

# Kingborough



## COUNCIL MEETING AGENDA

NOTICE is hereby given that an Ordinary meeting of the  
Kingborough Council will be held on  
Monday, 28 September 2020 at 5.30pm

# Kingborough Councillors 2018 - 2022



**Mayor**  
**Councillor Dean Winter**



**Deputy Mayor**  
**Councillor Jo Westwood**



**Councillor Sue Bastone**



**Councillor Gideon Cordover**



**Councillor Flora Fox**



**Councillor David Grace**



**Councillor Amanda Midgley**



**Councillor Christian Street**



**Councillor Steve Wass**



**Councillor Paula Wriedt**



## QUALIFIED PERSONS

In accordance with Section 65 of the *Local Government Act 1993*, I confirm that the reports contained in Council Meeting Agenda No. 18 to be held on Monday, 28 September 2020 contain advice, information and recommendations given by a person who has the qualifications or experience necessary to give such advice, information or recommendations.



Gary Arnold  
GENERAL MANAGER

Tuesday, 22 September 2020

Public Copy

# Table of Contents

Item	Page No.
Open Session	
1	Audio Recording ..... 1
2	Acknowledgement of Traditional Custodians ..... 1
3	Attendees ..... 1
4	Apologies..... 1
5	Confirmation of Minutes ..... 1
6	Workshops held since Last Council Meeting..... 1
7	Declarations of Interest ..... 2
8	Transfer of Agenda Items ..... 2
9	Questions without Notice from the Public..... 2
10	Questions on Notice from the Public ..... 2
10.1	Customer Service Charter ..... 2
11	Questions without Notice from Councillors..... 2
12	Questions on Notice from Councillors ..... 3
12.1	Environmental Fund ..... 3
12.2	Pruning of Trees..... 3
12.3	Retrospective Application for Clearing of Land ..... 4
12.4	Delegated Authority Report in the Appendix..... 4
13	Notices of Motion ..... 5
13.1	Code of Conduct Panel ..... 5
14	Petitions Still Being Actioned ..... 6
15	Petitions Received in Last Period..... 6
16	Officers Reports to Council ..... 7
16.1	North West Bay River Multi-Use Trail Feasibility Study - Community Engagement..... 7
16.2	Halls Track Road..... 99
16.3	Audit Panel Charter ..... 103
16.4	Fire Risk Abatement Policy ..... 123
16.5	Asset Management Strategy ..... 131
16.6	Nominations for Access Advisory Committee ..... 156
16.7	Financial Report - August 2020 ..... 158
16.8	Development Services Quarterly Report ..... 181
16.9	Audit Panel Chairman's Report to Council - July 2020 ..... 191
17	Confirmation of Items to be Dealt with in Closed Session ..... 200

## Table of Contents (*cont.*)

Item	Page No.
------	----------

---

### Appendix

A	Mayor's Communications for the Period 18 August 2020 to 20 September 2020 .....	203
B	Delegated Authority for the Period 2 September 2020 to 15 September 2020 .....	205

Public Copy



## **GUIDELINES FOR PUBLIC QUESTIONS**

### **Section 31 of the *Local Government (Meeting Procedures) Regulations 2015***

---

Questions from the public may either be submitted to the General Manager in writing or asked verbally at an Ordinary Council meeting. Any question asked must only relate to the activities of Council [Section 31(2)(b)].

This guideline is provided to assist the public with the requirements of Public Question Time as set out in the *Local Government (Meeting Procedures) Regulations 2015* as well as determinations made by Council. You are reminded that the public question forum is designed to accommodate questions only and neither the questions nor answers will be debated.

#### **Questions on Notice**

Written questions on notice must be received at least seven (7) days before an Ordinary Council meeting [Section 31(1)] and must be clearly headed 'Question/s on Notice'. The period of 7 days includes Saturdays, Sundays and statutory holidays but does not include the day on which notice is given or the day of the Ordinary Council meeting [Section 31(8)].

#### **Questions Without Notice**

The Chairperson of an Ordinary Council meeting must ensure that, if required, at least 15 minutes is made available for public questions without notice [Section 31(3)]. A question without notice must not relate to any matter that is listed on the agenda for that meeting.

A question by any member of the public and an answer to that question is not to be debated at the meeting [Section 31(4)]. If a response to a question cannot be provided at the meeting, the question will be taken on notice and will be included in the following Ordinary Council meeting agenda, or as soon as practicable, together with the response to that question.

There is to be no discussion, preamble or embellishment of any question asked without notice, and the Chairperson may require that a member of the public immediately put the question.

The Chairperson can determine whether a question without notice will not be accepted but must provide reasons for refusing to accept the said question [Section 31 (6)]. The Chairperson may require a question without notice to be put on notice and in writing.

The Chairperson may rule a question inappropriate, and thus inadmissible if in his or her opinion it has already been asked, is unclear, irrelevant, offensive or relates to any matter which would normally be considered in Closed Session. The Chairperson may require that a member of the public immediately put the question.

AGENDA of an Ordinary Meeting of Council  
Kingborough Civic Centre, 15 Channel Highway, Kingston  
Monday, 28 September 2020 at 5.30pm

## 1 AUDIO RECORDING

---

The Chairperson will declare the meeting open, welcome all in attendance and advise that Council meetings are recorded and made publically available on its website. In accordance with Council's policy the Chairperson will request confirmation that the audio recording has commenced.

## 2 ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS

---

The Chairperson will acknowledge the traditional custodians of this land, pay respects to elders past and present, and acknowledge today's Tasmanian Aboriginal community.

## 3 ATTENDEES

---

### Councillors:

Mayor Councillor D Winter  
Deputy Mayor Councillor J Westwood  
Councillor S Bastone  
Councillor G Cordover  
Councillor F Fox  
Councillor D Grace  
Councillor A Midgley  
Councillor C Street  
Councillor S Wass  
Councillor P Wriedt

## 4 APOLOGIES

---

## 5 CONFIRMATION OF MINUTES

---

### RECOMMENDATION

That the Minutes of the open session of the Council Meeting No.17 held on 14 September 2020 be confirmed as a true record.

## 6 WORKSHOPS HELD SINCE LAST COUNCIL MEETING

---

21 September - Zero Net Emissions

---

**7 DECLARATIONS OF INTEREST**

---

In accordance with Regulation 8 of the *Local Government (Meeting Procedures) Regulations 2015* and Council's adopted Code of Conduct, the Mayor requests Councillors to indicate whether they have, or are likely to have, a pecuniary interest (any pecuniary benefits or pecuniary detriment) or conflict of interest in any item on the Agenda.

---

**8 TRANSFER OF AGENDA ITEMS**

---

Are there any items, which the meeting believes, should be transferred from this agenda to the closed agenda or from the closed agenda to the open agenda, in accordance with the procedures allowed under Section 15 of the *Local Government (Meeting Procedures) Regulations 2015*.

---

**9 QUESTIONS WITHOUT NOTICE FROM THE PUBLIC**

---

---

**10 QUESTIONS ON NOTICE FROM THE PUBLIC**

---

**10.1 Customer Service Charter**

**Ms Qin Liu** submitted the following question on notice:

*Is it the case that the Council's Customer Service Policy says that if a matter relates to unsatisfactory conduct of an officer(s), or a failure to comply with the Service Standard, the matter will be dealt with as a complaint and dealt with by the General Manager (5.3.6 of the Council's Customer Service Policy)? If such matters are required to be dealt with by the General Manager:*

1. *Why was the complaint that I made on 27 August 2020 about unsatisfactory conduct of an officer and a failure to comply with the Service Standard dealt with by Scott Basham rather than the General Manager? and*
2. *How many other complaints about the unsatisfactory conduct of an officer(s), or failure to comply with the Service Standard, have been dealt with by Scott Basham rather than the General Manager?*

**Officer's Response:**

The reference to Council's Customer Service Charter is correct, and

1. The matter was reviewed by the General Manager and a written response provided to Ms Liu on 4 September 2020.
2. Nil.

*Gary Arnold, General Manager*

---

**11 QUESTIONS WITHOUT NOTICE FROM COUNCILLORS**

---



---

## 12 QUESTIONS ON NOTICE FROM COUNCILLORS

---

### 12.1 Environmental Fund

At the Council meeting on 14 September 2020, **Cr Cordover** asked the following question without notice to the General Manager, with a response that the question would be taken on notice:

*The Environmental Fund has been receiving financial offsets for the removal of vegetation since 2004 and there is now over \$800,000 to invest in projects. Could you please give me an update as to whether those funds have been expended or where they might be expended?*

#### Officer's Response:

Expenditure from the Kingborough Environmental Fund (KEF) is governed by the project implementation plan. This plan was completed in 2018. In September 2018 the fund was holding approximately \$800,000 in offset contributions. To achieve a strategic conservation gain, the resources in the fund needed to grow to a level that enabled a more efficient application of the funds. For example, the ability to pool contributions for a particular threatened vegetation type has allowed Council to protect larger, more strategic conservation reserves to protect those values. Expenditure commenced in the 2017-2018 financial year following the employment of the project officer. The program is on track to meet all of the target outcomes set out in the implementation plan by June 2022. Financial biodiversity offsets continue to accumulate in the Fund. The Fund does not have an 'end date' per se.

Expenditure of the Kingborough Environmental Fund:

2018/19	\$99,357
2019/20	\$118,840

Liz Quinn, NRM Coordinator

### 12.2 Pruning of Trees

At the Council meeting on 14 September 2020, **Cr Bastone** asked the following question without notice to the General Manager, with a response that the question would be taken on notice:

*At what stage does pruning a tree become cutting down of a tree? If a 15 to 20m high tree is heavily pruned so only the trunk is left at about 3m, what can Council do about this?*

#### Officer's Response:

Council's procedure that guides decisions around the removal of native trees on private land defines pruning as per the relevant Australian Standard - Pruning Amenity Trees (AS 4373-1996/2007). This standard is a guide that defines uniform tree pruning procedures and practices in order to minimize the adverse or negative impact of pruning on trees. Correct pruning techniques enable a tree to fight against disease and help it to sustain a long healthy life.

Lopping, topping and flush cutting are defined as unacceptable practices in the Australian Standard. The 'heavy pruning' that is described in this question is actually a practice called 'topping'. The act of 'topping' is perhaps the most harmful tree pruning practice known. Topping is the indiscriminate cutting of tree branches to stubs or to lateral branches that are not large enough to assume the terminal role. Other names for topping include 'lopping', 'heading', 'tipping' and 'rounding-over'.

Through the implementation of Part 7 of the *Health and Environmental Services By-law of 2011*, Council regulates the removal and lopping of native Tasmanian trees and trees listed on the

Significant Tree Register on private land. A landowner must apply for a permit if they wish to fell or lop/top/injure a native tree. Each application is assessed on a number of criteria including risk and significance. Pruning is exempt where it is carried out as per the Australian Standard. Council can take compliance action against a landowner who lops or tops a tree that required a permit for the works.

*Liz Quinn, NRM Coordinator*

### 12.3 Retrospective Application for Clearing of Land

At the Council meeting on 14 September 2020, **Cr Bastone** asked the following question without notice to the General Manager, with a response that the question would be taken on notice:

*If an application is made for retrospective permission to clear large areas of native bush, the retention of which was part of the original DA, what can the Council do? Obviously the Applicant cannot be made to put it back as this will take many years to regrow. What financial penalties are there in this case?*

#### Officer's Response:

If vegetation removal has occurred without the required Planning approvals Council has the option to undertake formal planning enforcement proceedings (which may include certain directions such as replanting; issue monetary penalties (infringements); or prosecution which may include financial penalty awarded by the court). Alternatively, Council can request that a retrospective planning permit application be made for the vegetation removal. Retrospective Planning Permit applications allow for the charging of double fees, application of permit conditions (which may include part 5 agreements, vegetation management plan, replanting, conservation of remaining vegetation) plus conditions that may require payment of Native Vegetation Offset amounts.

The decision of which path to take must consider the best outcome specific to the site and what objectives are to be achieved.

*Tasha Tyler-Moore, Manager Development Services*

### 12.4 Delegated Authority Report in the Appendix

At the Council meeting on 14 September 2020, **Cr Wriedt** asked the following question without notice to the General Manager, with a response that the question would be taken on notice:

*There are three delegated authorities DA-67-2020, DA-249-2020 and DA-306-2020, all in relation to retrospective applications of various types and I wanted to know whether the appropriate increased fees will be applied to these applications?*

#### Officer's Response:

Yes, all the mentioned applications paid double application fees.

*Tasha Tyler-Moore, Manager Development Services*

## 13 NOTICES OF MOTION

---

### 13.1 Code of Conduct Panel

The following Notice of Motion was submitted by **Cr Winter**:

#### RECOMMENDATION

That Kingborough Council will move a motion of no confidence in the Local Government Code of Conduct Panel at the next Local Government Association of Tasmania General Meeting.

#### Background

Councillors will be familiar with media coverage of recent decisions of the Code of Conduct Panel but can also review the decisions here:

[http://www.dpac.tas.gov.au/divisions/local\\_government/local\\_government\\_code\\_of\\_conduct/code\\_of\\_conduct\\_panel\\_determination\\_reports](http://www.dpac.tas.gov.au/divisions/local_government/local_government_code_of_conduct/code_of_conduct_panel_determination_reports)

While the Code of a Conduct itself and process for assessing alleged breaches of it are flawed, it is apparent that the Panel is also consistently making poor decisions. I understand there is currently no commitment to any changes to the Code of Conduct. A no confidence motion through LGAT may accelerate the disbanding of the Panel, at least in its current form, putting a stop to what is now a discredited Kangaroo Court.

Examples within the decisions show a long-running list of poor decisions, which are highlighted by decisions such as:

- The Chairperson of the Panel electing to undertake a full investigation into whether a defendant in a previous Code of Conduct case had lied about mints being handed out at Council meetings ([link](#)).
- Found a Councillor to have breached Part 7.1a of the Code of Conduct in a Facebook post, despite having not named the complainant. Further, the Panel found that "...a Councillor must avoid making public comment that can be seen to take a particular side in debate on an issue that may be an item of Council business, or express negative views about a ratepayer." Such a finding is inconsistent with the Code of Conduct and not practical for an elected member to comply with ([link](#)).
- Found a Councillor to have breached Part 1.1 of the Code of Conduct (bringing and open mind to Council meetings) because the Councillor had closed the Council Annual General Meeting early. The Panel had no way of knowing whether the Councillor brought an open mind to the meeting and no evidence was presented that she did. The code says a member must bring an open mind to meetings, not that they can't form a view during it. ([link](#)).
- Found a Councillor to have caused offence, even though there was only the complainant's disputed word for it, by saying 'I need to get out of here away from a certain person' to a resident in a Council tea room ([link](#)).

#### Officer's Response

Council decision required.

*Gary Arnold, General Manager*



---

**14      PETITIONS STILL BEING ACTIONED**

---

The following petitions are still being actioned and an officer's report will be tabled at a future Council meeting:

- Waste Collection for Tinderbox
- Unisex Bathrooms for Schools and Public Facilities

---

**15      PETITIONS RECEIVED IN LAST PERIOD**

---

At the time the Agenda was compiled no Petitions had been received.

Public Copy

---

**16 OFFICERS REPORTS TO COUNCIL**

---

**16.1 NORTH WEST BAY RIVER MULTI-USE TRAIL FEASIBILITY STUDY - COMMUNITY ENGAGEMENT****File Number:** 22.382**Author:** Su Sprott, Recreation Officer**Authoriser:** Daniel Smee, Executive Manager Governance & Community Services**Strategic Plan Reference**

Key Priority Area: 1 Encourage and support a safe, healthy and connected community.  
Strategic Outcome: 1.5 An active and healthy community, with vibrant, clean local areas that provide social, recreational and economic opportunities.

**1. PURPOSE**

- 1.1 The purpose of this report is to provide a summary of the feedback in relation to the North West Bay River Multi-use Trail Feasibility Study and for proposed amendments in response to the community engagement to be incorporated into the final report for endorsement.

**2. BACKGROUND**

- 2.1 The Consultant's Feasibility Report for a North West Bay Trail was presented to Council at the meeting on the 11<sup>th</sup> May.
- 2.2 Council endorsed the release of the Draft North West Bay River Multi-Use Trail Feasibility Study for public consultation. Resolution C285/8-2020
- 2.3 The consultation has now been completed and a summary of the comments and feedback received are presented in the attached report.

**3. STATUTORY REQUIREMENTS**

- 3.1 There are no statutory requirements or considerations associated with the project at this stage.

**4. DISCUSSION**

- 4.1 Following the decision by Council to endorse the release of the draft report for public consultation, an Engagement Strategy was prepared and endorsed in accordance with Council's engagement framework.
- 4.2 The feedback received has been incorporated into the attached engagement summary and summarised below with amended recommendations for the final version of the Feasibility Study.
- 4.3 The key message was that there is overwhelming support for a multi-user trail with a total of 160 people engaged, contributing to 125 ideas, 474 voters and 25 comments via the Our Say Platform. There were also ten individual email submissions received, some of which were duplicated on Our Say:

- a. 53% of respondents were age 41- 60 years of age.
- b. 58% of respondents were women.
- c. 32% of respondents were from postcode 7054.
- d. 57% of respondents including bike riding as to how they would utilise the trail.
- e. 28% of respondents included dog walking as how they would like to use the trail.
- f. 18% of respondents included horse riding as to how they would utilise the trail.
- g. There were a small number of comments received raising concerns for associated issues for landowners – refer to detailed comments in attached report.
- h. There was an almost equal number of comments relating to issues and concerns of multi-use conflict versus supporting for multi-user sharing
- i. There were multiple comments around support versus non-support for horse riding to be allowed and dog walking to be considered. Refer to detailed comments in attached report.

## 5. FINANCE

- 5.1 The trail feasibility study determined that a trail from Longley to Margate is physically possible, however several sections require access across private land which would require private landowner negotiations, licences, rights of way or acquisition.
- 5.2 The feasibility study has outlined some initial trail costings and recommendations for staging of the project in sections as access to private land and Crown Land are formalised, for which Council would need to source funding.
- 5.3 Before any of this can occur, Council will need to undertake some initial surveying of properties to determine boundaries where there has been possible encroachment on to public land where the trail would be routed.
- 5.4 An amount of \$15,000 is requested from the Public Open Space account to commence some initial survey work.

## 6. ENVIRONMENT

- 6.1 Part of the feasibility study was to assess the natural and cultural values in the area and corridor of the preferred route to enable the route to avoid/minimise any impact on significant conservation and cultural values.
- 6.2 One of the findings of the feasibility study was that the trail can be routed and constructed to minimise impacts on natural values. Further detailed impact studies would be required to avoid any impacts to threatened flora or habitat and detailed aboriginal heritage surveys would be required.

## 7. COMMUNICATION AND CONSULTATION

- 7.1 The community engagement survey via the Our Say Platform was run for 4 weeks from 25 June to 27 July.
- 7.2 125 ideas, 474 votes and 25 comments were received via Our Say.



- 7.3 There were 10 email submissions received (some of which were duplicates to the Our Say.
- 7.4 Comments were received by interested stakeholders that they would like to be further consulted on any future developments as they progress.

## 8. RISK

- 8.1 There is a risk that endorsing the final draft of the report will raise community expectations that the project will proceed, despite not funding being currently available.

## 9. CONCLUSION

- 9.1 The feedback received to date show that there is overwhelming support for a multi-user trail along North West Bay River.
- 9.2 There are several specific issues that need further investigation (refer to attached report).
- 9.3 Further consultation will be required with all stakeholders and associated landowners if the project progresses.
- 9.4 The community are divided on some aspects of multi-use and this issue will need to be given further consideration through management policies for the trail.
- 9.5 Before any specific route choices can be made some initial survey of boundaries will be required and an amount of \$15,000 from the Public Open Space account is proposed to cover this initial surveying.
- 9.6 Considerable funding will be required to bring this project to fruition and an endorsed Feasibility Study will enhance Council's chances of securing external grants.

## 10. RECOMMENDATION

That Council:

- (a) Endorse the final Draft of the North West Bay Multi Use Trail Feasibility Report.
- (b) Approve an allocation of \$15,000 be made available from the Public Open Space Fund to commence some initial survey work to determine boundaries.

## ATTACHMENTS

- 1. North West Bay River Multi-Use Trail Feasibility Study: Engagement Summary
- 2. North West Bay River Multi-Use Trail Feasibility Study Final Sept 2020

## North West Bay River Trail Feasibility Study: Engagement Summary Report

### OUR SAY FORUM:

2068 unique visitors to forum  
160 people engaged  
125 ideas, 474 votes, and 25 comments were received

### INDIVIDUAL EMAIL SUBMISSIONS: 10

Respondents were asked:

***“Would you use a trail along North West Bay River? We commissioned a feasibility study for a multi-use trail along the North West Bay River which you can view and download from this page. We want to know if you support this project and if you have any concerns or issues that we haven’t thought of. Let us know if you have suggestions on how we can address any of those concerns. If you support the trail, tell us how would you use it? Would you see it as a connection for social or work? Or would it be for recreation – walking or biking or horse riding? How often you use it?”***

### IDEAS MOST VOTED FOR (15 VOTES)

“This idea has great potential for community use. It would be best for the Trail to go from the Longley Pub through to Brookfield in Margate. THEN navigate over to the Margate Rivulet and on to Dru Point. WOW!!”

### 2<sup>ND</sup> MOST VOTED FOR IDEA (13)

“Great plan and the local trail running community would use it regularly if it be built and maintained appropriate for the intended use and to not turn into a mud pit. Would be even better if it continued up to Betts Rd and connected into Wellington park. This would then be the only sea to summit option solely on trails which presents unique branding/marketing/journey building opportunities and would be particularly popular with trail runners and likely walkers. A sea to summit trail run annual event would likely be held and generate additional local economic activity.”

### 3<sup>RD</sup> MOST VOTED FOR IDEA (10)

“I’d certainly use it for riding horses and running. It would be particularly good if it linked into the Margate Rivulet track as this would then connect via Nierinna Creek to the Kaoota Tramway Track. It is a beautiful track and would be great to canter as it is quite flat unlike the other tracks. A real asset for the area with the lovely clifftops and swimming holes/ picnic sites along the North West Bay River.”

### 4<sup>TH</sup> MOST VOTED FOR IDEA (9)

“Great idea, would love this trail to go ahead”

### 5<sup>TH</sup> MOST VOTED FOR IDEA (9)

“I think this is a fabulous idea, although I’m concerned about the negative impact it may have on the North West Bay River ecosystem. Although it would be fantastic to support healthy lifestyles ...the riparian zone is an important habitat for a range of different terrestrial and aquatic species, and river health is vital to maintain water quality in North West Bay..”

ISSUE OR IDEA MOST COMMENTED OR VOTED ON	NUMBER OF COMMENTS
Ideas or comments to support/or would use the track for recreational walking	95
Ideas or comments to support/or would use the track for horse riding	23
Ideas or comments to support/or would use the track for cycling/mountain biking	72
Ideas or comments to support/or would use the track for trail running	22
Ideas or comments that would like dog walking considered/included	36
Comments relating to connecting further to Mt Wellington	7
No support for trail at all	3
Comments regarding concerns for landowners	5
Comments regarding concerns for trespassing	3
Comments re potential for trail to be a tourism trail	3
Comments re issues of multiuser conflict	12
Comments supporting multiuser sharing	11
Comments re concerns of river crossings or issues of flooding	6
Comments raising concerns re bridge at Margate not being suitable	5
Comments re option of trail along Sandfly road not supported or road dangerous	5
Comments re concerns or need for suitable parking	9
Comments re potential of events on the trail	3
Comments relating to COVID and increase of trail use	4
Comments re having a café at one/either end would be good	6

Out of 125 ideas received and 25 comments specific to how they would use the trail:

- 18% of respondents included horse riding as how they would use the trail
- 28% of respondents included dog walking as one of the ways they would use the trail
- 57% of respondents included bike riding as how they would use the trail

ISSUE RAISED	NO OF COMMENTS /VOTES	STAFF RESPONSE	RECOMMENDATION FOR AMENDMENT
<b>MULTI-USE COMMENTS / ISSUES</b>			
Have the trail open to horse riding	22	The broad objective was always for a multi-use trail as part of the consultant's brief for the best value for all users if constructed suitably and to follow 'best practice' design for multi-use for safety for all users.	No change
Don't allow horses, not supportive of horse riding on the trail – due to manure, weed spread, divets, startling from bikes, safety to walkers, increased soil disturbance	8	Trail design to be considerate of shared use and community concerns for issues of horses taken on board. Final design may include separate sections for some users to avoid conflict points. Any signage and promotion will be around shared use trail etiquette and further investigation into	No change

ISSUE RAISED	NO OF COMMENTS /VOTES	STAFF RESPONSE	RECOMMENDATION FOR AMENDMENT
		minimising impact from horses may be required.	
Would be great to allow dogs on lead	35	The consultants brief didn't specify dogs or no dogs but one of the project objectives is protection of natural and cultural values. The environmental consultant's advice was: "Dog walking on the trail is not recommended given the abundance of wildlife occurring in the intact vegetation along the river and due to the proximity of the trail to rural land and private residences."	Further investigation to whether dogs on lead in some sections will be required, including more detailed assessments of natural values. Any recommendation for access of dogs would be declared pursuant to Council Dog Management Policy.
Don't allow dogs due to disturbance of wildlife and that most owners don't do the right thing and let dog off lead.	3	Dogs are not permitted on the North West Bay River track at Sandfly Reserve. See comment above.	As above
Due to high percentage of dog owners in a growing municipality there is a need for more walking trails that allow dogs.	1	Agreed	As above
Trail could be used for events – trail running etc.	4	Agreed	No change
Don't support multi-use due to potential user conflict Horse riding and mountain biking don't mix	13	The trail route was selected by the consultants to allow for the design of a wide multi-use trail. In some locations there may be a case for developing separate trails with a narrower single walking or bike trail able to be constructed closer to the river in many locations and a horse trail traversing more open ground with lower gradients. The Kingborough Tracks & Trails Strategic Action Plan identifies a number of protocols, 1 of which is: "Provide and promote multi-use/shared track options where it is feasible and environmentally sustainable for accessibility to the broadest	No change

ISSUE RAISED	NO OF COMMENTS /VOTES	STAFF RESPONSE	RECOMMENDATION FOR AMENDMENT
		<p>range of users.” The expert advice received from the consultants was that: “A trail from Longley Reserve to Margate is feasible... can be routed and constructed to minimise impacts on natural values... and to construct the trail to a standard that allows for horse access will require deviation from the river edge in some areas to avoid steep ground”.</p> <p>There were just as many comments to support multi-use.</p>	
Support multi-use. Multi use can work. It opens it up to more users. Better value for \$ if multi-use. We can all share like we do on Kaoota Tramway and at the Tangara Trail. The cost benefit can't be justified for sole use so needs to be multi-use.	11	Agreed. Education, signage and promotion of the trail to include shared-use etiquette as appropriate depending on final design and route	No change
The area is used by white water kayakers – a trail would be useful for access for them or if they need to walk out. River crossings need to be designed in a way that does not create a danger to paddlers by causing weir stoppers during paddle-able flow events or entrapment dangers of any sort.	1	Agreed. Specific Hydraulic Engineering advice and designs would be required for any river crossings if there is change to the riverbed.	Consult with Paddle Tasmania and Derwent Canoe Club on any crossing designs.
Riverdale Road residents not supportive of the use of Riverdale Rd as a connection for horse riders due to safety issues on Sandfly Rd, lack of parking and strong community opposition. Walking access only.	2	It is noted that increased usage of Riverdale Road as an access point to the river and connecting link to Allens Rivulet is not supported by some local residents.	Further investigation of the suggested option 2 (page 24) required
Noise of trucks over bridges if trail goes under would be dangerous for horse riders	2	Noted. Further consultation with horse riders, site assessments.	No change. Further investigation required.

ISSUE RAISED	NO OF COMMENTS /VOTES	STAFF RESPONSE	RECOMMENDATION FOR AMENDMENT
Concerns that trail/motor bikes would access the track	2	Agreed and noted. Investigation into access points and preventative measures to prevent motor bikes but still to allow horses would be required.	Part of further detailed trail access design
The type of trail that is well suited to mountain biking and enjoyable for cyclists is not appealing to horse riders and preferred track surfaces are different.	2	To meet the objective of a multi-use trail suitable for horses, steep areas had to be avoided, which resulted in departing from the river in some areas.  In some locations there may be a case for developing separate trails with a narrower single walking or bike trail able to be constructed closer to the river in many locations and a horse trail traversing more open ground with lower gradients.	No change
Would love to see some trails just specific to horse riding. Kingborough has tracks specifically for dog off lead and mountain bikers or nature walkers but no trail rides just for horses.	1	Noted. The brief was for a multi-user trail. Building a trail specifically for only 1 user group is not best use of any available funds due to limiting of potential users. As noted in the figures received in the comments, horse riders were the lowest represented group of all users compared to walking and cycling.	No change
When there is significant investment in community funds in a project like this the Council should ensure all potential users are considered properly/ Need to explore further the provisions for dogs on lead.	1	Any recommendation for access of dogs would be declared pursuant to Council Dog Management Policy.	Further investigation to whether dogs on lead in some sections will be required. Future detailed environmental impact studies will help determine these decisions as will further consultation and assessment.
<b>ENVIRONMENTAL COMMENTS/ISSUES</b>			
Caring for the river, environmental damage, erosion issues, water quality, negative impacts on the	6	The consultant's investigation found that the trail can be routed to and constructed to minimise impacts on natural	Further detailed flora and fauna studies are required as project progresses



ISSUE RAISED	NO OF COMMENTS /VOTES	STAFF RESPONSE	RECOMMENDATION FOR AMENDMENT
environment/river ecosystem. Reliable surveys needed.		values. A survey of the natural values along the proposed trail route was undertaken to identify any significant values or threats that should be avoided or mitigated, and these were mapped in the report. More detailed flora & fauna details of trail routes will be required to avoid impacts to threatened floral and habitat elements such as den sites and trees with hollows.	
Educational signage should be included to communicate how to look after the environment, 'do's & don'ts', aboriginal heritage/history of the area	2	Agreed	An environmental and cultural heritage interpretative signage plan will be required as part of the future project.
Biosecurity: Issues around horse manure and potential to spread weeds and disease and the increased soil disturbance from horses.	2	Noted. Mountain bike tyres and walkers' shoes/boots also have the potential to spread weed seeds and pathogens which can result in biosecurity issues. A bio-security wash down station at strategic locations on the trail will need to be considered.	More specialist advice required on installation of washdown stations and biosecurity public education and monitoring for weed infestations.
Monitoring: How will required monitoring occur to identify impacts over time?	1	Noted and referred to NRM for comment	Council staff will carry out monitoring of the track on an annual basis to assess environmental impacts including new weed infestations and erosion issues.
<b>INFRASTRUCTURE COMMENTS/ISSUES</b>			
What infrastructure would be put in place at council expense (and not the landowner's expense that front onto the river) to prevent the public accessing private properties along the river edge?	3	Under the boundary fences act, Council has no obligation to contribute to the cost of shared boundary fences bordering reserves. However, there may be instances where fencing will be required as part of the trail design for user safety.	Any signage will include commentary around staying on the track and not straying onto neighbouring private properties.
River flooding issues: What would be put in place to stop	6	Noted. The consultant report noted that the broad trail route	Further investigation and modelling would likely to

ISSUE RAISED	NO OF COMMENTS /VOTES	STAFF RESPONSE	RECOMMENDATION FOR AMENDMENT
infrastructure being washed away when river in flood? Stormwater modelling needs to be included.		was located to avoid river flats where possible as likely to be subject to flooding. The visible river levels from the July 2018 floods was used as the indicator of the maximum river height. All broad trail routes attempted to stay above this level.	be required. More expert advice to be sought for river crossing points
Quality built and maintained trail so that it doesn't become a mud pit or damaged by horses and suited to multi-use	6	Agreed. The trail route was selected to allow for a wide multi-use trail. In some locations there may be a case for developing separate trails with a narrower single walking or bike trail able to be constructed closer to the river in many locations and a horse trail traversing more open ground with lower gradients. It is anticipated that the IMBA (International Mountain Bike Association Trail difficulty rating system) and the Australia Walking Tracks Standards would guide the final design and construction standards for the trail.	Alternative routes for separate walking and horse trails will need further investigation as separate links were not part of the original feasibility study.
Suitable safe parking areas and parking for horse floats	8	Agreed. The report found that options for a trailhead or improved access at the Margate end of the river are limited due to lack of parking and restricted pedestrian access to Margate along the Channel Highway. Access off Hopfields Rd and development of a small trail head on private land were discussed in the report. Longley and Sandfly Reserves provide potential locations for the development of formal trail heads, car parking and facilities.	Further investigations will be required to explore suitable trail head locations at the Margate end.
Safe and well-constructed river crossings would be required	5	Agreed. Several potential locations for river crossings were identified, however these will only be accessible during	Further specialist advice will be required for river crossings

ISSUE RAISED	NO OF COMMENTS /VOTES	STAFF RESPONSE	RECOMMENDATION FOR AMENDMENT
		low flow periods unless bridges are constructed.	
Concerns that ongoing maintenance of trail will be a burden on ratepayers	2	Noted. One of the trail broad objectives was for the design to minimise future maintenance costs (i.e. out of flood zones where possible). Maintenance of the trail will fall within Council's Trail Maintenance/Track Team and the option of community working bees to help look after the trail.	If the project were to come to fruition there would need to be an increase to the Track Maintenance budget to allow for the increase to the municipal trail network.
Parking in Riverdale Road is plentiful	1	This is not a view supported by residents of Riverdale Drive.	No change
The report is contradictory with respect to Riverdale Road being suitable for a picnic area due to lack of parking.	1	Noted	No change
<b>ROUTE COMMENTS/ISSUES</b>			
Provision should be made for trail connections eg to Dru Point, Margate Train, Nierinna Creek and Margate tracks, Pelverata, Vines Saddle, further to Howden, Kingston via continuing the Snug to Margate Shared path through to Howden & Kingston.	31	Agreed. Some of these linkages are already in place (with short connecting road sections) others are in the Kingborough Council Tracks & Trails Strategic Action Plan to be pursued in the future	Continue to instigate the Kingborough Council Tracks & Trails Strategic Action Plan for trail linkages and opportunities
Provision should be made for a true Sea to Summit trail. Connect to Betts Rd – Cathedral Rock	8	Discussed with the project Manager for the Mt Wellington Park Visitation Strategy	Beyond the scope of the brief and this project
It would be ideal if there were access paths in from various points along Sandfly Rd so it can service the local residents.	5	Agreed. These are included in the Feasibility Study and route options.	No change
Issues around Margate and Sandfly at the bridges – it is not safe to cross and dangerous for horses and cyclists etc to cross.	5	Agreed. This is a State Growth Road and part of a current planning study by the Dept State Growth along the Channel Highway between Margate and	No change

ISSUE RAISED	NO OF COMMENTS /VOTES	STAFF RESPONSE	RECOMMENDATION FOR AMENDMENT
Pedestrian/cycle friendly bridge required at Margate.		Kingston to review and improve safety.	
The track should follow the line of the river for the best user enjoyment	2	To meet the objective of a multi-use trail suitable for horses, steep areas had to be avoided, which resulted in departing from the river in some areas.	No change as final routes yet to be determined depending on landowner negotiations
The priority should be to establish a simple basic trail from end to end to get the corridor established. Then upgrade as funding permits. Priority should be implementation to establish access over the length of the proposed track.	2	Noted – formalising the sections of land with private landowners and land management agencies is one of the first priorities and will need to happen before any on groundwork can occur.	No change
Riding horses along Sandfly Rd to connect from Allens Rivulet to Riverdale Drive is dangerous (Allens Rivulet Link Option 1). A safer option would be Allens Rivulet Link - Option 2	9	Noted. This comment has mainly come from some non-horse riders and TRAC endorsed this route option.	Option 2 to be further investigated
Not supportive of Riverdale Road being used as either a trail head or for horses due to safety, strong opposition from all residents, not a community priority	2	The Feasibility Study acknowledges that there is opposition by Riverdale Road landowners and that there is limited parking. As such this trail link should be aimed at local use only rather than an identified as a trail head.	Further consultation with Riverdale Rd landowners as/if project progresses
There is no mention or consideration of emergency access points for an evacuation of an incident was to occur.	1	Agreed and noted.	As the project progresses these issues would need further consideration and inclusion in project planning.
There is a large sports ground on Matthew Road upstream from Longley Reserve owned by Council that could be utilised as a camp area for groups.	1	Noted	This can be noted and included
Opposite segments 3, 4 & 5 there is Crown Land, KC land and a road reserve that	1	Noted and to be investigated further	Further investigation

ISSUE RAISED	NO OF COMMENTS /VOTES	STAFF RESPONSE	RECOMMENDATION FOR AMENDMENT
could be an alternate to segment 3, 4 and 5 that may be easier route			
A land swap on Riverdale Road has extinguished Option A (insert page 24) so can be immediately negated.	2	Agreed	The report can be amended to reflect this
<p>TRAC in favour of options B &amp; C and Options 1 and 2 on page 24 and more specific comments to other segments as per below:</p> <p>Opposite segment 3,4 and 5 there is Crown Land and a road reserve that could be an alternative that may offer an easier route than segment 3,4 and 5 that would take us to Cookes Rivulet.</p> <p>There is very limited parking at Segment 3 (northside of the river at the bridge) This route is above the May 2018 flood level, flat, and achievable at a fraction of the installation cost, of the proposed segments 3,4 and 5. There is no mention of this option and its pros or (to be fair, con's) in the Study.</p>	1	<p>Noted and consultant was going to further investigate. In regard to segment 7 – this will be up to landowner negotiations on preferred route.</p> <p>Segment 3 is also dependent on DSG and any future plans for highway/bridge upgrades.</p> <p>Comments in regard to segment 7 and parking on Riverdale Road are at odds with opinions and comments from local residents. This needs further consultation to find a balance between public access to public land and neighbouring landowner considerations. Riverdale Road was not planned to be a trail head in the report due to these issues but more of an access point for local access.</p>	Further investigation on details of route in this area and potentially surveying required to assess boundaries in some sections
<b>PRIVATE LANDOWNER COMMENTS/ISSUES</b>			
Multi-tenure landowners and agreements required with landowners for the long term in case of change of ownership.	2	Agreed. Council will be pursuing rights of way as a preference to licence agreements with landowners for longevity of agreement.	No change
Issues of increased littering	2	Noted. This issue is one of perception and is not supported by evidence from Council's other tracks and trails where the incidence of littering is very low.	No change
Concerns for private landowners and trespassing	5	These comments were from landowners with property	No change

ISSUE RAISED	NO OF COMMENTS /VOTES	STAFF RESPONSE	RECOMMENDATION FOR AMENDMENT
(unfenced boundaries), loss of amenity/privacy, devalue of properties, concerns around security to properties		fronting the river. The recommendation in the report in relation to these issues is for Council to undertake direct consultation with affected landowners as part of the ongoing planning process for this project.	
Opposition to the use of existing Council & Crown public land is mentioned in the report and our experience and that of other land management agencies is that those who strongly opposed usually become great advocates as they are linked to their own communities.	1	Agreed	No change
<b>PROCESS COMMENTS/ISSUES</b>			
Needs a reliable survey of the use of existing tracks to see if this is a valid use of Council funds.	1	Disagree. Previous consultation as part of the Tracks & Trails Strategic Action Plan highlighted the communities desire for more trail linkages for recreational tracks.  The Australian Sports Commission report from the 2019 AusPlay Survey shows that recreational walking is ranked the number 1 physical activity choice for Australians. Running is ranked 4 <sup>th</sup> , cycling 5 <sup>th</sup> and bushwalking 8 <sup>th</sup>	No change
Walking groups were not consulted	2	This community engagement process was the broader community consultation stage for input once there was an actual report with a proposed route to provide feedback on.	As the project progresses, further consultation with stakeholder groups required
Kingborough Dog Walking Association were not consulted	2	This community engagement process was the broader community consultation stage for input once there was an	As the project progresses, further consultation with stakeholder groups required



ISSUE RAISED	NO OF COMMENTS /VOTES	STAFF RESPONSE	RECOMMENDATION FOR AMENDMENT
		actual report with a proposed route to provide feedback on.	
The Trail Riders Action Club are a strong minority group pushing their own agenda and not representative of the whole community.	1	TRAC has been advocating for this trail and route for many years on behalf of multi-use.	No change. Further consultation with stakeholder groups will occur if/when the project progresses.
Council failed to advise residents of Riverdale Road that the Feasibility Study had been released and Council was asking for comments	1	Disagree. All residents were written to when the Right of Way at the end of Riverdale Drive was swapped over and advised that the draft report was going to Council and would then be on Council's website for comment and feedback.	No change
Proposed staging of the trail development. Stage 1 is listed as Sandfly Reserve to Riverdale Rd. Concerns that this will then make Riverdale Road a trail head by default until the section further continued.  Suggest that Stage 1 be re-configured to be Sandfly Reserve to junction of Allens Rivulet and NW Bay River utilising the proposed preferred route illustrated in Figure 1.	1	Noted. Trail construction would be undertaken in sections as budget allows and as negotiations for access to Crown Land and private land are formalised which can take a while. The staging suggested in the plan may alter as a result of negotiations.  Proposed staging recommended in the report may change and will depend on landowner negotiations and available funding.	No change
Due to the expense it is not realistic to expect that the trail can be completed to the standard in the diagrams in the Feasibility Report and that much of the trail can be done with community 'working bee' support to keep a low budget format.	1	Noted. The amount of detail in the design aspects of the report is due to the request for horses to be allowed access. It is acknowledged it would be far more economical to construct the trail to a lower standard if horses were not permitted.	No change
Stage 2 should come first as there is parking facilities at both Longley & Sandfly Reserves.	1	Noted. Staging is flexible and dependent on funding.	No change
Given the cost of the trail and its limited usefulness (not suited for average	1	Noted. It will be up to the elected Council members to direct any large government	No change

ISSUE RAISED	NO OF COMMENTS /VOTES	STAFF RESPONSE	RECOMMENDATION FOR AMENDMENT
recreational bike riders), and in the current COVID environment, I would prefer Council prioritised protected bikeways to enable everyday riding opportunities.		funding to identified projects in the municipality.	
Please include the Trail Running Community in any further consultation as a key stakeholder.	1	Noted. As the project progresses, further consultation with stakeholder groups will be undertaken	No change

Public Copy

# North West Bay River Multi-use Trail Feasibility Study



## Contents

Executive Summary .....	iii
1. Introduction .....	1
1.1. Project Objectives .....	2
1.2. Study Approach.....	2
1.3. Community Consultation .....	3
2. Site Description .....	3
2.1. Current Usage and Access.....	4
3. Trail Surveys.....	5
3.1. Survey Methodology .....	5
3.2. Physical Terrain .....	6
3.3. Natural Values .....	8
3.3.1. Vegetation communities .....	8
3.3.2. Flora Values .....	13
3.3.3. Fauna Values.....	14
3.3.4. Weeds and Disease .....	15
3.4. Aboriginal Heritage .....	16
4. Trail Impacts and Feasibility Assessments .....	17
4.1. Impacts on Natural Values.....	17
4.2. Feasibility Assessments.....	19
4.2.1. Section 1 - Longley Reserve to Sandfly Reserve.....	19
4.2.2. Section 2 – Sandfly Reserve to Riverdale Road.....	23
4.2.3. Section 2a – Allens Rivulet - Riverdale Road trail junction .....	23
4.2.4. Section 3 – Riverdale Road to Miandetta Drive.....	27
4.2.5. Section 4 – Miandetta Drive to Margate .....	31
5. Trail Development .....	35
5.1. Trail Construction Standard and Methodology .....	35
5.1.1. River Crossings .....	36
5.2. Trail Infrastructure .....	38
5.2.1. Trailheads and Parking Areas .....	38
5.2.2. Waterhole Access.....	39
5.2.3. Seating and Picnic Sites .....	39
5.2.4. Emergency Access Points.....	40
6. Recreational Impacts .....	41
7. Staging of Trail Development .....	42

North West Bay River Multi-use Trail – Feasibility Study

v2.0 Final – 21<sup>st</sup> September 2020

8. Trail Costings.....	44
Appendix 1 – Community Consultation .....	47
Appendix 2 – Plant species recorded in trail corridor. ....	49
Appendix 3 – Explanation of Track Construction Work Types .....	55

File Control

Version	Date	Author	Review
Version 1.0 (1 <sup>st</sup> draft)	13/01/2020	A. Welling	
Version 1.1 (draft)	18/01/2020	A. Welling	ED. K. Thommes; KC – S. Sprott; L. Quinn, S. Kerr
Version 1.2 (draft)	22/04/2020	A. Welling; K Thommes	ED – N. Fitzgerald
Version 1.3 (final draft)	28/04/2020	A. Welling	KC – S. Sprott, S. Kerr
Version 2.0 (Final) – Incorporating community feedback.	21/09/2020	A. Welling	ED. K. Thommes; KC – S. Sprott;

## Executive Summary

The feasibility of constructing a multi-use trail from Longley to Margate along the North West Bay River was assessed through trail route surveys, natural values surveys and preliminary community consultation.

The trail link has been identified as a priority trail under the *Kingborough Tracks and Trails Strategic Action Plan 2017–2022*. The assessment looked at the complete trail from Longley to Margate as well as linking existing trails and river access points such as Sandfly Reserve to Riverdale Road and Miandetta Drive to the Channel Highway or Hopfields Road.

The trail/s is to achieve the following broad objectives:

- A multi-use trail (bikes, horses, walkers)
- Predominantly on public land
- A focus on local community as opposed to tourists
- A whole of community focus (options for Landcare/Community working bees)
- Designed to minimise future maintenance costs (i.e. out of flood zones where possible)
- Protection of natural and cultural values

The feasibility study had the following findings:

- A trail from the Longley Reserve to Margate is feasible and can be constructed largely within public land. Significant sections will, however, need to traverse private land, requiring formal access or lease agreements to be negotiated.
- The trail can be routed and constructed to minimise impacts on natural values. Detailed flora and fauna details of trail routes will be required to avoid impacts to threatened flora and habitat elements such as den sites and trees with hollows.
- The completed trail should be located predominantly on the northern side of the river to minimise river crossings.
- There is broad in-principal support from the main landowners on the northern side of the river for a future trail link across their land.
- Constructing the trail to a standard that allows for horse access will require deviation from the river edge in some areas to avoid steep ground.
- Several potential locations for river crossings have been identified, however these will only be accessible during low flows periods unless bridges are constructed.
- Dog walking on the trail is not recommended given the abundance of wildlife occurring in the intact vegetation along the river and due to the proximity of the trail



to rural land and private residences. Decision on allowing or disallowing dogs on the trails would be declared pursuant to Council Dog Management Policy and following further consultation.

- Prior to any trail construction broad community consultation should be undertaken to gauge support for trail routes and to develop priorities. Direct consultation with landowners adjacent to trails and trail access points is necessary to identify and resolve any issues.
- The trail construction should be undertaken in sections as budget allows and as negotiations for access to private land and Crown Land are formalised. The staging suggested in this plan may alter as a result of negotiations.

Key considerations for specific trailheads and sections of the trail identified in this study:

- Links between Sandfly Reserve and Riverdale Road and from Miandetta Road to Margate can be constructed almost entirely on public land and have less restrictions than other sections. Lease arrangements with Crown Land Services will be required.
- Options for a trailhead or improved access at the Margate end of the river are limited due to lack of parking, and restricted pedestrian access to Margate along Channel Highway. Access off Hopfields Road and development of a small trailhead on private land at Channel Highway are discussed in the report.
- The Longley Reserve and the Sandfly Reserve provide potential locations for the development of formal trailheads, car parking and facilities. Currently, activities within the Sandfly Reserve are restricted to walking only.
- A link between Riverdale Road and Sandfly Reserve can be developed on public land without the need to traverse private land.
- There are no other river access or exit points suitable for future trailhead development due to lack of public land for parking or facilities and proximity to private residences.
- A trail linkage to the Allens Rivulet trails via Riverdale Drive is feasible but requires permission/agreement to traverse a section of private land to complete the link.
- Development of a trail link from Riverdale Road to Sandfly Reserve and from the formalisation of the link from Miandetta Drive to Channel Highway will need to consider increased demand for access and parking at the end of the roads. There is very limited capacity for parking at these locations and as such these trail links should be aimed at local use only rather than identified as trailheads.
- Increased usage of Riverdale Road as an access point to the river and a link to Allens Rivulet and Sandfly Reserve is not supported by some residents along the river and Riverdale Road.



## 1. Introduction

Kingborough has a significant network of recreation trails across the municipality. These provide essential recreational opportunities for residents and visitors alike.

With the Kingborough Municipality experiencing rapid growth, there is a strong demand for access to outdoor recreation areas, tracks, and trails for passive and active recreation.

The North West Bay River and broader catchment are regularly accessed by locals and visitors for recreational pursuits including bushwalking, bike riding, horse riding, swimming, fishing, kayaking and rock climbing.

The development of additional trails within the municipality and, in particular, the North West Bay River Catchment to provide linkages between towns and existing trails has been heavily advocated by the local community for many years through the Trail Riders Action Club (TRAC) and other residents.

In response to the increasing demand for recreational opportunities, the Kingborough Council developed the *Kingborough Tracks and Trails Strategic Action Plan 2017- 2022*. The plan identifies guiding principles to ensure track development is strategic and supported by the community.

There are two 'Priority 1' track proposals in the Action Plan which are of relevance to the North West Bay River Catchment.

1. Allens Rivulet – North West Bay River, via Riverdale Drive and public open space, Crown land
2. Longley – Margate link (via North West Bay River)

In addition to these, there are three 'Priority 2' track proposals which would link into the North West Bay River Catchment area from Kingston and surrounds.

1. Kingston/Mt Pleasant – Sandfly Road
2. Kingston – Sandfly Road via One Tree Hill
3. Sandfly – Longley

Enviro-dynamics in conjunction with Mtn Trails P/L was engaged by the Kingborough Council in 2019 to undertake a feasibility study of the North West Bay River multi-use trail link between Longley and Margate.

### 1.1. Project Objectives

The following project objectives for the trail were identified by Council and investigated as part of the feasibility study:

- A multi-use trail (suitable for bike riders, horses and walkers)
- Trail to be predominantly on public land
- A focus on local community as opposed to tourists
- A whole of community focus (options for Landcare/TRAC Community working bees)
- Designed to minimise future maintenance costs (i.e. out of flood zones where possible)
- Protection of natural and cultural values.

### 1.2. Study Approach

The feasibility study was undertaken using the following methodology:

- Assess the most practical and effective trail route, including side trips or linkages to other trail networks or diversion points for different users and suitable river crossings and access points.
- Assess the natural and cultural values (including Aboriginal Heritage Surveys) in the area and corridor of the preferred route to enable the route to avoid and/or minimise any impact on significant conservation and cultural values.
- Provide detailed staging options for the project and associated design, access, and construction costs.
- Consideration of the potential recreational impacts of overuse and the increased demand from visitors and how to manage multi-use.
- Undertake consultation with key stakeholders including, but not limited to, relevant landowners, Trail Riders Action Club, mountain bikers (e.g. Coningham MTB Club) and Kingborough Council employees with a vested interest in the project (including Property, Recreation, NRM department and Parks and Reserves Unit) as part of a Council Staff Working Group to identify their needs and any opportunities or concerns.
- Provide recommended options and locations for associated infrastructure – trailheads, picnic spots, waterhole access, car parking, interpretative signage, trail marking and etiquette signage, map boards, etc.
- Identify what the major issues are that would need to be resolved to move the project forward.

### 1.3. Community Consultation

As part of the feasibility study targeted community consultation was undertaken.

The following groups and individuals were consulted:

- Trail Riders Action Club (TRAC)
- Mountain bike riders
- Private landholders along the river who may be directly impacted by a future trail
- Kingborough Council staff
- Crown Land Services.

A summary of the initial community consultation is provided in Appendix 1.

A community consultation process was undertaken through the 'Our Say' platform on the Kingborough Council website over a 4-week period in June and July 2020. The plan received a strong response with over 2000 visits to the forum and 125 ideas, 474 votes and 25 comments received.

The feedback received showed strong support for a multi-use trail along the North West Bay River. There were several specific issues raised that will require further investigation and community consultation when the trail is developed. There were some aspects of multi-use that divided the community. These issues will be given further consideration through management policies. The plan has been amended to reflect the community feedback.

## 2. Site Description

The North West Bay River is the largest river system in the Kingborough Municipality with a catchment area of over 9,600 hectares and a length of approximately 25 km. It originates on the western side of Mount Wellington and winds its way through the landscape of mostly Jurassic dolerite geology to North West Bay at Margate. The river system is largely intact with the upper reaches within the Wellington Park and the lower reaches passing through private land, Crown land and Council Reserves (Figure 1).

Several tributaries and minor streams join the river between Longley and Margate including Coombes Rivulet, Quarry Creek, Leverts Rivulet, Cooke Rivulet, Allens Rivulet and Mafeking Creek.

The river has intact riparian vegetation for most of its length with only small areas of agricultural land adjacent to the river near Longley and at Margate. Given the location of the river within a highly developed area of Tasmania it is in good condition and provides an important example of an intact river system.

## 2.1. Current Usage and Access

The river is a popular recreation destination used by locals and visitors from Hobart and surrounds. The river provides for recreational pursuits including walking, bike riding, horse riding, swimming, picnicking, fishing, kayaking and rock climbing.

The river also provides an easily accessible location to appreciate the natural environment and relax without traveling long distances from where people live.

### Walking/dog walking/horse riding

Formal walking trails to the river are located at the Sandfly Reserve (North West Bay River Track) and off the end of Miandetta Drive. The North West Bay River Track is a walking track only with no dog walking, bike riding or horse riding permitted. A partially formed trail now links Miandetta Drive to the Channel Highway at Margate via the northern side of the river. This trail is unformed in places and utilises a 4wd track for part of the lower section. Sections of this trail are suitable for bike riding and horse riding, although access from the Miandetta Drive end and river crossing can be challenging unless the river levels are low.

The broken weir area off the end of Hopfields Road has previously been accessed across private land, however this access is now closed off.

### Mountain biking

There is limited opportunity for mountain bike riding along the river due to a lack of trails and connections to other trails. The recently marked and informally built trail from Miandetta Drive to Channel Highway is getting some use (source: strava.com), however the river crossing at the Miandetta Drive end is only possible during low flow periods.

### Swimming holes/picnicking

There are several swimming holes and informal picnic areas on the river. Popular areas include the Sandfly Reserve, off Matthews Road; and off Miandetta Drive (multiple pools).

### Kayaking

Kayaking is a popular activity on the river when there are high flows. Generally, the river is accessed below the bridge on the Huon Highway with kayakers exiting at the Bowls Club in Margate.

### Rock climbing

Two popular climbing spots are accessed from the Sandfly Reserve (Sandfly Crag) and from the TasWater access road along Sandfly Road (Dog Leg Bend). The TasWater access is through private land and requires permission from landholder prior to access.

### Fishing

Fishing can occur along all sections of the river, with a popular spot being near the bridge at the Channel Highway.

## 3. Trail Surveys

The proposed trail will follow a section of the North West Bay River from Longley (at the reserve) to Margate, with a distance of approximately 11 km plus up to 2 km of trail linkages. The river route has been divided into four sections for surveying based on access points along the river and linkages to existing trails (Figure 1). An assessment of physical feasibility of each trail section and the natural values and limitations is provided in separate tables for each section:

1. Longley Reserve to Sandfly Reserve
2. Sandfly Reserve to Riverdale Road and linkage with Allens Rivulet trail (2a)
3. Riverdale Road to Miandetta Drive
4. Miandetta Drive to Hopfields Road and Margate Bridge (4a)

### 3.1. Survey Methodology

On-ground surveys were undertaken along the length of the river to assess the terrain, natural values, access and location of features such as waterholes, potential crossing points and weeds.

Prior to the surveys all private landholders who own land along the river were contacted to seek permission to enter their land or cross their land to access the public land along the river.

Initial field surveys were undertaken to access the most suitable physical location for a multi-use trail with the primary objective to locate the trail predominantly on public land where possible and to minimise river crossings. To meet the objective of a multi-use trail suitable for horses, steep areas had to be avoided, which resulted in departing from the river in some areas.

Once the physical trail route and potential river crossing points were identified, the natural values along and surrounding the identified routes were assessed to identify any high conservation values. The natural values surveyed and mapped included vegetation communities, flora species of significance, important habitat features such as den sites and trees with hollows and environmental threats such as weed infestations.



Trail routes and important features were recorded using handheld GPS units. Photos of features such as potential crossing points, threatened flora and willow locations were also taken.

### 3.2. Physical Terrain

The trail from Longley to Margate will traverse a range of terrains including river flats, cleared land, rocky riverbanks, rocky slopes and cliffs and some rocky hilltops.

The trail will need to be routed away from the river in some locations to avoid steep riverbanks and rocky cliffs and to traverse the more significant tributaries that enter the river. The broad trail route was located to avoid river flats where possible, as they are likely to be subject to flooding. The visible river levels from the July 2018 floods (debris) was used as the indicator of the maximum river height. All broad trail routes attempted to stay above this level. Where possible the trail route attempted to remain within public land. Due to limitations of the terrain (steep riverbanks) and sections of the river not being bordered by any public land some sections of the trail will need to traverse private land.

The trail route was selected to allow for a wide multi-use trail. In some locations there may be a case for developing separate trails with a narrower single walking or bike trail able to be constructed closer to the river in many locations and a horse trail traversing more open ground with lower gradients. Alternative routes for separate walking and horse trails were not investigated as part of this initial feasibility study.

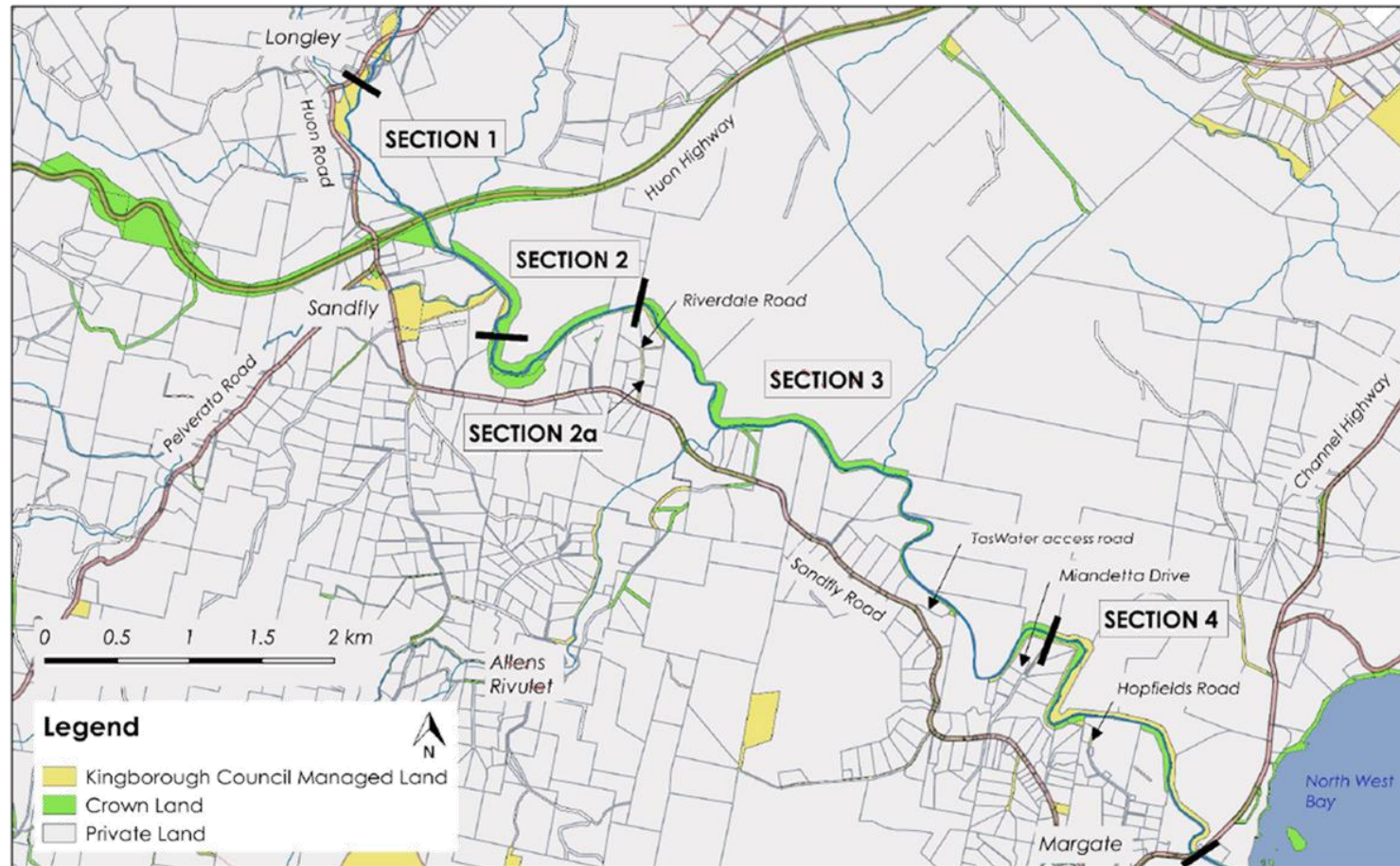


Figure 1 - Location of assessed trail sections and tenure of land along river.

Enviro-dynamics Pty Ltd – [info@enviro-dynamics.com.au](mailto:info@enviro-dynamics.com.au)

7

Mtn Trails Pty Ltd -[info@mtntrails.com.au](mailto:info@mtntrails.com.au)



### 3.3. Natural Values

The survey of the natural values along the proposed trail route was undertaken to identify any significant values or threats that should be avoided or mitigated. The assessment mapped broad vegetation communities within a trail corridor (approximately 20–30 m wide), documented significant flora and fauna species and habitat values and mapped threats such as weed infestations. The assessment aimed to determine if there are any areas where trails should be avoided or diverted.

#### 3.3.1. Vegetation communities

Six vegetation communities were mapped along the proposed trail route between Longley and Margate as per the TASVEG (v3.0) vegetation classification system (Figures 2–5). Vegetation mapping was restricted to the trail corridor (approximately 50–100 m wide) along the river. The following communities were mapped:

1. ***Eucalyptus obliqua* dry forest (DOB)** – dominant community along the river. Occurs in a narrow strip on northern side of the river with larger areas present in broader valleys.
2. ***Eucalyptus obliqua* wet forest (WOU)** – occurs on south-facing slopes and wetter areas.
3. ***Eucalyptus pulchella* forest and woodland (DPU)** – widespread on slopes and hilltops away from the river, generally adjacent to DOB.
4. ***Eucalyptus globulus* dry forest and woodland (DGL)** – localised patches where *E globulus* is the dominant tree species.
5. ***Eucalyptus ovata* forest (DOV)** – small patches on river flats north of Huon Highway.
6. ***Eucalyptus amygdalina* forest and woodland on dolerite (DAD)** – occurs on hilltops above river east of Mafeking Creek.

The DOV and DGL communities are listed under Schedule 3A of the *Nature Conservation Act 2002* (NCA) and classified as 'High Priority Biodiversity Value' under Table E10.1 of the *Kingborough Interim Planning Scheme 2015* (KIPS). DOV has recently been listed as a 'threatened ecological community' under the *Environment Protection and Biodiversity Conservation Act 1999* (EPBCA).

The trail will avoid these communities where possible to minimise disturbance. By avoiding the DOV community, referral to the Commonwealth under the EPBCA will not be required.

All other communities are common and well represented in reserves and hence not listed under the NCA. Where these communities contain threatened flora species or threatened fauna habitat they are considered to have 'Moderate Priority Biodiversity Value' under the KIPS.

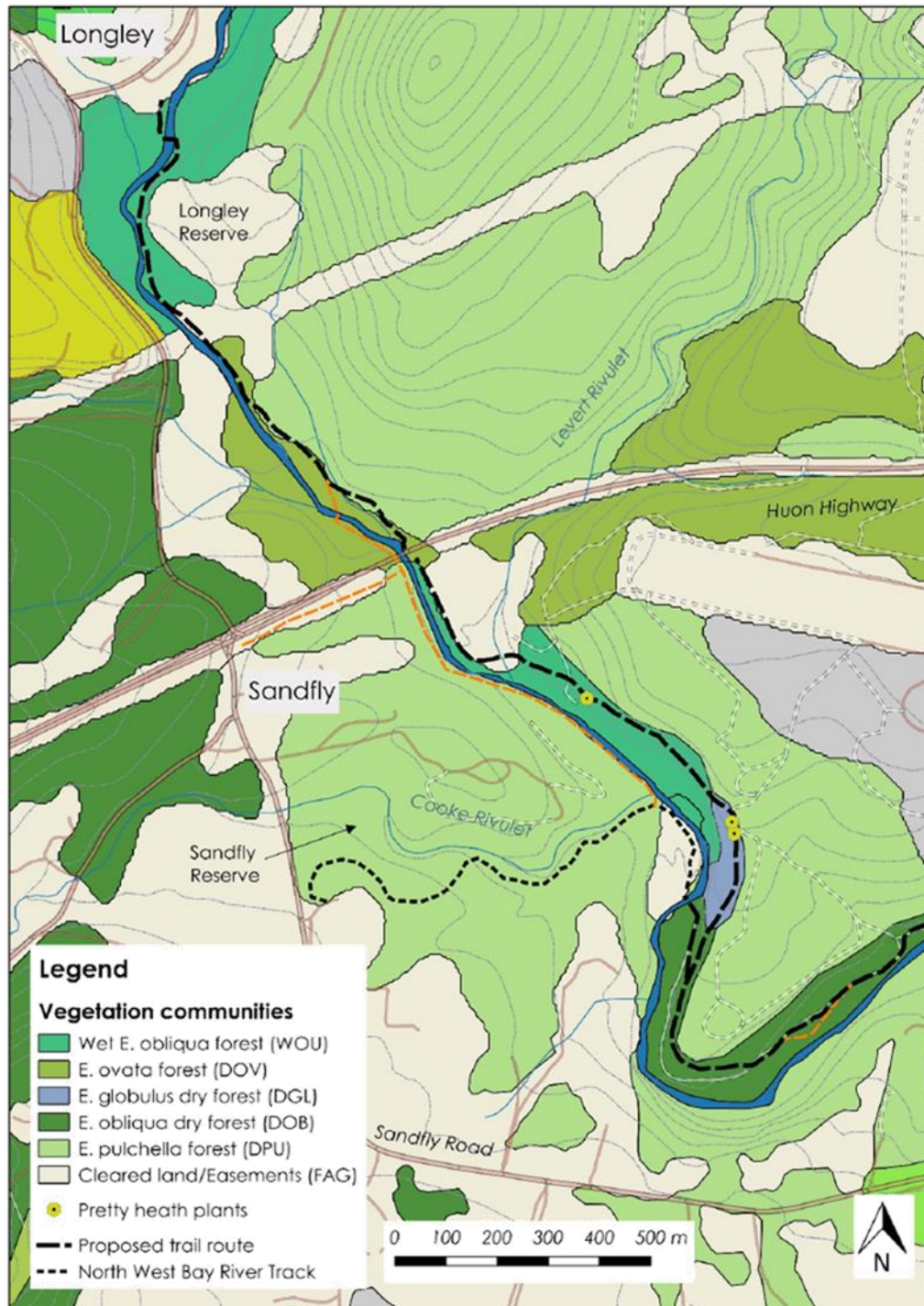


Figure 2. Natural Values - Longley to Sandfly Reserve.



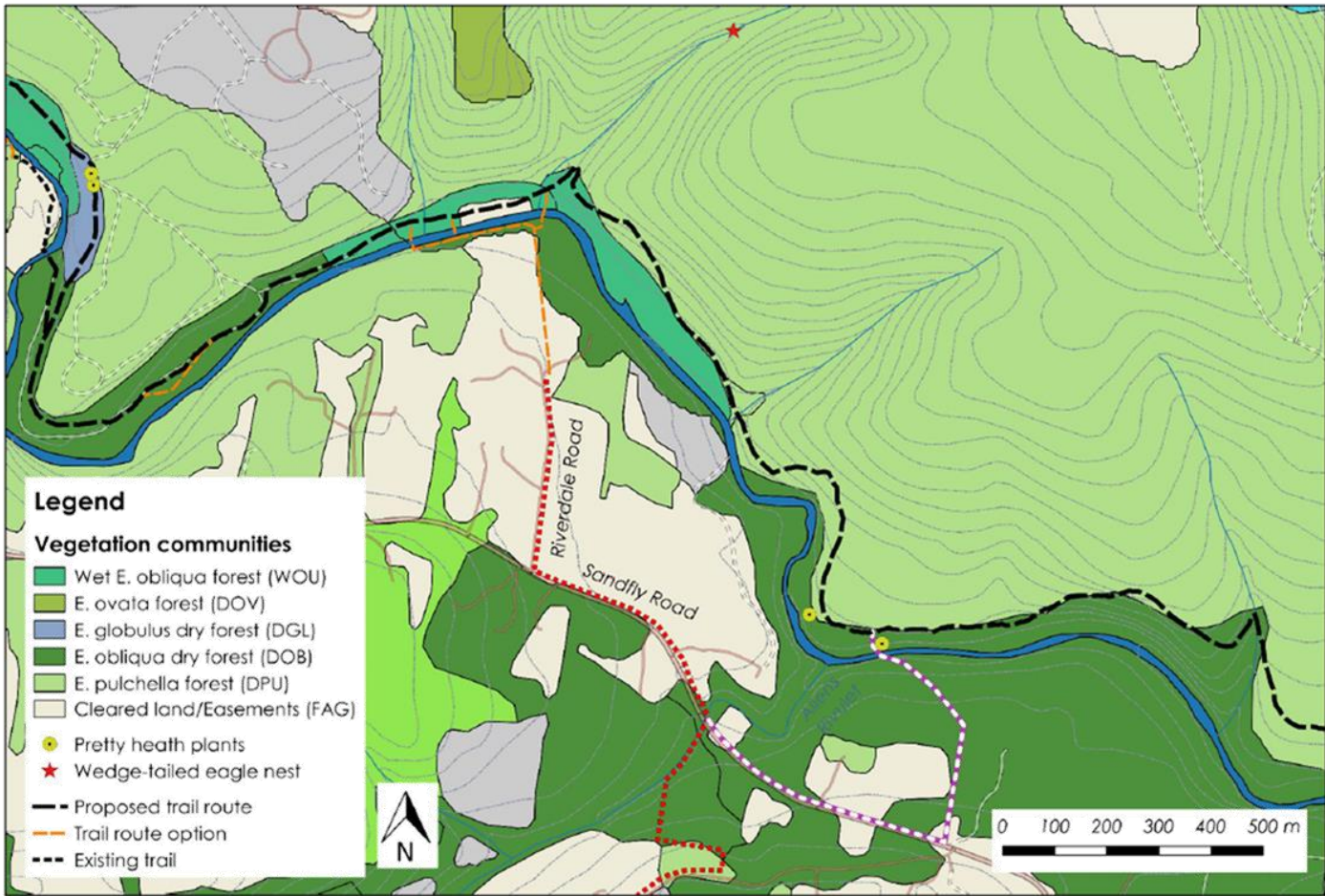


Figure 3. Natural Values- Sandfly Reserve to Riverdale Road/Allens Rivulet junction.

Enviro-dynamics Pty Ltd – [info@enviro-dynamics.com.au](mailto:info@enviro-dynamics.com.au)

10

Mtn Trails Pty Ltd -[info@mtntrails.com.au](mailto:info@mtntrails.com.au)

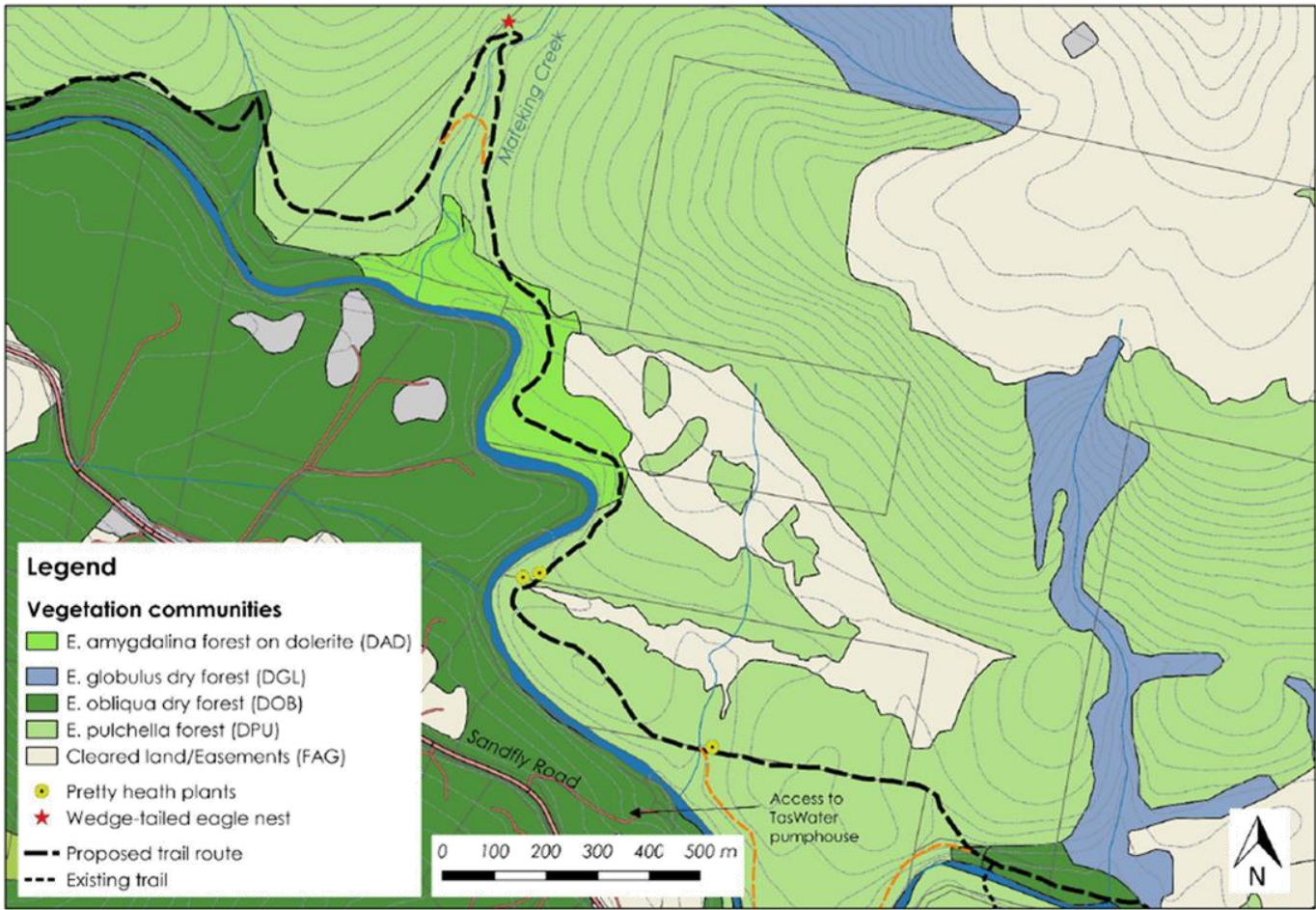


Figure 4. Natural Values – Mafeking creek to TasWater pumphouse access/Miandetta Drive.

Enviro-dynamics Pty Ltd – [info@enviro-dynamics.com.au](mailto:info@enviro-dynamics.com.au)

Mtn Trails Pty Ltd -[info@mtntrails.com.au](mailto:info@mtntrails.com.au)



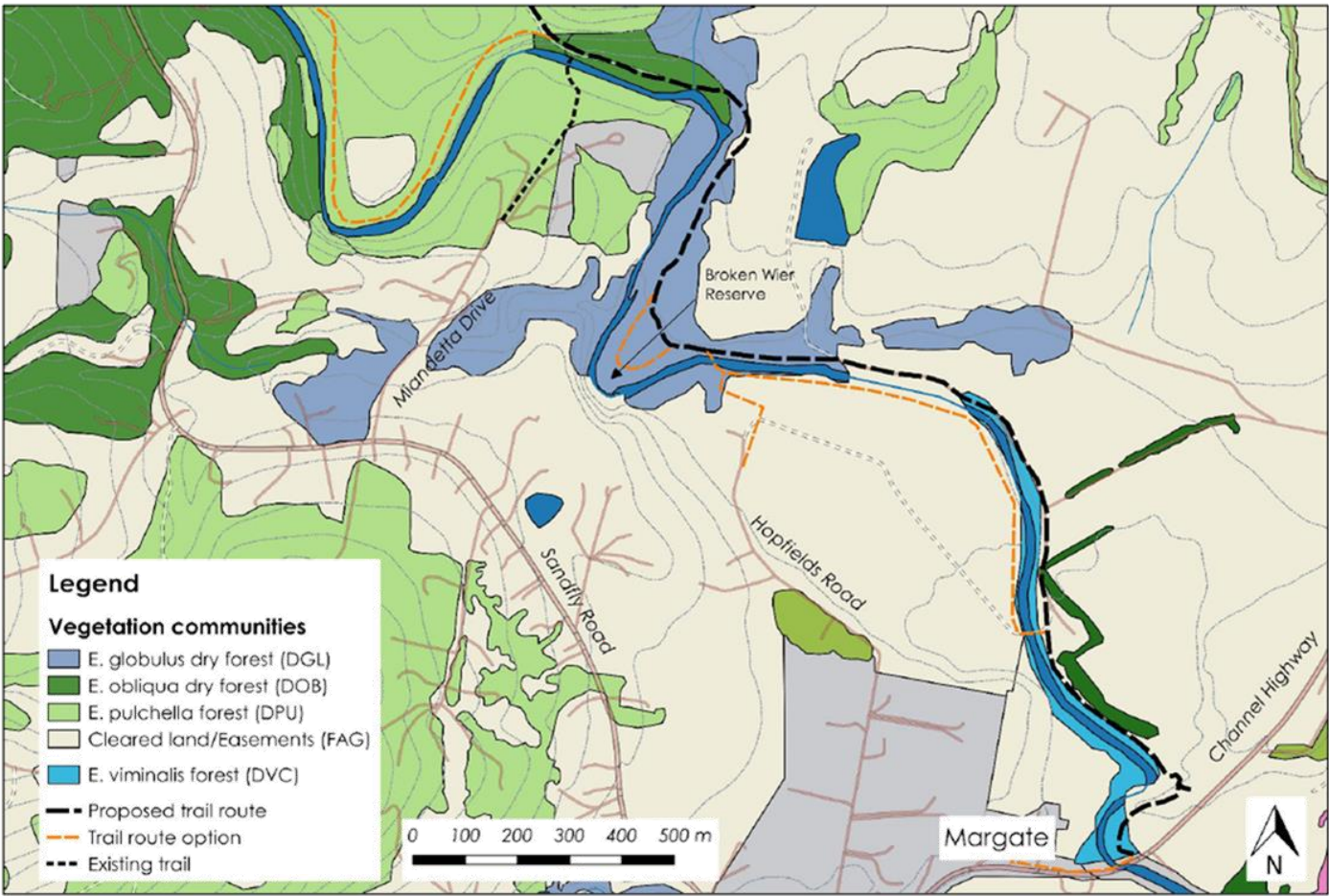


Figure 5. Natural Values – Miandetta Drive to Channel Highway.

Enviro-dynamics Pty Ltd – [info@enviro-dynamics.com.au](mailto:info@enviro-dynamics.com.au)

Mtn Trails Pty Ltd -[info@mtntrails.com.au](mailto:info@mtntrails.com.au)

### 3.3.2. Flora Values

A wide range of native plants were recorded in the vegetation communities along the trail corridor. A list of species is provided in Appendix 2.

One threatened species was recorded during site surveys:

- ***Epacris virgata* (pretty heath)** - found in several locations along the trail corridor on the northern side of the river (Figures 2–5).

A search of the Natural Values Atlas (DPIPWE database) revealed that nine threatened flora species have been recorded within 1000 m of the trail corridor. Table 1 outlines the species and the likelihood of them occurring within the corridor.

Table 1. Threatened flora species recorded within 1 km of trail corridor.

Scientific name	Common name	TSPA	EPBCA	Comments
<i>Diuris palustris</i>	swamp doubletail	e		Records from Sandfly area from late 1800s. Recent searches have not found species. Unlikely to remain in area due to disturbance.
<i>Epacris virgata</i> (Kettering)	pretty heath	v	EN	Endemic. Found in south-eastern Tas. Widespread in catchment, generally occurring in <i>E. pulchella</i> forest/woodland and <i>E. ovata</i> forest/woodland. Records in several locations in trail corridor
<i>Juncus amabilis</i>	gentle rush	r		Not recorded. Species in process of being delisted.
<i>Lepidosperma tortuosum</i>	twisting rapiersedge	r		Found on mainland Australia and in south-eastern Tasmania. Habitat is open heathlands and woodlands. Not recorded during surveys. Limited suitable habitat within corridor
<i>Poa mollis</i>	soft tussockgrass	r		Endemic to eastern Tas. Found on dry open hillsides and cliffs. Single record within catchment from 1913. Location is likely to be inaccurate. Not recorded during surveys. Limited suitable habitat within corridor.
<i>Pomaderris elachophylla</i>	small-leaf dogwood	v		Found on mainland Australia and in Tasmania in wet forests. Leslie Vale is a key site for this species. Records within 100 m are from 1800s and may be inaccurate. Not recorded during surveys.

<i>Senecio squarrosus</i>	leafy fireweed	r		Found on mainland Australia and Tasmania in dry woodland communities. Single record within catchment in Margate area. Requires fire every 5-15 years.  Not recorded during surveys. Suitable habitat within corridor and may occur.
<i>Thelymitra inflata</i>	Inflated sun-orchid	e		Population recorded northeast of Leslie Hill, at an altitude of 240 m in heathy-sedgy-grassy <i>Eucalyptus pulchella</i> open stands.  Not recorded during surveys. Limited suitable habitat within corridor and unlikely to occur.
<i>Westringia angustifolia</i>	narrowleaf westringia	r		Tasmanian endemic. Occurs in dry eucalypt forests and is often associated with riverbanks. Scattered records from intact forest in upper catchment.  Not recorded during surveys. Marginal habitat in trail corridor but unlikely to occur.

The trail corridor provides potential habitat for some of the species recorded within 1000 m and as such detailed surveys along trail alignments will be required as part of the trail development. Planned trails can be routed to avoid any impacts on threatened species if recorded during detailed surveys.

### 3.3.3. Fauna Values

Broad fauna habitat surveys were carried out along the trail routes to assess the likelihood that the trail will impact threatened fauna species.

A search of the Natural Values Atlas (DPIPWE database) revealed that ten threatened fauna species have been recorded within 1000 m of the trail corridor. The species recorded included swift parrot, wedge-tailed eagle, Tasmanian devil, eastern quoll, spotted-tailed quoll, grey goshawk, eastern barred bandicoot, azure kingfisher, Australian grayling and masked owl.

#### Habitat recorded.

The trail corridor contains a significant number of mature to old growth trees with hollows suitable for bird and mammal species such as swift parrot, masked owl and possums.

Potential denning habitat for species such as Tasmanian devils, eastern and spotted-tailed quolls occur within the corridor in fallen logs and rocky outcrops.

Eagle nests - Three wedge-tailed eagle nests have been recorded within 1000 m of the trail corridor on east-facing slopes on tributaries north of the river (Figures 3 and 4 plus one nest outside edge of Figure 4).



The initial surveyed location of the Mafeking Creek crossing was within 20 m of a known nest site. Any future trail would need to be a minimum 200 m from the nest and be out of the sight line of the nest. Additionally, any trail construction would need to occur outside the breeding season if the nest was found to be active during the construction period.

Mature black gum and blue gum trees occur within the trail corridor. These trees provide foraging habitat for the swift parrot, however all trees with a diameter at breast height of >30 cm will be avoided and as such there will be no impacts on swift parrot habitat.

The trail will also avoid any potential denning habitat for devils and quolls such as hollow logs by a minimum of 10–20 m to minimise potential impacts on fauna species.

A grey goshawk nest site has been recorded in vegetation at the end of Miandetta Drive. The exact location of the nest will need to be determined to ensure new trails in this area do not come within 50 m of the nest (D. Young, pers. comm).

The lower reaches of the river provide suitable habitat for the Australian grayling. The trail will not impact on the river itself or the water quality.

#### 3.3.4. Weeds and Disease

Weed species including Spanish heath, canary broom, willow, blackberry, montbretia and foxglove were recorded during the surveys. Weeds were recorded predominantly along the river and on river flats where fine soil and seed has been deposited from upstream during flood events. The areas of intact vegetation away from the river and not adjacent to cleared land were generally free of weeds.

The construction of a trail along the river has the potential to spread weed seed and increase their distribution, although the threat can be managed. Weed control prior to any trail construction and adherence to weed and disease hygiene protocols during constructing are critical to ensure weeds are not spread. Monitoring and maintenance of the trails post-construction will also be critical for weed control.

There were no obvious signs of the plant pathogen *Phytophthora cinnamomi* (PC) recorded during the surveys. The dominant vegetation communities within the corridor are generally considered to be of moderate susceptibility to PC, with a limited number of highly susceptible plant species present. The limited risk of the spread of PC as a result of trail construction can be managed through the implementation of hygiene protocols for the use of equipment and importation of soils.

### 3.4. Aboriginal Heritage

A desktop search of the Aboriginal Heritage Register by Aboriginal Heritage Tasmania of the broader North West Bay River catchment revealed two registered sites close to the Channel Highway in Margate. The relative absence of registered Aboriginal sites within the North West River Bay catchment is not a reflection of the use of, or importance of North West Bay and the river for the Tasmanian Aboriginal people. The lack of known heritage sites within the catchment is more likely due to limited survey effort.

Aboriginal heritage site surveys will need to be undertaken prior to trail construction and costed as part of future trail development. Any recorded sites will be avoided, and future trail construction will adhere to the document '*Unanticipated Discovery Plan - Procedure for the management of unanticipated discoveries of Aboriginal relics in Tasmania*'.

Public Copy

## 4. Trail Impacts and Feasibility Assessments

### 4.1. Impacts on Natural Values

The construction of a multi-use trail along the river from Longley to Margate can be undertaken without significant impacts to important natural values. The proposed trail is predominantly located in common and well-served vegetation communities with only 0.3% of the trail within threatened vegetation communities. An estimated 1.7 ha of native vegetation will be cleared or modified to construct the trail, with all trees >30 cm diameter at breast height to be avoided. In many areas the open woodland structure of the vegetation will require removal of only a small number of understorey trees or shrubs. Limited numbers and extent of threatened flora species were recorded during the trail survey and all populations can be avoided. Significant fauna habitats such as nest sites, trees with hollows and potential den sites will be avoided to minimise fauna impacts.

Direct impacts on fauna species from the trail usage by riders and walkers will be minimal with most usage likely to occur during the day when many species are inactive. Due to the abundance of habitat for fauna species such as wallabies, bettongs, bandicoots and other mammal species and the number of fauna species observed during the surveys the trail is not suitable for dog walking. In addition, the trail will be in close proximity to a number of private residences and rural properties with stock.

The construction of a multi-use trail along the North West Bay River has the potential to spread weed species during the construction period and through usage once completed (including on bikes, shoes and in horse droppings). The spread of weeds during trail construction can be managed through control of weeds prior to works and adherence to machinery and person hygiene protocols during construction. The spread of weeds by trail users can be managed through installation of wash down stations at trailheads, educational signage, and monitoring of the trail for weed infestations.

Monitoring and maintenance of weed and disease along the trail will be required on an ongoing basis and must be appropriately funded.

Given the current spread of weeds along the river through natural processes (including movement in flood water and from roads and via animals) the development of a trail network along the river does not represent a significant increase in the risk to the natural values.

North West Bay River Multi-use Trail – Feasibility Study

v2.0 Final – 21<sup>st</sup> September 2020

Improved access and increased visitation to the river may raise the profile of the threats of weed invasion on the natural and aesthetic values of the catchment and lead to increased weed control efforts amongst concerned or engaged members of the public with the support of the Council and the State.

Public Copy

## 4.2. Feasibility Assessments

The following tables and figures provide an assessment of the feasibility of each section of proposed trail with and some alternative options.

Linkage sections are also outlined including links to the Sandfly Reserve and to Allens Rivulet via Riverdale Road.

The tables are divided into trail segments as outlined previously and then further divided into construction segments including notes on natural values, limitations or alternative trail route options. Photos of the proposed trail route and river crossing points, etc. are provided in Appendix 3.

### 4.2.1. Section 1 - Longley Reserve to Sandfly Reserve

Table 2. Section 1- Longley Reserve to Sandfly Reserve – Segments 1-5.

Segment #	Tenure	Notes	Natural Values	Limitations/alternatives
<b>Segment 1</b> - Longley Reserve Trail through Council land Western side of river Length: 120 m	Kingborough Council	Large council managed area which provides potential location for trailhead with parking, horse yards, toilets, picnic facilities etc.	<ul style="list-style-type: none"> <li>Remnant white gums in reserve</li> <li>Some erosion on riverbank adjacent to reserve</li> <li>Through <i>E. obliqua</i> forest</li> <li>No threatened flora recorded</li> <li>Mature trees with potential hollows to be avoided.</li> <li>Significant weed infestations along river.</li> </ul>	<ul style="list-style-type: none"> <li>Trail could remain within the reserve for 400 m however this would require the crossing of three small tributaries.</li> <li>Requires river crossing to join to next segment</li> </ul>
<b>Segment 2</b> - Council Reserve to Huon Highway Eastern side of river Length: 1000 m	Private land	Trails will traverse section of intact vegetation and along edge of cleared land.  Small tributary to be crossed near Huon Highway,	<ul style="list-style-type: none"> <li>Through small area of <i>E. ovata</i> forest</li> <li>No threatened flora recorded.</li> <li>Mature trees with potential hollows to be avoided.</li> <li>Significant weed infestations along river.</li> </ul>	<ul style="list-style-type: none"> <li>Requires river crossing – possible to cross river in low flows</li> <li>Requires bridge to cross during higher flow periods or in longer term.</li> <li>Requires lease agreement with landholder for trail.</li> </ul>



North West Bay River Multi-use Trail – Feasibility Study

v2.0 Final – 21<sup>st</sup> September 2020

Segment #	Tenure	Notes	Natural Values	Limitations/alternatives
				<ul style="list-style-type: none"> <li>Trail end at Huon Highway requires access under road – limitation in flood events.</li> </ul>
<b>Segment 3</b> - Huon Highway junction to low lying area Length: 200 m	Crown Land Reserve/ Private Land	Small existing parking area in Huon Highway Reserve. Access under bridge to northern side of highway.  Adjoining riparian reserve narrow (<20m wide).	<ul style="list-style-type: none"> <li>Remnant white gums along river edge</li> <li>Some erosion on river bank adjacent to reserve</li> <li>Weeds along river edge</li> </ul>	<ul style="list-style-type: none"> <li>Trail start here likely to require State Growth approval for access off Highway – not suitable for trail start</li> <li>Trail would not fit in the existing public reserve due to large trees and the proximity of the riverbank</li> <li>Trail segment will require agreement from Landholder</li> </ul>
<b>Segment 4</b> – Across low lying area and small tributary Length: 120 m	Crown Land Reserve/ Private Land	Section across low lying area with small tributary	<ul style="list-style-type: none"> <li>Through <i>E. obliqua</i> forest</li> <li>No threatened flora recorded</li> <li>Mature trees with potential hollows to be avoided.</li> <li>Significant weed infestations along river</li> </ul>	<ul style="list-style-type: none"> <li>Section crosses number of small tributaries</li> <li>Cross river at reserve and stay on eastern side of river – requires landholder approval</li> </ul>
<b>Segment 5</b> – to Sandfly Reserve. Length: 900 m	Crown Land Reserve	Reserves widens – 50-60m wide. Steep in places with cliff opposite Sandfly Reserve.  Trail has potential to stay in the public reserve, but terrain gets quite steep (cross slope). It would suit multi use better to climb higher (into private land) to reduce cross slope (this could also reduce cost slightly).  Trail goes above Sandfly cliffs.	<ul style="list-style-type: none"> <li>Through <i>E. obliqua</i>, <i>E. globulus</i> forest</li> <li><i>Epacris virgata</i> recorded, to be avoided</li> <li>All mature trees to be avoided.</li> </ul>	<ul style="list-style-type: none"> <li>Sections with steep cross slope section less suited to multi-use trail.</li> <li>Expensive – requires extensive rock work.</li> <li>Less expensive route would require access to private land - requires landholder agreement.</li> </ul>

Enviro-dynamics Pty Ltd – [info@enviro-dynamics.com.au](mailto:info@enviro-dynamics.com.au)

20

Mtn Trails Pty Ltd -[info@mtntrails.com.au](mailto:info@mtntrails.com.au)

North West Bay River Multi-use Trail – Feasibility Study

v2.0 Final – 21<sup>st</sup> September 2020

Segment #	Tenure	Notes	Natural Values	Limitations/alternatives
<b>Segment 5a</b> – Link from Sandfly Reserve to new trail Length: 180 m	Council Reserve/Crown Land	Informal river crossing at location with low banks. Trail utilises section of existing 4WD trail.	<ul style="list-style-type: none"> <li>Through riparian vegetation and <i>E. obliqua</i> forest.</li> <li>Scattered weeds in river and along 4WD track</li> </ul>	<ul style="list-style-type: none"> <li>Section subject to flooding</li> <li>Requires weed control actions</li> <li>Walking use only permitted within Sandfly Reserve.</li> </ul>
<b>Segment 3 – Option B</b> Sandfly Road/Huon Highway to Sandfly Reserve. Length: 970 m (+350m Sandfly Road to River)	Crown Land Reserve/Road Reserve/Council Land	<p>Access from road reserve adjacent to Huon Highway.</p> <p>Parking in carpark at Sandfly Road available.</p> <p>Route follows river along road reserve block and joins narrow Council Reserve. Reserve narrow to 2m wide in one section. Trail needs to cross Cookes Rivulet and will require small bridge.</p> <p>Would require an additional river crossing north of highway to join through to Longley Reserve under proposed route for Segment 2.</p>	<ul style="list-style-type: none"> <li>Remnant white gums along river edge</li> <li>Some erosion on river bank adjacent to reserve</li> <li>Through <i>E. pulchella</i> forest</li> <li>Through small area of <i>E. ovata</i> forest north of highway</li> <li>Mature trees with potential hollows to be avoided.</li> <li>Significant weed infestations along river.</li> </ul>	<ul style="list-style-type: none"> <li>Trail goes under Huon Highway – limitation in flood events.</li> <li>Requires crossing north of bridge to link to Longley Reserve.</li> <li>Council land may be too narrow for trail (would require survey info to determine)</li> <li>Requires bridge to cross Cookes Rivulet near Sandfly Reserve.</li> <li>Trail option would avoid wet section on other side of river and the need to divert trail from river to bypass cliffs. Also avoid negotiated access with landowner.</li> </ul>

Enviro-dynamics Pty Ltd – [info@enviro-dynamics.com.au](mailto:info@enviro-dynamics.com.au)

Mtn Trails Pty Ltd [info@mtntrails.com.au](mailto:info@mtntrails.com.au)

21



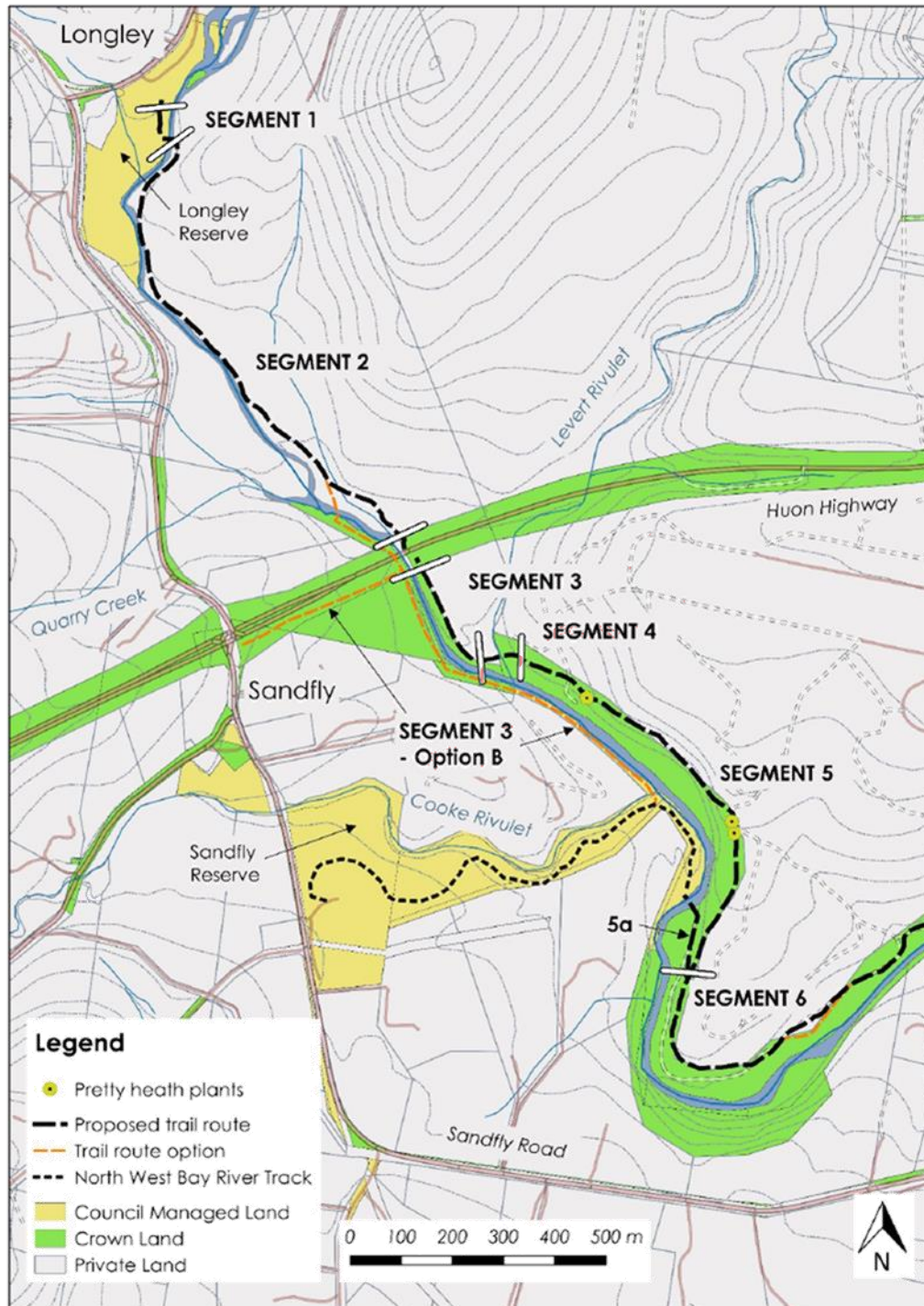


Figure 6. Trail segments - Longley Reserve to Sandfly Reserve.

## 4.2.2. Section 2 – Sandfly Reserve to Riverdale Road

Table 3. Section 2 – Sandfly Reserve to Riverdale Road – Segments 6-7.

Segment #	Tenure	Notes	Natural Values	Limitations/alternatives
<b>Segment 6</b> – Sandfly Reserve link to Riverdale Road junction Length: 1300 m	Crown Land/Private Land	Possible to locate trail entirely within public land until private land lot at end of Riverdale Road.  Partially follows existing 4WD track.  Proposed trail includes new section around bend that is above flood plain	<ul style="list-style-type: none"> <li>Remnant white gums</li> <li>Some erosion on riverbank adjacent to reserve</li> <li>Dense infestation of spanish heath and broom along 4WD trail on flood plain</li> </ul>	<ul style="list-style-type: none"> <li>Sections of trail within flood plan and subject to flooding.</li> <li>Trail can follow existing 4WD track for entire segment but include short section on private land.</li> <li>Trail segment will require agreement from landholder</li> <li>Significant weed control required</li> <li>Last section of trail needs to traverse private land. Preferred option however requires negotiation with landholder (refer to 4.4).</li> </ul>
<b>Segment 7</b> – Crossing tributary opposite Riverdale Road entry Length: 50 m	Crown Land/Private Land	Trail to cross small tributary. Needs to cross onto private land to climb out of small gully	<ul style="list-style-type: none"> <li>Through E. obliqua forest</li> <li>No threatened flora recorded.</li> </ul>	<ul style="list-style-type: none"> <li>Trail crosses onto private land to climb out of gully.</li> <li>Trail segment will require agreement from landholder</li> </ul>

## 4.2.3. Section 2a – Allens Rivulet - Riverdale Road trail junction

There are several options available to link Riverdale Road (and more broadly Allens Rivulet) with proposed new trails or section of trail to Sandfly Reserve. It should be noted that there is limited capacity for parking at the end of Riverdale Road and as such the river access is not suitable for use as a trailhead. There is opposition by residents to horse access along from Allens Rivulet along Riverdale Road to the river trail due to safety

North West Bay River Multi-use Trail – Feasibility Study

v2.0 Final – 21<sup>st</sup> September 2020

concerns along Sandfly Road and lack of parking at end of the road. All options require consultation with landholders along Riverdale Road and those impacted by Allens Rivulet Link Option 2.

Trail options are outlined in Table 4 and indicated in Figure 7.

Table 4. Trail options for Section 2a.

Options	Tenure	Notes	Natural Values	Limitations/issues/benefits
<b>Option A</b> – Construct trail along newly acquired land to provide direct access to river and public land along river edge. Informal crossing to new trail.	Private Land	Some opposition from adjoining landowners to west due to impacts on privacy and lack of parking at end of Riverdale Road	<ul style="list-style-type: none"> <li>Through cleared land and section of <i>E. obliqua</i> forest at river.</li> </ul>	<ul style="list-style-type: none"> <li>Construction of trail to river edge cost effective due to cleared land and flat terrain.</li> <li>River crossing at this location dependent on access to private land on northern side of river to access Sandfly Reserve link.</li> <li>Construction of link to river may cause parking issues at end of Riverdale Road.</li> </ul>
<b>Option B</b> – trail connection and river crossing to access new trail and Sandfly reserve	Council Land/Private Land/Crown Land	<p>Link to wider public reserve on northern side of river can be achieved on public land.</p> <p>Existing river crossing but only accesses private land on northern side.</p>	<ul style="list-style-type: none"> <li>Remnant white gums along river edge.</li> <li>Scattered willows present along Crown reserve on southern side of river</li> </ul>	<ul style="list-style-type: none"> <li>Requires use of narrow section of Crown land reserve.</li> <li>May require relocation of existing fences built on public land.</li> <li>Trail would traverse across front of two private lots (on public land). Opposition to option by landholders</li> <li>Option could use existing river crossing provided access to private land on northern side is negotiated.</li> <li>Trail could be constructed entirely on public land with informal crossing directly on public land.</li> <li>Construction of link to river may cause parking issues at end of Riverdale Road.</li> </ul>

Enviro-dynamics Pty Ltd – [info@enviro-dynamics.com.au](mailto:info@enviro-dynamics.com.au)

24

Mtn Trails Pty Ltd -[info@mtntails.com.au](mailto:info@mtntails.com.au)

North West Bay River Multi-use Trail – Feasibility Study

v2.0 Final – 21<sup>st</sup> September 2020

<b>Allens Rivulet link Option 1</b>	Council Land/Private Land/Crown Land	Access from Allens Rivulet via Council land, Crown road reserves and across private land to connect to Sandfly Road. Route would need to go under the road at Allens Rivulet and along wide road verge to Riverdale Road.	<ul style="list-style-type: none"> <li>Limited natural values land predominantly managed land or agricultural land.</li> <li>Remnant <i>E. viminalis</i> forest along Allens Rivulet.</li> </ul>	<ul style="list-style-type: none"> <li>Linkage may increase usage of Riverdale Road as launch point for walkers/horse riders which may impact landowners on Riverdale Road.</li> <li>Opposition for residents</li> <li>Agreement required to cross private land to complete the link.</li> <li>Linkage utilises public land for majority of route with limited trail building required.</li> </ul>
<b>Allens Rivulet link Option 2</b>	Council Land/Private Land/Crown Land	Access to river via Council reserves to Sandfly Road then along road reserve and down Crown Reserve to river.	<ul style="list-style-type: none"> <li>Remnant <i>E. viminalis</i> forest along Allens Rivulet.</li> <li>Native vegetation along Crown reserve to river (not surveyed)</li> </ul>	<ul style="list-style-type: none"> <li>Road reserve along Sandfly Road to Crown reserve is narrow may not be suitable for horses.</li> <li>Link from Sandfly Road to river is through intact vegetation and would require trail to be constructed.</li> <li>Link from Sandfly Road to river would be directly adjacent to existing residence.</li> <li>Preferred link option for Riverdale Road residents</li> </ul>

Enviro-dynamics Pty Ltd – [info@enviro-dynamics.com.au](mailto:info@enviro-dynamics.com.au)

25

Mtn Trails Pty Ltd [info@mtntrails.com.au](mailto:info@mtntrails.com.au)



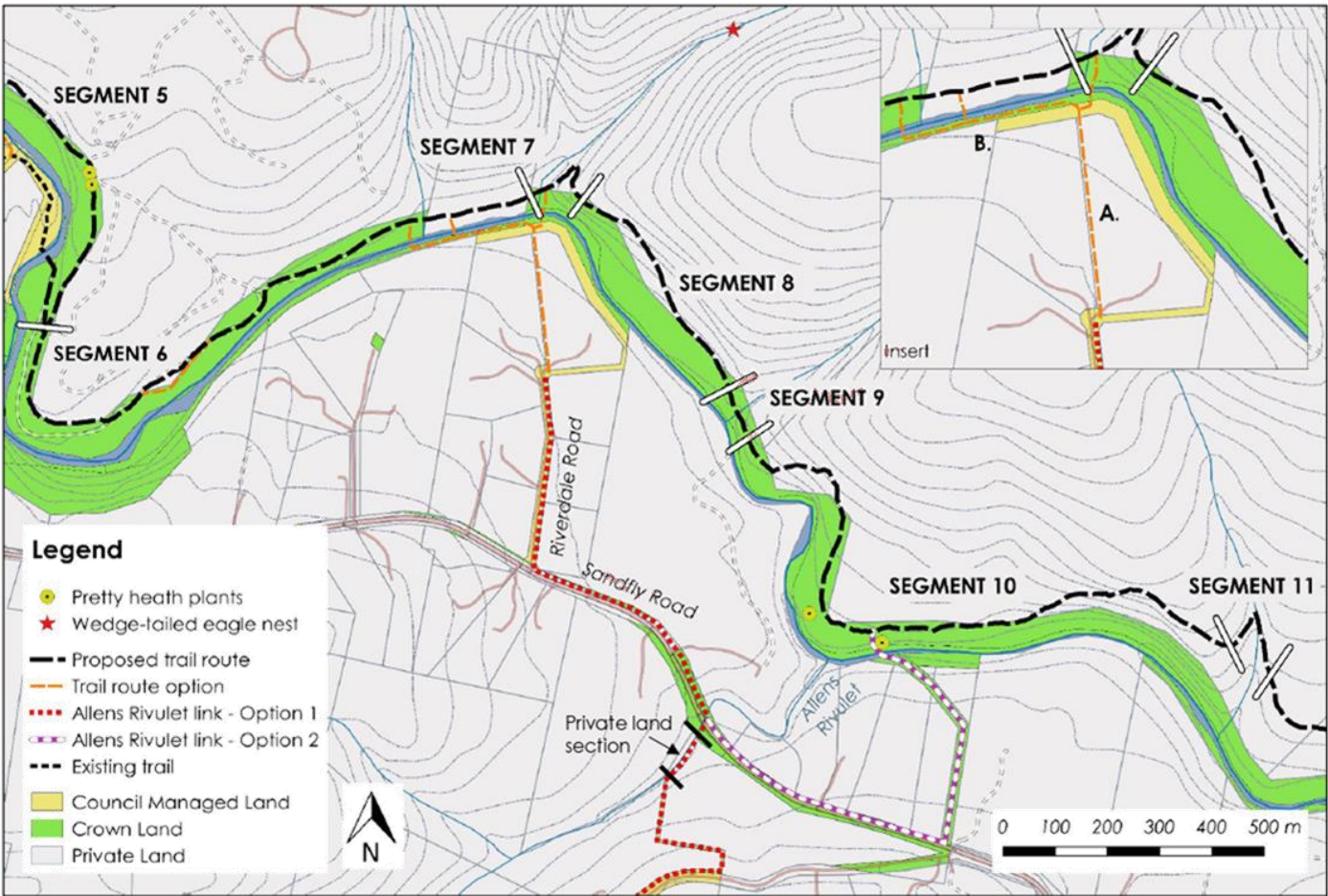


Figure 7. Trail Segment – Sandfly Reserve to Allens Rivulet junction (includes Riverdale Road linkage).

Enviro-dynamics Pty Ltd – [info@enviro-dynamics.com.au](mailto:info@enviro-dynamics.com.au)

Mtn Trails Pty Ltd -[info@mntntrails.com.au](mailto:info@mntntrails.com.au)

## 4.2.4. Section 3 – Riverdale Road to Miandetta Drive

Trail options are outlined in Table 5 and indicated in Figures 7 & 8.

Table 5. Section 3 – Riverdale Road to Miandetta Drive – Segments 8-17.

Location	Tenure	Notes	Natural Values	Limitations/alternatives
<b>Segment 8</b> – Section between two tributaries Length: 620m	Crown Land/Private Land	Trail to climb out of tributary and run across slope to next tributary.	<ul style="list-style-type: none"> <li>Through <i>E. obliqua</i> and <i>E. pulchella</i> forest</li> <li>Plants resembling <i>Allocasuarina duncanii</i> requires confirmation.</li> </ul>	<ul style="list-style-type: none"> <li>Trail crosses onto private land to climb out of gully and traverses steep slope.</li> <li>Trail steep and rocky in sections.</li> <li>Trail segment will require agreement from landholder</li> </ul>
<b>Segment 9</b> – Crossing tributary Length: 20m	Crown Land	Trail to cross small tributary.	<ul style="list-style-type: none"> <li>Through <i>E. obliqua</i> forest</li> <li>No threatened flora recorded.</li> </ul>	<ul style="list-style-type: none"> <li>Section within public land.</li> </ul>
<b>Segment 10</b> – Section between two tributaries Length: 1400m	Crown Land/Private Land	Trail to traverse steep and rocky ground predominantly above the river. Access to river limited to junction near Allens Rivulet.	<ul style="list-style-type: none"> <li>Through <i>E. obliqua</i> and <i>E. pulchella</i> forest</li> <li>Isolated pretty heath plants recorded and to be avoided.</li> <li>Mature trees with hollows along river flats and lower slopes.</li> </ul>	<ul style="list-style-type: none"> <li>Trail crosses onto private land in sections to avoid steep slopes and rocky sections.</li> <li>Trail will have sections with steep cross slope.</li> <li>Trail segment will require agreement from landholder</li> </ul>
<b>Segment 11</b> – Crossing tributary Length: 50m	Private Land	Trail to cross small tributary.	<ul style="list-style-type: none"> <li>Through <i>E. obliqua</i> forest</li> <li>Mature trees with hollows in area.</li> </ul>	<ul style="list-style-type: none"> <li>Crossing on private to reduce cross slope</li> <li>Trail segment will require agreement from landholder</li> </ul>
<b>Segment 12</b> – Across western slope of Mafeking Creek valley Length: 850m	Private Land	Trail segment located entirely on private land to reach suitable Mafeking crossing location	<ul style="list-style-type: none"> <li>Through <i>E. obliqua</i> and <i>E. pulchella</i> forest</li> <li>Mature trees with hollows and blue gums in area.</li> </ul>	<ul style="list-style-type: none"> <li>Trail segment on private land to cross Mafeking Creek.</li> <li>Trail segment will require agreement from landholder.</li> </ul>



North West Bay River Multi-use Trail – Feasibility Study

v2.0 Final – 21<sup>st</sup> September 2020

			<ul style="list-style-type: none"> <li>Wedge-tailed eagle nest in close proximity</li> </ul>	<ul style="list-style-type: none"> <li>Trail segment will need to be relocated to increase distance from eagle nest (min 200m)</li> </ul>
<b>Segment 13 –</b> Mafeking Creek crossing Length: 50m	Private Land	Trail crossing high up in Mafeking Creek tributary to reduce slopes and enable creek crossing	<ul style="list-style-type: none"> <li>Through <i>E. obliqua</i> and <i>E. pulchella</i> forest</li> <li>Mature trees with hollows and blue gums in area.</li> <li>Wedge-tailed eagle nest within 50m of surveyed route</li> </ul>	<ul style="list-style-type: none"> <li>Trail segment on private land to cross Mafeking Creek.</li> <li>Trail segment will require agreement from landholder.</li> <li>Trail segment will need to be relocated downslope to increase distance from eagle nest to min. 200m. May require a bridge crossing due to steep slopes.</li> </ul>
<b>Segment 14 –</b> Across eastern slope of Mafeking Creek valley. Length: 600m	Private Land	Trail segment located entirely on private land to reach suitable Mafeking crossing location	<ul style="list-style-type: none"> <li>Through <i>E. obliqua</i> and <i>E. pulchella</i> forest</li> <li>Mature trees with hollows and blue gums in area.</li> <li>Wedge-tailed eagle nest in close proximity</li> </ul>	<ul style="list-style-type: none"> <li>Trail segment on private land to cross Mafeking Creek.</li> <li>Trail segment will require agreement from landholder.</li> <li>Trail segment will need to be relocated to increase distance from eagle nest (min 200m)</li> </ul>
<b>Segment 15 –</b> Traverses hilltop above North West Bay River. Length: 2000m	Private Land	Trail segment traverse's hilltop above river due to unsuitable steep ground and cliffs along this segment. Route passes through some open ground. Eastern section of the segment goes inland to join 4WD trail that access river opposite Miandetta Drive.	<ul style="list-style-type: none"> <li>Through <i>E. amygdalina</i> and <i>E. pulchella</i> forest</li> <li>Mature trees with hollows in area.</li> <li>Isolated pretty heath plants recorded and to be avoided.</li> <li>Spanish heath recorded in some areas adjacent to cleared land.</li> </ul>	<ul style="list-style-type: none"> <li>Entire trail segment on private land.</li> <li>Trail segment will require agreement from landholder.</li> </ul>
<b>Segment 15 – option</b> Follow closer to river around large bend prior to Miandetta Drive.	Private Land	There is an option to follow river through this section on private land. This route option goes closer to informal access to river via	<ul style="list-style-type: none"> <li>Through <i>E. pulchella</i> forest</li> <li>Area not surveyed for natural values.</li> </ul>	<ul style="list-style-type: none"> <li>Trail route option on private land. Landowner is additional to other Segment 15 landowner.</li> <li>Trail segment will require agreement from landholder.</li> </ul>

Enviro-dynamics Pty Ltd – [info@enviro-dynamics.com.au](mailto:info@enviro-dynamics.com.au)

28

Mtn Trails Pty Ltd [info@mtntails.com.au](mailto:info@mtntails.com.au)

North West Bay River Multi-use Trail – Feasibility Study

v2.0 Final – 21<sup>st</sup> September 2020

Length: 1200m		TasWater pumphouse access road from Sandfly Road.		<ul style="list-style-type: none"> <li>• Could provide link to Sandfly Road via TasWater pumphouse road however landowner agreement required for formal use.</li> </ul>
<b>Segment 16</b> – Crossing small tributary Length: 50m	Private Land	Trail to cross small tributary.	<ul style="list-style-type: none"> <li>• Through <i>E. pulchella</i> forest</li> </ul>	<ul style="list-style-type: none"> <li>• Trail segment on private land</li> <li>• Trail segment will require agreement from landholder.</li> </ul>
<b>Segment 17</b> – Trail joins into Crown reserve and Council land opposite Miandetta Drive river access. Length: 300m	Private Land/Crown Land/Council Land	Trail segment can utilise existing 4WD track on private and public land.	<ul style="list-style-type: none"> <li>• Through <i>E. pulchella</i> and <i>E. obliqua</i> forest although route already cleared of understorey vegetation.</li> <li>• Mature trees with potential hollows and blue gums in area.</li> </ul>	<ul style="list-style-type: none"> <li>• Trail segment uses existing 4WD track on private and public land.</li> <li>• Trail segment on private land will require agreement from landholder.</li> <li>• Informal river crossing to Miandetta river trail possible for use in low flow conditions.</li> <li>• Portion of trail on public land has been partially formed by local community and is cleared of native vegetation.</li> </ul>

Enviro-dynamics Pty Ltd – [info@enviro-dynamics.com.au](mailto:info@enviro-dynamics.com.au)

Mtn Trails Pty Ltd -[info@mtntails.com.au](mailto:info@mtntails.com.au)

29

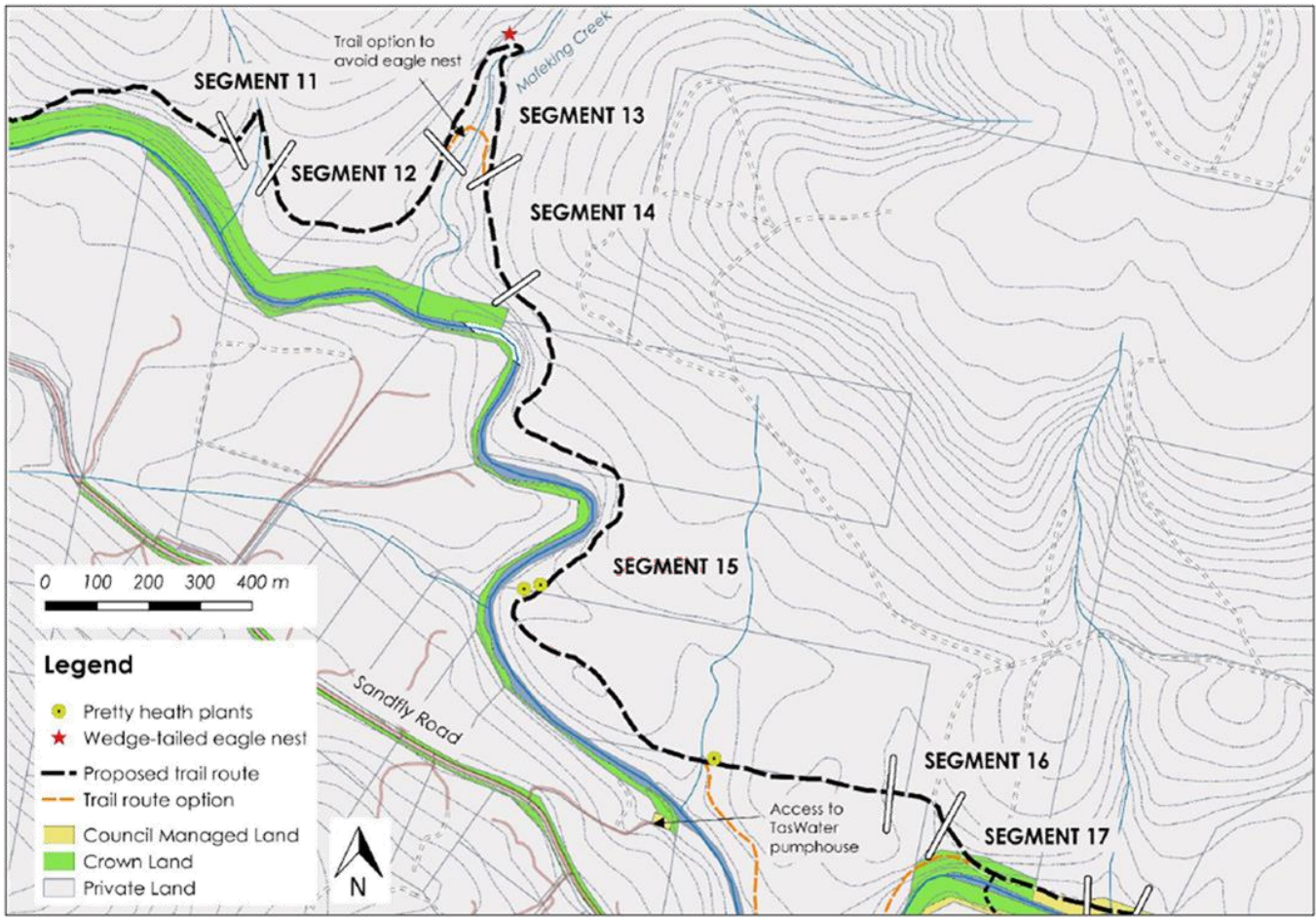


Figure 8. Trail segments Mafeking Creek to TasWater pumphouse.

Enviro-dynamics Pty Ltd – [info@enviro-dynamics.com.au](mailto:info@enviro-dynamics.com.au)

Mtn Trails Pty Ltd [info@mtntrails.com.au](mailto:info@mtntrails.com.au)

#### 4.2.5. Section 4 – Miandetta Drive to Margate

The section of the trail is currently flagged out and has been partially formed by the local community along the norther side of the river to Margate bridge within Council managed land. It utilises a gravel road for some of the segment between Hopfields Road and Margate Bridge which is also used for farming operations. Discussions with the landowner on an alternative option to avoid the use of the road have been undertaken. An alternative option has been suggested to form the trail from private land accessed off the Channel Highway to an existing crossing point then along the southern side of the river to the proposed crossing point at the end of Hopfields Road. This option may include the provision of an informal parking area on the private land to act a small trailhead.

There is no safe pedestrian access across the bridge (no footpath) on the Channel Highway to link a trail to the Margate township. There is currently a consultation process being undertaken by the Department of State Growth regarding the upgrade of the Channel Highway from Kingston to Margate to provide a safe cycle lane. Through this process there is scope to upgrade the Margate Bridge to provide safe pedestrian access from the Margate Township to the start of the trail.

An alternative option for the end of the trail at Margate is to connect with to the end of Hopfields Road. There is currently no public access to the river at the end of Hopfields Road and as such a connection here would require negotiations and licence agreement with a private landholder and consultation with residents along Hopfields Road. This option provides a better long-term trailhead location as there is enough space to develop additional parking areas and facilities. There is limited scope for this to occur at the Channel Highway junction.

Other potential carparking options at the Margate end could involve negotiations with "Brookfield" or the Margate Bowls Club however no approach has been made as part of the plan development.

Table 6. Section 4 – Miandetta Drive to Margate (and Hopfields Road) – Segments 18-23.

Segment	Tenure	Notes	Natural Values	Limitations/alternatives
<b>Segment 18</b> – Crossing small tributary and low-lying area	Private Land	Trail segment cross small tributary and low-lying section.	<ul style="list-style-type: none"> <li>Through <i>E. obliqua</i> forest. Route already cleared of understorey vegetation.</li> </ul>	<ul style="list-style-type: none"> <li>Trail segment on public land.</li> <li>Informal trail partially constructed by local community.</li> </ul>



North West Bay River Multi-use Trail – Feasibility Study

v2.0 Final – 21<sup>st</sup> September 2020

Length: 40m				
<b>Segment 19</b> – Section up around cliff and to bend at Broken Weir Reserve and near Hopfields Road.  Length: 700m	Council Land/Private Land	Trail segment up around cliff at bend in river and down to low-lying bend at Broken Weir.  Route already partially formed and utilises section of 4WD track.  Route across the bend in river goes onto private land inside a fenced off area of native vegetation.	<ul style="list-style-type: none"> <li>Through <i>E. globulus</i> forest.</li> <li>Route open and partially cleared of understorey vegetation up to river bend.</li> <li>Spanish heath scattered around at river bend.</li> </ul>	<ul style="list-style-type: none"> <li>Trail segment predominantly on public land.</li> <li>Informal trail marked and partially constructed by local community to river bend.</li> <li>Section of trail on private land.</li> </ul>
<b>Segment 19a – Option</b>  River crossing to Crown Land on south side.  Length: 30m	Crown Land	Trail segment across North West Bay River. Requires rock works to allow crossing.	<ul style="list-style-type: none"> <li>Willows in river at bend near Hopfields Road.</li> <li>Minimise disturbance in river and on banks</li> </ul>	<ul style="list-style-type: none"> <li>Informal river crossing to reserve off end of Hopfields Road.</li> <li>Can only be used in low flow conditions. Would require a bridge for access in all conditions.</li> </ul>
<b>Segment 20</b> - Trail along Council land on northern side of River. Utilises existing road.  Length: 1000m	Council Land	Trail through open paddock for 250m then follows gravel road for 750m.	<ul style="list-style-type: none"> <li>Remnant white gums and blue gums nearby to be avoided.</li> </ul>	<ul style="list-style-type: none"> <li>This section is largely existing and requires formation of section at western end only through open paddock area.</li> <li>Gravel road used for farm operations.</li> </ul>
<b>Segment 20a – Option</b>  River Crossing to Council Land  Length: 40m	Crown Land	Utilise existing ford to cross river. May require minor rock works to improve crossing.	<ul style="list-style-type: none"> <li>Minimise disturbance in river and on banks</li> </ul>	<ul style="list-style-type: none"> <li>Can only be used in low flow conditions. Would require a bridge for access in all conditions.</li> </ul>
<b>Segment 20b- Option</b>  Southern side of river through paddocks to existing crossing point.  Length: 900m	Private Land/Crown Land	Trail segment through open paddock to existing ford crossing point	<ul style="list-style-type: none"> <li>No values – traverses cleared land only</li> </ul>	<ul style="list-style-type: none"> <li>Requires lease agreement with landowner to link to Crown Land</li> <li>Requires lease agreement with Crown Land Services.</li> </ul>

Enviro-dynamics Pty Ltd – [info@enviro-dynamics.com.au](mailto:info@enviro-dynamics.com.au)

32

Mtn Trails Pty Ltd [info@mtntails.com.au](mailto:info@mtntails.com.au)

North West Bay River Multi-use Trail – Feasibility Study

v2.0 Final – 21<sup>st</sup> September 2020

<p><b>Segment 20c – Option</b></p> <p>River to end of Hopfields Road.</p> <p>Length: 300m</p>	<p>Council Land/Private Land</p>	<p>Trail segment to access the end of Hopfields Road through cleared land and private land.</p>	<ul style="list-style-type: none"> <li>Trail segment through cleared land.</li> <li>Willows in river at bend near Hopfields Road.</li> </ul>	<ul style="list-style-type: none"> <li>There is no public access to river from end of Hopfields Road.</li> <li>There is not enough public land at the end of Hopfields Road for a trailhead or any parking area.</li> <li>The public land at end of Hopfields Road is not publicly accessible.</li> <li>Any trail access via the end of Hopfields Road will need to be for local use only unless an area suitable for a trailhead can be negotiated with private landholders.</li> <li>The use of Hopfields Road as a trailhead will impact on residents living on the road.</li> </ul>
<p><b>Segment 21 – Along gravel road to bend in river then above river to potential rail head off Channel Highway.</b></p> <p>Length: 250m</p>	<p>Council Land/Private Land</p>	<p>Trail segment up bank and then through open area to bridge or potential trail head on private land.</p>	<ul style="list-style-type: none"> <li>Weeds scattered around river bend at Highway.</li> <li>Remnant white gums and blue gums nearby to be avoided.</li> </ul>	<ul style="list-style-type: none"> <li>May required relocation of some fences.</li> <li>Joins to area on private land that could be developed as a small trail head.</li> <li>Safe access to private land off Highway required.</li> </ul>
<p><b>Segment 21a – Option</b></p> <p>Link from northern bank at Channel Highway across river to footpath in front of Brookfield site.</p> <p>Length: 300m</p>	<p>Crown Land</p>	<p>Requires river crossing at high energy location with steep banks.</p>	<ul style="list-style-type: none"> <li>Weeds scattered around river bend at Highway and along roadside.</li> <li>Remnant white gums nearby to be avoided.</li> </ul>	<ul style="list-style-type: none"> <li>Would require a pedestrian bridge to be constructed or for the road bridge to be upgraded to include pedestrian access.</li> <li>May require upgrade of pedestrian crossing at Sandfly Road junction if foot traffic increases.</li> </ul>

Enviro-dynamics Pty Ltd – [info@enviro-dynamics.com.au](mailto:info@enviro-dynamics.com.au)

33

Mtn Trails Pty Ltd [info@mtntails.com.au](mailto:info@mtntails.com.au)



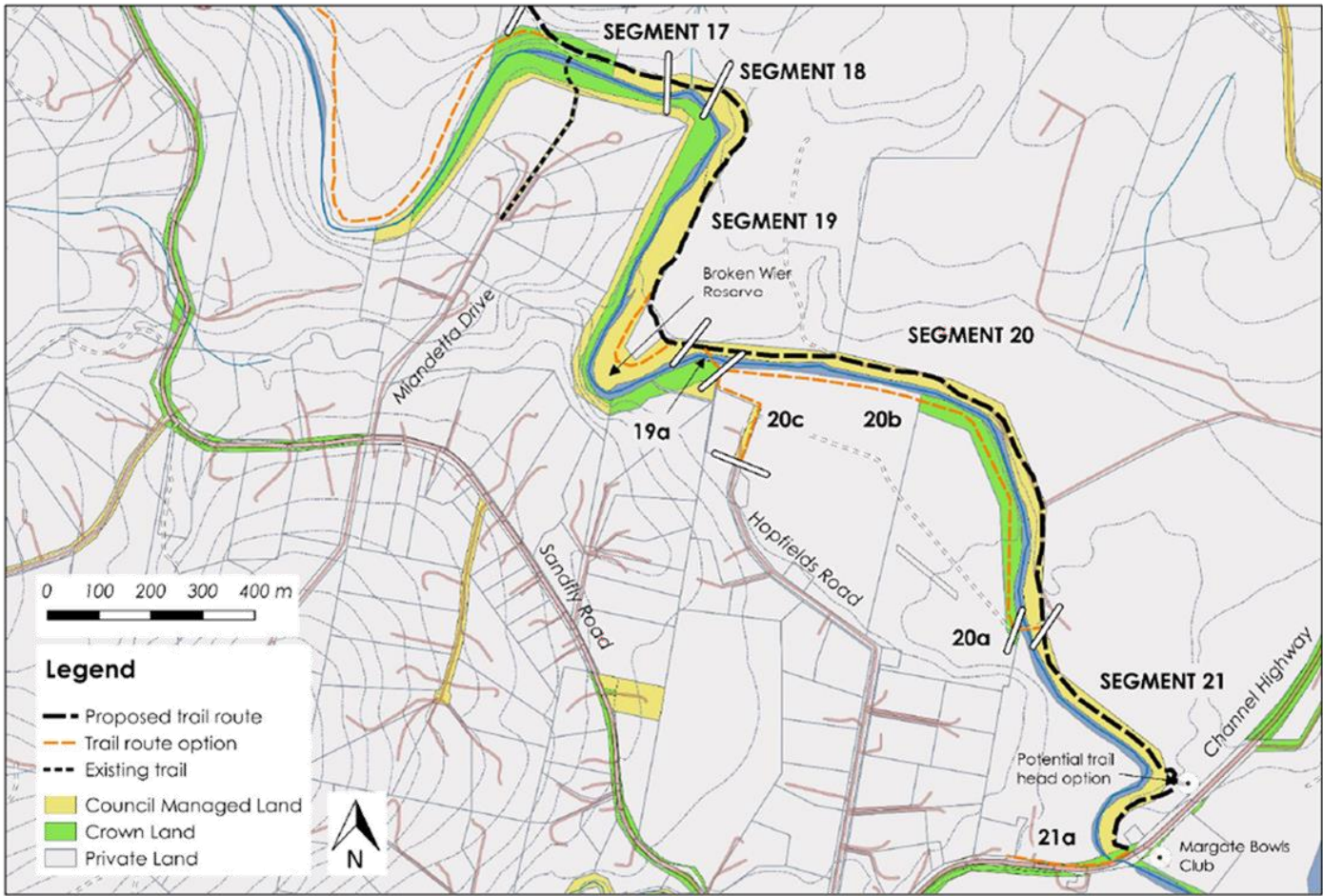


Figure 9. Trail segments Mandelta Drive to Channel Highway (includes Hopfields Road link).

Enviro-dynamics Pty Ltd – [info@enviro-dynamics.com.au](mailto:info@enviro-dynamics.com.au)

Mtn Trails Pty Ltd [info@mtntrails.com.au](mailto:info@mtntrails.com.au)

## 5. Trail Development

### 5.1. Trail Construction Standard and Methodology

The trail assessments and costings are based on the development of a multi-use trail suitable for walkers, horse riders and mountain bike riders as per the brief. The construction method used to build the trail will vary based on the terrain, substrate, and slope. In general, a full bench construction method with a rolling contour profile is recommended.

The construction of a multi-use trail will require the clearance of an estimated 1.0 ha of native vegetation based on a trail width of 1.2 m. The trail width will vary and in more open areas can be wider to allow users to pass, however much of the trail is likely to require other users to step off the trail to allow horses to pass. The trail can be constructed to avoid threatened flora species and significant habitat such as trees with hollows and as such the construction of a multi-use trail can occur with limited environmental impacts.

Due to the terrain encountered along the river some sections of the proposed trail route have been diverted away from the river to accommodate a multi-use trail with gradient suitable for use by horses. In some locations a trail suitable for walkers and/or bikes only could be constructed closer to the river and therefore remain within public land. These narrower trail sections could incorporate broad steps and wind around features to traverse steeper rockier areas. Alternative routes suitable for horse riders could be provided around these sections (as per the plan) to allow access for all users. The use of alternative walking and bike riding routes was not investigated during the surveys. In several cases it is possible to route the proposed trail to avoid areas with significant cross slope by choosing a route on private property with shallower slopes.

It is anticipated that the IMBA TDRS (International Mountain Bicycling Association, Trail Difficulty Rating System) Land Managers Guide, and the *Australian Walking Track Standards* (AS2156.1-2001 and AS2156.2-2001) would guide the final design and construction standards for the new trail.

It is expected that contractors would employ the services of mechanised equipment such as mini excavators and power carriers which is standard practice for track construction of this nature.

A range of construction methods that may be used are provided in Appendix 3.

### 5.1.1. River Crossings

The trail will need to cross the North West Bay River and tributaries in several locations to develop a link from Longley to Margate and to provide connections to existing river access points.

The main trail will need to cross the North West Bay River in several locations subject to landowner negotiates and final route of the trail. The following locations were identified as possible river crossing points:

- Longley Reserve – to connect to eastern side of the river
- Huon Highway – above or below bridge if trail Segment 3 -Option B is developed.
- Sandfly Reserve – to connect to North West Bay River Track
- Riverdale Road junction – to connect trail to Riverdale Road (several options)
- Miandetta Road – to connect to existing trail off the end of Miandetta Drive
- Hopfield Road – to connect to the end of Hopfields Road (Figure 10)
- Between Hopfields Road and Channel Highway – across existing ford to reconnect with trail on Council reserve
- At Channel Highway to access Crown Land and join footpath to Margate township – pedestrian bridge or upgrade of the Channel Highway bridge.

Suitable crossing points have been identified at low-energy areas with stable riverbeds and where there are lower riverbanks. The aim is to provide crossings that can be traversed by walkers, horse riders and mountain bikers during periods of low flow. The constriction of any crossing would require specific hydraulic engineering advice. Users groups including canoeists and horse riders would need to be consulted on crossing design to ensure they are suitable. The crossings will not however be accessible during periods of higher flow and they will be subject to damage during flood events and hence will require periodic maintenance.

Providing access across the river during periods of high flow would require bridges to be constructed. A crossing at the Channel Highway to access Crown Land and join to the footpath access to Margate would require a bridge (or upgrade of the Channel Highway bridge) as the river bend at this point is a high-energy location during high flow events.

The completed trail would need to cross up to ten smaller tributaries between Longley and Margate (depending on which route options are developed). The creek crossings have been located to enable culvert crossings to be used rather than bridges.





Figure 10. Potential points for river crossings - Hopfields Road (L), Sandfly Reserve (R)

## 5.2. Trail Infrastructure

The following provides suggestions and options for the development of trailheads, picnic spots, waterhole access, car-parking, and signage associated with the trail development.

### 5.2.1. Trailheads and Parking Areas

The development of the overall trail network will require trail launch points which provide for car parking with potential for picnic facilities, toilets and educational and directional signage.

The range of facilities provided at a trailhead will be determined by the desired usage profile of a trail – local use vs broader visitor use; physical constraints; budget and adjoining land use. All trailheads are to be designed to allow access for desired user groups and prevent unwanted access for vehicles or motorbikes.

The overall objective for the trail was to provide a multi-use trail for the local community rather than a visitor or tourist trail. As such requirements for facilities at trail entrance points may be limited.

**Longley Reserve** – This existing reserve provides car parking, a picnic area and access to the river. This location would provide a suitable trailhead for the completed trail link.

**Sandfly Reserve** – Provides current walking trail to river, picnic location and access to a water hole. Also provides access to rock climbing site. Limited car parking at the Sandfly Oval. Further development of a trailhead at this location would require negotiation with cricket club and other users of the reserve. Good location for signage and trail maps as trail network developed. Horse riding and bike riding are currently prohibited in the Sandfly Reserve.

**Riverdale Road** – There is currently no public access from this location. A future trail to access river and link to Sandfly Reserve or downstream to Miandetta Drive would require basic signage.

This location is not suitable for development as a formal trailhead as there is no capacity for car parking or other facilities and Riverdale Road provides access for several private residences. Development of a picnic spot on river is not recommended at this location due to lack of parking at trailhead.

**Miandetta Drive** – Current trail to river which provides access to several waterholes. Basic directional signage at this location would be required if the trail network is developed.

This location is not suitable for development as a formal trailhead as there is no capacity for car parking or other facilities and Miandetta Drive provides access for several private residences.



**Hopfields Road** – Currently there is no public access at this location. Provides a suitable location for a major trailhead at the Margate end of the route but will require negotiation with private landholders to formalise link to river reserve and to provide land for development of parking areas and facilities. Hopfields Road provides a safer pedestrian/riding link to Margate than the current Channel Highway option.

Development of a trailhead at this location would require consultation with residents along this road.

**Channel Highway** – There is currently informal pedestrian access to the River reserve from the Channel Highway at the Margate bridge, however the parking area on the eastern side is owned by the Margate Bowls Club. There is no pedestrian access to Margate from this location as the bridge has no footpath. As such this location has limited potential for a formal trailhead.

There is some private land adjacent to the river reserve and a dwelling on the western side of the Channel Highway. The landowner has indicated that the development of a small informal parking area (2–3 cars) may be feasible here to provide a trailhead. Pedestrian access to this area is limited and development of the trailhead would ultimately require access to Margate either by a separate pedestrian bridge adjacent to the highway bridge or the upgrade of the bridge to a safe pedestrian crossing.

As there is an informal trail connection from this point to Miandetta Drive there is likely to be some usage of the access point currently. If the trail is to be endorsed by Council, it will at minimum require negotiations with the landowner or the Margate Bowls Club to provide some car parking or access. This may provide a temporary option while formal access from Hopfields Road is negotiated or feasibility of a pedestrian bridge at this location is investigated.

#### 5.2.2. Waterhole Access

Access to waterholes is already provided from the Sandfly Reserve and Miandetta Drive. There are additional waterholes along the river that may be accessed as the trail is constructed. Any new access to waterholes will be via public land to prevent unauthorised access to the river through private land.

#### 5.2.3. Seating and Picnic Sites

There is existing seating and a picnic area at the Longley Reserve. The Sandfly Reserve at the river provides a suitable location for new picnic areas as there is open ground there and good access to the river for swimming.

The other trail connection points at Riverdale Road and Miandetta Drive may also be suitable locations for the development of these facilities, subject to community consultation.

The installation of seating along the undeveloped sections of the trail to take advantage of views can be determined as the trail is developed. Community feedback should also guide the location of such infrastructure.

#### 5.2.4. Emergency Access Points

Due to the relative isolation of parts of the river, emergency access points will need to be considered in the development of the trail network. Accidents associated with mountain bike riding and horse riding may occur that require emergency evacuation and evacuation may be required during natural disasters such as wildfires or floods.

Current access point close to the proposed trail include the Longley Reserve, Huon Highway, Sandfly Reserve, Riverdale Road, the TasWater pump house on Sandfly Road, Miandetta Drive, Hopfields Road and the Channel Highway. There is no access between Riverdale Road and the TasWater pump station and planning around evacuation in this section of the trail needs to be considered.

## 6. Recreational Impacts

The development of the multi-use trail from Longley to Margate has the potential to attract users from outside the local area as it will provide an attractive route along a very scenic river. Whilst the trail is to be developed for local use it will undoubtedly attract more attention and increased usage as it becomes more well known.

Increased usage has the potential to:

- Increase trail maintenance costs
- Increase demand for parking at trailheads.
- Increase potential for weed seed and disease to spread on boots, bikes and by horses
- Increase number of people at waterholes during hot days
- Impacts on local residents through increased traffic and parking and loss of privacy for some adjoining landowners

Increased usage issues are likely to develop over time and impacts will need to be monitored and responded to.

Possible solutions include:

- Improving or upgrading facilities/parking at main trailheads
- Restricting parking at smaller local use trailheads to prevent overuse
- Signage to direct users to main trailheads

Conflicts between users on multi-use trails is a common issue associated with the development and use of such trails. Measures to manage this conflict include the following:

- Develop adequate sightlines, particularly on shared use and dual-directional sections
- Speed management: design trails to passively reduce mountain bike rider speed by incorporating grade reversals and chokes
- Developing separate trails in some areas
- Use trailhead signage and promotional material to inform all user groups of multi-use nature of the trail and shared use etiquette.
- Develop and promote a 'Riders Code of Conduct'

## 7. Staging of Trail Development

This trail feasibility study has determined that a trail from Longley to Margate is physically possible, however several sections require access across private land. The overall trail development is dependent on several factors including negotiations with private landholders regarding access to private land; negotiation with Crown Land Services to allow for trail development on Crown Land; community consultation, in particular with landholders that may be impacted by new trails; and budget constraints.

The following staged approach is recommended for the development of the trail. It is based around the increased certainty of development in terms of use of existing public land versus reliance on lease arrangements over private land, provision of links to existing trails and costs.

Stage 1 – Develop link from Sandfly Reserve to Riverdale Road/Allens Rivulet.

- Potential to join Allens Rivulet trail with existing Sandfly Reserve trail and achieve a priority action of the *Kingborough Tracks and Trails Strategic Action Plan 2017- 2022*.
- Trail route is predominantly on public land except link at end of Riverdale Road.
- Can use section of existing 4wd track to reduce costs.
- Requires agreement with landholder for new access to river.
- Requires formal agreement with Crown Land Services to construct a trail on public land. Process requires the development of a management plan for track development, evidence of public consultation and formal agreement regarding ongoing management and maintenance of trail.
- Local residents oppose trail link at this location and trail access along front of land.

Stage 2 – Link from Longley Reserve to Sandfly Reserve

- Provides link between two existing larger Council reserves.
- Provides trailhead from a location where facilities can be developed.
- Requires formal agreement to cross private land (2 landholders).
- Requires formal agreement with Crown Land Services to construct section of trail on public land.
- Cost – trail across steep rocky areas with number of creek crossings.

Stage 3 – Link Miandetta Drive to Margate/Channel Highway

- Needs to secure public access across private land at end of Hopfields Road initially.
- Requires formal agreement with Crown Land Services to construct section of trail on public land.
- Requires negotiation with private landowner regarding parking area/trailhead at Channel Highway (Bowls Club or individual landowner).

- Investigate pedestrian access across river/Channel Highway to access footpath to Margate.
- Longer term alternative trailhead could be developed at end of Hopfields Road. Requires agreement with landholder. Local residents along Hopfields Road to be consulted; there may be opposition to trailhead at Hopfields Road due to increased road usage as a result of trailhead.

Stage 4 – Link from Riverdale Road to Miandetta Drive to complete trail.

- Negotiation for lease arrangement across private land to be secured initially.
- Requires formal agreement with Crown Land Services to construct section of trail on public land.
- Will provide final link between Longley Reserve and Margate.
- Cost – trail across steep rocky areas with number of creek crossings.

As all links depend on access across private land the order of development of trail stages may change dependent on success of these negotiations.

Public Copy



## 8. Trail Costings

Table 7 provides a costing guide for the proposed trail, linkages and alternative options.

Table 7. Trail Costings.

Segment #	Length of Trail	Cost per lm	Total cost	Comment
1	120 m	\$10-\$20/m	\$1,200-\$2,400	Includes river crossing
2	1000 m	\$20-\$30/m	\$20,000-\$30,000	Includes creek crossing
3	200 m	\$20-\$30/m	\$4,000-\$6,000	Across open ground
3 - A	970 m	\$40-\$60/m	\$38,800-\$58,200-	Plus bridge of Cookes Rivulet – not costed
4	120 m	\$600-\$700/m	\$72,000-\$84,000	Crossing low-lying area
5	800 m	\$140-\$160/m	\$112,000-\$128,000	Requires extensive rock work
5a	180 m	\$20-\$30	\$3,600-\$5,400	Includes river crossing
<b>Total Cost Section 1</b>			<b>\$212,900-\$255,800 or \$63,600-\$96,000</b>	Segments 1,2,3,4,5, 5a Segments 1,2, 3a,5a
6	1400 m	\$10-\$30/m	\$14,000-\$42,000	Follows 4wd track
7	50 m	\$300-\$500/m	\$15,000-\$25,000	Includes creek crossing
RR -A			Not costed	Trail along boundary + river crossing
RR -B			Not costed	Trail across front of private land, utilise existing crossing or form new crossing
AR1			Not costed	
AR2			Not costed	
<b>Total Cost Section 2</b>			<b>\$29,000-\$67,000</b>	
8	620 m	\$140-\$160	\$19,000-\$99,000	Steep rocky sections
9	25 m	\$600-\$700/m	\$15,000-\$17,500	Includes creek crossing
10	1400 m	\$140-\$160/m	\$196,000-\$224,000	Contains steep and rocky sections
11	25 m	\$600-\$700/m	\$15,000-\$17,500	Includes creek crossing
12	850 m	\$300-\$500/m	\$255,000-\$425,000	Contains steep cross slopes
13	50 m	\$300-\$500/m	\$15,000-\$25,000	Includes Mafeking Creek crossing

North West Bay River Multi-use Trail – Feasibility Study

v2.0 Final – 21<sup>st</sup> September 2020

14	600 m	\$140-\$160/m	\$84,000-\$96,000	Rocky with cross slope
15	2000 m	\$40-\$60/m	\$80,000-\$120,000	Mostly open with some rocky sections
16	10 m	\$600-\$700/m	\$6,000-\$7,000	Includes creek crossing
17	300 m	\$10-\$30/m	\$3,000-\$9,000	Section mostly along old 4WD track
<b>Total Cost Section 3</b>			<b>\$418,000-\$1,049,000</b>	
18	40 m	\$300-\$500/m	\$12,000-\$20,000	Includes creek crossing
19	700 m	\$40-\$60/m	\$28,000-\$42,000	Traverses mostly open ground
19a	30 m	\$300-\$500/m	\$9,000-\$15,000	River crossing
20	1000 m	\$10-\$30/m	\$10,000-\$30,000	Through flat open ground
20a	40 m	\$100-\$300	\$4,000-\$12,000	River crossing – existing ford
20b	900 m	\$10-\$30/m	\$9,000-\$27,000	Through flat open ground
20c	300 m	\$10-\$30/m	\$3,000-\$9,000	Through flat open ground
21	250 m	\$40-\$60/m	\$10,000-\$15,000	Mostly open with some rocky sections
21a	300 m		Not costed	Bridge and 250 m trail on uneven ground
<b>Total Cost Section 4</b>			<b>\$60,000-\$107,000 or \$75,000-\$140,000</b>	Segments 18,19, 20,21 Segments 18,19,19a,20a-c,21

\*Costings provided in Table 7 are construction costs only and do not include other costs associated with the overall trail development. Furthermore, delays in the trail approval and construction may lead to an increase in these cost estimates.

Other costs of the trail construction will include (but are not limited to):

- Surveying to accurately identify title boundaries for lease agreements with landholders and Crown Land Services (CLS).
- Legal costs of formalising lease agreements with private landholders and CLS.
- Additional detailed route surveying – for trail construction, natural values, aboriginal heritage.
- Costs for construction or replacement of fences in sections bordering private land.
- Weed control costs associated with trail construction.
- Bridge across river at Channel Highway (similar to pedestrian/bicycle bridge at Derby) – estimated cost for similar bridge is \$350,000 (+GST) based on ground conditions being suitable for strip footing installation (50 metre span x 1.8m trafficable width & 2 X 4.5m approach ramps). Additional costs for geotechnical investigation, hydrological survey and field survey.

Enviro-dynamics Pty Ltd – [info@enviro-dynamics.com.au](mailto:info@enviro-dynamics.com.au)

45

Mtn Trails Pty Ltd [info@mtntrails.com.au](mailto:info@mtntrails.com.au)

- Signage – interpretive, educational, directional, shared use etiquette, cultural heritage, prevent access to private land.
- Ongoing trail maintenance cost including weed monitoring and control

The costs provided in Table 7 are to construct a multi-use standard trail to comply with minimum trail standards. There is some scope for trails to be marked out and roughly formed by local groups and individuals to establish links prior to formal trail development. The section of trail from Miandetta Drive to Channel Highway was marked out and partially formed in this manner. This approach may be used to establish trails at minimal costs but can only be undertaken on Council land or Crown Land with permission of the governing body (i.e. Kingborough Council or Crown Land Services). Informal track marking and formation has the potential to impact significant natural values, spread weeds, cause erosion, encroach on private land and create injury risks.

Ongoing maintenance costs must be budgeted into any new trail development. However, if the trail is constructed to a high standard initially, it is generally accepted that the on-going maintenance costs will be reduced significantly. Costs to repair river crossing following high flow events will also need to be factored into budgeting. Trail development will require an increase to the track maintenance budget to the municipal trail network.

## Appendix 1 – Community Consultation

The following is a summary of consultation undertaken during the development of the Feasibility Study.

Table 8. Community Consultation Summary.

Contact	Notes
Su Sprott – Recreation Officer Kingborough Council	Project officer for study. Provided information about the process re tracks and trails strategy and review of draft plan.
Sean Kerr – Property Officer/Governance and Community Services Kingborough Council	Discussion re negotiations with landholders regarding access to public land on river via Allens Rivulet and Riverdale Road. Land lease negotiations and agreements.
Liz Quinn – NRM Coordinator Kingborough Council	Discussion regarding potential impacts on natural and cultural values. Initial review of draft plan.
Trail Riders Action Club (TRAC)	Provided background of groups long term advocacy for trail and discussions with landholders. Provide information re access points, water holes, natural values along river.
Coningham Mountain Bike Club	Members consulted re section of trail between Miandetta Drive and Margate they worked on during working bee. Provided feedback re use of a trail by mountain bikers and support of overall link.
Crown Land Services	Consult re development of trails on Crown Land during development of North West Bay River Catchment Management Plan (2017). Provided feedback that Crown Land sections are currently unmanaged, however management plan will be developed for areas if proposal for usage is presented.
<u>Landholders</u> HBMI – major landowner north side of river.	Permission given for survey of trail route on their land where trail cannot be contained on public land.  Broadly supportive. Further consultation about future trail on their land required.
Westwood - Channel Highway, Hopfields Road	Permission given to survey trail route on their land.  Broadly supportive. Further consultation about future trail on their land required.
End of Hopfields Road	Spoke to landholder re access from end of Hopfields Road.

	Further consultation about future trail on their land required.
Riverdale Road residents (3)	Expressed strong concerns regarding trail development along river adjacent to their properties and impacts of access point at end of Riverdale Road. Consult before any decisions made on trail locations or access.
Huon Road resident	Permission given to survey trail route on their land along river. Further consultation about future trail on their land required.
Huon Highway resident	Permission given to survey along boundary of their land and Crown Land where exact location of boundary hard to determine. Further consultation about future trail on their land required.
Broken Weir Landcare Group – John Cox	Discussion re access to river from Hopfields Road.

Public Copy



## Appendix 2 – Plant species recorded in trail corridor.

Species recorded during surveys undertaken by A. Welling and N. Fitzgerald, November 2019.

e = endemic

i = introduced

v = vulnerable (under TSPA)

### Dicotyledons

#### ASTERACEAE

e	<i>Bedfordia salicina</i>	Tasmanian Blanket Leaf
i	<i>Bellis perennis</i>	English Daisy
	<i>Cassinia aculeata</i>	Dolly Bush
i	<i>Cirsium vulgare</i>	Spear Thistle
i	<i>Dimorphotheca fruticosa</i>	Trailing daisy
	<i>Lagenophora stipitata</i>	Blue bottle daisy
	<i>Olearia argophylla</i>	Musk
	<i>Olearia lirata</i>	Snowy daisy bush
	<i>Olearia viscosa</i>	Viscid Daisy Bush
	<i>Ozothamnus ferrugineus</i>	Tree Everlasting
	<i>Senecio</i> sp.	Groundsel
i	<i>Sonchus</i> sp.	Sow Thistle

#### BORAGINACEAE

i	<i>Myosotis sylvatica</i>	Forget-me-not
---	---------------------------	---------------

#### CAMPANULACEAE

	<i>Wahlenbergia</i> sp.	Bluebell
--	-------------------------	----------

#### CASUARINACEAE

	<i>Allocasuarina littoralis</i>	Bulloak
e	<i>Allocasuarina monilifera</i>	Necklace Sheoak

#### CRASSULACEAE

	<i>Crassula sieberiana</i> subsp. <i>sieberiana</i>	Austral Stonecrop
--	---	-------------------

#### CUNONIACEAE

	<i>Bauera rubioides</i>	Wiry Bauera
--	-------------------------	-------------

#### DILLENIACEAE

	<i>Hibbertia appressa</i>	Southern guineaflower
--	---------------------------	-----------------------

#### DROSERACEAE

North West Bay River Multi-use Trail – Feasibility Study

v2.0 Final – 21<sup>st</sup> September 2020

	<i>Drosera auriculata</i>	Tall sundew
ERICACEAE		
	<i>Astroloma humifusum</i>	Native Cranberry
	<i>Epacris impressa</i>	Common Heath
e, v	<i>Epacris virgata</i>	Pretty or Drumstick Heath
i	<i>Erica lusitanica</i>	Spanish Heath
e	<i>Leptecophylla divaricata</i>	Spreading pinkberry
	<i>Leucopogon collinus</i>	White Beard-heath
	<i>Lissanthe strigosa</i> subsp. <i>subulata</i>	Peachberry heath
EUPHORBIACEAE		
	<i>Beyeria viscosa</i>	Pinkwood
	<i>Poranthera microphylla</i>	Small poranthera
FABACEAE		
	<i>Bossiaea prostrata</i>	Creeping Bossiaea
	<i>Daviesia sejugata</i>	Native Gorse
	<i>Daviesia ulicifolia</i> subsp. <i>ulicifolia</i>	Yellow spiky bitterpea
	<i>Pultenaea juniperina</i>	Prickly Beauty
i	<i>Trifolium</i> sp.	Clover
i	<i>Vicia</i> sp.	Vetch
GENTIANACEAE		
i	<i>Centaurium erythraea</i>	Common centaury
GERANIACEAE		
	<i>Geranium potentillodes</i>	Mountain cranebill
GOODENIACEAE		
	<i>Goodenia lanata</i>	Native Primrose
	<i>Goodenia ovata</i>	Parrot's Food
HALORAGACEAE		
	<i>Gonocarpus teucrioides</i>	Raspwort
LAMIACEAE		
	<i>Prostanthera lasianthos</i> var. <i>lasianthos</i>	Christmas mintbush
LAURACEAE		
	<i>Cassytha glabella</i>	Slender Dodder-laurel
MIMOSACEAE		
	<i>Acacia dealbata</i> subsp. <i>dealbata</i>	Silver Wattle
	<i>Acacia genistifolia</i>	Spreading wattle

Enviro-dynamics Pty Ltd – [info@enviro-dynamics.com.au](mailto:info@enviro-dynamics.com.au)

50

Mtn Trails Pty Ltd -[info@mntntrails.com.au](mailto:info@mntntrails.com.au)

	<i>Acacia melanoxylon</i>	Blackwood
	<i>Acacia myrtifolia</i>	Myrtle wattle
	<i>Acacia verticillata</i> subsp. <i>verticillata</i>	Prickly Mimosa
MYRTACEAE		
e	<i>Eucalyptus amygdalina</i>	Black peppermint
	<i>Eucalyptus globulus</i> subsp. <i>globulus</i>	Tasmanian Blue Gum
	<i>Eucalyptus ovata</i>	Black Gum
e	<i>Eucalyptus pulchella</i>	White Peppermint
	<i>Eucalyptus viminalis</i> subsp. <i>viminalis</i>	White Gum
	<i>Leptospermum lanigerum</i>	Woolly Tea-tree
	<i>Leptospermum scoparium</i>	Manuka
	<i>Melaleuca pallida</i>	Lemon Bottlebrush
	<i>Melaleuca squarrosa</i>	Scented Paperbark
OLEACEAE		
	<i>Notelaea ligustrina</i>	Native Olive
OXALIDACEAE		
	<i>Oxalis perennans</i>	Native Oxalis
PITOSPORACEAE		
	<i>Bursaria spinosa</i> subsp. <i>spinosa</i>	Prickly Box
	<i>Pittosporum bicolor</i>	Cheesewood
PLANTAGINACEAE		
	<i>Plantago varia</i>	Variable Plantain
POLYGALACEAE		
	<i>Comesperma volubile</i>	Blue Love Creeper
PRIMULACEAE		
i	<i>Lysimachia arvensis</i>	Scarlet Pimpernel
PROTEACEAE		
	<i>Banksia marginata</i>	Silver Banksia
	<i>Hakea lissosperma</i>	Needle Bush; Mountain Needlewood
e	<i>Lomatia tinctoria</i>	Guitar Plant
RANUNCULACEAE		
	<i>Clematis</i> sp.	Clematis
RHAMNACEAE		
	<i>Pomaderris apetala</i> subsp. <i>apetala</i>	Dogwood
e	<i>Pomaderris elliptica</i> var. <i>elliptica</i>	Yellow Pomaderris
ROSACEAE		

	<i>Acaena novae-zelandiae</i>	Buzzy
i	<i>Rubus fruticosus</i>	Blackberry
RUBIACEAE		
	<i>Coprosma quadrifida</i>	Native Currant
i	<i>Galium aparine</i>	Sticky Weed
	<i>Galium australe</i>	Tangled Bedstraw
RUTACEAE		
e	<i>Correa reflexa</i> var. <i>reflexa</i>	Common Correa
e	<i>Nematolepis squamea</i> subsp. <i>squamea</i>	Lancewood
SANTALACEAE		
	<i>Exocarpos cupressiformis</i>	Native Cherry
	<i>Exocarpos strictus</i>	Dwarf Cherry
SALICACEAE		
i	<i>Salix caprea</i>	Pussy willow
i	<i>Salix fragilis</i>	Crack willow
SCROPHULARIACEAE		
i	<i>Digitalis purpurea</i>	Foxglove
THYMELAEACEAE		
	<i>Pimelea humilis</i>	Dwarf Rice-flower
e	<i>Pimelea nivea</i>	Round-leaf Rice-flower
TREMADRACEAE		
	<i>Tetradlea pilosa</i> subsp. <i>pilosa</i>	Hairy Pink-bells
VIOLACEAE		
e	<i>Viola hederacea</i> subsp. <i>hederacea</i>	Native Violet

### Monocotyledons

#### ASPARAGACEAE

<i>Lomandra longifolia</i>	Sagg
----------------------------	------

#### CYPERACEAE

<i>Carex appressa</i>	Common Sedge
<i>Gahnia grandis</i>	Cutting Grass
<i>Lepidosperma ensiforme</i>	Two Handed Sword
e <i>Lepidosperma inops</i>	Fan Sedge
<i>Schoenus apogon</i>	Common Bog-rush

#### HEMEROCALLIDACEAE

<i>Dianella revoluta</i>	Spreading flaxlily
--------------------------	--------------------

	<i>Dianella tasmanica</i>	Forest flaxlily
IRIDACEAE		
	<i>Diplarrena moraea</i>	White Flag Iris
i	<i>Watsonia</i> sp.	
JUNCACEAE		
	<i>Juncus pallidus</i>	Pale rush
	<i>Juncus procerus</i>	Great rush
	<i>Juncus</i> sp.	Rush
	<i>Luzula</i> sp.	Woodruff
LUZURIAGACEAE		
	<i>Dryophila cyanocarpa</i>	Turquoise Berry
ORCHIDACEAE		
	<i>Corybas</i> sp.	Helmet Orchid
	<i>Thelymitra</i> sp.	Sun Orchid
POACEAE		
i	<i>Aira</i> sp.	Hairgrass
i	<i>Anthoxanthum odoratum</i>	Sweet vernal
	<i>Austrostipa</i> sp.	Speargrass
i	<i>Dactylis glomerata</i>	Cock's Foot
i	<i>Lolium</i> sp.	Ryegrass
	<i>Poa hookeri</i>	Hooker's tussockgrass
	<i>Poa tenera</i>	Scrambling tussockgrass
	<i>Tetrarrhena distichophylla</i>	Hairy Rice-grass
	<i>Themeda triandra</i>	Kangaroo Grass

### **Pteridophytes**

ADIANTACEAE		
	<i>Adiantum aethiopicum</i>	Common maidenhair
ASPLENIACEAE		
	<i>Asplenium flabellifolium</i>	Necklace Fern
BLECHNACEAE		
	<i>Blechnum nudum</i>	Fishbone Water-fern
	<i>Blechnum wattsii</i>	Hard Water-fern
DENNSTAEDTIACEAE		



North West Bay River Multi-use Trail – Feasibility Study

v2.0 Final – 21<sup>st</sup> September 2020

<i>Histiopteris incisa</i>	Batwing fern
<i>Pteridium esculentum</i>	Bracken
DICKSONIACEAE	
<i>Dicksonia antarctica</i>	Tree-fern
DRYOPTERIDACEAE	
<i>Polystichum proliferum</i>	Mother Shield Fern

Public Copy

**Mtn. Trails Pty Ltd**

PO Box 1445,  
LINDISFARNE, 7015  
info@mtntrails.com.au  
ABN: 43145228093



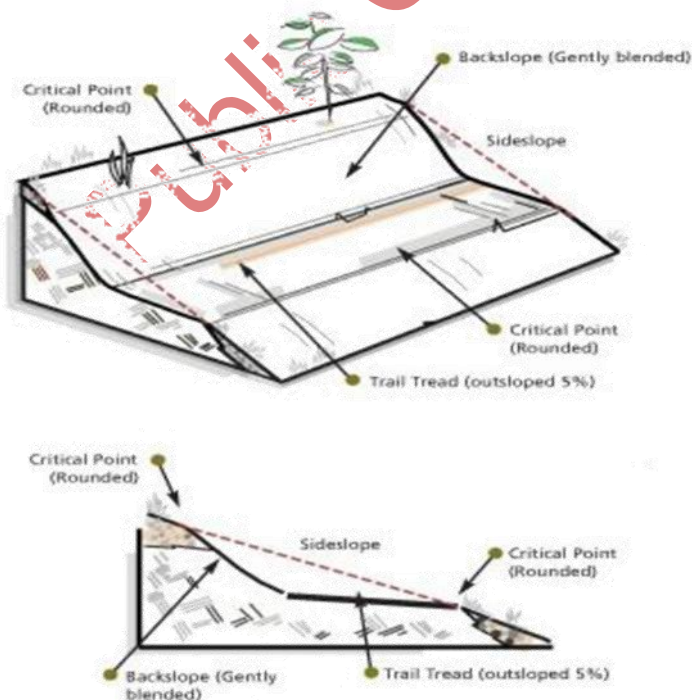
## Appendix 3 – Explanation of Track Construction Work Types

### Full Bench Construction

A full bench is where the track surface has been excavated completely into the hill side (as opposed to a half bench or cut and fill method – see below). The fill (spoil) excavated from the benched cut is moved to the downhill side of the track. The amount a track benched into the slope depends on the steepness of the hill side. Where the route traverses steep slopes more/deeper excavation is necessary (heavy benching).

A full bench track results in the track surface being completely on solid ground and is less prone to compaction or the outside edge giving way. Where bedrock or large tree roots prohibit a full bench, a retaining wall may be necessary to retain the track surface, resulting in a partial bench.

The upslope batter or backslope requires 'rounding off' to reduce soil creep onto the track tread. Vegetation should be cleared from above the batter to reduce long term maintenance. All exposed root material should be trimmed flush with the batter. The down slope batter (excavated fill and spoil) should have cut vegetation and organic matter pulled over it to reduce erosion and assist in vegetation re-establishing itself.



FULL BENCH TRACK CONSTRUCTION (TRAIL SOLUTIONS, IMBA 2001)

Enviro-dynamics Pty Ltd – [info@enviro-dynamics.com.au](mailto:info@enviro-dynamics.com.au)

Mtn Trails Pty Ltd - [info@mtntrails.com.au](mailto:info@mtntrails.com.au)

55

**Mtn. Trails Pty Ltd**

PO Box 1445,  
LINDISFARNE, 7015  
info@mntntrails.com.au  
ABN: 43145228093

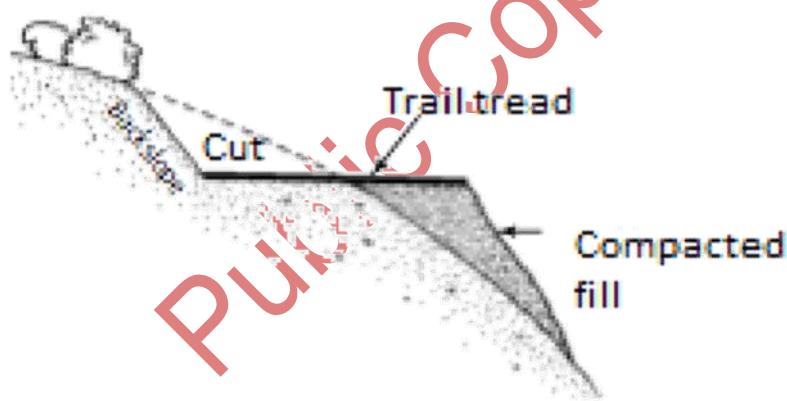


## Half Bench Construction

A half bench or cut and fill is where the track surface has been constructed by cutting a narrow bench and using the fill on the downhill side to complete the width of the tread. The amount a track is benched into the slope depends on the steepness of the hill side (cross or side slope). Where the route traverses steep slopes, more/deeper excavation is necessary (heavy benching).

A half bench track results in only part of the track surface being completely on solid ground. If the excavated fill is not compacted sufficiently, the outside edge may give way. Where bedrock or large tree roots prohibit a cut, a retaining wall or edging may be necessary to retain the track surface.

The upslope batter or backslope requires 'rounding off' to reduce soil creep onto the track tread. Vegetation should be cleared from above the batter to reduce long term maintenance. All exposed root material should be trimmed flush with the batter. The down slope batter (compacted fill) should have cut vegetation and organic matter pulled over it to reduce erosion and assist in vegetation re-establishing itself.



<http://woodlandstewardship.org>

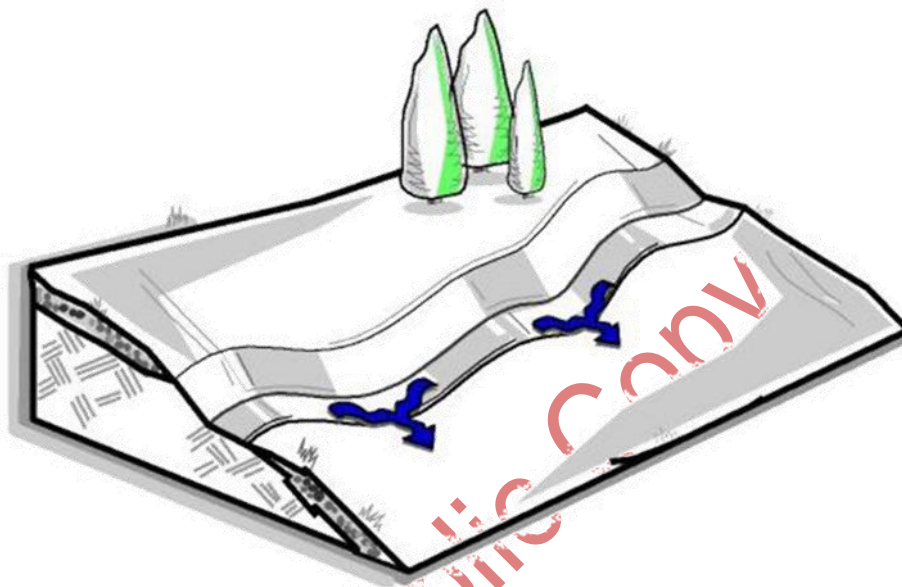
**Mtn. Trails Pty Ltd**

PO Box 1445,  
LINDISFARNE, 7015  
[info@mntntrails.com.au](mailto:info@mntntrails.com.au)  
ABN: 43145228093



## Rolling Contour Trail

A rolling contour trail is characterised by many changes in gradient or grade reversals. These help to remove water from the trail tread while also controlling rider speed. The trail will also traverse across the general slope of the land therefore avoiding the fall line.



ROLLING CONTOUR TRAIL (TRAIL SOLUTIONS, IMBA 2001)

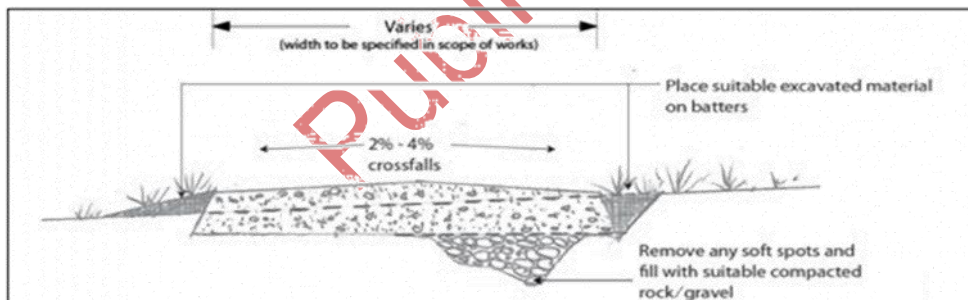
## Mtn. Trails Pty Ltd

PO Box 1445,  
LINDISFARNE, 7015  
info@mntntrails.com.au  
ABN: 43145228093



## Low Benching (LB)

Generally specified where the side slope is 0°-5°. Track has minimal crowning and no or minimal edging with natural, excavated spoil used to provide batter.



LOW BENCHING (HCC 2011)

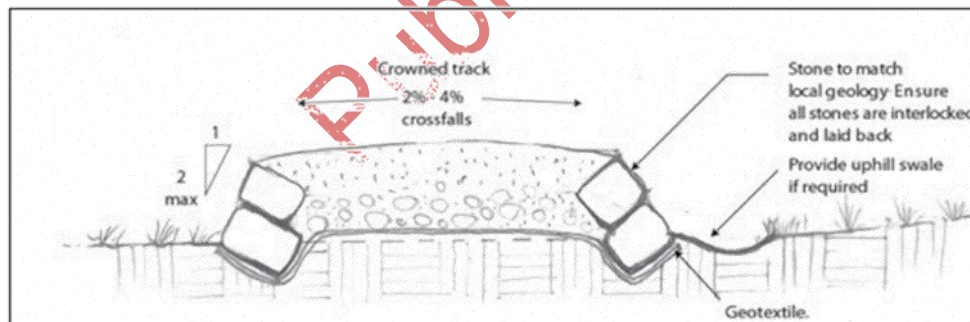


**Mtn. Trails Pty Ltd**

PO Box 1445,  
LINDISFARNE, 7015  
info@mntntrails.com.au  
ABN: 43145228093

**Double Edge (DE)**

Specified where the side slope is 0°-5° and the track is being constructed through areas of poor drainage. The track tread is raised above natural ground level with rock edging to both sides to contain the track surface and has a crown. Cross drainage in the form of paved sections or culverts may be necessary if water volumes warrant.



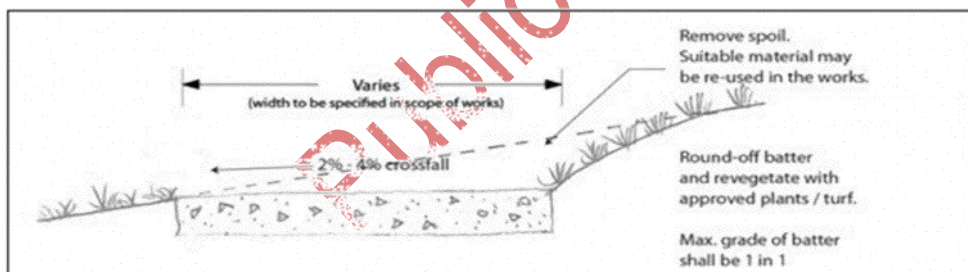
DOUBLE EDGE TRACK (HCC 2011)

**Mtn. Trails Pty Ltd**

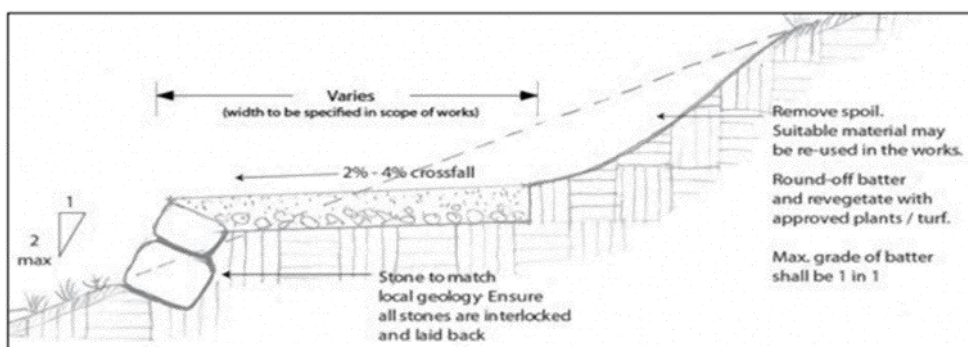
PO Box 1445,  
LINDISFARNE, 7015  
info@mtntrails.com.au  
ABN: 43145228093

**Medium Benching (MB)**

Generally specified where the side slope is 6°-20°. Full bench construction is preferable (Medium Benching Earth Batter Top & Bottom, MBEBT&B) but a rock wall of up to 500mm in height may be required on the lower side of the track (Medium Benching Earth Batter Top Only, MBEBT). Generally an earth batter on the topside of the track is sufficient but if required to retain loose soil, a top wall may be necessary. Maximum grade of batter to be 2:1. Track surface usually has a 2-5% out-slope to aid drainage.



MEDIUM BENCHING - FULL BENCH - MBEBT&amp;B (HCC 2011)



MEDIUM BENCHING - PARTIAL BENCH - MBEBT (HCC 2011)

Enviro-dynamics Pty Ltd – [info@enviro-dynamics.com.au](mailto:info@enviro-dynamics.com.au)

Mtn Trails Pty Ltd [info@mtntrails.com.au](mailto:info@mtntrails.com.au)

60

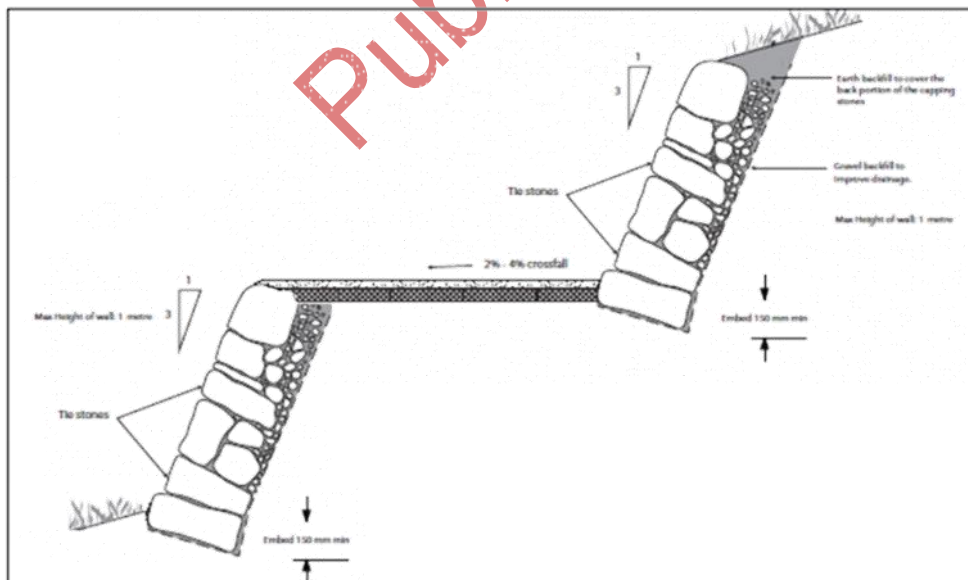


**Mtn. Trails Pty Ltd**

PO Box 1445,  
LINDISFARNE, 7015  
info@mtntrails.com.au  
ABN: 43145228093

**Heavy Benching (HB)**

Generally specified where the side slope is greater than 20°. Full bench construction is preferable, (Heavy Benching Earth Batter Top & Bottom, HBEBT&B) but a rock wall of up to 1m in height may be required on the lower side of the track (Heavy Benching Earth Batter Top Only, MBEBT). Generally an earth batter on the topside of the track is sufficient but if required to retain loose soil, a top wall may be necessary. Maximum grade of batter to be 3:1. Track surface usually has a 2-5% out-slope.



HEAVY BENCHING - PARTIAL BENCH - HB

Enviro-dynamics Pty Ltd – [info@enviro-dynamics.com.au](mailto:info@enviro-dynamics.com.au)

Mtn Trails Pty Ltd [info@mtntrails.com.au](mailto:info@mtntrails.com.au)

61

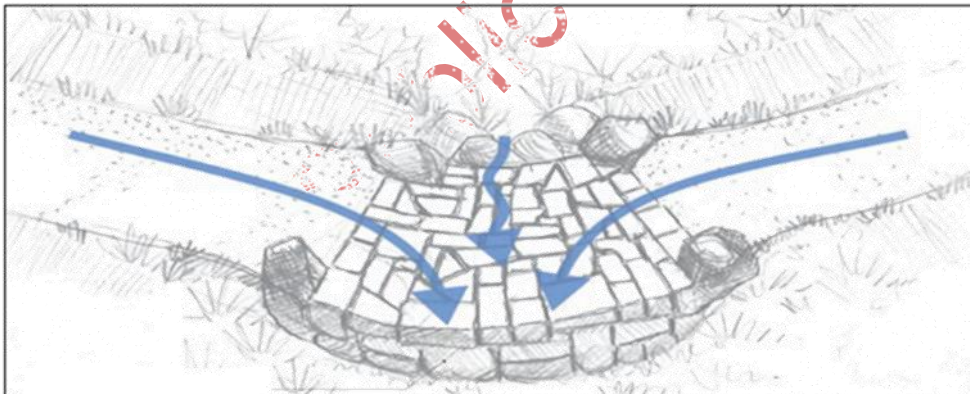
## Mtn. Trails Pty Ltd

PO Box 1445,  
LINDISFARNE, 7015  
info@mntntrails.com.au  
ABN: 43145228093



## Rock Armouring / Paving (PAVE)

Generally specified where low to medium volumes of water intermittently cross the track surface. May also be constructed on steeper gradients as a hard wearing tread surface. Can be uneven in nature to add technicality to a mountain bike trail (ie. a rock garden technical trail feature).



ROCK ARMOURING / PAVING (HCC 2011)



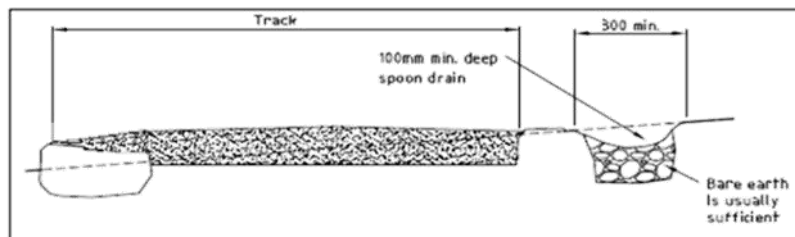
**Mtn. Trails Pty Ltd**

PO Box 1445,  
LINDISFARNE, 7015  
info@mtntrails.com.au  
ABN: 43145228093



## Top Drain / Side Drain (TD / SD)

Generally specified to intercept low to medium volumes of water flowing across the track surface. Minimum 300mm wide and 100mm deep. Can be lined with select rock on steeper slopes (>5%) to prevent erosion and washouts. Paved areas or culverts are required to move the water across/under the track surface and downslope.



TOP DRAIN / SIDE DRAIN (SKM 2012)

## Culvert (Cul)

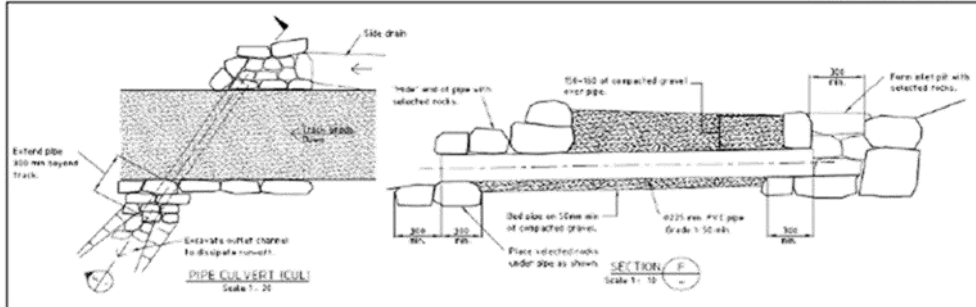
Generally specified to move water from upslope of the track to downslope. Can be constructed in lieu of a bridge across small water courses. Also used in conjunction with top drains / side drains to control the flow of water that would normally flow onto the track surface. For medium to high flow areas, paving over the top of the culvert can be added to mitigate washouts of the track surface in case the culvert blocks during high intensity flows. Minimum recommended diameter 150mm.





**PO Box 1445,  
LINDISFARNE, 7015  
info@mtntrails.com.au  
ABN: 43145228093**

## Mtn. Trails








CULVERT DETAIL (SKM 2012)

## Horse Rider – Vegetation clearance guidelines



# International Mountain Bicycling Association, Trail Difficulty Rating System - User Guide and Land Managers Guide

## Trail Difficulty Rating System - User Guide

	 Very easy White Circle	 Easiest Green Circle	 More Difficult Blue Square	 Very Difficult Single Black Diamond	 Extremely Difficult Double Black Diamond
<b>Description</b>	Likely to be a fire road or wide single track with a gentle gradient, smooth surface and free of obstacles.  Frequent encounters are likely with other cyclists, walkers, runners and horse riders.	Likely to be a combination of fire road or wide single track with a gentle gradient, smooth surface and relatively free of unavoidable obstacles.  Short sections may exceed these criteria.  Frequent encounters are likely with walkers, runners, horse riders and other cyclists.	Likely to be a single trail with moderate gradients, variable surface and obstacles.	Likely to be a challenging single trail with steep gradients, variable surface and many obstacles.	Extremely difficult trails will incorporate very steep gradients, highly variable surface and unavoidable, severe obstacles.
<b>Suitable for</b>	Beginner/ novice cyclists. Basic bike skills required.	Beginner/ novice mountain bikers. Basic	Skilled mountain bikers. Suitable for mountain	Experienced mountain bikers with good skills.	Highly experienced mountain bikers with

**Mtn. Trails Pty Ltd**

PO Box 1445,  
LINDISFARNE, 7015  
info@mtntrails.com.au  
ABN: 43145228093



	Suitable for most bikes.	mountain bike skills required.  Suitable for off-road bikes.	bikes.	Suitable for better quality mountain bikes.	excellent skills. Suitable for quality mountain bikes.
<b>Fitness Level</b>	Most people in good health.	Most people in good health.	A good standard of fitness.	Higher level of fitness.	Higher level of fitness.
<b>Trail Width</b>	Two riders can ride side by side.	Shoulder width or greater.	Handlebar width or greater.	Can be less than handlebar width.	Can be less than handlebar width.
<b>Trail Surface and obstacles</b>	Hardened with no challenging features on the trail.	Mostly firm and stable. Trail may have obstacles such as logs, roots and rocks.	Possible sections of rocky or loose tread. Trail will have obstacles such as logs, roots and rocks.	Variable and challenging. Unavoidable obstacles such as logs, roots, rocks drop-offs or constructed obstacles.	Widely variable and unpredictable. Expect large, committing and unavoidable obstacles.
<b>Trail Gradient</b>	Climbs and descents are mostly shallow.	Climbs and descents are mostly shallow., but trail may include some moderately steep sections.	Mostly moderate gradients but may include steep sections.	Contains steeper descents or climbs.	Expect prolonged steep, loose and rocky descents or climbs.

Enviro-dynamics Pty Ltd – [info@enviro-dynamics.com.au](mailto:info@enviro-dynamics.com.au)






66

Mtn Trails Pty Ltd -[info@mtntrails.com.au](mailto:info@mtntrails.com.au)

**Mtn. Trails Pty Ltd**

PO Box 1445,  
LINDISFARNE, 7015  
info@mtntrails.com.au  
ABN: 43145228093

**Trail Difficulty Rating System - Land Managers Guide**

	 Very easy White Circle	 Easiest Green Circle	 More Difficult Blue Square	 Very Difficult Single Black Diamond	 Extremely Difficult Double Black Diamond
<b>Description</b>	Likely to be a fire road or wide single track with a gentle gradient, smooth surface and free of obstacles.  Frequent encounters are likely with other cyclists, walkers, runners and horse riders.	Likely to be a combination of fire road or wide single track with a gentle gradient, smooth surface and relatively free of obstacles.  Short sections may exceed these criteria.  Frequent encounters are likely with other cyclists, walkers, runners and horse riders.	Likely to be a single trail with moderate gradients, variable surface and obstacles.  Dual use or preferred use  Optional lines desirable	Likely to be a challenging single trail with steep gradients, variable surface and many obstacles.  Single use and direction  Optional lines XC, DH or trails	Extremely difficult trails will incorporate very steep gradients, highly variable surface and unavoidable, severe obstacles.  Single use and direction  Optional lines XC, DH or trails
<b>Trail Width</b>	2100mm plus or minus 900mm	900mm plus or minus 300mm for tread or bridges.	600mm plus or minus 300mm for tread or bridges.	300mm plus or minus 150mm for tread and bridges.	150mm plus or minus 100mm for tread or bridges.

Enviro-dynamics Pty Ltd – [info@enviro-dynamics.com.au](mailto:info@enviro-dynamics.com.au)

67

Mtn Trails Pty Ltd - [info@mtntrails.com.au](mailto:info@mtntrails.com.au)

**Mtn. Trails Pty Ltd**

PO Box 1445,  
LINDISFARNE, 7015  
info@mtntrails.com.au  
ABN: 43145228093



				Structures can vary.	Structures can vary.
<b>Trail Surface</b>	Hardened or smooth.	Mostly firm and stable.	Possible sections of rocky or loose tread.	Variable and challenging.	Widely variable and unpredictable.
<b>Average Trail Grade</b>	Climbs and descents are mostly shallow.  Less than 5% average.	Climbs and descents are mostly shallow, but may include some moderately steep sections.  7% or less average.	Mostly moderate gradients but may include steep sections.  10% or less average.	Contains steeper descents or climbs.  20% or less average.	Expect prolonged steep, loose and rocky descents or climbs.  20% or greater average
<b>Maximum Trail Grade</b>	Max 10%	Max 15%	Max 20% or greater	Max 20% or greater	Max 40% or greater
<b>Level of Trail Exposure</b>	Firm and level fall zone to either side of trail corridor	Exposure to either side of trail corridor includes downward slopes of up to 10%	Exposure to either side of trail corridor includes downward slopes of up to 20%	Exposure to either side of trail corridor includes steep downward slopes or freefall	Exposure to either side of trail corridor includes steep downward slopes or freefall
<b>Natural Obstacles and Technical</b>	No obstacles.	Unavoidable obstacles to 50mm (2") high, such as logs, roots and rocks.	Unavoidable, rollable obstacles to 200mm (8") high, such as logs, roots and rocks.	Unavoidable obstacles to 380mm (15") high, such as logs, roots, rocks,	Large, committing and unavoidable obstacles to 380mm (15") high.

Enviro-dynamics Pty Ltd – [info@enviro-dynamics.com.au](mailto:info@enviro-dynamics.com.au)

68

Mtn Trails Pty Ltd - [info@mtntrails.com.au](mailto:info@mtntrails.com.au)



**Mtn. Trails Pty Ltd**

PO Box 1445,  
LINDISFARNE, 7015  
info@mntntrails.com.au  
ABN: 43145228093



<b>Trail Features (TTFs)</b>		Avoidable, rollable obstacles may be present.  Unavoidable bridges 900mm wide.  Short sections may exceed criteria.	Avoidable obstacles to 600mm may be present.  Unavoidable bridges 600mm wide.  Width of deck is half the height.  Short sections may exceed criteria.	drop-offs or constructed obstacles.  Avoidable obstacles to 1200mm may be present.  Unavoidable bridges 600mm wide.  Width of deck is half the height.  Short sections may exceed criteria.	Avoidable obstacles to 1200mm may be present.  Unavoidable bridges 600mm or narrower.  Width of bridges is unpredictable.  Short sections may exceed criteria.
----------------------------------	--	---	---	---	--

<http://www.imba-au.com/imba-trails/resources/design-and-construction-guidelines>

Enviro-dynamics Pty Ltd – [info@enviro-dynamics.com.au](mailto:info@enviro-dynamics.com.au)

Mtn Trails Pty Ltd -[info@mntntrails.com.au](mailto:info@mntntrails.com.au)

**AS 2156.1-2001 Australian Standard, Walking Tracks Part 1:  
Classification and Signage**

Public Copy

**Mtn. Trails Pty Ltd**

PO Box 1445,  
LINDISFARNE, 7015  
info@mntntrails.com.au  
ABN: 43145228093



	1	2	3	4	5	6
Overview	High use, easy access, suitable for wheelchair use, interpretation provided	High use, easy access, interpretation provided	Slightly modified environments, moderate numbers	Slightly modified environments, moderate numbers	Minimal facilities, few encounters	Often indistinct tracks in remote areas.
Terrain	No previous experience required.	No previous experience required.	No bushwalking experience required. May encounter steep slopes, water crossings, etc. Users responsible for own safety.	Users need to be self-reliant.	Users need to be self-reliant.	Users need to be self-reliant.
Width	>1.2m.	>900mm.	Generally <1.2m, variable.			
Surface & drainage	Broad, surfaced track suitable for wheelchairs.	Generally a modified or hardened surface.	Generally a modified surface, sections may be hardened.	Generally distinct without major modification.	Limited modification to natural surfaces. Alignment may be indistinct in places.	No modification of the natural environment.
Gradient	As per AS 1428; <1:14 (or 4° or 7%). Steps only with alternate ramp access.	Generally <1:10 (or 6° or 10%), minimal steps.	Generally <1:10 (or 6° or 10%), but may exceed 1:10 for short sections.	Limited to environmental and management considerations	May include steep sections of unmodified surfaces	May include steep sections of unmodified surfaces
Infra-structure	May include platforms, seats and barrier rails.	May include platforms, seats and barrier rails.	Generally only for specific safety and environmental considerations.	Generally only for specific safety and environmental considerations.	Generally only for specific safety and environmental considerations.	Generally not provided
Signs	Frequent.	Frequent.	OK for direction, management and interpretation purposes.	Minimal, for management and directional purposes.	Limited, for management purposes.	Not provided
Weather	Not applicable	Not applicable	Severe weather may affect navigation and safety.	Severe weather may affect navigation and safety.	Severe weather may affect navigation and safety.	Severe weather may affect navigation and safety.
Risk management	Tracks and built facilities managed for public risk and inspected at 30 day intervals.	Tracks and built facilities managed for public risk and inspected at 3 month intervals.	Built facilities managed for public risk and inspected at 6 month intervals.	Built facilities managed for public risk and inspected at 6-12 month intervals.	Built facilities managed for public risk and inspected at 6-18 month intervals.	Not be managed for public risk. Users responsible for personal safety.
Management intervention	High	Moderate to high	Moderate	Low to moderate	Low	Negligible
Publicity	Will normally appear on maps.	Will normally appear on maps.	Will normally appear on maps.	May be shown on maps	May be shown on maps	Will not be marked on maps

## 16.2 HALLS TRACK ROAD

**File Number:** 23.263

**Author:** Renai Clark, Roads & Stormwater Engineer

**Authoriser:** David Reeve, Executive Manager Engineering Services

### Strategic Plan Reference

Key Priority Area: 2 Deliver quality infrastructure and services.

Strategic Outcome: 2.1 Service provision meets the current and future requirements of residents and visitors.

### 1. PURPOSE

- 1.1 To provide Council with options and costs of reopening a section of Hall Track Road to vehicles.

### 2. BACKGROUND

- 2.1 In 2008 Council resolved to close the last 3.7 kilometre section of Halls Track Road that extends to the Kingborough/Huon Valley municipal boundary (IRM156/11-08 refers).
- 2.2 Following a complaint by a resident in 2019 who advised that during a medical emergency an ambulance was unable to access the property and a four wheel drive ambulance had to be sent it was requested that options and costs (both capital and ongoing) be provided to consider reopening that portion of Halls Track Road.

### 3. STATUTORY REQUIREMENTS

- 3.1 Section 42 of the *Local Government (Highways) Act 1982* provides for the closure of roads considered unsafe for particular types of vehicles:

#### 42 Closure of dangerous highways

*(1) Where the corporation's engineer or an officer of the corporation who is authorized to give a report as provided in section 41 certifies that a local highway is unsafe to traffic or a particular class of traffic, it may close the highway to that traffic, erecting such barriers and carrying out such other works as are necessary for that purpose.*

*(2) The Governor may give written directions to a corporation for the reopening, either generally or to a particular class of traffic, of a highway in respect of which it has taken action under this section, and the corporation shall take such steps as are necessary to give effect to the directions.*

*(3) Where a corporation takes any action under this section, it shall keep posted near the highway a notice of the extent to which the highway has been closed to traffic and the reasons for its closure.*

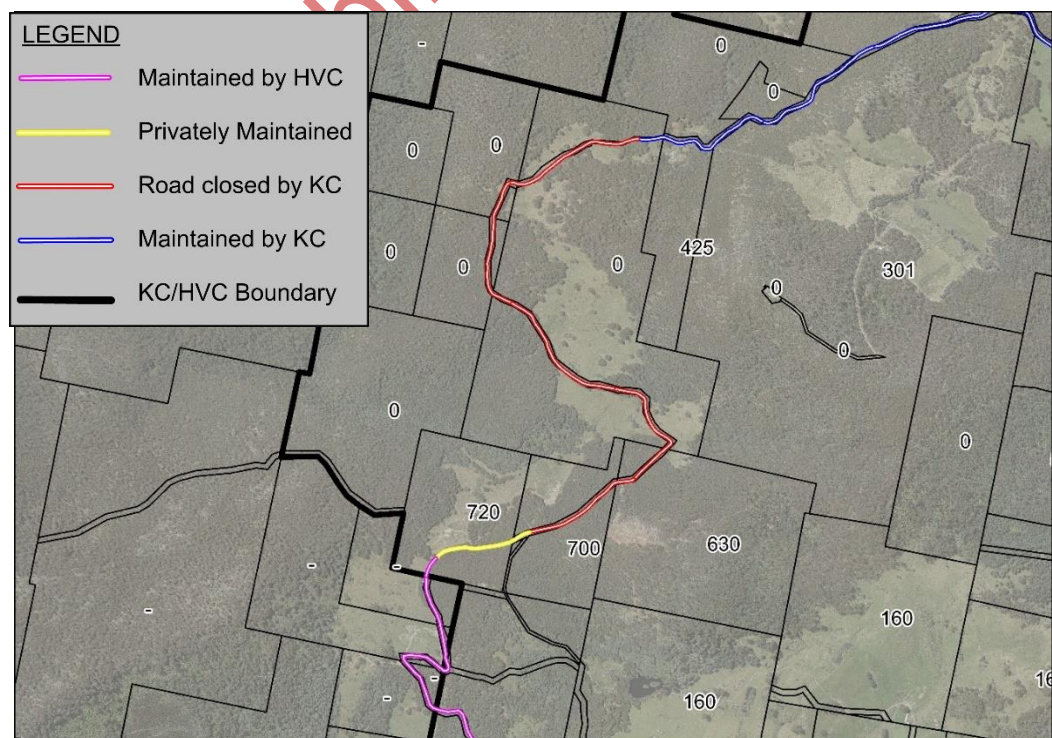
*(4) Notwithstanding subsection (3), a notice posted under that subsection is not required to be kept posted for a period longer than 2 years.*



*(5) A corporation is not, as the authority under a duty to maintain the highway, liable for injury occasioned to, or the loss suffered by, a person who uses a highway contrary to the terms of a notice posted under subsection (3) or takes any action that the barriers and other works erected or carried out under this section appear to be designed to prevent.*

#### 4. DISCUSSION

- 4.1 Halls Track Road is 7.2 kilometres in length between Pelverata Road and the Kingborough/Huon Valley municipal boundary. It continues within the Huon Valley for a further 4.5 kilometres where it re-joins Pelverata Road.
- 4.2 Following a report to the Infrastructure & Resource Management Committee (IRMC) in 2008 it was resolved to close the last 3.7 kilometre section of Halls Track Road due to complaints that the section of road was unsafe, had no residential dwellings and a safe and convenient route was available along Halls Track Road southward towards Pelverata Road. Closing that section of road to passenger vehicles, including four wheel drives would mitigate the risk of litigation against Council.
- 4.3 Residents and landholders were consulted prior to the IRMC report being tabled and only 2 objections were received from a couple at the same address. Their disagreement was based on gross exaggeration of increased travel times and distance.
- 4.4 Following Council's resolution to close the section of Halls Track Road two signs were installed, one at either end of the section that noted "ROAD CLOSED TO ALL PASSENGER AND 4WD VEHICLES". No physical barriers were erected so that motorists could still traverse the road, but at their own risk.
- 4.5 Figure 1 shows the section of Halls Track Road that was closed to passenger vehicles and four wheel drives in 2008 together with four properties discussed below.



**Figure 1 - Closed section of Halls Track Road**



- 4.6 Since 2016 two lots at the southernmost end of the Kingborough section of Halls Track Road identified as No. 700 and No. 720 have constructed dwellings. They are both accessed from the Huon Valley end of Halls Track Road.
- 4.7 Huon Valley maintains Halls Track Road to the access of No. 720 as indicated in magenta, while access to No. 700 is maintained privately (340 metre length) as indicated in yellow.
- 4.8 The remaining closed section of Halls Track Road passes through the north west corner of No. 630 and a large land holding known as Lucaston Park (identified as No. 0) and is indicated in red. There are no dwellings on these lots and this section of Halls Track Road has very irregular and limited use.
- 4.9 The distance along Halls Track Road between the driveway of No 700 and No. 630 is 400 metres. Maintenance of this section of Halls Track Road is currently the responsibility of the landholder of No. 630.
- 4.10 The Lucaston Park property through which the majority of the closed section of Halls Track Road passes through does not have a defined access.
- 4.11 Council officers have no knowledge of the resident complaint in 2019 about the medical emergency and which property the ambulance was required to access. However, it is clearly identified on the LIST map that the closed section of Halls Track Road is only a vehicular track and that a four wheel drive is required to access it.

## 5. FINANCE

- 5.1 For Council to remove the signage and formally reopen the road to passenger vehicles and four wheel drives two options have been considered and costed. Both options require significant capital funding as well as ongoing annual maintenance costs.
- 5.2 Option 1 is to upgrade the unmaintained section to Council standard and includes reshaping the road base, resheeting with red gravel, culvert upgrades, drain cleaning and reshaping, tree removal and trimming. The estimated cost for Option 1 is \$260,000.
- 5.3 Option 1 would require ongoing maintenance of potholing, grading and drain cleaning and tree trimming. The estimated maintenance cost is \$12,000 per year. As Halls Track Road is classified as Rural – Minor on Council's asset register, no future Capital resheeting would be undertaken.
- 5.4 Option 2 is to improve the road base to a level that would allow all vehicle access and improve road drainage and tree trimming to a minimal standard. It does not include application of a red gravel wearing course. The estimated cost for Option 2 is \$120,000.
- 5.5 Ongoing maintenance of Option 2 would be potholing of the road base only and tree trimming to maintain emergency access for all vehicles. The estimated maintenance cost is \$4,000 per year.

## 6. ENVIRONMENT

- 6.1 It would be necessary to remove several trees along the section of road. These have not been specifically identified to determine their species or habitat value.

## 7. COMMUNICATION AND CONSULTATION

- 7.1 If the Council resolution is to reopen the road Council would communicate with the community via the Kingborough Chronicle and social media.

## 8. RISK

- 8.1 There is a risk to Council in delivering Option 1 or 2 if the funding required cannot be accommodated in the 5-year plan due to budgetary constraints.
- 8.2 There is a risk that Council will be perceived negatively if they reverse a previous decision of Council without significant changes occurring to justify the new decision.

## 9. CONCLUSION

- 9.1 Property No. 700 and No. 720 are both accessed from the Huon Valley end of Halls Track Road.
- 9.2 Property No. 630 can be easily upgraded by the property owner and accessed from the Huon Valley end of Halls Track Road.
- 9.3 The Lucaston Park property is a declared Private Timber Reserve and has no defined access.
- 9.4 Council originally made the decision to close this section of road to passenger vehicles including four wheel drive vehicles due to low use, the cost of upkeep, and there being alternative access arrangements. This remains the current situation.

## 10. RECOMMENDATION

That due to the significant cost required to implement Option 1 or 2, the closed section of Halls Track Road remains closed to passenger vehicles and four wheel drives but with no physical barriers installed so that motorists can still use at their own risk.

## ATTACHMENTS

Nil

### 16.3 AUDIT PANEL CHARTER

**File Number:** 12.195

**Author:** John Breen, Chief Financial Officer

**Authoriser:** Gary Arnold, General Manager

#### Strategic Plan Reference

Key Priority Area: 2 Deliver quality infrastructure and services.

Strategic Outcome: 2.4 The organisation has a corporate culture that delivers quality customer service, encourages innovation and has high standards of accountability.

#### 1. PURPOSE

1.1 The purpose of this report is to present the updated Audit Panel Charter.

#### 2. BACKGROUND

2.1 The Audit Panel has been operating with an Audit Panel Charter since its inception in 2013.

#### 3. STATUTORY REQUIREMENTS

3.1 The workings of the Audit Panel are covered under Sections 85, 85A and 85B of the *Local Government Act 1993*.

#### 4. DISCUSSION

4.1 The Audit Panel have conducted a review of the Audit Panel Charter with the attached marked-up version highlighting the changes.

4.2 There were only three changes to the Charter:

- The removal of the reference to Special Committees under section 24 of the Act and the inclusion of section 85 specifically referencing Audit Panels.
- An update of the remuneration figures.
- The inclusion of the ability to meet via video conference.

#### 5. FINANCE

5.1 Remuneration for the Audit Panel as outlined in the Audit Charter is provided in the 2020/21 Operational Budget.

#### 6. ENVIRONMENT

6.1 There are no environmental issues associated with the Audit Panel Charter

#### 7. COMMUNICATION AND CONSULTATION

7.1 The Charter will be made publicly available on Councils website.

**8. RISK**

- 8.1 The Charter provides guidance on appropriate practices for members of the Audit Panel and adherence to the Charter will improve transparency and reduce potential conflicts occurring.

**9. CONCLUSION**

- 9.1 A revised Audit Panel Charter is provided for consideration by the Council.

**10. RECOMMENDATION**

That the attached Audit Panel Charter be approved.

**ATTACHMENTS**

1. Audit Panel Charter track changes
2. Audit Panel Charter

Public Copy

## EXISTING AUDIT PANEL CHARTER WITH TRACKED CHANGES



# Kingborough Council Audit Panel

## Charter

(Approved by Council – 23/09/2013)

(Updated by Council – 26/06/2014)

(Updated by Council – 24/09/2018)

(Updated by Council-26 /08/2019)



## Table of Contents

1	Definitions	1
2	Objectives of the Panel	1
3	Authority	1
4	The Panel Structure	1
5	Terms of the Panel Appointments	2
6	Qualifications and Selection of Independent Members	2
7	Remuneration	2
8	Functions of the Panel	3
9	Responsibility of panel members	5
10	Interests	5
11	Reporting Requirements	6
12	Meetings and Proceedings of the Panel –	6
13	Induction	7
14	Secretariat and Technical Support	7
15	Panel Performance Evaluation	7
16	Review of Charter	7

Pursuant to Section [2485](#) of the Local Government Act 1993 (as amended) the Kingborough Council hereby establishes a [Special Committee Audit Panel](#). ~~The name of the Special Committee shall be:~~

#### **Kingborough Council Audit Panel**

#### **1 Definitions**

- 1.1 'Panel' means the Kingborough Council Audit Panel.
- 1.2 'Council' means the Kingborough Council.
- 1.3 'Controlled Entities' means an entity in accordance with section 21 of the Local Government Act 1993.
- 1.4 'General Manager' means the General Manager of the Kingborough Council as appointed from time to time.

#### **2 Objectives of the Panel**

- 2.1 The primary objective of the Panel is to support and assist Council and Management in providing a transparent and independent process underpinning its financial and risk management practices and to ensure accountability to the community in the governance, management and allocation of resources.
- 2.2 Underpinning the above, the Panel ensures that there is an adequate and effective system of internal controls throughout Council.
- 2.3 In executing its responsibilities under this Charter, the Panel, with its independent members, Councillor Representatives and with support from Management will work together in a cooperative manner for the benefit of the Council and the Community and seek to adhere to best practice governance.

#### **3 Authority**

The Panel, within its responsibilities, is authorized to:

- 3.1 Obtain any information it requires from any employee or external party (subject to any legal obligation to protect information);
- 3.2 Discuss any matters with the Tasmanian Audit Office (TAO), or other external parties (subject to confidentiality considerations);
- 3.3 Request the attendance of any employee, including members of the Council, at Panel meetings; and
- 3.4 Subject to the availability of funding, obtain legal or other professional advice, as considered necessary to meet its responsibilities.

#### **4 The Panel Structure**

- 4.1 The Panel shall consist of five members, being two Councillors and three independent members.

- 4.2 An independent member of the Panel shall be appointed by Council as Chairperson of the Panel.

## 5 Terms of the Panel Appointments

- 5.1 The two Councillor positions on the Panel will become vacant directly following a normal Council election, and subsequent appointments shall be for a period up to the following normal election. If a Councillor of the Panel resigns prior to the next election the Council will appoint a replacement at the earliest convenient time.
- 5.2 The three independent positions on the Panel shall be appointed within twelve months of a council election for a maximum term of four years. If an independent member of the Panel resigns Council will appoint a replacement at the earliest convenient time.
- 5.3 The Council by resolution has the power to end or extend the term of the Chairperson or Independent Member.

## 6 Qualifications and Selection of Independent Members

- 6.1 The independent members are expected to possess a mix of accounting, financial management, legal, risk management and compliance experience and each member will preferably have strong business acumen, management and communication skills.
- 6.2 At least one independent member must have recognised qualifications and experience in economics, accounting or auditing and have a detailed understanding of financial statements, Australian Accounting Standards and risk management preferably in a public sector environment.
- 6.3 Calls for independent members to apply for a position on the Panel shall be publicly advertised.
- 6.4 The selection process for independent members will be determined and undertaken by resolution of Council.

## 7 Remuneration

- 7.1 Each independent member of the Panel is to be paid a sitting fee of \$~~5,705~~589 per sitting.
- 7.2 The Chairperson will be paid an additional fee of \$~~2,277~~2,354 per annum.
- 7.3 Fees will increase in line with CPI (Hobart March Quarter Annual Figure) on 1 July each year.
- 7.4 The Council will include independent members of the Panel in its professional indemnity insurance coverage for the services they provide to the Council.
- 7.5 The Council will include an allocation in its Annual Plan and Budget Estimate to allow the Panel to conduct investigations as deemed necessary and important but subject to approval by Council.

**8 Functions of the Panel**

**8.1. Risk Management**

- 8.1.1 Review the risk management framework and risk matrix to ensure that it is current, comprehensive and meets relevant standards;
- 8.1.2 Review whether the risk management framework is being adhered to, and that associated procedures exist for the effective identification, assessment, management and reporting of Council's significant risk areas including, but not limited to, financial, legislative compliance, fraud, business and environmental risks;
- 8.1.3 Monitor the organisational performance in managing the risks identified in the strategic and operational risk register;
- 8.1.4 Review the impact of the Council's risk management framework on its control environment and insurance arrangements, including workers compensation;
- 8.1.5 Review whether a sound and effective approach has been followed in establishing the Council's business continuity planning arrangements, including whether disaster recovery plans have been tested periodically;
- 8.1.6 Review the Council's fraud control plan and satisfy itself that the Council has appropriate policies, processes and systems in place to deter, capture and effectively investigate fraud related information;
- 8.1.7 Determine if Council has appropriately considered legal and compliance risks as part of its risk assessment and management arrangements; and
- 8.1.8 Review the effectiveness of the system for monitoring compliance with relevant laws, regulations and associated Government policy.
- 8.1.9 Pursuant to the Panel's Obligations to review the Council's performance pursuant to Section 4(2)(b) of the Local Government (Audit Panels) Order 2014, the Panel is to review and consider the appropriateness of:
  - 8.1.9.1 the level of integration and interlinkages of the respective long term planning strategy hierarchy; and
  - 8.1.9.2 the robustness of the processes by which and assumptions under which, the Long-Term Plans have been prepared.

**8.2 Internal Controls**

- 8.2.1 Act as a forum for communication between Council and senior management;
- 8.2.2 Evaluate the appropriateness of Council's internal controls through monitoring internal and external audit reports and management responses;
- 8.2.3 Advise Council on the adequacy of finance systems and processes used by Council;
- 8.2.4 Oversee the coordination of audit programs conducted by the finance department and external audit functions; and

- 8.2.5 Provide advice to Council on the appropriateness and timeliness of actions taken on significant issues identified in audit reports and better practice guidelines.

### **8.3 Internal Audit**

- 8.3.1 In the event that an internal auditor is appointed following a recommendation from the Panel to Council, the function will be performed by a firm other than the external auditor, and
- 8.3.2 The Panel's duties with respect to internal audit (and without limiting its scope) will encompass selection, remuneration, contract review, internal audit plan scope determination and assessment, report review, performance evaluation and (on recommendation to Council) replacement.

### **8.4 External Audit**

- 8.4.1 Act as a forum for communication between the Council, senior management and external auditor;
- 8.4.2 Review and evaluate the external auditor's performance and the extent of compliance with the agreed annual audit plan;
- 8.4.3 Provide input and feedback on the financial statements and performance audit scope and approach proposed by external audit and provide feedback on the audit services provided;
- 8.4.4 Review all external plans and reports in respect of planned or completed audits and monitor management's implementation of audit recommendations; and
- 8.4.5 Provide advice to Council on action taken on significant issues raised in relevant external audit reports and better practice guides.

### **8.5 Annual Audited Financial Statements**

- 8.5.1 Satisfy itself that the financial statements (including those of any controlled entities) are supported by appropriate management and audit sign-off and comply with relevant standards, acknowledging that under the Act the General Manager is the responsible person and signing officer for the Financial Statements;
- 8.5.2 Review with auditors and management significant accounting and reporting issues including management judgments and accounting estimates, significant changes to Council's auditing and accounting principles, controls, procedures and practices, paying particular attention to complex and / or unusual transactions;
- 8.5.3 Review the financial statements, recommend and provide advice to the Council on the audit of the financial statements taking into account audit recommendations and adjustments; and
- 8.5.4 Review the processes in place designed to ensure that the financial information included in the Council's annual report is consistent with the signed financial statements.



**9 Responsibility of Panel Members**

9.1 Members of the Panel are expected to understand and observe the legal requirements of the Act and the Panel's Order. Members are also expected to:

9.1.1 act in the best interests of the council;

9.1.2 apply sound analytical skills, objectivity and judgment;

9.1.3 express opinions constructively and openly, raise issues that relate to the Panel's functions and pursue independent lines of enquiry; and

9.1.4 contribute the time required to review the papers provided.

9.2 Disclosure of Information

9.2.1 Except as required, or allowed, under the Act, another Act or any other law, an Panel member must not disclose information that is:

(a) Seen or heard by the member at a meeting or part of a meeting of the Audit Panel that is closed to the public that is not authorised by the Panel to be disclosed; or

(b) A member of an Panel must not disclose information acquired on the condition that it be kept confidential.

9.3 Improper Use of Information

9.3.1 A member of an Panel must not make improper use of any information acquired as a member of an Panel.

9.3.2 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.

**10 Interests**

10.1 A member of an Panel has an interest in the making of a recommendation or in a review by the Panel if –

(a) were the Panel to make a particular possible recommendation and that recommendation were to be adopted by the council, the member or a close associate of the member would receive, have an expectation of receiving or be likely to receive or have an expectation of receiving a pecuniary benefit or pecuniary detriment; or

(b) were the Panel to conclude the review in a particular possible manner, the member or a close associate of the member would receive, have an expectation of receiving or be likely to receive or have an expectation of receiving a pecuniary benefit or pecuniary detriment.

- 10.2 At any meeting of the Panel, a member who has an interest in the making of a recommendation or a review must not, once he or she becomes aware of that interest - participate in any discussion, or vote, in relation to the recommendation or review; or be present during any such discussion or vote.
- 10.3 A member of the Panel must declare any interest that he or she has in the making of a recommendation or a review before any discussion, or further discussion, relating to the recommendation or review takes place.
- 10.4 The Chairperson of the Panel is to ensure that a declaration of an interest in the making of a recommendation or a review is recorded in –
  - (a) the minutes of the meeting of the Panel; and
  - (b) any relevant written report that the Panel provides to the relevant council.
- 10.5 A member of an Panel is to notify the General Manager, in writing, of the details of any interest that he or she has declared under this section within 7 days of that declaration.
- 10.6 The General Manager is to keep a register of the interests of members of Panel.

The General Manager is to enter into the register the details of an interest of a member of Panel when notified.

#### **11 Reporting Requirements**

- 11.1 The Panel shall, following preliminary approval given by the Panel Chairperson, provide a copy of meeting minutes to the Secretariat to include in the next Council Agenda.
- 11.2 The Panel may, at any time, report to Council any other matter it deems of sufficient importance to do so.
- 11.3 The Panel, through the Chairperson will at least once a year report to the Council on its operation and activities during the year.

#### **12 Meetings and Proceedings of the Panel**

- 12.1 The Panel will meet on sufficient occasions to discharge its role effectively, but not less than four times per year.
- 12.2 The Panel is to develop and agree an annual program of meetings and provide this to Council before 1 July each year.
- 12.3 A special meeting may be required to review Council's annual financial statements and to recommend these for adoption by the General Manager.
- 12.4 The Chairperson is able to call additional meetings and is required to, if asked to do so by Council or at least two other members of the Panel.
- 12.5 A quorum will consist of a majority of members, including at least one of the councillor member representatives.
- 12.6 A notice of each Meeting confirming the date, time, venue and agenda shall be distributed to each member of the Panel, within 4 days advance of each Ordinary Meeting and within 2 days advance of each Special Meeting.

12.7 The notice of Meeting distributed to each member of the Panel will include the relevant supporting papers for the agenda items to be discussed.

12.8 Elected members of Council and the external Auditor are to be invited to each meeting of the Panel.

12.9 The General Manager and Chief Financial Officer, or their delegates, are to attend Panel meetings unless the chairperson determines a meeting is to be held in private.

12.10 Meetings can be held in person [or via video conference](#).

### **13 Induction**

The Council will provide new Panel members with information and briefings to assist them to meet their Audit Panel responsibilities.

### **14 Secretariat and Technical Support**

14.1 The Council will provide the Panel with the necessary secretariat support to allow the Panel to function effectively.

### **15 Panel Performance Evaluation**

15.1 The Panel will review its performance annually to determine whether it is functioning effectively by reference to current best practice.

15.2 The performance evaluation will have regard to the extent to which the Panel has met its responsibilities under this Charter.

15.3 The Panel performance evaluation will be presented to Council.

### **16 Review of Charter**

16.1 The Panel is to conduct a review of the content and continuing adequacy of this Charter and provide Council with a recommendation for any proposed changes

16.2 The review of the Charter will be undertaken every year, or such other times as determined by the Panel or Council (for example, in response to a significant change in operations)

16.3 This Charter may also be amended at any time by resolution of the Council.

UPDATED AUDIT PANEL CHARTER FOR APPROVAL



# Kingborough Council

## Audit Panel

## Charter

(Approved by Council – 23/09/2013)

(Updated by Council – 26/06/2014)

(Updated by Council – 24/09/2018)

(Updated by Council – 26 /08/2019)

## Table of Contents

1	Definitions	1
2	Objectives of the Panel	1
3	Authority	1
4	The Panel Structure	1
5	Terms of the Panel Appointments	2
6	Qualifications and Selection of Independent Members	2
7	Remuneration	2
8	Functions of the Panel	3
9	Responsibility of panel members	4
10	Interests	5
11	Reporting Requirements	6
12	Meetings and Proceedings of the Panel –	6
13	Induction	7
14	Secretariat and Technical Support	7
15	Panel Performance Evaluation	7
16	Review of Charter	7



Pursuant to Section 85 of the *Local Government Act 1993* (as amended) the Kingborough Council hereby establishes an Audit Panel.

## **Kingborough Council Audit Panel**

### **1 Definitions**

- 1.1 'Panel' means the Kingborough Council Audit Panel.
- 1.2 'Council' means the Kingborough Council.
- 1.3 'Controlled Entities' means an entity in accordance with section 21 of the Local Government Act 1993.
- 1.4 'General Manager' means the General Manager of the Kingborough Council as appointed from time to time.

### **2 Objectives of the Panel**

- 2.1 The primary objective of the Panel is to support and assist Council and Management in providing a transparent and independent process underpinning its financial and risk management practices and to ensure accountability to the community in the governance, management and allocation of resources.
- 2.2 Underpinning the above, the Panel ensures that there is an adequate and effective system of internal controls throughout Council.
- 2.3 In executing its responsibilities under this Charter, the Panel, with its independent members, Councillor Representatives and with support from Management will work together in a cooperative manner for the benefit of the Council and the Community and seek to adhere to best practice governance.

### **3 Authority**

The Panel, within its responsibilities, is authorized to:

- 3.1 Obtain any information it requires from any employee or external party (subject to any legal obligation to protect information);
- 3.2 Discuss any matters with the Tasmanian Audit Office (TAO), or other external parties (subject to confidentiality considerations);
- 3.3 Request the attendance of any employee, including members of the Council, at Panel meetings; and
- 3.4 Subject to the availability of funding, obtain legal or other professional advice, as considered necessary to meet its responsibilities.

### **4 The Panel Structure**

- 4.1 The Panel shall consist of five members, being two Councillors and three independent members.
- 4.2 An independent member of the Panel shall be appointed by Council as Chairperson of the Panel.

## 5 Terms of the Panel Appointments

- 5.1 The two Councillor positions on the Panel will become vacant directly following a normal Council election, and subsequent appointments shall be for a period up to the following normal election. If a Councillor of the Panel resigns prior to the next election the Council will appoint a replacement at the earliest convenient time.
- 5.2 The three independent positions on the Panel shall be appointed within twelve months of a council election for a maximum term of four years. If an independent member of the Panel resigns Council will appoint a replacement at the earliest convenient time.
- 5.3 The Council by resolution has the power to end or extend the term of the Chairperson or Independent Member.

## 6 Qualifications and Selection of Independent Members

- 6.1 The independent members are expected to possess a mix of accounting, financial management, legal, risk management and compliance experience and each member will preferably have strong business acumen, management and communication skills.
- 6.2 At least one independent member must have recognised qualifications and experience in economics, accounting or auditing and have a detailed understanding of financial statements, Australian Accounting Standards and risk management preferably in a public sector environment.
- 6.3 Calls for independent members to apply for a position on the Panel shall be publicly advertised.
- 6.4 The selection process for independent members will be determined and undertaken by resolution of Council.

## 7 Remuneration

- 7.1 Each independent member of the Panel is to be paid a sitting fee of \$589 per sitting.
- 7.2 The Chairperson will be paid an additional fee of \$2,354 per annum.
- 7.3 Fees will increase in line with CPI (Hobart March Quarter Annual Figure) on 1 July each year.
- 7.4 The Council will include independent members of the Panel in its professional indemnity insurance coverage for the services they provide to the Council.
- 7.5 The Council will include an allocation in its Annual Plan and Budget Estimate to allow the Panel to conduct investigations as deemed necessary and important but subject to approval by Council.

## 8 Functions of the Panel

### 8.1 Risk Management

- 8.1.1 Review the risk management framework and risk matrix to ensure that it is current, comprehensive and meets relevant standards;

- 8.1.2 Review whether the risk management framework is being adhered to, and that associated procedures exist for the effective identification, assessment, management and reporting of Council's significant risk areas including, but not limited to, financial, legislative compliance, fraud, business and environmental risks;
- 8.1.3 Monitor the organisational performance in managing the risks identified in the strategic and operational risk register;
- 8.1.4 Review the impact of the Council's risk management framework on its control environment and insurance arrangements, including workers compensation;
- 8.1.5 Review whether a sound and effective approach has been followed in establishing the Council's business continuity planning arrangements, including whether disaster recovery plans have been tested periodically;
- 8.1.6 Review the Council's fraud control plan and satisfy itself that the Council has appropriate policies, processes and systems in place to deter, capture and effectively investigate fraud related information;
- 8.1.7 Determine if Council has appropriately considered legal and compliance risks as part of its risk assessment and management arrangements; and
- 8.1.8 Review the effectiveness of the system for monitoring compliance with relevant laws, regulations and associated Government policy.
- 8.1.9 Pursuant to the Panel's Obligations to review the Council's performance pursuant to Section 4(2)(b) of the Local Government (Audit Panels) Order 2014, the Panel is to review and consider the appropriateness of:
  - 8.1.9.1 the level of integration and interlinkages of the respective long term planning strategy hierarchy; and
  - 8.1.9.2 the robustness of the processes by which and assumptions under which, the Long-Term Plans have been prepared.

## **8.2 Internal Controls**

- 8.2.1 Act as a forum for communication between Council and senior management;
- 8.2.2 Evaluate the appropriateness of Council's internal controls through monitoring internal and external audit reports and management responses;
- 8.2.3 Advise Council on the adequacy of finance systems and processes used by Council;
- 8.2.4 Oversee the coordination of audit programs conducted by the finance department and external audit functions; and
- 8.2.5 Provide advice to Council on the appropriateness and timeliness of actions taken on significant issues identified in audit reports and better practice guidelines.

### **8.3 Internal Audit**

- 8.3.1 In the event that an internal auditor is appointed following a recommendation from the Panel to Council, the function will be performed by a firm other than the external auditor, and
- 8.3.2. The Panel's duties with respect to internal audit (and without limiting its scope) will encompass selection, remuneration, contract review, internal audit plan scope determination and assessment, report review, performance evaluation and (on recommendation to Council) replacement.

### **8.4 External Audit**

- 8.4.1 Act as a forum for communication between the Council, senior management and external auditor;
- 8.4.2 Review and evaluate the external auditor's performance and the extent of compliance with the agreed annual audit plan;
- 8.4.3 Provide input and feedback on the financial statements and performance audit scope and approach proposed by external audit and provide feedback on the audit services provided;
- 8.4.4 Review all external plans and reports in respect of planned or completed audits and monitor management's implementation of audit recommendations; and
- 8.4.5 Provide advice to Council on action taken on significant issues raised in relevant external audit reports and better practice guides.

### **8.5 Annual Audited Financial Statements**

- 8.5.1 Satisfy itself that the financial statements (including those of any controlled entities) are supported by appropriate management and audit sign-off and comply with relevant standards, acknowledging that under the Act the General Manager is the responsible person and signing officer for the Financial Statements;
- 8.5.2 Review with auditors and management significant accounting and reporting issues including management judgments and accounting estimates, significant changes to Council's auditing and accounting principles, controls, procedures and practices, paying particular attention to complex and / or unusual transactions;
- 8.5.3 Review the financial statements, recommend and provide advice to the Council on the audit of the financial statements taking into account audit recommendations and adjustments; and
- 8.5.4 Review the processes in place designed to ensure that the financial information included in the Council's annual report is consistent with the signed financial statements.

## **9 Responsibility of Panel Members**

- 9.1 Members of the Panel are expected to understand and observe the legal requirements of the Act and the Panel's Order. Members are also expected to:
  - 9.1.1 act in the best interests of the council;

- 9.1.2 apply sound analytical skills, objectivity and judgment;
- 9.1.3 express opinions constructively and openly, raise issues that relate to the Panel's functions and pursue independent lines of enquiry; and
- 9.1.4 contribute the time required to review the papers provided.

## 9.2 Disclosure of Information

9.2.1 Except as required, or allowed, under the Act, another Act or any other law, an Panel member must not disclose information that is:

- (a) Seen or heard by the member at a meeting or part of a meeting of the Audit Panel that is closed to the public that is not authorised by the Panel to be disclosed; or
- (b) A member of an Panel must not disclose information acquired on the condition that it be kept confidential.

## 9.3 Improper Use of Information

9.3.1 A member of an Panel must not make improper use of any information acquired as a member of an Panel.

9.3.2 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.

## 10 Interests

10.1 A member of an Panel has an interest in the making of a recommendation or in a review by the Panel if –

- (a) were the Panel to make a particular possible recommendation and that recommendation were to be adopted by the council, the member or a close associate of the member would receive, have an expectation of receiving or be likely to receive or have an expectation of receiving a pecuniary benefit or pecuniary detriment; or
- (b) were the Panel to conclude the review in a particular possible manner, the member or a close associate of the member would receive, have an expectation of receiving or be likely to receive or have an expectation of receiving a pecuniary benefit or pecuniary detriment.

10.2 At any meeting of the Panel, a member who has an interest in the making of a recommendation or a review must not, once he or she becomes aware of that interest - participate in any discussion, or vote, in relation to the recommendation or review; or be present during any such discussion or vote.

10.3 A member of the Panel must declare any interest that he or she has in the making of a recommendation or a review before any discussion, or further discussion, relating to the recommendation or review takes place.



10.4 The Chairperson of the Panel is to ensure that a declaration of an interest in the making of a recommendation or a review is recorded in –

(a) the minutes of the meeting of the Panel; and

(b) any relevant written report that the Panel provides to the relevant council.

10.5 A member of an Panel is to notify the General Manager, in writing, of the details of any interest that he or she has declared under this section within 7 days of that declaration.

10.6 The General Manager is to keep a register of the interests of members of Panel.

The General Manager is to enter into the register the details of an interest of a member of Panel when notified.

## **11 Reporting Requirements**

11.1 The Panel shall, following preliminary approval given by the Panel Chairperson, provide a copy of meeting minutes to the Secretariat to include in the next Council Agenda.

11.2 The Panel may, at any time, report to Council any other matter it deems of sufficient importance to do so.

11.3 The Panel, through the Chairperson will at least once a year report to the Council on its operation and activities during the year.

## **12 Meetings and Proceedings of the Panel**

12.1 The Panel will meet on sufficient occasions to discharge its role effectively, but not less than four times per year.

12.2 The Panel is to develop and agree an annual program of meetings and provide this to Council before 1 July each year.

12.3 A special meeting may be required to review Council's annual financial statements and to recommend these for adoption by the General Manager.

12.4 The Chairperson is able to call additional meetings and is required to, if asked to do so by Council or at least two other members of the Panel.

12.5 A quorum will consist of a majority of members, including at least one of the councillor member representatives.

12.6 A notice of each Meeting confirming the date, time, venue and agenda shall be distributed to each member of the Panel, within 4 days advance of each Ordinary Meeting and within 2 days advance of each Special Meeting.

12.7 The notice of Meeting distributed to each member of the Panel will include the relevant supporting papers for the agenda items to be discussed.

12.8 Elected members of Council and the external Auditor are to be invited to each meeting of the Panel.

12.9 The General Manager and Chief Financial Officer, or their delegates, are to attend Panel meetings unless the chairperson determines a meeting is to be held in private.

12.10 Meetings can be held in person or via video conference.

**13 Induction**

The Council will provide new Panel members with information and briefings to assist them to meet their Audit Panel responsibilities.

**14 Secretariat and Technical Support**

14.1 The Council will provide the Panel with the necessary secretariat support to allow the Panel to function effectively.

**15 Panel Performance Evaluation**

15.1 The Panel will review its performance annually to determine whether it is functioning effectively by reference to current best practice.

15.2 The performance evaluation will have regard to the extent to which the Panel has met its responsibilities under this Charter.

15.3 The Panel performance evaluation will be presented to Council.

**16 Review of Charter**

16.1 The Panel is to conduct a review of the content and continuing adequacy of this Charter and provide Council with a recommendation for any proposed changes

16.2 The review of the Charter will be undertaken every year, or such other times as determined by the Panel or Council (for example, in response to a significant change in operations)

16.3 This Charter may also be amended at any time by resolution of the Council.

## 16.4 FIRE RISK ABATEMENT POLICY

**File Number:** 12.172

**Author:** Scott Basham, Manager Compliance & Community Development

**Authoriser:** Daniel Smee, Executive Manager Governance & Community Services

### Strategic Plan Reference

Key Priority Area: 1 Encourage and support a safe, healthy and connected community.

Strategic Outcome: 1.1 A Council that engages with and enables its community.

### 1. PURPOSE

- 1.1 The purpose of this report is to review and update Council's Fire Hazard Abatement Policy.

### 2. BACKGROUND

- 2.1 At its meeting of 25 September 2017, Council endorsed a revised Fire Hazard Abatement Policy that is now due for review.

### 3. STATUTORY REQUIREMENTS

- 3.1 The *Local Government Act 1993* (the Act) indicates that one of Council's functions is to provide for the health, safety and welfare of the community. If the Council is satisfied that a fire risk exists, it is required by the Act to abate the risk.

### 4. DISCUSSION

- 4.1 Council has a robust process for the identification, assessment and abatement of fire risk throughout the municipality.
- 4.2 The September 2017 endorsed policy has supported Council to meet community expectations concerning fire risk identification and abatement, within the confines of Council's resourcing. Minor amendments have been made to the endorsed policy which do not modify its intent.
- 4.3 A copy of the existing policy with tracked changes is attached as Annexure One to this report.
- 4.4 A copy of the revised policy is attached as Annexure Two to this report.

### 5. FINANCE

- 5.1 There are no financial implications associated with this matter.

### 6. ENVIRONMENT

- 6.1 The requirement to abate fire risk does not override a landowner's responsibility to comply with environmental considerations under Council's By-Laws or planning regulations and this is made clear in the policy.

**7. COMMUNICATION AND CONSULTATION**

7.1 The Policy will be made available via Council's website.

**8. RISK**

8.1 There is no risk associated with the endorsement of the revised policy.

**9. CONCLUSION**

9.1 Pursuant to the Act it is a function of Council to provide for the health, safety and welfare of the community which includes the identification and abatement of fire risk.

9.2 The September 2017 endorsed Fire Hazard Abatement Policy is due for review and minor amendments have been made, which do not modify the intent of Council's fire risk abatement program.

**10. RECOMMENDATION**

That Council endorse the revised Fire Risk Abatement Policy as attached to this report.

**ATTACHMENTS**

1. **Endorsed 2017 Fire Hazard Abatement Policy**
2. **Revised 2020 Fire Risk Abatement Policy**

Public Copy

## EXISTING POLICY WITH TRACKED CHANGES



Policy No: 4.7

Minute No: [C524/22-17](#)Approved by Council: September 20[2017](#)

ECM File No: 12.172

Next Review Date: September 2025

Version: [43.0](#)

Responsible Officer:

Fire ~~Risk Hazard~~ Abatement Policy

POLICY STATEMENT:	<p>1.1 <i>The Local Government Act 1993</i> (the Act) indicates that one of Council's functions is to provide for the health, safety and welfare of the community. Council is also required by the Act to take action to abate nuisances, which includes anything that is or is likely to be a fire risk.</p> <p>1.1 Council recognises that wildfire is a natural hazard in our environment, and that it is the responsibility of all landowners to help minimise that on-going risk to their own and other property. Council has two roles to play in meeting this objective: that of a significant property owner within Kingborough; and that of an organisation with the capacity to ensure that members of the community meet their statutory obligations regarding fire <del>risk hazards</del>.</p>
DEFINITIONS:	<p>2.1 Fire Risk: anything that an Authorised Council Officer is satisfied may pose, <del>or is likely to pose</del>, a risk of causing or exacerbating the effects of a fire. This may include (but is not limited to) overgrown grass, vegetation, weeds or scrub, the presence of rubbish or flammable material on a property or the proximity of a property to bushland.</p> <p>2.2 Matters considered in assessing fire risk may include:</p> <ul style="list-style-type: none"> <li>a) the extent and type of vegetation, and whether or not it has been maintained;</li> <li>b) the extent and type of other materials stored on the property, which may serve as fuel for a fire;</li> <li>c) the location of the property and the characteristics of surrounding properties;</li> <li>d) past weather conditions or future weather predictions;</li> <li>e) accessibility of the property by fire-fighting vehicles which may be used to extinguish or manage a fire; and</li> <li>f) access to a property (for example a property may be in an area which is accessed by only one road and may be cut off as an exit in the event of a fire).</li> </ul> <p>2.3 <del>Fire Hazard</del> Abatement Notice. Means an Abatement Notice issued under section 200 of the <i>Local Government Act 1993</i>.</p>
OBJECTIVE:	<p>3.1 To provide a framework in which Council will meet its statutory obligations and community expectations in relation to fire <del>risk hazard</del> abatement.</p> <p>3.2 This policy provides direction as to the circumstances under which Council may issue <del>Fire Hazard</del> Abatement Notices and take enforcement action against property owners for non-compliance.</p>



	3.3 This policy recognises that it is not possible to rely solely on the enforcement provision of legislation and it is important that the community is encouraged to adopt appropriate fire management practices.
SCOPE:	<p>4.1 This policy applies to private property within the Kingborough municipality on which something has been identified which is, or likely to be a fire risk.</p> <p>4.2 Matters relating to Crown Land or land managed by Sustainable Timbers Tasmania will be directed in the first instance to the relevant Agency for investigation.</p>
PROCEDURE:	<p>Proactive Process</p> <p>5.1 Written Notification of Fire <u>Risk Hazards</u>. At its discretion Council will issue correspondence to land managers/landowners where Council has conducted abatement practices previously. The purpose of this correspondence is to draw attention to potential fire risks and give opportunity <u>to</u> land managers/landowners to take action and abate the risk prior to the bush fire season.</p> <p>5.2 Inspections. Council officers will conduct inspections where historic fire risks have been identified, professional advice has been provided regarding heightened risk, or proactive written notification has been sent. <u>This will include advice received fire the Fire Management area Committees.</u></p> <p>Reactive Process</p> <p>5.3 Public Notification and Response. Council officers will assess properties where a fire risk concern is raised by the community. Council does not provide a comprehensive property inspection service, but will respond to community concerns of potential fire <u>risk hazards</u> in accordance with available resources. In addition it may provide guidance to landowners seeking advice as to measures they may implement to reduce fire risk on, or to, their property.</p> <p>5.4 <u>Fire Hazard</u> Abatement Notices. Council's authorised officers have the training and authority to inspect properties on which fire <u>risks hazards</u> are thought to exist. Council may issue an <u>an Fire Hazard</u> Abatement Notice and require the land manager /landowner to abate an identified fire <u>risk hazard</u> within a specified period of time and in some instances in a specified manner.</p> <p>5.5 Enforcement Action. Where an <u>an Fire Hazard</u> Abatement Notice has been issued and not complied with, Council may arrange for a contractor to undertake the works at the owner's expense, and may issue an infringement notice or commence proceedings, for the failure to comply with the Notice.</p> <p>Other Permits and Permissions</p> <p>5.6 Clearing of vegetation for <u>fire</u> abatement purposes may require a permit from Council under By-Laws or the Kingborough Interim Planning Scheme 2015. Further information can be found on Council's website at <u>www.kingborough.tas.gov.au. and in Council's Information brochure "When do you need Council approval to remove vegetation".</u></p> <p>5.7 Tasmania Fire Service (TFS) also has requirements regarding fire bans and permits. Further information can be found at <u>www.fire.tas.gov.au.</u></p>
COMMUNICATION:	6.1 Members of the public, TFS, authorised officers, Councillors and staff
LEGISLATION:	<p><i>Local Government Act 1993</i></p> <p>7.1 Council is required by section 20(1) of the <i>Local Government Act 1993</i>:</p>

	<p>(a) to provide for the health, safety and welfare of the community;</p> <p>7.2 Sections 199 – 204A of the <i>Local Government Act 1993</i> relate to statutory nuisances and empower Council <del>to act</del> to abate such nuisances. Section 199 defines a nuisance as to include anything that:</p> <p>(d) is, or is likely to be, a fire risk;</p>
--	--

Public Copy

## UPDATED POLICY FOR APPROVAL



Policy No:	4.7	Minute No:	TBA
Approved by Council:	September 2020	ECM File No:	12.172
Next Review Date:	September 2025	Version:	4.0
Responsible Officer:	Manager Compliance and Community Development		

### Fire Risk Abatement Policy

<b>POLICY STATEMENT:</b>	<p>1.1 <i>The Local Government Act 1993</i> (the Act) indicates that one of Council's functions is to provide for the health, safety and welfare of the community. Council is also required by the Act to take action to abate nuisances, which includes anything that is or is likely to be a fire risk.</p> <p>1.2 Council recognises that wildfire is a natural hazard in our environment, and that it is the responsibility of all landowners to help minimise that on-going risk to their own and other property. Council has two roles to play in meeting this objective: that of a significant property owner within Kingborough; and that of an organisation with the capacity to ensure that members of the community meet their statutory obligations regarding fire risk.</p>
<b>DEFINITIONS:</b>	<p>2.1 <b>Fire Risk:</b> anything that an Authorised Council Officer is satisfied may pose, or is likely to pose, a risk of causing or exacerbating the effects of a fire. This may include (but is not limited to) overgrown grass, vegetation, weeds or scrub, the presence of rubbish or flammable material on a property or the proximity of a property to bushland.</p> <p>2.2 Matters considered in assessing fire risk may include:</p> <ul style="list-style-type: none"> <li>g) the extent and type of vegetation, and whether or not it has been maintained;</li> <li>h) the extent and type of other materials stored on the property, which may serve as fuel for a fire;</li> <li>i) the location of the property and the characteristics of surrounding properties;</li> <li>j) past weather conditions or future weather predictions;</li> <li>k) accessibility of the property by fire-fighting vehicles which may be used to extinguish or manage a fire; and</li> <li>l) access to a property (for example a property may be in an area which is accessed by only one road and may be cut off as an exit in the event of a fire).</li> </ul> <p>2.3 <b>Abatement Notice.</b> Means an Abatement Notice issued under section 200 of the <i>Local Government Act 1993</i>.</p>
<b>OBJECTIVE:</b>	<p>3.4 To provide a framework in which Council will meet its statutory obligations and community expectations in relation to fire risk abatement.</p> <p>3.5 This policy provides direction as to the circumstances under which Council may issue Abatement Notices and take enforcement action against property owners for non-compliance.</p>

	3.6 This policy recognises that it is not possible to rely solely on the enforcement provision of legislation and it is important that the community is encouraged to adopt appropriate fire management practices.
<b>SCOPE:</b>	<p>4.3 This policy applies to private property within the Kingborough municipality on which something has been identified which is, or likely to be a fire risk.</p> <p>4.4 Matters relating to Crown Land or land managed by Sustainable Timbers Tasmania will be directed in the first instance to the relevant Agency for investigation.</p>
<b>PROCEDURE:</b>	<p><b>Proactive Process</b></p> <p>5.1 <b>Written Notification of Fire Risk</b> . At its discretion Council will issue correspondence to land managers/landowners where Council has conducted abatement practices previously. The purpose of this correspondence is to draw attention to potential fire risks and give opportunity to land managers/landowners to take action and abate the risk prior to the bush fire season.</p> <p>5.2 <b>Inspections</b>. Council officers will conduct inspections where historic fire risks have been identified, professional advice has been provided regarding heightened risk, or proactive written notification has been sent.</p> <p><b>Reactive Process</b></p> <p>5.8 <b>Public Notification and Response</b>. Council officers will assess properties where a fire risk concern is raised by the community. Council does not provide a comprehensive property inspection service, but will respond to community concerns of potential fire risk in accordance with available resources. In addition it may provide guidance to landowners seeking advice as to measures they may implement to reduce fire risk on, or to, their property.</p> <p>5.9 <b>Abatement Notices</b>. Council's authorised officers have the training and authority to inspect properties on which fire risks are thought to exist. Council may issue an Abatement Notice and require the land manager /landowner to abate an identified fire risk within a specified period of time and in some instances in a specified manner.</p> <p>5.10 <b>Enforcement Action</b>. Where an Abatement Notice has been issued and not complied with, Council may arrange for a contractor to undertake the works at the owner's expense, and may issue an infringement notice or commence proceedings, for the failure to comply with the Notice.</p> <p><b>Other Permits and Permissions</b></p> <p>5.11 Clearing of vegetation for abatement purposes may require a permit from Council under By-Laws or the Kingborough Interim Planning Scheme 2015. Further information can be found on Council's website at <a href="http://www.kingborough.tas.gov.au">www.kingborough.tas.gov.au</a>.</p> <p>5.12 Tasmania Fire Service (TFS) also has requirements regarding fire bans and permits. Further information can be found at <a href="http://www.fire.tas.gov.au">www.fire.tas.gov.au</a>.</p>
<b>COMMUNICATION:</b>	6.2 Members of the public, TFS, authorised officers, Councillors and staff
<b>LEGISLATION:</b>	<p><b>Local Government Act 1993</b></p> <p>7.3 Council is required by section 20(1) of the <i>Local Government Act 1993</i>: (a) to provide for the health, safety and welfare of the community;</p>

	<p>7.4 Sections 199 – 204A of the <i>Local Government Act 1993</i> relate to statutory nuisances and empower Council to abate such nuisances. Section 199 defines a nuisance as to include anything that:</p> <p>(d) <i>is, or is likely to be, a fire risk;</i></p>
--	--

Public Copy



**16.5 ASSET MANAGEMENT STRATEGY**

**File Number:** 12.192

**Author:** David Reeve, Executive Manager Engineering Services

**Authoriser:** Gary Arnold, General Manager

**Strategic Plan Reference**

Key Priority Area: 2 Deliver quality infrastructure and services.

Strategic Outcome: 2.1 Service provision meets the current and future requirements of residents and visitors.

**1. PURPOSE**

- 1.1 The purpose of this report is to update the Asset Management Strategy as it is overdue for review.

**2. BACKGROUND**

- 2.1 The Asset Management Strategy is overdue for review.
- 2.2 The Asset Management Strategy links with the Asset Management Policy that was adopted by Council on 14 September 2020.

**3. STATUTORY REQUIREMENTS**

- 3.1 The requirement for an asset strategy and for its ongoing review is mandated through the *Local Government Act 1993, section 70B and section 70E*.

**4. DISCUSSION**

- 4.1 The purpose of the Asset Management Strategy is to define how the requirements of the Asset Management Policy will be implemented.
- 4.2 The Asset Management Strategy was prepared following a review of Council's service delivery practices and consideration of longer-term asset management planning.
- 4.3 The strategy clearly shows the linkages between Council's Strategic plan, the recently adopted Asset Management Policy, the long-term financial plan and individual asset management plans for each asset class.
- 4.4 The strategy provides a state of the assets analysis and provides a service centric process of improvement.
- 4.5 Some of the key aspects of the strategy are as follows:
- An internal consideration of Council's asset management maturity shows that in most areas we are operating at good practice levels. Those more advanced asset management aspects such as asset functionality, capacity and service level require further development.
  - The state of Council's assets suggests that they are well managed and are generally suitable for providing the services needed. It is recognised that there has

been some under expenditure in transport assets in the past but increased expenditure on this class in the last 5 years is starting to address the deficiencies in the network and is expected to be reflected in the key asset ratios once the next revaluation of this class is undertaken in 2021/22.

- It is recommended that a review of the current corporate asset management group is undertaken with a view to having wider representation to support the various improvement actions identified in the strategy.
- 11 strategies have been identified to enable the objectives of Council's Strategic Plan and Asset Management Policy to be achieved.
- There are 23 improvement items noted in section 5.2 of the Asset Management Strategy. These items are intended to be addressed over the next 4 years, with many of them already commenced.

4.6 The overriding objective is for Council to have asset management practices that provide for the most appropriate service delivery for the Kingborough community.

4.7 It is recognised that improved asset management outcomes are a journey and will need to be adjusted as community needs and Council priorities change. The Asset Management Strategy is intended to be agile enough to cover adjustments as we move forward on the journey.

## **5. FINANCE**

5.1 Asset management is an integral part of Council's fiduciary responsibilities.

5.2 Financial implications over a ten-year window will be reflected in Council's long-term financial plan.

## **6. ENVIRONMENT**

6.1 The Asset Management Strategy refers to actively reducing Council's environmental footprint by exploring where recycled product and/or more environmentally sustainable services can be used for provision of assets.

## **7. COMMUNICATION AND CONSULTATION**

7.1 Communication both internally and externally form an important part of this strategy.

7.2 The strategy will be made available to the public on Council's website

## **8. RISK**

8.1 There are no risks to Council identified in relation to this matter.

## **9. CONCLUSION**

9.1 The proposed Asset Management Strategy is aligned with the recently adopted Asset Management Policy and reflects current best practice.

9.2 The strategy provides a good summary of the state of the assets and recommends a number of improvement actions that will assist Council in providing excellent service outcomes.

9.3 The strategy provides a road map for Council to follow but is intended to be able to be adjusted to suit changing needs and priorities.

9.4 The Asset Management Strategy will be scheduled for review every four years.

#### **10. RECOMMENDATION**

That the Asset Management Strategy, as attached to this report, be approved by Council.

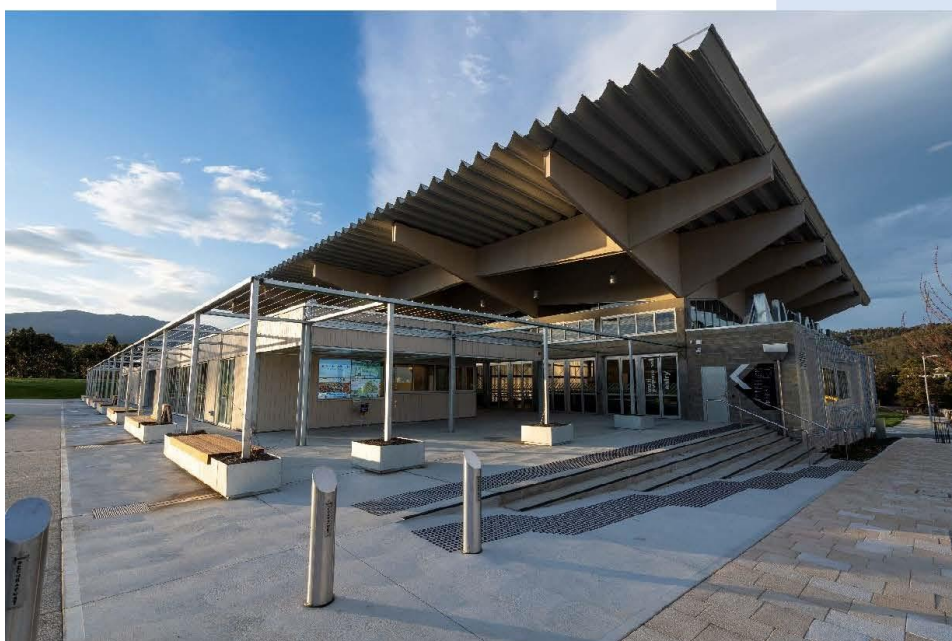
#### **ATTACHMENTS**

##### **1. Asset Management Strategy**

Public Copy

2020-2024

# Asset Management Strategy



Kingborough Council  
2020-2024

## Contents

1	Executive Summary.....	2
2	Introduction.....	4
2.1	Background .....	4
2.2	Purpose and Objective.....	4
2.3	Asset Management Systems and Planning Process .....	4
3	Assets and Their Management .....	7
3.1	Infrastructure Assets .....	7
3.2	State of the Assets.....	7
3.3	Asset Management Structure.....	10
3.4	Corporate Asset Management Team .....	10
3.5	Financial and Asset Management Core Competencies.....	10
4	Where Do We Want to Be? .....	13
4.1	Council's Vision, Purpose, Values and Goals and Objectives .....	13
4.2	Asset Management Policy .....	15
4.3	Asset Management Vision .....	15
5	How Will We Get There? .....	17
5.1	Asset Management Strategies .....	17
5.2	Asset Management Improvement Plan .....	18
5.3	Monitoring Progress .....	20
6	Summary.....	21



## 1 Executive Summary

This Asset Management Strategy has been prepared to enable Kingborough Council (KC) to improve the way it delivers services from infrastructure assets<sup>1</sup> including transport, buildings, stormwater and open space assets. These infrastructure assets have a replacement value of \$726M.

The Asset Consumption Ratio<sup>2</sup> for Council's infrastructure assets is predominately in the range of 51% to 80% which places them in the stable phase of their life cycle. In this phase, the majority of assets are in the early to middle portion of their life and the demand and urgency on funding i.e. capital renewal expenditure is lower relative to the later life phases. On the lower end of the Asset Consumption ratio are the transport assets and as this asset class is the largest, particular strategies are needed to avoid these assets degrading further over the next few years and moving into the action phase.

It is in the action phase where the majority of assets transition from the middle period of their life cycle to their penultimate phase. This means the requirement for asset renewal expenditure will grow at a significantly faster rate than historical levels. The cost of repairs is four to five times the cost in the stable phase and this inherently leads to an increased risk of future backlogs<sup>3</sup>. Every 10% of our assets that progressively slip into the action phase potentially pose a high likelihood risk of needing immediate replacement to the tune of 10% of the replacement value. This figure is \$72 million out of a circa \$726 million. This is our challenge and our motivation to embrace this strategy.

Moving forward, the challenge for Council is continuing to deliver expected quality services to the community from its ageing and increasingly more costly infrastructure while making the best use of its financial resources. To meet this challenge, Council has embarked on a continuous improvement journey to build on its asset management competencies and capabilities so that it becomes a 'Better Practice' organisation shifting from an 'Asset Centric Focus' to a 'Service Centric Focus'. The action plans in the strategy are aligned to achieve these competencies.

The Asset Management Strategy is to enable Council to show<sup>4</sup>:

- How its asset portfolio will meet the service delivery needs of its community into the future;

---

<sup>1</sup> Not including non-infrastructure assets such as information, communication and technology assets, fleet, plant and equipment.

<sup>2</sup> The current life left in our assets based on a condition-based assessment approach

<sup>3</sup> Using Asset Genetics to Unlock Hidden Capital – McKinsey Global Infrastructure Initiative

<sup>4</sup> LGPMC, 2009, Framework 2 Asset Planning and Management, p 4.

- Enable Council's asset management policies to be achieved;
- Ensure the integration of Council's asset management with its long term strategic plans.

This Asset Management Strategy will assist Council in meeting the requirements of national sustainability frameworks, State legislative requirements and provision of services needed by the community in a financially sustainable manner.

The Asset Management Strategy is prepared following a review of Council's service delivery practices, asset management planning and fits with Council's vision for the future outlined in the Kingborough Council Strategic Plan 2020-2025. The strategy outlines an asset management improvement plan detailing a program of tasks to be completed and resources required for Council to maintain a 'core' level of asset maturity and competence.

**Strategy Outlook:**

1. The process of formulating an updated Long Term Financial Plan (LTFP) informed by Council's Asset Management Plans (AMPs) for transport, buildings, stormwater and open space assets will follow from the adoption of this strategy.
2. The ability of Council to fund current infrastructure life cycle costs at current levels of service and available revenue will be determined within the LTFP. The projected infrastructure life cycle cost over the next 10 years will be determined within Council's Asset Management Plans.
3. Council's current asset management maturity is within the 'core' level with on-going investment required to improve information management, lifecycle management, service management and asset management systems. It is anticipated that the majority of this investment will be staff time and centred on the activities of the Engineering Services area.

The identified improvement items form a roadmap for improvement over the next four years, to evolve into an organisation that is practising service driven optimisation wholly is detailed in section 5.2.

## **2 Introduction**

### **2.1 Background**

Kingborough Council is one of the fastest growing municipalities in Tasmania, offering urban and rural lifestyles. It is located 10km south of Hobart and is known for its extensive stretches of coastline (over 330km). It covers a total area of 717 square kilometres with a population of 37,000.

The main towns are Taroona, Kingston, Blackmans Bay, Margate, Snug, Kettering, Woodbridge and Middleton. The Municipality also includes Bruny Island which lies just off the coast and can be reached by vehicular ferry from Kettering. Kingston is the major commercial, retail and administrative centre for the Municipality. Local industries include fish processing, aquaculture, tourism, viticulture, boat building, civil engineering as well as the Australian headquarters for Antarctic Research, the Antarctic Division. Kingborough is essentially residential in nature and has one of the highest growth rates in the State. The rate of population growth in the last five years was 5.8%, or 1.2% per annum. The localities with the greatest population growth rates are Kingston, Blackmans Bay, Margate and Snug. By 2022, Kingborough's population is likely to be about 41,000.

Kingborough Council is the custodian of an extensive range of community assets that deliver a range of Council services. In order to deliver these services over the long term in a rapid growth environment, Council must ensure that the assets supporting these services are managed in a sustainable way. This Asset Management Strategy along with Council's Asset Management Policy and Asset Management Plans for transport, buildings, stormwater and open space assets form the basis of developing a framework for sustainable service delivery.

### **2.2 Purpose and Objective**

The purpose of this Asset Management Strategy is to define and document the necessary approaches to be undertaken to achieve the implementation of Council's Asset Management Policy. The Strategy's objective is to establish a framework to guide the planning, construction, maintenance and operation of the infrastructure essential for Council to provide services to the community.

### **2.3 Asset Management Systems and Planning Process**

Asset management planning is a comprehensive process to ensure that assets are managed and maintained in a way that enables affordable services to be provided in an economically optimal way. In turn, affordable service levels can only be determined by assessing Council's financial sustainability under scenarios with varying service levels. Asset management



planning is integrally linked with formulating an informed LTFP. These links are iterative with the forecast asset expenditure costs from Asset Management Plans (AM Plans) fed into the LTFP. If the required expenditure cannot be met by available income, then service levels from AM Plans are formulated and reviewed to allow a sustainable LTFP.

Asset management planning commences with defining stakeholder and legislative requirements and needs, incorporating these needs into the organisation's strategic plan, developing an Asset Management Policy, Asset Management Strategy, Asset Management Plans and operational plans and linking these to the LTFP.

The asset management planning process and its relationship to organisational Council processes is shown in Figure 1 below.

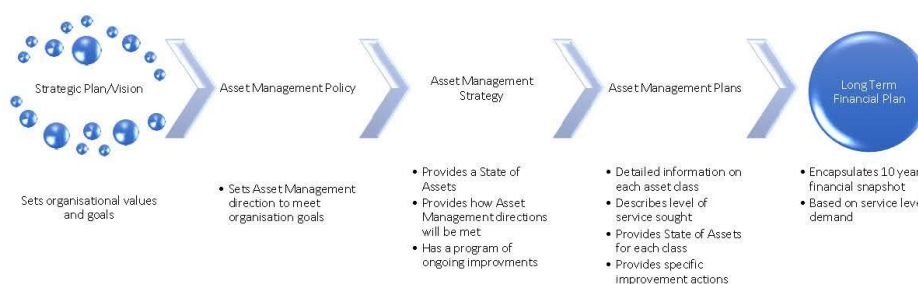


Figure 1 – Asset Management Planning Process

An asset management system is a set of interrelated and interacting elements of an organisation to establish the asset management policy and asset management objectives and the processes needed to achieve those objectives. An asset management system is more than 'management information system' software. The asset management system provides a means for:

- Coordinating contributions from and interactions between functional units within an organisation<sup>5</sup>;
- Consistent application of the asset management processes to achieve uniform outcomes and objectives.

<sup>5</sup> ISO, 2014, ISO 55000, Sec 2.5.1, p 5

The asset management system includes:

- The Asset Management Policy;
- The Asset Management Objectives;
- The Strategic Asset Management Plan (or Asset Management Strategy );
- The Asset Management Plans, which are implemented in
  - operational planning and control
  - supporting activities
  - control activities
  - other relevant processes.<sup>6</sup>

The Local Government and Planning Ministers' Council Framework 2 - Asset Planning and Management (May 2007), seeks to develop a nationally consistent asset management framework to support improvement in local governments' asset management performance and sustainability.

The framework aims to assist in highlighting key management issues, promote prudent, transparent and accountable management of local government assets and introduce a strategic approach to meet current and emerging challenges. As part of the framework, this Asset Management Strategy enables Council to:

- Meet the objectives set out in its Strategic Plan;
- Satisfy the service delivery needs of its community into the future;
- Comply with its Infrastructure Asset Management Policy;
- Integrate asset management with its LTFP.

---

<sup>6</sup> ISO, 2014, ISO 55002, Sec 4.1.1, p 2.



### 3 Assets and their management

#### 3.1 Infrastructure Assets

Council infrastructure assets which are outlined in Table 1 below provide a wide range of services throughout the municipality.

Asset Group	Asset Category	Measure
<b>Transport</b>	Car Parks	87,844 (Area sq m)
	Kerb	276 (Length km)
	Pathways	359 (Length km)
	Roads-Sealed	288(Length km)
	Roads-Unsealed	262(Length km)
	Bridges & Jetties	199 (Count)
	Traffic Management Devices	235 (Count)
<b>Building</b>	Buildings	102 (Count)
<b>Open Space</b>	Play Equipment	153(Count)
	Active Recreation, Structures	302 (Count)
	Stormwater Drains	322(Length km)
<b>Stormwater</b>	Stormwater Gross Pollutant Traps (GPTs)	10(Count)
	Stormwater Pits	15740
	Flow and rain guages	5

Table 1 – Assets covered by this strategy as at 30<sup>th</sup> June 2020

#### 3.2 State of the Assets

The financial status of Council's infrastructure assets as at 30 June 2020 is shown in Table 2.

Asset Class	Replacement Value	Annual Depreciation	Accumulated Depreciation	Written Down Value
<b>Transport</b>	\$525,568,794	\$6,969,890	\$256,344,775	\$269,224,019
<b>Building</b>	\$66,207,618	\$1,172,871	\$25,191,767	\$41,015,851
<b>Open Space</b>	\$18,275,296	\$455,896	\$3,978,350	\$14,296,946
<b>Stormwater</b>	\$116,792,518	\$1,142,960	\$32,861,302	\$83,931,216
<b>Grand Total</b>	<b>\$726,844,226</b>	<b>\$9,741,617</b>	<b>\$318,376,194</b>	<b>\$408,468,032</b>

Table 2 – Financial status of assets as at 30 June 2020

Figure 2 below provides the asset class asset split by replacement value:

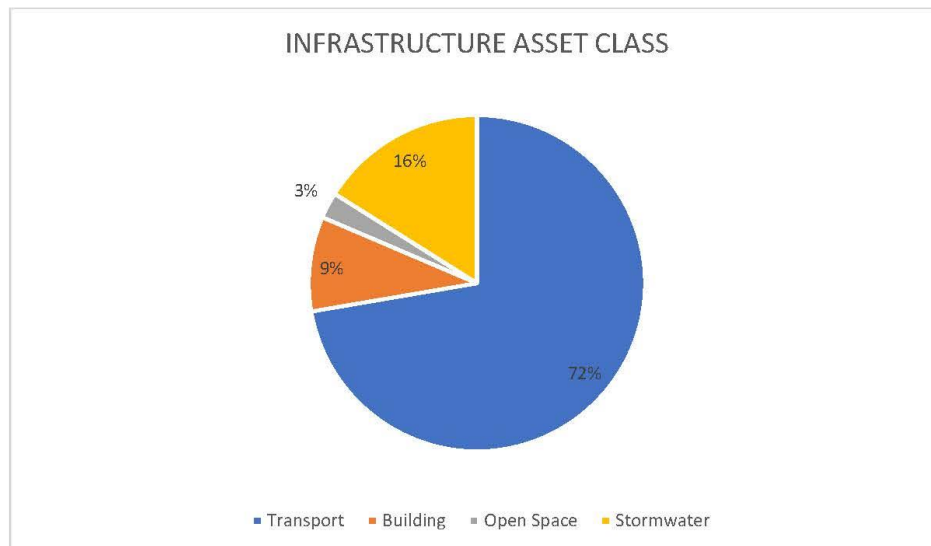


Figure 2 – Asset Replacement Values as % of Total Value

The asset consumption ratios of Council's assets (i.e. the average proportion of 'as new' condition remaining in assets in accord with financial valuations) are shown in Figure 3.

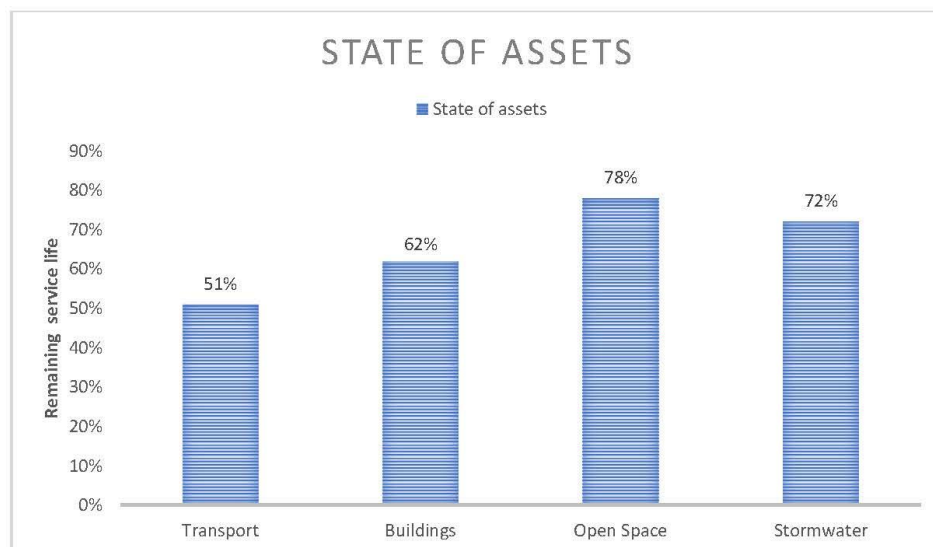


Figure 3 – Asset Consumption Ratio - % 'As New' Remaining

The asset consumption ratios of Council's assets as shown in these figures show that the transport assets are by far Council's largest asset class comprising over 72% of total asset value and that assets have been the most heavily consumed with an overall average of 51%

remaining by value. This higher level of consumption puts this class onto the cusp of a sustained action phase for the network and has come about by two main factors:

- Componentisation of transport assets and recognition of previously unaccounted for assets has changed the understanding of life cycle phase of the overall class.
- A general under investment in the class has caused gradual deterioration of the network over a period of time.

This has been recognised and is starting to be addressed by gradually increasing expenditure on renewing transport assets. This increase in funding commenced 5 years ago and is allowing in particular more replacement of road seals and renewal of major unsealed roads. A recent condition assessment of the sealed road part of the Transport asset class has identified that this strategy has had some traction and this is expected to be reflected with an improved consumption ratio at the next asset class revaluation in 2021/22.

This is reflected in figure 4 below that shows the Asset Sustainability ratio (proportion of renewal works being spent on assets relative to the annual depreciation) over the last 5 years being highest for Transport and Stormwater assets classes. In particular this relates mainly to the following:

- Increased expenditure for resealing of sealed roads with over triple the budget being allocated over previous historical budgets.
- The setting of a stormwater levy which has allowed funding for undercapacity and poor condition infrastructure.

More detailed information is held within the individual asset management plans for each asset class and is supported by various condition assessments and analysis of networks.

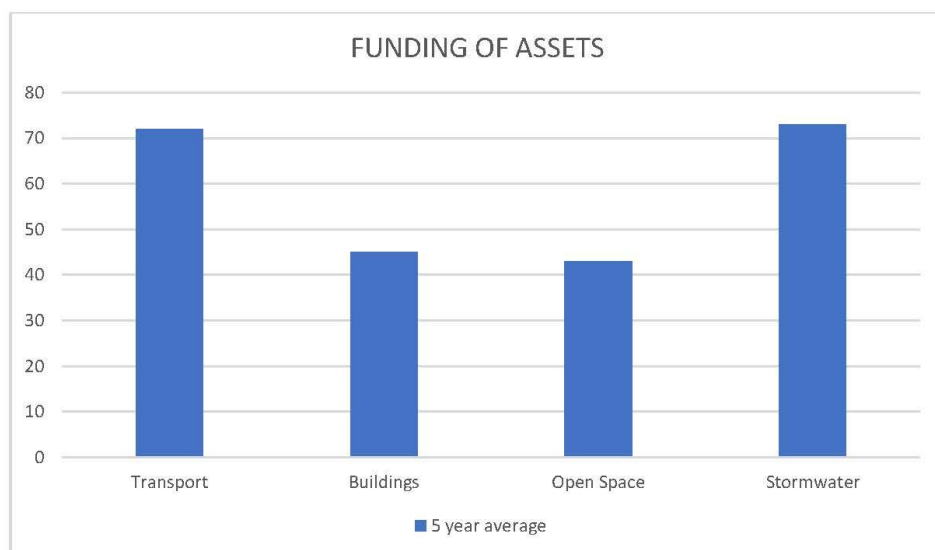


Figure 4 – Asset Sustainability Ratio – average 5 year renewal spend versus depreciation

### 3.3 Asset Management Structure

The organisational structure of Council places infrastructure assets in the Engineering division under the Executive Manager of Engineering Services. Within the division lies the Asset Management section which perform all the asset management related functions. Closely related and supporting this area are Council's GIS unit and Finance area.

In 2018 Council undertook a redevelopment of the long-term Asset Management Plan and this will be due for review in 2020 to support and complement this Asset Strategy and the Asset Policy. These items are considered as foundational in ensuring Council fast growth is well planned and managed and Council's physical assets are well maintained and in turn enabling the development of an informed LTFP.

### 3.4 Corporate Asset Management Team

A 'whole of organisation' approach to asset management may be best developed with a corporate asset management team. The benefits of a corporate asset management team includes:

- Demonstrating corporate support for sustainable asset management;
- Encouraging corporate buy-in and responsibility;
- Coordinating strategic planning, information technology and asset management activities;
- Promoting uniform asset management practices across the organisation;
- Pooling of corporate expertise;
- Championing of asset management process;
- Wider accountability for achieving and reviewing sustainable asset management practices.

Council has an established Asset Management Group, comprising members of the asset team and finance team, however it may be there is better value in having a more representative council wide group to ensure that projects and initiatives meet Council's strategic objectives.

### 3.5 Financial and Asset Management Core Competencies

The National Frameworks on Asset Planning and Management and Financial Planning and Reporting define ten elements for asset management. Eleven core competencies have been developed from these ten elements<sup>7</sup> to assess 'core' competency under the National Assessment Framework. The core competencies and corresponding core questions are:

---

<sup>7</sup> Asset Planning and Management Element 2 Asset Management Strategy and Plans divided into Asset Management Strategy and Asset Management Plans competencies.



Financial Planning and Reporting:

1. Strategic Longer-Term Plan – Does Council have an adopted strategic longer-term plan?
2. Annual Budget – Does Council prepare an annual budget?
3. Annual Report – Does Council publish an annual report?

Asset Planning and Management:

4. Asset Management Policy – Does Council have an adopted Asset Management Policy?
5. Asset Management Strategy – Does Council have an adopted Asset Management Strategy?
6. Asset Management Plan – Does Council have adopted Asset Management Plans?
7. Governance & Management – Does Council have good management practices linking asset management to service delivery?
8. Levels of Service – Does Council have a defined process for determining current and target levels of service and costs?
9. Data and Systems – Does Council have the data and systems to perform asset management activities?
10. Skills and Processes – Does Council have the data & systems knowledge to perform asset data management activities?
11. Evaluation – Does Council have a process to evaluate progress and use of resources on the implementation of the National Frameworks?

As part of the NAMS.PLUS 3 system the Institute of Public Works Engineering Australia (IPWEA) has developed maturity assessment models to assist Councils to assess their asset management maturity and capability. The maturity assessments are based on the Australian National Asset Management Assessment Framework (NAMAF) and the international asset management Standard, ISO 55001 Asset Management – Management Systems – Requirements.

To determine where Council is on its strategic asset management journey, a reference to the NAMAF scorecard is made. The NAMAF scorecard is illustrated in Figure 5. Each category is scored against a set list of criteria that seek to audit Council AM knowledge and functions.

Collectively, these criteria assess an organisation's advanced asset management competency. Each criterion is assessed with multiple questions aimed at identifying where Council is on its journey to better practice asset management. While a score of 100% indicates that better practice has been achieved in a particular assessment criteria, a score of 80% indicates that good practice asset management standard has been achieved. It is generally accepted that the organisational target should be to achieve a good practice asset management standard across all categories before aiming higher.



Overall, Council is well placed on its Strategic Asset Management journey. The areas requiring the greatest level of improvement are those involving the capacity and functionality assessment of Council's infrastructure assets which are characteristics of advanced asset management maturity and a service-oriented framework to manage assets.

If these particular areas of assessment are set aside, the assessment actually shows that Council is operating with most of the criteria at "better practice" and some at "good practice" for Core Asset Management Competency.

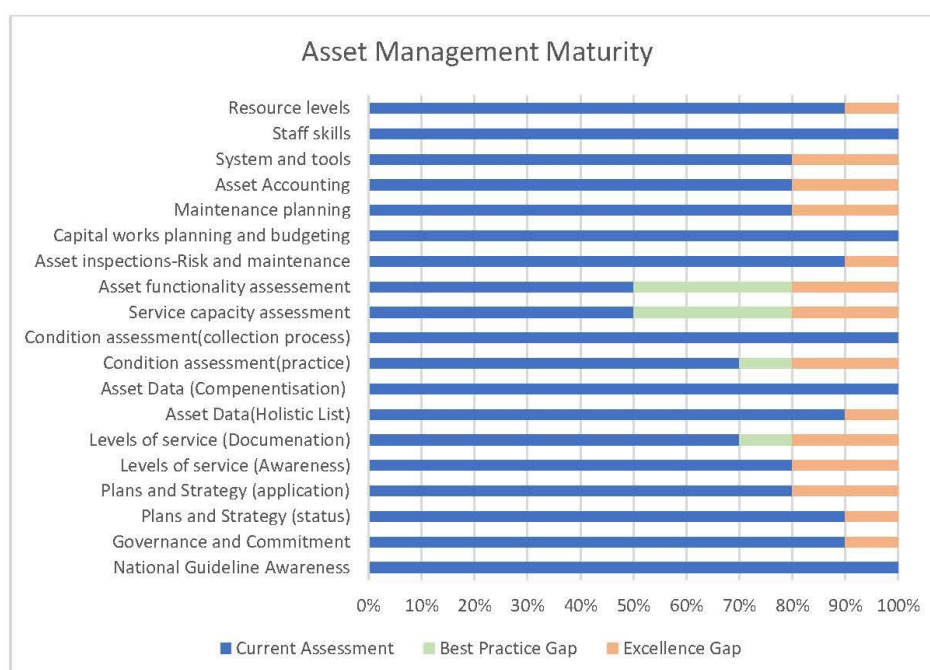


Figure 5 – Asset Management Maturity

Specific actions to allow Council to obtain a full "better practice" with core targets are documented in Table 5. These actions are listed as improvement items as an output of this strategy and will be driven through Council's Asset Management area.

## **4 Where Do We Want to Be?**

### **4.1 Council's Vision, Purpose, Values and Goals and Objectives**

This Asset Management Strategy is prepared in accord with Council's vision, purpose, values and strategic objectives:

- Council's vision is  
**"Our community is at the heart of everything we do"**
- Council's purpose is:  
**"To make Kingborough a great place to live"**
- Council's values are:  
**"Accountability, respect, excellence and inclusiveness"**

Relevant Council goals and objectives and how these are addressed in this Asset Management Strategy are detailed in Table 3 below:

Strategic Goal	Strategic Outcome	Objective
Deliver quality infrastructure and services	Service provision meets the current and future requirements of residents and visitors	<p>Understand current and future service needs and be ready to adjust as community needs change.</p> <p>Identify and plan for addressing gaps in community infrastructure that will hinder service provision.</p> <p>Leverage technology to provide best value asset/service provision</p>
	Infrastructure development and service delivery are underpinned by strategic planning to cater for the needs of a growing population	<p>Ensure long term financial plans and asset management plans are in place and are robust to cater for changing needs.</p> <p>Develop stakeholder engagement processes to be aware of community needs and to underpin key delivery performance indicators.</p>
	Community facilities are safe, accessible and meet contemporary standards.	<p>Provision of and access to services, and amenities.</p> <p>Promote active transport options in the road and open space network.</p> <p>Ensure infrastructure is adequate, safe and contributes to the wellbeing of the community.</p> <p>Support creation of a connected and active community through the design and delivery of walking and cycling networks.</p> <p>Ensure facilities are designed and built to accommodate growth, diverse needs and future flexibility.</p> <p>Provision of spaces and places for the community to meet, reflect and 'just be'.</p> <p>Undertake integrated open space planning to ensure new neighbourhoods have timely access to reserves, parks, gardens, heritage places and natural assets.</p>
<b>Sustaining the natural environment whilst facilitating development for the future</b>	Council is able to demonstrate strong environmental stewardship and leadership	Ensure sustainable asset practices are used including considering the use of recycled materials

Table 3 - Council's Strategic Objectives

4.2 Asset Management Policy

Council’s Asset Management Policy was adopted in September 2016 with the next review date to occur in September 2020. The Asset Management Policy defines Council’s vision and service delivery objectives for asset management.

The Asset Management Strategy is developed to support the Asset Management Policy and to enable Council to show:

- How its assets will meet the affordable service delivery needs of the community into the future;
- Enable Council’s Asset Management Policy to be achieved;
- Ensure the integration of Council’s asset management with its long-term strategic plans, including the LTFP.

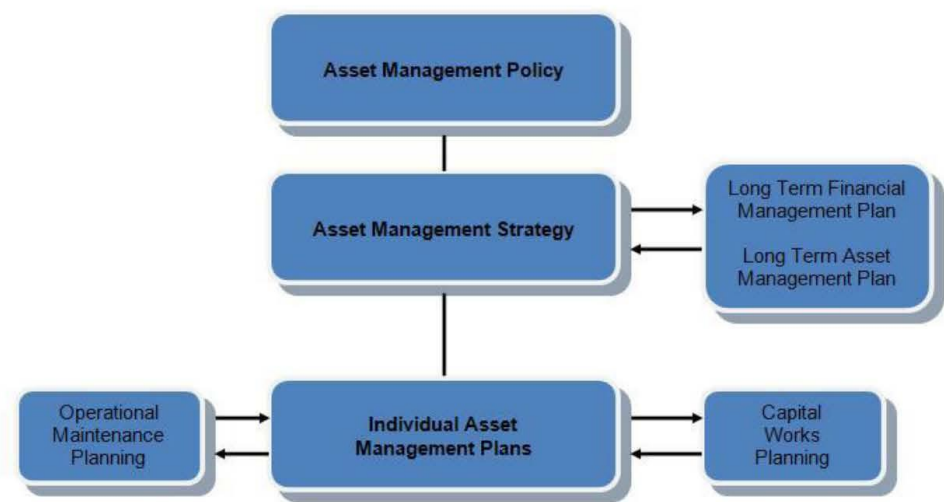


Figure 6 – Key Elements of Asset Management Planning Strategy

4.3 Asset Management Vision

To ensure the long-term financial sustainability of Council, it is essential to balance the community’s expectations for services with their ability to pay for the infrastructure assets used to provide the services. Maintenance of service levels for infrastructure services requires appropriate investment over the whole of the asset life cycle. To assist in achieving this balance, Council plans:

**To ensure that infrastructure assets support services that are appropriate, accessible, responsive, timely and sustainable to the community, in accordance with responsible asset**

**management that will preserve the life of the asset and ensure that the community is receiving the best value for money.**

In line with this vision, the objectives of the Asset Management Strategy are to:

- Ensure that Council's infrastructure services are provided in an economically optimal way, with the appropriate level of service to residents, visitors and the environment determined by reference to Council's financial sustainability;
- Safeguard Council's assets including physical assets and employees by implementing appropriate asset management strategies and providing appropriate financial resources for those assets;
- Identify where decision making and investment choices can be enhanced by using smart technology options;
- Support the use of environmentally sustainable approaches to asset provision
- Adopt the LTFP as the basis for all service and budget funding decisions;
- Meet legislative requirements for all Council's operations;
- Ensure resources and operational capabilities are identified and responsibility for asset management is allocated;
- Ensure high level oversight of financial and asset management responsibilities are reported to Council with regards to the development and implementation of the Asset Management Strategy, Asset Management Plans and Long-Term Financial Plan.

Strategies to achieve this position are outlined in Section 5.



## 5 How Will We Get There?

### 5.1 Asset Management Strategies

The Asset Management Strategy proposes strategies to enable the objectives of the Strategic Plan, and Asset Management Policy to be achieved. These strategies are outlined in Table 4 below.

No	Strategy	Desired Outcome
1	Annually review and update Asset Management Plans covering at least 10 years for all major asset classes.	Identification of services needed by the community and required funding to optimise 'whole of life' costs.
2	Develop a 10-year LTFP incorporating asset management plan expenditure projections with a sustainable funding position outcome.	Sustainable funding model to provide Council services.
3	Ensure Council's decisions are made from accurate and current information in asset registers, on service level performance, costs and 'whole of life' costs.	Improved decision making and greater value for money.
4	Ensure responsibilities for asset management are identified and incorporated into staff position descriptions.	Responsibility for asset management is defined.
5	Implement Improvement Plan actions.	Improved asset management capacity within Council.
6	Identify and where appropriate implement new technology options to provide improved value for money services.	Technology as a tool is considered formally in asset management decision making.
7	Consider where recycled product and/or services that provide a better outcome for the environment can be implemented in asset provision	Active way of reducing Council's environmental footprint.
8	Move from annual budgeting to LTFP across all asset classes.	The long term implications of Council services are considered in annual budget deliberations.
9	Report yearly to Council's Audit Committee on development and implementation of Asset Management Strategy, AM Plans and LTFP.	Oversight of resource allocation and performance.
10	Report on Council's resources and operational capability to deliver the services needed by the community in the Annual Report.	Service delivery is matched to available resources and operational capabilities.
11	Review and update Asset Management Plans and LTFP after the adoption of annual budgets. Communicate any consequence of funding decisions on service levels and service risks.	Council and the community are aware of changes to service levels and costs arising from budget decisions.

Table 4 – Asset Management Strategies

## 5.2 Asset Management Improvement Plan

As noted in Section 3.5, Council is well placed on its strategic asset management journey having achieved completion for most improvement actions identified in the last Asset Management Strategy adopted in 2012. The actions range from the development of Council's Asset Management Plans, Strategy and Policy to driving improvements in asset data, condition assessment and management.

The roadmap for improvement over the next four years, to evolve Council into an organisation that is practising service driven optimisation is set out in this strategy as an Improvement Plan. This comprehensive plan is summarised in Table 5 below.

No	Improvement Items	Responsibility	Timeline
1	Communicate the biannual state of the asset reports to improve corporate knowledge relating to assets and asset management.	Asset Management Group	Ongoing
2	Continually investigate innovative ways to deliver strategic asset management through collaboration with other Councils, improved processes and new technologies.	Engineering Services	Jul-22
3	Deliver skills matrix and provide priority professional development as per matrix.	Engineering Services,	Jul-23
4	Maintain 10-year asset renewal plans for all asset classes.	Engineering Services	Ongoing
5	Develop new and review existing business process manuals (BPM) for all asset classes, detailing the business rules and processes on how assets are managed.	Asset Management Group	Jul-22
6	Develop resource capability plans that outline the resources, skills and training necessary for Council to analyse and use asset information.	Engineering Services,	Jul-23
7	Develop Service Plans for capital and maintenance tasks.	Engineering Services and Property Management	Dec-21
8	Review existing Asset Management Group with the view to extending this to a corporate Asset Management Steering Committee.	Engineering Services	Jul-21
9	Review asset management and maintenance software systems and processes.	Asset Management Group	Jul-23

No	Improvement Items	Responsibility	Timeline
10	Identify critical assets and the potential risks of their failure and incorporate this information into Council's Asset Management System.	Engineering Services and Property Management	Jul-24
11	Identify the level of asset information needed to support management and decision-making and to meet legal requirements.	Asset Management Group	Jul-21
12	Improve access to asset information through the visualisation of data through Business Intelligence applications such as long-term asset models.	Asset Management Group	Jul-21
13	Review delivery of asset provision taking into account where value can be added using smart technology	Engineering Services	Jul-23
14	Improve integrations between Council's Asset Management, and GIS to facilitate information sharing and improved decision making.	Engineering Services, Information Services	Ongoing
15	Improve the integration of asset management and asset maintenance system. Understanding the maintenance and failure history of an asset will assist in predicting the likelihood of future failures or performance issues.	Engineering Services / Asset Management	Jul-23
16	Amend Capital project bid sheet to factor in environmental considerations.	Engineering Services	Jul-21
17	Participate in Local Government Asset Management forums to improve knowledge and information sharing to facilitate innovation relating to AM practices and technologies.	Engineering Services, Finance	Ongoing
18	Review and update Council's Asset Management Policy and ensure alignment with other Council policies such as risk and financial management.	Asset Management, Finance	Sep 2024
19	Undertake a comprehensive gap analysis to assess asset data completeness taking into account service capacity and functionality, currency and accuracy (confidence level) for each asset category.	Engineering Services	Jul-22
20	Undertake a review of capitalisation process for assets delivered through capital works.	Engineering Services, Finance	Ongoing
21	Undertake an annual review of each Asset Management Plan and LTFP.	Asset Management Group	Jul-22

No	Improvement Items	Responsibility	Timeline
<b>22</b>	Undertake condition audits of assets as per Council's asset valuation and revaluation policy.	Engineering Services	Ongoing
<b>23</b>	Undertake revaluation of assets as per Council's asset valuation and revaluation policy.	Engineering Services	Ongoing

*Table 5 – Asset Management Practice Improvement Actions*

It is noted that improvement actions that are specific to a certain asset class is detailed in the individual Asset Management Plan.

### **5.3 Monitoring Progress**

This Asset Management Strategy will be reviewed and updated with subsequent versions on a maximum 4 yearly basis. The Improvement Plan is to be reviewed and updated by the corporate asset management team on an annual basis (minimum), with subsequent status reporting to Council.



## 6 Summary

The Asset Management Strategy enables Council to meet national asset management frameworks, State legislative requirements and the provision of community services in an equitable and financially sustainable manner. It presents the current state of Council's assets and Asset Management System<sup>8</sup>, highlighting the improvements necessary to meet service delivery requirements as described in the Strategic Plan and Asset Management Policy.

The Asset Management Strategy establishes the framework to support and guide planning and prioritisation of infrastructure investment and activities with holistic data and analysis regarding capital works, maintenance and operation of infrastructure essential for Council to provide services to the community. It answers two key questions:

### **How well is our infrastructure performing and how well will it perform into the future?**

Overall the asset portfolio is in relatively good condition with the majority of assets in the early to middle portion of their life and the demand and urgency on funding is lower relative to the later life phases.

As these assets degrade further over the next few years they move into the action phase. It is for this very reason that Council is embracing a strategy and the action plans in the strategy to reduce and remove the future risks of assets deteriorating to an action phase.

The Transport Asset Class has been identified as being close to the action phase, however this has been previously recognised and increased funding has been put towards this class over the last five years. Recent condition assessments suggest that this has positively impacted this class.

### **How well equipped is Council to manage its infrastructure now and into the future?**

Council has made significant progress in preparing and enabling itself to better manage its asset portfolio. Measurement against national standards shows good growth in maturity but highlights a need for a continued, focused effort to improve its maturity.

An improvement and performance measurement program is in place to continue to guide Council towards its asset management objectives

---

<sup>8</sup> Asset management — Management systems — Guidelines for the application of ISO 55001



**16.6 NOMINATIONS FOR ACCESS ADVISORY COMMITTEE****File Number:** 15.7**Author:** Julie Alderfox, Community Development Officer**Authoriser:** Scott Basham, Manager Compliance & Community Development**Strategic Plan Reference**

Key Priority Area: 1 Encourage and support a safe, healthy and connected community.  
Strategic Outcome: 1.2 An inclusive community that has a strong sense of pride and local identity.

**1. PURPOSE**

- 1.1 The purpose of this report is to consider nominations received for representation on the Kingborough Access Advisory Committee.

**2. BACKGROUND**

- 2.1 Nominations for the 2020-2022 term were called for in August 2020. Nine (9) nominations have been received, five (5) received from sitting members and four (4) new nominations.
- 2.2 The Terms of Reference for the Access Advisory Committee allow for up to thirteen (13) members, five (5) from organisations and up to eight (8) individuals.
- 2.3 Of the nine nominees, three (3) are representative of organisations. One from Baptcare/NDIS, one from Dementia Friendly Tasmania and one from the Kingborough Lions Club.
- 2.4 One nominee is not a resident of Kingborough however the Terms of Reference (6.c) state that members should be a resident "in the municipality if possible". The nominee has experience in beach accessibility and is enthusiastic to share his expertise.

**3. STATUTORY REQUIREMENTS**

- 3.1 The Committee is appointed in accordance with section 24 of the *Local Government Act 1993* and therefore Council is required to approve the appointment of members.

**4. DISCUSSION**

- 4.1 Nine (9) nominations have been received for the 2020/2022 term.

**5. FINANCE**

- 5.1 There are no financial implications associated with this matter.

**6. ENVIRONMENT**

- 6.1 There are no environmental implications associated with this matter.

**7. COMMUNICATION AND CONSULTATION**

- 7.1 In August 2020 current members were asked to renominate for the committee.
- 7.2 A call for members was forwarded to local print media and was posted on social media.
- 7.3 Relevant email lists were used to directly invite individuals and service providers with appropriate experience.

**8. RISK**

- 8.1 There are no risks associated with the proposed appointment of members.

**9. CONCLUSION**

- 9.1 A total of nine (9) nominations have been received for membership of the Kingborough Access Advisory Committee. It would be appropriate to appoint all nominees.

**10. RECOMMENDATION**

That the following nominees be appointed as members of the Kingborough Access Advisory Committee:

Justine Barwick

Kevin Brown

Di Carter

Paul Gilby

Melinda Harris

Julie Taylor

Fran Thompson

David Vickery

Richard Witbreuk

Public Copy

**16.7 FINANCIAL REPORT - AUGUST 2020****File Number: 10.47****Author: John Breen, Chief Financial Officer****Authoriser: Gary Arnold, General Manager****Strategic Plan Reference**

Key Priority Area: 2 Deliver quality infrastructure and services.

Strategic Outcome: 2.4 The organisation has a corporate culture that delivers quality customer service, encourages innovation and has high standards of accountability.

**1. PURPOSE**

- 1.1 The purpose of this report is to provide the August 2020 financial report information to Council for review.

**2. BACKGROUND**

- 2.1 The attached report has been prepared based on current information with estimates being used where information is not available.
- 2.2 In the 2020/21 operational budget, Council made an allowance of \$500k for potential loss of rates revenue under the hardship policy to cover the waiving of commercial rates. This \$500k has been moved from the rates revenue account as we assess the applications for rates relief. Early indications are that the entire amount will not be required to cover potential applications for a commercial rates waiver.

**3. STATUTORY REQUIREMENTS**

- 3.1 There are no specific requirements under the Local Government Act in regards to financial reporting, however best practice would indicate that a monthly financial report is required to enable adequate governance of financial information.

**4. DISCUSSION**

- 4.1 The Summary Operating Statement contains several variances to the original budget. The following are the major variances and explanations:
- Rates are \$96k over budget, with the general rate being \$64k over and the garbage rate being \$36k over budget of which \$14k relates to recycling and \$28k relating to garbage collection. Supplementary rates of \$51k were received in August, which was \$21k over budget.
  - User fees are \$95k over budget primarily due to the stronger than expected revenue from KSC and hall rentals which have recovered quicker from the pandemic shut down than expected.
  - Grants Recurrent were \$169k over budget and this is the grant income carried forward from 2019/20 under the new accounting standards. This income will be matched with expenditure in 2020/21.

- Employee costs are \$24k over budget primarily due to staff not taking normal accrued leave due to travel restrictions associated with the pandemic.
- Materials and Services costs are \$26k under budget due primarily to Infrastructure Services being under budget because of timing differences between budget and expenditure.
- Other Expenses is \$62k under budget due to timing differences with the budget in expenditure for tourism, rate remissions and advertising costs.
- Grants Capital is over budget by \$1.074m due to grant expenditure being carried forward from 2019/20, predominately for funds under the level the playing field funding and the Bruny Island visitor economy road package. Also, Council received the first payment of \$0.5m under the Hobart City deal.

4.2 Councils cash and investments amount to \$14.31m at the end of August, which is up \$4.76m from the July figure due to the receipt of rate revenue during the month.

## 5. FINANCE

5.1 Councils Underlying Result for August 2020 is \$0.451m over budget due to revenue received being \$0.395m over budget and expenditure of \$0.063m under budget.

## 6. ENVIRONMENT

6.1 There are no environmental issues associated with this matter.

## 7. COMMUNICATION AND CONSULTATION

7.1 The financial results for August 2020 are available for public scrutiny in the Council meeting agenda.

## 8. RISK

8.1 There is a risk in continuing to deliver underlying deficits due to diminishing cash reserves. Given the financial impacts of COVID-19, it will be important to plan a move to an underlying surplus as quickly as possible when agreeing on a Long-Term Financial Plan.

## 9. CONCLUSION

9.1 After the first month of the 2020/21 financial year, Council is on track to deliver a result that is in line with the budget underlying result for the year.

## 10. RECOMMENDATION

That Council endorses the attached Financial Report at 31 August 2020

## ATTACHMENTS

### 1. Financial and Capital Reports August 2020



SUMMARISED FINANCIAL REPORT  
FOR THE PERIOD  
1 JULY 2020  
TO  
31 AUGUST 2020

SUBMITTED TO COUNCIL  
28 SEPTEMBER 2020



---

**KINGBOROUGH COUNCIL - August 2020**

---

<b>Table of Contents</b>	<b>Page No</b>
Cash Balances	5
Cash, Investments and Borrowings	6
Reserves Balances	7
Budget Reconciliation Notes	8
Summary Operating Statement Total for All Programs	9
Governance Operating Statement	10
Corporate Services Operating Statement	11
Governance & Property Services	12
Community Services Operating Statement	13
Development Services Operating Statement	14
Environmental Services Operating Statement	15
Infrastructure & Services Operating Statement	16

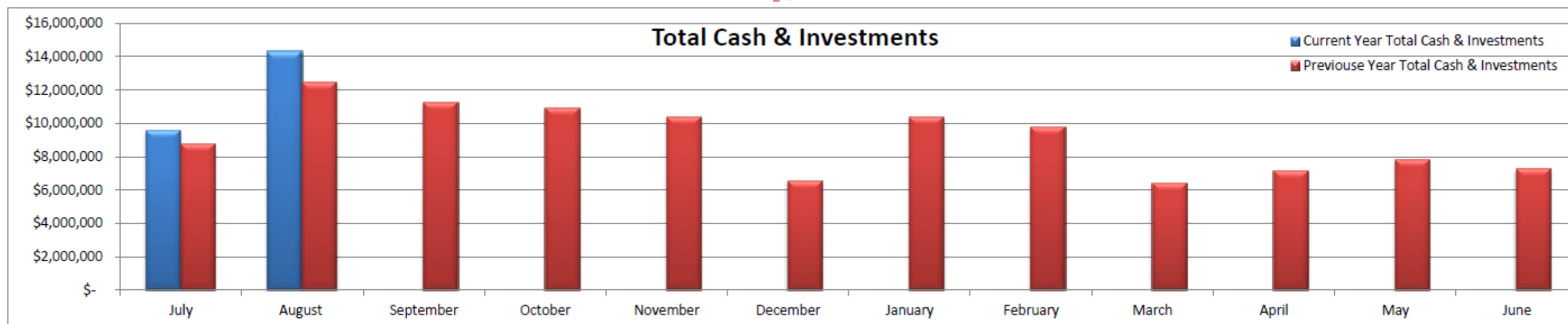
Public Copy

## KINGBOROUGH COUNCIL - August 2020

## CASH BALANCES

Balance Type	July	August	September	October	November	December	January	February	March	April	May	June
Reserves	\$ 3,250,945	\$ 3,260,695										
Held in Trust	\$ 1,802,013	\$ 1,703,089										
Unexpended Capital Works*	\$ 1,066,905	\$ 1,243,588										
<b>Current Year Total Committed Cash</b>	\$ 6,119,863	\$ 6,207,371	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Previous Year Total Committed Cash</b>	\$ 5,523,339	\$ 6,069,126	\$ 6,587,955	\$ 5,781,848	\$ 5,820,136	\$ 6,131,552	\$ 6,735,676	\$ 6,725,448	\$ 7,895,880	\$ 8,280,013	\$ 8,750,640	\$ 7,834,701
Uncommitted Funds	\$ 3,431,422	\$ 8,100,052	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Current Year Total Cash</b>	\$ 9,551,285	\$ 14,307,424	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Previous Year Total Cash</b>	\$ 8,748,966	\$ 12,462,886	\$ 11,233,991	\$ 10,881,382	\$ 10,331,974	\$ 6,531,427	\$ 10,363,006	\$ 9,763,022	\$ 6,359,508	\$ 7,127,260	\$ 7,838,684	\$ 7,258,413

\*Unexpended Capital Works excludes Kingston Park expenditure



## KINGBOROUGH COUNCIL – August 2020

## CASH, INVESTMENTS &amp; BORROWINGS

CASH ACCOUNTS	Interest Rate	Maturity Date	July	August	September	October	November	December	January	February	March	April	May	June
CBA - Overdraft Account			\$777,862	\$1,119,740										
CBA - Applications Account			\$1,100	\$10,371										
CBA - AR Account			\$3,963	\$16,685										
CBA – Business Online Saver			\$5,550,347	\$9,942,263										
<b>Total Cash</b>			\$ 6,333,272	\$ 11,089,059	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>INVESTMENTS</b>														
Mystate 3	1.10%	23-Sep-20	\$2,008,318	\$2,008,318										
Tascorp HT	0.25%	Managed Trust	\$115,028	\$115,053										
Tascorp Cash Indexed	0.03%	Managed Trust	\$1,094,666	\$1,094,994										
<b>Total Investments</b>			\$ 3,218,013	\$ 3,218,365	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Current Year Total Cash &amp; Investments</b>			\$ 9,551,285	\$ 14,307,424	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Previous Year Cash &amp; Investments</b>			\$ 9,743,106	\$ 13,808,412	\$ 11,167,314	\$ 12,921,950	\$ 11,883,483	\$ 7,961,253	\$ 10,253,798	\$ 9,279,437	\$ 8,099,011	\$ 7,751,676	\$ 6,898,269	\$ 7,587,489
<b>Borrowings</b>														
Tascorp (Grant Funded)	3.43%	22-Jun-23	\$2,700,000	\$2,700,000										
Tascorp	3.47%	11-Oct-23	\$2,800,000	\$2,800,000										
Tascorp (Grant Funded)	2.13%	27-Jun-24	\$2,400,000	\$2,400,000										
Tascorp (Grant Funded)	1.99%	21-Jan-25	\$2,100,000	\$2,100,000										
Tascorp	1.32%	16-Jun-23	\$2,900,000	\$2,900,000										
			\$ 12,900,000	\$ 12,900,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# KINGBOROUGH COUNCIL - July 2020

## RESERVES

Accounts	July	August	September	October	November	December	January	February	March	April	May	June
Boronia Hill Reserve	\$ 10,733	\$ 10,733										
Car Parking	\$ 46,248	\$ 46,248										
Hall Equipment Replacement	\$ 69,033	\$ 69,033										
IT Equipment Replacement	\$ 3,618	\$ 3,618										
KSC Equipment Replacement	\$ 112,333	\$ 112,333										
Office Equipment Replacement	\$ 72,226	\$ 72,226										
Plant & Equipment Replacement	\$ 478,792	\$ 478,792										
Public Open Space	\$ 893,213	\$ 902,963										
Tree Preservation Reserve	\$ 783,719	\$ 783,719										
Unexpended Grants	\$ 781,030	\$ 781,030										
<b>Current Year Total Reserves</b>	<b>\$ 3,250,945</b>	<b>\$ 3,260,695</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Previous Years Total Reserves</b>	<b>\$ 2,875,169</b>	<b>\$ 2,892,209</b>	<b>\$ 2,898,384</b>	<b>\$ 2,901,884</b>	<b>\$ 2,912,137</b>	<b>\$ 3,007,969</b>	<b>\$ 3,010,219</b>	<b>\$ 3,010,219</b>	<b>\$ 3,164,694</b>	<b>\$ 3,172,020</b>	<b>\$ 3,172,020</b>	<b>\$ 2,827,838</b>

Public Copy

# KINGBOROUGH COUNCIL - August 2020

## BUDGET NOTES

RECONCILIATION OF ORIGINAL TO FORECAST BUDGET	
<b>BUDGET UNDERLYING RESULT</b>	<b>(2,430,863)</b>
<b>Forecast Changes:</b>	
Rate Income	100,000
User Fees	200,000
Grants Recurrent	200,000
Materials & Services - Expenditure of Grant Funds	(200,000)
<b>FORECAST UNDERLYING RESULT</b>	<b>(2,130,863)</b>
<b>Adjustments not affecting the Underlying Surplus</b>	
Capital Grants	1,100,000
<b>Net Operating Surplus.</b>	<b>445,137</b>



## KINGBOROUGH COUNCIL – August 2020

## Summary Operating Statement All

	YTD Actuals	YTD Budget	YTD Variance	Annual Budget	Forecast Budget	Forecast Variance
<b>Income</b>						
Rates	29,475,886	29,379,520	96,366	29,530,000	29,630,000	100,000
Income Levies	1,700,929	1,663,000	37,929	1,663,000	1,663,000	0
Statutory Fees & Fines	443,902	427,520	16,382	2,114,200	2,114,200	0
User Fees	201,482	106,530	94,952	1,057,318	1,257,318	200,000
Grants Recurrent	522,801	353,440	169,361	2,552,600	2,752,600	200,000
Contributions - Cash	52,151	29,520	22,631	177,000	177,000	0
Reimbursements	1,024,272	1,060,000	(35,728)	1,150,000	1,150,000	0
Other Income	131,120	137,860	(6,740)	1,158,400	1,158,400	0
Internal Charges Income	36,666	36,660	6	220,000	220,000	0
<b>Total Income</b>	<b>33,589,208</b>	<b>33,194,050</b>	<b>395,158</b>	<b>39,622,518</b>	<b>40,122,518</b>	<b>500,000</b>
<b>Expenses</b>						
Employee Costs	3,037,317	3,013,190	(24,127)	15,015,515	15,015,515	0
Expenses Levies	0	0	0	1,663,000	1,663,000	0
Loan Interest	16,504	16,340	(164)	98,000	98,000	0
Materials and Services	1,628,535	1,654,440	25,905	9,797,085	9,997,085	(200,000)
Other Expenses	1,973,379	2,035,350	61,971	3,830,180	3,830,180	0
Internal Charges Expense	36,666	36,660	(6)	220,000	220,000	0
<b>Total Expenses</b>	<b>6,692,400</b>	<b>6,755,980</b>	<b>63,580</b>	<b>30,623,780</b>	<b>30,823,780</b>	<b>(200,000)</b>
<b>Net Operating Surplus/(Deficit) before:</b>	<b>26,896,808</b>	<b>26,438,070</b>	<b>458,738</b>	<b>8,998,737</b>	<b>9,298,737</b>	<b>300,000</b>
Depreciation	1,902,022	1,895,560	(6,462)	11,373,600	11,373,600	0
Loss/(Profit) on Disposal of Assets	(5,622)	0	5,622	400,000	400,000	0
<b>Net Operating Surplus/(Deficit) before:</b>	<b>25,000,408</b>	<b>24,542,510</b>	<b>457,898</b>	<b>(2,774,863)</b>	<b>(2,474,863)</b>	<b>300,000</b>
Interest	8,378	15,660	(7,282)	94,000	94,000	0
Share of Profits/(Losses) of Invest. In Assoc	0	0	0	100,000	100,000	0
Investment Copping	0	0	0	150,000	150,000	0
<b>NET OPERATING SURPLUS/(DEFICIT)</b>	<b>25,008,787</b>	<b>24,558,170</b>	<b>450,617</b>	<b>(2,430,863)</b>	<b>(2,130,863)</b>	<b>300,000</b>
Grants Capital	1,074,068	0	1,074,068	476,000	1,576,000	1,100,000
Contributions - Non Monetary Assets	0	0	0	1,000,000	1,000,000	0
<b>NET SURPLUS/(DEFICIT)</b>	<b>26,082,855</b>	<b>24,558,170</b>	<b>1,524,685</b>	<b>(954,863)</b>	<b>445,137</b>	<b>1,400,000</b>
<b>Underlying Result</b>						
Grant Received in Advance	0	0	0	0	0	0
<b>UNDERLYING RESULT</b>	<b>25,008,787</b>	<b>24,558,170</b>	<b>450,617</b>	<b>(2,430,863)</b>	<b>(2,130,863)</b>	<b>300,000</b>
<b>TOTAL CASH GENERATED</b>	<b>23,106,765</b>	<b>22,662,610</b>	<b>444,155</b>	<b>8,942,737</b>	<b>9,242,737</b>	<b>(300,000)</b>

## KINGBOROUGH COUNCIL – August 2020

## Summary Operating Statement Governance

	YTD Actuals	YTD Budget	YTD Variance	Annual Budget	Forecast Budget	Forecast Variance
<b>Income</b>						
Rates	24,396,867	24,333,000	63,867	24,450,000	24,450,000	70,000
Income Levies	1,700,929	1,663,000	37,929	1,663,000	1,663,000	0
Statutory Fees & Fines	0	0	0	0	0	0
User Fees	13,734	14,160	(426)	85,000	85,000	0
Grants Recurrent	314,661	283,000	31,661	2,350,000	2,400,000	50,000
Contributions - Cash	36,401	18,340	18,061	110,000	110,000	0
Reimbursements	1,024,272	1,060,000	(35,728)	1,150,000	1,150,000	0
Other Income	441	500	(59)	273,000	273,000	0
Internal Charges Income	0	0	0	0	0	0
<b>Total Income</b>	<b>27,487,305</b>	<b>27,372,000</b>	<b>115,305</b>	<b>30,081,000</b>	<b>30,131,000</b>	<b>120,000</b>
<b>Expenses</b>						
Employee Costs	125,280	131,250	5,970	688,140	688,140	0
Expenses Levies	0	0	0	1,663,000	1,663,000	0
Loan Interest	0	0	0	0	0	0
Materials and Services	154,608	78,180	(76,428)	244,000	294,000	(50,000)
Other Expenses	1,308,332	1,344,840	36,508	2,121,200	2,121,200	0
Internal Charges Expense	0	0	0	0	0	0
<b>Total Expenses</b>	<b>1,624,621</b>	<b>1,554,270</b>	<b>(70,351)</b>	<b>4,716,340</b>	<b>4,766,340</b>	<b>50,000</b>
<b>Net Operating Surplus/(Deficit) before:</b>	<b>25,862,684</b>	<b>25,817,730</b>	<b>44,954</b>	<b>25,364,660</b>	<b>25,364,660</b>	<b>0</b>
Depreciation	35,744	17,000	(18,744)	102,000	102,000	0
Loss/(Profit) on Disposal of Assets	(5,622)	0	5,622	400,000	400,000	0
<b>Net Operating Surplus/(Deficit) before:</b>	<b>25,832,563</b>	<b>25,800,730</b>	<b>31,833</b>	<b>24,862,660</b>	<b>24,862,660</b>	<b>0</b>
Interest	0	0	0	0	0	0
Dividends	0	0	0	0	0	0
Share of Profits/(Losses) of Invest. In Assoc	0	0	0	100,000	100,000	0
Investment Copping	0	0	0	150,000	150,000	0
<b>NET OPERATING SURPLUS/(DEFICIT)</b>	<b>25,832,563</b>	<b>25,800,730</b>	<b>31,833</b>	<b>25,112,660</b>	<b>25,112,660</b>	<b>0</b>
Grants Capital	1,074,068	0	1,074,068	476,000	1,576,000	1,100,000
Contributions - Non Monetary Assets	0	0	0	1,000,000	1,000,000	0
Initial Recognition of Infrastructure Assets	0	0	0	0	0	0
<b>NET SURPLUS/(DEFICIT)</b>	<b>26,906,631</b>	<b>25,800,730</b>	<b>1,105,901</b>	<b>26,588,660</b>	<b>27,688,660</b>	<b>1,100,000</b>
<b>TOTAL CASH GENERATED</b>	<b>25,796,818</b>	<b>25,783,730</b>	<b>13,088</b>	<b>25,010,660</b>	<b>25,010,660</b>	<b>0</b>

## KINGBOROUGH COUNCIL – August 2020

## Summary Operating Statement Corporate Services

	YTD Actuals	YTD Budget	YTD Variance	Annual Budget	Forecast Budget	Forecast Variance
<b>Income</b>						
Rates	0	0	0	0	0	0
Income Levies	0	0	0	0	0	0
Statutory Fees & Fines	39,072	50,540	(11,468)	303,200	303,200	0
User Fees	0	0	0	0	0	0
Grants Recurrent	0	0	0	0	0	0
Contributions - Cash	0	0	0	0	0	0
Reimbursements	0	0	0	0	0	0
Other Income	25,680	22,960	2,720	137,800	137,800	0
Internal Charges Income	25,000	25,000	0	150,000	150,000	0
<b>Total Income</b>	<b>89,753</b>	<b>98,500</b>	<b>(8,747)</b>	<b>591,000</b>	<b>591,000</b>	<b>0</b>
<b>Expenses</b>						
Employee Costs	559,006	523,530	(35,476)	2,753,110	2,753,110	0
Expenses Levies	0	0	0	0	0	0
Loan Interest	16,504	16,340	(164)	98,000	98,000	0
Materials and Services	236,573	181,420	(55,153)	702,600	702,600	0
Other Expenses	518,029	489,090	(28,939)	981,600	981,600	0
Internal Charges Expense	0	0	0	0	0	0
<b>Total Expenses</b>	<b>1,330,112</b>	<b>1,210,380</b>	<b>(119,732)</b>	<b>4,535,310</b>	<b>4,535,310</b>	<b>0</b>
<b>Net Operating Surplus/(Deficit) before:</b>	<b>(1,240,359)</b>	<b>(1,111,880)</b>	<b>(128,479)</b>	<b>(3,944,310)</b>	<b>(3,944,310)</b>	<b>0</b>
Depreciation	10,667	15,400	4,733	173,400	173,400	0
Loss/(Profit) on Disposal of Assets	0	0	0	0	0	0
<b>Net Operating Surplus/(Deficit) before:</b>	<b>(1,251,026)</b>	<b>(1,127,280)</b>	<b>(123,746)</b>	<b>(4,117,710)</b>	<b>(4,117,710)</b>	<b>0</b>
Interest	8,378	15,660	(7,282)	94,000	94,000	0
Dividends	0	0	0	0	0	0
Share of Profits/(Losses) of Invest. In Assoc	0	0	0	0	0	0
Investment Copping	0	0	0	0	0	0
<b>NET OPERATING SURPLUS/(DEFICIT)</b>	<b>(1,242,648)</b>	<b>(1,111,620)</b>	<b>(131,028)</b>	<b>(4,023,710)</b>	<b>(4,023,710)</b>	<b>0</b>
Grants Capital	0	0	0	0	0	0
Contributions - Non Monetary Assets	0	0	0	0	0	0
Initial Recognition of Infrastructure Assets	0	0	0	0	0	0
<b>NET SURPLUS/(DEFICIT)</b>	<b>(1,242,648)</b>	<b>(1,111,620)</b>	<b>(131,028)</b>	<b>(4,023,710)</b>	<b>(4,023,710)</b>	<b>0</b>
<b>TOTAL CASH GENERATED</b>	<b>(1,231,981)</b>	<b>(1,096,220)</b>	<b>(135,761)</b>	<b>(3,850,310)</b>	<b>(3,850,310)</b>	<b>0</b>

## KINGBOROUGH COUNCIL – August 2020

## Summary Operating Statement Governance &amp; Property Services

	YTD Actuals	YTD Budget	YTD Variance	Annual Budget	Forecast Budget	Forecast Variance
<b>Income</b>						
Rates	0	0	0	0	0	0
Income Levies	0	0	0	0	0	0
Statutory Fees & Fines	146,478	151,160	(4,682)	456,000	456,000	0
User Fees	39,320	20,380	18,940	124,440	124,440	40,000
Grants Recurrent	78,979	0	78,979	0	100,000	100,000
Contributions - Cash	0	0	0	0	0	0
Reimbursements	0	0	0	0	0	0
Other Income	1,600	300	1,300	1,800	1,800	0
Internal Charges Income	0	0	0	0	0	0
<b>Total Income</b>	<b>266,378</b>	<b>171,840</b>	<b>94,538</b>	<b>582,240</b>	<b>682,240</b>	<b>140,000</b>
<b>Expenses</b>						
Employee Costs	320,535	297,720	(22,815)	1,678,850	1,678,850	0
Expenses Levies	0	0	0	0	0	0
Loan Interest	0	0	0	0	0	0
Materials and Services	78,358	66,600	(11,758)	449,675	549,675	(100,000)
Other Expenses	16,228	37,220	20,992	124,400	124,400	0
Internal Charges Expense	0	0	0	0	0	0
<b>Total Expenses</b>	<b>415,121</b>	<b>401,540</b>	<b>(13,581)</b>	<b>2,252,925</b>	<b>2,352,925</b>	<b>(100,000)</b>
<b>Net Operating Surplus/(Deficit) before:</b>	<b>(148,742)</b>	<b>(229,700)</b>	<b>80,958</b>	<b>(1,670,685)</b>	<b>(1,670,685)</b>	<b>0</b>
Depreciation	64,753	200	(64,553)	1,200	1,200	0
Loss/(Profit) on Disposal of Assets	0	0	0	0	0	0
<b>Net Operating Surplus/(Deficit) before:</b>	<b>(213,495)</b>	<b>(229,900)</b>	<b>16,405</b>	<b>(1,671,885)</b>	<b>(1,671,885)</b>	<b>0</b>
Interest	0	0	0	0	0	0
Dividends	0	0	0	0	0	0
Share of Profits/(Losses) of Invest. In Assoc	0	0	0	0	0	0
Investment Copping	0	0	0	0	0	0
<b>NET OPERATING SURPLUS/(DEFICIT)</b>	<b>(213,495)</b>	<b>(229,900)</b>	<b>16,405</b>	<b>(1,671,885)</b>	<b>(1,671,885)</b>	<b>0</b>
Grants Capital	0	0	0	0	0	0
Contributions - Non Monetary Assets	0	0	0	0	0	0
Initial Recognition of Infrastructure Assets	0	0	0	0	0	0
<b>NET SURPLUS/(DEFICIT)</b>	<b>(213,495)</b>	<b>(229,900)</b>	<b>16,405</b>	<b>(1,671,885)</b>	<b>(1,671,885)</b>	<b>0</b>
<b>TOTAL CASH GENERATED</b>	<b>(148,742)</b>	<b>(229,700)</b>	<b>(48,148)</b>	<b>(1,670,685)</b>	<b>(1,670,685)</b>	<b>0</b>

## KINGBOROUGH COUNCIL – August 2020

## Summary Operating Statement Community Services

	YTD Actuals	YTD Budget	YTD Variance	Annual Budget	Forecast Budget	Forecast Variance
<b>Income</b>						
Rates	0	0	0	0	0	0
Income Levies	0	0	0	0	0	0
Statutory Fees & Fines	0	0	0	0	0	0
User Fees	137,954	60,650	77,304	779,878	939,878	160,000
Grants Recurrent	30,254	0	30,254	0	0	0
Contributions - Cash	0	0	0	0	0	0
Reimbursements	0	0	0	0	0	0
Other Income	18,639	16,980	1,659	101,900	101,900	0
Internal Charges Income	0	0	0	0	0	0
<b>Total Income</b>	<b>186,847</b>	<b>77,630</b>	<b>109,217</b>	<b>881,778</b>	<b>1,041,778</b>	<b>160,000</b>
<b>Expenses</b>						
Employee Costs	258,353	291,460	33,107	1,534,735	1,534,735	0
Expenses Levies	0	0	0	0	0	0
Loan Interest	0	0	0	0	0	0
Materials and Services	69,301	80,380	11,079	473,300	473,300	0
Other Expenses	17,509	53,560	36,051	189,400	189,400	0
Internal Charges Expense	0	0	0	0	0	0
<b>Total Expenses</b>	<b>345,162</b>	<b>425,400</b>	<b>80,238</b>	<b>2,197,435</b>	<b>2,197,435</b>	<b>0</b>
<b>Net Operating Surplus/(Deficit) before:</b>	<b>(158,315)</b>	<b>(347,770)</b>	<b>189,454</b>	<b>(1,315,657)</b>	<b>(1,155,657)</b>	<b>160,000</b>
Depreciation	101,604	78,320	(23,284)	470,000	470,000	0
Loss/(Profit) on Disposal of Assets	0	0	0	0	0	0
<b>Net Operating Surplus/(Deficit) before:</b>	<b>(259,919)</b>	<b>(426,090)</b>	<b>166,170</b>	<b>(1,785,657)</b>	<b>(1,625,657)</b>	<b>160,000</b>
Interest	0	0	0	0	0	0
Dividends	0	0	0	0	0	0
Share of Profits/(Losses) of Invest. In Assoc	0	0	0	0	0	0
Investment Copping	0	0	0	0	0	0
<b>NET OPERATING SURPLUS/(DEFICIT)</b>	<b>(259,919)</b>	<b>(426,090)</b>	<b>166,170</b>	<b>(1,785,657)</b>	<b>(1,625,657)</b>	<b>160,000</b>
Grants Capital	0	0	0	0	0	0
Contributions - Non Monetary Assets	0	0	0	0	0	0
Initial Recognition of Infrastructure Assets	0	0	0	0	0	0
<b>NET SURPLUS/(DEFICIT)</b>	<b>(259,919)</b>	<b>(426,090)</b>	<b>166,170</b>	<b>(1,785,657)</b>	<b>(1,625,657)</b>	<b>160,000</b>
<b>TOTAL CASH GENERATED</b>	<b>(158,315)</b>	<b>(347,770)</b>	<b>189,454</b>	<b>(1,315,657)</b>	<b>(1,155,657)</b>	<b>160,000</b>



## KINGBOROUGH COUNCIL – August 2020

## Summary Operating Statement Development Services

	YTD Actuals	YTD Budget	YTD Variance	Annual Budget	Forecast Budget	Forecast Variance
<b>Income</b>						
Rates	0	0	0	0	0	0
Income Levies	0	0	0	0	0	0
Statutory Fees & Fines	251,145	213,340	37,805	1,280,000	1,280,000	0
User Fees	0	840	(840)	5,000	5,000	0
Grants Recurrent	0	0	0	0	0	0
Contributions - Cash	0	0	0	0	0	0
Reimbursements	0	0	0	0	0	0
Other Income	1,664	0	1,664	0	0	0
Internal Charges Income	0	0	0	0	0	0
<b>Total Income</b>	<b>252,809</b>	<b>214,180</b>	<b>38,629</b>	<b>1,285,000</b>	<b>1,285,000</b>	<b>0</b>
<b>Expenses</b>						
Employee Costs	461,465	470,060	8,595	2,480,750	2,480,750	0
Expenses Levies	0	0	0	0	0	0
Loan Interest	0	0	0	0	0	0
Materials and Services	20,540	27,320	6,780	164,000	164,000	0
Other Expenses	22,096	23,880	1,784	143,200	143,200	0
Internal Charges Expense	0	0	0	0	0	0
<b>Total Expenses</b>	<b>504,101</b>	<b>521,260</b>	<b>17,159</b>	<b>2,787,950</b>	<b>2,787,950</b>	<b>0</b>
<b>Net Operating Surplus/(Deficit) before:</b>	<b>(251,292)</b>	<b>(307,080)</b>	<b>55,788</b>	<b>(1,502,950)</b>	<b>(1,502,950)</b>	<b>0</b>
Depreciation	1,068	1,320	252	8,000	8,000	0
Loss/(Profit) on Disposal of Assets	0	0	0	0	0	0
<b>Net Operating Surplus/(Deficit) before:</b>	<b>(252,360)</b>	<b>(308,400)</b>	<b>56,040</b>	<b>(1,510,950)</b>	<b>(1,510,950)</b>	<b>0</b>
Interest	0	0	0	0	0	0
Dividends	0	0	0	0	0	0
Share of Profits/(Losses) of Invest. In Assoc	0	0	0	0	0	0
Investment Copping	0	0	0	0	0	0
<b>NET OPERATING SURPLUS/(DEFICIT)</b>	<b>(252,360)</b>	<b>(308,400)</b>	<b>56,040</b>	<b>(1,510,950)</b>	<b>(1,510,950)</b>	<b>0</b>
Grants Capital	0	0	0	0	0	0
Contributions - Non Monetary Assets	0	0	0	0	0	0
Initial Recognition of Infrastructure Assets	0	0	0	0	0	0
<b>NET SURPLUS/(DEFICIT)</b>	<b>(252,360)</b>	<b>(308,400)</b>	<b>56,040</b>	<b>(1,510,950)</b>	<b>(1,510,950)</b>	<b>0</b>
<b>TOTAL CASH GENERATED</b>	<b>(251,292)</b>	<b>(307,080)</b>	<b>55,788</b>	<b>(1,502,950)</b>	<b>(1,502,950)</b>	<b>0</b>

## KINGBOROUGH COUNCIL – August 2020

## Summary Operating Statement Environmental Services

	YTD Actuals	YTD Budget	YTD Variance	Annual Budget	Forecast Budget	Forecast Variance
<b>Income</b>						
Rates	0	0	0	0	0	0
Income Levies	0	0	0	0	0	0
Statutory Fees & Fines	7,206	12,480	(5,274)	75,000	75,000	0
User Fees	0	0	0	0	0	0
Grants Recurrent	98,907	70,440	28,467	202,600	252,600	50,000
Contributions - Cash	15,750	10,340	5,410	62,000	(88,000)	(150,000)
Reimbursements	0	0	0	0	0	0
Other Income	0	2,580	(2,580)	15,500	15,500	0
Internal Charges Income	0	0	0	0	0	0
<b>Total Income</b>	<b>121,862</b>	<b>112,500</b>	<b>9,362</b>	<b>455,100</b>	<b>355,100</b>	<b>(100,000)</b>
<b>Expenses</b>						
Employee Costs	248,890	242,120	(6,770)	1,273,194	1,273,194	0
Expenses Levies	0	0	0	0	0	0
Loan Interest	0	0	0	0	0	0
Materials and Services	23,176	97,560	74,384	585,600	635,600	(50,000)
Other Expenses	11,313	19,140	7,827	114,800	114,800	0
Internal Charges Expense	0	0	0	0	0	0
<b>Total Expenses</b>	<b>293,629</b>	<b>358,820</b>	<b>65,191</b>	<b>1,973,594</b>	<b>2,023,594</b>	<b>(50,000)</b>
<b>Net Operating Surplus/(Deficit) before:</b>	<b>(171,767)</b>	<b>(246,320)</b>	<b>74,553</b>	<b>(1,518,494)</b>	<b>(1,668,494)</b>	<b>(150,000)</b>
Depreciation	457	500	43	3,000	3,000	0
Loss/(Profit) on Disposal of Assets	0	0	0	0	0	0
<b>Net Operating Surplus/(Deficit) before:</b>	<b>(172,224)</b>	<b>(246,820)</b>	<b>74,596</b>	<b>(1,521,494)</b>	<b>(1,671,494)</b>	<b>(150,000)</b>
Interest	0	0	0	0	0	0
Dividends	0	0	0	0	0	0
Share of Profits/(Losses) of Invest. In Assoc	0	0	0	0	0	0
Investment Copping	0	0	0	0	0	0
<b>NET OPERATING SURPLUS/(DEFICIT)</b>	<b>(172,224)</b>	<b>(246,820)</b>	<b>74,596</b>	<b>(1,521,494)</b>	<b>(1,671,494)</b>	<b>(150,000)</b>
Grants Capital	0	0	0	0	0	0
Contributions - Non Monetary Assets	0	0	0	0	0	0
Initial Recognition of Infrastructure Assets	0	0	0	0	0	0
<b>NET SURPLUS/(DEFICIT)</b>	<b>(172,224)</b>	<b>(246,820)</b>	<b>74,596</b>	<b>(1,521,494)</b>	<b>(1,671,494)</b>	<b>(150,000)</b>
<b>TOTAL CASH GENERATED</b>	<b>(171,767)</b>	<b>(246,320)</b>	<b>74,553</b>	<b>(1,518,494)</b>	<b>(1,668,494)</b>	<b>(150,000)</b>

## KINGBOROUGH COUNCIL – August 2020

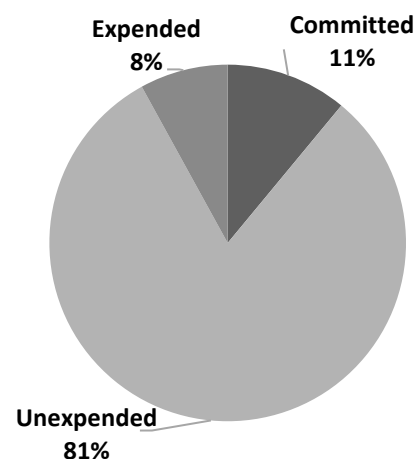
## Summary Operating Statement Infrastructure Services

	YTD Actuals	YTD Budget	YTD Variance	Annual Budget	Forecast Budget	Forecast Variance
<b>Income</b>						
Rates	5,079,019	5,046,520	32,499	5,080,000	5,110,000	30,000
Income Levies	0	0	0	0	0	0
Statutory Fees & Fines	0	0	0	0	0	0
User Fees	10,474	10,500	(26)	63,000	63,000	0
Grants Recurrent	0	0	0	0	0	0
Contributions - Cash	0	840	(840)	5,000	5,000	0
Reimbursements	0	0	0	0	0	0
Other Income	83,096	94,540	(11,444)	628,400	628,400	0
Internal Charges Income	11,666	11,660	6	70,000	70,000	0
<b>Total Income</b>	<b>5,194,254</b>	<b>5,164,060</b>	<b>30,194</b>	<b>5,846,400</b>	<b>5,876,400</b>	<b>30,000</b>
<b>Expenses</b>						
Employee Costs	1,063,788	1,057,050	(6,738)	4,608,736	4,608,736	0
Expenses Levies	0	0	0	0	0	0
Loan Interest	0	0	0	0	0	0
Materials and Services	1,045,979	1,122,980	77,001	7,177,910	7,177,910	0
Other Expenses	79,872	67,620	(12,252)	155,580	155,580	0
Internal Charges Expense	36,666	36,660	(6)	220,000	220,000	0
<b>Total Expenses</b>	<b>2,226,306</b>	<b>2,284,310</b>	<b>58,004</b>	<b>12,162,226</b>	<b>12,162,226</b>	<b>0</b>
<b>Net Operating Surplus/(Deficit) before:</b>	<b>2,967,949</b>	<b>2,879,750</b>	<b>88,199</b>	<b>(6,315,826)</b>	<b>(6,285,826)</b>	<b>30,000</b>
Depreciation	1,687,730	1,782,820	95,090	10,697,000	10,697,000	0
Loss/(Profit) on Disposal of Assets	0	0	0	0	0	0
<b>Net Operating Surplus/(Deficit) before:</b>	<b>1,280,219</b>	<b>1,096,930</b>	<b>183,289</b>	<b>(17,012,826)</b>	<b>(16,982,826)</b>	<b>30,000</b>
Interest	0	0	0	0	0	0
Dividends	0	0	0	0	0	0
Share of Profits/(Losses) of Invest. In Assoc	0	0	0	0	0	0
Investment Copping	0	0	0	0	0	0
<b>NET OPERATING SURPLUS/(DEFICIT)</b>	<b>1,280,219</b>	<b>1,096,930</b>	<b>183,289</b>	<b>(17,012,826)</b>	<b>(16,982,826)</b>	<b>30,000</b>
Grants Capital	0	0	0	0	0	0
Contributions - Non Monetary Assets	0	0	0	0	0	0
Initial Recognition of Infrastructure Assets	0	0	0	0	0	0
<b>NET SURPLUS/(DEFICIT)</b>	<b>1,280,219</b>	<b>1,096,930</b>	<b>183,289</b>	<b>(17,012,826)</b>	<b>(16,982,826)</b>	<b>30,000</b>
<b>TOTAL CASH GENERATED</b>	<b>(407,511)</b>	<b>(685,890)</b>	<b>278,379</b>	<b>(6,315,826)</b>	<b>(6,285,826)</b>	<b>30,000</b>

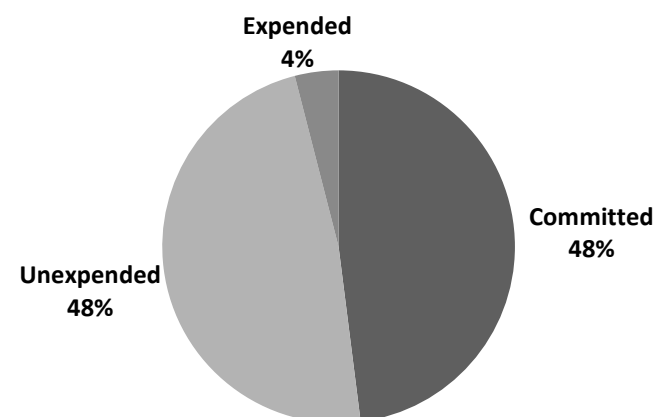
**KINGBOROUGH COUNCIL  
CAPITAL EXPENDITURE TO 31/08/2020**

	Budget					Actual			Remaining
	Carry Forward	2020/21	Grants Received	IMG Adjustments	Total	Actual	Commitments	Total	
<b>EXPENDITURE BY ASSET TYPE</b>									
Roads	2,414,890	6,685,000	-	-	9,099,890	712,264	1,053,220	1,765,484	7,334,406
Stormwater	1,048,597	1,803,500	-	-	2,852,097	123,774	31,230	155,004	2,697,093
Property	687,343	1,610,000	-	15,000	2,312,343	348,497	495,482	843,979	1,468,364
Other	320,135	-	32,900	-	353,035	8,105	39,994	48,099	304,936
Sub total	4,470,965	10,098,500	32,900	15,000	14,617,365	1,192,640	1,619,926	2,812,566	11,804,799
Kingston Park	4,961,738	2,000,000	-	-	6,961,738	279,497	3,350,143	3,629,640	3,332,098
Bruny Island Tourism	1,450,731	-	-	-	1,450,731	10,379	53,065	63,444	1,387,287
City Deal Funding	(100,000)	-	500,000	-	400,000	-	-	-	400,000
Grand Total	10,783,434	12,098,500	532,900	15,000	23,429,834	1,482,516	5,023,133	6,505,649	16,924,185

**INFRASTRUCTURE ASSETS**



**KINGSTON PARK**



## KINGBOROUGH COUNCIL

## CAPITAL EXPENDITURE TO 31/08/2020

Closed	Capital Project No.	Description	Department	Renewal, Upgrade, or New	Budget						Actual			Remaining
					Carry Forward	2020/21	Grants Rec., POS Funding Council Decision	On Costs allocated	IMG Adjustments	Total	Actual	Commitments	Total	
KINGSTON PARK														
1	KP	Overall Project budget	Kingston Park	New	-	2,000,000				2,000,000	-	-	-	2,000,000
2	Open	C00688 KP Boulevard Construction	Kingston Park	New	-	-		-		-	-	-	-	-
3	Open	C00689 KP Pardalote Parade Design & Construction	Kingston Park	New	46,122	-		-		46,122	-	-	-	46,122
4	Closed	C00690 KP Community Hub Design	Kingston Park	New	52,343	-		-		52,343	-	-	-	52,343
5	Open	C00691 KP Open Space Design (Playstreet)	Kingston Park	New	46,720	-		-		46,720	884	-	884	45,836
6	Closed	C01606 KP Parking Strategy	Kingston Park	New	(2,000)	-		-		(2,000)	-	-	-	(2,000)
7	Open	C03179 KP Temporary Car Park	Kingston Park	New	114,853	-		-		114,853	6,297	86,172	92,469	22,384
8	Open	C01618 Boulevard Construction Stage 1A	Kingston Park	New	320,154	-		-		320,154	-	419,340	419,340	(99,186)
9	Open	C01627 KP Site - Land Release Strategy	Kingston Park	New	53,185	-		-		53,185	22,306	-	22,306	30,879
10	Open	C01628 KP Site - General Expenditure	Kingston Park	New	212,722	-		-		212,722	23,768	756	24,525	188,197
11	Closed	C03068 Operational Expenditure	Kingston Park	New	6,489	-		-		6,489	-	-	-	6,489
12	Open	C03069 KP Community Hub Construction	Kingston Park	New	136,081	-		-		136,081	13,122	164,783	177,906	(41,825)
13	Open	C03175 KP Community Hub Plant & Equipment	Kingston Park	New	-	-		-		-	2,251	5,255	7,507	(7,507)
14	Open	C03173 KP Public Open Space – Playground	Kingston Park	New	3,632,894	-		-		3,632,894	191,194	2,668,110	2,859,304	773,590
15	Open	C03293 Pardalote Parade Northern Section (TIP)	Kingston Park	New	342,175	-		-		342,175	-	-	-	342,175
16	Open	C03278 KP Perimeter shared footpath	Kingston Park	New	-	-		-		-	-	-	-	-
17	Open	C03174 KP Public Open Space - Hub link to Playground	Kingston Park	New	-	-		-		-	-	-	-	-
18	Open	C03279 KP Boulevard Construction Stage 1B	Kingston Park	New	-	-		-		-	-	-	-	-
19	Open	C03306 KP Road F design and construct	Kingston Park	New	-	-		-		-	7,128	3,600	10,728	(10,728)
20	Open	C03280 KP Stormwater wetlands	Kingston Park	New	-	-		-		-	12,545	2,125	14,670	(14,670)
21										-	-	-	-	-
22					4,961,738	2,000,000	-	-	-	6,961,738	279,497	3,350,143	3,629,640	3,332,098
23														
24	BRUNY ISLAND TOURISM GRANT													
25														
26	Open	BI Bruny Island Tourism Grant	Bruny Tourism	New	150,000			-		150,000	-	-	-	150,000
27	Open	C03282 Alonnah footpath - BI Tourism Grant	Bruny Tourism	New	471,870			-		471,870	9,271	-	9,271	462,599
28	Open	C03283 Dennes Point public toilets - BI Tourism Grant	Bruny Tourism	Upgrade	100,000			-		100,000	1,025	1,125	2,150	97,850
29	Open	C03284 Adventure Bay Road Road safety measures - BI Touri	Bruny Tourism	New	118,765			-		118,765	-	-	-	118,765
30	Open	C03285 Waste disposal sites - BI Tourism Grant	Bruny Tourism	New	110,000			-		110,000	-	51,940	51,940	58,060
31	Open	C03286 Visitor information - BI Tourism Grant	Bruny Tourism	New	130,460			-		130,460	83	-	83	130,377
32	Open	C03287 Mavista Falls Track and picnic area - BI Tourism Gran	Bruny Tourism	New	300,000			-		300,000	-	-	-	300,000
33	Open	C03288 Nebraska Road Road safety measures - BI Tourism G	Bruny Tourism	New	69,636			-		69,636	-	-	-	69,636
34														
35					1,450,731	-	-	-	-	1,450,731	10,379	53,065	63,444	1,387,287
36														
37	CITY DEAL FUNDING													
38														
39		City Deal Funding (Funding \$7,900,000 paid 2020/21 \$2.0m, 2021/22 \$2m, 2022/23 \$3.9)			-		500,000	-	(900,000)	(400,000)	-	-	-	(400,000)
40	Place	Place Strategy development	Expenditure in C03107 Channel Hwy 2019/20		(100,000)			-	100,000	-	-	-	-	-
41		Kingston Interchange Improvements			-			-	800,000	800,000	-	-	-	800,000
42		Other initiatives to be			-			-		-	-	-	-	-
43					-			-		-	-	-	-	-
44														
45					(100,000)	-	500,000	-	-	400,000	-	-	-	400,000



Closed	Capital Project No.	Description	Department	Renewal, Upgrade, or New	Budget						Actual			Remaining	
					Carry Forward	2020/21	Grants Rec., POS Funding Council Decision	On Costs allocated	IMG Adjustments	Total	Actual	Commitments	Total		
46															
47															
48	Open	C03005	Coningham Toilet Block Replacement	Property	Renewal	130,000	-	-	-	130,000	1,365	100,500	101,865	28,135	
49	Open	C03111	Kelvedon Park Changerooms/Clubrooms	Property	Renewal	(26,739)	-	-	-	(26,739)	30,086	40,000	70,086	(96,825)	
50	Open	C03192	Lunawanna Public Toilet Replacement	Property	Renewal	12,017	-	-	-	12,017	-	11,387	11,387	630	
51	Open	C03217	Margate Hall Roof Replacement	Property	New	-	-	-	-	-	5,120	2,250	7,370	(7,370)	
52	Open	C03218	Barretta Vehicle Washdown Facility	Property	New	99,575	-	-	-	99,575	43,977	90,578	134,555	(34,980)	
53	Open	C03219	Barretta Pump Station	Property	New	190,923	-	-	-	190,923	132,227	60,291	192,518	(1,595)	
54	Open	C03220	Replace Kerb -KWS	Property	Renewal	37,656	-	-	-	37,656	469	-	469	37,187	
55	Open	C03222	Wash down facility for twin ovals workshop	Property	New	29,717	-	-	-	29,717	4,210	1,508	5,717	24,000	
56	Open	C03223	Glensyn units -Septic system	Property	Renewal	22,450	-	-	-	22,450	-	-	-	22,450	
56	Open	C03224	Middleton Hall - Septic system	Property	Renewal	-	-	-	-	-	5,923	-	5,923	(5,923)	
57	Open	C03225	Trial Bay-Septic system	Property	Renewal	17,469	-	-	-	17,469	4,454	-	4,454	13,015	
58	Open	C03265	Cat holding facility Bruny Island fit out	Property	Upgrade	7,123	-	-	-	7,123	-	9,619	9,619	(2,496)	
59	Closed	C02373	Kettering Hall Disability Access	Property	Upgrade	7,000	-	-	-	7,000	-	-	-	7,000	
60	Open	C03318	Blackmans Bay Foreshore Playground	Property	Renewal	64,790	-	-	-	64,790	58,900	5,890	64,790	-	
61	Open	C03304	Blowhole Coastal Fence Replacement	Property	30% R / 70% U	89,446	-	-	-	89,446	1,340	87,045	88,385	1,061	
62	Open	C03308	Barretta Walking Floor Blg Safety Upgrade	Property	New	14,366	-	-	-	14,366	14,366	-	14,366	-	
63	Open	C03319	Heat Pumps for FDC building	Property	New	(8,450)	-	-	-	(8,450)	4,038	4,340	8,378	(16,828)	
64	Closed	C90010	Playground renewal	Property	Renewal	-	50,000	-	-	50,000	-	-	-	50,000	
65	Closed	C90011	Street furniture replacement	Property	Renewal	-	15,000	-	-	15,000	-	-	-	15,000	
66	Open	C03396	Street Furniture Beach Rd Snug	Property	Renewal	-	-	-	15,000	15,000	-	11,584	11,584	3,416	
67	Open	C03320	Adventure Bay Hall Wastewater Pump Out System	Property	New	-	73,000	-	-	73,000	-	-	-	73,000	
68	Open	C03321	Baretta Re-use Station Security Cameras	Property	New	-	30,000	-	-	30,000	-	19,290	19,290	10,710	
69	Open	C03322	Blackmans Bay Skate Park Irrigation	Property	New	-	10,000	-	-	10,000	-	-	-	10,000	
70	Open	C03323	Blackmans Bay Foreshore Toilets - Upgrade	Property	Upgrade	-	81,500	-	-	81,500	-	-	-	81,500	
71	Open	C03324	Civic Centre - Office Accommodation Design	Property	Upgrade	-	30,000	-	-	30,000	-	-	-	30,000	
72	Open	C03325	Kettering Community Hall Public Toilets Upgrade	Property	Upgrade	-	45,000	-	-	45,000	-	-	-	45,000	
73	Open	C03326	Kingston Beach Oval Changerooms Upgrade	Property	Upgrade	-	100,000	-	-	100,000	-	-	-	100,000	
74	Open	C03327	Kingston View Drive Dog Park - Puppy Fencing	Property	New	-	5,000	-	-	5,000	-	-	-	5,000	
75	Open	C03328	Barretta Re-Use Shop Toilet Upgrade	Property	Renewal	-	41,000	-	-	41,000	152	-	152	40,848	
76	Open	C03329	Light Wood Park 2 Female Changerooms	Property	Upgrade	-	200,000	-	-	200,000	-	-	-	200,000	
77	Open	C03330	Light Wood Park 2 cricket nets	Property	Renewal	-	30,000	-	-	30,000	76	-	76	29,924	
78	Open	C03331	Light Wood Park 3 training lights	Property	Renewal	-	240,000	-	-	240,000	456	2,200	2,656	237,344	
79	Open	C03332	Light Wood Park 3 Fencing	Property	New	-	10,000	-	-	10,000	-	-	-	10,000	
80	Open	C03333	Middleton Cemetery Columbarium Wall	Property	New	-	12,000	-	-	12,000	379	-	379	11,621	
81	Open	C03334	Nierinna Creek Track Steps Upgrade	Property	Renewal	-	46,000	-	-	46,000	40,960	-	40,960	5,040	
82	Open	C03335	Public Recycling & Waste Enclosures	Property	New	-	40,000	-	-	40,000	-	-	-	40,000	
83	Open	C03314	Silverwater Park Upgrade	Property	Upgrade	-	250,000	-	-	250,000	-	-	-	250,000	
84	Open	C03336	Snug Hall Roof Replacement	Property	Renewal	-	50,000	-	-	50,000	-	-	-	50,000	
85	Open	C03337	Snug Beach Access Steps	Property	Renewal	-	22,500	-	-	22,500	-	-	-	22,500	
86	Open	C03338	Tingira Road Access Steps	Property	Renewal	-	49,000	-	-	49,000	-	49,000	49,000	-	
87	Open	C03339	Twin Ovals Synthetic Area Pitch Covers	Property	New	-	10,000	-	-	10,000	-	-	-	10,000	
88	Open	C03340	Christopher Johnson Park Toilet Upgrade	Property	Upgrade	-	60,000	-	-	60,000	-	-	-	60,000	
89	Open	C03341	Woodbridge Hall Toilet Upgrade	Property	Renewal	-	110,000	-	-	110,000	-	-	-	110,000	
90			Property			-	-	-	-	-	-	-	-	-	
91															
92						687,343	1,610,000	-	-	15,000	2,312,343	348,497	495,482	843,979	1,468,364
93															
94	Open	C03130	Multi-function devices - CC, Depot, KSC etc	IT	New	66,720	-	-	-	66,720	-	-	-	66,720	
95	Open	C00613	Purchase IT Equipment	IT	New	-	-	-	-	-	-	4,897	4,897	(4,897)	
96	Open	C00672	Digital Local Government Program	IT	New	67,518	-	-	-	67,518	7,486	-	7,486	60,032	
97	Open	C01602	Financial Systems Replacement	IT	Renewal	163,931	-	-	-	163,931	619	-	619	163,312	

	Closed	Capital Project No.	Description	Department	Renewal, Upgrade, or New	Budget					Actual			Remaining	
						Carry Forward	2020/21	Grants Rec., POS Funding Council Decision	On Costs allocated	IMG Adjustments	Total	Actual	Commitments		Total
98	Open	C03070	Desktop PC Replacement	IT	Renewal	12,364	-	-	-	-	12,364	-	1,273	1,273	11,091
99															
100						310,533	-	-	-	-	310,533	8,105	6,170	14,275	296,258
101															
102	Closed	C90003	Design/survey for future works	Design		-	100,000	-	-	-	100,000	-	-	-	100,000
103	Open	C03199	Snug Tiers Reconstruction -Design	Design	Renewal			-	-	-	-	4,976	-	4,976	(4,976)
104	Open	C03090	Gormley Drive Extension /Spring Farm link road	Design	New	-	3,036	-	3,036	(3,036)					
105	Open	C03093	Garnett Street, Blackmans Bay SW Upgrade Desi	Design	Upgrade	-	6,084	-	6,084	(6,084)					
106				Design							-	-	-	-	-
107						-	100,000	-	-	-	100,000	14,096	-	14,096	85,904
108															
109				Reserves		-	-	-	-	-	-	-	-	-	-
110															
111						-	-	-	-	-	-	-	-	-	-
112															
113	Open	C03187	Brightwater Road stage 2	Roads	70% N / 30% R	152,791	412,000	-	-	-	564,791	134,322	371,053	505,374	59,417
114	Open	C03064	John Street Kingston - Reconstruction	Roads	Renewal	50,000	-	-	-	-	50,000	34,910	37,656	72,565	(22,565)
115	Open	C03066	Talone Road Construction	Roads	70% R / 30% U	1,173,958	-	-	-	-	1,173,958	475,256	372,636	847,892	326,066
116	Open	C03107	Channel Highway John St to Hutchins St	Roads	Upgrade	220,693	200,000	-	-	-	420,693	2,336	-	2,336	418,357
117	Open	C03201	Tower Court reconstruction-Design	Roads	Renewal	23,182	-	-	-	-	23,182	345	-	345	22,837
118	Open	C03205	Leslie Road widening	Roads	Renewal	42,946	-	-	-	-	42,946	880	-	880	42,066
119	Open	C03212	Pelverata Road	Roads	Upgrade	-	-	-	-	-	-	3,500	3,003	6,503	(6,503)
120	Open	C03216	Hinsby Road Pedestrian Improvements	Roads	50% R / 50% U	40,000	-	-	-	-	40,000	5,868	2,743	8,611	31,389
121	Open	C03276	Upgrade Street Lighting to LED	Roads	Upgrade	711,320	-	-	-	-	711,320	-	59,425	59,425	651,895
122	Open	C03342	Pelverata Road (vic 609) Reconstruction - Design	Roads	Upgrade	-	35,000	-	-	-	35,000	-	-	-	35,000
123	Open	C03096	Adventure Bay Road (vic 334) Realignment	Roads	Upgrade	-	570,000	-	-	-	570,000	4,389	25,248	29,637	540,363
124	Open	C03193	Barnes Bay Jetty Replacement	Roads	50% R / 50% N	-	52,500	-	-	-	52,500	3,200	97,240	100,440	(47,940)
125	Open	C01183	Beach Road (vic 2-14)Footpath	Roads	Renewal	-	265,000	-	-	-	265,000	7,086	-	7,086	257,914
126	Open	C03343	Besters Rd Junction Sealing	Roads	Renewal	-	20,000	-	-	-	20,000	-	-	-	20,000
127	Open	C03344	Browns-Proctors Road Sealing of Approaches to Bro	Roads	New	-	30,000	-	-	-	30,000	-	-	-	30,000
128	Open	C03311	Browns Road (vic 1 -51) Rehabilitation - Stage 1 Des	Roads	New	-	85,000	-	-	-	85,000	-	-	-	85,000
129	Open	C03345	Diamond Drive (vic 1-9) Pavement Rehabilitation	Roads	Renewal	-	210,000	-	-	-	210,000	879	-	879	209,121
130	Open	C03346	Gordon Jetty Fender Replacement	Roads	Renewal	-	16,000	-	-	-	16,000	-	6,292	6,292	9,708
131	Open	C03312	Groombridges Road (vic Oxleys Rd--99) Sealing	Roads	Renewal	-	840,000	-	-	-	840,000	2,273	-	2,273	837,728
132	Open	C03315	Kingston Beach Sailing Club Carpark Upgrade	Roads	new	-	366,000	-	-	-	366,000	454	-	454	365,546
133	Open	C03347	Kingston Heights (vic 2-22) Footpath & Kerb and Cha	Roads	50% R / 50% U	-	42,000	-	-	-	42,000	-	-	-	42,000
134	Open	C03313	Margate Oval Carpark Upgrade	Roads	New	-	55,000	-	-	-	55,000	-	-	-	55,000
135	Open	C03348	Middleton Esplanade (vic Beach Rd 24-26) Stabilisat	Roads	Upgrade	-	250,000	-	-	-	250,000	688	-	688	249,312
136	Open	C03349	Nubeena Crescent Pedestrian Refuge	Roads	New	-	45,000	-	-	-	45,000	-	-	-	45,000
137	Open	C03350	Opal Drive (vic 5) Pavement rehabilitation	Roads	New	-	160,000	-	-	-	160,000	36	-	36	159,964
138	Open	C03316	Osborne Esplanade (vic 25a) Pedestrian Crossing	Roads	Renewal	-	170,000	-	-	-	170,000	9,636	-	9,636	160,364
139	Open	C03351	Pengana Place (vic 1) footpath	Roads	New	-	36,000	-	-	-	36,000	-	-	-	36,000
140	Open	C03352	Sandfly Road (vic 520) Bridge Approach Correction	Roads	New	-	30,000	-	-	-	30,000	-	-	-	30,000
141	Open	C03353	Stratford Place (vic 8) Footpath & Kerb and Channel	Roads	Renewal	-	19,000	-	-	-	19,000	-	-	-	19,000
142				Roads		-	-	-	-	-	-	-	-	-	-
143															
144	Closed	C90006	Access ramps	Roads	New	-	20,000	-	-	-	20,000	-	-	-	20,000
145															
146	Closed	C90002	2020/21 Resheeting Program	Roads	Renewal	-	-	-	-	-	-	-	-	-	-
147	Closed	C03397	Watsons Road - Resheet	Roads	Renewal	-	109,000	-	-	-	109,000	-	2,152	2,152	106,848
148	Closed	C03398	Old Bernies Road - Resheet	Roads	Renewal	-	247,000	-	-	-	247,000	-	-	-	247,000
149	Closed	C03399	Snug Falls Road -- Resheet	Roads	Renewal	-	171,000	-	-	-	171,000	-	-	-	171,000
150	Closed	C03400	Dulcia Road - Resheet	Roads	Renewal	-	212,000	-	-	-	212,000	-	52,361	52,361	159,639

Closed	Capital Project No.	Description	Department	Renewal, Upgrade, or New	Budget						Actual			Remaining	
					Carry Forward	2020/21	Grants Rec., POS Funding Council Decision	On Costs allocated	IMG Adjustments	Total	Actual	Commitments	Total		
151	Closed	C03401	Killora Road – CH2475 to Nebraska Road - Reshe	Roads	Renewal	-	339,000	-	-	-	339,000	-	22,416	22,416	316,584
152				Roads	Renewal	-	-	-	-	-	-	-	-	-	-
153															
154	Closed	C90001	2020/21 Resealing Program	Roads	Renewal	-	-	-	-	-	-	-	-	-	-
155	Open	C03376	Crystal Downs Drive	Roads	Renewal	-	202,000	-	-	-	202,000	-	-	-	202,000
156	Open	C03377	Murlali Court	Roads	Renewal	-	30,000	-	-	-	30,000	-	-	-	30,000
157	Open	C03378	Taroo Court	Roads	Renewal	-	18,000	-	-	-	18,000	-	-	-	18,000
158	Open	C03379	Baringa Road	Roads	Renewal	-	80,000	-	-	-	80,000	66	-	66	79,934
159	Open	C03380	Cartwright Lane	Roads	Renewal	-	15,000	-	-	-	15,000	46	996	1,043	13,957
160	Open	C03381	Churchill Road	Roads	Renewal	-	90,000	-	-	-	90,000	-	-	-	90,000
161	Open	C03382	Coolamon Road	Roads	Renewal	-	47,000	-	-	-	47,000	-	-	-	47,000
162	Open	C03383	Elandra Road	Roads	Renewal	-	36,000	-	-	-	36,000	3,492	-	3,492	32,508
163	Open	C03384	Karingal Court	Roads	Renewal	-	69,000	-	-	-	69,000	795	-	795	68,205
164	Open	C03385	Spring Farm Road	Roads	Renewal	-	98,000	-	-	-	98,000	-	-	-	98,000
165	Open	C03386	Sandfly Road at Pelverata Road	Roads	Renewal	-	32,000	-	-	-	32,000	-	-	-	32,000
166	Open	C03387	Cutana Parade	Roads	Renewal	-	67,000	-	-	-	67,000	825	-	825	66,175
167	Open	C03388	Beach Road Snug	Roads	Renewal	-	117,000	-	-	-	117,000	6,885	-	6,885	110,115
168	Open	C03389	Howden Road	Roads	Renewal	-	161,000	-	-	-	161,000	-	-	-	161,000
169	Open	C03390	Conningham Road - Hopwood St to Albert Rd	Roads	Renewal	-	40,000	-	-	-	40,000	-	-	-	40,000
170	Open	C03391	Conningham Road - Old Station Rd to No. 100	Roads	Renewal	-	15,000	-	-	-	15,000	-	-	-	15,000
171	Open	C03392	Sandfly Road - Huon Hwy to Allens Rivulet Rd	Roads	Renewal	-	99,000	-	-	-	99,000	-	-	-	99,000
172	Open	C03393	Van Morey Road	Roads	Renewal	-	116,000	-	-	-	116,000	-	-	-	116,000
173	Open	C03394	Willuna Close	Roads	Renewal	-	9,000	-	-	-	9,000	-	-	-	9,000
174	Open	C03395	Prep works 2021/22	Roads	Renewal	-	237,500	-	-	-	237,500	-	-	-	237,500
175				Roads	Renewal	-	-	-	-	-	-	-	-	-	-
176															
177						2,414,890	6,585,000	-	-	-	8,999,890	698,167	1,053,220	1,751,388	7,248,502
178															
179	Open	C03161	Community Road Safety Grant - Driving Simulator	Other	Renewal	9,602	-	-	-	-	9,602	-	-	-	9,602
180	Closed	C03402	Digital Speed Display Trailers (4) - CRSG State Growt	Other	New	-	-	32,900	-	-	32,900	-	33,824	33,824	(924)
181															
182						9,602	-	32,900	-	-	42,502	-	33,824	33,824	8,678
183															
184	Open	C03023	Tyndall Beach Erosion Stabilisation	Stormwater	New	8,138	-	-	-	-	8,138	1,615	5,334	6,949	1,189
185	Open	C03026	Algona Road Stage 1 SW Upgrade	Stormwater	50% R / 50% U	628,705	-	-	-	-	628,705	3,840	-	3,840	624,865
186	Open	C03129	Blackmans Bay stormwater low flow diversion	Stormwater	Upgrade	103,589	-	-	-	-	103,589	5,621	-	5,621	97,968
187	Open	C03163	Stormwater Regional Flood Gauge Network	Stormwater	New	-	-	-	-	-	-	4,287	-	4,287	(4,287)
188	Open	C03236	Milford Road stormwater upgrade	Stormwater	New	-	-	-	-	-	-	1,270	537	1,807	(1,807)
189	Open	C03237	Manuka Road Stormwater Upgrade	Stormwater	New	-	-	-	-	-	-	1,450	-	1,450	(1,450)
190	Open	C03239	Taroona Crescent stormwater upgrade	Stormwater	50% N / 50% R	100,000	-	-	-	-	100,000	81,989	23,141	105,130	(5,130)
191	Open	C03241	Burwood Drive stormwater upgrade	Stormwater	50% N / 50% R	94,168	-	-	-	-	94,168	2,850	-	2,850	91,318
192	Open	C03242	Leslie Road Stormwater Upgrade	Stormwater	New	41,000	-	-	-	-	41,000	4,626	193	4,819	36,181
193	Open	C03244	Van morey Road stormwater upgrade (vic 279)	Stormwater	Renewal	-	-	-	-	-	-	850	-	850	(850)
194	Open	C03245	Allens Rivulet Road Stormwater upgrade	Stormwater	Renewal	-	-	-	-	-	-	1,350	2,024	3,374	(3,374)
195	Open	C03246	Leslie Road (vic 645) SW Upgrades	Stormwater	Upgrade	-	-	-	-	-	-	1,364	-	1,364	(1,364)
196	Open	C03247	Huon Road (vic 1678) SW Upgrades	Stormwater	Upgrade	-	-	-	-	-	-	1,470	-	1,470	(1,470)
197	Open	C03249	Allens Rivulet Road (vic 279)	Stormwater	Upgrade	-	-	-	-	-	-	1,200	-	1,200	(1,200)
198	Open	C03250	Algona Road Stage 2 SW Upgrade-design only	Stormwater	50% N / 50% R	23,504	-	-	-	-	23,504	6,666	-	6,666	16,838
199	Open	C03251	Hillside Catchment Investigation	Stormwater	50% N / 50% R	15,684	-	-	-	-	15,684	122	-	122	15,562
200	Open	C03256	CBD Catchment Investigation	Stormwater	50% N / 50% R	33,809	-	-	-	-	33,809	-	-	-	33,809
201	Open	C03354	Pit replacement & upgrade 2020/21	Stormwater	50% N / 50% R	-	50,000	-	-	-	50,000	136	-	136	49,864
202	Open	C03355	Algona Road Stage 2 Stormwater Upgrade - Reline	Stormwater	Renewal	-	383,000	-	-	-	383,000	-	-	-	383,000
203	Open	C03356	Beach Road, Kingston Stage 2 Stormwater Upgrade	Stormwater	Upgrade	-	242,000	-	-	-	242,000	1,363	-	1,363	240,637

						Budget					Actual				
Closed		Capital Project No.	Description	Department	Renewal, Upgrade, or New	Carry Forward	2020/21	Grants Rec., POS Funding Council Decision	On Costs allocated	IMG Adjustments	Total	Actual	Commitments	Total	Remaining
204	Open	C03357	Boronia-Sherburd-CBD Stormwater Survey	Stormwater	New	-	47,000	-	-	-	47,000	-	-	-	47,000
205	Open	C03358	Coffee Creek Erosion Repair	Stormwater	50% R / 50% U	-	16,500	-	-	-	16,500	-	-	-	16,500
206	Open	C03359	Coffee Creek Hydraulic Assessment	Stormwater	New	-	55,000	-	-	-	55,000	1,461	-	1,461	53,539
207	Open	C03360	Ewing Avenue Outfall DTS	Stormwater	50% R / 50% U	-	54,000	-	-	-	54,000	-	-	-	54,000
208	Open	C03361	Flinders Esp Stormwater EXTENSION	Stormwater	New	-	116,000	-	-	-	116,000	61	-	61	115,939
209	Open	C03362	Flowerpot, Blackmans Bay DTS	Stormwater	New	-	59,000	-	-	-	59,000	-	-	-	59,000
210	Open	C03363	Harpers Road Stormwater Upgrade - ROAD ONLY	Stormwater	New	-	168,000	-	-	-	168,000	122	-	122	167,878
211	Open	C03364	Leslie Road (viz 48) Stormwater Upgrade	Stormwater	50% R / 50% U	-	25,000	-	-	-	25,000	-	-	-	25,000
212	Open	C03365	Margate Rivulet Hydraulic Assessment	Stormwater	New	-	77,000	-	-	-	77,000	-	-	-	77,000
213	Open	C03366	Palmers Rd Culvert Upgrade	Stormwater	50% R / 50% U	-	21,500	-	-	-	21,500	-	-	-	21,500
214	Open	C03367	Pear Ridge, Margate Stormwater Upgrade	Stormwater	New	-	31,000	-	-	-	31,000	-	-	-	31,000
215	Open	C03368	Roslyn-Pearsall-Wells-Ocean Stormwater Survey	Stormwater	New	-	30,000	-	-	-	30,000	-	-	-	30,000
216	Open	C03369	Snug Falls Rd Culvert Upgrades	Stormwater	50% R / 50% U	-	27,000	-	-	-	27,000	-	-	-	27,000
217	Open	C03370	Talbots Road Culvert Upgrades (vic 146)	Stormwater	New	-	34,500	-	-	-	34,500	-	-	-	34,500
218	Open	C03371	Jindabyne Road stormwater improvements	Stormwater	New	-	15,000	-	-	-	15,000	-	-	-	15,000
219	Open	C03372	Kingston Heights vicinity of house number 37	Stormwater	New	-	15,000	-	-	-	15,000	-	-	-	15,000
220	Open	C03373	Taroona Crescent Stormwater Upgrade STAGE 2	Stormwater	New	-	217,000	-	-	-	217,000	-	-	-	217,000
221	Open	C03374	Timbertop Drive Stormwater Upgrade	Stormwater	New	-	57,000	-	-	-	57,000	61	-	61	56,939
222	Open	C03375	Yacht Club Kingston Beach DTS	Stormwater	Upgrade	-	63,000	-	-	-	63,000	-	-	-	63,000
223				Stormwater	New	-	-	-	-	-	-	-	-	-	-
224											-	-	-	-	-
225						1,048,597	1,803,500	-	-	-	2,852,097	123,774	31,230	155,004	2,697,093
226		B00000	Capital Balancing Account	Other							-	-	-	-	-
227		OC	On costs on capital project				505,000				505,000				505,000
TOTAL CAPITAL EXPENDITURE						10,783,434	12,603,500	532,900	-	15,000	23,934,834	1,482,516	5,023,133	6,505,649	17,429,185

## Kingston Park Expenditure 2020/21

	Budget & Carried Forward Expenditure	Actual	Commitments	Total	Variance
Overall Project budget (yet to be allocated)	2,000,000				2,000,000
C00688 KP Boulevard Construction	0	0	0	0	0
C00689 KP Pardalote Parade Design & Construction	46,122	0	0	0	46,122
C00690 KP Community Hub Design	52,343	0	0	0	52,343
C00691 KP Open Space Design (Playstreet)	46,720	884	0	884	45,836
C01606 KP Parking Strategy	(2,000)	0	0	0	(2,000)
C03179 KP Temporary Car Park	114,853	6,297	86,172	92,469	22,384
C01618 Boulevard Construction Stage 1A	320,154	0	419,340	419,340	(99,186)
C01627 KP Site - Land Release Strategy	53,185	22,306	0	22,306	30,879
C01628 KP Site - General Expenditure	219,211	23,768	756	24,525	194,686
C03069 KP Community Hub Construction	136,081	13,122	164,783	177,906	(41,825)
C03175 KP Community Hub Plant & Equipment	0	2,251	5,255	7,507	(7,507)
C03173 KP Public Open Space - Playground	3,632,894	191,194	2,668,110	2,859,304	773,590
C03293 Pardalote Parade Northern Section (TIP)	342,175	0	0	0	342,175
C03278 KP Perimeter shared footpath	0	0	0	0	0
C03174 KP Public Open Space - Hub link to Playground	0	0	0	0	0
C03279 KP Boulevard Construction Stage 1B	0	0	0	0	0
C03306 KP Road F design and construct	0	7,128	3,600	10,728	(10,728)
C03280 KP Stormwater wetlands	0	12,545	2,125	14,670	(14,670)
<b>Total</b>	<b>6,961,738</b>	<b>279,497</b>	<b>3,350,143</b>	<b>3,629,640</b>	<b>3,332,098</b>



## 16.8 DEVELOPMENT SERVICES QUARTERLY REPORT

**Author:** Tasha Tyler-Moore, Manager Development Services

**Authoriser:** Tony Ferrier, Deputy General Manager

### 1. Introduction

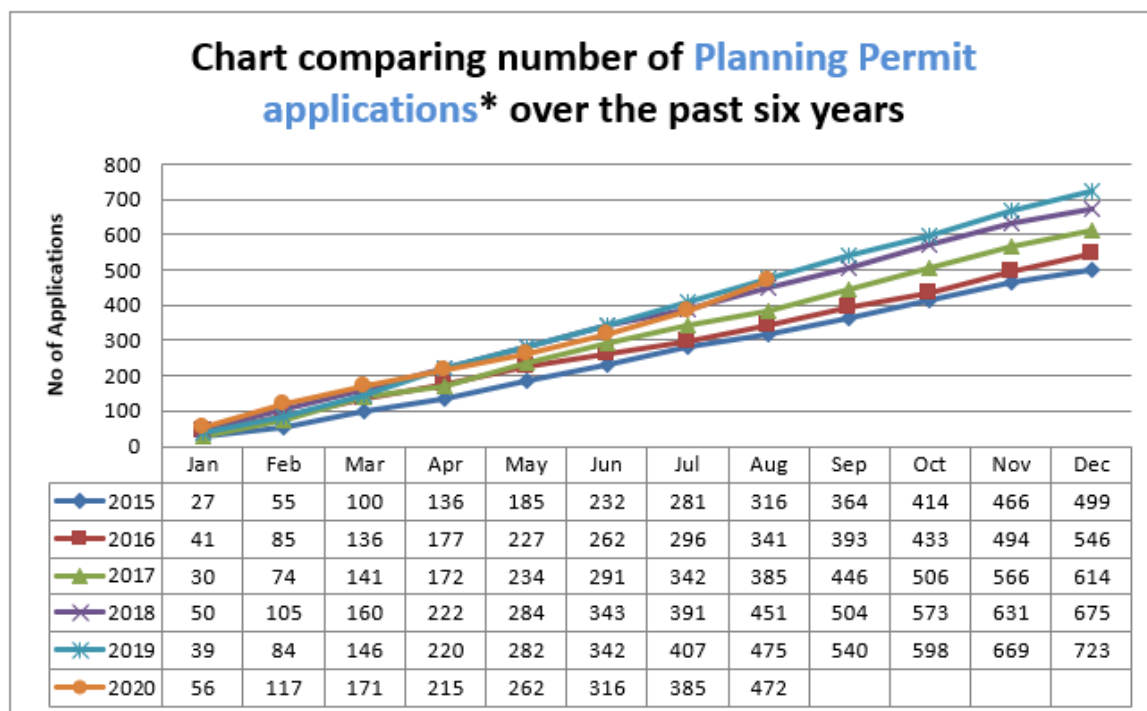
Development Services has Planning Authority delegations under the *Land Use Planning and Approvals Act 1993* and is the Permit Authority for plumbing and building applications under the *Building Act 2016*. These responsibilities include related enforcement functions. Kingborough Council is one of Tasmania's fastest growing municipalities and both planning and building approvals are reaching new records each year.

This report provides an update on Development Services' building and planning permit activity including lodgement numbers; Resource Management Planning and Approvals Tribunal (RMPAT) and Tasmanian Planning Commission (TPC) matters; and, strategic planning matters. The report also provides an update about the implementation of the recommendations of the Planning Review that was adopted by Council in December 2019.

### 2. Planning

Below is the chart detailing the number of planning applications lodged this year to date (until end of August) and shows a comparison of the number of applications lodged over the past six years.

The chart below is for development applications only. Applications for subdivisions, sealed plan amendments, strata applications, adhesion order applications, planning scheme amendments, minor amendments, extensions to the life of a permit or pre-application meetings are not included.



As identified in the previous quarterly report (June), the rate of application lodgements reduced during the months of April and May, presumably as a result of the Covid-19 pandemic. However, as can be seen above, the overall number of application lodgements has almost completely recovered and the difference between now and the same time last year is only 3 applications (0.3%) fewer. To recover to the same level after two slower months means that the number of lodgements following May are higher than previous months, as explained in more detail below.

The number of applications lodged each month varies, but the number can be averaged for the year by month for the purpose of comparison. Below are the average number of Planning Permit lodgements (note: for only certain types of applications, refer to earlier description) per month for the past 3 years:

Year 2017 – 51 lodgements/month

Year 2018 – 56 lodgements/month

Year 2019 – 60 lodgements/month

The trend for 2020 (until the end of August) suggests an average of 59 per month, which is about the same as the previous year (a year that did not endure the impacts of a pandemic).

If the number of lodgements stay the same or increase from the last two months, it is likely that we will break a new record of number of applications lodged in a year.

#### **2.4 Premier's Economic and Social Recovery Advisory Council report (Covid-19 Response) – July 2020 (PESRAC)**

In July 2020, the above-mentioned report was released by the State Government. The purpose of the report is to outline several strategic priorities to shape the immediate recovery response. The report covers many of the key impacts of the pandemic including structural impacts on specific sections of the economy; social impacts including mental health; and, changing attitudes and practices. Relevant to Development Services were the observations and recommendations related to the building industry.

The report included 64 recommendations, specific to Development Services are the comments and recommendations starting at page 50 of the report. Specific recommendations include:

- No. 22. *Areas of government responsible for planning decisions, permits and related approvals, including the Land Titles Office, should be fully resourced to ensure timely decision-making. \**
- No. 23. *The State Government should fast-track the implementation of statutory timeframes for TasNetworks and TasWater to deliver infrastructure permits for development projects.*
- No. 24. *Reforms under consideration to deliver a fit-for-purpose building and construction regulatory framework should be given the strongest-possible mandate and priority for completion.*
- No. 25. *Local government should prioritise the resourcing of development applications and planning approvals to ensure that legislative timeframes are met, if not bettered.*
- No. 26. *The State Government should change the regulatory framework for developments that fall within 'no permit required' and 'permitted use' under planning schemes to deliver an efficient and timely approach for dealing with planning outcomes.*

- No. 27. *The Government should take a much more active approach to engaging with the private sector to facilitate major projects in Tasmania.*
- No. 28. *The State Government should carefully manage the roll-out of its 'Construction Blitz' program. The flow of housing construction should be scheduled to deliver the intended stimulatory effect without over-heating the industry. \**

Those with an Asterix were highlighted as being the highest priorities (there are 12 recommendations on that priority list).

Council is specifically responsible for recommendations No. 22 and No. 25 (listed above).

## 2.5 Government stimulus package for the building industry (Covid-19 recovery)

To assist with the forecast financial impacts of the Covid-19 pandemic, Federal and State Governments have created stimulus packages to assist the economy continue and recover. The relevant stimulus packages to Development Services are those grants offered to people for development of new homes and substantial home renovations. Below is a brief description of those grants and the potential impact on Development Services.

**Commonwealth Government** - \$25 000 grant to build a new home or substantially renovate an existing home. Applications for the new home grant must be lodged no later than 31 December 2020. For new homes the payment is made after substantial commencement (foundations laid), which must occur within 3 months of the signed contract. Substantial renovations will be paid after at least \$150 000 of the contract price has been paid. For 'off the plan'/new homes, grants will be paid after the applicant's name is registered on the title.

**Tasmanian Government** - \$20 000 for new homes. Applications for home builder must be lodged no later than 31 December 2020. To qualify for building a new home or substantial renovation, the subject home must be commenced no less than 3 months after signing the building contract. For buying a new home, the build must commence on or after 4 June 2020.

For both the Commonwealth and Tasmanian Government, the grant applications must be made by 31 December 2020. The application requires a signed building contract; this means that grant applicants must have their approved building and planning permits prior to that time. It is anticipated that this may place additional pressure on both building and planning departments for the months of October to December.

## 2.6 Huntingfield Master Plan

The Minister for Planning issued a Housing Land Supply Order for Huntingfield which came into effect on 18 March 2020. The Housing Order provides a fast track process for land rezoning and accelerates the supply of affordable housing. The Order introduced a new Specific Area Plan into Kingborough's Planning Scheme.

The Master Plan aims to deliver a broad mix of around 470 residential lots, as well as public amenities and open spaces to serve the needs of the local community. The Tasmanian Government will deliver the subdivision in conjunction with private sector partners but will retain at least 15% of the lots to deliver new social housing.

Since the last quarterly report, the State Government undertook and completed their public engagement. Since the consultation completion in late June 2020, the Planning Department has not heard anything further from the State Government about the outcomes of the consultation, any changes to the plans or when they expect to lodge either the masterplan or the application for subdivision.

## **2.7 Progress of Local Provisions Schedule – moving to the ‘Tasmanian Planning Scheme’ and public consultation.**

Council's adopted draft of the Local Planning Provisions (LPS) was sent to the Planning Commission (TPC) on 13 December 2019, (additional information was sent on 18 December 2019). A second iteration of the plans (corrected data) was adopted at the Council Meeting on 11 February 2020 and forwarded to the TPC for their consideration.

The TPC notified Council on 2 March 2020 that the information provided is suitable for an assessment of legislative compliance to be conducted. On 27 April 2020 and 21 May 2020 requests from the TPC were made for additional information related to the GIS files for mapping. Council is waiting for approval from the TPC to allow the LPS be placed on public exhibition.

Council officers were contacted recently (following our enquiries) and they advised that they intend to set up a post-lodgement meeting in the upcoming weeks. This may be a precursor for direction to publicly advertise the LPS, however it could also mean that additional changes are required.

Noting the above, an extensive Communications Strategy has been developed in anticipation of the LPS exhibition. The *Land Use Planning and Approvals Act 1993* has a set of minimum exhibition requirements for the LPS, however it is intended to go beyond the minimum requirements to maximise the number of people made aware of LPS. The communication strategy focusses on making information easily available to assist people to understand the new provisions and by allowing face to face questions.

Councillors will be provided with an update of the LPS and overview of the consultation strategy once we have received feedback from the TPC.

## **2.8 PSA-2019-3 – Amendments to the Kingston Park Specific Area Plan (SAP)**

Planning Scheme Amendment (PSA-2019-3) proposes to amend the Kingston Park SAP. The Tasmanian Planning Commission (TPC) hearing for the 7 submissions lodged during the exhibition period was held (online) on 14 May 2020. Kingborough was represented by the consultant that wrote the s39 report to Council earlier.

The hearing discussed many of the elements that were raised however no decision was made by the TPC on the day. Additional submissions were submitted in early June 2020 in response to the TPC requests following the hearing. It was determined by the TPC that the extent of changes meant that it required readvertising. The public exhibition (advertising) is open until 26 September 2020. If there are any submissions a section 39 report will be put before Council for consideration.

## **2.9 PSA-2020-2 – Amendment to Appendix 1 of the Scheme to correct the ‘Incorporated Documents’ section.**

Council initiated the Planning Scheme Amendment PSA-2020-2 at the Council meeting on 9 June 2020. The purpose of the amendment is to formally incorporate a list of supplementary documents in Appendix 1 of Kingborough Interim Planning Scheme 2015 and to update and correct reference to those documents throughout the text of the planning scheme.

Following the submission of the initiated amendment to the Planning Commission, the amendment underwent public notification during which there were no submissions received. The TPC was advised of the outcome and we await direction from them as to whether a hearing is required; changes are required or if the proposed amendment is approved or not.

## 2.10 Developer Contributions

There was a Notice of Motion put up by Council seeking a report about the ability of Council to require developer contribution payments as part of their planning approval.

As has been previously advised, the Local Government Association of Tasmania (LGAT) is taking the lead in this space in terms of investigating the possibilities, avenue for support and approval by the State Government and mechanism for implementation. Their research confirms that Tasmania is the only State that does not have a developer contribution scheme in place and that NSW and WA are in the process of revising theirs. It has been indicated by LGAT that there is interest in approaching this at a national level. LGAT will continue to be engaged in that conversation.

Another development has been TasWater's progress toward options to obtain developer charges however this has not been released publicly yet. TasWater's potential approaches to this issue are relevant, as it may be a good model to follow and an approach that could be consistent across the industry. These activities are currently being monitored as part of the report preparation in response to the abovementioned Notice of Motion.

## 2.11 Planning Review Update

At the Council Meeting on 9 December 2019, Council adopted the 19 recommendations that were included in the external Planning Review. For ease of reading the updated table is provided as an attachment to the report.

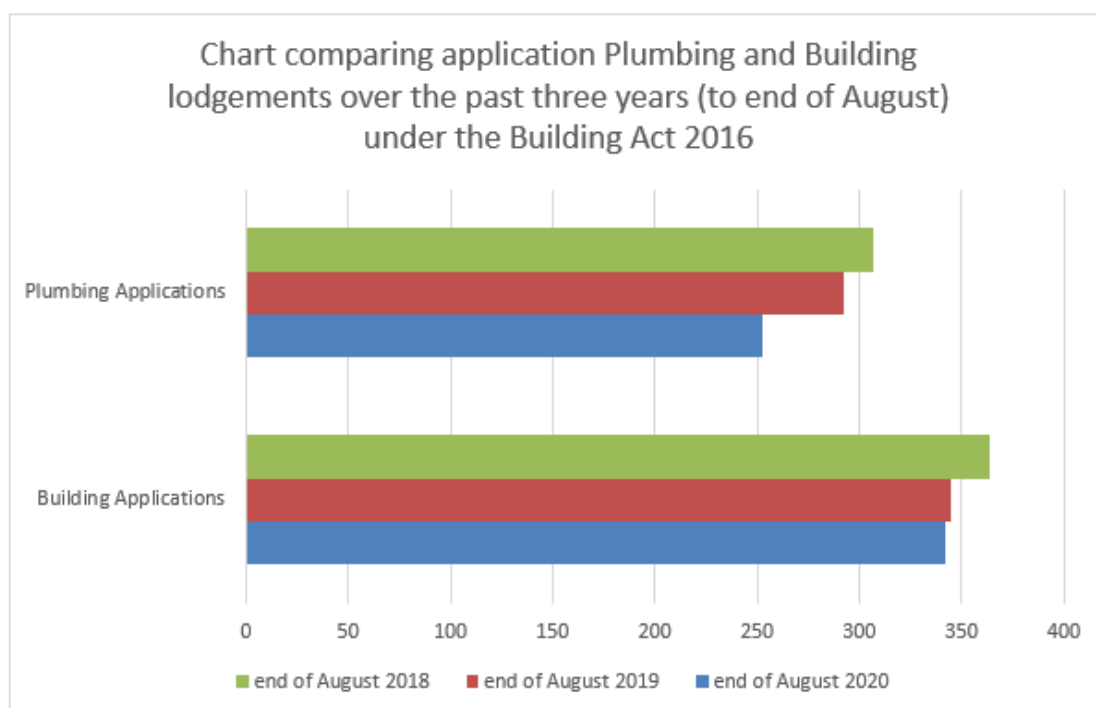
## 2.12 Planning Appeal Update

Below are current matters that are before the Resource Management and Planning Appeal Tribunal.

Application / Proposal	Subject Site	Description	Current status and comments/outcome
DA-2020-138 (43/20P)  Construction of 4 dwellings	8 Church Street, Kingston	Representor appeal against Council's decision to issue a Planning Permit.  The grounds of appeal relate vehicle movements and stormwater.	Consent memorandum was reached and an amended permit was issued on 4 August 2020.
DA-2020-657 (45/20P)  Construction of 4 dwellings (one existing)	26 Groningen Road, Kingston	Representor appeal against Council's decision to issue a Planning Permit.  The grounds of appeal relate to response to zone objectives and planning principles, response to neighbourhood character and impacts on vegetation.	Consent memorandum was reached and an amended permit was issued on 17 August 2020.
DA-2019-687 (59/20P)	24 Auburn Road Kingston Beach	Applicant appeal against Condition 4 - Registered Restrictive Covenant not submitted re 4 mature gum trees on property, BHMP	Applicant withdrew the appeal on 4 September 2020
DA2020-51 (60/20P)	36 Jenkins Street Taroona	Appeal by representor against Council's decision to issue a permit.	Mediation date 15/9/2020 if agreed outcome is not met Hearing date set 20/10/2020

### 3. Building and Plumbing

The chart below shows the number of building and plumbing applications lodged this year to date (end of August). The chart shows a comparison against the previous year. As there were a number of changes to the legislation in 2017, a further comparison has not been included.



The chart above shows a decrease in the number of applications compared to the same time last year, this is likely to do with the downturn due to the pandemic. The reason that it shows the decrease at this time (rather than earlier) is that typically there is a lag from when the associated Planning Permit is lodged, assessed and granted and when the application for building and plumbing permits are lodged. The chart does not demonstrate all the work that comes in for the department but rather is a representation of one aspect that enables us to see the trend of the building industry.

#### 3.1 State Government extends the expiry date of Building Permits.

As previously reported, the State Government introduced legislation that introduced an expiry date for any Building Permit that did not have an expiry date specified. Following extensions of time in response to industry concerns, all permits were to expire on 30 June 2020 (where they did not have a specified expiry date). However, on 22 June 2020 in response to Covid-19 impacts the State Government released a statement that a decision had been made to extend that expiry date by six months (regardless of the expiry date, but not if already expired). Permit holders are not required to make an application to extend the permit, it is an automatic extension.

If a Permit was issued before 1 January 2017 and the permit had not expired and there was no expiry specified it will now expire on 1 January 2021, unless a formal request to extend the permit is made.

If a permit expires and the work has not been completed, a new permit from the permit authority is required. Any work done without a valid permit in place is illegal work. Any new permit applied for must comply with the current building regulations.



Prior to the State Government amending the date in June 2020, approximately 1100 letters were sent to customers this year notifying them that they had outstanding permits (applicable to those original permits issued between November 1994 and November 2012). More than half of those notified either completed the outstanding works or applied for an extension of time.

#### **4. Enforcement**

Both Planning and Building enforcement continues to be very busy. Enforcement typically arises from reporting by the public or observation by staff. If illegal buildings or works have occurred, it can often be a matter of enforcement under both planning and building. Our planning and building teams work together closely on the cases that affect both so that the regulatory action that is taken is as efficient as possible. The primary objectives are to rectify the non-compliance and to achieve an appropriate outcome for all parties. There are currently 49 live planning enforcement cases being pursued (plus many other building related matters).

Some significant compliance matters that have been investigated and proceeded to enforcement action include the construction of entire dwellings without approval. Non-compliance of this nature is significant with issues of safety of occupiers, lack of approved sanitation (human waste disposal), impacts on neighbouring properties, and illegal road access on to Council roads potentially posing safety issues. Some of the recent matters have also included environmental impacts in addition to the new dwelling such as vegetation clearing and altering and polluting watercourses.

#### **RECOMMENDATION**

That the Development Services Quarterly report be noted.

#### **ATTACHMENTS**

- 1. Update of progress of 19 Council adopted recommendations of the 2019 Planning Review**

1.	<p><b>That one further Planner be engaged to reduce the expected workloads to a more manageable level</b></p> <p>A second senior planner, Tim Donovan, commenced on 17 June 2020.</p>
2.	<p><b>That consideration be given to employing or making provision for a Planning Technical/Customer Service Officer to be situated at the front counter to receive/advise and check on planning enquiries and lodgements.</b></p> <p>Outside of the 2020/2021 budget there has been an amount equivalent to .6 FTE of salary that has recently become available with the outcome being that a 3day/week Technical Officer has been appointed.</p>
3.	<p><b>That a Council approved set of standard conditions be developed to facilitate the more efficient reporting and review of development applications. The standard conditions could be supplemented with a suite of additional, standardised requests for further information and other external communications.</b></p> <p>Since the last quarterly report all previous conditions have been collated and sorted and good progress has been made on the conditions review. All standard conditions have been reviewed; most of the engineering and during construction conditions have been reviewed; all of the amenity conditions have been reviewed; some of the environmental conditions have been reviewed. Due to other workload demands the progress is not as fast as we would like.</p>
4.	<p><b>That standardised checklists or procedure manual for the processing of applications be prepared to guide and assist new or junior staff.</b></p> <p>Since the last quarterly report further progress on the 'pathway' instructions have not yet been completed due to competing demands on staff.</p>
5.	<p><b>That a review of delegations be undertaken to facilitate less matters being required to be referred for review to the Planning Co-ordinator and enable the Planning staff to deal with a range of matters in a far more timely and efficient manner.</b></p> <p>There has been a delegation change for planners to sign off their own request for an extension of time to make a decision.</p>
6.	<p><b>That the reporting format for delegates reports and Council reports be amended such that where a proposal meets the acceptable solution it is simply noted as such without a written analysis of why the criteria is met.</b></p> <p>As per previous quarterly report, this recommendation is completed.</p>
7.	<p><b>That checklists for each of the zones/codes be prepared listing all of the assessment criteria and elements and a simple checkbox list be included on the file of each application.</b></p> <p>As per previous quarterly report, this recommendation is completed.</p>
8.	<p><b>That resourcing be made available to upgrade the current IT planning software such that it meets the needs of the departments processes and requirements.</b></p> <p>A budget bid was going to be put to the 2020/2021 budget to allocate required finance for IT upgrades. However, as a result of the financial impact of Covid-19 it has been advised that the budget will not be supported. The action on this recommendation will need to be delayed. The project would have included:</p> <ol style="list-style-type: none"> <li>1. Using Infor (Pathway) consultants to: <ol style="list-style-type: none"> <li>a) review the health of the system</li> <li>b) provide training to staff for ongoing maintenance</li> <li>c) assist in crystal reporting</li> <li>d) create and implement the enforcement module.</li> </ol> </li> <li>2. Update the GIS imagery.</li> </ol>

- 9. That Council and management seek to encourage the Planning Department to adopt a philosophy of “working with” a proponent to help achieve a mutually agreeable planning outcome and provide support to the Department in the achievement of this outcome.**

Work on this recommendation has commenced, it is an ongoing task. To achieve this recommendation, it is expected that a combination of methods be implemented including:

- Regular in-house discussions about customer service delivery including use of language, regular contact with applicants, information provided to customers, meetings with applicants to explore possibilities to address issues and concentrating on being outcome focussed.
- Regular review of staff correspondence to ensure they are consistent with the recommendation of the review.
- Training of new staff as part of their induction so that they are aware of our customer service charter and expectations to deliver as service consistent with the recommendation above.
- External training from professionals about clear communication, plain English writing, how to respond to a dissatisfied customer. However, this method is unlikely to have any funding available due to the ‘efficiency dividend’ requested by Councillors.

Since the last quarterly report the first three points have continued to occur. The fourth has not been possible as training has been put on hold as a result of pandemic restrictions. We are considering relevant online courses that staff can be enrolled in.

- 10. That in the absence of Statutory timeframes, Council establish inhouse timeframes for the processing of post DA approvals**

Since the time of the last quarterly report the State Government has proposed the introduction of such timeframes. It is expected that these changes will be introduced to parliament in September or October. Work is required in the software programs, templates and work schedules for staff to accommodate the new changes. These works will need to be completed before the legislative change occurs. For the review, it is considered that this point is now closed.

- 11. That changes to processes and delegations be extended to all qualified planning staff to facilitate all written communications, except where required by statute, to be undertaken directly from the assessing planner and by email.**

This recommendation was responded to in the previous quarterly report and a workshop with Council is scheduled for 19 October 2020.

- 12. That detailed Planning Information and facts sheets be prepared for Councils website to provide better community planning information.**

There has not been capacity to further this recommendation since the last quarterly report due to workload and resourcing.

- 13. Council consider whether the current Kingborough Planning Scheme is structured in accordance with Council and community expectations. The move to the new State format scheme would be an appropriate juncture to consider this matter.**

As per the advice in the previous quarterly report, this recommendation will occur separately though the LPS review and transition to the Tasmanian Planning Scheme.

- 14. That Council undertake a review of subdivision fees to ensure that they are reflective of the true cost to Council of processing a subdivision application.**

Both the Subdivision and the Planning Scheme Amendment application fees were increased substantially as part of the approved Fees and Charges. This recommendation has been completed.

- 15. That Council undertake a review of the Planning Scheme amendment fee to ensure that it is reflective of the true cost of processing a Planning Scheme amendment.**

Both the Subdivision and the Planning Scheme Amendment application fees were increased substantially as part of the approved Fees and Charges. This recommendation has been completed.

16.	<b>That Council undertake a trial pre lodgement service to ascertain demand and resource level requirements. That in the initial instance the pre lodgement service be promoted primarily for residential type developments</b> This recommendation is completed.
17.	<b>That initially such trial service be offered on a free basis. (Originally shown as recommendation No. 18).</b> As per above this recommendation is completed.
18.	<b>That appropriate delegations be put in place to facilitate the service without the need for all advice to be reviewed by a Senior Officer.</b> This recommendation is completed.
19.	<b>That Council be presented with a report for their consideration detailing an appropriate enforcement regime and hierarchy for Building and Planning matters. If adopted, that Council grant the appropriate delegations to the respective Officers to implement the policy.</b> The report is expected to be completed by the end of October.

Public Copy

**16.9 AUDIT PANEL CHAIRMAN'S REPORT TO COUNCIL - JULY 2020**

**File Number:** 12.195  
**Author:** John Breen, Chief Financial Officer  
**Authoriser:** Gary Arnold, General Manager

**Kingborough Council Audit Panel****Independent Chairman's Report to Council****July 2020****Introduction:**

On behalf of the Kingborough Council's Audit Panel (the Panel), and consistent with the requirements of the Audit Panel's Charter, it is with great pleasure that I provide the Audit Panel Chairman's Annual Report to Council with respect to the year ended 30 June 2020.

This Chairman's Report has been endorsed by the Audit Panel and outlines how the Panel has discharged and met its responsibilities pursuant to its Charter during the financial year ended 30 June 2020. This Report also provides an overview of key focus areas scheduled for the financial year ended 30 June 2021 (as at the date of this Report).

**Composition and Attendance:**

During the financial year ended 30th June 2020, the members of the Panel were:

<b>Panel Member</b>	<b>Period</b>	<b>Capacity</b>
Nick Burrows	Until 18 <sup>th</sup> October	Independent Chairman until 18 <sup>th</sup> October
Paul McTaggart	Full Year	Independent Chairman from 6 <sup>th</sup> December
John Hills	Full Year	Independent Member
Colette Millar	From 7 <sup>th</sup> February 2020	Independent Member
Cr Flora Fox	Full Year	Councillor Member
Cr Christian Street	Full Year	Councillor Member

During the year Nick Burrows retired as the Chair and Member of the Panel. Nick was Chair for six years and was instrumental in setting up and developing the Audit Panel. After an extensive recruitment process Colette Millar joined the audit Panel. Colette has extensive experience in Governance and has direct experience with Local Government.

The Panel met 5 times in the financial year ended 30th June 2020 (FY2019: Met Five times) with attendance by management, including the General Manager, Chief Financial Officer, Finance Manager, Executive Manager – Information Services and various other Council employees as required.

External Auditors from the Tasmania Audit Office (“TAO”) and representatives of our Internal Auditors (WLF Accounting & Advisory – “WLF”) attend the Audit Panel’s meetings on an “as required” basis.

<b>Panel Member Meeting Attendance:</b>	<b>9<sup>th</sup> Aug 2019<sup>1</sup></b>	<b>18<sup>th</sup> Oct 2019</b>	<b>6<sup>th</sup> Dec 2019</b>	<b>7<sup>th</sup> Feb 2020</b>	<b>15<sup>th</sup> May 2020</b>	<b>Total attended</b>
Nick Burrows	✓	✓	NA	NA	NA	2 from 2
Paul McTaggart	✓	✓	✓	✓	✓	5 from 5
John Hills	✓	✓	✓	✓	✓	5 from 5
Colette Millar	NA	NA	NA	✓	✓	2 from 2
Councillor Flora Fox	✓	✓	✓	✓	✓	5 from 5
Councillor Christian Street	x	✓	✓	✓	✓	4 from 5

#### **Key Panel Responsibilities:**

The primary objective of the Panel is to support and assist Council and Management in providing a transparent and independent process underpinning its financial and risk management practices and to ensure accountability to the community in the governance, management and allocation of resources.

Underpinning the above, the Panel ensures that there is an adequate and effective system of internal controls throughout Council.

In executing its responsibilities under this Charter, the Panel, with its independent members, Councillor Representatives and with support from Management will work together in a cooperative manner for the benefit of the Council and the Community.

The Audit Panel’s main responsibilities include:-

- Reviewing Council’s Performance through considering:
  - Whether the annual financial statements of the Council accurately represent the state of affairs of the Council;
  - Whether the strategic plan, annual plan, long-term financial management plan, and long-term strategic asset management plan are integrated and supported by sound formulation processes and assumptions;
  - The accounting, internal control, anti-fraud, corruption prevention and risk management policies, systems and controls that the Council has in relation to safeguarding its long-term financial position;
  - Whether the Council is complying with the provisions any relevant legislation;



- Whether the Council has taken any action in relation to previous recommendations provided by the Audit Panel to the Council and, if it has taken action, what that action was and its effectiveness;
- Reviewing accounting principles, policies and practices adopted in the preparation of financial information;
- Reviewing with management, procedures relating to financial controls including internal audit related plans and reports;
- Reviewing with external auditors the scope and results of their audit;
- Reviewing and approving the external auditor fees; and
- Recommending to Council the approval of risk management policies and processes.

(The Panel's full responsibility suite is outlined in more depth in its Charter which is available on Council's Website.)

### **External Audit Processes:**

The TAO is Council's External Auditor. The TAO attended two Audit Panel meetings during the year. The Audit Panel Chairman also met separately with members of the TAO audit team during the year.

#### *FY2019 External Audit:*

The Audit Panel reviewed and endorsed the signing of the financial statements (and accompanying Management Representation Letters) for financial year ending June 2019 by the General Manager at its Meetings in August 2019 and October 2019, subject to there being no material variations or amendments flowing from the finalisation of TAO audit activities and the receipt of their Completion Report.

As part of finalising the Panel's activities with respect to the FY2019 Statutory Audit, the Panel also met with the TAO without Management present. In these discussions it was confirmed that:

- the TAO had unrestricted access to all required records and Council staff; and
- there were no restrictions placed on their audit in any manner.

Council received an unqualified Independent Audit report.

#### *FY2020 External Audit:*

The 2019/2020 Financial Audit Services Strategy was outlined by the Assistant Auditor-General Financial Services of the Tasmanian Audit Office (Leigh Franklin) at the May 2020 Meeting and subsequently they issued their document on the 16 July 2020. He highlighted it will be a particularly challenging year due to the COVID 19 situation. This will result in the Audit Report not being issued until the 10 November 2020.

As part of this strategy, the TAO identified the following Key Audit Matters / Significant issues which represented those matters that, in their judgement, were of most significance in the audit of the financial report of the current period:

- Property, Infrastructure, Plant and Equipment (particularly valuations);
- Revenue Recognition – completeness, accuracy and occurrence;

- Kingborough Waste Services Pty Ltd – focussing on completeness of subsidiary transactions and balances, and elimination of intra-group transactions and balances;
- Management override of controls - Management's ability to override controls that otherwise appear to be operating effectively may result in fraud, incorrect accounting records and material misstatements in the financial report.

TAO's Audit Strategy also highlighted a number of new accounting standards that will be applicable for the first time for the 2019-20 financial year and upcoming standards that will apply for the 2020-21 financial year. Management will assess their potential impact during the process of finalising Financial Statements time for the 2019-20 financial year.

The Panel considered all reports received from the TAO on their activities undertaken in reviewing and auditing the control environment in order to assess the quality and effectiveness of the internal control system. At the time of writing no matters have been raised by the TAO from FY2020 audit activity and all prior year matters are being appropriately progressed towards close-out by Management.

### **Internal Audit Processes:**

The primary benefit of Internal Audit is to provide Council and Management with independent and objective assurance services designed to add value and improve the Council's operations. It brings a systematic, disciplined approach to evaluating and improving the effectiveness of risk management, control and governance processes and by recommending improvements where relevant.

There were a number of projects planned during the 2019/2020 Financial year. Two of these Compliance Framework and Facilities Management were able to be completed. Due to COVID 19 however a decision was made to suspend the internal audit activity after a request from management. This was so the business could concentrate on managing the Council through the pandemic. As a result two projects Risk Management and a follow up of previous recommendations were deferred. This allowed the Panel to refresh the audit plan to ensure it was focussed on the evolving risks.

#### *"Strategic" Internal Audit Activity – "Compliance Framework":*

This was an assessment of the Council's compliance framework, including bylaw and statutory enforcement functions to ensure compliance and enforcement operations are in line with best practice.

It found the Council has established processes for managing both its internal compliance obligations and external compliance/enforcement activities.

For internal compliance, the next phase of maturity is to ensure completeness and consistency and apply a risk-based approach to the Legislative Compliance template.

Another best practice element for the Council to consider adopting is a centralised breach register. This will help to ensure among other things there is a consistent approach to management incidents and breaches.

In relation to external compliance/enforcement, the Councils Compliance Unit has specialist expertise and established processes for investigations and enforcement and provides a cost effective compliance services for the areas of the Council it services. The next phase of maturity is for the Council to determine whether to apply this business model to compliance and enforcement functions for other areas within Council and, if so to develop supporting business processes and an agreed prioritisation framework.

There were five recommendations made including the following;

- Perform a cross-departmental risk assessment and compliance mapping exercise to ensure completeness of the template;
- Investigate options to develop and implement a breach register that can be reported to and monitored;
- Review the scope of the compliance and enforcement functions to be performed by the Compliance Unit.

*“Strategic” Internal Audit Activity – “Facilities and Property Management”:*

The scope of this project was to perform a high level review of facilities and property management with a specific focus on maintenance, leases and building compliance.

It found the Council has established processes in place for managing key aspects of property and facilities management.

These processes are generally based on historical practice and roles and responsibilities for key functions can sit within multiple areas of Council.

This review has highlighted the need for an overarching review of certain aspects of property and facilities management particularly in relation to building maintenance and compliance requirements.

It was believed that management have a good understanding of these issues raised as part of this review and there are already processes in place to begin addressing some of these including a review of roles and responsibilities regarding building maintenance as well as a proposal to centralise the responsibility for all compliance related building features.

There were a number of recommendations;

- Define, document and communicate roles and responsibilities;
- Implementation of processes to ensure compliance with essential building maintenance schedules;
- That Council explore utilising a preferred supplier arrangement for externally sourced maintenance work;
- A formalised framework and schedule for the recording, monitoring and inspection of key lease obligations relating to Council owned properties.

**Review of Audit Panel Charter:**

The Audit Panel Charter was reviewed at the May 2020 meeting. There were only minor changes suggested given extensive reviews in previous years. The only minor change included the ability to hold meetings by video conference as required due to the Pandemic situation.

**Risk Management:**

The Panel continued its focus on monitoring Management’s progress in documenting and assessing strategic and material operational risk mitigation strategies and post-mitigation risk ratings (and assessing emerging risks).

The Panel also has initiated an ongoing series of “deep-dive” analyses across the risk portfolio to further challenge process robustness as well as assess “emerging risks”.

There was also a review of risk management by the insurers where a number of recommendation raised are being tracked by the Panel to ensure they are “closed out”.

**Business Continuity Management:**

The Panel reviewed the updated version of the Business Continuity and Disaster Recovery Plans at their December meeting. These were substantially re written by KPMG to make them easier to read and understand.

These proved very useful during the Pandemic and serve as a good reminder of the importance of good Risk Management.

**Policy and Protocols Review Activities:**

Over the course of the year the Panel reviewed and recommended best practice enhancements to the following Policy and Protocol portfolio:

- Business continuity and associated framework;
- Risk Management Policy and Strategy;
- Asset Infrastructure Reconciliation Protocols;
- Depreciation Protocols.

**Other Activities in 2019/2020:**

- Reviewed and endorsed the signing of the financial statements for financial year ending June 2019 by the General Manager;
- Received Council's Monthly Management Financial reports and Management's overview of key underlying messages;
- Reviewed TAO's FY2019 Annual Report to Parliament;
- Reviewed the close out report progress with the implementation and integration of Council's new Financial Management Information System platform;
- Monitored the appropriateness and timeliness of Management's close out of all actions to address matters raised by both Council's Internal and External auditors;
- Received ongoing updates from Management on the status of Council's Kingston Park project;
- Reviewed Council's employee leave policy, level of compliance with the policy and leave balances and practices to ensure leave is appropriately and effectively managed;
- Undertook a 6 monthly monitoring of Gifts and Benefits register disclosures;
- Monitored the status of legal claims;
- Reviewed Accounting Policies and updated them to reflect changes where required flowing from Accounting Standard developments;
- Reviewed the annual insurance renewal outcome;
- Audit Panel members also:

- Regularly reviewed regulatory updates (LGAT, Tas Audit Office, DPAC etc.) to maintain current knowledge for good Governance Practice and Legislative requirements;
- Received briefings from Management on key matters raised at Council Meetings;
- Attended Southern Local Government Audit Panel Chairs Meetings;
- Monitored amendments to local government legislation;
- The Panel also attended to Panel governance arrangements encompassing:
  - Reviewing and recommending enhancements to the Panel's Charter consistent with the Practice Guide for Local Government Audit Panels issued by the Local Government Division;
  - Monitoring Panel Member's declaration of conflicts of interest;
  - Developing and agreeing an annual work plan of meetings which includes a schedule of meetings and the main agenda topics for each meeting – the Annual Work Plan is subject to a continual refreshing throughout the year;
  - Completion of the Audit Panel's Annual Performance Evaluation Questionnaire which essentially reviews the operation of Council's Audit Panel and ensures we continue to meet the requirements of the Panel's Charter as adopted by Council. The process also serves to identify any areas where the performance of the Audit Panel could be improved. Among the topics we consider are composition of the Panel, meetings, activities, and relationships with auditors and management. The results are reported to Council.

#### **Future Internal Audit Program:**

WLF Accounting & Advisory were re-appointed internal auditors of the Council in October 2018 for a period of three years, with an option for a further a further extension.

They were requested to prepare a three-year agile audit plan outlying the internal audit focus for the financial years ending 2021 through to 2023. They plan to complete a base level of compliance work in predetermined audit areas to meet the compliance needs of the Audit Panel and to provide comfort as to the adequacy of the internal controls supporting the key business systems.

They also plan to complete a series of strategic reviews. These strategic reviews will focus on the key risks identified by the Council in the strategic risk register and through the consultation process, and will in some cases, extend to internal controls and compliance.

The approach to developing the Council's full strategic internal audit plan included:

- Reference to work undertaken;
- Reference to current trends in internal audit
- Consultation with the Audit Panel and Senior Management; and
- Development of a draft plan.

Based on previous years, it is a three year internal audit plan. The strategic priorities for audit attention will be reviewed each year during the audit plan cycle enabling the Panel to re-prioritise internal audit resources to alternative projects or new emerging issues.

The project identified for the 2020/21 Financial Year are;

- |                                  |  |
|----------------------------------|--|
| <i>Kingston Park-</i>            | Perform an independent review of the governance and progress to date of the Kingston Park development. Specific risks to be discussed during scoping of this project.              |
| <i>Financial Sustainability-</i> | Review of the long term financial plan and underlying assumptions with a particular focus on the impact of COVID 19 and strategic infrastructure planning.                         |
| <i>Risk Framework-</i>           | Evaluation of the risk framework with a focus on compliance and its application across Council to support the Audit Panel to meet the requirements under the Local Government Act. |

*Follow up of previous Internal Audits-* Project to follow up review of the status of previous recommendations.

The Financial Sustainability and Follow-up projects will be conducted as Agile Projects. These are smaller targeted projects with reduced allocated hours and short-form reporting.

It is noted an internal audit effectiveness feedback process is undertaken in conjunction with the completion of each internal audit project.

**Other 2019/2020 Panel Priorities:**

- Through presentation by Management and review of the respective recently refreshed and adopted Plans, assess whether the strategic plan, annual plan, long-term financial management plan, and long-term strategic asset management plan are integrated and supported by sound formulation processes and assumptions and monitor related compliance with the Ministerial Orders;
- Together with Council and Management, continue to review / refresh Council's material strategic / operational Risk Register, including looking at the Council's risk appetite;
- Review and reinforce the existing process and control environment;
- Review the Panel's Charter to ensure compliance;
- Oversee the 2019/2020 External Audit and 2020 Internal Audit plans;
- Review the Financial Statements and Accounting Policies for Financial Year 2019/20;
- Evaluate the independence and performance of both the internal and external auditors.

**Conclusion:**

On behalf of the Panel I commend this report to Council and we look forward to further broadening and deepening the benefits and independent comfort that the Panel brings to Council over the coming year.

I would like to respectively thank my fellow Panel Members for their contribution over the past year and particularly Council staff for the assistance they have provided to the Panel during the year.

**Paul McTaggart**  
**Independent Chairman**  
**Kingborough Council Audit Panel**  
**24<sup>th</sup> July 2020**



**RECOMMENDATION**

That the Audit Panel Chairman's Report be noted.

Public Copy

## 17 CONFIRMATION OF ITEMS TO BE DEALT WITH IN CLOSED SESSION

### RECOMMENDATION

That in accordance with the *Local Government (Meeting Procedures) Regulations 2015* Council, by absolute majority, move into closed session to consider the following items:

#### Confirmation of Minutes

Regulation 34(6) *In confirming the minutes of a meeting, debate is allowed only in respect of the accuracy of the minutes.*

#### Applications for Leave of Absence

Regulation 15(2)(h) *applications by councillors for a leave of absence*

#### Supply of Two (2) 11,000GVM Tip Trucks

Regulation 15 (2)(d) *contracts, and tenders, for the supply and purchase of goods and services and their terms, conditions, approval and renewal.*

#### Kingborough Bowls Club - Request for Financial Relief

Regulation 15 (2)(g) *information of a personal and confidential nature or information provided to the council on the condition it is kept confidential.*

#### Taroona Bowls Club - Loan

Regulation 15 (2)(g) *information of a personal and confidential nature or information provided to the council on the condition it is kept confidential.*

In accordance with the Kingborough Council *Meetings Audio Recording Guidelines Policy*, recording of the open session of the meeting will now cease.

Open Session of Council adjourned at

OPEN SESSION ADJOURNS

## OPEN SESSION RESUMES

### RECOMMENDATION

The Closed Session of Council having met and dealt with its business resolves to report that it has determined the following:

Item	Decision
Confirmation of Minutes	
Applications for Leave of Absence	
Supply of Two (2) 11,000GVM Tip Trucks	
Kingborough Bowls Club - Request for Financial Relief	
Taroona Bowls Club - Loan	

### CLOSURE

---

Public Copy

# APPENDIX

- A Mayor's Communications for the Period 18 August 2020 to 20 September 2020
- B Delegated Authority for the Period 2 September 2020 to 15 September 2020

Public Copy

**A MAYOR'S COMMUNICATIONS FOR THE PERIOD 18 AUGUST 2020 TO 20 SEPTEMBER 2020**

<b>Date</b>	<b>Place</b>	<b>Meeting/Activity</b>
18 August	Hobart City Council	Attended Greater Hobart Mayor's Forum
	Kingston Beach	Met with Kingston High School Principal, Libby Robinson to discuss ongoing partnership between Council and KHS.
19 August		Met with Kingborough Bowls Club President, Craig Griggs, to discuss general club matters.
		Attended TasWater's Owner's Representative Quarterly Briefing
21 August	Civic Centre	Met with Mr Matt Bulkeley (CEO) and Mr Bob Gordon (President) of Football Federation Tasmania to discuss FFTs infrastructure priorities and the 2023 Womens' World Cup
	Phone	Phone meeting with Margate Hills Community Association to discuss outcome of recent meeting with Councillors and to summarise and discuss how to progress action items.
	Community Hub	Attended Launch of Hobart City Deal Annual Progress Report and Kingston Place Strategy
23 August	Kettering	Attended Plant a Tree Day
25 August	Kingston	Attended the New Kingborough Child and Family Learning Centre
26 August	Kingston	Met with Mrs Edna Pennicott for an update on Kingborough Helping Hands
	Civic Centre	Attended the Kingborough Municipal Emergency Management Committee meeting
	Hobart	Attended a briefing on the NSTC Transport Mode Study
27 August	Blackmans Bay	Attended the Blackmans Bay Community Association Meeting
28 August	Margate	Attended the Margate Primary School leadership conference with grade 6 students.
31 August	Hobart	Attended a meeting with Minister Ferguson to discuss Channel Highway Corridor Study.
1 September	Kingston Park	Attended Kings Quarter Sales Display and project update with Minister Ferguson
2 September		Catch up with Mr Emilio Reale, General Manager and Bec Enders (Mayor) Huon Valley via Teams
4 September	Kingston	Met with Mr Tony Scott to discuss Kingston Beach RSL relocation options.

Date	Place	Meeting/Activity
9 September	Kingston	Met with representatives of the Kingston Beach Sailing Club
	Kingston Park	Met with representatives of the Kingston Beach RSL
10 September	Launceston	Attended LGAT Mayors Workshop
11 September	Launceston	Attended LGAT General Meeting
14 September	Civic Centre	Met with Kingborough Dog Walking Association for quarterly meeting.
15 September	Hobart City Council	Attended Greater Hobart Mayor's Forum
16 September	Civic Centre	Met with Sharmila Prajit from Zambrero Kingston to discuss general business conditions.
17 September	Government House	Attended an Investiture event for Edna Pennicott OAM.
	LGAT Office, Hobart	Local Government Charitable Rates subcommittee meeting.
19 September	Taroona Bowls Club	Attended the opening of the Taroona Bowls Club season
20 September	Taroona Neighbourhood Garden	Attended the Taroona Neighbourhood Garden Seeds of Hope launch



**B DELEGATED AUTHORITY FOR THE PERIOD 2 SEPTEMBER 2020 TO 15 SEPTEMBER 2020**

<b>DEVELOPMENT APPLICATIONS FOR PERMITTED DEVELOPMENT/USE</b>		
DA-2020-380	Mr R & Mrs J McDonald 134 Cemetery Road LUNAWANNA	Change of use from residential to visitor accommodation
DA-2020-414	Mr M D Sawford 30 Patriarch Drive HUNTINGFIELD	Partial change of use from warehouse/bond store to cellar door sales
<b>DEVELOPMENT APPLICATIONS FOR DISCRETIONARY DEVELOPMENT/USE</b>		
DA-2019-175	Mr E D Smith 37 Parkdale Drive LESLIE VALE	Outbuilding (shed) and removal of trees
DA-2019-547	Mr P & Mrs N Stockfeld 232 & 245 Simpsons Bay Road SIMPSONS BAY	Extension to dwelling (living room and verandah), outbuilding (spa) and retaining walls – Retrospective at CT 22552/1 and vegetation removal / modification works at CT 229208/1
DA-2019-721	Mr P Hyman & Ms L Guy 325 Tinderbox Road TINDERBOX	Extensions and alterations to dwelling, outbuildings (shed & garage)
DA-2020-2	Mr A Hill 4 Village Drive KINGSTON	Dwelling
DA-2020-179	Mr K D Felscher 5 Earlwood Court TAROONA	Outbuilding and retrospective ground works
DA-2020-325	Isle Drafting P/L 730 Adventure Bay Road ADVENTURE BAY	Outbuilding (garage for community bus) and retrospective tree removal
DA-2020-340	Another Perspective 15 Winmarleigh Avenue TAROONA	Demolish existing garage, construct new garage and internal alterations
DA-2020-349	Rainbow Building Solutions 112 Roslyn Avenue BLACKMANS BAY	Demolition of outbuilding (shed), construct outbuilding (garage)
DA-2020-354	Mr P Prichard 29 Taronga Road BONNET HILL	Extension to dwelling (conservatory)
DA-2020-359	Pinnacle Drafting & Design 75 Spring Farm Road KINGSTON	Dwelling
DA-2020-363	Paul Quillam Ranbuild Hobart 60 Maranoa Road KINGSTON	Outbuilding (shed)

DA-2020-364	Next Level Kayaking P/L Unit 11/1 Beach Road KINGSTON BEACH	Change of use from professional services to general retail and hire including shop fit out and signage
DA-2020-365	Mr T A Beadle 14 Dayspring Drive MARGATE	Dwelling
DA-2020-373	Mr M Bax 20 Reeves Crescent KINGSTON	Dwelling
DA-2020-375	Tassie Homes P/L 14 Henwood Drive KINGSTON	Dwelling
DA-2020-379	P Zhang 60 Eldridge Drive KINGSTON	Extension to dwelling (deck) - Retrospective
DA-2020-384	Creative Homes Hobart 3 Henwood Drive KINGSTON	Dwelling
<b>DEVELOPMENT APPLICATIONS FOR STRATA/STAGED DEVELOPMENT SCHEME</b>		
STG-2018-27C	Mr M G Clements 52 Ascot Drive HUNTINGFIELD	Addition of lots 12, 13 & 14 to Stage 4 and new Stage 6
STR-2019-41	Lark & Creese P/L 40 Hiern Road BLACKMANS BAY	Strata – Units 1 & 2
STR-2020-11	Cromer & Partners 3 Derwent Avenue BLACKMANS BAY	Strata – Stage 2 – Units 1 & 2
<b>DEVELOPMENT APPLICATIONS FOR MINOR AMENDMENTS TO PERMIT</b>		
DA-2019-153	Mr B Bosveld 'Channel Christian School', 17 Endeavour Avenue MARGATE	Amendment to include toilets and two mezzanine floors, internal changes and increase in overall footprint
DA-2019-411	Mrs J A Dolliver 251 Channel Highway TAROONA	Amendment to alter the location of the carparking area
DA-2019-650	Southern Christian College 'Citylight Church', 150 Redwood Road KINGSTON	Amendment to allow staging of the development as Stages 1A, 1B, 1C and 2
<b>DEVELOPMENT APPLICATIONS FOR NO PERMIT REQUIRED</b>		
DA-2020-412	Great Bay Construction 62 Turquoise Way KINGSTON	Dwelling

DA-2020-433	Wilson Homes Tasmania P/L 104A Apolline Drive KINGSTON	Dwelling
DA-2020-467	Mr P Quillam 13 Turquoise Way KINGSTON	Outbuilding (shed)

Public Copy