



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, 20 July 2026 at 5.30pm

Kingborough Councillors 2022 - 2026



Acting Mayor
Councillor Christian Street



Councillor Aldo Antolli



Councillor David Bain



Councillor Gideon Cordover



Councillor Kaspar Deane



Councillor Flora Fox



Councillor Amanda Midgley



Councillor Mark Richardson

QUALIFIED PERSONS

In accordance with Section 65 of the *Local Government Act 1993*, I confirm that the reports contained in Council Meeting Agenda No. 13 to be held on Monday, 20 July 2026 contain advice, information and recommendations given by a person who has the qualifications or experience necessary to give such advice, information or recommendations.



Dave Stewart
CHIEF EXECUTIVE OFFICER
being the General Manager as appointed by the
Kingborough Council pursuant to section 61 of the
Local Government Act 1993 (TAS)

Tuesday, 14 July 2026

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GUIDELINES FOR PUBLIC QUESTIONS

Division 4 of the *Local Government (Meeting Procedures) Regulations 2025*

This guide helps community members understand how to ask questions during Public Question Time at a Council meeting or sending in questions to be placed on the meeting Agenda, based on the [Local Government \(Meeting Procedures\) Regulations 2025](#), as well as any other determinations made by Council.

Please remember, this time is for asking questions only—there will be no discussion or debate about the questions or the answers.

How to Ask a Question:	You can ask a question either: • In writing (before the meeting) (see questions on notice below), or • In person at a regular Council meeting (see questions without notice below). Your question must be about Council activities only.
Purpose of Question Time:	• This time is for asking questions, not for debating them. • Answers will be given, but there won't be any discussion.
Written Questions (Questions on Notice):	• Must be sent at least 7 days before the meeting. • The 7-day period includes weekends and public holidays, but not the day you submit the question or the day of the meeting. • Title your submission clearly as “Question/s on Notice.”
Verbal Questions (Questions Without Notice):	• At least 15 minutes will be set aside during the meeting for these. • A maximum of three (3) questions will be allowed per person, per meeting. • You can't ask about topics already on the meeting agenda. • If your question can't be answered right away, it will be answered at the next meeting or as soon as possible.
Rules for Asking Questions:	Your question should: • Be short and clear; • Not be a statement; • Have little or no introduction. The Chairperson may reject your question if it: • Is offensive, defamatory, or illegal; • Doesn't relate to Council business; • Is unclear, repetitive, or about confidential matters.

AGENDA of an Ordinary Meeting of Council
Kingborough Civic Centre, 15 Channel Highway, Kingston
Monday, 20 July 2026 at 5.30pm

WELCOME

The Chairperson will declare the meeting open and welcome all in attendance. The Chairperson will advise all persons attending the meeting that they are to be respectful of, and considerate towards, other persons attending the meeting.

AUDIO RECORDING

The Chairperson will 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.

1 ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS

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

2 ATTENDEES

Councillors:

Acting Mayor Councillor C Street
Councillor D Bain
Councillor G Cordover
Councillor K Deane
Councillor F Fox
Councillor A Midgley
Councillor M Richardson

3 APOLOGIES

Councillor A Antolli

4 CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the open session of the Council Meeting No.12 held on 6 July 2026 be confirmed as a true record.

5 WORKSHOPS HELD SINCE LAST COUNCIL MEETING

Date	Topic	Detail	Consultant
13 July 2026	SGS Economics Report Strategic Asset Management Planning (SAMP) Workshop	Report into government investment in Southern Tasmania An update on progress on the Strategic Asset Management Plan	Lisa Bennetto – EO Greater Hobart Councils Partnership Ashay Prabhu - Modelve

6 DECLARATIONS OF INTEREST

In accordance with Regulation 10 of the *Local Government (Meeting Procedures) Regulations 2025* 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.

7 TRANSFER OF AGENDA ITEMS

Are there any items, which the meeting believes, should be transferred from this agenda to the closed agenda or from the closed agenda to the open agenda, in accordance with the procedures allowed under Section 15 of the *Local Government (Meeting Procedures) Regulations 2025*.

Council has determined that questions on notice or questions taken on notice from a previous meeting should not contain lengthy preambles or embellishments and should consist of a question only. To this end, Council reserves the right to edit questions for brevity so as to table the question only, with some context if need be, for clarity.

8 QUESTIONS WITHOUT NOTICE FROM THE PUBLIC

9 QUESTIONS ON NOTICE FROM THE PUBLIC

9.1 HUNTINGFIELD SCHOOL ZONE SIGN

Mark Donnellon submitted the following question on notice:

Regarding the new road connecting to Huntingfield Avenue at the intersection of Nautilus Grove, where Huntingfield Avenue and Nautilus Grove were already school zones. Should this new road which lead into an existing school zone have had a school zone sign before it was opened to the public? What standards or regulations apply in this circumstance?

Officer's Response:

Yes. Where a new road creates an additional approach into an existing school zone, the need for school zone signage should be assessed as part of the subdivision and road opening process so motorists entering the area are aware of the reduced speed limit during school zone operating times.

In this instance, the need to extend the existing school zone to include the new road approach was not identified before the road was opened to the public and, consequently, an application to extend the school zone was not made prior to the road opening.

Once Council became aware that the new approach was not included within the existing approved school zone, Council assessed the changed traffic and pedestrian movements and applied to the Transport Commissioner to extend the school zone. The application was approved and Council has since installed interim static school zone signs pending installation of permanent flashing school zone signs by Building Tasmania (formerly the Department of State Growth).

Under the *Traffic Act 1925*, only the Transport Commissioner can approve a new or extended school zone. Council's role is to identify the need and apply for approval. School zone speed limit signs cannot be installed until that approval has been granted. The design and installation of school zone signage is undertaken in accordance with *Australian Standard AS 1742 – Manual of Uniform Traffic Control Devices* and the requirements of the State road authority. School zones and associated speed limits are established under the *Traffic Act 1925*.

Craig Mackey, Director Engineering Services

9.2 SCHEDULE FOR SIRIUS DRIVE TO PARK AND RIDE PATH

Mark Donnellon submitted the following question on notice:

The 26/27 financial year budget has \$350,000 allocated to a path in Huntingfield between Sirius Drive and the Park and Ride. Is construction of this project scheduled and can the council provide an estimate for when construction may start and end?

Officer's Response:

Council is currently expecting construction on Sirius Drive and the Huntingfield Park and Ride to start between January and March of 2027, subject to obtaining the Heritage Tasmania permit.

Craig Mackey, Director Engineering Services

9.3 MIDDLETON FORESHORE

Joel Hodson submitted the following question on notice: What was the outcome of Action 63 of the 2019 Open Space Strategy? This is regarding the Middleton foreshore?

Officer's Response:

Action 63 of the Kingborough Open Space Strategy recommended a review of the play equipment on the Middleton Foreshore. This was undertaken in 2020 as part of an audit of all of Council's play spaces, which found that the condition of the equipment was "acceptable". Given that the playground is located within the coastal hazards zone, the current thinking regarding its future is not to replace equipment at this location once it reaches the end of its asset life and to focus future upgrades on the play space at the Middleton Hall.

Daniel Smee, Director Governance, Recreation & Property Services

9.4 POTHoles ON MOODY'S AND ALLENS RIVULET ROADS

Kim Phillips submitted the following question on notice:

I've also heard numerous complaints about potholes on Moody's and Allens Rivulet Roads. Apparently there have been numerous emails and/or complaints sent to Council. I'm just wondering if we can have an estimate on when they might be addressed?

Officer's Response:

Council has received an increased number of road maintenance requests following the significant rainfall event in June. All requests are being assessed and prioritised in accordance with road safety, condition and available resources. Works to address potholes on Moody's Road and Allens Rivulet Road are currently programmed to be completed by the end of July.

In addition, Council is scoping a review of its road grading practices. This review will consider drainage, road formation, material selection, repair standards, resourcing, and the way grader schedules are communicated to the community.

As part of this work, Council is publishing its weekly grading schedule through its social media channels and will do through its website in the future so residents can see when grading is planned for their area. Council intends to provide a longer forward schedule once the current backlog of reactive grading works has been completed.

Jade Jones, Manager Works

9.5 COMPLAINTS MANAGEMENT POLICY

Emma McNab submitted the following question on notice:

Can Council please answer what their complaints management policy is in response to an initial complaint, the time frame to respond?

Officer's Response:

Kingborough Council's Complaints Management Policy provides that all complaints are recorded and acknowledged within five business days of being received (this is usually an immediate response).

Following an initial assessment, Council will determine the most appropriate way to manage the complaint.

Where a complaint requires investigation, it is referred to the relevant team or manager. The policy states that Council aims to complete complaint investigations within 15 working days. If an investigation is expected to take longer, the complainant will be advised and provided with progress updates every 10 working days until the matter is finalised. A written response outlining the outcome of the investigation and the reasons for the decision will then be provided

Dave Stewart, Chief Executive Officer

9.6 HUTCHINS STREET LANE CLOSURE TRAFFIC DATA COLLECTED

Mr Donnellon submitted the following question on notice:

Hutchins Street uphill lane was recently closed for a while. There are a lot of reasons the Council might consider closing this or nearby lanes again, like special events, other construction work, or reconfiguration of the road network. Was any data collected around the effects of closing that lane of traffic? That data would be useful to help inform how to better mitigate negative impacts in changing the road configuration.

Officer's Response:

Potential traffic and travel impacts are considered during the planning stages of all road works and events. The level of assessment undertaken depends on factors such as the location of the works, traffic volumes, and the potential for significant disruption. Where greater impacts are anticipated,

more detailed Traffic Impact Assessments may be completed to help inform traffic management arrangements.

During the Hutchins Street works, traffic conditions were regularly observed and monitored. While formal traffic data was not collected, the impacts experienced were generally consistent with what had been anticipated during planning. One factor that had a slightly greater effect than expected was traffic circulating through the Channel Highway roundabouts, which affected the rate at which vehicles could exit Hutchins Street. As expected, these delays were most noticeable during short periods of higher traffic demand around lunchtime and in the mid-afternoon peak.

Vimbai Mavenga, Manager Program Office

10 QUESTIONS WITHOUT NOTICE FROM COUNCILLORS

11 QUESTIONS ON NOTICE FROM COUNCILLORS

11.1 WASTE STRATEGY

Cr Amanda Midgley submitted the following question on notice:

Can we please have an update on the development of the Waste Strategy and its completion date. Will the draft be provided to community for input

Officer's Response:

The final draft of the Waste Strategy Scope of Works is now complete and ready to be released to the market as a Request for Quotation (RFQ).

A detailed project timeline will be confirmed once market responses have been received and evaluated. However, it is anticipated that the Waste Strategy will be completed approximately six months following the award of the contract.

Craig Mackey, Director Engineering Services

11.2 LESLIE VALE WASTE SERVICE OPT-OUTS

Cr Kaspar Deane submitted the following question on notice:

We, as Councillors, gave indicative support for an extension of the waste service to a part of Leslie Vale, and we've had correspondence from some residents for it and some residents, obviously, against it. Those against have sought clarification as to why there isn't an opt-out clause for those residents, claiming that other councils have provided that opt-out clause. So, could it please, even if it's on notice, provide a response and the specific piece of policy or legislation that indicates why we couldn't, if we can't, provide opt-out provisions for those residents in Leslie Vale, just so it's clear and on the record?

Officer's Response:

The relevant provisions are Sections 93 and 94 of the *Local Government Act 1993* (Tas). Section 93 permits councils to levy a service rate for waste management, while Section 94 permits councils to levy a service charge for services that are supplied or made available to land. Specifically, Section 94(1) provides that a council may make a service charge for services that it "supplies or makes

available", and Section 94(3) allows a council to vary the charge between different parts of the municipal area where different service areas exist.

The Act provides for councils to determine the areas to which a waste service is provided and to levy the associated charge accordingly. There is no provision within the Act that enables an individual residential property owner located within an established service area to elect to opt out of the service or the associated charge. Rather, the legislation contemplates the application of service charges to the defined service area determined by Council.

Accordingly, where Council extends the kerbside waste and recycling collection service to a defined area such as Leslie Vale, all eligible residential properties located within that service area would be charged in accordance with Council's Rates Resolution. Individual properties cannot be selectively excluded from the service or the associated charge.

To validate Council's interpretation and understand current local government practice, Council officers contacted a number of neighbouring Tasmanian councils. Those councils confirmed that they do not provide an opt-out provision for residential properties located on an established kerbside waste and recycling collection route. In each case, where a property is located within the designated service area, the applicable waste service charge is levied regardless of whether the property owner chooses to use the service.

Therefore, Council's position is based both on the legislative framework established by the *Local Government Act 1993* and on the consistent practice adopted by neighbouring Tasmanian councils.

Stuart Baldwin, Manager Kingborough Waste Services

11.3 LESLIE VALE WASTE EXTENSION BIN SIZES

Cr David Bain submitted the following question on notice:

Can Council advise whether Leslie Vale residents have been offered the following options as part of the extension of the kerbside waste and recycling collection service in the area:

1. The smallest and lowest-cost general waste bin (80L), with the option to upgrade to a larger bin if required; and
2. The smallest and lowest-cost recycling bin (140L), with the option to upgrade to a 240L recycling bin if required?

Officer's Response:

1. Yes, the standard general waste bin proposed to be provided as part of the Leslie Vale service rollout is the smallest and lowest-cost waste bin available.
2. When Council adopted its Waste Management Strategy, one of the recommended actions to improve recycling outcomes was the introduction of a larger 240L recycling bin collected fortnightly. As a result, the standard recycling bin provided for new services and replacement bins was changed from 140L to 240L.

Since then, waste and recycling behaviours have changed significantly due to the introduction of FOGO services, the Container Refund Scheme, increased higher-density housing, and ongoing requests from residents for a smaller and more manageable recycling bin option.

In response, Council staff support reintroducing the 140L recycling bin as an alternative to the 240L bin. This would provide greater flexibility for residents, a lower-cost option for households with lower recycling volumes, and minimal financial impact on Council as collection costs are based on bin size. The current annual charges are \$108 for a 140L recycling bin and \$164 for a

240L recycling bin. Changes to property bin size can be done on a by request basis via customer services.

Stuart Baldwin, Manager Kingborough Waste Services

12 PETITIONS STILL BEING ACTIONED

There are no petitions still being actioned.

13 PETITIONS RECEIVED IN LAST PERIOD

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

14 OFFICERS REPORTS TO COUNCIL

14.1 AUDIT OF DELEGATIONS

File Number: 12.71

Author: David Spinks, Director People & Finance

Authoriser: Dave Stewart, Chief Executive Officer

Strategic Plan Reference

Key Priority Area: 5. Doing the essentials efficiently and effectively so we can build for the future.

Strategic Outcome: 5.4 Statutory and governance functions which are delivered to a high standard.

1. PURPOSE

- 1.1 The purpose of this report is to respond to a motion from Council's 2025 Annual General Meeting in relation to delegations.

2. BACKGROUND

- 2.1 At the 2025 AGM, the following motion was carried:
- To call for a review of delegated powers to ensure officers act strictly within their authority.*
- 2.2 Council considered this matter at its meeting of 19 January 2026 and resolved that *the proposal for a review of delegated powers be referred to Council's Audit Panel for consideration.*
- 2.3 The matter was tabled in general business at the Audit Panel meeting of 20 February 2026 and discussed at the Panel's meeting of 22 May 2026.
- 2.4 At that meeting the Audit Panel concluded that no evidence of governance failures had been identified and considered the matter resolved within the scope of review.

3. STATUTORY REQUIREMENTS

- 3.1 Section 22 of the *Local Government Act 1993 (TAS)* allows Council to delegate legislated functions or powers to the General Manager.

- 3.2 Section 64 of the Act allows the General Manager to delegate functions or powers to an employee of Council.
- 3.3 Delegations provided by the Council acting in its role as the Planning Authority are provided pursuant to Section 6 of the *Land Use Planning and Approvals Act 1993* and other Acts that make reference to the 'Planning Authority'.

4. DISCUSSION

- 4.1 There are numerous pieces of legislation that grant powers and functions to Council, and it is a standard practice to delegate these powers to the General Manager (CEO) to enable operational and administrative matters to be resolved in a timely manner.
- 4.2 Each delegation or authorisation is subject to:
 - a) conditions or restrictions as may be determined by Council;
 - b) such policies, policy guidelines and directions as the Council may from time to time approve; and
 - c) the Council's By-laws or the provisions of any Act.
- 4.3 Delegations from the CEO to staff are similarly subject to conditions, restrictions and the provisions referenced above.
- 4.4 Council has policies covering delegations to the CEO under the Local Government Act and other relevant legislation (Policy 1.1), as well as delegations to staff under the Land Use Planning and Approvals Act (Policy 1.1A).
- 4.5 These policies are reviewed on a regular basis, providing Councillors with an opportunity to amend the conditions of any delegated powers to the CEO.
- 4.6 The motion from the AGM references a review of delegated powers to officers to ensure that there has not been overreach in the application of this authority.
- 4.7 Council considered this matter at its meeting of 19 January 2026 and resolved that *the proposal for a review of delegated powers be referred to Council's Audit Panel for consideration.*
- 4.8 The matter was tabled in general business at the Audit Panel meeting of 20 February 2026 and subsequently discussed at the meeting of 22 May 2026.
- 4.9 The Audit Panel noted the matter, considered no evidence of governance failures had been identified and considered the matter resolved within the scope of review.
- 4.10 As noted above there are processes in place to review delegations, and again no evidence has been presented to suggest delegated powers have been exceeded.
- 4.11 On this basis, it is considered reasonable to conclude that no review of delegated powers is considered necessary, and this is the recommendation.

5. FINANCE

- 5.1 There are no financial implications arising from this report.

6. ENVIRONMENT

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

7. COMMUNICATION AND CONSULTATION

- 7.1 Council maintains a publicly available register of delegations.

8. RISK

- 8.1 As noted above in Discussion there are numerous pieces of legislation that grant powers and functions to Council and it is a standard practice to delegate these powers to the

General Manager to enable operational and administrative matters to be resolved in a timely manner.

9. CONCLUSION

- 9.1 The request stemming from the AGM for a review of delegated powers has been considered by the Audit Panel which concluded no evidence of governance failure had been identified and considered the matter resolved within the scope of review.
- 9.2 It is considered reasonable to conclude that no review of delegated powers is considered necessary, and this is the recommendation.

10. RECOMMENDATION

That Council note that the Audit Panel has considered the resolution of the 2025 Annual General Meeting regarding delegated powers and has concluded that no further reviews of the matter are necessary.

ATTACHMENTS

Nil

14.2 ELECTION CARETAKER PERIOD POLICY

File Number: 12.268

Author: Daniel Smee, Director Governance, Recreation & Property Services

Authoriser: Dave Stewart, Chief Executive Officer

Strategic Plan Reference

Key Priority Area: 5. Doing the essentials efficiently and effectively so we can build for the future.

Strategic Outcome: 5.4 Statutory and governance functions which are delivered to a high standard.

1. PURPOSE

- 1.1 The purpose of this report is to review Council's *Election Period Caretaker Policy* (Number 1.21).

2. BACKGROUND

- 2.1 Council's *Election Period Caretaker Policy* was developed to provide guidelines for the conduct of Councillors and staff in the lead up to a local government general election.

3. STATUTORY REQUIREMENTS

- 3.1 There is currently no legislation in Tasmania governing provisions for councils in the lead up to a local government general election.

- 3.2 Most Tasmanian Councils have adopted a policy as an interim measure, with Kingborough the first to do so in 2021.

4. DISCUSSION

- 4.1 Council's Policy was used in the lead up to the 2022 Local Government elections and was subsequently reviewed in 2024.
- 4.2 A review of the current policy has been undertaken, with the only issue identified being the potential impact on the awarding of contracts associated with the AFL High Performance Training Centre Project within the Kingborough Sports Precinct.
- 4.3 Under the current policy, Council cannot award a tender in excess of 1% of Council's net revenue (\$60.1m) during the election caretaker period.
- 4.4 It is unlikely (but possible) that there will be a requirement for Council to award tenders in excess of the \$600,000 threshold that are associated with this project during the election caretaker period.
- 4.5 Due to the time pressures associated with the AFL project, holding off on awarding a tender until after the election caretaker period would not be desirable.
- 4.6 To overcome this issue, it is proposed to include the following new clause within the guidelines:
- Tenders for projects that are externally funded and have previously been endorsed by Council may be awarded during the Caretaker Period, regardless of their scale.*
- 4.7 The only other proposed amendments to the policy relate to an update of the Strategic Plan Reference, document dates and titles.

5. FINANCE

- 5.1 Clause 6.7 clarifies that Councillors may claim allowances and expenses as provided under Council Policy 2.1 *Payment of Councillors' Expenses and Provision of Facilities Policy* during the Caretaker Period.

6. ENVIRONMENT

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

7. COMMUNICATION AND CONSULTATION

- 7.1 The updated policy will be made available on Council's website.

8. RISK

- 8.1 The policy addresses the potential risk that a Council in caretaker mode will make a decision that unfairly binds the incoming Council. It also addresses the risk of inappropriate use of Council resources during an election period.

9. CONCLUSION

- 9.1 An update of Council's *Election Period Caretaker Policy* has been undertaken with a minor change made to allow provision to award tenders that relate to externally funded projects that have previously been endorsed by Council.

10. RECOMMENDATION

- That Council's updated *Election Period Caretaker Policy* (as attached to this report) be endorsed.

ATTACHMENTS

1. Election Caretaker Period_v4 Tracked Changes
2. Election Caretaker Policy Updated

Public Copy



Election Caretaker Period Policy

Policy No:	1.21
Approved by Council:	November 2024 <u>July 2026</u>
New Review Date:	July 2026 <u>2030</u>
Minute No:	C348/21-2024 <u>TBA</u>
ECM File No:	12.268
Version:	4 <u>3</u> .0
Responsible Officer:	Director Governance, Recreation & Property Services
Strategic Plan Reference:	2.4 The organisation has a corporate culture that delivers quality customer service, encourages
<u>Strategic Plan Reference:</u>	<u>5.4 Statutory and governance functions which are delivered to a high standard</u>

1. POLICY STATEMENTS

- 1.1 Council is committed to the application of good governance principles and high standards of integrity.
- 1.2 It is an established democratic principle that elected bodies should not unnecessarily bind an incoming government during an election period. Council commits to the principle that it will make every endeavour to avoid making major policy decisions that bind an incoming Council.
- 1.3 This policy establishes clear guidelines for the conduct of Councillors and staff in the lead up to a local government general election involving the Kingborough Council and ensures that the ordinary business of Council continues in a responsible, transparent and legally compliant manner in the period leading up to an election.

2. DEFINITIONS

- 2.1 In this policy:

“By-Election” is an election to replace a councillor after the councillor’s office becomes vacant.

“Candidate” is a person standing for election.

“Council” means the Kingborough Council.

“Caretaker Period” is the period from the writ of election through until the close of the polls of the relevant local government general election.

“Electoral Material” means any advertisement, handbill, pamphlet, notice, flyer, letter or article that is intended or calculated to affect the result of an election.

“Election Campaign” refers to the activities of candidates to win voter support in the period preceding an election and includes activities such as door knocking, bulk emails, production of signs and flyers, telephone canvassing, social media campaigns and advertising.

“Local Government Act” means the Tasmanian *Local Government Act 1993*.

“Major Policy Decision” refers to the appointment, remuneration or termination of the [Chief Executive Officer](#)/General Manager, approval of contracts greater than 1% of Council’s net revenue, adoption or renewal of policies, making, amending or repealing of planning schemes and establishment of By-Laws.

3. OBJECTIVE

- 3.1 The purpose of this policy is to ensure that:
 - 3.1.1 Major policy decisions are not made by Council in the leadup to an election that would prove binding for an incoming Council.
 - 3.1.2 Council resources are not used for the advantage of a candidate in a local government general election.
 - 3.1.3 The requirement to act impartially in relation to all candidates standing for election is clearly understood.

4. SCOPE

- 4.1 This policy applies to elected members and employees of the Kingborough Council for duration of the caretaker period for a local government general election.
- 4.2 This policy does not apply to local government by-elections.

5. PROCEDURE (POLICY DETAIL)

- 5.1 During the Caretaker Period the following provisions shall apply:

~~5.1.1~~ ~~5.1.1~~ **Tenure of General Manager/Chief Executive Officer** – Council shall not appoint, dismiss or renew the contract of a General Manager/[Chief Executive Officer](#) during the

Caretaker Period. An Acting General Manager/Chief Executive Officer may be appointed in accordance with Section 61B of the Local Government Act, if required.

- 5.1.2 Contracts – Council will not approve a tender for a contract during the Caretaker Period for which the total value exceeds 1% of total revenue, except for tenders that relate to externally funded projects that have previously been endorsed by Council.
- 5.1.2 Planning Instruments – Council will not make, amend or repeal a local planning instrument under the *Land Use Planning and Approvals Act 1993* (i.e. a planning scheme, a temporary local planning instrument or a planning scheme policy);
- 5.1.3 By-Laws – Council will not make a new By-Law during the Caretaker Period.
- 5.1.4 Policies – Council will not approve or renew any Council policies during the Caretaker Period.
- 5.1.5 Distribution of Electoral Material – no electoral material shall be permitted to be displayed or distributed on any Council owned or managed property.
- 5.1.6 Use of Council Equipment and Stationery – Council supplied equipment and Council branded material shall not be used by Councillors or staff in any manner that supports a candidate's election campaign. Councillors may continue to use Council equipment and branded material throughout the course of the Caretaker Period to carry out their regular functions as described in Section 28 of the Local Government Act.
- 5.1.7 Media - Councillors will not use their position as an elected representative, or their access to employees or resources, to gain media attention in support of their, or any other candidate's election campaign.
- 5.1.8 Council Committees and Groups – a Councillor shall not use their membership of a Council Advisory Committee or appointment as a member of an external group to disseminate information or promote their, or any other candidate's election campaign.

6. GUIDELINES

- 6.1 Nothing in this policy prevents the Mayor, Councillors and staff from carrying on the business of the Council during the caretaker period.
- 6.2 Council meetings shall continue to be held during the Caretaker Period and will consider Agenda items that relate to the ordinary business of Council other than those matters identified in Section 5 of this policy.
- 6.3 The Chief Executive Officer/General Manager may still exercise all delegations provided by Council during the Caretaker Period, including the appointment of staff.
- 6.4 Projects as approved by Council as part of the annual budget process and subsequently approved by the awarding of a tender, can proceed during the Caretaker Period, regardless of their scale.
- 6.5 Tenders for projects that are externally funded and have previously been endorsed by Council may be awarded during the Caretaker Period, regardless of their scale.
- 6.6 The Mayor and Councillors will continue to accept invitations to attend community functions and may continue to correspond with constituents on matters related to Council business during the Caretaker Period.
- 6.7 The Mayor shall be the spokesperson for Council in accordance with Section 27 of the Local Government Act and shall carry out the civic and ceremonial functions of the mayoral office during the Caretaker Period.
- 6.8 Individual Councillors may continue to represent the community and facilitate communication between Council and the community for the duration of the Caretaker Period. In fulfilling these duties during this period, Councillors may claim allowances and expenses as provided under Council Policy 2.1 *Payment of Councillors' Expenses and Provision of Facilities Policy*.

- 6.9 Council employees shall maintain the normal business activities of Council during the Caretaker Period. Employees shall undertake their duties in an appropriate way and take all steps to avoid any real or perceived support for a candidate in order to protect the organisation's ability to impartially serve any incoming Council following an election.

7. COMMUNICATION

- 7.1 This policy will be made available to all staff, Councillors, customers, members of the public and shall be provided free of charge at the Civic Centre and on Council's website www.kingborough.tas.gov.au.

8. LEGISLATION

- 8.1 *Local Government Act 1993*
 8.2 *Tasmanian Electoral Act 2004*
 8.3 *Land Use Planning and Approvals Act 1993*

9. RELATED DOCUMENTS

- 9.1 Code of Conduct for Councillors
 9.2 Policy 9.14 – Code of Conduct Employees

10. AUDIENCE

- 10.1 Public document

Public Copy



Election Caretaker Period Policy

Policy No:	1.21
Approved by Council:	July 2026
New Review Date:	July 2030
Minute No:	TBA
ECM File No:	12.268
Version:	4.0
Responsible Officer:	Director Governance, Recreation & Property Services
Strategic Plan Reference:	5.4 Statutory and governance functions which are delivered to a high standard

1. POLICY STATEMENTS

- 1.1 Council is committed to the application of good governance principles and high standards of integrity.
- 1.2 It is an established democratic principle that elected bodies should not unnecessarily bind an incoming government during an election period. Council commits to the principle that it will make every endeavour to avoid making major policy decisions that bind an incoming Council.
- 1.3 This policy establishes clear guidelines for the conduct of Councillors and staff in the lead up to a local government general election involving the Kingborough Council and ensures that the ordinary business of Council continues in a responsible, transparent and legally compliant manner in the period leading up to an election.

2. DEFINITIONS

- 2.1 In this policy:

“By-Election” is an election to replace a councillor after the councillor’s office becomes vacant.

“Candidate” is a person standing for election.

“Council” means the Kingborough Council.

“Caretaker Period” is the period from the writ of election through until the close of the polls of the relevant local government general election.

“Electoral Material” means any advertisement, handbill, pamphlet, notice, flyer, letter or article that is intended or calculated to affect the result of an election.

“Election Campaign” refers to the activities of candidates to win voter support in the period preceding an election and includes activities such as door knocking, bulk emails, production of signs and flyers, telephone canvassing, social media campaigns and advertising.

“Local Government Act” means the Tasmanian *Local Government Act 1993*.

“Major Policy Decision” refers to the appointment, remuneration or termination of the Chief Executive Officer/General Manager, approval of contracts greater than 1% of Council’s net revenue, adoption or renewal of policies, making, amending or repealing of planning schemes and establishment of By-Laws.

3. OBJECTIVE

- 3.1 The purpose of this policy is to ensure that:
 - 3.1.1 Major policy decisions are not made by Council in the leadup to an election that would prove binding for an incoming Council.
 - 3.1.2 Council resources are not used for the advantage of a candidate in a local government general election.
 - 3.1.3 The requirement to act impartially in relation to all candidates standing for election is clearly understood.

4. SCOPE

- 4.1 This policy applies to elected members and employees of the Kingborough Council for duration of the caretaker period for a local government general election.
- 4.2 This policy does not apply to local government by-elections.

5. PROCEDURE (POLICY DETAIL)

- 5.1 During the Caretaker Period the following provisions shall apply:
- 5.1.1 Tenure of General Manager/Chief Executive Officer – Council shall not appoint, dismiss or renew the contract of a General Manager/Chief Executive Officer during the Caretaker Period. An Acting General Manager/Chief Executive Officer may be appointed in accordance with Section 61B of the Local Government Act, if required.
 - 5.1.2 Contracts – Council will not approve a tender for a contract during the Caretaker Period for which the total value exceeds 1% of total revenue, except for tenders that relate to externally funded projects that have previously been endorsed by Council.
 - 5.1.2 Planning Instruments – Council will not make, amend or repeal a local planning instrument under the *Land Use Planning and Approvals Act 1993* (i.e. a planning scheme, a temporary local planning instrument or a planning scheme policy);
 - 5.1.3 By-Laws – Council will not make a new By-Law during the Caretaker Period.
 - 5.1.4 Policies – Council will not approve or renew any Council policies during the Caretaker Period.
 - 5.1.5 Distribution of Electoral Material – no electoral material shall be permitted to be displayed or distributed on any Council owned or managed property.
 - 5.1.6 Use of Council Equipment and Stationery – Council supplied equipment and Council branded material shall not be used by Councillors or staff in any manner that supports a candidate's election campaign. Councillors may continue to use Council equipment and branded material throughout the course of the Caretaker Period to carry out their regular functions as described in Section 28 of the Local Government Act.
 - 5.1.7 Media - Councillors will not use their position as an elected representative, or their access to employees or resources, to gain media attention in support of their, or any other candidate's election campaign.
 - 5.1.8 Council Committees and Groups – a Councillor shall not use their membership of a Council Advisory Committee or appointment as a member of an external group to disseminate information or promote their, or any other candidate's election campaign.

6. GUIDELINES

- 6.1 Nothing in this policy prevents the Mayor, Councillors and staff from carrying on the business of the Council during the caretaker period.
- 6.2 Council meetings shall continue to be held during the Caretaker Period and will consider Agenda items that relate to the ordinary business of Council other than those matters identified in Section 5 of this policy.
- 6.3 The Chief Executive Officer/General Manager may still exercise all delegations provided by Council during the Caretaker Period, including the appointment of staff.
- 6.4 Projects as approved by Council as part of the annual budget process and subsequently approved by the awarding of a tender, can proceed during the Caretaker Period, regardless of their scale.
- 6.5 Tenders for projects that are externally funded and have previously been endorsed by Council may be awarded during the Caretaker Period, regardless of their scale.
- 6.6 The Mayor and Councillors will continue to accept invitations to attend community functions and may continue to correspond with constituents on matters related to Council business during the Caretaker Period.

- 6.7 The Mayor shall be the spokesperson for Council in accordance with Section 27 of the Local Government Act and shall carry out the civic and ceremonial functions of the mayoral office during the Caretaker Period.
- 6.8 Individual Councillors may continue to represent the community and facilitate communication between Council and the community for the duration of the Caretaker Period. In fulfilling these duties during this period, Councillors may claim allowances and expenses as provided under Council Policy 2.1 *Payment of Councillors' Expenses and Provision of Facilities Policy*.
- 6.9 Council employees shall maintain the normal business activities of Council during the Caretaker Period. Employees shall undertake their duties in an appropriate way and take all steps to avoid any real or perceived support for a candidate in order to protect the organisation's ability to impartially serve any incoming Council following an election.

7. COMMUNICATION

- 7.1 This policy will be made available to all staff, Councillors, customers, members of the public and shall be provided free of charge at the Civic Centre and on Council's website www.kingborough.tas.gov.au.

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9. RELATED DOCUMENTS

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10. AUDIENCE

- 10.1 Public document

14.3 LOCAL GOVERNMENT ASSOCIATION OF TASMANIA GENERAL MANAGEMENT COMMITTEE VOTING

File Number: **File#**

Author: **Dave Stewart, Chief Executive Officer**

Authoriser:

Strategic Plan Reference

- Key Priority Area: 5. Doing the essentials efficiently and effectively so we can build for the future.
- Strategic Outcome: 5.4 Statutory and governance functions which are delivered to a high standard.

1. PURPOSE

- 1.1 To determine Kingborough Councils voting for the Local Government Association of Tasmania (LGAT) General Management Committee positions.

2. BACKGROUND

- 2.1 The 2026 LGAT General Management Committee election is being held a General Management Committee position.
- 2.2 This position is for the Southern District of Council areas greater than 20,000.
- 2.3 The position is vacant due to the resignation of former Mayor Paula Wriedt.
- 2.4 Council is required to determine its voting preference between the nominated candidates.

3. STATUTORY REQUIREMENTS

- 3.1 Rule 20(j) of the LGAT Rules states; *each member shall have one vote for both population categories with its electoral district.*
- 3.2 Rule 20(i) states; *The postal voting material shall be posted by registered mail to the Mayor of each Member Council.... The Mayor shall complete the ballot paper according to policy or practice of his or her council.*

4. DISCUSSION

- 4.1 The Tasmanian Electoral Office has advised that the following nominations have been received:

4.2 GENERAL MANAGEMENT COMMITTEE

- CHONG, Heather
- MARKS, Tim

- 4.3 The two candidates nominated for the General Management Committee position are Heather Chong and Tim Marks. The ballot requires Council to determine its voting preference, with the Mayor to complete the ballot paper in accordance with Council's decision.
- 4.4 For Council's vote to be counted, at least one candidate must receive a vote; however, Council can choose to rank the candidates in order of preference.

5. FINANCE

- 5.1 There is no direct financial impact to council of this report.

6. ENVIRONMENT

- 6.1 There is no direct environmental impact from this report.

7. COMMUNICATION AND CONSULTATION

- 7.1 The completed voting papers must be returned to the Tasmanian Electoral Commission in accordance with the ballot instructions by 10am of 11 August 2026.

8. RISK

- 8.1 There is no risk identified in this report.

9. CONCLUSION

- 9.1 Council has the opportunity to vote by numbering at least one (1) box on the ballot paper or alternatively, all boxes.

10. RECOMMENDATION

That in the LGAT General Management Committee election the Mayor is authorised to complete the ballot paper on behalf of Kingborough Council casting votes:

- (a) for the General Management Committee:

- (i) _____ as first preference
- (ii) _____ as second preference

ATTACHMENTS

Nil

14.4 APPENDICES

RECOMMENDATION

That the Appendices attached to the Agenda be received and noted.

15 NOTICES OF MOTION

At the time the Agenda was compiled there were no Notices of Motion received.

16 CONFIRMATION OF ITEMS TO BE DEALT WITH IN CLOSED SESSION

RECOMMENDATION

That in accordance with the *Local Government (Meeting Procedures) Regulations 2025* Council, by absolute majority, move into closed session to consider the following items:

Confirmation of Minutes

Regulation 40(6) *At the next closed meeting, the minutes of the previous closed meeting, after any necessary correction, are to be confirmed as the true record by the council or council committee and signed by the chairperson of the closed meeting.*

Applications for Leave of Absence

Regulation 17(2)(i) *applications by councillors for a leave of absence*

Provision of Internal Audit services - Expression of Interest process and recommendation

Regulation 17(2)(e) *contracts, and tenders, for the supply of goods and services and their terms, conditions, approval and renewal.*

Closed Session Appendices

Regulation 17(2)(a), and (2)(e) *personnel matters, including complaints against an employee of the council, and contracts, and tenders, for the supply of goods and services and their terms, conditions, approval and renewal.*

In accordance with the *Council Meetings & Councillor Workshops Audio Recording Guidelines Policy*, recording of the open session of the meeting ceased.

Open Session of Council adjourned at

Public Copy

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	
20.1 Provision of Internal Audit services - Expression of Interest process and recommendation	
20.2 Closed Session Appendices	

CLOSURE

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APPENDICES

- A Capital Projects Report: April to June 2026

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A CAPITAL PROJECTS REPORT: APRIL TO JUNE 2026**File Number: 25.9****Author: Anthony Verdouw, Executive Officer Engineering Services****Authoriser: Craig Mackey, Director Engineering Services****1. Davies Road Reconstruction:**

Following the completion of asphaltting works in mid-June, the reconstruction of approximately 240 metres of Davies Road is nearing completion, with only line marking works remaining. The project included the installation of new stormwater infrastructure, road pavement reconstruction, and the construction of a new concrete footpath, significantly improving drainage, safety, accessibility, and connectivity for both motorists and pedestrians. These upgrades will provide a more resilient road corridor and a safer, more convenient environment for the local community.

**2. Browns Road Reconstruction Stage 2:**

Stage 2 of the Browns Road Reconstruction project commenced in March and is now in final stages, with completion expected by the end of July. Prior to the commencement of the main works on Browns Road, a temporary slip lane onto the Southern Outlet was constructed to facilitate the safe and efficient delivery of the project. The project has included the installation of stormwater infrastructure, kerb and gutter, concrete footpaths, and road pavement reconstruction, all of which have now been completed. Final sealing works are scheduled for early July.



3. Dru Point Basketball and Netball Court:

The construction of a brand-new Basketball and Netball Court at Dru Point was completed in May. The new facility provides a safe, modern, and welcoming space for people of all ages to enjoy basketball and netball, stay active, and connect with friends and family. This valuable addition to the park enhances local recreational opportunities and supports healthy, active lifestyles within the community for years to come.



4. Wyburton Place and Clare Street Reconstruction:

The reconstruction of Wyburton Place and Clare Street commenced in May, with stormwater works on Wyburton Place now complete. The project also includes the construction of new concrete footpaths and driveways, along with road reconstruction and sealing works. These improvements will enhance drainage, accessibility, and safety for residents and visitors, providing long-term benefits for the local community.



5. Barretta KWS Storage Shed:

Construction of the new Vehicle Storage Shed at KWS is progressing well. The concrete slab has now been poured, and installation of the shed will commence once the concrete has fully cured. When completed, the facility will provide secure and weather-protected storage for vehicles and equipment, supporting the ongoing operational needs of KWS.

**6. Baringa-Wandella Road Stormwater Upgrade:**

Stormwater upgrade works on Baringa-Wandella Road are progressing well since June. Key drainage infrastructure has been installed, with works continuing to improve the capacity and performance of the local stormwater network. Once completed, the project will help reduce flooding risks, improve drainage outcomes, and enhance the resilience of the road corridor for the local community.



7. Hutchins Street Footpath Upgrade:

The Hutchins Street Footpath Upgrade work was completed in June, delivering a safer and more accessible pedestrian route for the local community. The project involved replacing the existing asphalt footpath, which had deteriorated over time, with a new concrete pathway, improving safety, accessibility, durability, and overall pedestrian connectivity. These upgrades enhance the streetscape and provide residents and visitors with a more reliable, comfortable, and convenient walking environment.

**8. Margate Hall Access Ramp Upgrade:**

The Margate Hall DDA access ramp upgrade has commenced, with works underway to improve accessibility and provide safer access to the facility for all users. The project includes the construction of a new compliant disability access ramp and a dedicated DDA parking bay, enhancing access for people with disabilities, older residents, and those with mobility challenges. Once completed, these improvements will create a more inclusive and accessible community facility for residents and visitors.



9. DDA Toilets Upgrade at Kettering Hall, Blackmans Hall and Kingston Beach Oval Change Room:

The DDA Toilet Upgrades at Kettering Hall, Blackmans Bay Hall, and the Kingston Beach Oval Change Rooms are progressing well. The works will improve accessibility and amenity by delivering modern, compliant toilet facilities that better cater to people with disabilities and mobility challenges. Once completed, these upgrades will provide more inclusive and convenient facilities for community members and visitors across these important local venues.



ATTACHMENTS

Nil