



# 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, 18 November 2024 at 5.30pm

# Kingborough Councillors 2022 - 2026



**Mayor**  
**Councillor Paula Wriedt**



**Deputy Mayor**  
**Councillor Clare Glade-Wright**



**Councillor Aldo Antolli**



**Councillor David Bain**



**Councillor Gideon Cordover**



**Councillor Kaspar Deane**



**Councillor Flora Fox**



**Councillor Amanda Midgley**



**Councillor Mark Richardson**



**Councillor Christian Street**

# QUALIFIED PERSONS

In accordance with Section 65 of the *Local Government Act 1993*, I confirm that the reports contained in Council Meeting Agenda No. 21 to be held on Monday, 18 November 2024 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, 12 November 2024

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## **GUIDELINES FOR PUBLIC QUESTIONS**

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

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Questions from the public may either be submitted to the General Manager in writing or asked verbally at an Ordinary Council meeting. Any question asked must only relate to the activities of Council [Section 31(2)(b)].

This guideline is provided to assist the public with the requirements of Public Question Time as set out in the *Local Government (Meeting Procedures) Regulations 2015* as well as determinations made by Council. You are reminded that the public question forum is designed to accommodate questions only and neither the questions nor answers will be debated.

#### **Questions on Notice**

Written questions on notice must be received at least seven (7) days before an Ordinary Council meeting [Section 31(1)] and must be clearly headed 'Question/s on Notice'. The period of 7 days includes Saturdays, Sundays and statutory holidays but does not include the day on which notice is given or the day of the Ordinary Council meeting [Section 31(8)].

#### **Questions Without Notice**

The Chairperson of an Ordinary Council meeting must ensure that, if required, at least 15 minutes is made available for public questions without notice [Section 31(3)]. A question without notice must not relate to any matter that is listed on the agenda for that meeting.

A question by any member of the public and an answer to that question is not to be debated at the meeting [Section 31(4)]. If a response to a question cannot be provided at the meeting, the question will be taken on notice and will be included in the following Ordinary Council meeting agenda, or as soon as practicable, together with the response to that question.

There is to be no discussion, preamble or embellishment of any question asked without notice, and the Chairperson may require that a member of the public immediately put the question.

The Chairperson can determine whether a question without notice will not be accepted but must provide reasons for refusing to accept the said question [Section 31 (6)]. The Chairperson may require a question without notice to be put on notice and in writing.

The Chairperson may rule a question inappropriate, and thus inadmissible if in his or her opinion it has already been asked, is unclear, irrelevant, offensive or relates to any matter which would normally be considered in Closed Session. The Chairperson may require that a member of the public immediately put the question.

AGENDA of an Ordinary Meeting of Council  
Kingborough Civic Centre, 15 Channel Highway, Kingston  
Monday, 18 November 2024 at 5.30pm

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**1 AUDIO RECORDING**

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The Chairperson will declare the meeting open, welcome all in attendance and advise that Council meetings are recorded and made publicly available on its website. In accordance with Council's policy the Chairperson will request confirmation that the audio recording has commenced.

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**2 ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS**

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

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**3 ATTENDEES**

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**Councillors:**

Mayor Councillor P Wriedt  
Deputy Mayor Councillor C Glade-Wright  
Councillor A Antolli  
Councillor G Cordover  
Councillor K Deane  
Councillor F Fox  
Councillor A Midgley  
Councillor M Richardson  
Councillor C Street

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**4 APOLOGIES**

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**5 CONFIRMATION OF MINUTES**

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**RECOMMENDATION**

That the Minutes of the open session of the Council Meeting No. 20 held on 4 November 2024 be confirmed as a true record.

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**6 WORKSHOPS HELD SINCE LAST COUNCIL MEETING**

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Date	Topic	Detail
10 November	Strategic Plan	Preliminary discussion was held in relation to the development of a new strategic plan for Council in 2025.

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## 7 DECLARATIONS OF INTEREST

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In accordance with Regulation 8 of the *Local Government (Meeting Procedures) Regulations 2015* and Council's adopted Code of Conduct, the Mayor requests Councillors to indicate whether they have, or are likely to have, a pecuniary interest (any pecuniary benefits or pecuniary detriment) or conflict of interest in any item on the Agenda.

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## 8 TRANSFER OF AGENDA ITEMS

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Are there any items, which the meeting believes, should be transferred from this agenda to the closed agenda or from the closed agenda to the open agenda, in accordance with the procedures allowed under Section 15 of the *Local Government (Meeting Procedures) Regulations 2015*.

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## 9 QUESTIONS WITHOUT NOTICE FROM THE PUBLIC

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## 10 QUESTIONS ON NOTICE FROM THE PUBLIC

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*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.*

### 10.1 Landscape Values

**Ms Valeska Winter** submitted the following question on notice:

1. *When planning officers assess performance criteria that requires development to 'have regard to the landscape', or 'not have an unreasonable/significant impact on the landscape,' could you please describe what processes or steps a planning officer would typically go through to determine whether this performance criteria has been met?*
2. *Could you please elaborate on what elements or characteristics in the landscape that a development might need to 'have regard to, and provide some examples of how a development might have regard to these elements?*
3. *How would the applicant of a development application typically demonstrate that a development 'has regard to the landscape?' Or is this usually assessed using the planners expertise and discretion?*
4. *Are there any existing tools or supports already available to planning officers to support consistent assessment of landscape impacts?*
5. *What would happen if a development application is submitted but does not specifically address a performance criteria that requires the development to 'have regard to the landscape?' For example, would it typically be expected for the applicant to submit further information or is it then simply up to the planning officers discretion?*

### Officer's Response:

There is no clear definition of 'landscape' in the Planning Scheme; much like a number of other terms that are frequently used in the Planning Scheme. If there is no definition available, then a plain word interpretation is to be used.

The word 'landscape' is defined in the Macquarie Dictionary as: *"a view or prospect of rural scenery, more or less extensive, such as is comprehended within the scope or range of vision from a single point of view"* and *"an area of land with distinguishing features or landforms: a wooded landscape, a hilly landscape"*.

The way that Planners consider landscape depends on the nature and scale of the proposal; it also needs to consider what the objectives are for those clauses that call it up. Landscape may be considered at a local level, but may also be considered more broadly depending on how visible the site or the area of development is. Landscape may include the topography, vegetation patterns (including grasslands or pasture) and sight lines. It is not limited to the natural environment, it may include a landscape that encompasses development and built form.

There are no specific tools or descriptions to support the inclusion of that term provided by the State Planning Office (who approved and use the term).

Where a proposal does not satisfy the applicable Acceptable Solutions of zones or codes, applicants are typically requested to provide a written response describing how a proposal meets the correlating Performance Criteria, and including any other documentation (ie visual impact assessment) to support the justification. It is at the discretion of the Planning Officer to consider if further requests of justification are required, as there is much variation in what is submitted or required by different clauses of the scheme or the scale and type of development within various site contexts. The assessing officer must be satisfied that they can justify their reasoning for supporting, or not supporting approvals, whether against the Acceptable Solutions and Performance Criteria.

*Tasha Tyler-Moore, Manager Development Services.*

## 10.2 Statewide Planning Scheme

**Ms Valeska Winter** submitted the following question on notice:

1. *Could you please confirm specifically what are the landscape values that have been identified to be protected and conserved under the Landscape Conservation Zone?*
2. *How have these landscape values been determined as the values that should be protected and conserved?*
3. *How have these values been determined to be present on the land proposed to be zoned as Landscape Conservation Zone?*
4. *What portion of land might need to typically contain these values to warrant the application of Landscape Conservation Zone?*
5. *How will it be determined which landscape values are higher priority to protect, and which values might be able to be compromised as needed to support appropriate discretionary development?*
6. *Given the significant challenges and community concern with the statewide planning scheme not having a 'like for like' zone that is even similar to the current Environmental Living Zone, has there been any conversation with the Planning Commission on whether Environmental Living Zone could potentially reinstated statewide?*
7. *Professional advice has confirmed that in our situation, the Landscape Conservation Zone is unfortunately a downzoning for our property because it does not reflect or protect the current usage rights for our property. We do support the protection of natural and landscape values, as that is the reason we live where we live, but we feel there has to be another solution that protects our previous, current and future usage rights. What is Council's view on this significant community concern?*

**Officer's Response:**

1. There is no clear definition for 'landscape values' in the Tasmanian Planning Scheme; however, the Tasmanian Planning Commission has recently made a decision in this regard and utilised the Macquarie Dictionary that provides a broad definition for 'landscape' to inform the application of the Landscape Conservation Zone. The definition *includes "a view or prospect of rural scenery, more or less extensive, such as is comprehended within the scope or range of vision from a single point of view" and "an area of land with distinguishing features or landforms: a wooded landscape, a hilly landscape"*. Importantly, these distinguishing features or landforms can exist even when they can't be seen from a public vantage point such as a road.
2. LPS Guidelines provide for a range of circumstances in which the Landscape Conservation Zone may be applied, and this has been the main tool that has been used to undertake the proposed Landscape Conservation Zone mapping. They include:
  - land with landscape values identified for protection and conservation, such as bushland areas;
  - large areas of native vegetation;
  - areas of important scenic values;
  - large areas of bushland or native vegetation, not otherwise reserved, which contain threatened native vegetation communities or threatened species;
  - areas of locally or regionally important native vegetation;
  - land with significant constraints on development through the application of the Natural Assets Code or Scenic Protection Code; and
  - land within an interim planning scheme in the Environmental Living Zone where the primary intention is for the protection and conservation of landscape values.
3. The existing situation under the KIPS2015 has been utilised as a starting point to inform the application of the Landscape Conservation Zone and that was then further refined in consultation with the Tasmanian Planning Commission as part of the Post Lodgement Conferences, having regard to the matters mentioned in the LPS Guidelines.
4. As per the LPS Guidelines, the Landscape Conservation Zone has been applied to large parcels of land that contain landscape values, but it can also to grouping of lots that together contribute to the landscape values in an area. To clarify, the zone application is considered at a broad scale and does not necessarily relate to the values that exist on a single property.
5. Given that the Landscape Conservation Zone is a new zone under the Tasmanian Planning Scheme, and the subjective nature of the landscape values that the zone aims to protect, feedback received during the public exhibition period will be used to finalise the application of the zone in Kingborough having regard to the LPS Guidelines. This approach is acknowledged in the [LPS Supporting Document](#) that is available on Council's website.
6. This matter has been raised with the State Planning Office as part of the review of the State Planning Provisions that is currently underway.
7. Individuals are encouraged to make written representations during the public exhibition process if they have concerns or oppose the zoning that is proposed for their land. It would be premature to indicate how presentations and community concerns will influence the finalisation of the LPS. All representations (no matter the Council's recommendation) will be provided to the Tasmanian Planning Commission for consideration as part of their public hearing process before a final decision is made.

*Adriaan Stander, Senior Strategic Planner*



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**11 QUESTIONS WITHOUT NOTICE FROM COUNCILLORS**

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**12 QUESTIONS ON NOTICE FROM COUNCILLORS**

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

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**13 PETITIONS STILL BEING ACTIONED**

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There are no petitions still being actioned.

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**14 PETITIONS RECEIVED IN LAST PERIOD**

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

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**15 OFFICERS REPORTS TO COUNCIL**

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**15.1 PETITION: PEDESTRIAN AND ACCESSIBLE CROSSING TO MEREDITHS ORCHARD**

**File Number:** 12.21

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

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

**Strategic Plan Reference**

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

**Strategic Outcome:** 1.1 A Council that engages with and enables its community.

**1. PURPOSE**

- 1.1 The purpose of this report is to respond to a petition in relation to a pedestrian crossing on the Channel Highway to link the Margate Snug Shared Path to Meredith's Orchard and surrounding residences.

**2. BACKGROUND**

- 2.1 A petition has been received with 156 signatories requesting Council install a pedestrian and accessible crossing on the Channel Highway, Margate to access Meredith's Orchard.
- 2.2 The petition requests that Council: *Bring forward the proposal for a safe pedestrian and accessible crossing from the current Margate to Snug multi-user track from 4 to 5 years to immediate as this is a need now for the community.*

**3. STATUTORY REQUIREMENTS**

- 3.1 The petition meets the requirement of Section 57 the *Local Government Act 1993* and Council is therefore required to determine any action to be taken in respect to its request.

#### 4. DISCUSSION

- 4.1 Council officers are aware of the missing pedestrian crossing and footpath from the Margate Snug Shared Path to Meredith's Orchard and the surrounding residences on the western side of the Channel Highway.
- 4.2 An extract from Council's local links map is provided below, showing the identified missing footpath link and crossing point as the yellow dotted line (the existing Margate to Snug Shared Path is the purple line).



- 4.3 The petition statement notes that Council should bring forward the proposed safe pedestrian and accessible crossing. Currently pedestrians, prams, cyclists, the elderly and wheelchair users must navigate either the Channel Highway or an unsteady/unsafe nature strip to access Meredith's Orchard from the Margate to Snug Shared Path.
- 4.4 The Department of State Growth in liaison with Council and the community have been investigating several potential pedestrian crossings on the Channel Highway in the Margate and Snug townships and those crossing points are considered a higher priority (providing improved access to multiple businesses, schools, bus stops and other services) and are further progressed at this stage with concept designs prepared by consultants engaged by DSG.
- 4.5 A pedestrian crossing connecting the shared path and Meredith's Orchard has been incorporated into the larger Crescent Drive reconstruction project budgeted for detailed design this financial year (2024-25). In light of the petition, the broader linking footpath extending south past Meredith's Orchard can also be incorporated into this design work.
- 4.6 A capital project bid would be required to fund the construction of this new pedestrian crossing and linking footpaths and Council's budget is finalised this financial year.
- 4.7 When detailed design for the project is completed this financial year Council will then be in a good position to pursue funding opportunities for project construction in future years, be it as a standalone project or as part of the larger Crescent Drive reconstruction project.

#### 5. FINANCE

- 5.1 Any capital project bids submitted for pathways and pedestrian crossings would be considered in line with other project bids as part of Council's annual capital budget deliberations.

**6. ENVIRONMENT**

- 6.1 New active transport pathways and safe crossing points encourage more sustainable local transport trips.
- 6.2 Environmental impacts are assessed in the scoping and planning stage of infrastructure projects.

**7. COMMUNICATION AND CONSULTATION**

- 7.1 Council's decision will be communicated to the organiser of the petition.

**8. RISK**

- 8.1 The background to the petition cites safety and accessibility concerns for pedestrians around this area, however, the risk is similar to a number of areas along the Channel Highway south of Kingston, where footpaths are typically only provided through the local town centres and connecting residential streets.

**9. CONCLUSION**

- 9.1 A petition has been received requesting that a pedestrian crossing to Meredith's Orchard be provided as a priority to address an immediate community need.
- 9.2 The merits of the request are acknowledged but need to be considered within the context of other proposed pedestrian crossing improvements, missing footpath links and broader road safety works.
- 9.3 It is recommended that Council Officers proceed with planned detailed design works for the pedestrian crossing this financial year and incorporate the linking footpath extending south past Meredith's Orchard, with the intent of submitting a capital bid for construction once the design is finalised.

**10. RECOMMENDATION**

That the organiser of the petition requesting a pedestrian crossing point on the Channel Highway to access Meredith's Orchard be advised that Council is preparing detailed design for the pedestrian crossing and linking footpaths as part of the Crescent Drive Reconstruction project and funding for construction will be pursued once the design is finalised.

**ATTACHMENTS**

Nil

## 15.2 MEMORIALS POLICY

**File Number:** 20.123

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

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

### Strategic Plan Reference

Key Priority Area: 1 Encourage and support a safe, healthy and connected community.  
Strategic Outcome: 1.2 An inclusive community that has a strong sense of pride and local identity.

## 1. PURPOSE

1.1 The purpose of this report is to review Council's Memorials Policy 4.17.

## 2. BACKGROUND

2.1 Council's Memorials Policy was developed in 2020 to provide a framework for dealing with community requests for the installation of memorials in public open spaces.

## 3. STATUTORY REQUIREMENTS

3.1 There are no statutory issues associated with this matter.

## 4. DISCUSSION

4.1 The policy has been used by staff since its inception and has provided clear direction in relation to the process to be followed when dealing with requests to install memorial plaques or furniture (typically tables or seats).

4.2 A review of the policy has been undertaken, with the only proposed amendment being the deletion of the requirement for an applicant to wait 12 months from the date of the passing of a loved one before applying to Council to have a memorial installed.

4.3 Experience has shown that applicants generally want to apply much sooner than this, with the knowledge that a memorial will be installed assisting with the grieving process.

4.4 Other than this amendment, the other only other changes to the policy relate to title updates, formatting, version numbers and dates.

## 5. FINANCE

5.1 The policy is based on a model of no direct cost to Council, with applicants covering the cost of the purchase and installation of the memorial.

5.2 There are indirect costs to Council associated with staff time required to assess and process applications for memorials, that are considered reasonable given that in most instances, the infrastructure installed provides a public benefit.

## 6. ENVIRONMENT

6.1 There are no environmental considerations that apply directly to this policy.

## 7. COMMUNICATION AND CONSULTATION

7.1 The development of the initial policy was informed by a community engagement process in which 122 submissions were received.

7.2 A copy of the policy is made available on Council's website.

## **8. RISK**

8.1 The policy was developed through a robust consultation process and reflects community sentiment and built environment considerations and the risk associated with adopting the updated policy is considered to be negligible.

## **9. CONCLUSION**

9.1 Council's Memorial Policy has been reviewed as scheduled, with minor updates recommended for approval.

## **10. RECOMMENDATION**

That the update of Council's Memorials Policy 4.17 (as attached to this report) be endorsed.

## **ATTACHMENTS**

- 1. Existing Policy with Tracked Changes**
- 2. Updated Policy for Approval**

Public Copy



## EXISTING POLICY WITH TRACK CHANGES



Policy No: **4.17**  
 Approved by: ~~October 2020~~**November 2024**  
 Council: **2024**  
 New Review Date: ~~October 2024~~**November 2029**  
 Responsible Officer: ~~Executive Manager~~**Director** Governance and Community Services

Minute No: **C627/20-2020**  
 ECM File No: **20.123**  
 Version: ~~21.0~~**24.0**

Memorials Policy	
<b>POLICY STATEMENT</b>	<p>1.1 Kingborough Council regularly receives requests from the community relating to the installation of memorials to individuals within public spaces throughout the municipal area – herein referred to as ‘memorials’.</p> <p>1.2 This policy determines how requests for memorials will be received, processed, determined, and managed over time.</p> <p>1.3 This policy does not apply to war service memorials or memorials of recognised (local, regional, state or national) historical significance.</p>
<b>DEFINITIONS</b>	<p>2.1 <b>Memorial:</b> object(s), structure(s), sculpture(s) or other artwork(s) intended to commemorate a person or event installed in a public space.</p> <p>2.2 <b>Applicant:</b> Person responsible for preparing and submitting an application in support of a memorial.</p> <p>2.3 <b>Plaque:</b> an ornamental tablet, of a suitably durable material, that is fixed to a surface or object to commemorate a person or event.</p> <p>2.4 <b>Street or park furniture:</b> furniture installed within a public space under the jurisdiction of Kingborough Council.</p> <p>2.5 <b>Open space:</b> land under public ownership that is utilised for passive or active recreation, or environmental management, that is made accessible to the general public.</p> <p>2.6 <b>Public space:</b> open spaces, roads and streetscapes, reserves, and recreational facilities under public ownership and accessible to the general public.</p> <p>2.7 <b>Public realm:</b> All open spaces, streetscapes, private property (including private gardens, commercial property) that is visible to the general public.</p> <p>2.8 <b>Best-practice:</b> procedures, methodologies, approaches, or solutions supported by contemporary research and recognised in relevant professional or industry discourse.</p> <p>2.9 <b>Next of Kin:</b> a (deceased) person’s closest living relative or relatives.</p> <p>2.10 <b>‘Memorial subject’:</b> deceased person(s), event, or organisation commemorated in a memorial.</p> <p>2.11 <b>‘Memorial infrastructure’:</b> any component or whole part of a memorial.</p> <p>2.12 <b>User:</b> any member of the public who may encounter a memorial.</p> <p>2.13 <b>Crown Land:</b> land under public ownership, held and managed by the State Government of Tasmania and its agencies.</p> <p>2.14 <b>The Crown:</b> meaning the Crown in Right of Tasmania (the State Government of Tasmania and its agencies).</p>

	2.15 <b>Council:</b> Kingborough Council (the organisation)
	2.16 <b>Councillors:</b> elected representatives (Kingborough's elected Council)
<b>OBJECTIVE</b>	<p>3.1 This policy provides a clear framework through which decisions regarding memorials can be taken in accordance with:</p> <ul style="list-style-type: none"> <li>a) General community sentiment in relation to memorials in Kingborough's public realm, which, according to community consultation undertaken to inform details of this policy, requires Council to: <ul style="list-style-type: none"> <li>i. Demonstrate a compassionate approach to Applicants, acknowledging actions or decisions taken by Council in relation to memorial applications or management of existing memorials may compound negative effects of grief;</li> <li>ii. Recognise memorials can provide outlets to support positive grief outcomes;</li> <li>iii. Provide clear pathways for Applicants to solutions and acceptable outcomes;</li> <li>iv. Be proactive in rectifying memorials that do not comply with this policy (including contacting Next of Kin or bereaved directly to discuss possible solutions regarding unapproved or unsupported memorials).</li> </ul> </li> <li>b) Employ best-practice principles of landscape and open space management, to: <ul style="list-style-type: none"> <li>i. ensure memorials installed within the public realm contribute positively to Kingborough's iconic open spaces and coastal landscape settings; and</li> <li>ii. Enhance general landscape and open space amenity.</li> </ul> </li> <li>c) Exhibit a compassionate and inclusive approach to grief management and population mental health and wellbeing, by ensuring memorials: <ul style="list-style-type: none"> <li>i. Do not unreasonably dominate or otherwise detract from amenity of the public realm;</li> <li>ii. Are supported by the community within which they are installed;</li> <li>iii. Avoid triggering negative mental health effects amongst the general public; and</li> <li>iv. support positive reflection, contemplation, and celebration – rather than draw focus to cause of death details or tragedy (which may be considered triggers for some users);</li> </ul> </li> </ul>
<b>SCOPE</b>	<p>4.1 This policy applies <u>directly</u> to all memorials within public spaces under ownership or managed by Kingborough Council;</p> <p>4.2 More broadly, this policy applies <u>indirectly</u> to memorials within the public realm, and should be used by landowners, managers and developers as a guide to understand Council's desired outcomes relating to memorials in Kingborough.</p> <p>4.3 This policy will be applied <u>directly</u> to the management of all existing memorials installed within public spaces in Kingborough, whether considered 'approved' or 'unapproved'.</p> <p>4.4 This policy does not apply to war service memorials or memorials of recognised (local, regional, state or national) historical significance.</p>

<b>PROCEDURE (POLICY DETAIL)</b>	<p>5.1 Applications for memorials will be assessed and determined by the Urban Design Officer (or as otherwise delegated) on a case-by-case basis and on the merits of each request, giving due consideration to the memorial subject, proposed location and any relevant site constraints, and proposed memorial infrastructure.</p> <p>5.2 Council may require Applicants to provide additional information (as necessary and including Letter(s) of Support from private individuals or community organisations) to allow an application to be fully and completely considered in accordance with this policy.</p> <p>5.3 Wherever possible, Council will take reasonable steps to contact Next of Kin or bereaved with a connection to any unapproved memorial to discuss possible pathways to rectify instances of non-compliance with this policy.</p> <p>5.4 Council may, as a last resort, require removal or remove any unapproved memorial that is considered a risk to public safety or does not comply with any aspect of this policy.</p> <p>5.5 All costs associated with memorial infrastructure shall be borne (in full) by the Applicant, including associated freight costs, installation, and labour.</p> <p>5.6 Installation of memorials shall be undertaken by Council or a Council-approved contractor.</p> <p><del>Applications for memorials shall be made not less than 12 months from the date of death (or event) of the memorial subject.</del></p> <p>5.7 Council will give notification in writing regarding the outcome of an application made in accordance with this policy as soon as reasonably practicable.</p> <p>5.8 Memorial infrastructure will be subject to approval by Council. Accordingly, Council approval may be conditional on changes to proposed memorial infrastructure in line with this policy.</p> <p>5.9 Council may reject an application where it is considered any part of a proposed memorial may cause offence or insult.</p> <p>5.10 Memorial infrastructure (including, but not limited to, items listed at 6.3) must:</p> <ul style="list-style-type: none"> <li>a) complement and enhance amenity of the area within which the memorial is installed;</li> <li>b) demonstrate sensitivity to relevant site characteristics (including landscape or ecological values) or built forms (including significant or historical façades);</li> <li>c) be in accordance with any relevant desired characteristics for any area where a memorial is proposed to be installed.</li> </ul> <p>5.11 Once installed, memorial infrastructure will be considered public property under the custodianship and management of Kingborough Council.</p> <p>5.12 Council will be responsible for maintenance and management of memorial infrastructure over the life of the asset.</p> <p>5.13 Memorial infrastructure will be decommissioned by Council where costs associated with maintenance and management are no longer considered viable or defensible.</p> <ul style="list-style-type: none"> <li>a) Wherever possible, Council will make reasonable attempts to contact Next of Kin or bereaved to provide information relating to a planned decommission.</li> </ul>
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	<p>b) Next of Kin or bereaved will be given the opportunity to resume ownership of decommissioned memorial infrastructure, which will be made available for collection from a Council facility (at no cost to Council).</p> <p>c) Unclaimed decommissioned memorial infrastructure will be disposed of by Council (as appropriate).</p> <p>5.14 Council may consider requests to rename or name a public space or community facility (under Council ownership or management, including playgrounds and sporting facilities) to commemorate a person or organisation where it can be demonstrated the memorial subject has made a significant contribution to Kingborough, over and above that which would ordinarily be expected and exhibited by others in similar roles.</p> <p>a) Such requests should include background and supporting information (as required) to establish the appropriateness of the proposal in accordance with this policy and contemporary community attitudes relating to the memorial subject and subject site.</p> <p>b) Any proposal to name or rename a public space or community facility to commemorate a person or organisation will be referred to Councillors for deliberation and remain subject to their endorsement via a majority vote of an Ordinary Council Meeting.</p>
<b>GUIDELINES</b>	<p>6.1 Applications for installation of memorials to individuals within public spaces in Kingborough should be made in writing to Council, via:</p> <ul style="list-style-type: none"> <li>• Email: <a href="mailto:kc@kingborough.tas.gov.au">kc@kingborough.tas.gov.au</a>; or</li> <li>• Post: Civic Centre, 15 Channel Highway, Kingston 7050 Tas.</li> </ul> <p>6.2 Memorial 'copy' should be: concise; celebratory; positive; respectful; and inclusive.</p> <p>6.3 Memorial infrastructure may include (subject to Council approval):</p> <ul style="list-style-type: none"> <li>a) Plaque(s)</li> <li>b) Street or park furniture (for example: seat(s), picnic table setting(s) and related infrastructure, including submerged or exposed footings);</li> <li>c) Planting (including trees and any other material required to support viable plant establishment and ongoing healthy growth);</li> <li>d) Signage;</li> <li>e) Sculpture or public art;</li> </ul> <p>6.4 Council may require an Applicant to procure any part of proposed memorial infrastructure. However, Council may procure directly (on behalf of an Applicant) any piece of memorial infrastructure where a standardised solution is available and endorsed by Council (for example: street or park furniture).</p> <p>6.5 Council may undertake community consultation in relation to memorial request(s) where it is deemed necessary (including due to site-specific constraints or bespoke memorial infrastructure) to determine if there is community support for a proposed memorial.</p> <ul style="list-style-type: none"> <li>a) Consultation will be undertaken in accordance with Council's Communications and Engagement Policy.</li> </ul> <p>6.6 Council may provide support to an application for installation of a memorial on Crown Land in accordance with this policy by coordinating directly with relevant Crown authorities (on behalf of an Applicant) as required to secure relevant permissions and approvals.</p>

<b>COMMUNICATION</b>	This policy will be <del>subject to deliberation and approval by Councillors.</del>	
	7.1	<del>This policy will be distributed directly to all Council staff involved in the assessment of memorial applications and made otherwise available for all staff to view via Council's website, where it will remain available for public viewing.</del> <u>made available on Council's website.</u>
<b>LEGISLATION</b>	8.1	N/A
<b>RELATED DOCUMENTS</b>	9.1	<i>Kingborough Council Strategic Plan 2020 - 2025</i>
	9.2	<i>Kingborough Play Space and Playground Strategy 2020 - 2025</i>
	9.3	<i>Kingborough Council Policy 1.3: Communications and Engagement Policy</i>
	9.4	<i>Kingborough Council Policy 1.6: Customer Service Charter Policy</i>
	9.5	<i>Kingborough Council Policy 1.9: Privacy Policy</i>
	9.6	<i>Kingborough Council Policy 4.9: Public Art and Art Collection Policy</i>
<b>AUDIENCE</b>	<del>Councillors</del> <del>Council Staff</del> <del>Applicants</del> <del>Community organisations</del> 10.1 <del>General public</del> <u>Public document</u>	



## UPDATED POLICY FOR APPROVAL



# Memorials Policy

<b>Policy No:</b>	4.17
<b>Approved by Council:</b>	November 2024
<b>New Review Date:</b>	November 2029
<b>Minute No:</b>	TBA
<b>ECM File No:</b>	12.268
<b>Version:</b>	2.0
<b>Responsible Officer:</b>	Director Governance, Recreation & Property Services
<b>Strategic Plan Reference:</b>	1.2 An inclusive community that has a strong sense of pride and local identity

## 1. POLICY STATEMENTS

- 1.1 Kingborough Council regularly receives requests from the community relating to the installation of memorials to individuals within public spaces throughout the municipal area – herein referred to as ‘memorials’.
- 1.2 This policy determines how requests for memorials will be received, processed, determined, and managed over time.
- 1.3 This policy does not apply to war service memorials or memorials of recognised (local, regional, state or national) historical significance.

## 2. DEFINITIONS

- 2.1 The following definitions apply in this policy:

**Memorial:** object(s), structure(s), sculpture(s) or other artwork(s) intended to commemorate a person or event installed in a public space.

**Applicant:** Person responsible for preparing and submitting an application in support of a memorial.

**Plaque:** an ornamental tablet, of a suitably durable material, that is fixed to a surface or object to commemorate a person or event.

**Street or park furniture:** furniture installed within a public space under the jurisdiction of Kingborough Council.

**Open space:** land under public ownership that is utilised for passive or active recreation, or environmental management, that is made accessible to the general public.

**Public space:** open spaces, roads and streetscapes, reserves, and recreational facilities under public ownership and accessible to the general public.

**Public realm:** All open spaces, streetscapes, private property (including private gardens, commercial property) that is visible to the general public.

**Best-practice:** procedures, methodologies, approaches, or solutions supported by contemporary research and recognised in relevant professional or industry discourse.

**Next of Kin:** a (deceased) person’s closest living relative or relatives.

**‘Memorial subject’:** deceased person(s), event, or organisation commemorated in a memorial.

**‘Memorial infrastructure’:** any component or whole part of a memorial.

**User:** any member of the public who may encounter a memorial.

**Crown Land:** land under public ownership, held and managed by the State Government of Tasmania and its agencies.

**The Crown:** meaning the Crown in Right of Tasmania (the State Government of Tasmania and its agencies).

**Council:** Kingborough Council (the organisation)

**Councillors:** elected representatives (Kingborough’s elected Council).

### 3. OBJECTIVE

- 3.1 This policy provides a clear framework through which decisions regarding memorials can be taken in accordance with:
- a) General community sentiment in relation to memorials in Kingborough's public realm, which, according to community consultation undertaken to inform details of this policy, requires Council to:
    - i. Demonstrate a compassionate approach to Applicants, acknowledging actions or decisions taken by Council in relation to memorial applications or management of existing memorials may compound negative effects of grief;
    - ii. Recognise memorials can provide outlets to support positive grief outcomes;
    - iii. Provide clear pathways for Applicants to solutions and acceptable outcomes;
    - iv. Be proactive in rectifying memorials that do not comply with this policy (including contacting Next of Kin or bereaved directly to discuss possible solutions regarding unapproved or unsupported memorials).
  - b) Employ best-practice principles of landscape and open space management, to:
    - i. ensure memorials installed within the public realm contribute positively to Kingborough's iconic open spaces and coastal landscape settings; and
    - ii. Enhance general landscape and open space amenity.
  - c) Exhibit a compassionate and inclusive approach to grief management and population mental health and wellbeing, by ensuring memorials:
    - i. Do not unreasonably dominate or otherwise detract from amenity of the public realm;
    - ii. Are supported by the community within which they are installed;
    - iii. Avoid triggering negative mental health effects amongst the general public; and
    - iv. support positive reflection, contemplation, and celebration – rather than draw focus to cause of death details or tragedy (which may be considered triggers for some users);

### 4. SCOPE

- 4.1 This policy applies directly to all memorials within public spaces under ownership or managed by Kingborough Council;
- 4.2 More broadly, this policy applies indirectly to memorials within the public realm, and should be used by landowners, managers and developers as a guide to understand Council's desired outcomes relating to memorials in Kingborough.
- 4.3 This policy will be applied directly to the management of all existing memorials installed within public spaces in Kingborough, whether considered 'approved' or 'unapproved'.
- 4.4 This policy does not apply to war service memorials or memorials of recognised (local, regional, state or national) historical significance.

### 5. PROCEDURE (POLICY DETAIL)

- 5.1 Applications for memorials will be assessed and determined by the Urban Design Officer (or as otherwise delegated) on a case-by-case basis and on the merits of each request, giving due consideration to the memorial subject, proposed location and any relevant site constraints, and proposed memorial infrastructure.

- 5.2 Council may require Applicants to provide additional information (as necessary and including Letter(s) of Support from private individuals or community organisations) to allow an application to be fully and completely considered in accordance with this policy.
- 5.3 Wherever possible, Council will take reasonable steps to contact Next of Kin or bereaved with a connection to any unapproved memorial to discuss possible pathways to rectify instances of non-compliance with this policy.
- 5.4 Council may, as a last resort, require removal or remove any unapproved memorial that is considered a risk to public safety or does not comply with any aspect of this policy.
- 5.5 All costs associated with memorial infrastructure shall be borne (in full) by the Applicant, including associated freight costs, installation, and labour.
- 5.6 Installation of memorials shall be undertaken by Council or a Council-approved contractor.
- 5.7 Council will give notification in writing regarding the outcome of an application made in accordance with this policy as soon as reasonably practicable.
- 5.8 Memorial infrastructure will be subject to approval by Council. Accordingly, Council approval may be conditional on changes to proposed memorial infrastructure in line with this policy.
- 5.9 Council may reject an application where it is considered any part of a proposed memorial may cause offence or insult.
- 5.10 Memorial infrastructure (including, but not limited to, items listed at 6.3) must:
  - a) complement and enhance amenity of the area within which the memorial is installed;
  - b) demonstrate sensitivity to relevant site characteristics (including landscape or ecological values) or built forms (including significant or historical façades);
  - c) be in accordance with any relevant desired characteristics for any area where a memorial is proposed to be installed.
- 5.11 Once installed, memorial infrastructure will be considered public property under the custodianship and management of Kingborough Council.
- 5.12 Council will be responsible for maintenance and management of memorial infrastructure over the life of the asset.
- 5.13 Memorial infrastructure will be decommissioned by Council where costs associated with maintenance and management are no longer considered viable or defensible.
  - a) Wherever possible, Council will make reasonable attempts to contact Next of Kin or bereaved to provide information relating to a planned decommission.
  - b) Next of Kin or bereaved will be given the opportunity to resume ownership of decommissioned memorial infrastructure, which will be made available for collection from a Council facility (at no cost to Council).
  - c) Unclaimed decommissioned memorial infrastructure will be disposed of by Council (as appropriate).
- 5.14 Council may consider requests to rename or name a public space or community facility (under Council ownership or management, including playgrounds and sporting facilities) to commemorate a person or organisation where it can be demonstrated the memorial subject has made a significant contribution to Kingborough, over and above that which would ordinarily be expected and exhibited by others in similar roles.

- a) Such requests should include background and supporting information (as required) to establish the appropriateness of the proposal in accordance with this policy and contemporary community attitudes relating to the memorial subject and subject site.
- b) Any proposal to name or rename a public space or community facility to commemorate a person or organisation will be referred to Councillors for deliberation and remain subject to their endorsement via a majority vote of an Ordinary Council Meeting.

## 6. GUIDELINES

- 6.1 Applications for installation of memorials to individuals within public spaces in Kingborough should be made in writing to Council, via:
  - Email: [kc@kingborough.tas.gov.au](mailto:kc@kingborough.tas.gov.au); or
  - Post: Civic Centre, 15 Channel Highway, Kingston 7050 Tas.
- 6.2 Memorial 'copy' should be: concise; celebratory; positive; respectful; and inclusive.
- 6.3 Memorial infrastructure may include (subject to Council approval):
  - a) Plaque(s)
  - b) Street or park furniture (for example: seat(s), picnic table setting(s) and related infrastructure, including submerged or exposed footings);
  - c) Planting (including trees and any other material required to support viable plant establishment and ongoing healthy growth);
  - d) Signage;
  - e) Sculpture or public art;
- 6.4 Council may require an Applicant to procure any part of proposed memorial infrastructure. However, Council may procure directly (on behalf of an Applicant) any piece of memorial infrastructure where a standardised solution is available and endorsed by Council (for example: street or park furniture).
- 6.5 Council may undertake community consultation in relation to memorial request(s) where it is deemed necessary (including due to site-specific constraints or bespoke memorial infrastructure) to determine if there is community support for a proposed memorial.
  - a) Consultation will be undertaken in accordance with Council's Communications and Engagement Policy.
- 6.6 Council may provide support to an application for installation of a memorial on Crown Land in accordance with this policy by coordinating directly with relevant Crown authorities (on behalf of an Applicant) as required to secure relevant permissions and approvals.

## 7. COMMUNICATION

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

## 8. LEGISLATION

- 8.1 Not applicable.

## 9. RELATED DOCUMENTS

- 9.1 Kingborough Council Strategic Plan



- 9.2 Kingborough Play Space and Playground Strategy
- 9.3 Kingborough Council Policy 1.3: Communications and Engagement Policy
- 9.4 Kingborough Council Policy 1.6: Customer Service Charter Policy
- 9.5 Kingborough Council Policy 1.9: Privacy Policy
- 9.6 Kingborough Council Policy 4.9: *Public Art and Art Collection Policy*

**10. AUDIENCE**

- 10.1 Public document

Public Copy

### 15.3 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: 2 Deliver quality infrastructure and services.

Strategic Outcome: 2.4 The organisation has a corporate culture that delivers quality customer service, encourages innovation and has high standards of accountability.

#### 1. PURPOSE

1.1 The purpose of this report is to review Council's Election Period Caretaker Policy 1.21.

#### 2. BACKGROUND

2.1 The Election Period Caretaker Policy was developed in 2021 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, although it is understood that this is proposed by the State Government.

#### 4. DISCUSSION

4.1 The Policy was used in the lead up to the 2022 Local Government Elections, with the only matter of contention being in relation to the provisions for tenders and contracts described in 5.1.2, which states that:

*No tender or contract shall be approved by Council for which the total sum exceeds 1% of the Council's revenue as proposed in the forward estimates for the financial year in which the election is to be held.*

4.2 This provision was at odds with clause 6.4 which states:

*Capital works 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.*

4.3 Accordingly, it is proposed to remove this ambiguity by deleting clause 5.1.2 and amending 6.4 to cover all projects.

4.4 It is noted that this is consistent with the practice of other Councils in Tasmania that have adopted a caretaker provisions policy.

4.5 The only other proposed amendments relate to title changes, version numbers and dates.

4.6 Given the next round of Local Government elections is scheduled for October 2026, it is suggested that the policy be reviewed again prior to this date.

**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 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 Council's Election Caretaker Period Policy has been reviewed as scheduled, with one minor update proposed to remove the ambiguity in relation to the awarding of tenders and contracts.

**10. RECOMMENDATION**

That the updated Election Caretaker Period Policy 1.21 as attached to this report be approved.

**ATTACHMENTS**

1. Existing Policy with Tracked Changes
2. Updated Policy

## EXISTING POLICY WITH TRACK CHANGES



## Election Caretaker Period Policy

Policy No:	1.21
Approved by Council:	<del>November 2021</del> <u>November 2024</u>
New Review Date:	<del>November 2024</del> <u>July 2026</u>
Minute No:	<del>C600/22-2021</del>
ECM File No:	12.268
Version:	<del>3</del> <u>2</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

## 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 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 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 Tenders and Contracts – no tender or contract shall be approved by Council for which the total sum exceeds 1% of the Council's revenue as proposed in the forward estimates for the financial year in which the election is to be held.~~

5.1.3 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);

5.1.4 By-Laws – Council will not make a new By-Law during the Caretaker Period.

5.1.5 Policies – Council will not approve or renew any Council policies during the Caretaker Period.

5.1.6 Distribution of Electoral Material – no electoral material shall be permitted to be displayed or distributed on any Council owned or managed property.

5.1.7 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.

5.1.8 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.

5.1.9 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 General Manager may still exercise all delegations provided by Council during the Caretaker Period, including the appointment of staff.
- 6.4 ~~Capital works~~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 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.
- 6.6 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.
- 6.7 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*.

- 6.8 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](http://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

## UPDATED POLICY FOR APPROVAL



## Election Caretaker Period Policy

<b>Policy No:</b>	1.21
<b>Approved by Council:</b>	November 2024
<b>New Review Date:</b>	July 2026
<b>Minute No:</b>	TBA
<b>ECM File No:</b>	12.268
<b>Version:</b>	3.0
<b>Responsible Officer:</b>	Director Governance, Recreation & Property Services
<b>Strategic Plan Reference:</b>	2.4 The organisation has a corporate culture that delivers quality customer service, encourages



## 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.

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## 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 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.

- 5.1.3 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);
- 5.1.4 By-Laws – Council will not make a new By-Law during the Caretaker Period.
- 5.1.5 Policies – Council will not approve or renew any Council policies during the Caretaker Period.
- 5.1.6 Distribution of Electoral Material – no electoral material shall be permitted to be displayed or distributed on any Council owned or managed property.
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- 5.1.8 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.
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## 6. GUIDELINES

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- 6.8 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.

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**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

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## 15.4 APPOINTMENT OF MEMBERS TO COUNCIL SPECIAL COMMITTEES

**File Number:** 22.99

**Author:** Janelle Kingston, Recreation & Property Services Administration Officer

**Authoriser:** Scott Basham, Manager Legal & Property

### Strategic Plan Reference

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

Strategic Outcome: 1.1 A Council that engages with and enables its community.

## 1. PURPOSE

- 1.1 The purpose of this report is to recommend to Council the appointment of members to the Special Committees to manage Council's Community Halls.

## 2. BACKGROUND

- 2.1 Under the terms of reference for these committees, appointment is for a period two-years. The current term for committee members is concluding, with the new two-year term to commence from December 1<sup>st</sup> 2024.
- 2.2 During September and October 2024, nominations were called for membership of the following Special Committees:
- Adventure Bay Hall Management Committee
  - Bruny Island Community Centre Hall Management Committee
  - Kettering Hall Management Committee
  - Lower Longley Hall Management Committee
  - Lunawanna Hall Management Committee
  - North Bruny Hall Management Committee
  - Snug Hall Management Committee
  - Taroon Hall Management Committee
  - Woodbridge Hall Management Committee

## 3. STATUTORY REQUIREMENTS

- 3.1 Committees to manage Council's Community Halls are constituted as Special Committees of Council under Section 24 of the *Local Government Act 1993*.

## 4. DISCUSSION

- 4.1 The Terms of reference for Council's Special Committees provides for a standard composition of up to eleven members for each committee.
- 4.2 All nominations received have been made in accordance with the standard procedures for these Special Committees and no issues are raised with the proposed nominees.
- 4.3 The nominees are a mix of both returning members with many years' experience and engagement with their respective committee, as well as new members who are seeking

to provide a positive contribution within their local community. All have expressed in their written submission what benefits they can contribute to the committees.

- 4.4 Nominations received for the respective committees do not exceed the maximum quota of members, so it is recommended all nominees be appointed.
- 4.5 All nominees are volunteering their time on the committee and should be commended for their willingness to engage with their community and support Council in providing a space for members of the public to utilise for various activities and events.
- 4.6 A list of all nominations received are detailed in the recommendation below.

5. **FINANCE**

- 5.1 There are no financial implications associated with the appointment of members to Council’s Special Committees.

6. **ENVIRONMENT**

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

7. **COMMUNICATION AND CONSULTATION**

- 7.1 Advertisements calling for nominations were published in the Kingborough Chronicle on 1 October 2024, the Bruny News October 2024 edition and on Council’s website from 17 September to 1 November 2024.
- 7.2 Nominations were submitted via online form on Council’s website, paper forms available by request.
- 7.3 Emails were sent to all current committee members of each special committee, thanking them for their contribution during the previous term and inviting members to re-nominate for another term.
- 7.4 Direct contact via email was also made to community members who had expressed interest in joining a Hall Management Committee inviting them to nominate.

8. **RISK**

- 8.1 There are no identified risks to Council associated with this matter.

9. **CONCLUSION**

- 9.1 Hall management Committees provide a valuable service in managing Council assets for the benefit of the local communities.
- 9.2 The appointment of members to the Special Committees of Council to manage Kingborough’s Community Halls in accordance with the terms of reference established for these facilities is recommended.

10. **RECOMMENDATION**

That the appointment of members to the Special Committees of Council to manage Kingborough’s Community Halls in accordance with the provisions of Section 24 of the *Local Government Act 1993*, effective from 1 December 2024 for a term of two years, be endorsed as follows:

<b>Adventure Bay Hall</b>	<b>Bruny Island Community Centre</b>
1. Margaret Graham	1. Mathew Fagan
2. Bernd Farasin	2. Caroline Rannersberger
3. Barbara McKinlay	3. Tania Matthews

<p>4. Suzi Edwards</p> <p>5. Jillian Weeding</p>	<p>4. Trevor Adams</p> <p>5. Barbara Eynon</p> <p>6. Jess Beaton</p>
<p><b>Kettering Hall</b></p> <p>1. Annick Ansselin</p> <p>2. Dave Davey</p> <p>3. Philip Tomney</p> <p>4. Kenneth Goodsell</p> <p>5. Michael McClusky</p> <p>6. Mary Tomney</p> <p>7. Sue Powell</p> <p>8. Narelle Dahl</p> <p>9. Alex Hirsch</p>	<p><b>Lower Longley Hall</b></p> <p>1. Janet Symons</p> <p>2. Susan Cooper</p> <p>3. Sue Larson</p> <p>4. Guy Greener</p> <p>5. Colleen Burdon</p> <p>6. John Cox</p> <p>7. Stephen Ward</p>
<p><b>Lunawanna Hall</b></p> <p>1. Karen Maddern</p> <p>2. Kerry Marvell</p> <p>3. Rodney Hopwood</p> <p>4. Victoria Bull</p> <p>5. Willian Hughes</p>	<p><b>North Bruny Hall</b></p> <p>1. Karen Hansson</p> <p>2. Kristine Jones</p> <p>3. Dianne Jodlowska</p> <p>4. Leanne Nugent</p> <p>5. Marcus Richards</p> <p>6. Stephen Abbott</p> <p>7. Carolyn Martyn</p> <p>8. Walter Truesdale</p> <p>9. Sue Kingston</p> <p>10. Virginia Dowzer</p> <p>11. Garth Pope</p>
<p><b>Snug Hall</b></p> <p>1. Marcus Thalmann</p> <p>2. Isaac Forster</p> <p>3. Michael Christie</p> <p>4. Laura Blake</p>	<p><b>Taroona Hall</b></p> <p>1. Maureen Robinson</p> <p>2. Alex Terhell</p> <p>3. Gillian Paxton</p> <p>4. Pamela Rowell</p> <p>5. Joanne Nash</p> <p>6. George Heydon</p>
<p><b>Woodbridge Hall</b></p> <p>1. Sue Edwards</p> <p>2. Penny Egan</p> <p>3. Pam Nossiter</p> <p>4. Craig Meredith</p> <p>5. Christine Rowlands</p> <p>6. Graham Rae</p> <p>7. Stephanie Shoebridge</p>	

## ATTACHMENTS

Nil

## 15.5 FINANCIAL REPORT - OCTOBER 2024

**File Number:** 10.47

**Author:** Tim Jones, Manager Finance

**Authoriser:** David Spinks, Director People & Finance

### Strategic Plan Reference

Key Priority Area: 2 Deliver quality infrastructure and services.

Strategic Outcome: 2.4 The organisation has a corporate culture that delivers quality customer service, encourages innovation and has high standards of accountability.

### 1. PURPOSE

- 1.1 The purpose of this report is to provide the October 2024 financial report information to Council for review.

### 2. BACKGROUND

- 2.1 The attached report has been prepared based on current information with estimates being used where final information is not available.

### 3. STATUTORY REQUIREMENTS

- 3.1 There are no specific requirements under the *Local Government Act 1993* regarding financial reporting, however good practice would indicate that a monthly financial report is required to enable adequate governance of financial information.

### 4. DISCUSSION

- 4.1 The Summary Operating Statement contains several variances to the original budget. Revenue is favourable to budget and expenditure slightly over budget. The following are the major variances and explanations:

#### REVENUE

- Rates are \$150,000 over budget due primarily to a late supplementary rate assessment received in May 2024 after the 2024/25 budget had been set. This meant that the initial rate assessment for 2024/25 was greater than forecast. This may be offset by supplementary rates received during 2024/25 being lower than budgeted and so it is preferred to wait until late in the financial year before making any forecast revision.
- Statutory Fees and Fines are \$113,000 over budget due to a large development application received in late August.
- User Fees are \$121,000 over budget primarily from the Kingborough Sports Centre where fitness centre memberships and Kiosk sales are over budget. In addition, most sporting bookings are also over budget.
- Grants Recurrent income is \$143,000 over budget due mainly due to the receipt of the Financial Assistance Grant first payment.
- Reimbursements are \$66,000 under budget due to rate remission timing differences between remissions being given and reimbursement being received from the State Government.

## EXPENDITURE

- Employee Costs are over budget by \$296,000. This is mainly due to timing differences due to leave accruals, \$180,000. This will reduce when leave is taken over Christmas. Also there has been a lower level of capital work performed (capital wage costs are capitalised), and training costs incurred.
  - Materials and Services are \$262,000 under budget due primarily to timing differences in relation to when expenditure is made against the budget. Areas that are below budget expenditure are NAB, Governance, Sports Centre and lower winter costs in Waste Management. This is offset by IT incurring a large portion of their annual costs in annual payments early in the year.
  - Depreciation is \$207,000 under budget. This favourable variance will reduce over the year as Work in Progress (WIP) is capitalised and the resulting depreciation expense is costed.
  - Profit on sale of assets is \$114,000 over budget due to the profit on sale of plant disposed.
- 4.2 Capital Grants are over budget by \$1.38m due to grants carried over from 2023/24. These include the Summerleas Road Underpass, the Taroona Bike Lane and the change rooms at Kingston Beach Oval. During October \$564,000 was received for Local Government Community Infrastructure Grant 4 which will be used for Kingston Beach Foreshore Rehabilitation.
- 4.3 Council's cash and investments amount to \$13.96m at the end of the month, which is an improvement on September due to the second Rates instalment receipts which were due 31 October. Borrowings of \$13.92 million offset this amount.

## 5. FINANCE

- 5.1 The year to date underlying result is \$0.819M favourable to budget.
- 5.2 The budget result for 2024/25 is an underlying deficit of \$2.935m and at this stage of the financial year the only forecast revisions is to Grants Capital.

## 6. ENVIRONMENT

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

## 7. COMMUNICATION AND CONSULTATION

- 7.1 The financial results for October 2024 are available for public scrutiny in the Council meeting agenda.

## 8. RISK

- 8.1 The Council financials are favourable to budget for the first four months of the new financial year.
- 8.2 Council is forecasting an underlying deficit for the full year.

## 9. RECOMMENDATION

That Council endorses the attached Financial Report as at 31 October 2024.

## ATTACHMENTS

1. Financial Report Oct 2024
2. Capital Report October 2024



# Kingborough



## **FINANCIAL REPORT**

**FOR THE PERIOD**

**1ST JULY, 2024**

**TO**

**31ST OCTOBER, 2024**

**SUBMITTED TO COUNCIL**

**18TH NOVEMBER, 2024**

## KINGBOROUGH COUNCIL - October 2024

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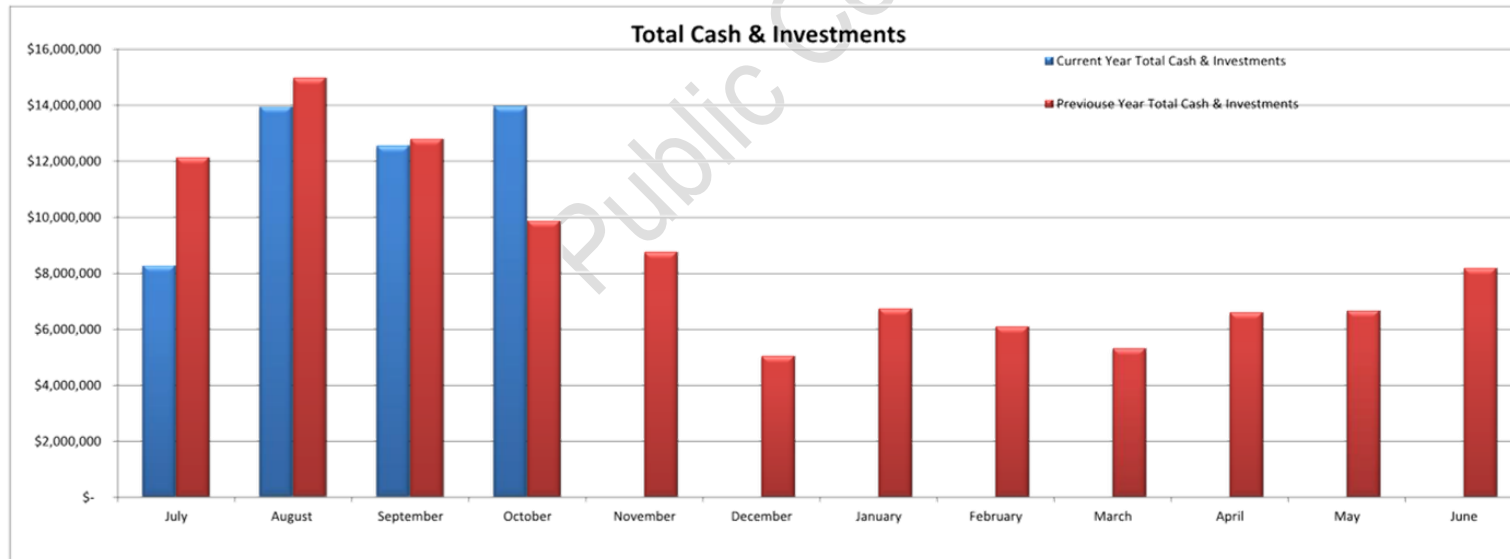
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## KINGBOROUGH COUNCIL - October 2024

### CASH BALANCES

Balance Type	July	August	September	October	November	December	January	February	March	April	May	June
Reserves	\$ 3,213,968	\$ 3,214,557	\$ 3,250,054	\$ 3,265,371								
Held in Trust	\$ 1,569,384	\$ 1,604,111	\$ 1,603,256	\$ 1,609,256								
Unexpended Capital Works*	\$ 1,558,821	\$ 2,914,766	\$ 3,508,514	\$ 4,071,557								
<b>Current Year Total Committed Cash</b>	<b>\$ 6,342,173</b>	<b>\$ 7,733,433</b>	<b>\$ 8,361,823</b>	<b>\$ 8,946,184</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Previous Year Total Committed Cash</b>	<b>\$ 5,081,841</b>	<b>\$ 6,568,559</b>	<b>\$ 7,511,060</b>	<b>\$ 8,445,993</b>	<b>\$ 9,362,080</b>	<b>\$ 9,687,080</b>	<b>\$ 10,878,618</b>	<b>\$ 12,488,352</b>	<b>\$ 13,462,080</b>	<b>\$ 13,968,025</b>	<b>\$ 14,444,103</b>	<b>\$ 15,051,130</b>
Uncommitted Funds	\$ 1,935,608	\$ 6,211,143	\$ 4,184,418	\$ 5,013,490	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Current Year Total Cash</b>	<b>\$ 8,277,781</b>	<b>\$ 13,944,576</b>	<b>\$ 12,546,242</b>	<b>\$ 13,959,674</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Previous Year Total Cash</b>	<b>\$ 12,133,264</b>	<b>\$ 14,961,591</b>	<b>\$ 12,794,831</b>	<b>\$ 9,866,360</b>	<b>\$ 8,749,474</b>	<b>\$ 5,043,130</b>	<b>\$ 6,736,903</b>	<b>\$ 6,090,954</b>	<b>\$ 5,318,002</b>	<b>\$ 6,602,117</b>	<b>\$ 6,666,200</b>	<b>\$ 8,183,556</b>

\*Unexpended Capital Works excludes Kingston Park expenditure



# KINGBOROUGH COUNCIL - October 2024

## CASH, INVESTMENTS & BORROWINGS

CASH ACCOUNTS	Interest Rate	Maturity Date	July	August	September	October	November	December	January	February	March	April	May	June
BA - Overdraft Account	3.85%	Ongoing	\$ 917,963	\$ 456,379	\$ 699,661	\$ 3,252,211								
BA - Applications Account	3.85%	Ongoing	\$ 91,665	\$ 4,104	\$ 116,186	\$ 59,462								
BA - AR Account	3.85%	Ongoing	\$ 448,895	\$ 3,626	\$ 88,674	\$ 108,879								
BA - Business Online Saver	4.35%	Ongoing	\$ 4,374,128	\$ 11,026,013	\$ 9,178,814	\$ 3,064,550								
<b>Total Cash</b>			\$ 5,832,651	\$ 11,490,122	\$ 10,083,335	\$ 6,485,101	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>INVESTMENTS</b>														
ascorp HT - At Call	4.35%	Managed Trust	\$ 168,179	\$ 168,801	\$ 168,801	\$ 2,171,698								
ascorp CG - 45 Day Wdl term on funds	4.50%	Managed Trust	\$ 2,276,951	\$ 2,285,653	\$ 2,294,106	\$ 2,302,874								
Mestpac TD	4.90%	23/01/2025				\$ 3,000,000								
<b>Total Investments</b>			\$ 2,445,130	\$ 2,454,454	\$ 2,462,907	\$ 7,474,572	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Current Year Total Cash &amp; Investments</b>			\$ 8,277,781	\$ 13,944,576	\$ 12,546,242	\$ 13,959,674	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Previous Year Cash &amp; Investments</b>			\$ 12,133,264	\$ 14,961,591	\$ 12,794,831	\$ 9,866,360	\$ 8,749,474	\$ 5,043,130	\$ 6,736,903	\$ 6,090,954	\$ 5,318,002	\$ 6,602,117	\$ 6,666,200	\$ 8,183,556
<b>Borrowings</b>														
ascorp	4.88%	27-Jun-27	\$2,400,000	\$2,400,000	\$2,400,000	\$2,400,000								
ascorp	1.99%	21-Jan-25	\$2,100,000	\$2,100,000	\$2,100,000	\$2,100,000								
ascorp	4.70%	19-Feb-26	\$9,422,500	\$9,422,500	\$9,422,500	\$9,422,500								
			\$ 13,922,500	\$ 13,922,500	\$ 13,922,500	\$ 13,922,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

## KINGBOROUGH COUNCIL - October 2024

### RESERVES

Accounts	July	August	September	October	November	December	January	February	March	April	May	June
Boronia Hill Reserve	\$ 10,733	\$ 10,733	\$ 10,733	\$ 10,733								
Car Parking	\$ 46,248	\$ 46,248	\$ 46,248	\$ 46,248								
Infrastructure Replacement Reserve	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000								
Ball Equipment Replacement	\$ 74,531	\$ 74,531	\$ 74,531	\$ 74,531								
T Equipment Replacement	\$ 366,951	\$ 366,951	\$ 366,951	\$ 366,951								
SC Equipment Replacement	\$ 161,050	\$ 161,050	\$ 161,050	\$ 161,050								
WS Replacement Reserve	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000								
Office Equipment Replacement	\$ 105,986	\$ 105,986	\$ 105,986	\$ 105,986								
Plant & Equipment Replacement	\$ 147,095	\$ 147,095	\$ 147,095	\$ 147,095								
Public Open Space	\$ 218,306	\$ 222,706	\$ 243,956	\$ 243,956								
Tree Preservation Reserve	\$ 683,068	\$ 679,256	\$ 693,504	\$ 708,820								
<b>Current Year Total Reserve</b>	<b>\$ 3,213,968</b>	<b>\$ 3,214,557</b>	<b>\$ 3,250,054</b>	<b>\$ 3,265,371</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Previous Year Total Reserve</b>	<b>\$ 2,289,712</b>	<b>\$ 2,289,712</b>	<b>\$ 2,289,712</b>	<b>\$ 2,289,712</b>	<b>\$ 2,289,712</b>	<b>\$ 2,289,712</b>	<b>\$ 2,289,712</b>	<b>\$ 2,289,712</b>	<b>\$ 2,289,712</b>	<b>\$ 2,289,712</b>	<b>\$ 2,289,712</b>	<b>\$ 2,289,712</b>

KINGBOROUGH COUNCIL - October 2024 YTD

PUBLIC OPEN SPACE FUNDS

Opening Balance 01/10/2024	\$ 243,956
Closing Balance 31/10/2024	<u>\$ 243,956</u>
Public Open Space Uncommitted Balance	<u><u>\$ 243,956</u></u>

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## KINGBOROUGH COUNCIL - October 2024

### FORECAST CHANGES TO BUDGET NOTES

<b>RECONCILIATION OF ORIGINAL TO FORECAST BUDGET</b>	
<b>BUDGET UNDERLYING RESULT</b>	<b>(2,934,645)</b>
Forecast Changes:	
<b>FORECAST UNDERLYING RESULT</b>	<b>(2,934,645)</b>

The Underlying Surplus/(Deficit) is the measure which is accepted as the primary local government operating result measure. It removes capital income, and other one off or non-recurring items, to derive a result (surplus or deficit) which is considered more representative of ongoing or recurring operations and thus sustainability.

## KINGBOROUGH COUNCIL - October 2024

## Summary Operating Statement All

	YTD Actuals	YTD Budget	YTD Variance	Annual Budget	Forecast Budget	Forecast Variance
<b>Income</b>						
Rates	40,542,187	40,392,347	149,840	40,556,847	40,556,847	0
Income Levies	2,145,250	2,130,715	14,535	2,130,715	2,130,715	0
Statutory Fees & Fines	780,940	668,080	112,860	1,875,100	1,875,100	0
User Fees	707,919	586,775	121,144	1,697,530	1,697,530	0
Grants Recurrent	143,813	0	143,813	3,294,000	3,294,000	0
Contributions - Cash	114,527	75,680	38,847	227,000	227,000	0
Reimbursements	1,252,782	1,319,140	(66,358)	1,325,100	1,325,100	0
Other Income	180,127	148,835	31,292	490,100	490,100	0
Internal Charges Income	73,332	73,320	12	220,000	220,000	0
<b>Total Income</b>	<b>45,940,877</b>	<b>45,394,892</b>	<b>545,985</b>	<b>51,816,392</b>	<b>51,816,392</b>	<b>0</b>
<b>Expenses</b>						
Employee Costs	6,521,937	6,226,290	(295,647)	19,830,576	19,830,576	0
Expenses Levies	532,679	532,679	0	2,130,715	2,130,715	0
Loan Interest	202,787	203,320	533	610,000	610,000	0
Materials and Services	4,472,385	4,734,605	262,220	13,402,310	13,402,310	0
Other Expenses	2,948,600	2,920,126	(28,474)	4,550,436	4,550,436	0
Internal Charges Expense	73,332	73,320	(12)	220,000	220,000	0
<b>Total Expenses</b>	<b>14,751,721</b>	<b>14,690,340</b>	<b>(61,381)</b>	<b>40,744,037</b>	<b>40,744,037</b>	<b>0</b>
<b>Net Operating Surplus/(Deficit) before:</b>	<b>31,189,156</b>	<b>30,704,552</b>	<b>484,603</b>	<b>11,072,355</b>	<b>11,072,355</b>	<b>0</b>
Depreciation	5,334,688	5,541,610	206,922	16,490,000	16,490,000	0
(Profit)/Loss on Disposal of Assets	(114,204)	0	114,204	500,000	500,000	0
<b>Net Operating Surplus/(Deficit) before:</b>	<b>25,968,672</b>	<b>25,162,942</b>	<b>805,729</b>	<b>(5,917,645)</b>	<b>(5,917,645)</b>	<b>0</b>
Interest	146,715	133,320	13,395	400,000	400,000	0
Dividends	308,000	308,000	0	1,478,000	1,478,000	0
Share of Profits/(Losses) of Invest. In Assoc	0	0	0	105,000	105,000	0
Investment Copping	0	0	0	1,000,000	1,000,000	0
<b>NET UNDERLYING SURPLUS/(DEFICIT)</b>	<b>26,423,387</b>	<b>25,604,262</b>	<b>819,124</b>	<b>(2,934,645)</b>	<b>(2,934,645)</b>	<b>0</b>
<b>NON UNDERLYING SURPLUS TRANSACTIONS</b>						
Grants Capital	1,979,268	0	1,979,268	596,000	1,979,268	1,383,268
Contributions - Capital	0	0	0	0	0	0
Contributions - Non Monetary Assets	0	0	0	1,000,000	1,000,000	0
<b>NET SURPLUS/(DEFICIT)</b>	<b>28,402,654</b>	<b>25,604,262</b>	<b>2,798,392</b>	<b>(1,338,645)</b>	<b>44,623</b>	<b>1,383,268</b>



## KINGBOROUGH COUNCIL - October 2024

## Summary Operating Statement Governance

	YTD Actuals	YTD Budget	YTD Variance	Annual Budget	Forecast Budget	Forecast Variance
<b>Income</b>						
Rates	32,635,647	32,565,882	69,765	32,688,382	32,688,382	0
Income Levies	2,145,250	2,130,715	14,535	2,130,715	2,130,715	0
Statutory Fees & Fines	0	0	0	0	0	0
User Fees	34,133	33,240	893	99,750	99,750	0
Grants Recurrent	122,522	0	122,522	3,294,000	3,294,000	0
Contributions - Cash	79,400	49,000	30,400	147,000	147,000	0
Reimbursements	1,252,782	1,319,140	(66,358)	1,325,100	1,325,100	0
Other Income	36,757	19,095	17,662	75,600	75,600	0
Internal Charges Income	0	0	0	0	0	0
<b>Total Income</b>	<b>36,306,491</b>	<b>36,117,072</b>	<b>189,419</b>	<b>39,760,547</b>	<b>39,760,547</b>	<b>0</b>
<b>Expenses</b>						
Employee Costs	143,354	133,720	(9,634)	490,882	490,882	0
Expenses Levies	532,679	532,679	0	2,130,715	2,130,715	0
Loan Interest	0	0	0	0	0	0
Materials and Services	44,190	138,940	94,750	228,900	228,900	0
Other Expenses	1,839,757	1,771,490	(68,267)	2,580,500	2,580,500	0
Internal Charges Expense	0	0	0	0	0	0
<b>Total Expenses</b>	<b>2,639,379</b>	<b>2,576,829</b>	<b>(62,550)</b>	<b>5,430,997</b>	<b>5,430,997</b>	<b>0</b>
<b>Net Operating Surplus/(Deficit) before:</b>	<b>33,667,113</b>	<b>33,540,243</b>	<b>126,869</b>	<b>34,329,550</b>	<b>34,329,550</b>	<b>0</b>
Depreciation	400	670	270	2,000	2,000	0
Loss/(Profit) on Disposal of Assets	(114,204)	0	114,204	500,000	500,000	0
<b>Net Operating Surplus/(Deficit) before:</b>	<b>33,780,917</b>	<b>33,539,573</b>	<b>241,343</b>	<b>33,827,550</b>	<b>33,827,550</b>	<b>0</b>
Interest	0	0	0	0	0	0
Dividends	308,000	308,000	0	1,478,000	1,478,000	0
Share of Profits/(Losses) of Invest. In Assoc	0	0	0	105,000	105,000	0
Investment Copping	0	0	0	1,000,000	1,000,000	0
<b>NET OPERATING SURPLUS/(DEFICIT)</b>	<b>34,088,917</b>	<b>33,847,573</b>	<b>241,343</b>	<b>36,410,550</b>	<b>36,410,550</b>	<b>0</b>
Grants Capital	1,979,268	0	1,979,268	596,000	1,979,268	1,383,268
Contributions - Capital	0	0	0	0	0	0
Contributions - Non Monetary Assets	0	0	0	1,000,000	1,000,000	0
Initial Recognition of Infrastructure Assets	0	0	0	0	0	0
<b>NET SUPRPLUS/(DEFICIT)</b>	<b>36,068,185</b>	<b>33,847,573</b>	<b>2,220,611</b>	<b>38,006,550</b>	<b>39,389,818</b>	<b>1,383,268</b>

## KINGBOROUGH COUNCIL - October 2024

## Summary Operating Statement Business Services

	YTD Actuals	YTD Budget	YTD Variance	Annual Budget	Forecast Budget	Forecast Variance
<b>Income</b>						
Rates	0	0	0	0	0	0
Income Levies	0	0	0	0	0	0
Statutory Fees & Fines	85,557	90,000	(4,443)	270,000	270,000	0
User Fees	0	0	0	0	0	0
Grants Recurrent	0	0	0	0	0	0
Contributions - Cash	0	0	0	0	0	0
Reimbursements	0	0	0	0	0	0
Other Income	39,831	42,340	(2,509)	148,200	148,200	0
Internal Charges Income	50,000	50,000	0	150,000	150,000	0
<b>Total Income</b>	<b>175,388</b>	<b>182,340</b>	<b>(6,952)</b>	<b>568,200</b>	<b>568,200</b>	<b>0</b>
<b>Expenses</b>						
Employee Costs	1,056,819	1,097,320	40,501	3,749,337	3,749,337	0
Expenses Levies	0	0	0	0	0	0
Loan Interest	202,787	203,320	533	610,000	610,000	0
Materials and Services	595,988	526,460	(69,528)	1,092,000	1,092,000	0
Other Expenses	799,443	841,110	41,667	1,287,300	1,287,300	0
Internal Charges Expense	0	0	0	0	0	0
<b>Total Expenses</b>	<b>2,655,038</b>	<b>2,668,210</b>	<b>13,172</b>	<b>6,738,637</b>	<b>6,738,637</b>	<b>0</b>
<b>Net Operating Surplus/(Deficit) before:</b>	<b>(2,479,651)</b>	<b>(2,485,870)</b>	<b>6,219</b>	<b>(6,170,437)</b>	<b>(6,170,437)</b>	<b>0</b>
Depreciation	58,800	90,390	31,590	269,000	269,000	0
Loss/(Profit) on Disposal of Assets	0	0	0	0	0	0
<b>Net Operating Surplus/(Deficit) before:</b>	<b>(2,538,451)</b>	<b>(2,576,260)</b>	<b>37,809</b>	<b>(6,439,437)</b>	<b>(6,439,437)</b>	<b>0</b>
Interest	146,715	133,320	13,395	400,000	400,000	0
Dividends	0	0	0	0	0	0
Share of Profits/(Losses) of Invest. In Assoc	0	0	0	0	0	0
Investment Copping	0	0	0	0	0	0
<b>NET OPERATING SURPLUS/(DEFICIT)</b>	<b>(2,391,736)</b>	<b>(2,442,940)</b>	<b>51,204</b>	<b>(6,039,437)</b>	<b>(6,039,437)</b>	<b>0</b>
Grants Capital	0	0	0	0	0	0
Contributions - Non Monetary Assets	0	0	0	0	0	0
Initial Recognition of Infrastructure Assets	0	0	0	0	0	0
<b>NET SUPRPLUS/(DEFICIT)</b>	<b>(2,391,736)</b>	<b>(2,442,940)</b>	<b>51,204</b>	<b>(6,039,437)</b>	<b>(6,039,437)</b>	<b>0</b>

## KINGBOROUGH COUNCIL - October 2024

## Summary Operating Statement Governance &amp; Property Services

	YTD Actuals	YTD Budget	YTD Variance	Annual Budget	Forecast Budget	Forecast Variance
<b>Income</b>						
Rates	0	0	0	0	0	0
Income Levies	0	0	0	0	0	0
Statutory Fees & Fines	181,876	193,400	(11,524)	451,100	451,100	0
User Fees	590,952	492,415	98,537	1,414,480	1,414,480	0
Grants Recurrent	13,500	0	13,500	0	0	0
Contributions - Cash	0	0	0	0	0	0
Reimbursements	0	0	0	0	0	0
Other Income	33,303	30,320	2,983	91,000	91,000	0
Internal Charges Income	0	0	0	0	0	0
<b>Total Income</b>	<b>819,631</b>	<b>695,135</b>	<b>124,496</b>	<b>1,914,580</b>	<b>1,914,580</b>	<b>0</b>
<b>Expenses</b>						
Employee Costs	1,142,631	1,077,960	(64,671)	3,507,686	3,507,686	0
Expenses Levies	0	0	0	0	0	0
Loan Interest	0	0	0	0	0	0
Materials and Services	517,277	524,245	6,968	1,519,204	1,519,204	0
Other Expenses	75,453	58,070	(17,383)	155,400	155,400	0
Internal Charges Expense	0	0	0	0	0	0
<b>Total Expenses</b>	<b>1,735,362</b>	<b>1,660,275</b>	<b>(75,087)</b>	<b>5,182,290</b>	<b>5,182,290</b>	<b>0</b>
<b>Net Operating Surplus/(Deficit) before:</b>	<b>(915,730)</b>	<b>(965,140)</b>	<b>49,410</b>	<b>(3,267,710)</b>	<b>(3,267,710)</b>	<b>0</b>
Depreciation	573,888	621,030	47,142	1,848,000	1,848,000	0
Loss/(Profit) on Disposal of Assets	0	0	0	0	0	0
<b>Net Operating Surplus/(Deficit) before:</b>	<b>(1,489,618)</b>	<b>(1,586,170)</b>	<b>96,552</b>	<b>(5,115,710)</b>	<b>(5,115,710)</b>	<b>0</b>
Interest	0	0	0	0	0	0
Dividends	0	0	0	0	0	0
Share of Profits/(Losses) of Invest. In Assoc	0	0	0	0	0	0
Investment Copping	0	0	0	0	0	0
<b>NET OPERATING SURPLUS/(DEFICIT)</b>	<b>(1,489,618)</b>	<b>(1,586,170)</b>	<b>96,552</b>	<b>(5,115,710)</b>	<b>(5,115,710)</b>	<b>0</b>
Grants Capital	0	0	0	0	0	0
Contributions - Non Monetary Assets	0	0	0	0	0	0
Initial Recognition of Infrastructure Assets	0	0	0	0	0	0
<b>NET SUPRPLUS/(DEFICIT)</b>	<b>(1,489,618)</b>	<b>(1,586,170)</b>	<b>96,552</b>	<b>(5,115,710)</b>	<b>(5,115,710)</b>	<b>0</b>

## KINGBOROUGH COUNCIL - October 2024

## Summary Operating Statement Environment, Development &amp; Community Services

	YTD Actuals	YTD Budget	YTD Variance	Annual Budget	Forecast Budget	Forecast Variance
<b>Income</b>						
Rates	0	0	0	0	0	0
Income Levies	0	0	0	0	0	0
Statutory Fees & Fines	513,507	384,680	128,827	1,154,000	1,154,000	0
User Fees	41,350	29,760	11,590	89,200	89,200	0
Grants Recurrent	7,791	0	7,791	0	0	0
Contributions - Cash	35,127	26,680	8,447	80,000	80,000	0
Reimbursements	0	0	0	0	0	0
Other Income	12,715	18,680	(5,965)	56,100	56,100	0
Internal Charges Income	0	0	0	0	0	0
<b>Total Income</b>	<b>610,489</b>	<b>459,800</b>	<b>150,689</b>	<b>1,379,300</b>	<b>1,379,300</b>	<b>0</b>
<b>Expenses</b>						
Employee Costs	1,990,292	1,960,120	(30,172)	6,517,498	6,517,498	0
Expenses Levies	0	0	0	0	0	0
Loan Interest	0	0	0	0	0	0
Materials and Services	145,437	417,100	271,663	1,166,700	1,166,700	0
Other Expenses	143,518	147,460	3,942	333,000	333,000	0
Internal Charges Expense	0	0	0	0	0	0
<b>Total Expenses</b>	<b>2,314,374</b>	<b>2,524,680</b>	<b>210,306</b>	<b>8,017,198</b>	<b>8,017,198</b>	<b>0</b>
<b>Net Operating Surplus/(Deficit) before:</b>	<b>(1,703,885)</b>	<b>(2,064,880)</b>	<b>360,995</b>	<b>(6,637,898)</b>	<b>(6,637,898)</b>	<b>0</b>
Depreciation	77,000	82,960	5,960	247,000	247,000	0
Loss/(Profit) on Disposal of Assets	0	0	0	0	0	0
<b>Net Operating Surplus/(Deficit) before:</b>	<b>(1,780,885)</b>	<b>(2,147,840)</b>	<b>366,955</b>	<b>(6,884,898)</b>	<b>(6,884,898)</b>	<b>0</b>
Interest	0	0	0	0	0	0
Dividends	0	0	0	0	0	0
Share of Profits/(Losses) of Invest. In Assoc	0	0	0	0	0	0
Investment Copping	0	0	0	0	0	0
<b>NET OPERATING SURPLUS/(DEFICIT)</b>	<b>(1,780,885)</b>	<b>(2,147,840)</b>	<b>366,955</b>	<b>(6,884,898)</b>	<b>(6,884,898)</b>	<b>0</b>
Grants Capital	0	0	0	0	0	0
Contributions - Non Monetary Assets	0	0	0	0	0	0
Initial Recognition of Infrastructure Assets	0	0	0	0	0	0
<b>NET SUPRPLUS/(DEFICIT)</b>	<b>(1,780,885)</b>	<b>(2,147,840)</b>	<b>366,955</b>	<b>(6,884,898)</b>	<b>(6,884,898)</b>	<b>0</b>

## KINGBOROUGH COUNCIL - October 2024

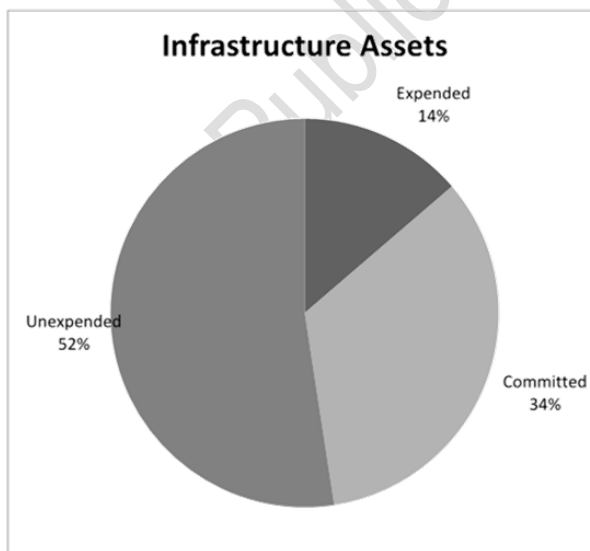
## Summary Operating Statement Infrastructure Services

	YTD Actuals	YTD Budget	YTD Variance	Annual Budget	Forecast Budget	Forecast Variance
<b>Income</b>						
Rates	7,906,539	7,826,465	80,074	7,868,465	7,868,465	0
Income Levies	0	0	0	0	0	0
Statutory Fees & Fines	0	0	0	0	0	0
User Fees	41,485	31,360	10,125	94,100	94,100	0
Grants Recurrent	0	0	0	0	0	0
Contributions - Cash	0	0	0	0	0	0
Reimbursements	0	0	0	0	0	0
Other Income	57,521	38,400	19,121	119,200	119,200	0
Internal Charges Income	23,332	23,320	12	70,000	70,000	0
<b>Total Income</b>	<b>8,028,877</b>	<b>7,940,545</b>	<b>88,332</b>	<b>8,193,765</b>	<b>8,193,765</b>	<b>0</b>
<b>Expenses</b>						
Employee Costs	2,188,841	1,957,170	(231,671)	5,565,173	5,565,173	0
Expenses Levies	0	0	0	0	0	0
Loan Interest	0	0	0	0	0	0
Materials and Services	3,169,493	3,127,860	(41,633)	9,395,506	9,395,506	0
Other Expenses	90,429	101,996	11,567	194,236	194,236	0
Internal Charges Expense	73,332	73,320	(12)	220,000	220,000	0
<b>Total Expenses</b>	<b>5,522,095</b>	<b>5,260,346</b>	<b>(261,749)</b>	<b>15,374,915</b>	<b>15,374,915</b>	<b>0</b>
<b>Net Operating Surplus/(Deficit) before:</b>	<b>2,506,782</b>	<b>2,680,199</b>	<b>(173,417)</b>	<b>(7,181,150)</b>	<b>(7,181,150)</b>	<b>0</b>
Depreciation	4,624,600	4,746,560	121,960	14,124,000	14,124,000	0
Loss/(Profit) on Disposal of Assets	0	0	0	0	0	0
<b>Net Operating Surplus/(Deficit) before:</b>	<b>(2,117,818)</b>	<b>(2,066,361)</b>	<b>(51,457)</b>	<b>(21,305,150)</b>	<b>(21,305,150)</b>	<b>0</b>
Interest	0	0	0	0	0	0
Dividends	0	0	0	0	0	0
Share of Profits/(Losses) of Invest. In Assoc	0	0	0	0	0	0
Investment Copping	0	0	0	0	0	0
<b>NET OPERATING SURPLUS/(DEFICIT)</b>	<b>(2,117,818)</b>	<b>(2,066,361)</b>	<b>(51,457)</b>	<b>(21,305,150)</b>	<b>(21,305,150)</b>	<b>0</b>
Grants Capital	0	0	0	0	0	0
Contributions - Non Monetary Assets	0	0	0	0	0	0
Initial Recognition of Infrastructure Assets	0	0	0	0	0	0
<b>NET SUPRPLUS/(DEFICIT)</b>	<b>(2,117,818)</b>	<b>(2,066,361)</b>	<b>(51,457)</b>	<b>(21,305,150)</b>	<b>(21,305,150)</b>	<b>0</b>

**KINGBOROUGH COUNCIL  
CAPITAL EXPENDITURE TO 31/10/2024**

**EXPENDITURE BY ASSET TYPE**

	Budget					Actual			Remaining
	Carry Forward	Annual Budget	Grants/ Council	IMG Adjustments	Total	Actual	Commitments	Total	
Roads	6,598,034	4,696,300	-	(22,050)	11,272,284	1,711,540	4,185,874	5,897,414	5,374,871
Stormwater	1,419,088	1,477,750	-	30,100	2,926,938	255,447	176,560	432,007	2,494,931
Property	3,447,493	3,039,200	-	144,000	6,630,693	875,876	2,562,586	3,438,462	3,192,231
Other	65,396	-	-	(152,050)	(86,654)	-	99,884	99,884	(186,538)
Sub total	11,530,011	9,213,250	-	-	20,743,261	2,842,863	7,024,903	9,867,766	10,875,495
Kingston Park	(1,965,166)	-	-	-	(1,965,166)	3,821	280,309	284,130	(2,249,296)
City Deal Funding	(1,724,202)	-	-	-	(1,724,202)	4,973	1,202	6,175	(1,730,377)
LRCI 4	-	-	563,969	-	563,969	4,012	-	4,012	559,957
Kingston Multi-storey Car Park feasibility study to Operational Expenditure	104,664	-	-	-	104,664	55,619	-	55,619	49,046
Grand Total	7,945,307	9,213,250	563,969	-	17,722,526	2,911,288	7,306,414	10,217,702	7,504,824



KINGBOROUGH COUNCIL  
CAPITAL EXPENDITURE TO 31/10/2024

					Budget						Actual			
Closed?	Capital Project No.	Description	Department	Renewal, Upgrade, or New	Carry Forward	Annual Budget	Grants Rec., POS Funding Council decision	On costs allocated	IMG Adjustments	Total	Actual	Commit- ments	Total	Remaining
KINGSTON PARK														
1	KP	Overall Project budget	Kingston Park	New						-	-	-	-	-
2	TRUE C01627	KP Site - Land Release Strategy	Kingston Park	New	(63,405)			-		(63,405)	-	-	-	(63,405)
3	TRUE C01628	KP Site - General Expenditure	Kingston Park	New	(109,660)			-		(109,660)	3,200	-	3,200	(112,860)
4	TRUE C03173	KP Public Open Space - Playground	Kingston Park	New	(15,741)			-		(15,741)	-	-	-	(15,741)
5	FALSE C03277	KP Public Open Space - Stage 2	Kingston Park	New	(939,200)			-		(939,200)	621	18,857	19,479	(958,679)
6	KP3	KP Playground Stage 2 Security Cameras	Kingston Park	New	70,000					70,000	-	-	-	70,000
7	TRUE C03293	Pardalote Parade Northern Section (TIP)	Kingston Park	New	9,529			-		9,529	-	-	-	9,529
8	TRUE C03279	KP Goshawk Way Stage 1B	Kingston Park	New	(16,797)			-		(16,797)	-	251,841	251,841	(268,638)
9	FALSE C03280	KP Stormwater wetlands	Kingston Park	New	(899,892)			-		(899,892)	-	9,610	9,610	(909,502)
10										-	-	-	-	-
11					(1,965,166)	-	-	-	-	(1,965,166)	3,821	280,309	284,130	(2,249,296)
12														
13	CITY DEAL FUNDING													
14														
15	G10034	City Deal Funding - \$0.5m to come (Funding \$7,900,000 to come \$5.9m - paid 2020/21 \$2.0m, 2021/22 \$2m, 2022/23 \$3.4, 2023/24 \$0.5m)						-		-	-	-	-	-
16	Place	Place Strategy development	Expenditure in C03107 Channel Hwy 2019/20					-		-	-	-	-	-
17	FALSE C03530	Kingston Bus Interchange		New	783,250	-		-		783,250	751	-	751	782,499
18	CD2	Other initiatives to be determined						-		-	-	-	-	-
19	CD3	Whitewater Creek Track - construct								-	-	-	-	-
20	TRUE C03524	Channel Highway Vic 15-45 - Design		80% R / 20% N	(181,685)	-		-		(181,685)	292	-	292	(181,977)
21	FALSE C03525	Channel Highway Vic 15-45 - Construct		80% R / 20% N	(1,785,577)	-		-		(1,785,577)	3,930	1,202	5,132	(1,790,709)
22	FALSE C03526	Fantail Parade Walkway - design		New	50,000	-		-		50,000	-	-	-	50,000
23	TRUE C03523	Property purchase - 40 Channel Hwy		New	(590,190)	-		-		(590,190)	-	-	-	(590,190)
24								-		-	-	-	-	-
25					(1,724,202)	-	-	-	-	(1,724,202)	4,973	1,202	6,175	(1,730,377)
26														



KINGBOROUGH COUNCIL  
CAPITAL EXPENDITURE TO 31/10/2024

					Budget						Actual			
Closed?	Capital Project No.	Description	Department	Renewal, Upgrade, or New	Carry Forward	Annual Budget	Grants Rec., POS Funding Council decision	On costs allocated	IMG Adjustments	Total	Actual	Commit- ments	Total	Remaining
27	KINGSTON MULTI-STOREY CAR PARK													
28	FALSE	C03692	Kingston Multi-storey Car Park feasibility	New	104,664			-	-	104,664	55,619	-	55,619	49,046
29														
30														
31					104,664	-	-	-	-	104,664	55,619	-	55,619	49,046
32	LOCAL ROADS AND COMMUNITY INFRASTRUCTURE 4													
33		G10095	Total Grant \$939,947 - payable 2024/25 \$563,969 and 2025/26 \$375,978		(375,978)						-	-	-	(375,978)
34	FALSE	C03775	KB & Osborne Esp Foreshore Rehab - footpath, pedestrian ramps, etc	New			596,102	-	-	596,102	3,565	-	3,565	592,537
35	FALSE	C03776	Kingston Beach LATM - Stage 2 Beach Rd	New			320,000	-	-	320,000	447	-	447	319,553
36	FALSE	C03777	KB & Osborne Esp Foreshore Rehab - Kerb extensions	New			23,845	-	-	23,845	-	-	-	23,845
37														
38					-	-	563,969	-	-	563,969	4,012	-	4,012	559,957
39														
40	FALSE	C03326	Kingston Beach Oval Changerooms Upgrade	Property	Upgrade	595,058	-	-	-	595,058	287,447	376,162	663,609	(68,551)
41	FALSE	C03455	Alamo Close Play Space and Parkland Works	Property	New	158,516	-	-	-	158,516	-	1,205	1,205	157,311
42	FALSE	C03460	Dru Point Playground Upgrade	Property	50% R / 50% U	79,877	-	-	-	79,877	27,970	45,605	73,576	6,301
43	FALSE	C03475	Willowbend Park Playground Upgrade	Property	Upgrade	2,249	-	-	-	2,249	1,093	3,008	4,101	(1,852)
44	TRUE	C03473	Taroona Beach Foreshore Toilet	Property	Renewal	(3,336)	-	-	-	(3,336)	6,243	-	6,243	(9,579)
45	FALSE	C03546	Civic Centre HVAC System Upgrade, Design & Install	Property	Renewal	327,709	-	-	-	327,709	15,335	1,006	16,341	311,368
46	FALSE	C03547	Gormley Park Changerooms Upgrade	Property	New	(73)	-	-	-	(73)	-	-	-	(73)
47	FALSE	C03552	Kingston Mountain Bike Park Carpark	Property	Renewal	39,216	-	-	-	39,216	-	-	-	39,216
48	FALSE	C03314	Silverwater Park Upgrade	Property	New	214,341	-	-	-	214,341	3,783	505,322	509,105	(294,764)
49	FALSE	C03555	Spring Farm Track to Whitewater Creek	Property	New	98,598	-	-	-	98,598	-	87,427	87,427	11,172
50	FALSE	C03595	Playground at Spring Farm or Whitewater Park	Property	New	(6,783)	-	-	-	(6,783)	10,176	13,795	23,971	(30,753)
51	FALSE	C03610	Mt Royal Park Upgrade	Property	Upgrade	156,858	-	-	-	156,858	7,423	69,095	76,518	80,340
52	FALSE	C03612	Works Depot Native Nursery upgrade	Property	Renewal	(7,931)	25,000	-	-	17,069	873	5,781	6,654	10,415
53	FALSE	C03614	Snug Foreshore Toilet Upgrade	Property	Renewal	8,902	-	-	-	8,902	1,011	21,131	22,143	(13,240)
54	FALSE	C03615	Kellaway Park Clubrooms Electrical Upgrade	Property	Renewal	10,200	-	-	-	10,200	7,066	-	7,066	3,134
55	FALSE	C03617	KSC Fitness Centre Multi-Access Toilet Upgrade	Property	50% R / 50% U	(11,400)	-	-	-	(11,400)	91	7,222	7,313	(18,713)
56	FALSE	C03618	KSC Rear Landscaping & Accessibility Upgrade	Property	Upgrade	214,549	-	-	-	214,549	167,302	-	167,302	47,247
57	TRUE	C03620	Kingston Mountain Bike Toilet	Property	New	(6,461)	-	-	-	(6,461)	588	200	788	(7,249)
58	FALSE	C03621	Twin Ovals Machinery Shed	Property	New	34,538	-	-	-	34,538	39,995	-	39,995	(5,457)
59	FALSE	C03622	Barretta Transfer Station Vehicle Storage Shed	Property	New	346,240	-	-	-	346,240	1,543	-	1,543	344,697
60	FALSE	C03624	Snug Community Hall Upgrade	Property	Upgrade	222,238	-	-	-	222,238	9,907	710	10,617	211,621
61	FALSE	C03627	Woodbridge Oval Upgrade	Reserves	50% R / 50% U	171,016	-	-	-	171,016	7,449	158,983	166,432	4,584
62	FALSE	C03632	North West Bay River Trail - Stage 2	Reserves	New	5,761	199,000	-	-	204,761	-	6,229	6,229	198,532
63	FALSE	C03633	KSC Connector Track from Coop Court - DA	Reserves	New	248,030	-	-	-	248,030	10,762	380,273	391,035	(143,005)
64	FALSE	C03634	Kelvedon Park Drainage Upgrade	Reserves	Upgrade	54,701	-	-	-	54,701	7,707	-	7,707	46,994
65	FALSE	C03639	Kingston Wetlands Access Upgrade (POS)	Reserves	30% R / 70% U	178,208	-	-	-	178,208	77,373	28,856	106,229	71,979
66	FALSE	C03640	Sherburd Oval cricket net replacement	Reserves	Renewal	100,000	-	-	-	100,000	449	-	449	99,551
67	FALSE	C03642	Taroona Bowls & Tennis Club Carpark - Design	Reserves	Renewal	(3,539)			-	(3,539)	660	-	660	(4,199)
68	FALSE	C03643	KSC Netball Court Resurfacing	Reserves	Renewal	40,000	-	-	-	40,000	-	80,285	80,285	(40,285)
69	FALSE	C03694	Civic Centre Security Upgrade	Property	Upgrade	(28,579)	-	-	-	(28,579)	558	-	558	(29,137)
70	TRUE	C03696	Civic Centre lighting upgrade to LED panels	Property	Upgrade	11,689			-	11,689	5,710	-	5,710	5,979
71	FALSE	C03704	CC Customer Service area alteration	Property	Upgrade	89,719	-	-	-	89,719	-	-	-	89,719
72	FALSE	C03705	Review of long-term accommodation options	Property	New	65,165	-	-	-	65,165	-	1,040	1,040	64,125
73	FALSE	C03711	Trial Bay Foreshore Toilet Replacement	Property	Renewal		331,000	-	-	331,000	4,705	231,540	236,245	94,755
74	FALSE	C03712	Silverwater Park Toilet Replacement	Property	Renewal		331,000	-	-	331,000	4,423	249,160	253,583	77,417
75	FALSE	C03713	KSC Main Stadium Fire Detection System Replacement	Property	Renewal		308,000	-	-	308,000	-	-	-	308,000
76	FALSE	C03714	KSC Main Stadium Security Upgrade	Property	Upgrade		43,500	-	15,500	59,000	-	-	-	59,000
77	FALSE	C03715	Bruny Island Community Halls Heat Pump Upgrade	Property	Upgrade		23,500	-	-	23,500	-	20,940	20,940	2,560



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	Closed?	Capital Project No.	Description	Department	Renewal, Upgrade, or New	Budget					Actual			Remaining	
						Carry Forward	Annual Budget	Grants Rec., POS Funding Council decision	On costs allocated	IMG Adjustments	Total	Actual	Commitments		Total
78	FALSE	C03716	Kingston Beach Community Hall Roof Replacement	Property	Renewal		68,800		-	-	68,800	-	58,713	58,713	10,087
79	FALSE	C03717	Kingston Beach Community Hall Heat Pumps	Property	New		36,500		-	-	36,500	-	22,973	22,973	13,527
80	FALSE	C03718	KWS Concrete Trailer Bays	Property	New		12,000		-	-	12,000	-	-	-	12,000
81	FALSE	C03719	Sherberd Park Clubrooms Upgrade	Property	Upgrade		466,000		-	-	466,000	2,991	-	2,991	463,009
82	FALSE	C03720	Civic Centre First Floor Counter Renovation	Property	Renewal		120,000		-	-	120,000	-	-	-	120,000
83	FALSE	C03721	Y Space Project Office Renovation	Property	Renewal		180,000		-	-	180,000	-	-	-	180,000
84	FALSE	C03722	Alum Cliffs Track Upgrade	Reserves	Upgrade		36,000		-	-	36,000	-	-	-	36,000
85	FALSE	C03723	Boronia Hill Royce Thompson Track Upgrade	Reserves	Upgrade		84,500		-	-	84,500	-	460	460	84,040
86	FALSE	C03724	KSC Lightwood Park 2 Safe Access	Reserves	Upgrade		46,200		-	-	46,200	-	-	-	46,200
87	FALSE	C03725	Kingston Mountain Bike Park Jump Ramps	Reserves	Renewal		61,000		-	-	61,000	-	-	-	61,000
88	FALSE	C03726	Works Depot Main Gate No 2 Replacement	Reserves	Renewal		20,700		-	-	20,700	-	-	-	20,700
89	FALSE	C03727	Snug River (North) Track Upgrade	Reserves	Upgrade		41,400		-	-	41,400	42,426	260	42,686	(1,286)
90	FALSE	C03728	Margate Tramway Track Upgrade	Reserves	Upgrade		27,000		-	-	27,000	27,000	460	27,460	(460)
91	FALSE	C03729	Adventure Bay Cemetery Columbarium Wall	Reserves	Renewal		10,000		-	-	10,000	-	-	-	10,000
92	FALSE	C03689	Channel Heritage Museum Rockface Rehabilitation	Reserves	New	(548)	200,000		-	-	199,452	1,993	87,527	89,520	109,932
93	FALSE	C03730	Adventure Bay Exercise Equipment Replacement	Reserves	Renewal		116,000		-	-	116,000	-	-	-	116,000
94	FALSE	C03731	Taroona Bowls Club Disability Parking - Design	Reserves	Renewal		20,000		-	-	20,000	3,069	-	3,069	16,931
95	FALSE	C03732	Kingston Park Basketball Court Lighting	Playgrounds	Upgrade		15,000		-	-	15,000	-	-	-	15,000
96	FALSE	C03733	Alonnah Playground Renewal	Playgrounds	Renewal		69,000		-	-	69,000	-	-	-	69,000
97	FALSE	C03734	Spring Farm Playground Fence	Playgrounds	Upgrade		15,500		-	-	15,500	-	-	-	15,500
98	FALSE	C03735	Dru Point Timber Play Ship	Playgrounds	Renewal		132,600		-	-	132,600	56,859	55,000	111,859	20,741
99	FALSE	C03769	Old Station Rd to Davies Rd Shared Path	Reserves	New				-	50,000	50,000	87	5,995	6,082	43,918
100	FALSE	C03778	Civic Centre Auto Door Control Gear Upgrade	Reserves	Renewal				-	28,500	28,500	-	28,500	28,500	-
101	FALSE	C03779	110 Channel Hwy, Taroona prepare for sale	Property	New				-	-	-	12,048	-	12,048	(12,048)
102									-	-	-	-	-	-	-
103	TRUE	C90016	Community Halls Security Systems Upgrade	Property	Upgrade	25,000	-		-	-	25,000	-	-	-	25,000
104	FALSE	C03599	Kingston Beach Hall Security Upgrade	Property	Upgrade	9,640	-		-	-	9,640	6,613	3,027	9,640	-
105	FALSE	C03600	Blackmans Bay Hall Security Upgrade	Property	Upgrade	-	-		-	-	-	3,500	1,590	5,090	(5,090)
106	FALSE	C03601	Margate Hall Security Upgrade	Property	Upgrade	3,706	-		-	-	3,706	1,966	1,740	3,706	-
107	FALSE	C03602	Sandfly Hall Security Upgrade	Property	Upgrade	4,418	-		-	-	4,418	9,679	1,367	11,046	(6,628)
108	FALSE	C03780	Taroona Foreshore Retaining Structure (AC Path)	Reserves	Upgrade					50,000	50,000	-	-	-	50,000
109										-	-	-	-	-	-
110						3,447,493	3,039,200	-	-	144,000	6,630,693	875,876	2,562,586	3,438,462	3,192,231
111															
112	FALSE	C03130	Multi-function devices - CC, Depot, KSC etc	IT	Renewal	-	-		-	-	-	-	-	-	-
113	FALSE	C00613	Purchase IT Equipment	IT	New		-		-	-	-	-	17,441	17,441	(17,441)
114	FALSE	C00672	Digital Local Government Program	IT	New	60,406	-		-	-	60,406	-	66,027	66,027	(5,621)
115	TRUE	C01602	Financial Systems Replacement	IT	Renewal		-		-	-	-	-	16,416	16,416	(16,416)
116	FALSE	C03405	Wireless networking	IT	Renewal		-		-	-	-	-	-	-	-
117	FALSE	C03709	KSC POS System Hardware	IT	New	4,990	-		-	-	4,990	-	-	-	4,990
118										-	-	-	-	-	-
119						65,396	-	-	-	-	65,396	-	99,884	99,884	(34,488)
120															
121	TRUE	C90003	Design/survey for future works	Design	Renewal		150,000		-	-	150,000	-	-	-	150,000
122	FALSE	C03537	Recreation Street Carpark Rehabilitation	Design	Renewal	(3,733)	-		-	-	(3,733)	-	-	-	(3,733)
123	FALSE	C03645	Belhaven Avenue (vic.2-16) Design	Design	Renewal	12,400	-		-	-	12,400	781	4,080	4,861	7,539
124	FALSE	C03706	Simpson Bay Boat Ramp - Design	Design	Renewal	30,000	-		-	-	30,000	9,600	2,500	12,100	17,900
125						38,666	150,000	-	-	-	188,666	10,381	6,580	16,961	171,705
126															
127							-		-	-	-	-	-	-	-
128											-	-	-	-	-
129						-	-	-	-	-	-	-	-	-	-

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						Budget					Actual			Remaining
Closed?	Capital Project No.	Description	Department	Renewal, Upgrade, or New	Carry Forward	Annual Budget	Grants Rec., POS Funding Council decision	On costs allocated	IMG Adjustments	Total	Actual	Commitments	Total	
130														
131	FALSE	C03276	Upgrade Street Lighting to LED	Roads	Upgrade	228,803	-	-	27,950	256,753	244,653	-	244,653	12,100
132	FALSE	C03499	Wyburton Place and Clare Street Reconstruction	Roads	Upgrade	173	-	-	-	173	-	-	-	173
133	FALSE	C03508	Pelverata Road Slope Failure Repair	Roads	New	240,000	-	-	-	240,000	298	176,154	176,452	63,548
134	FALSE	C03569	Whitewater Ck pedestrian Underpass Summerleas Rd	Roads	New	1,646,932	-	-	-	1,646,932	472,323	1,034,482	1,506,805	140,127
135	FALSE	C03571	Auburn Road Reconstruction	Roads	Renewal	(34,223)	-	-	-	(34,223)	-	-	-	(34,223)
136	FALSE	C03527	Blowhole Road (vic5-59) Reconstruction	Roads	Renewal	1,069,509	-	-	-	1,069,509	463,436	435,187	898,624	170,886
137	FALSE	C03541	Browns River Pedestrian Bridge Replacement	Roads	Renewal	15,238	-	-	-	15,238	2,000	-	2,000	13,238
138	FALSE	C03572	Browns Road Stg2 (vic1-19) Reconstruction	Roads	Renewal	1,661,039	-	-	-	1,661,039	19,816	1,639,987	1,659,803	1,236
139	FALSE	C03574	Taroona Bike Lanes Upgrade	Roads	New	591,520	-	-	-	591,520	42,729	-	42,729	548,790
140	FALSE	C03577	Kingston Beach Precinct LATM - Stage 1	Roads	New	316,582	-	-	-	316,582	8,810	15,966	24,776	291,806
141	FALSE	C03644	Crescent Drive shared path	Roads	50% R / 50% N	11,820	-	-	-	11,820	7,380	-	7,380	4,440
142	FALSE	C03342	Pelverata Road (vic 609) Rehabilitation	Roads	Upgrade	11,504	820,000	-	-	831,504	7,319	276	7,595	823,909
143	FALSE	C03646	Margate Main Street Master Plan	Roads	New	10,000	-	-	-	10,000	2,118	123	2,240	7,760
144	FALSE	C03648	Proctors Rd (vicHinman Dr) Slip Failure	Roads	New	10,000	-	-	-	10,000	-	-	-	10,000
145	FALSE	C03649	Sandfly Road (vic923) Slip Failure	Roads	New	38,575	-	-	-	38,575	-	-	-	38,575
146	FALSE	C03655	Maranoa Road - Denison Street Black Spot Project (Gra	Roads	Upgrade	207,687	-	-	-	207,687	1,699	251,660	253,359	(45,672)
147	FALSE	C03664	Channel Hwy (Vic2216-2236) Snug Footpath - Design Or	Footpaths	New	23,417	425,000	-	(150,000)	298,417	28,019	5,295	33,314	265,104
148	FALSE	C03665	Channel Hwy (vic157-197) Kingston Footpath	Footpaths	New	231,242	-	-	-	231,242	137,435	242,390	379,825	(148,583)
149	FALSE	C03669	Kingston Beach Oval Carpark Upgrade	Carparks	Upgrade	78,573	-	-	-	78,573	250	-	250	78,323
150	FALSE	C03670	Kingston Beach Oval Drainage Upgrade	Carparks	Upgrade	41,763	-	-	-	41,763	50,782	-	50,782	(9,019)
151	FALSE	C03671	Major Bridge Rehabilitation (Cathedral Rd, Spring Farm	Bridges	Renewal	46,159	-	-	-	46,159	44,925	-	44,925	1,234
152	FALSE	C03672	North West Bay Bridge Replacement - Design Only	Bridges	Renewal	36,000	-	-	-	36,000	21,640	-	21,640	14,360
153	FALSE	C03736	Redwood Road/Lewan Avenue Access Ramps	Roads	New		24,000	-	-	24,000	-	-	-	24,000
154	FALSE	C03737	Stewart Crescent Reconstruction	Roads	Renewal		40,000	-	-	40,000	9,662	-	9,662	30,338
155	FALSE	C03738	Wells Parade (Illawarra-Suncoast) Reconstruction	Roads	Renewal		20,000	-	-	20,000	87	-	87	19,913
156	FALSE	C03591	Davies Road Rehabilitation	Roads	Renewal	(17,328)	825,000	-	-	807,672	16,147	2,840	18,987	788,685
157	FALSE	C03739	Snug Tiers Road (vic166) Bridge Approach Sealing	Roads	Renewal		23,000	-	-	23,000	-	-	-	23,000
158	FALSE	C03740	Rowleys Road (vic21) Bridge Approach Sealing	Roads	Renewal		20,500	-	-	20,500	-	-	-	20,500
159	FALSE	C03741	Church St/Beach Rd Junction Signalisation	Roads	New		250,000	-	-	250,000	-	-	-	250,000
160	FALSE	C03758	Algonoa Road Shared Path feasibility Study	Roads	New		40,000	-	-	40,000	-	-	-	40,000
161	FALSE	C03759	Baynton St/Bowral Court Footpath Replacement	Roads	Renewal		35,800	-	-	35,800	-	-	-	35,800
162	FALSE	C03773	Whitewater Creek Path (KFC-Underpass) Upgrade	Roads	Upgrade		150,000	-	-	150,000	-	-	-	150,000
163	FALSE	C03760	Three Hut Point Carpark Upgrade	Roads	Upgrade		25,000	-	-	25,000	-	-	-	25,000
164	FALSE	C03761	Barretta Re-Use Yard Upgrade	Roads	Upgrade		220,000	-	-	220,000	-	-	-	220,000
165	FALSE	C03774	Sandfly Road Sealed Shoulders	Roads	Renewal		-	-	100,000	100,000	-	-	-	100,000
166				Roads			-	-	-	-	-	-	-	-
167	TRUE	C90006	Access ramps	Roads	New		-	-	-	-	-	-	-	-
168														
169	TRUE	C90002	2023/24 Resheeting Program	Roads	Renewal		-	-	-	-	-	-	-	-
170	FALSE	C03565	Van Morey Road (vic233-311) Resheet	Roads	Renewal	61,421	-	-	-	61,421	-	1,534	1,534	59,887
171	FALSE	C03755	Thomas Road (vic4-110) Resheet	Roads	Renewal		107,000	-	-	107,000	2,752	33,757	36,509	70,491
172	FALSE	C03756	Leslie Road (vic192-436) Resheet	Roads	Renewal		221,000	-	-	221,000	-	17,718	17,718	203,282
173	FALSE	C03757	Cloudy Bay Road (vic202-884) Resheet	Roads	Renewal		469,000	-	-	469,000	11,614	321,684	333,298	135,702
174														
175	RS		2023/24 Resealing Program	Roads	Renewal		-	-	-	-	-	-	-	-
176	FALSE	C03742	Kingston View Drive (vic6) Asphalt Reseal	Roads	Renewal		160,000	-	-	160,000	-	-	-	160,000
177	FALSE	C03743	Sturt Close (vic1-11) Asphalt Reseal	Roads	Renewal		35,000	-	-	35,000	46,070	-	46,070	(11,070)
178	FALSE	C03699	Binya Court (vic1-7) Asphalt Reseal	Roads	Renewal	1,879	20,000	-	-	21,879	24,255	-	24,255	(2,376)
179	FALSE	C03698	Harrow Place (vic2-18) Asphalt Reseal	Roads	Renewal	22,330	43,000	-	-	65,330	-	-	-	65,330
180	FALSE	C03700	Hackford Drive (vic15-61) Spray Seal	Roads	Renewal	9,011	84,000	-	-	93,011	-	-	-	93,011
181	FALSE	C03747	Fergusson Avenue (vic24-52) Spray Seal	Roads	Renewal		39,000	-	-	39,000	-	-	-	39,000

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						Budget					Actual				
	Closed?	Capital Project No.	Description	Department	Renewal, Upgrade, or New	Carry Forward	Annual Budget	Grants Rec., POS Funding Council decision	On costs allocated	IMG Adjustments	Total	Actual	Commitments	Total	Remaining
182	FALSE	C03748	Brook Lane (vic6-16) Spray Seal	Roads	Renewal		19,000		-	22,000	41,000	-	-	-	41,000
183	FALSE	C03749	Dayspring Drive (vic15-19) Spray Seal	Roads	Renewal		3,000		-	-	3,000	-	-	-	3,000
184	FALSE	C03703	Manuka Road (vic110-122) Spray Seal	Roads	Renewal	(11,742)	24,000		-	-	12,258	434	-	434	11,824
185	FALSE	C03751	Bruchs Road (vic38) Spray Seal	Roads	Renewal		5,000		-	-	5,000	-	-	-	5,000
186	FALSE	C03752	Corbys Road (vic4) Spray Seal	Roads	Renewal		10,000		-	-	10,000	-	-	-	10,000
187	FALSE	C03753	Rada Road (vic5-15) Spray Seal	Roads	Renewal		24,000		-	-	24,000	-	-	-	24,000
188	FALSE	C03702	Pelverata Road (vic239-379) Spray Seal	Roads	Renewal	(18,318)	115,000		-	-	96,682	-	212	212	96,470
189	FALSE	C03701	Adventure Bay Road reseal	Roads	Renewal	29,800	-		-	-	29,800	34,506	27	34,533	(4,733)
190				Roads	Renewal		-		-	-	-	-	-	-	-
191	TRUE	C90001	Prep works 2024/25	Roads	Renewal		250,000		-	(22,000)	228,000	-	-	-	228,000
192				Roads	Renewal		-		-	-	-	-	-	-	-
193									-	-	-	-	-	-	-
194						6,559,368	4,546,300	-	-	(22,050)	11,083,618	1,701,159	4,179,294	5,880,453	5,203,165
195															
196				Other	Upgrade		-		-	-	-	-	-	-	-
197				Other	Renewal		-		-	-	-	-	-	-	-
198							-		-	-	-	-	-	-	-
199						-	-	-	-	-	-	-	-	-	-
200															
201	FALSE	C03242	Leslie Road Stormwater Upgrade	Stormwater	New	69,272	-		-	-	69,272	-	-	-	69,272
202	FALSE	C03447	Woodlands-View-Hazell Catchment Invest incl Survey	Stormwater	50% R / 50% N	(4,181)	-		-	-	(4,181)	-	-	-	(4,181)
203	FALSE	C03445	Van Morey Rd / Frosts Rd Intersection SW Upgrade	Stormwater	Upgrade	9,000	-		-	-	9,000	-	-	-	9,000
204	FALSE	C03582	Victoria Avenue Dennes Point Erosion Investigation	Stormwater	50% R / 50% N	6,601	-		-	-	6,601	7,578	5,003	12,582	(5,981)
205	FALSE	C03121	Wetlands Beach Road Kingston Litter Trap	Stormwater	New	96,207	-		-	-	96,207	-	-	-	96,207
206	FALSE	C03583	Roslyn Ave / James Ave Stormwater Investigation	Stormwater	50% R / 50% N	5,000	-		-	-	5,000	-	-	-	5,000
207	FALSE	C03252	Willowbend Catchment Investigation	Stormwater	50% R / 50% N	3,268	-		-	-	3,268	-	-	-	3,268
208	FALSE	C03444	Roslyn, Pearsall & Wells Catchment Investigation	Stormwater	50% R / 50% N	(7,852)	-		-	-	(7,852)	1,983	-	1,983	(9,834)
209	FALSE	C03584	CBD/Wetlands High Flow Bypass	Stormwater	New	(44,720)	-		-	-	(44,720)	-	-	-	(44,720)
210	FALSE	C03544	Illawong to Hinsby Storwater Upgrade	Stormwater	Upgrade	478,112	-		-	-	478,112	43,799	56,393	100,192	377,920
211	FALSE	C03585	Atunga Street Stormwater Upgrade - relining	Stormwater	Renewal	43,748	-		-	-	43,748	28,365	-	28,365	15,384
212	FALSE	C03587	Bruny Island Works Depot SW Upgrade	Stormwater	Upgrade	25,859	-		-	-	25,859	4,699	-	4,699	21,160
213	FALSE	C03590	Roslyn ave (vic42) Stormwater Upgrade	Stormwater	New	141,920	-		-	-	141,920	127,944	83,074	211,018	(69,098)
214	FALSE	C03592	Old Bernies Road (vic 102) SW Upgrade	Stormwater	Upgrade	17,000	-		-	-	17,000	-	-	-	17,000
215	FALSE	C03673	Adelie Place (vic18) SW Upgrade	Stormwater	Upgrade	14,500	-		-	-	14,500	-	-	-	14,500
216	FALSE	C03674	Suncoast Catchment Investigation	Stormwater	50% R / 50% N	3,500	-		-	-	3,500	6,985	-	6,985	(3,485)
217	FALSE	C03675	KSC Stormwater Strategy - Design Only	Stormwater	New	15,000	-		-	-	15,000	-	-	-	15,000
218	FALSE	C03677	Baringa / Wanella Road SW Upgrade - Design Only	Stormwater	Upgrade	35,000	-		-	-	35,000	694	-	694	34,306
219	FALSE	C03678	Campbell Street SW Upgrade - Design Only	Stormwater	Upgrade	29,689	-		-	-	29,689	476	4,500	4,976	24,714
220	FALSE	C03680	Drysdale / Whitewater SW Upgrade	Stormwater	Upgrade	456,458	-		-	-	456,458	-	-	-	456,458
221	FALSE	C03707	Whitewater-Boddy Creek Flood Investigation	Stormwater	Upgrade	25,708	68,000		-	-	93,708	31,401	22,090	53,491	40,216
222	FALSE	C03762	Sophia Street (vic12) SW Upgrade	Stormwater	Upgrade		54,250		-	-	54,250	-	-	-	54,250
223	FALSE	C03763	Baringa / Wandella Road SW Upgrade	Stormwater	Upgrade		400,000		-	-	400,000	637	5,500	6,137	393,863
224	FALSE	C03764	Kingston Heights (vic37) SW Upgrade	Stormwater	Upgrade		36,000		-	-	36,000	-	-	-	36,000
225	FALSE	C03765	Ewing Ave (vic2) SW Upgrade	Stormwater	Upgrade		388,500		-	-	388,500	87	-	87	388,413
226	FALSE	C03766	Kelvedon Ave (vic1-3) SW Upgrade	Stormwater	Upgrade		75,000		-	-	75,000	106	-	106	74,894
227	FALSE	C03767	Esplanade Middleton Culvert Upgrade	Stormwater	Upgrade		166,000		-	-	166,000	138	-	138	165,862
228	FALSE	C03768	Kingston Beach/Boriona Hill Flood Investigation	Stormwater	Upgrade		60,000		-	-	60,000	-	-	-	60,000
229	FALSE	C03770	O'Connor Dr SW Improvements	Stormwater	Upgrade		50,000		-	-	50,000	-	-	-	50,000
230	FALSE	C03771	Saffron Dr SW Improvements	Stormwater	Upgrade		29,000		-	-	29,000	369	-	369	28,631
231	FALSE	C03772	Stirling Ave (vic22-24) SW Upgrade	Stormwater	Upgrade		151,000		-	-	151,000	186	-	186	150,814
232	FALSE	C03676	Albion Heights SW Upgrade	Stormwater	Upgrade					30,100	30,100	-	-	-	30,100
233									-	-	-	-	-	-	-

KINGBOROUGH COUNCIL  
CAPITAL EXPENDITURE TO 31/10/2024

Closed?	Capital Project No.	Description	Department	Renewal, Upgrade, or New	Budget						Actual			Remaining
					Carry Forward	Annual Budget	Grants Rec., POS Funding Council decision	On costs allocated	IMG Adjustments	Total	Actual	Commitments	Total	
234					1,419,088	1,477,750	-	-	30,100	2,926,938	255,447	176,560	432,007	2,494,931
235	B00000	Capital Balancing Account	Other						(152,050)	(152,050)	-	-	-	(152,050)
236	OC	On costs on capital project						-		-				-
TOTAL CAPITAL EXPENDITURE					7,945,307	9,213,250	563,969	-	-	17,722,526	2,911,288	7,306,414	10,217,702	7,504,824

	Budget	Actual incl Commitments
Renewal	8,260,419	4,213,838
Upgrade	6,830,289	1,985,876
New	5,652,547	3,668,053
	20,743,255	9,867,767
Kingston Park New	(1,965,166)	284,130
City Deal funding	(1,724,202)	6,175
LRCI 4	563,969	4,012
Kingston Multi-storey Car Park feasibility	104,664	55,619
	17,722,520	10,217,703

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

## 15.6 APPENDICES

### RECOMMENDATION

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

## 16 NOTICES OF MOTION

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

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

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### RECOMMENDATION

That in accordance with the *Local Government (Meeting Procedures) Regulations 2015* Council, by absolute majority, move into closed session to consider the following items:

#### Confirmation of Minutes

Regulation 34(6) *In confirming the minutes of a meeting, debate is allowed only in respect of the accuracy of the minutes.*

#### Applications for Leave of Absence

Regulation 15(2)(h) *applications by councillors for a leave of absence*

#### Rate Rebate - Conservation Covenant

Regulation 15(2)(a) *personnel matters, including complaints against an employee of the council and industrial relations matters.*

#### CEO's Probation Review

Regulation 15(2)(a) *personnel matters, including complaints against an employee of the council and industrial relations matters.*

In accordance with the Kingborough Council *Meetings Audio Recording Guidelines Policy*, recording of the open session of the meeting will now cease.

Open Session of Council adjourned at

**OPEN SESSION ADJOURNS**

## OPEN SESSION RESUMES

### RECOMMENDATION

The Closed Session of Council having met and dealt with its business resolves to report that it has determined the following:

Item	Decision
Confirmation of Minutes	
Applications for Leave of Absence	
Rate Rebate - Conservation Covenant	
CEO's Probation Review	

### CLOSURE

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# APPENDICES

- A Development Services Quartlery Report
- B Quarterly Summary Action Report to September 2024
- C Audit Panel Minutes - 11 October 2024
- D Complaints Lodged with Council 1 July 2024 to 30 September 2024
- E Councillor Attendance at Meetings & Workshops July to September 2024
- F Chief Executive Officer's Activities 14 October 2024 to 1 November 2024
- G Current and Ongoing Minute Resolutions (Open Session)

**A DEVELOPMENT SERVICES QUARTLERY REPORT****File Number:** File#**Author:** Tasha Tyler-Moore, Manager Development Services**Authoriser:** Deleeze Chetcuti, Director Environment, Development & Community Services**1. INTRODUCTION**

Development Services has Planning Authority delegations under the *Land Use Planning and Approvals Act 1993* and is the Permit Authority for plumbing and building applications under the *Building Act 2016*. These responsibilities include related enforcement functions.

This report provides an update on Development Services' building and planning permit activity including lodgement numbers; Tasmanian Civil and Administrative Tribunal (TASCAT) and Tasmanian Planning Commission (TPC) matters; and strategic planning matters.

**2. PLANNING****2.1 Planning application lodgement numbers (calendar year)**

Figure 1: The chart below details the number of planning applications lodged this year to date (until end of October 2024) compared with the number of applications lodged over the past five years.

The data included is for development applications only. Applications for subdivisions, sealed plan amendments, strata applications, adhesion order applications, planning scheme amendments, minor amendments, extensions to the life of a permit or pre-application meetings are not included.

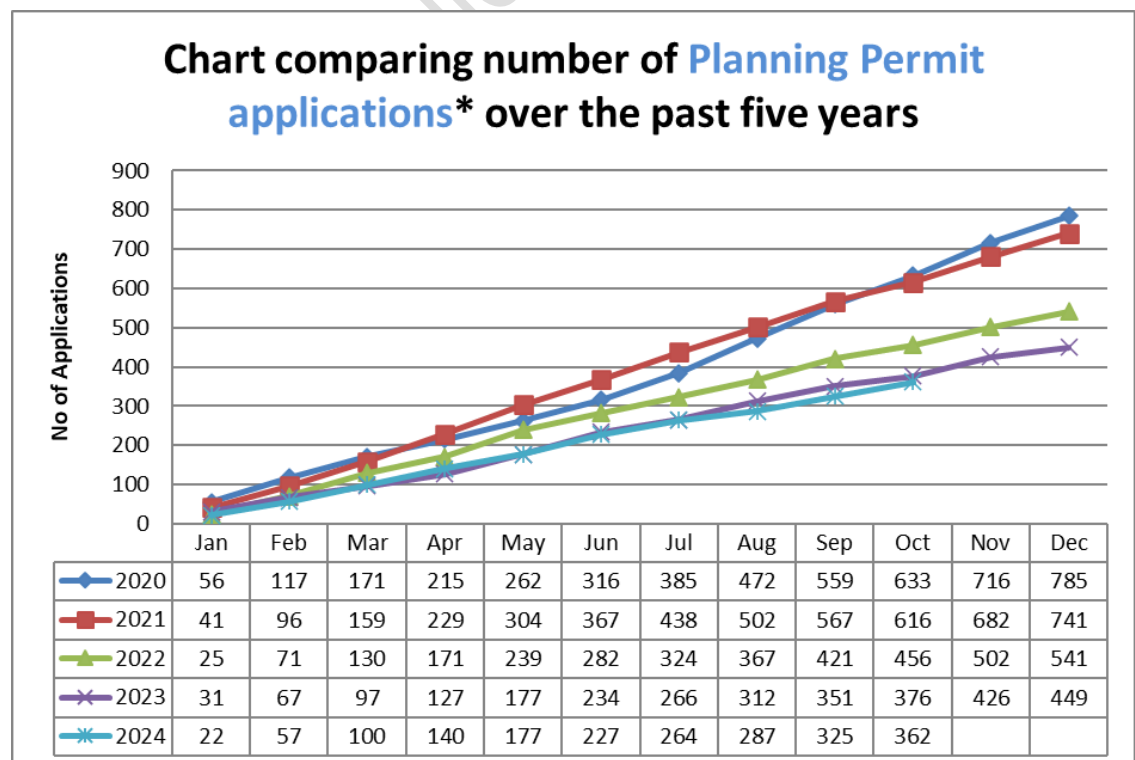


Figure 1 - Chart showing comparison of Planning Permit applications lodged over the past five years



Figure 2: The chart below details the number of subdivision applications lodged this year to date (until end of October 2024) compared with the number of applications lodged over the past five years.

The data included is for subdivision only, including creating new lots and boundary adjustments.

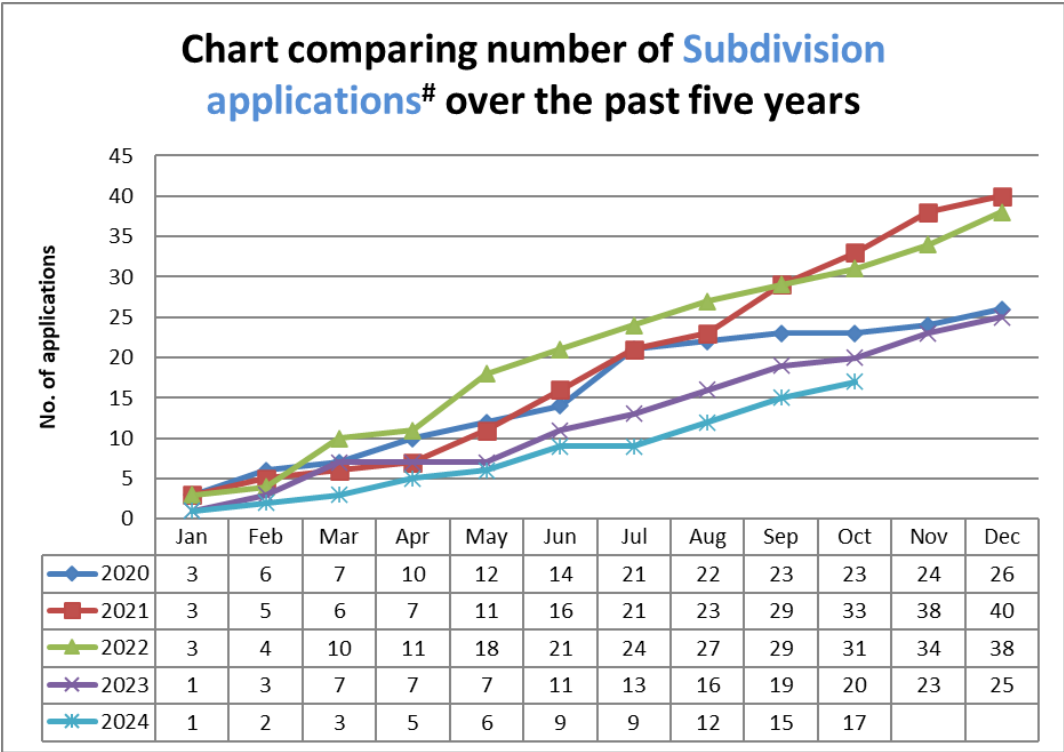


Figure 2 - Chart showing comparison of Planning Permit applications to subdivide lodged over the past five years

The charts shows that the lodgements for 2024 are similar to the same time last year. There has been an increase in lodgements in the most recent couple of months.

**2.3 State Planning Office joining Department of State Growth**

It was announced in late October 2024 that on 1 November 2024 the State Planning Office would be joining the Department of State Growth (DSG) with a new division called ‘Strategy, Housing, Infrastructure and Planning’ (SHIP). The announcement stated that there would be no change to the SPO projects.

**2.4 State Government’s development of the Tasmanian Planning Policies (TPP’s)**

The Tasmanian Government is developing a suite of Planning Policies that are integral to the overall Planning Reform project. Consultation on the drafted policies commenced in October 2021 with a scoping process, followed by consultation on a first draft of the policies commencing in September 2022. In total, 73 submissions, including from Kingborough, were received.

In February 2023, Councils were invited to the State Planning Office to discuss the consultation, the outcomes so far and the development of those policies. The meeting highlighted a number of key issues raised from the consultation, including implementation and proposed general application statement for the policies – it also proposed removal of the implementation strategies for each policy.

The policies were released for general public consultation from 28 March to 26 June 2023 as part of the independent review process undertaken by the Tasmanian Planning

Commission. During October 2023, the Tasmanian Planning Commission hosted hearings for submitters. The hearings have been split into topics and Kingborough has been represented for each of those. Further information is available at [www.planningreform.tas.gov.au](http://www.planningreform.tas.gov.au).

The Tasmanian Planning Commission will finalise its review of the TPPs following the conclusion of the hearings. This includes consideration of the submissions and information gathered at the hearings. The Commission will make recommendations to the Minister for Planning, including any modifications that may be necessary. The Minister will consider the recommendations before determining whether to make the TPPs, including any modifications. The making of the TPPs triggers reviews of the regional land use strategies and State Planning Provisions for consistency.

There has been no recent update on the timing of these to be finalised.

## **2.5 State Government's current review of the State Planning Provisions (SPP's)**

The SPPs are the State-wide set of planning rules in the Tasmanian Planning Scheme (TPS). The SPPs are used for the assessment of applications for planning permits. The SPPs contain the planning rules for the 23 zones and 16 codes in the TPS, along with the administrative, general, and exemption provisions.

It is a legislative requirement that the State Planning Provisions are reviewed every five years. Even though several Councils are not yet using the Tasmanian Planning Scheme, including Kingborough, and most have only been using it for around one year, the SPP's were approved more than five years ago (at the time when Councils were required to move over to the 'Interim Schemes').

The State Government has commenced the work on the five-year review. Between May and August 2022, scoping consultation was undertaken with Councils with follow-up workshops for those who made submissions. Kingborough made a submission and attended workshops. There was a total of 163 submissions made. A summary of the key issues raised in the SPP scoping consultation has been released and is available on the State Planning Office (SPO) website. To deal with the vast number of Clauses to be considered and the numerous submissions, the SPO has broken the Clauses up by topic and assigned seven 'action groups' to focus on those groups. The Action Groups have commenced, with Kingborough participating in them. The most recent (February) action group was reviewing boundary adjustment, subdivision across zones and sheds on vacant sites.

The SPO has advised that the next stage involves a review of the SPPs for consistency with the TPPs, once they are made. This may lead to further amendments to the SPPs. Amendments flowing from the five yearly SPPs review, and the review for consistency with the TPPs, will occur throughout 2024 and 2025.

The most recent contact about this project was during November for the Hazards consultation with Councils. There is no end or staging date provided by the State Planning Office. Interim SPP amendment 01-2024 was approved by the Minister in September 2024, it relates to the Coastal Erosion Hazard, Coastal Inundation Hazard and Landslip Hazard. It does not affect Kingborough Council as the Tasmanian Planning Scheme is not yet in place.

## **2.7 State Government's consultation on the Regional Planning Framework and draft Structure Plan Guidelines**

The Land Use Planning and Approvals Act 1993 (LUPA Act) provides for the making and, to a limited extent, the review of the Regional Land Use Strategies (RLUSs). Kingborough is included in the Southern Regional Land Use Strategy (STRLUS). The

State government intends to deliver reforms to the regional planning framework in two stages.

A discussion paper on the review was released for comment between November 2022 and February 2023. The discussion paper sought feedback on options for the Stage 1 improvements to the regional planning framework, including how it can better provide for the scope and purpose of the RLUSs and processes around their assessment, review and amendment. The improvements were intended to support the current reviews of the RLUSs, with potential legislative and administrative changes.

The discussion paper also introduced draft Structure Plan Guidelines (SPGs) for comment. Structure plans provide an important strategic link between the RLUS and the Local Provisions Schedules in the Tasmanian Planning Scheme. They should guide the development or redevelopment of settlements by integrating and coordinating future land uses, development, and infrastructure provision in a sustainable and orderly manner.

A copy of the submissions to the discussion paper received are available on the State Planning Office website. Kingborough was involved in workshops to help inform the preparation of the discussion paper.

After considering the submissions received, the Minister for Planning determined to prioritise the reviews of the RLUSs over progressing any legislative change to the regional planning framework. The State Government is currently preparing draft memorandums of understanding (MoUs) with each region to progress the RLUS reviews. The MoUs will ensure the comprehensive reviews can continue in a timely manner whilst providing the flexibility to trial some of the processes identified through the regional planning framework consultation process and inform potential legislative and regulatory amendments in the future.

The STRLUS review is being coordinated by the recently appointed Southern Regional Planning Coordinator. The Coordinator was appointed by the Southern Tasmanian Councils Authority and is funded by the State Planning Office and co-contributions from Councils, including Kingborough. Council was recently advised that it is anticipated that the review of STRLUS will be finalised over the next 2 years with an opportunity for comment during a formal public consultation period.

The 'State of Play Report' has been published and is on consultation during October until 18 December 2024. The report is the first step in updating the STRLUS. It provides key data on population trends, economic shifts, and environmental changes, while highlighting what makes the region unique. The website invites submissions and has a community survey that can be completed by any Tasmanians.

## **2.8 Progress of Kingborough's Local Provisions Schedule – moving to the 'Tasmanian Planning Scheme' and public consultation.**

Council's adopted draft of the Kingborough Local Planning Provisions (LPS) of the Tasmanian Planning Scheme was sent to the Tasmanian Planning Commission (TPC) on 13 December 2019 (additional information was sent on 18 December 2019). A second iteration of the plans (with corrected data) was adopted at the Council Meeting on 11 February 2020 and forwarded to the TPC for their consideration.

The TPC notified Council on 2 March 2020 that the information provided is suitable for an assessment of legislative compliance to be conducted. On 27 April 2020 and 21 May 2020, the TPC requested additional information related to the GIS files for mapping.

Post lodgement meetings were held on 30 October 2020 and 20 November 2020. Following Council submissions, meetings were held on 18 May 2022, 3 June 2022 and 15 December 2023 with focussed discussion on the proposed SAP's. The most recent

post lodgement meeting with the TPC was on 13 May 2024. In that meeting there was further discussion about the SAPs, some zoning and the Local Area Objectives.

Following formal directions from the TPC regarding the draft LPS, they provided direction for the public exhibition period to occur between 9 October and 9 December, which is a 60 day period.

During that period, the communications strategy has been enacted including a number of notices in the Mercury and the Kingborough Chronicle, newspaper articles in the Kingborough Chronicle, social media posts on various platforms, updates of the website and ongoing updates in Council meetings, public drop-in information sessions in addition to encouragement of the public to contact us via post, email, appointment times and counter enquiries for more specific enquiries.

**What happens next?**

**60-day public exhibition period**

The Kingborough Draft LPS will be placed on public exhibition for 60 days, commencing 9 October and closing on 9 December 2024. For the duration of the exhibition period, people will be able make written representations to indicate support for or to raise objections to or concerns with any proposed planning changes. All submissions made during the exhibition period will be available (in full) to Council and the TPC. Representations received during the Draft LPS exhibition period and the TPC’s hearings will be used to finalise the LPS.

**Council meeting**

After the exhibition period, a report will be presented to Council to provide feedback on representations received. It will also include any recommendations for the TPC to consider altering the draft as a result of the content of the representations. Any recommendation for alterations to the draft must be considered within the limitations of the provisions of the Tasmanian Planning Scheme and LPS Guidelines.

**Public hearings hosted before implementation**

The TPC will hold public hearings allowing all representors to speak to their representations. The TPC will consider the written representations, public hearing submissions and the submissions or responses made by Council at the hearings before making a final decision on the final version of the Tasmanian Planning Scheme that will apply in Kingborough.

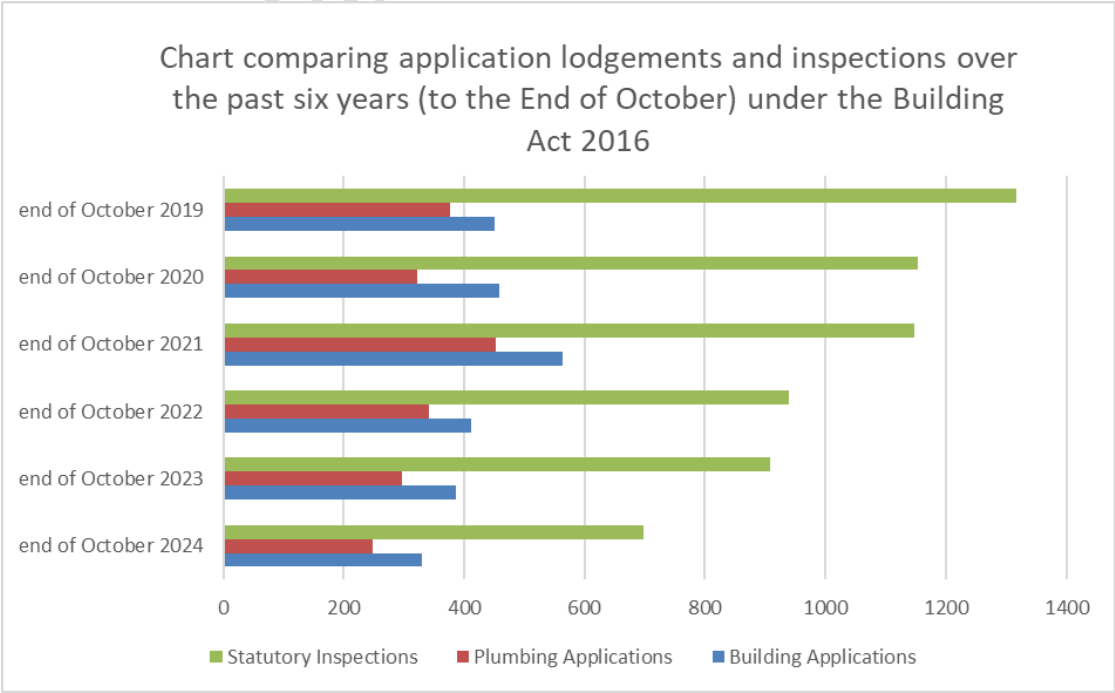
**2.9 Active Planning Appeals**

APPLICATION DETAILS	PROPOSAL	APPEAL TYPE	KEY DATES / LATEST ACTIONS
P/2023/45 DA2022-103  528 Manuka Road, KETTERING	Visitor accommodation and vegetation removal	Applicant appeal against conditions and Part 5 Agreement	16 May 2024 – final questionnaire submission supporting signed consent agreement by all parties set to TASCAT. Amended Permit issued 2 July 2024.
P/2024/31 DA2023-107  13 Christopher’s Way, KINGSTON BEACH	Front fence adjoining public walkway	Applicant appeal against Council decision to refuse application	Resolved by mediation, amended plans were agreed upon by all parties. Amended permit issued 23 September 2024.

APPLICATION DETAILS	PROPOSAL	APPEAL TYPE	KEY DATES / LATEST ACTIONS
P/2024/44 DA-2023-174  112, 116 & 120 Tinderbox Road, BLACKMANS BAY	Development of a water recycling plant	Representor appeal against Council's decision to issue a Planning Permit	Decision issued by TASCAT on 5 November 2024. Council's decision to issue a permit is affirmed with no changes to conditions.
P/2024/27 DA-2023-312  28 Bloomsbury Lane, KETTERING	Extend hours and operation of eagle refuge	Applicant appeal against conditions	Applicant withdrew appeal. Matter was resolved by a separate Planning Permit application.
P/2024/87 DAS-2023-13  'Tinderbox Pty Ltd' 441 Tinderbox Road TINDERBOX	10 lot subdivision	Appeal by representor against Council's decision to issue a Permit	Preliminary Conference: 17 September 2024; Mediation: 3 October 2024.  Full hearing has vacated because all parties agree that it will be resolved by consent agreement. Outcome is to reduce the number of lots.
<b>P2024/110</b> <b>DA2023-405</b>  <b>39 Moir Road,</b> <b>KINGSTON</b> <b>(formerly known as</b> <b>70 Channel</b> <b>Highway, Kingston)</b>	Removal of a tree  The tree is listed as a 'significant tree' under Clause E24.0 of the Planning Scheme	Appeal by owner against conditions applied to the approval to remove the tree	Preliminary Conference: 20 November 2024.

3. BUILDING AND PLUMBING

3.1 Building and Plumbing applications and inspection numbers



The chart above shows total number of application lodgements until the end of October 2024. The chart demonstrates a slow down of builds that are being completed (and presumably started) in comparison to previous years. It is likely to be the same external

influences such as cost of building and high interest rates that are affecting the number of planning permit applications being lodged is affecting how many people are completing builds.

The chart does not demonstrate all the department's work but is a representation of one aspect that shows activity trends in the local building industry. Much of the department's regular work activity is in regard to building and plumbing compliance.

### **3.2 Amendment to the Building Act 2016 – Greater Council Responsibility for Addressing Unsafe Building & Plumbing Work**





The *Building Act 2016* (the Act) was amended in October 2024 to place greater responsibility on Councils to ensure they meet their responsibilities under the Act in relation to enforcing the provisions of the Act in relation to unsafe building and plumbing work (illegal or defective works). Under the amendment, Council has now become a licensed Corporate Permit Authority. As a licensed entity, Council is now liable for penalties through the licencing provisions of the *Occupational Licencing Act 2005* for breaches of relevant Codes of Practice for not carrying out statutory Permit Authority function.







### **3.3 Proposed distilleries**

The Consumer, Building and Occupational Licencing Department released a draft Guideline on the Regulatory Requirements for a Distillery and/or Bond Store. The Guideline will serve to raise awareness of the statutory approvals process for proposed distillery operations in Tasmania. Consultation period is until 31 October 2024.

Public Copy

**B QUARTERLY SUMMARY ACTION REPORT TO SEPTEMBER 2024**

Key to Status Symbols			
			
None	On Target	Ahead of Schedule	Ongoing

No.	Description	Department	YTD Target %	YTD Actual %	Status	Comment
<b>1.1</b>	<b>A Council that engages with an enables its community</b>					
1.1.1	Maximise community engagement and communication by using fit-for-purpose technology solutions that are easily accessible to the community.	Information Services & Governance	25	25		Online options are provided as part of Council's communication and engagement processes
1.1.2	Deliver services and events to ensure the needs, issues and aspirations of young people in our community are embedded into program delivery by Council.	Community Services	25	25		<ul style="list-style-type: none"> <li>Term 3 Holiday Program delivered successfully.</li> <li>Get Ready for Work Program delivered</li> <li>Ongoing coordination of Youth Action Kingborough</li> </ul>
1.1.3	Provide services and programs that meet the needs of older people in our community.	Community Services	25	25		Ongoing delivery of initiatives including, Tuesday Talks, Intergenerational Pop-up café and workshops for seniors.
1.1.4	Undertake stakeholder engagement as part of the development, review and updates of Council strategies and masterplans.	Governance	25	25		Stakeholder engagement has been embedded into the strategy development process.
1.1.5	Undertake community consultation in relation to Council's budget.	Finance	25	0		Not yet due.
1.1.6	Maintain an active involvement at regional and state government levels to advocate on behalf of the local community.	Executive Management	25	25		Council is represented on numerous reference groups at a regional and state level.

No.	Description	Department	YTD Target %	YTD Actual %	Status	Comment
<b>1.2</b>	<b>An inclusive community that has a strong sense of pride and local identity</b>					
1.2.1	Deliver a range of civic, cultural and community events that celebrate local attributes.	Community Services	25	25	●	Ongoing delivery of events including the Night of Lights, the Really Really Free Market and the Kingborough Lions Art Prize
1.2.2	Provide services, events, advocacy and leadership for arts and culture.	Community Services	25	25	●	Ongoing delivery of initiatives and programming including the KIN space workshops, Kingborough Yarn Bomb program, the Kingborough Lions Art Prize and acquisition of a sculpture for the Kingborough sculpture trail.
1.2.3	Maximise the usage of the Kingborough Community Hub as a focal point for community activities.	Community Services	25	25	●	High levels of utilisation during the quarter for Council programming and hirers.
1.2.4	Prepare a Local Historic Heritage Code to protect the historic cultural heritage significance of places, precincts and landscapes.	Development Services	25	0	—	There is a code already in place, however it is need of updating. No budget allocation to do this.
1.2.5	In partnership with local community groups, develop heritage trails and interpretive signage for areas of historical and cultural significance.	Recreation & Property	25	25	➔	Interpretive signage installed on the North West Bay and Algona Reserve trails.
1.2.6	Implement the <i>Kingborough Multicultural Action Plan</i> .	Community Services	25	100		Complete.
<b>1.3</b>	<b>A resilient community with the capacity to flourish</b>					
1.3.1	Meet obligations under the <i>Emergency Management Act 2006</i> and Tasmanian Emergency Management arrangements.	Emergency Management	25	25	●	Ongoing
1.3.2	Support the community to prepare for emergency events.	Emergency Management	25	25	●	<ul style="list-style-type: none"> <li>• Sparking Conversations Igniting Action community information sessions.</li> <li>• Launch of pets in emergency campaign</li> <li>• Ongoing participation in regional and state emergency management forums</li> <li>• Be Ready Bruny program</li> </ul>



No.	Description	Department	YTD Target %	YTD Actual %	Status	Comment
1.3.3	Identify the municipality's risks and vulnerabilities to different hazards and then put specific measures in place to help manage and reduce them.	Emergency Management	25		—	Not yet due
1.3.4	Deliver the Kingborough Volunteer Program to assist older residents to continue to live in the community with dignity.	Community Services	25	25	●	Ongoing
1.3.5	Continue organisational support for volunteering opportunities and recognise and celebrate volunteers in the community.	Community Services	25	25	●	<ul style="list-style-type: none"> <li>Kingborough Volunteer Program</li> <li>Landcare partnerships</li> <li>Nursery volunteers</li> </ul>
1.3.6	Provide support to community groups through a transparent and targeted provision of grants for community-based projects.	Community Services	25	25	●	<ul style="list-style-type: none"> <li>Annual grant applications received, assessed and approved.</li> <li>Quick Response Grant program ongoing.</li> </ul>
<b>1.4</b>	<b>A Council that acknowledges the existence of a climate change and biodiversity emergency and has in place strategies to respond</b>					
1.4.1	Facilitate community engagement on climate change and strengthen community resilience to its impacts.	Environmental Services	25	25	●	Community Engagement Plan complete for Snug Climate Adaptation Project.
1.4.2	Implement the <i>Kingborough Coastal Hazards Policy</i> to guide Council coastal works and asset management actions in the context of climate change.	Environmental Services	25	25	●	Project Decision Support tool complete.
1.4.3	Develop and implement a Stormwater Strategy to address the management of the flood risk and within Council's urban drainage catchments.	Engineering Services	25	25	●	Draft strategy developed
<b>1.5</b>	<b>An active and healthy community with vibrant, clean, local areas that provide social, recreational and economic opportunities</b>					
1.5.1	Implement the <i>Kingborough Tracks and Trails Action Plan</i> .	Recreation & Property Services	25	25	➔	Implementation of the Action Plan occurs on an ongoing basis.

No.	Description	Department	YTD Target %	YTD Actual %	Status	Comment
1.5.2	Continue to review, update and implement the <i>Recreational Water Quality Management Strategy</i> to improve the water quality of Council's beaches used for recreational activities.	Environmental Services and Engineering Services	25	25	●	Preparation for Recreation Water Season (3 December) on track. Stormwater Educational Signage project complete.
1.5.3	Implement priority actions from the <i>Kingborough Sport and Recreation Strategy</i> .	Recreation & Property Services	25	25	➔	Initiatives pursued to date include the Kingborough Aquatic Committee, masterplans for sports grounds and use of school facilities.
1.5.4	Implement the Kingborough Community Health and Wellbeing Strategy.	Community Services	25	25	●	Many initiatives are existing and ongoing. Work has commenced to implement the plan and relevant actions have been included in Community Services programming and work plans
1.5.5	Develop an Active Transport Positive Provisioning Policy to support the development, maintenance and improvement of active transport infrastructure. "Active transport" is transport requiring physical activity, typically walking and riding a bike and can include other personal mobility devices.	Engineering Services	25	25	●	Complete.
<b>2.1</b>	<b>Service provision meets the current and future requirements of residents and visitors</b>					
2.1.1	Ensure that systems are in place to enable the electronic lodgement of applications and online bookings for facilities.	Business Services	25		➔	
2.1.2	Provide a publicly accessible GIS that enables a good understanding of property related opportunities and constraints.	Business Services	25			
2.1.3	Develop and implement a Continuous Improvement program.	Governance	25	25	➔	Policy has been developed and implementation is underway
<b>2.2</b>	<b>Infrastructure development and service delivery are underpinned by strategic planning to cater for the needs of a growing population</b>					
2.2.1	Complete and implement the <i>Margate Master Plan</i> .	Engineering Services	25	25	●	Completed plan, implementation in future years

No.	Description	Department	YTD Target %	YTD Actual %	Status	Comment
2.2.2	Update the <i>Central Kingston Parking Strategy</i> .	Engineering Services	25	100	●	Completed
2.2.3	Develop and implement master plans for Council's sportsgrounds.	Recreation & Property Services	25	25	➔	Implementation of the Woodbridge Oval Masterplan has been progressed through the redevelopment of the car park
2.2.4	Deliver the annual infrastructure Capital Works program.	Engineering Services	25	25	➔	
2.2.5	Review Council's Integrated Transport Strategy.	Engineering Services	25	25	●	Draft strategy completed
2.2.6	Develop an unsealed roads policy.	Engineering Services	25	25	●	
2.2.7	Develop a street lighting policy.	Engineering Services	25	25	●	
2.2.8	Develop a rural stormwater policy.	Engineering Services	25	25	●	
2.2.9	Review the Long-Term Financial Plan to ensure that Council has the capacity to deliver on the strategies identified to implement its Strategic Plan.	Business Services	25	25	●	
<b>2.3</b>	<b>Community facilities are safe, accessible and meet contemporary standards</b>					
2.3.1	Through the Disability Inclusion and Access Advisory Committee, improve the accessibility of Council's services, buildings and information to people with a disability.	Community Services, Recreation & Property Services	25	25	●	Ongoing.
2.3.2	Implement the <i>Kingborough Public Toilet Strategy</i> and ensure effective provision, upgrading and maintenance of Council owned public toilets throughout the Municipal Area.	Recreation & Property Services	25	25	➔	Silverwater Park and Trial Bay public toilet replacements have been progressed in the last quarter.

No.	Description	Department	YTD Target %	YTD Actual %	Status	Comment
2.3.3	Implement the <i>Kingborough Playground Strategy</i> to provide a comprehensive network of quality, accessible and well-maintained playgrounds throughout Kingborough.	Recreation & Property Services	25	25	➔	Mt Royal Park, Silverwater Park and Dru Point Reserve have all been progressed in the last quarter.
2.3.4	Develop a building maintenance schedule and inspection regime to provide proactive maintenance of Council's buildings and community facilities.	Works Department	25	25	●	
2.3.5	Implement the <i>Kingborough Community Halls Strategy</i> to provide accessible and functional halls throughout Kingborough.	Recreation & Property Services	25	25	➔	Works have been undertaken at Kingston Beach Hall, Snug Hall and Alonnah Hall in the last quarter.
<b>2.4</b>	<b>The organisation has a corporate culture that delivers quality customer service, encourages innovation and has high standards of accountability</b>					
2.4.1	Develop and deliver a Customer Service Strategy for the organisation.	Governance	25	25	➔	Council's Customer Service Charter was reviewed and updated in the last quarter.
2.4.2	Develop baseline data on customer satisfaction and use this to develop KPI targets and identify process improvements.	Governance	25	0	—	Work on this action is yet to commence.
2.4.3	Develop and deliver a cultural change program for the implementation of operational accountability.	Governance	25	25	●	Development of a cultural change program has commenced
<b>3.1</b>	<b>A Council that values and prioritises its natural environment, whilst encouraging investment and economic growth</b>					
3.1.1	Develop Council's Tree Strategy 2023-2033 and maintain a Register of Significant Trees	Environmental Services	25	0		No progress on strategy this quarter.
3.1.2	Finalise and implement the Kingborough Tree By-Law to provide appropriate protection for trees on private land.	Governance, Environmental Services	25	25	●	Draft By-Law and Council workshop complete.
3.1.3	Deliver biodiversity offset projects under the <i>Kingborough Environmental Fund Implementation Plan</i> .	Environmental Services	25	25	●	

No.	Description	Department	YTD Target %	YTD Actual %	Status	Comment
3.1.4	Manage the natural area reserve network through the development and implementation of both new and existing reserve management plans.	Environmental Services	25	25	➔	Ongoing conservation work to manage bushland and coastal reserves including weed control and revegetation.
3.1.5	Develop and implement existing Creek Maintenance Plans that improve the health and function of urban waterways.	Environmental Services/ Works	25	0		No progress this quarter
<b>3.2</b>	<b>A community that has a well-developed sense of natural and cultural heritage</b>					
3.2.1	Provide opportunities and engage the community in the conservation and restoration of our natural areas, wildlife and plants.	Environmental Services	25	25	●	Diversity community events held including attending local Nature Festival, Dose of Nature and guided walks in local reserves.
3.2.2	Foster positive working relationships with landcare groups across the municipality, coordinating the network of volunteers to achieve good environmental outcomes.	Environmental Services	25	25	➔	Landcare groups supported to carry out conservation work in council reserves.
3.2.3	Implement the North West Bay River Catchment Management Plan in partnership with the community and key land managers in the catchment.	Environmental Services	25	0	➔	
3.2.4	Work with the Tasmanian Aboriginal community to promote community understanding of cultural heritage.	Community Services	25	25	●	Partnership with SETAC to employ Trainee Aboriginal Land Management Officer
<b>3.3</b>	<b>Council is able to demonstrate strong environmental stewardship and leadership</b>					
3.3.1	Implement the <i>Kingborough Waste Management Strategy 2018</i> to deliver cost effective and efficient waste and recycling services to residents, improve recycling rates, reduce emissions and energy usage and reduce the impacts of illegal dumping and littering.	Engineering Services	25	25	●	

No.	Description	Department	YTD Target %	YTD Actual %	Status	Comment
3.3.2	Implement the <i>Kingborough Dog Management Policy 2018</i> and provide education and enforcement of restrictions in areas with environmental values.	Compliance	25	25	➔	Implementation occurs on an ongoing basis
3.3.3	Develop and implement an Environmental Management System to support continuous improvement of environmental performance and ensure that Council meets its statutory responsibilities under environmental legislation.	Environmental Services	25	25	➔	EMS training completed
3.3.4	Promote responsible cat ownership and work with the community and stakeholders to implement programs that minimise the impacts of cats (via predation, disease and nuisance).	Environmental Services	25	25	➔	Community Education campaign ongoing. Monitoring and trapping in cat prohibited areas in Kingston.
<b>3.4</b>	<b>Best practice land use planning systems are in place to manage the current and future impacts of development</b>					
3.4.1	Review the <i>Kingborough Land Use Strategy</i> .	Development Services	25	25	➔	Was updated in 2019. Waiting on STRLUS review
3.4.2	Finalise the Local Provisions Schedule in order to enable the declaration of the new Kingborough Planning Scheme.	Development Services	25	60	➔	Exhibition period 9 Oct- 9 Dec. Then TPC will decide when there are hearings.
3.4.3	Implement the <i>Kingborough Weed Management Strategy 2017-2027</i> .	Environmental Services	25	25	➔	Weed control undertaken across Council reserves, parks and road reserves. Strategic weed control program on invasive heaths on Bruny Island ongoing.
<b>3.5</b>	<b>Management of environmental assets is based on professional advice and strategic planning</b>					
3.5.1	Develop and implement a natural areas and biodiversity strategy to underpin the management of Council's natural area reserves network and approach to managing the key threatening processes for biodiversity in Kingborough.	Environmental Services	25	0		No progress on strategy this quarter

No.	Description	Department	YTD Target %	YTD Actual %	Status	Comment
3.5.2	Implement the <i>Bushfire Risk Reduction Strategy</i> for Council land.	Environmental Services	25	25	●	Actions implemented include fuel break contract out tender. Bushfire Risk statements updated in corporate register.
3.5.3	Collaborate with key stakeholders to contribute to the recovery of threatened species and threatened vegetation communities.	Environmental Services	25	25	●	Initiatives including 'Orchid No Mow' and white gums for 40-spots complete. Management of threatened vegetation communities in Council Reserves ongoing.

**C      AUDIT PANEL MINUTES - 11 OCTOBER 2024**



**AUDIT PANEL  
MINUTES**

**11 October 2024**



MINUTES of the Kingborough Council Audit Panel held at the Council Chambers on Friday, 11 October 2024 at 8.00 am.

**PRESENT:**

		PRESENT	APOLOGY
Chair	Mr P McTaggart	Y	
	Mr P Viney	Y	
	Ms C Millar	Y	
	Cr D Bain	Y	
	Cr A Antolli	Y	

**IN ATTENDANCE**

Councillor F Fox  
 Chief Executive Officer  
 Director People and Finance  
 Manager Finance  
 Senior Finance Officer  
 Media and Communications Advisor  
 Manager People and Safety  
 WLF Internal Auditors  
 Crowe

Mr D Stewart  
 Mr D Spinks  
 Mr T Jones  
 Ms L Eaton  
 Ms S Adams  
 Ms A Everingham  
 Ms A Leis, Ms S McDonald  
 Ms A Flakemore

**WELCOME:**

The Chair welcomed the Panel and Cr Fox.

**APOLOGIES**

Mr D Bond Tas Audit Office

**DECLARATIONS OF INTEREST**

Ms Millar advised she is no longer a member of the Derwent Valley Council Audit Panel.

**CONFIRMATION OF MINUTES**

The Panel endorsed the minutes of the Kingborough Council Audit Panel meeting of 9 August as a true and correct record.

**ACTION LIST**

**Action List**

The Action List containing four items was noted. One item was noted as complete, two items being agenda items for this meeting, and the fourth item in progress.

Ms A Leis and Ms McDonald from WLF joined the meeting at 8.05 am.

The Chair queried the status of action item number 2, the Financial Sustainability audit. Management advised the Long Term Financial Plan is taking longer which is delaying the audit. It was agreed this audit is important given the Council will be required to make another rating decision early in the new year.

Although being a separate agenda item, capital work in progress was discussed. It was resolved to request WLF to undertake a review of the process and resources applied to capitalise assets. This may require some changes to the current year internal audit plan.

## **INTERNAL AUDIT**

### **Rates review audit report**

Ms Leis spoke to the agile review of key controls in the rating process. The review found that sufficient controls are in place to address the identified risks. Two low risk recommendations were made.

Management's internal audit effectiveness survey was noted with an overall rating of exceeding expectations.

### **Internal audit status report**

The Panel noted the status report indicating the 2023/24 program is complete.

WLF left the meeting at 8.25 am.

Ms Adams joined the meeting at 8.25 am.

### **Consultation and Engagement update report**

Ms Adams provided the Panel with an update on activities in the Communications and Engagement team and the status of matters reported in the consultation and engagement internal audit report from 12 months ago. The team has acted on the audit advice to compile community profiles for Council use when planning engagements. These profiles will be available to staff as a reference when determining the best approach for engaging with specific audiences, potentially either eliminating the need for engagement requests or supporting the engagement process. The team has developed the initial structure of these profiles but is currently progressing this work alongside several large projects. The task is expected to be completed in the first quarter of 2025.

The team has also begun developing a decision matrix to help evaluate the need and priority associated with engagement decisions. Although this work is not yet finalised, significant progress has been made. Given the recent decline in engagement requests, the urgency for this tool has diminished. Over the past three years, the team has conducted approximately 20 engagements, clearing a backlog that had built up, which had led to a high volume of engagement requests in a short period of time. While the team views the decision matrix as a valuable tool for managing resources, they currently feel that its urgency has reduced and it will be trialled with some engagements next year, to test its practicality.

Ms Adams left the meeting at 8.43 am.

### **Internal Audit Recommendations Tracker**

The Panel reviewed the action items under the internal audit recommendation tracker. There was discussion around the privacy actions including CCTV and ICT generally with the departure of council's previous CIO. The Panel requested some more specific action comments to address some of the outstanding items.

**EXTERNAL AUDIT**

Ms Flakemore joined the meeting.

**2023/24 financial statements audit**

The final financial statements for the year ended 30 June 2024 were tabled and Ms Flakemore provided an overview of the audit which ran smoothly and in accordance with the audit plan. One adjustment was made in relation to the asset revaluation reserve. An unqualified audit opinion was issued. The Report to those Charged with Governance has also been issued. A draft Memorandum of Audit Findings is being discussed with management.

**TAO Recommendations Tracker**

The Panel noted the tracker update. It was noted two items, documentation of procedures and controls, and proper leases, were considered closed. One item, uncapitalised WIP, remains.

**Panel discussion with external audit**

Management left the room.

The Panel held discussions with external audit. On management's return, the Chair advised comments were positive but also noted the external auditors highlighted the need to ensure there is good documentation of processes. This is important to ensure, for example, key person risk is addressed.

Ms Flakemore left the meeting.

**KEY MATTERS – COUNCIL MEETINGS OVERVIEW**

The CEO spoke to:

- Tasmanian Planning Scheme and Local Provisions Schedules (LPS). Council's LPS exhibition period commenced 9 October and is open to 9 December. Council has a variety of engagement options for the community.
- Kingston Park precinct development update
- Summerleas Road underpass project will undergo review on completion to identify process improvements
- Focus on community and customer
- Focus on ensuring Kingborough Council is a great place to work and balancing workloads against the availability of resources
- Executive team planning and priorities including internal communications and risk management.

The Panel queried whether there were any emerging legal matters and the CEO advised there were none.

**RISK MANAGEMENT & BUSINESS CONTINUITY UPDATE****Risk management**

The updated Risk Register from management was tabled which combined the previous strategic and operational registers into one. Management noted it considered the risk matrix required review as

the current definitions were resulting in a number of risks having a risk rating higher than seems reasonable or appropriate.

The Panel agreed that there were too many risks and many of the residual risks were too high and did not reflect the results of internal audit reviews. Mr Viney in particular was in disagreement with a number of the residual risk ratings. The Panel thanked management for the work done.

It was agreed that management presents a draft updated risk matrix to the next audit panel meeting. It was also suggested that management consider looking at getting external help with development of risk management at the Council.

### **IT Security and Policy Breaches**

Nil breaches to report.

## **REGULATORY/GOVERNANCE UPDATES**

### **Audit Panel annual performance survey**

The Panel agreed to undertake its annual performance survey with no changes to the format. As well as current and past Panel members the external advisers Ms Leis, Mr Bond and Ms Flakemore be invited to provide feedback.

### **Capital Work in Progress update (CWIP)**

The CWIP update report was noted. In addition to the resolution to request WLF to undertake a review of the process and resources applied to capitalise assets (see Action List above) it was agreed an update be provided to each meeting.

### **Alignment of Corporate Planning documents**

The CEO gave a presentation on Council's key planning documents – strategic plan, long term financial plan, asset management plans, corporate plan and annual plan and budget. It was noted all plans required under legislation are in place. These plans are under review and it was acknowledged improvement was required, particularly in relation to their integration and inter-dependency and the need for a ten year capital plan. The CEO also spoke to a desire for a 'Kingborough Story' document with a 30 plus years outlook.

### **Audit Panel Chair' report to Council**

The Chair's annual report of Panel activities to Council was tabled. It was noted a summary version would be included in Council's Annual Report.

### **Payment of Councillors Expenses and Provision of Facilities Policy**

This policy, recently reviewed and adopted by Council, was tabled and noted. There was discussion around ICT facilities and backup arrangements.

### **Fraud Control and Corruption Policy**

This policy has been reviewed by management and was tabled for review by the Panel. The only substantive change was to adopt the definitions of fraud and corruption contained in Australian Standard AS 8001:2001. The policy will now be forwarded to Council for consideration.

### **Employee entitlements**

The Panel noted there has been a reduction in the number of employees with excess annual leave whilst there has been a slight increase in the number of employees above the 78 day accrual for long service leave.

**Financial report December 2023**

The Panel noted the August finance report tabled at Council in September.

**Gift Register**

The staff and councillor gift registers were tabled. It was noted there were no entries in the six months to June 2024.

**Child and Youthsafe Organisations Framework (CYSOFF)**

Ms Everingham joined the meeting and gave a presentation on Council's progress in adopting the CYSOFF framework. It was noted the local government sector, through LGAT, is working with the Regulator to implement the requirements.

**Annual Work Plan**

The annual work plan 2024 was noted.

**OTHER BUSINESS**

Nil.

**ACTION LIST**

Meeting	Item	Responsibility	Due Date
May 2024	WLF to work with management on the scope for the financial sustainability audit with an appropriate timing.	Director People and Finance and WLF	August 2024
Oct 2024	WLF to work with management on the scope for a review of CWIP processes and resources applied with an appropriate timing.	Director People and Finance and WLF	December 2024
Oct 2024	CWIP update to be provided at each meeting	Manager Finance	Each meeting
Oct 2024	Management presents an updated risk matrix and consider looking at getting external help with development of risk management at the Council.	Director People and Finance	December 2024

**CLOSURE**

There being no further business the Chair declared the meeting closed at 11.00 am.

Confirmed as a true and correct record:

.....  
Chair,  
Audit Panel

**D COMPLAINTS LODGED WITH COUNCIL 1 JULY 2024 TO 30 SEPTEMBER 2024**

In accordance with Policy No. 1.20 Complaints Management Policy, the following summarises the complaints lodged with Council during the period 1 July 2024 to 30 September 2024. This information excludes complaints managed outside of this policy.

Complaints are analysed to identify trends and potential issues, for the purpose of improving administration and delivery of services relating to the complaints.

<b>Service Type</b>	
Compliance	7
Customer Service	1
Development Services	8
Environmental Services	1
Governance / Legal	1
Projects	5
Property & Urban Design	1
Roads & Stormwater	2
Waste Services	198
Works Department	5
Total	229
<b>Issue Type - Category of complaint on lodgement</b>	
Cost of services and fees	4
Council contractor action / behaviour / service	4
Council officer action / behaviour / service	4
Council procedure / process	3
Delay in delivering a service	6
Delay in responding to a customer	5
Delay in taking an action	2
Lack of action taken	4
Lack of communication / consultation	2
Missed bin collections (approx. 330,000 collections/quarter)	196
Quality of action taken	5
Quality of decision made	2
Quality of interaction	1
Quality of service provided	3
Reputational risk	2

<b>Investigation Type - How the complaint was dealt with</b>	
Tier 1 - resolved at first point of contact	208
Tier 2 - required further investigation	18
Tier 3 - internal review of the complaint decision requested	-
Tier 4 - external review of the complaint decision requested	-
<b>Outcome of the complaint</b>	
Acknowledgement and/or apology provided	15
Explanation of a decision or action or intention	26
Missed bin collections (approx. 330,000 collections/quarter)	196
Insufficient or incomplete data received/collected	1
Complaint not substantiated	3
Other	3
<b>Outcome of internal review</b>	
Original resolution was upheld	-
Original resolution was partially upheld	-
Original resolution was not upheld	-
<b>Service Improvements - How the issue can be avoided in the future</b>	
<b>Process, program or service review identified:</b> Internal review and discussion of our processes to ensure our communication protocols during planning appeals are correct and accessible to community members who are seeking clarification.	
<b>Process, program or service review identified:</b> Internal review and discussion of our communication standards and response times.	
<b>Process, program or service review identified:</b> Internal review and discussion of our communication methods in relation to compliance matters.	
<b>Process, program or service review identified:</b> Review and discussion of the Summerleas Road Underpass Project to determine how it could have been better delivered.	
<b>Service Delivery Compliments / Expressions of Appreciation</b>	11

**E COUNCILLOR ATTENDANCE AT MEETINGS & WORKSHOPS JULY TO SEPTEMBER 2024**

	Council		AGM		Audit Panel		Workshops		Leave of Absence Approved during the period
	Number Held	Number Attended	Number Held	Number Attended	Number Held	Number Attended	Number Held	Number Attended	
Mayor Cr Paula Wriedt	6	6			1		7	7	2/7/2024 - 5/7/2024; 11/9/2024 - 15/9/2024;
Deputy Mayor Cr Clare Glade-Wright	6	6			1		7	7	
Cr Aldo Antolli	6	5			1	1	7	7	9/7/2024 - 14/7/2024; 29/8/2024 - 31/8/2024; 21/9/2024 - 22/9/2024
Cr David Bain	6	5			1	1	7	6	15/7/2024 - 23/7/2024
Cr Gideon Cordover	6	4			1		7	6	1/9/2024 - 4/9/2024; 16/9/2024 - 27/9/2024
Cr Kaspar Deane	6	6			1		7	7	
Cr Flora Fox	6	6			1		7	7	
Cr Amanda Midgley	6	4			1		7	6	13/7/2024 - 19/7/2024
Cr Mark Richardson	6	6			1		7	6	28/9/2024 - 13/10/2024
Cr Christian Street	6	6			1		7	6	14/10/2024 - 18/10/2024



**F CHIEF EXECUTIVE OFFICER'S ACTIVITIES 14 OCTOBER 2024 TO 1 NOVEMBER 2024**

Date	Description
14 October	Met with Mr Mark Donnellon regarding the Integrated Transport Strategy
	Attended Councillor workshop
15 October	Participated in Metropolitan Council GM's/CEO's weekly meeting
16 October	Attended the Greater Hobart CEO/GM's meeting
17 October	Attended the LG Professionals Conference
18 October	Met with Ms Valeska Winter
	In company with the Mayor, met with Inspector Riley
21 October	Attended joint Kingborough Council/Huon Valley Municipal Emergency Management Committee meeting
	Met with Mr Scott Spanton re: Spring Farm Village
22 October	Participated in Metropolitan Council GM's/CEO's weekly meeting
	Attended the Greater Hobart Advisory Group meeting
	In company with the Mayor, met with Minister Felix Ellis
25 October	Met with Mr Jarryd Knightley
28 October	Attended the TasWater General Meeting
	Attended Kingston Park Project Control group meeting with Traders In Purple
	Attended Councillor workshop
29 October	Attended Hobart Ferry Steering Committee meeting
30 October	Attended meeting with representatives of KPMG
	Attended the Bruny Island Tourism AGM
31 October – 1 November	Attended LGAT General Manager's Meeting

**G CURRENT AND ONGOING MINUTE RESOLUTIONS (OPEN SESSION)**

<b>CURRENT</b>	
	Nil
<b>STILL BEING ACTIONED</b>	
<b>Resolution Title</b>	Use of Space at the Community Hub
<b>Meeting Date</b>	19 August 2024
<b>Minute No.</b>	C236/15-2024
<b>Status</b>	Ongoing
<b>Responsible Officer</b>	Director Environment, Development & Community Services
<b>Officers Comments</b>	Workshop scheduled for 28 October 2024
<b>Anticipated Date of Completion</b>	November 2024
<b>Resolution Title</b>	<b>The Tasmanian Sustainability Strategy</b>
<b>Meeting Date</b>	2 October 2023
<b>Minute No.</b>	C314/19-2023
<b>Status</b>	In progress
<b>Responsible Officer</b>	Manager Development Services
<b>Officers Comments</b>	A submission was sent to State Govt (who are running the project) in October 2023. We await further direction or steps from them on the project.
<b>Anticipated Date of Completion</b>	Unknown
<b>Resolution Title</b>	<b>Buy Local Procurement &amp; Tendering Policy</b>
<b>Meeting Date</b>	20 November 2023
<b>Minute No.</b>	C365/22-2023
<b>Status</b>	Ongoing
<b>Responsible Officer</b>	Manager Legal & Property
<b>Officers Comments</b>	A draft policy will be developed for Council in accordance with the Council resolution
<b>Anticipated Date of Completion</b>	December 2024
<b>Resolution Title</b>	<b>Expansion of Smoke-Free Areas</b>
<b>Meeting Date</b>	5 June 2023
<b>Minute No.</b>	C172/10-2023
<b>Status</b>	In progress
<b>Responsible Officer</b>	Manager Environmental Services
<b>Officers Comments</b>	Community consultation completed. Engagement Report to Council in November
<b>Anticipated Date of Completion</b>	November 2024
<b>Resolution Title</b>	<b>Glyphosate</b>
<b>Meeting Date</b>	7 February 2022
<b>Minute No.</b>	C54/2-2022
<b>Status</b>	Ongoing
<b>Responsible Officer</b>	Director Environment, Development & Community Services
<b>Officers Comments</b>	A broader herbicide usage review is underway which encompasses Glyphosate. The project is being delivered in two stages in the first half 24/25.
<b>Anticipated Date of Completion</b>	January 2025