



COUNCIL MEETING AGENDA

NOTICE is hereby given that an Ordinary meeting of the Kingborough Council
will be held in the Kingborough Civic Centre, 15 Channel Highway, Kingston on
Monday, 6 December 2021 at 5.30pm

Kingborough Councillors 2018 - 2022



Mayor
Councillor Paula Wriedt



Deputy Mayor
Councillor Jo Westwood



Councillor Sue Bastone



Councillor Gideon Cordover



Councillor Flora Fox



Councillor Clare Glade-Wright



Councillor David Grace



Councillor Amanda Midgley



Councillor Christian Street



Councillor Steve Wass

QUALIFIED PERSONS

In accordance with Section 65 of the *Local Government Act 1993*, I confirm that the reports contained in Council Meeting Agenda No. 24 to be held on Monday, 6 December 2021 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, 30 November 2021

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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, 6 December 2021 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 publicly 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 P Wriedt
Deputy Mayor Councillor J Westwood
Councillor S Bastone
Councillor G Cordover
Councillor F Fox
Councillor C Glade-Wright
Councillor D Grace
Councillor A Midgley
Councillor C Street
Councillor S Wass

4 APOLOGIES

5 CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the open session of the Council Meeting No. 23 held on 15 November 2021 be confirmed as a true record.

6 WORKSHOPS HELD SINCE LAST COUNCIL MEETING

29 November - Climate Change

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 KINGSTON BEACH

Mr Roger Tonge submitted the following question on notice:

In response to a question asked at the Council meeting on 15 November. Advice was given that an amount of \$1.6 million dollars had been allocated for works in Kingston Beach, including the Esplanade in years 22/23 and 23/24.

Can you please advise the following?

- 1) Does the amount of \$1.6 million as advised include the total upgrade of Osborne Esplanade?*
- 2) If it does not, is the amount of \$1.6 million sufficient to complete the upgrade of the pedestrian walkway?*
- 3) If it is not, what is the quantum of funds required to complete the walkway upgrade and when will those funds be allocated?*
- 4) Does the \$1.6 million provide for the upgrade of the Rotary playground car park and repairs to Balmoral Road?*
- 5) If not, when will funds be allocated for the works to be undertaken?*
- 6) What is the estimated total of funds required to complete the works in Kingston Beach as identified and included in 2010 Master Plan?*
- 7) If the 1.6 million dollars as advised is NOT sufficient, can Council advise what plans are in place to source the funds required and the timeframe for implementation?*

Officer's Response:

The allocations suggested in the five year forward works plan are an estimate to undertake works, primarily on the Osborne Esplanade foreshore to complete path and landscaping but will also

include some funding for general pedestrian amenity and traffic calming in the wider Kingston Beach precinct. Other works identified as part of the Master Plan will be considered in future years in accordance with all the competing priorities throughout the municipality. Many of the identified improvements for Kingston Beach have been completed and others will continue to be considered amongst all the competing priorities. The estimated costing to deliver other projects, such as an upgrade to the Balmoral playground will be determined as part of detailed design for these projects at a future date.

David Reeve, Director Engineering Services

11 QUESTIONS WITHOUT NOTICE FROM COUNCILLORS

12 QUESTIONS ON NOTICE FROM COUNCILLORS

At the time the Agenda was compiled there were no questions on notice from councillors.

13 PETITIONS STILL BEING ACTIONED

A report on the petition headed "Food Van Trading – Kingston Beach" will be submitted to Council on 20 December 2021.

14 PETITIONS RECEIVED IN LAST PERIOD

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

15 OFFICERS REPORTS TO COUNCIL

15.1 CLIMATE CHANGE POLICY

File Number: 12.269

Author: Jon Doole, Manager Environmental Services

Authoriser: Dr Katrena Stephenson, Director Environment, Development & Community

Strategic Plan Reference

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

Strategic Outcome: 1.4 A Council that acknowledges the existence of a climate change and biodiversity emergency and has in place strategies to respond.

1. PURPOSE

1.1 To present the Kingborough Climate Change Policy for adoption by Council.

2. BACKGROUND

2.1 The objective of the Climate Change Policy is to expand on the commitment to a climate change response within Council's Strategic Plan and to underpin the Kingborough Council Climate Change Plan (2019 to 2024).

2.2 The Kingborough Council Climate Change Plan was endorsed by Council 12 March 2019.

2.3 The Climate Change Policy (attachment 2) has been drafted to supersede the Kingborough Council Climate Change Adaptation Policy (No. 6.11) (attachment 1).

2.4 The Kingborough Council Climate Change Adaptation Policy has been endorsed by Council since 2014.

2.5 At its 8 July 2019 meeting Council passed a resolution to recognise a state of climate change and biodiversity emergency that requires action by all levels of government.

3. STATUTORY REQUIREMENTS

3.1 There are no statutory requirements relating to the endorsement of this Policy.

4. DISCUSSION

4.1 Kingborough Council has been actively involved in climate change response research and actions for over 15 years.

4.2 The Kingborough Council Climate Change Adaptation Policy was first endorsed by Council in 2014 and served as a demonstration of Council's commitment to addressing the real threat posed by climate change to its operations, ecosystems and community.

4.3 With the endorsement of the Kingborough Council Climate Change Plan in 2019 it was considered that the development of a more all-encompassing Climate Change Policy

would be appropriate. The Climate Change Adaptation Policy was due for review in April 2021 so there is the opportunity to replace it.

- 4.4 The draft Climate Change Policy continues to be a demonstration of Council's commitment to climate change action and reflects the need to underpin the Kingborough Climate Change Plan as well as acknowledging the progress made and scope of ongoing programs being undertaken.
- 4.5 A key difference between the current Climate Change Adaptation Policy and the draft Climate Change Policy is the clear articulation of the principles upon which Council bases its commitment to act and engage with its community and key stakeholders on climate change. It also includes reference to action on reducing Council's carbon footprint which was not in the previous policy.
- 4.6 The declaration of a Climate Change and Biodiversity Emergency by Council in 2019, with a statement emphasising that it requires action by all levels of government, is reflected in the Principles and Policy Detail in the draft Policy.
- 4.7 Implementation of actions within the Kingborough Council Climate Change Plan continue to be progressed as resourcing allows.

5. FINANCE

- 5.1 Council has made a significant financial commitment to action on climate change for many years via its operational budget allocation process.

6. ENVIRONMENT

- 6.1 Climate change represents a significant threat to the environment and ecosystems of Kingborough currently and into the future.

7. COMMUNICATION AND CONSULTATION

- 7.1 The Kingborough Climate Change Plan highlights the importance of communication and engagement.

8. RISK

- 8.1 In the current Strategic Risk Register for Kingborough Council, Climate Change is identified as a "High" unmitigated risk.
- 8.2 In a 2021 review of the Strategic Risk Register it was considered that climate change should no longer be considered an "emerging risk" but be categorised and defined as a risk in its own right.

9. CONCLUSION

- 9.1 The adoption of the Climate Change Policy and replacement of the Climate Change Adaptation Policy will provide a demonstration of Council's continued commitment to action on climate change through the principles identified as well as the governance guidelines contained in the Policy Detail.
- 9.2 Kingborough Council has been at the forefront of local government-based climate change response for many years. The Kingborough Climate Change Policy is a clear statement that this will remain the case into the future.

10. RECOMMENDATION

That

- a) The Kingborough Council Climate Change Adaptation Policy (No. 6.11) be revoked;
and
- b) The Kingborough Climate Change Policy be adopted.

ATTACHMENTS

- 1. Policy to be rescinded**
- 2. New Climate Change Policy for Approval**

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POLICY TO BE RESCINDED



Policy No:	6.11	Minute No:	C306/8-19
Approved by Council:	April 2019	ECM File No:	8.183
Next Review Date:	April 2021	Version:	3.0
Responsible Officer:	Manager Environmental Services		

Climate Change Adaptation Policy

POLICY STATEMENT	<p>1.1 Kingborough Council recognises that climate change presents a material risk to Council assets and operations and has the potential to impact the economic, social and environmental viability of the region.</p> <p>1.2 Kingborough Council acknowledges the critical role of local government in responding to climate change and as such will take a leadership approach.</p> <p>1.3 Kingborough Council is committed to a consistent response to the potential impacts and opportunities that may eventuate from climate change.</p> <p>1.4 Kingborough Council is committed to facilitating greater awareness of the causes and effects of climate change.</p> <p>1.5 Kingborough Council recognises that focussing on innovation will allow for the effective management of climate change risks and see Council and its community well-placed to capitalise on emerging opportunities.</p> <p>1.6 Kingborough Council is committed to ensuring that a climate change adaptation program is progressively implemented in accordance with the Kingborough Council Climate Change Plan (2019 to 2024).</p>
DEFINITIONS	<p>2.1 Terms within this Policy are defined as follows:</p> <p>‘Adaptive management’ means a structured, iterative process of robust decision making in the face of uncertainty, with an aim to reducing uncertainty over time via system monitoring.</p> <p>‘Climate Change’ means a change in global or regional climate patterns, in particular a change apparent from the mid to late 20th century onwards and attributed largely to the increased levels of atmospheric carbon dioxide produced by the use of fossil fuels.</p> <p>‘Climate Change Adaptation’ means adjustment in natural or human systems in response to actual or expected climatic stimuli or their effects, which moderates harm or exploits beneficial opportunities.</p> <p>‘Climate resilient development’ means the systematic inclusion of climate considerations in development decision-making.</p> <p>‘Community based planning’ means the participatory process whereby local knowledge is packaged into an action plan.</p> <p>‘Community resilience’ means the sustained ability of a community to utilise available resources to respond to, withstand, and recover from adverse situations.</p> <p>‘Conference of the Parties (COP)’ means the formal meeting of the UNFCCC Parties to assess progress in dealing with climate change, and beginning in the mid-1990s, to negotiate the Kyoto Protocol to establish legally binding</p>

	<p>obligations for developed countries to reduce their greenhouse gas emissions.</p> <p>‘Council managed assets’ means infrastructure and natural assets for which Kingborough Council has responsibility.</p> <p>‘Exposure’ means the state of having no protection from something harmful.</p> <p>‘Greenhouse Gas emissions’ means any gaseous compound in the atmosphere that is capable of absorbing infrared radiation, thereby trapping and holding heat in the atmosphere. By increasing the heat in the atmosphere, greenhouse gases are responsible for the greenhouse effect, which ultimately leads to global warming.</p> <p>‘Intergovernmental Panel on Climate Change (IPCC)’ is an organisation of governments that are members of the United Nations or World Meteorological Organisation with the objective to provide governments at all levels with scientific information that they can use to develop climate policies.</p> <p>‘Paris Agreement’ means the agreement within the United Nations Framework Convention on Climate Change, dealing with greenhouse gas emissions mitigation, adaptation, and finance, signed in 2016.</p> <p>‘Planning scheme’ means the Kingborough Planning Scheme.</p> <p>‘Private adaptation’ means climate change adaptation actions initiated by non-governmental parties.</p> <p>1. ‘Regional Climate Change Initiative (RCCI)’ means the body established by the Southern Tasmanian Councils Authority (STCA) to build the capacity of Councils and their communities to reduce greenhouse gas emissions and respond to climate change.</p> <p>2. ‘Representative Concentration Pathways (RCPs)’ means the greenhouse gas concentration trajectory adopted by the IPCC for its fifth Assessment Report in 2014.</p> <p>‘Risk Management Policy’ means the Kingborough Risk Management Policy (No.3.10).</p> <p>‘Scientific currency’ means the most up to date and relevant scientific information available.</p> <p>‘Strategic Risk Register’ means the Strategic Risk Register documented in the Kingborough Risk Management Policy.</p> <p>‘UNFCCC’ means the United Nations Framework Convention on Climate Change and is an international environmental treaty adopted on 9 May 1992 and opened for signature at the Earth Summit in Rio de Janeiro in 1992.</p> <p>‘Vulnerability’ means the quality or state of being exposed to the possibility of being attacked or harmed, either physically or emotionally.</p>
OBJECTIVE	<p>3.1 The objective of the Climate Change Adaptation Policy is to:</p> <p>1. Support long term financial planning, asset management, strategic planning, emergency management and other key Council processes</p>

	<p>with consistent, timely and scientifically sound information related to climate change.</p> <p>II. Ensure that climate change adaptation is a core component of planning for a more resilient Kingborough and is therefore mainstreamed into council's functions and activities.</p> <p>III. Commit Kingborough Council to becoming a leader in climate change innovation and community resilience planning.</p> <p>IV. Acknowledge that a focus must be placed on the significant impacts that climate change will have on the natural assets and ecosystems of Kingborough.</p> <p>V. Ensure that Kingborough is well placed to benefit from economic development opportunities that may eventuate due to its proactive climate change adaptation and community resilience commitment</p>
SCOPE	4.1 This policy applies to all Council activities and staff.
PROCEDURE (POLICY DETAIL)	<p>5.1 Council will maintain its focus on improving its performance through the implementation of the Kingborough Council Climate Change Plan (2019 to 2024) which identifies climate change priorities and commitments that can be reported against regularly.</p> <p>5.2 Council will implement programs and initiatives that strive to improve the Kingborough community's resilience and understanding of the potential impacts of climate change and maximise opportunities to communicate and consult on critical issues and changes.</p> <p>5.3 Council commits to advancing integrated representative case studies in climate change adaptation and community resilience for existing sites as well as greenfield development, for example the Kingston Beach case study.</p> <p>5.4 Council's approach to climate change adaptation recognises that a diverse range of roles and responsibilities exist across all levels of Australian governments with regards climate change adaptation. As such position papers and/or guidelines will be created over time to help to determine Council's most relevant responses. The documents will contain actions and procedures to assist staff and councillors.</p> <p>5.5 Council recognises the importance and validity of the Intergovernmental Panel on Climate Change (IPCC) and will review all actions upon the publication of new assessment reports within six months of publication. Council also recognises that global greenhouse gas emissions are at the high end (worst case) of global projections and as such, as a minimum, Council commits to using the top two global Representative Concentration Pathways (RCPs) during decision making (these being RCP6 and RCP8.5). These are derived from the top two global greenhouse gas (GHG) projections for warming (2.0 °C – 5.8 °C global average warming above pre-industrial levels by 2100). Council will also undertake relevant adaptation actions to maintain an aligned approach to the UNFCCC Paris Agreement and any relevant information associated with Conference of the Parties (COP) meetings.</p>
GUIDELINES	<p>6.1 As well as the aforementioned, Council's response to climate change will be guided by the following principles:</p> <p>I. Focus on informed decision-making and undertake an adaptive</p>

	<p>management approach (continuing to review actions in the light of new information);</p> <p>II. Maintain the focus on total community wellbeing, noting that this may result in adverse consequences to more directly impacted individuals;</p> <p>III. Encourage private adaptation by making information publicly available and facilitating community based planning;</p> <p>IV. Consider climate change as part of an overall risk reduction and resilience program for Kingborough;</p> <p>V. Identify vulnerable areas and implement an ongoing program that reviews their vulnerability as more information becomes available;</p> <p>VI. Develop tools and methods to quantify exposure and vulnerability as well as economic and financing models for adaptation actions;</p> <p>VII. Review the provisions of the planning scheme to ensure that development is appropriately regulated to consider climate change risk;</p> <p>VIII. Where appropriate, goals should be measurable and evaluated on a regular basis;</p> <p>IX. Perform a range of roles (regulatory, information provider, advocate, facilitator, service provider, funding body) that are necessary to reduce future climate change impacts;</p> <p>X. Work cooperatively with other Councils and State Government and ensure that the respective roles and responsibilities are appropriate and duplication is avoided (e.g. the Regional Climate Change Initiative (RCCI) for Southern Tasmanian councils);</p> <p>XI. Staff capacity and resourcing is maintained commensurate with the issues and opportunities as they arise;</p> <p>XII. Data is recognised as a critical resource which guides and supports informed decision making and as such Council commits to the collection of relevant data;</p> <p>XIII. Identify climate change as a key risk in Kingborough's Risk Management Policy and Strategic Risk Register;</p> <p>XIV. Council will quantify (in units and financial value) assets exposed to risk and will present a regular comparative analysis of their exposure to the risks over time;</p> <p>XV. Council will develop financial management tools and procedures to guide consideration of climate change impacts on Council managed assets; and</p> <p>XVI. Council will identify opportunities that climate change may present such as facilitating climate resilient developments and financing options for adaptation actions.</p>
COMMUNICATION	<p>7.1 Council commits to ensuring that the community, councillors and staff are updated on an annual basis regarding the status of all the key indicators in the Kingborough Council Climate Change Plan.</p> <p>7.2 Council will commit to providing clear, consistent and transparent climate change information and data which demonstrates best practice scientific currency. Council will make all climate change studies undertaken by or on behalf of council publically available.</p>

	<p>7.3 Council will create and implement a climate change communication strategy that ensures that messaging is consistent and relevant to the various stakeholders. The climate change communication strategy will align with Kingborough Council's general communication strategy.</p>
LEGISLATION	<p>8.0—</p> <ul style="list-style-type: none"> ● Local Government Act 1993 ● Land Use Planning and Approvals Act 1993 ● Kingborough Interim Planning Scheme 2000 and subsequent scheme(s) ● Tasmanian Planning Scheme ● Environmental Management and Pollution Control Act 1994 ● Tasmanian Climate Change (State Action) Act (2008)
RELATED DOCUMENTS	<p>9.0</p> <ul style="list-style-type: none"> ● Tasmanian Climate Change Action Plan (2017-2021) ● Kingborough Council Climate Change Plan (2019 to 2024) ● STCA / RCCI Regional Councils Climate Change Adaptation Strategy 2012-2017 ● Tasmanian Coastal Adaptation Pathways Project: Kingston Beach- Final Report, Tasmanian Coastal Adaptation Pathways Project August 2012 ● Regional Councils Climate Change Adaptation Strategy ● Tasmanian Coastal Adaptation Decision Pathways Project: Inundation Control Works for the Kingston Beach Area (2012) ● Triggers for Change Report (2014) ● Kingston Beach Flood Study (2016) ● Kingston Beach Integrated Climate Change and Natural Hazards Project (2016)
AUDIENCE	<p>10.0—</p> <ul style="list-style-type: none"> ● Kingborough Council staff ● Kingborough Councillors ● Kingborough community ● Kingborough industries ● Tasmanian and other local government councils ● Regional Councils Climate Initiative ● State and Commonwealth agencies ● Research organisations ● Non-government organisations ● Climate Change Innovation Lab Tasmania ● NCCARF

NEW POLICY FOR APPROVAL



Policy No: **6.13**
Approved by Council **December 2021**
New Review Date: **December 2024**
Responsible Officer: **Manager Environmental Services**

Minute No: **TBA**
ECM File No: **12.269**
Version: **1.0**

Climate Change Policy

1. POLICY STATEMENTS

Kingborough Council:

- 1.1 acknowledges the existence of a climate change and biodiversity emergency and will implement strategies to respond.
- 1.2 recognises that climate change presents a material risk to Council assets and operations and has the potential to impact the economic, social and environmental viability of the municipality.
- 1.3 acknowledges the critical role of local government in responding to climate change and as such will take a leadership approach.
- 1.4 is committed to a consistent, informed and risk-based approach in responding to the impacts and opportunities that climate change presents.
- 1.5 is committed to facilitating greater community awareness of the causes and effects of climate change as well as potential response actions.
- 1.6 commits to working with other levels of government and key stakeholders in strategic climate change partnerships, programs and responses.
- 1.7 recognises that focussing on innovation and early response will facilitate more cost-effective management of climate change risks and see Council and its community well-placed to capitalise on emerging opportunities.
- 1.8 commits to a climate change program that is progressively implemented in accordance with the Kingborough Council Climate Change Plan (2019 to 2024) and subsequent documents.
- 1.9 is committed to sequentially reducing its carbon footprint and targeting Net Zero Emissions for Council activities by 2050 or earlier.
- 1.10 recognises the importance and validity of the Intergovernmental Panel on Climate Change (IPCC) as well Special and Assessment Reports periodically released by it.

2. DEFINITIONS

Terms within this Policy are defined as follows:

- 2.1 **'Carbon footprint'** means the total greenhouse gas emissions caused by an individual, event, organization, service, place or product, expressed as carbon dioxide equivalent.
- 2.2 **'Climate change'** means a change in global or regional climate patterns, in particular a change apparent from the mid to late 20th century onwards and attributed largely to the increased levels of atmospheric carbon dioxide produced by the use of fossil fuels.

- 2.3 **‘Climate change adaptation’** means adjustment in natural or human systems in response to actual or expected climatic stimuli or their effects, which moderates harm or exploits beneficial opportunities.
- 2.4 **‘Climate Futures for Tasmania’** is a Tasmanian Government and UTAS project that provides localised climate information, producing fine scale climate change projections that allow local analysis of climate impacts, changes to seasonality and extreme events.
- 2.5 **‘Climate resilient development’** means the systematic inclusion of climate considerations in development decision-making.
- 2.6 **‘Coastal hazards’** means an area subject to significant risk from natural coastal processes and hazards such as flooding, storms, erosion, landslip, littoral drift, dune mobility and sea level rise.
- 2.7 **‘Community resilience’** means the sustained ability of a community to utilise available resources to respond to, withstand, and recover from adverse situations.
- 2.8 **‘Conference of the Parties (COP)’** means the formal meeting of the UNFCCC Parties to assess progress in dealing with climate change, and beginning in the mid-1990s, to negotiate the Kyoto Protocol to establish legally binding obligations for developed countries to reduce their greenhouse gas emissions.
- 2.9 **‘Exposure’** means the state of having no protection from something harmful.
- 2.10 **‘Greenhouse gas emissions’** means any gaseous compound in the atmosphere that is capable of absorbing infrared radiation, thereby trapping and holding heat in the atmosphere. By increasing the heat in the atmosphere, greenhouse gases are responsible for the greenhouse effect, which ultimately leads to global warming.
- 2.11 **‘Intergovernmental Panel on Climate Change (IPCC)’** is an organisation of governments that are members of the United Nations or World Meteorological Organisation with the objective to provide governments at all levels with scientific information that they can use to develop climate policies.
- 2.12 **‘Net Zero Emissions’** means achieving an overall balance between greenhouse gas emissions produced and greenhouse gas emissions taken out of the atmosphere.
- 2.13 **‘Paris Agreement’** means the agreement within the United Nations Framework Convention on Climate Change, dealing with greenhouse-gas-emissions mitigation, adaptation, and finance, signed in 2016.
- 2.14 **‘Planning scheme’** means the Kingborough Planning Scheme.
- 2.15 **‘Regional Climate Change Initiative (RCCI)’** means the body established by the Southern Tasmanian Councils Authority (STCA) to build the capacity of Councils and their communities to reduce greenhouse gas emissions and respond to climate change.
- 2.16 **‘Representative concentration pathways (RCPs)’** means the greenhouse gas concentration trajectory adopted by the IPCC for its fifth Assessment Report in 2014.
- 2.17 **‘Risk Management Policy’** means the Kingborough Risk Management Policy (No.3.10).
- 2.18 **‘Specific Area Plan’** (Kingborough) means a plan that is in place for areas that have a unique character that is desirable to be maintained, is encumbered by a Development, Local Area or Master Plan or has specific use or development requirements that are over and above the Zone or Code provisions

- 2.19 **‘Strategic Risk Register’** means the Strategic Risk Register documented in the Kingborough Risk Management Policy.
- 2.20 **‘UNFCCC’** means the United Nations Framework Convention on Climate Change and is an international environmental treaty adopted on 9 May 1992 and opened for signature at the Earth Summit in Rio de Janeiro in 1992.

3. OBJECTIVE

- 3.1 The objective of the Climate Change Policy is to underpin the Kingborough Council Climate Change Plan (2019 to 2024) which was developed to clearly articulate the importance that Council places on a meaningful response to climate change.

4. SCOPE

- 4.1 This policy applies to all Council activities and staff.

5. PROCEDURE (POLICY DETAIL)

- 5.1 Council will maintain its focus on responding to climate change through the implementation of the Kingborough Council Climate Change Plan (2019 - 2024) (Plan) which identifies climate change priorities and commitments that can be reported against regularly.
- 5.2 As identified in the Plan, Council’s response will be via three priority objectives:
- Climate Change Strategic Management
 - Energy and Greenhouse Gas Management
 - Climate Change Adaptation
- 5.3 Council will advocate for and participate in programs that focus on key climate related impacts for Kingborough. These have been identified as:
- Wildfire
 - Sea level rise and storm surge
 - Extreme weather events and flooding
 - Heat
- 5.4 Through its risk management policy and risk register process Council will identify the risk that climate change poses to its operations and community and progressively implement governance measures to maintain the risk at an acceptable level.
- 5.5 Council will implement programs and initiatives that strive to improve the Kingborough community’s resilience and understanding of the potential impacts of climate change and maximise opportunities to communicate and consult on critical issues and responses.
- 5.6 Council will progressively improve its climate change asset management programs and procedures to accord with best practice with regards to specific climate predictions for Kingborough eg: Climate Futures for Tasmania. This will also be progressed through its coastal hazards case study program.
- 5.7 Council will emphasise community communications and engagement in its approach to action on climate change actions and projects as well as assisting to reduce the community’s carbon footprint.
- 5.8 Council recognises the importance and validity of the Intergovernmental Panel on Climate Change (IPCC) and will review all actions upon the publication of new assessment reports

within six months of publication. Council also recognises that global greenhouse gas emissions are at the high-end (worst case) of global projections and as such, as a minimum, Council commits to using the top two global Representative Concentration Pathways (RCPs) during decision-making (these being RCP6 and RCP8.5). These are derived from the top two global greenhouse gas (GHG) projections for warming (2.0 °C – 5.8 °C global average warming above pre-industrial levels by 2100).

- 5.9 Council will undertake relevant adaptation actions to maintain an aligned approach to the UNFCCC Paris Agreement and any relevant information associated with Conference of the Parties (COP) meetings.
- 5.10 Council will actively monitor its energy usage and greenhouse gas emissions and undertake annual audits to ascertain progress towards its Net Zero Emissions – target, milestones and key components including:
 - Electricity usage
 - Fleet fuel usage
 - Street lighting
 - Waste disposal
 - Solar installations
- 5.11 Council will continue to invest in solar energy, energy efficiency and carbon footprint reduction projects at key operational sites.
- 5.12 Council will reduce its greenhouse emissions by progressively transitioning its light vehicle fleet to electric cars as well as its heavy vehicles via electric (where possible) and alternative fuels.
- 5.13 Council's approach to climate change adaptation recognises that a diverse range of roles and responsibilities exist across all levels of Australian governments. As such Council will strive to for strategic partnerships with key stakeholders such as the Regional Climate Change Initiative (Southern Tasmanian Councils Authority) and the Tasmanian Climate Change Office.
- 5.14 Council will implement a Coastal hazards program in response to the current and future issues and risks that have been identified. This will involve:
 - Development and adoption of Regional and Kingborough Coastal Hazard Strategies.
 - Progression of risk modelling and identification and response planning at key case study sites.
- 5.15 Undertaking prioritised coastal protection and risk reduction works / programs identified and designing in accordance with best practice criteria.
- 5.16 Council commits to advancing integrated representative case studies in climate change adaptation and community resilience for existing sites as well as greenfield development, for example the Kingston Beach case study.
- 5.17 Council will evaluate and where possible strengthen planning and development controls available to it to facilitate risk minimised and resilient developments eg: Specific Area Plans in high risk localities.
- 5.18 Council will advocate for and participate in research initiatives and projects to better understand and protect the environmental assets and ecosystems within Kingborough from climate change impacts.

- 5.19 Council will continue to focus on community resilience initiatives with regards its emergency management responsibilities particularly given the profound impact climate change will have on the frequency and severity of climate change related events.

6. GUIDELINES

- 6.1 Nil.

7. COMMUNICATION

- 7.1 All staff, Councillors and Customers, members of the public.

8. LEGISLATION

- 8.1 *Local Government Act 1993.*
- 8.2 *Land Use Planning and Approvals Act 1993.*
- 8.3 Kingborough Interim Planning Scheme 2015 and subsequent schemes.
- 8.4 Tasmanian Planning Scheme.
- 8.5 *Environmental Management and Pollution Control Act 1994.*
- 8.6 *Tasmanian Climate Change (State Action) Act 2008.*

9. RELATED DOCUMENTS

- 9.1 Kingborough Council Climate Change Plan (2019 – 2024).
- 9.2 Tasmanian Climate Change Action Plan (2017-2021).
- 9.3 STCA / RCCI Regional Councils Climate Change Adaptation Strategy 2012-2017.
- 9.4 Tasmanian Coastal Adaptation Pathways Project: Kingston Beach- Final Report, Tasmanian Coastal Adaptation Pathways Project August 2012.
- 9.5 Regional Councils Climate Change Adaptation Strategy.
- 9.6 Tasmanian Coastal Adaptation Decision Pathways Project: Inundation Control Works for the Kingston Beach Area (2012).
- 9.7 Triggers for Change Report (2014).
- 9.8 Kingston Beach Flood Study (2016).
- 9.9 Kingston Beach Integrated Climate Change and Natural Hazards Project (2016).

10. AUDIENCE

- 10.1 Public document.

15.2 NOMINATIONS FOR THE DISABILITY INCLUSION & ACCESS ADVISORY COMMITTEE

File Number: 5.539

Author: Julie Alderfox, Community Development Officer

Authoriser: Dr Katrena Stephenson, Acting General Manager

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 consider nominations received for representation on the Kingborough Disability Inclusion & Access Advisory Committee for the 2022/23 term.

2. BACKGROUND

- 2.1 Appointments to the Disability Inclusion & Access Advisory Committee were called for in September 2021. The aim is to broaden representation within the committee and to reinstate existing members, where possible, for another 2-year term.
- 2.2 The Terms of Reference for the Disability Inclusion & Access Advisory Committee allow for up to thirteen (13) members – five (5) from organisations and up to eight (8) individuals.

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 Eleven (11) nominations have been received for the 2022/2023 term with details contained in the nomination forms attached.

5. FINANCE

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

6. ENVIRONMENT

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

7. COMMUNICATION AND CONSULTATION

- 7.1 Existing members of the Disability Inclusion & Access Advisory Committee were invited to renominate for the 2022/2023 term.
- 7.2 Advertising, calling for members was included in the local print media and Council's social media.

8. RISK

- 8.1 There are no risks associated with this matter.

9. CONCLUSION

- 9.1 Eleven (11) nominations have been received for membership to the Kingborough Disability Inclusion & Access Advisory Committee. Five (5) nominations from existing members and six (6) from new community members. Nominations are attached. It would be appropriate to appoint all nominees.
- 9.2 To familiarise new members with the code of conduct and scope of the committee's responsibilities, it is proposed that a group induction session be held prior to attendance at a formal meeting.

10. RECOMMENDATION

That Heather Anderson, Kevin Brown, Di Carter, Dr Don Hempton, David McQuillan, Wendy Nielsen, Anne Rathjen, Kim Strickland, Fran Thompson, David Vickery and Richard Witbreuk be appointed as members of the Kingborough Disability Inclusion & Access Advisory Committee.

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16 NOTICES OF MOTION

16.1 BIODIVERSITY OFFSET POLICY

The following Notice of Motion was submitted by **Cr Wriedt**

RECOMMENDATION

That:

- a) Council officers provide a report with recommendations to amend the Biodiversity Offset Policy to increase the financial offsets required for the removal of high biodiversity values as identified in Table 2 of the Policy. As part of this review consideration be given to national best practice in relation to biodiversity offsets, and Kingborough Council becoming a leader in this area;
- b) The draft policy be the subject of a Council workshop before being released for a four week period of community consultation; and
- c) That the work, with a final policy to come to Council for endorsement be completed by the end of March 2022.

Background

Council's Biodiversity Offset Policy ("the Policy") was last reviewed in November 2016. As most Council policies are reviewed every three years, the Policy is currently due for renewal.

The Policy's objectives are to ensure that biodiversity offsets within Kingborough achieve a net gain in the extent and quality of biodiversity that is securely protected and effectively managed. It also acts as a framework to ensure that its implementation occurs in a transparent and consistent manner.

The Policy currently states the following offsets:

- Very high conservation value trees: \$500 per tree
- High conservation value trees: \$250 per tree.

The rates for removal of trees is derived from the per hectare rate for removal of high biodiversity values such as threatened bushland or threatened species habitat.

During a recent Council workshop, it was identified that the dollar amount of the offsets has not changed for many years. Significantly there is also an increasing level of concern in the community about the need to preserve trees that are the habitat for a range of endangered birds such as the Swift Parrot and Forty-Spotted Pardalote, or native trees with known or potential nesting hollows. It is hoped that any proposed increase in the level of offsets required under the policy may act an incentive for developers to adapt plans to reduce the need to remove very high and high conservation value trees.

It is suggested that staff review the policy, including any amendments to the biodiversity offsets, and that this be brought to a Council workshop prior to a four-week period of community engagement. Following feedback from the community the amended policy would then be brought to Council prior to the end of March 2022 for endorsement.

Officer's Response

The background to the motion provides an accurate overview of the current arrangements.

As is noted in the background, the rate for the removal of trees is derived from the per hectare rate for removal of high biodiversity values (normally a threatened bushland community/threatened species habitat). Therefore, this motion would require a review of the financial offset rate for all values covered by the policy, not just trees.

Dr Katrena Stephenson, Director Environment, Development & Community Services

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*

Tender Assessment - AB2114 Garnett Street Stormwater Stage 1 Tender Acceptance

Regulation 15(2)(b), and (2)(d) *information that, if disclosed, is likely to confer a commercial advantage on a person with whom the Council is conducting, or proposes to conduct business, and contracts, and tenders, for the supply and purchase of goods and services and their terms, conditions, approval and renewal.*

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	
Tender Assessment - AB2114 Garnett Street Stormwater Stage 1 Tender Acceptance	

CLOSURE

Public Copy

APPENDIX

- A Community Services Activities Report 1 May 2021 - 30 October 2021
- B Audit Panel Minutes
- C General Manager's Diary
- D Current and Ongoing Minute Resolutions (Open Session)

A COMMUNITY SERVICES ACTIVITIES REPORT 1 MAY 2021 - 30 OCTOBER 2021

Author: Dr Katrena Stephenson, Director Environment, Development & Community Services

Authoriser: Gary Arnold, General Manager

1 COMMUNITY DEVELOPMENT**1.1 Disability Inclusion & Access Advisory Committee**

Community Services provide support to the Committee.

Currently one focus area is beach access; with officers investigating the provision of beach matting at Kingston Beach. Ongoing involvement with Victoria's Beach & Waterways Inclusion Network is being undertaken to understand the considerations, responsibilities and impacts of providing beach wheelchair matting. The potential for a cross-council information workshop for staff is currently being pursued.

Other priorities have included:

- Ongoing liaison and input into development of Kingston Park Stage 2.
- Kingborough Bus Stop DDA Compliance Project. Comments and input were provided by the committee as part of the audit and upgrade of bus stops to provide DDA compliant infrastructure.
- Follow-up input into Building Better Homes Campaign encouraging changes to the National Construction Code to include mandatory accessibility standards for new homes.
- Promotion for nominations for the new committee term starting 2022.

1.2 Community Grants

The 2021/2022 Community Grants Round was open through July and August with 14 grants endorsed by Council (25 October) as well as a second grant round in January/February 2022.

Quick Response Grants have been allocated to 3 recipients. A total amount of \$2,500 has been allocated from the \$5000 assigned.

1.3 Kingborough Awards

The awards were promoted from August – October. Nominations were collated and assessment by the Selection Panel Committee has been undertaken prior to review and endorsement by Council.

1.4 Positive AgeingLive Well Live Long

This 10-week health awareness program has run 2 times this calendar year. The program is a partnership with the Tasmanian Health Service Health Promotion unit and aims to educate and empower older community members to be aware of services and

issues which can impact their health. The sessions have been fully booked and can accommodate up to 28 people at each session.

Seasonal Walks

This program continues offering older people the opportunity to explore new locations or further appreciate familiar walking trails by learning about the flora and fauna present. The walks are chosen for their natural values and participants are encouraged to engage in walking outside the scheduled activities. Winter Walk – Conningham Beach to Legacy Beach, Spring Walk – Boronia Hill Reserve. Lunch is provided to encourage social connections. The program is run in partnership with the Natural Areas team.



Lunch stop at Boronia Hill Reserve

Council on the Ageing (COTA) - Navigating My Aged Care information session.

The aim of the session is to empower older people to feel confident to assist others or navigate the My Aged Care system for themselves. The session provided a valuable Q&A time to the 25 people attendees when people could speak directly to a professional My Aged Care educator.

Seniors Intergenerational Afternoon Tea

Following the model of the Christmas in July. Older people are invited to attend the afternoon tea and support the efforts of young people who volunteer their time in the school holidays to learn new skills in hospitality. Seventy (70) older residents attended the function on 8 October.



Seniors Week Afternoon Tea

1.5 Learning for Life

Over May – November 2021, 55 activities and workshops were provided, with 870 people having participated. Some examples of activities have included weekly affordable yoga and pilates, the very popular Big Spring Sing, Conquer your Inner Critic talk, End of Life Choices talk, macrame, mosaics, menopause talk, crochet, pickleball and Bollywood dance.



1.6 Orange Sky – Splasher Laundry Van

Initiated support to trial a weekly laundry service at the Kingston Neighbourhood House to enable people who have no access to washing and drying facilities to use this free community service.



1.7 Carer's Expo

A Carer's Expo is being planned for Wednesday 24 November at the Kingborough Community Hub and this will coincide with the premiere launch of the Kingborough made film 'More than Carers' which features the experiences of 4 local carers in our community.

1.8 Waste Wise Kingborough

There have been several activities contributing to educating the community about waste reduction. These have included:

- Launch of the Mamma Rosa "No Waste Nothing" videos on social media and Kingborough website.
- Really Really Free Markets – these markets are held quarterly and also feature an appearance by Mamma Rosa. They are incredibly popular and prevent unwanted items from going to landfill by providing an avenue to give items away. Each market, which runs for only one hour, has between 20-30 stallholders. By the end of the hour most stallholders have given away all their items.
- Salvaged Art from Waste Competition and Exhibition – 32 entries have been received for the 2021 event which will open on Friday 12 November at the Kingborough Community Hub. This year's theme is 'Messages of Hope'.



Mamma Rosa No Waste Nothing



Really Really Free Market



Taroona Primary Salvaged Art Entry 'Put a Cork on Covid-19'

1.9 Kids Allowed

A regular fortnightly nature play group has been established at Kingston Park where an experienced nature play teacher takes the children on adventures within the playground and around the Whitewater Creek area. For the period May to October 102 bookings were made. The group also acknowledges and celebrates Children's Week and International Children's Day.



1.10 Kingborough Volunteer Program

The Volunteer Program continues to grow in popularity and awareness has increased as Council has recently promoted the Program via local print and social media. The intent was to raise awareness – for potential clients and their families - on the important role volunteers play in responding to challenges facing seniors and their contribution to our communities. More than 25 new clients and 9 volunteers have now registered with the Program since this promotion. Pet support requests have risen sharply and are ongoing with multiple volunteers providing support – instead of the short/sharp relief requests previously received, which were for post-surgery or injuries, as before.

A recent, quarterly, Volunteer Check-In Session (with guest speakers outlining multiple self-care tips and awareness strategies for volunteers) was held at the Kingborough Community Hub – this was well attended and enjoyed by all.

2. YOUTH DEVELOPMENT AND OUTREACH

2.1 School Holiday Program

A variety of on-site and off-site activities/workshops were run during the April, July and October school holidays. Activities included various workshops: drama, ceramics, robotics and coding and creative art. Additionally, there was a collaborative skate park event at Blackmans Bay skate park with the Tas Skate Park League as well as offsite excursions including indoor rock climbing and an evening bat walk with council's Natural Areas Interpretation Officer. Almost all activities were booked out with returning participants as well as new participants. January school holiday program to be released soon.



2.2 Youth Activities Program

After a review of the long-term delivery of this program at Kingston Neighbourhood House, the after-school outreach youth activities program was piloted at West Winds Community Centre in Woodbridge in June to reach youth in the Southern Channel. The program is designed to engage young people who need positive social experiences in a safe environment. The West Winds program was well attended and gratefully received by parents, attendees and centre staff and will be run again in Nov/Dec.

2.3 Youth Action Kingborough (YAK)

YAK members have met on a monthly basis. YAK recently conducted a community survey asking the public to put forward their concerns and issues they would like to see change in the Kingborough community. 212 surveys were completed. 174 of these in the age group of 12-16 y/o. The top three concerns from highest to lowest were mental health services, a clean, healthy environment, and public transport. In response to these results YAK have coordinated a new youth initiative called YOUTHINK. This is a free youth led initiative designed to engage and support young people in Kingborough through a monthly forum where people can have their say and listen to other's ideas in an informal, inclusive, safe space.



YAK members L-R Ally, Lucian, Zac)

2.4 National Youth Week – Youth Arts Showcase

The showcase was held at the Kingborough Community Hub and included an art exhibition featuring individual stencil artworks (created by young people during school holiday program workshops as part of the Stormwater to Sea Project); a youth market featuring products made by young people and entertainment in the form of musical performers and buskers.

2.5 Stormwater to Sea project

A collaborative project between Youth Services, Arts, Natural Areas and Biodiversity, Stormwater and The Derwent Estuary Project. Young people worked with artists to create stencil artworks themed on pollution in our waterways. The artworks were exhibited in the Youth Arts Showcase in May along with a public information space run by council's Natural Areas Interpretation Officer and Stormwater and Waterways Engineer. Artworks were then used to inform stencil designs that were laser cut from metal and will be stencilled on drains and footpaths along with the tagline "Only Rain in Drains" throughout the municipality to bring community awareness to keeping our waterways healthy.



2.6 Respectful Relationships Program – “Love Bites”

A multi-session program facilitated for all grade 9 students at Kingston High School. This Nationally recognised program aims to provide a safe environment in which young people can discuss and learn about their rights and responsibilities in relationships and look at ways to access support when needed. During the sessions, young people are introduced to a number of services in the community and encouraged to support their friends by utilising safe, healthy and proactive strategies.

2.7 Pop up Youth Space

During the first week of the October school holidays a pop up youth space that included a BBQ, table tennis, music and giant games was piloted in the teen area of Kingston Park. Also in attendance over the course of the week were various service providers such as Mission Australia and ReConnect (Colony 47).

2.8 Barista Bootcamp

A total of 14 young people completed advanced barista training over 2 days in the October school holidays. This training, which formerly took place at yspace, was delivered at the Hub's Whitewater Room; the venue proved extremely popular with the young people in attendance.

2.9 Christmas in July – intergenerational event –

A group of 8 young people attended cooking masterclasses at the Twin Ovals function centre during the July school holiday to plan and prepare for the annual Christmas in July event for seniors. The young people designed the menus created dishes and served the attendees, each were awarded a certificate by Councillor Wass.



3 KINGBOROUGH COMMUNITY HUB

3.1 COVID vaccination Clinic

Australia's first vaccination clinic opened at the Kingborough Community Hub on 22 March – and closed its doors 6 months later on 29 September. The medical team jabbed up to 500 people per day and its smooth operation has led to Kingborough having the second highest vaccination rates in Tasmania.

3.2 Advertising and Marketing

A new community events calendar template has been created and will be distributed month to month to promote and advertise the main activities and events happening at the Hub for each coming month. External hirers' events as well as those organised and delivered by the Community Services team are promoted through the calendar.



3.3 Hub activation

The Community Services team have delivered a variety of events and activities and to activate the space and showcase its versatility to potential hirers. Future events in December will include the Baby and Kids Market and Friday Night Live Bites.



3.4 Art Exhibitions

The Hub's Auditorium has held a variety of art exhibitions throughout 2021. The bespoke gallery walls and infrastructure has ensured that the Hub has become

Kingborough's favourite exhibition space. Art Exhibitions in 2021 have included: *Youth Arts Showcase*, *Clay Habitat Little Penguin modules*, *Kaleidoscope by The Colour Circle*, *The Travellers Cloaks*, *The Wonderful World of Insects in Our Neighbourhood and Salvaged*.



3.5 Hirers at the Hub

The different spaces at the Hub (the Middleton Room, The Whitewater Room and The Auditorium) have attracted a wide variety of hirers. Hirers of the Middleton Room have included: Tassal, Rural Alive and Well, NAPCAN and The Department of State Growth. Hirers of the Whitewater Room have included: Dementia Australia, Gymnastics Tasmania, Open Arms and Libraries Tasmania. Hirers of the Auditorium have included: The Department of Health, Faith Methodist Church, Forest Practices Authority, Hobart Malaya Community and Art Screen Events

B AUDIT PANEL MINUTES



**AUDIT PANEL
MINUTES**

15 October 2021

MINUTES of the Kingborough Council Audit Panel held on Friday, 6 August 2021 at 8.00 am.

PRESENT:

		PRESENT	APOLOGY
Chair	Mr P McTaggart	Y	
	Mr J Hills	Y	
	Ms C Millar	Y	
	Cr F Fox	Y	
	Cr C Street		Y

IN ATTENDANCE

General Manager
Chief Financial Officer
Finance Manager

Mr G Arnold
Mr J Breen
Mr T Jones

Presentations:

Chief Information Officer
Manager Development Services
Program Manager-Transform Kingston

Mr F Moulton
Ms T Tyler Moore
Mr D Kaimatsoglu

WELCOME:

The Chair welcomed all Panel Members to the meeting.

APOLOGIES

Cr Street.

ADOPTION OF THE AGENDA

The agenda as provided was accepted.

DECLARATIONS OF INTEREST

Nil.

CONFIRMATION OF MINUTES

The Panel endorsed the minutes of the Kingborough Council Audit Panel meeting of 6 August 2021 as a true and correct record.

BUSINESS ARISING FROM THE MINUTES

Nil.

ACTION LIST

Action List

The CFO reported that the Corporate Plan had been delayed due to work pressures associated with the COVID-19 crisis. Work on operational risks is continuing and a report will be provided at the next meeting.

It was decided that a discussion on the upcoming Internal Audit contract would take place at the December meeting.

The compliance sign-off was progressing with options to add an electronic signature to the spreadsheet being investigated.

All other action items were included in the agenda or are due later in the year.

INTERNAL AUDIT

Payroll Audit Scoping Document

The Panel was generally happy with the scoping document with its focus on reviewing the process for ensuring that employees were not being underpaid. They did suggest that more than one termination payment be reviewed.

Internal Audit Recommendations Tracker

The Panel reviewed the action items under the internal audit recommendation tracker. A number of projects are waiting for the Long-Term Asset Management Plan and the road revaluation to be completed. It was noted that Council will seek external support to assist with the risk awareness work that needs to be undertaken across Council.

It was decided that on a quarterly basis that MANEX would review the outstanding audit items.

EXTERNAL AUDIT

External Audit – Timing Update

The CFO reported that there had been a couple of changes to the timing of the external audit with the latest agreement for the TAO to arrive on the week commencing 25 October 2021 and targeting an audit sign-off by November 5. This will allow Council to take its Annual Report to a Council meeting in late November before it is provided to the AGM in early December.

TAO Report Tracker

The two outstanding items on the report tracker will be reviewed by the TAO in their October audit.

KEY MATTERS – COUNCIL MEETINGS OVERVIEW

The CFO provided an update on the following:

- The updated Treasury Management Policy was recently approved by Council. Changes were made to include a sustainability clause that favoured investing in financial institutions that did not fund the fossil fuel industry if there was no difference in risk and return.
- Southern Waste Solutions has proposed a dividend policy to allow some of its significant cash reserves to be paid to owner Councils.
- At the next Council meeting a report on Election Caretaker Period Policy is to be considered.
- The TAO has recently released a report on Council recruitment and remuneration. The Panel asked for the report to be sent out by email.

RISK MANAGEMENT & BUSINESS CONTINUITY UPDATE**Kingston Park Project**

Climate Change and Carbon

The Panel noted the information provided in the detailed risk review and the change in the mitigated risk rating from High to Moderate based on the increase in the value of the land over the past couple of years. It was pointed out that some of the wording was unclear and the CFO was asked to review the risk wording.

Risk Workshop Report

The report from WLF Accounting and Advisory on the risk workshop with Council. The Chair indicated that he thought the workshop was a good discussion on the difficulty of reducing the level of risk to Council when there is not a lot of control over risk triggers.

IT Security and Policy Breaches

No Policy breaches were recorded in the July to September period.

REGULATORY/GOVERNANCE UPDATES:**Audit Panel Performance Survey****Performance Survey**

The Panel noted the outcomes of the recent Audit Panel survey with only two out of the twenty-three questions scoring less than four out of five.

The CFO is to prepare a table of areas to be actioned over the next twelve months.

Insurance Matters / Emerging Risks / Legal Claims

There was discussion on emerging risks associated with the COVID pandemic such as potential mandatory vaccinations and the impact of current resource constraints on the ability of Council to carry out its functions. These issues will be explored further when management reviews their emerging risks before the December Panel meeting.

NON-STANDING ITEMS**Gift Register**

The Panel noted the gift register for the period from January to June 2021. There was one entry for Staff and one entry for Councillors.

Employment Entitlements/Leave

The Manager Finance outlined the current situation in regard to leave outside of policy. With annual leave there was a slight increase in the June 2020 accrued leave with eighteen staff over the limit, an increase of four over the twelve months. It was noted that the current travel restrictions have played a part in increasing the leave accrual. There is a concerted push by Managers to ensure their staff take leave over the summer period.

With long service leave there are eleven staff over the policy limit of which six were only just over the limit. Once again travel restrictions are having an impact.

Capital Work in Progress Management

The Panel noted the report on the status of capital WIP. Over the twelve months to June 2021, WIP, excluding Kingston Park projects, reduced from \$13.09m to \$10.53m. During that period \$2.1m of vested and found assets have been capitalised.

September 2021 Financial Report

The Panel noted the financial report at 30 September 2021.

STANDING ITEMS**Annual Work Plan and Timetable**

The Annual Work Program 2021 (from Charter) was provided.

Upcoming Education Events

Nil.

OTHER BUSINESS

The Chairs report to Council was noted.

The Chair advised that John Hills had tendered his resignation from the Audit Panel and his last meeting will be December 2021.

Presentations were provided by Council Officers on the following:

- IT Security and Cyber Risk
- Transform Kingston Project
- Development Services Compliance Process

ACTION SHEET

Item	Responsibility	Due Date
Strategic & Corporate Plan – provide a copy to the Panel once completed.	CFO	Dec 2021
Operational Risks – Once the documentation of operational risks has been finalised, provide a report to the Panel.	CFO	Dec 2021
Internal Audit Contract – Discussion on the future internal audit contract.	Panel	Dec 2021
Compliance Sign-Off – develop a management certification letter to be signed.	CFO	Dec 2021
TAO GM remuneration and recruitment report – send a copy by email.	CFO	Oct 2021
Independent Audit Panel Member – Determine the process for replacing the resigned Panel member.	Chair	Dec 2021

CLOSURE

There being no further business the Chair declared the meeting closed at 10.50 am.

Confirmed as a true and correct record:

.....

Chair,

Audit Panel

C GENERAL MANAGER'S DIARY**General Manager: 27 September 2021 – 15 October 2021**

27 September	Participated in weekly Metro GM's catchup
	Attended the Greater Hobart General Managers meeting
	Attended Council workshop
30 September	SLA Meeting between KWS and Council
4 October	Participated in weekly Metro GM's catchup
	Attended Council meeting
5 October	Attended the Greater Hobart General Managers meeting
11 October	Participated in weekly Metro GM's catchup
	Attended Council workshop
12 October	Participated in Teams meeting with DPAC re: Local Government support for Covid-19 Vaccination Effort
13 October	Attended a Commonwealth and Tasmania Security briefing
14 October	Participated in Hobart City Deal Transport and Housing Project Steering Committee meeting via Teams
	Participated in Kingston Congestion Working Group Meeting with DSG via Teams
15 October	Attended Audit Panel meeting
	Met with representatives of Kings Quarter

Acting General Manager: 18 October 2021 – 19 November 2021

18 October	Participated in the Greater Hobart GM's Teleconference re lockdown
19 October	Phone conversation Mr Matt Horsham regarding development conditions
25 October	Attended the Greater Hobart Mayors Forum
	Attended Council Meeting (rescheduled from 18th)
1 November	Attended Council Meeting
2 November	Greater Hobart General Managers' Meeting
5 November	Attended LGAT Special General Meeting on Reform with Mayor in Devonport
8 November	Attended Council workshop
9 November	Attended the Hobart City Deal Implementation Board Meeting
12 November	Attended the Salvaged Art Exhibition Opening Night
15 November	Phone conversation TIP CEO
	Attended Council Meeting
16 November	Attended the Greater Hobart Mayors Forum

D CURRENT AND ONGOING MINUTE RESOLUTIONS (OPEN SESSION)

CURRENT	
Resolution Title	Beach Road, Kingston Beach
Meeting Date	4 October 2021
Minute No.	C547/20-2021
Status	Ongoing
Responsible Officer	Director Engineering Services
Officers Comments	Currently undertaking pedestrian and traffic counts
Anticipated Date of Completion	February 2021
Resolution Title	Food Truck Policy
Meeting Date	25 October 2021
Minute No.	C571/21-2021
Status	Ongoing
Responsible Officer	Director Engineering Services
Officers Comments	A response to petition will be provided for Council consideration on 20 December 2021
Anticipated Date of Completion	20 December 2021
Resolution Title	Infrastructure Contributions
Meeting Date	1 November 2021
Minute No.	C597/22-2021
Status	Complete
Responsible Officer	Director Environment, Development & Community Services
Officers Comments	The matter was submitted to LGAT and is on the Agenda for the 3 December General Meeting
Anticipated Date of Completion	Complete
Resolution Title	Algona Road Funding and Channel Highway Corridor Study 2020
Meeting Date	15 November 2021
Minute No.	C628/23-2021
Status	Ongoing
Responsible Officer	Director Engineering Services
Officers Comments	A letter to be drafted to responsible Minister
Anticipated Date of Completion	December 2021
STILL BEING ACTIONED	
Resolution Title	Delegated Authority Policies
Meeting Date	5 July 2021
Minute No.	C357/13-2021
Status	In progress
Responsible Officer	Director Governance, Recreation & Property Services
Officers Comments	Awaiting legal advice
Anticipated Date of Completion	February 2022

Resolution Title	Climate Change Resourcing
Meeting Date	21 June 2021
Minute No.	C313/12-2021
Status	In progress
Responsible Officer	Chief Financial Officer
Officers Comments	Reviewed in the mid-year financial review.
Anticipated Date of Completion	December 2021
Resolution Title	Kingborough Bicycle Advisory Committee
Meeting Date	3 May 2021
Minute No.	C211/8-2021
Status	Ongoing
Responsible Officer	Manager Development Services
Officers Comments	Awaiting direction from the Planning Commission as to when the Scheme may progress
Anticipated Date of Completion	February 2022
Resolution Title	Petition: Development of Walking Track in Spring Farm and Whitewater Park Estates to Connect to Huntingfield
Meeting Date	1 March 2021
Minute No.	C94/4-2021
Status	In progress
Responsible Officer	Director Governance, Recreation & Property Services
Officers Comments	Grant application lodged – project is dependent on funding
Anticipated Date of Completion	Unknown
Resolution Title	New Complaints Handling Framework
Meeting Date	26 October 2020
Minute No.	C624/20-2020
Status	In Progress
Responsible Officer	Chief Information Officer
Officers Comments	Report to go to 20 December Council meeting
Anticipated Date of Completion	December 2021
Resolution Title	Properties for Disposal
Meeting Date	26 October 2020
Minute No.	C626/20-2020
Status	In progress
Responsible Officer	Director Governance, Recreation & Property Services
Officers Comments	Two properties sold
Anticipated Date of Completion	July 2022
Resolution Title	Hobart City Deal and Implementing the Kingston Place Strategy
Meeting Date	13 July 2020
Minute No.	C397/13-2020
Status	Ongoing
Responsible Officer	Director Governance, Recreation & Property Services
Officers Comments	A major project which will be ongoing for the next three years and regular reports will be provided to Council
Anticipated Date of Completion	Ongoing

Resolution Title	Funding for Public Infrastructure Required to Support Large Sub-divisions
Meeting Date	22 July 2020
Minute No.	C429/14-2020
Status	In progress
Responsible Officer	Manager Development Services
Officers Comments	LGAT is taking the lead for a collaborative approach across all Councils. They will be surveying the Councils as part of the project development. There has been work with TasWater specifically about the contributions related to them. We will continue to keep Council updated on the progress, however, there has not been any recent updates for this.
Anticipated Date of Completion	Unknown
Resolution Title	Paid Parking Within Central Kingston
Meeting Date	13 January 2020
Minute No.	C30/1-20
Status	In progress
Responsible Officer	Director Governance, Recreation & Property Services
Officers Comments	This is to be revisited following the completion by the State government of the Huntingfield park and ride.
Anticipated Date of Completion	March 2022
Resolution Title	Bruny Island Boat Club Petition
Meeting Date	9 December 2019
Minute No.	C797/24-19
Status	In progress
Responsible Officer	Director Governance, Recreation & Property Services
Officers Comments	The Boat Club is investigating the potential for a direct lease with the Crown
Anticipated Date of Completion	Unknown
Resolution Title	Information & Communications Technology Review
Meeting Date	27 May 2019
Minute No.	C364/10-19
Status	In progress
Responsible Officer	Chief Information Officer
Officers Comments	Funding source yet to be determined.
Anticipated Date of Completion	Unknown
Resolution Title	Proposed Transfer of Land Owned by UTAS to Council at Taroona Beach
Meeting Date	25 March 2019
Minute No.	C233/6-19
Status	In progress
Responsible Officer	Director Governance, Recreation & Property Services
Officers Comments	Awaiting sub-division by UTAS
Anticipated Date of Completion	Unknown