BUILDING COMPLIANCE AND INSPECTIONS – (S Hill)

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

Type Issued	July	August	Total	Year to Date 2015
BN GM	1	2	3	14
BO GM	2	1	3	21
BID	1	1	2	7
BN BS	0	0	0	0
BO BS	0	0	0	0
EO GM	0	1	1	5
Total	4	5	9	47

Type Resolved	July	August	Total	Year to Date 2015
BN GM	0	1	1	7
BO GM	1	2	3	13
BID	0	1	1	12
BN BS	0	0	0	1
EO GM	1	0	1	1
Total	2	4	6	34

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



During the month of August 2015, Council's Building Surveyor received 3 new enquiries requiring investigation which follows on from last month of 8 enquiries. Of these 3 new enquiries, one has been resolved, one is still under investigation and one enforcement action has begun with the issue of a Building Notice.

During August 2015, 3 Certificates of Final Inspection, 2 Occupancy Permits and 1 Certificate of Likely Compliance (Amendment) were issued.

During August 2015 the following inspections were undertaken:

Inspection Type	August 2015
Inspection - Statutory Building Surveyor	11
Inspection – Other	6
Inspection – Enforcement	3
Inspection – Fire Damaged Property	2
Inspection – Building Audit	5
Total	27

PLUMBING – (Brian Dorman)

There were 20 Plumbing Applications assessed for August 2015.

There were no Plumbing Orders issued in August 2015.

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

DEVELOPMENT ENGINEERING – (L Ashlin)

Assessments

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

Category	March 2015	April 2015	May 2015	June 2015	July 2015	August 2015
Developments	24	35	19	31	29	22
Subdivision	2	4	4	3	1	6
Building	6		7	9	10	23
Final Plan of Survey	2	4	1	2	2	0
Total	34	43	31	36	42	51



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:

- Cul-De-Sac off Pennington Drive, Sorell (N Rusher) (Rushes Court)
- Hoffman Street, Midway Point – Stage 1 - 13 lots (P Harback) (Timber Mill Court)
- Sugarloaf Road, Carlton River - 24 lots
- Tasman Highway/Garden Lane – Midway Point – 3 lots
- Gatehouse Drive Stage 3 - Sorell

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)

- 166 Penna Road, Midway Point – Stage 1B - 24 lots (Sweet Water Estate)

Contract Construction/Design:

- PDA has prepared design plans and documents for Fulham Road (brow of hill between Carlton River and Connellys Marsh Road – R2R) and Primrose Sands Road realignment approximately 800m from Carlton River bridge (Black Spot funding). Advertising Tenders on Sat 12 Sept.
- Brinktop Road contractor started works Mon 7 Sept. Expect completion by early October.

ENVIRONMENTAL HEALTH – (Greg Robertson)

- August 2015 Activities
- Senior Environmental Health Officer attended the EHA State Conference which had a range of relevant presentations on dealing with environmental nuisances, unhealthy housing, contamination from clandestine drug laboratories, waste management and a workshop of legal enforcement associated with statutory nuisances.
- Noise pollution complaint investigation loud music
- Several backyard burning complaints
- Littering complaints
- The new garbage & recycling collection contract started on 1 September 2015. This includes improved customer service standards such for missed collections and spilt rubbish. However, the garbage trucks that will be fitted with the camera technology will not arrive until early October.



- Minor modifications to the road reserve have be completed to allow the garbage truck to access properties in Orielton, Kellevie, Copping & Midway Point, this avoids residents having to wheel the bin further down the road.
- Follow up of food business & caravan licences that haven't registered for the 2015/16 financial year.
- 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.
- Organised a meeting of EHO's from Southern Councils to review the southern region Wastewater Code and drafted proposed amendments.
- Assessment of BA, BA's and SPP's have been completed.
- Noise monitoring for a proposed development
- Meeting and site visit with TasWater to discuss proposed transfer of Dodges Ferry sewage lagoons.
- Public health risk activity registrations sent out.
- Food business complaint investigation.

COMPLIANCE – (D Carter)

Compliance officers attended to the following requests

Animals	August
Dog on beach/reserve	0
Dog at large	19
Dog attack – person	2
Dog attack – animal	2
Dog's found/Impounded	14
Nuisance created by dog's	7
General request for action	7
Infringements issued for dogs	12
Enforcement	
Fire Hazards	0
Littering Infringements	0
Parking infringements	1 Neil Davis Carpark

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 various roads throughout municipality.
- Richards Avenue upgrade to seal as per Urban Street Sealing Program.
- Kuneamee Street upgrade to seal as per Urban Street Sealing Program.

Road Maintenance Crew

- Maintenance of sealed road various locations, pot hole patching, edge breaks etc. in accordance with maintenance system.

Stormwater Crew

- Pump out of pits and culverts various locations.
- 21-23 Forcett Street storm water drainage.

Parks and Reserves Crew

- Little Athletics irrigation commences 15th Tuesday September.
- Completion of Flyway Island Stage 2 Playground Equipment.
- Maintenance – Parks staff will continue to undertake general maintenance of the various parks, ovals and playgrounds across the municipality.

ASSET ENGINEER – (B Oakley)**Assetic's MyData**

Council has committed to 2 additional modules Assetic's MyData, being Parks and Reserves and Stormwater.

Like our Buildings and Transport assets, these additional modules will allow these assets to be managed at a component level, tracking both capital and maintenance costs and facilitating the rollout of a full maintenance planning process.

There is significant work to be carried out prior to full implementation, including the capture of inventory and condition detail, as task Council has never undertaken on these asset classes.

**MINUTES**

SORELL COUNCIL MEETING
15 SEPTEMBER 2015

GIS Technician

Council recently advertised for a GIS Technician to assist with the implementation of or integrated assets system.

The resource will remove the need to engage a consultant to undertake bulk data handling and enable greater development of our current GIS services which will benefit all users, particularly those in Customer Service roles.

It is anticipated the successful candidate will also operate in the shared services space, with Tasman and Brighton Council's identifying a need for a resource of this skillset.

PROJECT ENGINEER - (A Walters)

The Dunalley Hall Rebuild

Certificate of likely compliance received for shed, permits to be issued shortly.

Landscaping works complete in lower terrace section of garden.

Kerb and gutter installed adjacent to carpark in preparation for sealing.

Dunalley Skate park

Two opposing letters to the DA.

Sorell Memorial Hall

Suggestions being sought for upgrade to the Hall.

11 Fitzroy St – Youth Centre

Commercial flooring installed.

Line marking and bollard to parking space only works remaining.

Malunna Childcare Centre

Contractors engaged to scope works as a package.

Pembroke Park

Netball Courts – Weather has caused delays, but third court has been poured and Fencing contractor has agreed to complete fencing once fourth court has been poured and stripped.

Footings for final two lights will be poured mid-September.

Mobile seating has arrived with one being secured adjacent to Sorell football club clubrooms, the other adjacent.

Local fencing contractor engaged to install fence around water storage and to separate gravel carpark with boom gate at soccer field access.

General tidy up of site underway prior to the opening.

Vancouver Park Toilet

Certificate of likely compliance and building permits received.
Local contractor engaged for construction.

Shark Point Rd – SE Irrigation to Pembroke Park

Survey received and final walkthrough to select alignment mid September.

Road & Traffic

Drawings complete for Gordon St, Station Lane/ Cole St, Walker St, Carlton Beach Rd, Bay Rd (Midway Point) - Consultation has taken place with bus companies and school association regarding Walker St traffic calming adjacent to Sorell School.

Tender documents and specification ready and will be advertised mid September.

Stores Lane/ Main Rd Right Turn Lane – Main treatment complete with footpath linking waterway trail to be installed late September. Development proposal on the eastern side of the treatment will allow more width for footpath.

Fitzroy St/ Arthur St – Bollards have been ordered and will be installed mid September.

Forcett St/ Whitelea Crt – Safety measures are being investigated, budget not adequate to resolve issues.

CAPITAL WORKS PROJECTS – (Darren Johnson)

Emergency Generator – has arrived at the depot and will need to be mounted onto purpose built trailer. “A” grade electrician has been engaged to complete the project and develop maintenance procedures and operation manuals

Neighbourhood House Pittwater – formalising grant deed and producing tendering document.

Dunalley streetscape – progressing with increased scope including sealing of southern end of Canal Bridge, fully fencing Imlay Street park and drainage infrastructure.

Project management methodology – implementation of methodology and planning including minimum standard project plans, minimum standard cost and scope documentation, WHS contractor inductions and council staff inductions for WHS management plans.



BUILDING MAINTENANCE – (Darren Johnson)

Routine building inspection for maintenance and regulatory requirements. This includes using software developed by Brenton Oakley for inspection and secondary work orders.

Lighting requirements have been discussed with many user groups as safety concerns throughout the municipality. Upgrades include Sorell bus stop, Malunna childcare, Dunalley toilets, PCYC and Pembroke park.

Preferred Contractor assessments and inductions for contractors working on maintenance and capital for Sorell Council.

NRM FACILITATOR – (P Gray)

Stage 1 of the Whale Viewing area at Spectacle Head has been completed. Two seats will be installed over the next few weeks and interpretive signage is being prepared with assistance from DPIPWE.

Grant of \$4,000 from NRM South for Dodges Ferry Recreation Reserve (DFRR) management plan. Talking with Southern Beaches Landcare about their involvement in work within the reserve. Prescribed burn within the reserve planned for Sept/Oct weather dependant.

Beach access ramp to be constructed Primrose Sands later this month. Community group will work with Council in clearing vegetation from existing track.

All quotes received with contracts nominated for Montagu St and Wolstenholme Drv stormwater projects. Work to commence Nov-Dec weather dependant. \$2,500 NRM South grant for Montagu St revegetation as part of stormwater work.

DFRR Fire Management Plan and Reserve Management Plan endorsed and will be placed on website.

DPIPWE Licence and Animal Ethics obtained awaiting DPIPWE Scientific Permit. Permit expected to take another 3-4 weeks. This mean Council has all the paper work required to start to work with Tasman, Clarence and Hobart to carryout mammal surveys which will include looking into cats within DFRR.



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

COMMUNITY SERVICES

A/Manager is currently on Annual Leave

HUMAN RESOURCES

Recruitment

- Support Educator (casuals) – Seek advertisement 4 September
- Room Leader – part time role – Rachael Richards commenced 24th August
- GIS Asset Info Officer – Interviews 4 August

Consultants

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

Employee Changes

- David Reardon – completion of traineeship MEGT and hired as multi skilled Labourer 1 Sept 2015.

Workers Compensation Claims

Depot

Back injuries x 2, Total LTI – 5313.5 Hours (559.31 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 – step down of wages to 80% (Settlement of claim date to be confirmed by QBE).

Wrist injury x 1, Total LTI – 76 hours – new claim.

Training

- Senior First Aid x 2 attendees
- Asthma and Anaphylaxis x 2 attendees
- Child Carers First Aid Recertification x 1 attendee

Other

- Performance review form management

COMMUNITY SERVICES

Customer Service

- 1451 external calls answered for the month of August
- Average Speed of Answer – 15 seconds



- Percentage of calls answered – 76.3%
- Green Waste Collection bookings
- 1463 Dog Registrations processed
- Drafting of Customer Service Handbook

Communications

- Sorell Times regular ad & one article (New Homes Continue to Flourish in Sorell – front page)
- Councillor Calendar – September
- Facebook – 1176 Likes
- Website updated with information regarding:
 - Pembroke Park Opening
 - Seniors Week Luncheon
 - Brinktop Road works
 - Flyway Island Park closure

Current Community Engagement Activity

- Seniors Advisory Group Meeting
- Pembroke Park Advisory Committee Meeting
- Arts & Cultural Advisory Committee Meeting
- Service Providers Meeting
- Youth Advisory Group
- Community Conversations – Copping recently held, Nugent and Sorell upcoming.

Publications

- Council Information Folder with ads from local businesses being created (due in October).
- Sorell RV Short Stay Brochure printed and distributed.
- 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.

Community Facilities

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



MINUTES

SORELL COUNCIL MEETING
15 SEPTEMBER 2015

Events

- Planning for event to mark Pembroke Park Stage One Completion.
- Planning for Seniors Week Luncheon event begun.
- 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.
- Working with Councillor Evans and the Historical Society of Sorell on two storyboards for Pembroke Park.
- Entrance signage including map for Pembroke Park being developed.

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

CHILDREN'S SERVICES**Malunna**

- Currently 61 families enrolled, totalling 70 children.

CENTRE VACANCIES					
	MON	TUES	WED	THURS	FRI
TOTAL	5	3	2	3	3

*Service licensed for 35 places per day

ASC

- Currently 21 families enrolled, totalling 28 children.

SERVICE USAGE					
	MON	TUES	WED	THURS	FRI
CHILDREN ATTENDING	20	12	10	17	13

**MINUTES**

SORELL COUNCIL MEETING
15 SEPTEMBER 2015

8.4 FINANCE AND INFORMATION – TINA HOUSE, MANAGER

Finance

Financial Management

- Annual Statutory Accounts were completed and lodged with the Tasmanian Audit Office by the due date of 14th August 2015.
- Currently reviewing Finance department processes.
- The new Financial Accountant is reviewing a number of setups within the general ledger system with a view to streamlining future processing.

Revenue

- Second Instalment notices for 2015/16 rates are being sent to ratepayers on Friday 18th September.
- Penalties and interest charges for unpaid first quarter instalments are currently being applied.

Audit

- Tas Audit Office are due to audit the 2014/15 financial statements commencing week of 14th September.

Grants & Funding

- The Government paid in advance the first two quarters of the FAGS funding on 30th 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

- Council's ICT officer is spending one day per week at Brighton Council providing ICT Management Support. The ongoing support requirements are 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 are currently being rolled out.

Information Management

- Mandy McLeod is commencing refresher training with all staff on the use of Tardis.
- Tardis has been updated to a new version that provides additional functionality.

Insurance

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

Staff Management

- Kristy McConnon the Finance Team Trainee has accepted a move to the Customer Service Team from 27th September. Requirements for a replacement are currently under consideration.

Fleet Management

- A review of the Council's provision of motor vehicles to staff and the associated policies are currently under review.

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.

144/2015 REYNOLDS/WHITE

"That the recommendation be accepted."

The motion was put.

For: Gala, Evans, Torenus, De Williams, Reynolds, White, 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 2005, 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 11 August and 1 and 8 September 2015, as attached be noted.”

145/2015 GALA/McDONALD

“That the recommendation be accepted.”

The motion was put.

For: Gala, Evans, Torenus, De Williams, Reynolds, White, McDonald and Vincent

Against: None

The Motion was **CARRIED**.

10.2 SORELL TOWNSHIP URBAN MASTER PLAN 2015 UPDATE

RECOMMENDATION

“That Sorell Council resolve to endorse the Sorell Township Urban Master Plan 2015 Update.”



146/2015 WHITE/De WILLIAMS

“That the recommendation be accepted.”

An amendment was moved.

147/2015 EVANS/WHITE

“That Sorell Council resolve to endorse the Sorell Township Urban Master Plan 2015 Update subject to the exclusion of the Sorell School site being identified as an infill residential opportunity.”

The amended motion was put.

For: Gala, Evans, Torenus, De Williams, Reynolds, White, McDonald and Vincent

Against: None

The Amended Motion became the Motion and was **CARRIED**.

Clr Evans also advised that on Page 46 – “10.2 Sorell Township Urban Master Plan 2015 Update” of the Council Agenda 15 September 2015 the name shown should be Pioneers Park not Pioneer Park and relocated to the site as the grey shaded area indicating Pioneer Park was privately owned land.

11.0 GOVERNANCE

11.1 NOTICE OF MOTION – COUNCILLOR McDONALD

MOTION

“That the Sorell Council investigate the suitability of the dog exercise area, and/or an alternate site within the Sorell District.”

148/2015 McDONALD/TORENIUS

“That the recommendation be accepted.”

The motion was put.

For: Gala, Evans, Torenus, De Williams, Reynolds, White, McDonald and Vincent

Against: None

The Motion was **CARRIED**.



11.2 CODE OF CONDUCT - DETERMINATION

RECOMMENDATION

“That Council resolve to receive and note the report in accordance with Regulation 52(3)(b) of the Local Government (General) Regulations 2015.”

149/2015 WHITE/REYNOLDS

“That the recommendation be accepted.”

The motion was put.

For: Gala, Evans, Torenus, De Williams, Reynolds, White, McDonald and Vincent

Against: None

The Motion was **CARRIED**.

11.3 COPPING REFUSE DISPOSAL SITE JOINT AUTHORITY (CRDSJA) REPORTS

RECOMMENDATION

“That the attached Copping Refuse Disposal Site Joint Authority (CRDSJA) Reports dated 8 September 2015 be received and noted.”

150/2015 EVANS/REYNOLDS

“That the recommendation be accepted.”

The motion was put.

For: Gala, Evans, Torenus, De Williams, Reynolds, White, McDonald and Vincent

Against: None

The Motion was **CARRIED**.



12.0 ENGINEERING & REGULATORY SERVICES

12.1 SORELL COUNCIL MUNICIPAL ROAD MAP

RECOMMENDATION

“That in accordance with Section 208 of the Local Government Act 1993, Council approves and endorses the Sorell Council Municipal Road Map.”

151/2015 WHITE/De WILLIAMS

“That the recommendation be accepted.”

The motion was put.

For: Gala, Evans, Torenus, De Williams, Reynolds, White, McDonald and Vincent

Against: None

The Motion was **CARRIED**.

13.0 FINANCE & INFORMATION

13.1 EXECUTIVE SUMMARY – FINANCIAL PERFORMANCE AUGUST 2015 YTD

The Manager Finance & Information, Tina House, advised that on Page 72 of the Agenda – Item 13.1 ‘Executive Summary – Financial Performance August 2015 YTD’ the first paragraph following the Recommendation should indicate the word **unfavourable** not favourable.

RECOMMENDATION

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

152/2015 De WILLIAMS/EVANS

“That the recommendation be accepted.”

The motion was put.



For: Gala, Evans, Torenus, De Williams, Reynolds, White, 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 asked was there a reason for the closure of the Carlton River/Primrose Sands Bridge?

Russell Fox advised that on an annual inspection carried out by Aus Span wood worm was discovered in two piers and the bridge had dropped slightly, therefore a 5 tonne load limit had been placed on the bridge. A flyer was being prepared to advise all Primrose Sands and surrounding residents of the situation and the closure date/s whilst repairs were being carried out.

Sharon also referred to Inala Road, Forcett which currently was not a Council maintained road. She asked who she needed to contact re: the possibility of having this placed on Council maintenance. It had been maintained as a one off emergency situation approximately 2 to 3 years ago.

The **General Manager** advised her to write to Council requesting them to assume maintenance for Inala Road or alternatively request the Map to be modified which was a more formal method with the chance of appeal through the Magistrates Court should Council not modify the Map.

Tracey Jones referred to Pages 77 and 78 in the Agenda and said the figures on these pages were indecipherable. She asked the Mayor to look into and fix this problem. Tina House offered for a hard copy of the figures to be forwarded to her, however, she advised she did not want this. **Sharon Fotheringham** also agreed with Tracey re this issue.

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 6.59 pm.

The closed meeting ended at 7.21 pm.



153/2015 EVANS/De WILLIAMS

That in accordance with **Regulation 15 (2) (f) of the Local Government (Meeting Procedures) Regulations 2005** the meeting be closed to enable the following matters to be discussed:

- 15.1 Confirmation of the 'Closed' Minutes of the Council Meeting of 18 August 2015.
- 15.2 Copping Refuse Disposal Site Joint Authority (CRDSJA) Special General Meeting 2015/16-1 Minutes 20 August 2015 and Minutes General Meeting 2015/16-2 27 August 2015.
- 15.3 Code of Conduct – Determination.
- 15.4 Authorisation to Disclose Confidential Information.

“That the recommendation be accepted.”

The motion was put.

For: Gala, Evans, Torenus, De Williams, Reynolds, White, McDonald and Vincent

Against: None

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

CONFIRMED

MAYOR VINCENT
20 October 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
15 SEPTEMBER 2015