



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, 5 October 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. 18 to be held on Monday, 5 October 2026 contain advice, information and recommendations given by a person who has the qualifications or experience necessary to give such advice, information or recommendations.



Craig Mackey
ACTING 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, 29 September 2026

Table of Contents

Item	Page No.
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Open Session

1	Acknowledgement of Traditional Custodians	1
2	Attendees	1
3	Apologies	1
4	Confirmation of Minutes	1
5	Workshops held since Last Council Meeting	2
6	Declarations of Interest	2
7	Transfer of Agenda Items	2
8	Questions Without Notice from the Public	2
9	Questions on Notice from the Public	2
9.1	Pontoon at Kingston Beach	2
9.2	Planning Expenditure and Performance	3
9.3	Huntingfield Park & Ride - Safety	7
9.4	Krauses Road - Roadside Delineation	7
9.5	Bushfire Hazard Management Plans and Planning Scheme Exemptions	8
9.6	Published Bushfire Guidance for Residents	10
9.7	Regional Sport Strategy	11
9.8	Margate Electric Vehicle Charging Station	11
9.9	Hutchins Street Driveway Crossover Height Following Upgrade Works	12
9.10	Draft Tasmania's Small Business Strategy 2036	13
9.11	Draft Statement of Expectations for Data Centres and AI Infrastructure	14
10	Questions Without Notice from Councillors	14
11	Questions on Notice from Councillors	14
12	Petitions still being Actioned	14
13	Petitions Received in Last Period	14
14	Officers Reports to Council	15
14.1	Van Morey Road - Petition	15
14.2	Appendices	18
15	Notices of Motion	18
16	Confirmation of Items to be Dealt with in Closed Session	18

Appendices

A	Chief Executive Officer's Activities 1 September 2026 to 25 September 2026	21
B	Disability Inclusion and Access Advisory Committee (DIAAC) Minutes - 27 August 2026	22

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, 5 October 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 A Antolli
Councillor D Bain
Councillor G Cordover
Councillor K Deane
Councillor F Fox
Councillor M Richardson

3 APOLOGIES

Councillor Amanda Midgley

4 CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the open session of the Council Meeting No. 17 held on 21 September 2026 be confirmed as a true record.

5 WORKSHOPS HELD SINCE LAST COUNCIL MEETING

Date	Topic	Detail	Consultant
28 September	Climate Change Strategy	Presentation on the discussion paper to be released for public consultation	Nil

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 Pontoon at Kingston Beach

Mr Nick Booth submitted the following question on notice:

The pontoon was regularly removed once a year to be cleaned and serviced, and the mooring inspected as is required for any floating vessel. It appears that this hasn't been done for a number of years, I was told at least 3 years. This situation has created a hazard for swimmers due to barnacles and seaweed growing on the pontoon and ladder. This is now a slip and abrasion hazard to the swimmers.

This is a highly popular amenity at the beach particularly over summer but is used all year round. Have Kingborough stopped servicing the pontoon and also its mooring? Can council clarify when this maintenance will recommence and if and why it was stopped?

Officer's Response:

The pontoon is scheduled to be cleaned and inspected in October 2026 as part of Council's ongoing inspection and maintenance program. The works will include removing weeds and barnacles. The inspection will also determine whether further maintenance is required to address any hazards that cannot be rectified in situ. The timing coincides with the commencement of daylight saving and the increased use typically experienced during the summer period.

Council's boat mooring system was last inspected in May 2026 and was found to be in good serviceable condition. The next inspection on the mooring system is scheduled for May 2027, which falls within MAST's two-year requirement for mooring inspections.

Historically, the previous pontoon was removed annually for cleaning and maintenance. The current pontoon is constructed from improved, more durable materials that do not require annual removal from the water. This revised maintenance approach has reduced operational costs by approximately \$5,000 per maintenance cycle while also allowing the pontoon to remain in place for the enjoyment of recreational users throughout the year.

Craig Mackey, Director Engineering Services

9.2 Planning Expenditure and Performance

Mr Nick Booth submitted the following questions on notice:

At the Council meeting on 7 September 2026, I asked about planning expenditure, staffing and measurable performance from 2019–20 to 2024–25. Council's response in the agenda for 21 September 2026 did not provide the requested annual financial or performance series and introduced information from 2025–26.

Council's June 2026 Planning Function Review now provides important additional context. It reports that planning application lodgements declined from 787 in 2019–20 to 551 in 2024–25, that the application mix did not materially change, that internal planner resource hours increased over time, and that effective application throughout reduced materially. The review also identifies increased consultant reliance, avoidable rework, inconsistent processes and an absence of consistent operational success measures.

To assess value for money and the effectiveness of the changes made since the 2019 review, I request the following information for each of the six completed financial years: 2019–20, 2020–21, 2021–22, 2022–23, 2023–24 and 2024–25:

1. Annual expenditure and value for money

Will Council provide a year-by-year table using consistent accounting definitions showing the following planning-service financial information?

- 1.1 total operating expenditure*
- 1.2 employee costs*
- 1.3 external planning consultant and contractor costs*
- 1.4 legal costs*
- 1.5 administration and corporate overhead allocations*
- 1.6 strategic planning, Local Provisions Schedule and other separately identified project costs*
- 1.7 planning fee and other operating income*

- 1.8 *net operating cost after income*
- 1.9 *gross and net cost per application closed*
- 1.10 *an explanation of each material year-to-year change*

2. Annual staffing capacity and consultant reliance

The review found that internal planner resource hours increased, while turnover, vacancies, leave, onboarding and experience mix reduced effective capacity and contributed to reliance on higher-cost consultants. Will Council provide an annual table showing the following?

- 2.1 *approved or budgeted planning FTE*
- 2.2 *average occupied or paid planning FTE*
- 2.3 *average vacant planning FTE*
- 2.4 *planner-specific resource hours*
- 2.5 *non-available or shrinkage hours, including the reporting definition used*
- 2.6 *staff hires and departures, distinguishing experienced and less-experienced planners*
- 2.7 *external planning consultant hours, equivalent FTE and cost*

3. Annual workload and performance trend

The review found that application volumes declined, internal planner resource hours increased and effective throughput reduced. Will Council provide an annual table showing the following workload and performance measures?

- 3.1 *applications lodged and applications closed*
- 3.2 *applications awaiting determination at year end*
- 3.3 *median assessment time*
- 3.4 *percentage determined within statutory timeframes*
- 3.5 *application closures per planner resource hour, including the underlying figures and calculation*
- 3.6 *requests for further information issued, median time to the first request and applications receiving sequential requests*
- 3.7 *customer complaints relating to planning service delivery*
- 3.8 *Council's explanation for why expenditure increased while lodgements and effective throughput declined*

4. Results of the 2019 planning review

The 2019 planning review produced 19 recommendations. The June 2026 review has now produced 45 recommendations and identifies fundamental issues involving performance measurement, workflow, consistency, staff capability, consultant reliance and customer communication.

Will Council publish a reconciliation of the two reviews showing the following information for every 2019 recommendation?

- 4.1 *implementation status and completion date*

- 4.2 *implementation cost*
- 4.3 *the performance measure and baseline used*
- 4.4 *the measurable result achieved*
- 4.5 *whether the same issue has reappeared in the 2026 review and, if so, why*

5. Use of 2025–26 figures and consistent definitions

- 5.1 *The review describes the significant increase in consultant expenditure from the second quarter of 2025 as an anomalous period associated with vacancies, leave and turnover. Why did Council use 2025–26 information in answering questions about the completed period ending in 2024–25, and will Council present 2025–26 separately so it does not obscure the six-year trend?*
- 5.2 *Will Council also identify and reconcile every change in accounting classifications, staffing definitions, organisational structures, application-counting methods and performance measures so the annual figures are genuinely comparable? This should include whether application figures include permitted, discretionary and minor-amendment applications, and which roles are included in planner resource-hour calculations.*

6. Implementation accountability and public reporting

Council has stated that 50 per cent of the actions arising from the 2026 review are already underway. Will Council publish an implementation register for all 45 recommendations showing the following information?

- 6.1 *which recommendations make up the stated 50 per cent already underway*
- 6.2 *the responsible officer and implementation deadline for each recommendation*
- 6.3 *the approved and forecast implementation cost*
- 6.4 *the performance baseline, target and reporting frequency*
- 6.5 *the current status and evidence of measurable improvement*
- 6.6 *the date on which Council will publish a public planning dashboard and regular progress reports*

For clarity, the annual comparison requested above concerns the six completed financial years ending in 2024–25. Any 2025–26 information should be reported separately. If a requested figure is unavailable, please identify the specific figure, year and reason it cannot be produced.

Documents referred to

Circular South, Kingborough Council Planning Function Review, June 2026, particularly pages 21–35; and Kingborough Council Ordinary Council Meeting Agenda No. 17, 21 September 2026, pages 3–5.

Officer's Response:

Council acknowledges the interest in understanding the performance, costs and implementation of improvements within the Planning Department and remains committed to transparency and accountability in this area. Council also agrees that transparency and ongoing performance review are essential. The independent review was commissioned for that reason and represents a comprehensive and detailed assessment of the service, identifying a range of improvement opportunities. Council's focus is now on implementing those recommendations.

The information sought through these questions extends beyond the type and level of detail ordinarily provided through the Questions on Notice process. Where matters involve detailed technical

analysis, extensive historical records, or information requiring significant research, Council's customer enquiry processes are generally a more appropriate mechanism for responding.

In this case, preparing the level of detail requested would require a substantial commitment of officer resources. In addition, some of the information sought relates to staffing matters, vacancies, workforce turnover and employee records, which require careful consideration of privacy, confidentiality and other legal obligations. If a requester wishes to seek access to detailed records of this nature, they may wish to consider making an application under the *Right to Information Act 2009* (Tas). The RTI process provides a formal framework for considering requests for information that is not otherwise publicly available and enables Council to properly assess any applicable privacy, confidentiality or statutory exemptions. Whether particular information can be released can only be determined once a specific application has been received and assessed.

Council also notes that much of the information requested is already publicly available through existing reporting mechanisms, although not in the consolidated format requested. For example:

- Development application and building approval statistics are reported in Council's Annual Reports.
- Annual application lodgement and approval data and average assessment timeframes are available through the Local Government Performance Reporting Dashboard.
- Council publishes monthly financial reports and annual financial statements.
- The Planning Function Review itself provides substantial information regarding the department's performance, challenges and opportunities for improvement.
- A detailed response regarding planning expenditure trends and the factors contributing to increased costs was provided in response to the previous Question on Notice.

With respect to the use of 2025-26 information in the previous response, Council included the most recently available financial year because it forms part of the current and most relevant dataset for assessing overall trends and operational performance. We do not accept that the period in which the information was requested for to be the only relevant period for understanding those trends. Including more recent information provides a fuller and more up-to-date picture. In addition, aside from the increase in expenditure on consultants during late 2025 and early 2026, the commentary relating to the general breakdown of costs is broadly applicable to each year to which the questions related to, and this information is reported regularly through Council's monthly financial reports. The number of approved positions also remained unchanged between FY25 and FY26.

Council is currently developing a public reporting framework to communicate progress in implementing the review recommendations and improving planning services. Further information on this framework is expected to be available in the coming weeks.

As implementation of the review progresses, Council intends to report against a range of performance measures. Initial reporting may focus on a smaller number of core indicators while supporting datasets, systems and reporting processes are further developed and refined.

Council remains committed to providing meaningful public reporting that supports accountability, service improvement, and informed community discussion, while ensuring that staff resources are directed to delivering ongoing improvements.

Deleeze Chetcuti, Director Environment, Development & Community Services

9.3 Huntingfield Park & Ride - Safety

Ms Kim Phillips submitted the following questions on notice:

Council's Central Kingston Parking Strategy records that the Huntingfield Park and Ride was delivered by the Department of State Growth. The Strategy also includes an action encouraging residents to use external park and ride facilities including Huntingfield.

- 1.1 *Who is responsible for security, lighting, CCTV and the repair of damage at the Huntingfield Park and Ride?*
- 1.2 *Has Council received reports of antisocial behaviour, vandalism or safety concerns at the facility? If so, how many in the past 12 months, and what action followed?*
- 1.3 *Has Council raised safety concerns about the facility with State Growth, and what response was received?*
- 1.4 *Is Council aware of any State Growth plan to install CCTV or other safety measures at the facility?*
- 1.5 *Given Council actively encourages residents to use this facility, will Council formally advocate to State Growth for CCTV and improved lighting?*

Officer's Response:

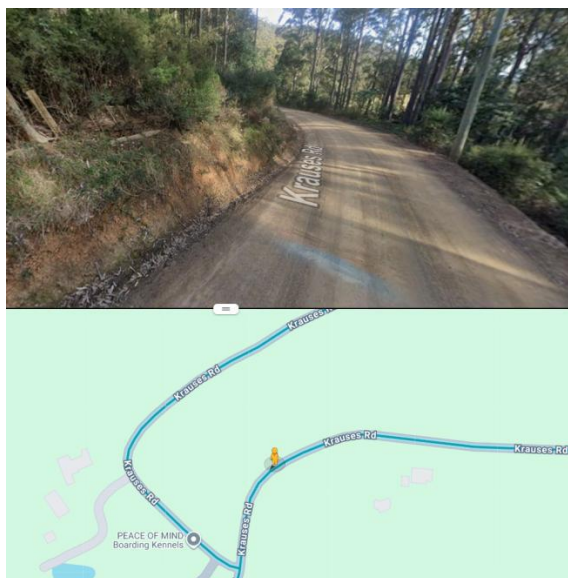
- 1.1 The Huntingfield Park and Ride facility and all associated infrastructure is the responsibility of the State Government.
- 1.2 Council has not received any reports of antisocial behaviour or vandalism occurring at the Huntingfield Park and Ride. In the past 12 months, Council has received three service requests regarding the facility (relating to soap dispensers, streetlights and footpaths). In each instance, the correspondent was advised to raise the matter directly with the Department of State Growth as the owner of the facility.
- 1.3 Given that Council has not received reports of safety concerns at the facility, there has not been cause to contact State Growth (or Building Tasmania as it is now known) in relation to this issue.
- 1.4 Council is not aware of plans to install CCTV cameras or additional safety measures within the facility.
- 1.5 Council has regular communication with State Government agencies (including Building Tasmania) and can advocate for improvements to the facility via these networks. However, formal advocacy would require a resolution of Council.

Daniel Smee, Director Governance, Recreation & Property Services

9.4 Krauses Road - Roadside Delineation

Ms Kim Phillips submitted the following question on notice:

Krauses Road is a Council-maintained road. It is subject to frequent thick fog and has a steep drop-off on one side. Delineators are installed along the straight section near the boarding kennels, but are absent from the approach (marked by the person symbol on the map) to the corner, which is the section residents have raised concerns about. Will Council inspect the road at the identified location to determine if delineators can be installed to address safety concerns?



Officer's Response:

Council officers will inspect the section of road to determine if delineators are warranted.

Craig Mackey, Director Engineering Services

9.5 Bushfire Hazard Management Plans and Planning Scheme Exemptions

Ms Kim Phillips submitted the following questions on notice:

At the Ordinary Council Meeting of 17 August 2026 (Agenda No. 15), Council advised that there is no relevant exemption in the Kingborough Interim Planning Scheme 2015 applying to fire hazard management works in the circumstances described, and that whether a planning application is required depends on the zoning of the land, any applicable code overlays and the works proposed.

These questions concern a Kingborough property in the Environmental Living Zone with an existing dwelling, over the whole of which the Biodiversity Code and the Scenic Landscapes Code apply. The bushfire hazard management plan for the property was prepared and certified by a bushfire hazard practitioner accredited by the Tasmania Fire Service and has separately been endorsed by the Tasmania Fire Service. No building, subdivision or other use or development is proposed.

1. *The general exemption in clause 5.4.1(e) Clause 5.0.1 provides that use or development described in Tables 5.1 to 5.6 is exempt from requiring a permit under the planning scheme. Clause 5.4.1(e) describes fire hazard management works necessary to protect existing assets and ensure public safety, carried out in accordance with a plan for fire hazard management endorsed by the Tasmania Fire Service.*
 - 1.1 *Does Council accept that clause 5.4.1(e) is capable of applying to a plan endorsed by the Tasmania Fire Service for a privately owned property with an existing dwelling, where no use or development is proposed?*
 - 1.2 *If the answer to 3.1.1 is no, is Council's position that such works are not necessary to protect existing assets or ensure public safety, that a bushfire hazard management plan is not a plan for fire hazard management within the meaning of clause 5.4.1(e), or some other basis? If some other basis, what is it?*
 - 1.3 *Clause 5.4.2 is expressly qualified by reference to whether a code in the planning scheme regulates impacts on biodiversity values or on scenic or landscape values. Clause 5.4.1 contains no equivalent qualification. Does Council accept that an exemption arising under clause 5.4.1 is therefore not displaced by the application of the Biodiversity Code or the*

Scenic Landscapes Code to the land? If Council does not accept this, what is the significance of the qualification appearing in 5.4.2 and not in 5.4.1?

- 1.4 *Where Council accepts that clause 5.4.1(e) applies to particular works but maintains that a planning application is nonetheless required for those works, which provision of the planning scheme imposes that requirement?*
2. *The code exemptions and the meaning of "accredited person" Clause E10.4.1(e) and clause E14.4.1(e) each exempt fire hazard management works for an existing dwelling carried out in accordance with a bushfire hazard management plan endorsed by an accredited person as defined under the Bushfire-Prone Areas Code, where the extent of clearing is the minimum necessary.*
 - 2.1 *Does Council accept that a bushfire hazard practitioner accredited by the Tasmania Fire Service is an accredited person for the purposes of clause E10.4.1(e) and clause E14.4.1(e)?*
 - 2.2 *If the answer to 3.2.1 is no, who does Council regard as an accredited person for the purposes of those clauses, and on what basis?*
 - 2.3 *Where a bushfire hazard management plan certified by an accredited person specifies an extent of clearing, how does Council determine whether that extent is the minimum necessary?*
 - 2.4 *Does Council require a landowner to obtain any further assessment, report or arborist advice in order to make that determination? If so, what is required and what does it cost the landowner?*
 - 2.5 *Where Council accepts that clause E10.4.1(e) or clause E14.4.1(e) applies to particular works but maintains that a planning application is nonetheless required, which provision of the planning scheme imposes that requirement?*
3. *Recording a plan where no use or development is proposed*
 - 3.1 *Does Council maintain any register, record or list of bushfire hazard management plans held by landowners where no application for use or development has been made?*
 - 3.2 *If not, what does Council advise a landowner to do who wishes Council to hold a copy of their endorsed plan on the property file?*
 - 3.3 *Where a landowner asks Council to record a bushfire hazard management plan and no use or development is proposed, is a development application the only pathway Council offers?*
 - 3.4 *If the answer to 3.3.3 is yes, what is the statutory basis for requiring an application where no use or development is proposed, and what is the total cost to the landowner, including application fee, public notification fee and any reports Council would require?*
4. *The bodies that may endorse a plan under clause 5.4.1(e)*
 - 4.1 *Clause 5.4.1(e) names the Tasmania Fire Service, Sustainable Timber Tasmania, the Parks and Wildlife Service and council among the bodies that may endorse a plan for fire hazard management. Does Council accept that a plan endorsed by the Tasmania Fire Service satisfies the clause without any separate Council endorsement?*
5. *Consistency of advice*
 - 5.1 *Having regard to the answers given above, does Council maintain the position stated in its response at the meeting of 17 August 2026 that there is no relevant exemption in the*

planning scheme applying to fire hazard management works in the circumstances described?

- 5.2 *How many landowners in the last three financial years have been advised by Council that a development application is required in order to carry out fire hazard management works under a bushfire hazard management plan endorsed by the Tasmania Fire Service, where no other use or development was proposed?*

Officer's Response:

Due to the number of questions received and the limited time available, staff have not yet been able to prepare a response. A response will be provided at a future Council meeting

Deleeze Chetcuti, Director Environment, Development & Community Services

9.6 Published Bushfire Guidance for Residents

Ms Kim Phillips submitted the following questions on notice:

In January 2026 the Kingborough Land Users Body asked Council to produce a simple flyer setting out what bushfire mitigation work residents can undertake without contacting Council and without a permit, for distribution ahead of the fire season. Council published a Bushfire Fact Sheet in September 2026. Apart from removing fallen debris and clearing within 1.5 metres of a boundary fence for fence purposes, the Fact Sheet directs residents to contact Council in most scenarios. Its section on bushfire hazard management plans indicates no further approvals are required and then directs residents to contact Council.

At the meeting of 21 September 2026 (item 10.5), Council advised that vegetation clearing is regulated under the planning scheme, that Council has no rules outside the scheme governing what can be cleared, and that Council will produce a plain English document describing the exemptions and requirements in the scheme.

- 1.1 *When will the plain English document be published?*
- 1.2 *Will it identify the specific exemption clauses a resident can rely on, including clauses 5.4.1(e), E10.4.1(e) and E14.4.1(e)?*
- 1.3 *Will it set out, scenario by scenario, which works a resident can carry out without a permit and without contacting Council?*
- 1.4 *Given Council's advice that it holds no rules outside the planning scheme, why does the current Bushfire Fact Sheet direct residents to contact Council in scenarios where a scheme exemption may apply?*
- 1.5 *Will the new document supersede the Bushfire Fact Sheet, or sit alongside it?*
- 1.6 *Will Council seek community feedback on a draft before the document is finalised?*

Officer's Response:

Due to the number of questions received and the limited time available, staff have not yet been able to prepare a response. A response will be provided at a future Council meeting

Deleeze Chetcuti, Director Environment, Development & Community Services

9.7 Regional Sport Strategy

Ms Kim Phillips submitted the following questions on notice:

In response to my question on 21 September 2026, Council referred to awaiting the "final regional sport and rec strategy" before giving further consideration to an aquatic facility, and subsequently advised that this and the Greater Hobart strategy are one and the same.

- 1.1 Please confirm the full title and author of the document Council is awaiting.*
- 1.2 Is that document the same as the Regional Community Sport Infrastructure Plan announced by the Minister for Sport on 10 June 2026? If not, how do the two relate, and is Council awaiting one, the other, or both?*
- 1.3 Council advised it has provided input to the draft Greater Hobart strategy. On what date was that input provided, and did it identify Kingborough's lack of a public aquatic facility?*
- 1.4 Will Council make that input publicly available?*
- 1.5 Has Council made any submission or provided any information to the State Government in relation to the Regional Community Sport Infrastructure Plan announced on 10 June 2026?*

Officer's Response:

- 1.1 The Greater Hobart Sport Infrastructure Strategy prepared by Ross Planning.
- 1.2 The Greater Hobart Sport Infrastructure Strategy is a long-term regional plan developed by the four councils of the Greater Hobart Councils Partnership (GHCP) Clarence, Glenorchy, Hobart and Kingborough in collaboration with Brighton and Sorell Councils, and with support from Active Tasmania and a range of state sporting organisations and peak bodies. The Regional Community Sport Infrastructure Plan is a Statewide Plan being prepared by the State Government, with an expectation that work undertaken at a regional and local level will feed into this document. With respect to recommendations of an aquatic facility in Kingborough, Council is awaiting the direction that will come through the Greater Hobart Sport Infrastructure Strategy.
- 1.3 Council staff have been represented on the Steering Committee for the Greater Hobart Sport Infrastructure Strategy and input has been provided throughout this process on an ongoing basis.
- 1.4 The draft Strategy has been released for targeted stakeholder engagement process with key sporting organisations, state sporting associations, Active Tasmania and other relevant stakeholders. The purpose of this is to test the Strategy's findings and recommendations, identify opportunities for collaboration and build sector-wide understanding and support. Given that input has been provided to the consultants preparing the Strategy through multiple formats, it is impractical to release this publicly.
- 1.5 Council has not yet been provided with an opportunity to provide input into the State Government's Regional Community Sport Infrastructure Plan.

Daniel Smee, Director Governance, Recreation & Property Services

9.8 Margate Electric Vehicle Charging Station

Ms Kim Phillips submitted the following questions on notice:

On 21 October 2024 Council endorsed the Margate Main Street Master Plan 2024-2044 (C304/19-2024). One of the plan's strategies is to "explore alternative uses for the Council owned car park", and it notes that the council-owned car parking area "could provide opportunities for enhanced public spaces". The 19 May 2025 agenda (page 93) reported that Council had signed a grant deed with the

Department of Premier and Cabinet for a \$100,000 election-commitment EV charging station. The 2 March 2026 agenda (page 176) reported that Energy ROI had been chosen as the preferred operator following a competitive process and would install the charger in Margate. Works have now commenced on the charging station in the council-owned car park beside Banjo's in Margate.

- 1.1 *On what date was this car park chosen as the site, and was it chosen by a Council resolution or by officers under delegation? If by resolution, please provide the minute number.*
- 1.2 *Were councillors consulted or briefed on the site before it was chosen, whether at a workshop, in closed session or otherwise? If so, when?*
- 1.3 *Did the site selection consider the Master Plan strategy to explore alternative uses of this car park, including enhanced public space? How was that weighed?*
- 1.4 *Did the works require a planning permit? If not, under which exemption were they carried out?*
- 1.5 *What arrangement permits Energy ROI to occupy and operate on council land, for example a lease, licence or service agreement, and what is its term? Did that arrangement require public notice or a Council resolution under the Local Government Act 1993?*
- 1.6 *If the car park is later redeveloped as public open space under the Master Plan, who would pay to remove or relocate the charging infrastructure, and does the agreement with Energy ROI provide for that?*

Officer's Response:

- 1.1 The carpark site was selected in December 2025 by officers under delegation.
- 1.2 Councillors were not specifically briefed on the selection of the site but were informed of the agreement on 2 March 2026.
- 1.3 The Margate Masterplan identified an EV Charging station as a "quick win" for environmental strategies, while pocket parks were identified as longer-term aspirational "big moves". The site selected was identified as the best location for the charger given its visibility from the street, proximity to local services and existing electrical services onsite. Given the immediate community benefits arising from the installation of an EV charging station, the decision was made to proceed with the installation at this location.
- 1.4 These works are exempt under Section 5.2.12 of the Kingborough Interim Planning Scheme (and also Section 4.2.9 of the Tasmanian Planning Scheme) and do not require a Permit.
- 1.5 The service agreement entered into with Energy ROI, to supply, maintain and manage the EV charging facility at the site, is for an initial period of 15 years. The site is not classified as public land under the definition of the *Local Government Act 1993* and accordingly, no public notification or Council resolution was required.
- 1.6 Upon the conclusion and termination of the agreement, the service provider is to remove all associated above-ground infrastructure and make below-ground infrastructure safe for future use.

Daniel Smee, Director Governance, Recreation & Property Services

9.9 Hutchins Street Driveway Crossover Height Following Upgrade Works

Ms Kim Phillips submitted the following questions on notice:

A resident who uses a walker has raised concerns that, since the recent Hutchins Street upgrade works were completed, the lip of the driveway crossover at Leap Health is higher than it was before the works. This makes it difficult for her to cross safely when attending appointments.

- 1.1 *Will Council inspect the crossover to confirm that it is within acceptable measurements for a pedestrian path of travel, and rectify it if it is not?*
- 1.2 *If the crossover is found to be within acceptable measurements, what is the maximum vertical level difference Council applies?*

Officer's Response:

Council acknowledges the resident's concern and has inspected the vehicle driveway crossovers along the renewed section of footpath. The crossover lip heights are approximately 40mm, which exceeds Council's preferred standard design height of 20mm.

The crossovers were therefore not constructed in accordance with the specified design detail. Council acknowledges that this should have been identified during construction and is reviewing its construction verification processes to reduce the likelihood of similar issues occurring on future projects.

The crossovers are vehicle accesses and are not designated pedestrian crossing points or pedestrian kerb ramps. While pedestrians may choose to cross Hutchins Street at the Leap Health crossover, a designated pedestrian refuge incorporating kerb ramps is located approximately 40 metres away and provides the accessible crossing point for pedestrians in this section of Hutchins Street.

Council does not currently intend to modify the vehicle crossovers but welcomes the opportunity to discuss the matter directly with the resident who raised the concern.

Craig Mackey, Director Engineering Services

9.10 Draft Tasmania's Small Business Strategy 2036

Ms Kim Phillips submitted the following questions on notice:

The State Government's draft Tasmania's Small Business Strategy 2036 is open for feedback until 2pm on Wednesday 30 September 2026. An earlier round of consultation on the strategy ran from February to May 2026.

- 1.1 *Has Council made, or will it make, a submission to the draft Strategy before 30 September? If so, will it be made public?*
- 1.2 *Did Council make a submission to the earlier consultation round that closed in May 2026?*
- 1.3 *If Council has not made a submission, what is the reason?*

Officer's Response:

- 1.1 Council's involvement with this Strategy has been through the Kingborough Huon Business Enterprise Centre (KHBEC). The latter has taken the lead in relation to submissions on the draft Strategy, including engagement with local businesses, the Tasmanian Chamber of Commerce and Industry and the Tasmanian Small Business Council. Accordingly, Council does not intend to make a direct submission regarding the draft Strategy.
- 1.2 Council was involved in the targeted consultation sessions held with businesses in Kingborough and the Huon that were organised by the KHBEC in April 2026 but did not directly make a direct submission.
- 1.3 It was considered appropriate for the KHBEC to provide submissions in relation to this matter.

Daniel Smee, Director Governance, Recreation & Property Services

9.11 Draft Statement of Expectations for Data Centres and AI Infrastructure

Ms Kim Phillips submitted the following questions on notice:

The Tasmanian Government's draft Statement of Expectations for Data Centres and AI Infrastructure is open for public feedback until 12 October 2026. Kingborough has Light Industrial zoned land at Electrona, next to the Electrona transmission substation.

- 1.1 Is Council preparing a submission to the draft Statement? If so, will it be made public?*
- 1.2 If Council is not preparing a submission, what is the reason?*
- 1.3 Has Council assessed whether Light Industrial zoned land in Kingborough, including at Electrona, could be sought for data centre development, and what effect that could have on its availability for local industry?*
- 1.4 Has Council received any inquiry or approach, formal or informal, about data centre development in the municipality?*

Officer's Response:

Due to the number of questions received and the limited time available, staff have not yet been able to prepare a response. A response will be provided at a future Council meeting

Deleeze Chetcuti, Director Environment, Development & Community Services

10 QUESTIONS WITHOUT NOTICE FROM COUNCILLORS

11 QUESTIONS ON NOTICE FROM COUNCILLORS

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

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 VAN MOREY ROAD - PETITION

File Number:

Author: Christopher Marston, Manager Asset Management

Authoriser: Craig Mackey, Director Engineering Services

Strategic Plan Reference

Key Priority Area: 2. Growing together with well-planned spaces and infrastructure.

Strategic Outcome: 2.1 Services and assets which meet the current and future requirements of the community.

1. PURPOSE

- 1.1 The purpose of this report is to respond to a petition received from the Margate Hills Community Group requesting that Council include within its Capital Works Program the sealing of Van Morey Road, Margate from the current end of the existing bitumen through to the intersection with Valley View Road.

2. BACKGROUND

- 2.1 A petition has been received from the Margate Hills Community Group with 354 signatories requesting that Council include, within its Capital Works Program, the sealing of Van Morey Road from the current end of the existing bitumen through to the intersection with Valley View Road.
- 2.2 The petition states that the unsealed section of road creates ongoing concerns relating to road safety, dust affecting nearby homes and properties, poor road conditions during wet weather, increased maintenance costs, vehicle damage and difficult access for emergency services and heavy vehicles.
- 2.3 The petition requests that Council commence planning and detailed design for the project, allocate funding within future Capital Works Budgets, pursue State and Federal grant funding, and complete the sealing of this section at the earliest practical opportunity.

3. STATUTORY REQUIREMENTS

- 3.1 The petition states that it has 354 signatories and was signed between 25 July 2026 and 18 August 2026.

4. DISCUSSION

- 4.1 Van Morey Road provides access to rural-residential properties in the Margate Hills area and is identified by the petitioners as the main access to the Snug Tiers Recreation Reserve.
- 4.2 The supporting correspondence raises broader concerns regarding the condition, maintenance and management of Van Morey Road, including potholes, corrugations, drainage-related damage, dust, safety, road width, recreational traffic, emergency vehicle access, signage, pedestrian and school bus safety, parking and unloading arrangements near the former quarry, and environmental management matters such as the spread of invasive species.

- 4.3 The petitioners have also provided road condition material from March 2025 and March 2026 which identifies recurring issues with surface wear, corrugations, potholes, poor grading, lack of road crown, erosion, inadequate drainage, runoff affecting private land, and rapid deterioration following rain events.
- 4.4 Council officers will need to assess the request to seal Van Morey Road against Council's adopted asset management, road hierarchy, capital works prioritisation and budget processes.
- 4.5 Before a capital sealing project could be supported, further investigation would be required to confirm the appropriate project scope, including pavement design, drainage improvements, road width, safety treatments, environmental considerations, land constraints, estimated lifecycle costs and construction cost. This option assessment is underway and funded in the current capital program.
- 4.6 In the interim, Council officers will continue to inspect Van Morey Road and arrange maintenance works as required, our grader crews have commenced a grading and maintenance uplift initiative to improve grading outcomes.

5. FINANCE

- 5.1 Council have a current capital allocation to develop options for the upgrade of Van Morey Road, any capital project to deliver the sealing Van Morey Road would need to be considered through Council's annual budget deliberations and 5-year capital works program, and assessed against other road upgrade, renewal and safety priorities across the municipality. The petition requests that Council also pursue available State and Federal grant funding.

6. ENVIRONMENT

- 6.1 The supporting correspondence identifies environmental management matters, including drainage impacts and the spread of Spanish Heath and other invasive species.

7. COMMUNICATION AND CONSULTATION

- 7.1 Council's decision will be communicated to the organiser of the petition, being the Margate Hills Community Group Road Users Group. The covering letter requests acknowledgement of the petition, advice on when Council's written report will be ready, and the date of the meeting at which the petition will be tabled.

8. RISK

- 8.1 The petition raises risks relating to road safety, vehicle damage, dust, wet-weather road condition, drainage, emergency access, heavy vehicle access and recreational traffic associated with access to Snug Tiers Recreation Reserve.
- 8.2 A petition has been received from the Margate Hills Community Group with 354 signatories requesting that Council include the sealing of Van Morey Road, Margate from the current end of the existing bitumen through to the intersection with Valley View Road within its Capital Works Program.
- 8.3 The petition and supporting correspondence identify a range of community concerns regarding road condition, dust, drainage, safety, maintenance effectiveness, vehicle damage, emergency access, recreational traffic and environmental management.
- 8.4 Council has an active project brief for an options assessment and concept design for the upgrade of Van Morey Road. The project is assessing whether the road should remain unsealed, supported by formation and drainage improvements, or be upgraded to a sealed standard. The scope includes traffic counts, survey, analysis of maintenance expenditure, development of concept options, consideration of drainage and road

formation requirements, and assessment of associated impacts, including driveway realignments and tree removal. Options under consideration include sealing from the existing sealed section to Old Bernies Road, with a potential extension to Petterd Road. Any preferred option will be subject to the outcomes of the assessment, including cost estimates, risks and prioritisation. Delivery of the works will be subject to a future capital budget allocation and available grant funding opportunities.

9. RECOMMENDATION

That the organiser of the petition requesting the sealing of Van Morey Road, Margate, from the end of the existing sealed section to the intersection with Valley View Road be advised that Council has noted the petition and is undertaking an options assessment for improvements to Van Morey Road. The assessment includes consideration of sealing the road from the existing sealed section to Old Bernies Road, with a potential extension to Petterd Road. Any preferred option, project scope and delivery timeframe will be subject to the outcomes of the assessment and Council's usual budget and capital works prioritisation processes, including consideration of available grant funding opportunities.

ATTACHMENTS

Nil

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14.2 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*

Tender Assessment - TS25051 Tinderbox Toilet Replacement

Regulation 17(2)(e) *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

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 - TS25051 Tinderbox Toilet Replacement	

CLOSURE

Public Copy

APPENDICES

- A Chief Executive Officer's Activities 1 September 2026 to 25 September 2026
- B Disability Inclusion and Access Advisory Committee (DIAAC) Minutes - 27 August 2026

Public Copy

A CHIEF EXECUTIVE OFFICER'S ACTIVITIES 1 SEPTEMBER 2026 TO 25 SEPTEMBER 2026

Date	Description
1 September	Attended online Metropolitan Council GM's/CEO's weekly meeting
2 September	Met with Council candidate Jo Westwood
	Attended online webinar hosted by NRE re: bird flu
	Attended Stakeholder briefing re: H5 bird flu update
	Met with Council candidate Teisha Archer
3 September	Met with Cynthia Heydon of Building Tasmania
4 September	Met with Anthony Reid of Building Tasmania
	Met with the Deputy Secretary of the Department of Police, Fire and Emergency Services
	Attended quarterly catch-up meeting with Peter George
7 September	Attended Council meeting
8 September	Attended online Metropolitan Council GM's/CEO's weekly meeting
	Attended Stakeholder briefing re: H5 bird flu update
10 September	Attended Southern Employment & Training Network AGM
11 September	Attended monthly Sports Precinct Steering Committee meeting
	Attended monthly Sports Precinct Oversight Group meeting
14 September	Attended Councillor workshop
15 September	Attended online Metropolitan Council GM's/CEO's weekly meeting
16 September	Met with Minister Archer – Minister for Health
	Attended the Greater Hobart CEO's meeting
21 September	Attended Council meeting
22 September	Attended online Metropolitan Council GM's/CEO's weekly meeting
23 September	Attended Stakeholder briefing re: H5 bird flu update
24 September	Attended Kingborough Community Forum meeting

**B DISABILITY INCLUSION AND ACCESS ADVISORY COMMITTEE (DIAAC) MINUTES -
27 AUGUST 2026**

MINUTES

KINGBOROUGH DISABILITY INCLUSION & ACCESS ADVISORY COMMITTEE

Meeting No. 2026 - 4

Thursday 27 AUGUST 2026 | 2pm

NOTICE is hereby given that a meeting of the Kingborough Disability Inclusion & Access Advisory Committee will be held in the Kingborough Council Chambers, 15 Channel Highway Kingston on Thursday 27 August 2026 at 2.00pm

Cr Flora Fox

CHAIRPERSON

PRESENT

		PRESENT	APOLOGY
Chairperson	Cr Flora Fox	✓	
Deputy Chairperson	Cr Amanda Midgley	✓	
	Heather Anderson	✓	
	Di Carter	✓	
	Kevin Clayton	✓	
	Taraidh Colquhuon		✓
	Paula Heald	✓	
	Dr Don Hempton	✓	
	Zola Lawry		✓
	Tamara Manning	✓	
	Fran Thompson	✓	
Organisational	Angelica Thaddeus	✓	
	Sarah Young		✓
	Samara Jenkins	✓	
Staff	Deleeze Chetcuti – Director Environment, Development and Community Kingborough Council	✓	
	Carol Swords – Co-ordinator Community Services and Hub	✓	
	Clare Scallon – Senior Community Development Officer	✓	
Presenters	Pat Cullinane – Project Manager Department of Health	✓	

ACKNOWLEDGEMENT OF COUNTRY

Kingborough Council acknowledges the Tasmanian Aboriginal People as the Traditional Owners and ongoing custodians of lutruwita, Tasmania. We pay our respect to all Aboriginal and Torres Strait Islander people and to their Elders past and present.

LEAVE OF ABSENCE

Nil

CONFIRMATION OF MINUTES**10 June 2026 meeting**

Moved: Don Hempton

Seconded: Fran Thompson

PRESENTATIONS

Pat Cullinane – Project Manager, Infrastructure Services, Department of Health.

Pat presented on the expansion of the Kingston Health Centre. As part of the stakeholder engagement process, the Committee was identified as a key group to consult.

Pat outlined Stage 2 updates to the Kingston Community Health Centre, designed to increase capacity and improve access to care. The upgrades will integrate with the existing facility and include:

- Child, Women and Family Precinct
- Oral Health and Audiology Precinct
- Adult Health Precinct

The design, layout and accessibility features aim to meet all required standards, with the intention of exceeding expectations in some areas where possible.

Further information can be found online www.health.tas.gov.au/prioity-projects

The close off date for further questions or suggestions is September 4, 2026.

Deleeze Chetcuti – Director Environment, Community and Development at Kingborough Council.

Deleeze presented recommended changes to how the Committee will operate moving forward. Key points included:

- The Committee will sit primarily within the Community Services team, with feedback provided to engineering and planning teams as required
- An updated Terms of Reference was presented, with feedback requested at the next meeting
- An updated DIAAC action plan was also presented, with discussion and feedback to be provided at the October meeting
- The updated DIAAC action plan will be integrated into the updated Community Services Strategy, which will be released in 2027
- A recommendation to move meeting frequency to fortnightly in 2027, with opportunities for input and feedback provided intermittently through a predetermined channel
- Engagement to be included as a standing agenda item

CORRESPONDENCE

Incoming

Update on Kingston Beach seating – Cr. Flora Fox

The seating at Kingston Beach has been reordered and will be replaced soon.

Tasmanian Disability Inclusion Plan 2026 – 2030

The plan is now available to view on the Department of Health website. Some committee members contributed to its development.

<https://www.health.tas.gov.au/publications/tasmanian-disability-inclusion-plan>

Outgoing

Nil

DEVELOPMENT APPLICATIONS & COUNCIL PROJECTS

Nil

OTHER BUSINESS**NDIS sector update**

Di Carter provided an update noting decreased funding and ongoing barriers for participants.

Future grant opportunities, including the Inclusive Communities Fund, may assist in developing initiatives that improve access, inclusion and community participating for people experiencing barriers within the NDIS system. These can be applied for by the Community Services team to support the DIAAC action plan.

Hutchins Street pedestrian crossing - update requested

The Committee requested an update on safety issues and crossing point on Hutchins Street, Kingston. Deleeze to follow up.

Meeting closed: 3.45pm

NEXT MEETING – Wednesday 14 October, 2pm



KINGBOROUGH DISABILITY INCLUSION & ACCESS ADVISORY COMMITTEE

TERMS OF REFERENCE

1. The Committee

The name of the committee shall be the Kingborough Disability Inclusion & Access Advisory Committee (hereinafter referred to as the 'Committee') appointed as an advisory committee to the Kingborough Council under Section 24 of the *Local Government Act, 1993*.

2. Definitions

"Council" means the Kingborough Council.

"Committee" means the Kingborough Disability Inclusion & Access Advisory Committee.

3. District

The Committee shall operate within the boundaries of the Kingborough municipality.

4. Aims

The intention and purpose of the Committee is:

1. (a) To provide advice and assistance to Council on access issues, in particular in the implementation of the *Disability Discrimination Act 1992*;
- (b) Regular evaluation of Council's *Disability Inclusion & Access Action Plan*.

5. Objectives

The Committee will endeavour to achieve its aim through the following:

- (a) By being a point of consultation on issues regarding Council activities and projects and how they impact on the access needs of the community.
- (b) By identifying-providing input into priorities each year, within the allocated budget, to improve access for all in parks, streetscapes, and Council-owned buildings and facilities.
- (c) Identifying-Raising and advising Council and others of access issues in Kingborough.
- (d) Promoting to Council the right of people with a disability to be treated in a manner that enhances dignity, independence and equality of service.
- (e) Assisting in the provision of disability awareness training to Committee members and other identified groups where appropriate.
- (f) Assisting in the development of policies and procedures relating to access.

(g) —

- (g) Providing input to, and endorsing, the review and update of Council's Disability Inclusion and Access Action Plan, with draft updates prepared by Council's Community Services staff. The Action Plan will be reviewed and updated at least every two (2) years, or more frequently if required. Facilitating and overseeing regular evaluation, updating and implementation of Council's Disability Inclusion & Access Action Plan.
- (h) Monitoring and reviewing progress at each Committee meeting of the implementation of Council's approved Disability Inclusion and Access Action Plan.

6. Membership

- 2. Members are appointed as an advisory committee to Council and shall comprise of the following:
 - 3. (a) Two (2) Councillor representatives from the Kingborough Council appointed as Committee Chairperson and Deputy Chairperson.
 - 4. (b) Organisational representatives – up to Four (4) organisations, with one representative from each, with an interest or involvement in matters relating to access.
 - 5. (c) Individual representatives – up to ten (10), residents in the municipality if possible, and covering a broad range of disabilities or interest categories.

6.

7. Support

- ~~8. The CEO will designate a Council staff member who shall act as the executive officer to the Committee~~
- (a) The Committee will be supported by Council's Community Services team, which will provide administrative support to the Committee.
- 9.
- (b) Council's Community Services team will prepare draft revisions of the Disability Inclusion and Access Action Plan, as required, for the Committee's consideration, input and endorsement.
- 10.
- (c) Following endorsement, implementation of the Disability Inclusion and Access Action Plan will be coordinated by Council's Community Services team. The team will integrate relevant actions into Community Services programs and work with other Council departments to support implementation where appropriate. Council officers will engage with the Committee to seek advice, feedback and input on the implementation of actions where appropriate or needed. Implementation will be subject to available resources and budget approvals.
- 1.

8.11.8. Appointment of Members and Tenure of Appointment

- ~~9.12.~~ (a) Terms of office for Councillors shall be until the next Councillor election for Kingborough.
- (b) Community and organisational representatives shall hold office for a period of two (2) years expiring 31 December from the year of their appointment. In the event of the resignation of a community or organisational representative during their term of office,

Council may appoint a new representative to complete the term of office. A member may re-nominate for consecutive terms of office.

- (c) If a member fails to attend three (3) consecutive meetings of the Committee, his/her appointment shall be automatically terminated unless prior leave of absence has been granted.

~~10-13.~~ **9. Management**

- ~~11-14.~~ (a) The Committee has the authority to establish sub-working committees as required to address specific purposes of the Committee.
- ~~12-15.~~ (b) The Committee has authority to second individuals from outside of the Committee on a voluntary basis for their expert advice.
- ~~13-16.~~ (c) The Chairperson is responsible for the proper conduct of the Committee.
- ~~14-17.~~ (d) The Committee has no delegated powers and has no authority to implement its recommendations without the approval of Council.
- ~~15-18.~~ (e) The Mayor, unless delegated to the Chairperson, shall be the spokesperson for any matters for which the Committee may wish to publicise.

~~16-19.~~

~~17-20.~~ **10. Meetings**

- (a) The Committee will meet on a ~~bi-monthly~~ quarterly basis or as approved by Council.
- (b) In the absence of the appointed Chairperson, the Deputy Chairperson shall chair the meeting.
- (c) The quorum at a Committee meeting shall be a minimum of five (5) of the Committee members.
- (d) A meeting may only transact business if a quorum is present.
- (e) The Agenda shall be circulated at least four (4) days prior to each meeting.
- ~~18-21.~~ (d) The Minutes shall as a minimum address each of the sections of the agenda and record all formal decisions of the Committee.
- ~~19-22.~~ (e) Committee Minutes will be provided to Council following each meeting.
- ~~20-23.~~ (f) Matters requiring Council consideration will form a recommendation to Council within the Minutes and must be formally passed by the Committee.

~~21-24.~~

~~22-25.~~ **11. Voting**

- (a) Committee members are entitled to vote at a Committee meeting. Meeting observers, and Council staff, will not have voting rights.
- (b) Where decisions are required by the Committee, the Chairperson will seek to bring Committee members to a consensus decision. Where a consensus cannot be reached, the issue will be put to the vote.
- (c) The Chairperson will rule on the vote.
- (d) A majority vote will determine in favour of the matter and will be considered the opinion of the Committee.
- (e) A tied vote will result in the proposed decision being defeated.

- (f) A Committee member present may request that their dissent be recorded within the Minutes.
- (g) If any member of the Committee calls for a division, then the votes of all members will be recorded.
- (h) Members must be present to be able to vote on an issue.
- (i) Councillors appointed to the Committee will be considered to be advising Council on the views of the Committee only when those views are the views expressed by the majority of Committee members.

Approved by Council: 19 January 2026

Minute No. **C11/1-2026**

Public Copy

DIAAC - Revised draft Action Plan

	Action	Who	Timeframe
Improving outcomes			
1	Improve disability access to Council organised events and activities where possible, and include as consideration in Community Services event and activity proposal template (e.g. provision of Auslan for large events, quiet spaces etc)		
2	Update event permit procedures to ensure event organisers consider disability and access at their own events.		
3	Work with Council's Engineering Department to formalise access considerations and engagement with DIAAC where needed as part of Council's Capital and Project Management Framework.		
4	Deliver workshops, information sessions and presentations to support people with disability, including guidance on creating personal emergency management plans.		
5	Advocate for improved access and inclusion across issues affecting people with disability to State and Federal Government and local businesses, on issues related to transport, infrastructure and services. Include review of upcoming government consultation on issues relating to disability and access as a standing agenda item.		
Awareness, promotion and celebration			
6	Promote disability-friendly initiatives such as sunflower lanyards and quiet hours in venues.		
7	Promote simple accessibility improvements for residents through a monthly social media campaign.		
8	Engage with Council's Digital Services team to understand and advise on accessibility considerations as part of Council's Digital Transformation Strategy		
9	Organise a Council event or activity to celebrate International Day of People with Disability (3 December)		
10	Create a local disability resource outlining organisations, support groups and service providers in Kingborough.		
11	Commence the delivery of disability awareness training for staff and community groups.		