

**Kingborough Community Consultative Forum  
GENERAL MEETING**

**Saturday 7 May 2022**

**9.30am-12.00noon**

**Council Chambers – Civic Centre, 15 Channel Highway, Kingston**

**MINUTES**

Chris Ireland (Chair), Kerry Mosenal (Blackmans Bay Progress Association), Malcolm and Rae Wells (Bonnet Hill Community Association), Kate Lucas and Mike Jackson (Coningham & Lower Snug Community Association), Di Carter (Howden Progress Association), Peter Laud (Kettering Community Association), John Cox (Kingborough Landcare Advisory Group), David Bain (Kingborough Rate Payers Association), Felicity Smart (Margate Hills Community Association), John Reeves (South Channel Ratepayers Association), Rob Crosthwaite (Snug Landcare), Jill Hickie (Taroona Community Association), Nick Booth and Mike Brough (Friends of Longley Area Group)

*Councillors:* Mayor Paula Wriedt, Cr Clare-Glade Wright, Cr Gideon Cordover

*Council Officers:* Katrena Stephenson (acting General Manager), Scott Wade, Darren Johnson

Meeting commenced at 9.35am

1. Chair welcomed attendees and noted the cancellation of the February meeting
2. Apologies - as per attendance list
3. Minutes of the General Meeting held 4 December 2021 confirmed
4. Actions from the Last Meeting:

Circulations of NPR submission	Circulated with this Agenda
Terms of Reference/Membership Subcommittee to report back	Item on this Agenda

5. No business arising from last meeting
6. Presentation on Sport Field User Fees (copy attached) by Scott Wade, Kingborough Council's Strategic Sport and Recreation Planner

Discussion:

A question was raised as to whether there be fees for ad-hoc use of grounds. It was noted that Council would likely apply similar policies that are used to waive fees for other Council venues. It was noted that there would be a phased approach to charging with the aim to be fair and reasonable. Most KCF members indicated the approach was reasonable when use was exclusive, given these are publicly funded facilities.

Discussion followed about buildings next to sports fields such as change rooms and club rooms; whether Council would take over the facilities that are leased or licenced

to groups to avoid them deteriorating. Officers noted that this would result in ongoing maintenance costs to Council as well as having an impact on depreciation. This would not necessarily be fair or equitable in relation to how these facilities are used.

One member expressed concern that introduction of fees represented unfair erosion of provision of community facilities.

Following up on a discussion at the meeting in December about volunteers clearing roadside vegetation, a question about risks of volunteers doing works in sporting clubs was raised. It was noted that volunteer clubs are generally incorporated and insured.

7. Presentation on Service Levels (copy attached) by Darren Johnson, Manager Works Department Kingborough

Discussion:

It was discussed if there could be engagement around the setting of service levels. Katrena noted that, while such engagement is held up as best practice, this is difficult to achieve in a meaningful way. There are limited engagement resources available at Council. Currently, it is not a priority for Kingborough as there is a robust and evidence-based framework in place.

- ACTION - KATRENA to share LGAT Fact Sheet on Service Levels if possible

(Note, these exist on the Council only part of the LGAT website because they are a commercial product and cannot be distributed to the KCF).

*General advice on council service levels from the Institute of Public Works and Engineering:*

***Define the service levels (what we provide)***

- *This section allows for the communication of any customer satisfaction survey results by identifying what is important and how satisfied users of the service are.*
- *It is important legislative requirements are identified and recorded thereby recognising what it is we have to do.*
- *An Asset Management Plan should define the affordable level of service for any given financing scenario.*
- *Service levels are defined in the International Infrastructure Management Manual as ‘...defined service quality for an activity or service area (for example, the Road Network) against which service performance may be measured’.*
- *Service levels offered should be determined through community and/or customer consultation. Service levels relate to, for example:*
  - *physical condition (quality)*
  - *quantity*
  - *safety*
  - *capacity or utilisation*
  - *function or fitness for purpose*
  - *aesthetics*
  - *reliability*

- *responsiveness*
  - *Sample content for the plan*
  - *information outlining the service provided, what it costs, the issues and risks, and next steps*
  - *list of 10 year planned works and financial forecasts*
  - *identification of key/critical assets, topdown condition and performance description, future demand forecasts and supporting Asset Management processes*
  - *prioritised improvement plan*
  - *environmental acceptability*
  - *costs.*
- *The impact of changes in demand over time on the service level offered should be regularly established and accounted for to provide a clear understanding of cost implications across the whole life cycle of a higher or lower service quality.*
- *Service levels are defined in two performance measures, community and technical levels of service.*
- *Community levels of service measure how the community receives the service and whether the organisation is providing community value.*
- *Supporting the community service levels are operational or technical measures of performance. These technical measures relate to the allocation of resources to service activities that the organisation undertakes to best achieve the desired community outcomes and demonstrate effective organisational performance.*

The question was raised how there could be better contemplation of making assets more accessible to all. It was noted this is more an issue in design for new or upgraded assets, and it is not easy to pick up when maintaining existing assets. It may be possible to add a field in inspection tools to allow better data capture.

- ACTION - Darren to consider if a field can be added to inspection tools to allow better data capture for assets

What sort of costs are being captured? It was noted that Council captures direct and indirect (overhead) costs for work activities. Salaries and wages are factored into costs to understand what the costs are to do business opposed to getting external resource to make it most cost efficient to get best 'bang for buck' out of what Council is doing and helps decide when best to outsource to deliver quick responses competitively and conveniently.

The question was raised why small roads coming off the Channel Highway do not have an asphalt apron. It was noted this relates to design

- ACTION: Katrena to ask David Reeve to provide some advice out of session

A question was raised about asset renewal/replacement vs capital expenditure – (where the threshold is and when do we write off assets). This topic may be an item for a future forum to be addressed by the Director Infrastructure.

The question was raised how Council captures works requests, in particular when various requests for top sheeting are received; if they are being assessed over the years, and if this would lead to consideration of sealing the road. It was noted that

once Council receives feedback, the design team, asset management and engineering weigh up the design for renewal or upgrade to reduce maintenance going forward. Works around new and upgrading infrastructure sits with Asset Management and the Manager of Infrastructure and is part of a capital review process.

#### Morning Tea Break (approx. 11am)

#### 8. Update on Budget Process

Noted - issues raised by BBKA and the reply provided as outlined in the consolidated KCF Report document circulated ahead of the meeting

Katrena noted that there had been improved opportunities to engage on the budget over recent years and had to be balanced against resourcing and statutory timeframes.

- ACTION: Katrena to discuss internally whether Council can develop some more guidance for KCF members to support their budget requests – e.g., how to break down the request into stages, what is operational and what is capital etc.

#### 9. Update from TOR working group

Jill walked through preliminary draft terms of reference (with apologies, these were not circulated ahead of meeting).

Discussion and questions included:

- What about interest groups rather than geographic groups?
- Need to avoid making it too broad and unwieldy
- Community and ratepayer groups might be representative of other groups
- Want to avoid single issues
- Can't have meetings that go too long
- Specialist groups go to Council directly – e.g., officers or councillors
- As currently constituted bring matters of local significance but of broader interest to entire group
- Groups seeking membership should be able to demonstrate that they are broadly representative of claimed constituents – parameters around size of representation – e.g., incorporated, real membership base
- Need to be able to keep dialogue going
- Interest groups, small business, sporting etc – could be enormous – need to define size of geographic representation
- Set a scale of size of group
- Benefits of overlap of issues and interests
- How do TOR deal with candidates – general support of room to allow as observers (noting this was not the previous position of the group)
- What about media attendance?

#### ACTIONS

- Jill to update TOR based on discussion for circulation to the group

- Katrena to include Meeting Procedures document when circulating draft TOR

## 10. Reports from each Community Organisation

### SCRA

- Concern about volume and quantity of blackberry and small pine trees on highway
- Also concerns with a 'hodgepodge' manner re coordination of programs – e.g., side road, part and not finish – it was noted this may relate to maintenance hierarchies.
- Concern re the ambulance service – not staffed, need to call out – negligent in service.
- Over last couple of days – noting weather – gravel roads running on to sealed road, gravel washes off onto road. This feels unsafe to drive on, comes up unexpectedly - how to eliminate in downhill areas – e.g., Kettering into Woodbridge.

### BBCA

- Noted wanted further engagement with Council and inputs on decisions made, e.g., capital works
- BBCA want input into works that directly impact residents, e.g., backflow prevention pipework; want to have input before things occur.
- Suncoast, Marine Erosion (report) – BBCA want to be involved in early planning stages of projects like that.

### FLAG

- Take report as read and use five minutes to address one of the priorities in budget submissions
- Public Toilet Longley - satisfied things are moving along
- Second priority is a trail along Leslie Rd for safety. It is a popular route for recreational users. Websters Quarry is the sole site for fill - truck traffic – principal reason for request for feasibility study - asking for reconsideration
  - ACTION: FLAG to make a submission on draft budget to formalise concern re omission.
- Noted - increasing nuisance weed of radiata pine – some areas where native bushland becoming increasingly pinefied. It is easy to get rid of when trees are small
  - ACTION - Katrena to pass on to NAB

### BHCA

#### Vegetation on side of Channel Highway (State Growth Road)

- ACTION: Katrena to seek advice on what can be done about above

## KLAG

- Roadside verges are clogged with weeds (non-natives, blackberry, pine etc.) on Channel Highway, South of Kingston:
  - Pines opposite NW Bay Golf Club
  - Catoniasta if you travel into Margate on the left - road hazard blocking line of sight and spreads easily if you travel into Margate
- Force the issue more with State. Noted - KCF members have raised this – endorsement across the municipality.

## KCA

- Ongoing issue with new ferries - EPA are about to install a third monitoring station.
- Public meeting in Kettering to investigate ways of becoming first Carbon Neutral locality - positive community initiative
  - Net Zero – will assess emissions from homes in areas from those who agree, establish footprint (1 year), and involve UTAS students to door knock, seminars etc. This can occur at low cost - effective ways of reducing energy use, EVs and solar. This is a major exercise. Financial help from KCA and CALSCA (seek funding) – 2 banners.
  - Extended to include Snug, Coningham, Kettering Woodbridge – 1000 homes. 150 people attending first sessions.

## TCA

- Council is facilitating Masterplan for Taroon Hall and works are advertised for DA, looking at budget regarding allocation.
  - Katrena to seek advice on budget allocation for Taroon Beach Hall

## MHCA

- Van Morey Road issues – a lot of work has been done since the association formed; COVID funding – culverts. Road widening has occurred in some places but now wide to narrow blind corner – some ongoing difficult spots were identified– signage over and above what is there to point to issues.
  - Mike Brough (FLAG) noted that speed limits around Kingborough were a matter on the forward plan of the Safety Committee.
- Increase of Spanish Heath and whether there could be more education for the community about the fact it is a weed.
- Identified the need to reinforce with people on the 'no spray register' that they are required to look after their road frontage and control weeds.
- Question about stray goats – MHCA to report to [kc@kingborough.tas.gov.au](mailto:kc@kingborough.tas.gov.au)

## ACTIONS:

- Katrena to provide advice on Safety Committee contact information
- Katrena to forward sign concerns to relevant officers
- Katrena to discuss with NAB/Comms information for website and article for Kingborough Chronicle on Spanish Heath
- Katrena to consult with secretary of the Safety Committee on how to invite submissions from KCF Members.

## SNUG LANDCARE

- Monthly working bees around periphery of town; Snug River bridge, gentle progress.

## HPA

- Expressed support for Kettering Net Zero project and noted that supply chain issues often omitted
- Endorsed Spanish heath as issue and noted Friends of Peter Murrell Reserve working bee due to heath
- Would like data on width of road through Howden – to better understand/question why line markings are in place in some parts and not others
- Action: Katrena to seek feedback on above from Director Infrastructure
- HPA is putting in more committee meetings to keep momentum up and have a survey underway around road safety.

## CALSCA

- Speed limits on Channel Highway of concern – through towns and also in some other particular areas of risk – SNUG speed limit should be 50 rather than 60 – wanting more consistency – acknowledge State issue. Longstanding.
- Road user safety and walkability improvements a focus on Davies Rd/Channel Highway intersection that is very dangerous. Group wants to see if can improve safety for pedestrians. Propose could have low-cost improvement through vegetation management.
- Asked question about subdivision roads – and legal public access when unbuilt. Refer to handout (attached).
- ACTION Katrena to provide handout to relevant Council officers for feedback.

## 11. Other Business

Noted positively how the kc@kingborough email requests are getting follow up re detail/resolution.

- ACTION: Katrena to pass on positive feedback to Customer Service.

Propose to include Acknowledgement of Country at start of agenda – general support.

- Business Arising: Katrena to include Acknowledgement of Country on Agenda.

A suggestion that community reports are on top of agenda prior to any speakers - noted happy to trial.

Speaker Ideas – a request to be exposed to other Directors.

- ACTION: Katrena to discuss Director attendance with General Manager.
- Katrena to make sure endorsed minutes are up to date on Website.

12. Date of next meeting: 16 July 2022

Meeting close at 12.00pm.

**List of Actions:**

<b>Service Levels:</b> Share LGAT Fact Sheet on Service Levels if Possible	Katrena
Darren to consider if a field can be added to inspection tools to capture data for assets	Darren
<b>Road works:</b> Ask David to provide some advice out of session – why small roads coming off the Channel Highway do not have asphalt apron. Follow up on capture of requests and assessment, e.g., maintenance or road vs design for renewal or upgrade	Katrena
Katrena to ask David Reeve about asset renewal/replacement vs capital expenditure. Where is threshold and when does Council write off assets?	Katrena
<b>Budget</b> - Katrena to discuss internally whether we can develop some more guidance for KCF members to support their budget requests – e.g., how to break down the request into stages, what is operational and what is capital etc.	Katrena
<b>TOR working group</b> - Jill to update terms of reference based on discussion for circulation to the group	Jill
Include Meeting Procedures document when circulating draft TOR	Katrena
<b>FLAG</b> Request for consideration of feasibility study for trail along Leslie Rd for safety. Make a submission on draft budget to formalise concern re omission	FLAG

Pass on to NAB - increasing nuisance weed of radiata pine – some areas where native bushland becoming increasingly dominated by pines, easy to get rid of when small	Katrena
<b>BHCA</b> Katrena to seek advice on what else can be done about vegetation on side of Channel Highway (State Growth Road)	Katrena
<b>TCA</b> Katrena to seek advice if there is a budget for Taroona Beach Hall	Katrena
<b>MHCA</b> Katrena to provide advice on Safety Committee contact information. Katrena to forward sign concerns to relevant officers. Katrena to discuss with NAB/Comms information for website and article for Kingborough Chronicle on Spanish Heath. Katrena to consult with secretary of the Safety Committee on how to invite submissions from KCF Members.	Katrena
<b>HPA</b> Katrena to seek feedback from David on data on width of road through Howden to better understand why line markings are in place in some parts and not others.	Katrena
<b>CALSCA</b> Katrena to provide handout to relevant Council officers for feedback.	Katrena
<b>OTHER</b> Pass on positive feedback to Customer Service re handling requests	Katrena
Noted –Place community reports to take place prior speakers before speakers on agenda	
Discuss Director attendance with General Manager	Katrena
Place endorsed meeting minutes on Website	Katrena

### **Business Arising from This Meeting**

Include Acknowledgement of Country to start of agenda

#### **Attachments:**

- Presentation on Sport Fields User Fees - Scott Wade, Strategic Sport, and Recreation Planner
- Presentation on Service Levels – Darren Johnson, Manager Works Department
- Handout CALSCA – Road User Safety and Walkability Improvements – Coningham and Lower Snug