

Subject to Confirmation



**MINUTES  
OF THE COUNCIL MEETING HELD AT THE  
COMMUNITY ADMINISTRATION CENTRE (CAC), 47 COLE  
STREET, SORELL ON TUESDAY, 17 FEBRUARY 2015**

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The meeting commenced at 7 pm with Mayor Vincent in the Chair.

Mayor Vincent welcomed those present to the Council Meeting.

## **1.0 ATTENDANCE**

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

## **2.0 APOLOGIES**

### **STAFF IN ATTENDANCE**

R Higgins	General Manager
R Fox	Manager Engineering & Regulatory Services
J Radford	Manager HR, Customer & Community Services
Tim Jones	A/Manager Finance & Information
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 20 JANUARY 2015

### RECOMMENDATION

“That the Minutes of the Council Meeting held on 20 January 2015 be confirmed.”

### 21/2015 DEGRASSI/DE WILLIAMS

“That the recommendation be accepted.”

The motion was put.

For: Degrassi, 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.

- Participated in Council meetings, Workshops and DASC meetings as required.
- Attended the Premiers Australia Day address.
- Participated at Councils Australia Day Awards.
- Attended Dunalley Festival launch, Cllr Torenus also attended.
- Attended Lavender Farm Distillery opening.
- Attended meeting at St Helens re: Great East Coast drive idea.
- Met with Ruth and David from East Coast Tourism.
- Attended STCA Economic Committee meeting.
- Attended STCA infrastructure meeting.

- Attended Lions Club Dinner.
- Attended the opening of Girl Guide building with Clrs White, De Grassi and McDonald.
- GM and I met with Adam Saddler re: oyster industry.
- Attended Sorell/Tasman Alliance meeting.
- Participated in the opening of Sorell RSL Summer Festival.
- Conducted STAARC meeting.
- GM and I met with Rene Hidding re: infrastructure plan.
- Attended meeting with Labor members visit to Sorell.
- Attended STCA Board meeting.
- Attended TasWater quarterly meeting.
- Attended LGAT General Meeting.
- Participated in Treasurers Voluntary merger meeting.
- Spoke at the Business Council.

## 22/2015 McDONALD/DEGRASSI

“That the recommendation be accepted.”

The motion was put.

For: Degrassi, Gala, Evans, Torenus, De Williams, Reynolds, White, 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 2005*.”

In accordance with the requirements of Part 2 Regulation 8 (6) of the *Local Government (Meeting Procedures) Regulations 2005*, 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 provides under section 65 of the *Local Government Act 1993*.

**'NEIL DAVIS CAR PARK – TENDER ASSESSMENT' TO BE DEALT WITH IN CLOSED MEETING 'IN COMMITTEE' ITEM 15.3.**

**23/2015 EVANS/REYNOLDS**

“That the recommendation be accepted.”

The motion was put.

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

Against: None

The Motion was **CARRIED**.

**7.0 COUNCIL WORKSHOPS REPORT**

The following Council Workshop was held on 10 February 2015

Date	Purpose	Councillor Attendance	Councillor Apologies
10 February 2015	Council Workshop	Degrassi, Gala, Evans, Torenus, De Williams, Reynolds, White, McDonald and Vincent	

**8.0 DEPARTMENTAL REPORTS**

**RECOMMENDATION**

“That the Departmental reports as listed be received.”

**8.1 GOVERNANCE – ROBERT HIGGINS, GENERAL MANAGER**

- Meeting with various community members and Adam Saddler, Executive Officer Oysters Tasmania - 27<sup>th</sup> Jan
- Meeting with Municipal Alliance Committee – 4<sup>th</sup> Feb
- Local Government Common Service discussions with General Managers – 30<sup>th</sup> Jan and briefing from Minister – 11<sup>th</sup> Feb
- Meeting with SMT regarding next EBA – 30<sup>th</sup> Jan & 12<sup>th</sup> Feb
- Meeting with RDA – 3<sup>rd</sup> Feb



- Meeting with SMT re: Annual Plan update – 3<sup>rd</sup> Feb and mid year budget review – 5<sup>th</sup> Feb
- Interviews Manager Finance and Information – 10<sup>th</sup> Feb
- Pembroke Park master plan review of draft – 12<sup>th</sup> Feb
- STAARC meeting and meeting with Rene Hidding – 12<sup>th</sup> Feb
- Labor Party visit to CAC – 16<sup>th</sup> Feb
- SMT meetings, DASC and Council workshops – as scheduled.
- Council ordinary meeting – 17<sup>th</sup> Feb.

## 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 January 2015 to 30 January 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**

Neil Davis Car park tender closes on Wednesday the 4 February 2015 and the construction of the Gypsy Bay rock groyne extension was re-tendered and closes on the 25 February.

Meetings attended included:

- Asset valuation and general engineering consultants
- Major irrigator concerning planning limitations relating to land zoning
- Regular Work, Health and Safety committee meeting

### **DEVELOPMENT ASSESSMENT – (Jenny Richmond)**

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

<b>Application Type</b>		<b>2015</b>
Planning including Subdivisions		29
Plumbing		17
Special Plumbing		8
Building		22

**337 CERTIFICATES – (Jill Ray)**

Council also processed 45 certificates which relate to the sale of properties as detailed below (337 certificates)

<b>December 2014</b>	<b>January 2015</b>
34	21

The amount completed in January was lower than usual due to many solicitors' offices being closed over the Christmas and New Year break.

**PLANNING – (Jenny Richmond)**

Details of applications received during the period Dec 2014 & Jan 2015

<b>Type</b>	<b>December 2014</b>	<b>January 2015</b>
DA's	36	26
SA's	1	2
PSA's		0
STR		0
ADH		1
<b>Total</b>	<b>37</b>	<b>29</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 once during the month on the 13 January. An application was presented for the discharge of an existing adhesion order for 118-120 Bally Park Road Dodges Ferry which was conditionally approved. An application was also presented for a dwelling at 237 Lewisham Scenic Drive, Lewisham which was refused.

At the full Council Meeting of 20 January 2015 Council approved an application for the registration on title of an Instrument creating a Restrictive Covenant for a Private Burial Site at 172 Primrose Sands Road, Primrose Sands. Council also endorsed the Alteration to the Draft Amendment 1 of 2013 at Boomer Bay at the direction following hearings undertaken by the Tasmanian Planning Commission.

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

During the month of January a total of 22 Development Application approvals were issued.

11 Applications were approved as Permitted Developments (including PD4).

11 Applications were approved as Discretionary Developments.

7 Proposals were received which complied with Planning Directive, PD4 ie: no Planning Permit required.

20 applications were approved under delegated authority with the remaining two applications being an Instrument Creating Covenant and Discharge of Adhesion Order being approved by Council.

**APPEALS – (John Molnar)**

There are currently two appeals lodged with the Resource Management and Planning Appeals Tribunal relating to Council's refusal of;

- a 28 lot subdivision relating to Lot 30 Montagu Street, Sorell; and
- a dwelling at 237 Lewisham Scenic Drive, Lewisham.

Both abovementioned appeals are awaiting outcomes of the initial respective Directions Hearings.

**STRATEGIC PLANNING – (John Molnar)**

A meeting took place with the Executive Commissioner of the Tasmanian Planning Commission (TPC) responding to Council's concerns with aspects of the Advisory Committee's recommendations to modify the Interim Scheme. As a consequence investigations will be undertaken and further details will be sent to the TPC concerning translations of existing zones to the Template zones, application of some zones to areas which do not conform to Template zone purpose statements and the status of Council endorsed local strategic plans.

Council planning staff are progressing the review of the Sorell Township Master Plan 2009 with consultants Aurecon which should be nearing completion in a draft form suitable for public exhibition and Council's consideration.



**BUILDING – (Rhiannon Drew)**

A Total of 34 Building Applications were Approved in January 2015.

Briefing Notes for Councillors have been provided - the number of Building Applications Approved for January 2015 including detailed information such as value of works for each proposal. Two Building permits lapsed during January 2015 as works had not commenced within 12 months of the issuing of the Building Permit.

**January 2015**

<b>PROPOSAL:</b>	<b>TOTAL:</b>
New Dwellings	17
Extensions & Alterations	1
Garages & Outbuildings	10
Other	6
<b>TOTAL:</b>	<b>34</b>

**BUILDING COMPLIANCE – (Sally Hill)**

Details of building enforcements Issued and Resolved during December 2014 and January 2015:

<b>Type Issued</b>	<b>December</b>	<b>January</b>	<b>Total</b>	<b>Year to Date 2015</b>
BN GM	1	1	2	1
BO GM	0	2	2	2
BID	4	0	4	0
BN BS	0	0	0	0
BO BS	0	0	0	0
EO GM	0	0	0	0
<b>Total</b>	<b>5</b>	<b>3</b>	<b>8</b>	<b>3</b>
<b>Type Resolved</b>	<b>December</b>	<b>January</b>	<b>Total</b>	<b>Year to Date 2015</b>
BN GM	1	0	1	0
BO GM	1	0	1	0
BID	1	0	1	0
BN BS	0	0	0	0
EO GM	0	0	0	0
<b>Total</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>0</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

During this reporting period, Council's Building Surveyor received 2 new enquiries requiring investigation to determine whether enforcement action under the *Building Act 2000* was required.

### **PLUMBING – (Brian Dorman)**

There were 19 Plumbing Applications assessed for January 2015.

There were no Plumbing Orders issued in January 2015.

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

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

#### Assessments

Development Engineering has examined 27 applications for the January period which required engineering input as follows:

<b>Category</b>	<b>November 2014</b>	<b>December 2014</b>	<b>January 2015</b>
Developments	38	31	21
Subdivision	1	2	2
Building			
Final Plan of Survey	2	3	4
<b>Total</b>	<b>41</b>	<b>36</b>	<b>27</b>

#### 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:

- 136 Penna Road, Midway Point – Stage 2 (JR & ME Investments)
- 166 Penna Road, Midway Point – Stage 1A (Lynmore Holdings)
- Gatehouse Drive, Sorell – Stage 2 (D Black)
- Cul-De-Sac off Pennington Drive (N Rusher)
- Riviera Drive, Carlton - 23 lots (B Appleby) - recommenced
- 75 Grevillea Street, Primrose Sands - 11 lots (P Simmonds) - recommenced
- Hoffman Street, Midway Point – Stage 1 - 13 lots (P Harback) – recommenced

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

Other subdivisions under construction but placed on-hold for some reason:

- Sugarloaf Road, Carlton River - 24 lots - On hold by Developer

Subdivision Design Plans Received for Approval – (Future Construction)

- Nash Street, Sorell – Final Stage - 20 lots (Commencement in New Year)
- Valley View Close, Sorell - Stages 3 & 4 to commence in February.

Tendering:

- Neil Davis Place Carpark Construction is currently out to tender and is due to close at 2.00pm on Wed 4<sup>th</sup> February. Tenders will be assessed and hopefully a contract let with work expecting to commence in March 2015.

### **ENVIRONMENTAL HEALTH – (Karen Loone)**

- Participated in CHHS statewide food sampling program by conducting hygiene swabbing of 6 food businesses (Including Malunna Centre) to assess the effectiveness of their cleaning. All 6 swabs were compliant.
- Recreational water quality monitoring program continued with all samples in January complying with Guidelines.
- Failing on-site systems investigations.
- Investigation of several food business complaints.
- Noise complaint investigations for a range of issues including loud music.
- Assessment of Special Plumbing Permits, Development and Subdivision Applications.
- Continuing to work with Brighton Council implementing and developing the Regulatory Application and Regulatory Entities modules in propertywise.

Application Assessments	Number
Special Plumbing permits	4
Development / Subdivision Applications	13
Building Applications	13

Greg Robertson currently on annual leave from 19 January to 16 February.

**COMPLIANCE – (Darren Carter)**

Compliance officers attended to the following requests during January 2015:

<b>Animals</b>	<b>Dec/Jan</b>
Dog on beach/reserve	2
Dog at large	27
Dog attack – person	2
Dog attack – animal	3
Dog's found	25
Nuisance created by dog's	10
General request for action	10
Infringements issued for dogs	23
<b>Enforcement</b>	<b>Dec/Jan</b>
Fire Hazards	116
Littering Infringements	4
Parking infringements	2

**DEPOT WORKS – (Sam Fenney)**

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 re-sheeting after unseasonal heavy rains of the following roads Nugent, Mill, Masons, Bezzants and Kellevie Roads.
- Renewal of Pavement Brinktop Road east of Richmond Stables.

**Road Maintenance Crew**

- Renewal of Primrose Sands footpath around shopping as per resident survey towards RSL.
- Renewal of footpath from pavers to concrete Attunga Drive, Sorell.

**Stormwater Crew**

- Continue Sugarloaf Quarry rehabilitation in accordance with the DPEMP, DA submitted.
- Ongoing general maintenance of stormwater infrastructure throughout the municipality including pit maintenance, table drain washout, blocked culverts and headwalls.

**Parks and Reserves Crew**

- Imlay Street fencing and installation of double slide and ongoing landscaping and weed control with the Dunalley School.
- Continued extra maintenance of new trees and shrubs in Fitzroy Street. Recent vandalism saw the replacement of 35 Lonceria hedge plants, 15 were retrieved and re-planted after recovery from cemetery.
- Maintenance – Continue with mowing and slashing of passive and active reserves with the continued high growth.

**ASSET ENGINEER – (Brenton Oakley)****Assetic's MyData (Asset Register) Software Implementation - Update**

Work continues auditing and improving existing asset datasets and the new data received from our recent network condition survey. Attributes such as Year of Construction, Road Hierarchy and Tasmanian Audit Office Valuation Classifications, must be determined for all roads within the municipality, a process of researching historical applications, interrogating the new planning scheme or calling on the memory of some of Council's senior and long serving staff. A big thank you to Ken Grierson and Michael Wiggins, who have assisted with this process.

Assetic representatives are scheduled for software implementation and training the first week of March.

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

Certificate of occupancy has been issued by the building surveyor.  
The Committee is finalising a list of contents.  
Landscaping plans are being finalised with the committee.  
The set-out of the war memorial is being finalised with the expectation that it will be complete prior to ANZAC Day.

### **Dunalley Path & Streetscaping**

Tender was awarded to Statewide Construction and works to commence mid February - the works are to commence in locations that will minimise disturbance to local businesses during their peak tourist season.

### **Dunalley Skate Park**

The design and construction drawings have been completed.

Quotes are being sought for the construction from a local contractor who has completed other skate parks in the state, as opposed to mainland contractors.

Alternate options for a skate park via installation of modules on a concrete slab have been investigated as a back up should the cost to build in concrete be over the budget allocation.

### **Boomer Bay Toilet**

Certificate of Occupancy has been issued.

### **Pelham St (Coles Plaza) Pedestrian Crossing**

Consultation plan has been prepared and will be sent out affected residents/ businesses by late February.

### **11 Fitzroy St - Youth Centre**

Quotes have been received for the installation of the access ramp to the building.

### **Copping Hall – Storage Shed**

Plans are being prepared for adhering of titles and is currently with Councils' Planning Department.

### **NRM FACILITATOR – (Paul Gray)**

Boxthorn removal in a partnership project between Inghams, CVA, Council and NRM Sth has been very successful with a large amount of boxthorn and Fennel removed. Revegetation works with native species will occur in Autumn this year.

Jen Milne will continue Bushfire weed control works. Landowners site visits and enquiries continuing. Majority wanting advice only. Issues concerning – patterson's curse, Spanish heath, fireweed (native) and thistles.

Serrated tussock field day being held on 11<sup>th</sup> Feb in conjunction with the Tasman Landcare Group. Supporting the Coal River Products Association and landowners in the Richmond area by running bus trip to sites in this area.

Sorell NRM officer has prepared a funding application in partnership with a Butchers Hill landowner and the Coal River Products Association for the control of Serrated Tussock. A project is being planned with the intention of applying for a Green Army to carry out.

### 8.3 HR, CUSTOMER & COMMUNITY SERVICES – JESS RADFORD, MANAGER

#### COMMUNITY SERVICES

##### Manager met with/attended:

- Sorell RSL Reps RE: RSL Summer Festival Event
- EA Planning Meeting
- Interviews for Trainee Positions
- Youth Week Planning Meeting
- Dodges Ferry Kiosk Reps
- Annual Plan Review
- Interviews for Manger Finance & Information
- School Association Meeting
- Pembroke Park Draft Plan Review
- Customer Service Team Meeting
- EA Planning Meeting
- Australia Day Award Evening
- Council Workshop
- SMT x 3
- Various other internal meetings

#### HUMAN RESOURCES

##### Recruitment

- Appointment – Acting Leading Hand Stormwater Crew – Matt Jones
- Appointed – Trainee Finance & Information – Sourced through MEGT
- Appointed – Trainee Customer Service – Sourced through MEGT
- Advertised – Manager Finance & Information

##### New starters

- Kristy McConnon – Trainee Finance – 10 Feb 15
- Liz Matthews – Trainee Customer Service – 10 Feb 15



#### MINUTES

SORELL COUNCIL MEETING  
17 FEBRUARY 2015

### **Ceased Employment with Council**

- Caitlin Van Geytenbeek – Educator – 30 January 2015

### **Consultants**

- Environmental Health Officer, Karen Loone – 2 days per week
- Youth Development Officer, Curtis Knox – 2 days per week (Resource sharing from Tasman Community Health Centre)

### **Common Services Provision –**

Work provided to other councils 10/1 to 23/1

- Building Surveyor – 15 hrs Brighton and 7.5 hours Tasman
- IT Officer – 0.5 hours Tasman

### **Common Services Provision – Work provided to Sorell**

- Finance Officer, Brighton Council – 3 days per week

### **Workers Compensation Claims**

#### **Depot**

Back injuries x 2, Total LTI – 3200.5 Hours (400.06 days)

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

X1 – step down of wages to 90%

#### **Indoor**

Back Injury x 1, previously listed, now cleared from workers comp injury

Total LTI Nil

Neck/Shoulder Injury x1 Total LTI NIL

### **Children Services**

Back Injury x1, Total LTI – 27.5 hours (3.4 days)

### **Other**

- Payroll – Implementation of Navision
- EA call for nominations of representatives
- EA preparation for first meeting and legal consultation
- Service Recognition Awards
- Workers compensation meeting with QBE and legal consultation
- ASU on site Tuesday 10<sup>th</sup> February



## COMMUNITY SERVICES

### Communications

- Sorell Times regular column, plus Australia Day article on the front page
- Councillor Calendar - February/March
- Management of Council & Malunna Facebook Page
- Drafting of Council Newsletter – March Edition
- Council Projects Displays in CAC Foyer

### Publications

- Parks and Beaches Guide – 500 copies being reprinted
- Community Services Directory – Under Review

### Community Projects

- St George's Cemetery Storyboards – new storyboards will be created for along the fence of the cemetery on Pelham Street. Input from the community has been sought through our regular ad in the February edition of the Sorell Times.
- Imlay St Park Re-development
- Dunalley Hall Re-build
- Vancouver St Park Re-development
- Storyboards – St George's Cemetery
- Pembroke Park Developments

### Halls

- Liaising with Department of Education in relation to new Agreement for Dodges Ferry Rec Centre.
- Liaising with Dodges Ferry Kiosk RE: New Lease agreement
- Primrose Sands Hall Meeting Thursday 19<sup>th</sup>
- Bookings now being taken for PCYC Shed
- Working with Dunalley Hall committee on Hall Opening and drafting a fee schedule.

### Events

- Australia Day Awards Presentation event – well supported with around 100 people in attendance. Positive feedback received.
- Planning for Youth Week Colour Fun Run
- Planning for Dunalley Hall and Imlay St Park Opening
- Planning for event to mark Pembroke Park Stage One Completion
- Planning for Flyway Island (Vancouver St) Park Opening

## Youth

- Youth Centre Development continues
- Various School Holiday Activities in partnership with PCYC
- Currently liaising with Whitelion, TasTafe, PCYC (Hobart & Clarence), YMCA, Hobart City Council, Glenorchy City Council, Southern Midlands Council, Anglicare & National Job Link in relation to servicing the Sorell Municipality.

## Visitor Information Centre

- 774 people through the centre, 228 volunteer hours worked.

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

- South East Soccer Club
- Sorell RSL Summer Festival
- Sorell Girl Guides

## CHILDREN'S SERVICES

### Malunna

- Currently 57 families enrolled, totalling 64 children.

<b>CENTRE VACANCIES</b>					
	MON	TUES	WED	THURS	FRI
<b>TOTAL</b>	6	6	4	8	7

\*Service licensed for 35 places per day

### ASC

- Currently 22 families enrolled, totalling 29 children.

<b>SERVICE USAGE</b>					
	MON	TUES	WED	THURS	FRI
<b>CHILDREN ATTENDING</b>	21	14	15	14	11

\*Service licensed for 30 places per day

## 8.4 FINANCE AND INFORMATION – TIM JONES, ACTING MANAGER

### Finance

#### Financial Management

- The new finance software NAVision was implemented on December 1<sup>st</sup>. All Purchase Orders are now raised, and approved, electronically. There are still some integration and regulatory invoicing issues to be resolved with PropertyWise (the rating module).
- Account application completed with Caltex as the successful tenderer for fuel supply to the Tasmanian Government. Council are awaiting the issue of new fuel cards for Council vehicles expected early 2015.

#### Revenue

- The third instalment notices were sent to ratepayers in December. Payments were due January 21<sup>st</sup>, 2015.
- Ratepayers that did not respond to 14 day reminder letters (following the second instalment due date) have been lodged with Tasmanian Collection Service for recovery.
- The fourth instalment notices have been sent to ratepayers in early February. Payment is due 25 March, 2015.

#### Audit

- No update in January.

#### Grants & Funding

- No update in January.

#### Contract Management and Leases

- Council's lawyers, Abetz Curtis, have drafted standard lease templates to be used by Council for its various arrangements in place. These are currently being reviewed.

#### Information Technology and Communications

- The Microsoft Navision system is now emailing team members when a new CRM (Customer Request Management) task has been made for them, or has been completed.

- A new basic storage server has been made out of spare parts to try and take the load off the main storage server that was overloaded causing speed issues. This appears to have made a difference and the servers do look to be running quicker now.
- A review will be conducted of mobile phone providers. Initial indications are significant savings can be made.
- Commencing discussions with an IT outsourcing company called Annitel, to provide back up support for the IT Analyst.
- Ongoing discussions with Tasmania Police on modifications for a CCTV camera map of Sorell. Also discussing placement of cameras and giving them remote access to the footage. They will visit Council in the next few weeks to look at how we do things and try and help where possible.

### **Information Management**

- System enhancements are currently underway. This project will be ongoing.

### **Insurance**

- The detailed report supporting the \$150K insurance claim for 'Green' enhancements to Dunalley Hall was submitted to the insurance underwriters via Marsh Pty Ltd in November. This is now being considered and indications are Council will qualify to receive an \$85,000 payout. The reduced payment is a proportionate reduction due to the new hall being larger than the original.
- The claim for fire damage to the Sorell Memorial Hall in October has been lodged, and \$13,898 has been received. This was the repairs cost less \$5,000 excess.

### **Staff Management**

- No update this month.

### **Fleet Management**

- No update this month.

## Meetings

- Council meetings and workshops as required.
- Staff meetings with Finance & Information staff as required.
- Senior Management Team (SMT) meetings as required.
- Monthly departmental performance meetings (works depot).

### 24/2015 McDONALD/WHITE

“That the recommendation be accepted.”

The motion was put.

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

Against: None

The Motion was **CARRIED**.

## 9.0 PETITIONS

No petitions were received, however, a request received from DR & A E Langlois and others, concerning the Minutes of the Council meeting of 18 November 2014 and Roads to Recovery funding being diverted to sealing urban streets rather than sealing of Fulham Road as originally allocated, was placed on the Agenda as Item 14.1 ‘Questions on Notice.’

## 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 3 and 10 February 2015, as attached be noted.”

**25/2015 McDONALD/WHITE**

“That the recommendation be accepted.”

The motion was put.

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

Against: None

The Motion was **CARRIED**.

**10.2 DEVELOPMENT APPLICATION NO. DA 2015 / 00027**

**69 ALLANBY STREET, COPPING & LOT 1 MARION BAY ROAD, COPPING**

**APPLICANT: LOCI ARCHITECTURE + PLANNING**

**PROPOSAL: ADHESION OF TWO TITLES**

**ADDRESS: 69 ALLANBY STREET, COPPING (CT152194/1) & LOT 1 MARION BAY ROAD, COPPING (CT86699/1)**

**RECOMMENDATION**

“That Council approves and seals an Adhesion Order in respect of 69 Allanby Street (CT152194/1) and Lot 1 Marion Bay Road, Copping (CT 86699/1).”

**26/2015 DEGRASSI/DE WILLIAMS**

“That the recommendation be accepted.”

The motion was put.

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

Against: None

The Motion was **CARRIED**.



**11.0 GOVERNANCE**

**11.1 SOUTHERN TASMANIAN COUNCILS AUTHORITY (STCA) –  
QUARTERLY REPORTS TO MEMBERS – SEPTEMBER AND  
DECEMBER 2014**

**RECOMMENDATION**

“That the attached quarterly reports for the Southern Tasmanian Councils Authority (STCA) for the quarters ended September and December 2014 be received and noted.”

**27/2015 DEGRASSI/GALA**

“That the recommendation be accepted.”

The motion was put.

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

Against: None

The Motion was **CARRIED**.

**12.0 ENGINEERING & REGULATORY SERVICES**

**12.1 WAIVING OF FEES ASSOCIATED WITH RECONSTRUCTION OF  
BUILDINGS FOR PROPERTIES DESTROYED BY JANUARY 2013  
BUSHFIRES**

**RECOMMENDATION**

“That Council resolve to waive all planning and building fees applicable for the reconstruction of dwellings and outbuildings within the Sorell Municipality that were destroyed by the January 2013 bushfires. The expiration date for the remission of fees associated with reconstruction of buildings will be 30 June 2015.”

**28/2015 DEGRASSI/REYNOLDS**

“That the recommendation be accepted.”

The motion was put.

For: Degrassi, 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 JANUARY 2015 YTD**

**RECOMMENDATION**

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

**29/2015 EVANS/McDONALD**

“That the recommendation be accepted.”

The motion was put.

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

Against: None

The Motion was **CARRIED**.

**13.2 MID YEAR FINANCIAL REVIEW**

**RECOMMENDATION**

“That Council approve the revised 2014/15 budget as detailed in the attached schedule.”



<b>SORELL COUNCIL</b>						
<b>CASH AND OPERATING FORECAST FOR 2014/15</b>						
	DECEMBER YTD				12 MTHS TO JUNE '15	
	ACTUAL	BUDGET	VAR	FULL YEAR BUDGET	Forecast	Var to budget
<b>RECURRENT INCOME</b>						
Rates and Charges Total	5,515,211	5,459,361	(55,850)	10,956,442	11,061,534	105,092
Statutory Fees and Charges Total	178,435	135,906	(42,529)	277,825	320,353	42,528
User Fees Total	460,076	346,721	(113,355)	679,939	793,294	113,355
Grants Operating Total	1,445,819	1,462,366	16,547	2,924,749	2,787,749	(137,000)
Contributions Received Total	0	0	0	0	0	0
Interest Total	130,294	112,526	(17,768)	245,052	262,820	17,768
Other Income Total	231,589	290,351	58,762	358,177	299,414	(58,763)
Investment Income from TasWater Total	242,722	242,722	0	485,450	485,450	0
<b>Recurrent Income Total</b>	<b>8,204,146</b>	<b>8,049,953</b>	<b>(154,193)</b>	<b>15,927,634</b>	<b>16,010,614</b>	<b>82,980</b>
Grants Capital Total	1,054,655	1,584,317	529,662	2,401,631	2,402,040	409
Contributions - Non-monetary Assets Total	0	0	0	0	0	0
Net Gain/(Loss) on Disposal Total	55	0	(55)	0	55	55
Share of Interests in Joint Ventures Total	0	0	0	0	0	0
<b>CAPITAL INCOME TOTAL</b>	<b>1,054,710</b>	<b>1,584,317</b>	<b>529,607</b>	<b>2,401,631</b>	<b>2,402,095</b>	<b>464</b>
<b>TOTAL INCOME</b>	<b>9,258,856</b>	<b>9,634,270</b>	<b>375,414</b>	<b>18,329,265</b>	<b>18,412,709</b>	<b>83,444</b>
<b>Expenses</b>						
Employee Benefits Total	2,490,708	2,444,447	(46,261)	4,806,353	4,852,614	46,261
Materials and Services Total	1,619,346	1,857,925	238,579	3,388,755	3,398,541	9,786
Impairment of Debts Total	0	0	0	0	0	0
Depreciation and Amortisation Total	2,214,739	2,223,426	8,687	4,446,999	4,438,312	(8,687)
Finance Costs Total	100,458	100,955	497	196,447	195,950	(497)
Other Expenses Total	568,712	739,122	170,410	1,359,966	1,347,124	(12,842)
<b>EXPENSES TOTAL</b>	<b>6,993,962</b>	<b>7,365,875</b>	<b>371,913</b>	<b>14,198,520</b>	<b>14,232,541</b>	<b>34,021</b>
<b>SURPLUS/(DEFICIT)</b>	<b>2,264,894</b>	<b>2,268,395</b>	<b>3,501</b>	<b>4,130,745</b>	<b>4,180,168</b>	<b>49,423</b>
Add non cash expenses						
Depreciation and Amortisation	2,214,739	2,223,426	8,687	4,446,999	4,438,312	(8,687)
<b>Cash Surplus/(Deficit)</b>	<b>4,479,632</b>	<b>4,491,821</b>	<b>12,189</b>	<b>8,577,744</b>	<b>8,618,480</b>	<b>40,736</b>
	<b>30/06/14</b>	<b>31/12/14</b>				
<b>CASH IN BANK AND INVESTMENTS</b>						
Operating Account	1,401,405	2,154,281				
Investments	2,657,801	3,518,891				
	<u>4,059,206</u>	<u>5,673,172</u>				
<b>YEAR END CASH PROJECTIONS</b>						
Cash at 31/12/2014		5,673,172				
Plus Cash generated for remaining 2014/15		4,138,847				
Less Capital Expenditure						
Revised CapEx Expenditure	8,383,640					
Expenditure to end December	3,624,092					
		(4,759,548)				
Less Loan Repayments (Tascorp)		(176,515)				
<b>Projected cash balance 30/06/2015</b>		<b>4,875,956</b>				

<b>SORELL COUNCIL</b>		
<b>CAPITAL EXPENDITURE REVISIONS</b>		
<b>ORIGINAL BUDGET</b>		8,250,706
Projects budgeted in 2013/14 but completed in 2014/15		152,920
Projects completed for less than budget		-384,407
Projects expected to go over budget		366,328
Projects Deferred		-43,000
New Unbudgeted CapEx		42,463
Minor budget differences		-1,370
<b>REVISED BUDGET</b>		<b>8,383,640</b>
<b>Projects budgeted in 2013/14 but completed in 2014/15</b>		
PP Lighting Soccer - Design & purchase lighting, incl erection, as per grant		5,517
PP Soccer Goals - Soccer Goals for P/P		8,260
Whiteley Court, Sorell - Landscaping and Park Furniture - funded by RAADAS		3,270
Dodges Ferry - Solar Lights at Seventh Avenue Reserve		3,426
Lewisham - Finish parking and seal road		155
Station Lane - Park n Ride		78,442
Malunna Child Care Centre - Landscaping		4,401
Pembroke Park - Install wiring for pit pump		4,774
PCYC Relocation to Pembroke Park -		25,750
Midway Point Hall - Upgrade of Kitchen		1,970
Dubbs and Co. - Extension of Dubbs and Co. manhole plus 2 Connections to existing pipes		9,298
<u>Grants received in 2013/14 but work completed in 2014/15</u>		
Marina - Dept. (Sport and Recreation)		732
Dunalley Town Master Plan - Structure Plan and Environs		6,925
		<b>152,920</b>
<b>Projects completed for less than budget</b>		
S/W truck > 10yrs old - Plant No.35001 Izuzu crew cab		-77,194
Scanner than can do both A0 scanner and A1 printer (currently) and also A0 size		-2,750
Dunalley Rec. - Replace Goal Posts		-4,320
Copping - Replace Weather Boards on External Walls with Cement Sheeting		-18,600
499 Bay Road - Construct surface between seals		-6,222
Nugent Road - Construct pavement from end of seal (Sorell) 500 metres Yr 3/3		-51,357
Sugarloaf Road - reseal from hwy south approx 1500m		-7,100
Junction-Bally Park Road - Pavement Renenwal		-23,921
Dodges Ferry Carlton Beach Road - Construct pavement for K&C from Shops to Park Beach yr3/8 (this year Junction St)		-9,682
Dodges Ferry - Construct footpath from shopping precinct south to Park Beach 3/8 (Junction St)		-20,278
Swanies Bridge - Auspan priority		-130,000
Woodside Rd - Irrigation Outlet and Hard Stand		-6,353
Erica St - Pipe system collect and reduce nuisance of surface water		-22,630
William Street - Upgrade size of pipe as part of subdivision works		-4,000
		<b>-384,407</b>

<b>Projects expected to go over budget</b>		
Replacement of Plumbers vehicle		8,000
New Rates Software Council First - Implementation of new software to replace Civica Authority - Finance modules		39,866
38 Moomere Street, Carlton - Footpath currently on private land		3,500
Kellevie Rec. Ground - Concrete Slab for Shed		2,149
Midway Point Vancouver Street - Commence first stage - Includes Childrens Play Equip, Softfall & Dry Kerb		7,467
Dunaley Streetscape Projects - Youth Park as per Red Cross requirements		20,000 **
Sorell - St George Park driveway upgrade with dry kerb		5,853
Southern Beaches Foreshore Access - Undertake continual access as per strategy		4,779
Gypsy Bay - Extend groin for safety of users. Subject to MAST grant equal to Council \$125,000		100,000 ***
Neil Davis - Commence Construction of carpark - Stage 1		55,930
Depot Shelving - As per insurance assessment		1,667
Malunna Child Care Centre - Outdoor Play Equipment		1,144
Boomer Bay - Boomer Bay Toilet		4,390
Nugent Road - 1395 Nugent Road - Dust Seal Pavement		4,331
499 Bay Road - 499 Bay Road - Dust Seal Pavement		1,849
Kellevie Road - Construct to seal std from west Jacobson Road for 1000m west (		8,877
Fulham Road R2R (100% funded) - Fulham Road construction to a sealed standard eastern end for approx 1200m yr 3/6		60,170
Bally Park Road - Pavement, footpath and K&G upgrade safety issue		29,404
Dodges Ferry, First Ave to school - From new pedestrian refuge to school and surrounds as per schools ride to school program yr 2/3 (third to Fourth Ave)		1,683
Replacement of Hall - Replacement of Hall - Balance from 2013/14		5,269
		<u>366,328</u>
** Grant to come - Bendigo Bank		
*** Estimated, tender yet to close		
<b>Projects deferred</b>		
External extension to hall with toilet and locking system. - Construct outside toilet at Midway Point Hall		-35,000
51 Raynors Road - Install 300 dia. Pipe connecting pit to Harback Subdivision pipe work		-8,000
		<u>-43,000</u>
<b>New Unbudgeted CapEx</b>		
Valuation & Componentisation - Bldgs/Marine Assets		31,750
158 & 160 Carlton Beach Road - Footpath currently on private land		10,500
Malunna Child Care Centre - Gate at Malunna		213
		<u>42,463</u>
<b>FEDERAL/STATE GRANTS YET TO BE DETERMINED</b>		
Bridge renewal fund - Swannies Bridge \$250,000		
Main Road/Store Lane - Dependent on Black Spot Funding		

**30/2015 DE WILLIAMS/GALA**

“That the recommendation be accepted.”

The motion was put.

For: Degrassi, 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 enquired about a meeting with the Government concerning Sorell development progression. She said there had been no progression with the condition of the Arthur Highway and some tourists appeared to have no idea with the turn outs on the highway and a serious accident could occur. She requested the Council to ask the Department of State Growth to look at the turn outs as the highway was not coping with the travellers using it.

Mayor Vincent advised that he had discussions with Rene Hidding MP and they were examining the whole structure with the Arthur Highway as a main topic.

**Sharon** also thanked Jess Radford for her recent assistance in helping to complete the required papers to obtain a grant for the Forcett Hall Committee. Due to poor internet availability in Forcett Sharon was unable to download the necessary papers required to complete the claim. Mayor Vincent thanked Sharon for her appreciation.

**Tracy Jones** thanked the Mayor for his great effort in representing the municipality. She had recently visited Canberra and said they were ahead in provision of dual highways, however, Sorell was ahead in provision of tidy road verges.

**Tony Lang** said he managed a concrete plant in Sorell. He asked why Council tenders always seemed to be given to the same people. He said he and other businesses supported the local area but appeared to miss out on any concreting and other jobs in the area. Local businesses employ locals and should be supported. He said his product was good and no dearer. He said if the tender was under \$30,000 and did not need advertising it was given to the same people all the time. He was advised the matter could be further discussed at a later meeting with management.

**MINUTES**

SORELL COUNCIL MEETING  
17 FEBRUARY 2015

Russell Fox advised Council did not purchase the concrete directly for advertised tenders. Most tenderers have their own choice of concreters they use on the job. The open tender system (subcontractor) is robust and being adhered to. Russell said Council's needed to get the best for the community at the best price. Mayor Vincent suggested Tony talk to Russell Fox later re his concerns.

#### 14.1 QUESTION (S) ON NOTICE

D R & A E Langlois of 34 Knights Road, Connellys Marsh wrote to Council (21 January 2015) further to the Minutes of the Sorell Council meeting 18<sup>th</sup> November 2014 which included several motions numbered 154 to 157 concerning the allocation of Roads to Recovery Funding to sealing urban streets.

They have asked for clarification of what these motions exactly mean and ask specifically whether funds originally allocated to sealing Fulham Road are proposed to be diverted to sealing urban streets?

They have asked that if funds are to be diverted from sealing Fulham Road, that Council make sure that Council does not take any decisions that might compromise, delay or defer the project to complete the sealing of Fulham Road. The request is supported by further facts (see attachment).

They ask that Council support their view and that Council give the highest priority to upgrading and sealing Fulham Road and vote against any proposal to divert funding away from this project.

A list is attached to their email containing signatures from other persons. It was the intention of D R & A E Langlois that the submission be lodged as a petition, however, as it did not comply with the requirements of Section 57 of the Local Government Act 1993 it has instead been accepted as a question on notice.

They have been advised by the General Manager (and were in attendance at the January 2015 meeting) that the original motion from the November 2014 meeting has been withdrawn (and by extension the associated motions) and that for the 15/16 R2R grant allocation, it will be included in the 15/16 budget that the section of Fulham Road from the top of the 'hill' down into Connelly's Marsh will be the nominated project with the design process to commence in 14/15.

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 7.39 pm.

The closed meeting ended at 8.16 pm.



**31/2015 DEGRASSI/WHITE**

That in accordance with **Regulation 15 (2) (c) and (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 20 January 2015.
- 15.2 Authorisation to Disclose Confidential Information
- 15-3 Neil Davis Place Car Park – Tender Report
- 15.4 Common Service Agreement – Joint General Manager

“That the recommendation be accepted.”

The motion was put.

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

Against: None

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

**CONFIRMED**

**MAYOR VINCENT  
17 MARCH 2015**

**15.0 CLOSED MEETING**



## 16.0 ACRONYMNS

ACWC	Arts & Cultural Working Committee
AGM	Annual General Meeting
AIMS	Asset Infrastructure Maintenance System
ASU	Australian Services Union
BRU	Bushfire Recovery Unit
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
DSG	Department of State Growth (formerly DIER)
DFCRCC	Dodges Ferry Community Recreation Centre Committee
DPAC	Department of Premier & Cabinet
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
JAWS	JAWS Architects
KRA	Key Result Areas
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
MGR HR&CS	Manager 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  
17 FEBRUARY 2015