



# 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, 21 March 2022 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. 5 to be held on Monday, 21 March 2022 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, 15 March 2022

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## **GUIDELINES FOR PUBLIC QUESTIONS**

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

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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, 21 March 2022 at 5.30pm

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**1 AUDIO RECORDING**

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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.

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**2 ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS**

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

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**3 ATTENDEES**

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**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

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**4 APOLOGIES**

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**5 CONFIRMATION OF MINUTES**

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**RECOMMENDATION**

That the Minutes of the open session of the Council Meeting No. 4 held on 7 March 2022 be confirmed as a true record.

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**6 WORKSHOPS HELD SINCE LAST COUNCIL MEETING**

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15 March - Tree By-law

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## 7 DECLARATIONS OF INTEREST

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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.

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## 8 TRANSFER OF AGENDA ITEMS

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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*.

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## 9 QUESTIONS WITHOUT NOTICE FROM THE PUBLIC

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## 10 QUESTIONS ON NOTICE FROM THE PUBLIC

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### 10.1 Spring Farm Walking Track

**Mr David Bain** submitted the following question on notice:

In January 2020, against Council Officers' advice, Council accepted the Spring Farm Estate developer's offer to construct a walking track through Spring Farm, in lieu of making their public open space (POS) contribution.

Following the developer withdrawing from this agreement on 6th September 2021, \$207,000 in public open space funds was received from the developer and the Council sought grant funding to cover the remaining balance required to complete the track.

As the Council has been unsuccessful in obtaining this grant funding, can the Council advise:

1. Has the developer made any further POS payments or are they expected to? If so, will these contributions be allocated toward completing the track as per the original agreement?
2. Will the remaining funding required for the track be discussed as part of the 2022/23 budget allocation process?

**Officer's Response:**

1. The developer has not made any further POS payments and is only required to do so if additional subdivisions are undertaken within the Spring Farm Estate. Any further contributions will be placed in Council's POS account and would require a decision of Council to allocate them to the walking track project.
2. A capital bid for the balance of funds required has been submitted for consideration as part of Council's 2022/23 budget process.

*Daniel Smee, Director Governance, Recreation & Property Services*



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**11 QUESTIONS WITHOUT NOTICE FROM COUNCILLORS**

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**12 QUESTIONS ON NOTICE FROM COUNCILLORS**

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**12.1 Speed Limit Signage**

At the Council meeting on 7 March 2022, **Cr Bastone** asked the following question without notice to the General Manager, with a response that the question would be taken on notice:

*New speed limit signs have been put up in Woodbridge and the speed limit is now 30kms/h. Considering the amount of time we have tried very hard to get Snug down to 50kms/h, I'm wondering why Woodbridge has been prioritised and if there is anything we can do to once again encourage State Growth to look at the speed limit throughout Snug.*

**Officer's Response:**

The temporary signage was unauthorised and has since been removed by the Department of State Growth.

*Daniel Smee, Director Governance, Recreation & Property Services*

**12.2 Missing Sign**

At the Council meeting on 7 March 2022, **Cr Bastone** asked the following question without notice to the General Manager, with a response that the question would be taken on notice:

*When you are coming north from Woodbridge approaching Kettering, there used to be a sign saying 'Welcome to Kettering'. That sign has now been missing for at least three weeks. Is there a reason for this and is it going to be replaced?*

**Officer's Response:**

It is understood that the sign was taken out in a car crash. Council will investigate its replacement.

*Daniel Smee, Director Governance, Recreation & Property Services*

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**13 PETITIONS STILL BEING ACTIONED**

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There are no petitions still being actioned.

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**14 PETITIONS RECEIVED IN LAST PERIOD**

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**14.1 Upgrade the Car Park - Taroona Bowls and Community Club**

A petition containing **101** signatures has been received by Council petitioning Council as follows:

To upgrade the Taroona Bowls and Community Club car park with a sealed surface and appropriate on-road infrastructure including disability access and parking lines.

**RECOMMENDATION**

That the petition containing **101** signatures be received and referred to the appropriate Department for a report to Council.

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## 15 OFFICERS REPORTS TO COUNCIL

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### 15.1 STR-2021-15 - APPLICATION TO STRATA TITLE 50 HAYES ROAD, ADVENTURE BAY, BRUNY ISLAND

**File Number:** STR-2021-15  
**Author:** Adriaan Stander, Strategic Planner  
**Authoriser:** Tasha Tyler-Moore, Manager Development Services

#### Strategic Plan Reference

**Key Priority Area:** 3 Sustaining the natural environment whilst facilitating development for our future.  
**Strategic Outcome:** 3.4 Best practice land use planning systems are in place to manage the current and future impacts of development.

#### 1. PURPOSE

- 1.1 To consider an application for approval of a Strata Plan under the *Strata Titles Act 1998* at 50 Hayes Road, Adventure Bay, Bruny Island.

#### 2. BACKGROUND

- 2.1 STR-2021-15 proposes a 2 lot Strata and common property at 50 Hayes Road, Adventure Bay. Each lot would contain existing buildings. Each building has its own vehicle access, potable water and onsite wastewater management system which would be contained within the common property (see Figure 2).
- 2.2 Strata Plans allow individual ownership of parts of a property, combined with shared ownership in common property. The intent of the proposal is to allow the current owner to sell one of the two accommodation units, which would then remain in separate ownership.
- 2.3 Strata Plans are commonly used for urban unit developments, multi tenanted commercial properties or multi tenanted industrial developments. It is uncommon to strata lots outside of urban areas as it would otherwise be prohibited.
- 2.4 The obvious alternative to applying a Strata Title to the site to achieve the applicant's desire to sell one of the two visitor accommodations, is to subdivide. However, pursuant to the Planning Scheme and the applicable zone (Rural Living), subdivision is prohibited because the minimum lot size required is 5ha, and this property is only 1.4ha in area.
- 2.5 In 2016, Planning Permit DA-2016-176 was issued for the development and use of two freestanding buildings for two self-contained visitor accommodation units at the subject site.

The Planning Permit was amended (in accordance with s56 of LUPAA) on 13 December 2016 to reflect amended plans (increasing the footprint and number of bedrooms; increasing the height of the buildings and including a closed wall to the carport).

Both buildings are in situ and currently operate as visitor accommodation.

### 3. STATUTORY REQUIREMENTS

- 3.1 Section 31(3) of the *Strata Titles Act of 1998* sets out the requirements Council must consider before it issues a certificate of approval (approves the proposal).

*(3) Before issuing a certificate of approval, the council must satisfy itself –*

- (a) that any requirements of a planning scheme under the Land Use Planning and Approvals Act 1993 have been complied with; and*
- (b) if the proposal involves building work, that certificates for the relevant buildings have been issued under the Building Act 2016; and*
- (c) if the proposal relates to an existing building for which a change of use is proposed, that all requirements under the Building Act 2016 for a change of use have been complied with and that there has been substantial compliance with all other requirements under that Act relating to the scheme and to any buildings existing at the date of the application and in particular with –*
  - (i) any safety requirements, including provision for fire exits; and*
  - (ii) requirements for sanitary facilities; and*
- (d) if the proposal relates to a lot without a building, that the proposal is capable of being carried into effect.*

- 3.2 Section 31(5) requires that “Where a permit for use or development is required, under the relevant planning scheme approved under the Land Use Planning and Approvals Act 1993, for the proposed use of the lots, a certificate of approval may be issued only if –

*(a) the required permit has been issued; and*

*(b) any separation of buildings would not contravene that planning scheme.”*

- 3.3 Section 31(6) requires that “A council must refuse an application for a certificate of approval if the council reasonably considers that the proposal is for a subdivision within the meaning of Part 3 of the Local Government (Building and Miscellaneous Provisions) Act 1993.”

- 3.4 There are no advertising/public notification requirements for Strata Plan applications under the *Strata Titles Act 1998*.

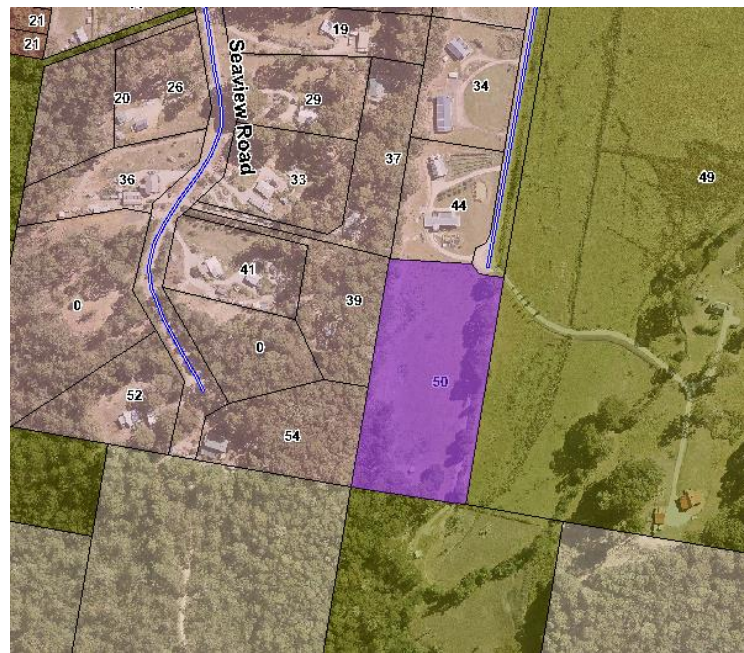
### 4. SITE AND SURROUNDS

- 4.1 The subject site is located on the southern end of Hayes Road, Adventure Bay, Bruny Island. The land is approximately 1.4ha in area and is mostly cleared, however there is native vegetation around the edges and in the southern portion of the site. There is a 9m wide right-of-way easement that runs the length of the east boundary. The site contains a double storey building and associated outbuildings at the front of the site; and a single storey building and associated outbuildings toward the rear of the site. Each building has its own separate driveway access from Hayes Road.

The site has no access to reticulated potable water, stormwater, or sewerage.

The subject site is zoned Rural Living (Area B) under the Kingborough Interim Planning Scheme 2015. The land adjoining the site to the north and west shares the same zoning. The land to the east and south is zoned Environmental Living.





**Figure 1 - Locality map and zoning, the site is shown in purple.**

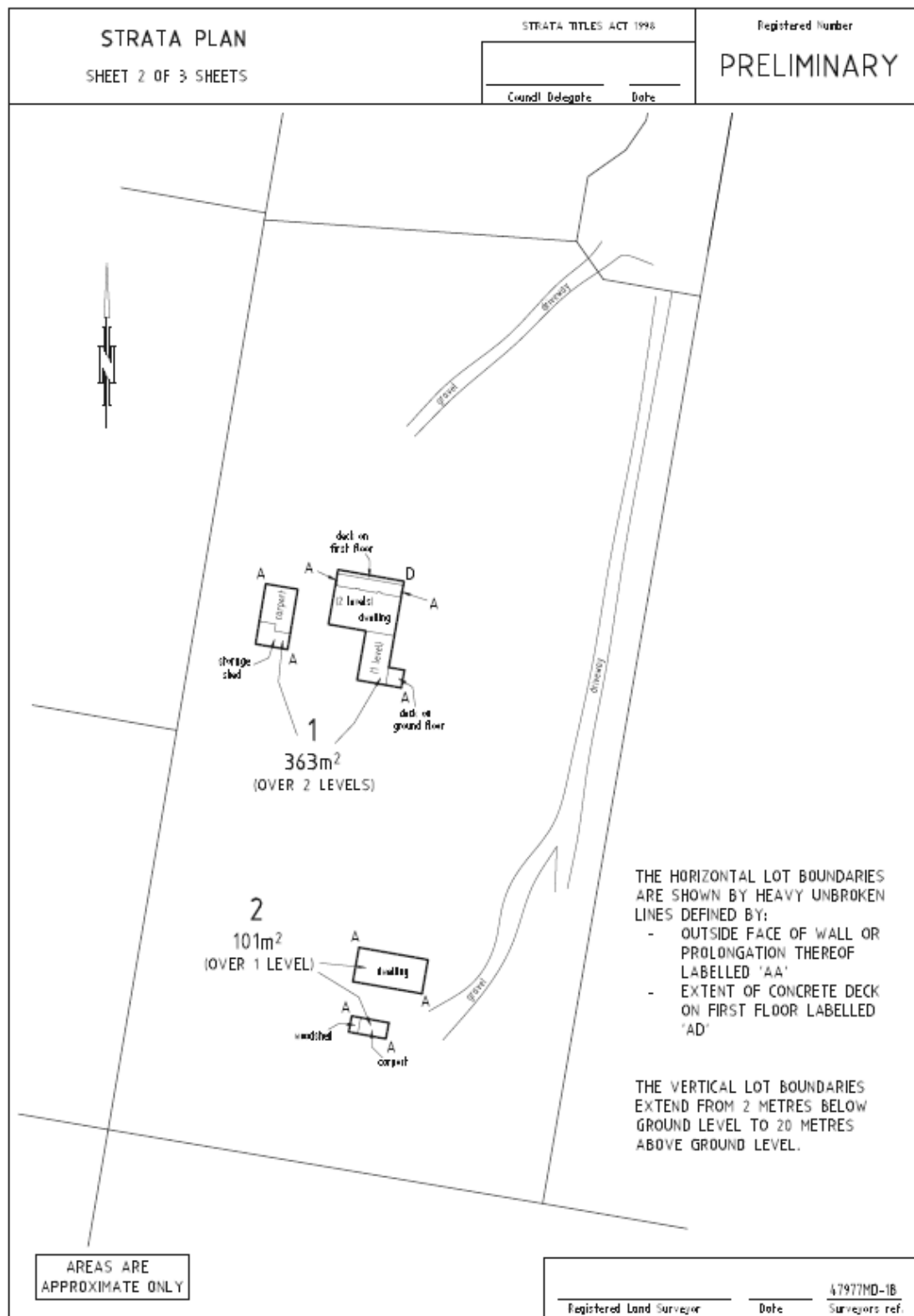
**NOTE:** the image is dated and does not show the existing buildings (source: Council GIS).

## 5. PROPOSAL

- 5.1 The original Strata Plan application proposed 2 large strata lots with no common property (effectively drawing a line across the middle of the site). Following concerns raised by Council officers about the ability to support the application as it did not satisfy the provisions of s31 of the *Strata Titles Act 1998*, the applicant submitted a second iteration of the plan. The second iteration was similar to the first but contained an 18m<sup>2</sup> area nominated as common property that would have straddled part of the separating boundary. Council officers indicated that despite the change to the plan it was still unlikely to satisfy the requirements of the Act.
- 5.2 The applicant presented a third iteration of the strata plan, creating 2 small strata lots (Lot 1 of approximately 363sqm and Lot 2 of 101sqm) and a large common property area on the balance of the lot. The two small lots would contain the footprint of the existing visitor accommodation units and outbuildings.

The applicant was advised that it was still considered that the proposal did not satisfy the requirements of the Act, despite the amendments. However, the applicant has requested that the application proceed to the decision-making stage and that the third iteration form the basis of the assessment and recommendation (see Figure 2).

CITY/TOWN: ADVENTURE BAY		STRATA PLAN SHEET 1 OF 3 SHEETS		Registered Number <b>PRELIMINARY</b>	
SUBURB/LOCALITY FOLIO REFERENCE: 40257-10 SITE COMPRISES THE WHOLE OF LOT 10 ON SEALED PLAN No. 40257				STRATA TITLES ACT 1998 REGISTERED: .....	
HAPSHEET MINORIAL CODE No.	LAST UPL No.	SCALE: 1:750	LENGTHS IN METRES		Recorder of Titles
<p style="text-align: center;">SITE PLAN</p>					
NOTES: (i) ALL BUILDINGS ON THE SITE TO BE SHOWN ON SHEET 1. (ii) BUILDING TO SITE BOUNDARY OFFSETS OF LESS THAN 2.00 METRES TO BE SHOWN ON SHEET 1.		<div style="display: flex; justify-content: space-between;"> <div> <u>Ground Delegate</u> Date </div> <div> <u>Registered Land Surveyor</u> Date </div> </div>		47977MD-1B Fol. No.	
STAGED/COMMUNITY DEVELOPMENT SCHEME No. IF APPLICABLE		LODGED BY			



**Figure 2 - Proposed Strata Plan (third iteration – basis of assessment and recommendation)**



## 6. ASSESSMENT

The following provides an assessment of the application against the matters Council must consider under Section 31 of the *Strata Titles Act of 1998*.

Section 31(3) of the Strata Titles Act states that ***Before issuing a certificate of approval, the council must satisfy itself-***

***31(3)(a) - that any requirements of a planning scheme under the Land Use Planning and Approvals Act 1993 have been complied with; and***

- 6.1 The requirements of the Planning Scheme for this particular site include the approvals for the use class 'visitor accommodation' and the associated buildings and works. As previously mentioned (and discussed further in the response to s31(5)) there are Planning approvals in place for these (excluding the illegal works – refer to paragraph 6.4 for more information).
- 6.2 There is some potential that if the Strata were approved that the site would be vulnerable to changes of the development and use that would not be compliant with the Planning Scheme. The key consideration is that the separation of the management of the two visitor accommodations, with no main residence present may result in one, or both, of the buildings being used as a residence rather than short stay accommodation. If that were to occur that would be a breach of the Scheme and Planning permit – the following scenarios would be non-compliant:

- Multiple dwellings – prohibited
- Use of building as a dwelling – non-compliant with the Planning Permit

It would be difficult to monitor the use of the site to ensure ongoing compliance. The approved use of this site is different to some other visitor accommodations where there are exemptions for the use as visitor accommodation and a place of residence. Under the permit conditions it is not possible to use the site as a place of residence.

- 6.3 The minimum lot size for the zone is 5ha, the site is only 1.4ha currently, so subdivision of the site is prohibited.

***31(3)(b) - if the proposal involves building work, that certificates for the relevant buildings have been issued under the Building Act 2016; and***

- 6.4 The proposal did not expressly request approval for 'building work' as part of the application, however concurrently to the Strata application, enforcement investigation (COMP72-2021) was undertaken regarding works that have already occurred at the site without the required Planning or Building approvals. Therefore, the owner must either remove all illegal works or make a retrospective application (potentially minor amendment for Planning) under LUPAA and the *Building Act 2016* for the works.
- 6.5 Therefore, pursuant to section 31(3)(b), Council should not support the proposal as this provision has not been met as the applicable certificates have not been issued.

***31(3)(c) - if the proposal relates to an existing building for which a change of use is proposed, that all requirements under the Building Act 2016 for a change of use have been complied with and that there has been substantial compliance with all other requirements under that Act relating to the scheme and to any buildings existing at the date of the application and in particular with –***

***(i) any safety requirements, including provision for fire exits; and***

***(ii) requirements for sanitary facilities; and***

- 6.6 As the proposal is to strata buildings that were purpose built for visitor accommodation, there should not be a need for a 'change of use'. However, after reviewing the associated Building Approvals it has become evident that the double storey building termed 'lodge', and the smaller visitor accommodation termed 'studio' were both approved as Class 1a buildings with associated 10a outbuildings – which is not correct for the buildings. The two buildings 'lodge' and the 'studio' should have both been classed as 1b buildings. Therefore, the buildings do not satisfy the requirements of the *Building Act 2016* and in turn would need a change of classification of the building to make them compliant.
- 6.7 The works that have been undertaken on the site without the required approvals include an unfenced pool (spa). Therefore, there is an outstanding safety issue thus the site and proposal do not satisfy the requirement under s31(3)(c).

**31(3)(d) - if the proposal relates to a lot without a building, that the proposal is capable of being carried into effect.**

- 6.8 Not applicable, there are existing buildings on each lot.

**Section 31(5) requires that “Where a permit for use or development is required, under the relevant planning scheme approved under the Land Use Planning and Approvals Act 1993, for the proposed use of the lots, a certificate of approval may be issued only if –**

**(a) the required permit has been issued; and**

**(b) any separation of buildings would not contravene that planning scheme.”**

- 6.9 With respect to (a), there are permit requirements for the use class 'visitor accommodation' and the associated development pursuant to the applicable zoning and LUPAA. As mentioned in the background section of the report the site has that permit for use and development in place. However, the illegal works that have occurred do not have the required permit issued.
- 6.10 With respect to (b), the separation of the buildings would not contravene the planning scheme as they are not dependent upon one another.

**31(6) - A council must refuse an application for a certificate of approval if the council reasonably considers that the proposal is for a subdivision within the meaning of Part 3 of the Local Government (Building and Miscellaneous Provisions) Act 1993.**

- 6.11 The definition of a subdivision under Part 3 of the *Local Government (Building and Miscellaneous Provisions) Act 1993* is:

**subdivision means –**

**(a) the act of subdividing; or**

**(b) the block of land subject to an act of subdividing;**

**subdivide means to divide the surface of a block of land by creating estates or interests giving separate rights of occupation otherwise than by –**

**(a) a lease of a building or of the land belonging to and contiguous to a building between the occupiers of that building; or**

**(b) a lease of air space around or above a building; or**

*(c) a lease of a term not exceeding 10 years or for a term not capable of exceeding 10 years; or*

*(d) the creation of a lot on a strata scheme or a staged development scheme under the Strata Titles Act 1998; or*

*(e) an order adhering existing parcels of land;*

6.12 Based on the definitions, intent and outcomes of the division of the site, it is considered that the proposal to strata the two visitor accommodation units is for all intents and purposes a subdivision.

6.13 There is no interrelationship between the two lots, and as the definition above says to subdivide is to *divide the surface of a block of land by creating estates or interests giving separate rights of occupation*. The two visitor accommodations would be just that, giving separate rights of accommodation; there are no purposeful shared areas (the common property is easily separated by internal fencing) and there is no need to share any services or even the vehicle access.

6.14 It is rare to refuse a Strata application, most likely because requests for an un-serviced, non-urban area are not submitted. Given, its rarity, legal opinion was sought on the proposal. Summarised, the legal opinion was:

*...the proposal before Council is immediately recognisable as a subdivision even if it attempts on paper to incorporate substantial common property area. The reasons for this area[sic] as follows:*

- a. The common property allocated on the plan is made up of largely forested areas and vacant rural land which presumably will remain as such.*
- b. The lots have separate driveways and there appears to be no shared services or amenities.*
- c. The lot boundaries extend to 2 metres below ground level up to 20 metres above ground level, providing a degree of ownership substantially akin to the ownership afforded by a simple Torrens title.*
- d. The Body Corporate will have no meaningful role to play or common property to manage; and*
- e. The proposal is clearly an attempt to create a division of land akin to subdivision in all practical aspects.*

6.15 Considering Council's obligations under Section 31(6) of the *Strata Titles Act 1998*, the legal advice supports the recommendation that Council refuse the request to Strata the site.

## **7. OTHER MATTERS**

7.1 As has been discussed with the landowners, there may be an opportunity in future under the incoming Tasmanian Planning Scheme to facilitate a two-lot subdivision. The landowner also owns the adjoining property at 49 Hayes Road and the Kingborough Local Provision Schedule (LPS) proposes changes to the zone, that if supported by the Tasmanian Planning Commission, could facilitate subdivision at 49 Hayes Road. A minor boundary adjustment between the two lots and the proposed zoning change could then facilitate a two-lot subdivision at 50 Hayes Road.

**8. CONCLUSION**

- 8.1 As discussed within the report there are a number of concerns that the development on site has not met all its obligations and should not be supported under Sections 31(3)(a); 31(3)(b); 31(3)(c); and Section 31(5) of the *Strata Titles Act 1998*.
- 8.2 In conclusion, because Council officers reasonably consider that the proposal is for a subdivision under s31(6) of the *Strata Titles Act 1998* and for the reasons outlined in this report it is recommended the application be refused.

**9. RECOMMENDATION**

That Council refuse to issue a certificate of approval in relation to the application under Section 31(2A) of the *Strata Titles Act of 1998*.

**ATTACHMENTS**

Nil

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## 15.2 KINGSTON MAIN STREET DESIGN OPTIONS

**File Number:** 49.7

**Author:** Daniel Kaimatsoglu, Program Manager Transform Kingston

**Authoriser:** Daniel Smee, Director Governance, Recreation & Property Services

### Strategic Plan Reference

Key Priority Area: 2 Deliver quality infrastructure and services.

Strategic Outcome: 2.2 Infrastructure development and service delivery are underpinned by strategic planning to cater for the needs of a growing population.

### 1. PURPOSE

- 1.1 The purpose of this report is to recommend a preferred design for the upgrade of the Channel Highway in the Kingston CBD.

### 2. BACKGROUND

- 2.1 Kingborough Council is a signatory to the Hobart City Deal. This is a shared 10-year vision between the Australian and Tasmanian Governments and the Clarence, Glenorchy, Hobart and Kingborough Councils to “guide and encourage investment to leverage Hobart’s natural amenity and build on its position as a vibrant, liveable and connected global city”.
- 2.2 A report was presented to Council at its meeting on 25 May 2020 that provided the background to the City Deal and the Kingston Congestion Package in particular. That report outlined how the \$20M allocated to the Kingston Congestion Package would be spent. This included \$7.9M that was allocated for “complementary Council initiatives”.
- 2.3 A decision of Council was previously made at its meeting on 11 May 2020, where it was resolved that Council:
- a) *endorse the Kingston Place Strategy 2020-2050;*
  - b) *consider future implementation of the Strategy recommendations by way of normal annual budgeting processes; and*
  - c) *actively seek external funding over the life of the Strategy to support its implementation and the transformation of the central Kingston precinct.*
- 2.4 Several design options have been investigated over the past 12 months with the Transform Kingston Working Group meeting at regular intervals to determine how each element aligns itself with the Kingston Place Strategy.
- 2.5 Stakeholder engagement was also undertaken over this period with directly affected businesses, Council committees, including the Kingborough Bicycle Advisory Committee, Access Advisory Committee and the Safety Committee, and organisations such as Tasmania Police.
- 2.6 The preferred design layout, as determined by the Working Group, was presented at a Councillor workshop held on November 8, 2021. Realistic renders were presented showing how the Channel Highway would look post construction and an alternate design option was also presented which took into consideration feedback received from the Kingborough Bicycle Advisory Committee.

- 2.7 Feedback at the workshop indicated that the alternate design should be further investigated and for both options to be presented to the community for feedback.

### 3. STATUTORY REQUIREMENTS

- 3.1 There are no statutory requirements associated with this matter.

### 4. DISCUSSION

- 4.1 The Kingston Place Strategy 2020-2050 outlined a vision for central Kingston, based on feedback received from the wider community. The vision for central Kingston sees it transition into a unified and legible regional centre where everything is well connected by walking and cycling links and public transport, with green and engaging streets attractive to a range of retail, commercial and residential uses.

- 4.2 Infrastructure investment priorities in the report aim to achieve big and bold ideas to transform the car dominated Channel Highway into an urban centre that encourages active street life. Some of these key actions include:

- Reduction of vehicular traffic flow and speeds on the Channel Highway by reducing carriageway width.
- Relocation of bus stops.
- Improve pedestrian experience by widening footpaths, planting canopy trees, and adding street furniture
- Create space to support outdoor trading.
- Design street cross section to provide separated walking and cycling paths

- 4.3 Two concept designs have been prepared which both include:

- A minimum of 3m wide footpaths.
- Provision for street trees and plants.
- New lighting and CCTV.
- Narrow travel lanes (3.0 – 3.5m), separated by a central traffic island.
- Space for outdoor dining.
- A dedicated southbound cycle lane.
- Increased number of pedestrian crossings, including several pedestrian refuge islands at the intersections of Channel Highway and Hutchins Street, as well as the southern end of John St, along with a new pedestrian crossing at 29 Channel Highway (Currently Live Eat restaurant).
- Converting the intersection of John Street and Channel Highway to 'left in, left out' only, to improve traffic flow and pedestrian safety.
- A new roundabout at the intersection of Hutchins Street and Channel Highway which will include raising the road surface level to match the footpath height, improving accessibility for all pedestrians, whilst also acting as a traffic calming measure for vehicles.

- Relocation of the city bound bus stop from outside 34 Channel Highway, to within the property of 40 Channel Highway.
  - Upgraded southbound bus stop adjacent to 33 Channel Highway (currently Westpac and Commonwealth banks) including a new 'all access' bus shelter, lighting, seating, and CCTV. Approximately 65m<sup>2</sup> of land will need to be acquired from Channel Court shopping centre (owned by Challenger Limited). See Attachment A.
- 4.4 Option 1 (Attachment B) includes an on-road painted cycleway between Hutchins St and John St, with up to 10 on street parking spaces adjacent to 17 Channel Highway through to 29 Channel Highway. The painted cycle lane is 1.9m wide and includes a painted 400mm wide chevron buffer to help alleviate 'dooring' of cyclists from motorist exiting their vehicles. A standard width for an on-road cycle lane is 1.5m (Austroads Guide to Road Design Part 6A: Paths for Walking and Cycling).
- 4.5 Option 2 (Attachment C) removes all parking on the southbound lane and installs a new 1.5m wide cycle lane between the kerb and channel and a 1.5m wide traffic island, which will act as a buffer between cyclist and vehicles. The cycle lane would continue through the Channel Court driveway and then ramp up to footpath level on the inside of the southbound bus stop at 33 Channel Highway. An image depicting this arrangement is shown in Attachment D.
- 4.6 Due to the additional infrastructure required, Option 2 would cost approximately \$40,000 more to implement than Option 1. Both options can be constructed within the allotted City Deal budget of \$7.9m.
- 4.7 Both options were presented to the community and local businesses via three information sessions held in central Kingston. In addition, a survey was conducted by Council officers between December 2021 and January 2022.
- 4.8 Community support favoured Option 2 (53%), whilst the business owners overwhelmingly supported Option 1 (86%).
- 4.9 Concerns related to Option 1 were aligned with the safety of cyclists, especially from dooring. Concerns related to Option 2 included loss of parking for businesses and potential conflict between cyclist and bus passengers.
- 4.10 Feedback received from the owners of the three take away restaurants recently opened at 29 Channel Highway (former Caltex petrol station site) indicated that they rely heavily on the existing on-street parking for patronage. These sentiments were also shared by the owner of Maxxie Coffee Shop on the northern side of the Channel Highway.
- 4.11 As part of the Kingston CBD upgrade 142 parking spaces (80 2hr limited and 62 all day spaces) will be removed from the existing car park situated at 3 John Street, to allow for the construction of the new pedestrian walkway connecting Kingston Park to the CBD. The removal of these parking spaces compounds the concerns of the restaurant owners, and was a notable concern expressed by the community via the survey.
- 4.12 As the former Kingston High School site continues to be developed by Traders in Purple, more parking will be removed from central Kingston, namely the 154 all-day parking spaces in the temporary car park at Skipper Lane. Preliminary work is underway on a new parking facility which will combat these future parking losses. The best-case scenario time frame in which this facility could be completed is late 2025
- 4.13 The construction of 80 dwellings at the King's Quarter development is currently underway and a development application is currently being advertised for a 50-unit appartement building in Pardalote Parade. These buildings are the first three stages of

a multi-stage development on the former Kingston High School site, which will house up to 1300 new residents over the next 3-5 years. This new subdivision is situated less than 300m from the Channel Highway and will provide a considerable increase in foot traffic in the Kingston CBD.

- 4.14 With the future increase in local residents and foot traffic in central Kingston, it can be assumed that businesses will not be solely reliant on short term turn over parking for patronage.
- 4.15 A common question asked throughout the engagement process was 'can there be a hybrid of both option?'. Upon further investigation a hybrid solution was found to be feasible, which could be implemented as a staged approach.
- 4.16 The hybrid solution (Attachment D) involves the construction of Option 1 as an interim solution, with the conversion of the southbound lane on-street parking to outdoor dining and public open space at a later date.
- 4.17 This would allow for the installation of a treatment such as bollards to be installed on the traffic side of the cycle lane, thus creating a protected cycle lane between Hutchins Street and the entrance/exit of Channel Court (approximately 70m long). The cycle lane would then continue of the roadside of the southbound bus stop, eliminating the potential conflict point between cyclist and bus passengers.
- 4.18 Retrofitted dining and public seating specifically for parking spaces can then be created as shown in the examples in Attachment E.
- 4.19 The additional costs to implement stage 2 of the hybrid option is between \$55,000 and \$100,000. This equates to \$15,000 - \$60,000 more than Option 2. These additional costs can be absorbed by the existing \$7.9m budget.
- 4.20 The hybrid solution would allow for wider footpaths, public art, greater green canopy coverage and an overall better urban public realm compared to both Options 1 and 2.
- 4.21 The space created for dining could be leased to the adjacent restaurants, which creates an additional revenue stream for Council.
- 4.22 The staged approach would allow existing businesses relying on short term parking to continue to grow, until such time that the increased foot traffic provided by the former Kingston High School sub-division alleviates their reliance on vehicle turn over. These businesses would also be in a position to expand their operation to include additional outdoor dining.

## 5. FINANCE

- 5.1 The City Deal has provided \$800K for the Kingston bus interchange and \$7M has been allocated for "complementary Council initiatives". The total Grant Deed that has been provided to Council is \$7.9M.
- 5.2 This Grant Deed is for the following purposes:
  - *Place Strategy development – a consultant (PlaceScore) is to work with Council to develop a place strategy for the Kingston central business district - \$100,000.(Completed)*
  - *Kingston Interchange Improvements – redevelopment of the Kingston bus transit centre - \$800,000 (Used towards the purchase of 40 Channel Highway additional funds will be required from within the City Deal budget for the interchange construction).*



- *Complementary Council initiatives – remaining funds will be provided to Council to assist projects to improve traffic flow, including cycling and pedestrian traffic in the area - \$7,000,000.*

## 6. ENVIRONMENT

- 6.1 There are no specific environmental issues to be considered at this stage, other than the fact that a greater use of public transport and reduced car travel is more environmentally sustainable than the alternative.

## 7. COMMUNICATION AND CONSULTATION

- 7.1 Communication involved formal advertising through the local paper, information placed on the website, news article in the Mercury, video and an online survey. Physical flyers were placed around Kingston in businesses as well as informal conversations with business owners. A large sign was placed at the entrance of the John Street Carpark informing of the engagement and directing public to the website.
- 7.2 The Transform Kingston team, along with Council's Media Adviser, created an online survey and webpage with extensive information about the project. The online survey gathered over 700 responses. The team hosted three public engagement stalls at the Kingston Channel Court Shopping Centre, front of Civic Centre and Kingston Park Playground.
- 7.3 The public response to the engagement process was positive with approximately 70 members of the public engaging with the information stalls. The team also handed out flyers and information at the John Street carpark to alert the current parkers/users to the potential change in parking in Kingston.
- 7.4 The results of the survey were compiled by external consultants Zencity, and are included as attachment F.

## 8. RISK

- 8.1 The complexity of this project will create risks that will have to be overcome, including normal risks associated with large construction projects (over-expenditure, delays, contractor mistakes, weather, contingencies etc).
- 8.2 Risks directly associated with the option Council wishes to pursue include potential backlash from stakeholder groups who feel their views have not been listened to, which may lead to some short-term bad press for Council.
- 8.3 Any further delay to provide a clear direction for the main street design may lead to the Transform Kingston project not being able to be completed in the timeframe stipulated by the Hobart City Deal Grant Deed.

## 9. CONCLUSION

- 9.1 Two design options have been prepared for the upgrade of the Channel Highway in the Kingston CBD.
- 9.2 Council's endorsement for the nominated concept design Option 1 is sought to allow for detailed engineering designs to be undertaken, with a view to tender for construction to commence in the 2022/23 financial year.
- 9.3 Once a dedicated parking facility is available in central Kingston, it is proposed that the on-street carparks be removed on the southbound side of the Channel Highway to allow on-street dining and the creation of a protected cycle lane.

**10. RECOMMENDATION**

That Council:

- (a) Endorse concept design 'Option 1' as the preferred layout for the Channel Highway CBD upgrade as detailed in this report; and,
- (b) Implement the 'hybrid' solution upon completion of a dedicated parking facility in central Kingston, that includes the removal of 10 parking spaces on the southbound side of the Channel Highway to allow for the installation of on-street dining, a protected cycle lane, public art and street furniture.

**ATTACHMENTS**

- 1. Attachment A
- 2. Attachment B
- 3. Attachment C
- 4. Attachment D
- 5. Attachment E
- 6. Attachment F
- 7. Attachment G

Public Copy)

## An aerial photograph of a street intersection. A red hatched rectangular area is marked on the right side of the road, adjacent to a building. A white label with red text "Approx. 65m2" is overlaid on the image, pointing to the hatched area. The street has a white arrow pointing right. There are several vehicles: a white car, a red car, and a white van. The surrounding area includes buildings, trees, and a grassy area.

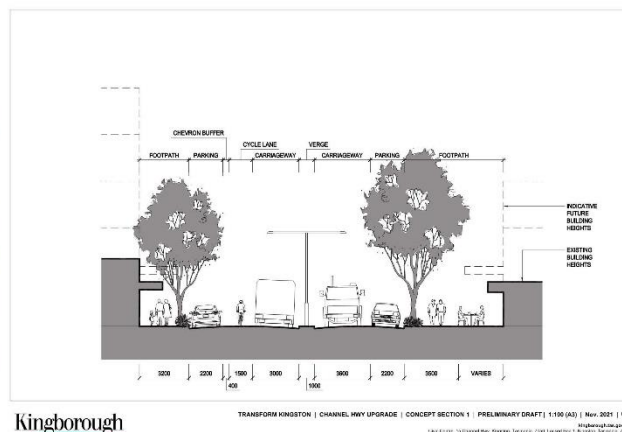


## ATTACHMENT B

### Transform Kingston



Concept 1

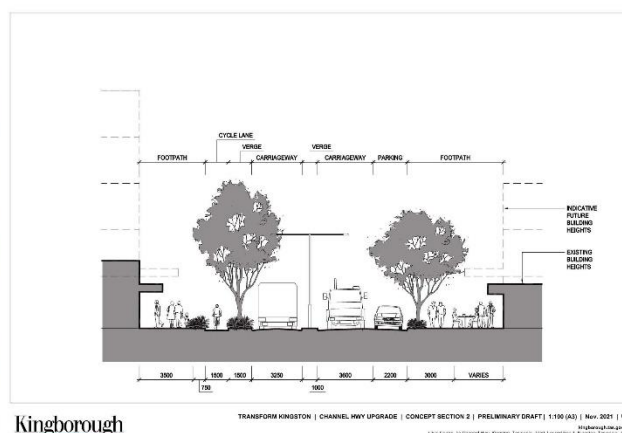


## ATTACHMENT C

### Transform Kingston



Concept 2



## ATTACHMENT D





ATTACHMENT E



ATTACHMENT F



ATTACHMENT G



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## Executive Summary

- Citing the benefits of enhanced safety for cyclists, a greater number of respondents from the general public supported having a protected bike lane at the expense of more parking spaces, but the opposite was true for the business sector.
- At the same time, concerns about limited parking availability manifested in residents' survey responses and conversations online.
- Locals use cars to get to the Kingston CBD far more than bikes, indicating that the driving and parking infrastructure impacts a greater number of community members.
- Although to a lesser extent, a desire to see more green spaces and vegetation also emerged as a priority, as residents expressed desire to make sure that central Kingston is aesthetically pleasing for the community.

## Introduction

The following report reviews resident input about the Kingborough Council Transform Kingston plan by analyzing a survey designed and deployed by Kingborough Council. The survey received 742 responses from the general public and 14 responses from business-sector stakeholders between December 3, 2021, and January 20, 2022. The survey findings are complemented by an analysis of organic social media discourse.

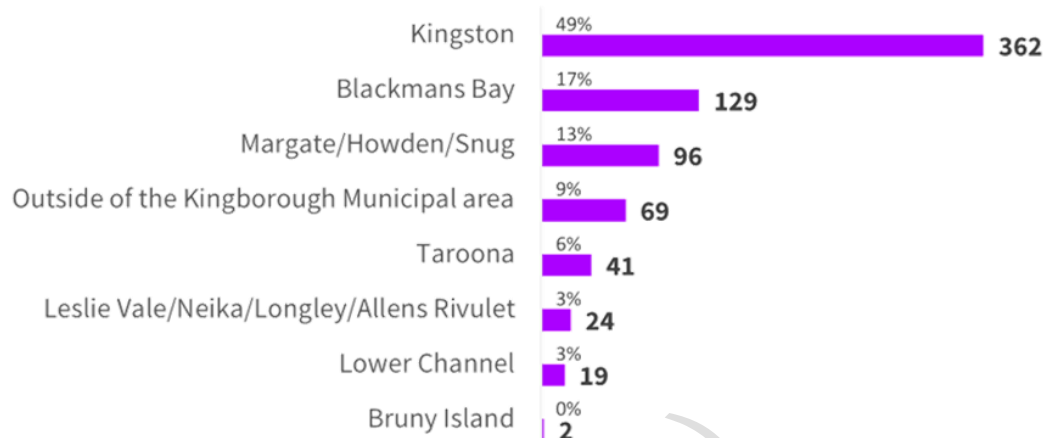
## Methodology

- The report offers an analysis of data collected from the Council's survey, social media, and news outlets. As such, it reflects the view and sentiment expressed by residents using these data sources.
- The analysis does not include sentiment and opinions expressed on private social media discussion boards and groups, only those expressed in fully public forums.
- The Zencity score looks at the number of interactions, which consists of all social media engagements (posts, tweets, likes, comments, shares, etc.). Therefore, the number of interactions reflects the discourse volume and the level of interest among residents expressing their views online.
- Our machine-learning algorithm classifies large amounts of interactions according to topic and sentiment — positive, negative, or neutral — which indicate satisfaction or dissatisfaction levels with particular issues. This model enables us to measure the attention or interest that specific issues attract and understand how community members perceived these issues.



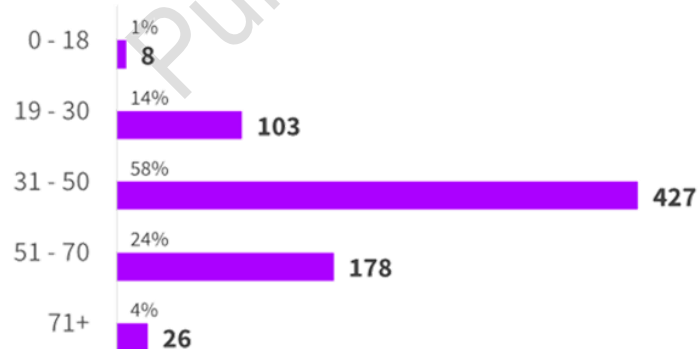
## General Public

### Residency

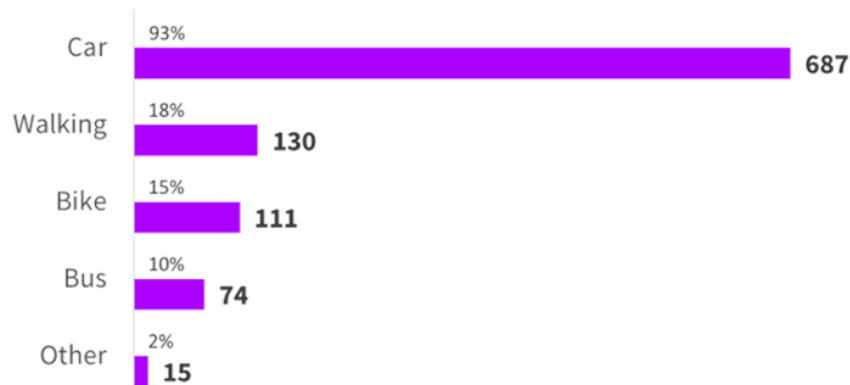


At 49%, nearly half of all respondents lived in Kingston. Other leading municipalities included Blackmans Bay (17%), and Margate, Howden, and Snug (13%).

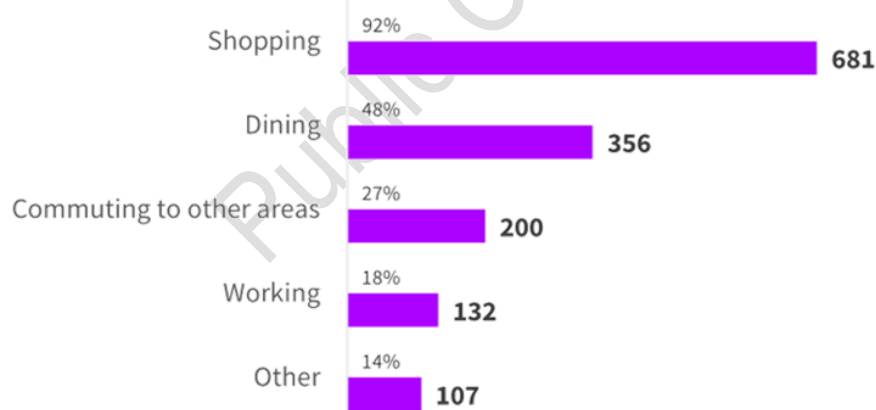
### Age



More than half (58%) of respondents were between 31 and 50. Overall, nearly three-quarters (73%) of respondents were 50 or younger.

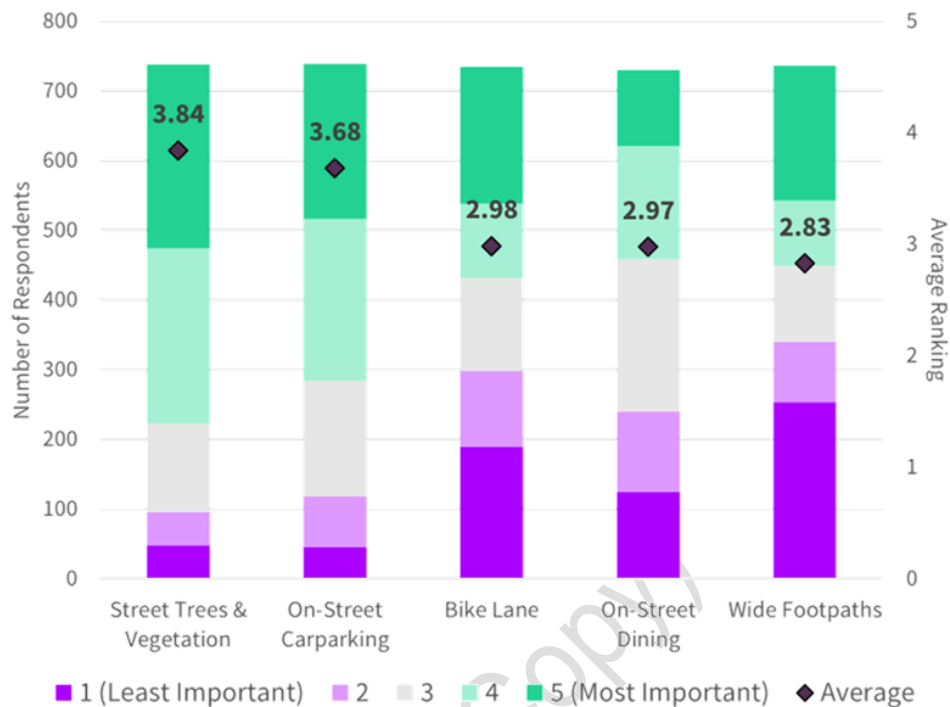
**Q1. How do you usually travel to Kingston CBD? (select all that apply)**

Almost all (93%) respondents usually travel to the CBD using a car. Less than a fifth of all respondents chose walking (18%) and biking (15%). Notably, almost a third of the respondents who chose “Other” that they would bike if the local cycling infrastructure was better.

**Q2. What are your main reasons for visiting Kingston CBD? (select all that apply)**

Shopping was the main reason for visiting the CBD for 92% of respondents. Almost half (48%) also visit the CBD for dining. Among the 14% who chose “Other,” some of the most popular reasons included medical appointments, fitness and exercise, bringing kids to playgrounds and parks, and visiting the library.

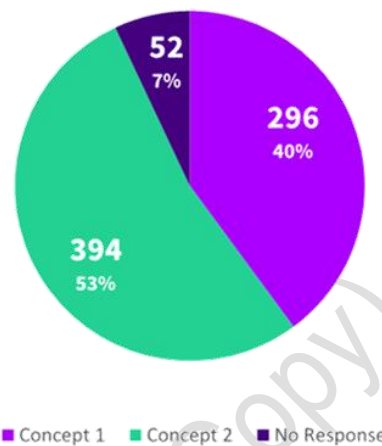
**Q3. How important are the following features to you in the upgrade of Kingston's Main Street?**



With an average ranking of 3.84 out of 5, street trees and vegetation were the most important feature for Kingborough Council residents in upgrading Kingston's Main Street. On-street parking came in second, with an average ranking 23% higher than the average ranking for bike lanes (3.68 and 2.98, respectively).

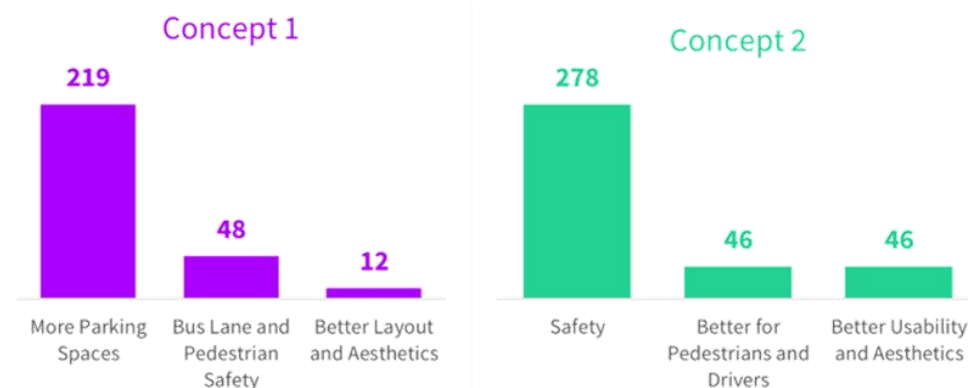
**Q4. Which of the two Design Concepts would be the most attractive and engaging for you?**

- ⇒ **Concept 1 - The uphill bike lane is located on the outside of the allocated parking space and bus zone. There are 19 parking spaces.**
- ⇒ **Concept 2 - The uphill bike lane is protected, running on the inside of the bus stop. There are 10 parking spaces.**



At 53%, a slight majority preferred Concept 2 and having a bike lane on the inside of the bus stop but fewer parking spots — 13 percentage points more than those who preferred having an uphill bike lane on the outside of the parking space and bus zone but with more parking spots. Another 7% did not respond to this question.

**Q4.1 Why is this your preferred option?**



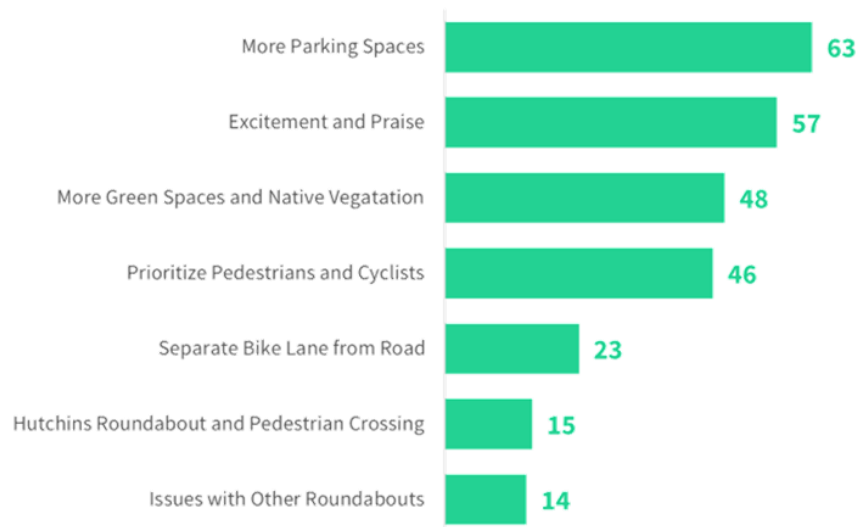
Among the 296 respondents in Q4 who preferred Concept 1, [276 shared their rationale through free-text responses](#), among which the most prominent justifications included:

- 🕒 **More Parking Spaces ([219 responses](#))**: More than three-quarters (79%) of free-text responses supporting Concept 1 cited the advantage of having nine extra on-street parking spaces.
- 🕒 **Bus Lane and Pedestrian Safety ([48 responses](#))**: Another 17% argued that the plan provides better visibility for everyone — bus drivers, people getting off buses, cyclists, and pedestrians, and especially the elderly and disabled — to know where everyone is and to be aware of each other.
- 🕒 **Better Layout and Aesthetics ([12 responses](#))**: Finally, a small cohort preferred Concept 1 because they felt it had a more functional layout and was more aesthetically pleasing.

The majority in Q4 who chose Concept 2 also shared their input through [378 free-text responses](#):

- 🕒 **Safety ([278 responses](#))**: Almost three-quarters (74%) of responses shared that Concept 2 would be safer for all, especially cyclists, who would benefit from a protected bike lane.
- 🕒 **Better for Pedestrians and Drivers ([46 responses](#))**: Although to a lesser extent, some also believed that Concept 2 was equally beneficial for pedestrians (because of the extra space and fewer parking spaces) and drivers (who would be safely separated from cyclists).
- 🕒 **Better Usability and Aesthetics ([46 responses](#))**: An equal number also supported Concept 2 because they believed it would be more attractive, usable, and family-friendly for the community.

### Q5. Are there any other comments you would like to add?



Among the [372 responses](#) to this question, nearly three-quarters (72%) came from the following seven themes:

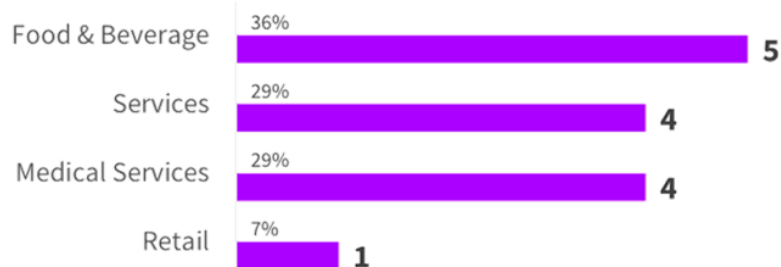
- 🔄 **More Parking Spaces ([63 responses](#))**: Almost a fifth (17%) of respondents stressed the need to have ample availability of parking spaces. Some specifically mentioned the car park on John St. that serves local businesses in the area.
- 🔄 **Excitement and Praise ([57 responses](#))**: Many others expressed a general excitement for the Transform Kingston plan and praised Council leadership for spearheading the development.
- 🔄 **More Green Spaces and Native Vegetation ([48 responses](#))**: Others argued that there should be more trees, greenery, and native vegetation in the area.
- 🔄 **Prioritize Pedestrians and Cyclists ([46 responses](#))**: Some expressed approval of the proposed measures to improve footpaths and pave more bike lanes. Additionally, some proposed implementing measures to reduce driving cars and create car-free zones for pedestrians only.
- 🔄 **Separate Bike Lane from Road ([23 responses](#))**: Respondents emphasized the need to separate the bike lane from the road using buffers such as trees or other physical barriers. Some of these responses also proposed that there should be another bike lane on the other side of the street as part of the development plan.

- 🕒 **Hutchins Roundabout and Pedestrian Crossing ([15 responses](#))**: Although most of these respondents approved of the roundabout on Hutchins St., some said the pedestrian crossing is too close to the roundabout, causes more traffic, and is a safety hazard.
- 🕒 **Issues with Other Roundabouts ([14 responses](#))**: Finally, a small cohort suggested improvements that could be made to existing roundabouts and complained that there are too many roundabouts in the area.

In addition to the themes outlined above, another 18% of responses came from the following more respondents who: argued for more bike lanes across Kingborough Council ([10 responses](#)), called to improve overall pedestrian safety ([10 responses](#)), lamented local traffic congestion ([10 responses](#)), expressed general support for Concept 2 ([9 responses](#)), called for wider footpaths ([9 responses](#)), disliked both Concept 1 and 2 ([7 responses](#)), requested more bus stops and shelters ([5 responses](#)), argued that there are too many pedestrian crossings ([4 responses](#)), and supported more seating, lighting, and shade installations on Kingston streets ([4 responses](#)).

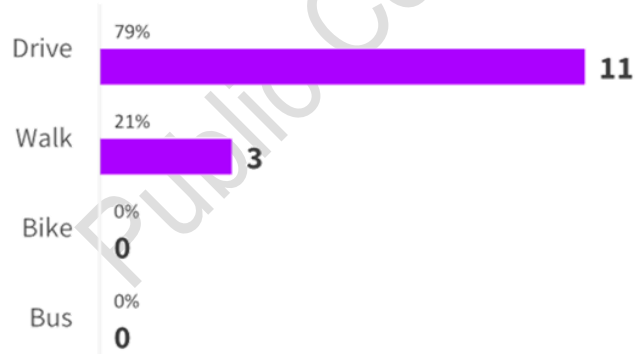
## Business Sector

### Q1. What area is your business involved in?



Just over a third (36%) of business-sector respondents were involved in the food and beverage industry. Another 29% each came from the services and medical services sectors.

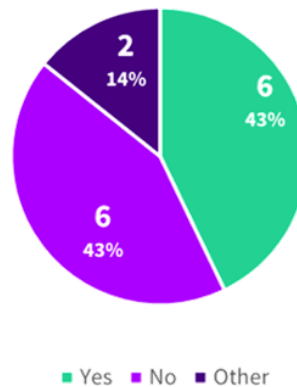
### Q2. How do you think the majority of your customers get to your premises?



More than three-quarters (79%) of business-sector respondents believed that the majority of their customers get to their establishment by driving — slightly less than the 93% who said they usually travel to Kingston CBD by car in Q1 of responses from the general public (see p. 5).

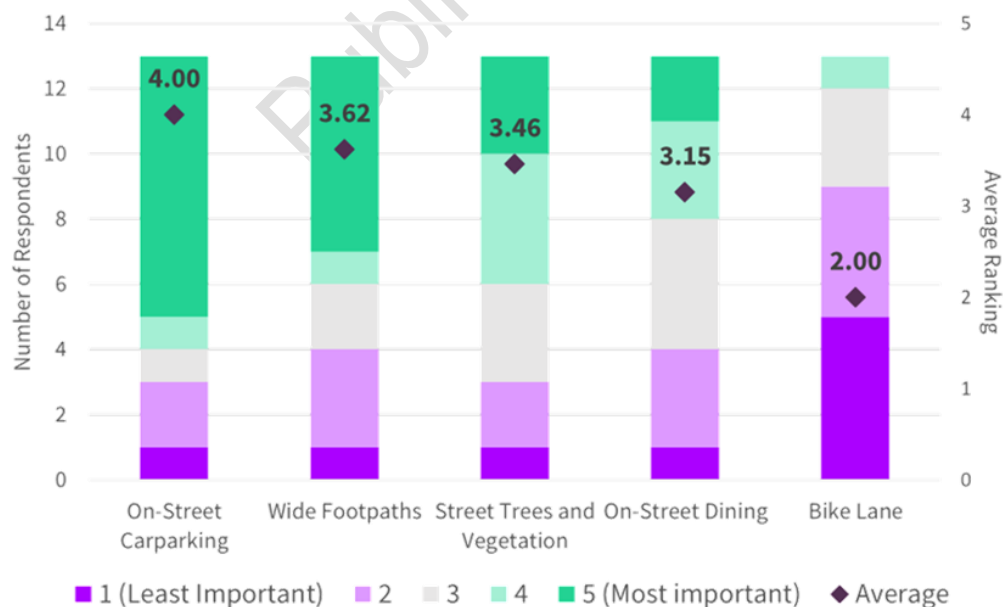


**Q3. Will your business be impacted by removal of on street parking in Kingston?**



Removal of street parking in Kingston appeared to have an equally positive and negative effect on the business sector, as six respondents each chose “Yes” and “No” to this question. One respondent who chose “Other” said they were unsure, while the other said the more parking available, the better.

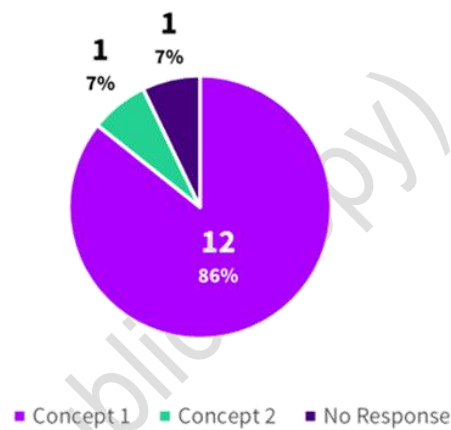
**Q4. How important are the following features to you in the upgrade of Kingston’s Main Street?**



On-street parking was, by far, the most important feature for business-sector respondents as it relates to the upgrade of Kingston's Main Street. Conversely, bike lanes were the least important consideration, with no respondents assigning the highest priority level to this feature.

**Q5. Which of the two Design Concepts would be the most attractive and engaging for you?**

- ⇒ **Concept 1 - The uphill bike lane is located on the outside of the allocated parking space and bus zone. There are 19 parking spaces.**
- ⇒ **Concept 2 - The uphill bike lane is protected, running on the inside of the bus stop. There are 10 parking spaces.**



Unlike the general public, nearly all (86%) business-sector respondents preferred Concept 1, which allowed for more parking spaces.

**Q5.1 Why is this your preferred option?**

Virtually all business stakeholders cited the availability of more parking spaces for customers as their main reason for supporting Concept 1. One respondent preferred Concept 2 because it includes more trees and would be safer for bike riders.

**Q6. Are there any other comments you would like to add?**

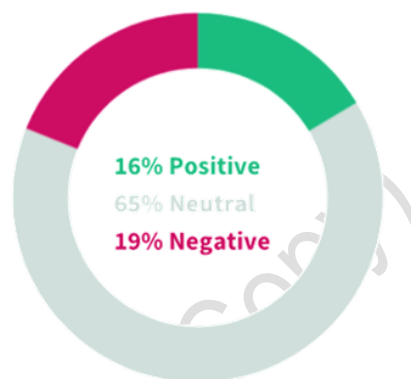
Of the four respondents who shared other comments, two said that parking in the CBD is often a struggle, even for business owners and employees. Another said that it would be unfair to prioritize bike infrastructure for the average cyclist above the needs of the more common need for parking space.

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## Social Media Discourse

Between September 2021 and January 2022, online conversations about the [Transform Kingston project and the Kingston CBD](#) amassed 3K interactions, accounting for approximately 4% of the Council's discourse during the five months. At 84%, the overwhelming majority of interactions took place on the Council's Facebook page.

### Sentiment Overview: Transform Kingston



As depicted in the graph above, during the entire five months, negative sentiment in the discourse slightly outweighed positive sentiment (19% and 16%, respectively). However, resident satisfaction with the enacted and proposed changes to the area has lessened over time.

When the Council installed a temporary roundabout in central Kingston in September, positive sentiment measured nearly 3x negative sentiment (31% and 11%, respectively). Overall, residents [welcomed the roundabout](#) and believed it would be a beneficial addition to improving road safety in the community.

In January, when the Council solicited residents' responses for the Transform Kingston survey, the ratio flipped, as negative sentiment nearly tripled positive sentiment (26% and 9%, respectively). In the past month, resident dissatisfaction stemmed primarily from commenters expressing worry about the removal of parking spaces (especially the John St. carpark) and criticizing the Council's spending priorities.

## Conclusion and Takeaways

- More of the general public supported Concept 2 — which would include a protected bike lane at the expense of more parking spaces — but the opposite was true for the business sector. Whereas supporters of Concept 2 cited the benefits of enhanced safety, supporters of Concept 1 preferred having more parking spaces in the CBD.
- Concerns about limited parking also manifested online and were the leading driver of negative sentiment in conversations about Transform Kingston in the past month.
- Locals use cars to get to the Kingston CBD far more than bikes, indicating that the driving and parking infrastructure impacts a greater number of community members.
- The importance of parking availability was also reflected in responses to the closed-ended questions, as on-street parking was the most important feature for business-sector respondents and the second-most important for the general public. Conversely, on-street dining availability was far less important for both groups.
- Although to a lesser extent, a desire to see more green spaces and vegetation also emerged as a priority in the public's responses to closed-ended and open-ended questions. Both supporters of Concept 1 and 2 expressed a desire to make sure that central Kingston is aesthetically pleasing for the community.
- Finally, some used their free-text responses to advocate for an improved pedestrian, biking, and driving infrastructure throughout the Council — not just in the Kingston CBD.



zencity

Private & Confidential  
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### 15.3 BEACH MATTING AT KINGSTON BEACH

**File Number:** 5.539

**Author:** Julie Alderfox, Community Development Officer

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

#### 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 investigate the advantages and implications for Council in the provision of beach matting to improve disability access at Kingston Beach.

#### 2. BACKGROUND

- 2.1 The Kingborough Disability Inclusion and Access Advisory Committee (DIAAC) (previously Disability Access Advisory Committee) has been an active committee of Council since 1995. Since that time the committee has made recommendations and provided advice to Council to ensure disability access issues are considered in the development of Council's capital works and for relevant Development Applications requiring adherence to the *Disability Discrimination Act 1992 (DDA)*
- 2.2 At the 11 August 2021 meeting of DIAAC, ParaQuad representative Richard Witbreuk presented information with a view to encouraging the installation of beach matting at Kingston Beach. The following was put forward:

*MOTION: The Committee recommends that Council prepares designs and costings for access matting at Kingston Beach to enable a capital project to be considered in future budgets or as part of a future grant application.*

The motion was moved and seconded.

- 2.3 Enquiries have been made regarding the cost of beach matting, support materials, maintenance and management costs and considerations associated with beach/tidal activity at Kingston Beach. More information is provided in this report.
- 2.4 Officer attendance at the Victorian Beach and Waterways Inclusion Network meetings has been ongoing to develop an understanding of the experiences of other agencies that provide and manage beach matting.
- 2.5 Kingston Beach is likely to be the most suitable location for the installation of beach matting. The access ramp, completed in late 2021, provides a seamless path of travel from the amenities block, footpath and disabled parking bays.

#### 3. STATUTORY REQUIREMENTS

- 3.1 Council has a responsibility under the DDA to provide equitable access to goods and services and to premises used by the public. The DDA provides uniform protection against unfair and unfavourable treatment for people with disability in Australia. It also

makes it unlawful to discrimination against a person who is an 'associate' (such as friend, career or family member).

- 3.2 The Disability Inclusion and Access Advisory Committee is appointed in accordance with section 24 of the *Local Government Act 1993*.

#### 4. DISCUSSION

- 4.1 While the number of people with disability can often be perceived as a population minority, it is important to know that almost 20% of the Kingborough population identify as having a disability (Australian Bureau of Statistics data). Disability can be permanent or temporary. Experiencing difficult with access is not confined to those with disability, for example, carers with prams, people with a temporary injury, people experiencing chronic pain and/or illness. All are community members, and all have the right to actively participate and contribute to public life.
- 4.2 Having access to the beach is a basic activity which individuals and groups enjoy without the barriers of cost and timeframes. People experiencing mobility difficulties and those who use mobility aids desire the same seamless access as many other community members.
- 4.3 Beach matting is not yet installed at other locations in Tasmania; although Carlton Park Surf Life Saving Club has obtained matting and aims to have it in use for the 2022/2023 summer season.
- 4.4 Beach matting is used at various locations on the mainland. Attendance at the Victorian Beach and Waterways Inclusion Network has illustrated that there is a heavy reliance on Surf Life Saving Club volunteers to carry out ongoing surveillance and simple maintenance as part of their beach patrol.
- 4.5 Kingston Beach Surf Life Saving Club representatives attended the June 2021 meeting of the Disability Inclusion and Access Advisory Committee. The representatives provided background on the KBSLSC's position regarding beach matting. It was noted that while the club has strong support for accessibility to the beach, as a volunteer organisation with a range of responsibilities, they are unable to incorporate the tasks associated with maintenance, management and storage of beach matting. Given the number and variety of tasks already undertaken by volunteers, the additional level of responsibility is unable to be resourced by KBSLSC.
- 4.6 It should be noted that KBSLC provides two beach wheelchairs which are available to the public with bookings managed by the club.

#### 5. FINANCE

- 5.1 Beach matting provides a path of travel across the dry/soft sand portion of the beach to the hard/wet sand area. For Kingston Beach this would require a 10-metre length of matting to the high tide mark. Rather than only providing a single pathway, if Council determines to progress beach matting, it is recommended that an additional section be added to form a 'T' shaped path. This would allow exit points off the side of the path leading to the water, ensuring those with mobility aids could remain on the beach for an extended period without impeding access to the water. See image below.





- 5.2 Materials: Matting comes in two different widths. Costs for both are provided.

10m x 1.5 width	\$4,550
10m x 1.98 width	\$5,890

The provision of the wider mat allows for easier two-way traffic.

- 5.3 The product has a life-time guarantee against general wear and tear but does not include damage caused by poor handling or accidental damage.
- 5.4 Insurance: advice received from Council's finance department has indicated that provided Council conducts due diligence on potential risks, and has an inspection regime appropriate to those risks, the current insurance would cover the provision of the matting. It follows that staff would need to respond to reports of issues in a prompt and appropriate manner.
- 5.5 Maintenance: maintenance staff would need to check the matting and roll up and remove as required in response to weather or planned events or for winter storage. A large vehicle or trailer is required if moved away from Kingston Beach for storage. Advice received from Council's Works Department estimates for maintenance costs, including roll-up and removal of matting in the table at 5.6.
- 5.6 The option exists to engage a suitably qualified contractor that could be appointed through a competitive process. Hourly rates would be in the vicinity of \$60 per hour with appropriate adjustments required for weekend hours. It is expected that two people would be required to roll out and secure the matting. (see image and cost estimates in below)



	Daily Maintenance (weekday rate)	Callout if required at short notice	Roll-up, removal and reinstallation
<b>Council</b>	\$185.00	\$440 Weekday rates. Minimum 4 hours X 2 staff + equipment costs	\$1760 Council's pricing covers loss, damage retrieval, and equipment costs
<b>Contractor</b>	\$240.00	\$480 Weekday rates. Minimum 4 hours X 2 staff	\$350 (weekday rates only) Contractor costs do not include loss, damage, retrieval or equipment costs. If Council makes a contingency for these, the pricing is similar.

5.7 Storage locations: Three storage locations have been identified; all would require further investigation. Locations include:

- Below the access ramp – it appears there would be sufficient space however manual handling would be awkward and is likely to pose a workplace safety risk
- The Council depot could be a consideration. There would be a requirement to provide a separate storage unit to ensure the matting and associated items are protected and retain integrity as a unique set of items and asset.
- Kingston Beach – adjacent/behind recently installed beach wheelchair storage locker.

5.8 Storage space: Ideally, storage of beach matting and associated items would be close to the area the matting will be installed. A specific storage locker, perhaps custom built and vandal proof would be required to ensure safe storage of items. Cost for the fabrication of a secure unit, as has been installed for the storage of beach wheelchairs is in the vicinity of \$7000. A unit of similar size and materials would be required for beach matting storage.

5.9 A base estimate of overall costs is provided below. This estimate assumes the matting is only accessible for 3 summer months.

	Year 1	Year 2
Materials 2 x 10m lengths of 2m wide matting	\$12,000	\$500 maintenance allowance
Maintenance <sup>1</sup> Over summer \$185 x 66 weekdays and \$440 x 24 weekend days Dec -Mar \$34,980 Install/remove x 6 <sup>2</sup> @ \$1700 (minimum)	\$32,970	\$32,970
Storage custom built not including installation	\$7,000	Nil
Figures are indicative only	<b>\$51,970</b>	<b>\$33,470</b>

<sup>1</sup> In other States this is undertaken by volunteers

<sup>2</sup> Start and end, one removal for event, one removal for extreme weather.

## 6. ENVIRONMENT

- 6.1 Environmental implications associated with this report are linked to the effects of weather conditions at Kingston Beach. The advice of geoscientist Chris Sharples was sought to better understand beach/water/sand movements. This advice can inform the associated needs for management and maintenance of the matting.
- 6.2 Considerations outlined by Mr Sharples: (full commentary is included as an attachment to this report)

*The key geomorphic issue affecting the use of disability access matting is the fact that storm events and other unusual events such as extreme high tides with significant onshore wave action can occasionally move significant amounts of sand along or across the beachface over short periods of time (e.g. a few hours). Beach profiling surveys undertaken on many Tasmanian beaches (see [www.tasmarc.info](http://www.tasmarc.info)) have frequently recorded erosion resulting in vertical lowering of sandy beach surfaces by a metre or more during wave erosion events. Such an erosion event, were it to occur while a matting pathway were deployed on Kingston Beach, would completely expose and excavate the fixing staples, allowing the matting to be dragged around on the beach by waves, and possibly even dragged out to sea.*

*The conditions which may lead to erosion events such as the recent Kingston Beach event may include several co-incident unusual conditions including very high tides, strong onshore wind-wave events, very low-pressure barometric events (leading to raised sea levels), large swell wave events and potentially other causes (e.g. river flooding). The likelihood of some combination of these weather related causes leading to a beach erosion event can typically be predicted a day - to perhaps several days ahead, but cannot be predicted a long time ahead in the way that, for example, astronomical tides and eclipses can be predicted.*



*400mm – 500mm drop off in sand level at Kingston Beach 8 Feb 2022  
(still present on 16/2/2022)*

The following suggestions were provided:

1. *That the beach matting pathways can be left on site for extended periods but should be maintained in a condition allowing for the quick removal if needed (e.g. not allowed to become partially buried by wind-blown sand).*

2. *That a set of predicted weather conditions be defined\* (reference point provided in report) that- singly or in combination- would indicate a likely approaching beach erosion event and trigger the temporary removal of the matting.*
3. *That a responsible person checks the weather forecasts and data\* (reference points provided in report) at least daily with a view to assessing the likelihood of approaching beach erosion events and any need to remove the matting within the next few days.*
4. *That the means (personnel and equipment) to rapidly remove the matting from the beach (in advance of a storm event) be available at short notice if required.*

It follows that a staff member dedicated to the management of the asset would be required to satisfactorily oversee the various responsibilities related to the safe provision of matting.

## **7. COMMUNICATION AND CONSULTATION**

- 7.1 Beach matting is not yet installed in other locations in Tasmania. Feedback from other Councils is that they rely heavily on local surf lifesaving club volunteers to undertake the general maintenance checks as part of their regular beach patrols.
- 7.2 Kingston Beach Surf Life Saving Club representatives attended the June 2021 meeting of the Disability Inclusion and Access Advisory Committee. The representatives provided background on the KBSLSC's position regarding beach matting. It was noted that while the club has strong support for accessibility to the beach, as a volunteer organisation with a range of responsibilities they are unable to incorporate the tasks associated with maintenance, management and storage of beach matting. Given the number and variety of tasks already undertaken by volunteers, the additional level of responsibility is unable to be resourced by KBSLSC.
- 7.3 Should Council support in principle, the installation of beach matting at Kingston Beach, it is suggested that there be a specific engagement on location of matting, storage and the duration of the matting (e.g., summer months, summer weekends) with the broad user community.

## **8. RISK**

- 8.1 The expansion and take-up of the National Disability Insurance Scheme has resulted in increasing numbers of people with disability being enabled to contribute and participate more fully in public life. Accessibility to public facilities is becoming highlighted as more and more people become aware of access limitations. By failing to improve access to Kingston Beach, Council risks falling behind with the demands of the community.
- 8.2 There is a risk that beach matting could become loose and create a trip or environmental hazard even with regular maintenance checks.
- 8.3 The installation of beach matting requires frequent and adequate monitoring. If appropriate monitoring is not undertaken there is a risk that Council would be in breach of the related insurance policy.

## **9. CONCLUSION**

- 9.1 As much information as possible has been provided in relation to the expenses, responsibilities and resourcing implications regarding the provision of beach matting at Kingston Beach.

- 9.2 The installation of beach matting comes with considerable ongoing costs that mean it needs to be considered within the context of the broader Council budget.
- 9.3 If Council supports in principle, it would be appropriate to undertake consultation with beach user groups and community members to understand public sentiment and to gain valuable feedback

## **10. RECOMMENDATION**

That Council agree to consider the inclusion of beach matting within the budget process and if determined to move forward in principle, to engage with the community about the placement, suitable timing and storage options.

## **ATTACHMENTS**

- 1. **Geoscientist Report -Suggested Approaches to Management of Beach Matting**

Public Copy)

**Chris Sharples**

Consultant Geoscientist

B.Sc. (Hons), Ph.D.

Coastal Geomorphology, Geodiversity and  
Landform Management

ABN: 68 034 834 434

9<sup>th</sup> February 2022**Memo to:**

Kingborough Council

Kingston, Tas., 7050

Attention: Jon Doole and Julie Alderfox**Geomorphology-related issues with proposed disabled access to Kingston Beach, and suggested approaches to their management**

Kingborough Council is currently investigating a proposal to provide wheelchair access to Kingston Beach using roll-out plastic matting designed for the purpose. Chris Sharples was asked to provide comment on any issues relating the beach processes and geomorphology which might need consideration in planning the use of the matting. This report was prepared following an on-site discussion at Kingston Beach with Jon Doole and Julie Alderfox (Kingborough Council) on 8<sup>th</sup> Feb. 2022 and identifies a broad geomorphic issue of some concern. These comments can be further expanded on if required.

***The proposal:***

The Mobi-mat® Recpath™ roll-out access pathway provides a lightweight but supportive and stable plastic surface placed over beach sand which can be used by both walkers and disabled wheelchair drivers. The mats are quick and simple to deploy on a beach and to roll-up and remove. In usage, the mats are held firmly in place by metal pins or “staples” about 0.5 metres long, inserted through mat grommets into the sand beneath.

***Geomorphic issues:***

The key geomorphic issue affecting the use of disability access matting is the fact that storm events and other unusual events such as extreme high tides with significant onshore wave action can occasionally move significant amounts of sand along or across the beachface over short periods of time (e.g., a few hours). Beach profiling surveys undertaken on many Tasmanian beaches (see [www.tasmarc.info](http://www.tasmarc.info)) have frequently recorded erosion resulting in a vertical lowering of sandy beach surfaces by a metre or more during wave erosion events. Such an erosion event, were it to occur while a matting pathway were deployed on Kingston Beach, would completely expose and excavate the fixing staples, allowing the matting to be dragged around on the beach by waves, and possibly even dragged out to sea.

As it happens, a good example of the sort of beach erosion event that would destabilise the matting actually occurred at Kingston Beach one or two weeks prior to the field visit on 8<sup>th</sup> Feb. 2022 (see Figure 1 including caption details).

The conditions which may lead to erosion events such as the recent Kingston Beach event may include one or (usually) several co-incident unusual conditions including very high tides, strong onshore wind-wave events, very low-pressure barometric events (leading to raised sea-levels), large swell wave events, and potentially other causes (e.g., river

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**Figure 1: Julie Alderfox and Chris Sharples at the proposed site of a disabled access matting pathway at Kingston Beach.** The now-rounded beach scarp visible here resulted from beach erosion driven by an unusual high tide event combined with onshore-directed wave action a week or two before this photo was taken, around the end of January 2022. This beach scarp indicates the removal of about 0.5m depth of sand from the lower beach by wave backwash. Had the beach matting been in place at this point, stretched directly across and down the beach, and pinned in place, then the degree of erosion seen here would have excavated and freed the pins seawards of the erosion scarp, undermining the matting, and allowing waves to easily move it around and possibly damage it. Photo by Jon Doole, 8<sup>th</sup> Feb. 2022.

flooding). The likelihood of some combination of these weather-related causes leading to a beach erosion event can typically be predicted a day to perhaps several days ahead, but cannot be predicted a long time ahead in the way that (for example) astronomical tides and eclipses can be predicted.

### ***Recommendations***

Given that the proposed matting pathway(s) can be both quickly deployed and also rolled up and removed quite quickly, they should be quite well suited to a situation requiring occasional quick removal of the matting as a predictable storm event approaches the beach. However, this flexibility does require that somebody be responsible for monitoring approaching weather conditions on perhaps a daily basis, and be able to have the matting quickly rolled up and stored safely should the available weather data indicate a likely approaching weather event capable of driving erosion of the beach face and destabilising the matting.

In brief, I make the following specific recommendations:

1. That the beach matting pathways can be left on site for extended periods but should be maintained in a condition allowing quick removal if needed (e.g., not allowed to become partly buried by wind-blown sand).
2. That a set of predicted weather conditions be defined\* that – singly or in combination – would indicate a likely approaching beach erosion event and trigger the temporary removal of the matting.

3. That a responsible person checks the weather forecasts and data\* at least daily with a view to assessing the likelihood of approaching beach erosion events and any need to remove the matting within the next few days.
4. That the means (personnel and equipment) to rapidly remove the matting from the beach (in advance of a storm event) be available at short notice if required.

I am happy to discuss this issue and provide further specific information if required.

(signed)



Chris Sharples  
9<sup>th</sup> February 2022

\* Weather data and services which should be checked for indications of approaching erosion events include:

- Predicted tide levels (unusually high tides may result in beach erosion). Multiple sources of data available, e.g., <https://www.tide-forecast.com/locations/Hobart-Tasmania/tides/latest>
- General coastal and marine weather hazard alerts (Bureau of Meteorology)
- High magnitude southerly to south-westerly winds predicted (e.g., 50+ kilometres per hour onshore winds may lead to high onshore wind waves causing beach erosion). (e.g., Bureau of Meteorology, or <https://www.windy.com/?-42.885,147.334,5> , etc)
- Large to extreme swell wave events approaching southern Tasmania (Auswave Regional wave models, Bureau of Meteorology, see example at Figure 2 following).
- Barometric pressure predictions (very low pressures likely to accompanying coastal flooding and erosion events). Bureau of Meteorology.

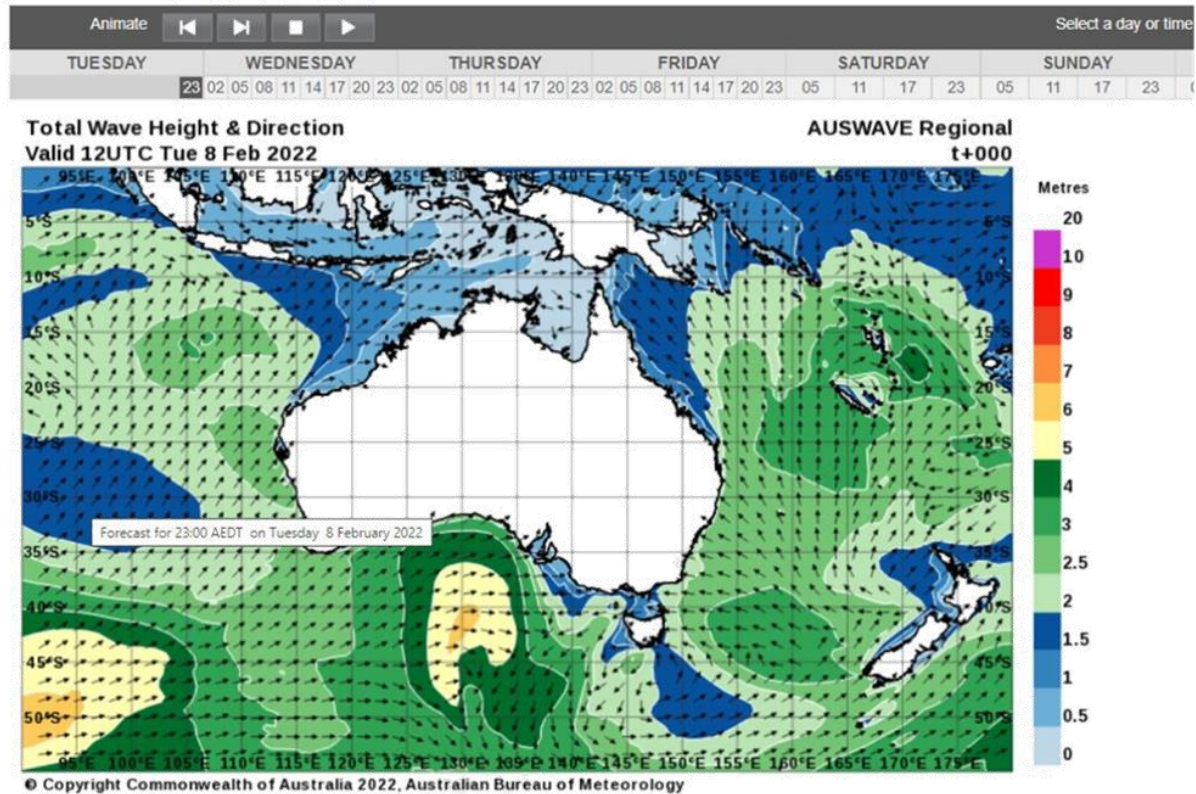


These forecast maps are produced from computer models and are used by forecasters to develop the official forecast maps on MetEye.

Show: Primary Swell  
Timezone: Australian Eastern (South)

Area: Australia  
Period: Combined 7 Days

Refresh View



Forecast for 23:00 AEDT on Tuesday 8 February 2022

**Figure 2:** Example of a moderate regional swell wave forecast for the Australian region. (accessible at <http://www.bom.gov.au/australia/charts/viewer/index.shtml?domain=combinedW&type=sigWaveHgt>). Extreme wave events likely to reach southern Tasmanian waters can be predicted several days ahead by this very cool model.

## 15.4 POLICY 1.15 - CORPORATE CREDIT CARD

**File Number:** 12.213

**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 consider the updated policy on Corporate Credit Cards

### 2. BACKGROUND

2.1 The current Corporate Credit Card Policy was approved by Council in November 2018.

2.2 The Policy was based on the Model Credit Card Policy for Local Government released in June 2018 by LGAT. While the model policy was not mandatory, Kingborough chose to closely follow the model.

### 3. STATUTORY REQUIREMENTS

3.1 There are no specific statutory requirements or obligations relating to the issuing or use of Council credit cards.

### 4. DISCUSSION

4.1 The updated Policy has been in operation for the past four years and has provided guidance on the use of credit cards during that period.

4.2 The only changes to the Policy are an update to Schedule 1 – Allocation of Credit Cards and Credit Limits to highlight minor changes to employees using credit cards.

4.3 The tracked changes Policy highlights those changes.

### 5. FINANCE

5.1 There are no financial implications from the changes to this Policy.

### 6. ENVIRONMENT

6.1 There are no environmental considerations related to this report.

### 7. COMMUNICATION AND CONSULTATION

7.1 The policy will be made available to the public on Council's website.

### 8. RISK

8.1 This Policy is aimed at ensuring appropriate use of credit cards by employees to reduce the risk of financial and reputational damage to Council.

**9. CONCLUSION**

9.1 The Policy has been updated with changes to Schedule 1.

**10. RECOMMENDATION**

That Council approves the Policy 1.15 Corporate Credit Card Policy, as attached to this report

**ATTACHMENTS**

1. Policy 1.15 Corporate Credit Card tracked changes
2. Policy 1.15 Corporate Credit Card

Public Copy)

## EXISTING POLICY WITH TRACK CHANGES



Policy No: 1.15  
 Approved by Council: November 2018  
 Next Review Date: November 2021  
 Responsible Officer: Chief Financial Officer

Minute No: C722/22-19  
 ECM File No: 12.213  
 Version: 1.0

<b>Corporate Credit Card Policy</b>	
<b>POLICY STATEMENT:</b>	1.1 Kingborough Council is committed to implementing effective financial controls to minimise the costs and risks associated with purchasing activities.
<b>DEFINITIONS:</b>	<p>2.1 <b>Credit Card</b> – In this policy, the term “credit card” is used to refer to any purchasing card issued by Council and used for purchasing on behalf of Council.</p> <p>2.2 <b>Credit Limit</b> – the monthly limit and total value of purchases that may be made in a month.</p> <p>2.3 <b>Transaction Limit</b> – means the maximum value for any single transaction.</p> <p>2.4 <b>Discretionary Expense Limit</b> – means the maximum value per occasion of work-related entertainment expenses that a role is permitted to purchase before seeking approval from an authoriser.</p>
<b>OBJECTIVE:</b>	3.1 The objective of this policy is to provide guidance on how Council corporate credit cards are to be allocated, used and administered to ensure that they assist in efficient delivery of local government services while minimising the potential for misuse and fraud.
<b>SCOPE:</b>	<p>4.1 <b>Scope</b></p> <p>Corporate credit cards are recognised as an efficient and flexible method of paying for goods and services in the public sector. They offer a convenient and highly traceable payment option, particularly for low value, day-to-day transactions, and can substantially improve purchasing efficiency by reducing administrative costs. However, any transaction method holds the potential for misuse and the convenience and flexibility of credit cards can be a vulnerability. Therefore, sound policies and protocols for use and control must be established to take advantage of the improved purchasing efficiency while minimising the opportunity and impact of misuse of funds.</p> <p>The policy is intended to apply to credit cards, as well as any other similar type of corporate or organisational purchasing card. In this policy, the term “credit card” is used to refer to any purchasing card, including credit, debit, EFTPOS and similar bank cards issued by Council and used for purchasing on behalf of Council. The key features of an account to which this policy applies are:</p> <p>4.1.1 Purchasing responsibility on the account holder; and</p> <p>4.1.2 A bank card for making purchases utilising Council finances; and</p> <p>4.1.3 A periodic transaction statement cycle.</p>
<b>PROCEDURE (POLICY DETAIL):</b>	<p>5.1 <b>PURCHASING PRINCIPLES</b></p> <p>Cardholders must conform to sound principles of purchasing when using a Council credit card. These principles are detailed in Council’s Purchasing Policy.</p> <p>5.2 <b>PREFERRED PURCHASING METHODS</b></p> <p>In using a Council credit card, Cardholders must consider the alternative purchasing methods available, such as purchase orders and purchase contracts.</p> <p>Credit cards are appropriate for purchasing in the following typical situations:</p> <p>Smaller purchase amounts, [typically below \$200];</p>

	<p>5.2.2 Invoices for approved goods or services requiring immediate or out-of-cycle payment, when payment has been authorised;</p> <p>5.2.3 Where purchase orders:</p> <ul style="list-style-type: none"> <li>(a) are impossible or unworkable (such as internet purchases of approved goods or services); or</li> <li>(b) would take too long, unreasonably impact operational efficiency or result in missed opportunity, for example, if a PO would incur significant and unreasonable additional costs (either to Council or the supplier) relative to the cost of the goods or services being procured;</li> <li>(c) Where payment by credit card has been formally authorised, such as emergency situations; or</li> <li>(d) For purchases that cannot be made in the office, such as work-related travel expenses generated while traveling, or field work expenses requiring payment in the field.</li> </ul> <p>Purchase orders or purchase contracts are preferred in the following typical situations:</p> <p>5.2.4 For invoices not requiring urgent or immediate payment, such as invoices with a future due date;</p> <p>5.2.5 Larger purchase amounts, typically of \$200 or more;</p> <p>5.2.6 Purchases requiring agreement between parties on terms (of service, engagement or sale); or</p> <p>5.2.7 Where Council has an account with the business.</p> <p>Cardholders operate with some discretion, but must justify their purchasing decisions, including the purchasing method chosen. Seek guidance or written instruction from the Finance Manager or Senior Finance Officer if you are in doubt.</p> <p><b>5.3 RELATED POLICIES – ESSENTIAL READING</b></p> <p>Understanding and complying with this policy relies on understanding and complying with several other related Council policies, including:</p> <ul style="list-style-type: none"> <li>5.3.1 Purchasing Policy;</li> <li>5.3.2 Travel Expenses Guidelines;</li> <li>5.3.3 Entertainment Expenses Guidelines,</li> <li>5.3.4 Conflict of Interest Policy, and</li> <li>5.3.5 Gifts Policy.</li> </ul> <p>All Council purchasing, including with a Council credit card, must be undertaken in compliance with these related policies.</p> <p>Credit cards are not to be used to make cash withdrawals.</p> <p><b>5.4 POLICY REVIEW AND UPDATE CYCLE</b></p> <p>This policy is to be reviewed every two years. Credit card allocation and credit limits are to be reviewed at the same time as the policy review, as well as those time specified in section 5.5.3.</p> <p><b>5.5 CONTROL OF CREDIT CARDS – FOR AUTHORISERS</b></p> <p><b>5.5.1 Risk Management Strategy</b></p> <p>Each active credit card represents a risk of accidental or intentional misuse of public funds and each credit limit amount is the extent of that risk. To minimise risks associated with credit cards, Council must:</p> <ul style="list-style-type: none"> <li>(a) Allocate credit cards according to an organisation-wide strategy, and avoid allocating on an ad hoc or individual basis; and</li> <li>(b) Only issue cards to organisational roles where the operational benefits of efficient purchasing outweigh the increase in risk; and</li> </ul>
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	<p>(c) Maintain control on the total number of credit cards issued and their combined purchasing potential (or credit limit) at any one time; and</p> <p>(d) Control the credit available on each card to an appropriate amount required to facilitate efficient purchasing for each role, considering the alternative payment options available; and</p> <p>(e) Ensure Cardholders and Authorisers adhere to the procedures and responsibilities set out by the policy by placing the onus of evidence for each purchase upon the Cardholder.</p> <p><b>5.5.2 Authorisers</b></p> <p>Authorisers have a key role in the control of credit cards, managing purchasing risk and maintaining compliance with this policy. Authorisers:</p> <p>(a) May authorise or decline the issuing of credit cards to a Cardholder;</p> <p>(b) May authorise or decline applications for the top-up of funds to the monthly credit limits;</p> <p>(c) May authorise or decline discretionary transactions, such as entertainment or gifts in accordance with this policy;</p> <p>(d) May direct a Cardholder to reimburse Council for transactions deemed not to be in accordance with this policy;</p> <p>(e) May or may not be allocated a credit card; and</p> <p>(f) If they are allocated a credit card, may not authorise their own purchases, top-ups, or issuing their own credit card.</p> <p>The following roles are Authorisers for the purpose of this policy:</p> <ul style="list-style-type: none"> <li>• General Manager</li> <li>• Chief Financial Officer</li> <li>• Deputy General Manager</li> <li>• Finance Manager.</li> </ul> <p><b>5.5.3 Allocation and Issue of Credit Cards and Credit Limits</b></p> <p>Credit cards are allocated and issued according to the rules in the following sections.</p> <p><b>5.5.3.1 Allocating Credit Cards</b></p> <p>(a) Schedule 1 – Allocation of Credit Cards and Credit Limits lists the roles that, at the absolute discretion of the Authorisers, may potentially be issued with a credit card and the maximum credit limit for each role.</p> <p>(b) The General Manager and Chief Financial Officer must authorise the allocation table.</p> <p>(c) Council credit cards are allocated to people in roles that require them. Credit cards may not be applied for. Contact your supervisor if you believe your role requires a credit card or a different credit limit. Your supervisor may choose whether or not to request a review of Table 1. Credit Card Allocation Table to include your role or change the credit limit available to your role.</p> <p>(d) A credit card will not be allocated to Councillors.</p> <p><b>5.5.3.2 Issuing Credit Cards</b></p> <p>(a) The issue of each credit card must be authorised by an Authoriser and recorded.</p> <p>(b) An Authoriser cannot authorise the issue of their own credit card.</p> <p>(c) A person in a role that is allocated a credit card is not obliged to hold one.</p>
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	<p><b>5.5.3.3 The General Manager's Credit Card</b></p> <ul style="list-style-type: none"> <li>(a) The General Manager is allocated a card, if they choose to hold one.</li> <li>(b) The credit limit for the General Manager is determined by Council approval, including subsequent adjustments.</li> <li>(c) All statement reconciliations and credit limit top-ups for the General Manager's credit card are reviewed by the Mayor (who is not an Authoriser) and authorised by the Chief Financial Officer (or Finance Manager in their absence) who is an Authoriser.</li> </ul> <p><b>5.5.3.4 Setting Limits and Controls on Credit Cards</b></p> <ul style="list-style-type: none"> <li>(a) The maximum number of cards that Council will allow to be active at any one time is 20 credit cards.</li> <li>(b) The maximum total credit limit of all cards is to be set according to needs, acceptable risk and budget requirements. The limit is \$32,000.</li> <li>(c) Monthly credit limits will be set to the lowest amount required by the Cardholder to conveniently execute their role, considering budget constraints, the role of top-ups, and the alternative payment methods available.</li> <li>(d) Limits on individual transactions may be set.</li> </ul> <p><b>5.5.4 Review of Credit Card Allocation and Credit Limits</b></p> <p>The allocation of each credit card and their credit limits detailed in Schedule 1 – Allocation of Credit Cards and Credit Limits is to be set according to operational requirements and authorised by the General Manager and Chief Financial Officer. Only the General Manager's credit limit requires Council approval; all other roles and limits are set according to Council operational requirements, as determined by the General Manager and Chief Financial Officer.</p> <p>Schedule 1 may be reviewed and updated at any time as needed. Additionally, Table 1. Credit Card Allocation Table will be periodically reviewed every two years, as a minimum, in conjunction with the policy update cycle. The aim of each review is to ensure that credit card allocation and limits are facilitating efficient purchasing and delivery of Council's services while effectively managing purchasing risk. Unnecessary or insufficiently justified cards should be withdrawn and destroyed. Credit limits should be adjusted to the lowest monthly amount needed to facilitate efficient purchasing, as evidenced by purchasing history and adherence to this policy</p> <p>In addition to the periodic review, Table 1. Credit Card Allocation Table is recommended to be reviewed if:</p> <ul style="list-style-type: none"> <li>(a) Requests are received to add or remove roles from the Credit Card Allocation Table, or alter individual credit limits;</li> <li>(b) Proposed changes to the Credit Card Allocation Table require changes to the maximum number of credit cards or the maximum total credit limit;</li> <li>(c) A Cardholder terminates employment or returns their card;</li> <li>(d) A card is lost or stolen or the subject of fraud or identity theft;</li> <li>(e) A significant breach of the policy (under section 1.6) occurs; or</li> <li>(f) Significant reorganisation of Council roles is undertaken.</li> </ul> <p>Where the operational benefits to Council of a role holding a credit card no longer outweigh the increase in risk of the extra card, the credit card should be returned and cancelled.</p> <ul style="list-style-type: none"> <li>• The last review of credit cards and limits was November 2019.</li> <li>• The next review of credit cards and limit is November 2021.</li> </ul>
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	<p><b>5.5.5 Top-Ups to Monthly Credit – Deciding Applications</b></p> <p>A Cardholder may apply for a top-up of funds to the monthly credit. Top-up applications are decided according to the following procedure:</p> <p>A Cardholder may apply for a top-up of funds to the monthly credit. Top-up applications are decided according to the following procedure:</p> <p>(a) A top-up requires the following approval:</p> <ul style="list-style-type: none"> <li>• An Authoriser, or any person, cannot authorise top-ups for their own credit card.</li> <li>• Top-ups of the General Manager’s credit card account are always reviewed by the Mayor (who is not an Authoriser) and authorised by the Chief Financial Officer [or Finance Manager] who is an Authoriser.</li> <li>• Top ups of the Chief Financial Officer’s credit card are authorised by the General Manager and another Authoriser.</li> <li>• Top ups of all other Cardholders are authorised by the [Chief Financial Officer or Finance Manager] and the Senior Finance Officer.</li> </ul> <p>(b) Authorisers review the Cardholder’s purchasing and top-up history for adherence to this policy and justification of purchases.</p> <p>(c) For any given month, the total top-up amount for an account should generally not exceed 50% of the monthly credit limit.</p> <p><b>5.5.6 Breach of Policy or Misuse</b></p> <p>Any breaches of this policy by any Cardholder, Authoriser, staff or elected member, depending on the nature and extent of the breach, may result in:</p> <p>(a) Counselling and retraining in the policy and requirements;</p> <p>(b) Reimbursement of costs;</p> <p>(c) Cancellation of card;</p> <p>(d) Disciplinary action in accordance with Councils’ Disciplinary Policy; or</p> <p>(e) Referral to police or civil proceedings.</p> <p>If you become aware of policy breaches or misuse, report them immediately to an Authoriser. Policy breaches or misuse should also be reported to Council and credit card allocation should be reviewed</p> <p><b>5.6 STATEMENT RECONCILIATION AND ACQUITTAL PROCESS – CARDHOLDERS AND AUTHORISERS</b></p> <p>The purpose of the Statement Reconciliation and Acquittal Process is to ensure that:</p> <ul style="list-style-type: none"> <li>• Cardholders justify and prove every purchasing decision to Council; and</li> <li>• Council is able to justify and validate its endorsement and validation of Cardholders’ purchasing decisions to auditors, investigators and the public.</li> </ul> <p>On receipt of the account transaction statement each month, the statement will be reconciled according to the following process:</p> <p><b>5.6.1</b> The Cardholder must collate all purchase evidence (including tax invoices with purchase purpose or signed purchase statement) with all written approvals for discretionary purchases or top-ups and provide them to a Council financial officer who is delegated to reconcile the account statement.</p> <p><b>5.6.2</b> A delegated Council financial officer will:</p> <p>(a) Reconcile transactions individually against the supporting documentation and the requirements of this policy; and</p> <p>(b) Question with the Cardholder any transactions:</p> <ul style="list-style-type: none"> <li>• without supporting documentation;</li> <li>• that may be in conflict with this policy;</li> <li>• that appear suspicious, unauthorised, excessive or of unknown purpose.</li> </ul>
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	<p>(c) If there are any outstanding transactions that cannot be adequately explained or reconciled with this policy, the officer must report these to the Chief Financial Officer or Finance Manager for further investigation and appropriate action.</p> <p>5.6.3 Any breaches of this policy will be dealt with according to risk and severity of the breach in accordance with section 5.5.6 Breach of Policy or Misuse.</p> <p>5.6.4 If all transactions are supported by adequate documentation and purchases appear to be in accordance with this policy with no suspicious activity:</p> <p>(a) The cardholder will sign the account statement to confirm the purchases; and</p> <p>(b) For the General Manager's credit card, the Mayor will review the statement and sign to confirm purchases are in accordance with this policy; and</p> <p>(c) The Chief Financial Officer or Finance Manager signs the statement to approve for payment.</p> <p>5.6.5 Full statement reconciliation, acquittal and approval for payment must be completed before payment is due or within four (4) weeks of receiving the statement.</p> <p>5.6.6 Direct debt or similar automatic payment methods are not to be used for payment of credit cards as they can bypass the statement reconciliation and acquittal process.</p> <p><b>5.7 USE OF CREDIT CARDS – FOR CARDHOLDERS</b></p> <p><b>5.7.1 General Use</b></p> <p>(a) Cardholder Responsibility and Liability</p> <p>As a Cardholder, you are responsible for the safe custody and security of the card and account and liable for any misuse and associated costs. You are responsible for resolving use and transaction disputes and ensuring that use of the card is ethical and strictly in accordance with this policy.</p> <p>Credit cards are provided strictly for business-related purchasing only. Cardholders must be able to justify and prove their purchasing decisions to Council in a manner that allows Council to be able to justify and validate their endorsement of purchasing decisions to auditors, investigators, and the public. Always follow this policy and seek guidance from an Authoriser if in doubt.</p> <p>Cardholders must comply with any terms and conditions of use provided by the card issuer and should follow the guidelines and recommendations of the issuing institution.</p> <p>(b) Non-Cardholder Use</p> <p>Only the designated Cardholder may use the credit card. You must not let any other person use your credit card or account or record or share your credit card number, including other Council staff or elected members.</p> <p>Where for an approved purchase in compliance with this policy, you may use your credit card to purchase work-related items on behalf of another Council staff or elected member, provided you are satisfied the expense is appropriate and approved in accordance with this policy. If you choose to do so, the purchase must always be made, documented and justified by the Cardholder in accordance with this policy.</p> <p>(c) Receipts and Documentation for Every Purchase</p> <p>You must obtain a valid tax invoice for all credit card purchases (excluding overseas transactions) and note the purpose of the purchase.</p>
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	<p>A valid tax invoice must provide sufficient information to demonstrate that the document is intended to be a tax invoice and include the following<sup>1</sup>:</p> <ul style="list-style-type: none"> <li>• The seller's identity;</li> <li>• The seller's Australian Business Number (ABN);</li> <li>• The date the invoice was issued;</li> <li>• A brief description of the items sold, including the quantity (if applicable) and the price;</li> <li>• The GST (goods and services tax) amount payable (if any) – this can be shown separately or, if the GST amount is exactly one-eleventh of the total price, as a statement such as 'Total price includes GST'; and</li> <li>• Purchases over \$1000 must also show the buyer's identity or ABN (in addition to the seller's details).</li> </ul> <p>You should make every attempt to obtain valid original documents in support of transactions. Council cannot claim the GST credit for purchases over \$75 without a valid tax invoice<sup>2</sup>, so it is always important your purchases have original documentation. Contact vendors for original tax invoices if necessary.</p> <p>In the absence of a valid tax invoice or original receipt, the you must provide sufficient information regarding the transaction to satisfy an Authoriser that the purchase is a valid work-related purchase that complies with this policy. The supporting information should include details of the transaction purpose, date, time, amount, vendor name and ABN, and your signature.</p> <p>If you make a transaction and fail to retain a valid tax invoice for it, you must complete and sign a statutory declaration<sup>3</sup> that includes all the required supporting information to justify the purchase, including the transaction purpose, date, time, amount, vendor name, ABN and the reason for failing to retain a valid tax invoice.</p> <p>Cardholders are liable for the cost of transactions that cannot be verified to be in compliance with this policy. Repeated purchases without original supporting documentation (valid tax invoice), requiring the Cardholder's explanation, or a statutory declaration are a purchasing risk to Council and may result in a credit card being revoked or disciplinary action in accordance with 5.5.6 Breach of Policy or Misuse.</p> <p>(d) Applying for a Monthly Credit Top-Up (Cardholders)</p> <p>A Cardholder may apply for a top-up to the monthly credit. An application can be made as a written request to an Authoriser, detailing the following:</p> <ul style="list-style-type: none"> <li>• The top-up amount requested (top-ups, if approved, will usually not be greater than 50% of the monthly credit limit);</li> <li>• The account balance and monthly credit limit;</li> <li>• Reasons for exceeding the monthly limit; and</li> <li>• Forthcoming purchases expected and amounts to justify the need for a top-up.</li> </ul> <p>(e) Lost, Stolen or Damaged Cards</p> <p>If your Council credit card is lost or stolen, you must immediately contact the issuing institution to report the lost or stolen card. Follow the advice</p>
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<sup>1</sup> ATO tax invoice requirements: <https://www.ato.gov.au/Business/GST/Issuing-tax-invoices/>

<sup>2</sup> See *A New Tax System (Goods and Services Tax) Regulations 1999*:  
[https://www.legislation.gov.au/Details/F2011C00417/Html/Text#\\_Toc297551530](https://www.legislation.gov.au/Details/F2011C00417/Html/Text#_Toc297551530)

<sup>3</sup> Statutory declaration forms are available from the Department of Justice:  
[http://www.justice.tas.gov.au/forms/statutory\\_declarations](http://www.justice.tas.gov.au/forms/statutory_declarations)

	<p>of the institution and then advise an Authoriser at the earliest opportunity.</p> <p>Damaged cards can be reported to Council's financial management team for a replacement card to be arranged.</p> <p>(f) Return of Cards</p> <p>Return your Council credit card immediately to your manager if you:</p> <ul style="list-style-type: none"> <li>• Are ceasing or terminating employment;</li> <li>• Moving to a role that is not assigned a credit card;</li> <li>• Taking extended leave from your role for [6] or more months, or otherwise where you feel retaining your card is an unnecessary risk; or</li> <li>• No longer require, or do not wish to hold, a credit card.</li> </ul> <p>Credit cards should generally be cancelled and destroyed in these circumstances. If employees are returning from leave of [9] months or less, cards may be held securely by Council, at Council's discretion.</p> <p><b>5.7.2 Permitted Transactions</b></p> <p>The following types of transactions are permitted and purchases may generally be made with a Council credit card without written approval from Authorisers.</p> <p>Transactions for expenses that are demonstrably approved and budgeted for, such as approved projects, approved entertainment or approved travel, may be made without additional approval from Authorisers. You must be able to demonstrate purchases you make are approved and in accordance with this policy, if queried.</p> <p>(a) Travel Expenses</p> <p>Travel expenses are expenses incurred in the course of authorised work-related travel. They include accommodation, transport, meals, and expenses incidental to travel. Credit cards are ideally suited to cater for expenses incurred while travelling.</p> <p>Travel expenses should be purchased in accordance with Council's Travel Expenses Guidelines (attached).</p> <p><b>5.7.3 Discretionary Transactions Requiring Authorisation</b></p> <p>The following types of transactions and purchases generally require written approval from one or more Authorisers and are discretionary transactions. Written approvals for discretionary purchases must be provided with all purchase invoices as part of the Statement Reconciliation and Acquittal Process (see Part 5.6).</p> <p>(a) Entertainment Expenses</p> <p>Entertainment means the provision of food drink or recreation – even if business discussions or transactions occur. Entertainment is typically considered a private expense and must not be purchased using a council credit card or funds without clear prior approval to do so.</p> <p>Entertainment expenses are discretionary transactions and should only be purchased where approved in accordance with Council's Entertainment Expenses Guidelines (attached).</p> <p>There are a range of circumstances where entertainment expenses may be considered to be work-related and may be purchased with your Council credit card. These include travel expenses (in accordance with section 5.3.2 Travel Expenses above), to support approved overtime work, for approved Council events or social functions. Refer to Council's Entertainment Expenses Guidelines for how to seek approval for work-related entertainment expenses.</p>
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	<p>(b) Gifts</p> <p>Gifts are typically considered to be private expenses and must not be purchased with a Council credit card without prior approval. However, there may be limited instances where a gift using Council funds is appropriate, such as in recognition of exceptional service of a community volunteer, or as prizes for Council-sponsored community awards, and so are discretionary transactions.</p> <p>Refer to Council's Gifts Policy for guidance and how to apply for approval to purchase a gift.</p> <p>(c) Fuel</p> <p>Wherever available, use a fuel card to purchase fuel for work-related fuel expenses. In the event a fuel card is not available or not accepted by vendors in a location, you may use your Council credit card to purchase fuel for work-related travel, however you must provide sufficient supporting evidence that documents the trip, its length, and purpose.</p> <p><b>5.7.4 Prohibited Use and Transactions</b></p> <p>The following types of transactions and purchases are generally prohibited and must not be made on a Council credit card.</p> <p>(a) Cash Advances / Withdrawals</p> <p>Council credit cards must not be used for cash advances or withdrawing cash.</p> <p>(b) Refunds</p> <p>Any refunds for purchases made on a Council credit card must be refunded back to the credit card account. Refunds must not be accepted in cash.</p> <p>(c) Purchases of a private or personal nature</p> <p>Council credit cards must not be used for purchases of a private or personal nature, even if you intend to reimburse Council. Only approved, work-related expenses in accordance with this policy may be incurred.</p> <p>(d) Fines</p> <p>Council credit cards must not be used to pay fines of any nature. You must pay any fines that you incur.</p> <p>(e) Alternative Online Payment Methods and Storing Credit Card Details</p> <p>Use of Council credit cards on, or linking to, alternative online payment methods and e-commerce payment systems or accounts, such as PayPal, Google Pay, Apple Pay, iTunes, or any system that records and stores credit card details, are prohibited.</p> <p>Where a payment for necessary goods or services can only be made through such a payment/e-commerce system, and that system requires the storage of credit card details or linking to a credit card account (such as Uber), then the General Manager may delegate certain Cardholders to set up and manage an online account. This policy applies for the online account, as for the credit card itself:</p> <ul style="list-style-type: none"> <li>• The online account is restricted for use by the Cardholder;</li> <li>• The online account is for work-related purchases only, in accordance with this policy;</li> <li>• The online account is to be set up with the Cardholder's work email address and details and to be managed separately from any personal online payment/e-commerce accounts.</li> </ul> <p>Permissions for online accounts should be centrally controlled and recorded by Council. Council credit cards must never be linked to personal online payment systems or accounts.</p>
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<b>COMMUNICATION:</b>	<p>6.1 All credit card holders are provided a copy of the Policy and are required to complete the Cardholder Declaration.</p> <p>6.2 The Policy will be published on the Council web page.</p>
<b>LEGISLATION:</b>	<p>7.1 The following legislation should be considered in conjunction with this policy:</p> <ul style="list-style-type: none"> <li>• <i>Local Government Act 1993 (Tasmania)</i></li> <li>• <i>Fringe Benefits Tax Assessment Act 1986</i></li> <li>• <i>A new Tax System (GST) Act 1999</i></li> </ul>
<b>RELATED DOCUMENTS:</b>	<p>8.1 Council's Purchasing Policy (Policy No. 3.7)</p> <p>8.2 Council's delegations</p>
<b>AUDIENCE:</b>	<p>9.1 Kingborough Council Employees with Credit Cards</p>

### Schedule 1 – Allocation of Credit Cards and Credit Limits

This Policy permits the issue of credit cards only to the Council roles and with the limits stated in **Table 1** below.

**Table 1. Credit Card Allocation Table**

Role/Position	Issue	Credit Limit <sup>4</sup>	Transaction Limit <sup>5</sup>	Discretionary Expense Limit <sup>6</sup>
General Manager	1	\$3,000	N/A	N/A
<u>Director Environment, Development &amp; Community Services</u>	<u>2</u>	<u>\$2,000</u>	<u>N/A</u>	<u>N/A</u>
Executive Manager Org Development	<del>23</del>	\$2,000	N/A	N/A
<del>Executive Manager Information Services</del> <u>Chief Information Officer</u>	<del>34</del>	\$2,000	N/A	N/A
Co-ordinator Community Services	<u>45</u>	\$2,000	N/A	N/A
Executive Assistant	<u>56</u>	\$5,000	N/A	N/A
<del>Plant &amp; Fleet Co Ordinator</del> <u>Executive Officer Works Department</u>	<del>67</del>	\$2,000	N/A	N/A
Admin Officer Development Services	<del>78</del>	\$2,000	N/A	N/A
Admin Officer Environmental Services	<u>89</u>	\$2,000	N/A	N/A
Senior Finance Officer	<u>910</u>	\$1,000	N/A	N/A
Executive Officer Engineering Services	<del>1011</del>	\$2,000	N/A	N/A
<del>Admin Officer Compliance</del>	<del>11</del>	<del>\$1,000</del>	<del>N/A</del>	<del>N/A</del>
Technical Officer Compliance	12	\$1,000	N/A	N/A
Community Development Officer	13	\$1,000	N/A	N/A
Youth Officer	14	\$1,000	N/A	N/A
TOTAL		<del>\$27,000</del> <u>\$28,000</u>		

**Table 1. Credit Card Allocation Table** is authorised by:

Name: _____	Name: _____
Position: <u>General Manager</u>	Position: <u>Chief Financial Officer</u>
Signed: _____	Signed: _____
Date: _____	Date: _____

<sup>4</sup> **Credit Limit** means the monthly credit limit and total value of purchases that may be made in a month.

<sup>5</sup> **Transaction Limit** means the maximum value for any single transaction.

<sup>6</sup> **Discretionary Expense Limit** means the maximum value per occasion of work-related entertainment expenses that a role is permitted to be purchased before seeking approval from an Authoriser.



## Schedule 2 - Cardholder Declaration

I have read and understood Council's Credit Card Policy. I understand the requirements of me as a Cardholder and agree with comply with them.

In particular, I agree:

- ☐ That I understand and will follow the rules and procedures of credit card use outlined in this policy;
- ☐ That I will adhere to all related Council policies and guidelines, including Council's Purchasing Policy, Travel Expenses Guidelines, Entertainment Expenses Guidelines, and Gifts Policy];
- ☐ That my credit card is to be used for Council business only;
- ☐ That I must retain receipts and documentation to support all transactions made with my card;
- ☐ That I am responsible for the safekeeping and security of my card and account and liable for any misuse;
- ☐ That I will not allow any other person to use my Council credit card; and
- ☐ That disciplinary action will be taken for any breaches of the policy.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### Authorisation

A Council credit card is approved to be issued to the Cardholder named above, who is authorised to hold and use a Council credit card in compliance with this policy.

Authorised by:

Name: _____	Name: _____
Position: _____	Position: _____
Signed: _____	Signed: _____
Date: _____	Date: _____

### Schedule 3 - Guidelines for Travel Expenses (Section (a))

Travel expenses are expenses incurred in the course of authorised work-related travel. They include accommodation, transport, meals, and expenses incidental to travel. Credit cards are ideally suited to cater for expenses incurred while travelling.

Travel expenses **must not** include:

- Any expenses for unauthorised travel, especially flights and accommodation;
- Entertainment, defined below, including alcoholic beverages;
- Expenses for any other person who is not a council employee;
- Membership subscriptions for airline clubs or loyalty programs;
- Minibar purchases, in-room movies and other similar expenses of a private nature.

Travel expenses must be reasonable and an efficient use of public funds. The Australian Taxation Office Tax Determination TD 2017/19<sup>7</sup> provides guidance on 'reasonable amounts' for overnight accommodation, meals and incidental expenses for taxation purposes. Note that the ATO 'reasonable amounts' are for *taxation purposes* and are a guide only for setting reasonable amounts for your Council. This means that while travel expenses of the ATO reasonable amounts and below can be considered reasonable and justified, you must justify travel expenses in excess of these amounts or pay the excess at your personal expense.

It is recommended that you use the following guidelines when arranging your work-related travel and incurring travel expenses:

- (1) Ensure your travel is approved and budgeted for.
- (2) Have an officer experienced with applying the ATO reasonable amounts determine your travel budget or book and pay for your travel.
- (3) Travel expenses:
  - (a) below the ATO reasonable amounts are justified for authorised travel and do not need approval;
  - (b) in excess of the ATO reasonable amount must be justified by the Cardholder or the excess paid by the Cardholder personally. This means Cardholders can pay extra, at their own expense, for upgrading travel services.
- (4) Travel should be as economical and efficient as is reasonable. This means preferring cheaper modes of travel, such as economy class, where time and availability allow.
- (5) If you are in doubt about any travel purchase, seek guidance or written approval.

<sup>7</sup> See ATO TD 2017/19: <https://www.ato.gov.au/law/view/document?DocID=TXD/TD201719/NAT/ATO/00001>

#### Schedule 4 - Guidelines for Entertainment Expenses (Section (a))

Entertainment means the provision of food, drink or recreation, even if business discussions or transactions occur, but excludes travel expenses, such as meals on overnight, work-related travel. Some examples of entertainment include business lunches and social functions. Entertainment is defined by the *Income Tax Assessment Act 1997*, section 32-10 – Meaning of Entertainment<sup>8</sup>.

Entertainment is typically considered a private expense and must not be purchased using a Council credit card or funds without approval. If you are purchasing food or drink, you are purchasing entertainment, except where for valid work-related entertainment expenses.

There are a range of circumstances where entertainment expenses may be considered to be work-related and may be purchased with your Council credit card. Such work-related entertainment expenses include travel expenses (in accordance with Council's Travel Expenses Guidelines), to support approved overtime work, for approved Council events or social functions or within an approved entertainment expenses budget for your role.

Entertainment may be deemed a work-related expense where the public interest of the entertainment clearly and substantially overrides the personal benefit, such as where the provision of entertainment supports a work-related, council-sponsored event or social function. Council should seek to avoid covering the entertainment expenses that would be seen to predominantly direct benefit to specific private individuals, such as contractors and private business representatives, except where incidental to a community-focused event or function.

For entertainment expenses to be approved:

- (1) Cardholders must apply in writing, justifying the expense;
- (2) Applications must be approved in writing by:
  - (a) One Authoriser for entertainment purchases below [\$400]; and
  - (b) Two Authorisers for entertainment purchases of [\$400] or more;
- (3) An Authoriser cannot approve their own expenses;
- (4) The written approval must be provided with transaction receipts.

Cardholders should apply for approval to use a Council credit card for entertainment expenses prior to incurring the expense. Cardholders who do not apply for approval of entertainment expenses prior to incurring the charge carry their own risk that it be considered a private and not a work-related expense and will be liable for the cost.

<sup>8</sup> See the *Income Tax Assessment Act 1997*: <https://www.legislation.gov.au/Details/C2018C00056>.

## UPDATED POLICY FOR APPROVAL



### Corporate Credit Card Policy

<b>Policy No:</b>	1.15
<b>Approved by Council:</b>	March 2022
<b>New Review Date:</b>	March 2025
<b>Minute No:</b>	TBA
<b>ECM File No:</b>	12.213
<b>Version:</b>	2.0
<b>Responsible Officer:</b>	Chief Financial Officer
<b>Strategic Plan Reference:</b>	2.4 The organisation has a corporate culture that delivers quality customer service, encourages

# Kingborough

## Corporate Credit Card Policy 1.15

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### 1. POLICY STATEMENTS

- 1.1 Kingborough Council is committed to implementing effective financial controls to minimise the costs and risks associated with purchasing activities.

### 2. DEFINITIONS

- 2.1 **Credit Card** – In this policy, the term “credit card” is used to refer to any purchasing card issued by Council and used for purchasing on behalf of Council.
- 2.2 **Credit Limit** – the monthly limit and total value of purchases that may be made in a month.
- 2.3 **Transaction Limit** – means the maximum value for any single transaction.
- 2.4 **Discretionary Expense Limit** – means the maximum value per occasion of work-related entertainment expenses that a role is permitted to purchase before seeking approval from an authoriser.

### 3. OBJECTIVE

- 3.1 The objective of this policy is to provide guidance on how Council corporate credit cards are to be allocated, used and administered to ensure that they assist in efficient delivery of local government services while minimising the potential for misuse and fraud.

### 4. SCOPE

- 4.1 Corporate credit cards are recognised as an efficient and flexible method of paying for goods and services in the public sector. They offer a convenient and highly traceable payment option, particularly for low value, day-to-day transactions, and can substantially improve purchasing efficiency by reducing administrative costs.
- 4.2 However, any transaction method holds the potential for misuse and the convenience and flexibility of credit cards can be a vulnerability. Therefore, sound policies and protocols for use and control must be established to take advantage of the improved purchasing efficiency while minimising the opportunity and impact of misuse of funds.
- 4.3 The policy is intended to apply to credit cards, as well as any other similar type of corporate or organisational purchasing card. In this policy, the term “credit card” is used to refer to any purchasing card, including credit, debit, EFTPOS and similar bank cards issued by Council and used for purchasing on behalf of Council. The key features of an account to which this policy applies are:
- 4.3.1 Purchasing responsibility on the account holder; and
- 4.3.2 A bank card for making purchases utilising Council finances; and
- 4.3.3 A periodic transaction statement cycle.

### 5. PROCEDURE (POLICY DETAIL)

#### 5.1 Purchasing Principles

- 5.1.1 Cardholders must conform to sound principles of purchasing when using a Council credit card. These principles are detailed in Council’s Purchasing Policy.

#### 5.2 Preferred Purchasing Methods

- 5.2.1 In using a Council credit card, Cardholders must consider the alternative purchasing methods available, such as purchase orders and purchase contracts.
- 5.2.2 Credit cards are appropriate for purchasing in the following typical situations:
- i. Smaller purchase amounts, [typically below \$200];

# Kingborough

## Corporate Credit Card Policy 1.15

- ii. 5.2.2 Invoices for approved goods or services requiring immediate or out-of-cycle payment, when payment has been authorised;
- 5.2.3 Where purchase orders:
  - i. are impossible or unworkable (such as internet purchases of approved goods or services); or
  - ii. would take too long, unreasonably impact operational efficiency or result in missed opportunity, for example, if a PO would incur significant and unreasonable additional costs (either to Council or the supplier) relative to the cost of the goods or services being procured;
  - iii. Where payment by credit card has been formally authorised, such as emergency situations; or
  - iv. For purchases that cannot be made in the office, such as work-related travel expenses generated while traveling, or field work expenses requiring payment in the field.
- 5.2.4 Purchase orders or purchase contracts are preferred in the following typical situations:
  - i. For invoices not requiring urgent or immediate payment, such as invoices with a future due date;
  - ii. Larger purchase amounts, typically of \$200 or more;
  - iii. Purchases requiring agreement between parties on terms (of service, engagement or sale); or
  - iv. Where Council has an account with the business.

Cardholders operate with some discretion, but must justify their purchasing decisions, including the purchasing method chosen. Seek guidance or written instruction from the Finance Manager or Senior Finance Officer if you are in doubt.

### 5.3 Related Policies – Essential Reading

- 5.3.1 Understanding and complying with this policy relies on understanding and complying with several other related Council policies, including:
  - i. Purchasing Policy;
  - ii. Travel Expenses Guidelines;
  - iii. Entertainment Expenses Guidelines,
  - iv. Conflict of Interest Policy, and
  - v. Gifts Policy.
- 5.3.2 All Council purchasing, including with a Council credit card, must be undertaken in compliance with these related policies.
- 5.3.3 Credit cards are not to be used to make cash withdrawals.

### 5.4 Policy Review and Update Cycle

- 5.4.1 This policy is to be reviewed every two years. Credit card allocation and credit limits are to be reviewed at the same time as the policy review, as well as those time specified in section 5.5.3.

### 5.5 Control of Credit Cards – For Authorisers



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## Corporate Credit Card Policy 1.15

### 5.5.1 Risk Management Strategy

Each active credit card represents a risk of accidental or intentional misuse of public funds and each credit limit amount is the extent of that risk. To minimise risks associated with credit cards, Council must:

- i. Allocate credit cards according to an organisation-wide strategy, and avoid allocating on an ad hoc or individual basis; and
- ii. Only issue cards to organisational roles where the operational benefits of efficient purchasing outweigh the increase in risk; and
- iii. Maintain control on the total number of credit cards issued and their combined purchasing potential (or credit limit) at any one time; and
- iv. Control the credit available on each card to an appropriate amount required to facilitate efficient purchasing for each role, considering the alternative payment options available; and
- v. Ensure Cardholders and Authorisers adhere to the procedures and responsibilities set out by the policy by placing the onus of evidence for each purchase upon the Cardholder.

### 5.5.2 Authorisers

Authorisers have a key role in the control of credit cards, managing purchasing risk and maintaining compliance with this policy. Authorisers:

- i. May authorise or decline the issuing of credit cards to a Cardholder;
- ii. May authorise or decline applications for the top-up of funds to the monthly credit limits;
- iii. May authorise or decline discretionary transactions, such as entertainment or gifts in accordance with this policy;
- iv. May direct a Cardholder to reimburse Council for transactions deemed not to be in accordance with this policy;
- v. May or may not be allocated a credit card; and
- vi. If they are allocated a credit card, may not authorise their own purchases, top-ups, or issuing their own credit card.

The following roles are Authorisers for the purpose of this policy:

- i. General Manager
- ii. Chief Financial Officer
- iii. Deputy General Manager
- iv. Finance Manager.

### 5.5.3 Allocation and Issue of Credit Cards and Credit Limits

Credit cards are allocated and issued according to the rules in the following sections.

#### 5.5.3.1 Allocating Credit Cards

- Schedule 1 – Allocation of Credit Cards and Credit Limits lists the roles that, at the absolute discretion of the Authorisers, may potentially be issued with a credit card and the maximum credit limit for each role.

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- The General Manager and Chief Financial Officer must authorise the allocation table.
- Council credit cards are allocated to people in roles that require them. Credit cards may not be applied for. Contact your supervisor if you believe your role requires a credit card or a different credit limit. Your supervisor may choose whether or not to request a review of Table 1. Credit Card Allocation Table to include your role or change the credit limit available to your role.
- A credit card will not be allocated to Councillors.

### 5.5.3.2 Issuing Credit Cards

- The issue of each credit card must be authorised by an Authoriser and recorded.
- An Authoriser cannot authorise the issue of their own credit card.
- A person in a role that is allocated a credit card is not obliged to hold one.

### 5.5.3.3 The General Manager's Credit Card

- The General Manager is allocated a card, if they choose to hold one.
- The credit limit for the General Manager is determined by Council approval, including subsequent adjustments.
- All statement reconciliations and credit limit top-ups for the General Manager's credit card are reviewed by the Mayor (who is not an Authoriser) and authorised by the Chief Financial Officer (or Finance Manager in their absence) who is an Authoriser.

### 5.5.3.4 Setting Limits and Controls on Credit Cards

- The maximum number of cards that Council will allow to be active at any one time is 20 credit cards.
- The maximum total credit limit of all cards is to be set according to needs, acceptable risk and budget requirements. The limit is \$32,000.
- Monthly credit limits will be set to the lowest amount required by the Cardholder to conveniently execute their role, considering budget constraints, the role of top-ups, and the alternative payment methods available.
- Limits on individual transactions may be set.

### 5.5.4 Review of Credit Card Allocation and Credit Limits

The allocation of each credit card and their credit limits detailed in Schedule 1 – Allocation of Credit Cards and Credit Limits is to be set according to operational requirements and authorised by the General Manager and Chief Financial Officer. Only the General Manager's credit limit requires Council approval; all other roles and limits are set according to Council operational requirements, as determined by the General Manager and Chief Financial Officer.

Schedule 1 may be reviewed and updated at any time as needed. Additionally, Table 1. Credit Card Allocation Table will be periodically reviewed every two years, as a minimum, in conjunction with the policy update cycle. The aim of each review is to ensure that credit card allocation and limits are facilitating efficient purchasing and delivery of Council's services while effectively managing purchasing risk. Unnecessary or insufficiently justified cards

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should be withdrawn and destroyed. Credit limits should be adjusted to the lowest monthly amount needed to facilitate efficient purchasing, as evidenced by purchasing history and adherence to this policy

In addition to the periodic review, Table 1. Credit Card Allocation Table is recommended to be reviewed if:

- i. Requests are received to add or remove roles from the Credit Card Allocation Table, or alter individual credit limits;
- ii. Proposed changes to the Credit Card Allocation Table require changes to the maximum number of credit cards or the maximum total credit limit;
- iii. A Cardholder terminates employment or returns their card;
- iv. A card is lost or stolen or the subject of fraud or identity theft;
- v. A significant breach of the policy (under section 1.6) occurs; or
- vi. Significant reorganisation of Council roles is undertaken.

Where the operational benefits to Council of a role holding a credit card no longer outweigh the increase in risk of the extra card, the credit card should be returned and cancelled.

- i. The last review of credit cards and limits was November 2019.
- ii. The next review of credit cards and limit is November 2021.

### 5.5.5 Top-Ups to Monthly Credit – Deciding Applications

A Cardholder may apply for a top-up of funds to the monthly credit. Top-up applications are decided according to the following procedure:

A Cardholder may apply for a top-up of funds to the monthly credit. Top-up applications are decided according to the following procedure:

- i. A top-up requires the following approval:
  - An Authoriser, or any person, cannot authorise top-ups for their own credit card.
  - Top-ups of the General Manager's credit card account are always reviewed by the Mayor (who is not an Authoriser) and authorised by the Chief Financial Officer [or Finance Manager] who is an Authoriser.
  - Top ups of the Chief Financial Officer's credit card are authorised by the General Manager and another Authoriser.
  - Top ups of all other Cardholders are authorised by the [Chief Financial Officer or Finance Manager] and the Senior Finance Officer.
- ii. Authorisers review the Cardholder's purchasing and top-up history for adherence to this policy and justification of purchases.
- iii. For any given month, the total top-up amount for an account should generally not exceed 50% of the monthly credit limit.

### 5.5.6 Breach of Policy or Misuse

Any breaches of this policy by any Cardholder, Authoriser, staff or elected member, depending on the nature and extent of the breach, may result in:

- i. Counselling and retraining in the policy and requirements;
- ii. Reimbursement of costs;

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- iii. Cancellation of card;
- iv. Disciplinary action in accordance with Councils' Disciplinary Policy; or
- v. Referral to police or civil proceedings.

If you become aware of policy breaches or misuse, report them immediately to an Authoriser. Policy breaches or misuse should also be reported to Council and credit card allocation should be reviewed

### 5.6 Statement Reconciliation and Acquittal Process – Cardholders and Authorisers

5.6.1 The purpose of the Statement Reconciliation and Acquittal Process is to ensure that:

- i. Cardholders justify and prove every purchasing decision to Council; and
- ii. Council is able to justify and validate its endorsement and validation of Cardholders' purchasing decisions to auditors, investigators and the public.

5.6.2 On receipt of the account transaction statement each month, the statement will be reconciled according to the following process:

5.6.2.1 The Cardholder must collate all purchase evidence (including tax invoices with purchase purpose or signed purchase statement) with all written approvals for discretionary purchases or top-ups and provide them to a Council financial officer who is delegated to reconcile the account statement.

5.6.2.2 A delegated Council financial officer will:

- i. Reconcile transactions individually against the supporting documentation and the requirements of this policy; and
- ii. Question with the Cardholder any transactions:
  - without supporting documentation;
  - that may be in conflict with this policy;
  - that appear suspicious, unauthorised, excessive or of unknown purpose.
- iii. If there are any outstanding transactions that cannot be adequately explained or reconciled with this policy, the officer must report these to the Chief Financial Officer or Finance Manager for further investigation and appropriate action.

5.6.3 Any breaches of this policy will be dealt with according to risk and severity of the breach in accordance with section 5.5.6 Breach of Policy or Misuse.

5.6.4 If all transactions are supported by adequate documentation and purchases appear to be in accordance with this policy with no suspicious activity:

5.6.4.1 The cardholder will sign the account statement to confirm the purchases; and

5.6.4.2 For the General Manager's credit card, the Mayor will review the statement and sign to confirm purchases are in accordance with this policy; and

5.6.4.3 The Chief Financial Officer or Finance Manager signs the statement to approve for payment.

5.6.5 Full statement reconciliation, acquittal and approval for payment must be completed before payment is due or within four (4) weeks of receiving the statement.



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- 5.6.6 Direct debt or similar automatic payment methods are not to be used for payment of credit cards as they can bypass the statement reconciliation and acquittal process.

### 5.7 Use of Credit Cards – For Cardholders

#### 5.7.1 General Use

##### 5.7.1.1 Cardholder Responsibility and Liability

As a Cardholder, you are responsible for the safe custody and security of the card and account and liable for any misuse and associated costs. You are responsible for resolving use and transaction disputes and ensuring that use of the card is ethical and strictly in accordance with this policy.

Credit cards are provided strictly for business-related purchasing only. Cardholders must be able to justify and prove their purchasing decisions to Council in a manner that allows Council to be able to justify and validate their endorsement of purchasing decisions to auditors, investigators, and the public. Always follow this policy and seek guidance from an Authoriser if in doubt.

Cardholders must comply with any terms and conditions of use provided by the card issuer and should follow the guidelines and recommendations of the issuing institution.

##### 5.7.1.2 Non-Cardholder Use

Only the designated Cardholder may use the credit card. You must not let any other person use your credit card or account or record or share your credit card number, including other Council staff or elected members.

Where for an approved purchase in compliance with this policy, you may use your credit card to purchase work-related items on behalf of another Council staff or elected member, provided you are satisfied the expense is appropriate and approved in accordance with this policy. If you choose to do so, the purchase must always be made, documented and justified by the Cardholder in accordance with this policy.

##### 5.7.1.3 Receipts and Documentation for Every Purchase

You must obtain a valid tax invoice for all credit card purchases (excluding overseas transactions) and note the purpose of the purchase.

A valid tax invoice must provide sufficient information to demonstrate that the document is intended to be a tax invoice and include the following<sup>1</sup>:

- The seller's identity;
- The seller's Australian Business Number (ABN);
- The date the invoice was issued;
- A brief description of the items sold, including the quantity (if applicable) and the price;
- The GST (goods and services tax) amount payable (if any) – this can be shown separately or, if the GST amount is exactly one-eleventh of the total price, as a statement such as 'Total price includes GST'; and

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<sup>1</sup> ATO tax invoice requirements: <https://www.ato.gov.au/Business/GST/Issuing-tax-invoices/>

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- Purchases over \$1000 must also show the buyer's identity or ABN (in addition to the seller's details).

You should make every attempt to obtain valid original documents in support of transactions. Council cannot claim the GST credit for purchases over \$75 without a valid tax invoice<sup>2</sup>, so it is always important your purchases have original documentation. Contact vendors for original tax invoices if necessary.

In the absence of a valid tax invoice or original receipt, the you must provide sufficient information regarding the transaction to satisfy an Authoriser that the purchase is a valid work-related purchase that complies with this policy. The supporting information should include details of the transaction purpose, date, time, amount, vendor name and ABN, and your signature.

If you make a transaction and fail to retain a valid tax invoice for it, you must complete and sign a statutory declaration<sup>3</sup> that includes all the required supporting information to justify the purchase, including the transaction purpose, date, time, amount, vendor name, ABN and the reason for failing to retain a valid tax invoice.

Cardholders are liable for the cost of transactions that cannot be verified to be in compliance with this policy. Repeated purchases without original supporting documentation (valid tax invoice), requiring the Cardholder's explanation, or a statutory declaration are a purchasing risk to Council and may result in a credit card being revoked or disciplinary action in accordance with 5.5.6 Breach of Policy or Misuse.

### 5.7.1.4 Applying for a Monthly Credit Top-Up (Cardholders)

A Cardholder may apply for a top-up to the monthly credit. An application can be made as a written request to an Authoriser, detailing the following:

- The top-up amount requested (top-ups, if approved, will usually not be greater than 50% of the monthly credit limit);
- The account balance and monthly credit limit;
- Reasons for exceeding the monthly limit; and
- Forthcoming purchases expected and amounts to justify the need for a top-up.

### 5.7.1.5 Lost, Stolen or Damaged Cards

If your Council credit card is lost or stolen, you must immediately contact the issuing institution to report the lost or stolen card. Follow the advice of the institution and then advise an Authoriser at the earliest opportunity.

Damaged cards can be reported to Council's financial management team for a replacement card to be arranged.

### 5.7.1.6 Return of Cards

Return your Council credit card immediately to your manager if you:

- Are ceasing or terminating employment;

<sup>2</sup> See *A New Tax System (Goods and Services Tax) Regulations 1999*:

[https://www.legislation.gov.au/Details/F2011C00417/Html/Text#\\_Toc297551530](https://www.legislation.gov.au/Details/F2011C00417/Html/Text#_Toc297551530)

<sup>3</sup> Statutory declaration forms are available from the Department of Justice:

[http://www.justice.tas.gov.au/forms/statutory\\_declarations](http://www.justice.tas.gov.au/forms/statutory_declarations)

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- Moving to a role that is not assigned a credit card;
- Taking extended leave from your role for [6] or more months, or otherwise where you feel retaining your card is an unnecessary risk; or
- No longer require, or do not wish to hold, a credit card.

Credit cards should generally be cancelled and destroyed in these circumstances. If employees are returning from leave of [9] months or less, cards may be held securely by Council, at Council's discretion.

#### 5.7.1.7 Permitted Transactions

The following types of transactions are permitted and purchases may generally be made with a Council credit card without written approval from Authorisers.

Transactions for expenses that are demonstrably approved and budgeted for, such as approved projects, approved entertainment or approved travel, may be made without additional approval from Authorisers. You must be able to demonstrate purchases you make are approved and in accordance with this policy, if queried.

#### 5.7.1.8 Travel Expenses

Travel expenses are expenses incurred in the course of authorised work-related travel. They include accommodation, transport, meals, and expenses incidental to travel. Credit cards are ideally suited to cater for expenses incurred while travelling.

Travel expenses should be purchased in accordance with Council's Travel Expenses Guidelines (attached).

#### 5.7.1.9 Discretionary Transactions Requiring Authorisation

The following types of transactions and purchases generally require written approval from one or more Authorisers and are discretionary transactions. Written approvals for discretionary purchases must be provided with all purchase invoices as part of the Statement Reconciliation and Acquittal Process (see Part 5.6).

#### 5.7.1.10 Entertainment Expenses

Entertainment means the provision of food drink or recreation – even if business discussions or transactions occur. Entertainment is typically considered a private expense and must not be purchased using a council credit card or funds without clear prior approval to do so.

Entertainment expenses are discretionary transactions and should only be purchased where approved in accordance with Council's Entertainment Expenses Guidelines (attached).

There are a range of circumstances where entertainment expenses may be considered to be work-related and may be purchased with your Council credit card. These include travel expenses (in accordance with section 5.3.2 Travel Expenses above), to support approved overtime work, for approved Council events or social functions. Refer to Council's Entertainment Expenses Guidelines for how to seek approval for work-related entertainment expenses.

#### 5.7.1.11 Gifts

Gifts are typically considered to be private expenses and must not be purchased with a Council credit card without prior approval. However, there may be limited instances where a gift using Council funds is appropriate, such as in recognition of



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exceptional service of a community volunteer, or as prizes for Council-sponsored community awards, and so are discretionary transactions.

Refer to Council's Gifts Policy for guidance and how to apply for approval to purchase a gift.

#### 5.7.1.12 Fuel

Wherever available, use a fuel card to purchase fuel for work-related fuel expenses. In the event a fuel card is not available or not accepted by vendors in a location, you may use your Council credit card to purchase fuel for work-related travel, however you must provide sufficient supporting evidence that documents the trip, its length, and purpose.

#### 5.7.2 Prohibited Use and Transactions

The following types of transactions and purchases are generally prohibited and must not be made on a Council credit card.

##### 5.7.2.1 Cash Advances / Withdrawals

Council credit cards must not be used for cash advances or withdrawing cash.

##### 5.7.2.2 Refunds

Any refunds for purchases made on a Council credit card must be refunded back to the credit card account. Refunds must not be accepted in cash.

##### 5.7.2.3 Purchases of a private or personal nature

Council credit cards must not be used for purchases of a private or personal nature, even if you intend to reimburse Council. Only approved, work-related expenses in accordance with this policy may be incurred.

##### 5.7.2.4 Fines

Council credit cards must not be used to pay fines of any nature. You must pay any fines that you incur.

##### 5.7.2.5 Alternative Online Payment Methods and Storing Credit Card Details

Use of Council credit cards on, or linking to, alternative online payment methods and e-commerce payment systems or accounts, such as PayPal, Google Pay, Apple Pay, iTunes, or any system that records and stores credit card details, are prohibited.

Where a payment for necessary goods or services can only be made through such a payment/e-commerce system, and that system requires the storage of credit card details or linking to a credit card account (such as Uber), then the General Manager may delegate certain Cardholders to set up and manage an online account. This policy applies for the online account, as for the credit card itself:

- The online account is restricted for use by the Cardholder;
- The online account is for work-related purchases only, in accordance with this policy;
- The online account is to be set up with the Cardholder's work email address and details and to be managed separately from any personal online payment/e-commerce accounts.

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Permissions for online accounts should be centrally controlled and recorded by Council. Council credit cards must never be linked to personal online payment systems or accounts.

### 6. COMMUNICATION

- 6.1 All credit card holders are provided a copy of the Policy and are required to complete the Cardholder Declaration.
- 6.2 The Policy will be published on the Council web page.

### 7. LEGISLATION

- 7.1 The following legislation should be considered in conjunction with this policy:
  - 7.1.1 *Local Government Act 1993 (Tasmania)*
  - 7.1.2 *Fringe Benefits Tax Assessment Act 1986*
  - 7.1.3 *A new Tax System (GST) Act 1999*

### 8. RELATED DOCUMENTS

- 8.1 Council's Purchasing Policy (Policy No. 3.7)
- 8.2 Council's delegations

### 9. AUDIENCE

- 9.1 Kingborough Council Employees with Credit Cards

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## Corporate Credit Card Policy 1.15

### Schedule 1 – Allocation of Credit Cards and Credit Limits

This Policy permits the issue of credit cards only to the Council roles and with the limits stated in **Table 1** below.

**Table 1. Credit Card Allocation Table**

Role/Position	Issue	Credit Limit <sup>4</sup>	Transaction Limit <sup>5</sup>	Discretionary Expense Limit <sup>6</sup>
General Manager	1	\$3,000	N/A	N/A
Director Environment, Development and Community	2	\$2,000	N/A	N/A
Executive Manager Org Development	3	\$2,000	N/A	N/A
Chief Information Officer	4	\$2,000	N/A	N/A
Co-ordinator Community Services	5	\$2,000	N/A	N/A
Executive Assistant	6	\$5,000	N/A	N/A
Executive Officer Works Department	7	\$2,000	N/A	N/A
Admin Officer Development Services	8	\$2,000	N/A	N/A
Admin Officer Environmental Services	9	\$2,000	N/A	N/A
Senior Finance Officer	10	\$1,000	N/A	N/A
Executive Officer Engineering Services	11	\$2,000	N/A	N/A
Technical Officer Compliance	12	\$1,000	N/A	N/A
Community Development Officer	13	\$1,000	N/A	N/A
Youth Officer	14	\$1,000	N/A	N/A
TOTAL		\$28,000		

**Table 1. Credit Card Allocation Table** is authorised by:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Position: General Manager

Position: Chief Financial Officer

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

### Schedule 2 - Cardholder Declaration

I have read and understood Council's Credit Card Policy. I understand the requirements of me as a Cardholder and agree to comply with them.

<sup>4</sup> **Credit Limit** means the monthly credit limit and total value of purchases that may be made in a month.

<sup>5</sup> **Transaction Limit** means the maximum value for any single transaction.

<sup>6</sup> **Discretionary Expense Limit** means the maximum value per occasion of work-related entertainment expenses that a role is permitted to be purchased before seeking approval from an Authoriser.

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In particular, I agree:

- ☐ That I understand and will follow the rules and procedures of credit card use outlined in this policy;
- ☐ That I will adhere to all related Council policies and guidelines, including Council's Purchasing Policy, Travel Expenses Guidelines, Entertainment Expenses Guidelines, and Gifts Policy;
- ☐ That my credit card is to be used for Council business only;
- ☐ That I must retain receipts and documentation to support all transactions made with my card;
- ☐ That I am responsible for the safekeeping and security of my card and account and liable for any misuse;
- ☐ That I will not allow any other person to use my Council credit card; and
- ☐ That disciplinary action will be taken for any breaches of the policy.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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### Authorisation

A Council credit card is approved to be issued to the Cardholder named above, who is authorised to hold and use a Council credit card in compliance with this policy.

Authorised by:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Position: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Public Copy)



## Corporate Credit Card Policy 1.15

**Schedule 3 - Guidelines for Travel Expenses (Section 5.7.1.8)**

Travel expenses are expenses incurred in the course of authorised work-related travel. They include accommodation, transport, meals, and expenses incidental to travel. Credit cards are ideally suited to cater for expenses incurred while travelling.

Travel expenses **must not** include:

- Any expenses for unauthorised travel, especially flights and accommodation;
- Entertainment, defined below, including alcoholic beverages;
- Expenses for any other person who is not a council employee;
- Membership subscriptions for airline clubs or loyalty programs;
- Minibar purchases, in-room movies and other similar expenses of a private nature.

Travel expenses must be reasonable and an efficient use of public funds. The Australian Taxation Office Tax Determination TD 2017/19<sup>7</sup> provides guidance on 'reasonable amounts' for overnight accommodation, meals and incidental expenses for taxation purposes. Note that the ATO 'reasonable amounts' are for *taxation purposes* and are a guide only for setting reasonable amounts for your Council. This means that while travel expenses of the ATO reasonable amounts and below can be considered reasonable and justified, you must justify travel expenses in excess of these amounts or pay the excess at your personal expense.

It is recommended that you use the following guidelines when arranging your work-related travel and incurring travel expenses:

- (1) Ensure your travel is approved and budgeted for.
- (2) Have an officer experienced with applying the ATO reasonable amounts determine your travel budget or book and pay for your travel.
- (3) Travel expenses:
  - (a) below the ATO reasonable amounts are justified for authorised travel and do not need approval;
  - (b) in excess of the ATO reasonable amount must be justified by the Cardholder or the excess paid by the Cardholder personally. This means Cardholders can pay extra, at their own expense, for upgrading travel services.
- (4) Travel should be as economical and efficient as is reasonable. This means preferring cheaper modes of travel, such as economy class, where time and availability allow.
- (5) If you are in doubt about any travel purchase, seek guidance or written approval.

<sup>7</sup> See ATO TD 2017/19: <https://www.ato.gov.au/law/view/document?DocID=TXD/TD201719/NAT/ATO/00001>





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**Schedule 4 - Guidelines for Entertainment Expenses (Section 5.7.1.10)**

Entertainment means the provision of food, drink or recreation, even if business discussions or transactions occur, but excludes travel expenses, such as meals on overnight, work-related travel. Some examples of entertainment include business lunches and social functions. Entertainment is defined by the *Income Tax Assessment Act 1997*, section 32-10 – Meaning of Entertainment<sup>8</sup>.

Entertainment is typically considered a private expense and must not be purchased using a Council credit card or funds without approval. If you are purchasing food or drink, you are purchasing entertainment, except where for valid work-related entertainment expenses.

There are a range of circumstances where entertainment expenses may be considered to be work-related and may be purchased with your Council credit card. Such work-related entertainment expenses include travel expenses (in accordance with Council's Travel Expenses Guidelines), to support approved overtime work, for approved Council events or social functions or within an approved entertainment expenses budget for your role.

Entertainment may be deemed a work-related expense where the public interest of the entertainment clearly and substantially overrides the personal benefit, such as where the provision of entertainment supports a work-related, council-sponsored event or social function. Council should seek to avoid covering the entertainment expenses that would be seen to predominantly direct benefit to specific private individuals, such as contractors and private business representatives, except where incidental to a community-focused event or function.

For entertainment expenses to be approved:

- (1) Cardholders must apply in writing, justifying the expense;
- (2) Applications must be approved in writing by:
  - (a) One Authoriser for entertainment purchases below [\$400]; and
  - (b) Two Authorisers for entertainment purchases of [\$400] or more;
- (3) An Authoriser cannot approve their own expenses;
- (4) The written approval must be provided with transaction receipts.

Cardholders should apply for approval to use a Council credit card for entertainment expenses prior to incurring the expense. Cardholders who do not apply for approval of entertainment expenses prior to incurring the charge carry their own risk that it be considered a private and not a work-related expense and will be liable for the cost.

<sup>8</sup> See the *Income Tax Assessment Act 1997*: <https://www.legislation.gov.au/Details/C2018C00056>.



## 15.5 POLICY 3.18 RELATED PARTY DISCLOSURE POLICY

**File Number:** 12.221

**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 consider the updated Policy on Related Party Disclosure.

### 2. BACKGROUND

- 2.1 The attached Related Party Disclosure Policy was approved by Council in May 2017 and outlines the disclosure requirements under Australian Accounting Standard AASB 124 on Related Party Disclosures.
- 2.2 The Accounting Standard was introduced in July 2016 and requires councils to disclose related party relationships, transactions and outstanding balances, including commitments in their annual financial statements.

### 3. STATUTORY REQUIREMENTS

- 3.1 The relevant section of legislation in regard to this report is Section 84 of the Local Government Act 1993 which states:

**84. Financial statements**

*(2) Any financial statements for a financial year is to –*

*(a) Comply with Australian Accounting Standards and any determination made by the Urgent Issues Group established by professional accounting bodies;*

### 4. DISCUSSION

- 4.1 The attached Policy was constructed using a template developed by a working group from the Tasmanian Audit Office, the Local Government Association, the Local Government Division of the Department of Premier and Cabinet and the Clarence City Council.
- 4.2 There is only a minor change to the Policy to reflect title changes to the Executive Management Team.
- 4.3 The tracked changes Policy highlights those changes.

### 5. FINANCE

- 5.1 Activities undertaken as part of the Policy will not add additional expenditure to Council.

**6. ENVIRONMENT**

6.1 There are no environmental considerations related to this report.

**7. COMMUNICATION AND CONSULTATION**

7.1 The policy will be made available to the public on Council's website.

**8. RISK**

8.1 This Policy is aimed at providing information to Councillors and Council Officers to ensure that Council is able to meet the obligations under the Accounting Standards.

**9. CONCLUSION**

9.1 The Policy will enable Council to meet its statutory requirements in regard to reporting on related party disclosures in the Annual Report.

**10. RECOMMENDATION**

That Council approves the updated Policy 3.18 Related Party Disclosure Policy, as attached to this report.

**ATTACHMENTS****1. Policy 3.18 Related Party Disclosures**

## EXISTING POLICY WITH TRACK CHANGES



Policy No: **3.18**  
 Approved by Council: **Aug 2019**  
 Next Review Date: **Aug 2021**  
 Responsible Officer: **Chief Financial Officer**

Minute No: **C570/17-19**  
 ECM File No: **12.221**  
 Version: **2.0**

Related Party Disclosure Policy	
<b>POLICY STATEMENT</b>	<p>1.1 From 1 July 2016, Councils must disclose related party relationships, transactions and outstanding balances, including commitments, in their annual financial statements.</p> <p>1.2 The Related Party Disclosure Policy outlines the disclosure requirements under Australian Accounting Standard AASB 124 of Key Management Personnel (KMP), which includes elected members.</p> <p>1.3 The Policy also outlines the procedures Council will follow to collect, store, manage and report on related party relationships, transactions and commitments.</p>
<b>DEFINITIONS</b>	<p>2.1 Arm's length terms          Terms between the parties that are reasonable in the circumstances of the transaction that would result from:</p> <ul style="list-style-type: none"> <li>• neither party bearing the other any special duty or obligation, and</li> <li>• the parties being unrelated and uninfluenced by the other, and</li> <li>• each party having acted in its own interest.</li> </ul> <p>2.2 Close Family Member          Family members of Key Management Personnel (KMP) who may be expected to influence, or be influenced by, that person in their dealings with the entity. This includes, but is not limited to, that person's spouse or domestic partner; and the children and dependents of that person or that person's spouse or domestic partner.</p> <p>2.3 Control of an entity          You control an entity if you have:</p> <ul style="list-style-type: none"> <li>• power over the entity;</li> <li>• exposure, or rights, to variable returns from involvement with the entity; and</li> <li>• the ability to use your power over the entity to affect the amount of your returns.</li> </ul> <p>2.4 Declaration by KMP          An annual declaration of close family members and entities that the KMP or their close family members control or jointly control, as per Appendix 1, updated during the year as necessary.</p> <p>2.5 Entities controlled by KMPs          Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs.          You control an entity if you have:</p> <ul style="list-style-type: none"> <li>• power over the entity;</li> <li>• exposure, or rights, to variable returns from involvement with the entity; and</li> <li>• the ability to use your power over the entity to affect the amount of your returns.</li> </ul> <p>2.6 Entities related to Council          Entities controlled by Council, jointly controlled by Council or over which Council has significant influence are related parties of Council.</p> <p>2.7 Joint control of an entity          To jointly control an entity there must be contractually agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.</p>

	<p><b>2.8 Key Management Personnel (KMP)</b> Persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly. In the council context this includes the Mayor, all aldermen or councilors, the General Manager and senior council officers as outlined in the policy.</p> <p><b>2.9 KMP Compensation</b> All employee benefits. Employee benefits are all forms of consideration paid, payable or provided by the entity, or on behalf of the entity, in exchange for services rendered to the entity. It also includes such consideration paid on behalf of a parent of the entity in respect of the entity. Compensation includes:</p> <ul style="list-style-type: none"> <li>a) short-term employee benefits, such as wages, salaries and social security contributions, paid annual leave and paid sick leave, profit-sharing and bonuses (if payable within twelve months of the end of the period) and non-monetary benefits (such as medical care, housing, cars and free or subsidised goods or services) for current employees;</li> <li>b) post-employment benefits such as pensions, other retirement benefits, post-employment life insurance and post-employment medical care;</li> <li>c) other long-term employee benefits, including long-service leave or sabbatical leave, jubilee or other long-service benefits, long-term disability benefits and, if they are not payable wholly within twelve months after the end of the period, profit-sharing, bonuses and deferred compensation;</li> <li>d) termination benefits; and</li> <li>e) share-based payment.</li> </ul> <p><b>2.10 Materiality</b> Information is material when, if omitted or misstated, it could influence decisions that users make on the basis of financial information about a specific reporting entity. Omissions or misstatements of items are material if they could, individually or collectively, influence the economic decisions that users make on the basis of the financial statements. Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances. The size or nature of the item, or a combination of both, could be the determining factor.</p> <p><b>2.11 Ordinary Citizen Transactions (OCTs)</b> Transactions that an ordinary citizen would undertake with Council are usually not material to related party disclosure requirements. OCTs do not apply if the terms and conditions are different to those offered to the general public.</p> <p><b>2.12 Related Party of Council</b> People and entities, such as companies, trusts and associations, can be related parties of Council. Most commonly these will be entities related to Council, KMP of Council (including elected members), close family members of KMP and entities that are controlled or jointly controlled by KMP or their close family members.</p> <p><b>2.13 Related Party Transaction</b> A transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.</p>
<b>OBJECTIVE</b>	<p><b>3.1</b> The objectives of this policy is to ensure that the Councils financial statements contain the disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties.</p>
<b>SCOPE</b>	<p><b>4.1</b> Council's related parties are likely to include the Mayor, councillors, General Manager, senior executives, their close family members and any entities that they control or jointly control.</p>

	4.2 Any transactions between Council and these parties, whether monetary or not, may need to be identified and disclosed.
<b>PROCEDURE (POLICY DETAIL)</b>	<p>5.1 The General Manager will establish, review and maintain a list of Key Management Personnel for Council.</p> <p>5.2 Key Management Personnel (KMP) for Council are:</p> <ul style="list-style-type: none"> <li>• the Mayor</li> <li>• all Councillors</li> <li>• the General Manager</li> <li>• the <del>Deputy General Manager</del> <a href="#">Director Environment, Development and Community Services</a></li> <li>• the Chief Financial Officer</li> <li>• the <del>Executive Manager</del> <a href="#">Director Engineering Services</a></li> <li>• the <del>Executive Manager</del> <a href="#">Chief Information Services</a></li> <li>• the Executive Manager Organisational Development</li> <li>• the <del>Executive Manager Governance and Community Services</del> <a href="#">Director Governance, Recreation and Property Services</a></li> </ul> <p>5.3 Those persons identified as KMP will complete an annual declaration which outlines the entities, if any, that are controlled or jointly controlled by that KMP or their close family members and which are likely to have transactions with Council.</p> <p>5.4 For the purpose of this Policy, Close Family Members includes:</p> <ul style="list-style-type: none"> <li>• that person's children and spouse or domestic partner;</li> <li>• children of that person's spouse or domestic partner; and</li> <li>• dependents of that person or of that person's spouse or domestic partner.</li> <li>• other family members, such as a parent, grandparent, sibling, cousin, etc, who may be expected to influence, or be influenced by, that person in their dealings with Council or a Council entity.</li> </ul> <p>5.5 It is the responsibility of General Manager to seek a declaration upon a change of KMP.</p> <p>5.6 All KMPs will be asked to provide their declarations by 31 July each year.</p> <p>5.7 It is the responsibility of all identified KMP to update their declaration should they become aware of a change, error or omission.</p> <p>5.8 Maintain a Register</p> <p>The General Manager or Responsible Finance Officer is responsible for maintaining and keeping up to date a register of related party transactions that captures and records the information for each existing or potential related party transaction (including ordinary citizen transactions assessed as being material in nature) during a financial year.</p> <p>5.9 Contents of the Register</p> <p>The contents of the register of related party transactions must detail for each related party transaction:</p> <ol style="list-style-type: none"> <li>a) the description of the related party transaction;</li> <li>b) the name of the related party;</li> <li>c) the nature of the related party's relationship with Council;</li> <li>d) whether the notified related party transaction is existing or potential;</li> <li>e) a description of the transactional documents the subject of the related party transaction.</li> </ol> <p>The General Manager or Responsible Accounting Officer is responsible for ensuring that the information is disclosed in Council's Financial Statements to the extent, and in the manner stipulated by AASB 124.</p> <p>5.10 Council will use the declarations of KMP to establish a list of related parties for the purposes of identifying transactions and reporting under AASB 124.</p>

	<p>5.11 Updates will be provided to KMP and Council staff periodically on changes arising from amendments to Australian Accounting Standards, applicable legislation or policy and procedural requirements.</p> <p>5.12 Entities Controlled (or jointly controlled) by KMP or their close family members</p> <p>a) KMP will exercise their best judgement in identifying related parties.</p> <p>KMP, including elected members, will carefully assess the information before declaring, or not declaring, an entity over which they, or a close member of the family, have control or joint control.</p> <p>5.13 Related party disclosures by Council</p> <p>Each year Council will declare the following related party transactions:</p> <p>a) Transactions with Council subsidiaries, by transaction type.</p> <p>b) KMP compensation, including:</p> <ul style="list-style-type: none"> <li>• short-term employee benefits;</li> <li>• post-employment benefits;</li> <li>• long-term benefits; and</li> <li>• termination benefits.</li> </ul> <p>c) Transactions with other related parties, including:</p> <ul style="list-style-type: none"> <li>• purchases or sales of goods (finished or unfinished);</li> <li>• purchases or sales of property and other assets;</li> <li>• rendering or receiving of services;</li> <li>• leases;</li> <li>• transfers of research and development;</li> <li>• transfers under licence agreements;</li> <li>• transfers under finance arrangements (including loans and equity contributions in cash or in kind);</li> <li>• provision of guarantees or collateral;</li> <li>• commitments to do something if a particular event occurs or does not occur in the future, including executory contracts (recognised and unrecognised); and</li> <li>• settlement of liabilities on behalf of the entity, or by the entity on behalf of that related party.</li> </ul> <p>d) Transactions of a similar nature will be disclosed in aggregate except when separate disclosure is necessary for an understanding of the effects of a related party transaction on the financial statements of council, having regard to the following criteria:</p> <ul style="list-style-type: none"> <li>• the nature of the related party transaction</li> <li>• the significance of the transaction (individually or collectively) in terms of size or value (including where the materiality arises due to the fact that no consideration for the transaction is given or received by Council)</li> <li>• whether the transaction is carried out on non-arm's length terms</li> <li>• whether the nature of the transaction is outside normal day-to-day business operations.</li> </ul> <p>e) Outstanding balances in relation to transactions with related parties, including:</p> <ul style="list-style-type: none"> <li>• Entities controlled by KMPs; and</li> <li>• Bad or doubtful debts in respect of amounts owed by related parties.</li> </ul> <p>f) Non-monetary transactions such as use of facilities, peppercorn rents.</p> <p>5.14 If a KMP or close associate is named individually in disclosure reports, the KMP will be given a copy of the intended disclosure for review and information purposes. Feedback must be provided within 14 days.</p> <p>5.15 Council will not capture Ordinary Citizen Transactions (OCTs) with related parties. Nor will Council disclose non-material transactions.</p>
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	<p>5.16 For the purpose of this Policy, example of OCTs are:</p> <table><tr><td><b>Examples of OCTs</b></td></tr><tr><td>Using a council’s gymnasium after paying the normal fee</td></tr><tr><td>Attending council functions that are open to the public</td></tr><tr><td>Fines on normal terms and conditions</td></tr><tr><td>Paying rates charges</td></tr><tr><td>Dog registration</td></tr></table> <table><tr><td><b>Examples of transactions that are NOT OCTs</b></td></tr><tr><td>Purchases or sales of property</td></tr><tr><td>Leases</td></tr><tr><td>Transfers under finance arrangements (eg. Loans)</td></tr><tr><td>Settlement of liabilities</td></tr><tr><td>Infrastructure charges or contributions</td></tr><tr><td>Purchase of goods and services, regardless of conditions</td></tr><tr><td>Employee expenses of close family members of KMP</td></tr></table> <p>5.17 The General Manager will assess the materiality of the related party transactions that have been captured prior to disclosure.</p> <p>5.18 In making disclosures in the annual financial statements Council will include:</p> <ul style="list-style-type: none"><li>a) Relationships between a parent and its subsidiaries, irrespective of whether there have been transactions between them.</li><li>b) KMP compensation in total and for each of the following categories:<ul style="list-style-type: none"><li>• short-term employee benefits;</li><li>• post-employment benefits;</li><li>• other long-term benefits; and</li><li>• termination benefits.</li></ul></li><li>c) Where related party transactions have occurred:<ul style="list-style-type: none"><li>• the nature of the related party relationship; and</li><li>• information about the transactions, outstanding balances and commitments, including terms and conditions.</li></ul></li><li>d) Separate disclosure in aggregate for each category of related party transactions.</li></ul> <p>Note: Transactions that are individually significant, either because of their amount or nature, are included in the aggregate disclosure but also need to be disclosed separately.</p> <p>5.19 The types of transactions disclosed such as:</p> <ul style="list-style-type: none"><li>• purchases or sales of goods;</li><li>• purchases or sales of property and other assets or rendering or receiving property and other assets or rendering or receiving goods;</li><li>• rendering or receiving of services;</li><li>• leases;</li><li>• guarantees given or received;</li><li>• commitments;</li><li>• loans and settlements of liabilities;</li><li>• expense recognised during the period in respect of bad debts;</li><li>• provision for doubtful debts relating to outstanding balances.</li></ul>	<b>Examples of OCTs</b>	Using a council’s gymnasium after paying the normal fee	Attending council functions that are open to the public	Fines on normal terms and conditions	Paying rates charges	Dog registration	<b>Examples of transactions that are NOT OCTs</b>	Purchases or sales of property	Leases	Transfers under finance arrangements (eg. Loans)	Settlement of liabilities	Infrastructure charges or contributions	Purchase of goods and services, regardless of conditions	Employee expenses of close family members of KMP
<b>Examples of OCTs</b>															
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Settlement of liabilities															
Infrastructure charges or contributions															
Purchase of goods and services, regardless of conditions															
Employee expenses of close family members of KMP															
<b>GUIDELINES</b>	6.1 The General Manager is responsible for ensuring that all KMP are providing appropriate declarations to comply with this policy.														
<b>COMMUNICATION</b>	7.1 All KMP including Councillors will be made aware of the Policy and associated documents.														



	7.2 The Policy will be published on the Council web page.
<b>LEGISLATION</b>	<p>8.1 The following legislation should be considered in conjunction with this policy:</p> <p><i>Local Government Act 1993 (Tasmania)</i></p> <p><i>AASB 124 Related Party Disclosures</i></p> <p><i>Archives Act 1983 (Tasmania)</i></p> <p><i>Privacy Act 1988 (Commonwealth)</i></p> <p>8.2 Personal Information Protection Act 2004 (Tasmania)</p>
<b>RELATED DOCUMENTS</b>	9.1 Councils Code of Conduct Policy
<b>AUDIENCE</b>	<p>10.1 Kingborough Council</p> <p>10.2 Key Management Personnel</p>

**Appendix 1 - Declaration of Related Party Transactions Form**

Private and Confidential

**Related Party Declaration by Key Management Personnel**

Name of Key Management Person:

Position of Key Management Person:

Close Family Member Name	Relationship with KMP	Entities over which the close family member has sole or joint control	Nature of likely transactions with Council or Council entities

Name of Entity over which the KMP has control	Relationship with KMP	Nature of likely transactions with Council or Council entities

I (*insert full name*), (*insert position*) declare that the above list includes all my close family members and the entities controlled, or jointly controlled, by myself or my close family members having had, or likely to have, transactions with Council. I make this declaration after reading Council's policy which details the meaning of the words "close family members" and "entities controlled, or jointly controlled, by myself or my close family members".

I acknowledge that the General Manager has access to the register of interests of me and persons related to me and will use the information for the purposes specified in Council's Related Party Disclosures Policy.

Declared at \_\_\_\_\_ on the \_\_\_\_\_

Signature of KMP:

Name of KMP:

In accordance with Council's *Privacy Policy*, your information, and the information of others, is protected by law, including the *Privacy Act 1988* and the *Personal Information Act 2004*.

**Appendix 2 –Related Party Information Collection Notice****Kingborough Council****Collection Notice****Related party transactions disclosure by Key Management Personnel**

From 1 July 2016, Council must disclose related party relationships, transactions and outstanding balances, including commitments, in its annual financial statements, in order to comply with *Australian Accounting Standard AASB 124 Related Party Disclosures*.

**Purpose of collection, use and disclosure of related party information**

The reason for disclosure of related party transactions is to ensure that Council's financial statements contain the information necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties.

Council's related parties are likely to include the Mayor, councillors, General Manager, senior executives, their close family members and any entities that they control or jointly control. Any transactions between Council and these parties, whether monetary or not, may need to be identified and disclosed. Ordinary Citizen Transactions (OCT's) with related parties will not be captured.

A related party transaction is a transfer of resources, services or obligations between Council and a related party, regardless of whether a price is charged.

A related party transaction must be disclosed in Council's financial statements if the transaction is material. Information is material when, if omitted or misstated, it could influence decisions that users make on the basis of financial information about a specific reporting entity.

Prior to disclosure, the General Manager will assess the materiality of related party transactions that have been captured, and, if deemed material, will disclose in its financial statements the nature of the related party relationship and information about the transaction. Disclosure in the financial statements may be in aggregate form and/or may be made separately, depending on the nature and materiality of the transaction.

**Related Party Transactions Declaration by Key Management Personnel**

Key management personnel (KMP) are the persons who have authority and responsibility for planning, directing and controlling the activities of Council, directly or indirectly and include the Mayor, councillors, General Manager and senior executives. In order to comply with AASB 124, Council has adopted a policy that requires all KMP to declare any existing or potential related party transactions between Council and any of their related parties during a financial year.

Each KMP must provide an annual *Related Party Declaration* in the approved form, by 1 July each year, and update the Declaration should they become aware of any change, error or omission. KMPs must exercise their best judgment in identifying related parties when declaring, or not declaring, entities over which they, or a close member of their family, have control or joint control.

**How will the information captured in the Declaration be used?**

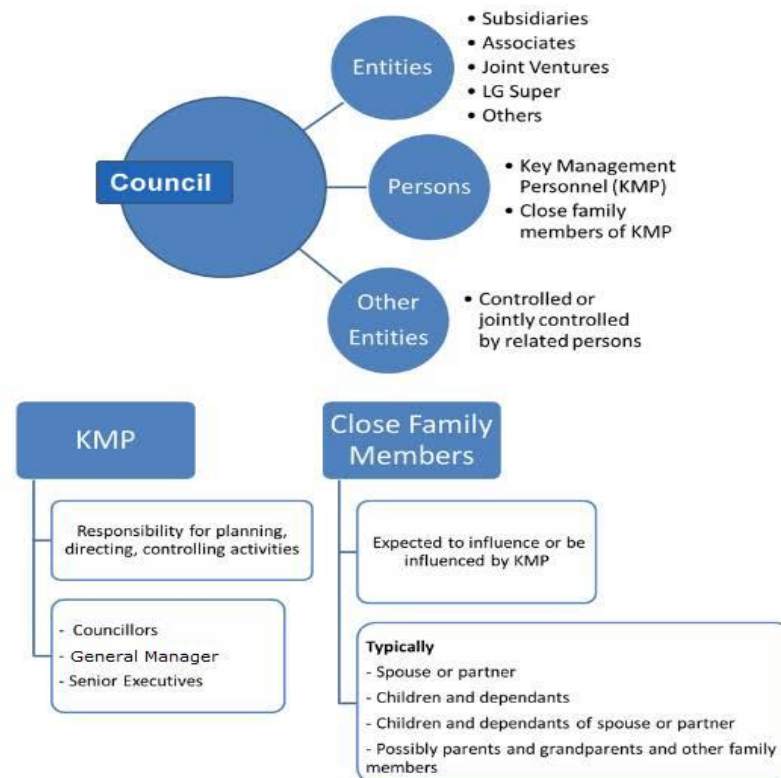
Council will use the declarations of KMPs to establish a list of related parties of Council for the purposes of identifying transactions and reporting under AASB 124. If a KMP or close family member is named individually in disclosure reports, the KMP will be given a copy of the intended disclosure for review and information purposes.

**Who are related parties?**

People and entities, such as companies, trusts and associations, can be related parties of Council.

The following diagram gives an overview of common related parties that a council will have.

The following diagram gives an overview of common related parties that a council will have:



For related party transaction disclosures under AASB 124, the related party relationship must be disclosed for both the KMP and their close family members, even if the same related party entity is held jointly or in common by them. This is separate and in addition to Council's register of interests which is required under the *Local Government Act 1993*.

Under AASB 124, those persons who are prescribed as definitely being close family members of a KMP include:

- that person's children and spouse or domestic partner;
- children of that person's spouse or domestic partner; and
- dependents of that person or that person's spouse or domestic partner.

Council may determine other family members, such as a parent, grandparent, sibling, cousin, etc, who may be expected to influence, or be influenced by, that person in their dealings with Council or a Council entity.

**Example for Guidance (Son of CFO employed by Council)**

*Sunny Shire Council has recently employed Paul's son (George) in the Council's parks and garden's area. Paul is Council's Chief Financial Officer but was not involved in hiring George. This process was managed by the Director of Parks and Gardens and included an independent assessment process. Paul did not have any influence in George securing the job.*

*Paul has been identified as a KMP of Council, which makes him a related party.*

*George will also be a related party of Council because he is a close family member of Paul. The recruitment process that was undertaken for George's position is irrelevant when assessing whether George is a related party.*

**Example for Guidance (Cousin of Mayor)**

*The Mayor of Happy Shire Council (Shelley) has lived in the Shire her whole life. In fact her family has been in the area for over five generations.*

*Shelley's cousin Mavis, owns and operates the local newsagent through a company Happy News Pty Ltd, in which she owns 100% of the shares. Shelley and Mavis have always been close and regularly socialise together.*

*Shelley has been identified as a KMP of Council. From these facts it would appear that Mavis is a close family member of Shelley because she would be expected to influence, or be influenced by, that person in her dealings with Council*

*Both Mavis and the company she controls, Happy News Pty Ltd would therefore be related parties of Council. Any transactions that the Council makes with the newsagent would need to be separately identified and may need to be disclosed.*

**What is an entity that I, or my close family members, control or jointly control?**

Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs.

You control an entity if you have:

- a) power over the entity;
- b) exposure, or rights, to variable returns from involvement with the entity; and
- c) the ability to use your power over the entity to affect the amount of your returns.

You jointly control an entity if there is a contractually agreed sharing of control of the entity. Joint control exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

In some instances, it may not be easy to determine whether or not you, or your close family members, control or jointly control an entity. If you are unsure and require further clarification, you should contact the General Manager for a confidential discussion.

**Example for Guidance**

*Mayor is the President of a local football club.*

*The Mayor of Sunny Shire Council is the President of League Heroes Inc, the local football club. This club is overseen by a committee which comprises the President and four other committee members. Each member has a single vote when making decisions at meetings. The committee members are not related and do not have agreements to vote with one another. The club has over 100 members that each have a vote in electing the committee members at the club's annual general meeting.*

*From these facts it would appear that the Mayor does not control or jointly control the football club so it will not be a related party of Council just because the Mayor is the president of the club.*

**Example for Guidance (Joint control)**

*Fred is the Mayor of Sunny Shire Council and owns 50 per cent of the ordinary shares in Sunny Development Company Pty Ltd (the company). Fred's brother Stan owns the other 50 per cent of ordinary shares. Fred and Stan are the only Directors of the company and have equal voting rights on the board.*

*Fred and Stan have joint control of the company because any decisions require the unanimous consent of them both.*

*Fred will need to include the company on his related party declaration.*

## UPDATED POLICY FOR APPROVAL



## Related Party Disclosure Policy

<b>Policy No:</b>	3.18
<b>Approved by Council:</b>	March 2022
<b>New Review Date:</b>	March 2024
<b>Minute No:</b>	TBA
<b>ECM File No:</b>	12.221
<b>Version:</b>	3.0
<b>Responsible Officer:</b>	Chief Financial Officer
<b>Strategic Plan Reference:</b>	2.4 The organisation has a corporate culture that delivers quality customer service, encourages



# Kingborough

## Related Party Disclosure Policy 3.18

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### 1. POLICY STATEMENTS

- 1.1 From 1 July 2016, Councils must disclose related party relationships, transactions and outstanding balances, including commitments, in their annual financial statements.
- 1.2 The Related Party Disclosure Policy outlines the disclosure requirements under Australian Accounting Standard AASB 124 of Key Management Personnel (KMP), which includes elected members.
- 1.3 The Policy also outlines the procedures Council will follow to collect, store, manage and report on related party relationships, transactions and commitments.

### 2. DEFINITIONS

- 2.1 **"Arm's length terms"** means terms between the parties that are reasonable in the circumstances of the transaction that would result from:
  - neither party bearing the other any special duty or obligation, and
  - the parties being unrelated and uninfluenced by the other, and
  - each party having acted in its own interest.
- 2.2 **"Close Family Member"** means family members of Key Management Personnel (KMP) who may be expected to influence, or be influenced by, that person in their dealings with the entity. This includes, but is not limited to, that person's spouse or domestic partner; and the children and dependents of that person or that person's spouse or domestic partner.
- 2.3 **"Control of an entity"** means you control an entity if you have:
  - power over the entity;
  - exposure, or rights, to variable returns from involvement with the entity; and
  - the ability to use your power over the entity to affect the amount of your returns.
- 2.4 **"Declaration by KMP"** means an annual declaration of close family members and entities that the KMP or their close family members control or jointly control, as per Appendix 1, updated during the year as necessary.
- 2.5 **"Entities controlled by KMPs"** means Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs. You control an entity if you have:
  - power over the entity;
  - exposure, or rights, to variable returns from involvement with the entity; and
  - the ability to use your power over the entity to affect the amount of your returns.
- 2.6 **"Entities"** related to Council means entities controlled by Council, jointly controlled by Council or over which Council has significant influence are related parties of Council.
- 2.7 **"Joint control of an entity"** means to jointly control an entity there must be contractually agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.
- 2.8 **"Key Management Personnel (KMP)"** means persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly. In the council context this includes the Mayor, all aldermen or councilors, the General Manager and senior council officers as outlined in the policy.
- 2.9 **"KMP Compensation"** means all employee benefits. Employee benefits are all forms of consideration paid, payable or provided by the entity, or on behalf of the entity, in exchange for services rendered

# Kingborough

## Related Party Disclosure Policy 3.18

to the entity. It also includes such consideration paid on behalf of a parent of the entity in respect of the entity. Compensation includes:

- i. short-term employee benefits, such as wages, salaries and social security contributions, paid annual leave and paid sick leave, profit-sharing and bonuses (if payable within twelve months of the end of the period) and non-monetary benefits (such as medical care, housing, cars and free or subsidised goods or services) for current employees;
- ii. post-employment benefits such as pensions, other retirement benefits, post-employment life insurance and post-employment medical care;
- iii. other long-term employee benefits, including long-service leave or sabbatical leave, jubilee or other long-service benefits, long-term disability benefits and, if they are not payable wholly within twelve months after the end of the period, profit-sharing, bonuses and deferred compensation;
- iv. termination benefits; and
- v. share-based payment.

2.10 **“Materiality”** means information is material when, if omitted or misstated, it could influence decisions that users make on the basis of financial information about a specific reporting entity. Omissions or misstatements of items are material if they could, individually or collectively, influence the economic decisions that users make on the basis of the financial statements. Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances. The size or nature of the item, or a combination of both, could be the determining factor.

2.11 **“Ordinary Citizen Transactions (OCTs)”** means transactions that an ordinary citizen would undertake with Council are usually not material to related party disclosure requirements. OCTs do not apply if the terms and conditions are different to those offered to the general public.

2.12 **“Related Party of Council”** means people and entities, such as companies, trusts and associations, can be related parties of Council. Most commonly these will be entities related to Council, KMP of Council (including elected members), close family members of KMP and entities that are controlled or jointly controlled by KMP or their close family members.

2.13 **“Related Party Transaction”** means a transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.

### 3. OBJECTIVE

3.1 The objectives of this policy is to ensure that the Councils financial statements contain the disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties.

### 4. SCOPE

- 4.1 Council’s related parties are likely to include the Mayor, councillors, General Manager, senior executives, their close family members and any entities that they control or jointly control.
- 4.2 Any transactions between Council and these parties, whether monetary or not, may need to be identified and disclosed.

### 5. PROCEDURE (POLICY DETAIL)

5.1 The General Manager will establish, review and maintain a list of Key Management Personnel for Council.

## Kingborough

### Related Party Disclosure Policy 3.18

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- 5.2 Key Management Personnel (KMP) for Council are:
- the Mayor
  - all Councillors
  - the General Manager
  - the Director Environment, Development and Community
  - the Chief Financial Officer
  - the Director Engineering Services
  - the Chief Information Officer
  - the Executive Manager Organisational Development
  - the Director Governance, Recreation and Property Services
- 5.3 Those persons identified as KMP will complete an annual declaration which outlines the entities, if any, that are controlled or jointly controlled by that KMP or their close family members and which are likely to have transactions with Council.
- 5.4 For the purpose of this Policy, Close Family Members includes:
- that person's children and spouse or domestic partner;
  - children of that person's spouse or domestic partner; and
  - dependents of that person or of that person's spouse or domestic partner.
  - other family members, such as a parent, grandparent, sibling, cousin, etc, who may be expected to influence, or be influenced by, that person in their dealings with Council or a Council entity.
- 5.5 It is the responsibility of General Manager to seek a declaration upon a change of KMP.
- 5.6 All KMPs will be asked to provide their declarations by 31 July each year.
- 5.7 It is the responsibility of all identified KMP to update their declaration should they become aware of a change, error or omission.
- 5.8 Maintain a Register
- The General Manager or Responsible Finance Officer is responsible for maintaining and keeping up to date a register of related party transactions that captures and records the information for each existing or potential related party transaction (including ordinary citizen transactions assessed as being material in nature) during a financial year.
- 5.9 Contents of the Register
- The contents of the register of related party transactions must detail for each related party transaction:
- 5.9.1 the description of the related party transaction;
  - 5.9.2 the name of the related party;
  - 5.9.3 the nature of the related party's relationship with Council;
  - 5.9.4 whether the notified related party transaction is existing or potential;
  - 5.9.5 a description of the transactional documents the subject of the related party transaction.
- The General Manager or Responsible Accounting Officer is responsible for ensuring that the information is disclosed in Council's Financial Statements to the extent, and in the manner stipulated by AASB 124.

# Kingborough

## Related Party Disclosure Policy 3.18

5.10 Council will use the declarations of KMP to establish a list of related parties for the purposes of identifying transactions and reporting under AASB 124.

5.11 Updates will be provided to KMP and Council staff periodically on changes arising from amendments to Australian Accounting Standards, applicable legislation or policy and procedural requirements.

5.12 Entities Controlled (or jointly controlled) by KMP or their close family members

KMP will exercise their best judgement in identifying related parties. KMP, including elected members, will carefully assess the information before declaring, or not declaring, an entity over which they, or a close member of the family, have control or joint control.

5.13 Related party disclosures by Council

Each year Council will declare the following related party transactions:

5.13.1 Transactions with Council subsidiaries, by transaction type.

5.13.2 KMP compensation, including:

- i. short-term employee benefits;
- ii. post-employment benefits;
- iii. long-term benefits; and
- iv. termination benefits.

5.13.3 Transactions with other related parties, including:

- i. purchases or sales of goods (finished or unfinished);
- ii. purchases or sales of property and other assets;
- iii. rendering or receiving of services;
- iv. leases;
- v. transfers of research and development;
- vi. transfers under licence agreements;
- vii. transfers under finance arrangements (including loans and equity contributions in cash or in kind);
- viii. provision of guarantees or collateral;
- ix. commitments to do something if a particular event occurs or does not occur in the future, including executory contracts (recognised and unrecognised); and
- x. settlement of liabilities on behalf of the entity, or by the entity on behalf of that related party.

5.13.4 Transactions of a similar nature will be disclosed in aggregate except when separate disclosure is necessary for an understanding of the effects of a related party transaction on the financial statements of council, having regard to the following criteria:

- i. the nature of the related party transaction
- ii. the significance of the transaction (individually or collectively) in terms of size or value (including where the materiality arises due to the fact that no consideration for the transaction is given or received by Council)
- iii. whether the transaction is carried out on non-arm's length terms



# Kingborough

## Related Party Disclosure Policy 3.18

- iv. whether the nature of the transaction is outside normal day-to-day business operations.
- 5.13.5 Outstanding balances in relation to transactions with related parties, including:
  - i. Entities controlled by KMPs; and
  - ii. Bad or doubtful debts in respect of amounts owed by related parties.
- 5.13.6 Non-monetary transactions such as use of facilities, peppercorn rents.
- 5.14 If a KMP or close associate is named individually in disclosure reports, the KMP will be given a copy of the intended disclosure for review and information purposes. Feedback must be provided within 14 days.
- 5.15 Council will not capture Ordinary Citizen Transactions (OCTs) with related parties. Nor will Council disclose non-material transactions.
- 5.16 For the purpose of this Policy, example of OCTs are:

Examples of OCTs
Using a council's gymnasium after paying the normal fee
Attending council functions that are open to the public
Fines on normal terms and conditions
Paying rates charges
Dog registration

Examples of transactions that are NOT OCTs
Purchases or sales of property
Leases
Transfers under finance arrangements (eg. Loans)
Settlement of liabilities
Infrastructure charges or contributions
Purchase of goods and services, regardless of conditions
Employee expenses of close family members of KMP

- 5.17 The General Manager will assess the materiality of the related party transactions that have been captured prior to disclosure.
- 5.18 In making disclosures in the annual financial statements Council will include:
  - 5.18.1 Relationships between a parent and its subsidiaries, irrespective of whether there have been transactions between them.
  - 5.18.2 KMP compensation in total and for each of the following categories:
    - i. short-term employee benefits;
    - ii. post-employment benefits;
    - iii. other long-term benefits; and
    - iv. termination benefits.
  - 5.18.3 Where related party transactions have occurred:
    - i. the nature of the related party relationship; and

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## Related Party Disclosure Policy 3.18

- ii. information about the transactions, outstanding balances and commitments, including terms and conditions.

### 5.18.4 Separate disclosure in aggregate for each category of related party transactions.

Note: Transactions that are individually significant, either because of their amount or nature, are included in the aggregate disclosure but also need to be disclosed separately.

### 5.18.5 The types of transactions disclosed such as:

- i. purchases or sales of goods;
- ii. purchases or sales of property and other assets or rendering or receiving property and other assets or rendering or receiving goods;
- iii. rendering or receiving of services;
- iv. leases;
- v. guarantees given or received;
- vi. commitments;
- vii. loans and settlements of liabilities;
- viii. expense recognised during the period in respect of bad debts;
- ix. provision for doubtful debts relating to outstanding balances.

## 6. GUIDELINES

- 6.1 The General Manager is responsible for ensuring that all KMP are providing appropriate declarations to comply with this policy.

## 7. COMMUNICATION

- 7.1 All KMP including Councillors will be made aware of the Policy and associated documents.
- 7.2 The Policy will be published on the Council web page.

## 8. LEGISLATION

- 8.1 The following legislation should be considered in conjunction with this policy:
  - *Local Government Act 1993 (Tasmania)*
  - *AASB 124 Related Party Disclosures*
  - *Archives Act 1983 (Tasmania)*
  - *Privacy Act 1988 (Commonwealth)*
  - *Personal Information Protection Act 2004 (Tasmania).*

## 9. RELATED DOCUMENTS

- 9.1 Councils Code of Conduct Policy

## 10. AUDIENCE

- 10.1 Kingborough Council
- 10.2 Key Management Personnel



## Related Party Disclosure Policy 3.18

**Appendix 1 - Declaration of Related Party Transactions Form**

Private and Confidential

**Related Party Declaration by Key Management Personnel**

Name of Key Management Person:

Position of Key Management Person:

Close Family Member Name	Relationship with KMP	Entities over which the close family member has sole or joint control	Nature of likely transactions with Council or Council entities

Name of Entity over which the KMP has control	Relationship with KMP	Nature of likely transactions with Council or Council entities

I (*insert full name*), (*insert position*) declare that the above list includes all my close family members and the entities controlled, or jointly controlled, by myself or my close family members having had, or likely to have, transactions with Council. I make this declaration after reading Council's policy which details the meaning of the words "close family members" and "entities controlled, or jointly controlled, by myself or my close family members".

I acknowledge that the General Manager has access to the register of interests of me and persons related to me and will use the information for the purposes specified in Council's Related Party Disclosures Policy.

Declared at \_\_\_\_\_ on the \_\_\_\_\_

Signature of KMP:

Name of KMP:

In accordance with Council's *Privacy Policy*, your information, and the information of others, is protected by law, including the *Privacy Act 1988* and the *Personal Information Act 2004*.





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Related Party Disclosure Policy 3.18

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**Appendix 2 –Related Party Information Collection Notice****Kingborough Council****Collection Notice****Related party transactions disclosure by Key Management Personnel**

From 1 July 2016, Council must disclose related party relationships, transactions and outstanding balances, including commitments, in its annual financial statements, in order to comply with *Australian Accounting Standard AASB 124 Related Party Disclosures*.

**Purpose of collection, use and disclosure of related party information**

The reason for disclosure of related party transactions is to ensure that Council's financial statements contain the information necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties.

Council's related parties are likely to include the Mayor, councillors, General Manager, senior executives, their close family members and any entities that they control or jointly control. Any transactions between Council and these parties, whether monetary or not, may need to be identified and disclosed. Ordinary Citizen Transactions (OCT's) with related parties will not be captured.

A related party transaction is a transfer of resources, services or obligations between Council and a related party, regardless of whether a price is charged.

A related party transaction must be disclosed in Council's financial statements if the transaction is material. Information is material when, if omitted or misstated, it could influence decisions that users make on the basis of financial information about a specific reporting entity.

Prior to disclosure, the General Manager will assess the materiality of related party transactions that have been captured, and, if deemed material, will disclose in its financial statements the nature of the related party relationship and information about the transaction. Disclosure in the financial statements may be in aggregate form and/or may be made separately, depending on the nature and materiality of the transaction.

**Related Party Transactions Declaration by Key Management Personnel**

Key management personnel (KMP) are the persons who have authority and responsibility for planning, directing and controlling the activities of Council, directly or indirectly and include the Mayor, councillors, General Manager and senior executives. In order to comply with AASB 124, Council has adopted a policy that requires all KMP to declare any existing or potential related party transactions between Council and any of their related parties during a financial year.

Each KMP must provide an annual *Related Party Declaration* in the approved form, by 1 July each year, and update the Declaration should they become aware of any change, error or omission. KMPs must exercise their best judgment in identifying related parties when declaring, or not declaring, entities over which they, or a close member of their family, have control or joint control.

**How will the information captured in the Declaration be used?**

Council will use the declarations of KMPs to establish a list of related parties of Council for the purposes of identifying transactions and reporting under AASB 124. If a KMP or close family member is named individually in disclosure reports, the KMP will be given a copy of the intended disclosure for review and information purposes.

**Who are related parties?**

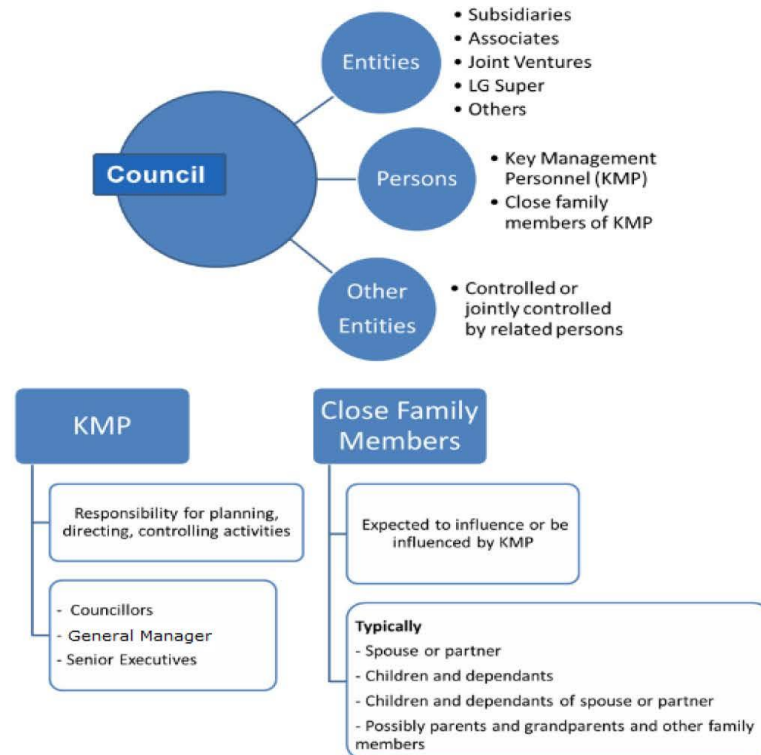
People and entities, such as companies, trusts and associations, can be related parties of Council.

# Kingborough

## Related Party Disclosure Policy 3.18

The following diagram gives an overview of common related parties that a council will have.

The following diagram gives an overview of common related parties that a council will have:



For related party transaction disclosures under AASB 124, the related party relationship must be disclosed for both the KMP and their close family members, even if the same related party entity is held jointly or in common by them. This is separate and in addition to Council's register of interests which is required under the *Local Government Act 1993*.

Under AASB 124, those persons who are prescribed as definitely being close family members of a KMP include:

- that person's children and spouse or domestic partner;
- children of that person's spouse or domestic partner; and
- dependents of that person or that person's spouse or domestic partner.

Council may determine other family members, such as a parent, grandparent, sibling, cousin, etc, who may be expected to influence, or be influenced by, that person in their dealings with Council or a Council entity.

## Kingborough

### Related Party Disclosure Policy 3.18

#### **Example for Guidance (Son of CFO employed by Council)**

*Sunny Shire Council has recently employed Paul's son (George) in the Council's parks and garden's area. Paul is Council's Chief Financial Officer but was not involved in hiring George. This process was managed by the Director of Parks and Gardens and included an independent assessment process. Paul did not have any influence in George securing the job.*

*Paul has been identified as a KMP of Council, which makes him a related party.*

*George will also be a related party of Council because he is a close family member of Paul. The recruitment process that was undertaken for George's position is irrelevant when assessing whether George is a related party.*

#### **Example for Guidance (Cousin of Mayor)**

*The Mayor of Happy Shire Council (Shelley) has lived in the Shire her whole life. In fact her family has been in the area for over five generations.*

*Shelley's cousin Mavis, owns and operates the local newsagent through a company Happy News Pty Ltd, in which she owns 100% of the shares. Shelley and Mavis have always been close and regularly socialise together.*

*Shelley has been identified as a KMP of Council. From these facts it would appear that Mavis is a close family member of Shelley because she would be expected to influence, or be influenced by, that person in her dealings with Council*

*Both Mavis and the company she controls, Happy News Pty Ltd would therefore be related parties of Council. Any transactions that the Council makes with the newsagent would need to be separately identified and may need to be disclosed.*

#### **What is an entity that I, or my close family members, control or jointly control?**

Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs.

You control an entity if you have:

- a) power over the entity;
- b) exposure, or rights, to variable returns from involvement with the entity; and
- c) the ability to use your power over the entity to affect the amount of your returns.

You jointly control an entity if there is a contractually agreed sharing of control of the entity. Joint control exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

In some instances, it may not be easy to determine whether or not you, or your close family members, control or jointly control an entity. If you are unsure and require further clarification, you should contact the General Manager for a confidential discussion.

## Kingborough

### Related Party Disclosure Policy 3.18

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#### **Example for Guidance**

*Mayor is the President of a local football club.*

*The Mayor of Sunny Shire Council is the President of League Heroes Inc, the local football club. This club is overseen by a committee which comprises the President and four other committee members. Each member has a single vote when making decisions at meetings. The committee members are not related and do not have agreements to vote with one another. The club has over 100 members that each have a vote in electing the committee members at the club's annual general meeting.*

*From these facts it would appear that the Mayor does not control or jointly control the football club so it will not be a related party of Council just because the Mayor is the president of the club.*

#### **Example for Guidance (Joint control)**

*Fred is the Mayor of Sunny Shire Council and owns 50 per cent of the ordinary shares in Sunny Development Company Pty Ltd (the company). Fred's brother Stan owns the other 50 per cent of ordinary shares. Fred and Stan are the only Directors of the company and have equal voting rights on the board.*

*Fred and Stan have joint control of the company because any decisions require the unanimous consent of them both.*

*Fred will need to include the company on his related party declaration.*

## 15.6 NOMINATION TO THE KINGBOROUGH DISABILITY INCLUSION AND ACCESS ADVISORY COMMITTEE

**File Number:** 5.539

**Author:** Julie Alderfox, Community Development Officer

**Authoriser:** Dr Katrena Stephenson, Director Environment, Development & 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 consider a new nomination received for representation on the Kingborough Disability Inclusion and Access Advisory Committee.

### 2. BACKGROUND

- 2.1 The term of the current Disability Inclusion and Access Advisory Committee (DIAAC) started in February 2022 and runs for two years. Ten appointments were made, five renewed from the previous term and five new appointments.
- 2.2 The Terms of Reference for the Disability Inclusion and Access Advisory Committee allow for up to thirteen members. Five from organisations and up to eight individuals. Currently, the committee has seven individual members and three organisational representatives.

The new nomination received is from a Baptcare representative. Acceptance of the nomination would take organisational representatives to four.

### 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 The nomination for the committee has been received and is included as an attachment to this report.

### 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 Nominations for the committee were sought in late 2021. A Baptcare representative submitted a nomination at that time, though subsequently resigned from their position at the organisation. The current nomination has been put forward in their place.

**8. RISK**

8.1 There are no risks associated with this report.

**9. CONCLUSION**

9.1 The nomination received by a representative from Baptcare brings the total committee membership to eleven. It would be appropriate to approve the nominee as a member of the Disability Inclusion and Access Advisory Committee, bringing the total number of community organisation representatives to four.

**10. RECOMMENDATION**

That Baptcare representative Bob Schnierer be appointed to the Disability Inclusion and Access Advisory committee.

**ATTACHMENTS****1. Nomination Baptcare Representative Bob Schnierer**

Public Copy)





Kingborough

**RECEIVED**  
 25 FEB 2022

**NOMINATION FORM**  
**KINGBOROUGH DISABILITY INCLUSION & ACCESS ADVISORY COMMITTEE**

BY: .....

Nominee's name

Bob Schnierer

Details of experience and interest in disability access.

I have a Masters in Rehabilitation Counselling from UTAS.  
 I have worked extensively in the disability Sector for over 30 yrs.  
 10 yrs Manager Walkabout Adult Training Centre, 10 Yrs manager of Willow Court Employment Services (disability), 11 yrs manager Derwent Day Options. I have also worked for Community Based Support as a support worker casual (10yrs part time).  
 Recently I have worked for Aspire (Well Ways), Partners in Recovery (C47) and most recently, Baptcare, MyCare, Foundations programs (7yrs) and am currently Community manager S/W Baptcare-NDIS.

I am a Volunteer for Aurora disability Services,

I have a keen desire to be part of the Positive change for People with a disability and their Advocates:  
 My current position covers the South-West section of Tasmania and thus my desire to become part of the Kingborough Disability Change community.

Nominee acceptance of nomination

  
 (signature)

*Please note that your nominee statement will be provided to the open session of Council for assessment and endorsement.*

**Kingborough Council, Civic Centre, 15 Channel Highway, Kingston 7050**



**15.7 KINGBOROUGH COMMUNITY SAFETY COMMITTEE - MINUTES 21 FEBRUARY 2022**

**File Number:** 5.476, 23.624

**Author:** Anthony Verdouw, Executive Officer Engineering Services

**Authoriser:** David Reeve, Director Engineering 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 present minutes from the meeting of the Kingborough Community Safety Committee (KCSC) held on 21 February 2022 and to present a motion adopted by the Committee.

**2. BACKGROUND**

- 2.1 KCSC met on 21 February 2022 and the Minutes of the meeting are attached to this report.

**3. STATUTORY REQUIREMENTS**

- 3.1 KCSC is a committee appointed by Council in accordance with section 24 of the Local Government Act 1993.

**4. DISCUSSION**

- 4.1 At the 21 February 2022 KCSC meeting the Committee adopted a motion to be considered by Council:

*That speed limits on Huon Highway past the Sandfly Road intersection be brought to Council requesting that a recommendation be put to the Department of State Growth that speed limits be considered for change from 100km/h to 80km/h.*

- 4.2 The Huon Highway is managed and maintained by the Department of State Growth (DSG).

- 4.3 In raising the motion, Committee members note ongoing concerns and issues with the speed of through traffic at the intersection, including:

- General variance in speed of drivers on Huon Highway,
- High levels of traffic at peak hour,
- Nearby park and ride facilities,
- Pedestrian and cycling traffic,
- Support to reduce the speed limit from the Friends of Longley-Area Group.

- 4.4 The Committee have recently suggested that the speed limits at this location be reviewed, and the Chairperson subsequently wrote to DSG on 29 October 2021.

- 4.5 DSG replied to KCSC's letter on 2 November 2021 indicating that, "The operation and safety of the new layout at the Huon Highway / Sandfly Road intersection will continue to be monitored but, at this stage, there are no plans to reduce the speed limit."

**5. FINANCE**

- 5.1 There are no significant financial considerations for Council regarding the motion proposed by the Committee.

**6. ENVIRONMENT**

- 6.1 There are no apparent environment considerations associated with the motion raised by the Committee.

**7. COMMUNICATION AND CONSULTATION**

- 7.1 KCSC will be advised of Council's resolution regarding the motion they have raised.

**8. RISK**

- 8.1 There are no apparent risks to Council associated with the motion raised by the Committee.

**9. CONCLUSION**

- 9.1 The Kingborough Community Safety Committee met on 21 February 2022.
- 9.2 The Committee adopted a motion requesting that Council recommend the Department of State Growth review and reduce speed limits on Huon Highway past the Sandfly Road intersection from 100km/h to 80km/h.
- 9.3 However, DSG have recently advised the Committee that at this stage they are not planning to reduce the speed limit on this section of Huon Highway. Therefore, staff recommend that another letter on this matter to DSG at this time is not warranted or beneficial, noting that DSG have indicated they will continue to monitor the operation of the upgraded intersection.

**10. RECOMMENDATION**

That Council:

- (a) Notes the minutes of the Kingborough Community Safety Committee; and
- (b) Notes a recent letter from DSG to KCSC advising that at this stage DSG do not plan to reduce the speed limit on Huon Highway past the Sandfly Road intersection.

**ATTACHMENTS****1. KCSC Minutes 21 February 2022**

# MINUTES

## **Kingborough Community Safety Committee**

**Meeting No. 2022-1**

**Monday 21 February 2022**

The logo for Kingborough, featuring the word "Kingborough" in a serif font, with a green swoosh underline.

MINUTES of a Meeting of the Kingborough Community Safety Committee held at the Kingborough Civic Centre, Kingston, on Monday 21 February 2022 at 2:00pm.

### **PRESENT**

		<b>PRESENT</b>	<b>APOLOGY</b>
Chairperson	Cr Sue Bastone	✓	
<b>Members:</b>	Mr Michael Brough	✓	
	Mr Jarrod Coad	✓	
	Ms Tania Flakemore	✓	
	Ms Kate Lucas	✓	
	Mr David McLoughlin	✓	
	Mr Keith Pardoe	✓	
	Ms Colleen Ridge	✓	
	Mr Rodney Street	✓	
Tasmania Police	Insp Mark Burke	✓	
Tasmania Police	Sen Sgt Peter Borish	✓	
Kingborough Access Advisory Committee Representative			✓
Kingborough Bicycle Advisory Committee			✓
<b>Council Officers In Attendance:</b>			
Executive Officer	Mr Anthony Verdouw	✓	

### **ACKNOWLEDGEMENT OF TRADITIONAL OWNERS**

The Chairperson acknowledged and paid respect to the Tasmanian Aboriginal Community as the traditional and original owners and continuing custodians of the land on which the Committee met and acknowledged elders past and present.

### **LEAVE OF ABSENCE**

There were no declared leaves of absence.

### **DECLARATIONS OF INTEREST**

Michael Brough indicated he is an active member of the Friends of Longley Area Group.

### **CONFIRMATION OF MINUTES**

MOVED: Tanya Flakemore  
SECONDED: Keith Pardoe

That the Minutes of the Committee meeting held on Monday 6 December 2021, as circulated, be confirmed.

CARRIED

## **GENERAL BUSINESS**

### 1. Review Action Items from Previous Meeting (Sue Bastone)

Councillor Bastone reviewed progress on action items generated from the previous Committee meeting.

MOTION: That speed limits on Huon Highway past the Sandfly Road intersection be brought to Council requesting that a recommendation be put to the Department of State Growth that speed limits be considered for change from 100km/h to 80km/h.

MOVED: Michael Brough

SECONDED: David McLoughlin

CARRIED

### 2. Tasmanian Police Crime and Traffic Statistics (Mark Burke)

Insp Burke provided an update on Kingston's crime statistics.

Insp Burke noted recent media interest and addressed the issues briefly, noting long-term municipal crime statistics are trending down.

Following a question, Sen Sgt Borish provided an overview of recent Personal Mobility Devices (inc. eScooters) trials and the role of legislation and policing to maintain public order and safety.

The Committee noted ongoing hooning activity in the municipality, including Lucas Street and Southern Outlet. Sen Sgt Borish reassured the Committee of ongoing and active targeted policing.

### 3. Motion carried by Council from Previous meeting (Sue Bastone)

Councillor Bastone noted the below motion raised from the previous KCSC meeting.

#### **15.6 KINGBOROUGH COMMUNITY SAFETY COMMITTEE - MINUTES 6 DECEMBER 2021**

Moved: Cr Clare Glade-Wright

Seconded: Cr Sue Bastone

That Council

- (a) Notes the minutes of the Kingborough Community Safety Committee; and
- (b) resolves to lobby the State Government for construction of a new Kingston Police Station to properly support potential future approval of 24-hour policing in Kingborough.
- (c) That Council will offer it's assistance to identify a suitable building location(s).

CARRIED 7/1

### 4. KCSC Action Plan 2022-2024 (Sue Bastone)

The previous Committee action plan was provided to members for reference.

*Action Item 1: Committee members to review previous action plan and email Cr Bastone ideas for consideration to be discussed at the next KCSC meeting.*

5. Correspondence

a) (Inward)

- i. Love 40' to keep our precious children safe - The Road Safety Advisory Council

6. Other Business

- Blackmans Bay lighting – concerns were raised regarding lack of lighting of public spaces and access ways.

*Action Item 2: Committee members to identify priority locations where new public lighting could be installed for staff to review.*

- Kingston Beach – noted on weekends vehicles parking in no parking areas and over kerbs.
- Snug Beach – dangerous object placed in the water which could cause harm. The Police and Council will continue to monitor and collaborate.
- Suggested new Committee members meet out of session to discuss the role and focus of the Committee.

*Action Item 3: Cr Bastone to arrange an informal meeting with new Committee members.*

**MATTERS OF GENERAL INTEREST**

**NEXT MEETING**

The next meeting of the Committee is Monday 4 April 2022 at 2:00pm.

CLOSURE: There being no further business, the Chairperson declared the meeting closed at 3:11pm.



## **Kingborough Community Safety Committee**

### **Meeting Dates for 2022**

*Meetings are where possible held on a Monday every second month at 2pm  
in the Council Chambers, Kingston*

4 April  
20 June  
15 August  
10 October  
12 December

Public Copy)

Action Items					
Meeting #	Action Number	Description	Responsibility of	Due Date	Complete
2022-1	1	Committee members to review previous action plan and email Cr Bastone ideas for consideration to be discussed at the next KCSC meeting.	Committee Members	4/4/22	<input type="checkbox"/>
2022-1	2	Committee members to identify priority locations where new public lighting could be installed for staff to review.	Committee Members / Anthony Verdouw	4/4/22	<input type="checkbox"/>
2022-1	3	Cr Bastone to arrange an informal meeting with new Committee members.	Sue Bastone	31/3/22	<input type="checkbox"/>
2021-6	2	Investigate northern end of Auburn Rd and assess whether extending yellow no parking lines are warranted.	Renai Clark	1/02/22	<input type="checkbox"/>
2021-6	3	Investigate request to extend yellow no parking line down left-hand side of Rollins Avenue.	Renai Clark	1/02/22	<input type="checkbox"/>
2021-6	1	Kingston Police to investigate if incidents involving cyclists can be included in the traffic statistics provided to the Committee.	Mark Burke	1/02/22	✓
2021-6	4	Provide the Committee with the response to the Mayor from the State Government, regarding a 24-hour, 7 day per week police presence in Kingborough.	Jo Westwood	17/12/21	✓
2021-6	5	Staff to follow up the possibility of slip lanes being added to the Kingston CBD entrance to the KFC roundabout and the exit from the Mertonvale Circuit junction with DSG.	Renai Clark/Anthony Verdouw	1/02/22	✓
2021-6	6	Email capital project considerations to Anthony or Cr Westwood.	Committee Members	24/12/21	✓
2021-6	7	Add Adelie Place junction parking issues to intersection register and investigate.	Renai Clark	1/02/22	✓

**15.8 FINANCIAL REPORT - FEBRUARY 2022****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 February 2022 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 final information is not available.

**3. STATUTORY REQUIREMENTS**

- 3.1 There are no specific requirements under the *Local Government Act* 1993 regarding 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:
- User fees are \$111k over budget primarily due to property revenue of \$60k over budget the majority of which relates to rental income at the Depot for providing space to store Metro buses. The Community Hub venue hire income is \$28k over budget from the vaccination program hire income.
  - Grants Recurrent are \$487k over budget primarily due to grant income carried forward from 2020/21 under the new accounting standards. This income will be matched with expenditure in 2021/22. In addition, the financial assistance grant for 2021/22 will be around \$150k over budget due to changes in allocation between Councils and we have received \$94k in Local Roads and Community Infrastructure operational grant funds and \$50k for a netball feasibility study.
  - Contributions – Cash is \$228k over budget due to the contribution to public open space (POS) of \$207k from the Spring Farm subdivision.
  - Other income is \$243k over budget primarily due to Private Works revenue of \$174k over budget for works undertaken on behalf of the state government on Bruny Island. Council was also in receipt of \$42k in insurance revenue to settle the claim relating to the flood damage at the Civic Centre.
  - Employee costs are \$114k under budget primarily due to the reduction in the provision for annual leave as a result of employees taking substantial annual leave over the summer months.

- Materials and Services are \$911k over budget primarily due to maintenance activities undertaken by the works area funded by grant funds under the LRCI program (\$110k), the Bruny Island Boat Shed protection grant (\$85K) and private works (\$106k) which is funded through other income. In addition, waste management costs have substantially increased leading to a \$157k negative variance and road works on unsealed roads required to repair storm damage has resulted in a \$269k negative variance in transport activity costs. This negative variance in transport costs is expected to be substantially recouped over the remainder of the year.
- Other expenses are \$84 over budget due primarily to the cost of the recent Council by-election of which \$87k was expensed to 2021/22. The payment of rate remissions is \$21k over budget which is slightly under the \$28k rate remission reimbursements.
- Grants Capital is under budget by \$400k. This is due to a delay in the receipt of the next funding allocation of \$2m under the city deal which is expected to be received in April 2022. Offsetting this is grant expenditure being carried forward from 2020/21, predominately for funds under the city deal grant. In addition, grant funds have been received for the Beach Road footpath (\$340k) and the Van Morey Road safety improvements (\$170k).

4.2 Council's cash and investments amount to \$19.3m at the end of February, which is up \$6.7 from the February 2021 figure. Borrowing of \$22.3 million offset this amount.

## 5. FINANCE

5.1 Council's underlying surplus for February 2022 is \$9.5 million, which is a \$0.16m favourable variance on the budget for 2021/22. The forecast underlying deficit is inline with the budget for the year.

## 6. ENVIRONMENT

6.1 There are no environmental issues associated with this matter.

## 7. COMMUNICATION AND CONSULTATION

7.1 The financial results for February 2022 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. It is important to move to an underlying surplus as quickly as possible and the Long-Term Financial Plan provides a plan to achieve this outcome in 2022/23.

## 9. CONCLUSION

9.1 Council is on track to deliver a result that is inline with the forecast budget underlying deficit.

## 10. RECOMMENDATION

That Council endorses the attached Financial Report at 28 February 2022.

## ATTACHMENTS

1. Financial Report Feb 2022
2. Capital Report Feb 2022



# Kingborough

## **KINGBOROUGH COUNCIL**

**SUMMARISED FINANCIAL REPORT  
FOR THE PERIOD  
1ST JULY, 2021  
TO  
28TH FEBRUARY, 2022**

**SUBMITTED TO COUNCIL  
21ST MARCH, 2022**

[kingborough.tas.gov.au](http://kingborough.tas.gov.au)



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**KINGBOROUGH COUNCIL - February 2022**

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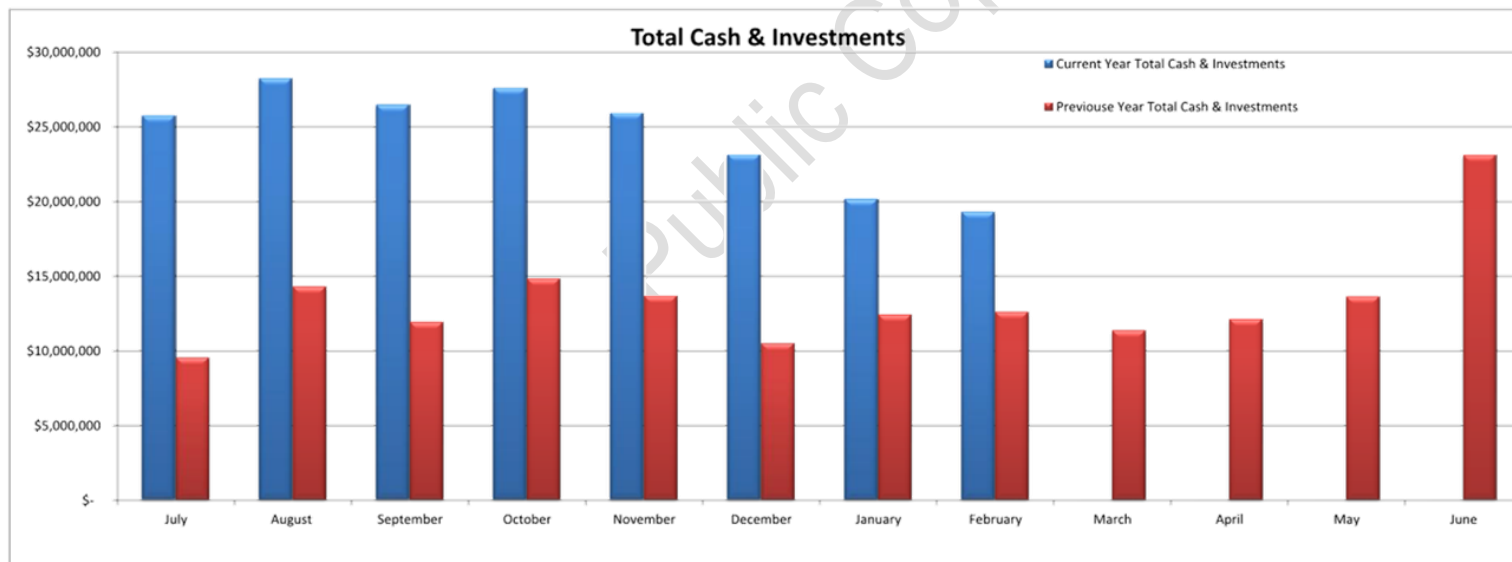
Public Copy)

# KINGBOROUGH COUNCIL - February 2022

## CASH BALANCES

Balance Type	July	August	September	October	November	December	January	February	March	April	May	June
Reserves	\$ 3,622,695	\$ 2,853,365	\$ 2,614,265	\$ 2,614,265	\$ 2,636,623	\$ 2,636,623	\$ 2,685,373	\$ 2,690,623	\$ -	\$ -	\$ -	\$ -
Held in Trust	\$ 1,718,472	\$ 1,716,249	\$ 1,717,988	\$ 1,738,988	\$ 1,901,450	\$ 1,896,387	\$ 1,881,137	\$ 1,663,525				
Unexpended Capital Works*	\$ 454,973	\$ 1,281,223	\$ 2,143,186	\$ 2,724,247	\$ 2,905,309	\$ 3,626,371	\$ 4,777,433	\$ 6,436,216				
<b>Current Year Total Committed Cash</b>	<b>\$ 5,796,140</b>	<b>\$ 5,850,837</b>	<b>\$ 6,475,439</b>	<b>\$ 7,077,500</b>	<b>\$ 7,443,381</b>	<b>\$ 8,159,380</b>	<b>\$ 9,343,942</b>	<b>\$ 10,790,363</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Previous Year Total Committed Cash</b>	<b>\$ 6,119,864</b>	<b>\$ 6,207,371</b>	<b>\$ 6,203,636</b>	<b>\$ 6,455,329</b>	<b>\$ 6,956,359</b>	<b>\$ 7,379,163</b>	<b>\$ 8,179,736</b>	<b>\$ 8,644,283</b>	<b>\$ 8,978,091</b>	<b>\$ 9,681,463</b>	<b>\$ 10,154,617</b>	<b>\$ 10,485,817</b>
Uncommitted Funds	\$ 19,927,050	\$ 22,382,710	\$ 19,979,957	\$ 20,510,439	\$ 18,485,436	\$ 14,973,849	\$ 10,803,562	\$ 8,512,698	\$ -	\$ -	\$ -	\$ -
<b>Current Year Total Cash</b>	<b>\$ 25,723,190</b>	<b>\$ 28,233,547</b>	<b>\$ 26,455,395</b>	<b>\$ 27,587,940</b>	<b>\$ 25,928,817</b>	<b>\$ 23,133,230</b>	<b>\$ 20,147,504</b>	<b>\$ 19,303,061</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Previous Year Total Cash</b>	<b>\$ 9,551,285</b>	<b>\$ 14,307,424</b>	<b>\$ 11,939,006</b>	<b>\$ 14,835,953</b>	<b>\$ 13,676,499</b>	<b>\$ 10,502,790</b>	<b>\$ 12,430,269</b>	<b>\$ 12,599,016</b>	<b>\$ 11,369,278</b>	<b>\$ 12,133,665</b>	<b>\$ 13,630,478</b>	<b>\$ 23,115,909</b>

\*Unexpended Capital Works excludes Kingston Park expenditure





## KINGBOROUGH COUNCIL - February 2022

## CASH, INVESTMENTS &amp; BORROWINGS

CASH ACCOUNTS	Interest Rate	Maturity Date	July	August	September	October	November	December	January	February	March	April	May	June
BA - Overdraft Account			\$ 2,867,601	\$ 4,661,131	\$ 2,390,325	\$ 3,150,525	\$ 1,938,551	\$ 398,077	\$ 2,953,493	\$ 1,350,046				
BA - Applications Account			\$ 96,470	\$ 253,479	\$ 46,425	\$ 158,546	\$ 3,490	\$ 11,770	\$ 100,586	\$ 956				
BA - AR Account			\$ 465,852	\$ 1,023,596	\$ 36,925	\$ 295,025	\$ 532	\$ 34,827	\$ 395,794	\$ 4,270				
BA - Business Online Saver			\$ 8,058,542	\$ 8,059,911	\$ 9,744,280	\$ 9,745,679	\$ 9,747,335	\$ 8,448,937	\$ 7,450,515	\$ 8,700,002				
<b>Total Cash</b>			<b>\$ 11,488,466</b>	<b>\$ 13,998,118</b>	<b>\$ 12,217,956</b>	<b>\$ 13,349,776</b>	<b>\$ 11,689,908</b>	<b>\$ 8,893,611</b>	<b>\$ 10,900,389</b>	<b>\$ 10,055,274</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>INVESTMENTS</b>														
Endigo 4	0.22%	11-Jul-22	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 5,008,055	\$ 5,008,055				
Wystate 3	0.50%	23-Mar-22	\$ 2,021,423	\$ 2,021,423	\$ 2,022,697	\$ 2,022,697	\$ 2,022,697	\$ 2,022,697	\$ 2,022,697	\$ 2,022,697				
Wystate 4	0.45%	30-Apr-22	\$ 3,000,139	\$ 3,000,139	\$ 3,000,139	\$ 3,000,139	\$ 3,000,139	\$ 3,000,139	\$ 3,006,982	\$ 3,006,982				
ascorp HT	0.10%	Managed Trust	\$ 2,115,369	\$ 2,115,549	\$ 2,115,723	\$ 2,115,902	\$ 2,116,076	\$ 2,116,256	\$ 2,116,436	\$ 2,116,598				
ascorp Cash Indexed	0.32%	Managed Trust	\$ 2,097,792	\$ 2,098,318	\$ 2,098,880	\$ 2,099,425	\$ 2,099,997	\$ 2,100,527	\$ 2,101,001	\$ 2,101,510				
<b>Total Investments</b>			<b>\$ 14,234,724</b>	<b>\$ 14,235,429</b>	<b>\$ 14,237,439</b>	<b>\$ 14,238,164</b>	<b>\$ 14,238,910</b>	<b>\$ 14,239,619</b>	<b>\$ 9,247,115</b>	<b>\$ 9,247,787</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Current Year Total Cash &amp; Investments</b>			<b>\$ 25,723,190</b>	<b>\$ 28,233,547</b>	<b>\$ 26,455,395</b>	<b>\$ 27,587,940</b>	<b>\$ 25,928,817</b>	<b>\$ 23,133,230</b>	<b>\$ 20,147,504</b>	<b>\$ 19,303,061</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Previous Year Cash &amp; Investments</b>			<b>\$ 9,551,285</b>	<b>\$ 14,307,424</b>	<b>\$ 11,939,006</b>	<b>\$ 14,835,953</b>	<b>\$ 13,676,499</b>	<b>\$ 10,502,790</b>	<b>\$ 10,253,798</b>	<b>\$ 12,430,269</b>	<b>\$ 12,599,016</b>	<b>\$ 12,133,665</b>	<b>\$ 13,630,478</b>	<b>\$ 23,115,905</b>
<b>Borrowings</b>														
ascorp (Grant Funded)	3.43%	22-Jun-23	\$2,700,000	\$2,700,000	\$2,700,000	\$2,700,000	\$2,700,000	\$2,700,000	\$2,700,000	\$2,700,000				
ascorp	3.47%	11-Oct-23	\$2,800,000	\$2,800,000	\$2,800,000	\$2,800,000	\$2,800,000	\$2,800,000	\$2,800,000	\$2,800,000				
ascorp (Grant Funded)	2.13%	27-Jun-24	\$2,400,000	\$2,400,000	\$2,400,000	\$2,400,000	\$2,400,000	\$2,400,000	\$2,400,000	\$2,400,000				
ascorp (Grant Funded)	1.99%	21-Jan-25	\$2,100,000	\$2,100,000	\$2,100,000	\$2,100,000	\$2,100,000	\$2,100,000	\$2,100,000	\$2,100,000				
ascorp	1.32%	16-Jun-23	\$2,900,000	\$2,900,000	\$2,900,000	\$2,900,000	\$2,900,000	\$2,900,000	\$2,900,000	\$2,900,000				
ascorp	1.10%	19-Jun-24	\$9,422,500	\$9,422,500	\$9,422,500	\$9,422,500	\$9,422,500	\$9,422,500	\$9,422,500	\$9,422,500				
<b>Total Borrowings</b>			<b>\$ 22,322,500</b>	<b>\$ 22,322,500</b>	<b>\$ 22,322,500</b>	<b>\$ 22,322,500</b>	<b>\$ 22,322,500</b>	<b>\$ 22,322,500</b>	<b>\$ 22,322,500</b>	<b>\$ 22,322,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## KINGBOROUGH COUNCIL - February 2022

## RESERVES

Accounts	July	August	September	October	November	December	January	February	March	April	May	June
Boronia Hill Reserve	\$ 10,733	\$ 10,733	\$ 10,733	\$ 10,733	\$ 10,733	\$ 10,733	\$ 10,733	\$ 10,733				
Car Parking	\$ 46,248	\$ 46,248	\$ 46,248	\$ 46,248	\$ 46,248	\$ 46,248	\$ 46,248	\$ 46,248				
Hall Equipment Replacement	\$ 70,785	\$ 70,785	\$ 70,785	\$ 70,785	\$ 70,785	\$ 70,785	\$ 70,785	\$ 70,785				
IT Equipment Replacement	\$ 54,931	\$ 54,931	\$ 54,931	\$ 54,931	\$ 54,931	\$ 54,931	\$ 54,931	\$ 54,931				
KSC Equipment Replacement	\$ 135,070	\$ 135,070	\$ 135,070	\$ 135,070	\$ 135,070	\$ 135,070	\$ 135,070	\$ 135,070				
Office Equipment Replacement	\$ 87,024	\$ 87,024	\$ 87,024	\$ 87,024	\$ 87,024	\$ 87,024	\$ 87,024	\$ 87,024				
Plant & Equipment Replacement	\$ 618,887	\$ 618,887	\$ 618,887	\$ 618,887	\$ 618,887	\$ 618,887	\$ 618,887	\$ 618,887				
Public Open Space	\$ 996,018	\$ 1,005,718	\$ 764,618	\$ 764,618	\$ 769,206	\$ 769,206	\$ 813,206	\$ 817,456				
Tree Preservation Reserve	\$ 821,968	\$ 823,968	\$ 825,968	\$ 825,968	\$ 843,738	\$ 843,738	\$ 848,488	\$ 849,488				
Unexpended Grants	\$ 781,030	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
<b>Current Year Total Reserve</b>	<b>\$ 3,622,695</b>	<b>\$ 2,853,365</b>	<b>\$ 2,614,265</b>	<b>\$ 2,614,265</b>	<b>\$ 2,636,623</b>	<b>\$ 2,636,623</b>	<b>\$ 2,685,373</b>	<b>\$ 2,690,623</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Previous Year Total Reserve</b>	<b>\$ 3,250,945</b>	<b>\$ 3,250,945</b>	<b>\$ 3,250,945</b>	<b>\$ 3,250,945</b>	<b>\$ 3,250,945</b>	<b>\$ 3,250,945</b>	<b>\$ 3,250,945</b>	<b>\$ 3,250,945</b>	<b>\$ 3,250,945</b>	<b>\$ 3,250,945</b>	<b>\$ 3,250,945</b>	<b>\$ 3,250,945</b>

## PUBLIC OPEN SPACE COMMITMENTS

Public Open Space Balance \$ 817,456

## Less Projects Committed, yet to be taken from POS

Project	Amount
Spring Farm or Whitewater Park	\$ 195,009
	\$ 195,009

Public Open Space Uncommitted Balance \$ 622,447

## Commitments yet to be taken from Public Open Space, to be funded by land sales

Almo Close Park	\$ 220,000	Funded by sale of 281 Roslyn Ave
Donohoe Gardens	\$ 275,000	Funded by sale of 41 Hiern Road

## Funds to come to Public Open Space

Sale of 110 Channel Highway Funds already used for Louisa Hinsby Park \$125,000

## KINGBOROUGH COUNCIL - February 2022

## BUDGET NOTES

<b>RECONCILIATION OF ORIGINAL TO FORECAST BUDGET</b>	
<b>BUDGET UNDERLYING RESULT</b>	<b>(593,408)</b>
<b>Forecast Changes:</b>	
User Fees - KSC and Community Hub	150,000
Grants Recurrent - Carried forward from 2020/21.	150,000
Grants Recurrent - New grants in 2021/22.	200,000
Grants Recurrent - Increase in Financial Assistance Grants	150,000
Cash Contribution - POS Spring Farm	200,000
Other Income - Insurance funds and private works income	200,000
Employee Costs - Planning Support	(100,000)
Employee Costs - Enterprise Agreement	(100,000)
Materials & Services - Expenditure of Grant Funds	(350,000)
Materials & Services - Private works	(100,000)
Other Expenses - Council election costs	(100,000)
Other Expenses - Council Contribution to Light Wood Park Female Changerooms	(200,000)
Depreciation - Impact of Cap Parks Revaluation	(100,000)
<b>FORECAST UNDERLYING RESULT</b>	<b>(593,408)</b>
<b>Adjustments not affecting the Underlying Surplus</b>	
Capital Grants	1,500,000
<b>Net Operating Surplus.</b>	<b>5,054,352</b>

## KINGBOROUGH COUNCIL - February 2022

## Summary Operating Statement All

	YTD Actuals	YTD Budget	YTD Variance	Annual Budget	Forecast Budget	Forecast Variance
<b>Income</b>						
Rates	32,175,202	32,186,873	(11,671)	32,210,000	32,210,000	0
Income Levies	1,786,494	1,799,000	(12,506)	1,799,000	1,799,000	0
Statutory Fees & Fines	1,626,320	1,715,940	(89,620)	2,614,700	2,614,700	0
User Fees	977,128	866,170	110,958	1,299,550	1,449,550	150,000
Grants Recurrent	1,601,550	1,115,000	486,550	2,765,000	3,265,000	500,000
Contributions - Cash	383,885	138,080	245,805	207,000	407,000	200,000
Reimbursements	1,198,328	1,170,000	28,328	1,200,000	1,200,000	0
Other Income	865,885	622,760	243,125	1,203,600	1,403,600	200,000
Internal Charges Income	146,664	146,640	24	220,000	220,000	0
<b>Total Income</b>	<b>40,761,456</b>	<b>39,760,463</b>	<b>1,000,993</b>	<b>43,518,850</b>	<b>44,568,850</b>	<b>1,050,000</b>
<b>Expenses</b>						
Employee Costs	11,453,754	11,567,661	113,907	15,876,756	16,076,756	(200,000)
Expenses Levies	892,606	899,500	6,894	1,799,000	1,799,000	0
Loan Interest	64,685	65,360	675	98,000	98,000	0
Materials and Services	8,106,455	7,195,350	(911,105)	10,375,203	10,825,203	(450,000)
Other Expenses	3,360,592	3,276,270	(84,322)	4,378,700	4,678,700	(300,000)
Internal Charges Expense	146,664	146,640	(24)	220,000	220,000	0
<b>Total Expenses</b>	<b>24,024,755</b>	<b>23,150,781</b>	<b>(873,975)</b>	<b>32,747,658</b>	<b>33,697,658</b>	<b>(950,000)</b>
<b>Net Operating Surplus/(Deficit) before:</b>	<b>16,736,701</b>	<b>16,609,682</b>	<b>127,019</b>	<b>10,771,192</b>	<b>10,871,192</b>	<b>100,000</b>
Depreciation	8,006,306	7,955,040	(51,266)	11,932,600	12,032,600	(100,000)
Loss/(Profit) on Disposal of Assets	(84,065)	0	84,065	400,000	400,000	0
<b>Net Operating Surplus/(Deficit) before:</b>	<b>8,814,460</b>	<b>8,654,642</b>	<b>159,818</b>	<b>(1,561,408)</b>	<b>(1,561,408)</b>	<b>0</b>
Interest	42,029	65,360	(23,331)	98,000	98,000	0
Dividends	616,000	620,000	(4,000)	620,000	620,000	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>9,472,489</b>	<b>9,340,002</b>	<b>132,487</b>	<b>(593,408)</b>	<b>(593,408)</b>	<b>0</b>
Grants Capital	2,000,119	2,400,000	(399,881)	3,000,000	5,000,000	2,000,000
Contributions - Non Monetary Assets	0	0	0	1,000,000	1,000,000	0
<b>NET SURPLUS/(DEFICIT)</b>	<b>11,472,608</b>	<b>11,740,002</b>	<b>(267,394)</b>	<b>3,406,592</b>	<b>5,406,592</b>	<b>2,000,000</b>
<b>Underlying Result</b>						
Grant Received in Advance	0	0	0	0	0	0
<b>UNDERLYING RESULT</b>	<b>9,472,489</b>	<b>9,340,002</b>	<b>132,487</b>	<b>(593,408)</b>	<b>(593,408)</b>	<b>0</b>
<b>TOTAL CASH GENERATED</b>	<b>1,466,183</b>	<b>1,384,962</b>	<b>81,221</b>	<b>11,339,192</b>	<b>11,439,192</b>	<b>100,000</b>

## KINGBOROUGH COUNCIL - February 2022

## Summary Operating Statement Governance

	YTD Actuals	YTD Budget	YTD Variance	Annual Budget	Forecast Budget	Forecast Variance
<b>Income</b>						
Rates	26,474,578	26,620,350	(145,772)	26,631,000	26,631,000	0
Income Levies	1,786,494	1,799,000	(12,506)	1,799,000	1,799,000	0
Statutory Fees & Fines	0	0	0	0	0	0
User Fees	56,667	56,640	27	85,000	85,000	0
Grants Recurrent	978,830	855,000	123,830	2,420,000	2,470,000	50,000
Contributions - Cash	352,751	83,360	269,391	125,000	325,000	200,000
Reimbursements	1,198,328	1,170,000	28,328	1,200,000	1,200,000	0
Other Income	84,416	27,000	57,416	273,000	323,000	50,000
Internal Charges Income	0	0	0	0	0	0
<b>Total Income</b>	<b>30,932,065</b>	<b>30,611,350</b>	<b>320,715</b>	<b>32,533,000</b>	<b>32,833,000</b>	<b>300,000</b>
<b>Expenses</b>						
Employee Costs	270,003	278,230	8,227	401,650	401,650	0
Expenses Levies	892,606	899,500	6,894	1,799,000	1,799,000	0
Loan Interest	0	0	0	0	0	0
Materials and Services	155,999	133,000	(22,999)	171,000	171,000	0
Other Expenses	1,965,148	1,921,860	(43,288)	2,241,200	2,541,200	(300,000)
Internal Charges Expense	0	0	0	0	0	0
<b>Total Expenses</b>	<b>3,586,507</b>	<b>3,232,590</b>	<b>(353,917)</b>	<b>4,612,850</b>	<b>4,912,850</b>	<b>300,000</b>
<b>Net Operating Surplus/(Deficit) before:</b>	<b>27,345,558</b>	<b>27,378,760</b>	<b>(33,202)</b>	<b>27,920,150</b>	<b>27,920,150</b>	<b>0</b>
Depreciation	150,744	160,000	9,256	240,000	240,000	0
Loss/(Profit) on Disposal of Assets	(84,065)	0	84,065	400,000	400,000	0
<b>Net Operating Surplus/(Deficit) before:</b>	<b>27,278,880</b>	<b>27,218,760</b>	<b>60,120</b>	<b>27,280,150</b>	<b>27,280,150</b>	<b>0</b>
Interest	0	0	0	0	0	0
Dividends	616,000	620,000	(4,000)	620,000	620,000	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>27,894,880</b>	<b>27,838,760</b>	<b>56,120</b>	<b>28,150,150</b>	<b>28,150,150</b>	<b>0</b>
Grants Capital	2,000,119	2,400,000	(399,881)	3,000,000	3,000,000	0
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 SUPRPLUS/(DEFICIT)</b>	<b>29,894,999</b>	<b>30,238,760</b>	<b>(343,761)</b>	<b>32,150,150</b>	<b>32,150,150</b>	<b>0</b>
<b>TOTAL CASH GENERATED</b>	<b>27,744,136</b>	<b>27,678,760</b>	<b>65,376</b>	<b>27,910,150</b>	<b>27,910,150</b>	<b>0</b>

## KINGBOROUGH COUNCIL - February 2022

## 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	192,506	208,800	(16,294)	313,200	313,200	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	68,962	85,600	(16,638)	128,400	128,400	0
Internal Charges Income	100,000	100,000	0	150,000	150,000	0
<b>Total Income</b>	<b>361,468</b>	<b>394,400</b>	<b>(32,932)</b>	<b>591,600</b>	<b>591,600</b>	<b>0</b>
<b>Expenses</b>						
Employee Costs	2,035,065	2,015,220	(19,845)	2,900,207	2,900,207	0
Expenses Levies	0	0	0	0	0	0
Loan Interest	64,685	65,360	675	98,000	98,000	0
Materials and Services	622,023	607,530	(14,493)	799,000	799,000	0
Other Expenses	892,585	840,980	(51,605)	1,290,800	1,290,800	0
Internal Charges Expense	0	0	0	0	0	0
<b>Total Expenses</b>	<b>3,614,358</b>	<b>3,529,090</b>	<b>(85,268)</b>	<b>5,088,007</b>	<b>5,088,007</b>	<b>0</b>
<b>Net Operating Surplus/(Deficit) before:</b>	<b>(3,252,890)</b>	<b>(3,134,690)</b>	<b>(118,200)</b>	<b>(4,496,407)</b>	<b>(4,496,407)</b>	<b>0</b>
Depreciation	149,849	51,600	(98,249)	77,400	77,400	0
Loss/(Profit) on Disposal of Assets	0	0	0	0	0	0
<b>Net Operating Surplus/(Deficit) before:</b>	<b>(3,402,739)</b>	<b>(3,186,290)</b>	<b>(216,449)</b>	<b>(4,573,807)</b>	<b>(4,573,807)</b>	<b>0</b>
Interest	42,029	65,360	(23,331)	98,000	98,000	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>(3,360,710)</b>	<b>(3,120,930)</b>	<b>(239,780)</b>	<b>(4,475,807)</b>	<b>(4,475,807)</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 SUPRPLUS/(DEFICIT)</b>	<b>(3,360,710)</b>	<b>(3,120,930)</b>	<b>(239,780)</b>	<b>(4,475,807)</b>	<b>(4,475,807)</b>	<b>0</b>
<b>TOTAL CASH GENERATED</b>	<b>(3,210,862)</b>	<b>(3,069,330)</b>	<b>(141,532)</b>	<b>(4,398,407)</b>	<b>(4,398,407)</b>	<b>0</b>

## KINGBOROUGH COUNCIL - February 2022

## 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	340,844	276,740	64,104	456,000	456,000	0
User Fees	759,349	699,610	59,739	1,049,650	1,199,650	150,000
Grants Recurrent	277,262	133,360	143,902	200,000	300,000	100,000
Contributions - Cash	0	0	0	0	0	0
Reimbursements	0	0	0	0	0	0
Other Income	58,102	75,600	(17,498)	113,300	113,300	0
Internal Charges Income	0	0	0	0	0	0
<b>Total Income</b>	<b>1,435,558</b>	<b>1,185,310</b>	<b>250,248</b>	<b>1,818,950</b>	<b>2,068,950</b>	<b>250,000</b>
<b>Expenses</b>						
Employee Costs	1,990,405	1,966,463	(23,941)	2,831,089	2,831,089	0
Expenses Levies	0	0	0	0	0	0
Loan Interest	0	0	0	0	0	0
Materials and Services	1,007,425	865,350	(142,075)	1,244,460	1,344,460	(100,000)
Other Expenses	149,604	132,670	(16,934)	194,400	194,400	0
Internal Charges Expense	0	0	0	0	0	0
<b>Total Expenses</b>	<b>3,147,434</b>	<b>2,964,483</b>	<b>(182,951)</b>	<b>4,269,949</b>	<b>4,369,949</b>	<b>(100,000)</b>
<b>Net Operating Surplus/(Deficit) before:</b>	<b>(1,711,876)</b>	<b>(1,779,173)</b>	<b>67,298</b>	<b>(2,450,999)</b>	<b>(2,300,999)</b>	<b>150,000</b>
Depreciation	622,645	667,440	44,795	1,001,200	1,001,200	0
Loss/(Profit) on Disposal of Assets	0	0	0	0	0	0
<b>Net Operating Surplus/(Deficit) before:</b>	<b>(2,334,521)</b>	<b>(2,446,613)</b>	<b>112,092</b>	<b>(3,452,199)</b>	<b>(3,302,199)</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>(2,334,521)</b>	<b>(2,446,613)</b>	<b>112,092</b>	<b>(3,452,199)</b>	<b>(3,302,199)</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 SUPRPLUS/(DEFICIT)</b>	<b>(2,334,521)</b>	<b>(2,446,613)</b>	<b>112,092</b>	<b>(3,452,199)</b>	<b>(3,302,199)</b>	<b>150,000</b>
<b>TOTAL CASH GENERATED</b>	<b>(1,711,876)</b>	<b>(1,779,173)</b>	<b>156,887</b>	<b>(2,450,999)</b>	<b>(2,300,999)</b>	<b>150,000</b>



## KINGBOROUGH COUNCIL - July 2021

## Summary Operating Statement Environment, Development &amp; 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	1,092,969	1,230,400	(137,431)	1,845,500	1,845,500	0
User Fees	95,938	65,840	30,098	98,700	98,700	0
Grants Recurrent	149,206	126,640	22,566	145,000	245,000	100,000
Contributions - Cash	28,270	53,360	(25,090)	80,000	80,000	0
Reimbursements	0	0	0	0	0	0
Other Income	26,351	29,760	(3,409)	44,700	44,700	0
Internal Charges Income	0	0	0	0	0	0
<b>Total Income</b>	<b>1,392,734</b>	<b>1,506,000</b>	<b>(113,266)</b>	<b>2,213,900</b>	<b>2,313,900</b>	<b>100,000</b>
<b>Expenses</b>						
Employee Costs	3,402,988	3,380,228	(22,760)	4,865,086	4,865,086	0
Expenses Levies	0	0	0	0	0	0
Loan Interest	0	0	0	0	0	0
Materials and Services	377,079	695,500	318,421	1,021,000	1,121,000	(100,000)
Other Expenses	226,984	260,840	33,856	357,300	357,300	0
Internal Charges Expense	0	0	0	0	0	0
<b>Total Expenses</b>	<b>4,035,321</b>	<b>4,336,568</b>	<b>301,247</b>	<b>6,243,386</b>	<b>6,343,386</b>	<b>(100,000)</b>
<b>Net Operating Surplus/(Deficit) before:</b>	<b>(2,642,587)</b>	<b>(2,830,568)</b>	<b>187,981</b>	<b>(4,029,486)</b>	<b>(4,029,486)</b>	<b>0</b>
Depreciation	109,486	115,360	5,874	173,000	173,000	0
Loss/(Profit) on Disposal of Assets	0	0	0	0	0	0
<b>Net Operating Surplus/(Deficit) before:</b>	<b>(2,752,072)</b>	<b>(2,945,928)</b>	<b>193,855</b>	<b>(4,202,486)</b>	<b>(4,202,486)</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>(2,752,072)</b>	<b>(2,945,928)</b>	<b>193,855</b>	<b>(4,202,486)</b>	<b>(4,202,486)</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 SUPRPLUS/(DEFICIT)</b>	<b>(2,752,072)</b>	<b>(2,945,928)</b>	<b>193,855</b>	<b>(4,202,486)</b>	<b>(4,202,486)</b>	<b>0</b>
<b>TOTAL CASH GENERATED</b>	<b>(2,642,587)</b>	<b>(2,830,568)</b>	<b>187,981</b>	<b>(4,029,486)</b>	<b>(4,029,486)</b>	<b>0</b>

## KINGBOROUGH COUNCIL - February 2022

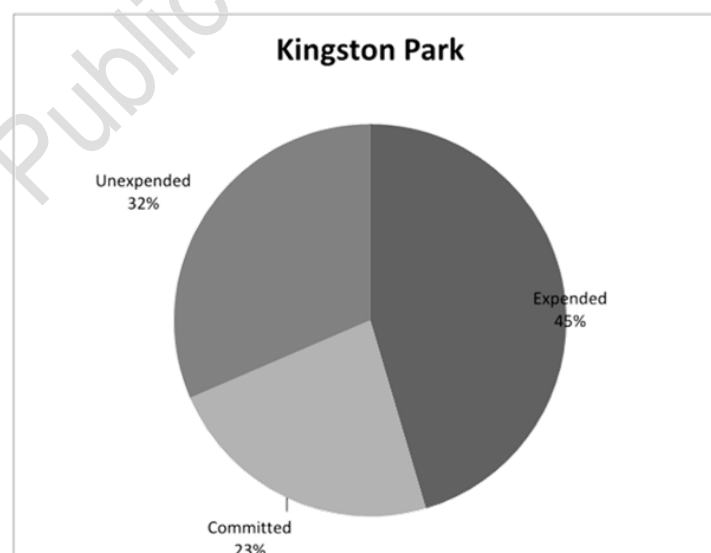
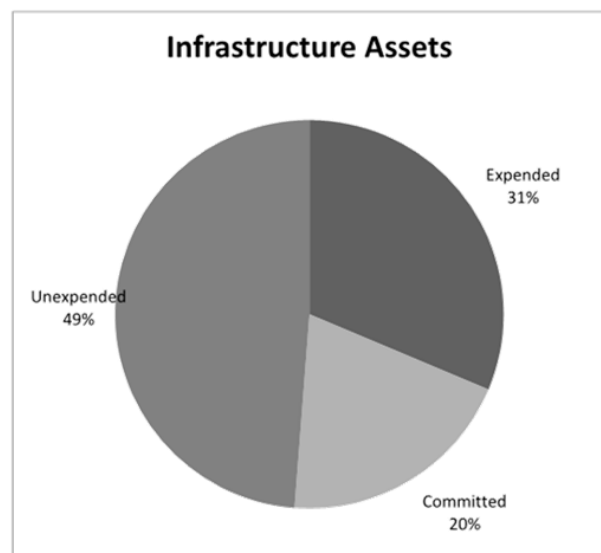
## Summary Operating Statement Infrastructure Services

	YTD Actuals	YTD Budget	YTD Variance	Annual Budget	Forecast Budget	Forecast Variance
<b>Income</b>						
Rates	5,700,624	5,566,523	134,101	5,579,000	5,579,000	0
Income Levies	0	0	0	0	0	0
Statutory Fees & Fines	0	0	0	0	0	0
User Fees	65,174	44,080	21,094	66,200	66,200	0
Grants Recurrent	196,252	0	196,252	0	200,000	200,000
Contributions - Cash	2,864	1,360	1,504	2,000	2,000	0
Reimbursements	0	0	0	0	0	0
Other Income	628,054	404,800	223,254	644,200	794,200	150,000
Internal Charges Income	46,664	46,640	24	70,000	70,000	0
<b>Total Income</b>	<b>6,639,632</b>	<b>6,063,403</b>	<b>576,229</b>	<b>6,361,400</b>	<b>6,711,400</b>	<b>350,000</b>
<b>Expenses</b>						
Employee Costs	3,755,294	3,927,520	172,226	4,878,723	4,878,723	0
Expenses Levies	0	0	0	0	0	0
Loan Interest	0	0	0	0	0	0
Materials and Services	5,943,928	4,893,970	(1,049,958)	7,279,743	7,629,743	(350,000)
Other Expenses	126,271	119,920	(6,351)	155,000	155,000	0
Internal Charges Expense	146,664	146,640	(24)	220,000	220,000	0
<b>Total Expenses</b>	<b>9,972,157</b>	<b>9,088,050</b>	<b>(884,107)</b>	<b>12,533,466</b>	<b>12,883,466</b>	<b>(350,000)</b>
<b>Net Operating Surplus/(Deficit) before:</b>	<b>(3,332,525)</b>	<b>(3,024,647)</b>	<b>(307,878)</b>	<b>(6,172,066)</b>	<b>(6,172,066)</b>	<b>0</b>
Depreciation	6,973,583	6,960,640	(12,943)	10,441,000	10,441,000	0
Loss/(Profit) on Disposal of Assets	0	0	0	0	0	0
<b>Net Operating Surplus/(Deficit) before:</b>	<b>(10,306,108)</b>	<b>(9,985,287)</b>	<b>(320,821)</b>	<b>(16,613,066)</b>	<b>(16,613,066)</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>(10,306,108)</b>	<b>(9,985,287)</b>	<b>(320,821)</b>	<b>(16,613,066)</b>	<b>(16,613,066)</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 SUPRPLUS/(DEFICIT)</b>	<b>(10,306,108)</b>	<b>(9,985,287)</b>	<b>(320,821)</b>	<b>(16,613,066)</b>	<b>(16,613,066)</b>	<b>0</b>
<b>TOTAL CASH GENERATED</b>	<b>(17,279,690)</b>	<b>(16,945,927)</b>	<b>(333,763)</b>	<b>(6,172,066)</b>	<b>(6,172,066)</b>	<b>0</b>

**KINGBOROUGH COUNCIL  
CAPITAL EXPENDITURE TO 28/02/2022**

**EXPENDITURE BY ASSET TYPE**

	Budget					Actual			Remaining
	Carry Forward	2020/21	Grants Received	IMG Adjustments	Total	Actual	Commitments	Total	
Roads	2,501,057	6,981,000	540,000	90,000	10,112,057	3,439,994	2,323,385	5,763,379	4,348,678
Stormwater	1,071,256	1,720,710	-	216,800	3,008,766	1,254,643	336,392	1,591,035	1,417,731
Property	661,905	3,085,500	1,112,539	241,000	5,100,944	824,200	922,190	1,746,390	3,354,554
Other	547,571	-	-	(555,950)	(8,379)	187,205	41,708	228,914	(237,293)
Sub total	4,781,789	11,787,210	1,652,539	(8,150)	18,213,388	5,706,043	3,623,675	9,329,718	8,883,670
Kingston Park	5,396,437	-	-	-	5,396,437	2,451,273	1,246,609	3,697,882	1,698,555
Bruny Island Tourism	1,256,220	-	-	-	1,256,220	792,889	44,942	837,832	418,388
City Deal Funding	1,495,618	-	-	0	1,495,618	-	-	-	1,495,618
Local Roads and Community Infrastructure to Operational Expenditure	(296,606)	-	203,197	8,150	(85,259)	78,938	-	78,938	(164,197)
Grand Total	12,633,458	11,787,210	1,855,736	-	26,276,404	9,029,143	4,915,226	13,944,369	12,332,036



**KINGBOROUGH COUNCIL  
CAPITAL EXPENDITURE TO 28/02/2022**

Closed	Capital Project No.	Description	Department	Renewal, Upgrade, or New	Budget						Actual			Remaining
					Carry Forward	2021/22	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	TRUE C00688	KP Boulevard Construction	Kingston Park	New	-	-		-		-	-	-	-	-
3	FALSE C00689	KP Pardalote Parade Design & Construction	Kingston Park	New	46,122	-		-		46,122	-	-	-	46,122
4	TRUE C00690	KP Community Hub Design	Kingston Park	New	52,343	-		-		52,343	-	-	-	52,343
5	FALSE C00691	KP Open Space Design (Playstreet)	Kingston Park	New	41,311	-		-		41,311	5,920	46,420	52,340	(11,029)
6	TRUE C01606	KP Parking Strategy	Kingston Park	New	(2,000)	-		-		(2,000)	-	-	-	(2,000)
7	FALSE C03179	KP Temporary Car Park	Kingston Park	New	108,556	-		-		108,556	-	86,172	86,172	22,384
8	TRUE C01618	Boulevard Construction Stage 1A	Kingston Park	New	318,096	-		-		318,096	322,489	98,650	421,139	(103,043)
9	FALSE C01627	KP Site - Land Release Strategy	Kingston Park	New	(51,227)	-		-		(51,227)	24,240	-	24,240	(75,467)
10	FALSE C01628	KP Site - General Expenditure	Kingston Park	New	32,863	-		-		32,863	88,665	9,240	97,904	(65,041)
11	TRUE C03068	Kingston Park Operational Expenditure	Kingston Park	New	6,489	-		-		6,489	-	-	-	6,489
12	FALSE C03069	KP Community Hub Construction	Kingston Park	New	63,324	-		-		63,324	5,065	142,973	148,039	(84,715)
13	TRUE C03175	KP Community Hub Plant & Equipment	Kingston Park	New	(1,824)	-		-		(1,824)	-	3,837	3,837	(5,661)
14	FALSE C03173	KP Public Open Space - Playground	Kingston Park	New	331,286	-		-		331,286	356,502	353,584	710,086	(378,800)
15	FALSE C03277	KP Public Open Space - Stage 2	Kingston Park	New	2,522,815	-		-		2,522,815	790,369	475,729	1,266,098	1,256,717
16		KP Public Open Space - Stage 2 LRCI2	Kingston Park	New	-	-		-		-	-	-	-	-
17		KP Public Open Space - Stage 3 LRCI3	Kingston Park	New	-	-		-		-	-	-	-	-
16	FALSE C03293	Pardalote Parade Northern Section (TIP)	Kingston Park	New	340,200	-		-		340,200	402,886	-	402,886	(62,686)
17	FALSE C03278	KP Perimeter shared footpath	Kingston Park	New	-	-		-		-	-	-	-	-
18	FALSE C03174	KP Public Open Space - Hub link to Playground	Kingston Park	New	(446)	-		-		(446)	4,134	-	4,134	(4,580)
19	FALSE C03279	KP Boulevard Construction Stage 1B	Kingston Park	New	(5,354)	-		-		(5,354)	71,689	-	71,689	(77,043)
20	FALSE C03306	KP Road F design and construct	Kingston Park	New	(362,183)	-		-		(362,183)	351,529	30,003	381,532	(743,715)
21	FALSE C03280	KP Stormwater wetlands	Kingston Park	New	(43,934)	-		-		(43,934)	27,787	-	27,787	(71,721)
22										-	-	-	-	-
23					5,396,437	-	-	-	-	5,396,437	2,451,273	1,246,609	3,697,882	1,698,555
24														
25	BRUNY ISLAND TOURISM GRANT													
26														
27	BI	Bruny Island Tourism Grant	Bruny Tourism	New	150,000			-		150,000	-	-	-	150,000
28	FALSE C03282	Alonnah footpath - BI Tourism Grant	Bruny Tourism	New	388,923			-		388,923	474,100	41,528	515,627	(126,704)
29	FALSE C03283	Dennes Point public toilets - BI Tourism Grant	Bruny Tourism	Upgrade	94,012			-		94,012	143,277	3,415	146,692	(52,680)
30	FALSE C03284	Adventure Bay Road road safety measures - BI Tourism Grant	Bruny Tourism	New	113,623			-		113,623	6,598	-	6,598	107,025
31	FALSE C03285	Waste disposal sites - BI Tourism Grant	Bruny Tourism	New	43,676			-		43,676	3,262	-	3,262	40,414
32	FALSE C03286	Visitor information - BI Tourism Grant	Bruny Tourism	New	105,830			-		105,830	92,363	-	92,363	13,468
33	TRUE C03287	Mavista Falls Track and picnic area - BI Tourism Grant	Bruny Tourism	New	290,520			-		290,520	-	-	-	290,520
34	FALSE C03288	Nebraska Road road safety measures - BI Tourism Grant	Bruny Tourism	New	69,636			-		69,636	73,290	-	73,290	(3,654)
35														
36					1,256,220	-	-	-	-	1,256,220	792,889	44,942	837,832	418,388
37														

**KINGBOROUGH COUNCIL  
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Closed	Capital Project No.	Description	Department	Renewal, Upgrade, or New	Budget						Actual			Remaining
					Carry Forward	2021/22	Grants Rec., POS Funding Council decision	On costs allocated	IMG Adjustments	Total	Actual	Commitments	Total	
38	CITY DEAL FUNDING													
39														
40	G10034	City Deal Funding (Funding \$7,900,000 to come \$5.9m - paid 2020/21 \$2.0m, 2021/22 \$2m, 2022/23			954,322			-	(3,058,703)	(2,104,381)	-	-	-	(2,104,381)
41	Place	Place Strategy development		Expenditure in C03107 Channel Hwy 2019/20	-			-		-	-	-	-	-
42	CD1	Kingston Interchange Improvements			800,000			-		800,000	-	-	-	800,000
43	CD2	Other initiatives to be determined			-			-		-	-	-	-	-
44	CD3	Whitewater Creek Track - construct			-			-	250,000	250,000	-	-	-	250,000
45	CD4	Channel Highway - Design			-			-	50,000	50,000	-	-	-	50,000
46	CD5	Channel Highway - Construct			-			-	600,000	600,000	-	-	-	600,000
47	CD6	Pardalote Parade Walkway - design			-			-	50,000	50,000	-	-	-	50,000
48	CD7	Bus interchange - design			-			-	250,000	250,000	-	-	-	250,000
49	CD8	John Street Roundabout			-			-	600,000	600,000	-	-	-	600,000
50	CD9	Property Purchase			-			-	1,000,000	1,000,000	-	-	-	1,000,000
51	G80001	Transform Kingston Program		in Operational expenditure	(253,715)			-	253,715	(0)	in Operational expenditure			
52	G80002	Kingborough Bicycle Plan		in Operational expenditure	(4,989)			-	4,989	(0)	in Operational expenditure			
53					-			-		-	-	-	-	-
54					1,495,618	-	-	-	0	1,495,618	-	-	-	1,495,619
55														
56	LOCAL ROADS & COMMUNITY INFRASTRUCTURE Phase 1													
57														
58	G10036	Total grant \$598,102, \$80,420 funds still to come			(283,617)		203,197	-		(80,420)	-	-	-	(80,420)
59	OpExp	Kingborough Community Facility maintenance (Act 5030)			(125,272)			-		(125,272)	-	-	-	(125,272)
60	TRUE C03409	Jenkins St, pedestrian refuge			62,722			-		62,722	56,896	-	56,896	5,826
61	TRUE C03410	Morris Ave pedestrian crossing and refuge			(1,045)			-		(1,045)	-	-	-	(1,045)
62	TRUE C03412	Tower Court reconstruction			51,699			-		51,699	13,891	-	13,891	37,808
63	TRUE C03413	Woodbridge Hall, replace roof and front porch			(1,093)			-	8,150	7,057	8,150	-	8,150	(1,093)
64														
65					(296,606)	-	203,197	-	8,150	(85,259)	78,938	-	78,938	(164,197)
66														
67	LOCAL ROADS & COMMUNITY INFRASTRUCTURE Phase 2													
68														
69	G10044	Grant for \$1,404,450			-			-	-	-	-	-	-	-
70	LRCI2	Expenditure in C03277 in Kingston Park above			-			-	-	-	-	-	-	-
71														
72					-	-	-	-	-	-	-	-	-	-
73														
74	FALSE C03222	Wash down facility for twin ovals workshop	Property	New	43,276	-		-	24,724	68,000	68,219	683	68,902	(902)
75	FALSE C03265	Cat holding facility Bruny Island fit out	Property	Renewal	6,466	-		-	-	6,466	-	-	-	6,466
76	FALSE C02373	Kettering Hall Disability Access	Property	Upgrade	7,000	-		-	(7,000)	-	-	-	-	-
77	FALSE C03335	Public Recycling & Waste Enclosures	Property	New	-	-		-	-	-	6,841	-	6,841	(6,841)
77	FALSE C03429	Dru Point slide renewal	Property	Renewal	34,230	-		-	-	34,230	36,985	-	36,985	(2,755)
78	FALSE C03324	Civic Centre - Office Accommodation Design	Property	Upgrade	7,699	110,000		-	-	117,699	17,028	43,555	60,582	57,117
79	FALSE C03325	Kettering Community Hall Public Toilets Upgrade	Property	Upgrade	45,000	160,000		-	7,000	212,000	8,819	180,666	189,485	22,515
80	TRUE C03326	Kingston Beach Oval Changerooms Upgrade	Property	Upgrade	98,999	-	360,000	-	-	458,999	1,840	-	1,840	457,159
81	TRUE C03329	Light Wood Park 2 Female Changerooms	Property	Upgrade	200,000	-		-	-	200,000	200,212	-	200,212	(212)
82	FALSE C03331	Light Wood Park 3 training lights	Property	Renewal	25,268	-		-	-	25,268	10,353	-	10,353	14,915
83	FALSE C03332	Light Wood Park 3 Fencing	Property	New	10,000	-		-	-	10,000	14,022	-	14,022	(4,022)
84	FALSE C03314	Silverwater Park Upgrade	Property	Upgrade	-	-		-	-	-	13,593	-	13,593	(13,593)
85	TRUE C03330	Light Wood Park 2 cricket nets	Property	Upgrade	-	-	34,639	-	-	34,639	31,833	-	31,833	2,806
85	FALSE C03340	Christopher Johnson Park Toilet Upgrade	Property	Upgrade	10,000	200,000		-	-	210,000	3,830	208,293	212,123	(2,123)

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						Carry Forward	2021/22	Grants Rec., POS Funding Council decision	On costs allocated	IMG Adjustments	Total	Actual	Commitments		Total
86	FALSE	C03341	Woodbridge Hall Toilet Upgrade	Property	Renewal	110,000	-	-	-	-	110,000	1,778	118,182	119,960	(9,960)
87	FALSE	C03420	Suncoast track protection works investigation	Property	New	6,107	20,000	-	-	-	26,107	1,328	-	1,328	24,779
88	FALSE	C03421	Conningham to Snug Shared path feasibility	Property	New	29,860	-	-	-	-	29,860	14,134	13,843	27,977	1,883
89	FALSE	C03422	Park Furniture upgrade	Property	Renewal	-	-	-	-	-	-	343	-	343	(343)
90	FALSE	C03430	Demolition of old Conningham Beach Toilet Block	Property	Renewal	28,000	-	-	-	-	28,000	2,124	24,712	26,836	1,164
91	TRUE	C03432	Kingston Beach Oval Lighting major repair	Property	Renewal	-	-	42,500	-	-	42,500	47,500	-	47,500	(5,000)
92	FALSE	C03454	Adventure Bay Hall Electrical Upgrade	Property	Upgrade	-	11,000	-	-	-	11,000	675	-	675	10,325
93	TRUE	C03455	Alamo Close Play Space and Parkland Works	Property	New	-	220,000	-	-	-	220,000	-	-	-	220,000
94	FALSE	C03456	Boronia Beach Track Refurbishment	Property	Renewal	-	116,000	-	-	-	116,000	12,804	-	12,804	103,196
95	FALSE	C03457	Kingston Hub Auditorium Mechanical Curtian	Property	New	-	40,000	-	-	26,000	66,000	240	-	240	65,760
96	FALSE	C03458	Works Depot Toilet & Washroom Facilities	Property	Renewal	-	10,000	-	-	-	10,000	2,590	-	2,590	7,410
97	TRUE	C03459	Donohoe Gardens Playground Upgrade	Property	Upgrade	-	275,000	-	-	-	275,000	-	-	-	275,000
98	FALSE	C03460	Dru Point Playground Upgrade	Property	Upgrade	-	495,000	-	-	-	495,000	-	-	-	495,000
99	FALSE	C03461	Kelvedon Oval Fencing	Property	New	-	27,500	-	-	-	27,500	-	-	-	27,500
100	FALSE	C03462	Kingston to Margate Shared Path Feasibility Study	Property	New	-	40,000	-	-	-	40,000	-	-	-	40,000
101	FALSE	C03463	KSC Solar PhotoVoltaic and Battery System	Property	New	-	232,000	-	-	-	232,000	109,790	124,947	234,738	(2,738)
102	FALSE	C03464	Leslie Vale Oval Clubroom Demolition	Property	New	-	20,000	-	-	-	20,000	2,064	12,752	14,816	5,184
103	FALSE	C03465	Longley Hall Upgrade	Property	Upgrade	-	20,000	-	-	-	20,000	-	-	-	20,000
104	FALSE	C03466	Louise Hinsby Park Playground Upgrade	Property	Upgrade	-	125,000	-	-	-	125,000	19,142	16,220	35,362	89,638
105	FALSE	C03467	Margate Clubrooms Plumbing	Property	Renewal	-	60,000	-	-	(52,000)	8,000	2,518	-	2,518	5,483
106	FALSE	C03468	Margate Hall Disability Toilet	Property	Upgrade	-	110,000	-	-	-	110,000	-	-	-	110,000
107	FALSE	C03469	Margate Hall Access Ramp	Property	New	-	16,000	-	-	-	16,000	-	-	-	16,000
108	FALSE	C03470	North West Bay River Multi-Use Trail - Stage 1	Property	New	-	188,000	-	-	-	188,000	14,531	-	14,531	173,469
109	FALSE	C03471	Reserves furniture up cycling project	Property	Upgrade	-	45,000	-	-	-	45,000	5,930	111	6,041	38,959
110	FALSE	C03472	Taroona Hall Upgrade	Property	Upgrade	-	110,000	-	-	-	110,000	6,090	-	6,090	103,910
111	FALSE	C03473	Taroona Foreshore Toilet Upgrade - Design Only	Property	Upgrade	-	25,000	-	-	-	25,000	3,000	-	3,000	22,000
112	FALSE	C03474	Twin Ovals Carpet Replacement	Property	Renewal	-	67,500	-	-	(24,724)	42,776	32,400	-	32,400	10,376
113	FALSE	C03475	Willowbend Park Playground Upgrade	Property	Upgrade	-	137,500	-	-	-	137,500	-	-	-	137,500
114	FALSE	C03476	Public Place Recyling - Blackmans Bay Beach	Property	Upgrade	-	45,000	-	-	-	45,000	35,630	-	35,630	9,370
115	FALSE	C03425	Whitewater Creek Track Rehabilitation - Stage 1	Property	Renewal	-	150,000	455,400	-	-	605,400	21,802	-	21,802	583,598
116	FALSE	C03477	Margate Oval Fence Extension	Property	New	-	10,000	-	-	-	10,000	-	-	-	10,000
117	FALSE	C03506	Middleton Hall Upgrade	Property	Renewal	-	-	20,000	-	-	20,000	37,248	-	37,248	(17,248)
115	FALSE	C03514	Sandfly Hall Roof Renewal	Property	Renewal	-	-	-	-	52,000	52,000	36,930	-	36,930	15,070
116	FALSE	C03515	Kettering Hall - Floor Renewal	Property	Renewal	-	-	-	-	45,000	45,000	-	36,000	36,000	9,000
117	FALSE	C03516	Kettering Hall - Lower Level Roof Renewal	Property	Renewal	-	-	-	-	45,000	45,000	-	27,612	27,612	17,388
118	FALSE	C03520	Snug Oval Changerooms	Property	Upgrade	-	-	150,000	-	-	150,000	-	114,615	114,615	35,385
116	FALSE	C03521	Leslie Oval Ground Upgrade	Property	Upgrade	-	-	50,000	-	-	50,000	33	-	33	49,967
117	FALSE	C03522	Kingston Beach Breakwater improvements	Property	Upgrade	-	-	-	-	125,000	125,000	-	-	-	125,000
118						-	-	-	-	-	-	-	-	-	-
119						-	-	-	-	-	-	-	-	-	-
117						661,905	3,085,500	1,112,539	-	241,000	5,100,944	824,200	922,190	1,746,390	3,354,554
118															
119	FALSE	C03130	Multi-function devices - CC, Depot, KSC etc	IT	New	66,720	-	-	-	-	66,720	-	-	-	66,720
120	FALSE	C00613	Purchase IT Equipment	IT	New	-	-	-	-	-	-	45,358	30,635	75,994	(75,994)
121	FALSE	C00672	Digital Local Government Program	IT	New	60,406	-	-	-	-	60,406	-	-	-	60,406
122	FALSE	C01602	Financial Systems Replacement	IT	Renewal	163,962	-	-	-	-	163,962	-	-	-	163,962
123	FALSE	C03070	Desktop PC Replacement	IT	Renewal	-	-	-	-	-	-	-	1,273	1,273	(1,273)
124	FALSE	C03403	Replace two way system in vehicles	IT	Renewal	130,000	-	-	-	-	130,000	-	-	-	130,000
125	FALSE	C03404	Core Server replacement	IT	Renewal	68,000	-	-	-	-	68,000	96,448	-	96,448	(28,448)
126	FALSE	C03405	Wireless networking	IT	Renewal	26,763	-	-	-	-	26,763	7,415	9,800	17,215	9,548
127											-	-	-	-	-



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						Carry Forward	2021/22	Grants Rec., POS Funding Council decision	On costs allocated	IMG Adjustments	Total	Actual	Commit- ments		Total
128						515,851	-	-	-	-	515,851	149,222	41,708	190,930	324,921
129															
130	TRUE	C90003	Design/survey for future works	Design		-	100,000		-	(9,900)	90,100	-	-	-	90,100
128	FALSE	C03517	Nierinna Road Walking Track Bridge 28604 Repla	Design						3,500	3,500	-	3,500	3,500	-
129	FALSE	C03518	Nierinna Road Walking Track Bridge 28605 Repla	Design						3,500	3,500	-	3,500	3,500	-
130	FALSE	C03519	Bridge 28599 Summerleas Road Safety Barrier U	Design						2,900	2,900	-	2,900	2,900	-
131				Design						-	-	-	-	-	-
132						-	100,000	-	-	-	100,000	-	9,900	9,900	90,100
133															
134	FALSE	C03453	Taroona Park 12 new seats	Reserves	New	31,720	-		-	-	31,720	32,580	-	32,580	(860)
135											-	-	-	-	-
136						31,720	-	-	-	-	31,720	32,580	-	32,580	(860)
137															
138	FALSE	C03107	Channel Highway John St to Hutchins St	Roads	Upgrade	-	-		-	-	-	10,388	-	10,388	(10,388)
139	TRUE	C03205	Leslie Road widening	Roads	Renewal	-	-		-	-	-	14,444	-	14,444	(14,444)
140	FALSE	C03276	Upgrade Street Lighting to LED	Roads	Upgrade	-	-		-	-	-	37,714	4,826	42,540	(42,540)
141	FALSE	C03342	Pelverata Road (vic 609) Reconstruction - Design	Roads	Upgrade	-	-		-	-	-	1,580	-	1,580	(1,580)
142	FALSE	C03096	Adventure Bay Road (vic 334) Realignment	Roads	Upgrade	132,617	-		-	-	132,617	86,807	3,885	90,692	41,925
143	TRUE	C03193	Barnes Bay Jetty Replacement	Roads	50% R / 50% N	-	-		-	-	-	504	-	504	(504)
144	FALSE	C01183	Beach Road (vic 2-14)Footpath	Roads	Renewal	51,284	-		-	-	51,284	28,679	6,720	35,399	15,885
145	TRUE	C03344	Browns-Proctors Road Sealing of Approaches to Brov	Roads	New	2,823	-		-	-	2,823	-	-	-	2,823
146	FALSE	C03311	Browns Road (vic 1 -51) Rehabilitation - Stage 1 Desi	Roads	New	84,740	710,000		-	-	794,740	36,981	3,535	40,516	754,224
147	FALSE	C03312	Groombridges Road (vic Oxleys Rd--99) Sealing	Roads	Renewal	981,145	-		-	-	981,145	895,775	-	895,775	85,370
148	TRUE	C03315	Kingston Beach Sailing Club Carpark Upgrade	Roads	new	241,583	-		-	-	241,583	176,138	9,985	186,123	55,460
149	FALSE	C03313	Margate Oval Carpark Upgrade	Roads	New	65,096	-	30,000	-	60,000	155,096	137,836	564	138,400	16,696
150	TRUE	C03349	Nubeena Crescent Pedestrian Refuge	Roads	New	60,953	-		-	-	60,953	59,002	-	59,002	1,951
151	FALSE	C03316	Osborne Esplanade (vic 25a) Pedestrian Crossing	Roads	Renewal	260,635	-		-	-	260,635	241,051	-	241,051	19,584
152	TRUE	C03416	Kaoota Tramway Track Parking	Roads	New	14,354	-		-	-	14,354	-	-	-	14,354
153	TRUE	C03418	Missionary Road coastal works	Property	New	297,209	-		-	-	297,209	212,182	-	212,182	85,027
154	TRUE	C03427	Beach Road Footpath - Church St to Roslyn Ave	Roads	New	62,280	-	340,000	-	-	402,280	404,423	-	404,423	(2,143)
155	FALSE	C03489	Adventure Bay Road Upgrade vicinity No. 290	Roads	Upgrade	-	535,000		-	-	535,000	4,466	-	4,466	530,534
156	FALSE	C03490	Allens Rivulet Road Sealing of Approaches to Platypu	Roads	New	-	30,000		-	-	30,000	-	-	-	30,000
157	FALSE	C03491	Burwood Drive Gravel Footpath	Roads	Upgrade	-	180,000		-	-	180,000	40,704	20,214	60,918	119,082
158	FALSE	C03492	Cades Drive Rehabilitation	Roads	Upgrade	-	165,000		-	-	165,000	8,736	715	9,450	155,550
159	FALSE	C03493	Endeavour Place Junction Sealing	Roads	New	-	62,000		-	-	62,000	32	-	32	61,968
160	FALSE	C03494	Harvey Road Sealing	Roads	New	-	280,000		-	-	280,000	9,846	-	9,846	270,154
161	FALSE	C03495	Lockleys Road Junction Resealing	Roads	Renewal	-	62,000		-	-	62,000	-	-	-	62,000
162	FALSE	C03417	Snug River Pedestrian Bridge Replacement	Roads	Renewal	-	227,000		-	-	227,000	64,798	125,514	190,312	36,688
163	FALSE	C03199	Snug Tiers Road Reconstruction vic 42-120	Roads	Renewal	-	1,100,000		-	-	1,100,000	45,030	1,008,562	1,053,591	46,409
164	FALSE	C03496	Taroona Crescent Footpath Replacement No. 1 to 58	Roads	Renewal	-	160,000		-	-	160,000	99,642	22,049	121,691	38,309
165	FALSE	C03497	Village Drive Entrance Reconstruction	Roads	Renewal	-	100,000		-	-	100,000	2,541	-	2,541	97,459
166	FALSE	C03498	Wells Parade Reconstruction between Carinya Street	Roads	Renewal	-	370,000		-	-	370,000	23,378	917	24,295	345,705
167	FALSE	C03499	Wyburton Place and Clare Street Reconstruction	Roads	Renewal	-	35,000		-	-	35,000	4,451	-	4,451	30,549
168	FALSE	C03431	Gemalla Road Reconstruction	Roads	Renewal	-	1,230,000		-	-	1,230,000	125,694	980,156	1,105,851	124,149
169	FALSE	C03501	Van Morey Road Safety Improvements	Roads	New	-	-	170,000	-	-	170,000	171,393	6,742	178,134	(8,134)
169	FALSE	C03508	Pelverata Road Slope Failure Repair	Roads	New	-	-		-	30,000	30,000	-	-	-	30,000
170				Roads		-	-		-	-	-	-	-	-	-
171	TRUE	C90006	Access ramps	Roads	New	-	20,000		-	-	20,000	-	-	-	20,000
172												-	-	-	-
173	TRUE	C90002	2020/21 Resheeting Program	Roads	Renewal	-	615,000			(615,000)	-	-	-	-	-
174	FALSE	C03398	Old Bernies Road - Resheet	Roads	Renewal	70,028	-		-	-	70,028	3,105	-	3,105	66,923



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						Carry Forward	2021/22	Grants Rec., POS Funding Council decision	On costs allocated	IMG Adjustments	Total	Actual	Commitments	
175	TRUE	C03399	Snug Falls Road – - Resheet	Roads	Renewal	-	-	-	-	-	1,841	-	1,841	(1,841)
176	TRUE	C03400	Dulcia Road - Resheet	Roads	Renewal	22,696	-	-	-	22,696	-	-	-	22,696
177	FALSE	C03484	Lawless Road - resheet	Roads	Renewal	-	-	-	107,000	107,000	9,403	34,434	43,837	63,163
178	FALSE	C03485	Moodys Road - resheet	Roads	Renewal	-	-	-	74,000	74,000	32,084	14,141	46,225	27,775
179	FALSE	C03486	Thompsons Road - resheet	Roads	Renewal	-	-	-	76,000	76,000	27,214	22,956	50,170	25,830
180	FALSE	C03487	Cox Road - resheet	Roads	Renewal	-	-	-	125,000	125,000	15,828	40,173	56,001	68,999
181	FALSE	C03488	Whittons Road - resheet	Roads	Renewal	-	-	-	233,000	233,000	89,437	3,287	92,723	140,277
182				Roads	Renewal	-	-	-	-	-	-	-	-	-
183								-	-	-	-	-	-	
184	TRUE	C90001	2020/21 Resealing Program	Roads	Renewal	-	1,000,000	-	(1,000,000)	-	-	-	-	-
185	TRUE	C03392	Sandfly Road - Huon Hwy to Allens Rivulet Rd	Roads	Renewal	-	-	-	-	-	811	-	811	(811)
186	FALSE	C03478	Channel Hwy - Orana Place to HN 227 - reseal	Roads	Renewal	-	-	-	32,000	32,000	33,064	-	33,064	(1,064)
187	FALSE	C03434	Kunama Drive - Jindabyne Rd to Dorset Drive	Roads	Renewal	16,206	-	-	33,508	49,714	63,285	4,012	67,297	(17,583)
188	FALSE	C03433	Nolan Cres - Freesia Crt to Willow Bend Rd	Roads	Renewal	15,217	-	-	99,783	115,000	20,300	-	20,300	94,700
189	FALSE	C03479	Willowbend Rd - Summerleas Rd to Olivia Crt - re	Roads	Renewal	-	-	-	200,000	200,000	-	-	-	200,000
190	FALSE	C03480	Foley Road - reseal	Roads	Renewal	-	-	-	51,000	51,000	-	-	-	51,000
191	FALSE	C03435	Hutchins St - Auburn Rd to Dorset Drive	Roads	Renewal	5,000	-	-	85,000	90,000	85,706	-	85,706	4,294
192	FALSE	C03481	Wells Parade - Roslyn Ave to Derwent Ave - reseal	Roads	Renewal	-	-	-	96,000	96,000	-	-	-	96,000
193	FALSE	C03482	Wells Parade - Persall Ave to Nyuna Rd - reseal	Roads	Renewal	-	-	-	122,000	122,000	17,630	-	17,630	104,370
194	FALSE	C03509	Welbor Road junction sealing - reseal	Roads	Renewal	-	-	-	10,000	10,000	9,584	-	9,584	416
195	FALSE	C03436	Dayspring Drive - Van Morey to No. 19	Roads	Renewal	(388)	-	-	42,388	42,000	46,599	-	46,599	(4,599)
195	FALSE	C03502	Parkdale Drive - Leslie Rd to HN 49 - reseal	Roads	Renewal	-	-	-	58,000	58,000	-	-	-	58,000
196	TRUE	C03437	Culbara Rd	Roads	Renewal	(4,921)	-	-	37,921	33,000	-	-	-	33,000
197	FALSE	C03438	Slatterys Rd Junction	Roads	Renewal	9,000	-	-	14,000	23,000	10,036	100	10,136	12,865
198	FALSE	C03483	Manuka Road - reseal	Roads	Renewal	-	-	-	64,000	64,000	14,779	-	14,779	49,221
199	FALSE	C03439	Dulcia Road	Roads	Renewal	33,000	-	-	13,000	46,000	15,075	-	15,075	30,925
200	FALSE	C03510	Honeys Road junction sealing - reseal	Roads	Renewal	-	-	-	2,400	2,400	-	-	-	2,400
201	FALSE	C03511	Rainbirds Road junction sealing - reseal	Roads	Renewal	-	-	-	2,600	2,600	-	-	-	2,600
202	FALSE	C03512	Risby Road junction sealing - reseal	Roads	Renewal	-	-	-	3,400	3,400	-	-	-	3,400
203				Roads	Renewal	-	-	-	-	-	-	-	-	-
204	FALSE	C03395	Prep works 2021/22	Roads	Renewal	80,500	-	-	-	80,500	-	-	-	80,500
205	TRUE	C90015	Various heavy patching and junction sealing - res	Roads	Renewal	-	-	-	33,000	33,000	-	-	-	33,000
206														
207						2,501,057	6,881,000	540,000	-	90,000	10,012,057	3,439,994	2,313,485	5,753,479
208														
209	FALSE	C03161	Community Road Safety Grant - Driving Simulator	Other	Renewal	-	-	-	-	-	5,404	-	5,404	(5,404)
210											-	-	-	-
211						-	-	-	-	-	5,404	-	5,404	(5,404)
212														
213	TRUE	C03026	Algona Road Stage 1 SW Upgrade	Stormwater	50% R / 50% U	-	-	-	-	-	145	-	145	(145)
214	TRUE	C03163	Stormwater Regional Flood Gauge Network	Stormwater	New	30,896	-	-	-	30,896	21,847	-	21,847	9,049
215	FALSE	C03241	Burwood Drive stormwater upgrade	Stormwater	50% N / 50% R	38,786	-	-	-	38,786	182	-	182	38,604
216	TRUE	C03242	Leslie Road Stormwater Upgrade	Stormwater	New	79,801	-	-	-	79,801	2,753	-	2,753	77,048
217	TRUE	C03250	Algona Road Stage 2 SW Upgrade-design only	Stormwater	50% N / 50% R	12,842	-	-	-	12,842	-	-	-	12,842
218	FALSE	C03251	Hillside Drive Stormwater Upgrade	Stormwater	50% N / 50% R	15,562	235,000	-	-	250,562	12,171	-	12,171	238,391
219	TRUE	C03354	Pit replacement & upgrade 2020/21	Stormwater	50% N / 50% R	-	-	-	-	-	1,163	-	1,163	(1,163)
220	FALSE	C03513	Pit replacement & upgrade 2021/22	Stormwater	50% N / 50% R	-	50,000	-	-	50,000	7,012	241	7,252	42,748
221	FALSE	C03355	Algona Road Stage 2 Stormwater Upgrade - Reline	Stormwater	Renewal	378,411	-	-	-	378,411	253,773	34,664	288,437	89,974
222	FALSE	C03357	Boronia-Sherburd-CBD Stormwater Survey	Stormwater	New	54,416	-	-	5,800	60,216	46,549	-	46,549	13,667
223	FALSE	C03361	Flinders Esp Stormwater EXTENSION	Stormwater	New	21,903	-	-	-	21,903	607	15,510	16,117	5,786
224	FALSE	C03362	Flowerpot Outlet Improvements	Stormwater	New	-	26,000	-	-	26,000	-	-	-	26,000

**KINGBOROUGH COUNCIL  
CAPITAL EXPENDITURE TO 28/02/2022**

Closed		Capital Project No.	Description	Department	Renewal, Upgrade, or New	Budget					Actual			Remaining	
						Carry Forward	2021/22	Grants Rec., POS Funding Council decision	On costs allocated	IMG Adjustments	Total	Actual	Commitments		Total
225	FALSE	C03363	Harpers Road Stormwater Upgrade - ROAD ONLY	Stormwater	New	146,362	-	-	-	-	146,362	135,376	-	135,376	10,986
226	FALSE	C03364	Leslie Road (viz 48) Stormwater Upgrade	Stormwater	50% R / 50% U	61,029	-	-	-	-	61,029	62,892	4,650	67,542	(6,513)
227	TRUE	C03365	Margate Rivulet Hydraulic Assessment	Stormwater	New	37,017	-	-	-	-	37,017	17,451	-	17,451	19,566
228	FALSE	C03367	Pear Ridge, Margate Stormwater Upgrade	Stormwater	New	21,947	-	-	-	-	21,947	9,813	-	9,813	12,134
229	FALSE	C03374	Timbertop Drive Stormwater Upgrade	Stormwater	New	47,871	-	-	-	-	47,871	38,156	53,908	92,064	(44,193)
230	FALSE	C03419	Bishop Davies to Kingston Green Stormwater link	Stormwater	New	115,677	-	-	-	-	115,677	116,441	8,500	124,941	(9,264)
231	FALSE	C03451	Andersons Rd Culvert Upgrade (intersect with Huon	Stormwater	New	-	-	-	-	-	-	5,581	2,600	8,181	(8,181)
232	TRUE	C03452	Andersons Rd (vic 127) Culvert Upgrade	Stormwater	New	-	-	-	-	-	-	954	-	954	(954)
233	FALSE	C03442	Flinders Esplanade - vic 35_35A - Construct Only	Stormwater	New	1,000	51,000	-	-	-	52,000	17,146	-	17,146	34,854
234	FALSE	C03443	Bundalla Catchment Investigation	Stormwater	New	1,000	38,000	-	-	-	39,000	17,609	3,500	21,109	17,891
235	FALSE	C03450	Denison Street Wetlands Upgrade	Stormwater	Upgrade	736	30,000	-	-	-	30,736	722	-	722	30,014
236	FALSE	C03093	Garnett St Stg 1 SW Upgrade	Stormwater	Upgrade	-	374,000	-	-	206,000	580,000	374,397	197,606	572,003	7,997
237	FALSE	C03449	Kingston Depot Wash Down Bay	Stormwater	New	1,000	40,000	-	-	-	41,000	3,472	9,440	12,912	28,088
238	FALSE	C03448	Kingston Wetlands Upgrade	Stormwater	Upgrade	1,000	200,000	-	-	-	201,000	-	-	-	201,000
239	FALSE	C03424	Meath Avenue, Taroona SW Upgrade	Stormwater	Upgrade	-	468,000	-	-	-	468,000	42,685	5,774	48,459	419,541
240	FALSE	C03444	Roslyn-Pearsall-Wells Catchment Investigation	Stormwater	New	1,000	37,040	-	-	-	38,040	-	-	-	38,040
241	FALSE	C03445	Van Morey-Frosts Road	Stormwater	New	1,000	15,000	-	-	-	16,000	-	-	-	16,000
242	FALSE	C03446	Victoria Avenue Erosion Risk Assessment	Stormwater	New	1,000	35,000	-	-	-	36,000	149	-	149	35,851
243	FALSE	C03447	Woodlands-View-Hazell Catchment Invest incl Surve	Stormwater	New	1,000	76,670	-	-	-	77,670	14,910	-	14,910	62,760
244	FALSE	C03500	Allens Rivulet Road Footway Improvements	Stormwater	Upgrade	-	45,000	-	-	5,000	50,000	50,686	-	50,686	(686)
245				Stormwater		-	-	-	-	-	-	-	-	-	-
246											-	-	-	-	-
247						1,071,256	1,720,710	-	-	216,800	3,008,766	1,254,643	336,392	1,591,035	1,417,731
248		B00000	Capital Balancing Account	Other						(555,950)	(555,950)	-	-	-	(555,950)
249		OC	On costs on capital project							-	-				-
TOTAL CAPITAL EXPENDITURE						12,633,458	11,787,210	1,855,736	-	0	26,276,404	9,029,143	4,915,226	13,944,369	12,332,036

Transferred to Operational expenditure 383,976

	Budget	Actual incl Commitments
Renewal	8,474,274	5,219,321
Upgrade	5,146,241	1,836,862
New	4,592,873	2,273,534
	<b>18,213,388</b>	<b>9,329,717</b>
Kingston Park New	5,396,437	3,697,883
Bruny Island Tourism grant New	1,256,220	837,832
City Deal funding	1,495,618	-
Local Roads and Community Infrastructure	(85,259)	78,938
	<b>26,276,404</b>	<b>13,944,369</b>

NOTE: Classification is an estimate at the start of a project and may change on completion of job.

**KINGSTON PARK**  
**CAPITAL EXPENDITURE TO 28/02/2022**

	Budget & Carried Forward Expenditure		Actual	Commit- ments	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)	41,311		5,920	46,420	52,340	(11,029)
C01606 KP Parking Strategy	(2,000)		0	0	0	(2,000)
C03179 KP Temporary Car Park	108,556		0	86,172	86,172	22,384
C01618 Boulevard Construction Stage 1A	318,096		322,489	98,650	421,139	(103,043)
C01627 KP Site - Land Release Strategy	(51,227)		24,240	0	24,240	(75,467)
C01628 KP Site - General Expenditure	39,352		88,665	9,240	97,904	(58,552)
C03069 KP Community Hub Construction	63,324		5,065	142,973	148,039	(84,715)
C03175 KP Community Hub Plant & Equipment	(1,824)		0	3,837	3,837	(5,661)
C03173 KP Public Open Space - Playground	331,286		356,502	353,584	710,086	(378,800)
C03277 KP Public Open Space - Stage 2	2,522,815		790,369	475,729	1,266,098	1,256,717
C03293 Pardalote Parade Northern Section (TIP)	340,200		402,886	0	402,886	(62,686)
C03278 KP Perimeter shared footpath	0		0	0	0	0
C03174 KP Public Open Space - Hub link to Playground	(446)		4,134	0	4,134	(4,580)
C03279 KP Boulevard Construction Stage 1B	(5,354)		71,689	0	71,689	(77,043)
C03306 KP Road F design and construct	(362,183)		351,529	30,003	381,532	(743,715)
C03280 KP Stormwater wetlands	(43,934)		27,787	0	27,787	(71,721)
<b>Total</b>	<b>5,396,437</b>		<b>2,451,273</b>	<b>1,246,609</b>	<b>3,697,882</b>	<b>1,698,555</b>

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**16 NOTICES OF MOTION**

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**16.1 Roundabout Lanes**

The following Notice of Motion was submitted by **Cr Glade-Wright**

**RECOMMENDATION**

That Council request the Department of State Growth to address community safety concerns associated with the Channel Highway roundabout opposite KFC through the creation of a second formal left turning lane.

**Background**

On the south bound lane approaching the roundabout near KFC on the Channel Highway, local vehicles users are informally creating a second left hand turning lane, which can cause confusion especially when vehicles users who are not familiar with the roundabout are among the road users. To address community concerns about the safety of this part of the road, it is considered sensible to request the Department of State Growth to acquire a slice of land in order to formalise the left-hand turning lane.

**Officer's Response**

The performance of the Channel Highway/Summerleas Road roundabout was examined as part of the 2019 Central Kingston Traffic plan. A number of options were considered and this information was previously forwarded to the Department of State Growth. The particular issue raised as regards a second informal turning lane on the Kingston CBD leg of the roundabout is not ideal but it is noted that it currently acts to ensure more extensive traffic congestion at peak times does not occur. Officers suggestion is that the recommendation is widened to request the Department of State Growth review the operation of the roundabout based on community safety and capacity reasons.

*David Reeve, Director Engineering Services*

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**17 CONFIRMATION OF ITEMS TO BE DEALT WITH IN CLOSED SESSION**

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**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 - TS2952 Browns Road Reconstruction Stage 1**

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

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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 - TS2952 Browns Road Reconstruction Stage 1	

### CLOSURE

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# APPENDIX

- A Kingborough Bicycle Advisory Committee - Minutes 18 February 2022
- B Infrastructure Works Report: November 2021 - February 2022
- C Mayor's Activities 16 February 2022 to 12 March 2022

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**A KINGBOROUGH BICYCLE ADVISORY COMMITTEE - MINUTES 18 FEBRUARY 2022**

**File Number:** 28.114

**Author:** Anthony Verdouw, Executive Officer Engineering Services

**Authoriser:** David Reeve, Director Engineering Services

# MINUTES

## Kingborough Bicycle Advisory Committee

**Meeting No. 2022-1**

**Friday 18 February 2022**



MINUTES of a Meeting of the Kingborough Bicycle Advisory Committee held at the Kingborough Civic Centre, Kingston, on Friday 18 February 2022 at 9:00a.m.

#### **PRESENT**

		<b>PRESENT</b>	<b>APOLOGY</b>
Chairperson	Cr Amanda Midgley	✓	
<b>Members:</b>	Ms Suzanne Betts	✓	
	Mr Isaac Forster	✓	
	Mr David McQuillen	✓	
	Mr Dylan Robbins	✓	
	Mr Rob Sheers	✓	
	Mr Peter Tuft	✓	
	Ms Angela Wilson	✓	
	Ms Ros Woodburn		✓
	Ms Mary McParland	✓	
Cycling South	Ms Alison Hetherington	✓	
Bicycle Network			
<b>Council Officers In Attendance:</b>			
Executive Officer	Mr Anthony Verdouw	✓	
Recreation Officer	Ms Su Sprott	✓	
<b>Observers:</b>	Mr Gordon Keith	✓	
	Mr Richard Langman	✓	

#### **ACKNOWLEDGEMENT OF TRADITIONAL OWNERS**

The Chairperson acknowledged and paid respect to the Tasmanian Aboriginal Community as the traditional and original owners and continuing custodians of the land on which we meet and acknowledged elders past and present.

#### **LEAVE OF ABSENCE**

#### **DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **CONFIRMATION OF MINUTES**

MOVED: Mary McParland

SECONDED: Angela Wilson

That the Minutes of the Committee meeting held on Friday 10 December 2021, as circulated be confirmed.

Carried

**BUSINESS ARISING FROM PREVIOUS MINUTES**

1. Review of action items from previous meeting (Cr Midgely)

Councillor Midgely reviewed progress on action items generated from the previous Committee meeting.

2. Kingborough Cycling Strategy (Anthony Verdouw)

Anthony provided a brief update on the Cycling Strategy consultation, with 217 survey responses and 23 written responses received. Feedback was overall supportive of the strategy and some minor amendments were made to the text and the proposed network maps.

The strategy will go to Council for consideration on 21 February 2022.

*Action Item 1: Restructure KBAC agendas to focus on the endorsed cycling strategy and review of ongoing strategy actions.*

3. Update on Capital Bids 2022-2023 (Anthony Verdouw)

Anthony provided an update on projects submitted for capital bids following last meeting's KBAC capital priorities survey.

The below capital bids have been lodged for consideration:

- Spring Farm Shared Path – Whitewater Creek Link
- Spring Farm to Twin Ovals – Sports Precinct Connector Path – Stage 1
- Summerleas Road underpass
- Taroona bike lane upgrades - Design
- Roslyn Avenue uphill bike lane and footpath - Design

The Committee noted that they endorse the proposed capital bids for 2022-23 and note that a number of on-road safety issues for all road users would be addressed with the Summerleas Rd underpass, Taroona bike lane upgrades and Roslyn Ave bike lane. The Committee see all five bids as high priorities in the 2022-23 financial budget.

*Action Item 2: Staff to follow up legacy funding and report for a Taroona bike lane study from 2018-2019.*

4. Cycling South Report (Mary McParland)

Mary provided a brief update on Cycling South activities, including a report on the 2021 Hobart Commuter Counts, and a note that the 2022 counts will take place on 1 March 2022 and will include two Kingborough locations.

**CORRESPONDENCE****GENERAL BUSINESS**

5. Pedestrian and Public Transport Users Group Inc

(Helen Pryor)

Helen Pryor presented on the role and functions of the pedestrian and public transport users' group and suggested a broader active transport committee could be considered for Kingborough.

*Action Item 3: Council staff to contact Helen Pryor regarding further considerations for pedestrians in the recreation planning space.*

**OTHER BUSINESS**

## 6. Taroona Bus stop works

Safety issues on the Channel Hwy in Taroona were raised, following recent upgrade works undertaken by State Growth.

*Action Item 4: Staff to contact State Growth regarding Taroona safety issues following new bus stop installation.*

## 7. Margate bike lockers

It was asked if the proposed bike lockers in Margate have been installed.

*Action Item 5: Staff to follow up the status of proposed Margate bike lockers.*

## 8. Kingston to Margate Shared Path Feasibility Study

The Department of State Growth are taking lead on this project and are engaging a consultant for a feasibility study.

**MATTERS OF GENERAL INTEREST**9. National Ride2School Day

Scheduled for Friday 25 March 2022.

**NEXT MEETING**

The next meeting of the Committee is scheduled to be held on Friday 8 April 2022 at 9:00am.

**CLOSURE:**

There being no further business, the Chairperson declared the meeting closed at 10:39am.

## **Kingborough Bicycle Advisory Committee**

# **Proposed Meeting Dates for 2022**

*Note meetings are held bi-monthly on Fridays at 9:00am  
in the Council Chambers, Kingston*

8 April  
17 June  
19 August  
14 October  
16 December

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# Kingborough Bicycle Advisory Committee

## Action List

Action Item #	Meeting Date	Meeting	Details	Responsible Officer	Progress	Due Date
3	10/12/21	2021-05	Staff to progress carparking restrictions through the Taroona corridor	David Reeve/Renai Clark		18/02/22
1	18/2/22	2022-01	Restructure KBAC agendas to focus on the endorsed cycling strategy and review of ongoing actions. Anthony to arrange meeting with David Reeve and Cr Midgely to discuss.	Anthony Verdouw		8/4/22
2	18/2/22	2022-01	Staff to follow up legacy funding and report for a Taroona bike lane study from 2018-2019.	David Reeve		8/4/22
3	18/2/22	2022-01	Council staff to contact Helen Pryor regarding further considerations for pedestrians in the recreation planning space.	Su Sprott		8/4/22
4	18/2/22	2022-01	Staff to contact DSG regarding Taroona safety issues following new bus stop installation.	Anthony Verdouw	Done	8/4/22
5	18/2/22	2022-01	Staff to follow up the status of proposed Margate bike lockers.	Anthony Verdouw	Done	8/4/22
1	10/12/21	2021-05	Anthony to forward Snug to Lower Snug trail concepts to Committee members.	Anthony Verdouw	Done	20/12/21
2	10/12/21	2021-05	Cr Midgley to write a letter of thanks to Council's Recreation Officer Su Sprott for her work and advocacy for tracks and trails projects.	Cr Midgley	Done	16/12/21
4	10/12/21	2021-05	Staff to send the list of potential bid projects to KBAC for members to prioritise via a survey	Anthony Verdouw	Done	16/12/21

## Kingborough Bicycle Advisory Committee

## Action List

Action Item #	Meeting Date	Meeting	Details	Responsible Officer	Progress	Due Date
5	10/12/21	2021-05	Staff to email the Committee links to the Transform Kingston survey and the State Growth Kingston Bypass Duplication and Algonia Roundabout engagement.	Anthony Verdouw	Done	16/12/21
1	8/10/21	<a href="#">Kingston CBD Update</a>	Daniel to arrange concept rendered drawings with parking removed and separated bicycle lanes installed.	Daniel Kaimatsoglu	Done	25/10/21
2	8/10/21	<a href="#">Kingborough Cycling Strategy</a>	Anthony to amend the phrasing of Action 24 in the Draft Cycling Strategy to include considerations for an uphill bike lane.	Anthony Verdouw	Done – 12/10/21	12/10/21
3	8/10/21	<a href="#">Snug to Coningham Study Update</a>	Anthony to update CALSCA on progress of the study.	Anthony Verdouw	Done	12/10/21
4	8/10/21	<a href="#">KBAC Webpage</a>	Committee members to contact Anthony if they have any recommendations for items to include on the website.	Committee	Done	10/12/21
5	8/10/21	<a href="#">Bike Storage Units</a>	Anthony to advise the Works Manager and Urban Designer of the Committee's suggestions for bike storage locations.	Anthony Verdouw	Done – 12/10/21	12/10/21



**B INFRASTRUCTURE WORKS REPORT: NOVEMBER 2021 - FEBRUARY 2022****File Number: 25.9****Author: Anthony Verdouw, Executive Officer Engineering Services****Authoriser: David Reeve, Director Engineering Services****Contracted Capital Projects****1. Dennes Point toilet facilities – refurbishment:**

The Dennes Point public toilet upgrade works are complete. The works involved a retrofit and facelift of the existing facility and have been designed in conjunction with a specialist access consultant to achieve an optimum solution within the constraints of the existing facility. The works follow a similar look and feel to the recently refurbished toilets at Blackmans Bay beach.

**2. Kettering Oval – toilet facilities:**

The tender for this design and construction work has been awarded to ASCO Group (Aust) Pty Ltd. The project is currently in the design finalisation phase and will also entail an upgrade of the current septic and disposal system. These works are scheduled to commence in June 2022.

**3. Christopher Johnson Memorial Park – toilet facilities:**

The tender for design and construction of a new toilet facility has been awarded to ASCO Group (Aust) Pty Ltd. The project is currently in the design finalisation phase. These works are scheduled to commence in May 2022.

Both the Kettering and Christopher Johnson facilities will be of similar kit style to those recently installed at Conningham Beach, Alonnah and Lunawanna.

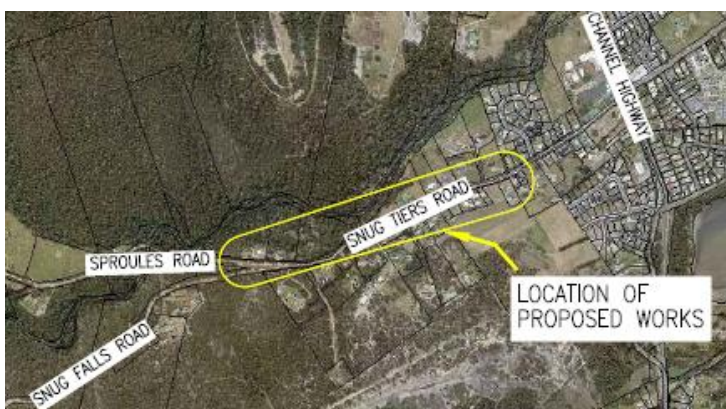
**4. Snug River footbridge:**

A design for the footbridge replacement across the Snug River has been completed, and quotations have been sought for the fabrication of the new bridge. Once timelines are known for construction availability, it is intended that separate quotations will be invited for the associated construction and installation works.



5. Snug Tiers Road – reconstruction and sealing:

The tender for this construction work has been awarded to Duggans Pty Ltd, and construction is scheduled to commence in mid-June 2022. Timing has been pushed back due to utility relocation works.



6. Taroona Crescent footpath:

Footpath renewal along Taroona Crescent has been completed by StateWide Earthworks. These works complement works completed on the other side of the street last year, improving pedestrian access and safety between the Channel Highway and the Taroona Beach foreshore.





7. Gemalla Road reconstruction – stage 1:

The tender for this construction work has been awarded to Duggans Pty Ltd, with construction scheduled to commence in mid-March 2022. TasNetworks are due to start the relocation of eleven power poles to allow for the widening of the existing road and associated drainage improvements.



8. Garnett Street stormwater upgrades – stage 1:

These works have recently been completed by Bullock Civil Contracting. Existing stormwater pipes have been upgraded with larger diameters and additional inlet manholes and road gullies to better cater for stormwater management and property protection. The works will facilitate future implementation of upgrade work along Garnett Street, westward from Roslyn Avenue.

This project involved relatively deep excavation and working adjacent to old existing services, finding areas effected by leaching of waste, requiring rapid repairs and considerable remedial works which were completed by the contractor. Even with these issues the project was completed within the allocated timeframe and budget.



## 9. Timbertop Drive stormwater upgrade:

These works have recently been completed by Duggans Pty Ltd. The project involved the construction of additional stormwater pipelines and side entry road gullies.



## 10. Bishops Davis to Kingston Green – stormwater diversion:

This project involved intricate works around existing services and was recently completed by Duggans Pty Ltd. The project included the construction of diversion stormwater pipelines and associated grated road gullies and manholes.



## 11. Adventure Bay Road (Vicinity of # 290):

Further reconstruction works along Adventure Bay Road are currently out to tender. Timing will remain subject to Contractor availability, but a likely construction commencement period of mid May 2022 is envisaged.





## 12. Twin Ovals washdown bay upgrades:

Works to divert wash water and first flush rainfall from the wash down bay to sewer have now been completed. All these flows previously received treatment through a SPEL stormwater treatment system which then discharged to Whitewater Creek. The removal to sewer of these higher contaminant flows will ensure a better environmental outcome from site discharges.

## 13. Meath Avenue stormwater:

Design of the Meath Avenue stormwater upgrades at Taroona is nearing finalisation. The project is currently progressing through the Development Application process, due to it's location within an identified landslip zone. Subject to development approval timelines, it is envisaged that tenders will be invited over the April/May period, and construction might commence soon thereafter.



## 14. Kingborough Sports Centre – solar power supply and storage:

The solar power supply system and battery storage at the Kingborough Sports Centre is nearing completion, with the panels in place. Currently awaiting the installation of the battery systems, which have incurred delivery delays.

## 15. Browns Road reconstruction – stage 1:

Tenders for these works have been received and are currently under consideration.



17. Hillside Drive – stormwater upgrades:

Tenders for these stormwater upgrade works were recently invited, and have been awarded to Bullock Civil Contracting.



18. Whitewater Creek Shared Path Extension – Southern Outlet to Summerleas Road:

Tenders are currently being invited for the upgrade of the shared path along Whitewater Creek, renewing and upgrading the section linking the Southern Outlet underpass through to Summerleas Road.





19. Leslie Vale Oval – upgrades:

Recent works have been undertaken at Leslie Vale Oval, consisting of the demolition of the old clubroom and installation of a new concrete wicket. Additional works will be undertaken over coming months in line with recent grant funding.

20. North West Bay Track:

Construction details and contract arrangements are currently being finalised. Environmental weed control activities are underway. It is envisaged that construction activities will commence in May/June, though this remains somewhat dependant on external factors such as contactors and weather.

21. Louise Hinsby Park:

Development of the Louise Hinsby Playground is progressing, with some preliminary vegetation activities underway, along with procurement of various play items and furniture. Installation activities will proceed in coming months once these items are obtained.

**Works Department – Works Recently Completed (Mainland Kingborough)**

22. Burwood Drive (Capital) – gravel footpath construction:



23. Hutchins Street (Capital) – asphalt overlay carried out as part of reseal program:





24. Old Channel Highway, Tarroona (Capital) – asphalt overlay carried out as part of reseal program:



25. Coffee Creek – general maintenance on pedestrian bridge:



(Before)



(After)



26. Whittons Road (Capital) – 600mm culvert replacement and drain cleaning:





27. Whittons Road – 450 replacement / lengthening and drain cleaning:



28. Kingston Park – tree removed as part of the unit development and Council's bushfire plan:



29. Allens Rivulet (Capital) – 120m track upgrade incorporating drainage works from Allens Rivulet Road:





30. Snug Foreshore – removed dead tree at 1967 Bushfire Memorial:



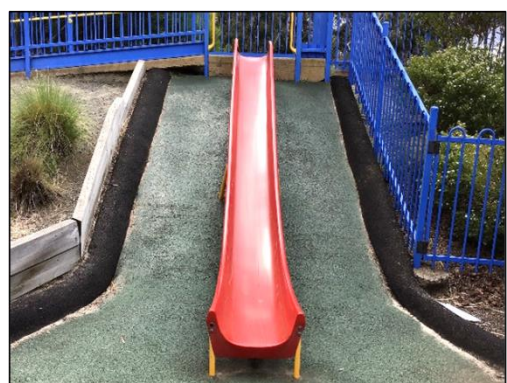
31. Old Kettering Oval – Pine Tree removal:



32. Hutchins Street / Dorset Drive – tree removal:



33. Dru Point Slide (Capital) – replaced original slide:



(Old Slide)



(New Slide)



34. Trial Bay – constructed barrier around Black Gum Tree near boat ramp to deter hooning issues in the area:

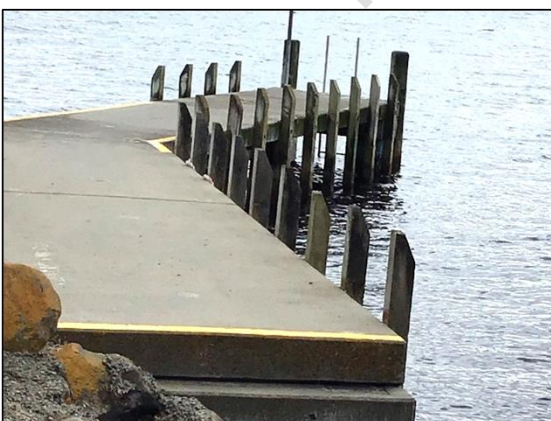


### Works Department – Works Recently Completed (Bruny Island)

35. Adventure Bay Road – installed new guard rails:



36. Lunawanna Jetty – replaced old timber fenders with recycled plastic composite fenders:



(Before)



(After)

### Works Department – Works Underway / Planned (Mainland Kingborough)

37. Dumped rubbish – continuing to receive requests weekly for dumped rubbish around the municipality. Photos below show rubbish in Snug Tiers Road and at the Sandfly Oval:



38. Kingston Community Hub – training the Wisteria (on-going):



39. Programmed resheeting (Capital) – Whittons and Cox Road.
40. Programmed resealing (Capital) – Nolan Crescent, Willowbend Road, Foley Road, Wells Parade, Parkdale Drive, Culbara Road, Slattery Road, Manuka Road and Dulcia Road.

### Works Department – Works Underway / Planned (Bruny Island)

41. North Bruny – resheeting and drain cleaning on behalf of the Department of State Growth.

**C MAYOR'S ACTIVITIES 16 FEBRUARY 2022 TO 12 MARCH 2022**

Date	Place	Meeting/Activity
16 February	Margate	Visit to Inverawe Gardens to meet with Bill and Margaret Chestnut.
16 February	Online	Meeting of Greater Hobart Mayors Forum Sub Committee to shortlist candidates for EO role
18 February	Kingston	Meet with stakeholder groups of the Kingborough Sports Centre re future upgrade proposal.
21 February	Online	Chair Council meeting
22 February	Margate	Visit Channel Mens Shed to mark upgrade of carpark
23 February	Kingston	Present Certificates of Excellent and Long Service to Works Depot staff
25 February	Civic Centre	Meet with Auditor General re TAO activities
27 February	Allens Rivulet	Open bus shelter constructed by the Rotary Club of Kingston on Allen's Rivulet Road.
28 February	Civic Centre	Met with Sajini Sumar of the Multicultural Womens Council of Tasmania
28 February	Online	Chaired Council Workshop on Transform Kingston
2 March	Civic Centre	Met with Jo Lewis for presentation of book about the Sherburd family with Deputy Mayor Westwood.
2 March	Civic Centre	Met with Blackmans Bay Community Association representatives
2 March	Civic Centre	Discussion with Penny McShane, from the Jetty Project
3 March	Margate	Address International Women's Day event at North West Bay Golf Club
4 March	Civic Centre	Met with Inspector Mark Burke, Kingston Police
4 March	Online	Meeting of Greater Hobart Mayors Forum
7 March	Online	Chaired Council meeting
7 March	Online	Greater Hobart Mayors Sub Committee – interviews for EO candidates
8 March	Hobart	Attended DFAT IWD Breakfast
8 March	Woodbridge	Attended West Winds Community Centre IWD event
8 March	Kingston	Met with David Bain
8 March	Kingston	Kingston and Huon Business Enterprise Centre IWD Event

Date	Place	Meeting/Activity
9 March	Civic Centre	Met with Hon Julie Collins, MP, Labor Member for Franklin
9 March	Kingston	Attended Kingston Revitalisation Steering Committee meeting
10 March	Civic Centre	Met with Matt Bale & Penny Finlay from Tarremah School
11 March	Online	Attended Australian Local Government Womens Association meeting
12 March	Kingston	Guest speaker at Multicultural Womens Council of Tasmania IWD event

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