

Subject to Confirmation



**MINUTES
OF THE COUNCIL MEETING HELD AT THE
COMMUNITY ADMINISTRATION CENTRE (CAC), 47 COLE
STREET, SORELL ON TUESDAY 19 MAY 2015**

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The meeting commenced at 6 pm with Mayor Vincent in the Chair.

Mayor Vincent welcomed all 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 Torenus (Arrived 6.27 pm)
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
Tina House Manager Finance & Information
Greg Robertson Senior Environmental Health Officer
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 21 APRIL 2015

RECOMMENDATION

“That the Minutes of the Council Meeting held on 21 April 2015 be confirmed.”



70/2015 McDONALD/De WILLIAMS

“That the recommendation be accepted.”

The motion was put.

For: Degrassi, Gala, Evans, 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 Anzac Day services 6am Primrose Sands, 11am Sorell and 2pm Dunalley.
- Sorell School Ass. meeting Clr Torenus also attended.
- Conducted G/Managers performance review with Tasman Mayor and third party HR advisor.
- Conducted the Primrose Community Conversation. Clr Reynolds, Evans, Torenus, De Williams and McDonald also attended.
- Attended the LGAT merger discussion day with Clr De Williams, Torenus and the General Manager.
- Spoke to the Senior School of Sorell meeting.
- Met with President of Sorell Junior Football Club.
- Met with representatives of Little Athletics.
- Had discussions with Christine Bell and Ron Ward re: Copping Landfill. Clr Evans and the G/Manager also attended.
- Met with representatives from South East Soccer.
- The G/Manager and myself discussed Hobart Airport Strategic Plan with Airport CEO and G/Manager.
- Met with Sorell School Principal re: Edmund Rice programmes for challenged youth.
- Met with members of the Code of Conduct Panel.
- Met with President of the Sorell Football Club.
- Met with representatives of South East Netball.



- Met with representative of Sorell Senior and Junior Cricket Club.
- Participated with fellow councillors at the Midway Point Community Conversation.
- Attended with fellow councillors National Volunteer evening.
- Attended Investiture for Australia Day Award recipients. Graeme McDermott, Cllr Torenus and Cllr De Williams.
- Met with representative from Sorell on Stage.
- Participated with fellow councillors and staff at Dunalley Hall official opening.

71/2015 **McDONALD/DEGRASSI**

“That the recommendation be accepted.”

The motion was put.

For: Degrassi, Gala, Evans, 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 on date of workshop

| Date | Purpose | Councillor Attendance | Councillor Apologies |
|------------|------------------|--|----------------------|
| 5 May 2015 | Council Workshop | Vincent, Degrassi, Gala, Evans, Torenus, McDonald, Reynolds, White & De Williams | |

8.0 DEPARTMENTAL REPORTS

RECOMMENDATION

“That the Departmental reports as listed be received.”

8.1 GOVERNANCE – ROBERT HIGGINS, GENERAL MANAGER

- Met with TAO for 14/15 audit program and consultant Adam Saddler re: SERDA South East Economic Infrastructure Strategy brief – 23rd April.
- Met with Sorell Men’s Shed reps and Dodges Ferry Football Club reps – 27th April.
- Primrose Sands Community Feedback meeting – 29th April.
- LGAT General Meeting and briefing on voluntary mergers / common services – 30th April.
- Sorell Audit Panel and meeting with D. Giblin MTB event organiser – 5th May.
- East Coast Tourist Drive meeting at Bicheno with Dorset, Break O’Day, Glamorgan Spring Bay Councils – 7th May.
- Copping Joint Waste Management Authority meeting with CEO, Chair and Sorell / Tasman owner reps – 11th May.
- Met with Hobart airport, Code of Conduct Chair and Sorell Football Club – 12th May.
- Midway Point Community Feedback meeting – 13th May.
- Volunteers Recognition event – 14th May.
- Dunalley Hall opening – 18th May.
- SMT and budget meetings, DASC and Council workshops – as scheduled.
- Council ordinary meeting – 19th May.
- Common Service Joint Venture monthly reports (**attached**).

Common Services Joint Venture Update

Progress of the Joint Venture

- The City of Palmerston are considering joining the Common Services Joint Venture Agreement on behalf of a group of Northern Territory Councils currently working together in the area of common services exchange. Staff from the City of Palmerston have recently been working remotely with Common Services JV staff to plan for potential improvements to records management and payroll systems at Councils participating in the Common Services JV.
- At the April Common Services Joint Venture Meeting it was resolved that David Metcalf be appointed to the role of Common Services Joint Venture Manager and that Gavin Boyd be appointed to the role Common Services Joint Venture Chief Administrator.
- A Draft Common Services Joint Venture Strategy has been completed to document the goals and objectives of the Common Services Joint Venture. Beneath the strategy 'sit' service area plans which set out the actions to be taken to implement common service models for key service areas.
- All Councils participating in the Common Services JV are currently assessing the following service areas to consider collaborative tendering, sharing of assets, and exchange of common services where cost benefits exist:
 - Maintenance
 - Waste Management
 - Street Sweeping
 - Plant and Equipment
 - Procurement
 - Debt Collection
 - Rating

Recent Common Services Activity

Fig 1 - Common Service Exchange in recent months

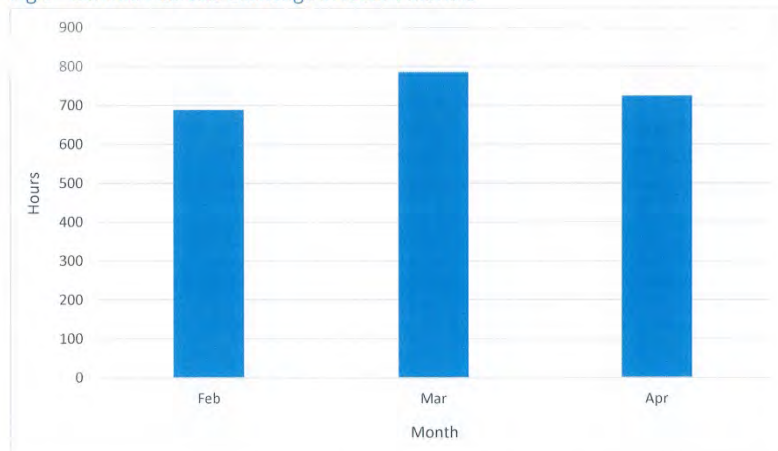
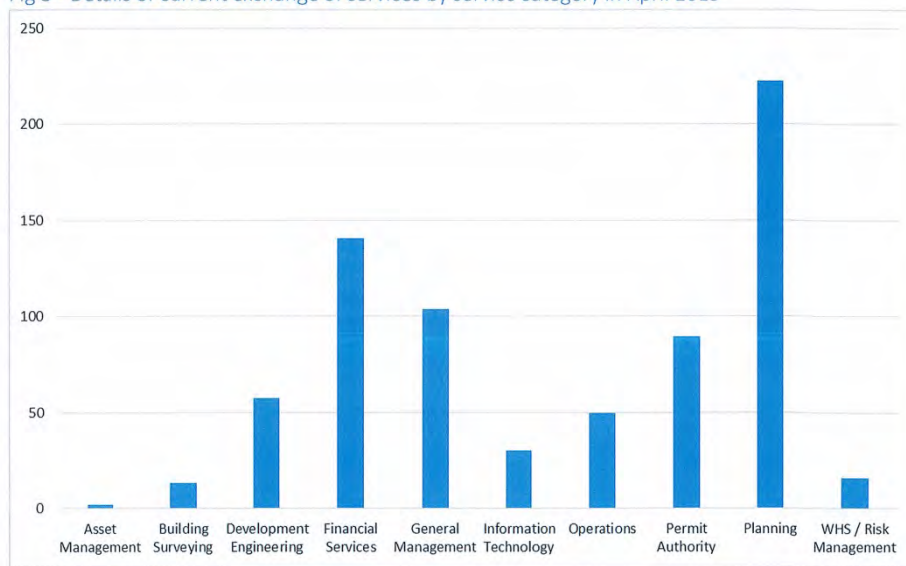


Fig 2 - Details of current exchange of services by Council in April 2015

| Provider Council | Client Organisation | | | | | | | | |
|-------------------|---------------------|-------------------|----------------|-----------|-----|-------------|--------|-------------------|--------|
| | Brighton | Central Highlands | Derwent Valley | Glenorchy | GSB | Port Arthur | Sorell | Southern Midlands | Tasman |
| Brighton | | 38 | 95 | | 189 | | 113 | 4 | 54 |
| Central Highlands | | | | | | | | | |
| Derwent Valley | | | | | | | | | |
| Glenorchy | 32 | | | | | | | | |
| GSB | | | | | | | | | |
| Sorell | 14 | | | | | 15 | | | 16 |
| Southern Midlands | 2 | | 29 | | | | 14 | | |
| Tasman | | | | | | | 111 | | |

Fig 3 - Details of current exchange of services by service category in April 2015



Savings to Local Government

A total of 725 hours of common services were exchanged between Councils last month. Analysis of common services provision has indicated that both the Provider Council and the Client Council save money through the exchange of common services at an approximate ratio of 50%.

Due to this, it is estimated that the provision of common services between Councils saved participating Councils and Local Government as a whole \$70,000 for the month of April. This was a result of increasing the utilisation of current Council staff at Councils providing services, and from Client Councils utilising common services from within Local Government as opposed to external consultants (on average LG common services rates can be procured at significant discount to external consultant fees).

Future Initiatives

Progress of Common Systems

Brighton Council has implemented a common IT helpdesk system with Sorell Council. This will enable IT technicians from both Councils to monitor and provide IT support to either Council during times of high demand. It will also allow for seamless relief cover during staff absence and ensure that Council systems are constantly being maintained and monitored.

Future service provision opportunities

- Glamorgan Spring Bay Council, Sorell Council and Tasman Council are considering hiring a common resource for WHS/Risk management in the near future.
- Brighton Council, Glamorgan Spring Bay Council, Sorell Council and Tasman Council are considering hiring a common resource for GIS. Demand for GIS services at all Councils has been assessed and a potential resource has been identified.
- West Coast Council have engaged the Common Service Joint Venture to complete Strategic Asset Management work to bring the Council into alignment with current legislation. West Coast Council will also be given support in relation to end of financial year asset processing and improvement of asset data for long term financial planning.

Common Services JV Council Update

Council

Sorell

Common Service Model Participation in April '15

282 hours

Summary

In April 2015, 282 hours of common services were exchanged by the Sorell Council. From this total, Sorell provided 44 hours of services to other Councils, and received 238 hours of services from other Councils.

Fig 1 – Services exchanged by Sorell Council in recent months



Services Provided by Sorell Council

Fig 2 - Services provided by Sorell Council in April '15 by Council

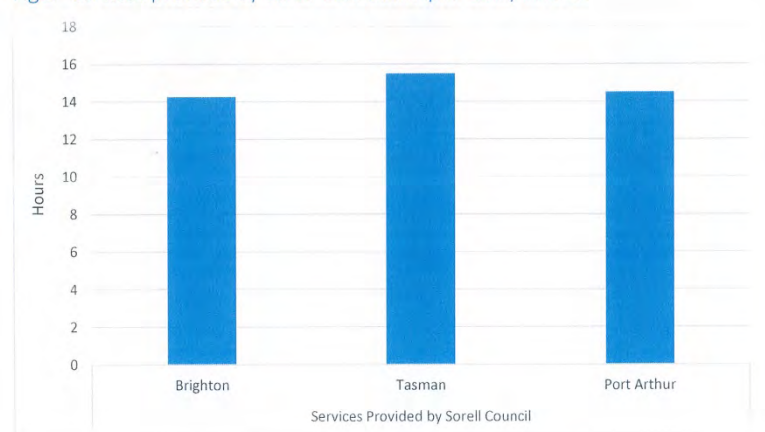


Fig 3 - Services provided by Sorell Council in April '15 by service category

| Sorell | 44.25 | Summary of services provided |
|-------------------------|--------------|------------------------------|
| Brighton | 14.25 | |
| Building Surveying | 5.25 | Buildings Surveying |
| IT | 9 | Virtualisation of IT servers |
| Tasman | 15.5 | |
| Building Surveying | 8 | Building Surveying |
| Development Engineering | 1 | Development Engineering |
| IT | 6.5 | IT Administration |
| Port Arthur | 14.5 | |
| IT | 14.5 | IT Consultancy |

Services Received by Sorell Council

Fig 4 - Services received by Sorell Council in April '15 by Council

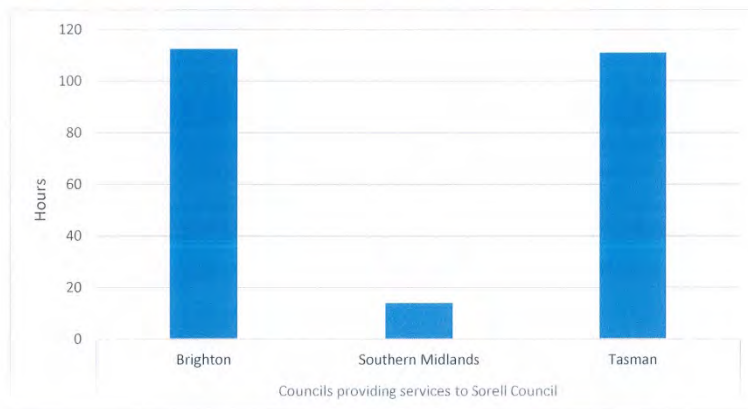


Fig 5 - Services received by Sorell Council in April '15 by Service Category

| Sorell | 237.5 | Summary of services provided |
|--------------------------|--------------|---|
| Brighton | 112.5 | |
| Financial Services | 112.5 | Budget Prep, reconciliation of accounts |
| Southern Midlands | 14 | |
| WHS / Risk Management | 14 | WHS/Risk Project - Adam Wilson |
| Tasman | 111 | |
| General Management | 104 | Shared General Manager |
| Planning | 7 | Planning admin project |

Cost benefits achieved by Sorell and other Councils

282 hours of common services were exchanged by Sorell Council last month. Analysis of common services provision has indicated that both the Provider Council and the Client Council save money through the exchange of common services on average at an approximate ratio of 50%.

Over the past three months (Feb – Apr) Sorell have exchanged 840 hours of common services. It is estimated, that by doing this, Council have achieved a net benefit of approximately \$55,000 since February 2015, and \$18,000 specifically for the month of April. This was a result of increasing the utilisation of its current staff to earn additional revenue from providing services to other Councils, and from utilising common services from within Local Government as opposed to external consultants (on average LG common services rates can be procured at significant discount to external consultant fees).

It is estimated that Sorell Council's direct involvement in common services saved participating Councils (including Sorell Council) approximately \$106,000 over the past three months, and \$36,000 for the month of April.

8.2 ENGINEERING & REGULATORY SERVICES – RUSSELL FOX, MANAGER

The construction of the Gypsy Bay rock groyne extension has been awarded but construction will not be completed this financial year. Acrylic covering of the netball courts has also had to be postponed until next Spring due to lower air temperatures. Expression of interest for preferred contractors (trades) will be advertised during May.

Meetings attended included:

- Capital and operating budget meetings
- Waste management pre-tender and assessment meetings
- Community meeting at Primrose Sands

During the month of April, Council did not receive any requests to waive fees. 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.

DEVELOPMENT ASSESSMENT – (Jenny Richmond)

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

| Application Type | | 2015 |
|---------------------------------|--|-------------|
| Planning including Subdivisions | | 137 |
| Plumbing | | 97 |
| Special Plumbing | | 43 |
| Building | | 111 |

337 CERTIFICATES – (Jill Ray)

Council also processed 54 certificates in April which relate to the sale of properties as detailed below (337 certificates).

| February 2015 | March 2015 | April 2015 |
|----------------------|-------------------|-------------------|
| 39 | 47 | 54 |

The amount of 337 Certificate requests being lodged have been steadily increasing each month. The majority of 337 requests are for established dwellings, particularly in the Southern Beaches areas.

PLANNING – (Jenny Richmond)

Details of applications received during the period of January, February, March, April 2015.



| Type | January 2015 | February 2015 | March 2015 | April 2015 |
|--------------|--------------|---------------|------------|------------|
| DA's | 26 | 22 | 31 | 35 |
| SA's | 2 | 1 | 3 | 4 |
| PSA's | 0 | 1 | 0 | |
| STR | 0 | 1 | 2 | |
| ADH | 1 | | 0 | |
| Total | 29 | 25 | 36 | 39 |

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 did not meet during the month of April 2015. One application for additions to Neighbourhood Centre at Midway Point, however, was presented and approved at the ordinary Council meeting on 21 April 2015.

DELEGATED AUTHORITY – (John Molnar / Jenny Richmond)

During the month of April a total of 20 planning approvals / permits were issued including;

- 9 Applications approved as Permitted Developments (including 3 PD4); and
- 11 Applications approved as Discretionary Developments.

Of the 9 permitted developments approved under delegation, 3 proposals were received which complied with Planning Directive 4, PD4 ie: no permit was required.

In summary 19 applications were approved under delegated authority with the remaining one approved by Council at its meeting of the 21 April 2015 as the application involved development of Council property.

APPEALS – (John Molnar)

Since the last meeting there has been progress on two of the three appeals before the Tribunal.

The matter of the refusal of the dwelling at 237 Lewisham Scenic Drive, Lewisham has seen both parties agreeing by consent for the application to be approved based on additional information and subsequent planning conditions. A permit was issued with conditions on the 22 April 2015 as directed by the Tribunal.

**MINUTES**

SORELL COUNCIL MEETING

19 MAY 2015

The refusal of the boatshed at Gwynns Point, Lewisham has progressed with an onsite mediation held on the 14th April. Discussions and deliberations have occurred between Council's solicitor and officers, the representor and their planning consultant and the applicant. At the time of writing this report final drafts of the consent agreement, including draft planning conditions, were being finalised between the parties. It is anticipated that a resolution will occur in which the issues of concern will have been addressed.

The matter of the refusal of the 28 lot subdivision relating to Lot 30 Montagu Street, Sorell has seen the appellant vacating the hearing pending further negotiations with Council officers which are ongoing.

STRATEGIC PLANNING – (John Molnar)

Following the endorsement of the Draft Sorell Interim Planning Scheme (SIPS) 2014 document and associated land use zoning maps at the meeting of the 21 April a letter was sent to the Minister of Planning requesting that he declare the planning scheme. No response has been received to date and consequently no date has yet to be finalised for the new planning scheme to come into operation.

The review of the Sorell Township Master Plan 2009 has seen a final draft being completed and presented to an earlier Council workshop in May. This document is now on Council's website and will shortly be on public exhibition for a period of 3 weeks in order to receive any comments / submissions from the community and stakeholders.

BUILDING – (Rhiannon Baines)

A Total of 34 Building Applications were Approved in April 2015. Building Applications are still being lodged to receive the First Home Owner Grant.

April 2015

| PROPOSAL: | TOTAL: |
|--------------------------|---------------|
| New Dwellings | 22 |
| Extensions & Alterations | 3 |
| Garages & Outbuildings | 4 |
| Other | 5 |
| TOTAL: | 34 |

BUILDING COMPLIANCE – (Sally Hill)

Details of building enforcements Issued and Resolved during March 2015 and April 2015:

| Type Issued | March | April | Total | Year to Date 2015 |
|--------------|----------|----------|-----------|-------------------|
| BN GM | 0 | 3 | 3 | 7 |
| BO GM | 5 | 4 | 9 | 12 |
| BID | 0 | 1 | 1 | 1 |
| BN BS | 0 | 0 | 0 | 0 |
| BO BS | 0 | 0 | 0 | 0 |
| EO GM | 0 | 0 | 0 | 0 |
| Total | 5 | 8 | 13 | 20 |

| Type Resolved | March | April | Total | Year to Date 2015 |
|---------------|-----------|----------|-----------|-------------------|
| BN GM | 4 | 0 | 4 | 5 |
| BO GM | 5 | 0 | 5 | 7 |
| BID | 2 | 2 | 4 | 6 |
| BN BS | 0 | 0 | 0 | 0 |
| EO GM | 0 | 0 | 0 | 0 |
| Total | 11 | 2 | 13 | 18 |

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 4 new enquiries requiring investigation to determine whether enforcement action under the *Building Act 2000* was required.

PLUMBING – Brian Dorman

There were 27 Plumbing Applications assessed for April 2015.

There were no Plumbing Orders issued in April 2015.

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

DEVELOPMENT ENGINEERING – (Leon Ashlin)

Assessments

Development Engineering has examined 43 applications for the April period which required engineering input as follows:

| Category | January 2015 | February 2015 | March 2015 | April 2015 |
|----------------------|---------------------|----------------------|-------------------|-------------------|
| Developments | 21 | 18 | 24 | 35 |
| Subdivision | 2 | 1 | 2 | 4 |
| Building | | | 6 | |
| Final Plan of Survey | 4 | 2 | 2 | 4 |
| Total | 27 | 21 | 34 | 43 |

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)
- Cul-De-Sac off Pennington Drive, Sorell (N Rusher)
- Riviera Drive, Carlton - 23 lots (B Appleby)
- Hoffman Street, Midway Point – Stage 1 - 13 lots (P Harback)
- Valley View Close, Sorell – Stages 3 & 4 (A Bayley)
- Horizon Drive Extension - Stage 3B (On Horizons P/L)
- Sugarloaf Road, Carlton River - 24 lots - On hold by Developer

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)

- Nash Street, Sorell – Final Stage - 20 lots
- Gatehouse Drive – Stage 3 (D Black)

Contract Construction/Design:

- Neil Davis Place Carpark Construction has been awarded to RM Worbey Constructions Pty Ltd. This project commenced on 9 March 2015. Anticipated completion will occur in May 2015.
- PDA are preparing design plans for Fulham Road (brow of hill between Carlton River and Connellys Marsh Road), Primrose Sands Road realignment approximately 800m from Carlton River bridge (Black Spot funding) and a section of Brinktop Road (frontage of 391 Brinktop Road).



MINUTES

**SORELL COUNCIL MEETING
19 MAY 2015**

ENVIRONMENTAL HEALTH – (Greg Robertson)

- The Senior Environmental Health Officer has completed a detailed review and assessment of waste management tenders and is preparing a tender assessment report.
- Agenda report on Public Places By-law
- Noise complaint investigations for a range of issues including loud music
- Investigation of environmental complaints
- Investigation of several complaints about failing septic tank systems and AWTS's
- Completed food business inspections and complaint investigation
- Assessment of SPP, DA & Subdivision applications
- New AWTS model installed in RegEnts module of propertywise
- Participation in the Tasmanian Food Sampling Programme
- Prepared an article for the Sorell Times on the Recreational Water Quality Report 2014/15.

COMPLIANCE – (Darren Carter)

Compliance officers attended to the following requests during April 2015:

| | |
|-------------------------------|--------------|
| Animals | April |
| Dog on beach/reserve | 0 |
| Dog at large | 8 |
| Dog attack – person | 3 |
| Dog attack – animal | 2 |
| Dog's found | 7 |
| Nuisance created by dog's | 5 |
| General request for action | 8 |
| Infringements issued for dogs | 9 |
| Enforcement | April |
| Fire Hazards | 0 |
| Littering Infringements | 1 |
| Parking infringements | 1 |

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.

Pembroke Park netball courts and soccer pitches.

- Court 3, concrete pour completed with expansion joints cut in. Netball lighting footings completed with all conduit and cabling installed for light pole erection as soon as favourable weather conditions permit.
- Lighting tower poles have been constructed unfortunately erection was cancelled due to weather conditions. Underground cabling has been pulled through conduit and poles on eastern boundary wired ready for erection.

Gypsy Bay Groyne extension

- Tender has been awarded to Cunningham Holdings P/L. Sourcing of the toe and armour rock underway and fill rock ready. Onsite works to commence late May with a 9 week program.

Road Construction Crew

- Continue construction of following roads to a sealed standard in accordance with the Urban Street Sealing Prioritisation Program - Gully Road Carlton, Sixth Avenue Dodges Ferry and Myrica, Petrel and Spirea Streets, Primrose Sands.
- Renewal of Marion Bay Road, Copping from intersection of Zepher Lane west to end of previously renewed pavement.

Road Maintenance Crew

- Continue upgrade of footpath from pavers to concrete in Attunga Drive, Dodges Court and Forcett Street, Sorell. Installation of kerb and gutter in Fitzroy Street.

Stormwater Crew

- Completion of piped stormwater system at Park Beach and installation of underground detention basin.
- Construction of a piped stormwater system from the intersection of Paneminner and Junction St through to existing grated pit.
- S/W works and upgrade of footpath to a concrete standard from intersection of Carlton River and Carlton Beach Roads to Chaffeys Court.



Parks and Reserves Crew

- Maintenance – Parks staff will continue to undertake general maintenance of the various parks, playgrounds and reserves across the municipality.

ASSET ENGINEER – (Brenton Oakley)

Assetic's MyData

Having experienced delays due to staff absence, the roll-out and testing phases are to continue.

There is now a direct link within the asset register and the GIS, reflecting the newly implemented data and structure. This is a significant step and allows two-way navigation of assets down to component level.

Aerial Imagery

The Department of Primary Industries, Parks, Water and Environment (DPIPWE) have advised adverse weather throughout the 2014-15 season has severely impacted the Tasmanian Imagery Program and forced the cancellation of the program until late 2015.

This program is responsible for the capture of aerial imagery statewide, of which Sorell Council has ordered improved imagery to 10cm accuracy for our coastal populations and 25 cm accuracy for the remaining regions. These images will form an improved background for all GIS uses.

PROJECT ENGINEER - (Anthony Walters)

The Dunalley Hall Rebuild

ANZAC Memorial Wall, monument and flagpoles have been installed and the landscaping in the surrounding area complete. Landscape plan focus has been the area directly adjacent to the main hall for the opening on the 18 May.

Works have begun on the car park extension on the eastern boundary. Lighting for the carpark will be utilised by using the two remaining power poles that serviced the fire.

Plans have been developed for the construction of a storage shed.

In consultation with the Dunalley Hall Committee and the Dunalley Hall RSL Committee, furniture has been purchased for the foyer, meeting room, green room and the RSL.

Concept plans and possible locations for the BBQ shelter are currently being developed.

Dunalley Path & Streetscaping

Gravel paths are complete. The kerb and footpaths have been poured around the Waterfront Café. The viewing platform at the eastern end of the canal is complete - the platform at the bridge end is nearing completion.

Concrete path to Information Centre complete with continuation towards bridge ongoing. Pedestrian refuge islands have been installed opposite the information centre/public toilets and at the Dunalley Primary School.

Dunalley Skatepark

A number of submissions were received on the proposed location of the skatepark. Alternative locations have been suggested and are being investigated.

Pelham St (Coles Plaza) Pedestrian Crossing

“In principal” approval from StateGrowth has been given. Positive feedback received at the recent Senior Advisory Group meeting.

Copping Hall – Storage Shed

Certificate of Likely Compliance has been received. Local contractors have prepared the base and the container will be installed by the end of May.

Sorell Memorial Hall – Solar Power

Contractor has installed the solar power and works were completed at the end of April. New sound system has been installed to the main hall. Improvements have been made to the bi-fold doors between the supper room and the RSL – access levellers and painting.

Dodges Ferry Horse Riding Club

No direction from the Dodges Ferry Horse Riding Club, currently investigating options.

Midway Point Hall

Quotes have been received from local contractors. Waiting on certificate of likely compliance with the expectation to have works commence late May.



11 Fitzroy St – Youth Centre

All demolition works and renovations complete. Painting to commence mid to late May.

NRM FACILITATOR – (Paul Gray)

The Conservation Volunteers Australia (CVA) will commence this month with weed removal and revegetation works along the new Dunalley Canal walk.

CVA in partnership with Council, NRM Sth and the Coles Complex will carry out weed control works in a section of the Sorell Rivulet this month.

CVA will carry out some revegetation works in Pembroke Park later this month.

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

COMMUNITY SERVICES

Manager met with/attended:

- Edmund Rice Foundation Meeting – Levendale
- Pembroke Park Advisory Committee Meeting
- Customer Service Trainee Interviews
- Senior Staff Meeting – Malunna
- EA Meeting x2
- Sorell School Association
- Saakia Itchins re: various Sorell on Stage issues x2
- Customer Service Team Meeting
- Primrose Sands Community Conversation
- Dodges Ferry Football Club – re: Lease & Grounds
- Capital Budget Review Meeting
- Sorell Junior Football Club – Pembroke Park Usage & Fees
- South East United Soccer Club - Pembroke Park Usage & Fees
- South East Little Athletics - Pembroke Park Usage & Fees
- Community Facilities Management Meeting
- Sorell Senior Football Club - Pembroke Park Usage, Fees & Lease
- Sakia Itchins re: Annual Art Exhibition
- South East Suns Netball Club - Pembroke Park Usage & Fees
- Sorell Junior/Senior Cricket Club - Pembroke Park Usage & Fees
- Youth Advisory Group Meeting
- Youth Services Meeting (Okines, Pittwater & Dunalley Neighbourhood Houses, Primrose Sands Youth Group)



MINUTES

SORELL COUNCIL MEETING
19 MAY 2015

- MEGT – Trainee Progress
- Volunteer Recognition Evening
- Dunalley Hall Opening
- Children’s Services Departmental Meeting
- Anti-discrimination Training
- Council Meeting
- Council Workshop
- SMT x3
- Various other internal meetings

HUMAN RESOURCES

Recruitment

- Financial Accountant – Advertised 16 May
- Customer Service Trainee (through MEGT) Appointed – Marnia Kingston Commenced 4th May

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)

Employee Changes

- Jill Ray, Senior Administrative Officer Engineering & Regulatory Service increase to 3 days per week

Workers Compensation Claims

Depot

Back injuries x 3, Total LTI – 4002.5 Hours (500.3 days)

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

X1 – step down of wages to 90%.

Children Services

Back Injury x1, Total LTI – 201.5 hours (25.9 days)

Training

- Asthma & Anaphylaxis Training – x2 attendees
- Managing Contracts in Local Government – x2 attendees
- Successful Grant Management – x1 attendee
- 2 Day First Aid Refresher – x1 attendee
- First Aid Refresher Training - x10 attendees



MINUTES

SORELL COUNCIL MEETING
19 MAY 2015

Other

- EA management – preparation for meetings & legal consultation
- Workers compensation liaison with QBE and legal consultation
- Claims Review with QBE
- Leave Balance Reporting
- Health & Wellbeing – Global Corporate Challenge
- Review of On-Call Policy

COMMUNITY SERVICES**Customer Service**

- 1343 external calls answered for the month of March
- Average Speed of Answer – 14 seconds
- Percentage of calls answered – 78.7%
- Green Waste Collection bookings
- Receipting – February
 - Rates Payments Received 176
 - Dog Registrations Received 25
 - Reg. Applications Received 70
 - Other Payments 287
(Child Care, RV's, Infringements, Pound Release, Fees etc.)
- Drafting of Customer Service Manual
- Review Customer Service Charter

Communications

- Sorell Times regular ad & three articles: Colour Run, Water Quality testing & Emily Douglas Award for VET Training (Children Services Staff Member)
- Councillor Calendar – May/June
- Internal Staff EA Update
- Council Projects Displays in CAC Foyer
- Article re: Imlay Street Park redevelopment sent to LGAT for their quarterly magazine publication
- Website updated with information regarding:
 - Sorell Township Urban Master Plan
 - Community and Youth Grants Program
 - Dunalley Hall Opening
 - Gypsy Bay Boat Ramp works

Media

- Media Release sent out re: Dunalley Hall Opening

**MINUTES**

SORELL COUNCIL MEETING
19 MAY 2015

Current Community Engagement Activity

- Community Conversations held at Primrose Sands (45 attendees) and Midway Point (17 attendees).
- Promotions underway for Community Conversations in Dodges Ferry & Dunalley (advertised on website, Facebook, Sorell Times & Street Signage).

Publications

- Parks and Beaches Guide – 500 copies reprinted
- Community Services Directed – 1000 copies reprinted
- Waterway Trail brochure – 1000 copies reprinted
- April *Community News* newsletter mailed to residents

Community Facilities

- New Dodges Ferry Rec Centre Deed signed with Crown
- Liaising with Dodges Ferry Kiosk re: New Lease agreement
- Dunalley Hall Opening held
- Dunalley Hall Draft Fee Schedule presented to the Committee
- Review of Fee Schedule for Community Facilities (Sorell Memorial Hall, Dodges Ferry Rec Centre & Pembroke Park) being undertaken
- Meetings held with Pembroke Park Users Groups

Events

- Planning for event to mark Pembroke Park Stage One Completion
- National Volunteer Recognition Event held 14th May
- Dunalley Hall Opening

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 and the historical society is involved.
- Working with Crl Evans and the historical society on a storyboard for Pembroke Park
- Dunalley Hall plaques & Storyboard installed
- Collaborating with Engineering re: development of signage to be placed along Dunalley Walkway.

Grants

- Council's Community Assistance Grants Programs open 1st May – 31st May
- Successful Application to Department of Education, Education & Care Unit Grants Funding for upgrade of bathrooms at Malunna (\$22 850.00)



MINUTES

SORELL COUNCIL MEETING
19 MAY 2015

Youth

- Meeting with YAG Group
- Supporting YAG members to sell raffle tickets at local shopping centres
- Youth Centre Development continues
- 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.
- Development of Youth Centre Operational Plan

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

- Pembroke Park Users
- Sorell on Stage
- Sorell RSL re: Lease Agreement
- Dodges Ferry Football Club
- Dunalley Hall Committee
- Pittwater Arts Tourism and History/Heritage Association

CHILDREN'S SERVICES

Malunna

- Currently 62 families enrolled, totalling 72 children.

| CENTRE VACANCIES | | | | | |
|------------------|-----|------|-----|-------|-----|
| | MON | TUES | WED | THURS | FRI |
| TOTAL | 1 | 0 | 3 | 2 | 5 |

*Service licensed for 35 places per day

- Successful Application to Department of Education, Education & Care Unit Grants Funding for upgrade of bathrooms at Malunna (\$22 850.00)

ASC

- Currently 26 families enrolled, totalling 36 children.

| SERVICE USAGE | | | | | |
|---------------------------|-----|------|-----|-------|-----|
| | MON | TUES | WED | THURS | FRI |
| CHILDREN ATTENDING | 21 | 15 | 12 | 19 | 14 |

*Service licensed for 30 places per day

- Department of Education, Assessment & Rating assessment visit undertaken 30 April – 1 May



MINUTES

SORELL COUNCIL MEETING
19 MAY 2015

8.4 FINANCE AND INFORMATION – TINA HOUSE, MANAGER

Finance

Financial Management

- Budgets for 2015/16 for both operating and capital expenditure are currently being prepared.
- Reconciliations of ledger accounts between old Authority system and new NAVision are underway with all major accounts to be completed before end of financial year.
- Currently reviewing Finance department processes.
- Rates modelling for the 2015/16 financial year has been completed and is ready for review by Council.

Revenue

- The fourth instalment notices have been sent to ratepayers in February. The final instalment of 2014/15 rates was due 25th March, 2015.
- Ratepayers that did not respond to 14 day reminder letters (following the fourth instalment due date) have been lodged with Tasmanian Collection Service for recovery.

Audit

- Initial planning meeting for 2015 audit was held over three days (22nd to 24th April) with Tas Audit Office.
- Auditors are expecting to spend one further day at Council before the end of June to review the transition between general ledger systems.

Grants & Funding

- No additional information to report.

Contract Management and Leases

- Following Council's lawyers (Abetz Curtis) draft standard lease templates being developed, discussions have now commenced with lessee's to address outstanding issues.

Information Technology and Communications

- An ICT plan for 2015/16 for upgrade and system improvements has been included as part of the 2015/16 budget process.
- ICT officer has commenced providing some support to Port Arthur Historic Site (approx. 1 day per fortnight).

- ICT officer also spending one day per week at Brighton Council providing ICT Management Support and is conducting a review of their ongoing ICT requirements.

Information Management

- Info Management Officer is commencing refresher training with all staff on the use of Tardis.

Insurance

- Initial meetings have been held with the Council's insurance broker to discuss the insurance plans for 2015/16.

Staff Management

- With the establishment of new personnel in the finance department, further system training will be required and is underway.
- Advertisement will be placed this week for a Financial Accountant.

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.
- Sorell Council Audit Panel Meetings
- Tas Audit Office meetings.

72/2015 DEGRASSI/De WILLIAMS

"That the recommendation be accepted."

The motion was put.

For: Degrassi, Gala, Evans, 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 (DASC)

There were no Development Assessment Special Committee (DASC) meetings held in April 2015. The only DASC items for the month of April were included in the Ordinary Council meeting held on 21 April 2015.

11.0 GOVERNANCE

11.1 COUNCILLOR REPRESENTATIVES ON COMMITTEES

RECOMMENDATION

“That Council resolves in accordance with Section 28G(4) of the Local Government Act 1993 to amend the elected member representation on the Sorell Code of Conduct Panel by removing the Mayor and replacing the position with a third elected member.”

Current Committee

Sorell Code of Conduct Panel

Councillor Representative and Role

Anthony Davis (Chairperson)
Deputy Mayor McDonald
Councillor Reynolds
One vacancy to fill

73/2015 McDONALD/De WILLIAMS

“That the recommendation be accepted.”

Councillor Kerry Degrassi nominated Councillor Deborah De Williams as the other Council elected member on the Sorell Code of Conduct Panel. Councillor Deborah De Williams accepted the nomination.

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

Against: None

The Motion was **CARRIED**.



12.0 ENGINEERING & REGULATORY SERVICES

12.1 NOTICE OF INTENTION TO MAKE A NEW PUBLIC PLACES BY-LAW 1 - 2015

RECOMMENDATION

“That in accordance with Section 159 of the Local Government Act 1993 Council agrees to approve the Public Places By-law 2015 contained in Appendix 1 of this report.”

74/2015 DEGRASSI/REYNOLDS

“That the recommendation be accepted.”

The motion was put.

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

Against: None

The Motion was **CARRIED**.

13.0 FINANCE & INFORMATION

13.1 EXECUTIVE SUMMARY – FINANCIAL PERFORMANCE APRIL 2015 YTD

RECOMMENDATION

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

75/2015 GALA/EVANS

“That the recommendation be accepted.”

The motion was put.

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

Against: None

The Motion was **CARRIED**.



13.2 2015-2016 FEES AND CHARGES

Local Government Act 1993 (Tas) - Part 12

RECOMMENDATION

“That in accordance with Division 67 of Part 12 of the *Local Government Act 1993 (Tas)*, the Council hereby makes the following fees and charges for the period commencing on 1 July 2015 and ending on 30 June 2016.”

76/2015 DEGRASSI/GALA

“That the recommendation be accepted.”

The wording ‘desexed’ to be added to the Pensioners’ dogs (one dog only) - \$21.00 on the attached list.

The motion was put.

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

Against: None

The Motion was **CARRIED**.

| Sorell Council Fees and Charges | 2015/2016 |
|---|------------------|
| Animal Fees | |
| <i>DOG FEES ARE SET IN ADVANCE THUS 2015/16 ARE FEES APPLICABLE TO JULY 2015</i> | |
| <i>Dog Registration Fees (all dogs over 6 months must be registered and micro chipped)</i> | |
| Guide dogs | No Charge |
| <u>Early Discount Rate - Payment by 31st July 2015</u> | |
| Desexed dogs | \$23.00 |
| Working dogs | \$26.00 |
| Male or female dogs (Not desexed) | \$73.00 |
| Pensioners' dogs (one desexed dog only) | \$21.00 |
| Pure-bred dogs (must be KCC registered) | \$39.00 |
| Dangerous Dog Desexed | \$23.00 |
| Restricted Breed Desexed | \$23.00 |
| TGRB registered greyhounds | \$39.00 |
| The re-Registration of a dog must be undertaken before July 31 or a late fee of \$15 plus registration will apply. | |
| <u>Kennel Licensing fees</u> | |
| 3 - 5 dogs | \$79.00 |
| more that 5 dogs | \$121.00 |
| <u>Other Fees</u> | |
| Renewal fees | \$40.00 |
| Anti Barking Collar | \$216.00 |
| Dangerous/restricted Dog Collar | \$50.00 |
| Dangerous/restricted Dog Sign | \$62.00 |
| Replacement of Lost Dog Tag | NC |
| <u>Pound Fees</u> | |
| Daily Charge for Impoundment of Dog | \$21.00 |
| Release Fee from Impound | \$21.00 |
| <u>Refund Amount for Deceased Dogs</u> | |
| Dog deceased within 3 months of registration | 75% |
| Dog deceased after 3 months and within 6 months of date of registration | 50% |
| Dog deceased after 6 months and within 9 months of date of registration | 25% |
| Dog deceased after 9 months of date of registration | No refund |
| <u>Attendance at Obedience Course</u> | |
| Tasmanian Canine Defence Association accredited certificate as evidence to be provided that dog has satisfactorily completed obedience course (one discount per dog per year) | 50% |

In accordance with the provisions of Section 205 of the Local Government Act 1993 Council may apply an interest rate of 3.00% to any sundry debtor's account that remains unpaid 30 days after the date of issue and is not the subject of special payment arrangements.



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.

Rex Bolton asked about pedestrian crossings near the Coles Shopping Complex. Russell Fox explained the issue of pedestrian crossings in the area was currently under consideration. There is also an application for a grant under the vulnerable road users with the Department of State Growth for a crossing across the highway from Weston Hill Road. The approved pedestrian crossing in Pelham Street will be constructed this financial year.

Rex also asked what the speed limit on Forcett Street, Sorell was, as there was no sign. Russell Fox advised that if there was no sign in a built up township area the limit was 50 kph.

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 6.28 pm.

The closed meeting ended at 6.30 pm.

77/2015 DEGRASSI/REYNOLDS

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 21 April 2015.
- 15.2 Authorisation to Disclose Confidential Information

"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
16 JUNE 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
19 MAY 2015