



COUNCIL AGENDA

15 MARCH 2022

COUNCIL CHAMBERS

COMMUNITY ADMINISTRATION CENTRE (CAC)

NOTICE OF MEETING

Notice is hereby given that the next meeting of the Sorell Council will be held at the Community Administration Centre (CAC), 47 Cole Street, Sorell on Tuesday, 15 March 2022, commencing at 6.00 pm.

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

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

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

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

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

ROBERT HIGGINS
GENERAL MANAGER
10 MARCH 2022



AGENDA

FOR THE COUNCIL MEETING TO BE HELD AT THE
COMMUNITY ADMINISTRATION CENTRE (CAC), 47 COLE STREET, SORELL ON
15 MARCH 2022

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1.0 ATTENDANCE

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Mayor K Vincent
 Deputy Mayor N Reynolds
 Councillor V Gala
 Councillor G Jackson
 Councillor C Torenus
 Councillor M Reed
 Councillor B Nichols

2.0 APOLOGIES

Councillor K Degrassi – Approved Leave of Absence
 Councillor D De Williams – Approved Leave of Absence

3.0 DECLARATIONS OF PECUNIARY INTEREST**4.0 CONFIRMATION OF THE MINUTES OF 15 FEBRUARY 2022**

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RECOMMENDATION

“That the Minutes of the Council Meeting held on 15th February 2022 be confirmed.”

5.0 MAYOR’S REPORT

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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.

- Council Meetings, Workshops and DASC as required.
- Regular catch-ups with the General Manager.
- Weekly catch-ups with SERDA staff.
- Toured the Bypass road works with Hazell Bros.
- Worked with Jobs Tas evaluations team re: the jobs hub, Andrew Hyatt and Emma Churchill were also involved x2.
- Met with Celeste Miller re: Relationships Australia suicide prevention funding.



- Attended STCA board meeting at Brighton.
- Met with RAW's Darryn Perry.
- Met the Prime Minister and wife for discussions re: Sorell projects.
- Robert Higgins, Antoni Costa, Jess Hinchey and I discussed the stadium canteen possibilities.
- Chaired Pembroke Park users group meeting.
- I joined staff in meeting with Pitt and Sherry re: the causeway duplication.
- Met with Anthony Albanese, Brian Mitchell and Rebecca White re: election commitment for the jobs hub.
- Met with Emma Churchill, Oliver Strickland, Andrew Hyatt re: progress with Jobs Tas.
- Met with Dan Bryan.
- Attended Sorell Business Association board meeting.
- Met with local residents re: access to Red Ochre beach.
- Met with new residents to Sorell re: general info on the community.
- Attended Audit Panel meeting.
- Met with representatives of the Mens Shed re: their building.
- Had discussions re: COVID South's meeting time ect.



6.0 SUPPLEMENTARY ITEMS

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RECOMMENDATION

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

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

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

7.0 COUNCIL WORKSHOPS REPORT

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The following Council Workshop was held:

Date	Purpose	Councillor Attendance	Councillor Apologies
8 th March 2022	<ul style="list-style-type: none"> New staff appointment introductions. Shark Point Rd – failed culvert and road closure. Pembroke Park naming and operational updates. Community grant applications x 4. 22/23 and Financial Management Strategy capital project candidate discussion. 	<ul style="list-style-type: none"> Vincent, Reynolds, Reed, Jackson, Gala, Nicols 	<ul style="list-style-type: none"> DeGrassi, De Williams (Leave of Absence). Torenius



8.0 DEPARTMENTAL REPORTS

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RECOMMENDATION

“That the Departmental reports as listed be received.”

8.1 GOVERNANCE – ROBERT HIGGINS, GENERAL MANAGER

- Discussions and meetings with Dunalley Marina proponent, Council’s solicitor and PWS/CLS representative – 15th, 17th and 18th Feb.
- Meeting with Inghams and Mayor – 17th Feb.
- Meeting with Bentleys and SERDA EC Business Advisor re: provision of contract services to SE Jobs Hub Assoc – 18th Feb.
- STCA meeting with Mayor – 21st Feb.
- Sorell streetscape project walk through with Russell Fox and Anthony Walters – 23rd Feb.
- Meeting with Iron Creek owner’s rep and manager – 23rd Feb.
- Group meeting with staff, Mayor and Pitt and Sherry re: Causeways design – 25th Feb.
- Observer to press conference with Federal Labor leader – 25th Feb.
- TAO entry audit meeting – 2nd March.
- Ratepayer meetings re: Pennington Drive VRU issue and groundwater issue Lewisham Scenic Drive – 4th March.
- Meeting with Senior Planner and proponents of development concept at Primrose/Connelly’s Marsh – 15th March.
- Meeting with consultant architect, Jess Hinchin and Sorell RSL reps re: development options of RSL facility in Memorial Hall – 15th March.
- Copping Refuse Disposal Site Joint Authority Report – December 2021 Quarter (*attached below*).
- Staff meetings, SMT meetings, workshops, budget meetings and DASC meetings.





Copping Refuse Disposal Site Joint Authority

21 February 2022

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

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

Mr Gary Arnold
General Manager
Kingborough Council
Locked Bag 1
KINGSTON 7050

Ms Kim Hossack
General Manager
Tasman Council
1713 Main Road
NUBEENA 7184

Dear General Manager

COPPING REFUSE DISPOSAL SITE JOINT AUTHORITY REPORT: December 2021 Quarter

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

Authority meeting held on 20 January 2022

The Authority convened an out of schedule meeting to consider the Authority's commitment to the capital cost of a prospective composting project. This was needed to support a submission to the State Government's Expression of Interest process for grant funding toward the establishment of composting processing facilities in Southern Tasmania as part of its election commitment.

Authority meeting held on 10 February 2022

Material matters addressed in the open meeting:

- Endorsed the December 2021 Quarterly Report (attached) for distribution to participating councils
- Approved repayment of Clarence City Council's overpaid Gate Fee for \$191,319.91 for the period from October – December 2021
- Received a presentation from Dr Kathy Meney, Syrinx, on the outcomes of the wetlands trial project at Copping
- Rescheduled the site visit to Copping to coincide with the Authority meeting on 12 May 2022
- An update on activities of the Boards of Southern Waste Solutions and C Cell Pty Ltd provided by Board Chair, Dr Christine Mucha. Of note, this included:
 - the status of the Composting Project EOI process,
 - progress of the recruitment process for the new Chief Executive Officer
 - status of leachate management at Copping

Copping Refuse Disposal Site Joint Authority trading as **SOUTHERN WASTE SOLUTIONS**
PO Box 216, New Town, Tasmania 7008 ¹
Mobile: +61 0408 253 770 Email: swstas@me.com
ABN: 87 928 486 460



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- the need for Landowner Councils to formally approve an application for a mining licence, and to agree to forego royalties, so that development application for Stage 1B at Copping can proceed.
- Acknowledged the need for Participating Councils to move to a more commercial level of gate fees in the near future.
- No matters were considered in closed meeting.

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

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

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

Yours sincerely



Carolyn Pillans
Secretary

Attachment 1: Quarterly Report to the Authority December 2021

Attachment 2: Summary of SWS Board meetings

Attachment 3: Summary of C Cell Board meetings

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8.2 ENGINEERING & REGULATORY SERVICES – RUSSELL FOX, MANAGER

The NRM officer has been actively engaged with a number of community groups interested in environmental issues.

Council's new Senior Planner commences work on the 9th of March 2022. Council is receiving a number of incomplete planning applications from applicants wanting to be assessed under the existing scheme rather than the proposed new scheme.

There will be a number of capital projects that were scheduled to be delivered this financial year that won't be complete until next financial year. As an example the delivery of a toilet building for the Lewisham boat ramp is now being quoted as 20 plus weeks.

The hearings for Sorell's new planning scheme commenced in February and are currently scheduled to finish on the 30 March 2022. As reported by our Senior Consultant Planner, the new scheme including the LPS probably won't be in operation until the middle of the calendar year.

Meetings attended include:

- Pembroke Park users meeting.
- Regular Senior Advisory Group meeting.
- Pitt & Sherry Teams meeting to discuss preliminary concepts for the road upgrades of the two causeways.
- TasAudit Office Teams meeting to discuss 2021/22 audit year.
- Building Surveyor and Project Engineer to carry out preliminary inspection of the stadium.

Shayla Nowakowski / Emma Smith

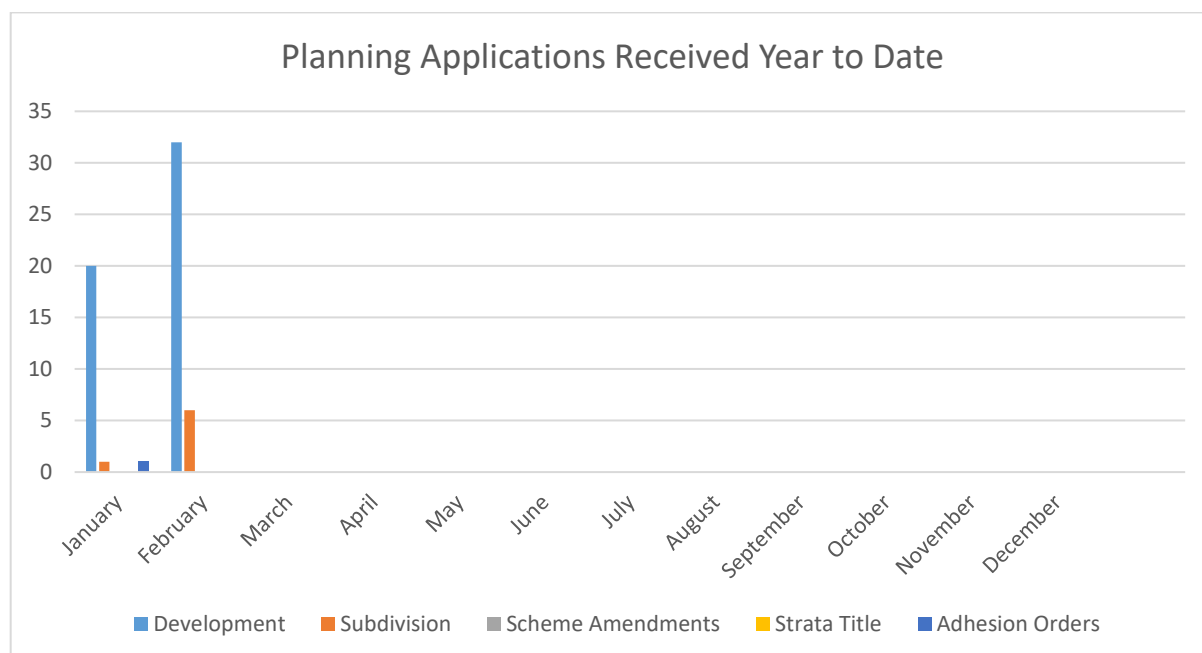
During the month of February 2022, Development Services received 1 request to waiver of application fee due to being a Council owned property or Community Not-for-Profit Organisation. Building and Plumbing received no requests. Planning received 1 request.

Project:	Name & Address:	Fees Waived:
Planning:	5.2022.32.1 - Lewisham Scenic Drive, Lewisham - Amenities Building (Public Toilet Block @ Lewisham Boat Ramp)	\$1,469.50



PLANNING – Shayla Nowakowski

Analysis of planning applications **received** year to date including February 2022.

**DELEGATED AUTHORITY – Jenny Richmond**

During the month of February 2022 a total of 34 Planning Approvals / Permits /Exemptions have been issued including:

0	Applications approved as Permitted Development; issued under delegated authority
0	Application approved as Permitted Development – Council Meetings
2	Applications received which complied with requirements for No Permit Required (exempt from requiring a Planning Permit)
1	Applications with the requirements for General Exemptions/ Not applicable
30	Applications approved as Discretionary Developments; issued under delegated authority
1	Applications presented as Discretionary Developments for Council DASC Meeting held on 1 February 2022.

The following is a summary of approvals/permits issued for February 2022.

Description	Application Type	Address	Value
Signage	Discretionary	38 Gordon Street, Sorell	\$0.00
Partial Change of Use (Outbuilding to Ancillary Dwelling)	Discretionary	37 Arthur Highway, Dunalley	\$25,000.00



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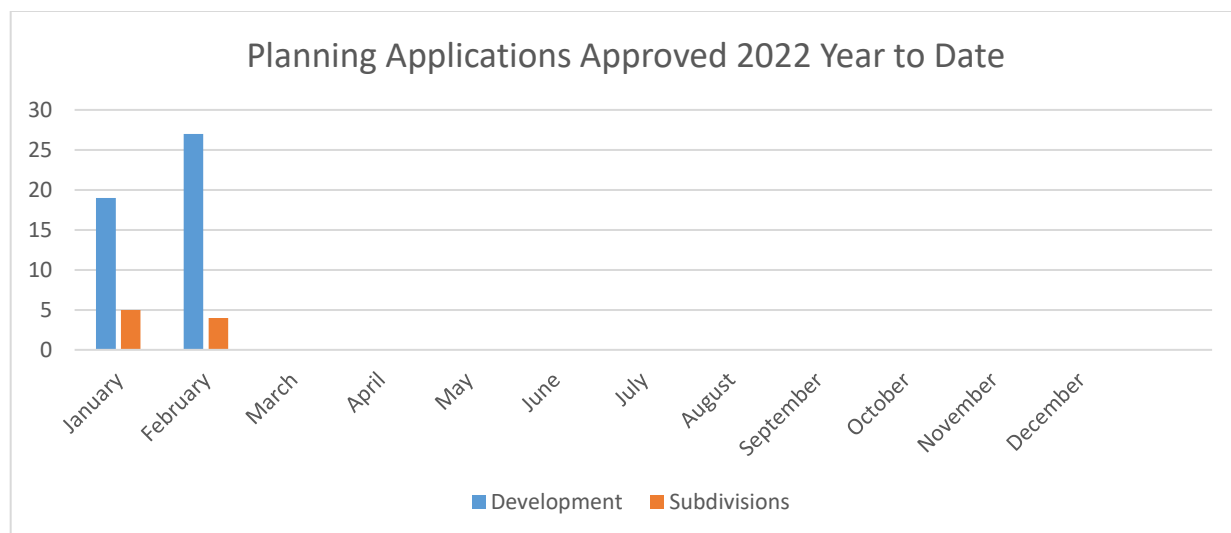
Residential - Dwelling	Discretionary	94 Linden Road, Primrose Sands	\$325,000.00
Residential - Dwelling	Discretionary	32 Elise Drive, Dodges Ferry	\$330,000.00
Dwelling, Outbuilding (Including Use of Outbuilding for Temporary Habitation) & Pool House	Discretionary	193 Greens Road, Orielton	\$750,000.00
Residential - Outbuilding (Shed)	Discretionary	2434 Arthur Highway, Copping	\$21,100.00
Dwelling & Additions to Outbuilding (As constructed deck)	Discretionary	8 Casuarina Close, Primrose Sands	\$239,812.00
Dwelling & Outbuilding (Shed) including removal of Existing Dwelling	Discretionary	2899 Tasman Highway, Penna	\$300,000.00
Residential - Dwelling	Discretionary	107 Tamarix Road, Primrose Sands	\$150,000.00
Residential - Dwelling & Outbuilding (Including Use of Outbuilding for Temporary Habitation)	Discretionary	5 Verdant Close, Sorell	\$400,000.00
Residential - Outbuilding (Shed)	Discretionary	1 Second Avenue, Dodges Ferry	\$15,000.00
Residential - Additions to Dwelling (Awning)	Discretionary	65 Grevillea Street, Primrose Sands	\$26,402.00
Dwelling & Outbuilding Including Demolition of Existing Outbuilding	Discretionary	10 Ridge Road, Dodges Ferry	\$0.00
Educational and Occasional Care (Change of Use)	Discretionary	24 McKinly Street, Midway Point	\$0.00
Section 56 Minor Amendment - Amendment to Floor Plan	Minor Amendments	15 Tamarix Road, Primrose Sands	\$0.00
Section 56 Minor Amendment - Change of location for Outbuilding & Soakage Trench	Minor Amendments - Disc	235 Carlton River Road, Carlton	\$0.00
Section 56 Minor Amendment Outbuilding	Minor Amendments	174 Fulham Road, Dunally	\$0.00
Residential - New Dwelling and Boat Shed & Jetty	Discretionary	83 Lewisham Scenic Drive, Lewisham	\$900,000.00
Residential - Outbuilding (Garage)	Discretionary	6 Woodruff Court, Sorell	\$26,800.00
Residential - Dwelling and Shed	Discretionary	65 Ridge Road, Dodges Ferry	\$400,000.00
Dwelling & Outbuilding (Garage)	Discretionary	23 Clover Court, Carlton	\$500,000.00
Section 56 Minor Amendment - Change of location, Building height reduced, Structural & window changes	Minor Amendments - Disc	644 Primrose Sands Road, Primrose Sands	\$0.00
New Dwelling & Outbuilding (Garage) Including Demolition of Existing Dwelling	Discretionary	93 Carlton Beach Road, Dodges Ferry	\$550,000.00



Alterations to existing Shop (Café Fit Out)	Discretionary	136 Carlton Beach Road, Dodges Ferry	\$0.00
Residential - Multiple Dwellings x 2	Discretionary	5 Fairmont Lane, Sorell	\$480,000.00
Section 56 Minor Amendment - Increased Building Height	Minor Amendments - Disc	66 Pennington Drive, Sorell	\$0.00
Demolition of existing Outbuilding & New Outbuilding (Shed)	Discretionary	2 Vancouver Street, Midway Point	\$25,000.00
14 Lot Subdivision & Balance including New Road	Discretionary(DASC)	212 Greens Road, Orielton	\$0.00
1 Lot Subdivision & Balance	Discretionary	7 Renmore Court, Carlton	\$0.00
Section 56 Minor Amendment - Changes to Staging	Minor Amendments - Disc	Lot 101 Colleen Crescent, Primrose Sands	\$0.00
1 Lot Subdivision	Discretionary	12 Branders Road, Orielton	\$0.00
Residential - Outbuilding (Garage/Storage)	No Permit Required	11 Horizon Drive, Sorell	\$15,000.00
Residential - Additions to Dwelling (Deck replacement)	Exempt	42 Baudin Road, Carlton River	\$35,000.00
Residential - Change of Use (Outbuilding to Bedroom)	No Permit Required	12 Waterview Court, Midway Point	\$10,000.00
			\$5,524,114.00

Analysis of planning permits issued year to date including February 2022 – Shayla Nowakowski

Planning Applications **approved** year to date including February 2022.



DEVELOPMENT ASSESSMENT SPECIAL COMMITTEE – Jenny Richmond on behalf of Senior Planner

Council's Development Assessment Special Committee (DASC) met once during the month of February 2022 on the 1st February.



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On 1st February, one application was presented to DASC being;

- 14 Lot & balance Subdivision and new Road at 212 Greens Road, Orielton.

The subdivision involves the creation of 14 new lots which vary in size from 1.0ha to 1.14ha together with the construction of a new road with the balance lot of 4ha at 212 Greens Road, Orielton.

APPEALS – Jenny Richmond on behalf of Senior Planner

TasCAT notified Council of an appeal lodged by a neighbour to 394 Arthur Highway concerning an application for a minor amendment to;

- Modify and increase the floor area of 12 of the 15 units by 20m², providing two additional bedrooms per unit and
- Provide for an additional 18 car parking spaces and 6 motorcycle spaces.

An onsite meeting was completed in early January to explore the possibility of mediation prior to any hearing in the matter. A mediated agreement could not be achieved and a final hearing is scheduled for early April. It is however noted that the parties are continuing to negotiate outside of the formal mediation process which may resolve some of the issues.

STRATEGIC PLANNING – Caroline Lindus

A rezoning on the Tasman Highway at Midway Point has been submitted to Council with further information requested of the applicant. The information was not provided. The applicant has requested that Council move the amendment of their own motion. This requires Council to undertake the necessary strategic work, and is unable to rely upon the documentation previously submitted as Council would be requiring a different zoning. Further discussion is being held with the applicant in relation to this. At this stage the approach from Council is to address the change in zoning through the LPS process, by way of a representation. This representation has been endorsed through a Council workshop on 10 August 2021.

A s43A amendment and subdivision application has been lodged to Council for Josephs Road, Carlton and McGinness Road, Carlton River. The amendment would see the zoning change from Rural Resource to Rural Living of varying densities, and a 12-lot subdivision. Council certified this amendment at a meeting on 3 August 2021 and approved the associated 12 lot subdivision application. The amendment application was advertised in mid-August, with advertising finishing on 13 September. Six representations were received to the amendment. The applicant has recently updated their submission, particularly around Bushfire safety. The updated bushfire plan was considered, as were the other representations with a section 39 report provided to Council at its last meeting in December. The reporting



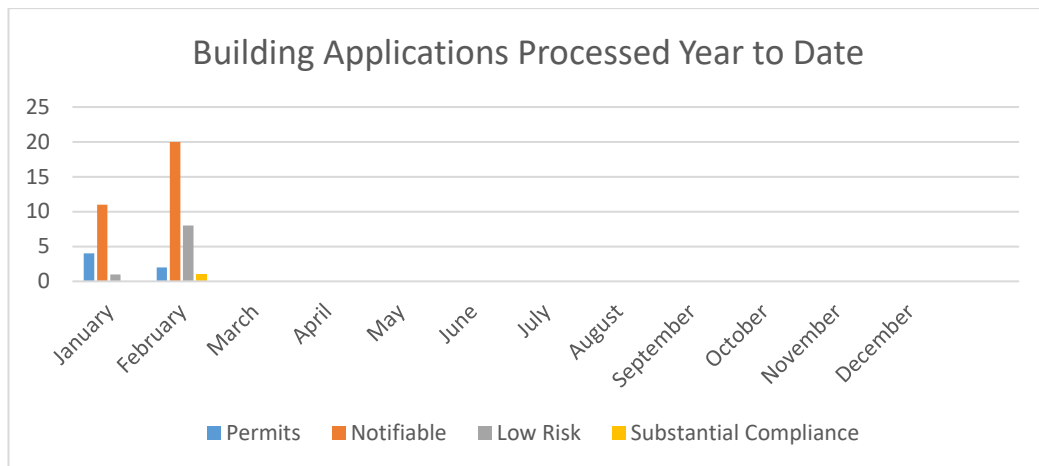
was endorsed and all documents were provided to the Tasmanian Planning Commission on 23 December 2021. The hearing has been set down for 30 March 2022.

We have received written notification from the Minister regarding both the transitional provisions of the LPS and also the modifications under section 35(5)(b) and Schedule 6, clauses 8C(5)(a) and 8D(9)(a) of the Act. A number of changes are required to the LPS to meet the LPS criteria and transitional provisions. Many of these are minor however some are more substantial. These were considered by Council at a workshop on Tuesday 13 April. A response to the Tasmanian Planning Commission (the Commission) was required by 16 April 2021. This timeframe was met and there was further correspondence thereafter. On Monday 31 May, Council received notification from the Commission that the Scheme was acceptable to go on exhibition. Council is proceeded to exhibit the Scheme from 15 June until 16 August 2021. At the completion of the exhibition period 75 representations were received which Council understands is a fairly high number for the exhibition of a Scheme. The report covering all submissions was considered at a special Council meeting on the 26 October 2021 and approved following receiving an extension of time from the Planning Commission. Further correspondence was received from the TPC regarding making modifications to our S35F report. These modifications have been made and were considered by Council at its last meeting in December 2021. All these documents were provided to the Planning Commission on 23 December 2021. Hearings have commenced and the final date of hearings is set down for 28 March 2022. Further submissions have been received by the Commission that requires a response from Council which will be completed by 15 March 2022. It is anticipated that additional directions will be received that may require further work, particularly around the application of the Rural and Agriculture zone in small settlements. It is plausible that the LPS will not be in place until mid year 2022.

BUILDING – Emma Smith

Analysis of applications approved year to date including February 2022.
These include (Permit/Notifiable/Low Risk/Substantial Compliance).





Details of applications that were approved in February (details below).
These include:

- 2 Permits
- 20 Notifiable
- 8 Low Risk
- 1 Substantial Compliance

Property Address	Propose Use Of Building	Value Of Work
14 Second Avenue, Dodges Ferry	Demolition	\$39,600.00
772 Brinktop Road, Orielton	Dwelling	\$350,000.00
3 Susans Bay Road, Primrose Sands	Dwelling	\$215,300.00
68 Ridge Road, Dodges Ferry	Dwelling	\$330,000.00
134 Drovers Rise, Carlton River	Farm Shed	\$40,000.00
1 Fynbos Court, Primrose Sands	Dwelling	\$450,000.00
10 Friendship Drive, Sorell	Dwelling	\$489,980.00
1 Raynors Road, Midway Point	Outbuilding (Shed)	\$13,000.00
483B Carlton River Road, Carlton	Dwelling	\$510,000.00
2434 Arthur Highway, Copping	Outbuilding (Shed)	\$21,000.00
2a Malwood Place, Forcett	Dwelling & Deck	\$180,120.00



23 Brady Street, Midway Point	Dwelling Addition	\$100,000.00
2 Fairmont Lane, Sorell	Dwelling	\$432,056.00
19 Tangari Road, Forcett	Dwelling & Shed	\$375,000.00
8 Gatehouse Drive, Sorell	Solar Panels	\$1,600.00
205B Carlton Beach Road, Carlton	Outbuilding	\$10,000.00
17 Bryant Street, Midway Point	Multiple Dwellings X4	\$950,000.00
4 Malwood Place, Forcett	Outbuilding	\$35,000.00
7 Elise Drive, Dodges Ferry	Dwelling	\$320,000.00
40 Forcett Street, Sorell	Outbuilding	\$23,000.00
12 Cole Street, Sorell	Telecommunications Tower	\$50,000.00
7 Connellys Marsh Road, Connellys Marsh	Dwelling & Studio	\$312,000.00
9 Pelham Street, Sorell	Multiple Dwellings X7	\$1,736,000.00
395 Shark Point Road, Penna	Office	\$10,000.00
53 Orielton Road, Orielton	Demolition Work - Temporary Capping off and Identifying existing Services	\$0.00
46 Carlton Beach Road, Dodges Ferry	Awning Addition	\$12,098.00
4 Sandpiper Drive, Midway Point	Awning Addition	\$19,201.00
5 Moonar Street, Carlton	Outbuilding	\$18,000.00
69 Bally Park Road, Dodges Ferry	Awning Addition	\$10,794.00
6 Lloyd Street, Carlton	Awning Addition	\$18,686.00
44 Kirabati Road, Midway Point	Outbuilding	\$12,000.00

BUILDING COMPLIANCE / EXPIRED PERMIT PROJECT: – Rhiannon Baines

Following the departure of Council's Building Surveyor, minimal compliance work has been undertaken during the month of February 2022.

3 complaints were received in February 2022 in relation to potential illegal building works/structures on site. These have been added to the enforcement register for follow up.

Below identifies the 'Expired Permit Project' with assistance from Holdfast Building Surveying for the month February 2022:



Type Issued:	January
Occupancy Permit Issued	0
Certificate of Final Inspection Issued	0
Certificate of Completion (Building Work)	12

13 photos/correspondence received by the Property Owner to comply with existing Building Inspection Directions have been emailed to Holdfast to confirm if final documentation can be issued.

Update as follow:	Status
Yet to be inspected	7
Awaiting Plumbing	16
Building Inspection Directions issued requiring outcomes	40
Waiting on response from Holdfast for outcomes	30
Inspections booked	3
Completed	117

During February 2022, the following Building inspections were undertaken by Holdfast:

Inspection Type	January
Inspection - Statutory Building Surveyor:	9

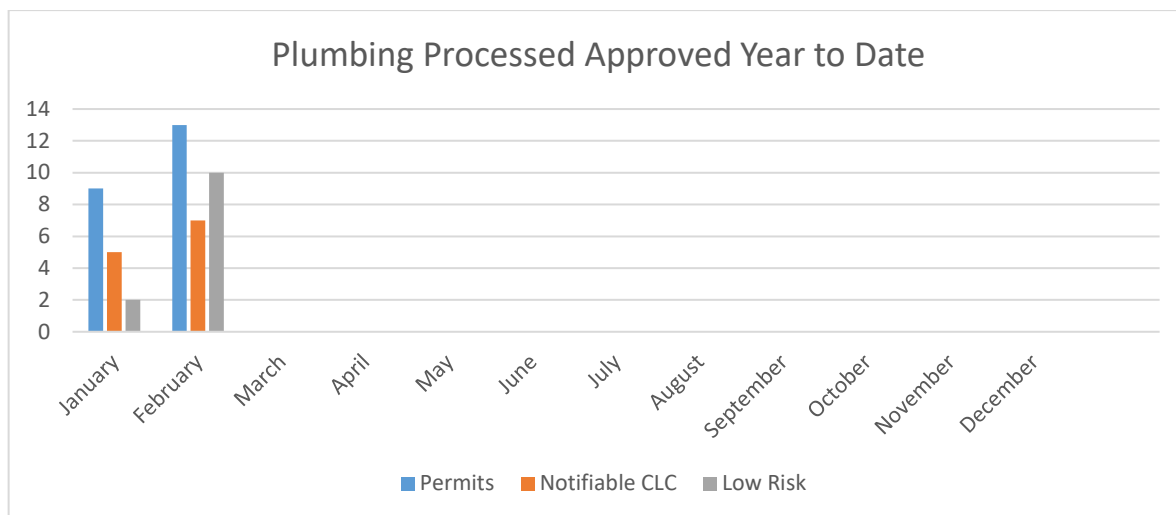
Below statistics, show Certificates of Completions (Plumbing Work) issued, along with Plumbing Inspections conducted for the month of February 2022 for the Expired Permit Project. Also including Plumbing Inspection Directions issued.

Plumbing Inspections	7
Certificates of Completion (Plumbing Work)	6
Plumbing Inspection Directions	1

PLUMBING – Simon Butler

Analysis of applications approved year to date including February 2022.
These include (Permit/Notifiable/Low Risk)

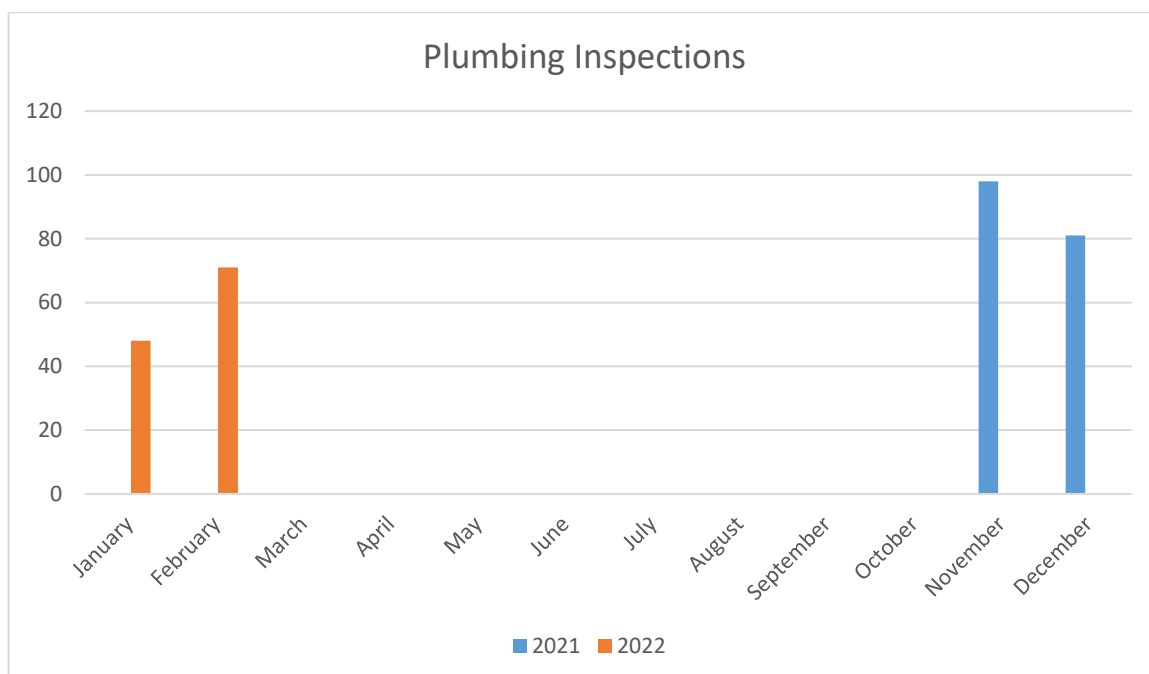




Details of applications that were processed in February 2022 (details below).
These include:

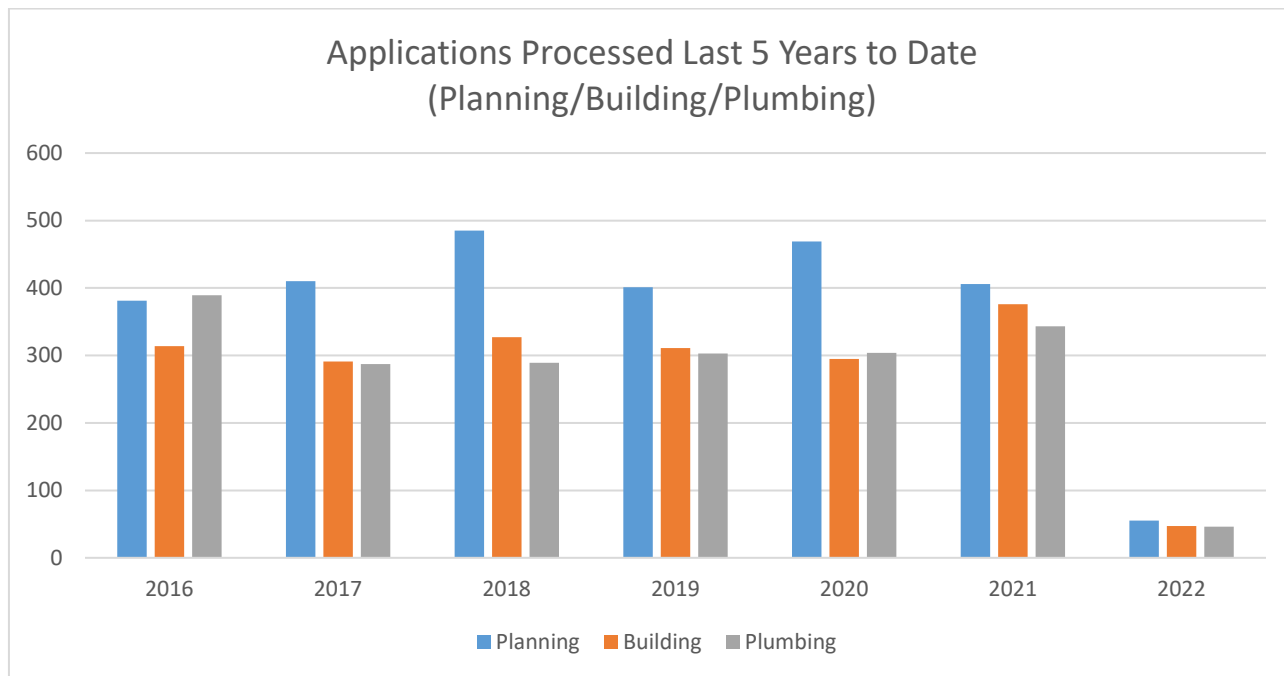
- 13 Permits
- 7 Notifiable
- 10 Low Risk

In January 71 plumbing inspections were conducted for new and existing plumbing works. These works are current Plumbing Permits/Certificate of Likely Compliance and also a number of expired Permits.

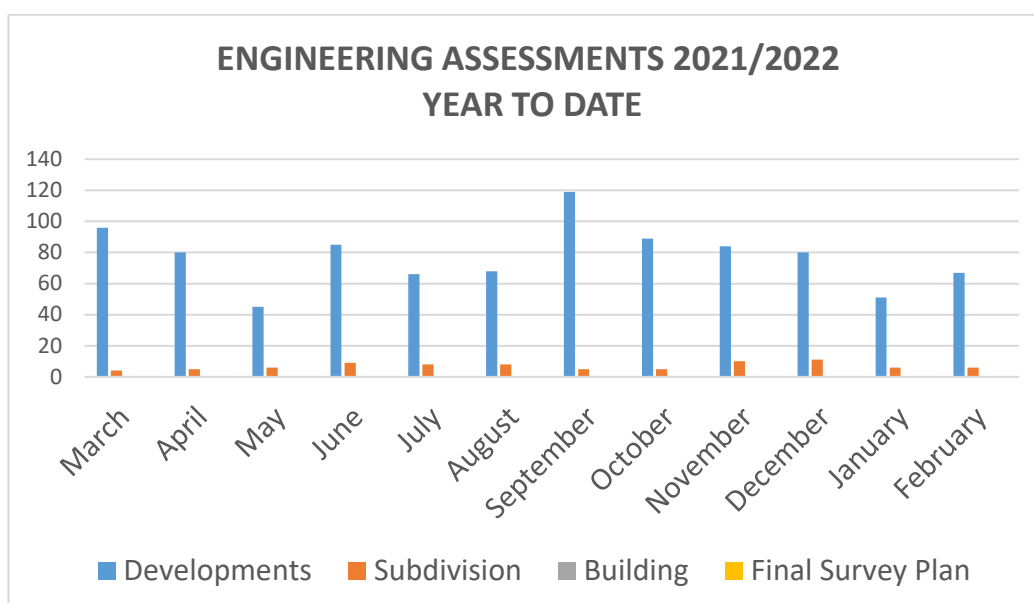


DEVELOPMENT ASSESSMENT – Shayla Nowakowski

The following table provides details of the overall Planning, Plumbing and Building Applications processed for the years 2016, 2017, 2018, 2019, 2020 & 2021 together with current yearly figures up to and including February 2022.

**DEVELOPMENT ENGINEERING – Denis Wall**

Development Engineering has examined **67** applications (Developments & Subdivisions) for the **February** period, which required engineering input as follows:



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:

- 20 Arthur Highway – 55 Lots on corner of Pawleena Road – commenced June 2021
- 30 Montagu Street – commencement in March 2021 – some changes required to SW and Sewer designs – reapproved 31 May 2021 – completed, awaiting Final Plan of Survey
- Sorell – 37 Pawleena Road – Stage 2 and 3 nearing completion – approval for Stages 4, 5, 6, and 7 awaiting approval
- Midway Point – 252 Penna Road – Stage 1 (25 Lots) commenced Jan 2022 – Stages 2, 3 approvals granted – construction to commence shortly

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

Approved developments likely to commence soon:

- Sorell – 56-62 Forcett Street – 65 Lots by JAC Group – engineering drawings undergoing assessments
- Primrose Sands – 6a and 8 Correa Street 6 Lots including road extension – engineering drawings undergoing assessments

CAPITAL WORKS TRANSPORT AND STORMWATER – Adam Butler

There are a number of road works projects that have commenced, or about to commence, across our Municipality:

Capital Works:

- Main Road kerb ramp and pedestrian refuge – commenced September 2021
- Lewisham Road realignment of ‘fools corner’ - commenced November 2021
- Reconstruction of Shark Point Road (West) Stage 1 – commenced January 2022
- Lime stabilisation and reshaping of Bryans Road – commenced February 2022
- Lime stabilisation, widening and reshaping of Bream Creek Road from Dairy access to Burnt Hill Road – commences March 2022
- Road reconstruction of approximately 100 metres of Primrose Sands Road immediately south of the Carlton River Bridge. Works are expected to commence 7 March 2022 and take approx. 4 weeks to complete.



- Road reconstruction of approximately 200 metres of Orielson Road from the Tasman Highway and includes tying into an existing concrete bridge. Works are expected to commence March 2022 and take approx. 8 weeks to complete.
- Tree pruning works are required on Pawleena Road to facilitate the future relocation overhead power infrastructure. Works will occur 8th and 9th March 2022.

Design Work:

- Starting on 2022/2023 capital projects – roads, footpaths, storm water, etc.
- Detail Surveys complete for larger Capital projects for 2021/22
- Quotes received for Design of larger Capital projects – Pitt & Sherry successful

ENVIRONMENTAL HEALTH - Greg Robertson/Rachel Tenni (February 2022)

Building Act 2016

Onsite wastewater management assessments completed for Plumbing Permit applications.

The operator of a commercial property in the Southern Beaches which discharges wastewater into Pittwater had previously advised that the works were scheduled to occur in January 2022, works have been further delayed while waiting for a new plumber to be engaged.

One property with an ongoing failing septic tank system near Red Ochre Beach is scheduled to be repaired in Mid-late March.

Quarterly service reports for AWTs installations have been received; 254 assessed and follow up occurred for those AWTs reports deemed non-compliant with *The Building Act 2016* with letters to owners.

The Manager of Regulatory Services, Plumbing Surveyor and former Building Surveyor gave evidence in the Magistrates Courts where a land owner is being prosecuted for undertaking building and plumbing works without a permit. The Magistrate has reserved her decision until May 2022.

Land Use Planning & Approval Act 1993

Development applications assessments completed including, visitor accommodation, commercial developments in Sorell, new dwellings and outbuildings.

In the same prosecution mentioned above the Manager of Regulatory Services also gave evidence about non-compliance with the Planning Permit.



Food Act 2003

Two assessments for new food businesses were completed.

Inspection of a new food business for occupancy was completed and EHO completed an assessment and notified the relevant building surveyors.

12 Food Business inspections were completed.

Public Health Act 1997

Follow up on Dodges Ferry and Dunalley Primary Schools Private water supplier and maintenance with DOE and TCM. Samples have not yet been received, follow up to occur with DoE.

Recreational Water Quality sampling continued, water quality at all sites was good.

Communicable diseases

One communicable disease notification was received during February, an investigation completed and sent to the Director of Public Health.

Immunisations

EHO has arranged routine school immunisations to commence in March. Unfortunately immunisation return rates are much lower, 40% instead of 70%, resulting in many students not being vaccinated. The Director of Public Health has been notified.

Environmental Management & Pollution Control Act 1994 (EMPCA)

Noise complaints including music noise, building works, offensive behaviour, construction, roosters and motor vehicles were received and investigated.

Back yard burning and waste dumping complaints were also received.

Waste Management

Manager Regulatory Services attended another meeting of the Tender Evaluation Committee assessing the tenders received for the Southern Tasmanian Materials Recycling Facility.

The STWMG received a briefing on the proposed waste levy from officers at the Department of Natural Resources and Environment Tasmania. The following was discussed:

- Levy to be administered by DNRET not the EPA
- Enabling legislation has passed the lower house and is due to be tabled in the lower house in March 2022
- Regulations are being prepared and will be sent for comment



- Levy will apply to waste to landfill from 1 July 2022
- Landfill operators will be reporting obligations
- Grant will be provided to assist with implementation

There continues to be a number of complaints about dumped rubbish at the recycling centres, Veolia have been doing additional collections and clean-ups and a community group in Dodges Ferry has also assisted. Litter blowing from the centre is becoming a source of pollution.

Covid associated staff shortage experienced with garbage and recycling collections improved, however our hard waste collection contractor was in covid isolation, resulting in Hard waste being delay by one week. This subsequently delayed week two February collection to March. There were also a record number of hard waste bookings for February, over 1700.

Street Stall / Public place permits

No new applications were received in February.

Staff Leave

Environmental Health Officer was on annual leave in Early February. A contract EHO was employed during this period.

COMPLIANCE – Darren Carter

Infringements issued for Nuisance Dogs (including Dog at large and unregistered dogs)	8
Infringement issued for Taking a Dog into a restricted area	1
Reported Dog attacks on livestock or other Dogs	5
Reported Dog attacks on people	4
Dogs impounded	12
Nuisance created by animals including dogs (Noise/Odour)	17
Fire Hazard Abatement notices issued	4
Litter Infringement notice issued	0
New Dog Registrations as a result of door knocks	3
Dog Abatement Notice/infringement Notice (currently being appealed to the Magistrates court)	0
Infringement issued By-Laws	0

A further 4 Fire abatement notices were issued in February after receiving calls from members of the public notifying Council of potential fire hazards.



Re-inspection's on properties that received fire abatement notices have been completed and Councils contractor has worked extremely hard to resolve these properties.

14 Cautions were issued to people who walked their dogs within the restricted areas and 1 infringement notice was issued.

Council officers conducted two after hours patrols of the beaches that have restrictions applied to them.

Councils Animal Management Officers dealt with a record number of barking complaints last month and currently have 17 complaints ongoing.

Four of those complaints have been made official where the complainant has paid the prescribed fee of \$110.00.

An Animal Management Officer was in Lewisham when a recent grass fire started, he reported that the fire breaks required as part of the fire abatement inspections assisted firefighting operations and helped to save several properties.

DEPOT WORKS – Amy Neubauer, Ken Grierson, Kathryn Knibbe, Mandy McLeod, Rebecca Bunyan

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

CRM's will now be reported on Roads, Land Improvements, Stormwater and Facility with the intention of next month's report demonstrating a figure of received CRM's against completed CRMS.

Customer Requests by Category Sealed/Unsealed Roads	Oct-21	Nov-21	Dec-21	Jan 22	Feb 22
Roads\Abandoned Vehicles					
Roads\Bollards				1	
Roads\Footpath Maintenance	1	3		1	
Roads\General Road Enquiry	2	2	2	3	3
Roads\Guideposts	1	1	2		
Roads\Guardrails					
Roads\Line marking	1				1
Roads\Other Road Signage	2		2	4	3
Roads\Pedestrian Crossing	1			1	
Roads\Road Defects incl. Potholes	11	20	12	1	17
Roads\Road Grading	1	2			2
Roads\Street Name Signage	1	1	1	1	1



Roads\Street Lighting		1			
Roads \ Traffic Calming Devices					
Total	21	30	19	12	27

Customer Requests by Category Land Improvement	Oct-21	Nov-21	Dec-21	Jan 22	Feb 22
Parks and Reserves\Council Land & Reserves Maintenance	3	12	4	6	4
Parks and Reserves\General Litter & Bins		1			
Parks and Reserves\Mowing Public Places	8	6	3	7	3
Parks and Reserves\Playground & Park Maintenance	2	1	2	5	2
Parks and Reserves\Tree Request, Removal and Roadside Maintenance (Rural)	2	3	1	4	4
Parks and Reserves\Tree Request, Removal and Roadside Maintenance (Urban Pink Map)	10	12	9	11	13
Parks and Reserves\Walkway and Beach Access		4	6	5	1
Parks and Reserves\Weed Managing & Spraying	2	1	2	1	5
Total	27	40	27	39	32

Customer Requests by Category Stormwater	Oct-21	Nov-21	Dec-21	Jan 22	Feb 22
Stormwater\Blocked Drains	2	10	2	2	4
Stormwater\Flooding (Road Drainage)	6	17	9	2	
Total	8	27	11	4	4

Customer Requests by Category Facilities	Oct-21	Nov-21	Dec-21	Jan 22	Feb 22
Facilities\Facility Maintenance Request	2	4	1	6	5
Total	2	4	1	6	5

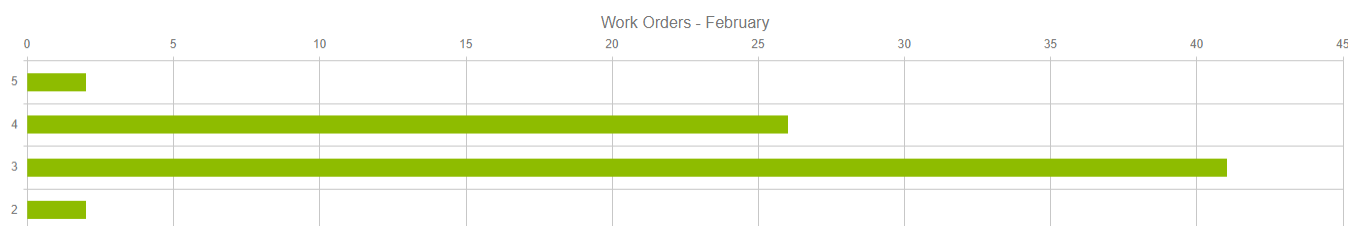
Road Maintenance and Repairs

Priority 1	Urgent - 1 Day
Priority 2	Important- 6 Weeks
Priority 3	Required - 16 Weeks
Priority 4	Maintenance - 26 Weeks
Priority 5	Monitor - 52 Weeks White Hill Road (Road)



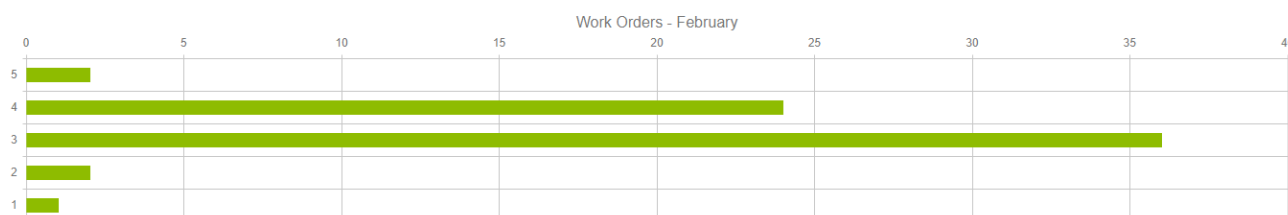
Unsealed Road Crew

- 71 Work Orders Complete for February. 2 at Priority 2, 41 at Priority 3, 26 at Priority 4, and 2 at Priority 5.
- Maintenance Grading on Pawleena Road, Bream Creek Road, Nugent Road, Heatherbell Road, and Josephs Road.
- Signs/Guideposts on Branders Road, Church Street West, Gellibrand Street, Wiggins Road, Bay Road, Boomer Road, Bream Creek Road, Knights Road, and Nugent Road.
- Drains/Culverts on Pawleena Road, Hillcrest Road, Heatherbell Road, Delmore Road, Warrantena Road, and White Hill Road.



Sealed Road Crew

- 65 Work Orders Complete for February. 1 at Priority 1, 2 at Priority 2, 36 at Priority 3, 24 at Priority 4, and 2 at Priority 5.
- Drains/Culverts along Fulham Road and Delmore Road.
- Signs/Guideposts on Lewisham Road, Brooklyn Drive, Lewisham Scenic Drive, Jetty Drive, Tiger Head Road, Forcett Street, Dubs & Co Drive, Church Street East, Delmore Road, Pawleena Road, Honolulu Street, Weston Hill Road, Riverdown Court, Keelan Court, Third Avenue, Imlay Street, Carlton River Road, and Midway Point Esplanade.
- Line Marking on Fitzroy Street, Arthur Street, Walker Street, Somerville Street, The Circle, Bally Park Road, and Lewisham Road.
- Asphaltting on Third Avenue, Marion Bay Road, Pawleena Road, Erle Street, and Montagu Street.

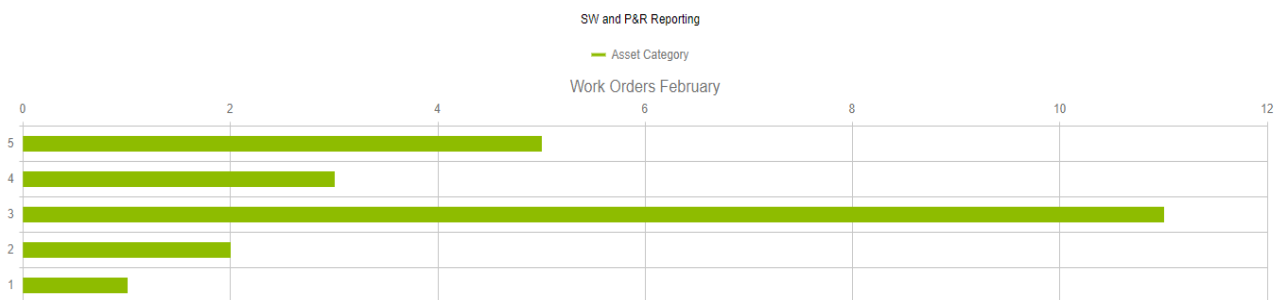


Stormwater Crew:

- Clean drains and whipper snip of vegetation – Lewisham, Snake Hollow, Primrose Sands
- 20t excavator cleaning drain - Wolstenholme Drive
- Install French drain – Primrose Sands Hall

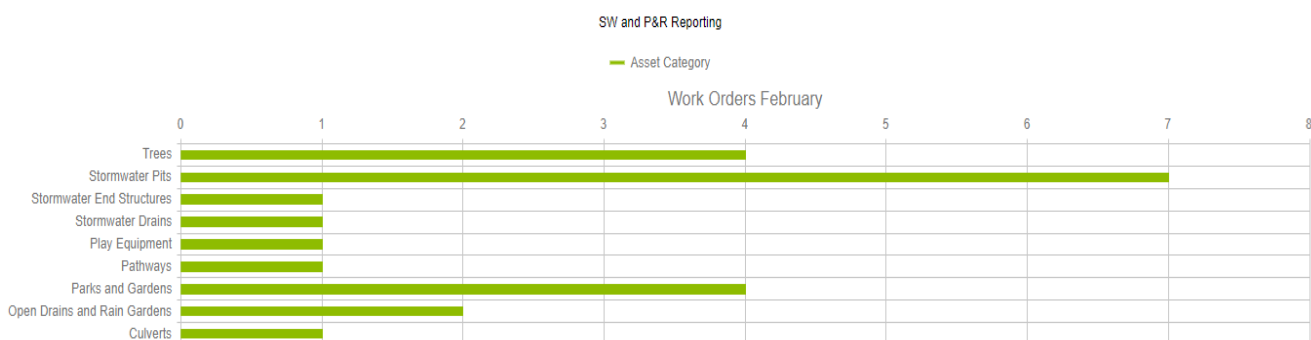


- Fill sink hole – Lewisham Scenic Drive
- CRM's



Land Improvements:

- Tree work – Dodges Ferry, Carlton and Primrose Sands
- Ongoing maintenance for Parks, Reserves and Walkways
- Re-install bin stand and seat Cole street
- Polaris weed spray gravel path Miena Park to Shark Point
- CRM's
- Mulch various areas



FACILITY MAINTENANCE CO-ORDINATOR– Amy Neubauer / Josh Pullen

All Buildings- general maintenance requirements as per form 46

Repairs and maintenance Summary of Buildings – by Work Order Type

All Buildings- general maintenance requirements as per form 46

Repairs and maintenance Summary of Buildings;

- Sorell Memorial Hall, side lights in hall
- Dodges Ferry Rec Centre paint over wall due to graffiti
- Fitzroy Street, new fridge
- Dunalley Hall, refit downpipe



AGENDA
ORDINARY COUNCIL MEETING
15 MARCH 2022

- Dunalley Hall, fit new inspection outlet
- Fitzroy Street, fix front door lock
- Netball Amenities, exterior power points x2
- Dunalley Hall, check faulty tank pump
- CAC, replace lights in office
- LTPF, new battery for defib unit
- Netball Courts, replace 2 x grates
- CAC, Dunalley Hall, Sorell Memorial Hall, Midway Point Hall solar panel audits
- PCYC, Pembroke Park old changerooms, painting to full exterior of buildings

Repairs and maintenance to public toilet facilities:

- Dunalley Canal faulty pump
- Boat Park, soap dispenser x2
- Boat Park, new toilet roll holder
- Carlton Beach, new toilet roll holder
- Carlton Beach, soap dispenser
- Carlton Beach, remove excess sand from service area
- Park and Ride, new toilet roll holder
- Dunalley Canal, inspect toilet door due to repot of fault
- Carlton Beach, septic pump out
- Park and Ride, remove graffiti
- Primrose Sands, new toilet roll holder
- Pioneer Park, blocked toilets
- Park and Ride, remove graffiti
- Park and Ride, fit new camera
- Park and Ride, refit toilet roll holder
- Park Beach, refit toilet roll holders x 2

ASSETS / GIS / ICT – Julie Mann

- Unsealed Road candidates are currently under investigation for next year's capital program.
- New /updated condition assessments done on candidates.
- New and Upgrade Capital works discussed.
- Culvert rectification works is being investigated at Shark Point Road.
- Pen testing complete and awaiting final report.
- Attendance at the state grants commission review workshop, offering feedback from Sorell – the grants commission were interested particularly in our road hierarchy methodology and how we have adapted it to our Council (fit for purpose).
- Attendance at 2 different information sessions on cyber security. The JLT National Cyber webinar and Security threats Facing local governments.



PROJECT ENGINEER – Anthony Walters**Road & Traffic**

Vulnerable Road User Program 20/21:

- Pedestrian crossing in Main Rd Sorell, minor works to complete, such as installation of hoops and adjusting the lip of bulbing.

Footpaths:

- Raprinner St to Meethenar St – Complete
- Park Beach Rd to Park Beach Car Park – Design works are complete and sent to preferred contractors for quotes.
- Lewisham Scenic Drive – Design has commenced.

Safer Rural Roads Program:

- Brinktop Rd Road Widening - Works have commenced and it is estimated that they will be complete in late April.

Buildings

Stadium Car Park:

- Kerb has been poured to perimeter of car park and v-drain. Lighting towers have been delivered to site and modifications to the RV park are complete.

Netball Courts:

- Sub-Base, base, sand and reinforcement are installed, with the first of two pours expected on March 15 – weather pending.
- Two reversible basketball/netball posts and two adjustable netball posts have been ordered.
- The line marking is scheduled to be installed in early April.

Stadium:

- The high moisture content in the stadium concrete slab has been resolved, the flooring contractor has commenced work and is nearing completion - There will be additional delays due to some of the vinyl being damaged while in transit.
- The painters are nearly complete.
- Modifications to the steelwork are needed before the sports equipment is delivered.
- External window surrounds are approximately half complete.
- VOS have stated they will be leaving site by the end of March 2022.
- Design for surrounding footpaths has commenced and will be sent for quotes shortly.



Train Shed:

- The sandstone wall on the south side of the shed has been cleaned.
- The base plate replacement and the improvements to existing columns are well underway.
- A local resident from Midway Point has offered to donate roofing iron for the project and it matches the existing profile.

Lewisham Boat Ramp Toilet:

- The building has been ordered and it is expected to arrive in 20 weeks.
- All relevant paper work has been received from the supplier.
- DA has been lodged.
- Design drawings have commenced.

8.3 HUMAN RESOURCES, CUSTOMER & COMMUNITY SERVICES – JESS HINCEN, MANAGER

Meetings Attended:

- Meeting with Arts Practitioners involved in our Arts Tasmania Grant Project
- Various meetings RE: Pembroke Park Stadium
- Meeting with Dunalley Hall Committee Representatives
- Meeting with Sorell Football Club
- Management Meeting
- Various HR meetings
- Various meetings RE: finance system upgrade
- Various meetings re commencement of Enterprise Agreement Bargaining
- Council Workshop

HUMAN RESOURCES

Recruitment

Appointments

- Senior Planner: Shane Wells has been appointed and commences his role on 9th March 2022
- SERDA Training Coordinator, casual – Martin Killick has been appointed and commenced his role 7th March 2022

Policy Review

- Training & Development Policy currently under review



Employee Training

- Depot Training Plan complete and currently being implemented

Enterprise Agreement Negotiations

- Preparation for commencement of Enterprise Bargaining
- NERR issued on 21 February 2022
- First bargaining meeting held on 9 March 2022

Other Activity

- Quarterly random Drug and Alcohol testing of employees undertaken by Relevant Drug Testers
- Employee survey undertaken in relation to working from home arrangements

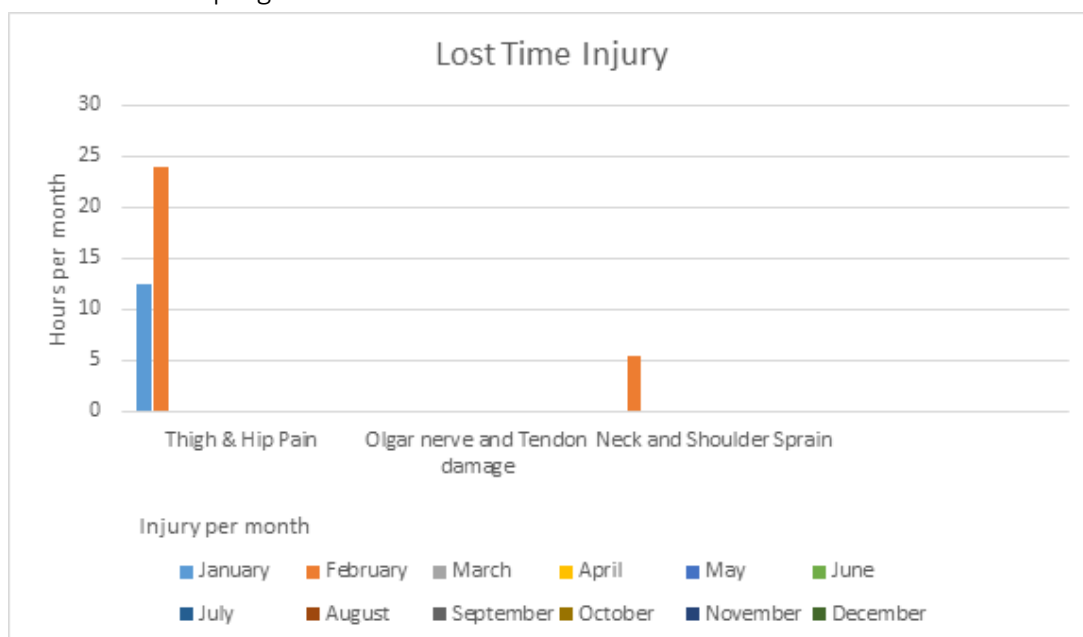
PAYROLL / EMPLOYEE SUPPORT

- Two pay runs and end of month processing completed
- Subscribe HR & Dialog Meetings Attended
- Payroll Testing
- Payroll Training – Finance support completed first solo pay run

WORKERS COMPENSATION

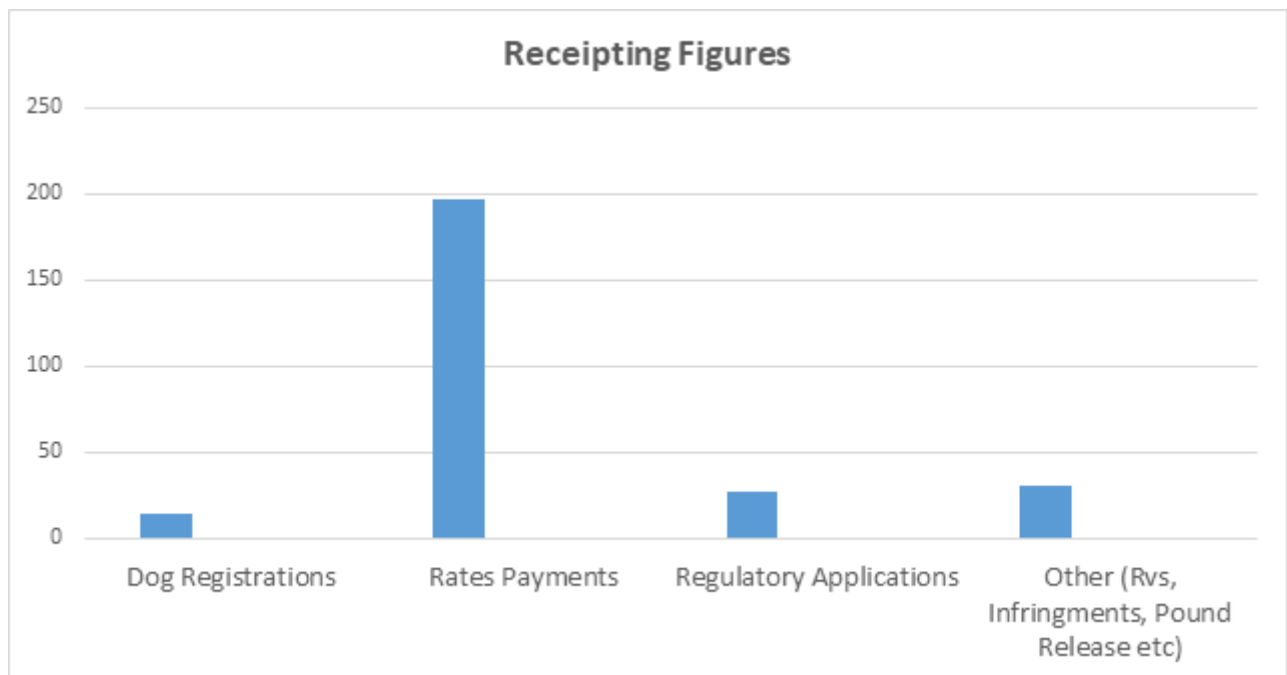
2 x Active claims with QBE

1 x Notification of right to make a workers comp claim with Allianz – Claim did not progress



CUSTOMER & BUSINESS SUPPORT

Receipting figures – February



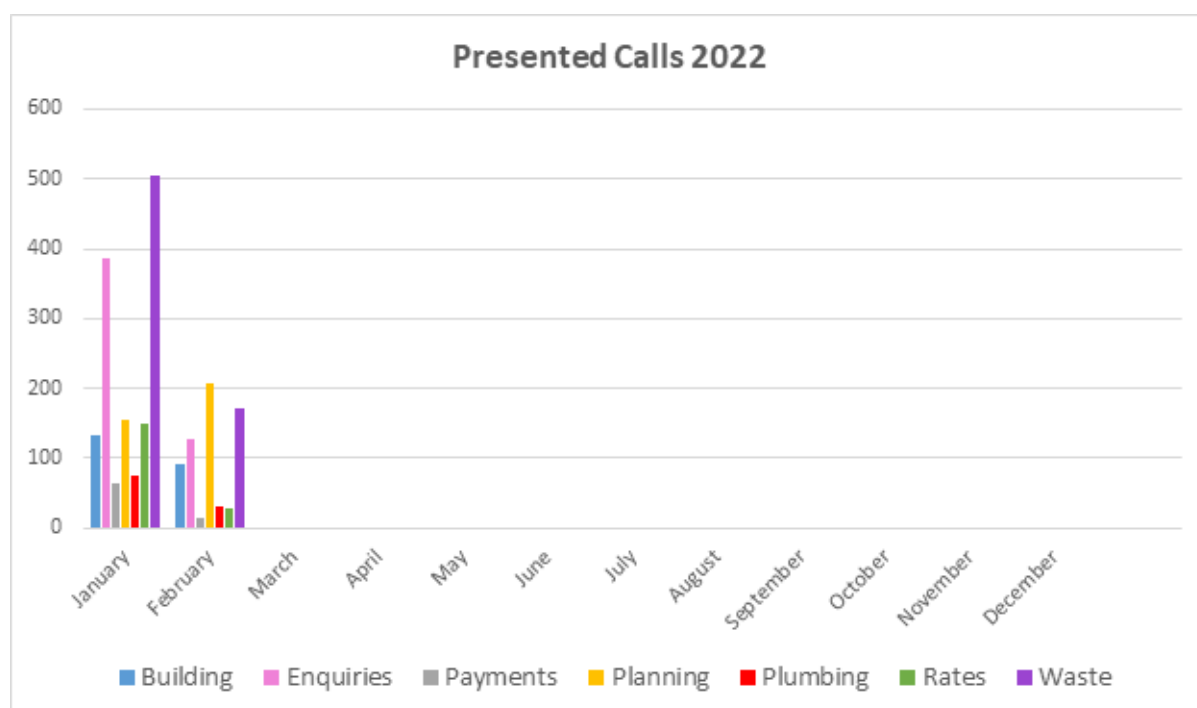
Phone Call Reporting – February 2022

Enquiry	Number of Answered Calls	Average Speed of Answer	Percentage of Calls Answered
Building	80	26 seconds	87.0%
Enquiries	101	12 seconds	80.2%
Payments	9	4 seconds	64.3%
Planning	192	20 seconds	92.3%
Plumbing	27	16 seconds	90.0%
Rates	23	13 seconds	82.1%
Waste/Bins	155	13 seconds	90.1%

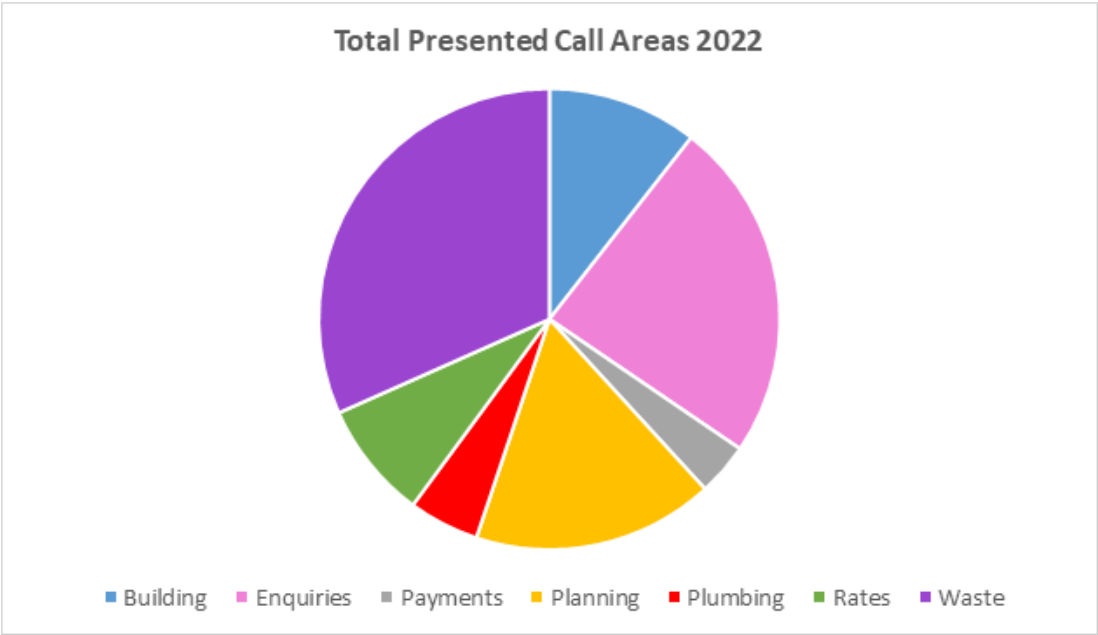
83.7% of calls are being answered within **14.8 seconds**. Time includes welcome message and option menu for customers.

**Planning & Building calls will show a longer answer time as they are the last options for customers to choose when calling in via the phone system.

Presented Calls by month for 2022

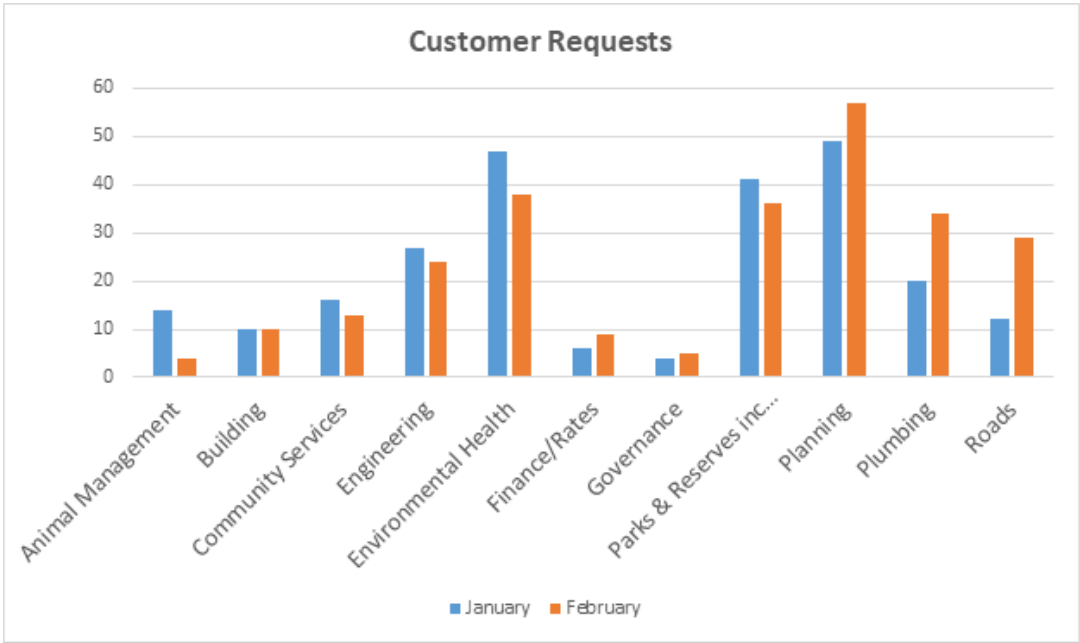


Total Presented Calls for 2022



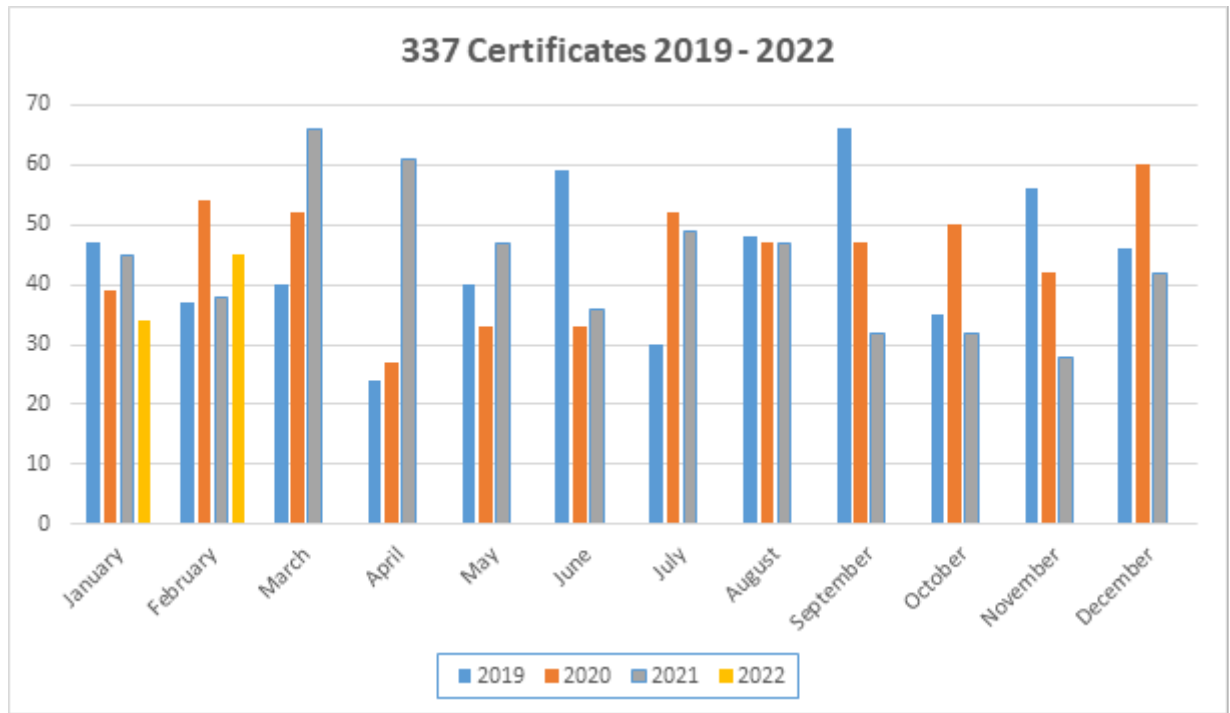
Customer Requests

CRMs created for the month of February

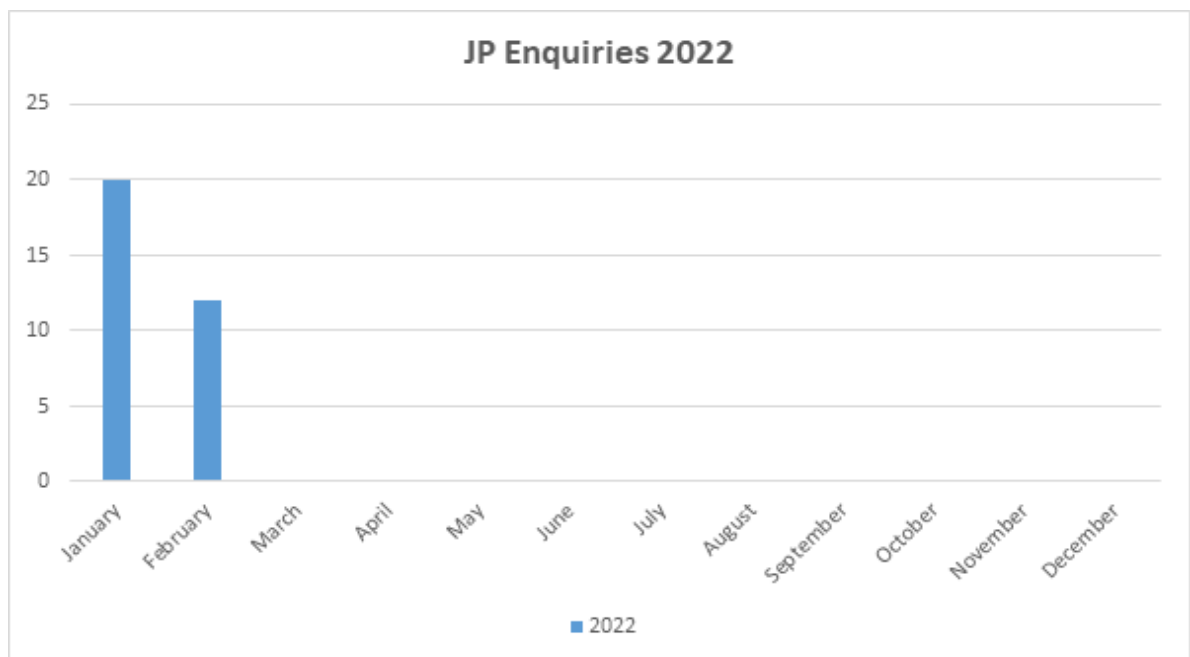


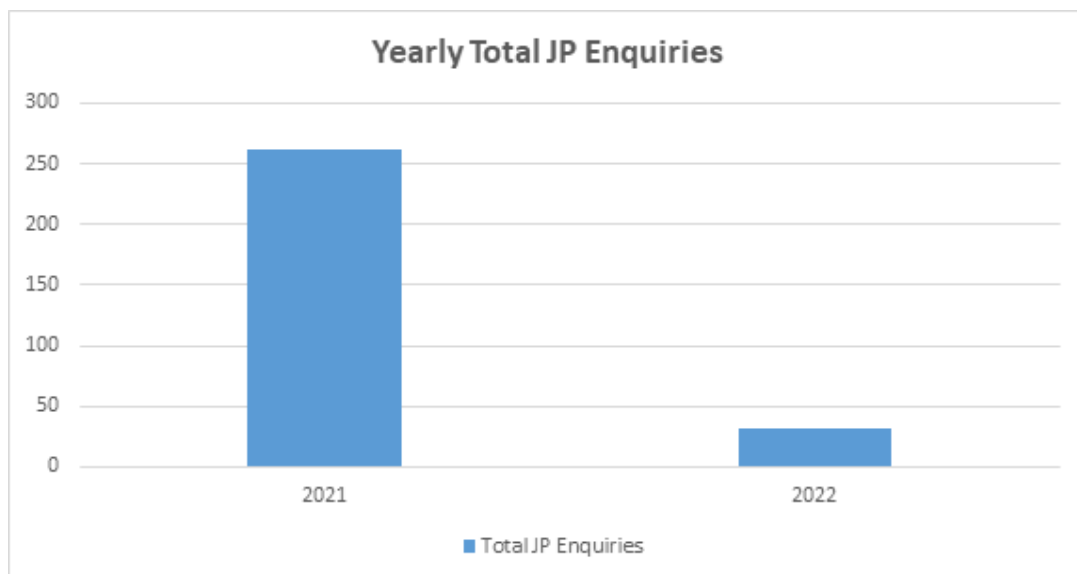
337 Certificates

Council processed 45 - 337 Certificates in February 2022, which relate to the sale of properties as detailed in the graph below.



Justice of the Peace Enquiries





Customer Service Survey Feedback



We received 10 completed customer service surveys for the month of February.

COMMUNICATIONS

General

- Sorell Times – Regular monthly advert.
- Council Works Update – Monthly update compiled re current and soon to be commenced Council works and published on our website, Facebook and Instagram pages.



- Website – Updated with news and documents including Council Works Updates, Shark Point Road Closure, hard and green waste delays,
 - Brochures – all public brochures currently being updated for printing.
 - Waste Education – Facebook posts ongoing and recycling display has been finished. This will be promoted via social media and we will investigate having it displayed in other areas around our community in the coming months.
 - Social Media Policy – This policy is currently being updated.
- Community Consultation
- Sorell Streetscape – began planning for consultation for the updated Sorell Streetscape Plan.
 - Livestream of Council Meetings – promotion for the three-month trial of live streaming Council Meetings is ongoing.

Advocacy

- Update of Council's Regional Strengthening Projects document is finalised.
- Article re Councils advocacy priorities being written for social media.

Area Promotion/Marketing

- Midway Point Hall signs – Working with Eye Spy to renew the signage at Midway Point Hall.
- Information Folder – Began drafting design for Council information Folder to be used for New Residents Kits, HR Packs, Planning Information etc.

SOCIAL MEDIA

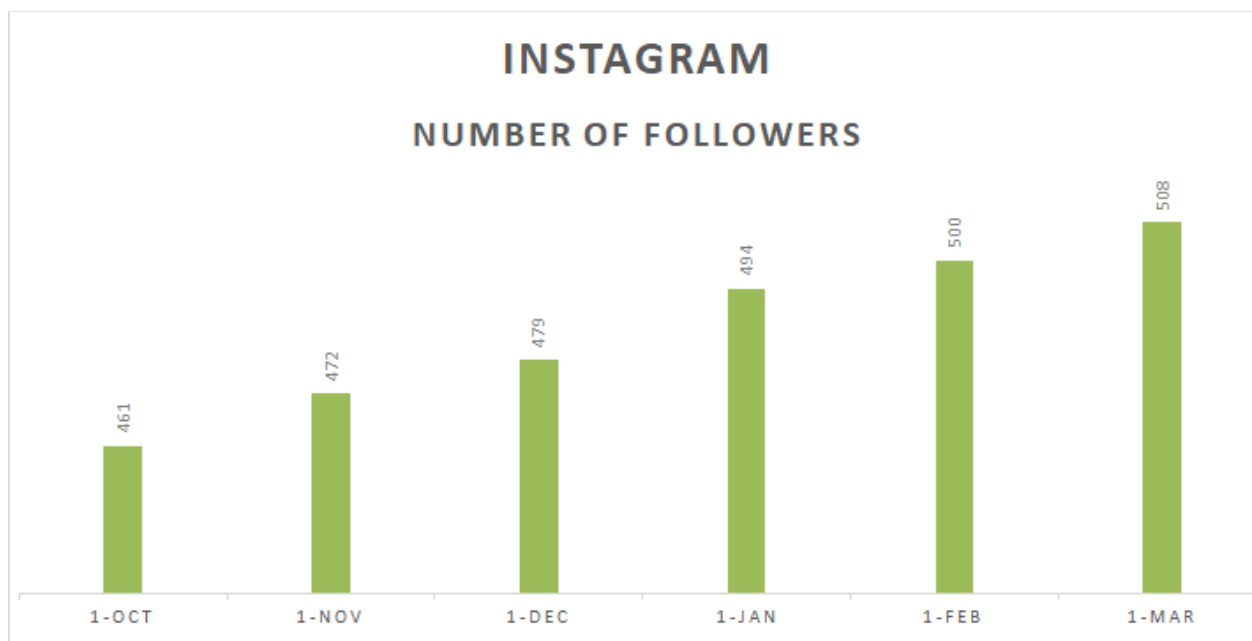
FACEBOOK 3 February - 7 March					
Post	Post Date	Reach	Reactions	Comment	Shares
Shark Point Road Bridge Closure	6/03/2022	22595	84	175	93
Road Works - We have a number of road works projects that have commenced, or about to commence, across our Municipality.	6/03/2022	2645	12	2	7
Update – Feb Hard Waste and March Green Waste Collections	3/03/2022	2444	19	7	8
Clean up Australia Day	2/03/2022	756	9	0	3
Shark Point Road – new bridge load limit	1/03/2022	4655	19	18	19
Access to Council Offices Friday March	1/03/2022	1669	7	0	5



Council Works Update - Current and soon to be commenced Council works and projects as at 1 March 2022	28/02/2022	1998	18	1	5
Tree Vandalism	28/02/2022	2811	50	4	7
Week one hard waste collection for February has commenced today, Monday 28 February 2022.	27/02/2022	567	2	6	4
The Department of State Growth are seeking feedback on the duplication of the Causeways	27/02/2022	3049	34	18	10
Hearing Awareness Week is from March 1 to 7.	27/02/2022	1039	6	1	2
Today Mayor Kerry Vincent hosted a press event with leader of the Labor party Anthony Albanese and Brian Mitchell MP - Federal Member for Lyons who were in Sorell to announce a commitment of \$1 million dollars for a SERDA Jobs Hub in Sorell if Labor is elected to Government in the upcoming Federal election.	24/02/2022	2249	78	7	3
Sorell Railway Carriage Shed – We need your help!	22/02/2022	11507	132	25	72
Mayor Kerry Vincent met Scott Morrison today in Sorell. Kerry outlined all the exciting things happening in the heart of the south east and how the Federal Government can assist us to provide the infrastructure and facilities our growing and thriving community requires.	21/02/2022	1870	38	9	2
February Hard Waste Collections	20/02/2022	2181	39	7	16
Tasmania JackJumpers in Sorell	20/02/2022	9340	125	94	41



Please read below for important information from RoadsTas about traffic changes on Main Road in Sorell associated with the Sorell Bypass road works.	17/02/2022	1688	9	4	5
Sorell Recycling Centre Access Changes	16/02/2022	2385	9	5	6
Please read below for important information about upcoming traffic changes at Midway Point	7/02/2022	2222	16	0	15



MEDIA

- Guesswork Television – liaised with the production company regarding filming of their television series ‘Deadloch’ in Penna.
- Sorell Times – Information provided re vandalism in Sorell Park and Ride public toilets.
- ABC Drive Show – Liaised with the Producer re information on Federal Labor Government’s commitment to providing funding for the SERDA Jobs Hub and organised for Mayor Vincent to be interviewed.

CORPORATE ADMINISTRATION

RIGHT TO INFORMATION

- No Right to Information Requests were received.



POLICY REVIEW

- Social Media Policy - Currently under review

LEASES & LICENCES

- Sorell Football Club Leases negotiations
- Sorell Tennis Club Renewal
- Sorell Lions Club Renewal

FINANCIAL ASSISTANCE

- INDIVIDUAL ACHIEVEMENT
- Grace Pullen, Under 19 State Netball
- Jack Davis, National Scooter Competition

COMMUNITY GRANTS

- Southern Tasmanian Country Music Muster

COMMUNITY SERVICES – Hours of Use

Facility	Hours for Month of November 2021	Hours for Month of December 2021	Hours for Month of January 2022	Hours for Month of February 2022
Midway Point Hall	95.5	46	10	33.5
Copping Community Hall	51	48	0	36
Dunalley Hall	13	26	26	25
Sorell Memorial Hall	155.5	89	65.5	130.5
Dodges Ferry Rec Centre	77.5	37	3	24.5
Pembroke Park - TOTAL	304	137	129	189
Junior Oval	47	47.5	29	50.5
Senior Oval	71	69	52.5	71
Netball Courts	108	11	6.5	44.5
Soccer Pitch	18	9.5	20	23
Dodges Ferry Oval	35	4	21	18
PCYC	25	14	0	14



PEMBROKE PARK STADIUM

- Working on request for proposal for gym operator, following initial EOI process.
- Reviewing operating model for canteen and bar operating model.
- Confirmed new booking system for the stadium and community facilities.
- Liaising with Swisher in relation to basketball activity at Pembroke Park.
- Kingborough Sports Precinct and Swisher Hobart tours.
- Liaising with Project Engineer and suppliers on various matters/aspects of the project.
- Ongoing liaison with SENA, SEBA & SEUFC.

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

- Showtime Soccer – Tournament
- Dunalley Hall Committee
- Sorell Football Club Lease arrangements

OTHER DEPARTMENT ACTIVITY

- Various hall and ground booking agreements
- Cemetery burial and columbarium wall bookings
- Citizenships
- Pembroke Park Users Group meeting
- Met with Reclink – re usage of council facilities for programs Sorell
- Met with Constance ARI - Arts Tasmania Grant Project
- Reviewing Community Liability Insurance
- Working on application for national tree-planting funds as part of the commemorative recognition of Queen Elizabeth's Platinum Jubilee.

8.4 FINANCE – STEPH PERRY, MANAGER

Financial Management

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

- Finance staff completed the Mid-Year Budget Review (MYBR) of the operating budget, capital budget and long term financial plan.
- Finance staff completed and lodged the Phase 2 of the 2020/2021 Consolidated Data Collection Survey.
- Quarter two asset capitalisations were processed in Assetic and then capitalised in the NAV finance system by finance staff.



- Finance staff completed the South East Region Development Association (SERDA) ad-hoc and monthly financial tasks.

Rates

- At the end of February 79.9% of rates had been paid, compared to 80.5% at the same time last year.
- Supplementary valuations have been received from the Office of the Valuer-General, year-to-date totalling \$58k in general rates, \$26k in waste charges and \$3k in fire levy income.

Audit

- Tasmanian Audit Office (TAO) notified Council they will be completing the 2021/2022 audit and not contracting it per prior years to WLF Accounting & Advisory.

Operational Plan

During the month of February, finance staff progressed on the following 2021/2022 Operational Plan items:

Operational Plan Item	Status
Finance System Upgrade	Testing stage continued, in preparation for 4 April 2022 Go Live.
Policies & Procedures Review	In progress.
Internal Audit of Finance Policies	In progress.
Long Term Financial Plan (LTFP) Review & Financial Management Strategy	Not commenced.
Land Tax Review	In progress. Waiting on review and finalisation by Financial Accountant.
Finance Capital Job Input Review	In progress (at final stage).
Register of Finance & Rates Procedures	In progress, including development of draft procedures and moving current procedures into the updated template.



Operational Plan Item	Status
Fuel Purchasing System Checks/Control Review	In progress. A number of Ampol reports have been selected and now a final process decision is to be made.
Rates Property #1 account	In progress.

Grants & Funding

During the month of February, the following grants were received and or/invoiced:

- The 1st instalment of \$226,311, relating to the State Government funded Pembroke Park function centre, was invoiced by Council in February. Council are yet to receive the grant funding from the Department.
- The 3rd quarterly payment of \$317,029 for the Financial Assistance Grant was received by Council.

No other grants were received or invoiced during the month of February.

Insurance

- The 2022/2023 insurance renewal documentation was received from JLT and MAV in February. Finance staff have commenced the management of the insurance renewal process, which involves the input from staff members across a number of Departments. The renewal documentation is due for submission in March.

Fleet Management

- Five out of the six vehicles were ordered in November and December. The sixth vehicle was ordered in February 2022. Two vehicles were received during February.

Plant and Equipment Disposals

- Nil

Meetings

- Monthly capital works meeting with Finance, Asset Management, Engineering and Depot staff – 8/2/2022



- Regular meetings with Dialog to discuss the finance system upgrade from NAV to Business Central – 17/2/2022
- Monthly team meeting with the Finance Department – 22/2/2022
- Monthly rates working group meeting – 18/2/2022
- Excel training session held by Lexicon Training and attended by three Finance Department staff - 23/2/2022
- Dynamics 365 Business Central User Group Workshop held by Dialog – 11/2/2022
- JLT Cyber Insurance Webinar 8/2/2022

9.0 PETITIONS

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

10.0 LAND USE PLANNING

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

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

11.0 GOVERNANCE

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11.1 SOUTH EAST REGION JOBS HUB – DRAFT INCORPORATED ASSOCIATION RULES

RECOMMENDATION

“That Council resolve to:

- (i) endorse the establishment of the South East Region Jobs Hub Association;
- (ii) adopt the draft Rules (as amended) and draft Strategic Plan; and
- (iii) authorise the General Manager (or SERDA delegate) to execute as necessary.”

Introduction

Funding was secured from the Department of Premier and Cabinet (DPAC) in Q4 20/21 to fund the SEE Hub until EOY 21/22 – both for the SERDA and Colony47 operations respectively.



The terms of the funding required SERDA to:

- Develop a governance structure and framework for the South East Region Jobs Hub, that aligns to Recommendation 22 of the PESRAC final report;
- Develop a strategic plan that includes the ongoing operation and sustainability of the South East Region Jobs Hub; and
- Develop a set of objectives, activities and outputs for the South East Region Jobs Hub, that aligns to Recommendation 23 of the PESRAC final report.

Jobs Tasmania was subsequently established in the Department of State Growth to deliver the Government's network of Jobs Hubs in regional areas. Each Hub will be governed by a Jobs Hub Board to oversight delivery and coordination of activity in their respective region that support the objective to increase employment, workforce participation or re-engagement with formal education and training.

Jobs Tasmania will be funding the Jobs Hubs for an initial 3 year term with the option of an additional 3 year term.

SERDA engaged KPMG to assist working through the DPAC funding requirements during Q1-Q2 of 21/22.

The SERDA group of councils have since settled on the creation of an independent entity – South East Region Jobs Hub Inc ("Jobs Hub"). The draft Rules of the association and draft Strategic Plan are *attached*.

Each SERDA member council will be formally considering the endorsement of both documents during March to enable the establishment of the Board, Association and engagement of SERDA and Colony47 staff to commence operations Q1 22/23.

Strategic plan

The Sorell Council Strategic Plan is underpinned by four principle Objectives (what we want to achieve):

- *Objective 1 - To facilitate regional growth.*
- *Objective 2 - Responsible stewardship and a sustainable organisation.*
- *Objective 3 - To ensure a liveable and inclusive community.*
- *Objective 4 - Increased community confidence in Council.*

The Outcomes (what we think success looks like) and Directions (how we will deliver) of the four Objectives that are relevant matters to be considered as a SERDA member council, in determining the appropriateness of supporting and endorsing the creation of the Jobs Hub, are:



- *Objective 1 - To facilitate regional growth.*
 - *Outcomes -*
 - *Increased business investment.*
 - *Increased employment opportunities, with local jobs for local people.*
 - *A regional centre for quality education with improved educational capacity and training outcomes.*
 - *SERDA recognised as the lead regional body.*
 - *Directions –*
 - *Support industry specific workforce development through regional coordination and Trade Training Centres to supply labour force.*
 - *Support the increase of education and early learning opportunities.*
- *Objective 2 – Responsible stewardship and a sustainable organisation*
 - *Outcomes –*
 - *Contemporary governance and compliance practices.*
 - *Effective stakeholder relationships.*
 - *Delivering the services our community requires.*
 - *Directions –*
 - *Ensure decisions are financially responsible and sustainable.*
 - *Strategically manage our assets, facilities, services and structure, with a focus on continuous improvement.*
 - *Actively seek and maximise grant funding opportunities.*
 - *Commitment to transparent and accountable governance and well informed decision making.*
 - *Maintain effective partnerships with government, industry and community organisations.*
- *Objective 3 – To ensure a liveable and inclusive community.*
 - *Outcomes –*
 - *Improved access to regional services.*
 - *Directions –*
 - *Advocate for effective regional service delivery that meets current and future population and demographic projections.*
- *Objective 4 – Increased community confidence in Council.*
 - *Outcomes –*
 - *Consistent and contemporary Council leadership.*
 - *Directions –*
 - *Encourage elected members to be well informed and engaged, and to represent whole of community interests.*

- *Ensure decision making is consistent and based on relevant and complete information, and is in the best interest of sustainability and whole of community interest.*

Council supporting and endorsing the recommendation is consistent with the above elements of the Strategic Plan. Further, it will facilitate SERDA to significantly evolve and be structured to provide a fit for purpose regional service entity that can both provide services and coordinate other agencies.

Annual plan

The Annual Plan includes the following relevant strategies and initiatives that address the Objectives of the Strategic Plan and by extension, are considered compatible with the recommendation.

- *1.7 – Support and promote SERDA programs and strategies:*
 - *Identify and align with State and Federal Government programs and election commitments including new Workforce Growth and Jobs Tasmania initiatives and PESRAC Southern Region Recovery Committee recommendations.*
 - *Secure long-term structure and funding for Workforce Engagement and Development roles – delivered through the Regional Workforce Hub.*
- *1.11 – Establish State Government position on formalising partnership agreements with Council. Identify industry sectors where formalised engagement will benefit both parties and pursue the establishment of targeted and productive agreements.*

Policy

There are no specific Council or Management Policies applicable to the recommendation or SERDA related matters.

Environmental implications

None foreseen.

Asset management implications

Separate to the creation of the Jobs Hub operating model, but integrated into the longer term delivery of programs and broader government and industry services, Council on behalf of SERDA has been advocating for Government funding to construct a purpose built \$1.5m Jobs Hub facility to the north of the CAC on Dubs and Co Drive.

Should the project proceed, asset depreciation, maintenance and operational costs will be an annual operating budget expense for Council as land owner. These will need to be offset through tenant lease/rental revenue received from the Jobs Hub, government and industry service agencies and employers.



The forecast asset lifecycle costs have not been determined at this stage.

Risk management implications

Existing operational, governance and employee risk management implications to Council will be significantly reduced with the creation of the Jobs Hub as a separate incorporated association.

The principle risks with the Jobs Hub are likely to be:

- Identifying and securing the requisite Jobs Hub Board members (effectively volunteer roles) able to deliver the Regional Jobs Hub Objectives, Roles and Responsibilities in addition to the Objects and Purposes of the Association;
- Securing Jobs Tas funding for both the initial and subsequent 3 year terms;
- Transitioning Sorell Council and Colony47 employees into the Jobs Hub; and
- Establishing organisation structure, appointments, reporting, accountabilities, delegations, policies and procedures, plant and equipment and external service providers – Finance, Payroll, HR, ICT.

Community implications

None foreseen.

Statutory implications

SERDA separately engaged Abetz Curtis to provide strategic and legal advice on a range of organisation governance and delivery options including consideration of a company, joint authority, expanded SERDA incorporated association or new incorporated association.

The latter was the preferred model with Abetz Curtis providing draft Rules for consideration by the SERDA member councils.

The existing SERDA association will remain and continue to advocate and facilitate other regional matters on behalf of the member councils.

Report

The structure and purpose of the draft Rules are to frame its operations as per:

- Who are members of the Association?
- What do the members do?
- Who are the members of the Board?
- Who are the officers of the Association?
- How are Board members elected?
- What does the Board do?
- Subcommittees.
- Use of Association funds.



Following the issue of the draft Rules, a number of potential minor amendments have been identified that will refine and assist the operation of the Jobs Hub and that do not affect the fundamental structure and purpose of the Association. Accordingly, the recommendation to Council to adopt and execute the draft Rules (*as amended*) reflects the intent for minor amendments to be approved by the respective Council delegates acting on behalf of SERDA. These include:

- Sub-rule 4.12 – can be deleted as already covered by sub-rule 4.7.
- Rule 8 – Banking and Finance – confirmation that electronic banking is provided for.
- Sub-rule 22.2(c) – confirmation that sufficient power to delegate is provided for.
- Sub-Rule 23.2 – increasing board member term from a maximum of 12 months to 24 months and having turn over staggered to avoid all in - all out scenario.
- Sub-Rule 26.1 – reducing Board meetings to a minimum of quarterly rather than monthly.
- Sub-Rule 29.1 – nominating a minimal annual subscription fee so the process if a member is to be removed, can be properly enacted.
- Ensuring the Rules provide for the use of electronic means for Board, Sub-committee and General Meetings including circulating resolutions.

Conclusion

From a simple but focused strategic intent to increase employment and training opportunities in the south east that commenced with modest TCF and SERDA member council funding, the SERDA model (as it has become known), is recognised statewide as the benchmark in achieving identifiable, targeted and sustainable outcomes.

The ongoing support of the State Government through Jobs Tas will enable the SERDA model to take a significant step forward through strengthened coordination, governance and resourcing. The Council's ongoing support and facilitation by adopting the recommendation is sought.

Robert Higgins

GENERAL MANAGER

Date: 9th March 2022

Attachments (draft Rules & draft Strategic Plan)





Rules of Incorporated Association

South East Region Jobs Hub Inc



AGENDA
ORDINARY COUNCIL MEETING
15 MARCH 2022

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South East Region Jobs Hub Incorporated

The name of the Association is as follows:

South East Region Jobs Hub Incorporated

Rules

1. Interpretation

In these rules, unless the context otherwise requires –

accounting records has the same meaning as in the Act;

Act means the Associations Incorporation Act 1964;

annual general meeting means an annual general meeting of the Association held under rule 12;

Association means the association referred to in these rules;

association has the same meaning as in the Act;

auditor means the person appointed as the auditor of the Association under rule 9;

authorised deposit-taking institution means a body corporate that is an authorised deposit-taking institution for the purposes of the Banking Act 1959 of the Commonwealth;

basic objects of the Association means the co-ordination of workforce engagement and development activities in the Local Area, including but not limited to:

- (a) Engage with employers and commission public and community services to remove barriers to work and improve employability for individuals;
- (b) Assist in coordinating job services within the Local Area;
- (c) Undertake job matching, coaching and referral services;
- (d) Collaborate with business enterprise centres and industry chambers to support small business capabilities;



- (e) Support employer engagement with local schools;
- (f) Engage with trade training centres, TasTAFE and other education and training providers within the Local Area to optimise services and use of local facilities;
- (g) Engage with the community and collective impact networks to provide networks for jobseekers through links into the local industry;

Board means the Board of management referred to in rule 22;

Chairperson means the person elected to the position from time to time pursuant to clause 25;

Finance Officer means the employee or Member nominated by the board to hold the position and perform the duties of the role as set out in these Rules;

financial year has the same meaning as in the Act;

Founding Members means the SERDA Members;

general meeting means –

- (a) an annual general meeting; or
- (b) a special general meeting;

Office means 11 Fitzroy Street, Sorell Tasmania 7172;

Local Area means the local government areas that form the SERDA operating area;

Member has the meaning given to it under rule 4.1;

ordinary business of an annual general meeting means the business specified in rule 13.5;

ordinary Board member means a member of the Board other than the Chairperson;

public officer means the person who is, under section 14 of the Act, the public officer of the Association;

SERDA means the incorporated association known as the South East Region Development Association Incorporated;

SERDA members means the members or nominated representatives of SERDA from time to time accepted as members or nominated representatives (as the case may be) of SERDA in accordance with its constitution;

special Board meeting means a meeting of the Board that is convened under rule 26.2 by the Chairperson or any 4 of the members of the Board;

special general meeting means a special general meeting of the Association convened under rule 13;

special resolution has the same meaning as in the Act.



2. Association's Office

The office of the Association is to be at the Office or at any other place which the Board determines by resolution.

3. Objects and purpose of Association

The objects and purposes of the Association consist of the basic objects of the Association and the following objects and purposes:

- (a) the purchase, taking on lease or in exchange, hire or other acquisition of any real or personal property necessary or convenient for any of the objects or purposes of the Association;
- (b) the employment of any staff or engagement of any service providers or contractors necessary or convenient for any objects or purposes of the Association;
- (c) the purchase, sale or supply of, or other dealing in, goods;
- (d) the construction, maintenance or alteration of any building or works necessary or convenient for any of the objects or purposes of the Association;
- (e) the acceptance of a gift or grant for any of the objects or purposes of the Association;
- (f) the taking of any step the Board, or the members of the Association at a general meeting, determine expedient for the purpose of procuring contributions to the funds of the Association including entering into any deeds or agreements for such funding;
- (g) the printing or publication of any newspaper, periodical, book, leaflet or other document the Board, or the members of the Association at a general meeting, determine desirable for the promotion of any of the objects or purposes of the Association;
- (h) the borrowing and raising of money in any manner and on terms –
 - i. the Board thinks fit; and
 - ii. approved or directed by resolution passed at a general meeting;
- (i) subject to the provisions of the Trustee Act 1898, the investment, in any manner the Board determines, of any money of the Association not immediately required for any of the objects or purposes of the Association;
- (j) the making of a gift, subscription or donation to any of the funds, authorities or institutions to which section 78A of the Income Tax Assessment Act 1936 of the Commonwealth relates;
- (k) the establishment and support, or aiding in the establishment and support, of associations, institutions, funds, trusts, schemes or conveniences calculated to benefit employees or past employees of the Association and their dependants, and the granting of pensions, allowances or other benefits to employees or past

employees of the Association and their dependants, and the making of payments towards insurance in relation to any of those purposes;

- (l) the establishment and support, or aiding in the establishment or support, of any other association formed for any of the basic objects of the Association;
- (m) the purchase, or acquisition, and the undertaking of all or part of the property, assets, liabilities or engagements of any association with which the Association is amalgamated in accordance with the provisions of the Act and the rules of the Association;
- (n) the doing of any lawful thing incidental or conducive to the attainment of the objects or purposes of the Association.

4. Membership of Association

- 4.1 The Association shall consist of the Founding Members and such other members who are accepted by resolution of members for membership of the Association and on payment of the annual subscription as fixed at the annual General Meeting (**member**).
- 4.2 A person who is not a member of the Association at the time of the incorporation of the Association is not to be admitted as a member of the Association unless –
 - (a) the person is nominated for membership in accordance with subrule 4.3; and
 - (b) the person is approved for membership by resolution of the members of the Association.
- 4.3 A nomination of a person for membership is to be –
 - (a) made in writing and signed by 2 members of the Association; and
 - (b) accompanied by the written consent of the person nominated; and
 - (c) lodged with the public officer.
- 4.4 The consent referred to in subrule 4.3(b) may be endorsed on the nomination.
- 4.5 As soon as practicable after the receipt of a nomination, the public officer is to refer the nomination to the members.
- 4.6 If a nomination is approved by the members, the public officer is to –
 - (a) notify the nominee, in writing, that the nominee has been approved for membership of the Association; and
 - (b) on receipt of the amount payable by the nominee as the first annual subscription, enter the nominee's name in the register of members.
- 4.7 A member of the Association may resign by serving on the public officer a written notice of resignation.
- 4.8 On receipt of a notice from a member of the Association under subrule 4.7, the public officer is to remove the name of the member from the register of members.
- 4.9 A person –

- (a) becomes a member of the Association when his or her name is entered in the register of members; and
 - (b) ceases to be a member of the Association when his or her name is removed from the register of members under subrule 4.8 or rule 29.4.
- 4.10 The public officer is to maintain, or establish and maintain, a register of members containing –
 - (a) the name of each member of the Association and the date on which he or she became a member; and
 - (b) the member's postal or residential address or address of business or employment; and
 - (c) an email address, if any, that the member has nominated as the email address to which notices from the Association may be sent; and
 - (d) the name of each person who has ceased to be a member of the Association and the date on which the person ceased to be a member of the Association.
- 4.11 All members shall keep the public officer informed of their correct address for the service of notices.
- 4.12 A member may resign by giving written notice to the public officer.
- 4.13 A member shall continue to be a member until he shall cease to be a member under any of the applicable rules.
- 4.14 The liability of each member is limited to the annual subscription fee charged by the Association for the relevant year.
- 4.15 **Matters reserved for the Members**

Decisions in respect of the following matters are reserved solely for the Members, and are not to be acted upon by any person including but not limited to Board or employees of the Association, without the approval of the Members:

 - (a) disposal of property;
 - (b) leasing;
 - (c) financial arrangements including loans.

5. Winding Up of Association

If, upon the winding up or dissolution of the Association after the satisfaction of all its debts and liabilities, there remains any property, this property must not be paid to or distributed among the members. Instead, this property must be given or transferred to some other organisation or organisations having:

- (a) objects similar to the objects of the Association; and

- (b) a constitution which prohibits the distribution of its income and property among its members to an extent at least as great as is imposed on the Association under these rules.

6. Income and property of Association

- 6.1 The income and property of the Association is to be applied solely towards the promotion of the objects and purposes of the Association.
- 6.2 No portion of the income or property of the Association is to be paid or transferred to any member of the Association except as genuine compensation for services rendered or expenses incurred on behalf of the Association.

7. Accounts of receipts and expenditure

- 7.1 True accounts are to be kept of the following:
 - (a) each receipt or payment of money by the Association and the matter in respect of which the money was received or paid;
 - (b) each asset or liability of the Association.
- 7.2 The accounts are to be open to inspection by the members of the Association at any reasonable time, and in any reasonable manner, determined by the Board.
- 7.3 The Finance Officer is to keep all accounting books, and general records and records of receipts and payments, connected with the business of the Association in the form and manner the Board determines.
- 7.4 The accounts, books and records are to be kept at the Association's office or at any other place the Board determines.

8. Banking and finance

- 8.1 On behalf of the Association, the Finance Officer is to –
 - (a) receive any money paid to the Association; and
 - (b) immediately after receiving the money, issue an official receipt in respect of the money; and
 - (c) cause the money to be paid into the account opened under subrule 8.2 as soon as practicable after it is received.
- 8.2 The Board is to open with an authorised deposit-taking institution an account in the name of the Association.
- 8.3 The Board may –
 - (a) receive from an authorised deposit-taking institution a cheque drawn by the Association on any of the Association's accounts with the authorised deposit-taking institution; and

- (b) release or indemnify the authorised deposit-taking institution from or against any claim, or action or other proceeding, arising directly or indirectly out of the drawing of that cheque.
- 8.4 Except with the authority of the Board, a payment of an amount exceeding \$20 is not to be made from the funds of the Association other than –
 - (a) by cheque drawn on the Association's account; or
 - (b) by the electronic transfer of funds from the Association's account to another account at an authorised deposit-taking institution.
- 8.5 The Board may provide the Finance Officer with an amount of money to meet urgent expenditure, subject to any conditions the Board may impose in relation to the expenditure.
- 8.6 A cheque is not to be drawn on the Association's account, and an amount is not to be electronically transferred from the Association's account to another account at an authorised deposit-taking institution, except for the purpose of making a payment that has been authorised by the Board.
- 8.7 A cheque, draft, bill of exchange, promissory note or other negotiable instrument is to be –
 - (a) signed by the Finance Officer of the Association or, in the Finance Officer's absence, by any other member, or members, of the Board the Board nominates for that purpose; and
 - (b) countersigned by the public officer.
- 8.8 An electronic transfer of an amount from the Association's account to another account at an authorised deposit-taking institution –
 - (a) may only be authorised by the Finance Officer or, in the Finance Officer's absence, by any other member, or members, of the Board the Board nominates for that purpose; and
 - (b) may only be authorised by a person referred to in paragraph (a) if the authorisation has been approved by the public officer.

9. Auditor

- 9.1 At each annual general meeting, the members of the Association present at the meeting are to appoint a qualified auditor as the auditor of the Association.
- 9.2 If an auditor is not appointed at an annual general meeting under subrule 9.1, the Board is to appoint a person as the auditor of the Association as soon as practicable after that annual general meeting.
- 9.3 The auditor is to hold office until the next annual general meeting and is eligible for re-appointment.
- 9.4 The first auditor –
 - (a) may be appointed by the Board before the first annual general meeting; and

- (b) if so appointed, holds office until the end of the first annual general meeting unless earlier removed by a resolution of the members of the Association at a general meeting.

- 9.5 If the first auditor is appointed by the Board under subrule 9.4(a) and subsequently removed at a general meeting under subrule 9.4(b), the members of the Association, at that general meeting, may appoint an auditor to hold office until the end of the first annual general meeting.
- 9.6 Except as provided in subrule 9.4(b), the auditor may only be removed from office by special resolution.
- 9.7 If a casual vacancy occurs in the office of auditor, the Board is to appoint a qualified auditor to fill the vacancy until the end of the next annual general meeting.

10. Audit of accounts

- 10.1 The auditor is to audit the financial affairs of the Association at the end of each financial year of the Association.
- 10.2 The auditor, after auditing the financial affairs of the Association for a particular financial year of the Association, is to –
 - (a) certify as to the correctness of the accounts of the Association; and
 - (b) at the next annual general meeting, provide a written report to the members of the Association who are present at that meeting.
- 10.3 In the report and in certifying to the accounts, the auditor is to –
 - (a) specify the information, if any, that he or she has required under subrule 10.5(b) and obtained; and
 - (b) state whether, in his or her opinion, the accounts exhibit a true and correct view of the financial position of the Association according to the information at his or her disposal; and
 - (c) state whether the rules relating to the administration of the funds of the Association have been observed.
- 10.4 The public officer is to deliver to the auditor a list of all the accounting records, books and accounts of the Association.
- 10.5 The auditor may –
 - (a) have access to the accounting records, books and accounts of the Association; and
 - (b) require from any employee of, or person who has acted on behalf of, the Association any information the auditor considers necessary for the performance of his or her duties; and
 - (c) employ any person to assist in auditing the financial affairs of the Association; and

- (d) examine any member of the Board, or any employee of, or person who has acted on behalf of, the Association, in relation to the accounting records, books and accounts of the Association.

11. Exemptions under the Act

- 11.1 For any financial year that the Association is exempt from the requirement to be audited by virtue of section 23(1B) or (1C) of the Act –
- (a) an auditor is not required to be appointed for that financial year under rule 10 unless the Association elects to have the financial affairs of the Association for that financial year audited in accordance with the Act and these rules; and
 - (b) if an auditor is not appointed for a financial year by virtue of paragraph (a)
 - i. rules 9 and 10 do not apply in respect of the Association for that financial year; and
 - ii. rule 12.5(b), to the extent that it relates to an auditor, does not apply in respect of the annual general meeting held by the Association in respect of that financial year; and
 - iii. rule 12.5(d) does not apply in respect of the annual general meeting held by the Association in respect of that financial year.
- 11.2 For any financial year that the Association is exempt from the requirement to provide an annual return by virtue of section 23(1B) of the Act, the Board must provide, as part of the ordinary business of the annual general meeting for that financial year, a copy of the annual financial report given under the Australian Charities and Not-for-profits Commission Act 2012 of the Commonwealth in respect of that financial year.

12. Annual General Meeting

- 12.1 The Association is to hold an annual general meeting of the members each year.
- 12.2 An annual general meeting is to be held on any day (being not later than 3 months after the end of the financial year of the Association) the Board determines.
- 12.3 An annual general meeting is to be in addition to any other general meeting that may be held in the same year.
- 12.4 The notice convening an annual general meeting is to specify the purpose of the meeting.
- 12.5 The ordinary business of an annual general meeting is to be as follows:
- (a) to confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting;
 - (b) to receive from the Board, auditor, employees and other persons acting on behalf of the Association reports on the transactions of the Association during the last preceding financial year of the Association;

- (c) to elect the ordinary Board members;
 - (d) to appoint the auditor and determine his or her remuneration.
- 12.6 An annual general meeting may transact business of which notice is given in accordance with rule 15.
- 12.7 Minutes of proceedings of an annual general meeting are to be kept, in the minute book of the Association, by the public officer or, in the absence from the meeting of the public officer, by a member of the Association who is nominated by the chairperson of the meeting.

13. Special General Meetings

- 13.1 The Board may convene a special general meeting of the Association at any time.
- 13.2 The Board, on the requisition in writing of at least half of the members of the Association, is to convene a special general meeting of the Association.
- 13.3 A requisition for a special general meeting –
- (a) is to state the objects of the meeting; and
 - (b) is to be signed by each of the requisitionists; and
 - (c) is to be deposited at the office of the Association; and
 - (d) may consist of several documents, each signed by one or more of the requisitionists.
- 13.4 If the Board does not cause a special general meeting to be held within 21 days after the day on which a requisition is deposited at the office of the Association, any one or more of the requisitionists may convene the meeting within 3 months after the day on which the requisition is deposited at the office of the Association.
- 13.5 A special general meeting convened by requisitionists is to be convened in the same manner, as nearly as practicable, as the manner in which a special general meeting would be convened by the Board.
- 13.6 All reasonable expenses incurred by requisitionists in convening a special general meeting are to be refunded by the Association.

14. Notices of general meetings

- 14.1 At least 14 days before the day on which a general meeting of the Association is to be held, the public officer is to publish a notice specifying –
- (a) the place, day and time at which the meeting is to be held; and
 - (b) the nature of the business that is to be transacted at the meeting.
- 14.2 A notice is published for the purposes of subrule 14.1 if the notice –
- (a) is contained in an advertisement appearing in at least one daily newspaper circulating in Tasmania; or

- (b) appears on a website, or at an electronic address, of the Association; or
- (c) is sent to each member of the Association at –
 - i. the member's postal or residential address or address of business or employment; or
 - ii. an email address that the member has nominated as the email address to which notices from the Association may be sent; or
- (d) is given by another means, determined by the public officer, that is reasonably likely to ensure that the members of the Association will be notified of the notice.

15. Businesses and quorum at general meetings

- 15.1 All business transacted at a general meeting, other than the ordinary business of an annual general meeting, is special business.
- 15.2 Business is not to be transacted at a general meeting unless a quorum of members of the Association entitled to vote is present at the time when the meeting considers that business.
- 15.3 A quorum for the transaction of the business of a general meeting is seventy-five percent (75%) of members of the Association entitled to vote.
- 15.4 If a quorum is not present within one hour after the time appointed for the commencement of a general meeting, the meeting –
 - (a) if convened on the requisition of members of the Association, is dissolved; or
 - (b) if convened by the Board, is to be adjourned to the same day in the next week at the same time and –
 - i. at the same place; or
 - ii. at any other place specified by the chairperson –
 - A. at the time of the adjournment; or
 - B. by notice in a manner determined by the chairperson.
- 15.5 If at an adjourned general meeting a quorum is not present within one hour after the time appointed for the commencement of the meeting, the meeting is dissolved.

16. Chairperson at general meetings

At each general meeting of the Association, the chairperson is to be –

- (a) the Chairperson; or
- (b) in the absence of the Chairperson, a member of the Association elected to preside as chairperson by the members of the Association present and entitled to vote at the general meeting.



17. Adjournment of general meetings

- 17.1 The chairperson of a general meeting at which a quorum is present may adjourn the meeting with the consent of the members of the Association who are present and entitled to vote at the meeting, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 17.2 If a meeting is adjourned for 14 days or more, notice of the adjourned meeting is to be given in the same manner as the notice of the original meeting.
- 17.3 If a meeting is adjourned for less than 14 days, it is not necessary to give any notice of the adjournment or of the business to be transacted at the adjourned meeting.

18. Determination of questions arising at general meetings

- 18.1 A question arising at a general meeting of the Association is to be determined on a show of hands.
- 18.2 A declaration by the chairperson that a resolution has, on a show of hands, been lost or carried, or been carried unanimously or carried by a particular majority, together with an entry to that effect in the minute book of the Association, is evidence of that fact unless a poll is demanded on or before that declaration.

19. Votes

- 19.1 On any question arising at a general meeting of the Association, a member of the Association (including the chairperson if they are a member) has one vote only.
- 19.2 All votes are to be given personally.
- 19.3 Despite subrule 19.1, in the case of an equality of votes, if the Chairperson is a member then the Chairperson has a second or casting vote.

20. Taking of poll

If at a general meeting a poll on any question is demanded –

- (a) the poll is to be taken at that meeting in the manner that the chairperson determines; and
- (b) the result of the poll is taken to be the resolution of the meeting on that question.

21. When poll to be taken

- 21.1 A poll that is demanded on the election of a chairperson, or on a question of adjournment, is to be taken immediately.
- 21.2 A poll that is demanded on any other question is to be taken at any time before the close of the meeting as the chairperson determines.

22. Affairs of Association to be managed by a Board

- 22.1 The affairs of the Association are to be managed by a Board of management constituted as provided in rule 23.
- 22.2 The Board, subject rule 4.15–
 - (a) is to control and manage the business and affairs of the Association; and
 - (b) may exercise all the powers and perform all the functions of the Association, other than those powers and functions that are required by these rules to be exercised and performed by members of the Association at a general meeting; and
 - (c) has power to do anything that appears to the Board to be essential for the proper management of the business and affairs of the Association including determining the remuneration of employees or contractors of the Association.

23. Constitution of the Board

- 23.1 Subject to an appointment of a Board member for a casual vacancy pursuant to sub-rule 23.3, the Board is to consist of:
 - (a) The Chairperson; and
 - (b) minimum of four (4) ordinary members of the Board and a maximum of eight (8), to be made up of:
 - (c) A representative of SERDA as nominated by the SERDA Members; and
 - (d) such other independent persons (who are not SERDA Members) elected at the annual general meeting or appointed in accordance with rule 24.
- 23.2 An ordinary Board member is to hold office until the end of the next annual general meeting after that at which he or she is elected and is eligible for re-election.
- 23.3 If a casual vacancy occurs in the office of an ordinary Board member, the Board may appoint a member of the Association to fill the vacancy until the end of the next annual general meeting after the appointment.
- 23.4 If an office of an ordinary Board member is not filled at an annual general meeting, there is taken to be a casual vacancy in the office.

24. Election of members of Board

- 24.1 Board members of the Association are not required to be members of the Association.
- 24.2 A nomination of a candidate for election as a Board member, is to be –
- (a) made in writing, signed by 2 members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the nomination); and
 - (b) delivered to the public officer at least 10 days before the day on which the annual general meeting is to be held.
- 24.3 If insufficient nominations are received to fill all vacancies –
- (a) the candidates nominated are taken to be elected; and
 - (b) further nominations are to be received at the annual general meeting.
- 24.4 If the number of nominations to the Board received is equal to the number of vacancies on the Board to be filled, the persons nominated are taken to be elected.
- 24.5 If the number of nominations to the Board received exceeds the number of vacancies on the Board to be filled, a ballot is to be held.
- 24.6 If the number of further nominations received at the annual general meeting exceeds the number of remaining vacancies on the Board to be filled, a ballot is to be held in relation to those further nominations.
- 24.7 The ballot for the election of ordinary Board members is to be conducted at the annual general meeting in the manner determined by the members.
- 24.8 For the avoidance of doubt, the representative of SERDA is not eligible for election to the position of Chairperson of the Board.
- 24.9 The Board members are not to be paid any remuneration for their role on the Board, but shall be entitled to reimbursement by the Association for their costs reasonably incurred in performing their duties as Board members.

25. Vacation of office

For the purpose of these rules, the office of a Board member, becomes casually vacant if the Board member –

- (a) dies; or
- (b) becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with his or her creditors or makes an assignment of his or her remuneration or estate for their benefit; or
- (c) becomes a represented person within the meaning of the Guardianship and Administration Act 1995; or
- (d) resigns office in writing addressed to the Board; or

- (e) ceases to be ordinarily resident in Tasmania; or
- (f) is absent from 3 consecutive meetings of the Board without the permission of the other members of the Board.

26. Meetings of the Board

- 26.1 The Board is to meet at least once in each month at any place and time the Board determines.
- 26.2 A meeting of the Board, other than a meeting referred to in subrule 26.1, may be convened by the Chairperson or any four (4) of the members of the Board.
- 26.3 Written notice of any special Board meeting is to be served on members of the Board and is to specify the general nature of the business to be transacted.
- 26.4 A special Board meeting may only transact business of which notice is given in accordance with subrule 26.3.
- 26.5 A quorum for the transaction of the business of a meeting of the Board is seventy-five percent (75%) of members of the Board.
- 26.6 Business is not to be transacted at a meeting of the Board unless a quorum is present.
- 26.7 If a quorum is not present within half an hour after the time appointed for the commencement of –
 - (a) a meeting of the Board (other than a special Board meeting), the meeting is to be adjourned to the same day in the next week at the same time and at the same place; or
 - (b) a special Board meeting, the meeting is dissolved.
- 26.8 At each meeting of the Board, the chairperson is to be –
 - (a) the Chairperson; or
 - (b) in the absence of the Chairperson, a member of the Board elected to preside as chairperson by the members of the Board present at the meeting.
- 26.9 Any question arising at a meeting of the Board is to be determined –
 - (a) on a show of hands; or
 - (b) if demanded by a member, by a poll taken at that meeting in the manner the chairperson determines.
- 26.10 On any question arising at a meeting of the Board, a member of the Board (including the chairperson) has one vote only.
- 26.11 Despite subrule 26.10, in the case of an equality of votes, the chairperson has a second or casting vote.
- 26.12 Written notice of each Board meeting is to be served on each member of the Board by –
 - (a) giving it to the member during business hours no less than three (3) business days before the day on which the meeting is to be held; or



- (b) leaving it, during business hours no less than three (3) business days before the day on which the meeting is to be held, at the member's postal or residential address or place or address of business or employment last known to the server of the notice; or
- (c) sending it by post, to the person's postal or residential address or address of business or employment last known to the server of the notice, in sufficient time for it to be delivered to that address in the ordinary course of post no less than three (3) business days before the day on which the meeting is to be held; or
- (d) emailing it to the email address, of the member, that the member has nominated as the email address to which notices from the Association may be sent no less than three (3) business days before the day on which the meeting is to be held.

27. Disclosure of interests

- 27.1 If a member of the Board or a member of a subcommittee of the Board has a direct or indirect pecuniary interest in a matter being considered, or about to be considered, by the Board or subcommittee of the Board at a meeting, the member is to, as soon as practicable after the relevant facts come to the member's knowledge, disclose the nature of the interest to the Board.
- 27.2 If at a meeting of the Board or a subcommittee of the Board, a member of the Board or subcommittee votes in respect of any matter in which the member has a direct or indirect pecuniary interest, that vote is not to be counted.

28. Subcommittees of the Board

- 28.1 The Board may –
- (a) appoint a subcommittee from the Board; and
 - (b) prescribe the powers and functions of that subcommittee.
- 28.2 The Board may co-opt any person as a member of a subcommittee without voting rights, whether or not the person is a member of the Association.
- 28.3 A quorum for the transaction of the business of a meeting of the subcommittee is 3 appointed members entitled to vote.
- 28.4 The public officer is to convene meetings of a subcommittee.
- 28.5 Any question arising at a meeting of a subcommittee is to be determined –
- (a) on a show of hands; or
 - (b) if demanded by a member, by a poll taken at that meeting in the manner the chairperson determines.
- 28.6 On any question arising at a meeting of a subcommittee, a member of the subcommittee (including the chairperson) has one vote only.



- 28.7 Written notice of each subcommittee meeting is to be served on each member of the subcommittee by –
- (a) giving it to the member during business hours before the day on which the meeting is to be held; or
 - (b) leaving it, during business hours before the day on which the meeting is to be held, at the member's postal or residential address or place or address of business or employment last known to the server of the notice; or
 - (c) sending it by post, to the person's postal or residential address or address of business or employment last known to the server of the notice, in sufficient time for it to be delivered to that address in the ordinary course of post before the day on which the meeting is to be held; or
 - (d) emailing it to the email address, of the member, that the member has nominated as the email address to which notices from the Association may be sent.

29. Annual subscription

- 29.1 The annual subscription, for a financial year of the Association, that is payable by members of the Association is the following amount:
- \$0.00
- 29.2 The members of the Association may alter by special resolution the annual subscription for a financial year of the Association.
- 29.3 The annual subscription, for a financial year of the Association, that is payable by members of the Association is due and payable on the first day of the financial year.
- 29.4 If –
- (a) a member of the Association has not paid his or her annual subscription for a financial year of the Association within 3 months after the first day of the financial year; and
 - (b) there has been sent to the member, after the first day of the financial year, a notice in writing, signed by the public officer, stating that the member's name may be removed from the register of members if the member has not, within 14 days after receiving the notice, paid all annual subscriptions due and payable by the member; and
 - (c) the member has not, within 14 days after receiving the notice, paid all annual subscriptions due and payable by the member –
- the public officer may remove the name of the member from the register of members maintained under rule 4.10.
- 29.5 If a member of the Association has not paid his or her annual subscription for a financial year of the Association within 3 months after the first day of the financial year, or within 14 days after receiving a notice under subrule 29.4, whichever is the later day, he or she is not entitled to attend, or vote at, the next annual general meeting of the Association.

30. Service of notices and requisitions

Except as otherwise provided by these rules, a document may be served under these rules on a person by –

- (a) giving it to the person; or
- (b) leaving it at, or sending it by post to, the person's postal or residential address or place or address of business or employment last known to the server of the document; or
- (c) emailing it to the person's email address.

31. Expulsion of members

31.1 The Board may expel a member from the Association if, in the opinion of the Board, the member is guilty of conduct detrimental to the interests of the Association.

31.2 The expulsion of a member under subrule 31.1 does not take effect until whichever of the following occurs later:

- (a) the fourteenth day after the day on which a notice is served on the member under subrule 31.3;
- (b) if the member exercises his or her right of appeal under this rule, the conclusion of the special general meeting convened to hear the appeal.

31.3 If the Board expels a member from the Association, the public officer, without undue delay, is to cause to be served on the member a notice in writing –

- (a) stating that the Board has expelled the member; and
- (b) specifying the grounds for the expulsion; and
- (c) informing the member of the right to appeal against the expulsion under rule 32.

32. Appeal against expulsion

32.1 A member may appeal against an expulsion under rule 31 by serving on the public officer, within 14 days after the service of a notice under rule 31.3, a requisition in writing demanding the convening of a special general meeting for the purpose of hearing the appeal.

32.2 On receipt of a requisition, the public officer is to immediately notify the Board of the receipt.

32.3 The Board is to cause a special general meeting to be held within 21 days after the day on which the requisition is received.

32.4 At a special general meeting convened for the purpose of hearing an appeal under this rule –

- (a) no business other than the question of the expulsion is to be transacted; and

- (b) the Board may place before the meeting details of the grounds of the expulsion and the Board's reasons for the expulsion; and
 - (c) the expelled member must be given an opportunity to be heard; and
 - (d) the members of the Association who are present are to vote by secret ballot on the question of whether the expulsion should be lifted or confirmed.
- 32.5 If at the special general meeting a majority of the members present vote in favour of the lifting of the expulsion –
 - (a) the expulsion is lifted; and
 - (b) the expelled member is entitled to continue as a member of the Association.
- 32.6 If at the special general meeting a majority of the members present vote in favour of the confirmation of the expulsion –
 - (a) the expulsion takes effect; and
 - (b) the expelled member ceases to be a member of the Association.

33. Disputes

- 33.1 A dispute between a member of the Association, in his or her capacity as a member, and the Association is to be determined by arbitration in accordance with the provisions of the Commercial Arbitration Act 2011.
- 33.2 This rule does not affect the operation of rule 32.
- 33.3 Each party to a dispute is responsible for their own costs, and to share equally any costs of any arbitrator as appointed under this rule 33.

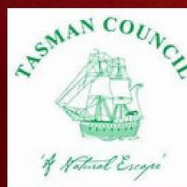
34. Seal of association

- 34.1 The seal of the Association is to be in the form of a rubber stamp inscribed with the name of the Association encircling the word "Seal".
- 34.2 The seal is not to be affixed to any instrument except by the authority of the Board.
- 34.3 The affixing of the seal is to be attested by the signatures of –
 - (a) two members of the Board; or
 - (b) one member of the Board and –
 - i. the public officer; or
 - ii. any other person the Board may appoint for that purpose.
- 34.4 If a sealed instrument has been attested under subrule 34.3, it is presumed, unless the contrary is shown, that the seal was affixed to that instrument by the authority of the Board.
- 34.5 The seal is to remain in the custody of the public officer of the Association.

South East Region Development Association (SERDA)

Jobs Hub Strategic Plan

31 January 2022



AGENDA
ORDINARY COUNCIL MEETING
15 MARCH 2022

Introduction to strategic plan 2022-2025

Background

In 2021 the Tasmanian Government announced a range of initiatives and funding to help Tasmanians into jobs through the Delivering Local Jobs for Local People agenda.

This included a commitment to expand and consolidate the Network of Jobs Hubs supported by a central point of contact in Government through the creation of Jobs Tasmania within the Department of State Growth.

These actions are in response to key recommendations from the Premiers Economic and Social Recovery Advisory Council (PESRAC) (recommendations 21-25).

Each Hub will be governed by a Jobs Hub Board to oversight delivery and coordination of activity in their respective regions that support the objective to increase employment, workforce participation or re-engagement with formal education and training.

Each Hub will also need to develop strategic plan to focus and guide the activities of the Jobs Hub.

Purpose

SERDA has secured funding from the Department of Premier and Cabinet (DPAC) to fund the SERDA Jobs Hub for a further 12 months. The terms of the funding require SERDA, amongst other things are to:

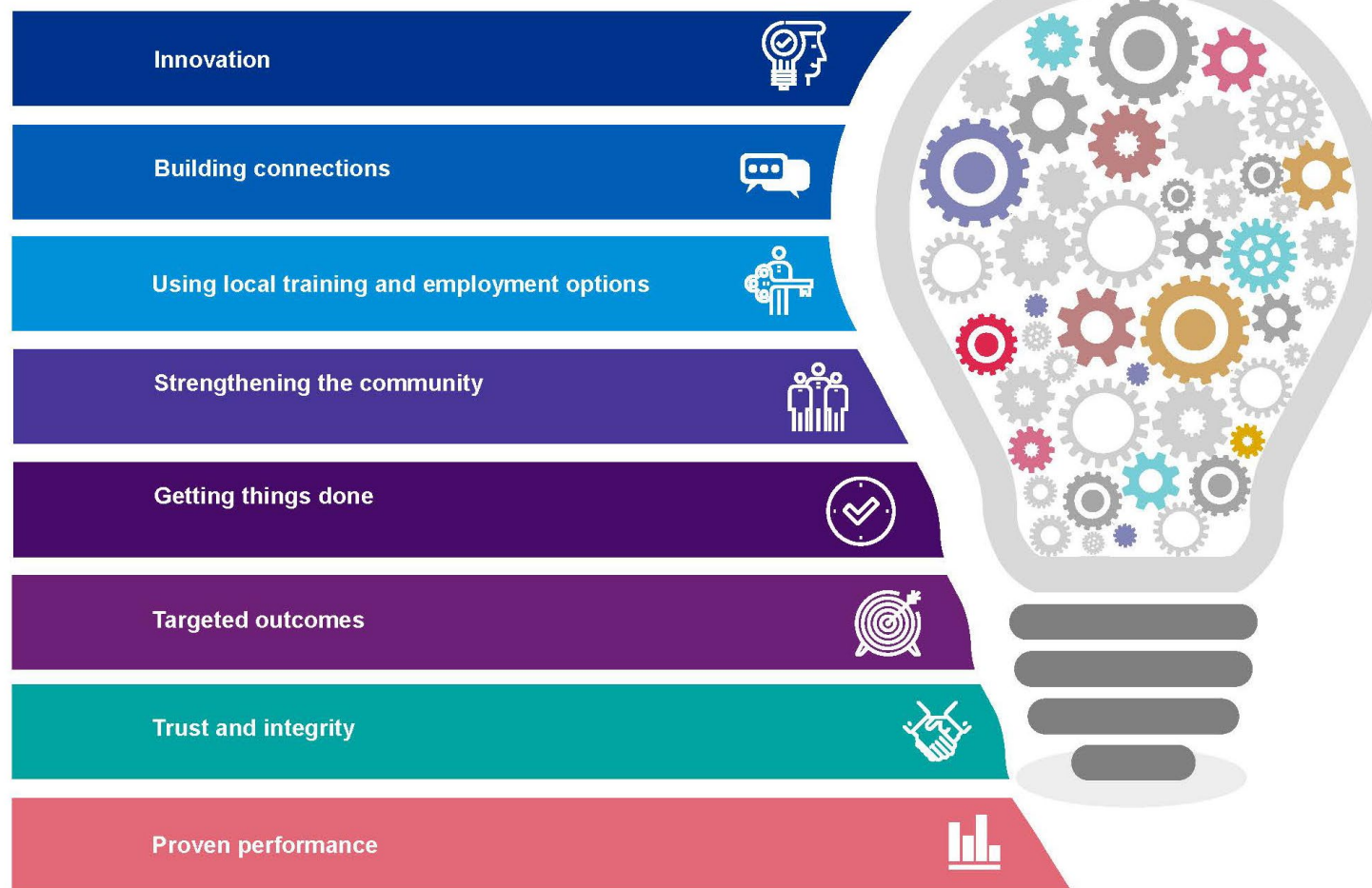
1. Develop a governance structure and framework for the South East Region Jobs Hub, that aligns to Recommendation 22 of the PESRAC Final Report;
2. Develop a strategic plan that includes the ongoing operation and sustainability of the South East Region Jobs Hub;
3. Develop a set of objectives, activities and outputs for the South East Region Jobs Hub, that aligns to Recommendation 23 of the PESRAC Final Report.

This document has been prepared in response to requirements 2 and 3 above. It sets out the vision and focus areas for the Jobs Hub with detailed action plan and key performance measures. This will need to be endorsed by the Board and so should be treated as a draft until that milestone is reached.



Our vision, purpose and values

The SERDA Jobs Hub will be known for.....



SWOT analysis

The SERDA Jobs Hub has assessed its operating environment and developed a summary SWOT analysis. This has informed many of the actions.


 <h2>Strengths</h2>	<ul style="list-style-type: none"> • Highly experienced key staff • Connection to Jobs Tasmania • Regional connection through councils and businesses • Highly regarded by employers and community • Ability to support businesses and the region in economic growth through business advice and workforce development • "Go to" organisation for State and Federal government for industry and community intel • Local board provides vehicle for people with passion for the local community to drive outcomes for business and residents of the south east • Rapid response to natural disasters and emergencies
 <h2>Weaknesses</h2>	<ul style="list-style-type: none"> • Lack of CRM, systems and structure • Fragmentation (i.e. 3rd party jobs hub) • No built for purpose infrastructure (physical buildings and IT) • Inability to say no – trying to meet unconstrained demand
 <h2>Opportunities</h2>	<ul style="list-style-type: none"> • Regional connection through councils and businesses • Expansion of Cambridge and Airport commercial hubs • Expansion of East Coast tourism • Continued forecast economic growth in the Southeast • Greater participation with other successful hubs
 <h2>Threats</h2>	<ul style="list-style-type: none"> • Funding • Low unemployment (constrained labour supply) • Lack of affordable housing solutions in job areas

Our focus areas

The SERDA Jobs Hub has identified seven key result areas (KRAs) that are the focus of the action plans.




Action plans

KRA # 1:  Industry engagement				
Goal #1 To engage with industry in order to maximise employment opportunities through targeting industry needs				
Strategy	Actions	Responsibility	Timeframe	KPIs
Communicate with key employers to identify needs.	1. Meet with employers in person, by phone or online.	WEDO	Monthly	Meetings held per month Number of jobs/training courses scheduled per employer
Communicate with industry bodies to coordinate programs.	1. Meet with industry associations in person, by phone or online.	WEDO	Monthly	Meetings held per month Number of jobs/training courses scheduled per employer
Tailor training programs to identified needs.	1. Compile TNA based on employer and industry body feedback 2. Select appropriate units from appropriate training packages and available RTOs 3. Coordinate and organise program	WEDO Training Coordinator	As needed	Number of courses Number of attendees per course Cost per course Completion rate %
Build confidence to increase capacity for employment.	1. Use public speaking engagements to communicate growth activity to build confidence in industry in the south east	SERDA Chair	As needed	Number of speaking engagements per month




Action plans


KRA # 2: 		Goal #2		
Job Seeker support		To support job seekers in order to link to local employment and training opportunities		
Strategy	Actions	Responsibility	Timeframe	KPIs
Grow accommodation options for job seekers	<ol style="list-style-type: none"> 1. Identify existing accommodation resources 2. Link accommodation owners with job seekers and business owners 3. Lobby State Government around land supply and housing pipeline to address housing crisis 	WEDO Business Advisor	As needed / ongoing	Accommodation options identified per region Job seekers accommodated Number of submissions to state government per month
Grow public transport options	<ol style="list-style-type: none"> 1. Communicate transport needs by region with local transport providers 2. Work with transport providers to increase service delivery based on appetite 	WEDO	As needed/ ongoing	Number of transport provider meetings per reporting period Number of additional services provided
Mentor job seekers	<ol style="list-style-type: none"> 1. Continually develop mentoring techniques to offset institutional unemployment cycle driven by JAs. 2. Ensure programs go to job seeker hotspots, instead of forcing them to come to us. 	Hub Manager Careers Coaches	Ongoing	Number of new mentoring techniques developed Number of outreach visits per reporting period
Partner with other specialised service providers.	<ol style="list-style-type: none"> 1. Identify current service providers and their programs 2. Identify linkages to our current service 3. Commence referrals 	WEDO Hub Manager Career Coaches Training Coordinator	Ongoing	Number of providers ID'd Number of linkages per provider Number of referrals per provider




Action plans

KRA # 3:  Education and training		Goal #3 To facilitate education and training in order to build employment confidence, opportunities and careers in the South East		
Strategy	Actions	Responsibility	Timeframe	KPIs
Expand options for training venues	<ol style="list-style-type: none"> 1. Develop list of suitable current venues 2. Lobby Mayors to create a pipeline of future training venues 	WEDO Training Coordinator	Ongoing	Suitable venues list by region Venue Pipeline by region
Continue supply of local industry trainers	<ol style="list-style-type: none"> 1. Identify suitable industry candidates 2. Sponsor TAE training 	WEDO Training Coordinator	Ongoing	Number of candidates per industry Number of TAE courses run % TAE completion
Continue collaboration with industry appropriate RTOs to deliver training in region	<ol style="list-style-type: none"> 1. Identify growth industries 2. Meet with RTOs 3. Deliver programs 	WEDO Training Coordinator	Ongoing	Quarterly list of growth industries Number of meetings with RTOs Number of programs delivered


Action plans

KRA # 3:  Education and training				
Goal #3				
To facilitate education and training in order to build employment confidence, opportunities and careers in the South East				
Strategy	Actions	Responsibility	Timeframe	KPIs
Link school based apprenticeships and traineeships with employers as a viable pathway to a local career	1. Discuss ASbA program with employers 2. Link schools to local employers for ASbA opportunities	Business Advisor WEDO Hub Manager Training Coordinator Career coaches	Ongoing	Number of ASbA's identified Number of ASbA's commenced
Utilise training units to tailor industry-specific skill sets from multiple training packages.	1. Identify industry requirements 2. Meet with RTOs to program skill sets 3. Deliver programs	WEDO Training Coordinator	Ongoing	Number of Tailored Training Packages designed Number of tailored training packages delivered

Action plans

KRA # 4:  Priority target groups		Goal #4 To mentor priority target groups in order to maximise employment results		
Strategy	Actions	Responsibility	Timeframe	KPIs
Mentor long-term unemployed into work	<ol style="list-style-type: none"> 1. Identify long-term unemployed in community 2. Understand barriers and work through them 3. Identify available training and/or employment opportunities in region 4. Coordinate work experience 	WEDO Hub Manager Job coaches Training Coordinator	Ongoing	Number of new participants registered as long-term unemployed per month Number of participants gaining employment per month Average hours worked per successful participant
Develop opportunities for young jobseekers under 25 years old	<ol style="list-style-type: none"> 1. Create workshops 2. Create mentoring programs 3. Arrange industry visits 4. Work with apprentice and trainee providers/GTOs to create local pathways into employment 	WEDO Hub Manager Job coaches Training Coordinator	Ongoing	Number of workshops Number of mentoring programs Number of industry visits
Connect recently out of work community members with local job opportunities	<ol style="list-style-type: none"> 1. Establish communication networks to capture recently out of work individuals not on unemployment registers 2. Understand barriers (if any) and work through them 3. Identify available training and/or employment opportunities in region 4. Coordinate work experience 	WEDO Hub Manager Job coaches Training Coordinator	Ongoing	Number of referrals from partners Number of recently out of work community members trained Number of recently out of work community members employed


Action plans

KRA # 4:  Priority target groups		Goal #4 To mentor priority target groups in order to maximise employment results		
Strategy	Actions	Responsibility	Timeframe	KPIs
Increase capacity for underemployed to work	<ol style="list-style-type: none"> 1. Work with businesses to identify opportunities for upskilling existing staff 2. Work with underemployed to support upskilling through training and development as required 	WEDO Business Advisor	Ongoing	Number of businesses worked with Number of underemployed assisted
Retrain and mentor parents and mature aged (45+) return to work or changing careers	<ol style="list-style-type: none"> 1. Identify parents and mature aged (45+) in community 2. Understand barriers and work through them 3. Identify available training and/or employment opportunities in region 4. Coordinate work experience 	WEDO Hub Manager Job coaches Training Coordinator	Ongoing	Number of parents assisted Number of Mature aged (45+) assisted

Action plans


KRA # 5:  Government engagement		Goal #5 To continuously engage with State and Federal Government in order to maximise outcomes		
Strategy	Actions	Responsibility	Timeframe	KPIs
Advocate for the provision of land for development of housing and employment	<ol style="list-style-type: none"> 1. Lobby Tasmanian Minister for Planning 2. Lobby Federal Minister for Planning 3. Lobby local state and federal members 	SERDA Chair / Board	Ongoing	Number of submissions Number of meetings held
Advocate for provision of other community services (GP, childcare)	<ol style="list-style-type: none"> 1. Lobby Tasmanian Minister for Health 2. Lobby Tasmanian Minister for Children and Youth 3. Lobby local state and federal members 	SERDA Chair / Board	Ongoing	Number of submissions Number of meetings held
Lobby Federal department (DESE) for access to unemployment demographic records and data	<ol style="list-style-type: none"> 1. Lobby state contract manager of DESE 2. Lobby federal contract manager of DESE 3. Lobby federal Minister Dept. Education Skills Employment 	WEDO SERDA Chair / Board	Ongoing	Number of submissions Number of meetings held

Action plans

KRA # 5:  Government engagement		Goal #5 To continuously engage with State and Federal Government in order to maximise outcomes		
Strategy	Actions	Responsibility	Timeframe	KPIs
Negotiate with state and federal government for occasional flexibility with training and employment funding	<ol style="list-style-type: none"> 1. Identify / formulate document outlining required flexibility 2. Engage state and federal stakeholders 3. Present document and negotiate 	SERDA Chair / Board WEDO	Ongoing	Amount of funding secured
Maintain direct lines of communication into Jobs Tasmania				
Maintain regular communication with successful Jobs Hubs	<ol style="list-style-type: none"> 1. Establish network 2. Conduct regular meetings 	Board WEDO Hub Manager	Ongoing	Number of meetings held




Action plans

KRA # 6:  Business enterprise connection				
Goal #6				
To ensure ongoing collaboration in order to support business capabilities				
Strategy	Actions	Responsibility	Timeframe	KPIs
Engage with TCCI, SBA, TBTA, OTCC, Business Eastern Shore, BODEC.	1. Attend regular meetings 2. Maintain memberships	Business Advisor WEDO	Ongoing	Meetings attended
Cross pollinate with Hub to achieve multiplier effect across all functions (Business advice, employment and workforce development)	1. Encourage and attend regular meetings with other stakeholders 2. Brief staff on Enterprise Centre capabilities 3. Encourage ongoing 360 degree culture	Business Advisor WEDO Hub Manager Career Coaches Training Coordinator	Ongoing	Number of cross-referrals Meetings held
Encourage relocation of businesses into the Southeast	1. Compile Economic Profile report for south east 2. Leverage findings of EMRS survey	Business Advisor WEDO Chair/Board	Ongoing	Number of businesses relocated
Connection with developers of professional premises for start-up opportunities	1. Meet with developers 2. Liaise with council planning departments	Business Advisor WEDO	Ongoing	Number of meetings with developers Number of meetings with council planners
Targeting new starters and intenders, appropriate for the region.	1. Conduct Business Basic workshops	Business Advisor	Ongoing	Number of workshops held
Assist appropriate business owners to access grants and initiatives	1. Maintain working knowledge of grants and initiatives landscape 2. Render assistance as required	Business Advisor	Ongoing	Number of businesses assisted




Action plans

KRA # 7:  Community engagement awareness				
Goal #7 To continue strong community focus and communication in order to remain connected to jobseekers, businesses and opportunities.				
Strategy	Actions	Responsibility	Timeframe	KPIs
Continued focus on speaking with business and community groups.	1. Identify business and community groups 2. Meet with business and community groups 3. Communicate our services 4. Seek out intel on jobseekers, businesses and opportunities	All	Ongoing	Number of meetings Jobseekers identified Businesses identified Opportunities identified
Regular articles in local press (Sorell Times/Eastern Shore Sun/Tasman Gazette/East Coast View/Great Oyster Bay Newsletter/SeaSpeak)	1. Create content calendar for all business units 2. Create content for calendar 3. Obtain images 4. Submit to editors	All	Ongoing	Number of articles submitted
Ensure effective branding and communication through online presence.	1. Engage branding SME 2. Develop brand assets and website 3. Establish analytics 4. Create online content as necessary	All	Ongoing	Website traffic sources Average website session duration Conversion rates



Action plans

KRA # 7:  Community engagement awareness				
Goal #7 To continue strong community focus and communication in order to remain connected to jobseekers, businesses and opportunities.				
Strategy	Actions	Responsibility	Timeframe	KPIs
Collaborate with neighbourhood houses and other community groups.	1. Setup meetings with operators/managers 2. Communicate our service offerings to educate 3. Gain understanding of existing services to identify strategic gaps 4. Formulate collaboration programs to address gaps, with operators	WEDO Hub Manager Neighbourhood House / Community Group operators	Ongoing	Number of meetings Number of collaboration programs
Maximise flow-on benefits from growth of community assets for training and employment.	1. Encourage training providers to use regional community assets as training venues 2. Work with councils to create business models around community assets to provide employment	WEDO Training Coordinator Business Advisor	Ongoing	Number of training courses scheduled per community asset Number of jobs created per community asset

11.2 SOUTHERN TAS BMX FACILITY – PEMBROKE PARK

RECOMMENDATION

“That Council resolve to:

- (i) authorise the General Manager to notify Glenorchy City Council confirming Sorell Council’s in principle support to facilitate the southern Tasmanian BMX facility project at Pembroke Park; and
- (ii) authorise the General Manager to execute the necessary agreements with Glenorchy City Council and the Department of Communities, Sport and Recreation to transfer funding of \$433,597 and \$250,000 respectively.”

Introduction

Glenorchy City Council (“GCC”) has approached Sorell Council seeking consideration and support to facilitate a project to construct a state level BMX facility at Pembroke Park (“the Project”).

The Project was a GCC initiative, however, the preferred location at Tolosa St was deemed unviable to accommodate the new facility due to geotechnical issues. GCC have secured funding through a CSR grant of \$250k and \$460k (now \$433k) from GCC’s Economic Recovery Program and have confirmed both sources of funding can be provided to Sorell Council at \$683k.

The existing facility at Berriedale is home to the Southern City BMX club (“the Club”) with the land needing to be transferred / leased to Mona. The facility includes a track, lighting, start hill/gate, small grandstand, a number of shipping containers used for storage of bikes, timing equipment and kiosk. Timing of the Project with GCC was for the new facility at Tolosa St to be completed by EOY 21/22 including relocation of the Club and land transferred to Mona.

The Club has offered to re-use track components to reduce construction costs of a new facility.

- Start gate and timing system – approx. value \$45k;
- Light poles – x 6 (TBC if suitable);
- Shipping containers – option to be used as the base for the start hill whilst providing Club storage and housing timing system.

The proposed site at Pembroke Park is between the existing skate park and new stadium access road/car park. It currently contains the bike jump track that was to be re-constructed as a pump track to the east of the skate park. The site will be served by a range of existing (or soon to be completed) facilities including a new shared vehicle access and parking area from Montagu Street, pedestrian access, toilets, canteen/bar, civil infrastructure (power, stormwater, water).





Figure 1 – proposed site

Strategic plan

The Sorell Council Strategic Plan is underpinned by four principle Objectives (what we want to achieve):

- *Objective 1 - To facilitate regional growth.*
- *Objective 2 - Responsible stewardship and a sustainable organisation.*
- *Objective 3 - To ensure a liveable and inclusive community.*
- *Objective 4 - Increased community confidence in Council.*

The Outcomes (what we think success looks like) and Directions (how we will deliver) of the four Objectives that are relevant matters to be considered by Council in determining whether to support the Project are:

- *Objective 1 - To facilitate regional growth.*
 - *Outcomes -*
 - *Provision of necessary infrastructure and management of assets.*
 - *The area recognised as a destination to visit.*
 - *Directions -*
 - *Advocate for the development of regional mountain bike facilities.*
- *Objective 2 – Responsible stewardship and a sustainable organisation*
 - *Outcomes -*
 - *Long-term financial sustainability.*
 - *Effective stakeholder relationships.*
 - *Delivering the services our community requires.*
 - *Directions -*

- *Ensure decisions are financially responsible and sustainable.*
 - *Strategically manage our assets, facilities, services and structure, with a focus on continuous improvement.*
 - *Give consideration to the potential impacts of growth and developments.*
 - *Invest capital to minimise maintenance and maximise lifecycle value.*
 - *Actively seek and maximise grant funding opportunities.*
 - *Commitment to transparent and accountable governance and well informed decision making.*
 - *Maintain effective partnerships with government, industry and community organisations.*
- *Objective 3 – To ensure a liveable and inclusive community.*
 - *Outcomes –*
 - *Sustained community health and wellbeing.*
 - *Increased recreational opportunities and participation levels.*
 - *Directions –*
 - *Secure funding to develop Pembroke Park as a regional recreational facility.*
- *Objective 4 – Increased community confidence in Council.*
 - *Outcomes –*
 - *Consistent and contemporary Council leadership.*
 - *Directions –*
 - *Encourage elected members to be well informed and engaged, and to represent whole of community interests.*
 - *Ensure decision making is consistent and based on relevant and complete information, and is in the best interest of sustainability and whole of community interest.*

The provision of a state/national level BMX facility at Pembroke Park with (part) capital funding is consistent and compatible with the majority of the relevant Outcomes and Directions of the Strategic Plan.

The core financial sustainability requirement for Council in the Strategic Plan needs due consideration. That is, the extent to which Sorell Council is required to contribute to any capital / construction funding shortfall and then the ongoing depreciation, maintenance and operational costs. These are dealt with further below.

Annual plan

The circumstances that lead to the Project being a consideration for Council were unknown when the Annual Plan was developed. As a result, the Annual Plan for



21/22 does not specifically identify the Project as a strategy or initiative that addresses the Objectives of the Strategic Plan.

There are, relevantly, strategies and initiatives in the Annual Plan that underpin asset creation/acquisition decisions. These include:

- *2.1 – Elected members to review key assumptions and forecasts and adopt updated 20 year LTFP and Financial Management Strategy with delivery of a sustainable net operating surplus over the forecast period.
Consider revenue generation options required for new / upgrade capital projects including the strategic sale of land assets as an alternative to rate increases.*
- *2.6 – Measure the operational and financial impacts of new / upgrade capital projects against stated/assumed savings (where applicable).*

Other applicable strategies and initiatives include:

- *3.5 – Advocate for further funding that will facilitate ongoing staged re-development and upgrading of Pembroke Park as the regional recreational facility to accommodate forecast growth in the south-east.*
- *4.2 – Ensure elected members and staff appropriately consider Council's Policies, Strategies, Plans and Procedures when making decisions.*

With regard to the Project, the Annual Plan is consistent with the Strategic Plan on two key themes. That Pembroke Park be further developed as the regional recreational facility and that new / upgrade asset provision be financially sustainable for the organisation.

Policy

There are no specific Council or Management Policies applicable.

The Pembroke Park Master Plan depicts the proposed development site containing a future tennis facility. Site capacity exists for the tennis facility to be constructed in the south-east corner requiring the dog exercise area to be relocated to Miena Park. The facility is an estimated \$2.0m investment that is dependent on receiving external grant funding.

Whilst the Master Plan envisaged the jump track being relocated, the opportunity and likelihood of a state / national level BMX track being developed at Pembroke Park had not previously been considered. The Project is consistent with the strategic function of Pembroke Park and can be accommodated without limiting the future development of other key components.

Environmental implications

None foreseen.



Asset management implications

The inclusion of a recreational asset to the Land Improvement asset class with a potential capital cost of up to \$1.0m carries with it depreciation, maintenance and operational costs for the life of the asset. These must be accommodated in annual operating budgets through rate revenue and user fees.

Should Council resolve to continue with the Project, a staged approach is recommended with the lighting component to be completed separately as Stage 2 at a later time.

A preliminary estimate of the asset lifecycle costs are in the order of \$46,900 p/a.

Risk management implications

The principle risks with the Project are considered to be:

- Asset construction costs – tender price exceeding preliminary cost estimates and increasing the quantum of Sorell Council funds required.
- Asset lifecycle costs – annual depreciation, maintenance and operating costs not being met by user fees.
- Club sustainability – impact on revenue generation through Pembroke Park operating model.

Community implications

A number of Council staff have consulted with GCC staff, Club members, a consultant designer and contractors since the Project was first raised in November 2021. Broader stakeholder and community engagement has not occurred as Council has not determined if the Project is to be supported.

The Club has approximately 100 members. There are three race facilities / clubs across the State in the south, north and north-west. The Club runs multiple club meets each year, hosts the state titles every three years and hosts two rounds of a state series each year.

The principal source of the Club's revenue is generated through their kiosk, currently housed in a shipping container. The General Manager has advised the Club that shipping containers are not supported for use at Pembroke Park (refer further below) and with respect to their own kiosk, that the operating model of Pembroke with the Stadium and Clubrooms similarly does not support clubs running individual kiosk operations. The Club has indicated that this is a concern for them.

Subject to the viability of re-using one or two shipping containers as part of the start hill that will enable them to be used for storage of bikes, equipment and the timing system, these will otherwise require a storage solution. Subject to the re-



purposing of the original football change rooms into a multi-tenant storage facility (potential 22/23 asset renewal project), this may be the alternative.

These matters have not been resolved between Council and the Club.

Statutory implications

The project will require planning approval. This has not been progressed to date.

Report

Council engaged a specialist track designer from Queensland to prepare a design concept to ensure the available site area could accommodate a UCI standard track capable of state / national competitions. The designer was also commissioned to prepare a Bill of Quantities ("BOQ") estimate.

The design concept (attached) and BOQ (with costs redacted) were provided to two civil contract firms for the purpose of providing an estimate only to test the designers cost assumptions.

Initial cost estimates are:

- Stage 1 - Track construction – \$938k
 - Polymer surface.
 - Asphalt corners.
 - Fencing.
 - Drainage.
 - Turf.
 - Electrical supply/conduits (within track footprint only) for future track lighting.
 - Start hill (earth) and concrete ramp.
 - Start gate and timing system cost excluded (supplied by Club).

#Note potential that cost savings could be achieved by:

- containers being used as base material for start hill – subject to structural certification.
- use of locally sourced base track material.

- Stage 2 - Lighting system - \$150 - \$195k
 - TBD if existing 6 x poles from Club are fit for purpose.
 - Requires trenching/conduit connection from site perimeter to supply source (TBD if Clubrooms or Stadium subject to capacity).

Should Council resolve to continue with the Project, it would be proposed to proceed with a detailed construction design and public tender in Q4 - 21/22 for Stage 1 with construction to occur 22/23.



Provision of an estimated \$255k of Sorell Council funds would need to be made in the 22/23 capital budget (new asset) accordingly.

Conclusion

The Project comes with significant recreational participation and economic opportunities for Council, the Sorell municipal area community, broader south-east region and southern Tasmania through the provision of a national level BMX facility.

GCC staff and CSR are commended for seeking out alternative sites for the facility and to transfer funds that represent approximately 73% of the construction cost.

The Project also comes with financial risk with regard to a detailed design having not been publicly tendered, Council having to meet any capital funding shortfall plus assuming ongoing asset life-cycle costs.

On balance, the longer term social benefits are considered to outweigh the risks.

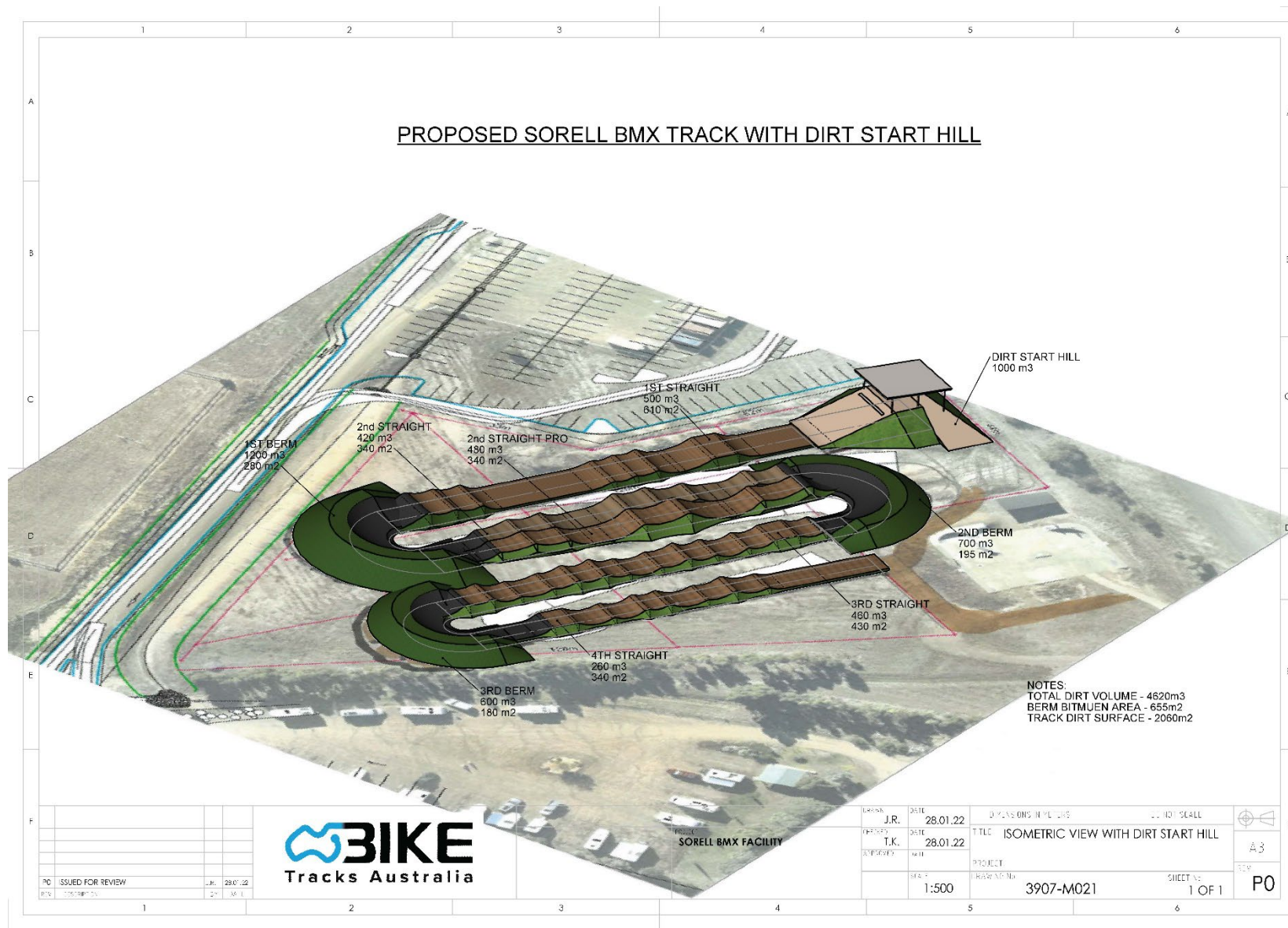
Robert Higgins

GENERAL MANAGER

Date: 9th March 2022

Attachments (Track concept)





AGENDA
ORDINARY COUNCIL MEETING
15 MARCH 2022



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AGENDA
ORDINARY COUNCIL MEETING
15 MARCH 2022

12.0 ENGINEERING & REGULATORY SERVICES

12.1 [^] ICT STRATEGY

RECOMMENDATION

“That Council resolve to approve the attached ICT Strategy.”

Introduction

Council has committed to carry out revaluations and updating of asset class management plans on a five-year cyclical basis as part of Council’s overarching asset strategy. The ICT fixed assets are currently held and reported out of Assetic as of January 2022. Council have also not had a Council endorsed ICT strategy before.

Strategic plan

Objective 2 - Responsible Stewardship and a Sustainable Organisation

Invest capital to minimise maintenance and maximise lifecycle value.
Statutory stewardship that achieves sustainable environmental performance.

Objective 3 - A Liveable and Inclusive Community

Advocate for effective regional service delivery that meets current and future population and demographic projections.

Annual plan

Objective 2 - Responsible Stewardship and a Sustainable Organisation

2.3 - Commit to asset revaluation cycle, provision of sustainable new/upgrade capital allocations and managing risk profiles including facilities management legislation.

Policy

Asset Management Policy
Asset Management Strategy

Environmental implications

Identification and management of e-waste.

Asset management implications

5-year strategic view on ICT fixed asset register including the adoption of Council’s first ICT Strategic Framework, improvement plan with a focus on cyber security. A specific asset management plan for ICT assets is also currently under development.



Risk management implications

Enterprise risks ratings are referenced in the ICT Strategy.

Community implications

Efficient and secure information systems support the community indirectly by allowing Council staff to readily access customer information and for record keeping compliance. Website upgrade project will allow over time for more self-service by the community and meeting growing expectations for 24/7 information.

Statutory implications

Section 70F part (b) of the Local Government Act 1993 – requirement to have a long-term strategic asset management plan. The attached plan provides information and support for Council's Long Term Financial Plan. The plan is also subject to review by the Tasmanian Audit Office/agents on request.

Report

The ICT hardware assets were transferred from Navision to Assetic in Jan 2022.

Unlike Councils other asset classes, revaluations are not likely to take place on a 5-year cycle due to the short useful lives of IT infrastructure.

Information systems have been formally classified into two categories, Critical and Non-Critical Business' systems. This allows for budgeting prioritisation

The attached ICT Strategy was finished and reviewed by the Audit Panel at its meeting on the 1st of November 2021. The panel identified 3 major components that were critical in moving forward:

1. Completing the necessary work regarding hardware infrastructure;
2. Penetration Testing; and
3. Embedding the Disaster Recovery Plan.

Conclusion

Council has focused on the 3 major components that the Audit Panel have identified and will report back on their progress for the June 2022 Audit panel meeting.

JULIE MANN

MANAGER – ASSETS, GIS & ICT

Date: 23/02/2022

Attachment to the agenda provided separately– ICT Strategy DRAFT v1.5.pdf



13.0 HR & COMMUNITY SERVICES

13.1 [^] COMMUNITY GRANTS PROGRAM

RECOMMENDATION

“That Council approve the following community groups to receive grants under the 2021-2022 Community Grants Program.”

Introduction

Through the Community Grants Program 2021-2022, funds are available for support towards a project, event or activity, Council provides financial support to eligible community groups and organisations within the Municipality.

Strategic Plan

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

Annual Plan

Sufficient funds exist within the Operational Plan.

Policy

Community Grants Policy.

Asset Management Implications

NIL

Risk Management Implications

NIL

Community Implications

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

REPORT

For the month of February, Council received four Community Grant Applications totalling \$6740.50 from -

- Sorell CWA
- South East United Football Club
- Southern Beaches Landcare/Coastcare
- Sorell Cricket Club



The applications were assessed by Council at the Council Workshop held on 8 March 2022. The following Councillors were present at the workshop:

- Mayor Vincent
- Clr Reynolds
- Clr Nichols
- Clr Jackson
- Clr Reed
- Clr Gala

The Councillors present agreed to the funding of three of the four applications to the combined amount of \$4,740.50:

- | | |
|---------------------------------------|-----------|
| • Sorell CWA | \$740.50 |
| • South East United Football Club | \$2000.00 |
| • Southern Beaches Landcare/Coastcare | \$2000.00 |

These applications are now presented to Council for approval.

SONIA PULLEN
COMMUNITY LIAISON OFFICER
 Date 9 March 2022

14.0 FINANCE

14.1 EXECUTIVE SUMMARY – FINANCIAL REPORT FEBRUARY 2022 YTD

RECOMMENDATION

“That the Executive Summary – Financial Report February 2022 Year to Date be received and noted by Council.”

NOTE – commencing February 2022 variance reporting will only occur under the following rules:

- The variance per general ledger account must be greater than \$10k and a variance percentage greater than 10%.

FINANCIAL REPORT FEBRUARY 2022 YEAR-TO-DATE

The operating surplus for the period ended 28 February 2022 of \$6.221m is above the budget of \$5.675m by \$546k. The main drivers of this position are:



- Recurrent income year to date is \$18.300m, which is above budget by \$90k.
- Operating expenses year to date are \$12.079m, which is below budget by \$456k.

NOTES TO THE ACCOUNTS

1. RATES AND CHARGES

Rates and charges are above budget by \$7k to the end of February, with no significant variances noted.

2. STATUTORY FEES AND CHARGES

This category is below budget by \$72k to the end of February, this is predominantly as a result of town planning activity being less than expected year to date.

3. USER FEES

This category is above budget by \$93k to the end of February. This is largely a result of the following variances:

- Engineering inspection and approval fees are \$59k above budget, predominantly as a result of unbudgeted fees recognised in December and January.
- Building administration fee and training levy income are \$9k and \$13k above budget. However, these are clearing accounts and do not form part of Council income. These two accounts are reconciled on a monthly basis. At end of financial year, there balances are expected to be \$0.

4. GRANTS OPERATING

This category is below budget by \$38k to the end of February, this is largely as a result of State Government grants and subsidies.

Refer to attachment (h) Grants Variance Analysis for a detailed explanation of the State Government grants and subsidies variance.

5. CONTRIBUTIONS RECEIVED

This category is above budget by \$100k to the end of February, this is largely a result of the following variances:

- Public Open Space contributions is \$61K above budget, predominantly as a result of a sub division at Goodford Lane, Orielton.
- Contributions received other is \$50k above budget, predominantly as a result of contributions made to the completed Pembroke Park unisex change rooms



by AFL Tasmania. This unbudgeted income was not accounted for at Mid-Year Budget Review.

6. INTEREST

This category is above budget by \$3k to the end of February, with no significant variances noted.

7. OTHER INCOME

This category is below budget by \$4k to the end of February, with no significant variances noted.

8. INVESTMENT IN TASWATER

This category does not have a budget variance to the end of February.

9. EMPLOYEE BENEFITS

Total employee benefits are below budget by \$18k to the end of February.

The following significant variances are noted:

- Overheads recovered is below budget by \$10k, as a result of less than expected hours being allocated to capital jobs year to date. Likewise, salaries transferred to WIP is below budget by \$25k.
- Temp staff employed through agency is \$13k below budget, as a result of budgeted casual staff no longer required.

10. MATERIALS AND SERVICES

Materials and services are \$343k below budget to the end of February.

The following significant variances are noted:

- Consultants other is below budget by \$23k, largely as a result of expected expenditure in relation to SERDA during February that will now occur in later months.
- Contractors is below budget by \$15k, as a result of variances across a number of departments. Information technology had significant underspends of \$12k due to reduced usage of Techquity, the contractors engaged to provide IT services and support.
- Electricity is below budget by \$18k, on review at the end of February this will mostly be a saving at end of financial year. This was not accounted for correctly at Mid-Year Budget Review.



- Line marking is below budget by \$11k, predominantly as a result of timing. Works did not commence until March and will be completed by the end of the financial year.
- Operating capital is below budget by \$40k, largely as a result of expected expenditure in relation to the stadium during February that will now occur in later months.
- Plant hire recovered is below budget by \$16k, as a result of less than expected plant hours being allocated to capital jobs year to date.
- Kerbside recycling collection is below budget by \$31k, this is a result of outstanding invoices for the month at the end of February.
- Kerbside garbage disposal is below budget by \$11k, this is a result of outstanding invoices for the month at the end of February.
- Signage and guide posts is below budget by \$56k, largely as a result of signage and guide posts for roads unsealed not purchased as per budget expectations. This expenditure is expected to increase as we approach the end of the financial year and match the full year budget.
- Tools/equipment expensed (under \$1,000) is below budget by \$20k, largely as a result of expected expenditure in relation to the stadium during February that will now occur in later months.
- Water charges is below budget by \$11k, this is a result of outstanding invoices for the month at the end of February.

These variances are slightly offset by:

- Plant and motor vehicle repairs and services is above budget by \$24k, as a result of a number of heavy fleet having services in January and February with a budget allocated in March for the quarter.

11. DEPRECIATION AND AMORTISATION

This category is above budget by \$1k to the end of February, with no significant variances noted.

12. FINANCE COSTS

This category is below budget by \$2k to the end of February, with no significant variances noted.

13. OTHER EXPENSES



This category is below budget by \$94k to the end of February. The following significant variances are noted:

- Donations and section 77 expenses are below budget by \$10k, as a result of less applications year to date than anticipated.
- Employee Sub, Licences and Memberships are below budget by \$15k, as a result of fees yet to be incurred to date that were budgeted for in the month of February.
- Functions and programs are below budget by \$44k, predominantly as a result of delayed expenditure in relation to the Arts Tasmania grant works.

14. GRANTS CAPITAL

This category is above budget by \$22k to the end of February.

Roads to Recovery funding for the Pawleena Road reconstruction was budgeted to be received in February 2022. However, the project has been delayed and Council will provide an alternative project to the department during March. The remaining amount of full year budgeted income of \$268k should be received in April.

Refer to attachment (h) Grants Variance Analysis for a detailed explanation of the Commonwealth and State Government grant variances.

15. CONTRIBUTIONS – NON MONETARY ASSETS

This category does not have a budget variance to the end of February.

16. NET GAIN / (LOSS) ON DISPOSAL

This category is above budget by \$7k to the end of February, with no significant variances noted.

17. SHARE OF INTEREST IN JOINT VENTURES

No joint venture revenue was received to the end of February.

CAPITAL EXPENDITURE

Capital expenditure to the end of February is \$7.897m (as per Capital Works report run on 1 March 2022).

The following capital jobs have variances of greater than 10% or are expected to have variances of greater than 10% in the 2021/2022 financial year:

- C-22-T-025 – Bryant St, Midway Point This job has an approved budget of \$61,000 and a total actual spend of \$69,245. The overspend is due to



recalculating the budget from the quote without including the change of area from 1800m² to 2045m².

- C-22-S-004-C – Stormwater 5-7 Nerine St, Primrose Sands. This job has an approved budget of \$10,000, with total commitments of \$12,330. The quote for the job was not available at Mid-Year Budget Review.
- C-22-LI-001 – Pembroke Park, extend height of rear cricket net and length of roofs. This job has an approved budget of \$70,000 and a total actual spend of \$80,313. The over spend is due to an updated budget not being provided as part of the Mid-Year Budget Review.
- C-21-T-056 Brinktop Rd, Sorell This job has an approved budget of \$579,253 with total actuals and commitments of \$626,592. The commitments total includes \$50,000 for Stage 2 works which is not included in the budget but may be completed in the 2021/22 financial year.
- C-22-T-002 – Bryans Rd, Copping (lime stabilise and 2 coat seal). This job has an approved budget of \$143,143 and total actuals and commitments of \$181 517. As per the Project Engineer's memo (below) the over spend is expected to be 30.3% over budget.



MEMO

TO: GENERAL MANAGER THROUGH MANAGER ENGINEERING AND REGULATORY SERVICES

FROM: PROJECT ENGINEER – TRANSPORT AND STORMWATER

DATE: 25 FEB. 2022

SUBJECT: C-22-T-002 BRYANS ROAD PROJECT – OVER EXPENDITURE
MEMO



AGENDA
ORDINARY COUNCIL MEETING
15 MARCH 2022

Stabilised Pavements of Australia Pty Ltd (SPA) have commenced works required under Contract C-22-T-002 (Separable portion B) Lime stabilisation & reshaping of Bryans Road.

Unfortunately a number of additional tasks have arisen which are outside of the original tendered scope of works (Contract sum \$134,373.33 excl. GST). The following report justifies an over expenditure of greater than 10% (estimated 30.3%).

The following list is a detailed description of each variation (+ or -) required to complete the works:

Variation 1 – Credit for profiling

Credit for the removal of the profiling line item from the scope. Alternative works are described below in Variation 2.

Variation 2 - Pulverisation of the existing road

Instead of profiling the surface from the existing road and disposing offsite, SPA recommended pulverising the seal of the road and grading off the top 40mm into the widened road formation, providing additional sub-base material prior to stabilisation i.e. less imported material required.

Variation 3 – Construct property access at 35 Marion Bay Road

The design plans from Pitt & Sherry did not identify the second gated access into property 35 Marion Bay Road which is accessed from Bryans Road. This variation allows for the supply and placement of 300mm RCP culvert pipes, driveable endwalls and construction of the second access including sealing. The property owner advised that these works were previously agreed to by my predecessor.

Variation 4 – Embankment construction

Around chainage 100 the drain levels on site are quite a bit deeper than the cross section suggests and for water to flow correctly some changes are required. The red line on picture below shows the approximate slope the batter will be if the drain is constructed as per design and the blue line shows the approximate slope if the drain slope is eased about 1m. Ken Grierson attended a site visit and was in agreement onsite confirming the drain should be moved over 1m.

SPA further advised “Whether or not we move the drain over we are going to need to build the embankment up prior to stabilising as we won’t be able to get our reclaimer right up to the edge otherwise. Ken has recommended building this up with 400mm of rock spalls prior to a subbase layer as it gets quite swampy in winter here, I estimate we are going to need to bring in 12m³ of Rock spalls and 9m³ of subbase and build an embankment up prior to the pulverising. As there is no embankment line item in the schedule or quantity for use under the stabilised layer



I would propose that this is treated as a variation. All variation pricing for Bryans will be sent this afternoon for your review.”

Variation 5 – Sub-grade replacement ‘Dig outs’

I undertook a sub-base Proof roll with SPA (after lime stabilisation) on 21 February 2022 and a significant section of road (75m x 5m and 12m x 2m) failed the proof roll.

SPA have provided the following three options to proceed:

- *Option 1 – subgrade stabilisation:*
Given how small the area to be treated is it is not really cost effective to stabilise the subgrade. By the time we remove the surface with an excavator, stabilise the subgrade and place the top back on it ends up being cheaper to do the dig outs. However if this option is selected I have allowed to stabilise the subgrade to a depth of 350mm at 6% lime which would end up giving a total pavement thickness of 600mm prior to the base layer placement.
Subgrade Stabilisation price = \$37,600.00
- *Option 2 – increasing the overlay thickness*
This is a very low use road so the Council may wish to just try and bridge the movement with an increased overlay thickness in this area. The issue with doing this is if we want to keep the 3 in 1 batter then the road width will decrease slightly as we raise the road. Note we will still need to do dig outs for the 24sqm on the north side of the bridge which aren’t included in the below rates. Cost to increase the pavement in this area.
By 100mm = 11,300.00
By 200mm = \$16,200.00
- *Option 3 – Dig Outs*
This would just be completed at the tendered rate for dig outs and Geo Fabric. If this was completed then we would also recommend using rock spalls in the bottom of the dig out to try and bridge the clay. Assuming a 600mm depth dig out we would be looking at:
600mm dig out = \$175 x 199.5m³ = \$34,912.50 + Geo Fab

The above Variation 5 options were presented to Manager Engineering and Regulatory Services, I recommended Council proceed with Option 3 as the treatment is expected to provide the best long term solution for the road segment and closely aligns with sub-grade replacement specifications previously advised by Pitt & Sherry.

Financial Summary of Variations

The following table lists the variation and costs to date:



Variation No.	Description	Amount
VO-01	VQ-01 Credit for removal line 1.3	-\$5,337.85
VO-02	VQ-02 Pulverising and shaping for subbase widening	\$1,610.00
VO-03	VQ-03 Construct access at CH20 Bryans Road	\$6,723.50
VO-04	VQ-04 Embankment construction RHS CH90-110	\$2,772.00
VO-05	VQ-05 Option 3 Dig Outs (PRELIM EST)	\$35,000.00
TOTAL VARIATIONS TO DATE		\$40,767.65

Therefore the amended Contract Sum is \$175,140.98 (Contract sum \$134,373.33 + \$40,767.65 excl. GST) and the percentage over expenditure is **30.3%**.

NB. I can confirm all of the above additional works items (variations) are priced fairly and necessary for the project to be proceed and be completed.



ADAM BUTLER
PROJECT ENGINEER – TRANSPORT AND STORMWATER

CASH & INVESTMENTS

The Council maintains deposits with four major banks (Commonwealth, ANZ, Bendigo Bank and MyState) and with the State owned Tasmanian Public Finance Corporation (TasCorp).

Council's cash position decreased during February, predominantly due to the payment of payroll and invoices, including capital works invoices. Sorell Council continues to hold \$1.2m in grant income received in advance as reported in the balance sheet. In comparison with the 2020/2021 financial year, the current cash balance is \$139k greater than the balance at the same time last year.

RATES OUTSTANDING

Attached is a graph showing unpaid rates by month for both the current and previous four years. The graph declines each month as rates are progressively paid throughout the financial year. The second graph has been included to reflect the percentage of rates debt outstanding at the end of each month, with four comparative financial years' data as well.



Collections have remained positive this financial year, with 79.9% of rates already paid by the end of February. At the same time last year, Council had 80.5% of rates paid as well.

ATTACHMENTS

- a) Statement of Income and Expenditure for the period ending 28 February 2022
- b) Statement of Financial Position as at 28 February 2022
- c) Statement of Cash Position as at 28 February 2022
- d) Detailed Statement of Income & Expenditure for the period ending 28 February 2022
- e) Capital Works report for the period ending 28 February 2022
- f) Graph 1 – Total Cash Available (Pages 2)
- g) Graph 2 – Rates Outstanding (Pages 2)
- h) Grants Variance Analysis (Pages 3)

CHRISTINE FRASER
FINANCE OFFICER

SCOTT NICOL
FINANCIAL ACCOUNTANT

STEPHANIE PERRY
MANAGER FINANCE

Date: 8 March 2022

Attachments (23 pages)



AGENDA
ORDINARY COUNCIL MEETING
15 MARCH 2022

SORELL COUNCIL
STATEMENT OF INCOME AND EXPENDITURE
For the period February 2022

	NOTES	ACTUAL YTD	BUDGET YTD	VAR	FULL YEAR BUDGET
INCOME					
RECURRENT INCOME					
Rates and Charges	1	15,490,958	15,483,929	7,029	15,459,274
Statutory fees and fines	2	400,237	472,252	(72,015)	691,400
User Fees	3	512,466	419,724	92,742	654,487
Grants Operating	4	1,004,642	1,042,735	(38,093)	1,501,431
Contributions received	5	161,940	61,833	100,107	86,000
Interest	6	107,464	103,982	3,482	154,751
Other income	7	460,757	464,416	(3,658)	873,756
Investment income from TasWater	8	162,000	162,000	0	162,000
		18,300,464	18,210,870	89,593	19,583,098
EXPENSES					
Employee benefits	9	4,256,863	4,275,130	18,267	6,924,298
Materials and services	10	3,382,848	3,725,612	342,764	6,183,724
Depreciation and amortisation	11	3,383,868	3,382,512	(1,357)	5,139,074
Finance costs	12	34,926	36,870	1,944	90,465
Other expenses	13	1,020,690	1,115,417	94,727	1,595,527
TOTAL EXPENSES		12,079,195	12,535,541	456,346	19,933,089
OPERATING SURPLUS/(DEFICIT)		6,221,269	5,675,329	545,939	(349,991)
CAPITAL INCOME					
Grants Capital	14	6,691,362	6,669,340	22,022	8,516,513
Contributions - non-monetary assets	15	1,183,190	1,183,190	0	1,183,190
Net gain/(loss) on disposal	16	(28,360)	(21,655)	(6,705)	(21,655)
Share of Interests in JVs	17	0	0	0	0
TOTAL CAPITAL INCOME		7,846,192	7,830,875	15,317	9,678,048
SURPLUS/(DEFICIT)		14,067,461	13,506,204	561,257	9,328,057



SORELL COUNCIL
STATEMENT OF FINANCIAL POSITION
As At February 2022

	Actual 2021/2022	Actual 30 June 2021	Movement
ASSETS			
Current Assets			
Cash and Cash Equivalents	10,725,494	7,322,338	3,403,156
Investments	4,046,731	4,032,145	14,586
Trade and Other Receivables	6,609,424	3,916,894	2,692,531
Inventories	52,052	52,052	-
Other Assets	-	388,589	(388,589)
Total Current Assets	21,433,700	15,712,018	5,721,683
Non-Current Assets			
Trade and Other Receivables	33,648	34,059	(411)
Assets Held for Sale	1	1	-
Intangible Assets	270,718	276,182	(5,464)
Property, Infrastructure, Plant and Equipment	263,380,227	264,374,399	(994,172)
Work in Progress	11,312,851	4,871,908	6,440,943
Investments	27,937,704	27,937,704	-
Other Non-Current Assets	34,135	34,135	-
Total Non-Current Assets	302,969,284	297,528,388	5,440,897
TOTAL ASSETS	324,402,984	313,240,406	11,162,580
LIABILITIES			
Current Liabilities			
Trade and Other Payables	577,995	960,596	(382,602)
Trust Funds and Deposits	946,169	791,896	154,273
Interest Bearing Loans & Borrowings	1,429,602	1,628,344	(198,742)
Provisions	1,269,012	1,321,171	(52,159)
Contract Liabilities	1,210,182	3,635,833	(2,425,652)
Other Current Liabilities	7,831	7,831	-
Total Current Liabilities	5,440,791	8,345,673	(2,904,881)
Non-Current Liabilities			
Interest Bearing Loans & Borrowings	1,528,868	1,528,868	-
Provisions	288,298	288,298	-
Contract Liabilities	-	-	-
Other Current Liabilities	26,787	26,787	-
Total Non-Current Liabilities	1,843,954	1,843,954	-
TOTAL LIABILITIES	7,284,744	10,189,627	(2,904,881)
Net Assets	317,118,239	303,050,779	14,067,461
EQUITY			
Accumulated Surplus	121,779,443	107,711,982	14,067,461
Reserves	195,338,797	195,338,797	-
Total Equity	317,118,239	303,050,779	14,067,461



SORELL COUNCIL
STATEMENT OF CASH POSITION
As At February 2022

	\$
Opening Balance Cash at Bank & Investments	11,354,483
Closing Balance Cash at Bank & Investments	14,772,224

Cash Movement Year to Date	3,417,741
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Represented by:

Net Surplus / (Deficit)	14,067,461
Add: Depreciation	3,383,868

Net Cash Surplus / (Deficit)	17,451,329
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Loan Repayments	(198,742)
Capital Expenditure (per capital report)	(6,440,943)
Capital Expenditure - Asset (Purchases) / Disposals	(2,389,696)
Balance Sheet Movements	(5,004,207)

Cash Movement Year to Date	3,417,741
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SORELL COUNCIL
DEPARTMENTAL PROFIT & LOSS
FOR THE PERIOD ENDED February 2022
FOR COST CENTRE - All Cost Centres

	ACTUAL	BUDGET	VAR	FULL YEAR BUDGET
1000 RECURRENT INCOME				
1100 Rates and Charges				
1105 Rates - General/Ordinary/Residential	(12,432,496)	(12,432,496)	(0)	(12,432,496)
1110 Rates General Written Off	1,137	3,750	2,613	7,500
1115 State Grant Rates Remission	(782,010)	(781,581)	430	(811,493)
1120 Rates Pensioner Concession	788,653	786,090	(2,564)	811,493
1125 Domestic Waste Annual Charge	(2,515,377)	(2,508,842)	6,535	(2,508,842)
1130 Fire Rates Levy Income	(595,993)	(595,993)	(0)	(595,993)
1150 Other Remissions	48,752	48,752	0	76,375
1160 AWTs Maintenance Fee Received	(3,624)	(3,609)	15	(5,818)
1199 Rates and Charges Total	(15,490,958)	(15,483,929)	7,029	(15,459,274)
1200 Statutory Fees and Charges				
1210 132 & 337 Certificate Fees	(98,310)	(103,122)	(4,812)	(165,000)
1220 Town Planning Fees	(289,662)	(355,880)	(66,218)	(508,400)
1225 Animal Infringements & Fines	(2,588)	(4,000)	(1,412)	(6,000)
1230 Other Infringements Fines & Penalties	(5,630)	(4,500)	1,130	(7,000)
1235 Licences & Permits	(1,368)	(2,000)	(632)	(2,000)
1240 Street Stall Permit Fee	(2,679)	(2,750)	(71)	(3,000)
1299 Statutory Fees and Charges Total	(400,237)	(472,252)	(72,015)	(691,400)
1300 User Fees				
1303 Animal Management Sundry Income -collars,signs etc	0	0	0	0
1306 Building Assessment Fees	(96,754)	(101,667)	(4,913)	(140,000)
1318 Caravan Licences	(5,680)	(6,000)	(320)	(13,063)
1327 Dog Impounding & Release Fees	(761)	(667)	94	(1,000)
1330 Dog Registration & Renewal	(69,166)	(69,900)	(734)	(100,000)
1331 Kennel Licences	(1,490)	(1,500)	(11)	(1,500)
1333 Driveway Approval and Inspection Fees	(2,621)	(500)	2,121	(1,000)
1335 Engineering Inspections & 1% Approval Fee	(92,718)	(33,500)	59,218	(38,500)
1336 Fire Abatement Charges	430	0	(430)	(15,000)
1342 Food Licences	(2,977)	0	2,977	(41,000)
1351 Photocopy Charges	0	0	0	0
1354 Plumbing Application Fees	(99,569)	(93,333)	6,236	(140,000)
1357 Plumbing Inspection	(108,102)	(105,333)	2,769	(152,000)
1360 Amended Plan Fees	(3,521)	(3,200)	321	(4,800)
1363 Recreational Vehicle Income	(7,662)	(4,124)	3,538	(6,624)
1369 Building Administration Fee (0.1%)	(8,939)	0	8,939	0
1372 TBCITB Training Levy (0.2%)	(12,936)	0	12,936	0
1399 User Fees Total	(512,466)	(419,724)	92,742	(654,487)
1400 Grants Operating				
1405 Commonwealth Financial Assistance Grant	(951,087)	(950,869)	218	(1,267,825)
1410 Comm'th Grants & Subsidies	0	0	0	0
1415 State Grants & Subsidies	(46,417)	(85,866)	(39,449)	(227,606)
1420 Other Grants & Subsidies	0	0	0	0
1430 Training Incentive Payment	(7,137)	(6,000)	1,137	(6,000)
1499 Grants Operating Total	(1,004,642)	(1,042,735)	(38,093)	(1,501,431)
1500 Contributions Received				
1505 Public Open Space Contributions	(107,940)	(47,000)	60,940	(52,000)
1506 Car Parking Cash in Leui Contributions	0	(2,500)	(2,500)	(5,000)



SORELL COUNCIL
DEPARTMENTAL PROFIT & LOSS
FOR THE PERIOD ENDED February 2022
FOR COST CENTRE - All Cost Centres

	ACTUAL	BUDGET	VAR	FULL YEAR BUDGET
1507 Subdiv Traffic Management Treatment Contributions	0	(8,333)	(8,333)	(25,000)
1510 Contributions Received Other	(54,000)	(4,000)	50,000	(4,000)
1549 Contributions Received Total	(161,940)	(61,833)	100,107	(86,000)
1550 Interest				
1560 Rates Interest Penalty	(87,306)	(84,000)	3,306	(110,000)
1565 Rates Interest Written Off	24	1,140	1,116	1,600
1570 Rates Legal Costs Recovered	(465)	(1,000)	(536)	(1,500)
1575 Interest Received Banks & Other	(19,656)	(20,052)	(396)	(44,711)
1577 Interest - MPIA	(61)	(70)	(9)	(140)
1599 Interest Total	(107,464)	(103,982)	3,482	(154,751)
1600 Other Income				
1605 Bad Debts Recovered	0	0	0	0
1610 Diesel Fuel Rebate	(13,931)	(15,227)	(1,296)	(22,841)
1615 Donations Received	0	0	0	0
1620 Hall Hire	(44,494)	(43,607)	887	(87,627)
1625 Lease/Rent Fees Received	(29,963)	(29,820)	142	(34,685)
1627 Lease Fees - Copping Tip	(77,931)	(79,575)	(1,644)	(104,482)
1630 Other Facility Hire	(28,898)	(26,225)	2,673	(51,095)
1632 SERDA - External Labour Hire Recoveries	(212,524)	(215,839)	(3,316)	(428,074)
1633 External Labour Hire Recoveries	0	0	0	0
1634 NRM Recoveries	0	0	0	0
1635 Other Sundry Income	(11,547)	(10,505)	1,042	(71,255)
1637 Insurance Recoveries	0	0	0	0
1645 Vehicle FBT Recoveries	(31,692)	(35,656)	(3,964)	(56,096)
1655 Workers Compensation - Reimbursement	(6,018)	(1,000)	5,018	(1,000)
1656 Copping Public Cemetery Trust Net Income	(1,398)	(4,980)	(3,582)	(8,300)
1659 Information Board Revenue - Dunalley Hall	0	0	0	0
1660 Grave Site Sales - Dunalley Hall	(1,224)	(1,980)	(756)	(8,300)
1662 Wheelie Bin Stabiliser Income	(1,139)	0	1,139	0
1689 Other Income Total	(460,757)	(464,416)	(3,658)	(873,756)
1690 Investment Income from TasWater				
1694 TasWater Interim Dividend	(162,000)	(162,000)	0	(162,000)
1699 Investment Income from TasWater Total	(162,000)	(162,000)	0	(162,000)
1999 Recurrent Income Total	(18,300,464)	(18,210,870)	89,593	(19,583,098)
2000 Capital Income				
2100 Grants Capital				
2105 Roads to Recovery Funding	(119,604)	(267,576)	(147,972)	(387,296)
2110 Comm'th Grants new or upgraded assets	(3,986,660)	(4,124,855)	(138,195)	(4,551,742)
2115 State Grants for new or upgraded assets	(2,558,098)	(2,249,909)	308,189	(3,520,475)
2120 Other Grants for new or upgraded assets	(27,000)	(27,000)	0	(57,000)
2199 Grants Capital Total	(6,691,362)	(6,669,340)	22,022	(8,516,513)
2200 Contributions - Non-monetary Assets				
2205 Developer Contributions for assets	(1,183,190)	(1,183,190)	0	(1,183,190)
2299 Contributions - Non-monetary Assets Total	(1,183,190)	(1,183,190)	0	(1,183,190)
2300 Net Gain/(Loss) on Disposal				
2305 (Profit) / Loss on Disposal of Assets	37,574	30,869	(6,705)	30,869
2320 Recognition / De-recognition of Assets	(9,213)	(9,213)	0	(9,213)
2399 Net (Gain) / Loss on Disposal Total	28,360	21,655	(6,705)	21,655



SORELL COUNCIL
DEPARTMENTAL PROFIT & LOSS
FOR THE PERIOD ENDED February 2022
FOR COST CENTRE - All Cost Centres

	ACTUAL	BUDGET	VAR	FULL YEAR BUDGET
2400 Share of Interests in Joint Ventures				
2410 Fair value adjustment - Investment in Associate	0	0	0	0
2420 Revenue from Investment in Associates	0	0	0	0
2499 Share of Interests in Joint Ventures Total	0	0	0	0
2899 CAPITAL INCOME TOTAL	(7,846,192)	(7,830,875)	15,317	(9,678,048)
2999 TOTAL INCOME	(26,146,656)	(26,041,745)	104,910	(29,261,146)
3000 Expenses				
3100 Employee Benefits				
3102 ADO Expense	37,285	38,420	1,136	60,912
3103 Annual Leave	274,850	276,662	1,812	460,034
3109 Conferences	2,532	2,000	(532)	3,000
3111 Drug and Alcohol Testing	1,140	2,625	1,485	3,500
3112 FBT Expenses - Gift Cards / Gifts	1,470	1,050	(420)	1,550
3114 FBT Expenses - Entertainment (FBT)	3,063	3,217	154	4,867
3115 Fringe Benefit Taxes	24,990	24,991	1	37,821
3118 Health and Well Being	2,119	1,000	(1,119)	3,500
3124 Long Service Leave	150,608	151,101	493	202,591
3127 Medicals	1,320	1,100	(220)	1,760
3130 Occupational Health and Safety	0	0	0	0
3136 Other Employee Costs	0	0	0	0
3139 Overheads Recovered	(47,420)	(57,697)	(10,277)	(73,073)
3145 Payroll Tax	193,870	194,537	667	309,341
3148 Protective Clothing & Accessories	19,896	21,750	1,854	27,500
3151 Recruitment Costs	1,425	0	(1,425)	0
3154 Salaries	3,078,456	3,105,598	27,142	5,016,290
3156 Salaries transferred to WIP	(137,289)	(161,834)	(24,545)	(222,297)
3163 Staff Training	11,331	12,988	1,657	56,700
3166 Superannuation - Council Contribution	455,325	459,735	4,410	751,698
3169 Temp Staff Employed Through Agency	0	12,800	12,800	12,800
3172 Travel and Accommodation	0	250	250	500
3175 Uniforms / Clothes Purchased	4,627	7,800	3,173	14,000
3181 Workers Compensation Expense Claims	227	0	(227)	0
3184 Workers Compensation Insurance	177,039	177,038	(1)	251,306
3199 Employee Benefits Total	4,256,863	4,275,130	18,267	6,924,298
3200 Materials and Services				
3201 Abandoned Cars & Dumped Rubbish Disposal Costs	2,133	3,333	1,201	5,000
3202 Advertising	56,726	63,313	6,587	113,385
3204 AWTs Maintenance Charge	1,529	2,182	653	4,363
3206 Cleaning	102,701	104,795	2,093	188,648
3208 Computer Hardware / Hardware Maintenance	12,474	13,813	1,339	29,040
3212 Computer Software Maint and Licenses	213,561	195,656	(17,906)	257,594
3214 Consultants Other	149,848	172,636	22,789	299,625
3216 Contractors	131,851	146,653	14,802	301,466
3217 Contractors - Common Services	0	0	0	0
3218 Copping Tip Disposal Costs	0	1,000	1,000	2,000
3220 Mornington Park transfer station disposal costs	63,613	72,917	9,303	125,000
3221 Electronic Notices / Reminders	613	850	237	1,475
3222 Electricity	111,920	130,255	18,334	223,139



SORELL COUNCIL
DEPARTMENTAL PROFIT & LOSS
FOR THE PERIOD ENDED February 2022
FOR COST CENTRE - All Cost Centres

	ACTUAL	BUDGET	VAR	FULL YEAR BUDGET
3223 Emergency Management	0	0	0	2,000
3224 Fire Hazard Reduction (Private Land)	0	9,000	9,000	9,000
3226 Fuel	110,148	106,320	(3,828)	184,561
3232 Internet, Telephone & Other Communication Charges	31,140	29,029	(2,111)	44,641
3234 Land Survey Costs	0	5,000	5,000	15,000
3236 Legal Fees (Advice etc)	49,678	59,110	9,432	124,500
3237 Line Marking - Transport Infrastructure	700	11,600	10,900	29,000
3240 Municipal Waste (Reserves)	0	0	0	0
3241 Operating Capital	5,654	44,700	39,046	58,700
3244 Plant & Motor Vehicle Repairs & Services	81,277	57,500	(23,777)	110,000
3246 Plant Hire - External	15,413	13,766	(1,647)	35,000
3248 Plant Hire - Internal Usage	23,047	19,696	(3,351)	30,445
3250 Plant Hire Recovered	(53,129)	(69,570)	(16,441)	(91,271)
3252 Plant Registration Fees	37,356	36,484	(872)	36,484
3254 Printing	18,846	24,300	5,454	32,400
3256 Recycling Centres	64,627	70,000	5,373	120,000
3257 Recycling Hub	1,006	1,000	(6)	2,000
3258 Registrations, Licenses and Permits	4,583	1,030	(3,553)	2,280
3259 CEMETERY Repairs and Maintenance	999	1,300	301	8,200
3260 Repairs and Maintenance	982,594	1,082,207	99,613	1,754,281
3261 Road Kill Collection Fees	1,203	875	(328)	1,500
3262 Kerbside Green Waste Collection	131,513	127,167	(4,347)	218,000
3263 Kerbside Green Waste Disposal	33,883	32,083	(1,799)	55,000
3264 Kerbside Hard Waste Collection	74,160	78,000	3,840	156,000
3265 Kerbside Hard Waste Disposal	14,943	11,500	(3,443)	25,500
3266 Kerbside Recycling Collection	146,021	177,333	31,312	266,000
3267 Kerbside Recycling Disposal	95,568	98,000	2,432	168,000
3268 Kerbside Garbage Collection	285,155	305,333	20,178	458,000
3269 Kerbside Garbage Disposal	53,116	64,429	11,312	105,857
3270 Security	11,200	13,457	2,258	22,336
3273 Signage & Guide Posts	63,888	119,760	55,872	144,450
3276 Settlement Costs ONLY	3,614	2,500	(1,114)	7,000
3278 Stationery & Office Consumables	17,603	20,809	3,206	34,974
3279 Street Bin Collection Contract	134,585	139,000	4,415	244,000
3280 Tools/Equipment Expensed (under \$1,000)	7,026	27,048	20,022	41,040
3282 Tyres	8,775	9,629	854	15,296
3284 Valuation Expenses	23,450	21,464	(1,986)	50,000
3290 Water Charges (Works Order)	56,052	67,349	11,297	112,814
3292 Wheelie Bin Stabiliser Expenses	182	0	(182)	0
3299 Materials and Services Total	3,382,848	3,725,612	342,764	6,183,724
3390 Impairment of Debts				
3399 Impairment of Debts Total	0	0	0	0
3400 Depreciation and Amortisation				
3405 Depreciation Expense	3,376,143	3,372,536	(3,607)	5,097,495
3410 Amortisation Expense	7,726	9,976	2,250	33,505
3415 Amortisation Expense (Right of Use Asset)	0	0	0	8,074
3499 Depreciation and Amortisation Total	3,383,868	3,382,512	(1,357)	5,139,074
3500 Finance Costs				



SORELL COUNCIL
DEPARTMENTAL PROFIT & LOSS
FOR THE PERIOD ENDED February 2022
FOR COST CENTRE - All Cost Centres

	ACTUAL	BUDGET	VAR	FULL YEAR BUDGET
3505 Interest on Loans	34,926	36,870	1,944	89,708
3515 Interest on Overdue Accounts	0	0	0	0
3521 Interest Expense (Lease Liability)	0	0	0	758
3599 Finance Costs Total	34,926	36,870	1,944	90,465
3600 Other Expenses				
3604 Audit Fees	20,074	22,000	1,927	36,350
3606 Audit Panel Expenses	3,625	3,500	(125)	7,000
3608 Bad & Doubtful Debts	368	0	(368)	0
3612 Bank Fees & Charges	26,019	29,312	3,293	43,968
3616 Bank Fees Recovered	(1,600)	(1,000)	600	(1,500)
3620 Cashiers Rounding Adjustments	28	50	22	75
3624 Commissions Paid	12,322	13,854	1,532	23,750
3636 Councillor Allowances	96,309	96,447	138	145,265
3640 Councillor Expenses	5,067	8,000	2,933	9,000
3644 Councillor Vehicle Allowance	2,822	3,400	578	5,600
3656 Deputy Mayors Allowance	10,165	10,179	14	15,331
3660 Dog Pound & Other Animal Management Expenses	4,854	4,000	(854)	5,000
3661 Dog Home & Vet Fees	150	1,333	1,183	2,000
3664 Donations and Section 77 Expenses	18,577	28,889	10,312	65,000
3668 Election Expenses	6,846	7,500	654	7,500
3672 Employee Sub, Licences and Memberships	72,301	88,126	15,825	94,688
3676 Functions & Programs	23,987	67,928	43,941	73,440
3680 Excess Payable on Insurance Claims	4,204	1,500	(2,704)	3,000
3688 Food & Beverages	1,305	2,063	758	5,715
3692 General Insurance	103,520	103,520	(1)	103,520
3704 Government Contribution (Voluntary)	281,172	286,077	4,905	572,153
3712 Immunisations	576	750	174	3,000
3720 Land Tax	58,392	60,100	1,708	60,100
3724 Mayor's Allowance	26,750	26,788	38	40,347
3731 NRM Expenses	12,627	11,375	(1,252)	11,375
3732 Motor Vehicle Insurance	33,944	34,513	569	34,513
3736 Other roundings	1,656	13	(1,643)	20
3740 Other Sundry Expenses	2,065	1,579	(485)	2,926
3744 Photocopier Leases & Operating Costs	9,064	10,629	1,565	10,857
3748 Postage	29,888	35,425	5,537	53,966
3752 Public Liability Insurance	140,662	140,662	1	140,662
3760 Reference Materials	0	500	500	1,000
3768 Sampling, Testing and Monitoring	1,447	5,000	3,553	8,000
3770 Storage Costs	681	700	19	1,200
3771 SERDA Internal Organisational Support	0	2	2	2
3784 Voluntary Contributions	10,822	10,704	(118)	10,704
3799 Other Expenses Total	1,020,690	1,115,417	94,727	1,595,527
3990 EXPENSES TOTAL	12,079,195	12,535,541	456,346	19,933,089
3995 (SURPLUS)/DEFICIT	(14,067,461)	(13,506,204)	561,257	(9,328,057)



1/03/2022	SORELL COUNCIL					
	MYBR - CAPITAL WORKS BUDGET FOR 2021/2022					
Number	Location	Job No.	Detailed Description	MYBR Approved Budget 2021/2022	This Financial year	Commitments
	ROADS					
1	Bream Creek, Bream Creek Road	C-22-T-001	Lime stabilise and 2 coat seal		19,892	-
2	Copping, Bryans Road	C-22-T-002	Lime stabilise and 2 coat seal		6,816	174,701
3	Kellevie, Kellevie Road & Bream Creek Road	C-22-T-003	FCR & seal to Kellevie / Bream Creek Road Intersection & 1 segment @ 6.2m		20,902	-
4	Nugent Road	C-22-T-004	Lime stabilise and seal from segment before Nelsons Tier Road to segment after NW corner @ 6.2m		43,114	-
5	Lewisham, Lewisham Road	C-22-T-005	North of Stage 2 - 500m reconstruction + bridge replacement		736,499	602,251
6	Orielton, Orielton Road	C-22-T-006	Reconstruct and 2 coat seal 14/7		7,728	128,040
7	Pawleena, Pawleena Road	C-22-T-007	Reconstruct and 2 coat seal 14/7		27,146	-
8	Penna, Shark Point Road	C-22-T-008	Lime stabilise and 2 coat seal		41,260	718,332
9	Forcett, Delmore Road	C-22-T-009	W Beam new		2,500	-
10	Boomer Bay, Bay Road	C-22-T-010	W Beam (Bridge approach)		34,003	-
11	Forcett, White Hill Road	C-22-T-011	W Beam new		43,676	-
12	Pawleena, Pawleena Road	C-22-T-012	W Beam replacement		-	-
13	Primrose Sands Road	C-22-T-013	Reconstruction with chip seal surface		7,028	92,282
				\$ 3,815,995		



1/03/2022	SORELL COUNCIL					
	MYBR - CAPITAL WORKS BUDGET FOR 2021/2022					
Number	Location	Job No.	Detailed Description	MYBR Approved Budget 2021/2022	This Financial year	Commitments
	RESHEETING					
14	Bezzants Road	C-22-T-014	100mm new gravel - after #63 to FT junction		660	90,112
15	Bream Creek Road	C-22-T-015	100mm new gravel - 2nd RHC after #499 to LHC after #641		50,302	-
16	Craigs Hill Road	C-22-T-016	100mm new gravel - junction to Daly's		33,420	-
17	Hillcrest Road	C-22-T-017	100mm new gravel - junction to after first LHC		28,121	-
18	Masons Road	C-22-T-018	100mm new gravel - entire road		1,157	94,008
19	Nonesuch Road	C-22-T-019	100mm new gravel - junction to after first LHC		15,812	-
20	Pawleena Road	C-22-T-020	100mm new gravel - Webbs Road to end		592	49,011
21	Reardons Road	C-22-T-021	100mm new gravel - junction to after first LHC		660	42,665
22	Shark Point Road	C-22-T-022	100mm new gravel - end segments		44,845	-
23	White Hill Road	C-22-T-023	100mm new gravel - starts after #319 seal to end - last 2 segments		660	-
24	Woodside Road	C-22-T-024	100mm new gravel		24,783	-
				\$ 561,068		
	RESEALS					
25	Midway Point, Bryant Street	C-22-T-025	Asphalt reseal & prep work		69,245	-
				\$ 61,000		



1/03/2022	SORELL COUNCIL					
	MYBR - CAPITAL WORKS BUDGET FOR 2021/2022					
Number	Location	Job No.	Detailed Description	MYBR Approved Budget 2021/2022	This Financial year	Commitments
	STORMWATER					
26	250 Lewisham Scenic Drive	C-22-S-001	Pit & Pipe 34 metres to existing pit		10,225	-
27	Southern Beaches	C-22-S-002	Grate replacements - various roads		9,094	-
28	Sorell, 81- 83 Main Road	C-22-S-003	Replace & upgrade 300dia to 1050dia with bypass works		3,594	38,795
29	Municipality - Carlton, Moomere Street	C-22-S-004-A	Reactive minor jobs that can be capitalised		21,454	-
30	Municipality - Primrose Sands, Hakea St	C-22-S-004-B	Reactive minor jobs that can be capitalised		13,860	-
31	Municipality - Primrose Sands, 5-7 Nerine Street	C-22-S-004-C	Reactive minor jobs that can be capitalised		-	12,330
32	Municipality - Dodges Ferry, 150 Bally Park Road	C-22-S-004-D	Reactive minor jobs that can be capitalised		-	
33	Municipality - Dodges Ferry, Seventh Ave soccer field	C-22-S-004-E	Reactive minor jobs that can be capitalised		-	
34	Municipality				-	
35	Shark Point Road	C-22-S-005	Stormwater outfall - #585 - install pipe from road culvert and extend to foreshore		42,089	-
36	Primrose Sands, Kestrel Street	C-22-S-006	K&C, SEP's x 4 & connection to table drain		-	-
37	Sorell, Main Road & Stores Lane	C-22-S-007	Council's contribution to DSG bypass stormwater works under Main Road		-	-
38	Carlton, 31 Lloyd Street	C-22-S-008	K&C and connection to SD106763		39,309	-
39	Carlton, Riviera/Shamrock	C-22-S-009	Connection from SC111895 to SC112203 then drain & outfall from end of cul-de-sac into SC POS		21,345	-
40	Dodges Ferry, Lateena Street	C-22-S-010	Outfall upgrade on PWS foreshore at SE115409		430	-
41	Pembroke Park (Pit at Cricket Nets)	C-22-S-011	Pit @ Cricket Nets		3,499	-
				\$ 413,276		



1/03/2022	SORELL COUNCIL					
	MYBR - CAPITAL WORKS BUDGET FOR 2021/2022					
Number	Location	Job No.	Detailed Description	MYBR Approved Budget 2021/2022	This Financial year	Commitments
	FOOTPATHS & KERB					
42	Sorell, Attunga Drive	C-22-T-026	Footpath between Attunga Drive and Pembroke Park		17,571	-
43	Lewisham, Lewisham Scenic Drive	C-22-T-027	Asphalt footpath renewal between Gregory and Hurst Street		-	-
44	Carlton, Moomere Street	C-22-T-028	Asphalt footpath renewal, Moonar to Carlton River		11,359	9,573
45	Dodges Ferry, Park Beach Road	C-22-T-029	Footpath and kerb to beach car park		6,684	-
46	Dodges Ferry, Carlton River Road	C-22-T-030	Asphalt footpath renewal - junction to Chaffeys Drive		32,157	-
47	Sorell, Pennington Drive	C-22-T-031	VRU - Pennington Drive / Weston Hill Road		91,050	-
48	Sorell, Main Road	C-22-T-032	VRU - Main Road		- 4,347	24,547
49	Dodges Ferry, First Avenue	C-22-T-033	VRU - First Avenue		240,723	-
50	Sorell, The Circle & Taylor Drive	C-22-T-034	VRU - Circle to Taylor Drive		100,108	-
51	Dodges Ferry, Carlton River Road	C-22-T-035	Continuing east from Chaffeys Drive		53,224	-
52	Sorell Rotary Club Bus Shelters	C-22-T-036	2 Bus Shelters 2021/22		1,176	-
				\$ 959,242		
	BRIDGE REPLACEMENTS					
53	Nugent Road - Badger Box Gully Creek	C-22-BR-001	Bridge approach renewal		-	-
54	Nugent Road - Wells Creek	C-22-BR-002	Bridge approach renewal		-	-
55	Dunalley, Fulham Road	C-22-BR-003	Bridge approach renewal		11,186	-
56	Carlton, Fulham Road	C-22-BR-004	Bridge approach renewal		9,261	-
57	Marion Bay Road	C-22-BR-005	Install guard rail and widen approach		-	-
58	Carlton River Road	C-22-BR-006	Bridge approach renewal		22,148	-
				\$ 123,780		



1/03/2022	SORELL COUNCIL					
	MYBR - CAPITAL WORKS BUDGET FOR 2021/2022					
Number	Location	Job No.	Detailed Description	MYBR Approved Budget 2021/2022	This Financial year	Commitments
	BUILDINGS					
59	Lewisham - boat ramp toilet	C-22-B-001	Single berth toilet & AWTS (or equivalent)		3,766	33,420
				\$ 80,000		
	PLANT AND EQUIPMENT					
60	CAC & Depot	C-22-P-001	Light fleet replacement - 7 MVs – 5x Ford Rangers & 2x Mitsubishi Outlanders (+ provision for required accessories)		72,864	178,645
61	Depot	C-22-P-002	JCB Backhoe. Replacement of backhoe HF-XX-031 due to age		179,612	-
62	Depot	C-22-P-003	Med Tipper (Reserves). Replacement of Mitsubishi Fuso Canter HF-XX-005 - B10RC		-	-
				\$ 530,000		
	IT					
63	CAC	C-22-IT-001	Mobile DGPS unit - equipment for Engineering Department		12,860	-
64	CAC	C-22-IT-002	2 Laptops, including docking station, monitor and bag		-	-
				\$ 19,560		
	LAND IMPROVEMENT (PARKS & RESERVES)					
65	Pembroke Park	C-22-LI-001	Extend height of rear cricket net FN114166 and length of roofs FN114163		80,313	-
66	Penna, Penna Beach Foreshore	C-22-LI-002	Walkway and Fencing		-	-
67	Miena/Wolstenholme subdivision fence	C-22-LI-003	Subdivision fence		-	-
				\$ 120,940		



1/03/2022	SORELL COUNCIL					
	MYBR - CAPITAL WORKS BUDGET FOR 2021/2022					
Number	Location	Job No.	Detailed Description	MYBR Approved Budget 2021/2022	This Financial year	Commitments
	PRELIMINARY WORK IN 2021/22					
68	Forcett, 532 Wiggins Road	C-22-PRELIM-WIGGINS	Potential road widening job (Designers, Surveyors)		6,500	-
69	Midway Point, Flyway Park Car Park	C-22-PRELIM-FLYWAY	Preliminary Costs for Flyway Park Car Park		2,655	-
70	Sorell, BMX Track	C-22-PRELIM-BMXTrack	Preliminary Costs for BMX Track		-	6,000
71	Pawleena, Pawleena Rd, Arthur Highway roundabout	C-22-PRELIM-PAWRD	Preliminary acquisition costs		-	-
72	Forcett, Delmore Road	C-22-PRELIM-DELRD	Preliminary Costs for road widening and widen box culvert		-	-
				\$ 228,000		
	CARRYOVERS FROM 2020/2021					
	CARRY OVERS - STORMWATER					
73	Dodges Ferry, Blue Lagoon	C-21-S-009			16,409	58,770
74	Lewis Court & #229 Lewisham Scenic Drive	C-21-S-014			88,433	-
	CARRY OVERS - FOOTPATHS & KERB					
75	Sugarloaf Road reconstruction	C-21-T-003			7,157	-
76	Dodges Ferry, Tiger Head Road	C-21-T-052			82,045	-
77	Dodges Ferry to Carlton Beach	C-21-T-055			99,075	-
78	Dodges Ferry to Carlton Beach	C-21-T-057			81,725	45,646
79	Sorell, Brinktop Road	C-21-T-056			90,205	536,387



1/03/2022	SORELL COUNCIL					
	MYBR - CAPITAL WORKS BUDGET FOR 2021/2022					
Number	Location	Job No.	Detailed Description	MYBR Approved Budget 2021/2022	This Financial year	Commitments
	CARRY OVERS - BRIDGES & OTHER STRUCTURES					
80	Municipality	C-21-BR-004			-	-
	CARRY OVERS - PLANT & EQUIPMENT					
81	Depot	C-21-P-002			36,138	-
82	Depot	C-21-P-004			-	-
83	Depot	C-21-P-010			41,015	-
	CARRY OVERS - IT					
84	CAC	C-21-IT-002			24,074	-
85	CAC	C-20-IT-005			50,510	-
86	Municipality	C-20-IT-002			-	-
	CARRY OVERS - PARKS & RESERVES					
87	Copping Cemetery	C-21-LI-009			9,348	-
88	Carlton, Snake Hollow Park	C-21-LI-010			14,581	100
89	Carlton, Snake Hollow Park	C-20-LI-010			44,144	-
90	Sorell, Sorell Skate Park	C-21-LI-011			193,523	-
91	Dunalley Golf Club (Tennis Court construction)	C-20-LI-012			6,487	-
	CARRY OVERS - BUILDINGS					
92	CAC	C-20-B-004			24,652	-



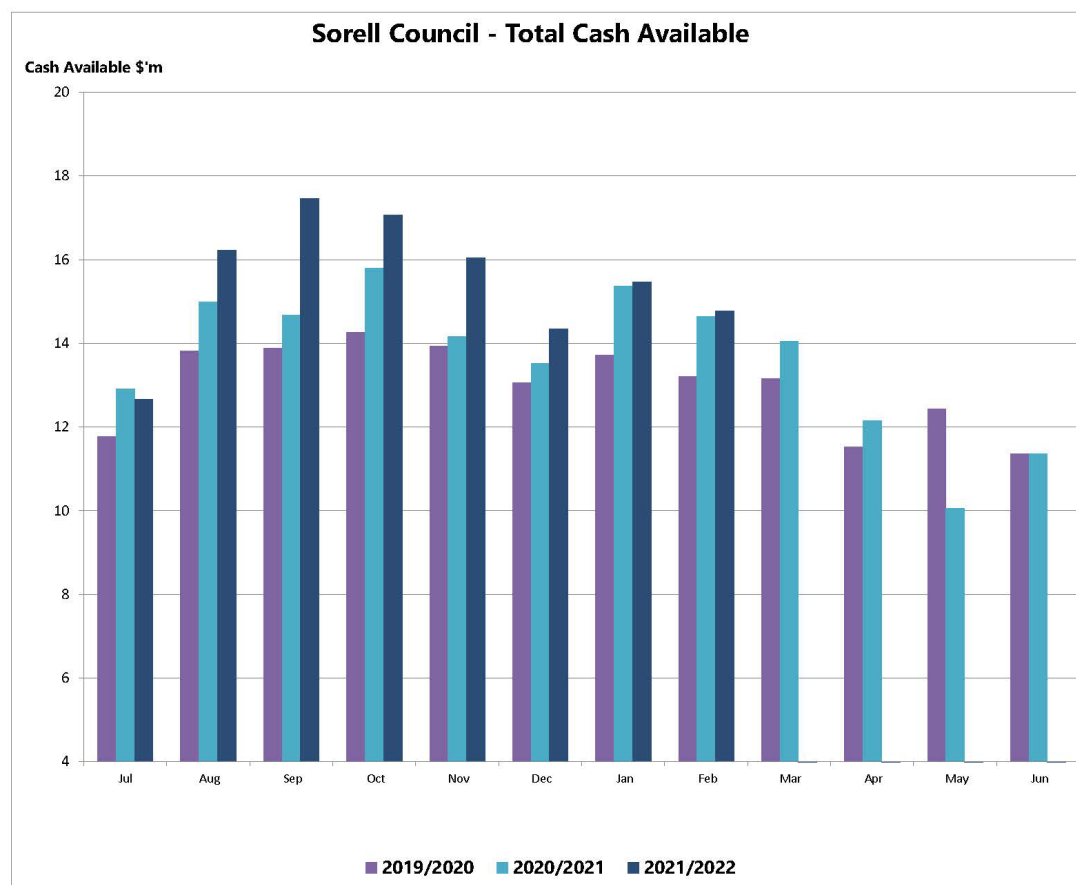
1/03/2022	SORELL COUNCIL					
	MYBR - CAPITAL WORKS BUDGET FOR 2021/2022					
Number	Location	Job No.	Detailed Description	MYBR Approved Budget 2021/2022	This Financial year	Commitments
	CARRY OVERS - PEMBROKE PARK STADIUM					
93	Pembroke Park	C-20-PemPark-Civil			26,544	4,480
94	Pembroke Park	C-20-PemPark-Stadium			4,552,410	648,334
95	Pembroke Park Outdoor Netball Courts	C-20-PemPark-Stad B			129	201,805
96	Pembroke Park Stadium	TBA			-	
97	Pembroke Park Stadium	TBA			-	
98	Pembroke Park	C-21-PEMPARK-002			24,577	73,881
	CARRY OVERS - PRELIM JOBS					
99	Municipality	C-22-PRELIM-SWPROGRA			7,152	-
100	Pembroke Park	C-22-PRELIM-PPFUNRM			-	-
				\$ 8,913,340		
			Capital candidates approved by GM			
			Total Capital Budget - Excluding Carry Overs	\$ 6,912,861		
			Tot Capital Budget - Including Carry Overs	\$ 15,826,201	7,896,916	3,864,113



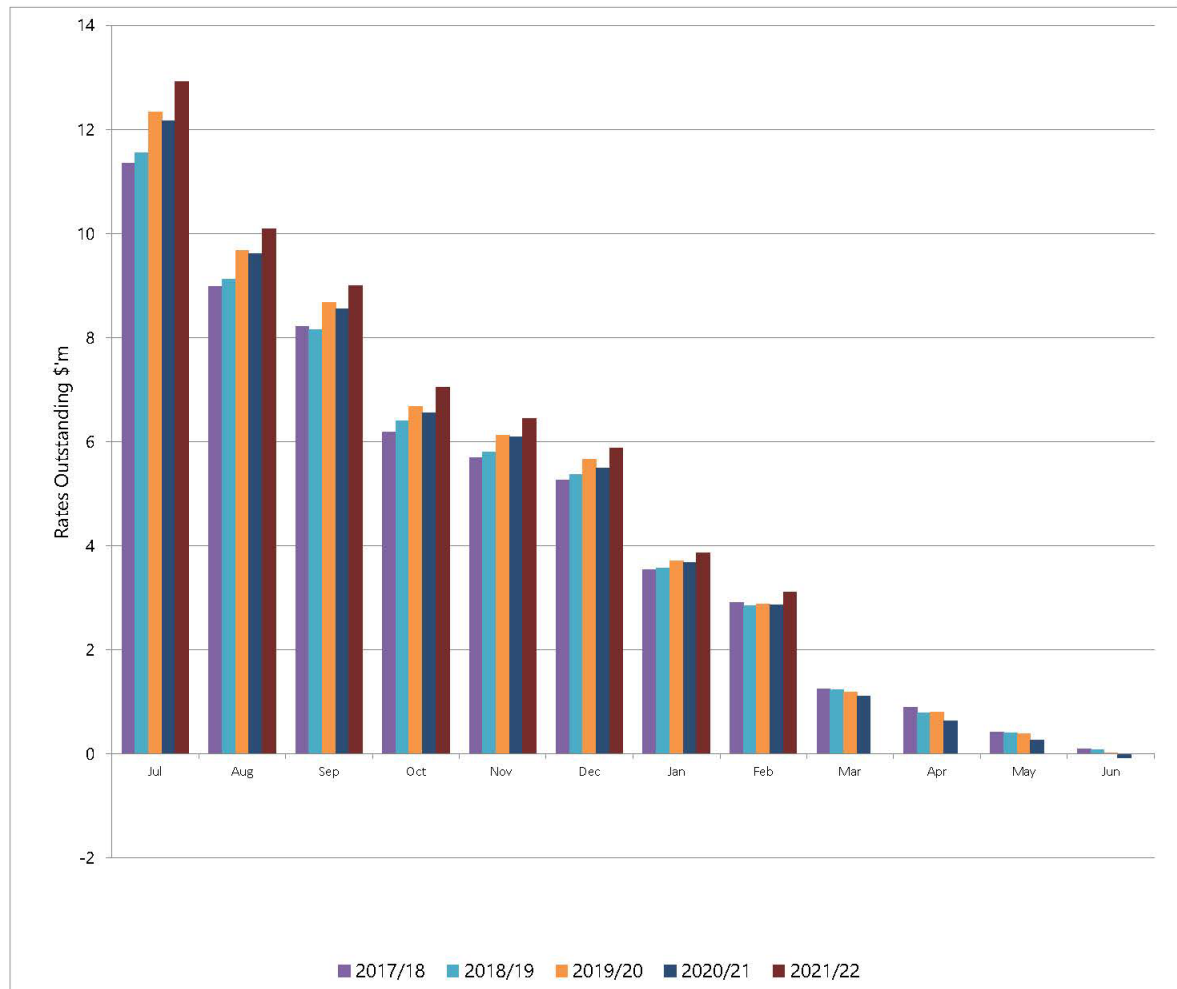
Sorell Council - Cash on Hand as at 28 February 2022					
Financial Institution	Product	Deposit Date	Maturity Date	Face Value	Interest rate
Bendigo Bank Term Deposit	12 Month Term Deposit	6/06/2021	6/06/2022	\$ 1,517,337	0.35%
Bendigo Bank Term Deposit	12 Month Term Deposit	12/01/2022	12/01/2023	\$ 1,011,674	0.50%
MyState Term Deposit	12 Month Term Deposit	9/02/2022	9/02/2023	\$ 1,517,720	0.80%
MyState Term Deposit	12 Month Term Deposit	30/06/2021	28/06/2022	\$ 1,250,000	0.60%
CBA Investment Account	At Call			\$ 7,909,745	0.20%
CBA Special Purpose Account	At Call			\$ 1,122,627	0.20%
CBA Operating Account	Current			\$ 332,107	0.00%
Tascorp Investment	24 Hour Call			\$ 37,945	0.10%
Various Petty Cash and Floats	In house			\$ 1,712	N/A
Various Halls Bank Balances				\$ 71,357	N/A
Total Funds Available				\$ 14,772,224	

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

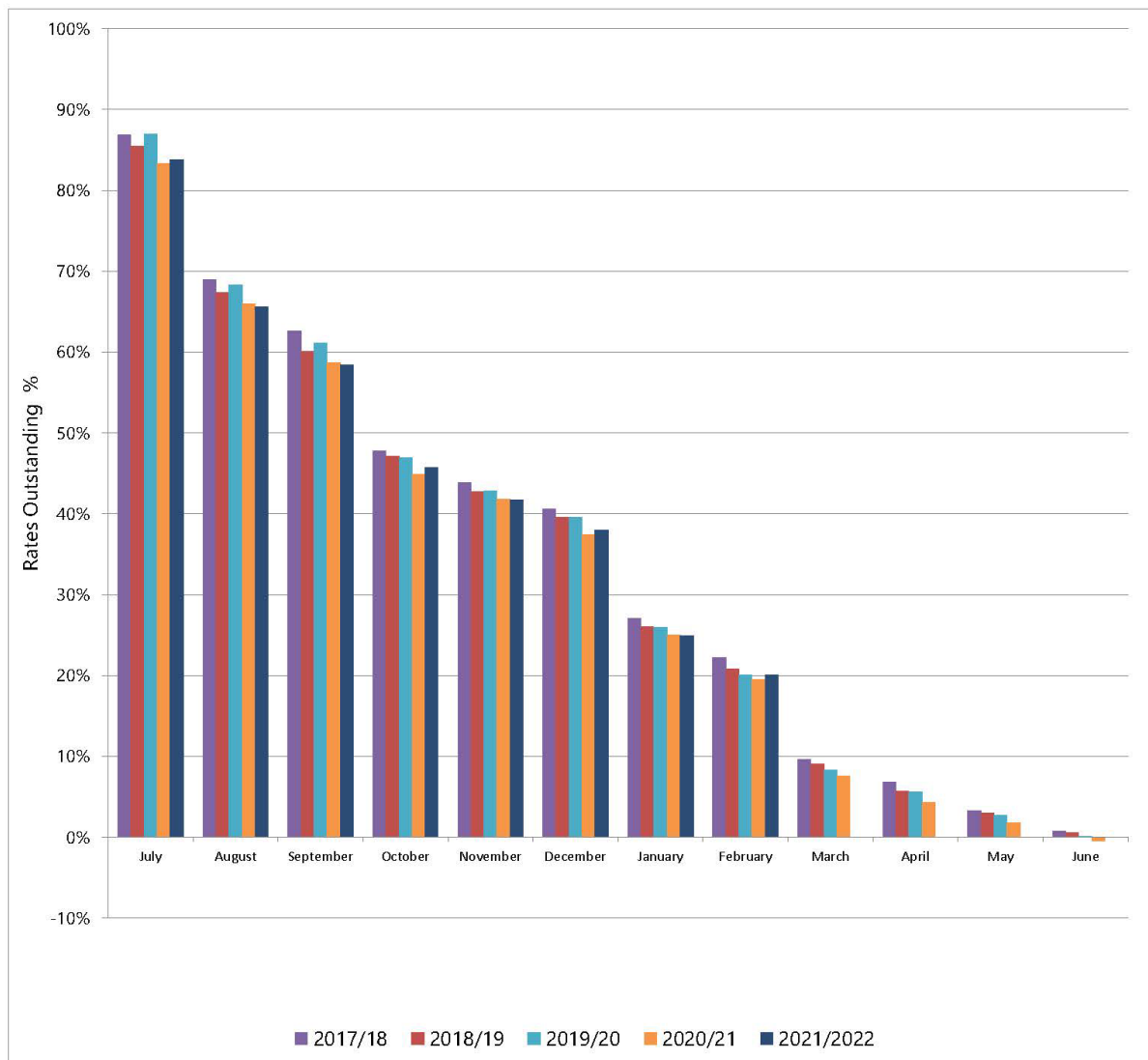
**SORELL COUNCIL
TOTAL CASH AVAILABLE**



SORELL COUNCIL OUTSTANDING RATES BY MONTH



SORELL COUNCIL OUTSTANDING RATES BY MONTH



GRANT VARIANCE ANALYSIS - 28 February 2022

Grant Details	Budget	Actual	Variance	Comments
GL 1415 Grants Operating - State Grants & Subsidies				
Weed Control	\$ 18,776	\$ 12,627	-\$ 6,149	This is an ongoing project, income recognition under this grant was expected to be completed in December, however that has now changed to April as staff resources are now on board. The variance reported is due to project timing.
School Based Immunisations Term 1 & 2 - 2021	\$ 1,290	\$ 1,290	\$ 0	Nil variance
Arts Tasmania	\$ -	\$ 20,000	\$ 20,000	This is an ongoing project, income recognition under this grant is expected to be completed in April. The variance reported is due to project timing.
Safer Rural Roads Program C-22-T-011 White Hill Rd Forcett, C-22-T-012 Pawleena Rd Pawleena and C-22-T-009 Delmore Rd Forcett	\$ 26,800	\$ 2,500	-\$ 24,300	This is an ongoing project, income recognition under this grant is expected to be completed in April. The variance reported is due to project timing.
State Heavy Duty Vehicle Motor Tax to Local Government	\$ 14,000	\$ -	-\$ 14,000	This income was budgeted to be received in December. To date it has not been received, however we did experience a delay last financial year of a couple of months.
Natural Hazard Risk Framework	\$ 25,000	\$ 10,000	-\$ 15,000	This is an ongoing project, income recognition under this grant is expected to be completed in April. The variance reported is due to project timing.
	\$ 85,866	\$ 46,417	-\$ 39,449	
GL 2110 Grants Capital - Commonwealth Grants				
C-20-B-004 Carriageway Shed	\$ 155,580	\$ 23,574	-\$ 132,006	This is an ongoing project, income recognition under this grant is expected to be completed in June. The variance reported is due to project timing.
C-21-T-055 Dodges Ferry Loop Track	\$ 152,750	\$ 121,872	-\$ 30,878	This is an ongoing project, income recognition under this grant is expected to be completed in April. The variance reported is due to project timing.
C-21-LI-011 Pembroke Park Skate Park Upgrade	\$ 184,177	\$ 193,523	\$ 9,346	This is an ongoing project, income recognition under this grant is expected to be completed in March. The variance reported is due to project timing.
C-20-LI-010 & C-21-LI-010 Snake Hollow Park works	\$ 28,603	\$ 23,114	-\$ 5,489	This is an ongoing project, income recognition under this grant is expected to be completed in March. The variance reported is due to project timing.
C-21-PEMPARK-002 Street Access and Car Park Lighting Pembroke Park Stadium	\$ 3,745	\$ 24,577	\$ 20,832	This is an ongoing project, income recognition under this grant is expected to be completed in March 2022. The variance reported is due to project timing.
C-20-PEMPARK-STADIUM Pembroke Park Stadium	\$ 3,600,000	\$ 3,600,000	\$ -	This is an ongoing project, income recognition under this grant is expected to be completed in March 2022. The variance reported is due to project timing.
	\$ 4,124,855	\$ 3,986,660	-\$ 138,195	



GRANT VARIANCE ANALYSIS - 28 February 2022

Grant Details	Budget	Actual	Variance	Comments
GL 2115 Grants Capital - State Grants				
C-20-PEMPARK-STADIUM Pembroke Park Stadium	\$ 1,122,882	\$ 947,910	-\$ 174,972	This is an ongoing project, income recognition under this grant is expected to be completed in March 2022. The variance reported is due to project timing.
C-21-T-056 & C-22-T-005 Road works Brinktop Rd and Lewisham Rd	\$ 483,905	\$ 901,051	\$ 417,146	This is an ongoing project, income recognition under this grant is expected to be completed in June 2022. The variance reported is due to project timing.
C-22-T-010 Bay Rd Boomer Bay W Beam replacement	\$ 15,801	\$ 26,800	\$ 10,999	This is an ongoing project, income recognition under this grant is expected to be completed in April 2022. The variance reported is due to project timing.
C-22-T-011 White Hill Rd W Beam replacement	\$ 56,500	\$ 135,550	\$ 79,050	This is an ongoing project, income recognition under this grant is expected to be completed in April 2022. The variance reported is due to project timing.
C-22-T-009 Delmore Rd Forcett Bay W Beam replacement	\$ -	\$ -	\$ -	Nil variance
C-22-T-012 Pawleena Rd Pawleena W Beam replacement	\$ -	\$ -	\$ -	Nil variance
C-22-T-034 Footpath & Kerb The Circle	\$ 70,000	\$ 70,000	\$ -	Completed Project
C-22-T-032 Footpath & Kerb Main Rd Sorell	\$ 32,760	\$ 6,141	-\$ 26,619	This is an ongoing project, income recognition under this grant is expected to be completed in April 2022. The variance reported is due to project timing.
C-22-T-033 Footpath & Kerb First Avenue and Jetty Rd	\$ 201,380	\$ 201,380	\$ -	Completed Project
C-22-T-031 Footpath & Kerb Pennington Drive	\$ 70,700	\$ 70,700	\$ -	Completed project.



GRANT VARIANCE ANALYSIS - 28 February 2022

Grant Details	Budget	Actual	Variance	Comments
GL 2115 Grants Capital - State Grants				
C-22-B-001 Lewisham boat ramp car park toilets	\$ 1,181	\$ 3,766	\$ 2,585	This is an ongoing project, income recognition under this grant is expected to be completed in June 2022. The variance reported is due to project timing.
C-22-BR-005 Marion Bay Bridge Approach	\$ -	\$ -	\$ -	This is an ongoing project, income recognition under this grant is expected to be completed in April 2022. The variance reported is due to project timing.
C-21-T-052 Road works Carlton Beach/Tigerhead Rd	\$ 194,800	\$ 194,800	\$ -	Completed project.
	<u>\$ 2,249,909</u>	<u>\$ 2,558,098</u>	<u>\$ 308,189</u>	



15.0 QUESTIONS FROM THE PUBLIC

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

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

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

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

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

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



CLOSED MEETING

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

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

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

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

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

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

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



16.0 CLOSED MEETING

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

Reference	Item
16.1	Confirmation of the Closed Council Minutes of the Council Meeting of 15 February 2022 – <i>Regulation 34(3)</i>
16.2	Disclosure of confidential information – <i>Regulation 15(8)</i>
16.3	Waste Management Contract Extension – <i>Regulation 15 (2)(d)</i>
16.4	Copping Refuse Site Joint Authority Minutes – <i>Regulation 15 (2)(c)</i>
16.5	Audit Panel Meeting Minutes – <i>Regulation 15(2)(c)</i>

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

RECOMMENDATION

“That the meeting be closed to the public to enable Council to consider agenda items 16.1 - 16.2 which are confidential matters as prescribed in Regulations 34 and 15 of the Local Government (Meeting Procedures) Regulations 2015.”

16.1 CONFIRMATION OF THE CLOSED MINUTES OF THE COUNCIL MEETING OF 15 FEBRUARY 2022

RECOMMENDATION

“That the Closed Minutes of the Council Meeting held on 15th February 2022 be confirmed.”

16.2 AUTHORISATION TO DISCLOSE CONFIDENTIAL INFORMATION

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RECOMMENDATION

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



- 16.3 WASTE MANAGEMENT CONTRACT EXTENSION
- 16.4 COPPING REFUSE SITE JOINT AUTHORITY MINUTES– FEBRUARY 2022
- 16.5 AUDIT PANEL MEETING MINUTES



17.0 ACRONYMS

ACWC	Arts & Cultural Working Committee
AGM	Annual General Meeting
ASU	Australian Services Union
CAC	Community Administration Centre
CLRS	Councillors
CPR	Cardiopulmonary Resuscitation
CRDSJA	Copping Refuse Disposal Site Joint Authority
DASC	Development Assessment Special Committee
DEDTA	Department Economic Development, Tourism & The Arts
DPAC	Department of Premier & Cabinet
DSG	Department of State Growth
DST	Destination Southern Tasmania
EOI	Expressions of Interest
EPA	Environment Permit Authority
EWaste	Electronic Waste
FMAC	Fire Management Assessment Committee
GM	General Manager
ICT	Information Communication Technology
LGAT	Local Government Association of Tasmania
LPS	Local Provisions Schedule
LTFP	Long Term Financial Plan
LTI	Lost Time Injury
MAST	Marine & Safety Tasmania
MERS	Manager Engineering & Regulatory Services
MEMC	Municipal Emergency Management Committee
NBN	National Broadband Network
NERR	Notice of employee representational rights
NRM	Natural Resource Management
RDA	Regional Development Australia
RSL	Returned Services League
RTI	Right to Information
SEI	South East Irrigation
SEBA	South East Basketball Association
SERDA	South East Region Development Association
SES	State Emergency Service
SENA	South East Netball Association
SEUFC	South East United Football Club
SMH	Sorell Memorial Hall
SMT	Senior Management Team
STCA	Southern Tasmanian Councils Association
SWSA	Southern Waste Strategy Association
SWS	Southern Waste Solutions
TCF	Tasmanian Community Fund
TOR	Terms of Reference

