

Agenda

Ordinary Council Meeting

Monday, 22nd July 2024

Commencing at 7.00pm
Council Chamber
1230 Nepean Highway, Cheltenham

This is the Agenda for the Council Meeting. For assistance with any agenda items, please call our free interpreting service on 131 450

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Il presente è l'ordine del giorno della seduta di consiglio. Per ricevere assistenza con le voci dell'ordine del giorno, chiamare il nostro servizio di interpretariato gratuito al numero 131 450

Đây là Chương Trình Nghị Sự của buổi Họp Hội Đồng Thành Phố. Để được hỗ trợ về bất kỳ mục nào trong chương trình họp, vui lòng gọi điện thoại đến dịch vụ thông dịch miễn phí theo số 131 450

यह काउंसिल की मीटिंग के लिए एजेंडा है। एजेंडे से जुड़ी किन्हीं चीज़ों के साथ सहायता के लिए, कृपया हमारी निःशुल्क दुभाषिया सेवा को 131 450 पर कॉल करें

Esta es la agenda para la reunión del Ayuntamiento. Para obtener ayuda con los artículos de la agenda, póngase en contacto con nuestro servicio gratuito de interpretación en el 131 450

هذا جدول الأعمال لاجتماع مجلس البلدية. للحصول على المساعدة فيما يتعلق بأي بند من بنود الجدول يُرجى الاتصال بخدمات الترجمة الشفهية المجانية الخاصة بنا على الرقم 131 450

Ito ang Agenda para sa Pagpupulong ng Konseho. Para sa tulong sa anumang item sa agenda, mangyaring tawagan ang aming libreng serbisyo ng interpreting sa 131 450

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Peter Bean
Chief Executive Officer
Kingston City Council



ACKNOWLEDGEMENT OF COUNTRY

The City of Kingston proudly acknowledges the Bunurong People of the Kulin Nation as the Traditional Owners and Custodians of this land, and we pay our respect to their Elders, past and present and emerging.

Council acknowledges the Bunurong's continuing relationship to the land and waterways and respects that their connection and spiritual identity is maintained through ancient ceremonies, songlines, dance, art and living culture.

Council pays tribute to the invaluable contributions of the Bunurong and other Aboriginal and Torres Strait Island elders who have guided and continue to guide the work we do.

**City of Kingston
Ordinary Council Meeting**

Agenda

22 July 2024

Notice is given that a Meeting of Kingston City Council will be held at 7.00pm at Council Chamber, 1230 Nepean Highway, Cheltenham, on Monday, 22 July 2024.

1. Apologies

2. Confirmation of Minutes of Previous Meetings

Minutes of Ordinary Council Meeting 24 June 2024

3. Foreshadowed Declaration by Councillors, Officers or Contractors of any Conflict of Interest

Note that any Conflicts of Interest need to be formally declared at the start of the meeting and immediately prior to the item being considered – type and nature of interest is required to be disclosed – if disclosed in writing to the CEO prior to the meeting only the type of interest needs to be disclosed prior to the item being considered.

4. Petitions

Shortage of Disability Parking and Lighting Beside Longbeach RSL

5. Delegates' Reports, Councillor Statements and Presentation of Awards

6. Question Time

7. Planning and Place Reports

7.1	Electric Vehicle (EV) Charging Policy for Adoption.....	7
7.2	Climate and Ecological Emergency Response Plan (CEERP) - Carbon Offsets	67

8. Community Strengthening Reports

8.1	Kingston Grants Program - Funding Recommendations for Multicultural & Seniors Groups 2024-27 (Operational & Partnership Grants)	141
8.2	Individual Development Grants and Community Small Grants - Quarterly Report (April - June 2024)	235

9. Infrastructure and Open Space Reports

9.1	Award of Contract CON-23/113 - Kingston's New Aquatic and Leisure Centre Project Main Works Contractor	257
9.2	Award of Contract CON-24/109 - Provision of Reactive and Preventative Maintenance for Heating, Ventilation and Cooling Systems.....	269
9.3	Award of Contract CON-24/016 - Open Space Mowing Services and Contract CON-24/015 - Sportsground Mowing Services	279
9.4	Contract Contingency Delegation - Various Contracts.....	289
9.5	Maintenance Contract Extensions - Various Contracts.....	293
9.6	Fair Access Policy - Consultation Findings and Adoption.....	307
9.7	Bonbeach Pavilion - Options for Development	379

**City of Kingston
Ordinary Council Meeting**

Agenda

22 July 2024

- 10. Customer and Corporate Support Reports**
 - 10.1 Governance and Compliance Report..... 395
- 11. Chief Finance Office Reports**
 - 11.1 Award of Contract CON-24/067 - Provision of Loan 431
 - 11.2 Boatshed and Bathing Box Policy 2024 - Public Consultation 437
 - 11.3 Fencing Policy 457
 - 11.4 2024/25 Rates Timing Adjustment..... 473
- 12. Notices of Motion**
 - 12.1 Notice of Motion No. 5/2024 - Cr Howe - Patterson River Sculpture Trail Vision and Direction Statement 481
 - 12.2 Notice of Motion No. 6/2024 - Cr Howe - Building Cost Control Audit and Management 485
- 13. Urgent Business**
- 14. Confidential Items 489**
 - 14.1 Contractual Matter

Confidential Attachments

- 9.1 Award of Contract CON-23/113 - Kingston's New Aquatic and Leisure Centre Project Main Works Contractor
Appendix 1 Tender Offer Summary_Confidential
- 9.1 Award of Contract CON-23/113 - Kingston's New Aquatic and Leisure Centre Project Main Works Contractor
Appendix 3 Tender Evaluation Matrix
- 9.2 Award of Contract CON-24/109 - Provision of Reactive and Preventative Maintenance for Heating, Ventilation and Cooling Systems
Appendix 1 HVAC - Tender Evaluation Report 2024
- 9.3 Award of Contract CON-24/016 - Open Space Mowing Services and Contract CON-24/015 - Sportsground Mowing Services
Appendix 1 Open Space Mowing Services - Tender Evaluation Report
- 9.3 Award of Contract CON-24/016 - Open Space Mowing Services and Contract CON-24/015 - Sportsground Mowing Services
Appendix 2 Open Space Mowing Services - Probity Advisor Report
- 9.3 Award of Contract CON-24/016 - Open Space Mowing Services and Contract CON-24/015 - Sportsground Mowing Services
Appendix 3 Sportsground Mowing Service - Tender Evaluation Report
- 9.3 Award of Contract CON-24/016 - Open Space Mowing Services and Contract CON-24/015 - Sportsground Mowing Services
Appendix 4 Sportsground Mowing Services - Probity Advisor Report
- 9.4 Contract Contingency Delegation - Various Contracts

**City of Kingston
Ordinary Council Meeting**

Agenda

22 July 2024

- Appendix 1 Attachment 1
- 11.1 Award of Contract CON-24/067 - Provision of Loan
- Appendix 1 Loan Evaluation and Considerations

Explanation of Meeting Procedure



Meeting Procedure is Regulated by the City of Kingston Governance Rules

The procedures for this Council Meeting are regulated by Council's Governance Rules.

Chairperson

The Mayor as Chairperson is the ultimate authority for the conduct of the meeting.

Agenda

The business to be dealt with at the meeting is set out in the agenda. No other business can be dealt with, unless admitted as Urgent Business by resolution of Council.

Motions

A motion must be moved and seconded to be valid. The mover of the motion will then be permitted to speak to it. Other Councillors will then be permitted to speak either for or against the motion. The mover will be permitted a right-of-reply, which will conclude the debate.

Voting

The motion will then be voted on by show of hands. If the motion is carried, it becomes a resolution (decision) of the Council. Any Councillor may call for a Division, in order that the vote of each Councillor is formally recorded. The result of the Division supersedes the vote by show of hands.

Amendments

A Councillor may move an amendment to a motion. Any amendment moved shall be dealt with in the same way as a motion, except that there is no right of reply for the mover of the amendment and the mover of the motion if the amendment is carried. If carried, the amendment becomes the motion and the previous motion is abandoned.

Speaking at the Meeting

No visitor to a Council meeting may speak to the meeting, except for:

- The applicant (or their representative) and one objector in relation to an application for a planning permit;
- Special circumstances in which leave to speak is granted by the Chairperson.

Unless special circumstances apply, the Chairperson will limit the presentation of a speaker to four minutes' duration.

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Explanation of Meeting Procedure



Questions

Members of the public present at the meeting may put questions in writing to Council which will be dealt with during Question Time. Questions must be submitted by:

- Submitting an online question form on Council's website by 3.00pm on the day of the Council meeting; or
- Placing a hard copy question form in the Question Box situated in the foyer by 3.00pm on the day of the Council meeting.

Questions are to be as succinct as possible. Questions which cannot be accommodated on the question form provided are likely to require research and are more appropriately directed to Council in the form of a letter. In such cases, the question/s may be answered in writing at the direction of the Chairperson subsequent to the meeting.

Individual members of the public are permitted to ask a maximum of two (2) questions.

Confidential Business

The meeting may be closed at any time to deal with confidential items in camera. In these instances members of the public will be asked to leave the Council Chamber, and the meeting re-opened once the confidential business is completed.

Courtesy to the Mayor

All Councillors are required to direct their attention towards the Chairperson when speaking. This is in accordance with protocols relating to respect for the Chairperson of a meeting and is a requirement of Council's Governance Rules.

Emergency Evacuation of Chamber

Members of the public are requested to note the green and white EXIT signs.

In the event of an emergency requiring evacuation of the Chamber, the public should evacuate by way of the EXIT located to the right hand side of the Council Chamber. This leads to the foyer through which you passed in order to enter the Chamber. Proceed from the foyer through the revolving door/side door and out of the building. This is the primary evacuation route.

If the nature of the emergency is such that the primary evacuation route is impracticable, the public should evacuate by way of the EXIT located to the right of the Council table as viewed from the public gallery. Follow further EXIT signs thereafter, which lead to an exit point on the south side of the building. This is the secondary evacuation route.

Council staff will issue directions on how to proceed to evacuate in the event of an emergency.

Explanation of Meeting Procedure

Do You Have a Hearing Difficulty?

Phonic Ear Hearing Assistance is available to any member of the public gallery with a hearing disability. Just ask a member of staff for a unit prior to the meeting.

Interpreting Service



Recording of Meetings

Council Meetings are recorded and streamed live on the internet.

Recordings are archived and available on Council's website www.kingston.vic.gov.au.

All care is taken to maintain your privacy; however as a visitor in the public gallery, your presence may be recorded.

Minutes

Ordinary Council Meeting

Monday, 24th June 2024

Table of Contents

1.	Apologies	3
2.	Confirmation of Minutes of Previous Meetings	3
3.	Foreshadowed Declaration by Councillors, Officers or Contractors of any Conflict of Interest	4
	<i>[Note that any Conflicts of Interest need to be formally declared at the start of the meeting and immediately prior to the item being considered – type and nature of interest is required to be disclosed – if disclosed in writing to the CEO prior to the meeting only the type of interest needs to be disclosed prior to the item being considered.]</i>	
4.	Petitions	4
5.	Delegates' Reports, Councillor Statements and Presentation of Awards	4
6.	Reports from Delegates Appointed by Council to Various Organisations	4
7.	Question Time	4
8.	Planning and Place Reports	5
9.	Community Strengthening Reports	19
10.	Infrastructure and Open Space Reports	24
11.	Customer and Corporate Support Reports	26
12.	Chief Finance Office Reports	27
13.	Notices of Motion	29
14.	Urgent Business	30
15.	Confidential Items	31

**City of Kingston
Ordinary Council Meeting**

Minutes

24 June 2024

The meeting commenced at 7.18pm in the Council Chamber, 1230 Nepean Highway, Cheltenham.

Present: Cr Jenna Davey-Burns (Mayor)
Cr Tracey Davies (Deputy Mayor)
Cr Tamsin Bearsley
Cr Tim Cochrane (attended online)
Cr David Eden
Cr Chris Hill
Cr Cameron Howe
Cr George Hua
Cr Georgina Oxley
Cr Hadi Saab
Cr Steve Staikos

In Attendance: Peter Bean, Chief Executive Officer
Jonathan Guttmann, General Manager Planning and Place
Dan Hogan, General Manager Customer and Corporate Support
Samantha Krull, General Manager Infrastructure and Open Space
Kate Waters, Acting General Manager Community Strengthening
Bernard Rohan, Chief Financial Officer
Alfred Carnovale, Manager City Development
Kelly Shacklock, Manager Governance, Risk and Integrity
Jessica Baguley, Governance Officer
Gabrielle Pattenden, Governance Officer

1. Apologies

There were no apologies submitted to the meeting.

2. Confirmation of Minutes of Previous Meetings

Moved: Cr Hill

Seconded: Cr Saab

That the Minutes of the Ordinary Council Meeting held on 27 May 2024 be confirmed.

FOR: Crs Davey-Burns, Eden, Oxley, Cochrane, Davies, Hill, Howe, Hua, Bearsley, Saab and Staikos (11)

AGAINST: Nil (0)

CARRIED

3. Foreshadowed Declaration by Councillors, Officers or Contractors of any Conflict of Interest

Cr Howe foreshadowed a declaration of a conflict of interest in Item 7.2.

Cr Saab foreshadowed a declaration of a conflict of interest in Item 8.3.

Cr Bearsley foreshadowed a declaration of a conflict of interest in Item 8.3.

The General Manager Infrastructure and Open Space, Samantha Krull foreshadowed a declaration of a conflict of interest in item 14.1.

4. Petitions

Nil

5. Delegates' Reports

Nil

Councillor Statements

The Mayor recounted an event welcoming the newly elected 2024/25 Junior Council and acknowledging the outgoing 2023/24 Junior Council. The Mayor also acknowledged the Junior Mayor Isabella Koukoumanis and Deputy Mayor Lucian Hendricks who were recently elected by their peers.

Cr Staikos announced his resignation as Councillor of the City of Kingston. He expressed his thanks to fellow Councillors, the Kingston City Council organisation and the community over his four terms as Councillor and reflected on his tenure, key projects and Council achievements.

Cr Bearsley and the Mayor expressed their appreciation and acknowledged Cr Staikos's achievements and contributions as a Councillor.

Presentation of Awards

Nil

6. Question Time

Question time was held at 7.40pm.

Cr Hua left the meeting at 7:41pm.

Cr Howe left the meeting at 7:41pm.

Cr Hill left the meeting at 7:41pm.

Cr Howe returned to the meeting at 7:44pm.

Cr Hill returned to the meeting at 7:44pm.

Cr Hua returned to the meeting at 7:44pm.

Marc asked,

1. *“Why has Council increased its employee numbers by 9% to 1102 employees during a time of severe cost of living crisis being experienced by ratepayers, spending \$10,894,000 more than last year?”*
2. *“Why has Kingston Council reduced the expenditure on Family & Children Centres downward 69% from \$2,523,000 in 22/23 to now, \$783,000 as mentioned in your 24/25 year budget?”*

The Chief Finance Officer provided the following response,

1. *I refer to page 56 of the 2024/25 Budget and page 576 of the Council meeting agenda from the meeting of 27 May 2024. The full time equivalent staffing numbers change from 1,071.2 in 2023/24 to 1,102.9 in 2024/25 which is a 2.9 per cent increase. This includes increases in funded roles for community facing-services, additional staff for managing Kingston’s community resources and open spaces, and growth in demand. The change in employee costs is also affected by the Workcover premium, the superannuation guarantee increase and changes in accounting treatment of costs previously capitalised. Further details are shown in note 4.1.7 of the Budget on page 70 of the document.*
2. *I refer to page 36 of the 2024/25 Budget and page 556 of the Council meeting agenda from the meeting of 27 May 2024. Expenditure on Family and Children’s Centres increases from \$13.9 million in 2023/24 to \$15 million in 2024/25. The numbers referred to in the question are net of revenue from other sources including grants and fees, and there is additional revenue budgeted in 2024/25.”*

Wandzia asked,

1. *Is the Program Kingston Council mentions and says its promoting in your Agenda called ‘Homes for Homes’ program, which you write homeowners undertake to contribute 0.1% of their properties’ sale price to be added to a pool of funds to create social and affordable housing” mandatory or voluntary?*
2. *Is this the same program you currently describe on your Council website under your heading Housing and Homelessness called ‘Homes for Homes’, where you say Homes for Homes is a non profit company founded by the Big Issue where your home donation goes to this company Big Issue and is Tax deductible.”*

The General Manager Planning and Place, Jonathan Guttmann, provided the following response,

“The Council’s practice is to include a voluntary note on Planning Permits for two or more dwelling applications, encouraging a permit holder and/or owner to voluntarily commit to Homes for Homes Limited program. The program described on the Council’s website is the same program. The website says: “Homes for Homes is a non-for-profit company founded by the Big Issue. They aim to deliver social and affordable housing through tax-deductible donations made when a home is sold. Homeowners agree to a small percentage donation on the sale of their house, which goes towards providing homes for others. The initiative is an innovative new funding model that will increase the supply of social and affordable housing within Kingston and across Victoria.”

Note: In accordance with Sub-Rule 39.8 of the Governance Rules, questions from Graham and Deborah were grouped together.

Graham asked,

“Did the CEO Mr Peter Bean have knowledge of and approve the figure of \$4770.91 which was spent by Kingston Council on the party for Cr Hadi Saab on 1st November 2023 at 6.00pm in the Oakleigh Room at the Council Officers when he ended his mayoralty? If not, who (the name/s please) at Council, approved of this \$4770.91 spend on this party?”

Deborah asked,

“Can the CEO and Council officers please tell us if the figure of the \$4770.91 was spent by Council on the party for Ex Mayor Hadi Saab on 1st Nov 2023 at 6.00pm in the Oakleigh Room at the Council when he finished his Mayoral term is correct? Can Council please issue the invitation list for this party and specifically reveal the members of the community who were invited?”

The Chief Executive Officer provided the following response,

“I was aware of a function to recognise the support received by the outgoing Mayor during his term including the cost of \$4770.91 to host it.”

Jagoda asked,

“Can you Mr Bean, as CEO of Kingston Council, in the interest of transparency, please name the actual people and the institutions which were involved in your selection to the CEO position at Kingston Council? Who, in the end, (please name the actual person) actually made the decision to hire you to become CEO of Kingston Council?”

The Chief Executive Officer provided the following response,

“The selection process of my appointment as Kingston’s CEO involved the Councillors and an independent professional consultant, as set out in Chief Executive Officer Employment and Remuneration Policy. The appointment of the CEO is by Council resolution, meaning this is a matter for the whole Council to consider and determine. The requirements for the CEO appointment are set out at section 44 of the Local Government Act 2020.”

Stephen asked,

“Why is there no sign or record in any historical agenda on the council website of the meeting arranged by Council which Council admitted actually occurred (in the May 27th Question time) between (supposedly) the Council Executive and the principal director and lobbyist of Redbridge Consulting, Kos Samaras and Simon Welsh and Council? Can you please indicate exactly where this meeting is listed in the past Agendas and/or in the Council Archive?”

The General Manager Customer and Corporate Support provided the following response,

“This was reported publicly at Council Meeting 25 March 2024. Agenda Item is 10.7, Appendix 3 - Informal Meeting of Councillors Record - Councillor Planning Workshop of 24 February 2024. Kos Samaras and Simon Welsh of Redbridge Group are listed as External Attendees. This information is on Council’s website, if you use the search box for Council Meeting March 2024.”

Donna asked,

“Why has Kingston Council given the Hawthorn Football Club \$1,500,000 of our ratepayer money toward building their football oval and pavilion building? Were our public monies from Kingston toward this Hawthorn Football Club project approved by a vote from Councillors?”

The General Manager Infrastructure and Open Space provided the following response,

“At the May 2023 Meeting, Council resolved to enter into a Funding and Community Access Agreement with Hawthorn Football Club and to contribute \$5M towards the development of a new community oval and pavilion focussed on showcasing women’s sport. The funding contribution is spread in increments across 3 financial years. The partnership between Council and Hawthorn Football Club is for a period of 30 years, for a minimum of 20 hours per week of community sport use. Council will play an active role in the seasonal allocation and coordination of the community use of the oval and pavilion. The oval will be open for general public access when not in use.”

Elena asked,

“Can you please tell us who is watching the performance indicators (KPI) of a CEO and rating their capability and success in their job? What parameters are used to determine the success or failure of a Council CEO?”

The Chief Executive Officer provided the following response,

“The CEO Employment Matters Committee (the Committee) oversees the process setting and monitoring CEO KPIs. The parameters to monitor CEO performance include the set KPIs as set by the Committee. The progress against the KPIs are monitored and reported to Council as required.”

Colin asked,

“Can Council officers and Council media please cease calling disturbances and upsets within the domestic environment by any people at “family violence” as this negatively impacts on the positive important and valuable role the family unit has in all our lives and in a stable society? Can Council please establish a ‘family’ celebration week where we all celebrate the joy and benefit of family life in our Kingston area?”

The Acting General Manager Community Strengthening provided the following response,

“Family violence is a commonly used term by all levels of government, the community sector, the education sector etc, and is defined as any threatening, coercive, dominating or abusive behaviour that occurs between people in a family, domestic or intimate relationship, or former intimate relationship. Council runs a full calendar of family events such as Spring Fair, Carols by Kingston, Mordifest and the Pet Expo which all encourage family participation, celebration and enjoyment.”

Larisa asked,

“Why is the register of Councillors Gift Hospitality and Political Donations nowhere to be found on the Kingston Council Website? Is Council going to create this register on the official Council website so that all people can see in a real lifetime frame and not delayed by months or years, with full transparency, what monies and other benefits are flowing through to Councillors and see what is going on?”

The Chief Executive Officer provided the following response,

“Our apologies that this register was not in public view on our website. This has now been rectified and the register is available on Council’s website.”

Roslyn asked,

1. *“Why has Council reduced its Outside School hours program by 30% from \$240,00 in 23/24 years to \$168,00 in 24/25?”*
2. *Why has Council reduced its Family Day Care program by 36% from \$192,000 in 23/24 down to \$124,00 in 24/25?”*

The Chief Finance Officer provided the following response,

1. *“I refer to page 37 of the 2024/25 Budget and page 557 of the Council meeting agenda from the meeting of 27 May 2024. The outside school hours program is changing its service offering in 2024/25 and the LePage program has ceased from January 2024. This affects the budget allocations across the two financial years.*
2. *I refer to page 36 of the 2024/25 Budget and page 556 of the Council meeting agenda from the meeting of 27 May 2024. Expenditure on family day care increases from \$1.2 million in 2023/24 to \$1.4 million in 2024/25. The numbers referred to in the question are net of revenue from other sources including grants and fees, and there is additional revenue budgeted in 2024/25.”*

Julia asked,

“Can the community please have earlier access to the Agendas for all Council meetings instead of the current practise of Council to release the agenda on the Friday before the Monday meetings which does not give the public nearly enough time and a proper chance to go through it properly? Why can’t the community get the agenda days in advance like the Kingston Councillors do?”

The General Manager Customer and Corporate Support provided the following response,

“Agendas for Council meetings are made available to Councillors on the Thursday afternoon prior to the meeting and to the public by midday on the Friday prior to the meeting.”

Rosemary asked,

“Will Kingston be sending out letters to the ratepayers in Kingston who own a property and run a business and pay rates in Kingston (eg factories, investment properties, businesses etc) to advise them that they are eligible to vote in the Kingston council local government election in addition to being a state enrolled resident elsewhere? Where do all these particular ratepayers and owners go (where online on your site please?) to register their interest and formally enrol to vote at the Kingston election coming in October?”

The General Manager Customer and Corporate Support provided the following response,

“More than 11,000 letters were sent in the month of May to those with an entitlement to vote who are not on the State electoral role. This includes owner rate payers and businesses. Eligible voters can apply via Council’s website on the page ‘Council elections - City of Kingston’.”

Lynne asked

“How can a current Kingston Councillor be appointed the State Secretary of the Victorian Labor Party, which is an appointment given to him by a Labor Party Parliamentary Minister of the Victorian State Government, and still be allowed to function, drawer a wage, vote and qualify as a Councillor, seeing this goes against the rules of the Local Government Act 2020? Has the CEO, Mr Peter Bean, investigated this situation with Kingston Governance Lawyers?”

The Chief Executive Officer provided the following response,

“The Local Government Act 2020, section 44 sets out the qualifications and requirements of individuals to hold the role of a Councillor. The position of State Secretary does not deem a Councillor unqualified to perform the role. Therefore investigation is not required.”

Rose asked

“Will Council please remove the glass wall that was erected in the Council Meeting room between the public sitting area and the Councillors? Do you think that spending \$40,000 of ratepayer funds on this glorified pool fence was justified considering that the only people who come to watch Councillors and Council at meetings are residents who are in their older years who have presented no threat whatsoever to Councillors and never did?”

The General Manager Customer and Corporate Support provided the following response,

“The balustrade will not be removed. The installation of the balustrade was a risk-based decision to ensure all appropriate measures were taken to provide a safe working environment and to support Council meetings being open to the public.”

Gail asked,

“Why has our honoured and recognised Australian flag nowhere to be seen and completely missing from the official Kingston Council website? Is this not an insult?”

The General Manager Customer and Corporate Support provided the following response,

“There is no requirement for the Australian Flag to be displayed on Council’s website. I am not aware of any Council in Victoria that displays the Australian Flag on their website. We do however have a Civic Flag Policy which formalises Council’s compliance with the Australian National Flag Protocols administered by the Department of Prime Minister and Cabinet.”

Ian asked,

1. *“Searching Kingston’s Agendas & Minutes, there are no Agendas or Minutes published for the 2024 April, May & June Planning Committee meetings. Could you please tell me when Council will display them so they are available to read and download?”*
2. *“Could you please ensure that I am provided with the specific details of the complaints against me that I have earlier requested?”*

The General Manager Customer and Corporate Support provided the following response,

1. *“No planning committee meetings were held in April, May and June, therefore no agendas or minutes are available for those meetings.”*
2. *“This complaint will be handled in accordance with Council’s Complaint Handling Policy which can be found online at Kingston.vic.gov.au/complaints. An officer will be in touch.”*

Leo asked,

“LXRP provided correspondence last week indicating for the first time that the Rogers-Cremona street pedestrian crossing would close permanently in early July. How is it possible that Council Traffic Department (In discussions last week) and previous Council reports on the impact of the project have had no awareness of this proposal? Will Council and in particular Cr Chris Hill advocate to retain a crossing at this location as an important access route for local Como Ward resident?”

The General Manager Infrastructure and Open Space provided the following response,

“The closure of the Rogers Street and Cremona Street pedestrian crossing has been a decision that the Level Crossing Removal Project has made. Council has made previous representations to the LXRP regarding the importance of this crossing for the community through the Level Crossing Removal Works at Mentone. Council is not aware of when and whether the LXRP have historically made the community aware of its intentions to close the pedestrian crossing. The consequence of this change is that community members will need to walk an additional 200 metres approximately further south to cross under the elevated rail nearer to Warrigal Road. The Council will write to the LXRP and ask that they formally notify Leo of the reasons for the decision they have made to close the pedestrian crossing.”

Simon asked,

“Considering the potential risk of undue influence on councillors whose employment involves supporting MPs in their political roles, would Kingston Council consider requesting the appointment of a municipal monitor? This would ensure the council’s functions are overseen and remain free from any potential undue political influence.”

The Chief Executive Officer provided the following response,

“No.”

Rosemary West asked,

“Will Kingston Council join with Bayside and other Suburban Rail Loop East Councils in a joint effort to mitigate the impact of the SRL on SRL East communities and if not, why not? Will Kingston Council consider following the example of Bayside Council by undertaking a survey of Kingston residents regarding whether or not they support the Suburban Rail Loop?”

The General Manager Planning and Place provided the following response,

“The City of Kingston has been an active participant in the strategic planning initiatives involving the Suburban Rail Loop Project since the projects inception and has made ongoing submissions to the SRL The Council as part of tonight’s agenda will be considering a report regarding the Suburban Rail Loop Key emerging Directions Work. The Suburban Rail Loop is an approved project being undertaken by the State Government. A role the Council is seeking to play is to provide constructive feedback to the Suburban Rail Loop Authority on how it best engages with the Kingston community to ensure that anyone wishing to provide feedback, is able to do so.”

7. Planning and Place Reports

7.1 Town Planning Application Decisions - May 2024

Moved: Cr Hill

Seconded: Cr Hua

That the report be noted.

FOR: Crs Davey-Burns, Eden, Oxley, Cochrane, Davies, Hill, Howe, Hua, Bearsley and Saab (10)

AGAINST: Nil (0)

CARRIED

7.2 KP-2013/645/B - 11 Pier One Drive and Part 107 - 109 McLeod Road, Patterson Lakes

Cr Howe declared a general conflict of interest in this item due to a legal matter involving the Zuchowski family and left the meeting at 8.01pm prior to any discussion on the matter.

Moved: Cr Davies

Seconded: Cr Hill

That Council determine to support the proposal and issue a Notice of Decision to Grant a Permit to use and develop the land for a six storey building comprising dwellings and associated car parking within a land subject to inundation overlay, with a reduction in the car parking requirement pursuant to Clause 37.02' at 11 Pier One Drive and Part 107 - 109 McLeod Road, Patterson Lakes subject to the following conditions:

1. Before the development starts amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be substantially in accordance with the plans submitted to Council on 17 November 2014, but modified to show:
 - a) **DELETED**
 - b) Areas of secluded private open space to be no less than 8 square metres for all apartments with exception of apartments 215, 315, 415 and 515;
 - c) The car park layout and access arrangements to be in accordance with the relevant standards of Clause 52.06 of the Planning Scheme and AS2890.1-2004 exempt car spaces 307 and 409;
 - d) Intercom to be noted on the ground floor and elevation plan;
 - e) One (1) disabled car parking space provided on the site compliant with Australian Standards;
 - f) Line marking and signage for visitor car parking is to be provided in accordance with Clause 52.06 Car Parking of the Kingston Planning Scheme and Australian Standards;
 - g) The surface material of all driveways / accessways and car parking spaces nominated in all-weather concrete sealcoat, or similar;
 - h) The provision of a full colour, finishes and building materials schedule,

including samples (illustrated on an A4 or A3 sheet), for all external elevations and driveways of the development.

2. The development and use as shown on the endorsed plans must not be altered without the prior written consent of the Responsible Authority.

Site Management Plan

3. Prior to commencement of the development hereby permitted, a Site Management Plan, to the satisfaction of the Responsible Authority, must be submitted to and approved by the Responsible Authority and when approved shall thereafter be complied with. The Site Management Plan must clearly set out measures to prevent amenity loss to surrounding properties during the construction period. The Plan is to include, but limited to, measures to control the emission of dust/sand, rubbish on site, loading/unloading times, construction times, and parking of builder's vehicles etc. This plan when endorsed must not be varied without the prior approval of the Responsible Authority. It must also be implemented to the satisfaction of the Responsible Authority.

Construction Management Plan

4. Before the commencement of any buildings and works on the Land, a Construction Management Plan (CMP), to the satisfaction of the Responsible Authority, must be submitted to and approved by the Responsible Authority and when approved shall thereafter be complied with. The CMP must specify and deal with the parking of vehicles during construction, delivery of materials, containment of waste on site and suppression of dust, business operations on the site during construction.

Waste Management Plan

5. Before the commencement of any buildings and works on the Land, a Waste Management Plan to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. Three copies of the plan must be submitted. The plan must include but is not limited to:
 - a) The manner in which waste will be stored and collected including: type, size and number of containers.
 - b) Spatial provision for on-site storage.
 - c) Details whether waste collection is to be performed by Council's services or privately contracted.
 - d) The size of the collection vehicle and the frequency, time and point of collection.

The waste management plan must be implemented to the satisfaction of the Responsible Authority. The waste management plan must not be modified unless without the written consent of the Responsible Authority.

Melbourne Water

6. The finished ground floor level must be constructed no lower than 1.85 metres to Australian Height Datum (AHD). The applicable flood is 1.55 metres to AHD.
7. Pollution and sediment laden runoff shall not be discharged directly or indirectly into Melbourne Water's drains or waterways.

Lighting

8. Exterior lighting must be installed in such positions as to effectively illuminate

all communal areas to the satisfaction of the Responsible Authority. Such lighting must be designed, baffled and located to the satisfaction of the Responsible Authority to prevent any adverse effect on neighbouring land.

Public Transport Victoria (PTV)

9. The permit holder must take all reasonable steps to ensure that disruption to bus operation along McLeod Road / Thompson Street is kept to a minimum during the construction of the development. Foreseen disruptions to bus operations and mitigation measures must be communicated to Public Transport Victoria fourteen (14) days prior.

Maintenance

10. All works on or facing the boundaries of adjoining properties must be finished and surface cleaned to a standard that is well presented to neighbouring properties in a manner to the satisfaction of the Responsible Authority.
11. All piping and ducting above the ground floor storey of the development (other than rainwater guttering and downpipes) must be concealed to the satisfaction of the Responsible Authority.

Completion

12. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.
13. Prior to the occupation of the dwellings hereby permitted, the landscaping works as shown on the endorsed plans must be completed to the satisfaction of the Responsible Authority. The landscaping must then be maintained to the satisfaction of the Responsible Authority.
14. Prior to the occupation of the dwellings hereby permitted, all buildings and works and the conditions of this permit must be complied with, unless with the further prior written consent of the Responsible Authority.

Expiry

15. In accordance with section 68 of the *Planning and Environment Act 1987 (Act)*, this permit will expire if one of the following circumstances applies:

- The development is not started before within (2) years from the date of this permit.
- The development is not completed within four (4) years from the date of permit issue.

In accordance with section 69 of the Act, the responsible authority may extend the periods referred to if a request is made in writing:

- before the permit expires; or
- within six (6) months after the permit expiry date, where the use or development allowed by the permit has not yet started; or
- within twelve (12) months after the permit expiry date, where the development allowed by the permit has lawfully started before the permit expires.

Note: Separate consent from Council and the relevant service authority maybe required to build over the easement and will need to be obtained prior to the issue of a building permit.

Note: Prior to the commencement of the development, you are required to obtain

the necessary Building Permit.

Note: The applicant/owner must provide a copy of this planning permit to any appointed Building Surveyor. It is the responsibility of the applicant/owner and Building Surveyor to ensure that all building development works approved by any building permit is consistent with the planning permit.

Note: If further information is required in relation to Melbourne Water’s permit conditions shown above, please contact Melbourne Water on telephone 9235 2517, quoting Melbourne Water’s reference 149721.

Note: The applicable floor level for the property is 1.55 metres to Australian Height Datum (AHD).

Note: Environment Protection Authority (EPA) Victoria set out the requirements pertaining to site construction hours and permissible noise levels.

Note: The allocation of street numbering and addressing of properties is vested in Council. Any reference to addressing or dwelling/unit/apartment and street numbers or street names on any endorsed plan is indicative only. The onus is on the Permit Applicant/Land Owner to contact Council’s Property Data Department to determine the official dwelling/unit/apartment street numbers, street name details and the like for the approved development.

If the Permit Applicant/Land Owner adopts the street numbering or addressing from the endorsed plans, or where advertising and/or sales transact (off the plan) prior to Council’s official allocation of the street numbering and addressing, it will be viewed to be non-compliant with the guideline and standard applied (*Australian/New Zealand Standard for Rural & Urban Addressing / AS/NZS 4819:2011*).

THIS PERMIT HAS BEEN AMENDED PURSUANT TO SECTION 72 OF THE PLANNING AND ENVIRONMENT ACT 1987 AS FOLLOWS:

Amendment	Date of Amendment	Description of Amendment	Name of responsible authority that approved the amendment
A	15-Aug-2016	<ul style="list-style-type: none"> • Change the preamble to read ‘To use and develop the land for a six storey building comprising dwellings and associated car parking within a land subject to inundation overlay, with a reduction in the car parking requirement pursuant to Clause 37.02’ • Condition 1c to include at the end of the condition the words ‘ exempt car spaces 307 and 409’ • Delete stormwater conditions 9 – 14 	Kingston City Council

**City of Kingston
Ordinary Council Meeting**

Minutes

24 June 2024

B	**Same as the date of approval**	Amending the conditions of the permit by: <ul style="list-style-type: none">• Deleting condition 1(a). Sheet 12 of the endorsed plans dated 26 May 2016, being the Functional Layout Plan is deleted from the endorsed set.	Kingston City Council
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CARRIED

- FOR:** Crs Davey-Burns, Eden, Cochrane, Davies, Hill, Hua, Bearsley and Saab (8)
- AGAINST:** Nil (0)
- ABSTAINED:** Cr Oxley (1)

Cr Howe returned to the meeting at 8.04pm.

7.3 PT-2024/82 - 6 Susan Street, Mordialloc - Tree Removal Application

Moved: Cr Cochrane

Seconded: Cr Davies

That Council:

1. Support grant of a Local Law Permit for those Nine (9) trees outlined on table 1 of this report where the recommendation is to remove pursuant to the assessment criteria contained within Clause 42 of the Community Local Law; and
2. Not support the grant of a Local Law Permit for those Five (5) trees outlined in sections 4.6 of this report where the recommendation is to retain pursuant to the assessment criteria contained within Clause 42 of the Community Local Law.

CARRIED

- FOR:** Crs Davey-Burns, Oxley, Cochrane, Davies, Hill, Howe, Hua, Bearsley and Saab (9)
- AGAINST:** Nil (0)
- ABSTAINED:** Cr Eden (1)

7.4 Kingston Planning Scheme Amendment C223 - 275-315 Kingston Road, Clarinda

Moved: Cr Saab

Seconded: Cr Davies

That Council adopt the submission included as an appendix to this report in response to SRLA's proposed Planning Scheme Amendment C223 to the Kingston Planning Scheme.

CARRIED

FOR: Crs Davey-Burns, Cochrane, Davies, Hill, Howe, Hua, Bearsley and Saab (8)

AGAINST: Cr Eden (1)

ABSTAINED: Cr Oxley (1)

7.5 Suburban Rail Loop Key Emerging Directions - Council Submission

Moved: Cr Saab

Seconded: Cr Hill

That Council approve the submission at Appendix 1 in response to the Key Emerging Directions for the Suburban Rail Loop East Structure Planning and submit it to the Suburban Rail Loop Authority.

CARRIED

FOR: Crs Davey-Burns, Eden, Oxley, Cochrane, Davies, Hill, Howe, Hua, Bearsley and Saab (10)

AGAINST: Nil (0)

7.6 Consultation Outcome on Proposed Change to Mandatory Desexing Order for Dogs

Moved: Cr Hill

Seconded: Cr Davies

That Council

1. Continue to specify that all cats and dogs are required to be desexed within three months of age in line with the existing Order pursuant to the provisions of the *Domestic Animals Act*;
2. Review whether or not it is possible to delay the additional fee for dogs which are not desexed in situations within the first 12 months, where a valid exemption has been obtained by the owner.

CARRIED

FOR: Crs Davey-Burns, Eden, Oxley, Davies, Hill, Howe, Hua, Bearsley and Saab (9)

AGAINST: Nil (0)

ABSTAINED: Cr Cochrane (1)

7.7 Consultation Outcome of Proposed Change to Dog Order Limiting Dogs Under Control at Off-Leash Areas

Moved: Cr Saab

Seconded: Cr Hill

That Council amend the current dog control order to limit the number of dogs under a person's control to six (6) (whether on or off leash) in a reserve, the foreshore, public place or designated area at any one time.

LOST

FOR: Crs Davey-Burns, Hill and Saab (3)

AGAINST: Crs Oxley, Cochrane, Davies, Howe and Bearsley (5)

ABSTAINED: Crs Eden and Hua (2)

8. Community Strengthening Reports

**8.1 Kingston Grants Program - Funding Recommendations for Round 1
Community Bi-annual Grants 2024-25**

Moved: Cr Saab

Seconded: Cr Davies

That Council approve the funding recommendations of the Kingston Grants Program Assessment Panel for Round 1 of the 2024-25 Community Bi-annual Grants as outlined in Appendix 3, subject to the following changes:

1. Recognise the importance of the delivery of community grants to achieve the outcomes of Council's strategic plan and ensure that the foundational principle of the grants program is to enable and empower community members and organisations to deliver what is determined and needed by them in a flexible and responsive way at a grass roots level.
2. Enable all applicants who will receive staged funding to be able to re-apply in years two and three.
3. Undertake a review of the funding allocated to the Community grants program to ascertain if the annual funding of \$1.8 million meets the needs of our growing community and provide a report back to Council ahead of the mid-term 2024-25 budget review.
4. Provide an independent report back to Council by September 2025 that provides an evaluation on the newly designed Community grants program and options for improving flexibility, responsiveness and ease of access for community organisations and not an overly burdensome administrative process.
5. Acknowledge that this is the first time Council has delivered the grants in this format and that if any community members have concerns or issues, the grants program is amended to enable a 30-day period of review following the outcome of the decision at the June Ordinary Council Meeting. A report will be provided by Officers in relation to the complaints and feedback received by the August Council meeting.
6. Receive a report to Council to amend the Councillor review process to review applications.
7. Southern Football Netball League Inc and Omega Cricket Club receive \$0 respectively, due to an understanding of the need for a municipal wide approach to delivering first aid training and that Council officers will explore offering municipal wide first aid training to community groups and clubs as part of its annual training program.
8. Parkdale Bowling & Social Club receive \$0, given Council recognises the alignment with its Strategic Direction: Sustainable, as outlined in the Council Plan 2021-24 and will therefore refer this application to the 2024-25 capital works program.

CARRIED

FOR: Crs Davey-Burns, Cochrane, Davies, Hill, Howe, Hua, Bearsley and Saab (8)

AGAINST: Nil (0)

ABSTAINED: Crs Eden and Oxley (2)

8.2 Kingston Grants Program - Funding Recommendations for Operational & Partnership Grants 2024-27

Moved: Cr Bearsley

Seconded: Cr Davies

That Council:

1. Approve the funding recommendations of the Kingston Grants Program Assessment Panel for the 2024-27 Operational & Partnership Grants - Community Centres & Neighbourhood Houses as outlined in Appendix 3.
2. Approve \$491,505 (which includes the staged funding reduction for 2024-25) to be spent on the 2024-27 Operational & Partnership Grants – Specialist Community & Welfare Services grant in 2024-25, noting this is an overspend of \$24,974, subject to the following change:
 - Anglican Parish of Longbeach – Pantry5000 receive \$37,000 per annum for 2024-27, due to the increasing cost of living crisis and the large demand on the type of service offered by Pantry5000 which provides support to vulnerable people and families.
3. Approve the funding recommendations of the Kingston Grants Program Assessment Panel for the 2024-27 Operational & Partnership Grants - Specialist Community & Welfare Services and notes the staged funding reduction for 2021-24 Partnership Grant recipients, as outlined in Appendix 4.
4. Approve \$87,314 (which includes the staged funding reduction for 2024-25) to be spent on the 2024-27 Operational & Partnership Grants – Community Interest Organisations grants in 2024-25, noting this is an overspend of \$7,814.
5. Approve the funding recommendations of the Kingston Grants Program Assessment Panel for the 2024-27 Operational & Partnership Grants - Community Interest Organisations and notes the staged funding reduction for 2021-24 Partnership Grant recipients, as outlined in Appendix 5
6. Receive a report at the Council Meeting on 22 July 2024, presenting the funding recommendations of the Kingston Grants Program Assessment Panel for the 2024-27 Operational & Partnership – Multicultural and Seniors Groups for approval.

Amendment

Moved Cr Eden

Seconded Cr Oxley

That the Motion be adopted with the addition of the following:

That Council, upon all grant reports being debated at this meeting, have the Audit and Risk Committee review the process that has been followed by Councillors, along with submitting the attachment to VAGO and the Inspectorate

LOST

FOR: Crs Eden and Oxley (2)

AGAINST: Crs Davies, Hua, Bearsley and Saab (4)

ABSTAINED: Crs Davey-Burns, Cochrane, Hill and Howe (4)

**City of Kingston
Ordinary Council Meeting**

Minutes

24 June 2024

Procedural Motion

Moved: Cr Davies

That the Motion be put.

CARRIED

FOR: Crs Davey-Burns, Cochrane, Davies, Hill, Howe, Hua, Bearsley and Saab (8)

AGAINST: Crs Eden and Oxley (2)

Note: It was requested by Cr Saab and agreed to by the Chairperson that part 2 of the Motion be put to the vote separately.

Parts 1, 3, 4, 5 & 6 of the Substantive Motion were and CARRIED

FOR: Crs Davey-Burns, Eden, Oxley, Cochrane, Davies, Hill, Howe, Hua, Bearsley and Saab (10)

AGAINST: Nil (0)

Part 2 of the Substantive Motion was put and CARRIED

FOR: Crs Davey-Burns, Eden, Oxley, Cochrane, Davies, Hill, Howe, Hua and Bearsley (9)

AGAINST: Cr Saab (1)

CARRIED

Cr Cochrane left the meeting at 9:00pm.

Cr Cochrane returned to the meeting at 9:01pm.

The Resolution reads as follows:

Moved: Cr Bearsley

Seconded: Cr Davies

That Council:

1. Approve the funding recommendations of the Kingston Grants Program Assessment Panel for the 2024-27 Operational & Partnership Grants - Community Centres & Neighbourhood Houses as outlined in Appendix 3.
2. Approve \$491,505 (which includes the staged funding reduction for 2024-25) to be spent on the 2024-27 Operational & Partnership Grants – Specialist Community & Welfare Services grant in 2024-25, noting this is an overspend of \$24,974, subject to the following change:
 - Anglican Parish of Longbeach – Pantry 5000 receive \$37,000 per annum for 2024-27, due to the increasing cost of living crisis and the large demand on the type of service offered by Pantry5000 which provides support to vulnerable people and families.
3. Approve the funding recommendations of the Kingston Grants Program Assessment Panel for the 2024-27 Operational & Partnership Grants - Specialist Community & Welfare Services and notes the staged funding reduction for 2021-24 Partnership Grant recipients, as outlined in Appendix 4.
4. Approve \$87,314 (which includes the staged funding reduction for 2024-25) to be spent on the 2024-27 Operational & Partnership Grants – Community Interest Organisations grants in 2024-25, noting this is an overspend of \$7,814.
5. Approve the funding recommendations of the Kingston Grants Program Assessment Panel for the 2024-27 Operational & Partnership Grants -

- Community Interest Organisations and notes the staged funding reduction for 2021-24 Partnership Grant recipients, as outlined in Appendix 5
6. Receive a report at the Council Meeting on 22 July 2024, presenting the funding recommendations of the Kingston Grants Program Assessment Panel for the 2024-27 Operational & Partnership – Multicultural and Seniors Groups for approval.

8.3 Kingston Grants Program - Funding Recommendations for Community Festivals, Events & Creative Activities Grants 2024 -27

Cr Bearsley declared a general conflict in this item as she has an association with Aspendale Gardens Residents Association and left the meeting at 9.23pm prior to any discussion on the matter.

Cr Saab declared general conflict of interest in this item he is an executive committee member of the Druze Community of Victoria and left the meeting at 9.23pm prior to any discussion on the matter.

Moved: Cr Davies

Seconded: Cr Hill

That Council:

1. Extend a staged funding reduction to the 2024-27 Community Festivals, Events & Creative Activities grant stream, in line with the Council Resolution from the Council Meeting on 20 November 2023, which states; '*That Council endorse a staged funding reduction for 2021-2024 Partnership Grant recipients where the amount funded in the 2024-2027 Operational & Partnership grant is reduced more than 25%, or an amount of \$10,000*'.
2. Approve \$122,284 (which includes the staged funding reduction for 2024-25) to be spent on the 2024-27 Community Festivals, Events & Creative Activities Grants in 2024-25, noting this is an overspend of \$58,137.
3. Approve the funding recommendations of the Kingston Grants Program Assessment Panel for the 2024-27 Community Festivals, Events & Creative Activities Grants and notes the staged funding reduction for 2021-24 Partnership Grant (events category) recipients, as outlined in Appendix 3, subject to the following changes:
 - Aspendale Gardens Residents Association, receives \$12,500 in 2024-25 and \$12,500 in 2026-27, due to Council recognising the history of this event and the wider community value it delivers and recognising the applicant delivers the community event every two years, rather than the same activity annually over the three year funding period.
 - Druze Community Charity of Victoria receive \$25,000 per annum for 2024-27, due to Council recognising the alignment with its Strategic Direction: Health and Inclusive, as outlined in the Council Plan 2021-24 and the recognition that this application further supports the Kingston community to celebrate the commonality and diversity of the community by encouraging understanding and respect between peoples of all faiths and cultures.
 - Melbourne Shwetambar Jain Sangh Inc, receive \$10,000 per annum for 2024-27, due to Council recognising the alignment with its Strategic Direction: Health and Inclusive, as outlined in the Council Plan 2021-24 and the recognition that this application further supports the Kingston

**City of Kingston
Ordinary Council Meeting**

Minutes

24 June 2024

community to celebrate the commonality and diversity of the community by encouraging understanding and respect between peoples of all faiths and cultures (on the proviso a quote(s) is received by Council prior to any funds being released).

Note: It was requested by Cr Oxley and agreed to by the Chairperson that part 3 of the Motion be put to the vote separately.

Parts 1 and 2 of the Motion were put to the vote CARRIED

FOR: Crs Davey-Burns, Eden, Oxley, Cochrane, Davies, Hill, Howe and Hua (8)

AGAINST: Nil (0)

Part 3 of the Motion was put to the vote and CARRIED

FOR: Crs Davey-Burns, Cochrane, Davies, Hill, Howe and Hua (6)

AGAINST: Crs Eden and Oxley (2)

8.4 All Abilities Action Plan 2024-2028

Cr Oxley left the meeting at 9:39pm.

Cr Bearsley returned to the meeting at 9:39pm.

Cr Oxley returned to the meeting at 9:39pm.

Cr Saab returned to the meeting at 9:40pm.

Moved: Cr Bearsley

Seconded: Cr Davey-Burns

That Council:

1. Note the results of the co-design and Stage 2 community consultation activities that contributed to the finalisation of the All Abilities Action Plan 2024-2028.
2. Endorse the All Abilities Action Plan 2024-2028, as presented at Appendix 1.

CARRIED

FOR: Crs Davey-Burns, Eden, Cochrane, Davies, Hill, Howe, Hua, Bearsley and Saab (10)

AGAINST: Nil (0)

7. Infrastructure and Open Space Reports

9.1 Basements and Underground Structures Policy: Management of Groundwater, Dewatering During Construction, and Access

Moved: Cr Bearsley

Seconded: Cr Howe

That Council adopt the Basements and Underground Structures Policy: Management of Groundwater, Dewatering During Construction and Access included in Appendix 1.

Cr Hill left the meeting at 9:42pm.

Cr Eden left the meeting at 9:42pm.

Cr Cochrane left the meeting at 9.43pm.

Cr Cochrane returned to the meeting at 9.43pm.

CARRIED

FOR: Crs Davey-Burns, Cochrane, Davies, Howe, Hua, Bearsley and Saab (7)

AGAINST: Nil (0)

9.2 Waterways CCTV

Cr Hill returned to the meeting at 9:44pm.

Cr Eden returned to the meeting at 9:45pm.

Moved: Cr Bearsley

Seconded: Cr Saab

That Council:

1. Endorse the Waterways Owners Corporation proposal for CCTV installation within the Waterways Estate for a twelve-month period;
2. Note this recommendation supersedes the Council resolution at the 27 September 2021 Ordinary Council Meeting; and
3. Authorise the Chief Executive Officer, or their delegate, to review, cease or extend the use of the system after the trial period based on evidence outcomes and alignment with policies relating to the use of CCTV.

CARRIED

FOR: Crs Davey-Burns, Eden, Cochrane, Davies, Hill, Howe, Hua, Bearsley and Saab (9)

AGAINST: Nil (0)

9.3 Parking Management Policy - Review

Moved: Cr Davies

Seconded: Cr Hill

That Council:

1. Note the proposed changes made to the Parking Management Policy;
2. Note the community feedback received on the updated Draft Parking Management Policy; and
3. Adopt the Parking Management Policy, Version 3 included in Appendix 1.

CARRIED

FOR: Crs Davey-Burns, Eden, Cochrane, Davies, Hill, Howe, Hua, Bearsley and Saab (9)

AGAINST: Nil (0)

10. Customer and Corporate Support Reports

10.1 Governance and Compliance Report

Moved: Cr Hua

Seconded: Cr Davies

That Council:

1. Receive the Informal Meetings of Councillors Records as attached at Appendix 1;
2. Appoint Phillip Lee as Independent Member to the Audit & Risk Committee for a period of one year, with an option to extend the term for additional two years, at the commencement rate of \$2084 that is indexed annually by the Melbourne All Groups CPI on 1 July; and
3. Receive and note the Chief Executive Officer and General Manager Quarterly Expenses as attached at Appendix 2.

CARRIED

FOR: Crs Davey-Burns, Eden, Cochrane, Davies, Hill, Howe, Hua, Bearsley and Saab (9)

AGAINST: Nil (0)

10.2 Complaint Resolution Policy

Moved: Cr Bearsley

Seconded: Cr Hua

That Council adopt the Kingston Complaint Resolution Policy.

CARRIED

FOR: Crs Davey-Burns, Eden, Cochrane, Davies, Hill, Howe, Hua, Bearsley and Saab (9)

AGAINST: Nil (0)

10.3 CAMMS Contract Extension

Moved: Cr Saab

Seconded: Cr Hill

That Council approve an extension to the supplier contract with Camms Group (CA Technology Pty Ltd) for a period of two years prior to full market tender in 2026.

Cr Oxley returned to the meeting at 9:52pm.

CARRIED

FOR: Crs Davey-Burns, Eden, Oxley, Cochrane, Davies, Hill, Howe, Hua, Bearsley and Saab (10)

AGAINST: Nil (0)

**City of Kingston
Ordinary Council Meeting**

Minutes

24 June 2024

11. Chief Finance Office Reports

11.1 Commercial Use of Council Land Policy

Moved: Cr Bearsley

Seconded: Cr Hua

That Council endorse the draft Commercial Use of Land Policy 2024 for adoption.

CARRIED

FOR: Crs Davey-Burns, Eden, Oxley, Cochrane, Davies, Hill, Howe, Hua, Bearsley and Saab (10)

AGAINST: Nil (0)

Procedural Motion

Moved: Cr Hua

Seconded: Cr Cochrane

That the meeting be extended for 45 minutes until 10.45pm.

FOR: Crs Davey-Burns, Eden, Oxley, Cochrane, Davies, Hill, Howe, Hua, Bearsley and Saab (10)

AGAINST: Nil (0)

CARRIED

11.2 Discontinuance and Sale of Roads, Rights of Way and Drainage Reserves Policy

Moved: Cr Bearsley

Seconded: Cr Hill

That Council endorse the draft revised Discontinuance and Sale of Roads, Rights of Way and Drainage Reserves Policy for public consultation and received a further report at the conclusion of the public consultation period.

CARRIED

FOR: Crs Davey-Burns, Eden, Oxley, Cochrane, Davies, Hill, Howe, Hua, Bearsley and Saab (10)

AGAINST: Nil (0)

Cr Howe left the meeting at 9.58pm and did not return.

11.3 Boatshed and Bathing Box Policy 2024 - Public Consultation

Moved: Cr Cochrane

Seconded: Cr Bearsley

That consideration of this matter be deferred until the July Ordinary Council meeting.

CARRIED

FOR: Crs Davey-Burns, Eden, Oxley, Cochrane, Davies, Hill, Howe, Hua, Bearsley and Saab (10)

AGAINST: Nil (0)

11.4 Hardship and Debt Collection Policy Review

Moved: Cr Davies

Seconded: Cr Hill

That Council:

1. Adopt the revised Debt Collection Policy and the revised Hardship Policy that reflect the draft Ministerial Guidelines on Payment of Rates and Charges.
2. Reinstate the Penalty Interest charged on unpaid rates, charges and levies commencing 1 July 2024 and that the interest rate as set under Section 2 of the Penalty Interest Rate Act 1983 (Vic) will apply on the rates and charges, which have not been paid by the dates specified, in accordance with Section 172 of the Local Government Act 1989 (Vic).

CARRIED

FOR: Crs Davey-Burns, Eden, Cochrane, Davies, Hill, Hua, Bearsley and Saab (8)

AGAINST: Cr Oxley (1)

12. Notices of Motion

12.1 Notice of Motion No. 7/2024 - Crs Hua & Saab - Reduce South Road Congestion

Moved: Cr Hua

Seconded: Cr Saab

That Council:

1. Introduce No Stopping parking restrictions along South Road between Rowans Road and Linton Street during morning peak hours in consultation with VicRoads;
2. Keep existing parking conditions outside morning peak hours along this section of the road;
3. Keep existing parking conditions for angle parking spaces in front of the retail shops at 472-486 South Road Moorabbin and any Bus Zone sections along this section of the road; and
4. Write to Glen Eira City Council informing them of our proposed changes and the reasons for it and supporting them to do the same for the afternoon peak hours.

CARRIED

FOR: Crs Davey-Burns, Eden, Oxley, Cochrane, Davies, Hill, Hua, Bearsley and Saab (9)

AGAINST: Nil (0)

13. Urgent Business

There were no items of urgent business.

14. Confidential Items

Moved: Cr Hua

Seconded: Cr Davies

That in accordance with section 66(1) and 66(2)(a) of the *Local Government Act 2020*, the meeting be closed to members of the public for the consideration of the following confidential items:

14.1 New Aquatic and Leisure Centre - Facility Management

This agenda item is confidential information for the purposes of section 3(1) of the Local Government Act 2020:

- because it is Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released (section 3(1)(a)), and
- the explanation as to why the specified ground/s applies is the report contains details of an option for contracting Council services to an external organisation. Should Council resolve in the favour of this option, the report would prematurely release sensitive information that could impact staff and future commercial negotiations..

Cr Oxley left the meeting at 10:16pm and did not return.

CARRIED

FOR: Crs Davey-Burns, Cochrane, Davies, Hill, Hua, Bearsley and Saab
(7)

AGAINST: Cr Eden (1)

Cr Eden left the meeting at 10:17pm and did not return.

The meeting was closed to members of the public at 10.18pm.

Moved: Cr Saab

Seconded: Cr Hua

That the meeting be opened to members of the public.

CARRIED

FOR: Crs Davey-Burns, Cochrane, Davies, Hill, Hua, Bearsley and Saab
(7)

AGAINST: Nil (0)

The meeting opened to members of the public at 10.27pm.

Note: In the part of the meeting closed to the public it was resolved that the following resolution for Item 14.1 be made public:

14.1 New Aquatic and Leisure Centre - Facility Management

Moved: Cr Saab

Seconded: Cr Hill

That Council:

1. Endorse the officer recommendation to retain the in-house management model for the management of Waves Leisure Centre in Highett, and to proceed with the in-house management model for the future management of the new aquatic and leisure centre in Mordialloc; and
2. Determine, pursuant to Section 125 of the Local Government Act 2020 that this report and resolution be made publicly available following this meeting.

CARRIED

FOR: Crs Davey-Burns, Cochrane, Davies, Hill, Hua, Bearsley and Saab
(7)

AGAINST: Nil (0)

The meeting closed at 10.27pm.

Confirmed.....

The Mayor 22 July 2024

7. Planning and Place Reports

Agenda Item No: 7.1

ELECTRIC VEHICLE (EV) CHARGING POLICY FOR ADOPTION

Contact Officer: Vincent Ng, Sustainable Transport Officer

Purpose of Report

To seek adoption of Council's updated Electric Vehicle Charging Policy, shaped by recent community consultation.

Disclosure of Officer / Contractor Conflict of Interest

No Council officer/s and/or Contractor/s who have provided advice in relation to this report have declared a Conflict of Interest regarding the matter under consideration.

RECOMMENDATION

That Council:

1. Note the outcomes of community consultation on the draft Electric Vehicle Charging Policy;
2. Note the EV Charging Expression of Interest which has been issued via Tenderlink; and
3. Adopt Council's updated Electric Vehicle Charging Policy, which has been shaped by community consultation.

1. Executive Summary

In November 2023, Council endorsed the draft Electric Vehicle (EV) Charging Policy (draft Policy) for community consultation. Extensive community consultation on the draft Policy has informed the updated Electric Vehicle Charging Policy (Appendix 1) which is presented to Council for adoption.

An EV Charging Expression of Interest (EOI) has been issued to solicit market interest to install and manage EV chargers across the municipality. Subject to the outcome of the EOI, the exact number, location and rollout of public EV chargers will be confirmed.

A further briefing will be provided to Councillors on the outcome of the EOI process.

2. Background

In 2022, Council commissioned an EV charging report to examine how local governments in the region can facilitate provision of public EV charging infrastructure. In November 2023, Council endorsed a draft Policy for public consultation. In June 2024, the EV Charging Expression of Interest (EOI) was issued via [Tenderlink](#) to gauge commercial interest and detail Council's terms of engagement.

3. Discussion

3.1 Community consultation

From February to March 2024, Council proactively engaged with the community on the draft Policy. Council received over 100 survey responses, engaged over 30 participants at an Industry Co-Design Workshop, held 4 pop-ups and 3 community workshops and consulted 16 teams across Council (Appendix 2).

What we heard

- The intent of the draft Policy is supported by the community.
- The draft Policy principles are sound.
- Southland, Cheltenham, Mordialloc, Mentone, and Highett are the most popular locations for EV charging.
- The community would benefit from education on:
 - residential battery storage systems
 - purchasing an EV (costs and vehicle types)
 - installing solar to charge an EV
 - e-bikes and e-scooters.
- Policy backing for EV charging in new developments should be strengthened.
- Transparency concerning costs must be provided.
- Public EV charging must source from 100% renewable energy.

Industry insights co-design workshop summary

- Council's approach is "best practice, top 2-3% of councils".
- Placement in high-activity areas is crucial.
- United Energy site capacity assessments and grid connection approvals is essential.
- It is important to match the right type of charger to the specific use case.
- Lease and licence agreements should be shared.
- Integrated solar, battery, and EV charging represents a potential opportunity.

3.2 EV Charging draft Policy changes

As a result of community consultation, the draft Policy was updated to include the following:

- Choosing the right charger in the right location will require an appropriate mix of fast DC chargers in activity centres and slower AC chargers.
- AC chargers may be more appropriate in Council buildings, at reserves, or in residential, on-street kerbside locations.
- If a Charge Point Operator includes advertising, it must be in accordance with Council's *Commercial Use of Council Land Policy 2024*.

Best practice EV charging planning requirements for new developments

The community expressed a desire for the draft Policy to support stronger planning requirements. Council has aligned planning permit requirements for EV infrastructure with best practice including:

- Council Alliance for a Sustainable Built Environment (CASBE) - Elevated ESD Proposed Planning Scheme Amendment (Standard C3, 2024)
- Electric Vehicle Council recommendations (May 2024)
- National Construction Code (2025).

This will set a higher standard for planning requirements for EV readiness in future developments. This includes apartments, single and more than one dwelling on a lot, and other buildings such as Council facilities or future train stations.

Industry leading expectations in Council's Service Level Agreements

Two thirds of community members agree that 'charging infrastructure should be well-planned, designed, maintained, and accessible'. Council's draft EV Policy and license agreement reflects the federal government's guidelines for minimum operating standards, which includes an uptime requirement of 98%. The draft Policy also includes requirements for interoperability of systems, payment methods, regular maintenance and reporting, customer service, and vandalism, which are designed to ensure a reliable user experience.

3.3 Expression of Interest (EOI)

On 5 June 2024, Council's EV charging EOI (www.tenderlink.com/kingstoncity) was issued to solicit market interest in three areas:

1. **Faster DC public EV charging (25 – 75kW):** Planning, installing, and operating public EV charging stations in up to 12 prioritised locations across the municipality. Phase 1 (2024-2026).
2. **Slower AC pole mounted / kerbside EV charging (7 – 22kW):** Planning and designing a trial for either pole mounted or kerbside chargers.
3. **Innovation in EV Charging:** Leading innovation in public EV charging through an integrated solar and/or battery energy storage system (BESS) in at least one location.

3.4 Timeline

The exact numbers, dates, and locations will be confirmed subject to the outcome of the EOI process, however the following phased rollout is proposed:

Phase 1 of EV Charging Rollout of up to 12 locations: August 2024 – 2026

Phase 2 of EV Charging Rollout of up to 6 locations: 2027– 2030.

4. Compliance checklist

4.1 Council Plan alignment

Council's draft EV Charging Policy, approach to consultation, and EOI align with the strategic direction of sustainability. They provide a strategy to reduce congestion and pollution. This also supports the strategic direction of liveability and enabling a vibrant, enjoyable, and easy place to live through investing in high-quality community assets.

4.2 Governance Principles Alignment

Principle (c) - the economic, social, and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.

Principle (e) - innovation and continuous improvement is to be pursued.

4.3 Financial Considerations

The EOI proposes licence terms favourable to Council and invites the private market to propose rent for the licencing of Council parking bays. The Charge Point Operator is expected to cover the capital expenditure, cost of installation, maintenance, and decommissioning. They will impose a fee for users to charge their EVs.

Where grant opportunities are available, Council may lead delivery of EV charging infrastructure using state and federal grants.

Subject to the outcomes of the EOI process, Council may need to provide capital funding to ensure equitable coverage of sites. Further advice will be provided post completion of the EOI.

4.4 Staff Resources


It is envisaged that Council's EV Charging Policy can be delivered by existing resources within Council's Environmental Planning team.


4.5 Risk considerations

- **Safety** – strict *Design and Installation Guidelines* (Appendix 3) and enforcement through building and planning compliance mechanisms will minimise risk of fire and electrical problems.
- **Obsolete technology** – license terms will encourage a review of charging technology, ensure system interoperability, and encourage the provision of design drawings and software should a company cease to operate.
- **Accessibility and equity** – an evaluation panel will evaluate equitable coverage across municipality. The *Design and Installation Guidelines* ensure providers follow best practice accessibility design standards.
- **Escalation of costs** – Council will adopt a business model wherein a private operator installs, owns, and manages the assets.
- **Business Risk** – Council will consider inviting several Charge Point Operators to install equipment to:
 - allow specialised installers to exercise expertise
 - reduce dependency on a single supplier given the technological and business risk.

Appendices

Appendix 1 - City of Kingston Electric Vehicle Charging Policy (Ref 24/81085)  [↓](#)

Appendix 2 - EV Charging Public Consultation Report (Ref 24/161227)  [↓](#)

Appendix 3 - City of Kingston EV Charging Design and Installation Guidelines (Ref 23/288914)  [↓](#)

Author/s: Vincent Ng, Sustainable Transport Officer
Reviewed and Approved By: Susannah Kenny, Climate Emergency Lead
Helen F Scott, Team Leader Environmental Planning
Paul Marsden, Manager City Strategy
Jonathan Guttman, General Manager Planning and Place

7.1

ELECTRIC VEHICLE (EV) CHARGING POLICY FOR ADOPTION

1	City of Kingston Electric Vehicle Charging Policy	13
2	EV Charging Public Consultation Report.....	33
3	City of Kingston EV Charging Design and Installation Guidelines	57



Draft Electric Vehicle Charging Policy

DRAFT

VERSION NO.	6.2
APPROVAL	<i>Select appropriate approval level from below.</i>
	Council
	<i>Signature:</i>
	<i>Date:</i>
TRIM REFERENCE	24/81085
REVIEW	June 2024
RESPONSIBLE EXECUTIVE	General Manager Planning and Place
POLICY TYPE	Select Policy Type
	Council
POLICY OWNER	City Strategy

REVISION RECORD	Version	Revision Description
14-09-2023	3.0	Council approved DRAFT policy for consultation
15-03-2024	4.0	Comments from Industry Consultation
21-03-2024	5.0	Comments from Community Consultation
04-06-2024	6.0	Comments from Internal Consultation

Contents

1.	Introduction	4
2.	Purpose	4
3.	Scope.....	5
4.	Governance Principles	5
5.	Strategic Alignment.....	5
6.	Policy Details	6
6.1	Is it the right location for EV charging and is it feasible?.....	6
6.2	Council-Controlled Public Land and Charge Point Operators (CPO).....	7
6.3	Council Buildings and Facilities	7
6.4	Parking Restrictions.....	8
6.5	Placemaking and Advertising	8
6.6	Private Land	8
6.7	New developments and Council EV Charging Requirements	9
6.8	Households not able to install a charger	9
6.9	Data Capture and Management	10
7.	Council Land Site Approval and Connection	10
8.	Risk Management	10
8.1	Stakeholder Consultation.....	10
8.2	Safety and Fire	10
8.3	Service Level Agreement / Minimum Operating Standards	10
8.4	Business Risk, Costs, and Obsolete Technology.....	11
9.	Human Rights Charter.....	11
10.	Policy Review	11
	Appendix	12
1.	EV Charging Infrastructure Decision Making Process	12
2.	Additional related documents	12
3.	Key Stakeholders.....	12
4.	Service Level Agreement and Minimum Operating Standards.....	13
5.	Key definitions.....	15
6.	National Construction Code and Council Planning Application Requirements for New Developments	17
7.	Types of EV Charging.....	18

1. Introduction

Electric vehicles (EVs) are a small but rapidly growing segment of vehicles in Australia and have the potential to reduce transport emissions. Charging opportunities are one of main barriers for Australians interested in EVs. Kingston City Council (herein also referred to as Council) is well placed to help facilitate the development of the EV charging network, as Council manages much of the land allocated to parking within the municipality. It is also important to underscore while EVs are an important pathway to enabling a sustainable transport future, other initiatives will also play as critical a role including:

- reducing the number of trips
- reducing average trip distances
- encouraging a mode shift to active transport.

This policy, however, focuses on how Council is committed to maximising the contribution EVs can play in lowering emissions to net zero by 2030.

2. Purpose

This policy seeks to provide guidance for the planning, provision, installation, management, maintenance, and removal of Electric Vehicle (EV) charging infrastructure on public and private land in Kingston City Council, Victoria. Intended users may include groups listed in Table 1 below:

Who is this Policy for?

Intended User	Role and Responsibility is to:
Residents, local businesses, or developers	<ul style="list-style-type: none"> • plan, install, and operate EV charging. • ensure standard operating procedures are followed for safe and compliant installation.
Electric Vehicle Charge Point Operators, equipment installers, and service providers	<ul style="list-style-type: none"> • plan, install, and operate, and maintain EV charging infrastructure • ensure standard operating procedures are followed for safe and compliant installation.
Strategic and community facility planners, project managers	<ul style="list-style-type: none"> • ensure current and future developments have appropriate infrastructure
Transport planners	<ul style="list-style-type: none"> • review parking in planning permit applications or development referrals
Engineers and infrastructure teams	<ul style="list-style-type: none"> • provide advice on engineering risks • ensure planning considers other civil infrastructure
Parking Services	<ul style="list-style-type: none"> • monitor parking compliance • enforce EV charging service level agreement and minimum operating standards
Statutory Planners, Building Surveyors, Consultants	<ul style="list-style-type: none"> • advise on development and more specifically EV charging provision • ensure compliance with building and planning scheme requirements
Other government agencies (e.g. Department of Transport and Planning)	<ul style="list-style-type: none"> • plan development and manage referrals relating to EV charging infrastructure

3. Scope

This policy is applicable to EV charging infrastructure on public and private land in Kingston City Council. This includes charging infrastructure installed by Council, private businesses, developers, or residents.

This may include:

- private and public car parks
- on and off-street public charging
- Council facilities.

4. Governance Principles

To guide the decision-making for EV charging infrastructure, Kingston City Council:

- supports the delivery of a network of public EV charging stations to encourage a transition away from internal combustion engine vehicles
- considers relevant industry best practices, standards, regulations, research, and trends in EV market adoption
- aims to balance any commercial benefit from EV charging alongside community benefits
- envisions a role as a facilitator of the market to enable equitable, appropriate, and ample EV charging infrastructure
- fosters a competitive multi-operator environment which provides consumers with choice.
- encourages opportunities for the scope of EV charging installations to align with the objectives of Council strategies and plans, such as Integrated Transport, Urban Cooling, Urban Forest, Climate & Ecological Emergency Response Plan, and activity centre plans
- requires charging infrastructure to be well-planned, designed, maintained, and accessible as detailed in Council's *Design and Installation Guidelines* ([24/81346](#))

5. Strategic Alignment

This policy aligns with relevant federal, state, regional, and Council strategies and policies. This includes:

- The National Electric Vehicle Strategy (2023)
- Victoria's Zero Emission Road Map (2021)
- The South East Councils' Climate Change Alliance's (SECCCA) Electric Vehicle Charging Roadmap (Institute for Sensible Transport, 2022)
- The Council Plan 2021-2025 (Kingston City Council 2021)
- The Climate and Ecological Emergency Response Plan (Kingston City Council 2022), Priority Area 3 Transition to Sustainable Transport
- Integrated Transport Plan (Kingston City Council 2020)
- Council's Parking Management Policy (2024 under review)
- Council's Commercial Use of Council Land Policy (2024)
- Council's ESD Policy for Community Buildings (2021 under review)
- Elevating Environmentally Sustainable Design Proposed Planning Scheme Amendment (CASBE 2024)
- Greenstar Buildings (2020)
- Building Practice Note Energy Efficiency EE01-2022 (Victorian Building Authority 2023)
- The National Construction Code J9D4 Facilities for Electric Vehicle Charging Equipment (NCC 2022).

6. Policy Details

6.1 Is it the right location for EV charging and is it feasible?

To assess feasibility and determine the right charger for the right location, a decision to install EV Charging infrastructure should be based on the following criteria:

- current and future population, housing, and EV ownership projections
- proximity to amenities and typical dwell time to match with appropriate charger type (AC/DC)
- land ownership – prioritising Council owned or controlled land or locations where Council has influence
- parking accessibility, availability, and current and anticipated changes to parking restrictions
- safety and visibility
- existing EV chargers nearby
- infrastructure: access and proximity to adequate power supply
- distance and complexity required for ground works such as trenching, boring, and cabling
- integrated charging benefits: co-location with solar and battery solutions
- community and industry feedback
- charging needs of the type of user or EV driver (see figure 1 below and Types of EV Charging, Appendix 7).

The Charging Needs of EV Drivers

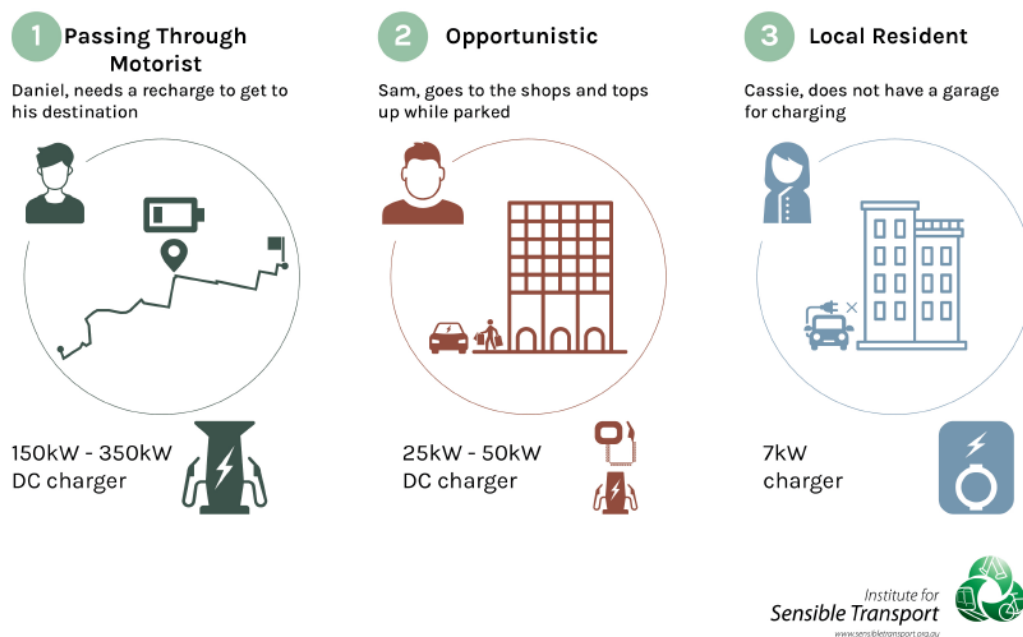


Figure 1 (IST 2022)

The Environmental Planning team can provide referral advice in considering locations and types of chargers. The following sections provide guidance for EV chargers on different types of land.

6.2 Council-Controlled Public Land and Charge Point Operators (CPO)

Research has shown that most charging for private vehicle use happens at home or at the office. Local government has a role in facilitating the development of a network of fast public use chargers for drivers wishing to charge away from home. This includes activity centres, Council car parks and other Council-controlled land, and in some cases on-street kerb-side charging. Local government also has a role in supporting the provision of charging equipment for those who cannot charge at home and for renters.

Council will support initiatives led by the private sector to deliver a network of public EV chargers. Through a public procurement process, Council will work with CPOs and will assist by identifying suitable Council owned land. In some cases, this may be Council-controlled or state-leased land. An evaluation panel will evaluate and prioritise accessibility and equitable coverage across municipality.

Ownership and Funding Model

Council will not own or operate the EV chargers but rather sees its role as the responsible authority to plan, license land for use, and facilitate the market to scale appropriate installation of EV charging infrastructure. The CPO is expected to cover the capital expenditure, cost of installation, maintenance, and decommissioning. Council may charge a rental or licencing fee and in turn CPOs will charge users a pay per charge fee to cover the operational and capital costs and make a profit. In certain circumstances, Council may lead delivery of EV charging infrastructure using state and federal grants when available. Ultra-Fast chargers may be considered in areas with a major freeway.

Licence Agreements

When an appropriate site has been agreed upon, Council will issue a licence to operate an EV Charger on Council (controlled) public land. The licence will include:

- terms and conditions
- maintenance
- decommissioning
- expectations for *service level and minimum operating standards* (see Appendix 4).

Licences will generally be program-level agreements to encourage private sector interest and investment. To encourage the private market uptake, allow specialisation in charger types, and avoid risk over-exposure from a single supplier, Council may choose to allocate more than one license to different operators. Under a license agreement there may be several sites included. Subsequent site licences can then be appended to the overarching agreement and be updated or amended as future sites are agreed. Licences will not limit EV charging exclusivity to a single operator.

Land Abutting State Arterial Roads

Under the *Road Management Act 2004*, permission to install EV charging on state controlled arterial roads must be referred to the Department of Transport and Planning (DTP). Land falling within a TRZ1/2 planning zone is under the jurisdiction of DTP and permission must be sought for installation of any non-exempt infrastructure including EV charging.

6.3 Council Buildings and Facilities

In certain locations, Council may have a role to play in providing EV charging not only for staff, but also for the public at Council buildings and facilities. Council's fleet transition roadmap provides a timeline for transitioning to a fully electric fleet. This is supported by building upgrades to infrastructure that will be required for larger

scale projects that are also supporting degasification of Council buildings and planning for future energy demands. Important consideration needs to be given to ensuring the right type of charger is at the right location.

The following resources may help guide your decisions making:

1. EV Charging Infrastructure Decision Making Process (see Appendix 1)
2. Is it the right location for EV charging and is it feasible? (see section 6.1)
3. Types of EV Charging (see Appendix 7)
4. National Construction Code and Council Infrastructure Requirements for New Developments (see Section 6.8 and Appendix 6)
5. Kingston City Council EV Installation Standard Operating Procedure (see *Design and Installation Guidelines*)

6.4 Parking Restrictions

In most cases parking restrictions for EVs will be the same as surrounding parking spaces. In general, most parking bays will be signed with a time limit and 'Recharging electric vehicles only.' Council does not consider converting parking spaces to EV charging to be a 'loss' of parking capacity. Given the existing and growing presence of EVs in Kingston, new EV charging spaces reallocate spaces from internal combustion engine vehicles that are being phased out.

6.5 Placemaking and Advertising

Council will:

- sign and line mark the EV parking bays in line with industry requirements but also encourage opportunities for placemaking (see *Design and Installation Guidelines*)
- ensure signage and wayfinding is consistent with Council's *Wayfinding Strategy 2023* and relevant streetscape or placemaking guidelines
- provide signage and wayfinding where appropriate to and from the charging location
- not preclude advertising on digital screens that are installed in proximity with charging units. Council will consider the impacts of commercialising public space, commensurate community benefit, the type of advertising, and opportunities to promote Council programs and community information
- ensure advertising will be consistent with Council's *Commercial Use of Council Land Policy (2024)*.

6.6 Private Land

Council supports the installation of EV charging infrastructure on private land. In general, no approval is required from Council when a charger is installed at a private dwelling, exclusively for private use. It is important that any works are carried out in a manner that meets relevant Australian standards for electrical works.

Locations under heritage controls require planning permission for the installation of a visible EV charger if the charger will be visible from the road or park. Council will support the installation of EV charging where it does not impact upon or detract from what is important about a particular heritage place as identified in its associated Statement of Significance.

All EV charging must adhere to Kingston City Council's Planning Scheme and the National Construction Code.

6.7 New developments and Council EV Charging Requirements

The National Construction Code (NCC) mandates a minimum level of EV charging readiness that must be met in new developments. To address gaps in the NCC, this policy outlines Council's additional best practice requirements for EV charging (see Appendix 6). This aligns with:

- Council Alliance for a Sustainable Built Environment (CASBE) Proposed Planning Scheme Amendment (Standard C3, Elevated ESD, 2024)
- Greenstar Buildings (2021)
- EV Council recommendations (May 2024)
- Proposed National Construction Code (2025).

Future parking bays must include 'EV Ready' infrastructure. 'EV Ready' means development that has been constructed to include the enabling infrastructure for EV charging facilities through the installation of end point charging infrastructure that may be provided at a future point in time. To be EV ready, all car parking facilities should:

- include the provision of a minimum of two EV enabled parking spaces if visitor or shared parking spaces are proposed
- future proof and provide EV ready infrastructure, (see Appendix 6 for a full list of requirements and *Design and Installation Guidelines* for technical requirements such as cabling and switchboards)
- locate shared EV charging space(s) in highly visible, priority locations
- provide clear signage indicating that EV charging is available at the shared space(s)
- design car parking facilities to be adaptable to other uses
- adopt flexible car parking spaces to facilitate adaptable uses or transfer of ownership.

Electric Micro-mobility: E-Bikes, mopeds, and scooters

In addition, all development should be designed to support modal shift to more sustainable forms of transport. All car parking facilities should be designed to support the charging of motorcycle, moped, electric bicycle or scooters through:

- providing electrical capacity for appropriate charging outlets at the parking / storage area
- providing a general power outlet for every six vehicle parking spaces to support charging.

6.8 Households not able to install a charger

In areas where many residents are unable to install charging equipment, Council will seek to develop a system to facilitate supply.

Homes without Off-street Parking and Kerbside / Pole-mounted Charging

When considering on-street charging locations, kerbside or pole-mounted charger installations may be suitable in commercial and medium or higher density residential or potentially mixed-use zones. Council anticipates that the Victorian government will be introducing parking reforms that remove minimum parking requirements for new developments in areas that have a good public transport accessibility. This will result in future residents who may not have access to a garage or home charging.

Council will facilitate a trial for on street kerbside or pole-mounted chargers and will aim to:

- align with governance principles and existing framework for evaluating feasible locations

- ensure any charging infrastructure does not compromise current or planned bicycle network
- reserve future options for changes to the streetscape (e.g. bicycle lanes) with consideration for limiting charging only on one side of the street
- consider both current use and how future development will impact use
- consider the impact on street assets including but not limited to trees, street furniture, and footpaths
- facilitate installation of appropriate chargers that match dwell time and parking restrictions in the area.

In addition to facilitating a network of chargers across the municipality, Council may provide fact sheets and information sessions for potential EV owners, renters, and landlords.

6.9 Data Capture and Management

All drivers should be able to locate available and working charge points easily when they need to charge their vehicle. For all DC fast charging sites, the CPO will provide timely and accurate data that can publicly show the availability status and operational uptime of a charging station's charging bays via an online platform. This requirement will be strongly encouraged for all charging sites where reasonable. For chargers installed on Council land, Kingston City Council requires that certain data such as usage of chargers, energy consumed, emissions offset, and pricing be shared preferably via a database link to inform policy planning and reporting. More detailed information may be treated as commercial in confidence by operators.

7. Council Land: Site Approval and Connection

If the EV charger is located on Council (controlled) land, understanding the future load demand for EV charging and existing supply capacity is essential. Council's Buildings Infrastructure team can provide information on existing supply and switchboard capacity. Where a major upgrade is justified, network augmentation or upgrades may be required. A site assessment may be required by the Distribution Network Service Provider - United Energy. A more detailed overview of Council's standard operating procedure for site approval and United Energy's grid connection process is detailed in the *Design and Installation Guidelines*.

8. Risk Management

8.1 Stakeholder Consultation

The installation of chargers on private land requires no stakeholder consultation by Council. Chargers on public land may require consultation. All relevant stakeholders should be identified and consulted as early as possible. This will also help to mitigate potential risks such as community opposition to reallocation of parking.

8.2 Safety and Fire

Important considerations to mitigate safety and fire risks must be considered during design and installation. Council will ensure best practice installation requirements are adhered to and have provided *Design and Installation Guidelines*. Strict enforcement through building and planning compliance mechanisms will minimise risk of fire and electrical problems. These guidelines will be updated periodically as technology and best practice evolves.

8.3 Service Level Agreement / Minimum Operating Standards

As recommended by the Energy and Climate Ministerial Council (2023), Council will seek to establish service level agreements / minimum operating standards (Appendix 4), as recommended by the Energy and Climate Ministerial Council (2023). Council's service level agreement includes:

- number of charging ports
- connector types
- minimum availability (uptime)
- maintenance and decommissioning
- safety issues
- payment
- pricing
- customer service
- interoperability
- accessibility.

8.4 Business Risk, Costs, and Obsolete Technology

To mitigate business risk, Council will consider inviting several CPOs to install equipment to:

- allow specialised installers to exercise expertise
- reduce dependency on a single supplier given the technological and business risk.

Furthermore, to mitigate the risk of obsolete technology, Council's license terms will encourage a review of charging technology, ensure system interoperability, and encourage the provision of design drawings and software should a company cease to operate. To manage the risk of escalation of costs, Council will adopt a business model wherein a private operator installs, owns, and manages the assets.

9. Human Rights Charter

This policy has been reviewed against and complies with the *Victorian Charter of Human Rights and Responsibilities Act 2006*.

10. Policy Review

Given the rapidly changing nature of technology and developments in the EV industry, this policy shall be reviewed every 3 years.

Appendix

1. EV Charging Infrastructure Decision Making Process

The following diagram provides guidance to the decision-making process.

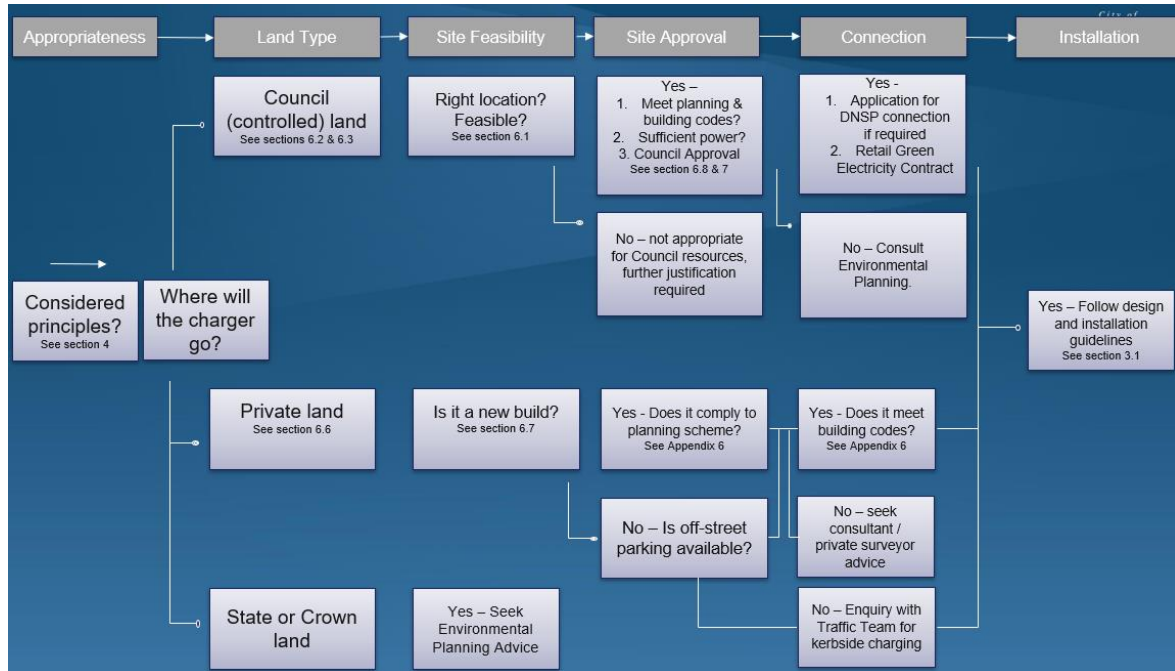


Diagram 1: Kingston City Council EV Charging Decision Making Tree (2023)

2. Additional related documents

Resources, guidelines, and policies reviewed include:

- The State of Electric Vehicles (The Australian Electric Vehicle Council 2023)
- Guidelines for Electric Vehicle Charging Infrastructure on Council Land (The City of Paramatta 2022)
- Electric Vehicle Charging Infrastructure Study (Winchester City Centre 2018)
- Electric Vehicle Charging Policy (City of Darebin 2022)
- Merri-Bek (Mooreland) Low Emission Electric Vehicles Standard (2021)
- The City of Stonnington EV Charging Infrastructure Policy (2022)
- City of Kingston Design and Installation Guidelines (2024) CM-24/81346

3. Key Stakeholders

The following stakeholders have been consulted and have contributed to the development of this policy:

Internal stakeholders	External Stakeholders
Councillors	Residents
Executive Leadership Team	Representative Community Group
Environmental Planning	Environment and Open Space Advisory Committee
Traffic and Transport	State Government

Strategic Planning	Department of Transport and Planning (DTP)
Statutory Planning and Environmentally Sustainable Design Specialists	Department of Energy Environment and Climate Action (DEECA)
Urban Design	Local government areas & councils
Open Space / Public Space	Merri-Bek Council
Project Management Office (PMO)	City of Stonnington
Property Services	Bayside City Council
Parking Services and Compliance	City of Port Phillip
Engineering Design Infrastructure	City of Melbourne
City Works	EV charge point operators / industry experts
Active Kingston	Jolt, CPO
Kingston Business	Energy Australia, Energy Retailer
Procurement and Contracts	Beyond EV, CPO
Equity and Inclusion	Evie, CPO
Local Laws	The Institute for Sensible Transport (IST)
Aquatic Centres	JetCharge, CPO
Municipal Buildings Surveyors Department	The Electric Vehicle Council

Table 2: Key Stakeholders

4. Service Level Agreement and Minimum Operating Standards

Category & Outcome	Minimum Requirement	Comments and Future Considerations
Number of charging ports All EV drivers should be able to have access to a reliable supply of charging equipment within a designated site to avoid excessive delays or competition over these resources.	At a minimum, each site hosting Direct Current (DC) chargers should have two DC charging units, with at least two plugs/ports (and two bays) each. At least one bay per site needs to meet disability accessible parking bay (DAPB) compliance with respect to parking and charging accessibility ¹ . The number of charging ports for Alternating Current (AC) charging sites will be determined on a site-by-site basis in the relevant funding program.	Number of charging ports for AC charging sites will be determined on a site-by-site basis in the relevant program.
Connector types To enable and reflect the present and future EV charging technology needs.	At least 70 percent of each DC fast charging site must include Combined Charging System (CCS) Type 2 plug connectors (see design and installation guidelines).	CHAdeMO connectors can be installed at the site should the CPO provide the case to do so.
Minimum availability (uptime) EV consumers should feel confident that the charging infrastructure in Kingston is reliable to use.	Each plug at each site will have at least 98 percent annual uptime - calculated as follows: $(\# \text{ of hours in available period} - (\sum \text{ Outage hours} - \sum \text{ Excluded Time hours})) / (\# \text{ of hours in available period}) \times 100$ Available period = total number of hours the plug is available to the public (e.g., if this is limited by opening hours of the site host, the available period is limited to the standard opening hours of the site). Excluded Time = includes evidenced time attributable to planned and unplanned network outage, time attributable to site inaccessibility that is the responsibility of the CPO. Outage = time when the plug is not available to supply charging services, such as loss of communications.	This will be calculated on a 12-month (annual) period. Reported on a quarterly basis for the previous 12 months.
Maintenance Ensure public chargers are in good working order	CPO is expected to: Undertake 6 monthly preventative condition inspections, including servicing and through cleaning Undertake upgrades to software and hardware as required to ensure continuity of a service that meets customer needs Undertake reactive inspections, maintenance, works, and repairs including rectifying damage caused by vandalism and acts of nature Agree that if a site is inoperable for three months, Council reserves the right to ensure its removal within 28 days at the cost of the CPO.	
Performance and	Notify Council of planned or unplanned outages when EV	

<p>Reporting Ensure Council and the public have visibility to the performance of public assets</p>	<p>chargers are offline for more than 24hrs. Notification to occur within 24hrs of contractors being aware of the outage and shall include the details of the proposed rectification and weekly updates until resolved</p> <p>Not later than 20 business days following the end of the month send to Council a statement specifying the following information:</p> <ol style="list-style-type: none"> Vehicle charging data (timing, kWh, avoided Greenhouse gas emissions, user costs) Details of system outages Details of inspections, servicing, and repairs Proposed actions and timelines for rectifying faults and/or planned inspections and works. 	
<p>Customer service EV consumers should have the ability to access support for their charging issues/incidents.</p>	<p>Each DC fast charging site should clearly communicate a method of communicating/reporting issues and reaching customer support. Each Owner will maintain a support service line that is accessible to those with disabilities (e.g., hearing impairment). This requirement will be strongly encouraged for AC charging sites where reasonable and practical to do so.</p> <p>Expected response times to respond to any complaint regarding a Kingston City Council Charger within 10 days.</p> <p>Upon fixing an issue within 24hrs the CPO will also update comments on Plug Share to notify the public the station is operational.</p>	
<p>Safety Issues</p>	<p>Safety issues must be addressed within 24hrs of being reported. A site visit must be made by a technician and a plan for rectifying the issue(s) along with expected timelines for fixing the problem must be communicated to Council.</p> <p>All relevant standards for electrical safety will be met. EV charger site installations should encourage consideration of:</p> <ul style="list-style-type: none"> sites that are near local amenities, shops, cafes, toilets, playgrounds, residential areas the EV charging areas to be well illuminated and meet standards in accordance with AS/NZS 1158. 	
<p>Payment Consumers should be able to charge their vehicle and pay with ease, as they would for any other service.</p>	<p>All DC charging sites must provide an option for contactless payment that supports credit and debit card transactions that does not require a payee's mobile or internet signal. This requirement will be strongly encouraged for AC charging sites where reasonable and practical to do so. Each site should also provide an alternative method of payment such as smart phone or website applications, or over-the-phone credit or debit card payment systems.</p>	
<p>Pricing Consumers should be able to access and understand the pricing offers across the charging network in Australia.</p>	<p>For all DC fast charging sites, the charging unit's pricing should be clearly expressed in cents per kilowatt hour and visible without the payee requiring mobile or internet signal to access the pricing. This requirement will be strongly encouraged for AC chargers where reasonable and practical to do so.</p>	
<p>Graffiti and vandalism Ensure public chargers are in good working order</p>	<p>Graffiti or vandalism must be assessed within 48hrs of being reported. A site visit must be made by the operator and a plan for rectifying the issue(s) along with expected timelines for fixing the problem must be communicated to Council. Graffiti is expected to be cleaned within 3 weeks of being reported.</p>	
<p>Interoperability We want to enable an evolving EV charging infrastructure to support future technologies, and existing capabilities available overseas.</p>	<p>The minimum Communications & Security Standards should support: · OCPP2.0.1 compliance (and able to be updated to newer version) · ISO15118 compliant (Vehicle-to-Grid future capability).</p> <p>Council will encourage escrowed design drawings and software to be made available if a company ceases to operate.</p>	<p>To manage supplier risk (e.g., business failure) hardware and software ideally should be relatively easily transferred between different operators.</p>
<p>Accessibility All consumers should be able to have access and the ability to Australia's public EV</p>	<p>In relation to disability accessible parking bay requirements, chargers must meet the relevant standards in accordance with AS/NZS 2890.6 Cl. 2.2.2 or AS/NZS 2890.6 Cl. 2.2.1, Cl.3.2 b) 11) as applicable.</p>	

<p>charging infrastructure.</p>	<p>The CPO must also:</p> <ul style="list-style-type: none"> · Demonstrate that access for people with disability has been considered, including the height and access to use screens and the usability of digital and physical infrastructure for people with various types of disabilities, in compliance with relevant guidance and standards. · Ensure that no other fees from co-located businesses can be asked of drivers to access a location (such as a shopping centre carpark fee). · Ensure parking bays are clearly marked and easy to find through use of way-finding technology or signage. · Ensure that reassurance and location signage is provided for charging infrastructure located on National and State Highways. · ensure infrastructure, including cables, do not impede footpaths, bike paths, roads, carparks, recreation space, or pedestrian and cyclist access in any way. · Enable EV charging bays to have sufficient length and width to allow for larger EVs which have front, side and rear charging points. · Ensure that all charging stations of a capacity greater than 150kw constructed from 1 Jan 2025 should include at least one 'drive-through' / pull-through charging bay, larger in dimension than minimum DAPB dimensions, to cater for all vehicles (including larger vehicles) and those towing where there is sufficient physical space. 	
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Table 3: Service Level Agreement and Minimum Operating Standards

5. Key definitions

Charge Point Operator (CPO): An organisation which owns and/or operates charging infrastructure, including the hardware and software systems needed to manage them. The CPO may also be:

1. involved in the installation of the charging infrastructure, and
2. generally contracted by the Charge Point Owner (Owner) to be responsible for ensuring effective maintenance, safety, ongoing compliance, payment systems, customer information and customer support.

A CPO may also be a Charge Point Owner.

Charge Point Owner (Owner): An individual or organisation that owns and provides EV charging infrastructure at a public or private location (such as a shopping centre, public carpark, or workplace). An Owner:

1. is responsible for financing the charging infrastructure
2. dictates branding, and once complete
3. remains in possession and control of the infrastructure.

An Owner may also be a site owner and/or a Charge Point Operator.

Charge site owner: The landowner of the charge site (which may or may not be the Charge Point Owner / Operator). Depending on the location (public, private) the energy is purchased by the charge location owner or by the CPO. Depending on commercial arrangement, a charge location owner may responsible for ensuring access and safety of the broader location (e.g. access and fire stairwells of a multi-story carpark).

Charging bay: A designated parking spot where a single EV can charge using the electric vehicle supply equipment (EVSE) of a charging station or charging unit. Vehicles other than electric vehicles (or electric vehicles that are not charging) are not allowed to use this parking spot.

Charging infrastructure: An overarching term which refers to the equipment (hardware and physical assets) which collectively supports EV charging, including but not limited to charging bays, Electric Vehicle Supply Equipment such as charging stations, including charging plug(s) and port(s), electrical equipment, on-site battery, renewable energy generation equipment.

Charging station: A term used to describe a collective bank of one or more charging bays operated by a CPO.

Charging unit: A unit that supplies electricity to an Electric Vehicle. It is usually the unit that sits outside the vehicle on the wall or ground. Each EVSE unit may:

- have one or more charging cords/plugs/ports.
- refer to stand alone charging units, or modular systems (referred to as Satellites or Dispensers).

Electric Vehicle Supply Equipment (EVSE): The overarching term to describe the system - that includes both hardware and software - which provides electric power to an electric vehicle and recharges the vehicle's batteries. EVSE systems include the electrical conductors, related equipment, software, and communications protocols that deliver energy to the vehicle.

EV Ready: EV Ready means development that has been constructed to include the enabling infrastructure for EV charging facilities through the installation of end point charging infrastructure to be provided at a future point in time (see *Design and Installation Guidelines* for technical notes).

Placemaking: Placemaking is a process and a philosophy that aims to create public spaces that improve urban vitality and promote people's well-being. Placemaking is based on collaboration and participation of the local community and makes use of urban design principles. Placemaking can be either official or grass roots and can involve various interventions to transform public spaces.

Plug/connector: A general term to describe the standard plugs used in Australia - the end of the flexible cable on the charging unit, that interfaces with the socket outlet on the EV, and is integrated into all DC fast and ultra-fast charging units.

Port/socket: The port on the charging unit (where a cable is not integrated), that interfaces with the users BYO cable.

Public EV charging infrastructure: The EV charging infrastructure is public if it is:

1. intended for use by members of the public (including those situated in public car parks, whether those car parks are available only to consumers of specific goods or services); and
2. not intended for:
 - a. exclusive use in respect of a vehicle produced by a specific manufacturer
 - b. use by persons engaging in specific occupations
 - c. use by persons whilst at their place of employment (including visitors); or
 - d. exclusive use by occupiers of, or visitors to, residential premises.

Site: An area defined with an address, which is used to describe the specific location of a publicly accessible EVSE. A site may contain one or more charging stations, from one or more CPO to support EV charging.

6. National Construction Code and Council Planning Application Requirements for New Developments




Building Type	National Construction Code (NCC 2022)	National Construction Code Proposed Changes (NCC 2025)	Council requirements for provision of EV charging infrastructure
Apartment Buildings	100% EV Ready parking bays sized to support the future installation of a 7 kW (32 A) type 2 EV charger (Class 2 building)	EV charging equipment sufficient to serve the daily driving needs of all building occupants (Class 2 building, see J1P4)	<ul style="list-style-type: none"> 100% EV Ready parking bays which includes visitor and car share spaces if proposed EV charging equipment shall be installed will be, at minimum, the lesser of: 10% of the total number of all parking spaces in the development or the total number of shared parking spaces (EV Council 2024).
Single dwellings / Two or more dwellings on a lot	Not addressed	Where a building is provided with one or more car parking spaces, the main switchboard must be provided with at least one single-phase circuit sized to support a load of 32 A, with active conductors of at least 6 mm ² cross sectional area, that terminates at one of the car parking spaces with: <ul style="list-style-type: none"> (a) a general purpose outlet of at least 15 A labelled to indicate that its purpose is for electric vehicle charging; or (b) electric vehicle charging equipment. 	<ul style="list-style-type: none"> 100% EV Ready parking bays which includes visitor and car share spaces if proposed The main switchboard must be provided with at least: One single-phase circuit sized to support a load of 32 A, with active conductors of at least 6 mm² cross sectional area, that terminates at one of the car parking spaces with: <ul style="list-style-type: none"> (a) a general purpose outlet of at least 15 A labelled to indicate that its purpose is for electric vehicle charging; or (b) electric vehicle charging equipment.
Other development <i>Under 5,000 sqm including Council buildings (Class 5 or 9)</i>	10% EV Ready parking bays 20% EV Ready parking bays for Class 3, 7b, 8, 9 Buildings (NCC 2022)	<ul style="list-style-type: none"> A carpark or carparking area with 40 or less carparking spaces associated with a Class 3 building or Class 5 to 9 building must have at least one electric vehicle charger with a capacity of at least 7kW (32A). 	<ul style="list-style-type: none"> A carpark or carparking area with 40 or less carparking spaces must have at least one electric vehicle charger capable of servicing two bays with a capacity of at least 7kW (32A). 25% EV Ready staff car parking spaces (or a minimum of one space). 100% EV Ready car share spaces if proposed.
Other development <i>Over 5,000 sqm including Council buildings (Class 5 or 9)</i>	10% EV Ready parking bays 20% EV Ready parking bays for Class 7b, 8, 9 Buildings (NCC 2022)	In a carpark or carparking area with more than 40 carparking spaces, electrical vehicle charging equipment with a capacity of at least 7kW (32A) must be installed to serve at least: <ul style="list-style-type: none"> 10% of carparking spaces associated with a Class 5 or 6 building; or 15% of carparking spaces 	<ul style="list-style-type: none"> 10% of all car parking spaces with installed EV charging equipment complete with chargers and signage 25% EV Ready staff car parking spaces (or a minimum of one space). 100% EV Ready car share

		<p>associated with a Class 3, 7b, 8 or 9 building; and</p> <ul style="list-style-type: none"> 10% of carparking spaces required to be accessible associated with a Class 3, 5, 6, 7b, 8 or 9 building. 	spaces if proposed.
New Train Station car park	See <i>Design and Installation Guidelines</i> for distribution boards requirements	<ul style="list-style-type: none"> See <i>Design and Installation Guidelines</i> for distribution boards requirements 	<ul style="list-style-type: none"> Advocate for 5% installed EV charging infrastructure complete with chargers and signage Advocate for 20% EV Ready parking spaces.

Targets for Council requirements reference Standard C3, Elevated ESD Planning Scheme Proposed Amendment (Council Alliance for a Sustainable Built Environment CASBE 2024).

Targets from the National Construction Code reference J9D4 Facilities for Electric Vehicle Charging Equipment (ACBC 2023), [Building Practice Note Energy Efficiency EE01-2022](#) Victorian Building Authority (2023),

7. Types of EV Charging

Level and Description	
	<p>Level 1 – AC single or three phase power point</p> <ul style="list-style-type: none"> slowest rate of charge, approximately 10-25kms of range per hour of charging using an 'electric vehicle supply equipment (EVSE) cable, an EV can be connected to a normal household power point – usually 10-15 amps. power is supplied by EVSE cable to the vehicle's onboard inverter, which converts AC grid power to DC power, the type stored by the traction battery.
	<p>Level 2 – fixed AC charging unit, 7 kW or 22kW</p> <ul style="list-style-type: none"> faster rate of charge, approximately 30-40kms of range per hour of charging. a connected wall-mounted charging alternating current (AC) unit at 7kW (single phase) or 22kW (three phase). Installed in homes, apartment buildings, shopping centres & other public spaces. May be installed close to solar panels and domestic battery energy storage systems. level 2 chargers require 40 amps per phase x the number of ports (single or dual ports are both available) power is supplied by the unit to the vehicle's onboard inverter, which converts AC grid power to DC power, the type stored by the traction battery.
	<p>Level 3 – DC charging unit, 25kW – 350 kW</p> <ul style="list-style-type: none"> fastest rate of charge, upwards of 150kms of range per hour of charging. known as rapid or ultra rapid, DC units are large floor mounted chargers popular in commercial locations or roadside services. May be installed near large scale solar carports and battery storage systems. level 3 chargers require 50 – 500 amps per phase x the number of ports (single or dual port units are available). AC grid power is supplied to the DC unit, where it is converted to DC power before being supplied directly to the vehicle traction battery. This speeds up the charging process.

EV Firesafe (2024)



City of
KINGSTON

A photograph of a silver electric vehicle parked at a charging station. The car is on the left, and the charging station with its cables is on the right. The background shows a clear blue sky and some trees.

Electric Vehicle (EV) Charging Policy and Placement Plan

**Consultation
Summary Report**

June 2024

Over February and March 2024, we asked our community to help ensure Kingston City Council's Draft Electric Vehicle (EV) Policy meets the needs of the community and electric vehicle charging stations are placed in appropriate locations.

Community consultation summary:

- The principles and intent of the policy is supported by the community
- The policy principles are sound
- Some locations are much more popular than others
- More education on various aspects of EV adoption, including costs, vehicle types, battery management, installation processes, suppliers offering solar and battery solutions would be beneficial
- Further requirements for EV charging in new developments should be added
- Transparency concerning cost distribution and advantages must be provided
- Public EV charging will source from 100% renewable energy.

Industry Insights Co-Design workshop summary:

- Council's approach is seen as "best practice, top 2-3% of Councils" – Charge Point Operator
- Placement in high-activity and amenity areas is crucial
- United Energy capacity assessments and grid connection approvals is essential
- Important to match the right type of charger to the specific use case
- Insights into lease and licence agreements
- Integrated Solar, Battery, and EV Charging represents an opportunity.

EV policy and Placement Plan changes

As a result of community consultation, the EV policy and include the following changes:

1. Choosing the right charger in the right location will require an appropriate mix of fast DC charger in activity centres and slower AC chargers in Council buildings, at reserves, or in on-street locations.
2. Council will consider inviting several Charge Point Operators (CPO) to install equipment to:
 - a. Allow specialised installers exercise expertise
 - b. Reduce dependency on a single supplier given the technological and business risk
3. If a CPO includes advertising in the their product offering, it must be in accordance with Council's "Commercial Use of Council Land Policy."
4. Council will explore integrated solar and/or battery and EV charging potential benefits.

A snapshot of the methodology

Community consultation was promoted widely via a variety of channels to build awareness of the draft EV Policy and Placement Plan and multiple opportunities were provided for the community to give feedback.

Platform	Details
Social media	<ul style="list-style-type: none"> • March consultation carousel: 3,138 • Corporate page reach: 1,558 • Story series reach: 218 • Business page reach: 77
eNews	<ul style="list-style-type: none"> • Kingston eNews • Kingston Business eNews • Your Kingston Your Say eNews • Our Place eNews • Pinboard Kingston staff news
Signage	<ul style="list-style-type: none"> • 12 x digital screens, displayed in Council buildings, Hubs and Libraries • 12 Signs at EV charging stations across Kingston for one month with links to the survey
Advertising	<ul style="list-style-type: none"> • Chelsea Mentone Mordialloc News
Pop-up	<ul style="list-style-type: none"> • 4 x pop-up information sessions
Workshops	<ul style="list-style-type: none"> • Industry Insights Co-Design Workshop: 31 attendees • Representative Community Panel: 23 attendees • Kingston library EV information session: 33 attendees

Platform	Details
Stakeholder engagement (Internal)	<ul style="list-style-type: none"> • Environmental Planning • Traffic and Transport • Strategic and Statutory Planning • Property Services • Procurement and Contracts • Local Laws • Parking Services and Compliance • Fleet and Sustainability • Waste Management and City Works • Aquatic Centres (New and Waves) • Roads and Drainage • Open Space • Comms and Engagement • Project Management Office • Urban Design and Place • Engineering Design • Kingston Business • Organisational Equity and Inclusion • Regular Quarterly Project Working Group (with representatives from teams above) • Climate Change and Ecological Emergency Response Group (CEERP)
Stakeholder engagement (External)	<ul style="list-style-type: none"> • Electric Vehicle Council • United Energy (Distribution Network Service Provider, DNSP) • Yarra Energy Foundation (co-location benefits with Community Batteries) • Local community groups (Transition Kingston) • Environment and Open Spaces Advisory Committee • Access and Equity Advisory Committee • Charge Point Operators including but not limited to: Evie Networks, Tesla, Charge Post, Jolt, Beyond EV

Engagement summary

How People Participated



Online engagement

3,138 March consultation carousel

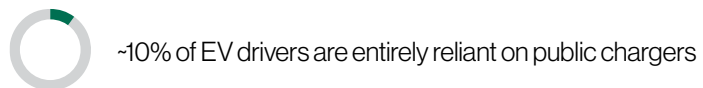
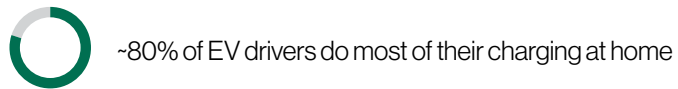
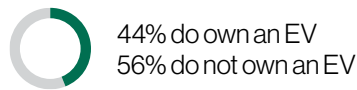
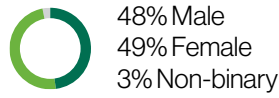
1,558 Corporate page reach

218 Story series reach

77 Business page reach

Demographics

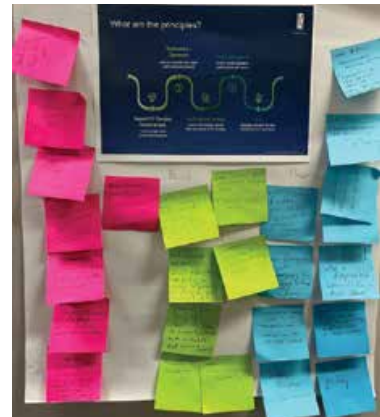
46–55 years Median age



Face to face engagement

102 Data points on locations submitted through workshops via feedback at pop-up information sessions and workshops

93 Comments on post it notes through workshops.





What we heard

Positive Community Response to the draft Electric Vehicle Policy

Community feedback on the draft Electric Vehicle Policy and Placement Plan was predominantly positive, with residents expressing appreciation of the guiding principles shaping the draft EV policy. The opportunity to advocate for increased sustainable transport options was also taken up by the community.

When asked to review the draft EV policy and the key principles, more than 7 out of 10 residents agree with Council taking a role to support the delivery of a network of public EV charging stations and approximately 6 in 10 support the role of Council as a 'facilitator' of private market delivery. The overall response underlined a supportive stance towards the policy's key principles.

Broad support for policy principles

Policy Principle	Agree
Supports the delivery of a network of public EV charging stations to encourage a consumer transition away from internal combustion engine vehicles	72%
Requires charging infrastructure to be well-planned, designed, maintained, and accessible as detailed in Council's Design and Installation Guidelines	65%
Recognises that while EVs are an important way to enable a sustainable transport future, other initiatives such as promoting walking, cycling, and public transport play a critical role	59%
Envisions Council's role as a facilitator of the private market to enable equitable, appropriate, and ample EV charging infrastructure	57%
Fosters a competitive multi-operator environment which provides consumers with choice	56%
Aims to balance any commercial benefit from EV charging alongside community benefits	52%
Considers relevant industry best practices, standards, regulations, research, and trends in EV market adoption	51%
Encourages opportunities for the scope of EV infrastructure installations to align with the objectives of Council strategies and plans	46%

Fantastic to see Council working on this. We purchased an EV in May 2023. While we charge at home from rooftop solar it is helpful to have fast charging options in our community. Thank you.


An EV is not suitable for the majority of people, so let the market decide what should be done.

Great to have the principles driving the EV policy!

Community Concerns in User Experience and Ample Charging Infrastructure

Despite the overall positivity, specific areas of concern were highlighted by the community, particularly regarding availability of charging, reliability, and user experience. In the community workshop, issues such as data privacy and ensuring seamless payment processes were highlighted as critical elements for enhancing user satisfaction. Moreover, the necessity for reliable and safe on-street charging infrastructure raised considerations around safety measures for cables and trip hazards, maintenance, visual clutter, equity for individuals without off-street parking options, and mitigating parking reductions for non-EV users, all reflecting the community’s focus on usability and accessibility.

Challenges owning or charging an electric vehicle in Kingston	Total
There are not enough public EV chargers across the city	25
EV chargers often occupied when I need to use them	20
EV chargers not reliably working	16
Finding an affordable energy retailer for charging my EV	4
I do not have off-street parking such as a garage and convenient EV charging at home	4



New developments should include a higher percentage of new buildings (regardless of type of infrastructure) to include EV charge stations.

The future is EV and the Council **MUST** increase charging station installation standard rates to meet demand and sustainability expectations of future generations and EV purchase rates.

Townhouses are the most common form of residential development (alongside apartments) but are not mentioned in section 5.7. Developers of townhouses should be required to install one EV charging port per four households.

My apartment building is only 18 months old – but as far as we can see, there were no planning requirements to install any charging station which is such a lost opportunity to help facilitate the EV transition. It also now makes it more difficult for us to choose an EV (over a hybrid) as next car because of the carpark.

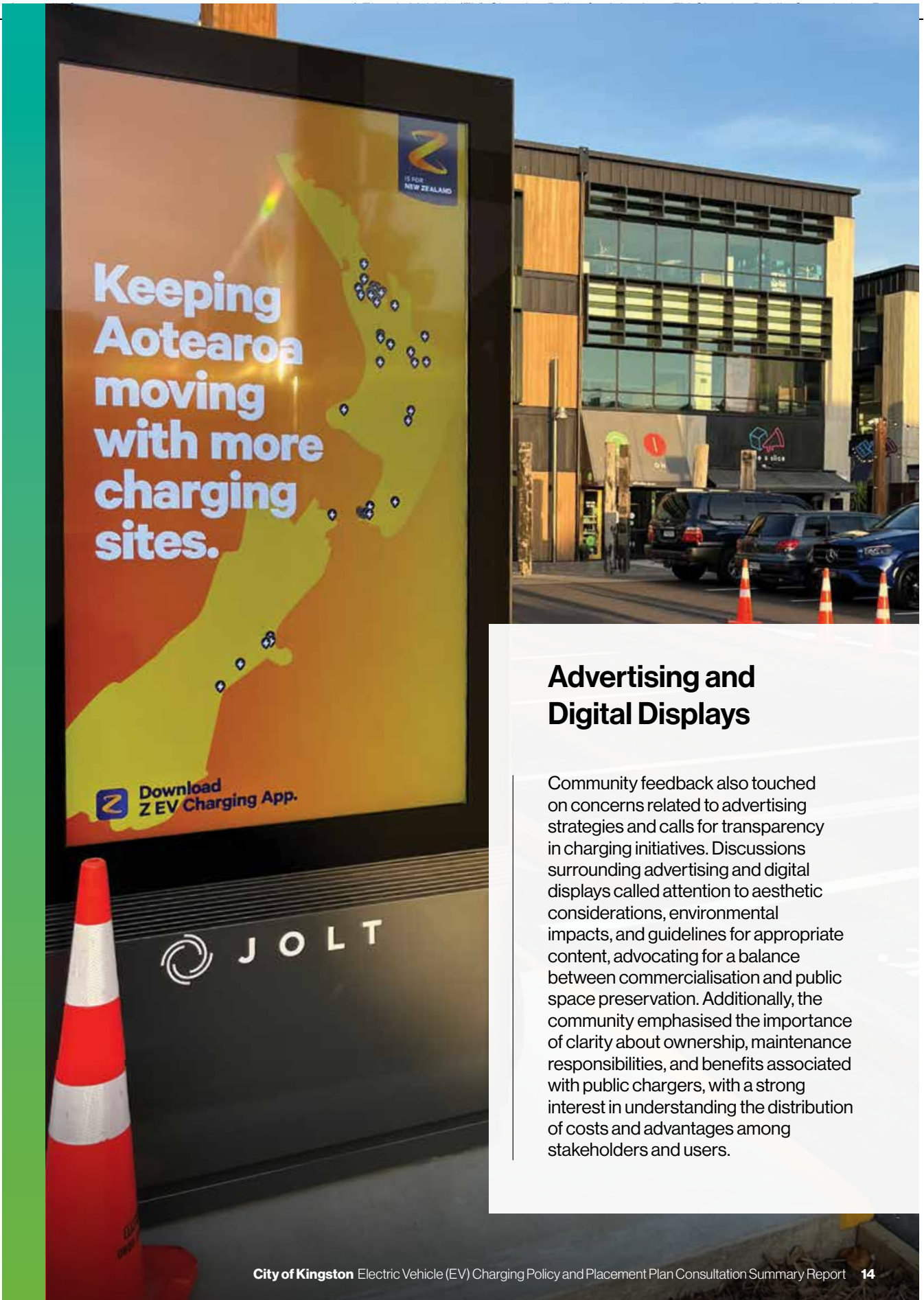
So am very keen to see Kingston will support the rollout of community charging stations.

On-street Chargers

The community is supportive of the need to ensure equitable charging for residents without off-street parking, which as future development continues to densify may include renters and apartment dwellers. They also expressed numerous concerns regarding on-street kerbside or pole-mounted chargers. Key issues include worries about visual aesthetic implications, potential clutter, and congestion in the public realm. Safety is also a significant concern, encompassing worries about cables and trip hazards, as well as the risk of flooding. Vandalism and maintenance of the chargers are also significant worries. Residents are calling for a clear process to address objections raised by the community. Moreover, there is a need to strike a balance between competing uses, especially regarding future bicycle paths. Concerns have also been raised about the potential 'loss' of parking spaces for non-EV users.

I think that council has a role in ensuring public charging is offered and the cost of charging is kept low especially in lower socio-economic areas, so those communities are not forced to only charge at home due to cost. I would also love staff pool cars to be electric at all sites and offer charging from their homebase e.g. Meals on wheels, home library delivery, local laws etc.





Advertising and Digital Displays

Community feedback also touched on concerns related to advertising strategies and calls for transparency in charging initiatives. Discussions surrounding advertising and digital displays called attention to aesthetic considerations, environmental impacts, and guidelines for appropriate content, advocating for a balance between commercialisation and public space preservation. Additionally, the community emphasised the importance of clarity about ownership, maintenance responsibilities, and benefits associated with public chargers, with a strong interest in understanding the distribution of costs and advantages among stakeholders and users.



Prioritising EV Education and Sustainability

A crucial component of community feedback centred around the need for enhanced EV education and sustainable charging practices. Discussions highlighted the importance of educating residents on various aspects of EV adoption, including costs, vehicle types, battery management, installation processes, suppliers offering solar and battery solutions, storage, disposal practices related to old batteries and EVs, safety considerations, and compliance with national construction codes. Furthermore, considerations for locating charging stations, implementing parking restrictions for non-EV users, and exploring opportunities for car sharing and collaborative charge sharing initiatives were key priorities for the community, expressing a collective interest in promoting sustainable and accessible EV infrastructure.

Interested in attending information session on the following topics	Total
Residential battery storage systems	27
Purchasing an electric vehicle	13
How to install solar in your home to charge an electric vehicle	12
E-bikes and E-scooters	11

We also heard

A small number of residents also advocated for various viewpoints including that space or property for EV charging should be private or funded by the EV user themselves. Questions were also raised about the destination of profits generated from EV charging infrastructure, highlighting concerns about financial allocation. Privacy issues were also mentioned, with residents questioning the potential presence of cameras in EV charging stations. Additionally, some residents advocated for free EV charging, reflecting a desire for accessible and cost-effective charging solutions in the community.



Council's Industry Insights Co-Design Workshop

In March 2024, an Industry Insights Co-Design workshop with industry stakeholders was also held aimed at ensuring the numerous and rapidly evolving technological, investment, and regulatory challenges were examined.

Industry peak body, the EV Council, EV manufacturers such as Tesla, Charge Point Operators (CPOs) including Evie Networks, Charge Post, BP Pulse, and Jolt, energy retailers such as Energy Australia offered valuable insights into technical requirements and regulatory barriers, while representatives from solar power and energy storage companies contributed expertise related to renewable energy integration and grid management. United Energy provided input on grid connection processes and Council leveraged this opportunity to:

1. Gain insights into the viability of Council's shortlist of selected sites and whether Council may need to make a financial contribution to ensure equitable coverage across the municipality.
2. Better understand the constraints of commercial CPOs and their ability to engage with United Energy to assess power capacity at sites.
3. Understand the market's potential to deliver integrated EV charging solutions that may include Solar, battery, and EV charging.

Industry Insights

Optimal EV Charging Locations and Industry Site Selection Criteria

CPOs emphasised that to successfully attract more people and ensure efficient utilisation of EV chargers, placement in high-traffic areas is crucial. Data illustrates that these chargers can draw newcomers to a community, boosting foot traffic for businesses like retail stores and cafes. Identifying locations with spare transformer capacity, such as those found in places like the DFO, facilitates faster approval processes for instalments.

Housing and demographics play a key role in determining the need for AC/DC charging stations, considering factors like residents' preferences for shopping destinations. Assessing existing competition is vital, especially with the high capital costs associated with DC chargers, as entering an area already serviced by competitors could slow down the payback period. Moreover, availability of energy load capacity influences decision-making, with locations lacking suitable capacity potentially facing extended lead times of up to 12-18 months. To address concerns about community loss of parking, CPOs such as Jolt reframe concerns about 'losing a car space' as 'relocating' or 'reallocating' a car space.



Pros and Cons of Public and Private Land for Charging Stations

When considering installing charging stations, the choice between public and private land comes with distinct advantages and drawbacks. Private land offers a quicker process compared to public land due to the bureaucratic procedures and consultation requirements that councils typically must adhere to. However, renting land from private landlords can pose challenges, particularly in negotiating rental costs, which may not be a concern when using council-owned land that is often provided at low or no cost. Tesla's preference for sites with private landlords reflects this preference for efficiency, albeit with potential financial implications.

Industrial Sites and EV Charging Opportunities

Repurposing old industrial sites for EV charging stations presents unique advantages. These sites often have underutilised, larger energy load capacity connections, making the installation process easier and potentially more cost-effective. However, the absence of other amenities at industrial sites necessitates quick charging options and raises safety concerns due to limited activities available for people waiting.

Ensuring a balance of amenities, safety standards, and convenience is crucial when establishing charging stations in industrial areas. Despite the lack of existing amenities, success stories like the Tesla supercharger in Brighton demonstrate that targeted demographics can attract users solely for charging purposes. Furthermore, industrial areas present opportunities for food van pop-ups, like in Coburg, catering to people waiting for their vehicles to charge, enhancing the overall charging experience.

Matching Chargers to User Needs

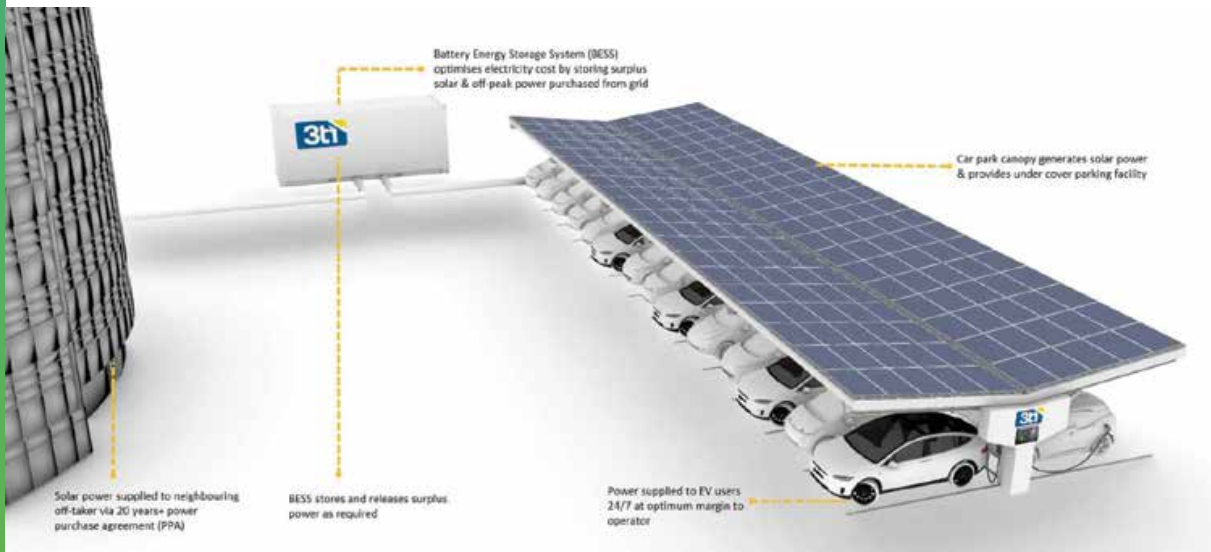
To ensure optimal functionality, it is crucial to match the right type of charger to the specific use case. Different users, such as leisure customers, apartment dwellers, business users, taxi operators, last-mile delivery services, and convenience drivers, have varying charging needs based on their charging duration at a site. For instance, high-power chargers would be suitable for those with shorter visit times, such as convenience drivers, while fast chargers may not be necessary for individuals spending several hours at a location like a football game. Incorporating a mix of AC and DC chargers at charging stations not only caters to different charging speeds but also contributes to democratising the EV charging landscape, with AC kerbside chargers proving valuable for renters, apartment residents, and station carparks.

Navigating Lease / Licence Agreements and Connection Standards

Workshop participants noted that lease and license terms play a crucial role in the efficient operation of charging stations. CPOs will aim to negotiate favourable terms, such as 10-15 year leases or 9+5 year agreements with local councils, to ensure they have a viable payback period. Tesla's emphasis on user experience is evident in their minimum requirement of three charging posts with at least six leads for superchargers. Standardising connection plugs to CCS2, adopted by most modern vehicles, and integrating with protocols like OCPP for third-party applications streamlines the charging process. Moreover, considerations around approval timelines, such as an expected 6-12 month timeframe with United Energy, and site-specific regulations, such as export restrictions for quicker connection approval, all contribute to the efficient establishment and operation of EV charging infrastructure. In summary, 10-year licence agreements are preferred and open protocols are important.

Exploring Integrated Solar, Battery, and EV Charging Opportunities

Integrating electric vehicle charging with solar and battery technologies are increasingly becoming viable options in the market, with solar car parks particularly cost-effective when integrated into existing car shelter structures, offering a seamless upgrade path. Various use cases, such as hotels, wineries, council offices, train stations with extended daytime dwell times, and entertainment venues like basketball stadiums with sporadic nighttime usage, are ideal environments for incorporating solar and battery solutions. Leveraging solar and battery energy for services like Frequency Control Ancillary Services (FCAS) may even present additional potential revenue opportunities for organisations implementing these technologies. In summary, there is an opportunity for Council to facilitate innovative funding models to enable high capital expenditure to be delivered.



Source: 3ti (2023)

Locations the Community would like EV Charging

The following suburb locations received the most votes from the community survey. This has informed site prioritisation of 12 locations are part of our Expression of Interest.

Location	Votes
Southland	42
Cheltenham	37
Mordialloc	27
Mentone	25
Highett	24
Moorabbin	23
Mentone	22
Parkdale	22
Chelsea	14
Dingley Village	14
Patterson Lakes	13
Aspendale	13
Carrum	10
Edithvale	9
Clarinda	6
Aspendale Gardens	5



Conclusion

In conclusion, the community expressed overall support for the policy's principles and found them to be robust.

Certain locations were identified as more desirable for charging stations than others, highlighting the need for strategic placement. Community feedback emphasised the necessity for increased education on various aspects of EV adoption, additional EV charging requirements in new developments, and transparent information on cost distribution and benefits.

The Industry Insights Co-Design workshop affirmed Council's approach as best practice and stressed the importance of a mix of fast and slower chargers in placed in the right areas. Key insights included the need for proper capacity assessments and grid connections, matching charger types to specific needs, understanding lease agreements, and exploring integrated solar, battery, and EV charging solutions. As a result of the consultation, the EV charging policy and placement plan will incorporate changes such as diversifying charger types based on location needs, inviting multiple Charge Point Operators for installation, outlining guidelines for advertising, and exploring the advantages of integrated solar, battery, and EV charging setups.



Electric Vehicle Design and Installation Guidelines

VERSION NO.	4.0
APPROVAL	<i>Select appropriate approval level from below.</i> Manager of City Strategy <i>Signature:</i> <i>Date:</i>
TRIM REFERENCE	23/287770
REVIEW	December 2024
RESPONSIBLE EXECUTIVE	General Manager Planning and Place
POLICY TYPE	Select Policy Type Operational
POLICY OWNER	City Strategy

REVISION RECORD	Version	Revision Description
14-09-2023	2.0	Incorporated comments from Traffic & Transport
23-10-2023	3.1	Incorporated references from Mornington Peninsula Shire and feedback from City Works
21-11-2023	4.0	Incorporated feedback from ELT, the Institute of Sensible Transport, and references to federal guidelines.

Electric Vehicles (EVs) are a small but rapidly growing segment of vehicles in Australia and have the potential to significantly reduce transport emissions. Charging opportunities are one of main perceived barriers for Australians interested in EVs. The City of Kingston (herein also referred to as Council) is well placed to help facilitate the development of the EV charging network, as Council manages much of the land allocated to parking within the municipality. Having declared a Climate & Ecological Emergency, Council recognises that EV charging infrastructure will play an important role in fostering a more sustainable transport system.

Contents

1. Purpose	3
2. Scope	3
3. Design and Installation Guidelines	3
3.1 Electrical Capacity and Infrastructure Power Availability and Distribution	4
3.2 Renewable Energy and Smart Energy Management Systems	5
3.3 Site Assessment and Service Proving	6
3.4 Conduit, Cabling and Plug Types	6
3.5 Scalability and Modularity	7
3.6 Placemaking, Payments and User Experience	8
3.7 Future Communication Standards	8
3.8 Safety and Compliance	8
3.9 Visibility, Identification and Parking Restrictions	9
4. Cost Estimates	9
5. Review Period	9
6. Appendix	10

1. Purpose

This Design and Installation Guideline, herein referred to as the 'guideline(s)' seeks to provide guidance for the technical site selection, energy assessment, installation, management, maintenance, and removal of Electric Vehicle (EV) charging infrastructure in the City of Kingston, Victoria. This guideline seeks to complement the recently adopted Australian Government guidelines for [Low and Zero Emission Vehicle Charging Infrastructure Installation \(AP-G98-22 2023\)](#).

Intended User	Use Case
Residents, local businesses, or developers	Planning to install EV charging
Electric Vehicle Charge Point Operators (CPO) / Installers / Providers	Planning to install EV charging
Statutory Planners and Transport Planners	Reviewing planning permit applications with parking or development referrals
Architects, Engineers and infrastructure teams	Planning to install civil infrastructure
Consultants, Electricians, and Contractors	Advising or installing EV infrastructure design and installation
Councils or government agencies	Seeking EV infrastructure guidance

2. Scope

This guideline is applicable to EV charging infrastructure on public and private land in the City of Kingston. This includes whether installed by Council, private businesses, developers, or residents. These guidelines are intended for designers, engineers and contractors who are required to; seek approval for or review / approve planning permits; and/ or deliver or install EV charging infrastructure.

3. Design and Installation Guidelines

This guideline provides design and installation information specific to the City of Kingston. It summarises key learnings from Council and best practice guidance to ensure the successful rollout of EV chargers.

This section outlines technical considerations and requirements for both installation and future proofing of parking bays for future installation of EV chargers. All aspects of EV car parking spaces / charging bays are to be designed and constructed in accordance with relevant national, state, and local policies.

The guideline is to be reviewed in conjunction the following documents which provide critical compliance requirements:

1. The City of Kingston's [Electric Vehicle \(EV\) Charging Infrastructure Policy](#) (City of Kingston 2023)
2. The Australian Government's [Guidelines for Low and Zero Emission Vehicle Charging Infrastructure Installation](#) (Austroads 2022)
3. The National Construction Code J9D4 Facilities for Electric Vehicle Charging Equipment (ACBC 2023).

In addition to adhering to the Australian and New Zealand standards listed in the federal guidelines, the following documents should also be reviewed:

- Parking Management Policy (City of Kingston 2020; 2023 under review)
- Electric Vehicles in Buildings Advisory Notice (ACBC 2023)
- Electric Vehicle & Charging Safety for Emergency Response (EV Firesafe 2022)
- Accessibility Guidelines for EV Charging Infrastructure (iMove 2023)
- Design for Everyone Guide – Car Parking (Victorian Government 2017)
- AS/NZS 2890.6 - 2009 Parking facilities - Off-street Parking for People with Disabilities
- AS 1428.1 – 2009 Design for access and mobility - General Requirements for Access - New Building Work
- AS 1428.2 - 1992 Design for access and mobility - Enhanced and Additional Requirements - Buildings and Facilities
- AS/NZS 1428.4.1 - 2009 Tactile Ground Surface Indicators for the Orientation of People with Vision Impairment
- AS 4586 - 2013 Slip Resistance Classification of New Pedestrian Surface Materials
- AS/NZS 1158 Set: Lighting for Roads and Public Spaces (2010)
- Victorian Road Safety Rules (S.R. No. 41/2017).

The following sections highlight areas of particular significance to successful EV infrastructure installation in the City of Kingston.

3.1 Electrical Capacity and Infrastructure Power Availability and Distribution

EV chargers have varying levels of energy demand. It is essential to select the right charger type for the right location. This will typically consider how long vehicles are parked and the end user. In many cases an Alternating Current (AC) charger is more than appropriate if vehicles are parked for more than a few hours. For locations that require a faster charger, for example, locations near shops in an activity centre with shorter parking limits (e.g. 30min – 1hr), a faster, Direct Current (DC) charger may be more appropriate and will likely require more energy demand.

Therefore, a critical aspect of planning for chargers is to ensure sufficient electrical supply exists or can feasibly be sourced from the Distribution Network Service Provider (DNSP). In the City of Kingston, the DNSP is United Energy. More information can be found on their website ([United Energy EV Charging](#)).

The following process must be followed:

1. Determine the appropriate charging equipment based on the expected usage (see Public Charging Use Cases as a rough guide, Table 1).
2. An electrical engineer should be consulted during the design stage to advise on existing supply and any upgrade requirements. This will be necessary early in the planning process to ensure appropriate budgeting.
3. Install (if needed) switchgear or dedicated electrical panel or distribution board to handle the increased power demand.
4. Understand the utility company's requirements and any applicable agreements, tariffs, or incentives for EV charging infrastructure.
5. Consider the future growth of EVs and plan for potential expansion of charging infrastructure.

Table 1 Public Charging Use Cases

Likely Location	Charging Type	Trip Use Type	Mode and Capacity	Estimated Time to Charge
Urban <ul style="list-style-type: none"> • Business districts and/or significant Activity Centres • High traffic and turnover public carpark • Retail and supermarket public carpark 	AC and DC (moderate)	<ul style="list-style-type: none"> • Multiple urban trips during the day • 1 – 3 hours between trips 	<ul style="list-style-type: none"> • Modes 3 and 4 • Power Capacity: 11-22kW 	1 – 3 hours
	DC (fast/rapid)	<ul style="list-style-type: none"> • Multiple urban trips during the day • 30 minutes between trips 	<ul style="list-style-type: none"> • Mode 4 • Power Capacity: 25-150kW 	30 – 90 minutes
Rural Town <ul style="list-style-type: none"> • Town centre • Public carparks e.g. information centre parking area 	AC (moderate)	<ul style="list-style-type: none"> • Long distance trips including tourists 	<ul style="list-style-type: none"> • Mode 3 • Power Capacity: 11-22kW 	60 - 120 minutes
	DC (fast/rapid)	<ul style="list-style-type: none"> • Long distance trips including tourists 	<ul style="list-style-type: none"> • Mode 4 • Power Capacity: 25-150kW 	30 – 90 minutes
	DC (ultra-rapid)	<ul style="list-style-type: none"> • Long distance trips including tourists 	<ul style="list-style-type: none"> • Mode 4 • Power Capacity: 175-475kW 	10 – 26 minutes
Rural Highway <ul style="list-style-type: none"> • Adjacent to single and multi-lane highways / freeways • Service centres 	AC (moderate)	<ul style="list-style-type: none"> • Long distance trips including tourists 	<ul style="list-style-type: none"> • Mode 3 • Power Capacity: 11-22kW 	60 – 120 minutes
	DC (ultra-rapid)	<ul style="list-style-type: none"> • Long distance trips including tourists 	<ul style="list-style-type: none"> • Mode 4 • Power Capacity: 175-475kW 	10 – 26 minutes

Source: Modified from SNZ PAS 6010

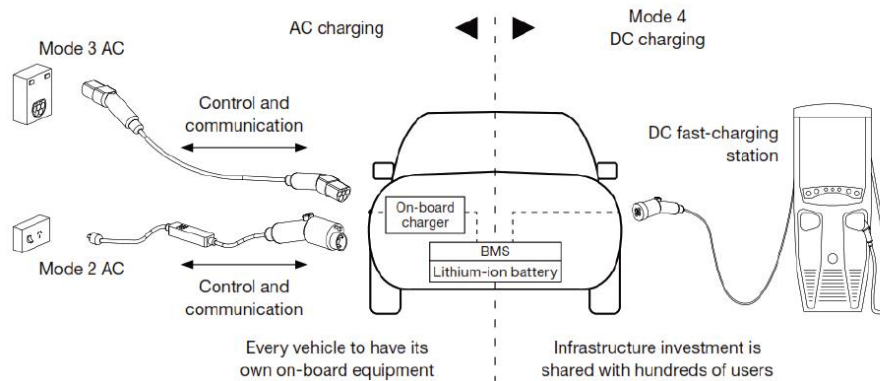
3.2 Renewable Energy and Smart Energy Management Systems

EV chargers present an opportunity to support Victorian government and Council goals aimed at net zero.

For chargers installed on public land, Council requires that chargers are supplied with 100% renewable energy. Council also recommends installers:

- Provide appropriate integration with energy management systems.
- Consider integrating the charging infrastructure with smart charging systems to optimise power usage, implement load management strategies, and potentially enable vehicle-to-grid (V2G) and battery or solar energy storage capabilities.

3.3 Site Assessment and Service Proving



Source: SNZ PAS 6010

Electric Vehicle Supply Equipment (Diagram 1)

Proper site assessment and service proving ensures that civil works complement any existing or future infrastructure at a site. Council recommends installers:

- If installing a DC faster charger, ensure enough space for the charger, potential transformer, and expected vehicle type, so that the charging station does not encroach on other nearby uses or create a safety hazard.
- Conduct a comprehensive site assessment to determine the feasibility of installing charging infrastructure and that existing services such as electricity and water are not in conflict. This includes consideration of flood levels.
- Note that civil works associated with installation of EV chargers, e.g., concrete footings, trenches, and traffic management during installation, should be considered as part of the design.

3.4 Conduit, Cabling and Plug Types

To future-proof parking bays for EV charging infrastructure, it is essential to install the right conduit and cabling requirements. A charging station is defined as an element of infrastructure that safely supplies electrical energy for the purposes of recharging EVs. Council recommends installers:

- Assess charging station compatibility.
- Select charging stations that support a range of charging standards to accommodate different EV models (see Table 3 below).
- Ensure compatibility with current and emerging charging protocols (e.g., CHAdeMO, CCS, Tesla Supercharger) to future-proof the charging infrastructure.
- If choosing to install a Tesla Supercharger on Council land, open to all EVs with a CCS plug (not Tesla Universal Mobile Connector only).

Table 2 Future proofing conduit and cabling for Low Zero EVs



	Definition	Design Considerations
LZEV Capable	The parking space has the required infrastructure to accommodate future installation of an LZEV charging station.	Installation of an enclosed conduit (pathway that protects electrical wiring from damage) and provision of sufficient panel capacity, that will satisfy future installations of charging station(s) and a dedicated branch circuit.
LZEV Ready/"make-readies"	The parking space has both the infrastructure and wired outlet necessary for future installation of an LZEV charging station.	Installation of the necessary electrical components (dedicated branch circuit(s), circuit breakers) and the inclusion of an electrical outlet.

Source: Modified from Eckerle, Vacin, 2019

Table 3 Recommended connector types

Number of parking bays / charging ports	CHAdeMO plugs	CCS plugs
1	0	1
2	0	2
3	0	3
4	1	3
5+	1	4+ (Up to a 1:10 ratio)

Table 4 Plug Types in Australia

Type	Inlet	Connector	Vehicle Compatibility
CHAdeMO Plug	Extension of Type 2		<ul style="list-style-type: none"> • Kia • Mazda • Mitsubishi • Nissan • Toyota
<ul style="list-style-type: none"> • CCS/SAE Combo 	Combination of Type 1 and 2		<ul style="list-style-type: none"> • Audi • BMW • Porsche • Volkswagen • Kia • Hyundai • Next Gen Mitsubishi models

Source: Modified from L.E.K Consulting, 2018 and Every, 2018

3.5 Scalability and Modularity

Scalability and modularity ensure that charging bays and infrastructure can expand as future demand increases. Council recommends installers:

- Design the parking bay layout to accommodate potential future expansion.
- Use modular charging equipment and infrastructure to allow for easy reconfiguration or addition of charging stations as demand grows.
- Consider future load management techniques to optimise the power allocation among multiple

charging stations.

- Dynamic Load Control or smart charging can assist to overcome supply restrictions when charging vehicles by optimising available supply use and/or reducing total electrical demand. This should be considered when supply limitations are seen as a barrier to implementation.

3.6 Placemaking, Payments and User Experience

Installation of EV charging infrastructure offers opportunities to design for placemaking and incorporate urban amenity. Council recommends installers:

- Maximise potential to include trees that increase canopy, vegetation, and garden bed coverage, which includes managing tree roots.
- Consider pavement materials that are identifiable as EV charging bays.
- If repaving the parking bays, consider materials that allow permeability and that can provide passive irrigation of plants in the vicinity.
- Ensure charging stations and associated infrastructure comply with accessibility guidelines and regulations.
- Include user-friendly features such as clear signage, wayfinding, well-marked parking spaces, and intuitive charging station interfaces.
- If installing lighting, consider appropriate environmentally sensitive lighting (minimal impact on urban habitats).
- Ensure usability and reliability of service for charging stations and users. It is recommended that the payment system and method installed onsite is via credit or debit card.

3.7 Future Communication Standards

EV charging presents an opportunity for smart energy management and data capture that can inform decision-making. Council recommends installers:

- Incorporate communication interfaces and protocols that support future connectivity requirements.
- Consider RFID (swipe card) and mobile app activation capabilities.
- Use a widely accepted open-source software and ensure the chargers are visible on EV service platforms and payment gateways (e.g., Chargefox and Plugshare). Please reference Kingston's EV Charging Infrastructure Policy for what data should be provided.
- Consider the mobile and network data requirements of payment methods and the potential for access to cellular / WiFi / Ethernet connections.

3.8 Safety and Compliance

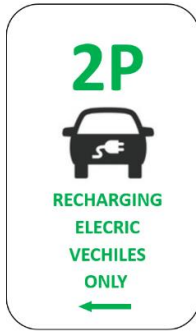
The risk from batteries or charging systems malfunctioning can lead to devastating chemical fires and are a major risk when charging facilities and buildings are not well designed with safety as a fundamental consideration. Council insists installers:

- Adhere to the most updated and relevant electrical and building codes, safety regulations, and certifications for charging infrastructure installation.
- Implement proper grounding, surge protection, and fault detection systems to ensure safe operation.
- Detail fire safety measures and emergency shutdown mechanisms to mitigate potential risks.
- Provide a risk management evaluation for the EV charging infrastructure to adequately identify and mitigate all risks.
- Provide reports of mandatory maintenance every six months and follow AS/NZS3000 wiring rules.
- Consider software systems that constantly monitor charging stations and trigger alerts to the maintenance team in real time.

3.9 Visibility, Identification and Parking Restrictions

The facility and all ancillary infrastructure (including signage, parking bays, and charging infrastructure) must be easily visible and accessible for users to find, with consideration of the following:

- All EV car charging bays are to incorporate a permissible parking sign which clearly displays the time limit (e.g., 30mins, 1, 2, 3P) and includes the electric powered vehicle charging symbol below.
- For public chargers, the maximum duration of stay within an EV parking space will generally be consistent with the restrictions in the area and/or a typical charge duration.
- These recommendations will also be guided by updates to Council's Parking Management policy and Victorian Road Safety Rules.



Electric-powered vehicle charging symbol and reference sign (S.R. No. 41/2017).

4. Cost Estimates

Costs will vary depending on the project specific details. DC charging infrastructure can vary significantly and cost in the range of \$20,000 - \$100,000 or more. As a reference, AC charging infrastructure can be estimated as follows, excluding all associated installation and civil works (as of July 2021):

Item	Cost
Single Port Schneider EVlink Smart Wallbox	\$1,850
JetCharge Chargemate (lease plan)	\$360 p.a. includes hardware supply, maintenance and lifetime warranty
JetCharge CORE subscription (dynamic load control)	\$100 p.a.
Supply of pedestal mount	\$650
Carpark signage	\$550
Supply and install of wheel stop	\$150
Supply of 4G modem	\$330
Software subscription (per port)	\$225 p.a.
Maintenance subscription (per charger)	\$275 p.a.

5. Review Period

As EV technology and charging is constantly upgrading, Austroads will continue to monitor and research developments, with a view to updating the federal guidelines on a regular basis.

Council's guidelines will be reviewed in December 2024 and subsequently every two years.

6. Appendix

Safer EV Charging (Australian Buildings Code Board 2023 - Diagram 2)

To support safer EV charging, the ABCB recommends:

 <p>Master isolation</p> <p>Provide a master isolation switch with signage at fire indicator panel/Fire Detection Indicator Control Equipment (FDCIE) or building entrance.</p>	 <p>RCM Tick compliance</p> <p>Use chargers that have the Regulatory Compliance Mark (RCM).</p>	 <p>Emergency services information pack (ESIP)</p> <p>ESIPs developed for each site and provided for first responders.</p>
 <p>Break glass fire alarm</p> <p>Provide additional break glass unit (BGU).</p>	 <p>Placarding site</p> <p>Provide placarding/signage to identify each EV charge points.</p>	 <p>Collision protection</p> <p>Provide vehicle impact bollards or stops.</p>
 <p>Block plans</p> <p>Block plans should be updated for existing sites and implemented for new builds to clearly show the location of charging hubs and master isolation.</p>	 <p>AS/NZS 3000 App P compliance</p> <p>Mode 3 and 4 chargers should only be installed by a qualified person and in accordance with AS/NZS 3000 Appendix P.</p>	 <p>Proximity to evacuation routes and flammable risks</p> <p>Carefully assess proximity to avoid blocking evacuation routes or placing chargers too close to other flammable risks.</p>
 <p>Regular maintenance</p> <p>Ensure the owner of the charging unit understands and meets their maintenance obligations.</p>	 <p>Complex buildings</p> <p>Complex buildings and higher-risk environments should seek comprehensive, specialist fire safety assessment and advice.</p>	 <p>Directional signage</p> <p>Directional signage to be provided – to the charging units and to the emergency exits.</p>
 <p>Smart charging</p> <p>Where possible, prioritise the use of 'Smart charging' to enable remote monitoring and access to disconnect power supply to a connected EV. This gives emergency responders another potential method of shutdown from unit to EV. Encourage operators to monitor for faults and provide early intervention when detected.</p>	 <p>Placarding at site entrance</p> <p>Sites with 5 or more Mode 3 or 4 chargers to install ground level or other appropriate level placards to indicate which entrance is most closely located to EV charging hub.</p>	 <p>Pre-incident plans (PIP)</p> <p>Where 5 or more chargers are installed, then building owners should invite local fire crews to attend a site familiarisation visit in order to develop a pre-incident plan (PIP).</p>

The National Council for Fire and Emergency Services (AFAC) has also issued a position statement "[Electric Vehicles \(EV\) and EV charging equipment in the built environment](#)". Proponents of development applications that are subject to fire authority review, should familiarise themselves with the AFAC position statement and any additional advice issued by their local fire authority.

Agenda Item No: 7.2

CLIMATE AND ECOLOGICAL EMERGENCY RESPONSE PLAN (CEERP) - CARBON OFFSETS

Contact Officer: Susannah Kenny, Climate Emergency Lead

Purpose of Report

To seek adoption of Council's Carbon Offset Policy, informed by Collaborative Engagement Group feedback, benchmarking against other Council's and specialist consultancy advice.

Disclosure of Officer / Contractor Conflict of Interest

No Council officer/s and/or Contractor/s who have provided advice in relation to this report have declared a Conflict of Interest regarding the matter under consideration.

RECOMMENDATION

That Council:

1. Note the Collaborative Engagement Group panel report and offset "principles";
2. Note the specialist reports provided by consultancy, Pangolin Associates; and
3. Adopt Council's Carbon Offset Policy

1. Executive Summary

This report responds to Council's adopted Climate and Ecological Emergency Response Plan which includes a priority action (p45) that requires Council to '*offset residual Council emissions (gas supplied sites, Council fleet, contractor vehicle emissions, waste, corporate travel, etc*'.

A Carbon Offset Policy (Appendix 1) has been developed that enables Council to perform appropriate due diligence when entering and engaging with the carbon offset market and maximises the benefits for Council and the community. For example, additional co-benefits may be provided by carbon credit projects that support Council's Reconciliation Action Plan (RAP) goals.

To enable Council to make valid net zero claims, "sequestering" credits from programs currently permissible under the Australian Government's carbon neutral certification framework will be procured. The cost of offsetting 5,000 tCO₂e is estimated to be between \$120,000 – \$275,000/ year. Initially, Council may engage a carbon credit 'broker'. Opportunities to generate offsets within Council's own assets or value chains will continue to be investigated as Council's maturity within the offsetting market develops.

2. Background

In July 2021 Council adopted the Climate and Ecological Emergency Response Plan (CEERP) which established a net zero by 2025 goal for Council operations and net zero by 2030 goal for the Kingston community. These are science-derived targets which represent the urgency with which emissions must be reduced to limit global warming to below 1.5°

Priority Area 5 of the CEERP identifies offsetting **residual** Council emissions (gas supplied sites, Council fleet, contractor vehicle emissions, waste, corporate travel, etc) as a priority action.

In August 2023, SECCCA led a [Carbon Sink Study](#) which investigated carbon sequestration opportunities in Melbourne's south-east. The report determined that opportunities were minimal within Kingston but projects in Bass Coast or Mornington Peninsula shires may be more viable.

In October 2023, 20 of Council's 45-member Collaborative Engagement Group (CEG) met to discuss offsets and develop offset "principles" for Council to consider (Appendix 2).

In February 2024, Council appointed Pangolin Associates to prepare a gap analysis and background report (Appendix 3). The background report provides specific information on how offsets are generated and the role of offsets in achieving net zero.

Council's Carbon Offset Policy seeks to:

- Enable Council to perform appropriate due diligence when entering and engaging with the carbon offset market so that valid claims can be made.
- Inform procurement decisions to reduce risk and maximise benefits.

Internal offsetting (insetting)

Insetting refers to generating carbon offsets within owned assets or value chains, either through avoiding emissions or by sequestering carbon via forest regeneration projects (for example). The general mechanisms and methodologies used for insetting are often similar, if not identical, to those of established offset methodologies. This is an emerging space and registries such as Gold Standard are investing in developing methodologies. Although not currently an option for Council, South East Councils Climate Change Alliance (SECCCA's) [Carbon Sink Study](#) provides more information on how future insetting or 'drawdown' projects could be supported by Council.

3. Discussion

The scope of Council's Carbon Offset Policy is Council's emissions 'boundary', primarily *direct* emissions (Scope 1 and 2) generated as a result of Council operations.

Indirect emissions generated upstream and downstream as a result of Council generated products and services or operations (Scope 3) are an increasingly 'material' component of Council's emissions boundary.

3.1 Policy implementation

Throughout implementation of this policy and during procurement, Council will preferentially weight:

- Credits generated within the Australian offset market
- Sequestering or “draw down” credits which remove carbon dioxide from the atmosphere
- Verified credits that meet integrity principals and are certified by the Australian Government’s carbon neutral certification framework
- Credits with a ‘vintage year’ no older than 5 years
- Credits which deliver co-benefits and address broader Council goals such as those articulated in Council’s Reconciliation Action Plan (RAP)

3.2 Procurement Approach

- A range of procurement options exist within the carbon market. Council will investigate and adopt the best approach. Initially, Council may engage a carbon credit ‘broker’ and seek to adopt a ‘portfolio’ offset purchasing strategy. As Council’s approach matures, direct support for projects or buying offsets as part of a ‘buying group’ may be explored.
- In year 1, Council will purchase offsets once a year for the year ahead, covering the emissions from the previous reporting period, once the emissions reporting for each year is complete. In future, longer term strategies may be explored.
- Purchasing decisions will be guided by a Carbon Offsetting Framework (Appendix B) which has been developed to facilitate interpretation and comparison of risks and opportunities and co-benefits between programs and projects.
- Once a carbon credit is retired, Council will register proof of that retirement via a public registry.

Of note:

- Integrity principles listed under the Federal Government’ *Carbon Credits (Carbon Farming Initiative) Act 2011* and other initiatives ensure that any credit used to offset emissions represents a genuine and credible emissions reduction.
- Council is not currently seeking to be certified carbon neutral; however only carbon credit programs currently permissible under the Australian Government’s carbon neutral certification framework and have met the integrity principles will initially be used (noting that these may be updated as new information or different offsets become available).
- Opportunities to “inset” or generate offsets within Council’s owned assets or value chains will continue to be investigated as Council’s maturity within the offsetting market develops.
- Council will consider adoption of an ‘internal price of carbon’ to provide a benchmark for cost benefit analyses and to guide decision making.

3.3 Roles and Responsibilities

The following departments have been involved in development of Council’s Offset Policy and will continue to have a range of responsibilities throughout implementation (Section 6 of the policy).

- Procurement and Contracts
- Finance
- City Strategy
- Advocacy, Communications and Engagement
- Open Space

3.4 Consultation:

In October 2023, 20 of Council's 45-member Collaborative Engagement Group (CEG) met to discuss offsets and develop draft "principles" for Council to consider. These principals have guided Council through development of this policy.

- Minimise emissions – Continue Council's focus on reducing emissions and only treat offsets as a short-term solution.
- Value for money/investment – Purchase good value offsets, assess value for money based on type of project and have a diverse portfolio.
- Buy Australian – Priority should be given to investing in the Australian economy and environment.
- Be flexible and adaptable in a dynamic space – Be flexible in how the objectives are achieved but communicate change and be transparent.

Officers have also engaged with a number of other Councils to understand their offset strategy in terms of what and how they are buying;

- City of Melbourne
- Bayside City Council
- City of Yarra
- Merribek Council
- Moonee Valley City Council
- Maroondah City Council
- City of Darebin

4. Compliance Checklist

4.1 Council Plan Alignment

This policy delivers on **Strategic Direction: Sustainable - We prioritise our environment and reduce our impact on the earth.** It directly addresses a priority action detailed in Council's CEERP and target of net zero by 2025.

Council's approach to identifying and investing in high-quality carbon offsets will enable Council to:

- Meet community expectations in terms of value for money, flexibility and transparency.
- Manage risk and maximise opportunities.
- Deliver co-benefits where possible.
- Make valid net zero claims.

4.2 Governance Principles Alignment

The following governance principles have informed development of the policy:

- Principle (b) - priority is to be given to achieving the best outcomes for the municipal community, including future generations.
- Principle (c) - the economic, social, and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.
- Principle (i) - the transparency of Council decisions, actions and information is to be ensured.

4.3 Financial Considerations

Procurement of “sequestering” credits that meet the integrity principles from carbon credit programs currently permissible under the Australian Government’s carbon neutral certification framework will enable Council to make valid net zero claims. The cost of offsetting 5,000 tCO₂e is estimated to be between \$120,000 – \$275,000/ year.

Council’s long-term financial plan has allowed for carbon offset procurement. This policy can be implemented using existing staff resources within the Procurement and Contracts, Finance, City Strategy and Advocacy, Communications and Engagement departments. It is proposed that the City Strategy Department will be responsible Department for progressing the procurement and it is proposed that the Responsible Executive in the Policy is the CFO to provide strategic support and financial oversight.

As detailed above, Council action will remain focussed on activities that avoid and reduce significant sources of emissions, to minimise the number of offsets required. Of note, the gap analysis recommended that Council ‘expand its emission boundary to include all relevant scope 3 emissions’. This will increase Council’s requirement for offsets in the short term before these emissions are reduced and avoided.

4.4 Risk considerations

To reduce risks associated with trading in a global financial market and maximise the benefits for Council and the community, the following strategies will be implemented.

- The co-benefits that carbon credit projects can deliver and the subsequent potential to address other Council goals such as those articulated in Council’s Reconciliation Action Plan (RAP) will be maximised.
- Due diligence to reduce the physical and transitional risks associated with carbon credit projects will be ongoing.
- Integrity principles that ensure any credit used to offset emissions represents a genuine and credible emissions reduction will be applied.
- Carbon credit units that have met the integrity principles will be procured.



To promote equity and justice in Council’s decision-making, Kingston’s Carbon Offset Policy will support processes and review decision making to ensure:



- Offset related project and programs recognise and address drivers of inequality.
- Unintended consequences of offset related projects and programs do not inadvertently reinforce or contribute to inequality.
- Harmful attitudes and social norms that underpin drivers of inequality are challenged throughout Carbon Offset Policy implementation.
- Opportunities to support the objectives of Council’s Reconciliation Action Plan (RAP) are considered throughout Carbon Offset Policy implementation.



Finally, this policy has been reviewed against and complies with the *Charter of Human Rights and Responsibilities Act 2006*. Proponents generating offsets on Council’s behalf are required to ensure that project activities:

- Avoid discrimination and respect human rights.
- Abide by the International Bill of Human Rights and universal instruments ratified by host countries.
- Take into account and respond to local stakeholders’ views.

Appendices

Appendix 1 - DRAFT Carbon Offset Policy (Ref 24/167697)  

Appendix 2 - Collaborative Engagement Group - Net Zero - Carbon Offset Principles
(Ref 24/167684)  

Appendix 3 - Kingston Carbon Offset Policy - Background Document (Ref 24/167693)
 

Author/s: Susannah Kenny, Climate Emergency Lead

Reviewed and Approved By: Paul Marsden, Manager City Strategy
Jonathan Guttmann, General Manager Planning and Place

7.2

CLIMATE AND ECOLOGICAL EMERGENCY RESPONSE PLAN (CEERP) - CARBON OFFSETS

1	DRAFT Carbon Offset Policy	75
2	Collaborative Engagement Group - Net Zero - Carbon Offset Principles	81
3	Kingston Carbon Offset Policy - Background Document	95



Kingston City Council DRAFT Carbon Offset Policy

VERSION NO.	0.1
APPROVAL	Chief Executive Officer <i>Signature:</i> <i>Date:</i>
TRIM REFERENCE	24/167697
REVIEW	01 July 2028
RESPONSIBLE EXECUTIVE	Chief Finance Officer
POLICY TYPE	Organisational
POLICY OWNER	Manager – City Strategy

REVISION RECORD	Version	Revision Description
22 May 2024	0.1	Drafted for ELT review

1. Background

In July 2021, Kingston City Council adopted the Climate and Ecological Emergency Response Plan (CEERP) which establishes a net zero by 2025 goal for Council operations and net zero by 2030 for the Kingston community. These are science-derived targets which represent the urgency with which emissions must be reduced to limit global warming to below 1.5 °C and to do our fair share.

Priority Area 5 of the CEERP identifies offsetting **residual** Council emissions (gas supplied sites, Council fleet, contractor vehicle emissions, waste, corporate travel, etc) as a priority action.

In October 2023, 20 of Council's 45-member Collaborative Engagement Group (CEG) met to discuss offsets and develop draft "principles" for Council to consider.

In February 2024, Council appointed Pangolin Associates to prepare a background report, (Appendix A) which has been used to assist Council with development of this policy.

2. Purpose

The purpose of this policy is to:

- Guide Council decision-making with regards to purchasing carbon offsets.
- Enable Council to perform appropriate due diligence when entering and engaging with the carbon offset market so that valid claims can be made.
- Inform procurement decisions to reduce risk and maximise benefits.

3. Scope

Council's emissions 'boundary', primarily *direct* emissions (Scope 1 and 2) generated as a result of Council operations.

Of note, *indirect* emissions generated upstream and downstream as a result of Council generated products and services or operations (Scope 3) are an increasingly 'material' component of Council's emissions boundary and may need to be brought into the scope of this policy, for Council to continue to make valid net zero claims.

4. Principles, Governance and Council Plan alignment

Council's Community Engagement Group (CEG) developed the following 'principals' which have guided Council through development of this policy:

- Minimise emissions – Continue Council's focus on reducing emissions and only treat offsets as a short-term solution.
- Value for money/investment – Purchase good value offsets, assess value for money based on type of project and have a diverse portfolio.
- Buy Australian – Priority should be given to investing in the Australian economy and environment.
- Be flexible and adaptable in a dynamic space – Be flexible in how the objectives are achieved but communicate change and be transparent.

4.1 Governance

The following governance principles have informed development of this policy:

- Principle (b) - priority is to be given to achieving the best outcomes for the municipal community, including future generations.
- Principle (c) - the economic, social, and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.
- Principle (i) - the transparency of Council decisions, actions and information is to be ensured.

4.2 Council Plan Alignment

Delivers on **Strategic Direction: Sustainable - We prioritise our environment and reduce our impact on the earth**. It directly addresses a priority action detailed in Council's CEERP and target of net zero by 2025 for organisational emissions.

Council's approach to identifying and investing in high-quality carbon offsets (summarised below) will enable Council to:

- Meet community expectations in terms of value for money, flexibility and transparency.
- Manage risk and maximise opportunities.
- Deliver co-benefits where possible.
- Make valid net zero claims.

5. Implementation

Throughout implementation of this policy and during procurement, Council will preferentially weight:

- Credits generated within the Australian offset market.
- Sequestering or "draw down" credits which remove carbon dioxide from the atmosphere.
- Verified credits that meet integrity principals (below) and are certified by the Australian Government's carbon neutral certification framework.
- Credits with a 'vintage year' no older than 5 years.
- Credits which deliver co-benefits and address broader Council goals such as those articulated in Council's Reconciliation Action Plan (RAP).

Of note:

- Integrity principles listed under the Federal Government's *Carbon Credits (Carbon Farming Initiative) Act 2011* (below) and other initiatives ensure that any credit used to offset emissions represents a genuine and credible emissions reduction.

Integrity Principals:

Additional: it must result in emissions reductions that are unlikely to occur in the ordinary course of events, including due to any existing commitment or target publicly agreed by the entity responsible for issuing the units. It must represent abatement that has not been double counted.

Permanent: it must represent permanent reductions in greenhouse gas emissions. In the case of sinks, this required that the carbon stored is sequestered and will not be released into the atmosphere for a period of 100 years. Where a period of less than 100 years is applied to sequestration units, an appropriate discount must be applied.

Measurable: methods used to quantify the amount of emissions reduction generated must be supported by clear and convincing evidence.

Transparent: consumers and other interested stakeholders must have access to the information about the offset project that generated the abatement, including the applied methodology and project-monitoring arrangements

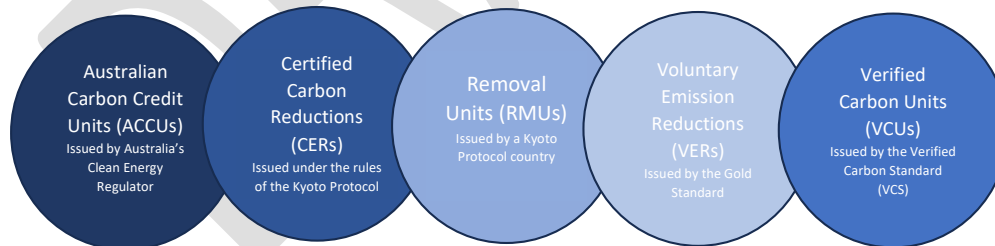
Address leakage: the system responsible for generating the offset unit must provide deductions for any material increases in emission elsewhere which nullify or reduce the abatement that would otherwise be represented by the offset unit

Independently audited: the circumstances responsible for the generation of the unit must be verified by an independent, appropriately qualified third party and not found to be in contradiction with these integrity principles.

Registered: the offset unit must be listed and tracked in a publicly transparent registry

Source: Climate Active Carbon Neutral Standard are based on Australia's legislated Offsets Integrity Standards.

- Council is not currently seeking to be certified carbon neutral; however only carbon credit programs currently permissible under the Australian Government's carbon neutral certification framework (below) and have met the integrity principles will initially be used (noting that these may be updated as new information or different offsets become available).



Source: Climate Active Carbon Neutral Standard.

5.1 Procurement Approach

- A range of procurement options exist within the carbon market and Council will investigate and adopt the most suitable approach. Initially, Council may engage a carbon credit 'broker' and adopt a 'portfolio' offset purchasing strategy. As Council's approach matures, direct support for projects or buying offsets as part of a 'buying group' may be explored.
- In year 1, Council will purchase offsets once a year for the year ahead, covering the emissions from the previous reporting period, once the emissions reporting for each year has been completed. In future, longer term strategies may be explored.

- Purchasing decisions will be guided by a Kingston's Carbon Offsetting Framework (Appendix B) which has been developed to facilitate interpretation and comparison of risks and opportunities and co-benefits between programs and projects.
- Once a carbon credit is retired, Council's broker will register proof of that retirement via a public registry.

6 Roles and Responsibilities

Department	Responsibilities
Procurement and Contracts	- Assist with development of contract / procurement agreement
Finance	- Set budget and provide GL code - Issue and review RFQ and matrix - Award contract - Pay invoices - Liaise with carbon broker, or - Invest directly with carbon project developer through procurement agreement - Register and pay for licences to have visibility over carbon exchange platforms - Retire offsets via a broker or directly - Coordinate 3rd party audit
City Strategy	- Establish emissions boundary - Develop Offset Policy - Review Offset Policy, as required - Provide carbon emissions data ahead of RFQ - Participate in quote and matrix review - Provide specialist sustainability advice - Undertake ongoing due diligence of carbon credit projects - Prepare public retirement links - Coordinate annual reporting - Assist with communication collateral and public statements
Advocacy Communication and Engagement	- Develop communication collateral and public statements

7 Internal and External Assessments

7.1 Risk Assessment

To reduce risks associated with trading in a global financial market and maximise the benefits for Council and the community, the following strategies will be implemented.

- The co-benefits that carbon credit projects can deliver and the subsequent potential to address broader Council goals such as those articulated in Council's Reconciliation Action Plan (RAP) will be maximised.
- Due diligence to reduce the physical and transitional risks associated with carbon credit projects will be ongoing.
- Integrity principles that ensure any credit used to offset emissions represents a genuine and credible emissions reduction will be applied.
- Carbon credit units that have met the integrity principles will be procured.

7.2 Delegation and Authorisation (Compliance Framework)

There are no delegated positions with responsibilities for this Policy.

7.3 Equality Impact Assessment

In many circumstances, disadvantaged and vulnerable members of the community do not have equitable access to decision making processes, resources, and economic or social opportunities. This means that policies, programs and services are likely to be experienced differently and have different outcomes for those who are more vulnerable.

Given the programs and projects that generate carbon credits and the jurisdictions in which many carbon credit projects operate, disadvantaged and vulnerable members of the broader community have the potential to be disproportionately impacted both positively and negatively by Council decision making.

Whilst acknowledging that Council's influence is relatively limited, Council's Carbon Offset Policy will support processes and review decision making to ensure:

- Offset related project and programs recognise and address drivers of inequality.
- Unintended consequences of offset related projects and programs do not inadvertently reinforce or contribute to inequality.
- Harmful attitudes and social norms that underpin drivers of inequality are challenged throughout Carbon Offset Policy implementation.
- In particular, opportunities to support the objectives of Council's Reconciliation Action Plan (RAP) will be considered throughout Carbon Offset Policy implementation.

7.4 Privacy Impact Assessment

A Privacy Impact Assessment is not required.

7.5 Human Rights Charter

This policy has been reviewed against and complies with the *Charter of Human Rights and Responsibilities Act 2006*. In addition, "Integrity Principles" listed under the Federal Government's *Carbon Credits (Carbon Farming Initiative) Act 2011* and other initiatives will ensure ancestral knowledge and cultural heritage is safeguarded and the rights of indigenous peoples and local communities in line with applicable international human rights law, and the *United Nations Declaration on the Rights of Indigenous Peoples* and *ILO Convention 169 on Indigenous and Tribal Peoples* are protected. Project proponents are also required to ensure that project activities:

- Avoid discrimination and respect human rights.
- Abide by the International Bill of Human Rights and universal instruments ratified by host countries.
- Take into account and respond to local stakeholders' views.

8 Related documents

8.1 Legislation

- Federal Government's *Carbon Credits (Carbon Farming Initiative) Act 2011*

8.2 Documents and resources

- Council's Climate & Ecological Emergency Response Plan 2021
- Council's Reconciliation Action Plan 2020-2024 (being updated)
- Appendix A - Kingston City Council - Carbon Offsetting Background report (Pangolin Associates, 2024) ([24/167693](#))
- Appendix B - Kingston's Carbon Offsetting Framework ([24/167705](#))

9 Definitions

Term	Definition
Avoided emissions:	Reducing or avoiding carbon emissions which would otherwise occur
Carbon credit:	Issued by independent standards, often NGO's or private companies to allow organisation to compensate for carbon emissions generated

Carbon neutral:	When carbon emissions generated are balanced with carbon emissions avoided or removed
Carbon offset:	The act of reducing, avoiding, destroying or sequestering the equivalent of 1 tonne of greenhouse gas in order to compensate for (or offset) emissions elsewhere
Emissions boundary:	The defined scope in which carbon emissions are measured and accounted for. This includes the geographical area, as well as the range of activities and source of emissions which will be included in a reporting entity's emissions assessment
Net zero:	When carbon emissions are reduced to as close to zero as possible with any residual emissions balanced with greenhouse gas removal
Removed emissions:	Sequestering or drawing down carbon emissions from the atmospheres and permanently storing them (for greater than 100 years)
Residual emissions:	Emissions that remain despite all reasonable abatement efforts
Scope 1 emissions:	Direct emissions released into the atmosphere from owned or controlled sources. For example: bottled gas or generators.
Scope 2 emissions:	Indirect emissions from the generation of purchased energy.
Scope 3 emissions:	Up and downstream emissions that occur in the value chain of the reporting entity. These are not owned or controlled by the reporting entity. For example: emissions produced by a supplier in the manufacturing or transport of a product used by Council
Sequestering credits:	A type of carbon credit that is produced as a result of the direct removal and storage of carbon dioxide for the long term



CITY OF KINGSTON

COLLABORATIVE ENGAGEMENT GROUP (CEG)

Net Zero 2030 Strategy – Panel Report

18 October 2023

TABLE OF CONTENTS

INTRODUCTION 1

 Session agendas 2

OUTPUTS 3

 Session 1: Discussion & outputs 3

 Session 2: Discussion & outputs 3

APPENDIX A

 Session 1 - Questions to Council..... 7

APPENDIX B

 Session 2 - Raw data from principle ideation 8

APPENDIX C

 Kingston City Council Collaborative Engagement Group 2023 - Final Principles for the Net Zero 2030 Strategy on Carbon Offsets 9



*Whilst we are making progress, we accept that in order to achieve net zero by 2025 we will need to **offset** carbon emissions that are currently unavoidable.*

~ Susannah Kenny, Climate Emergency Team, City of Kingston ~

INTRODUCTION

Climate change is already resulting in very real impacts for the City of Kingston. At a local level, the effects of climate change are being felt with an increase in hot days and heatwave events, more intense rain and flooding and storm surge and sea-level rise.

The new Local Government Act (2020) makes 'mitigation and planning for climate change risks' and planning for 'the economic, social and environmental sustainability of the municipal district' a legal requirement for Councils. Kingston, along with over 100 other local Councils across Australia, have declared a Climate & Ecological Emergency.

To reduce its own carbon emissions, **Council has committed to:**

- ◆ reducing Council's corporate emissions to achieve net zero by 2025, and
- ◆ supporting the community to achieve net zero by 2030.

However, whilst council is making progress, it accepts that in order to achieve net zero by 2025 it will need to offset carbon emissions that are currently unavoidable, such as fuel used by transportation and refrigerants from cooling systems.

To address this council is developing a carbon offset plan and policy to guide council decision making and form an integral part of the council's Net Zero 2030 Strategy.

Over two sessions held on 13 September and 18 October 2023, the Collaborative Engagement Group (CEG) met to gain an understanding of the topic in order to help them draft and finalise principles to be recommended to council in response to:

“What key principles should Council consider when creating a Net Zero 2030 Strategy in Kingston?”

The following report summarises the process and final principles developed by the CEG.



Net Zero 2030 is the second topic considered by the CEG over 2023 and 2024



SESSION AGENDAS

SESSION 1 – WEDNESDAY 13 SEPTEMBER 2023, 6.00 – 8.30PM



Purpose:

Support the CEG to deepen their understanding of the council's Net Zero 2030 strategy and carbon offsets.

6:00	Welcome and settling in, Acknowledgement of Country, tonight's task, purpose, agenda, and reconnecting activity
6:15	Building our understanding of the topic, framing the idea and strategy, hearing from council, small group conversations and capturing our questions / comments on the tricky things for this topic.
7:30	BREAK
7:45	Q&A with Climate Emergency council staff
8:15	Capturing what's important to keep in mind for next session, final reflections and next steps
8:30	CLOSE

SESSION 2 – WEDNESDAY 18 OCTOBER 2023, 6.00 – 8.30PM



Purpose:

Draft and finalise principles in response to: *What key principles should Council consider when creating a Net Zero 2030 Strategy in Kingston?*

6:00	Welcome and Acknowledgement of Country, our task for tonight, reviewing start stop continue and hear back from Playground strategy team, reconnecting activity.
6:15	Small group conversations to develop and group initial principle ideas
6:40	Draft initial principles in small groups, then 'gallery walk' to review. Final re-write of principles
7:25	BREAK
7:40	Review final principles and walk through to test CEG's level of comfort with each
8:05	Closing remarks from Council, next steps and closing circle of final reflections for 2023
8:30	CLOSE



OUTPUTS

SESSION 1: DISCUSSION & OUTPUTS

Twenty-two members of the 45-member panel attended the session on **13 September 2023**. To support their understanding of the council's Net Zero 2030 Strategy, panelists received an information pack as pre-reading. A framing video was also developed by the council's climate emergency team to help set the scene.

To begin the session, panelists were asked to share what they **might need to know** to build their knowledge. Their responses were:

- ◆ What is Kingston using as a council (re: emission offset)
- ◆ Current and future usage incl new facilities
- ◆ What are our (council's) current offsets
- ◆ Process of buying offsets - where to buy them, how, approvals etc
- ◆ Could you purchase offsets from rate payers (cut out brokers?)
- ◆ How much offset will be required in 2025?
- ◆ If there are no local offset projects what would council purchase?
- ◆ How do you measure that the offset you purchase covers the emission?
- ◆ Lifespan and replacement/refurbishment of solar panels
- ◆ Is this an interim measure?



In small groups, panelists familiarised themselves with the information and captured key questions for clarification for council. A Q&A segment was held with Susannah Kenny and Paul Marsden, representing the Climate Emergency team, and all questions were answered. The list of questions appears in Appendix A.

At the end of the evening, panel members were asked to share **important things to keep in mind** in the next session. These were captured on butcher's paper and appear below:

- ◆ Validation of offsets
- ◆ Overall cost to rate payers
- ◆ Cost not prohibitive going with local offsets
- ◆ Investment in local projects
- ◆ Cost of transitioning all assets
- ◆ Fluctuation of offset market into future
- ◆ A lot going on in this space - > we need to stay open to what's coming (in next session)
- ◆ Reasonable timeframe to implement offset to achieve min. level of purchased offsets



As a final reflection, panelists were invited to offer feedback via a stop-start-continue process. Their responses appear below:



START

- Appreciating the diversity of opinions in this group further

- Collect more questions on paper (for council staff)

- Thinking about what info we were provided with

- Finishing earlier in the evenings

- Listening carefully and embracing others opinions

- More guidance on what is required

- Alternative date or council location

- Start time 30mins later (6.30pm)

- Social wine! Talking spoon

- Status quo

- More group interaction. Stick with the subject

- Access to facts & data relevant to the topic before the session

- More info for pre-reading or opportunity to request info before session so we have sufficient info during the session (eg cost of transitioning)



STOP

- Being frustrated

- Questions outside the topic

- Shorter interim breaks (to finish earlier)

- Getting off topic

- Interjections during explanations - wait until after

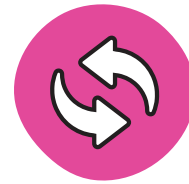
- Wanderings away from topic. Down to 15min break

- Welcome to country

- Stay on topic, stop drifting

- Assumptions

- So much moving between groups



CONTINUE

- Contributing thoughtful creative suggestions and questions

- Generating ideas in groups and sharing feedback

- Sharing our ideas

- Group chats, great ideas from groups. Council officers

- Council guest speakers. Refreshments

- Building our group as a very valuable body of thinkers

- Broad discussion

- Good open discussion

- Good food

- Spirit of collaboration

- Everyone getting to have a say

- Encouraging more participation

- Council guest speakers

- Group chat breaks. Yummy desserts

- To be mindful of our input into emission

- Open discussions. Experts available to contribute and answer questions

- The general way we are going

- Bringing council staff to sessions



SESSION 2: DISCUSSION & OUTPUTS

On 18 October 2023, twenty members of the 45-member panel met for the final session on the topic of Net Zero 2030. Their task was to develop, draft and finalise key principles that Council should consider when purchasing carbon offsets.

After hearing information about what makes a good principle, panellists had an initial conversation in pairs about possible ideas for a principle. Pairs were then 'folded' to form a group of four and each shared their initial ideas. As a group, they were then tasked with agreeing and drafting two principles. Raw data from this activity appears in Appendix B.

In plenary, all ideas were reviewed, grouped if similar and then given a short heading as follows:

1. Buy Australian
2. Minimise emission output
3. Be flexible and adaptable in a dynamic space
4. Value for money / investment

The panel was evenly distributed across the four headings and asked to draft a principle based on the initial ideas. Once complete, each group had the opportunity to view all drafted principles and offer specific comments and/or edits. From these comments, original groups had the chance for a final re-write of their assigned principle which was typed into a Google word document.

The final activity was to **test all four principles** using a "5L's Love it to Loathe it" scale. Each principle was displayed, read out and panel members asked to stand on an imaginary 5Ls rating line that represented how they felt about the principle. In this process 'consensus' is 80% (supermajority) of the group being able to 'live with it' or above – specifically 16 or the 20 panel members in attendance.



All principles were adopted by the CEG by a supermajority and presented to Susannah Kenny, representing the Climate Emergency council staff on the night.

The final report appears in Appendix C.

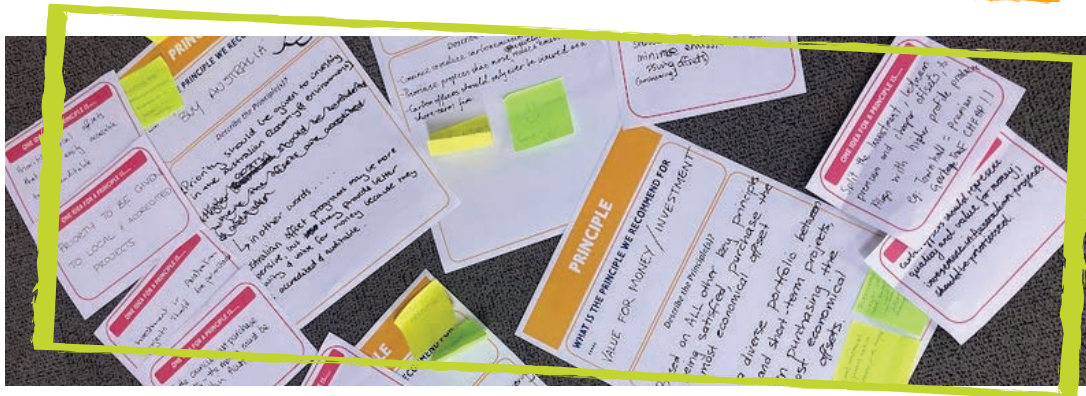
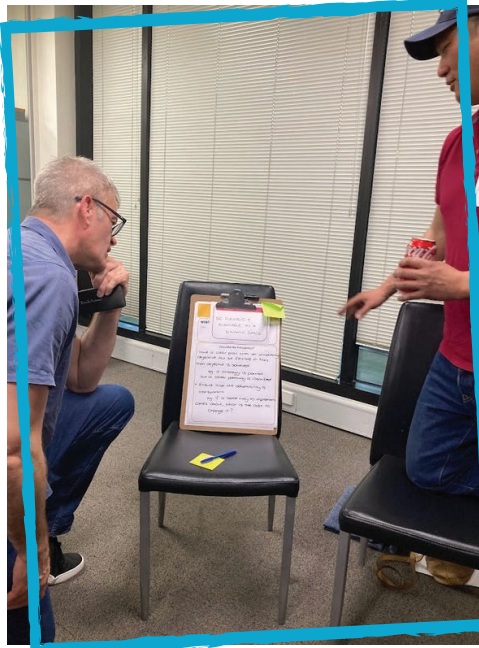
At the end of the session, panellists were encouraged to continue their involvement in the topic by participating in a council challenge running over the summer, namely:

- ♦ consider active transport as part of the "emissions free transport" initiative,
- ♦ access a free home energy assessment, and
- ♦ share their experience with the wider Kingston community.

As this was the final session for 2023, attendees formed a 'closing circle' at the end of the evening and invited to share a reflection on their time together. Many responses echoed sentiments of:

- ♦ gratitude for the experience to gain a deeper understanding of the complexity of council's work,
- ♦ a hope that their work will be influential and helpful for council, and
- ♦ eagerness to continue into 2024 and are looking forward to the topics and conversations.





We trust this report offers useful guidance for council when developing its carbon offsets plan and policy. The four principles developed by the CEG provide insight into what's important to community members when considering offset programs. Further, the questions raised could guide FAQ documents to support future community engagement.

Please note, due to the reduction in attendance from the original cohort of 45 members, the CEG members who attended the sessions are not a representative sample of the City of Kingston.

APPENDIX A

SESSION 1 – QUESTIONS TO COUNCIL

How have Kingston calculated credits to be offset?

How is council usage measured - data? calculations?

Is there another way without spending \$\$

Are the current implemented programs funded and what is the timeframe to implement

What are the current steps being taken by council to reach net zero by 2025?

How many carbon offsets do we need to buy in 2023 to become Net Zero and cost? Then by 2025 how much more or less will it cost and require to be net zero again?

At what point in time will this no longer be an interim?

Is carbon offsetting 'greenwashing OR will it work?

Besides planting trees, what offset programs are available to be purchased via carbon offsets?

How is the source of 'fund project' going to be audited to ensure offsets are delivered

Why does Kingston not have its own offset project?

Is council looking at long term projects as well (eg solar farms, water harvesting etc)

What impact will the cost have on Kingston if the o/seas price varies significantly/higher rates?

What are other governments in all 3 levels doing, could we copy?

Cost of transitioning to carbon neutral (esp cars)

Who are the brokers/players auditors in the offsetting programs

Where do we sit, i.e. mandates/state/feds

Are lithium batteries from EVs being considered - pollution issue



APPENDIX B

SESSION 2 – RAW DATA FROM PRINCIPLE IDEATION

KINGSTON CEG - NET ZERO 2030 - RAW DATA FROM PRINCIPLE IDEATION		
Principle	Description	Original Ideas
1. Buy Australian	<p>Priority should be given to investing in the Australian economy & environment.</p> <p>Australian offset programs may be more expensive but if they provide better quality and value for money due to being accredited and auditable, then it is worth the investment.</p>	<p>If the council must purchase credits - the money must be kept within Australia</p> <p>Investment in Australian projects should be prioritised</p> <p>Priority given to local and accredited projects</p> <p>Prioritise local offsets that are easily accessible to be auditable</p>
2. Minimise emission output	<p>Prioritise council projects that most effectively and efficiently reduce emissions</p> <p>Continue to reduce carbon emissions</p> <p>Carbon offsets should only ever be treated as a short-term fix</p>	<p>Should continue to try and minimise emissions (without purchasing offsets)</p> <p>Carbon offsets should be a short term action only, whilst we work towards eliminating our carbon footprint</p>
3. Be flexible and adaptable in a dynamic space	<p>Have a plan with clear objectives but be flexible in how the objectives are achieved (eg. A strategy is planned but a better pathway is identified)</p> <p>Ensure that the adaptability is transparent and communicated. (eg. If a better way to implement it comes about, what is the cost/benefit to change it?)</p>	<p>Be flexible and adaptable in a dynamic space</p>
4. Value for money/ investment	<p>Based on all the other principles being met, purchase the most economical offset (this does not necessarily mean the cheapest, but assess the offset over the time and type of the project).</p> <p>Have a diverse portfolio between long and short-term projects when purchasing the offsets.</p>	<p>Split investment between premium and cheaper offsets to align with higher profile producers (eg Town hall = premium / garbage truck = cheaper)</p> <p>Carbon offsets should represent quality and value for money</p>



APPENDIX C

KINGSTON CITY COUNCIL COLLABORATIVE ENGAGEMENT GROUP 2023

FINAL PRINCIPLES FOR THE NET ZERO 2030 STRATEGY ON CARBON OFFSETS

On 18 October 2023, 20 of the 45-member Collaborative Engagement Group (CEG) met to draft and finalise principles to be recommended to council when preparing their Net Zero 2030 Strategy.

This report comprises the final principles as drafted and approved by the CEG in response to the remit:

What are principles / criteria that council should consider when purchasing offsets?



<p>1. What is the Principle we recommend...</p> <p>Buy Australian</p> <p>Description</p> <p>Priority should be given to investing in the Australian economy & environment.</p> <p>Australian offset programs may be more expensive but if they provide better quality and value for money due to being accredited and auditable, then it is worth the investment.</p>
<p>2. What is the Principle we recommend...</p> <p>Minimise emission output</p> <p>Description</p> <ul style="list-style-type: none"> ◆ Prioritise council projects that most effectively and efficiently reduce emissions ◆ Continue to reduce carbon emissions ◆ Carbon offsets should only ever be treated as a short-term fix
<p>3. What is the Principle we recommend...</p> <p>Be flexible and adaptable in a dynamic space</p> <p>Description</p> <p>Have a plan with clear objectives but be flexible in how the objectives are achieved Eg. A strategy is planned but a better pathway is identified</p> <p>Ensure that the adaptability is transparent and communicated. Eg. If a better way to implement it comes about, what is the cost/benefit to change it?</p>
<p>4. What is the Principle we recommend...</p> <p>Value for money/investment</p> <p>Description</p> <ol style="list-style-type: none"> 1. Based on all the other principles being met, purchase the most economical offset (this does not necessarily mean the cheapest, but assess the offset over the time and type of the project). 2. Have a diverse portfolio between long and short-term projects when purchasing the offsets.



PLEASE NOTE: This report has been prepared by MosaicLab on behalf of and for the exclusive use of The City of Kingston. The sole purpose of this report is to provide council with outputs produced over two CEG sessions held in relation to the Net Zero 2030 Strategy on 13 September and 18 October 2023.

In preparing this report, MosaicLab has relied upon the information provided by the CEG participants at the sessions. Council can choose to share and distribute this report as they see fit. MosaicLab accepts no liability or responsibility whatsoever for or in respect of any use of or reliance upon this report by any third party.

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We acknowledge the traditional owners of the lands on which we live and work and their important and ongoing connection to land, sea and culture. We pay our respects to elders past and present.



REPORT PREPARED BY:
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Sustainability, Energy & Carbon Management

Carbon Offsetting Policy: Background Document

for **Kingston City Council**

May 2024



Kingston – Carbon Offsetting Policy Background Document

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Date: 1 July 24

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Executive Summary

Pangolin Associates (Pangolin) has been commissioned to deliver a Carbon Offsetting Background document for Kingston City Council (Kingston) to inform their offsetting policy for procurement. The report outlines:

- How carbon offsets fit into the overall principle of Net Zero.
- The voluntary carbon market and the definition of a carbon offset vs carbon credit.
- Carbon offset project types and carbon credit programs.
- How the voluntary carbon market compares to the regulatory market, future trends and pricing and the key drivers of demand, with an important note that global carbon credit markets continue to grow despite the economic downturn created by the COVID19 pandemic¹.
- The methods for procuring and retiring carbon credits in both the Australian and international markets.
- Choosing the right carbon credits to invest in and how this aligns with Kingston’s broader sustainability goals.
- The business case for carbon credits and the benefits of embedding an internal carbon price.
- Proposed procurement decision making framework and policy guidance.

This document seeks to enable Kingston to perform their due diligence to enter and engage with the carbon offsetting market. The purpose is to provide an insight into the carbon offsetting market and how carbon credits can be used to empower informed decisions about the inevitable carbon offsetting component of Kingston’s journey to net Zero and ensure Kingston are making valid claims in the market regarding their sustainability journey.

Choosing the right carbon credits to invest in

As with any trading market, there are certain constraints that Kingston should be aware of prior to any purchase of carbon credits. As a buyer of credits, Kingston is limited in the influence they can generate on the carbon credit project itself. However, there are key areas of focus that Kingston can use to de-risk and select the most appropriate carbon credit projects. These include:

- The co-benefits that carbon credit projects can unlock and the subsequent potential to address Kingston’s broader sustainability goals.
- The physical and transitional risks associated with carbon credit projects.
- The core carbon ‘integrity’ principles that are designed to demonstrate best-practice criteria for carbon offset decision making.
- International frameworks that are seeking to increase transparency and trust within the international voluntary market.

How this can inform the development of Kingston’s offset policy

- Enable Kingston to perform appropriate due diligence to enter and engage with the carbon offsetting market.
- Empower Council to make informed decisions about the carbon offset component of their journey to Net Zero.

¹ The World Bank: State and Trends of Carbon Pricing 2022

Kingston – Carbon Offsetting Policy Background Document

- Inform carbon offsetting decisions from a market and reputational viewpoint.
- Ensure Kingston are making valid claims within the market.

Table of Contents

Executive Summary	iii
Choosing the right carbon credits to invest in	iii
How this can inform the development of Kingston’s offset policy	iii
1. Context.....	1
What does it mean to limit 1.5°C?	1
What is a carbon credit and what is its role in Net Zero?	1
Insetting: an internal offsetting system.....	2
2. Voluntary Carbon Market – Overview	3
The Oxford Principles for Net Zero Aligned Carbon Offsetting	3
Voluntary compared to regulatory market	4
Voluntary carbon credit programs	4
Snapshot of the international voluntary carbon market and future trends impacting pricing...	10
International Voluntary Carbon Market (VCM) – overview of price.....	13
Key Global drivers of demand	14
Australian Carbon Credit Market – Current drivers of price.....	17
3. Choosing the right carbon credits to invest in	19
Using carbon credit investment to achieve broader sustainability goals.....	19
Identifying risks associated with carbon credit projects	23
Embedding due diligence into Kingston’s future carbon credit selection	24
4. Business case for carbon credits	26
Considerations to embed an internal carbon price into future thinking.	26
What is the global current state of play on setting ICPs.....	26
5. Procuring and retiring carbon credits	29
What are the procurement mechanisms for international and Australian carbon credits?	29
Who ‘owns’ credit purchasing at Kingston?	32
How often should Kingston purchase carbon credits?	32
How can Kingston ensure offsets aren’t double counted?.....	32
Appendix A: Core Carbon Principles (CCP) and Assessment Framework.....	33

1. Context

According to the IPCC,² to avoid the most damaging effects of climate change, the global average temperature must be limited to 1.5°C above preindustrial levels. The latest evidence suggests that global warming of 1.5°C and even 2°C will be exceeded during the 21st century unless deep reductions in carbon dioxide (CO₂) and other GHG emissions urgently occur. Current climate change commitments would result in global warming of 2.4°C-2.6°C. Higher temperatures will result in greater impacts from climate change, and an increase above 2°C could result in irreversible damage, such as species losses in some land and ocean ecosystems. The key reporting framework for net zero is the Science Based Targets Initiative (SBTi).

What does it mean to limit 1.5°C?

Limiting global warming to 1.5°C will require immediate and deep emission reductions and for global net anthropogenic CO₂ emissions to halve by 2030 relative to 2010 levels and to become “Net Zero” by 2050—a state where any remaining emissions are balanced by CO₂ removals from the atmosphere.³

Emissions must reduce to the absolute minimum levels feasible, and any remaining “residual emissions” balanced by an equivalent quantity of human-caused emissions removals that are permanently stored and cannot be released back into the atmosphere⁴.

What is a carbon credit and what is its role in Net Zero?

A recent study by Sylvera determines that carbon credits have a vital role in accelerating emissions reductions.

A **carbon credit**, as defined by the Kyoto Protocol, certifies one metric tonne of carbon dioxide (CO₂) either removed from the atmosphere or saved from being emitted. Seven primary categories of greenhouse gases exist: carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), perfluorocarbons (PFCs), hydrofluorocarbons (HFCs), and sulphur hexafluoride (SF₆). To compensate for greenhouse gases other than CO₂, carbon credits are expressed in terms of tonnes of CO₂-e (carbon dioxide equivalent), which relates to the effect of other greenhouse gases to an equivalent warming capacity of CO₂.

A **carbon offset** represents the act of reducing, avoiding, destroying or sequestering the equivalent of a tonne of greenhouse gas (GHG) in one place in order to compensate for (or to offset) an emission made elsewhere. It results in **the generation of a carbon credit** from a project with clear boundaries, title, project documents and a verification plan. **A carbon credit for a Net Zero target must be a sequestering credit (i.e. removes carbon dioxide from the atmosphere).**

² IPCC, 2018, Summary for Policymakers, Special Report: Global Warming of 1.5°C, <https://www.ipcc.ch/sr15/chapter/spm/>

³ Report of the Task Force on Net Zero Goals & Carbon Pricing <https://shorturl.at/oFUW9>

⁴ The Science Based Target initiative – Corporate Net Zero Standard <https://sciencebasedtargets.org/resources/files/Net-Zero-Standard.pdf>

In simple terms, these mechanisms are called carbon credits when created, and carbon offsets once purchased and retired by the buyer to offset existing emissions (e.g. Kingston), however the terms are often used interchangeably. In conclusion, carbon offsets play a role in helping a company achieve impact beyond their value chain as well as neutralising their residual emissions via long-term carbon sequestration projects.

Whilst it is a popular belief that investing in carbon offsets do not help in actual decarbonisation, a recent study by Sylvera⁵ notes carbon offsetting does have a vital role in accelerating emissions reductions. The study, which surveyed 100 of the largest businesses across multiple industries, found that on average companies that buy carbon offsets cut their Scope 1 and 2 emissions by 6.2% per year and companies that don't use carbon offsetting are cutting emissions by only 3.4% per year.

Insetting: an internal offsetting system

Although not relevant to Kingston for this current project due to lead time requirements, it is important to understand the broader landscape and trajectory of the carbon market.

Insetting refers to the generation of offsets within owned assets or value chains, either through avoiding emissions or by sequestering carbon (e.g. via forest regeneration projects). Well recognised co-benefits such as creating positive impacts for communities, landscapes and ecosystems are added advantages. This is different to offsetting, which is when an organisation compensates for its carbon footprint by paying for the removal or avoidance of emissions elsewhere and outside of its own value chain. The general mechanisms and methodologies used for insetting are often similar, if not identical, to those of established offset methodologies. Organisations with significant land in their portfolio may pursue insetting to have control over carbon avoidance/sequestration actions. This is an emerging space and offsetting registries such as Gold Standard are investing in developing methodologies. See SECCCA's *Carbon Sink Study*⁶ for more information on how this could impact Kingston City Council.

⁵ Carbon Credits: Permission to Pollute, or Pivotal for Progress?: https://7608351_fs1.hubspotusercontent-na1.net/hubfs/7608351/Carbon%20Credits%20Permission%20to%20Pollute%20or%20Pivotal%20for%20Progress%3F.pdf

⁶ Carbon sink study project summary: <https://seccca.org.au/projects>

2. Voluntary Carbon Market – Overview

Overview of carbon credit programs and project types

Worldwide, there are currently 73 carbon pricing instruments (CPIs), including taxes and emissions trading systems (ETS).⁷ This section aims to align relevant CPIs to carbon credit programs that are currently permissible under the Australian Government’s carbon neutral certification framework, Climate Active.

The Oxford Principles for Net Zero Aligned Carbon Offsetting

In 2020, Oxford University developed the ‘Oxford Principles for Net Zero Aligned Carbon Offsetting’⁸ (known as The Oxford Principles). Their purpose is to provide best practice guidance for non-state actors who want to purchase carbon offsets and develop high quality carbon markets.

As part of this work, Oxford University developed a simplified and useful taxonomy of carbon offsets (Figure 2.1). It is a useful reference to understand what impact a carbon credit would have and if/how the carbon credit project can be utilised for the purpose of a Net Zero claim.

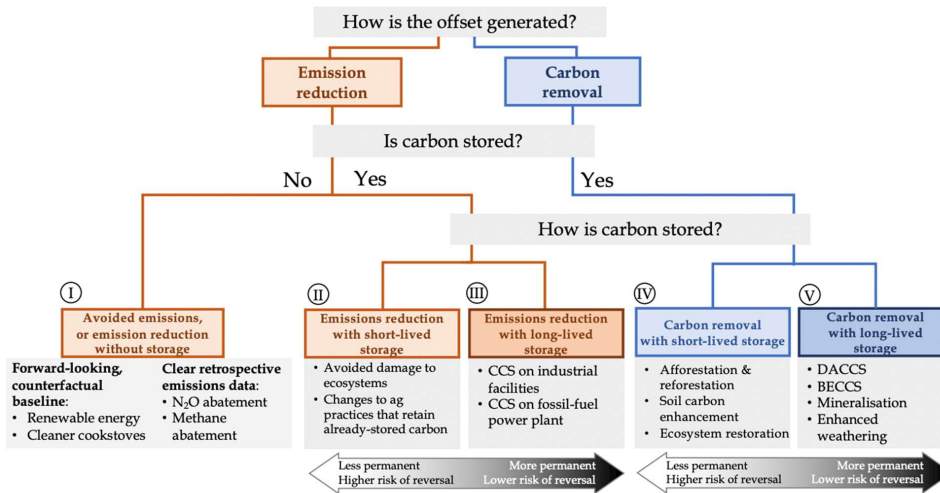


Figure 2.1: Taxonomy of the Oxford Principles for Net Zero aligned carbon offsetting

⁷ State and Trends of Carbon Pricing 2023

⁸ The Oxford Principles for Net Zero Aligned Carbon Offsetting <https://www.smithschool.ox.ac.uk/sites/default/files/2022-01/Oxford-Offsetting-Principles-2020.pdf>

Of note:

- Carbon removal is defined as the act of taking CO₂ out of the air and permanently storing it.
- For all forms of carbon removal, whether nature-based solutions or technologically mediated processes, carbon must be stored.
- For offsets that involve storing carbon, a further distinction is made as to whether that storage is likely to be short-lived (on the order of decades) or long-lived (on the order of centuries to millennia).
- Note that avoided emissions (Type I) should not be considered superior to Types II-V on the basis of permanence, since such emissions may only be temporarily avoided.
- Avoided emissions can also suffer from poor “permanence” if the reduction is not enduring.
- Type IV and V (carbon removal) offsets are required for Kingston to make valid Net Zero claims within the market.

Voluntary compared to regulatory market

It is important to note that Kingston is currently participating in the voluntary carbon market, which has different drivers to the regulated carbon market. A brief summary of the differences is provided below:

Regulatory Markets:

- Participation is mandated by law.
- Regulated by mandatory national, regional or international carbon reduction schemes.
- The carbon units are issued and governed by regulated legal frameworks.
- The demand is driven by exceedance above mandated baseline levels.
- The supply is either through state issuance or allowances (e.g., EU Emission Trading Scheme) or generated through activities under regulated methodologies such as Australian Carbon Credit Units (ACCU) in Australia.
- Penalties are applied by regulatory body if targets are missed.

Voluntary Markets:

- Participation is voluntary.
- Historically unregulated, however with increasing oversight emerging.
- The carbon credits are issued by independent standards, often NGO’s or private companies.
- The demand is largely voluntary complimenting self-set targets and recently through emergence of “carbon neutral” products.
- **Supply comes through issuance under independently approved programs such as ERF, VERRA, Gold Standard, ACR, Puro. Earth etc.**
- No regulatory penalties apply currently, however, there is the risk of reputational implications.

Voluntary carbon credit programs

Australian Carbon Credit Units (ACCU)

Carbon credit program: Emission Reduction Fund (ERF) issued by the Clean Energy Regulator.

The ERF is an Australian Government initiative that began in 2014 stemming from the Carbon Credits (Carbon Farming Initiative) Act 2011 and the Carbon Credits (Carbon Farming Initiative) Rule 2015. Credits are issued by the Clean Energy Regulator (CER) and records are kept electronically on the Australian National Registry of Emission Units. ACCU’s lie under property rights, and therefore upon purchase the person whose registry account it is under, is the legal owner of the ACCU.

One ACCU represents one tonne of carbon dioxide equivalent (CO₂-e) that has been stored or avoided by a project. Dependant on the project's ability to sequester carbon in the long term, the value of the ACCU can be decreased to reflect risks. For example, whilst trees store carbon, the potential for that sink to be destroyed in a fire or by felling, as well as a limited lifespan reduces its ability as a long-term storage unit.

Criteria for generating an ACCU:

- The project proponent must pass a 'fit and proper person test'.
- There must be an approved methodology for the type of project.
- The project must deliver abatement that is additional to what would occur in the absence of the project.
- The project must meet the applicable additionality requirements.
- The project must be undertaken in accordance with an approved methodology and comply with other scheme eligibility requirements.
- The project proponent must report to the CER about the conduct of the project and the abatement achieved. Certain reports must be accompanied by a report prepared by a registered greenhouse and energy auditor.

In 2022, the Australian Government commissioned an independent review on the integrity of ACCUS under the ERF. The panel examined governance arrangements and the legislative requirements of the carbon crediting plan, as well as the integrity of the key methods used. The review was completed in December 2022 and concluded that the program is fundamentally sound. A series of recommendations were also provided to help clarify governance, improve transparency, promote co-benefits and enhance confidence in the integrity and effectiveness of the program.

Verified Carbon Unit (VCUs)

Carbon credit program: Verified Carbon Standard (VERRA).

VERRA is a widely used international program that aims to drive finance towards emissions reductions activities. VERRA was founded in 2007 by environmental and business leaders who saw the need for greater quality assurance in voluntary carbon markets. VERRA quality assurance principles ensure all Verified Carbon Units (VCUs) represent GHG emission reductions or removals that are real, measurable, additional, permanent, independently verified, conservatively estimated, uniquely numbered, and transparently listed.

Principles for verification

1. Relevance
2. Completeness
3. Consistency
4. Accuracy
5. Transparency
6. Conservativeness

All VERRA program projects are subject to independent auditing by both VERRA staff and qualified third parties. All generation and retirement of credits is recorded in the publicly accessible VERRA Registry.

Certified Emission Reductions (CERs)

Carbon credit program: Clean Development Mechanism (CDM).

CER's are issued as per the rules of the Kyoto Protocol from Clean Development Mechanism projects. The CDM encourages countries in a transitional economy to implement projects that reduce greenhouse gas emissions in order to generate revenue through the sale of carbon credits. For developed countries, purchasing CER's is considered a more financially attractive option to reducing emissions domestically. A project generated by the Clean Development Mechanism must involve 'additionality', i.e. emissions reductions that would not have happened otherwise. Projects must be generated in a developing country and aim to stimulate both sustainable development and emissions reductions.

Verified Emissions Reductions (VERs)

Carbon credit program: The Gold Standard.

Gold Standard was founded by WWF among other NGOs to serve as a benchmark in carbon markets, ensuring projects adhered to the highest levels of environmental integrity and delivered sustainable development goals to benefit local communities. In 2022, Gold Standard introduced a mandatory sustainable development goal (SDG) tool for projects to enhance goal alignment and standardised reporting. Consistent updates and new methodologies regarding new technologies should improve confidence in the mechanism.

Removal Units (RMUs)

Carbon credit program: Kyoto Protocol.

Developed under the Kyoto protocol, developed countries operating under the United Nations Framework Convention on Climate Change (UNFCCC) can issue these credits into their national emissions registry. Activities are grouped under article 3.3 and 3.4 of the Kyoto protocol. Each article determines different activities permissible to generate a credit. All RMU's include avoided emissions through human induced land use change and forestry activities (LULCF activities) only. LULCF activities under the Kyoto Protocol are limited to afforestation, reforestation and deforestation that has occurred since 1990. Can be issued within or outside of Australia.

CO2 Removal Certificates (CORCS)

Carbon credit program: Puro. Earth.

The Puro platform brings together suppliers of carbon net-negative technologies and climate conscious companies. Puro issue verified CO₂ Removal Certificates (CORCs) based on the Puro Standard. Puro Standard is the first standard for carbon offsets based on the carbon removed from the atmosphere and stored long term in carbon net-negative processes or products. The Puro Standard is the first carbon removal standard for engineered carbon removal methods in the voluntary carbon market. It consists of high-quality carbon removal methodologies, aligned with the IPCC definition for carbon removal, for products or processes that remove carbon from the atmosphere. The current removal methodologies are: Biochar, Carbonated Materials, Geologically Stored Carbon, Enhanced Rock Weathering and Woody Biomass Burial.

Whilst not recognised currently by Climate Active or the Science Based Targets Initiative, Puro. Earth provide a valuable platform for organisations wanting to seek carbon credit projects that focus on sequestration. This is of relevance to future Net Zero ambitions.

Unverified local credits (NCUs, etc)

Carbon credit programs: Greenfleet; Canopy Blue; Natural Capital Units.

These carbon credit programs, although not approved as ACCUs, are local projects that have sequestration benefits without conducting the same auditing processes as ACCUs. They are sold similarly to other projects, with 1 credit equalling 1 tonne of carbon dioxide removed. The benefit of these programs are local impact and physical transparency (i.e. it is possible to visit locations of the credits) in addition to having a lower price point than ACCUs.

Whilst not recognised currently by Climate Active or the SBTi, these credits provide a valuable platform for organisations wanting to seek carbon credit projects that focus on sequestration. This is of relevance to future Net Zero ambitions.

Table 2.1 below outlines:

- The carbon credit project generation option (that can be developed under the listed programs),
- the taxonomy of the carbon credits (further explained in figure 2.1 - *The Oxford Principles for Net Zero Aligned Carbon Offsetting*),
- broad description of the project types, and
- what carbon credit programs these projects can be issued under (e.g., VERRA, Gold Standard).

Please note, Table 2.1 does not include either avoided emissions (methane abatement or N₂O abatement) or emission reductions as these are not projects that currently allow Kingston to make valid Net Zero claims within the market. We have included carbon sequestration projects that are not readily available in the market today so that Kingston can keep them in mind for long-term offsetting strategies.

Table 2.1: Carbon credit project types

Oxford Principles – Taxonomy	Oxford Principle Type	Carbon Credit Project	Project/Company example	Description of the Project	Programs with approved methodologies for the carbon credit unit type
Avoided emissions + Emission Reduction with short-lived storage	IV	Traditional Fire Management	Australia: Aboriginal Carbon Foundation (AbCF) (CER)	<p>Savanna fire management projects involve strategic burning in northern Australia's early dry season (January to July) to decrease the size, intensity and frequency of late dry season wildfires. The reduction in wildfire emissions earns carbon credits.</p> <p>There are two types of savanna fire management projects: savanna emissions avoidance and savanna sequestration. Both types of projects earn carbon credits for avoiding wildfire emissions through annual fire management practices. A savanna sequestration project also earns carbon credits for increasing the carbon stored in dead organic matter from fire management, which must be maintained for 25 or 100 years through continued fire management.</p> <p>Emissions reductions are calculated for each calendar year using the free Savanna Burning Abatement Tool* (SavBAT), which compares wildfire emissions both before and after the project started.</p>	<ul style="list-style-type: none"> - Clean Energy Regulator (ACCU)
Carbon removal with short-lived storage	IV	REDD+ (Reducing emissions from deforestation and forest degradation in developing countries)	Kenya: Kasigau Corridor REDD+ Project (Verra)	<p>REDD+ aims to incentivize developing countries to contribute to climate change mitigation actions in the forest sector by reducing carbon emissions from deforestation and degradation, conservation and enhancement of forest carbon stocks; and sustainable management of forests. Trees store significant amounts of carbon, and when destroyed, this carbon is released. It is believed that around 11% of global carbon emissions are caused by deforestation and forest degradation.</p>	<ul style="list-style-type: none"> - Clean Development Mechanism (CDM) - VERRA (VCU) - The Gold Standard (VER) - Clean Energy Regulator (ACCU)
Carbon removal with short-lived storage	IV	Afforestation & Ecosystem Restoration	Timor-Leste (East Timor): WithOneSeed community forestry sustaining development (Gold Standard)	<p>Reforestation and afforestation projects involve planting forest trees in agricultural or previously disturbed areas. In doing so, the project helps to reduce the amount of greenhouse gas entering the atmosphere, as carbon remains stored in the trees while they grow (referred to as 'carbon stock'). Net reduction in greenhouse gas emissions as a result of a project is referred to as 'net abatement'.</p> <p>It can also help to improve the health of ecosystems and rebuild wildlife corridors. However it is not the same as protecting virgin forests that have not yet been destroyed (e.g. REDD+ projects)</p> <p>The forest's carbon stock is estimated by collecting and analysing tree samples from different parts of the forest. Net abatement is determined by subtracting any emissions from fires and fuel use from the amount of carbon stock. The resulting net abatement can then be used to apply for Australian carbon credit units (ACCUs).</p>	<ul style="list-style-type: none"> - Gold Standard (VER) - Kyoto Protocol (RMUs) - VERRA (VCU) - Clean Energy Regulator (ACCU)
Carbon removal with short-lived storage	IV	Soil Carbon Enhancement (a.k.a Soil Carbon Sequestration)	Soil Food – Finland (Verra)	<p>These projects are currently low in availability but are increasingly in demand. Kingston should keep these methodologies in mind for future carbon credit purchases. Pangolin Associates have included links to the methodology pages in the next column for further reading.</p> <p>A soil carbon project involves removing carbon from the atmosphere and storing it in soil primarily by increasing the amount of decomposing plant material and microbes in the soil. This is done by setting up specific project management activities and management actions that change agricultural soil conditions to improve crop and pasture growth.</p> <p>The project helps to reduce the amount of greenhouse gas entering the atmosphere because carbon is stored (or sequestered) in the soil following the breakdown of root, stem and leaf material of pasture grasses and crops. The stored carbon is called 'carbon stock'.</p> <p>Some project activities add extra carbon to the soil through increased growth, and therefore a greater volume of pasture and other plant-based matter, called 'biomass', in paddocks. Other activities reduce the rate at which carbon is removed from an area, and therefore the rate at which soil carbon is</p>	<ul style="list-style-type: none"> - VERRA (VCU) - Gold Standard (VER) - CER (ACCU) - Puro_Earth (CORCS)

				decreased—for example, projects that retain stubble. The resulting net reduction in greenhouse gas emissions is termed the 'net abatement'.	
Carbon removal with short-lived storage	IV	Blue Carbon	Colombia: Blue carbon project Gulf of Morrosquillo (Verra)	<p>These projects are currently low in availability but are increasingly in demand. Kingston should keep these methodologies in mind for future carbon credit purchases. Pangolin Associates have included links to example methodology pages in the next column for further reading.</p> <p>Blue Carbon projects main objective is the reduction of greenhouse gas emissions through activities that allow the identification, prioritization and management of mangroves, the promotion of sustainable development, the strengthening of local governance and the promotion of alternative productive activities, while contributing to the protection of high values of community conservation and biodiversity.</p>	<ul style="list-style-type: none"> - VERRA (VCU) (currently pending methodology update) or Verra (available) - Gold Standard (VER) (under development) - CER (ACCU) -
Carbon removal with long-lived storage	V	Carbon Capture Technologies	<p>Direct Air Carbon Capture and sequestration (DACCS) (CER)</p> <p>+</p> <p>Bioenergy with carbon capture and storage (BECCS)</p>	<p>These projects are currently low in availability and would not be possible for Kingston to procure in 2024. As such, these project types will be relevant in a long-term outlook on offsetting and Kingston should keep abreast of advances in the market. Pangolin Associates have included links to example methodology pages in the next column for further reading.</p> <p>Direct Air Capture with Carbon Storage (DACCS) - DACCS is a technology that uses chemical processes to capture and separate carbon dioxide (CO2) directly from ambient air. The CO2 is then separated from the chemicals and captured so that it can be injected into geological reservoirs or used to make long-lasting products. The chemicals are then reused to capture more CO2</p> <p>Bioenergy with carbon capture and storage (BECCS) - BECCS, involves capturing and permanently storing CO2 from processes where biomass is converted into fuels or directly burned to generate energy. Because plants absorb CO2 as they grow, this is a way of removing CO2 from the atmosphere.</p>	<ul style="list-style-type: none"> - VERRA (VCU) (under development) - Gold Standard (VER) - Clean Energy Regulator (ACCU) - Puro.Earth (CORCS)

Snapshot of the international voluntary carbon market and future trends impacting pricing

Global carbon credit markets continue to grow despite the economic downturn created by the COVID19 pandemic⁹. A recent study of carbon prices within the Organisation for Economic Co-operation and Development (OECD) and Group of 20 (G20) countries from the beginning of the pandemic up to August 2021, indicates most emission reduction initiatives planned by governments prior to the pandemic were not rolled back or delayed due to the health crisis¹⁰. As such, this has continued the forward momentum of carbon credit generation within both the compliance and voluntary carbon market.

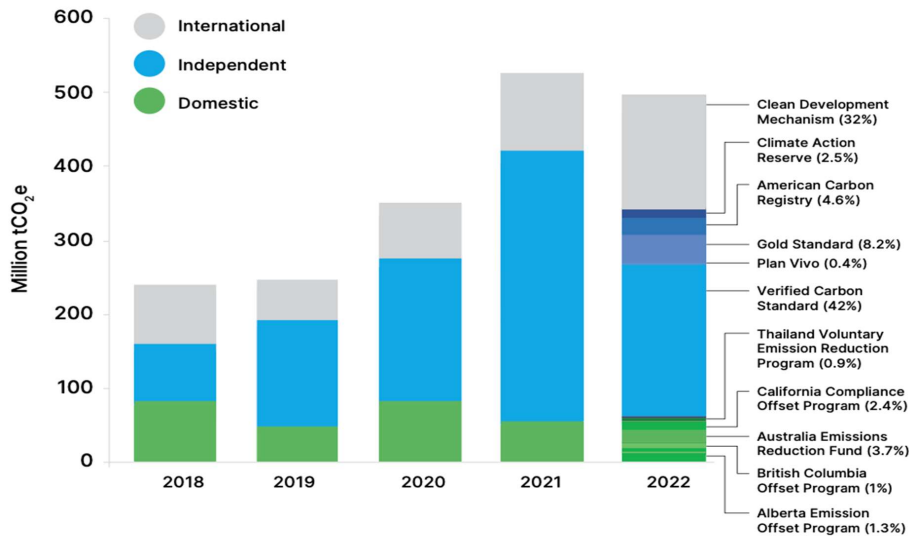


Figure 2.2: Global carbon credit issuance according to carbon credit program. Source: World Bank, State and trends of Carbon Pricing 2023

Figure 2.2 outlines the growing issuance of carbon credits across the main global voluntary and compliance markets. The majority of new issuances came from projects registered under independent crediting mechanisms (such as VERRA and The Gold Standard), while issuances from international and domestic crediting mechanisms (e.g. Australia’s Emission Reduction Fund) increased at a slower pace. In 2021, credit issuance from independent standards grew by 88%, totalling 352 million credits and representing 74% of the supply of carbon credits that year.

⁹ The World Bank: State and Trends of Carbon Pricing 2022

¹⁰ OECD: Carbon Pricing and COVID-19: Policy Changes, Challenges and Design Options in OECD and G20 Countries

Drivers of supply and demand in the international voluntary market

The global carbon credit markets consist of a diverse range of sources of supply, sources of demand, and trading frameworks and this in turn impacts the carbon pricing for Kingston.

Table 2.2 outlines a summary on what drivers and barriers influence the supply and demand of carbon credits. Please note, below Table 2.2 there is a more detailed analysis on the current price drivers within the international voluntary market.

Table 2.2: Supply and demand drivers

Activity	Drivers	Barriers	What this means for Kingston?
Supply	<p>Drivers of the supply of carbon credits are:</p> <ul style="list-style-type: none"> The International crediting mechanisms established under international treaties, including the Kyoto Protocol and the Paris Agreement. Domestic crediting mechanisms established by regional, national, or subnational governments, such as the Australia Emissions Reduction Fund or the California Compliance Offset Program. Independent crediting mechanisms includes standards and crediting mechanisms managed by independent, nongovernmental entities, such as VERRA and Gold Standard 	<p>Barriers of the supply of carbon credits are:</p> <ul style="list-style-type: none"> Barriers to expansion of the carbon market include bottlenecks in supply due to the increased number of new applicants and a scarcity of accredited reviewers. Some countries have imposed restrictions on credit issuance, limiting the number of projects available, e.g. Indonesia. High development costs can limit the availability of offsets. The price of credits is not aligning with the costs associated with running large scale technological removal mechanisms. It is estimated that many technologies in the early stages of development may cost \$250-\$600USD per ton, which is not currently viable with the prices of carbon credits. 	<ul style="list-style-type: none"> The availability of carbon credits has been increasing, with more credit types & methodologies being added each year. This provides Kingston with a range of projects to choose from which meets its selection criteria. Carbon credits prices have slowed in recent years which could provide Kingston with an opportunity to purchase credits at a lower budget.
Demand	<p>Drivers for demand of carbon credits are:</p>	<p>Barriers for demand of carbon credits are:</p>	<ul style="list-style-type: none"> Demand for net zero aligned carbon credits will increase in the coming years which will likely impact the availability

Kingston – Carbon Offsetting Policy Background Document

	<ul style="list-style-type: none"> • Demand derives from a range of compliance obligations established under international agreements and national laws. Compliance demand is set to grow in years ahead, as more compliance mechanisms are introduced by governments. • Voluntary commitments adopted by companies, governments, and other organisations are the primary driver of the carbon market and costs. 	<ul style="list-style-type: none"> • Macroeconomic conditions have impacted the demand of carbon credits. The demand for carbon credits dropped slightly over 2022 and further in 2023. One such reason could be attributed to the changing economic state, such as rising inflation and energy prices. There is greater criticism of the integrity of best practice regarding carbon credits. Greater guidance and transparency are evolving, aiming to increase public confidence. 	<p>and price of sequestering projects for Kingston.</p>
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International Voluntary Carbon Market (VCM) – overview of price

Despite prices increasing across several major CPIs in 2022, on the whole current prices remain short of the level required to drive the transformative change needed to reach the 1.5°C target or unlock investment in essential decarbonisation pathways (see Figure 2.3). The Report of the High-Level Commission on Carbon Prices¹¹ identified a USD \$50-\$100/tCO₂e range (or “carbon price corridor”) as the necessary price to be reached by 2030 to keep global heating to below 2°C - the upper end of the limit agreed in the Paris Agreement. However, less than 4% of global emissions in 2022 are covered by a direct carbon price at or above the estimated range required by 2030. For comparison, as at late 2023, pricing for most VER’s and VCU’s ranges from \$10-\$20 AUD. Furthermore, recent estimates indicate even higher prices may be needed to reduce emissions to Net Zero by 2050—which the Intergovernmental Panel on Climate Change says is necessary to meet the 1.5°C goal.

The World Bank (2022) has forecasted strong demand growth in the coming years, with a 15-fold increase in credit demand, expanding the market by 1.5-2 gigatonnes of CO₂ by 2030 and 2gt/year by 2050. It is believed that the main driver of such growth will be increased uptake of Net Zero targets by corporate commitments.

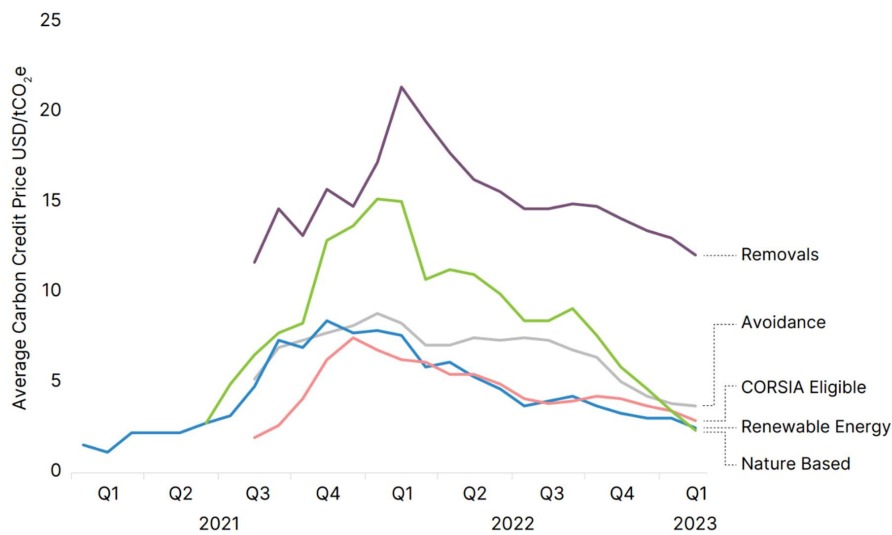


Figure 1.3: Average carbon credit pricing. Source: World Bank, State and trends of Carbon Pricing 2023

¹¹ [Report of the High-Level Commission on Carbon Prices](#)

Key Global drivers of demand

Voluntary Corporate Commitments & Increasing Corporate Targets

Voluntary corporate targets remain the largest demand of carbon credits. Whilst ETS schemes around the world are growing slowly, the international voluntary carbon programs such as VERRA are still making up the majority of carbon credit issuance (see Figure 2.4).

New carbon market rules set at COP26 in Glasgow have created additional certainty that may help international compliance markets develop further in coming years. For now, most market activity remains focused on the voluntary carbon market.

Carbon credit markets grew 48% in 2021, with the total number of credits issued from international, domestic, and independent credit mechanisms increasing from 327 million to 478 million. This is the biggest year-on-year increase since 2012, the peak of carbon credit issuance. The total number of credits issued since 2007 is around 4.7 billion tCO₂e.

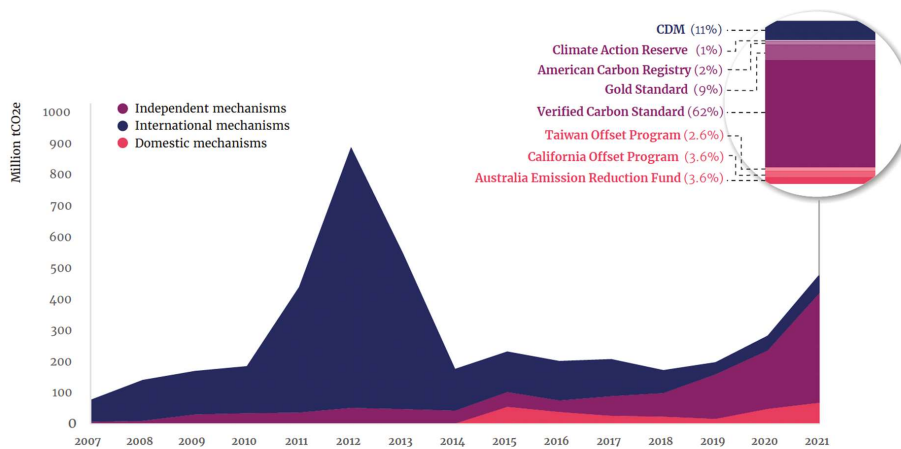


Figure 2.4: Issuance of carbon credits being driven by the voluntary market – Source World Bank – State of Carbon Pricing 2022

Article 6 – Paris Agreement

Article 6 of the Paris Agreement aims to allow cooperation and collaboration between countries to assist in reaching emission reductions targets set out in their nationally determined contributions (NDCs). Ultimately, it will allow countries to trade in carbon credits, with the consideration that each credit must only be retired once.

After four years of global debate, COP26 finally saw key determinations of Article 6 brought to agreement. In amongst all the information, there are two main factors that are relevant to Kingston, as they have the potential to impact future carbon pricing and how the international voluntary carbon market operates: carry over credits and the impact on global emission reduction carbon prices, and corresponding adjustments to prevent double claiming.

1. Carry over credits and the impact on global emission reduction and carbon prices

Under the Kyoto Protocol two main carbon credit types were generated under the Clean Development Mechanism, referred to in Table 2.3 as 'Kyoto credits'.

Table 2.3: Kyoto credits¹²

Credit type	Generator	Detail
Assigned Amount Units (AAU)	Generated by Annex I parties	Developed countries and countries undergoing the process of transition to market economy
Certified Emission Reductions (CER)	Mitigation projects by non-Annex 1 countries	Developing countries

There are approximately 5.8 Gt of CO₂-e emissions that are tied up in existing CER and AAU projects. One of the key debates by global countries is: should these already existing credits be carried over into the new Paris Agreement Sustainable Development Mechanism (replacing the Kyoto- Clean Development Mechanism)?

Climate Analytics have estimated that if all CERs were carried over into the Paris Sustainable Development Mechanism and into the post 2020 period, this would reduce global ambition over 2020-2030 by 38% (see Figure 2.5 below).

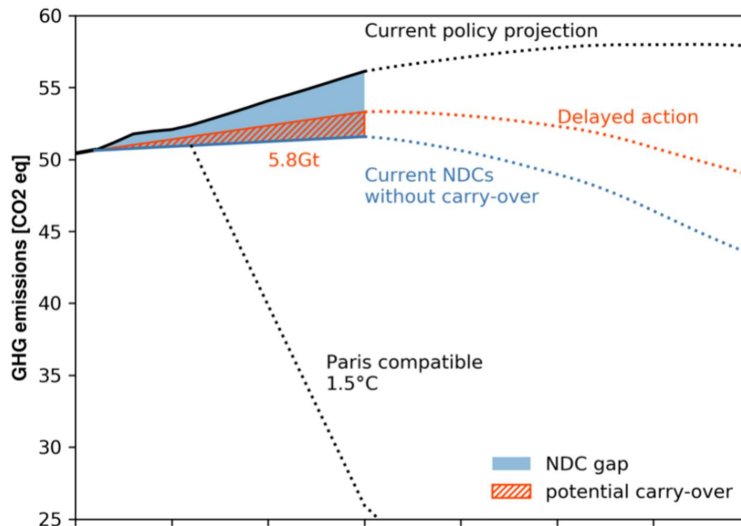


Figure 2.5: Impact of carry-over credits on global action on emission reductions

¹² Climate Analytics

The determination of Glasgow's COP26 was to allow for the "carryover" of 320 million tCO₂e worth of carbon credits, into the Paris mechanism. CERs are by far the cheapest credit available on the market, with almost no worth at approx. \$0.2 per tonne of CO₂e.

If all CERs were carried over (approx. 4bt CO₂e), this would keep the price of carbon credits under Article 6 unrealistically low. Whilst this may seem positive from the view of a carbon credit purchaser, it would disincentivise private investment into future emission reduction/removal projects which would inevitably lead to a shortage in carbon credits and a subsequent rise in prices.

2. Corresponding Adjustments to prevent Double Claiming

Double claiming occurs when the same emission reduction/removal/mitigation outcome is claimed by two different parties. In the context of the Paris Agreement, this can occur when a project's host government claims the outcome towards its NDC and at the same time it is claimed by another country (for their own NDC) or entity (for instance towards a voluntary offsetting claim or an airline's offsetting obligations under CORSIA).

To prevent this double claiming issue, under the Paris Agreement, a 'party' (country, entity etc) who transferred an emission reduction/removal/mitigation outcome will be required to make a 'corresponding adjustment'. In essence to 'remove' the emission reduction/removal/mitigation outcome from their own balance sheet.

The determination of Article 6 confirmed that Article 6 does not regulate the voluntary market, however the adopted rules under Article 6 will be vital in marking the boundaries of government-led carbon markets and clarifying the space where the voluntary market can operate.

Table 2.4 outlines three potential scenarios on where and how 'corresponding adjustments' will interact with the voluntary carbon market:

Table 2.4: Corresponding adjustment scenarios within the voluntary carbon market

#	Scenario	Summary
1	Country leverages private investment	Some countries may want to leverage the private finance provided by voluntary carbon markets to further their own climate action
2	Countries to make accounting adjustments	A country may wish to make accounting adjustments for voluntary carbon market transactions that arise from projects in their territories
3	Buyers seeking additional 'corresponding adjustment' accreditation	Some buyers may seek out credits that are backed by such adjustments to provide an extra assurance that the countries will not lighten the mitigation efforts set out in their NDCs as a result of successful voluntary market projects impacting on their emissions

Both the Gold Standard and VERRA (the largest international voluntary carbon programs) have not yet made a final determination on 'corresponding adjustments', however they foresee additional functionality requirements within their standards will be necessary to accurately measure and represent 'corresponding adjustments'.

If a project developer of an emission reduction/removal/mitigation outcome wishes to source a corresponding adjustment certification for their project, it will require an additional step in seeking this from the host country government. As such, Gold Standard believe that this will begin to split the carbon market between developers that have sought corresponding adjustment and those without¹³.

EU scope 3 oil and gas

All major international oil companies based in Europe have set long term climate goals. BP, Shell, Total and Repsol have thus far pledged Net Zero commitments across scope 1 and 2 emissions, as well as Net Zero across all scope 3 emissions by 2050. Analysis of these companies' plans shows they intend to use a varying mix of efficiency improvements, switching to lower carbon products and offsetting residual emissions towards 2050. To date, oil companies based outside Europe have shown little appetite to set long term climate goals.

Australian Carbon Credit Market – Current drivers of price

Independent Review of ACCUs and the Safeguard Mechanism.

In July 2022 the Australian Government commissioned an independent review of ACCUs. The findings were released in December 2022 and found the scheme to be 'fundamentally well-designed'.¹⁴ The key recommendations provided by the review (which were all accepted by the government) focused on an improvement in transparency of information. The positive outcome of the review boosted confidence and generated a renewed interest in ACCUs, which was reflected by a 12% increase in the spot price following its release (figure 2.6).

Safeguard Mechanism

In April 2023 the Safeguard Mechanism (crediting) Amendment Act 2023 became law. The Act requires a baseline reduction expectation for year-on-year emissions of 4.9% for participants captured by the safeguard mechanism. The reforms also effectively stipulate a cap on emissions by setting a cumulative emissions budget of 1.2 million tonnes between 2020-2030¹⁵. ACCUs are one of the key strategies that facilities can use to meet their obligations. However, actions taken to reduce emissions at the source may reduce the demand of ACCU's by safeguard facilities.

Following the announcement of the Safeguard reforms, the ACCU spot price declined by \$0.60¹⁶. Quarter 1 of 2023 recorded record sales, with 5.3 million ACCU's being transacted during the quarter.

¹³ [The Gold Standard – Corresponding Adjustments](#)

¹⁴ Final report recommendations and findings <https://www.dcceew.gov.au/sites/default/files/documents/independent-review-accu-exec-summary.pdf>

¹⁵ Reference act

¹⁶ Clean Energy Regulator quarterly report Q1 2023

Kingston – Carbon Offsetting Policy Background Document

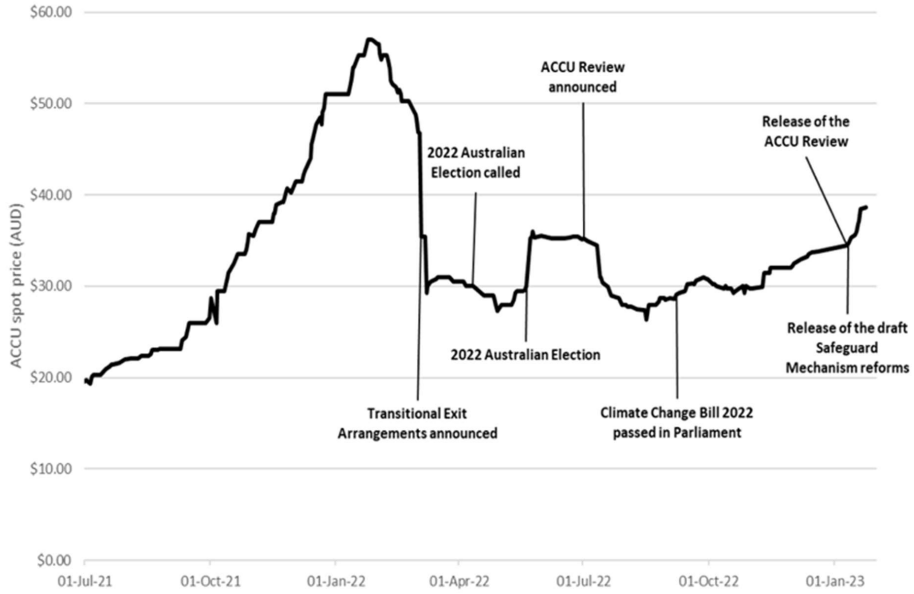


Figure 2.6: Global carbon credit issuance according to carbon credit program. Source: World Bank, State and trends of Carbon Pricing 2023 - (Clean energy regulator report December quarter of 2022).

3. Choosing the right carbon credits to invest in

As with any trading market, there are certain risks that Kingston should be aware of prior to any procurement of carbon credits. As a buyer of credits, Kingston is limited in the influence they can generate on the carbon credit project itself, however there are key areas of focus that Kingston can be informed about, that will help to de-risk as well as select the most appropriate carbon credit projects. These will all impact Kingston's approach to offset procurement. These include:

- The co-benefits that carbon credit projects can unlock and the subsequent potential to address Kingston's broader sustainability goals.
- The physical and transitional risks associated with carbon credit projects.
- The core carbon principles that are designed to demonstrate best-practice criteria for carbon (see appendix A for further information).
- International frameworks that are seeking to increase transparency and trust within the international voluntary market.

Using carbon credit investment to achieve broader sustainability goals

As well as the intended outcome to offset the impact of one tonne of CO₂e, carbon credits can provide a range of social, economic and environmental co-benefits as they work to achieve their intended GHG mitigation outcome.

The 2030 Agenda for Sustainable Development, adopted by the UN parties in 2015, is a roadmap to ensure sustainable social, environmental, and economic progress worldwide. At its heart are the UN's 17 SDGs, an urgent call for action by all countries in a global partnership (see Figure 3.1 below).

The SDGs are a universal set of interconnected goals, targets, and indicators that constitute the global development agenda for 2015-2030. Adopted by 193 member states of the United Nations in 2015 as the successor to the Millennium Development Goals, the SDGs comprise of 169 targets categorised into 17 goals that focus on the five key elements of people, planet, prosperity, peace, and partnership. Each goal advocates a general aim, which is supported by a set of primary targets that prescribe specific actions and timeframes (represented by a number, e.g.: 1.1), and a set of secondary targets that are more flexible in their approach and open to interpretation (represented by a letter, e.g.: 1.A). Together, the goals call for urgent action by all nation states to form a collective partnership to end poverty, improve health and education, reduce inequalities, boost economic growth, mitigate climate change, and preserve nature.

The creation of the 17 SDGs provides important momentum for integrating sustainable development into international carbon market agreements and when considered within the early stages of a carbon credit project can achieve significant co-benefits of sustainable development¹⁷.

¹⁷ [Integrating sustainability into climate finance by quantifying the co-benefits and market impact of carbon projects](#)



Figure 3.1: Source: United Nations: Communications material

Table 3.1 provides insight into UN Sustainable Development Goal co-benefits are typically unlocked through different carbon credit project types.

Whilst broadly indicating what co-benefits are aligned to different carbon credit project types, co-benefits are largely dependent on the project developer as well as the carbon crediting programs the carbon credit project is being certified against. As such, some projects may address more than what is typically addressed and conversely some projects may address less.

Table 3.1: Co-benefits and carbon credit projects that are appropriate for Net Zero claims.

Carbon credit project	Project description	Co-benefits (UN SDGs) typically addressed	Additional information	Key considerations for Kingston
Traditional Fire Management	<p>Savanna fire management projects involve strategic burning in northern Australia’s early dry season (January to July) to decrease the size, intensity and frequency of late dry season wildfires. The reduction in wildfire emissions earns carbon credits.</p> <p>There are two types of savanna fire management projects: savanna emissions avoidance and savanna sequestration. Both types of projects earn carbon credits for reducing wildfire emissions through annual fire management practices. A savanna sequestration project also earns carbon credits for increasing the carbon stored in dead organic matter from fire management, which must be maintained for 25 or 100 years through continued fire management.</p> <p>Emissions reductions are calculated for each calendar year using the free Savanna Burning Abatement Tool* (SavBAT), which compares wildfire emissions both before and after the project started.</p>	<p>UN SDG 1 – End Poverty</p> <p>UN SDG 4 – Quality Education</p> <p>UN SDG 8 – Decent work and economic growth</p> <p>UN SDG 10 – Reduced Inequalities</p> <p>UN SDG 15 – Life on Land</p> <p>UN SDG 16 – Peace, Justice and Strong Institutions</p>	<p>Provides training on alternative income generating activities. Provides training on biodiversity assessments to empower and equip communities with the necessary skills to conserve their local forests in the long-term and develop key employability skills.</p> <p>Promotes sustainable land use practices and tree planting activity to improve soil fertility and reduce erosion. Encourages establishment of community-led groups to oversee and coordinate project activities. Enables communities to secure land ownership, promoting a long-term view to sustainable land management that avoids slash and burn practices.</p>	<p>This project type is currently Net Zero aligned. With meaningful project engagement, Kingston could utilise investment in traditional fire management projects to develop and implement a Reconciliation Action Plan. This project type is typically only within Australia and as such will be generated as ACCUs. There are other forms of land management that engage indigenous peoples; however, this is more in the form of forest conservation. The ACCU methods that exist for this are Savanna fire management 2018—emissions avoidance and Savanna fire management 2018—sequestration and emissions avoidance.</p>
<p>REDD+ (Reducing emissions from deforestation and forest degradation in developing countries) + Afforestation & Ecosystem Restoration</p>	<p>Aims to incentivise developing countries to contribute to climate change mitigation actions in the forest sector by reducing carbon emissions from deforestation and degradation, conservation and enhancement of forest carbon stocks; and sustainable management of forests. Trees store significant amounts of carbon, and when destroyed, this carbon is released. It is believed that around 11% of global carbon emissions are caused by deforestation and forest degradation</p>	<p>UN SDG 1 – End Poverty</p> <p>UN SDG 4 – Quality Education</p> <p>UN SDG 8 – Decent work and economic growth</p> <p>UN SDG 6 – Clean Water and Sanitation</p> <p>UN SDG 10 – Reduced Inequalities</p> <p>UN SDG 14 – Life Below Water</p> <p>UN SDG 15 – Life on Land</p> <p>UN SDG 16 – Peace, Justice and Strong Institutions</p>	<p>Similar to Savannah Burning, these methodologies provide training on alternative income generating activities. Provides training on biodiversity assessments to empower and equip communities with the necessary skills to conserve their local forests in the long-term and develop key employability skills.</p> <p>Promotes sustainable land use practices and tree planting activity to improve soil fertility and reduce erosion. Encourages establishment of community-led groups to oversee and coordinate project activities. Enables communities to secure land ownership, promoting a long-term view to sustainable land management that avoids slash and burn practices.</p>	<p>This project type is currently Net Zero aligned. Overseas projects would typically address most of those SDGs listed (more so than Australian based projects). The reason for this is there is greater benefit of these projects within developing countries for: Income to replace the need for logging, High valued virgin forest and biodiversity, opportunity for education, upskilling and community partnerships and additionality of clean water and energy.</p> <p>The ACCU methodologies exist for this project type. The most typical project types available on the market are Human-induced regeneration; Avoided clearing of native regrowth; Human-Induced regeneration of a permanent even-aged native forest; Measurement based methods for new farm forestry plantations; Native forest from managed regrowth; Plantation forestry; Reforestation and afforestation V2.0; Reforestation by Environmental or Mallee Plantings – FullCAM; Tidal restoration of blue carbon ecosystems method and Verified carbon standard project.</p>

		UN SDG 17 – Partnerships for the Goals		
Soil Carbon Enhancement	Involves removing carbon from the atmosphere and storing it in soil primarily by increasing the amount of decomposing plant material and microbes in the soil. This is done by setting up specific project management activities and management actions that change agricultural soil conditions to improve crop and pasture growth	UN SDG 2 – Zero Hunger UN SDG 12 – Responsible Consumption and Production UN SDG 13 – Climate Action UN SDG 15 – Life on Land	Improve food security through training on conservation farming techniques to improve the quality and productivity of land and increase crop yields, removing the need for shifting cultivation and 'slash and burn' techniques. Provides training on improved production practices that avoid destruction of natural resources e.g. conservation agricultural practices to improve land productivity. Supports communities to build capacity and resilience, strengthening their ability to adapt to the impacts of climate change e.g. crop diversification, fire suppression. Promote sustainable land use practices and tree planting activity to improve soil fertility and reduce erosion.	This project type is currently Net Zero aligned. Both VERRA and The Gold Standard have soil carbon methodologies, however, have limited projects listed. The ERF also has a soil carbon methodology to develop ACCUs against, however, again the projects that can be sourced on the market are limited compared to other projects. Kingston could investigate Puro.Earth ¹⁸ for available soil carbon projects. Whilst Puro. Earth is not recognised by Climate Active, it is arguably one of the most relevant carbon platforms for companies to seek long-term sequestration credits.
Blue carbon	Reduction of greenhouse gas emissions through activities that allow the identification, prioritization and management of mangroves, the promotion of sustainable development, the strengthening of local governance and the promotion of alternative productive activities, while contributing to the protection of biodiversity and the values of community conservation.	Have all the same SDG's as the REDD+ projects above plus: UN SDG 14 – Life Below Water	All the above REDD+ and Afforestation & Ecosystem Restoration co-benefits are also relevant to Blue Carbon, with the addition of: reducing land and oceanic deforestation rates and minimize land-use change to avoid impacts on water systems, plus improve the quality of water ecosystems by empowering communities to restore natural areas.	This project type is currently Net Zero aligned. Kingston may want to investigate the Victorian Government's 'Mapping Blue Carbon' initiative ¹⁹ for potential opportunities within or near the Kingston City Council area. Blue carbon projects make up a very small contingent currently, however both supply and demand is increasing both local and overseas. See links in table 2.1 for more information on methodologies.
Carbon Capture Technologies	<u>Direct Air Capture with Carbon Storage (DACCS)</u> - DACCS is a technology that uses chemical processes to capture and separate carbon dioxide (CO2) directly from ambient air. The CO2 is then separated from the chemicals and captured so that it can be injected into geological reservoirs or used to make long-lasting products. The chemicals are then reused to capture more CO2. <u>Bioenergy with carbon capture and storage (BECCS)</u> - BECCS, involves capturing and permanently storing CO2 from processes where biomass is converted into fuels or directly burned to generate energy. Because plants absorb CO2 as they grow, this is a way of removing CO2 from the atmosphere.	UN SDG 12 – Responsible Consumption and Production	Enhance access to more efficient technologies to reduce community impact on the environment.	This project type is currently Net Zero aligned, however it is not readily available in the market today. CCS projects will be vital for Kingston and any other company to achieve true Net Zero as they provide long-term sequestration options that are needed to make a Net Zero claim valid. Kingston could investigate Puro Earth ²⁰ for available CCS projects. Whilst Puro Earth is not recognised by Climate Active, it is arguably one of the most relevant carbon platforms for companies to seek long-term sequestration credits.

<https://www.cleanenergyregulator.gov.au/ERF/Pages/Method-development.aspx>

¹⁸ Puro Earth

¹⁹ Victorian Government: Mapping Blue Carbon initiative <https://www.marineandcoasts.vic.gov.au/marine-and-coastal-knowledge/blue-carbon-in-victoria>

²⁰ Puro Earth

Identifying risks associated with carbon credit projects

As with any trading market, there are risk and opportunities, and these vary according to the jurisdiction and standard criteria under which the offset project has been certified, the market in which it is primarily traded and its potential for future integration into global trading schemes. Table 3.2 highlights the typical physical and transitional risks that exists and some commentary on where these risks are most likely to occur and the relevancy to Kingston.

Table 3.2: Physical and transitional risks associated with carbon credit purchases

Risk	Risk categories	Considerations for Kingston
Physical	<p>Would the project be adversely impacted by extreme weather events brought about by changes in the climate?</p> <p>Would the availability of natural resources due to climate impacts affect the project?</p> <p>Does the project have limited impacts on reducing carbon concentrations in the atmosphere?</p> <p>Does the vintage of the credit mean the emission reductions has already occurred and therefore not helping to achieve emission reductions needed in today's market?</p>	<p>All projects can be impacted by extreme physical events. However, it is nature-based projects such as avoided deforestation and ecosystem restoration projects which are most susceptible to longer-term impacts of extreme physical events. Nature-based projects are vital in sequestering carbon and an important consideration of beyond value chain mitigation. However, it is still important to break the cycle of fossil fuel consumption with the continued investment in renewable energy/energy efficiency projects. Typically, carbon credits with older vintages (prior to 2013 as defined as the baseline under Climate Active) are not considered robust in their methodology of generating credits and are not achieving the emission reductions that are required in today's market to achieve Net Zero by 2050. However, forestry projects that have older vintages can be seen as less risk as typically there is more proof of the carbon sequestration occurring and the success of the project</p>
Transitional – Regulatory	<p>Would the project be affected by changes to international policies, targets and trading regimes as part of ongoing negotiations (e.g. Article 6 of the Paris Agreement)?</p> <p>Would carbon pricing or border adjustment mechanisms (or CBAMs) impact the availability and price of the credits?</p> <p>Is the standard under which the project is verified potentially exposed to changes in jurisdictional recognition?</p>	<p>There is a large quantity of existing carbon credit projects that will be removed from the market under the ruling of Article 6. As each country works toward their own Nationally Determined Contribution (NDC) to meet their Paris target, carbon credits that were originally sold on the international market could be stored within country to allow for Paris targets to be met. For example, India have proposed a ban on the export of carbon credits from their country. As India are a huge source of carbon credit projects on the international market, this could pose a major price risk for companies. Papua New Guinea government has suspended new voluntary carbon credit projects while making new rules to govern them. How governments and carbon credit programs acknowledge corresponding adjustments to ensure there is no double claiming of carbon credits is still being defined.</p>
Transitional – Reputational	<p>Would investment in the project potentially make the organisation less attractive to investors or less able to access capital?</p> <p>Could there be potential issues regarding brand or reputational damage from not undertaking sufficient due diligence on the governance of the project?</p> <p>Could investment in the project lead to an inability to attract and retain staff?</p> <p>Did the project generate its credits under a program that is not reputable or unproven standards?</p> <p>Does the vintage of the project mean the credits were issued under standards that are less stringent than today's market</p>	<p>Forestry projects (such as avoided deforestation and ecosystem rehabilitation) will typically carry the most risk and opportunity for Kingston due to the fact they often will need a strong social licence to operate and provide a replacement income to reduce the need for logging. They are also harder to quantify the carbon sequestration impact compared to renewable energy or energy efficiency projects (solar, landfill gas reuse) that far easier to quantify the abatement potential. However, the co-benefits of forestry projects is typically far greater than renewable energy projects and many other types of projects because of the areas that they operate in and the other outcomes the project aims to achieve, such as: protecting virgin ecosystems, improving degraded ecosystems and improving the livelihood of local communities through finance, education, sanitation, clean energy.</p>
Transitional – Market	<p>Is the project subject to price volatility?</p> <p>Is there a potential for the project to be allocated completely towards a nationally determined contribution (NDC)?</p> <p>Does the vintage of the carbon credits risk the credits potentially becoming void in the current market?</p> <p>Does the project type (e.g. renewable energy) that the credits are generated against risk being invalid due to updated relevancy changes</p>	<p>Kingston should consider a diversified portfolio to address any future risks in the market</p>

Embedding due diligence into Kingston’s future carbon credit selection

Regardless of the procurement framework that Kingston choose to utilise (and there may be more than one method being used), it is important for Kingston to understand they are reliant on the requirements, procedures, and policies, that carbon crediting programs (such as VERRA, The Gold Standards, the ERF) develop and implement that in turn result in the quality of the carbon credit project released to market.

A range of mechanisms exist which seek to standardise the framework in which carbon credit projects are assessed and in doing so build confidence and comparability across the carbon market. Two examples are the Integrity Principles under the Australian Federal Government (Table 3.3), and the Core Carbon Principles developed by the VCM (Table 3.4). These frameworks assist in the decision making and development of carbon credits with high integrity.

Table 3.3: Integrity principles listed under the Federal Government’ Carbon Credits (Carbon Farming Initiative) Act 2011

Core principle	Explanation
Additional	The credit must result in emissions reductions that are unlikely to occur in the ordinary course of events, including due to any existing commitment or target publicly agreed by the entity responsible for issuing the units. It must represent abatement that has not been double counted.
Permanent	The credit must represent permanent reductions in greenhouse gas emissions. In the case of sinks, this requires that the carbon stored is sequestered and will not be released into the atmosphere for a period of 100 years. Where a period of less than 100 years is applied to sequestration units, an appropriate discount must be applied.
Measurable	Methods used to quantify the amount of emissions reductions generated must be supported by clear and convincing evidence.
Transparent	Consumers and other interested stakeholders must have access to information about the offset project that generated the abatement, including the applied methodology and project-monitoring arrangements.
Address leakage	The system responsible for generating the offset unit must provide deductions for any material increases in emissions elsewhere which nullify or reduce the abatement that would otherwise be represented by the offset unit.
Independently audited	The circumstances responsible for the generation of the unit must be verified by an independent, appropriately qualified third party and not found to be in contradiction with these integrity principles.
Registered	The offset unit must be listed and tracked in a publicly transparent registry

Table 3.4: Core Carbon Principles (CCP) and Assessment Framework (summary provided below) recently developed under the International Carbon Value and Certification Mechanism (ICVCM)

Core principle	Sub-principle & explanation
Governance	Effective Governance Tracking Transparency Robust third-party validation and verification
Emissions impact	Robust quantification of GHG Emission reductions and removals Additionality No double counting Permanence
Sustainable Development	Benefits and safeguards

Whilst table 3.4 is not yet fully adopted across the VCM, it serves as a useful framework for Kingston to investigate and assess the validity of carbon crediting programs and therefore the projects that exist within these carbon crediting programs. See Appendix A for a further detail on the CCPs.

The 'Oxford Principles for Net Zero Aligned Carbon Offsetting'²¹ (known as The Oxford Principles) developed by Oxford University provide best practice guidance for non-state actors who want to purchase carbon offsets and develop high quality carbon markets – see Figure 2.1.

As frameworks are becoming more advanced, software seeking to measure the risks and opportunities within credits are becoming increasingly available and advanced. Carbon credit rating tools such as BeZero²² and CCQI²³ can be a helpful asset for Kingston in the initial stages of vetting projects. However, it is important to review the methodology for rating and understand that different tools may produce different results for the same projects based on their methodologies.

²¹ The Oxford Principles for Net Zero Aligned Carbon Offsetting <https://www.smithschool.ox.ac.uk/sites/default/files/2022-01/Oxford-Offsetting-Principles-2020.pdf>

²² BeZero tool <https://bezerocarbon.com/ratings/resources>

²³ CCQI rating tool <https://carboncreditquality.org/scores.html>

4. Business case for carbon credits

Considerations to embed an internal carbon price into future thinking.

What is Internal Carbon Pricing (ICP) and how is it used to manage external risk?

Internal Carbon Pricing (ICP) is a key strategy that incentivises companies to accelerate their transition to Net Zero and the low carbon economy. ICP involves the implementation of either a shadow figure or a real monetary value on business activities to engage carbon emissions and climate risk in business decisions. ICP becomes particularly relevant where there is no mandated carbon price or formal regulations by government bodies. It can act as a tool to align business decisions to decarbonisation strategies, but also to prepare for potential future mandated carbon regulations.

As the global community becomes more aware of climate risk, implementation of regulated carbon pricing is becoming more common. Businesses become susceptible to financial loss if carbon prices become mandatory as a cost will be mandated on their emissions. There are 3 common rationales to introducing an internal carbon price:

1. Incentivises the reallocation of resources towards low carbon activities.
2. Drives research and development initiatives and attracts customers interested in low-carbon solutions.
3. Reveals the hidden risks and opportunities in a company's operations and supply chain.

Some common motivations for implementing an ICP are to drive low-carbon investment and energy efficiencies, change internal behaviour, identify low carbon opportunities, navigate GHG regulations, stakeholder expectations, to stress test investments and engage suppliers.

What is the global current state of play on setting ICPs

In 2021, it was reported that over half of the largest 500 companies globally had implemented an internal carbon price or were intending to implement one in the next 2 years.²⁴ For an ICP to be effective, the price must reflect the need to transition away from carbon intensive activities in a timely manner. CDP reports that in 2022, internally adopted carbon prices ranged from USD \$0.80 per tCO₂e to USD \$6000 per tCO₂e, however, the average price remained below USD \$50 per tCO₂e.²⁵ Economists suggest that the necessary price point of an ICP should align with the goals of the Paris Agreement is USD \$50-\$100/tCO₂e. ICP's should be structured so that the price increases over time to reflect the necessary reductions needed to meet global goals.

The three ICP methodologies with the highest uptake are listed below in Table 4.1.

²⁴ Report of the task force in Net Zero goals and carbon pricing: The role of carbon pricing

https://static1.squarespace.com/static/54ff9c5ce4b0a53deccfb4c/t/614b3a242b48a65e02ccc978/1632320041214/CPLC+_NetZero_Report.pdf

²⁵ World Bank 2022. State and Trends of Carbon Pricing 2022. <http://hdl.handle.net/10986/37455>

Table 4.1: ICP Methodologies

	Shadow	Implicit	Internal Fee
Explanation	A shadow price is a theoretical price on carbon that is used alongside cost benefit analysis to help guide decision making. No financial flows occur when using the shadow price in isolation.	An implicit price quantifies the capital investments (e.g. offsets) needed to achieve certain climate targets and uses this as a benchmark to guide decisions. Calculated in arrears according to costs associated with emission reductions.	Internal fees can be used to generate revenue from within. This revenue stream can fund a company's sustainability and carbon removal activities and investments.
Median Price	\$28 USD	\$27 USD	\$18 USD
Commentary	Most widely used ICP	Implicit pricing is typically considered as more of a benchmark to then implement a more strategic or goal oriented ICP.	Whilst internal carbon fees increase internal operating expenses, an immediate reduction in emissions is typically seen.
Outcomes	Embedding climate risk into business decisions	Benchmarking	Transformative Revenue stream

Scope and price considerations

Understanding the objectives of the ICP is integral in establishing an effective mechanism for offset procurement and internal carbon pricing. There are 4 main considerations when developing an internal carbon price in alignment with best practice (Figure 4.1 below)²⁶

1. **Height** - Height refers to the attributed price per unit. The price should be high enough that it should change decisions based on the companies climate goals and policies.
Price setting may be:
 - o Based off external reports such as High-level commission on carbon prices.
 - o Based on peer benchmarking.
 - o Based on internal consultation – by understanding your own company and its climate related objectives, an ICP can be determined on what is believed to be impactful internally.
2. **Width** - Width refers to the coverage of the value chain. A business must determine whether they will associate the price with their full scope emissions (scope 1, 2 & 3), or whether it will impose some restrictions. A strong and effective ICP will cover the full value chain.

²⁶ <https://cdn.cdp.net/cdp-production/cms/reports/documents/000/002/740/original/cpu-2017-how-to-guide-to-internal-carbon-pricing.pdf?1521554897>

3. **Depth** - The influence an ICP has over the business. This can change from a variety of factors, however, one key one may be the type of carbon price (shadow, internal fee etc.)
4. **Time** - Time is needed to reflect and develop the first three dimensions. A good carbon price is not static over long periods. As with any strong mechanism, it should be constantly evaluated to determine how it could better suit the business' purpose.

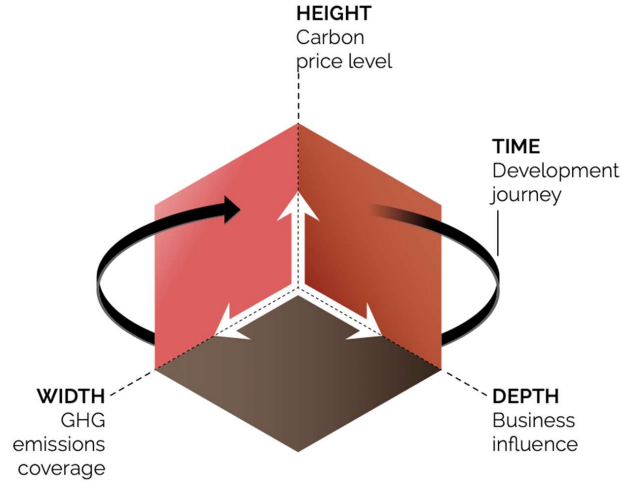


Figure 4.1: Four dimensions to ICP best practice – How-to Guide to corporate internal carbon pricing.

5. Procuring and retiring carbon credits

Carbon credits are a traceable, tradable, and finite product. When a company chooses to invest in carbon credits, what they are doing is retiring/surrendering that carbon credit off the market so that it can never be traded again.

This process ensures that the purchaser of the credit is the only one who receives an offset of their carbon footprint and that the carbon credit is not accredited to more than one purchaser. It also ensures the continuation of further financial support for green projects. Because of this, it is of extreme importance that when a credit is retired the proof of that retirement is transparent and traceable.

All carbon credits need to be retired on a public registry on behalf of the end recipient. Whether it is VERRA, Gold Standard, CERs or ACCUs the retirement process is quite similar.

Credits can either be immediately retired or held for a period of time, also known as 'banking', depending on the requirement at the time. I.e., it may be pertinent to conduct a bulk purchase to secure attractive pricing and then draw down (retire) these as needed. Typically, ACCU's will be reserved on signing of a binding contract whereas credits in the voluntary market such as VERRA or Gold Standard will be reserved and available on payment.

What are the procurement mechanisms for international and Australian carbon credits?

The carbon credit ecosystem involves various stakeholders across the creation, sale and retirement of the carbon credit. As outlined in Figure 5.1 below (*Source - Paia*), Kingston is considered the **credit buyer** and as a credit buyer there are various options to invest in carbon credit projects.

The options for Kingston to invest in carbon credits are outlined in Table 5.1 in detail, however, are summarised as:

1. Liaise with a carbon broker who will offer a range of projects and coordinate the retirement of those credits within the relevant registries.
2. Liaise with carbon broker but coordinate the retirement through direct licences with the carbon credit program.
3. Register and pay for licences to have visibility over carbon exchange platforms and the ability to self-retire carbon credits under the relevant registries.
4. Invest directly with carbon project developer through various procurement agreements.

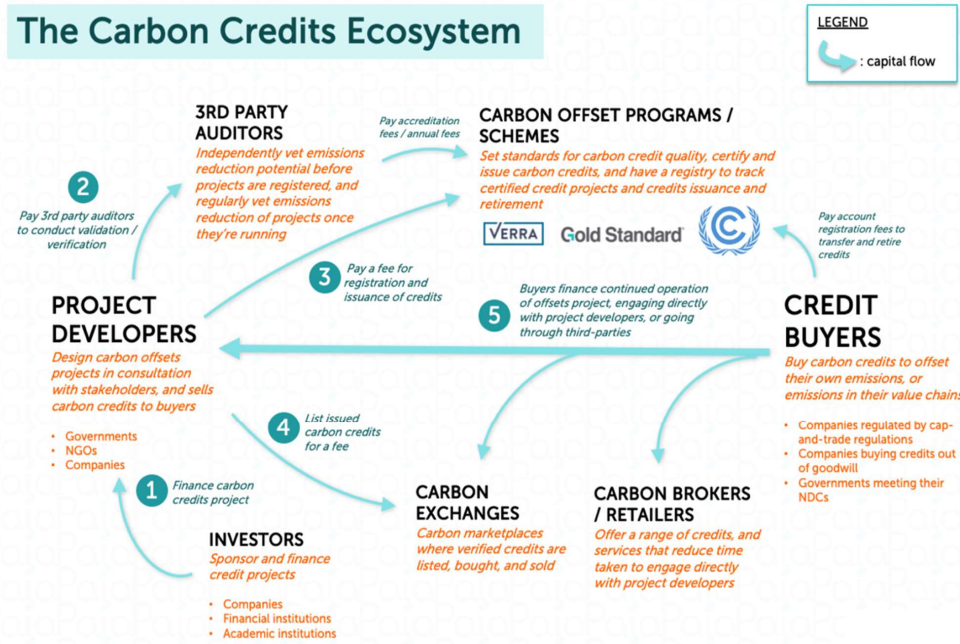


Figure 5.1: Carbon credit ecosystem - Paia

Table 5.1: Carbon credit purchasing options for Kingston City Council

Carbon credit purchasing framework	Description	Key risks for Kingston	Key opportunities for Kingston
Carbon Broker/Retailers	<p>Similar to a traditional broker, a carbon broker facilitates the transactions between the seller of a carbon credit and the buyer of a carbon credit. Brokers will buy carbon credits from a retailer trader and market them to an end buyer, retail traders will purchase large amounts of credits directly from the supplier, bundle those credits into portfolios, ranging from hundreds to thousands of equivalent tons of CO₂, and sell those bundles to the end buyers. Both brokers and traders will sell these credits with a commission.</p> <p>Credible brokers can lead you to the right projects that generate high-quality carbon credits. This is critical to avoid falling victim to carbon credit scammers. You can lose hundreds, if not thousands, of dollars if you're not guided.</p>	<p>An overreliance of the information being provided by the broker/retailer and therefore risk of both misinformation and the incorrect project for Kingston to invest in.</p> <p>An overreliance on a broker/retailer can result in a lack of visibility of the carbon market and the full depth of projects being offered.</p> <p>Pricing for projects will vary depending on the broker/retailer and the commission that is put onto the credit. There can be a lack of transparency on the final price of the credit and what is included.</p>	<p>Engaging a broker/retailer will provide a quick and easy solution for Kingston to begin engaging with the carbon market. Kingston can work with the broker to develop a set of due diligence guidelines to screen any carbon credit projects put forward. Kingston can put the onus on the broker to undertake the majority of the due diligence of the projects.</p> <p>Kingston can engage multiple brokers/retailers each time when going to market to get a broad cross section of projects being offered, and can ask the broker to undertake the majority of the due diligence of the projects put forward.</p> <p>Credible carbon brokers can aid Kingston in sourcing credits from high-quality projects and reduce any reputational risk.</p>
Carbon trading through online Carbon Exchange	<p>Carbon trading is the process of buying and selling carbon credits. There are a number of carbon exchanges or trading platforms that sell offset credits. They often work with registries to enable the trading transactions.</p> <p>The purpose of carbon trading is to potentially exclude the carbon broker and seek more advantageous carbon pricing and have the potential to sell carbon credits at a profit.</p>	<p>By removing the broker input, Kingston will need to undertake more due diligence on carbon credit projects and generally invest in upskilling and education on the carbon market. Typically exchange platforms serve the purpose for larger transactional deals and as such may not deliver as much streamlining solutions for Kingston as they will be seeking non-standardized products where the underlying merit of the project can be assessed.</p> <p>Kingston will need to confirm the exchange platform trades carbon credits that belong to the relevant carbon credit programs they are seeking to source from (e.g. VERRA, The Gold Standard).</p>	<p>Exchanges' standardised products – especially those for forward delivery – and can be beneficial if looking to buy and hold in anticipation of skyrocketing carbon credit demand and price.</p> <p>Opportunity for better pricing and the opportunity to sell carbon credits at a higher price and generating income (noting that any credits that are sold cannot be claimed against as offset to Kingston).</p>
Emission Reduction Purchase Agreements – Includes direct investment, contract for future delivery and one-off purchase	<p>Direct investment in an offset project is a way to gain future rights to the carbon credits the project will generate. Getting involved at this stage of project development will give you a full understanding of the project's weaknesses and strengths and usually a lower per-credit cost.</p> <p>Contract for future delivery allows offset buyers to contract directly with the developer for delivery of the credits as they're issued. These contracts are called the "Emission Reduction Purchase Agreements" (or ERPAs).</p> <p>One -off purchase involves dealing directly with the project developer who may have unsold carbon credits left on their account.</p>	<p>Direct investment is like a long-term purchase agreement and has associated risk such as the project developer going out of business.</p> <p>Contract for future delivery brings you the benefit to get the offsets at a cost that's often lower than market prices. This is less risky than direct investment depending on the type of contract arrangement.</p> <p>One -off purchase enables access to the credits immediately and prevents you from committing to a long-term agreement.</p>	<p>Direct investment and contracts for future provide opportunity for better pricing and the opportunity to sell carbon credits at a higher price, thus potential income generation for Kingston.</p> <p>Please see SECCCA's Carbon Sink Study for potential investment opportunities.</p>
Carbon investment fund	<p>Operator of a fund intended to address the intense global demand by investors for nature-positive investment solutions in the carbon markets. The company deploys capital into high-quality, certified carbon offset projects and secondary market credits that champion co-benefits in line with the United Nations (UN) sustainable development goals.</p>	<p>Carbon investment funds have similar risks to the direct purchase or agreements listed above. However, credit investment funds spread the risk over multiple projects and hence the lower the overall risk much like an ETF.</p>	<p>There are companies that offer specialised investment funds that invests in both primary and secondary carbon markets, allowing sophisticated investors access to a diversified, global portfolio of the highest quality certified credits.</p>

Who 'owns' credit purchasing at Kingston?

Based on Pangolin's experience with councils, the sustainability team is at the core of the carbon credit purchasing process. Based on the purchasing process types as per Table 5.1, the involvement required by Kingston can vary. For example, developing a carbon credit panel with key suppliers can assist with the decision making options and reduce the resources internally to research available credit options. Furthermore, developing a panel may only require one RFQ rather than raising one at each point of purchase.

As such, it is expected that at a minimum, a sustainability team contact and a finance contact should own the carbon credit purchasing, with final approval on budgets and types coming from management.

How often should Kingston purchase carbon credits?

Kingston may choose to pre-purchase or 'bank' some offsets to cover multiple years (as mentioned on pg. 30). As a rule of thumb, credits should be purchased once the emissions reporting for each year has been completed, i.e. once a year, covering the emissions from the previous reporting period.

However, Kingston may also choose to offset on a rolling basis throughout the year if budgetary requirements are more aligned to this approach.

How can Kingston ensure offsets aren't double counted?

Once offsets are purchased, they need to be retired on a public registry (including Gold Standard and Verra registries). This retirement link should clearly identify Kingston as the retiree and the emissions it relates to. This practice applies to all credits, regardless of the volume or the type. Registry entries show both serial numbers and comments linked to the client.

[See an example of a public retirement link.](#)

Appendix A: Core Carbon Principles (CCP) and Assessment Framework

Table A.1: Core carbon principles assessment framework.

Core principle	Sub-principle & explanation
Governance	<p>Effective Governance</p> <ul style="list-style-type: none"> • Have a board comprised of independent board members who assume fiduciary responsibility for the organisation and operate according to robust bylaws. • Have processes in place to ensure corporate social and environmental responsibility. • Have robust anti-money laundering processes in place. • Follows practices consistent with robust anti-bribery and anti-corruption guidance and regulation.
Governance	<p>Tracking</p> <ul style="list-style-type: none"> • Requires identification of the entity on whose behalf the carbon credit was retired. • Requires the identification of the purpose of retirement. • Have procedures to address erroneous issuance of carbon credits that identify remedial measures (e.g., cancellation, compensation through replacement) and the entities responsible for implementing these.
Governance	<p>Transparency</p> <ul style="list-style-type: none"> • The carbon-crediting program makes available all necessary information, such as spreadsheets used for calculations, to enable third parties to assess the social and environmental impacts of the mitigation activity and to replicate the GHG emission reduction or removal calculations (including baseline quantification), and assessment of additionality. • The carbon-crediting program shall ensure that the mitigation activity design document includes: <ul style="list-style-type: none"> o a non-technical summary. o detailed information on the mitigation activity, including its location and proponents. o a description of the technology or practices applied. o the environmental and social impacts. o the methodology used.

	<ul style="list-style-type: none"> o information on how the methodology is and has been applied for the purpose of determining the baseline, demonstrating additionality and quantifying GHG emission reductions or removals. • The carbon-crediting program shall have processes to ensure that where requests are made in relation to information that is missing from its website and/or registry, that information is provided (subject to confidentiality and proprietary, privacy and data protection restrictions) and made public alongside other relevant public information.
<p>Emissions impact</p>	<p>Robust quantification of GHG Emission reductions and removals</p> <ul style="list-style-type: none"> • The carbon-crediting program shall have a process for developing updates/adopting updates to existing quantification methodologies. • Approved methodologies or general carbon-crediting program provisions shall address the following essential components: <ul style="list-style-type: none"> o Applicability or eligibility criteria. o Determination of the accounting boundary. o Determination of additionality (to the extent this is not covered in other general carbon crediting program provisions). o Establishing the baseline scenario. o Quantification of GHG emission reductions or removals" • The carbon-crediting program shall require that, prior to approval, new methodologies and major revisions of existing methodologies undergo review by a group of independent experts and a public stakeholder consultation. • The carbon-crediting program shall have procedures to review, suspend and/or withdraw the use of methodologies where the carbon-crediting program has determined, based on evidence, that GHG emission reductions or removals are being overestimated or that additionality might not be ensured. • The carbon-crediting program shall disclose the global warming potential (GWP) values used to calculate the CO₂ equivalence. • The carbon-crediting program shall clearly define a carbon credit as one metric tonne of CO₂ equivalent of GHG emission reductions or removals. • The carbon-crediting program shall define the length of crediting periods, including the total length of combined crediting periods. • The carbon-crediting program shall assess the overall uncertainty of emission reductions or removals associated with an activity type and/or require that the mitigation activity proponent assess the overall uncertainty in accordance with an approved methodology. In estimating overall uncertainty all causes of uncertainty shall be considered, including assumptions (e.g., baseline scenario), estimation equations or models, parameters (e.g., representativeness of default values), and measurements (e.g., the accuracy of measurement methods). The overall uncertainty shall be assessed as the combined uncertainty from individual causes. • The carbon-crediting program shall have a systematic approach to ensuring the conservativeness of quantification methodologies it approves for use.

	<ul style="list-style-type: none"> The carbon-crediting program shall require in its general program provisions that existing government policies and legal requirements that lower GHG emissions (e.g., feed-in tariffs for renewable energy, minimum product efficiency standards, air quality requirements, or carbon taxes) be included when determining the baseline emissions. The carbon-crediting program shall have procedures in place to transparently identify units that are issued ex-ante and ex post.
<p>Emissions impact</p>	<p>Additionality</p> <ul style="list-style-type: none"> The GHG emission reductions or removals from the mitigation activity shall be additional, i.e., they would not have occurred in the absence of the incentive created by carbon credit revenues.
<p>Emissions impact</p>	<p>No double counting</p> <ul style="list-style-type: none"> The carbon-crediting program shall have provisions to prevent the registration of any mitigation activity that has been registered under another carbon-crediting program and is still active under that program. The carbon-crediting program shall have provisions to identify potential overlaps between different mitigation activities and ensure that where there are overlapping GHG accounting boundaries between mitigation activities, it will only issue one carbon credit for the GHG emission reductions or removals that occur within the GHG accounting boundaries of more than one mitigation activity, including by: <ol style="list-style-type: none"> I. disallowing registration of any mitigation activity whose GHG accounting boundaries overlap with the GHG accounting boundaries for carbon crediting of another mitigation activity, and II. disallowing carbon credits for GHG emission reductions or removals that occur within the GHG accounting boundaries of another mitigation activity, under the same program. The carbon-crediting program shall have registry provisions that prevent the further transfer, retirement or cancellation of a carbon credit once it has been cancelled or retired. The carbon-crediting program shall have provisions to ensure that mitigation activities that generate GHG emission reductions or removals that overlap with mandatory domestic mitigation schemes (e.g., emissions trading systems or renewable energy quotas) are not registered and/or carbon credits are not issued. The carbon-crediting program shall have provisions in place to ensure that carbon credits are not issued for GHG emission reductions or removals achieved by a mitigation activity where units related to the same climate impacts of the mitigation activity are traded in other environmental markets or accounting frameworks (e.g., Renewable Energy Certificates (RECs) generated from renewable energy projects).

<p>Emissions impact</p>	<p>Permanence</p> <ul style="list-style-type: none"> • The GHG emission reductions or removals from the mitigation activity shall be permanent or, where there is a risk of reversal, there shall be measures in place to address those risks and compensate reversals. • The carbon-crediting program shall require all land-based projects to set aside a risk-adjusted percentage of the emission reductions and removals achieved, of which can be cancelled when reversals occur. • The carbon-crediting program shall have a process in place that allows the project developer to notify of any substantial impact within a set period of the discovery and have a set period of time to rectify the issue or the project is cancelled.
<p>Sustainable development</p>	<p>Sustainable Development benefits and safeguards</p> <ul style="list-style-type: none"> • The carbon-crediting program shall require mitigation activity proponents to abide by national and local laws, objectives, programs and regulations and where relevant, international conventions and agreements. • The carbon-crediting program shall ensure the Free, Prior and Informed Consent (FPIC) processes is followed for Indigenous People's (IP) and Local Communities (LC) where applicable; and conduct stakeholder consultations, including local stakeholders as part of project design and implementation in a manner that is inclusive, culturally appropriate, and respectful of local knowledge, take these consultations into account and respond to local stakeholders' views. • The carbon-crediting program shall require mitigation activity proponents to ensure that the mitigation activity: <ul style="list-style-type: none"> ○ provides safe and healthy working conditions for employees. ○ provides fair treatment of all employees, avoiding discrimination and ensuring equal opportunities. ○ prohibits the use of forced labour, child labour, or trafficked persons, and protects contracted workers employed by third parties. • The carbon-crediting program shall require that mitigation activity proponents confirm in validated design documents that the mitigation activity adheres to the above safeguards. • The carbon-crediting program shall require mitigation activity proponents to ensure that the mitigation activity minimises: <ul style="list-style-type: none"> ○ pollutant emissions to air. ○ pollutant discharges to water, noise and vibration. ○ generation of waste and release of hazardous materials, chemical pesticides and fertilisers" • The carbon-crediting program shall require mitigation activity proponents to ensure that the mitigation activity avoids, or where this is not feasible, minimises forced physical and or economic displacement.

	<ul style="list-style-type: none"> • The carbon-crediting program shall require that mitigation activity proponents confirm in validated design documents whether the mitigation activity results in forced physical and/or economic displacement. • The carbon-crediting program shall require mitigation activity proponents to ensure that the mitigation activity: <ul style="list-style-type: none"> ○ avoids, or where this is not feasible, minimises negative impacts on terrestrial and marine biodiversity and ecosystems. ○ protects the habitats of rare, threatened, and endangered species, including areas needed for habitat connectivity. ○ does not convert natural forests, grasslands, wetlands, or high conservation value habitats. ○ minimises soil degradation and soil erosion. ○ minimises water consumption and stress in the mitigation activity. • The carbon-crediting program shall require that mitigation activity proponents confirm in validated design documents whether the mitigation activity has negative impacts on terrestrial and marine biodiversity and ecosystems, on habitats of rare, threatened, and endangered species, on soil degradation and soil erosion, and on water consumption and water stress". • Where the mitigation activity directly or indirectly impacts IPs & LCs, including livelihoods, • Ancestral knowledge and cultural heritage: the carbon-crediting program shall require mitigation activity proponents to ensure that the mitigation activity: <ul style="list-style-type: none"> ○ recognises, respects, and promotes the protection of the rights of IPs & LCs in line with applicable international human rights law, and the United Nations Declaration on the Rights of Indigenous Peoples and ILO Convention 169 on Indigenous and Tribal Peoples ○ identifies the rights-holders possibly affected by the mitigation activity (including customary rights of local rights holders) ○ when relevant to circumstances, has applied the FPIC process. ○ does not force eviction or any physical or economic displacement of IPs & LCs, including through access restrictions to lands, territories, or resources, unless agreed upon with IPs & LCs during the FPIC process. ○ preserves and protects cultural heritage consistent with IPs & LCs protocols/rules/plans on the management of cultural heritage or UNESCO Cultural Heritage conventions. • The carbon-crediting program shall require mitigation activity proponents to ensure that the mitigation activity: <ul style="list-style-type: none"> ○ avoids discrimination and respects human rights. ○ abides by the International Bill of Human Rights and universal instruments ratified by the host country.
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	<ul style="list-style-type: none"> ○ takes into account and responds to local stakeholders’ views. • The carbon-crediting program shall require mitigation activity proponents to ensure that the mitigation activity: <ul style="list-style-type: none"> ○ provides for equal opportunities in the context of gender. ○ protects against and appropriately responds to violence against women and girls. ○ provides equal pay for equal work. • Where a mitigation activity poses risks of negative environmental and/or social impacts with regard to any of criteria in rows 4-11, the carbon-crediting program shall require the proponent/s to: <ul style="list-style-type: none"> ○ include measures, commensurate with the identified risks, to minimise and address such negative environmental and/or social impacts, in validated design documents prior to registration. ○ include information on the measures implemented pursuant to 1) above, commensurate with the identified risks in the monitoring report. • Where the carbon-crediting program requires arrangements for benefit-sharing with IPs & LCs, the carbon-crediting program shall require that mitigation activity proponents: <ul style="list-style-type: none"> • Include in validated design documents information on how benefit-sharing arrangements that are appropriate to the context and consistent with applicable national rules and regulations will be designed and implemented through a benefit-sharing plan. • Confirm in validated design documents that the draft and final benefit-sharing plan have been shared with the affected IPs & LCs in a form, manner, and language understandable to them. • Make benefit-sharing outcomes that result from the benefit-sharing plan publicly available, subject to applicable legal restrictions. • The carbon-crediting program shall, for all REDD+ mitigation activities, require that the mitigation activity is consistent with all relevant Cancun Safeguards as set out in paragraph 71 of decision 1/ CP.16 of the United Nations Framework Convention on Climate Change *please see footnote 13 for the link to this document. • The carbon-crediting program shall require that mitigation activity proponents, in validated design documents: <ul style="list-style-type: none"> • Provide information on how the mitigation activity is consistent with the SDG objectives of the host country, where the SDG objectives are relevant, and such is feasible.
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8. Community Strengthening Reports

Agenda Item No: 8.1

KINGSTON GRANTS PROGRAM - FUNDING RECOMMENDATIONS FOR MULTICULTURAL & SENIORS GROUPS 2024-27 (OPERATIONAL & PARTNERSHIP GRANTS)

Contact Officer: Rachael Hurley, Community and Grants Support Officer

Purpose of Report

The purpose of this report is to present Council with the funding recommendations, as determined by the Kingston Grants Program Assessment Panel, for the Multicultural & Seniors Groups category of the Operational & Partnership Grants 2024-27.

As stated in the Kingston Grants Program Policy (Appendix 1):

Operational & Partnership Grants will be assessed by a Grants Assessment Panel who make recommendations to Council for their authorisation by way of funding decision.

Where funding decisions differ from Assessment Panel recommendations, Council will provide their reasons for amending recommendations.

The Kingston Grants Program is also supported by the Kingston Grants Program Guidelines (Appendix 2).

Disclosure of Officer / Contractor Conflict of Interest

The Kingston Grants Program Assessment Panel Terms of Reference have been established to guide the panel in their assessment of grants, addressing any potential conflict of interest that arises during the process:

The Local Government Act identifies direct and indirect conflicts of interest which require disclosure as and when they arise. Panel members must be fully aware of their responsibilities with regard to the management of interests in relation to the discharge of their duties as Panel members.

All Panel members will be required to complete a Conflict of Interest Declaration and Deed of Confidentiality.

Conflict of Interest

- Any matter deemed by a member to represent a Conflict of Interest shall be reported to the Chair prior to a meeting or before the specific item is discussed and dealt with in line with the Act and any relevant Council policies or guidelines.*
- The Panel will be a forum for discussing information and making recommendations that may impact the Kingston community.*

Two of the community representatives of the Kingston Grants Program Assessment Panel declared conflicts of interest in relation to their involvement with two of the applicants. They removed themselves from the decision-making process for the Multicultural & Seniors Groups category of the Operational & Partnership Grants 2024-27.

The Assessment Panel was observed by a Probity Advisor (Manager Governance, Risk and Integrity), who noted: "As Probity Advisor I observed the Panel to apply the Policy and Terms of Reference whereby roles and responsibilities were applied as required by criteria and limitations. The Panel shared robust discussion of the merits of the applications in forming their recommendations of awarding grants. I observed that conflicts of interest were well managed with prompt and clear declarations and removal of involvement as panel members at the respective points."

RECOMMENDATION

That Council approve the funding recommendations of the Kingston Grants Program Assessment Panel for the Multicultural & Seniors Groups category of the Operational & Partnership Grants 2024-27, as outlined in Appendix 3.

1. Executive Summary

This report presents Council with the funding recommendations, as determined by the Kingston Grants Program Assessment Panel, for the Multicultural & Seniors Groups category of the Operational & Partnership Grants 2024-27.

The Multicultural & Seniors Groups category received 63 applications with 62 of these eligible.

18 applicants had not previously applied to the former Partnership – Multicultural & Seniors category or Cultural Diversity Meals Grants.

Assessment Process and Recommendations

As stated in the Kingston Grants Program Policy:

Operational & Partnership Grants will be assessed by a Grants Assessment Panel who make recommendations to Council for their authorisation by way of funding decision.

Where funding decisions differ from Assessment Panel recommendations, Council will provide their reasons for amending recommendations.

The Kingston Grants Program Assessment Panel, comprising of four Senior Officers (Manager Open Space, Manager City Economy and Innovation, Manager Arts, Events and Libraries and Manager Inclusive Communities) and one community representative (noting two community representatives declared conflicts of interest), met on 22 April 2024, to review, discuss and make funding recommendations for the Multicultural & Seniors Groups category of the Operational & Partnership Grants 2024-27, for Council's consideration and decision. The Assessment Panel was observed by a Probity Advisor (Manager Governance, Risk and Integrity) and supported by Grants officers.

In addition, the final funding recommendations for this category were circulated to the Assessment Panel via email. The Assessment Panel then confirmed, via email the final recommendations.

The Kingston Grants Program Assessment Panel recommends:

- All 62 eligible applicants receive the Base funding (for regular social activities), as determined by the endorsed formula.
- 23 applicants also receive the Additional funding (for the provision of meals (noting not all applicants provide meals)), as determined by the endorsed formula.
- 30 applicants also receive the 'Qualitative Adjustment' funding.

**City of Kingston
Ordinary Council Meeting**

- The total recommended funding amount to allocate is \$167,418. An additional \$15,054 is recommended to allocate for 2024-25 as part of a staged funding reduction (note this amount reduces in 2025-26 and again in 2026-27).

The following table provides a snapshot of the applications received and the recommended funding:

Grant	Grant Stream Budget	Eligible applications received	Number of applications recommended for funding	Total funding recommended (without staged funding)	Total funding recommended with year 1 staged funding reduction
Operational & Partnership – Multicultural & Seniors	\$210,150	62	62	\$167,418	\$182,472

2. Background

Kingston City Council provides approximately \$1.8 million in grants to local organisations and groups to help provide services and projects for health and welfare, arts and culture, sport and recreation, education, environment, and community support. Grants are also offered for individual development and achievement.

The Kingston Grants Program plays an important role in enabling the delivery of activities for the benefit of the Kingston community, in alignment with Council’s strategic directions, objectives and priorities as identified in the Council Plan and other strategic documents.

The following principles underpin Council’s overall approach to the provision of grants:

- **Access:** Our community should be aware of grant opportunities. The application process should be easy, and applicants should have the resources and support to apply.
- **Equity:** Our grants will meet the needs of those in the community who will get the greatest benefit from financial support.
- **Inclusion:** Application and assessment processes should remove barriers and reduce discrimination for people with disabilities, young people, older people, women, LGBTQIA+, Indigenous people, and people from multicultural backgrounds.
- **Diversity:** People from diverse backgrounds should be specifically made aware of grants, and recipients should represent the diversity of Kingston’s community.
- **Good Governance:** The administration of grants should provide equity of grant allocations and reduce risk to Council.
- **Strategic Alignment:** Grants programs should be aligned with Council’s strategic direction.

As endorsed at the Council Meeting on 23 October 2023, the Kingston Grants Program consists of five grant streams:

- Individual Development Grants
- Community Small Grants
- Community Bi-Annual Grants
- Operational & Partnership Grants (with four categories)
- Community Festivals, Events & Creative Activities Grants

As endorsed at the Council Meeting on 20 November 2023, the Kingston Grants Program is governed by the Kingston Grants Program Policy (Appendix 1) and Guidelines (Appendix 2).

At the Council Meeting on 20 November 2023, Council also endorsed a staged funding reduction for 2021-24 Partnership Grant recipients where the amount funded in the 2024-27 Operational & Partnership grant is reduced more than 25%, or an amount of \$10,000.

Where staged funding is applicable, the applicant will receive the same funding amount they receive in 2023-24, in 2024-25. It will then be reduced in 2025-26 and again in 2026-27.

2.1 Kingston Grants Program Promotion

The Operational & Partnership Grants (all categories) were open for applications from 29 January – 28 March 2024.

The Kingston Grants Program was widely promoted via the following avenues:

- Mailchimp email advising grants opening to 288 recipients
- Mailchimp email advising grants closing soon to 273 recipients
- Social posts on Facebook and Instagram collectively reached approximately 4,300 people
 - 93 people actively engaged with the posts across both platforms.
- Our Place emails sent to 1,800 subscribers
- Promoted on staff email banners
- Articles in:
 - Your Voice Newsletter
 - Interfaith Newsletter
 - My Community Life Newsletter
 - Kingston News
 - Knet
 - Pinboard
- Promoted at multicultural and senior network meetings (e.g., Greek Clubs, Mainstream Clubs, Multicultural Clubs, Italian Clubs and Probus Clubs)

2.2 Grant Application Support

Grant officers provided significant support to applicants, recognising that this is the first year of the new Kingston Grants Program, and that this category encompassed senior groups, volunteers who may have limited technical skills, and people with English as a second language.

This support included:

- Four Grants Information Sessions held on 13 and 15 February 2024:

Grants Information Session Location	People attending
Patterson Lakes Community Centre	25
Cheltenham Municipal Offices	28
Online	24
Westall Community Hub	23

- A grants writing workshop held on the 29 February 2024.
- 155 phone calls.
- Grants officers supported 17 applicants by typing-out their applications during a meeting specifically for applicants with English as a second language.
- Grants officers followed up several applicants for additional information, documentation and clarification that applicants had omitted to supply in their applications.
- Grants officers accepted supporting documents that were submitted after the closing date.

Despite the support available, not all applicants chose to access support.

2.3 Assessment Process

Applications have been checked by Council's Grants officers for compliance with the eligibility criteria outlined in the Kingston Grants Program Policy and Guidelines.

Applications were then assessed by staff with relevant expertise against the assessment criteria.

Lastly, the applications and supporting documents (including comments from staff with relevant expertise), were presented to the Kingston Grants Program Assessment Panel to make funding recommendations for Council's consideration.

The Kingston Grants Program Assessment Panel, consisting of four Senior Officers (Manager Open Space, Manager City Economy and Innovation, Manager Arts, Events and Libraries and Manager Inclusive Communities), plus one community representative (noting two community representatives declared conflicts of interest), met on 22 April 2024, to review, discuss and make funding recommendations, for the Multicultural & Seniors Groups category of the Operational & Partnership Grants 2024-27, for Council's consideration and decision. The Assessment Panel was observed by a Probity Advisor (Manager Governance, Risk and Integrity) and supported by Grants officers.

In addition, the final funding recommendations for this category were circulated to the Assessment Panel via email. The Assessment Panel then confirmed, via email the final recommendations.

2.4 Funding Priorities

As outlined in the Kingston Grants Program Guidelines, the following factors were considered as part of the assessment process alongside the assessment criteria, especially where grants were offered based on merit and there is a finite grants budget available.

Higher priority was given to applications that:

- Directly respond and contribute to Council's strategic priorities
- Provide evidence of identified local community needs and require support
- Demonstrate meaningful collaboration with relevant strategic partners and local organisations, where appropriate
- Build self-sufficiency, capacity, governance and skills of individuals, community groups, or organisations in Kingston
- Propose evidence-based new and innovative approaches to help solve challenging local needs.

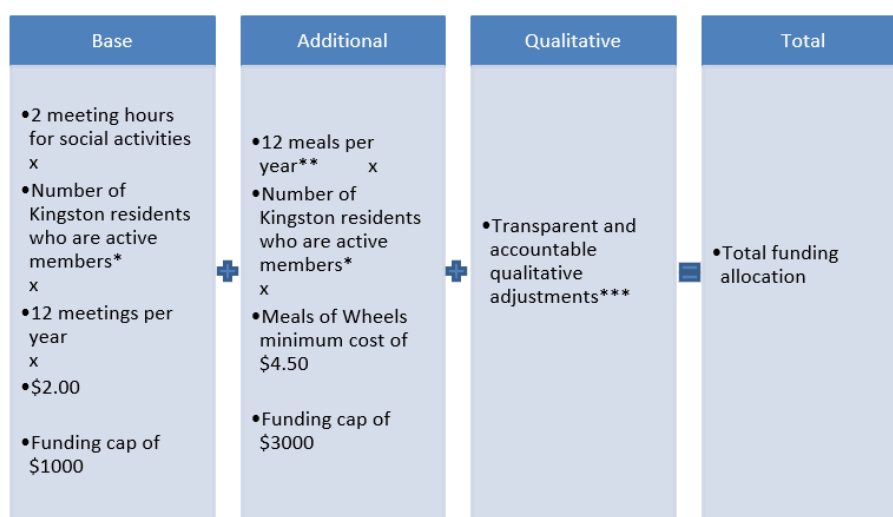
Higher priority was also given where the applicant has limited financial means or ability to access other sources of funding, and where the provision of a variety of different activities addresses multiple strategic objectives.

In addition to the above, the Assessment Panel also considered each application against the assessment criteria outlined in the Guidelines, which relate to:

- Community need
- Community benefit
- Capacity to deliver
- Capacity for sustainability
- Other considerations.

2.4.1 Multicultural & Seniors Groups

The Multicultural & Seniors Groups category recommendations are determined by a formula:



* Organisations must meet minimum requirements for the proportion of active members that are Kingston residents or demonstrate significant benefit to the Kingston community in accordance with the Kingston Grants Program Policy and Program Guidelines for Operational & Partnership Grants. Organisations that do not meet the minimum requirement are not eligible for Multicultural & Seniors funding.

** Organisations that provide meals to members must commit to providing at least 6 meals per year. Funds received can be used flexibly towards any meals provided throughout the year.

*** Qualitative adjustments aim to enable response to contextual factors that are important to consider in determining total funding allocations but that cannot be considered using a formulaic approach. Consideration of qualitative adjustments is undertaken in exceptional circumstances with recommendations to be approved by the Council.

As such, the application form for this category was developed:

- to seek the required information for the formula
- in consideration of the smaller amount of funds being provided, whilst being mindful that these are triennial grants being awarded; and
- in consideration of the technological and language barriers applicants may have.

3. Discussion

3.1 Operational & Partnership Grants

Operational & Partnership Grants are fixed term grants for a period of up to three years, supporting the provision and development of key community services and activities that align with Council's strategic priorities. They acknowledge the importance of providing certainty and continuity of funding for certain services and activities to benefit the Kingston community.

Operational & Partnership Grants have four categories, including:

- Community Centres & Neighbourhood Houses
- Specialist Community & Welfare Services
- Community Interest Organisations
- Multicultural & Seniors Groups

Previously, the Multicultural & Seniors Groups category was split across two streams Partnership – Multicultural & Seniors category and Cultural Diversity Meals Grants.

The recommendations for the Community Centres & Neighbourhood Houses, Specialist Community & Welfare Services and Community Interest Organisations were presented and considered at the Council Meeting on 24 June 2024.

3.1.1 Multicultural & Seniors Category

Funding in this category supports a contribution towards the delivery of activities for Kingston's multicultural and senior residents to foster inclusion, connectedness, and positive ageing.

As outlined in the Kingston Grants Program Guidelines, the Multicultural & Seniors Groups category is formula based (as per section 2.4.1), including a 'Base' amount capped at \$1,000 for regular social activities + an 'Additional' amount capped at \$3,000 for the provision of meals (where applicable) + a 'Qualitative' amount.

Based on the formula, all 62 eligible applications are recommended to receive Base funding and 23 are also recommended to receive Additional funding (noting not all applicants provide meals).

Determining the Qualitative Adjustment

As outlined above, the Guidelines state: *Qualitative adjustments aim to enable a response to contextual factors that are important to consider in determining total funding allocations, but that cannot be considered using a formulaic approach. Consideration of qualitative adjustments is undertaken in exceptional circumstances with recommendations to be approved by Council.*

However, the Guidelines do not provide specific criteria to be considered for the Qualitative adjustment. The Assessment Panel discussed this with the Probity Advisor who advised that the Panel could agree on how to apply it, note it in the Assessment Panel minutes and review the Policy and Guidelines with this in mind.

As such, using the principles, eligibility criteria and criteria for assessment outlined in the Policy and Guidelines, the Assessment Panel developed the below guiding approach to determine a recommendation for the Qualitative component:

- The Qualitative component was prioritised where:
 - the applicant meets in Kingston
 - the applicant has more than 50% Kingston members.
- The funding amount allocated was based on the number of registered members:
 - An additional \$1,000 is allocated to applicants with less than 249 members
 - An additional \$2,000 is allocated to applicants with 250–499 members
 - An additional \$3,000 is applied to applicants with more than 500 members.

In addition, as per the funding priorities outlined in the Guidelines, the Assessment Panel also agreed to prioritise applicants who: *had limited financial means or ability to access other sources of funding.*

Further consideration was also given to applicants where the above criteria conflicted, for example, a group that doesn't meet in Kingston, however, have over 50% Kingston membership or a group that has less than 50% Kingston members, however their number of Kingston members is comparably high. This was assessed by Council officers with relevant knowledge/expertise in this area and then presented to the Assessment Panel for consideration and endorsement.

The Guidelines, and grant application forms will be amended to transparently reflect these considerations for future rounds of Multicultural & Seniors Groups category grants.

Assessment Panel Recommendations

Council received 63 Multicultural & Seniors Groups category applications, of which:

- 62 are recommended to receive the 'Base' funding for regular social activities, which equates to \$66,292.
- 23 are also recommended to receive the 'Additional' funding for the provision of meals (noting not all applicants provide meals), which equates to \$69,126.
- 30 are also recommended for additional 'Qualitative' funding, which equates to \$32,000.
- 10 are recommended to receive the staged funding reduction, which equates to an additional \$15,054 in 2024-25.
 - Where staged funding is applicable, the applicant will receive the same funding amount they receive in 2023-24, in 2024-25. It will then be reduced in 2025-26 and again in 2026-27.
- 18 applicants had not previously applied to the former Partnership – Multicultural & Seniors Groups category or Cultural Diversity Meals Grants, and one of these applicants was new to applying for any Kingston Program Grants.
- One application was ineligible as the application didn't align with the purpose of the Operational & Partnership – Multicultural & Seniors Groups grant stream, and the applicant has been advised to apply to the Community Bi-annual Grants stream.

The funding recommendations of the Kingston Grants Program Assessment Panel for the Multicultural & Seniors Groups category are presented in Appendix 3.

3.2 Multiple Grant Streams

The Kingston Grants Program accepts applications across multiple grant streams if the applicant has not already been funded for that activity in another grant stream. For information, a summary of all grant outcomes and/or recommendations (inclusive of staged funding, where applicable) is provided in Appendix 4.

4. Consultation

4.1 Internal Consultation:

Internal consultation has occurred in the grant assessment process with the following teams/departments:

- Finance
- Family Services
- Property Services
- Infrastructure
- Active Kingston
- Community Hubs
- Community Capacity & Partnerships
- Community Inclusion and Diversity
- Environmental Planning
- Open Space
- Arts, Events and Libraries
- Kingston Business
- Advocacy, Community and Engagement

5. Compliance Checklist

5.1 Council Plan Alignment

Strategic Direction: Healthy and inclusive - We are progressive, inclusive and prioritise the wellbeing of all members of our community.

Strategy: Support the inclusion of everyone in community life

5.2 Governance Principles Alignment

Principle (b) - priority is to be given to achieving the best outcomes for the municipal community, including future generations.

Principle (i) - the transparency of Council decisions, actions and information is to be ensured.

5.3 Financial Considerations

Grant	Grant Stream Budget	Funding requested	Total funding recommended (without staged funding)	Total funding recommended with year 1 staged funding reduction	Impact – pending Council’s Decision
O&P – Multicultural & Seniors Groups	\$210,150	N/A	\$167,418	\$182,472	Underspent by \$27,678 in 2024-25

The Operational & Partnership Grants – Multicultural & Seniors Groups category will be underspent by \$27,678 in 2024-25. However, the other categories within the Operational & Partnership grants are overspent by \$36,245 in 2024-25 and therefore there is a collective overspend of \$8,567 in this stream.

As the staged funding reduction reduces each year, more budget will become available for new organisations and groups. This will be in addition to the annual CPI increase applied to the budget, noting CPI is not applied to the grants.

There are some groups who were funded through the 2021-24 Partnership – Multicultural & Seniors grants stream who did not apply this year despite multiple attempts to encourage them to. These organisations will have the opportunity to apply in 2025-26. Future applications will be assessed by the Assessment Panel and considered within the formula, funding priorities and available budget. The Panel's recommendations will then be presented for Council's consideration.

5.4 Staff Resources

The Kingston Grants Program is administered within existing resources.

5.5 Risk considerations

The Kingston Grants Program and Kingston Grants Program Policy and Guidelines addresses potential accessibility, governance, legal and reputational risks to Council associated with Council's current grants model, in line with the recommendations of the Victorian Auditor-Generals Office (VAGO) report, which are:



1. Improve conflict-of-interest processes.
2. Develop eligibility and assessment criteria for all grant programs.
3. Exclude councillors from assessing and making recommendations on grant applications.
4. Verify that all grant recipients use grant funds for their intended purpose.
5. Evaluate the benefits of recurring and non-recurring grants.
6. Document all funding decisions in a consistent and structured way within a centralised system to ensure their decision making is transparent.
7. Assess the benefits of its ward-based approach to allocating grants and how this aligns with the council's strategy.
8. Develop an own overarching grant policy.
9. Include grant-related fraud risks in risk management and fraud and corruption plans and assign responsibility for managing these risks.
10. Develop mandatory training for staff and councillors.



In addition, the Kingston Grants Program Assessment Panel was observed by the Manager Governance, Risk and Integrity as the Probity Advisor, who noted: "As Probity Advisor I observed the Panel to apply the Policy and Terms of Reference whereby roles and responsibilities were applied as required by criteria and limitations. The Panel shared robust discussion of the merits of the applications in forming their recommendations of awarding grants. I observed that conflicts of interest were well managed with prompt and clear declarations and removal of involvement as panel members at the respective points."

Appendices

Appendix 1 - Kingston Grants Program Policy (Ref 23/251230)  

Appendix 2 - Kingston Grants Program Guidelines (Ref 23/256020)  

Appendix 3 - Kingston Grants Program - Operational & Partnerships - Multicultural & Seniors - Funding Recommendations (Ref 24/145702)  

Appendix 4 - Kingston Grants Program 2024-2025 - All Grant Recommendations (Ref 24/145833)  

Author/s: Rachael Hurley, Community and Grants Support Officer
Reviewed and Approved By: Trent Carpenter, Team Leader Community Capacity and Partnerships
Kate Waters, Manager Inclusive Communities
Sally Jones, General Manager Community Strengthening

8.1

KINGSTON GRANTS PROGRAM - FUNDING RECOMMENDATIONS FOR MULTICULTURAL & SENIORS GROUPS 2024-27 (OPERATIONAL & PARTNERSHIP GRANTS)

1	Kingston Grants Program Policy	155
2	Kingston Grants Program Guidelines	171
3	Kingston Grants Program - Operational & Partnerships - Multicultural & Seniors - Funding Recommendations	213
4	Kingston Grants Program 2024-2025 - All Grant Recommendations	221




Kingston Grants Program Policy

Contents

1	Document Control	2
2	Purpose.....	2
3	Scope	2
3.1	Grants	2
3.2	Council Representatives	2
3.3	Community Representatives	2
4	Policy Details	3
4.1	Strategic Context.....	3
4.2	Objectives	3
4.3	Guiding Principles	3
4.4	Funding Priorities	4
4.5	Eligibility	4
4.6	Good Governance.....	6
4.7	Budget.....	9
4.8	State of Disaster, State of Emergency or Critical Incidents	9
4.9	Relationship to Other Funding Programs	9
4.10	Review and Evaluation	10
5	Delegation Authority and Decision Guidelines	10
5.1	Delegations/Authorisations	10
5.2	Exemptions	11
5.3	Human Rights Charter	11
6	Related Documents and Resource	11
	Legislation / External Documents.....	11
	Internal Documents	12
	Resources	12
7	Definitions	12
	Appendix A: Kingston Grants Program - Grant Streams Overview	15

1 Document Control

The electronic version of this document is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

RESPONSIBLE GENERAL MANAGER	General Manager Community Strengthening
POLICY OWNER	Manager Inclusive Communities
APPROVED BY	Council on 21 November 2023
EFFECTIVE DATE (If different from approval date)	21 November 2023
SIGNATURE	
REVIEW DATE	30/06/2025
CM REF AND VERSION	23/251230
VERSION HISTORY	This Policy Replaces Version 20/122420

2 Purpose

This Policy sets out the approach to Council's provision of financial assistance to the community through *grants*, as offered through the Kingston Grants Program.

3 Scope

3.1 Grants

This Policy applies to the *grant streams* listed below and further detailed at Appendix A: 'Kingston Grants Program – Grants Streams Overview' of this Policy.

- Community Small Grants
- Community Bi-Annual Grants
- Operational & Partnership Grants
- Community Festivals, Events & Creative Activities Grants
- Individual Development Grants.

This Policy also applies to any additional *grants* to those listed above that Council approves provision of in response to community need at any given time.

3.2 Council Representatives

This Policy applies to all Council officers, Councillors and external personnel who have responsibility for planning, assessing, deciding, managing and/or evaluating *grants* for any *activities* of any dollar value for, or on behalf of, Council.

3.3 Community Representatives

This Policy applies to community members who apply for (*applicants*) and/or receive (*recipients*) a Council *grant* for any *activities* of any dollar value, or who at Council's discretion, are engaged by Council to contribute to assessing and making recommendations for *grants*.

4 Policy Details

The Kingston Grants Program plays an important role in enabling the delivery of *activities* for the benefit of the Kingston community, in alignment with Council's strategic directions, objectives and priorities (*strategic priorities*) as identified in the Council Plan and other strategic documents.

4.1 Strategic Context

Council provides *grants* consistent with the following Council *strategic priorities* under the Council Plan 2021-2025:

- **Liveable:** Our city will be a vibrant, enjoyable, and easy place to live.
- **Sustainable:** We prioritise our environment and reduce our impact on the earth.
- **Prosperous:** We will embrace the concept of a 20-minute neighbourhood, support the ongoing process of decentralisation and support people to live and work locally.
- **Healthy and Inclusive:** We are progressive, inclusive and prioritise wellbeing of all members of our community.
- **Safe:** Our community will feel safe, and be safe, in all aspects of their lives.
- **Well-Governed:** Council will be collaborative, accountable, transparent, well-informed and efficient.

The latest published Council Plan, together with supporting policies, strategies, and action plans can be found on Council's website at: www.kingston.vic.gov.au/council/council-documents/plans-policies-and-reports.

4.2 Objectives

The Kingston Grants Program aims to:

- Assist the delivery of Council's *strategic priorities*
- Provide fair, inclusive, and equitable opportunity for the Kingston community to seek financial assistance through *grants* from Council
- Support a diverse range of *organisations*, individuals, and *activities*, that respond to identified local needs and achieve positive outcomes for the Kingston community
- Commit to processes that support sound management and governance of *grants*.

4.3 Guiding Principles

The following principles underpin Council's overall approach to the provision of *grants*:

- **Access:** Our community should be aware of *grant* opportunities. The *application* process should be easy, and *applicants* should have the resources and support to apply
- **Equity:** Our *grants* will meet the needs of those in the community who will get the greatest benefit from financial support
- **Inclusion:** *Application* and *assessment* processes should remove barriers and reduce discrimination for people with disabilities, young people, older people, women, LGBTQIA+, Indigenous people, and people from multicultural backgrounds
- **Diversity:** People from diverse backgrounds should be specifically made aware of *grants*, and *recipients* should represent the diversity of Kingston's community

- **Good Governance:** The administration of *grants* should provide equity of *grant* allocations and reduce risk to Council.
- **Strategic Alignment:** Grants programs should be aligned with Council's strategic direction.

4.4 Funding Priorities

Council supports the best use of funds through *grants* to maximise benefits for the Kingston community. Council may establish funding priorities from year-to-year for consideration in the *assessment* process across the Kingston Grants Program and available *grant streams*. Any applicable funding priorities will be set out in published Program Guidelines.

4.5 Eligibility

Grants provided by Council have minimum eligibility requirements set out below. Detailed guidance on who can apply and what can be applied for in each applicable *grant stream* is set out in published Program Guidelines.

4.5.1 Minimum eligibility for organisations

Organisations must:

- Be legally constituted as an incorporated association, company limited by guarantee, or Aboriginal Corporation, or auspiced by another legally constituted organisation (*auspice*) for the *activity* proposed in the *application*
- Be not-for-profit and managed by a volunteer board/committee of management or auspiced by a not-for-profit organisation managed by a volunteer board/committee of management
- Be financially solvent
- Be physically located within the City of Kingston geographical boundaries or if located outside the City of Kingston geographical boundaries, have a majority number of Kingston residents (e.g. more than 50% of active members or participants) or be able to demonstrate significant benefit to the Kingston community
- Provide current public liability insurance with a level of cover appropriate to the activity/program (new community group *applicants* seeking start-up support are exempt)
- If a Council tenant, be in compliance with all requirements within the tenancy agreement
- Have no overdue *grant acquittals* and have successfully acquitted previous *grants* received
- Have no outstanding debts owing to Council, or have entered into a payment plan
- Have no active breaches against the obligations of Consumer Affairs Victoria, the Australian Not-for-Profit and Charities Commission, or the Australian Securities and Investment Commission, as applicable
- Have not received a *grant* for the same or similar *activity* from another Kingston Grants Program *grant stream* or other Council funding source in the same financial year running July to June
- Submit a complete *application* within the advertised application opening period, including attachments or other supporting information requested by Council. Late

applications due to exceptional circumstances can be assessed by the Manager Inclusive Communities. Further information is outlined in the in published Program Guidelines

- Meet any nominated co-funding requirement set out in published Program Guidelines

4.5.2 Minimum eligibility for individuals

Individuals must:

- Be a resident of the City of Kingston, meaning anyone who lives in Kingston
- Have no overdue *grant acquittals* and have successfully acquitted previous *grants* received
- Have no outstanding debts owing to Council, or have entered into a payment plan
- Have not received a *grant* for the same pursuit or *activity* from the Kingston Grants Program or other Council funding source in the same financial year running July to June.

4.5.3 Ineligibility for organisations and individuals

Council will not consider:

- *Applications* to different *grant streams* by any one *applicant* for the same *activity* in any one financial year running July to June
- *Applications* that do not comply with public health directions, and human rights and responsibilities
- Religious or political organisations for core operating and administration costs not directly related to the *activity*
- Religious or political organisations for *activities* related to worship, congregation, secular promotion, protest, or campaigns
- Schools for curriculum-based *activities* or where the outcome is confined to the school property or school community
- Operational funding for Organisations where this is considered the core responsibility of State or Commonwealth Government or non-government entities, or that seek to replace or substitute discontinued or decreased funding from State or Commonwealth Government or non-government entities
- Activities for Organisations where this is considered the core responsibility of State or Commonwealth Government or non-government entities, or that seek to replace or substitute discontinued or decreased funding from State or Commonwealth Government or non-government entities
- Organisations that receive a direct income from gambling activities, undertake or promote gambling
- Activities that undertake or promote gambling
- The lease/hire or use of a venue with gaming machines or other forms of gambling, unless the venue offers a unique setting and there is no viable alternative
- The purchase of fireworks, alcohol, tobacco, or e-cigarettes
- Costs incurred by an *applicant* in preparing an *application* or due by an *applicant* if

their *application* is successful, including professional grant writer fees¹

- Recurrent or ongoing building maintenance costs
- Capital works for assets that are of a commercial nature, not accessible to the community, or outside the geographical boundaries of the City of Kingston
- Major capital works
- Permanent public art installations
- The purchase of trophies, prizes, awards or items related to fundraising activities
- Hire of venues that are inappropriate for the nature of the *activity*, owned by the *applicant*, or outside the geographical boundaries of the City of Kingston
- Funding requests above the published amount available
- Retrospective funding i.e. spending of funds for *activities* that have already occurred before notification of a *grant* being approved and a *funding agreement* entered into
- *Applications* not made through the official Council *application* process.

4.6 Good Governance

Council will ensure high standards of governance are upheld in the provision of *grants*. Our approach to *grants* governance activates the Guiding Principles at [section 4.3](#) of this Policy, and is guided by Australian Standard AS 8000 that sets standards in relation to governance, including probity assurance.

- **Transparency and accountability**
 - All *grants* available will be promoted to the community.
 - Approved *grants* will be published to the community².
 - Program Guidelines will be developed and published for all *grant streams* and *grant categories* determined by Council.
 - Program Guidelines will provide information about:
 - All *grant streams* and *grant categories* available
 - The *application* process
 - Eligibility requirements as to who can apply and the types of *activities* and expenses that can be considered
 - *Assessment* criteria and process
 - Funding priorities
 - Timelines
 - General conditions that apply to *grants*
 - Reporting and *acquittal* requirements
 - Support available for *applicants*.
 - Unsuccessful *applicants* will be able to seek feedback on the reasons their *application* was unsuccessful.
 - *Recipients* must enter into a *funding agreement* with Council before any

¹ Council officers can provide support to interested *applicants* with writing an *application* to the Kingston Grants Program.

² Council will not publish the names or other details of individual *recipients* without permission, for privacy and safety reasons.

- monies are released.
- Any variation to a *grant* approved by Council must be requested in writing by the *recipient* and approved by Council officers. A variation may relate to time, value or scope.
 - *Recipients* must acquit their *grant* to ensure that the *grant* received has been spent in accordance with this Policy, the published Program Guidelines, and in accordance with the *funding agreement*.
 - Unspent funds must be returned to Council.
- **Fairness and equity**
 - Council will ensure that *grants* are equitably available to a diverse range of *organisations* and individuals across a broad range of *activities* that are consistent with Council's *strategic priorities*.
 - Available *grants* will be widely promoted to the community using multiple channels to reach as many people as possible. This includes (but is not limited to) Council's website, Council's eNews, Council's social media, advertisement in local newspapers, direct e-mail to previous *applicants* and *recipients*, notices across Council's community hub locations, and provision of information sessions.
 - Council will provide *application* development support and links to language and accessible services to assist *applicants* who are from non-English speaking backgrounds, or have a vision or audio impairment.
 - Council will make its best efforts to remove barriers and discrimination in the *grants* process. This includes (but is not limited to) where barriers arise due to language, culture, mobility, disability, age, gender, safety, and technology access and literacy.
 - *Application*, *assessment*, *funding agreement*, and *acquittal* requirements will be proportionate to the monetary value and risk level of a *grant* requested or received.
 - All *applications* will be considered using the same eligibility and *assessment* criteria for the applicable *grant stream* set out in published Program Guidelines.
 - *Applicants* and *recipients* must demonstrate that their *activity* is made available to the community without discrimination on the basis of access, equity, and human rights and responsibilities.
 - Whilst Council's funding decisions are final, *applicants* can choose to contact Council to appeal a funding decision, to be dealt with in accordance with Council's Complaints Policy.
 - **Impartiality and ethical conduct**
 - Council will offer *grants* without bias to maintain trust in the *application* and *assessment* process.
 - Council will ensure that collusive or otherwise unethical behaviours that may lead to bias or undue influence are well-managed by ensuring that *applications* are considered on their merits consistent with published Program Guidelines.
 - The *assessment* process will ensure separation between those that assess and make recommendations on *applications* and those that decide on *applications*.
 - Council will establish a Grants Assessment Panel to assess and make

recommendations on *applications* that are determined to be higher value/higher risk (i.e. *applications* to Operational & Partnership Grants, Community Bi-Annual Grants, and Community Festivals, Events and Creative Activities Grants). This panel will operate to a documented Terms of Reference.

- Council will appoint an independent probity representative to observe meetings of Council's Grants Assessment Panel, where this panel is used in the *assessment* process and in accordance with the Terms of Reference of this panel.
- All funding decisions will be recorded. If a funding decision is inconsistent with a funding recommendation, the reason for this difference will also be recorded.
- Letters of support from Councillors submitted with an *application* by *applicants* will not be considered during the *assessment* process.
- No funding recommendations will be presented to Councillors for decision at the time of Council elections, in accordance with Council's Election Period Policy.
- As recommended in the VAGO Fraud Control Over Local Government Grants report, Council will develop mandatory training for staff and Councillors that covers:
 - Declaring and managing conflicts of interest
 - Fraud risks specific to grant programs
 - The council's relevant policies and procedures.
- **Value for money**
 - Council will obtain best value in the use of public funds in the way it provides *grants*. This will be done in accordance with Council's *strategic priorities* set out in the Council Plan, and in alignment with published Program Guidelines and agreed processes set out in Council's Grants Practice Manual.
 - *Applications* will be considered against financial and non-financial value-for-money considerations, expressed in formula funding approaches and as *assessment* criteria set out in published Program Guidelines.
 - Council will consider the monetary value of *grants* in its expectations of community benefit that can reasonably be delivered through the *activity*.
 - Council will ensure that periodic evaluation of the benefits and outcomes achieved from *grants* is undertaken.
- **Conflict of interest management**
 - In line with expected conduct standards for Councillors and Council officers, Council will proactively manage actual, potential or perceived conflicts of interest when assessing, making recommendations, and deciding on *applications*.
 - Any person involved in assessing, making recommendations, and deciding on *applications* will be subject to Council's conflict of interest declaration and management process for *grants* set out in Council's Grants Practice Manual and in accordance with Council's Conflict of Interest Policy.
 - Councillors will be subject to standing conflict of interest declaration and management processes where recommendations are presented to a meeting of Council for decision.

- **Confidentiality management**

- Notwithstanding Council's commitment to transparency, some information collected, developed and held in relation to *applications*, *applicants*, *recipients*, and *acquittals*, needs to remain confidential as per the *Local Government Act 2020* (VIC), to uphold *grants* process integrity.
- Council will use appropriate systems and procedures, including access permissions and controls, to ensure the security and disposal of *grants* information.
- Information about *grants* will only be shared on a need-to-know basis with time limits imposed to access certain information, as appropriate.
- Any person involved in assessing, making recommendations, and deciding on *applications* or otherwise having access to *grants*-related information will be subject to Council's conduct and policy requirements for handling Council information.

4.7 Budget

Council allocates an annual funding pool for distribution across the nominated *grant streams* in accordance with Council's annual budget planning process.

For nominated multi-year *grant streams*, Council makes a multi-year budget commitment for allocation through the annual funding pool for distribution.

Council will reserve the right to target funding to areas that align with its *strategic priorities* or other identified emerging need. The community will be notified of such preferences through published Program Guidelines.

4.8 State of Disaster, State of Emergency or Critical Incidents

Council will reserve the right to adopt streamlined and flexible *grants* processes to facilitate an immediate response to an emergency, crisis or disaster.

This includes, but may not be limited to, instances where a State of Disaster or a State of Emergency is declared under the *Emergency Management Victoria Act 2005* (Vic) or *Public Health and Wellbeing Act 2008* (Vic).

For all such events and incidents, Council officers are required to deliver *grants* as directed by Council's Chief Executive Officer, or their delegate, and in accordance with Council's Instruments of Delegation.

4.9 Relationship to Other Funding Programs

4.9.1 Kingston Charitable Fund

Established in 2006, the Kingston's Charitable Fund operates as a not-for-profit independent organisation from Council. Its purpose is to raise and distribute funds to community organisations with Deductible Gift Recipient (DGR) and Tax Concession Charity (TCC) status (i.e. charitable organisations).

The Kingston Charitable Fund is responsible for setting its own guidelines regarding its funding priorities, application methods, assessment and approval processes, and final distribution of funds. While Council is represented on the Charitable Fund Committee and

plays an integral supporting role including promotion of funding opportunities available, it does not have direct management over the use and distribution of the funding pool.

4.9.2 Other Funding Sources

Where appropriate, Council at its discretion may:

- Transfer or delegate a funding request to another Council program for consideration
- When assessing a request for any Council *grant*, consider and advise an applicant of alternative means of funding or in-kind support that may be appropriate for the nature of the application submitted. This support may be within or external to Council.

4.10 Review and Evaluation

From time to time, circumstances may require minor administrative changes to this Policy. Changes to this Policy that are not considered material, will be made administratively, such as updates to Council department or position title names, legislative amendments affecting the name of the legislation, updates to *strategic priorities* aligned to the latest Council Plan, or operational details relevant to *grant streams* or *grant categories* including (but not limited to) names and funding amount thresholds. Any other changes that materially impact this Policy's intent must be considered by Council.

The Kingston Grants Program and its *grants streams* will undergo periodic review to ensure they remain responsive to Council's *strategic priorities* and the community's needs. Council uses information collected in the *grants* process and through targeted consultation as required to inform continuous improvement in how *grants* are provided. The information will be considered against the objectives for the Kingston Grants Program outlined in this Policy.

Every four years, in line with Council Plan timeframes, Council will undertake a formal review of its *grants* against an evaluation framework. This evaluation will help guide future decisions about *grants* by Council.

5 Delegation Authority and Decision Guidelines

Authority for any decisions in relation to this Policy vests with:

- General Manager Community Strengthening.

5.1 Delegations/Authorisations

Operational & Partnership Grants, Community Bi-Annual Grants, and Community Festivals, Events and Creative Activities Grants will be assessed by a Grants Assessment Panel who make recommendations to Council for their authorisation by way of funding decision.

Council delegates the making of funding decisions to:

- The Manager Inclusive Communities, Team Leader Community Capacity and partnerships, and Coordinator Community Capacity for Individual Development Grants; and as per below for Community Small Grants:
 - Successful funding outcomes by Council officer(s)
 - Not recommended funding outcomes to be by decision at a meeting of Council.
- The Chief Executive Officer, or their delegate, in the event of a State of Disaster, State

of Emergency or Critical Incidents in accordance with [section 4.8](#) of this Policy.

Where funding decisions differ from Assessment Panel recommendations, Council will provide their reasons for amending recommendations.

5.2 Exemptions

Exemption to this Policy must be requested in writing to the Manager Inclusive Communities, with information outlining:

- The requesting Council officer and department
- The nature of the *grants*
- Reason(s) as to why an exemption required
- Sign-off by the Manager of the requesting department.

Requestors should note that exemption is not automatic and is subject to consideration in accordance with Council's Grants Practice Manual and will only be considered in exceptional circumstances.

5.3 Human Rights Charter

This policy has been reviewed against and complies with the Charter of Human Rights and Responsibilities 2006.

6 Related Documents and Resources

Legislation / External Documents

Key relevant legislation and external documents include (but are not limited to):

- *Local Government Act 2020* (Vic), with specific reference to:
 - s47 – Delegations by Chief Executive Officer
 - s49 – Code of conduct for members of Council staff
 - s53-54 – Audit and risk committee
 - s55-58 – Community accountability
 - s70 – Prohibition of Councillor discretionary funds
 - s107 – Complaints policy
 - s123-125 – Improper conduct
 - s126-131 – Conflict of interest
 - s137-138 – Gifts
 - s139-140 – Councillor conduct
- *Associations Incorporation Reform Act 2012* (Vic)
- Australian Standard AS 8000
- *Charities Act 2013* (Cth)
- Charter of Human Rights and Responsibilities
- Child Safe Standards
- *Corporations Act 2001* (Cth)

- *Emergency Management Victoria Act 2013* (Vic)
- *Equal Opportunity Act 2010* (Vic)
- *Gender Equality Act 2020* (Vic)
- *Associations Incorporation Reform Act 2012* (Vic)
- *Occupational Health and Safety Act 2004* (Vic)
- *Privacy Act 1988* (Vic)
- *Privacy and Data Protection Act 2014* (Vic)
- *Public Health and Wellbeing Act 2008* (Vic)
- *Racial and Religious Tolerance Act 2001* (Vic)

Internal Documents

Key relevant internal documents include (but are not limited to):

- Child Safe Policy
- Complaints Policy
- Conflict of Interest Policy
- Council Plan 2021-2025 and supporting policies, strategies and action plans
- Election Period Policy
- Fraud and Corruption Policy
- Grants Practice Manual
- Grants Assessment Panel Terms of Reference
- *Grant stream:*
 - Application form
 - Eligibility check form
 - Assessment form
 - Funding agreement
 - Acquittal form
 - Conflict of interest declaration
- Instruments of Delegation
- Leasing Policy
- Program Guidelines

Resources

For all Kingston Grants Program information including this Policy, the Program Guidelines, and supporting guidance, please refer to Kingston's website:

<https://www.kingston.vic.gov.au/community/grants>

This Policy is available in a variety of formats including hard copy, electronic, and large print from Council's website and Community Grants Officers - 1800 635 356. For translation services please call TIS on 131 450.

7 Definitions

Activity	A service, program, project, festival, event, or other pursuit that is the subject of an <i>application</i> or <i>grant</i> .
Acquittal	Information provided by a <i>recipient</i> that ensures that funds have been spent and administered in line with the conditions of the <i>grant</i> .
Applicant	An organisation or individual who applies for a <i>grant</i> .
Application	The formal documented request for a <i>grant</i> submitted by an <i>applicant</i> , typically in response to a set of questions and information requested.
Auspice	An agreement where one organisation agrees to apply for and manage a <i>grant</i> on behalf of another organisation. The auspice is responsible for financial and <i>acquittal</i> requirements.
Funding agreement	Sets out the general terms and conditions, additional terms and conditions and schedules relevant to the funded <i>activity</i> .
Grant	Money given to organisations or individuals for a specified purpose that is consistent with and helps achieve priority objectives and outcomes of both Council and the organisation or individual.
Grant category	Refers to a specific offering under a <i>grant stream</i> . At times, they may have further specified objectives.
Grant stream	A specific offering under an umbrella <i>grants</i> program tied to specific objectives.
Incorporated	Incorporated under the <i>Associations Incorporation Reform Act 2012 (Vic)</i> or other relevant legislation.
Major capital works	In the context of this Policy, includes any one-off new, extension, or improvement works to buildings or grounds assets where: <ul style="list-style-type: none"> the value of the works is more than 5% of the value of the asset that would be received at the time of disposal by Council, and/or Council has already committed budget for the works in Council's forward Capital Works Program.
Minor capital works	In the context of this Policy, Minor Capital works includes the renewal of fitted or fixed equipment or furnishings for community use (such as netting behind goal posts, goal post installation, fencing, carpet replacement, lighting upgrades, playing surface upgrades, kitchen upgrades, electronic scoreboards, painting a hall, and seating), where the total project value is less than \$50k.
Organisation	An entity consisting of a group of people that has a shared purpose and carries out <i>activities</i> in support of the shared purpose. In context of this Policy, it includes community groups and clubs.
Recipient	An organisation or individual who receives a <i>grant</i> .

**Strategic
priorities**

Collective term referring to Council's strategic directions, objectives and priorities as set out in the Council Plan and supporting policies, strategies, and action plans.

Appendix A: Kingston Grants Program - Grant Streams Overview					
Grant stream	Operational & Partnership Grants	Community Bi-Annual Grants	Community Small Grants	Individual Development Grants	Community Festivals, Events & Creative Activities Grants
Focus	Operational/activity support	One-off activity support	One-off activity support	One-off activity support	Festival/event support
Description	Support provision and development of key community services, programs and other initiatives that align with Council's strategic priorities.	Support delivery of projects and activities that align with Council's strategic priorities.	Support smaller scale projects and activities that strengthen community participation, help the environment, improve group sustainability.	Support individuals to compete, perform or represent at a State, National or International level in their chosen discipline, or to support access for individuals experiencing financial hardship to access community institutions and clubs.	Support event organisers to establish and deliver safe, successful, and sustainably operated festivals events in Kingston that showcase Kingston's diversity, talents, and uniqueness.
Who the grants are for	Incorporated not-for-profit organisations	Incorporated, not-for-profit organisations; & Incorporated artists/creative businesses	Not-for-profit organisations; & community groups seeking Incorporation	Individual residents	Incorporated, not-for-profit organisations
Categories	<ul style="list-style-type: none"> Community Centres & Neighbourhood Houses Multicultural / Seniors (all groups will be invited) Specialist Community & Welfare Service Organisations Community Interest Organisations 	<ul style="list-style-type: none"> Community Projects & Programs Small Community Festivals & Events Minor Capital Works Arts Projects & Programs 	<ul style="list-style-type: none"> Community Projects & Programs Community Celebrations Small Equipment Capacity Building Start-up Support 	<ul style="list-style-type: none"> Achievement Participation 	No categories but can support larger community festivals, events and creative activities.
Amount (ex GST unless specified)	<p>Council will commit 3 years of funding to be paid annually. No Annual Indexation will be applied to the funding amount granted. Funding amounts will be determined by category.</p> <p>The following categories will be based on funding formula:</p> <ul style="list-style-type: none"> Community Centres & Neighbourhood Houses Multicultural / Seniors (all groups will be invited) <p>The following categories will be based on the amount requested and assessment against funding criteria:</p> <ul style="list-style-type: none"> Community Welfare Service Organisations Community Interest Organisations 	\$2,001-\$10,000	Up to \$2,000	Up to \$600 incl. GST (+25% financial hardship benefit, if applicable)	Up to \$25,000 per annum. No Annual Indexation will be applied to the funding amount granted.
Term	3 years in the first year, 2 years in the second year, 1 year in the third year of the 3 yearly funding cycle.	1 year	1 year	On activity completion	3 years in the first year, 2 years in the second year, 1 year in the third year of the 3 yearly funding cycle.
Frequency offered	Always open (assessed once a year)	Bi-annual (assessed every 6 months)	Always open (assessed every month until monthly funding pool is exhausted)	Always open (assessed every 2 weeks or until funding pool is exhausted)	Always open (assessed once a year)

Application process	<p>Invited, formula-based funding allocation</p> <ul style="list-style-type: none"> Community Centres & Neighbourhood Houses Multicultural & Seniors <p>Open, merit-based assessment</p> <ul style="list-style-type: none"> Specialist Community & Welfare Services Community Interest Organisations <p>Application form, online. Assistance by request.</p>	<p>Open, merit-based assessment</p> <p>Application form, online. Assistance by request.</p>	<p>Targeted, merit-based assessment</p> <p>Application form, online. Assistance by request.</p>	<p>Open, merit-based assessment</p> <p>Application form, online. Assistance by request.</p>	<p>Targeted, merit-based assessment</p> <p>Application form, online. Assistance by request.</p>
Assessment process	<p>Council officer(s) assessment and Panel recommendation. Decision by Councillors at a meeting of Council.</p>	<p>Council officer(s) assessment and Panel recommendation. Decision by Councillors at a meeting of Council.</p>	<p>Council officer(s) eligibility due diligence check. Successful funding outcomes by Council officer(s) per delegations. Not recommended funding outcomes by Councillors at a meeting of Council. Report provided to Council on funding all outcomes.</p>	<p>Council officer(s) eligibility due diligence check. Decision by Council officer(s) per delegations. Report provided to Council on funding outcomes.</p>	<p>Council officer(s) assessment and Panel recommendation. Decision by Councillors at a meeting of Council.</p>
Contract type	Funding Agreement	Funding Agreement	Letter of Offer	Letter of Offer	Funding Agreement
Report type	Yearly Report Financial Acquittal	Final Report Financial Acquittal	Final Report (Light) Financial Acquittal (Light)	Final Report (Light) Financial Acquittal (Light)	Yearly Report Financial Acquittal
Responsible department	Inclusive Communities	Inclusive Communities	Inclusive Communities	Inclusive Communities	Inclusive Communities
<p>Note: The Kingston Charitable Fund is a separate, related funding source administered under independent governance arrangements to the above <i>grant streams</i>.</p>					

City of Kingston

Kingston Grants Program Guidelines 2024-2025

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Contents

Contact Us.....	5
About These Guidelines.....	5
Support is Available	5
Multilingual support services.....	5
Ελληνικά	5
中文	5
Italiano	5
русский	5
Tiếng Việt	5
Communication Access	6
Before You Apply	6
Kingston Grants Program 2024-2025 Information Session	6
The Kingston Grants Program.....	7
Objectives.....	7
Guiding Principles.....	7
Council’s Strategic Priorities	7
Funding Priorities.....	8
Funding Agreement	8
Legislation	8
Funding Acquittal and Audit	9
Council Contacts	9
Other Important Information	9
Receipt of Application.....	9
Incomplete Applications	9
Late Applications.....	9
Multiple Applications.....	9
Acknowledgement of Council Support	9

Funding Decisions are Final.....	9
Grants Available	10
Community Small Grants	12
Community Bi-Annual Grants	19
Operational & Partnership Grants	27
Community Festivals, Events & Creative Activities Grants	34
Individual Development Grants	40

Contact Us

For more information about the Kingston Grants Program, please contact Kingston City Council.

PO Box 1000, Mentone VIC 3194

T: 1300 653 356

E: community@kingston.vic.gov.au

W: kingston.vic.gov.au

If you are interested in applying for a grant, you are strongly advised to discuss your application prior to submitting. Council officers can provide you with support in submitting your application.

About These Guidelines

These Kingston Grants Program Guidelines 2024-25 (Program Guidelines) outline the funding opportunities provided by Kingston City Council for organisations, community groups, and individuals.

They explain the grants available, important dates, who can apply, who and what can't be funded, how to apply, how applications are assessed, general conditions of grants, and support available.

Support is Available

Kingston City Council is committed to ensuring that every person interested in applying for a grant has equal access to information and services, regardless of their abilities. Council officers can also help you to complete a grant application.

Multilingual support services

If you need language assistance, please call our Translating and Interpreting Service on 131 450 and state the organisation as the City of Kingston and quote our phone number 1300 653 356.

Ελληνικά

Εάν χρειάζεσθε βοήθεια στην Αγγλική γλώσσα, παρακαλώ τηλεφωνήστε την υπηρεσία Διερμηνέων μας στον αριθμό 131 450, δηλώστε το όνομα του οργανισμού ως City of Kingston και παραθέστε τον αριθμό μας 1300 653 356.

中文

如果您需要语言帮助, 请致电131 450致电我们的口译服务, 将机构称为金斯顿市, 并引用我们的电话号码1300 653 356.

Italiano

Se avete bisogno di assistenza linguistica, per favore contattate il servizio d'interpretariato al numero 131 450, indicate il nome dell'organizzazione come City of Kingston e comunicate il nostro numero telefonico 1300 653 356.

русский

Если вам нужна языковая помощь вы можете позвонить по нашей телефонной линии по службе языкового перевода 131 450, сказать что организация - Кингстон и дать наш номер телефона 1300 653 356.

Tiếng Việt

Nếu bạn cần sự hỗ trợ về ngôn ngữ, vui lòng gọi cho dịch vụ phiên dịch của chúng tôi theo số điện thoại 131 450, nói rõ tổ chức là the City of Kensington và báo số điện thoại của chúng tôi là 1300 653 356.

Communication Access

Support services for people with a hearing, speech or communication impairment and for text telephone or modem callers. **Please call the National Relay Service on 133 677** and quote the Kingston City Council phone number 1300 653 356, or **visit the [National Relay Service online](#)**, and follow the instructions.

Before You Apply

Before you take the time to apply:

- Have you read these Guidelines?
- Have you identified the grants available that best suit your needs?
- Have you confirmed your eligibility to apply?
- Are you able to supply requested supporting attachments?
- Have you spoken to a Council officer about what you are looking to apply for?

Remember to [contact us](#) if you need more information or support.

Kingston Grants Program 2024-2025 Information Session

If you are interested in apply for a grant, we encourage you to attend one of our information sessions held in February each year.

For further information and to register please visit the Kingston website closer to the date: kingston.vic.gov.au/community/grants.

Small group sessions will be held on request or individual help offered.

If you have any questions or would like to request a small group/individual information session, please contact the Council's Grants Officers on 1300 653 356 or at community@kingston.vic.gov.au

The Kingston Grants Program

The Kingston Grants Program (Program) plays an important role in enabling the delivery of activities for the benefit of the Kingston community. The Program also acknowledges the vital role that our community plays in both leading and partnering with us and others, to address local needs, connect people, enrich experiences, improve our environment, and enhance the quality of life of Kingston's residents.

The Program is supported by the Kingston Grants Program Policy and aligns with Council's strategic priorities as articulated in the Council Plan and other key strategic documents.

Objectives

The primary aim of the Kingston Grants Program is to provide community benefit and outcomes. The objectives of the program are to:

- Provide fair, inclusive, and equitable opportunity for the Kingston community to seek financial assistance through grants from Council
- Support a diverse range of organisations, individuals, and activities, that respond to identified local needs and achieve positive outcomes for the Kingston community
- Assist the delivery of Council's strategic priorities
- Commit to processes that support sound management and governance of grants.

Guiding Principles

The following principles underpin Council's overall approach to the provision of grants:

- **Access** - Our community should be aware of grant opportunities. The application process should be easy, and applicants should have the resources and support to apply
- **Equity** - Our grants will meet the needs of those in the community who will get the greatest benefit from financial support
- **Inclusion** - Application and assessment processes should remove barriers and reduce discrimination for people with disabilities, young people, older people, women, LGBTQIA+, Indigenous people, and people from multicultural backgrounds
- **Diversity** - People from diverse backgrounds should be specifically made aware of grants, and recipients should represent the diversity of Kingston's community
- **Good Governance** - The administration of grants should provide equity of grant allocations and reduce risk to Council
- **Strategic Alignment** - Grants programs should be aligned with Council's strategic direction.

Council's Strategic Priorities

Council provides grants consistent with the following strategic priorities under the Council Plan 2021-2025.

- **Liveable:** Our city will be a vibrant, enjoyable, and easy place to live
- **Sustainable:** We prioritise our environment and reduce our impact on the earth
- **Prosperous:** We will embrace the concept of a 20-minute neighbourhood, support the ongoing process of decentralisation and support people to live and work locally
- **Healthy and Inclusive:** We are progressive, inclusive and prioritise wellbeing of all members of our community
- **Safe:** Our community will feel safe, and be safe, in all aspects of their lives
- **Well-Governed:** Council will be collaborative, accountable, transparent, well-informed and efficient.

The latest published Council Plan, together with supporting policies, strategies, and action plans can be found on Council's website at: [Plans, policies, and reports - City of Kingston](#).

Funding Priorities

The following factors are considered as part of the assessment process alongside the assessment criteria, especially where grants are offered based on merit and there is a finite grants budget available.

Higher priority will be given to applications that:

- Directly respond and contribute to Council's strategic priorities
- Provide evidence of identified local community needs and required support
- Demonstrate meaningful collaboration with relevant strategic partners and local organisations, where appropriate
- Build self-sufficiency, capacity, governance and skills of individuals, community groups, or organisations in Kingston
- Propose evidence-based new and innovative approaches to help solve challenging local needs.

Higher priority will also be given where the applicant has limited financial means or ability to access other sources of funding.

When determining grant outcomes, the Council and Council officers will consider the provision of a variety of different activities to ensure all strategic objectives are being contributed towards.

Funding Agreement

Successful applicants will need to enter into a funding agreement with Council, which outlines the conditions under which the grant will be made available. Council may make funding conditional and subject to specific conditions being met.

Council has two types of funding agreements scaled to the funding amount and funding term:

- Letter of Offer
- Funding Agreement

You can view the general terms and conditions in each of these funding agreements on Council's website: www.kingston.vic.gov.au/community/grants.

Council will release funding in accordance with the funding agreement and once the funding agreement is signed and a valid invoice is received for processing.

Legislation

Please note that, as part of the funding agreement, successful applicants will need to comply with all relevant State Government and Commonwealth Government legislation and standards, including (but not limited to):

- *Associations Incorporation Reform Act 2012 (Vic)*
- *Charities Act 2013 (Cth)*
- Charter of Human Rights and Responsibilities
- Child Safe Standards
- *Corporations Act 2001 (Cth)*
- *Emergency Management Victoria Act 2013 (Vic)*
- *Equal Opportunity Act 2010 (Vic)*
- *Gender Equality Act 2020 (Vic)*
- *Occupational Health and Safety Act 2004 (Vic)*
- *Privacy Act 1988 (Vic) Privacy and Data Protection Act 2014 (Vic)*
- *Public Health and Wellbeing Act 2008 (Vic)*
- *Racial and Religious Tolerance Act 2001 (Vic)*

Funding Acquittal and Audit

Successful applicants will need to keep records of how the grant funds were spent and provide a report to Council in line with the conditions of the funding agreement.

Successful applicants must comply with requested Council officer visits or requests for an audit on the funded activity.

Council Contacts

Please contact Council's Grants Officers on 1300 653 356 for support with your grant application.

Other Important Information

Receipt of Application

Applications submitted online will be acknowledged via a confirmation email from SmartyGrants. Funding is not automatic on application. All requests are subject to consideration in accordance with the Kingston Grants Program Policy and these Guidelines.

Incomplete Applications

You will be notified of any incomplete details in your application. For grants with advertised rounds and closing dates or where applications are open year-round, Council officers will let you know about incomplete details in your application up to 10 business days before the advertised grants round closing date or assessment commencement date. These details will need to be supplied by the closing date or assessment commencement date for the application to be eligible for assessment. **NB. Applications received within 10 days of any advertised closing date or assessment commencement date will not receive this advice due to time constraints therefore, earlier submission of applications is encouraged.**

Late Applications

Applicants are required to submit a complete application within the advertised application opening period, including attachments or other supporting information requested by Council. Late applications due to exceptional circumstances can be approved/declined for assessment by the Manager Inclusive Communities. Exceptional circumstances do not include illness, leave, or holidays of one community group/family member. If your community group requires support with applying for a grant, please contact Council's Grants Officers.

Multiple Applications

Multiple applications may be submitted from the same applicant to request funding for different activities. Lodging multiple applications for the same activity will make all but one application ineligible. If you lodge more than one application than permitted, Council officers will advise which application stream is most suitable for your activity and only assess that application.

Acknowledgement of Council Support

Successful applicants will need to acknowledge Council's support in any activity-related publications or advertisements. Requirements are scaled according to the funding amount as set out in the Grant Acknowledgment Guidelines available on Council's website: www.kingston.vic.gov.au/community/grants.

Funding Decisions are Final

The Council's funding decisions are final. You can seek feedback on your application if it has been unsuccessful. You can also express a grievance, which will be processed by Council in accordance with Council's Complaints Policy: www.kingston.vic.gov.au/council/council-documents/plans-policies-and-reports/complaints-policy.

Grants Available

Funding is available through the following grant streams.

Grant Stream	Categories	Funding Available	When Available
Community Small Grants For not-for-profit organisations and community groups	<ul style="list-style-type: none"> Community Projects & Programs Community Celebrations Small Equipment Capacity Building Start-Up Support 	One-off funding of up to \$2,000	Always open (until funding is exhausted) - Assessed every month
Community Bi-Annual Grants For not-for-profit organisations, community groups, artists and creative businesses	<ul style="list-style-type: none"> Community Projects & Programs Small Community Festivals & Events Minor Capital Works Arts Projects & Programs 	One-off funding of \$2,001-\$10,000	Bi-annual - Assessed every 6 months Round 1 Opens 29 January 2024 Closes 11 March 2024 Round 2 Opens 29 July 2024 Closes 6 Sept 2024
Operational & Partnership Grants For not-for-profit organisations and community groups	<ul style="list-style-type: none"> Community Centres & Neighbourhood Houses Specialist Community & Welfare Services Community Interest Organisations Multicultural & Seniors Groups 	Up to 3 years of funding, based on the category	Applications open 29 January 2024. Once commenced, applications will be always open (until funding is exhausted) - Assessed once a year Apply by 28 March 2024
Community Festivals, Events & Creative Activities Grants For not-for-profit organisations and community groups	One category to support community festivals, events and creative activities	Up to 3 years of funding of up to \$25,000 per annum	Applications open 29 January 2024. Once commenced, applications will be always open (until funding is exhausted) - Assessed once a year Apply by 28 March 2024
Individual Development Grants For individuals	<ul style="list-style-type: none"> Achievement Participation 	One-off funding of up to \$600 Plus financial hardship benefit, if applicable	Always open (until funding is exhausted) - Assessed every 2 weeks

Community Small Grants

community inspired leadership



Community Small Grants

Amount available:	Up to \$2,000
Who can apply:	Not-for-profit organisations and community groups
When to apply:	Always open – Assessed every month

Community Small Grants are one-off grants that support smaller scale activities that strengthen the community, help the environment, and improve local organisations and community groups. These grants recognise that sometimes, all it takes is a small amount of funding to help make great things happen for the benefit of the Kingston community.

What can be funded

Community Small Grants can support a range of activities under the following categories.

Community Projects & Programs	Activities that help organisations and community groups to achieve their goals and strengthen the Kingston community. For example , activities can be for arts, culture, environment, climate change action, community safety, health and wellbeing, sport and recreation, family violence prevention, access and equity, children, young people, or seniors.
Community Celebrations	Small-scale activities that help organisations and community groups permanently located in the City of Kingston to involve local communities in national or state-wide festivals of significance, or to mark and celebrate longstanding, enduring contributions to the Kingston community. Milestones starting at 5 years, then in 5-year increments, can be considered. For example , a 10 th anniversary celebration gathering for a community group's members and its supporters, a publication documenting a club's centenary, or a Children's Week event.
Small Equipment	Purchase of small equipment essential to supporting an organisation or community group's ability to maintain or improve its activities, enhance community accessibility, or contribute to better environmental outcomes. The equipment must be standalone and not require installation. For example , tools, appliances, safety items, uniforms, or technology and communication devices.
Capacity Building	Activities that help organisations and community groups to strive and thrive in line with their goals and identified needs. For example , activities can be for training, volunteer recruitment, volunteer management, succession planning, or governance development.
Start-Up Support	Assistance to establish a new community group permanently located in the City of Kingston that supports increased representation of Kingston's diverse community. For example , supported costs could include first-year incorporation fees, public liability insurance, stationery, materials or key equipment for initial set-up, member recruitment, or meeting venue access. Applicants can be unincorporated at the time of application, but must provide a bank account in the community group's name.

Eligibility

Organisations must:

- Be legally constituted as an incorporated association, company limited by guarantee, or Aboriginal Corporation, or auspiced by another legally constituted organisation (auspice) for the activity proposed in the application
- Be not-for-profit and managed by a volunteer board/committee of management, or auspiced by a not-for-profit managed by a volunteer board/committee of management
- Be financially solvent
- Be physically located within the City of Kingston geographical boundaries or if located outside the City of Kingston geographical boundaries, have a majority number of Kingston residents (e.g. more than 50% of active members or participants) or be able to demonstrate significant benefit to the Kingston community
- Provide current public liability insurance with a level of cover appropriate to the activity/program (new community group applicants seeking start-up support are exempted)
- If a Council tenant, be in compliance with all requirements within the tenancy agreement
- Have no overdue grant acquittals and have successfully acquitted previous grants received
- Have no outstanding debts owing to Council, or have entered into a payment plan
- Have no active breaches against the obligations of Consumer Affairs Victoria, the Australian Not-for-Profit and Charities Commission, or the Australian Securities and Investment Commission, as applicable
- Have not received a grant for the same or similar activity from another Kingston Grants Program grant stream or other Council funding source in the same financial year running July to June
- Submit a complete application, including attachments or other supporting information requested by Council
- The applicant must implement and maintain policies relating to the Child Safe Standards

What can't be funded**Council will not consider:**

- Applications to different grant streams by any one applicant for the same activity in any one financial year running July to June
- Applications that do not comply with public health directions, and human rights and responsibilities
- Religious or political organisations for core operating and administration costs not directly related to the activity
- Religious or political organisations for activities related to worship, congregation, secular promotion, protest, or campaigns
- Schools for curriculum-based activities or where the outcome is confined to the school property or school community
- Operational funding for Organisations where this is considered the core responsibility of State or Commonwealth Government or non-government entities, or that seek to replace or substitute discontinued or decreased funding from State or Commonwealth Government or non-government entities
- Activities for Organisations where this is considered the core responsibility of State or Commonwealth Government or non-government entities, or that seek to replace or substitute discontinued or decreased funding from State or Commonwealth Government or non-government entities
- Organisations that receive a direct income from gambling activities, undertake or promote gambling

- Activities that undertake or promote gambling
- The lease/hire or use of a venue with gaming machines or other forms of gambling, unless the venue offers a unique setting and there is no viable alternative
- For the purchase of fireworks, alcohol, tobacco, or e-cigarettes
- Costs incurred by an applicant in preparing an application or due by an applicant if their application is successful, including professional grant writer fees
- Recurrent or ongoing building maintenance costs
- Capital works for assets that are of a commercial nature, not accessible to the community, or outside the geographical boundaries of the City of Kingston
- Major capital works
- Permanent public art installations
- The purchase of trophies, prizes, awards or items related to fundraising activities
- Hire of venues that are inappropriate for the nature of the activity, owned by the applicant, or outside the geographical boundaries of the City of Kingston
- Funding requests above the published amount available
- Retrospective funding i.e. spending of funds for activities that have already occurred before notification of a grant being approved and a funding agreement entered into
- Applications not made through the official Council application process
- Recurrent or ongoing salaries and on-costs
- Recurrent or ongoing core operating and administration costs
- Project management or administration costs
- Equipment replacement where the equipment is still considered to be within its useful life
- Equipment insurance or storage fees
- Equipment replacement that should be covered by insurance or registration/participation fees
- Requests to replace the same equipment that has already been funded by Council in the past 24 months from July to June
- Digital equipment purchase such as laptops, tablets or mobile phones above \$1,000
- Subscriptions, software licences, or plans
- Website or social media maintenance costs
- Activities that duplicate support already available through other Council or external programs for the same audience
- More than one year of start-up support for new community groups
- Support to relocate established groups currently located outside the City of Kingston, or already located in the City of Kingston and moving to new premises.

Venue Booking

Where the activity funded includes the hire of a venue: Please note that the receipt of a grant does not constitute or guarantee a venue booking. It is the applicant's responsibility to book the venue and ensure the grant applied for covers all venue hire costs. A change in venue or increase to venue hire costs after the grant is awarded, will not result in an increase in funding.

How to make an application

Applications are accepted at any time.

You are encouraged to contact Council's Grants Officers prior to submitting an application. They may also direct you to discuss your project with another relevant Council officer.

To apply, visit the [City of Kingston SmartyGrants website](#) and create an account if you don't already have one.

When you apply, you can expect to be asked for brief details about:

- Your organisation, including auspice organisation details if applicable
- Your proposed activity
- The need and benefit of your activity
- How you will deliver your activity
- Your activity budget
- Supporting attachments that you will need to provide.

Supporting Documents

Attachment	Organisations or community groups
Certificate of Incorporation	Required
Auspice Agreement If you nominate an auspice, you will need to show that the nominated auspice has agreed to auspice you. An 'Auspice Agreement' template is available from the website: www.kingston.vic.gov.au/community/grants .	Required if auspiced
Annual Report and/or Financial Statements Documents must comply with your Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission obligations	Required
Public Liability Insurance Certificate of Currency Minimum level of cover to be determined based on the activity/program	Required
Child Safe Standards Policy Provide a copy of organisational policies relating to the Child Safe Standards	Required

How are applications assessed?

Council officers will first check if you and the application are eligible. If eligible, your application will then be assessed by Council officers using the statement of funding priorities outlined in these Program Guidelines and the assessment criteria.

Please note:

- Council uses the assessment criteria as a general guide only when assessing Community Small Grant applications

Item	Criteria for Assessment	Weighting
The applicant has:		
Community Need		25
1	clearly outlined realistic aims and objectives for their activity	5

45

2	identified who the local audience is for their activity	5
3	provided evidence (such as demographic data or community consultation outcomes) of the need for the activity	5
4	defined aims and objectives that are aligned to an identified need	5
5	identified key stakeholders for their activity and provided evidence of their support	5
Community Benefit		25
6	aligned their activity with a strategic priority of Council	5
7	clearly outlined what benefit\ s are provided to the audience by the activity	5
8	clearly identified how the activity will support access, diversity and inclusion	5
9	identified clear partnerships, where relevant (if not relevant, score 5), and provided evidence of their engagement	5
10	identified the activity outcomes (what will change as a result of the activity)	5
Capacity to Deliver		35
11	provided a delivery plan or approach that is sound and fit-for-purpose	5
12	identified a plan for promotion and engagement that is adequate and effective to encourage the intended levels of diversity of participation	5
13	demonstrated relevant experience in planning, managing and delivering a similar activity/program in the past	5
14	identified relevant, suitably skilled people to be involved in managing their grant	5
15	outlined an accurate, balanced and realistic budget including all in-kind contributions	5
16	provided the required quotes, justified the level of funding requested, and demonstrated value in the use of public funds	5
17	outlined a plan to monitor and evaluate outcomes	5
Capacity for Sustainability		5
18	identified a sustainability plan (where appropriate)	5
Other Considerations		10
19	demonstrated limited financial means or ability to access other sources of funding	5
20	the application is for an activity that is different to other activities funded through this grants stream	5
Total score available		100

Council officers will determine the funding outcome and recommendation for Community Small Grants on a monthly basis. Successful funding outcomes will be issued by delegation to the Coordinator Community Capacity and communicated by Council's Grants Officers. These funding outcomes will be presented to Council quarterly for noting.

Applications not recommended for funding will be presented to Council quarterly for endorsement.

Applicants may be contacted during the assessment process, before funding recommendations are finalised, for further information on the application.

Applicants will receive notification of an outcome within 4 weeks.

Funding availability

To support equitable access to these grants, Council will endeavour to have funds available throughout the full financial year. If funding available is exhausted, this will be notified to the community on Council's website: www.kingston.vic.gov.au/community/grants, and applications will be closed until the next quarter.

Community Bi-Annual Grants

community inspired leadership



Community Bi-Annual Grants

Amount available:	\$2,001-\$10,000
Who can apply:	Not-for-profit organisations and community groups, incorporated artists and creative businesses.
When to apply:	Bi-annual – assessed every 6 months. Please see Council's website for assessment times.

Community Bi-Annual Grants are one-off grants that support activities that align with and activate Council's strategic priorities for the benefit of the Kingston community.

What can be funded

Community Bi-Annual Grants can support a range of activities under the following categories.

Community Projects & Programs	Activities that help organisations and community groups to achieve their goals and strengthen the Kingston community. These activities can be for specific communities or Kingston-wide. For example , activities can be for arts, culture, environment, climate change action, community safety, health and wellbeing, sport and recreation, family violence prevention, access and equity, children, young people, or seniors.
Small Community Festivals & Events	Supports organisations and community groups located in the City of Kingston to play a role in connecting, strengthening, promoting, and celebrating Kingston's diverse community, places and environment through festivals and events that primarily attract local audiences. For example , cultural festivals, First Nations community events, or event-based promotion of the natural environment or climate change action.
Minor Capital Works	Supports the delivery of minor upgrades or improvement works to buildings or grounds leased from Council by organisations and community groups or private property leased by not-for-profit organisations, for the benefit of their members and the Kingston community. An applicant contribution may be required depending on the type of lease with Council. For example , kitchen upgrade, replacement of an old fitting or fixture for a more energy efficient one, or new flooring.
Arts Projects & Programs	Supports the creation and presentation of arts activities and works in the City of Kingston with a focus on developing artistic endeavour and local creative industries through: <ul style="list-style-type: none"> • Creation of arts projects that extend the practice of an emerging or established artist. For these projects, the outcomes must be presented within the City of Kingston • Supporting local makers and creative business owners who live and work in the City of Kingston to develop, showcase and market a product to the public within a creative or business space. For example , temporary interactive public art installation, exhibition in a pop-up gallery space in a local shopfront, or open studio series with artist floor talks.

Eligibility

Organisations must:

- Be legally constituted as an incorporated association, company limited by guarantee, or Aboriginal Corporation, or auspiced by another legally constituted organisation (auspice) for the activity proposed in the application
- Be not-for-profit and managed by a volunteer board/committee of management, or auspiced by a not-for-profit managed by a volunteer board/committee of management
- Be financially solvent
- Be physically located within the City of Kingston geographical boundaries or if located outside the City of Kingston geographical boundaries, have a majority number of Kingston residents (e.g. more than 50% of active members or participants) or be able to demonstrate significant benefit to the Kingston community
- Provide current public liability insurance with a level of cover appropriate to the activity/program
- If a Council tenant, be in compliance with all requirements within the tenancy agreement
- Have no overdue grant acquittals and have successfully acquitted previous grants received
- Have no outstanding debts owing to Council, or have entered into a payment plan
- Have no active breaches against the obligations of Consumer Affairs Victoria, the Australian Not-for-Profit and Charities Commission, or the Australian Securities and Investment Commission, as applicable
- Have not received a grant for the same or similar activity from another Kingston Grants Program grant stream or other Council funding source in the same financial year running July to June
- Submit a complete application, including attachments or other supporting information requested by Council
- The applicant must implement and maintain policies relating to the Child Safe Standards

Minor capital works

To meet application eligibility and to be able to assess your application, any proposed capital works must have:

- Approval in Principle from Council for Council-owned property
- A letter of approval from the landlord for non-Council property.

For minor capital works undertaken at a Council-owned property with the assistance of a Council grant, a completion inspection will need to be conducted with a relevant Council officer to ensure works have been completed to Council's satisfaction.

It is also important to note that any minor capital works, whether at a Council-owned property or not, may require Council permits and approvals from other agencies before works commence. It is therefore strongly advised that applicants speak to relevant Council officers to get advice on what is required before submitting an application. Even if your application is approved, no funding will be released until ALL appropriate permits and approvals are in place.

What can't be funded

- Applications to different grant streams by any one applicant for the same activity in any one financial year running July to June
- Applications that do not comply with public health directions, and human rights and responsibilities
- Religious or political organisations for core operating and administration costs not directly related to

the activity

- Religious or political organisations for activities related to worship, congregation, secular promotion, protest, or campaigns
- Schools for curriculum-based activities or where the outcome is confined to the school property or school community
- Operational funding for Organisations where this is considered the core responsibility of State or Commonwealth Government or non-government entities, or that seek to replace or substitute discontinued or decreased funding from State or Commonwealth Government or non-government entities
- Activities for Organisations where this is considered the core responsibility of State or Commonwealth Government or non-government entities, or that seek to replace or substitute discontinued or decreased funding from State or Commonwealth Government or non-government entities
- Organisations that receive a direct income from gambling activities, undertake or promote gambling
- Activities that undertake or promote gambling
- The lease/hire or use of a venue with gaming machines or other forms of gambling, unless the venue offers a unique setting and there is no viable alternative
- For the purchase of fireworks, alcohol, tobacco, or e-cigarettes
- Costs incurred by an applicant in preparing an application or due by an applicant if their application is successful, including professional grant writer fees
- Recurrent or ongoing building maintenance costs
- Capital works for assets that are of a commercial nature, not accessible to the community, or outside the geographical boundaries of the City of Kingston
- Major capital works
- The purchase of trophies, prizes, awards or items related to fundraising activities
- Hire of venues that are inappropriate for the nature of the activity, owned by the applicant, or outside the geographical boundaries of the City of Kingston
- Funding requests above the published amount available
- Retrospective funding i.e. spending of funds for activities that have already occurred before notification of a grant being approved and a funding agreement entered into
- Applications not made through the official Council application process
- Community projects or programs that are not open to the general community
- Community festivals or events that are not open to the general community
- Permanent public art installations
- Outcomes of arts projects or programs that are not publicly accessible within the City of Kingston
- Activity costs above the following limits on use of the funding requested:
 - Up to 10% for administration costs specifically for the activity (e.g. stationery, postage)
 - Up to 20% for catering costs specifically for the activity
 - Up to 10% for project management or coordination costs specifically for the activity
 - Up to 60% for artist fees for arts projects and programs
- Recurrent or ongoing salaries and on-costs (beyond the percentages allowable above for project management and artist fees)
- Website or social media maintenance costs
- Standalone equipment purchases

- Minor capital works where:
 - The total works value is more than 5% of the value of the asset that would be received at the time of disposal
 - Works are already budgeted in Council's latest Capital Works Program
 - The works are on areas of a property where gaming is operated.

Venue Booking

Where the activity funded includes the hire of a venue: Applicants are required to provide relevant quotes (including venue hire) to justify the funding amount requested. Please note that the provision of these quotes or receipt of a grant does not constitute or guarantee a venue booking. It is the applicant's responsibility to book the venue and ensure the grant applied for covers all venue hire costs. A change in venue or increase to venue hire costs after the grant is awarded, will not result in an increase in funding.

Applicant contribution

A co-funding contribution is required for minor capital works.

Group 1 Council Lease* with no liquor licence	No co-funding contribution is required.
Group 1 Council Lease* with a liquor licence or Group 2 Council Lease* with or without a liquor licence	1:1 matched co-funding contribution is required. The co-contribution can be cash and/or in-kind.
Other eligible private property: Not-for-profits leasing private property	1:1 matched co-funding contribution is required. The co-contribution must be cash.

*Definitions of applicant organisations are defined in Council's Lease and Licence Policy, as per below:

- Group 1 Council Lease: Community not-for-profit group with limited capacity to generate significant income.
- Group 2 Council Lease: Community sporting and recreational not-for-profit with some capacity to generate significant income.

No co-funding contribution is required for any other category of these grants.

Applicants should note the maximum funding amount available from Council under these grants is \$10,000. This may mean that other cash or in-kind-support will need to be sourced to successfully deliver the activity and expected outcomes.

How to make an application

Applications are accepted during the advertised open round until 11:59pm of the advertised closing date. Two rounds are offered each year for these grants, however you can only apply for one of these rounds in any financial year.

See 'Grants Available' in these Program Guidelines or Council's website: www.kingston.vic.gov.au/community/grants for these important dates.

You are encouraged to contact Council's Grants Officers prior to applying. They may also direct you to discuss your project with another relevant Council officer.

To apply, visit the [City of Kingston SmartyGrants website](http://www.kingston.vic.gov.au/community/grants) and create an account if you don't already have one.

When you apply, you can expect to be asked for details about:

- Your organisation, including auspice organisation details (if applicable)
- Your proposed activity
- The need for your activity
- The benefits of your activity
- How you will deliver and evaluate your activity
- Your activity budget
- Supporting attachments that you will need to provide.

Supporting Documents

Attachment	Organisations or community groups
Certificate of Incorporation	Required
Auspice Agreement If you nominate an auspice, you will need to show that the nominated auspice has agreed to auspice you. An 'Auspice Agreement' template is available from: www.kingston.vic.gov.au/community/grants	Required if auspiced
Annual Report and/or Financial Statements Documents must comply with your Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission obligations	Required
Public Liability Insurance Certificate of Currency Minimum level of cover to be determined based on the activity/program	Required
Minor Capital Works <i>Council-owned property</i> <ul style="list-style-type: none"> • Approval in Principle letter from Council or the landlord • Copy of your submitted Approval in Principle form <i>Non-Council property</i> <ul style="list-style-type: none"> • Approval letter from the landlord of the property • Photos and specifications of proposed fixtures or fittings • 2 quotes for all works in scope 	Required for Minor Capital Works
Supplier quotes For examples, venue hire, marquee hire, entertainment, security, traffic management, etc.)	Required
Resumé and examples of recent work *for works of art only	Required for relevant Arts Grants
Child Safe Standards Policy Provide a copy of organisational policies relating to the Child Safe Standards	Required
Additional Support Material For example, letters of support, media, photos, example promotional material	Optional

How are applications assessed?

Council officers will assess applications at the conclusion of the advertised round.

Council officers will first check if you and the application are eligible. If eligible, your application will then be assessed by Council officers and a Grants Assessment Panel using the statement of funding priorities outlined in these Program Guidelines and the standard assessment criteria outlined below.

Please note that Council uses the assessment criteria and weightings explicitly when assessing Community

Bi-Annual Grants.

Item	Criteria for Assessment	Weighting
The applicant has:		
Community Need		25
1	clearly outlined realistic aims and objectives for their activity	5
2	identified who the local audience is for their activity	5
3	provided evidence (such as demographic data or community consultation outcomes) of the need for the activity	5
4	defined aims and objectives that are aligned to an identified need	5
5	identified key stakeholders for their activity and provided evidence of their support	5
Community Benefit		25
6	aligned their activity with a strategic priority of Council	5
7	clearly outlined what benefit\’s are provided to the audience by the activity	5
8	clearly identified how the activity will support access, diversity and inclusion	5
9	identified clear partnerships, where relevant (if not relevant, score 5), and provided evidence of their engagement	5
10	identified the activity outcomes (what will change as a result of the activity)	5
Capacity to Deliver		35
11	provided a delivery plan or approach that is sound and fit-for-purpose	5
12	identified a plan for promotion and engagement that is adequate and effective to encourage the intended levels of diversity of participation	5
13	demonstrated relevant experience in planning, managing and delivering a similar activity/program in the past	5
14	identified relevant, suitably skilled people to be involved in managing their grant	5
15	outlined an accurate, balanced and realistic budget including all in-kind contributions	5
16	provided the required quotes, justified the level of funding requested, and demonstrated value in the use of public funds	5
17	outlined a plan to monitor and evaluate outcomes	5
Capacity for Sustainability		5
18	identified a sustainability plan (where appropriate)	5
Other Considerations		10
19	demonstrated limited financial means or ability to access other sources of funding	5
20	the application is for an activity that is different to other activities funded through this grants stream	5
Total score available		100

Funding recommendations for all eligible applications received in the round will be presented for decision by the Council at a formal meeting of Council.

Applicants may be contacted for further information on their application during the assessment process or before funding recommendations are finalised.

Applicants will receive notification of an outcome within 12 weeks from the commencement of an assessment process.

Funding availability

To support equitable access to these grants, Council will set aside funds from its available annual grants budget across the two grant rounds offered each year. Please note that these grants are allocated on a competitive basis, and demand may exceed budget available.

Operational and Partnership Grants

community inspired leadership



Operational & Partnership Grants

Operational & Partnership Grants are fixed term grants for a period of up to three years, supporting the provision and development of key community services and activities that align with Council's strategic priorities. They acknowledge the importance of providing certainty and continuity of funding for certain services and activities to benefit the Kingston community.

What can be funded

Operational & Partnership Grants can support a range of services and activities under the following categories.

Community Centres & Neighbourhood Houses	Supports a contribution towards the operations and delivery of the services, programs and activities of formally recognised Community Centres and Neighbourhood Houses to strengthen the communities where they operate. Funding available: Up to \$100,000 per year to be determined on a non-competitive basis, using a formula funding approach.
Specialist Community & Welfare Services	Supports a contribution towards the operations and delivery of equitable access to high quality financial, legal, counselling, and related specialist support services for the Kingston community. Funding available: Up to \$90,000 per year with funding to be determined using merit-based assessment criteria.
Community Interest Organisations	Supports a contribution towards the delivery of activities of community groups who represent the diversity of Kingston's community and make an important contribution to civic life. This includes (but is not limited to) arts groups, municipal bands, historical groups, recreational groups, environment groups, emergency relief providers, and government-affiliated emergency services with local volunteer-run units. Funding available: Up to \$20,000 per year with funding to be determined using merit-based assessment criteria.
Multicultural & Seniors Groups	Supports a contribution towards the delivery of activities for Kingston's multicultural and senior residents to foster inclusion, connectedness, and positive ageing. Funding available: Up to \$4,000 per year plus any qualitative adjustment, with funding to be determined on a non-competitive basis, using a formula funding approach.

Eligibility

Organisations must:

- Be legally constituted as an incorporated association, company limited by guarantee, or Aboriginal Corporation, or auspiced by another legally constituted organisation (auspice) for the activity proposed in the application
- Be not-for-profit and managed by a volunteer board/committee of management, or auspiced by a not-for-profit managed by a volunteer board/committee of management
- Be financially solvent
- Be physically located within the City of Kingston geographical boundaries or if located outside the City of Kingston geographical boundaries, have a majority number of Kingston residents (e.g. more than 50% of active members or participants) or be able to demonstrate significant benefit to the Kingston community

- Provide current public liability insurance with a level of cover appropriate to the activity/program
- If a Council tenant, be in compliance with all requirements within the tenancy agreement
- Have no overdue grant acquittals and have successfully acquitted previous grants received
- Have no outstanding debts owing to Council, or have entered into a payment plan
- Have no active breaches against the obligations of Consumer Affairs Victoria, the Australian Not-for-Profit and Charities Commission, or the Australian Securities and Investment Commission, as applicable
- Have not received a grant for the same or similar activity from another Kingston Grants Program grant stream or other Council funding source in the same financial year running July to June
- Submit a complete application, including attachments or other supporting information requested by Council
- The applicant must implement and maintain policies relating to the Child Safe Standards.

What can't be funded

For these grants, Council will not consider:

- Applications to different grant streams by any one applicant for the same activity in any one financial year running July to June
- Applications that do not comply with public health directions, and human rights and responsibilities
- Religious or political organisations for core operating and administration costs not directly related to the activity
- Religious or political organisations for activities related to worship, congregation, secular promotion, protest, or campaigns
- Schools for curriculum-based activities or where the outcome is confined to the school property or school community
- Operational funding for Organisations where this is considered the core responsibility of State or Commonwealth Government or non-government entities, or that seek to replace or substitute discontinued or decreased funding from State or Commonwealth Government or non-government entities
- Activities for Organisations where this is considered the core responsibility of State or Commonwealth Government or non-government entities, or that seek to replace or substitute discontinued or decreased funding from State or Commonwealth Government or non-government entities
- Organisations that receive a direct income from gambling activities, undertake or promote gambling
- Activities that undertake or promote gambling
- The lease/hire or use of a venue with gaming machines or other forms of gambling, unless the venue offers a unique setting and there is no viable alternative
- The purchase of fireworks, alcohol, tobacco, or e-cigarettes
- Costs incurred by an applicant in preparing an application or due by an applicant if their application is successful, including professional grant writer fees
- Payment of rent
- Recurrent or ongoing building maintenance costs

- Capital works for assets that are of a commercial nature, not accessible to the community, or outside the geographical boundaries of the City of Kingston
- Major capital works
- Permanent public art installations
- The purchase of trophies, prizes, awards or items related to fundraising activities
- Hire of venues that are inappropriate for the nature of the activity, owned by the applicant, or outside the geographical boundaries of the City of Kingston
- Funding requests above the published amount available
- Retrospective funding i.e. spending of funds for activities that have already occurred before notification of a grant being approved and a funding agreement entered into
- Applications not made through the official Council application process
- One-off activities
- Festivals and events (see Community Festival and Events Grants)
- Replacements or top-up of discontinued or reduced income from any other sources
- Multiple applications from the same organisation or community group in any one financial year, or where the applicant has not addressed feedback on a prior application submitted.

Applicant contribution

No co-funding contribution is required for any category of these grants.

Applicants should note however that Council considers that other cash or in-kind support will likely need to be sourced to successfully deliver your services or activities and expected outcomes.

How to make an application

Applications are accepted at any time.

We strongly advise you contact Council's Grants Officers to discuss your application before you submit it. They may also direct you to discuss your project with another relevant Council officer.

To apply, visit the [City of Kingston SmartyGrants website](#) and create an account if you don't already have one.

When you apply, you can expect to be asked for details about:

- Your organisation, including auspice organisation details if applicable
- Your proposed service/activity
- The need for your service/activity
- The benefits of your service/activity
- How your funding will contribute to achieving Council's strategic priorities
- How you will deliver your service/activity
- How you plan to evaluate the delivery and impact of your funded services/activity
- Supporting attachments that you will need to provide.

Supporting Documents

Attachment	Organisations or community groups
Certificate of Incorporation	Required

Attachment	Organisations or community groups
Auspice Agreement If you nominate an auspice, you will need to show that the nominated auspice has agreed to auspice you. An 'Auspice Agreement' template is available from: www.kingston.vic.gov.au/community/grants	Required if auspiced
Annual Report and/or Financial Statements Documents must comply with your Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission obligations	Required
Public Liability Insurance Certificate of Currency Minimum cover of \$20 million is required.	Required
Child Safe Standards Policy Provide a copy of organisational policies relating to the Child Safe Standards	Required (except for Multicultural and Seniors category, unless their members are coming into contact with children through their funded operations and activities)
Additional Support Material For example, letters of support, media, photos, example promotional material	Optional

How are applications assessed?

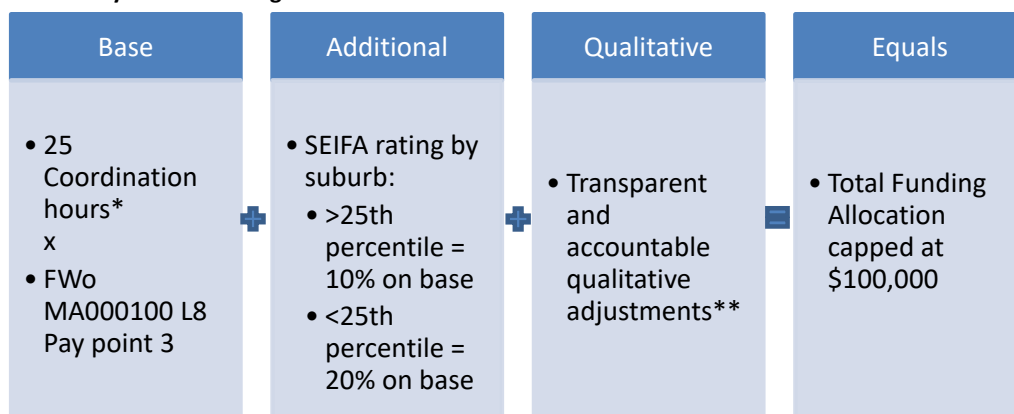
Formula Based Assessment

The formula-based funding allocation approach is designed to be applied to two categories of the Kingston Grants Program's Operational & Development Grants stream. The categories are:

- Community Centres & Neighbourhood Houses
- Multicultural & Seniors

All data points and calculations are applied at Year 1 of the funding term and carried through for the duration of the funding term.

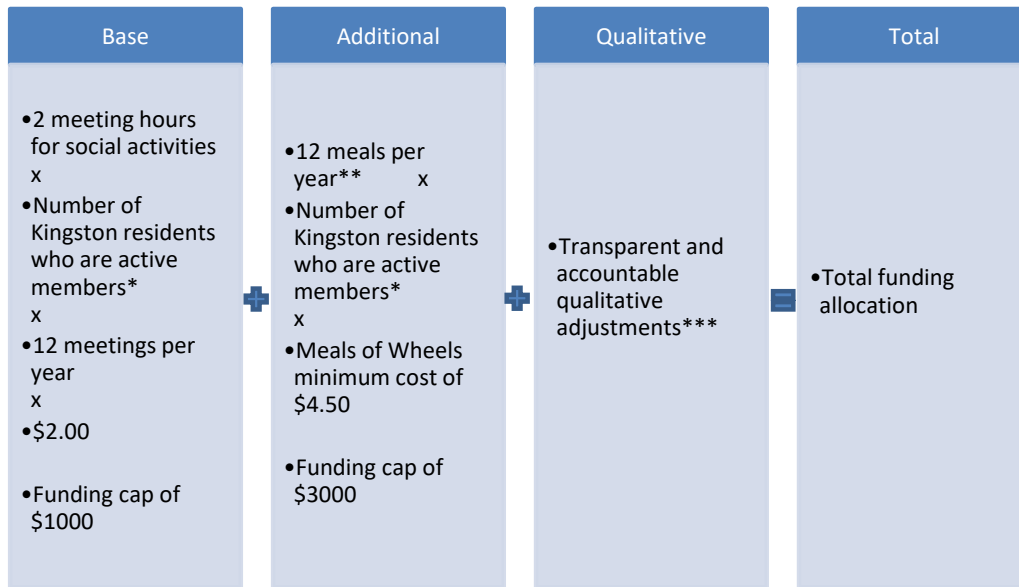
Community Centres & Neighbourhood Houses



* Aligns with base funding allocation provided by DFFH for eligible neighbourhood houses and community centres.

** Qualitative adjustments aim to enable response to contextual factors that are important to consider in determining total funding allocations but that cannot be considered using a formulaic approach. Consideration of qualitative adjustments is undertaken by the Assessment Panel with recommendations to be approved by the Council.

Multicultural and Seniors



* Organisations must meet minimum requirements for the proportion of active members that are Kingston residents or demonstrate significant benefit to the Kingston community in accordance with the Kingston Grants Program Policy and Program Guidelines for Operational & Partnership Grants. Organisations that do not meet the minimum requirement are not eligible for Multicultural & Seniors funding.

** Organisations that provide meals to members must commit to providing at least 6 meals per year. Funds received can be used flexibly towards any meals provided throughout the year.

*** Qualitative adjustments aim to enable response to contextual factors that are important to consider in determining total funding allocations but that cannot be considered using a formulaic approach. Consideration of qualitative adjustments is undertaken in exceptional circumstances with recommendations to be approved by the Council.

Merit-based Assessment

Applications will be assessed annually. Please see Council’s website: www.kingston.vic.gov.au/community/grants for relevant assessment times.

Council officers will first check if you and the application are eligible. If eligible, your application will then be assessed by Council officers and a Grants Assessment Panel using the statement of funding priorities outlined in these Guidelines and standard assessment criteria.

Item	Criteria for Assessment	Weighting
The applicant has:		
Community Need		25
1	clearly outlined realistic aims and objectives for their activity	5
2	identified who the local audience is for their activity	5
3	provided evidence (such as demographic data or community consultation outcomes) of the need for the activity	5
4	defined aims and objectives that are aligned to an identified need	5
5	identified key stakeholders for their activity and provided evidence of their support	5
Community Benefit		25

6	aligned their activity with a strategic priority of Council	5
7	clearly outlined what benefits are provided to the audience by the activity	5
8	clearly identified how the activity will support access, diversity and inclusion	5
9	identified clear partnerships, where relevant (if not relevant, score 5), and provided evidence of their engagement	5
10	identified the activity outcomes (what will change as a result of the activity)	5
Capacity to Deliver		35
11	provided a delivery plan or approach that is sound and fit-for-purpose	5
12	identified a plan for promotion and engagement that is adequate and effective to encourage the intended levels of diversity of participation	5
13	demonstrated relevant experience in planning, managing and delivering a similar activity/program in the past	5
14	identified relevant, suitably skilled people to be involved in managing their grant	5
15	outlined an accurate, balanced and realistic budget including all in-kind contributions	5
16	provided the required quotes, justified the level of funding requested, and demonstrated value in the use of public funds	5
17	outlined a plan to monitor and evaluate outcomes	5
Capacity for Sustainability		5
18	identified a sustainability plan (where appropriate)	5
Other Considerations		10
19	demonstrated limited financial means or ability to access other sources of funding	5
20	the application is for an activity that is different to other activities funded through this grants stream	5
Total score available		100

Funding recommendations for all eligible applications received in the round will be presented for decision by the Council at a formal meeting of Council.

Applicants may be contacted for further information on the application during the assessment process or before funding recommendations are finalised.

Applicants will receive notification of an outcome within 12 weeks from the commencement of an assessment process.

Funding availability

To support equitable access to these grants, Council will set aside funds from a multi-year budget commitment for allocation in each year. Funding not committed in year one may be rolled over to commit in a subsequent year.

Community Festivals, Events & Creative Activities Grants

community inspired leadership



Community Festivals, Events & Creative Activities Grants

Amount available: Up to \$25,000 per annum for up to three years
Who can apply: Not-for-profit organisations
When to apply: Always open – assessed annually. Please see ‘Grants Available’ section of this document or [Council’s website](#) for assessment times.

Community Festivals, Events & Creative Activities Grants can support festivals, events and creative activities that showcase Kingston’s diversity, places, talents, cultures or unique offerings. These festival, events or creative activities enhance Kingston’s reputation as a great place to live, work, visit and play and are of larger scale. This grant is for annual activities, or a series of different activities across the funding cycle.

What can be funded

Community Festivals, Events & Creative Activities Grants can support for festivals, events or creative activities for up to three years:

- where the same activity is held annually; or that deliver a series of activities across the funding cycle
- that are of a larger scale
- that are already established (see Community Bi-annual Grants for support establishing a new festival, event or creative activity)

All applicants are urged to reference the Business Victoria Event Planner tool to improve their submissions [Business Victoria Event Planner](#) | [Business Victoria](#)

Eligibility

Organisations must:

- Be legally constituted as an incorporated association, company limited by guarantee, or Aboriginal Corporation, or auspiced by another legally constituted organisation (auspice) for the activity proposed in the application
- Be not-for-profit and managed by a volunteer board/committee of management, or auspiced by a not-for-profit managed by a volunteer board/committee of management
- Be financially solvent
- Be physically located within the City of Kingston geographical boundaries or if located outside the City of Kingston geographical boundaries, have a majority number of Kingston residents (e.g. more than 50% of active members or participants) or be able to demonstrate significant benefit to the Kingston community
- Provide current public liability insurance with a level of cover appropriate to the activity/program
- If a Council tenant, be in compliance with all requirements within the tenancy agreement
- Have no overdue grant acquittals and have successfully acquitted previous grants received
- Have no outstanding debts owing to Council, or have entered into a payment plan
- Have no active breaches against the obligations of Consumer Affairs Victoria, the Australian Not-for-Profit and Charities Commission, or the Australian Securities and Investment Commission, as applicable
- Have not received a grant for the same or similar activity from another Kingston Grants Program grant stream or other Council funding source in the same financial year running July to June
- Submit a complete application, including attachments or other supporting information requested by Council.
- The applicant must implement and maintain policies relating to the Child Safe Standards.

What can't be funded

Council will not consider:

- Applications to different grant streams by any one applicant for the same activity in any one financial year running July to June
- Applications that do not comply with public health directions, and human rights and responsibilities
- Religious or political organisations for core operating and administration costs not directly related to the activity
- Religious or political organisations for activities related to worship, congregation, secular promotion, protest, or campaigns
- Schools for curriculum-based activities or where the outcome is confined to the school property or school community
- Operational funding for Organisations where this is considered the core responsibility of State or Commonwealth Government or non-government entities, or that seek to replace or substitute discontinued or decreased funding from State or Commonwealth Government or non-government entities
- Activities for Organisations where this is considered the core responsibility of State or Commonwealth Government or non-government entities, or that seek to replace or substitute discontinued or decreased funding from State or Commonwealth Government or non-government entities
- Organisations that receive a direct income from gambling activities, undertake or promote gambling
- Activities that undertake or promote gambling
- The lease/hire or use of a venue with gaming machines or other forms of gambling, unless the venue offers a unique setting and there is no viable alternative
- For the purchase of fireworks, alcohol, tobacco, or e-cigarettes
- Costs incurred by an applicant in preparing an application or due by an applicant if their application is successful, including professional grant writer fees
- Recurrent or ongoing building maintenance costs
- Capital works for assets that are of a commercial nature, not accessible to the community, or outside the geographical boundaries of the City of Kingston
- Major capital works
- Permanent public art installations
- The purchase of trophies, prizes, awards or items related to fundraising activities
- Hire of venues that are inappropriate for the nature of the activity, owned by the applicant, or outside the geographical boundaries of the City of Kingston
- Funding requests above the published amount available
- Retrospective funding i.e. spending of funds for activities that have already occurred before notification of a grant being approved and a funding agreement entered into
- Applications not made through the official Council application process.
- One-off activities
- Replacements or top-up of discontinued or reduced income from any other sources for existing Community Festivals, Events and Creative Activities
- Multiple applications from the same applicant or for the same event in any one financial year, or

where the applicant has not addressed feedback on a prior application submitted.

- Applications where the applicant has not discussed their application with Council's Festivals and Events team.

Applicant contribution

Applicants should note that Council considers that other cash or in-kind support will likely need to be sourced to successfully deliver your services or activities and expected outcomes.

How to make an application

Applications are accepted at any time.

Applicants are required to contact Council's Festivals and Events team to discuss your application before you submit it.

To apply, visit the [City of Kingston SmartyGrants website](#) and create an account if you don't already have one.

When you apply, you can expect to be asked for details about:

- Your organisation, including auspice organisation details if applicable
- Your proposed community festival/event
- The need for your community festival/event
- The benefits of your community festival/event
- How you will deliver your community festival/event
- How you will evaluate your community festival/event
- Supporting attachments that you will need to provide.

Supporting Documents

Attachment	Organisations or community groups
Certificate of Incorporation	Required
Auspice Agreement If you nominate an auspice, you will need to show that the nominated auspice has agreed to auspice you. An 'Auspice Agreement' template is available from: www.kingston.vic.gov.au/community/grants	Required if auspiced
Annual Report and/or Financial Statements Documents must comply with your Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission obligations	Required
Public Liability Insurance Certificate of Currency Minimum cover of \$20 million is required.	Required
Supplier quotes For examples, marquee hire, entertainment, security, traffic management, etc.	Required
Child Safe Standards Policy Provide a copy of organisational policies relating to the Child Safe Standards	Required
Additional Support Material For example, letters of support, media, photos, example promotional material	Optional

How are applications assessed?

Applications will be assessed annually. Please see Council's website for relevant assessment times.

Council officers will first check if you and the application are eligible. If eligible, your application will then be assessed by Council officers and a Grants Assessment Panel using the statement of funding priorities outlined in these Guidelines and the assessment criteria.

Item	Criteria for Assessment	Weighting
The applicant has:		
Community Need		25
1	clearly outlined realistic aims and objectives for their activity	5
2	identified who the local audience is for their activity	5
3	provided evidence (such as demographic data or community consultation outcomes) of the need for the activity	5
4	defined aims and objectives that are aligned to an identified need	5
5	identified key stakeholders for their activity and provided evidence of their support	5
Community Benefit		25
6	aligned their activity with a strategic priority of Council	5
7	clearly outlined what benefit\’s are provided to the audience by the activity	5
8	clearly identified how the activity will support access, diversity and inclusion	5
9	identified clear partnerships, where relevant (if not relevant, score 5), and provided evidence of their engagement	5
10	identified the activity outcomes (what will change as a result of the activity)	5
Capacity to Deliver		35
11	provided a delivery plan or approach that is sound and fit-for-purpose	5
12	identified a plan for promotion and engagement that is adequate and effective to encourage the intended levels of diversity of participation	5
13	demonstrated relevant experience in planning, managing and delivering a similar activity/program in the past	5
14	identified relevant, suitably skilled people to be involved in managing their grant	5
15	outlined an accurate, balanced and realistic budget including all in-kind contributions	5
16	provided the required quotes, justified the level of funding requested, and demonstrated value in the use of public funds	5
17	outlined a plan to monitor and evaluate outcomes	5
Capacity for Sustainability		5
18	identified a sustainability plan (where appropriate)	5
Other Considerations		10
19	demonstrated limited financial means or ability to access other sources of funding	5
20	the application is for an activity that is different to other activities funded through this grants stream	5

Total score available

100

Funding recommendations for all eligible applications received in the round will be formed from this assessment process, which will then be presented for decision by the Council at a formal meeting of Council.

Applicants may be contacted for further information on the application during the assessment process or before funding recommendations are finalised.

Applicants will receive notification of an outcome within 12 weeks from the commencement of an assessment process.

Funding availability

To support equitable access to these grants, Council will set aside funds from a multi-year budget commitment for allocation in each year. Funding not committed in one year may be rolled over to commit in a subsequent year. Please note that not all applications may be funded. Annual indexation increases will not apply.

Individual Development Grants

community inspired leadership



Individual Development Grants

Amount available: **Achievement Category**
 \$200 – State level within Victoria
 \$400 – National level held interstate or in Victoria
 \$600 – International level held overseas, interstate or in Victoria
 Plus 25% financial hardship consideration

Participation Category
 Up to \$600 per family

Who can apply: Individuals who are Kingston residents. This includes anyone who lives within the City of Kingston.

When to apply: Always open – assessed every two weeks.

Individual Development Grants are one-off grants that support individual Kingston residents to compete, perform or represent at a State, National or International level in their chosen discipline; or to support individuals experiencing financial hardship to participate in a group, club or activity. These grants recognise the sacrifices that people make to reach significant goals, seek to develop local leaders and positive role models, and assist individuals whose ability to participate or to strive towards their potential is hindered due to financial hardship.

What can be funded

Individual Development Grants can support individuals with registration or entry fees, travel, accommodation, or purchase, hire and transportation of equipment or materials required to compete or participate, in the following disciplines.

Arts & Culture	Support for emerging and established artists and cultural workers to undertake special activities that enhance their creative and professional development at a local, State, National or International level. Such activities may include residencies, study intensives, master classes, mentoring, conferences, or presentation of work at a significant cultural event or venue.
Sport & Recreation	Support for emerging and established athletes in any field of sport to participate in an officially recognised competitive event that has a set of rules and a code of conduct at State, National or International level where the applicant has been selected through a competitive selection process.
Environment & Climate Action	Support for individuals who undertake or participate in recognised and significant environmental activities at a local, State, National or International level. Such activities may include conferences, study intensives or volunteer services to subsidise travel of up to 60 days for recognised environmental initiatives.
Humanitarian & Leadership	Support for individuals to undertake or participate in recognised and significant humanitarian and leadership activities at a local, State, National or International level. Such activities may include conferences, study intensives or volunteer services to subsidise travel of up to 60 days for recognised humanitarian initiatives.

Eligibility

- Be a resident of the City of Kingston
- Have no overdue grant acquittals and have successfully acquitted previous grants received
- Have no outstanding debts owing to Council, or have entered into a payment plan

- Have not received a grant for the same pursuit or activity from the Kingston Grants Program or other Council funding source in the same financial year running July to June.

What can't be funded

For these grants, Council will not consider applications from:

- Applications that do not meet the eligibility requirements outlined in these Program Guidelines
- Not-for-profit or for-profit organisations or groups
- Government departments or agencies
- Individuals who have received an Individual Development Grant within the past 12 months from July to June
- Kingston Councillors or officers if the event/activity is considered part of their usual role or duties
- More than two people from the same organisation, group or club who are selected to compete, perform or represent in their chosen discipline in the same event/activity.

Council will also not consider:

- Applications that do not comply with public health directions, and human rights and responsibilities
- Religious or political activities related to worship, congregation, secular promotion, protest, or campaigns
- Participation in activities considered the core responsibility of State or Commonwealth Government or non-government entities, or that seek to replace or substitute discontinued or decreased funding from State or Commonwealth Government or non-government entities
- Participation in activities that undertake or promote gambling
- Costs incurred by an applicant in preparing an application or due by an applicant if their application is successful, including professional grant writer fees
- Participation in the creation of permanent public art installations
- Purchase of trophies, prizes, awards or items related to fundraising activities
- Funding requests above the published amount available
- Retrospective funding i.e. spending of funds for activities that have already occurred before notification of a grant being approved and a funding agreement entered into
- Applications not made through the official Council application process
- For the Participation category, participation in groups, clubs, or activities where the full funding costs can be secured through other funding sources. For example:
 - [Home - Team Sport 4 All \(teamsports4all.com.au\)](https://teamsports4all.com.au)
 - [Aboriginal Sport Participation Grant Program - Sport and Recreation Victoria](#)
 - [Sporting Club Grants Program - Sport and Recreation Victoria](#)
- For the Participation category, membership fees for commercial entities, or membership fees for community groups or clubs that are based outside the City of Kingston
- An event occurring more than 6 months in advance of the application
- Travel and accommodation costs for an event in metropolitan Melbourne
- An event that seeks to influence political or religious ideologies, such as (but not limited to) worship or congregation, or that carries risk to Council by association
- Support to attend an event where eligible costs are already covered by or the responsibility of the

event/activity host, home club, or other involved party

- Purchase of entry to tourist attractions or other entertainment, alcohol, tobacco, fireworks, or gambling activities or items
- Daily costs such as food, beverages, personal products and accommodation on-costs
- New equipment or materials not directly related to being able to compete or participate in the development event/activity
- Sporting training camps and coaching clinics
- Fundraising events/activities or donations
- School, TAFE or university fees
- Publishing, promotion or distribution of CDs, DVDs or writing works
- Website development, website maintenance, software licences or social media activities.

Applicant contribution

No co-funding contribution is required for these grants.

Applicants should note however that Council considers its support to be a contribution, and it may not necessarily cover all costs associated with the event/activity you are seeking to compete or participate in. Therefore, you may need to secure other cash and/or in-kind support to make it viable for you to compete or participate.

How to make an application

Applications are accepted at any time.

To apply, visit the [City of Kingston SmartyGrants website](#) and create an account if you don't already have one.

When you apply, you can expect to be asked for details that confirm:

- You are a resident living in the City of Kingston
- You are aged 18 years or over, or if under 18 years of age, apply with the authorisation of a parent or legal guardian
- Proof of your identity and residence
- Proof of your competitive selection, qualification or invitation in the event/activity by event organisers, governing body, club or coach/instructor; or proof of the activity, club or group you wish to participate in
- Proof of financial hardship, demonstrated by a Centrelink-issued Health Care Card, Pensioner Concession Card, or Veteran Card
- Your budget for the event/activity.

Supporting Documents

Attachment	Individuals
Proof of identity and residence For example, your driver's licence, bank statement (financials redacted), or utility bill.	Required
Proof of competitive selection, qualification or invitation Letter or email on letterhead from the event/activity organiser, governing body, club or coach/instructor	Required for Achievement category
Proof of community group or club's location ABN, incorporation number, meeting venue and times, contact person, or peak	Required for Participation category

Attachment	Individuals
body registration if there is one.	
Proof of financial hardship Centrelink-issued Health Care Card, Pensioner Concession Card, or Veteran Card to demonstrate financial hardship	Required for Participation Category; Optional for Achievement Category
Additional Support Material For example, letters of support, media, photos, example promotional material	Optional

How are applications assessed

Applications will be assessed every two weeks.

Council officers will check if you and the application are eligible. If eligible, your application will then consider:

- Level and location of the activity
- Level of achievement and development potential in your chosen discipline; or the club, group or activity you wish to participate in
- Level of assistance from other sources
- Evidence of financial hardship.

A funding outcomes will be formed from this assessment process, which will then be presented for decision by a Council officer under delegation. Funding outcomes will be presented to the Council quarterly for noting.

Applicants, or the relevant event/activity organiser, governing body, club or coach/instructor, may be contacted during the assessment process, before funding recommendations are finalised, for further information on the application.

Applicants will receive notification of an outcome within two weeks of submitting your application.

Funding availability

To support equitable access to these grants, Council will endeavour to have funds available throughout the full financial year. If funding available is exhausted, this will be notified to the community on [Council's website](#), and applications will be closed until the next financial quarter.

Only one Individual Development Grant application can be submitted by an individual and supported by Council in any one financial year from July to June.

If your application is unsuccessful, you can re-apply for an Individual Development Grant in any one financial year from July to June where eligibility is met.

Kingston Grants Program – 2024-27 Operational & Partnership Grants – Multicultural & Seniors

Name	Base – Social Activities (capped at \$1,000)	Additional – Meals (capped at \$3,000)	Qualitative	Qualitative - Comments	Funding Recommended	Allocated Budget Per Year (including staged reduction where applicable)		
						2024/25	2025/26	2026/27
Anglo-Indian Australasian Association of Victoria	\$1,000	\$3,000	\$0		\$4,000	\$4,000	\$4,000	\$4,000
Argos & District Australian Greek Senior Citizens Club of Kastoria Inc.	\$480	\$540	\$0		\$1,020	\$1,020	\$1,020	\$1,020
Aspendale Senior Citizens Centre Inc.	\$1,000	N/A	\$1,000	Applicant meets in Kingston and has over 50% Kingston members	\$2,000	\$2,000	\$2,000	\$2,000
Associazione Pensionati Laziali Di Monash	\$336	\$378	\$0		\$714	\$1,890	\$1,302	\$714
Avellino Circolo Pensioners of Springvale	\$1,000	\$1,674	\$0		\$2,674	\$2,674	\$2,674	\$2,674
BBQ Boys Carers Group	\$192	N/A	\$0		\$192	\$900	\$546	\$192
Carrum Community Activity Centre	\$1,000	N/A	\$1,000	Applicant meets in Kingston and has over 50% Kingston members	\$2,000	\$5,628	\$3,814	\$2,000

Name	Base – Social Activities (capped at \$1,000)	Additional – Meals (capped at \$3,000)	Qualitative	Qualitative - Comments	Funding Recommended	Allocated Budget Per Year (including staged reduction where applicable)		
						2024/25	2025/26	2026/27
Chelsea Men's Shed Inc	\$1,000	N/A	\$1,000	Applicant meets in Kingston and has over 50% Kingston members	\$2,000	\$2,000	\$2,000	\$2,000
Chelsea Probus Club	\$1,000	N/A	\$1,000	Applicant meets in Kingston and has over 50% Kingston members	\$2,000	\$2,000	\$2,000	\$2,000
Circolo Pensionati 'Don Bosco' Inc	\$528	\$594	\$0		\$1,122	\$1,122	\$1,122	\$1,122
Circolo Pensionati Campani italiani di Clayton	\$1,000	\$1,350	\$0		\$2,350	\$2,350	\$2,350	\$2,350
Circolo Pensionati Italiani di Bentleigh Inc	\$1,000	\$1,890	\$0		\$2,890	\$2,890	\$2,890	\$2,890
Circolo Pensionati Italiani di Oakleigh e Clayton	\$1,000	\$2,484	\$0		\$3,484	\$3,484	\$3,484	\$3,484
Clarinda Greek Seniors Citizens Club	\$1,000	\$2,214	\$1,000	Applicant meets in Kingston and has over 50% Kingston members	\$4,214	\$4,214	\$4,214	\$4,214
Clarinda Senior Social Group	\$1,000	\$2,646	\$0		\$3,646	\$3,646	\$3,646	\$3,646
Cosenza Senior Citizens of Kingston	\$1,000	\$2,322	\$0		\$3,322	\$3,322	\$3,322	\$3,322
Croatian Senior Citizens Group of Keysborough	\$1,000	\$1,188	\$0		\$2,188	\$2,188	\$2,188	\$2,188

Name	Base – Social Activities (capped at \$1,000)	Additional – Meals (capped at \$3,000)	Qualitative	Qualitative - Comments	Funding Recommended	Allocated Budget Per Year (including staged reduction where applicable)		
						2024/25	2025/26	2026/27
Cyprian Community of Southern Suburbs of Melbourne Senior Citizens Club	\$1,000	\$1,890	\$1,000	Applicant meets in Kingston and has over 50% Kingston members	\$3,890	\$3,890	\$3,890	\$3,890
Dingley Central Probus Club	\$1,000	N/A	\$1,000	Applicant meets in Kingston and has over 50% Kingston members	\$2,000	\$2,000	\$2,000	\$2,000
Dingley Village Men's Shed	\$1,000	\$3,000	\$1,000	Applicant meets in Kingston and has over 50% Kingston members	\$5,000	\$5,000	\$5,000	\$5,000
Dingley Village Senior Citizens Club	\$1,000	\$1,188	\$1,000	Applicant meets in Kingston and has over 50% Kingston members	\$3,188	\$3,188	\$3,188	\$3,188
El Hokamma Senior Citizens Group	\$1,000	\$2,376	\$0		\$3,376	\$3,376	\$3,376	\$3,376
Ethnic Discussion Club	\$1,000	N/A	\$0		\$1,000	\$1,000	\$1,000	\$1,000
Filipino Australian Seniors Association Inc	\$1,000	\$2,862	\$1,000	Applicant meets in Kingston and has over 50% Kingston members	\$4,862	\$4,862	\$4,862	\$4,862
Greek Elderly Citizens of Clayton & District	\$1,000	\$3,000	\$1,000	Applicant meets in Kingston and has over 50% Kingston members	\$5,000	\$5,000	\$5,000	\$5,000
Greek Orthodox Community of Clayton	\$1,000	\$2,160	\$1,000	Applicant meets in Kingston and has over 50% Kingston members	\$4,160	\$4,160	\$4,160	\$4,160

Name	Base – Social Activities (capped at \$1,000)	Additional – Meals (capped at \$3,000)	Qualitative	Qualitative - Comments	Funding Recommended	Allocated Budget Per Year (including staged reduction where applicable)		
						2024/25	2025/26	2026/27
Greek Senior Citizens Association of Moorabbin	\$1,000	\$1,998	\$0		\$2,998	\$4,520	\$3,759	\$2,998
Greek Senior Citizens of Southern Eastern Regions & Districts	\$864	\$972	\$0		\$1,836	\$4,140	\$2,988	\$1,836
Greek Seniors & Pensioners Association of Clayton & District	\$1,000	\$3,000	\$0		\$4,000	\$4,000	\$4,000	\$4,000
Greek Women's Senior Citizens Club of McKinnon "RHEA"	\$1,000	\$1,890	\$0		\$2,890	\$4,140	\$3,515	\$2,890
Hellenic Community of the City of Moorabbin	\$1,000	\$3,000	\$1,000	Applicant meets in Kingston and has over 50% Kingston members	\$5,000	\$5,000	\$5,000	\$5,000
Imvrians' Society of Melbourne Inc	\$1,000	N/A	\$1,000	Applicant meets in Kingston and has over 50% Kingston members	\$2,000	\$2,000	\$2,000	\$2,000
Independent Hellenic Senior Citizens Association of Clayton & District	\$1,000	\$1,566	\$0		\$2,566	\$4,520	\$3,543	\$2,566
Italian Social Club of Moorabbin	\$1,000	\$1,944	\$0		\$2,944	\$2,944	\$2,944	\$2,944
Kingston Billiards Senior Citizens Club	\$384	N/A	\$0		\$384	\$900	\$642	\$384

Name	Base – Social Activities (capped at \$1,000)	Additional – Meals (capped at \$3,000)	Qualitative	Qualitative - Comments	Funding Recommended	Allocated Budget Per Year (including staged reduction where applicable)		
						2024/25	2025/26	2026/27
Kingston Chinese Senior Citizens Club	\$1,000	\$2,754	\$1,000	Applicant meets in Kingston and has over 50% Kingston members	\$4,754	\$4,754	\$4,754	\$4,754
Kingston U3A	\$1,000	N/A	\$3,000	Applicant meets in Kingston and has over 50% Kingston members*	\$4,000	\$4,000	\$4,000	\$4,000
Kondia Limnos Senior Citizens Club	\$1,000	\$1,620	\$0		\$2,620	\$4,140	\$3,380	\$2,620
Ladies Probus Club of Cheltenham	\$1,000	N/A	\$1,000	Applicant meets in Kingston and has over 50% Kingston members	\$2,000	\$2,000	\$2,000	\$2,000
Ladies Probus Club of Kingston Heath	\$1,000	N/A	\$1,000	Applicant meets in Kingston and has over 50% Kingston members	\$2,000	\$2,000	\$2,000	\$2,000
Lemnian Community of Victoria (Seniors)	\$1,000	\$3,000	\$0		\$4,000	\$4,000	\$4,000	\$4,000
Life Activities Club Cheltenham	\$1,000	N/A	\$1,000	Applicant meets in Kingston and has over 50% Kingston members	\$2,000	\$2,000	\$2,000	\$2,000
Moorabbin & District Radio Club	\$384	N/A	\$0		\$384	\$384	\$384	\$384
Moorabbin NG Wishart Senior Citizens Club	\$1,000	N/A	\$0		\$1,000	\$1,000	\$1,000	\$1,000
Mordialloc Men's Shed Inc	\$1,000	N/A	\$1,000	Applicant meets in Kingston and has over 50% Kingston members	\$2,000	\$2,000	\$2,000	\$2,000

Name	Base – Social Activities (capped at \$1,000)	Additional – Meals (capped at \$3,000)	Qualitative	Qualitative - Comments	Funding Recommended	Allocated Budget Per Year (including staged reduction where applicable)		
						2024/25	2025/26	2026/27
Multicultural Nature Guides Inc	\$1,000	N/A	\$1,000	Applicant does not meet in Kingston however has over 50% Kingston members*	\$2,000	\$2,000	\$2,000	\$2,000
Multicultural Senior Citizens Group of Kingston & Surrounding Districts	\$1,000	\$3,000	\$1,000	Applicant meets in Kingston and has over 50% Kingston members	\$5,000	\$5,000	\$5,000	\$5,000
Mythri Social & Cultural Association	\$1,000	N/A	\$1,000	Applicant meets in Kingston and has over 50% Kingston members	\$2,000	\$2,000	\$2,000	\$2,000
Oakleigh Coptic Senior Social Club	\$1,000	\$1,404	\$0		\$2,404	\$2,404	\$2,404	\$2,404
Open Russian Educational Hub (OREH SE)	\$1,000	N/A	\$0		\$1,000	\$1,000	\$1,000	\$1,000
Patterson Lakes Combined Probus Club	\$1,000	N/A	\$1,000	Applicant meets in Kingston and has over 50% Kingston members	\$2,000	\$2,000	\$2,000	\$2,000
Peninsula Jazz Club	\$1,000	N/A	\$0		\$1,000	\$1,000	\$1,000	\$1,000
Probus Club of Parktone	\$1,000	N/A	\$1,000	Applicant meets in Kingston and has over 50% Kingston members	\$2,000	\$2,000	\$2,000	\$2,000
Red Chamber Chinese Art Group Inc	\$1,000	\$1,566	\$1,000	Applicant meets in Kingston and has over 50% Kingston members	\$3,566	\$3,566	\$3,566	\$3,566

Name	Base – Social Activities (capped at \$1,000)	Additional – Meals (capped at \$3,000)	Qualitative	Qualitative - Comments	Funding Recommended	Allocated Budget Per Year (including staged reduction where applicable)		
						2024/25	2025/26	2026/27
Senior Citizens of Freccia Azzurra Club	\$1,000	\$3,000	\$1,000	Applicant meets in Kingston however has less than 50% Kingston members*	\$5,000	\$5,000	\$5,000	\$5,000
Senior Citizens of Kingston la Baracca	\$1,000	\$2,376	\$0		\$3,376	\$3,376	\$3,376	\$3,376
Spanish Speaking Senior Club of Clayton	\$576	\$648	\$0		\$1,224	\$1,224	\$1,224	\$1,224
The Australian Greek Elderly Club of Mentone & District	\$1,000	\$2,916	\$1,000	Applicant meets in Kingston and has over 50% Kingston members	\$4,916	\$4,916	\$4,916	\$4,916
The Three Hierarchs Greek Elderly Group	\$1,000	\$3,000	\$1,000	Applicant meets in Kingston and has over 50% Kingston members	\$5,000	\$5,000	\$5,000	\$5,000
VIC Lankan Seniors Social Group Inc	\$960	\$1,080	\$1,000	Applicant meets in Kingston and has over 50% Kingston members	\$3,040	\$3,040	\$3,040	\$3,040
Victorian Malayalee Seniors Association Inc	\$1,000	N/A	\$0		\$1,000	\$1,476	\$1,238	\$1,000
Zee Cheng Khor Moral Uplifting Society Inc	\$576	\$648	\$0		\$1,224	\$1,224	\$1,224	\$1,224
Totals					\$167,418	\$ 182,472	\$ 174,945	\$ 167,418

*Received further consideration for qualitative adjustment

Kingston Grants Program 2024-2025 - All Grant Recommendations (inclusive of staged funding, where applicable)						
Organisation	Community Bi-Annual Grants	Operational & Partnership Grants Year 1	Community Festivals, Events & Creative Activities Grants Year 1	Community Small Grants 2023-24	Kingston Charitable Fund 2024	2024/2025 Total
Anglican Parish of Longbeach (Melbourne Anglican Benevolent Society) - Pantry 5000		\$37,000.00			\$4,489.00	\$ 41,489.00
Anglo-Indian Australasian Association of Victoria		\$4,000.00				\$ 4,000.00
Argos & District Australian Greek Senior Citizens Club of Kastoria Inc.		\$1,020.00				\$ 1,020.00
Aspendale Cricket Club				\$1,000.00		\$ 1,000.00
Aspendale Gardens Community Centre		\$83,000.00				\$ 83,000.00
Aspendale Gardens Residents Association			\$12,500.00			\$ 12,500.00
Aspendale Life Saving Club				\$1,000.00		\$ 1,000.00
Aspendale Senior Citizens Centre Inc.		\$2,000.00				\$ 2,000.00
Aspendale Sporting Club				\$2,000.00		\$ 2,000.00
Associazione Pensionati Laziali Di Monash		\$1,890.00				\$ 1,890.00
Australia Mission of SAI (AUMSAI) Inc			\$25,000.00			\$ 25,000.00
Australian Skateboarding Federation	\$4,420.00					\$ 4,420.00
Avellino Circolo Pensioners of Springvale		\$2,674.00				\$ 2,674.00
AWARE Wildlife Rescue		\$3,000.00				\$ 3,000.00
Baby Walk				\$2,000.00		\$ 2,000.00

Organisation	Community Bi-Annual Grants	Operational & Partnership Grants Year 1	Community Festivals, Events & Creative Activities Grants Year 1	Community Small Grants 2023-24	Kingston Charitable Fund 2024	2024/2025 Total
Bayside Community Care					\$10,000.00	\$ 10,000.00
Bayside Community Information and Support Service Inc		\$50,000.00				\$ 50,000.00
Bayside Cricket Club				\$2,000.00		\$ 2,000.00
BBQ Boys Carers Group		\$900.00				\$ 900.00
Bonbeach Football Netball Club				\$2,000.00		\$ 2,000.00
Bonbeach Sports Club				\$1,200.00		\$ 1,200.00
Brainwave Australia					\$7,275.00	\$ 7,275.00
Breath Circle - Auspice by Fitzroy Learning Network	\$8,025.00					\$ 8,025.00
Cancer Patients Foundation					\$4,500.00	\$ 4,500.00
Carrum Community Activity Centre		\$5,628.00				\$ 5,628.00
Carrum Patterson Lakes Junior Football Club				\$1,560.00		\$ 1,560.00
Carrum Sailing and Motorboat Club				\$1,258.00		\$ 1,258.00
Chelsea & District Historical Society		\$3,477.83				\$ 3,477.83
Chelsea Community Church of Christ and CareWorks		\$12,000.00		\$1,200.00		\$ 13,200.00
Chelsea Community Support Service		\$90,000.00			\$4,490.00	\$ 94,490.00

Organisation	Community Bi-Annual Grants	Operational & Partnership Grants Year 1	Community Festivals, Events & Creative Activities Grants Year 1	Community Small Grants 2023-24	Kingston Charitable Fund 2024	2024/2025 Total
Chelsea Concert Band		\$8,500.00				\$ 8,500.00

Organisation	Community Bi-Annual Grants	Operational & Partnership Grants Year 1	Community Festivals, Events & Creative Activities Grants Year 1	Community Small Grants 2023-24	Kingston Charitable Fund 2024	2024/2025 Total
Chelsea Football Club (soccer)				\$2,000.00		\$ 2,000.00
Chelsea Football Netball Club				\$1,800.00		\$ 1,800.00
Chelsea Heights Community Centre Incorporated		\$75,000.00				\$ 75,000.00
Chelsea Heights Football Netball Club				\$2,000.00		\$ 2,000.00
Chelsea Little Athletics Club				\$2,000.00		\$ 2,000.00
Chelsea Men's Shed Inc		\$2,000.00				\$ 2,000.00
Chelsea Occasional Childcare	\$10,000.00					\$ 10,000.00
Chelsea Probus Club		\$2,000.00		\$1,600.00		\$ 3,600.00
Cheltenham Community Centre		\$89,000.00				\$ 89,000.00
Cheltenham Panthers Netball Club	\$2,500.00					\$ 2,500.00
Chinese International Cheongsam Association				\$2,000.00		\$ 2,000.00
Ciaran Frame	\$9,800.00					\$ 9,800.00
Circolo Pensionati 'Don Bosco' Inc		\$1,122.00				\$ 1,122.00
Circolo Pensionati Campani italiani di Clayton		\$2,350.00				\$ 2,350.00
Circolo Pensionati Italiani di Benteleigh Inc		\$2,890.00				\$ 2,890.00
Circolo Pensionati Italiani di Oakleigh e Clayton		\$3,484.00				\$ 3,484.00

Organisation	Community Bi-Annual Grants	Operational & Partnership Grants Year 1	Community Festivals, Events & Creative Activities Grants Year 1	Community Small Grants 2023-24	Kingston Charitable Fund 2024	2024/2025 Total
Clarinda Greek Seniors Citizens Club		\$4,214.00				\$ 4,214.00
Clarinda Senior Social Group		\$3,646.00				\$ 3,646.00
Clarinda Tennis Club	\$3,350.00			\$1,400.00		\$ 4,750.00
Community First Responders Foundation					\$5,000.00	\$ 5,000.00
Cosenza Senior Citizens of Kingston		\$3,322.00				\$ 3,322.00
Croatian Senior Citizens Group of Keysborough		\$2,188.00				\$ 2,188.00
Cuckings				\$2,000.00		\$ 2,000.00
Cyprian Community of Souther Suburbs of Melbourne Senior Citizens Club		\$3,890.00				\$ 3,890.00
Dingley Central Probus Club		\$2,000.00				\$ 2,000.00
Dingley Village Historical Society		\$3,477.83				\$ 3,477.83
Dingley Village Men's Shed		\$5,000.00				\$ 5,000.00
Dingley Village Neighbourhood Centre		\$75,000.00				\$ 75,000.00
Dingley Village Senior Citizens Club		\$3,188.00				\$ 3,188.00
DIY Collective Inc				\$2,000.00		\$ 2,000.00
Druze Community Charity of Victoria			\$25,000.00			\$ 25,000.00
Edithvale Life Saving Club				\$2,000.00		\$ 2,000.00

Organisation	Community Bi-Annual Grants	Operational & Partnership Grants Year 1	Community Festivals, Events & Creative Activities Grants Year 1	Community Small Grants 2023-24	Kingston Charitable Fund 2024	2024/2025 Total
Edithvale-Aspendale Junior Football Club	\$10,000.00			\$2,000.00		\$ 12,000.00
Eisteddfod By the Bay			\$25,000.00			\$ 25,000.00
El Hokamma Senior Citizens Group		\$3,376.00				\$ 3,376.00
Emerge Women & Children's Support Network		\$61,669.00				\$ 61,669.00
Ethnic Discussion Club		\$1,000.00				\$ 1,000.00
Family Life Limited		\$60,176.49				\$ 60,176.49
FareShare Australia					\$11,740.00	\$ 11,740.00
Filipino Australian Seniors Association Inc		\$4,862.00				\$ 4,862.00
Give a Care Foundation				\$1,970.48	\$7,590.00	\$ 9,560.48
Golden Days Radio		\$5,000.00				\$ 5,000.00
Greek Elderley Citizens of Clayton & District		\$5,000.00				\$ 5,000.00
Greek Orthodox Community of Clayton		\$4,160.00				\$ 4,160.00
Greek Senior Citizens Association of Moorabbin		\$4,520.00				\$ 4,520.00
Greek Senior Citizens of Southern Eastern Regions & Districts		\$4,140.00				\$ 4,140.00
Greek Seniors & Pensioners Association of Clayton & District		\$4,000.00				\$ 4,000.00
Greek Women's Senior Citizens Club of McKinnon RHEA		\$4,140.00		\$1,000.00		\$ 5,140.00

Organisation	Community Bi-Annual Grants	Operational & Partnership Grants Year 1	Community Festivals, Events & Creative Activities Grants Year 1	Community Small Grants 2023-24	Kingston Charitable Fund 2024	2024/2025 Total
Hellenic Community of the City of Moorabbin		\$5,000.00	\$11,592.74	\$2,000.00		\$ 18,592.74
Highmoor Tennis Club				\$1,628.00		\$ 1,628.00
Imvrians' Society of Melbourne Inc		\$2,000.00				\$ 2,000.00
Independent Hellenic Senior Citizens Association of Clayton & District		\$4,520.00				\$ 4,520.00
Italian Social Club of Moorabbin		\$2,944.00				\$ 2,944.00
Kieran Carroll	\$9,350.00					\$ 9,350.00
Kingston and Districts Netball Association				\$2,000.00		\$ 2,000.00
Kingston Billiards Senior Citizens Club		\$900.00		\$2,000.00		\$ 2,900.00
Kingston Chinese Senior Citizens Club		\$4,754.00				\$ 4,754.00
Kingston City Football Club Inc				\$2,000.00		\$ 2,000.00
Kingston U3A		\$4,000.00		\$1,000.00		\$ 5,000.00
Kondia Limnos Senior Citizens Club		\$4,140.00		\$1,605.00		\$ 5,745.00
Ladies Probus Club of Cheltenham		\$2,000.00				\$ 2,000.00
Ladies Probus Club of Kingston Heath		\$2,000.00				\$ 2,000.00
L'Chaim Chabad Inc			\$10,000.00			\$ 10,000.00

Organisation	Community Bi-Annual Grants	Operational & Partnership Grants Year 1	Community Festivals, Events & Creative Activities Grants Year 1	Community Small Grants 2023-24	Kingston Charitable Fund 2024	2024/2025 Total
Legends of the Skies Theatre Inc	\$5,000.00					\$ 5,000.00
Lemnian Community of Victoria (Seniors)		\$4,000.00				\$ 4,000.00
Life Activities Club Cheltenham		\$2,000.00		\$2,000.00		\$ 4,000.00
Longbeach Anglican Parish	\$8,000.00					\$ 8,000.00
Longbeach Place		\$72,000.00				\$ 72,000.00
Make A Difference Dingley Village		\$40,000.00		\$1,000.00	\$10,000.00	\$ 51,000.00
Melbourne Disc Golf Club				\$1,260.00		\$ 1,260.00
Melbourne Shwetambar Jain Sangh Inc			\$10,000.00			\$ 10,000.00
Mentone & St Bedes O C Amateur Football Club				\$2,000.00		\$ 2,000.00
Mentone Community Assistance & Information Bureau Inc	\$6,000.00	\$54,903.90		\$1,400.00		\$ 62,303.90
Mentone Hockey Club				\$2,000.00		\$ 2,000.00
Mentone Life Saving Club Incorporated	\$10,000.00					\$ 10,000.00
Mentone Public Library		\$3,000.00				\$ 3,000.00
MiCare Ltd				\$1,000.00		\$ 1,000.00
MLOC Production Inc	\$5,000.00					\$ 5,000.00

Organisation	Community Bi-Annual Grants	Operational & Partnership Grants Year 1	Community Festivals, Events & Creative Activities Grants Year 1	Community Small Grants 2023-24	Kingston Charitable Fund 2024	2024/2025 Total
Moorabbin & District Radio Club		\$384.00		\$1,375.00		\$ 1,759.00
Moorabbin Little Athletics Centre	\$2,455.00			\$1,972.20		\$ 4,427.20
Moorabbin Magic Basketball Club				\$2,000.00		\$ 2,000.00
Moorabbin NG Wishart Senior Citizens Club		\$1,000.00				\$ 1,000.00
Mordi Canteen Weavers (Auspiced by Mordialloc Neighbourhood House)				\$1,956.42		\$ 1,956.42
Mordialloc & District Historical Society Inc		\$3,477.93				\$ 3,477.93
Mordialloc Beach Primary School	\$4,710.00					\$ 4,710.00
Mordialloc Community Centre		\$75,000.00		\$2,000.00		\$ 77,000.00
Mordialloc Jazz Orchestra (MoJO) - Mordialloc Brass Band		\$10,600.00	\$13,600.00			\$ 24,200.00
Mordialloc Life Saving Club				\$2,000.00		\$ 2,000.00
Mordialloc Men's Shed Inc		\$2,000.00				\$ 2,000.00
Mordialloc Motor Yacht Club				\$1,755.00		\$ 1,755.00
Mordialloc Neighbourhood House		\$89,000.00				\$ 89,000.00
Multicultural Nature Guides Inc		\$2,000.00				\$ 2,000.00

Organisation	Community Bi-Annual Grants	Operational & Partnership Grants Year 1	Community Festivals, Events & Creative Activities Grants Year 1	Community Small Grants 2023-24	Kingston Charitable Fund 2024	2024/2025 Total
Multicultural Senior Citizens Group of Kingston & Surrounding Districts		\$5,000.00				\$ 5,000.00
Mythri Social & Cultural Association		\$2,000.00				\$ 2,000.00
Oakleigh Coptic Senior Social Club		\$2,404.00				\$ 2,404.00
Omega Cricket Club				\$2,000.00		\$ 2,000.00
Open Russian Educational Hub (OREH SE)		\$1,000.00				\$ 1,000.00
Our Lady of the Assumption Cheltenham Conference, St Vincent de Paul Society Vic Inc		\$1,000.00				\$ 1,000.00
Parkdale (Beachside) Gift			\$25,000.00			\$ 25,000.00
Parkdale Tennis Club				\$2,000.00		\$ 2,000.00
Parkdale United Cricket Club				\$1,350.00		\$ 1,350.00
Parkdale Vultures Amateur Football Netball Club				\$2,000.00		\$ 2,000.00
Patterson Lakes Combined Probus Club		\$2,000.00		\$2,000.00		\$ 4,000.00
Patterson Lakes Kindergarten				\$2,000.00		\$ 2,000.00
Peninsula Community Legal Centre Inc		\$40,000.00				\$ 40,000.00

Organisation	Community Bi-Annual Grants	Operational & Partnership Grants Year 1	Community Festivals, Events & Creative Activities Grants Year 1	Community Small Grants 2023-24	Kingston Charitable Fund 2024	2024/2025 Total
Peninsula Jazz Club		\$1,000.00				\$ 1,000.00
Probus Club of Parktone		\$2,000.00		\$1,159.00		\$ 3,159.00
Radio Carrum		\$3,200.00				\$ 3,200.00
Red Chamber Chinese Art Group		\$3,566.00		\$2,000.00		\$ 5,566.00
Rotary Club of Chelsea		\$3,000.00				\$ 3,000.00
Senior Citizens of Freccia Azzurra Club		\$5,000.00				\$ 5,000.00
Senior Citizens of Kingston La Baracca		\$3,376.00		\$2,000.00		\$ 5,376.00
South East Community Links		\$19,256.00				\$ 19,256.00
South Oakleigh Wildlife Shelter		\$7,000.00				\$ 7,000.00
Southern Area Concert Band Inc		\$9,581.00				\$ 9,581.00
Southern Community Broadcasters Inc (88.3 Southern FM)		\$4,000.00				\$ 4,000.00
Southern Football Netball League Inc				\$999.00		\$ 999.00
Spanish Speaking Senior Club of Clayton		\$1,224.00				\$ 1,224.00

Organisation	Community Bi-Annual Grants	Operational & Partnership Grants Year 1	Community Festivals, Events & Creative Activities Grants Year 1	Community Small Grants 2023-24	Kingston Charitable Fund 2024	2024/2025 Total
St Augustines Anglican Church Mentone				\$2,000.00		\$ 2,000.00
St Brigid's Mordialloc Conference, St Vincent de Paul Society Vic		\$1,000.00				\$ 1,000.00
St David's Parkdale Uniting Church				\$1,735.00		\$ 1,735.00
St John Ambulance Australia (Vic)					\$2,244.00	\$ 2,244.00
St Peter's Netball Club East Bentleigh				\$2,000.00		\$ 2,000.00
St Vincent de Paul (Aspendale Conference)		\$1,000.00				\$ 1,000.00
St Vincent de Paul Society Inc. Mentone Conference No: 286		\$1,000.00				\$ 1,000.00
St Vincent de Paul Society, Chelsea		\$1,000.00				\$ 1,000.00
St Vincent de Paul Society, Clayton South Conference		\$1,000.00				\$ 1,000.00
St Vincent de Paul Society, Moorabbin		\$1,000.00				\$ 1,000.00
St Vincent de Pauls - East Parkdale Conference		\$1,000.00				\$ 1,000.00
TeamSports4All	\$5,500.00				\$5,500.00	\$ 11,000.00
The Australian Greek Elderly Club of Mentone & District		\$4,916.00				\$ 4,916.00

Organisation	Community Bi-Annual Grants	Operational & Partnership Grants Year 1	Community Festivals, Events & Creative Activities Grants Year 1	Community Small Grants 2023-24	Kingston Charitable Fund 2024	2024/2025 Total
The Country Women's Association of Victoria Inc Mentone Branch	\$1,000.00					\$ 1,000.00
The Men's Table	\$10,000.00					\$ 10,000.00
The Motivation Ltd t/a The Women's Spirit Project		\$38,500.00				\$ 38,500.00
The Three Hierarchs Greek Elderly Group		\$5,000.00				\$ 5,000.00
The Trustee for the NCJW (Victoria) Social Support Trust	\$5,000.00					\$ 5,000.00
Triumph of Good Inc				\$2,000.00		\$ 2,000.00
VIC Lankan Seniors Social Group Inc		\$3,040.00				\$ 3,040.00
Victorian Malayalee Seniors Association Inc		\$1,476.00				\$ 1,476.00
Waterways Residents Association Inc			\$10,500.00			\$ 10,500.00
Women's Health in the South East (WHISE)	\$10,000.00					\$ 10,000.00
Zee Cheng Khor Moral Uplifting Society Inc	\$9,805.00	\$1,224.00				\$ 11,029.00
TOTALS	\$ 139,915.00	\$ 1,319,291.98	\$ 168,192.74	\$ 100,183.10	\$ 72,828.00	\$ 1,800,410.82

Ordinary Council Meeting

22 July 2024

Agenda Item No: 8.2

INDIVIDUAL DEVELOPMENT GRANTS AND COMMUNITY SMALL GRANTS - QUARTERLY REPORT (APRIL - JUNE 2024)

Contact Officer: Gillian Turnbull, Coordinator Community Capacity
Rachael Hurley, Community and Grants Support Officer
Kathryn Scarpella, Community Grants and Networks Officer

Purpose of Report

The purpose of this report is to present the quarterly (April - June 2024) funding outcomes of the Kingston Grants Program for the following streams:

- Individual Development Grants
- Community Small Grants

Disclosure of Officer / Contractor Conflict of Interest

No Council officer/s and/or Contractor/s who have provided advice in relation to this report have declared a Conflict of Interest regarding the matter under consideration.

RECOMMENDATION

That Council:

1. Note the funding outcomes of the Individual Development Grants for April - June 2024, as presented in Appendix 1;
2. Note the successful funding outcomes of the Community Small Grants for April - June 2024, as presented in Appendix 2; and
3. Endorse that the Community Small Grants as presented in Appendix 3 are not recommended for funding for April – June 2024.

1. Executive Summary

This report presents the quarterly (April - June 2024) funding outcomes of the Kingston Grants Program for the following streams:

- Individual Development Grants
 - Funding outcomes were determined for 24 Individual Development Grant applications. Of these:
 - 24 applications were deemed eligible as per the Kingston Grants Program Policy and Guidelines.
 - 22 eligible applications were approved for funding
 - Two applications were not funded as per the Kingston Grants Program Policy and Guidelines, specifically noting “*What can’t be funded*”:

- One application sought retrospective funding
 - One application was above the two person per club/group limit.
- Community Small Grants
 - Funding outcomes were determined for 35 Community Small Grant applications. Of these:
 - 34 applications were deemed eligible as per the Kingston Grants Program Policy and Guidelines.
 - 32 applications were approved for funding.
 - One application was deemed ineligible as per the Kingston Grants Program Policy and Guidelines as the organisation did not have public liability insurance and was not auspiced by an incorporated organisation.
 - Two applications are not recommended for funding, as per the Kingston Grants Program Policy and Guidelines, specifically noting "*What can't be funded*":
 - One application was for building maintenance
 - One application was for an activity that was been funded through the Operational & Partnership Grants 2024-27.

2. Background

Kingston City Council provides approximately \$1.8 million in grants to local organisations and groups to help provide services and projects for health and welfare, arts and culture, sport and recreation, education, environment, and community support. Grants are also offered for individual development and achievement.

The Kingston Grants Program plays an important role in enabling the delivery of activities for the benefit of the Kingston community, in alignment with Council's strategic directions, objectives and priorities as identified in the Council Plan and other strategic document.

The following principles underpin Council's overall approach to the provision of grants:

- Access: Our community should be aware of grant opportunities. The application process should be easy, and applicants should have the resources and support to apply.
- Equity: Our grants will meet the needs of those in the community who will get the greatest benefit from financial support.
- Inclusion: Application and assessment processes should remove barriers and reduce discrimination for people with disabilities, young people, older people, women, LGBTQIA+, Indigenous people, and people from multicultural backgrounds.
- Diversity: People from diverse backgrounds should be specifically made aware of grants, and recipients should represent the diversity of Kingston's community.
- Good Governance: The administration of grants should provide equity of grant allocations and reduce risk to Council.
- Strategic Alignment: Grants programs should be aligned with Council's strategic direction.

The Kingston Grants Program consists of five streams:

- Individual Development Grants
- Community Small Grants
- Community Bi-Annual Grants
- Operational and Partnership Grants (with four categories)
- Community Festival, Events and Creative Activities Grants

The Kingston Grants Program is governed by the [Kingston Grants Program Policy](#) and [Guidelines](#).

In line with the Kingston Grants Program Policy, the following authorisation is in place for Individual Development Grants:

- Council delegates the making of funding decisions to the Manager Inclusive Communities, Team Leader Community Capacity and Partnerships, and Coordinator Community Capacity for Individual Development Grants.

In line with the Kingston Grants Program Policy, the following authorisation is in place for Community Small Grants:

- Successful funding outcomes to be made by Council officer(s)
- Not recommended funding outcomes to be made by decision at a meeting of Council.

Where funding decisions differ from Assessment Panel recommendations, Council will provide their reasons for amending recommendations.

3. Discussion

3.1 Individual Development Grants

Individual Development Grants are one-off grants that support individual Kingston residents to compete, perform or represent at a State, National or International level in their chosen discipline; or to support individuals experiencing financial hardship to participate in a group, club or activity. These grants recognise the sacrifices that people make to reach significant goals, seek to develop local leaders and positive role models, and assist individuals whose ability to participate or to strive towards their potential is hindered due to financial hardship.

Individual Development Grants can support individuals with registration or entry fees, travel, accommodation, or purchase, hire and transportation of equipment or materials required to compete or participate, in the following disciplines:

- Arts and Culture
- Sports and Recreation
- Environment and Climate Actions
- Humanitarian and Leadership

Individuals Development Grants are open to all Kingston residents and include funding under the following categories:

- Achievement Category
 - \$200 – State level within Victoria
 - \$400 – National level held interstate or in Victoria
 - \$600 – International level held overseas, interstate or in Victoria
 - Plus 25% financial hardship consideration
- Participation Category
 - Up to \$600 per family

The eligibility criteria, what can and cannot be funded, and how to apply is outlined in the [Kingston Grants Program Policy](#) and [Guidelines](#).

Eligible applications are assessed on:

- Level and location of the activity
- Level of achievement and development potential in your chosen discipline; or the club, group or activity you wish to participate in
- Level of assistance from other sources
- Evidence of financial hardship.

3.1.1 Individual Development Grants - Summary of all applications

Throughout 1 April - 30 June 2024, funding outcomes were determined for 24 Individual Development Grant applications. Of these:

- 24 applications were deemed eligible as per the Kingston Grants Program Policy and Guidelines.
- Two applications were not funded as per the Kingston Grants Program Policy and Guidelines, specifically noting "*What can't be funded*":
 - One application sought retrospective funding, noting the Kingston Grants Program Policy and Guidelines states: *What can't be funded - Council will also not consider*:
 - *Retrospective funding i.e., spending of funds for activities that have already occurred before notification of a grant being approved and a funding agreement entered into.*
 - One application was above the two person per club limit, noting the Kingston Grants Program Policy and Guidelines states: *What can't be funded - Council will also not consider*:
 - *More than two people from the same organisation, group or club who are selected to compete, perform or represent in their chosen discipline in the same event/activity. a limit of two individual applications per organisation, group or club applies., noting a limit of two individual applications per club applies.*

In total, 22 Individual Development Grants were approved for funding.

For noting, Appendix 1 presents funding outcomes for the Individual Development Grants for April - June 2024.

3.2 Community Small Grants

Community Small Grants are one-off grants that support smaller scale activities that strengthen the community, help the environment, and improve local organisations and community groups. These grants recognise that sometimes, all it takes is a small amount of funding to help make great things happen for the benefit of the Kingston community.

Community Small Grants offer up to \$2,000 for not-for-profit organisation or community groups and can support a range of activities under the following categories:

- Community projects and programs
- Community celebrations
- Small equipment
- Capacity building
- Start-up support

The eligibility criteria, what can and cannot be funded, and how to apply is outlined in the [Kingston Grants Program Policy](#) and [Guidelines](#).

Eligible applications are assessed on the assessment criteria outlined in the Guidelines, which relate to:

- Community need
- Community benefit
- Capacity to deliver
- Capacity for sustainability
- Other considerations.

3.2.1 Community Small Grants – Summary of All Applications

Throughout 1 April – 30 June 2024, funding outcomes were determined for 35 Community Small Grant applications. Of these:

- 34 applications were deemed eligible as per the Kingston Grants Program Policy and Guidelines.
- One application was deemed ineligible as per the Kingston Grants Program Policy and Guidelines as they did not have public liability insurance and were not auspiced by an incorporated organisation, noting the Kingston Grants Program Policy and Guidelines states: *Organisations must:*
 - *Provide current public liability insurance with a level of cover appropriate to the activity/program and be legally constituted as an incorporated association, company limited by guarantee, or Aboriginal Corporation, or auspiced by another legally constituted organisation (auspice) for the activity proposed in the application.*

In total, 32 Community Small Grant applications were approved for funding.

For noting, Appendix 2 presents the successful funding outcomes for the Community Small Grants for April - June 2024.

Two applications are not recommended for funding as per the Kingston Grants Program Policy and Guidelines, specifically noting “*What can’t be funded*”:

- One application was for building maintenance, noting the Kingston Grants Program Policy and Guidelines states: *What can’t be funded - Council will also not consider:*
 - *Recurrent or ongoing building maintenance costs.*
- The second application was for an activity that was funded through the Operational & Partnership Grants 2024-27, noting the Kingston Grants Program Policy and Guidelines states: *What can’t be funded - Council will also not consider:*
 - *Applications to different grant streams by any one applicant for the same activity in any one financial year running July to June.*

For approval, Appendix 3 presents the Community Small Grants not recommended for funding for April - June 2024.

4. Consultation

4.1 Internal Consultation:

Internal departments are consulted on grant applications, including but not limited to Active Kingston, Finance and Inclusive Communities.

4.2 Community Consultation:

N/A

4.3 Results/Findings:

N/A

5. Compliance Checklist

5.1 Council Plan Alignment

Strategic Direction: Healthy and inclusive - We are progressive, inclusive and prioritise the wellbeing of all members of our community.

Strategy: Support the inclusion of everyone in community life

5.2 Governance Principles Alignment

Principle (b) - priority is to be given to achieving the best outcomes for the municipal community, including future generations.

Principle (i) - the transparency of Council decisions, actions and information is to be ensured.

5.3 Financial Considerations

\$34,893 per annum has been allocated to the Individual Development Grants stream.
\$199,150 per annum has been allocated to the Community Small Grants stream.

5.4 Risk considerations


The Kingston Grants Program and Kingston Grants Program Policy and Guidelines addresses potential accessibility, governance, legal and reputational risks to Council associated with Council's current grants model, in line with the recommendations of the Victorian Auditor-Generals Office (VAGO) report, which are:

1. Improve conflict-of-interest processes.
2. Develop eligibility and assessment criteria for all grant programs.
3. Exclude councillors from assessing and making recommendations on grant applications.
4. Verify that all grant recipients use grant funds for their intended purpose.
5. Evaluate the benefits of recurring and non-recurring grants.
6. Document all funding decisions in a consistent and structured way within a centralised system to ensure their decision making is transparent.
7. Assess the benefits of its ward-based approach to allocating grants and how this aligns with the council's strategy.
8. Develop an own overarching grant policy.
9. Include grant-related fraud risks in risk management and fraud and corruption plans and assign responsibility for managing these risks.
10. Develop mandatory training for staff and councillors.

Appendices

Appendix 1 - Individual Development Grants - Funding Outcomes 1 April - 30 June 2024 (Ref 24/167032)  [↓](#)

Appendix 2 - Community Small Grants - Successful Funding Outcomes - 1 April - 30 June 2024 (Ref 24/167079)  [↓](#)

Appendix 3 - Community Small Grants - Funding Outcomes - Not Recommended - 1 April - 30 June 2024 (Ref 24/186783)  [↓](#)

Author/s: Gillian Turnbull, Coordinator Community Capacity
Rachael Hurley, Community and Grants Support Officer
Kathryn Scarpella, Community Grants and Networks Officer

Reviewed and Approved By: Trent Carpenter, Team Leader Community Capacity and Partnerships
Kate Waters, Manager Inclusive Communities
Sally Jones, General Manager Community Strengthening

8.2

INDIVIDUAL DEVELOPMENT GRANTS AND COMMUNITY SMALL GRANTS - QUARTERLY REPORT (APRIL - JUNE 2024)

1	Individual Development Grants - Funding Outcomes 1 April - 30 June 2024	245
2	Community Small Grants - Successful Funding Outcomes - 1 April - 30 June 2024.....	249
3	Community Small Grants - Funding Outcomes - Not Recommended - 1 April - 30 June 2024	253

Kingston Grants Program – Individual Development Grants

Funding Outcomes 1 April – 30 June 2024

Approvals

Club / Organisation Name	App No	Requested	Approved	Assessment Date	Details	Event Date	Field	Event Location Type
Sandringham Athletics Club	IDG028-2024	\$400.00	\$400.00	3/04/2024	2024 Chemist Warehouse Australian National Track & Field Championships, SA	11/04/2024-19/04/2024	Discus	National
Monash University Cheer & Dance	IDG066-2024	\$600.00	\$600.00	14/06/2024	FISU Cheer & Dance World Championships, Split, Croatia	2/08/2024-6/08/2024	Cheerleading	International
N/A	IDG051-2024	\$600.00	\$600.00	21/05/2024	Guildhall School of Music and Drama, London, UK	16/09/2024-15/09/2026	Music	International
Athletics Australia	IDG058-2024	\$600.00	\$600.00	28/05/2024	World Athletics Championships, Peru	17/08/2024-4/09/2024	Athletics	International
Stonnington School of Dance	IDG043-2024	\$200.00	\$200.00	7/05/2024	Australian Teachers of Dancing State Sub-Junior Tap Championships, Gladstone Park, VIC	7/06/2024-9/06/2024	Tap Dancing	Statewide
Monash Uni	IDG024-2024	\$600.00	\$600.00	3/04/2024	International Clinical Cardiovascular Genetics Conference 2024, QLD	8/05/2024-10/05/2024	Medical	National
Melbourne Kettlebell Sport	IDG045-2024	\$600.00	\$600.00	2/5/2024	World Kettlebell Sport Federation World Championships, Poland	6/06/2024-9/06/2024	Kettlebell Lifting	International
Evolve AllStars Tenacity	IDG035-2024	\$600.00	\$600.00	1/4/2024	All Star Cheer – Cheerleading Championship, USA	26/04/2024-5/05/2024	Cheerleading	International
Malvern Lacross Club	IDG046-2024	\$600.00	\$600.00	6/5/2024	2024 World Lacrosse Women's Box Championship, USA	12/09/2024-30/09/2024	Lacrosse	International
Moorabbin Baseball Club	IDG044-2024	\$600.00	\$600.00	2/5/2024	17th Annual 14 Under WWBA National Championship, USA	12/07/2024-19/07/2024	Baseball	International
Prodigy Allstars	IDG025-2024	\$600.00	\$600.00	8/4/2024	ESPN 2024 Cheerleading & Dance Worlds Championship, USA	26/04/2024-29/04/2024	Cheerleading	International
N/A	IDG071-2024	\$600.00	\$600.00	21/6/2024	Key Intimate Scenes, Intimacy Coordination Training, Victoria	2/09/2024-29/08/2025	Performing Arts and Film	International

Club / Organisation Name	App No	Requested	Approved	Assessment Date	Details	Event Date	Field	Event Location Type
The Big Muddy Dance Company	IDG072-2024	\$600.00	\$600.00	25/06/2024	Contemporary Dance Training, USA	21/08/2024-1/06/2025	Contemporary Dance	International
Nunawading Swimming Club	IDG050-2024	\$400.00	\$400.00	21/05/2024	School Sport Australia (SSA) 10-19 years Swimming Championships, QLD	24/07/2024	Swimming	National
Mariners Baseball Charter Cheltenham	IDG040-2024	\$500.00	\$500.00	6/05/2024	Australian Little League Baseball Championship, NSW	4/06/2024-10/06/2024	Baseball	National
Cheltenham Golf Club	IDG068-2024	\$600.00	\$600.00	17/06/2024	Golf Club membership	1/07/2024-30/09/2024	Golf	Participation Category
N/A	IDG038-2024	\$600.00	\$600.00	11/04/2024	Women in Sustainability Category Finalist – Women Changing the World Awards, UK	25/05/2024	Arts / Culture	International
Cheltenham Golf Club	IDG070-2024	\$600.00	\$600.00	27/06/2024	Golf Club membership	1/07/2024-30/09/2024	Golf	Participation Category
Mariners Baseball Charter Cheltenham	IDG041-2024	\$400.00	\$400.00	2/05/2024	Australian Little League Baseball Championship, NSW	4/06/2024-10/06/2024	Baseball	National
Waverley Oakleigh Panther RLC	IDG052-2024	\$400.00	\$400.00	14/06/2024	U18s Australian Secondary School Association Championships for National Rugby League Victoria, Coffs Harbour, NSW	5/07/2024-13/07/2024	Touch Football	National
Kimekai Karate	IDG053-2024	\$400.00	\$400.00	21/05/2024	50th Australian Karate Federation National Championships, Geelong, VIC	2/08/2024-4/08/2024	Karate	National
Australasian Golf Club	IDG048-2024	\$600.00	\$600.00	13/5/2024	Australasian Golf Club membership and committee participation	1/07/2024-30/06/2025	Golf	Participation Category
	TOTAL	\$11,700.00	\$11,700.00					

Funding Not Approved

Club / Organisation Name	App No	Requested	Approved	Assessment Date	Details	Unsuccessful Details	Field	Event Type Location
Mariners Baseball Charter Cheltenham	IDG042-2024	\$400.00	\$0.00	24/05/2024	Australian Little League Baseball Championship, NSW, 4/06/24-10/06/24	Limit reached for number of participants from one club	Baseball	National
Mordialloc Life Saving Club	IDG059-2024	\$400.00	\$0.00	28/05/2024	2024 Australian Surf Life Saving Championships, QLD, 11/04/24-15/04/24	Retrospective funding request. Event was held in April 2024. Application submitted May 2024	Surf Life Saving	National
TOTAL		\$800.00	\$0.00					

Kingston Grants Program - Community Small Grants

Funding Outcomes 1 April – 30 June 2024

Approvals

Name	Amount Requested	Amount Approved	Details	Notes
Aspendale Cricket Club	\$2,000.00	\$1,000.00	iPads for scoring	Guidelines state digital equipment maximum = \$1,000
Australian Aircraft Restoration Group	\$1,289.00	\$1,289.00	Digital storage of archival materials	
Bonbeach Football Netball Club	\$2,000.00	\$2,000.00	Commercial Freezer	
Carrum Patterson Lakes Junior Football Club	\$1,560.00	\$1,560.00	Auskick goal posts	
Chelsea Football Club (soccer)	\$2,000.00	\$2,000.00	Additional portable goals to support junior participation growth	
Chinese International Cheongsam Association	\$2,000.00	\$2,000.00	Mid-Autumn festival & 2025 spring festival - fashion show	
Kingston U3A	\$1,000.00	\$1,000.00	Computer for committee and volunteer members use	
Lioni Social Club	\$2,000	\$2,000	Kitchen cooking equipment to provide meals for members (portable hot plate and deep fryer)	
Mentone Chess Club	\$560.00	\$560.00	Kingston Open - annual chess tournament 25/7-5/9/24 (arbiter's fee)	
Mentone Hockey Club	\$2,000.00	\$2,000.00	Upgrade hockey training equipment (balls, cages, cones, bibs) for 2024 season	

Name	Amount Requested	Amount Approved	Details	Notes
Mentone Panthers Football Club	\$1,429.00	\$1,429.00	Family fun day for club families on home game day (jumping castle hire, music entertainment and face painter)	
MiCare Ltd	\$1,000.00	\$1,000.00	MiCare Cultural Diversity Celebration	
Moorabbin Magic Basketball	\$2,000.00	\$2,000.00	Team uniforms for age groups under 8s-under 18 to provide at a heavily discounted price to families struggling financially	
Mordialloc Braeside Junior Football Club	\$2,000.00	\$1,937.00	Impact protection vests for female players	Funding provided in line with requested budget
Mordialloc Lapidary Club	\$2,000.00	\$2,000.00	Faceting machinery	
Mosaic Community Choir	\$2,000.00	\$2,000.00	Singing for Kingston Program	
Nepean Welcoming Immigrants & Newcomers with Dignity	\$1,962.50	\$1,962.50	Establishing a group as a community response to supporting a household of refugees seeking settlement in Australia	Start-Up Support
Omega Cricket Club	\$2,000.00	\$2,000.00	Equipment for female team	
Parkdale Tennis Club	\$2,000.00	\$2,000.00	Development of Strategic Plan to improve operational effectiveness	
Parkdale Vultures Amateur Football Netball Club	\$2,000.00	\$2,000.00	Jumpers for additional U19s side	

Name	Amount Requested	Amount Approved	Details	Notes
Patterson Lakes Kindergarten	\$2,000.00	\$2,000.00	Teaching aid resources	
Probus Club of Dingley Central	\$2,000.00	\$2,000.00	Day bus trips to the Shrine and Museum	
Senior Citizens of Freccia Azzura Club	\$2,000.00	\$2,000.00	Bocce balls for social activities	
Senior Citizens of Kingston La Baracca	\$2,000.00	\$2,000.00	Bus trip outing for members	
Southern Suburbs Orchid Society (SSOS)	\$2,000.00	\$1,000.00	Spring Orchid Show September 2024	Partial funding approved as the request was significantly higher than previous annual funding of \$500 awarded
St Augustines Anglican Church Mentone	\$2,000.00	\$2,000.00	Automated external defibrillator	
St Bedes Old Collegians Hockey Club	\$2,000.00	\$2,000.00	Hockey equipment (balls, face masks, goalie equipment) for junior, senior, men's and women's teams to increase participation	
St David's Parkdale Uniting Church	\$1,735.00	\$1,735.00	TV and stand for training and wider community use (eg; providing job ready assistance to young adults with special needs, Alcohol Anon meetings, kids club, craft groups and first aid training)	
St Louis De Montfort	\$1,500.00	\$1,500.00	Little Long Walk: creating a banner to promote reconciliation week, inclusiveness, community and awareness of issues faced by First Nations people	
St Mary of the Cross Parish Mordialloc	\$1,900.00	\$1,900.00	Friendship family day for asylum seekers – community picnic Oct 2024	

Name	Amount Requested	Amount Approved	Details	Notes
Triumph of Good Inc	\$2,000.00	\$2,000.00	May Day Celebration public music concert at Cheltenham Community Centre	
United Filipino Elderly Association (UFEA)	\$2,000.00	\$2,000.00	Kingston Hospital Multicultural Festival 28 June 2024	
TOTAL	\$57,935.50	\$55,872.50		

Kingston Grants Program - Community Small Grants

Funding Outcomes 1 April – 30 June 2024

Not Recommended for Funding

Name	Amount Requested	Amount Approved	Details	Notes
Chelsea Concert Band	\$1,500.00	\$0.00	Kingston Combined Bands Concert (28/7/24)	Activity funded through Operational & Partnership – Community Interest Organisation 2024-27 grant. In line with Kingston Grants Program Guidelines, unable to fund applications to different streams by any one applicant for the same activity in any one financial year running July to June
Moorabbin & District Radio Club	\$1,600.00	\$0.00	Clubroom blinds replacement and window maintenance	Recurrent or ongoing building maintenance is unable to be funded in line with Kingston Grants Program Guidelines
TOTAL	\$3,100.00	\$0.00		

9. Infrastructure and Open Space Reports

Agenda Item No: 9.1

AWARD OF CONTRACT CON-23/113 - KINGSTON'S NEW AQUATIC AND LEISURE CENTRE PROJECT MAIN WORKS CONTRACTOR

Contact Officer: Anne Diplock, Principal Project Manager

Purpose of Report

The purpose of this report is to update Councillors on the tender process for CON-23/113 Kingston's New Aquatic and Leisure Centre project Main Works Contractor and seek Council's endorsement to award the contract.

Disclosure of Officer / Contractor Conflict of Interest

No Council officer/s and/or Contractor/s who have provided advice in relation to this report have declared a Conflict of Interest regarding the matter under consideration.

RECOMMENDATION

That Council:

1. Note the outcome of the tender assessment process for Contract CON-23/113 – Kingston's New Aquatic and Leisure Centre Project Main Works Contractor, as set out in attached confidential Appendices 1 and 3;
2. Award Contract CON-23/113 - Kingston's New Aquatic and Leisure Centre Project Main Works Contractor for the final adjusted fixed lump sum price of \$73,976,064.00 (exclusive of GST) to ADCO Group Pty Ltd (ABN 15 094 531 272);
3. Approve an increase to the total project budget from \$79.1 million to \$87.5 million inclusive of project contingency, future gym expansion and latent risks as outlined in the confidential Appendix 1;
4. Endorse that additional funding required is to be allocated from the Capital Reserve Fund (\$6.4 million), the Public Open Space Reserve (\$1 million) and the Defined Benefits Superannuation Reserve Fund (\$1 million); and
5. Delegate authority to the CEO, or delegate, to expend contingency allowance if necessary to ensure the successful completion of the project.

1. Executive Summary

Tenders have been sought under a design and construct two-stage procurement process for a Main Works Contractor for Kingston's New Aquatic and Leisure Centre project. The Main Works Contractor pre-tender estimate (PTE) of \$71,787,008 was prepared by the project Quantity Surveyor upon a well progressed design and set of Principals Project Requirements (PPR).

In addition, a Monte Carlo analysis was completed pre-tender providing a P70 rating based on a total project cost of \$85.4 million, inclusive of future gym expansion and the piling risk. A P70 rating is a 70% likelihood of tender results being within +/- 5% of the PTE. Monte Carlo is a quantitative risk analysis tool combining the level of project design completeness with the project risk register into a model and running 10,000 simulations of all entries providing a probability outcome. The current inflated market conditions risk was reflective of the P70 rating.

Following the tender evaluation process, the preferred tenderer is ADCO Group Pty Ltd for an adjusted lump sum price for construction of \$73,976,064.00 (excluding GST). The scope of works is to provide Main Works Design and Construct (D&C) services for the development of Kingston's New Aquatic and Leisure Centre project in Mordialloc. This price is 3.05% above the pre-tender estimate.

Approval by Council is also sought for the allocation of a separate project contingency allowance, as identified in the confidential Appendix 1, and to delegate authority to the CEO (or delegate) to expend this contingency as required to ensure the successful implementation of the project.

Subject to Council award of contract, Kingston's New Aquatic and Leisure Centre Project Main Works Contractor services will commence following award and is anticipated to be completed by mid-2026.

In accordance with the Design and Construct contract, the Main Works Contractor will complete the design with novated Principal Consultant Architect, CO.OP Studio and sub-consultant team, prepare contract documentation and finalise trade letting, establish the site and construct the facility meeting the requirements of the endorsed Planning Permit and Building Permit regulations.

2. Background

At its April 2021 Meeting, Council adopted the Aquatic Facility Plan to guide strategic planning for aquatic and leisure facilities in Kingston. As set out within the plan, the short-term priority is the provision of a new district-level aquatic facility to the central/south of Kingston.

At the 9 May 2022 Special Council Meeting, Council resolved to purchase 1-7 Wells Road, Mordialloc as the site for the new district level aquatic and leisure centre.

At the January 2023 Council Meeting, Council resolved to appoint CO.OP Studio as the Principal Consultant Architect to commence site investigations and prepare a concept design by mid-2023.

At the April 2023 Council Meeting, Council endorsed the Business Case and the total project cost of \$79.2M. The Business Case outlined the identifiable benefits, scope, schedule and all costs that will enable these benefits to be realised.

At the June 2023 Council Meeting, Council endorsed the concept design for Kingston's New Aquatic and Leisure Centre to proceed to community consultation and endorsed the Concept Design at August 2023 Council Meeting upon receiving the community engagement outcome satisfaction rating of 96.2%.

At the March 2024 Council Planning Meeting, Council endorsed the Planning Permit for Kingston's New Aquatic and Leisure Centre.

3. Discussion

3.1 Tender Evaluation

The Request for Tender from the shortlisted respondents opened on 27 February 2024 and closed on 11 April 2024 with 3 conforming tenders received from the following Contractors, listed in alphabetical order:

*Main Works Contractors Tender Submissions Received at close of Tender
(in alphabetical order)*

ADCO Group Pty Ltd

Building Engineering Pty Ltd

Built Environs Pty Ltd

The tender offers received are listed in the confidential attachment (Appendix 3).

The Tender Evaluation Panel (TEP) comprised the following members:

- Principal Project Manager, PMO & Major Projects (Kingston)
- Manager PMO & Major Projects (Kingston)
- Team Leader Aquatics & Leisure (Kingston)
- Independent Probity Advisor (Dench McClean Carlson)

Each submission was assessed in accordance with the evaluation criteria set out in the Request for Tender (RFT) and the process outlined in the Tender Evaluation & Probity Plan:

(i) Weighted Criteria

Organisational Experience & Performance	20%
Resourcing	30%
Programme, Methodology and Task Appreciation	30%
Community Benefit; mandatory	10%
Environmental; mandatory	10%

(ii) Mandatory Criteria

Attendance at the Tender Briefing and Site Walk on 14 March 2024

Based on the application of the above criteria, the TEP sought clarification from all tenderers in order to complete their assessment, following which the TEP shortlisted two tenderers to attend an interview to respond to further clarifications. The TEP then undertook a final assessment and ADCO Group Pty Ltd was assessed as the preferred Main Works Contractor on the basis that their submission provides Council with the best overall value.

ADCO Group Pty Ltd is registered on Council's OHS system, Rapid Global and has satisfactorily met all mandatory OHS and financial Credit Check requirements.

An Independent Probity Advisor was in attendance at all meetings and has confirmed the RFT process has been undertaken in accordance with the Local Government Act 2020, Kingston City Council Procurement Policy, the Tender Evaluation and Probity Plan, and generally accepted probity principles. The Probity Report is included in the attachments (Appendix 2).

The result of the above assessment process is the following final adjusted lump sum price for the preferred tenderer for the Main Works Contractor contract outlined below:

Final Adjusted Tender Lump Sum – a best and final offer after technical, financial and contract clarifications (exclusive of GST)

\$73,976,064.00

Based on the revised fixed lump sum offer detailed in this report and the attached confidential evaluation matrix (Appendix 3), it is recommended that Council award Contract CON-23/113 Kingston's New Aquatic and Leisure Centre Project Main Works Contractor for the revised fixed lump sum price of \$73,976,064.00 to ADCO Group Pty Ltd.

Approval by Council is also sought for the allocation of a separate project contingency allowance, as identified in the confidential attachment (Appendix 1), and to delegate authority to the CEO (or delegate) to expend this contingency as required to ensure the successful implementation of the project.

3.2 Program of Works

Subject to Council award of contract, the Kingston's New Aquatic and Leisure Centre Project Main Works Contractor services is expected to commence upon award and be completed mid-2026, confirming the additional cost and time impact resulting from the latent structural design piling risk.

3.3 Community Benefit and Environmental

ADCO Group Pty Ltd has been working with trade partners on similar size projects for the past five decades and recognises the opportunities in the City of Kingston for diversity of business and local procurement opportunities. 82 relevant subcontractors were identified as suitable for specific works packages and invited to tender for works on the project, with 22% committing to pricing for internal finishes, civil and external works, structural, façade and aquatic trades.

In addition, ADCO Group Pty Ltd will work with local Indigenous Businesses and small to medium enterprises (SMEs) for cultural awareness training and local services for cleaning, skip hire, printing, catering, signage, photography. Social enterprise organisations and local organisations will be provided with opportunities under a range of initiatives with inclusion targets monitored and outcomes reported to the community.

ADCO Group Pty Ltd Environmental goals are:

- Climate risks and opportunities
- Resources and emissions reduction and net zero pathway
- Supply chain procurement
- Protection of the natural environment and replenishment of biodiversity - with specific targets set for close proximity to the Mordialloc Creek and management of the water table and dewatering the site

4. Consultation

4.1 Internal Consultation:

Consultation has been undertaken with a wide range of internal and external stakeholders, who have all contributed towards the design of the facility.

4.2 Community Consultation:

Significant community consultation through all stages of the design have been undertaken:

Group	Method
Key Stakeholders	A comprehensive Communications Plan has been developed detailing project stakeholders, key messages, the communication approach, engagement, and advocacy requirements for this project, as well as an evolving action plan.
General community	Community consultation has and will continue to form a large and important part of this project along its journey. The 5 th round of Community Consultation was conducted in July 2023 on the Concept Design with 96.2% satisfaction rating. Regular updates are provided through: Aquatic Centre news, Kingston News, Active Kingston news, Your Kingston Your Say update, My Community Life newsletter, Activity Centre news, social media, Media Releases and Kingston Your City.
Community Reference Group	Council appointed a Community Reference Group that is representative of the users of an aquatic and leisure facility. This group has provided local area knowledge and feedback to the project team along the journey.

5. Compliance Checklist

5.1 Council Plan Alignment

Strategic Direction: Well-governed - Council will be collaborative, accountable, transparent, responsive, well-informed and efficient.

Strategy: Look after the community's financial resources responsibly and efficiently

The proposed development of Kingston's New Aquatic and Leisure centre is set out in the Aquatic Facility Plan to guide strategic planning for aquatic and leisure facilities in Kingston.

5.2 Governance Principles Alignment

Principle (b) - priority is to be given to achieving the best outcomes for the municipal community, including future generations.

5.3 Financial Considerations

The project has an endorsed total project cost of \$79.1 million included in Council's adopted Budget and Long-Term Financial Plan. The updated total project cost inclusive of contract award is \$87.5 million. This \$8.4 million budget increase includes:

- \$6.2 million of known issues pre-tender, relating to the future gym expansion zone requested by Councillors, and a latent design cost risk of for structural piling from 10 to 30 metres
- a further \$2.2 million of response from market pricing

The additional \$8.4 million budget is to be funded from:

- \$6.4 million from the Capital Fund Reserve – established for the purpose of capital pressures
 - Council's 2024/25 budget includes an opening balance of \$3 million for this fund
 - There are expected to be \$3.4 million of additional contributions to the reserve funded through program savings and project adjustments to be finalised through the 2023/24 year-end process finalisation, and additional grant outcomes for rates funded projects in 2024/25. This will be the subject of a separate report to Council in August 2024.
- \$1 million from the Public Open Space Reserve – required landscaping works and in line with the parameters of this reserve
- \$1 million from the Defined Benefits Superannuation Scheme Reserve – no longer required for this historic purpose

Budget

A breakdown of the proposed project budget for Kingston's New Aquatic and Leisure Centre Project, based on the award of Contract CON-23/113 as recommended, is included as a confidential attachment to this report (Appendix 1).

The Main Works Contractor pre-tender estimate of \$71,787,008 was prepared by the project Quantity Surveyor upon a highly realised design and set of Principals Project Requirements (PPR) inclusive of an additional risk allowance of \$6.2 million for a latent structural piling risk. Following the tender evaluation, the preferred tenderer is ADCO Group Pty Ltd for an adjusted lump sum price of \$73,976,064.00.

Staff Resources

The project is led by the Principal Project Manager in Council's PMO & Major Projects Department, supported by the Team Leader Aquatic and Leisure in the Active Kingston Department, with support from an external Project Management consultant as per an existing service agreement.

5.4 Risk considerations

\$20 million of Federal Government funding for the project has been committed and subject to agreed milestones in the funding agreement.

Advocacy continues with the State Government for funding support for this project.

Council funding strategy for the total project cost is within the current Council forward plan budget and the risk of impact to other commitments has been mitigated through identified funding outlined above.

The tender has been run during a high inflation period and the construction industry continues since Covid-19 to experience market pricing inflation and subcontractor resourcing capacity. The construction industry across all sectors in Victoria is seeing competitive tenders 5% above pre-tender estimate expectations and was reflective with the outcomes of the Monte Carlo prepared prior to tender release. The price for this project is 3.05% above the pre-tender estimate.

Value management has been undertaken throughout the design phase and extensively through the tender evaluation process to provide the best value for money outcome for the community without compromising the benefits outlined in the Business Case.

Failure to provide appropriate aquatic community infrastructure is likely to have reputational risks for Council and will impact service needs in this part of the municipality as outlined in the adopted Aquatic Facility Plan and given the high community satisfaction response through the consultation process.

The high risk trades for structural piling and structural steel are subject to independent structural certification processes and sourced with Australian supply chains.

The Probity Advisor has confirmed the RFT process has been undertaken in accordance with the Local Government Act 2020, Kingston City Council Procurement Policy, the Probity Plan and generally accepted probity principles. The Probity Auditor's report is included in the confidential attachment (Appendix 2).

ADCO Group Pty Ltd is registered on Council's OHS system, Rapid Global and has satisfactorily met all mandatory OHS and financial Credit Check requirements.

Appendices

Appendix 1 - Tender Offer Summary_Confidential (Ref 24/174605) - Confidential

Appendix 2 - Independent Probity Statement (Ref 24/174607) 

Appendix 3 - Tender Evaluation Matrix (Ref 24/174609) - Confidential

Author/s: Anne Diplock, Principal Project Manager
Reviewed and Approved By: Steve Tierney, Manager PMO and Major Projects
Samantha Krull, General Manager Infrastructure and Open Space

9.1

AWARD OF CONTRACT CON-23/113 - KINGSTON'S NEW AQUATIC AND LEISURE CENTRE PROJECT MAIN WORKS CONTRACTOR

1	Independent Probity Statement.....	267
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C O R P O R A T E A D V I S O R Y

20 June 2024

Mr Peter Bean
 Chief Executive Officer
 City of Kingston

Via Email

FINAL PROBITY ADVISOR REPORT – CONTRACT CON-23/113 – KINGSTON NEW AQUATIC AND LEISURE CENTRE PROJECT – MAIN WORKS CONTRACT RFT

This Probiy Advisor report covers the Request for Tender stage (RFT) of the procurement of a Main Works Contractor for the Kingston New Aquatic and Leisure Centre Project for the City of Kingston. The RFT process is now considered complete and this Probiy Advisor report covers the following issues:

SCOPE

1. We commenced providing probity advice for the RFT Stage of the procurement from July 2023 (see previous probity report for the EOI stage). The scope of our review primarily continued from the shortlisting of tenderers from EOI stage up to the recommendation of the Preferred Tenderer.
2. The objective of the review was to assess whether the tender process was in accordance with the Local Government Act 2020, City of Kingston Procurement Policy and generally accepted probity principles.
3. We completed the following activities during the procurement:
 - We attended the Industry Site Briefing;
 - We reviewed the RFT documentation released to the market;
 - We reviewed the RFT Evaluation Plan;
 - We attended the Evaluation Panel consensus scoring meetings;
 - We attended the Interviews with shortlisted tenderers;
 - We provided probity advice on matters raised during the procurement;
 - We review the Tender Evaluation Report. No probity issues were identified
4. Our principal contact during this assignment was Ms Anne Diplock, Principal Project Manager, PMO and Major Projects and in conducting our review of the RFT process, we have received documentation and relied on representations about the RFT process from our contact and other representatives of City of Kingston.

PURPOSE OF REPORT

5. This report has been prepared solely for City of Kingston that the procurement process was conducted in accordance with the Local Government Act 2020, City of Kingston Procurement Policy and generally accepted probity principles and our review has been conducted in accordance with this framework.
6. There are “inherent limitations” in any probity review process. It is possible that irregularities may occur and not be detected as evidence is gathered at particular points in the process, rather than continuously throughout the process.

CONCLUSION

7. The decision to recommend a preferred tenderer for contract award for the Main Works Contractor for the Kingston New Aquatic Centre and Leisure Facility” is the responsibility of the City of Kingston.
8. In all material respects, the RFT process has been undertaken in accordance with the Local Government Act 2020, City of Kingston Procurement Policy and generally accepted probity principles. We are not aware of any probity issues with the recommendation of the award of the contract to ADCO Group Pty Ltd as outlined in the Tender Evaluation Report received on 17 June 2024.



Craig Geddes
 Probiy Advisor

Ordinary Council Meeting

22 July 2024

Agenda Item No: 9.2

AWARD OF CONTRACT CON-24/109 - PROVISION OF REACTIVE AND PREVENTATIVE MAINTENANCE FOR HEATING, VENTILATION AND COOLING SYSTEMS

Contact Officer: Jane Hopkins, Coordinator Major Buildings
Michael Eddington, Manager City Works

Purpose of Report

This report seeks Council to award Contract 24/109 Provision of Reactive and Preventative Maintenance Services for Heating, Ventilation and Cooling (HVAC) Systems.

Disclosure of Officer / Contractor Conflict of Interest

No Council officer/s and/or Contractor/s who have provided advice in relation to this report have declared a Conflict of Interest regarding the matter under consideration.

RECOMMENDATION

That Council:

1. Award Contract 24/019 Provision of Reactive and Preventative Maintenance Services for Heating, Ventilation and Cooling Systems as a Schedule of Rates and Lump Sum Contract to Brandon Airconditioning & Mechanical Services Pty Ltd, at a maximum Year 1 cost of \$752,706.83 (excluding GST) and estimated maximum total life of contract cost of \$9,338,571.02 (excluding GST); and
2. Authorise the Chief Executive Officer, or their delegate, to execute the two (2) up to three (3) year contract extension options subject to satisfactory performance.

1. Executive Summary

This report recommends awarding CON-24/019 Provision of Reactive and Preventative Maintenance Services for HVAC Systems contract to Brandon Airconditioning & Mechanical Services Pty Ltd for an initial term of 4 years, with two (2) up to three (3) year extension options, up to a maximum ten (10) year total contract term, following a competitive tender process.

The contract was prepared with Council's long-term environmental sustainability initiatives in consideration, as well as the flexibility to deal with asset acquisition and disposal throughout the life of this contract.

The first-year maximum cost is estimated to be \$752,706.83 exclusive of GST, with estimated total cost over the full life of contract being \$9,338,571.02 exclusive of GST.

The annual cost of this contract is in line with current expenditure for HVAC services and will be reviewed annually through the budget application process.

2. Background

The City of Kingston currently manages the maintenance of approximately 1184 HVAC assets across 177 buildings across the municipality, 136 of which will be serviced under this contract. Reactive, ad hoc works are conducted on these assets on an as required basis, with a significant portion of the assets being aged.

Structured Preventative Maintenance tasks are carried out on plant and equipment including but not limited to:

- Packaged Units
- Split Systems & Ducted Split Systems
- Commercial Kitchen Exhausts
- Type A Gas units
- Type B Boilers
- Major Air Handling Units
- Mechanical Switchboards
- Cool Rooms and Refrigeration Units
- Water Treatment Plant

Preventative Maintenance is carried out on plant and equipment based upon manufacturer requirements and recommendations, health and safety regulations and relevant Australian Standards to ensure the plant and equipment is functioning correctly and optimally.

The maintenance services for HVAC assets were previously split between several minor service agreements and two primary contracts, a major buildings contract that encompassed 6 of Council's key buildings:

- Cheltenham Municipal Offices, 1230 Nepean Highway, Cheltenham
- Mentone Municipal Offices, 34 Brindisi Street, Mentone
- Waves Leisure Centre, 111 Chesterville Road, Highett
- Kingston City Hall, 979 Nepean Highway, Moorabbin
- 115 Warren Road, Parkdale
- 58 Viney Street, Clarinda

As well as a Minor Buildings contract encompassing 88 buildings.

Major Buildings sites were noted to hold large plant equipment including Type B Boilers and Air Handling Units, unique to other sites situated throughout Kingston.

All contracts and agreements for HVAC have since expired or are expiring at the end of December 2024, and a consolidated contract has been tendered under CON-24/019 to encompass all buildings components.

3. Discussion

3.1 Additional Assets & Variations

Due to the acquisition / disposal of Council's building portfolio, replacement of gas units to electrical alternatives, and upgrades to systems throughout, it is to be noted there will be a rise and fall in the number of assets maintained under this contract. These variations have been considered and reflected through the budget for this contract.

3.2 Procurement Policy

In accordance with Council's Procurement Policy a probity plan is required where the value of a procurement is greater than \$5 million to mitigate risk. A Probity Plan was developed prior to tendering and an external Probity Auditor, Dench McClean Carlson, was appointed to review and report on the tender evaluation process undertaken in accordance with the plan. Councils Procurement Coordinator also provided procurement advice throughout the process. The evaluation panel was provided with a probity briefing and the Probity Plan was followed to ensure compliance.

To further mitigate risk, all tenders have been evaluated by five Council officers through a three-stage tender evaluation process consistent with the Probity Plan. Appendix A - includes confidential detailed information of the tender evaluation process.

I. Tender Evaluation Process

The first stage provided a list of tenderers that conformed to Council's compliance requirements, the second stage evaluated tenders against the qualitative criterion, with the third stage evaluating the quantitative price criterion against workload indicators and static programmed servicing requirements.

Tenders were assessed in accordance with the following criteria:

- Methodology & Service Delivery
- Capacity & Sourcing
- Experience
- Reporting
- Community Benefit
- Environmental Sustainability
- Price

Tenderers were individually scored for the non-pricing components of the assessment criteria with a consensus score decided and recorded. The tenders were then assessed with pricing included to determine a final overall score.

A short listed tenderer was agreed by consensus and subsequently interviewed with the tender evaluation panel given an opportunity to ask clarification questions that arose through the evaluation consensus meetings, and opportunity to modify scoring should it be required.

On conclusion of the evaluation, the preferred tenderer was checked for:

- Compliance with OH&S and appropriate Insurances
- Financial Capacity of the Organisation / Business
- Appropriate licensing to conduct works on the equipment specified within the tender
- Professional References

II. Outcome of the Tender Evaluation Process

Brandon Airconditioning & Mechanical Services Pty Ltd obtained the highest overall score at the end of the detailed tender evaluation process. The tender evaluation resulted in high quality information provided across all the tender criteria, as well as a competitive price being submitted for both Schedule of Rates and Lump Sum components.

Brandon Airconditioning & Mechanical Services Pty Ltd currently maintain multiple contracts with the City of Kingston, one being for Electrical Maintenance Services and the other being Major Buildings HVAC Maintenance Services. They also provide HVAC Maintenance Services to Metro Trains Victoria, alongside various private organisations, such as Mercy Health, that hold large building portfolios. The reference checks conducted were extremely positive and did not raise any concerns with Brandon Airconditioning & Mechanical Services Pty Ltd's ability to service the contract.

4. Consultation

4.1 Internal Consultation:

Internal consultation was undertaken with various stakeholders that would be affected by the services under this contract. This included the Active Kingston, Family & Youth Services, Arts, Events and Libraries, Inclusive Communities, Access Care and Infrastructure Departments.

4.2 Results/Findings:

Through consultation with internal stakeholders, the specification was reviewed and aligned to ensure site specific requirements were identified to ensure minimal impact on services being delivered. These changes to scope also included the ability to deliver additional reporting.

4.3 Council Plan Alignment

Strategic Direction: Liveable - Our city will be a vibrant, enjoyable, and easy place to live.

Strategy: Invest in high-quality community assets

4.4 Governance Principles Alignment

Principle (e) - innovation and continuous improvement is to be pursued.

4.5 Financial Considerations

Projected costings

YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
\$ 752,706.83	\$ 787,842.17	\$ 824,734.28	\$ 863,471.00	\$ 904,144.55
YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10
\$ 946,851.77	\$ 991,694.36	\$ 1,038,779.08	\$ 1,088,218.04	\$ 1,140,128.94
TOTAL 10 YEAR COST (Excluding GST)				\$ 9,338,571.02

Budget

HVAC Maintenance Services is funded through the City Works operational budget. This will be reviewed annually through the budget application process.

Staff Resources

As a core function of the Building Maintenance team, any staff resourcing required is absorbed by the Building Maintenance team as the service is a core function.

4.6 Risk considerations

Legal and risk implications have been minimised as the procurement and tender selection process has been conducted in accordance with the Probity Plan and Kingston's procurement procedure.

The external Probity Auditor, Dench McClean Carlson's report is attached as Appendix 2.

Brandon Airconditioning & Mechanical Services Pty Ltd have achieved a successful financial assessment, are OH&S compliant with Council's RAPID approval system and hold all relevant licensing to conduct works on the plant and equipment required under this contract.

Appendices

Appendix 1 - HVAC - Tender Evaluation Report 2024 (Ref 24/186444) - Confidential

Appendix 2 - Probity Report - CON 24/019 HVAC (Ref 24/188085)  [↓](#)

Author/s: Jane Hopkins, Coordinator Major Buildings
Michael Eddington, Manager City Works

Reviewed and Approved By: Samantha Krull, General Manager Infrastructure and Open Space

9.2

AWARD OF CONTRACT CON-24/109 - PROVISION OF REACTIVE AND PREVENTATIVE MAINTENANCE FOR HEATING, VENTILATION AND COOLING SYSTEMS

1	Probity Report - CON 24/019 HVAC	277
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C O R P O R A T E A D V I S O R Y

3 July 2024

Mr Peter Bean
 Chief Executive Officer
 City of Kingston
 1230 Nepean Highway, Cheltenham VIC 3192

Via Email

FINAL PROBITY AUDITOR REPORT – CONTRACT CON-24/019 – REACTIVE AND PREVENTATIVE MAINTENANCE SERVICES FOR HVAC SYSTEMS

This Probity Auditor report covers the procurement of a supplier for Reactive and Preventative Maintenance Services for HVAC Systems for the City of Kingston. The procurement process is now considered complete and this Probity Auditor report covers the following issues:

SCOPE

1. The scope of our review primarily extended from the commencement of the procurement up to the recommendation of the preferred tenderer.
2. The objective of the review was to assess whether the tender process was in accordance with the Local Government Act 2020, City of Kingston Procurement Policy and generally accepted probity principles.
3. We completed the following activities during the procurement:
 - We reviewed the tender documentation released to the market;
 - We reviewed the Tender Evaluation Plan;
 - We attended the Evaluation Panel consensus scoring meetings;
 - We attended the interviews with shortlisted tenderers;
 - We review the Certificate of RAPID Compliance, Operational and Financial Risk Assessment Report, Reference Checks, Conflict of interest Declarations and Tender Evaluation Report. No probity issues were identified
4. Our principal contact during this assignment was Mr Jamie Young, Acting Coordinator Major Buildings (Chair – Evaluation Team) and in conducting our review of the procurement process, we have received documentation and relied on representations about the procurement process from our contact and other representatives of City of Kingston.

PURPOSE OF REPORT

5. This report has been prepared solely for City of Kingston that the procurement process was conducted in accordance with the Local Government Act 2020, City of Kingston Procurement Policy and generally accepted probity principles and our review has been conducted in accordance with this framework.
6. There are “inherent limitations” in any probity audit process. It is possible that irregularities may occur and not be detected as evidence is gathered at particular points in the process, rather than continuously throughout the process.

CONCLUSION

7. The decision to appoint a supplier as preferred tenderer for Reactive and Preventative Maintenance Services for HVAC Systems is the responsibility of City of Kingston.
8. In all material respects, the procurement process has been undertaken in accordance with the Local Government Act 2020, City of Kingston Procurement Policy and generally accepted probity principles. We are not aware of any probity issues with the recommendation of Brandon Airconditioning & Mechanical Services Pty Ltd as outlined in the Tender Evaluation Report received on 3 July 2024.



Craig Geddes
 Probity Auditor

Ordinary Council Meeting

22 July 2024

Agenda Item No: 9.3

AWARD OF CONTRACT CON-24/016 - OPEN SPACE MOWING SERVICES AND CONTRACT CON-24/015 - SPORTSGROUND MOWING SERVICES

Contact Officer: Luke Armstrong, Team Leader Sportsgrounds and Reserves

Purpose of Report

The purpose of this report is to seek Council endorsement to award Contract 24/016 Open Space Mowing Services to Green Life Group (GLG) and Contract 24/015 Sportsground Mowing Services be awarded to DGM Turf Contractors.

Disclosure of Officer / Contractor Conflict of Interest

No Council officer/s and/or Contractor/s who have provided advice in relation to this report have declared a Conflict of Interest regarding the matter under consideration.

RECOMMENDATION

That Council:

1. Award Contract 24/016 Open Space Mowing Services to Green Life Group (GLG) for an initial Contract Term of four (4) years and eight (8) months, which is estimated to have a total value of \$15,403,811.22 excluding GST subject to CPI;
2. Award Contract 24/015 Sportsground Mowing Services to DGM Turf Contractors for an initial Contract Term of four (4) years and eight (8) months, which is estimated to have a total value of \$6,336,258.60 excluding GST subject to CPI;
3. Endorse that the CEO, or their delegate, has delegation to approve contract options for both the contracts listed in 1 and 2 above, of an additional two extensions of two years, for a maximum total contract period of eight years and eight months, subject to satisfactory contractor performance;
4. Endorse an operational budget adjustment of the Open Space budget for FY 24/25 for the \$2,844,422.41 shortfall; and
5. Receive a report before the end of this Council term identifying budget adjustments.

1. Executive Summary

Open space and sportsground mowing is currently included within the combined services contract under the provision of Contract 20/020 Foreshore Maintenance Services, Open Space Mowing & Maintenance Services, and Public Amenities Cleansing Services. The initial contract term ends on 30 September 2024.

A service review was undertaken, and it was determined to de-aggregate the combined services contract. For the service of mowing, it was separated into two standalone contracts, Open Space Mowing Services and Sportsground Mowing Services. A public tender process has been undertaken.

Open Space Mowing

Following six submitted tenders for Contract 24/016 Open Space Mowing Services, Green Life Group's (GLG) tender submission was assessed as providing Council with the best value for money. GLG submitted the lowest and most competitive price to deliver the services, and also scored highest under each qualitative criteria. Through a thorough evaluation process, based on the evidence provided and reference checks, Green Life Group appear to be a professional, experienced open space maintenance contractor with well-established systems in place and history of reliable performance meeting KPI's to high customer satisfaction.

Year one of the Contract has a value of \$3,300,816.69 ex GST, with following years subject to CPI increases on the anniversary of the Commencement Date. The initial Contract Term of four (4) years and eight (8) months is estimated to have a total value of \$15,403,811.22 ex GST subject to CPI.

The total maximum contract period of eight (8) years and eight (8) months including all extension options equates to an estimated maximum contract cost of \$28,670,077.98 excluding GST and subject to CPI, should contractor performance be adequate and the contract extension options executed.

Sportsground Mowing

Following a public tender process for Contract 24/015 Sportsground Mowing Services, Council officers have evaluated DGM Turf Contractors tender submission and determined it provides Council with the lowest risk, reliability and value for money based on appropriate allocation of FTE to service the Contract in line with Contract specification. Scoring highest under each qualitative criteria, DGM Turf Contractors demonstrated an intimate understanding of elite turf surface standards expected by Council, community and diverse club stakeholders. Through a thorough evaluation process, based on the evidence provided, DGM Turf Contractors appear to be a professional, experienced sports turf maintenance contractor with a history of reliable performance meeting KPI's to high customer satisfaction.

Year one of the Contract has a value of \$1,357,769.70 ex GST, with each following year subject to CPI. On each anniversary of the Commencement Date following year one of the Contract, prices shall be subject to CPI. The initial Contract Term of four (4) years and eight (8) months is estimated to have a total value of \$6,336,258.60 ex GST subject to CPI.

The total Contract period of eight (8) years and eight (8) months including all extension options equates to an estimated maximum contract cost of \$11,767,337.40 excluding GST and subject to CPI, should contractor performance be adequate, and the Contract extension options executed.

Both these new contracts are flexible by design, enabling Council to reduce or increase the number of assets within contract specification based on Kingston's evolving landscape.

2. Background

Open space and sportsground mowing is currently included within the combined services contract under the provision of Contract 20/020 Foreshore Maintenance Services, Open Space Mowing & Maintenance Services and Public Amenities Cleansing Services.

The initial three (3) year and three (3) month term of the current Contract 20/020 Open Space Mowing & Maintenance services contract ends 30 September 2024. Council's option to extend the contract beyond the initial Contract Term will not be exercised.

Over the past three years, Council has experienced significant pressure and complaints in relation to mowing service quality and performance and has received more than 1,900 customer requests related to mowing (an average of 12 per week) over the past three years.

Following a service review, it was determined to de-aggregate the combined service contract. For the service of mowing, it was decided that two separate standalone contracts were to be advertised, Open Space Mowing Services and Sportsground Mowing Services.

Council officers continue to focus on reducing the volume of grass requiring to be serviced, working to convert lawn areas into natural grasslands, garden beds or other surfaces which require less ongoing intervention.

3. Discussion

3.1 Review of Open Space Mowing Specification

Following the service review and decision to separate out open space mowing, the specification was thoroughly reviewed, involving a number of internal departments. Benchmarking was also undertaken.

As a result, the specification includes improved details about service area hierarchy, service frequencies, contractor performance standards and monitoring systems, KPI's and abatements.

Specifically, services within the Open Space Mowing Services Contract include:

- Mowing
- Detailing including all Grass Edging and Grass Trimming
- Manual Litter collection where required
- Services programming and monitoring

Services not included within the Open Space Mowing Services Contract are:

- Sportsground Mowing and Detailing within the sportsgrounds field of play (separate contract and tender)
- Herbicide Spraying

Council specified that all mowing and detailing costs (edging, brush cutting, blowing etc) of Service Areas was to be included within the Lump Sum Service Areas Price Schedule.

3.2 Stakeholder expectations on sportsground quality and presentation

Kingston's sportsgrounds are sector leading and amongst the highest ranked fine turf playing surfaces across the state, with Walter Galt Reserve consistently ranking amongst the top 10 Premier Cricket surfaces in the state.

As such, a high level of maintenance is required to meet stakeholder expectations.

Over recent years through consistent proactive maintenance and industry leading practices, minimal to no complaints are received regarding playing surface maintenance.

Kingston is fortunate to regularly host elite level sporting competition and events across the state, including: Premier Cricket; AFL preseason training and practice matches; the Bayside Gift (streamed to a national audience on Kayo); weekly FFA Cup Soccer (televised live on Foxtel); and Super League Rugby. This high-level publicity showcases Kingston's sportsgrounds and demonstrates the excellent condition and quality of Kingston's playing surfaces.

3.3 Insourcing asset servicing of selected high priority assets

The service review identified a number of high-priority assets such as Community Centres, Kindergartens, War Memorials, Level Crossing Removal sites and Activity Centres (approx. 80 sites totalling 14 ha) which are high profile and have been brought in-house to be serviced by Council staff. In order to deliver this service, two new mowing crews will be established.

Establishing in-house mowing crews will enable Council to supplement service levels, responding to customer requests and complaints, along with enhanced event preparation.

3.4 Open Space Mowing Contract Specification Details

The Contract 24/016 Open Space Mowing Services specification includes key service objectives and service outcomes clearly defined, along with asset information, quantities and workload indicators. The contract captures detailed pricing for each service area. A schedule of rates component has also been included to facilitate any additional assets handed over to Council.

During peak growing season (October-March), sites deemed 'High Profile' in the service program are to be serviced fortnightly. During off peak season (April-September), the frequency between services will extend out to three weeks.

There are 45 assets within the municipality identified as 'High Profile', totalling 86.3 ha.

Assets classified as 'Standard' or 'Roadside' service areas, will be serviced every three weeks, all year round.

This frequency was determined as a result of the service review and is in-line with community expectation.

3.5 Sportsground Mowing Contract Specification Details

The Contract 24/015 Sportsground Mowing Services specification includes key service objectives and service outcomes, clearly defined, along with asset information, quantities and workload indicators. The contract captures detailed pricing for each service area.

During peak growing season (October-March), sportsgrounds are proposed to be serviced twice each week. During the seasonal transition period, mowing frequency reduces to once per week, allowing sufficient time for other maintenance tasks to be completed. During off peak season (April-September), the frequency between servicing is extended to every three weeks.

There are 63 sportsground assets within the municipality, totalling 79 ha. Sportsgrounds are classified as Sports 1 (cylinder mown sportsgrounds) or Sports 2 (rotary mown sportsgrounds). Service frequency is consistent between both asset classifications.

This frequency is determined by industry standards and seasonal growth periods and is in-line with community and sports club expectations.

3.6 City of Kingston Liveability Study Results

Between 19 February and 24 March 2024, Place Score, on behalf of the City of Kingston, collected online surveys:

- 2,441 people shared their values
- 2,296 people rated a neighbourhood
- 3,664 ideas for change were collected

Kingston's community seeks neighbourhoods that feature well maintained, safe public spaces and natural environment. The #1 care factor attribute, chosen among all age groups was the 'General condition of public open space'. This attribute was also #1 in 2020, demonstrating how highly our community values the presentation of public open space. Improving open space was amongst the top community ideas for change in 2024, this is consistent with results from 2020.

The survey also asked the community for big or small ideas to make their suburb more 'liveable or enjoyable' for them, and 19 responses were specifically about mowing.

4. Contract 24/016 - Open Space Mowing - Public Tender Process

The tender was advertised via Tender Link on Wednesday 20 March 2024, closing Wednesday 1 May 2024.

Six tenders were received, with five submissions conforming and one submission being a non-conforming tender. In consultation with Council's Procurement team, it was determined not to proceed with evaluation of the non-conforming tender submission.

The other five tender submissions were compliant and were therefore fully evaluated.

Following the evaluation process, it was determined that Green Life Group (GLG) provided the most competitive tender submission to Council, ranking highest across all qualitative criteria. Detail of the evaluation is included in confidential Appendix 1.

5. Contract 24/015 - Sportsground Mowing Services – Public Tender Process

The tender was advertised on Tenderlink on 20th March 2024, closing 24th April 2024.

As part of the scoring process, clarifications were issued to all seven tenderers requesting additional information in relation to current and past contracts, servicing/maintenance of equipment, procurement of equipment and resourcing numbers dedicated to service the contract.

Post clarification process, there were minor adjustments made to scoring, however these scoring adjustments did not change the order of the top 3 contractors following assessment of qualitative and price criteria.

Following the evaluation process, it was determined that DGM Turf Contractors submission provided Council with the lowest risk, scoring highest under each qualitative criteria. Detail of the evaluation is included in confidential Appendix 3.

6. Compliance Checklist

6.1 Council Plan Alignment

Strategic Direction: Liveable - Our city will be a vibrant, enjoyable, and easy place to live.

Strategy: Provide accessible, quality public open spaces for passive and active recreation

Council's diverse open spaces and amenities play a key role in making Kingston a great place to live. Council is committed to delivering high quality spaces for the community and these contracts play a significant role in achieving this outcome.

6.2 Governance Principles Alignment

Principle (e) - innovation and continuous improvement is to be pursued.

Council has declared a climate and ecological emergency and adopted the Climate and Ecological Emergency Response Plan (CEERP) which established a net zero by 2025 goal for Council operations. These are science-derived targets which represent the urgency with which emissions must be reduced - to limit global warming to below 1.5 degrees.

Both contractors have detailed plans to introduce electric fleet, with both already utilising battery-operated small equipment.

Principle (i) - the transparency of Council decisions, actions and information is to be ensured.

To ensure the transparency of Council decisions, actions and information, a Probity Plan was developed and adhered to consistent with Councils Procurement Policy. A Probity Auditor (Pitcher Partner) was engaged to review and report on probity as part of tendering both Contract 24/016 and Contract 24/015.

6.3 Financial Considerations

Open Space Mowing Projected costings (Full Contract Term of 8 years & 8 months)

Contract Year	Amount ex GST
1 (Oct 24'- Sept 25')	\$3,300,816.69
2 (Oct 25'- Sept 26')	\$3,300,816.69 + CPI
3 (Oct 26'- Sept 27')	\$3,300,816.69 + CPI
4 (Oct 27'- Sept 28')	\$3,300,816.69 + CPI
5 (Oct 28'- Sept 29')	\$3,300,816.69 + CPI
6 (Oct 29'- Sept 30')	\$3,300,816.69 + CPI
7 (Oct 30'- Sept 31')	\$3,300,816.69 + CPI
8 (Oct 31'- Sept 32')	\$3,300,816.69 + CPI
9 (Oct 32' – May 33')	\$2,200,544.46 + CPI
Total Cost	\$28,607,077.98

Sportsground Mowing Projected costings (Full Contract Term of 8 years & 8 months)

Contract Year	Amount ex GST
1 (Oct 24' - Sept 25')	\$1,357,769.70
2 (Oct 25' - Sept 26')	\$1,357,769.70 + CPI
3 (Oct 26' - Sept 27')	\$1,357,769.70 + CPI
4 (Oct 27' - Sept 28')	\$1,357,769.70 + CPI
5 (Oct 28' - Sept 29')	\$1,357,769.70 + CPI
6 (Oct 29' - Sept 30')	\$1,357,769.70 + CPI
7 (Oct 30' - Sept 31')	\$1,357,769.70 + CPI
8 (Oct 31' - Sept 32')	\$1,357,769.70 + CPI
9 (Oct 32' – May 33')	\$ 905,179.80 + CPI
Total Cost	\$11,767,337.40

Budget

Open Space budget (Open Space Mowing) has an adopted budget of \$2M for the 2024/25 financial year. At the time of budgeting, neither of these contracts were fully scoped or market tested and the budget was aligned with previous year costs.

This has resulted in a budget shortfall for 2024/25 of \$2,844,422.41

This amount includes mowing costs associated with the incumbent contractor servicing the first three (3) cycles of the 24/25 FY (July – Sept 2024) prior to the new mowing contracts commencing on 1 October 2024, which totals \$347,010.26 ex GST.

The below table references new contract costs as pro rata, as services do not commence until 1 October 2024 (thus costs are from 1 October 2024 – 30 June 2025).

These contracts were scoped such that mowing of some assets would be conducted by a new internal mowing crew. Annual employee costs associated with the new internal mowing and spraying crews are also included in the table below.

A contingency allocation of \$10,000 for Year 1 of the Open Space Mowing Services Contract is recommended, providing flexibility for any additional services or new assets as they are added to the service program.

Line Item	Annual Cost (Ex GST)
Open Space Mowing Services Contract (pro rata from 1 October 2024)	\$2,608,670.97*
Sportsground Mowing Services (pro rata from 1 October 2024)	\$1,144,754.40*
Remaining 3 cycles of current mowing contract (July – 30 Sept 2024)	\$347,010.26^
Contingency Allocation	\$10,000.00
Internal Mowing Crews	\$412,854.02
Internal Spraying Crews	\$321,132.76
TOTAL	\$4,844,422.41
24/25 FY Budget Allocation 1016.2119 (Open Space Mowing and Sportsground Mowing)	\$2,000,000.00
OPERATIONAL BUDGET SHORTFALL	\$2,844,422.41

* These costs will increase in 25/26 to reflect the full 12 month period

^ These costs will not be incurred in 25/26

A report will be brought back to Council, before the end of the Council term, identifying how this additional cost will be managed in 2024/25. These costs will be incorporated into future ongoing budgets and financial plan cycles.

6.4 Risk considerations

Risk of Evaluation of Green Life Group

Green Life Group's (GLG) thorough and detailed methodology, specific breakdown and allocation of FTE across all asset service areas within the specification and their demonstrated experience servicing similar open space mowing contracts of this size and scope, led the evaluation panel to assess GLG as low risk to Council, based on evaluation of all qualitative criteria.

All financial and OHS checks have been completed.

Risk of Evaluation of DGM Turf Contractors

DGM Turfs thorough and detailed methodology, specific breakdown and allocation of FTE across the Contract during periods of high growth and seasonal changeover, and their demonstrated experience within the local government sector, led the evaluation panel to assess DGM Turf as low risk to Council based on evaluation of all qualitative criteria.

All financial and OHS checks have been completed.

Service Delivery and Financial Risks if contract is not awarded:

The Open Space Mowing Services contract specification has been rescoped to the extent that it is no longer comparable with Contract 20/020. The incumbent contractor was advised that Council would not be exercising its option to extend the Contract. Contract 20/020 expires on 30 September 2024.

If Contract 24/016 and Contract 24/015 are not awarded at the July Council meeting it will likely result in open spaces and sportsgrounds not being serviced. The successful contractors require sufficient notice to purchase equipment, establish a depot and recruit appropriately qualified and trained staff to ensure a smooth commencement of the services from 1 October 2024.

Failing to award these contracts would pose significant reputational risk to Council associated with failing to deliver essential services to the community.

Appendices

- Appendix 1 - Open Space Mowing Services - Tender Evaluation Report (Ref 24/167863) - Confidential
- Appendix 2 - Open Space Mowing Services - Probity Advisor Report (Ref 24/174949) - Confidential
- Appendix 3 - Sportsground Mowing Service - Tender Evaluation Report (Ref 24/169216) - Confidential
- Appendix 4 - Sportsground Mowing Services - Probity Advisor Report (Ref 24/175378) - Confidential

Author/s: Luke Armstrong, Team Leader Sportsgrounds and Reserves
Reviewed and Approved By: Emily Boucher, Manager Open Space
Samantha Krull, General Manager Infrastructure and Open Space

Ordinary Council Meeting

22 July 2024

Agenda Item No: 9.4

CONTRACT CONTINGENCY DELEGATION - VARIOUS CONTRACTS

**Contact Officer: Tom Armstrong, Senior Project Manager
Justin Collin, Senior Project Manager**

Purpose of Report

This report seeks Council's approval of additional contingency above the awarded contract value to complete works for Dingley Reserve Pavilion, North Cheltenham Pre School Redevelopment and Dingley Village Neighbourhood Centre – Stage 2 Construction.

Disclosure of Officer / Contractor Conflict of Interest

No Council officer/s and/or Contractor/s who have provided advice in relation to this report have declared a Conflict of Interest regarding the matter under consideration.

RECOMMENDATION

That Council:

1. Approve the additional contingency amount detailed in confidential Appendix 1 to Contract CON 23/126 with Alchemy Construct Pty Ltd for the construction of the Dingley Reserve Pavilion;
2. Approve the additional contingency amount of detailed in confidential Appendix 1 to Contract CON 23/002 with FIMMA Constructions Pty Ltd for the construction of the North Cheltenham Pre School Redevelopment;
3. Approve the additional contingency amount detailed in confidential Appendix 1 to Contract CON 22/133 with Alchemy Construct Pty Ltd for the construction of the Dingley Village Neighbourhood Centre – Stage 2 Construction; and
4. Note that the additional contingency amounts will be funded from additional grant funding received.

1. Executive Summary

Approval is being sought to increase the contingency value of three projects which are projected to exceed the awarded contract contingency value. During the early stages of these projects, a higher value of variations than anticipated has occurred for a range of valid reasons outlined in Attachment 1.

The additional contingency amounts will be fully funded from additional grant funding received.

2. Background

1. Dingley Reserve Pavilion Redevelopment

Contract CON 23/126 - Dingley Reserve Pavilion project was awarded by Council resolution on 13 November 2023 for the final adjusted fixed lump sum price of \$4,199,280 (exclusive of GST) to Alchemy Construct Pty Ltd. A separate contingency was approved to a value of \$420,000, approximately 10% of contract value.

This tender is for the completion of the partially constructed pavilion after the previous contractor Allmore Constructions Pty Ltd entered liquidation. Contract CON 22/033 for the Dingley Reserve Pavilion (Souter Pavilion) project was awarded to Allmore Constructions Pty Ltd on 27 June 2022 for the final adjusted fixed lump sum price of \$6,083,217 (exclusive of GST). On 7 September 2023, Allmore Constructions entered voluntary liquidation with approximately 60% of the works completed.

2. North Cheltenham Pre School Redevelopment

Contract CON 23/002 – North Cheltenham Pre School Redevelopment project was awarded by Council resolution on 22 May 2023 for the final adjusted fixed lump sum price of \$3,853,879 (exclusive of GST) to FIMMA Constructions Pty Ltd. A separate contingency was approved to a value of \$520,000, approximately 8% of contract value.

The works have progressed to approximately 85% completion to date and a range of factors have resulted in greater than anticipated expenditure of contingency funds.

Council officers requested additional grant funding from Victorian School Building Authority (VSBA) to offset additional costs incurred due to cost escalation at tendering during the COVID period. This request was granted with a further contribution of \$1.4 million which will offset Council funding.

3. Dingley Village Neighbourhood Centre – Stage 2 Construction

Contract CON 22/133 – Dingley Village Neighbourhood Centre – Stage 2 Construction project was awarded by Council resolution on 8 June 2023 for the final adjusted fixed lump sum price of \$9,470,770 (exclusive of GST) to Alchemy Construct Pty Ltd. A separate contingency was approved to a value of \$970,000, approximately 10% of contract value.

The works have progressed to approximately 70% completion to date and a range of factors have resulted in greater than anticipated expenditure of contingency funds.

Council officers requested additional grant funding from VSBA to offset additional costs incurred due to post-COVID cost escalation at tendering. This request was granted in May 2024 with a further contribution of \$1.6 million which will offset Council funding.

3. Discussion

Refer to confidential Appendix 1 for variations details.

4. Consultation

4.1 Internal Consultation:

Project Control Groups for the respective projects have approved all variations to date and endorsed the request for additional contingency amounts proceeding to Council for approval.

5. Compliance Checklist

5.1 Council Plan Alignment

Strategic Direction: Liveable - Our city will be a vibrant, enjoyable, and easy place to live.

Strategy: Invest in high-quality community assets

The proposal ensures that the 3 capital projects can be completed to the planned scope and quality.

5.2 Governance Principles Alignment

Principle (i) - the transparency of Council decisions, actions and information is to be ensured.

The recommendation ensures that the contract values are within the council resolution award value and that any changes are communicated transparently and raised for approval.

5.3 Financial Considerations

Projected costings

Refer to confidential Appendix 1.

Budget

The additional contingency amount for Dingley Reserve Pavilion project will be funded from savings in the Capital Reserve Fund, and specific allocation has been made from the Capital Reserve Fund for this amount.

The additional contingency amount for North Cheltenham Pre School Redevelopment will be funded from additional Grant funding of \$1.4 million received from VSBA.

The additional contingency amount for Dingley Village Neighbourhood Centre – Stage 2 Construction will be funded from additional Grant funding of \$1.6 million received from VSBA.

Staff Resources

No additional staff resources are required.

5.4 Risk considerations

There are no strategic risks identified for this proposal.

Appendices

Appendix 1 - Attachment 1 (Ref 24/182077) - Confidential

Author/s: Tom Armstrong, Senior Project Manager
Justin Collin, Senior Project Manager

Reviewed and Approved By: Steve Tierney, Manager PMO and Major Projects
Samantha Krull, General Manager Infrastructure and Open Space

Agenda Item No: 9.5

MAINTENANCE CONTRACT EXTENSIONS - VARIOUS CONTRACTS

**Contact Officer: Jane Hopkins, Coordinator Major Buildings
Michael Eddington, Manager City Works**

Purpose of Report

The purpose of this report is to seek Council approval of extensions of contract for the following service and maintenance contracts:

- CON 19/48 Provision of Electrical Services (Trade Panel)
- CON 19/50 Provision of Plumbing Services (Trade Panel)
- CON 20/121 Provision of Cleaning Services

Disclosure of Officer / Contractor Conflict of Interest

No Council officer/s and/or Contractor/s who have provided advice in relation to this report have declared a Conflict of Interest regarding the matter under consideration.

RECOMMENDATION

That Council:

1. Approve the extension of CON 19/48 Provision of Electrical Services (Trade Panel) for a period of 12 months at a value of up to \$900,000 (excluding GST);
2. Approve the extension of CON 19/50 Provision of Plumbing Services (Trades Panel) for a period of 18 months at a value for up to \$1,200,000 (excluding GST); and
3. Approve the extension of CON 20/121 Provision of Cleaning Services for a period of 2 years at a value of up to \$2,700,000 (excluding GST).

1. Executive Summary

Officers are seeking to extend these contracts beyond the current term as available under the terms and conditions of each contract.

- Contract 19/48 Provision of Electrical Services (Trade Panel) for a period of 12 months for a value of up to \$900,000 exclusive of GST.
- Contract 19/50 Provision of Plumbing Services (Trade Panel) for a period of 18 months for a value of up to \$1,200,000 exclusive of GST.
- Contract 20/121 Provision of Cleaning Services for a period of 2 years for a value of up to \$2,700,000 exclusive of GST.

Each of these contracts were endorsed by Council and had noted within each recommendation the Chief Executive Officer had authorisation and approval to extend these contracts. However, upon review of the endorsed position, there was no cost value place on each contract.

For transparency and clarity, this report seeks to extend these contracts under the available terms and conditions, with a maximum cost attached.

2. Background

The below mentioned maintenance contracts have followed appropriate procurement processes via public tender and awarded by resolution of Council at the dates noted.

Whilst the CEO has approved delegation for extending these contracts, the original resolutions have no contract value placed against them.

For transparency of expenditure, the officer recommendation is seeking Council endorsement to extend these contracts with a value of spend placed against each.

CON 19/48 Provision of Electrical Services (Panel)

At the Ordinary Council Meeting on 22 June 2020 item 9.2 Council resolved:

RECOMMENDATION

That Council:

1. *Note the report and the outcome of the tender evaluation process for Con 19/48, as per the confidential tender evaluation matrix attached to this report for Council's information (Appendix A).*
2. *Appoint the following (3) three contractors to deliver the provisions of Contract 19/48 Provision of Electrical Services Category A (Reactive Maintenance) for an Initial Contract Term of two years:-*
 - *Brandon Air Conditioning & Mechanical Services Pty Ltd*
 - *Sundancer Cruz Pty Ltd (t/a Alert Electrical Group)*
 - *Wallgates Electrical Services Pty Ltd*
3. *Appoint the following (5) five contractors to deliver the provisions of Contract 19/48 Provision of Electrical Services Category B (Programmed Works) for an Initial Contract Term of two years:-*
 - *Commlec Services Pty Ltd*
 - *Grouts Electrical Pty Ltd (t/a Platinum Electrical Contractors Gippsland/Port Melbourne)*
 - *JMP Electrical Contractors Pty Ltd*
 - *Sundancer Cruz Pty Ltd (t/a Alert Electrical Group)*
 - *Wallgates Electrical Services Pty Ltd*
4. *Delegate authority to the Chief Executive to extend the operation of Contract 19/48 beyond the Initial Contract Term for a further two (2) periods of two (2) years, up to a maximum Contract Term of six (6) years from the Commencement Date, subject to satisfactory ongoing performance of the appointed contractors.*

This contract was for an initial period of two (2) years from 1 August 2020 to 31 July 2022.

Under this contract there is an option for up to a further two (2) periods of two (2) years contract extensions available.

Under CEO delegation, the first of the two (2) year extensions were exercised, with the current contract expiring 31 July 2024.

Whilst under CEO delegation to extend as per the resolution, for clarity this contract is seeking to be extended by 12 months by Council up to a value of \$900,000 (excluding GST).

This is a schedule of rates contract based on upon annual contract rise and fall formula stipulated within the contract terms.

Works under this contract are for programmed and reactive maintenance for electrical services.

Contract 19/50 Provision of Plumbing Services (Panel)

At Ordinary Council Meeting on 22 June 2020 item 9.3 Council resolved:

RECOMMENDATION

That Council:

1. *Note the report and the outcome of the tender evaluation process for Con 19/50.*
2. *Appoint the following (3) three contractors to deliver the provisions of Contract 19/50 Provision of Plumbing Services Category A (Reactive Maintenance) for an Initial Contract Term of two years:*
 - *Blue Contracting Pty Ltd. (t/a Blue Plumbing)*
 - *International Plumbing Solutions Pty. Ltd. (t/a New Plumbing Solutions)*
 - *Omnigas Services Pty Ltd (t/a Omni Trade Services)*
3. *Appoint the following (5) five contractors to deliver the provisions of Contract 19/50 Provision of Plumbing Services Category B (Programmed Works) for an Initial Contract Term of two years:*
 - *Blue Contracting Pty Ltd. (t/a Blue Plumbing)*
 - *Hydrotech Services Pty Ltd*
 - *International Plumbing Solutions Pty. Ltd. (t/a New Plumbing Solutions)*
 - *MCD Hydraulics Vic Pty Ltd (t/a Australian Facilities Plumbing)*
 - *Omnigas Services Pty Ltd (t/a Omni Trade Services)*
4. *Delegate authority to the Chief Executive to extend the operation of Contract 19/50 beyond the Initial Contract Term for a further two (2) periods of two (2) years, up to a maximum Contract Term of six (6) years from the Commencement Date, subject to satisfactory ongoing performance of the appointed contractors.*

This contract was for an initial period of two (2) years from 1 August 2020 to 31 July 2022.

Under this contract there is an option for up to a further two (2) periods of two (2) years contract extensions available.

Under CEO delegation, the first of the two (2) year extensions were exercised, with the current contract expiring 31 July 2024.

Whilst under this resolution the CEO delegation to extend as per the resolution, for clarity this contract is seeking to be extended by 18 months by Council up to a value of \$1,200,000 excluding GST.

This is a schedule of rates contract based on upon annual contract rise and fall formula stipulated within the contract terms.

Works under this contract are for programmed and reactive plumbing maintenance services.

Contract 20/121 Provision of Cleaning Services

At Ordinary Council Meeting Monday, 23 August 2021 Item 9.1 Council resolved:

RECOMMENDATION

That Council:

1. *Note the outcome of tender evaluation process, as set out within the attached confidential appendices.*
2. *Award Contract 20/121 – Provision of Cleaning Services at Council Facilities to COMMAND 51 Pty Ltd for an initial three (3) year term.*
3. *Delegate authority to the Chief Executive Officer, or their nominee, to extend the operation of Contract 20/121 beyond the initial three (3) year contract term for a further two (2) periods of two (2) years, i.e. up to a maximum contract term of seven (7) years from the contract commencement date as set out in the tender specification, subject to satisfactory ongoing performance of the appointed contractor.*

This contract was for an initial period of three (3) years from 4 October 2021 to 3 October 2024.

Under this contract there is an option for up to a further two (2) periods of two (2) years contract extensions available.

Whilst under this resolution the CEO delegation has the authority to extend the contract, for clarity it is sought to exercise the first of two year extension option of this contract up to a value of \$2,700,000 (excluding GST).

This contract is lump sum contract for programmed services, based on a schedule of rates, based on upon annual contract rise and fall formula stipulated within the contract terms.

Works under this contract include programmed and reactive cleaning services, at Council facilities including the municipal offices, Depot, Family & Child facilities, and other Council operated facilities.

3. Compliance Checklist

3.1 Council Plan Alignment

Strategic Direction: Liveable - Our city will be a vibrant, enjoyable, and easy place to live.

Strategy: Invest in high-quality community assets

3.2 Governance Principles Alignment

Principle (g) - the ongoing financial viability of the Council is to be ensured.

Principle (i) - the transparency of Council decisions, actions and information is to be ensured.

3.3 Financial Considerations

All 3 maintenance contracts have allocated budgeted for the 2024/2025 financial year and will be subsequently reviewed within the annual budget process.

**City of Kingston
Ordinary Council Meeting**

Agenda

22 July 2024

Author/s: Jane Hopkins, Coordinator Major Buildings
Michael Eddington, Manager City Works
Reviewed and Approved By: Samantha Krull, General Manager Infrastructure and Open Space

22 July 2024

Agenda Item No: 9.6

FAIR ACCESS POLICY - CONSULTATION FINDINGS AND ADOPTION

**Contact Officer: James Prideaux, Team Leader Sport and Recreation
Paul Rogasch, Sport and Recreation Liaison Officer**

Purpose of Report

To present feedback from stakeholder and community consultation on the draft Fair Access Policy and Action Plan and seek Council adoption of the Fair Access Policy and Action Plan.

Disclosure of Officer / Contractor Conflict of Interest

No Council officer/s and/or Contractor/s who have provided advice in relation to this report have declared a Conflict of Interest regarding the matter under consideration.

RECOMMENDATION

That Council:

1. Receive the community consultation feedback and comments on the draft Fair Access Policy;
2. Note the amendments made to the Fair Access Policy based on the community feedback; and
3. Adopt the Fair Access Policy and Action Plan, as set out in Appendix 1.

1. Executive Summary

The Victorian Government, through the Office for Women in Sport and Recreation has created the Fair Access Policy Roadmap which aims to develop a statewide foundation to improve the access to, and use of, community sports infrastructure for women and girls. As of 1 July 2024, all Victorian councils will need to have gender equitable access and use policies in place to be considered eligible to receive infrastructure funding from the Victorian Government. Councils can either embed the principles of Fair Access into existing policies or create a stand-alone Fair Access Policy. Kingston has elected to do the latter, noting that this is the first generation of this policy, with capacity to evolve over time.

Community consultation commenced on 24 May 2024 and ran for 4 weeks until 19 June 2024. It was promoted through a variety of channels, including Your Kingston Your Say, Kingston's social media channels, and an email to all Kingston's sporting clubs accompanied by follow up phone calls. Although the clubs and their members were the main target for consultation, it was also promoted to the broader community with a survey provided for all to complete.

The promotion of the draft policy generated 664 visits to Council's Your Kingston Your Say website and 138 survey responses were received online or via direct email. A summary of the consultation survey responses is set out in Appendix 2.

Summary of feedback:

- 89.1% or 123 of the 138 survey respondents are supportive of the draft Fair Access Policy and Action Plan, suggesting endorsement of the proposal.
- 10.9% (15) survey respondents were supportive of some elements of the policy. These respondents cited some individual actions within the Action Plan that they were not supportive of.
- There were zero (0) respondents who did not support the draft policy.
- 87.7% of respondents were current members of a sporting club in Kingston, which was the main target audience for this consultation.

This report discusses key themes raised through the consultation process (refer section 3. Discussion), identifies some changes made to the action plan within the policy based on the feedback received from both the community and internal council departments, and seeks Council's adoption of the Fair Access Policy.

2. Background

The Victorian Government has created the Fair Access Policy Roadmap which aims to develop a statewide foundation to improve the access to, and use of, community sports infrastructure for women and girls. The roadmap is being delivered by the Office for Women in Sport and Recreation, in partnership with Sport and Recreation Victoria and VicHealth, and aligns with Victoria's *Gender Equality Act 2020*. As of 1 July 2024, all Victorian councils will need to have gender equitable access and use policies in place to be considered eligible to receive infrastructure funding from the Victorian Government.

Sport and active recreation provide fundamental opportunities for enriching our communities, and these opportunities must be available on an equal basis to all members of our community. Historically, many sporting clubs with both male and female teams have prioritised the use of their facilities by the male teams ahead of the female teams, whether it be through the allocation of certain playing fields/courts/ovals or the days and times of these allocations. The Fair Access Policy and Action Plan will be a key driver for procedural and cultural change to ensure the full benefits of sport and recreation are available to all.

Furthermore, there are still many other known barriers experienced by women, girls, and gender diverse people in accessing and using community sports infrastructure. The Fair Access Policy aims to provide a framework to recognise and eliminate these barriers.

The Fair Access Policy enables effective and efficient integration of the requirements of the *Gender Equality Act 2020*, the *Local Government Act 2020* and the *Public Health and Wellbeing Act 2008* and other legislative frameworks, including Kingston Council's Municipal Public Health and Wellbeing Plan, All Abilities Action Plan, Sport and Recreation Strategy, Council Plan and Sporting Pavilion Policy and Design Guidelines.

The Fair Access Policy was presented to Councillors who supported the policy proceeding to stakeholder and community consultation.

3. Discussion

3.1 Fair Access Principles

The Fair Access Principles have been developed by the Office for Women in Sport and Recreation, Sport and Recreation Victoria and VicHealth, in consultation with representatives from local government and the state sport and recreation sector. This Policy and any resultant action plan are based on the six (6) principles listed below:

- **Principle 1:** Community sports infrastructure and environments are genuinely welcoming, safe, and inclusive.
- **Principle 2:** Women and girls can fully participate in all aspects of community sport and active recreation, including as a player, coach, administrator, official, volunteer and spectator.
- **Principle 3:** Women and girls will have equitable access to and use of community sport infrastructure:
 - of the highest quality available and most convenient
 - at the best and most popular competition and training times and locations
 - to support existing and new participation opportunities, and a variety of sports
- **Principle 4:** Women and girls should be equitably represented in leadership and governance roles.
- **Principle 5:** Encourage and support all user groups who access and use community sport infrastructure to understand, adopt and implement gender equitable access and use practices.
- **Principle 6:** Prioritise access, use and support to all user groups who demonstrate an ongoing commitment to gender equitable access and use of allocated community sport infrastructure.

3.2 Responsibilities

Management personnel, council officers, volunteers, and stakeholders (for example State Sporting Associations and Regional Sporting Associations) in the City of Kingston have a shared responsibility to support the Fair Access Policy as outlined in the table below:

Role	Responsibility
CEO and Executives, Manager Active Kingston	<ul style="list-style-type: none"> • To promote a gender-aware and gender-responsive culture and community and championing the Fair Access Policy. • To promote, encourage and facilitate the achievement of gender equality and improvement in the status of women and girls in sport and active recreation.
Team Leaders – Active Kingston	<ul style="list-style-type: none"> • Lead the review of sport and recreation policies and process. • Develop and adopt gender equitable access and use policies. • To communicate policy updates to all Active Kingston officers • To monitor compliance and issues. • To promote, encourage and facilitate the achievement of gender equality and improvement in the status of women and girls. • Support the undertaking of Gender Impact Assessments and submission of progress reports as per the <i>Gender Equality Act 2020</i> obligations.
Inclusive Communities – Health and Social Policy Team	<ul style="list-style-type: none"> • Support the review of sport and recreation policies and processes. • Support the formal adoption process of new or revised gender equitable policies. • Support Gender Impact Assessments and the submission of progress reports as per the <i>Gender Equality Act 2020</i> obligations.
Active Kingston Officers	<ul style="list-style-type: none"> • To communicate and educate sport and recreation user groups. • In Partnership with Council’s Health and Social Policy team within Inclusive Communities facilitate specific training and promote self-assessment tool kits for individual clubs to support them in meeting fair access requirements.

Role	Responsibility
	<ul style="list-style-type: none"> • Coordinate and devise a reporting mechanism to monitor and measure fair access processes and initiatives, including their success and learnings. • To support clubs with training and awareness programs and encourage attendance.
Local Government – all staff	<ul style="list-style-type: none"> • To adhere to and communicate the policy when required. • To attend training / awareness programs.

3.3 Action Plan

Included as an appendix in the policy is an action plan that outlines the council and club actions that will help bring to life the implementation of Fair Access within our sporting clubs. All actions listed relate to at least one of the Fair Access principles outlined in the policy and have a designated department/s assigned to leading the action, along with an indicative timeline for implementation.

3.4 Community Consultation regarding the Policy and Action Plan

Community consultation commenced on 24 May 2024 and ran for 4 weeks until 19 June 2024. It was promoted via a variety of channels with Kingston’s sporting clubs and their members being the main target for feedback. It was also promoted to the broader community with a survey provided for all to complete.

The following engagement activities were undertaken as part of the consultation process:

Your Kingston Your Say (YKYS)

A webpage was created on YKYS promoting the policy and displaying a link to the draft policy for viewing, as well as a link to complete our consultation survey. There were 664 webpage visits and 138 survey responses received.

Communication to Clubs

The Active Kingston team sent personalised emails to each of our 150 sporting clubs and associations outlining the background of the policy and including a link to complete the consultation survey and an email spiel to send out to their members, encouraging them to also complete the survey. This email was followed up with a phone call to the club representative to ensure they were aware of the policy and consultation survey. Posters were also sent out to clubs to display in their pavilions, which included a QR code to the YKYS webpage.

Social Media Post

A post promoting the policy and providing a link to the consultation was displayed on the City of Kingston social media pages with 82 visits coming from this post.

3.5 Results/Findings

A total of **138 responses** were received across the four week consultation period from **379 website visits** on Your Kingston Your Say. Some stats of note from the survey include:

- 89.1% of respondents were in full support of the Fair Access Policy.
- 10.9% supported some elements of the policy
- Not a single response said they did not support the policy
- 91.3% were current users of Kingston’s sport and recreation facilities

- 87.7% were members of a sporting club

The above results were extremely positive and supportive of our proactive approach in targeting the sporting clubs with direct communication. This was a considerably higher rate of response to that of neighbouring councils who had under 50 total responses to their Fair Access consultation survey.

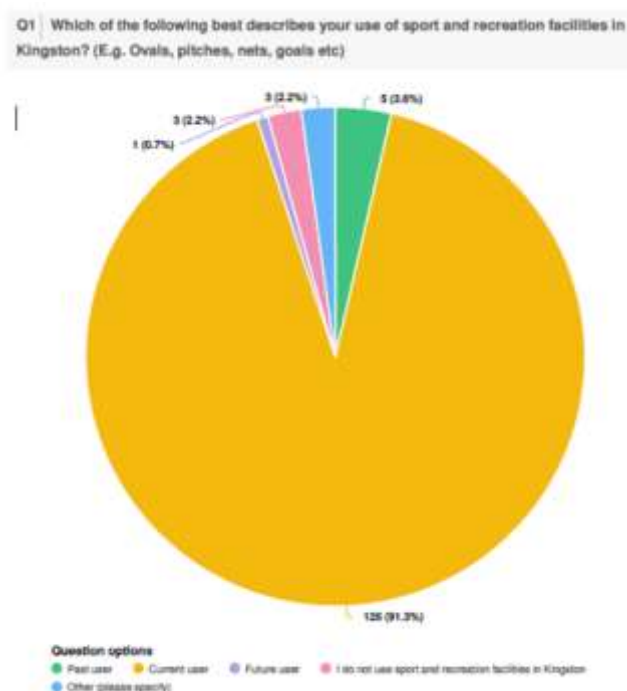
Some further positive comments from survey respondents includes:

- *“I am very supportive of the policy overall.”*
- *“We need this now”*
- *“I think its fantastic and as a sporting club that is predominantly female, I look forward to the council's support in helping us to continue to grow in numbers.”*
- *“Great work and love to see the focus on women and inclusive sport!”*

10.9% (15) survey respondents were supportive of some elements of the policy. Some comments that indicated issues with the policy include:

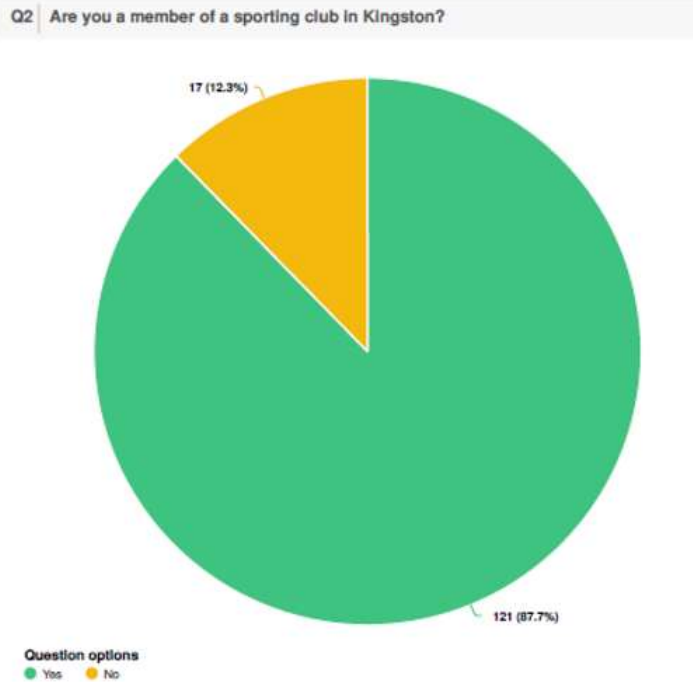
- *“No problem with it, but I will state firmly, club volunteers are stretched with workloads, I support this initiative, but not if volunteers are expected to take on extra roles and responsibilities.”*
- *“Incentives would feel like bribing clubs to do something they don't want to. They should just do it because it's the right thing to do”*

A comprehensive record of consultation feedback and submissions is set out as Appendix 2 (Survey Responses). The following graphs show key response data:

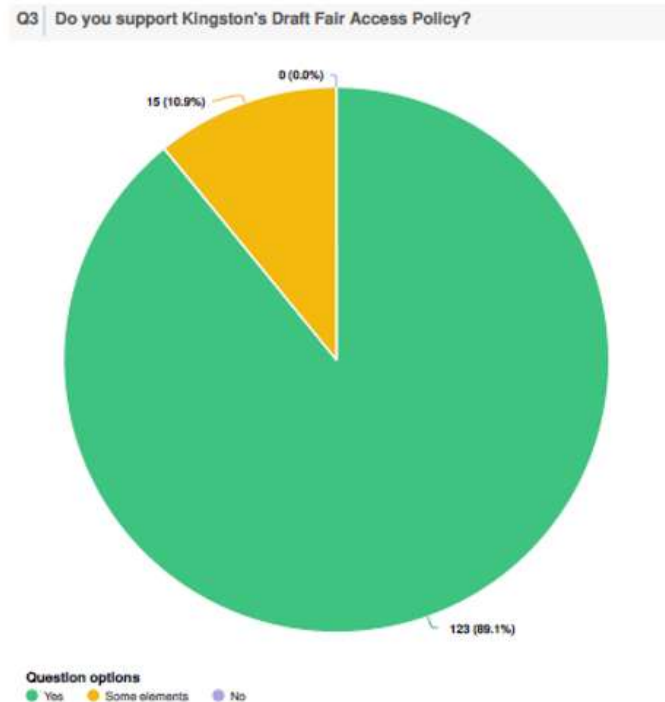


The above chart shows the respondent's status regarding use of sport and recreation facilities in Kingston. 91.3% of respondents were current users of our facilities. Only 3 respondents do not use our sport and recreation facilities and the others were either past users or future users. The main impact of this policy

will be on those current or future users, and this chart shows the consultation reached the most relevant members of the community.

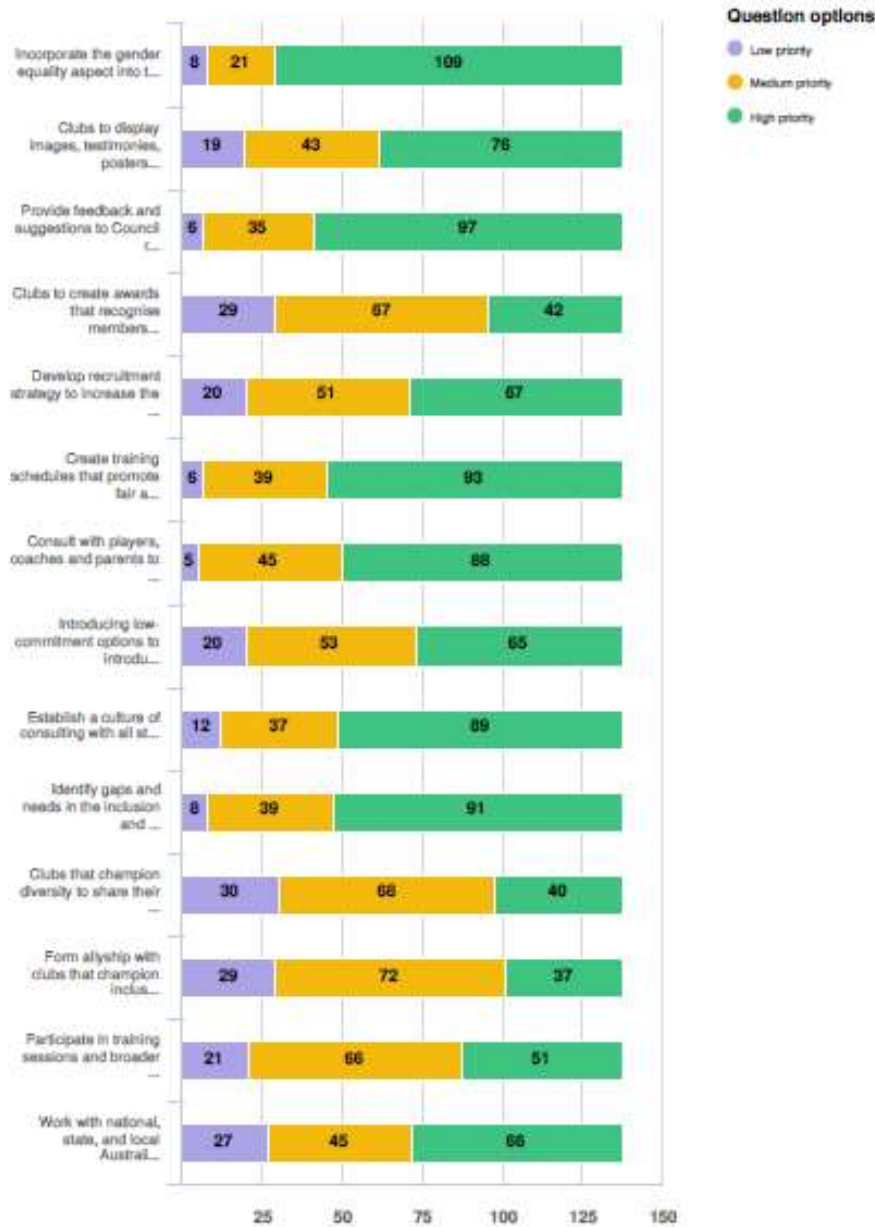


The chart above shows that 87.7% of survey respondents are current members of a sporting club in Kingston. As highlighted in section 3.5 of this report, the consultation was largely targeted at our sporting clubs, so this shows the targeted approach was largely successful in this instance. There are actions in the Action Plan that clubs will be encouraged to adopt so it was very important to receive their feedback on these actions specifically, as well as the overall policy.



The overall support for the policy is shown by the above graph. This shows that 89.1% of respondents support the draft Fair Access Policy. The other 10.9% all support some elements of the policy, so there were no survey respondents who did not support the policy at all.

Q6 Please prioritise the following actions proposed to be delivered by our local sporting clubs. *For the full list of actions, please refer to pages 12-15 of our Draft Fair Access Policy.



Within the consultation survey, respondents were asked to rate each of the draft “Club Actions” included in our Fair Access Action Plan as either a high, medium, or low priority. The above image shows these results with most actions rated as a high priority by a high number of respondents. There are a small number of actions where “Medium priority” had the highest response rate.

In these cases, officers have looked at whether the action is required or if it can be combined with one of the other lower rated actions. A strong theme across these results was that the actions which involved the promotion of club activities to the broader community is seen as a lower priority than actually implementing or performing the activities. Any changes that have been made as a result of these priorities are highlighted in section 3.7 below.

3.6 Adjustments Based on Feedback – Action Plan

Throughout the consultation process, a wide range of feedback was received on the action plan within the Fair Access Policy from external and internal stakeholders. From the survey responses, there was some concern about the perceived extra workload this could place on club volunteers. From our consultation with some key council departments who work closely with Active Kingston in providing clubs with a suitable environment to perform their activities, we also received feedback about the number of actions laid out for both council and the clubs.

With this feedback in mind, it was considered whether some of our club actions that were largely rated as a low-medium priority could be condensed to reduce the number of actions listed in the plan, while still covering all areas seen as crucial for clubs to bring Fair Access to reality. In addition, the council actions were also reviewed with a critical eye and those that were considered as potentially overlapping were consolidated. This will help to keep the number of actions at a manageable level, ensuring each action is addressed and followed through accordingly.

One other specific action that received several responses was Action 14 (Club Actions, also listed in draft Council Actions as #23), which specified investigating issues directly relating to the sport of Australian Rules Football. The feedback received expressed that there should not be an action only focussed on one specific sport, and it is proposed to adjust this accordingly to cover all sports, in line with the overall policy.

The below table shows the changes made with several actions being condensed together to be more succinct:

Draft Club Action/s	Proposed Change
<p>ACTION 4: Clubs to create awards that recognise members who help to create a safe and welcoming environment for all.</p> <p>ACTION 11: Clubs that champion diversity to share their stories at forums, newsletter and social media</p> <p>ACTION 12: Form allyship with clubs that champion inclusion. Share stories, challenges, opportunities and experience.</p>	<p><i>Combine these three actions into the new one shown below:</i></p> <p>Action 4: Recognise, celebrate, and promote members and/or initiatives that encourage Fair Access at your club.</p>
<p>ACTION 14: Work with national, state, and local Australian Rules Football Associations & Leagues on awareness and education programs on issues directly affecting women and girls such as increasing injuries playing Australian Rules Football.</p>	<p>ACTION 10: Work with national, state, and local sporting associations & leagues on awareness and education programs on issues directly affecting women and girls such as increasing injuries playing sport</p>

**City of Kingston
Ordinary Council Meeting**

Agenda

22 July 2024

Draft Club Action/s	Proposed Change
<p>ACTION 6: Create training schedules that promote fair access and fairly distribute facility use to all users.</p> <p>ACTION 7: Consult with players, coaches and parents to understand the needs prior to setting the training schedule.</p>	<p><i>Combine these two actions into the new one shown below:</i></p> <p>ACTION 6: Consult with players, coaches and parents to understand needs and allow the creation of training schedules that promote fair access and fairly distribute facility use to all users.</p>
<p>ACTION 9: Identify gaps and needs in the inclusion and fair access space and explore available programs with Council to bridge these gaps.</p> <p>ACTION 10: Participate in training sessions and broader conversations about gender equity in community sports.</p>	<p><i>Combine these two actions into the new one shown below:</i></p> <p>ACTION 9: Identify gaps and needs in the inclusion and fair access space and explore relevant training sessions and programs available with Council to bridge these gaps.</p>

Draft Council Action/s	Proposed Change
<p>ACTION 6: Explore opportunities to provide additional financial support or longer leasing terms to all gender inclusive sports clubs</p>	<p>Remove Action 6 as financial support such as grant opportunities etc. is covered in other actions, and leasing terms will be dictated by the lease and licencing policy</p>
<p>ACTION 9: Promote all gender inclusion and diversity in community sport and recreation in quarterly newsletter.</p> <p>ACTION 10: Continually communicate and promote the FAP and the action plan to all clubs.</p> <p>ACTION 14: Establish award program to promote the progressive clubs champion in all gender inclusion.</p> <p>ACTION 17: Include at least one fair access educational piece in our Sport & Recreation quarterly newsletter, as well as at our annual sport and recreation club forum.</p>	<p><i>Combine these four actions into the new one shown below:</i></p> <p>ACTION 8: Continually promote the FAP and highlight champion clubs through our various club communication channels (newsletter, emails, forum etc.)</p>
<p>ACTION 19: Deliver information sessions and training opportunities to clubs on Gender Impact Assessment and gender equality access</p>	<p>Remove Action 19 as per advice from Health and Social Policy team that we wouldn't have clubs do Gender Impact Assessments as this is not a requirement for them.</p>

Along with the above changes, the actions in the below table have been reworded to remain consistent with the relevant existing council policies:

Draft Council Action/s	Proposed Change/Addition
ACTION 7: Prioritise sports ground allocation to all gender inclusive clubs	ACTION 6: Prioritise sports ground allocation to all gender inclusive clubs, in line with Council's Sporting Ground Allocation Policy (currently being updated)
ACTION 2: Invest in the renewal of our sports infrastructure to create and upgrade current facilities to become all gender inclusive.	ACTION 2: In line with council's existing sports infrastructure renewal plans, and councils sporting pavilion prioritisation policy and design guidelines invest in upgrades of current facilities to become all gender inclusive
ACTION 3: Work with our Open Space department to upgrade external lighting in and around sports reserves to improve perceptions of safety, particularly at night time (ie. car parks, footpaths etc.)	ACTION 3: Work with our Open Space department to upgrade external lighting in and around sports reserves to improve perceptions of safety, in line with Council's Public Lighting Policy.

3.7 Implementation Plan

In the implementation of this policy, it is important to consider the different levels that sporting clubs are at regarding the participation of women, girls and gender diverse people. Some clubs have greater participation and membership numbers and therefore have more resources to implement the principles of fair access. For this reason, it will be important to work with the clubs on a case-by-case basis and not have a blanket measurement when determining whether clubs are abiding by the policy.

Upon Council's adoption of the Fair Access Policy, Active Kingston will work with other key departments in developing an implementation plan to ensure the roll out of this policy has maximum effect on Kingston sporting clubs in fostering an environment of fair access for all. This will include a dedicated session at our annual sports club forum in August/September this year where officers will guide clubs in implementing actions relevant to their current situation. Following this, the aim is to hold regular club sessions, in partnership with Council's Inclusive Communities team, which incorporate the actions that clubs identify at the forum to help them continually improve.

The implementation process of this action plan will require a staged approach, one of encouragement and support for those needing additional assistance, while at the same time recognising those already excelling.

Out of the action plan clubs will select a few actions that will be achievable in their situation. In these cases, officers will encourage clubs to focus on actions that are achievable in their situation (ie. female representation on executive committee, education sessions, come and try days etc.). The policy can address fair access on a number of levels including participation, club governance, club culture, facilities, ground allocations and community connections.

In regard to monitoring, officers will look to survey clubs on a regular basis on their actions. One major way this will be able to be measured is each club's implementation of the action plan will be to have them submit their training schedules upon applying for seasonal ground use so officers can monitor the access they are giving to their women and girls teams.

One other major part of the implementation process will be collaborating with both state and local sporting leagues and associations in facilitating fair access at clubs. The associations have responsibility over the fixturing of games and the use of different sporting spaces, so they will have a major influence on implementing this policy throughout the City of Kingston.

During implementation officers will also develop measures of success for each action in the policy, which can be used to track and assess performance, both from a Council and club point of view, in bringing the Fair Access Policy to life.

4. Consultation

4.1 Internal Consultation:

Involved in draft policy discussion:

- Active Kingston
- Inclusive Communities
- Office for Women in Sport and Recreation (OWSR)

Very positive feedback was received on the draft from OWSR, their only note was to include a measure of success for our actions which we will include in our implementation plan once the policy is adopted.

Internal Department discussion with the areas below :

- Open Space
- Property Services
- City Works
- Infrastructure

This discussion revealed overall support for the policy, with some feedback given around wording and quantity of the Council actions, as addressed in section 3 of this report.

4.2 Community Consultation:

Group	Method
Key Stakeholders Sporting Clubs	An email was sent to all sporting clubs outlining the policy details and a link to the consultation webpage. Clubs were sent a blurb to send to their members. Separate phone call follow ups to all clubs checking they have received the email and encouraging them to provide feedback.
General community	Your Kingston Your Say webpage inc. survey link Facebook post promoting policy and providing the link to YKYS
Active Kingston Advisory Committee	PowerPoint presentation was delivered at the May 2024 meeting
Local Sporting Associations	An email was sent out to local sporting associations/leagues with the draft policy and a link to Your Kingston Your Say

5. Compliance Checklist

5.1 Council Plan Alignment

Strategic Direction: Healthy and inclusive - We are progressive, inclusive and prioritise the wellbeing of all members of our community.

Strategy: Support the inclusion of everyone in community life

The Fair Access Policy supports the strategic direction of Healthy and inclusive as its major purpose is to help create a welcoming environment for Women and Girls to participate in sport and recreation.

5.2 Governance Principles Alignment

Principle (b) - priority is to be given to achieving the best outcomes for the municipal community, including future generations.

Principle (d) - the municipal community is to be engaged in strategic planning and strategic decision making.

Principle (f) - collaboration with other Councils and Governments and statutory bodies is to be sought.

Principle (h) - regional, state and national plans and policies are to be taken into account in strategic planning and decision making.

Principle (i) - the transparency of Council decisions, actions and information is to be ensured.

The Fair Access Policy will support the above governance principles.

5.3 Financial Considerations

Budget

The initial Fair Access Policy will be delivered within existing resources however as the Action Plan initiatives progress additional resourcing may be required.

Staff Resources


Staff across several departments will be involved in implementing this policy. It will be led by Active Kingston with assistance from Inclusive Communities in organising education sessions/workshops about Fair Access for Kingston sporting clubs.

5.4 Risk considerations

There is a risk that some sporting clubs who traditionally struggle to attract women and girls to their clubs due to reasons outside of their control (ie: demographic, cultural, facilities etc.) may have concerns about not being prioritised in the ground allocation process. For this reason, it will be important to work with the clubs on a case-by-case basis and not have a blanket measurement when determining whether clubs are abiding by the policy or not. In these cases, we will encourage clubs to focus on actions that are achievable in their situation.

Appendices

Appendix 1 - Fair Access Policy - Kingston City Council (Ref 24/183896)  [↓](#)

Appendix 2 - Survey Responses - Fair Access Policy (Ref 24/182167)  [↓](#)

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Paul Rogasch, Sport and Recreation Liaison Officer

Reviewed and Approved By: Bridget Draper, Manager Active Kingston
Samantha Krull, General Manager Infrastructure and Open Space

9.6

FAIR ACCESS POLICY - CONSULTATION FINDINGS AND ADOPTION

1	Fair Access Policy - Kingston City Council	323
2	Survey Responses - Fair Access Policy.....	339



Fair Access Policy for Kingston City Council

VERSION NO.	1.0
APPROVAL	Council
	<i>Signature:</i>
	<i>Date:</i>
TRIM REFERENCE	
REVIEW	
RESPONSIBLE EXECUTIVE	General Manager Infrastructure and Open Space
POLICY TYPE	Council
POLICY OWNER	Manager Active Kingston

REVISION RECORD	Version	Revision Description
[Previous revision date]		

1. Purpose

The Fair Access Policy (the Policy) seeks to address known barriers experienced by women, girls, and gender diverse people in accessing and using community sports infrastructure. The Policy aims to progressively build the capacity and capabilities of Kingston City Council (KCC) in the identification, and elimination of systemic causes of gender inequality in policy, programs, communications, and delivery of services in relation to community sports infrastructure. Kingston City Council will undertake the necessary and proportionate steps towards implementation of the Fair Access Policy.

2. Scope

This policy applies to all employees of Kingston City Council, all sporting associations and community sporting clubs who operate within the City of Kingston at the community sports facilities and reserves noted in Appendix 1.

3. Policy Intent

The Victorian Government is committed to developing an environment for all Victorians to live in a safe and equal society, have access to equal power, resources, and opportunities, and are treated with dignity, respect, and fairness. A reform agenda has been developed to change the systems that have perpetuated gender inequality by designing an enduring structure that requires implementation and tracking of progress over time.

This reform agenda includes addressing the traditional structures and way community sport and recreation organisations operate through the implementation of all nine (9) recommendations from the *2015 Inquiry into Women and Girls in Sport and Active Recreation*. This includes recommendation six (6):

“...encourage facility owners and managers to review access and usage policies to ensure women and girls have a fair share of access to the highest quality facilities at the best and most popular times”

and

“Facilitating a universal adoption of [policies, strategies and audit tools] will drive change further”

Kingston’s Reform Agenda - To support Kingston City Council to take positive action towards achieving gender equity in the access and use of community sports infrastructure. The objectives of this include:

- To build **capacity and capabilities** of Kingston City Council in the identification and elimination of systemic causes of gender inequality in policy, programs, communications, and delivery of services in relation to community sport and recreation.
- To ensure an effective place-based response for the gender **equitable use and access** of community sports infrastructure.
- To **promote gender equality** in policies, programs, communications, and services as they relate to community sports infrastructure.

4. Governance Principles and Council Plan alignment

4.1 Governance Principles

Principle (b) - priority is to be given to achieving the best outcomes for the municipal community, including future generations.

Principle (d) - the municipal community is to be engaged in strategic planning and strategic decision making.

Principle (f) - collaboration with other Councils and Governments and statutory bodies is to be sought.

Principle (h) - regional, state, and national plans and policies are to be taken into account in strategic planning and decision making.

Principle (i) - the transparency of Council decisions, actions and information is to be ensured.

This policy aligns with Kingston's Council Plan, Municipal Public Health and Wellbeing Plan, Gender Equality Action Plan, All Abilities Action Plan, Sport and Recreation Strategy and the Sporting Pavilion Policy and Design Guidelines. The Policy also enables effective and efficient integration of the requirements of the *Gender Equality Act 2020*, the *Local Government Act 2020* and the *Public Health and Wellbeing Act 2008*.

4.2 Council Plan Alignment

This policy is in line with the Council Plan and will place the council in a good position to achieve the strategic directions of the healthy lifestyle and inclusion aspect set out in it.

Council Plan 2021-2025

Strategic objective:

4.1 We are progressive, inclusive and prioritise the wellbeing of all members of the community.

SI (Strategic Indicator) 33 - Percentage of female sporting teams registered at Kingston Sporting Clubs

SI (Strategic Indicator) 34 - Percentage of Kingston sporting facilities that are female friendly.

5. Policy Framework

Sport is a highly visible and valued feature of Kingston City Council's culture and identity. Sport and Recreation provides opportunities to enrich our communities and improve physical and mental health and wellbeing in a respectful and inclusive way through participation. Kingston City Council is well positioned to design and implement place-based, integrated action plans that progress gender equality in community sport.

As a defined entity of the *Gender Equality Act 2020*, Kingston City Council is required to conduct Gender Impact Assessments (GIA) on all new policies, programs, communications, and services, including those up for review, which directly and significantly impact the public. The access and use of community sports infrastructure is an example of a policy that has a direct and significant impact on the public.

The Policy is designed to comply with the *Gender Equality Act 2020*, and the wider Victorian Government gender equality strategy.

Kingston City Council acknowledges:

- a. the disadvantaged position some individuals have had in the sport and recreation sector because of their gender; and
- b. that achieving gender equality will require diverse approaches for women, men, trans and gender diverse people to achieve similar outcomes for people of all genders.

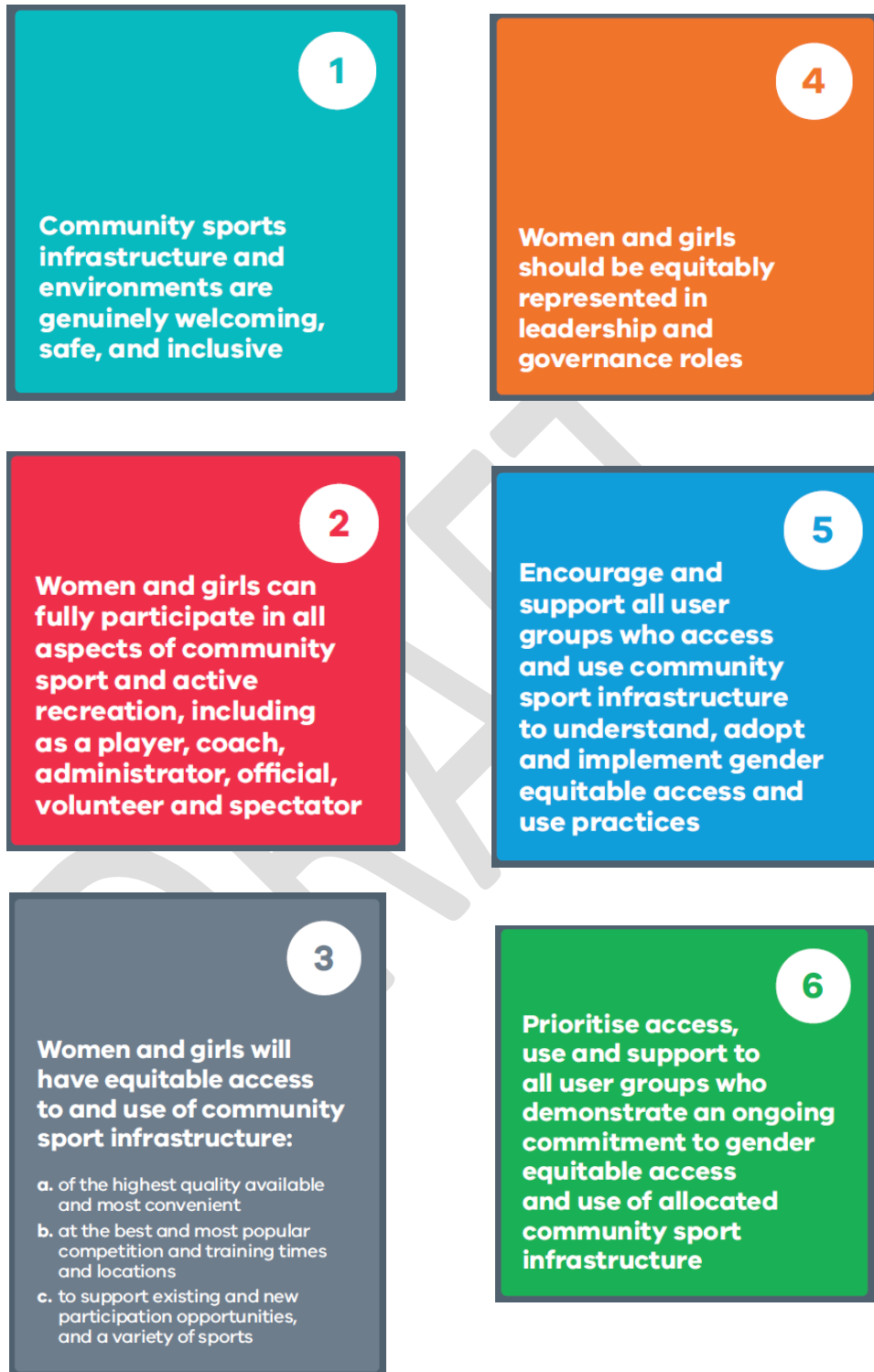
Kingston City Council will:

- a. engage fairly and equitably with all staff, governance working groups, state sporting organisations, regional sport assemblies (where applicable) and members of our sport and recreation community, regardless of their gender, in a positive, respectful, and constructive manner; and
- b. develop a partnership approach with state sporting organisations, local sports associations and leagues, and local sport and active recreation clubs to improve gender equality in sport and active recreation, ensuring all adopt and develop fair access practises that align together; and
- c. engage in the process of a GIA to assess the implications for women, men, trans and gender diverse people of any planned action, including policies and communications. This is a strategy for making all voices, concerns and experiences, an integral dimension of the design, implementation and monitoring of policies and programs.

6. Fair Access Principles

The Fair Access Principles have been developed by the Office for Women in Sport and Recreation, Sport and Recreation Victoria and VicHealth, in consultation with representatives from local government and the state sport and recreation sector. This Policy and any resultant action plan are based on six (6) principles of inclusivity, full participation, equal representation, encouraging and supporting user groups, and prioritising user groups committed to equality.

Kingston City Council considers that these principles provide clear direction, while also enabling adaption to the specific environment of Active Kingston's area.



7. Compliance and Monitoring

a. Responsibility Actions

Kingston City Council acknowledges that the requirement to have a gender equitable access and use policy and action plan (or equivalent) in place, and the ability to demonstrate progress against that policy and action plan (or equivalent), will form part of the eligibility criteria for Victorian Government funding programs relating to community sports infrastructure from 1 July 2024.

Kingston City Council commits to undertake a GIA on all current community sports infrastructure access and use policies and processes, and to consider opportunities to strengthen gender equitable access and use of community sports facilities in alignment with the Fair Access Principles. Including providing support to sport, recreation and foreshore clubs in terms of volunteer training and education, as well as promotion of programs and services available to women and girls.

Kingston City Council has identified specific actions to progress gender equitable access and use of community sports infrastructure in its Fair Access Action Plan (Appendix 2). Several council departments will be involved in leading these actions, forming a collaborative approach to eliminating the barriers to the participation of Women and Girls. This Action Plan provides a way of ensuring and measuring continuous improvement in fair access to our sporting infrastructure and facilities.

b. Responsibility

Councillors, Management personnel, council officers, volunteers, and stakeholders (for example State Sporting Associations and Regional Sporting Associations) in the City of Kingston have a shared responsibility to support the policy, as outlined in the table below.

Role	Responsibility
Councillors, CEO and Executives, Manager Active Kingston	<ul style="list-style-type: none"> • To promote a gender-aware and gender-responsive culture and community and championing the Fair Access Policy. • To promote, encourage and facilitate the achievement of gender equality and improvement in the status of women and girls in sport and active recreation.
Team Leaders – Active Kingston	<ul style="list-style-type: none"> • Lead the review of sport and recreation policies and process. • Develop and adopt gender equitable access and use policies. • To communicate policy updates to all Active Kingston officers • To monitor compliance and issues. • To promote, encourage and facilitate the achievement of gender equality and improvement in the status of women and girls. • Support the undertaking of Gender Impact Assessments and submission of progress reports as per the <i>Gender Equality Act 2020</i> obligations.
Inclusive Communities – Health and Social Policy Team	<ul style="list-style-type: none"> • Support the review of sport and recreation policies and processes. • Support the formal adoption process of new or revised gender equitable policies.

	<ul style="list-style-type: none"> Support Gender Impact Assessments and the submission of progress reports as per the <i>Gender Equality Act 2020</i> obligations.
Active Kingston Officers	<ul style="list-style-type: none"> To communicate and educate sport and recreation user groups In Partnership with Council's Health and Social Policy team within Inclusive Communities facilitate specific training and promote self-assessment tool kits for individual clubs to support them in meeting fair access requirements. Coordinate and devise a reporting mechanism to monitor and measure fair access processes and initiatives, including their success and learnings. To support clubs with training and awareness programs and encourage attendance.
Local Government – all staff	<ul style="list-style-type: none"> To adhere to and communicate the policy when required. To attend training / awareness programs.

8. Key Stakeholders

The following key stakeholders were essential in developing this Policy.

- Active Kingston
- Inclusive Communities (Health and Social Policy)
- Governance
- Sports clubs within the City of Kingston
- Office for Women in Sport and Recreation
- Sport and Recreation Victoria

9. Internal and External Assessments

10.1 Risk Assessment

This policy has been designed in consideration of Council's People and Culture - Rainbow Tick risk register including relevant controls and associated residual risk level targets.

10.2 Delegation and Authorisation (Compliance Framework)

There are no delegated positions with responsibilities for this Policy.

10.3 Gender Impact Assessment

A Gender Impact Assessment was completed on this policy and identified that there is a moderate-high impact for Women and Girls. The issues identified in the GIA are addressed by the actions created in the Fair Access Policy action plan.

10.4 Privacy Impact Assessment

A Privacy Impact Assessment is not required for this Policy.

10.5 Human Rights Charter

This policy has been reviewed against and complies with the Charter of Human Rights and Responsibilities Act 2006.

The Gender Equality Act 2020 forms part of The Charter of Human Rights and Responsibilities Act 2006 which promotes, encourages and facilitates the achievement of gender equality and improvement in the status of women in public life. This policy will complement the Gender Equality Act 2020 and increase the access and participation of women in community sports.

10. Related documents

10.1 Legislation

- Local Government Act 2020
- Gender and Equality Act 2020
- Public Health and Wellbeing Act 2008

11.2 Documents and resources

Internal Documents

- Council Plan 2021-2025
- Public Health and Wellbeing plan
- Sport and Recreation Strategy
- All Abilities Plan
- Sporting Ground Allocation Policy
- Sporting Pavilion Policy and Design Guidelines

External Resources

- Change Our Game | Fair Access Policy Roadmap Response

11. Definitions

Term	Definition
<i>Council</i>	Kingston City Council
<i>Active Kingston</i>	Council department responsible for Sport and Recreation activities within Kingston
<i>The Policy</i>	Refers to the Fair Access Policy
<i>Gender inequity</i>	Discrimination and unfair treatment based on a person's gender. To address gender in-equity we must understand not all genders are at the same starting point and may require different interventions to ensure fairness and gender equality outcomes are achieved.
<i>Gender inequality</i>	Unequal outcomes for genders and the result of gender inequity over time, often resulting in disparities in opportunities, rights and social, economic or political outcomes.
<i>Gender equality</i>	Equal outcomes for women, men and gender diverse people through a process of addressing gender inequity along the way.

<i>Gender Impact Assessment (GIA)</i>	Gender Impact Assessment is a process of evaluating and analysing the potential effects of policies, programs, or projects on different genders. It aims to identify and address any disparities or inequalities that may arise, ensuring a more equitable outcome for all people.
<i>Trans/Transgender</i>	Refers to individuals whose gender identity differs from the sex they were assigned at birth.
<i>Gender Diverse</i>	Gender Diverse is an umbrella term used to describe individuals whose gender identity and expression do not strictly align with societal expectations related to their assigned sex at birth. It acknowledges the diversity and fluidity of gender experiences beyond traditional categories.
State Sporting Associations	The governing body for a sport at state level (ie. Football Victoria, Cricket Victoria etc.)
Regional Sporting Associations	An association of league at a regional level, usually affiliated with a state body (ie. Southern Football Netball League, South East Cricket Association etc.)

Appendix 1

City Of Kingston Sporting Facilities and Reserves

Foreshore Facility		Location
1	Aspendale Lifesaving Club	Aspendale

2	Bonbeach Lifesaving Club	Bonbeach
3	Carrum Surf Lifesaving Club	Carrum
4	Chelsea Longbeach Surf Lifesaving Club	Chelsea
5	Chelsea Yacht Club	Chelsea
6	Edithvale Lifesaving Club	Edithvale
7	Mentone Lifesaving Club	Mentone
8	Mordialloc Life Saving Club	Mordialloc
9	Mordialloc Sailing Club	Aspendale
10	Mordialloc Motor Yacht Club	Mordialloc
11	Parkdale Yacht Club	Parkdale
Sports Pavilions		Location
12	Val Connor Pavilion - Glen Street Reserve	Aspendale
13	Aspendale Tennis Club Pavilion - Regents Park	Aspendale
14	Browns Reserve Pavilion - Browns Reserve	Aspendale
15	Ken Lyons Pavilion - Regents Park	Aspendale
16	Aspendale Gardens Sports Ground Pavilion - Aspendale Gardens Sports Ground	Aspendale Gardens
17	Curwood Hall - Bonbeach Reserve	Bonbeach
18	Bonbeach YCW Pavilion - Bonbeach Reserve	Bonbeach
19	Bonbeach Reserve (Main) Pavilion	Bonbeach
20	Long Beach Tennis Club Pavilion - Roy Dore Reserve	Carrum
21	Roy Dore Reserve Pavilion - Roy Dore Reserve	Carrum
22	Chelsea Bowls Club – Pavilion – Chelsea Recreation Reserve	Chelsea
23	Chelsea Lawn Tennis Club Pavilion - Chelsea Recreation Reserve	Chelsea
24	Chelsea Bicentennial Baseball Pavilion - Bicentennial Park	Chelsea
25	Tom Johnston Pavilion - Chelsea Recreation Reserve	Chelsea
26	Chelsea Sportswomens Centre - Bicentennial Park	Chelsea
27	Chelsea Heights Tennis Club Pavilion - Beazley Reserve	Chelsea Heights
28	Beazley Reserve Football Pavilion - Beazley Reserve	Chelsea Heights
29	Le Page Tennis Club Pavilion - Le Page Park	Cheltenham
30	Ron Brownlees Pavilion - Kingston Heath Reserve	Cheltenham
31	Le Page Park Sports Pavilion - Le Page Park	Cheltenham
32	Kingston Heath Reserve Soccer Pavilion - Kingston Heath Reserve	Cheltenham
33	Jack McDavitt Pavilion - Keys Road Reserve	Cheltenham
34	Namatjira Park Sports Pavilion - Namatjira Park	Clayton South
35	The Grange Reserve Soccer Pavilion - The Grange Reserve	Clayton South
36	Clayton Bowls Club - Namatjira Park	Clayton South
37	Keeley Park East Pavilion - Keeley Park	Clayton South
38	Keeley Park West Pavilion - Keeley Park	Clayton South
39	Westall Tennis Club Pavilion - The Grange Reserve	Clayton South
40	Deals Road Reserve Pistol Clubhouse	Clayton South
41	Deals Road Reserve Motorcycle Clubhouse	Clayton South
42	Chadwick Reserve Pavilion - Chadwick Reserve	Dingley Village
43	Dingley Reserve Sports Club Pavilion - Dingley Reserve	Dingley Village
44	Rowan Road Reserve Baseball Pavilion - Rowan Road Reserve	Dingley Village
45	Lynne Fleming Pavilion - Rowan Road Reserve	Dingley Village

46	Dingley Tennis Club Pavilion - Rowan Road Reserve	Dingley Village
47	Edithvale Common Pavilion - Edithvale Common	Edithvale
48	Edithvale Bowls Club – Pavilion – Edithvale Common	Edithvale
49	Bert Thomas Pavilion - Edithvale Recreation Reserve	Edithvale
50	Australasian Golf Clubhouse - Edithvale Public Golf Course	Edithvale
51	Heatherton Recreation Reserve Pavilion - Heatherton Recreation Reserve	Heatherton
52	Highett Reserve (Small) Pavilion - Highett Reserve	Highett
53	Highett Reserve (Main) Pavilion - Highett Reserve	Highett
54	Highett Reserve (Combined) Pavilion - Highett Reserve	Highett
55	Southern Road Reserve Pavilion - Southern Reserve	Mentone
56	Soppett Pavilion - Mentone Reserve	Mentone
57	Corboy Pavilion - Mentone Reserve	Mentone
58	Dane Road Reserve Pavilion - Dane Road Reserve	Moorabbin
59	Highmoor Uniting Tennis Club Pavilion - Dane Road Reserve	Moorabbin
60	GR Bricker Reserve Pavilion - GR Bricker Reserve	Moorabbin
61	Moorabbin Bowls Club – Pavilion – Moorabbin Reserve	Moorabbin
62	Locomotive Society Clubhouse	Moorabbin
63	Doug Denyer Reserve Pavilion - Doug Denyer Reserve	Mordialloc
64	Keith Carpenter Pavilion - Jack Grut Reserve	Mordialloc
65	HA Droop Pavilion - Ben Kavanagh Reserve	Mordialloc
66	Mordialloc Bowls Club – Pavilion – Ben Kavanagh Reserve	Mordialloc
67	Dales Park Pavilion - Dales Park	Oakleigh South
68	Dolomore Reserve Athletics Pavilion - Dolomore Reserve	Parkdale
69	Mentone Tennis Club Pavilion - Dolomore Reserve	Parkdale
70	Parkdale Bowling Club – Pavilion	Parkdale
71	Parkdale Tennis Club Pavilion - Gerry Green Reserve	Parkdale
72	Cliff Sambell Pavilion - Gerry Green Reserve	Parkdale
73	Walter Galt Reserve Pavilion - Walter Galt Reserve	Parkdale
74	Patterson Lakes Tennis Club Pavilion - Patterson Lakes Recreation Reserve	Patterson Lakes
75	Mentone Pony Club Pavilion – Patterson Recreation Reserve	Patterson Lakes
	Reserves	Location
1	Glen Street Reserve	Aspendale
2	Regents Park	Aspendale
3	Browns Reserve	Aspendale
4	Aspendale Gardens Sports Ground	Aspendale Gardens
5	Bonbeach Reserve	Bonbeach
6	Roy Dore Reserve	Carrum
7	Chelsea Recreation Reserve	Chelsea
8	Bicentennial Park	Chelsea
9	Beazley Reserve	Chelsea Heights
10	Le Page Park	Cheltenham
11	Kingston Heath Reserve	Cheltenham
12	Keys Road Reserve	Cheltenham
13	Namatjira Park	Clayton South
14	The Grange Reserve	Clayton South

15	Keeley Park	Clayton South
16	Deals Road Reserve	Clayton South
17	Chadwick Reserve	Dingley Village
18	Dingley Reserve	Dingley Village
19	Rowan Road Reserve	Dingley Village
20	Edithvale Common	Edithvale
21	Edithvale Recreation Reserve	Edithvale
22	Edithvale Public Golf Course	Edithvale
23	Heatherton Recreation Reserve	Heatherton
24	Highett Reserve	Highett
25	Southern Reserve	Mentone
26	Mentone Reserve	Mentone
27	Dane Road Reserve	Moorabbin
28	GR Bricker Reserve	Moorabbin
29	Moorabbin Reserve	Moorabbin
30	Doug Denyer Reserve	Mordialloc
31	Jack Grut Reserve	Mordialloc
32	Ben Kavanagh Reserve	Mordialloc
33	Dales Park Pavilion - Dales Park	Oakleigh South
34	Dolomore Reserve	Parkdale
35	Gerry Green Reserve	Parkdale
36	Walter Galt Reserve	Parkdale
37	Patterson Lakes Recreation Reserve	Patterson Lakes

Appendix 2

Fair Access Policy - Action Plan

This Action Plan outlines the council actions that will support the Fair Access Policy in addressing the known barriers experienced by women, girls and gender diverse people in accessing and using community sports infrastructure. All actions listed relate to at least one of the Fair Access principles outlined in the policy. Included in the Action plan are actions that council will undertake, as well as some actions that we will work with clubs to undertake themselves in adhering to the Fair Access Policy.

Fair Access Principles

- **Principle 1:** Community sports infrastructure and environments are genuinely welcoming, safe, and inclusive.
- **Principle 2:** Women and girls can fully participate in all aspects of community sport and active recreation, including as a player, coach, administrator, official, volunteer and spectator.
- **Principle 3:** Women and girls will have equitable access to and use of community sport infrastructure:
 - o of the highest quality available and most convenient
 - o at the best and most popular competition and training times and locations
 - o to support existing and new participation opportunities, and a variety of sports
- **Principle 4:** Women and girls should be equitably represented in leadership and governance roles
- **Principle 5:** Encourage and support all user groups who access and use community sport infrastructure to understand, adopt and implement gender equitable access and use practices
- **Principle 6:** Prioritise access, use and support to all user groups who demonstrate an ongoing commitment to gender equitable access and use of allocated community sport infrastructure

Council Actions	Relevant Fair Access Principle	Timeline	Responsible Department
1. Complete a GIA for all new council policies, strategies, infrastructure renewals	1, 2	Ongoing	All departments
2. In line with council's existing sports infrastructure renewal plans, and council's sporting pavilion prioritisation policy and design guidelines, invest in upgrades of current facilities to become all gender inclusive	1	Long Term	Active Kingston Infrastructure PMO

Council Actions	Relevant Fair Access Principle	Timeline	Responsible Department
3. Work with our Open Space department to upgrade external lighting in and around sports reserves to improve perceptions of safety, in line with Council's Public Lighting Policy	1	Long Term	Active Kingston Open Space
4. Incorporate the FAP principles into Kingston's community grants program and prioritise funding applications for all gender inclusive clubs	1	Ongoing	Inclusive Communities
5. Provide support/partnerships with clubs towards external grant applications associated with promotion/opportunities for all gender inclusive goals	1	Ongoing	Active Kingston Inclusive Communities
6. Prioritise sports ground allocation to all gender inclusive clubs, in line with Council's Sporting Ground Allocation Policy (currently being updated)	1	Ongoing	Active Kingston
7. Assist clubs to source all gender inclusive material for sports clubs to display, disseminate	1	Medium term	Active Kingston Inclusive Communities
8. Continually promote the FAP and highlight champion clubs through our various club communication channels (newsletter, emails, forum etc.)	1, 2, 3, 4, 5, 6	Ongoing	Active Kingston
9. Work with clubs to facilitate opportunities for existing women and girl players to participate in the Kingston Community Leadership Program and International Women's Day Program	2, 3, 4, 6	Medium Term	Inclusive Communities
10. Explore opportunities to facilitate partnerships between clubs and schools to increase young girls' participation	2, 3, 4, 6	Medium Term	Active Kingston
11. Promote mentor opportunities to women players and volunteers from clubs via Women of the Year mentoring program	2, 3, 4, 6	Ongoing	Active Kingston Inclusive Communities
12. Liaise with associations/leagues in their fixturing of games to ensure the Fair Access principle is being applied.	2, 3, 4, 6	Short Term	Active Kingston
13. Continue partnerships with Better Health Network to provide tailored support to clubs to become all gender inclusive via the Healthy Sports Clubs program	5	Ongoing	Active Kingston Inclusive Communities
14. Work in partnership and continue to promote programs to existing clubs, run by Inclusive Communities team that encourage fair access for all clubs	5	Ongoing	Active Kingston Inclusive Communities

Council Actions	Relevant Fair Access Principle	Timeline	Responsible Department
15. Develop/promote strategy and audit tools/checklists for clubs as a practical tool for establishing their current operations in line with FAP and identifying focus areas towards achieving and encouraging fair access.	5	Short Term	Active Kingston Inclusive Communities
16. Develop an annual survey to collect data – ie participation numbers, teams, programs, board memberships, coaches, umpires etc	2, 4	Short Term	Active Kingston
17. Commit to a minimum 51% of the games fixtured on the new Hawthorn FC Community ground being women and girls' competitions	2, 3, 6	Ongoing	Active Kingston
18. Work with national, state, and local sporting associations & leagues on awareness and education programs on issues directly affecting women and girls such as increasing injuries playing sport	6	Medium Term	Active Kingston

Club actions	Relevant Fair Access Principle	Timeline	Responsible Person
1. Incorporate the gender equality aspect into their policies. Develop inclusion statement for the club	1	Medium Term	
2. Clubs to display images, testimonies, posters that promote inclusion and diversity, in club rooms and via their social media channels.	1	Ongoing	
3. Provide feedback and suggestions to Council regarding emerging needs of the current sporting infrastructure for inclusion	1	Medium Term	
4. Recognise, celebrate and promote members and/or initiatives that encourage Fair Access at your club.	5	Ongoing	
5. Develop recruitment strategy to increase the level of diversity in both club membership and board membership.	2, 3, 4, 6	Medium Term	
6. Consult with players, coaches and parents to understand needs and allow the creation of training schedules that promote fair access and fairly distribute facility use to all users	2, 3, 4, 6	Short Term	
7. Introducing low-commitment options to introduce women and girls of diverse backgrounds to the club, programs and/or sport incorporating the lens of intersectionality.	2, 3, 4, 6	Medium Term	

Club actions	Relevant Fair Access Principle	Timeline	Responsible Person
8. Establish a culture of consulting with all stakeholders in the club to understand barriers, challenges and needs of existing members and emerging members from diverse backgrounds	2, 3, 4, 6	Long Term	
9. Identify gaps and needs in the inclusion and fair access space and explore relevant training sessions and programs available with Council to bridge these gaps	2, 3, 4, 6	Medium Term	
10. Work with national, state, and local sporting associations & leagues on awareness and education programs on issues directly affecting women and girls such as increasing injuries playing sport	6	Medium Term	

DRAFT

Draft Fair Access Policy - Survey

SURVEY RESPONSE REPORT

23 May 2024 - 20 June 2024

PROJECT NAME:

Draft Fair Access Policy



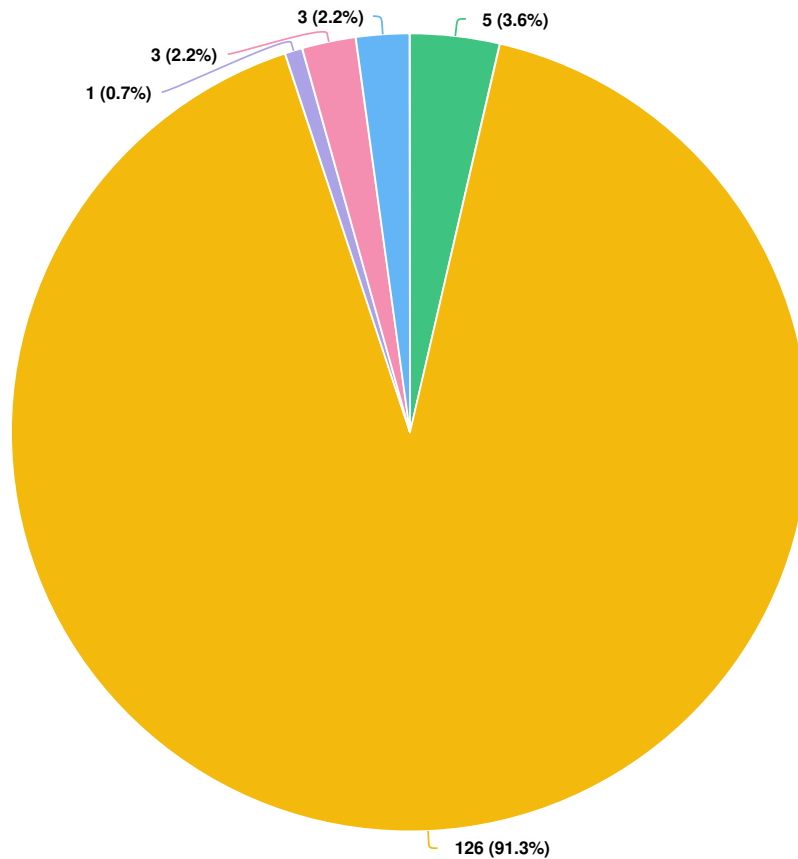
Draft Fair Access Policy - Survey : Survey Report for 23 May 2024 to 20 June 2024



SURVEY QUESTIONS

Draft Fair Access Policy - Survey : Survey Report for 23 May 2024 to 20 June 2024

Q1 | Which of the following best describes your use of sport and recreation facilities in Kingston? (E.g. Ovals, pitches, nets, goals etc)



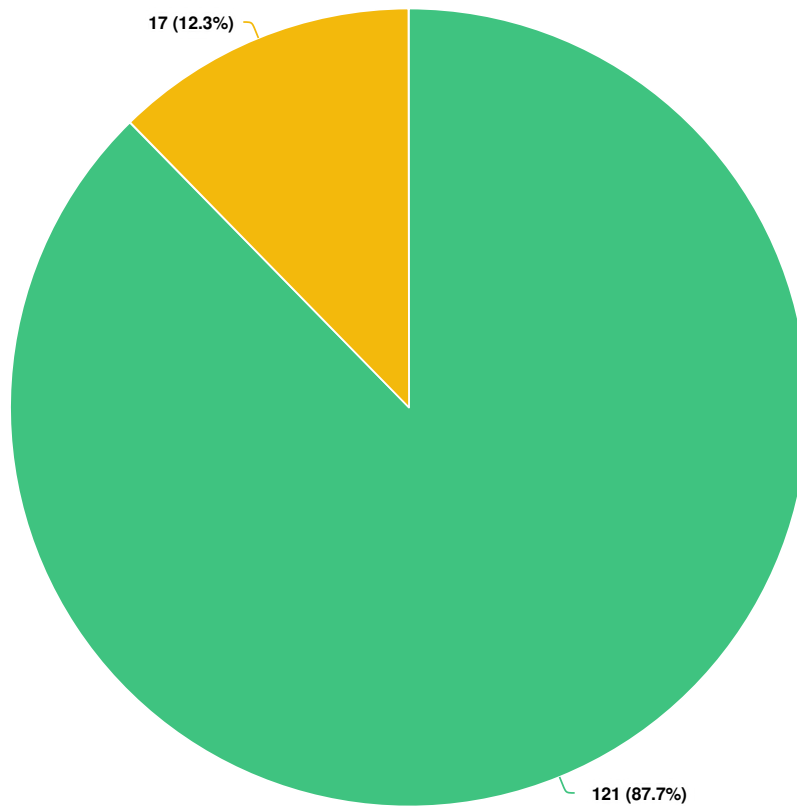
Question options

- Past user Current user Future user I do not use sport and recreation facilities in Kingston
 Other (please specify)

*Mandatory Question (138 response(s))
Question type: Radio Button Question*

Draft Fair Access Policy - Survey : Survey Report for 23 May 2024 to 20 June 2024

Q2 Are you a member of a sporting club in Kingston?



Question options

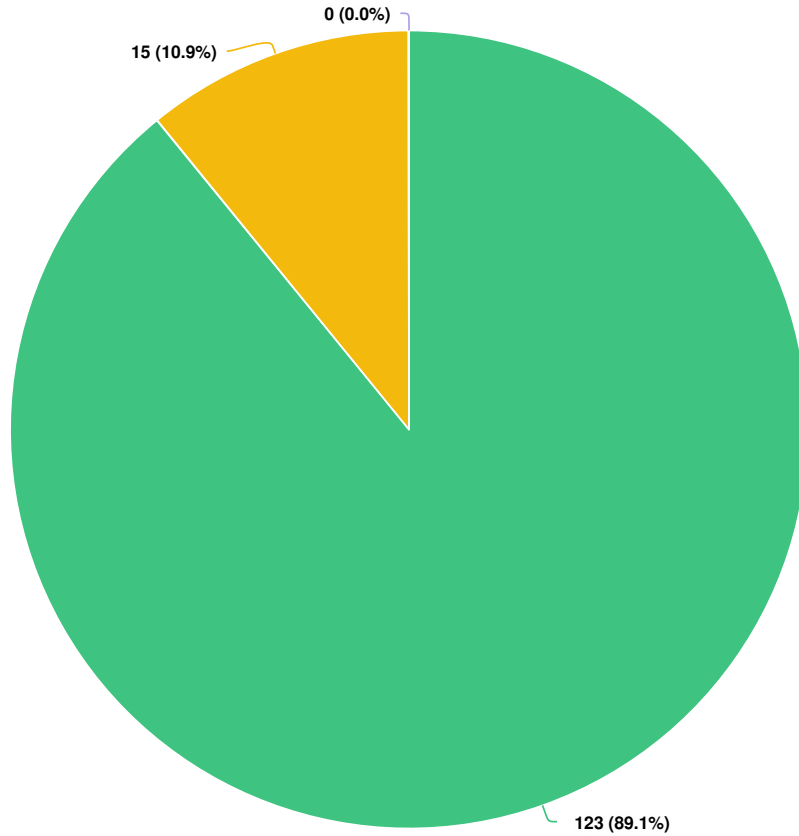
Yes No

Mandatory Question (138 response(s))

Question type: Radio Button Question

Draft Fair Access Policy - Survey : Survey Report for 23 May 2024 to 20 June 2024

Q3 | Do you support Kingston's Draft Fair Access Policy?



Question options

- Yes
- Some elements
- No

Mandatory Question (138 response(s))

Question type: Radio Button Question

Draft Fair Access Policy - Survey : Survey Report for 23 May 2024 to 20 June 2024

Q5 | What elements do you support/oppose?

Screen Name Redacted

5/29/2024 12:06 PM

I support the valuing of women, i do not support the allowing of males to compete in women's sport in the name of inclusiveness

Screen Name Redacted

5/30/2024 07:31 PM

The council has selectively chosen to provide female facilities to some clubs while other clubs were and still are completely ignored. This caused female participants to leave and teams to fold. This policy sounds like you'll be giving another leg up to those clubs again who you already provided female facilities too. No you mega clubs who are more than willing to take subs off parents yet barely have the facilities to give the girls to train and play on.

Screen Name Redacted

6/03/2024 11:25 AM

Support clauses 5 & 6 around the direction and aim. I struggle with the "Strategic Indicators" in Clause 4 as these fail to suggest that we are anywhere near to having a fair and progressive policy. i.e. 66% of sporting facilities are not fit for supporting the overall policy. It's actually an embarrassment on where you have been spending our tax dollars.

Screen Name Redacted

6/03/2024 12:06 PM

I note that none of the six Fair Access Principles or the Action Plan specifically differentiate between Women, Girls and Trans people. Trans 'women' are not biological females and should not share change rooms and toilet facilities with biological females. To ensure the safety of biological women and girls Council should conduct separate and specific GIAs and other risk assessments to cater specifically for trans and gender diverse cohorts to ensure their fair access requirements are being met. Council should also develop and identify specific actions in the Action Plan for the Trans and gender diverse cohort that clearly differentiates the needs of this community as distinct and separate to the needs of Women and Girls.

Screen Name Redacted

6/04/2024 11:54 AM

transition timeline

Screen Name Redacted

6/04/2024 08:45 PM

The change rooms at Le Page Park are not suitable for girls and womens - anyone can walk in and use the toilets as they are all open and the same usage..

Screen Name Redacted

6/06/2024 01:46 PM

As a mother of girls that have played football for many years including the only girl in the club for two years I support endeavours

Draft Fair Access Policy - Survey : Survey Report for 23 May 2024 to 20 June 2024

to ensure fair access. What this policy fails to address is the other circumstance in our family that our boy can no longer play netball at any association in Kingston. He has to travel to Frankston every Monday and Saturday and Parkville every Sunday or Wednesday (depending on the season) to continue playing the sport that is his passion. This comes down to the bylaws of the associations who have exclusive use of council provided and funded facilities. Something must be done to force these associations into the next century. There is nothing for boys from age 13 until they become 17 and can participate in mixed competitions (again). Fairness is about both genders not just female access.

Screen Name Redacted

6/06/2024 10:58 PM

Timing of usage

Screen Name Redacted

6/07/2024 11:09 AM

It needs to recognise the fair access isn't equal access. We've been told that our local soccer club will lose funding if they don't have equal numbers of male and female teams. Does the same apply to netball clubs? This needs to be clear. What fair access means. Council action #22 that reads that 51% of games at new Hawthorn FC community grounds being women or girls competition may not reflect the population demographics of the sports being played. To be equitable it should be a case of the game being played are representative of the sporting population that have access. So if only 25% of the players are women/girls, then 25% of the games should be guaranteed. Alternatively if that number is 75% then 75% of games etc. 51% percent could mean massive underutilisation, or forcing other teams to play more away games when they don't want to or result in the council being unable to meet their own action. There is a section aimed at information regarding reducing injuries for women in AFL? Why just AFL? Council shouldn't be incentivising clubs to do this, the clubs should want to do this. It should be a cultural shift not a punishment if they don't.

Screen Name Redacted

6/12/2024 05:05 PM

striving for a gender equitable leadership and management in voluntary sporting clubs appears to be anti-democratic given these positions are often decided by goodness of fit and club members. Especially so in sports that are overwhelmingly played by boys and men. Further, as a father of two girls who played netball and basketball in Kingston, it was my experience with Dolphins and also Bullits clubs that the coaches were pretty much who ever knew a bit about the game (i.e. played well) could spare the time .

Screen Name Redacted

6/12/2024 07:10 PM

The abject nonsense of Gender Identity has crept in under the Diversity banner. This is a response to the 2015 Inquiry into Women

Draft Fair Access Policy - Survey : Survey Report for 23 May 2024 to 20 June 2024

and Girls in Sport and Active Recreation which makes ABSOLUTELY no mention of this current modern trend/fad/nonsense. Males, however they choose to identify, are NOT female, not women and never will be. They are a SIGNIFICANT barrier to inclusion of females in sport. Women often self-exclude or feel demotivated if they are pitted against (scientifically proven) stronger males who have undergone puberty. Ensure that the policy is not captured by this new nonsense. Make it center WOMEN and GIRLS, not males. Further, do NOT be persuaded by the usual shouts of Transphobia and bigotry at such comments. We've heard them all before and those words are now meaningless. Follow the science. Further, stop saying equity when you mean equality. This is a modern critical x-theory nonsense. Strive for EQUALITY.

Screen Name Redacted

6/15/2024 04:03 PM

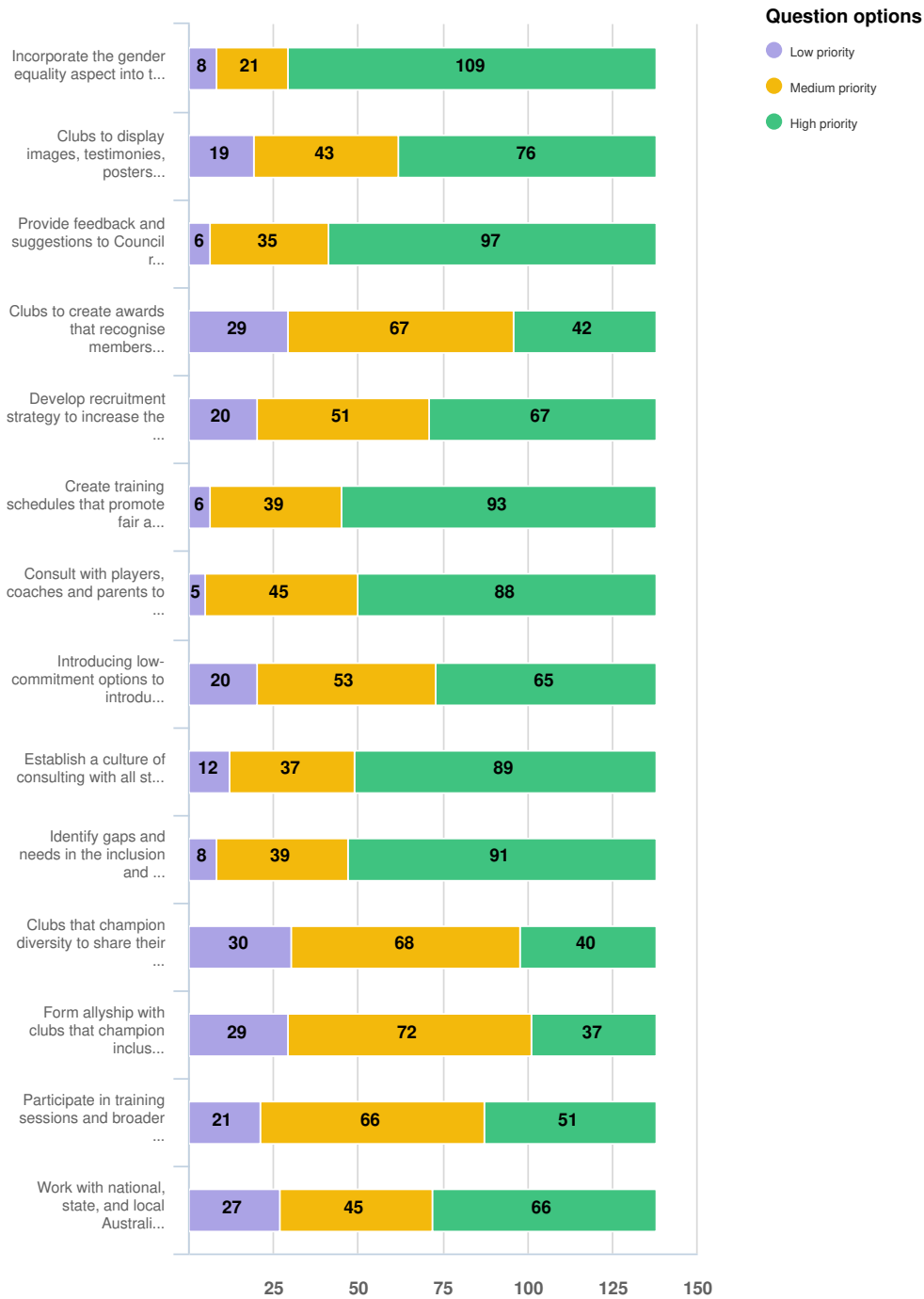
The policy should be far harsher on clubs that are not gender inclusive. The draft policy identifies that sports ground allocation will be prioritised to all gender inclusive clubs. This is important, however clubs that are not gender inclusive should be actively prevented from accessing grounds and facilities until they modernise (it is 2024 after all).

Optional question (12 response(s), 126 skipped)

Question type: Essay Question

Draft Fair Access Policy - Survey : Survey Report for 23 May 2024 to 20 June 2024

Q6 Please prioritise the following actions proposed to be delivered by our local sporting clubs. *For the full list of actions, please refer to pages 12-15 of our Draft Fair Access Policy.



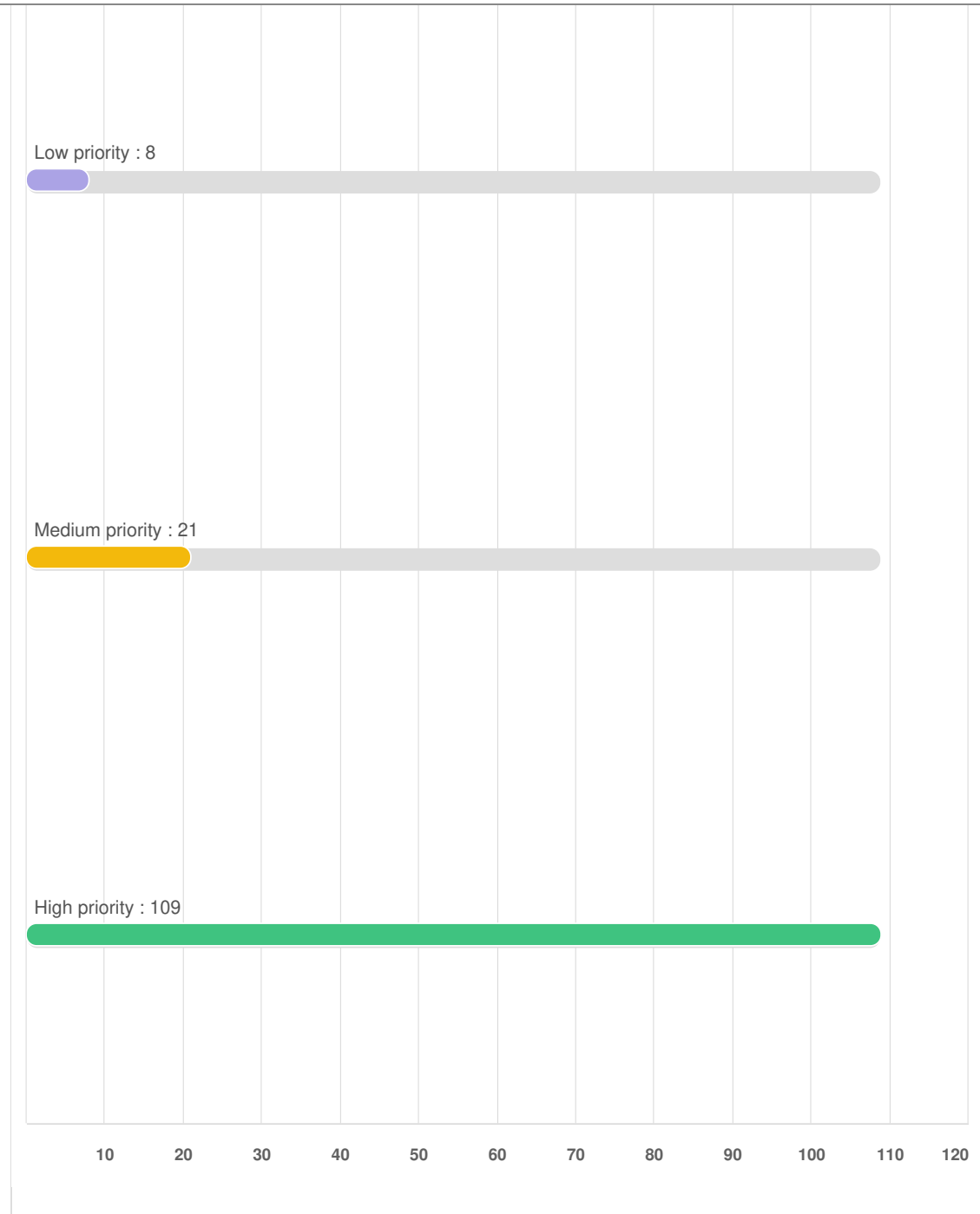
Mandatory Question (138 response(s))
Question type: Likert Question

Draft Fair Access Policy - Survey : Survey Report for 23 May 2024 to 20 June 2024

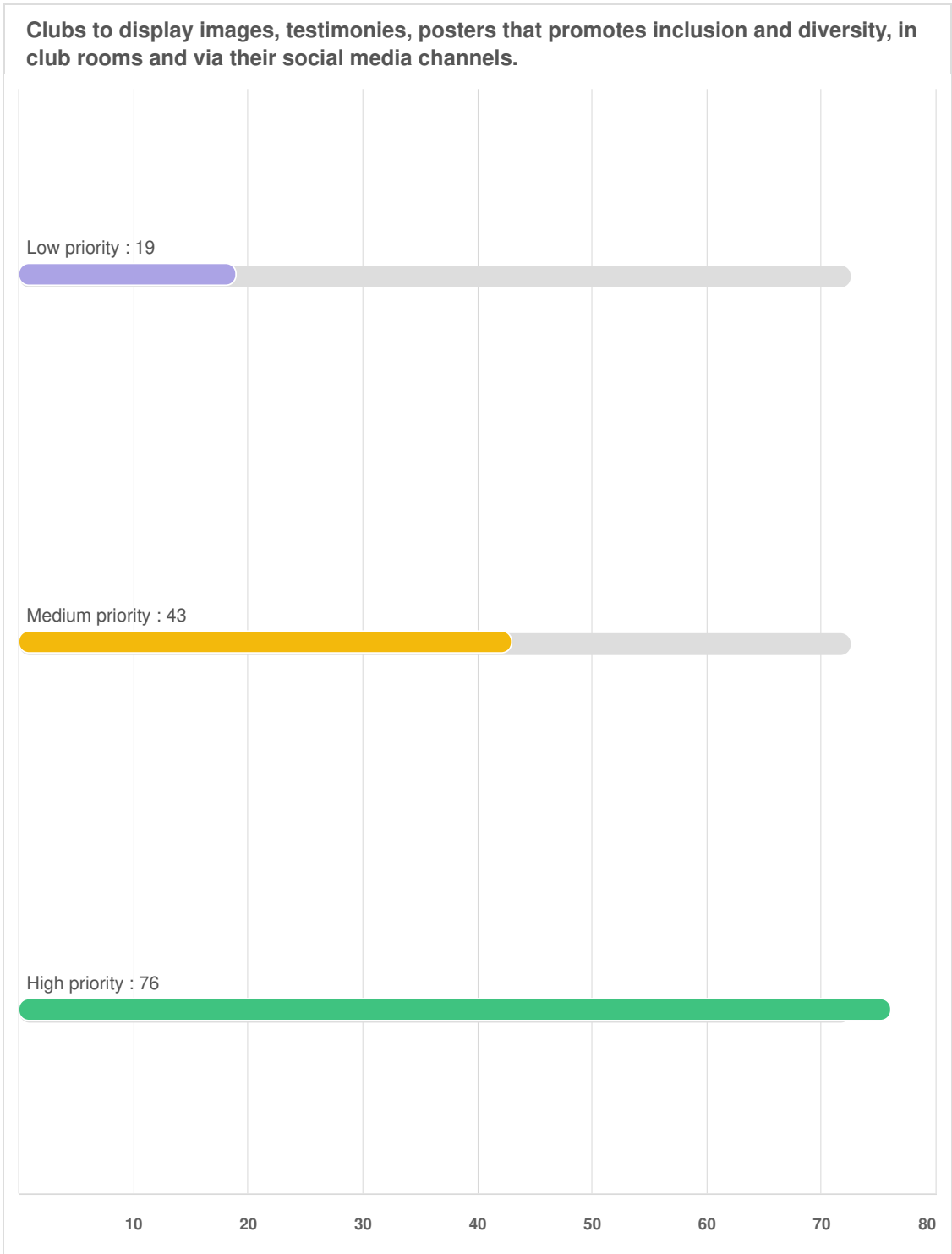
Q6 | Please prioritise the following actions proposed to be delivered by our local sporting clubs. *For the full list of actions, please refer to pages 12-15 of our Draft Fair Access Policy.

Incorporate the gender equality aspect into their policies. Develop inclusion statement for the club.

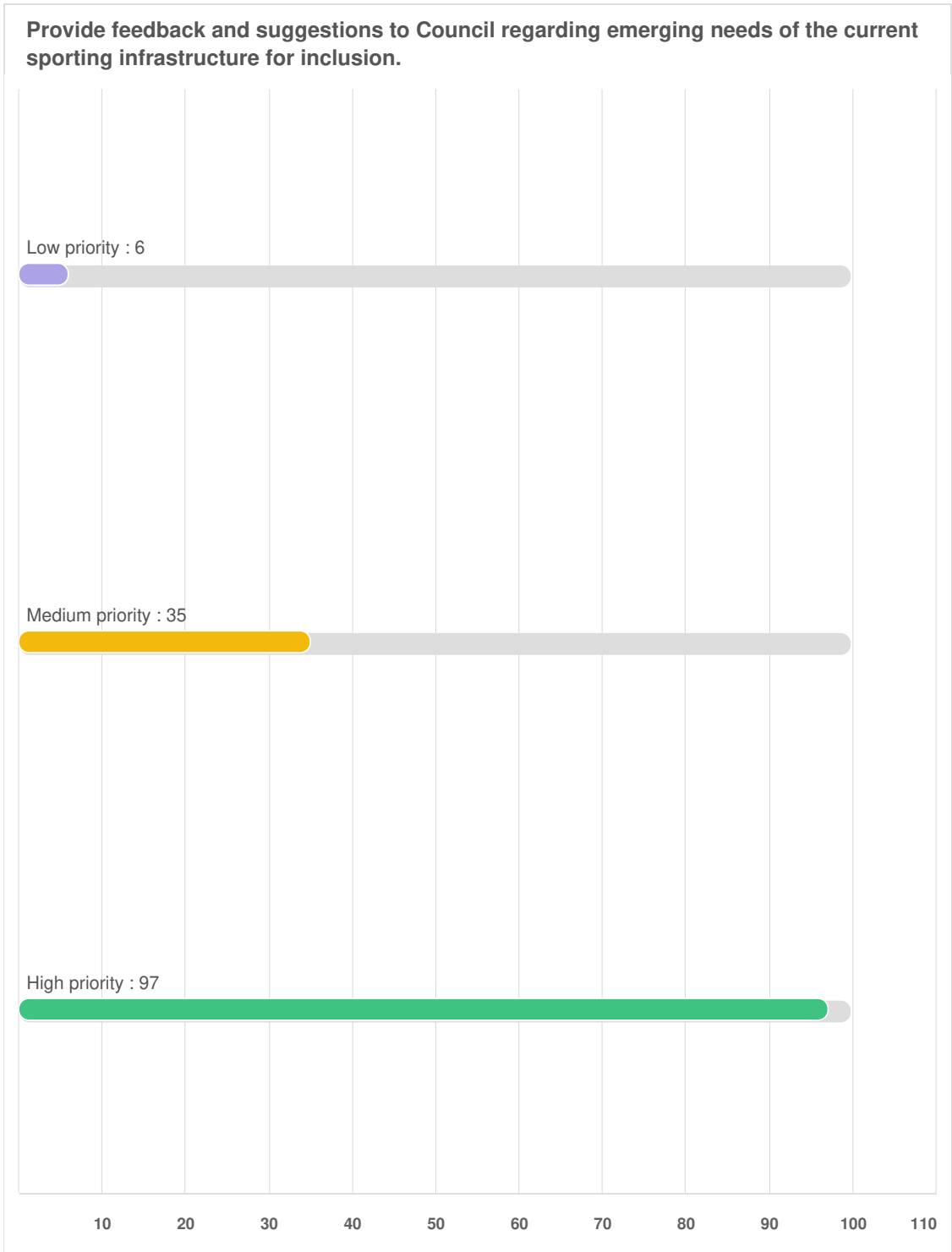
Draft Fair Access Policy - Survey : Survey Report for 23 May 2024 to 20 June 2024



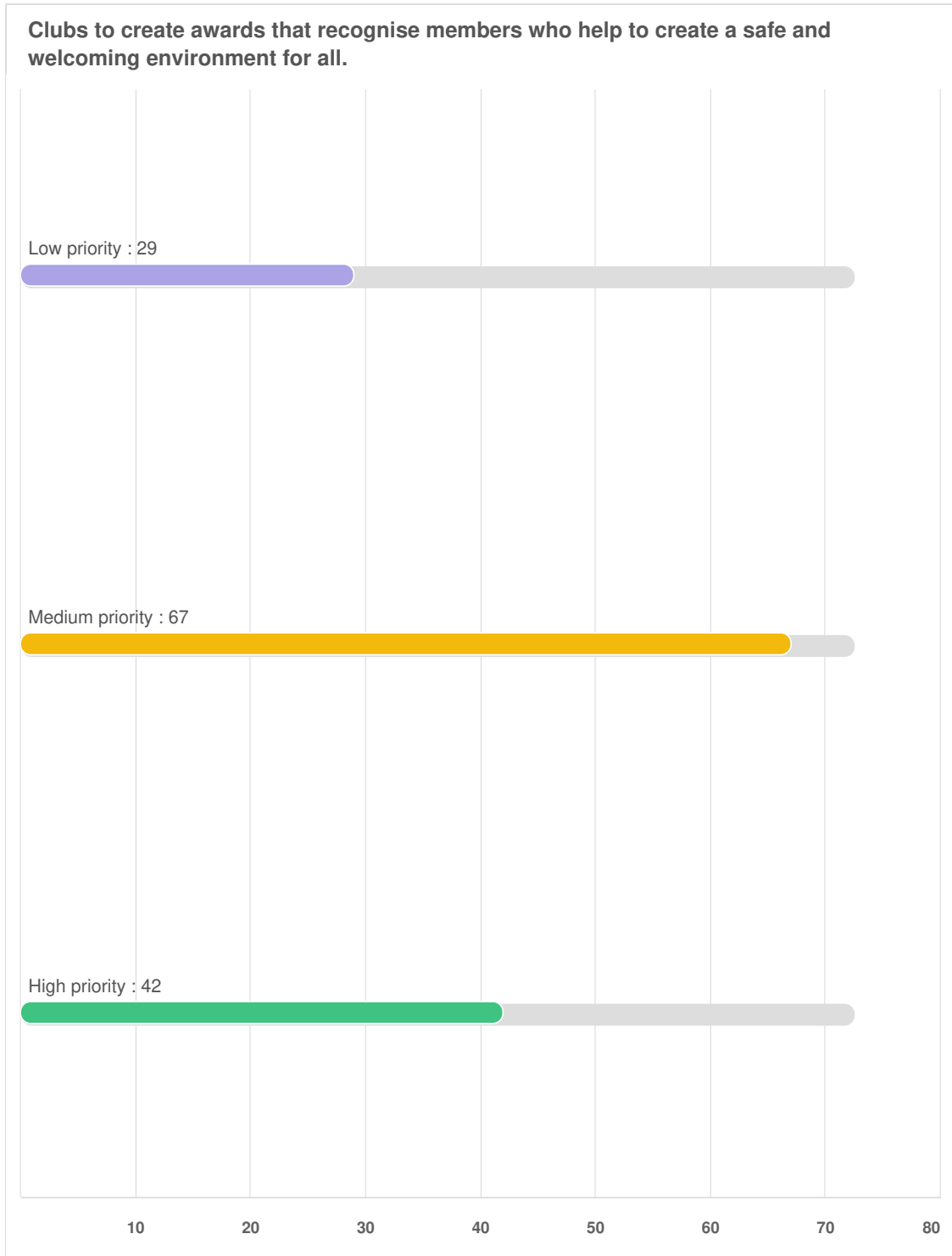
Draft Fair Access Policy - Survey : Survey Report for 23 May 2024 to 20 June 2024



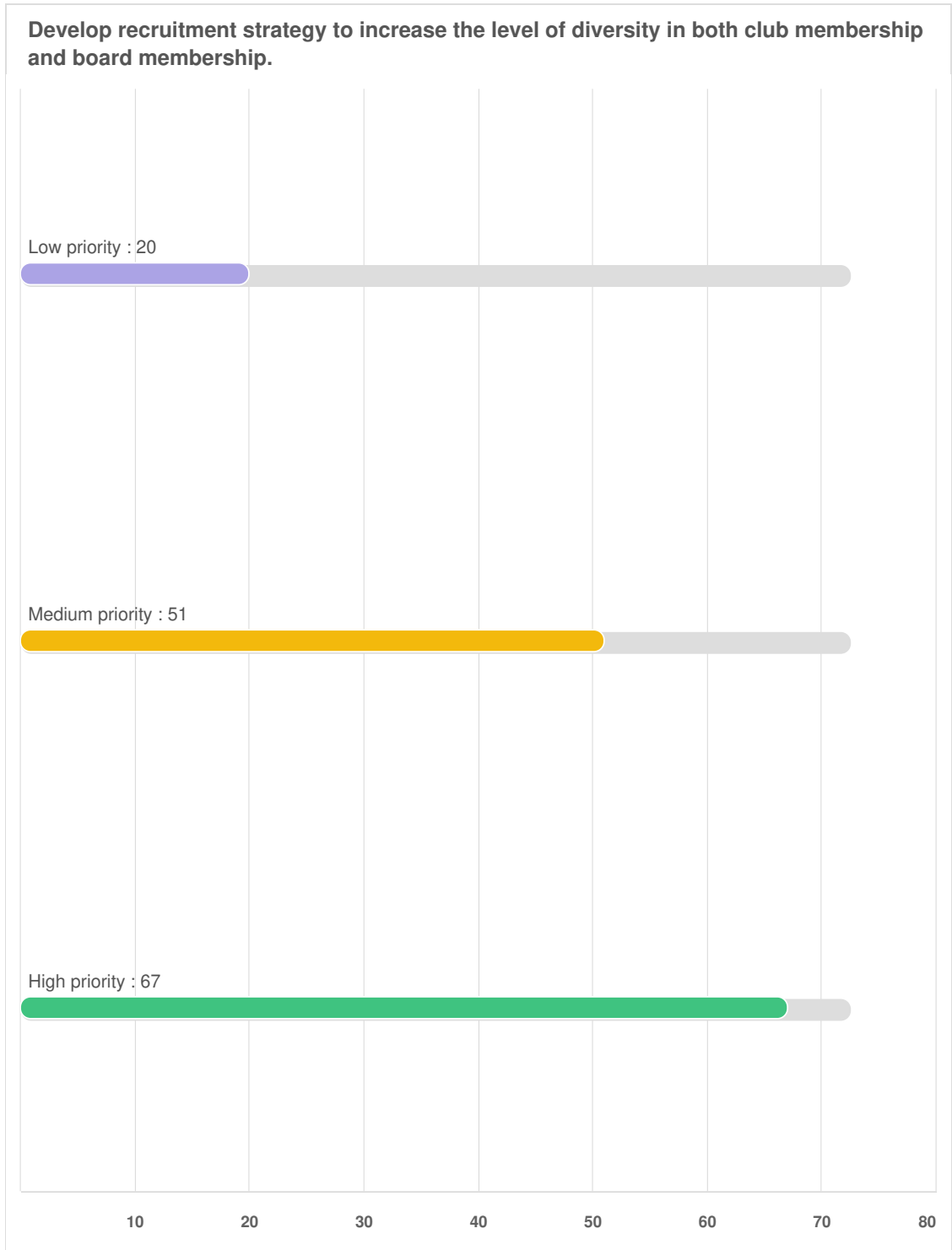
Draft Fair Access Policy - Survey : Survey Report for 23 May 2024 to 20 June 2024



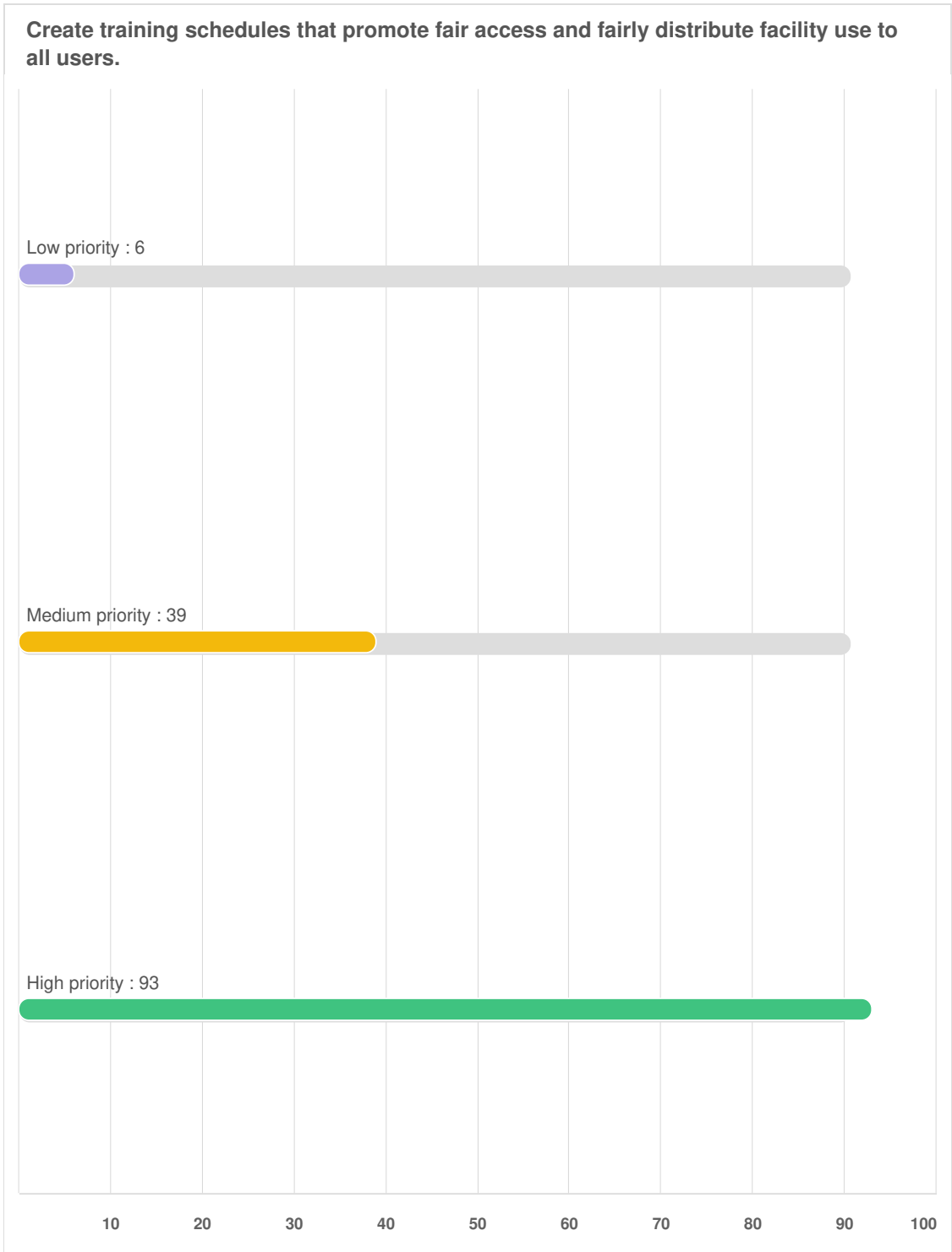
Draft Fair Access Policy - Survey : Survey Report for 23 May 2024 to 20 June 2024



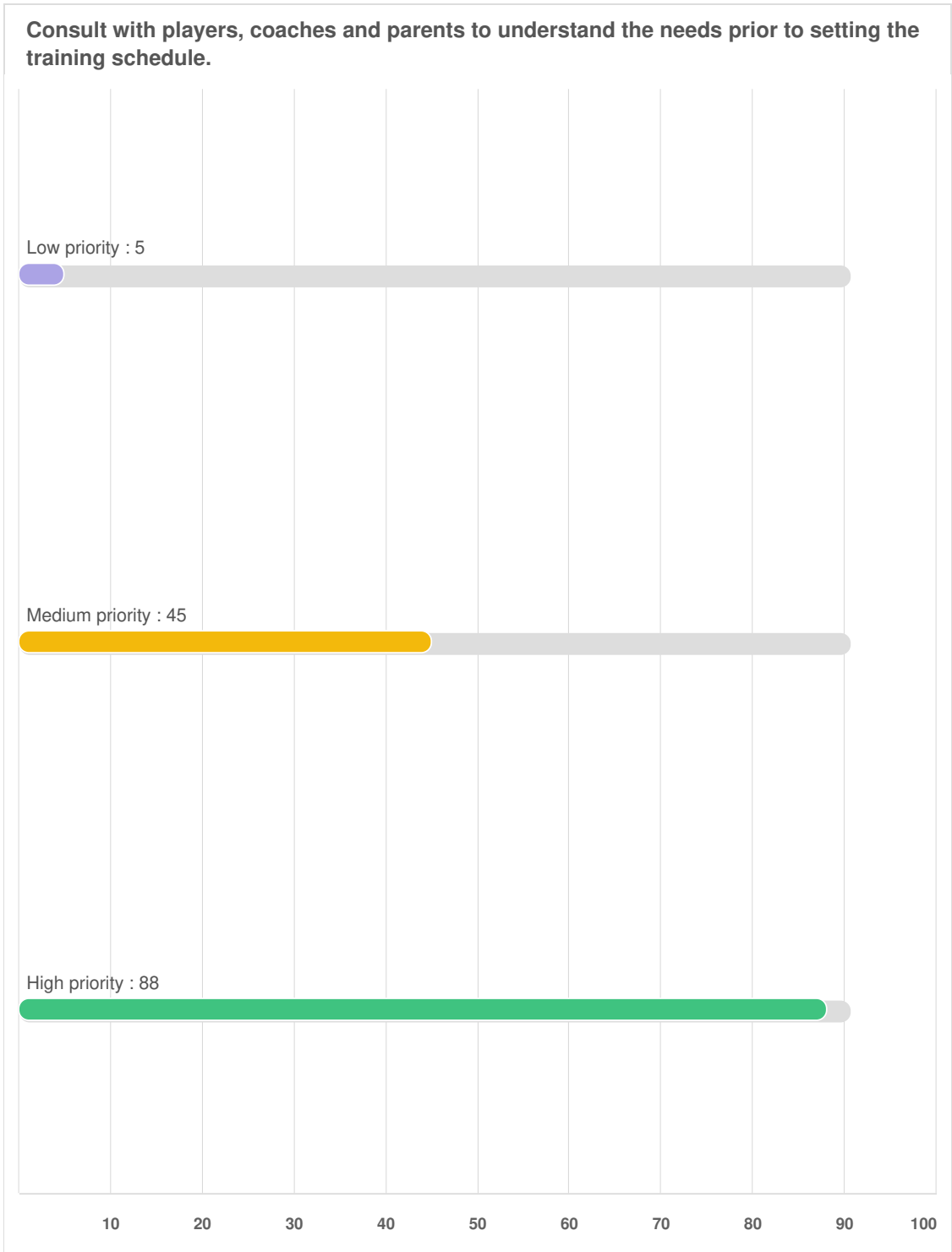
Draft Fair Access Policy - Survey : Survey Report for 23 May 2024 to 20 June 2024



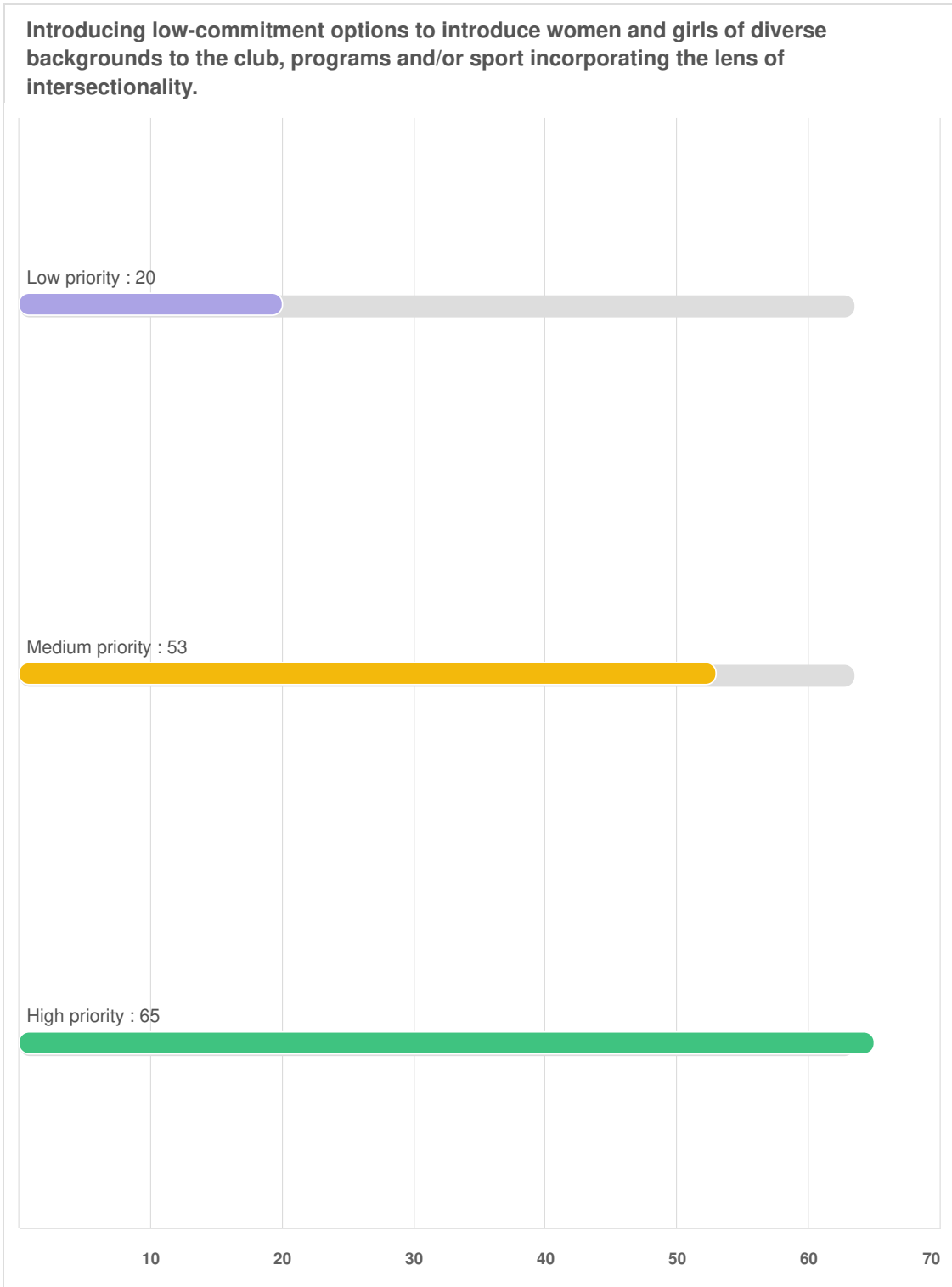
Draft Fair Access Policy - Survey : Survey Report for 23 May 2024 to 20 June 2024



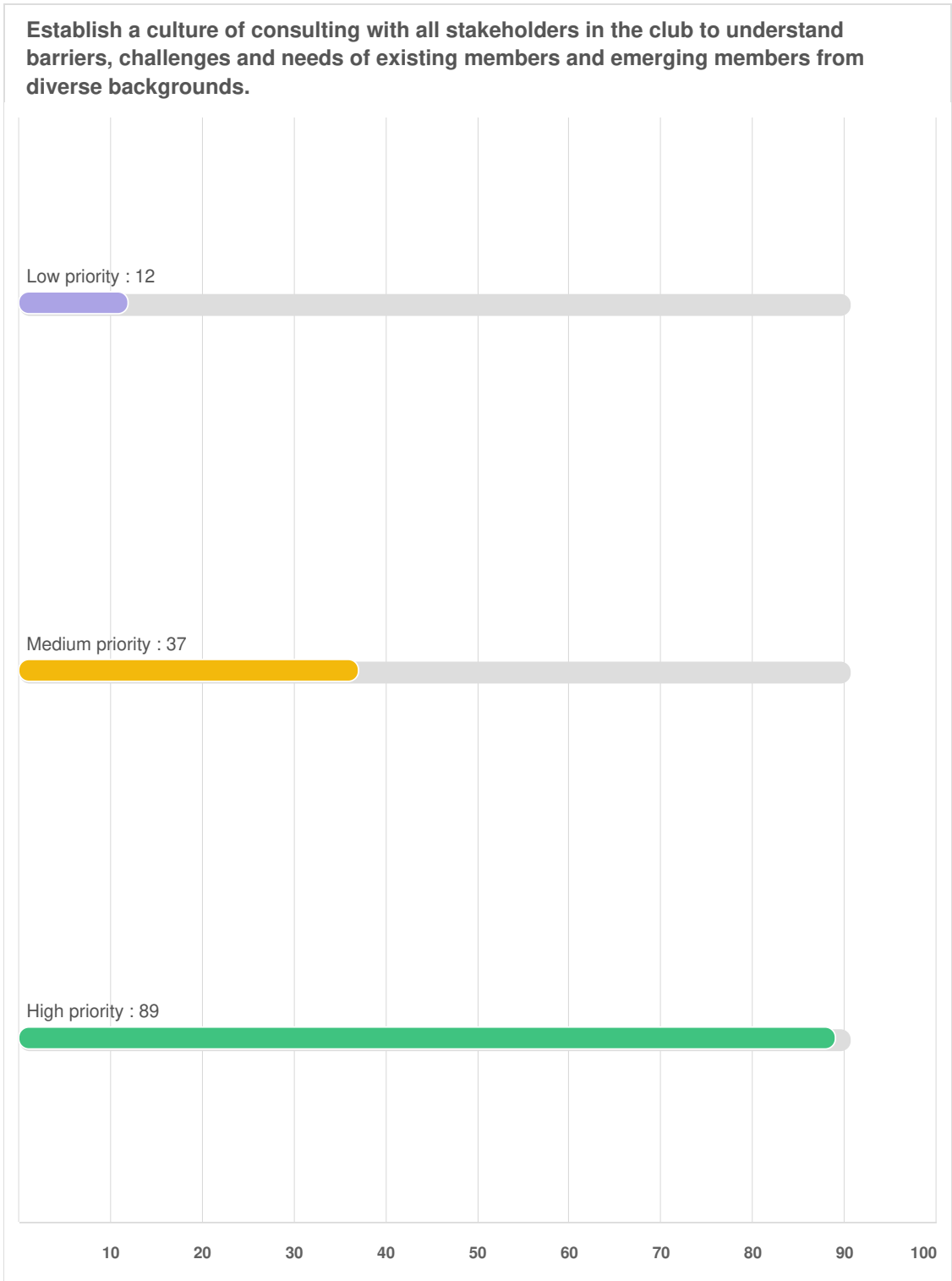
Draft Fair Access Policy - Survey : Survey Report for 23 May 2024 to 20 June 2024



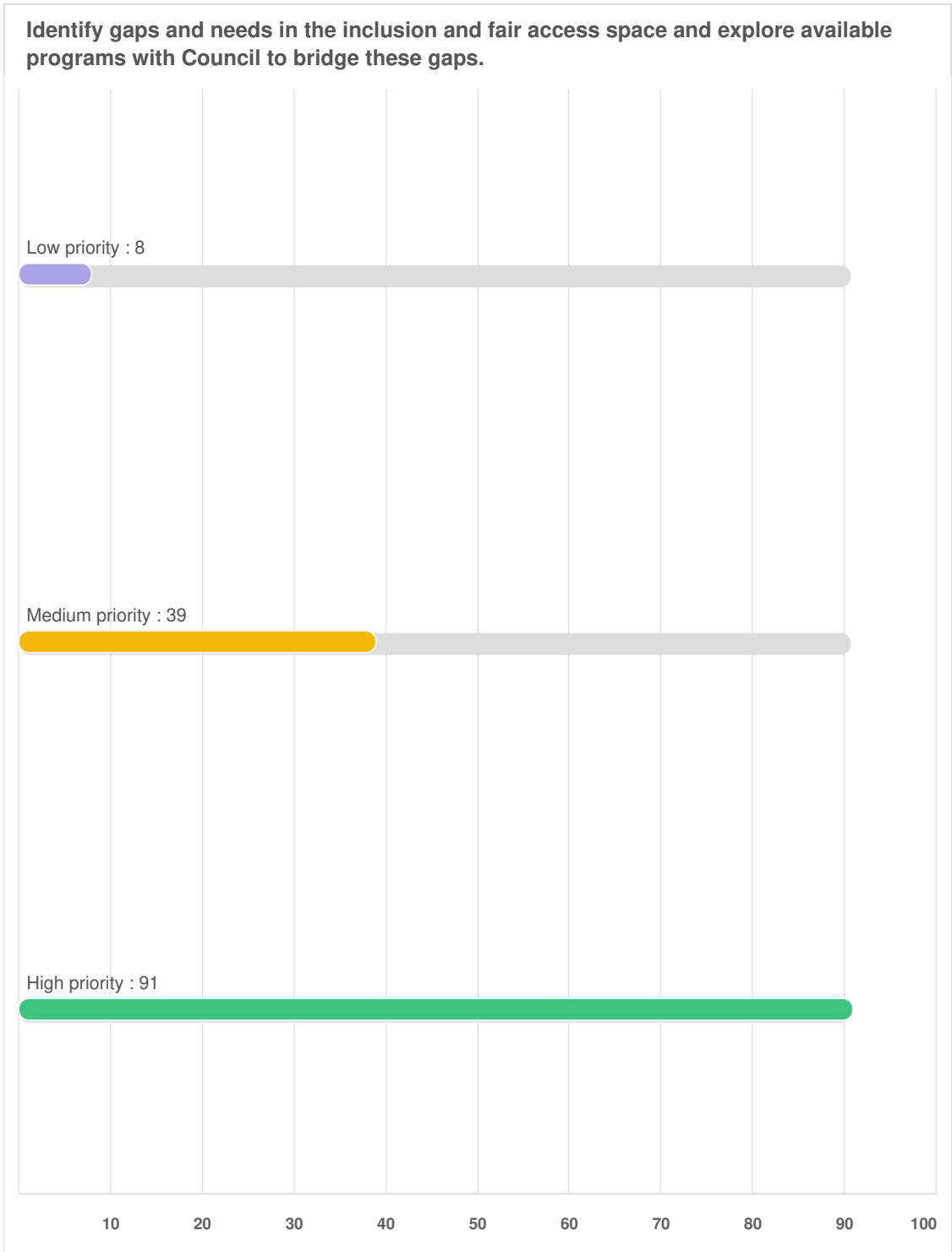
Draft Fair Access Policy - Survey : Survey Report for 23 May 2024 to 20 June 2024



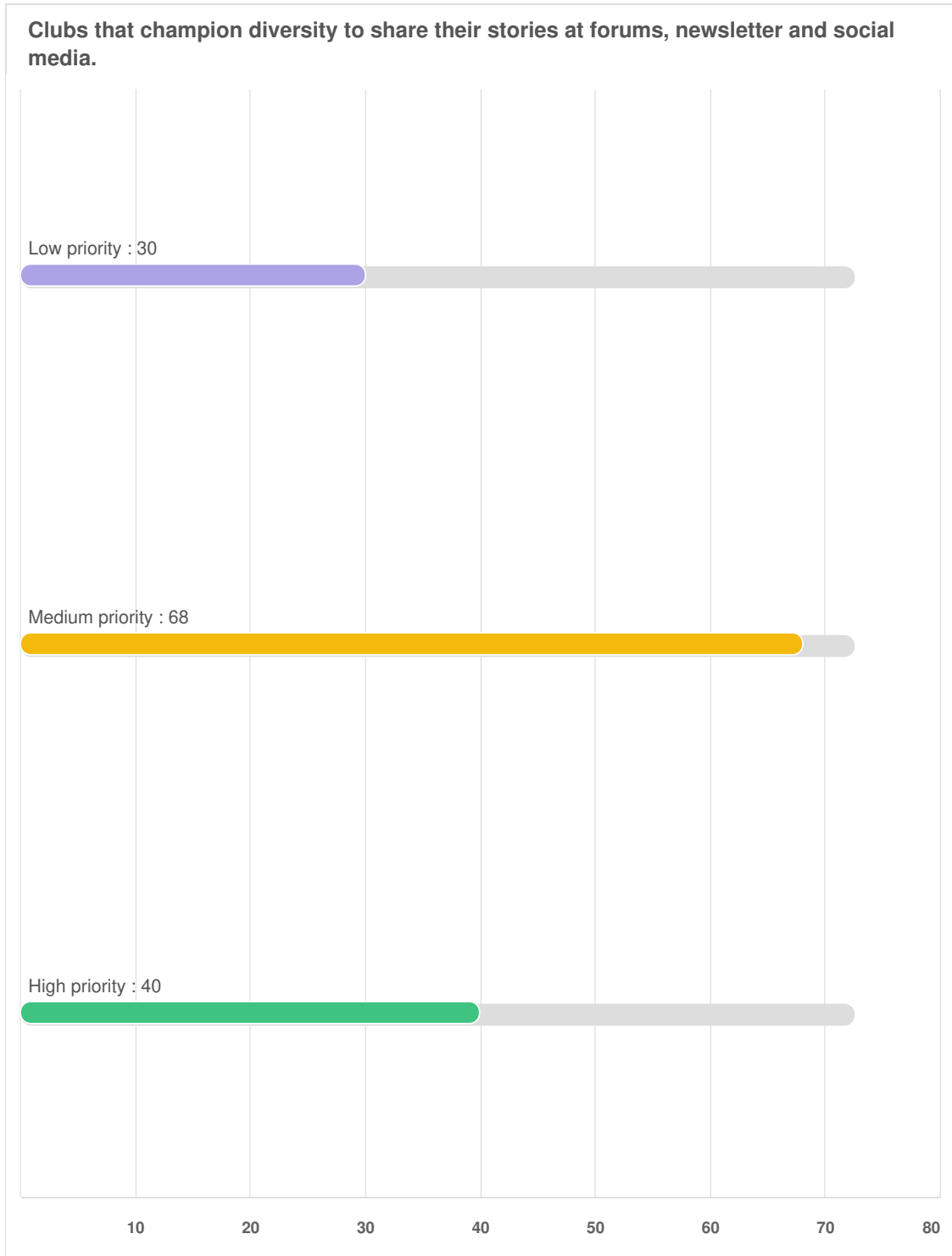
Draft Fair Access Policy - Survey : Survey Report for 23 May 2024 to 20 June 2024



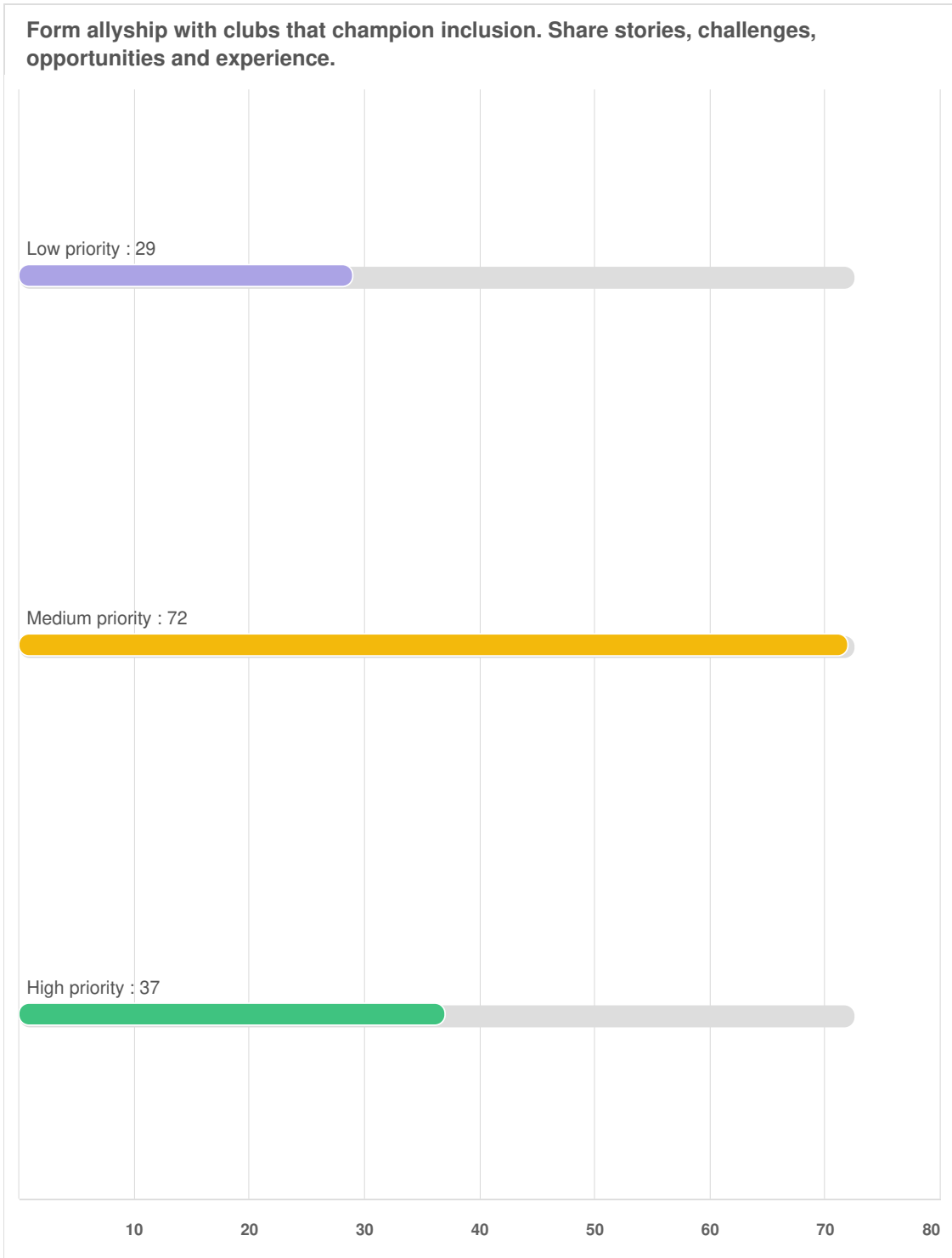
Draft Fair Access Policy - Survey : Survey Report for 23 May 2024 to 20 June 2024



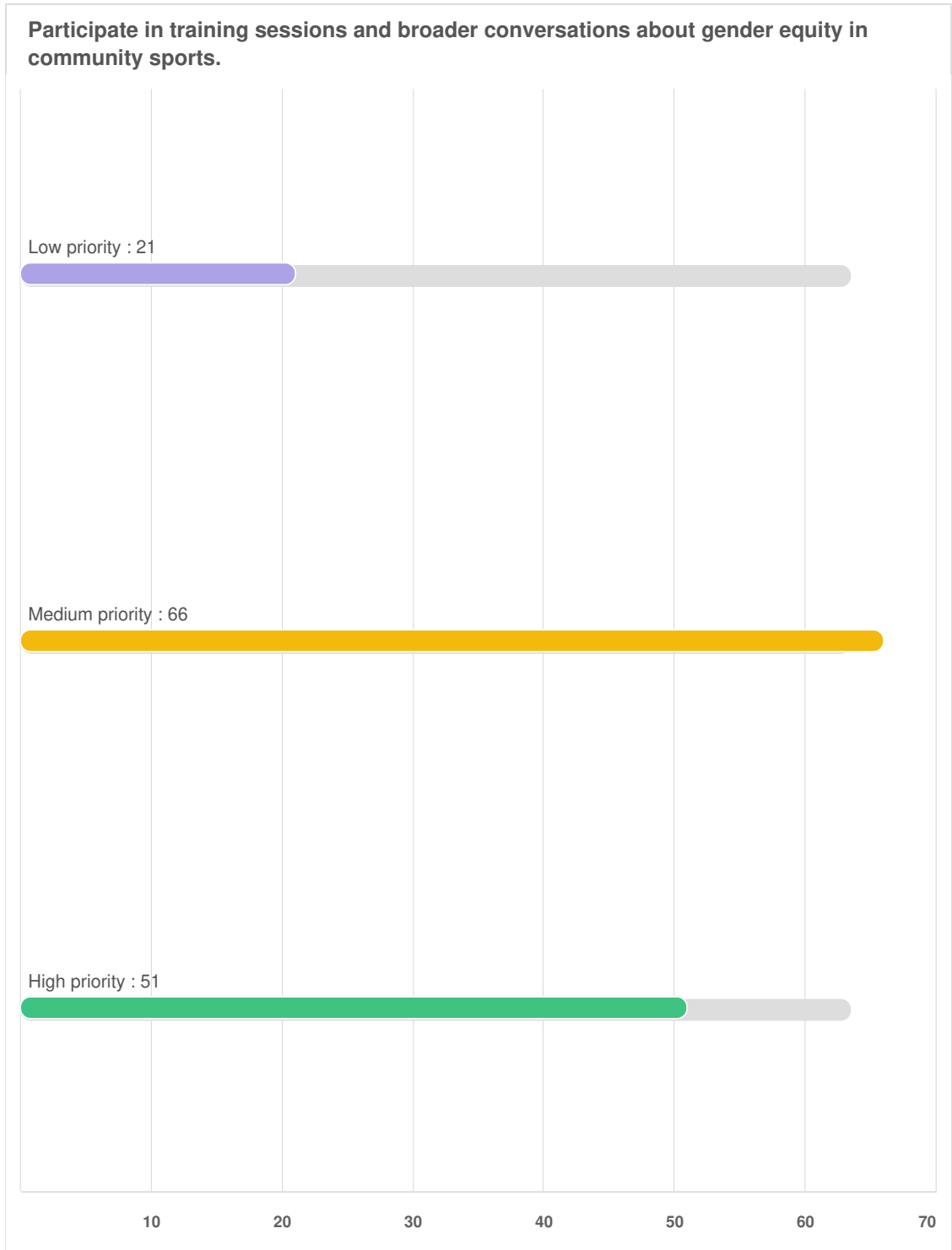
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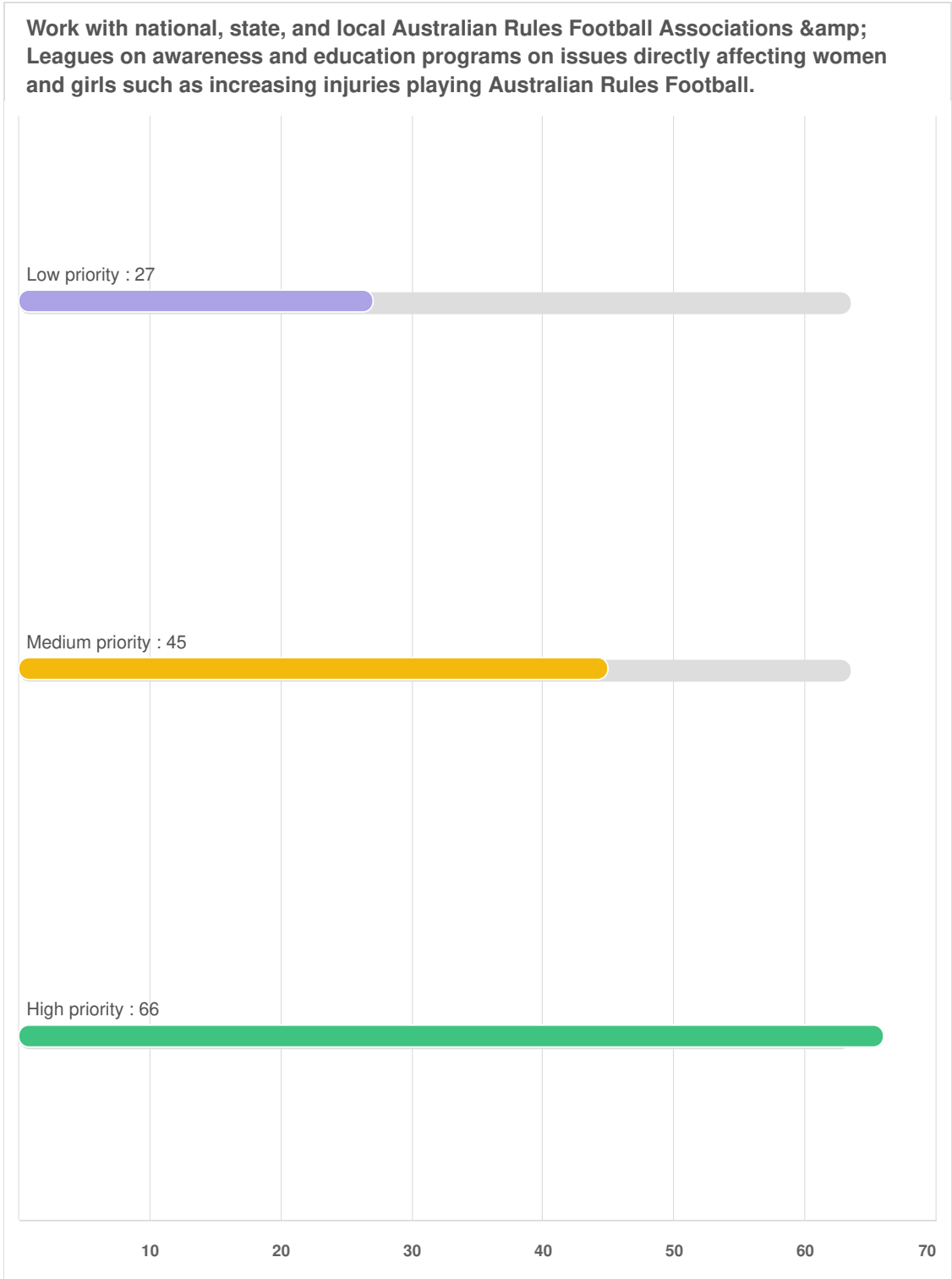
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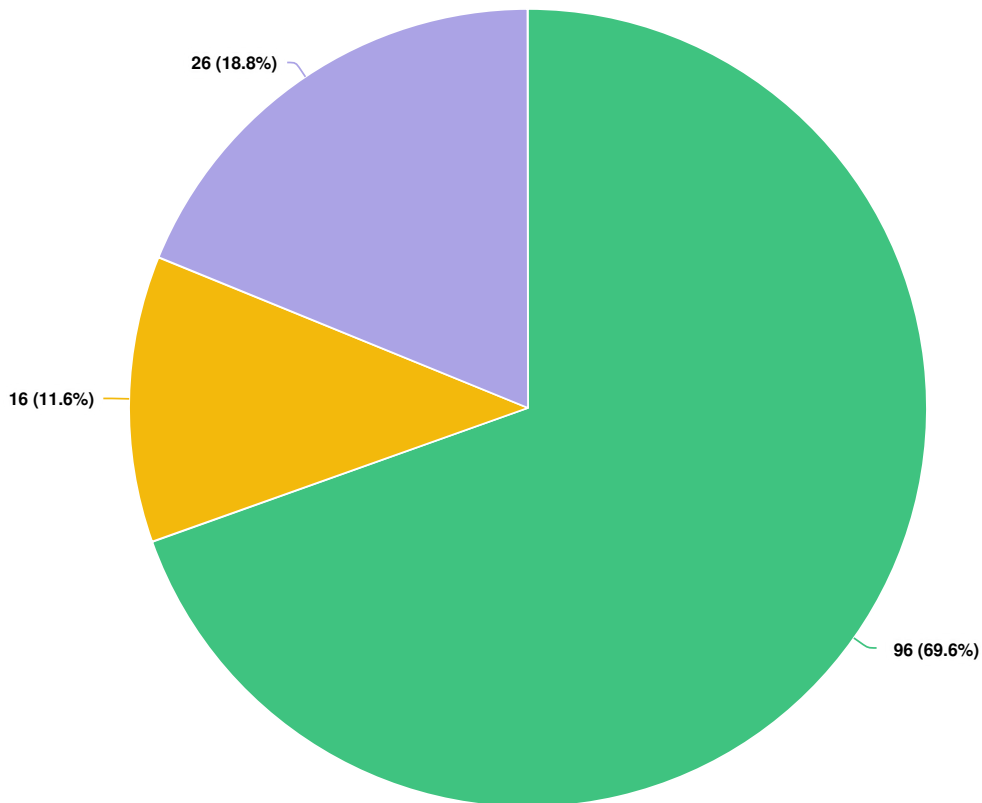


Draft Fair Access Policy - Survey : Survey Report for 23 May 2024 to 20 June 2024



Draft Fair Access Policy - Survey : Survey Report for 23 May 2024 to 20 June 2024

Q7 | Should there be incentives for clubs who are positively demonstrating the Fair Access principles?



Question options

Unsure No Yes

*Mandatory Question (138 response(s))
Question type: Radio Button Question*

Draft Fair Access Policy - Survey : Survey Report for 23 May 2024 to 20 June 2024

Q8 | Do you have any suggestions on what those incentives could be?

Screen Name Redacted

5/30/2024 08:38 AM

Prioritizing grant allocation

Screen Name Redacted

5/30/2024 08:54 AM

Increased funding for grass roots programs (Auskick, Blastars, etc.)
 Lower barriers to entry for grants that provide immediate benefits to clubs for high and low priority equipment (ranging from uniforms and sporting equipment through to goal post pads, bowling machines, goal nets).

Screen Name Redacted

5/30/2024 12:25 PM

n/a

Screen Name Redacted

5/30/2024 06:49 PM

Financial support and assistance to club volunteers.

Screen Name Redacted

5/30/2024 08:54 PM

Preferred access to Community Grants.

Screen Name Redacted

5/31/2024 07:31 PM

Change rooms for both genders

Screen Name Redacted

5/31/2024 07:38 PM

Unsure of what council can offer in terms of incentives.

Screen Name Redacted

5/31/2024 07:58 PM

Prioritised for council budget upgrade support.

Screen Name Redacted

5/31/2024 08:30 PM

Resourcing and access to grounds.

Screen Name Redacted

5/31/2024 08:36 PM

Grants to help make improvements to facilities.

Screen Name Redacted

6/01/2024 11:32 AM

Infrastructure rewards to clubs that participate

Screen Name Redacted

6/01/2024 11:58 AM

I play night time and we some times we don't have toilet access

Draft Fair Access Policy - Survey : Survey Report for **23 May 2024** to **20 June 2024**

Screen Name Redacted 6/01/2024 12:00 PM	Funding for programs, invitation to represent the club at council forums or events
Screen Name Redacted 6/01/2024 08:53 PM	Reduced fees for multiple female teams entered
Screen Name Redacted 6/01/2024 09:05 PM	Money talks
Screen Name Redacted 6/03/2024 11:13 AM	Deeper / wider promotion of those clubs in council publications
Screen Name Redacted 6/03/2024 11:22 AM	little funding prizes or promotions?
Screen Name Redacted 6/03/2024 11:25 AM	Greater likelihood of grants to support facility development to support their inclusion, not just the mayor and the council's pet projects. Like wasting \$5m buying 1200 meters of land in Aspendale/Edithvale.
Screen Name Redacted 6/03/2024 11:45 AM	increased funding
Screen Name Redacted 6/03/2024 11:45 AM	Support with provision of facilities.
Screen Name Redacted 6/03/2024 11:48 AM	Extra funds for upgrades, equipment, advertising ect
Screen Name Redacted 6/03/2024 12:03 PM	Chelsea FC
Screen Name Redacted 6/03/2024 12:11 PM	Reduction in facility hire fees
Screen Name Redacted 6/03/2024 12:12 PM	Club funding
Screen Name Redacted 6/03/2024 12:48 PM	Better facilities that support women and girls

Draft Fair Access Policy - Survey : Survey Report for 23 May 2024 to 20 June 2024

Screen Name Redacted 6/03/2024 01:03 PM	Cheaper insurances or premiums for use of the ovals/facilities
Screen Name Redacted 6/03/2024 02:37 PM	no
Screen Name Redacted 6/03/2024 03:12 PM	funds are usually needed and well used offering ground space to clubs that are running out of space
Screen Name Redacted 6/03/2024 04:26 PM	Grants for equipment that can be used for female/girl teams. Council advertises club with locals.
Screen Name Redacted 6/03/2024 06:47 PM	Additional funding to support maintaining Fair Access principles
Screen Name Redacted 6/04/2024 12:44 PM	Grants for equipment or facilities that support inclusion. Sponsored training days championed by local diverse athletes, to encourage more/new diverse members
Screen Name Redacted 6/04/2024 05:38 PM	Awards, acknowledgement in local papers/fb/online. Specially funded inclusive tournaments. Monetary to upgrade as needed.
Screen Name Redacted 6/04/2024 08:45 PM	awards, council grants to support the womens/girls programs
Screen Name Redacted 6/05/2024 06:59 AM	As a tennis club we already have equal access for males and females with coaching, court access, social tennis, and junior and senior competition tennis including mixed teams. As more male dominated sports clubs, eg cricket and football, learn to be more inclusive, they should look to tennis which is inclusive in all year round participation and competition and not just 6 months per year.
Screen Name Redacted 6/05/2024 08:01 PM	Free or reduced cost tickets to sporting events
Screen Name Redacted 6/06/2024 01:46 PM	Access to grounds/facilities for training in particular
Screen Name Redacted 6/06/2024 05:59 PM	no sorry

Draft Fair Access Policy - Survey : Survey Report for 23 May 2024 to 20 June 2024

Screen Name Redacted 6/06/2024 07:23 PM	Clubs need to encouraged to incorporate women's and girls teams to the same level men and boys teams are. Ground availability, game times are areas that need improvement.
Screen Name Redacted 6/06/2024 08:17 PM	any incentives that can help with recruitment and retention for that club is invaluable for the club. If the council can help with advertising, marketing etc.. Example we were told we were no longer allowed to advertise on real estate boards in the community by the council unless it was a community event.. Even though Chelsea football club have had multiple boards up promoting their club for majority of the year so far? we are a calisthenics club whose members are predominantly female.
Screen Name Redacted 6/06/2024 10:46 PM	Go Rams!
Screen Name Redacted 6/07/2024 07:43 PM	Funding for equipment or scholarships
Screen Name Redacted 6/11/2024 01:50 PM	Additional funding
Screen Name Redacted 6/11/2024 02:38 PM	Funding for facilities and positions in the club, formal recognition, facility upgrades and access, branding to enable these clubs to be easily identifiable to prospective participants, funding for equipment and subsidising costs for participants.
Screen Name Redacted 6/11/2024 05:27 PM	You could offer grants, opportunities for training, extra equipment, awards to recognize clubs and people supporting and implementing fair access.
Screen Name Redacted 6/12/2024 12:23 PM	Maybe lowering fees for single mothers fleeing domestic violence to be able to afford their children to continue attending their sports. Some fees are unaffordable for us mums who are wanting or kids to stay active
Screen Name Redacted 6/12/2024 04:01 PM	I would like there to be more encouragement for women to participate in sport without using the tag "mums" - for example, Football Victoria's "Soccer Mums" programme which is exclusionary towards people who are not mothers. While they say the programme is open to all, the term "mum" can be upsetting for women who are childfree

Draft Fair Access Policy - Survey : Survey Report for 23 May 2024 to 20 June 2024

	by choice or otherwise.
Screen Name Redacted 6/12/2024 07:54 PM	Awards, social media and news publications (cheap but highly motivating) - buffet food is a plus.
Screen Name Redacted 6/13/2024 10:50 AM	Prioritised funding and investment
Screen Name Redacted 6/13/2024 01:58 PM	Highest priority is to provide the correct facility configuration that takes away the opportunity for having space to look after all people. Perfect example is Tom Johnson Pavilion, having only 2 changerooms available on any given day is restrictive when you have both women and mens teams playing on the same day. Undermines all that you are promoting above.
Screen Name Redacted 6/13/2024 05:54 PM	Free promotions of that club. Vouchers. Grants
Screen Name Redacted 6/14/2024 10:59 AM	Extra grants and media
Screen Name Redacted 6/14/2024 01:53 PM	Rewards with equipment, uniforms etc
Screen Name Redacted 6/14/2024 02:43 PM	Support them in the redevelopment of their facilities.
Screen Name Redacted 6/15/2024 04:03 PM	As mentioned above, clubs who are positively demonstrating the Fair Access principles should get exclusive access to facilities and grounds.
Screen Name Redacted 6/17/2024 11:30 AM	Trophies, public recognition, vouchers for equipment, discounted rates.
Screen Name Redacted 6/17/2024 05:27 PM	Financial incentives, clubs always need more funding. Also preferential access to grounds or facilities. Or preferential access to funding for ground enhancements. Bearing in mind of course that these clubs are run by volunteers that are already stretched so would need to be something simple and low time investment if possible. Submitting nominations for prizes is more work for the limited

Draft Fair Access Policy - Survey : Survey Report for 23 May 2024 to 20 June 2024

volunteer resources.

Screen Name Redacted

6/18/2024 07:45 PM

Financial - investment in the club (for events, equipment, etc)

Screen Name Redacted

6/19/2024 02:54 PM

Council to have grants for programs, training sessions for women to support leadership volunteers and players. Aside from the quick grant or biannual which are normally used to help the club rooms be updated eg freezer etc

Screen Name Redacted

6/19/2024 06:47 PM

Priority for grants - include it in your grant assessment criteria. Equipment vouchers / financing to support clubs Promotion of programs and clubs on social media / newsletters etc Linking sporting clubs with AFL (ie. St Kilda) / Netball (Vixens / Mavericks) or Cricket (Melbourne Renegades) for visits from players / promotional events etc and use the opportunity to further promote the fair access principles the club is demonstrating

Screen Name Redacted

6/19/2024 09:26 PM

Grants but clubs have to be accountable and attribute this to the funding received. Also support direct from Council to show clubs how to introduce it- strategies to encourage fair access

Screen Name Redacted

6/19/2024 09:46 PM

Funding for local clubs who demonstrate fair access principles. Equipments funds clubs can apply for.

Optional question (61 response(s), 77 skipped)

Question type: Essay Question

Q9 | Do you have any further comments regarding the Draft Fair Access Policy?

Screen Name Redacted

5/29/2024 12:06 PM

Men do not belong on women's sport

Screen Name Redacted

5/30/2024 05:23 AM

No

Screen Name Redacted

5/30/2024 08:54 AM

As the chairman of a Sporting Club which hosts a range of affiliate clubs across sporting and community-based activity, the most overwhelming feedback (both for & against) is the integration of transgender people into what are deemed 'traditional' environments. It

Draft Fair Access Policy - Survey : Survey Report for 23 May 2024 to 20 June 2024

<p>Screen Name Redacted 5/30/2024 12:25 PM</p>	<p>is important to note that while our club(s) welcome the discussion (and all those in the wider community), there is also a level of trepidation about the use of Policies as a 'Trojan Horse' in which to introduce something which is very specific and polarising in many sections of what is becoming an incredibly diverse environment, particularly where individual clubs are needing to draw on members from diverse religious and cultural backgrounds.</p>
<p>Screen Name Redacted 5/30/2024 06:49 PM</p>	<p>No problem with it, but i will state firmly, club volunteers are stretched with workloads, i support this initiative, but not if volunteers are expected to take on extra roles and responsibilities. If financial incentives are offered, clubs could seek interested persons to take up positions relating to the Fair Access principles for a financial recognition.</p>
<p>Screen Name Redacted 5/30/2024 07:31 PM</p>	<p>The fair access policy needs to work in conjunction with a fair facilities upgrade policies.</p>
<p>Screen Name Redacted 5/30/2024 08:54 PM</p>	<p>Highly visible external signage to confirm a clubs' support of the Policy to be provided. Implement club name change to include "Community" in its title.</p>
<p>Screen Name Redacted 5/31/2024 07:38 PM</p>	<p>Please upgrade club facilities to be more accessible not only for females but for people with disabilities too.</p>
<p>Screen Name Redacted 5/31/2024 07:58 PM</p>	<p>Yes. Lighting. Currently lighting turns off too early. Senior players train until 9pm and it's unsafe to walk to your car if flood lights 360 degrees radius to the club (including soccer club and baseball club) at Chelsea FC. Currently women have to walk together to avoid unsavoury attention when walking to their car. An easy fix please.</p>
<p>Screen Name Redacted 5/31/2024 08:10 PM</p>	<p>Incentives would feel like bribing clubs to do something they don't want to. They should just do it because it's the right thing to do,</p>
<p>Screen Name Redacted 5/31/2024 08:30 PM</p>	<p>My daughter plays at Edithvale Common for Chelsea FC. We need changing rooms for our girls! It's so hard if they don't have female friendly rooms. Please help Kingston. We can't have our girls giving up on sport because there are no rooms for them.</p>

Draft Fair Access Policy - Survey : Survey Report for 23 May 2024 to 20 June 2024

Screen Name Redacted

5/31/2024 08:32 PM

The expansion in activities taken up by girls and women should be invested in by all areas of our community to capitalise on this growth and improvements.

Screen Name Redacted

5/31/2024 08:36 PM

All sporting facilities need to have change rooms and toilets suitable for all participants.

Screen Name Redacted

5/31/2024 10:07 PM

Doesn't need to be pushed so hard. Inclusion is there in today's society It's the lack of facilities that is hurting clubs Our club for example has basically closed access to the home ground for boys up to age 12 as they are now using the ground for the girls training. Lack of facilities, get the facilities first

Screen Name Redacted

6/01/2024 11:32 AM

Nil

Screen Name Redacted

6/01/2024 11:58 AM

No

Screen Name Redacted

6/01/2024 12:00 PM

No

Screen Name Redacted

6/01/2024 08:53 PM

No

Screen Name Redacted

6/03/2024 11:13 AM

I am very supportive of the policy overall.

Screen Name Redacted

6/03/2024 11:25 AM

No

Screen Name Redacted

6/03/2024 11:45 AM

I support that Chelsea FC is made safer and more importantly better Fair Access for our Girls and Women players. As it stands Edithvale Common does not have female friendly changerooms and therefore is not inclusive to all our players and will be soon non compliant.

Screen Name Redacted

6/03/2024 11:45 AM

Policies can only be implemented when suitable infrastructure and facilities are available . Chelsea FC has invested greatly in improving access for girls/women in recent years but battle inadequate

Draft Fair Access Policy - Survey : Survey Report for 23 May 2024 to 20 June 2024

	changing facilities at Edi Common. Council need to support them in their endeavours with more than just words.
Screen Name Redacted 6/03/2024 11:48 AM	Increase accessibility to ovals and club rooms, female change rooms
Screen Name Redacted 6/03/2024 12:46 PM	Consider lighting, facilities, parking
Screen Name Redacted 6/03/2024 12:48 PM	Editvale Common facility improvements for women and girls as priority
Screen Name Redacted 6/03/2024 01:17 PM	Basic women's needs met ie clubrooms to have nice clean change rooms with all the relevant bins and sanitation. And safe lighting and hot water and security. As it stands at Chelsea Soccer club the lifhting for the public toilets needs attention along with Edi Commons to have women's change rooms. So many more girls are playing soccer now and really everyone needs to get behind all aspects for an updated help to these females. Thank you.
Screen Name Redacted 6/03/2024 02:37 PM	no
Screen Name Redacted 6/03/2024 03:29 PM	We need female changerooms at edithvale common grounds for Chelsea FC
Screen Name Redacted 6/04/2024 11:54 AM	To gain feedback from all key stakeholder & clubs/ members, before anything is set in stone
Screen Name Redacted 6/04/2024 12:44 PM	Council could do more to improve our facilities to support female participation in change/shower and bathroom facilities.
Screen Name Redacted 6/04/2024 05:38 PM	We need this now
Screen Name Redacted 6/04/2024 08:45 PM	the growth of womens and girls cricket within our club is massive, we dont have the facilities for safety - as well as support for training with nets and grounds.

Draft Fair Access Policy - Survey : Survey Report for 23 May 2024 to 20 June 2024

Screen Name Redacted

6/05/2024 06:59 AM

As a tennis club we already have equal access for males and females with coaching, court access, social tennis, and junior and senior competition tennis including mixed teams. The need to call out football clubs is a sad indictment on those clubs who do this poorly.

Screen Name Redacted

6/05/2024 08:01 PM

I have recently left a local junior football club after 20 years as a volunteer, I was vice president for 3 years and an assistant coach of the first women's team, the president of the club in 2023 was also female, we were treated so poorly, victims of verbal abuse, swearing and social media abuse, we had no choice but to leave the club as did our children due to a small minority of men who choose to abuse the 2 of us without consequence from the governing sports club that oversees the cricket and netball clubs also. I have written emails to the south east junior football club on 2 occasions and they choose to do nothing. I want women to feel safe in leadership roles, to be supported and for girls and women to be able to play the sports they love with the same facilities as the boys, the right to be able to change in privacy and be supported by a club that engages in reputable wellbeing programs, that support healthy relationships between both players male or female as well equality for women who wish to take on leadership roles within clubs. I would be more than happy to chat further Regards Leah

Screen Name Redacted

6/06/2024 01:46 PM

This is a very narrow view calling out one sport

Screen Name Redacted

6/06/2024 02:46 PM

Grounds should be available equally for male and female/boys and girls teams, all facilities should reflect the needs of girls ie single cubicle showers.

Screen Name Redacted

6/06/2024 05:12 PM

Female change rooms needed , the rest of this survey is woke bullshit .

Screen Name Redacted

6/06/2024 05:59 PM

no

Screen Name Redacted

6/06/2024 07:23 PM

Equality. Clubs and management need to treat all teams equally. Women and girls should not be feeling that they need to "fit in" to a club, they are part of the club and should equally be treated. Coaching staff and volunteers should also receive equal club attire and equipment for coaching and team development.

Draft Fair Access Policy - Survey : Survey Report for 23 May 2024 to 20 June 2024

Screen Name Redacted

6/06/2024 08:17 PM

i think its fantastic and as a sporting club that is predominantly female i look forward to the council's support in helping us to continue to grow in numbers.

Screen Name Redacted

6/06/2024 10:58 PM

We should have a focus that all people have access to all community facilities not just attack the existing players to reinvent a fully functioning community club at the detriment of their key values.

Screen Name Redacted

6/07/2024 06:28 AM

This policy will unnecessarily increase the workload and burden on club volunteers who already are at breaking point attracting and retaining volunteers. Let clubs sort things out themselves without the threat of losing funding for non compliance. Clubs don't care who fills roles on boards and committees as long as jobs get done. Forcing gender or any other equity in to clubs restricts their ability to fill compliance with other government regulations eg submitting financial documents and audits. This policy will further destroy community sport.

Screen Name Redacted

6/07/2024 07:06 AM

Great work in this space. My main comment is in relation to the last club action. What does this mean and why is AFL directly mentioned when every other action is generic and Mmmm to sport and we have such a diverse range of sports. Suggest the action is: Work with national, state, and local Associations on awareness and education programs on issues directly affecting women and girls. (This would then apply to all sporting codes). Same applies to action 23 in Council actions. Action 22 in the Council actions also refers to actively managing permitted equitable use for AFL. Is AFL the only sport in Kingston that is struggling with fair access? I wouldn't have thought so... Thanks for preparing

Screen Name Redacted

6/07/2024 11:09 AM

All of these things are a high priority but they are also things that just should be part of a club culture. Perhaps start looking at AFL club membership rates, not overall numbers but the demographics and why families around u9/u10 age leave. The local AFL clubs are reportedly "boys clubs" and this is coming from boys families, not girls. Massive influx to local soccer clubs at this age because of AFL club culture. Why is the council policy only focusing on injuries in AFL? Council should be doing research on what age girls stop or reduce sport and why that is, how to retain them, how to encourage them back. It's what I want to look at for my thesis work. There is a lot of research on why this occurs but there is a huge social impact.

Screen Name Redacted

N/A

Draft Fair Access Policy - Survey : Survey Report for 23 May 2024 to 20 June 2024

6/07/2024 07:43 PM

Screen Name Redacted

6/07/2024 11:25 PM

A lot to assess across many number of sports and facilities. 1. I coach a girls basketball team and we moved from the Chelsea district (Kingston) to Sandringham (Bayside) because we did not have the same access to the courts as the boys basketball. I understand that the running of the competition has little to do with the council; however the boys competition always got the indoor wooden sprung courts while the girls played on painter concrete because 'the boys play harder'. So could you educate the Chelsea association or plan to build some new courts. 2. 2.

Screen Name Redacted

6/08/2024 10:41 AM

The biggest issue in my mind is facilities like glen st oval aspendale that has barely passable change rooms for boys. In addition white shorts and uniforms that don't fit are huge problems for girls.

Screen Name Redacted

6/08/2024 11:17 AM

I think it is important for women to be treated equally. Do not allow women's sport to be infiltrated by trans women/men. We need our girls to be safe

Screen Name Redacted

6/11/2024 01:50 PM

Great work so far but still a lot to be done

Screen Name Redacted

6/11/2024 02:38 PM

I am very supportive of this, while my children belong to clubs that I would call inclusive when it comes to women and girls, there is work to be done at an association level as well.

Screen Name Redacted

6/12/2024 12:23 PM

No

Screen Name Redacted

6/12/2024 05:05 PM

an issue not directly addressed in the policy relates to the sense of safety and discrimination experienced by people with an XX chromosome being forced to compete and share change spaces with people who have a XY chromosome.

Screen Name Redacted

6/12/2024 07:10 PM

Stop spending ridiculous amounts of money on sporting facilities, equipment, land, signage, etc. If people want to join sports clubs they can make their own contributions.

Screen Name Redacted

6/13/2024 01:58 PM

Alot of clubs already have some of the above set up and arranged, yet get let down due to the state of the venue not supporting what we

Draft Fair Access Policy - Survey : Survey Report for 23 May 2024 to 20 June 2024

Screen Name Redacted 6/13/2024 03:32 PM	No
Screen Name Redacted 6/13/2024 05:54 PM	We are a sailing club which is very much a level playing field when it comes to gender. Our problem is that by the ages of around 13 they drop away from the club. Maybe it not a gender issue for us?
Screen Name Redacted 6/13/2024 06:18 PM	An example of how lack of fair access affects my daughter. She trains at Edithvale Rec. The only toilets open at 6.30pm are the public ones which have no lights, these are scary to go into and unsanitary as they cannot see what is on the ground or seat.
Screen Name Redacted 6/14/2024 01:53 PM	It's a very positive move
Screen Name Redacted 6/14/2024 02:43 PM	No more talk. Just ACTION NOW! There are facilities that are NON-COMPLIANT NOW!! And focus on Football (Soccer) and other sports not just AFL as per your questions above
Screen Name Redacted 6/14/2024 03:17 PM	No
Screen Name Redacted 6/14/2024 07:33 PM	As a mature woman I have never had any issues with the behaviour of men who are inclusive and courteous. The same can't be said of some of the women in my club who have been awful bullies causing me to leave my club for a season. Female bullying MUST be recognised and not trivialised. Mediation processes to deal with it need to be improved and those who bully need to face consequences. Please please please don't just attract women into sports without ensuring their safety at clubs. It's not men that are the problem, it's other women.
Screen Name Redacted 6/15/2024 04:03 PM	Fair access needs to apply for all female athletes through both facilities and fixtures. For example, the recent works undertaken at Regents Park provide equitable facilities for female footballers, but the current fixture does not. Women's teams are never featured in the Saturday afternoon fixture. They play either on other days or after the male players are finished. Similarly, female netballers have been de-prioritised by the facilities. You cannot watch netball from the clubrooms, balcony, canteen or bars; even though all of these all

Draft Fair Access Policy - Survey : Survey Report for 23 May 2024 to 20 June 2024

overlook the oval and are immediately adjacent to the netball courts, suggesting this was a deliberate design decision. Likewise, female netballers have no available spaces for spectators to watch them (no chairs, shelter or services); this cannot be considered fair access.

Screen Name Redacted

6/17/2024 05:27 PM

I notice that the main focus of the Kingston Council Fair Process Policy is centered around gender inclusiveness, diversity & participation which no one disputes is of high importance. However it only briefly focuses on female friendly facilities in Strategic Objective 4.1 (Strategic Indicator 34) of the policy as a percentage, & lists in the survey examples of facilities as Ovals, pitches, nets, goals etc. If councils are to be gender inclusive & clubs can have the ability to provide such culture, it needs to start with providing female friendly changerooms and facilities. I do note that you are subject to funding limitations and dependent on state funding and that this would need to be part of a longer term strategy. A comment regarding Posters and Awards - the resources the clubs have to produce posters and write award nominations and newsletter articles is limited. I have called these low priority because, while good ideas, add additional layer onto already stretched resources and may undermine the intent which is to foster enthusiasm for inclusiveness.

Screen Name Redacted

6/18/2024 11:00 AM

Fair access is about more than building new female changerooms in a sport/club predominately played by males. Historically the majority of sports reserves and pavilions are handed over to the football and cricket clubs, and female based sport such as netball is starting from such a low base in terms of access to infrastructure. Females shouldnt have to play a sport historically played by males eg football and cricket, to be able to be part of a club, or have access to sport facilities. Female based sports such as netball trying to build senior pathways should be supported by Council policies to retain their own committee and finances, and not have to integrate / be taken over, by the male sports club to retain use of facilities just because the football club had it first. Gender equality on board is important, but also equal voting rights for the representatives of the womens sport as for the mens sport. For example a sporting club board should not have 2 football representatives / votes and only 1 netball vote. Netball is always the minority. Equality should extend to that and if not then Council should have policies to address it.

Screen Name Redacted

6/18/2024 06:44 PM

The draft policy, does not really say anything, pretty much just demonstrates that there is a legal framework that must be followed if any decisions are made. Let's hope we are kept informed and are truly part of the decision making process.

Draft Fair Access Policy - Survey : Survey Report for 23 May 2024 to 20 June 2024

Screen Name Redacted 6/18/2024 07:45 PM	Great work and love to see the focus on women and inclusive sport!
Screen Name Redacted 6/19/2024 02:54 PM	When building or updating facilities separate room for females as to not be sharing changerooms and extra storage space.
Screen Name Redacted 6/19/2024 03:06 PM	As a parent of a daughter with ASD we face many barriers to accessing community sport. Currently she wants to be involved in soccer, at age 12 there is no basic skills, low pressure entry point to getting skills and confidence to step into a team environment. These are offered at a younger age, but with delayed maturity for ASD kids they aren't ready at that age.
Screen Name Redacted 6/19/2024 06:47 PM	I think it is a huge step forward. I would really love intersectionality to be at the forefront of this and include women and people from diverse backgrounds in the decision-making process. If there is a working group - are people from the community inviting to be involved - as I would love to contribute to something like this. Supporting women and people from diverse backgrounds to move up to Board and Committee level in all sports will only further enhance and support the application these principles.
Screen Name Redacted 6/19/2024 09:46 PM	No
Screen Name Redacted 6/19/2024 11:09 PM	Without a timeline specified for council and club actions in the Action Plan, it is hard to assess the impact of this policy on the volunteers who will be responsible for these actions. Further consultation should be undertaken on the proposed timeline for actions. Also, further information is required on how Council proposes to implement Council Action 7. What will be the definition/criteria/characteristics of an "All Gender Inclusive Club" for the purpose of deciding which clubs have prioritised access?

Optional question (71 response(s), 67 skipped)

Question type: Essay Question

Agenda Item No: 9.7

BONBEACH PAVILION - OPTIONS FOR DEVELOPMENT

Contact Officer: Bridget Draper, Manager Active Kingston

Purpose of Report

The purpose of this report is to present feedback from the Bonbeach Sports Clubs on their preferred option for a future pavilion development at Bonbeach Sports Reserve, as supported by the endorsed Bonbeach Master Plan and Pavilion Prioritisation Policy.

Disclosure of Officer / Contractor Conflict of Interest

No Council officer/s and/or Contractor/s who have provided advice in relation to this report have declared a Conflict of Interest regarding the matter under consideration.

RECOMMENDATION

That Council:

1. Note the support of the clubs for Option 2 – Demolition of YCW pavilion, construction of a new modular pavilion with two sets of change rooms and retention of the Curwood Pavilion;
2. Endorse Option 2 – Demolition of YCW pavilion, construction of a new modular pavilion with two sets of change rooms and retention of the Curwood Pavilion; and
3. Note funding will be allocated in the capital forward plan in future years, beyond the current 5 year program.

1. Executive Summary

At the June 2023 Council Meeting it was noted that funding advocacy to the State Government for a \$5M contribution towards the proposed pavilion development at Bonbeach Sports Reserve was unsuccessful. Based on this, Council endorsed commencement of a design review process of the pavilion development that considers options for discussion with the sporting tenant clubs. These options aim to achieve a more cost-effective outcome and consistent with Council and State Sporting Associations standards. Since the June 2023 Meeting, the sporting Pavilion Prioritisation Policy and Pavilion Design Guidelines have been endorsed by Council and have guided the development of the options in this report.

The clubs have been consulted on two options and have provided their feedback. The two options presented were:

- Option 1 - Additions and alterations to Curwood Hall and the YCW Sporting Pavilion.
- Option 2 - Demolition of YCW, construction of a new modular pavilion with two sets of change rooms, and retention of Curwood Hall

The clubs have advised their preference is for Option 2 - Demolition of YCW, construction of a new modular pavilion with two sets of change rooms, and retention of Curwood Hall. The clubs confirmation of this option is attached (Appendix 1). This option is estimated to cost \$6M (excluding GST). The clubs understand there are other pavilion developments ahead on the pavilion prioritisation list and that funding allocation towards the pavilion may not be until 29/30 onwards.

If this option is supported by Council, broader community consultation will follow on the pavilion design and the impacts on the endorsed master plan.

2. Background

The Bonbeach Sporting Reserve Master plan was endorsed in October 2021. During the Master Plan development process, a Notice of Motion was resolved by Council in June 2021 for the development of functional layout plans for a two storey pavilion (with min 170m² of social space), including a funding plan. This was subject to receiving \$5M of State Government Funding which after considerable advocacy, was unsuccessful. As a result, Council resolved to commence a design review process of the proposed pavilion that considers a range of options, to achieve a more cost-effective outcome consistent with Council and State Sporting Associations standards.

These options range from the retention and renewal of existing pavilions, to provision of a standalone modular pavilion facility. These design options are to align with the endorsed sporting Pavilion Design Guidelines. This report focuses on the options developed and feedback from consultation undertaken with the stakeholder Sporting Clubs.

At the June 2021 Council meeting, NOM 10/2021 - Cr Howe - Bonbeach YCW (Junior Football, Netball, Cricket), Council resolved:

That Council:

1. *In preparation for the 2022 state election, receive a report with the functional layout and renders for a two storey pavilion (with min 170m² of social space) housing Bonbeach YCW respective clubs, along with developing associated landscaping, car parking layout and oval 5 lighting and drainage plans;*
2. *Determine a funding contribution plan, highlighting the project cost and proposed contribution from other government levels;*
3. *Consult with the user groups and impacted residents of the site located at 101-105 Scotch Parade Bonbeach;*
4. *Officers working to a January 2022 timeframe, present a report to Council for discussion and consideration; and*
5. *Establish a working group for this redevelopment comprising relevant officers, relevant clubs/stakeholders and Crs Howe and Oxley to work through the design process for this pavilion.*

At the October 2021 Council Meeting, Draft Bonbeach Sports Reserve Master Plan Consultation Findings and Adoption, Council resolved:

That Council:

1. *Note the consultation input and feedback to the draft Bonbeach Sports Reserve Master Plan;*
2. *Adopt the Bonbeach Sports Reserve Master Plan (as set out as Appendix 1);*
3. *Refer the funding for the implementation of the Bonbeach Sports Reserve Master Plan to the development of future Council budgets and Long Term Financial Plan; and*
4. *Commence advocacy for funding from Federal and State Governments towards the implementation of the Bonbeach Sports Reserve Master Plan.*

At the January 2022 Council meeting, Response to Notice of Motion 10/2021 – Cr Howe - Bonbeach YCW (Junior Football, Netball, Cricket), Council resolved:

That Council:

1. *Endorse the proposed double storey pavilion concept, as set out in Appendices 1 and 3 for the purposes of community consultation and feedback;*
2. *Receive a future report presenting the feedback and outcomes of the community consultation;*
3. *Authorise officers to commence a value management approach to identify and quantify potential project savings;*
4. *Endorse landscaping, car parking and oval 5 lighting and drainage at Bonbeach Sports Reserve as key advocacy projects leading to the 2022 Victorian State Government election;*
5. *Commit to delivery of a new pavilion, associated landscaping, car parking and oval 5 lighting and drainage, subject to the award of \$5M funding from the State Government; and*
6. *Receive a future report, confirming funding contributions towards the implementation of the Bonbeach Sports Reserve Master Plan, including contributions from the State Government, user groups/clubs and any other funding agency.”*

At the April 2022 Council meeting, Bonbeach Sports Reserve pavilion development – community consultation findings, Council resolved:

That Council:

1. *Note the community engagement feedback on the proposed pavilion at Bonbeach Sports Reserve;*
2. *Endorse the concept plan for the proposed pavilion at Bonbeach Sports Reserve, as set out as Appendix 3 and 4 for the purpose of seeking funding contributions from Federal and State governments; and*
3. *Receive a future report confirming funding contributions towards the implementation of the Bonbeach Sports Reserve Master Plan, including a \$5M contribution from the State Government towards the proposed pavilion development.*

At the June 2023 Council meeting, Bonbeach Sports Reserve Pavilion development – Update, Council resolved:

That Council:

1. *Note that funding advocacy to the State Government for a \$5M contribution towards the proposed pavilion development at Bonbeach Sports Reserve was unsuccessful;*
2. *Endorse commencement of a design review process of the proposed pavilion development at Bonbeach Sports Reserve that considers a range of options outlined in this report, to achieve a more cost-effective outcome consistent with Council and State Sporting Associations standards;*
3. *Endorse that consultation be undertaken with the tenant clubs and local community regarding a revised proposed pavilion development at Bonbeach Sports Reserve and its impact on the Master Plan; and*
4. *Note an update to the Pavilion Strategy and development of pavilion design guidelines is underway, to guide pavilion investment planning and design in future capital works programs.*

In line with the June 2023 resolution, officers commenced a design review process that considered a range of options from the retention and renewal of existing pavilions, to provision of stand-alone modular pavilion facilities.

Active Kingston conducted internal workshops with members from key departments to review the current opportunities and constraints of the site, current building condition audits, recent site assessment work and the tenant clubs provided input on their requirements and priorities in order to determine feasible options to be developed for further discussion with the clubs.

Based on this assessment and feedback from the clubs, two options were identified.

- Option 1 - Additions and alterations to Curwood Hall and the YCW Sporting Pavilion.
- Option 2- Demolition of YCW, construction of a new modular pavilion with two sets of change rooms, and retention of Curwood Hall

A design brief was provided to architects to develop concept drawings and cost plans for each option and engineers were engaged to assess the structural integrity of the existing YCW external concrete slab and its suitability for extension. Their analysis concluded that the slab could be utilised if additional structural bonding works were undertaken.

The Master Plan identifies the pavilion development is required to support sporting activities across three AFL ovals (ovals 2, 3 and 4) and therefore as per the AFL Facility Guidelines, require provision of three sets of changerooms. These requirements in addition to storage, umpires' rooms, medical space and proposed social room, have been included in the various design options discussed in this report as well as meeting female friendly (universal access) and DDA compliant requirements.

Council adopted the sporting Pavilion Prioritisation Policy and Pavilion Design Guidelines in November 2023. The Policy includes an assessment matrix and priority listing to guide future funding considerations for Council's annual Capital Works Program. The YCW pavilion is assessed as High priority and ranked no. 3 and Curwood Hall is assessed as Medium priority and ranked no. 17 in the policy prioritisation list.

The Pavilion Design Guidelines have been created to provide a consistent set of principles and standards that can be applied to the planning, design, and development of sporting reserve pavilions in Kingston. The architect has designed both options in alignment with these guidelines.

3. Discussion

3.1 Option 1- Additions and alterations to Curwood Hall and the YCW Sporting Pavilions.

Curwood Hall:

This option involves retaining the existing structure of Curwood Hall and extending it to the west side, a location that complies with required setbacks and regulatory standards. The proposed extension includes additional storage space, a first aid room, and the relocation of utilities and services to external areas for easier maintenance. Upgrading the existing switchboard, de-gassing the facility, and incorporating heat pumps will contribute to achieve a more sustainable outcome.

Project Costing

The high level cost for the additions and alterations to Curwood Hall is estimated at \$1.6M (excluding GST). This estimate includes a contract contingency and permit fees.



YCW Pavilion:

This includes retaining the existing structure of the YWC Sporting Pavilion and extending it to the south side, closest to the car park, allowing direct access from the changing rooms to oval 5. The proposed extension will create a multifunctional space that can be used as an extension of the social room or for meetings. Additionally, it includes a complete internal refurbishment to bring the facility up to compliance standards and to provide a larger area for the social room. Utilities and services will be relocated externally to a dedicated plant room for easier maintenance.

Upgrading the existing switchboard, de-gassing the facility, and incorporating heat pumps will contribute to achieving a more sustainable outcome.

Project Costing

The high level cost for the additions and alterations to the YWC Sporting Pavilion is estimated at \$2.6M (excluding GST). This estimate includes a contract contingency and permit fees.



The total cost of Option 1 is estimated at \$4.2M (excluding GST).

3.2 Option 2- Demolition of YCW, construction of a new modular pavilion with two sets of change rooms and retention of the Curwood Pavilion

The demolition of the nursery depot provides a suitable location for constructing a new modular building for the YCW pavilion. This new facility will meet all the requirements of the club and will also offer adequate space for any future developments at this site. It consists of two sets of change rooms and includes an external plant storeroom for services and utilities to facilitate easy maintenance. The third set of change rooms would be in the existing Curwood Pavilion which would be retained and the YCW pavilion demolished.

Curwood Hall will undergo only a switchboard and gas upgrade to ensure compliance with Net Zero 2030.

Project Costing

The high level cost for the new modular building is estimated at \$6M (excluding GST). This estimate includes a contract contingency and permit fees.



If this modular option and retention of the Curwood Hall is supported, an additional set of change rooms could be added to the modular design when the Curwood Hall reaches the end of its useful life. The additional set of change rooms would cost an estimate \$1M (excluding GST).

3.3 Clubs' Preferred Option

Following presentation of the various options and the pros and cons of each, at an onsite meeting on the 14 May 2024, the tenant clubs, comprising the Bonbeach YCW Sporting Club and St Brigids/St Louis Cricket have indicated they are supportive of Option 2- Construction of a new modular pavilion with two sets of change rooms, retention of the Curwood Pavilion and demolition of YCW (refer Appendix 1).

Part of the discussion included the possibility of staging Option 1 to expand YCW at a cost of \$2.6M in the short term, with the additional change rooms added to Curwood Hall as a stage 2 in future years. Having two stages allows for the potential to review the allocation in the capital forward plan to deliver stage 1 in a shorter timeframe. However, the clubs have confirmed they are comfortable to wait for a longer period of time for Option 2 to be funded, aware that Namatjira pavilion and Le Page tennis pavilion are ranked 1 and 2 in the prioritisation list.

A summary of the feedback from the meeting is set out below:

- The YCW pavilion does not overlook the grounds and provides a safety issue for kids crossing the road to the ovals.
- There could be unknown costs renovating an old pavilion.
- If option 1 was undertaken in two stages, there is a risk of potentially only one stage being completed.
- The new modular pavilion provides better for the clubs' future needs, fit for purpose facilities consistent with sporting guidelines, female friendly (universal access) and DDA compliant.

- They have waited 12 years for this project to reach the planning list and are prepared to wait for some years to get the right outcomes.
- Potentially better parking configuration
- The Curwood Pavilion is not at the end of its useful life and has just had works done to renew the kiosk.
- A better location for a new modular provides improved connectivity between the sporting fields, car park and pavilion.
- The ability to open up adjoining change rooms for user groups to undertake indoor activities e.g. during poor weather the users will provide greater capacity for indoor training opportunities.
- Curwood Hall is already well positioned to service this main playing area. It is also used to store various heavy equipment which conveniently services Ovals 3 and 4 including turf wicket rollers and ground covers (Bridged/St Louis Cricket Club).

The clubs have highlighted that whilst some upgrades and maintenance works have recently been completed predominantly on Curwood Hall, there are some maintenance issues with the YCW building that will need to be addressed in the short term prior to any option being implemented.

4. Consultation

4.1 Internal Consultation:

Consultation has been undertaken as part of the endorsed Master Plan. The Ward Councillor/s have been engaged and informed throughout the process. The Building Infrastructure team have been project managing the concept development and supporting Active Kingston in discussions with the sporting clubs.

4.2 Community Consultation:

Bonbeach YCW Sports Club representing: Bonbeach YCW Junior Football Club, Bonbeach YCW Junior Cricket Club and Bonbeach YCW Netball Junior Club, as well as St Brigid's St Louis Cricket Club have been consulted on the options. These clubs utilise both pavilions and ovals at Bonbeach Sports Reserve throughout the summer and winter sports seasons.

The following is a summary of the participant membership base which uses the facilities at Bonbeach Sports Reserve.

Bonbeach YCW Junior Football Club (Winter season)	
Monday to Sunday usage	17 Teams
Junior Male participants	240
Junior Female participants	81
Bonbeach YCW Junior Cricket Club (Summer season)	
Monday to Sunday usage	16 Teams
Junior Male participants	180
Junior Female participants	40
Bonbeach YCW Junior Netball Club	
Junior participants	200
St Brigid's St Louis Cricket Club (Summer season)	

Friday and Saturday usage	4 Teams
Senior Teams	25 Players
Junior teams	25/30 Players

4.3 Results/Findings:

The Master Plan recommended a new pavilion with three sets of changerooms and the retirement of both the YCW and Curwood Hall pavilions. The sporting clubs are supportive of a smaller modular pavilion with two sets of change rooms and retaining Curwood Hall.

Whilst the retention of the Curwood Hall will lessen the size of the proposed new pavilion, it will also lessen the ability to achieve the broader design intent of the Master Plan that seeks to establish an outdoor fitness recreation area for the broad community to access in the current Curwood pavilion location. This type of facility responds to community needs and enables local residents to engage in free physical activity. This is important for residents who are not involved with the local sporting clubs to re-engage in physical activity and to provide a balance between organised sport and active recreation at the Reserve.

Broader community consultation will be undertaken as part of the design development process.

5. Compliance Checklist

5.1 Council Plan Alignment

Strategic Direction: Liveable - Our city will be a vibrant, enjoyable, and easy place to live.

Strategy: Invest in high-quality community assets

Strategic planning for the future development of sporting reserve pavilions supports the appropriate delivery of key infrastructure that enables our community to participate in sport and recreation to help improve health and wellbeing outcomes.

5.2 Governance Principles Alignment

Principle (b) - priority is to be given to achieving the best outcomes for the municipal community, including future generations.

Principle (c) - the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.

Principle (d) - the municipal community is to be engaged in strategic planning and strategic decision making.

The Master Plan recommended a new pavilion with three sets of changes rooms and the retirement of both the YCW and Curwood Hall pavilions. The revised scale of the proposed pavilion based on the economic environment and the endorsed sporting Pavilion Design Guidelines provide guidance to Council on its provision of sporting facility infrastructure to support community health and wellbeing outcomes through strategic planning while considering economic, social, and environmentally sustainable principles.

5.3 Financial Considerations

Budget

YCW pavilion is third on the pavilion priority list and assessed as High. There are two pavilions scheduled for rebuild in the capital forward plan, being Namatjira pavilion and Le Page tennis pavilion in the coming years.

In the current 5 year capital works program, Namatjira pavilion is scheduled for 26/27 and 27/28 and Le Page tennis pavilion is scheduled for 28/29.

Currently there is planning and design funding for the Bonbeach pavilion in 27/28 of \$100K and 28/29 of \$400K.

Following planning and design, a business case would be developed seeking funding estimated at \$6M for the modular pavilion development from years 29/30.

Advocacy to State Government for funding for pavilion projects will continue.

Staff Resources

The design development process will utilise internal resources and consultancies as required and be led by Active Kingston as service owners and delivered by Building Infrastructure team.

5.4 Risk considerations

There are considerable financial risks associated with the design and development of pavilion facilities. With escalating construction costs, it is important for Council to have a greater level of control and influence with the design and development of these community assets.

Appendices

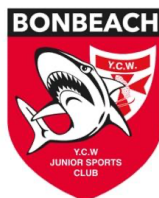
Appendix 1 - Bonbeach Sports Club Pavilion feedback letter (Ref 24/185430) 

Author/s: Bridget Draper, Manager Active Kingston
Reviewed and Approved By: Samantha Krull, General Manager Infrastructure and Open Space

9.7

BONBEACH PAVILION - OPTIONS FOR DEVELOPMENT

1	Bonbeach Sports Club Pavilion feedback letter	391
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BONBEACH YCW JUNIOR SPORTS CLUB INC
BONBEACH JUNIOR CRICKET, NETBALL & FOOTBALL CLUBS
BONBEACH RECREATION RESERVE 101-105 SCOTCH PDE BONBEACH VIC 3196

1 July 2024

James Prideaux
City of Kingston
Via email

Dear James

The Bonbeach YCW Junior Sports Club and member divisions met recently to discuss the presented options for the Bonbeach YCW precinct and we are unanimously of the opinion that working towards a new build, specifically, **Option 2 - Construction of a new modular pavilion with two sets of change rooms, retention of the Curwood Pavilion and demolition of the YCW Pavilion**, remains our best option for the long term future of the clubs.

While we can see potential value in a refurbishment and the shorter-term construction time-line, we are of the firm belief that a new building will be a much better outcome for the club and the community.

There will be expectation that we are fully involved in discussion on the design of the build to ensure that it suits the needs of our club and each of our divisions.

We look forward to working with City of Kingston to facilitate this new build at the earliest possible chance.

Your Sincerely

Jamie Johnson

Jamie Johnson
Bonbeach YCW JSC President
On behalf of the Bonbeach YCW JSC Committee &
Bonbeach YCW Junior Cricket, Netball and Football Clubs

10. Customer and Corporate Support Reports

Ordinary Council Meeting

22 July 2024

Agenda Item No: 10.1

GOVERNANCE AND COMPLIANCE REPORT

Contact Officer: Stephanie O'Gorman, Team Leader Council Governance

Purpose of Report

The purpose of this report is to present various governance and compliance related matters to Council for noting and endorsement including:

- A resolution of Council is sought to appoint and authorise a member of Council staff under the *Planning and Environment Act 1987* (the PE Act)
- Informal Meetings of Councillors Records
- Adoption of revised Policies.

Disclosure of Officer / Contractor Conflict of Interest

No Council officer/s and/or Contractor/s who have provided advice in relation to this report have declared a Conflict of Interest regarding the matter under consideration.

RECOMMENDATION

That Council:

1. That in the exercise of the powers conferred by s147(4) of the *Planning and Environment Act 1987*, Kingston City Council resolves that:
 - a) The member of Council staff referred to in the instrument attached (appendix 1) be appointed and authorised as set out in the instrument.
 - b) The instrument comes into force immediately on resolution and remains in force until such time as the officer is no longer employed, contracted or otherwise engaged to undertake the duties on behalf of Kingston City Council, unless Council determines to vary or revoke it earlier.
2. Receive the Informal Meetings of Councillors Records as attached at Appendix 2;
3. Adopt the revised Ward Meetings Policy; and
4. Adopt the revised Recording of Council Meetings Policy.

1. Executive Summary

Instrument of Appointment and Authorisation.

A resolution of Council is sought to appoint and authorise members of Council staff under the *Planning and Environment Act 1987* (the PE Act). Instruments of Appointment and Authorisation under the Act must be approved by resolution of Council.

The request for authorisation is for:

- One permanent staff appointment, Marina Tidmarsh, Planning Liaison & Enforcement Officer (Appendix 1).

Informal Meetings of Councillors

This report contains records for meetings defined as an Informal Meetings of Councillors under Rule 1 of Chapter 6 of the Governance Rules (the Rules).

The Governance Rules require Informal Meetings of Councillors records to be reported to the next possible meeting of Council. This seeks to promote openness and transparency of Council decision making.

Revised Policies

The Ward Meetings Policy and the Recording of Council Meetings Policies (the Policies) have been included for adoption by Council. Given the operational nature of these policies, it is recommended that they be re-adopted without any major amendments.

2. Discussion

2.1 Instrument of Appointment and Authorisation

Instruments of Appointment and Authorisation under the Planning and Environment Act (PE) Act must be approved by resolution of Council. As the *responsible authority* under the *Planning and Environment Act 1987*, Council can authorise officers under section 147(4) of the P&E Act.

The authorisation of officers under other Acts, including the *Local Government Act 1989* and Council's Local Laws is currently performed by the General Managers. Officers are authorised under the *Local Government Act 1989* to enforce the *Local Government Act 1989*, the *Local Government Act 2020* and the Local Laws made under those Acts.

2.2 Informal Meetings of Councillors

As prescribed by Rule 1 of Chapter 6 of the Rules, if there is a meeting of Councillors that:

- is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors;
- is attended by at least one member of Council staff; and
- is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting.

the Chief Executive Officer must ensure that a summary of the matters discussed at the meeting are:

- a) tabled at the next convenient Council meeting; and
- b) recorded in the minutes of that Council meeting.

2.3 Revised Policies

Given the operational nature of the Ward Meetings Policy it is recommended that it be re-adopted without any major amendments, with the exception of administrative amendments which include considerations under Council's Policy Framework which include the items listed below:

- Consideration of relevant risks
- Consideration of the Charter of Human Rights and Responsibilities Act 2006 (the Charter)
- Consideration of Gender Impact Assessments in accordance with the Gender and Equality Act 2020 (GE Act)
- Consideration of the impact of privacy and transparency

Given the operational nature of the Ward Meetings Policy it is recommended that it be re-adopted without any major amendments, with the exception of administrative amendments which include considerations under Council's Policy Framework and Privacy and transparency considerations which include the items listed below:

- Consideration of relevant risks
- Consideration of the Charter of Human Rights and Responsibilities Act 2006 (the Charter)
- Consideration of Gender Impact Assessments in accordance with the Gender and Equality Act 2020 (GE Act)
- Consideration of the impact of privacy and transparency through considering the Information Privacy Principles and defined by the Privacy and Data Protection Act 1987.

Minor amendments have also been incorporated into the policy which reflects the amended provisions of the Governance Rules which have been adopted since the adoption of the current policy.

3. Consultation

3.1 Instrument of Appointment and Authorisation (Planning and Environment Act)

The administration for the appointment and authorisation of officers is undertaken by the Governance team. Governance maintains the register of authorised officers, produces the draft instruments for approval by the relevant authority and, upon approval, organises the issuing of authorised officer identity cards.

The Team Leader Vegetation & Compliance has been involved in the development of this Instrument.

3.2 Revised Policies

Consultation has been undertaken with the Governance and Policy Committee on the minor amendments made to the policies.

4. Compliance Checklist

4.1 Council Plan Alignment

Strategic Direction: Well-governed - Council will be collaborative, accountable, transparent, responsive, well-informed and efficient.

Strategy: Hold ourselves to the highest standard of governance and integrity

4.2 Governance Principles Alignment

Principle (a) - Council actions are to be made and actions taken in accordance with the relevant law.

Principle (i) - the transparency of Council decisions, actions and information is to be ensured.

4.3 Financial Considerations

Not applicable.

4.4 Risk considerations



Instrument of Appointment and Authorisation

The proper appointment and authorisation of officers is important as the Instruments may be used in Court to demonstrate that a person purporting to be an authorised officer was duly authorised to take the action or make the decision they made. If the appointment and authorisation are not properly made, the officer's actions or decisions could be deemed invalid.



Revised Policies



Ensuring policies are regularly reviewed and adopted by Council ensures Council meets its compliance obligations.

Appendices

Appendix 1 - DRAFT S11A Instrument of Appointment and Authorisation - Planning Liaison & Enforcement Officer - Marina Tidmarsh (Ref 24/181349)  

Appendix 2 - Informal Meetings of Councillors Records - July 2024 (Ref 24/201000)  

Appendix 3 - Draft Ward Meetings Policy (Ref 24/134419)  

Appendix 4 - Draft Recording of Public Council Meetings Policy (Ref 24/105538)  

Author/s: Stephanie O'Gorman, Team Leader Council Governance
Reviewed and Approved By: Kelly Shacklock, Manager Governance Risk and Integrity
Dan Hogan, General Manager Customer and Corporate Support

10.1

GOVERNANCE AND COMPLIANCE REPORT

1	DRAFT S11A Instrument of Appointment and Authorisation - Planning Liaison & Enforcement Officer - Marina Tidmarsh ...	401
2	Informal Meetings of Councillors Records - July 2024	403
3	Draft Ward Meetings Policy	411
4	Draft Recording of Public Council Meetings Policy	423



Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*)

In this instrument "**officer**" means -

Marina Tidmarsh

By this instrument of appointment and authorisation Kingston City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument –

- a) comes into force immediately upon resolution of Council;
- b) remains in force until such time as the officer is no longer employed, contracted or otherwise engaged to undertake the duties on behalf of Kingston City Council, unless varied or revoked earlier.

This instrument is authorised by a resolution of the Kingston City Council on 22 July 2024.

Councillor Attendance Record



Submitted on	3 July 2024, 11:13AM
Receipt number	84
Related form version	17

This form must be completed and submitted by the appropriate attending Council officer for reporting to Council.

Name of Council officer completing this form	Jessica Baguley
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Informal Meetings of Councillors should be selected if:

- the briefing is planned for the purpose of discussing the business of Council
- attended by at least 6 Councillors and at least one Council staff member
- is not a Council meeting or Delegated Committee Meeting
- the meeting subject to the Planning Interactions Policy

Councillor Attendance Form should be selected to record Councillors attendance at:

- Council meetings
- Councillor information sessions
- Planning meetings in their ward
- Workshops and training sessions
- Advisory committees of which the relevant Councillor is a member

Type of record	Informal Meetings of Councillors Record
Title of meeting	Councillor Briefing
Meeting date	01/07/2024
Meeting time	6.00pm
Meeting location	Online

Attendance

Councillors in attendance	Cr Jenna Davey-Burns (Mayor) Cr Tracey Davies (Deputy Mayor) Cr Tim Cochrane Cr Chris Hill Cr Cameron Howe Cr George Hua Cr Georgina Oxley
Council officer(s) in attendance	Peter Bean, Chief Executive Officer Jonathan Guttman, General Manager Planning and Place Dan Hogan, General Manager Customer and Corporate Support Kate Waters, Acting General Manager Community Strengthening

Samantha Krull, General Manager Infrastructure and Open Space
 Bernard Rohan, Chief Financial Officer
 Kelly Shacklock, Manager Governance Risk and Integrity
 Stephanie O'Gorman, Team Leader Council Governance
 Jessica Baguley, Acting Council Governance Officer
 Bridget Draper, Manager Active Kingston
 Sara Townsend, Team Leader Active Kingston Strategy & Projects
 Steve Tierney, Manager PMO & Major Projects
 Anne Diplock, Principal Project Manager
 Simon Doyle, Manager Arts Events and Libraries
 Morgan Henley, Team Leader Events and Festivals
 Tracey Cheeseman, Manager Advocacy Communications and Engagement
 Freya Carlson, Program Leader and Digital Design
 Andrew Hockley, Advocacy Lead
 Jaclyn Murdoch, Manager City Development
 Alfred Carnovale, Planning Appeals Coordinator
 Astrid DiCarlo, Executive Manager Legal
 Kath Scarpella, Community Grants & Networks Officer
 Nikolaj Dennis, Manager Property Services
 Paul Marsden, Manager City Strategy
 Helen F Scott, Team Leader Environmental Planning
 Susannah Kenny, Climate Emergency Lead
 Tanya Sokolowski, Principal Strategic Planner
 Tara Bell, Team Leader Urban Design & Place

External attendees	Nil
Apologies	Cr Tamsin Bearsley Cr Hadi Saab
Summary of matters discussed	<ul style="list-style-type: none"> - Environment and Open Space Advisory Committee Meeting Notes 16 May 2024 - Kingston Heath Reserve - Culture Kings "Our Court Project" - Briefing Kingston's New Aquatic and Leisure Centre Project Main Works Contractor Award - Councillor Gifts and Hospitality - Councillor Weekly Update and Executive Updates - Wellbeing Check in - South East Metropolitan Advanced Waste Processing Project (SEMAWP) - Historical Societies Network Committee Meeting Notes - 23 May 2024 - RAP Advisory Group Meeting Notes - Access and Equity Advisory Committee - Community Safety Advisory Committee 28 May Meeting Notes - Update on Legal Matters - This is Kingston project update - 30 Years of Kingston Celebration - Kingston Grants Program - Funding Recommendations for Multicultural & Seniors Groups 2024-27 (Operational & Partnership Grants) - Cheltenham RSL - Kingston Heath Reserve - Draft Planning Agenda - Climate and Ecological Emergency Response Plan (CEERP) - Carbon offsets - Electric Vehicle (EV) Charging Policy for Adoption - Rossdale Golf Course Update - Highett Level Crossing Removal - Draft Urban Design Report for Community Consultation - Mayor's Diary - Communications and Councillor Opportunities - Invitations - Councillor/CEO Only Discussion
Did a Councillor or Council officer disclose a conflict of interest?	No

Councillor Attendance Record



Submitted on	16 July 2024, 4:40PM
Receipt number	85
Related form version	17

This form must be completed and submitted by the appropriate attending Council officer for reporting to Council.

Name of Council officer completing this form	Gabrielle Pattenden
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Informal Meetings of Councillors should be selected if:

- the briefing is planned for the purpose of discussing the business of Council
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- is not a Council meeting or Delegated Committee Meeting
- the meeting subject to the Planning Interactions Policy

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- Council meetings
- Councillor information sessions
- Planning meetings in their ward
- Workshops and training sessions
- Advisory committees of which the relevant Councillor is a member

Type of record	Informal Meetings of Councillors Record
Title of meeting	Draft Agenda Briefing
Meeting date	08/07/2024
Meeting time	6pm
Meeting location	Online

Attendance

Councillors in attendance	Cr Jenna Davey-Burns (Mayor) (camera on) Cr Tracey Davies (arrived at 6.04pm) (Deputy Mayor) (camera on) Cr Chris Hill (arrived at 6.12pm) (camera on) Cr Cameron Howe (arrived at 6.10pm) (camera on intermittently) Cr George Hua (camera off) Cr Georgina Oxley (arrived at 7.26pm) (camera off) Cr Hadi Saab (arrived at 6.05pm) (left at 7.10pm) (camera off)
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Council officer(s) in attendance	Dan Hogan, Acting Chief Executive Officer Jonathan Guttman, General Manager Planning and Place Dan Hogan, General Manager Customer and Corporate Support Sally Jones, General Manager Community Strengthening
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Samantha Krull, General Manager Infrastructure and Open Space
 Bernard Rohan, Chief Financial Officer
 Tracey Cheeseman, Manager Advocacy, Engagement and Communications
 Kelly Shacklock, Manager Governance, Risk and Integrity
 Gabrielle Pattenden, Governance Officer
 Emily Boucher, Manager Open Space
 Luke Armstrong, Team Leader Reserves and Playgrounds
 Paul Marsden, Manager City Strategy
 Kate Waters, Manager Inclusive Communities
 Trent Carpenter, Team Leader Community Capacity & Partnerships
 Steve Tierney, Manager Project Management Office
 Michael Eddington, Manager City Works
 Bridget Draper, Manager Active Kingston
 Nikolaj Dennis, Manager Property Services
 Kerry Spence, Administration Systems Coordinator
 Simon Doyle, Manager Arts Events and Libraries

Apologies

Cr Tim Cochrane
 Cr Tamsin Bearsley
 Peter Bean, Chief Executive Officer

Summary of matters discussed

1. Acknowledgement of Country
2. Apologies
3. Disclosures by Councillors, Officers and Contractors of any Conflict of Interest
4. Notes of the Strategic CIS Meeting of 17 June 2024
5. Councillor Weekly Update and Executive Updates
6. Update on Mowing Contract Tenders
7. Draft Agenda – Ordinary Council Meeting 22 July 2024
7. Planning and Place Reports
 - 7.1 Climate and Ecological Emergency Response Plan (CEERP) - Carbon offsets
 - 7.2 Electric Vehicle (EV) Charging Policy for Adoption
8. Community Strengthening Reports
 - 8.1 Kingston Grants Program - Funding Recommendations for Multicultural & Seniors Groups 2024-27 (Operational & Partnership Grants)
 - 8.2 Individual Development Grants and Community Small Grants - Quarterly Report (April - June 2024)
9. Infrastructure and Open Space Reports
 - 9.1 Contract Contingency Delegation - Various Contracts
 - 9.2 Maintenance Contract Extensions - Various Contracts
 - 9.3 Award of Contract CON 24/109 - Provision of Reactive and Preventative Maintenance for Heating, Ventilation and Cooling Systems
- Confidential Items:
 - 14.2 Kingston's New Aquatic and Leisure Centre Project Main Works Contractor Award
 - 14.1 South East Metropolitan Advanced Waste Processing Project (SEMAWP)
11. Chief Finance Office Reports
 - 11.2 Award of Contract CON-24/067 - Provision of Loan
9. Infrastructure and Open Space Reports
 - 9.4 Bonbeach Pavilion - Options for Development
 - 9.5 Fair Access Policy - Consultation Findings and Adoption
- Confidential Items:
 - 14.2 Kingston's New Aquatic and Leisure Centre Project Main Works Contractor Award
 - 14.1 South East Metropolitan Advanced Waste Processing Project (SEMAWP)
10. Customer and Corporate Support Reports
 - 10.1 Governance and Compliance Report
11. Chief Finance Office Reports
 - 11.1 2024/25 Rates Timing Adjustment
 - 11.3 Fencing Policy
 - 11.4 Boatshed and Bathing Box Policy
12. Notices of Motion

12.1 Notice of Motion No. 5/2024 - Cr Howe - Patterson River Sculpture Trail Vision and Direction Statement
12.2 Notice of Motion No. 6/2024 - Cr Howe - Building Cost Control Audit and Management
8. Wellbeing Check in
9. Communications and Councillor Opportunities
10. Invitations
11. Mayor's Diary
Other Business - Draft Housing Targets Update
12. Councillor/CEO Only Discussion

Did a Councillor or Council officer disclose a conflict of interest?

No

Councillor Attendance Record



Submitted on	16 July 2024, 4:57PM
Receipt number	86
Related form version	17

This form must be completed and submitted by the appropriate attending Council officer for reporting to Council.

Name of Council officer completing this form	Gabrielle Pattenden
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Informal Meetings of Councillors should be selected if:

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- attended by at least 6 Councillors and at least one Council staff member
- is not a Council meeting or Delegated Committee Meeting
- the meeting subject to the Planning Interactions Policy

Councillor Attendance Form should be selected to record Councillors attendance at:

- Council meetings
- Councillor information sessions
- Planning meetings in their ward
- Workshops and training sessions
- Advisory committees of which the relevant Councillor is a member

Type of record	Informal Meetings of Councillors Record
Title of meeting	Strategic Briefing
Meeting date	15/07/2024
Meeting time	6pm
Meeting location	In person

Attendance

Councillors in attendance	Cr Jenna Davey-Burns (Mayor) Cr Tracey Davies (Deputy Mayor) Cr Tim Cochrane (attended online) (camera on) Cr Chris Hill Cr Cameron Howe (attended online) (camera on intermittently) Cr George Hua (attended online) (camera on intermittently)
Council officer(s) in attendance	Peter Bean, Chief Executive Officer Jonathan Guttman, General Manager Planning and Place Dan Hogan, General Manager Customer and Corporate Support Sally Jones, General Manager Community Strengthening Samantha Krull, General Manager Infrastructure and Open Space

Bernard Rohan, Chief Financial Officer
 Michelle Devanny, Program Leader Strategic Communications & Engagement
 Kelly Shacklock, Manager Governance, Risk and Integrity
 Gabrielle Pattenden, Governance Officer
 Simon Doyle, Manager Libraries Arts and Events
 Emily Boucher, Manager Open Space
 Michael Eddington, Manager City Works

External attendees	Maz McGann, Consultant - Play Your Part
Apologies	Cr Hadi Saab Cr Tamsin Bearsley
Summary of matters discussed	<ol style="list-style-type: none"> 1. Acknowledgement of Country 2. Apologies 3. Disclosures by Councillors, Officers and Contractors of any Conflict of Interest 4. Notes of the Strategic CIS Meeting of 8 July 2024 5. Councillor Weekly Update and Executive Updates 6 Arts, Events and Libraries Community Consultation Report 7. New Aquatic Facility - Naming Consultation Update 8. CEO / Councillor Only Time 9. Wellbeing Check-In 10. Award of Contract 24/016 - Open Space Mowing Services and Contract 24/015 - Sportsground Mowing Services 11. Response to Resolution: Foreshore Waste Collection (Implementation Plan) 12. Draft Councillor Expenses and Support Policy 13. Communications and Councillor Opportunities 14. Mayor's Diary 15. Invitations
Did a Councillor or Council officer disclose a conflict of interest?	No



Ward Meetings Policy

VERSION NO.	5
APPROVAL	Council Approved: TBC
TRIM REFERENCE	TBC
REVIEW	30 May 2028
RESPONSIBLE EXECUTIVE	General Manager Customer and Corporate Support
POLICY TYPE	Council
POLICY OWNER	Manager Governance, Risk and Integrity

REVISION RECORD	Version	Revision Description
24 May 2010	1	Created
27 May 2013	2	Reviewed
26 March 2018	3	Reviewed
23 August 2021	4	Reviewed and aligned with the <i>Local Government Act 2020</i> .
20 May 2024	5	Reviewed

1. Purpose

This Policy provides an outline of the protocols and guidelines for Councillors to undertake Council funded and/or supported meetings with Ward constituents.

2. Scope

This Policy applies to all Councillors wishing to hold Council funded and supported meetings with ward constituents.

This Policy applies to Council funded and supported meetings held by Councillors within their ward and with other Ward Councillors.

This Policy does not apply to informal Councillor conducted meetings with ward constituents on specific ward or municipal issues that are not funded or supported by Council.

3. Governance Principles and Council Plan alignment

3.1 Governance Principles

Principle (a) - Council actions are to be made and actions taken in accordance with the relevant law

Principle (b) - priority is to be given to achieving the best outcomes for the municipal community, including future generations.

Principle (d) - the municipal community is to be engaged in strategic planning and strategic decision making.

Principle (e) - innovation and continuous improvement is to be pursued.

Principle (i) - the transparency of Council decisions, actions and information is to be ensured.

This policy aligns with the *Local Government Act 2020 (the Act)*, Governance Rules and Councillor Code of Conduct and has considered the overarching governance principles and supporting principles.

3.2 Council Plan Alignment

Strategic Direction: Well-governed - Council will be collaborative, accountable, transparent, responsive, well-informed, and efficient.

Strategy: Actively seek broad community participation.

The Ward Meetings Policy directly addresses the Strategic Direction of the Council Plan by encouraging community participation and feedback.

4. Policy Details

Council recognises the importance of Ward Councillors directly engaging with Ward constituents throughout the Council term at Meetings funded and supported by Council.

This Policy provides four different types of Ward Meetings, which seek to accommodate for the collective and individual engagement by Ward Councillors with Ward constituents on matters concerning individual and multiple Wards and the municipality as a whole.

Types of Ward Meetings contained in the Policy are:

- Type One Ward;
- Type Two Ward;
- Pop-Up Feedback Sessions; and
- Virtual Meetings.

Meetings provided for in the Policy are not decision-making meetings and instead serve as a consultation method for Ward Councillors with the community.

4.1 Procedures

4.1.1 Type One Ward Meeting

Type One Ward Meeting must involve two or more Councillors and can only be called for the respective wards of the Councillors calling the meeting. Given the nature of a Type One Ward Meeting it is expected that all involved Ward Councillors will work cooperatively and reach collective agreement on the particulars of the Type One Ward Meeting as specified in this clause.

Frequency

A maximum of two (2) Type One Ward Meetings may be held per Ward per calendar year.

In consultation with the Mayor and the Chief Executive Officer, additional ward meetings may be organised if the issue/topic is deemed appropriate in the context of resourcing considerations and significance of the matter.

Chairperson

A Councillor may chair the Type One Ward Meeting by mutual agreement of all Ward Councillors participating. A Councillor may not chair two consecutive Type One Ward Meetings.

Alternatively, Ward Councillors may request that an external facilitator be engaged to chair the Type One Ward Meeting. Where such a request is made, the Governance department will be responsible for the engagement of the facilitator.

Council officers must not chair a Type One Ward Meeting.

Agenda

Agenda items must be determined for a Type One Ward Meeting to assist the Chief Executive Officer in identifying the relevant senior officer to attend the meeting in an

advisory capacity as per clause 5.2.4 of the Policy.

All Ward Councillors involved in the Type One Ward Meeting may have input into the agenda.

Promotional Material

The following promotional material will be used to promote a Type One Ward Meeting:

- Flyers – distributed to all properties in the relevant Wards
- Press Release
- Advertisement in Kingston Your City – where deadlines accommodate
- Advertisement on Kingston's Website
- Advertisement on Kingston's Social Media Platforms

4.1.2 Type Two Ward Meeting

Type Two Ward Meetings involve one (1) Ward Councillor and consultation with other Councillors is not required. Type Two Ward Meetings must only be called in the ward the Councillor was elected.

Frequency

A maximum of four (4) Type Two Ward Meetings may be held per Councillor per calendar year.

In consultation with the Mayor and the Chief Executive Officer, additional ward meetings may be organised if the issue/topic is deemed appropriate in the context of resourcing considerations and significance of the matter.

Chairperson

The Councillor who has called the Type Two Ward Meeting must chair the meeting. An external facilitator cannot be engaged for a Type Two Ward Meeting. Council officers must not chair Type Two Ward Meetings.

Agenda

Agenda items must be determined for a Type Two Ward Meeting to assist the Chief Executive Officer in identifying the relevant senior officer to attend the meeting in an advisory capacity as per clause 5.2.4 of the Policy. The Councillor who has called the Type Two Ward Meeting is responsible for determining agenda items.

Promotional Material

The following promotional material will be used to promote a Type Two Ward Meeting:

- Printed handbills for Councillors to distribute (Max 500 per Councillor)
- Press Release
- Advertisement in Kingston Your City – where deadlines accommodate
- Advertisement on Kingston's Website
- Advertisement on Kingston's Social Media Platforms

4.1.3 Venue

Ward Councillor/s involved in a Type One Ward Meeting or a Type Two Ward Meeting may determine the venue for the meeting. A meeting venue will be sought to best to serve the objectives of the meeting. Ward Councillor/s may consult with Council officers for advice on an appropriate venue for a Type One Ward Meeting or a Type Two Ward Councillor Meeting. When determining a venue for a Type One Ward Meeting or a Type Two Ward Councillor Meeting, accessibility and venue size should be taken into consideration to ensure attendees can be accommodated for.

4.1.4 Officer Support

A senior Council officer will attend Type One Ward Meetings and Type Two Ward Meetings in an advisory capacity. The Chief Executive Officer will determine the senior Council officer to attend the relevant meeting.

A support Council officer will attend Type One Ward Meetings and Type Two Ward Meetings to take notes. The Chief Executive Officer will determine the support Council officer to attend the meeting. The support Council officer will be remunerated for the overtime worked in accordance with relevant Council policies.

It is at the discretion of the Chief Executive Officer to determine whether further officer attendance is required at a Type One Ward Meeting or a Type Two Ward Meeting.

4.1.5 Meeting Costs

The following costs will be met by Council in full for Type One Ward Meetings and Type Two Ward Meetings in accordance with the policy:

- Venue hire (for a venue compliant with clause 5.2.3 of the Policy);
- Engagement of a facilitator (only for a Type One Ward Meeting);
- Distribution of promotional material in accordance with the Policy;
- Design and printing of promotional material;
- Equipment hire where required; and
- Light refreshments.

4.1.6 Attendance

Council Officers will take RSVPs from community members wishing to attend Type One Ward Meetings and Type Two Ward Meetings for venue and catering purposes.

Councillors from other Wards may attend a Type One Ward Meeting or a Type Two Ward Meeting as observers but not as participants.

4.1.7 Outcomes of Meetings

Actions requiring officer follow up at Type One Ward Meeting and Type Two Ward Meeting will be recorded in the notes taken by the Council Support Officer.

These actions will be entered into Pathway by officers and actioned in accordance with existing customer request processes.

4.1.8 Pop-Up Feedback Sessions

Any individual Ward Councillor may hold a Pop-Up Feedback Session in a location within the Ward the Councillor was elected in, such as a shopping centre, shopping strip or park etc.

Frequency

Councillors may hold an unlimited number of Pop-Up Feedback Sessions each year subject to clause 6, which places limits on meeting timings.

Funding

Given the nominal costs associated with holding such sessions, Council will not provide funding. However, Council will provide equipment including a table, chair, laptop or iPad and Council banner for sessions held.

Agenda

It is at the discretion of a Ward Councillor to determine agenda items prior to a Pop-Up Feedback Session.

Promotional Material

The following promotional material will be used to promote Pop-Up Feedback Sessions:

- Advertisement in Kingston Your City – where deadlines accommodate
- Advertisement on Kingston's website
- Advertisement on Kingston's Social Media Platforms

Officer Support

Officer Support will not be provided for a Pop-Up Feedback Session.

4.1.9 Virtual Meetings

Virtual Meetings may involve one or more Ward Councillors and are conducted online. Virtual Meetings expand the accessibility to Ward Councillors for the community by providing an opportunity to engage without attending a meeting in person.

Frequency

Councillors may hold an unlimited number of Virtual Meetings each year subject to clause 4.1.3, which places limits on meeting timings.

Funding

Given the nominal costs associated with holding a Virtual Meeting, Council will not provide funding. However, Council will undertake all arrangements required to hold a Virtual Meeting.

Agenda

It is at the discretion of involved Ward Councillors whether to determine agenda items prior to the Virtual Meeting.

Promotional Material

The following promotional material will be used to promote a Virtual Meeting:

- Advertisement on Kingston's website; and
- Advertisement on Kingston's Social Media Platforms

Officer Support

Officer support will be provided in the arrangement and setting up of a Virtual Meeting for Ward Councillors. Technical support will also be provided if required.

4.1.10 Meeting Timings

A Type One Ward Councillor Meeting, Type Two Ward Councillor Meeting, Pop-Up Feedback Session or Virtual Meeting should not be called where it will clash with an;

- Council Meeting
- Planning Committee Meeting
- Councillor Information Session; or
- Advisory Committee Meeting

A Type One Ward Meeting, Type Two Ward Meeting, Pop-Up Feedback Session or Virtual Meeting must not be held:

- Within 6 months before a Local Government Election.
- Within 6 months before a State Election.
- Within 6 months before a Federal Election or the latest potential date for Federal Election. Where a Federal Election is called early, the Type One Ward Meeting, Type Two Ward Meeting and Pop-Up Feedback Session will be cancelled where there is the ability to provide at least (2) weeks' notice to the community.

5. Key Stakeholders (if applicable)

The key stakeholders considered within this Policy include Councillors, community members and Council officers.

6. Internal and External Assessments

6.1 Risk Assessment

This Policy has been assessed by the relevant department and any risks associated have been outlined within an Operational Risk Register. The relevant risks include, but are not limited to;

- Security
- Council reputation
- Misuse of Council funding

6.2 Delegation and Authorisation (Compliance Framework)

The Chief Executive Officer, General Manager Corporate Services or Manager Governance have delegations under the S7 Instrument of Sub-delegation by Chief Executive Officer to members of Council Staff.

6.3 Gender Impact Assessment

A Gender Impact Assessment is not required for this Policy.

6.4 Privacy Impact Assessment

A Privacy Impact Assessment is not required for this Policy.

6.5 Human Rights Charter

This policy has been reviewed against and complies with the *Charter of Human Rights and Responsibilities Act 2006* (the Charter). This Policy does not impact any of the limitations outlined by the Charter.

7. Roles and Responsibilities

Role	Responsibility
Councillors	Responsible for ensuring the proposed Ward Meeting type aligns with the intent of the Policy and not bringing Council into disrepute.
Chief Executive Officer and General Managers	Responsible for approving funding for Type One and Type Two Ward Meetings and ensuring alignment with the minimum requirements of this Policy.
Manager Governance Risk and Integrity	Responsible for ensuring the Ward Meeting is held and meets the minimum requirements of this Policy.
Manager Advocacy Communications and Engagement	Responsible for Council officer advertisement assistance for Type One, Type Two and Virtual Meetings.

8. Related documents

8.1 Legislation

- *Local Government Act 2020*

8.2 Documents and resources

- Community Engagement Policy
- Councillor Code of Conduct
- Councillor Expenses Policy
- Election Period Policy
- Governance Rules
- Media and External Communications Policy

9. Definitions

Term	Definition
<i>Agenda item</i>	means a topic for discussion that is not phrased to promote a view either for or against a matter
<i>CEO</i>	means the Chief Executive Officer
<i>Election Period</i>	means the period of time determined by the State Government immediately prior to a Local Government Election where the current Council have restricted decision making powers.
<i>Pop-Up Feedback Session</i>	means an informal feedback session held by (1) Ward Councillor with constituents of their Ward that is not specifically funded by Council but which Council provides necessary equipment for in accordance with the Policy.
<i>Promotional material</i>	means content published and distributed in accordance with the Policy that informs members of the public of the particulars of a Type One Ward Councillor Meeting, Type Two Ward Councillor Meeting or Pop-Up Feedback Session: Content will always include: <ul style="list-style-type: none"> • Ward Councillor/s involved and contact details; • Date, time and location of the meeting; • Agenda items (this is optional for pop-up feedback sessions); and • Council contact details for RSVP purposes

<i>Type One Ward Meeting</i>	means a meeting of two or more Councillors with constituents of their wards to address an issue affecting multiple wards and is funded and supported by Council in accordance with the Policy
<i>Type Two Ward Meeting</i>	means a meeting of one Councillor with constituents of their Ward that is funded and supported by Council in accordance with the Policy.
<i>Virtual Meeting</i>	means an online meeting where one or more Ward Councillors can engage with Ward constituents electronically
<i>Ward</i>	means an electoral district, for administrative and representative purposes, as prescribed by the Victorian Electoral Commission
<i>Ward Councillor</i>	means a Councillor elected to a specific ward.
<i>Ward constituents</i>	means community members associated with the ward of the Councillor through residential, business, recreational or other community affiliation.

Appendix 1. Summary of Meetings Table

Meeting Type	Number of Wards	Frequency	What is funded?	Promotional Material	Officer Support (Y/N)
Type One Ward Meeting	Involves two (2) or more Councillors.	Twice per year per Councillor. In consultation with the Mayor and the Chief Executive Officer, additional ward meetings may be organised if the issue/topic is deemed appropriate in the context of resourcing considerations and significance of the matter.	<ul style="list-style-type: none"> • Venue hire (for a venue compliant with clause 5.2.3 of the Policy); • Engagement of a facilitator (optional); • Distribution of promotional material in accordance with the Policy; • Design and printing of promotional material; • Equipment Hire where required; and • Light refreshments. 	<ul style="list-style-type: none"> • Flyers – distributed to all properties in the relevant Ward • Press Release • Advertisements • Advertisement in Kingston Your City – where deadlines accommodate • Advertisement on Kingston's Website • Advertisement on Kingston's Social Media Platforms 	Y
Type Two Ward Meeting	Involves one (1) Councillor.	Four times per year per Councillor. In consultation with the Mayor and the Chief Executive Officer, additional ward meetings may be organised if the issue/topic is deemed appropriate in the context of resourcing considerations and	<ul style="list-style-type: none"> • Venue hire (for a venue compliant with clause 5.2.3 of the Policy); • Distribution of promotional material in accordance with the Policy; • Design and printing of promotional material; • Equipment Hire where required; and • Light refreshments. 	<ul style="list-style-type: none"> • Printed handbills for Councillors to distribute (Max 500 per Councillor) • Press Release • Advertisements • Advertisement in Kingston Your City – where deadlines accommodate • Advertisement on Kingston's Website • Advertisement on Kingston's Social Media Platforms 	Y

Pop-Up Feedback Session	Involves one (1) Councillor	Unlimited subject to clause 5.2.10	<ul style="list-style-type: none"> No funding. Council equipment provided including a table, chair, laptop or iPad and Council banner for sessions held. 	<ul style="list-style-type: none"> Press Release Advertisement in Kingston Your City – where deadlines accommodate Advertisement on Kingston's Website Advertisement on Kingston's Social Media Platforms 	N				
Virtual Meeting	Involves one (1) or more Ward Councillors	Unlimited subject to clause 5.2.10	<ul style="list-style-type: none"> No funding. Council will make all arrangements for the holding of a Virtual Meeting. 	<ul style="list-style-type: none"> Advertisement on Kingston's Website Advertisement on Kingston's Social Media Platforms 	Y				



Recording of Council Meetings Policy

VERSION NO.	V6
APPROVAL	Council
	<i>Date:</i>
TRIM REFERENCE	24/105538
REVIEW	22 July 2028
RESPONSIBLE EXECUTIVE	General Manager Customer and Corporate Support
POLICY TYPE	Council
POLICY OWNER	Manager Governance, Risk and Integrity

REVISION RECORD	Version	Revision Description
28 November 2022	V5	Reviewed and approved.
14 December 2020	V4	Reviewed and approved.
24 November 2018	V3	Reviewed and approved.
28 November 2016	V2	Reviewed and approved.
April 2014	V1	Reviewed and approved.

1. Purpose

The *Recording of Council Meetings Policy* (the Policy) provides information and procedures in relation to:

- the recording and live streaming of public meetings of Kingston City Council; and
- the recording of the public gallery via Closed Circuit Television (CCTV) cameras.

2. Scope

The Policy applies to all *meetings* of Kingston City Council as defined within this Policy.

3. Governance Principles and Council Plan alignment

3.1 Governance Principles

Principle (a) - Council actions are to be made and actions taken in accordance with the relevant law

Principle (i) - the transparency of Council decisions, actions and information is to be ensured.

3.2 Council Plan Alignment

Strategic Direction: Well-governed - Council will be collaborative, accountable, transparent, responsive, well-informed, and efficient.

Strategy: Hold ourselves to the highest standard of governance and integrity.

4. Policy Details

Council has resolved to record, live stream and archive *meetings* on the internet that are open to the public, noting that *meetings* that are closed to the public in accordance with section 66(1) of the Act for circumstances specified in section 66(2)(a) will be recorded and kept confidential. Part 1 of this Policy reflects Council's commitment to transparent and accessible decision-making processes.

Council is also committed to the safety of members of the public in attendance at meetings and for this reason, CCTV systems will also be in operation to record the public gallery for the purpose of public safety. Part 2 of this Policy governs the use of CCTV systems at meetings.

Part 1 - Recording and Live Streaming of Meetings

4.1 Scope

The recording and live streaming of meetings reinforces Council's commitment to transparency and accessibility in Council's decision-making processes. This section outlines who will be recorded, when meetings will and will not be recorded and how recordings can be accessed.

4.2 Councillors and Council Officers

All Councillors and Officers will be recorded when in attendance at public *meetings* of Council.

The default camera position(s) will ensure that all Councillors present are in view throughout the *meeting*.

4.3 Meetings Open to the Public

All public *meetings* of Kingston City Council will be recorded and live streamed on the internet unless Council resolves otherwise.

4.4 Meetings closed to the public

- Where Council resolves to close the *meeting* to the public in accordance with section 66(1) of the Act for the purposes of considering confidential information under section 66(2)(a), recording will continue but the *meeting* will cease to be live streamed on the internet.
- Officers will ensure that the appropriate recording devices are utilised when the *meeting* is closed to the public to ensure that the recording is not streamed on the internet.
- All *meetings* closed to the public will be recorded unless Council resolves otherwise.
- Items that are confidential under section (3)(1)(f) of the Act that is personal information, being information which if released would result in the unreasonable disclosure of information or their personal affairs, will not be recorded if that information relates to personnel matters (except for matters relating to the CEO), or the personal hardship of any resident or ratepayer to respect the personal privacy of residents and ratepayers.

4.5 Public Gallery

- It is not intended that visitors in the public gallery be recorded and signage to this effect is to be visibly displayed in the foyer of the Council Chamber, which reads:

For the purposes of transparency, this public meeting is being recorded and streamed live on the internet. The recording will be archived and available on Councils website www.kingston.vic.gov.au. However, for the purpose of public safety, this public meeting is also being recorded via CCTV. All care is taken to maintain your privacy; however as a visitor in the public gallery, your presence may be recorded.

- The Chairperson will read out the statement contained in clause 44.1.5(a) at the commencement of each meeting.

4.6 Question Time

- It is practice for visitors at a Council Meeting to have the opportunity to submit a question during Question Time.

Questioners will not be recorded in the public gallery subject to Part 2 of this Policy however their full name will be read out and recorded during Question Time.

- If a visitor who asks a question does not wish for their full name to be read out this must be indicated in the appropriate section of the Question Form and only the visitors first name will be read out.

The visitors name will continue to be recorded in the public minutes of the meeting.

4.6.1 Members of the public addressing Council

4.6.1.1 Members of the public may address the Council or the Planning Committee either in support or objection of a Planning Application, or under special circumstances granted by the Chair. In both instances members of the public will be recorded. The following wording will appear in correspondence inviting applicants and objectors to address Council:

This public meeting is being recorded and streamed live on the internet. The recording will be archived and available on Council's website www.kingston.vic.gov.au. All care is taken to maintain your privacy; however as a visitor in the public gallery, your presence may be recorded.

4.6.1.2 By participating in a public Council meeting, members of the public agree to being recorded. In the event of exceptional circumstances rendering an individual unable to be recorded, it is at the Chairperson's absolute discretion to call for a motion to cease recording in accordance with clause 4.3 of this Policy.

4.6.2 Archived Recordings

4.6.2.1 All public meetings that are streamed live on the internet will later be archived on Council's website www.kingston.vic.gov.au. Due to the instantaneous nature of live streaming, there will be no editing of the contents of the recorded public meeting.

Bookmarks advising of the agenda items considered during the meeting will be added to the archived version of the recorded meeting to provide ease of navigation for viewers. Members of the public can access all recorded public meetings free of charge on Council's website www.kingston.vic.gov.au.

4.6.2.2 Meetings closed to the public that have been recorded will be archived securely by the Governance Department to maintain the confidentiality of the information and will not be accessible to the public.

4.6.2.3 Councillors wishing to access an archived recording of a meeting closed to the public can do so via the Governance Department.

Part 2 - CCTV Recording of Meetings

4.7 Scope

Visitors in the public gallery *at meetings* will be subject to CCTV recording for the purpose of public safety. This practice is separate and distinct from the recording and live streaming of meetings. CCTV recording and any data obtained will be handled in accordance with the Information Privacy Principles contained in Schedule 1 of the Privacy and Data Protection Act

2014. At all times, Council will endeavor to balance the need for public safety with an individual's right to privacy in line with Council's CCTV policies and procedures.

4.8 Notification and Signage

In accordance with Information Privacy Principle 1 (IPP), visitors in the public gallery will be made aware of CCTV recording via signage visibly displayed in the Council Chamber.

Signage will include the following information:

- That CCTV surveillance is underway for the purpose of public safety;
- Identify Council as the owner of the CCTV system; and Reference to Council's website for further information.

The Chairperson will also read the Statement contained in Clause 4.1.5(a) at the commencement of each meeting.

4.9 Use and Disclosure

In accordance with IPP 2, Council will only disclose CCTV records/footage to a third party in accordance with the primary purpose of collection and will only disclose footage for a secondary purpose where an exemption listed in IPP 2 applies, such as where required by legislation or by a law enforcement agency.

4.10 Data Quality

In accordance with IPP 3, Council will take reasonable steps to ensure that the CCTV recording that it collects, uses or discloses is accurate, complete and up to date.

4.11 Data Security

- a. In accordance with IPP 4, Council will take reasonable steps to protect information gathered through the CCTV recording of visitors at meetings from misuse and inappropriate disclosure.
- b. CCTV footage will be retained for 30 days after each meeting. Where footage has been provided to a third party (e.g. Victoria Police) it will be the third party's responsibility to retain the records/footage in accordance with the disposal authority that covers their agency's functional responsibilities.
- c. Council will ensure its record keeping practices comply with the Public Records Office Standards for the management of public records, Public Records Office Specifications and the Public Records Act 1973 (Vic). In general, surveillance camera footage is temporary and only retained for 30 days after the meeting (or unless required to be retained under the legislation)

4.12 Access and Correction

- a. In accordance with IPP 6, Council will provide access to the recording to individuals whose personal information is collected via CCTV recording upon request and within the 30-day retention period.
- b. Individuals seeking access to CCTV footage they appear in must make such applications in writing addressed to the Manager Governance, Risk and Integrity. The application should include the following information:
 - The meeting the footage is requested for;
 - The applicants contact details; and
 - A copy of photographic identification (for the purposes of identifying the applicant and to ensure the privacy of other attendees is protected)

- c. Footage will be provided to individuals provided it is within the 30-day retention period as per clause 4.2.5(b).
- d. To protect the privacy of other individuals captured in the recording, Council will de-identify images and sounds attributable to individuals other than the applicant. This will not occur where footage is requested from law enforcement agencies.

Individuals can request CCTV footage through contacting Council. The request will be considered and assessed by the Governance, Risk and Integrity Team to determine the release of the CCTV footage. Council may consider to not release CCTV footage in some circumstance that contradict;

- The Act or Governance Rules
- Privacy principles
- Council policies and procedures
- The application for CCTV footage was not in good faith

5. Risk Assessment

The risks that would be considered within this Policy have been communicated to the relevant department to ensure effective monitoring of controls. The risks that may be considered within this Policy include privacy implications and compliance with relevant legislation.

6. Delegation and Authorisation (Compliance Framework)

There are no delegated positions with responsibilities for this Policy.

7. Gender Impact Assessment

A Gender Impact Assessment is not required for this Policy.

8. Privacy Impact Assessment

A Privacy Impact Assessment has been completed for this policy to ensure compliance with the Information Privacy Principles.

9. Human Rights Charter

This policy has been reviewed against and complies with the Charter of Human Rights and Responsibilities Act 2006.

10. Roles and Responsibilities

Role	Responsibility
<i>General Manager Customer and Corporate Support</i>	Responsible for the implementation and compliance with this Policy.
<i>City Works department</i>	Responsible for ensuring the CCTV footage complies with relevant IPPs and is appropriately destroyed after the outlined 30 days within this Policy and alignment with the CCTV Policy.
	Responsible for providing CCTV footage to Victoria Police upon request.

Governance Risk and Integrity Responsible for the receipt and assessment of CCTV footage requests and on its relevance to be released to community members in accordance with privacy regulations or other privacy agencies.

11. Related documents

Legislation

- *The Local Government Act 2020*
- *The Privacy and Data Protection Act 2014*
- *Governance Rules*

Related Documents

- CCTV Policy

12. Definitions

Term	Definition
<i>the Act</i>	means the Local Government Act 2020
<i>CCTV</i>	means Closed Circuit Television
<i>Council</i>	means the City of Kingston Council
<i>Meetings</i>	means Council Meetings and Planning Committee Meetings
<i>Meetings closed to the public</i>	means meetings closed to the public on specified circumstances by Council in accordance with section 66(2) of the Act
<i>Public meetings</i>	means Council Meetings and Planning Committee Meetings which have not been closed to the public in accordance with section 66(1) of the Act

11. Chief Finance Office Reports

Ordinary Council Meeting

22 July 2024

Agenda Item No: 11.1

AWARD OF CONTRACT CON-24/067 - PROVISION OF LOAN

**Contact Officer: Bernard Rohan, Chief Financial Officer
Magda Hordejuk, A/Manager Finance
Graham Millar, Procurement Coordinator**

Purpose of Report

This report seeks Council to award Contract 24/028 Provision of Loan to Treasury Corporation of Victoria for the period of 15 years from 1 July 2024 to 30 June 2039.

Disclosure of Officer / Contractor Conflict of Interest

No Council officer/s and/or Contractor/s who have provided advice in relation to this report have declared a Conflict of Interest regarding the matter under consideration.

RECOMMENDATION

That Council:

1. Award Contract No. 24/067 – Provision of a \$55.95 million loan to partly fund the aquatic centre under the following conditions:
 - 1.1. Principal: up to \$55.95 million
 - 1.2. on a fixed rate basis, currently indicatively set at 5.405 per cent per annum, with the final rate to be set at the time of execution and draw-down, with a Council-approved tolerance of the impact of Reserve Bank of Australia Board (RBA) decisions to increase the cash rate, plus an additional tolerance of up to 10 basis points at the point of officers signing the loan documentation
 - 1.2.1. Illustratively, if the RBA increases the cash rate by 50 basis points, and allowing for an additional tolerance of 10 basis points, the maximum interest rate resolved by Council is 6.005 per cent per annum
 - 1.3. for a term of 15 years from execution
 - 1.4. to be borrowed from Treasury Corporation of Victoria, noting that this is subject to confirmation of the Treasurer's approved borrowing limit in 2025/26
 - 1.4.1. Note that Treasurer has approved a borrowing limit to date \$33.624 million in 2024/25 for Kingston. Should the Treasurer's approved borrowing limit for the remaining \$22.326 million not be forthcoming in December 2024 for 2025/26, officers will tender for the remaining amount of the loan for Council approval.
2. Authorise the Chief Executive Officer, or their delegate, to execute the loan documentation within the approved budget.

1. Executive Summary

This report recommends to Award Contract No. 24/067 – Provision of a Loan to Treasury Corporation of Victoria to enable Council to borrow \$55.95 million to partly fund the aquatic centre project. Officers have separately undertaken a competitive tender assessment from financial institutions and the Treasury Corporation of Victoria option represents the best value for money to Council.

The total contract value is \$26.1 million over fifteen years and subject to either:

- Treasurer's approval of the full amount in December 2024; or
- a subsequent tender of the \$22.326 million not currently covered by a Treasurer's approval but within a maximum total limit of \$55.95 million.

The Borrowings and Interest costs are fully funded within Council's approved Budget and Long Financial Plan.

2. Background

On 27 May 2024, Council adopted the

- 2024/25 Budget and statutory information (including fees and charges) as attached to this report;
- 2024-2034 Financial Plan;
- level of borrowings included in the 2024/25 Budget and 2024-34 Long Term Financial Plan of \$55.95 million in accordance with section 104 of the *Local Government Act 2020* and from 2024/25 with Council to approve the final form of the borrowings following a competitive procurement and assessment.

The \$55.95 million in borrowings is required in line with the Adopted Council position to fund the new Aquatic Centre, subject to a separate contract award.

Officers have separately:

- Tendered the loan to BBB+ financial institutions from 4 May 2024, closing Thursday 20 May 2024 and undertaken an assessment of the available market responses
- Signed Council up as a customer to the State's key financial institution, Treasury Corporation of Victoria, which gives Council the access to (but not the obligation) to borrow from Treasury Corporation of Victoria, subject to the Treasurer's approval of a total borrowing limit.

The City of Kingston has recently become a customer for Treasury Corporation of Victoria, which is the central financing authority and financial adviser for the State of Victoria. The State Government's policy framework underpinning local government borrowing has been expanded in the last few years to allow Treasury Corporation of Victoria to lend to councils in accordance with an annual Treasurer's approved borrowing limit.

The conduct of this process has been subject to independent probity audit and no concerns with this approach has been raised. Within the Tendered loan documentation to the open market it was stated by Council that the Treasury Corporation of Victoria option would be separately considered.

3. Discussion

3.1 Borrowing Principles and Context

Borrowings are a legitimate and financially responsible way of financing generational capital projects. It is generally accepted that borrowings must not be used to fund ongoing operations.

Kingston currently has no debt. Borrowing therefore grows the financing capacity of Council to deliver a program. By applying borrowing to a generational capital project, such as the new Aquatic Centre, this promotes Intergenerational Equity – as it spreads the cost of significant projects over a number of years. Ratepayers who gain the benefit of the assets contribute to the construction costs.

The proposed borrowing of \$55.95 million results in Kingston’s indebtedness (non-current liabilities as a percentage of own sourced revenue) not exceeding 30 per cent which is regarded as low risk by the Victorian Auditor-General’s Office. Servicing this level of debt has been appropriately provisioned in Council’s Long Term Financial Plan.

3.2 Loan Conditions

Kingston’s 2024/25 and 2023/24 Budgets and Financial Plans were predicated on Council borrowing \$55.95 million across 2024/25 and 2025/26. The borrowing assumptions in the most recent budget and Long Term Financial Plan (LTFP) were 6.54 per cent, over twenty years and a total cost to Council of \$44.7 million

The Treasurer’s borrowing limit for Kingston City Council was communicated on 1 December 2023 for 2024/25 at a level of \$33,624,000 and this ties to the phasing of the proposed Council borrowings included in Kingston’s (previous) 2023/24 Budget and Financial Plan. Local Government Victoria, the Department of Treasury and Finance and Treasury Corporation of Victoria are considering all councils’ 2024/25 budgets and borrowing requirements in setting subsequent borrowing limits for 2025/26.

The rates available from Treasury Corporation of Victoria are improved on the budget assumption (by \$18.6 million) and also on the best available option identified through the competitive tender process.

	Current LTFP Assumption	TCV, Fixed Rate
Term	20	15
Interest Rate	6.54%	5.41%
Annual Payment	5,034,820	5,467,980
Total Interest Cost over Term of Loan	44,746,404	26,069,705

Officers have had discussions with TCV Treasury Corporation of Victoria management regarding the process for the Treasurer to set a borrowing limit in 2025/26 and understand that there is a reasonable expectation for there to be alignment between the borrowing approved by Council in the budget and the next approval in December 2024, although this is not guaranteed.

However, should this borrowing level not be approved by the Treasurer and therefore not be available to Council from Treasury Corporation of Victoria in 2025/26, Council can elect to go to tender a second time for the remainder of the borrowing (\$22.326 million).

Importantly, the offered fixed rate from Treasury Corporation of Victoria is currently indicatively set at 5.405 per cent per annum, with the final rate to be set at the time of execution and draw-down.

It is therefore recommended to include a tolerance of

- the impact of Reserve Bank of Australia Board (RBA) decisions to increase the cash rate, plus
- an additional tolerance of up to 10 basis points at the point of officers signing the loan documentation

Illustratively, if the RBA increases the cash rate by 50 basis points, and allowing for an additional tolerance of 10 basis points, the maximum interest rate resolved by Council is 6.005 per cent per annum

The proposed 10 points tolerance from the current fixed rate loan rate of 5.405 per cent (to 5.505 per cent) is still favourable to the currently available rates from the private sector and would allow for Council to resolve the loan conditions now. Should the RBA decisions on the cash rate exceed the budget, officers will present the remainder of the loan to Council for decision.

3.3 Procurement Policy

Under Clause 9.2 of Council's Procurement Policy, contracting with Treasury Corporation of Victoria is allowable as a general exemption "Government Entity"

The conduct of the competitive evaluation was undertaken in accordance with Council's Procurement Policy and a probity plan is required where the value of a procurement is greater than \$5,000,000 (exc GST) to mitigate risk. A Probity Plan was developed prior to tendering and an external Probity Auditor, RSM, was appointed to review and report on tender evaluation in accordance with the plan.

The Procurement Business Partner provided procurement advice throughout the process.

The Outcome of Tender Evaluation Process was to identify a suitable financial institution to contract for the Provision of a Loan. A separate assessment was undertaken of the alternative option to seek a loan from Treasury Corporation of Victoria. This alternative is recommended on the basis of competitive rates.

3.4 Climate and Ecological Emergency Response plan

Council's CEERP included Priority Area 4

Financial management - Develop a strategy which sets out Kingston's plan to avoid lending, investing in or buying from commercial entities including superannuation funds and insurers engaging in listed 'environmentally damaging' activities, primarily thermal coal. Quantify the investment opportunities, financial benefits and employment opportunities associated with well planned, proactive climate emergency action for both Council and the community

In evaluating available loan options to Council, officers assessed the environmental considerations of providers.

Treasury Corporation of Victoria has a Net-Zero objective and publicly reports on its progress to achieve Net-Zero emissions via the Climate Active initiative. Treasury Corporation of Victoria's specific climate related activities are outlined in its Corporate Plan and includes, amongst others, the acquisition of offsets to achieve Net-Zero accreditation. Treasury Corporation of Victoria is committed to reducing total emissions by 30% by 2030 compared to a 2022 baseline. Treasury Corporation of Victoria has specific corporate initiatives around reducing its own energy consumption, purchasing Australian Carbon Credit Units (ACCU's) to fully offset all of Treasury Corporation of Victoria's Scope One and Two carbon emissions, and reducing waste/landfill.

4. Consultation

4.1 Internal Consultation:

The internal consultation for the Provision of a Loan has been limited to the evaluation team (which comprised panel members from Finance, and also from City Economy and innovation and City Strategy – these two teams were relied upon for their expertise in local economy and environmental impacts) and also the Procurement and Contracts Department.

4.2 Community Consultation:

Community consultation has been undertaken on Council's budget and long term financial plan and a key part of this engagement has been on the delivery of the new Aquatic Centre. As the provisions of the loan are lower than the level set in the budget and financial plan, the costs of the loan have been already accounted for in key strategic engagement.

5. Compliance Checklist

5.1 Council Plan Alignment

Strategic Direction: Sustainable - We prioritise our environment and reduce our impact on the earth.

Strategy: Consider environmental sustainability in all Council decisions

The proposed borrowings are in accordance with the Budget, Long-Term Financial Plan, and Revenue and Rating Plan and ensures Council is looking after the community's financial resources responsibly and efficiently.

5.2 Governance Principles Alignment

Principle (g) - the ongoing financial viability of the Council is to be ensured.

The proposed borrowings are provisioned within the Budget and Long Term Financial Plan are developed with the objective to Council's financial sustainability underpinned by the Revenue and Rating Plan. Over the life of the loan there are no additional costs to Council

5.3 Financial Considerations

Projected costings

Yr1	Yr2	Yr3	Yr4	Y5	Total 5 Yr Cost
\$1,487,058	\$2,836,565	\$2,691,428	\$2,538,286	\$2,376,698	\$11,930,035

Interest costs are shown above.

Budget

Interest costs over a fifteen year period and at the rates provided by Treasury Corporation of Victoria have been accounted for in the operational budget of Council. There are year on year discrepancies in these costs that are \$18.6 million favourable to budget over the life of the proposed loan, relative to what has been provided for in the budget.

Staff Resources

The loan will be managed within existing staff resources.

5.4 Risk considerations

There is some risk that the Treasurer's current approval of borrowings for Kingston from Treasury Corporation of Victoria (\$33,624,000) will not be increased in line with the Council budget, however, the budget requirement of \$55.95 million over two years was included in the previous 2023/24 Budget and was known to the State Government at the time of that approval. The next 2025/26 borrowing limit is being considered by State Government officers and will be communicated to Council in December 2024. Should this borrowing level not be approved by the Treasurer and therefore not be available to Council from Treasury Corporation of Victoria in 2025/26, Council can elect to go to tender a second time for the remainder of the borrowing (\$22.326 million).

Appendices

Appendix 1 - Loan Evaluation and Considerations (Ref 24/179973) - Confidential

Author/s: Bernard Rohan, Chief Financial Officer
Magda Hordejuk, A/Manager Finance
Graham Millar, Procurement Coordinator

Reviewed and Approved By: Bernard Rohan, Chief Financial Officer

Agenda Item No: 11.2

BOATSHED AND BATHING BOX POLICY 2024 - PUBLIC CONSULTATION

Contact Officer: Michelle Hawker, Senior Administration Officer

Purpose of Report

Councillors engagement on the draft revised Boatshed and Bathing Box Policy 2024 ahead of Council consideration and public consultation.

Disclosure of Officer / Contractor Conflict of Interest

No Council officer/s and/or Contractor/s who have provided advice in relation to this report have declared a Conflict of Interest regarding the matter under consideration.

RECOMMENDATION

That Council:

1. Endorse the draft revised Boatshed and Bathing Box Policy 2024 for Council consideration and public consultation under Council's Community Engagement Policy; and
2. Receive a further report at the conclusion of the public consultation period.

1. Executive Summary

Council's current Boatshed and Bathing Policy was adopted by Council in May 2017 and reviewed in June 2021. The policy provides guidance and transparency in Council's decision making relating to licences and transfers, permits, maintenance and the protection of its 190 Boatshed and Bathing Boxes. Kingston Council is the Committee of Management of all Crown Land along the foreshore and has the authority, as land manager, to issue licences for bathing boxes or boatsheds.

Of relevance to the draft Policy is the State Government's Department of Environment, Land, Water and Planning (DELWP now DEECA) issued its "*Guidelines for the management of existing bathing boxes and boatsheds on marine and coastal crown land*" in March 2022. The Guidelines provide direction to land managers and decision-makers in managing and maintaining existing bathing boxes and boatsheds on marine and coastal Crown land.

The Guidelines are based on the *Marine & Coastal Act 2018* (Vic).

The Guidelines are intended to be considered in the context of all other relevant legislation, policies, and strategies. That includes Councils acting as local land managers.

2. Background

The City of Kingston is the appointed Committee of Management for the Foreshore under the *Crown Land (Reserves) Act 1978*. As Committee of Management, it has the responsibility for 190 Boatshed and Bathing Boxes along the 13kms of the port Phillip Bay foreshore between Aspendale and Carrum.

The existing Policy covers the protection of the foreshore itself, providing consent for works and the transfer of licences while ensuring structures are safe, well maintained and that licence holders comply with relevant legislation and DEECA's guidelines.

The current policy has proven challenging to enact on a number of accounts, most notably the following:

- Licence holders carrying out works without consent.
- Licence holders building decks instead of ramps.
- Licence holders going outside of their building envelope (footprint).
- Licence holders ignoring maintenance request from officers.

The proposed updates will seek to mitigate these issues and make it easier for officers to have oversight over activities and to hold licence holders accountable and authorise officers to revoke licences as a last resort.

3. Discussion

3.1 Decks v Ramps

The current policy does not allow for decks to be constructed by licence holders, only ramps. The reason for this is historical and related to perceptions of anti-social behavior (beach goers consuming alcohol on decks) however this is deemed to be very low risk and approximately 25% of the older boatsheds still retain their original decks. Officers spend a lot of resources writing to licence holders, requesting permits for works already carried out, removal of decks for transfers and the efforts are too little or no avail. Allowing for decks to be constructed removes a burden on officers, will not encourage anti-social behavior and is not expected to have a negative impact on the foreshore.

The updated policy will restrict decks, ramps and steps to 1.8 metres.

The State Government Guidelines do not preclude the construction of decks and both Mornington Peninsula Shire and Bayside Council permit decks.

3.2 Clearing Distances

An increase to the maximum clearing distance from 500mm -700mm to 500mm to 1,000mm to clear sand and vegetation around boatshed to assist with maintaining boatsheds. Planning permits will be required for the removal of native vegetation.

3.3 Reduced Licence Term

The State Government Guidelines require all bathing box and boatshed occupancies to be issued under a Crown land licence for a term not exceeding 10 years. Council currently issues licences for 9 years. Licence holders often become unresponsive when their maintenance obligations or repairs are overdue or illegal works have been carried out. There have been incidents under the current policy where licence holders have not complied with the policy and ignored Council officer's requests. The results of some of these have recently seen boatsheds destroyed in bad weather, exposing the public to debris and asbestos. Reducing the licence term from nine years to three years allows officers the ability to engage with licence-holders on a more frequent basis and ensure compliance and safety. This term is in line with other councils who manage boatsheds as Committee of Management.

For the renewal of a licence the licence holder will be obliged to provide evidence that the property is structurally sound. This may be through photo graphic evidence and a costly engineers report will not be required unless there is a dispute. Officers will also inspect the property to ensure compliance before issuing a new licence.

4. Consultation

4.1 Internal Consultation:

Council’s Open Space, Local Laws, City Works, Environmental Health, Planning and Building Departments have been consulted and support the draft Policy.

4.2 Community Consultation:

Group	Method
Boatshed Licensees Open Space Local Laws Planning Kingston Boatshed Association	To be consulted through Have your Say page and KBA. Meeting held to discuss proposed changes and to receive feedback. KBA have noted concerns about the changes to the licence terms. KBA approve the decisions around decks and ramps.
Mornington Peninsula City Council and Bayside City Council	Online meetings held to discuss updates and the current challenges we are jointly experiencing on the foreshore.
DEECA	Met with DEECA to discuss the proposed policy changes and to ensure they align with DEECA.

4.3 Results/Findings:

Not applicable until after the public consultation.

5. Compliance Checklist

5.1 Council Plan Alignment

Strategic Direction: Liveable - Our city will be a vibrant, enjoyable, and easy place to live.

Strategy: Provide accessible, quality public open spaces for passive and active recreation

5.2 Governance Principles Alignment

Principle (a) - Council actions are to be made and actions taken in accordance with the relevant law

Principle (b) - priority is to be given to achieving the best outcomes for the municipal community, including future generations.

Principle (c) - the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.

Principle (f) - collaboration with other Councils and Governments and statutory bodies is to be sought.

Principle (i) - the transparency of Council decisions, actions and information is to be ensured.

5.3 Financial Considerations

Staff Resources

The administration of the proposed draft Policy will be undertaken within the existing staff complement.

5.4 Risk considerations

The draft Policy, as it relates to:

- safety and maintenance,
- alteration and re-building,

has been modelled on the State Government Guidelines. Subsequent Crown land licences, issued by Council as the land manager will give effect to the proposed Policy and the supporting Guidelines.

Appendices

Appendix 1 - Draft Boatshed Policy May 2024 (Ref 24/9806) 

Author/s:	Michelle Hawker, Senior Administration Officer
Reviewed and Approved By:	Nikolaj Dennis, Manager Property Services Bernard Rohan, Chief Financial Officer

11.2

BOATSHED AND BATHING BOX POLICY 2024 - PUBLIC CONSULTATION

1	Draft Boatshed Policy May 2024	443
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Boatshed and Bathing Box Policy 2024

VERSION NO.	3
APPROVAL	Chief Executive Officer Council Manager <i>Property Services</i> <i>Signature:</i> <i>Date:</i>
TRIM REFERENCE	24/9806
REVIEW	2028
RESPONSIBLE EXECUTIVE	Chief Finance Officer
POLICY TYPE	Council
POLICY OWNER	Manager Property Services

REVISION RECORD	Version	Revision Description
20/11/2006	1	Adopted 20 November 2006
22/5/2017	2	<i>Adopted 22 May 2017</i>

1. Purpose

This policy provides guidance for the maintenance and management of boatsheds and bathing boxes.

- Clarity of our role as Committee of Management
- To provide clarity in relation to the transfer of licences and associated fees
- Transparency of the rights and obligations of Licence holders.
- To comply with relevant legislation.
- Ensure that boatsheds and bathing boxes are maintained in good condition and direct the upgrade, improvement, relocation or removal of boatshed and bathing box structures as determined by Council.
- To acknowledge environmental changes to the foreshore.
- Provide for the protection of the amenity and use of the Foreshore Reserve by other beach users.
- Provide a fair and financially viable approach to boatshed and bathing box management arrangements.
- To acknowledge that changes in the foreshore reserves, brought upon by climate change or other unforeseen circumstances may result in a need to remove and/or relocate bathing boxes or boatsheds that are no longer sustainable.

The State Government - Department of Energy, Environment and Climate Action (DEECA) has appointed Council as the Committee of Management of the Foreshore Reserves in Kingston. Any policies or guidelines set by the Department of Energy, Environment and Climate Action (DEECA) formally (DELWP) will be the governing document. The management of the Foreshore Reserves in the area covered by this policy has been delegated to the Committee of Management under section 14 of the Crown Land (Reserves) Act 1978.

The Crown being the landowner has appointed DEECA as the manager for the Foreshore Reserves in Kingston. Any approvals for the use and development of coastal Crown land must be in accordance with section 37 of the Coastal Management Act 1995. This policy works in conjunction with DEECA guidelines for the management of existing boatsheds and bathing boxes on marine and coastal crown land March 2022 guidelines.

This policy aims to formalise Council's commitment to transparent decision-making processes and freely available public access to Council information. It supports and promotes:

- increased community confidence and trust in Council through greater understanding and awareness.
- improved Council visibility and performance; and
- access to information that is current and easily accessible.

2. Scope

This Policy applies to the following Foreshore Reserves managed by the City of Kingston:

- Aspendale
- Edithvale
- Chelsea
- Bonbeach
- Carrum

Council Committee of Management has overall responsibility for the management of the Foreshore reserve, including the Bathing Boxes and Boatsheds. Council is responsible for issuing licences to occupy a boatshed bathing box site on the foreshore Licences will be issued for a period of up to 3 years.

The Kingston Boatshed Association (KBA) was incorporated on 24 May 2002 with core objectives to preserve and promote local heritage and culture and to represent licensees to Local and State Governments. KBA is a key foreshore stakeholder and point of reference for Council. While permit holders/licensees are not required to be KBA members, the Association nevertheless facilitates Council's mandatory licensee annual Public Liability insurance requirement. Council is committed to continuing to work with KBA to resolve issues that impact on its members.

3. Governance Principles and Council Plan alignment

3.1 Governance Principles

Principle (a) - Council actions are to be made and actions taken in accordance with the relevant law

Principle (b) - priority is to be given to achieving the best outcomes for the municipal community, including future generations.

Principle (c) - the economic, social, and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.

Principle (d) - the municipal community is to be engaged in strategic planning and strategic decision making.

Principle (e) - collaboration with other Councils and Governments and statutory bodies is to be sought.

Principle (f) - the ongoing financial viability of the Council is to be ensured.

Principle (g) - regional, state, and national plans and policies are to be taken into account in strategic planning and decision making.

Principle (h) - the transparency of Council decisions, actions and information is to be ensured.

The aim of this policy is to provide guiding principles and clarity that will enable the management of boatsheds and bathing boxes in a way that is consistent with Council's Corporate Plan, relevant legislation and DEECA's Guidelines in order to maximise the use of community assets and manage them in a responsible way.

3.2 Council Plan Alignment

Strategic Direction: Well-governed - Council will be collaborative, accountable, transparent, responsive, well-informed, and efficient.

4. Policy Details

4.1 Responsibilities of Licence Holders

As the appointed Committee of Management for the foreshore reserve Council holds the sole right to issue a licence to for the occupation of crown land. No person shall be entitled to sub-let or transfer the right to occupy any part of the reserve or structure on the reserve.

An annual Licence fee is payable to the Council in line with Council's Fees and Charges. The income from boatshed permits assists council in recouping part of the costs of managing the Foreshore Reserves. All income derived from Crown Land Reserves is applied to the management and maintenance of the reserve.

Licence holders are only eligible to hold and renew their licence whilst they are a Permanent Resident or Rate payer of the City of Kingston.

Licence holders must ensure that Council is always in possession of the correct and up to date contact details.

It is the responsibility of all licence holders to ensure that the necessary approvals and permits are obtained prior to carrying out any works, including all repairs and maintenance.

4.2 Transfer of Licenses

When transferring a licence the licensee must comply with the following:

- The proposed licensee is a permanent resident or ratepayer of the City of Kingston. All notices will be mailed to the registered address. No PO boxes permitted.
- If 1 or all licensees cease to be a rate payer or permanent resident of the City of Kingston, the licensee(s) have a 6-month grace period to transfer the Licence after which time Council may at its sole discretion cancel or revoke the licence.

- There are no outstanding fees payable to Council. Any outstanding or unpaid transfer fees and licence fees will be added to the licensee's account; and must be paid prior to transfer.
- An internal boatshed/bathing box inspection must be completed by a Council Officer. The internal and external structure must be compliant, and all required maintenance or rectification orders must be completed to Council's satisfaction prior to transfer.
- Either party pays the transfer and administration fee to Council.
- At the time of a transfer a licence will be issued to the purchaser with a copy of the current policy.
- All purchasers must be a "Natural Person" not a company, trust or other such organisation.
- Only boatsheds that sit within their original footprint as stated in Council's register will be transferred.

4.3 Transfer Fees

Fees are applicable in the below circumstances:

- Transfer of Licence to one party to another
- Including an additional licensee to a licence
- Removing a licensee name from a licence

4.4 Exemption from Boatshed / Bathing Box Licence Transfer fee

Council recognises that in a limited number of cases it is appropriate for a transfer to be exempt from the payment of a transfer fee if:

- the owner has recently deceased, the inheritor(s) will be exempt from paying a transfer fee. However, the new Licensee will be required to pay the administration fee. Furthermore, the boatshed bathing box must be compliant. The following documents must be presented before transfer.
 - Death Certificate
 - Grant of Probate
 - 100 Points ID
 - Proof of Kingston rate payer or resident

4.5 Renewals of Licence

When renewing a licence the licensee must comply with the following:

- The proposed licensee is a permanent resident or ratepayer of the City of Kingston (Excluding boatsheds owned prior to 2006). All notices will be mailed to the registered address.
- There are no outstanding fees payable to Council. Any outstanding unpaid fees will be added to the licensee's account; and must be paid prior to renewal.
- Provide evidence to Council that the boatshed is structurally sound and compliant with this policy.

- Upon renewal of a licence the licensee will be issued with a copy of the current policy.

4.6 Use of Boatshed and Bathing Box

A boatshed or bathing box is only to be used for the following purposes and for no other reason:

- The Storage of bathing suits, beach accessories, boats, boating equipment, fishing equipment and items incidental to the use of the foreshore reserve and: Convenience and comfort associated with beach use, i.e. shade, shelter, undressing and dressing before and after bathing.

A boatshed or bathing box cannot be used for the following:

- Residential or commercial purposes or overnight accommodation, and all services including but not limited to the provision of kitchens, showers and toilets, all of which are prohibited.

4.7 Licence Revocation Termination

Council reserves the right not to renew or to revoke a licence / permit agreement, without compensation. Revocation is determined upon the following grounds.

- Non-compliance with the terms of the licence agreement;
- Non-compliance with a written notice to repair or maintain a bathing box or boatshed by the specified date of the notice (which will be not less than one month after the written notice is given, unless they include vandalism, graffiti, asbestos or items that are unsafe to the general public, as detailed in 6.1, Maintenance of this Policy);
- Failure to disconnect illegal services when directed by Council in accordance with this policy;
- If the annual licence fee is not paid within four (4) months of the due date;
- A breach of the Kingston Planning Scheme or other relevant legislation;
- Breaching this policy.
- Failing to comply with a notice issued by council to undertake works.
- Failing to seek appropriate approval for works undertaken.
- A requirement for the relocation or removal of the bathing box or boatshed
- The original footprint of the Bathing Box or Boatshed has been extended without Council's written consent;
- Failure to provide a certificate of currency of public liability insurance by 30th June each year.
- In the event that a boat shed or bathing box is at risk of being damaged beyond repair due to coastal erosion or rising sea levels brought upon by climate change and where relocation is not possible.

Council will give notice of revocation in writing. The process for revocation will be as follows:

- Council issue a notice in writing to Licensees of outstanding issues that require rectification:
- Licensees will be given one month to respond in writing to such concerns and a further period of one month to carry out the required rectification or to develop an agreed plan, including timing to achieve compliance;
- If a Licensee fails to rectify the breach or to develop such a plan within the requisite time, Council will provide a written notice terminating the licence agreement at which point locks will be changed and all belongings will become property of Council.

4.8 Insurance

The Licensee must be the holder of a current Public Liability Policy of Insurance with an insurer approved by Council for an amount no less than \$10 million (or such greater sum as reasonably required by Council). The Public Liability Policy shall extend to cover the City of Kingston in respect to claims for personal injury or property damage arising out of the negligence of the Licensee the Licensee must produce a certificate of currency annually. If a certificate is not produced annually then this will be considered a breach of the Licence conditions.

4.9 Responsibilities of Council

Council will monitor the use and condition of the structures and surrounding foreshore to minimise any impact on beach amenity, the environment and public enjoyment of the coast. Council will undertake regular audits of the structures and provide requests for maintenance and repairs accordingly.

Council will notify the licensees in writing of all repairs, maintenance, and rectification requirements. If the works are not completed, the request will be repeated, and Council will direct the licensees to complete the said works by a specified date. If the works are not completed by such a date Council will again notify the licensees in writing that Council will conduct the works at the licensees cost. This cost will be noted against the licence until payment has been made.

The monitoring by Council does not alleviate the licensee responsibility.

Council may require an internal inspection of any boatshed or bathing box. Written notice to the Licence holder, shall be given and access will be provided by licensee within seven days. Any required rectification works not carried out in the specified time will be considered as a breach of the licence.

After a Council Officer has inspected the Boatshed/Bathing Box and it is deemed compliant, this compliance certification is valid for 3 months after the inspection date before it lapses. After this period, another inspection will be required before a transfer can occur (this will attract an additional administration fee).

A Council officer may enter at any time to inspect a boatshed or bathing box where Council or its authorised officer has determined that it is in the interest of public safety to do so.

4.10 Access and Equity

If ramps, decks, steps and railings or the like are vital to satisfy disability access requirements for licensees, applications to carry out such works must be made in writing to Council with relevant verification.

Such works must be constructed in accordance with Council guidelines and relevant legislation. When the licence is transferred all additional works must be rectified to Council's satisfaction.

4.11 Construction and ongoing condition requirements

Maintenance

It is the responsibility of the licensees to maintain the structure in good condition. It is important that the structure and its surrounds are managed to avoid a negative impact on the foreshore environment and the public use of the reserve.

The materials used for the construction of the structure are to include timber walls, floors and plinth board, cladding in accordance with DEECA's Draft Guidelines Marine and coastal [Guidelines for the management of existing bathing boxes and boatsheds March 2022](https://www.marineandcoasts.vic.gov.au) ([marineandcoasts.vic.gov.au](https://www.marineandcoasts.vic.gov.au)) and Building Code of Australia, unless otherwise approved by Council & DEECA (if necessary) prior to construction.

As a minimum, the following standards and maintenance levels must be met:

Structure

- Boatsheds/Bathing Boxes are classified as Class 10 structures under the BCA (Building Code of Australia).
- The boatshed/bathing boxes must be maintained in a safe and aesthetically pleasing state to the satisfaction of Council.
- no person shall alter the existing floor level of any boatshed/bathing box from its present position. Construction materials are to comply with DEECA Draft Guidelines and Building Code of Australia.
- All boatsheds/bathing boxes must clearly display their allocated number on the front of the building.
- Boatsheds and Bathing Boxes must be regularly painted and must not be unsightly in appearance, which may result in the degradation of the surrounding amenity. Licensees should have regard to the surrounding environment in selecting a colour scheme. Murals and or other works of art require the prior approval of Council.
- There is no potential risk to users or the public.
- Graffiti must be removed immediately (by the licensees).

- All damage caused as the result of vandalism is to be repaired immediately (by the licensees).
- If asbestos is disturbed/damaged, it must be removed or covered immediately in accordance with 4.16 of this policy.
- Other than existing structures, infrastructure such as retaining walls, hard paths (i.e. concrete, brick, timber, etc.) are not permitted on or around any foreshore bathing box or boatshed, unless approved in writing by Council.
- Any application to repair or replace existing ramps, decks or steps will be considered approval must be approved by council.
- Ramps, decks and steps must not exceed the building footprint (boatshed/bathing box plus ramp/deck or steps) and must not exceed 1.8 metres in length.
- Any repairs or alterations to existing boatsheds and bathing boxes must be undertaken in accordance with DEECA's Draft Guidelines, the Building Code of Australia, Kingston's Planning Scheme, and with written permission from Council. Works must not exceed the licenced footprint.
- Structures and their surrounds must be kept clear of litter, building materials and other rubbish and all licensees must remove all litter created at each visit to the boatshed or bathing box.

4.12 Surrounds Vegetation and Sand

No person shall remove or excavate sand or vegetation from the Foreshore Reserve except for the purpose of fulfilling boatshed and bathing box maintenance requirements described herein, and within the following constraints:

- Determine if a planning permit is required for the removal or lopping of any vegetation.
- Where a planning permit has been granted for the removal of native vegetation or should planning permission not be required, vegetation and sand may be cleared back to a distance no greater than 500mm-1000mm from the boatshed or bathing box structure under the guidance of Council. Permission to clear greater than 700mm must be requested in writing for Council approval. Requests must clearly state the reason(s) for additional vegetation and sand clearance. Planning permit would be required for any native vegetation removal.
- Where a planning permit has been granted for the removal of native vegetation or should planning permission not be required, vegetation and sand may only be cleared using non-powered hand tools (i.e. the use of chainsaws, brush cutters, whipper snippers, etc. is not permitted).
- No person may plant, cultivate or otherwise introduce any plant, seed or other plant material, into the Foreshore Reserve, except where, and in accordance with any conditions, authorised by the Council.

- Sand and vegetation may only be cleared using non-powered hand tools (i.e. the use of bobcats, backhoes, etc. is not permitted).

Any breach of the above constraints will be treated as a breach of the Foreshore Reserves Local Law and will be pursued as such.

4.13 Replacement or alterations

In all cases repair and restoration will be favoured over total demolition and rebuilding.

Property Services will review all of the criteria and work with Council's Planning and Building Department and DEECA to consider and approve all applications.

If Council approves demolition and reconstruction of the boatshed/bathing box, the licensee will be required to obtain relevant permits including Planning and Building permits, Coastal Management Act consent from DEECA and a vehicular access permit/licence from Council.

Replacement structures will only be considered if the current structure is no longer safe and cannot be repaired. Licensees must make a written application to Property Services detailing the reasons and rationale for the replacement of the structure together with written evidence in a form of a report from a registered building practitioner.

Such an application must include the following:

- Plan of the building works including dimensions and area.
- Detailed description of materials and methods of construction. These are to comply with DEECA formally DELWP Draft Guidelines that may alter at any given time and in accordance with standards specified by Council.
- No boatshed or bathing box shall be extended beyond its original, (approved footprint).
- No new services to be connected.
- Approvals for works will only be granted in accordance with the conditions of this policy.
- Reconstruction of boatsheds and bathing boxes must be commenced within six (6) months after permit is issued and completed within one (1) year of the demolition or destruction of the original shed.
- If the works are not carried out within the allocated time line, Council may refuse to reissue a licence for the boatshed or bathing box.

4.14 Relocation

Changes in the foreshore reserve brought upon by climate change such as potential sea level increases storm events may result in a need to remove and/or relocate boatsheds / bathing boxes that are no longer sustainable. The relocation of boatsheds/bathing boxes will be considered on a case-by-case basis if supported by DEECA and Council.

Boatshed/bathing boxes may be relocated when the existing structure is deemed by the Committee of Management to be located in an area that is detrimental to the foreshore or restricts the use of the foreshore by other users and the relocation will, in the opinion of

the Committee of Management and DEECA, identifying alternative site will need to be determined through a coastal hazard or vulnerability assessment report.

4.15 Removal

Boatsheds and Bathing Boxes will be removed from the Foreshore Reserve where:

- The structure is dilapidated, beyond repair or represents a public safety hazard (as determined by Council) and there is a failure to effect notices issued by the Council.
- The area is vulnerable to coastal processes and if this results in the structures being at risk as determined by Council & DEECA.
- The structure contributes to the instability of the area or causes a risk to public safety as determined by Council.
- The Foreshore Reserve on which the structure is located is unsafe or access to it is unsafe as determined by Council.
- Removal is in accordance with a management plan or policy relating to the Foreshore Reserve.

4.16 Asbestos

Many of the boatsheds and bathing boxes contain asbestos due to the era in which they were constructed.

If asbestos remains intact and undisturbed it is generally harmless; any damage that exposes it and makes it friable creates a danger that must be addressed.

Damaged or friable ACM must be removed by a Class A Licensed removalist under risk controlled conditions.

- Where asbestos is removed the roof or any other part of the structure should be replaced with a suitable non-asbestos containing product.

If removal is to occur Council requires licensees to forward a written request to the Property Services Department. The Property Services department will liaise with DEECA, EPA and relevant Council departments to provide advice and guidance to the permit holder/licensee. The following items must also be included with the written application:

- A copy of a permit/licence from Local Laws to allow a skip or other such container on the Foreshore Reserve to contain the product.
- A permit/licence is to be obtained from a building practitioner for the demolition.
- The name of the registered asbestos removalist. Note up to 10m² of non-friable ACM totalling 1hr in a week can be removed without a licence under the Act.

Professionals are to be used for such projects. Removal must be undertaken in accordance with Occupational Health & Safety requirements. Asbestos containing material

must be disposed of in accordance with EPA (Prescribed Waste) Regulations 1998 and relevant codes. Removalists must be registered asbestos removalist class A, B or C with Environment Protection Authority (EPA). The licence is registered with WorkSafe Vic.

Works must not commence until Council provides written approval.

All completion certificates provided to council.

A management plan for the removal of asbestos must be undertaken before a transfer of a licence or before the renewal of licences.

4.17 Services

Permission will not be given to connect or install to any boatshed or bathing box drainage, sewerage, water, power, gas, telephone, generators, solar power or similar services. Unauthorised or new connections will not be permitted under any circumstances.

Council will order the disconnection, removal and rectification of illegal unauthorised connections after written notice to the licensee. The cost will be passed on to the licensee if illegally connected.

Council will direct the removal of services at the following times:

- At the request of the service authority; and
- If the service is a danger to beach users.
- If it is a threat to environment near vegetation/fire hazard.
- If the service is unauthorised or a new connection.

4.18 Retaining walls, Fences and Paving

Fences and paving are not permitted. Generally retaining walls are also not permitted, however the description below explains the exclusions. Fencing, paving and retaining walls may cause offsite environmental impacts and restrict public access.

Retaining walls will only be considered in extreme circumstances where licensees have maintained site in line with maintenance conditions as outlined in 6.1. It is desirable to keep the perimeter of the shed free from a build-up of sand (500mm-700mm and where possible at 30 degree horizontal. This will assist to protect the stability and integrity of the structure. If this is not achievable, Council will consider granting permission to permit holder/licensee for the erection of a retaining wall subject to DEECA consent.

- Retaining walls applications

All applications for retaining walls must be directed to Property Services in writing Property.Services@Kingston.vic.gov.au

A Building Surveyor, Property Services Officer and Natural Resources Officer will assess each request based on its merits.

If permission has been granted by the Property Services Department and DEECA then the normal course applies for building works as set out below:

- DEECA consent under Coastal Management Act 1995.

- Planning Permit from Kingston's City Development Department (submitting certified engineered plan for approval)
- Building Permit.
- Issuing Property Services Department with copy of final certificate (Building will also receive copy from Private surveyor)

Responsibility for retaining walls

Licensees are responsible for:

- Costs
- Permits
- Construction
- Maintenance
- Public Liability Insurance

Notation: In the event that retaining walls are consented to the licensees must include these within their Public Liability Insurance.

Property Services
Open Space Foreshore
Planning
Local Laws
Inclusive engagement
Kingston Boatshed Association
Boatshed Licensees

5 Internal and External Assessments

5.1 Risk Assessment

Not Applicable

5.2 Delegation and Authorisation

Manager Property Services

Manager Property Services is responsible for the review and management of this policy.

5.3 Gender Impact Assessment

A Gender Impact Assessment is not required for this Policy.

5.4 Privacy Impact Assessment

A Privacy Impact Assessment is not required for this Policy.

5.5 Human Rights Charter

This policy has been reviewed against the Charter of Human Rights and Responsibilities Act 2006.

6 Roles and Responsibilities

Role	Responsibility
<i>Manager Property Services</i>	<i>Manager Property Services has the responsibility for the review and management of this policy.</i>

7 Related documents

7.1 Legislation

- *The Crown Land (Reserves) Act 1978*
- *The Marine and Coastal Act 2018*
- *The Local Government Act 2020*
- *All other relevant laws and local laws relevant to the Foreshore Reserve.*

7.2 Documents and resources

- *Guidelines for the Management of Existing Bathing Boxes and Boatsheds on Marine and Coastal Crown Land.*
[Guidelines for the management of existing bathing boxes and boatsheds March 2022 \(marineandcoasts.vic.gov.au\)](https://marineandcoasts.vic.gov.au)
- *Marine and Coastal Policy*
[Marine and Coastal Policy 2020 \(marineandcoasts.vic.gov.au\)](https://marineandcoasts.vic.gov.au)
- *Construction Guidelines DELWP 2015*
[1 \(kingston.vic.gov.au\)](https://kingston.vic.gov.au)

8 Definitions

Term	Definition
<i>Annual Licence Fee</i>	Means the annual fee payable to Council as a Committee of Management appointed under the Crown Land (Reserve) Act 1978 and paid by the licencees to occupy a boatshed/bathing Box
<i>Boatshed/Bathing Box</i>	Mean a freestanding structure erected on the foreshore which is non-residential, to be used by private individuals, managed by Council and is primarily for storing beach equipment and/or boats, as a change facility, and for shade and/or shelter.
<i>Council</i>	Kingston City Council
<i>DEECA</i>	Department of Energy, Environment and Climate Action.
<i>Footprint</i>	Means area of foreshore occupied by the boatshed/bathing box including any ramps, steps, decks.

 Page

13

<i>Foreshore</i>	Means land managed by Council in accordance with the provisions within the Crown Land (Reserve) Act 1978
<i>Natural persons</i>	Is an individual human being, as opposed to a legal person which may be a private business entity or non-governmental organisation or public organisation
<i>Licensee</i>	Means persons currently occupying the site (footprint)
<i>Transfer Fee</i>	Is the fee payable to Council at the time of transfer

Ordinary Council Meeting

22 July 2024

Agenda Item No: 11.3

FENCING POLICY

Contact Officer: Nikolaj Dennis, Manager Property Services

Kerry Spence, Administration Systems Coordinator

Purpose of Report

The purpose of this report is for Council to endorse the draft Fencing Policy for public Consultation. Council's current Fencing Policy (Appendix 2) was adopted in December 2018 with a review dated 30 June 2022. The Policy has been amended and should be reviewed to:

- Ascertain whether the Policy's Purpose and Statement have been achieved.
- Clarify the roles and responsibilities of Council and the Public and transparency around Council's decision making.
- Consider emerging issues during the life of the existing Policy.

Disclosure of Officer / Contractor Conflict of Interest

No Council officer/s and/or Contractor/s who have provided advice in relation to this report have declared a Conflict of Interest regarding the matter under consideration.

RECOMMENDATION

That Council:

1. Endorse the draft revised Fencing Policy (Appendix 1) for Council consideration and public consultation under Council's Community Engagement Policy; and
2. Receive a further report at the conclusion of the public consultation period.

1. Executive Summary

Council's current Fencing Policy (Appendix 2) was adopted by Council in December 2018.

The purpose of the draft policy is to clearly outline Council's obligations and willingness to contribute to fencing cost with its adjoining property owners.

The current policy obligates Council to contribute 50% of the replacement cost which will be determined at its discretion. This has led to Council incurring significant costs as property owners often install particular high-quality fencing, increasing council's replacement costs. Under the new policy a fixed rate has been set which enables council to cap its contribution rate, better assess and forecast its contributions and clarify its responsibilities to residents.

The policy also includes legislative updates and further clarifies Council's obligations under the Road Management Act 2004.

2. Background

The current policy was adopted in December 2018 and reviewed on June 2022. The existing fencing policy has performed effectively but operationally it has introduced some inconsistencies in application. Officers are recommending amendments to the policy to clarify roles and responsibilities and address cost pressures.

The new draft policy aims to clearly outline Council's obligation to share fencing costs with adjoining property owners at a fixed rate. It seeks to provide consistency for both internal and external parties enabling staff to deliver timely and accurate information to external stakeholders. This will deliver a more clear and equitable policy.

3. Discussion

3.1 Road Management Act 2004 (Vic)

The Road Management Act 2004 (Vic) (RMA) Schedule 5 Clause 4 states:

“Despite any Act or rule of law to the contrary, neither the Crown nor a road authority is required to fence or contribute to the fencing of any portion of a road”.

In the current policy there are no references to the RMA, although there is reference within the exclusions for fences adjoining a road reservation and buffer to a road (Section 4.2 in Appendix 1).

Under Exclusions in the current policy, the exception of including a shared user path (SUP) network has been removed. This has created a lot of issues as a SUP can meander along the road reserve and therefore Council are obligated to contribute to some properties, where it was close to the fence line, and not others.

This amendment will provide clarity around Council's obligations and limit Council's risks toward its fencing contributions.

The below example demonstrates the inequity of the current policy for properties abutting a SUP. In the below image 19 would receive a contribution to a fence replacement however 20 and 22 would not receive any contribution. This is due to proximity to the fencing and shared user path. With Council constructing multiple shared user paths in the coming years as part of the Walking and Cycling Plan, the number of properties that Council will be required to contribute with increase under the current policy.



3.2 Contributions

Under the current policy Council is committed to pay half of the replacement costs but there is no cap. There are times where inflated quotes for standard replacement fencing are received from property owners, sometimes double the cost of what we know to be the standard replacement cost. It can be argued by the property owner that Council's current policy requires two (2) quotes and upon meeting the reimbursement requirements, Council should pay half of the provided quotes.

Under the draft policy Council will contribute a flat lineal metre rate. This is a significant change. The meterage rate is to be based on a standard timber paling fence no more than 1.95 metres high which sets strict parameters. This fee will be benchmarked annually against the previous year's fencing costs.

Measurements can be confirmed via desktop assessment with measuring tools in IntraMaps and makes it easier for officers to quantify, making the process more efficient.

3.3 Municipal Car Parks

The definition of roads under the RMA includes any ancillary area. As municipal car parks are ancillary areas, Council is not required to contribute to adjoining fences under the RMA. This has been included in the draft policy.

3.4 Exclusions

Summary of changes to exclusions.

Current Policy Exclusions	Proposed New Policy Exclusions
Land not in direct Council Ownership or maintained under Council Management	No Change – revised wording <i>Land not owned or managed by Council.</i>
Crown Land and foreshore reservations	No Change – revised wording <i>Crown land and foreshore reservations under the Committee of Management of Council.</i>
Road reservations. Rights of Ways, laneways, Discontinued Roads, walkways and other unoccupied spaces except where a walkway or road forms part of a recreation reserve.	Discontinued road removed as this is no longer a road and would be treated as adjoining property. Revised wording. <i>Road and road reserves, laneways, rights of ways, or walkways (except where a walkway forms part of a public reserve or public park under section 4.3 below).</i>
Buffer to a road for example, plantation and tree reserves or other land except where the land is used as a public open space, provides connection to adjoining recreation reserve or walkway / Shared path network.	Removing the wording shared path network refer to (3.1) of this report. Revised wording. <i>A public reserve which is set aside as a tree or plantation reserve.</i>
Drainage reservations	No change – revised wording <i>Drainage reserves</i>
Bicycle Path	Removed as bicycle paths are not located independently, they are part of the road reserve, public park or public reserve which is addressed in the exclusions.

Current Policy Exclusions	Proposed New Policy Exclusions
Non-Council owned open space	No change – revised wording <i>Land not owned or managed by Council.</i>
Gates trellis enhancement, decorative and other features.	No change – included in 4.4 of draft policy. <i>Council will not contribute to gates, trellis, enhancement, painting or decorative features.</i>
Pedestrian Gates	No change – included in 4.4 of draft policy. <i>Council will not contribute to gates, trellis, enhancement, painting or decorative features.</i>
Pool Compliance fencing	No change – revised wording <i>Pool fencing unless the pool fencing forms part of a dividing fence and then only in accordance with section 4.3 (of the draft policy) below.</i>
Car Parks – not specifically excluded in the current policy. Potentially missed as being part of the road reserve which is excluded.	Clarification of exclusion. <i>Municipal car parks designated as such under the Road Management Act.</i> Refer to (3.3) of this report.
Commercial Property – not excluded in current policy.	New exclusion. <i>Council will not contribute to construction, repair, or replacement costs of a dividing fence of a commercial or private property adjoining a public park or public reserve.</i>

4. Consultation

4.1 Internal Consultation:

Infrastructure, Property Services, Legal Department, Open Space and City Works.

4.2 Community Consultation:

Group	Method
General community	Kingston Your Say
Targeted groups	General Public

5. Compliance Checklist

5.1 Council Plan Alignment

Strategic Direction: Liveable - Our city will be a vibrant, enjoyable, and easy place to live.

Strategy: Provide accessible, quality public open spaces for passive and active recreation

The draft policy supports the Council Plan by complying with the Road Management Act 2004 and the Fencing Act

5.2 Governance Principles Alignment

- Principle (a) - Council actions are to be made and actions taken in accordance with the relevant law
- Principle (b) - priority is to be given to achieving the best outcomes for the municipal community, including future generations.
- Principle (g) - the ongoing financial viability of the Council is to be ensured.
- Principle (i) - the transparency of Council decisions, actions and information is to be ensured.

The draft policy supports the principles by complying with the Road Management Act 2004 and the Fencing Act.

**5.3 Financial Considerations
Budget**

The below figures contributed to shared cost fencing for the last 4 years are as follow:

Financial Year	2020/2021	2021/2022	2022/2023	2023/2024 @31 May 2024
	\$59,084.90	\$98,692.33	\$87,484.33	\$85,690.00

Staff Resources


Managing the Policy currently sits with Manager Property Services, while the Infrastructure Team is in charge consenting and approving the works.

5.4 Risk considerations

The revised policy should assist with clarity and consistency for both internal and externally.

Appendices

Appendix 1 - Draft Fencing Policy 2024 (Ref 23/213691)  [↓](#)

Appendix 2 - fencing-policy - Current (Ref 24/172222)  [↓](#)

Author/s: Nikolaj Dennis, Manager Property Services
Kerry Spence, Administration Systems Coordinator
Reviewed and Approved By: Bernard Rohan, Chief Financial Officer

11.3

FENCING POLICY

1	Draft Fencing Policy 2024.....	465
2	fencing-policy - Current.....	469

Fencing Policy



VERSION NO.	3
APPROVAL	Chief Executive Officer <i>Signature:</i> <i>Date:</i>
TRIM REFERENCE	23/213691
REVIEW	Enter date (Four years from approval)
RESPONSIBLE EXECUTIVE	General Manager Infrastructure and Open Space
POLICY TYPE	Operational
POLICY OWNER	Manager Property Services

REVISION RECORD	Version	Revision Description
24 November 1997	1	New policy
10 December 2018	2	Reviewed

1. Purpose

The purpose of this Policy is to set out clear responsibilities relating to the contribution of costs for the construction, maintenance, and replacement of a dividing fence adjoining Council owned or managed land (including roads). This Policy takes into account the relevant requirements under the *Fences Act 1968* (Vic), and the *Road Management Act 2004* (Vic) and other laws where applicable.

2. Scope

This Policy applies to all landowners where their property adjoins Council owned or managed land and who seek a Council contribution to the cost of construction, repair, or replacement of a dividing fence.

3. Governance Principles and Council Plan alignment

3.1 Governance Principles

This Policy aligns with the following governance principles:

Principle (a) - Council actions are to be made and actions taken in accordance with the relevant law.

Principle (i) - the transparency of Council decisions, actions and information is to be ensured.

3.2 Council Plan Alignment

Strategic Direction: Well-governed - Council will be collaborative, accountable, transparent, responsive, well-informed, and efficient.

Strategy: Focus all of our decision-making on the long-term best interests of the Kingston community.

Strategy: Look after the community's financial resources responsibly and efficiently.

4. Policy Details

4.1 Legislation

4.1.1 Fences Act

The *Fences Act* requires owners of land to contribute in equal proportions to fencing works dividing land unless certain exemptions apply.

Section 4(2)(c) of the *Fences Act* states that the definition of "owner" for the purposes of the *Fences Act* does not apply to:

"A municipal council, trustee or other person or body in respect of land owned by or vested in, or under the care, control or management of, the municipal council, trustee, person or body for the purposes of a public park or public reserve."

Notably, the terms public park or public reserve are not defined in the *Fences Act* but would have their common meaning.

4.1.2 Road Management Act

Clause 4 of Schedule 5 of the *Road Management Act 2004* states:

"Despite any Act or rule of law to the contrary, neither the Crown nor a road authority is required to fence or contribute to the fencing of any portion of a road".

Therefore, where Council is the relevant road authority, it is not required to fence or contribute to the fencing of any portion of its road.

4.2 Exclusions

Council will not contribute to:

- Land not owned or managed by Council.
- Crown land and foreshore reservations under the Committee of Management of Council.
- Road and road reserves, laneways, rights of ways, or walkways (except where a walkway forms part of a public reserve or public park under section 4.3 below).
- A public reserve which is set aside as a tree or plantation reserve.
- Drainage reserves.
- Municipal car parks designated as such under the Road Management Act.
- Pool fencing unless the pool fencing forms part of a dividing fence and then only in accordance with section 4.3 below.
- Council will not contribute to construction, repair, or replacement costs of a dividing fence of a commercial private property adjoining a public park or public reserve.
- Any other public parks and public reserves not mentioned below in *section 4.3*.

Where the land description is unclear, Council will refer to the title or title plan.

4.3 Inclusions

Council recognises that it is fair and equitable to share the cost of fencing replacement of a standard fence where a residential private property adjoins a public park or public reserve other than those excluded under *section 4.2* of this policy. Council will only contribute to replacement costs, not maintenance costs, as per *section 4.4* and will determine at its discretion if the fence requires replacement.

4.4 Council contribution to section 4.3 Inclusions

Council will contribute a flat per lineal metre rate for the demolition, construction, disposal, and any other associated costs for a standard fence. The rate will be published on the Council website and is based on current market value subject to annual review.

A standard fence will be a timber paling fence of no more than 1.95 metres in finished height (palings, posts, and plinth). Construction standard and materials will be in accordance with the accepted industry standard.

Council will not contribute to gates, trellis, enhancement, painting or decorative features. Should the owner of the adjoining land elect to install a gate, Council reserves the right to request the removal for future development, if required.

4.5 Council contribution to land not excluded under Fences Act 1968 (Vic) S 4(2)(c)

Council will contribute in accordance with the Fences Act.

4.6 Permits, Planning Schemes, Boundary Survey

It is the private property owner's responsibility to ensure that the fence construction complies with all relevant Council requirements, permits, restrictions, planning schemes, standards, or acts.

Should a boundary survey to define the common boundary be required, a licensed surveyor will be engaged to conduct a boundary survey / title re-establishment survey. Where the common boundary is the dividing fence between private land and a public park or public reserve, the private property owner is required to engage a licensed surveyor to conduct the survey at the owner's cost.

5. Key Stakeholders (if applicable)

This policy includes the following stakeholders.

- Infrastructure Department
- Legal Department
- Property Services Department
- City Works Department

6. Internal and External Assessments

6.1 Risk Assessment

This policy has been assessed by the relevant department and is considered low risk.

6.2 Delegation and Authorisation (Compliance Framework)

There are no delegated positions with responsibilities for this Policy.

6.3 Gender Impact Assessment

A Gender Impact Assessment is not required for this Policy.

6.4 Privacy Impact Assessment

A Privacy Impact Assessment is not required for this Policy.

6.5 Human Rights Charter

This policy has been reviewed against and complies with the Charter of Human Rights and Responsibilities Act 2006. Property rights are a human right under the charter which states that a person must not be deprived of his or her property other than in accordance with law.

7. Roles and Responsibilities

Role	Responsibility
Administration Officer – Building Infrastructure or City Works	Review shared fencing applications and complete.

8. Related documents

8.1 Legislation

- Fences Act 1968 (Vic)
- Local Government Act 1989 (Vic)
- Road Management Act 2004 (Vic)

8.2 Documents and resources

- AS1926.1 Swimming pool safety barriers for swimming pools
- Community Local Law

9. Definitions

Term	Definition
Fence	Has the same meaning as in the Fences Act 1968 (Vic)
Road Authority	Has the same meaning as in the Road Management Act 2004 (Vic)



Fencing Policy

1	Document Control	1
2	Purpose.....	2
3	Scope.....	2
4	Policy Details.....	2
	4.1 Standard Fence.....	2
	4.2 Half Cost Share.....	2
	4.3 Exclusions.....	3
5	Delegation Authority and Decision Guidelines	3
	5.1 Delegations/Authorisations	3
	5.2 Exemptions	3
	5.3 Human Rights Charter	3
6	Related Documents and Resources	3
7	Definitions	3

1 Document Control

The electronic version of this document is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

RESPONSIBLE GENERAL MANAGER	General Manager City Assets and Environment
POLICY OWNER	Manager Property & Arts
APPROVED/ADOPTED BY	Council on 10 December 2018
EFFECTIVE DATE (If different from approval date)	
REVIEW DATE	30/06/2022
CM REF AND VERSION	18/90243
VERSION HISTORY	Version 1 Version 2

2 Purpose

The purpose of this policy is to set out clear responsibilities for the construction, maintenance or replacement of boundary fencing abutting Council owned land, which includes compliance with the *Fencing Act 1968*.

3 Scope

This policy applies to land owners where their property abuts Council owned or managed property who seek a Council contribution to the cost of construction, maintenance or repair of a boundary fence.

4 Policy Details

The *Fencing Act 1968* does not require Council to make contributions towards the construction and/or maintenance of a common boundary fence with an adjoining owner in respect of land owned by, vested in or under the care, control or management of the Council for the purpose of a public park.

Council is willing to contribute 50% of the cost for a standard fence in cases where the owner adjoins a Council owned public park.

4.1 Standard Fence

The standard fence for properties adjoining Council owned land will be a timber paling fence of no more than 1.9 metres in finished height (palings, posts and plinth). Construction standard and materials will be in accordance with the accepted industry standard.

The standard fence does not include enhancements such as trellis, fence toppings, gates or decorative timbers, this is at full cost to the adjoining owner.

4.2 Half Cost Share

If a fence adjoining a Council owned property requires replacement, Council will contribute 50% of the cost of replacement of a standard fence. Council will determine at its discretion if the fence requires replacement.

Council does not carry out any repairs or maintenance to adjoining boundary fences.

Construction of a new fence on a previously undefined boundary will require the adjoining owner to engage a qualified surveyor to prepare a boundary establishment plan at the owner's cost. Council will then contribute 50% of the cost of a standard fence.

Should there be any discrepancies with existing fence lines in regards to the correct title boundary; the owner will be requested to carry out a title re-establishment survey at their cost to define and set the boundary / fence line.

Pool fences / gates that lead onto council land are required to comply with the Australian Standards AS1926.1

4.3 Exclusions

Council does not accept responsibility for half cost fencing for the following:

- Land not in direct Council ownership or maintained under Council management.
- Crown Land and foreshore reservations.
- Road reservations.
- Right of ways, laneways, discontinued roads, walkways and other unoccupied spaces except where a walkway or road forms part of a recreation reserve.
- Buffer to a road, for example, plantation and tree reserves or other land except where the land is used as a public open space, provides connection to adjoining recreation reserve or walkway / shared path network.
- Drainage reservations.
- Bicycle path.
- Non Council owned open space.
- Gates, trellis, enhancement, painting, decorative and other features.
- Pedestrian gates.
- Pool compliance fencing.

5 Delegation Authority and Decision Guidelines

5.1 Delegations/Authorisations

Financial delegation applies to authorise reimbursement of the fencing costs.

5.2 Exemptions

The policy does not apply to emergency works where public safety is of concern.

5.3 Human Rights Charter

This policy has been reviewed against and complies with the Charter of Human Rights and Responsibilities Act 2006. Property rights are a human right under the charter which states that a person must not be deprived of his or her property other than in accordance with law.

6 Related Documents and Resources

Legislation

- *Fencing Act 1968*
- *Australian Standard AS1926.1*

7 Definitions

Fence "fence" means a structure, ditch or embankment, or hedge or similar vegetative barrier, that encloses or bounds land.

Ordinary Council Meeting

22 July 2024

Agenda Item No: 11.4

2024/25 RATES TIMING ADJUSTMENT

Contact Officer: Magda Hordejuk, A/Manager Finance

Purpose of Report

Council to clarify the timing of rates payments for the 2024/25 financial year.

Disclosure of Officer / Contractor Conflict of Interest

No Council officer/s and/or Contractor/s who have provided advice in relation to this report have declared a Conflict of Interest regarding the matter under consideration.

RECOMMENDATION

That Council:

1. In respect of Rates and Charges adopted by Council on 27 May 2024 and in accordance with the *Local Government Act 1989*, determine to allow:
 - 1.1. in accordance with Section 167(1) and (2), payment of rates and charges by four approximately equal instalments paid on or before 30 September 2024, 30 November 2024, 28 February 2025 and 31 May 2025;
 - 1.2. in accordance with Section 167(2A) and (2B) payment of rates and charges by lump sum on or before 15 February 2025;
 - 1.3. payment of rates and charges by ten approximately equal direct debit payments from 1 September 2024 until 1 June 2025;
 - 1.4. payment of rates and charges in any instalment (only via the Payble payment solution, and providing rates and charges are paid in full by 31 May 2025).
2. Note that this timing of payment of Rates and Charges supersedes the timing referred to in the resolution of 27 May 2024.

1. Executive Summary

On 27 May 2024, Council adopted the 2024/25 Budget, the 2024-2034 Financial Plan and the 2024-2028 Revenue and Rating Plan. As part of this resolution, Council adopted the rates and charges for 2024/25, and this included a resolution with respect to the timing of rates payments in accordance with the *Local Government Act 1989*.

The dates for payments included in that Council resolution and prepared by officers incorrectly referred to dates in the 2023/24 financial year. An updated Council resolution is required to correctly apply the rates and charges payments dates within the 2024/25 financial year.

2. Background

Rates and charges are levied in accordance with the *Local Government Act 1989*. On 27 May 2024, Council adopted the budget and related documentation and also the rates and charges for 2024/25. This resolution is provided below and included a resolution (item 6, below) with respect to the timing of rates payments in accordance with the *Local Government Act 1989*.

11.1 Adoption of 2024/25 Budget, 2024-2034 Financial Plan and 2024-2028 Revenue & Rating Plan

That Council:

1. Adopt the 2024/25 Budget and statutory information (including fees and charges) as attached to this report (refer Appendix 1);
2. Adopt the 2024-2034 Financial Plan (refer Appendix 2);
3. Adopt the 2024-2028 Revenue & Rating Plan (refer Appendix 3);
4. In respect of Rates and Charges declare:

- a) A differential rate for rateable land having the characteristics specified in the Revenue & Rating Plan, which characteristics will form the criteria for each differential rate so declared:

- 4.1.1. General Land;
- 4.1.2. Agricultural Land;
- 4.1.3. Extractive and Landfill Land;
- 4.1.4. Retirement Village Land;
- 4.1.5. Residential Heritage Land;

and that the rate (based on the cents in the dollar of Capital Improved Value set out below) be:

Category	Rate in the \$
Agricultural Land	0.0014078
Extractive and Landfill Land	0.0052793
General Land	0.0017598
Residential Heritage Land	0.0015838
Retirement Village Land	0.0015838

- b) A Municipal Charge of \$100 per rateable property; and
- c) Waste Service Charges as follows:

Service Choice A - 120 litre garbage, 240 litre recycling and 240 litre green waste bins including recovery of costs attributable to the State Government Landfill Levy	\$371
Service Choice B – 80 litre garbage, 240 litre recycling and 240 litre green waste bins including recovery of costs attributable to the State Government Landfill Levy	\$307
Service Choice C – 120 litre garbage, 240 litre recycling and 120 litre green waste bins including recovery of costs attributable to the State Government Landfill Levy	\$340

**City of Kingston
Ordinary Council Meeting**

Agenda

22 July 2024

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| Service Choice D – 80 litre garbage, 240 litre recycling and 120 litre green waste bins including recovery of costs attributable to the State Government Landfill Levy | \$284 |
| Service Choice E – 120 litre garbage and 240 litre recycling bins including recovery of costs attributable to the State Government Landfill Levy | \$276 |
| Service Choice F – 80 litre garbage and 240 litre recycling bins including recovery of costs attributable to the State Government Landfill Levy | \$228 |
| Service Choice G – 240 litre x 2 Share Garbage, 240 litre Recycle including recovery of costs attributable to the State Government Landfill Levy | \$216 |
| Service Choice H – 240 litre x 3 Share Garbage, 240 litre Recycle including recovery of costs attributable to the State Government Landfill Levy | \$173 |
| Service Choice I – 240 litre x 4 Share Garbage, 240 litre Recycle including recovery of costs attributable to the State Government Landfill Levy | \$155 |
| Service Choice P – 120 litre x 2 Share Garbage, 240 litre Recycle including recovery of costs attributable to the State Government Landfill Levy | \$155 |
| Service Choice W – Additional 120 litre Green Waste Bin | \$70 |
| Service Choice X – Additional 240 litre Green Waste Bin | \$86 |
| Service Choice Y – Additional 240 litre Garbage Bin including recovery of costs attributable to the State Government Landfill Levy | \$213 |
| Service Choice Z – Additional 120 litre Garbage Bin including recovery of costs attributable to the State Government Landfill Levy | \$201 |
5. Grant a waiver of \$123.30 of general rates for properties eligible for the State Government Municipal Rates Concession in accordance with Section 171 of the Local Government Act 1989.
6. Determine to allow:
- 6.1. in accordance with Section 167(1) and (2), payment of rates and charges by four approximately equal instalments paid on or before 30 September 2023, 30 November 2023, 28 February 2024 and 31 May 2024;
 - 6.2. in accordance with Section 167(2A) and (2B) payment of rates and charges by lump sum on or before 15 February 2024;
 - 6.3. payment of rates and charges by ten approximately equal direct debit payments from 1 September 2023 until 1 June 2024;
 - 6.4. payment of rates and charges in any instalment (only via the Payble payment solution, and providing rates and charges are paid in full by 31 May 2024).
7. Determine that no incentive be declared for early payment of general rates, municipal charge and waste service charge.
8. Note that the Debt Collection Policy and Hardship Policy will be considered at the June 2024 Council meeting. These policies provide a framework for managing and recovering

- collectibles, and providing hardship assistance related to the payment of rates and charges.
9. Determine the following changes to Council Reserves to be enacted:
 - 9.1. Continue existing Council contributions to the Green Wedge Reserve and Foreshore Reserves beyond 2024/25 and ongoing
 - 9.2. Continue the Art Fund Reserve in line with previous Council resolution to fund public art
 - 9.3. Continue the Capital Reserve Fund with a replenished balance of \$3.0 million to this fund in 2024/25 with future project savings allocated to this fund for utilisation on the capital works program and offset minor capital works overspends, including to potentially offset future borrowing requirements for the new aquatic and leisure centre.
 10. Determine that the Chief Executive Officer of Council be authorised to give public notice of the adoption of these documents if required.
 11. Determine that the Manager Finance be authorised to levy and recover the general rates, municipal charge and annual waste service charges in accordance with the *Local Government Act 1989*.
 12. Having considered all feedback made on the draft budget, provide written responses to each of the contributors of the decision, and thank them for their interest in Council's Budget process.
 13. Fix the penalties for parking infringements in contravention of the Regulations made under the *Road Safety Act 1986* at the amounts set out in the Fees and Charges Section of the 2024/2025 Budget, which amounts will continue as the penalties so fixed until Council resolves otherwise (whether during or after the 2024/2025 Financial Year).
 14. Adopt the level of borrowings included in the 2024/25 Budget and 2024-34 Long Term Financial Plan of \$55.95 million in accordance with section 104 of the Local Government Act 2020 and from 2024/25 with Council to approve the final form of the borrowings following a competitive procurement and assessment.
 15. Authorise the Manager Finance to make any changes to these documents as a result of this resolution, including minor and/or administrative wording and grammar changes if required.
 16. Authorise Officers to do all things necessary to make all required applications to commence the statutory processes required for the delivery of the budgeted capital works program.
 17. Note the Edithvale Wetlands Pedestrian Path project has \$100,000 funding allocated in 2024/25 for planning or preliminary works and is currently scheduled for construction in 2025/26 .
 18. In adopting the 2024/25 Budget and the Fees and Charges Schedule, cap venue hire fee increases at 100 per cent, with any affected fee increases above this threshold subject to a further report to Council for approval.
 19. Support existing regular community venue hirers of the above mentioned venues affected by the fee changes with transition by retaining 2023/24 fees for these hirers in the 2024/25 financial year.

CARRIED

3. Discussion

3.1 Timing of payments of rates and charges

The timing of payments of rates and charges in the 27 May 2024 Ordinary Council Meeting were incorrect as they related to the 2023/24 financial year. The dates clearly need to relate to the 2024/25 financial year. This inclusion of incorrect dates was due to officer error in finalising the budget documentation.

The required correction to the resolved timing is shown below:

27 May 2024 Resolution	Proposed, Updated Timing
<p>6. Determine to allow:</p> <p>6.1. in accordance with Section 167(1) and (2), payment of rates and charges by four approximately equal instalments paid on or before 30 September 2023, 30 November 2023, 28 February 2024 and 31 May 2024;</p> <p>6.2. in accordance with Section 167(2A) and (2B) payment of rates and charges by lump sum on or before 15 February 2024;</p> <p>6.3. payment of rates and charges by ten approximately equal direct debit payments from 1 September 2023 until 1 June 2024;</p> <p>6.4. payment of rates and charges in any instalment (only via the Payble payment solution, and providing rates and charges are paid in full by 31 May 2024).</p>	<p>That Council, in respect of Rates and Charges and in accordance with the Local Government Act 1989 determine to allow:</p> <p>1.1 in accordance with Section 167(1) and (2), payment of rates and charges by four approximately equal instalments paid on or before 30 September 2024, 30 November 2024, 28 February 2025 and 31 May 2025;</p> <p>1.2 in accordance with Section 167(2A) and (2B) payment of rates and charges by lump sum on or before 15 February 2025;</p> <p>1.3 payment of rates and charges by ten approximately equal direct debit payments from 1 September 2024 until 1 June 2025;</p> <p>1.4 payment of rates and charges in any instalment (only via the Payble payment solution, and providing rates and charges are paid in full by 31 May 2025).</p>

The only update to the resolution is to correctly show the payment dates occurring in the 2024/25 financial year. These changes have no impact on the amount of rates raised by Council or individual impacts on properties.

4. Consultation

4.1 Internal Consultation:

The budget and rates process has been the subject of extensive internal consultation across all departments. The issue with the timing of rates payments was only recently identified and has been corrected by the CFO in consultation with the Governance Department.

4.2 Community Consultation:

Community engagement was undertaken across three phases throughout the development of the budget:

- Talking Kingston – all year round consultation
- Public Hearing of Submissions in February 2024
- Public Exhibition of Budget in April 2024 and Your Kingston Your Say platform engagement

The public engagement was considered by Council at its meeting on 27 May 2024.

5. Compliance Checklist

5.1 Council Plan Alignment

Strategic Direction: Well-governed - Council will be collaborative, accountable, transparent, responsive, well-informed and efficient.

Strategy: Look after the community's financial resources responsibly and efficiently

The Budget, Long-Term Financial Plan, and Revenue and Rating Plan ensures Council is looking after the community's financial resources responsibly and efficiently.

5.2 Governance Principles Alignment

Principle (g) - the ongoing financial viability of the Council is to be ensured.

The Budget and Long Term Financial Plan are developed with the objective to Council's financial sustainability underpinned by the Revenue and Rating Strategy to manage Council's primary source of revenue.

5.3 Risk considerations

The correction of inaccurate dates in the Council resolution is necessary to appropriately manage risks.

Author/s: Magda Hordejuk, A/Manager Finance
Reviewed and Approved By: Bernard Rohan, Chief Financial Officer

12. Notices of Motion

Ordinary Council Meeting

22 July 2024

Agenda Item No: 12.1

NOTICE OF MOTION NO. 5/2024 - CR HOWE - PATTERSON RIVER SCULPTURE TRAIL VISION AND DIRECTION STATEMENT

That Council in an officer report:

1. Confirms that the vision and direction statement of the Patterson River sculpture trail is to celebrate the boating culture and coastal lifestyle, with iconic sculptures that may feature refined detail or vibrant colours. Artists will be encouraged to use ingenuity to reimagine spaces, high or low, and wet or dry.
2. The vision and direction statement will be the guide for the organisation, including any decision-making panel appointed to evaluate any art form proposed for installation.

Cr Cameron Howe

Guidance Note

Notice of Motion No. 5/2024 – Cr Howe

Patterson River Sculpture Trail Vision and Direction Statement



Officer Advice

The Process for identifying Curatorial Themes for public art commissions is currently covered within the Public Art Policy, Public Art Placement Plan & Public Art Guidelines which were endorsed by Council in July 2023.

Officers do not support this Notice of Motion as it seeks to apply direct curatorial themes to all artworks commissioned at the Patterson River which would be in conflict with the endorsed requirements for defining Curatorial Themes for an artwork commission, specifically the requirement to investigate and collaborate with relevant stakeholders.

During the April Council meeting, Cr. Howe put forward the following NoM which was not supported:

That Council, in an officer report, confirms that as publicised in the Herald Sun and Bayside News, the curatorial direction of the Patterson River sculpture trail is to celebrate the boating culture and coastal lifestyle, with iconic sculptures that may feature refined detail or vibrant colours. Artists are encouraged to use ingenuity to reimagine spaces high or low, and wet or dry.

Similar to the previous notice of motion guidance advice, please see background below:

In a meeting with Cr. Howe in November 2023 the following was communicated:

- The curatorial direction of Kingston's public art collection will be further framed in the (Art) Collections Policy which is due to commence development in 2024.
- The (Art) Collections Policy will be guided by stakeholders and members of the Arts and Cultural Advisory Committee as well as the Arts, Events and Libraries community consultation which was completed in April.
- The findings of the Arts, Events and Libraries consultation will be presented to Council in July.
- The curatorial direction associated with the Patterson River Art Trail will be further articulated as part of the (Art) Collections Policy.
- The (Art) Collections Policy is required to be presented to Council for endorsement.

With relation to the work on Kingston's Art & Public Art Collections, a significance assessment, valuation, and condition report is underway to provide baseline context for the overall collection that will assist in the development of an (Art) Collections Policy. This is due to be completed EOFY.

With relation to the land ownership at the Patterson River Art Trail site, from correspondence received in December 2023 Council understands that DEECA (Department of Energy, Environment and Climate Action) have become the land manager of the Crown Land parcels surrounding Patterson River, they are seeking to appoint an ongoing land manager for the area in 2024 – no further update on this has been provided to date.

DEECA have commented that they are not in a position to accept new infrastructure. DEECA have a draft masterplan that supports public art (predominantly First Nations), however they have communicated that they are not at a stage of implementing any opportunities.

DEECA have requested that Council reengage in further conversations around the Patterson River Art Trail once an ongoing land manager has been appointed.

Aside from the current endorsed position of Council with relation to the identification of curatorial themes for art commissions, and the important role engaging with stakeholders play in the success of public artwork projects, there is also the consideration of the overall context and landownership with relation to the Patterson River Art Trail.

It is the advice of officers that Council is best positioned to work with all stakeholders, including the landowners / managers, in the development of curatorial themes for new public art commissions at the Patterson River when the opportunity to develop these projects presents itself following further conversations with DEECA. This would be best achieved through these discussions and the endorsement of the (Art) Collections Policy that contains broad goals for the Patterson River Art Trail.

Author/s: Simon Doyle, Manager Arts, Events and Libraries
Reviewed and Approved By: Sally Jones, General Manager Community Strengthening
Peter Bean, Chief Executive Officer

Ordinary Council Meeting

22 July 2024

Agenda Item No: 12.2

NOTICE OF MOTION NO. 6/2024 - CR HOWE - BUILDING COST CONTROL AUDIT AND MANAGEMENT

That Council:

1. Accepts building and construction quotes are considerably higher for the City of Kingston when compared to private and/or corporate development;
2. Receives an officer report by December 2024 that provides:
 - i. a review of current criteria, including what is outlined in the Procurement Policy that assesses the award of building and construction contracts, including performance of value management, competitive tendering and negotiation of contracts, (if any);
 - ii. recommendations to obtain maximum value and control cost escalation as practicable alongside an implementation strategy; and
 - iii. options for consideration of Council that evaluates the introduction of a wholly-owned subsidiary company to facilitate capital works, with the intention of meeting the recommendations in point 2. (ii)

Cr Cameron Howe

Guidance Note

Notice of Motion No. 6/2024 – Cr Howe

Building Cost Control Audit Management



Officer Advice

As tender processes are commercial in confidence, we are unable to comment on whether building and construction quotes are higher for the City of Kingston in comparison to private and corporate developments.

Council's procurement activities are carried out in line with Council's Procurement Policy, on the basis of obtaining Value for Money, taking into account both financial and qualitative factors. There are mandatory criteria and minimum criteria weightings for Financial Cost to Council, Environmental Sustainability and Community Benefit. These criteria are applied on all tenders, with varied weightings for different types of projects which are not made publicly available during the tender process.

An external independent assessment was undertaken on Capital Program Risk Delivery in December 2022, which reviewed market trends post-Covid as well as the risks for Council in future years in capital works delivery. Recommendations from this assessment to mitigate risk for Council have been implemented over the past 18 months with positive outcomes, reflected in Council's successful delivery of the 23/24 capital works program.

Council uses external consultants to project manage the delivery of some capital projects.

Under the provisions of the Local Government Act, Councils can participate in the formation of a corporation. Whilst this has been done in some Councils, it has usually been for the provision of a service, not delivery of capital works programs.

Initial legal advice has been sought which noted that a company would likely need, amongst other things, a Board, staff, separate Enterprise Agreement, financial systems, reporting and auditing, etc. There would be many things to consider including extra costs and administration of a company, implications on management of confidentiality, conflict of interest, potential reputational considerations for Council, consumer and competition implications, etc. With Council as the sole shareholder, any entities engaging with this company would be made aware that it is Kingston Council.

Further legal advice would be required to consider the structure of such a company and its viability for Council.

Author/s: Samantha Krull, General Manager Infrastructure and Open Space
Reviewed and Approved By: Peter Bean, Chief Executive Officer

14. Confidential Items

14 Confidential Items

This information is confidential information under section 3(1) of the *Local Government Act 2020* and therefore suitable for consideration in closed session. In accordance with the *Local Government Act 2020*, Council may resolve to consider these items in open or closed session.

14.1 Contractual Matter

Agenda item 14.1 *Contractual Matter* is designated confidential:

- because it is private commercial information, being information provided by a business, commercial or financial undertaking that relates to trade secrets (section 3(1)(g(i))), and
- The explanation as to why the specified ground/s applies is the commercial nature of the information contained along with the current status of the procurement project.

Confidential Appendices

9.1 Award of Contract CON-23/113 - Kingston's New Aquatic and Leisure Centre Project Main Works Contractor

Appendix 1, Tender Offer Summary_Confidential is designated confidential as it relates to (s3(1)(g(ii)))

9.1 Award of Contract CON-23/113 - Kingston's New Aquatic and Leisure Centre Project Main Works Contractor

Appendix 3, Tender Evaluation Matrix is designated confidential as it relates to (s3(1)(g(ii)))

9.2 Award of Contract CON-24/109 - Provision of Reactive and Preventative Maintenance for Heating, Ventilation and Cooling Systems

Appendix 1, HVAC - Tender Evaluation Report 2024 is designated confidential as it relates to (s3(1)(g(i)))

9.3 Award of Contract CON-24/016 - Open Space Mowing Services and Contract CON-24/015 - Sportsground Mowing Services

Appendix 1, Open Space Mowing Services - Tender Evaluation Report is designated confidential as it relates to (s3(1)(g))

9.3 Award of Contract CON-24/016 - Open Space Mowing Services and Contract CON-24/015 - Sportsground Mowing Services

Appendix 2, Open Space Mowing Services - Probity Advisor Report is designated confidential as it relates to (s3(1)(g))

9.3 Award of Contract CON-24/016 - Open Space Mowing Services and Contract CON-24/015 - Sportsground Mowing Services

Appendix 3, Sportsground Mowing Service - Tender Evaluation Report is designated confidential as it relates to (s3(1)(g))

9.3 Award of Contract CON-24/016 - Open Space Mowing Services and Contract CON-24/015 - Sportsground Mowing Services

Appendix 4, Sportsground Mowing Services - Probity Advisor Report is designated confidential as it relates to (s3(1)(g))

9.4 Contract Contingency Delegation - Various Contracts

Appendix 1, Attachment 1 is designated confidential as it relates to (s3(1)(g))

11.1 Award of Contract CON-24/067 - Provision of Loan

Appendix 1, Loan Evaluation and Considerations is designated confidential as it relates to (s3(1)(g(ii)))

RECOMMENDATION

That in accordance with section 66(1) and 66(2)(a) of the *Local Government Act 2020*, the meeting be closed to members of the public for the consideration of the following confidential items:

14.1 Contractual Matter

This agenda item is confidential information for the purposes of section 3(1) of the Local Government Act 2020:

- because it is private commercial information, being information provided by a business, commercial or financial undertaking that relates to trade secrets (section 3(1)(g(i))), and
- The explanation as to why the specified ground/s applies is the commercial nature of the information contained along with the current status of the procurement project..

