

# Agenda

## Ordinary Council Meeting

Monday, 24th June 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 चीजों के साथ सहायता के लिए, कृपया हमारी निःशुल्क दुभाषिया सेवा को 131 450 पर कॉल करें

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

Itô 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



City of  
**KINGSTON**

## **ACKNOWLEDGEMENT OF COUNTRY**

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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**

**24 June 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, 24 June 2024.

**1. Apologies**

**2. Confirmation of Minutes of Previous Meetings**

Minutes of Ordinary Council Meeting 27 May 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**

Nil

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

Nil

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# 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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**Cheltenham** 1230 Nepean Highway **Chelsea** 1 Chelsea Road

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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](http://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, 27th May 2024



City of  
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**City of Kingston  
Ordinary Council Meeting**

**Minutes**

**27 May 2024**

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**City of Kingston  
Ordinary Council Meeting**

**Minutes**

**27 May 2024**

The meeting commenced at 7.05pm in the Council Chamber, 1230 Nepean Highway, Cheltenham.

**Present:** Cr Jenna Davey-Burns (Mayor)  
Cr Tracey Davies (Deputy Mayor)  
Cr Tamsin Bearsley  
Cr David Eden  
Cr Chris Hill  
Cr Cameron Howe  
Cr George Hua  
Cr Georgina Oxley  
Cr Hadi Saab

**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  
Sally Jones, General Manager Community Strengthening  
Bernard Rohan, Chief Financial Officer  
Alfred Carnovale, Manager City Development  
Kelly Shacklock, Manager Governance, Risk and Integrity  
Patrick O’Gorman, Team Leader Council Governance  
Jessica Baguley, Governance Officer  
Gabrielle Pattenden, Governance Officer  
Justin Welsford, Media and Communications Advisor

Cr Eden arrived at 7.07pm.

Cr Oxley arrived at 7.07pm.

**1. Apologies**

Apologies from Cr Cochrane and Cr Staikos were submitted to the meeting.

**Moved: Cr Bearsley**

**Seconded: Cr Hua**

That the apologies from Cr Cochrane and Cr Staikos be received.

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

**AGAINST:** Nil (0)

**CARRIED**

**2. Confirmation of Minutes of Previous Meetings**

**Moved: Cr Hill**

**Seconded: Cr Davies**

That the Minutes of the Ordinary Council Meeting held on 22 April 2024 be confirmed.

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

**AGAINST:** Nil (0)

**ABSTAINED:** Crs Bearsley (1)

**CARRIED**



**City of Kingston  
Ordinary Council Meeting**

**Minutes**

**27 May 2024**

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

There were no Conflicts of Interest submitted to the meeting.

**4. Petitions**

**4.1 Warren Road Shopping Village Update**

**Moved: Cr Davies**

**Seconded: Cr Hill**

That the petition be referred to the CEO for response.

**CARRIED**

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

**AGAINST:** Nil (0)

**5. Delegates' Reports**

Nil

**Councillor Statements**

Cr Hill spoke about his recent attendance at the Kingston Volunteer Appreciation Event.

Cr Saab acknowledged the following:

- The Zhe Cheng Khor Moral Uplifting Society and their recent 22<sup>nd</sup> Anniversary Celebrations.
- The Moorabbin Rams Rugby Team commemoration of the club's formation
- Junior Council Elections and the election of the Junior Mayor and Deputy Junior Mayor

Cr Oxley acknowledged the work of Council Officers in relation to the Chelsea Structure Plan, expressed appreciation to those who have contributed to the consultation and encouraged local residents to submit their views.

**Presentation of Awards**

Nil

**6. Question Time**

Question time was held at 7.21pm.

Cr Hill left the meeting at 7:33pm.

Cr Hill returned to the meeting at 7:34pm.

**Marc asked,**

*"Has any current Councillor who sits on Kingston Council at present, ever questioned the constant rate rises the Council imposes every year in their Budgets? Has any current Councillor voted against the rate rises put forward by the Executive in their annual budgets?"*

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

*“Yes, the necessity, structure, amount and fairness of rates are a subject of extensive consideration and debate by Officers and Councillors. The State Government is responsible for setting a rate cap to limit how much rates can increase each year. Within the current term, Council has previously amended Officer Recommendations in the application and collection of rates, during Covid impacted years when community need for rate relief was at its greatest.”*

**Wandzia asked,**

*“Regarding the revamp of toilets at the Turner Road Reserve Highett Facilities, can you please explain what is meant by “converting the current public toilets to all gender umpire change facilities.... as well as exploring reconfiguring the existing change rooms to meet all gender requirement”? Will girls and women who meet the definition of being biologically female, have separate toilet and change room i.e. safe space facilities at the new Turner Road Reserve Highett sporting[sic] Reserve Facility revamp that is being proposed or will the facilities for women be open to transgender women as well?”*

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

*“Council’s Pavilion Assessment and Prioritisation Policy establishes a framework which objectively assesses and prioritises existing sporting reserve pavilions for future development. Key in this policy is the provision of inclusive and accessible spaces, including provision of gender inclusive design (women and gender diverse friendly upgrades). Providing gender inclusive design in changerooms and umpire rooms enables a broad range of our community to use these spaces. They are designed to feel safe to use by any gender teams playing their sport at the reserve, through the provision of private cubicles for toilets and showers.”*

**Larisa asked,**

*“Why does Council say that it will continue to apply ‘an intersectional lens’ in identifying population groups in our Kingston area where Council separates people into identity boxes labelled e.g. multicultural; older people; Aboriginal or Torres Strait Islander; LGBTQIA+ people; and young people etc? Doesn’t this prioritising of an intersectional approach mean that you will treat these people in those boxes differently?”*

**The General Manager Community Strengthening provided the following response,**

*“An intersectional lens enables inequities experienced by different population groups to be factored into the planning and delivery of actions, helping to reduce barriers and improve access and participation to better health and wellbeing outcomes. This ensures our approach to health and wellbeing is inclusive and represents the diverse needs of our community.”*

**Robert asked,**

*“On 26<sup>th</sup> February 2024 I asked: “Can you please tell me the full total cost plus the ongoing cost of contracting the communication portal company called the ‘Bang the Table?’” I was promised to receive a written response that I’m yet to receive.”*

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

*“Apologies a response wasn’t provided soon after the February Council Meeting. I am informed that a response has since been provided to you and I am happy to provide your response tonight as well. Kingston has been using the digital engagement platform Bang the Table to host our Your Kingston Your Say consultation website since 2016. Your Kingston Your Say allows our community to participate and provide feedback to help inform decision-making on projects that matter to them, right across Kingston. It costs \$43,792.43 annually and has attracted over 67,000 visits to the site in the last twelve months.”*

**Note:** In accordance with Sub-Rule 39.8 of the Governance Rules, questions from Jenny, Lindsay, Alex and Carly have been grouped together.

**Jenny asked,**

*“Can we have at least one of the boardwalks replaced across the grasslands in the Epsom Park estate?”*

**Lindsay asked,**

*“Can the Council please explain why they have reversed their commitment to replace the Epsom Park Wetland boardwalks. Clearly, although slow, Kingston Council had commenced planning and committed funding to have the boardwalks replaced this year. What happened?”*

**Alex asked,**

*“Will Council consider the potential for Epsom Grassland to have a boardwalk, or give residents an opportunity to determine how to best realise the space for its environment and interface with the community?”*

**Carly asked,**

*“When will boardwalks in Epsom estate be replaced- why can’t an alternative be designed and built such as one pier like boardwalk?”*

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

*“Council was required to remove the developer-installed deteriorating boardwalks in the Epsom Grasslands for safety reasons. Planning immediately commenced for walking and cycling paths in the area, and we began exploring opportunities to replace the boardwalks as we had hoped to rebuild. Unfortunately, detailed investigations revealed that building new boardwalks is not feasible. Through the project planning process an ecological assessment of the grasslands was undertaken which revealed significant species in the area, meaning that approval for any construction in the area is unlikely to be granted. Council did explore minimal impact piling options for the boardwalk, but these were cost prohibitive. Whilst we acknowledge the disappointment community members may feel in losing these boardwalks, we will continue to focus on investing in other pedestrian and cycling infrastructure in the area that will improve accessibility and provide broader community benefits.”*

**Deborah asked,**

*“Why has someone at Council on the very last page of the 22 April Agenda, taken out a notice saying they are going to put the 11th Dec Council meeting unavailable for the public to see as ‘designated confidential’ – an appendix 5 ‘Confidential Minutes’ situation as it relates to (s3(1)(h))? Who has made the decision to hide the live stream video of this meeting from the public which has now been removed from the section of the Council website – Agenda & Minutes – and has also been removed from the ‘live streaming’ section on the Council website?”*

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

*“Any items which are designated confidential under the Local Government Act 2020 are listed in the agenda and minutes with a statement explaining the reason for their confidential nature. The reference on the last page of the 22 April agenda and minutes relates to a contractual matter which is confidential under the Local Government Act 2020 due to the commercial nature of the information contained, and the current status of the project procurement. The recording of the 11 December Council meeting has not been removed from Council’s website. It can be found under Archived Media.”*

**Geoff asked,**

1. *“Is it true that the register of lobbyists only gets presented to Council once every two years?”*
2. *Is it correct that in the informal meeting records in the 25/3/24 Council agenda, there has been a Councillor or Council planning workshop dealing with Kingston’s strategic direction & documents for 2024/25 at which Redbridge consulting group were invited to participate and where the lobbyists Kos Samaras and Simon Welsh (directors at Redbridge) participated?”*

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

1. *“Yes, in accordance with Council’s Planning Interactions Policy, Council’s Register of Contact with Lobbyists is tabled at Council once every two years.*
2. *Yes, Redbridge were invited to address the Councillor Planning Workshop regarding general polling research and electoral implications for the major parties at both a State and Federal level. This was intended to assist Council define its advocacy approach and understand a range of political, economic and financial considerations impacting local community opportunities.”*

**Colin asked,**

1. *“Does Council have direct dealings with the group calling itself Rainbow Local Government?”*
2. *Does Council seek accreditation from Rainbow Local Government for its Youth Services Programs or any other Council programs from these people?”*

**The General Manager Community Strengthening provided the following response,**

1. *“Council has minimal direct dealings with Rainbow Local Government, predominantly via correspondence regarding Council’s Rainbow Commitments.*
2. *No. Rainbow Local Government is not an accrediting body for Rainbow Tick Accreditation.”*

**Jagoda asked,**

*“Why are Councillors and Council Executive supportive of ‘reforms’ which seem to create added burdens upon Councillors such as broadening the scope of sanctions upon Councillors; increasing the power of a Chief Municipal Inspector to issue infringements for certain offences upon Councillors or formalising the ability to suspend or disqualify individual Councillors?”*

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

*“Council believes in the need for good governance in local government, and supports the principles of transparency, accountability and integrity at the heart of the reforms arising from an investigation and report from the Independent Broadbased Anti-Corruption Commission.”*

**Stephen asked,**

1. *“Does Council’s proposed 30 year lease to the Company ‘Launch Housing’ for \$1 a year of the Council owned properties at 6 Lochiel Ave Edithvale and 33 Balcombe Rd Mentone, which is being considered as social housing for “homeless elderly women” going to have a defined use that extends to transgender women?”*
2. *Can the Council CEO on behalf of Council please answer “What is a woman?”*

**The Chief Executive Officer provided the following response,**

1. *“No.*
2. *The Oxford English dictionary defines a woman both as “an adult female human being” and “a person with the qualities traditionally associated with females.”*

**Roslyn asked,**

*“Why did the CEO, Mr Peter Bean, read out nearly all the full names and surnames of the resident questioners in the Question Time segment of the recent Council meeting, when many of those people had specifically ticked the box and asked that their full names were to be withheld for privacy reasons? Can the privacy of the residents who question Council please be respected by Kingston CEO and Council?”*

**The Chief Executive Officer provided the following response,**

*“Apologies for making this mistake. This error was recognised and in line with Council’s privacy policy, all public question time submitters were contacted in writing the week of the meeting via the emails provided that acknowledged this error and their last names were muted on the recording of the meeting and not recorded in the minutes of the meeting. The process has been reviewed to ensure this does not happen again. A change of process will try to prevent this error from being made again.”*

**Rose asked,**

*“How many internal consultation groups has Kingston Council now created? Can you name these consultation groups?”*

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

*“If I understand your questions correctly, Council has one formally convened internal consultation group, the Kingston Staff Consultation Committee. Other groups are more operationally based, such as OHS Committees or Project Control or Working Groups for particular capital or operational projects, like the new swim centre project, or our Records Management Transformation project.”*

**Alex asked,**

*“I was informed by residents around Jack Holt Way that their bin schedule is at the same time as street sweeping, which has caused a clash in that the streets are not fully cleaned with the wheelie bins creating an obstacle in these streets. This has meant debris accumulates on the streets, with the nearby wetlands, creeks and grasslands accumulating trash and affecting the environment. Will council consider changing either the bin or street sweeping schedule so that this clash can be resolved?”*

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

*“The street sweeping in Jack Holt Way is performed every five weeks and on different days of the week depending on the time of year. The street sweeping removes debris from the gutter of both sides of the road to ensure the local waterways and wetlands are kept clean. The kerbside bin collections are always performed on a Wednesday and the bins are collected from the nature strips on the southern side of Jack Holt Way. The kerbside bin collections should not affect street sweeping in Jack Holt Way as bins are not placed on the road.”*

**Douglas asked,**

*“Given concerns and even alarm within the Highett and Cheltenham communities over the Suburban Rail Loop Authority Key Directions, what is Council’s response and proposed actions to the impending height regulations, the Gasworks site being forced to accommodate open space lost from Sir William Fry Reserve and to build higher towers, up to 18 storeys; the near doubling of Highett and Cheltenham populations (across Kingston and Bayside) AND the traffic gridlock resulting from towers above Southland while Bay Road is narrowed and additional traffic lights installed on both Nepean Highway and Bay Road?”*

**The General Manager Planning and Place provided the following response,**

*“Since 2020 Council has undertaken a significant program of advocacy in response to the State Government’s Suburban Rail Loop Project. This includes the adoption of Council’s Cheltenham Suburban Rail Loop Design Advocacy Report in 2021 and active participation through the State Government’s Environmental Effects Statement process. This work has sought to clearly articulate community concerns and Council objectives in relation a range of matters including the provision of open space, shared user path connections, community infrastructure and affordable housing. Council officers are currently reviewing the SRLA’s recently released Emerging Directions for Cheltenham and Clayton with a submission to be presented to Council for its consideration through the June Meeting cycle.”*

**Ian asked,**

*“Could you please ensure Council ensures their dog litter bag dispensers at Walter Galt Reserve in Parkdale is adequately stocked to cater for this high-use dog recreation area?”*

**The General Manager Planning and Place provided the following response,**

*“The dog litter bins at Walter Galt Reserve are refilled twice per week with a roll of 500 bags each time. This will be increased to three times per week to meet the increasing demand.”*

**Ian asked,**

*“In my area of Parkdale, close to the High School, there are many elderly residents. Many of them have mobility issues, and it is not uncommon to see them using the 4-wheeled walkers with seats to get around to the shops and for their general exercise. However, I have been told by several of my neighbours that the state of the local footpaths, with different levels between blocks, cause them difficulty because of their walkers catching on the cracks in the paths. Could Council please check footpath levels in Parkdale close to the High School & take action to ensure that the paths are maintained and made level to ensure smooth passage for all pedestrians?”*

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

*“All residential footpaths within Kingston are proactively inspected every three years, as per Council’s Road Management Plan. The area around Parkdale Secondary College was last inspected in October 2023 and staff undertook remedial actions on any defects observed that exceeded intervention levels. Where minor displacements in the footpath were observed, preventative maintenance works have been programmed with our contractors. These works include grinding down imperfections to make for a smoother transition between concrete panels. Residents are welcome to report specific locations for additional inspections and maintenance.”*

**Douglas asked,**

*“With the drastic densification facing Highett from State Government initiatives including the SRLA Directions and DoTP draft standards to reduce or eliminate minimum parking requirements for apartments in locations like Highett Activity Centre with medium Public Transport Accessibility, what is the Council’s response to the resultant reduction of public amenity and livability including less public open space and massively increased pressure on local infrastructure including schools, kindergartens, maternal care and community centres for which there appears no Government budget provision within published plans?”*

**The General Manager Planning and Place provided the following response,**

*“Council’s adopted Cheltenham Suburban Rail Loop Design Advocacy Report (2021) presented an integrated vision for the precinct with a focus on open space, integrated water management, community infrastructure, traffic management, environmentally sustainable design and sustainable transport. This work informed Council’s subsequent submissions and advocacy through the State Government’s Environmental Effects Statement Advisory Committee hearing. Council officers are currently reviewing the SRLA’s Emerging Directions for Cheltenham and Clayton with a submission to be presented to Council for its consideration through the June Meeting cycle.”*

**Rosemary asked,**

*“Re Item 7.1: How many trees and how much native vegetation of which species and EVC were removed from 29-39 Mills Road Braeside; on what grounds and were Councillors informed in advance?”*

**The General Manager Planning and Place provided the following response,**

*“Item 7.1 relates to town planning application decisions from April 2024. The table shows a record of permit request KP-2024/16 for the land at 29-39 Mills Road Braeside which was made in January 2024 for the removal of native vegetation (specifically one tree – a Southern Mahogany). As stipulated in the table the decision on the application was that no permit was required. Following a referral to an expert ecologist it was established that no planning permit was required as it was deemed to be planted vegetation. As such Council issued a no planning permit required letter to the applicant in April 2024.”*

**Rosemary asked,**

*“Have the four banksias Council resolved in February 2023 to be planted on the foreshore and the eight banksias to be planted on other Council reserve(s) to replace the four banksias removed for the rebuilding of the Parkdale Sailing Club yet been planted and if so, where?”*

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

*“The four coastal banksias planned to be planted north of the Parkdale Yacht Club have not been planted yet and are part of the contract to build the accessible pedestrian ramp to the foreshore, which is currently under construction. The project is due for completion by mid-2024. In relation to the eight banksias we will provide a written response on this question.”*

**Procedural Motion**

**Moved: Cr Howe**

**Seconded: Cr Davies**

That the order of business be altered to consider Item 11.1 - Adoption of 2024/25 Budget, 2024-2034 Financial Plan and 2024-2028 Revenue & Rating Plan prior to Item 8.1.

**CARRIED**

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

**AGAINST:** Nil (0)



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**7. Planning and Place Reports**

**7.1 Town Planning Application Decisions - April 2024**

**Moved: Cr Oxley**

**Seconded: Cr Davies**

That the report be noted.

**CARRIED**

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

**AGAINST:** Nil (0)

**7.2 KP-2023/454 - 138 White Street & 141-143 McDonald Street, Mordialloc**

It is recorded that John Glossop spoke on behalf of the applicant.

**Moved: Cr Hill**

**Seconded: Cr Bearsley**

That Council determine to support the proposal and issue a Notice of Decision to Grant a Permit for the construction of twenty (20) three storey dwellings, a reduction in the visitor car parking requirements and alterations to access to a Transport Zone 2 at 138 White Street and 141 & 143 McDonald Street, Mordialloc subject to the following conditions:

Amended Plans

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 generally in accordance with the advertised plans prepared by Ammache Architects Pty Ltd comprising Drawing No's. TP002 to TP005, TP005-1, TP005-2, TP006, TP101 to TP103 inclusive, TP201 to TP204 inclusive, TP300 to TP303, TP400 to TP403 inclusive, TP500 to TP505 inclusive Rev no. R10, all dated 20 December 2023 but modified to show:
  - a) Waste bins located on the adjacent nature strips removed from the ground floor plan.
  - b) mailboxes nominated.
  - c) Elevations which show the height of adjacent built form to the west of the site.
  - d) The services cabinetry finished in a manner that ensures its integration with the development.
  - e) Tactile or similar detail of the external finishes to be applied at the dwelling entries including samples/ specifications of colour and texture to ensure a fine grain architectural response.
  - f) External lighting at the dwelling entries.
  - g) A 2.5 metre wide shared user path constructed along the White Street frontage to the satisfaction of the Responsible Authority.

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- h) A 1 metre by 1 metre sightline visibility splay shown at the southeast corner of the site, with the consequence that the footpath be widened at this corner.
- i) A 2 metre by 2 metre visibility splay at the northeast corner of the site such that no obstruction above 900mm lies within it.
- j) A 2.5 metre by 2 metre sightline visibility splay provided at the exit aisle to the common vehicle access and at the garages of Units 1, 2, 19 and 20 in accordance with Clause 52.06-9 or the provision of convex mirrors to Council's satisfaction, fully contained within the site boundary.
- k) The common vehicle crossing constructed in industrial strength to the satisfaction of the Responsible Authority.
- l) the provision of a full colour palette, finishes and building materials schedule for all external elevations and driveways of the development with the addition of a detail advising the expressed joint finish of the west wall of the development.
- m) the provision of an amended landscape plan generally in accordance with the landscape plan prepared by Memla dated 14 December 2023, with such plan to be prepared by a suitably qualified landscape professional and incorporating:
  - i) All plants other than the *Pyrus calleryana* 'Capital' to be substituted for species indigenous to the City of Kingston
  - ii) Climbing plants planted into natural soil to cover the western wall at the end of the driveway and planted between the garage doors to cover the garage walls facing the driveway.
  - iii) Climbing plants planted into natural soil to cover the ground level walls at the north-east and south-east of the development.
  - iv) All trees provided at a minimum of 2 metres in height at time of planting, medium to large shrubs to be provided at a minimum pot size of 200mm.
  - v) Notes regarding site preparation, including the removal of all weeds, proposed mulch, soil types and thickness, subsoil preparation and any specific maintenance requirements.
  - vi) Tree protection measures including for street trees accurately drawn to scale and labelled as per the endorsed Tree Management Plan.
- n) The location of tree protection measures illustrated to scale and labelled on the Ground Floor Plan as per the endorsed Tree Management Plan.
- o) any amendments required by Condition 9 (Waste management plan).
- p) any amendments required by Condition 11 (Sustainable design assessment)
- q) any amendments required by Condition 20 (Head, Transport for Victoria)

**Endorsed Plans**

2. The development as shown on the endorsed plans must not be altered without the prior written consent of the Responsible Authority.
3. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the Responsible Authority, including that any dead, diseased or damaged plants are to be replaced.

Tree Management and Protection

4. Concurrent with the endorsement of plans, a Tree Management Plan prepared by a suitably qualified arborist in accordance with AS4970-2009, for the 3 street trees in Treeby Boulevard and any other tree potentially impacted by the development, must be submitted to and be endorsed by the Responsible Authority and incorporating:
  - a) A Tree Management Plan (written report) must provide details of:
    - i) Tree protection measures that will be utilized to ensure all trees to be retained remain viable post-construction.
    - ii) Stages of development at which inspections are required to ensure tree protection measures are adhered to must be specified.
  - b) A Tree Protection Plan (scale drawing) must provide details of:
    - i) The Tree Protection Zone and Structural Root Zone for all trees to be retained on the site and for all trees on neighboring properties where any part of the Tree Protection Zone falls within the subject site.
    - ii) The location of tree protection measures to be utilized.
    - iii) A notation to refer to the Tree Management Plan.
5. All protection measures identified in the Tree Management Plan must be implemented, and development works undertaken on the land must be undertaken in accordance with the Tree Management Plan, to the satisfaction of the Responsible Authority.
6. Prior to the commencement of works, the name and contact details of the project arborist responsible for implementing the Tree Management Plan must be submitted to the Responsible Authority.

Drainage and Water Sensitive Urban Design

7. Unless with prior written consent of the Responsible Authority, before the development commences the following Integrated Stormwater Management (drainage) documents must be prepared, by a suitably qualified person, to the satisfaction of the Responsible Authority:
  - a) Prior to submitting detailed engineering plans, a comprehensive stormwater management (drainage) strategy for the site must be prepared that addresses the requirements specified within Council's "Civil Design requirements for Developers – Part A: Integrated Stormwater Management".
  - b) The stormwater management (drainage) strategy must include a report with MUSIC modelling results demonstrating water sensitive urban design treatments that achieve Victorian best practice objectives. These may include the use of an infiltration or bio-retention system, rainwater tanks connected for reuse, or other treatments to the satisfaction of the Responsible Authority.
  - c) The water sensitive urban design treatments as per conditions 7a & 7b above must be implemented on-site, unless an alternative agreement for stormwater quality in-lieu contribution is reached with the Responsible Authority.
  - d) Detailed Stormwater Management (drainage) Plan(s) must be prepared, with supporting computations, showing the stormwater (drainage) works to

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the nominated point of discharge in line with approved Stormwater Management (drainage) Strategy Report. The plan(s) must show all details of the proposed stormwater works including all existing and proposed features that may have an impact on the stormwater (drainage) works, including landscaping details.

8. Stormwater (drainage) works must be implemented in accordance with the approved stormwater management (drainage) plan and to the satisfaction of the Responsible Authority including the following:
  - a) All stormwater (drainage) works must be provided onsite so as to prevent overflows onto adjacent properties.
  - b) The implementation of stormwater (drainage) detention system which restricts stormwater discharge to the maximum allowable flowrate of 16.3 L/s.
  - c) All stormwater (drainage) works must be maintained to the satisfaction of the Responsible authority.

Waste Management Plan

9. Concurrent with the endorsement of Condition 1 plans, a Waste Management Plan (WMP) 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. The plan must include, but is not limited to, the following:
  - 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.
10. The WMP must be implemented to the satisfaction of the Responsible Authority. The WMP must not be modified unless without the written consent of the Responsible Authority.

Sustainable Management Plan

11. Concurrent with the endorsement of Condition 1 plans, a revised Sustainable Management Plan (SMP), generally in accordance with that prepared by Efficient Energy Choices dated 20 July 2023 and updated to incorporate the following:
  - a) The minimum 50% overall score and minimums in Energy (50%), Water (50%), IEQ (50%) and Stormwater (100%) categories in BESS to demonstrate best practice in sustainable design. Should any category fall short of the minimum targets, adjustments will need to be made to demonstrate that the project meets the BESS minimums.
  - b) To claim the credit, Management 4.1 Building Users Guide - a commitment to providing a Building Users Guide (BUG) to future owners. The BUG must:
    - i. identify the main sustainable design initiatives, systems and processes that building users will interact with,
    - ii. collate and present information that covers the function and use of

- the building; and,
- iii. use non-technical language targeted to building occupants, and where required, to Building Managers.
  - c) The Urban Ecology 2.1 Vegetation BESS credit must include only turfed or planting areas and cannot include other landscaping elements such as hard paving/pavers (including permeable paving), loose pavers/stepping stones aggregate/pebbles, synthetic grass, decks, pool, RW tanks, storage sheds etc. This area must be demarcated on landscape plan accurately and entry in BESS must be updated accordingly.
  - d) Concrete to be specified with recycled aggregate where appropriate and recycled water used in the manufacture.
  - e) Steel - All fabricated structural steelwork to be supplied by a steel fabricator/contractor accredited to the Environmental Sustainability Charter of the Australian Steel Institute.
  - f) All timber used on site to be PEFC or FSC certified.
  - g) Provide an appropriate stormwater management response which includes details and sections of how the rainwater tank located under the common driveway will be accessible for future maintenance, leak detection or repair or relocate the tank to a more accessible location.

When approved the SMP will be endorsed and form part of this permit.

- 12. Prior to the occupation of any building approved under this permit, written confirmation from the author of the endorsed SMP is to be submitted to and approved by the Responsible Authority detailing that all of the required measures specified in the SMP have been implemented, to the satisfaction of the Responsible Authority.

Construction Management

- 13. Prior to 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. The CMP must be prepared in accordance with the City of Kingston Construction Management Policy and Construction Management Guidelines. The CMP must specify and deal with, but is not limited to, the following elements:
  - (a) Public Safety, Amenity and Site Security
  - (b) Traffic Management
  - (c) Stakeholder Management
  - (d) Operating Hours, Noise and Vibration Controls
  - (e) Air Quality and Dust Management
  - (f) Stormwater and Sediment Control
  - (g) Waste and Materials Re-use

When approved, the plan will be endorsed and will then form part of the permit and shall thereafter be complied with during the undertaking of all works.

Infrastructure and Road Works

- 14. Any relocation of pits/power poles or other services affected by this development must be relocated to the satisfaction of the relevant servicing authority and the

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Responsible Authority, at the cost of the owner/developer.

15. Property boundary and footpath levels must not be altered without the prior written consent form the Responsible Authority.
16. Any reinstatements and vehicle crossings are to be constructed to the satisfaction of the Responsible Authority.
17. The replacement of all footpaths, including offsets, must be constructed to the satisfaction of the Responsible Authority.
18. All redundant vehicle crossings must be removed (including redundant portions of vehicle crossings) to the satisfaction of the Responsible Authority.
19. Prior to the occupation of any part of the development approved under this Planning Permit, the applicant / owner of the land must construct a Shared User Path along White Street as per council designed drawings which are to be obtained from the Roads and Drains and Engineering Design Departments. The Shared User Path must be completed to the satisfaction of the Responsible Authority.

Head, Transport for Victoria

20. Prior to the commencement of use, all disused or redundant vehicle crossings must be removed, from White Street, and the area reinstated kerb and channel to the satisfaction of the Responsible Authority and at no cost to the Head, Transport for Victoria.

Environmental Audit Conditions

21. Prior to the commencement of works (other than works required to comply with this condition), the owner of the land must provide to the satisfaction of the responsible authority:
  - (a) A certificate of environmental audit must be issued for the land in accordance with Part IXD of the Environment Protection Act 1970, or
  - (b) An environmental auditor appointed under the Environment Protection Act 1970 must make a statement in accordance with Part IXD of that Act that the environmental conditions of the land are suitable for the sensitive use.

General Amenities

22. 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.
23. All externally-located heating and cooling units, exhaust fans and the like must not be located adjacent to bedroom windows on adjoining properties and must not be located where they will be highly visible from any public area to the satisfaction of the Responsible Authority.
24. All piping, 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 of Works

25. Prior to the occupation of the dwellings hereby permitted, all buildings and works and the conditions of this permit must be complied with to the satisfaction of the Responsible Authority, unless with the further prior written consent of the Responsible Authority.
26. 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. Thereafter, the landscaping shall be maintained (except where that landscaping is on public land) to the satisfaction of the Responsible Authority.

Permit Expiry

27. In accordance with section 68 of the *Planning and Environment Act 1987* (the Act), this permit will expire if one of the following circumstances applies:
- (a) The development is not started within two (2) years from the date of permit issue.
  - (b) The development is not completed within four (4) years from the date of permit issue.

In accordance with Section 69 of the *Planning and Environment Act 1987*, an application may be submitted to the responsible authority for an extension of the periods referred to in this condition.

**The following notes to this permit are for information only:**

**Note:** The proposed development requires reinstatement of disused crossovers to kerb and channel. Separate approval under the *Road Management Act 2004* for this activity may be required from the Head, Transport for Victoria. Please contact DTP (Roads) prior to commencing any works.

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

**Note:** Any buildings and works (including eaves) to be located within an easement requires separate consent from Council and/or the relevant service authority. This 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:** The applicant/owner must provide a copy of this planning permit and any endorsed plans to any external contractor to ensure that all trees to be retained on site are protected during any works.

**Note:** Before removing / pruning any vegetation from the site, the applicant or any contractor engaged to remove any vegetation, should consult Council's Vegetation Management Officer to verify if a Local Laws Permits is required for the removal of such vegetation.

**Note:** Any landscape plan prepared in accordance with conditions must comply with Council's Landscape Checklist.

**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

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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).

**Note:** The owner(s), occupiers and visitors of the development allowed by this permit may not be eligible for Council resident or visitor parking permits.

Cr Oxley left the meeting at 7:49pm.

Cr Oxley returned to the meeting at 7:51pm.

**CARRIED**

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

**AGAINST:** Nil (0)

**Note:** Cr Hill requested through the Chair and was granted an extension of time of two minutes to speak on the matter.

**11.1 Adoption of 2024/25 Budget, 2024-2034 Financial Plan and 2024-2028 Revenue & Rating Plan**

**Moved: Cr Saab**

**Seconded: Cr Eden**

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



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- 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
  - 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:

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- 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

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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**

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

**AGAINST:** Nil (0)

**ABSTAINED:** Cr Howe (1)

**Note:** Cr Saab requested through the Chair and was granted an additional minute to speak on the matter.

**8. Community Strengthening Reports**

**8.1 Draft Gambling Policy 2024-2028**

**Moved: Cr Saab**

**Seconded: Cr Davies**

That consideration of this item be deferred to a future Council Meeting to allow for consultation with stakeholders.

Cr Eden left the meeting at 8:22pm.

Cr Eden returned to the meeting at 8:24pm.

**CARRIED**

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

**AGAINST:** Nil (0)

**8.2 Municipal Public Health and Wellbeing Plan - Year 4 Health Plan Action Plan Adoption**

**Moved: Cr Davies**

**Seconded: Cr Saab**

That Council:

1. Note the outcomes of the public comment period for the draft Year 4 (2024-25) Health Plan Action Plan for the Municipal Public Health and Wellbeing Plan 2021-25; and
2. Endorse the Year 4 (2024-25) Health Plan Action Plan for the Municipal Public Health and Wellbeing Plan 2021-25.

**CARRIED**

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

**AGAINST:** Nil (0)

**8.3 Lift Installation Progress - Old Mentone Bakery**

**Moved: Cr Hill**

**Seconded: Cr Bearsley**

That Council:

1. Take no further action in relation to the installation of a four person lift at the Old Mentone Bakery;
2. Consult with Mordialloc and District Historical Society on the timeline for a new report to come back to an Ordinary Council Meeting no later than the November 2024 that details the findings and recommended next steps; and
3. Receive a report by the March 2025 Council Meeting that details the findings and recommended next steps.
4. Officers provide monthly updates to the Ward Councillor and present to Councillors at an August briefing session.

Cr Oxley left the meeting at 8.32pm.

**Moved: Cr Davies**

That the Motion be adopted subject to the following point 3:

3. Consult with Mordialloc and District Historical Society on the timeline for a new report to come back to an Ordinary Council Meeting no later than the October 2024 that details the findings and recommended next steps; and

**The Amendment was accepted by the Mover and Seconder**

**The Motion was put and CARRIED**

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

**AGAINST:** Nil (0)

**The resolution reads as follows:**

**Moved: Cr Hill**

**Seconded: Cr Bearsley**

That Council:

1. Take no further action in relation to the installation of a four person lift at the Old Mentone Bakery;
2. Continue to work with the Mordialloc and District Historical Society on options and alternatives that are fit for purpose to enable extended use of the building;
3. Consult with Mordialloc and District Historical Society on the timeline for a new report to come back to an Ordinary Council Meeting no later than the October 2024 that details the findings and recommended next steps with any financial considerations to be referred to the next budget cycle; and
4. Officers provide monthly updates to the Ward Councillor and present to Councillors at an August briefing session.

**CARRIED**

**8.4 Outcomes of the Community Consultation Related to January Citizenship Ceremonies**

Cr Oxley returned to the meeting at 8.37pm.

**Moved: Cr Howe**

That Council abandons the proposal in the officer report and does not re-enter this matter.

**The Motion LAPSED for want of a Seconder**

**Moved: Cr Saab**

**Seconded: Cr Hill**

That Council:

1. Note the findings of the community consultation, as presented in Appendix 1;
2. Note the previous report presented to the Council Meeting on 20 November 2023 which included the advice of Traditional Owners, the Bunurong Land Council representing the Bunurong people of the South-Eastern Kulin Nation, the Derrimut Weelam Gathering Place Steering Committee, the Reconciliation Action Plan (RAP) Advisory Group, the RAP Working Group and Aboriginal and Torres Strait Islander staff members, that showed unanimous support for holding the January citizenship ceremonies three days before or three days after 26 January, and not on January 26 (Appendix 2); and
3. Commit to exploring the opportunity of running or support the running of a Healing Ceremony either in conjunction with the citizenship ceremony on or around the 26th January or otherwise, in partnership with the Derrimut Weelam Gathering Place.

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

**AGAINST:** Crs Howe and Hua (2)

**ABSTAINED:** Crs Eden, Oxley, Davies and Bearsley (4)

**LOST**

**Note:** Cr Hill requested through the Chair and was granted an extension of time of two minutes to speak on the matter.

Cr Eden left the meeting at 9:11pm.

Cr Eden returned to the meeting at 9:11pm.

**Moved: Cr Davies**

**Seconded: Cr Hua**

That Council hold the January Citizenship Ceremony on 26 January.

**Amendment**

**Moved: Cr Saab**

**Seconded: Cr Hill**

That the motion be adopted subject to the addition of the following:

That Council explore the idea of holding a healing ceremony in partnership with the Derrimut Weelam Gathering Place in January.

Cr Eden left the meeting at 9:26pm.

Cr Eden returned to the meeting at 9:28pm.

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**The Amendment was put and CARRIED**

**FOR:** Crs Davey-Burns, Eden, Oxley, Davies, Hill, Bearsley and Saab (7)  
**AGAINST:** Nil (0)  
**ABSTAINED:** Crs Howe and Hua (2)

**Amendment**

**Moved Cr Oxley**

That the Motion be adopted subject to the addition of the following:

That Council explore opportunities for further functions to be held on Australia Day recognising the unified Australia.

**The Amendment was accepted by the Mover and Seconder**

**The Substantive Motion was put and CARRIED**

**A Division was Called:**

**DIVISION:**

**FOR:** Crs Eden, Oxley, Davies, Howe, Hua and Bearsley (6)  
**AGAINST:** Crs Davey-Burns, Hill and Saab (3)

**The Resolution reads as follows:**

**Moved: Cr Davies**

**Seconded: Cr Hua**

That Council:

1. Hold the January Citizenship Ceremony on 26 January;
2. Explore the idea of holding a healing ceremony in partnership with the Derrimut Weelam Gathering Place in January; and
3. Explore opportunities for further functions to be held on Australia Day recognising the unified Australia.

**CARRIED**

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**9. Infrastructure and Open Space Reports**

**9.1 Heatherton Park Masterplan**

**Moved: Cr Hill**

**Seconded: Cr Saab**

That Council endorse the Heatherton Park Masterplan.

Cr Oxley left the meeting at 9:41pm.

Cr Howe left the meeting at 9:42pm.

**Procedural Motion**

**Moved: Cr Bearsley**

**Seconded: Cr Davies**

That the meeting be extended for one hour until 11.00pm.

**CARRIED**

**FOR:** Crs Davey-Burns, Eden, Davies, Hill, Bearsley and Saab (6)

**AGAINST:** Nil (0)

Cr Hua left the meeting at 9:45pm.

**The Substantive Motion was put and CARRIED**

**FOR:** Crs Davey-Burns, Eden, Davies, Hill, Bearsley and Saab (6)

**AGAINST:** Nil (0)

**9.2 Granary Lane Toilet Demolition**

**Moved: Cr Hill**

**Seconded: Cr Davies**

That Council:

1. Approve the demolition of the former public toilet at Granary Lane in Mentone;
2. Note that the Open Space Strategy lists Keith Styles Reserve as a District level Recreation reserve which may include a public toilet, and that this will be considered as part of the new Public Toilet Strategy;
3. Note that the public toilets at Florence Street will be reviewed to achieve an improved outcome; and
4. Note the artwork on the Granary Lane Toilet block is to be professionally digitised prior to demolition and officers will work with local history groups to document the story and history of the Granary Lane artwork, and that the area will be repurposed into open space with seating and references to the artwork incorporated.

Cr Oxley returned to the meeting at 9:49pm.

Cr Howe returned to the meeting at 9:49pm.

Cr Hua returned to the meeting at 9:49pm.

**CARRIED**

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

**AGAINST:** Nil (0)



**9.3 Award of Contract CON-24/008 Recycling Processing Services**

Cr Hill left the meeting at 9:49pm.

**Moved: Cr Eden**

**Seconded: Cr Davies**

That Council:

1. Award Contract No. 24/008 – Recycling Processing Services as a Schedule of Rates Contract to Cleanaway Pty Ltd, at their tendered rates based upon Council's anticipated workloads for the initial contract period from 1 July 2024 to 30 June 2027, up to a maximum value of \$11,754,240 excluding GST for the full five year contract; and
2. Authorise the Chief Executive Officer, or their delegate, to execute the single two-year contract extension subject to satisfactory performance.

**CARRIED**

**FOR:** Crs Davey-Burns, Eden, Oxley, Davies, Howe, Hua, Bearsley and Saab (8)

**AGAINST:** Nil (0)

**9.4 New Aquatic and Leisure Centre - Facility Naming Consultation**

**Moved: Cr Davies**

**Seconded: Cr Eden**

That Council:

1. Endorse the five (5) shortlisted names proposed for Kingston's new aquatic and leisure facility for the purpose of community consultation and engagement; and
2. Note that community consultation and engagement is scheduled to occur between 30 May – 30 June 2024, in line with Geographic Naming Victoria (GNV) requirements.

**CARRIED**

**FOR:** Crs Davey-Burns, Eden, Oxley, Davies, Howe, Hua, Bearsley and Saab (8)

**AGAINST:** Nil (0)

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**10. Customer and Corporate Support Reports**

**10.1 Our Roadmap: Council Plan Year Four Annual Action Plan 2024-25 - Final**

**Moved: Cr Davies**

**Seconded: Cr Eden**

That Council adopt the Annual Action Plan 2024–25 (Appendix 1).

**CARRIED**

**FOR:** Crs Davey-Burns, Eden, Oxley, Davies, Howe, Hua, Bearsley and Saab (8)

**AGAINST:** Nil (0)

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

Cr Davies left the meeting at 9:52pm.

**10.2 Performance Report - Council Plan Year Three - Quarter Three (January to March 2024)**

**Moved: Cr Eden**

**Seconded: Cr Saab**

That Council receive the Year Three Annual Action Plan 2023–24 for Quarter Three (January to March 2024).

**CARRIED**

**FOR:** Crs Davey-Burns, Eden, Oxley, Hill, Howe, Hua, Bearsley and Saab (8)

**AGAINST:** Nil (0)

**10.3 Governance and Compliance Report**

**Moved: Cr Saab**

**Seconded: Cr Bearsley**

That Council:

1. Receive the Informal Meetings of Councillors Records of the Councillor Briefing Session of the 6<sup>th</sup> of May 2024 in Appendix 1 & the Strategic Briefing Session of the 20<sup>th</sup> of May 2024 in Appendix 3;
2. Receive the minutes from the March Audit and Risk Committee Meeting as attached at Appendix 4);
3. Accept the resignation of Cr Staikos as the Councillor delegate to the Municipal Association of Victoria;
4. Appoint Cr Saab as the new Councillor delegate and the Mayor Cr Davey-Burns as alternate to the Municipal Association of Victoria for the remainder of the Council term;
5. Note the Councillor appointed to the Metropolitan South Eastern Region MAV Representative and Mayor is redundant, based on the Councillor delegates appointed to the MAV;
6. Approve the value of Contract No. 23/035 Parkdale Yacht Club Accessible

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Pedestrian Ramp to Foreshore & Solar Lighting to \$992,631.18 (exclusive of GST); and

7. Approve the amendment of the previously allocated separate contingency to 10% of the amended contract sum is \$99,263.12 (exclusive of GST) in relation to point 6, and delegate authority to the CEO or delegate to expend this allowance is to ensure the successful completion of the project.

Cr Davies returned to the meeting at 9:55pm.

**CARRIED**

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

**AGAINST:** Nil (0)

**10.4 Response to Resolution - Councillor Position Descriptions and Key Performance Indicators**

**Moved: Cr Oxley**

**Seconded: Cr Eden**

That Council:

1. Adopt the Councillor Position Descriptions;
2. Defer the consideration of the Key Performance Indicators until such time as Performance Indicators can be developed that more wholly encompass the feedback provided by the Representative Panel in regards to outcomes and deliverables rather than simply attendance; and
3. Officers circulate the proposed State Government changes that would impact the role of Councillor when this report comes back for consideration

**CARRIED**

**FOR:** Crs Eden, Oxley, Davies, Hill, Hua, Bearsley and Saab (7)

**AGAINST:** Nil (0)

**ABSTAINED:** Crs Davey-Burns and Howe (2)

**10.5 Operation Sandon Recommendations - Overview of Trial**

Cr Howe left the meeting at 10:22pm and did not return.

**Moved: Cr Oxley**

**Seconded: Cr Saab**

That Council, in response to the recommendations pertaining to Council governance practices and processes from Operation Sandon:

1. Continue the following meeting procedure practices in respect to Council Meetings and Planning Committee Meetings:
  - a) no en bloc voting;
  - b) recording of all individual votes of a motion in the minutes; and
2. Endorse the Briefing Protocols for Council Meetings and Planning Committee pre-meetings and for Councillor briefing sessions.

**CARRIED**

**FOR:** Crs Davey-Burns, Eden, Oxley, Hill and Saab (5)

**AGAINST:** Nil (0)

**ABSTAINED:** Crs Davies, Hua and Bearsley (3)

**10.6 Update on Rainbow Local Government Pledge - Commitment achieved**

**Moved: Cr Hill**

**Seconded: Cr Saab**

That Council note the achievement of the five commitments of the Rainbow Local Government Pledge as per the Council Resolution from the Council Meeting on 24 May 2021.

Cr Eden left the meeting at 10:28pm.

**CARRIED**

**FOR:** Crs Davey-Burns, Oxley, Davies, Hill, Bearsley and Saab (6)

**AGAINST:** Nil (0)

**ABSTAINED:** Cr Hua (1)

Cr Eden returned to the meeting at 10:31pm.

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**10.7 Audit and Risk Committee Biannual Report**

**Moved: Cr Eden**

**Seconded: Cr Saab**

That Council receive the Audit and Risk Committee Biannual Report to Council.

**CARRIED**

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

**AGAINST:** Nil (0)

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**11. Chief Finance Office Reports**

**11.1 Adoption of 2024/25 Budget, 2024-2034 Financial Plan and 2024-2028 Revenue & Rating Plan**

Refer to page 19 of the Minutes for the Resolution on this item.

**11.2 Quarterly Finance Report March 2024**

**Moved: Cr Eden**

**Seconded: Cr Davies**

That Council note the March 2024 quarterly financial report and investment report.

**CARRIED**

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

**AGAINST:** Nil (0)

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**6. Notices of Motion**

Nil

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**7. Urgent Business**

There were no items of urgent business.



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**8. Confidential Items**

**Moved: Cr Hua**

**Seconded: Cr Saab**

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 Unpaid Rates and Charges Recovery Under The Provision of Section 181 Local Government Act 1989**

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

- because it is personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs (section 3(1)(f)), and
- the explanation as to why the specified ground/s applies is that the report contains sensitive information about individual properties within the municipality..

**14.2 Rates Exemption Requests**

*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 (section 3(1)(g)), and
- the explanation as to why the specified ground/s applies is that there are legal, financial and confidential assessments of a business/es.

**CARRIED**

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

**AGAINST:** Nil (0)

The meeting was closed to members of the public at 10.32pm.

**Moved: Cr Saab**

**Seconded: Cr Bearsley**

That the meeting be opened to members of the public.

**CARRIED**

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

**AGAINST:** Nil (0)

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The meeting was opened to members of the public at 10.36pm.

The meeting closed at 10.37pm.

**Confirmed.....**

**The Mayor 24 June 2024**

## **7. Planning and Place Reports**

# Ordinary Council Meeting

24 June 2024

Agenda Item No: 7.1

## TOWN PLANNING APPLICATION DECISIONS - MAY 2024

Contact Officer: Carly De Mamiel, Senior Customer Liaison and Administration Officer

Attached for information is the report of Town Planning Decisions for the month of May, 2024.

A summary of the decisions is as follows:

Type of Decision	Number of Decisions Made	Percentage (%)
Planning Permits	67	72
Notice of Decision	17	18
Refusal to Grant a Permit	1	1
Other - Withdrawn (6) - Prohibited (0) - Permit not required (1) - Lapsed (1) - Failure to Determine (0)	8	9
<b>Total</b>	<b>93</b>	<b>100</b>

(NB: Percentage figures have been rounded)

### OFFICER RECOMMENDATION

That the report be noted.

### Appendices

Appendix 1 - Town Planning Application Decisions May 2024 (Ref 24/157274) 

Author/s: Carly De Mamiel, Senior Customer Liaison and Administration Officer

Reviewed and Approved By: Heidi Heath, Team Leader City Development Administration  
Alfred Carnovale, Manager City Development

# 7.1

## TOWN PLANNING APPLICATION DECISIONS - MAY 2024

1	Town Planning Application Decisions May 2024.....	9
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Planning Decisions May, 2024							
APPL. No.	PROPERTY ADDRESS	SUBURB	APPL. DATE	DATE DECIDED	PROPOSAL DESCRIPTION	DECISION	VCAT DECISION
KP-2023/43	1 19 Chadwell Grove	CHELSEA	6/02/2023	1/05/2024	The construction of two (2) double storey dwellings with basement car parking	Permit	Yes
KP-2024/110	37 Cedric Street	MORDIALLOC	18/03/2024	1/05/2024	To carry out works associated with the construction of a carport	Permit	No
KP-2024/188	Unit 2 3 Latona Street	MENTONE	17/04/2024	1/05/2024	TO CONSTRUCT AND CARRY OUT WORKS TO INSTALL A VERGOLA TO THE REAR OF PROPERTY IN A DESIGN AND DEVELOPMENT OVERLAY	Withdrawn	No
KP-2023/719	27 Birdwood Street	PARKDALE	12/12/2023	2/05/2024	To construct two (2) or more dwellings (2 dwellings) on a lot	Notice of Decision	No
KP-2024/86	1023 Nepean Highway	MOORABBIN	5/03/2024	2/05/2024	Subdivide the land into six (6) lots and common property on land adjacent to a road in the Transport Zone 2	Permit	No
KP-2023/486	1 10-12 Vialls Avenue	PARKDALE	31/08/2023	2/05/2024	The construction of four (4) double storey dwellings and the subdivision of the land into four (4) lots	Notice of Decision	No
KP-2024/192	6 Bath Street	CHELSEA	17/04/2024	2/05/2024	Proposed first-floor addition to the existing dwelling	Withdrawn	No
KP-2004/686/B	47 Fraser Avenue	EDITHVALE	20/09/2023	2/05/2024	The development of this site for two (2) dwellings in accordance with plans required to be submitted pursuant to Condition 1 hereof:	Withdrawn	No
KP-2023/170/A	47 Broadway	BONBEACH	8/02/2024	2/05/2024	The construction of two (2) double storey dwellings	Permit	No
KP-2014/957/D	30-36 Edithvale Road	EDITHVALE	19/04/2024	2/05/2024	The construction of ten (10) double storey dwellings and to create access to a road in a Transport Zone 2	Permit	No
KP-2023/495	3 Mernda Avenue	BONBEACH	4/09/2023	3/05/2024	Development of two (2) double storey side-by-side dwellings	Permit	No

KP-2024/146	1 6 Mason Drive	BRAESIDE	3/04/2024	3/05/2024	The construction of a mezzanine within the existing warehouses Unit 1 and Unit 2 and a reduction in the car parking requirement	Permit	No
KP-2021/862/A	18 Clay Street	MOORABBIN	21/02/2024	3/05/2024	Alterations and development of two (2) dwellings	Notice of Decision	No
KP-2023/481	181 Station Street	ASPENDALE	25/09/2023	3/05/2024	The construction of two (2) triple storey dwellings	Notice of Decision	No
KP-2019/475/A	Unit 3 56 Matthieson Street	HIGHETT	5/03/2024	6/05/2024	Develop the land for three (3) dwellings	Refused	No
KP-2024/80	1-19 Industrial Drive	BRAESIDE	4/03/2024	7/05/2024	Subdivide the Land into Two (2) Lots	Permit	No
KP-2023/281	11 Fairview Avenue	CHELTENHAM	26/05/2023	7/05/2024	The development of two (2) dwellings	Permit	No
KP-2024/204	657A Nepean Highway	CARRUM	23/04/2024	7/05/2024	Subdivide the Land into Two (2) Lots	Permit	No
KP-2021/324/A	14 Henry Street	HIGHETT	23/04/2024	7/05/2024	The development of one (1) dwelling in the Design and Development Overlay (Schedule 12)	Permit	No
KP-2024/206	110 Patty Street	MENTONE	24/04/2024	8/05/2024	Subdivide the land into two (2) lots	Permit	No
KP-2023/547	7 Springfield Avenue	CLAYTON SOUTH	13/10/2023	8/05/2024	The construction of a double storey dwelling to the rear of the existing dwelling	Permit	No
KP-2023/709	38 Ella Grove	CHELSEA	11/12/2023	8/05/2024	The development of two (2) dwellings	Permit	No
KP-2024/96	175 Chesterville Road	MOORABBIN	9/03/2024	8/05/2024	The use of the land for car sales	Permit	No
KP-2023/705	117 Albert Street	MORDIALLOC	7/12/2023	9/05/2024	Development of the land for two (2) dwellings	Notice of Decision	No
KP-2017/357/B	47 Grange Road	CHELTENHAM	23/04/2024	9/05/2024	Develop the land for the construction of thirteen single storey warehouses, reduction of the car	Permit	No

					parking requirement, in a Special Building Overlay		
KP-2023/722/B	75 Chute Street	MORDIALLOC	2/05/2024	9/05/2024	The construction of a double storey dwelling in the Special Building Overlay	Permit	No
KP-2019/202/A	36 Cedric Street	MORDIALLOC	29/01/2024	10/05/2024	To construct two (2) or more dwellings (2 dwellings) on a lot	Notice of Decision	No
KP-2023/590	99 Warren Road	PARKDALE	9/11/2023	10/05/2024	Develop the land for the construction of one (1) dwelling to the rear of an existing dwelling and alterations and additions to the existing dwelling	Withdrawn	No
KP-2023/487	29 Steedman Street	MORDIALLOC	29/08/2023	10/05/2024	The construction of two (2) dwellings within a Land Subject to Inundation Overlay	Permit	No
KP-2023/726	1 Darren Court	CHELTENHAM	14/12/2023	10/05/2024	Development of the land for two (2) dwellings	Permit	No
KP-2023/609	6 Clipper Island	PATTERSON LAKES	16/11/2023	10/05/2024	The construction of two (2) double storey dwellings	Notice of Decision	No
KP-2024/100	Launching Way	CARRUM	13/03/2024	10/05/2024	To construct a building or construct or carry out works for any use in Section 2 (Recreation)	Permit	No
KP-1997/782/A	49 Catherine Avenue	CHELSEA	19/04/2024	10/05/2024	To develop and use the site for a dual occupancy development, in accordance with plans to be submitted pursuant to Condition 1 hereof.	Permit	No
KP-2022/701/A	75 Nepean Highway	ASPENDALE	2/02/2024	13/05/2024	Creation of access to a road in Transport Zone 2 and an extension to the existing dwelling in the Design and Development Overlay (DDO1)	Permit Not Required	No
KP-2024/200	1 Aruma Court	CHELSEA	19/04/2024	13/05/2024	The construction of a single storey dwelling in the Special Building Overlay	Permit	No
KP-2023/95	15 Coryule Avenue	MENTONE	22/02/2023	13/05/2024	The construction of two (2) double storey dwellings	Permit	No



KP-2023/233	156 Balcombe Road	MENTONE	5/05/2023	14/05/2024	The permit allows:  Clause 37.08-2: Use of land for Community Care Accommodation Clause 37.08-5: Construct a building and construct or carry out works Clause 52.29: Alteration of access to land adjacent to the principal road network	Permit	Yes
KP-2023/30	6 Elliott Street	CHELTENHAM	30/01/2023	14/05/2024	The construction of two (2) double storey dwellings	Notice of Decision	No
KP-2022/449	47 Sherwood Avenue	CHELSEA	7/07/2022	14/05/2024	Development of four (4) dwellings	Permit	No
KP-2024/12	30 Viking Court	CHELTENHAM	17/01/2024	15/05/2024	The use of the land for domestic animal boarding (dog day care centre)	Permit	No
KP-2005/391/A	8 Evergreen Boulevard	CLAYTON SOUTH	5/03/2024	15/05/2024	The development of this site for thirty-five (35) dwellings, its subdivision into thirty-six (36) lots, creation of a road R-1 and the creation of a restriction.	Permit	No
KP-2024/207	1 23 Bowman Street	ASPENDALE	24/04/2024	15/05/2024	Subdivide the Land into Two (2) Lots	Permit	No
KP-2024/208	1 25 Bowman Street	ASPENDALE	24/04/2024	15/05/2024	Subdivide the land into two (2) lots	Permit	No
KP-2024/128	9 Knight Street	CLAYTON SOUTH	26/03/2024	15/05/2024	Subdivide the Land into Three (3) Lots	Permit	No
KP-2024/222	12 Nelson Street	MOORABBIN	2/05/2024	15/05/2024	The construction of a roof extension associated with the existing warehouse	Permit	No
KP-2023/514	235-237 Nepean Highway	EDITHVALE	18/09/2023	16/05/2024	The display of a major promotion sign	Notice of Decision	No
KP-2023/698	Shop 34 70 Grange Road	MOORABBIN AIRPORT	6/12/2023	16/05/2024	To construct and put up for display an internally illuminated promotional sign	Withdrawn	No

KP-2023/567	12B Joel Court	MOORABBIN	8/11/2023	17/05/2024	Use of the land for car sales	Notice of Decision	No
KP-2024/214	5 Brixton Street	BONBEACH	30/04/2024	20/05/2024	Subdivide the Land into Two (2) Lots	Permit	No
KP-2024/229	17 Morris Street	PARKDALE	7/05/2024	20/05/2024	The construction of an alfresco area and swimming pool in the Special Building Overlay	Permit	No
KP-2022/655	40 Lamana Road	MORDIALLOC	4/10/2022	21/05/2024	Use and Development of the land for two (2) offices and reduction in car parking requirement	Withdrawn	No
KP-2024/140	24 Fourth Street	PARKDALE	9/05/2024	21/05/2024	The construction of a verandah in the Special Building Overlay	Permit	No
KP-2023/748	25 Dawn Street	HIGHETT	5/01/2024	21/05/2024	Development of the land for two (2) dwellings	Notice of Decision	No
KP-2024/57	107-119 Keys Road	MOORABBIN	13/03/2024	21/05/2024	To carry out works associated with pruning of two (2) protected trees (Moreton Bay Fig) on land affected by an ESO	Permit	No
KP-2024/114	1 25 Embankment Grove	CHELSEA	19/03/2024	21/05/2024	The construction of a verandah	Permit	No
KP-1997/957/A	5 McDonald Street	MORDIALLOC	29/04/2024	21/05/2024	To construct buildings and works on this site and to use for a residential building (hostel)	Permit	No
KP-2018/496/B	238 Centre Dandenong Road	CHELTENHAM	15/05/2024	21/05/2024	Use and develop the land for a child care centre and signage	Permit	No
KP-2024/14	45 McMillan Street	CLAYTON SOUTH	19/01/2024	22/05/2024	Development of the land for four (4) double-storey dwellings	Permit	No
KP-2024/215	22 Barbara Street	MOORABBIN	30/04/2024	22/05/2024	Subdivide the Land into Two (2) Lots	Permit	No
KP-2024/218	16 Melaleuca Drive	CLARINDA	1/05/2024	22/05/2024	Subdivide the land into two (2) lots	Permit	No
KP-2024/235	Unit 1 3 Parsons Street	CLAYTON SOUTH	14/05/2024	22/05/2024	Subdivide the land into two (2) lots	Permit	No

KP-2023/612	29 Alex Avenue	MOORABBIN	15/11/2023	22/05/2024	To construct a building (one (1) warehouse) on the land, and to reduce the number of car parking spaces required under Clause 52.06-5	Permit	No
KP-2024/219	17 True Avenue	CARRUM	9/05/2024	22/05/2024	The construction of a single storey dwelling in the Special Building Overlay	Permit	No
KP-2023/533	23 Bevan Avenue	CLAYTON SOUTH	4/10/2023	22/05/2024	The development of four (4) dwellings	Notice of Decision	No
KP-2023/680	Factory 1 20-28 Levanswell Road	MOORABBIN	5/12/2023	23/05/2024	To construct a building or construct or carry out works, removal of native vegetation and to reduce the number of car parking spaces under Clause 52.06-5.	Permit	No
KP-2023/447/A	7 Riversdale Avenue	CARRUM	13/05/2024	23/05/2024	Development of two (2) double-storey side-by-side dwellings	Permit	No
KP-2024/113	216 Bourke Road	CLARINDA	19/03/2024	24/05/2024	Subdivide the Land into Two (2) Lots	Permit	No
KP-2023/422	105 Chute Street	MORDIALLOC	26/07/2023	24/05/2024	To construct two (2) or more dwellings (2 dwellings) on a lot	Permit	No
KP-2013/767/A	24 Springfield Avenue	CLAYTON SOUTH	31/10/2023	24/05/2024	Develop the Land for the Construction of Two (2) Dwellings	Permit	No
KP-2024/26	179-217 Centre Dandenong Road	DINGLEY VILLAGE	29/01/2024	24/05/2024	To remove, destroy or lop native vegetation (dead) from the land	Permit	No
KP-2023/266/A	3 248 Wickham Road	HIGHETT	23/04/2024	24/05/2024	The use of the land for restricted retail premises, the construction of twenty (20) double storey buildings, with eighteen (18) used for warehouses and two (2) used for restricted retail premises, the display of business identification signs and a reduction in the car parking requirement associated	Permit	No

KP-2024/199	14 San Lorenzo Court	HEATHERTON	13/05/2024	24/05/2024	The construction of a verandah associated with the existing dwelling	Permit	No
KP-2024/236	27 Fairview Avenue	CHELTENHAM	14/05/2024	24/05/2024	Subdivide the land into two (2) lots	Permit	No
KP-2024/232	19 Booker Street	CHELTENHAM	8/05/2024	24/05/2024	To Subdivide the land into two (2) lots	Permit	No
KP-2024/107	19 Inverness Street	CLARINDA	18/03/2024	24/05/2024	To subdivide land into four (4) lots in a Neighbourhood Residential Zone – Schedule 7	Permit	No
KP-2024/195	533-535 Nepean Highway	BONBEACH	19/04/2024	27/05/2024	To use the land for the sale and consumption of liquor (Restaurant & Cafe)	Notice of Decision	No
KP-2023/579	28 Matilda Road	MOORABBIN	31/10/2023	27/05/2024	To construct two (2) dwellings on a lot	Permit	No
KP-2024/139	2 46 Bevan Avenue	CLAYTON SOUTH	17/04/2024	27/05/2024	To subdivide the land into two (2) lots	Permit	No
KP-2023/283	138 Wilson Street	CHELTENHAM	29/05/2023	28/05/2024	The construction of three (3) double storey dwellings	Permit	No
KP-2024/241	572 Clayton Road	CLAYTON SOUTH	15/05/2024	28/05/2024	Subdivide the Land into Two (2) Lots	Permit	No
KP-2023/13	21 Olive Grove	MENTONE	12/01/2023	29/05/2024	The development of two (2) triple storey dwellings	Permit	No
KP-2022/693	433 Main Street	MORDIALLOC	21/10/2022	29/05/2024	The construction of two (2) triple storey dwellings plus basements and the alteration of access to a road in the Transport Zone 2	Notice of Decision	No
KP-2024/13	13 Alice Street	CHELTENHAM	17/01/2024	29/05/2024	Development of the land for three (3) dwellings	Notice of Decision	No
KP-2024/245	1282 Nepean Highway	CHELTENHAM	20/05/2024	29/05/2024	The construction of a double storey dwelling in the Special Building Overlay	Permit	No
KP-1997/430/A	1 Mariners Island	PATTERSON LAKES	17/05/2024	29/05/2024	To develop and use this site for a dual occupancy, in accordance with plans to be submitted pursuant to Condition 1 hereof	Permit	No

KP-2024/53	1 243 Governor Road	BRAESIDE	19/02/2024	30/05/2024	Liquor Licence	Lapsed	No
KP-2018/867/B	43 Governor Road	MORDIALLOC	19/07/2023	30/05/2024	Use the land for a micro-brewery and the sale and consumption of liquor for on and off site consumption (General Licence and Producers License)	Notice of Decision	No
KP-2023/35	146 Chute Street	MORDIALLOC	31/01/2023	30/05/2024	The construction of two (2) double storey dwellings	Notice of Decision	No
KP-2023/597	9 Brigantine Court	PATTERSON LAKES	8/11/2023	30/05/2024	To construct two (2) or more dwellings (2 dwellings) on a lot	Permit	No
KP-2023/685	20 Amberley Avenue	ASPENDALE	5/12/2023	30/05/2024	Develop the land for one (1) dwelling on a lot less than 300sqm	Permit	No
KP-2024/166	1239-1241 Nepean Highway	CHELTENHAM	9/04/2024	30/05/2024	The use of the land as a place of assembly and to construct buildings and works (enclosure and extension of the pedestrian bridge)	Permit	No
KP-2024/122	6 Murdock Street	CLAYTON SOUTH	4/04/2024	31/05/2024	To use the land for car sales	Permit	No
KP-2024/271	254-258 Nepean Highway	EDITHVALE	30/05/2024	31/05/2024	The part demolition of the existing roof and the construction of replacement roof cladding	Permit	No

## Ordinary Council Meeting

24 June 2024

**Agenda Item No: 7.2**

### **KP-2013/645/B - 11 PIER ONE DRIVE AND PART 107 - 109 MCLEOD ROAD, PATTERSON LAKES**

**Contact Officer: Michael Churilov, Planning Appeals Coordinator**

#### **Purpose of Report**

This report is for Council to consider Planning Permit Application No. KP-2013/645/B - 11 Pier One Drive and Part 107 - 109 McLeod Road, Patterson Lakes.

#### **Disclosure of Officer / Contractor Direct or Indirect Interest**

No Council officers who have provided advice in relation to this report have declared a Conflict of Interest regarding the matter under consideration.

#### **RECOMMENDATION**

That Council determine to support the proposal and issue a Notice of Decision to amend the planning permit KP-2013/645 (*to use and develop the land for a six storey building comprising seventy-two dwellings and associated car parking within a land subject to inundation overlay, with reduction of the car parking requirement pursuant to Clause 37.02*) by amending the Conditions of the Permit by deleting Condition 1a, relating to the removal of the requirement for a deceleration lane at 11 Pier One Drive and Part 107 - 109 McLeod Road, Patterson Lakes.

This application is being presented to Council for a decision due to a previous Council deferral.

EXECUTIVE SUMMARY			
<b>Address</b>	11 Pier One Drive and Part 107 - 109 McLeod Road, Patterson Lakes		
<b>Legal Description</b>	Lot S38 on PS337700		
<b>Applicant</b>	Terrain Consulting Group Pty Ltd		
<b>Planning Officer</b>	Michael Churilov		
PLANNING REQUIREMENTS			
<b>Planning Scheme</b>	Kingston		
<b>Zoning</b>	Clause 37.02 – Comprehensive Development Zone (Schedule 1)		
<b>Overlays</b>	Clause 44.04 – Land Subject to Inundation Clause 45.09 – Parking Overlay (Schedule 1)		
<b>Particular Provisions</b>	Clause 52.29 – Land Adjacent to the Principal Road Network		
<b>Permit Trigger/s</b>	The original permit required under the following provisions: Clause 37.02 – A planning permit is required for the use of a dwelling with car parking concession Clause 44.04 – Buildings and works on Land Subject to Inundation		
APPLICATION / PROCESS			
<b>What the permit allows:</b>	To use and develop the land for a six storey building comprising seventy-two dwellings and associated car parking within a land subject to inundation overlay, with reduction of the car parking requirement pursuant to Clause 37.02		
<b>Proposed Amendment:</b>	Amending the conditions of the permit by: <ul style="list-style-type: none"> <li>Deleting Condition 1(a) relating to the removal of the requirement for a deceleration lane</li> </ul>		
<b>Reference No.</b>	KP-2013/645/B	<b>RFI Received</b>	N/A
<b>App. Received</b>	27 October 2020	<b>App. Amended</b>	N/A
<b>Site inspection</b>	Yes		
<b>S.52 Advertising Commenced</b>	11 January 2021	<b>Advertising Completed</b>	8 February 2021
<b>S.55 Referrals</b>	Department of Transport (DPT) (formally known as VicRoads or the Department of Transport)		
<b>Internal referrals</b>	Traffic		
<b>Objection(s)</b>	Three (TRIM checked on 17/05/2024)		
LEGISLATIVE			
<b>Covenant/other Restriction</b>	Section 173 Agreement R267674N Section 173 Agreement T373318H Section 173 Agreement T699113E Section 173 Agreement AQ165586G		Complies: YES
<b>CHMP</b>	Yes - Exempt		

**City of Kingston  
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**1.0 RELEVANT HISTORY**

- 1.1 The application was considered and a Notice of Decision issued following the decision made at the council meeting held on the 25 May 2015.
- 1.2 Planning Permit KP-2013/645 was issued by Kingston City Council on 29 July 2015 at 11 Pier One Drive and Part 107-109 McLeod Road, Patterson Lakes, which allows:
- ‘To use and develop the land for a six storey building comprising seventy-two dwellings and associated car parking within a land subject to inundation overlay, with reduction of the car parking requirement pursuant to Clause 37.02’*
- 1.3 Plans which satisfied the conditional requirements of the planning permit were endorsed on the 26 May 2016.
- 1.4 The Permit was not a permit issued at the direction of the Victorian Civil and Administrative Tribunal (**Tribunal**) or a permit issued under Division 6 (Powers of Minister in relation to applications) of the *Planning and Environment Act 1987 (Act)*.
- 1.5 A Section 72 amendment KP-2013/645/A was lodged on the 6 July 2016 and subsequently approved on the 15 August 2016. This amendment approved the following:
- *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.*
- 1.6 In addition to the above, this amendment sought to reduce the number of apartments from seventy-two (72) to sixty-four (64), the inclusion of eight (8) three bedroom apartments and increase the overall height of the development by 400mm.
- 1.7 Plans which satisfied the conditional requirements of the planning permit were endorsed on the 15 August 2016. Sheets 1-14 of the previously endorsed plans dated 26 May 2016 were superseded. Sheet 12 (previously sheet 14) of the amended plans retains the previously endorsed date being the 26 May 2016. This sheet is the Functional Layout Plan (FLP) required by Condition 1(a).
- 1.8 On the 5 February 2019, correspondence was sent from the City of Kingston’s Planning Compliance department to the permit applicant, advising that whilst the Functional Layout Plan (FLP) for the left-turn deceleration lane had been submitted and endorsed pursuant to Condition 1(a), the associated works had not been undertaken or completed as required by Conditions 12 and 14 of the Planning Permit.
- 1.9 Correspondence between the applicant and council demonstrated there was a willingness for the applicant to undertake the road works, however following independent consultation between the applicant and the DPT, it became apparent that the DPT did not recommend or support the construction of the left-turn deceleration lane into Pier One Drive from McLeod Road.
- 1.10 Following receipt of this correspondence, Council undertook independent preliminary consultation with the DPT to better understand their position. Initial advice indicated that following further review of the Functional Layout Plan, it was deemed the provision of a



deceleration lane in this location was no longer required. The report below will go into further detail on these reasons.

- 1.11 Council sent a letter (dated 9 June 2020) to the applicant which advised that on review of the Planning Scheme and Council records, it had been identified that there was a number of existing and potential non-compliances with the Scheme and relevant planning permits and endorsed plans held by the applicant. The letter included the following in regard to the construction of the left-turn deceleration lane required for the development at the subject site:

*Given the position of the Department of Transport (VicRoads) that the construction of a deceleration lane is not required or supported, Council no longer requires the deceleration lane to be delivered. However, Council is of the view that the development is technically non-compliant with the Permit and endorsed plans and that the permit must be amended to bring it in line with the as-built development. This can be achieved by applying to delete Condition 1a and marking the FLP plan as “void” or by removing it from the endorsed plans set.*

- 1.12 On receiving this advice, the applicant lodged this planning permit amendment, seeking to delete condition 1(a) and subsequently remove the Functional Layout Plan from the endorsed set of plans.
- 1.13 This report was presented to the Council Meeting held 22 November 2021 and was deferred until the completion of the Kingston Planning Scheme Amendment C205. Amendment C205 was gazetted on 17 November 2023. The relevant minutes of the 22 November 2021 Council Meeting are as follows:

*That consideration of this item be deferred until the completion of the future Planning Scheme Amendment work for the precinct.*

### **SUBDIVISION HISTORY**

- 1.14 Planning Permit KP-2014/551 was issued by Kingston City Council on 31 March 2015 at 107-109 McLeod Road, Patterson Lakes to ‘Subdivide the land into two (2) lots in a Land Subject to Inundation Overlay’.
- 1.15 This subdivision application created Lots S37 and S39 on Plan of Subdivision S337700R / S28.
- 1.16 Planning Permit KP-2017/171 was issued by Kingston City Council on 2 June 2017 at 107-109 McLeod Road, Patterson Lakes to ‘Subdivide the land into sixty five (65 lots)’.
- 1.17 This subdivision application approved the subdivision of the residential apartment building approved in KP-2013/645 into separate allotments on Plan of Subdivision 337700R / S39.

### **2.0 SITE PARTICULARS**

<b>Built form</b>	A six (6) storey residential apartment building containing sixty-four (64) dwellings known as Pier 1.
<b>Size (m<sup>2</sup>)</b>	1681m <sup>2</sup>

<b>Topography</b>	<p>The land is generally flat.</p> <p>Beyond the title boundaries to the south, there is a change of level from McLeod Road, increasing towards the west, away from Pier One Drive.</p>
<b>Fencing</b>	<p>The built form is constructed within proximity to the north, east and west property boundaries. The front boundary is delineated by a retaining wall and associated low open steel fence.</p>
<b>Vegetation</b>	<p>Void of any vegetation</p>
<b>Easement(s)</b>	<p>A 0.32m wide E-48 easement is located along the site's east (Pier One Drive side) property boundary for the purpose of Sewerage in favour of South East Water.</p> <p>A 3.0m wide E-55 easement is located along the site's south (McLeod Road front) property boundary for the purpose of Drainage and Carriageway in favour of the City of Kingston. This easement has a height limit of 7m AHD.</p>
<b>Footpath assets / access</b>	<p>Pier One Drive is located to the north, east and west of the subject site. McLeod Road is located to the south. A footpath is located along the McLeod Road frontage, extending along the eastern boundary adjacent to Pier One Drive.</p> <p>Vehicle access into the Pier 1 residential apartment building is located in the north-western corner, with a gated entry from Pier One Drive.</p> <p>No power poles, bollards or street trees are located along the McLeod Road frontage.</p>
<b>Covenant(s) / Restrictions</b>	<p>The following Section 173 agreements are registered on title for Lot S38:</p> <ul style="list-style-type: none"> <li>• Section 173 Agreement R267674N.</li> <li>• Section 173 Agreement T373318H.</li> <li>• Section 173 Agreement T699113E.</li> <li>• Section 173 Agreement AQ165586G.</li> </ul> <p>The proposal does not result in any breach of restriction</p>

### **3.0 SURROUNDING ENVIRONS**

3.1 The subject site is located within the south-western side of the Endeavour Cove Comprehensive Development Plan (Precinct 5).

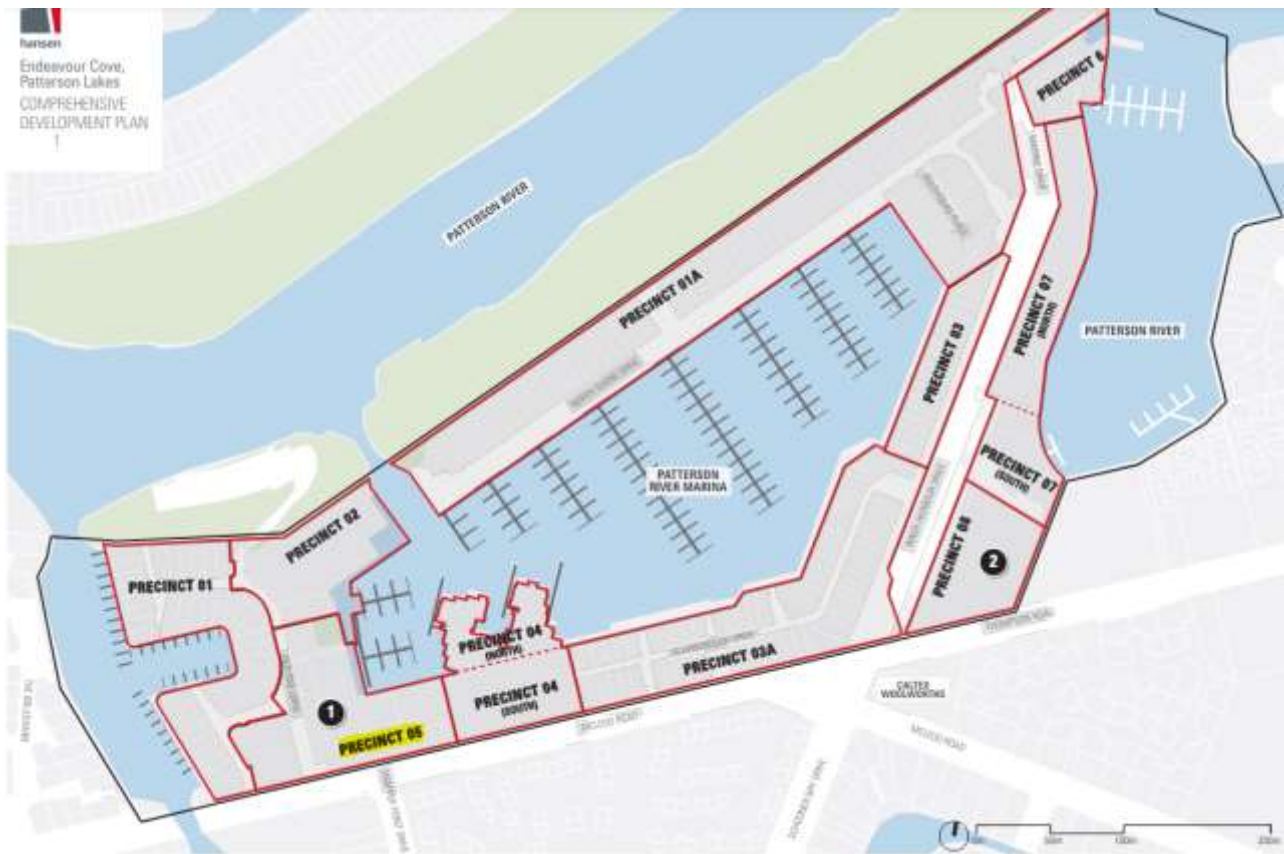


Figure 1 - Comprehensive Development Plan Map

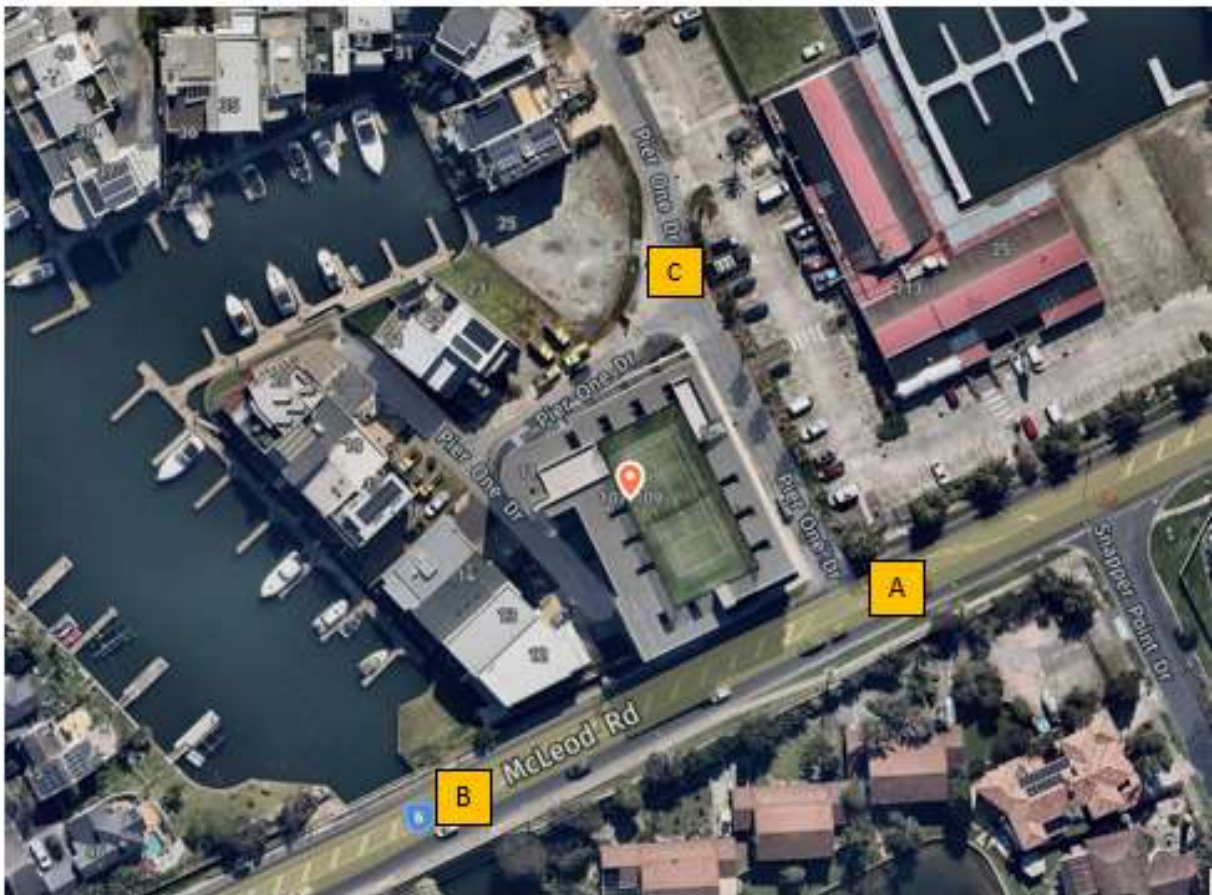
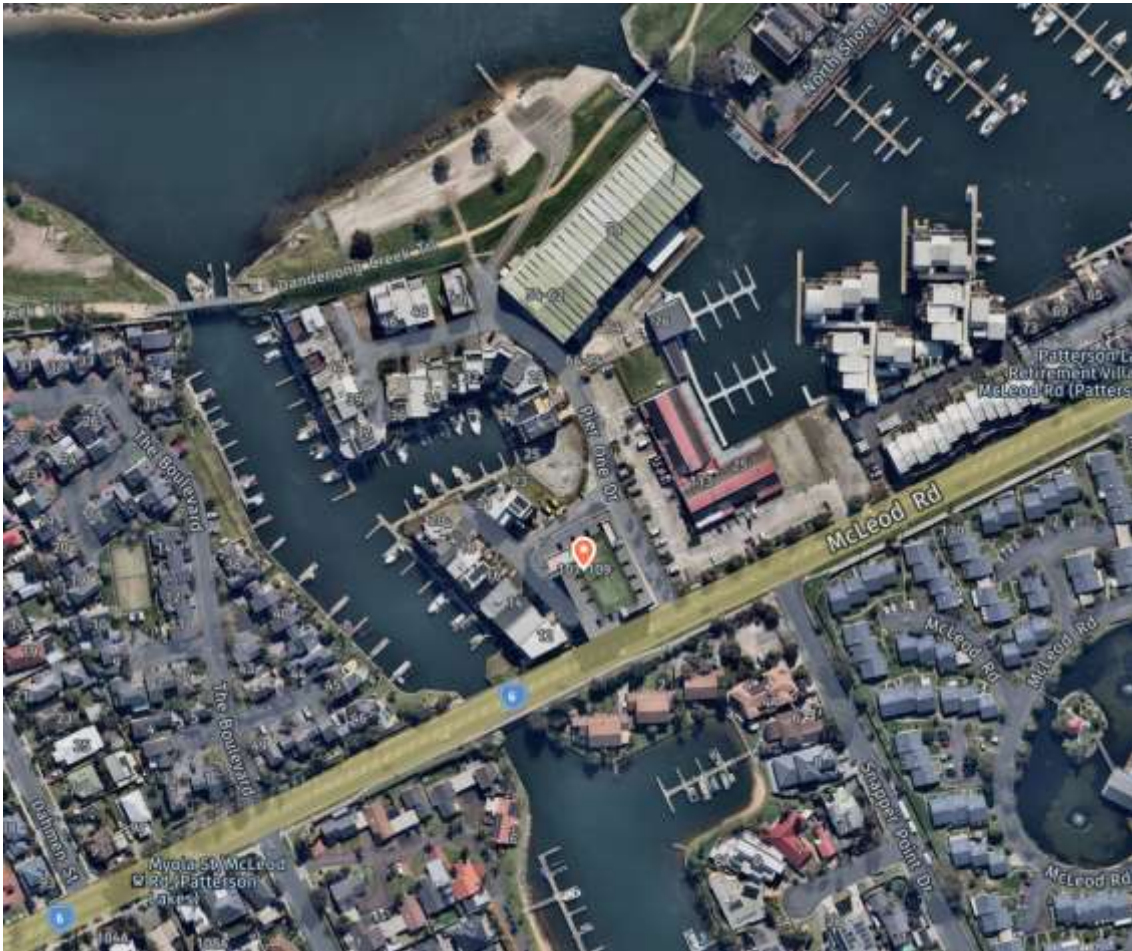
3.2 The following map illustrates the subject site in its surrounding context.



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*Photo Point A  
Corner of McLeod Road & Pier One Drive – facing west*



*Photo Point B  
McLeod Road – facing east*



*Photo Point C  
Pier One Drive – facing south*

**3.3 Land directly abutting the subject site and opposite is described as follows:**

<b>North</b>	<p>Pier One Drive – Restricted / Gated access into this section of Pier Once Drive.</p> <p>21 Pier One Drive – A four storey single residential dwelling.</p> <p>22 Pier One Drive – A four storey single residential dwelling.</p> <p>23 Pier One Drive – Vacant land.</p> <p>24 Pier One Drive – Vacant land.</p> <p>Beyond the abovementioned dwellings is the waterway associated with the marina.</p>
<b>East</b>	<p>Pier One Drive – The primary access to McLeod Road.</p> <p>113 &amp; 115 McLeod Road – Land developed with ‘The Cove’ hotel and associated car parking.</p>
<b>South</b>	<p>McLeod Road – A Transport Zone 2 road.</p> <p>2 Snapper Point Drive. Six (6) dwellings contained within three (3) detached buildings. Access is via Snapper Point Drive, separated from McLeod Road via a common driveway, fence and landscaping. f</p>
<b>West</b>	<p>Pier One Drive – Restricted / Gated access into this section of Pier Once Drive. No access is available to McLeod Road.</p> <p>12 Pier One Drive – A three storey single residential dwelling.</p> <p>13 Pier One Drive – A three storey single residential dwelling.</p>

14 Pier One Drive – A double storey single residential dwelling.

15 Pier One Drive – A double storey single residential dwelling.

16 Pier One Drive – Vacant land.

17 Pier One Drive – A four storey single residential dwelling.

Beyond the abovementioned dwellings is the waterway associated with the marina.

#### **4.0 PROPOSAL**

4.1 The Section 72 Amendment seeks to amend the conditions of the permit by deleting Condition 1(a), which reads:

*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. a functional layout plan (FLP) of a left-turn treatment for vehicles entering Pier One Drive from McLeod Road;*

4.2 The Functional Layout Plan forms part of the endorsed plans, currently sheet 12 (of 12), dated 26 May 2016. The deletion of this condition would remove this endorsed plan from the endorsed set.

#### **5.0 LEGISLATIVE PROVISIONS**

5.1 The amendment has been requested pursuant to section 72 of the Act.

5.2 Section 72 of the Act states:

*(1) A person who is entitled to use or develop land in accordance with a permit may apply to the responsible authority for an amendment to the permit.*

*(2) This section does not apply to-*

*a. a permit or a part of a permit issued at the direction of the Tribunal, if the Tribunal has directed under section 85 that the responsible authority must not amend that permit or that part of the permit (as the case requires); or*

*b. a permit issued under Division 6.*

5.3 It has been established that the Permit:

- was not issued at the direction of the Tribunal.

5.4 Section 73 of the Act states that sections 47 to 62 of the Act apply to the amendment application. This allows the Responsible Authority to apply the abovementioned sections of the Act to the amendment application as if it was an application for a permit. This includes reference to the permit expiry date, allowing the amended permit to be acted upon without needing to amend the expiry condition.

**6.0 PLANNING PERMIT PROVISIONS**

**Zone**

- 6.1 Clause 37.02 Comprehensive Development Zone (Schedule 1): The purpose of Schedule 1 of the Comprehensive Development Zone (CDZ) includes:
- *To encourage the use and development of land within Endeavour Cove as a marina-based mixed use area in accordance with the Endeavour Cove Comprehensive Development Plan (June 2023).*
  - *To ensure that the combination of uses, their overall density and the scale, character and level of development is compatible with the surrounding area including the river environs, nearby residential (and other) uses, and the local road network.*
  - *To ensure new development achieves a high standard of urban and landscape design, and establishes a distinctive identity and character, which is consistent with the Endeavour Cove Comprehensive Development Plan (June 2023).*
  - *To ensure retailing in the zone complements the Patterson Lakes Shopping Centre and services the existing and future residents and visitors in the area.*
  - *To provide greater public access, in particular for pedestrians and cyclists, to and along the Patterson River bank.*
- 6.2 Pursuant to Clause 37.02 of the Kingston Planning Scheme, a planning permit is required for the use of a dwelling and the car parking reduction.
- 6.3 The approved Planning Permit was considered against the purpose and decision guidelines of Clause 37.02. The amendment to remove the left-turn deceleration lane as required by Condition 1(a) of the Planning Permit does not have any additional permit requirements that were not previously considered.

**Overlay**

- 6.4 Land Subject to Inundation: Pursuant to Clause 44.04 of the Kingston Planning Scheme, a planning permit is required to construct a building or construct and carry out works.
- 6.5 The proposal does not alter any approved/existing works relevant to the requirements of the Land Subject to Inundation Overlay (LSIO). No further consideration is necessary regarding this provision, nor is a referral to Melbourne Water required.
- 6.6 Parking Overlay: Pursuant to Clause 45.09 of the Kingston Planning Scheme, a planning permit is required to reduce (including reduce to zero) the minimum number of car parking spaces required for a use as specified in the table listed in the schedule.
- 6.7 The proposal does not reduce the number of parking spaces approved as part of the original permit.

**Particular Provisions**

- 6.8 Land Adjacent to the Principal Road Network: Pursuant to clause 52.29-2 of the Kingston Planning Scheme, a planning permit is required to construct or alter an access to a road in a Transport Zone 2.
- 6.9 The relevant purpose of this particular provision is '*to ensure appropriate access to the Principal Road Network or land planned to form part of the Principal Road Network*'.



6.10 The following decision guidelines are relevant to this assessment:

*Before deciding on an application, in addition to the decision guidelines in Clause 65, the responsible authority must consider:*

- *The Municipal Planning Strategy and the Planning Policy Framework.*
- *The views of the relevant road authority.*
- *The effect of the proposal on the operation of the road and on public safety.*
- *Any policy made by the relevant road authority pursuant to schedule 2, clause 3 of the Road Management Act 2004 regarding access between a controlled access road and adjacent land.*

6.11 Whilst vehicle access to the subject site is not direct from McLeod Road, the left-turn deceleration lane is proposed within the McLeod Road road reserve, which is a Transport Zone 2, DPT road. For this reason, it is considered this particular provision is relevant, and the views of the relevant road authority must be considered.

6.12 The views of the DPT, their concerns with the operation of the road and concerns regarding public safety are addressed in the report below.

### **General Provisions**

6.13 The decision guidelines of Clause 65.01 of the Kingston Planning Scheme are relevant to this application and require consideration to be given to a variety of matters including planning scheme policies, the purpose of the zone, orderly planning and the impact on amenity.

## **7.0 ADVERTISING**

7.1 The proposal was advertised by sending notices to adjoining and surrounding property owners and occupiers and by maintaining two (2) notices on site.

7.2 A revised notification was provided to all recipients providing additional information in the description of what the amendment was seeking on the cover letter and notices. As a result, the notification period was extended beyond the standard fourteen (14) day requirement for a total period of twenty-nine (29) days, occurring between 11 January 2021 and 8 February 2021.

7.3 Three (3) objections to the proposal were received. The grounds of objection raised are summarised as follows:

- Safety concerns with the current Pier One Drive road conditions;
- Removal of the conditions (and deceleration lane) will not improve safe ingress or egress to Pier One Drive;
- Future increased number of residents within the CDZ and subsequent vehicle movements require the deceleration lane to be constructed; and
- Non-compliance with the permit requirements.

7.4 In April 2024, Council reviewed the owners and occupiers who received notice in 2021 and examined whether further notice was required given the time that elapsed since notice was first undertaken.

7.5 The review identified five (5) new occupiers who did not previously receive notice of the application. Letters were sent to the new occupiers in April 2024 and no new objections were received.

**8.0 PLANNING CONSULTATION MEETING**

8.1 The objectors were contacted by the planning officer to discuss their concerns, with this information then being relayed to the applicant.

8.2 The objector concerns were unable to be resolved, and the objections still stand.

**9.0 SECTION 50 / 50A / 57A – AMENDMENT TO APPLICATION**

9.1 There were no formal amendments made by the permit applicant post the advertising period.

**10.0 REFERRALS**

10.1 The application was referred as set out below.

**Internal Referrals**

10.2 The application was referred to Council's Traffic Engineering Department. The following comments were received:

- Traffic has no objection of removing the requirement to construct a deceleration lane from the condition of the permit for the development at 107 to 109 McLeod Road, Patterson Lakes given that the DPT have agreed that the deceleration lane is no longer required.

**External Referrals**

10.3 Following submission of the amendment, the application was referred to the DPT pursuant to section 55 of the *Planning and Environment Act 1987*.

10.4 The DPT provided a response stating there was no objection to the proposal to remove the conditional requirement for the Functional Layout Plan (FLP) of a left-turn treatment for vehicles entering Pier One Drive from McLeod Road. This is discussed in detail below.

10.5 The application was subsequently re-referred to the DPT following the gazettal of Amendment C205king on 11 February 2024. The DPT provided the same referral response and did not object to the proposal.

**11.0 PLANNING CONSIDERATION**

**Planning Policy Framework**

11.1 The State Planning Policy Framework sets out the relevant state-wide policies at Clause 11 (Settlement), Clause 13 (Environmental Risks and Amenity), Clause 15 (Built Environment and Heritage), Clause 16 (Housing) and Clause 18 (Transport).

11.2 Essentially, the provisions within these clauses seek to achieve the fundamental objectives and policy outcomes sought by 'Plan Melbourne 2017-2050: Metropolitan Planning Strategy' (Department of Environment, Land, Water and Planning, 2017).

- 11.3 The original assessment KP-2013/645 had consideration for all relevant Planning Policy listed above. Given the scope of the amendment, assessment is limited against the above mentioned provision, except for Clause 18 (Transport).
- 11.4 Clause 18.02-4S (Roads) includes the objective to '*facilitate an efficient and safe road network that integrates all movement networks and makes best use of existing infrastructure*'.
- 11.5 Relevant strategies to achieve this objective include:
- Plan and develop the road network to:*
- *Ensure people are safe on and around roads.*
  - *Improve people's perceptions of safety on and around roads.*
  - *Improve road connections for all road users.*
  - *Facilitate the use of public transport, cycling and walking.*
  - *Integrate new and emerging technologies into road design, including the increasing connectivity and automation of vehicles.*
  - *Accommodate the expansion of the High Productivity Freight Vehicle Network, and oversize and overmass vehicles.*
- Protect and develop the Principal Road Network to:*
- *Provide high mobility for through traffic and the efficient movement of freight by facilitating adequate movement capacity and speeds.*
  - *Improve cross-town arterial links in outer suburbs and growth areas, including circumferential and radial movement to facilitate access to jobs and services.*
  - *Limit access points to high-volume, high-speed roads by utilising urban design techniques such as service roads and internal connector roads.*
  - *Improve high-capacity on-road public transport.*
- 11.6 The DPT have identified concerns with the implications to the existing Shared User Path located on McLeod Road, which will occur from the construction of the left-turn deceleration lane. They have advised the path will be required to be narrowed or removed completely and have stated the deceleration lane '*would impact more so on the efficiency and public safety of the arterial road network particularly as it relates to the safety of the users of the shared path*'.
- 11.7 It is considered the implications to the road network and shared user path is at odds with the strategies listed within Clause 18.02-3S and its construction would be detrimental to the objectives of this policy.

**Amendment C205king**

- 11.8 Amendment C205king was gazetted on 17 October 2023 and introduced new planning provisions for the Endeavour Cove area.
- 11.9 The Amendment introduced changes to the Comprehensive Development Zone – Schedule 1 and included an updated Comprehensive Development Plan within the list of Incorporated Documents under Clause 72.04 of the Kingston Planning Scheme.

- 11.10 The Amendment introduced different height controls within key precincts and transferred the car parking rates and decision guidelines around car parking from the schedule into the new Parking Overlay. These changes are not relevant to the proposal.
- 11.11 The relevant decision guidelines of the Comprehensive Development Zone – Schedule 1 are as follows:
- *The Endeavour Cove Comprehensive Development Plan (June 2023).*
  - *Points of access to and from the land and whether they are suitably located.*
  - *The layout of car parking areas and associated accessways.*
  - *The impact of traffic generated by the proposal and whether it is likely to require special traffic management or control works in the neighbourhood.*
- 11.12 As outlined earlier, the retention of a deceleration lane will disrupt traffic movement along McLeod Road and is not supported by the DPT.

Accordingly, the proposal is consistent with the relevant decision guidelines of the revised Comprehensive Development Zone – Schedule 1.

## **12.0 FURTHER CONSIDERATION**

- 12.1 On review of the original application, the Functional Layout Plan (FLP) for a left-turn deceleration lane was suggested by the applicant (and their traffic consultant Traffix Group) on the 13 January 2015, being in response to third party objections.
- 12.2 The documentation submitted to council identified that a FLP left-turn deceleration treatment plan was prepared by Traffix Group in December 2010 (Ref: G11609A-01) and was 'understood to form part of the proposal' (wording used by Traffix Group).
- 12.3 This information submitted to Council by the applicant (prepared by Traffix Group) recommended any permit issued include a condition referencing this Functional Layout Plan.
- 12.4 The assessing planning officer for the application KP-2013/645 included a condition 1 requirement for the submission and endorsement of the Functional Layout Plan (FLP) for a left-turn lane on McLeod Road.
- 12.5 On review of the referral response for the original application KP-2013/645, provided by the DPT (previously known as the VicRoads or the Department of Transport) on the 27 March 2014, the following comments were provided:
- *VicRoads has considered the application and has no objection to the proposal.*
- 12.6 The referral response does not go into any further detail regarding the assessment. It is noted the referral response was provided prior to the applicant suggesting a condition be included on the planning permit requiring the left-turn deceleration lane.
- 12.7 The DPT have advised that the officer's assessment of the initial application KP-2013/645 did not have consideration for the left-turn deceleration lane. Therefore, at the time the condition was included on the planning permit, the DPT did not have an opportunity to provide comment on the appropriateness, or suitability of the left-turn deceleration lane.

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- 12.8 It is acknowledged the requirement for the provision of a left-turn deceleration lane in KP-2013/645 was not a specific requirement of the City of Kingston's Traffic Department nor the DPT and was a request from the permit applicant.
- 12.9 As previously mentioned, prior to the lodgement of the amendment application, the applicant had undertaken independent consultation with the DPT, seeking advice on the construction of the left-turn deceleration lane. The applicant was informed that the deceleration lane was not a preference of the DPT, then relaying this advice to Council.
- 12.10 Following receipt of this information, Council also undertook independent consultation with the DPT, to better understand the position of the Department and the requirements regarding the current non-compliance with the permit conditions.
- 12.11 The following preliminary advice was provided to Council on the 30 March 2020 from Kimberley Lee, Acting Team Leader Statutory Referrals (Department of Transport):
- *I recall the officer's assessment report noting that a deceleration lane in this location would not be feasible as it can only provide a very short length due to its proximity with the bridge and the limited frontage the subject site had to play with.*
  - *As such, a 'no objection' response was issued (for the original application KP-2013/645). In hindsight, it may have been worthwhile if the assessing officer at the time had provided some comments in their referral response regarding the provision of a deceleration lane.*
  - *Regardless of that, sometime late last year, we requested for the Project Advice team to re-assess the Functional Layout Plan and to advise us on its constructability and what the risks will be if the decel (deceleration) lane should be provided or not. The Project Advice team's comments noted that the section of Macleod (McLeod) Road in Patterson Lakes has a limited carriageway width of approx. 12 metres.*
  - *The construction of a decel (deceleration) lane in this location especially when the site is now already built up will result in a narrowing of the shared use path on Macleod (McLeod) Road.*
  - *In light of the fact that left turn decel (deceleration) lanes on Macleod (McLeod) Road have been sparingly provided with the exception of Mariners View and the shopping plaza (where Macleod (McLeod) Road changes to Thompsons Road), it was considered that the provision of a decel (deceleration) lane in this location would impact more so on the efficiency and public safety of the arterial road network particularly as it relates to the safety of the users of the shared path.*
  - *As such VicRoads (now part of the Department of Transport) does not deem the provision of a deceleration lane in this location to be required.*
- 12.12 The amendment application was referred on the 18 November 2020. The DPT provided a referral response on 14 December 2020 with the following comments:
- *The Head, Transport for Victoria has considered this application and **does not object** to the deletion of Condition 1 (a) from the planning permit.*
  - *The following existing conditions are to remain on the permit:*
    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 the Head, Transport for Victoria fourteen (14) days prior.*

- 12.13 Council sought further justification and reason from the DPT to support their position of no objection. The following comments were provided on the 15 February 2021:
- *DoT (then VicRoads) received notice of the 10-storey development in 2014. A statutory referral response was not required as the development gained vehicle access via a local road (Pier One Drive).*
  - *The development site's limited frontage and verge width along Macleod (McLeod) Road, as well as its proximity to the nearby bridge, means a left-turn lane into Pier One Drive would be difficult to accommodate.*
  - *The traffic generation of the development is not dissimilar to turning traffic into other residential streets along McLeod Road, which do not have left-turn lanes.*
  - *VicRoads did not suggest any permit conditions. However, when the planning permit was issued in 2015, Council included their own condition requiring plans to be amended to show a left-turn deceleration lane into Pier One Drive from McLeod Road.*
  - *Council requested DoT consider the merits of providing a left-turn lane at this location in 2020. Further to the above points, at this time it was also noted that the provision of a left-turn lane could only be achieved at the expense of the existing Shared Use Path (SUP), which would have to be narrowed or removed altogether.*
  - *Given the posted speed environment of 60km/h where deceleration lanes are not common with the exception of large commercial land uses, DoT considered the provision of a left-turn deceleration lane in this location would not be desirable, particularly in terms of the safety of the users of the existing SUP.*
  - *DoT responded to Council's request for comment in March 2020 noting that the left-turn lane was not a requirement of DoT, and for the reasons above it was considered that removing it from the planning permit requirements was acceptable.*
- 12.14 It is noted the first point above references a '10-storey development'. Clarification was sought on this on the 23 September 2021, with confirmation provided that this is a typo error on the written response and the original assessment report did not make explicit mention of a number of storeys. An officer from the DPT confirmed that the description of what was assessed matches the then referral from Council.
- 12.15 For the reasons above, Council is satisfied that the DPT have thoroughly considered the left-turn deceleration lane and its subsequent removal through this planning permit amendment application.
- 12.16 Given the deceleration lane would be constructed within the Transport Zone 2 designated area, it is considered the position of the DPT is relevant and should be supported by Council.
- 13.0 RESPONSE TO GROUNDS OF OBJECTIONS**
- 13.1 The objector concerns have largely been addressed in the body of this report.
- 13.2 Whilst the three (3) objectors raised concern with vehicle movements in and out of Pier One Drive, the DPT have provided a response indicating the inclusion of the left-turn deceleration lane would not be beneficial in this particular location.
- 13.3 The application currently being assessed must have regard for the existing conditions which include the completed Pier 1 development on the subject site. Potential increased demand on the road network from any future development may be required to undertake further assessment of the road infrastructure and the suitability of the current conditions at the time of assessment.

13.4 Whilst the objectors are of the view that the permit conditions and associated works must be undertaken by the permit holder, the applicant can exercise their right to amend the permit, as the case here. This is not unique to this particular application and has come as a result of extensive consultation with the DPT. The section 72 amendment can be considered.

#### **14.0 CONCLUSION**

14.1 On balance, the proposal is considered to substantially comply with the relevant planning policy and therefore should be supported.

14.2 As outlined above, it has been determined that prior to deciding on this application all factors pursuant to section 60(1) of the Act have been considered. Further to this, the proposal does not give rise to any significant social and economic effects.

14.3 The proposed amendment is considered appropriate, as evidenced by:

- The mitigation of off-site amenity impacts.
- A suitable level of compliance with all relevant policies of the Kingston Planning Scheme.
- Support from the relevant road management authority being the DPT.

#### **15.0 RECOMMENDATION**

15.1 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

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- 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"> <li>• 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’</li> <li>• Condition 1c to include at the end of the condition the words ‘ exempt car spaces 307 and 409’</li> </ul>	Kingston City Council


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		<ul style="list-style-type: none"><li>• Delete stormwater conditions 9 – 14</li></ul>	
B	**Same as the date of approval**	Amending the conditions of the permit by: <ul style="list-style-type: none"><li>• Deleting condition 1(a).</li></ul> Sheet 12 of the endorsed plans dated 26 May 2016, being the Functional Layout Plan is deleted from the endorsed set.	Kingston City Council

**Appendices**

Appendix 1 - KP-2013/645/B - 11 Pier One Drive and Part 107 - 109 McLeod Road,  
Patterson Lakes - Considered Documents (Ref 20/262452) 

Author/s: Michael Churilov, Planning Appeals Coordinator  
Reviewed and Approved By: Alfred Carnovale, Manager City Development

## **7.2**

### **KP-2013/645/B - 11 PIER ONE DRIVE AND PART 107 - 109 MCLEOD ROAD, PATTERSON LAKES**

- 1 KP-2013/645/B - 11 Pier One Drive and Part 107 - 109 McLeod  
Road, Patterson Lakes - Considered Documents..... 41**



## ePathway Application to Amend Permit S72

109 McLeod Road, PATTERSON LAKES

Application Number	KP-2013/645/B
Lodgement Date/Time	27/10/2020 10:27 AM
ePathway ID	TERRAIN CONSULTING GROUP
ePathway User Name	
ePathway Transaction ID	AP-110427

### The Applicant

Name	Terrain Consulting Group Pty Ltd
Address	PO BOX 3018, COTHAM VIC 3101
Email Address	kevin.a@terrainconsulting.com.au
Mobile Phone	

### The Contact

Name	Terrain Consulting Group Pty Ltd
Address	PO BOX 3018, COTHAM VIC 3101
Email Address	kevin.a@terrainconsulting.com.au
Mobile Phone	

### Pre-Application Meeting

Has there been any formal pre-application advice	
Officer Name	
Date	

---

## The Land

Owner	Cavendish Properties Pty Ltd
Lot No.	38
Lodged Plan, Title Plan or Plan of Subdivision No.	337700R
Does the proposed breach, in any way, an encumbrance on title such as a restrictive covenant, section 173 agreement or other obligation such as an easement or building envelope?	No

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## Application Type

Application Type	ePathway Application to Amend Permit S72
Originating Application Type	Amend Development of Land
Class (VicSmart only)	

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## The Proposal

What is the application/permit number?	KP-645/2013A
What is the amendment being applied for?	Current conditions of the permit
List details of proposed changes	It is proposed to delete condition 1 a.  Refer to cover letter prepared by Terrain Consulting Group dated 26 October 2020.
Have the conditions of the land changed since the time of the original permit?	Yes
Provide details of existing conditions	The development has been constructed (apartments).

Does your proposal involve the removal of any tree/s, including street trees?	No
Is the tree/s proposed to be removed greater than 8m in height? (from natural ground level to the highest part of the tree)	No

Estimated Cost of Works	0
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### Attachments

Attachment Description	Attachment File
	\\\\pwap\Attachments\Online Attachments\EAP_110427_groupfield_1_attachmentfile_Volume_11925_Folio_449_Vic PackageSearch_1603679683.pdf
Attachment 1	\\\\pwap\Attachments\Online Attachments\EAP_110427_groupfield_2_attachmentfile_20185L04 - S72 App Lodgement Covering Letter..pdf
Attachment 2	\\\\pwap\Attachments\Online Attachments\EAP_110427_groupfield_3_attachmentfile_KP-645.2013A Amended Permit dated 15 August 2016.pdf
Attachment 3	\\\\pwap\Attachments\Online Attachments\EAP_110427_groupfield_4_attachmentfile_Council letter dated 9 June 2020.pdf

**Terrain Consulting Group Pty Ltd**  
Land Development Services**Office:**  
12 Parkhill Road  
Kew 3101 Victoria**Postal Address:**  
P.O. Box 3018  
Cotham 3101**Phone:** (03) 9853 3352  
**Fax:** (03) 9853 8907  
**Email:** admin@terrainconsulting.com.au

Ref. 20185-L04

26 October 2020

City of Kingston  
PO Box 1000  
MENTONE VIC 3194

ATT: Statutory Planning Coordinator

Dear Sir/Madam,

**Application No: KP-645/2013****Address: 109 McLeod Road, Patterson Lakes (Lot S38 on PS337700)****Proposal: Section 72 Amendment**

We advise that this office acts for Cavendish Properties Pty Ltd who is the owner of the above property. As instructed by the City of Kingston in the letter dated 9 June 2020 (refer to extract below), it is sought to lodge a planning application under Section 72 of the Planning and Environment Act 1987 to delete condition 1 a) of Planning Permit KP-645/2013 issued 29 July 2015 (amended 15 August 2016).

*In accordance with Condition 1a of Planning Permit KP-645/2013, the endorsed plans for this development include a functional layout plan (FLP) showing a left-turn treatment for vehicles entering Pier One Drive from McLeod Road. Conditions 12 and 14 of the Permit require that once the development is started, it must be completed to the satisfaction of the Responsible Authority (c.12) and that all buildings and works must be complied with prior to occupation (c.14). **Given the position of the Department of Transport (VicRoads) that the construction of a deceleration lane is not required or supported, Council no longer requires the deceleration lane to be delivered.** However, Council is of the view that the development is technically non-compliant with the Permit and endorsed plans and that the permit must be amended to bring it in line with the as-built development. **This can be achieved by applying to delete Condition 1a and marking the FLP plan as "void" or by removing it from the endorsed plans set.***



Councils advice in their letter dated 9 June 2020 is noted with relation to superfluous condition 1a) of Planning Permit KP-645/2013 issued 29 July 2015 (Amended 15 Aug 2026).

Accordingly, as requested an application to delete condition 1a) via Section 72 of the Planning and Environment Act 1987, is hereby made.

We further advise that we consent to Council marking the Functional Layout Plan (FLP) on Councils file as "void".

Accordingly, find attached:

- Copy of land title;
- Planning Permit KP-645/2013 issued 29 July 2015 (amended 15 August 2016); and
- City of Kingston Letter dated 9 June 2020.

We trust that the information provided to Council is satisfactory and that if you have any queries concerning this matter you will not hesitate to contact Kevin Azzopardi from this office or myself on 9853 3352.

Yours faithfully,



Lorenzo Rigoni

**Terrain Consulting Group**

**Encl.**

**PLANNING PERMIT  
(AMENDED)**Permit Number: **KP-645/2013**Planning Scheme: **KINGSTON**Responsible Authority: **KINGSTON CITY  
COUNCIL****ADDRESS OF THE LAND:****11 Pier One Drive and Part 107 - 109 McLeod Road, Patterson Lakes****THE PERMIT ALLOWS:****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****THE FOLLOWING CONDITIONS APPLY TO THIS PERMIT:**

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. a functional layout plan (FLP) of a left-turn treatment for vehicles entering Pier One Drive from McLeod Road;
  - 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;

Date Issued: 29-Jul-2015  
Date Amended: 15-Aug-2016Signature for the  
Responsible Authority.....

**PLANNING PERMIT (AMENDED) NO. KP-645/2013**  
**ADDRESS: 11 Pier One Drive and Part 107 - 109 McLeod Road, Patterson Lakes**

- 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.

Date Issued: 29-Jul-2015  
Date Amended: 15-Aug-2016

Signature for the  
Responsible Authority.....

**PLANNING PERMIT (AMENDED) NO. KP-645/2013**  
**ADDRESS: 11 Pier One Drive and Part 107 - 109 McLeod Road, Patterson Lakes**

- 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.

Date Issued: 29-Jul-2015  
Date Amended: 15-Aug-2016

Signature for the  
Responsible Authority.....

**PLANNING PERMIT (AMENDED) NO. KP-645/2013**  
**ADDRESS: 11 Pier One Drive and Part 107 - 109 McLeod Road, Patterson Lakes**

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.

Date Issued: 29-Jul-2015  
Date Amended: 15-Aug-2016

Signature for the  
Responsible Authority.....

**PLANNING PERMIT (AMENDED) NO. KP-645/2013**  
**ADDRESS: 11 Pier One Drive and Part 107 - 109 McLeod Road, Patterson Lakes**

**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:**

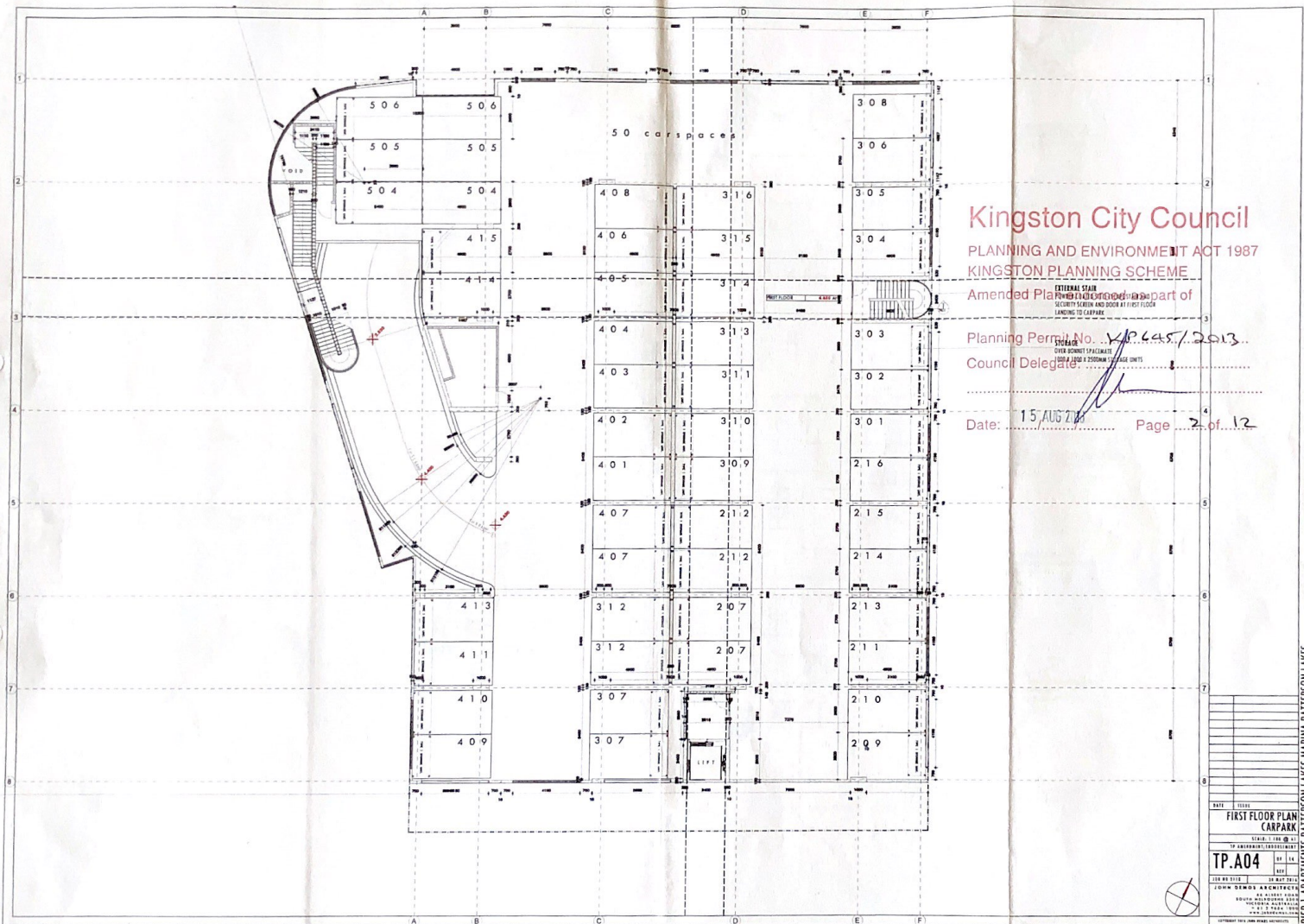
Amendment	Date of Amendment	Description of Amendment	Name of responsible authority that approved the amendment
A	15-Aug-2016	<ul style="list-style-type: none"> <li>• Change the preamble to read 'To use and develop the land for a six storey building comprising dwellings and associated car parking within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

Date Issued: 29-Jul-2015  
Date Amended: 15-Aug-2016

Signature for the  
Responsible Authority.....







### Kingston City Council

PLANNING AND ENVIRONMENT ACT 1987  
KINGSTON PLANNING SCHEME

Amended Planning Scheme Part of

Planning Permit No. KP645/2013  
Council Delegate: \_\_\_\_\_

Date: 15 AUG 2014 Page 2 of 12

PIER ONE PARKING PATTERSON LAKES MARINA PATTERSON LAKES

DATE: \_\_\_\_\_

**FIRST FLOOR PLAN**  
**CARPARK**

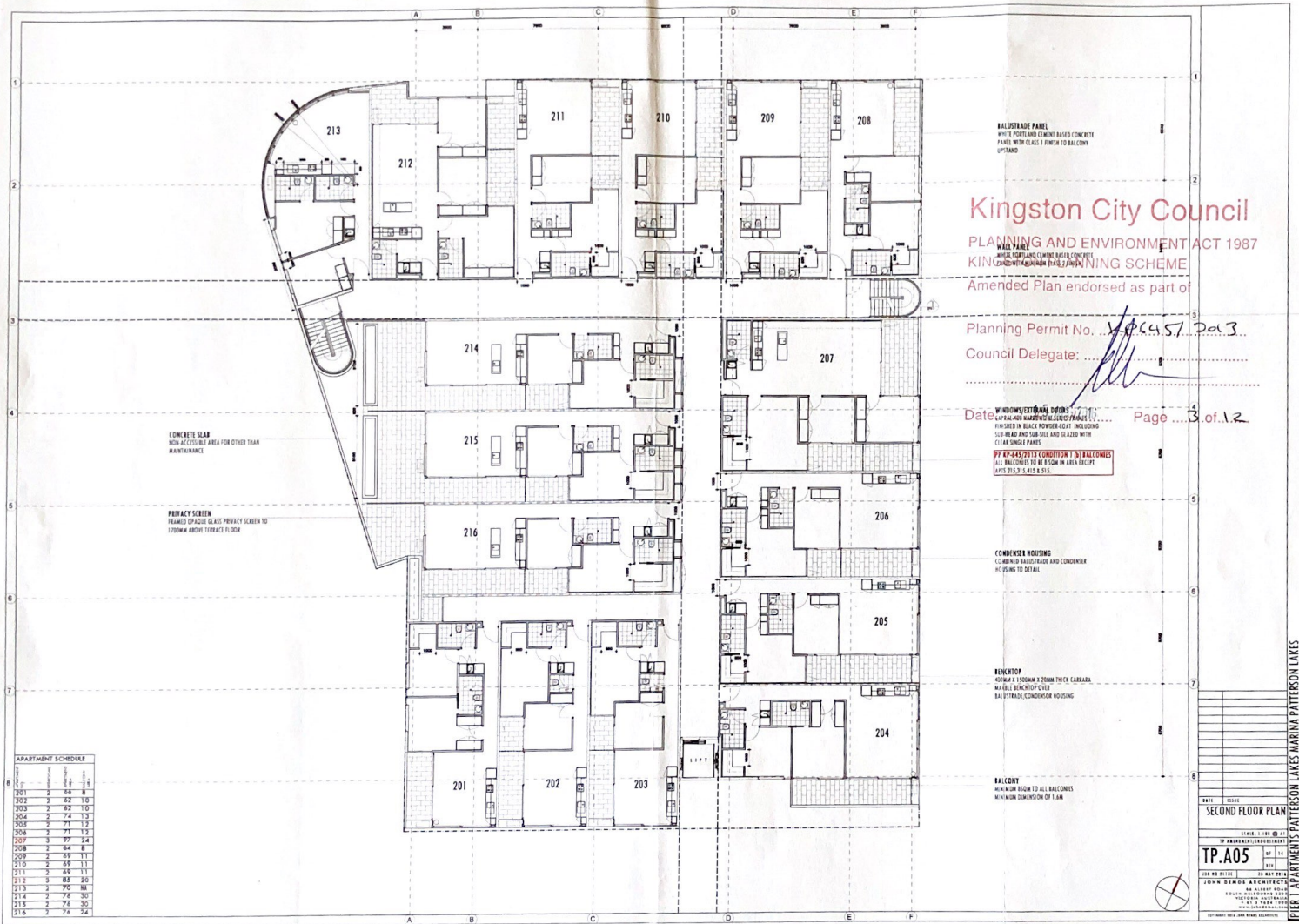
BY APPOINTED PROFESSIONAL ARCHITECT

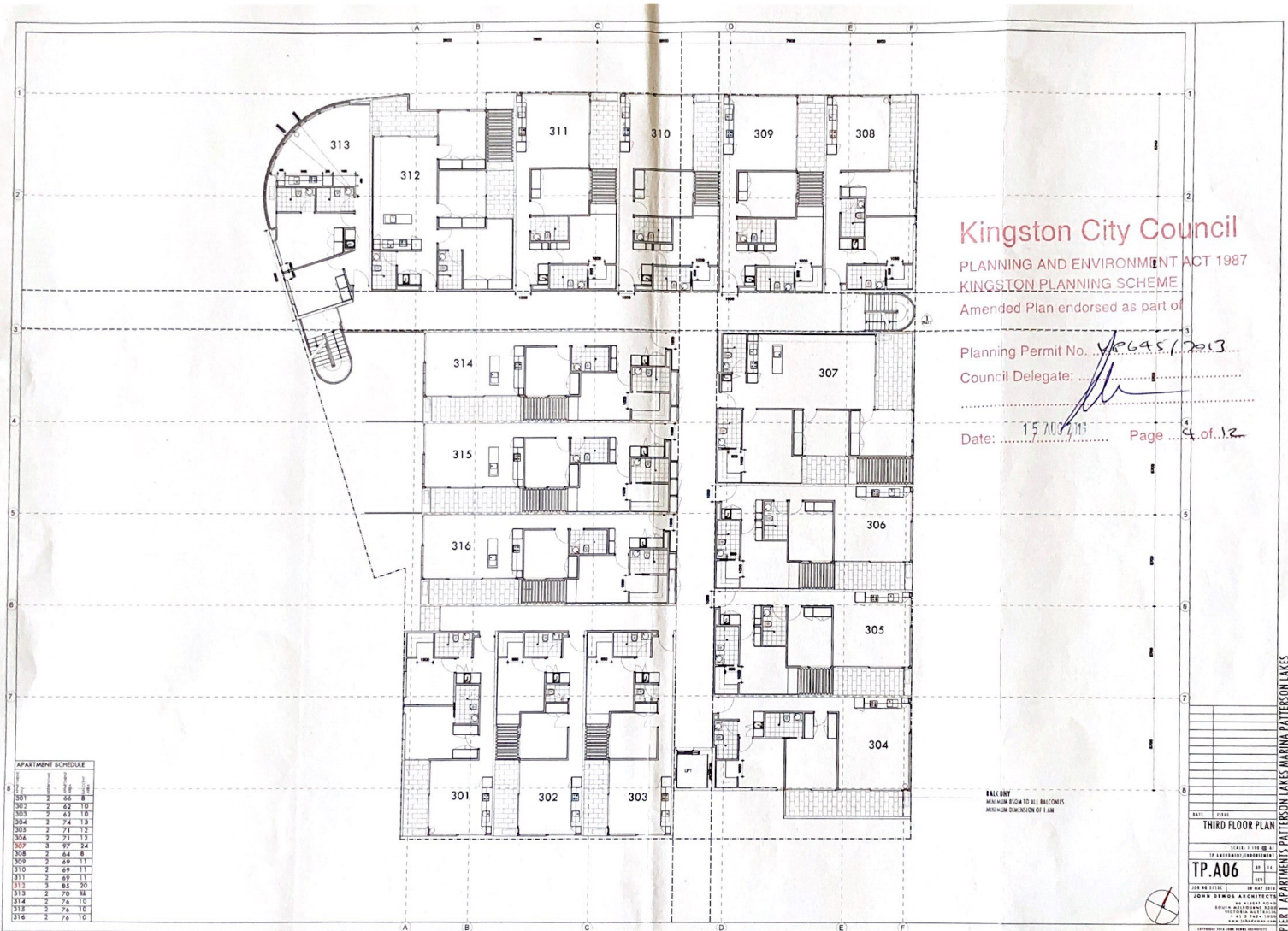
**TP.A04**

JOHN DEMEO ARCHITECTS  
100/102 McLEOD ROAD  
PATTERSON LAKES VIC 3203  
PH: 03 9498 8888  
WWW.DEMEOARCHITECTS.COM.AU

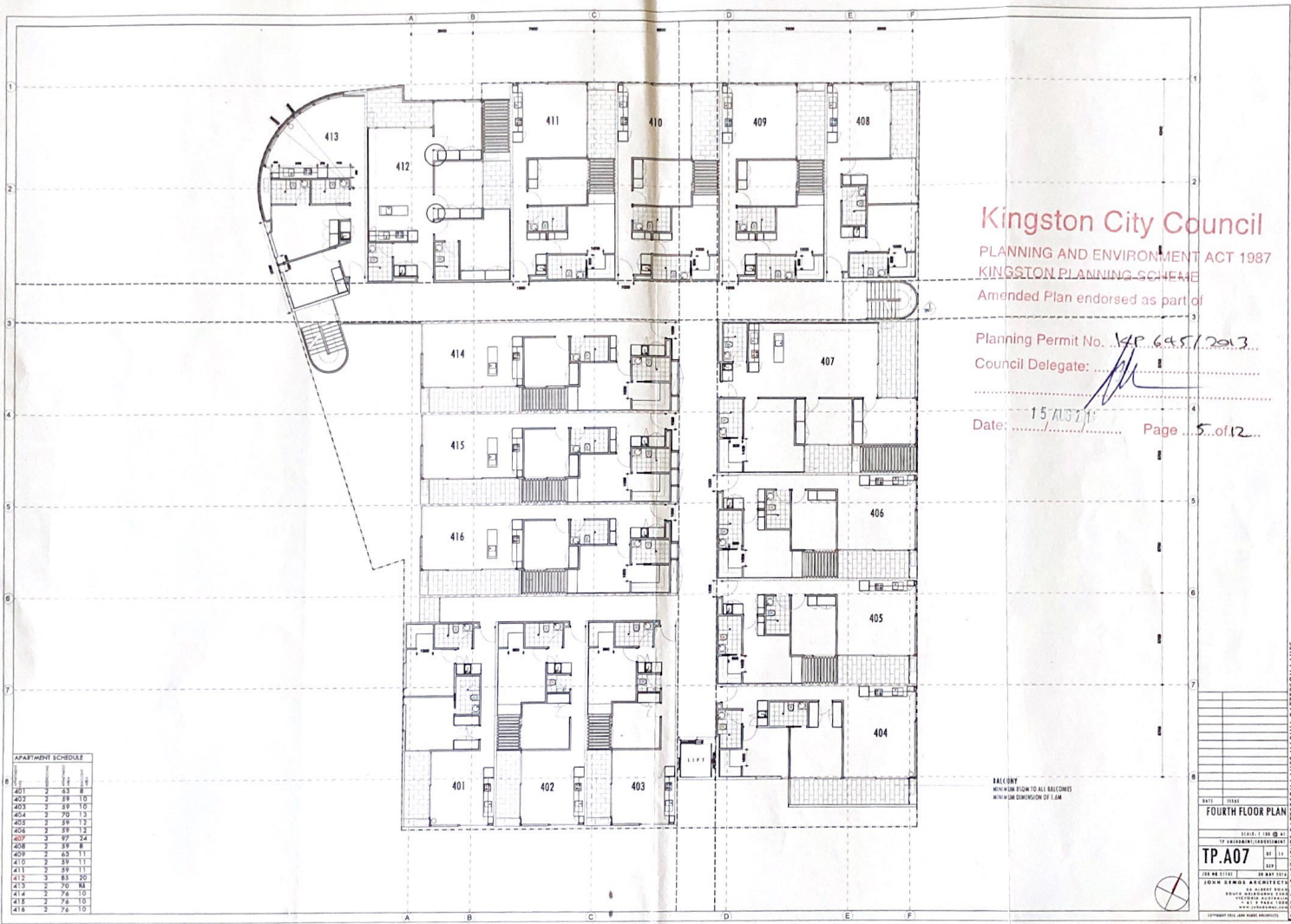
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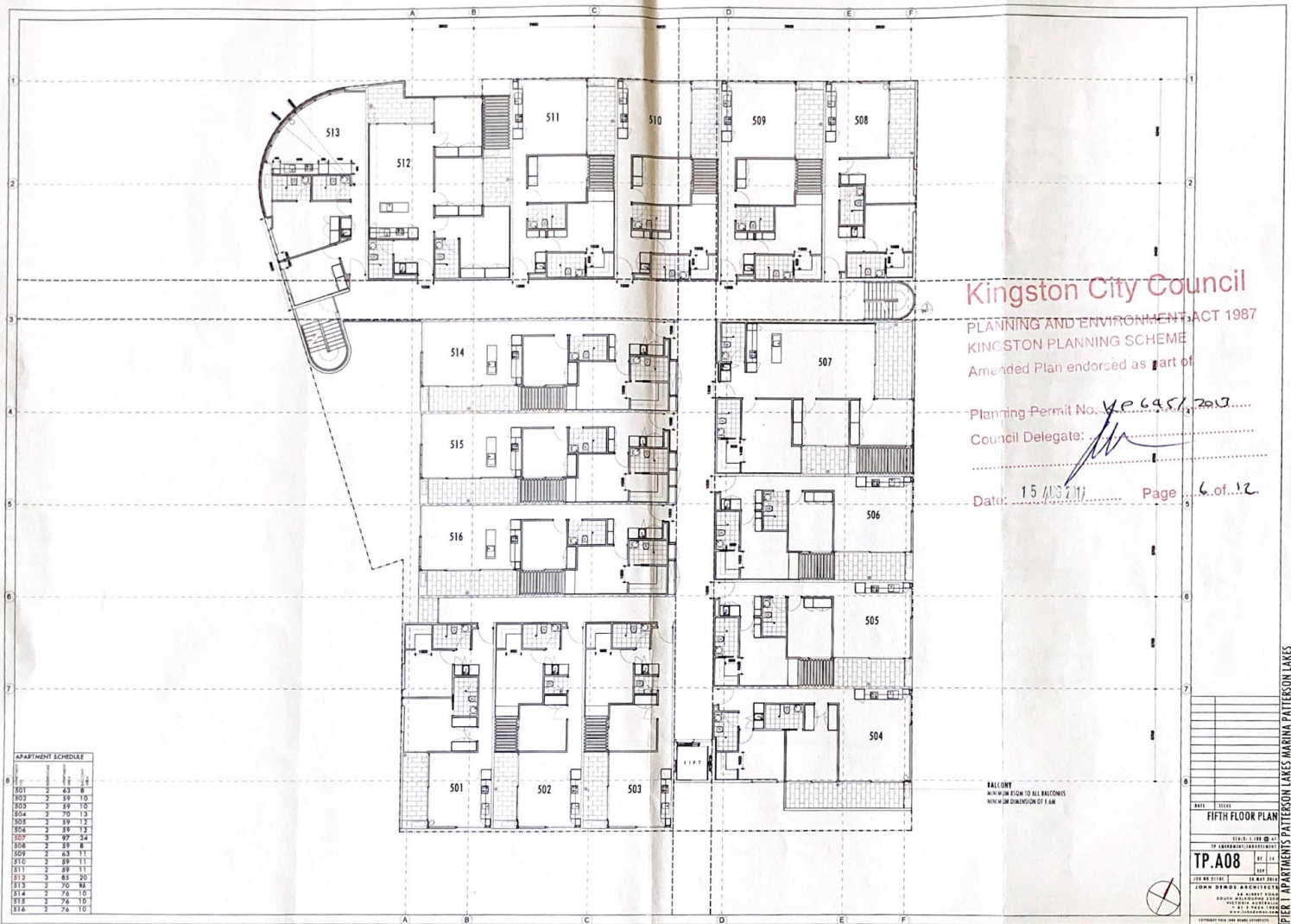




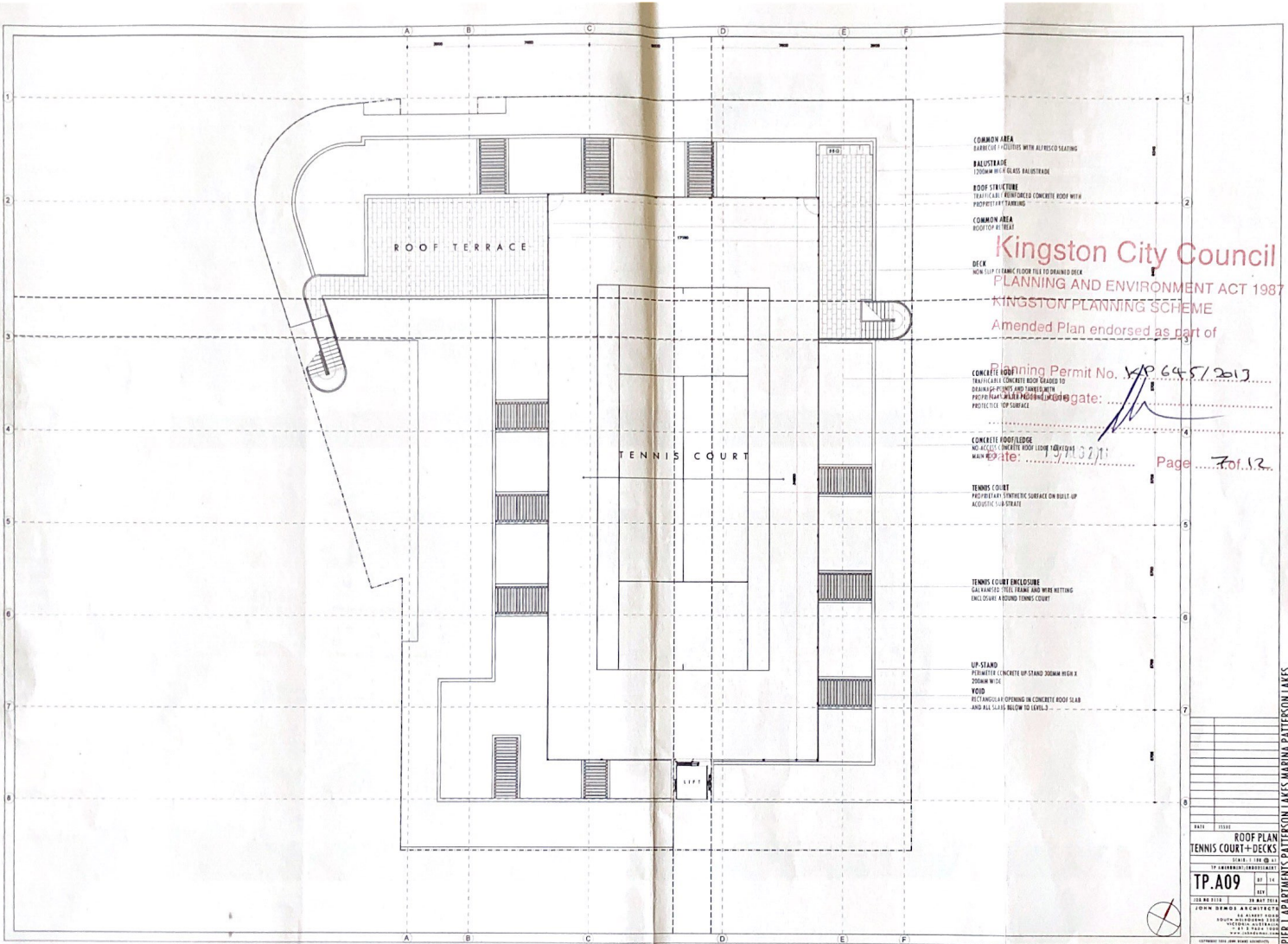


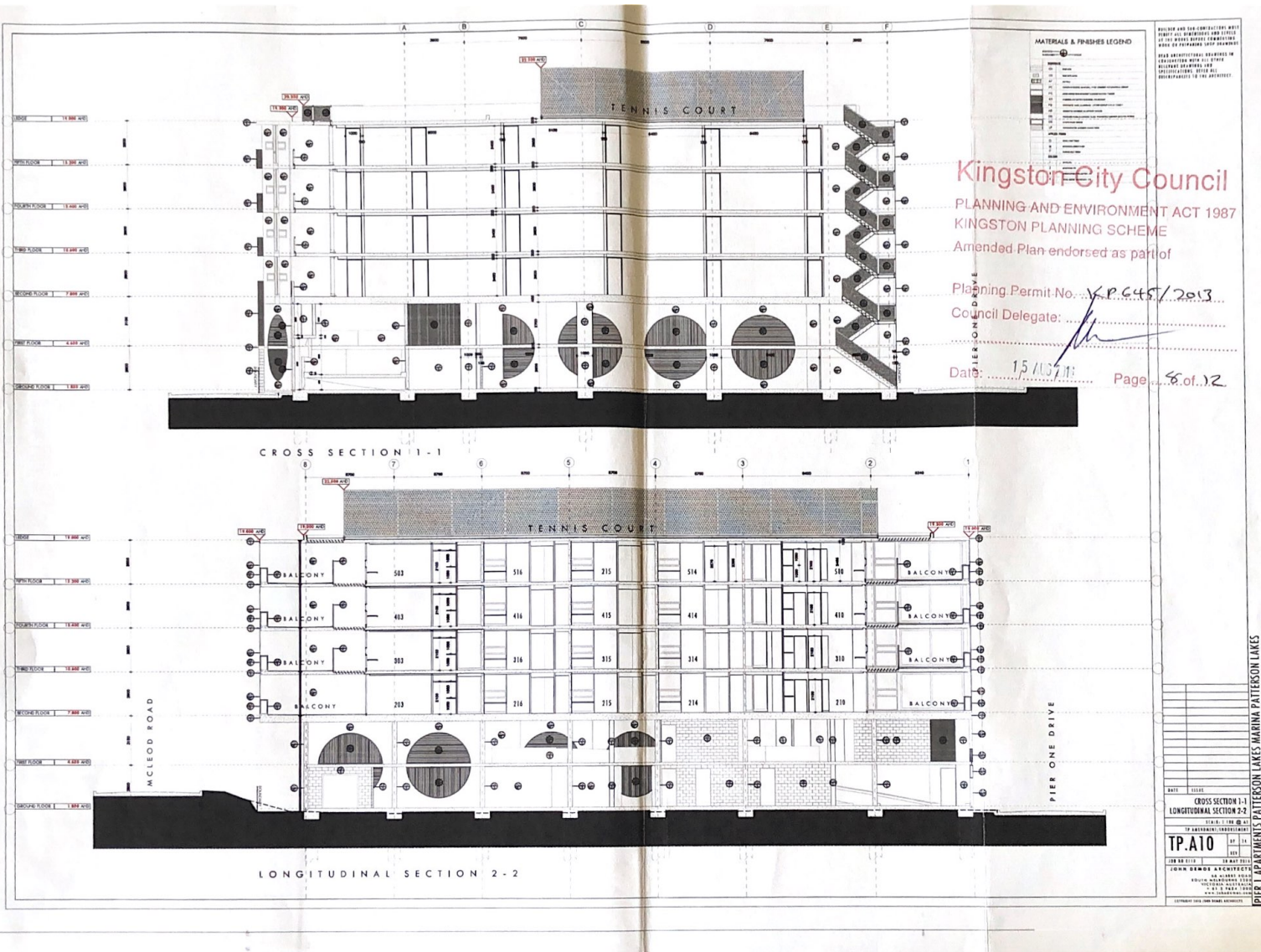


APARTMENT	NO.	LEVEL	AREA (SQM)	PERMITS
401	2	88	10	
402	2	88	10	
403	2	89	10	
404	2	70	13	
405	2	89	12	
406	2	89	12	
407	3	97	24	
408	2	89	8	
409	2	63	11	
410	2	89	11	
411	2	89	11	
412	2	81	20	
413	2	70	8	
414	2	76	10	
415	2	76	10	
416	2	76	10	

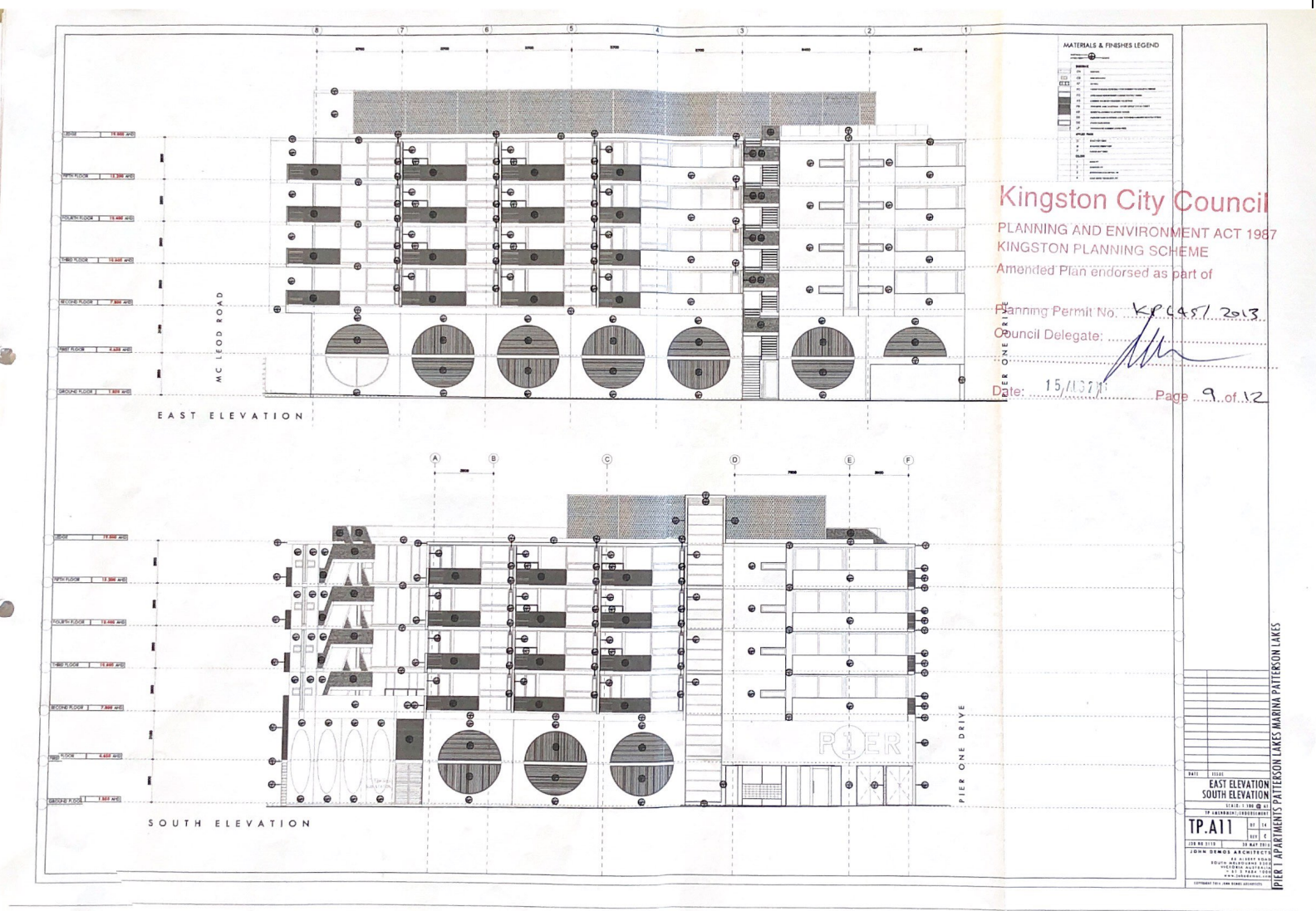


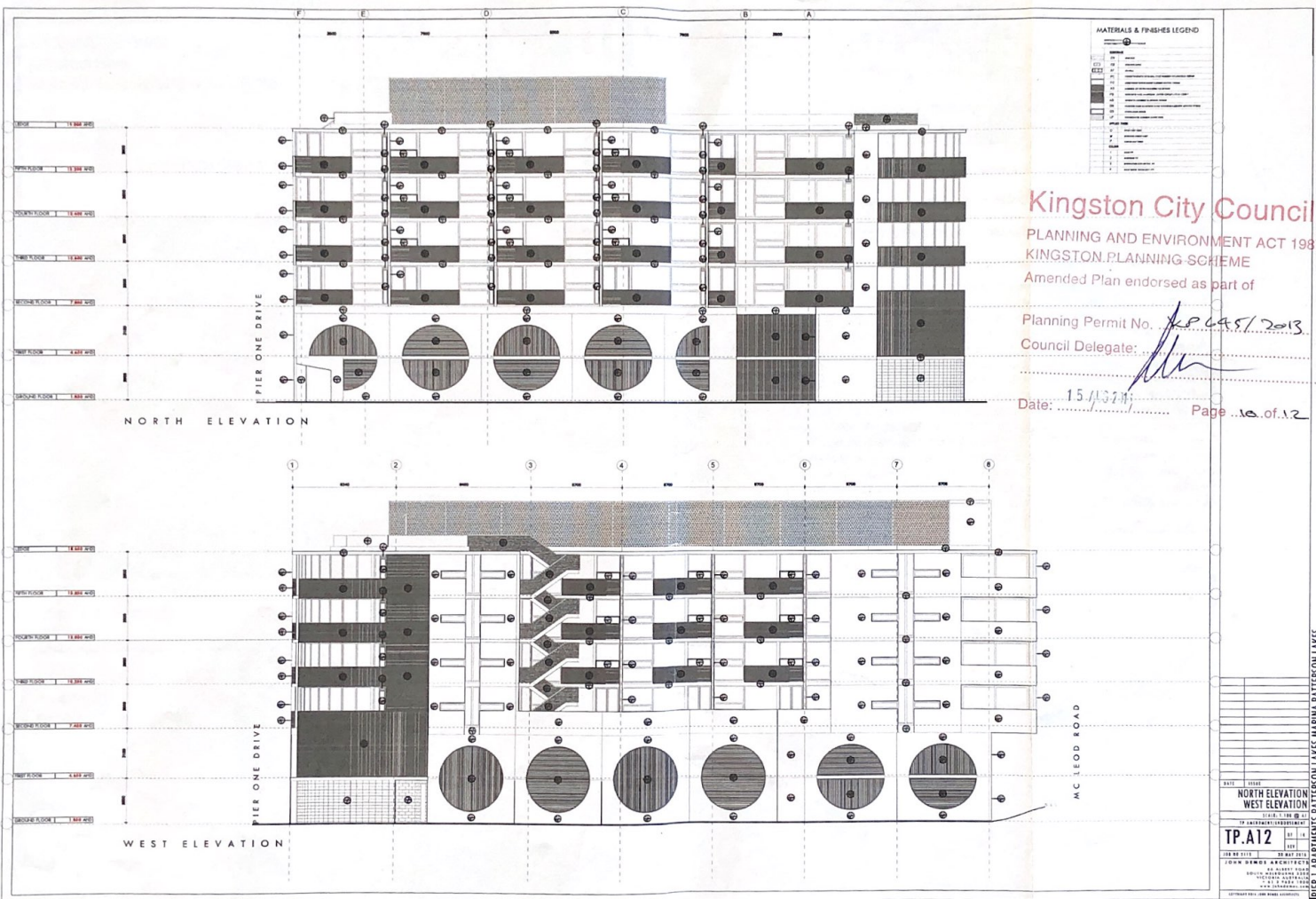














<b>BALUSTRADE PANEL</b> Concrete Panel White Portland Cement Class 1 Finish		<b>BALUSTRADE / GRILLE</b> Steel Dulux Duratec Lunar Eclipse		<b>ENTRANCE PANEL</b> Mosaic Tiles	
<b>WALL PANEL</b> Concrete Panel White Portland Cement Min Class 2 Finish					
<b>SLAB EDGE</b> Off-Form Concrete				<b>VENTILATION LOUVRES</b> Aluminium Dulux Duratec Cool Intensity	
<b>SLAB EDGE</b> Corten				Planning Permit No. <b>X13645/2013</b> Council Delegate: _____ Date: <b>19/11/2013</b> Page <b>11</b> of <b>12</b>	
<b>STAIRS BALUSTRADE</b> Galvanised Steel Dulux Duratec Citi Silver Pearl				<b>BALUSTRADE / CONDENSER HOUSING</b> Aluminium Dulux Duratec Citi Silver Pearl	
<b>WINDOWS / EXTERNAL DOOR FRAMES</b> Black Powdercoated Capral 400 Series				<b>VISOR</b> Aluminium Dulux Duratec Citi Silver Pearl	
<b>GLAZING / BALUSTRADE</b> Toughened Glass Viridian					
<b>SERVICE CUPBOARD DOOR</b> Alucobond White	<b>EXTERNAL WALL</b> Split Face Boral Blockwork Designer Block Charcoal	<b>ACCESSWAYS &amp; PARKING BAYS SLAB</b> Coated With Shalex Industries Drive GP (Clear Coat) Solvent Based Acrylic Sealer	<b>EXTERNAL PANEL</b> Prec-cast Concrete Panel Medium Gray Minimum Class 2 Finish	<b>COLUMNS</b> Class One Off Form Concrete	<b>SECURITY GRILL</b> Steel Dulux Duratec Dulux Luna Eclipse

PP 07-645/2013  
 (CONDITION 1 (a))  
 FINISHES & MATERIALS  
 SCHEDULE FOR ALL EXTERIOR  
 ELEVATIONS & DRIVEWAY

**Kingston City Council**

ACT 1987

Amended Plan endorsed as part of

DATE: 19/11/2013

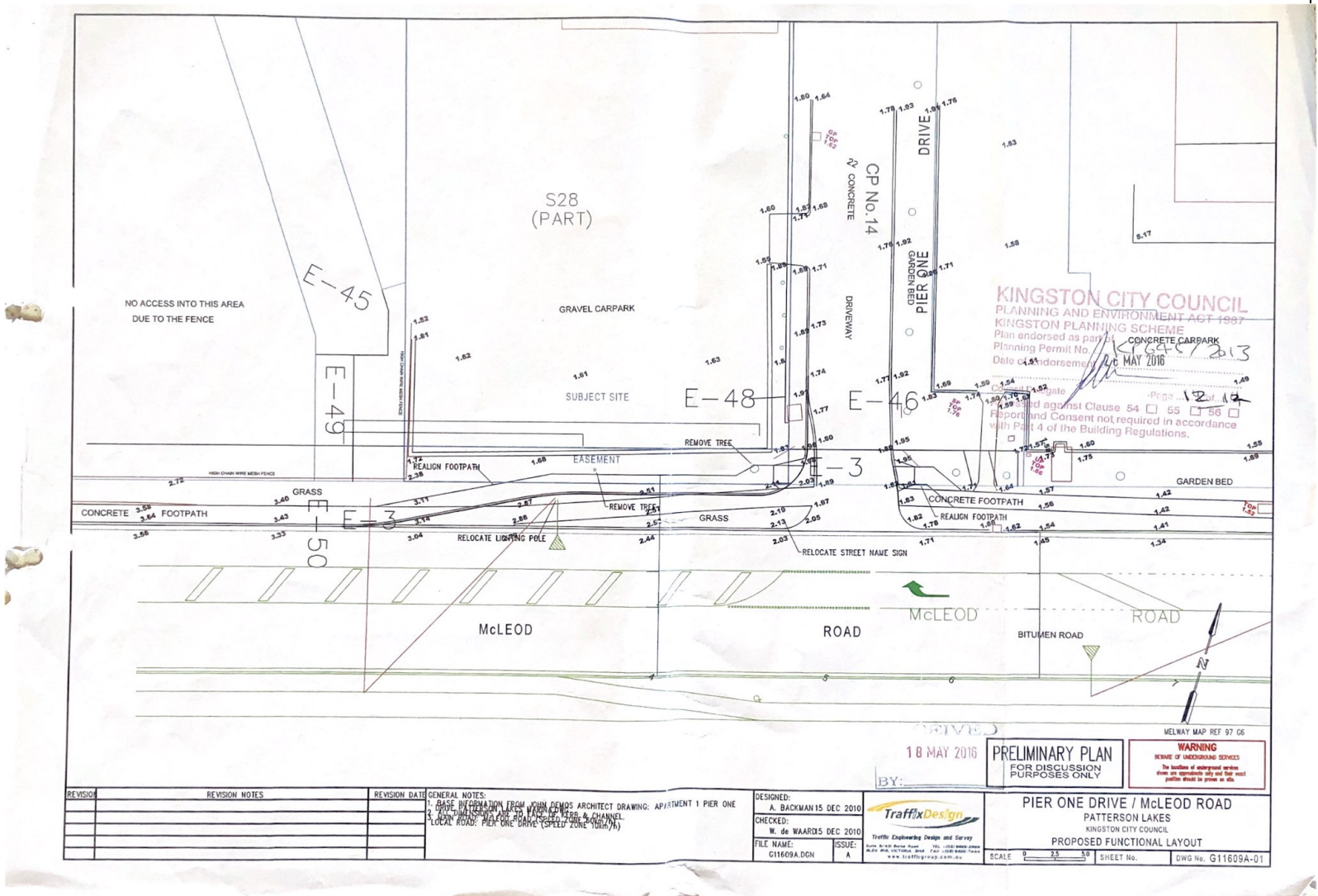
EXTERNAL FINISHES & COLOUR PALETTE

TP: PATTERSON LAKES APARTMENTS

**TP.A13**

JOHN BOWEN ARCHITECTS

10/100 WILSON ROAD  
 PATERSON LAKES VIC 3962  
 TEL: 03 9497 1111  
 WWW.JOHNBOWENARCHITECTS.COM.AU







Traffic Engineers and Transport Planners

Reference: 10609L#9

Traffix Group Pty Ltd  
ABN 32 100 481 570

13<sup>th</sup> January, 2015

Address  
Suite 8, 431 Burke Road  
Glen Iris Victoria 3146

David Lock Associates  
Level 2/166 Albert Road  
SOUTH MELBOURNE VIC 3205

Contact  
Telephone 03 9822 2888  
Facsimile 03 9822 7444  
admin@traffixgroup.com.au  
www.traffixgroup.com.au

Attention: Mr Danny Haesy

Dear Sir,

## **BUILDING 1, PIER ONE DRIVE, PATTERSON LAKES: PROPOSED RESIDENTIAL DEVELOPMENT TRAFFIC ENGINEERING REVIEW – THIRD PARTY OBJECTIONS**

### **1. Introduction**

Further to your instructions, please find following a response to the traffic engineering matters raised in third party objections. Specifically, the matters being responded to are as follows:

- Assessment of car parking provision against Schedule 1 to the Comprehensive Development Zone (CDZ1).
- Discussion of the Pier One Drive/McLeod Road intersection including impact of the development on traffic conditions.
- Left-turn treatment for vehicles entering Pier One Drive from McLeod Road.

We note that Traffix Group have previously submitted a number of assessments which support this development. The most recent assessment being at the town planning application stage (Ref. 10609L#8, dated January, 2014).

Our assessment of the parking layout and access arrangements are based on the development plans prepared by John Demos Architects (dated, October, 2013) a copy of which is attached at Appendix A.

### **2. Car Parking Assessment**

A key concern raised by objectors relates to the provision of car parking and the reduction sought as part of the development. A detailed assessment against the relevant requirement of the Planning Scheme is provided as follows.

Clause 52.06 of the Planning Scheme states that *'The car parking requirement specified in Table 1 does not apply if there is a car parking requirement for the particular use under another provision or if a schedule to the Parking Overlay or the schedule to Clause 52.06 varies the number of car parking spaces required.'*

The site is located within Comprehensive Development Zone 1 (CDZ1) under the Kingston Planning Scheme (Clause 37.02 of the Planning Scheme). Schedule 1 to the CDZ1 sets out that For the land use 'dwelling' no permit is required if *'car parking must be provided at the ratio of at least 2 covered spaces and 1 visitor space to each dwelling'*.

Application of this rate to the proposed 72 dwelling development results in a car parking requirement of 216 car spaces which includes 144 resident car spaces and 72 visitor car spaces. The provision of 86 spaces results in a car parking reduction of 130 car spaces.



Clause 37.02 allows for the car parking requirement to be reduced (including to zero). Specifically, the clause states the following in relation to car space concessions (**relevant sections highlighted**):

*A permit may be granted to reduce the number of car spaces required for a particular use in Section 1 of Clause 1 of this Schedule if the responsible authority is satisfied that the number of spaces required:*

- **Is unnecessary in the circumstances.**
- *Could create or aggravate traffic congestion in the locality.*
- *Can be provided on nearby land.*

*Before deciding on an application, the responsible authority must consider:*

- **The likely demand for car parking spaces.**
- *The extent to which the various uses of the land are likely to generate different levels of demand for car parking at different times.*
- *The possible multi-use of the car spaces.*
- *The demand for car spaces generated by the uses established in previous stages of the development.*
- *The accessibility of the site to vehicle traffic.*
- *The proposed layout of parking areas.*

#### **Car Parking Demand Assessment**

The car parking requirement outlined in Schedule 1 to the CDZ1 is grossly overstated compared with current guidelines and expectations for apartment buildings throughout metropolitan Melbourne. In practice this schedule is expected to be aimed at larger style townhouses and stand alone dwellings in the precinct (i.e. larger 3+ bedroom dwellings).

More recently, Clause 52.06 has been updated which provides a more accurate parking requirement, particularly for apartment style dwellings. We are satisfied that the rates set out at Clause 52.06 are appropriate for assessing the actual car parking demands and requirements associated with the apartment development.

An assessment against the car parking rates set out at the car parking table at Clause 52.06-5 of the Planning Scheme is provided in the following table (includes comparison to the Schedule 1 to the CDZ1 rates).

**Table 1. Comparison of Car Parking Requirement**

Use	No.	Clause 52.06		Schedule CDZ1	
		Parking Rate (Column A)	Requirement	Parking Rate	Requirement
Two-bedroom Apartment	72	1 space to each 2 bedroom dwelling	72	2 spaces per dwelling	144
Visitor	72	0.2 spaces per dwelling	14	1 space per dwelling	72
<b>TOTAL</b>			<b>86 spaces</b>	-	<b>216 spaces</b>

Note (1): Clause 52.06 specifies that where a car parking calculation results in a requirement that is not a whole number, the number of spaces should be rounded down to the nearest whole number.

Accordingly, under Clause 52.06 of the Planning Scheme, the parking requirement is 86 car spaces, which is met on-site as part of the development.

Further to the above, a review of car ownership statistics for various two-bedroom Flat/Unit/Apartment (in one or more storey block) within the suburb of Patterson Lakes and City of Kingston recorded by the Australian Bureau of Statistics (ABS) in the 2011 Census has been undertaken. The data identified the following car ownership statistics:

- Patterson Lakes State Suburb – 0.9 car spaces per two-bedroom Flat/Unit/Apartment (in one or more storey block).

Based on the above, we are satisfied that adequate resident parking is provided as part of the development to accommodate the expected resident parking demands (1 space per dwelling).



### Visitor Parking

Based on the size of the dwellings and location of the site, we are satisfied that the Clause 52.06 rate of 0.2 car spaces per dwelling is indicative of the peak visitor car parking demands. This equates to a peak demand of 14 spaces.

A total of 14 visitor car parking spaces are proposed for this development which will accommodate all visitor parking demands.

Typically, the peak time for any visitor demands will be in the evening and on weekends. During normal business hours, residential visitor demands are typically less than 30% of the peak demand (4 spaces only).

Overall, we are satisfied that the Clause 52.06 rates represent a more appropriate assessment in this case and requiring the applicant to provide parking at rates in line with Schedule 1 to the Comprehensive Development Zone is unreasonable. Based on the provision of car parking which complies with the requirements of Clause 52.06 we are satisfied that all parking demands will be accommodated on-site.

Further to the above, it is understood that Council is satisfied with the car parking provision currently proposed.

### 3. Other Traffic Engineering Matters

A response to the other outstanding matters raised within the objections prepared by third parties is detailed in the following table.

**Table 2: Response to Third Party Traffic Related Objections**

Conclusion	Response
<p><i>Discussion of the Pier One Drive/McLeod Road intersection including impact of the development on traffic conditions.</i></p>	<p>Two schemes have been previously endorsed by Council. These are outlined as follows:</p> <ul style="list-style-type: none"> <li>• <b>Scheme 1 (Plans endorsed 28<sup>th</sup> February, 2012):</b> 112 apartments (combination of one and two bedroom apartments) in two buildings (including 72 on development site) with 128 cars of which 13 were designated for visitors (visitor spaces provided as indented on-street parking along Pier One Drive).</li> <li>• <b>Scheme 2 (Plans endorsed 21<sup>st</sup> December, 2012):</b> 84 apartments (combination of one, two and three bedroom apartments) in two buildings (including 56 on development site) with 153 cars of which 119 were provided in car stackers and 30 in a basement (including 15 visitor spaces).</li> </ul> <p>It is noted that if assessed against the car parking requirements as outlined under Clause 52.06, Scheme 1 had a shortfall of 9 visitor spaces (requirement of 22 and only 13 provided).</p> <p>The revised development represents a minor change to dwelling numbers on the development site and a decrease in associated car parking spaces. Accordingly, the variation in traffic impacts would be negligible (approximately 1 vehicle movement every 10 minutes during peak hours) and reassessment of the traffic impacts to the Pier One Drive/McLeod Road intersection are not warranted.</p> <p>It is noted that the impacts were previously assessed by Council and VicRoads who were satisfied that signalisation of the intersection was not warranted. Accordingly, there is no reason it would now be required in association with the amended development proposed.</p> <p>In the event that traffic volumes along Pier One Drive are increased further as a result of the redevelopment of other lots, Council in conjunction with VicRoads would undertake the required investigations at that stage to determine whether or not an intersection treatment (i.e. signals) are warranted.</p> <p>We are satisfied that further traffic assessments are not required given a similar sized development is approved for the site with impacts previously assessed and accepted by the responsible authorities.</p>
<p><i>Left-turn treatment for vehicles entering Pier One Drive from McLeod Road.</i></p>	<p>A Functional Layout Plan (FLP) of a left-turn treatment for vehicles entering Pier One Drive from McLeod Road was prepared by Traffix Design in December, 2010 (Ref: G11609A-01).</p> <p>It is understood that this intersection treatment still forms part of the proposal and accordingly, the requirement to undertake these works to the satisfaction of Council/VicRoads could be included as a condition of any permit issued.</p> <p>The FLP is attached at Appendix B which shows the treatment currently proposed. Any permit condition could reference this drawing.</p>



#### 4. Conclusions

Based on our various assessments we are satisfied that:

- the provision of car parking for residents and visitors is appropriate and will accommodate all car parking demands on-site,
- the traffic impacts associated with the development are generally consistent with an approved residential development at the site and accordingly, additional assessment of impacts are not warranted,
- based on traffic impact assessments previously undertaken by Traffix Group the traffic volumes associated with the current development can be comfortably accommodated at the intersection between Pier One Drive and McLeod Road,
- a Functional Layout Plan (FLP) of a left-turn treatment for vehicles entering Pier One Drive from McLeod Road had been prepared by Traffix Design in December, 2010 (Ref: G11609A-01). If required by Council the provision of this treatment could be included as a condition of permit, and
- there are no traffic engineering reasons why the proposed development should not be approved in its current arrangement.

We trust this information meets with your requirements. If you require further information, please contact David Beaton (Senior Traffic Engineer) at Traffix Group on 9822 2888.

Yours faithfully,

**TRAFFIX GROUP PTY LTD**



**DAVID BEATON**  
Senior Traffic Engineer  
[www.traffixgroup.com.au](http://www.traffixgroup.com.au)





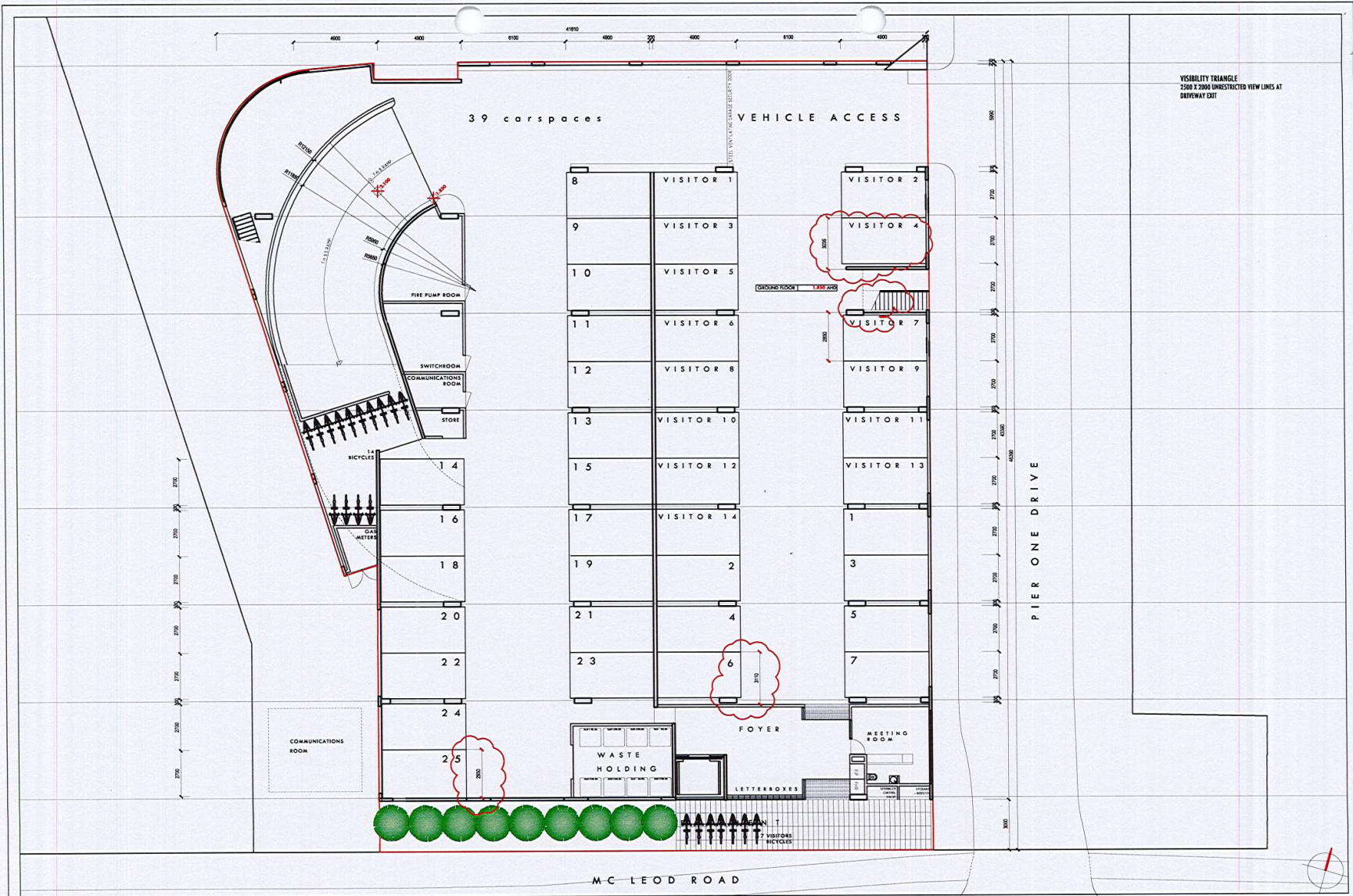
## APPENDIX A

### DEVELOPMENT PLANS









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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
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NOTE:  
NB DESIGN AS SHOWN IS SUBJECT TO REGULATORY REVIEW UNDER THE BCA AND TO THE REQUIREMENTS OF STATUTORY AUTHORITIES WHICH MAY RESULT IN CHANGES TO THE PLAN

JOHN DEMOS ARCHITECTS  
66 ALBERT ROAD  
SOUTH MELBOURNE 3206  
VICTORIA  
+61 3 9621 1000  
johndemos.com

GROUND FLOOR PLAN  
FOYER AND CARPARK  
SCALE 1:100 @ A1 0 1 2 3 4 5 METRES  
DESIGN DEVELOPMENT  
OCTOBER 2013  
JOB NO 2110C

TP.A03

BUILDING 1 PIER 1 APARTMENTS PIER ONE DRIVE PATTERSON LAKES MARINA PATTERSON LAKES

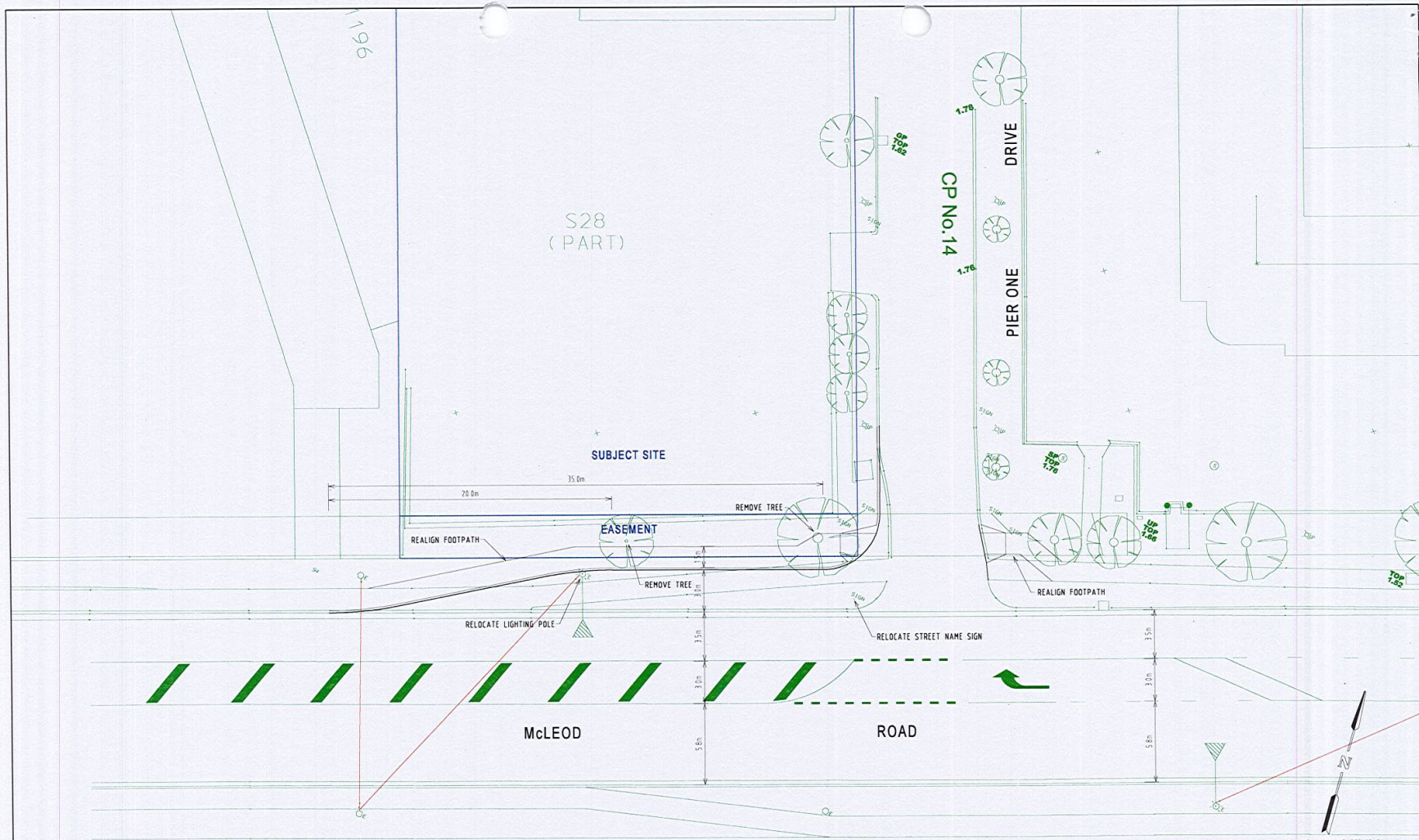




## APPENDIX B

### FUNCTIONAL LAYOUT PLAN





**PRELIMINARY PLAN**  
FOR DISCUSSION  
PURPOSES ONLY

**WARNING**  
BEWARE OF UNDERGROUND SERVICES  
The locations of underground services shown are approximate only and their exact location should be proven on site.

REVISION	REVISION NOTES	REVISION DATE

**GENERAL NOTES**

1. BASE INFORMATION FROM JOHN DEMOS ARCHITECT DRAWING APARTMENT 1 PIER ONE DRIVE PATTERSON LAKES MARINA DWG
2. ALL DIMENSIONS ARE TO FACE OF KERB & CHANNEL
3. MAIN ROAD McLEOD ROAD (SPEED ZONE 60km/h)
- LOCAL ROAD PIER ONE DRIVE (SPEED ZONE 10km/h)

DESIGNED:  
A BACKMAN 15 DEC 2010

CHECKED:  
W. de WAARD 15 DEC 2010

FILE NAME: G11609A.DGN  
ISSUE: A



**PIER ONE DRIVE / McLEOD ROAD**  
PATTERSON LAKES  
KINGSTON CITY COUNCIL

**PROPOSED FUNCTIONAL LAYOUT**

SCALE: 0 25 50  
SHEET No. DWG No. G11609A-01

# Ordinary Council Meeting

24 June 2024

Agenda Item No: 7.3

## PT-2024/82 - 6 SUSAN STREET, MORDIALLOC - TREE REMOVAL APPLICATION

Contact Officer: Rick Owers, Senior Vegetation Officer  
Guillermo Henning, Team Leader Vegetation and Compliance

### Purpose of Report

The purpose of this report is to brief Council on one (1) application which in total seeks approval for the removal of fourteen (14) trees from this site under the Community Local Law.

### 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. 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.

### 1. Executive Summary

At Council's Special Meeting on 14 October 2019 Council resolved, among other things, the following:

11. *The instrument of delegation be amended to escalate any planning or local laws application for 10 or more tree removals for Council decision.*

The report provides an assessment one (1) application under Clause 42 of the Community Local Law at 6 Susan Street Mordialloc. The application seeks to remove fourteen (14) trees located within the property to develop the land for a single dwelling.

### 2. Discussion

Council's Senior Vegetation Management Officer, Rick Owers undertook a detailed assessment of the vegetation proposed to be removed. This included an onsite inspection and an assessment of an Arboricultural impact assessment provided by the permit applicant.

**City of Kingston  
Ordinary Council Meeting**

**Agenda**

**24 June 2024**

The officer also considered development plans which have previously been approved under planning permit KP-2023/717 to Use the land as one (1) dwelling in an Airport Environs Overlay (Limited Assessment which does not require a Vegetation referral).

In determining whether to grant a *permit* under clause 42 of the Community Local Law, *Council* must take the following into consideration:

- 42B.1 *the effect of the removal of the protected tree on the aesthetics of the neighbouring area; and*
- 42B.2 *whether the protected tree is dead or there are health and safety reasons justifying removal of the protected tree; and*
- 42B.3 *whether it is likely that the protected tree gives rise to a risk of damage to property or to the safety of the public; and*
- 42B.4 *whether the protected tree is causing a public nuisance or creating an undue nuisance to adjoining landowners; and*
- 42B.5 *any other matter which Council considers relevant to the circumstances associated with the application.*

In their assessment of the vegetation against the above criteria, Council officers have considered the following:

- An assessment of the applicants reasoning provided for the removal of the trees.
- An assessment of the health and structure of the trees.
- An Arboricultural report prepared by TMC 03 July 2023 submitted by the permit applicant
- Development plans prepared by Metricon job 744097 approved under the AEO overlay by the Kingston City Council on 1 March 2024

Following a review of the documents, Council officers recommend the following:

- Approval of 9 x protected trees due to poor condition and to allow the proposed development of the land.
- Refusal of 5x trees as the trees were assessed to be in good condition and providing amenity to the area. The retention of these 5 trees will not result in constraints in regard to the future development of the land.

A description of the matters considered, and recommendations is included on **Table 1** below:

Tree Number (Local law application)	Tree Number (Arborist)	Species	Reasoning	Council Officers Comments	Recommendation
1	2	<i>Eucalyptus cinerea</i> (Argyle Apple)	Development of a single dwelling in accordance with endorsed plans	8x trees of low retention value (previously lopped/stumps with regrowth/poor health) 1x tree of medium retention value located on the sitting of the proposed dwelling in accordance with the endorsed plans.	<b>Approve for Removal</b>
6	12	<i>Ulmus glabra</i> 'Lutescens' (Golden Elm)			
7	13	<i>Prunus cerasifera</i> 'Nigra' (Black Cherry Plum)			
8	15	<i>Acer palmatum</i> (Japanese Maple)			
9	18	<i>Syzygium smithii</i> (Lilly Pilly)			

**City of Kingston  
Ordinary Council Meeting**

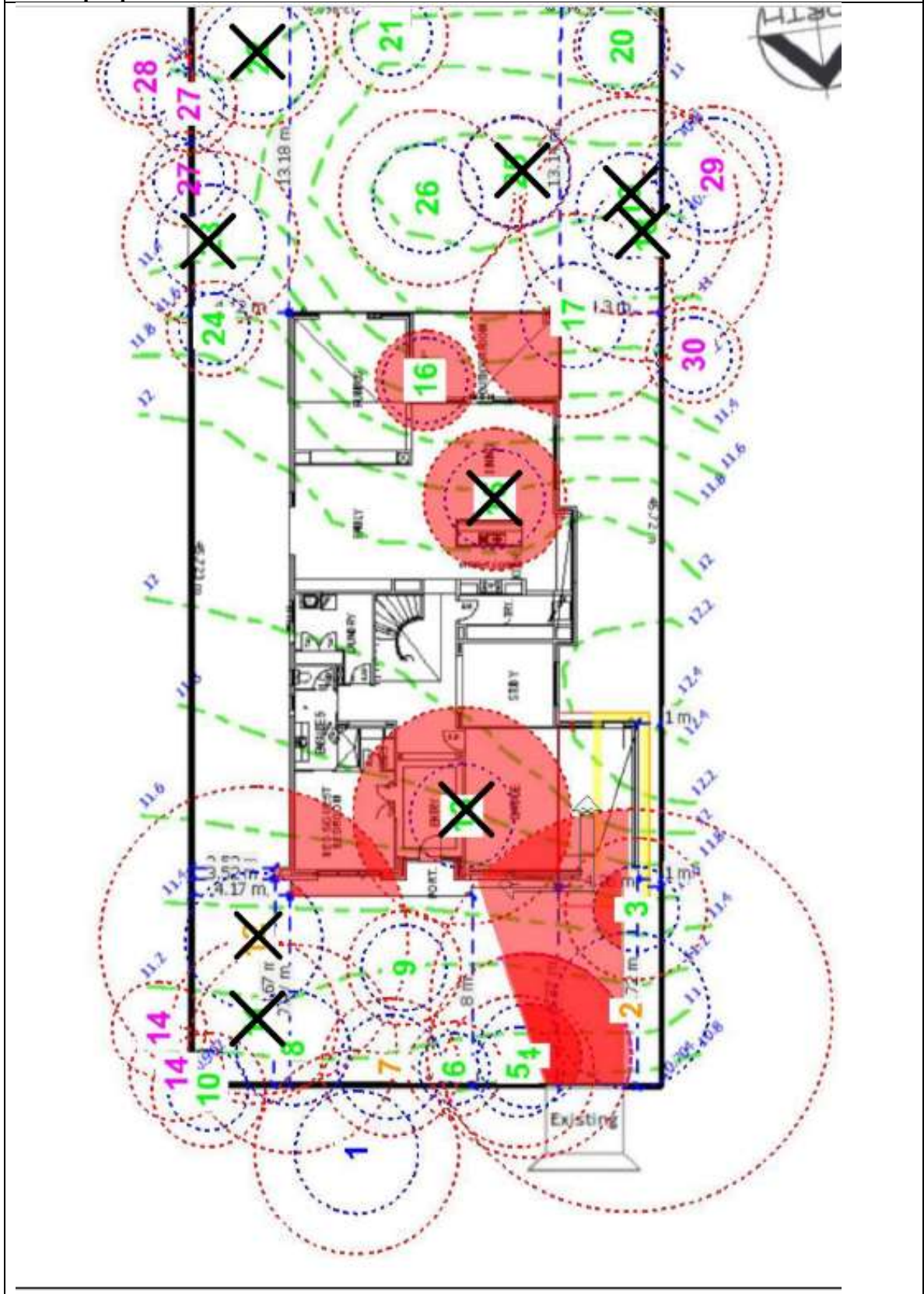
**Agenda**

**24 June 2024**

Tree Number (Local law application)	Tree Number (Arborist)	Species	Reasoning	Council Officers Comments	Recommendation
10	19	<i>Melaleuca lanceolata</i> (Moonah)			
11	22	<i>Ficus carica</i> (Fig)			
12	23	<i>Syzygium smithii</i> (Lilly Pilly)			
13	25	<i>Prunus persica</i> (Peach)			
2	7	<i>Casuarina cunninghamiana</i> (River She Oak)	Build fence with electric gate. Space for boat	Proposed development can be constructed with the retention of the trees.	<b>Refuse for Removal</b>  With conditions regarding protecting during construction.
3	8	<i>Melaleuca linarifolia</i> (Narrow-Leaved Paper Bark)			
4	11	<i>Phoenix canariensis</i> (Canary Island Date Palm)			
5	11	<i>Phoenix canariensis</i> (Canary Island Date Palm)			
14	26	<i>Araucaria heterophylla</i> Norfolk Island pine	Build pool/ tree shown on Arboricultural Impact assessment as poor condition	Tree can be pruned to Australian Standards AS 4373-2007 (Pruning of amenity trees) to address structural concerns (if desired) health appears to have approved between Arborists Assessment and VMO assessment. Removal of a moderate value tree to facilitate the installation of a pool is not considered a valid reason. A small pool may be able to be installed if works are in accordance with Australian Standards AS 4970-2009(Protection of trees on development sites) and that replacement planting conditions can be facilitated.	<b>Refuse for Removal</b>  With Pruning recommendations.
Trees 16 and 17 identified in the Arboricultural report are considered undersized and do not trigger a local law permit.					



Trees proposed to be removed marked with X





**Proposed Replanting**

In accordance with the previously endorsed plans and due to the recommended retention of the 5x trees, the available space for replacement planting locations is limited. The site also has an easement at the rear of the property therefore a 3:1 replacement planting is not considered as viable for this site.

One (1) tree that is Indigenous to the City of Kingston Area and capable of growing to minimum mature dimensions of 10 metres height and 6 metres width is considered sustainable within this site.





**3. Conclusion**

In Summary, officers recommend the following outcome.

	<b>Number of Trees</b>
Approved For Removal	9
Refused For Removal	5



**Appendices**

- Appendix 1 - PT 2024 82 6 Susan Street Mordialloc - photographs by Officer (Ref 24/130881)  [↓](#)
- Appendix 2 - Pt-2024 82 6 Susan Street Mordialloc - Full Assessment 15 Trees (Ref 24/130884)  [↓](#)
- Appendix 3 - PT-2024 82 - 6 Susan Street, MORDIALLOC VIC 3195 - Arborist Report (Ref 24/130885)  [↓](#)
- Appendix 4 - KP-2023/717 - 6 Susan Street, MORDIALLOC VIC 3195 (Lot 48 on LP033309) - ENDORSED PLANS (Ref 24/49783)  [↓](#)

Author/s: Rick Owers, Senior Vegetation Officer  
Guillermo Henning, Team Leader Vegetation and Compliance

Reviewed and Approved By: Alfred Carnovale, Manager City Development  
Jonathan Guttmann, General Manager Planning and Place

# 7.3

## PT-2024/82 - 6 SUSAN STREET, MORDIALLOC - TREE REMOVAL APPLICATION

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Pt-2024/82 6 Susan Street, Mordialloc

Application to remove 14 Protected trees under the City of Kingston Local Law

Tree 1 (tree number 2 in Arboricultural Impact Assessment)



Tree 2 (tree number 7 in Arboricultural Impact Assessment)



Tree3 (tree number 8 in Arboricultural Impact Assessment)



Tree 4 & tree 5 (tree number 11 in Arboricultural Impact Assessment)





Tree 6 (tree number 12 in Arboricultural Impact Assessment)



Tree 7 (tree number 13 in Arboricultural Impact Assessment)



Tree 8 (tree number 15 in Arboricultural Impact Assessment)



Tree 9 (tree number 18 in Arboricultural Impact Assessment)



Tree 10 (tree number 19 in Arboricultural Impact Assessment)



Tree 11 (tree number 22 in Arboricultural Impact Assessment)





Tree 12 (tree number 23 in Arboricultural Impact Assessment)



Tree 13 (tree number 25 in Arboricultural Impact Assessment)





Tree 14 (tree number 26 in Arboricultural Impact Assessment)



Tree Number	Arborist Report Tree Number	Botanical Name	Common Name	Height	CAB	Retention Value	QTRA Assessment	VMO Comments	Officer Recommendations
1	2	<i>Eucalyptus cinerea</i>	Argyle Apple	9	301	Low	Target type: Human Target Range: 3 Part Assessed: Low limb over driveway Size of Part: 3 POF: 3 Risk of Harm: 1/500k Tolerable	Previously lopped, poor structure limited ULE	Approve for Removal
2	7	<i>Casuarina cunninghamiana</i>	River She Oak	9	116	Medium	Target type: Human(footpath) Target Range: 3 Part Assessed: small limb over footpath Size of Part: 4 POF: 6 Risk of Harm: <1/1m Broadly Acceptable	Good health and structure can be retained as part of development	Refuse for Removal
3	8	<i>Metaleuca linearifolia</i>	Narrow-Leaved Paper Bark	6	141	Medium	Target type: Human(footpath) Target Range: 3 Part Assessed: small limb over footpath Size of Part: 4 POF: 6 Risk of Harm: <1/1m Broadly Acceptable	Good health and structure can be retained as part of development	Refuse for Removal
4	11	<i>Phoenix canariensis</i>	Canary Island Date Palm	5	250	Medium	Target type: Human Target Range: 3 Part Assessed: dead frond over garden area Size of Part: 3 POF: 3 Risk of Harm: 1/500k Tolerable	Good health and structure can be retained as part of development	Refuse for Removal
5	11	<i>Phoenix canariensis</i>	Canary Island Date Palm	5	250	Medium	Target type: Human Target Range: 3 Part Assessed: dead frond over garden area Size of Part: 3 POF: 3 Risk of Harm: 1/500k Tolerable	Good health and structure can be retained as part of development	Refuse for Removal
6	12	<i>Ulmus glabra 'Lutescens'</i>	Golden Elm	9	235	Medium	Target type: Property Target Range: 4 Part Assessed: small limb over property Size of Part: 3 POF: 6 Risk of Harm: <1/1m Broadly Acceptable	Site plan in Arboricultural impact assessment shows the tree wrongly located, tree measured at 8.4m away from front setback. Endorsed plans show dwelling 8m from front setback.	Approve for Removal
7	13	<i>Prunus cerasifera 'Nigra'</i>	Black Cherry Plum	4	119	Low	Target type: human Target Range: 4 Part Assessed: limb over garden path Size of Part: 4 POF: 2 Risk of Harm: <1/1m Broadly Acceptable	Poor Condition/Limited ULE	Approve for Removal
8	15	<i>Acer palmatum</i>	Japanese Maple	3	111	Low	Target type: human Target Range: 4 Part Assessed: limb over garden path Size of Part: 4 POF: 2 Risk of Harm: <1/1m Broadly Acceptable	Poor Condition/Limited ULE	Approve for Removal
9	18	<i>Syzygium smithii</i>	Lilly Pilly	5	138	Low	Target type: human Target Range: 3 Part Assessed: 2nd order limb over garden area Size of Part: 3 POF: 3 Risk of Harm: 1/500k Tolerable	Poor Condition, lopped and health issues	Approve for Removal
10	19	<i>Metaleuca lanceolata</i>	Moonah	5	119	Low	Target type: human Target Range: 3 Part Assessed: 2nd order limb over garden area Size of Part: 3 POF: 3 Risk of Harm: 1/500k Tolerable	Poor Structure/limited ULE	Approve for Removal
11	22	<i>Ficus carica</i>	Fig	4	141	Low	Target type: human Target Range: 3 Part Assessed: 2nd order limb over garden area Size of Part: 3 POF: 3 Risk of Harm: 1/500k Tolerable	Low Amenity	Approve for Removal
12	23	<i>Syzygium smithii</i>	Lilly Pilly	5	131	Low	Target type: human Target Range: 3 Part Assessed: 2nd order limb over garden area Size of Part: 3 POF: 3 Risk of Harm: 1/500k Tolerable	Poor Condition, lopped and health issues	Approve for Removal
13	25	<i>Prunus persica</i>	Peach	4	128	Low	Target type: human Target Range: 3 Part Assessed: 2nd order limb over garden area Size of Part: 3 POF: 3 Risk of Harm: 1/500k Tolerable	Stump	Approve for Removal
14	26	<i>Araucaria heterophylla</i>	Norfolk Island pine	10	131	Medium	Target type: Human Target Range: 3 Part Assessed: Co-dominant leader Size of Part: 3 POF: 5 Risk of Harm: <1/1M Broadly Acceptable	<i>Araucaria columnaris</i> (Cooks Pine) Fair Condition	Refuse for Removal



# ARBORICULTURAL IMPACT ASSESSMENT

**REPORT COMMISSIONED BY:**

Thomas Frinkele

**DATE OF ASSESSMENT:**

Monday, July 03, 2023

**SUBJECT SITE:**

6 Susan Street, Mordialloc Vic 3195

**DATE OF REPORT:**

Monday, July 10, 2023

**REPORT PREPARED BY:**

Oliver Garratt  
Consulting Arborist  
Certificate Arboriculture (AQF 5)

**VERSION 1**



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## 1 Assignment

### 1.1 Author / Consulting Arborist

<b>Name</b>	<b>Company</b>
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### 1.2 Client

<b>Name</b>	<b>Intended Audience</b>
Thomas Finklele	<ul style="list-style-type: none"> <li>○ The property/tree owner(s)</li> </ul>
<b>Site Address</b>	<ul style="list-style-type: none"> <li>○ The development project manager and associated construction staff</li> </ul>
6 Susan Street, Mordialloc Vic 3195	<ul style="list-style-type: none"> <li>○ Council Planning Department</li> </ul>

### 1.3 Brief

The purpose of this report is to provide an independent arboricultural assessment of prominent trees that are located within the subject site and within five metres of the site boundary lines.

Detail has been requested in relation to the following instructions:

- To assess the overall condition and retention value of the subject trees.
- To determine the Tree Protection Zones (TPZ) and Structural Root Zones (SRZ) of the subject trees.
- To determine whether the subject trees are expected to remain viable following the proposed development.
- To propose recommendations that are expected to ensure that the subject trees would remain viable post construction.

### 1.4 Summary

- One tree (Tree 1) belongs to Kingston Council.
- Three trees (Trees 2, 7 & 12) are of moderate retention value.
- Twenty-one trees (Trees 3-6, 8-11, 13 & 15-26) are of low retention value.
- Five trees (Trees 14 & 27-30) are neighbouring trees.
- Fourteen trees (Trees 2, 7, 8, 11-13, 15, 18, 19, 22, 23, 25, 26 & 29) trigger a local law permit.
- Less invasive construction measures for drains and services (8.4.7).

## 2 Data collection

### 2.1 Site visit

- Ira Francis, of TMC Reports, visited the site for an arboricultural assessment on Monday the 3<sup>rd</sup> of July 2023.

### 2.2 Method of data collection

- The subject trees were assessed from observations made as viewed from ground level.
- Access to neighbouring properties was not permitted. Assessment was therefore limited only to parts of the trees that were visible from within the subject site.
- A digital camera was used at ground level to obtain photographs within this report.
- The spreads of the trees were estimated.
- The heights of the trees were measured by using a Nikon Forestry Pro 2 Laser Range Finder.
- A circumference tape measure was used to determine the trunk dimensions of Trees 1-13 & 15-26 except where stated.
- Trunk dimensions of neighbouring trees (Trees 14 & 27-30) were estimated due to restricted access.
- Encroachment percentages have been calculated via ArborCAD.

#### 2.2.1 Documents viewed

- Proposed siting (17/06/2022)
- Kingston City Council Planning Scheme
- Australian Standard AS4970 – 2009 'Protection of Trees on Development Sites'
- Australian Standard AS4373 – 2007 'Pruning of Amenity Trees'

#### 2.2.2 Proposed siting

- The proposed siting referenced in this report is a preliminary siting and may be subject to change.
- Trees have been mapped in their approximate locations.

### 3 Site description

- The subject site is located in a General Residential Zone – Schedule 3 (GRZ3) within the Kingston City Council.
- An existing residential dwelling is located within the subject site.
- The terrain of the site appeared to be predominately flat.
- The subject trees are all located within the subject site, council nature strip and adjoining properties (4 & 6 Susan Street).
- No additional prominent vegetation (greater than 3m in height) was observed within five metres of the site boundary lines.

#### 4 Tree data

Tree No.	Botanical Name & Common Name	Age	Origin	Height	Canopy Spread N-S E-W	DBH CA1 DAB	Health	Structure	ULE	Amenity Value	Retention Value	TPZ Radius	SRZ Radius	Permit required	Comments
1	<i>Callistemon viminalis</i>	Semi Mature	Native QLD NSW	7.4 m	N-S 5.0 m	0.24 m 0.25 m 0.11 m (0.36 m)	Good	Good	20+ years	Moderate	Council Owned Tree	4.3 m	2.6 m	N/A	Council owned tree located within the front nature strip. Comprises of 2 stems at 0.8m above ground level.
	E-W 5.0 m				0.85 m 0.91 m (1.76 m)										
2	Weeping Bottlebrush	Mature	Native NSW VIC	9.5 m	N-S 9.0 m	0.65 m 0.29 m (0.71 m)	Good	Fair	20+ years	Moderate	Moderate	8.5 m	3.3 m	Local Law	Previously lopped at 3m above ground level.
	Argyle Apple				E-W 9.0 m	2.61 m 0.96 m									
3	<i>Banksia spinulosa</i>	Semi Mature	Native VIC NSW QLD	3.0 m	N-S 3.0 m	0.25 m 0.79 m	Good	Fair	20+ years	Low	Low	3.0 m	1.8 m	No	Multi-stemmed at ground level. DBH & CA1 measured at ground level. Tree may therefore tolerate a slightly greater than 10% encroachment into the TPZ. Estimated due to dense vegetation.
	Hairpin Banksia				E-W 3.0 m	0.25 m									
4	<i>Ligustrum lucidum</i> 'Tricolor'	Semi Mature	Exotic	3.0 m	N-S 2.0 m	0.35 m 1.10 m	Fair	Fair	10-20 years	Low	Low	4.3 m	2.2 m	No	Multi-stemmed at ground level. DBH & CA1 measured at ground level. Tree may therefore tolerate a slightly greater than 10% encroachment into the TPZ.
	Variegated Broad-leaf Privet				E-W 2.0 m	0.35 m									
5	<i>Nerium oleander</i>	Semi Mature	Exotic	3.0 m	N-S 2.0 m	0.27 m 0.85 m	Good	Good	10-20 years	Low	Low	3.2 m	1.9 m	No	Multi-stemmed at ground level. DBH & CA1 measured at ground level. Tree may therefore tolerate a slightly greater than 10% encroachment into the TPZ.
	Oleander				E-W 2.0 m	0.27 m									



Tree No.	Botanical Name & Common Name	Age	Origin	Height	Canopy Spread N-S E-W	DBH CA1 DAB	Health	Structure	ULE	Amenity Value	Retention Value	TPZ Radius	SRZ Radius	Permit required	Comments
6	<i>Genista racemosa</i>	Semi Mature	Exotic	3.0 m	N-S 2.0 m	0.12 m	Good	Good	10-20 years	Low	Low	2.0 m	1.5 m	No	Multi-stemmed at ground level. DBH & CA1 measured at ground level. Tree may therefore tolerate a slightly greater than 10% encroachment into the TPZ.
	E-W 2.0 m				0.38 m	0.12 m									
7	<i>Casuarina cunninghamiana</i>	Semi Mature	Native NT NSW QLD	8.6 m	N-S 7.0 m	0.24 m	Good	Good	20+ years	Moderate	Moderate	2.9 m	2.2 m	Local Law	
	E-W 7.0 m				0.85 m	0.37 m									
8	<i>Melaleuca linariifolia</i>	Semi Mature	Native QLD NSW	6.0 m	N-S 5.0 m	0.37 m	Good	Fair	20+ years	Low	Low	4.4 m	2.4 m	Local Law	
	E-W 5.0 m				1.19 m	0.45 m									
9	<i>Leptospermum petersonii</i>	Semi Mature	Native QLD NSW	6.5 m	N-S 4.0 m	0.09 m 0.10 m 0.11 m 0.11 m (0.20 m)	Good	Good	20+ years	Low	Low	2.4 m	1.8 m	No	
	E-W 4.0 m				0.53 m 0.41 m 0.41 m (1.35 m)	0.22 m									
10	<i>Photinia robusta</i>	Semi Mature	Exotic	3.0 m	N-S 2.0 m	0.20 m	Good	Fair	20+ years	Low	Low	2.4 m	1.7 m	No	Multi-stemmed at ground level. DBH & CA1 measured at ground level. Tree may therefore tolerate a slightly greater than 10% encroachment into the TPZ.
	E-W 2.0 m				0.63 m	0.20 m									
11	<i>Phoenix canariensis</i>	Semi Mature	Exotic	5.0 m	N-S 5.0 m	0.80 m	Good	Good	20+ years	Low	Low	3.5 m	N/A	Local Law	2 trees of the same species; dimensions have been averaged.
	E-W 5.0 m				2.51 m	0.80 m									

Tree No.	Botanical Name & Common Name	Age	Origin	Height	Canopy Spread N-S E-W	DBH CA1 DAB	Health	Structure	ULE	Amenity Value	Retention Value	TPZ Radius	SRZ Radius	Permit required	Comments
12	<i>Ulmus glabra</i> 'Lutescens'	Semi Mature	Exotic	8.8 m	N-S	0.54 m	Fair	Good	20+ years	Moderate	Moderate	6.5 m	2.9 m	Local Law	Some central tip dieback. Large surface roots towards dwelling. Dwelling (on stumps) within TPZ.
	9.0 m				1.73 m										
	Golden Elm				E-W	0.75 m									
13	<i>Prunus cerasifera</i> 'Nigra'	Semi Mature	Exotic	3.6 m	N-S	0.38 m	Fair	Poor	5-10 years	Low	Low	4.6 m	2.2 m	Local Law	Multi-stemmed at ground level. DBH & CA1 measured at ground level. Tree may therefore tolerate a slightly greater than 10% encroachment into the TPZ. Stump regrowth. Deciduous species in the early stages of defoliation.
	3.0 m				1.19 m										
	Black Cherry Plum				E-W	0.38 m									
14	<i>Bambuseae</i> sp.	Semi Mature	Exotic	3.5 m	N-S	N/A	Fair	Fair	10-20 years	Low	Neighbouring Tree	2.0 m	N/A	No	Neighbouring trees located within the eastern adjoining property (8 Susan St). Too many stems to practically measure or estimate. TPZ adjusted as per section 3.2 of AS4970-2009. SRZ not required as per section 3.35 of AS4970-2009.
	1.0 m														
	Bamboo				E-W	1.0 m									
15	<i>Acer palmatum</i>	Mature	Exotic	5.0 m	N-S	0.14 m	Fair/poor	Fair	10-20 years	Low	Low	3.0 m	2.1 m	Local Law	Tree located hard on house. Sparse foliage, heavy possum grazing.
	3.0 m				0.12 m										
	Japanese Maple				E-W	0.35 m									
16	<i>Citrus x limon</i>	Mature	Exotic	3.5 m	N-S	0.24 m	Fair	Fair	5-10 years	Low	Low	2.9 m	1.8 m	No	Multi-stemmed at ground level. DBH & CA1 measured at ground level. Tree may therefore tolerate a slightly greater than 10% encroachment into the TPZ. Sparse foliage throughout canopy.
	2.0 m				0.75 m										
	Lemon				E-W	0.24 m									
17	<i>Ailanthus</i> sp.	Semi Mature	Exotic	5.2 m	N-S	0.35 m	Fair	Fair	5-10 years	Low	Low	4.3 m	2.2 m	No	Multi-stemmed at ground level. DBH & CA1 measured at ground level. Tree may therefore tolerate a slightly greater than 10% encroachment into the TPZ.
	4.0 m				1.10 m										
	Ailanthus sp.				E-W	0.35 m									

Tree No.	Botanical Name & Common Name	Age	Origin	Height	Canopy Spread N-S E-W	DBH CA1 DAB	Health	Structure	ULE	Amenity Value	Retention Value	TPZ Radius	SRZ Radius	Permit required	Comments
18	<i>Syzygium smithii</i>	Semi Mature	Native QLD NSW	4.8 m	N-S 5.0 m	0.44 m	Fair	Fair	20+ years	Low	Low	5.3 m	2.3 m	Local Law	Multi-stemmed at ground level. DBH & CA1 measured at ground level. Tree may therefore tolerate a slightly greater than 10% encroachment into the TPZ.
	E-W 5.0 m				1.38 m										
	Lilly Pilly					0.44 m									
19	<i>Melaleuca lanceolata</i>	Semi Mature	Native NSW VIC SA WA	.4.8	N-S 4.0 m	0.38 m	Fair	Fair	10-20 years	Low	Low	4.6 m	2.2 m	Local Law	Multi-stemmed at ground level. DBH & CA1 measured at ground level. Tree may therefore tolerate a slightly greater than 10% encroachment into the TPZ.
	E-W 4.0 m				1.19 m										
	Moonah					0.38 m									
20	<i>Persea americana cv.</i>	Semi Mature	Exotic	4.0 m	N-S 3.0 m	0.14 m	Very poor	Fair	0-5 years	Low	Low	2.0 m	1.8 m	No	Defoliated by possums. Significant dieback, tree is predominantly dead.
	E-W 3.0 m				0.47 m										
	Avocado					0.22 m									
21	<i>Callistemon viminalis</i>	Semi Mature	Native QLD NSW	3.2 m	N-S 2.0 m	0.20 m	Poor	Poor	5-10 years	Low	Low	2.4 m	1.7 m	No	Multi-stemmed at ground level. DBH & CA1 measured at ground level. Tree may therefore tolerate a slightly greater than 10% encroachment into the TPZ.
	E-W 2.0 m				0.63 m										
	Weeping Bottlebrush					0.20 m									
22	<i>Ficus carica</i>	Semi Mature	Exotic	3.8 m	N-S 4.0 m	0.17 m 0.17 m (0.24 m)	Good	Good	20+ years	Low	Low	2.9 m	2.4 m	Local Law	Multi-stemmed at 1m above ground level. DBH & CA1 measured at 1m above ground level. Tree may therefore tolerate a slightly greater than 10% encroachment into the TPZ.
	E-W 4.0 m				0.53 m 0.53 m (1.07 m)										
	Fig					0.45 m									
23	<i>Syzygium smithii</i>	Semi Mature	Native QLD NSW	5.0 m	N-S 5.0 m	0.31 m	Fair	Fair	10-20 years	Low	Low	3.7 m	2.3 m	Local Law	Possum grazing within canopy.
	E-W 5.0 m				1.04 m										
	Lilly Pilly					0.42 m									

Tree No.	Botanical Name & Common Name	Age	Origin	Height	Canopy Spread N-S E-W	DBH CA1 DAB	Health	Structure	ULE	Amenity Value	Retention Value	TPZ Radius	SRZ Radius	Permit required	Comments
24	<i>Citrus reticulata</i>	Semi Mature	Exotic	3.0 m	N-S 2.0 m	0.12 m	Fair	Good	20+ years	Low	Low	2.0 m	1.5 m	No	Multi-stemmed at 0.4m above ground level. DBH & CA1 measured at 0.4m above ground level. Tree may therefore tolerate a slightly greater than 10% encroachment into the TPZ.
	E-W 2.0 m				0.38 m	0.13 m									
25	<i>Prunus persica</i>	Semi Mature	Exotic	3.8 m	N-S 2.0 m	0.08 m 0.09 m (0.12 m)	Poor	Poor	5-10 years	Low	Low	2.3 m	2.3 m	Local Law	Stump regrowth. Decay within base. Significant defoliation by possums. TPZ adjusted based on SRZ.
	E-W 2.0 m				0.28 m 0.28 m (0.57 m)	0.41 m									
26	<i>Araucaria heterophylla</i>	Semi Mature	Native N-Island	9.6 m	N-S 4.0 m	0.31 m	Poor	Fair	5-10 years	Moderate	Low	3.7 m	2.3 m	Local Law	Sparse foliage throughout. Codominant stems with included bark within union at 5m above ground level. Retention value reduced due to poor condition.
	E-W 4.0 m				1.10 m	0.42 m									
27	<i>Pittosporum tenuifolium</i>	Semi Mature	Exotic	4.5 m	N-S 2.0 m	0.15 m	Good	Fair	10-20 years	Low	Neighbouring Tree	2.0 m	1.5 m	No	Neighbouring hedge located within the eastern adjoining property (8 Susan St). Multi-stemmed at ground level. DBH & CA1 measured at ground level. Tree may therefore tolerate a slightly greater than 10% encroachment into the TPZ.
	E-W 2.0 m				0.47 m	0.15 m									
28	<i>Acacia melanoxylon</i>	Semi Mature	Native QLD NSW VIC TAS SA	5.0 m	N-S 3.0 m	0.15 m	Fair	Fair	10-20 years	Low	Neighbouring Tree	2.0 m	1.7 m	No	Neighbouring tree located within the eastern adjoining property (8 Susan St).
	E-W 3.0 m				0.50 m	0.20 m									
29	<i>Malus domestica</i>	Mature	Exotic	5.0 m	N-S 4.0 m	0.20 m 0.14 m (0.24 m)	Dead	Poor	0 years	Low	Neighbouring Tree	2.9 m	2.4 m	Local Law	Neighbouring tree located within the western adjoining property (4 Susan St). Tree appears dead or dying.
	E-W 4.0 m				0.63 m 0.44 m (1.07 m)	0.45 m									

Tree No.	Botanical Name & Common Name	Age	Origin	Height	Canopy Spread N-S E-W	DBH CA1 DAB	Health	Structure	ULE	Amenity Value	Retention Value	TPZ Radius	SRZ Radius	Permit required	Comments	
30	<i>Callistemon citrinus</i>	Semi Mature	Native QLD NSW VIC	3.5 m	N-S	0.15 m	Fair	Fair	10-20 years	Low	Neighbouring Tree	2.0 m	1.6 m	No	Neighbouring tree located within the western adjoining property (4 Susan St).	
	2.0 m				0.47 m											
	E-W				0.17 m											
	Crimson Bottlebrush				2.0 m											

#### 4.1 Photographic evidence



Tree 1



Tree 2



Tree 3



Tree 4



Tree 5





*Tree 6*



*Tree 7*



*Tree 8*



*Tree 9*



*Tree 10*



*Tree 11*



*Tree 12*



*Tree 13*



*Tree 14*



*Tree 15*





**Tree 16**



**Tree 17**



**Tree 18**



**Tree 19**



**Tree 20**



**Tree 21**



**Tree 22**



**Tree 23**



**Tree 24**



**Tree 25**





*Tree 26*



*Tree 27*



*Tree 28*



*Tree 29*



*Tree 30*



*Subject site as viewed from Susan Street*



*Front yard viewed from west*



*Eastern boundary viewed from north*



*Rear yard viewed from north*



*Western boundary viewed from south*



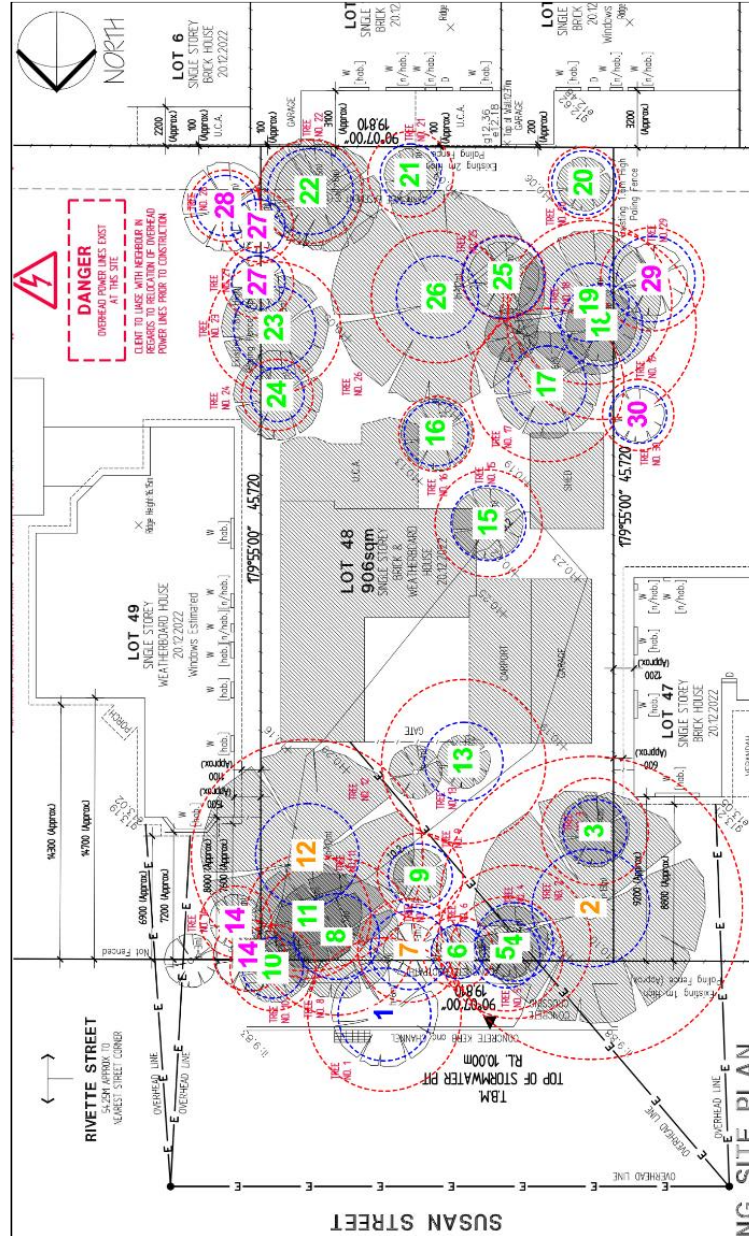
*Rear yard viewed from west*



## 5 Site maps

### 5.1 Existing conditions

The following map indicates tree locations in relation to the existing conditions:



#### LEGEND

- LOW RETENTION VALUE
- MODERATE RETENTION VALUE
- HIGH RETENTION VALUE
- COUNCIL OWNED TREE
- NEIGHBOURING TREE
- MAJOR ENCROACHMENT
- TREE PROTECTION ZONE
- STRUCTURAL ROOT ZONE
- MINOR ENCROACHMENT



## 6 Discussion

### 6.1 Tree protection zone

The tree protection zone (TPZ) is determined by multiplying the trunk diameter of the tree at breast height, 1.4m from ground level, by 12. A 10% encroachment on one side of this zone is acceptable without investigation into root distribution or offset of the lost area.

Section 3.2 of the Australian Standard AS4970 – 2009 Protection of Trees on Development Sites states that the TPZ of Palms, other monocots, cycads and tree ferns should not be less than 1 m outside the crown projection.

### 6.2 Structural root zone

The structural root zone (SRZ) is the setback required to avoid damage to stabilising structural roots. The loss of roots within the SRZ must be avoided. The SRZ is determined by applying the following formula:  $(D \times 50) \times 0.42 \times 0.64$  where D = trunk diameter in metres.

### 6.3 Designing around trees

It may be possible to encroach into or make variations to the TPZ of the trees that must be retained. Encroachment includes excavation, compacted fill and machine trenching.

The following is referenced from section 3.3 of the Australian Standards AS 4970 – 2009 Protection of Trees on Development Sites:

#### 6.3.1 Minor encroachment

If the proposed encroachment is less than 10% of the area of the TPZ and is outside the SRZ, detailed root investigations should not be required. The area lost to this encroachment should be compensated for elsewhere and contiguous with the TPZ.

#### 6.3.2 Major encroachment

If the proposed encroachment is greater than 10% of the TPZ or inside the SRZ the project arborist must demonstrate that the trees would remain viable. The area lost to this encroachment should be compensated for elsewhere and contiguous with the TPZ. This may require root investigation by non-destructive methods.



## 7 Conclusion

### 7.1 Tree retention value

#### 7.1.1 Council owned tree

The following tree belongs to Kingston City Council:

- Tree 1

#### 7.1.2 Neighbouring trees

The following trees do not belong to the property owner:

- Tree 14
- Tree 27
- Tree 28
- Tree 29
- Tree 30

#### 7.1.3 Low retention value

The following trees are considered to be of low retention value as they are relatively small specimens that are insignificant to the landscape:

- Tree 3
- Tree 4
- Tree 5
- Tree 6
- Tree 8
- Tree 9
- Tree 10
- Tree 11
- Tree 13
- Tree 15
- Tree 16
- Tree 17
- Tree 18
- Tree 19
- Tree 20
- Tree 21
- Tree 22
- Tree 23
- Tree 24
- Tree 25

The following tree is of low retention value as it is of moderate amenity value but in poor overall condition:

- Tree 26

#### 7.1.4 Moderate retention value

The following trees are considered to be of moderate retention value as they are moderate sized specimens that are growing in suitable locations:

- Tree 2
- Tree 7
- Tree 12

## 7.2 Permit requirements

### 7.2.1 Local law

#### Tree Protection (Clause 42)

A person must not without a permit:

- remove, damage, kill or destroy or direct, authorise or allow to be removed, damaged, killed or destroyed; or
- cut, trim, lop or prune or allow to be cut, trimmed, lopped or pruned contrary to the guidelines recommended in the Australian Standard AS4373 – 2007 Pruning of Amenity Trees: or
- carry out, or direct or allow to be carried out, any work contrary to the guidelines in the Australian Standard AS4970-2009 Protection of Trees on Development Sites near any protected tree.

Protected tree means any: \*

- tree with a trunk circumference greater than 110 centimetres measured at its base; or
- multi-stemmed tree where the circumference of its exterior stems measured at its base is greater than 110 centimetres; or
- tree planted as required by a replanting condition of a permit issued for the removal of a protected tree,

\* Excluding species which are environmental weeds or noxious weeds.

All applications for permits under clause 42 must be accompanied by the written consent of the owner of the land on which the tree is located.

In determining whether to grant a permit under clause 42, Council must take the following into consideration:

- the effect of the removal of the protected tree on the aesthetics of the neighbouring area; and
- whether the protected tree is dead or there are health and safety reasons justifying removal of the protected tree; and
- whether it is likely that the protected tree gives rise to a risk of damage to property or to the safety of the public; and
- whether the protected tree is causing a public nuisance or creating an undue nuisance to adjoining landowners; and
- any other matter which Council considers relevant to the circumstances associated with the application.

Clause 42 does not apply:

- to a person who is acting in accordance with the instructions or directions of an Authorised Officer; or
- in respect of a tree that is an environmental weed.

If a protected tree is interfered with in any of the circumstances specified in clause 42, the owner of any private property on which the protected tree is located is guilty of an offence, whether or not the person who actually interfered with the protected tree is identified or prosecuted, unless the owner can prove that the interference was undertaken by another party without the authorisation of the owner.

### 7.2.2 Trees subject to permit requirements

The following trees require a permit to remove, damage, kill or destroy; cut, trim, lop or prune (contrary to AS4373-2007); carry out, or direct or allow to be carried out, any work (contrary to AS4970-2009) in accordance with local law:

- Tree 2
- Tree 7
- Tree 8
- Tree 11
- Tree 12
- Tree 13
- Tree 15
- Tree 18
- Tree 19
- Tree 22
- Tree 23
- Tree 25
- Tree 26
- Tree 29

The following tree is owned by the Kingston City Council and must only be maintained by Council staff or Council contractors:

- Tree 1

### 7.3 Impact assessment

The following table represents the encroachments of the proposed development:

Tree No.	Encroachment	TPZ encroachment	SRZ encroachment	Encroachment category	Proposed retention
1	N/A	0%	0%	N/A	Retain
2	Estimated driveway	Entire tree	Entire tree	Major	Remove
3	Estimated driveway	30.0%	28.4%	Major	Remove
4	Estimated driveway	36.3%	39.3%	Major	Remove
5	Estimated driveway	24.3%	17.5%	Major	Remove
6	N/A	0%	0%	N/A	Remove
7	N/A	0%	0%	N/A	Retain
8	N/A	0%	0%	N/A	Remove
9	N/A	0%	0%	N/A	Remove
10	N/A	0%	0%	N/A	Remove
11	N/A	0%	0%	N/A	Remove
12	Dwelling	8.6%	0%	Minor	Remove
	Porch	2.8%	0%	Minor	
	<b>Total (Overlapped)</b>	<b>11.4%</b>	<b>0 %</b>	<b>Major</b>	
13	Dwelling	Entire tree	Entire tree	Major	Remove
14	N/A	0%	0%	N/A	Retain
15	Dwelling	Entire tree	Entire tree	Major	Remove
16	Outdoor Room	Entire tree	Entire tree	Major	Remove
17	Outdoor Room	22.4%	19.5%	Major	Remove
18	N/A	0%	0%	N/A	Remove
19	N/A	0%	0%	N/A	Remove
20	N/A	0%	0%	N/A	Remove
21	N/A	0%	0%	N/A	Remove
22	N/A	0%	0%	N/A	Remove
23	N/A	0%	0%	N/A	Remove
24	N/A	0%	0%	N/A	Remove
25	N/A	0%	0%	N/A	Remove
26	N/A	0%	0%	N/A	Remove
27	N/A	0%	0%	N/A	Retain
28	N/A	0%	0%	N/A	Retain
29	N/A	0%	0%	N/A	Retain
30	N/A	0%	0%	N/A	Retain

**Note: encroachment calculations are approximate and do not consider over excavation**

### 7.3.1 No encroachment

Development is not proposed to encroach into the TPZ or SRZ of the following trees:

- Tree 1
- Tree 7
- Tree 8
- Tree 9
- Tree 10
- Tree 11
- Tree 14
- Tree 18
- Tree 19
- Tree 20
- Tree 21
- Tree 22
- Tree 23
- Tree 24
- Tree 25
- Tree 26
- Tree 27
- Tree 28
- Tree 29
- Tree 30

The proposed development is not expected to compromise the long-term viability of the above-mentioned trees.

Less invasive construction measures or development redesign are therefore not required to ensure that these trees would remain viable post construction.

### 7.3.2 Minor encroachment

Proposed development is not expected to cause any minor encroachment to any of the listed trees.

### 7.3.3 Major encroachment

The proposed development is considered to be a major encroachment according to section 3.3.3 of the Australian Standard AS4970 – 2009 'Protection of Trees on Development Sites' of the following trees:

- Tree 2
- Tree 3
- Tree 4
- Tree 5
- Tree 12
- Tree 13
- Tree 15
- Tree 16
- Tree 17

#### Tree 2

- The tree is located within the estimated footprint of the driveway.
- The proposed development requires the removal of this tree.
- This tree is of moderate retention value.
- This tree requires a permit to remove, damage, kill or destroy; cut, trim, lop or prune (contrary to AS4373-2007); carry out, or direct or allow to be carried out, any work (contrary to AS4970-2009) near, in accordance with local law.
- In the event of removal, less invasive construction measures or development redesign are not required.



**Tree 3**

- The estimated footprint of the driveway is considered to be a major encroachment (6.3.2) of 30.0% of the TPZ and 28.4% of the SRZ.
- The construction of the driveway has the potential to compromise the tree's long-term viability.
- This tree is of low retention value.
- This tree is proposed to be removed.
- No permit requirements apply to this tree.
- In the event of removal, less invasive construction measures or development redesign are not required.

**Tree 4**

- The estimated footprint of the driveway is considered to be a major encroachment (6.3.2) of 36.3% of the TPZ and 39.3% of the SRZ.
- The construction of the driveway has the potential to compromise the tree's long-term viability.
- This tree is of low retention value.
- This tree is proposed to be removed.
- No permit requirements apply to this tree.
- In the event of removal, less invasive construction measures or development redesign are not required.

**Tree 5**

- The estimated footprint of the driveway is considered to be a major encroachment (6.3.2) of 24.3% of the TPZ and 17.5% of the SRZ.
- The construction of the driveway has the potential to compromise the tree's long-term viability.
- This tree is of low retention value.
- This tree is proposed to be removed.
- No permit requirements apply to this tree.
- In the event of removal, less invasive construction measures or development redesign are not required.

**Tree 12****Dwelling:**

- The dwelling is considered to be a minor encroachment (6.3.1) of 8.6% of the TPZ and 0% of the SRZ.
- Individually, the construction of the dwelling is not expected to compromise the tree's long-term viability.

**Porch:**

- The porch is considered to be a minor encroachment (6.3.1) of 2.8% of the TPZ and 0.0% of the SRZ.
- Individually, the construction of the porch is not expected to compromise the tree's long-term viability.

**Overview:**

- The total encroachment of the dwelling and porch is 11.4% of the TPZ and 0% of the SRZ, which is considered to be major (6.3.2).
- The construction of the proposed dwelling and porch combined has the potential to compromise the tree's long-term viability.
- This tree is of moderate retention value.
- This tree is proposed to be removed.
- This tree requires a permit to remove, damage, kill or destroy; cut, trim, lop or prune (contrary to AS4373-2007); carry out, or direct or allow to be carried out, any work (contrary to AS4970-2009) near, in accordance with local law.
- In the event of removal, less invasive construction measures or development redesign are not required.

**Tree 13**

- The tree is located within the footprint of the dwelling.
- The proposed development requires the removal of this tree.
- This tree is of low retention value.
- This tree requires a permit to remove, damage, kill or destroy; cut, trim, lop or prune (contrary to AS4373-2007); carry out, or direct or allow to be carried out, any work (contrary to AS4970-2009) near, in accordance with local law.
- In the event of removal, less invasive construction measures or development redesign are not required.

**Tree 15**

- The tree is located within the footprint of the dwelling.
- The proposed development requires the removal of this tree.
- This tree is of low retention value.
- This tree requires a permit to remove, damage, kill or destroy; cut, trim, lop or prune (contrary to AS4373-2007); carry out, or direct or allow to be carried out, any work (contrary to AS4970-2009) near, in accordance with local law.
- In the event of removal, less invasive construction measures or development redesign are not required.

**Tree 16**

- The tree is located within the footprint of the outdoor room.
- The proposed development requires the removal of this tree.
- This tree is of low retention value.
- No permit requirements apply to this tree.
- In the event of removal, less invasive construction measures or development redesign are not required.

**Tree 17**

- The outdoor room is considered to be a major encroachment (6.3.2) of 22.4% of the TPZ and 19.5% of the SRZ.
- The construction of the proposed outdoor room has the potential to compromise the tree's long-term viability.
- This tree is of low retention value.
- This tree is proposed to be removed.
- No permit requirements apply to this tree.
- In the event of removal, less invasive construction measures or development redesign are not required.

## 8 Recommendations

### 8.1 Tree retention

The following Council owned tree is proposed to be retained:

- Tree 1

The following tree of moderate retention value is proposed to be retained:

- Tree 7

The following neighbouring trees are proposed to be retained:

- Tree 14
- Tree 27
- Tree 28
- Tree 29
- Tree 30

The following is recommended in order to ensure that trees that are proposed to be retained would remain viable post construction:

- Comply with less invasive construction measures (8.3)
- Comply with tree protection measures (8.4)

#### 8.1.1 Permit requirements for trees that are proposed to be retained

The following trees that are proposed to be retained require a permit to remove, damage, kill or destroy; cut, trim, lop or prune (contrary to AS4373-2007); carry out, or direct or allow to be carried out, any work (contrary to AS4970-2009) in accordance with local law:

- Tree 7
- Tree 29

### 8.2 Tree removal

The following trees of moderate retention value are proposed to be removed:

- Tree 2
- Tree 12

The following trees of low retention value are proposed to be removed:

- |          |           |           |           |
|----------|-----------|-----------|-----------|
| ○ Tree 3 | ○ Tree 9  | ○ Tree 16 | ○ Tree 21 |
| ○ Tree 4 | ○ Tree 10 | ○ Tree 17 | ○ Tree 22 |
| ○ Tree 5 | ○ Tree 11 | ○ Tree 18 | ○ Tree 23 |
| ○ Tree 6 | ○ Tree 13 | ○ Tree 19 | ○ Tree 24 |
| ○ Tree 8 | ○ Tree 15 | ○ Tree 20 | ○ Tree 25 |

In the event of tree removal, the following is recommended:

- Tree removal should be undertaken prior to construction commencing (including demolition).
- Written consent from the responsible authority must be obtained prior to tree removal (if required).

### **8.2.1 Permit requirements for trees that are proposed to be removed**

The following trees that are proposed to be removed require a permit to remove, damage, kill or destroy; cut, trim, lop or prune (contrary to AS4373-2007); carry out, or direct or allow to be carried out, any work (contrary to AS4970-2009) in accordance with local law:

- Tree 2
- Tree 7
- Tree 8
- Tree 11
- Tree 12
- Tree 13
- Tree 15
- Tree 18
- Tree 19
- Tree 22
- Tree 23
- Tree 25
- Tree 26
- Tree 29

### **8.3 Less invasive construction measures**

- Less invasive construction measures or development redesign are not required to ensure that trees which are proposed to be retained (8.1) would remain viable post construction.

### **8.4 Tree protection measures**

#### **8.4.1 Pruning**

- Pruning of trees that are proposed to be retained (8.1) is not required for clearance purposes and should therefore not be undertaken.

#### **8.4.2 Tree protection fencing**

- Tree protection fencing (TPF) should be installed for Trees 1, & 27.
- TPF should be installed as close to the TPZ boundary as practically possible provided that it does not encroach onto the road, footpath, crossover or proposed works.
- The existing site perimeter fencing may be used as TPF for other neighbouring trees.
- TPF should be installed prior to machinery being brought onsite for the demolition of the existing dwelling.
- TPF should be a minimum 1.8m high and comprised of wire mesh (or similar) supported by concrete feet (or similar).



- TPF should remain intact for the duration of the project.
- TPF should only be removed or shifted with the approval of the Project Arborist and the Responsible Authority.

#### 8.4.3 Tree protection signage

- The signage on the TPF should be placed on TPZ fencing at regular intervals so that it is visible from any angle outside the TPZ.
- Signage should state 'Tree Protection Zone, No Access' or similar.
- Signage should be greater than 600mm X 400mm in size.
- The contact details of the project arborist and site manager should be written clearly on the sign.



#### 8.4.4 Scaffolding

- When scaffolding must be erected within Tree Protection Zones, cover the ground with a 10cm layer of mulch, and then cover this with boards and plywood to prevent soil compaction.

#### 8.4.5 Site storage

- A designated storage area where building materials, chemicals etc. can be stored should be located outside the TPZ of retained trees.

#### 8.4.6 Prohibitions within the TPZ

The following activities are prohibited within the TPZ:

- Machine excavation including trenching (unless approved by the Responsible Authority)
- Cultivation
- Storage
- Preparation of chemicals, including cement products
- Parking of vehicles
- Refuelling
- Dumping of waste
- Wash down and cleaning of equipment
- Placement of fill
- Lighting of fires
- Physical damage to the tree
- Pruning or damaging of roots greater than 30mm in diameter

#### 8.4.7 Drains and services

In the event that any drains or services are included in a greater than 10% encroachment into the TPZ or encroach into the SRZ of trees that are proposed to be retained, the following should be undertaken:

- Drains or services should be installed by non-root destructive means such as horizontal boring at greater than 1100mm in depth **or** by low pressure hydro-excavation to ensure that the bark of the roots remain intact, unless a root investigation determines that the tree(s) would remain viable.

**Note: encroachment calculations must consider additional encroachments e.g. site cuts, retaining walls, building footprint.**

## 9 Limitation of liability

TMC Reports and their employees are tree specialists who use their qualifications, education, knowledge, training, diagnostic tools and experience to examine trees, recommend measures to enhance the beauty and health of trees, and attempt to reduce the risk of living near trees. Clients may choose to accept or disregard the recommendations of this assessment and report.

Trees are living organisms that fail in ways the arboriculture industry does not fully understand. Conditions are often hidden within trees and below ground. Unless otherwise stated, observations have been made from ground level and limited to accessible components without dissection, excavation or probing. There is no guarantee that a tree will be healthy or safe under all circumstances, or for a specified period of time. Likewise, remedial treatments cannot be guaranteed.

Treatment, pruning and removal of trees may involve considerations beyond the scope of this report, such as property boundaries and ownership, disputes between neighbours, sight lines, landlord-tenant matters, and related incidents. Such issues cannot be taken into account unless complete and accurate information is given prior to or at the time of site inspection.

Information contained in this report covers those items that were examined and reflect the condition of those items at the time of inspection. There is no warranty or guarantee expressed or implied that the problems or deficiencies of the trees or property in question may not arise in the future. Trees can be managed, but they cannot be controlled. To live or work near a tree involves a degree of risk. The only way to eliminate all risks involved with a tree is to eliminate the tree.

All written reports must be read in their entirety, at no time shall part of the written assessment be referred to unless taken in full context of the whole written report.

## 10 Definition of terms

The following descriptors are used as indicators only. Other factors may be used in assessing an individual tree's health, structure, ULE, retention value and amenity value.

### 10.1 Tree health

- Good
- Fair
- Poor
- Very poor
- Dead

**Good:** The tree is demonstrating good or exceptional growth for the species. The tree should exhibit a full canopy of foliage and have only minor pest or disease problems. Foliage colour, size and density should be typical of a healthy specimen of that species.

**Fair:** The tree is in reasonable condition and growing well for the species. The tree should exhibit an adequate canopy of foliage. There may be some dead wood in the crown, some grazing by insect or animals may be evident, and/or foliage colour, size or density may be atypical for a healthy specimen of that species.

**Poor:** The tree is not growing to its full capacity. Extension growth of the laterals may be minimal. The canopy may be thinning or sparse. Large amounts of dead wood may be evident throughout the crown, as well as significant pest and disease problems. Other symptoms of stress indicating tree decline may be present.

**Very poor:** The tree appears to be in a state of decline, and the canopy may be very thin and sparse. A significant volume of dead wood may be present in the canopy, or pest and disease problems may be causing a severe decline in tree health.

**Dead:** The tree is no longer alive.

### 10.2 Structure

- Good
- Fair
- Poor
- Very poor
- Failed

The definition of structure is the likelihood of the tree to fail under normal conditions. A tree with good structure is highly unlikely to suffer any significant failure, while a tree with poor to very poor structure is likely or very likely to fail.

**Good:** The tree has a well-defined and balanced crown. Branch unions appear to be strong, with no defects evident in the trunks or the branches. Major limbs are well defined. The tree would be considered a good example for the species. Probability of significant failure is highly unlikely.

**Fair:** The tree has some minor problems in the structure of the crown. The crown may be slightly out of balance at some branch unions or branches may be exhibiting minor structural faults. If the tree has a single trunk, this may be on a slight lean, or be exhibiting minor defects. Probability of significant failure is low.

**Poor:** The tree may have a poorly structured crown, the crown may be unbalanced, or exhibit large gaps. Major limbs may not be well defined; branches may be rubbing or crossing over. Branch unions may be poor or faulty at the point of attachment. The tree may have suffered major root damage. Probability of significant failure is moderate.

**Very poor:** The tree has a poorly structured crown. The crown is unbalanced, or exhibits large gaps. Major limbs are not well defined. Branch unions may be poor or faulty at the point of attachment. A section of the tree has failed, or is in imminent danger of failure. Active failure may be present, or failure is probably in the immediate future.

**Failed:** A significant section of the tree or the whole tree has failed.

### 10.3 Useful life expectancy (ULE)

- Unsafe or 0 years
- Less than 5 years
- 5 to 10 years
- to 20 years
- 20 + years

Useful life expectancy is approximately how long a tree can be retained safely and usefully in the landscape providing site conditions remain unchanged and the recommended works are completed.

It is based on the principals of safety and usefulness in the landscape and should not reflect personal opinions on species suitability.

**Unsafe or 0 years:** The tree is considered dangerous in the location and/or no longer provides any amenity value.

**Less Than 5 years:** The tree under normal circumstances and without extra stress should be safe and have value of maximum of 5 years. The tree will need to be replaced in the short term. Replacement plants should be established as soon as possible if there is efficient space, or consideration should be given to the removal of the tree to facilitate replanting.

**5 to 10 Years:** The tree under normal circumstances and without extra stress should be safe and have value of maximum of 10 years. Trees in this category may require regular inspections and maintenance particularly if they are large specimens. Replacement plants should be established in the short term if there is sufficient space, or consideration should be given to the removal of the tree to facilitate replanting.

**10 to 20 Years:** The tree under normal circumstances and without extra stress should be safe and of value of up to 20 years. During this period, regular inspections and maintenance will be required.

**20 + Years:** The tree under normal circumstances and without extra stress should be safe and of value of more than 20 years. During this period, regular inspections and maintenance will be required.

### 10.4 Tree retention value

- High
- Moderate
- Low
- Neighbouring tree
- Council Owned Tree

**High:** The tree may be significant in the landscape, offer shade and other amenities such as screening. The tree may assist with erosion control, offer a windbreak or perform a vital function in the location (e.g. habitat, shade, flowers or fruit). The tree is free from structural defects and is vigorous. Consider the retention of the tree and designing the development to accommodate the tree.

**Moderate:** The tree may offer some screening in the landscape or serve a particular function in the location and have minor structural defects. The tree may be entering the mature stage of its life cycle. The tree may be retained if it does not hamper the design intent.

**Low:** The tree offers very little in the way of screening or amenity and may have significant structural defects. The tree may also be mature and entering the senescent stage of its life cycle. The tree may be removed if necessary.

**Neighbouring tree:** The tree is located within an adjoining private property/land. The tree is to be protected unless written consent from the tree owner(s) and/or responsible authority is obtained. Consider the retention of the tree unless written consent is obtained from the tree owner and/or responsible authority.

**Council Owned Tree:** The tree is located within Council owned land. The tree is to be protected unless written consent from the responsible authority is obtained. Consider the retention of the tree unless written consent is obtained from the tree owner and/or responsible authority.

**10.5 Age**

- Young
- Semi Mature
- Mature
- Senescent

Young: Juvenile or recently planted approximately 1-7 years.  
 Semi Mature: Tree actively growing.  
 Mature: Tree has reached expected size in situation.  
 Senescent: Tree is over mature and has started to decline.

**10.6 Amenity value**

- Very low
- Low
- Moderate
- High

Very Low: Tree makes little or no amenity value to the site or surrounding areas. In some cases, the tree might be detrimental to the area's amenity value (e.g. unsightly, risk of weed spread)

Low: Tree makes some contribution of amenity value to the site but makes no contribution to the amenity value of surrounding areas. The removal of the tree may result in little loss of amenity. Juvenile trees, including street trees are generally included in this category. However, they may have the potential to supply increased amenity in the future.

Moderate: The tree makes a moderate contribution to the amenity of the site and/or may contribute to the amenity of the surrounding area.

High: The tree makes a significant contribution to the amenity value of the site, or the tree makes a moderate contribution to the amenity value of the larger landscape.

The amenity value rating considered the impact that the tree has on any neighbouring sites as being equally important to that supplied to the subject site. However, trees that contribute to the general area (e.g. streetscape) are given a greater weight.

**10.7 Terms within tree data table**

- DBH
- DAB
- CA1
- TPZ
- SRZ

DBH: Diameter at breast height (1.4m from ground level). Combined DBH has been calculated according to the Australian Standard AS4970 – 2009 'Protection of Trees on Development Sites'

DAB: Diameter at base of tree

CA1: Circumference of trunk at 1m from ground level. Combined circumference is the sum of individual stem circumferences.

TPZ: Tree Protection Zone

SRZ: Structural Root Zone



### 10.8 Environmental Weeds

These plants have been documented as being invasive and hold the potential to negatively impact on the survival of indigenous plants and animals. Environmental weeds are not strictly prohibited plant species within Kingston; however, please consider the below list prior to planting or managing your respective garden. If any of the below species appear in your area, we would strongly encourage you to consider removing or replacing that species with a less invasive one.

Some species of environmental weed may also be designated as a 'Noxious Weed' by Agriculture Victoria (Catchment and Land Protection Act 1994), and therefore must be removed and their growth halted to prevent them from spreading. Please refer to the Agriculture Victoria website for more information.

Below is a list of species designated as 'Environmental Weeds' within the City of Kingston Municipality:

African Daisy <i>Senecio pterophorus</i>	Nodding Thistle <i>Carduus nutans</i>
Alligator Weed <i>Alternanthera philoxeroides</i>	Pampas Lily-of-the-Valley <i>Salpichroa origanifolia</i>
Angled Onion <i>Allium triquetrum</i>	Parkinsonia <i>Parkinsonia aculeata</i>
Apple of Sodom <i>Solanum linnaeanum</i>	Parthenium Weed <i>Parthenium hysterophorus</i>
Artichoke Thistle <i>Cynara cardunculus</i>	Paterson's Curse <i>Echium plantagineum</i>
Athel Pine <i>Tamarix aphylla</i>	Perennial Ragweed <i>Ambrosia psilostachya</i>
Bathurst Burr <i>Xanthium spinosum</i>	Pond apple <i>Annona glabra</i>
Bitou Bush <i>Chrysanthemoides monillifera</i> ssp. <i>rotundata</i>	Poverty Weed <i>Iva axillaris</i>
Black Knapweed <i>Centaurea nigra</i>	Prairie Ground-cherry <i>Physalis viscosa</i>
Blackberry <i>Rubus fruticosus</i> spp. <i>agg.</i>	Prickly acacia <i>Acacia nilotica</i> ssp. <i>indica</i>
Boneseed <i>Chrysanthemoides monillifera</i>	Ragwort <i>Senecio jacobaea</i>
Boxthorn <i>Lycium ferocissimum</i>	Rubber vine <i>Cryptostegia grandiflora</i>
Bridal creeper <i>Asparagus asparagoides</i>	Saffron Thistle <i>Carthamus lanatus</i>
Cabomba <i>Cabomba caroliniana</i>	Sallow Wattle <i>Acacia longifolia</i>
Californian/Perennial Thistle <i>Cirsium arvense</i>	Salvinia <i>Salvinia molesta</i>
Camel thorn <i>Alhagi maurorum</i>	Sand Rocket <i>Diplotaxis tenuifolia</i>
Cape Broom / Montpellier Broom <i>Genista monspessulana</i>	Scotch/Heraldic Thistle <i>Onopordum acanthium</i>
Cape Ivy <i>Delairea odorata</i>	Serrated Tussock <i>Nasella trichotoma</i>
Cape Tulip (one-leaf) <i>Homeria flaccida</i>	Silver-leaf Nightshade <i>Solanum elaeagnifolium</i>
Cape Tulip (two leaf) <i>Homeria miniata</i>	Skeleton Weed <i>Chondrilla juncea</i>
Chilean needle grass <i>Nassella neesiana</i>	Slender/Shore Thistles <i>Carduus pycnocephalus/tenuiflorus</i>
Desert Ash <i>Fraxinus rotundifolia</i> spp. <i>rotundifolia</i> ( <i>Fraxinus angustifolia</i> spp. <i>angustifolia</i> )	Spear Thistle <i>Cirsium vulgare</i>
English Broom <i>Cytisus scoparius</i>	Spiny Broom <i>Calycotome spinosa</i>
English Ivy <i>Hedera helix</i>	Spiny Rush <i>Juncus acutus</i>
Fennel <i>Foeniculum vulgare</i>	St. John's Wort <i>Hypericum perforatum</i>
Flax Leaved Broom <i>Genista linifolia</i>	St. Peter's Wort <i>Hypericum tetrapterum</i>
Furze/Gorse <i>Ulex europaeus</i>	Stinkwort <i>Dittrichia graveolens</i>
Golden Thistle <i>Scolymus hispanicus</i>	Sweet Briar <i>Rosa rubiginosa</i>
Hawthorn <i>Crataegus monogyna</i>	Sweet Pittosporum <i>Pittosporum undulatum</i>
Hemlock <i>Conium maculatum</i>	Tangled Hypericum <i>Hypericum triquetrifolium</i>
Hoary Cress <i>Cardaria draba</i>	Thorn-apple (common) <i>Datura stramonium</i>
Horehound <i>Marrubium vulgare</i>	Thorn-apple (longspine) <i>Datura ferox</i>
Hymenachne <i>Hymenachne amplexicaulis</i>	Thorn-apple (recurved) <i>Datura innoxia</i>
Ivy-leafed Sida <i>Sida leprosa</i>	Topped Lavender <i>Lavandula stoechas</i>
Lagarosiphon <i>Lagarosiphon major</i>	Tree Lucerne <i>Chamaecytisus prolifer</i>
Lantana <i>Lantana camara</i>	Tree-of-heaven <i>Ailanthus altissima</i>
Marijuana <i>Cannabis sativa</i>	Tutsan <i>Hypericum androsaemum</i>
Mesquite <i>Prosopis</i> spp.	Variiegated Thistle <i>Silybum marianum</i>
Mimosa <i>Mimosa pigra</i>	Water Hyacinth <i>Eichhornia crassipes</i>
Mirror Bush <i>Coprosma repens</i>	Wild Watsonia <i>Watsonia bulbifera/meriana</i>
	Willows except weeping willows, pussy willow and sterile pussy willow
	<i>Salix</i> spp. except <i>S. babylonica</i> , <i>S. X calodendron</i> and <i>S. X reichardtj</i>



# Ordinary Council Meeting

24 June 2024

**Agenda Item No: 7.4**

## **KINGSTON PLANNING SCHEME AMENDMENT C223 - 275-315 KINGSTON ROAD, CLARINDA**

**Contact Officer: Alfred Carnovale, Manager City Development**

### **Purpose of Report**

The purpose of this report is to provide an adopted Council submission to the Suburban Rail Loop Authority's (SRLA) consultation for proposed Amendment C223 of the Kingston Planning Scheme.

### **Disclosure of Officer / Contractor Direct or Indirect 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 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.

### **Background**

On Friday 31 May 2024 the SRLA opened engagement on proposed Planning Scheme Amendment C223 to the Kingston Planning Scheme. The proposed amendment will enable the relocation of significant construction activities from the Stabling Facility site on Kingston Road, Heatherton to the Alex Fraser Group site at 275-315 Kingston Road, Clarinda.

To enable SRLA's construction, it will be necessary to reconfigure some parts of the Alex Fraser Group operations so that they can continue to operate while the SRLA construction is underway.

Alex Fraser Group processes about 700,000 tonnes of waste concrete, masonry, asphalt and glass sands into sustainable construction material each year. The current operation is subject to an existing planning permit (KP-2007/881) which was approved in 2008 and amended in 2020. The planning permit does not currently allow for the proposed reconfiguration to occur on the land.

As a result SRLA have determined that a planning scheme amendment (PSA) is required to temporarily allow for the reconfiguration of the land by way of an incorporated document in the Kingston Planning Scheme. The proposed incorporated document contains conditions similar to the existing planning permit (KP-2007/881) in relation to mitigating impacts to neighbours and the community from the site.

It is intended that the operational conditions of Planning Permit KP-2007/881 will not apply while the incorporated document is in effect. The planning permit will need to be amended to bring it in line with the incorporated document and to enable Alex Fraser Group to rely on the permit once the incorporated document expires or is removed from the Kingston Planning Scheme, at the conclusion of the SRLA construction.

The PSA will enable SRLA to temporarily occupy the southwest corner of the Alex Fraser Group site (refer to maps within the Appendix) for approximately 5 years for construction. These areas are currently occupied by water retention ponds, car parking and site offices in the southwest and a materials sorting building in the north-east corner. Reconfiguration of this area will be necessary for SRLA construction works to occur.

The incorporated document proposes to:

- Continue to authorise the existing use of the site as a materials recycling facility and transfer station (Stage 1)
- Allow a staged reconfiguration of the site to temporarily accommodate SRLA construction (Stage 2)
- Allow reinstatement of the site to return the Alex Fraser Group operations to the whole of the land once SRLA construction activities are complete (Stage 3), in accordance with plans and documents to be endorsed by the Minister for Planning under the incorporated document.

Consultation on the SRLA proposal is open to Council and the public until 30 June 2024. Representatives of SRLA have specifically contacted Council officers seeking feedback.

### **Discussion**

Officers have reviewed the consultation documents found on the Engage Victoria Website at <https://engage.vic.gov.au/clarinda-materials-recycling-facility-planning-scheme-amendment>. From those documents officers have attached to this report the proposed Incorporated Document, Stage 2 & 3 Site Layout Plans and Site Management and Environmental Improvement Plan (SMEIP) for Stage 2.

Following review of the SRLA documentation officers have prepared the attached submission providing feedback on the amendment request noting that Council is not the Planning Authority for the proposed Planning Scheme Amendment.

Overall, the incorporated document contains conditions similar to the existing planning permit, including the requirement to undertake dust monitoring and to maintain an active SMEIP which sets out the environmental management requirements for the site. Further the Incorporated Document also includes the same restriction on the hours of operation as contained within the planning permit.

The submission has suggested some modifications and sought clarity on who the Responsible Authority ought to be for the required planning permit amendment and enforcement if necessary.


### **Conclusion**


Understanding Council's limited role officers are generally comfortable with the proposed drafting of the Planning Scheme Amendment documents. Suggestions and clarity has been sought within the attached submission to SRLA.


Officers seek Council's support to provide the attached submission to SRLA before the 30 June 2024 deadline.


**Appendices**

Appendix 1 - Incorporated Document (Ref 24/161348)  [↓](#)

Appendix 2 - Stage 2 Site Layout Plan (Ref 24/161350)  [↓](#)

Appendix 3 - Stage 3 Site Layout Plan (Ref 24/161351)  [↓](#)

Appendix 4 - SMEIP (Ref 24/161353)  [↓](#)

Appendix 5 - Draft Submission to 'Planning Scheme Amendment C223 (Ref 24/161354)  
 [↓](#)

Author/s: Alfred Carnovale, Manager City Development

Reviewed and Approved By: Jonathan Guttmann, General Manager Planning and Place

# 7.4

## KINGSTON PLANNING SCHEME AMENDMENT C223 - 275-315 KINGSTON ROAD, CLARINDA

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# **Materials Recycling Facility and Transfer Station, Clarinda**

## **Incorporated Document**

May 2024

Kingston Planning Scheme

Incorporated document pursuant to section 6(2)(j) of the *Planning and Environment Act 1987*

## 1.0 INTRODUCTION

- 1.1 This document is an incorporated document in the Kingston planning scheme (the Scheme) and is made pursuant to section (6)(2)(j) of the *Planning and Environment Act 1987* (the Act).
- 1.2 This incorporated document permits the ongoing use and staged development of the land identified at Clause 3.0 of this document for Materials Recycling in conjunction with a refuse transfer station, the display of business identification signage; a reduction in car parking requirements for materials recycling use; the removal of native vegetation; and the alteration of access to a road in a Transport Zone (the Project).
- 1.3 The land identified in Clause 3.0 of this document may be used and developed in accordance with the specific controls contained in Clause 4.0 of this document.
- 1.4 The controls in this document prevail over any contrary or inconsistent provision in the Scheme except that if a use or development of the land for the Project is also a use or development that is regulated under the Suburban Rail Loop East (SRL East) Incorporated Document (August 2022) (as amended from time to time) (the SRL East Incorporated Document) then the SRL East Incorporated Document prevails.

In this document:

**Suburban Rail Loop (SRL) East Project** means the use and development which is the subject of the Suburban Rail Loop East Incorporated Document, August 2022.

**Surface Level** means the level of the land at any point to Australian Height Datum (AHD) on 30 August 2022 or as otherwise supplied by the relevant referral authority.

## 2.0 PURPOSE

- 2.1 The purpose of the controls and conditions in Clause 4.0 is to permit and facilitate the use and development of the land identified in Clause 3.0 for the purposes of the Project, in accordance with Clauses 4.0 – 6.0.

## 3.0 LAND TO WHICH THIS INCORPORATED DOCUMENT APPLIES

- 3.1 The control in this incorporated document applies to land required for the Project as shown as SCOxx on the planning scheme maps forming part of the Kingston Planning Scheme, including the land known as 275-315 Kingston Road, Clarinda (Project Land).

#### 4.0 CONTROL

##### Exemption from planning scheme requirements

- 4.1 Despite any provision to the contrary or any inconsistent provision in the Scheme, no planning permit is required for, and subject to Clause 1.4 of this incorporated document, no other provision in the Scheme operates to prohibit, restrict or regulate the use and development of the Project Land for the purposes of the Project.

#### 5.0 THIS DOCUMENT ALLOWS

5.1 The use and development of the Project Land for the purposes of the Project includes:

- a) Use for the purposes of Materials Recycling facility in conjunction with a Refuse Transfer station including the dismantling, treatment, processing, storage, recycling, transfer or selling of refuse, used or surplus materials.
- b) Construction of buildings and works and activities associated with the Project, including but not limited to:
  - i. Administration amenities, workshops, laboratory, storage and inspection buildings.
  - ii. Sorting facility and recycling bins, processing plant, materials and asphalt recovery, pugmill and feedbins.
  - iii. Concrete crushing and screening.
  - iv. Display of illuminated directional and business identification signage.
  - v. Utility installations and services to construct and operate any aspect of the Project.
  - vi. Roadworks and constructing access roads, diversion roads, vehicle parking areas, weighbridges and weighbridge buildings.
  - vii. Creating or altering access to roads, including roads in a Transport Zone 2.
  - viii. Creating and using laydown areas for construction purposes.
  - ix. Removing, destroying and lopping trees and removing vegetation, including native vegetation.
  - x. Demolishing and removing buildings, structures and works.
  - xi. Relocating, modifying and upgrading services and utilities.
  - xii. Constructing or carrying out works for car parking areas, bunds, mounds, landscaping, excavate land, salvage artefacts, drainage, fences, retaining walls, temporary barriers and site security, visual screening, fences, noise attenuation walls, stabilisation, wetland or ground treatment nor any other works necessary to conduct the Project including rehabilitation.
  - xiii. Earthworks including cutting and spoil removal and stockpiling.
  - xiv. Restoration and reinstatement of works.

## 6.0 CONDITIONS

The use and development permitted by this Incorporated document is subject to the following conditions:

### General

1. The use and development of the Project must be undertaken in accordance with the approved plans and documents to the satisfaction of the Minister for Planning.
2. All plans and documents required to be submitted for approval must be prepared to the satisfaction of the Minister for Planning and may be amended from time to time with the written consent of the Minister for Planning.
3. Unless otherwise agreed in writing by the Suburban Rail Loop Authority, before the commencement of construction of buildings and works in the area of the Project Land that is covered by Specific Controls Overlay (Schedule 15), written consent from the Suburban Rail Loop Authority is required for:
  - a) The demolition, relocation or removal of a building.
  - b) Construction of a new building or structure (whether temporary or permanent).
  - c) Excavation and/or earthworks and/or any works necessary to prevent soil erosion, or to ensure soil conservation or reclamation that lowers the Surface Level by more than 0.5 metres.
  - d) Deposit of fill and/or earthworks and/or any works necessary to prevent soil erosion, or to ensure soil conservation or reclamation that raises the Surface Level by more than 0.5 metres.
  - e) A pole, sign or retaining wall if any footing is founded more than two metres below Surface Level.
  - f) A minor utility installation if any trench or in ground works occur more than one metre below Surface Level.
  - g) Internal and external alterations to a building if it:
    - i. increases the building height.
    - ii. extends the footprint of a building.
    - iii. requires structural works, or new or modified footings; or
    - iv. includes extensions to the footprint or deepening of basements.
  - h) Roadworks if:
    - i. any earthworks lower the Surface Level by more than 0.5 metres; or
    - ii. works raise the Surface Level by more than 0.5 metres; or
    - iii. works are more than 0.5 metres below Surface Level.
  - i) A water tank, or any other bulk liquid storage if:
    - i. the tank or bulk storage liquid depth could exceed 2.5 metres.
    - ii. the total amount of water or bulk liquid storage on the Project Land would exceed 50,000 litres; or
    - iii. associated works would occur more than one metre below Surface Level.

4. Hours of operation for all stages of use and development must comply with the table below, unless with the written consent of the Minister for Planning:

Time	Days of the Week	Condition
Between 5am and 7am	Monday to Friday	No tipping at the top of the stockpiles, no crushing and screening operations, and no sorting at the waste sorting facility
Between 6pm and 8pm	Monday to Friday	No tipping at the top of the stockpiles.
Between 1pm and 6pm	Saturday	
Between 8pm and 5am	Monday to Friday	The use must not operate during these hours except if prior approval of the Responsible Authority has been obtained for up to three days in a 12 month period subject to the following restrictions: <ul style="list-style-type: none"> <li>• No tipping at the top of stockpiles;</li> <li>• No crushing and screening operations;</li> <li>• No sorting at the waste sorting facility; and</li> <li>• No use of front end loaders</li> </ul>
Between 6pm and 7am	Saturday	
Any time	Sunday	
Christmas Day, Good Friday or before 1pm on Anzac Day		The use must not operate

5. Prior to the removal of native vegetation for a stage or stages, or another time to the satisfaction of the Minister for Planning:
- a) Information about that native vegetation in accordance with the relevant application requirements of the *Guidelines for removal, destruction or lopping of native vegetation* (Department of Environment, Land, Water and Planning, 2017) (Guidelines) must be provided to the satisfaction of the Secretary to the Department of Energy, Environment and Climate Action (DEECA).
  - b) The biodiversity impacts from the removal of that native vegetation must be offset in accordance with the Guidelines to the satisfaction of the Secretary to DEECA
  - c) Evidence that the required offset(s) has been secured must be provided to the satisfaction of the Secretary to DEECA.
  - d) For the purposes of this document, the term 'removal of native vegetation' includes to destroy and/or lop native vegetation.
6. Any change to the endorsed plans that may create or alter access to a road in a Transport Zone 2 or land in a Public Acquisition Overlay if the purpose of acquisition is for the purposes of a Road, must be undertaken to the satisfaction of the Head of Transport Victoria.
7. No polluted waters, including sullage waters or sediment laden waters from the Project Land, may be discharged from the Project Land, including into Melbourne Water's drains or watercourses without prior approval of Melbourne Water.

**Staging**

8. The use and development of the Project Land for the Project may be undertaken in the following stages:
  - a) Stage 1 - use and development in accordance with the endorsed plans and conditions in Condition 11.
  - b) Stage 2 – reconfiguration of the Project to facilitate the partial use of the Project Land by the Suburban Rail Loop (SRL) East Project including any subsequent amendments required from time to time on the Project Land; and
  - c) Stage 3 – reconfiguration of the Project following completion of development and reinstatement works for the SRL East Project (excluding the tunnels and other sub-surface infrastructure) on the Project Land.
9. The Project may be completed in stages, either concurrently, overlapping or consecutively, or be amended from time to time to the satisfaction of the Minister for Planning.
10. Any obligation arising under this Incorporated Document, including the preparation and approval of plans under the stages, may be satisfied either concurrently, overlapping or consecutively.

**Stage 1 (Existing) – Endorsed Plans**

11. The use and development of the Project Land for Stage 1 must be undertaken in accordance with the Preliminary rehabilitation plan (Plan reference LS20) and the following plans endorsed by Kingston City Council as the responsible authority under Planning Permit Number KP–2007/881 as amended on 17 November 2020:
  - a) Site construction staging plan endorsed on 15 January 2009.
  - b) Site layout plan endorsed on 17 June 2021.
  - c) Landscape plan endorsed on 15 January 2009.
  - d) Interim rehabilitation plan endorsed on 4 April 2023.
  - e) Site Management and Environmental Improvement Plan (SMEIP) on 4 April 2023; and
  - e) Functional layout plans and detailed engineering plans for Kingston Road endorsed on 15 January 2009.

**Stage 1 (Existing) – Stage Specific Conditions**

12. Use and development of the Project Land for Stage 1 of the Project must be undertaken in accordance with conditions 12 to 33 of this Incorporated Document.
13. The endorsed SMEIP dated 4 April 2023 must be reviewed three years after the commencement of Stage 1 if Stage 1 is still underway at that time. Within 30 business days of the review commencing, a revised SMEIP must be lodged with the Minister for Planning, setting out any amendments made since the endorsed version. The revised SMEIP must be to the satisfaction of the Minister for Planning.



14. Unless otherwise agreed by the Minister for Planning, the Stage 1 Preliminary rehabilitation plan (Plan reference LS20) must be implemented to the satisfaction of the Minister for Planning.
15. Notwithstanding anything to the contrary, the processes, plant and equipment and procedures conducted on the Project Land in association with the materials recycling facility and refuse transfer station must be operated pursuant to best practice including:
  - a) The Project must comply with the *Guide to Better Practice at Resource Recovery Centres (2017)* (Sustainability Victoria) and also adopt 'Best Practice Measures' in preventing any adverse environmental impacts from the refuse transfer station, both during construction and ongoing operation.
  - b) Litter originating from the Project must not be present beyond the boundaries of the premises.
  - c) Management and operation of the refuse transfer station must include collection of litter from outside the Project Land including roads adjacent to the Project Land. Suitable precautions, such as the installation and regular maintenance of a litter entrapment device, should be taken to ensure that litter is prevented from entering the stormwater drainage system.
  - d) Nuisance dust and/or nuisance airborne particles from the Project must not be discharged or emitted beyond the boundaries of the Project Land.
  - e) Only fill material as defined in Environment Protection Authority Victoria (EPA) Publication IWRG600.2 "Waste Categorisation" must be used in the development of the Project Land.
  - f) The waste oil and collection area must be roofed and bunded in accordance with EPA Publication 1698 "Liquid storage and handling guidelines".
  - g) Pollution control devices must be installed to prevent the discharge offsite of waste to the environment and stormwater system.
  - h) A secondary containment system must be provided for liquids which if spilt are likely to cause pollution or pose an environmental hazard.
  - i) The Project must be conducted and operated so that no visible dust emissions from the Project are detectable beyond the Project Land's boundaries.
  - j) The pug mill must be equipped with sufficient controls to prevent dust emissions and, without limiting the requirements of this condition:
    - i. suitable shrouds must be installed on the pug mill to prevent dust emissions; and
    - ii. other measures as required by the EPA publication 1806 'Reducing risk in the premixed concrete industry' (December 2019).
16. If at any time the dust suppression measures of the endorsed SMEIP cannot be implemented and significant off-site dust emissions are likely, the Project activities that would generate dust must not operate for that period.
17. All roads, access ways and hard stand areas within the Project Land where it is anticipated that heavy machinery will work must be formed and surfaced with asphalt, crushed rock or other suitable product to the satisfaction of the Responsible Authority. These areas must be wetted or treated to suppress dust emissions.
18. All conveyance bells and other automated product transport devices or contraptions on the Project Land must be shielded from the prevailing winds to the satisfaction of the Responsible Authority after consultation with the EPA.

19. All waste material delivered to the Project Land must be delivered directly to the appropriate stockpile or sorting facility, except that waste delivered in domestic vehicles should be delivered to a location designated on the Stage 1 endorsed Site layout plan.
20. The main access way to the Project Land must be fitted with a dousing bar and all incoming trucks associated with the Project must pass under the operating wetting bar.
21. The operator must continuously monitor (in real time) the levels of PM10 and PM2.5 emitted from the land in the vicinity of the hardstand areas and concrete crushing machinery while the Project is operating. The monitoring system should include an alarm to warn when dust conditions are unacceptable. The operation of the Project must have regard to the information derived from PM10 and PM2.5 real-time monitoring.
22. The information collected by the measuring equipment must be provided:
  - a) Quarterly to the Responsible Authority, in the form of gross and net PM10 and PM2.5 measurements and published on an open website for public viewing; and
  - b) To the Responsible Authority or the EPA within two business days of a request for the information to be provided concerning a particular date or dates.
  - c) The operator must maintain a Davis or equivalent weather station, measuring wind speed and direction and ambient temperature, on the Project Land in a location to the satisfaction of the Responsible Authority. The data from the weather station must be made available to the Responsible Authority and the EPA on request.
23. The amenity of the area must not be detrimentally affected by the Project, through:
  - a) the transport of materials, goods or commodities to or from the Project Land.
  - b) the appearance of any building, works or materials.
  - c) the emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil.
  - d) the presence of vermin; or
  - e) any other way.
24. Unless otherwise approved by the Responsible Authority, the maximum height of all operating areas and stockpiles of materials stored on the Project Land must not exceed 35 metres AHD.
25. Where outdoor lighting is provided, it must be designed, baffled and located to the satisfaction of the Responsible Authority to prevent any adverse effect on neighbouring land.
26. The use of the Project Land must at all times comply with the EPA's State Environment Protection Policy (Control of Noise from Commerce Industry and Trade) No N-1 standard.
27. All mobile plant on the Project Land and heavy vehicles regularly visiting the Project Land must be fitted with smart alarms which adjust the reversing beepers noise levels to take account of low background noise conditions or broadband type reversing beepers. This requirement does not apply to cars, vans and light trucks.

28. All mechanical equipment must be regularly maintained and must use industry standard mufflers.
29. Parking areas and access lanes must be kept available for these purposes at all times and maintained to the satisfaction of the Responsible Authority.
30. All roads and vehicle access ways within the Project land are to be surfaced with suitable all-weather materials or substances to the satisfaction of the Responsible Authority and must then be maintained in good condition to the satisfaction of the Responsible Authority.
31. A sign(s) to the satisfaction of the Responsible Authority must be provided directing drivers to the area set aside for car parking and must be located and maintained to the satisfaction of the Responsible Authority.
32. The loading and unloading of goods to and from vehicles must only be carried out on the Project Land.
33. Melbourne Water
  - a) No discharge into Melbourne Water's drains or watercourses without the prior approval of Melbourne Water
  - b) No fill or building materials dumped on Melbourne Water land
  - c) No polluted waters, including sullage waters or sediment laden waters from the land, may be discharged from the Project Land, including into Melbourne Water's drains or watercourses.

#### **Stages 2 and 3 (Reconfiguration) – Endorsed Plans**

Prior to the commencement of development of Stages 2 and 3 respectively of the Project or another timeframe as agreed in writing by the Minister for Planning, the following plans for each respective stage must be prepared to the satisfaction of the Minister for Planning in consultation with the City of Kingston:

34. A **Site construction staging plan** generally in accordance with Plan Reference 24044 CSP01 May 2024 unless otherwise approved by the Minister for Planning, to show the reconfiguration of the Project, and incorporate any revisions required by the Stage 2 or 3 SMEIP approved under condition 37.
35. A **Site layout plan** generally in accordance with Plan reference 24044-ST02 dated March 2024 and Plan reference 24044-ST02 dated March 2024 unless otherwise approved by the Minister for Planning, to show the reconfiguration of the Project Land's site layout and operations and incorporate any revisions required by the Stage 2 or 3 SMEIP approved under condition 37. The Site layout plan must demonstrate that:
  - a) All operating areas and stockpiles of materials stored on the Project Land do not exceed 35 metres AHD.
  - b) Only one pugmill must be operating on the Project Land at any one time except during decommissioning and commissioning.
  - c) Notations to confirm that no plant or equipment used for crushing waste concrete, stone or masonry may be installed or used on the Project Land other than the one concrete crushing and screening machine described in the Stage 2 and 3 endorsed plans.

36. A Stage 2 and 3 **Landscape concept plan**, unless otherwise approved by the Minister for Planning, must be prepared to show the staged landscape works demonstrating reinstatement of landscaping following the reconfiguration, and the reinstatement of the landscaping following SRL East Project vacating the site.
37. A Stage 2 and 3 **SMEIP** must be prepared to demonstrate that the reconfiguration of the Project Land's layout and operations on the can be managed to the satisfaction of the Minister for Planning in consultation with Southern Rural Water, Kingston City Council and the EPA, where required. The Stage 2 and Stage 3 SMEIP must:
- a) Demonstrate compliance with legislation, standards, EPA guidelines and procedures outlined in the *Recycling material: guidance on complying with the occupational health and safety (asbestos) Regulations 2003* and must comply with the *Guide to Better Practice at Resource Recovery Centres (2017)* (Sustainability Victoria).
  - b) Identify best practice management of the processes, plant and equipment and procedures conducted on the Project Land including any adverse impacts from the proposed refuse transfer station, both during construction and ongoing operation.
  - c) Consider amenity impacts from transport of materials, goods or commodities; appearance of any buildings, works and materials, emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, wastewater, waste, litter, grit or oil; and vermin and provide for measures to ensure that amenity impacts will not detrimentally affect use and development within the area.
  - d) Document surface-water management, including runoff and water quality, collection and reuse, pollution control and containment systems and monitoring requirements.
  - e) Document wastewater management arrangements.
  - f) Document groundwater including management and monitoring of groundwater quality, management measures for any identified changes in groundwater levels in the locality.
  - g) Document how only fill material as defined in EPA Publication IWRG600.2 "Waste Categorisation" must be used in the development of the Project Land.
  - h) Document air quality including management of Project dust to prevent visible emissions beyond the boundary of the Project Land, controls for the pugmill in accordance with EPA Publication 1804: Reducing risk in the premixed concrete industry (December 2019), road surfaces and dust suppression methods including location of dousing bars at the main entrance and other locations identified on the Site layout plan and management measures in accordance with EPA Victoria 1961: Guideline for assessing and minimising air pollution in Victoria.
  - i) Protocols for noise including controls to manage noise emissions from plant and machinery such as treatment of crushing and screening plant and waste sorting facility enclosures in accordance with the recommendations of a suitably qualified acoustic specialist; smart alarms on mobile plant and maintenance of mechanical equipment and use of industry standard mufflers.
  - j) Management arrangements for waste on the Project Land to avoid litter and waste leaving the Project Land and/or entering the stormwater drainage system.
  - k) Detail vermin management.
  - l) Demonstrate that outdoor lighting must be baffled to avoid unreasonable light spill to neighbouring land.
  - m) Confirmation that all roads and vehicle access ways within the Project land are to be surfaced with suitable all-weather materials or substances.

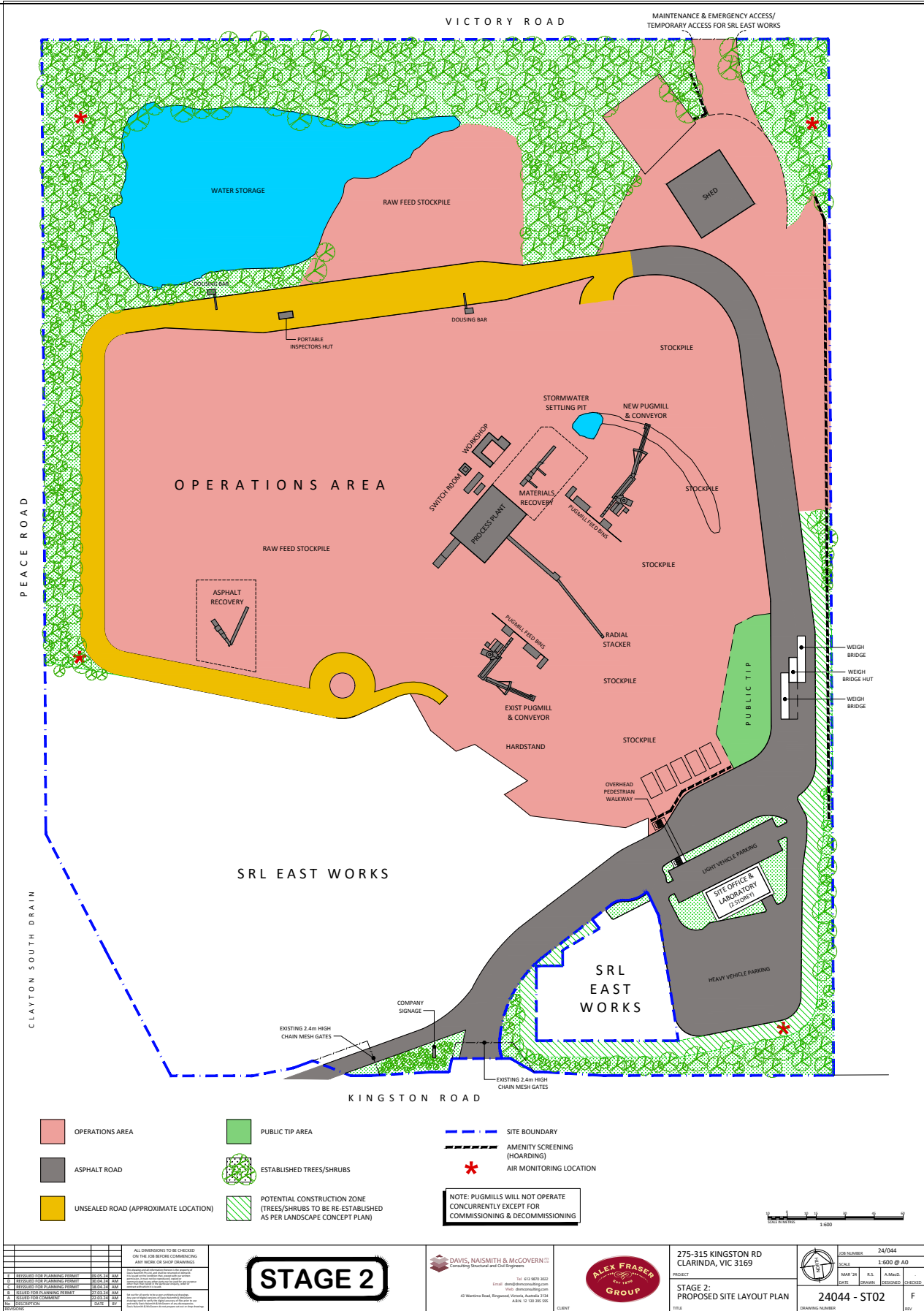
- n) Include a Monitoring plan – specify parameters for monitoring of groundwater and water in storage ponds; monitoring and collection of litter from outside the Project Land including roads adjacent to the Project Land. The process for continuously monitoring (in real time) the levels of PM10 and PM2.5 emitted from the Project Land in the vicinity of the hardstand areas and concrete crushing machinery while the Project is operating must be documented in the SMEIP. The Stage 2 and 3 SMEIP must set out the:
- i. location of fixed PM10 and PM2.5 monitors which must be maintained in good working order in the agreed locations.
  - ii. include an alarm to warn when dust conditions are unacceptable. The operation of the Project Land must have regard to the information derived from PM10 and PM2.5 real-time monitoring.
  - iii. maintenance of a Davis or equivalent weather station, measuring wind speed and direction and ambient temperature, on the Project Land in a location to the satisfaction of the Responsible Authority.
  - iv. The information collected by the measuring equipment must be provided:
    - Quarterly to the Responsible Authority, in the form of gross and net PM10 and PM2.5 measurements and published on an open website for public viewing,
    - To the Responsible Authority or EPA within two business days of a request for the information to be provided concerning a particular date or dates; and
    - Data from the weather station must be made available to the Responsible Authority and the EPA on request.

The Stage 2 and 3 SMEIP must be revised if there is a significant change to operations resulting from staging to the satisfaction of the Minister for Planning.

38. Buildings and works undertaken in Stage 3 on land within the Urban Floodway Zone and Land Subject to Inundation Overlay must be undertaken to the satisfaction of the relevant floodplain management authority.

#### **Expiry**

39. The controls in this document expire upon the issuing of a Certificate of Practical Completion of Stage 3 Reconfiguration works pursuant to the Stage 3 site layout plan.
40. The Project must cease and associated signs removed by 5 December 2033 unless otherwise approved under another condition of this Document.
41. The controls in this document expire if the Project is not started within two years of the date of this incorporated document.
42. Any of the periods or dates referred to in Conditions 39-41 may be extended with the approval of the responsible authority if a request is made in writing before the relevant expiry date or within six months of the expiry date.



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**STAGE 2**

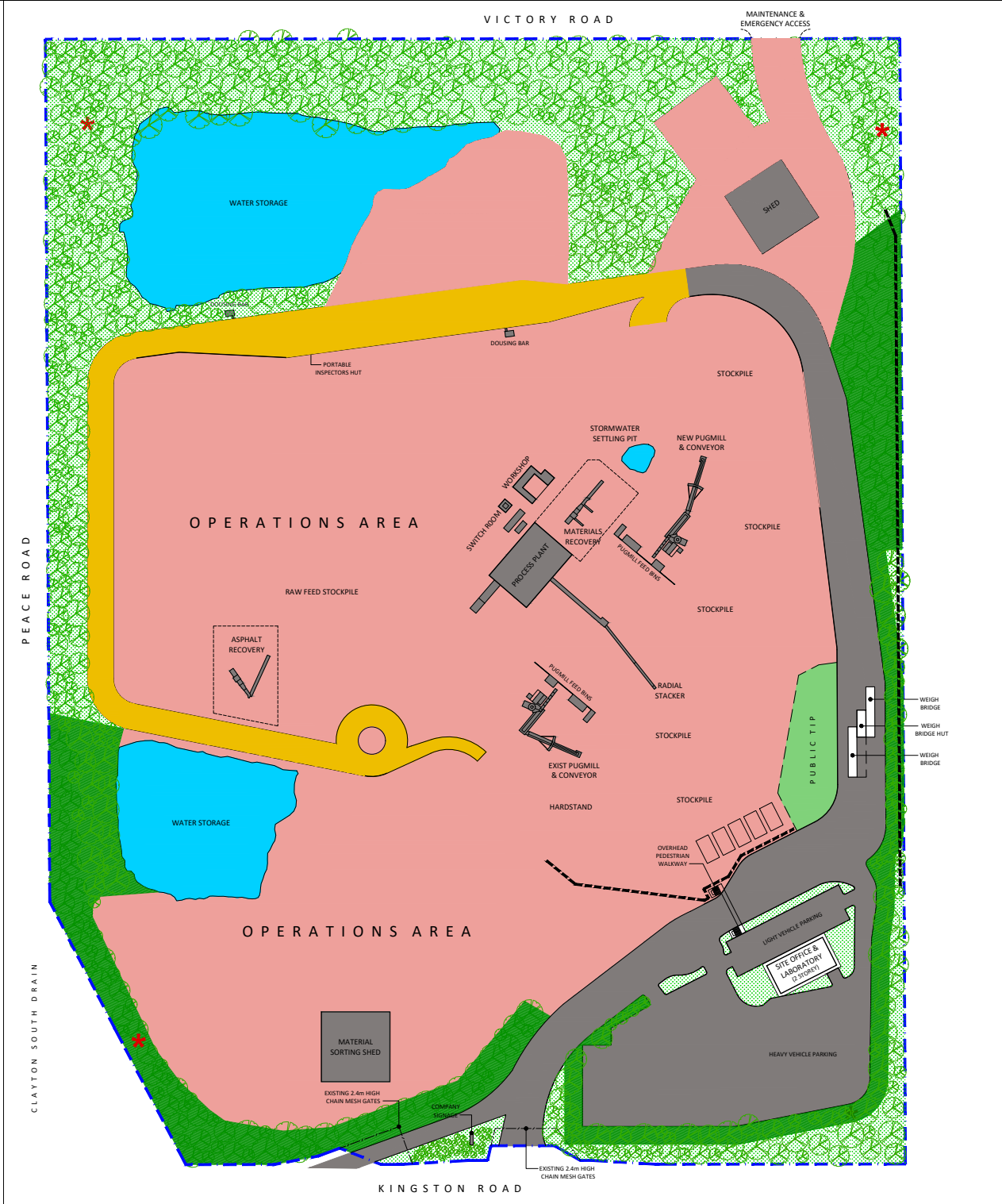
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**ALEX FRASER**  
 THE GROUP

275-315 KINGSTON RD  
 CLARINDA, VIC 3169  
 PROJECT  
 STAGE 2:  
 PROPOSED SITE LAYOUT PLAN

CD NUMBER	24/044
SCALE	1:500 @ A3
DATE	MAR 24 2024
DESIGNED	AM
CHECKED	AM
DRAWING NUMBER	24044 - ST02
REV	F





OPERATIONS AREA	PUBLIC TIP AREA	ESTABLISHED TREES/SHRUBS	SITE BOUNDARY
ASPHALT ROAD	HARDSTAND	RE-ESTABLISHED TREES/SHRUBS (TREES/SHRUBS TO BE RE-ESTABLISHED AS PER LANDSCAPE CONCEPT PLAN)	AMENITY SCREENING (HOARDING)
UNSEALED ROAD (APPROXIMATE LOCATION)			AIR MONITORING LOCATION

SCALE: 1:500

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STAGE 3

**DAVIS, NAISMITH & MCGOVERN**  
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275-315 KINGSTON RD  
 CLARINDA, VIC 3169

PROJECT  
 STAGE 3:  
 PROPOSED SITE LAYOUT PLAN

OR NUMBER	24/044
SCALE	1:500 @ A0
DATE	24/03/24
BY	AM
CHECKED	AM
DRAWING NUMBER	24044 - ST03
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**SITE MANAGEMENT  
And  
ENVIRONMENTAL IMPROVEMENTS  
PLAN  
(S. M. E. I. P.)**

**FOR CONSTRUCTION & DEMOLITION  
AND  
COMMERCIAL & INDUSTRIAL**

**REFUSE TRANSFER STATION AND  
ASSOCIATED MATERIALS  
RECYCLING FACILITY**

**275-315 KINGSTON ROAD CLARINDA  
CITY OF KINGSTON**

**THE ALEX FRASER GROUP  
STAGE 2 RECONFIGURATION  
WORKS**

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## **1.0 Preamble**

This Site Management and Environmental Improvement Plan (SMEIP) is a living document that reflects The Alex Fraser Group's Policy of continuous improvement in all areas of its operations.

This document has been developed as a "reference document" which reflects the minimum standards required in all activities associated with the establishment and operation of the Construction & Demolition (C&D) and Commercial & Industrial (C&I) Materials Recycling Facility in conjunction with a Refuse Transfer Station (the Facility).

This document has been developed as a requirement by Condition 37 of the Materials Recycling Facility and Transfer Station, Clarinda Incorporated Document May 2024 which has been developed in consultation with the Environment Protection Authority (EPA) and Kingston City Council (KCC) and approved by the Minister for Planning. This version of the SMEIP relates to the Stage 2 reconfiguration of the Facility to facilitate partial use of the Project Land by the Suburban Rail Loop (SRL) East Project including any subsequent amendments from time to time on the Project Land.

This SMEIP considers the development for the re-configuration of the Facility layout and operations to accommodate the SRL East tunnel boring machine launch site and cross passages.

This SMEIP shall be read in conjunction with, and the operation of the site shall comply with the procedures outlined in the "Recycling Construction and Demolition Material: Guidance on complying with the Occupational Health and Safety (Asbestos) Regulations 2003."

The operation of the site shall also comply with the requirements of the "*Environment Protection Act 2017* (the Act) and the "*Environment Protection Regulations 2021*" (the Regulations).

The operational site management and environmental improvement through this SMEIP are the cornerstones of the long-term success of the Alex Fraser Group and its positive contribution to the City of Kingston and the surrounding region.

The management team and staff of this site must always be mindful of the surrounding community in its day-to-day operational decision-making ensuring that its operations do not impinge on the community's right to the quiet enjoyment of the area.

This SMEIP sets out how these aims can be achieved, in part capitalising on the opportunities offered by the unique features and topography of this site and controls in place to address outcomes of the reconfiguration of the site.

A separate SMEIP will be developed for Stage 3 to allow for the reinstatement of the use of the Facility within the area used by SRL East upon completion.

**SRL East impacts to the Site**

In accordance with the Stage 2 Plans, the removal of internal earth bunds and vegetation and a portion of the eastern perimeter earth bund is required within the Facility to accommodate the SRL East Project. Where the earth bund and vegetation are removed, it is to be replaced with amenity screening (hoarding) approximately 2.5 metre high.

**Unique Features of the Site**

In accordance with the Stage 2 Plans, the earth bunding and vegetation to the Northern side of the site is to remain. The bunding has been planted out with approximately 49,000 indigenous species which have had the larger trees maturing to a height of approximately 10 meters.

DRAFT

## **SECTION ONE: SITE MANAGEMENT**

### **2.0 Overview of Facility**

#### **2.1 Objective of Facility**

The Materials Recycling Facility and Refuse Transfer Station is designed to separate and process Construction & Demolition (C&D) and Commercial & Industrial (C&I) refuse to maximise the diversion of these materials from landfill.

The recovered materials are temporarily stockpiled and then transferred off site. Leftover material is recycled into a range of products suitable for use in freeways, roads, car park construction, engineered backfills and other applications as a replacement for conventional products.

#### **2.2 Occupational Health and Safety**

A site-specific Occupational Health and Safety Plan will be in place and enforced at all times. This will be monitored by the Alex Fraser Group HSEQ representative.

#### **2.3 Vehicle movements**

Load size and weight is determined by truck capacity, however the average load weight ranges between 14 and 25 tonnes. The average vehicle movements per day expected to be generated by this facility will vary, dependent on the levels of construction activity in the surrounding area, time of year, weather, and other variables. Unloading and loading of vehicles must only be carried out on the site.

Signs shall be erected and maintained directing staff and visitors to the delineated carpark area.

It is noted that SRL East traffic will be sharing the access from Kingston Road in Stage 2. Exiting traffic from the AFG operations will have right of way at this point. SRL East traffic is required to enter and exit the site via left turns in/out only.

#### **2.4 Hours of Operation**

The normal hours of operation are from 5:00 am to 8:00 pm Monday to Friday and Saturday from 7:00AM to 6:00PM. These operating hours include public holidays, except all day Christmas Day and Good Friday and on Anzac Day not before 1:00PM.

The following restrictions apply:



- The use must not operate between the hours of 8:00PM and 5:00AM Monday to Friday, 6:00PM and 7AM Saturday and any time Sunday
- On Anzac Day the site must not operate before 1:00PM
- Between 5:00AM and 7:00AM
  - No tipping at the top of the stockpiles
  - No crushing and screening operations
  - No sorting at the Waste Sorting Facility
- Between the hours of 6:00PM and 8:00PM Monday to Friday:
  - No tipping at the top of the stockpiles
- Between the Hours of 1:00PM and 6:00PM Saturday
  - No tipping at the top of the stockpile
- Refer Section 8.0 Stockpiling

## **2.5 Outside Normal Hours of Operation**

Occasionally, the site is required to remain open 24 hours a day to either receive C&D waste and/or to deliver processed product to projects which can only operate through the night.

Prior approval must be received from the Responsible Authority (i.e.) Kingston City Council.

The following restriction will apply:

- No tipping on the top of stockpiles.
- No crushing and screenings operations.
- No sorting in the waste sorting facility.
- No use of front-end loaders.

## **2.6 Record Keeping**

The Site Manager shall ensure that all incidences shall be recorded according to the Alex Fraser Incident Management Guide. The incident reporting process shall also be held to the Alex Fraser Incident Management Standard. Incidences shall include but are not limited to:

- accidents of any kind
- near-miss events
- weather conditions of the day
- breaches of the environmental protocols
- loads rejected at the weighbridge
- extreme weather condition site shutdowns
- incidents of non-compliance

### **3.0 Sources of Refuse**

C&D and C&I materials typically come from 6 main sources

#### **3.1 RecycleBin®**

This is a bin service that is provided to contractors for the disposal of C&D and C&I refuse. The contractor can dispose most co-mingled C&D and C&I refuse in one large hook lift container. This container is then collected and transported to the Material Sorting Shed.

#### **3.2 Demolition Contractors**

On small demolition projects it is often inefficient to segregate materials on-site, therefore co-mingled demolition refuse is transported to the Refuse Transfer Station and directed to the Refuse Sorting Facility.

On larger demolition projects some on-site segregation is normally conducted. In this situation loads of predominantly one type of refuse (with minimum co-mingled material) such as concrete or timber are directed to the appropriate stockpile within the Refuse Transfer Facility for discharge. Materials are typically transported via semi-tippers or trucks and trailers.

#### **3.3 Contractor Bin & Earthmoving Services**

C&D and C&I waste are also collected by bin companies and earthmoving companies. Small bins of waste are transported to the Refuse Transfer Facility via semi-tippers or trucks and trailers.

#### **3.4 Specialist Waste Streams**

There are many waste streams that have historically been transported directly to landfill that are suitable for the transfer separation process. Some examples of specialist waste streams received include glass and foundry sands.

#### **3.5 Public**

There is a significant amount of solid inert waste generated by the public. Examples include home projects such as gardening, demolition, and renovation. This material is typically transported to the Refuse Transfer Facility in trailers or utilities.

#### **3.6 Commercial and Industrial Waste Streams**

C&I refuse will be transported in bins in a co-mingled condition from commercial and industrial premises. This waste will be taken to the Refuse Sorting Facility for its initial separation process.

## 4.0 Identification of Construction & Demolition and Commercial & Industrial Materials

### Materials include:

- Concrete
- Brick Asphalt Rubble
- Steel
  - Reinforcement Structural Steel
    - Columns
    - Rafters
    - Roof Purlins
  - Steel Wall Framing Studs
  - Steel Window Frames
  - Steel Flashings
  - Steel Banding
  - White Goods
- Timber Glass
- Plasterboard Plastic
- Non-ferrous Metals
  - Brass
  - Copper
  - Aluminium
- Ceramics PVC Pipe Cardboard
- Carpet / Underfelt

## 5.0 Weighbridge Processing of Incoming Refuse

### 5.1 Inspection

Upon arrival at the site all material is inspected at the Weighbridge for suitability. Co-mingled material is directed to the Waste Sorting Facility. Loads which are considered co-mingled to a lesser degree will be directed to the appropriate stockpile for discharge.

### 5.2 Recording

Every vehicle that brings material to the site will have its details recorded. These details include registration number, type of material and quantity of material.

### 5.3 Rejection

Material that does not meet the signposted acceptance criteria will be rejected. Rejected material include putrescible, odorous, toxic, corrosive, flammable, explosive, infectious, oils or any hazardous liquids or materials. The transporter may be advised of the closest suitable facility.

### 5.4 Incoming Load Dousing

Vehicles arriving with material will be directed to drive under the Load Dousing Bar prior to discharge. Those with a covered load will be directed to uncover prior to dousing.

This overhead dousing bar directs a spray of water onto the load to reduce possible dust generated during tipping.

### **5.5 Discharging**

Co-mingled refuse is discharged into the Refuse Sorting Facility. Reinspection of material is required, the load is inspected for any unacceptable materials prior to the vehicle leaving site. Segregated material such as glass, timber or concrete may be discharged directly into its according area for reprocessing.

## **6.0 Sorting of Co-mingled Material**

All sorting is conducted within the Refuse Sorting Facility on a concrete floor. Large inbuilt bins are utilised within the concreted area for the storage of recovered materials.

A primary sorting stage is conducted to extract large items with appropriate equipment. In accordance with the waste minimisation hierarchy, reuse of items is considered as the first step within the Refuse Transfer Facility.

A small percentage of the total incoming material that is determined as not suitable for separation and/or transfer or sustainable recycling is transferred to an "offsite landfill."

Reusable timber products such as pallets or large sections of timber are temporarily stockpiled for transfer. Other timber materials are placed in a temporarily stockpile for further processing.

Reusable steel products such as pipes, beams, and mesh etc are temporarily stockpiled for transfer to Laverton for further processing and sale. Other metal products are sorted into bins according to their metal type (ferrous and non-ferrous) and either transferred to Laverton for further processing and sale or sold directly to a scrap metal dealer.

## **7.0 Initial Processes & Separation of Materials**

C&D and C&I material is received in a co-mingled condition i.e. mixed to varying degrees with any or all the above materials listed in Section 4. In this condition, C&D and C&I materials are only fit for landfill and can be described as C&D and C&I refuse.

If all these various materials are not to be disposed of in landfill, they need to be separated and dismantled. Some materials can be separated by primary separation, whilst others require a further secondary separation.

This process can be divided into:

- Primary Separation
- Secondary Separation

### **7.1 Primary Separation**

Includes:

1. Manual and/or mechanical rough sorting and pulverizing.
2. Trommel screening to size and/or material type.
3. Wind sifting to separate lightweight material.
4. Sorting and temporarily stockpiling prior to further processing or transfer offsite.

### **7.2 Secondary Separation**

1. Asphalt, concrete, and brick will require crushing to separate the following: steel, timber, plastic, and non-ferrous materials such as copper pipe, brass floor wastes, steel columns and reinforcement, timber and steel posts and stumps, plastic pipes etc.
2. Once separated, these materials are removed from the conveyors.
3. Steel is separated via magnetic belts. Non-ferrous metals are identified by metal detectors and mechanically or manually removed. Light weight material, such as plastic and small pieces of timber is blown off via air knives. Fine material is removed by a Trommel and/or Flat screening processes. Miscellaneous material of varying sizes is removed manually in a two-stage operation.
4. The first stage is manually "picking off" larger sized waste such as timber, carpet, pipe (PVC and/or copper) etc. Mechanical screening is then used to separate fine, clean material out of the process and allow the larger refuse to be further separated.
5. The second stage is manually "picking off" smaller sized miscellaneous material. Removal of the smaller light weight material such as plastic and timber using air knives is also carried out in the secondary circuit.
6. To separate and remove the remaining smaller pieces of steel, the material is further crushed. The steel is then removed via a revolving belt magnet. The material is then returned to the mechanical screen to separate all clean fine material.
7. The process continues until all material is separated into individual materials and the residual refuse is transferred to landfill.

### **7.3 Separated Materials**

#### **CONCRETE**

The separated concrete will be redirected to a suitable size and if required, blended with other recycled products, and then sold as various classes of materials to specification.

#### **BRICK**

The separated brick will be reduced to a suitable size and if required, blended with other recycled products, and then sold as various classes of materials to specification.

**ASPHALT**

Asphalt is received as a direct delivery i.e. not in a co-mingled stated. Asphalt will be processed, stockpiled on site temporarily and transferred to AFG asphalt plant.

**RUBBLE**

Depending on the type of material contained in the rubble it will be fed directly into either the primary or secondary separation circuits, crushed and blended with other recycled products and then sold as various classes of materials to specification.

**STEEL**

Steel will be stockpiled on site temporarily, pressed into a shape to facilitate transportation to Laverton. White goods will be transferred to a scrap metal dealer.

**TIMBER**

Timber sourced from both direct delivery onto site and from the separating process will be stockpiled on site temporarily and shredded to a size appropriate for economic transportation to Laverton for waste to energy purposes

**GLASS**

Glass sourced from direct deliveries will be transferred to Laverton or to Visy. The glass separated during separation process will be reduced to a suitable size and blended with other materials and sold.

**PLASTERBOARD**

Plasterboard will be transferred to a plasterboard manufacturer for recycling. Plasterboard unsuitable for recycling will be transferred to landfill.

**PLASTIC**

Due to the numerous forms of plastic, some of the separated material will be transferred to landfill and some will be transferred to a plastics recycler.

**NON-FERROUS (BRASS, COPPER & ALUMINIUM)**

All non-ferrous metals will be transferred to Laverton for sorting and will be on- sold to scrap metal merchants.

**CERAMICS**

Ceramic material from the separation process will be blended into recycled products.

**PVC PIPE**

PVC pipe from the separation process will be transferred to landfill or, subject to its condition, a plastics recycler.

**CARDBOARD**

Cardboard from the separation process will be transferred to landfill or, subject to its condition, transferred to a cardboard recycler.



## **SOIL**

Soil will be received onto the site as a direct delivery in accordance with Condition 38 of the Materials Recycling Facility and Transfer Station, Clarinda Incorporated Document 2024. Only clean fill as defined in 'EPA Publication 1828.2: Waste disposal categories – characteristics and thresholds' and 'EPA Publication 1968: Guide to classifying industrial waste' will be used in the development of the site.

Soil is introduced into the co-mingled refuse when loading refuse into the delivery trucks. It is very small quantity and will be blended into low grade products.

### **8.0 Temporary Stockpiling**

It is essential to temporarily stockpile materials efficiently to justify the use of specialist recycling equipment. For example, it may be necessary to generate a temporary clean timber stockpile over several months to be able to utilise a timber processor. When the timber processor is operating on site it must have clear access to a stockpile of clean material.

The temporary stockpiling of clean materials is conducted on hardstand areas. Stockpiling is normally conducted using rubber tyred front end loaders and hydraulic excavators.

The site manager shall establish and maintain a "low level" stockpile area for temporary stockpiles during those operating hours referred to in Section 2.4 which disallow working on the top of stockpiles.

#### **8.1 Temporary Stockpile Height**

Unless otherwise approved by the Responsible Authority, all temporary stockpile heights will be to a maximum of 35 metres AHD in accordance with Condition 24 of the Materials Recycling Facility and Transfer Station, Clarinda Incorporated Document 2024.

## **SECTION TWO: ENVIRONMENTAL IMPROVEMENT PLAN**

### **9.0 The Alex Fraser Group Commitment**

1. The management of environmental elements of the site and its operations are the cornerstones to the long-term success of The Alex Fraser Group and its positive contribution to the City of Kingston and the surrounding community.
2. The management and staff of this site must always be mindful of the surrounding community in its day to day operational decision-making ensuring that its operations do not impinge on the reasonable use of the surrounding area.

3. The Management and Staff in relation to the operation of this site, must comply with the Guide to Best Practice at Resource Recovery Centres (2017) (Sustainability Victoria).
4. The management and staff of this site must employ and adopt "Best Practice Measures" in preventing any adverse environmental impacts from the Refuse Transfer Station's ongoing operation.

This site SMEIP identifies the acceptable levels of environmental impacts and describes how it is proposed to achieve and maintain these targets.

The commitments made by the Alex Fraser Group to minimising the environmental impact of its operations will be managed by:

- Allocating authority and responsibility for implementing environmental management measures
- Identifying all the aspects of the operations which require environmental management
- Nominating acceptable performance criteria for the measuring of impact levels
- Establishing practical and achievable measures for the containment of environmental impacts
- Describing courses of action for response to incidents and emergency events which may arise
- Establishing procedures for monitoring and reporting any incidents

Environmental Management of this site will address the following:

- Responsibilities
- Revegetation and Landscaping Works
- Dust Management
- Dust monitoring
- Waste Material Acceptance Criteria
- Noise Control
- Litter Management
- Water Management
- Lighting

Each aspect of the operation will be managed in such a way as to minimise the potential for environmental harm. This will be achieved through compliance with state environment protection regulations and actions outlined in the SMEIP.

## 10.0 Responsibilities

Responsibility for the implementation, operation, and administration of this SMEIP lies jointly with each employee, plant & equipment operators, Site Manager, Group Production Manager and General Manager. Ultimate responsibility for the implementation of this Environmental Improvement Plan lies with the Managing Director of The Alex Fraser Group.

The Refuse Transfer Station Site Manager is responsible for ensuring that the day-to-day requirements of this SMEIP are maintained.

Responsibility for the ongoing performance of the SMEIP during the operations phase of the facility lies with the Production Manager.

The AFG Internal compliance monitoring tool will be reviewed annually to ensure the site is complying to the approved permit conditions.

An Independent review will be will be conducted at Stage 2 of the SRL East Works.

## **11.0 Revegetation and Landscaping Works**

In accordance with the Stage 2 Plans, the removal of internal earth bunds and vegetation and a portion of the eastern perimeter earth bund is required for the reconfiguration works to accommodate the SRL East Project. Where the internal and eastern perimeter earth bund and vegetation are removed, it is to be replaced with amenity screening (hoarding) approximately 2.5 metre high.

In accordance with the Stage 2 Plans, the earth bunding and vegetation to the Northern side of the site is to remain. The bunding has been planted out with approximately 49,000 indigenous species which have had the larger trees maturing to a height of approximately 10 meters.

Reinstatement of earth bunding and revegetation will be in accordance with Stage 3 Plans and outlined in a separate SMEIP. This will allow for the reinstatement of the use of the Facility within the area used by the SRL East Project upon completion.

## **12.0 Dust Management**

Dust control measures are introduced at critical stages of the delivery, separation, transfer, and recycling operations to prevent dust pollutants entering the surrounding atmosphere.

Dust controls remain in full effect in wet weather.

### **12.1 Environmental Objectives**

1. To ensure no visible dust emissions are detected beyond the site boundaries
2. To provide a work environment that complies with current legislation

### **12.2 Performance Indicators**

1. Visual observation of no dust beyond the boundary of the site
2. Dust emissions at site monitoring points; (Refer section 13.0)

The potential dust sources are likely to emanate from:

- Traffic movement on site (excluding dust generated by SRL works)
- Dumping of the incoming co-mingled C&D and C&I refuse
- The primary separation process
- Handling and pushing of materials into temporary stockpiles

- Extreme weather conditions, particularly during strong winds

*In the event that the dust generated by the site operations cannot be controlled satisfactorily, or until such time as dust minimisation is re-established in compliance with this SMEIP then all activities generating airborne dust shall cease.*

### **12.3 Reporting**

All staff are required to report any failure of the dust/particulate minimisation equipment or procedures to the Site Manager as soon as practicable.

These incidents shall be reported according to the Alex Fraser Incident Reporting Guide. The incident reporting process shall also be held to the Alex Fraser Incident Management Standard.

### **12.4 Review & Corrective Actions**

Any incidents referred to above shall be regularly reviewed by the Site Manager and corrective actions shall be made accordingly. The dust management strategy and its procedures shall be amended and strengthened if found to be inadequate in minimising environmental nuisance/harm.

### **12.5 Management Strategy**

#### **12.5.1 Water**

- Water is considered a valuable resource and shall be used sparingly, effectively, efficiently and above all not wasted
- Water shall be recycled wherever possible
- The Site Manager shall ensure that an adequate supply of water is always available for the purpose of dust suppression
- The Site Manager shall ensure that all incoming loads suitable for wetting down are directed to the Dousing Bar
- Water used for the purpose of dust suppression may contain additives to assist in the suppression of dust and/or sealing of surfaces and to minimise the quantity of water required to achieve the aims of this Dust Management Plan.

#### **12.5.2 Roads**

- The sealed entry and exit roads shall be cleaned regularly to control the accumulation of dust and/or mud to the extent that this is generated by AFG.
- Internal haul roads shall be wetted down with dust suppressant. This will be carried out by either: water truck and/or reticulated water sprinkler systems
- Roads shall be clearly defined to ensure vehicles are kept to haul roads and are prevented from randomly driving on hardstand areas which may not have been treated with dust suppressant.
- If deposits of dust and/or mud are deposited on any public road adjacent to the site entrance/exit by any vehicles leaving the AFG site, this shall be cleaned up immediately.

#### **12.5.3 Water Truck**

- The facility must not operate without a water truck being fully functional, manned, and operating as is necessary to conform with this SMEIP.

- In the event of wet weather, the Site Manger may use discretion in the operation of the water truck
- These dust control measures remain in full force and effect in wet weather.
- The water truck shall always be fully maintained and kept in operating condition
  - Programmed maintenance to be carried out, out of hours.

**Or**

- A replacement truck shall be provided to the site prior to programmed maintenance commencing.
- The water in the truck may be dosed with an approved dust suppressant or dust sealant as may be required for roads or stockpiles
- The water truck driver shall continually watch for raised dust and apply suppressant immediately to the area
- Specifically:
  - Areas where loaders are working and/or tramming
  - Areas where pulverisers and/or breakers are operating
  - Following inspections of dumped loads of incoming rawfeed
  - Prior to the loader pushing up material into stockpiles
  - All material shall be wetted in addition to the treatment received from the dousing bar as may be required

Around the processing plant generally as shall be required

#### **12.5.4 Front End Loaders**

- Loaders shall not work a “face” unless the area has been wetted down
- Loaders shall not load the crusher feeder unless:
  - The material is wet
  - Dust suppressant system is operating on the plant

#### **12.5.5 Vehicles Leaving the Site**

- All vehicles associated with the Alex Fraser Site shall be sufficiently free of dust and mud prior to leaving the site to make all reasonable efforts ensure dust and/or mud is not deposited on a public road by vehicles leaving the site
- The tailgates of all trucks leaving the premises must be securely fixed prior to loading to prevent loss of material
- If deposits of dust and/or mud are deposited on any public road adjacent to the site entrance/exit by any vehicles leaving the site, the Site Manager shall be notified immediately, and the road shall be cleaned up immediately

#### **12.5.6 Temporary Stockpiles**

- Material stored in the form of a temporary stockpile which has the potential to raise dust shall have portable sprinkler systems operating on them
- The sprinkler system may operate at night as required
- When a stockpile has a “working face”, this face shall be wet prior to the commencement of work
- This face shall be kept wet and dust free during operations

#### **12.5.7 Amenity Screening**

- In accordance with Stage 2 Site Layout Plan, removal of internal earth bunds and along portion of the eastern perimeter to be replaced with appropriate amenity screening (hoarding) to a height of 2.5 metres.

## **12.6 Dust Suppression Points Within the Separating and Crushing Process**

### **Enclosed System**

The feeder, crushers, conveyors, and processing equipment shall be enclosed and fitted with a dust suppressant system. Any dust generated by the tipping of the primary separated material into the feeder will be ducted down into a fogging chamber, the wet dust will be deposited onto the lower feeder and combined with the product.

### **Primary Feeder**

Only material that has been dust suppressed shall be picked up with the front-end loader and placed on the feeder.

### **Jaw Crusher**

Dust suppressed material is crushed by the Jaw and drops onto the lower feeder.

### **Lower Feeder**

The lower feeder is enclosed in a fogging chamber and as the material exits the chamber it is treated with a dust suppressant.

### **Conveyors**

Dust suppression sprays are fitted at the conveyor transition points prior to the screen. The sprays must always be in operating condition. They may be used for raising the moisture content of the material and/or dust suppression.

### **Enclosed Screen**

The material travelling over the screen is not sprayed.

### **Enclosed Cone**

The larger material that has not passed through the screen is conveyed to the Cone crusher. Dust suppressant is sprayed onto the load as it is deposited into the cone crusher.

Alternatively, the dust suppressant may be sprayed onto the underflow conveyor.

### **Conveyors**

Dust suppression sprays are fitted at the conveyor transition points around the secondary circuit. The sprays must always be in operating condition. They may be used for raising the moisture content of the material and/or dust suppression.

### **Radial stacker**

The processed material is then elevated to the top of the temporary stockpile via a large radial stacker. This product maintains a specific moisture content and therefore should not require dust suppressant. The head drum of this conveyor has water sprays and a head fitted chute. Water sprays that may operate for the purpose of either topping up the moisture content or suppressing airborne dust. The distance between the conveyor and the top of the developing stockpile shall be kept to minimum via the luffing mechanism on the radial stacker.



## 12.7 Pug Mill

### General Cleanliness

All sections of the Pug Mill and its operating area shall always be kept in a clean & tidy condition to prevent windblown dust.

### Bins

The loader operator shall be trained in the method of filling the bins to minimise dust filled air escaping from the bin when filling.

### Conveyors

Shall be either sealed and/or dust free at exposed sections, transition points and the area where cement is introduced onto the load.

### Mixer

Shall always be maintained in a clean condition.

Cement Silo (Used for adding cement to processed material)

The silo shall be sealed as to prevent the emission of cement dust during the filling process and/or the dispensing process

The filtration system used during the filling process shall always be maintained in a clean and operational condition. The filtration system shall be subject to a time-based maintenance agreement with a suitably qualified organisation.

## 13.0 Dust Monitoring

- Dust emissions must be continuously recorded at site monitoring points shown on the approved plans.
- In relation to the dust monitoring points, the location of these has not altered. The locations have been reviewed having regard to operational experience over recent years and it is not considered necessary to install additional collection points or vary the current locations to achieve effective dust monitoring and compliance with the Planning Permit conditions.
- Dust monitoring shall be in real time and measure PM 10 and PM 2.5 emissions.
- The dust monitoring devices are required to transmit alarms to the Site Manager and staff in the event of an exceedance.
- The Site Manager must have regard to information derived from the PM10 and PM 2.5 real time monitoring.
- The records derived from the devices must be made available to the Responsible Authority upon request within a two-business day period.
- The monitoring devices shall be subject to a maintenance agreement and shall be calibrated annually. The records of such maintenance and calibration shall be made available upon request from the Responsible Authority.

- A Davis (or equivalent) weather station must be installed and maintained by the Site Manager. The records from the weather Station shall be made available upon request from the Responsible Authority.
- The Site Manager must have regard to information derived from the weather station in operating the site and control of dust emissions.

## 14.0 Waste Material Acceptance Criteria

The refuse deposited at the Refuse Transfer Station is received in a co-mingled state. The refuse may contain a predominant waste or a variety of mixed materials. Only uncontaminated C&D and C&I materials are accepted onto site.

### Environmental Objectives

To manage material in a manner that prevents or minimises environmental harm

### Management Strategy

The Site Manager shall:

- Adopt material acceptance criteria to ensure that only appropriate wastes are accepted
- Only accept material that is identified as Construction & Demolition and Commercial & Industrial waste material

**Not accept** the following material:

- General household waste (including garden/green waste)
- Liquid waste (liquescent waste) eg: oils, paint, grease
- Any regulated waste not under the authority of an EPA approved Environmental Improvement Plan
- Any putrescible waste
- Paper product sludges
- Odorous material
- Any materials listed under Section 5.3 (Page 7) of the SMEIP

The material loads accepted as C&D and C&I must be uncontaminated, no unauthorised material will be accepted.

### Reporting and Review

Incidents regarding unauthorised material are to be reported to the Site manager as soon as practicable and recorded according to the Alex Fraser Incident Reporting Guide. The incident reporting process shall also be held to the Alex Fraser Incident Management Standard.

If unauthorised material has been found at one of the critical control points:

The Site Manager shall:

- Cease operations within the C&D and C&I area and instruct the driver of the offending truck to:
  - Reload the unauthorised material and dispose of it at an appropriate disposal facility.

- If the offending truck has left the site, cease operations at the C&D and C&I area and remove unauthorised material to a safe storage location for collection by the offending truck – this information can be sourced through the weighbridge records.
- If the offending truck cannot be identified, the unauthorised material will be removed by Alex Fraser to a suitably licensed disposal facility.

## 15.0 Noise Control

The C&D and C&I Refuse Transfer Station and Materials Recycling Facility involves the separation of co-mingled materials using a wide range of equipment. The noise levels generated during the process must comply with State Environment Protection Policy (Control of Noise from Commerce, Industry and Trade) No. N-1 (SEPP N-1) and the Regulations. The following Noise Abatement Plan has been developed to minimise noise generation from the site.

### Environmental Objectives

- To minimise the impact from noise emissions and always comply with SEPP N-1 and the Regulations noise limits
- Noise related complaints are not received

### Management Strategy

The Site Manager shall:

- Ensure a suitably qualified acoustic consultant must confirm compliance with SEPP N-1 noise limits and the Regulations when:
  - Noise generating elements of use are operational
  - If equipment and /or operating procedures change
- The Crushing and Screening Plant and the Sorting Facility enclosures must be treated in accordance with recommendations of a suitably qualified person.
- Ensure heavy vehicles and mobile plant are fitted with the “smart” or broadband type reversing beepers.
- Ensure heavy vehicles and mobile plant are fitted with Industry standard mufflers and are maintained so that noise emissions are minimised
- Whenever possible, position stockpiles to provide acoustic screening from the processing plants
- Ensure noise minimisation procedures are adhered to at all times
- The failure of noise minimisation procedures and or incidents to be reported to the Site Manager as soon as practicable and recorded on the incident/complaint form.
- Noise minimisation procedures are to be reviewed if measures prove inadequate
- If noise generated by a particular part of the plant cannot be controlled satisfactorily then that area shall cease operation until issue is rectified.
- In accordance with Stage 2 Plan, removal of earth bunds to be replaced with appropriate amenity screening (hoarding) that provides acoustic screening and be made of a solid material and have a closed surface without openings, cracks or gaps (including sealing with the ground) and have a surface density of at least 10kg/m<sup>2</sup> with a height of 2.5 metres.

## 16.0 Litter Management

Litter generation from the Refuse Transfer Station has the potential to cause environmental nuisance in the form of litter movement offsite. A Litter Management Plan has been developed to minimise and prevent the potential litter movement off site.

### Environmental Objectives

- To prevent environmental nuisance occurring due to the release of litter from the operations of the Refuse Transfer Station.

### Management Strategy

The Site Manager shall:

- Effectively manage the operational activities of the Refuse Transfer Station to reduce the potential of litter being released offsite
- Prevent the escape of litter from the separation area at its source
- Erect and maintain litter control fencing or screens adjacent to areas of activity with the potential to generate release of litter
- Screen planting of groundcover and upper-story species around the site perimeter to trap windblown litter. Noting, in Eastern side of the site where vegetation is required to be removed during Stage 2 to accommodate SRL East Works, amenity screening to be installed.
- Initiate regular site inspections to assess the level of litter movement around and offsite
- Initiate and maintain Staff training in the need to pick up any litter as it may occur on the site
- Specifically, any litter that has moved off site is to be retrieved immediately
- Ensure that no litter may be burnt on the site

### Performance Indicators

- No litter visible on the site
- Elimination of litter leaving the site
- No complaints received in respect to litter pollution

### Reporting and Review

Complaints regarding litter or incidents to be reported to the Site Manager as soon as practicable and recorded according to the Alex Fraser Incident Reporting Guide. The incident reporting process shall also be held to the Alex Fraser Incident Management Standard.

### Corrective Actions

- Litter management procedures to be reviewed and corrected if found to be inadequately minimizing environmental nuisance and harm
- Install, repair and/or maintain litter reduction devices, and litter control fencing or screens
- Take appropriate actions to prevent a recurrence

## 17.0 Water Management Strategy

### Environmental Objectives

To prevent environmental harm occurring through the offsite discharge of waters derived from the Refuse Transfer Facility and Materials Recycling Facility.

### Management Strategy

- The Site Manager shall effectively and appropriately maintain the site's dam and the surrounding walls, ensuring stormwater flows to this dam at all times.
- The Site Manager shall ensure that there is no storing of chemicals, construction plant and fuel nearby the waterbody.
- No polluted waters, including sullage waters or sediment laden waters from the land, may be discharged from the site, including into Melbourne Water's drains or watercourses without prior approval of Melbourne Water.
- Offsite dewatering to be undertaken in accordance with the requirements of Melbourne Water

### Conservation, Collection and Reuse of Storm Water

The Site Manager shall:

- Implement and maintain works within site to drain the floor. This will be achieved by pumping stormwater to water storage dam.
- Reuse stormwater for product enhancement, dust suppressant, watering landscaped bunds through existing reticulated sprinkler systems.

### Ground Water Protection

The Site Manager shall:

- Effectively and appropriately manage operational activities to reduce the potential for contamination of any waters occurring within the site. This would include maintenance of pavement surfaces to reduce the potential suspended loads in stormwater runoff.
- Construct & maintain swale drains adjacent to entry road, and profile entry area to direct stormwater runoff to drains.
- Effectively and appropriately maintain levels to ensure stormwater flows to site dam at all times.
- Maintain water management works and introduce additional controls to reduce recurrence of erosion/instability as required.
- In the event of a breach in the bunding surrounding the settling ponds, repairs are to be carried out to reinstate the site contouring immediately.
- Review the operation and effectiveness of the drainage system and outlet works, including sedimentation basin capacity.
- Implement actions to reduce and eliminate the release of sediment and contaminants. This may include additional controls within site area and altering the configuration of the drainage system.

## Management of Ground Water Monitoring

### Strategy for Rising Ground Water Levels

- Ground Water monitoring bores will be constructed on the site in accordance with the advice of Golder Associates in their reports dated February 2008 and June 2008.
- A regular monitoring program designed and implemented by Golder Associates and reported to the Alex Fraser Group.
- These records will be available to the Responsible Authority upon request.
- A dewatering program will be designed by Golder Associates and implemented should the need arise.
- The design and construction of the facility will allow for the site levels to be raised should the need arise.

## 18.0 Lighting

The Site Manager shall ensure that where outdoor lighting is provided, it must be designed, baffled, and located to the satisfaction of the Responsible Authority to prevent any adverse effect on neighbouring land to the extent that this is generated by AFG.

## 19.0 Aboriginal Cultural Heritage

The site manager shall ensure that all construction and operations is undertaken in accordance with the management conditions and contingency plans of the SRL East Cultural Heritage Management Plan No. 18528. A hard copy of the approved CHMP must always be available and present onsite for the duration of the activity and all relevant personnel must be aware of the compliance requirements of the CHMP.

## 20.0 Flora and Fauna

Native vegetation removal must be undertaken in accordance with condition 5 of the Materials Recycling Facility and Transfer Station, Clarinda Incorporated Document May 2024.

The Site Manager must ensure that:

- Weed spread to be minimised by installing appropriate vehicle washdown areas and limiting machines and plant to specific areas within the construction footprint.

## 21.0 Tree and Bund Removal

The Site Manager must ensure that appropriate Tree Protection Zones (TPZ) in accordance with AS4970 (the standard for the protection of trees on development sites) are implemented around trees to be retained that are within or immediately adjacent to the re-configuration area.





<insert date>

Rebecca Hunt  
Director, Alignment Approvals  
Land, Planning, Environment & Sustainability  
Suburban Rail Loop Authority  
Level 36, 80 Collins Street  
Melbourne VIC 3000

Via email: [rebecca.m.hunt@srla.vic.gov.au](mailto:rebecca.m.hunt@srla.vic.gov.au)

Dear Rebecca

**Re: Kingston Planning Scheme Amendment C223 & Planning Permit KP-2007/881 – 275-315 Kingston Road, Clarinda – Council Submission**

Thank you for your offer of engagement with the City of Kingston (Council). We have reviewed the consultation material and provide you with the following feedback.

With regards to the Incorporated Document

- At paragraph 1.2 the words *'until 5 December 2033'* within the existing planning permit (KP-2007/881) preamble have not been included in the description of 'the project' when the rest of the permit preamble has been copied verbatim. Furthermore, the expiry condition at paragraph 40 has included the words *'unless otherwise approved under another condition of this Document'*.

Council does not support the Incorporated Document extending the life of the existing operations in direct contradiction with the existing planning permit expiry of 5 December 2033. The Council's position is that the Incorporated Document should include the existing planning permit preamble and expiry condition verbatim.

- Most of the general environmental conditions contained within the existing planning permit have been included within the Incorporated Document for which Council is in support of. However, Condition 21 of the existing planning permit has not been included. This condition states that *wastes must not be burnt at the premises*, and it therefore should be included in the Incorporated Document. The Council assumes that this condition has been left out in error as a similar control is included in the Stage 2 Site Management and Environmental Improvement Plan (SMEIP).
- All general environmental, dust, amenity and acoustic conditions of the existing planning permit should remain conditions of operations occurring during Stage 2 and 3 and stipulated within the Incorporated Document or referenced in the SMEIP at all stages.

With regards to the SMEIP

- Council notes that no Stage 3 SMEIP has been included in the consultation documents. A stage 3 SMEIP should be included and consistent with the existing endorsed SMEIP forming part of planning permit KP-2007/881.

community inspired leadership

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- The existing water management strategy of the current endorsed SMEIP references sufficient on-site capacity for 100-year rain event and states that no stormwater is to be discharged off site. The consultation plans appear to indicate a reduced pond capacity in both the proposed Stage 2 and Stage 3 plans. The Stage 2 SMEIP and reinstated site conditions should maintain the same commitment that no stormwater is to be discharged off site.
- 12.0 Dust Management states that *potential dust sources are likely to emanate from traffic movements on site (excluding dust generated by SRLA works)*, the dust generated by SRLA works should be included in the dust management strategy.
- At 7.3 under SOIL there is reference to Condition 38 of the Incorporated Document, we believe this may be an error and that the correct reference is Condition 15e to match the intension of the current endorsed SMEIP.

With regards to the Stage 3 Landscape Concept Plan

- An important element of Stage 3 will be reinstating the existing conditions, a component of this is the reinstatement of the earth bunding around the perimeter of the site. It is noted on the Stage 3 Landscape Concept Plan that *'earth bunding to be reinstated to match Stage 1 bund heights'*, for clarity and reference at the conclusion of the SRLA construction works the existing heights should also be noted on the Plan.
- The Stage 3 plans differ from the existing conditions with regards to the space available around the perimeters of the site for landscaping. The amount of available space should remain the same as the existing conditions when SRLA vacate the site and reinstate the existing conditions.

With regards to Responsible Authority considerations:

- As part of the Engage Victoria information it is identified that *'The operational conditions of Planning Permit KP-2007/881 will not apply while the incorporated document is in effect. The planning permit will need to be amended to bring it in line with the incorporated document and to enable Alex Fraser Group to rely on the permit once the incorporated document expires or is removed from the Kingston Planning Scheme, at the conclusion of the SRL East construction'*. Council believes that the Minister for Planning ought to be the Responsible Authority for the required planning permit amendment given it is the Authority considering the planning scheme amendment. Council recognises that SRLA would be under strict timeframes, and it appears that the most efficient and effective way for Planning Permit KP-2007/881 to be amended is at the same time as the planning scheme amendment and by the Minister for Planning.
- With significant SRLA construction works occurring at the subject site pursuant to a Special Control Overlay the Minister for Planning ought to also consider becoming the Responsible Authority for managing any enforcement responsibilities (if necessary) during the SRLA occupation of the land.

We thank you again for the opportunity to provide a submission, please contact me on 9581 4708 or via email at [jonathan.guttman@kingston.vic.gov.au](mailto:jonathan.guttman@kingston.vic.gov.au) should you wish to discuss any of the above matters further.

Yours sincerely

**Jonathan Guttman**  
General Manager Planning and Place

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24 June 2024

Agenda Item No: 7.5

## **SUBURBAN RAIL LOOP KEY EMERGING DIRECTIONS - COUNCIL SUBMISSION**

Contact Officer: Amber Swales, Strategic Planner

### **Purpose of Report**

To seek Council approval of the attached submission prepared in response to the Suburban Rail Loop Key Emerging Directions.

### **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 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.

## **1. Executive Summary**

The Suburban Rail Loop Authority (SRLA) is preparing Structure Plans and Planning Scheme Amendments (PSAs) for each precinct along the Suburban Rail Loop East alignment. The Structure Plans will provide a framework for growth and change around the new stations.

The SRLA released Key Emerging Directions on 28 April 2024 addressing current and emerging challenges for each Structure Plan area. The Key Directions are based on five themes.

Material released for public consultation included 1 high level graphic for each theme per precinct (see Appendix 2).

Council officers have prepared a submission to the SRLA. The submission emphasises:

- Council's commitment to collaborate with the SRLA to achieve the best outcomes.
- The lack of detail in the information provided and the extent to which this limits Council's ability to engage meaningfully with the work at this time.
- Inclusions that are required in the Draft Structure Plans and PSAs.
- Outstanding issues that require resolution prior to public Exhibition of the Draft Structure Plan and Planning Scheme Amendments.
- Precinct specific feedback for both Cheltenham and Clayton.

It is recommended that the submission at Appendix 1 is approved and provided to SRLA in response to the Key Emerging Directions.

## **2. Background**

- In 2022 Council participated in the Environmental Effects Statement (ESS) process and Inquiry and Advisory Committee Hearing. The scope of the EES was limited to the infrastructure required to deliver the project.
- Council's submission to the EES relied on adopted advocacy reports for Cheltenham and Heatherton Stabling Yards.
- In late 2022 discussions between Council and the SRLA in relation to precinct planning began. Council officers met with the SRLA through a series of workshops to discuss precinct opportunities and to share information.
- On 29 August 2023 the SRLA released the SRL Precincts Discussion Paper. The Paper provided a high-level overview on the precinct planning process including a broad program timeline, draft ambition statements and key priority outcomes for each precinct.
- On 23 October 2023 Council adopted a submission to the SRL Discussion Paper. The submission identified:
  - The lack of detail on the SRL precinct planning program.
  - Further clarity required on timelines and Council's involvement in the process.
- In December 2023 SRLA released Draft Visions for the precincts describing at a high level the proposed visions for the future Cheltenham and Clayton. In February 2024 Council adopted a submission on the Draft Visions outlining:
  - Clarity required on timelines and Council's involvement in the process.
  - Need for demographic data.
  - Precinct specific feedback for Clayton and Cheltenham.
- In April 2024 structure planning boundaries for each area were released.

## **3. Discussion**

### **3.1 Limitations of Publicly Released Information**

The SRLA has released high level and limited information at this time. The lack of detail limits Council's ability to analyse the key directions and provide detailed feedback.

### **3.2 Overarching Issues**

The submission identifies the need for:

- Data and rationale informing projected population and employment figures.
- Technical background reports and studies.
- Council to inform, test and review the PSAs prior to the Exhibition period.
- Detail around funding mechanisms for infrastructure to support an increased precinct population.
- Integration between significant state-run projects including the:
  - Activity Centre Program in Moorabbin (Victorian Planning Authority and Department of Transport and Planning)
  - Former Gasworks site redevelopment (Development Victoria)
  - Level Crossing Removal Project at Highett Road and Wickham Road.
- Expanded written notification of residents, landowners and absentee landowners.

**3.3 Direction Specific feedback**

Enhancing Place

This direction depicts possible heights of future development and general areas for enhanced and new open space.

The submission identifies the following issues that need to be considered:

- Transitions between areas of different heights within and outside of the Structure Plan boundary.
- Amenity issues such as solar and daylight access.
- Feasibility of the heights considering fragmentation and lack of detail about lot consolidation.
- Management of fine grain areas.
- The critical provision of open space and the need to understand the function, size, and purpose of identified open spaces.
- The importance of new development incorporating green infrastructure and improvements to the urban tree canopy.

Better Connections

This direction depicts opportunities relating to traffic and transport.

The submission identifies:

- The importance of a north-south shared user path (SUP) connection along the railway corridor.
- Connections beyond the defined precinct boundaries.
- The importance of a sense of place for Bay Road.
- Improvements to active and public transport networks to be delivered early.
- Missing details on road safety and improvements, bus connectivity and 'green' streets.
- How competing space and objectives within road reserves will be managed.

Boosting the Economy

This direction provides concepts relating to jobs and economic growth.

The submission identifies:

- Work being developed on Council's Employment Land Use Strategy and Economic Development Strategy.
- The transition of some industrial land into other uses.
- The need for further detail around the intent to encourage commercial and health related uses on Chesterville Road and Nepean Highway.

Enriching Community

This direction shows vast areas of housing diversity and broad focus areas for community infrastructure.

The submission identifies:

- Council's approach to provision benchmarking, specifically for libraries and kindergartens not being applied.
- Council's Community Infrastructure Framework Plan currently being drafted and discrepancy in its approach and SRLA's regarding libraries.
- Absence of sessional kindergartens and maternal and child health care.

- Council's continuing desire for a regional multi-purpose community facility within the SRL station environs and the importance of this being captured within the Structure Plan.
- Though outside the precinct, the importance of delivering the Kingston Fields regional sports centre to serve both near and distant populations.
- The absence of reference to fundamental infrastructure such as schools, aged care and health care to service an increasing population.
- A lack of information on how social and affordable housing is proposed to be delivered.

Empowering Sustainability

This direction image includes statements around environmentally sustainable development.

The submission identifies:

- The absence of information on how the statements could be achieved.
- The need to consider Council's comprehensive body of strategic work that's being undertaken to address the impacts of climate change.
- Alignment with Council's targets of net zero community emissions by 2030 and net zero Council emissions by 2025.
- Opportunity to incorporate recycled water into the precincts.
- Co-ordination with Council to deliver 30% tree canopy coverage.

## **4. Consultation**

### **4.1 Internal Consultation:**

Comment from the working group has been sought including Open Space, Active Kingston, Strategic Planning, Infrastructure, City Economy and Innovation, Project Management Office, and Inclusive Communities.

Ongoing engagement will be required to inform Council's participation in the structure planning process.

### **4.2 Community Consultation:**

The SRLA are currently undertaking community consultation on the key emerging directions, with community engagement open until 30 June 2024.

## **5. Compliance Checklist**

### **5.1 Council Plan Alignment**

Strategic Direction: Liveable - Our city will be a vibrant, enjoyable, and easy place to live.

Strategy: Plan for changes in the population and the community's housing needs

The submission highlights the need to improve connectivity, access to open space and community services and active transport improvements. It highlights key gaps in available information.

**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.

The submission reiterates Council's desire to work collaboratively with the SRLA through the precinct planning process to achieve the best outcomes for the community. It also raises the importance of an integrated approach to planning within the area by multiple government authorities and the importance of genuine community consultation.

**5.3 Financial Considerations  
Budget**

There are no financial implications generating from this report.

**Staff Resources**


Council's participation in precinct planning will be financially resourced through the City Strategy operational budget.

Council's participation in the process will be led by City Strategy, with support from subject matter experts across the organisation and external resources as needed.

**5.4 Risk considerations**

If a submission is not made to the SRLA, Council risks not having its views and precinct specific feedback appropriately considered in the development of the Draft Structure Plans and PSA.

**Appendices**

Appendix 1 - Suburban Rail Loop - Final - Submission to Key Direction Plans - 2024-06-04 (Ref 24/158397)  [↓](#)

Appendix 2 - Suburban Rail Loop - Key Emerging Directions maps (Ref 24/158808)  [↓](#)

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# 7.5

## SUBURBAN RAIL LOOP KEY EMERGING DIRECTIONS - COUNCIL SUBMISSION

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# Submission to Key Direction Plans

Kingston City Council

June 2024

*community inspired leadership*



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## 2. Introduction

The City of Kingston appreciates the opportunity to comment on the released Key Direction Plans for Cheltenham and Clayton Precincts.

Council has prepared a submission to the Key Direction material which includes overarching comments and direct feedback to each plan.

## 3. Overarching Comments

### 3.1. DEMOGRAPHIC DATA

Council would like to reiterate the need for the data and rationale that has been utilised to arrive at the projected population and employment figures. This information has been requested by Council on multiple occasions since the Business and Investment Case was released and through the Environment Effects Statement (EES) / Inquiry and Advisory Committee (IAC) process. Without a clear understanding of the data utilised to underpin the headline figures, Council is unable to provide accurate and informed feedback on future requirements including housing needs, community infrastructure / facilities and open space to service the growing populations.

It is noted that this data will also inform work being progressed by the Victorian Planning Authority and Department of Transport and Planning in preparation of new planning controls for Moorabbin Activity Centre. The boundary of the Moorabbin Activity Centre sits immediately adjacent the Suburban Rail Loop Authority (SRLA) 1600m precinct boundary. If the SRLA's detailed population forecasts are not shared, there is a risk that these two State Government led projects will end up forecasting growth and utilisation for the same infrastructure with different population forecasts and an inaccurate appreciation of demand generated through the projects.

### 3.2. ACCESS TO BACKGROUND REPORTS AND STUDIES

Council has made several requests for the technical background reports and studies that have informed the emerging directions and will underpin the draft structure plans. Without an appreciation of how the SRLA have arrived at their proposed plans, it is difficult to provide informed feedback.

As the key stakeholder closest to the community, Council has an in-depth knowledge and understanding of the opportunities and constraints of the precinct's that can ensure structure planning addresses the key localised challenges and achieves outcomes that are reflective of the community's needs.

It is critical that the background and technical reports are provided to Council for review and feedback prior to public exhibition of the draft Structure Plan.

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### 3.3. PLANNING SCHEME AMENDMENT

Council understands that the SRL East Planning Scheme Amendments (PSAs) will be exhibited alongside the draft Structure Plans late 2024-early 2025, considered by an Advisory Committee in 2025, and gazetted in 2026.

Council would like to understand when it will first see the draft PSAs and the extent to which Council will be consulted on the controls. Council's unique local knowledge and local planning experience mean it is a valuable resource to inform, test and review the PSAs ahead of its sole community consultation period during Exhibition.

At present, Council has no appreciation of the planning mechanisms intended to implement the Structure Plans. Through its experience both preparing strategic plans and their implementation through the Planning Scheme, Council considers that the crafting of planning controls is integral to the successful delivery of the Structure Plan ambition. The aspirations of strategic documents only become tangible through the careful construction of controls. Council requests the opportunity to review and provide input into the development, iteration and finalisation of the Cheltenham and Clayton PSAs prior to their release for public exhibition.

Both the draft Structure Plans and PSAs will be subject to a single period of community consultation through Exhibition. Council is conscious of the breadth and technical nature of the documentation and considers that the minimum thirty days Exhibition would be insufficient in this instance, and that a minimum six-week Exhibition period entirely outside of the Christmas school holiday period should be undertaken.

Council understands that the PSA implementing the Structure Plan will involve rezoning land. The State Government introduced a Windfall Gains tax in July 2023, applying to rezoned land resulting in value uplift that meets certain criteria. It is likely that this will be an area of interest for landowners within the Structure Plan boundary. It is requested that the exhibition material clearly explain the application and implications of this tax.

#### ***Development Contributions***

A key SRL program objective is to facilitate the timely delivery of non-transport related infrastructure. An increased population within the Structure Plan boundary will require significant investment in the delivery of open space, community facilities and upgrades to roads and drainage infrastructure.

It is unclear how the State Government intends to fund this infrastructure, when it will be delivered, who will be responsible for delivery and the administration of funds and by what mechanism. The provision of infrastructure should meet the needs of the new population and be funded through development within the precinct. Further information is required to understand how this will be achieved and given statutory effect.

### 3.4. IMPORTANCE OF MEANINGFUL ENGAGEMENT:

#### ***Community engagement***

Council understands that the current community consultation on SRL East Key Emerging Directions is likely the last until the formal Planning Scheme Amendment Exhibition period.

The five themes identified as part of the community engagement are extremely high level and lack any explanation or technical justification. The community has been tasked with providing feedback on

significant ideas in the absence of any context or technical explanation. Council is concerned that the high level nature of the material currently on consultation will limit the community's ability to appreciate the consequences of the project and provide informed feedback. .

Additionally, Council understands that written notification was sent part way through the consultation period and only to those residing within the Structure Plan boundary. Absentee owners and owners/occupiers living adjacent to the boundary were not directly notified.

Council is concerned that this approach has not adequately informed all impacted landowners and requests that all future SRLA engagement include written notification to both residents and absentee owners.

### **Council engagement**

From initial stages of precinct planning, Council has sought to be a constructive and positive participant in the process.

Council was an enthusiastic participant in the EES process through its year-long representation on the TRG and throughout the IAC Hearing. It accepted that the remit of this process was limited to the core rail infrastructure, and that the current precinct planning was the forum for much of its interest. Council made submissions to flag its desire to be involved in decisions relating to precinct planning, and the designation of precinct planning areas and projects for the Suburban Rail Loop Project *to the furthest extent possible*.

Council sees its role as an asset that can assist in developing plans and PSAs that will meet the SRL program objectives and best serve Kingston's current and future communities.

In order for Council to fulfill its role as a constructive and collaborative partner through the SRL program it is critical that population forecasts, demographic data, technical and background reports are provided to Council for review and input prior to development of the Structure Plan or PSAs.

## 3.5. PRECINCT COORDINATION AND PROJECT GOVERNANCE

In Cheltenham at a broader precinct level, it is important to recognise the future interplay between the SRLA precinct planning work and other state-run projects including:

- the Activity Centre Program in Moorabbin (Victorian Planning Authority and Department of Transport and Planning),
- the Former Gasworks site redevelopment (Development Victoria), and
- the Level Crossing Removal Project at Highett Road and Wickham Road.

Given the proximity of State-run projects, Council would like to understand the level of integration that is being considered by the SRLA.

Council would also like to ensure that regular engagement is occurring between the authorities for each of these projects to provide an integrated and holistic approach.

### **Aviation Regulatory Bodies**

Given the heights proposed through the plans, Council seeks to understand if engagement has been undertaken with relevant aviation regulatory bodies (Air Services Australia and Department of Infrastructure) in addition to Moorabbin Airport Corporation, to establish appropriate building heights.

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### 3.6. PREVIOUS FEEDBACK

Council is seeking a detailed, tailored response from the SRLA that demonstrates how previous submissions, Requests for Information (RFI) material and officer feedback has been utilised to inform the Key Directions and the future Precinct Structure Plan.

The *SRL Structure Planning Engagement Report* released by the SRLA on 17 April 2024 does not respond to Council's feedback on the Discussion Paper submitted on the 25 October 2023 or the Draft Visions submitted on 1 March 2024. Whilst the report provides a high-level snapshot of community sentiment, the report does not address or respond to either of Council's submissions.

## 4. Key Direction Plans - Feedback

### 4.1. ENHANCING PLACE

#### ***Heights, interfaces, and transitions***

Council's adopted Housing Strategy and Neighbourhood Character Study (Amendment C203) was approved by the Minister for Planning in March 2024. This work has informed building heights in new zones that were gazetted into the Kingston Planning Scheme on 2 May 2024. Appreciating the need for increased residential density proximate the new SRL Stations, it is difficult to provide informed feedback on the overall proposition of markedly increased heights in residential streets in the absence of any technical work explaining the built form rationale.

The proposed heights in Cheltenham and Clayton will require careful consideration as to how these precincts will transition to more sensitive and lower scale interfaces. It is not clear from the 'Enhancing Place' plans how proposed heights have been arrived at, how new built form will be managed within each of the proposed neighbourhoods (eg. Urban Neighbourhoods or Transitional Neighbourhoods) and with streets or properties that are outside the precinct boundary. In the absence of detailed plans and analysis there are concerns that the proposed heights and forms have the potential to result in detrimental outcomes on adjoining properties, the public realm and streetscapes.

More information is needed around the concept of the 'Transitional Neighbourhoods' and the rationale around their location and how they will be implemented via a planning control. In addition, this neighbourhood type has not been universally applied on the edges of the Cheltenham and Clayton precinct boundaries, so understanding how transition is managed at the edges of other types of neighbourhoods, such as 'Movement corridors' (particularly at the interface to lower scale areas where the Neighbourhood Residential Zone exists), is also required. Consideration of setbacks that are appropriate to the neighbourhood context, landscaping opportunities along with overshadowing and solar access requirements will be critical to managing significant built form change over time.

Further detail is needed regarding consideration of solar and daylight access at both the granular lot level and precinct level. Ensuring that both the private and public realm are not unreasonably overshadowed will be important to demonstrate the objectives of enhancing neighbourhoods through good amenity outcomes and achieving sustainable design where opportunities for solar energy are not compromised.

It is unclear from the Enhancing Place plans what is intended for the 'Movement corridors' regarding built form responses to major roads, or as noted above, what transition would be facilitated from these precincts to lower scale existing neighbourhoods. Future planning controls will need to address the challenge of



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achieving high quality residential amenity on busy roads, and where mixed-use development is proposed, managing the integration of sensitive and non-sensitive uses successfully within buildings.

The range of building heights being contemplated on the Enhancing Place plans will likely require lot consolidation to achieve the aspirations of the Structure Plan. Further detail is needed regarding how lot consolidation will be encouraged, and what measures will be in place to guide decision making for proposals that would otherwise be considered an 'under-development' and would add to land fragmentation. Existing lot fragmentation will temper development potential, and careful consideration regarding further fragmentation will be required by the Structure Plans and future planning controls. The current economic climate and construction trends within the City of Kingston suggest that the types of larger scale development envisaged for the Cheltenham and Clayton precincts are unlikely to be delivered in the shorter term. References on the Enhancing Place plans describe building heights as being 'up to xx storeys'. Future planning controls will need to ensure that they are consistent with Victorian Government practice in the way that building heights must be expressed clearly and unambiguously, and that they are consistent with how they are expressed elsewhere in the Planning Scheme.

#### 4.2. PROTECTING AND ENHANCING PLACE

Without detailed plans there are concerns that areas with an existing fine grain built form, such as the Highett Activity Centre, may lose their sense of place and identity. Challenges that need to be addressed in Highett include ensuring an appropriate and considered response to the street wall height, retaining the fine grain of shop fronts, and providing adequate upper-level setbacks from the street to retain human scale and public realm amenity.

The Enhancing Place plans for Cheltenham and Clayton precincts show areas nominated for 'enhanced and new open space'. There is insufficient detail to understand what is intended for these areas, and how they will be delivered. The scale of anticipated development and population growth will need substantial investment in the provision of new open space. Further detail is required around what the function, size and purpose is of the identified open spaces. Improving connectivity to existing spaces will also be important, along with Council being provided with information to understand how walkability and access considerations have informed decisions about open space provision to meet future population needs.

Open spaces on the periphery of the Cheltenham and Clayton precinct planning boundary will also be servicing future populations within each of these precincts and should be included in the scope of work to enhance these spaces and improve connectivity to them.

Given the anticipated significant increase in population density, existing open spaces will experience additional wear and tear and will need to 'work harder' to serve surrounding populations. Planning for this intensity of use needs to be undertaken and accounted for through the SRLA work.

The Enhancing Place plan for Cheltenham shows an open space location at the eastern end of the Southland shopping centre. Detailed information is required to understand what the intention is for the potential provision of new open space in this area, and how proposed interventions on privately owned land will be facilitated.

Open space offsets must be provided for any further open space within Sir William Fry Reserve lost to development of the precinct core. This is vital for this precinct which will be accommodating the largest population increases.

In seeking to enhance places with high quality built form, the amenity of these new neighbourhoods will require planning controls that prioritise landscaped development that incorporates green infrastructure and

improvements to the urban tree canopy. Council has completed work on an Urban Cooling Strategy, Landscape Character Guidelines (implemented into the Planning Scheme for residential areas via Amendment C203) and Urban Forest Strategy. This work specifies tree planting requirements for new development, and it is vital that new planning controls in Cheltenham and Clayton carefully consider this work and requirements for tree planting on development sites. New planning policy in the Kingston Planning Scheme also places emphasis on retaining existing trees on development sites and street trees – parts of the urban tree canopy that are often lost through development approvals. Ensuring some consistency with these objectives that exist elsewhere in Kingston including on the edges of each of the Cheltenham and Clayton precincts will help Council efforts to stem the impacts of urban heat.

#### 4.3. BETTER CONNECTIONS

The 'Better Connections' plans do not provide a level of detail required to understand their intent or impact. The plans should identify road safety and intersection improvements, precinct permeability, bus connectivity, and upgrades to support active transport, including green / shaded streets. Further, Council wishes to understand exactly how these improvements are proposed to be funded and delivered.

It is suggested that the SRLA consider connectivity beyond the defined precinct boundaries to help strengthen connections to Melbourne's transport network. Connections to Moorabbin Industrial node as a key peripheral employment hub should be explored through the future Precinct Structure Plans (PSP's). To provide a crucial linkage beyond the precinct boundaries, Council is supportive of improved bus connectivity and would like to reiterate the opportunity for the SRLA to consider a premium high-frequency route from Sandringham to Cheltenham SRL station through to Clayton SRL station.

Council wishes to understand how the SRLA will balance the competing transport objectives of the future PSPs against limitations in existing road reserve widths. Council requests further detail (such as through cross sections) as to how the SRLA can incorporate increased canopy coverage targets, improved walking and cycling infrastructure, bus and traffic movement and the proposed built form outcomes along key roads such as Centre and Bay Road.

Council is supportive of green cycling and pedestrian corridors. SRLA are encouraged to consider, in more detail how these elements can be safely and successfully delivered with a desire for uninterrupted cycling infrastructure where achievable.

Kingston City Council's *SRL Advocacy Report* envisions Bay Road as a connecting place that invites and links the community to the future station environs. Council would also like to understand how this sense of place for Bay Road will be achieved.

In the Cheltenham 'Better Connections' plan, there are concerns that the location of the north-south 'movement corridor' is open to interpretation due to the thickness of the line which covers the railway corridor and adjoining parallel streets. Further engagement material does not explicitly talk to a shared user path along the railway corridor. Council's position remains to include an off road north-south shared user path (SUP) connection along the railway corridor as is articulated through Council's *Suburban Rail Loop Advocacy Report*.

Significant growth opportunities within the SRL precinct and Moorabbin Activity Centre warrants a cross government approach to ensure delivery of the SUP linkage connection to South Road, key connections along the Nepean Highway spine and local street connections.

Council is aware that the state is considering reforms to car parking, including removing minimum standards in areas within walking distances to public transport. While Council is yet to see the detail of the

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reforms, it is critical that active and public transport networks are delivered early if a reduced reliance on cars is proposed within the precinct. Jean Street precinct in Cheltenham, which has recently seen a transition to increased densities is a notable example that shows the importance of prompt delivery of infrastructure and consideration to site permeability. There are numerous concerns around parking and traffic within this precinct due to limited through connections.

#### 4.4. BOOSTING THE ECONOMY

Council has begun an Employment Land Use Strategy (ELUS) and Economic Development Strategy. This work is progressing with initial findings that should be considered in informing the key directions for Cheltenham and Clayton.

Plans for Clayton show a precinct around Audsley Street that is currently in the Industrial 1 Zone and is designated as a 'Health and Employment' precinct where it is intended to 'rejuvenate and intensify the Audsley Street Employment Area'. Preliminary work informing Council's ELUS envisages that smaller-format warehouses and office development typical of a business park would be a more appropriate transition to advanced manufacturing and professional employment to the north, which would be consistent with the trends occurring in the broader area. There is insufficient information available to understand what the SRLA work is proposing for this precinct and further clarification is sought as to whether it is intended to preserve this industrial zoned land, and what planning controls are proposed to facilitate the objectives for this area.

It is understood from engagement with the SRLA that for the residential precinct north of Southland shopping centre, on the east side of Nepean Highway, there are aspirations that the development on the Nepean Highway edge would accommodate a greater diversity of land use, in addition to residential development. Further information is needed to understand what this would entail and provide a level of comfort that these non-residential uses would not undermine the role of activity centres.

Similarly, it is understood that there is an intention to encourage commercial and health related uses on Chesterville Road and Nepean Highway, south of Southland shopping centre. This direction has some consistency with current local policy contained in Clause 11.03-1L-02 (Cheltenham-Southland Major Activity Centre) of the Kingston Planning Scheme. Council's work on the ELUS notes that if further development were to occur at Southland shopping centre that primarily added residential floor space, that this precinct will be critical for employment land supply. Conversion of the existing Commercial 2 Zone land to another commercial zone to facilitate finer grain employment uses will also better activate and connect the new station to Cheltenham activity centre to the south.

The ELUS also identifies the opportunity for Cheltenham and Southland to be merged into a Metropolitan Activity Centre and that Highett should be upgraded to a Major Activity Centre given that it currently operates in this way.

Maximising access to employment within the declared planning area will require delivery of active and public transport connections between the Stations and Moorabbin Employment Precinct. These should be acknowledged within the Structure Plan.

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## 4.5. ENRICHING COMMUNITY

### ***Community Facilities***

The released 'Enriching Community' plans for Cheltenham and Clayton both lack a level of detail required to understand the type of infrastructure that is being considered at each identified location.

Further officer engagement has provided some clarity to what is being considered in Cheltenham. It has been noted that there is lack of alignment between Council provision ratios and SRLA's provision analysis, specifically for libraries and kindergartens.

Council is in the process of completing the Community Infrastructure Framework Plan (CIFP) with initial data and fit-for-purpose analysis shared with the SRLA. The CIFP will be planning for libraries at a district level rather than a local level as proposed by the SRLA. This concern has been raised previously at an officer level with the SRLA team. This consequently impacts Council's position regarding libraries; the provision of libraries is not considered sufficient to cater to the expected population growth. It should be highlighted that the Highett Library and Cheltenham library are small and not designed to support additional population growth. The ageing infrastructure of both libraries will result in them not being considered fit-for-purpose by 2035 and beyond, resulting in a gap in the provision. This is further supported by community sentiment through Council's CIFP consultation data.

It has been noted that sessional kindergartens are missing from the provision ratios for both Cheltenham and Clayton. Similarly, this has been communicated at an officer level as a concern with SRLA's community infrastructure planning. Consideration to sessional kindergartens as part of the required community infrastructure needs to be included in the future structure planning to cater to community needs.

Questions have also been raised regarding maternal and childcare services and community hubs. Additional information provided to Council by the SRLA identifies a gap in maternal childcare services for Cheltenham precinct. There has however been no discussion or detail on how this gap will be addressed. The future structure planning needs to ensure identified gaps are addressed to ensure the services are sufficient to meet the demands for the forecast population. It is also unclear how the SRLA are defining the community hubs and their functionalities.

Through officer engagement with the SRLA it is understood that upgrades to existing facilities in Cheltenham and Clayton are being contemplated. Queries have been raised to how this is intended to be funded and if the SRLA are considering infrastructure contributions to support these upgrades. Without the detail behind the forecast population data, it is also crucial to highlight that Council are unable to clearly understand if upgrades to infrastructure will be sufficient or if future new sites need to be explored by the SRLA.

A regional facility in the Cheltenham SRL station environs remains a key desire of Councils with support to the consideration given to this location in the Cheltenham plan. The regional facility should be designed as a multi-purpose hub, and a suitable location needs to be identified in the Structure Plan. Council wishes to be involved and consulted through the detailed site planning to ensure the size of the facility is future proofed to cater to demand. The provision of library services within the new regional hub will also influence the future outcomes for Highett Library and potentially Cheltenham Library.

Council anticipates that the proposed density in both precincts will create added pressure on the need for quality community infrastructure. Acting as 'third places', access to community infrastructure will play a

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critical role in strengthening the Kingston community through social integration, connection and fostering a sense of belonging.

With the rapid densification proposed, it is also important to highlight the requirement to provide an offset for the Delta site to deliver Kingston Fields to meet growing demand for new sporting fields. Kingston Fields is proposed to help meet the needs of several sporting codes including cycling, hockey, soccer, AFL and cricket and attract thousands of users from across the region each year. It is also proposed to help alleviate demand pressure on other regional sport centres such as Kingston Heath Reserve which is experiencing strong demand for baseball and hockey. This demand is likely to be exacerbated by the SRLA's proposed density increases.

### ***Social Infrastructure***

To date there has been no mention in the SRLA material to broader social infrastructure to service the future population. Council believes it is crucial for the SRLA to consider schools, aged care, and health care to ensure there is access to these fundamental services to support the anticipated scale of population density.

### ***Social and affordable housing***

It is unclear through the publicly released material how the SRLA are considering social and affordable housing through the statement of 'enabling greater housing diversity', however in Council officer engagement with the SRLA it is understood that it's intended that the Structure Plans will seek to deliver a minimum of 10% social and affordable housing in all development of a certain scale – including on strategic opportunity sites and private development sites. This objective is supported, along with ensuring that this is a minimum benchmark, and that it is embedded in a planning mechanism that provides certainty in the delivery of this outcome.

Across all precincts affordable housing plays a critical role in housing key workers within middle Melbourne in creating a more proportioned form of housing for low to middle income earners.

Affordable housing for key workers and students is particularly critical for the Clayton precinct given its location within the Monash National Employment and Innovation Cluster and proximity to Monash University and Monash Medical Centre.

Further detail is required regarding what scale of development would trigger this requirement, the mechanism that is proposed and what it will deliver.

## **4.6. EMPOWERING SUSTAINABILITY**

The publicly available material regarding sustainability entails four very broad concepts with no additional information about how they will be addressed in Structure Plans or planning controls.

Council has adopted a comprehensive body of strategic work that's been undertaken to address the impacts of climate change. This work includes an Urban Cooling Strategy, Urban Forest Strategy, Integrated Water Strategy, Biodiversity Strategy (with work started on a new draft Strategy), along with the declaration of a Climate and Ecological Emergency in 2020 which resulted in the preparation of a Climate and Ecological Emergency Response Plan. This Plan aims to support Council's ambitious targets of net zero community emissions by 2030 and net zero Council emissions by 2025.

To achieve the cooling aspirations for the future precincts and given the existing open space network will need to work a lot harder to service the expected demand, there is opportunity for the SRLA to consider connecting both new precincts to the Dingley Scheme and implementing recycled water (purple pipe) to irrigate open space. Council is supportive of the current work being undertaken by South East Water in relation to integrated water management (IMW) approach to precinct planning.

Council's Urban Forest Strategy provides a target of 30% tree canopy coverage for Council-managed public parks and reserves. This target also includes our activity centres. Balancing the need to increase tree planting with competing demands for increased density and infrastructure will be an ongoing challenge. Ensuring that Structure Plans provide clear direction about how these competing demands are balanced and identifying the appropriate locations for tree planting will be important. Council's Open Space Strategy identifies areas that should be prioritised for vegetation cover and tree planting, which has taken into consideration heat vulnerability. The SRLA is encouraged to consider this work when drafting Structure Plans and planning controls, to ensure a co-ordinated approach to managing competing demands on open space and that these valuable spaces are not over-burdened by tree canopy targets beyond their capacity.

As noted above in comments relating to the Enhancing Place plans, planning controls will need to ensure that development sites will contribute to the cooling and greening in their respective precincts. Planning for more intensive development typologies will need to consider all opportunities for cooling and greening in this context, to ensure that the heavy lifting isn't left to public spaces. The SRLA is encouraged to consider incorporating emerging resilience standards and targets for new dwellings.

Through engagement with the SRLA it is understood that more detailed work is being undertaken in the environmental sustainability space, with consideration of the various challenges associated in the areas of energy, waste, urban heat, biodiversity and water. Council strongly encourages the provision of further information to demonstrate that the Structure Plans and planning controls for the Cheltenham and Clayton precincts will future proof development and embed best practice for sustainable design that contributes to local and State government aspirations for net-zero carbon emissions.

While Council has identified that the publicly released key directions lack detail, we look forward to continuing our working relationship with the SRLA. We appreciate the forward program of upcoming targeted workshops with officers and note the value of these will be enhanced with the provision of the information requested within the submission.



## 5. Appendix 1 – Policy Context







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Clayton Better Connections





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The infographic features a central background of a lush green field with a blurred sun in the upper left. Four stylized, teardrop-shaped callouts in different colors (purple, green, orange, and cyan) point towards the center. Each callout contains an icon and a text block. The purple callout has a house icon, the green one has a tree icon, the orange one has a lightbulb icon, and the cyan one has a water drop icon. The overall design is clean and modern, using a color palette of greens, purples, oranges, and cyans.

New buildings should use sustainable practices such as lower carbon material and include renewable energy in their design

Create a cool and green environment

Future proof the precinct and plan for new energy technologies

Embed sustainable water management

Empowering Sustainability







Cheltenham Enriching Community



Cheltenham Better Connections





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New buildings should use sustainable practices such as lower carbon material and include renewable energy in their design

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Empowering Sustainability

Agenda Item No: 7.6

## CONSULTATION OUTCOME ON PROPOSED CHANGE TO MANDATORY DESEXING ORDER FOR DOGS

Contact Officer: Marleen Mathias, Manager Compliance and Amenity  
Neil Sheppard, Team Leader Local Laws

### Purpose of Report

This report seeks to provide feedback on the results of the community consultation undertaken in February 2024 and recommends maintaining the current mandatory desexing order for dogs .

### 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 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*.

## 1. Executive Summary

The City of Kingston has an order in place that requires all dogs and cats to be desexed prior to registration. The *Domestic Animals Act 1994* (the Act) also requires that all dogs and cats must be registered with their local Council by three (3) months of age.

Consultation was undertaken in February 2024 to determine if residents supported the removal of the mandatory requirement to desex dogs. The consultation results showed that Council should keep the mandatory desexing requirement for dogs, however many community respondents and veterinarians supported changing the age requirement to greater than three (3) months of age.

Through exploring the potential to change age of mandatory desexing for dogs beyond the current three (3) month requirement, it is clear that there are legal and administrative difficulties due to the provisions of the Act.

All other Victorian Councils with mandatory desexing orders require animals to be desexed at three (3) months of age, which is in line with the State requirement of registering animals at three (3) months of age. Importantly a range of exemptions are available in relation to the three (3) month desexing requirement including situations where exemptions are provided by a vet and these exemptions where the required information is provided are exercised by Council and other Councils.

## **2. Background**

In 2008 the City of Kingston adopted an order under the provisions of section 10A of the *Domestic Animals Act 1994* (The Act). This order came into effect from 1 January 2009.

Kingston's current order reads as below:

*In accordance with the provisions of section 10A of the Domestic (Feral and Nuisance) Animals Act 1994, all new applications to register a cat/dog will require the cat/dog to be desexed, effective 1 January 2009, except those exempt under the Domestic (Feral and Nuisance) Animals Act 1994 and any dog or cat currently registered with the City of Kingston.*

On 11 December 2023 a resolution was passed that Council:

1. *Approve the commencement of community consultation which:
  - a) *Continues to specify that all cats are required to be desexed within 3 months of age; and*
  - b) *Modifies its existing Order pursuant to the provisions of the Domestic Animals Act to remove the requirement for dogs to be desexed;**
2. *Receive the results of the community consultation at the completion of the consultation.*

This report provides the results of the consultation undertaken in February 2024.

## **3. Discussion**

### **3.1 Current Order and Registration Requirements**

Section 10 (1) of the *Domestic Animals Act 1994* states that the owner of a dog or cat **must** apply to register that dog or cat with the Council of the municipal district in which the dog or cat is kept, if the animal is over three (3) months old. Therefore, it is an offence to fail to register if a dog or cat is over three (3) months of age unless the animal is subject to one of the listed exemptions. This carries a current penalty of \$385.

The current mandatory desexing order aligns with the requirement to register a cat or dog at 3 months of age.

Currently, where a dog or cat owner living in the City of Kingston does not want to desex their animal at three (3) months of age, the cat or dog cannot be registered and the pet owner risks receiving an infringement notice unless they have an exemption from a vet.

The exemptions available are:

- A dog or cat that is used for breeding purposes in a business registered with Council.
- Guard dogs for non-residential premises.
- Dogs that have received protection training.
- A dog or cat that has a medical exemption provided by a vet.
- A dog or cat that is registered with one of the below organisations:
  - Australian National Cats Inc;
  - Dogs Victoria;
  - Feline Control Council (Victoria) Inc;



- The Governing Council of the Cat Fancy Australia and Victoria Inc;
- Grey Hound Racing Victoria;
- Master Dog Breeders & Associates;
- Responsible Pet Breeders Australia.

If a pet owner has an exemption letter from their vet, they can register their animal at the higher fee and then apply for a pro rata refund of the difference between the reduced registration fee and the full registration fee once their animal has been desexed. Other Councils also provide pro rata refunds in this situation.

### **3.2 Benchmarking**

Many Victorian Councils have Section 10A orders under the *Domestic Animals Act 1994* in place to provide local controls for dogs and cats. Some Councils require only cats to be desexed and many have no desexing order in place.

The orders that are currently in place in our neighbouring Councils are outlined below:

- Frankston City Council has a mandatory desexing order for both cats and dogs.
- Bayside City Council has a mandatory desexing order for cats.
- Mornington Peninsula Shire has an order that requires the desexing of cats that are three months of age or older, and dogs must be desexed prior to being sold or given away.
- City of Casey has a mandatory desexing order for cats.
- The City of Port Phillip introduced an order in 2022 that requires cats to be desexed at or after 3 months of age.
- City of Monash does not have an order.
- The City of Glen Eira does not have an order.
- City of Greater Dandenong does not have an order.

It is understood that Councils without a mandatory desexing order for dogs, incentivise desexing through a higher cost of registration, but that they have a higher overall registration rate in their dog population.

### **3.3 Mandatory Desexing Order**

It is proposed to maintain the current mandatory desexing order as it currently stands.

The results of the community consultation indicated that most Kingston residents agree with the mandatory requirement to desex dogs but would like to see some sort of change to increase the age of compulsory desexing for dogs. This was also supported by the Veterinarians in Kingston that provided comments as part of the consultation.

However, in looking at the Act, Council's ability to change the mandatory desexing age is limited. The provisions of the Act that relate to registration and the ability to create an order requiring mandatory desexing are set out below.

10 Requirement to apply for registration

- (1) The owner of a dog or cat must apply to register that dog or cat with the Council of the municipal district in which the dog or cat is kept, if the animal is over 3 months old.

- 10A Council may refuse to register dogs and cats unless desexed  
 (1) A Council may resolve that it will not, after a specified future date, register or renew the registration of a dog or cat unless the dog or cat—  
 (a) is desexed;

Noting the above provisions, Council is required to ensure dogs and cats are registered at 3 months of age and as there is a mandatory desexing order, we cannot register cats and dogs unless they are desexed or have a valid exemption (see section 3.1). This therefore requires the mandatory desexing order for both cats and dogs to remain set at 3 months. This is consistent with all other Councils in Victoria that currently have mandatory desexing orders.

**4. Consultation**

**4.1 Community Consultation:**

The consultation on the proposed changes to the Mandatory Desexing Order were undertaken over a four (4) week period between 30 January – 1 March 2024.

**4.2 Results/Findings:**

The table below outlines the surveys and submissions received and a summary of the impact and reach of the Mandatory Desexing Order engagement campaign follows:

Engagement Setting	Responses
Your Kingston Your Say Online survey	276
Pop up sessions	70
Email submissions	19
<b>Overall Total</b>	<b>365</b>

During the consultation period we hosted 5 pop-up sessions at locations across Kingston (Kingston Farmers Market, Edithvale Beach, Bonbeach Farmers Market, Mentone Dog Beach and Heatherton Park Dog Off leash area). At these sessions we received feedback from 70 community members, spoke directly to dog owners and provided QR codes to encourage the completion of the online survey.

**Consultation Outcomes – Online Survey Results**

The consultation survey asked the following five (5) questions:

- (Q1) Are you a dog owner?  
 • Yes - 87.3%  
 • No - 12.7%
- (Q2) Are you a veterinarian?  
 • Yes - 1.4%  
 • No - 98.6%
- (Q3) Do you work or volunteer in an animal shelter?  
 • Yes - 6.9%  
 • No - 93.1%
- (Q4) Do you support Council’s proposal to remove the mandatory requirement for desexing of dogs in Kingston?  
 • Yes - 40.2%  
 • No - 59.8%

(Q5) Please indicate why you responded yes or no.

Respondents that responded “yes” generally commented that it should be the owner’s choice. Some selected comments are included below.

*“All dog owners should have the choice when to desex their dogs if at all because there may be opportunities or decisions made later to breed which would effect them as a working dog if working breed.”*

*“It should be the owner’s choice, as some people have strong views about it being cruel to subject their pet to that kind of surgery/mutilation.”*

Respondents that responded “no” generally outlined concerns about overwhelming shelters due to increased litters of dogs, concerns about health impacts to dogs, that desexed dogs are less aggressive towards other dogs and outlined concern about the current three (3) month age requirement. Some selected comments are included below.

*“I feel this question needs to be more nuanced. Council rules should reflect the need to be flexible regarding desexing for different breeds. Exemptions/deferral of desexing should be allowed based upon veterinary advice eg. an official letter from a vet. Overall, desexing provides health benefits for dogs when done at an appropriate age for the specific dog. Desexing undoubtedly is necessary to avoid cruelty to dogs and so as to not overwhelm shelters.”*

*“Mandatory desexing helps to control population and unplanned breeding along with unregistered/illegal breeding. Behaviour of desexed male dogs is also more aggressive/alpha behaviour.”*

*“Unless owned by a registered breeder dogs should be desexed to stop aggression and to stop them escaping and jumping fences during breeding season.”*

*“I think desexing should be required but flexibility for timing able to be offered based on specific breed/ individual requirements with a supporting note from vet. Don’t want to encourage backyard breeding.”*

### **Face to Face Feedback**

Feedback received at the pop-up consultation sessions was via a “coin counter” exercise and the results were:

- 29 supported the proposal to remove the mandatory requirement for desexing of dogs.
- 36 did not support the proposal to remove the mandatory requirement for desexing of dogs.

Written feedback was also provided by 5 people at the pop-up sessions:

- 2 supported the proposal to remove the mandatory requirement for desexing of dogs.
- 3 did not support the proposal to remove the mandatory requirement for desexing of dogs.

**Email Submissions**

Two (2) email submissions were received from veterinarians located in Kingston.

Both submissions strongly disagreed with removing the mandatory desexing requirement but were supportive of changing the mandatory age of desexing.

The reasons outlined included:

- Removing compulsory desexing will allow more back yard breeding, irresponsible dog ownership and accidental litters.
- Many owners will choose not to desex as a financial saving.
- Increased dog fights and increased aggression and attacks on people due to increased sex hormones in entire dogs.
- Non desexed dogs are at risk of increased health issues such as:
  - Increased incidence of cancer in dogs-testicular-ovarian, uterine, vaginal and mammary
  - Increase incidence of pyometra (a life-threatening infection of the uterus).

Seventeen (17) further email submissions were received. Of these submissions:

- 4 supported the proposal to remove the mandatory requirement for desexing of dogs.
- 12 did not support the proposal to remove the mandatory requirement for desexing of dogs.
- 1 submission outlined concern about a potential increase in “backyard breeders” but did not clearly state a preference whether the mandatory desexing order should remain.

**Consultation Outcomes – Key Findings**

Overall, the proposal to remove the mandatory desexing requirement for dogs was not supported by the community and local Veterinarians.

Veterinarians did not support the removal of the mandatory desexing requirements for dogs, listing concerns about increased litters of dogs, increased issues due to dog aggression as well as concerns about increased health conditions that non desexed dogs are prone to.

Most comments from the community that did not support the removal of the mandatory desexing requirement for dogs outlined concerns about overwhelming shelters due to increased litters of dogs, concerns about health impacts to dogs and that desexed dogs are less aggressive towards other dogs and people.

Both Veterinarians and the community commented that the current three (3) month requirement for desexing of dogs is too young for most breeds and that an increased age for a mandatory desexing requirement would be preferred.

Comments from the community that did support the removal of the mandatory desexing requirement believed that it should be a decision made by the dog owner and not the Council.

**5. Compliance Checklist**

**5.1 Council Plan Alignment**

Strategic Direction: Safe - Our community will feel safe, and be safe, in all aspects of their lives.

Strategy: Foster caring attitudes and a safe environment for native wildlife and domestic animals

The consideration of changes to the current mandatory desexing order provided the community with the opportunity to consider the best contemporary way to manage the dog and cat population in the City of Kingston.

**5.2 Governance Principles Alignment**

Principle (a) - Council actions are to be made and actions taken in accordance with the relevant law.

The *Domestic Animals Act 1994* provides Councils with the tools to introduce orders such as compulsory desexing orders.

Principle (b) - priority is to be given to achieving the best outcomes for the municipal community, including future generations.

Keeping the current mandatory desexing order will provide Council with the best contemporary way to manage the dog and cat population in the City of Kingston.

**5.3 Financial Considerations  
Budget**

The costs associated with statutory advertising, promotion and the consultation process were delivered within the existing Local Laws operational budget allocation.

**Staff Resources**

No additional staff resources were needed to undertake consultation.

**5.4 Risk considerations**

The legislation places the responsibility on the dog or cat owner to comply with any Orders made by Council under the *Domestic Animals Act 1994*. By considering changes to the mandatory desexing order, we have considered the health and well-being of both the dogs and cats of Kingston as well as pet owners.

**Appendices**

Appendix 1 - Consultation Summary Report - Mandatory Desexing Order (Ref 24/158340)  [↓](#)

Author/s: Marleen Mathias, Manager Compliance and Amenity  
Neil Sheppard, Team Leader Local Laws

Reviewed and Approved By: Jonathan Guttman, General Manager Planning and Place

# 7.6

## **CONSULTATION OUTCOME ON PROPOSED CHANGE TO MANDATORY DESEXING ORDER FOR DOGS**

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# Proposal to remove the requirement for mandatory desexing for dogs

CONSULTATION SUMMARY REPORT

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## CONSULTATION SUMMARY REPORT

# Proposal to remove the requirement for mandatory desexing for dogs



## COMMUNITY CONSULTATION

During February 2024 we asked our community to consider the proposal to remove the mandatory requirement for all dogs to be desexed prior to registration.

## A SNAPSHOT OF THE METHODOLOGY

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

## ENGAGEMENT



### SOCIAL MEDIA

Kingston Facebook reach: 4,142  
Kingston Instagram reach: 1,078  
Combined social media advertising reach: 18,918



### ENEWS

Kingston eNews  
Pinboard staff eNews



### SIGNAGE

12 x digital screens, displayed in Council buildings, Hubs and Libraries  
Signage at Kingston's off-leash dog parks



### ADVERTISING

Chelsea Mentone Mordialloc News



### DIRECT MAIL

Promotion via Kingston's animal registration renewal reminder notice to all registered dog owners



### NEWSLETTER

Promotion in Kingston Your City magazine to all residents



### POP-UPS

5 x pop-up information sessions



### STAKEHOLDER ENGAGEMENT

We also undertook engagement with:

- ✓ Vets
- ✓ Shelters

## CONSULTATION SUMMARY REPORT

# Proposal to remove the requirement for mandatory desexing for dogs



## ENGAGEMENT SUMMARY

# 816

visitors to Kingston's Your Kingston Your Say consultation platform

# 365

total submissions



276 online submissions



70 people submitted feedback via a pop-up information sessions/workshops



19 people submitted feedback via emails

## WHAT WE HEARD

60% of submissions did not support the proposal to remove the requirement for mandatory desexing of dogs

### Concerns about removal of the order:

- ▶ Non-desexed dogs tend to have behavioural problems particularly in off leash areas
- ▶ Non-desexed dogs are more aggressive
- ▶ Non-desexed dogs are more at risk of serious medical conditions
- ▶ Removing the mandate may mean we end up with more unwanted puppies in shelters

### Comments in support of removing the order:

- ▶ The proposal will remove a barrier to people registering their dogs
- ▶ Dogs should not be desexed as it is inhumane
- ▶ Some cultures do not agree with animal desexing
- ▶ The proposal will make it easier for puppy farmers to operate illegally in Kingston

### We also heard:

- ▶ Desexing at 3 months is too early
- ▶ Owners should be allowed to decide themselves if they want to desex their dog
- ▶ Why change something that has been working well for many years

### Feedback was also received from residents advocating for:

- ▶ Changing the age of mandatory desexing to 6/12/18/24 months depending on the dog breed

## OFFICER RECOMMENDATION

It is recommended to maintain the current requirement for dogs to be desexed prior to registration.

# Ordinary Council Meeting

24 June 2024

Agenda Item No: 7.7

## CONSULTATION OUTCOME OF PROPOSED CHANGE TO DOG ORDER LIMITING DOGS UNDER CONTROL AT OFF- LEASH AREAS

Contact Officer: Neil Sheppard, Team Leader Local Laws  
Marleen Mathias, Manager Compliance and Amenity

### Purpose of Report

This report seeks to provide feedback on the community consultation for the proposed changes to the current dog control order, made under Section 26(2) of the *Domestic Animals Act 1994*.

### 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 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.

### 1. Executive Summary

The current dog control order in place in the City of Kingston requires that all dogs must be kept under effective control when off leash, however, there is no restriction on the number of dogs that a person can have under their control at any one time nor is there a requirement for any dog on a leash to be under effective control.

At the 11 December 2023 Council Meeting, Council resolved to proceed to community consultation on the proposed changes to the dog control order that would limit the number of dogs allowed under a person's control at any one time to four (4) when off leash in a designated off leash area.

Community consultation was undertaken for four (4) weeks in February 2024 and the community feedback received through the consultation was supportive of the proposed changes to the dog order. Local professional dog walkers and other community members utilising dog walking services did, however, raise some concerns about the proposed changes impacting local dog walking businesses.

To balance the support for professional dog walking services as well as the concerns of users of Kingston's dog off leash areas, it is proposed to limit the number of dogs allowed under a person's control at any one time to six (6), rather than the four (4) that was proposed during the consultation.

It is also proposed to amend the order to include any public area and the foreshore as well as designated off leash areas. This change would assist in the enforcement of the order and ensure that dogs are under control and well managed right across Kingston.

## **2. Background**

In 2010 the City of Kingston introduced an order under the provision of section 26(2) of the *Domestic Animals Act 1994*. This order came into effect from 1 December 2010.

Section 26 (2) provides Councils with the ability to, by resolution, make an order which may prohibit the presence of dogs and cats in public places of the Municipal district and impose conditions as to the means of restraint of dogs or cats or any other conditions specified in an order.

Section 26 (2) allows Councils to impose limits on the number of dogs under a person's control whether on or off leash at any one time in any reserve, public place or designated area.

Kingston's current order reads as below:

1. Dogs must be on leashes  
The owner of the dog must keep attached to the dog a chain, cord or leash and held by the owner when in any public place not designated as an off-leash area, school grounds, railway land, or shopping centres where an agreement pursuant to Section 26 (2A) of the Domestic Animals Act 1994 is in place in the municipality.
2. Owners must be equipped to remove dog faeces  
The owner of a dog must not allow any part of that dog's excrement to remain on any public place, school ground, shopping centre or railway land in the municipality. The owner must carry a litter removal device to pick up and remove all of the dog's faeces and must produce the litter removal device upon request of an Authorised Officer.
3. Owner's obligations
  - 3.1 A dog may be exercised off a chain, cord or leash in a designated off leash area provided the owner:
    - a. Carries a chain, cord or leash, sufficient to bring the dog under effective control if the dog behaves in a manner which threatens any person or animal;
    - b. Remains in effective voice or hand control of the dog and within constant sight of the dog so as to be able to promptly place the dog on a chain, cord or leash if that becomes necessary; and
    - c. Does not allow the dog to worry, cause a nuisance or threaten any person or animal.
  - 3.2 If a dog is off a chain, cord or a leash in a designated area it must be brought under effective control by means of a chain or cord or a leash if the dog is or likely to be within 20 metres of:
    - a. The arena or ground of an organised sporting or practice event
    - b. A children's play equipment area
    - c. A principal location of an organised public meeting or event
    - d. A permanent barbecue or picnic area.



There is currently no restriction on the number of dogs a person can have in their control at any one time.

At the 11 December 2023 Council meeting the following resolution was passed:

That Council:

1. *Proceed to community consultation on the proposed changes to the dog control order that would limit the number of dogs allowed under a person's control at any one time to four (4) when off leash in a designated off leash area; And*
2. *Receive a further report following the completion of the consultation.*

This report provides feedback on the results of the community consultation.

### **3. Discussion**

#### **3.1 Current Issues**

Council receives reports of dog owners failing to control their dogs whilst being walked on lead and off lead across the municipality in public areas as well as in designated off leash areas.

It is not always dogs off leash that are aggressive and attack other dogs, cats and people. Although on lead, often dog owners and dog walkers are still on occasion not adequately restraining/controlling their dogs resulting in incidences of dog attacks.

As the number of professional dog walking businesses have increased, Kingston's reserves have seen an increase in the number of professional dog walkers utilising dog off leash areas at our reserves. Damage to reserve surfaces are regularly caused by professional dog walkers with excessive numbers of dogs in their apparent control.

This has in part led to an increase in complaints relating to professional dog walkers being unable to adequately manage the number of dogs under their control resulting in other dogs being rushed and dog owners expressing concern for their safety.

The photo below illustrates the number of dogs that can be observed at Council off leash areas when professional dog walkers are exercising their client's dogs.



Damage to reserve surfaces caused by professional dog walkers can be seen in this image below of Snowdon Reserve, Cheltenham (below). This is caused by excessive use by multiple professional dog walkers.



**3.2 Benchmarking**

Many Victorian Councils have Section 26 (2) orders in place to provide local controls for dogs and cats.

The following Councils have Orders in place to limit the number of dogs a person can be in control of.

<b>Council</b>	<b>No of dogs that can be under one person's control</b>
Bayside City Council	4
Merri-bek City Council	4
Greater Shepparton City Council	2

**3.3 Kingston Dog Ownership**

The proposed change to dog control order, is not expected to impact dog owners within the City of Kingston. The current breakdown of dogs registered per property across Kingston is outlined below, noting that the vast majority of registered dog owners across Kingston have one or two dogs.

<b>Number of Registered Dogs per property/ owner</b>	<b>Number of properties</b>
1 Dog at the property	11,112
2 Dogs at the property	2,169
3 Dogs at the property	121
4 Dogs at the property	19
4 + Dogs at the property	4



### **3.4 Limiting the Dog Control Order Changes to Off Leash Areas**

While a change to our dog order to limit the number of dogs under one person's control was supported by the community, amending the dog control order to only apply at off leash areas is likely to create some operational issues for Local Laws Officers in enforcing the order and may also create some unintended issues in some other public space areas.

The risks and issues are outlined below:

- It will be difficult for Local Laws Officers to establish the owner of dogs that are off leash at our busier off leash areas to determine whether the order is being complied with.
- It is known that some dog walkers allow their dogs (often up to 10 dogs) off leash away from our formal off leash areas. With a limited order, Local Laws Officers could only take action for dogs not being on a lead and could not address the number of dogs that are under the control of the dog walker.
- Professional dog walkers may choose to walk large numbers of dogs on leash across areas of Kingston rather than use off leash areas. This may create issues for pedestrians or lead to additional dog interaction issues that Local Laws officers would not be able to address.

### **3.5 Impact on Professional Dog Walkers**

Feedback from both the community and dog walking businesses raised some concern that restricting the number of dogs that one person could have at an off-leash area, would adversely impact local professional dog walkers.

Submissions from local professional dog walking businesses suggested that if the order is changed, that Kingston consider a permit system to allow permitted dog walkers to use Kingston's Reserves.

Noting the feedback from the community consultation, it was also suggested that five (5) to six (6) dogs could be managed well by professional dog walkers. Noting the concerns raised by users of off leash areas about large numbers of dogs (10+) not being under effective control, limiting dog walkers to have six (6) dogs under their control, rather than four (4), will provide some additional scope for local professional dog walkers to operate, and will not impact Kingston dog owners.

### **3.6 Proposed Change**

The proposed amendment to the current dog control order is to insert the following:

*Restriction on number of dogs*

*A person must not have more than six (6) dogs under the person's apparent control (whether on or off leash) in a reserve, the foreshore, public place or designated area at any one time.*

*All dogs must be kept under effective control whether on leash or not.*

## **4. Consultation**

### **4.1 Consultation**

The consultation on the proposed changes to the dog control order were undertaken over a four (4) week period between 30 January – 1 March 2024.

**4.2 Results/Findings:**

The table below outlines the surveys and submissions received and a summary of the impact and reach of the Dog Control Order engagement campaign.

Engagement Setting	Responses
Your Kingston Your Say Online survey	217
Pop up sessions	73
Email submissions	14
<b>OVERALL TOTAL</b>	<b>304</b>

During the consultation period we hosted 5 pop-up sessions at locations across Kingston (Kingston Farmers Market, Edithvale Beach, Bonbeach Farmers Market, Mentone Dog Beach and Heatherton Park Dog Off leash area). At these sessions we received feedback from 73 community members, spoke directly to dog owners and provided QR codes to encourage the completion of the online survey.

Consultation Outcomes – Online Survey Results

The online consultation survey asked the following seven (7) questions, with the results set out below:

(Q1) Are you a dog owner?

- Yes (86.2%)
- No (13.8%)

(Q2) How many dogs do you own?

- (78.1%) stated they owned 1 dog
- (21.4%) stated they owned 2 dogs
- (0.5%) stated they owned 3 dogs
- (0%) stated they owned 4 dogs
- (0%) stated they owned more than 4 dogs

(Q3) Are you a professional dog walker?

- Yes (3.7%)
- No (96.3%).

(Q4) Are you a regular user of Kingston’s off-leash areas?

- Yes (83.4%)
- No (16.6%)

(Q5) Do you have any feedback on your experience with other dogs/dog owners at off-leash areas.

The majority of dog owners provided positive feedback in relation to their experiences at off leash areas, with many comments like the following:

*“Off leash dog areas are integral to socialisation for dogs, exercise for dogs, and are positive for the mental health of dog owners.”*

*“Most owners with single or 2 dogs are considerate of others. All Kingston parks I visit the experience has been positive.”*

Some dog owners and off leash area users, were concerned about dog owners not monitoring their dogs and dog walkers with large numbers of dogs, with comments like the following:

*“Some just let their dogs go and don’t keep a proper eye on them.”*

*“I have a small anxious dog, that enjoys the park until he sees large dogs that are not being overseen by their owners ie owner on phone!!”*

*“Dog walkers with 10 dogs make off lead parks too crowded which means i struggle to use them as dogs get stressed and overwhelmed which causes fights.”*

(Q6) Do you support the proposal to change the current Order to limit the number of dogs under control at an off-leash area to 4?

- Yes (59.4%)
- No (40.6%)

(Q7) Please indicate why you responded yes or no.

Respondents that responded “yes” generally commented that it is difficult to manage more than one or two dogs and that controlling four dogs at a time is difficult for anyone. Some selected comments are included below.

*“Walkers seem to lose control. Dog poo is often not picked up. Not enough pair of eyes.”*

*“Too many dogs are hard to control and if one gets into a fight the others are not watched.”*

*“Some people cannot control one or two dogs at one time, they cannot control four at one time.”*

*“No more than 2 dogs per owner at one time in a dog park. No one can control more than 2 dogs in this situation 4 is out of the persons control, especially if there are other dogs in the park.”*

Respondents that responded “no” generally commented that dog walkers provide an important service and generally manage the dogs in their care. Some selected comments are included below.

*“I think the dog walkers do an important job. They have effective control of the dogs under their supervision and pick up their waste. Let them be.”*

*“Absolutely not! The dog walkers provide an essential service to the community. They are always responsible when walking the dogs. Without this service, you would be dealing with dog barking complaints. Making these changes would put an end to these important businesses. Why would anyone want to do this. If there has been a complaint then the person complaining can choose to walk their dog elsewhere.”*

*Dog walkers know exactly how many they can control and most can handle up to six dogs at a time with no issue. If you restrict the amount of dogs then you are taking jobs away from people, in this economy it's not what we want.*

#### Face to Face Feedback

Feedback received at the pop-up consultation sessions was via a “coin counter” exercise and the results were:

- 49 supported the proposal to change the order.
- 19 did not support the proposal to change the order.

Written feedback was also provided by 5 people at the pop-up sessions:

- 2 supported the proposal to change the order.
- 3 did not support the proposal to change the order.

#### Email Submissions

Two (2) email submission were received from professional dog walkers.

- Both submissions did not support the proposal to change the dog order and stated the change this would impact their business.
- One submission suggested several measures to improve the situation at dog off leash areas for both the community and dog walkers, including establishing a database of registered businesses to monitor risk management and ensure compliance with regulations.
- Both submissions suggested a permit system for dog walking businesses and noted other Councils have this in place.

Fourteen (14) further email submissions were received. Of these submissions:

- 10 supported the proposal to change the order;
  - with one submission suggesting amending the order so that only 3 dogs should be allowed under one person's control, another submission suggesting that only 2 dogs and other submission suggesting 1 dog.
- 4 did not support the proposal to change the order.

#### Consultation Outcomes – Key Findings

In general, the feedback received from the consultation supported the proposal to change the dog control order and restrict the number of dogs a person can have under their control.

Many comments received outlined that it is difficult for any person to manage more than 4 dogs at once.

There were also comments in support of the work of professional dog walkers and voiced concern about the impact of changing the Order to their business.

## 5. Compliance Checklist

### 5.1 Council Plan Alignment

Strategic Direction: Safe - Our community will feel safe, and be safe, in all aspects of their lives.

Strategy: Foster caring attitudes and a safe environment for native wildlife and domestic animals.

Other dog walkers and reserve users will feel safer when utilising reserves as professional dog walkers and other dog owners will need to comply and reduce the numbers of dogs they have in their control at any one time.

### 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.

Limiting the number of dogs a person can control at any one time will help to reduce the opportunities for out of control dogs to harass/attack other dogs and people.

### 5.3 Financial Considerations Budget

The costs associated with statutory advertising, promotion and implementation of an amended order will be delivered within the existing Local Laws operational budget allocation.

#### Staff Resources

It is envisaged that the introduction of an amended dog control order will not impact the current staffing level.

### 5.4 Risk considerations

The proposed change to the dog control order may impact on the running costs of professional dog walking businesses. However, the broader public safety benefits and reduced impacts on Council maintained off leash areas need to be balanced against the business risk.

## Appendices

Appendix 1 - Consultation Summary Report\_Dog Control (Ref 24/158316) 

Author/s: Neil Sheppard, Team Leader Local Laws  
Marleen Mathias, Manager Compliance and Amenity

Reviewed and Approved By: Jonathan Guttman, General Manager Planning and Place

# 7.7

## CONSULTATION OUTCOME OF PROPOSED CHANGE TO DOG ORDER LIMITING DOGS UNDER CONTROL AT OFF-LEASH AREAS

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# Feedback on Kingston's proposed dog control order amendments

CONSULTATION SUMMARY REPORT

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## CONSULTATION SUMMARY REPORT

# Feedback on Kingston's proposed dog control order amendments



## COMMUNITY CONSULTATION

In February 2024 we asked our community to tell us if Council should amend its current dog control order under the Domestic Animals Act 1994 to limit the number of dogs a person can have under control of at an off-leash area to 4.

## A SNAPSHOT OF THE METHODOLOGY

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

## ENGAGEMENT



### SOCIAL MEDIA

Kingston Facebook reach: 4,142  
Kingston Instagram reach: 1,078  
Combined social media advertising reach: 18,918



### ENEWS

Kingston eNews  
Pinboard staff eNews



### SIGNAGE

12 x digital screens, displayed in Council buildings, Hubs and Libraries  
Signage at Kingston's off-leash dog parks



### ADVERTISING

Chelsea Mentone Mordialloc News



### DIRECT MAIL

Promotion via Kingston's animal registration renewal reminder notice to all registered dog owners



### NEWSLETTER

Promotion in Kingston Your City magazine to all residents



### POP-UPS

5 x pop-up information sessions



### STAKEHOLDER ENGAGEMENT

We also undertook engagement with:

- ✓ Dog walking businesses (registered in Kingston)
- ✓ Dog walking businesses registered in neighbouring Councils that use our reserves
- ✓ Freelance dog walking businesses
- ✓ Vets
- ✓ Shelters
- ✓ 'Doggy Day Care' centres

# Feedback on Kingston's proposed dog control order amendments



## ENGAGEMENT SUMMARY

# 745

visitors to Kingston's Your Kingston Your Say consultation platform

# 304

total submissions



217 online submissions



73 people submitted feedback via a pop-up information sessions/workshops



14 people submitted feedback via emails

## WHAT WE HEARD

Feedback on the dog control order proposal was largely positive towards restricting the number of dogs a person can have under control of at an off-leash area to 4, although there was a lot of support for the work that professional dog walkers do.

62.6% of submissions were in favour of restricting the number of dogs a person can have control of at any one time, to four only.

### Common themes:

- ▶ Some dog walkers noted that professional dog walkers mostly have control over their dogs in their charge while others noted professional dog walkers do not watch their dogs and fail to clean up after them
- ▶ "Most professional dog walkers are not qualified or properly trained"
- ▶ "Limiting the number of dogs a person can have control of at any one time will have an adverse affect on professional dog walkers business"

### We also heard:

- ▶ "Aggressive dogs should not be allowed off-leash"
- ▶ "Permit up to 5 dogs at once like other Councils"
- ▶ "Consider special permits for professional dog walkers to allow up to 6 dogs"
- ▶ "Dog bag dispensers should be more regularly filled"
- ▶ "Kingston needs more fully fenced off leash areas"

## OFFICER RECOMMENDATION

It is recommended to amend the current dog control order to limit the number of dogs a person can control at any one time to 6.

## **8. Community Strengthening Reports**

# Ordinary Council Meeting

24 June 2024

Agenda Item No: 8.1

## **KINGSTON GRANTS PROGRAM - FUNDING RECOMMENDATIONS FOR ROUND 1 COMMUNITY BI- ANNUAL GRANTS 2024-25**

**Contact Officer: Gillian Turnbull, Coordinator Community Capacity  
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 Round 1 of the Community Bi-annual Grants 2024-25.

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

Operational & Partnership Grants, Community Bi-Annual Grants, and Community Festivals, Events & Creative Activities 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.*

No conflicts of interest were declared by the Kingston Grants Program Assessment Panel for the Community Bi-annual Grants.

All Assessment Panel meetings were 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 Round 1 of the 2024-25 Community Bi-annual Grants 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 Round 1 of the 2024-25 Community Bi-annual Grants.

39 applications were received, 37 of which were eligible. Two applications were ineligible due to one not having public liability insurance and one not being an incorporated not-for-profit organisation.

### **Assessment Process and Recommendations**

As stated in the Kingston Grants Program Policy:

Operational & Partnership Grants, Community Bi-Annual Grants, and Community Festivals, Events & Creative Activities 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 three community representatives, met on 18 April 2024 to review, discuss and make funding recommendations for Round 1 of the 2024-25 Community Bi-annual Grants, for Council’s consideration. The Assessment Panel was observed by a Probity Advisor (Manager Governance, Risk and Integrity) and supported by Grants officers.

The Kingston Grants Program Assessment Panel recommends:

- 18 Community Bi-annual Grant applications receive full funding, six receive partial funding and 13 receive no funding. The total funding amount recommended to allocate for Round 1 of the 2024-25 Community Bi-annual Grants is \$157,290.

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



**City of Kingston  
Ordinary Council Meeting**

Grant	Grant Stream Budget	Eligible applications received	Funding requested	Number of applications recommended for funding (full or partial)	Total funding recommended
<b>Community Bi-annual (Round 1)</b>	Approx. \$144,186 (60% of total budget of \$216,279)*	37	\$263,221	24	\$157,290

\*The total annual budget available for Community Bi-annual Grants is \$216,279. Given the stream has two rounds per financial year, the Kingston Grants Assessment Panel agreed to allocate 60-70% of the total budget to round 1 (approx. \$144,186). This decision is based on the assumption that there may not be as many applications in round 2, as previous applicants are used to applying early in the year for what was previously the Annual Grants.

**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
- 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).



### **2.1 Kingston Grants Program Promotion**

Round 1 of the 2024-25 Community Bi-annual Grants was open for applications from 29 January – 11 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

### **2.2 Grant Application Support**

Recognising this is the first year of the new Kingston Grants Program, Grant officers provided significant support to applicants, including:

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

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

- A grants writing workshop held on the 29 February 2024.
- 155 phone calls were received.
- Grants officers supported 17 applicants by typing-out their applications.
- Grants officers followed up several applicants for additional information and documentation that applicants had omitted to supply in their applications.
- Grants officers accepted supporting documents that were submitted after the closing date e.g. quotes.

### **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 and decision.

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 three community representatives, met on 18 April 2024 to review, discuss and make funding recommendations for Round 1 of the 2024-25 Community Bi-annual Grants, for Council's consideration. The Assessment Panel was observed by a Probity Advisor (Manager Governance, Risk and Integrity) and supported by Grants officers.

## **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.

Despite the support available and provided, some applications provided minimum information which made it difficult to assess and prioritise them, in comparison to applications that provided the required information and more clearly responded to the assessment criteria.

Some applications were misaligned, outlining one program or project in the body of the application, but providing quotes (or estimated costs) and supporting documents e.g. letters of support, for a different program or project. In addition, some applications did not provide the required supporting documents e.g. quotes.

The Assessment Panel also reviewed financial reports and as outlined above, prioritised applications that had limited financial means or ability to access other sources of funding.

In determining the varied funding recommendations, consideration was given to evidence of relevant and quality partnerships, connection to Kingston, higher participant and program numbers, location of program/activities (noting some were not in Kingston), evidence of the applicants capacity to deliver the program/activity, percentage of Kingston residents benefiting and providing funding to a mix of programs, projects and organisations.

### **3. Discussion**

#### **3.1 Community Bi-annual Grants**

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.

They provide between \$2,001-\$10,000 to not-for-profit organisations and community groups, incorporated artists and creative businesses.

The Community Bi-annual Grants have four 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.
- **Community Small 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:
  - 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.

This is the first time Community Bi-annual Grants have been available, as they were previously Annual Grants.

Round 1 of the 2024-25 Community Bi-annual Grants, received 39 applications, of which:

- 37 were eligible applications
- Two were ineligible – one did not have public liability insurance and the Kingston Grants Program Policy states, *Organisations must - Provide current public liability insurance with a level of cover appropriate to the activity/program.* The other applicant was not an incorporated not-for-profit organisation, and the Kingston Grants Program Policy states *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 and not being an incorporated not-for-profit organisation*
- 18 applications are recommended for full funding
- Six applications are recommended for partial funding
- 13 applications are not recommended for funding.

The funding recommendations of the Kingston Grants Program Assessment Panel are presented in Appendix 3.

The total annual budget available for 2024-25 Community Bi-annual Grants is \$216,279. Given the stream has two rounds per financial year, the Assessment Panel agreed to allocate 60-70% of the total budget this round (approx. \$144,186). This decision is based on the assumption that there may not be as many applications next round, as previous applicants are used to applying at this time of year for what was previously the Annual Grants.

The total funding requested for this stream was \$263,221 and the total amount recommended to fund for Round 1 of the 2024-25 Community Bi-annual Grants is \$157,290. Based on the recommendations of the Assessment Panel, \$58,989 would be remaining in the budget for the Rounds 2 of the 2024-25 Community Bi-annual Grants.

The next round of the 2024-25 Community Bi-annual Grants opens on 29 July 2024. Pending Council's decision, unsuccessful applicants will be provided with feedback and are able to re-apply in future rounds.

### **3.2 Multiple Grant Streams**

The Kingston Grants Program accepts applications from the same applicant in multiple grant streams, but the applicant cannot be funded for the same activity in multiple grant streams. A summary of all grant recommendations (inclusive of staged funding, where applicable) for 2024-25 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**

The below table provides a summary of Round 1 of the 2024-25 Community Bi-annual Grants:

Grant	Grant Stream Budget	Funding requested	Total funding recommended	Impact – pending Council’s Decision
<b>Community Bi-annual (Round 1)</b>	Approx, \$144,186 (60% of total budget of \$216,279)*	\$263,221	\$157,290	\$58,989 remaining for Round 2

\* The total annual budget available for Community Bi-annual Grants is \$216,279. Given the stream has two rounds per financial year, the Kingston Grants Assessment Panel agreed to allocate 60-70% of the total budget to this round (approx. \$144,186). This decision is based on the assumption that there may not be as many applications in the next round, as previous applicants are used to applying early in the year for what was previously the Annual Grants.

Based on the recommendations of the Assessment Panel, \$58,989 of the Community Bi-annual Grants budget has been reserved for the next round, which opens for applications from 29 July – 6 September 2024.

Unsuccessful applicants will be provided feedback and are eligible to re-apply for future funding. Funding will continue to be competitive with applications assessed by the Assessment Panel and considered within the funding priorities and available budget. The Kingston Grants Program Assessment Panel will meet in October 2024 and their recommendations will be presented for Council’s consideration at the Council Meeting in December 2024.

**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.


In addition, all Assessment Panel meetings were 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."

**Appendices**

Appendix 1 - Kingston Grants Program Policy (Ref 23/251230)  [↓](#)

Appendix 2 - Kingston Grants Program Guidelines (Ref 23/256020)  [↓](#)

Appendix 3 - Kingston Grants Program - Round 1 Community Bi-annual Grants 2024-25 - Funding Recommendations (Ref 24/119150)  [↓](#)

Appendix 4 - Kingston Grants Program 2024-2025 - All Grant Recommendations (Ref 24/114641)  [↓](#)

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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 ROUND 1 COMMUNITY BI- ANNUAL GRANTS 2024-25

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# Kingston Grants Program Policy

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## 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](http://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 fees<sup>1</sup>

- 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 community<sup>2</sup>.
  - 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

<sup>1</sup> Council officers can provide support to interested *applicants* with writing an *application* to the Kingston Grants Program.

<sup>2</sup> 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**

<b>Activity</b>	A service, program, project, festival, event, or other pursuit that is the subject of an <i>application</i> or <i>grant</i> .
<b>Acquittal</b>	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> .
<b>Applicant</b>	An organisation or individual who applies for a <i>grant</i> .
<b>Application</b>	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.
<b>Auspice</b>	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.
<b>Funding agreement</b>	Sets out the general terms and conditions, additional terms and conditions and schedules relevant to the funded <i>activity</i> .
<b>Grant</b>	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.
<b>Grant category</b>	Refers to a specific offering under a <i>grant stream</i> . At times, they may have further specified objectives.
<b>Grant stream</b>	A specific offering under an umbrella <i>grants</i> program tied to specific objectives.
<b>Incorporated</b>	Incorporated under the <i>Associations Incorporation Reform Act 2012</i> (Vic) or other relevant legislation.
<b>Major capital works</b>	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"> <li>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</li> <li>Council has already committed budget for the works in Council's forward Capital Works Program.</li> </ul>
<b>Minor capital works</b>	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.
<b>Organisation</b>	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.
<b>Recipient</b>	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
<b>Focus</b>	Operational/activity support	One-off activity support	One-off activity support	One-off activity support	Festival/event support
<b>Description</b>	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.
<b>Who the grants are for</b>	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
<b>Categories</b>	<ul style="list-style-type: none"> <li>Community Centres &amp; Neighbourhood Houses</li> <li>Multicultural / Seniors (all groups will be invited)</li> <li>Specialist Community &amp; Welfare Service Organisations</li> <li>Community Interest Organisations</li> </ul>	<ul style="list-style-type: none"> <li>Community Projects &amp; Programs</li> <li>Small Community Festivals &amp; Events</li> <li>Minor Capital Works</li> <li>Arts Projects &amp; Programs</li> </ul>	<ul style="list-style-type: none"> <li>Community Projects &amp; Programs</li> <li>Community Celebrations</li> <li>Small Equipment</li> <li>Capacity Building</li> <li>Start-up Support</li> </ul>	<ul style="list-style-type: none"> <li>Achievement</li> <li>Participation</li> </ul>	No categories but can support larger community festivals, events and creative activities.
<b>Amount (ex GST unless specified)</b>	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.  The following categories will be based on funding formula: <ul style="list-style-type: none"> <li>Community Centres &amp; Neighbourhood Houses</li> <li>Multicultural / Seniors (all groups will be invited)</li> </ul> The following categories will be based on the amount requested and assessment against funding criteria: <ul style="list-style-type: none"> <li>Community Welfare Service Organisations</li> <li>Community Interest Organisations</li> </ul>	\$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.
<b>Term</b>	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.
<b>Frequency offered</b>	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)

<b>Application process</b>	<p><b>Invited, formula-based funding allocation</b></p> <ul style="list-style-type: none"> <li>Community Centres &amp; Neighbourhood Houses</li> <li>Multicultural &amp; Seniors</li> </ul> <p><b>Open, merit-based assessment</b></p> <ul style="list-style-type: none"> <li>Specialist Community &amp; Welfare Services</li> <li>Community Interest Organisations</li> </ul> <p>Application form, online. Assistance by request.</p>	<p><b>Open, merit-based assessment</b></p> <p>Application form, online. Assistance by request.</p>	<p><b>Targeted, merit-based assessment</b></p> <p>Application form, online. Assistance by request.</p>	<p><b>Open, merit-based assessment</b></p> <p>Application form, online. Assistance by request.</p>	<p><b>Targeted, merit-based assessment</b></p> <p>Application form, online. Assistance by request.</p>
<b>Assessment process</b>	<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>
<b>Contract type</b>	Funding Agreement	Funding Agreement	Letter of Offer	Letter of Offer	Funding Agreement
<b>Report type</b>	Yearly Report Financial Acquittal	Final Report Financial Acquittal	Final Report (Light) Financial Acquittal (Light)	Final Report (Light) Financial Acquittal (Light)	Yearly Report Financial Acquittal
<b>Responsible department</b>	Inclusive Communities	Inclusive Communities	Inclusive Communities	Inclusive Communities	Inclusive Communities
<p><b>Note:</b> The <b>Kingston Charitable Fund</b> 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

*community inspired leadership*



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## 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](mailto:community@kingston.vic.gov.au)

W: [kingston.vic.gov.au](http://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 interesting 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](http://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](mailto: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](http://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](http://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](http://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
<b>Community Small Grants</b>  For not-for-profit organisations and community groups	<ul style="list-style-type: none"> <li>Community Projects &amp; Programs</li> <li>Community Celebrations</li> <li>Small Equipment</li> <li>Capacity Building</li> <li>Start-Up Support</li> </ul>	One-off funding of up to \$2,000	Always open (until funding is exhausted) - Assessed every month
<b>Community Bi-Annual Grants</b>  For not-for-profit organisations, community groups, artists and creative businesses	<ul style="list-style-type: none"> <li>Community Projects &amp; Programs</li> <li>Small Community Festivals &amp; Events</li> <li>Minor Capital Works</li> <li>Arts Projects &amp; Programs</li> </ul>	One-off funding of \$2,001-\$10,000	Bi-annual - Assessed every 6 months  <b>Round 1</b> Opens 29 January 2024 Closes 11 March 2024  <b>Round 2</b> Opens 29 July 2024 Closes 6 Sept 2024
<b>Operational &amp; Partnership Grants</b>  For not-for-profit organisations and community groups	<ul style="list-style-type: none"> <li>Community Centres &amp; Neighbourhood Houses</li> <li>Specialist Community &amp; Welfare Services</li> <li>Community Interest Organisations</li> <li>Multicultural &amp; Seniors Groups</li> </ul>	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
<b>Community Festivals, Events &amp; Creative Activities Grants</b>  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
<b>Individual Development Grants</b>  For individuals	<ul style="list-style-type: none"> <li>Achievement</li> <li>Participation</li> </ul>	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

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## Community Small Grants

<b>Amount available:</b>	Up to \$2,000
<b>Who can apply:</b>	Not-for-profit organisations and community groups
<b>When to apply:</b>	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.

<b>Community Projects &amp; Programs</b>	Activities that help organisations and community groups to achieve their goals and strengthen the Kingston community. <b>For example</b> , 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.
<b>Community Celebrations</b>	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. <b>For example</b> , a 10 <sup>th</sup> 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.
<b>Small Equipment</b>	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. <b>For example</b> , tools, appliances, safety items, uniforms, or technology and communication devices.
<b>Capacity Building</b>	Activities that help organisations and community groups to strive and thrive in line with their goals and identified needs. <b>For example</b> , activities can be for training, volunteer recruitment, volunteer management, succession planning, or governance development.
<b>Start-Up Support</b>	Assistance to establish a new community group permanently located in the City of Kingston that supports increased representation of Kingston's diverse community. <b>For example</b> , 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
<b>Certificate of Incorporation</b>	Required
<b>Auspice Agreement</b> 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: <a href="http://www.kingston.vic.gov.au/community/grants">www.kingston.vic.gov.au/community/grants</a> .	Required if auspiced
<b>Annual Report and/or Financial Statements</b> Documents must comply with your Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission obligations	Required
<b>Public Liability Insurance Certificate of Currency</b> Minimum level of cover to be determined based on the activity/program	Required
<b>Child Safe Standards Policy</b> 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:		
<b>Community Need</b>		<b>25</b>
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
<b>Community Benefit</b>		<b>25</b>
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
<b>Capacity to Deliver</b>		<b>35</b>
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
<b>Capacity for Sustainability</b>		<b>5</b>
18	identified a sustainability plan (where appropriate)	5
<b>Other Considerations</b>		<b>10</b>
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
<b>Total score available</b>		<b>100</b>

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](http://www.kingston.vic.gov.au/community/grants), and applications will be closed until the next quarter.

# Community Bi-Annual Grants

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### Community Bi-Annual Grants

<b>Amount available:</b>	\$2,001-\$10,000
<b>Who can apply:</b>	Not-for-profit organisations and community groups, incorporated artists and creative businesses.
<b>When to apply:</b>	Bi-annual – assessed every 6 months. Please see <a href="#">Council's website</a> 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.

<b>Community Projects &amp; Programs</b>	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. <b>For example</b> , 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.
<b>Small Community Festivals &amp; Events</b>	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. <b>For example</b> , cultural festivals, First Nations community events, or event-based promotion of the natural environment or climate change action.
<b>Minor Capital Works</b>	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. <b>For example</b> , kitchen upgrade, replacement of an old fitting or fixture for a more energy efficient one, or new flooring.
<b>Arts Projects &amp; Programs</b>	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"> <li>• 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</li> <li>• 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.</li> </ul> <b>For example</b> , 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.

<b>Group 1 Council Lease* with no liquor licence</b>	No co-funding contribution is required.
<b>Group 1 Council Lease* with a liquor licence or Group 2 Council Lease* with or without a liquor licence</b>	1:1 matched co-funding contribution is required. The co-contribution can be cash and/or in-kind.
<b>Other eligible private property: Not-for-profits leasing private property</b>	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](http://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
<b>Certificate of Incorporation</b>	Required
<b>Auspice Agreement</b> 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: <a href="http://www.kingston.vic.gov.au/community/grants">www.kingston.vic.gov.au/community/grants</a>	Required if auspiced
<b>Annual Report and/or Financial Statements</b> Documents must comply with your Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission obligations	Required
<b>Public Liability Insurance Certificate of Currency</b> Minimum level of cover to be determined based on the activity/program	Required
<b>Minor Capital Works</b> <i>Council-owned property</i> <ul style="list-style-type: none"> <li>• Approval in Principle letter from Council or the landlord</li> <li>• Copy of your submitted Approval in Principle form</li> </ul> <i>Non-Council property</i> <ul style="list-style-type: none"> <li>• Approval letter from the landlord of the property</li> <li>• Photos and specifications of proposed fixtures or fittings</li> <li>• 2 quotes for all works in scope</li> </ul>	Required for Minor Capital Works
<b>Supplier quotes</b> For examples, venue hire, marquee hire, entertainment, security, traffic management, etc.)	Required
<b>Resumé and examples of recent work *for works of art only</b>	Required for relevant Arts Grants
<b>Child Safe Standards Policy</b> Provide a copy of organisational policies relating to the Child Safe Standards	Required
<b>Additional Support Material</b> 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:		
<b>Community Need</b>		<b>25</b>
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
<b>Community Benefit</b>		<b>25</b>
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
<b>Capacity to Deliver</b>		<b>35</b>
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
<b>Capacity for Sustainability</b>		<b>5</b>
18	identified a sustainability plan (where appropriate)	5
<b>Other Considerations</b>		<b>10</b>
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
<b>Total score available</b>		<b>100</b>

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

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## 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.

<b>Community Centres &amp; Neighbourhood Houses</b>	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. <b>Funding available:</b> Up to \$100,000 per year to be determined on a non-competitive basis, using a formula funding approach.
<b>Specialist Community &amp; Welfare Services</b>	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. <b>Funding available:</b> Up to \$90,000 per year with funding to be determined using merit-based assessment criteria.
<b>Community Interest Organisations</b>	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. <b>Funding available:</b> Up to \$20,000 per year with funding to be determined using merit-based assessment criteria.
<b>Multicultural &amp; Seniors Groups</b>	Supports a contribution towards the delivery of activities for Kingston's multicultural and senior residents to foster inclusion, connectedness, and positive ageing. <b>Funding available:</b> 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
<b>Auspice Agreement</b> 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: <a href="http://www.kingston.vic.gov.au/community/grants">www.kingston.vic.gov.au/community/grants</a>	Required if auspiced
<b>Annual Report and/or Financial Statements</b> Documents must comply with your Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission obligations	Required
<b>Public Liability Insurance Certificate of Currency</b> Minimum cover of \$20 million is required.	Required
<b>Child Safe Standards Policy</b> 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)
<b>Additional Support Material</b> For example, letters of support, media, photos, example promotional material	Optional

### How are applications assessed?

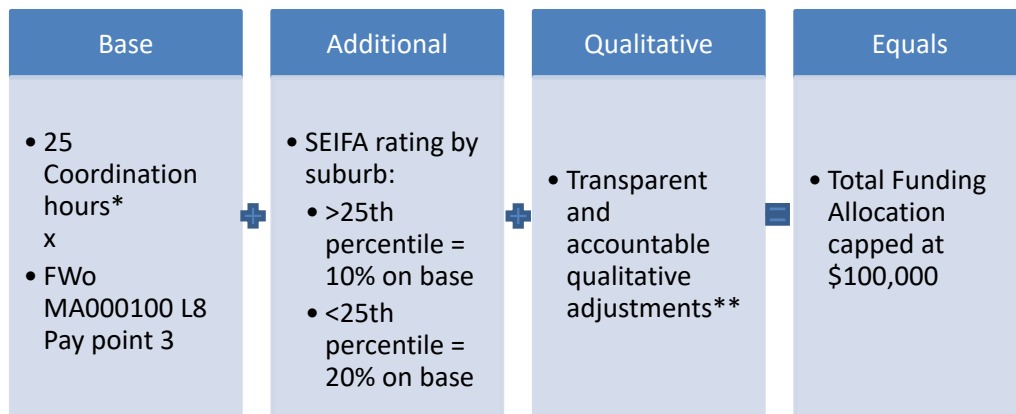
#### Formula Based Assessment

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.

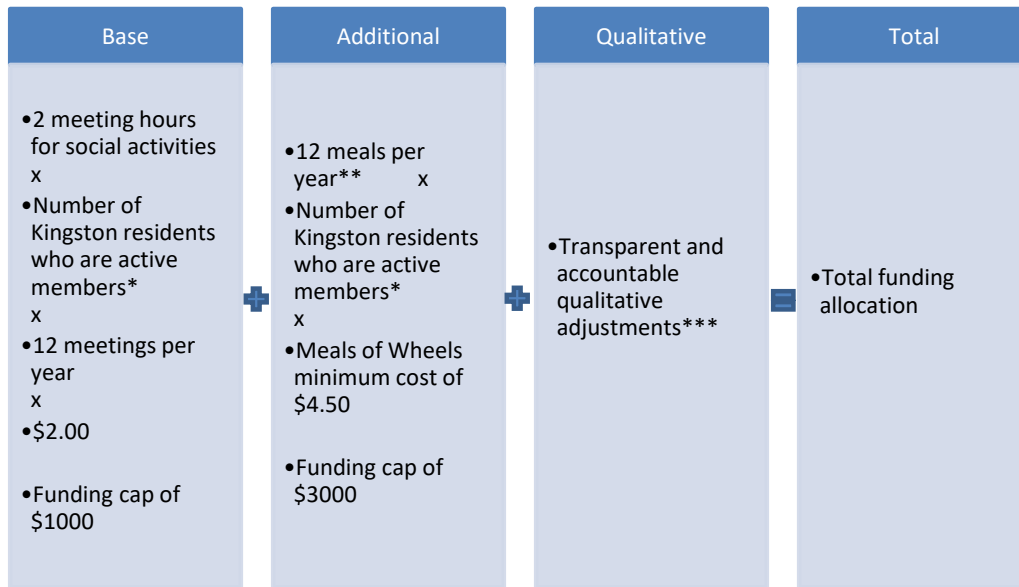
#### Community Centres & Neighbourhood Houses



\* 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](http://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:		
<b>Community Need</b>		<b>25</b>
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
<b>Community Benefit</b>		<b>25</b>

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
<b>Capacity to Deliver</b>		<b>35</b>
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
<b>Capacity for Sustainability</b>		<b>5</b>
18	identified a sustainability plan (where appropriate)	5
<b>Other Considerations</b>		<b>10</b>
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
<b>Total score available</b>		<b>100</b>

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

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### 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
<b>Certificate of Incorporation</b>	Required
<b>Auspice Agreement</b> 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: <a href="http://www.kingston.vic.gov.au/communty/grants">www.kingston.vic.gov.au/communty/grants</a>	Required if auspiced
<b>Annual Report and/or Financial Statements</b> Documents must comply with your Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission obligations	Required
<b>Public Liability Insurance Certificate of Currency</b> Minimum cover of \$20 million is required.	Required
<b>Supplier quotes</b> For examples, marquee hire, entertainment, security, traffic management, etc.	Required
<b>Child Safe Standards Policy</b> Provide a copy of organisational policies relating to the Child Safe Standards	Required
<b>Additional Support Material</b> 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:		
<b>Community Need</b>		<b>25</b>
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
<b>Community Benefit</b>		<b>25</b>
6	aligned their activity with a strategic priority of Council	5
7	clearly outlined <b>what</b> 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
<b>Capacity to Deliver</b>		<b>35</b>
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
<b>Capacity for Sustainability</b>		<b>5</b>
18	identified a sustainability plan (where appropriate)	5
<b>Other Considerations</b>		<b>10</b>
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

<b>Total score available</b>
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<b>100</b>
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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

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### 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.

<b>Arts &amp; Culture</b>	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.
<b>Sport &amp; Recreation</b>	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.
<b>Environment &amp; Climate Action</b>	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.
<b>Humanitarian &amp; Leadership</b>	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 \(teamsports4all.com.au\)](http://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
<b>Proof of identity and residence</b> For example, your driver's licence, bank statement (financials redacted), or utility bill.	Required
<b>Proof of competitive selection, qualification or invitation</b> Letter or email on letterhead from the event/activity organiser, governing body, club or coach/instructor	Required for Achievement category
<b>Proof of community group or club's location</b> ABN, incorporation number, meeting venue and times, contact person, or peak	Required for Participation category

<b>Attachment</b>	<b>Individuals</b>
body registration if there is one.	
<b>Proof of financial hardship</b> Centrelink-issued Health Care Card, Pensioner Concession Card, or Veteran Card to demonstrate financial hardship	Required for Participation Category; Optional for Achievement Category
<b>Additional Support Material</b> 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 – Community Bi-annual Grants 2024-25 Round 1 – Funding Recommendations

Priority Ranking	Name	Details	Assessment Panel Comment	Funding Requested	Funding Recommended
5	<b>The Country Women's Association of Victoria Inc Mentone Branch</b>	Provision of knitted and crocheted goods (blankets and beanies) for disadvantaged people via various local charities and Monash Hospital.	Full funding recommended.	\$1,000.00	<b>\$1,000.00</b>
5	<b>Moorabbin Little Athletics Centre</b>	Open day/festival to showcase the Moorabbin Little Athletics Centre and attract new members. The event will showcase little athletics and provide a fun family atmosphere to introduce people to the sport.	Full funding recommended.	\$2,455.00	<b>\$2,455.00</b>
5	<b>Cheltenham Panthers Netball Club</b>	Netball uniforms, equipment and first aid supplies to keep the costs down for the participants in the club.	Full funding recommended.	\$2,500.00	<b>\$2,500.00</b>
5	<b>Clarinda Tennis Club</b>	Kitchen upgrade (including replacement of a gas oven for an electric oven that will reduce the cost of utility bills).	Full funding recommended. Moving from gas to electric is in line with Council's environmental objectives. In line with requirements outlined in the Grant Guidelines, the club is matching funding.	\$3,350.00	<b>\$3,350.00</b>

Priority Ranking	Name	Details	Assessment Panel Comment	Funding Requested	Funding Recommended
5	<b>Australian Skateboarding Federation</b>	10 learn to skate workshops delivered in Kingston skateparks, teaching skateboarding skills and skatepark fundamentals, etiquette and safety.	Full funding recommended. Applicant to engage with Council's Active Kingston team in planning their activity.	\$4,420.00	<b>\$4,420.00</b>
5	<b>Legends of the Skies Theatre Inc</b>	Legends of the Skies Series 12 annual production will be performed at Moorabbin Airport, highlighting aviation history. Each performance will be comprised of 6 short plays performed over three evenings and two matinees.	Full funding recommended.	\$5,000.00	<b>\$5,000.00</b>
5	<b>Southern Football Netball League Inc</b>	First aid and CPR training for 5 key volunteers from each of the 6 SFNL Football & Netball Clubs residing in the City of Kingston.	Full funding recommended.	\$5,250.00	<b>\$5,250.00</b>
5	<b>Omega Cricket Club</b>	First aid training to 25 volunteers and coaches in the club.	Full funding recommended	\$5,500.00	<b>\$5,500.00</b>
5	<b>Mentone Community Assistance &amp; Information Bureau Inc</b>	Food vouchers (Woolworths Supermarket Essential Cards) and food hampers to low income and financially stressed families to help them through the 2024 Christmas/New Year period.	Full funding recommended	\$6,000.00	<b>\$6,000.00</b>
5	<b>Parkdale Bowling &amp; Social Club</b>	Installation of 16.7 k/W solar panel system on the roof of Parkdale Bowls Club. The installation of the proposed solar panels will avoid 7,172 kgs of coal being burnt each year.	Full funding recommended. The Assessment Panel requested that the applicant work with Council's Environment Planning team to reduce their energy use in addition to installing solar panels.	\$6,625.00	<b>\$6,625.00</b>

Priority Ranking	Name	Details	Assessment Panel Comment	Funding Requested	Funding Recommended
5	<b>Longbeach Anglican Parish (auspiced by Chelsea Men's Shed)</b>	Provide winter warmer hampers (blankets etc.) to vulnerable and disadvantaged families nominated by local schools.	Full funding recommended.	\$8,000.00	<b>\$8,000.00</b>
5	<b>Kieran Carroll</b>	Production of 'In Mordialloc Before the Stawell Gift', a new play set in Mordialloc in 1953. 3 performances at the Allan McLean Hall in Mordialloc on Saturday 12th and Sunday 13th April 2025.	Full funding recommended.	\$9,350.00	<b>\$9,350.00</b>
5	<b>Ciaran Frame</b>	An arts activation called "Spin Cycle" will feature a series of artistic pop-ups, each running for four hours over four days at the Moorabbin Station Laundromat.	Full funding recommended.	\$9,800.00	<b>\$9,800.00</b>
5	<b>Chelsea Occasional Childcare</b>	Landscaping and the supply and installation of a water tank, creating a natural, inclusive and self-sustainable learning environment for pre-school aged children.	Full funding recommended.	\$10,000.00	<b>\$10,000.00</b>
5	<b>Edithvale-Aspendale Junior Football Club</b>	Purchase and installation of a replacement scoreboard at Regents Park.	Full funding recommended. The Assessment Panel noted that the AIP is conditional subject to planning/building permit approval, and that that scoreboard would become a Council asset. The transfer of asset and maintenance would form part of the planning/building permit assessment.	\$10,000.00	<b>\$10,000.00</b>

Priority Ranking	Name	Details	Assessment Panel Comment	Funding Requested	Funding Recommended
5	<b>Mentone Life Saving Club Incorporated</b>	Disabled beach matting access for Mentone Beach. Purchase beach matting to enable members of the public to access the water at Mentone beach, with support and supervision by Mentone Life Saving club members. The purchase of a beach accessible wheelchair is subject to a separate grant.	Full funding recommended. Aligning to the All Abilities Plan, to create easily accessible beaches all Lifesaving Clubs with accessible equipment are to coordinate how the equipment is managed and how the equipment's availability is communicated to the public.	\$10,000.00	<b>\$10,000.00</b>
5	<b>The Men's Table</b>	Men's Table Program - Where men meet over dinner to discuss matters relating to: Healthy Men, Healthy Masculinities, Healthy Communities.	Full funding recommended. The Assessment Panel noted the gap in men's mental health support.	\$10,000.00	<b>\$10,000.00</b>
5	<b>Women's Health in the South East (WHISE)</b>	2 community health education sessions on cervical screening for culturally and linguistically diverse communities, incorporating an opportunity to check the date of participants' last screen via a register and conduct self-collection of a cervical sample on-site.	Full funding recommended.	\$10,000.00	<b>\$10,000.00</b>
4	<b>Breath Circle (auspiced by Fitzroy Learning Network)</b>	Trauma Informed Yoga and Mindful Breathing Program at Westall Community Hub. To teach evidence-based techniques to help adults and youth handle stress, self-regulate emotions, and reduce anxiety.	Partial funding recommended in line with funding allocation amounts as per the Grant Guidelines .	\$10,000.00	<b>\$8,025.00</b>
4	<b>Zee Cheng Khor Moral Uplifting Society Inc</b>	Installation of solar panels and battery at the Zee Cheng Khor Community Centre in Kingston.	Partial funding recommended based on 50% Council contribution and 50% applicant contribution requirement. The Assessment Panel also recommended working with Council's Environmental Planning team to identify ways to reduce energy consumption.	\$10,000.00	<b>\$9,805.00</b>

Priority Ranking	Name	Details	Assessment Panel Comment	Funding Requested	Funding Recommended
3	<b>Mordialloc Beach Primary School</b>	Installation of mural wall along a fence which faces Mordialloc railway station on Albert Street.	Partial funding recommended, pending planning approval. The quote provided is for 100% of artists fees rather than 60% as stated in the Grant Guidelines.	\$7,850.00	<b>\$4,710.00</b>
3	<b>MLOC Production Inc</b>	Mordialloc Light Opera Company (MLOC) production: Alice by Heart. Musical theatre performance of Alice in Wonderland during the World War 2 blitz of London. Performance to be held at the Shirley Burke Theatre, Parkdale on 20 July 2024.	Partial funding recommended. The importance of theatre activities for the community was recognised. The Assessment Panel noted that planning for the production is well underway for the event in July 2024.	\$10,000.00	<b>\$5,000.00</b>
3	<b>The Trustee for the NCJW (Victoria) Social Support Trust</b>	The Caring Mums Program matches trained volunteers to provide support to mums or pregnant women. Through regular weekly meetings for up to 12 months, feelings of isolation, anxiety, and depression decrease, while parenting confidence, sense of belonging and connection increase.	Partial funding recommended. The Assessment Panel noted that the program is located within Glen Eira Council and supports mothers from surrounding councils, including Kingston. The application was unclear about the representation of the number of Kingston residents. The quote provided did not match back with the listed budget or with the total amount requested. The Assessment Panel recommended to match funding contributions made to the program from the other contributing Council's.	\$10,000.00	<b>\$5,000.00</b>
3	<b>TeamSports4All</b>	Enabling 20 financially disadvantaged children in Kingston to play team sport by covering their fees and uniform expenses and helping to streamline their registration process.	Partial funding recommended. The Assessment Panel noted that this program is being partially funded through the Kingston Charitable Fund and agreed to match funding to enable 20 children to be supported and therefore be fully funded across the two grant streams.	\$10,000.00	<b>\$5,500.00</b>



Priority Ranking	Name	Details	Assessment Panel Comment	Funding Requested	Funding Recommended
1	<b>Bonbeach Football Netball Club</b>	Ice water dunking challenge and guest speaker to raise awareness at a luncheon for Motor Neurone Disease (MND) on 15 June 2024.	Funding not recommended. The Assessment Panel agreed that MND is a worthy cause, however funding cannot be used towards fundraising events as outlined in the Grant Guidelines	\$2,200.00	\$0.00
1	<b>Bonbeach Sports Club</b>	Installation of trophy cabinet and photo rails in the foyer of the club.	Funding not recommended. The Assessment Panel agreed that the project had minimal broader community benefit.	\$7,500.00	\$0.00
1	<b>Chinese International Cheongsam Association</b>	Chinese Dragon boat festival held in June 2024, including live performances and Zongzi tasting. The festival will commemorate the Chinese poet, Qu Yuan.	Funding not recommended. The Dragon Boat festival was scheduled for 9 June 2024 which occurs before Council consideration of the grants. The application was misaligned across the multiple activities mentioned and provided limited information about the benefit for the Kingston community. There was no explanation provided about their capacity to deliver.	\$7,400.00	\$0.00
1	<b>Edithvale Life Saving Club</b>	Advanced first aid training for 20 Life Saving Club members and mental health first aid training of 10 club members.	Funding not recommended. The Assessment Panel recognised the importance of mental health first aid training, however, there are established systems for the provision of first aid training through Life Saving Victoria.	\$4,072.73	\$0.00
1	<b>Fit to Drive Foundation Inc.</b>	Fit to Drive interactive school-based incursion workshops consisting of large and small group guided discussions and activities where year 11 students are led by trained facilitators through presentations and case studies by Victoria Police members and Fire Rescue Victoria firefighters.	Funding not recommended. The Assessment Panel recognised the need for and importance of this program, however noted that this would be restricted to only three schools. In line with the Grant Guidelines, the Panel where of the view that LG is not best placed to fund this and funding is best sourced through the schools/State Government/philanthropic etc.	\$5,140.00	\$0.00

Priority Ranking	Name	Details	Assessment Panel Comment	Funding Requested	Funding Recommended
1	Lesley Ivers	An interactive art exhibition increasing awareness and understanding of mental health conditions called "Organized Chaos 54" to be held during mental health month in October 2024.	Funding not recommended. The Assessment Panel agreed the exhibition was a great concept, however the application demonstrated that the project is underdeveloped. It was recommended that the applicant contact Council's Arts department for support to plan their project.	\$10,000.00	\$0.00
1	Make A Difference Dingley Village	Support for families who require food vouchers, payment of utility/pharmacy bills, dental assistance, rental and fuel assistance, and education costs.	Funding not recommended. The Assessment Panel noted the important work undertaken, however, in line with the Grant Guidelines, Council will not fund applications for the same activity across multiple grant streams. The applicant has applied for the same activity in the Operational & Partnership grant stream.	\$10,000.00	\$0.00
1	Mentone Pre-School	Mentone Pre School's annual Bush Kinder Bus Program in Braeside Park – transport from Braeside Park back to the kinder.	Funding not recommended. The Assessment Panel noted the positive impact of this initiative, however, in line with the Grant Guidelines, the Panel where of the view that LG is not best placed to fund this and funding is best sourced through the kinder/State Government/philanthropic etc..	\$4,840.00	\$0.00
1	Olympic Avenue Kindergarten	3 Healthy Bodies programs covering topics such as: child sexual abuse prevention, physical movement and physical education.	Funding not recommended. The Assessment Panel noted the importance of the proposed programs, however the kinder is based in Bayside Council and there is no evidence provided that the kinder services 50% or more of Kingston community members which is a requirement outlined in the Grant Guidelines.	\$8,000.00	\$0.00

Priority Ranking	Name	Details	Assessment Panel Comment	Funding Requested	Funding Recommended
1	<b>Parkdale Secondary College</b>	Kingston Koorie Mob cultural strengthening project, including a Cultural Awareness session, Connect to Country, Living Culture Digeridoo meditation and Healing workshops, Guided walk of Birrarung Wilam, Student CPR session, Self-defence session, Student placements with Elders, and Community tickets for every St Kilda FC home game.	Funding not recommended. The Assessment Panel were united on the value of the project, however found the application did not demonstrate a well-planned activity. The list of activities did not appear cohesive, no quotes were provided (which is a requirement in this grant stream) and detail was lacking in how the program will be managed.	\$10,000.00	\$0.00
1	<b>Parkdale Yacht Club</b>	Floor cleaning and resealing with a protective coat to enhance durability and resist stains. Full strip and seal of reception area and adjoining storage room floors.	Funding not recommended. In line with the Grant Guidelines, Council will not fund ongoing or recurrent funding for building maintenance.	\$968.00	\$0.00
1	<b>Red Chamber Chinese Art Group Inc</b>	Chinese Opera performances and costumes.	Funding not recommended. The application provided limited information about what would be delivered and the benefit for the Kingston community.	\$10,000.00	\$0.00
1	<b>VIC Lanka Seniors Social Group Inc</b>	Public performance "Talent Show" in early September 2024. Showcasing theatre, dances (Sri Lankan traditional, western, line-dancing etc.), singing, instrumental music and other Sri Lankan cultural events.	Funding not supported. The application did not demonstrate a well-planned activity or provide a location for the performance. No quotes were provided (which is a requirement in this grant stream). The benefit to Kingston residents outside of the member group was minimal as stated in the application.	\$6,000.00	\$0.00
<b>TOTAL</b>				\$263,220.73	\$157,290.00

**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
Aspendale Cricket Club				\$1,000		\$ 1,000.00
Aspendale Gardens Community Centre		\$83,000.00				\$ 83,000.00
Aspendale Life Saving Club				\$1,000.00		\$ 1,000.00
Aspendale Sporting Club				\$2,000.00		\$ 2,000.00
Australia Mission of SAI (AUMSAI) Inc			\$25,000.00			\$ 25,000.00
Australian Skateboarding Federation	\$4,420.00					\$ 4,420.00
AWARE Wildlife Rescue		\$3,000.00				\$ 3,000.00
Baby Walk				\$2,000.00		\$ 2,000.00
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

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
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 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
Chelsea Concert Band		\$8,500.00				\$ 8,500.00
Chelsea Football Club (soccer)				\$2,000.00		\$ 2,000.00
Chelsea Football Netball Club				\$1,800.00		\$ 1,800.00

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 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 Occasional Childcare	\$10,000.00					\$ 10,000.00
Chelsea Probus Club				\$1,600.00		\$ 1,600.00
Cheltenham Community Centre		\$89,000.00				\$ 89,000.00
Cheltenham Panthers Netball Club	\$2,500.00					\$ 2,500.00
Chinese International Cheongsam Association				\$2,500.00		\$ 2,500.00
Ciaran Frame	\$9,800.00					\$ 9,800.00
Clarinda Tennis Club	\$3,350.00			\$1,400.00		\$ 4,750.00
Community First Responders Foundation					\$5,000.00	\$ 5,000.00
Cuckings				\$2,000.00		\$ 2,000.00
Dingley Village Historical Society		\$3,477.83				\$ 3,477.83

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
Dingley Village Neighbourhood Centre		\$75,000.00				\$ 75,000.00
DIY Collective Inc				\$2,000.00		\$ 2,000.00
Edithvale Life Saving Club				\$2,000.00		\$ 2,000.00
Edithvale-Aspendale Junior Football Club	\$10,000.00			\$2,000.00		\$ 12,000.00
Eisteddfod By the Bay			\$25,000.00			\$ 25,000.00
Emerge Women & Children's Support Network		\$61,669.00				\$ 61,669.00
Family Life Limited		\$60,176.49				\$ 60,176.49
FareShare Australia					\$11,740.00	\$ 11,740.00
Give a Care Foundation				\$1,970.48	\$7,590.00	\$ 9,560.48
Golden Days Radio		\$5,000.00				\$ 5,000.00
Greek Women's Senior Citizens Club of McKinnon RHEA				\$1,000.00		\$ 1,000.00
Hellenic Community of the City of Moorabbin			\$11,592.74	\$2,000.00		\$ 13,592.74
Highmoor Tennis Club				\$1,628.00		\$ 1,628.00



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
Kieran Carroll	\$9,350.00					\$ 9,350.00
Kingston and Districts Netball Association				\$2,000.00		\$ 2,000.00
Kingston Billiards Senior Citizens Club				\$2,000.00		\$ 2,000.00
Kingston City Football Club Inc				\$2,000.00		\$ 2,000.00
Kondia Limnos Senior Citizens Club				\$1,605.00		\$ 1,605.00
L'Chaim Chabad Inc			\$10,000.00			\$ 10,000.00
Legends of the Skies Theatre Inc	\$5,000.00					\$ 5,000.00
Life Activities Club				\$2,000.00		\$ 2,000.00
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			\$1,591.35			\$ 1,591.35

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
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
Moorabbin & District Radio Club				\$1,375.00		\$ 1,375.00
Moorabbin Little Athletics Centre	\$2,455.00			\$1,972.20		\$ 4,427.20
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

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
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 Motor Yacht Club				\$1,755.00		\$ 1,755.00
Mordialloc Neighbourhood House		\$89,000.00				\$ 89,000.00
Omega Cricket Club	\$5,500.00			\$2,000.00		\$ 7,500.00
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 Bowling & Social Club	\$6,625.00					\$ 6,625.00
Parkdale United Cricket Club				\$1,350.00		\$ 1,350.00
Patterson Lakes Combined Probus Club				\$2,000.00		\$ 2,000.00
Patterson Lakes Kindergarten				\$2,000.00		\$ 2,000.00
Peninsula Community Legal Centre Inc		\$40,000.00				\$ 40,000.00
Probus Club of Parktone				\$1,159.00		\$ 1,159.00

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
Radio Carrum		\$3,200.00				\$ 3,200.00
Red Chamber Chinese Art Group				\$2,000.00		\$ 2,000.00
Rotary Club of Chelsea		\$3,000.00				\$ 3,000.00
Senior Citizens of Kingston La Baracca				\$2,000.00		\$ 2,000.00
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	\$5,250.00					\$ 5,250.00
Southern Football Netball League Inc				\$999.00		\$ 999.00
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

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 John Ambulance Australia (Vic)					\$2,244.00	\$ 2,244.00
St Peter's Netball Club East Bentleigh I				\$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 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 Trustee for the NCJW (Victoria) Social Support Trust	\$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
Triumph of Good Inc				\$2,000.00		\$ 2,000.00
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					\$ 9,805.00
<b>TOTALS</b>	<b>\$ 157,290.00</b>	<b>\$ 1,136,819.98</b>	<b>\$ 122,284.09</b>	<b>\$ 93,683.10</b>	<b>\$ 72,828.00</b>	<b>\$ 1,582,905.17</b>

# Ordinary Council Meeting

24 June 2024

Agenda Item No: 8.2

## **KINGSTON GRANTS PROGRAM - FUNDING RECOMMENDATIONS FOR OPERATIONAL & PARTNERSHIP GRANTS 2024-27**

**Contact Officer:** Gillian Turnbull, Coordinator Community Capacity  
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:

- Operational & Partnership Grants 2024-27, in three categories:
  - Community Centres & Neighbourhood Houses
  - Specialist Community & Welfare Services
  - Community Interest Organisations

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

Operational & Partnership Grants, Community Bi-Annual Grants, and Community Festivals, Events & Creative Activities 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.*



One conflict of interest was declared by a member of the Kingston Grants Program Assessment Panel. Panel member, Emily Boucher (Manager Open Space) declared a conflict of interest in the assessment of Mordialloc Community Centre and Cheltenham Community Centre and removed herself from the decision-making process for the Operational & Partnership Grants – Community Centres & Neighbourhood Houses category.

All Assessment Panel meetings were 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:

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.
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.

## **1. Executive Summary**

This report presents Council with the funding recommendations, as determined by the Kingston Grants Program Assessment Panel for:

- Operational & Partnership Grants 2024-27 categories:
  - Community Centres & Neighbourhood Houses
  - Specialist Community & Welfare Services
  - Community Interest Organisations

Note that the Operational & Partnership Grants – Multicultural and Seniors Groups category, is not included in this report and will be presented to Council at the Council Meeting on 22 July 2024.

In the Operational & Partnership Grants stream, 43 applications were received, all of which were eligible.

Of the 43 eligible applications received:

- Seven eligible Operational & Partnership - Community Centre & Neighbourhood Houses grant applications were received.
- 11 eligible Operational & Partnership - Specialist Community & Welfare Services grant applications were received.
- 25 eligible Operational & Partnership - Community Interest Organisations grant applications were received.

***Assessment Process and Recommendations***

As stated in the Kingston Grants Program Policy:

Operational & Partnership Grants, Community Bi-Annual Grants, and Community Festivals, Events & Creative Activities 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 three community representatives, met on 22 April 2024, to review, discuss and make funding recommendations for the 2024-27 Operational & Partnership Grants, for Council's consideration. The Assessment Panel was observed by a Probity Advisor (Manager Governance, Risk and Integrity) and supported by Grants officers.

The Kingston Grants Program Assessment Panel recommends:

- All seven Operational & Partnership Grants - Community Centres & Neighbourhood Houses applications receive the Base and Additional funding, plus various levels of qualitative funding as recommended by the Assessment Panel. The total funding amount recommended to allocate is \$558,000 per annum for 2024-27.
- Two Operational & Partnership Grants - Specialist Community & Welfare Services applications receive full funding, seven receive partial funding and two receive no funding. The total funding amount recommended to allocate is \$388,432 per annum for 2024-27. An additional \$103,073 is recommended to allocate for 2024-25 to implement a staged funding reduction (note this amount reduces in 2025-26 and again in 2026-27).
- Three Operational & Partnership Grants - Community Interest Organisations applications receive full funding, 16 receive partial funding and six receive no funding. The total funding amount recommended to allocate is \$72,881 per annum for 2024-27. An additional \$14,433 is recommended to allocate for 2024-25 to implement 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:

**City of Kingston  
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**24 June 2024**

Grant	Grant Stream Budget	Eligible applications received	Funding requested	Number of applications recommended for funding (full or partial)	Total funding recommended (without staged funding)	Total funding recommended with year 1 staged funding reduction
O&P – Community Centres & Neighbourhood Houses	\$555,720	7	\$683,000	7	\$558,000	NA
O&P – Specialist Community & Welfare Services	\$466,531	11	\$707,899	9	\$388,432	\$491,505
O&P – Community Interest Organisations	\$79,500	25	\$214,653	19	\$72,881	\$87,314

## 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
- 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.

The staged funding reduction aims to ensure organisations do not receive a sudden reduction or significantly negative impact to their operations.

### **2.1 Victorian State Emergency Services Agreements 2024-27**

At the Council Meeting on 20 November 2023, Council resolved to:

Approve the extension of the funding model as per the Kingston Partnership Grants - Funding Agreement 2021-2024, for the period of 2024-2027 for the Victorian State Emergency Service – Moorabbin Unit and Victorian State Emergency Service – Chelsea Unit, respectively.

The current agreement includes an annual 3% increase, as such, the funding amounts each unit will receive in 2024-25 are:

- Victoria State Emergency Service - Chelsea Unit - \$55,568.74
- Victoria State Emergency Service - Moorabbin Unit - \$28,098.38.

### **2.2 Kingston Grants Program Promotion**

The Operational & Partnership (all categories) Grants 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

### **2.3 Grant Application Support**

Recognising this is the first year of the new Kingston Grants Program, Grant officers provided significant support to applicants, including:

- 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 were received.
- Grants officers supported 17 applicants by typing-out their applications.
- Grants officers followed up several applicants for additional information and documentation that applicants had omitted to supply in their applications.
- Grants officers accepted supporting documents that were submitted after the closing date.

#### **2.4 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 and decision.

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 three community representatives, met on 22 April 2024, to review, discuss and make funding recommendations, for the 2024-27 Operational & Partnership Grants, for Council’s consideration. The Assessment Panel was observed by a Probity Advisor (Manager Governance, Risk and Integrity) and supported by Grants officers.

#### **2.5 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.

Despite the support available and provided, some applications provided minimum information which made it difficult to assess and prioritise them, in comparison to applications that provided the required information and more clearly responded to the assessment criteria.

Some applications were misaligned, outlining one program or project in the body of the application, but providing estimated costs/budget and supporting documents e.g. letters of support, for a different program or project. In addition, some applications did not provide the relevant supporting documents.

In determining the varied funding recommendations, consideration was given to evidence of relevant and quality partnerships, connection to Kingston, participant and program numbers, operating hours, breadth of service offering, location of programs and activities (noting some were not in Kingston), percentage of Kingston residents benefiting and providing funding to a mix of programs, projects and organisations.

The Assessment Panel reviewed financial reports and as outlined above, prioritised applications that had limited financial means or ability to access other sources of funding.

All grant streams were oversubscribed and therefore the Assessment Panel had to make recommendations within (or close to) the total budget available.

### **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\*

\*Note that the Operational & Partnership Grants – Multicultural and Seniors Groups category is not included in this report and will be presented to Council at the Council Meeting on 22 July 2024.

As outlined in the Kingston Grants Program Guidelines, the Community Centres & Neighbourhood Houses category is formula based and the Specialist Community & Welfare Services and Community Interest Organisations categories are merit based.

**3.1.1 Community Centres & Neighbourhood Houses**

Funding in this category 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.

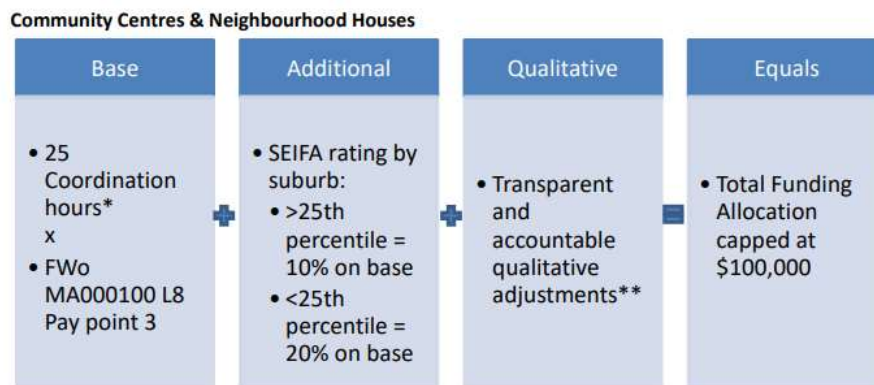
Funding available is up to \$100,000 per year for three years (2024-27) to be determined on a non-competitive basis, using a formula-based funding approach.

Council received seven Community Centre & Neighbourhood House category applications, representing all seven non-Council managed Centres. Of which:

- All were eligible to receive the Base and Additional funding.
- All are recommended for Qualitative funding.

The funding recommendations of the Kingston Grants Program Assessment Panel are presented in Appendix 3.

As outlined in the Kingston Grants Program Guidelines, the Community Centres & Neighbourhood Houses category is formula based:



\* 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.

As per the formula, all Centres will receive the Base and Additional, which equates to \$66,141 per annum for three years.

In addition, each Centre was able to provide a narrative, describing their unique circumstances for consideration of a Qualitative adjustment (i.e. funding on top off the noncompetitive 'Base + Additional' amounts).

In determining the funding recommendations, in addition to the funding priorities outlined in the Guidelines and above (section 2.5), specific to this category, the Assessment Panel also considered:

- Participate and program numbers
- Volunteer numbers
- Additional alignment to Council's strategic objectives i.e. programs for people with disability or new dads programs
- Partnerships
- Environmental factors i.e. LXP
- Governance and financial stability, including ability to generate additional income/source other grants



- Role of the grant program and role of local government in funding various items requested
- Quality of the overall application and information provided
- Total budget for the category – which was oversubscribed.

As such, the final funding recommendations for each Centre varies.

The allocated budget for this category is \$555,720. \$683,000 in funding was requested and the total recommended funding amount is \$558,000 per annum for 2024-27.

### 3.1.2 **Specialist Community & Welfare Services**

Funding in this category 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 is up to \$90,000 per year for three years (2024-27) with funding to be determined using merit-based assessment criteria.

Council received 11 Specialist Community & Welfare Services applications, of which:

- All were eligible
- Nine are recommended for funding (full or partial funding)
- Two are not recommended for funding.

The funding recommendations of the Kingston Grants Program Assessment Panel are presented in Appendix 4.

In determining the funding recommendations, in addition to the funding priorities in the Guidelines and above (section 2.5), specific to this category, the Assessment Panel also considered:

- Breadth of services offered and partnerships
- Percentage of Kingston residents reached
- Operating hours
- Other sources for funding received and available e.g. from neighbouring local governments
- Role of local government in funding various services and projects
- Quality of the overall application and information provided
- Total budget for the category – which was oversubscribed.

The allocated budget for this category is \$466,531. \$707,899 in funding was requested and the recommended funding amount is \$388,432 per annum for 2024-27, but increases to \$491,505 in 2024-25 after the staged funding reductions are applied (note that the staged funding reduction amount would reduce in 2025-26 and again in 2026-27). In 2024-25, it is recommended to overspend the Operational & Partnership Grants – Specialist Community & Welfare Services budget by \$24,974.

As per Council's resolution at the Council Meeting on 20 November 2023, endorsing 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, Appendix 4 includes the staged funding reduction where relevant.

Pending Council's decision, unsuccessful applications will be provided with feedback and are able to re-apply for 2025-26 and/or 2026-27. Funding will continue to be competitive with applications assessed by the Assessment Panel and considered within the funding priorities and available budget. The Panel's recommendations will then be presented for Council's

consideration at the Council Meeting in June 2025 (for 2025-26) and June 2026 (for 2026-27). If successful, the staged funding reduction would be void.

### **3.1.3 Community Interest Organisations**

Funding in this category 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 is up to \$20,000 per year for three years (2024-27) with funding to be determined using merit-based assessment criteria.

Council received 25 Community Interest Organisation applications, of which:

- All were eligible
- 19 are recommended for funding (full or partial funding)
- Six are not recommended for funding.

The funding recommendations of the Kingston Grants Program Assessment Panel are presented in Appendix 5.

In determining the funding recommendations, in addition to the funding priorities in the Guidelines and above (section 2.5), specific to this category, the Assessment Panel also considered:

- Community benefit and percentage of Kingston residents reached
- Location of activities/organisation
- Demonstrated need for three-year funding
- Existing partnerships
- Role of local government in funding various services/ projects
- Quality of the overall application and information provided
- Total budget for the category – which was oversubscribed.

The allocated budget for this category is \$79,500. \$214,653 in funding was requested and the recommended funding amount is \$72,881 per annum for 2024-27, but increases to \$87,314 in 2024-25 after the staged funding reductions are applied (note that the staged funding reduction amount would reduce in 2025-26 and again in 2026-27). In 2024-25, it is recommended to overspend the the Operational & Partnership Grants – Community Interest Organisations by \$7,814.

As per Council's resolution at the Council Meeting on 20 November 2023, endorsing 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, Appendix 5 includes the staged funding reduction where relevant.

Pending Council's decision, unsuccessful applications will be provided with feedback and are able to re-apply for 2025-26 and/or 2026-27. Funding will continue to be competitive with applications assessed by the Assessment Panel and considered within the funding priorities and available budget. The Panel's recommendations will then be presented for Council's consideration at the Council Meeting in June 2025 (for 2025-26) and June 2026 (for 2026-27). If successful, the staged funding reduction would be void.

## **3.2 Multiple Grant Streams**

The Kingston Grants Program accepts applications from the same applicant in multiple grant streams, but the applicant cannot be funded for the same activity in multiple grant streams.

A summary of all grant recommendations (inclusive of staged funding, where applicable) for 2024-25 is provided in Appendix 6.

**4. Consultation**

**4.1 Internal Consultation:**

Internal consultation has occurred in the grant assessment process with the following departments/teams:

- 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**

The below table provides a summary of the Operational & Partnership Grants:

-	Grant	-	G	-	Fun	-	Total	-	Total	-	Impact
	rant Stream Budget			ding requested		funding recommended (without staged funding)		funding recommended with year 1 staged funding reduction		- pending Council's Decision	

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- O&P – - Commu - nity Centres & - Neighbourhood - Houses	- \$ 555,720	- \$68 3,000	- \$558,0 00	- NA	- Oversp ent by \$2,280 in 2024-25
- O&P – - Speciali - st Community & - Welfare Services	- \$ 466,531	- \$70 7,899	- \$388,4 32	- \$491,5 05	- Oversp ent by \$24,974 in 2024-25
- O&P – - Community - Interest - Organisations	- \$ 79,500	- \$21 4,653	- \$72,88 1	- \$87,31 4	- Oversp ent by \$7,814 in 2024-25

The overspend in the Operational & Partnership Grants – Community Centres & Neighbourhood Houses can be absorbed within the overall Kingston Grants Program budget.

In 2024-25, it is recommended to overspend the Operational & Partnership Grants – Specialist Community & Welfare Services budget by \$24,974 and the Operational & Partnership Grants – Community Interest Organisations by \$7,814.

Pending Council’s decision, unsuccessful applications will be provided with feedback and are able to re-apply for 2025-26 and/or 2026-27. Funding will continue to be competitive with applications assessed by the Assessment Panel and considered within the funding priorities and available budget. The Panel’s recommendations will then be presented for Council’s consideration at the Council Meeting in June 2025 (for 2025-26) and June 2026 (for 2026-27). If successful, the staged funding reduction would be void.

**5.3.1 Victorian State Emergency Services Agreements 2024-27**

At the Council Meeting on 20 November 2023, Council resolved to:

Approve the extension of the funding model as per the Kingston Partnership Grants - Funding Agreement 2021-2024, for the period of 2024-2027 for the Victorian State Emergency Service – Moorabbin Unit and Victorian State Emergency Service – Chelsea Unit, respectively.

The current agreements include an annual 3% increase, as such, the funding amounts each unit will receive in 2024-25 are:

- Victoria State Emergency Service - Chelsea Unit - \$55,568.74
- Victoria State Emergency Service - Moorabbin Unit - \$28,098.38

**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.

In addition, all Assessment Panel meetings were 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.”

## 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 & Partnership Grants 2024-27 - Community Centres & Neighbourhood Houses - Funding Recommendations (Ref 24/115421)  [↓](#)
- Appendix 4 - Kingston Grants Program - Operational & Partnership Grants 2024-27 - Specialist Community & Welfare Services - Funding Recommendations (Ref 24/115420)  [↓](#)
- Appendix 5 - Kingston Grants Program - Operational & Partnership Grants 2024-27 - Community Interest Organisations - Funding Recommendations (Ref 24/113217)  [↓](#)
- Appendix 6 - Kingston Grants Program 2024-2025 - All Grant Recommendations (Ref 24/114641)  [↓](#)

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Kate Waters, Manager Inclusive Communities  
Sally Jones, General Manager Community Strengthening

## 8.2

### **KINGSTON GRANTS PROGRAM - FUNDING RECOMMENDATIONS FOR OPERATIONAL & PARTNERSHIP GRANTS 2024-27**

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# Kingston Grants Program Policy

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## 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](http://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 fees<sup>1</sup>

- 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 community<sup>2</sup>.
  - 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

<sup>1</sup> Council officers can provide support to interested *applicants* with writing an *application* to the Kingston Grants Program.

<sup>2</sup> 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**

<b>Activity</b>	A service, program, project, festival, event, or other pursuit that is the subject of an <i>application</i> or <i>grant</i> .
<b>Acquittal</b>	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> .
<b>Applicant</b>	An organisation or individual who applies for a <i>grant</i> .
<b>Application</b>	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.
<b>Auspice</b>	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.
<b>Funding agreement</b>	Sets out the general terms and conditions, additional terms and conditions and schedules relevant to the funded <i>activity</i> .
<b>Grant</b>	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.
<b>Grant category</b>	Refers to a specific offering under a <i>grant stream</i> . At times, they may have further specified objectives.
<b>Grant stream</b>	A specific offering under an umbrella <i>grants</i> program tied to specific objectives.
<b>Incorporated</b>	Incorporated under the <i>Associations Incorporation Reform Act 2012 (Vic)</i> or other relevant legislation.
<b>Major capital works</b>	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"> <li>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</li> <li>Council has already committed budget for the works in Council's forward Capital Works Program.</li> </ul>
<b>Minor capital works</b>	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.
<b>Organisation</b>	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.
<b>Recipient</b>	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.

<b>Appendix A: Kingston Grants Program - Grant Streams Overview</b>					
<b>Grant stream</b>	<b>Operational &amp; Partnership Grants</b>	<b>Community Bi-Annual Grants</b>	<b>Community Small Grants</b>	<b>Individual Development Grants</b>	<b>Community Festivals, Events &amp; Creative Activities Grants</b>
<b>Focus</b>	Operational/activity support	One-off activity support	One-off activity support	One-off activity support	Festival/event support
<b>Description</b>	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.
<b>Who the grants are for</b>	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
<b>Categories</b>	<ul style="list-style-type: none"> <li>Community Centres &amp; Neighbourhood Houses</li> <li>Multicultural / Seniors (all groups will be invited)</li> <li>Specialist Community &amp; Welfare Service Organisations</li> <li>Community Interest Organisations</li> </ul>	<ul style="list-style-type: none"> <li>Community Projects &amp; Programs</li> <li>Small Community Festivals &amp; Events</li> <li>Minor Capital Works</li> <li>Arts Projects &amp; Programs</li> </ul>	<ul style="list-style-type: none"> <li>Community Projects &amp; Programs</li> <li>Community Celebrations</li> <li>Small Equipment</li> <li>Capacity Building</li> <li>Start-up Support</li> </ul>	<ul style="list-style-type: none"> <li>Achievement</li> <li>Participation</li> </ul>	No categories but can support larger community festivals, events and creative activities.
<b>Amount (ex GST unless specified)</b>	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.  The following categories will be based on funding formula: <ul style="list-style-type: none"> <li>Community Centres &amp; Neighbourhood Houses</li> <li>Multicultural / Seniors (all groups will be invited)</li> </ul> The following categories will be based on the amount requested and assessment against funding criteria: <ul style="list-style-type: none"> <li>Community Welfare Service Organisations</li> <li>Community Interest Organisations</li> </ul>	\$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.
<b>Term</b>	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.
<b>Frequency offered</b>	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)

<b>Application process</b>	<b>Invited, formula-based funding allocation</b> <ul style="list-style-type: none"> <li>Community Centres &amp; Neighbourhood Houses</li> <li>Multicultural &amp; Seniors</li> </ul> <b>Open, merit-based assessment</b> <ul style="list-style-type: none"> <li>Specialist Community &amp; Welfare Services</li> <li>Community Interest Organisations</li> </ul> Application form, online. Assistance by request.	<b>Open, merit-based assessment</b> Application form, online. Assistance by request.	<b>Targeted, merit-based assessment</b> Application form, online. Assistance by request.	<b>Open, merit-based assessment</b> Application form, online. Assistance by request.	<b>Targeted, merit-based assessment</b> Application form, online. Assistance by request.
<b>Assessment process</b>	Council officer(s) assessment and Panel recommendation. Decision by Councillors at a meeting of Council.	Council officer(s) assessment and Panel recommendation. Decision by Councillors at a meeting of Council.	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.	Council officer(s) eligibility due diligence check. Decision by Council officer(s) per delegations. Report provided to Council on funding outcomes.	Council officer(s) assessment and Panel recommendation. Decision by Councillors at a meeting of Council.
<b>Contract type</b>	Funding Agreement	Funding Agreement	Letter of Offer	Letter of Offer	Funding Agreement
<b>Report type</b>	Yearly Report Financial Acquittal	Final Report Financial Acquittal	Final Report (Light) Financial Acquittal (Light)	Final Report (Light) Financial Acquittal (Light)	Yearly Report Financial Acquittal
<b>Responsible department</b>	Inclusive Communities	Inclusive Communities	Inclusive Communities	Inclusive Communities	Inclusive Communities
<b>Note:</b> The <b>Kingston Charitable Fund</b> is a separate, related funding source administered under independent governance arrangements to the above <i>grant streams</i> .					

# City of Kingston

## Kingston Grants Program Guidelines 2024-2025

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## 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](mailto:community@kingston.vic.gov.au)

W: [kingston.vic.gov.au](http://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](http://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](mailto: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](http://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](http://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](http://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
<b>Community Small Grants</b>  For not-for-profit organisations and community groups	<ul style="list-style-type: none"> <li>Community Projects &amp; Programs</li> <li>Community Celebrations</li> <li>Small Equipment</li> <li>Capacity Building</li> <li>Start-Up Support</li> </ul>	One-off funding of up to \$2,000	Always open (until funding is exhausted) - Assessed every month
<b>Community Bi-Annual Grants</b>  For not-for-profit organisations, community groups, artists and creative businesses	<ul style="list-style-type: none"> <li>Community Projects &amp; Programs</li> <li>Small Community Festivals &amp; Events</li> <li>Minor Capital Works</li> <li>Arts Projects &amp; Programs</li> </ul>	One-off funding of \$2,001-\$10,000	Bi-annual - Assessed every 6 months  <b>Round 1</b> Opens 29 January 2024 Closes 11 March 2024  <b>Round 2</b> Opens 29 July 2024 Closes 6 Sept 2024
<b>Operational &amp; Partnership Grants</b>  For not-for-profit organisations and community groups	<ul style="list-style-type: none"> <li>Community Centres &amp; Neighbourhood Houses</li> <li>Specialist Community &amp; Welfare Services</li> <li>Community Interest Organisations</li> <li>Multicultural &amp; Seniors Groups</li> </ul>	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
<b>Community Festivals, Events &amp; Creative Activities Grants</b>  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
<b>Individual Development Grants</b>  For individuals	<ul style="list-style-type: none"> <li>Achievement</li> <li>Participation</li> </ul>	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

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### Community Small Grants

<b>Amount available:</b>	Up to \$2,000
<b>Who can apply:</b>	Not-for-profit organisations and community groups
<b>When to apply:</b>	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.

<b>Community Projects &amp; Programs</b>	Activities that help organisations and community groups to achieve their goals and strengthen the Kingston community. <b>For example</b> , 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.
<b>Community Celebrations</b>	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. <b>For example</b> , a 10 <sup>th</sup> 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.
<b>Small Equipment</b>	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. <b>For example</b> , tools, appliances, safety items, uniforms, or technology and communication devices.
<b>Capacity Building</b>	Activities that help organisations and community groups to strive and thrive in line with their goals and identified needs. <b>For example</b> , activities can be for training, volunteer recruitment, volunteer management, succession planning, or governance development.
<b>Start-Up Support</b>	Assistance to establish a new community group permanently located in the City of Kingston that supports increased representation of Kingston's diverse community. <b>For example</b> , 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
<b>Certificate of Incorporation</b>	Required
<b>Auspice Agreement</b> 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: <a href="http://www.kingston.vic.gov.au/community/grants">www.kingston.vic.gov.au/community/grants</a> .	Required if auspiced
<b>Annual Report and/or Financial Statements</b> Documents must comply with your Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission obligations	Required
<b>Public Liability Insurance Certificate of Currency</b> Minimum level of cover to be determined based on the activity/program	Required
<b>Child Safe Standards Policy</b> 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:		
<b>Community Need</b>		<b>25</b>
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
<b>Community Benefit</b>		<b>25</b>
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
<b>Capacity to Deliver</b>		<b>35</b>
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
<b>Capacity for Sustainability</b>		<b>5</b>
18	identified a sustainability plan (where appropriate)	5
<b>Other Considerations</b>		<b>10</b>
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
<b>Total score available</b>		<b>100</b>

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](http://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

<b>Amount available:</b>	\$2,001-\$10,000
<b>Who can apply:</b>	Not-for-profit organisations and community groups, incorporated artists and creative businesses.
<b>When to apply:</b>	Bi-annual – assessed every 6 months. Please see <a href="#">Council's website</a> 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.

<b>Community Projects &amp; Programs</b>	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. <b>For example</b> , 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.
<b>Small Community Festivals &amp; Events</b>	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. <b>For example</b> , cultural festivals, First Nations community events, or event-based promotion of the natural environment or climate change action.
<b>Minor Capital Works</b>	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. <b>For example</b> , kitchen upgrade, replacement of an old fitting or fixture for a more energy efficient one, or new flooring.
<b>Arts Projects &amp; Programs</b>	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"> <li>• 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</li> <li>• 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.</li> </ul> <b>For example</b> , 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.

<b>Group 1 Council Lease* with no liquor licence</b>	No co-funding contribution is required.
<b>Group 1 Council Lease* with a liquor licence or Group 2 Council Lease* with or without a liquor licence</b>	1:1 matched co-funding contribution is required. The co-contribution can be cash and/or in-kind.
<b>Other eligible private property: Not-for-profits leasing private property</b>	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](http://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
<b>Certificate of Incorporation</b>	Required
<b>Auspice Agreement</b> 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: <a href="http://www.kingston.vic.gov.au/community/grants">www.kingston.vic.gov.au/community/grants</a>	Required if auspiced
<b>Annual Report and/or Financial Statements</b> Documents must comply with your Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission obligations	Required
<b>Public Liability Insurance Certificate of Currency</b> Minimum level of cover to be determined based on the activity/program	Required
<b>Minor Capital Works</b> <i>Council-owned property</i> <ul style="list-style-type: none"> <li>• Approval in Principle letter from Council or the landlord</li> <li>• Copy of your submitted Approval in Principle form</li> </ul> <i>Non-Council property</i> <ul style="list-style-type: none"> <li>• Approval letter from the landlord of the property</li> <li>• Photos and specifications of proposed fixtures or fittings</li> <li>• 2 quotes for all works in scope</li> </ul>	Required for Minor Capital Works
<b>Supplier quotes</b> For examples, venue hire, marquee hire, entertainment, security, traffic management, etc.)	Required
<b>Resumé and examples of recent work *for works of art only</b>	Required for relevant Arts Grants
<b>Child Safe Standards Policy</b> Provide a copy of organisational policies relating to the Child Safe Standards	Required
<b>Additional Support Material</b> 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:		
<b>Community Need</b>		<b>25</b>
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
<b>Community Benefit</b>		<b>25</b>
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
<b>Capacity to Deliver</b>		<b>35</b>
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
<b>Capacity for Sustainability</b>		<b>5</b>
18	identified a sustainability plan (where appropriate)	5
<b>Other Considerations</b>		<b>10</b>
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
<b>Total score available</b>		<b>100</b>

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

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## 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.

<b>Community Centres &amp; Neighbourhood Houses</b>	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. <b>Funding available:</b> Up to \$100,000 per year to be determined on a non-competitive basis, using a formula funding approach.
<b>Specialist Community &amp; Welfare Services</b>	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. <b>Funding available:</b> Up to \$90,000 per year with funding to be determined using merit-based assessment criteria.
<b>Community Interest Organisations</b>	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. <b>Funding available:</b> Up to \$20,000 per year with funding to be determined using merit-based assessment criteria.
<b>Multicultural &amp; Seniors Groups</b>	Supports a contribution towards the delivery of activities for Kingston's multicultural and senior residents to foster inclusion, connectedness, and positive ageing. <b>Funding available:</b> 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
<b>Auspice Agreement</b> 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: <a href="http://www.kingston.vic.gov.au/community/grants">www.kingston.vic.gov.au/community/grants</a>	Required if auspiced
<b>Annual Report and/or Financial Statements</b> Documents must comply with your Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission obligations	Required
<b>Public Liability Insurance Certificate of Currency</b> Minimum cover of \$20 million is required.	Required
<b>Child Safe Standards Policy</b> 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)
<b>Additional Support Material</b> For example, letters of support, media, photos, example promotional material	Optional

### How are applications assessed?

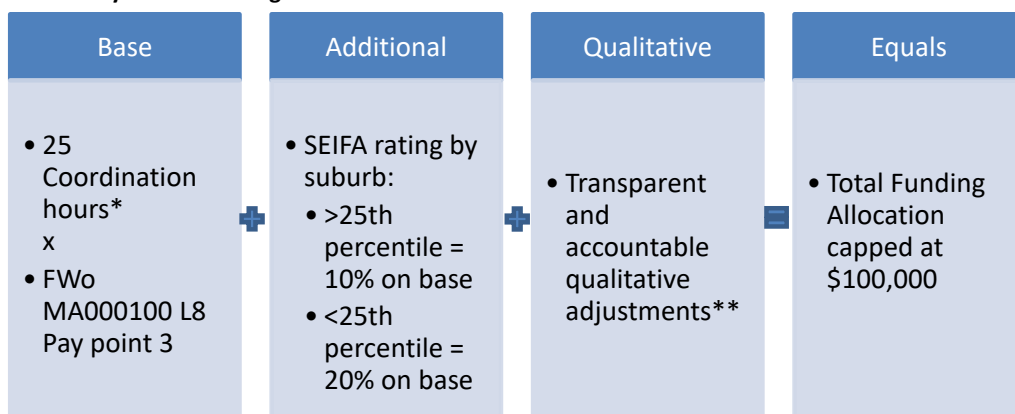
#### Formula Based Assessment

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.

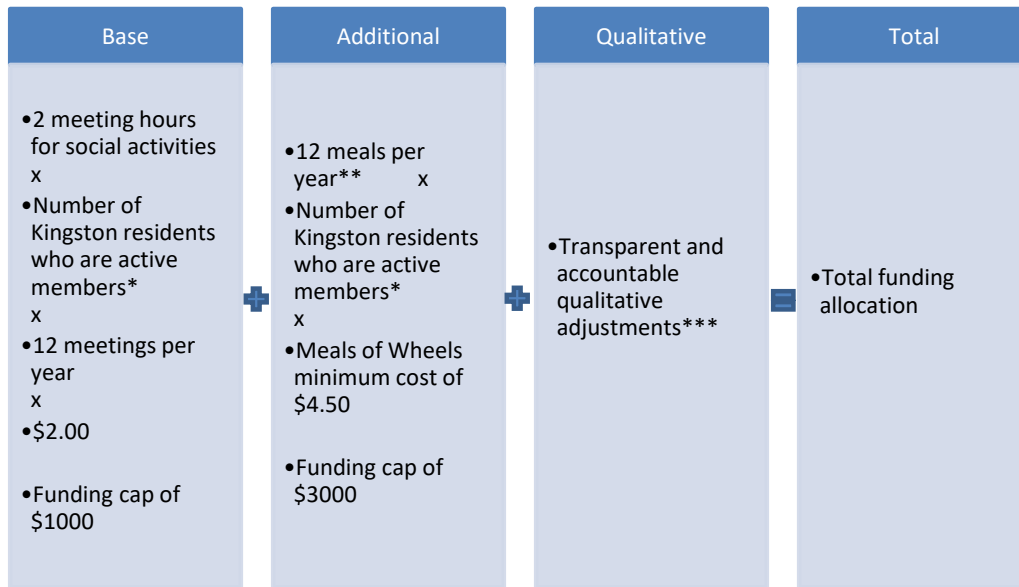
#### Community Centres & Neighbourhood Houses



\* 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](http://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:		
<b>Community Need</b>		<b>25</b>
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
<b>Community Benefit</b>		<b>25</b>

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
<b>Capacity to Deliver</b>		<b>35</b>
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
<b>Capacity for Sustainability</b>		<b>5</b>
18	identified a sustainability plan (where appropriate)	5
<b>Other Considerations</b>		<b>10</b>
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
<b>Total score available</b>		<b>100</b>

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

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### 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
<b>Certificate of Incorporation</b>	Required
<b>Auspice Agreement</b> 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: <a href="http://www.kingston.vic.gov.au/communty/grants">www.kingston.vic.gov.au/communty/grants</a>	Required if auspiced
<b>Annual Report and/or Financial Statements</b> Documents must comply with your Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission obligations	Required
<b>Public Liability Insurance Certificate of Currency</b> Minimum cover of \$20 million is required.	Required
<b>Supplier quotes</b> For examples, marquee hire, entertainment, security, traffic management, etc.	Required
<b>Child Safe Standards Policy</b> Provide a copy of organisational policies relating to the Child Safe Standards	Required
<b>Additional Support Material</b> 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:		
<b>Community Need</b>		<b>25</b>
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
<b>Community Benefit</b>		<b>25</b>
6	aligned their activity with a strategic priority of Council	5
7	clearly outlined <b>what</b> 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
<b>Capacity to Deliver</b>		<b>35</b>
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
<b>Capacity for Sustainability</b>		<b>5</b>
18	identified a sustainability plan (where appropriate)	5
<b>Other Considerations</b>		<b>10</b>
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

<b>Total score available</b>
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<b>100</b>
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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.

<b>Arts &amp; Culture</b>	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.
<b>Sport &amp; Recreation</b>	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.
<b>Environment &amp; Climate Action</b>	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.
<b>Humanitarian &amp; Leadership</b>	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
<b>Proof of identity and residence</b> For example, your driver's licence, bank statement (financials redacted), or utility bill.	Required
<b>Proof of competitive selection, qualification or invitation</b> Letter or email on letterhead from the event/activity organiser, governing body, club or coach/instructor	Required for Achievement category
<b>Proof of community group or club's location</b> ABN, incorporation number, meeting venue and times, contact person, or peak	Required for Participation category

<b>Attachment</b>	<b>Individuals</b>
body registration if there is one.	
<b>Proof of financial hardship</b> Centrelink-issued Health Care Card, Pensioner Concession Card, or Veteran Card to demonstrate financial hardship	Required for Participation Category; Optional for Achievement Category
<b>Additional Support Material</b> 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 – Community Centres & Neighbourhood Houses

Name	Details	Assessment Panel Comment	Funding Requested	Funding Recommended
<b>Cheltenham Community Centre</b>	Operational Expenses	The application was well articulated, outlining a strong community need and benefit in their service/program offering. The Assessment Panel noted the high number of participants attending the programs and volunteer numbers in comparison to other Centres.	\$100,000.00	<b>\$89,000.00</b>
<b>Mordialloc Neighbourhood House</b>	Operational Expenses	The Assessment Panel noted the strong community engagement including links with the local trader's association and community groups. The expected impact on attendance numbers/service provision due to the level crossing project was noted, and the Panel recommended funds to support the Centre to continue operating during this time.	\$93,000.00	<b>\$89,000.00</b>
<b>Aspendale Gardens Community Centre</b>	Operational Expenses	The application was well articulated, outlining a strong community need and benefit in their service/program offering. The Assessment Panel noted the high attendance numbers at the Centre, and high volume of participation, programming and volunteering in comparison to other Centres.	\$100,000.00	<b>\$83,000.00</b>

Name	Details	Assessment Panel Comment	Funding Requested	Funding Recommended
<b>Mordialloc Community Centre</b>	Operational Expenses	The Assessment Panel noted the high level of activities/ programs in comparison to other Centres but also noted the Centre has reached capacity. The Panel took into consideration the officer's assessment that the application included some budget items for facility maintenance, which officers are currently working with relevant teams to address.	\$100,000.00	<b>\$75,000.00</b>
<b>Chelsea Heights Community Centre</b>	Operational Expenses	The Assessment Panel valued the strong letters of support from community partners. However, the application didn't demonstrate a strong community need and had lower numbers of participation, programming and volunteering compared with the other Centres.	\$100,000.00	<b>\$75,000.00</b>
<b>Dingley Village Neighbourhood Centre</b>	Operational Expenses	The Assessment Panel discussed the transition phase this Centre is in, with a new building due for completion in 2025, and noted the challenges this Centre faces in their ability to deliver programming and remain connected to community during this time. The application didn't clearly indicate how this will be managed. The application did not demonstrate a strong community need and they had lower numbers of participation, programming and volunteering, compared with the other Centres.	\$100,000.00	<b>\$75,000.00</b>
<b>Longbeach Place</b>	Operational Expenses	The Assessment Panel felt this application was lacking detail, specifically about how the centre aims to create new programs and target different demographics.	\$90,000.00	<b>\$72,000.00</b>
<b>TOTAL</b>			<b>\$683,000.00</b>	<b>\$558,000.00</b>

Kingston Grants Program – 2024-27 Operational & Partnership Grants – Specialist Community and Welfare Services

Priority Ranking	Name	Details	Assessment Panel Comment	Funding Requested	Funding Recommended	Allocated budget per year, including staged reduction where applicable (based on 2023/24 funding)		
						2024/25	2025/26	2026/27
5	<b>Emerge Women &amp; Children's Support Network</b>	Family violence support service. In partnership with Peninsula Community Legal Centre, to provide specialist legal support services for women coming into refuge	Recommended for full funding	\$61,669.00	\$61,669.00	\$61,669.00	\$61,669.00	\$61,669.00
5	<b>The Motivation Ltd t/a The Women's Spirit Project</b>	Welfare services to support and empower vulnerable women in the Kingston, Frankston, Mornington Peninsula and Casey regions, to transform their lives through participation in fitness, health and wellbeing activities	Recommended for full funding	\$38,500.00	\$38,500.00	\$38,500.00	\$38,500.00	\$38,500.00
4	<b>Anglican Parish of Longbeach – Pantry 5000</b>	Emergency and ongoing food relief for eligible people in the Southern Kingston and Northern Frankston regions	Partial funding recommended. The Assessment Panel aligned the recommended funding to the number of Kingston residents supported and noted the limited operating hours as well as breadth of services provided in comparison with other similar providers. As support is also provided to Frankston residents, it was recommended that the applicant also seek funding from Frankston Council	\$37,000.00	\$25,000.00	\$37,000.00	\$31,000.00	\$25,000.00

Priority Ranking	Name	Details	Assessment Panel Comment	Funding Requested	Funding Recommended	Allocated budget per year, including staged reduction where applicable (based on 2023/24 funding)		
						2024/25	2025/26	2026/27
4	<b>Bayside Community Information and Support Service Inc</b>	Emergency relief operating over two sites providing information, referral, support, advocacy and emergency relief to low income and vulnerable community members, experiencing financial hardship, disability or mental health issues within Kingston and Bayside regions	Partial funding recommended. The Assessment Panel found the application articulated the need, benefit and service offering well. They recognised the breadth of support services provided and operating hours. The service split across Bayside and Kingston Councils was also taken into consideration	\$88,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00
4	<b>Make a Difference Dingley Village</b>	Emergency relief support and counselling	Partial funding recommended. The Assessment Panel noted the limited operating hours and that the service lacked the breadth of services provided by other similar providers	\$50,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00
4	<b>Peninsula Community Legal Centre Inc</b>	Legal support services at Chelsea and Westall Community centres. Family violence services	Partial funding recommended. The Assessment Panel noted the applicant receives \$55k from Mornington Peninsula Council where their service supports more residents	\$55,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00

Priority Ranking	Name	Details	Assessment Panel Comment	Funding Requested	Funding Recommended	Allocated budget per year, including staged reduction where applicable (based on 2023/24 funding)		
						2024/25	2025/26	2026/27
4	Chelsea Community Support Service	Welfare services. Provision of emergency relief, food parcels, energy hardship support, financial literacy workshops	Partial funding recommended. The Assessment Panel recognised the breadth of support services provided and operating hours. They felt it was appropriate to match the amount this service is funded through State Government funding, noting they will receive the staged funding reduction. The Panel also considered the total funding pool for this stream	\$106,730.00	\$73,263.00	\$90,000.00	\$81,631.50	\$73,263.00
3	Family Life Limited	Welfare services. Specialist family services provider providing whole-of-community approach to build resiliency and healthy relationships, and to achieve better outcomes for survivors of family violence	Partial funding recommended. The Assessment Panel recognised the value of this service, however queried Council's role in funding an organisation delivering services that are predominantly the responsibility of other tiers of Government, noting they will receive the staged funding reduction. The Panel also considered the total funding pool for this stream	\$90,000.00	\$30,000.00	\$60,176.49	\$45,088.25	\$30,000.00

Priority Ranking	Name	Details	Assessment Panel Comment	Funding Requested	Funding Recommended	Allocated budget per year, including staged reduction where applicable (based on 2023/24 funding)		
						2024/25	2025/26	2026/27
3	Mentone Community Assistance & Information Bureau Inc	Emergency relief support, referral and counselling support, financial budgeting support, legal advisory service, advocacy service	Partial funding recommended. The Assessment Panel noted the value of this local service for Mentone, however the service provides limited opening hours and supports a smaller number of Kingston residents compared with other organisations, and funding has been recommended accordingly	\$66,000.00	\$30,000.00	\$54,903.90	\$42,451.95	\$30,000.00
1	South East Community Links	Welfare services. Provision of group activities and individual support for young people	Funding not recommended. The Assessment Panel noted that the Clayton South (Westall) area comprises a small part of this organisation's work, so budget figures are disproportionate to the amount of funding requested. Additionally, the application needed to provide further detail on the effectiveness and outcomes from previous activities. The Assessment Panel also notes the work is primarily at the local schools and queried Council's role in funding this	\$90,000.00	\$0.00	\$19,256.00	\$9,628.00	\$0.00

Priority Ranking	Name	Details	Assessment Panel Comment	Funding Requested	Funding Recommended	Allocated budget per year, including staged reduction where applicable (based on 2023/24 funding)		
						2024/25	2025/26	2026/27
1	STEM Incubators Inc	Reducing food waste and developing young Australian's by providing critical thinking tools and approaching real-world life problems	Funding not recommended. The Assessment Panel recognised the value of the initiative, however noted that the project is not established enough to align with the purpose of the Partnership grants. Kingston's Grants Program offers graduating streams where new projects can be applied for in the Community Bi-annual Grants stream, before being considered for a triennial grant. Further, the application did not articulate how recruitment would occur and strategies to ensure level of engagement throughout the lifecycle of the project. The commitment from other councils was also not defined within the application	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>				\$707,899.00	\$388,432.00	\$491,505.39	\$439,968.70	\$388,432.00



Kingston Grants Program – 2024-27 Operational & Partnership Grants – Community Interest Organisations

Priority Ranking	Name	Details	Assessment Panel Comment	Funding Requested	Funding Recommended	Allocated budget per year, including staged reduction where applicable (based on 2023/24 funding)		
						2024/25	2025/26	2026/27
5	<b>Mordialloc Jazz Orchestra (MoJO) - Mordialloc Brass Band</b>	A community band that rehearses weekly and performances, including: Big Band Sunsets Festival, Jazzeoke, Carols by Kingston, ANZAC day services	Recommended for full funding	\$10,600.00	\$10,600.00	\$10,600.00	\$10,600.00	\$10,600.00
5	<b>Radio Carrum</b>	Radio Carrum Helping Hand - community internet radio station providing quality, state of the art service	Recommended for full funding	\$3,200.00	\$3,200.00	\$3,200.00	\$3,200.00	\$3,200.00
5	<b>South Oakleigh Wildlife Shelter</b>	The largest wildlife shelter in suburban Melbourne delivering a 'caring for wildlife' program involving community education, engaging the men' shed to build possum boxes, and coordinate volunteers to plant trees and put-up possum boxes	Recommended for full funding	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00
4	<b>Chelsea Community Church of Christ Careworks Inc</b>	Big Breakfast - A menu style, 3 course hot breakfast offered every Wednesday	Partial funding is recommended. The Assessment Panel noted that funding is to be used for the purchase of food items only	\$16,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00



Priority Ranking	Name	Details	Assessment Panel Comment	Funding Requested	Funding Recommended	Allocated budget per year, including staged reduction where applicable (based on 2023/24 funding)		
						2024/25	2025/26	2026/27
4	<b>Chelsea Concert Band</b>	The Chelsea Concert Band provides musical entertainment at various events	Partial funding is recommended. The Assessment Panel noted that one of the performances wasn't in Kingston and as such funding is recommended for the performances in Kingston	\$11,500.00	\$8,500.00	\$8,500.00	\$8,500.00	\$8,500.00
4	<b>Rotary Club of Chelsea</b>	Vital Volunteers Night to thank the volunteers over an evening meal and festivities on 20/5/2025	Partial funding is recommended. The Assessment Panel noted the application included items that cannot be funded as outlined in Council's Grant Guidelines ie. funding for alcohol	\$3,500.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
4	<b>Southern Area Concert Band Inc</b>	The Southern Area Concert Band (SACB) provides musical entertainment at various events. All Musicians of all abilities are welcome.	Partial funding is recommended. The Assessment Panel noted the application included items that cannot be funded as outlined in Council's Grant Guidelines ie. fundraising activities	\$11,181.00	\$9,581.00	\$9,581.00	\$9,581.00	\$9,581.00
4	<b>Southern Community Broadcasters Inc (88.3 Southern FM)</b>	Enhancing radio coverage of Kingston news and Council activities.	Partial funding is recommended. The Assessment Panel noted the application included items that cannot be funded as outlined in Council's Grant Guidelines i.e. utilities, rent or phone costs	\$7,600.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00

Priority Ranking	Name	Details	Assessment Panel Comment	Funding Requested	Funding Recommended	Allocated budget per year, including staged reduction where applicable (based on 2023/24 funding)		
						2024/25	2025/26	2026/27
3	<b>AWARE Wildlife Rescue</b>	Rescues and rehabilitates sick, injured or orphaned native wildlife, educates the community about wildlife and runs a 24/7 wildlife emergency hotline	Partial funding is recommended. The Assessment Panel thought the application was not clearly articulated. The Panel also considered the proportion of funding being sought from Kingston Council, given the regional services provided	\$3,000.00	\$1,500.00	\$3,000.00	\$2,250.00	\$1,500.00
3	<b>Dingley Village Historical Society</b>	Research, collate and verify the history of Dingley Village; undertake projects of particular interest to the community and school children; regular social and educational activities	Partial funding is recommended. The Assessment Panel noted the application was incomplete without AGM minutes. The budget included the cost for a 50 <sup>th</sup> birthday celebration but this is not mentioned within the application and is not considered operational, so this item was not recommended for funding	\$5,000.00	\$2,500.00	\$3,477.83	\$2,988.92	\$2,500.00
3	<b>Mentone Public Library</b>	Writers Development Program involving author read-throughs, discussions, and idea development sessions	Partial funding is recommended. The Assessment Panel noted that the library offers a different service to the Kingston libraries and determined to recommend an amount closer to the funding amount provided through their current annual grant for writers' support programs. The Panel also considered the total funding pool for this stream	\$7,759.80	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00

Priority Ranking	Name	Details	Assessment Panel Comment	Funding Requested	Funding Recommended	Allocated budget per year, including staged reduction where applicable (based on 2023/24 funding)		
						2024/25	2025/26	2026/27
3	<b>Our Lady of the Assumption Cheltenham Conference, St Vincent de Paul Society Vic Inc</b>	Emergency assistance to residents in the Cheltenham area, including home visitation, and material aid such as food or food vouchers, clothing, furniture, help with utility bills or back to school costs.	Partial funding is recommended. The Assessment Panel considered the funding available and determined to provide a consistent amount of funding across all St Vincent de Paul Society Conferences, aligning with previous funding amounts provided	\$2,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
3	<b>St Brigid's Mordialloc Conference, St Vincent de Paul Society Vic</b>	Emergency assistance to residents in the Cheltenham area, including home visitation, and material aid such as food or food vouchers, clothing, furniture, help with utility bills or back to school costs.	Partial funding is recommended. The Assessment Panel considered the funding available and determined to provide a consistent amount of funding across all St Vincent de Paul Society Conferences, aligning with previous funding amounts provided	\$2,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
3	<b>St Vincent de Paul (Aspendale Conference)</b>	Emergency assistance to residents in the Cheltenham area, including home visitation, and material aid such as food or food vouchers, clothing, furniture, help with utility bills or back to school costs.	Partial funding is recommended. The Assessment Panel considered the funding available and determined to provide a consistent amount of funding across all St Vincent de Paul Society Conferences, aligning with previous funding amounts provided	\$2,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00

Priority Ranking	Name	Details	Assessment Panel Comment	Funding Requested	Funding Recommended	Allocated budget per year, including staged reduction where applicable (based on 2023/24 funding)		
						2024/25	2025/26	2026/27
3	St Vincent de Paul Society Inc. Mentone Conference No: 286	Emergency assistance to residents in the Cheltenham area, including home visitation, and material aid such as food or food vouchers, clothing, furniture, help with utility bills or back to school costs.	Partial funding is recommended. The Assessment Panel considered the funding available and determined to provide a consistent amount of funding across all St Vincent de Paul Society Conferences, aligning with previous funding amounts provided	\$2,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
3	St Vincent de Paul Society, Chelsea	Emergency assistance to residents in the Cheltenham area, including home visitation, and material aid such as food or food vouchers, clothing, furniture, help with utility bills or back to school costs.	Partial funding is recommended. The Assessment Panel considered the funding available and determined to provide a consistent amount of funding across all St Vincent de Paul Society Conferences, aligning with previous funding amounts provided	\$2,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
3	St Vincent de Paul Society, Clayton South Conference	Emergency assistance to residents in the Cheltenham area, including home visitation, and material aid such as food or food vouchers, clothing, furniture, help with utility bills or back to school costs.	Partial funding is recommended. The Assessment Panel considered the funding available and determined to provide a consistent amount of funding across all St Vincent de Paul Society Conferences, aligning with previous funding amounts provided	\$6,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
3	St Vincent de Paul Society, Moorabbin	Emergency assistance to residents in the Cheltenham area, including home visitation, and material aid such as food or food vouchers, clothing, furniture, help with utility bills or back to school costs.	Partial funding is recommended. The Assessment Panel considered the funding available and determined to provide a consistent amount of funding across all St Vincent de Paul Society Conferences, aligning with previous funding amounts provided	\$2,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00

Priority Ranking	Name	Details	Assessment Panel Comment	Funding Requested	Funding Recommended	Allocated budget per year, including staged reduction where applicable (based on 2023/24 funding)		
						2024/25	2025/26	2026/27
3	St Vincent de Pauls - East Parkdale Conference	Emergency assistance to residents in the Cheltenham area, including home visitation, and material aid such as food or food vouchers, clothing, furniture, help with utility bills or back to school costs.	Partial funding is recommended. The Assessment Panel considered the funding available and determined to provide a consistent amount of funding across all St Vincent de Paul Society Conferences, aligning with previous funding amounts provided	\$2,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
1	Bayside Community Emergency Relief Inc	Counselling packs for vulnerable youth in Kingston	Funding is not recommended. The Assessment Panel noted that the application does not align with the Operational & Partnerships grant stream as it is applying for a once-off project. There are other grant streams that might be more appropriate	\$20,311.74	\$0.00	\$0.00	\$0.00	\$0.00
1	Chelsea & District Historical Society	Operational costs to preserve Kingston's history	Funding is not recommended. The Assessment Panel found the application difficult to follow which provided limited detail and the budget was unclear	\$4,000.00	\$0.00	\$3,477.83	\$1,738.92	\$0.00

Priority Ranking	Name	Details	Assessment Panel Comment	Funding Requested	Funding Recommended	Allocated budget per year, including staged reduction where applicable (based on 2023/24 funding)		
						2024/25	2025/26	2026/27
1	Edithvale Fire Brigade (CFA)	CFA programs to deliver within the Kingston community; 1. Prevent/detect/escape; 2. Early fire safe; 3. Reduce the risk; 4. Smoke alarm installation	Funding is not recommended. The Assessment Panel thought that the application did not provide enough detail and was misaligned with the purpose of this Grants stream, as these grants are not intended to subsidise a reduction in funding from other sources i.e collection tins	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00
1	Golden Days Radio	Community radio and internet broadcast service to 50+ citizens	Funding is not recommended. The application provided limited detail on the proposed activity. The Assessment Panel noted that the organisation is based outside of Kingston and was in a stronger financial position compared with other applicants. The Panel also considered the total funding pool for this stream	\$5,000.00	\$0.00	\$5,000.00	\$2,500.00	\$0.00
1	Mordialloc & District Historical Society Inc	Redesign our display space and add several new displays to attract and educate visitors on local history	Funding is not recommended. The Assessment Panel noted that the application does not align with the Operational & Partnerships grant stream as it is applying for a once-off project. There are other grant streams that might be more appropriate	\$4,000.00	\$0.00	\$3,477.83	\$1,738.92	\$0.00



Priority Ranking	Name	Details	Assessment Panel Comment	Funding Requested	Funding Recommended	Allocated budget per year, including staged reduction where applicable (based on 2023/24 funding)		
						2024/25	2025/26	2026/27
1	Victorian Skateboard Association (VSA)	To increase skateboarding participation through forty 1.5 hour All Aboard Skateboarding Sessions.	Funding is not recommended. The Assessment Panel acknowledged the well-written application, however, were not convinced that there was enough evidence to indicate the sustainability of this program for the duration of a three-year partnership, particularly when considering similar programs operate in the same area. Kingston's Grants Program offers graduating streams where new applicants can apply to the Community Bi-annual Grants and establish interest in the program and demonstrate capacity to deliver	\$60,000.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>				\$214,652.54	\$72,881.00	\$87,314.49	\$80,097.76	\$72,881.00

		The Panel also took into consideration the officer's assessment that the application included some budget items for maintenance, which officers are currently working with relevant teams to address.		
<b>Chelsea Heights Community Centre</b>	Operational Expenses	The Assessment Panel valued the strong letters of support from community partners. However, the application didn't demonstrate a strong community need and had lower numbers of participation, programming and volunteering compared with the other Centres.	\$100,000.00	<b>\$75,000.00</b>
<b>Dingley Village Neighbourhood Centre</b>	Operational Expenses	The Assessment Panel discussed the transition phase this Centre is in, with a new building due for completion in 2025, and noted the challenges this Centre faces in their ability to deliver programming and remain connected to community during this time. The application didn't clearly indicate how this will be managed. The application also did not demonstrate a strong community need and they had lower numbers of participation, programming and volunteering, compared with the other Centres.	\$100,000.00	<b>\$75,000.00</b>
<b>Longbeach Place</b>	Operational Expenses	The Assessment Panel felt this application was lacking detail, specifically about how the centre aims to create new programs and target different demographics.	\$90,000.00	<b>\$72,000.00</b>
<b>TOTAL</b>			<b>\$683,000.00</b>	<b>\$558,000.00</b>



**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
Aspendale Cricket Club				\$1,000		\$ 1,000.00
Aspendale Gardens Community Centre		\$83,000.00				\$ 83,000.00
Aspendale Life Saving Club				\$1,000.00		\$ 1,000.00
Aspendale Sporting Club				\$2,000.00		\$ 2,000.00
Australia Mission of SAI (AUMSAI) Inc			\$25,000.00			\$ 25,000.00
Australian Skateboarding Federation	\$4,420.00					\$ 4,420.00
AWARE Wildlife Rescue		\$3,000.00				\$ 3,000.00
Baby Walk				\$2,000.00		\$ 2,000.00
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

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
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 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
Chelsea Concert Band		\$8,500.00				\$ 8,500.00
Chelsea Football Club (soccer)				\$2,000.00		\$ 2,000.00
Chelsea Football Netball Club				\$1,800.00		\$ 1,800.00

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 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 Occasional Childcare	\$10,000.00					\$ 10,000.00
Chelsea Probus Club				\$1,600.00		\$ 1,600.00
Cheltenham Community Centre		\$89,000.00				\$ 89,000.00
Cheltenham Panthers Netball Club	\$2,500.00					\$ 2,500.00
Chinese International Cheongsam Association				\$2,500.00		\$ 2,500.00
Ciaran Frame	\$9,800.00					\$ 9,800.00
Clarinda Tennis Club	\$3,350.00			\$1,400.00		\$ 4,750.00
Community First Responders Foundation					\$5,000.00	\$ 5,000.00
Cuckings				\$2,000.00		\$ 2,000.00
Dingley Village Historical Society		\$3,477.83				\$ 3,477.83

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
Dingley Village Neighbourhood Centre		\$75,000.00				\$ 75,000.00
DIY Collective Inc				\$2,000.00		\$ 2,000.00
Edithvale Life Saving Club				\$2,000.00		\$ 2,000.00
Edithvale-Aspendale Junior Football Club	\$10,000.00			\$2,000.00		\$ 12,000.00
Eisteddfod By the Bay			\$25,000.00			\$ 25,000.00
Emerge Women & Children's Support Network		\$61,669.00				\$ 61,669.00
Family Life Limited		\$60,176.49				\$ 60,176.49
FareShare Australia					\$11,740.00	\$ 11,740.00
Give a Care Foundation				\$1,970.48	\$7,590.00	\$ 9,560.48
Golden Days Radio		\$5,000.00				\$ 5,000.00
Greek Women's Senior Citizens Club of McKinnon RHEA				\$1,000.00		\$ 1,000.00
Hellenic Community of the City of Moorabbin			\$11,592.74	\$2,000.00		\$ 13,592.74
Highmoor Tennis Club				\$1,628.00		\$ 1,628.00

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
Kieran Carroll	\$9,350.00					\$ 9,350.00
Kingston and Districts Netball Association				\$2,000.00		\$ 2,000.00
Kingston Billiards Senior Citizens Club				\$2,000.00		\$ 2,000.00
Kingston City Football Club Inc				\$2,000.00		\$ 2,000.00
Kondia Limnos Senior Citizens Club				\$1,605.00		\$ 1,605.00
L'Chaim Chabad Inc			\$10,000.00			\$ 10,000.00
Legends of the Skies Theatre Inc	\$5,000.00					\$ 5,000.00
Life Activities Club				\$2,000.00		\$ 2,000.00
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			\$1,591.35			\$ 1,591.35

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
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
Moorabbin & District Radio Club				\$1,375.00		\$ 1,375.00
Moorabbin Little Athletics Centre	\$2,455.00			\$1,972.20		\$ 4,427.20
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

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
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 Motor Yacht Club				\$1,755.00		\$ 1,755.00
Mordialloc Neighbourhood House		\$89,000.00				\$ 89,000.00
Omega Cricket Club	\$5,500.00			\$2,000.00		\$ 7,500.00
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 Bowling & Social Club	\$6,625.00					\$ 6,625.00
Parkdale United Cricket Club				\$1,350.00		\$ 1,350.00
Patterson Lakes Combined Probus Club				\$2,000.00		\$ 2,000.00
Patterson Lakes Kindergarten				\$2,000.00		\$ 2,000.00
Peninsula Community Legal Centre Inc		\$40,000.00				\$ 40,000.00
Probus Club of Parktone				\$1,159.00		\$ 1,159.00

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
Radio Carrum		\$3,200.00				\$ 3,200.00
Red Chamber Chinese Art Group				\$2,000.00		\$ 2,000.00
Rotary Club of Chelsea		\$3,000.00				\$ 3,000.00
Senior Citizens of Kingston La Baracca				\$2,000.00		\$ 2,000.00
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	\$5,250.00					\$ 5,250.00
Southern Football Netball League Inc				\$999.00		\$ 999.00
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



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 John Ambulance Australia (Vic)					\$2,244.00	\$ 2,244.00
St Peter's Netball Club East Bentleigh I				\$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 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 Trustee for the NCJW (Victoria) Social Support Trust	\$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
Triumph of Good Inc				\$2,000.00		\$ 2,000.00
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					\$ 9,805.00
<b>TOTALS</b>	<b>\$ 157,290.00</b>	<b>\$ 1,136,819.98</b>	<b>\$ 122,284.09</b>	<b>\$ 93,683.10</b>	<b>\$ 72,828.00</b>	<b>\$ 1,582,905.17</b>

**Agenda Item No: 8.3**

## **KINGSTON GRANTS PROGRAM - FUNDING RECOMMENDATIONS FOR COMMUNITY FESTIVALS, EVENTS & CREATIVE ACTIVITIES GRANTS 2024 -27**

**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 Community Festivals, Events & Creative Activities Grants 2024-27.

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

Operational & Partnership Grants, Community Bi-Annual Grants, and Community Festivals, Events & Creative Activities 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.*

No conflicts of interest were declared by the Kingston Grants Program Assessment Panel for the Community Festivals, Events & Creative Activities Grants.

All Assessment Panel meetings were 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:

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; and
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.

## **1. Executive Summary**

This report presents Council with the funding recommendations, as determined by the Kingston Grants Program Assessment Panel for the Community Festivals, Events & Creative Activities Grants 2024-27.

14 applications were received, 13 of which were eligible. One application was ineligible because the applicant receives direct income from gambling.

### **Assessment Process and Recommendations**

As stated in the Kingston Grants Program Policy:

Operational & Partnership Grants, Community Bi-Annual Grants, and Community Festivals, Events & Creative Activities 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 three community representatives, met on 22 April 2024, to review, discuss and make funding recommendations for the 2024-27 Community Festivals, Events & Creative Activities Grants, for Council's consideration. The Assessment Panel was observed by a Probity Advisor (Manager Governance, Risk and Integrity) and supported by Grants officers.

The Kingston Grants Program Assessment Panel recommends:

**City of Kingston  
Ordinary Council Meeting**

- Four Community Festivals, Events & Creative Activities Grant applications receive full funding, zero receive partial funding and nine receive no funding. The total funding amount recommended to allocate is \$70,500. An additional \$51,784 is recommended to allocate for 2024-25 to implement 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	Funding requested	Number of applications recommended for funding	Total funding recommended (without staged funding)	Total funding recommended with year 1 staged funding reduction
Community Festivals, Events & Creative Activities	\$64,147	13	\$241,600	4	\$70,500	\$122,284

**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

- 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.

It is recommended to extend the staged funding reduction for 2021-24 Partnership Grant recipients (events category) to the 2024-27 Community Festivals, Events & Creative Activities Grants.

### **2.1 Kingston Grants Program Promotion**

Community Festivals, Events & Creative Activities Grants 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

### **2.2 Grant Application Support**

Recognising this is the first year of the new Kingston Grants Program, Grant officers provided significant support to applicants, including:

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

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

- A grants writing workshop held on the 29 February 2024.
- 155 phone calls were received.
- Grants officers supported 17 applicants by typing-out their applications.

- Grants officers followed up several applicants for additional information and documentation that applicants had omitted to supply in their applications.
- Grants officers accepted supporting documents that were submitted after the closing date e.g. quotes.

### **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 and decision.

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 three community representatives, met on 22 April 2024, to review, discuss and make funding recommendations for the 2024-27 Community Festivals, Events & Creative Activities Grants, for Council's consideration. The Assessment Panel was observed by a Probit Advisor (Manager Governance, Risk and Integrity) and supported by Grants officers.

### **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.

Despite the support available and provided, some applications provided minimum information which made it difficult to assess and prioritise them, in comparison to applications that provided the required information and more clearly responded to the assessment criteria.

Some applications were misaligned, outlining one program or project in the body of the application, but providing quotes (or estimated costs) and supporting documents e.g. letters of support, for a different program or project. In addition, some applications did not provide the relevant supporting documents e.g. quotes.

In determining the varied funding recommendations, consideration was given to evidence of relevant and quality partnerships, connection to Kingston, number and diversity of Kingston residents benefiting, evidence of the applicants capacity to deliver the community festival, event or creative activity and providing funding to a mix of programs, projects and organisations.

The Assessment Panel also reviewed financial reports and as outlined above, prioritised applications that had limited financial means or ability to access other sources of funding.

All grant streams were oversubscribed and therefore the Assessment Panel had to make recommendations within (or close to) the total budget available.

### **3. Discussion**

#### **3.1 Community Festivals, Events & Creative Activity Grants**

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 stream is for annual activities, or a series of different activities across the funding cycle.

Up to \$25,000 per annum is available for up to three years (2024-27):

- where the same activity is held annually; or that delivers a series of activities across the funding cycle
- that are of a larger scale
- that are already established (note, Community Bi-annual Grants provide support establishing a new festival, event or creative activity).

Council received 14 Community Festivals, Events & Creative Activities Grant applications, of which:

- 13 were eligible including one late application that was approved by the Manager Inclusive Communities, as per the Kingston Grants Program Policy, to be considered by the Kingston Grants Program Assessment Panel.
- One was ineligible due to receiving direct income from gambling and the Kingston Grants Program Policy states, *Council will not consider - Organisations that receive a direct income from gambling activities, undertake or promote gambling.*
- Four are recommended for funding.
- Nine are not recommended for funding.

The funding recommendations of the Kingston Grants Program Assessment Panel are presented in Appendix 3.

It is recommended to extend the staged funding reduction to this grant stream, as per Council's resolution at the Council Meeting on 20 November 2023, endorsing 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, to its stream.

As such, Appendix 3 also includes relevant staged funding reductions, based on the 2021-24 Partnership Grant (events category). The staged funding reduction aims to ensure organisations do not receive a sudden reduction or significantly negative impact to their festival, event or creative activity.

Pending Council's decision, unsuccessful applications will be provided with feedback and are able to re-apply for 2025-26 and/or 2026-27. Funding will continue to be competitive with applications assessed by the Assessment Panel and considered within the funding priorities and available budget. The Panel's recommendations will then be presented for Council's consideration at the Council Meeting in June 2025 (for 2025-26) and June 2026 (for 2026-27). If successful, the staged funding reduction would be void.

The Community Festivals, Events & Creative Activities Grants is a new grant stream. As such, the interest in the stream was untested. The allocated budget for this stream is \$64,147. The recommended funding amount is \$70,500 per annum for 2024-27, but increases to \$122,284 in 2024-25 after the staged funding reductions are applied (note that the staged funding reduction amount would reduce in 2025-26 and again in 2026-27). In 2024-25, it is recommended to overspend the Community Festivals, Events & Creative Activities budget by \$58,137.

#### **3.1.1.1 Option**

Aspendale Gardens Residents Association deliver a community festival every two years (this year it will be on 30 November 2024 and the next one will be in November 2026). As per the Guidelines, Community Festivals, Events & Creative Activities Grants support the same activity to be held annually.

The Assessment Panel suggested that Council could consider funding this application through the Community Bi-annual Grants for 2024-25.

### **3.2 Multiple Grant Streams**

The Kingston Grants Program accepts applications from the same applicant in multiple grant streams, but the applicant cannot be funded for the same activity in multiple grant streams. A summary of all grant recommendations (inclusive of staged funding, where applicable) for 2024-25 is provided in Appendix 4.

## **4. Consultation**

### **4.1 Internal Consultation:**

Internal consultation has occurred in the grant assessment process with the following team/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**

The below table provides a summary of the Community Festivals, Events & Creative Activities Grants:

Grant	Grant Stream Budget	Funding requested	Total funding recommended (without staged funding)	Total funding recommended with year 1 staged funding reduction	Budget Impact – pending Council’s Decision
Community Festivals, Events & Creative Activities	\$64,147	\$241,600	\$70,500	\$122,284	Overspent by \$58,137 in 2024-25

In 2024-25, it is recommended that the Community Festivals, Events & Creative Activities Grants budget is overspent by \$58,137.

Pending Council’s decision, unsuccessful applications will be provided with feedback and are able to re-apply for 2025-26 and/or 2026-27. Funding will continue to be competitive with applications assessed by the Assessment Panel and considered within the funding priorities and available budget. The Panel’s recommendations will then be presented for Council’s consideration at the Council Meeting in June 2025 (for 2025-26) and June 2026 (for 2026-27). If successful, the staged funding reduction would be void.

**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.


In addition, all Assessment Panel meetings were 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."

**Appendices**

Appendix 1 - Kingston Grants Program Policy (Ref 23/251230)  [↓](#)

Appendix 2 - Kingston Grants Program Guidelines (Ref 23/256020)  [↓](#)

Appendix 3 - Kingston Grants Program - Community Festivals, Events & Creative Activities 2024-27 - Funding Recommendations (Ref 24/117061)  [↓](#)

Appendix 4 - Kingston Grants Program 2024-2025 - All Grant Recommendations (Ref 24/114641)  [↓](#)

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

# 8.3

## KINGSTON GRANTS PROGRAM - FUNDING RECOMMENDATIONS FOR COMMUNITY FESTIVALS, EVENTS & CREATIVE ACTIVITIES GRANTS 2024 -27

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# Kingston Grants Program Policy

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## 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](http://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 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 fees<sup>1</sup>

- 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 community<sup>2</sup>.
  - 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

<sup>1</sup> Council officers can provide support to interested *applicants* with writing an *application* to the Kingston Grants Program.

<sup>2</sup> 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 *grant 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**



<b>Activity</b>	A service, program, project, festival, event, or other pursuit that is the subject of an <i>application</i> or <i>grant</i> .
<b>Acquittal</b>	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> .
<b>Applicant</b>	An organisation or individual who applies for a <i>grant</i> .
<b>Application</b>	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.
<b>Auspice</b>	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.
<b>Funding agreement</b>	Sets out the general terms and conditions, additional terms and conditions and schedules relevant to the funded <i>activity</i> .
<b>Grant</b>	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.
<b>Grant category</b>	Refers to a specific offering under a <i>grant stream</i> . At times, they may have further specified objectives.
<b>Grant stream</b>	A specific offering under an umbrella <i>grants</i> program tied to specific objectives.
<b>Incorporated</b>	Incorporated under the <i>Associations Incorporation Reform Act 2012 (Vic)</i> or other relevant legislation.
<b>Major capital works</b>	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"> <li>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</li> <li>Council has already committed budget for the works in Council's forward Capital Works Program.</li> </ul>
<b>Minor capital works</b>	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.
<b>Organisation</b>	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.
<b>Recipient</b>	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
<b>Focus</b>	Operational/activity support	One-off activity support	One-off activity support	One-off activity support	Festival/event support
<b>Description</b>	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.
<b>Who the grants are for</b>	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
<b>Categories</b>	<ul style="list-style-type: none"> <li>Community Centres &amp; Neighbourhood Houses</li> <li>Multicultural / Seniors (all groups will be invited)</li> <li>Specialist Community &amp; Welfare Service Organisations</li> <li>Community Interest Organisations</li> </ul>	<ul style="list-style-type: none"> <li>Community Projects &amp; Programs</li> <li>Small Community Festivals &amp; Events</li> <li>Minor Capital Works</li> <li>Arts Projects &amp; Programs</li> </ul>	<ul style="list-style-type: none"> <li>Community Projects &amp; Programs</li> <li>Community Celebrations</li> <li>Small Equipment</li> <li>Capacity Building</li> <li>Start-up Support</li> </ul>	<ul style="list-style-type: none"> <li>Achievement</li> <li>Participation</li> </ul>	No categories but can support larger community festivals, events and creative activities.
<b>Amount (ex GST unless specified)</b>	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. The following categories will be based on funding formula: <ul style="list-style-type: none"> <li>Community Centres &amp; Neighbourhood Houses</li> <li>Multicultural / Seniors (all groups will be invited)</li> </ul> The following categories will be based on the amount requested and assessment against funding criteria: <ul style="list-style-type: none"> <li>Community Welfare Service Organisations</li> <li>Community Interest Organisations</li> </ul>	\$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.
<b>Term</b>	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.
<b>Frequency offered</b>	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)

<p><b>Application process</b></p>	<p><b>Invited, formula-based funding allocation</b></p> <ul style="list-style-type: none"> <li>Community Centres &amp; Neighbourhood Houses</li> <li>Multicultural &amp; Seniors</li> </ul> <p><b>Open, merit-based assessment</b></p> <ul style="list-style-type: none"> <li>Specialist Community &amp; Welfare Services</li> <li>Community Interest Organisations</li> </ul> <p>Application form, online. Assistance by request.</p>	<p><b>Open, merit-based assessment</b></p> <p>Application form, online. Assistance by request.</p>	<p><b>Targeted, merit-based assessment</b></p> <p>Application form, online. Assistance by request.</p>	<p><b>Open, merit-based assessment</b></p> <p>Application form, online. Assistance by request.</p>	<p><b>Targeted, merit-based assessment</b></p> <p>Application form, online. Assistance by request.</p>
<p><b>Assessment process</b></p>	<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>
<p><b>Contract type</b></p>	<p>Funding Agreement</p>	<p>Funding Agreement</p>	<p>Letter of Offer</p>	<p>Letter of Offer</p>	<p>Funding Agreement</p>
<p><b>Report type</b></p>	<p>Yearly Report Financial Acquittal</p>	<p>Final Report Financial Acquittal</p>	<p>Final Report (Light) Financial Acquittal (Light)</p>	<p>Final Report (Light) Financial Acquittal (Light)</p>	<p>Yearly Report Financial Acquittal</p>
<p><b>Responsible department</b></p>	<p>Inclusive Communities</p>	<p>Inclusive Communities</p>	<p>Inclusive Communities</p>	<p>Inclusive Communities</p>	<p>Inclusive Communities</p>
<p><b>Note:</b> The <b>Kingston Charitable Fund</b> 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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## 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](mailto:community@kingston.vic.gov.au)

W: [kingston.vic.gov.au](http://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 interesting 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](http://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](mailto: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](http://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](http://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](http://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
<p><b>Community Small Grants</b></p> <p>For not-for-profit organisations and community groups</p>	<ul style="list-style-type: none"> <li>Community Projects &amp; Programs</li> <li>Community Celebrations</li> <li>Small Equipment</li> <li>Capacity Building</li> <li>Start-Up Support</li> </ul>	One-off funding of up to \$2,000	Always open (until funding is exhausted) - Assessed every month
<p><b>Community Bi-Annual Grants</b></p> <p>For not-for-profit organisations, community groups, artists and creative businesses</p>	<ul style="list-style-type: none"> <li>Community Projects &amp; Programs</li> <li>Small Community Festivals &amp; Events</li> <li>Minor Capital Works</li> <li>Arts Projects &amp; Programs</li> </ul>	One-off funding of \$2,001-\$10,000	<p>Bi-annual - Assessed every 6 months</p> <p><b>Round 1</b> Opens 29 January 2024 Closes 11 March 2024</p> <p><b>Round 2</b> Opens 29 July 2024 Closes 6 Sept 2024</p>
<p><b>Operational &amp; Partnership Grants</b></p> <p>For not-for-profit organisations and community groups</p>	<ul style="list-style-type: none"> <li>Community Centres &amp; Neighbourhood Houses</li> <li>Specialist Community &amp; Welfare Services</li> <li>Community Interest Organisations</li> <li>Multicultural &amp; Seniors Groups</li> </ul>	Up to 3 years of funding, based on the category	<p>Applications open 29 January 2024. Once commenced, applications will be always open (until funding is exhausted) - Assessed once a year</p> <p>Apply by 28 March 2024</p>
<p><b>Community Festivals, Events &amp; Creative Activities Grants</b></p> <p>For not-for-profit organisations and community groups</p>	One category to support community festivals, events and creative activities	Up to 3 years of funding of up to \$25,000 per annum	<p>Applications open 29 January 2024. Once commenced, applications will be always open (until funding is exhausted) - Assessed once a year</p> <p>Apply by 28 March 2024</p>
<p><b>Individual Development Grants</b></p> <p>For individuals</p>	<ul style="list-style-type: none"> <li>Achievement</li> <li>Participation</li> </ul>	<p>One-off funding of up to \$600</p> <p>Plus financial hardship benefit, if applicable</p>	Always open (until funding is exhausted) - Assessed every 2 weeks

# Community Small Grants

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### Community Small Grants

<b>Amount available:</b>	Up to \$2,000
<b>Who can apply:</b>	Not-for-profit organisations and community groups
<b>When to apply:</b>	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.

<b>Community Projects &amp; Programs</b>	Activities that help organisations and community groups to achieve their goals and strengthen the Kingston community. <b>For example</b> , 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.
<b>Community Celebrations</b>	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. <b>For example</b> , a 10 <sup>th</sup> 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.
<b>Small Equipment</b>	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. <b>For example</b> , tools, appliances, safety items, uniforms, or technology and communication devices.
<b>Capacity Building</b>	Activities that help organisations and community groups to strive and thrive in line with their goals and identified needs. <b>For example</b> , activities can be for training, volunteer recruitment, volunteer management, succession planning, or governance development.
<b>Start-Up Support</b>	Assistance to establish a new community group permanently located in the City of Kingston that supports increased representation of Kingston's diverse community. <b>For example</b> , 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
<b>Certificate of Incorporation</b>	Required
<b>Auspice Agreement</b> 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: <a href="http://www.kingston.vic.gov.au/community/grants">www.kingston.vic.gov.au/community/grants</a> .	Required if auspiced
<b>Annual Report and/or Financial Statements</b> Documents must comply with your Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission obligations	Required
<b>Public Liability Insurance Certificate of Currency</b> Minimum level of cover to be determined based on the activity/program	Required
<b>Child Safe Standards Policy</b> 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:		
<b>Community Need</b>		<b>25</b>
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
<b>Community Benefit</b>		<b>25</b>
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
<b>Capacity to Deliver</b>		<b>35</b>
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
<b>Capacity for Sustainability</b>		<b>5</b>
18	identified a sustainability plan (where appropriate)	5
<b>Other Considerations</b>		<b>10</b>
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
<b>Total score available</b>		<b>100</b>

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](http://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

<b>Amount available:</b>	\$2,001-\$10,000
<b>Who can apply:</b>	Not-for-profit organisations and community groups, incorporated artists and creative businesses.
<b>When to apply:</b>	Bi-annual – assessed every 6 months. Please see <a href="#">Council's website</a> 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.

<b>Community Projects &amp; Programs</b>	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. <b>For example</b> , 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.
<b>Small Community Festivals &amp; Events</b>	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. <b>For example</b> , cultural festivals, First Nations community events, or event-based promotion of the natural environment or climate change action.
<b>Minor Capital Works</b>	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. <b>For example</b> , kitchen upgrade, replacement of an old fitting or fixture for a more energy efficient one, or new flooring.
<b>Arts Projects &amp; Programs</b>	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"> <li>• 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</li> <li>• 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.</li> </ul> <b>For example</b> , 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.

<b>Group 1 Council Lease* with no liquor licence</b>	No co-funding contribution is required.
<b>Group 1 Council Lease* with a liquor licence or Group 2 Council Lease* with or without a liquor licence</b>	1:1 matched co-funding contribution is required. The co-contribution can be cash and/or in-kind.
<b>Other eligible private property: Not-for-profits leasing private property</b>	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](http://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
<b>Certificate of Incorporation</b>	Required
<b>Auspice Agreement</b> 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: <a href="http://www.kingston.vic.gov.au/community/grants">www.kingston.vic.gov.au/community/grants</a>	Required if auspiced
<b>Annual Report and/or Financial Statements</b> Documents must comply with your Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission obligations	Required
<b>Public Liability Insurance Certificate of Currency</b> Minimum level of cover to be determined based on the activity/program	Required
<b>Minor Capital Works</b> <i>Council-owned property</i> <ul style="list-style-type: none"> <li>• Approval in Principle letter from Council or the landlord</li> <li>• Copy of your submitted Approval in Principle form</li> </ul> <i>Non-Council property</i> <ul style="list-style-type: none"> <li>• Approval letter from the landlord of the property</li> <li>• Photos and specifications of proposed fixtures or fittings</li> <li>• 2 quotes for all works in scope</li> </ul>	Required for Minor Capital Works
<b>Supplier quotes</b> For examples, venue hire, marquee hire, entertainment, security, traffic management, etc.)	Required
<b>Resumé and examples of recent work *for works of art only</b>	Required for relevant Arts Grants
<b>Child Safe Standards Policy</b> Provide a copy of organisational policies relating to the Child Safe Standards	Required
<b>Additional Support Material</b> 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:		
<b>Community Need</b>		<b>25</b>
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
<b>Community Benefit</b>		<b>25</b>
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
<b>Capacity to Deliver</b>		<b>35</b>
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
<b>Capacity for Sustainability</b>		<b>5</b>
18	identified a sustainability plan (where appropriate)	5
<b>Other Considerations</b>		<b>10</b>
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
<b>Total score available</b>		<b>100</b>

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.

<b>Community Centres &amp; Neighbourhood Houses</b>	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. <b>Funding available:</b> Up to \$100,000 per year to be determined on a non-competitive basis, using a formula funding approach.
<b>Specialist Community &amp; Welfare Services</b>	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. <b>Funding available:</b> Up to \$90,000 per year with funding to be determined using merit-based assessment criteria.
<b>Community Interest Organisations</b>	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. <b>Funding available:</b> Up to \$20,000 per year with funding to be determined using merit-based assessment criteria.
<b>Multicultural &amp; Seniors Groups</b>	Supports a contribution towards the delivery of activities for Kingston's multicultural and senior residents to foster inclusion, connectedness, and positive ageing. <b>Funding available:</b> 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**

<b>Attachment</b>	<b>Organisations or community groups</b>
<b>Certificate of Incorporation</b>	Required



Attachment	Organisations or community groups
<b>Auspice Agreement</b> 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: <a href="http://www.kingston.vic.gov.au/community/grants">www.kingston.vic.gov.au/community/grants</a>	Required if auspiced
<b>Annual Report and/or Financial Statements</b> Documents must comply with your Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission obligations	Required
<b>Public Liability Insurance Certificate of Currency</b> Minimum cover of \$20 million is required.	Required
<b>Child Safe Standards Policy</b> 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)
<b>Additional Support Material</b> For example, letters of support, media, photos, example promotional material	Optional

### How are applications assessed?

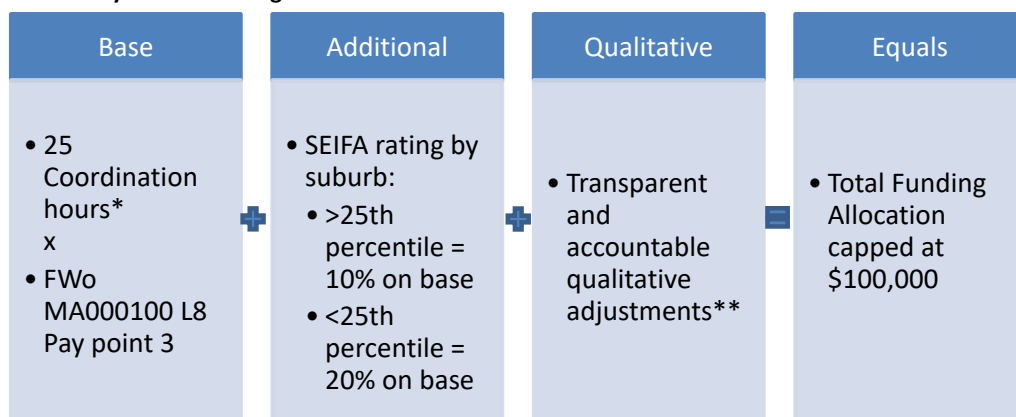
#### Formula Based Assessment

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.

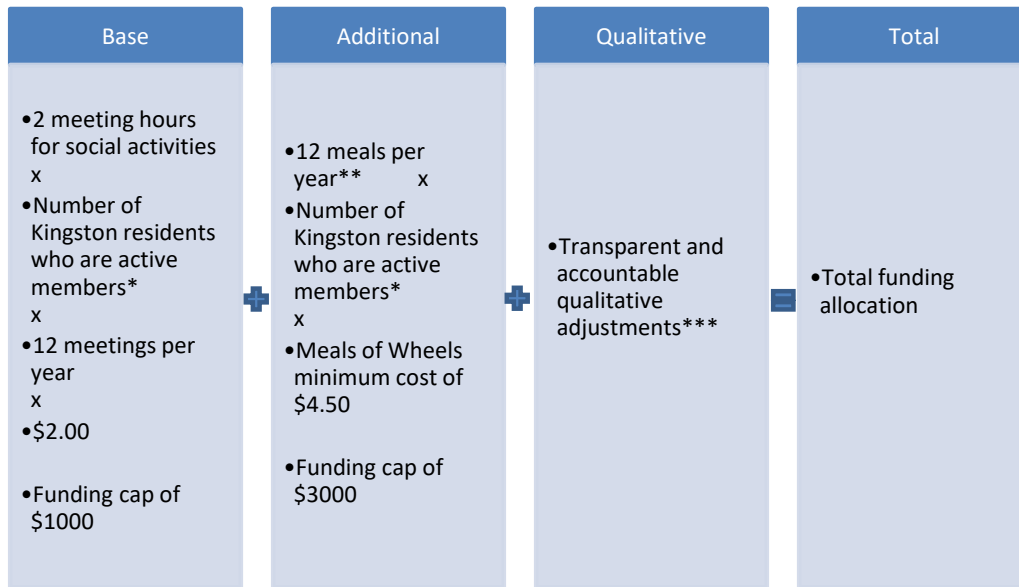
#### Community Centres & Neighbourhood Houses



\* 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](http://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:		
<b>Community Need</b>		<b>25</b>
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
<b>Community Benefit</b>		<b>25</b>

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
<b>Capacity to Deliver</b>		<b>35</b>
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
<b>Capacity for Sustainability</b>		<b>5</b>
18	identified a sustainability plan (where appropriate)	5
<b>Other Considerations</b>		<b>10</b>
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
<b>Total score available</b>		<b>100</b>

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*



City of  
**KINGSTON**

### 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
<b>Certificate of Incorporation</b>	Required
<b>Auspice Agreement</b> 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: <a href="http://www.kingston.vic.gov.au/communty/grants">www.kingston.vic.gov.au/communty/grants</a>	Required if auspiced
<b>Annual Report and/or Financial Statements</b> Documents must comply with your Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission obligations	Required
<b>Public Liability Insurance Certificate of Currency</b> Minimum cover of \$20 million is required.	Required
<b>Supplier quotes</b> For examples, marquee hire, entertainment, security, traffic management, etc.	Required
<b>Child Safe Standards Policy</b> Provide a copy of organisational policies relating to the Child Safe Standards	Required
<b>Additional Support Material</b> 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:		
<b>Community Need</b>		<b>25</b>
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
<b>Community Benefit</b>		<b>25</b>
6	aligned their activity with a strategic priority of Council	5
7	clearly outlined <b>what</b> 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
<b>Capacity to Deliver</b>		<b>35</b>
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
<b>Capacity for Sustainability</b>		<b>5</b>
18	identified a sustainability plan (where appropriate)	5
<b>Other Considerations</b>		<b>10</b>
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



<b>Total score available</b>
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<b>100</b>
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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

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### 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.

<b>Arts &amp; Culture</b>	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.
<b>Sport &amp; Recreation</b>	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.
<b>Environment &amp; Climate Action</b>	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.
<b>Humanitarian &amp; Leadership</b>	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
<b>Proof of identity and residence</b> For example, your driver's licence, bank statement (financials redacted), or utility bill.	Required
<b>Proof of competitive selection, qualification or invitation</b> Letter or email on letterhead from the event/activity organiser, governing body, club or coach/instructor	Required for Achievement category
<b>Proof of community group or club's location</b> ABN, incorporation number, meeting venue and times, contact person, or peak	Required for Participation category

<b>Attachment</b>	<b>Individuals</b>
body registration if there is one.	
<b>Proof of financial hardship</b> Centrelink-issued Health Care Card, Pensioner Concession Card, or Veteran Card to demonstrate financial hardship	Required for Participation Category; Optional for Achievement Category
<b>Additional Support Material</b> 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 Community Festivals, Events & Creative Activities

Priority Ranking	Name	Details	Assessment Panel Comment	Funding Requested	Funding Recommended	Allocated budget per year, including staged reduction where applicable (based on 2023/24 funding)		
						2024/25	2025/26	2026/27
5	<b>Australia Mission of SAI (AUMSAI) Inc</b>	Kingston Diwali – Festival of Lights	Full funding recommended. Funding condition: Aligning with the Grant Guidelines, funds are not to be used to purchase fireworks.	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
5	<b>L'Chaim Chabad Inc</b>	Chanukah @The Foreshore	Full funding recommended.	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
5	<b>Parkdale (Beachside) Gift</b>	Beachside Gift and Sand Classics	Full funding recommended.	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
5	<b>Waterways Residents Association Inc</b>	Waterways Community Festival	Full funding recommended. Funding condition: Aligning with the Grant Guidelines, funds are not to be used to purchase fireworks.	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00
1	<b>Aspendale Gardens Residents Association</b>	Biennial community fun day	Funding not recommended. The Assessment Panel noted that the event does not meet the funding stream requirements for triennial funding as it is not proposed to occur every year of the three years of funding.	\$12,500.00	\$0.00	\$0.00	\$0.00	\$0.00

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

Priority Ranking	Name	Details	Assessment Panel Comment	Funding Requested	Funding Recommended	Allocated budget per year, including staged reduction where applicable (based on 2023/24 funding)		
						2024/25	2025/26	2026/27
1	<b>Chabad House of Dingley Village</b>	Project Festive - Bringing Jewish Festivities to the community	Funding not recommended. The Assessment Panel was unable to establish how the funding would be used. The applicant provided limited detail of project planning or relevant experience. The level of impact (attendance) is unknown.	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00
1	<b>Chinese International Cheongsam Association</b>	Chinese Dragon Boat Festival and 10th Anniversary of Australian Chinese International Qipao Club	Funding not recommended. The Assessment Panel noted the limited detail of project planning, as well as details of the planned activities provided in the application. Quotes were also not provided, which is a requirement as outlined in the Grant Guidelines.	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00
1	<b>Druze Community Charity of Victoria</b>	Druze Community of Victoria Fete	Funding not recommended. The application was strong and provided details of the activity, and the aims and objectives, however, in line with the Grant Guidelines, this stream is for festivals or events that are already established. In addition, the Assessment Panel considered the strong financial position of this organisation relative to other applicant organisations. The Panel also considered the total funding pool for this stream.	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00



Priority Ranking	Name	Details	Assessment Panel Comment	Funding Requested	Funding Recommended	Allocated budget per year, including staged reduction where applicable (based on 2023/24 funding)		
						2024/25	2025/26	2026/27
1	Eisteddfod by the Bay	Eisteddfod by the Bay performing arts	Funding not recommended. The Assessment Panel noted the limited detail provided for the planned events, activities, the proposed participation rates and expected outcomes. There was no budget breakdown provided for how the funds would be spent and quotes were not provided, which is a requirement as outlined in the Grant Guidelines.	\$27,000.00	\$0.00	\$25,000.00	\$12,500.00	\$0.00
1	Hellenic Community of the City of Moorabbin	Greek carnival	Funding not recommended. The Assessment Panel noted the limited detail provided within the application and project planning, including details of the planned activities. Quotes were not provided which is a requirement as outlined in the Grant Guidelines.	\$25,000.00	\$0.00	\$11,592.74	\$5,796.37	\$0.00

Priority Ranking	Name	Details	Assessment Panel Comment	Funding Requested	Funding Recommended	Allocated budget per year, including staged reduction where applicable (based on 2023/24 funding)		
						2024/25	2025/26	2026/27
1	Melbourne Shwetambar Jain Sangh Inc	Paryushan Maha Parva - Festival of Kshamapana (forgiveness)	Funding not recommended. The application is not clear on what the activity is and what will be developed with the funding. Rather, it provides background information on the purpose and intent of the cultural festivals the activity seeks to acknowledge. Quotes were also not provided which is a requirement as outlined in the Grant Guidelines. The Assessment Panel also considered the strong financial position of this organisation relative to other applicant organisations.	\$10,000.00	\$0.00	\$1,591.35	\$795.68	\$0.00
1	Mordialloc Jazz Orchestra	Big Bands Sunsets Festival	Funding not recommended. The application was missing clear details of project planning, including what would be delivered and who would benefit. Quotes were also not provided which is a requirement as outlined in the Grant Guidelines.	\$13,600.00	\$0.00	\$13,600.00	\$6,800.00	\$0.00

<b>1</b>	<b>Pushkin Lyceum</b>	Pushkin Heritage poetry competition	Funding not recommended. The Assessment Panel noted the limited detail of project planning as well as details of the planned activities provided. Additionally, the application appears to be activity based to support a language school, rather than an event. The organisation is also not based in Kingston and the limited detail provided did not indicate significant impact on the Kingston community. Quotes were not provided which is a requirement as outlined in the Grant Guidelines.	\$25,000.00	\$0.00	<b>\$0.00</b>	\$0.00	\$0.00
<b>TOTAL</b>				\$241,600.00	\$70,500.00	<b>\$122,284.10</b>	\$96,392.05	\$70,500.00

**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
Aspendale Cricket Club				\$1,000		\$ 1,000.00
Aspendale Gardens Community Centre		\$83,000.00				\$ 83,000.00
Aspendale Life Saving Club				\$1,000.00		\$ 1,000.00
Aspendale Sporting Club				\$2,000.00		\$ 2,000.00
Australia Mission of SAI (AUMSAI) Inc			\$25,000.00			\$ 25,000.00
Australian Skateboarding Federation	\$4,420.00					\$ 4,420.00
AWARE Wildlife Rescue		\$3,000.00				\$ 3,000.00
Baby Walk				\$2,000.00		\$ 2,000.00
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

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
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 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
Chelsea Concert Band		\$8,500.00				\$ 8,500.00
Chelsea Football Club (soccer)				\$2,000.00		\$ 2,000.00
Chelsea Football Netball Club				\$1,800.00		\$ 1,800.00

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 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 Occasional Childcare	\$10,000.00					\$ 10,000.00
Chelsea Probus Club				\$1,600.00		\$ 1,600.00
Cheltenham Community Centre		\$89,000.00				\$ 89,000.00
Cheltenham Panthers Netball Club	\$2,500.00					\$ 2,500.00
Chinese International Cheongsam Association				\$2,500.00		\$ 2,500.00
Ciaran Frame	\$9,800.00					\$ 9,800.00
Clarinda Tennis Club	\$3,350.00			\$1,400.00		\$ 4,750.00
Community First Responders Foundation					\$5,000.00	\$ 5,000.00
Cuckings				\$2,000.00		\$ 2,000.00
Dingley Village Historical Society		\$3,477.83				\$ 3,477.83

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
Dingley Village Neighbourhood Centre		\$75,000.00				\$ 75,000.00
DIY Collective Inc				\$2,000.00		\$ 2,000.00
Edithvale Life Saving Club				\$2,000.00		\$ 2,000.00
Edithvale-Aspendale Junior Football Club	\$10,000.00			\$2,000.00		\$ 12,000.00
Eisteddfod By the Bay			\$25,000.00			\$ 25,000.00
Emerge Women & Children's Support Network		\$61,669.00				\$ 61,669.00
Family Life Limited		\$60,176.49				\$ 60,176.49
FareShare Australia					\$11,740.00	\$ 11,740.00
Give a Care Foundation				\$1,970.48	\$7,590.00	\$ 9,560.48
Golden Days Radio		\$5,000.00				\$ 5,000.00
Greek Women's Senior Citizens Club of McKinnon RHEA				\$1,000.00		\$ 1,000.00
Hellenic Community of the City of Moorabbin			\$11,592.74	\$2,000.00		\$ 13,592.74
Highmoor Tennis Club				\$1,628.00		\$ 1,628.00

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
Kieran Carroll	\$9,350.00					\$ 9,350.00
Kingston and Districts Netball Association				\$2,000.00		\$ 2,000.00
Kingston Billiards Senior Citizens Club				\$2,000.00		\$ 2,000.00
Kingston City Football Club Inc				\$2,000.00		\$ 2,000.00
Kondia Limnos Senior Citizens Club				\$1,605.00		\$ 1,605.00
L'Chaim Chabad Inc			\$10,000.00			\$ 10,000.00
Legends of the Skies Theatre Inc	\$5,000.00					\$ 5,000.00
Life Activities Club				\$2,000.00		\$ 2,000.00
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			\$1,591.35			\$ 1,591.35



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
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
Moorabbin & District Radio Club				\$1,375.00		\$ 1,375.00
Moorabbin Little Athletics Centre	\$2,455.00			\$1,972.20		\$ 4,427.20
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

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
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 Motor Yacht Club				\$1,755.00		\$ 1,755.00
Mordialloc Neighbourhood House		\$89,000.00				\$ 89,000.00
Omega Cricket Club	\$5,500.00			\$2,000.00		\$ 7,500.00
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 Bowling & Social Club	\$6,625.00					\$ 6,625.00
Parkdale United Cricket Club				\$1,350.00		\$ 1,350.00
Patterson Lakes Combined Probus Club				\$2,000.00		\$ 2,000.00
Patterson Lakes Kindergarten				\$2,000.00		\$ 2,000.00
Peninsula Community Legal Centre Inc		\$40,000.00				\$ 40,000.00
Probus Club of Parktone				\$1,159.00		\$ 1,159.00

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
Radio Carrum		\$3,200.00				\$ 3,200.00
Red Chamber Chinese Art Group				\$2,000.00		\$ 2,000.00
Rotary Club of Chelsea		\$3,000.00				\$ 3,000.00
Senior Citizens of Kingston La Baracca				\$2,000.00		\$ 2,000.00
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	\$5,250.00					\$ 5,250.00
Southern Football Netball League Inc				\$999.00		\$ 999.00
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

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 John Ambulance Australia (Vic)					\$2,244.00	\$ 2,244.00
St Peter's Netball Club East Bentleigh I				\$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 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 Trustee for the NCJW (Victoria) Social Support Trust	\$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
Triumph of Good Inc				\$2,000.00		\$ 2,000.00
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					\$ 9,805.00
<b>TOTALS</b>	<b>\$ 157,290.00</b>	<b>\$ 1,136,819.98</b>	<b>\$ 122,284.09</b>	<b>\$ 93,683.10</b>	<b>\$ 72,828.00</b>	<b>\$ 1,582,905.17</b>

**Agenda Item No: 8.4**

## **ALL ABILITIES ACTION PLAN 2024-2028**

**Contact Officer: Christian Hamlyn, Community Diversity & Inclusion Officer  
Susan Quach, Team Leader Community Diversity and Inclusion**

### **Purpose of Report**

The purpose of this report is to present the All Abilities Action Plan 2024-2028 for Council endorsement.

### **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 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.

## **1. Executive Summary**

The Victorian Disability Act 2006 requires public sector bodies to develop a four-year Disability Action Plan to improve access and inclusion for people with a disability. Council's previous Disability Action Plan, adopted in 2015, paved the way for the development of this All Abilities Action Plan 2024-2028 (the plan).

The development of this plan employs a co-design approach, engaging individuals with disabilities, carers of people with a disability, and service providers as partners in the decision-making process through a Co-Design Team. Co-design represents a participatory method that challenges traditional power imbalances, ensuring that those most affected by decisions have an influential role in the design process. Coupled with a review of the relevant research, data and legislative frameworks, and two rounds of community and staff consultation, this comprehensive process has informed the development of the plan.

The plan is guided by a Vision, which was collectively written by the Co-Design Team. Their vision for disability in Kingston is:

*As a person with a disability in Kingston I feel valued and included and can contribute to my community. I have the freedom to access what I need, when I need it, without feeling vulnerable, because I live in a community where diversity is seen as a strength, and accessibility and inclusion benefit everyone.*

Supporting the attainment of this Vision, the plan (as presented at Appendix 1) contains 30 actions across four priority areas:

- Changing Attitudes and Caring Communication
- Healthy and Active Lifestyle
- Getting Around Kingston
- Participating in the Workforce

Each priority addresses specific needs identified through the research and two rounds of community consultation.

Consultation included extensive community engagement along with internal meetings with staff. Stage 1 community consultation reached 391 people, with approximately 225 people providing feedback via face-to-face conversations. The Stage 1 community consultation gathered feedback highlighting the importance of accessible environments, parking, community participation, education and awareness about disability, indoor air quality, quiet spaces, infrastructure improvements, job opportunities, affordable housing, a network of well-maintained public toilets, access to green space, recognition of diverse disabilities, and pedestrian priority.

In Stage 2, the draft All Abilities Action Plan was released for comment with feedback received from 54 people, including members of the Co-design Team. Final refinements have been made to the plan which is now presented for Council endorsement.

## **2. Background**

Approximately 20% of Australians have a disability. Disabilities include, but are not limited to, physical, developmental, behavioural or emotional, and sensory impairment. Disabilities can arise in two ways: some individuals are born with them, while many disabilities are acquired later in life due to accidents or illnesses. Some disabilities are immediately noticeable, such as an individual using a mobility aid such as a wheelchair. However, many disabilities are not visible; such as hearing impairments or psycho-social disabilities, which are 'hidden'. The degree of a disability is different for every person and some people may have two or more types of disabilities. This diversity highlights the significance of recognising and accommodating the broad range of disabilities present in our society.

### **Disability Act 2006**

Under Section 38 of the Victorian Disability Act 2006 (the Act), a public sector body must ensure that a Disability Action Plan is prepared for the purpose of:

- a) reducing barriers to persons with a disability accessing goods, services and facilities;
- b) reducing barriers to persons with a disability obtaining and maintaining employment;
- c) promoting inclusion and participation in the community of persons with a disability; and
- d) achieving tangible changes in attitudes and practices which discriminate against persons with a disability.

Local governments are mandated to report on the execution of the Disability Action Plan in their Annual Report, providing evidence of activity and outcomes.

## **3. Discussion**

The development of the All Abilities Action Plan 2024-2028 has involved a review of relevant research, data and legislative frameworks, establishing and working with a Co-design Team, and undertaking two stages of community consultation and engagement with Council staff.

### **3.1 Review of research, data and legislative frameworks**

The plan was developed through a comprehensive process that involved reviewing research, social data, and legislative frameworks. This approach was taken to ensure the

plan effectively addresses the multifaceted challenges and needs of the community, providing evidence-based solutions and compliance with legal mandates.

### **3.2 The Co-design Team**

The plan was developed using a co-design approach, engaging individuals with disabilities, caregivers, and service providers as partners in the decision-making process. This approach serves to challenge the prevailing power imbalances in decision-making, where pivotal choices concerning individuals lives are often made with minimal input from those who stand to be most profoundly affected. Co-design aligns seamlessly with the principle of "nothing about us without us". A specialist consultant, Universal Design Consulting, was appointed to deliver the All Abilities Action Plan co-design process.

In April 2023, a call for expressions of interest to join the Co-Design Team was issued. Twenty-nine community members applied and 18 individuals were chosen to participate. From May to December 2023, 16 members actively engaged in the co-design process, presenting a diverse range of perspectives. The team included individuals with disabilities, caregivers of both children and adults with disabilities, caregivers who themselves have disabilities, and individuals who are either caregivers or have disabilities and work for disability service providers. The disabilities covered within the team encompass neurodiversity, mental health conditions, paraplegia, hearing impairments, fibromyalgia, Down Syndrome, intellectual disabilities, and narcolepsy. Additionally, the team included a mix of genders, age groups, and geographic representation from across the municipality.

Over six meetings, the Co-Design Team collaborated in identifying pertinent issues and opportunities. They played a pivotal role in crafting the community consultation plan, which encompassed data collection methods and tools, and actively assisted in promoting the consultation opportunities within their respective networks.

Subsequently, following the community consultation phase, the co-design team played a critical role in deciphering the findings, conceptualising a vision for the plan, delineating four key priority areas, and shaping the concrete actions and recommendations that constitute the plan's foundation. A final seventh meeting was held in December 2023 to review and provide feedback on the draft All Abilities Action Plan during Stage 2 community consultation.

### **3.3 The Co-design Team's Vision for the Plan**

The group collectively developed the following Vision for the All Abilities Action Plan:

*As a person with a disability in Kingston I feel valued and included and can contribute to my community. I have the freedom to access what I need, when I need it, without feeling vulnerable, because I live in a community where diversity is seen as a strength, and accessibility and inclusion benefit everyone.*

### **3.4 All Abilities Action Plan Priority Areas and Actions**

The plan is a whole of Council document and connects with and mutually reinforces many key strategic documents including but not limited to the Municipal Public Health and Wellbeing Plan, Open Space Strategy and the Walking and Cycling Plan.

It adopts a first person perspective, incorporating words and stories from the community. The aim is to create a document that is easily understood that everyone can connect with.

The plan includes 30 actions under four priority areas:



**1. Changing attitudes and caring communication**

Creating an environment of acceptance, understanding, and accessible communication is central to this priority. The focus is on promoting positive attitudes towards people with disability and ensuring that information is accessible to everyone. The objective is to encourage an open and accepting community where people with disabilities are treated with patience, respect, and understanding.

**2. Healthy and active lifestyles**

Ensuring that everyone can enjoy a healthy and active lifestyle within Kingston is a priority. This priority highlights the importance of accessible outdoor spaces, inclusive playgrounds, and opportunities for sports and recreational activities. The aim is to provide an environment where people of all abilities can engage in physical activities, access nature, and connect with their community while prioritising their wellbeing.

**3. Getting around Kingston**

Facilitating easy and safe movement throughout Kingston is the core of this priority. The emphasis is on improving transportation options, parking facilities, and infrastructure to enable accessible navigation. The goal is to ensure that people with disability can move freely, independently, and safely across Kingston, promoting their overall engagement with the community.

**4. Participating in the workforce**

People with disability in Kingston want to actively contribute and participate in the workforce. This priority focuses on creating an environment where individuals with disabilities can find meaningful employment and contribute to the community as both employees and volunteers. The goal is to empower people with disability to feel valued and integrated within the workforce, thereby enhancing their overall well-being and community involvement.

Each priority has an outcome statement developed by the Co-design Team. Each priority area includes a number of actions, tasks, lead departments, timelines and budget. An annual progress report will be provided to Council and in Council's Annual Report. The plan will also be lodged with the Human Rights and Equal Opportunity Commission as the City of Kingston endorsed All Abilities Action Plan 2024-2028.

**4. Consultation**

**4.1 Internal Consultation:**

During the early stages of development, meetings were conducted with key staff to gain a better understanding of existing access and inclusion initiatives and to identify significant barriers. In parallel with community consultation activities, discussions were held with Council officers from various departments to identify priority areas for action. Staff members who reside locally and either have a disability or provide care for individuals with disabilities were also encouraged to participate in community surveys and one-on-one interviews. In total, around 90 staff members from 12 departments were consulted.

**4.2 Community Consultation:**

**Stage 1: June – August 2023**

A comprehensive eight-week community consultation campaign commenced on June 15 2023, led by Universal Design Consulting. This multifaceted campaign encompassed a diverse range of activities, including both online and in-person workshops, surveys,

presence at local events (such as Bicentennial Park and Dingley Farmers Market), interactive photo voice engagement, and individual interviews with community members.

In a deliberate effort to ensure inclusivity, targeted sessions were conducted with disability service organisations such as Scope, Better Health Network, the Salvation Army, and Yarrabah School. These sessions aimed to enable participation by individuals who may face barriers to participating in conventional discussions. Face-to-face conversations engaged approximately 225 individuals and provided depth in the consultation outcomes. Online feedback through surveys and rapid polls hosted on Kingston's Community Engagement website, "Your Kingston, Your Say," expanded the total engagement to 391 participants. The stage 1 community consultation outcomes are presented in Appendix 2.

A Councillor Workshop was also held in August 2023 that provided an opportunity for Councillors to meet with the Co-design Team and hear their experiences of living with a disability in Kingston.

Table 1: Number of people consulted during Stage 1 community consultation

<b>Type</b>	<b>Number</b>
People with disability	68
Carers	38
Disability staff and teachers	79
Council staff and Councillors	55
Other (friends, residents)	64
Quick poll online (de-identified)	87
<b>Total</b>	<b>391</b>

**Stage 2: December 2023 – February 2024**

A second phase of community consultation (public exhibition) took place to ensure that the draft plan addresses crucial concerns and aligns with community expectations. To enhance its visibility and encourage widespread participation, this stage received prominent promotion, including recognition on International Day of People with a Disability, celebrated on 3 December 2023 and during the week-long "Big Break" program of activities, delivered to raise community awareness of disability.

Finally, representatives from departments with commitments in the plan participated in a workshop to finalise actions, ensuring that each action was feasible and achievable.

<b>Type</b>	<b>Number</b>
Council staff	35
Co-design Team	8
Community feedback	11
<b>TOTAL</b>	<b>54</b>

Consultation activities included the following:

<b>Group</b>	<b>Method</b>
Co-Design Team	A workshop was held in December 2023 for the Co-Design to collectively review and provide feedback on plan. The Co-Design Team were also encouraged to review the Plan in full and provide any further feedback, following a break from Co-design Team formal meetings.
General community	Consultation information available on Your Kingston Your Say <a href="https://www.yourkingstonyoursay.com.au/all-abilities-action-plan">https://www.yourkingstonyoursay.com.au/all-abilities-action-plan</a>

Targeted groups	Disability Support Groups, Yarrabah School, Scope and the Better Health Network were provided with information to pass on to people with disabilities and carers.
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**4.3 Results/Findings:**

Key findings from the Stage 1 consultation included:

- **Accessible and inclusive environments:** A focus on ensuring accessibility and inclusivity across built, social, online, and natural environments.
- **Community participation:** Creating opportunities for individuals with disabilities to actively participate in community activities, with a special emphasis on teenagers with intellectual disabilities.
- **Quiet spaces for neurodiverse individuals:** Providing quiet and sensory-friendly spaces at events for neurodiverse individuals.
- **Education and awareness:** Increasing awareness about the diverse disabilities within the community, both visible and non-visible, to promote understanding and respect.
- **Improvement of infrastructure:** Enhancing infrastructure like ramps, footpaths, and access points for mobility aids such as scooters in everyday settings like shopping streets.
- **Job opportunities:** Increasing job opportunities for people with disabilities to promote economic participation.
- **Well-Maintained public toilets:** Ensuring the availability of a network of clean and well-maintained public toilets that are accessible to all.
- **Access to green spaces:** Ensuring physical access is available to parks and beaches.
- **Pedestrian priority and walkability:** Prioritising pedestrians in urban design and enhancing walkability through improved path quality and road crossings.

Key findings from Stage 2 consultation included:

- **The plan does not include seniors:** Most actions apply to all life stages. Changed images to include older people and added statistics including the increasing prevalence of disability with age.
- **Action 1 - Concerns around the Sunflower Program:** Issues were identified regarding ongoing training, rolling out of program and ongoing costs and safety of the lanyards were raised. The standalone action was removed, with a task added to action 4 to further investigate the feasibility of the Sunflower Program.
- **Action 2 – Additional task:** Promote accessible parking spaces in Kingston through various mediums.
- **Action 4 – Additional task:** Develop a quiet room toolkit to support Council and other organisations to provide quiet rooms.
- **Action 9 - Carers walk no longer run by council:** Removed this action and created a new one - Communicate opportunities and accessibility updates to carers and people with disability.
- **Action 10 – Need to reflect multiple stakeholder roles:** Additional departments were added to reflect the cross organisation roles and several new tasks were added to reflect the breadth of coordination required to implement the action.
- **Action 11 – Too specific:** Changed to – Encourage and promote accessible programs and activities along the Kingston foreshore.
- **Actions 16 – Additional task:** Include children with disability in the Play Your Way Park Inspector Program.
- **Action 27- Implement feedback from culture surveys:** Changed action to – Creating an inclusive work environment.

- **Action 28 - Work Placement Program is no longer running:** Changed action to - Work towards establishing inclusive employment pathways.
- **Mental Health not mentioned in actions:** Reworded sections to include the mental health benefits of a healthy and active lifestyle.
- **The plan becomes difficult to read at times:** Reworded sections to be easier to read and understand.

## 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 development of the All Abilities Action Plan 2024-2028 supports Council to ensure a healthy and inclusive community.

### 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 (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 (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 All Abilities Action Plan 2024-2028 addresses the above Governance Principles.

### 5.3 Financial Considerations

#### Budget

Delivery of the All Abilities Action Plan 2024-2028 actions are planned to be accommodated, where possible, within existing Council budget and staffing resources. Some actions will be subject to budget bids and external grants. This is a whole-of-Council plan with actions across all directorates.

#### Staff Resources

The Inclusive Communities Department will guide the implementation and manage the monitoring and reporting of commitments using existing staff resources.


### 5.4 Risk considerations

Risks are considered within the detailed planning of each action documented within the All Abilities Action Plan 2024-2028. There could be potential challenges in executing the plan's actions, including issues related to staff capacity or unexpected obstacles. To address these concerns, consultations were conducted with various teams across Council to gain their commitment to the actions outlined in the plan. This

rigorous process ensures that the commitments made are not only realistic but should also have a meaningful impact on the community.

### **Appendices**

Appendix 1 - All Abilities Action Plan 2024-2028 (Ref 24/124670)  [↓](#)

Appendix 2 - Consultation Report - Kingston All Abilities Plan - August 2023 (Ref 23/248846)  [↓](#)

Author/s: Christian Hamlyn, Community Diversity & Inclusion Officer  
Susan Quach, Team Leader Community Diversity and Inclusion

Reviewed and Approved By: Kate Waters, Manager Inclusive Communities  
Sally Jones, General Manager Community Strengthening

# 8.4

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# All Abilities Action Plan

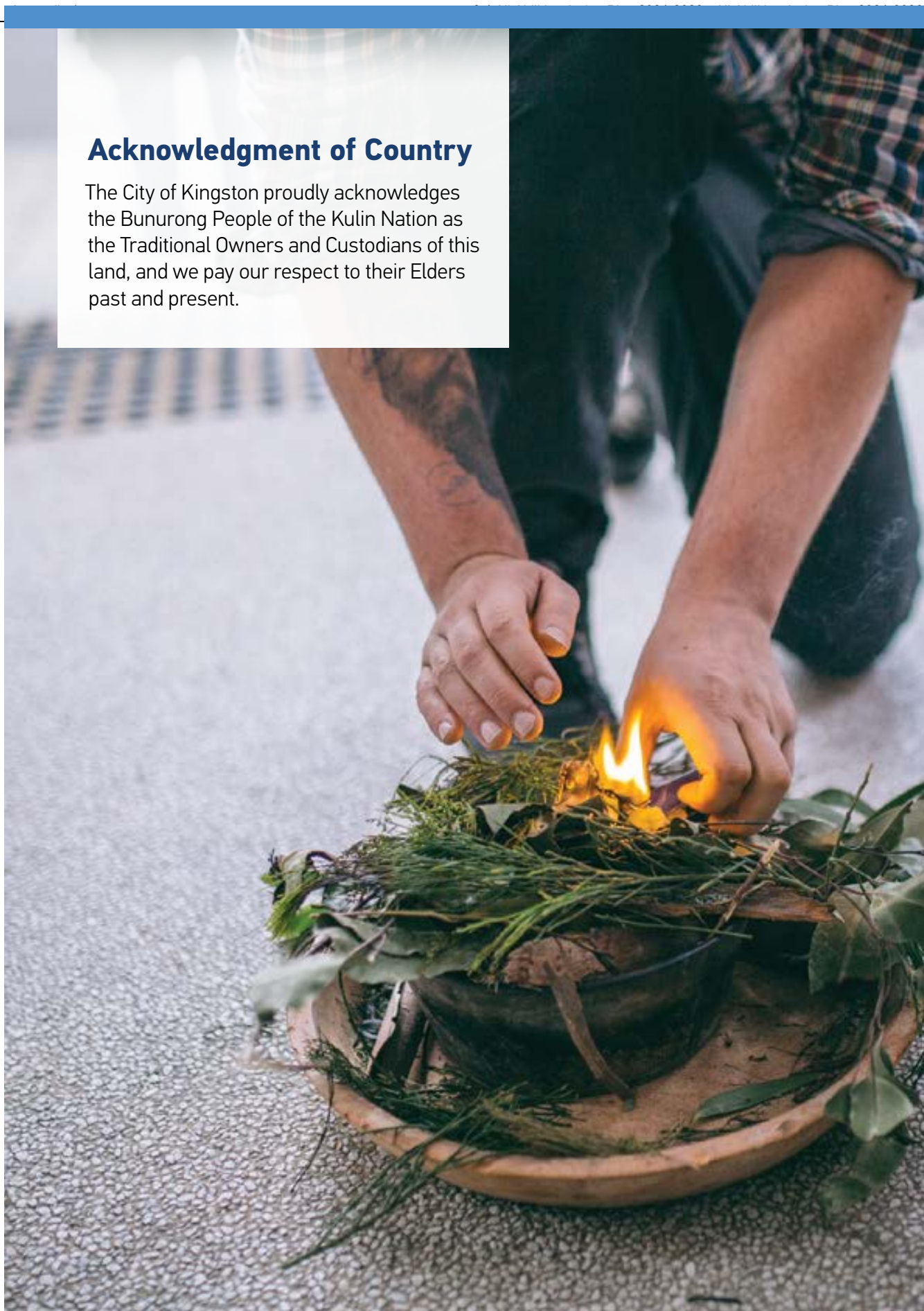
2024–2028





## Acknowledgment 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.







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## Mayor's foreword



I am incredibly proud of this action plan! It was designed with people rather than simply for people because your voices matter. This is a real and honest guide to improving inclusion and accessibility in Kingston for people with disability which benefits our whole community. Frank, thoughtful and straight-forward contributions from a team of locals, who either have disability or care for someone with disability, has given this plan heart.

It is an authentic, achievable path to providing people with disability in Kingston more support and we hope it makes our community members with a disability feel valued, included and able to contribute to our community.

Thanks to the input from this Co-design Team and the broader community – including from people with severe or profound disability who are often overlooked - we now have a wonderful All Abilities Action Plan that is, in fact, a whole-of-Council action plan. It will guide future planning and design, putting accessibility, inclusion and safety front and center of everything we do - because universal design makes things better for everyone.

I am absolutely thrilled it is now full steam ahead to bring positive change in our community to improve access, outdoor spaces and culture in an all abilities Kingston.

A handwritten signature in black ink that reads "Jenna Davey-Burns".

**Cr Jenna Davey-Burns**  
Mayor

## Message from the Co-design Team

The development of the All Abilities Action Plan was guided by a team of 16 local people who either have a disability or care for someone with a disability.

The All Abilities Action Plan has been developed by a diverse group of local people all with different experiences of disability. We contributed our experiences and understandings, working together in a respectful and curious way to develop this plan for the benefit of all people in the community. We all felt we had an equal voice, where our contributions were valued, heard and incorporated in the plan. Non-visible and visible disabilities alike were openly discussed and incorporated into the plan. There were many occasions where we wished the broader Kingston community could have the opportunity to learn what we were learning about one another's disabilities and the challenges and insights they bring.

We used our various backgrounds within the local community to ensure there were many and varied opportunities for local people to have input into this plan. Careful consultation also gave a voice to people with more severe or profound disability who would not usually participate including Scope and Better Health Network clients and students from Yarrabah School.

The plan is for everyone who lives, works, studies or visits Kingston. It is a real and honest plan. It continues to be a work in progress in that the more we achieve, the more we can do to include people with disability in our evolving, learning and growing community.

### The importance of language

Kingston City Council is committed to using language that is relevant and respectful. While we may not always get it right, we are committed to being open to change, listening to experiences and continuing to learn.



The Co-design Team.

### How to read the document

This document is set out in two sections. The first section provides a brief introduction to the All Abilities Action Plan, followed the Action Plan itself. Many people are interested in Council's commitments, so we've designed the Action Plan to be quick and easy to find. For people seeking a deeper understanding of the policy context, data insights, community feedback and how the plan was developed, section two provides more detail.

This document adopts a first person perspective, incorporating words and stories from our community. Our aim is to create a document that is easily understood that everyone can connect with.

# Section *One*





# Overview

## Purpose and process

In 2023, Kingston commenced developing its next four-year All Abilities Action Plan to improve physical access, social inclusion and economic opportunities for people with disability. A co-design approach was used which means this plan was designed with people rather than for people. A team of community members who either have a disability or care for someone with disability, came together to help guide the development of the plan. Universal Design Consulting was engaged to facilitate the co-design process and provide community consultation activities across the municipality.

The Co-design Team met on six occasions. In addition to sharing their own lived experience, issues and opportunities to inform the plan, they identified who and how to consult within the Kingston community and refined a range of approaches that included face to face meetings, community drop-in sessions and online surveys. Targeted consultations were held with disability services including Scope, Better Health Network, the Salvation Army and Yarrabah School to ensure that those who may not have a voice in discussions were able to participate. Approximately 225 people were engaged in face-to-face conversations. Combined with online responses through surveys and quick polls on Kingston's Community Engagement website *Your Kingston Your Say*, a total of 391 people were engaged.



## Disability in Kingston

The City of Kingston is a diverse community in Melbourne's south-east with an estimated population of 160,005 in 2022<sup>1</sup>. Like other Australian municipalities, one in five people in Kingston have some form of disability. It is estimated that 33,445 people in Kingston have some form of disability<sup>2</sup>. In 2020, 9,311 (5.9%) people in Kingston reported needing assistance with day to day living<sup>3</sup>. As age increases so does the prevalence of disability. In 2021 people aged 70 years and over comprised 13% of the Kingston population<sup>4</sup>. It is expected that the number of people aged between 75-85 years will increase by 36% over the next 20 years.

National Disability Insurance Scheme (NDIS) statistics show that the primary disability for which people were receiving NDIS support for in 2021 was Autism (1,042), followed by psychosocial disability (461), intellectual disability (489) and developmental delay (414).<sup>5</sup>

Awareness of neurodiversity has become more common over the past few years. Neurodiversity is a combination of traits that are seen as both strengths and challenges. Neurodiversity can include Dyspraxia, Dyslexia, Attention Deficit Hyperactivity Disorder (ADHD), Dyscalculia, Autistic Spectrum, Tourette Syndrome and others<sup>6</sup>. Responding to the challenges faced by people with neurodivergence in our community requires different strategies than the historical focus on physical access issues like ramps and tactile indicators.

1 ABS, 2022

2 ABS, 2020

3 ABS, 2020

4 ABS, 2021

5 NDIS, 2023: <https://data.ndis.gov.au/explore-data>

6 Syracuse University, National Symposium on Neurodiversity, 2011, Arder



## Overview (continued)

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### The plan

Historically, disability was viewed as a medical problem in which an individual and their family could be aided by not-for-profit organisations or charities. More recently, we have come to see disability through the social model and as a valid and vital part of life's diversity.

The plan proposes 30 actions listed under four priority areas in response to research, data, legislative frameworks, the findings of community consultation and the Co-design Team's priorities.

The priorities are:

- Changing attitudes and caring communication
- Healthy and active lifestyle
- Getting around Kingston
- Participating in the workforce

Each priority has an outcome statement developed by the Co-design Team. Each priority area includes a number of actions, tasks, lead departments within Council, timelines and budget.

### Implementation and reporting

This is a whole-of-Council plan that will be progressively implemented over four years. Implementation will strengthen existing community partnerships and require the development of new alliances. Progress towards the 30 actions will be reported annually to the Victorian Government and Kingston City Council.

An update will be provided to the community each year via Council's Annual Report.

## *All Abilities* Action Plan

### **Vision**

As a person with disability in Kingston I feel valued and included and can contribute to my community. I have the freedom to access what I need, when I need it, without feeling vulnerable, because I live in a community where diversity is seen as a strength and accessibility and inclusion benefit everyone.

- Developed by Co-design Team

The Actions are grouped under four priority areas that emerged during the consultation. The Co-design Team developed an outcome statement for each priority to paint a picture of what Kingston will be like when these changes are achieved.



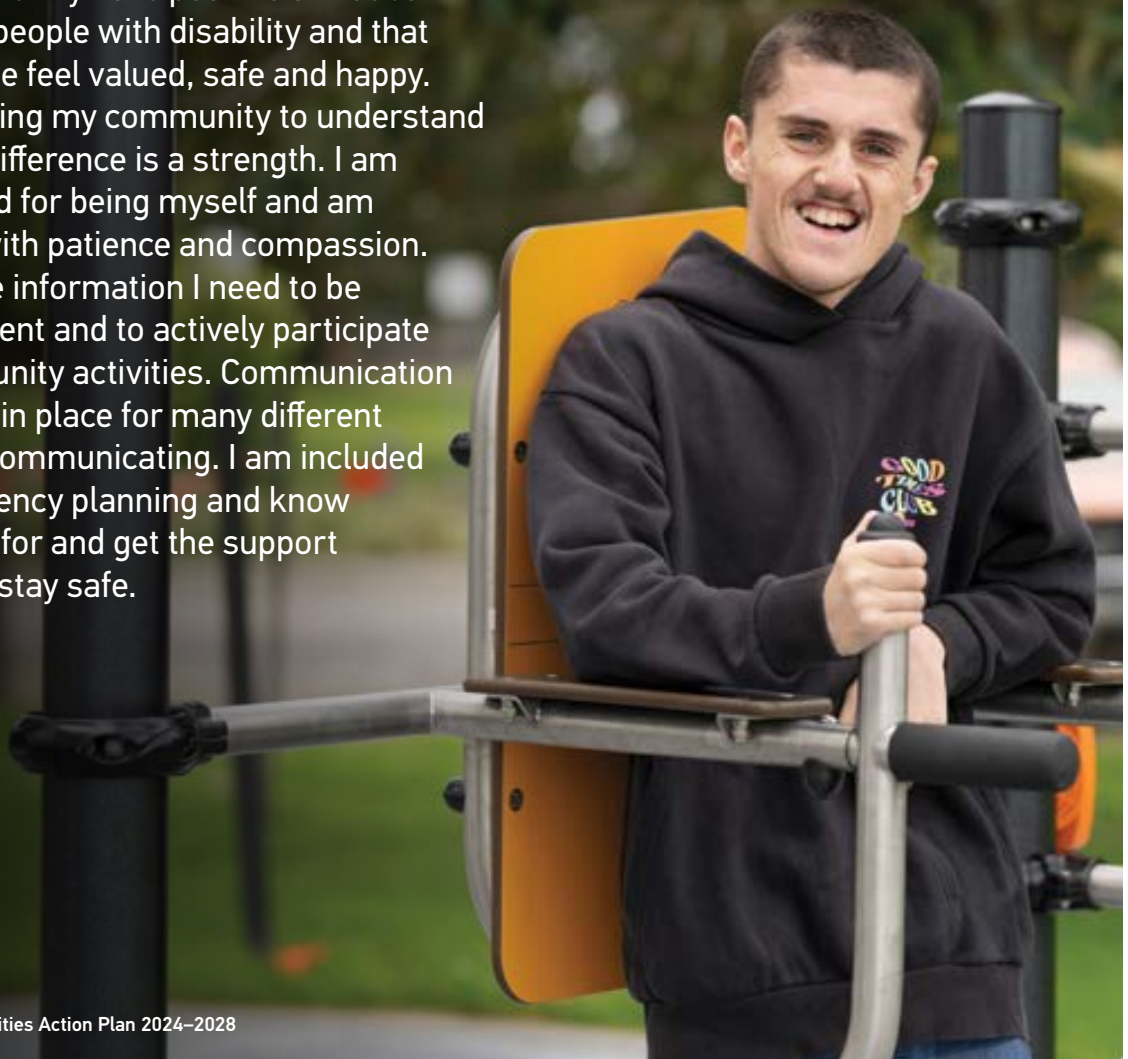


# Priority 1: Changing Attitudes and Caring Communication

*“Can I tell you a story and change your mind?”*

## **Outcome:**

In an inclusive Kingston, people throughout the community have positive attitudes towards people with disability and that makes me feel valued, safe and happy. I am helping my community to understand that my difference is a strength. I am embraced for being myself and am treated with patience and compassion. I have the information I need to be independent and to actively participate in community activities. Communication tools are in place for many different ways of communicating. I am included in emergency planning and know I can ask for and get the support I need to stay safe.





## Priority 1:

### Changing Attitudes and Caring Communication

#### Action 1.

##### Enhance disability information provision on the City of Kingston website

Finding out about local social and recreational activities for people with disability is not always straightforward. During consultation many people commented that they had 'lost track' of activities since COVID-19 shutdowns. A review of City of Kingston's Disability Information webpage to provide further, timely information about inclusive social groups and opportunities, inclusive sports groups, beach access, local transport options and other local information about access and inclusion is needed.

Tasks	Lead Department	Timeline	Budget
<ul style="list-style-type: none"><li>» Identify information priorities from the Co-design Team and community consultation</li><li>» Develop key customer documents in easy English</li><li>» Review and update Council's website content annually</li><li>» Build a collection of photographs of local people with disability and carers in locations around Kingston and utilise them in Council's various print and online publications</li><li>» Promote accessible parking spaces in Kingston through various mediums</li></ul>	<ul style="list-style-type: none"><li>» Inclusive Communities</li><li>» Advocacy, Communications and Engagement</li></ul>	2024–25, monitor ongoing	Included in existing budget

**Priority 1: Changing attitudes and caring communication (continued)**

**Action 2.**

**Develop ‘Local People, Local Stories’ program**

When people with disability tell their story it can have a profound impression and change long-held attitudes and prejudices. Storytelling is an age-old form of passing on wisdom and understanding. Kingston Libraries and Kingston Arts will skill up and support local people with disability to tell their stories to a wider local audience through a structured and supported program. The program will form part of Kingston Libraries proposed oral histories program.

Tasks	Lead Department	Timeline	Budget
<ul style="list-style-type: none"> <li>» Develop format and approach for the program</li> <li>» Recruit and train local people with disability in storytelling</li> <li>» Deliver live, record program and distribute via various platforms</li> </ul>	<ul style="list-style-type: none"> <li>» Arts, Events and Libraries</li> <li>» Inclusive Communities</li> </ul>	Investigate and develop in 2024–25; deliver in 2025–26; monitor ongoing	Included in existing budget and seek external grant for storyteller training

**Action 3.**

**Implement a neurodiversity-friendly program in Kingston’s libraries**

Libraries are a treasured community resource long valued by many people with disability as a source of trusted information and community connection. Kingston’s library staff will be provided with further training about how different people process and communicate information in different ways and have different sensory tolerances to noise, light and crowds. Quiet and sensory-friendly spaces will be developed, and in any infrastructure review, establishing quiet rooms in libraries will be prioritised.

Tasks	Lead Department	Timeline	Budget
<ul style="list-style-type: none"> <li>» Develop quiet rooms and sensory-friendly spaces in selected library locations and explore opportunities for quiet rooms in other Councils buildings</li> <li>» Promote an understanding that storytime is for everyone, including children whose disability may lead to noisy behaviours</li> <li>» Maintain staff knowledge and use of communication tools such as communication boards for customers with limited verbal capacity</li> <li>» In any infrastructure review, consider integrating quiet rooms into libraries</li> <li>» Develop a quiet room toolkit to support Council and other organisations to provide quiet rooms</li> </ul>	<ul style="list-style-type: none"> <li>» Arts, Events and Libraries</li> </ul>	2024–25, Communication tools currently in use; Quiet rooms as opportunities arise	Quiet room costs will be considered as part of infrastructure reviews

## Action 4.

### Implement a targeted training program plan for customer-facing staff

Every individual's understanding of disability is different. This understanding can be shaped by our personal experience of having a family member, colleague or friend with disability or in some cases, not knowing anyone with disability. Council wants to increase staff confidence and skills when communicating with people with disability ensuring that all our residents can make the most of local services and facilities on offer. Currently, community centres, customer service centres and libraries have communication boards available to assist customers who need this support.

Tasks	Lead Department	Timeline	Budget
» Maintain Scope communication accreditation (Access Symbol) delivered to community centres, customer service centres and libraries for the current three-year period, then review	» Customer Experience and Corporate Performance	Map priorities, develop program in 2024–25, Deliver; in subsequent years	Included in existing budget
» Explore providing training for staff in welcoming and communicating to customers with disability	» Arts, Events and Libraries		
» Explore implementing the Hidden Disability Sunflower Program	» Inclusive Communities		

## Action 5.

### Maintain web and communications accessibility

The digital world is a major part of our lives and the main way Council communicates to residents and ratepayers. Council is dedicated to working towards the Web Content Accessibility Guidelines (WCAG) 2.1 AA Standards across our website and digital communications. The WCAG ensures that people who are blind or vision impaired can use screen readers which convert text to speech and make font sizes, colours, contrasts and language readable. 'You can't be what you can't see' is a commonly used phrase in disability advocacy. Including positive images of people with disability in Council communications will help increase awareness and foster a greater sense of inclusion for people with disabilities.

Tasks	Lead Department	Timeline	Budget
» Work towards WCAG 2.1 AA Standards	» Advocacy, Communications and Engagement	2024–25, monitor ongoing	Included in existing budget
» Increase staff awareness and use of online accessibility checking tools			
» Develop an internal guide for accessible and inclusive communications			

**Priority 1: Changing attitudes and caring communication (continued)**

**Action 6.**

**Establish an ongoing disability access and inclusion consultative forum**

The combined experience and wisdom of the 16 member Co-design Team that helped develop this plan has increased Council’s understanding of what is relevant and important to people with disability and where significant improvements can be made. Council will investigate establishing some form of paid ongoing co-design consultative forum to provide perspectives from people with disability for input on project, strategy and policy development.

Tasks	Lead Department	Timeline	Budget
<ul style="list-style-type: none"> <li>» Invite the All Abilities Plan Co-design Team members to continue providing advice on key strategic Council projects</li> <li>» Investigate adapting the Co-design Team as a consultative group providing advice to Council</li> </ul>	<ul style="list-style-type: none"> <li>» Inclusive Communities</li> <li>» Advocacy Communications and Engagement</li> </ul>	Investigate, establish processes in 2024–25; monitor ongoing	Sitting fees for participants included in existing budget

**Action 7.**

**Install hearing loops or best practice assistive listening devices in selected rooms in Council buildings**

During meetings held in Council facilities, a person’s ability to hear can impact on their ability to participate and access services. Currently, the most widely used and accessible technology is hearing loops or audio induction loops installed in a room providing a magnetic, wireless signal that can be received by a hearing aid. Council will monitor current and best practice assistive listening devices and make them available where possible. Other building design features like carpeting and acoustic panels can also assist in creating a more hearing friendly environment.

Tasks	Lead Department	Timeline	Budget
<ul style="list-style-type: none"> <li>» Prioritise installation of hearing loops or best practice assistive listening devices in new and existing in buildings where community meetings occur</li> <li>» Provide information within the room and via Council’s website and intranet about the locations of hearing loops or best practice assistive listening devices and how to use them</li> <li>» Continue using carpeting and acoustic treatments where possible and appropriate during renewal works.</li> </ul>	<ul style="list-style-type: none"> <li>» Infrastructure</li> <li>» Inclusive Communities</li> </ul>	Develop list of target rooms in 2024-25; implement progressively	Buildings renewal and maintenance budget

## Action 8.

### Communicate opportunities and accessibility updates to carers

Approximately 17,747 people in Kingston care for a family member or friend.<sup>7</sup> Carers Victoria describe carers as 'social glue'. Keeping carers connected and informed has positive impacts for themselves, those that they care for and our community. Programs and services, provided through other levels of government for example, offer financial support to keep carers engaged in the community while continuing their caring role. Historically, carers were often not considered and overlooked. Council understands the need to keep carers informed and aims to communicate directly with them.

Tasks	Lead Department	Timeline	Budget
<ul style="list-style-type: none"><li>» Create a mailing list to communicate opportunities and accessibility updates in Kingston to carers and people with disability</li><li>» Promote support services and resources for carers</li><li>» Work directly with carers to better understand their challenges when caring for someone in Kingston</li></ul>	<ul style="list-style-type: none"><li>» Inclusive Communities</li></ul>	2024–25, monitor ongoing	Communications and promotional support included in existing budget

## Action 9.

### Communicate access improvements to facilities

Often people with disability will develop an internal map of what places are and are not accessible to them. If we improve accessibility, it is important to communicate the change. Everyone's access needs are different and its more useful to describe the conditions than to simply label them as accessible. This also signals to people with disability that Kingston is actively and continually working to be more inclusive.

Tasks	Lead Department	Timeline	Budget
<ul style="list-style-type: none"><li>» Provide explicit information as part of promoting new and upgraded facilities</li><li>» Describe the improvements and use photographs of the accessible elements</li></ul>	<ul style="list-style-type: none"><li>» Inclusive Communities</li><li>» Advocacy, Communications and Engagement</li></ul>	2024–25, monitor ongoing	Included in existing budget

7 ABS, 2021



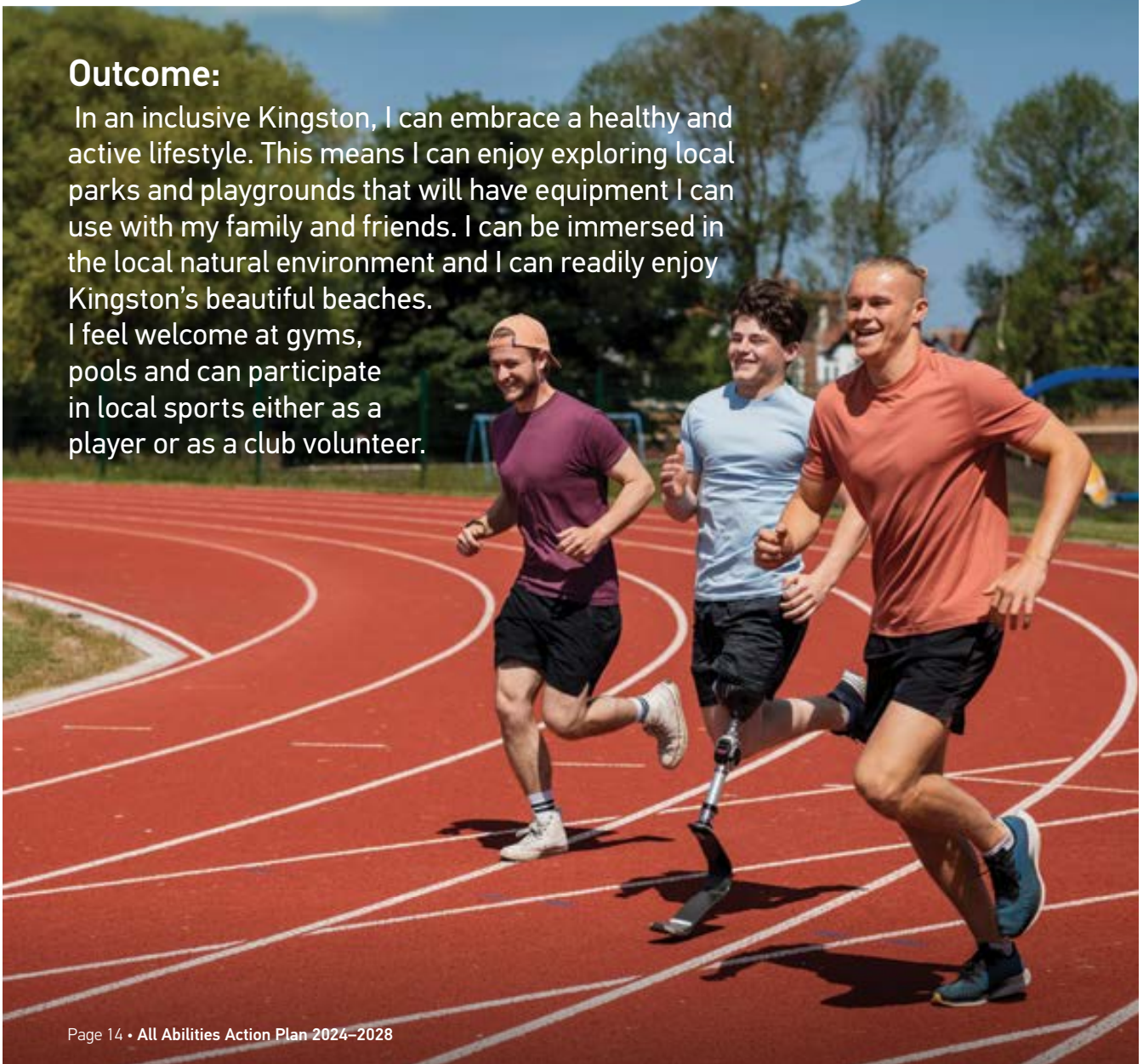
## Priority 2: Healthy and Active Lifestyle

*“Can I play and be healthy and active here?”*

### **Outcome:**

In an inclusive Kingston, I can embrace a healthy and active lifestyle. This means I can enjoy exploring local parks and playgrounds that will have equipment I can use with my family and friends. I can be immersed in the local natural environment and I can readily enjoy Kingston’s beautiful beaches.

I feel welcome at gyms, pools and can participate in local sports either as a player or as a club volunteer.





## Priority 2:

### Healthy and Active Lifestyle

#### Action 10.

##### Improve beach accessibility

Visiting the beach has a positive effect on our mental and physical health and it's an experience that everyone deserves the opportunity to enjoy. With six patrolled beaches along 13km of coastline, each beach varies in terms of the six factors of accessibility needed to enable a person with mobility issues to access the water. These factors are: accessible parking; compliant path of travel from parking to life saving club; availability of beach wheelchair; system for booking the beach wheelchair; accessible change facility with hot showers; beach matting including a system to install it. The initial focus will be on the four lifesaving clubs within the municipality that have made progress towards accessibility: Mordialloc, Carrum, Chelsea Longbeach and Mentone.

Tasks	Lead Department	Timeline	Budget
<p>At Mordialloc, Carrum, Chelsea Longbeach and Mentone Life Saving Clubs:</p> <ul style="list-style-type: none"> <li>» Review current access conditions of Clubs and continue to work towards improved accessibility at these sites</li> <li>» Develop a broad plan for accessibility across Kingston's patrolled beaches</li> <li>» Develop a Memorandum of Understanding around beach wheelchairs and matting in partnership with clubs</li> <li>» Identify equipment gaps and support clubs with funding applications for necessary equipment</li> <li>» Provide information on Council's website about beach wheelchairs and the need for participants to bring a support person</li> <li>» Continue to work with Accessible Beaches Australia and the Beach and Waterways Access Network regarding an integrated nation-wide booking program</li> <li>» Continue to implement foreshore access improvements</li> <li>» Construction of a new ramp at Parkdale</li> <li>» Continue planning access improvements at activity precincts and car parks along the Mentone Parkdale foreshore including at the Dixon Street, Antibes Street and Rennison Street car park</li> </ul>	<ul style="list-style-type: none"> <li>» Active Kingston</li> <li>» Inclusive Communities</li> <li>» Open space</li> <li>» Infrastructure</li> <li>» City Works</li> <li>» Project Management Office</li> </ul>	<p>Develop plan in 2024–25, implement progressively</p>	<p>Included in existing budget. Annual budget: may require budget bids for improvements</p>

## Priority 2: Healthy and active lifestyle (continued)

### Action 11.

#### Encourage and promote accessible programs and activities along the Kingston foreshore

Kingston's coastal setting inspires a range of water-based recreation. There are some opportunities for people with disability to participate, and these require further development and promotion.

Tasks	Lead Department	Timeline	Budget
<ul style="list-style-type: none"> <li>» Promote Mordialloc Motor Yacht Club's and Mordialloc Sailing Club's Sailability Program</li> <li>» Promote Parks Victoria's accessible kayak launch facility at Patterson River via Council's website</li> <li>» Explore opportunities with other water-based recreation clubs to deliver additional programs</li> </ul>	<ul style="list-style-type: none"> <li>» Active Kingston</li> <li>» Inclusive Communities</li> </ul>	2024–25, monitor ongoing	Included in existing budget

### Action 12.

#### Support sporting clubs to be more inclusive

Many people with disability would like to be part of a sporting team and many clubs would like to be more inclusive but are unsure of how to achieve this. There are many mental health benefits to participating and belonging to a sporting club. There are also several existing all abilities activities within the community, providing opportunity to explore an all abilities precinct within Kingston.

Tasks	Lead Department	Timeline	Budget
<ul style="list-style-type: none"> <li>» Provide financial support through the Kingston Grants Program for clubs to engage specialised coaches to upskill sporting club coaches and to purchase specialist equipment required for inclusion</li> <li>» Broker partnerships with existing inclusive clubs who can help guide and mentor other clubs</li> <li>» Encourage clubs to offer modified programs, equipment and opportunities for increased participation</li> <li>» Promote volunteering options within clubs for people with disability who may like to participate off-field (eg. scoring)</li> <li>» Assist sports club to apply for non-council funding</li> <li>» Partner with peak bodies to share skills with local clubs</li> </ul>	<ul style="list-style-type: none"> <li>» Active Kingston</li> <li>» Inclusive Communities</li> </ul>	2024–25, progressively implement	Included in existing budget and encourage clubs to seek City of Kingston community grants



### Action 13.

#### Implement Kingston's sporting pavilion development guidelines and consider the broader precinct to prioritise access improvements

Sports pavilions play a significant role as social hubs for everyone associated with sporting clubs. This may include players and volunteers, as well as friends and family members who come to support and spectate. Kingston's Sporting Pavilion Development Guidelines place an emphasis on disability access and are to be progressively implemented as new facilities are constructed and older pavilions are renovated.

Tasks	Lead Department	Timeline	Budget
<ul style="list-style-type: none"><li>» Prioritise accessibility improvements</li><li>» Seek input from people with disability when developing plans for pavilions and reserves</li><li>» Describe and promote the improvements once implemented</li><li>» Review broader sport reserves access as part of pavilion development</li></ul>	<ul style="list-style-type: none"><li>» Active Kingston</li><li>» Infrastructure</li><li>» Open Spaces</li></ul>	2024–25, progressively implement	Included in Capital Works Plan

### Action 14.

#### Progressively increase the accessibility of parks in line with Council's Open Space Strategy

Kingston's Open Space Strategy is the framework for the development and management of our diverse outdoor spaces that give the municipality character and appeal. As a relatively flat area topographically, Kingston has a natural advantage in developing parks that are accessible and easy to navigate. A growing body of research is confirming what many people know intuitively, that time spent outdoors and in nature is good for our mental and physical health. Parks are free and available to all. They are places where people connect for family gatherings, play exploration, exercise and sport.

Tasks	Lead Department	Timeline	Budget
<p>When improving existing open space or developing new open space include, as appropriate and possible:</p> <ul style="list-style-type: none"><li>» Firm or sealed surfaces for strategically selected paths and walking loops to ensure all weather access, for people using wheelchairs, or with balance issues</li><li>» Firm or sealed surfaces from carparks to main features such as picnic shelters and playgrounds</li><li>» Design of picnic shelters and furniture to allow for wheelchair access</li><li>» Seats with arms and backs at intervals along paths to provide rest points and an opportunity for quiet enjoyment</li><li>» Accessible, and all gender public toilets</li><li>» Accessible drinking fountains</li><li>» Shade trees</li><li>» Information about accessibility on Council's website to assist people to plan their journey</li></ul>	<ul style="list-style-type: none"><li>» Open Space</li><li>» Inclusive Communities</li></ul>	As per Open Space Strategy	Included in Capital Works Plan

Priority 2: Healthy and active lifestyle (continued)

**Action 15.**

**Design for greater accessibility in park and street furniture**

Parks and street furniture provide an opportunity to enjoy the surroundings. For many people public seats provides rest points that make a longer journey manageable. The design of furniture can affect the overall accessibility of a site.

Tasks	Lead Department	Timeline	Budget
<ul style="list-style-type: none"><li>» In developing a manual for design of street and park furniture a diversity of body types and access requirements will be taken into consideration including:<ul style="list-style-type: none"><li>- Seats with backs and armrests</li><li>- Pads that accommodate wheelchair users adjacent to standard seating</li><li>- Picnic tables that can accommodate mobility aids.</li></ul></li></ul>	<ul style="list-style-type: none"><li>» Open Space</li><li>» Inclusive Communities</li><li>» Active Kingston</li></ul>	Develop manual in 2024–25	Included in existing budget



## Action 16. Improve the accessibility of playgrounds

Play is important for mental, physical and social development. Our playgrounds need to be places where all children and parents feel welcome and can play safely. Council has a plan for playgrounds and recreation facilities that includes play equipment in playgrounds. While not every part of every playground needs to be fully accessible, every playground needs to have some accessible elements. Children use play equipment differently and inventiveness is part of play. The quality and inclusiveness of a play space is more than just the sum of its play equipment. Paths to the equipment, seating, shade trees (and a toilet depending on the classification of the space) can make a park more or less welcoming and valued as a community gathering space.

Tasks	Lead Department	Timeline	Budget
<ul style="list-style-type: none"> <li>» Plan new playgrounds and upgrade existing playgrounds in accordance with the schedule and classification of the Play Your Way Strategy</li> <li>» Progressively improve regional level playgrounds to include accessible play equipment that can be used by children with mobility, agility or intellectual disabilities</li> <li>» Multiple items of accessible play equipment in suburb and district level parks</li> <li>» Some accessible play equipment in local level parks</li> <li>» Seating and shade trees to enable all members of community to enjoy the space</li> <li>» Ensure there is an accessible path surface to all accessible pieces of equipment</li> <li>» Ensure information about the features of the most accessible playgrounds is available via Council's website, to allow families to plan a visit</li> <li>» Engage with a Disability Discrimination Act (DDA) consultant and/or people with disability when planning or undertaking a major upgrade</li> <li>» Include children with disability in the Play Your Way Park Inspector Program</li> </ul>	<ul style="list-style-type: none"> <li>» Active Kingston</li> <li>» Open Space</li> <li>» Inclusive Communities</li> </ul>	As per Play Your Way Strategy	Included in existing budget as per Play Your Way Strategy and Capital bids

## Priority 2: Healthy and active lifestyle (continued)

### Action 17.

#### Increase the accessibility and inclusivity of Kingston's festivals

The City of Kingston celebrates its community through a series of annual events including Mordi Fest, Spring Fair and Carols by Kingston. All members of the local community are invited to attend. Further consideration of access needs will allow more people with disability to feel welcome and able to participate. An Auslan interpreter currently attends Carols by Kingston. Many community events are held that are not run by Council. There is opportunity to assist other organisations to make their events more accessible and inclusive.

Tasks	Lead Department	Timeline	Budget
<ul style="list-style-type: none"> <li>» Improve physical access to and within Kingston's events</li> <li>» Provide quiet/low sensory spaces where appropriate and possible</li> <li>» Investigate providing a portable Changing Places facility at larger events</li> <li>» Communicate access conditions in detail as part of festival promotion</li> <li>» Explore commercial partnerships with specialist organisations to deliver accessibility</li> <li>» Develop a checklist to share with other groups organising events in Kingston</li> </ul>	<ul style="list-style-type: none"> <li>» Arts, Events and Libraries</li> </ul>	2024–25, progressively implement	Existing budget and additional funding may be required

### Action 18.

#### Embed Universal Design Principles in all Council building projects

Universal Design is the practice of designing and composing a built or developed environment so that it can be accessed, understood and used to the greatest extent possible by all people regardless of their age, size, ability or disability.

Tasks	Lead Department	Timeline	Budget
<ul style="list-style-type: none"> <li>» Provide training to staff including Council capital works owners, design leads and project managers, to understand the principles of Universal Design and their application</li> <li>» Embed all abilities consideration into planning and design stages of the project management framework</li> </ul>	<ul style="list-style-type: none"> <li>» Project Management Office</li> <li>» All capital works clients</li> </ul>	2025–26, progressively implement	Existing budget

## Action 19.

### Allow for dignified disposal of incontinence materials in toilets managed by Council

Public toilets allow us to stay away from home for longer periods. Urinary incontinence affects one in four adult Australians. Poor bowel control is common, affecting about one in 20 people. The social stigma of incontinence combined with the availability and accessibility of toilets can influence the extent to which people with disability and incontinence are able to participate in community. These factors can determine where people travel within the community and how much time they can spend away from home. Discreet and hygienic disposal of continence pads in a public facility can help to maintain dignity and independence. This can be a particular issue for men as male cubicles have traditionally lacked hygienic disposal bins.

Tasks	Lead Department	Timeline	Budget
» Ensure toilets have at least one all gender cubicle with a bin that allows for disposal of incontinence materials	» Open Space » City Works	Implement as per Toilet Construction Schedule	Existing budget

## Action 20.

### Increase the network of Changing Places facilities in Kingston

Some people require lifting from a wheelchair for toileting or changing when out in the community. Many rely on a Changing Places facility, which has a hoist, toilet and adult change table. Kingston currently has four Changing Places located at Peter Scullin Reserve in Mordialloc, Bicentennial Park in Chelsea, Mentone Life Saving club and near Carrum Surf Life Saving Club. A well-planned network of Changing Places across Kingston will further enhance access. Recognising the investment required in construction and maintenance, careful strategic planning is required in locating facilities. Public toilet planning is guided by the City of Kingston Public Toilet Strategy (2016) which is to be reviewed in 2024-25.

Tasks	Lead Department	Timeline	Budget
» As part of the review of Kingston's Public Toilet Strategy, identify locations and a strategy for a network of Changing Places facilities throughout Kingston	» Open Space » Infrastructure » City Works	2024-25, progressively implement.	Included in existing budget for Aquatic centre, seek partial State funding for a facility
» Identify a strategic location for a Changing Places facility in the north of the municipality, preferably located as part of a community facility, in line with design and location guidelines of the Public Toilet Strategy. Seek a development opportunity or subsequent budget bid for implementation	» Inclusive Communities		
» Construct a new Changing Places facility in the proposed new Aquatic Centre in Governor Road, Mordialloc			



## Priority 3: Getting Around Kingston

*“Can I get where I need to go?”*

### **Outcomes:**

In an inclusive Kingston, I can get where I need to go using my preferred modes of transport and safely enjoying the journey. Along the way there are places to rest and recharge my body and mind, with comfortable sheltered seating and quiet spaces. I can find parking spaces that meet my access needs. I have access to facilities like accessible toilets, Changing Places facilities and sensory-friendly spaces that enable me to extend the time I can spend out in the community.





## Priority 3:

### Getting Around Kingston

#### Action 21.

##### Undertake an access audit on intersection designs

Many conditions, ranging from epilepsy to quadriplegia, can prevent people from driving. This increases the reliance on a well-integrated network of footpaths, shared paths, and public transport to be able to get around efficiently, comfortably, and safely. The broader benefits of more walkable neighbourhoods with good public transport include greenhouse gas mitigation, increased community safety, decreased stress and greater opportunity for incidental exercise. Many people with disability rely on the location and additional time allowance of accessible car spaces to make their journey by car manageable. For people who use wheelchairs or mobility scooters, the interface surface between the footpath and the road can be a challenge and sometimes a barrier, where there are steep gradients or an uneven meeting of surfaces.

Tasks	Lead Department	Timeline	Budget
<ul style="list-style-type: none"><li>» Conduct an access audit on proposed new or upgraded intersection designs to ensure a smooth path of travel specifically for people using a wheelchair or mobility aid</li><li>» Respond to resident concerns regarding uneven crossings</li><li>» Conduct accessibility audits in major activity centers</li></ul>	<ul style="list-style-type: none"><li>» Infrastructure</li><li>» City Works</li><li>» Inclusive Communities</li></ul>	Commence 2024–25 and monitor ongoing	Existing budget

#### Action 22.

##### Progressively upgrade accessible parking in Kingston

Accessible car parking allows people with disability with the appropriate parking permit to park closer and for longer than standard conditions, recognising that they may require more time and effort for functions like shopping. Like all car parking in urban areas, space for accessible car parking is contested. People without an obvious disability often face unfair abuse for using an accessible car park.

Tasks	Lead Department	Timeline	Budget
<ul style="list-style-type: none"><li>» Progressively implement and upgrade Council's accessible parking resources, with consideration for community requested spaces, while also endeavouring to upgrade outdated spaces to current standards</li><li>» Implement a community education program to reduce the hostility that people with a non-visible disability often face when using accessible car spaces</li></ul>	<ul style="list-style-type: none"><li>» Infrastructure</li><li>» Inclusive Communities</li></ul>	2025–26	May require additional budget allocation

### Priority 3: Getting around Kingston (continued)

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#### Action 23.

##### Implement the Walking and Cycling Plan including a focus on inclusion and accessibility

Council's Walking and Cycling Plan 2023–2028 seeks to 'provide safer, more healthy, accessible and sustainable ways of getting around that cater for people from diverse backgrounds, so they can easily access local services and work. Its guiding principles include: safe, healthy, inclusive and accessible.' Many people with disability do not have an option to drive and rely on Kingston's walking infrastructure.

Tasks	Lead Department	Timeline	Budget
» Progressively implement the walking and cycling plan including a focus on inclusion and accessibility	» Infrastructure	As per Walking and Cycling Plan	Included in existing budget as per Walking and Cycling Plan

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#### Action 24.

##### Advocate for an adequate network of public transport shelters throughout Kingston

Comfortable and safe bus shelters and train stations are becoming increasingly important as the climate emergency worsens and people with disability, whose health may be vulnerable, may have to wait for transport in extreme weather conditions. In many highly exposed areas, there is only a pole designating a stop.

Tasks	Lead Department	Timeline	Budget
» Work in collaboration with the Department of Transport and Planning (DTP) to advocate for new public transport shelters	» Infrastructure » Advocacy, Communications and Engagement	Commence 2025–26, ongoing	Existing budget

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## Action 25.

### Work with local traders to support actions to improve access to local business

Shops in Kingston vary in accessibility, not just entering a building but also navigating inside. Staff also vary in their confidence in welcoming customers with disability. During community consultation, some people with disability spoke about avoiding some shopping areas and favouring others due to access or attitudes. The City of Kingston has previously prepared information materials and undertaken valuable work with local traders through a 'Good Access is Good Business' campaign. This program can be reviewed, updated and enhanced.

Tasks	Lead Department	Timeline	Budget
<ul style="list-style-type: none"><li>» Review Good Access is Good Business program materials, refine and redevelop resources, and progressively implement with traders' groups</li><li>» Include a range of resources such as toolkits on the Kingston Jobs website to support local business to be more accessible and inclusive</li><li>» Encourage and promote a range of training opportunities to support business to be more accessible and inclusive of people with disability</li></ul>	<ul style="list-style-type: none"><li>» City Economy and Innovation</li><li>» Inclusive Communities</li></ul>	Review materials in 2024–25, pilot 2025–26	Included in existing budget

## Action 26.

### Ensure the needs of people with disability are considered in emergency planning, response and recovery

The climate emergency is increasing the frequency and severity of disasters like heatwaves, bushfires, thunderstorms and flooding. People with disability may need additional support in receiving (hearing/seeing) warnings, moving to a safer place, care in the time they are in a relief centre, and additional physical and financial support should they be forced to permanently relocate from their home. Often people with disability have lower incomes and fewer financial reserves, therefore they have access to fewer appropriate accommodation options.

Tasks	Lead Department	Timeline	Budget
<ul style="list-style-type: none"><li>» Future iterations of the Municipal Emergency Management Plan (next review scheduled for early 2024) will consider and incorporate planning to ensure people with disability are supported before, during and after emergency events. Considerations may include methods of sharing emergency warnings, how to ensure people with disability are safe and adequately supported in emergency evacuations, and are considered in planning for recovery</li><li>» Ensure Emergency Relief Centre's activated by Council are equipped to cope with and adapt to the needs of people with disability</li><li>» If permanent relocation of a person with disability is required, advocate to state and federal agencies to provide appropriate support</li></ul>	<ul style="list-style-type: none"><li>» Infrastructure</li></ul>	Review Municipal Emergency Response Plan in 2024–25	Included in existing budget



## Priority 4: Participating in the Workforce

*“Can I contribute?”*

### **Outcome:**

In an inclusive Kingston, I can actively participate in the workforce and contribute to my community as an employee or volunteer. This means being interviewed by employers who are educated about disability and open to diversity, gaining meaningful employment or volunteering that works for the employers and myself; and feeling accepted as an active member of a team.

The labour force participation rate for people with disability aged 15–64 years is 53.4%, compared to 84.1% of people the same age without disability (Australian Bureau of Statistics, 2020). Despite the hard work of Disability Employment Services and others, this figure has remained largely unchanged from 2003 (53%) to 2018 (53.4%). However, employers often remark on the loyalty and problem-solving skills of people with disability. The concept of ‘getting a foot in the door’ or ‘being given a chance’ was encountered many times during the consultation for this plan.

## Priority 4:

### Participating in the workforce

#### Action 27.

##### Work towards creating an inclusive work environment

Spending a significant portion of our lives at work highlights the importance of being part of a workplace that fosters inclusivity and accessibility. Providing reasonable accommodations, such as assistive technologies, can ensure that employees with disabilities can perform their roles effectively. Moreover, promoting awareness and sensitivity training among staff can cultivate an atmosphere of understanding and acceptance. Investing in training and development initiatives for people leaders creates a top-down approach to promoting inclusivity and cultivates a supportive environment contributing to the well-being and success of all employees.

Tasks	Lead Department	Timeline	Budget
<ul style="list-style-type: none"><li>» Develop a Disability Learning Strategy to develop staff and people leaders skills and knowledge</li><li>» Explore opportunities to enhance the experience of people employed by Kingston with disability</li><li>» Develop a reasonable adjustment policy</li></ul>	<ul style="list-style-type: none"><li>» People and Culture</li></ul>	Develop Strategy 2024–25; Implement Strategy 2025–26	Included in existing budget; additional budget required for implementation

#### Action 28.

##### Work towards establishing inclusive employment pathways

Council itself is a major employer in the City Of Kingston. To support people with disability to be employed at Council a review of all stages of Council's recruitment processes, including interview practices will be conducted to ensure we are an equal opportunity employer for people with disability. Ensure systems and processes are in place to support employees with disability, their supervisor and teammates, including through transitions such as staff changes and restructures.

Tasks	Lead Department	Timeline	Budget
<ul style="list-style-type: none"><li>» Review recruitment practices to be more equitable for people with disability</li><li>» Develop partnerships with specialists in disability employment management</li><li>» Establish opportunities for work experience/ placement for people with disability at Kingston</li></ul>	<ul style="list-style-type: none"><li>» People and Culture</li></ul>	Explore, review and develop in 2026–28	Included in existing budget; additional budget required through budget bids

#### Priority 4: Participating in the workforce (continued)

### Action 29.

#### Strengthen partnerships to facilitate opportunities for employment

There are many organisations whose role involves employment for people with disability, and strengthening local partnerships could identify new opportunities. We have heard from special developmental schools that in some instances they are seeking only one hour a week of work experience for a student. We have heard from some local businesses that they 'don't know where to start' in considering employing a person with disability. Employers who have people with disability on staff stress the importance of being able to call on specialist assistance when difficulties arise. Young people may be unaware of the support available to them through services like Trades Hall's Young Workers Centre. Council can play a valuable role in facilitating discussion between Disability Employment Services, potential employers and local people with disability.

Tasks	Lead Department	Timeline	Budget
<ul style="list-style-type: none"> <li>» Bring together the NDIS Local Area Coordinator (Brotherhood of St Laurence), local disability services (eg Marriott), Yarrabah School and local disability employment services to investigate barriers and opportunities to increasing employment opportunities</li> <li>» Convene local job networks and traders associations to support employment opportunities for people with disability</li> <li>» Assist employers to navigate the disability employment supports</li> <li>» Promote local success stories through communication channels</li> <li>» Encourage part time and micro opportunities as well as full time employment</li> <li>» Encourage and promote a range of training opportunities to support businesses to employ people with disability</li> </ul>	<ul style="list-style-type: none"> <li>» Inclusive Communities</li> <li>» City Economy and Innovation</li> </ul>	2024–25, monitor ongoing	Included in existing budget

## Action 30.

### Increase opportunities for people with disability and seniors to volunteer locally

Volunteers provide a vital contribution to our society. Volunteering takes many forms including life saver beach patrols, opportunity shop staffing and library assistance. For many people with disability, volunteering is a way of giving back or being part of the community that can fit with their capabilities and available time and energy. For some people volunteering can provide a pathway to employment. The value of volunteering to the Australian economy is estimated to be \$25B. Council itself is a volunteer-involving organisation as well as an information and referral service for local volunteer opportunities. For some people with disability, the identification requirements for volunteer work can be hard to achieve as they may not have a driver license.

Tasks	Lead Department	Timeline	Budget
<ul style="list-style-type: none"> <li>» Review volunteer engagement policies and practices to ensure that policies are welcoming for people with disability and can accommodate needs for carer attendance or other reasonable adjustments</li> <li>» Ensure that promotional material for volunteering includes images and stories of people with disability</li> <li>» Train Kingston's (internal) volunteer coordinators in working with staff with disability</li> <li>» Encourage other local volunteer-involving organisations in Kingston to engage people with disability</li> <li>» Work with other community organisations to develop a process for accrediting volunteer applicants who may not have the regular identity documents required in a volunteer recruitment process</li> <li>» Include volunteer opportunities and information on the Kingston Jobs website for people with disability</li> <li>» Develop a Volunteering Strategy for Council with consideration and provision for inclusion of people with disability</li> <li>» Provide training to support local volunteer-involving organisations to engage people with disability, as part of Council's training calendar</li> </ul>	<ul style="list-style-type: none"> <li>» Inclusive Communities</li> <li>» Providers such as Australian Network on Disability</li> </ul>	<ul style="list-style-type: none"> <li>Review in 2024–25; develop Strategy in 2025–26</li> </ul>	<ul style="list-style-type: none"> <li>Included in existing budget ~\$3,000</li> </ul>



# Section *Two*



# How was the plan developed?

## Establishment and role of the Co-design Team

People with disability, carers and disability service providers who live or work in the City of Kingston were invited to be part of a Co-design Team to help shape the plan. An expression of interest was advertised in April 2023 and 26 applications were received. 18 people were recruited, with 16 members remaining active throughout the process. The Co-design Team helped to develop a consultation plan which outlined how to consult the community about their experiences and views on disability. After community consultation the team reviewed the Consultation Summary Report and used this information and their lived experience to guide the development of the All Abilities Action Plan. The ideas and feedback from the Co-design Team were invaluable, particularly in helping plan the consultation process ensuring the voices of people with disability were heard and adding both details and insights that would not have been thought of otherwise. We thank them for their time and commitment to this process and service to our community.



Kingston City Council Staff at Dingley Village Farmers Market, gathering community feedback for the All Abilities Action Plan.

## Consultation methods

Council engaged Universal Design Consulting to assist in consulting with the Kingston community. A Consultation Report by Universal Design Consulting documents the consultation process and findings. A summary is presented here (full report available at: [www.kingston.vic.gov.au/services/health-and-support/accessibility](http://www.kingston.vic.gov.au/services/health-and-support/accessibility)).

## Information gathering phase

This plan is based on information gathered through an initial phase of consultation held from April to July 2023 that sought to understand:

- What challenges are there for people with disability in Kingston?
- What's working well?
- What good ideas people have seen elsewhere, as an indication of what improvements they would like to see for Kingston.

## How was the plan developed? (continued)

### Consultation methods and tools

A range of consultation methods and tools were developed in collaboration with the Co-design Team to provide a variety of ways for community members to give feedback ensuring those with differing abilities and communication needs could participate. A total 391 people were engaged in the community consultation (refer to Table 1 for further details).

The methods and tools used were:

- Survey (online and print version)
- Quick Poll (online)
- Social Media (Facebook, Instagram, LinkedIn)
- Postcards and posters (distributed to libraries, community centres, shops)
- Pop-ups
- Meetings in community settings
- Co-design Team
- One-on-one interviews
- Kingston Staff consultation
- Kingston Councillor workshop

Table 1: Total responses – Survey and direct conversations

Type	Number	%
People with disability	68	22.5%
Carers	38	12.5%
Disability staff and teachers	79	26%
Council staff and Councillors	55	18%
Other (friends, residents)	64	21%
<b>Sub-total</b>	<b>304</b>	<b>100%</b>
+ quick poll (de-identified)	87	-
<b>Total</b>	<b>391</b>	<b>100%</b>

Figure 1: Poster asking for community feedback for the All Abilities Action Plan





# What we heard

The feedback gathered from surveys and community conversations has been organised into the following four key priority areas of the plan, as developed in collaboration with the Co-design Team. These encompass the aspirations and needs of the community and are:



## Priority 1: Changing attitudes and caring communication

Creating an environment of acceptance, understanding, and accessible communication is central to this theme. The focus is on promoting positive attitudes towards people with disability and ensuring that information is accessible to everyone. The objective is to encourage an open and accepting community where people with disability are treated with patience, respect, and understanding.



## Priority 2: Healthy and active lifestyle

Ensuring that everyone can enjoy a healthy and active lifestyle within Kingston is a priority. This theme highlights the importance of accessible outdoor spaces, inclusive playgrounds, and opportunities for sports and recreational activities. The aim is to provide an environment where people of all abilities can engage in physical activities, access nature, and connect with their community while prioritising their well-being.



## Priority 3: Getting around Kingston

Facilitating easy and safe movement throughout Kingston is the core of this theme. The emphasis is on improving transportation options, parking facilities, and infrastructure to enable accessible navigation. The goal is to ensure that people with disability can move freely, independently, and safely across Kingston, promoting their overall engagement with the community.



## Priority 4: Participating in the workforce

People with disability in Kingston want to actively contribute and participate in the workforce. This theme focuses on creating an environment where individuals with disabilities can find meaningful employment and contribute to the community as both employees and volunteers. The goal is to empower people with disability to feel valued and integrated within the workforce, thereby enhancing their overall well-being and community involvement.

# Disability in Kingston

One in five Australians has a disability of some form<sup>8</sup>. In Victoria 18.4% of Victorians report having a disability and in the City of Kingston, 9,311 (5.9%) people reported that they need assistance with day-to-day living due to disability<sup>9</sup>.

There are many conditions that lead to disability with severity of a disability ranging from mild to profound. Some people are born with a disability however most people develop a disability during their life through accident or illness. Anyone could become a person with a disability tomorrow including ourselves, our family or friends.

NDIS statistics provide an insight into the types of disability experienced by Kingston residents. In Kingston 3,356 residents were active participants of the NDIS in the third quarter of the 2022–23 financial year. The primary disability was Autism (1,042), followed by psychosocial disability (461) intellectual disability (489) and developmental delay (414).<sup>10</sup>

Neurodivergence is a general term that refers to conditions which include Autism and ADHD where a person may experience sensory input differently (sometimes more intensely) and process information in a different way to a neurotypical person. The increased recognition and diagnosis of these disabilities requires a more subtle response than for physical access issues like ramps to facilities but is just as important. How information is provided, how customers are received, the design of public buildings, provision of quiet spaces and approaches to staff recruitment all take on a greater focus.

In planning for disability inclusion it is important to consider the issue of income. People with disability are significantly underrepresented in Australia's workforce and despite substantial improvements in Australia's labour market conditions over the last two decades, the gap in employment outcomes for people with and without disabilities has widened. Disability Support Pensions provided by the Australian Government are available to some people and the NDIS provides some assistance for those eligible to fund equipment and services where a person has a permanent and significant disability. NDIS funding has limitations and can be confusing for some to manage.

Individual abilities and community attitudes mean that people with disability are less likely to be in paid employment and are more likely to have a lower income when they are employed<sup>11</sup>. People with disability are more likely to live in poverty or on a low income<sup>12</sup>. Nationally in 2018, 38% (or 670,000) of people aged 15–64 with disability and 51% (or 219,000) with severe or profound disability, had a low level of personal income<sup>13</sup>. As a result, people with disability have less choice and resilience with respect to life expenses like housing, socialising, entertainment, transport and recovery from climate-related crises.

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8 ABS, 2020

9 ABS, 2020

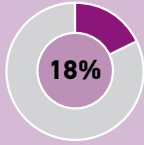
10 NDIS, 2023: <https://data.ndis.gov.au/explore-data>

11 Australian Institute of Health and Welfare, 2022

12 VicHealth, 2012

13 Australian Institute of Health and Welfare, 2022

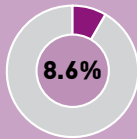
## People with disability in Kingston



**18% of the Australian population** have some form of a disability



**12,796 people living with a mental health condition**



Females

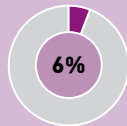


Males

**A greater proportion of females than men need day-to-day help due to a disability**

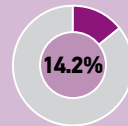
**31.6% of the Kingston population have at least one long-term health condition** (49,897 people)

» Higher than Greater Melbourne 29.5%



**6% of the Kingston population need day-to-day help due to a disability** (9,311 people)

» Higher for Aboriginal and Torres Strait Islander people in Kingston 9.3%



**14.2% of the Kingston population are carers** (17,747 people)

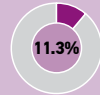
» Higher than Greater Melbourne 12.6%



**A greater proportion of WOMEN are carers**



Women



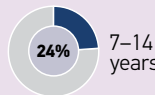
Men

## People who receive NDIS in Kingston

**3,356**

**Kingston residents are active participants of the NDIS**

**Top 3 age groups on NDIS**



7-14 years



0-6 years



55-64 years

**Top 5 types of disabilities on NDIS**



Autism



Intellectual disability



Psychosocial disability

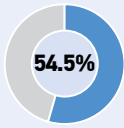


Developmental delay

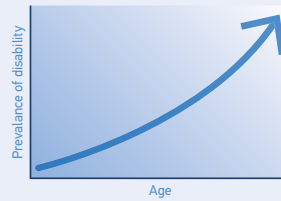


Hearing impairment

## Older people With disability



people over the age of 75 are living with some form of disability in Kingston



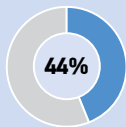
The prevalence of disability increases with age



Aboriginal and Torres Strait Islander people over the age of 55 are living with some form of disability in Kingston

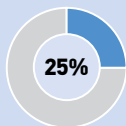
## People who need day-to-day help due to a disability in Kingston

### Education



**Did not complete Year 12: 4,081 people**

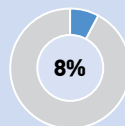
» Higher than people who do not need assistance: 15%



**Completed tertiary education: 2,310 People**

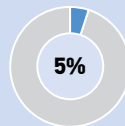
» Lower than people who do not need assistance: 49%

### Income



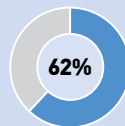
**Nil or negative income: 1,045 people**

» Compared to 4% of people who do not need assistance



**More than \$1,000 per week: 631 people**

» Lower than people who do not need assistance: 23%

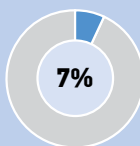


**Income source government benefits and allowances: 5,732 people**

» Higher than people who do not need assistance: 13%



### Employment



**685 people with disability Employed**

» Compared to people who do not need assistance: 56%



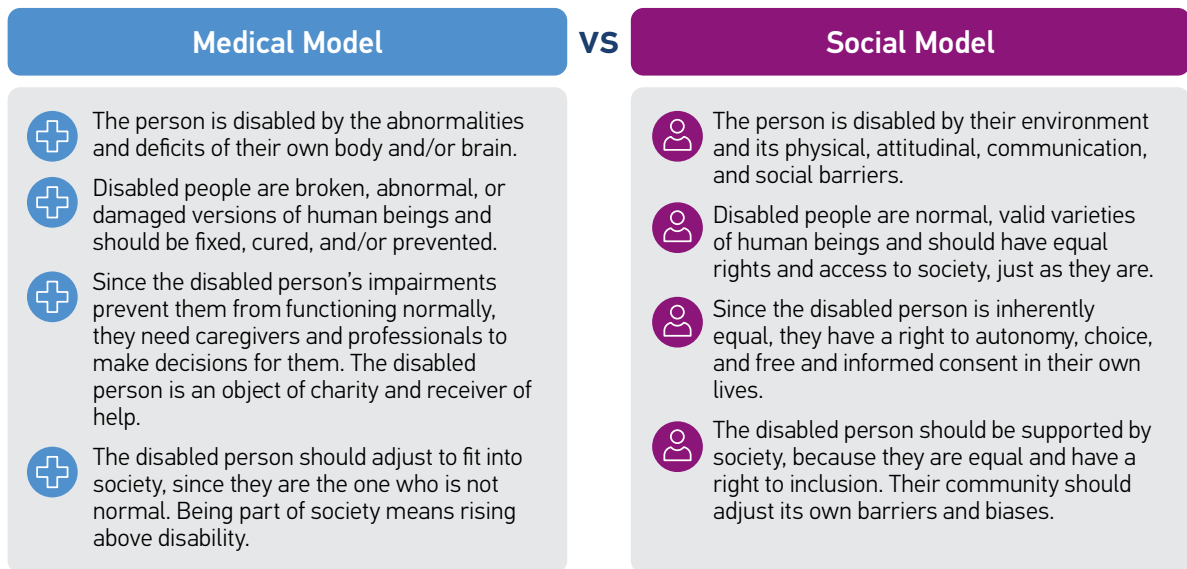
# Approaches to disability inclusion

## The Social Model of Disability

Historically, disability was viewed as a medical problem in which an individual and their family could be aided by not-for-profit organisations or charities. More recently, we have come to see disability through the social model and as a valid and vital part of life's diversity.

As we move away from segregating, institutionalising or 'hiding' people with disability, we work towards being a more integrated and inclusive community and society.

Figure 2: Medical Model Versus Social Model of Disability



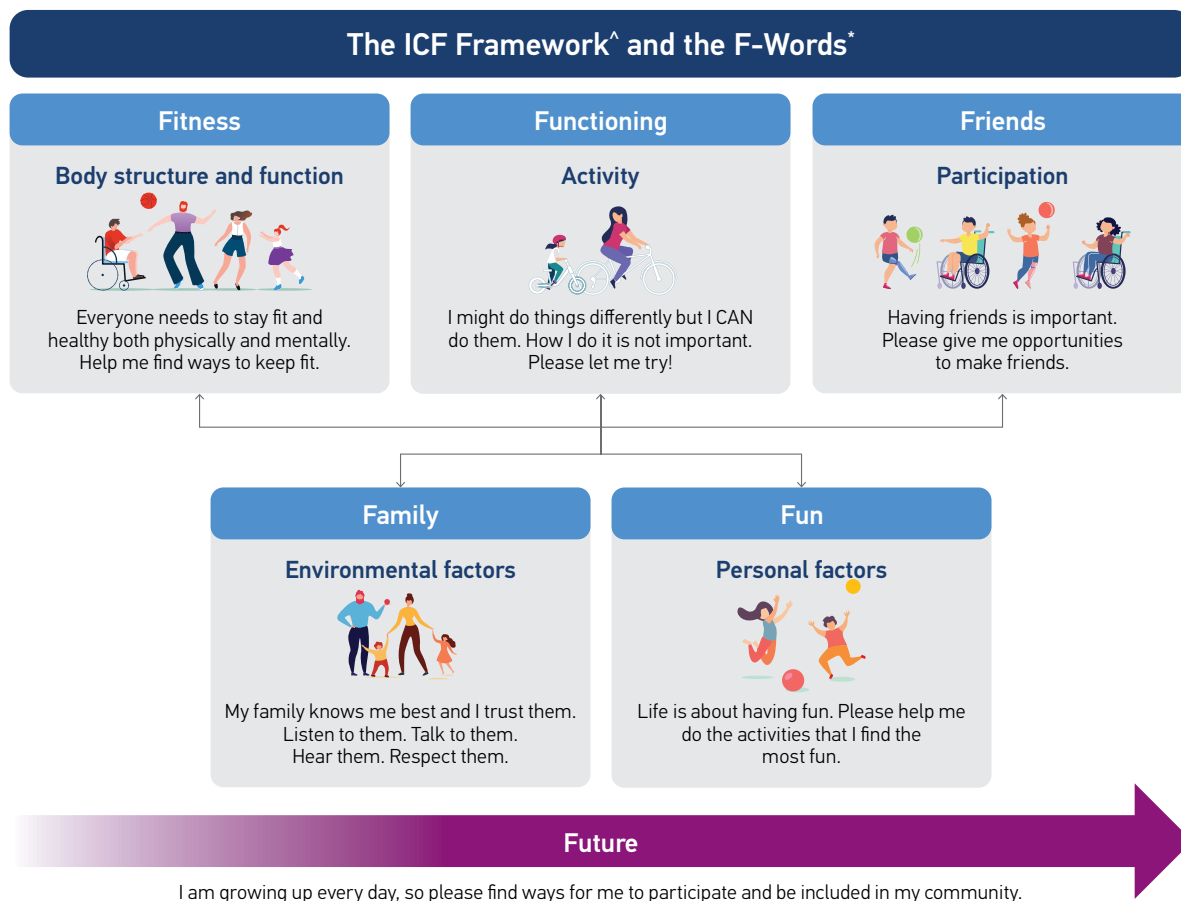
Sources: People with Disability Australia [pwd.org.au](http://pwd.org.au); Satu Järvinen, From Shame to Pride: Empowerment of People with Cerebral Palsy, [satujarvinen.com](http://satujarvinen.com); Get A Plan, [getaplan.org.uk](http://getaplan.org.uk). © Erin Human 2017. [www.erinhuman.com](http://www.erinhuman.com)

## World Health Organisation framework

In 2003, the United Nations' World Health Organisation developed guidelines to measure health. They called the framework the International Classification of Functioning, Disability and Health (ICF). The aim of the ICF classification is to provide a unified and standard language and framework for the description of health and health-related states<sup>14</sup>.

This framework was expanded in 2012 to contain 'The 6 Fs'-Fitness, Functioning Friends, Family, Fun and Future highlighting an individual's needs beyond body structure and functioning for a modern approach to health.

Figure 3: The ICF Framework and the F-Words



Source: [www.canchild.ca/f-words](http://www.canchild.ca/f-words)

<sup>^</sup> World Health Organization. (2001) *International Classification of Functioning, Disability and Health (ICF)*.

<sup>\*</sup> Rosenbaum P & Gorter JW. (2012). The 'F-words' in childhood disability: I swear this is how we should think! *Child Care Health Dev*; 38.

14 World Health Organization, 2001

## Universal Design

Everyone in the community is reliant on the design of our built environments and the acceptance of our social groups to be able to participate in society. We know that if we design built environments to be accessible for people with disability, we are also making those spaces more accessible for all including families with prams, elderly people and people who have a temporary injury.

The importance of access to the built environment has been increasingly recognised over the past 30 years and is now embedded in documents like the Building Code of Australia. Vigilance is required in ensuring the application of these standards. There is also an increasing awareness of the importance of time in nature and the outdoors for both physical and mental health. Providing access to parks and beaches is an emerging priority and access needs to be incorporated as a key objective from the commencement of projects. National accessibility standards are not legal requirements however and outdoor spaces vary presenting challenges.

Figure 4: Universal Design



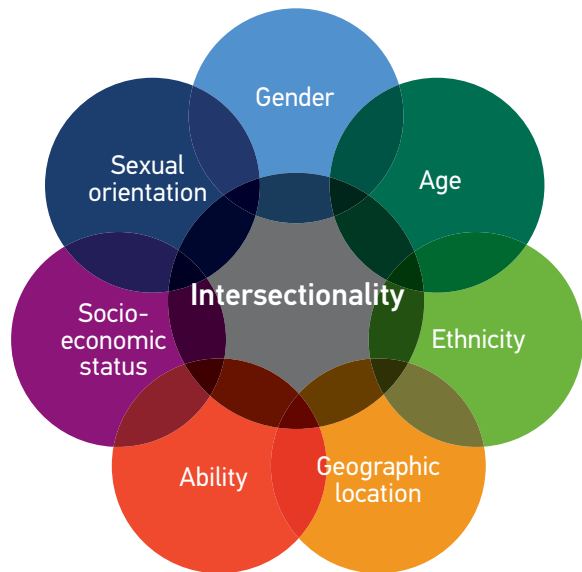
Source: Victorian Government, (2021) *Understanding Intersectionality*

## Intersectionality

'Intersectionality refers to the ways different aspects of a person's identity can expose them to overlapping forms of discrimination and marginalisation. Aspects of a person's identity can include social characteristics such as aboriginality, gender, sex, sexual orientation, ethnicity, religion, ability, socioeconomic status and many other characteristics. Attitudes, systems and structures in society and organisations can interact to create inequality and result in exclusion'<sup>15</sup>. For people with disability the characteristics of stigma and ableism commonly create inequality and result in exclusion.

This plan recognises that an individual's life is shaped by many factors. For some people their disability is only one part of their complex identity and they may experience other pressures and prejudices depending on their identity.

Figure 5: Intersectionality



15 Understanding intersectionality | Victorian Government ([www.vic.gov.au](http://www.vic.gov.au))

# Policy context

## International

The United Nations Convention on the Rights of Persons with Disabilities (CRPD) is designed to promote, protect and ensure the full and equal enjoyment of all human rights and fundamental freedoms by all persons with disabilities and to promote respect for their inherent dignity. Australia was one the first signatories in 2007 and the requirements came into effect in 2008.

## National

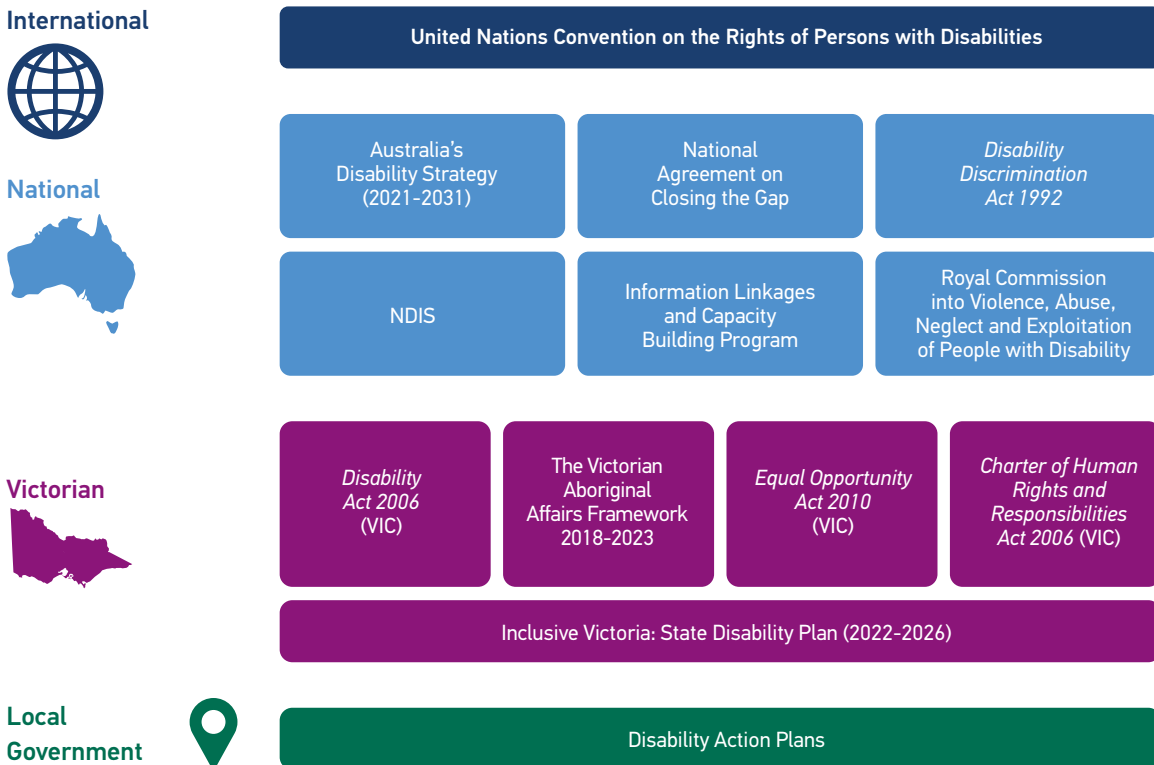
The Commonwealth *Disability Discrimination Act 1992* makes disability discrimination unlawful and promotes equal rights, equal opportunity and equal access for people with disability. When the term DDA compliant is used, it means for example that building access meets the codes associated with The Act.

## State

The Victorian *Disability Act 2006* also makes disability discrimination unlawful and requires public sector bodies to develop a Disability Action Plan for the purpose of:

1. Reducing barriers to persons with disability accessing goods, services and facilities
2. Reducing barriers to persons with disability obtaining and maintaining employment
3. Promoting inclusion and participation in the community of persons with disability
4. Achieving tangible changes in attitudes and practises which discriminate against persons with disability.

Figure 6: Disability policy context – Local, Victorian, National and International

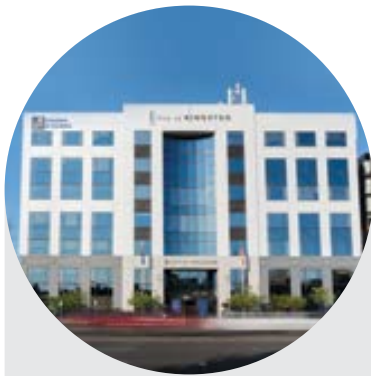




## Kingston City Council

Kingston worked with our community to develop a Community Vision. Over 3,500 people were consulted.

The All Abilities Action Plan is key in bringing this Community Vision to life in the areas of inclusion and diversity and sits alongside the Council Plan. It connects with and mutually reinforces many key strategic documents including but not limited to the Municipal Public Health and Wellbeing Plan, Open Space Strategy and the Walking and Cycling Plan.



### *Our community vision is:*

Kingston is a resilient, inclusive and diverse community. We are building the most liveable and sustainable city in Victoria. We champion and nurture our green and open spaces creating a safe, healthy environment. Our shared legacy connects our community, embracing innovation, making Kingston the place to live.

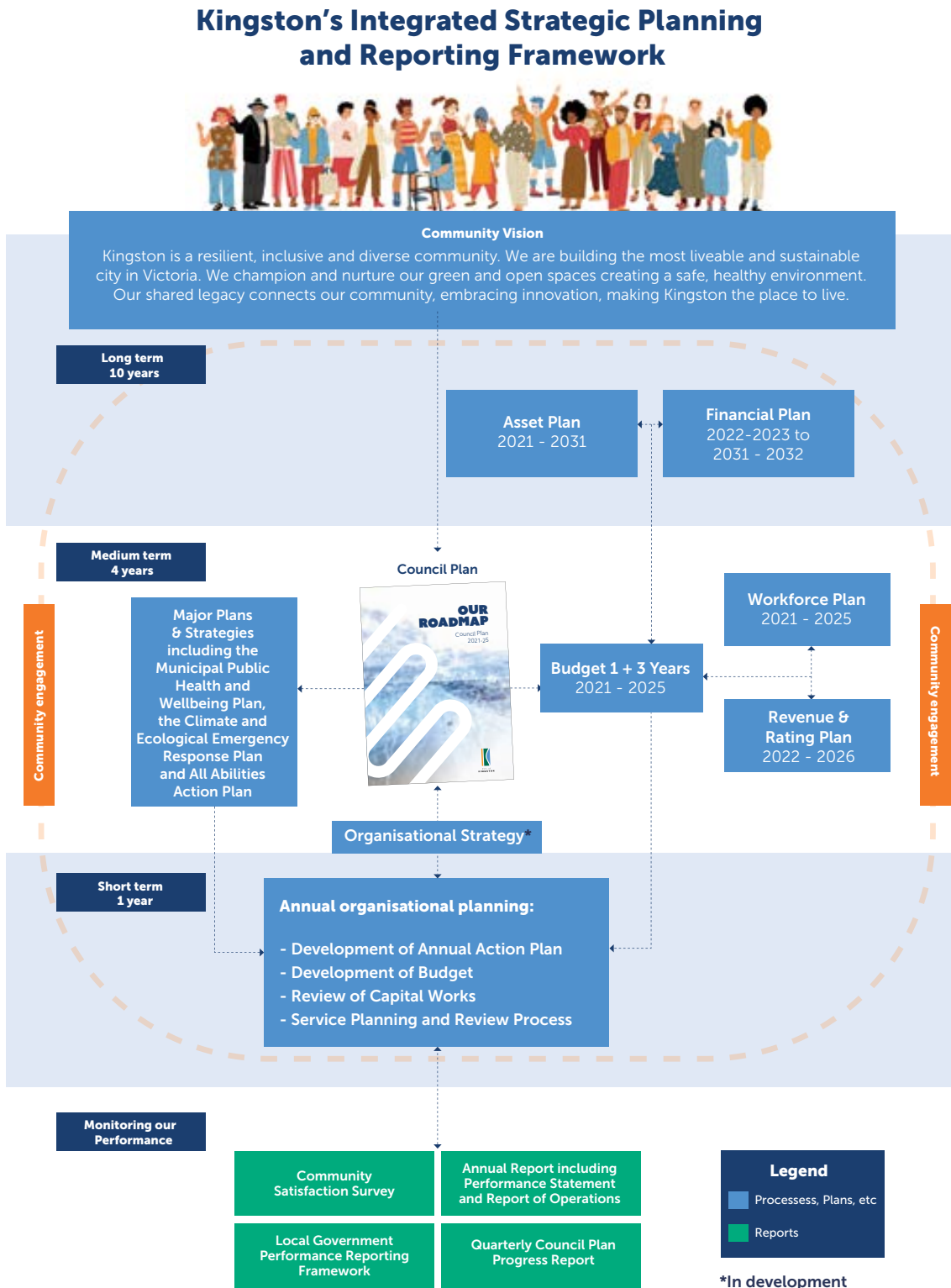
## Council's role and potential in disability access and improvement

Local Councils are the level of government closest to the community, with a broad suite of asset and service responsibilities. Council manages many aspects of the built environment including facilities like libraries, sports pavilions and connecting infrastructure of roads and footpaths. Through services such as Maternal and Child Health and the provision of community grants, Council can also help to create a more inclusive social environment. Council's planning helps ensure that we are designing our urban or built environments and social structures for five out of five community members, not four out of five who fit the traditional 'standard' way of being.

It is important to understand Council's legislative role and level of influence when each issue is being considered, these roles include:



Figure 8: Kingston's Integrated Strategic Planning and Reporting Framework





## *Implementation* and reporting

This is a whole-of-Council plan that will be progressively implemented over four years.

Implementation will strengthen existing community partnerships and require the development of new alliances. Each action in this plan is assigned to a specific work unit or department within Council. Progress towards the 30 actions will be reported annually to the Victorian Government and Kingston City Council.

Given the high degree of community interest in the development of this plan, it is proposed that the local community be kept informed of progress in implementing key projects through Council's standard communication channels including social media. A summary of the annual report to the Victorian Government will be made available on Council's website.

# List of actions

## Changing attitudes and caring communication

- 1 Enhance disability information provision on the Kingston website
- 2 Develop 'Local People, Local Stories' program
- 3 Implement an all inclusive program in Kingston's Libraries
- 4 Implement a targeted training program plan for customer-facing staff
- 5 Maintain web and communications accessibility
- 6 Establish an ongoing disability access and inclusion consultative forum
- 7 Install hearing loops or best practice assistive listening devices in selected rooms in Council buildings
- 8 Communicate opportunities and accessibility updates to carers
- 9 Communicate access improvements to facilities

## Healthy and active lifestyle

- 10 Improve beach accessibility
- 11 Encourage and promote accessible programs and activities along the Kingston foreshore
- 12 Support sporting clubs to be more inclusive
- 13 Implement Kingston's Sporting Pavilion Development Guidelines and consider the broader precinct to prioritise access improvements
- 14 Progressively increase the accessibility of parks in line with Council's Open Space Strategy
- 15 Design for greater accessibility in park and street furniture
- 16 Improve the accessibility of playgrounds
- 17 Increase the accessibility and inclusivity of Kingston's festivals
- 18 Embed Universal Design Principles in all Council building projects
- 19 Allow for dignified disposal of incontinence materials in toilets managed by Council
- 20 Increase the network of Changing Places facilities in Kingston

## Getting around Kingston

- 21 Undertake an access audit on intersection designs
- 22 Progressively upgrade accessible parking in Kingston
- 23 Implement the Walking and Cycling Plan including a focus on inclusion and accessibility
- 24 Advocate for an adequate network of public transport shelters throughout Kingston
- 25 Work with local traders to support actions to improve access to local business
- 26 Ensure the needs of people with disability are considered in emergency planning, response and recovery

## Participating in the workforce

- 27 Work towards creating an inclusive work environment
- 28 Work towards establishing inclusive employment pathways
- 29 Strengthen partnerships to facilitate opportunities for employment
- 30 Increase the opportunities for people with disability and seniors to volunteer locally







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Universal  
Design  
Consulting



# City of Kingston All Abilities Plan Consultation Report

## Prepared by

Universal Design Consulting for the City of Kingston

August 2023



*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 as well as any Aboriginal or Torres Strait Islander community members with us today.*



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This report is based on feedback from people with disability, carers, teachers, support workers and disability advocates who have generously shared their lived experiences.

It recognises and celebrates disability pride, acknowledging that disability is a natural aspect of human diversity. It also acknowledges that barriers to disability inclusion can be further compounded by intersectionality.

The City of Kingston and Universal Design Consulting would like to thank everyone who participated in and gave feedback for this report, especially the 18 members of the Co-Design Team.

We believe your input will help make Kingston more accessible and inclusive for all.





## Executive summary

This report outlines the findings of a comprehensive consultation process aimed at understanding the current state of disability access and inclusion in Kingston, conducted in 2023. The consultation involved a diverse range of methods and tools to gather feedback from people with disabilities, carers, and stakeholders within the community.

### Recurring themes

- **Impact of COVID-19:** The pandemic has led to increased and continuing isolation and anxiety among people with disabilities. Most in-person activities stopped during lockdowns, and many, such as all-abilities sports, do not appear to have been reinstated.
- **Information accessibility:** There is a need for improved communication regarding community activities, disability-related services, and supports. Suggestions include the use of apps, newsletters, flyers, and social media as well as leveraging off existing networks and building relationships to foster the exchange of relevant information.
- **Disability training and awareness:** There is a need for disability training and awareness to support groups, clubs, library staff, event managers, and businesses to be more welcoming and inclusive of people with disability.
- **Sensory-friendly spaces:** Demand exists for more sensory-friendly spaces, events, and relaxed performances that make it easier for neurodivergent people to participate in community activities.
- **Physical access:** While physical access has improved in some respects, there is still a need to address access barriers in shops, older community facilities, parking, footpaths, and toilets.
- **Youth inclusion:** Specific attention is needed for young people with disabilities, particularly during their transition from school to the wider world.

### Consultation methodology

The consultation process employed a variety of methods and tools to ensure diverse participation, including surveys, social media engagement, community meetings, a Co-Design Team, interviews, and more. The Co-Design Team, composed of people with disabilities, carers, and service providers, played a crucial role in guiding the process.



## Community feedback

The feedback gathered from surveys and community conversations has been organised into four key themes, as developed in collaboration with the Co-Design Team. These themes encompass the aspirations and needs of the community:

### 1. Participating in the workforce:

People with disability in Kingston want to actively contribute and participate in the workforce. This theme focuses on creating an environment where individuals with disabilities can find meaningful employment and contribute to the community as both employees and volunteers.

Recommendations include promoting diverse work opportunities, fostering inclusive workplaces, offering education about disabilities to employers and employees, and ensuring accessible physical and psychological environments.

The goal is to empower people with disability to feel valued and integrated within the workforce, thereby enhancing their overall well-being and community involvement.

### 2. Healthy and active lifestyles:

Ensuring that everyone can enjoy a healthy and active lifestyle within Kingston is a priority. This theme highlights the importance of accessible outdoor spaces, inclusive playgrounds, and opportunities for sports and recreational activities.

Recommendations involve collaborating with various stakeholders to improve paths, beaches, and community facilities, making them universally accessible.

The aim is to provide an environment where people of all abilities can engage in physical activities, access nature, and connect with their community while prioritising their well-being.

### 3. Communication and changing attitudes:

Creating an environment of acceptance, understanding, and accessible communication is central to this theme. The focus is on promoting positive attitudes towards people with disability and ensuring that information is accessible to everyone.

Recommendations involve providing training on disability awareness, fostering inclusive events and activities, and using symbols and visual aids for better communication.

The objective is to encourage an open and accepting community where people with disabilities are treated with patience, respect, and understanding.



## 4. Getting around Kingston:

Facilitating easy and safe movement throughout Kingston is the core of this theme. The emphasis is on improving transportation options, parking facilities, and infrastructure to enable accessible navigation.

Recommendations include enhancing accessible parking spaces, improving pathways and road crossings, and increasing the availability of Changing Places facilities.

The goal is to ensure that people with disability can move freely, independently, and safely across Kingston, promoting their overall engagement with the community.

## Recommendations

The report concludes with a series of actionable recommendations to address the needs and aspirations identified within each of the four themes.

To achieve these goals, collaboration with stakeholders and the formation of a Disability Advisory Committee of Council are recommended.

Based on the feedback received, the recommendations incorporate the following principles to develop the City of Kingston's next Disability Action Plan:

- **Engagement of People with Disabilities:** Involve people with disabilities in major projects, plans, and policies developed by the Council.
- **Collaboration for Inclusion:** Collaborate with other organisations, services, and groups to enhance inclusion, participation, and belonging of people with disabilities.
- **Inclusion Across All Council Areas:** Embed access, equity, and inclusion principles across all aspects of the Council.

## Key concerns and priorities

Survey responses highlighted various crucial concerns and priorities, including accessible environments, parking, community participation, disability awareness, job opportunities, affordable housing, green spaces, and improved infrastructure.

In summary, the consultation process revealed significant insights into the challenges and opportunities related to disability access and inclusion in Kingston. The recommendations offer a roadmap for developing the City of Kingston's next Disability Action Plan, aimed at fostering a more inclusive and accessible community.



## Introduction

In April 2023, Universal Design Consulting was engaged by the City of Kingston to undertake an extensive community consultation and Co-Design process, aimed at identifying the needs and aspirations of people with disability in the Kingston community.

This report is a summary of what we heard during consultation, including recommendations for the All Abilities Action Plan. The consultation looks at both access (the physical environment) and inclusion (the social environment)

This approach involved:

- Establishing a Co-Design Team, made up of community members with disability, carers, and disability advocates, to help shape the consultation process and provide direct feedback to Council on matters that affect people living in the municipality.
- Development and delivery of a consultation plan that included a range of in-person and online opportunities for the community to have input and provide feedback about their priorities and issues.
- Collation analysis and synthesis of the feedback into the following report which includes a summary of the different consultation methods and finding, followed by recommendations.

The consultation process identified community priorities and actions contained in this report that will form the basis of the City of Kingston's next Disability Action Plan, which links to the City of Kingston's Council Plan 2021–2025, and Health and Wellbeing Plan 2021–2025.

**Disability data and the Legislative and Policy context can be found in [Appendix 1](#) and [Appendix 2](#) of this report.**



## Consultation themes and report themes

Consultation for this plan was based on five broad themes with 18 "issues" or "topics" focussing on parts of community life that Council is responsible for.

### The consultation themes and topics were:

**Community facilities:** Libraries – Community centres – Pools – Sports clubs – Public toilets

**Open spaces:** Playgrounds – Parks and picnic areas – Beaches

**Getting around:** Parking – Footpaths and roads – Public signage – Public transport

**Sense of belonging:** Work and volunteering – Groups and activities – Community events – Shops and businesses – Arts and culture

**Advocacy, equality, and safety:** Services – Equality – Education – Policy

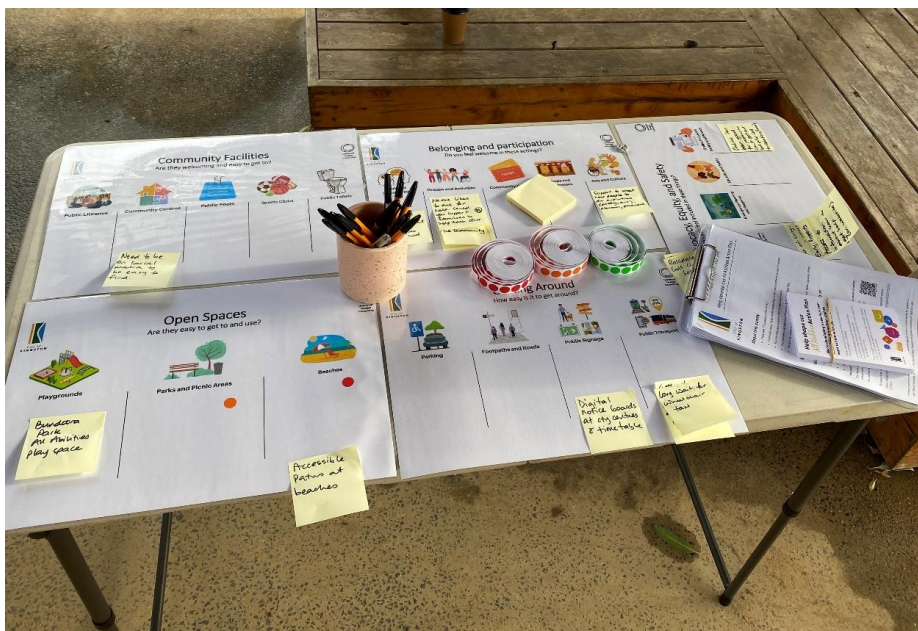


Figure 1: A photograph of an outdoor table with laminated A3 pages which have headings and pictures that relate to the consultation themes and topics. There are pens, coloured dots, post-it notes, copies of the survey and postcards on the table as well.



## Themes for the report and All Abilities Plan

For the All Abilities Plan, new themes were discussed and worked on with members of the CO-Design Team. These themes will form the structure of the All Abilities Plan and have been used to group the feedback in the [summary of feedback](#) and [recommendations](#) sections of this report to provide a line of sight between the feedback and the plan.

1. Participating in the workforce – “Can I contribute?”
2. Healthy and active lifestyles – “Can I be healthy, active and included here?”
3. Communication and changing attitudes – “Can I tell you a story and change your mind?”
4. Getting around Kingston – “Can I get where I need to go?”

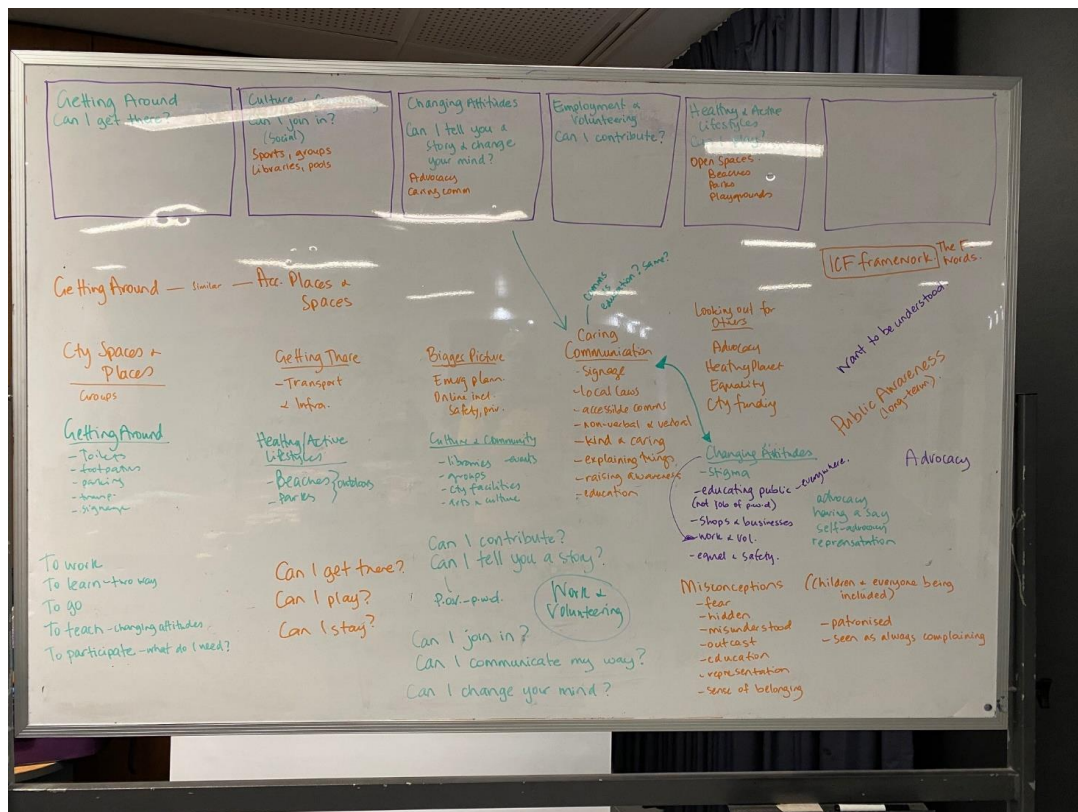


Figure 2: A photograph of a whiteboard showing notes from the brainstorming session held with the Co-Design Team in August 2023.





## How we consulted

### Consultation methods and tools

A broad range of consultation methods and tools were developed in collaboration with the [Co-Design Team](#) and used to provide a variety of opportunities for people to provide feedback and ensure that members of the community with differing abilities and communication needs could participate.

#### The methods and tools used were:

- Survey (online and print version)
- Quick Poll (online)
- Social Media (Facebook, Instagram, LinkedIn)
- Postcards and posters (distributed to libraries, community centres, shops)
- Pop-ups
- Meetings in community settings
- Co-Design Team
- One on one interviews
- Kingston Staff consultation
- Kingston Councillor workshop
- Flashcards

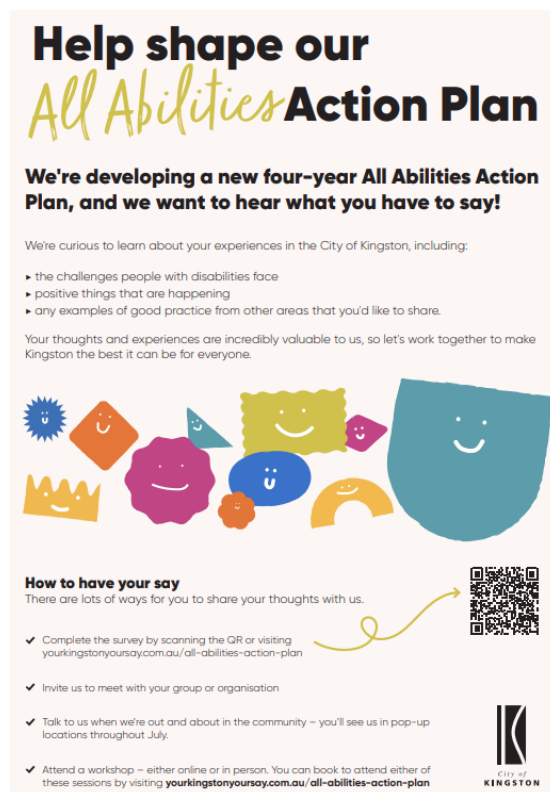


Figure 3: An image of the poster that was developed to promote consultation for the All Abilities Plan.



## Flashcards

A set of 26 flashcards with 'pictograms' representing different issues were given to members of the Co-Design Team to help focus the consultation on areas that Council has responsibility for in the community.

For the community conversations the pictograms were grouped into five themes - Community Facilities, Open Spaces, Getting Around, Belonging and Participation, and Advocacy, Equity and Safety.

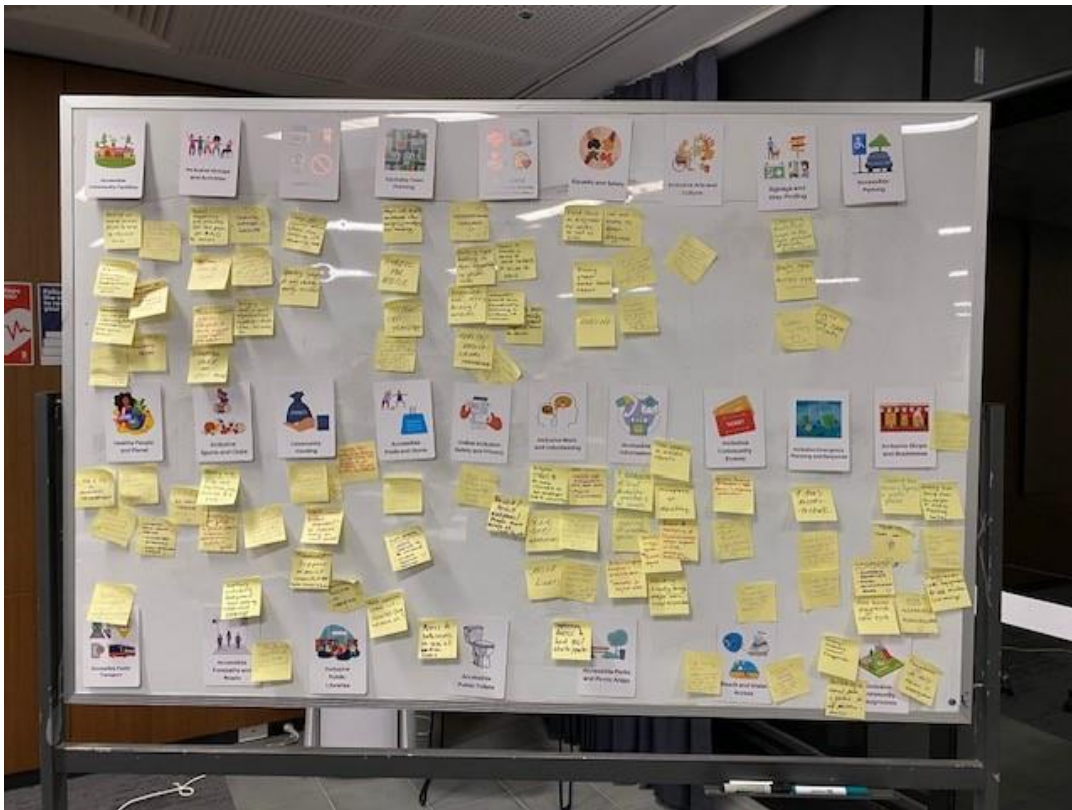


Figure 4: A photo of a whiteboard covered in yellow sticky notes that are grouped underneath the 26 Flashcards used to guide the scope of the consultation. The sticky notes were created by members of the Co-Design Team at their first meeting in May.





## Co-Design Team

To ensure that people with lived experience of disability and carers were truly consulted and involved in the development of the City of Kingston's next All Abilities Plan, a Co-Design team was formed to work alongside the Inclusion Team and the consultants, providing guidance and feedback through each stage.

People with disability, carers and disability service providers who live or work in the City of Kingston were invited to be part of the Co-Design Team. An expression of interest (EOI) process was sent out through targeted and general City of Kingston communication channels in April, and a total of 26 applications were received for the advertised 12 positions. Based on the interest, the Co-Design Team was expanded and 18 people were recruited.

The Co-Design Team's role was to help develop the Consultation Plan, provide feedback from their lived experience, review the summary report, and guide the development of the All Abilities Plan. The team met six times during the consultation, and some members also attended in person consultations and a workshop with Councillors.

The ideas and feedback from the Co-Design Team were invaluable, particularly in helping to devise the consultation process, adding details and insights that would not have been thought of otherwise. As well as helping to develop the consultation process, members of the team were asked to give feedback from a personal perspective about what needs to be improved for people with disability in Kingston, and this has been included in the detailed feedback and recommendations below.



*Figure 5: Members of the Co-Design Team and Kingston staff sitting around a table having discussions in small groups.*



*Figure 6: Co-Design Team members, Kingston staff and consultants standing and sitting in a room, talking around a whiteboard in small groups.*



## Your Kingston Your Say

A dedicated engagement page was set up to capture feedback and provide information to the community about the consultation process and the different ways people could have their say. This included a survey, a quick poll, an invitation to submit photos, and links to in person and online workshops.



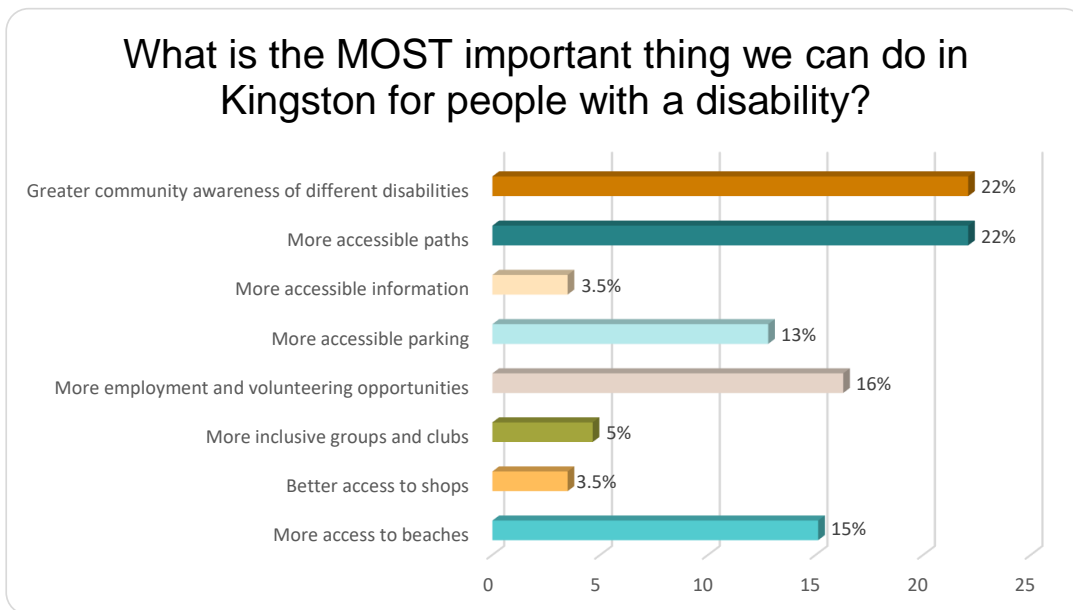
Figure 5: A screenshot of the images and design used to promote community consultation, with the words "Help shape our All Abilities Action Plan"

Engaged	113
Aware	203
Informed	919
Total page visits	1,200
Quick poll contributors	87
Survey started	52
Survey completed	46
PhotoVoice contributors	2



## Quick poll

The quick poll was promoted via social media twice during the campaign and received 87 responses. Of the list provided, accessible paths and greater community awareness of different disabilities were identified as the most important things the City of Kingston can do for people with a disability (22% each), followed by employment and volunteering opportunities (16%) and more access to beaches (15%).





## Online survey

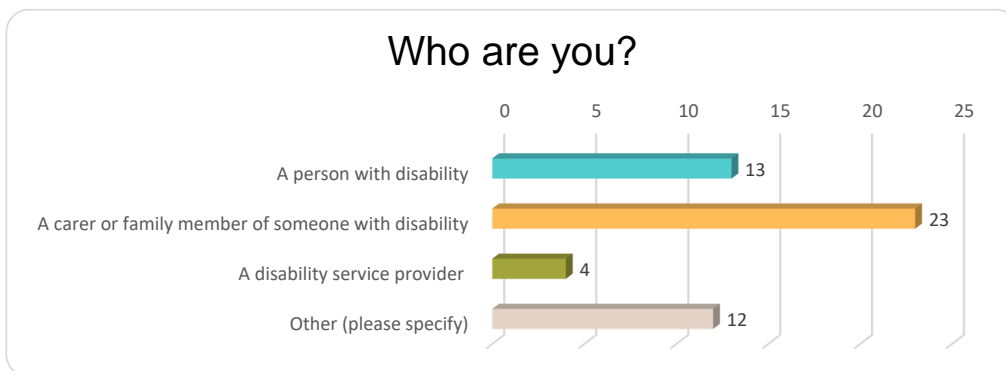
A survey was developed for the Your Kingston Your Say engagement page online. A printed (offline) version was also available. The survey consisted of 22 questions (7 compulsory and 15 optional) using a combination of 'Likert scale' and open text-box responses.

[Help shape our All Abilities Action Plan | Your Kingston Your Say](#)

The questions were grouped into four main themes:

1. Community facilities
2. Open spaces
3. Getting around
4. Belonging

It also asked about people's top priorities, and their vision for a disability-inclusive future in Kingston.



Of the 52 people who responded to the survey, 13 have a disability, 23 care for someone with a disability, 4 are disability service providers and 12 came under 'other' (friend, resident).



## Survey responses - Most important issues

When asked what the **most important issue for people with disability in Kingston** is, survey respondents identified:

**Accessible and inclusive environments:** A focus on ensuring accessibility and inclusivity across built, social, online, and natural environments.

**Accessible parking and permit monitoring:** Addressing accessible parking needs and effective monitoring of permit use.

**Community participation:** Creating opportunities for individuals with disabilities to actively participate in community activities, with a special emphasis on teenagers with intellectual disabilities.

**Indoor air quality:** Ensuring clean and safe indoor air quality for the well-being of individuals with disabilities who have compromised immune systems and are concerned about contracting COVID-19.

**Quiet spaces for neurodiverse individuals:** Providing quiet and sensory-friendly spaces at events for neurodiverse individuals.

**Education and awareness:** Focusing on education for inclusion and increasing awareness about diverse disabilities within the community.

**Improvement of infrastructure:** Enhancing infrastructure like ramps, footpaths, and access points for mobility aids such as scooters.

**Job opportunities:** Increasing job opportunities for people with disabilities to promote economic participation.

**Affordable housing:** Establishing affordable housing options specifically tailored for people with disabilities.

**Well-Maintained public toilets:** Ensuring the availability of clean and well-maintained public toilets that are accessible to all.

**Preservation of green spaces:** Preventing a net loss of green spaces and preserving nature reserves intact.

**Recognition of diverse disabilities:** Acknowledging, respecting, learning about, and addressing a wide range of disabilities, including mental health and neurodiversity, autistic people, and deaf communities.

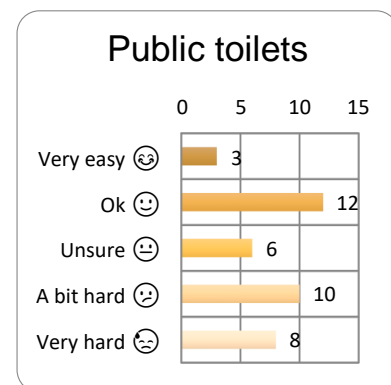
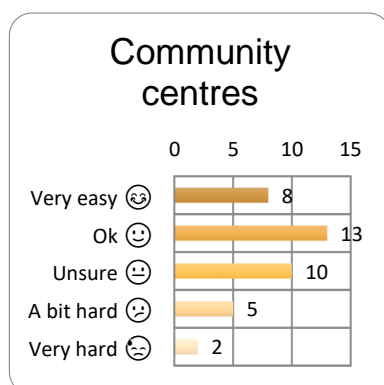
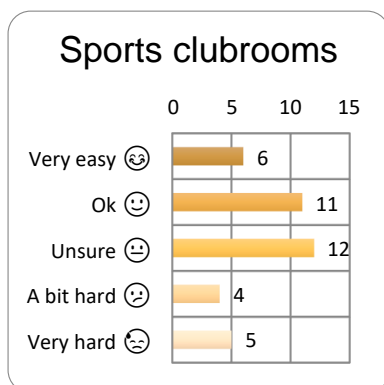
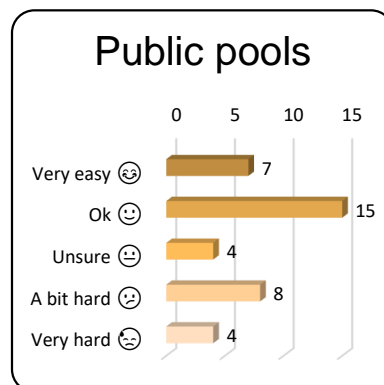
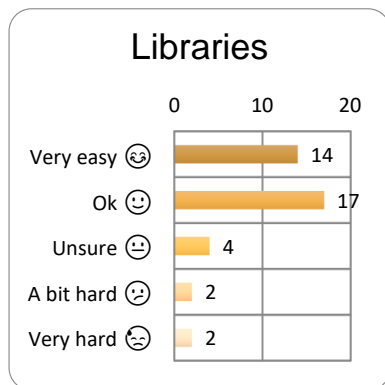
**Pedestrian priority and walkability:** Prioritising pedestrians in urban design and enhancing walkability through improved paths and road crossings.



## Survey responses – Access to community facilities

The question **how easy is it to get to and use the following places** found that of the 36 people who answered this question, libraries were considered the most accessible (13 'very easy' and 16 'ok'), followed by public pools (7 'very easy' and 15 'ok'), community centres (7 'very easy' and 12 'ok'), sports clubs (5 'very easy' and 11 'ok'), and public toilets least accessible (3 'very easy' and 12 'ok').

Of the 13 people with disability who responded, they ranked libraries as the easiest to get to and use, followed by public pools, community centres, sports clubrooms, and toilets. Two people with disability said they found it 'very hard' to get to/use public toilets and sports clubrooms.

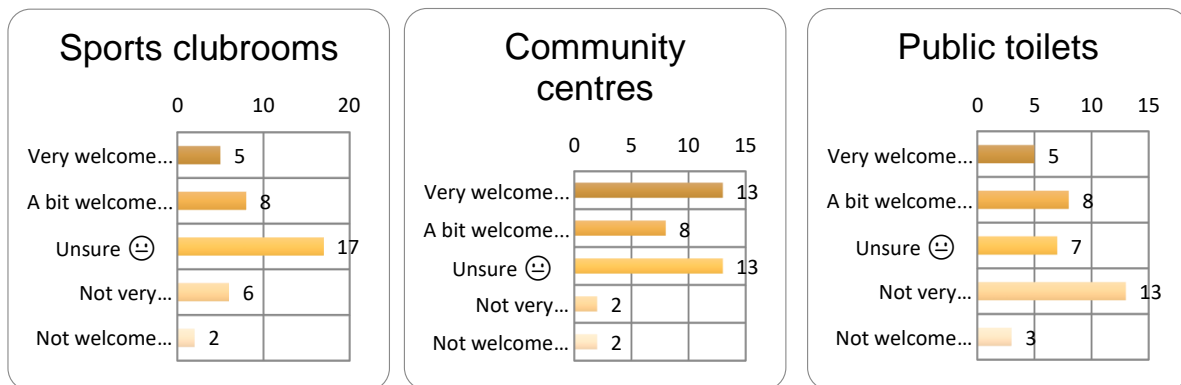
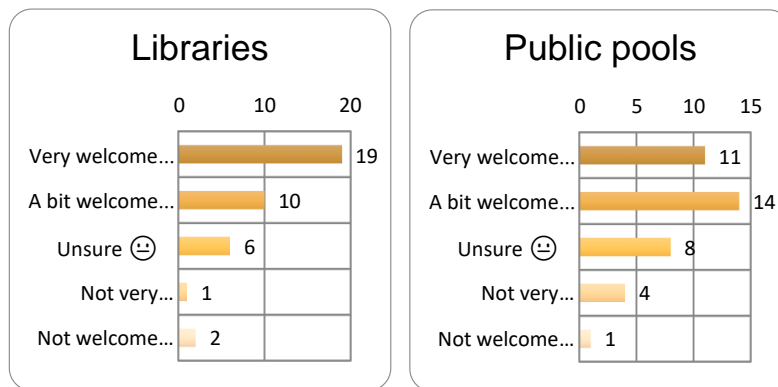




## Survey responses – Inclusion at community facilities

Out of 36 responses to the question **how welcome do you feel in these community facilities**, libraries made people feel most welcome (17 'very welcome' and 9 'a bit welcome'), followed by pools (10 'very welcome' and 12 'a bit welcome') and community centres (12 'very welcome' and 6 'a bit welcome'). A lot of people (16) were unsure how welcome they felt at sports clubs, indicating that they either don't attend these facilities, or are undecided. Toilets were considered the least welcoming, with one respondent questioning how welcome you can be at public toilets.

Of the 13 people with disability who responded to this question, they ranked libraries as the most welcoming, followed by community centres, public pools, sports clubrooms, and toilets. Two people with disability said they did 'not feel welcome at all' in community centres.

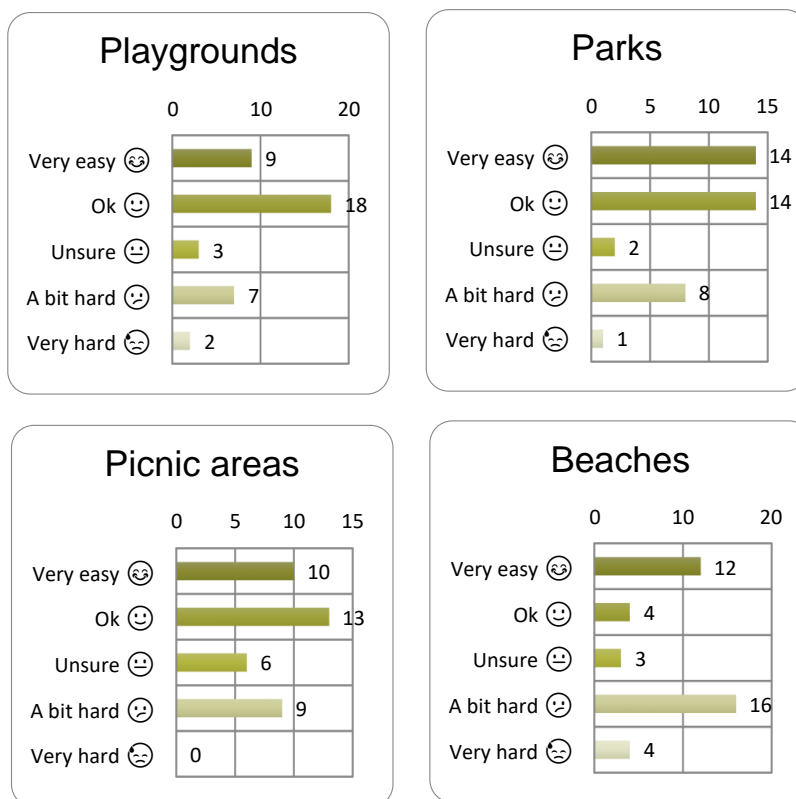




## Survey responses – Access to open spaces

We asked people to **rate how easy or difficult it is to get to and use public open spaces**. Of the 39 people who answered this question, parks (14 'very easy' and 14 'ok') and playgrounds (9 'very easy' and 18 'ok') were considered roughly equal in terms of being the easiest to get to and use, followed by picnic areas (10 'very easy' and 13 'ok'). Beaches got a mixed response, being second easiest but also the hardest places to get to and use (12 'very easy' and 16 'a bit hard').

Of the 9 people with disability who responded to this question, 4 found parks and playgrounds 'very easy' or 'ok' followed by picnic areas (3 'very easy', 2 'unsure' and 1 'a bit hard'). Beaches were the hardest to get to and use (2 'a bit hard' and 1 'very hard') but one person found them 'very easy'.



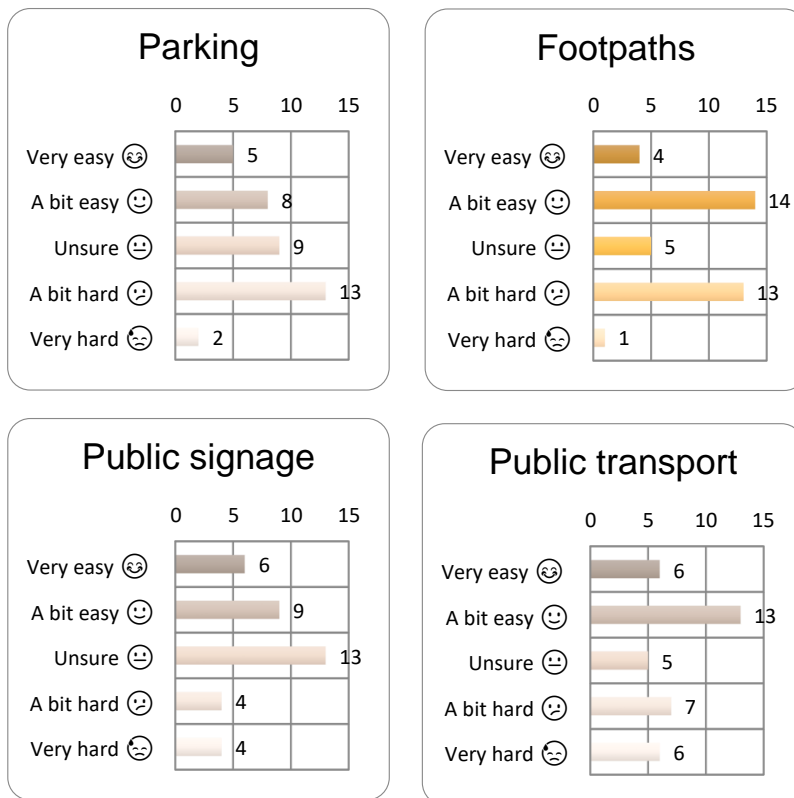




## Survey responses – Getting around

We asked people to think about **how difficult or easy it is to get from A to B in Kingston** using various modes of transport and directional signage. Of the 37 people who answered this question, public transport was considered pretty good (6 ‘very easy’ and 13 ‘a bit easy’), followed by footpaths (4 ‘very easy’ and 14 ‘a bit easy’), and public signage (6 ‘very easy’ and 9 ‘a bit easy’). Accessible parking was the hardest, with ‘very hard’ and ‘a bit hard’ (15 combined) being higher than ‘very easy’ and ‘a bit easy’ (13 combined).

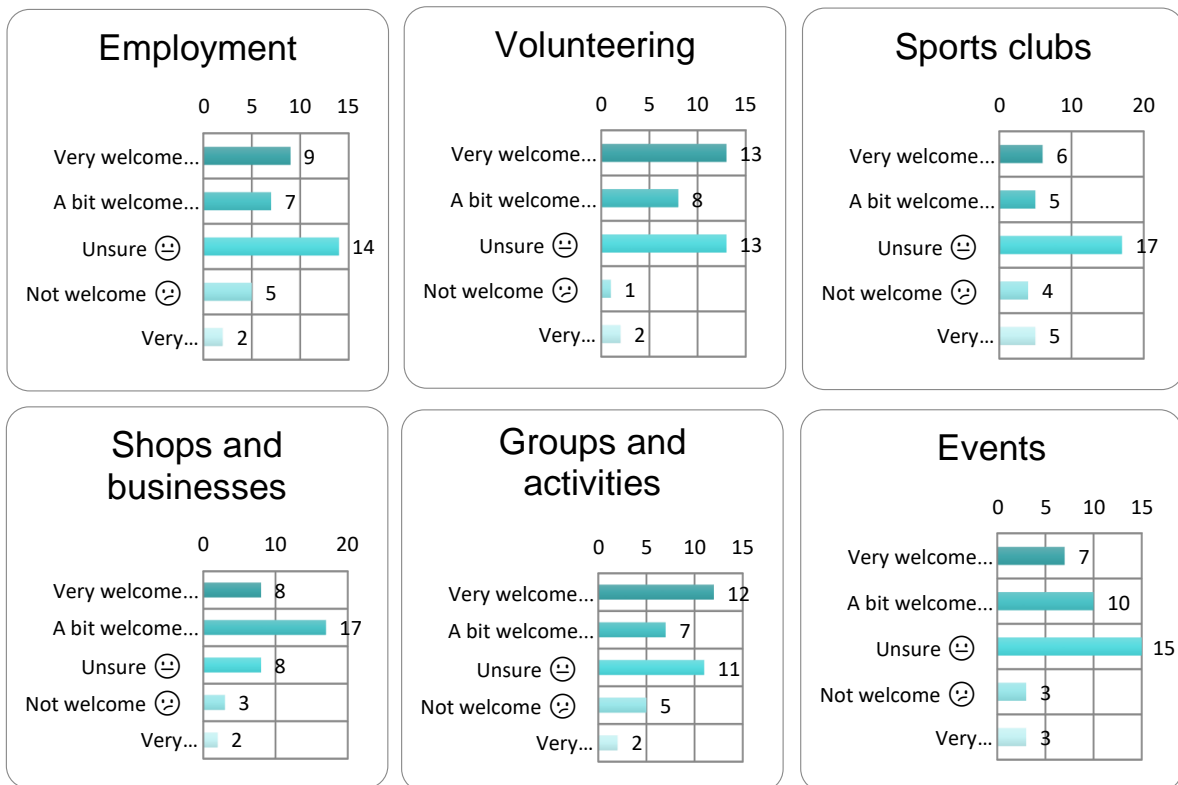
Of the 10 people with disability who answered this question, public transport was the easiest (3 ‘very easy’ and 8 ‘a bit easy’), followed by public signage. Footpaths and parking got mixed responses, ranging from ‘very easy’ to ‘a bit hard’.





## Survey responses – Sense of belonging

People were asked to say **how welcome they feel in different community settings**. Of the 37 people who responded to this question, most felt 'very welcome' or 'a bit welcome' in shops and businesses (25 combined). Volunteering was the next highest score for 'very welcome' and 'a bit welcome' (21), followed by community groups (19), and events (17). A lot of people were 'unsure' how they felt in these settings. Places where people felt the least welcome and most unsure were events ('very unwelcome' 2, 'not welcome' 3, 'unsure' 13) and sports clubs ('very unwelcome' 5, 'not welcome' 3, 'unsure' 14).

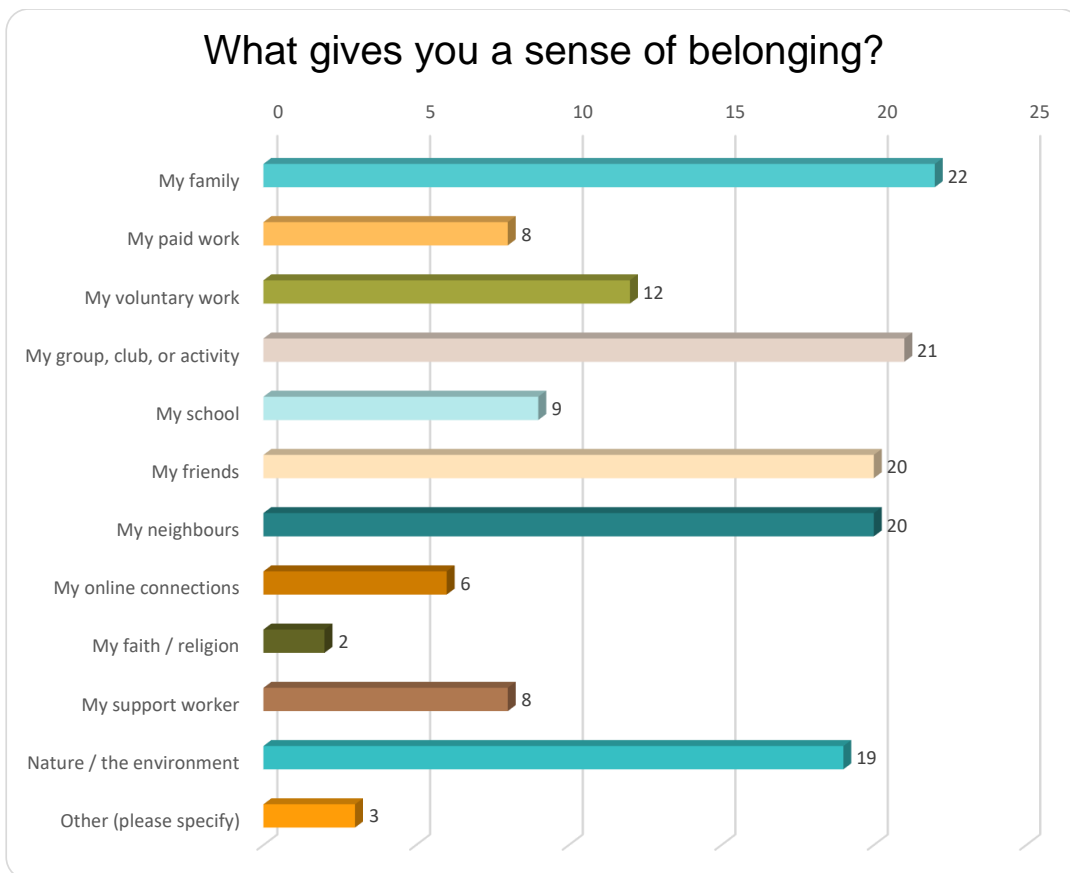




## Survey responses – Sense of belonging

We asked people to tell us **what things give them a sense of belonging** in their community. 37 people responded, selecting from a choice of 12 options, with the ability to choose as many things as were applicable. The top five things were 'My family' (22), 'My group, club, or activity' (21), 'My neighbours' and 'My friends' (both 20) and 'Nature/the environment' (19).

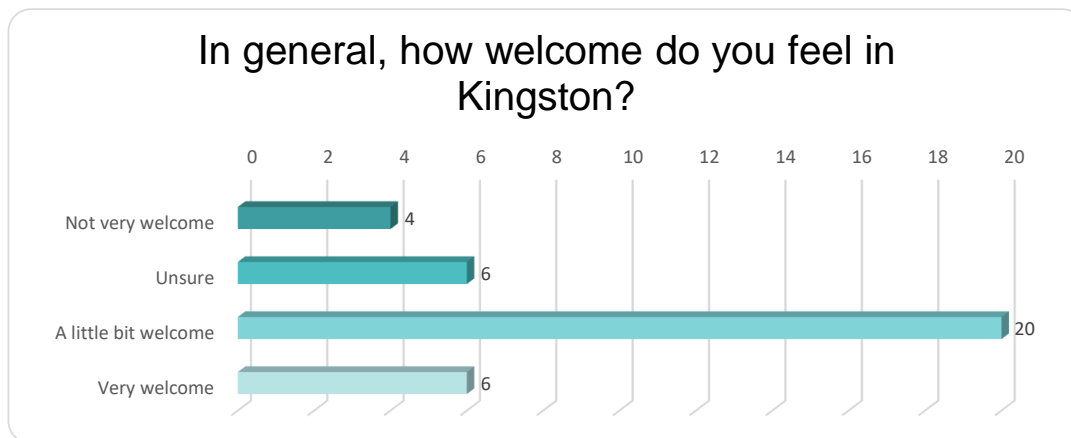
People who selected 'other' said that growing up in the City of Kingston, acts of kindness, knowing the history of the area, and attractive friendly spaces were also contributing factors.





## Survey responses - How welcoming is Kingston overall?

When asked **how welcome they feel in general in the Kingston community**, most people (61%) said they felt 'a little bit welcome', 13% felt 'very welcome', 16% were 'unsure' and 10% felt 'not very welcome'. No one felt 'very unwelcome'.<sup>1</sup>



### We asked people to tell us what they thought would make Kingston a more welcoming place for everyone. This is what they said:

- Educate the public on disabilities - promote individual differences and eliminate discrimination.
- Make public spaces more pedestrian-friendly across all suburbs.
- Provide accessible public toilets, quiet spaces, and inclusive play equipment.
- Foster meaningful connections and friendships within the community.
- Encourage employment opportunities and welcoming environments for people with disabilities.
- Support inclusive activities in community spaces and encourage participation in events.

<sup>1</sup> Kingston's Public Health and Wellbeing Plan (2021-2025) also found that only 37% people with a disability feel a sense of belonging to community, compared to 61% of the general population.



- Enhance communication about services, activities, and events through accessible formats.
- Prioritise support for people with disability in crisis.
- Engage with the community to develop effective accessibility strategies.
- Utilise technology and smart solutions to improve access and inclusion.
- Use disability-affirming language that promotes disability pride (i.e., not "All Abilities")

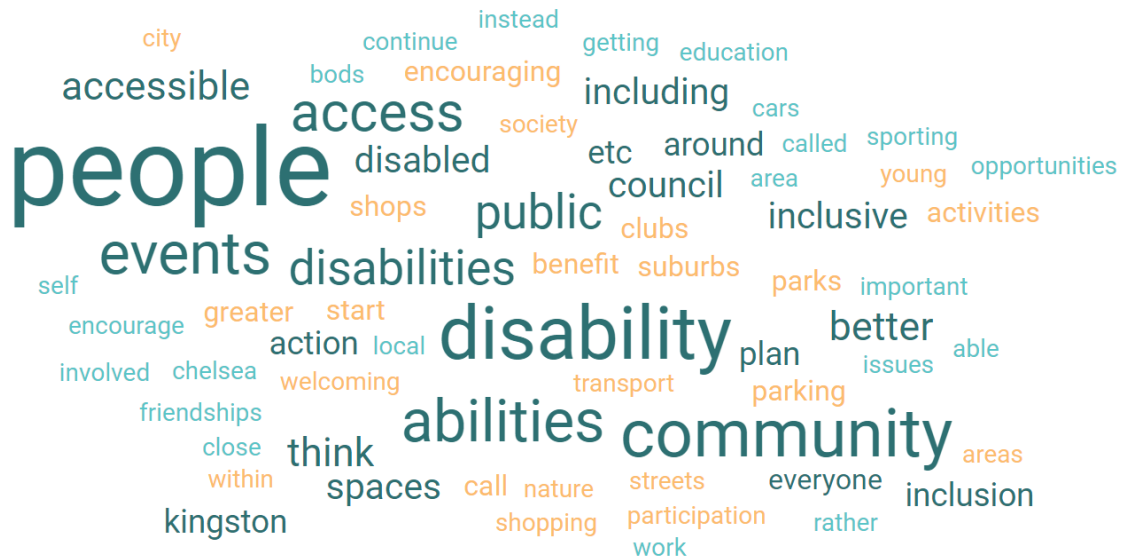


Figure 6: A word cloud showing the words used to describe the future of Kingston. The largest word is people, followed by disability, community, events, access, and abilities



## Community conversations

A series of in-person meetings and pop-ups were run across the Kingston Community during July and August 2023, engaging with 180 people, including many carers and at least 45 people with disability. Initial conversations were also held with at least 45 City of Kingston staff about the current context and issues facing people with disability, and possible future actions that might be identified.

In total, approximately 225 people have been directly engaged in face-to-face conversations to discuss the new All Abilities Plan, including Kingston Councillors and staff. The following summary is presented in order of community conversations held, by date.

### Bicentennial Park, Chelsea

**Spoke with:** Park Run participants, park visitors

**Date:** Saturday 8 July 2023

**Number of people:** 12

#### What we heard

Increased isolation, nervousness, paranoia since COVID-19. Support and information to get help is needed. Cost of living impacts increase isolation. One community member suggested financial incentives for sports clubs and workplaces to be more inclusive.



Figure 7: Two people talking around a small table under a shelter in Bicentennial park.

### Dingley Village Farmers Market

**Spoke with:** Market patrons, people with disability

**Date:** Saturday 15 July 2023

**Number of people:** 35

#### What we heard

Issues with footpaths, roads, accessible parking, and inaccessible shops. There's a need for better signage, especially for libraries, toilets, and parking. Need more accessible parking spaces that are safe for passengers as well as drivers.



Figure 8: Four people, including a woman in a wheelchair, having a conversation next to a table at the Dingley Farmers Market, and a sign that says City of Kingston.



## Waves Leisure Centre

**Who we spoke to:** Leisure centre patrons, people with disability, carers, multicultural seniors.

**Date:** Tuesday 18 July 2023

**Number of people:** 15

### What we heard

Need for undercover drop-off at pools, curb cuts at bus stops, fenced areas on beaches for Autistic children. Disabled parking – address inconsistencies in use, eligibility, national standards. Need for musical activities – dancing, choir – that are inclusive and welcoming for everyone.



Figure 9: A small table with signs and sticky notes around it at Waves Leisure Centre.

## Westall Community Hub

**Who we spoke to:** Disability support workers, disability support training provider.

**Date:** Tuesday 18 July 2023

**Number of people:** 3

### What we heard

High anxiety post COVID-19. Need for education around health, social connection, dating. Need for more inclusive activities, free community venues, partnerships with schools, sports clubs, community centres, youth services. Unregulated market for NDIS support staff – potential for exploitation, low quality care, health, and other risks to people with disability.

## SCOPE Disability Services

**Who we spoke to:** Adults with intellectual and physical disabilities, disability support workers.

**Date:** 19 July 2023

**Number of people:** 10

### What we heard

Need accessible places to take groups of people in wheelchairs – outdoors, under cover, accessible, good parking, changing places, activities. Beaches are popular but the



infrastructure is not adequate (e.g., Mordialloc Rotunda). They often go to Frankston for the beach, picnic areas, pool, and Changing Places toilets.

## Yarrabah School

**Who we spoke to:** Parents of students, Year 11 &12 students with disability, teachers, speech pathologists.

**Date:** 25 July 2023

**Number of people:** 60

### What we heard

#### *From the parents*

Parents would like more opportunities for kids to connect with local groups, services, clubs and other schools. Symbols to help with communication at shops, public transport, community facilities, on signage. The bus system could be simplified, and colour coded. They have concerns about local roads around the school for drop off, pick up and parking. Need more awareness of neurodiversity – at shops, libraries, in the general community.

#### *From the students*

Students like going to the beach. They want to play more sport (soccer, basketball, tennis, gym), but say that clubs need to be more inclusive. Would like to work or volunteer in shops. Need quiet place at events, clubs, library. Enjoy art and would like to have a community exhibition space. Communication boards and symbols help people to be more independent. Want a place to hang out on weekends – Wi-Fi, music, food, frozen coke - just somewhere inclusive to chill out.

#### *From the teachers*

Some teachers prefer fully fenced playgrounds for safety. They'd like to see businesses be more inclusive. They love the bike track behind the school. But there are difficulties with crossing roads (especially Nepean Hwy), public transport and changes in footpath surfaces.



*Figure 10: Parents and teachers from Yarrabah school standing around some consultation questions on the floor, talking to Kingston staff.*





## Better Health Network Disability Support Services

**Who we spoke to:** Older parents/carers, people with disability, support workers and staff.

**Date:** 27 July 2023

**Number of people:** 24

### What we heard

#### *From the carers*

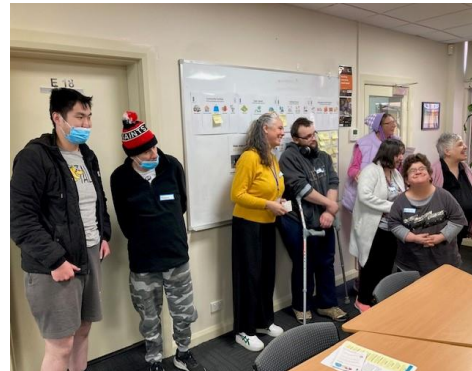
More accessible parking is needed at shops and community places. Longer drop-off times would help to get people in and out of the car. Some carers are not comfortable taking their adult child to the library because they might make noise. Need outdoor areas away from dogs. Gaps in footpath and bike networks – some people rely on these to get to shops. Need more information about what's on and how to get help – in print as well as online.

#### *From the clients and support workers*

A lot of people like to do sport and art but there are less places to go for these activities since COVID-19. They would like to see a 'come and try' sports day. They like to go to the gym, movies, dance, listen to music, go on small vacations, and visit the city. Opportunities to have an art exhibition in a public space would help them feel connected.

They enjoy 'armchair travel' – a program run by one of the participants. Some people had participated in self-advocacy activities run by VALiD (Victorian Advocacy League for Individuals with Disability) for housing and Having a Say and would like to do more of this.

A lot of access issues were identified around the Central Bayside Adult Community Options site on Centre Dandenong Rd, next to the Kingston Heath Reserve.



*Figure 11 - a group of people with disabilities posing for a photo next to a whiteboard with one of the consultants.*



## Total responses – Survey and direct conversations

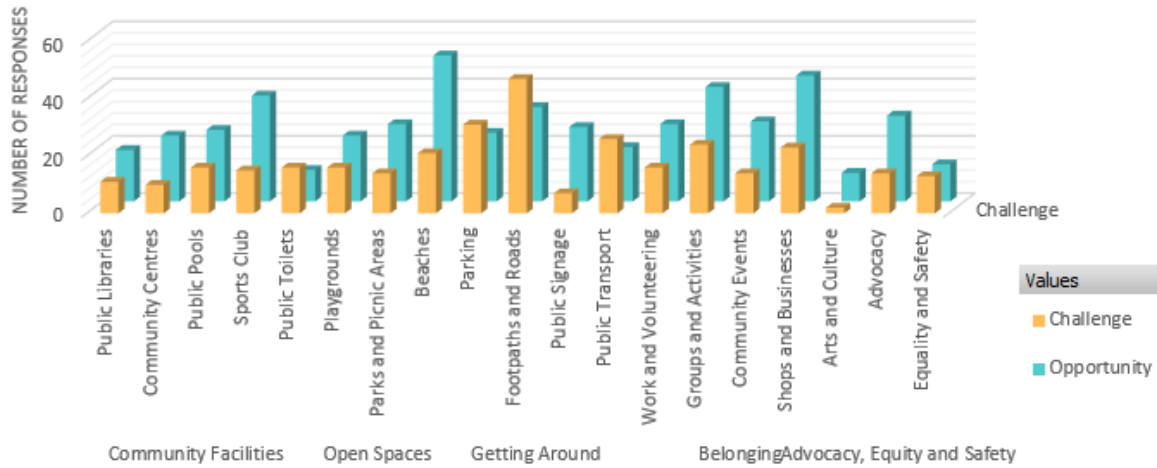
People with disability	<b>68 (22.5%)</b>
Carers	38 (12.5%)
Disability staff & teachers	79 (26%)
Council staff and Councillors	55 (18%)
'Other' (friends, residents)	64 (21%)
<b>Sub-total</b>	<b>304</b>
+ quick poll (de-identified)	87
<b>Total</b>	<b>391</b>



Figure 12: A table with colourful toys, pens and posters with pictures and sticky notes in front of a City of Kingston sign at the Dingley Farmers Market.



## Total responses by issue



Total number of challenges identified – 343

Total number of opportunities identified – 517

**Total data points – 860**

Further analysis of the feedback received through the survey and conversations is provided in the following section – [Summary of feedback in themes](#).

[Recommendations](#) are then grouped in these themes in the last section.



## Summary of feedback in themes

Feedback from the survey and community conversations has been summarised and grouped into the four themes that were developed with the Co-Design Team:

1. [Participating in the workforce](#) – “Can I contribute?”
2. [Healthy and active lifestyles](#) – “Can I be healthy, active and included here?”
3. [Communication and changing attitudes](#) – “Can I tell you a story and change your mind?”
4. [Getting around Kingston](#) – “Can I get where I need to go?”

### 1. Participating in the workforce

#### *“Can I contribute?”*

**In Kingston, I can participate meaningfully in the workforce and contribute to my community as an employee or volunteer.**



**Work and  
Volunteering**

#### **This means:**

- Having a choice of paid and unpaid work opportunities where employers are educated about disability and open to diversity.
- Being able to access the supports I need to gain meaningful employment that works for the employer and myself.
- Feeling accepted as an active member of a team with the flexibility and safety to be myself and talk about what I need to thrive.
- Accessible workplaces that meet my physical, psychological, and neurodivergent needs.
- Feeling like a valued, contributing member of my community



## People with disability told us they experience:

- A strong desire to be part of the community through meaningful paid and unpaid work and to be included.
- A very hard time finding employment due to a lack of understanding or curiosity about disability, unconscious bias, barriers such as online application processes or the need for a driver's license.
- A much higher level of unemployment (8.2%) compared to the broader population (3.2%)<sup>2</sup> which leads to higher rates of poverty, housing insecurity, isolation, social anxiety, depression, negative stigma, and shame.
- A lack of opportunities and supports for young people with disability transitioning out of school and into meaningful employment, volunteering, or further study.
- Earlier burnout and interrupted careers from having to manage multiple challenges of work, family, stigma, discrimination, and ableism.
- Compounded intersectional barriers – for example, LGBTQIA+ people are more likely to be disabled<sup>3</sup> and women with disability are employed at lower rates than men with disability.



*Figure 13: A photo taken from inside Westall Community Hub where an in-person workshop was held as part of the consultation, looking out the window with a double rainbow in the distance.*

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<sup>2</sup> Labour force participation in Kingston is 25.6% for people with disability and 86.4% for non-disabled people. Source: 2021 Census.

<sup>3</sup> [Understanding Disability in the LGBTQ+ Community - Human Rights Campaign \(hrc.org\)](https://www.hrc.org/au/understanding-disability-in-the-lgbtq-community)



## People with disability and advocates want to see:

- More support for people with disability to achieve their employment and volunteering goals, which leads to greater independence and inclusion.
- The chance to have a conversation with prospective employers, to talk about the unique skills and experiences that people with disability come with and how this adds value to a workplace.
- Education for staff and organisations about different types of disability.
- Flexible and remote work options and policies that support these.
- More accessible workplaces that support the physical and sensory needs of people with disabilities, such as ramps, lifts, accessible toilets and changing places, accessible parking, safe emergency egress (for example)
- More consultation with disabled staff to talk about how the workplace can better accommodate people with disabilities.
- Greater support for young people transitioning from school into the next phase of their lives to ensure they don't become socially isolated and disconnected.
- The City of Kingston leading by example by providing more opportunities for people with disability to work and volunteer across the organisation and fostering an inclusive and accessible workplace.

### **"I just wish people were curious"**

*Woman with an invisible disability.*

Choosing to disclose a disability on a job application can pose a moral dilemma for people with disabilities who want to be transparent, but it often means they're immediately cut from the shortlist. People with disabilities have a diverse range of skills, unique perspectives, and lot to offer. Be curious, ask questions, and discover who you might be missing out on.



## 2. Healthy and active lifestyles

*“Can I be healthy, active and included here?”*



**Parks and Picnic Areas**



**Playgrounds**



**Beaches**



**Sports Clubs**



**Public Pools**



**Groups and Activities**

**In Kingston, I can fully embrace a healthy and active lifestyle.**

### **This means:**

- Enjoying nature and open space in my local community.
- Going to playgrounds that have equipment I can use and enjoy with my family and friends.
- Accessing beaches and being able to enjoy the waters of Port Phillip Bay.
- Feeling welcome at gyms, pools, and sportsgrounds.
- Participating in local sports clubs to the best of my own abilities.
- Being able to actively participate in community activities and social groups.



## People with disability told us they experience:

- Not enough places to go where there is shade, seating, accessible and changing places toilets, good parking and paths, quiet space, and nature (especially for groups of people in wheelchairs).
- Playgrounds that have old equipment, uneven or incomplete paths, inaccessible tanbark, parking areas that are difficult to navigate, not enough fencing (especially when close to main roads) and are sometimes overcrowded.
- Calm and happy feelings when they're at the beach but not enough opportunities to access coastal areas, and not enough information about the availability of beach access features.
- Great Sailability programs at some yacht clubs but a need for more at other locations and better promotion.
- Difficulty finding activities that are welcoming of deaf people, people with mobility difficulties, neurodiverse people, LGBTQIA+ people and people with intellectual disabilities.
- A reluctance to venture back out into the community since COVID-19, fearful of social interaction and risks to health due to compromised immune systems.
- An increase in isolation, nervousness, paranoia, and social anxiety since lockdowns making it difficult to re-connect to community activities.
- A lack of information about inclusive groups and activities in the community, or not knowing where to find this information.
- A perceived shortage of accessible and inclusive activities, especially since COVID-19. Groups that used to run have not started up again.
- An interest from local clubs to provide inclusive sports but a lack of knowledge or confidence in how to do this.
- Access issues at some sports clubs and community facilities that make it difficult to participate in activities, watch family members play sport or have time out if needed.





## People with disability and advocates want to see:

- Sensory gardens that include nice smelling plants with different colours and textures.
- More parks and playgrounds near schools with connecting paths.
- Accessible playgrounds with equipment that everyone can use – for example: accessible connecting paths, no tanbark, accessible toilets, changing places, parking, shade, communication boards, seating, fencing, etc.
- More beach access including matting, shade, beach wheelchairs and walkers, ramps, boardwalks and viewing platforms as well as parking and changing places toilets.
- More inclusive sports and fitness activities like basketball, soccer, cricket, Auskick, balloon football, 10 pin bowling, gym classes, swimming lessons, yoga.
- More social groups that cater to different needs of people with disability such as deaf Zumba, haptic and silent disco, music group, choir, armchair travel, bingo, meditation, arts, crafts, cooking, cultural groups.
- More social and support groups for families and carers of people with disability to promote wellbeing, connection, and education.
- Health and wellbeing education (especially for adults with intellectual disability) about things like healthy eating, exercise, relationships, personal hygiene, oral health, online safety, alcohol and tobacco harm, gambling.
- More free and inclusive events and activities, especially on weekends and not too early in the morning.
- Friendship groups and opportunities for younger and older people with disabilities to feel connected and have positive experiences in the community.
- People need support to re-connect and build confidence. Some people have NDIS plans and support workers who can facilitate this. A lot of people don't have NDIS plans so need help to find inclusive and welcoming activities.
- Accessible community facilities designed to reduce barriers and maximise participation of people with disability.



### **Case study: Beaches**

Jo used to swim in the ocean on a regular basis. Now that she's a wheelchair user she can still swim but can't easily get to the water's edge. She would love to be able to swim all year round.

We suggest interviewing Jo and using her experience (with permission) as a case study to highlight the need for more beach access.

***“Beaches make everybody calm.”***

Person with intellectual disability.

This speaks to the universal benefits of being at the beach, especially for people with disability that might make them more anxious such as Autism. The beach is a place where people go to connect with nature and soak up the feeling of the sea.



*Figure 14: A new ramp leading down to Mentone beach in Kingston.*



### 3. Communication and changing attitudes

*"Can I tell you a story and change your mind?"*



Community Events



Shops and  
Businesses



Public Libraries



Community Centres



Emergency Planning  
and Response



Accessible  
Information



Equality and Safety

**In Kingston, I see and experience positive attitudes towards people with disability and that makes me feel valued, safe, and happy.**

This means:

- attending events, shops, and places in the community where I know I will feel welcome and valued.
- being treated with patience, understanding and respect.
- having the information and tools I need to easily navigate my world and communicate with people.
- staying informed about local events, using communication methods that suit me, such as Auslan, Braille, audio description, large print or other languages.
- seeing disability and diversity represented in Kingston's media platforms, from newsletters to social media.
- knowing I am prepared for emergencies and can access the supports I need.
- knowing my neighbours and feeling a sense of connection to where I live.



## People with disability told us they experience:

- Shops that are overcrowded or have steps at the front are difficult for wheelchairs users, vision impaired people and parents with prams to enter and navigate.
- Feelings of hesitation and anxiety around accessing places and services due to stigma associated with asking for help, fear of unfamiliar places, and a perceived lack of awareness about different types of disability.
- Reluctance to attend community activities such as movies, events, story time sessions in the library, community groups, etc. for fear of being asked to leave (based on past bad experiences).
- Physical and sensory barriers to attending events, performances, shops, and other community activities and a lack of awareness about non-visible disabilities.
- Economic barriers to participation and a lack of low-cost activities (examples given – art classes, concerts, toy library), referred to as the "disability tax".
- Not being represented in mainstream media or advertising, a lack of disability and neuro-affirming language, and inaccessible information online and in print.
- Barriers to information and communication due to low literacy, vision or hearing impairment, not having access to the internet, or not speaking English – shame and stigma, lack of independence.
- Perceived lack of inclusive groups and activities where diversity and difference are welcomed (e.g., neurodiversity, LGBTQIA+, cultural diversity), particularly for young people but also adults.
- Difficulty finding information about disability services and supports, limited contact with NDIS staff, unqualified disability support workers and distress around transitioning onto the NDIS.
- Fears around what will happen in an emergency or natural disaster, reliance on support workers for personal care, access to food, electricity for assistive technology, medication, pets, etc.
- A lack of adequate, accessible, and affordable housing options.
- Difficulty getting bins out to the curb for rubbish collection, challenges getting prams into apartment buildings.



## People with disability and advocates want to see:

- Shops, services, and community facilities pro-actively welcoming people with disabilities by:
  - making modifications to internal and external spaces
  - offering low-sensory times with low lighting, noise, less people, etc.
  - providing information in a range of different formats, including symbols, pictures, large print, Braille, and communication boards
  - training staff to understand disability and neurodiversity
  - using images of people with disability in advertising and social media
  - employing people with disability.
- More affordable activities and widespread acceptance of the Companion Card (allowing a support person to accompany a person with disability for free).
- Community programs and activities that welcome people of all ages, cultures, and abilities, are family friendly and LGBTQIA+ inclusive.
- Inclusive community events and meetings with accessible parking, toilets, paths, seating, and the option of hearing augmentation, Auslan, sensory-friendly spaces, relaxed performances, closed captions, etc.
- Accessible information including online and in print. Use of symbols, pictures and communication boards for people who are non-verbal or have low literacy. Accessible websites, videos with closed captions, social media with image descriptions, alt text, etc.
- Real-time, accessible information and promotion of things that are happening in the community and a directory of disability services and supports in the local community, for NDIS and non-NDIS participants.
- Support groups for parents, carers, and families of people with disability and more awareness of and support for the needs of carers.
- Suitable housing in caring communities where people look out for one another and treat each other with kindness (e.g., helping to take out a neighbour's bins, organising street libraries).
- Planning and support for people with disability in emergency situations.



## Getting Around Kingston

*"Can I get where I need to go?"*



Footpaths and Roads



Parking



Public Signage



Public Transport



Public Toilets

**In an inclusive Kingston, I can get where I need to go easily and safely.**

This means:

- finding my way around the City of Kingston with minimal support.
- being able to walk, ride, wheel, and scoot safely on connected and integrated paths of travel safe from cars and trucks.
- having places to rest and recharge with and shelter and toilets nearby.
- if I have a car, finding parking spaces that meet my access needs.
- using busses, trains, taxis, and ride-shares safely and conveniently that get me where I want to go.
- staying out in the community because I can access a suitable toilet.
- joining my family and friends at places that we can all enjoy together.



## People with disability told us they experience:

- A significant lack of accessible parking (often only one or two spaces which are usually full), misuse of accessible parking bays, unsafe rear access, lack of curb cuts, poor line marking, parking blocked by bins and seating and food trucks and cars parked too close - especially on the passenger side which is where a lot of people with disability sit.
- Insufficient space and/or shelter for drop off and pick up at community facilities for mini-busses and wheelchair users needing to transfer in or out of their vehicle.
- Lack of safe parking and drop-off options for carers and children at Yarrabah school.
- Dangerous roads and footpaths that are blocked by cars, have trip hazards, are difficult to cross, are too steep (slope as well as camber), have steep or missing TGSIs (tactile ground surface indicators) and curb ramps, and zebra crossings that are difficult to wheel across.
- Difficulty crossing busy roads, with parents of neurodiverse kids in particular having road safety concerns.
- Insufficient or non-existent footpaths, especially from car parks and bus stops, and difficulties accessing certain streets.
- Not enough seating and shade along footpaths to allow people to rest or stay cool on hot days.
- Limited public transport options and difficulties travelling short distances from home. Some people rely on bikes and trikes as their main source of transport.
- Bus routes are confusing, especially when multiple busses going in different directions depart from the same stop. Teenagers and young adults with intellectual disability struggle to navigate public transport without assistance.
- Challenges with boarding and disembarking from trains when in a wheelchair.
- Often lengthy wait times for wheelchair taxis which can be expensive, and sometimes don't come at all. Taxi ramps missing curb cuts.
- Poor connectivity to local health services due to limited public transport options and senior citizens find it challenging to obtain taxi vouchers for hospital trips.



- Confusing, inadequate, or missing signage especially for toilets, emergency exits, shops, bike tracks, libraries, and street names. Especially difficult for people who can't read or don't speak/read English.
- Not enough public toilets, including accessible, all gender and Changing Places facilities. Toilets are often dirty and changing places aren't maintained regularly – hoist sometimes don't work. No Changing Places at Southland.

**“Symbols help people with disability feel confident.”**

*Parent of a person with disability.*

The ability to read to find our way around and communicate is something that most of us take for granted. However, for people who can't read or speak easily, communication aids such as symbols, core boards and pictures can mean the difference between independence and living a life reliant on other people.



*Figure 15 - An example of a "core board" used to assist students who are non-verbal or need help with communication.*





## People with disability and advocates want to see:

- Accessible parking free from obstacles, with correct line marking and curb cuts, and space to unload wheelchairs from the rear as well as the drivers and passenger sides. Free accessible parking at beaches and more at shops.
- Mini-bus and accessible drop off zones with shelter from the rain.
- Expanded and connected paths for safer cycling.
- Clear and accessible footpaths with less missing links, gravel, and potholes, more curb cuts, safer crossings on main roads level with streets for easier wheelchair navigation.
- Streets designed for people with walkable communities, wide, flat, shaded paths, and more outdoor seating and play areas.
- Modernised public transport options around shopping strips, and a community bus for social outings (driven by volunteers).
- Colour coded public transport routes for identification (e.g., coastal and inner lines). Laminated coloured cards for route indication.
- Core and communication boards on busses, taxis and trains for assistance, and to assist with wayfinding signage.
- Use of signs with icons/pictures for wayfinding, incorporating Auslan signs, Braille, maps, QR codes, and audio where appropriate for public toilets, libraries, community buildings, playgrounds, public transport, etc.
- Education about universal symbols in schools and community, and an updated disability logo that represents all types of disability.
- Safe school zones incorporating traffic calming measures like trees, slow zones, narrow roads, signage, and decals (particularly at Yarrabah school).
- Larger accessible toilets to accommodate electric wheelchair users, mobility scooter users, and people who need assistance.
- Changing Places with the ability to access the change table from both sides to allow two people to assist.



## Recommendations

The following recommendations have been developed to inform Kingston's All Abilities Plan. Actions will need to be developed in partnership with all departments of Council through a whole-of-council approach, and with key stakeholders in the community including businesses, schools, services, community centres, groups, clubs, support workers, carers and of course people with lived experience of disability.

It is recommended that the City of Kingston establish a Disability Advisory Committee of Council, tasked with providing advice and where appropriate applying a co-design approach on major projects.

### 1. Participating in the Workforce

#### Encourage workplaces to:

- Identify more opportunities for people with disability to work and volunteer.
- Identify opportunities to positively and pro-actively engage staff with disabilities through an internal diversity and inclusion working group.
- Work on ways to make recruitment and staff development practices more accessible and inclusive, such as offering different ways to apply for positions, encouraging people with disability to apply.
- Consider engaging the Job Access Network or Australian Network on Disability to review recruitment policies and practices (larger organisations).
- Offer unconscious bias and diversity training that includes understanding disability and neurodivergence for all staff.
- Offer inclusive practices that reduce stigma and address intersectionality such as a choice of pronouns in email signatures, breast-feeding spaces, all gender toilets.
- Provide workplaces that are safe and accessible for staff and customers with mobility and sensory disabilities.
- Promote examples of good practice (such as Waves leisure centre) and share success stories with the community.



**"Employing a person with a disability for even just one hour a week makes people feel welcome and gives that person a sense of purpose"**

Parent of a person with disability.

How difficult would it be for shops or cafes to employ a person with disability for ONE hour a week, knowing it will make such a huge difference to their life?

## 2. Healthy and active lifestyles

### Work in partnership to:

- Identify opportunities for accessible and inclusive playground equipment, more accessible picnic tables, better paths for wheels and people who need firm surfaces.
- Work with lifesaving clubs and other stakeholders to develop and promote an accessible beaches program aimed at increasing the number of beaches that have matting and beach wheelchairs available, as well as shade, toilets, free parking, and possibly a fenced area for children with Autism.
- Encourage and support yacht clubs to offer Sailability programs and help to promote inclusive activities.
- Leverage off the Fair Access Roadmap to ensure people with disability are included in relevant policies that deliver upgrades to sports facilities and capacity building of local clubs.
- Meet with local groups, clubs, and services to discuss challenges and opportunities they see in including people with disabilities.
- Establish partnerships with leisure centres and health organisations to expand fitness, health and wellbeing opportunities for people with disability.



- Work with disability groups and individuals to identify and/or develop information and training that can be shared with groups, clubs, and services on how to include people with disabilities.
- Develop clear disability policies for public facilities such as pools and sports clubs, outlining measures to ensure full inclusion.
- Ensure people with disability are fully consulted in the development of new community facilities - such as the aquatic centre, sports pavilions, and playgrounds – and include a universal design approach.
- Engage a qualified access auditor to conduct access audits of existing community facilities and open spaces, including beaches.
- Develop a program of works to steadily upgrade and improve access features, based on access audits and feedback from people with disability.
- Have projects ready to apply for funding such as Changing Places grants and Growing Suburbs Funding, particularly ones that demonstrate a universal design approach that has involved people with disabilities.

**Case study:**

**Young people need to be connected into mainstream activities, so they don't become socially isolated.**

**The risk:** a student with disability likes the gym and uses the school one every day. But she will be leaving school next year so needs to have another gym to go to where she feels safe and welcome.

**The opportunity:** A local yoga studio runs classes for young people from Yarrabah School. This program was set up in partnership with Kingston's youth services team. Replicate a program like this that builds capacity of mainstream settings (such as sports clubs) to be more inclusive of people with disability and create places where everyone feels safe and welcome.



### 3. Communication and changing attitudes

#### Work in partnership to:

- Identify opportunities to support more inclusive and accessible business and service practices and events through guidelines, grants, awards, newsletters, workshops, and promoting examples of good practice.
- Support and promote training in unconscious bias, neurodiversity, and different types of disability to Council staff and volunteers.
- Create more opportunities for people with disabilities to be included in exhibitions, creation of public art, events, and festivals (e.g., with special schools, disability services and peak bodies like Arts Access Victoria<sup>4</sup>, SCOPE<sup>5</sup>, Description Victoria<sup>6</sup>, AMAZE<sup>7</sup>, etc.).
- Build on the great work that the Youth Services team are doing at Yarrabah School and encourage greater involvement in the school expo (Council services, local business, groups, clubs, and community services) to support young people with disabilities to feel more confident about accessing their community.
- Work with people with lived experience of disability to create sensory-friendly spaces and programs and educate the general community about neurodiversity and invisible disabilities.
- Consider becoming a member of the Hidden Disabilities Sunflower<sup>8</sup> program.
- Ensure Council websites and social media are WCAG AA compliant, with consistent use of things like Alt tags, image descriptions on social media posts and closed captions on videos.

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<sup>4</sup> [Arts Access Victoria](#)

<sup>5</sup> [Homepage | Scope Australia](#)

<sup>6</sup> [Description Victoria – Creating accessible and inclusive arts experiences for people who are Blind or have low vision](#)

<sup>7</sup> [Amaze — Creating an autism inclusive Australia](#)

<sup>8</sup> [A symbol for non-visible disabilities, also known as hidden disabilities or invisible disabilities. \(hdsunflower.com\)](#)



- Build up a supply of positive images of people with disability in the community to use in general and specific promotional campaigns, to ensure representation of disability diversity.
- Develop positive messaging and story-based communication plans about disability inclusion to celebrate, educate, and promote good practice in the community.
- Leverage off existing engagement channels and pro-actively build a database to ensure people with disability and carers are receiving relevant and timely information about activities and projects that Council is involved in.
- Provide information about access to places like Libraries, Pools and Leisure Centres, Community Centres and Council Offices, on websites so that people can plan their journey with confidence. Consider developing Access Keys<sup>9</sup> for specific locations.
- Explore avenues such as planning permits, zoning laws and advocacy to promote livable, adaptable, and affordable housing options for people with disability and carers<sup>10</sup>.
- Look at combining Gender Impact Assessments<sup>11</sup> with Disability Impact Assessments in anticipation of the draft Disability Inclusion Bill<sup>12</sup> and in line with other councils who are moving to Equity Impact Assessments. This would involve assessing policies, plans and programs of Council that impact the community from a 'priority populations' lens – i.e., asking how the policy, plan or program would impact different members of the community and identifying how they will be consulted to ensure an equitable approach and reduce negative impacts on these groups and individuals.
- Incorporate Person-Centred Emergency Preparedness<sup>13</sup> in Council's emergency management approach, ensuring people with disability are supported to prepare for their own support needs and that recovery and response planning includes strategies for supporting people with disabilities.

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<sup>9</sup> [Access Keys New – Access Ability Australia](#)

<sup>10</sup> [Adaptable housing for people with disability in Australia: a scoping study \(2021\) | Australian Human Rights Commission](#)

<sup>11</sup> [Gender Impact Assessment Hub | Commission for Gender Equality in the Public Sector \(genderequalitycommission.vic.gov.au\)](#)

<sup>12</sup> [Disability Inclusion Bill Exposure Draft | Engage Victoria](#)

<sup>13</sup> [Person-Centred Emergency Preparedness | Collaborating 4 Inclusion](#)



## 4. Getting around Kingston

### Work in partnership to:

- Look into accessible parking and whether there is a need to monitor the use of parking permits more closely.
- Consider the use of additional signage at accessible parking bays to educate the public about hidden disabilities.
- Allocate an annual budget to upgrade accessible parking bays, curb cuts, road crossings and other access barriers that are raised as issues by the community.
- Prioritise the needs of people who walk, cycle, and catch public transport by increasing connectivity of footpaths, bike tracks and safe road crossings across the entire municipality.
- Work with parents and teachers of Yarrabah school and surrounding residents and schools to come up with a community-based solution to the parking and dangerous traffic conditions at Yarrabah.
- Continue to prioritise Changing Places in new or refurbished civic buildings such as community hubs, very high public use, or primary public spaces such as the foreshore and regional parks, and large council owned buildings – as per the City of Kingston Public Toilet Strategy 2016.
- Work with people with disability to identify options for Changing Places and include them in concept and detailed design plans so that there are projects ready to apply for future rounds of Changing Places funding.
- Promote the National Assistance Card to businesses to raise awareness of the program and why it is needed.



## Appendix 1 – Disability Data

### Disability in Australia

- Nearly 1 in 5 people (18%) are estimated to have disability – equating to around 4.4 million people.<sup>14</sup>
- 38% of people with disability aged 15 – 64 receive a government payment as their main source of income.
- 24% of adults with disability experience very good or excellent health, compared with 65% without disability.
- 47% of adults with disability have experienced violence after the age of 15, compared with 36% of the population.
- 32% of adults with disability experience high/very high psychological distress compared to 8% without disability.

### Disability in the City of Kingston

The City of Kingston estimated resident population for 2022 was 159,908<sup>15</sup>, with a population density of 1,747 persons per square kilometre. Based on the national average of 18% of the population living with disability, this equates to 28,783 residents who have a disability in Kingston.

In 2021, 5.9% of the population (or 9,311 people) reported needing daily assistance with communication, mobility and/or self-care, up from 5% in 2016.<sup>16</sup>

For Aboriginal and Torres Strait Islander people in Kingston, this rate is 9.3%.

### Disability and gender

Of the 9,311 Kingston residents with severe or profound disability, 3,942 (5.3 %) are male, 5,376 (6.8 %) are female and of the 1,787 people with disability who live alone in Kingston, over 70% are female. Women with disability experience higher rates of unemployment than

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<sup>14</sup> <https://www.aihw.gov.au/reports/disability/people-with-disability-in-australia/contents/health/health-status>

<sup>15</sup> <https://profile.id.com.au/kingston/population>

<sup>16</sup> [Need for assistance | City of Kingston | Community profile \(id.com.au\)](#)





men with disability, and women with intellectual disability experience much higher rates of sexual abuse<sup>17</sup> – up to 90% of women over 18 by some accounts.

## Disability and education

The percentage of people with disability in Kingston who did not complete year 12 is 38%, compared with 12% of the total population. This figure is higher for boys (44%) than girls (34%).

## Disability and employment

The unemployment rate for residents with a disability in Kingston is 8.5%, compared with 3.2% for the general population. Put another way, the percentage of people with disability who are able to work and have a job is 23.5%, compared with 83.6% of people without a disability.

## Disability and age

Since 2016 there has been an increase in the general population of people aged over 50, and a decrease in the number of people aged under 35. Despite this, the number of people over the age of 65 who identified having a need for daily assistance in Kingston in the 2021 CENSUS is lower than the Melbourne average.

## Mental health

The number of people in Kingston with a mental health condition is 12,796 or 8.6% - 8,056 are female and 4,741 are male, with women aged 15 to 24 reporting the highest rates (14.4%).

## Carers

According to the 2021 Census, in Kingston there are 17,747 people who provide unpaid care for a person with a disability, amounting to 14.2% of the community. There are 7,080 male (11.8%) and 10,668 (16.3%) female carers.

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<sup>17</sup> [People with disability in Australia, Violence against people with disability - Australian Institute of Health and Welfare \(aihw.gov.au\)](https://www.aihw.gov.au/reports/17-people-with-disability-in-australia/violence-against-people-with-disability)



## National Disability Insurance Scheme

In the third quarter of the 2022-2023 financial year, 3,356 Kingston residents were active participants of the National Disability Insurance Scheme (NDIS), receiving an average payment of \$30,118 – slightly higher than the national average of \$27,797.<sup>18</sup>

Children aged 7 to 14 received the most support (819 participants), followed by 0 to 6 year olds (559), then 55 to 64 year olds (426).

The primary disability was Autism (1,042), followed by psychosocial disability (461) intellectual disability (489) and developmental delay (414).

Only 56 NDIS participants in Kingston identify as being of Aboriginal or Torres Strait Islander background, and 423 are from CALD (culturally and linguistically diverse) backgrounds.

There are 248 people receiving NDIS payments for supported independent living (SIL) or supported disability accommodation (SDA).

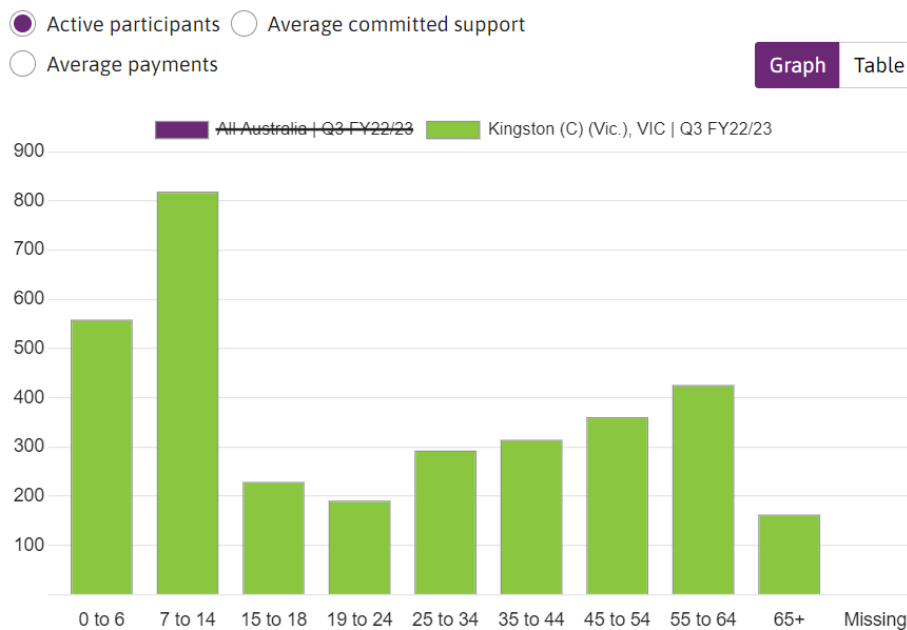


Figure 16 - A graph showing the number of NDIS participants in Kingston by age groups.

<sup>18</sup> <https://data.ndis.gov.au/explore-data>



## Appendix 2 - Legislative and Policy context



International

**United Nations Convention on the Rights of Persons with Disabilities**



National

Australia's disability strategy (2021–2031)

National Agreement on Closing the Gap

Disability Discrimination Act 1992

NDIS

Information Linkages and Capacity Building program

Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability



Victorian

Disability Act 2006 (Vic)

The Victorian Aboriginal Affairs Framework 2018–2023

Equal Opportunity Act 2010 (Vic)

Charter of Human Rights and Responsibilities Act 2006 (Vic)

**Inclusive Victoria: state disability plan (2022–2026)**



Local government

Disability action plans

Figure 17

*A diagram showing the hierarchy of disability legislation in Australia, starting with the UN convention on the rights of persons with disability, then national and state legislation down to local government.*



## **Victorian Disability Act 2006**

The Victorian Disability Act<sup>19</sup> requires Local Governments and other 'defined entities' to prepare a four year Disability Action Plan for the purposes of:

- a) reducing barriers to persons with a disability accessing goods, services, and facilities
- b) reducing barriers to persons with a disability obtaining and maintaining employment
- c) promoting inclusion and participation in the community of persons with a disability
- d) achieving tangible changes in attitudes and practices which discriminate against persons with a disability.

## **Draft *Disability Inclusion Bill 2022/2023***

The draft Disability Inclusion Bill<sup>20</sup> is based on a set of inclusion principles for the whole of Victoria that recognise the following qualities:

- It is important that all Victorian residents to be able to live in a safe, equitable society with equal access to power, resources, and opportunities, while being treated with dignity and respect.
- Disability ("impairment") is a natural part of human diversity, and that advancing disability inclusion is a shared responsibility within the community which offers significant economic, social, and health benefits.
- Accessibility is key for everyone's equal enjoyment of the right to equality, and reasonable adjustments may be needed.
- Disability inclusion is vital to prevent violence, abuse, and neglect, and people with disability hold valuable expertise in shaping programs and policies. The historical discrimination faced by people with disability should be addressed, considering intersectionality.
- Freedom to develop abilities, pursue careers, and make choices without limitations is crucial for all.
- The self-determination and cultural rights of Aboriginal people with disability must be upheld.
- Preserving relationships with families and advocates is important, and advocacy is essential for advancing disability inclusion.

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<sup>19</sup> [Disability Act 2006 \(legislation.vic.gov.au\)](https://legislation.vic.gov.au)

<sup>20</sup> [Disability Inclusion Bill Exposure Draft | Engage Victoria](#)



The draft exposure bill was presented for public engagement in late 2022 and, while it has not yet been enacted, it includes requirements that should be considered in the development of Kingston's next four year All Abilities Plan.

Defined entities such as local governments will be required to consider and promote disability inclusion, consult with people with disability, foster good relationships between people with disability and other members of the community, and take action to advance disability inclusion.

In future, as a result of the Bill, Councils may also be required to conduct Disability Impact Assessments (similar to the Gender Impact Assessments<sup>21</sup> that have been required under the *Gender Equality Act 2020*.) on relevant policies, programs and services that may affect people with disability.

This will involve identifying and taking actions to remove barriers to inclusion of people with disability, with a focus on universal design and intersectionality to resolve these barriers.

## Universal design

Universal design<sup>22</sup> refers to creating products, environments, and systems that are usable by people of diverse abilities and characteristics without the need for specialised adaptations. It aims to be inclusive of everyone.

The Victorian Government adopted a whole of government Universal Design Policy in 2022 which applies to infrastructure projects that the state government builds and funds, including through grants and funding streams that Councils and community groups can receive. All new projects need to demonstrate how their design and construction will align with the principles of universal design, with an emphasis on co-design and meaningful engagement with community in this process.

Universal design and co-design both adopt a user-centred approach that considers people's intersectional lived experience to create products, environments, services and systems that are more accessible, usable, and inclusive for everyone in the community.

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<sup>21</sup> [Gender Impact Assessment Hub | Commission for Gender Equality in the Public Sector \(genderequalitycommission.vic.gov.au\)](#)

<sup>22</sup> [Universal Design - DFFH Service Providers](#)



## Intersectionality

Intersectionality<sup>23</sup> is the recognition that individuals have multiple social identities that can intersect, resulting in unique experiences and challenges. It highlights the interconnected nature of factors like race, gender, disability, and socioeconomic status, shaping a person's experiences and opportunities, and that people can be subjected to more than one type of discrimination and oppression.

## State Disability Plan

Inclusive Victoria: state disability plan (2022–2026)<sup>24</sup> is Victoria's plan for making things fairer for people with disability. The plan is a key way for the Victorian Government to be accountable for making all parts of the community inclusive and accessible for everyone.

The State Disability Plan has four pillars, with 22 priority areas and 14 outcomes.

### The four pillars are:

1. Inclusive communities
2. Health, housing, and wellbeing
3. Fairness and safety
4. Opportunity and pride

The State Disability Plan also contains 6 'systemic reforms' which, in combination with the new disability inclusion legislative framework, aim to achieve "transformative equality" for people with disability in Victoria.

### The 6 systemic reforms are:

1. Co-design with people with disability
2. Aboriginal self-determination
3. Intersectional approaches
4. Accessible communication and universal design
5. Disability confident and inclusive workforces
6. Effective data and outcomes reporting.

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<sup>23</sup> [Understanding intersectionality | Victorian Government \(www.vic.gov.au\)](https://www.vic.gov.au/understanding-intersectionality)

<sup>24</sup> [Inclusive-Victoria-state-disability-plan-2022-2026.pdf \(content.vic.gov.au\)](https://content.vic.gov.au/inclusive-victoria-state-disability-plan-2022-2026.pdf)

## **9. Infrastructure and Open Space Reports**

24 June 2024

Agenda Item No: 9.1

## **BASEMENTS AND UNDERGROUND STRUCTURES POLICY: MANAGEMENT OF GROUNDWATER, DEWATERING DURING CONSTRUCTION, AND ACCESS**

Contact Officer: Jeanne Rossouw, Acting Manager Infrastructure

### **Purpose of Report**

This report presents the Basements and Underground Structures Policy: Management of Groundwater, Dewatering during Construction and Access, to Council for adoption.

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

## **1. Executive Summary**

This Policy sets out Council's position in relation to groundwater management associated with the construction of basements, other below-ground structures within the City of Kingston as well as flood protection and access to these structures. This has an impact on how basements and other underground structures are designed and constructed. The Policy details Council's position on:

- a. Disposal of groundwater
- b. Waterproofing of underground structures
- c. Retaining wall drainage
- d. Investigations required for assessments and approvals
- e. The management of groundwater during construction
- f. Dewatering of excavations during construction
- g. Soil management
- h. Access and flood protection of basements
- i. Environmental protection

This Policy applies to the development of any land within the municipality of Kingston that involves deep excavations, or the construction of underground structures, including, but not limited to, basements, underground car parks, dwellings, tanks, swimming pools, and retaining walls.

This Policy applies whether a planning permit is required or not.



## **2. Background**

The current Basements and Deep Building Construction Policy was endorsed by Council on 27 October 2014 and is due for review.

## **3. Discussion**

The collection and discharge of groundwater to the drainage system may pose environmental issues, capacity challenges for the drainage network, impact nearby structures, and/or create unwanted outcomes downstream e.g. negative impacts on amenity.

Other than in accordance with this Policy, Kingston City Council, as the drainage authority, does not accept the discharge of any groundwater directly into the stormwater drainage network. Exceptions may be considered on a case-by-case basis where the applicant can satisfy Council that no alternative options are possible and that no negative impacts will arise. Any possible exceptions will be subject to detailed investigations, including the findings of a detailed Groundwater Assessment Report (GAR), and any Council-imposed conditions e.g. conditions on flow rates, water quality, environmental outcomes, amenity, etc.

The revised Policy includes changes that support the position described above.

### **3.1 Waterproofing of Underground Structures**

Due to misinterpretations of the term “waterproofing” the following explanation has been included, *“Any underground structures, other than purpose-built infiltration systems, shall be fully waterproof, prevent any water ingress into the structure, and withstand the hydrostatic pressures of saturated soils.”*

### **3.2 No discharge of groundwater to the kerb and channel will be permitted**

In circumstances where exceptions are made to allow the discharge of groundwater to the Council drainage system, no direct connection to the kerb channel will be permitted. This requirement reduces negative outcomes for adjoining properties and infrastructure.

Groundwater must be discharged into the nearest suitable public underground drainage system at the cost of the Applicant unless otherwise determined by Council. Any new drain between the Legal Point of Discharge (LPD) and the public underground drainage system must be constructed to Council's satisfaction and the drain will be vested in Council upon completion.

## **4. Consultation**

### **4.1 Internal Consultation:**

The following teams and departments have been consulted: Infrastructure, City Development, Municipal Building Surveyor, Legal.

### **4.2 Community Consultation:**

The revised Policy affects developments that include basements and other underground structures. Developers will be informed of the revised Policy via the Kingston website, Planning and Building page.

**5. Compliance Checklist**

**5.1 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

**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.

**5.3 Financial Considerations**

No additional direct costs are associated with the adoption of the revised Policy


**Staff Resources**

The requirements of the revised policy can be managed through existing resources.

**5.4 Risk considerations**

The Policy has been assessed by the relevant department and is considered low risk.

**Appendices**

Appendix 1 - Basements and Underground Structures Management of groundwater, dewatering during construction and access Draft (Ref 24/156713) 

Author/s: Jeanne Rossouw, Acting Manager Infrastructure

Reviewed and Approved By: Samantha Krull, General Manager Infrastructure and Open Space

# 9.1

## **BASEMENTS AND UNDERGROUND STRUCTURES POLICY: MANAGEMENT OF GROUNDWATER, DEWATERING DURING CONSTRUCTION, AND ACCESS**

<b>1</b>	<b>Basements and Underground Structures Management of groundwater, dewatering during construction and access Draft.....</b>	<b>627</b>
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## Basements and Underground Structures Policy: Management of groundwater, dewatering during construction and access.

<b>VERSION NO.</b>	2.0
<b>APPROVAL</b>	Council
	<i>Signature:</i>
	<i>Date:</i>
<b>TRIM REFERENCE</b>	23/312270
<b>REVIEW</b>	June 2028
<b>RESPONSIBLE EXECUTIVE</b>	General Manager Infrastructure and Open Space
<b>POLICY TYPE</b>	Operational
<b>POLICY OWNER</b>	Manager Infrastructure

<b>REVISION RECORD</b>	<b>Version</b>	<b>Revision Description</b>
October 2019	1.0	New Policy
March 2024	2.0	<i>Change of title from previous version. Revised explanation for waterproofing of underground structures. Requirement to discharge to underground drainage system and extend systems if required.</i>

### 1. Purpose

This Policy sets out Council's position in relation to groundwater and stormwater management associated with the construction of basements, other below-ground structures, and deep excavations within the municipality of Kingston. The Policy details Council's position on:

- a. Disposal of groundwater
- b. Waterproofing of underground structures
- c. Retaining wall drainage
- d. Investigations required for assessments and approvals
- e. The management of groundwater during construction
- f. Dewatering of excavations during construction
- g. Soil management
- h. Access and flood protection of basements
- i. Environmental protection

## 2. Scope

This Policy applies to the development of any land within the municipality of Kingston that involves deep excavations, or the construction of underground structures, including, but not limited to, basements, underground car parks, dwellings, tanks, swimming pools, and retaining walls.

This Policy applies whether a planning permit is required or not.

## 3. Governance Principles and Council Plan Alignment

### 3.1 Governance Principles

The Policy aligns with the following governance principles:

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.

### 3.2 Council Plan Alignment

**Strategic Direction: We prioritise our environment and reduce our impact on the earth.**

*Strategy: Protect and enhance our foreshore, marine environment, waterways, and wetlands.*

**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.*

## 4. Policy Details

### 4.1 Disposal of Groundwater

There is a distinction between groundwater and stormwater. It should be noted that the Building Code of Australia relates specifically to stormwater, not groundwater.

The Water Act 1989 (Vic) states that the Crown has control over groundwater, and Southern Rural Water is the Responsible Authority for groundwater. The Responsible Authority for drainage (either Kingston City Council or Melbourne Water Corporation) has control over stormwater drainage.

The collection and discharge of groundwater to the drainage system may pose environmental issues, capacity challenges for the drainage network, impact nearby structures, and/or create unwanted outcomes downstream e.g., negative impacts on amenity.

Other than in accordance with this Policy, Kingston City Council, as the drainage authority, does not accept the discharge of any groundwater directly into the stormwater drainage network. Exceptions may be considered on a case-by-case basis where the Applicant can satisfy Council that no alternative options are possible and that no negative impacts will arise. Any possible exceptions will be subject to detailed investigations, including the findings of a detailed Groundwater Assessment Report (GAR), and any Council-imposed conditions e.g., conditions on flow rates, water quality,

environmental outcomes, amenity, etc.

Where these exceptions are made, groundwater must be discharged into the nearest suitable public underground drainage system at the cost of the Applicant unless otherwise determined by Council. Any new drain between the Legal Point of Discharge (LPD) and the public underground drainage system must be constructed to Council's satisfaction and the drain will be vested in Council upon completion.

No discharge of groundwater to the kerb and channel will be permitted.

#### **4.2 Waterproofing of Underground Structures**

Any underground structures, other than purpose-built infiltration systems, shall be fully waterproof, prevent any water ingress into the structure, and withstand the hydrostatic pressures of saturated soils.

#### **4.3 Retaining Wall Drainage**

On a case-by-case basis, Council may permit the drainage of retaining walls that are not part of a building structure and are above the groundwater level, to discharge to an approved LPD subject to any conditions set by Council.

If a connection to an LPD is not approved, retaining walls must be designed to withstand hydrostatic pressures and constructed using appropriate materials.

#### **4.4 Investigations required for assessment and approvals.**

All areas of Kingston have potential issues with groundwater during deep excavation and construction as the predicted water table varies between 0 and -5 meters from the natural ground level. Some areas are known to be high risk in terms of a high water table, and related issues such as a prevalence of Acid Sulfate Soils, and other contaminants.

##### **4.4.1 Groundwater Assessment Report**

Before applying for permits or approvals, applicants must conduct a site investigation to assess the local hydrology. The results of the site investigation must be presented to Council in the form of a Groundwater Assessment Report. The GAR must be prepared by a qualified and professionally registered Hydrogeologist. The contents of the GAR must be sufficient to allow for a detailed assessment of the site and must be confirmed with the relevant Council Officer before submission.

The minimum contents of the GAR will include:

- Depth to water table
- Recharge characteristics of the water table
- Presence of contaminated soils
- Presence of contaminated surface water
- Presence of contaminated groundwater
- Salinity level of groundwater
- Potential for underground structure to interact with the groundwater flow regime.
- Proximity to nearby structures and how they may be affected by the proposed works.

##### **4.4.2 Groundwater Management Plan**

Depending on the results of the GAR, Council will assess whether the site is likely to experience issues associated with groundwater management. Applicants may be required to submit a Groundwater Management Plan (GMP) at the discretion of Council.

Sufficient detail must be provided in the GMP about the measures to manage groundwater

interference and to demonstrate that such measures will provide acceptable performance. The contents of the GMP must be confirmed with Council before the final submission.

#### **4.4.3 Construction Management Plan**

Items or issues originating from the GMP must be listed in the approved Construction Management Plan for the site. Any non-conformance will be subject to enforcement.

#### **4.5 Management of groundwater during construction**

Council does not permit the disposal of groundwater, associated with dewatering activities, to the stormwater drainage system at any time during construction.

It is the responsibility of the property owner to safely collect and dispose of groundwater on-site or reach an agreement with the local sewer authority for disposal.

#### **4.6 Management of stormwater during construction**

Council does not permit the disposal of stormwater, associated with dewatering activities, directly to the stormwater drainage system.

The nominated LPD is intended for post-construction use only, once the conditions of the LPD have been met, and the site is free of any potential contaminants, including sediment, or other pollutants.

To manage the disposal of stormwater during construction, including the dewatering of stormwater from deep excavations, the owner may:

- Enter into a temporary trade waste agreement with the local sewer authority for disposal.
- Apply for a Temporary Discharge Permit (TDP)

#### **4.7 Soil Management**

Stockpiling of excavated materials must be conducted according to best practice guidelines and prevent contamination of the environment from dust, runoff, and leachate.

#### **4.8 Access and Flood Protection of Underground Areas**

Access to underground areas and flood protection may have a direct impact on each other. Requirements for vehicle access to the site and gradients of access driveways are subject to Council's conditions and guidelines, which include AS/NZS 2890.1 Off Street Car Parking.

Council reserves the right to nominate an apex level for the highest point of any basement access ramps to prevent stormwater inundation of the property. The level(s) provided by Council may affect the floor levels of the proposed structures and should be considered early in the design process.

#### **4.9 Environmental Protection**

Any surface water or approved groundwater flows directed to a nominated Council location must not exceed the Environmental Protection Agency (EPA) requirements for suspended solids, turbidity, pH, and contaminants.

## 5. Key Stakeholders (if applicable)

- All Council Officers involved in the assessments and approval of development related applications and permits.

## 6. Internal and External Assessments

### 6.1 Risk Assessment

*This policy has been assessed by the relevant department.*

### 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.*

## 7. Roles and Responsibilities

Role	Responsibility
Council Officers	Review applications to ensure they comply with relevant laws, regulations, and policies. This involves a detailed analysis of the proposed development's impact on the environment, community, and existing infrastructure.
Applicant	It is the responsibility of the applicant to provide accurate and comprehensive information in the application. This includes detailed plans, reports, and any other documentation required by the Council

## 8. Related documents

### 8.1 Legislation

- Building Act 1993 (Vic)
- Building Code of Australia
- Building Regulations 2018 (Vic)
- Environment Protection Act 2017
- Kingston City Council Community Local Law
- Local Government Act 1989 and 2020
- Water Act 1989



## 8.2 Documents and Resources

- AS/NZS 2890.1 – Off Street Car Parking
- Kingston One Vision, Council Plan 2021 - 2025
- Kingston Council Civil Design Requirements for Applicants
- Kingston Integrated Water Cycle Strategy
- Kingston Construction Management Guidelines

## 9. Definitions

<b>Term</b>	<b>Definition</b>
<b>Acid Sulphate Soils</b>	Naturally occurring soils, sediments, or organic substrates that are formed under water-logged conditions where iron sulphide minerals or related oxides are present. These soils commonly occur within the City of Kingston.
<b>Applicant</b>	The person who has made the application, their representative, the owner of the site, or any interested party representing the application.
<b>Aquifer</b>	A geological structure or formation or an artificial landfill permeated or capable of being permeated permanently or intermittently with water
<b>Flow</b>	In relation to water, includes discharge under gravity or pumped, release, escape, percolation, seepage, and passage, and includes both surface and underground flow
<b>Groundwater</b>	Any water (including any matter dissolved or suspended in any such water) that: <ul style="list-style-type: none"> <li>(a) Exists or occurs in or can be obtained from any geological structure or formation, any natural or artificial landfill or any soil beneath the surface of the land; and (</li> <li>b) Arises (or has originated) from any surface or underground flow of water (including any discharge, release, escape, percolation, seepage, or passage of such water) any water occurring in or obtained from an aquifer and includes any matter dissolved or suspended in any such water.</li> </ul>
<b>Stormwater</b>	Water, resulting from precipitation, that runs off all urban surfaces such as roofs, footpaths, car parks, roads, gardens, and vegetated open space and is captured in constructed storages, or conveyed in drainage systems
<b>Underground Structures</b>	Underground structures refer to any constructed facilities, structures, or spaces that are partially or entirely located beneath the ground surface. This includes but is not limited to: <ul style="list-style-type: none"> <li>• Basements</li> <li>• Swimming pools</li> <li>• Retaining walls</li> <li>• Service pits</li> <li>• Tanks</li> <li>• Underground Parking Garages</li> <li>• Stormwater detention systems</li> <li>• Stormwater pits</li> <li>• Tunnels</li> </ul>



# Ordinary Council Meeting

24 June 2024

**Agenda Item No: 9.2**

## **WATERWAYS CCTV**

**Contact Officer: Michael Eddington, Manager City Works**

### **Purpose of Report**

This report seeks Council approval of a proposal from the Waterways Owners Corporation (WOC) to install a number plate recognition CCTV system at the Waterways Estate.

### **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 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.

### **1. Executive Summary**

At the Ordinary Council Meeting on 27 September 2021, Item number 9.2 Request for CCTV at Waterways, Council resolved:

*That Council:*

1. *Approve and agree to project manage the solar powered CCTV project within Waterways as per the Waterways Owners Corporation Submission.*
2. *Note that installation and asset renewal costs are the responsibility of the Waterways Owners' Corporation.*
3. *Note that data retrieval (in accordance with Council protocols), Signage, maintenance and cleaning costs will be the responsibility of City of Kingston.*
4. *Develop an application process (including evaluation criteria) for future community requests which will be informed by the pilot project. On for installing CCTV at Waterways, Officers and the Waterways Owners Corporation Committee have been working in collaboration to deliver this project to meet the project objective.*

With changes to Council staff and a new Waterways Owners Corporation (WOC) since this adopted position, after review of the original proposed design for this installation, this initial proposal is no longer supported by both parties. Reasons included that the crime data did not support the locations of the CCTV system, excessive installation and maintenance costs to WOC and Council, and adherence to continuous policy changes including privacy of residents, security and data storage.

WOC and officers have worked through appropriate locations and seek Council endorsement for an alternative proposal.

## **2. Background**

At the Ordinary Council Meeting on 26 April 2021, the Waterways Owners Corporation (WOC) presented 4 petitions to Council. One of the petitions was a request to install several CCTV cameras for the purpose of increasing community perception of security and safety.

This was presented to Council as “Installation of CCTV – Waterways” to implement CCTV across Waterways estate to the locations as advised by the City of Kingston’s appointed security consultant.

The petition was signed by 1,214 people of which 472 were property owners within the Waterways estate. This petition was also supported by the Victoria Police Local Area Commander for Kingston.

The petition by the WOC for the provision of CCTV assumed a partnership approach, with the majority of the capital investment to be met by the WOC, with ongoing operational maintenance costs being Council’s responsibility.

At an Ordinary Council Meeting on 27 September 2021, Item number 9.2 Request for CCTV at Waterways, Council resolved:

*That Council:*

1. *Approve and agree to project manage the solar-powered CCTV project within Waterways as per the Waterways Owners Corporation Submission.*
2. *Note that installation and asset renewal costs are the responsibility of the Waterways Owners’ Corporation.*
3. *Note that data retrieval (in accordance with Council protocols), Signage, maintenance and cleaning costs will be the responsibility of City of Kingston.*
4. *Develop an application process (including evaluation criteria) for future community requests which will be informed by the pilot project.*

Since then, officers have progressed the development of a policy around the use and application of CCTV on Council land and facilities. In its current draft form, it is proposed that future installation requests be data driven and will require alternative actions primary based on a Crime Prevention Through Environmental Design (CPTED) lens, with CCTV as the last resort.

For the Waterways Estate, a feasibility study was undertaken, and officers worked with the WOC and Victoria Police to ascertain the appropriate locations for installation.

A feasibility report was completed by Council with 11 locations identified for 18 cameras to be installed.

With changes to Council officers leading this project, and changes to the WOC since the Council adoption, this project has been reviewed.

In March 2024, a new WOC was formed and discussions on this project reconvened, with WOC presenting a revised proposal that met the objectives of the WOC and residents of Waterways. The proposal is a reduction in scale and technology. The proposal is also a cost-effective solution for all parties and has the supporting documentation on its appropriate use, including data collection, privacy principles and would be trialled to gain the effectiveness of the system.

### **3. Discussion**

#### **3.1 Proposal**

The WOC proposal is for a 12 month trial for a 5 camera CCTV system located at 3 vehicle entry and exit points into the Waterways estate at:

- Exit of Waterways Boulevard to Springvale Road
- Entrance onto Waterways Boulevard from Springvale Road
- Entrance onto Burdekin Boulevard from Governor Road
- Exit onto Governor Road from Burdekin Boulevard
- Bowen Parkway

These cameras will only be activated by vehicles including motorcycles, only with the ability to capture number plate and vehicle attributes. The system is set up to detect movement of vehicles and not pedestrians.

This proposal is to be fully funded and led by the WOC for all installation, maintenance and any other costs incurred for this system including data security, monitoring and data retrieval. No further Council funding will be required.

This revised proposal from the WOC embraces the original intent of the Waterways Neighbourhood Watch proposal previously discussed and provides opportunity to trial the CCTV system and evaluate if it is meeting the required objectives.

#### **3.2 Use of System**

The system will only be activated by movement of vehicles including motorcycles, only with the ability to capture registration plates and vehicle attributes. This system will not activate for pedestrians or people movement.

Upon completion of the 12 month trial, an evaluation of the system against the identified objectives and ongoing financial costs will be reviewed by the WOC.

#### **3.3 Data Collection and Use**

The system will record vehicle movements only. Upon only a request from Victoria Police, WOC will engage their contractor to retrieve and deliver the footage via the requested channels.

Data is stored internally within each camera unit and will only hold data for a maximum of 10 days.

#### **4. Consultation**

##### **4.1 Internal Consultation:**

Internal consultation on this proposal has been undertaken with:

- Manager inclusive Communities
- Team Leader Health & Social Policy
- Community Safety Officer
- Team Leader Buildings & Facilities

##### **4.2 Community Consultation:**

The WOC has led by consultation promoting the investment of CCTV installation in the Waterways community. Consultation methodology includes distribution of petition documentation, use of social media, along with direct consultation with the Waterways Neighbourhood Watch and residents within the vicinity of locations.

Further consultation has been undertaken with Victoria Police and Council officers.

Representation from the WOC have confirmed this proposal is supported by the Waterways residents.

#### **5. Compliance Checklist**

##### **5.1 Council Plan Alignment**

Strategic Direction: Safe - Our community will feel safe, and be safe, in all aspects of their lives.

Strategy: Design an environment and infrastructure that promotes better safety and accessibility

##### **5.2 Governance Principles Alignment**

Principle (d) - the municipal community is to be engaged in strategic planning and strategic decision-making.

Principle (g) - the ongoing financial viability of the Council is to be ensured.

##### **5.3 Financial Considerations**

This project will be fully funded by the WOC for the delivery, ongoing maintenance, and any further outgoings with this system.

Council will be providing a license agreement to the WOC for the use of Council's land. No further funding or resourcing beyond this will be required from Council.

##### **5.4 Risk considerations**

Data use will be controlled by the WOC, they will be required to create appropriate management through policies. WOC have provided assurance that data retrieval and use will be in line similar to Council's current procedures with a contractor uploading data only upon Victoria Police Request with no active monitoring by persons at any time.

**Appendices**

Appendix 1 - Waterways CCTV Proposal - Camera View 1 (Ref 24/144896)  [↓](#)

Appendix 2 - Waterways CCTV Proposal - Camera View 2 (Ref 24/144897)  [↓](#)

Appendix 3 - Waterways CCTV Proposal - Camera View 3 (Ref 24/144898)  [↓](#)

Appendix 4 - Waterways CCTV Proposal - Camera View 4 (Ref 24/144899)  [↓](#)

Appendix 5 - Waterways CCTV Proposal - Camera View 5 (Ref 24/144900)  [↓](#)

Author/s: Michael Eddington, Manager City Works

Reviewed and Approved By: Samantha Krull, General Manager Infrastructure and Open Space

# 9.2

## WATERWAYS CCTV



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<b>CAMERA 1 - EXIT FROM WATERWAYS BOULEVARD (ONTO SPRINGVALE ROAD)</b>			
<b>SYSTEM TYPE</b>	LPR	<b>MONITORED</b>	Not Monitored
<b>POLE TYPE</b>	Extended Pole	<b>ALARM</b>	Disabled
<b>POWERED</b>	Solar Powered	<b>INT / EXT</b>	External
<b>INSTALLATION TYPE</b>	In Ground		
<b>PROPOSED LOCATION</b>	Waterways Boulevard, 39 metres from Springvale Road		
<b>VIEWING PROTECTING</b>	North East down The Waterways Boulevard		
<b>INSTRUCTIONS</b>	Technicians to Dial Before Dig - Gas Line, Fibre Optics		
<b>PROPOSED CAMERA LOCATION PHOTO</b>		<b>PROPOSED CAMERA VIEWING PHOTO</b>	
			

<b>CAMERA 2 - ENTRANCE ONTO WATERWAYS BOULEVARD (FROM SPRINGVALE ROAD)</b>			
<b>SYSTEM TYPE</b>	LPR	<b>MONITORED</b>	Not Monitored
<b>POLE TYPE</b>	Extended Pole	<b>ALARM</b>	Disabled
<b>POWERED</b>	Solar Powered	<b>INT / EXT</b>	External
<b>INSTALLATION TYPE</b>	In Ground		
<b>PROPOSED LOCATION</b>	Waterways Boulevard, 23 metres from Springvale Road		
<b>VIEWING PROTECTING</b>	North East down The Waterways Boulevard		
<b>INSTRUCTIONS</b>	Technicians to Dial Before Dig - Gas Line, Fibre Optics		
<b>PROPOSED CAMERA LOCATION PHOTO</b>		<b>PROPOSED CAMERA VIEWING PHOTO</b>	
			

<b>CAMERA 3 - EXIT ONTO GOVERNOR ROAD (FROM BURDEKIN BOULEVARD)</b>			
<b>SYSTEM TYPE</b>	LPR	<b>MONITORED</b>	Not Monitored
<b>POLE TYPE</b>	Extended Pole	<b>ALARM</b>	Disabled
<b>POWERED</b>	Solar Powered	<b>INT / EXT</b>	External
<b>INSTALLATION TYPE</b>	In Ground		
<b>PROPOSED LOCATION</b>	<b>Burdekin Boulevard, 24 metres from Governor Road</b>		
<b>VIEWING PROTECTING</b>	East down Burdekin Boulevard		
<b>INSTRUCTIONS</b>			
<b>PROPOSED CAMERA LOCATION PHOTO</b>		<b>PROPOSED CAMERA VIEWING PHOTO</b>	
			

<b>CAMERA 4 - ENTRANCE ONTO BURDEKIN BOULEVARD (FROM GOVERNOR ROAD)</b>			
<b>SYSTEM TYPE</b>	LPR	<b>MONITORED</b>	Not Monitored
<b>POLE TYPE</b>	Extended Pole	<b>ALARM</b>	Disabled
<b>POWERED</b>	Solar Powered	<b>INT / EXT</b>	External
<b>INSTALLATION TYPE</b>	In Ground		
<b>PROPOSED LOCATION</b>	Burdekin Boulevard, 22 metres from Governor Road		
<b>VIEWING PROTECTING</b>	West down Burdekin Boulevard		
<b>INSTRUCTIONS</b>			
<b>PROPOSED CAMERA LOCATION PHOTO</b>		<b>PROPOSED CAMERA VIEWING PHOTO</b>	
			

<b>CAMERA 5 - BOWEN PARKWAY</b>			
<b>SYSTEM TYPE</b>	LPR	<b>MONITORED</b>	Not Monitored
<b>POLE TYPE</b>	Extended Pole	<b>ALARM</b>	Disabled
<b>POWERED</b>	Solar Powered	<b>INT / EXT</b>	External
<b>INSTALLATION TYPE</b>	In Ground		
<b>PROPOSED LOCATION</b>	<b>Bowen Parkway (left hand side heading towards Wells Road) 70 metres from Mordialloc Freeway Bridge (8 metres from reflective Chevron)</b>		
<b>VIEWING PROTECTING</b>	West down Bowen Parkway		
<b>INSTRUCTIONS</b>			
<b>PROPOSED CAMERA LOCATION PHOTO</b>		<b>PROPOSED CAMERA VIEWING PHOTO</b>	
			



# Ordinary Council Meeting

24 June 2024

**Agenda Item No: 9.3**

## **PARKING MANAGEMENT POLICY - REVIEW**

**Contact Officer: Alex Reid, Traffic and Transport Engineer**

### **Purpose of Report**

This report summarises the community feedback received on Council's draft Parking Management Policy (Version 3) undertaken in February and March this year and outlines the changes made to the 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 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.

## **1. Executive Summary**

The current Parking Management Policy (Version 2) was approved by Council on 25 May 2020. Version 2 of the Policy was due to expire on 30 June 2023. It was extended in November 2023 until 30 June 2024 to enable community engagement and to complete the draft Policy.

At the Strategic Councillor Information Session of 13 November 2023, Councillors provided input into the community engagement process for the review of the Council Parking Management Policy.

The key changes between the current Parking Management Policy (Version 2) and draft Parking Management Policy (Version 3) arose through internal consultation and includes changes to sections of the Policy about industrial areas, communications, residential parking permit areas, legacy clauses, loading facilities, electric vehicle charging bays, and delegations relating to carer permits and permit exemptions to 1-hour parking signs.

This report also reviews the objectives of Council resolution of 27 July 2015 whereby residents living in subdivisions that create a net increase in total dwellings are not eligible for a permit in specific areas. The report recommends retaining the resolution.

The community was engaged between 23 February to 27 March 2024 through a 'Your Kingston Your Say' survey. Residents were provided opportunity to make comments and observations about the draft Policy and officers have responded to the comments, as included in Appendix 2. The draft Policy addresses the issues raised by residents and it was determined that no further changes to the draft Policy are needed in response to this feedback.

It is recommended that Council adopt the Parking Management Policy (Version 3).

## **2. Background**

The current Parking Management Policy was approved by Council on 25 May 2020. The document expired on 30 June 2023. It was extended until 30 June 2024 to enable community engagement and to complete the draft Policy.

Internal consultation was undertaken on the current Parking Management Policy (Version 2) and the feedback provided incorporated into the draft Parking Management Policy (refer Appendix 1).

This report also reviews the objectives of Council resolution of 27 July 2015 whereby residents living in subdivisions that create a net increase in total dwellings are not eligible for a permit in specific areas. The existing permit scheme has the following features:

- 7,128 properties are eligible for permits (about 10% of dwellings in the municipality).
- 1,454 of these households have sought a permit (about 20% of eligible properties).
- Almost 36% of permits issued are done so electronically.
- The permit scheme raises about \$14,700 a year (representing about 300 second permits).
- 274 properties have legacy permits from earlier schemes.

The report recommends retaining the resolution.

## **3. Discussion**

The discussions, amendments and minor changes to the Parking Management Policy are set out below.

### **3.1 Discussion - Council Resolution of 27 July 2015**

Under the Council Resolution of 27 July 2015, residents living in subdivisions (granted planning advertisement after 28 July 2015) that create a net increase in total dwellings are not eligible for a permit in the following zones:

- Activity Centre Zone;
- Comprehensive Development Zone;
- Commercial 1 Zone;
- Commercial 2 Zone;
- Mixed Use Zone;
- Residential Growth Zone;
- General Residential Zone Schedules 1 and 2.

This resolution was adopted based on the following reasons:

- The zones (above) are experiencing cumulative impacts associated with a high concentration of new unit and apartment development.
- The population growth in these zones increases pressure on on-street parking.

- Council needs to manage demand for on-street parking in these areas of significant change.
- Under the Planning Scheme, Council needs to ensure an appropriate number of car parking spaces are provided at new developments to meet the anticipated demand generated by the activities on the land and the nature of the locality.
- Residential planning applications in these zones occasionally seek a reduction in car parking requirements for residents or visitors, based on (amongst other things) availability of public transport, anticipated car ownership rates, and empirical assessments or case studies.
- As the on-site parking requirement is assessed through the Kingston Planning Scheme, adequate parking is expected to be provided on-site for residential developments.
- The resolution seeks to ensure that prospective planning permit applicants (developers and architects) provide sufficient parking (at the planning permit application stage) to cater for future residents and visitors.

However, recent changes to the Planning Scheme have impacted on this objective – particularly for visitor parking. These changes include:

- Section 52.06-5 no longer requires visitor parking for dwellings if the land is within the Principal Public Transport Network Area (PPTN). The PPTN area largely coincides with the zones identified by the resolution.
- Section 16.01 includes an objective to deliver more affordable housing closer to jobs, transport, and services for households on very low to moderate incomes. This means Council may approve a parking waiver for larger developments to keep costs down for affordable housing.
- Section 53.24 of the Planning Scheme (dated 22/09/2023) relates to apartment developments (in General Residential Zones within 800m of a railway station or activity centres) that incorporate exemplar designs (in design, liveability, and sustainability) and approved under the Future Homes Projects. It seeks to facilitate apartments that increase density and diversity of housing to respond to Victoria's population growth. Car parking spaces must be provided at a rate of 1 space per dwelling.
- State Government has revised the Residential Planning Zones as part of a Planning Scheme Amendment. This means Residential Planning Zones 1 and 2 have been superseded and merged into a substantially larger General Residential Zone. The Parking Management Plan therefore refers directly to Figure 1 which identifies the areas under which the resolution applies. This will retain the original geographic intent of the 2015 Council Resolution.

Though not yet finalised, State Government also has plans, through the Victorian Planning Authority (VPA – Activity Centre Programs) and Suburban Rail Loop Authority (SRLA - Precinct Plans), that are likely to change parking provision rates for proposed new development (residential and commercial) in Moorabbin and around the proposed Cheltenham Suburban Rail Loop Station located at Southland.

State Government is also proposing to modernise car and bicycle parking requirements in all Planning Schemes. This will see the possible introduction of car parking rates that align with Public Transport Accessibility Levels (PTAL) and set maximum parking provisions for locations with medium or high PTAL. This is subject to a separate report to be presented by Planning and Place.



In addition, while the Parking Management Policy seeks to balance the needs of different users by, for example, providing (in the first instance) parking restrictions only on one side of the road (with unrestricted parking retained on the other side of the street) where the width of the road allows parking on both sides of the road. Parking restrictions installed close to activity centres before 2015 often cover both sides of the road. This limits the parking options available for residents who are ineligible for parking permits. Residents frequently oppose attempts to remove the existing restrictions on one side of these roads.

Council is also likely to receive more objections to the resolution as the number of residents not eligible for a permit increases (as the number of new developments are built) or residents will increasingly seek exemptions to the resolution due to changes in life circumstances such as disability, aging, parenthood, and personal safety.

Nevertheless, the Council resolution continues to help control demand of on-street parking. In an internal stakeholder workshop held in June 2023, the main feedback was from Statutory Planning who sought to retain the resolution as they find it valuable for Planning Applications. Environmental Planning also supported retaining the resolution. There was no other feedback other than general support for the other proposed changes. Consequently, Council officers recommended retaining the existing Council Resolution of 27 July 2015.

### **3.2 Amendments to the Parking Management Policy - included in the draft Policy V3 following internal consultation**

- Foreshore Areas (Section 6.5.4). An additional sentence has been added to say Council reserves the right to install paid parking in foreshore areas.
- Industrial Areas (Section 6.5.6). An additional sentence has been included about providing on-street accessible parking in existing industrial areas only where this has not been previously provided on-site.
- Community Consultation (Section 6.6). The 25% minimum response rate has been removed, and additions made to the more general description to better explain about how feedback influences outcomes. This is because lower response rates are a more typical for feedback on parking – the current 25% level could prevent broader community benefits from proceeding.
- Residential Parking Permits (Section 7.1). A paragraph has been removed relating to undertaking a review of existing permit areas to see if several local streets with similar restrictions could be grouped into a single larger area to provide residents with opportunities to park in more than the street they live in. Consultation undertaken following adoption of the current Parking Management Policy (Version 2) showed this was not supported by residents.
- Eligibility (Section 7.1.1). A sentence has been added to provide examples of exemptions to the use of resident parking permits for parking signs where the restrictions are 1P or less e.g. carer's permit or 1-hour restrictions that are predominantly for residents' benefit.
- Number of permits available (Section 7.1.2). Residential properties that have more permits than currently provided under the 'legacy clause' from earlier schemes has been amended so that clause applies only to residents who continuously apply for these permits without a break.

- Loading facilities (Section 8.5). This paragraph has been updated to reflect changes to the City of Kingston’s Planning Scheme in relation to provision for loading facilities. This will help to emphasise that where loading and unloading is expected at new developments, it should take place on-site (rather than on-street).
- Electric vehicle charging bays (Section 8.12). This section has been added to reflect Council’s work in delivering electric charging bays in the municipality.
- Delegations/Authorisations (Section 9.1). The Manager Infrastructure exemptions now include the provision of a ‘carer permit’ issued to resident’s property for carer(s) use only and at locations where residents do not have access to a resident permit. This is only needed if Council Resolution of 27 July 2015 (regarding resident parking permits eligibility) is retained.

**3.3 Other minor changes included in the draft Parking Management Policy Version 3**

Other changes have been made to the Policy to make it easier to read. For example: simpler language, additional definitions and clarifications, changes to the names of Victorian Government organisations or Council structure, updated legislation, and Council Policies.

The final Parking Management Policy will be updated using Council’s current Policy Template with the content mirroring the draft policy presented in Appendix 1. This may require minor changes to the Policy’s structure, paragraph numbering and fonts.

**4. Consultation**

**4.1 Internal Consultation:**

Internal consultation has been undertaken with the following teams: Infrastructure (Traffic and Transport), Property Services, Parking Services, Kingston Business, Procurement and Contracts, Environmental Planning, Communications and Engagement, Bushland and Foreshore, Local Laws. The feedback received was incorporated into the draft Parking Management Policy used in consultation with the wider community (see Appendix 1).

**4.2 Community Consultation:**

Group	Method
<b>Key Stakeholders</b>	<b>See targeted groups below.</b>
General community	<p>Consultation on the draft Parking Management Policy included opportunity to provide feedback online. Respondents were also welcome to email, mail or call to provide their feedback on the draft Policy.</p> <p>We promoted this consultation via:</p> <ul style="list-style-type: none"> <li>• Your Kingston Your Say (dedicated page and e-newsletter)</li> <li>• Kingston News and other relevant EDMs</li> <li>• Paid targeted social media ads (Kingston Council, Kingston business, and industrial groups).</li> <li>• On-site digital screens.</li> <li>• Information bulletins to targeted groups.</li> </ul>

Targeted groups	Feedback will be provided to the following groups. <ul style="list-style-type: none"> <li>• Access and Equity Committee.</li> <li>• Carer's network.</li> <li>• Bulletin for residents in Southland precinct.</li> </ul>
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**4.3 Results/Findings:**

Council engaged the wider community on the draft Parking Management Policy (between 23 February to 27 March 2024) through a 'Your Kingston Your Say' survey. This consultation resulted in 278 visitors to the survey page, with 91 on-line responses, and three written emails. The feedback has been reproduced in Appendix 2 together with a summary of the comments, whether the comment was related to the Policy or a more general 'operational' comment on parking, and the Council's response.

The main feedback on the Policy included the following:

- Paid parking in foreshore areas. Concerns about Section 6.5.4 of the draft Policy which mentions that Council reserves the right to install paid parking in foreshore areas. Parking fees already apply in many designated foreshore areas. Section 6.5.4 of the draft Policy sets out Council's priorities for parking in these areas, which seeks to balance the needs of residents, local businesses and foreshore visitor parking. Section 7.3 of the draft Policy says residents receive foreshore parking permits to enable them to park free of charge in these areas.
- Parking on the nature strip. Section 8.1 of the draft Policy states that parking on the nature strip in Victoria is prohibited by the Victorian Road Safety Road Rules 2017 and goes on to explain how Council enforces parking on the nature strip.
- Parking of caravans, boats and trailers on-street. Section 8.7 of the draft Policy sets out powers Council currently has regarding the parking of boats, trailers and caravans on roads.
- Parking of long or heavy vehicles on-road. Section 8.7 and 8.8 of the draft Policy relates to powers Council currently has relating to parking of heavy and long vehicles i.e. vehicles over 7.5m in length or with a gross vehicle mass of 4.5t or more.
- Parking in narrow streets. Section 6.2 of the draft Policy describes how the width of the road helps determine where parking restrictions apply on Council local roads or Council collector and major roads (and roads with public transport services).
- Provide more commuter parking at stations. The Department of Transport and Planning is responsible for providing commuter car parks at stations. Section 6.5.2 of the draft Policy relates to how Council balances competing demand for on-street parking around Stations.
- Residents in new developments should be made to park in their garages and driveways. Council does not have powers to force drivers to park their vehicles in off-street parking spaces.
- Abandoned vehicles left parked permanently on street. Section 8.4 of the draft Policy relates to Council powers in relation to abandoned vehicles.
- Number and fees for residential parking permit. Section 7.1.2 of the draft Policy relates to the number of permits available. Section 7.1.3 of the draft Policy sets out fee structure for permits (currently \$50 for a second permit).
- Provision of accessible parking permits. Section 7.2 relates to provision of accessible parking permits.
- Review of Council resolution of 27 July 2015 about parking permits. This resolution has been reviewed in Section 3.1 of this report.

- Provision of EV chargers. 8.12 of the draft Policy explains that until Council's EV charging policy is approved, lease arrangements, fees and any financial or other support from Council will be determined on a case-by-case basis. Council is developing Electric Vehicle Charging Policy together with Design and Installation Guidelines.
- Provide more indented parking. Section 8.2 of the draft Policy relates to how indented parking is provided in the municipality.

The main comments on Operational issues included:

- Difficulties residents have in finding parking to shop in Chelsea on beach days. A notice of motion 1/2024 was raised about this issue on 26 February 2024. This was reported back to Council on 13 May 2024.
- Provide more parking in Showers Avenue to improve parking for users of the Activity Hub. The Traffic and Transport Team are investigating parking in Showers Avenue.
- Provide more pro-active enforcement of parking. The draft Policy sets out the main principles the Council uses to manage parking restrictions and parking permits. The enforcement of parking restrictions is managed (outside of this draft Policy) by the Compliance and Amenity Team.
- Large new developments have insufficient parking. Section 52.06-5 of Kingston's Planning scheme set out car parking requirements for various land-uses, which are set by the State.
- Drivers are parking too close to driveways - The State Government's Victorian Road Rules defines the rules on obstructing access to and from a driveway. Section 8.11 of the draft Policy relates to hockey stick markings near driveways to provide clearance either side of a driveway.

The issues above are therefore either addressed in the draft Policy or are operational issues are being pursued outside the draft Policy. Consequently, no further changes to the draft Policy are considered necessary following consultation. Council officers will report back to the community and targeted groups about the adoption of Parking Management Policy.

## **5. Compliance Checklist**

### **5.1 Council Plan Alignment**

Strategic Direction: Liveable - Our city will be a vibrant, enjoyable, and easy place to live.

Strategy: Manage movement around the city, including traffic and parking, to make community activities accessible

Growth in land use development and the city's population means more people in the municipality are experiencing parking issues. The Parking Management Policy provides the City of Kingston with a consistent, equitable and transparent framework to manage parking across the municipality for the benefit of the whole community, and for all road users. The Policy sets out the main principles the Council uses to manage parking restrictions, parking permits, and other parking issues. This will help Council to balance competing demands for residential amenity, road safety, road usage and economic prosperity.

**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 (i) - the transparency of Council decisions, actions and information is to be ensured.

The Policy seeks to provide a framework to manage parking for the benefit of the whole community. Consultation will ensure the community is engaged in decision making. Internal and external reviews of the Policy ensure the management of parking is continuously improved to meet the needs of the Community. Council reports ensure transparency in decision making.

**5.3 Financial Considerations  
Budget**

The permit scheme currently raises about \$15,000 a year and this is unlikely to change due to the amendments proposed.

**Staff Resources**


Staff resources needed to administer the permit scheme will remain unaffected by the proposed changes to the Parking Management Policy.

**5.4 Risk considerations**

The current Parking Management Policy expires on 30 June 2024.

**Appendices**

Appendix 1 - Draft Parking Management Policy (Ref 23/278021)  [↓](#)

Appendix 2 - Community Feedback (Ref 24/138427)  [↓](#)

Author/s: Alex Reid, Traffic and Transport Engineer  
Reviewed and Approved By: Jeanne Rossouw, Acting Manager Infrastructure  
Samantha Krull, General Manager Infrastructure and Open Space

# 9.3

## PARKING MANAGEMENT POLICY - REVIEW

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# Parking Management Policy

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## 1 Document Control

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POLICY OWNER	Manager Infrastructure
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## 2 Purpose

Growth in land use development and the City's population means more people in the municipality are experiencing parking issues. The purpose of this Policy is to provide the City of Kingston with a consistent, equitable and transparent framework for managing parking across the municipality for the benefit of the whole community, and for all road users. The Policy sets out the main principles Council uses to manage parking restrictions, parking permits, and other parking issues.

## 3 Definitions

Term	Definition
<b>Abutting property</b>	A property on the same side of the road as the parking spaces of interest. This does not include properties on the opposite side of the road.
<b>Area of interest</b>	Section of road or collection of roads with the same parking issue.
<b>Heavy Vehicle</b>	A vehicle is a heavy vehicle if it has a gross vehicle mass (GVM) or aggregate trailer mass (ATM) of more than 4.5t as defined by Victorian Safety Road Rules 2017. Road Rule 200 has the same meaning as Road Safety Act 1986, and the Heavy Vehicle National Law (Victoria) Application Act 2013. Part 2 Section 4 of this Act refers to the Heavy Vehicle National Law Act 2012 of Queensland applying to Victoria.
<b>Loading Facilities</b>	The area set aside for loading and unloading of commercial vehicles within a development (e.g. loading docks or service area).
<b>Loading Zone</b>	Loading zones provide short-term on-street stopping for purposes of loading and unloading goods vehicles.
<b>Long Vehicle</b>	A vehicle that, together with any load or projections is 7.5m long or longer as defined by under Road Rule 200 of Victorian Safety Road Rules 2017.
<b>Mixed-use</b>	A property that has more than one use, such as retail on the ground floor and residential on the upper floors, including 'shop-top' living.
<b>Multi-dwelling property</b>	A property with two or more dwellings on a lot and includes subdivided sites and shop-top apartments.
<b>Occupancy rate</b>	This is the percentage of theoretical parking spaces that are occupied in the area of interest, at any one time.
<b>On-street Parking Demand</b>	People who owns a vehicle needs a space to park that vehicle. As the number of vehicles grows, the need for parking increases. This need (demand) for parking is often sought on-street. The demand for on-street parking is usually measured as an occupancy rate. However, a wider definition (where the demand for on-street parking exceeds the number of spaces available) may include the total demand for parking spaces in an area e.g. in residential streets largely made up of multi-dwelling properties, the number of properties in the street (and

	car owners wanting to park on-street) may exceeds the number of on-street spaces available.
<b>Parking permit</b>	A parking permit issued by the City of Kingston.
<b>Resident permit zones</b>	Areas where only residents can park on the restriction.
<b>Residential property</b>	A dwelling that solely used for residential purposes.
<b>Response rate</b>	The number of properties who responded, as a percentage of the total number of properties consulted.
<b>Road Hierarchy</b>	The road network in Victoria is divided into a hierarchy of roads based on function, speeds, volumes, geometry, and construction standards. Local roads (at the bottom of the hierarchy) are local streets usually with properties beside it (such as residential dwellings) with low speeds and traffic volumes and many accesses to property (such as driveways). Council collector and major roads collect traffic from local roads and distributes it to DTP arterial roads. Traffic using these roads are usually going to or coming from somewhere nearby. DTP arterial roads carry large volumes of traffic and have higher speeds, and more through traffic. Freeways (at the top of the hierarchy) have the highest speeds and flows and access is usually limited. Melways identifies DTP's arterial roads in black or red. Orange roads are major Council roads. Grey roads are Council collector roads. All other roads local council roads.
<b>Section of road</b>	A section of road 150m (or greater) in length or with the same existing parking restrictions.
<b>Survey period</b>	This involves measuring the parking occupancy rate (and turnover) for a period of at least five hours on both sides of the road in the area of interest.
<b>Theoretical parking spaces</b>	The estimated number of parking spaces in an area of interest based on Australian Standards for the length of an 85th percentile vehicle, Road Rules or signs and line markings.
<b>Time based restrictions</b>	For example, 3-hour restrictions.
<b>Time of operation</b>	The time of day or days of the week that parking restrictions apply.
<b>Turnover rate</b>	The actual rate of use of (theoretical) parking spaces in an area of interest. It is calculated as the number of vehicles parked in the spaces (per hour) during the survey period.
<b>User limitations</b>	The restriction applies to a type of vehicle or user.

#### 4 Scope

This Policy applies to all Council roads, Council public car parks, and private parking areas where agreements exist between Kingston City Council and the property owner.

The Policy refers to the specific parking needs in the following areas where the parking requirements are similar e.g. on

- narrow roads and laneways;
- Council local, collector or major roads, and DTP arterial roads or freeways;
- residential areas;
- street near railway stations;
- activity centres and commercial areas;
- foreshore areas;
- streets with schools, kindergartens, hospitals, and childcare centres; and
- industrial areas.

The Policy outlines the types of parking restrictions the Council uses, and the types of parking permits the Council issues to manage parking. The Policy also refers to other parking issues such as parking on the nature strip, indented parking, abandoned and unauthorised vehicles, loading facilities, boats, trailer, caravans, and streets designated as cycle routes, and electric vehicle charging bays.

#### 5 Background and Objectives

The aim of this Parking Management Policy is to provide a framework to manage parking to best satisfy the needs of the whole community. The objective is to protect residential amenity, whilst managing competing demands for parking by:

- providing equitable access to on-street parking;
- providing access for vehicles (including emergency services) cyclists and pedestrians;
- supporting access and turnover to car parking in activity centres to improve economic activity; and
- promoting safe, accessible and sustainable environment for all road users.

Everyone can play a positive role to parking in the City of Kingston by:

- parking within their own property to minimise the demand for on-street parking;
- walking children to and from school;
- walking, cycling, or using public transport for short neighbourhood trips;
- avoiding parking boats, caravans, and trailers on public streets; and
- accessing public transport by modes other than private vehicles.

#### 6 Managing Parking Restrictions

This section of the Policy describes the main principles used to manage parking restrictions across the City of Kingston for the benefit of the whole community and all road users. The principles provide guidance about why and when new parking restrictions are introduced, or changes made to existing parking restrictions:

- for road safety reasons - e.g. where there is a record of casualty crashes or speeding;

- where demand for parking spaces is high (or too low) – e.g. where the demand for parking spaces exceeds the number of spaces;
- where traffic congestion has increased – e.g. near activity centres, or beaches where the seasonal demand for parking is high, or where the roads are narrow.

### 6.1 Parking Investigation Methodology

Parking restrictions seek to make the best use of the parking resources across the municipality. When Council receives (or identifies) an issue with current parking arrangements, the following methodology is used to investigate the issue.

- a) Determine whether a change is warranted:
  - Identify who is having the parking issue (e.g. residents, business, visitors).
  - Seek evidence of general community support for a change (e.g. through a community survey).
  - Consider the width of the road to determine if the road (or laneway) is narrow (see 6.2 below).
  - Consider the function of the road within the 'road hierarchy' e.g. is the road a Council local, collector or major road, or part of the Department of Transport and Planning's (DTP) arterial or freeway road network (see 6.3 below).
  - Identify the current parking arrangements and use (e.g. through a parking survey).
  - If the current parking restrictions are not being complied with, then enforcement action will be undertaken before any changes to restrictions are considered.
  - Determine if any 'triggers' have been met to warrant a change (see 6.4 below).
- b) Determine the most appropriate change to parking to solve the parking issue:
  - Identify the purpose of the change.
  - Determine the relative user priorities (see 6.5 below).
  - Consider extending or installing new parking restrictions.
  - Consider different types of restrictions and times.
- c) If changes are warranted, consult the community on whether proposed changes are supported (see 6.6 below).
- d) Advise the consulted community of the outcome.
- e) Implement the change - if the change is supported.

Once a street or area has been investigated and a decision made to implement change (or retain the existing parking) no additional review of the area will be undertaken for at least twelve months, unless some significant and sustained change in circumstances has been identified.

## 6.2 Road widths – Narrow Roads and Laneways

Kingston's road network is made up of local, collector and major Council roads. The network contains a number of narrow roads and laneways that are used to access properties or that collect traffic from local roads and distributes it to DTP arterial roads. Access for emergency vehicles and public transport services must be provided on these roads to ensure safety. Therefore, on some narrow roads parking can only be permitted on one side of the road, while on very narrow roads no parking can be permitted. The Table below describes how the width of the road helps determine where parking restrictions can apply.

<b>Council Local Roads</b>	
<b>Trafficable width</b>	<b>Signage Treatment</b>
<b>Less than 5.0m</b>	Drivers are not permitted park on either side of the road. 'No stopping' signs are generally not needed to enforce this requirement as parking is already prohibited under Victorian Road Rules. Signs may be installed where compliance issues are significant.
<b>Between 5.0 and 7.0m</b>	Drivers may park on one side only. No stopping signs may be required on one side of the road (where compliance is proven to be an issue). Parking can also be provided in a staggered formation to discourage speeding. Parking will not be allowed in the areas required for emergency vehicles to turn safely.
<b>7.0m or wider</b>	Parallel parking is generally allowed on both sides of the road (including opposite driveways) subject to safety considerations. Depending on the width of the road, angled parking may also be provided on one side of a road, with or without parking on the other side.

<b>Council Collector and Major Roads (and roads with public transport services)</b>	
<b>Trafficable width</b>	<b>Signage Treatment</b>
<b>Less than 5.5m</b>	Drivers are not permitted park on either side of the road. Generally, 'no stopping' signs are not needed to enforce this requirement as parking is already prohibited under Victorian Road Rules. Signs may be installed where compliance issues are significant.
<b>Between 5.5 and 7.3m</b>	Drivers may park on one side only. No stopping signs may be required on one side of the road (where compliance is proven to be an issue). Parking can be provided in a staggered formation, to discourage speeding. Parking will not be

	allowed in the areas required for emergency vehicles to turn safely.
<b>7.3m or wider</b>	Parallel parking is generally allowed on both sides of the road, including opposite driveways. However, other factors such the width of the road, the two-way traffic volumes, the demand for car parking, topography (such as bends in the road), safety, bus services, and cycle and pedestrian activity, and abutting land uses will also be taken into consideration. Depending on the width of the road, angled parking may also be provided on one side of a road, with or without parking on the other side.

### 6.3 Road Hierarchy

The road network within Kingston is divided into a hierarchy of roads based on use, geometry, and construction standards. Parking measures must be compatible with the road's primary function. The following main principles are used for each type of road, though (during detailed analysis of the issues) other options may also be considered.

#### 6.3.1 Council Local and Collector Roads

Parking restrictions are not usually required unless warranted by triggers identified in 6.4 below.

#### 6.3.2 Council Major Roads and Arterial Roads

Parking bans may be necessary on main roads, to ensure safety and suitable capacity of the road. This may take the form of:

- Clearway restrictions, which are determined by the DTP.
- Signed 'no stopping' restrictions on the approach and departure to a major intersection, or other locations required by Victoria Road Rules (such as pedestrian crossings and bus stops).
- No stopping restrictions to ensure traffic is not impeded by parked vehicles.

Outside of capacity and safety needs, all the available on-street parking may be treated in the same way as for a Council collector/major road (see 6.2 above).

#### 6.3.3 Freeways

All freeways are under the full control of the DTP. There is a statutory ban on parking on any freeway - except in an emergency.

## 6.4 Triggers for Parking Changes

Many streets in the City of Kingston are affected by differing demands for parking. The Table below sets out the trigger points the Council uses to determine if current parking conditions need to be investigated for changes to parking restrictions. These triggers help to ensure the Council's limited resources are used to resolve long-term parking issues. The Table shows that, where the demand for parking is high, Council generally uses an incremental approach to changes to parking restrictions. So, for example, in streets with no restrictions, Council will initially install 4-hour parking restrictions, before considering shorter timed parking restrictions (such as 2-hour parking). Council will only then consider user-based restrictions (such as resident permit zones), or finally paid restrictions. Where the demand for parking is low (below 40% occupancy) Council may also consider reducing the restrictions so that parking use better reflects the demand for parking in a street - for example by changing 2-hour restrictions to 4-hour restrictions.

Current Condition	Change Triggers
<b>No restrictions</b>	<ol style="list-style-type: none"> <li>1. Evidence of road safety issues related to parking (including for pedestrians and cyclists) based on DTP casualty crash statistics, road safety audits, other risk assessment tools, or Victoria Police data.</li> <li>2. Access and delay issues, particularly requested by operators of public transport services, emergency vehicles, or waste vehicles.</li> <li>3. For streets shown within the green areas in Figure 1 (which are the activity centres, comprehensive development zones, commercial, mixed-use zones, residential 1 and 2 zones or residential growth zones mentioned in the Council Resolution of 27 July 2015 – see 7.1 below) or within 400m of a train station, or 200m of larger commercial area there needs to be evidence of a history of high demand for parking or customer service requests about parking.</li> <li>4. Outside these areas there would need to be evidence of regular, very high car demand for parking (over 80% occupancy) unless the area of interest has a specific localised parking issue such as parking around a school.</li> <li>5. When a significant number of properties in the street do not have vehicle crossovers or on-site parking.</li> <li>6. The road configuration requires the installation of signage for safety reasons such as at a bend in the road, or traffic calming measures that restrict parking or at intersections.</li> </ol>

	7. Following a Safe Routes to School Program undertaken by the City of Kingston.
<b>Time-based restrictions e.g. 4-hour parking.</b>	<ol style="list-style-type: none"> <li>1. The demand for parking spaces is greater than 85% occupancy for the survey period.</li> <li>2. Seasonal usage requires protection of resident amenity (for example near foreshore or near sporting facilities).</li> <li>3. Where hourly parking turnover in an activity centre or shopping strip are too high (1.2) or too low (0.8) for the land uses close to the restriction.</li> </ol>
<b>User restrictions e.g. Resident Permit Zones</b>	<ol style="list-style-type: none"> <li>1. Specific user restrictions (such as accessible parking spaces, electric vehicles charging bays, taxis zones, mail zones, loading zones) are assessed on merit (or practicalities) as set out by Australian Standards for their design. They usually apply to certain times of day or days of the week.</li> <li>2. Resident permit zones are assessed as for time-based restrictions. Resident permit zones relate to restrictions where only residents can park on the restriction. These restrictions are applied rarely as it prohibits all other users, including visitors (that have not been provided by a resident with temporary use of a transferable resident permit). They are only used when other parking restrictions have not been effective in controlling parking – for example close to schools during a school drop-off or pick-up times or where on-street parking is adjacent to a public car park.</li> </ol>
<b>Paid time-based restrictions</b>	<ol style="list-style-type: none"> <li>1. As for time-based restrictions above and 6.4.</li> </ol>

It is important to note that not all triggers need to be met to instigate a change to parking.



Figure 1 – the streets within the green areas are the activity centres, comprehensive development zones, commercial, mixed-use zones, residential 1 and 2 zones or residential growth zones mentioned in the Council Resolution of 27 July 2015.



There may also be reasons why restrictions are not installed, for example:

- in streets where the demand for residential parking is significantly greater than the number of spaces available. This can occur in residential streets largely made up of multi-dwelling properties. In such streets parking restrictions may not be effective in controlling parking if the number residential permits issued for residents in the street is greater than the number of spaces available.
- where safety of the road is adversely changed.

## 6.5 Relative User Priority

This Policy seeks to provide an equitable balance between the parking needs of residents and other users such as customers in a shopping precinct, public transport users, school communities and staff, and visitors. Each parking area has a unique set of users with competing interests. To make best use of limited parking supply, Council prioritises different users such as residents, commuters, and commercial - as set out in the Tables below. These user priorities help inform the parking investigations to determine the most appropriate parking restrictions for the area. To balance the needs of different users (in the first instance) parking restrictions will only be considered on one side of the road where the width of the road allows parking on both sides of the road. Additional restrictions may be considered where high demand for car parking persists.

### 6.5.1 Residential Areas

Parking restrictions in residential areas will be mostly time-based parking restrictions in which residents are provided with a permit that allows them to park all day on the restriction. The times and duration of the restrictions will reflect the demand for parking in the area.

In residential areas with high demand for parking, parking restrictions will focus on:

- the needs of the residents as the higher priority;
- improving road safety around these locations, as pedestrian activity is likely to be higher;
- reducing traffic congestion at peak usage periods.

Higher Priority	Medium Priority	Lower Priority
Residents	Trader parking	Loading zones
Bus stops	Commuters	Short-term parking
	Foreshore	Schools
	Accessible Parking	
	Taxi stops	

### 6.5.2 Streets near Railway Stations

Council encourages commuters to walk, cycle or use public transport as part of their public transport journey to reduce parking stress around railway stations. Nevertheless, parking for commuters can often be accommodated whilst maintaining residential amenity.

In areas near stations:

- Residential streets within 400m distance of a railway station will be considered for parking restrictions.
- In residential streets, 2- or 4-hour parking restrictions will be considered, normally operating between 9am and 5pm Monday to Friday, on one side of the street only, with unrestricted parking retained on the other side of the street.
- Where the railway line is the abutting property, parking restrictions will seek to encourage public transport usage (or commuter parking) along the railway line. Car parking may be banned where it conflicts with a cycle lane, would significantly delay traffic in an otherwise uncongested environment, or there is another safety issue.

- On the opposite side of the road to a railway line, parking should be primarily for the use of the abutting properties. Any under-used parking should be made available for commuters.

Higher Priority	Medium Priority	Lower Priority
Accessible parking	Short-term parking	Abutting properties on railway line side
Bus and taxi stops	Loading zones on the other side of the railway line	Commuters other side of railway line
Commuters on railway line side	Commuters in residential streets	Foreshore
Station drop-off and pick-up zones (kiss and ride) on railway line side		Schools
Abutting properties other side of the railway line		Traders
Residents in other residential streets		

### 6.5.3 Activity Centres and Commercial Areas

Kingston City Council is committed to supporting our many local businesses. The efficient and effective application of parking management supports the prosperity of our activity centres, commercial areas, and small shopping strips. In these areas, parking management will focus on:

- Short and medium time-based restrictions (such as half, one, or two-hour parking) within an activity centre, or within 200m of a commercial area (or shopping strip) during business operating hours.
- To maximise parking opportunities for customers and visitors, the balance between short and medium-term parking restrictions will be reviewed when the use of these parking spaces exceeds 85%.
- To provide parking for local employees, some unrestricted spaces may be retained within a reasonable walking distance (400m). However, only if the parking is surplus to the needs of the abutting properties.

Higher Priority	Medium Priority	Lower Priority
Accessible parking	Trader parking	Residents
Short and medium term parking	Commuters	Schools
Bus and Taxi stops	Foreshore	
	Loading zones	

#### 6.5.4 Foreshore Areas

Parking restrictions may be implemented in off-street carparks and streets near the foreshore. In these cases:

- The parking restrictions will seek to balance the needs of residents, local businesses, and foreshore visitor parking.
- In residential streets, 2- or 4-hour parking restrictions will be considered (normally operating between 9am and 6pm) on one side of the street only, with unrestricted parking retained on the other side of the street.
- Council reserves the right to install paid parking in foreshore areas.

Higher Priority	Medium Priority	Lower Priority
Foreshore visitors	Accessible parking	Commuter parking
Local business customers	Pick-up and drop-off zones	Loading zones
Residents	Trader parking	Schools
Bus and taxi stops		

#### 6.5.5 Streets with Schools, Kindergartens, Hospitals and Childcare Centres

When investigating parking restrictions near schools, the main concern is with the safety of pedestrians and cyclists. The whole school community needs to be involved in road safety improvements, including changes to parking arrangements. Council will engage the school community in a holistic review of the transport needs around schools, which includes:

- encouraging more walking and cycling to reduce traffic congestion and the demand for parking;
- providing safe drop-off and pick-up zones;
- changing parking restrictions to reduce congestion; and
- ensuring neighbouring properties have adequate on-street parking opportunities.

School staff parking should be provided off-street or in appropriately restricted streets. The priority for streets adjacent to the school is for pick-up and drop-off (kiss and go parking).

A similar holistic review will be taken at kindergartens, hospitals, and childcare centres.

Higher Priority	Medium Priority	Lower Priority
School – reduce traffic congestion and improve pedestrian and cycle safety.	Residents	Commuter parking
Bus and taxi stops	Teachers	Foreshore
Kiss and Go parking zones	Accessible parking	Traders

#### 6.5.6 Industrial Areas

Parking restrictions may be necessary in industrial areas. In these areas parking restrictions will focus on:

- a balance of high-turnover, short-term restrictions (limited to normal business times) and longer-term parking;
- reducing road congestion;
- ensuring safe access to businesses - including access by heavy vehicles;
- supporting local business prosperity;
- provision of on-street accessible parking in existing areas only where this has not been previously provided on-site.

Higher Priority	Medium Priority	Lower Priority
Accessible parking (where not previously provided on-site).	Trader	Residents
Short and longer-term parking	Commuters	Schools
Bus and taxi stops		Loading zones

## 6.6 Community Consultation

Kingston Council is committed to engaging communities in a meaningful way. Indeed, it aims to exceed expectations outlined in the Local Government Act 2020 by practicing principles developed by the Victorian Auditor General (VAGO) of openness, accountability, transparency, integrity, responsive, inclusiveness, and awareness.

Council will usually inform directly affected stakeholders and members of the community about proposed changes to parking. In most cases, community feedback will be sought. When the consultation ends, Council will assess the feedback and provide information on how this public input influenced the final decision.

In some cases car parking changes may be required for strategic reasons e.g. for safety or requirements under the Victorian Road Safety Road Rules (2017). In these cases, Council may be exempt from the engagement process, or will advise affected community members of the proposed change to restrictions (and the reason for it) but the scope to provide feedback will be limited.

Generally, Council undertakes the following steps when consulting on parking restriction changes:

- Determine who to consult by understanding the groups the restrictions seek to help, and other groups directly affected by the change. So, for example, if the parking changes are in a residential street which is located close to a commercial area, any parking changes proposed for residents will also affect access to businesses in the area. Therefore, in this case, both residents and commercial uses will be consulted about the proposed parking changes.
- The consulted area generally includes every property with a frontage (opposite or adjacent) to the area where the parking changes are proposed (i.e. properties on both sides of the road and corner properties that have a side fence to the street or area affected). Properties with a back fence to the area where changes are proposed will not

generally be consulted. If the road is a divided road or has service roads, then only the abutting properties abutting the area will be consulted.

- Both property occupiers and owners (who may live elsewhere) will be consulted about parking changes as parking directly affects both groups.

The following points will be considered when undertaking consultation:

- Generally, Council will not proceed with the proposed changes if most of the respondents are opposed to the changes. However, if there are strong reasons (set out in the objectives of this Policy such as equity, access, safety, and accessibility) Council reserves the right to proceed with the changes.
- Where a community is relatively evenly divided on the need for a change, other factors may be considered in determining whether to proceed. These factors include the amount of feedback received, detailed comments provided in the community feedback, the impact on neighbouring area, and consistency with other similar situations in Kingston.

## **7 Parking Permits**

The City of Kingston uses a range of permits to meet and balance the different needs of residents, visitors, and businesses in Kingston. These parking permit include:

- Residential Parking Permit;
- Accessible Parking Permit (Blue and Green types);
- Trader Parking Permit;
- Foreshore Parking Permit;
- Car Share Permit;
- Work Zone Permit.

Typically, a permit allows the permit holder's vehicle to remain parked for longer than the displayed time restrictions or to park in designated parking spaces. The application and the design requirements for each permit type are described below. The rules under which each permit type is issued, and the conditions associated with the continued use of the permit, are also described.

### **7.1 Residential Parking Permits**

Residential permits exempt the permit holder from time-based parking restrictions or allow residents to park in a 'resident permit zone'. Permits allow residents greater opportunity to park near their property, but do not guarantee a parking space nearby. The permits are transferable between vehicles and not issued to a specific vehicle. This means that a resident can place a permit (in one vehicle at a time and manner that is clearly visible) in any vehicle in a household. It can also be used temporarily by visitors to a resident's property to park legally.

Residential parking permit areas are generally established in areas near rail stations, activity centres or other key activities. These areas may cover a street, part of a street or several streets. The permit issued is valid for all streets or locations in the specified area.

### 7.1.1 Eligibility

Residential parking permits are usually made available under the following conditions:

- The applicant applies for a permit and is a resident of the City of Kingston.
- The resident lives within a residential parking permit area (i.e. within 30m of an applicable parking restriction).
- Residential parking permits are only issued to occupiers. Owners of a property who permanently live elsewhere are not eligible for a permit for that property.
- Time restrictions (greater than 1-hour) or resident permit zones have been implemented in the street or area.

Residential parking permits do not apply to some time-based restricted spaces, for example:

- Parking restrictions sign-posted 1P (or less) as these restrictions are usually provided in activity and commercial areas for the benefit of these land uses. Very occasionally, an exemption may be permitted by the Manager Infrastructure (for example – for a carer's permit or where the 1-hour restriction is predominantly for residents' benefit only).
- Parking restrictions in off-street public car parks.

Under a Council resolution of 27 July 2015, residents living in subdivisions (granted planning advertisement after 28 July 2015) that create a net increase in total dwellings will not be eligible for a permit in the following zones.

- Activity Centre Zone;
- Comprehensive Development Zone;
- Commercial 1 Zone;
- Commercial 2 Zone;
- Mixed Use Zone;
- Residential Growth Zone;
- General Residential Zone.

The green areas in Figure 1 identifies the location of these zones within the municipality. Figure 1 shows the geographical extent of the 2015 Council Resolution, should planning zones change over time through State Government Planning Scheme Amendments.

Residents of new subdivisions in these areas are not eligible for a permit because the on-site parking requirements for the development have been assessed through the Kingston Planning Scheme and, therefore, adequate parking is expected to be provided on-site for these developments.

Shop-top apartments within residential areas will be subject to the same eligibility requirements as other residential dwellings. Shop-top apartments in commercial or activities centre zones are eligible for parking permits that allow them to park on parking restrictions covered by a nearby residential parking permit area, however, the permit will not exempt them from parking on restrictions intended for commercial uses.

### 7.1.2 Number of Permits Available

The Table below sets out the number of permits per dwelling.

Housing Type (Dwellings per lot)	Permits		
	Free	Fee applies	Total
Dwelling granted planning advertising approval prior to 28 July 2015	1	1	2
Dwelling granted planning advertising approval after 28 July 2015	0	0	0

The limit of two permits per dwelling is intended to encourage drivers to park their vehicles within their own property boundary. This reduces demand for on-street parking and traffic congestion. It also helps to manage demand for parking permits in an area to provide equitable access to parking for all residents.

A small number of existing resident permit holders have (historically) been allocated more permits than shown in the Table above. Council acknowledges that these residents may wish to maintain the existing allocation until they vacate the property. These permit holders will be allowed to maintain the number of permits until the resident vacates the property (known as a legacy clause) or the property lot is developed with a net increase in the number of dwellings. However, permit holders (under the legacy clause) who do not continuously reapply for the higher number of permit (i.e. there is a break in holding the higher allocation of permits) and reapply (after the break) will only be eligible for the number of permits set out in the Table above.

### 7.1.3 Fees

The first permit is provided free (as a concessionary permit) to all eligible residents, some of whom may also be pensioners or a person with a disability. A fee applies to residents seeking a second residential parking permit. This fee covers the administration cost of issuing the permit, managing the resident parking permit scheme, the value of the public land occupied by the parking space, and seeks to encourage drivers to park their vehicles within their own property boundary. The fee will be set in the User Fees and Charges schedule adopted in Council's Annual Budget.

### 7.1.4 Duration of Residential Parking Permits

Residential parking permits are valid for 12 months from date of application. Lost or stolen permits will be cancelled, and a new permit issued for the duration left on the old permit.



## 7.2 Accessible Parking Permits

People with a significant disability or injury may be eligible for an accessible parking permit. There are two categories of permit based on the applicant's need for assistance.

- Australian Disabled Parking Permits (Blue) allow holders to park a vehicle in an accessible parking bay (for the time displayed on the sign) or park in a standard parking bay for double the time displayed on the parking sign. It can be used Australia wide.
- Double Time permits (Green) allow holders to park a vehicle in any standard parking bay (in Victoria) for double the time shown on the parking sign.

Residents can apply for Accessible Parking Permits online through the VicRoads website or can call Council for assistance.

## 7.3 Foreshore Parking Permit

Foreshore parking permits are issued to all ratepayers in Kingston enabling them to park free of charge in designated foreshore areas – though time restrictions still apply if specified. Foreshore parking permits are renewed every three years from 1 August. Replacement permits (or residents who are not yet rate payers) can obtain a permit by providing proof-of-residency.

## 7.4 Share Car Permit

A car share scheme is designed to reduce on-street car parking pressures by encouraging people to use shared vehicles to meet their car travel needs rather than owning their own vehicle.

### 7.4.1 Eligibility

Share car permits apply to car share bays located on Council car parks or and Council-managed roads.

### 7.4.2 Application

Car share bays are subject to approval by Council. Council will work with the operator to identify appropriate sites and consult with nearby landowners and occupants before installing on-street car share bays. Council will consider submissions received and reserve the right to decline the application.

Applications must be made in writing and will be considered in line with Council's Commercial Use of Council Land Policy. The application must include the following:

- completed Commercial Event Notification Form;
- a detailed site-specific plan;
- public liability insurance with cover of no less than \$20 million, indemnifying Council;
- detailed operational overview of Car Share scheme and operator.

Car share operators must bear the costs associated with the installation of a car share facility which must include the supply and installation of two generic car share parking signs and line marking of the bay (as a minimum). Operators are responsible for submitting planning permit applications for all promotional and information signs associated with the car share bay (if required). Operators will be required to provide Council with an annual report outlining car share use patterns within the municipality.

If (due to unforeseen circumstances) Council needs to relocate or suspend a car share bay, Council will work with the relevant car share operator to find a suitable, alternative location. The costs of new signage and line marking will be covered by Council in such circumstances.

#### 7.4.3 Fees

Car share operators will be charged a fee for exclusive access to a car share bay for a 12-month period as per the Commercial Use of Council Land Policy.

#### 7.4.4 Duration of Share Car Permit

Car share bays are provided to the operator for a period of two years, with the option to renew.

### 7.5 **Trader Parking Permits**

Trader parking permits normally are implemented in Council off-street car parks located within commercial areas, activity centres or industrial areas. In these areas the parking restrictions will seek to:

- Balance high-turnover, short-term time restrictions for customers (usually limited to normal business hours) with longer-term parking for staff.
- Supporting local business prosperity.
- The permit scheme will be assessed, designed, and implemented using the Parking Investigation Methodology and Community Consultation process detailed in this Policy.

Trader parking permits may be made available under the following conditions:

- there is a demand from local businesses as determined by parking studies;
- existing on-site provisions have been considered;
- suitable parking sites are available within the commercial zone.

## 7.6 Work Zone Permit

A work zone permit allows the permit holder to, where appropriate, occupy and exclusively use on-street car parking spaces while undertaking construction or works adjacent to a site.

### 7.6.1 Eligibility

Work zone permits are assessed on a case-by-case basis considering existing on-street parking restrictions and operational need as detailed in the Road Occupation and Works Permit on-line application forms.

### 7.6.2 Fees

An occupation fee will be charged according to User Fees and Charges schedule adopted in Council's Annual Budget.

### 7.6.3 Application

A Road Occupation and Work Permit application (together with a traffic management plan for construction purposes) will be submitted to (and assessed by) the Council's Transport and Traffic Department.

### 7.6.4 Duration

This is assessed on a case-by-case basis, as required in the application.

## 8 Other Parking Issues

### 8.1 Parking on the Nature Strip

Parking on the nature strip in Victoria is prohibited by the Victorian Road Safety Road Rules 2017. Signage, therefore, is not needed to prohibit parking on the nature strip, except where compliance is proven to be a major safety issue. However, enforcement officers will only undertake enforcement action against vehicles parked on nature strips when a specific complaint has been received and the offending vehicle meets one or more of the following criteria (in which case a warning or infringement notice may be issued).

- The vehicle is presenting an immediate danger by causing hazard to sight lines.
- The vehicle is parked too close to an intersection (within 10m).
- The vehicle is parking in a dangerous manner.
- The nature strip, kerb and channel or vegetation is being significantly damaged by the vehicle when parking or driving on or off the nature strip.
- The vehicle is parked not facing the direction of travel.
- The vehicle does not belong to the property outside where it is parked (the complaint must be raised by the property owner).

If the vehicle does not meet any of the criteria set out above, no action is taken.

## 8.2 Indented Parking

Kingston will consider indented parking bays or approved hard standing verge parking bays if:

- the width of the nature strip is sufficient to accommodate parking and does not compromise footpath safety and access;
- sight lines are not compromised;
- existing infrastructure and landscaping (including trees) are not impacted;
- it fits into the existing streetscape design;
- the indented parking space is for the use of the wider community, not for the sole use of any individual property;
- a fair proportion of the cost of installation is apportioned to the benefiting properties, in accordance with the Section 163 (1) of the Local Government Act 1989.

The asset will remain under the care and maintenance of Council. Parking restrictions may apply to these indented parking spaces.

## 8.3 Accessible Car Parking Spaces for People with an Accessible Parking Permit

When providing accessible car parking spaces for people with disabilities, several issues must be considered, including:

- Australian Standard design requirements;
- ramp/footpath access to the parking space; and
- that the driver may be the person with the disability (rather than the passenger).

It is generally easier to meet all the requirements for accessible parking spaces in off-street carparks. Where on-street 'angle' parking is available, providing safe parking spaces for people with disabilities is usually possible. Where on-street 'parallel' parking is the only parking available, it is generally not safe to provide an accessible parking space, as the driver (who may have a disability) will be getting out of the vehicle into the path of approaching traffic. Therefore, accessible on-street parking spaces will only be provided on roads wide enough to accommodate a full width (wide) parking space, clear of high traffic flow (or cycling) lanes, where ramps can be provided, and where the land use is likely to attract high numbers of people with a disability – such as senior citizen's clubs.

## 8.4 Abandoned Vehicles

Any vehicle found on Council land or a road and considered by an authorised delegated officer to be abandoned or unregistered may be dealt with under the provisions of Schedule 11 (3) of the Local Government Act 1989.

## 8.5 Loading Zones and Facilities

The City of Kingston's Planning Scheme (65.01) requires Council to consider as part of a planning application (or approval of a plan) the adequacy of on-site loading and unloading facilities (and any associated amenity, traffic flow and road safety impacts). Most new

developments that have loading and unloading requirements must take place on-site (rather than a vehicle stopped on-street in a public road). Council, therefore, does not need to provide (or retain existing) on-street loading zones outside such new developments.

There are, however, many existing properties that were built before these Planning Scheme requirements. Where existing properties have issues with deliveries (or collection of goods) on-street loading zones may be installed (or retained) following consultation with relevant affected properties.

Generally, there are limited requirements for loading facilities in residential areas. So finding on-road space to safely park a truck in a residential area can be very difficult. On-street loading and unloading in these areas can also create conflict with pedestrian and cyclist safety. When a new residential property is part of a large multi-unit complex, loading and unloading by trucks can occur regularly. It is therefore incumbent on new residential developments to adequately provide for loading and unloading on-site and not to rely on valuable on-street parking.

### **8.6 Private Parking Areas**

Council has several agreements with the landowner of private parking parks to enforce parking restrictions. It is expected that, generally, the parking provisions in these private parking areas will be consistent with this Policy.

### **8.7 Boats, Trailers, and Caravans**

Under the Victorian Road Safety Rules 2017, boats, caravans, and trailers are permitted to park on local roads within the City of Kingston if they:

- are less than 7.5m in length;
- have a gross vehicle mass (GVM) of 4.5t or less.

Beyond these requirements, they are also subject to the following conditions:

- Council does not consider the boat, trailer, or caravan to be abandoned (see Section 8.4);
- A resident permit cannot be used on the boat, trailer, or caravan to exempt these vehicles from an area subject to a resident parking scheme (except Inner Harbour Drive, which contains purpose-built trailer parking).

### **8.8 Heavy and Long Vehicles**

The stopping of heavy and long vehicles for more than one hour is prohibited in built-up areas under the Victorian Road Safety Road Rules 2017.

## 8.9 Waste Collection

Requests for the installation of restrictions - such as no stopping signs in narrow streets during waste collection times - are assessed on advice from the waste collection contractor and an assessment of the frequency of missed collections.

## 8.10 Streets Designated as Cycle Routes

Kingston has a cycling network which consists of a mix of shared-use paths and on-road lanes.

- Parking should be removed near intersections to reduce conflict points between cyclists and other vehicles.
- Clearway/no stopping or timed parking restrictions could be considered if a road is designated as a high-usage cycling route.
- Parking may be removed where the road is too narrow to accommodate parking while ensuring the safety of travel for cyclists.
- Parking conditions will be reviewed as the bicycle network expands.

## 8.11 Hockey Sticks and Other Markings

Victorian Road Rules prohibits drivers from stopping or parking across (and obstructing access to) a driveway.

Hockey stick markings are advisory road markings that identify parking areas between driveways. The markings are usually located 1.5m from the straight edge of a driveway (though this can vary depending on the design of the driveway). Generally, Council does not mark out hockey stick marking if the length between the start and the end of the hockey stick markings is less than 5.4m (with an absolute minimum of 4.9m - as 4.9m is the space needed to accommodate 85% of vehicles). Hockey stick markings encourage motorists to park inside a marked parking area and help to ensure there is enough space between parked cars, driveways, and intersections. Generally, these are only installed in areas where the demand for parking is high such as in (or close to) activity centres, around stations or sports reserves. Outside areas of high demand for parking, hockey stick markings are not generally used due to the low demand for parking and because they can reduce visual amenity of a street.

Under Victorian Road Rules, the marking out of individual bays requires a driver to position their vehicle completely within a single parking bay (unless the vehicle is too wide or long to fit completely within the bay). However, individually marked bays must be designed to Australian Standards in terms of vehicle length to accommodate 85% of cars and gaps required between parked vehicles. Because of this marking individual bays can lead to considerable loss of parking available in a street. Consequently, marking individual bays is limited to areas such as activity centres (where there is very high demand for parking and high turnover of vehicles) or for safety reasons - rather than applied generally to residential streets.

Continuous parking lanes are installed to aid traffic flow. These are length of continuous line markings that identify parking areas and are often protected at the start and end of the parking lane with painted or physical island.

### **8.12 Electric Vehicle Charging Bays**

Council will work with electric vehicle (EV) charging companies to identify appropriate EV charging bay locations (on Council managed land) and will consult with nearby landowners, business owners and occupants before approving the installation of EV charging bays. In granting approval, Council will consider issues such as the availability of space, accessibility, amenity, availability of power and proximity to other charging bays. Council will refine these criteria as it develops an EV charging policy.

The cost of installing EV charging infrastructure can be significant. Until Council's EV charging policy is approved, lease arrangements, fees and any financial or other support from Council will be determined on a case-by-case basis. As a minimum, EV charging companies will be responsible for the cost associated with the installation and supply of EV charging signs and line markings. EV charging companies will also be responsible for submitting planning permit applications for all promotional and information signs associated with EV charging (if required). It is likely EV charging companies will also be responsible for costs associated with electricity, maintenance, and customer service.

EV charging companies will provide Council with usage data and report to Council any outages.

Electric vehicles are permitted to park in EV charging bays for the duration of charging, but no longer than the time permitted on the sign. Non-electric vehicles are not permitted to park on EV charging bays.

## **9 Delegation Authority and Decision Guidelines**

Delegations under the following Acts and Regulations that apply to this Policy:

- *Local Government Act 1989*
- *City of Kingston Community Local Laws 2015*
- *Victorian Infringements Act 2006 version 062*

### **9.1 Delegations/Authorisations**

The Manager Infrastructure has delegation to make exemptions to this Policy under the following circumstances:

- Where a resident receives in-home care services, one transferable 'care permit' may be issued to the resident's property for the carer(s) use only. It will be provided only for the period the person in need of care lives in the property. The need for the permit will be reviewed annually from the date the permit is granted. The carer permit applies only to residents without access to a resident permit.
- Where there are other medical reasons justifying an exemption;

- Where a parent has a very young child;
- There are genuine concerns for personal safety of residents if they are required to park in a remote location.

Evidence will need to be provided in support of any application for an exemption.

## 9.2 Human Rights Charter

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

## 10 Related Documents and Resources

### Legislation / City of Kingston Documents

This policy refers to the following State legislation and local laws:

- (a) Local Government Act 1989.
- (b) Local Government Act 2020.
- (c) Road Safety (Traffic Management) Regulations 2019.
- (d) Road Safety Road Rules 2017.
- (e) Road Safety Act 1986.
- (f) City of Kingston - Community Local Laws 2015.

This policy refers to the following internal plans and strategies:

- a) Our Roadmap Council Plan 2021 – 2025.
- b) Living Kingston 2035.
- c) Commercial Use of Council Land Policy 2018.
- d) Community Engagement Policy February 2021

All parking-related infrastructure will comply with the Road Safety (Traffic Management) Regulations 2019 and conform to the designs specified in the AUSTRROAD standards.



Draft Parking Management Policy Feedback	Summary	Related to Policy or Operational	Response
More off-road angle parking along access to reserves and parks opposite to where residential homes are.	Provide more off-street angled parking in reserves and parks located near residential properties.	Operational	Provision of parking in reserves and parks is outside of this draft Policy and considered through the Open Space Strategy.
I notice that you are keen to help shopping strip's with carparking – maybe you can remove the proposed trees at Parkdale station, giving back more carparking for traders. Also note that you consider parking along the rail side of roads for commuter parking. I believe that the LXRA are suggesting all parking from Mentone to past Parkers Rd will be timed parking - how will this fit with the parking policy?	Provide more trader parking and fewer trees at Parkdale Station as part the Level Crossing removal.  The Policy refers to commuter parking along the railway side of roads. But LXRP in Parkdale are installing timed parking from Mentone to beyond Parkers Road.	Operational  Operational	The informal 'off-set' gravel angle parking provided between Fifth St/Dicken St and Eighth St/Birdwood were temporary measures provided during construction of the Mentone level crossing removal and will not be reinstated by LXPR. The proposed parking design is largely unchanged on Como Parade West between Birdwood St and Herbert St, except for the angled parking between Birdwood St and Alameda St, which will be replaced by a zebra crossing, parallel parking and accesses to commuter car parks under the railway line. Landscaping (such as trees) adds to the streetscape of the areas to create a sense of place and replaces the many trees/vegetation removed as part of the level crossing removal. LXRP advise that on Como Parade West (between Antibes St and Herbert St) there will be a net increase of about 13 trader spaces.  The draft Policy seeks to provide an equitable balance between the parking needs of residents and other users such as customers in a shopping precinct, public transport users, school communities and staff, and visitors. Each parking area has a unique set of users with competing interests. These user priorities (set out in the draft Policy) help inform any parking investigations to determine the most appropriate parking restrictions for the area. 6.5.2 of the draft Policy refers streets near stations. Where the railway line is the abutting property, parking restrictions will seek to encourage public transport use (or commuter parking) along the railway line. On the opposite side of the road to a railway line, parking should be primarily for the use of the abutting properties. 6.5.3 refers to activity centres and commercial areas (such as Parkdale) will maximise parking opportunities for customers and visitors (with commuter parking taking a medium priority). The proposed parking restrictions are consistent with the Policy. Between Cremona St and Warrigal Road commuter parking is provided on the railway side of Como Parade West and East. With parking on the other side of the roads reflecting school or residential parking. Between Warrigal Road and Antibes St, the railway side is unrestricted as they are some distance from the station. Between Antibes St to Herbert St – the timed restriction on Como Parade West reflects largely existing parking restrictions suitable for traders. Commuter parking at Parkdale Station will be provided off-street in car parks under the railway line. South of Herbert St the parking is unrestricted as they are some distance from the stations.
If paid foreshore parking means no more Kingston beach permits then we want you to consider removing this part. We get to the beach walks so much more with our young family because of the parking accessibility and the low cost (just petrol no parking fees).	Will paid foreshore parking mean loss of foreshore permits for residents.	Policy	Parking fees already apply in many designated foreshore areas. 7.3 of the draft Policy says residents receive foreshore parking permits to enable them to park free of charge in these areas.
Foreshore parking / permit areas. Currently even with one of these permits it's almost virtually impossible to park in the current allocated beaches.	It is difficult for residents of Kingston to find parking in designated foreshore areas.	Policy	6.5.4 of the draft Policy sets out Council's priorities for parking in these areas, which seeks to balance the needs of residents, local businesses and foreshore visitor parking.
Continue with foreshore permits for rate payers.	Continue to provide rate payers with foreshore permits.	Policy	7.3 of the draft Policy says ratepayers are issued with foreshore parking permits to enable them to park free of charge in these areas.

Draft Parking Management Policy Feedback	Summary	Related to Policy or Operational	Response
Residential Permit parking is a must. Tickets for cars that park on nature strips.	<p>Continue to provide residential parking permits.</p> <p>Enforce Road Rules about parking on the nature strip.</p>	<p>Policy</p> <p>Policy</p>	<p>Section 7.1 of the draft Policy sets out management, eligibility and fees for residential parking permits in the City of Kingston.</p> <p>Section 8.1 of the draft Policy states that parking on the nature strip in Victoria is prohibited by the Victorian Road Safety Road Rules 2017 and explains how parking on the nature strip is enforced.</p>
Remove all parking along Balcombe Road west of the railway line until the traffic lights. There is ample off-road parking behind the shops for cars. Vehicles parking create traffic congestion in Balcombe Road back to Nepean Highway at times and the cars turning right from Swanston Street are banked and often take 4 or 5 light changes to turn into Balcombe Road. The changes made by the grade separation created increased congestion in this area. We have 3 sets of lights within 300m. Changing the parking along Balcombe road would assist with the increase congestion at the intersection created by the grade separation.	Reduce congestion on Balcombe Road by removing parking between Elizabeth St and Swanston St.	Operational	Balcombe Road is part of the Department of Transport's (DTP) arterial road network. Parking on the north side of Balcombe Road is already prohibited between Elizabeth St and Swanston St, except for a short section between Patterson Lane and the pedestrian signal crossing where three indented spaces (created by the kerb outstand of the signal crossing) are provided for shops. Parking on the south side of Balcombe Road is already prohibited between Swanston St and Como Parade West, to provide two traffic lanes. Between Como Parade West and Elizabeth St – indented parking is provided (by kerb outstands at signal crossings and intersections) whilst maintaining one through traffic lane. LXR works has already removed much of the parking on the north side of the road and Council is reluctant to remove further parking which is considered a valuable asset by the commercial businesses in the area. The kerb outstands also mean that removing parking is unlikely to improve congestion issues, as single traffic lane is retained. Council is aware of congestion in the area and is working with DTP (who are responsible for the road capacity – including traffic signals) to ease congestion at the signals and improve access to Woolworths/Granary Lane Car Park.
I live on Station Street in Carrum and there is parking on only one side of the road. This is restricted parking of 4 hours. The issue I have is that despite the restrictions commuters continue to park all day which restricts visitor parking to properties. Due to the work from home trend this issue is more prevalent midweek. There are not enough 4-hr parking signs so I think people believe it is all day parking. I have resorted to getting a permit and parking on the street when I'm expecting visitors which is very annoying having to constantly move the car to allow my visitor to park close and not have to walk 300m from the car park at the shops!	Commuters are parking all day on the 4-hour parking on Station St, Carrum, restricting visitor parking. Provide more signs.	Operational	It is unclear the exact location the resident is referring to. However, reference to 4P parking only on one side of the road and commuter parking – its likely to be the section of Station St between McLeod Road and Eel Race Road. Traffic and Transport Team are reviewing the parking signs against the LXR signage schedule (and subsequent parking changes proposed by Council) to identify any gaps and inconsistencies in existing signage.
Increasing use of parked vehicles for advertising signs, and large businesses parking their "stock" on public roads and also blocking roads while unloading. E.g. car yards using on street parking for the vehicles they're selling and blocking local roads and service roads as they unload new vehicles from semi-trailers. Example advertising on parked vehicles include signs mounted in parked vehicles in the car park for the park opposite DFO.	Businesses are using on-street parking spaces and public car parks to advertising, for car sales storage and loading, taking up parking spaces and causing congestion.	Operational	If vehicles are parking legally on-street or public car parks, it is not possible to enforce these issues.
Policy seems straightforward enough. How do people raise parking issues? I have noticed a major problem at Chelsea Woolworths on beach days it is almost impossible to park for the local shops.	Difficult to find parking to shop at Chelsea Woolworth car park on beach days.	Operational	Residents can raise a customer service request to investigate parking issues. Council is aware of parking issues in Chelsea on hot weather days. A notice of motion 1/2024 about this issue was raised on 26 February 2024. Compliance and Amenity reported back to Council on 13 May 2024.

Draft Parking Management Policy Feedback	Summary	Related to Policy or Operational	Response
<p>Prohibit long term parking of vehicles such as caravans. Safeguard residents one permit per street frontage. Provide enough commuter parking. Enforce parking near street corners.</p>	<p>Prohibit long-term parking of vehicles such as Caravans.</p>	<p>Policy</p>	<p>8.7 of the draft Policy relates to powers Council currently has relating parking of Boats, Trailers and Caravans. Section 4 of the draft Policy gives general advice to residents about how they can play a positive role in parking by avoiding parking boats, caravans and trailers on public streets.</p>
	<p>Safeguard residents one permit per street frontage.</p>	<p>Policy</p>	<p>7.1.1 of the draft Policy sets out eligibility for resident permits whilst 7.1.2 of the Policy sets out the number of permits available to residents at two.</p>
	<p>Provide enough commuter parking</p>	<p>Policy</p>	<p>The Department of Transport and Planning is responsible for providing commuter parking at stations. 6.5.2 of the draft Policy relates to how Council balances competing demand for on-street parking around Stations.</p>
	<p>Enforce parking near street corners.</p>	<p>Operational</p>	<p>Council's Compliance and Amenity Team enforce Victorian Road Rules relating to parking at intersections.</p>
<p>Parking outside homes should be preserved for the home owner. I live near Southland, Southland provides ample parking yet their staff clog up our streets and we can't access our own homes. My rates should be enough to provide me with access to park outside my home, this should not be restricted because I live on a subdivided block. This proposal conflicts with your plans to increase housing density, changing community needs with adult children remaining in the family home longer. Your rules need to consider each micro community, one size does not fit all. There needs to be separate rules for parking near large businesses that supply parking to both employees and customers.</p>	<p>Parking outside homes should be the preserve of the home-owner.</p>	<p>Policy</p>	<p>Section 2 of the draft Policy explains that road space used for on-street parking available to the whole community and all road users. 6.5 of the draft Policy seeks to provide an equitable balance between the parking needs of residents and other users such as customers in a shopping precinct, public transport users, school communities and staff, and visitors. To balance the needs of different users parking restrictions are only considered on one-side of the road (where the width of the road allows parking on both sides of the road), providing unrestricted parking on the other side of the road available for residents and the wider community.</p>
	<p>Large businesses such as Southland should provide parking for staff.</p>	<p>Operational</p>	<p>52.06-5 of Kingston's Planning scheme set out car parking requirements for various land-uses, including shops and residential properties, which are set by the State.</p>
	<p>Provide residential parking permits for residents living in subdivided blocks.</p>	<p>Policy</p>	<p>7.1 of the draft Policy sets out information about Kingston's Residential Parking Permit scheme, including Council Resolution of 27 July 2015. Residents living in subdivisions in the zones listed and granted after 27 July 2015 that create a net increase in total dwellings will not be eligible for a permit. Residents of new subdivision are not eligible because the on-site parking requirements for the development have been assessed through the Kingston Planning Scheme and, therefore, adequate parking is expected to be provided on-site for these developments.</p>
<p>It would be really helpful if you would consider allowing those who own and live in subdivided properties a residential parking permit - I bought a townhouse quite close to the train station/main street. It is small, so my garage is not used to store my car. I have young children, so parking far away from home is incredibly difficult when transporting them to and from the house, especially when carrying other things like groceries. Considering the changes that will come along with the level crossing removal, it would be great if those of us who have bought homes in this beautiful area, could actually park our vehicles near our homes. It's also strange that those who have driveway space, along with garages are provided residential parking permits. Due to body corporate guidelines, those who are living on subdivided plots cannot park on shared space, so we don't have a lot of options.</p>	<p>Provide residential parking permits for residents living in subdivided blocks.</p>	<p>Policy</p>	<p>7.1 of the draft Policy sets out information about Kingston's Residential Parking Permit scheme, including Council Resolution of 27 July 2015. Residents living in subdivisions in the zones listed and granted after 27 July 2015 that create a net increase in total dwellings will not be eligible for a permit. Residents of new subdivision are not eligible because the on-site parking requirements for the development have been assessed through the Kingston Planning Scheme and, therefore, adequate parking is expected to be provided on-site for these developments. 6.5 of the draft Policy seeks to provide an equitable balance between the parking needs of residents and other users such as customers in a shopping precinct, public transport users, school communities and staff, and visitors. To balance the needs of different users parking restrictions are only considered on one-side of the road (where the width of the road allows parking on both sides of the road), providing unrestricted parking on the other side of the road available for residents and the wider community.</p>



Draft Parking Management Policy Feedback	Summary	Related to Policy or Operational	Response
<p>The policy seems reasonable, however, as a foreshore resident in Chelsea, I know that parking restrictions are rarely monitored. There have been no infringement notices issued for over 10 years. If you call the number to report illegal parking, there is no response. The call is usually rerouted and cuts out. I fully support no time restrictions in foreshore streets away from shopping centres, railway stations, sailing and yacht clubs, and lifesaving clubs. However, there are high levels of noncompliance with parking up into street corners, parking outside marked bays, and parking across driveway crossings. No action is taken, and traffic jams and frayed tempers make for very dangerous situations as people's cars are log jammed, unable to get in or out of streets. Traffic is then backlogged up onto Nepean Highway. It is completely pointless having a policy that is not monitored, and widely known to be unmonitored.</p>	<p>Parking restrictions in foreshore areas are rarely enforced.</p>	<p>Operational</p>	<p>The draft Policy sets out the main principles the Council uses to manage parking restrictions and parking permits. The enforcement of parking restrictions is managed (outside of this draft Policy) by the Compliance and Amenity Team.</p>
<p>First of all if your wanting public feedback and you should, you need to set this out like the library and the other survey on this website. I was hit by a car in Nepean Highway near the church on the hill. Those that drive 4wd drives in this area do not care about the road rules. Parking in no standing and so on. Council internally is very scared to condemn Victoria Police for not giving a [REDACTED] about life threaten incidents on road. Fines are too small for red light infringement and parking in no standing and need to have other much harsher penalties based on the size of the vehicle. 4wd weigh more and cause more accidents and take up more space. There should be additional cost in registration for such vehicles. All drivers should need to redo a driving test every 30 then 25 years then 10 years. The cost of one car accident was everything for me. Victoria Police, if called, should always write a report which they don't at Mordialloc Police and the victim has to chase them up for it for the insurance company and TAC. We don't give as much [REDACTED] about people as vehicles and it should be the other way around. We should prioritise everything else before parking and car use yet it is the first thing that is thought of. Action needs to be taken against the poor driving around schools at school exit and leave time and streets may need to be closed for safety purpose of this. All those in charge of this policy should do a stint lollipop crossing with exception of elected Councilors for a week at Parkdale High or other crossing of similar numbers especially on 30 degree days or rainy days.</p>	<p>The Police should better enforce Road Rules to prevent casualty crashes (including higher fines) and better report casualty crashes. Vehicle registration fees should be higher for larger vehicles. Drivers should be required to undertake refresher tests.</p> <p>Enforcement of no parking restrictions should be improved.</p> <p>Prioritise road safety and improve road safety around schools.</p>	<p>Operational</p> <p>Operational</p> <p>Policy</p>	<p>The Police, State/National government are responsible for these issues.</p> <p>The enforcement of parking restrictions is managed (outside of the draft Policy) by the Compliance and Amenity Team.</p> <p>Council's Road Safety Strategy 2021 looks at five-year program of tasks and actions know to be effective in improving road safety in the municipality for all road users, including around schools.</p>
<p>Section 8.9. If you calculate the number of bins that need to be collected, and their spacing requirements, distance from cars, poles etc, you will find that there are places (e.g. in Maury Road near the start of Maury Lane) where it is physically impossible to satisfy requirements unless parking restrictions are added. This should not rely on the contractor to advise, they just put stickers on the bin to inhibit the householder. Council should apply parking restrictions at collection times in these areas.</p>	<p>Apply parking restrictions on collection days.</p>	<p>Policy</p>	<p>8.9 of the draft Policy refers to waste collection. Requests for installation of restrictions – such as no stopping signs in narrow streets during waste collection times – are assessed on advice from the waste collection contractor and an assessment of the frequency of missed collections,</p>

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Any changes particularly in foreshore area will only be as good as the enforcement. Currently there is little if no policing occurring, especially during weekends and other peak times.	Parking restrictions in foreshore areas are rarely enforced.	Operational	The enforcement of parking restrictions is managed (outside of this draft Policy) by Compliance and Amenity Team.
Managing Parking Restrictions should include a reference that where a business is stand alone (i.e. not part of an activity centre) must provide accessible and clearly advertised car parking for its clients. In this situation those car parking resources primarily used by residents is taken by staff and/or the business clients which increases the congestion and lack of amenity for residents.	Stand alone business outside Activity Centres should provide sufficient off-street parking for staff and clients.	Operational	52.06-5 of Kingston's Planning scheme set out car parking requirements for various land-uses, which are set by the State.
A variety of chargers. Our car is a hybrid and uses type 2 charger. When we went to the new charging station in Mordialloc, there weren't any suitable chargers for our car.	The EV chargers in Mordialloc don't always cater for Type 2 chargers.	Operational	The EV charger in Peter Scullin Reserve provides for two types of chargers, one of which is the Type 2 Charger. However, this might not have been available at the time the respondent's visit (as someone else may have been using it). Council is developing Electric Vehicle Charging Policy together with Design and Installation Guidelines to addresses the appropriate mix of chargers.
You mentioned Electric Vehicle Parking Stations, they are commercial enterprises. Council should receive a commercial rent for these spaces? Parking Permits should be based on number of vehicles at that premises less the number of vehicles spaces on the premises i.e. garage and carport. We see many dual townhouses with double garages but not occupied by any vehicle due to the conversion into an extra room or storage area. Another item which you have not touched on is the width of parking lanes. They are wide enough to fit a wide ute or SUV with mirrors. Many residents are concerned which is shown by parking on their nature strip either 2 wheels or sometimes all 4 wheels. In our area streetscape includes increasing nature strip width, an unacceptable narrow parking lane and a narrow width for through traffic including buses all under the disguise of reducing traffic volume and speed. Even bus stops do not allow buses the space they need.	Council should receive a commercial rent for EV parking spaces.	Policy	Council will not own or operate the EV chargers. Its role is to plan, license land for use, and facilitate the EV infrastructure. Charge Point Operator (CPO) will cover the capital expenditure, cost of installation, maintenance, and decommissioning. Council may charge EV charge providers a rental or licencing fee and in turn they 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. 8.12 of the draft Policy explains until Council's EV charging policy is approved, lease arrangements, fees and any financial or other support from Council will be determined on a case-by-case basis. Council is developing Electric Vehicle Charging Policy together with Design and Installation Guidelines.
	The number of Parking Permits available to a property should be based on the number cars a property has minus the number of off-street spaces they have. Garages are often used for storage or other purposes.	Policy	7.1.2 of the draft Policy setouts the number of permits available for residents. The limit of two permits per dwelling is intended to encourage drivers to park their vehicles within their own property boundary. This reduces demand for on-street parking and traffic congestion. It also helps to manage demand for parking permits in an area to provide equitable access to parking for all residents. The first permit is provided free (as a concessionary permit) to all eligible residents, some of whom may also be pensioners or a person with a disability. A fee applies to residents seeking a second residential parking permit.
	On-street parking spaces should accommodate larger vehicles, otherwise they park on the nature-strip or narrow the road, particularly on bus routes and at bus stops.	Policy	6.2 of the draft Policy describes how the width of the road helps determine where parking restrictions apply on Council local roads or Council collector and major roads (and roads with public transport services).
Mordialloc never has enough parking during summer. It needs a multi-level car park similar to other foodie areas like Glen Waverley.	Provide multi-level car park in Mordialloc.	Operational	The appropriate balance of parking in Mordialloc and foreshore areas have been investigated on a number of occasions in the past. Council will continue to review parking in Mordialloc following level crossing removal works planned for this area.

Draft Parking Management Policy Feedback	Summary	Related to Policy or Operational	Response
Increase free parking spots near train stations.	Provide more free parking near stations	Policy	The Department of Transport and Planning is responsible for providing commuter parking at stations. 6.5.2 of the draft Policy relates to how Council balances competing demand for on-street parking around Stations. Most parking around stations is currently free.
I was hoping to see significant parking allocated to EV Charging.	Provide more EV charging spaces	Policy	8.12 of the draft Policy says Council will work with electric vehicle charging companies to identify appropriate EV charging bay locations (on Council managed land).
As someone who lives in an activity zone, I would like to see an increase in parking officers in these areas as we seem to call every week about commuters, builders etc parking in 2-hour zones all day. There are times I cannot get out of the street. It is bad enough we are in [REDACTED] Moorabbin and we cannot get across South Rd, Station St is often blocked and then we have construction works. Tuck St is often blocked by trucks and if there is an emergency no rescue vehicles can get through. Tuck St should only have parking on one side. Healey St, it can be just as bad as people parking on both sides and even in a small car I have trouble getting through because of the work ute that takes up so much space. I hope that we get a better system for parking in these zones and transport hubs.	<p>Increase parking enforcement in activity centres, as commuters and builders park all day on timed parking.</p> <p>Tuck St and Healey St Moorabbin should have parking on one side of the road.</p>	<p>Operational</p> <p>Operational</p>	<p>The enforcement of parking restrictions is managed (outside of this draft Policy) by the Compliance and Amenity Team.</p> <p>6.2 of the draft Policy describes how the width of the road helps determine where parking restrictions apply on Council local roads or Council collector and major roads (and roads with public transport services). Both Tuck and Healey St are local roads. The parking arrangement in Tuck St allow 3.2m for through traffic in a one-way street. Healey St is 7.2m wide, which allows for parking on both sides of the road. Between South Road and Central Avenue parking is prohibited on Healey St on weekdays on the east side of the road between 8am and 5pm.</p>
I would like to see improved compliance with carparking around the Chelsea Shopping Centre carpark. As a member of Anytime Fitness I constantly see drivers park in disabled and pram parking who do not meet the criteria, on occasions noticing disabled sticker holders struggling to negotiate parking in the regular area. Also it is near impossible to find a park on "beach days" due to beach users overstaying permitted length of stay rules. Perhaps regular enforcement could solve the problem and be revenue positive or at least a low cost solution.	<p>Improve enforcement of illegal parking on accessible parking spaces in Chelsea car parks.</p> <p>Difficult to find parking on beach days in Chelsea.</p>	<p>Operational</p> <p>Operational</p>	<p>The enforcement of parking restrictions is managed (outside of this draft Policy) by the Compliance and Amenity Team.</p> <p>Council is aware of parking issues in Chelsea on hot weather days. A notice of motion 1/2024 was raised about this issue on 26 February 2024. Compliance and Amenity reported back to Council on 13 May 2024.</p>
The information about parking permits for subdivided property needs review. E.g. a split townhouse block in two that's bigger than new full blocks makes no sense in the purpose of more parking spaces needed. Perhaps it needs to say more than two properties on a block. There are way too many new developments that are the issue not existing properties. Or subdivided post a date.	Review Council resolution of 27 July 2015 about parking permits. It should apply to <u>more than</u> two properties on a block – not one or two units on a block. More parking spaces are needed. Too many new developments are the issue, not existing properties.	Policy	7.1.1 of the draft Policy states under a Council resolution of 27 July 2015 residents living in subdivisions that create a <u>net increase</u> in total dwellings are not be eligible for a permit, i.e. includes two or more units on a subdivided block. This applies to developments granted planning advertisement after 28 July 2015. It only applies to areas listed in the Policy. Residents of new subdivisions in these areas are not eligible for a permit because the on-site parking requirements for the development have been assessed through the Kingston Planning Scheme and, therefore, adequate parking is expected to be provided on-site for these developments.
Beach Parking / Street Parking.	Consider beach parking/street parking	Policy	6.5.4 of the Policy relates to parking off-street car-parks and streets near foreshore areas.
I think traffic flow in and around the neighborhood should be considered in conjunction with the Parking policy. In particular, Avondale Avenue should be a one way street (residents accepted) on the beach side of Camp St, as it is already No Entry to The Beachway. There is always a traffic jam on beach days caused by turning vehicles when their drivers realize, too late, that they cannot proceed to The Beachway. Many of them proceed illegally, rather than making a U-turn. This is very dangerous for beach going pedestrians.	Make Avondale Avenue one-way west of Bath Street. Avondale Av is already one-way at The Beachway. However, on beach days drivers' using this part of Avondale Av to access the beach have to turn round or proceed to The Beachway illegally through the no entry signs, endangering pedestrians and causing congestion.	Operational	There are 'no through road' signs near Bath St to warn motorists of the no entry to The Beachway. Pedestrian footpaths are provided to access the beach and slow points where pedestrians cross the road. There is no casualty crash record at this location. Any one-way system would need to apply to both residents and beach goers.

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<p>Parking across footpaths on the Heath housing estate.... Constantly having to dodge overhanging cars. Home owner permit parking would be very welcome as staff from the Kingston Centre use our estate to park.</p>	<p>Drivers are parking across footpaths in Heath Estate, Heatherton.</p> <p>Install parking restrictions in this area as staff from Kingston Centre park in the estate. Provide residents with permits.</p>	<p>Operational</p> <p>Operational</p>	<p>The enforcement of parking restrictions is managed (outside of this Policy) by the Compliance and Amenity Team.</p> <p>Off-street parking is provided in Kingston Centre. Council has previously investigated drivers accessing Kingston Centre and parking in the Estate. Traffic and Transport Team will continue to evaluate parking in this area, following a customer service requests to assess parking a particular street within the estate, outside of the draft Policy.</p>
<p>Due to increased number of blocks of units not having sufficient garage or car port space in York Street, BONBEACH would it make sense to only allow street parking on one side? Only yesterday a car, travelling at speed, crashed in to 2 parked cars causing at least one to be written off.</p>	<p>Only allow parking on one side of York Street. Parking in new developments is insufficient.</p>	<p>Operational</p>	<p>6.2 of the draft Policy describes how the width of the road helps determine where parking restrictions apply on Council local roads. York St is 7.5m wide, which allows for parking on both sides of the road. Some sections of York Street (near York Lane) have indented parking. 52.06-5 of Kingston's Planning scheme Set out car parking requirements for various land-uses, including residential properties, which are set by the State. The level crossing removal and relocation of the station further south has reduced commuter parking in York street. Removing parking on one side of the road is unlikely to be supported by the many residents living in the street.</p>
<p>Resident parking in narrow streets near schools. At the end of Clare St on school days it becomes dangerous for drivers and students</p>	<p>Clare St, Parkdale, is a narrow road close to Parkdale Secondary College that becomes congested.</p>	<p>Operational</p>	<p>6.2 of the draft Policy describes how the width of the road helps determine where parking restrictions apply on Council local roads. Clare Street is 7m wide, which allows parking on both sides of the road. 6.5.5 of the draft Policy refers to parking in streets near schools. Council would investigate parking in Clare Street following holistic review of transport needs around schools and engagement with the school community.</p>
<p>Parking too close to corner and driveway.</p>	<p>Drivers park too close to corners and across driveways</p>	<p>Operational</p>	<p>The enforcement of parking restrictions is managed (outside of this Policy) by the Compliance and Amenity Team. 8.11 of the draft Policy relates to hockey stick markings at driveways. The State Government's Victorian Road Rules defines the rules on obstructing access to and from a driveway.</p>
<p>Multi developments with insufficient car parking are causing overflow parking on nature strips that are not their own, dangerous behaviour by multiple pedestrians crossing a busy road daily to access their car. The overflow also into our sporting facility carpark which then minimises the amount of car parking for teams to train and play.</p>	<p>Large developments have insufficient parking leading to parking on the nature strip or overflowing into sporting facility carparks.</p>	<p>Operational</p>	<p>52.06-5 of Kingston's Planning scheme Set out car parking requirements for various land-uses, including residential properties, which are set by the State. Section 8.1 of the draft Policy states that parking on the nature strip in Victoria is prohibited by the Victorian Road Safety Road Rules 2017 and explains how parking on the nature strip is enforced. Compliance and Amenity Team are responsible for enforcing parking restrictions, where they have authority to do so, at sporting facilities.</p>
<p>Parking in streets close to rail station - cars are parking right up to or over the crossovers/driveways daily. New developments don't have enough parking onsite must have one or two minimum per unit/apartment irrespective of location to rail station. Roadwork signs should not to block view of driver coming out of side street to main road, big safety issue. happens all the time.</p>	<p>Drivers are parking across driveways in streets close to railway stations.</p> <p>New development have insufficient parking.</p> <p>Road signs should not obstruct sight lines at intersections.</p>	<p>Operational</p> <p>Operational</p> <p>Operational</p>	<p>Council's Compliance and Amenity Team enforce Victorian Road Rules relating to not parking at driveways. 8.11 of the draft Policy relates to hockey stick markings at driveways. The State Government's Victorian Road Rules defines the rules on obstructing access to and from a driveway.</p> <p>52.06-5 of Kingston's Planning scheme Set out car parking requirements for various land-uses, including residential properties, which are set by the State. If these standards are met, Council cannot refuse an application on parking grounds.</p> <p>Traffic and Transport Team would investigate this issue (outside of the draft Policy) should a specific customer request be raised.</p>
<p>As the city of Kingston fails to enforce any of their own parking rules around Linton St and anywhere around the St Kilda football ground what difference does any of this make? Changing rules/laws is a waste of time when you can't enforce the current ones.</p>	<p>Parking infringements are not enforced around Linton St and St Kilda football ground.</p>	<p>Operational</p>	<p>The enforcement of parking restrictions is managed (outside of this Policy) by the Compliance and Amenity Team.</p>



Draft Parking Management Policy Feedback	Summary	Related to Policy or Operational	Response
Review of the current parking requirements for new multifamily residential buildings. The number of car spaces in those new residential complexes is obviously not sufficient as the streets near those complexes rapidly fill with parked cars. Manikato Avenue near White Street is a good example. Since the opening of the Verge, parking has become increasingly difficult. With the new additions and the new build on Manikato Ave itself, it will become almost impossible. The street is already tight most days and we often see cars pulling to the side to let opposing traffic pass.	New development provided insufficient parking, consequently on-street parking fills up.	Policy	52.06-5 of Kingston's Planning scheme Set out car parking requirements for various land-uses, including residential properties, which are set by the State. If these standards are met, Council cannot refuse an application on parking grounds.
The parking in residential streets around RSEA park is diabolical. St KFC doesn't take any responsibility for managing traffic. Residents are often unable to get in or out of their own street. Let alone park near their home. I have seen people drive along the footpath of Linton St Moorabbin in frustration. Metro Trains, VicRoads, Kingston Council all need to work with St KFC to come up with a safe, sustainable option for footy goers and residents alike.	Parking around St Kilda Football Club needs to be managed.	Operational	Traffic and Transport Team would investigate on-street parking around St Kilda Football Club outside of the draft Policy if a specific customer request is raised. Parking restrictions already apply on Linton Street close to the club.
Placement of parking restrictions and parking bay identification in Rennison Street Parkdale especially up the railway station end need to be included and implemented as part of parking management. Multiple times during the week we CANNOT access our driveway due to cars parking close to the cross over. Additionally the concentration of cars parked across and opposite the cross over makes it impossible for us to enter and exit our garage. Being a very narrow street large tradesmen utes and SUVs sometime also make it virtually impossible to drive down. It is very frustrating not being able to park our cars in the garage and having no option other than to park in the next street adding to the parking congestion.	Parking restrictions are required in Rennison St, Parkdale at railway end of the street. Cars park across driveways or opposite making it difficult to access garages in this narrow street.	Operational	Parking demand at the railway end of Rennison St is likely linked to temporary level crossing removal works that will finish shortly. Parkdale station entrance is about 500m from Rennison St. 6.2 of the draft Policy describes how the width of the road helps determine where parking restrictions apply on Council local roads. Rennison St is 7.3m wide, which allows for parking on both sides of the road. The enforcement of parking restrictions is managed (outside of this Policy) by the Compliance and Amenity Team. 8.11 of the draft Policy relates to hockey stick markings at driveways. The State Government's Victorian Road Rules defines the rules on obstructing access to and from a driveway.
Maintain free foreshore parking for Kingston residents and ratepayers	Continue to provide foreshore permits to residents.	Policy	7.3 of the draft Policy says ratepayers are issued with foreshore parking permits to enable them to park free of charge in these areas.
Parking on nature strips	Parking on nature strip missing from Policy.	Policy	Section 8.1 of the draft Policy states that parking on the nature strip in Victoria is prohibited by the Victorian Road Safety Road Rules 2017 and explains how parking on the nature strip is enforced.
I run a business in Highett and live in Parkdale. In Highett, I need extended parking to accommodate my clients who often have 5 hour appointments in my Mediation practice. In Parkdale I need parking to support the local traders.	Provide five-hour parking restrictions in Highett and more trader parking in Parkdale.	Operational	6.4 of the draft Policy says Council initially install 4-hour parking, before considering shorter timed parking restrictions. Parking restrictions are usually half, 1, 2, 3 and 4 hours. Time limits are usually determined by parking patterns (such as turnover) in the area and efficient enforcement.  LXRP advise that on Como Parade West between Antibes St and Herbert St, there will be a net increase of about 13 trader spaces.
In Central Ave Moorabbin, a 5 storey 42 apartment block is being built and I think more parking will need to be provided. For example, even though some parking is provided in the proposed block it will not be sufficient as often people have more than one car. Also, on the corner of Central Av and Redholme St another big block is going to be built which will also create the same problem with parking. Perhaps some dedicated all day car parking spaces need to be provided, considering Kingston council is approving all these new developments with the potential of even more apartment blocks in the future. This space would need to be near the activity zone to make it viable for the people that live in these apartment blocks.	New development provide insufficient parking.  Consider providing dedicated all day parking for new apartments in Moorabbin.	Operational  Policy	52.06-5 of Kingston's Planning scheme Set out car parking requirements for various land-uses, including residential properties, which are set by the State. If these standards are met, Council cannot refuse an application on parking grounds.  7.1 of the draft Policy sets out information about Kingston's Residential Parking Permit scheme, including Council Resolution of 27 July 2015. Residents living in subdivisions in the zones listed and granted after 27 July 2015 that create a net increase in total dwellings will not be eligible for a permit. Residents of new subdivision are not eligible because the on-site parking requirements for the development have been assessed through the Kingston Planning Scheme and, therefore, adequate parking is expected to be provided on-site for these developments.

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It makes sense and sounds reasonable to me.	Policy makes sense	Policy	
<p>Regarding 2 points in : 5 Background and Objectives. Everyone can play a positive role to parking in the City of Kingston by:</p> <ul style="list-style-type: none"> <li>parking within their own property to minimise the demand for on-street parking;</li> <li>avoiding parking boats, caravans, and trailers on public streets;</li> </ul> <p>For consistency the second dot point should be changed to avoiding parking cars, trucks, boats, caravans, and trailers on public streets. One way of helping achieve this is to only allow one vehicle per household to park on the street (permit system).</p> <p>Regarding section 8.10 Streets Designated as Cycle Routes. Kingston has a cycling network which consists of a mix of shared-use paths and on-road lanes.</p> <ul style="list-style-type: none"> <li>Parking should be removed near intersections to reduce conflict points between cyclists and other vehicles.</li> <li>Clearway/no stopping or timed parking restrictions could be considered if a road is designated as a high-usage cycling route.</li> <li>Parking may be removed where the road is too narrow to accommodate parking while ensuring the safety of travel for cyclists.</li> <li>Parking conditions will be reviewed as the bicycle network expands.</li> </ul> <p>Comment – timed parking restrictions just cause confusion. Preferably ban car parking altogether for bicycle paths.</p>	<p>Add 'cars' bullet point in 5 of the Policy relating to boats, caravans and trailers and allow only 1 permit per household.</p> <p>Ban parking on bicycle paths.</p>	<p>Policy</p> <p>Policy</p>	<p>The first bullet point referred to in Section 5 of the draft Policy covers cars i.e. parking within their own property to minimise the demand for on-street parking. Section 7.1.2 of the draft Policy sets out the number of permits available to each dwelling, which seeks to reduce demand for on-street parking and traffic congestion i.e. two per household. 7.1.1 refers to Council's resolution of 27 July 2015 that residents living in subdivisions (granted planning advertisement after 28 July 2015) that create a net increase in total dwellings will not be eligible for a permit in certain zones.</p> <p>The purpose of the draft Policy is to provide the City of Kingston with a consistent, equitable and transparent framework for managing parking across the municipality for the benefit of the whole community, and for all road users. 8.10 of the draft Policy sets out how this can be achieved on cycle routes.</p>
<p>Regarding 8.12 Electric Vehicle Charging Bays. Council will work with electric vehicle (EV) charging companies to identify appropriate EV charging bay locations (on Council managed land) and will consult with nearby landowners, business owners and occupants before approving the installation of EV charging bays. In granting approval, Council will consider issues such as the availability of space, accessibility, amenity, availability of power and proximity to other charging bays. Council will refine these criteria as it develops an EV charging policy. Areas of apartment dwellers or housing without driveways could have multiple AC charging facilities rather than expensive DC charging.</p>	<p>Provide Alternating Current (AC) charging facilities in areas with apartments or streets without off-street parking.</p>	<p>Operational</p>	<p>Council recognises the need for a mix of both slower AC chargers and faster more expensive Direct Current (DC) chargers. Council is developing Electric Vehicle Charging Policy together with Design and Installation Guidelines to address the appropriate mix of AC and DC chargers. AC slower charging (7-22kW) is generally more appropriate on low traffic volume and low-density residential streets, some apartment blocks and Council buildings where charging might occur for several hours or overnight. DC fast charging (25-75kW) may be more appropriate to higher density activity centre locations near food and beverage outlets or shops, where a user may be stopping for an opportunistic charge for 20-45mins on average. Ultrafast charging (150kW+) is more appropriate for passing motorists and Council sees petrol station operators playing a primary role in addressing this need.</p>
<p>Line marking of Nepean Highway parking to encourage non-locals not to park across driveways.</p>	<p>Parking lanes on Nepean Highway need to be line marked to encourage drivers not to block driveways.</p>	<p>Policy</p>	<p>Section 8.11 of the draft Policy sets out how hockey stick markings and other markings can help reduce incidents of drivers parking across driveways. The State Government's Victorian Road Rules defines the rules on obstructing access to and from a driveway.</p>
<p>Please do something about the parking on Swan Walk in Chelsea between Station St and Bertrand Road. This area is always congested with vehicles parked on both sides preventing large vehicles from passing through. I drive a small car and at times I have only just fit through. A large emergency appliance such as an Ambulance or Fire truck would not get through which is a huge safety problem. Perhaps consider parking on one side only, banning larger vehicles from parking in</p>	<p>Swan Walk between Station St and Bertrand Rd is a narrow road with parking on both sides of the road causing congestion. Ban parking on one side of the road or widen the road.</p>	<p>Operational</p>	<p>6.2 of the draft Policy describes how the width of the road helps determine where parking restrictions apply on Council local roads. Swan Walk is 7m wide, which allows for parking on both sides of the road. 4-hour parking restrictions have been installed on the north side of the road to reduce levels of parking at the Station Street end of the road, where parking demand is highest.</p>

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Greater engagement in providing EV charging, particularly on council land including all car parks.	Provide more engagement about EV charging on Council Land	Policy	Council has undertaken extensive (6-weeks) consultation on the draft Electric Charging Policy in February/March 2024.
As a resident close to the foreshore in Chelsea, I would like to highlight that a parking management policy is of little use if parking compliance officers are not present to enforce the policy. On busy beach days (often weekend or public holidays) Chelsea is crippled by illegal parking that creates a considerable public safety issue, yet there are no officers to issue parking tickets and maintain order. Regular visitors to Chelsea are aware that parking officers do not patrol and/or issue tickets on hot beach days, so they park accordingly.	Parking restrictions in Chelsea foreshore areas are rarely enforced on beach days raising safety concerns.	Operational	Council is aware of parking issues in Chelsea on hot weather days. A notice of motion 1/2024 was raised about this issue on 26 February 2024. Compliance and Amenity reported back to Council on 13 May 2024.
Parking restrictions for Commercial Vehicles (day and/or overnight) on Beach Road does not appear to be covered in the Policy? We would like to see Commercial Vehicles (over 5metre in length) parking banned on Beach Road. Especially for overnight!	Ban commercial vehicles (over 5m) on Beach Road as they are parking day and night.	Policy  Operational	Section 8.7 and 8.8 of the draft Policy relates to powers Council currently has relating to parking of heavy and long vehicles i.e. vehicles over 7.5m in length or with a gross vehicle mass of 4.5t or more.  Commercial vehicles are grouped into four classes: small rigid (6.4m) , medium rigid (8.8m), heavy rigid (12.5), articulated (19m). Road Rule 200 relates to stopping on roads for heavy and long vehicles which are not permitted to stop in built-up areas for longer than 1 hour. Vehicles less than 7.5m are permitted to park on the road under Victorian Road Rules. The enforcement of parking restrictions is managed (outside of this Policy) by the Compliance and Amenity Team.
Further criteria should be determined to limit the time for boats, trailers and caravans parked in local streets. It is not acceptable that anyone can come along and park a caravan in front of your dwelling for an unlimited period of time. Vans, trailers, etc reduce the amenity of the neighbourhood, constrain parking availability and choke traffic flow in already crowded streets.	Parking boat, trailers and caravans on-street reduce residential amenity and cause congestion.	Policy	Section 8.7 of the draft Plan relates to powers Council currently has relating to parking boats, trailers and caravans. Section 4 of the draft Policy also gives general advice to residents about how they can play a positive role in parking by avoiding parking boats, caravans and trailers on public streets.
It's a long document to review - perhaps you could do a summary document rather than expecting us to wade through 26 pages - I did go through but not 100% thoroughly. Nothing to add.	Please provide a summary document	Policy	The draft Policy is relatively short and difficult to meaningfully summarise further.
Certain amount of permit designated parking (foreshore permit) for Mordialloc trading area. It is impossible to get to the shops on a hot night or peak evenings - this traffic could be all residents but in summer I imagine its visitors as well.	Extend foreshore permit parking to Mordialloc shopping area, including peak evenings.	Policy	Foreshore parking permits are designed to improve residential access to the beach at designated foreshore car parks – see section 6.5.4 and 7.3 of the draft Policy.  Typically, timed parking restrictions are used to manage parking demand in activity centres. Section 6.5.3 of the draft Plan sets out the management of parking in activity centres.
Do not allow unit or town house development anywhere without provision for at least 2 cars on each property. The new Kingswood development has no access to train line and crap bus routes that don't link to Clayton etc which is close by, do not allow one car only/single garage town houses for this reason. They are bad enough elsewhere.	Units and town houses should have at least 2 car space per property.	Policy	52.06-5 of Kingston's Planning scheme set out car parking requirements residential properties, which are set by the State. If these standards are met, Council cannot refuse an application on parking grounds.

Draft Parking Management Policy Feedback	Summary	Related to Policy or Operational	Response
<p>You need to consider the fact that as multi-dwellings usually involve multi vehicles per dwelling, residents need to be forced/coerced to park in their own/shared driveways. Our street has evolved terribly these last few years into multi-dwellings, with newer residents being inconsiderate of their neighbours' accessibility to their own property by parking next to or over the driveway. They have driveways – they CHOOSE not to use them to the detriment of through traffic, rubbish pick-up, other residents trying to get into their own drives as mentioned above. I was told - when I reported an abandoned vehicle - that residents are "allowed" to park on the street. But are they allowed to use the street as a permanent car park? There is a vehicle in our street that has not moved for months. We know this because we see it everyday and detritus has built up underneath and is caught in the spiderwebs under the car. There's no point in calling to complain, nothing will be done. Again. We have residents who have 2-car garages who choose to park their 4 vehicles in the street - obviously for ease of access - for them, at least. We pay, as part of our rates, for street cleaning which we don't get to take advantage of because of the cars parked outside the front of our house nearly 24-7. We are off a main road - we get the flow-on of parked cars from those houses. There needs to be a directive for people to use their own properties to park instead of inconveniencing everyone else. You need to put in 'hockey stick' markings on all suburban streets to ensure that residents have ease of access to their own properties. You've redesignated direction of traffic in whole streets to satisfy blocks of apartments, surely you can do something for areas that are not yet overdeveloped? I have a litany of issues with parking in my area. Warrigal Road/Nepean Hwy intersection becomes a major bottle neck at peak hour due to the parking that is permitted outside the tennis court/child care near Childers St. This area should be a clearway until 7pm on a weekday at least. Particularly with the seemingly never-ending works in Mentone/Parkdale. You need to be proactive with the parking management. You have rangers. Employ some more. They need to be out there, patrolling all suburbs within Kingston to make sure people are doing the right thing. Who knows, maybe they'll catch someone doing the wrong thing and boom - fine/warning/whatever. There's no point in putting a policy like this out when it's up to the residents alone to report issues. The fact that residents in the newish apartment blocks in Mentone get to utilize parking set aside for the public, or for train travelers (the station car parking is another horror story), so that it's convenient for them is yet another issue. You either need to fight harder against VCAT, take into consideration the needs of other residents (and not just the new ones) when approving planning permits (add more car parking to the buildings!) or introduce permits that RESIDENTS have to pay for the privilege of parking on the street and inconveniencing everyone else.</p>	<p>Residents in new developments should be made to park in their garages and driveways. Drivers in multi-unit developments park inconsiderately.</p>	Policy	<p>Council does not have powers to force drivers to park their vehicles in off-street parking spaces. Section 7.1.1 of the draft Plan relates to eligibility of resident permits which includes restrictions to residents living in subdivisions built after July 2015. 7.1.3 of the plan shows fee will apply to residents seeking a second residential parking permit. One reason for this fee is to encourage drivers to park their vehicles within their own property boundary. 7.1.2 also states that there a limit of two permits per dwelling which is intended to encourage drivers to park their vehicles within their own property boundary, which reduces demand for on-street parking and traffic congestion and manage demand for parking permits in an area to provide equitable access for residents.</p>
	<p>Abandoned vehicles are left parked permanently on street. They make street cleaning impossible.</p>	Policy	<p>Section 8.4 of the draft Policy relates to Abandoned vehicles.</p>
	<p>Install hockey sticks on all suburban roads to improve access.</p>	Policy	<p>Section 8.11 of the draft Policy relates to provision of hockey sticks. The State Government's Victorian Road Rules defines the rules on obstructing access to and from a driveway.</p>
	<p>Warrigal Rd/Nepean Highway is a bottle neck in peak hours due to parking near Childers St. This should be a clearway.</p>	Operational	<p>Warrigal Road is part of the Department of Transport and Planning arterial road network. Clearways are the responsibility of the DTP. The current arrangements south of Childers Street allow for parking and bicycle lanes on Warrigal Road.</p>
	<p>Improve enforcement by providing more pro-active patrols and employing more enforcement officers.</p>	Operational	<p>The enforcement of parking restrictions is managed (outside of the draft Policy) by the Compliance and Amenity Team.</p>
	<p>Fight harder against VCAT in planning application to consider other residents when approving planning permits, including more parking in new developments.</p>	Operational	<p>52.06-5 of Kingston's Planning scheme set out car parking requirements residential properties, which are set by the State. If these standards are met, Council cannot refuse an application on parking grounds.</p>
	<p>Introduce resident permits where residents pay for parking on street.</p>	Policy	<p>Section 7.1.3 of the draft Plan sets out fee structure for residents permits.</p>

Draft Parking Management Policy Feedback	Summary	Related to Policy or Operational	Response
<p>Removing some nature strips that has been done in the past at Lucerne Street in Mentone around at other schools, kindergartens, small roads, small streets, some parks &amp; along beach road as it is very dangerous for emergency vehicles, council contractors picking up the bins, bus drivers dropping &amp; picking up of school children to access including big truck deliveries for home furniture etc, demolition trucks &amp; buses to access all these areas of small Streets, Courts, Avenue &amp; Roads as some schools are on. If you do what has been done at Lucerne Street in Mentone by moving the nature strips back, then it would be much safer for house / units parking, school parking dropping off &amp; picking up &amp; better traffic flow in these areas also including public transportation when there are no trains running. There are some roads like Chesterville Road, Parkers Road, where cars are parking &amp; there is nowhere to bypass them when waiting to turn into the turning lane to turn left etc also some traffic humps in the middle are too big &amp; trucks &amp; buses just run over them to get pass as the road nature strips could be moved back to make this safer for parking &amp; for the traffic to flow much better.</p>	<p>Provide indented parking in narrow streets to improve traffic flow.</p>	<p>Policy</p>	<p>Section 6.2 of the draft Policy describes how Council managing parking on narrow road, including access for emergency vehicles and public transport.</p> <p>Section 8.2 of the draft Policy relates to how indented parking is provided in the municipality.</p>
<p>A few proposals regarding Parking: - on narrower streets such as Tennyson St is problematic when you have vehicles parked both sides with a blind corner; - Angled parking such as that on Bernard St, int. Linden is problematic when you have limited reversing vision into a two-way street, this centre traffic islands should be provided at least; - more provision of nature strip extensions should be provided where you have higher volume of traffic and pedestrian use, for safety and traffic calming; - Senior/ambulant parking permits should be provided in line with accessible parking; - parking on nature strips and footpaths should be actively discouraged, along with parking of trailers which often have no reflectors and can be harder to see at night for drivers and cyclists, block views and makes streets feel very unsafe at night due to poorer visibility; - crossovers are designed for an angled turning/turnout but a vehicle legally parked right next to a crossover on a street with parked cars on both sides makes that turning incredibly difficult even for a small car, there should be a clearance provided to the left and right of driveway crossovers.</p>	<p>Parking on both side of narrow road around blind bends is problematic.</p> <p>Angled parking is problematic when reversing into a two-way street with limited sight lines.</p> <p>Provide traffic measures to improve safety.</p> <p>Provide accessible parking permits.</p> <p>Enforce parking on nature strips.</p> <p>Trailers on street can block sight lines</p> <p>Parking on both sides of the road in narrow road make it difficult to exit from driveways.</p>	<p>Operational</p> <p>Operational</p> <p>Operational</p> <p>Policy</p> <p>Policy</p> <p>Policy</p> <p>Policy</p>	<p>Parking around blind bends can be investigated (outside this Policy) should a specific customer service request be made.</p> <p>New angled parking is designed to Australian Standard to allow for manoeuvring space when reversing into two-way streets to allow for sight lines.</p> <p>Traffic measures are investigated (outside this Policy) following customer service request or a Local Area Traffic Management Studies.</p> <p>Section 7.2 relates to provision of accessible parking permits.</p> <p>Section 8.1 of the draft Policy is about enforcement of parking on the nature strips.</p> <p>Section 8.7 of the draft Policy relates powers Council currently has in relation to boats, trailers and caravans. Section 4 of the draft Policy gives general advice to residents about how they can play a positive role in parking by avoiding parking boats, caravans and trailers on public streets.</p> <p>Section 6.2 of the draft Policy relates to parking in narrow road and laneways, which allows drivers to exit from driveways with parking on the opposite side of the road. Section 8.11 of the draft Policy relates to hockey stick markings near driveways to provide clearance either side of a driveway. The State Government's Victorian Road Rules defines the rules on obstructing access to and from a driveway.</p>
<p>I don't like the introduction of paid foreshore parking. To regulate parking congestion along suburban streets, I hope you've considered added a cause to the development of subdivisions that off street parking for 2 cars must be part of the planning permit. Plus underground or suitable onsite overflow parking be including in planning permits for high density/apartment type of building;</p>	<p>Do not introduce paid foreshore parking.</p> <p>Provide more parking in new developments.</p>	<p>Policy</p> <p>Policy</p>	<p>Parking fees already apply to parking in many designated foreshore areas. 7.3 of the draft Policy says residents receive foreshore parking permits to enable them to park free of charge in these areas.</p> <p>52.06-5 of Kingston's Planning scheme set out car parking requirements residential properties, which are set by the State. If these standards are met, Council cannot refuse an application on parking grounds.</p>

Draft Parking Management Policy Feedback	Summary	Related to Policy or Operational	Response
Incorrect parking of larger vehicles in spaces designed for cars. Better enforcement of signage restrictions.	<p>Drivers of large vehicles park in spaces designed for cars.</p> <p>Better enforce parking restrictions.</p>	<p>Policy</p> <p>Operational</p>	<p>Road Rule 200 relates to stopping on roads for heavy and long vehicles which are not permitted to stop in built-up areas for longer than 1 hour. Vehicles less than 7.5m are permitted to park on the road under Victorian Road Rules.</p> <p>The enforcement of parking restrictions is managed (outside of the draft Policy) by Compliance and Amenity Team.</p>
Offer incentives for share cars e.g. Uber Carshare and Go Get. Provide more bicycle at parking at shops and libraries, there is hardly any provided in Chelsea.	<p>Provide incentives for car share.</p> <p>Provide more bicycle parking.</p>	<p>Policy</p> <p>Policy</p>	<p>Section 7.4 of the draft Policy relates to Share Car Permits.</p> <p>Bicycle parking provisions is covered in Council's Walking and Cycling Plan.</p>
7.1.1 Change the rule that sub divided properties (where the sub division was prior to street parking changes) should be allowed all day permit parking. 6.5.4 Remove any paid parking from Chelsea area of Kingston. This is only a revenue making scheme. Not required.	<p>Properties subdivided before parking restrictions are introduced should be allowed to continue to park on street all day.</p> <p>Remove paid parking in foreshore areas.</p>	<p>Policy</p> <p>Policy</p>	<p>7.1.1 refers to Council's resolution of 27 July 2015 that residents living in subdivisions (granted planning advertisement after 28 July 2015) that create a net increase in total dwellings will not be eligible for a permit in certain zones. Residents located outside these zones would be eligible to two permits regardless of the advertised date.</p> <p>Parking fees already apply to parking in many designated foreshore areas. 7.3 of the draft Policy says residents receive foreshore parking permits to enable them to park free of charge in these areas.</p>
Need lots of full day parking near the stations. Good having beach permit stickers for full day of parking.	<p>Provide more commuter parking at stations.</p> <p>Likes foreshore permits.</p>	<p>Policy</p> <p>Policy</p>	<p>The Department of Transport and Planning is responsible for providing commuter parking at stations.</p> <p>Parking fees apply to parking in many designated foreshore areas. 7.3 of the draft Policy explains that residents receive foreshore parking permits to enable them to park free of charge in these areas</p>
The management of parking enforcement should be done as a full-time position, at the moment parking is only enforced during weekdays business hours, which enables people to deliberately park illegally outside those hours. Police are not interested in pursuing local by-law breaking, as it's the jurisdiction of the parking ranger.	<p>Improve enforcement by providing more pro-active patrols and employing more enforcement officers, including weekends.</p>	<p>Operational</p>	<p>The enforcement of parking restrictions is managed (outside of the draft Policy) by the Compliance and Amenity Team.</p>
I disagree with the clause which allows council to install paid parking in foreshore areas. This looks like a despicable attempt by council to make money from families who want to access the beaches. A far better policy would be for council to recognise the importance of free parking along Beach Road and instead seek areas where additional parking could be created.	<p>No paid parking in foreshore areas.</p> <p>Provide more free car park on Beach Road.</p>	<p>Policy</p> <p>Operational</p>	<p>6.5.4 of the draft Policy refers to 'Council reserves the right to install paid parking in foreshore areas. Parking fees already apply to parking in many designated foreshore areas. 7.3 of the draft Policy says residents receive foreshore parking permits to enable them to park free of charge in these areas.</p> <p>Council (as the Committee of Management for foreshore land owned by the Crown) has management responsibility for a significant proportion of Kingston's coastline. Management of these Crown land reserves is in accordance with the Crown Land (Reserves) Act 1978 (CLRA). Council's Coastal and Marine Management Plan (2023) set out how these areas are managed, including access and parking upgrades.</p>

Draft Parking Management Policy Feedback	Summary	Related to Policy or Operational	Response
<p>Housing subdivisions should require min' of 2 car parks per household. Areas such as Camp street Chelsea, Bath street Chelsea, and The strand Chelsea, do not have enough off street parking to cater for increasing residential needs and visitors. Further more there needs to be more residential permit car parking to allow residents to park in their own area to close proximity to their home. During summer there are no car parks for residents. It can be common to park 1 km away from your own home during summer. Also for family members visiting local residents. The policing or car parks is not enforced. There are never and enforcement of rules.</p>	<p>Provide more parking in new developments.</p> <p>Provide more residential permit parking in Chelsea.</p> <p>Better enforce parking restrictions.</p>	<p>Operational</p> <p>Operational</p> <p>Operational</p>	<p>52.06-5 of Kingston's Planning scheme set out car parking requirements residential properties, which are set by the State. If these standards are met, Council cannot refuse an application on parking grounds.</p> <p>Council is aware of parking issues in Chelsea on hot weather days. A notice of motion 1/2024 about this issue was raised on 26 February 2024. Compliance and Amenity reported back to Council on 13 May 2024.</p> <p>The enforcement of parking restrictions is managed (outside of the draft Policy) by the Compliance and Amenity Team.</p>
<p>The plan talks about taking into account the amount of accidents in a street; I don't think most accidents ever get recorded as they are such low speed ones. In Fiddes St between [REDACTED], I am aware of twelve, 4 of which occurred in last 6 weeks. Owners find cars damaged but no indication when, these paper to be side swipes, wing mirrors knocked off, backed into, either parking or reversing out. I would suggest I am only aware of a small percentage of such events. Our street is an issue because of Tafe and hospital parking plus residents and a lot of infill development with a relatively narrow street. Clay street is a similar example to Fiddes St. Charging of electrical vehicles is going to be the next issue.</p>	<p>Not all accidents are not recorded in crash statistics.</p> <p>Narrow streets with high parking demand around the Tafe and hospital are an issues.</p> <p>Electric charging vehicles will be an issue.</p>	<p>Policy</p> <p>Operational</p> <p>Policy</p>	<p>Section 6 and 6.4 of the draft Policy refers to road safety i.e. where there is a record of casualty crashes. Casualty crash records are collected by the Police and do not include crashes that have not resulted in a casualty. Council's priority is towards reducing casualties. Near misses are not documented in statistics and therefore cannot be used evidence of an road safety issue in relation to parking.</p> <p>6.2 of the draft Policy describes how the width of the road helps determine where parking restrictions apply on Council local roads. Many streets around Tafe have previously been investigated to address concerns about parking. Specific concerns can be further investigate (outside this draft Policy) following a specific customer service request.</p> <p>8.12 of the draft Policy explains until Council's EV charging policy is approved, lease arrangements, fees and any financial or other support from Council will be determined on a case-by-case basis. Council is developing Electric Vehicle Charging Policy together with Design and Installation Guidelines.</p>
<p>I need to park there as I take my client to carpet bowls every Friday</p>	<p>Unclear where this activity occurs</p>		
<p>I do not see how any measures can have a positive/beneficial impact upon the number of cars currently owned by Kingston residents being parked in the street where those residents live (and in many cases, in nearby street. This occurs in my own residential area [REDACTED]. People living in Warrigal Road near the intersection with Bayliss Street now park their cars in Bayliss Street, presumably because they do not wish to be trying to exit or enter their properties during the morning and afternoon 'peak' periods. This is impacting adversely upon those residents of Bayliss Street who are therefore 'competing' for parking spaces outside their own homes. In order to prevent this issue becoming even more of a problem, I would suggest that when all new dwellings are being proposed and then constructed, the builder is required to incorporate in the construction an equal number of car parking spaces to the number of bedrooms which a dwelling (or each dwelling, in the case of multiple dwellings on a site) contains. However, I suspect that this will not be feasible, for a variety of reasons.</p>	<p>Drivers living on Warrigal Road park in neighbouring streets to avoid entering and exiting their properties during peak times, taking spaces for residents in neighbouring streets.</p> <p>Provide more residential permit parking in Chelsea.</p>	<p>Operational</p> <p>Operational</p>	<p>Section 6.4 of the draft Policy sets out the triggers for parking change in a street. 52.06-9 of the Kingston's Planning Scheme requires if the accessway serves four or more car spaces or connects to a road in a Transport Zone 2 or Transport Zone 3 (such as Warrigal Road) the accessway must be designed so that cars can exit the site in a forward direction to make it easier for drivers to access driveways.</p> <p>52.06-5 of Kingston's Planning scheme set out car parking requirements residential properties, which are set by the State. If these standards are met, Council cannot refuse an application on parking grounds.</p>

Draft Parking Management Policy Feedback	Summary	Related to Policy or Operational	Response
<p>Overall the document appears to have taken careful consideration of the many factors impacting effective parking management. I would like to see the strategy refer also to the Climate Emergency and Ecological Response Plan. This should include the CEERP Priority Area 3 Transition to Sustainable Transport and specifically: '- Prioritise sustainable transport modes over private cars through a 'road user hierarchy'. '- Allocate more road space to sustainable modes (bus, cycle, pedestrians). '- Install bike lanes, paths and other cycling infrastructure throughout Kingston which link key public transport routes and destinations.' I commend inclusion of the following statements 'Background and Objectives' ... 'Everyone can play a positive role to parking in the City of Kingston by: • parking within their own property to minimise the demand for on-street parking; • walking children to and from school; • walking, cycling, or using public transport for short neighbourhood trips; • avoiding parking boats, caravans, and trailers on public streets; and • accessing public transport by modes other than private vehicles.'.... and '6.5.2 Streets near Railway Stations... 'Council encourages commuters to walk, cycle or use public transport as part of their public transport journey to reduce parking stress around railway stations...' I propose that these statements need to be supported by explanations of how council 'encourages' walking, cycling and public transport. What systems and infrastructure are in place or is proposed to make these options the first choice for commuters. How do they become the most enjoyable, convenient, safest and /or cost-effective choice for commuters and indeed for shoppers, parents/carers of school children, beach-goers and workers. What consultation has happened or is planned to see what community members need, to make these their first choices, and how is this information being used in the Parking Plan. Whilst all the details of some of these actions (e.g. 20 Minute City) may not directly fit under the 'Parking Policy', it is important that they are referenced here, to acknowledge the significance implementing such actions have across a range of council operations and responsibilities including Parking. It is also important to consider how parking provisions can impact people's choices in a way that encourages non-car transport (whilst respecting catering for those for who this is more difficult). For example, there is no mention in the document of parking for bikes and scooters. Council would take responsibility for ensuring that bike parking is not only included, but given priority, and that there are bike-safe access points and routes to get to activity centres, public transport, schools etc. Specific actions relating to alternative transport and bike parking should be included under each of 6.5.2, 6.5.3, 6.5.4, 6.5.5. Specifically, 'Safe and Accessible Bike Parking' needs to be listed in the Higher Priority column in the table in each of these sections. I commend the document for retaining the ineligibility of car parking permits for the subdivisions specified in the July 2015 Council resolution I also commend the inclusion of Section 7.4 regarding Share Car Permit and recommend inclusion of a reference to the CEERP commitment to supporting car share programs which states: 'Policy support for car share programs - Adopt a Council policy that promotes car share programs through provision of dedicated parking for car share vehicles. - Facilitate discussions with car share companies.' I think that Section 7.4 could be worded more positively to reflects the words 'promote' and 'through provision' in the above quote. E.g. the following sentences could be included after the introductory sentence and to enhance the 2nd sentence under 'Application'. 'Council has committed to supporting car share programs as a component of its climate and Ecological Response.' 'Council will work with the operator to identify appropriate sites that will maximise viability for community members to make use of the cars as well as consult with nearby landowners and occupants before installing on-street car share bays.' I suggest that council may consider siting these in other carparks such as at activity centres of public transport which have (or will have) easy accessibility for pedestrian and bike commuters and so increase sustainable integration of transport options.</p>	<p>Refer to Council's Climate Emergency and Ecological Response Plan.</p> <p>Supports Section 7.1.1 in retaining the Council resolution of 27 July 2015.</p>	<p>Policy</p>	<p>The Ceerp Priority Area 3 in relation to parking refers to electric vehicle charging, car share, and delivering an updated parking policy. Section 7.4 of the draft Parking Management Policy relates to car share permits. Section 8.12 of the draft Policy refers to Electric Charging Bays. Council is also developing Electric Vehicle Charging Policy together with Design and Installation Guidelines. The consultation undertaken for draft Parking Management Policy is part of updating this document. Council's Integrate Transport Policy and Walking and Cycling Plan covers many of the other priorities for transport mentioned, including bicycle parking and scooters. Parking in relation to cycle routes is covered in section 8.10 of the draft Policy.</p>



Draft Parking Management Policy Feedback	Summary	Related to Policy or Operational	Response
3 hour parking in showers avenue so that the many elderly participants of the community centre can park as at the moment the street is taken up with tradies and business customers.	Provide 3-hour parking in Showers Avenue to improve parking for users of the Activity Hub.	Operational	The Traffic and Transport Team is investigating parking in Showers Avenue.
City of Kingston residents should not have to pay to park at our car parks. NO dwelling should be allowed to be built unless it has at least one and preferably two car spaces as part of the complex. I definitely agree with the no 'residents only' parking.	Residents should not have to pay to park in car parks.  Provide more parking in new developments.	Policy  Policy	Parking fees already apply to parking in many designated foreshore areas. 7.3 of the draft Policy says residents receive foreshore parking permits to enable them to park free of charge in these areas.  52.06-5 of Kingston's Planning scheme set out car parking requirements residential properties, which are set by the State. If these standards are met, Council cannot refuse an application on parking grounds.
Showers Ave in Chelsea needs more parking bays for the, Activity Hub , a lot of people who use the hub are elderly and can't walk very far.	Provide more parking in Showers Avenue to improve parking for users of the Activity Hub	Operational	The Traffic and Transport Team is investigating parking in Showers Avenue.
I'm writing regarding parking in Showers Avenue for people trying to use Chelsea Hub Community Centre. In recent years it has become almost impossible for many elderly people to park outside the centre. This year the avenue has been used by the business owners on the corner who park their cars along the majority of the car spaces in the avenue. They have an off street car park but instead are parking their vehicles in spaces that the elderly people once were able to use. Would it be possible to give some priority parking for senior citizens during peak times please. As you are probably aware, it's a very popular venue for the community but I worry disabled and older people will have to look elsewhere for more accessible facilities. Thank you for providing this opportunity for feedback.	Provide more parking in Showers Avenue to improve parking for users of the Activity Hub, including accessible parking.	Operational	The Traffic and Transport Team is investigating parking in Showers Avenue. Two accessible spaces have been provided at the Hub.
Given that the council appears to have a policy of encouraging the senior sector of the population in it's area to be more involved in activities in the community to enhance their mental and physical health it seems a pity that there is little parking available to them at the Activity Hub in Chelsea. While the vehicle servicing business utilises some of its empty area alongside their business it also completely uses all the parking spaces opposite its building plus along the road side opposite The Hub. This precludes many of those less able to walk access to parking close to attend activities. As President of the Chelsea Probus Club we have lost members because of the parking situation. We have encouraged car pooling and use of public transport however public transport is not suitable for close accessing of The Hub and many of our members have walkers therefore car pooling creates problems with multiple walkers per vehicle. We have endeavoured to address this with the council previously but have received little acknowledgment.	Provide more parking in Showers Avenue to improve parking for users of the Activity Hub.	Operational	The Traffic and Transport Team is investigating parking in Showers Avenue.

Draft Parking Management Policy Feedback	Summary	Related to Policy or Operational	Response
<p>There two issues I wish to draw to your attention, they are: 1) On street parking in Bath St. It is almost impossible to use the on street parking in Bath St due to parking by Woolworths staff from 5:30 am onwards. The only way you can be sure of getting a carpark in Bath Street is to park between 8 pm and before 5:30 am. I would recommend that timed parking (say 4 hours) should apply, and the residents of Bath St be provided with a parking permit that allows them to park for more than 4 hours. During hot weather beach goers ignore the parking controls and park anywhere. this is very dangerous. I recommend that parking inspectors police the area on hot days to educate the beach goers. 2)Showers Ave. We (my wife and myself) are both disabled and we regularly attend the Chelsea Activity Hub. The problem are that the people ignore disabled permit spaces some of the on street parking, is not time limited. I would recommend that parking be limited to 3 hours and the area is regularly inspected to educate people parking in the area.</p>	<p>On-street parking on Bath Street is taken up by Woolworths staff.</p> <p>Difficult to find parking to shop at Chelsea Woolworth car park on beach days.</p> <p>Provide more parking in Showers Avenue to improve parking for users of the Activity Hub, including timed and enforcement of accessible spaces.</p>	<p>Policy</p> <p>Operational</p> <p>Operational</p>	<p>Section 6.5 of the draft Policy relates to relative user priority. To balance the needs of different users parking restrictions are only considered on one side of the road, where the width of the road allows parking on both sides of the road. Section 6.5.3 refers to how this balance is met in activity centres.</p> <p>Council is aware of parking issues in Chelsea on hot weather days. A notice of motion 1/2024 about this issue was raised on 26 February 2024. Compliance and Amenity reported back to Council on 13 May 2024.</p> <p>The Traffic and Transport Team is investigating parking in Showers Avenue.</p>
<p>1. Access to parking near the life saving clubs in warmer months. Many parents also stay to help at the LSC while their child is participating so dropping off children and returning later is not an option. Even parking at say, Station St and walking to the LSC is problematic on beach days. 2. 30 minutes parking limit at Nepean Highway Edithvale is not feasible for patrons of the hairdresser or services requiring a longer time. 3. Woolworth carparks at Mordialloc and Chelsea are impossible to access on beach days, despite parking limits. Not sure how that can be addressed.</p>	<p>Provide more convenient parking for parents of children participating in Edithvale Life Saving Club.</p> <p>30 minute parking on Nepean Highway near Denman Av is not enough time to access hair dresser.</p> <p>Difficult to find parking to shop at Chelsea and Mordialloc Woolworth car park on beach days.</p>	<p>Operational</p> <p>Operational</p> <p>Operational</p>	<p>The request can be investigate (outside the draft Policy) following a specific customer service request.</p> <p>The request can be investigated (outside the draft Policy) following a specific customer service request.</p> <p>Council is aware of parking issues in Chelsea on hot weather days. A notice of motion 1/2024 about this issue was raised on 26 February 2024. Compliance and Amenity reported back to Council on 13 May 2024. The Woolworths car park in Mordialloc is owned by Woolworths.</p>
<p>Please do something about providing more parking in Showers Avenue so people can attend the Community hub. They have many programmes there for community but parking is impossible many people have walking aids and can't park long distances from this building. I on certain days park at 9am to attend a class at 10am in order to get a park. Why can't a small area of the park be allocated for the hub use only parking.</p>	<p>Provide more parking in Showers Avenue to improve parking for users of the Activity Hub.</p>	<p>Operational</p>	<p>The Traffic and Transport Team is investigating parking in Showers Avenue.</p>
<p>Create more beachside parking to enable The Hub in Showers Avenue attendees to park close to facility</p>	<p>Provide more parking in Showers Avenue to improve parking for users of the Activity Hub.</p>	<p>Operational</p>	<p>The Traffic and Transport Team is investigating parking in Showers Avenue.</p>

Draft Parking Management Policy Feedback	Summary	Related to Policy or Operational	Response
<p>Just briefly on this draft parking strategy:</p> <ul style="list-style-type: none"> <li>• Dwellings near public transport need some incorporated parking, public transport is limited to local areas/CBD, occupants need a vehicle to travel distances.</li> <li>• Mordialloc has too little parking now so people bypass it for other areas, please retain green medians and green spaces, consider 2-level parking behind shops.</li> <li>• Encourage people to walk a little distance to destination, good for health and community connection.</li> </ul>	<p>Parking is required at dwelling located near public transport.</p> <p>Consider multi-level parking behind shops in Mordialloc.</p> <p>Encourage more walking</p>	<p>Operational</p> <p>Operational</p> <p>Operational</p>	<p>52.06-5 of Kingston's Planning scheme set out car parking requirements residential properties (including at land identified being within the Principle Public Transport Network Area), which are set by the State.</p> <p>Parking in Mordialloc is being reviewed at part of the level crossing removal with the aim of no net loss in parking. Council will continue to consider options for parking as opportunities arise.</p> <p>This is considered in Council's Walking and Cycling Plan</p>
<p>In the street where I live it has become a permit parking street for residents of newly built homes and it is unsafe for me to exit my garage for cars parked on both sides of the street. I am upset about it. I am not able to park in Showers Avenue when I come for classes as the street is always full of parked cars. It is a huge problem with all this car parking.</p>	<p>Parking in my street has increased due to new development making it unsafe for drivers to exit garages.</p> <p>Parking in Showers Avenue is an issue.</p>	<p>Operational</p> <p>Operational</p>	<p>Section 6.2 of the draft Policy relates to parking in narrow road and laneways, which allows drivers to exit from driveways with parking on the opposite side of the road. 6.4 of the draft Policy relates to Triggers for changes to parking. Section 7.1.1 relates to eligibility of permits. Residents living in subdivisions in the zones listed and granted after 27 July 2015 that create a net increase in total dwellings will not be eligible for a permit.</p> <p>The Traffic and Transport Team is investigating parking in Showers Avenue.</p>
<p>Correa St Edithvale and have measured the street to be less than 7m wide. This I assume means that parking is only allowed on 1 side of the road. Please explain why this has not been the case or has this also now changed.</p>	<p>Correa St is less than 7m wide. Parking should be on 1 side of the road only</p>	<p>Operational</p>	<p>Section 6.2 of the draft Policy relates to parking in narrow road including on streets between 5m-7m. Drivers may park on one side only. No stopping signs may be required on one side of the road (where compliance is proven to be an issue). Parking can also be provided in a staggered formation to discourage speeding. Residents in Correa Street have been consulted on several occasions about parking arrangements in the street. Respondents supported retaining the existing arrangements of no stopping on one side of the road 10am-10pm Dec-Mar on one side of the road and unrestricted parking on the other side of the road.</p>

## **10. Customer and Corporate Support Reports**

# Ordinary Council Meeting

24 June 2024

**Agenda Item No: 10.1**

## **GOVERNANCE AND COMPLIANCE REPORT**

**Contact Officer: Gabrielle Pattenden, Governance Officer**

### **Purpose of Report**

The purpose of this report is to present various governance and compliance related matters to Council for noting and endorsement including:

- Informal Meetings of Councillors Records
- Appointment of Phillip Lee as Independent Member to the Audit and Risk Committee
- Chief Executive Officer and General Manager Quarterly Expenses

### **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 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.

## **1. Executive Summary**

### 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.

### Appointment of member to the Audit and Risk Committee

Due to an expired term of an Independent Member of the Audit and Risk Commitment, a recruitment process has been completed for a new Independent Member. It is recommended that Council appoint the preferred candidate, Phillip Lee.

CEO and General Manager Quarterly Expenses

In accordance with Council's resolution at its meeting on 23 March 2020, expenses claimed by the CEO and General Managers for each quarter of the financial year are presented to Council to note. This report details the expenses for the January to March quarter of the 2023-2024 financial year.

## **2. Discussion**

### **2.1 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.

In accordance with the resolution of the May Ordinary Council Meeting, the Informal Meetings of Councillors Record of the 13 May 2024 Councillor Information Session is attached to be received by Council.

### **2.2 Appointment of members to the Audit and Risk Committee**

On 26 June 2023 Council resolved the following tenure of the current independent members:

- Bruce Potgieter for a period of one year expiring on 30 June 2024;
- Claire Filson for a period of two years expiring on 30 June 2025; and
- Geoff Harry for a period of three years expiring on 30 June 2026.

This Council decision ensures orderly rotation of independent members for effective succession planning.

#### **Process and preferred candidate**

Following a recruitment process, a preferred candidate has been selected by the Panel that included Claire Filson, Chair of the Audit and Risk Committee, the CEO, General Manager Customer and Corporate Support and Manager Governance, Risk and Integrity.

Out of 16 applications, two were shortlisted for interview based on skills and experience required by the [Charter](#), and recognising the collective skillset of the independent member group.

The panel were unanimous in determining the preferred candidate as Phillip Lee, who brings strength in corporate governance, risk and finance and offers a point of difference to the Committee with experience in large transformation projects and strategy in both private and public sectors. While the pending appointment of Phillip will be a first to an Audit and Risk Committee, support will be provided through an induction program as well as working alongside two very experienced independent members. In this regard, it is proposed that the initial Council appointment be for one year; followed by an option of re-appointment for two years on recommendation from the CEO.

**2.3 CEO and General Manager Quarterly Expenses**

The following resolution was moved by Council on 23 March 2020 (refer to Item 12.2 of the Minutes).

1. *That Council determine to make public the CEO contract (with the exception of the key performance objectives) and CEO / General Manager expenses in the same way as Councillor expenses.*
2. *Further that this occur subject to the compliance with the Privacy and Data Protection Act 2014 (VIC), and the Australian Privacy Principles.*
3. *Further that a report come to council no less than every quarter to note such expenses.*

This report responds to part 3 of the resolution.

Council made the resolution for CEO and General Manager expenses to be consistent with the reporting of Councillor Expenses. The table presents the information in the same manner as the reporting of Councillor Expenses and will be made available via Council's website.

**3. Compliance Checklist**

**3.1 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

The formal delegation of legislated powers, duties and functions via instruments of delegation make the effective and efficient functioning of Council possible. These instruments allow Council officers to perform day to day duties and make decisions that may otherwise need to be decided upon by Council.

**3.2 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.

**3.3 Financial Considerations**

Not applicable.

**3.4 Risk considerations**

The adoption of the Instruments will ensure Council continues to comply with its obligations under various Acts and Regulations and incorporate all recent legislative developments.

Informal meetings of Councillors


Not applicable to this report.


Appointment of member to the Audit & Risk Committee

Not applicable to this report.

CEO and General Manager Quarterly Expenses  
Not applicable to this report.

### **Appendices**

Appendix 1 - Informal Meetings of Councillors Record - June Council Meeting (Ref 24/158044)  [↓](#)

Appendix 2 - CEO and General Manager Expenses 1 January 2024 to 31 March 2024 (Ref 24/171123)  [↓](#)

Author/s: Gabrielle Pattenden, Governance Officer  
Reviewed and Approved By: Stephanie O'Gorman, Team Leader Council Governance  
Kelly Shacklock, Manager Governance Risk and Integrity  
Dan Hogan, General Manager Customer and Corporate Support



# 10.1

## GOVERNANCE AND COMPLIANCE REPORT

1	Informal Meetings of Councillors Record - June Council Meeting.....	717
2	CEO and General Manager Expenses 1 January 2024 to 31 March 2024.....	729

# Councillor Attendance Record



<b>Submitted on</b>	21 May 2024, 3:54pm
<b>Receipt number</b>	76
<b>Related form version</b>	17

This form must be completed and submitted by the appropriate attending Council officer for reporting to Council.

<b>Name of Council officer completing this form</b>	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
- 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

<b>Type of record</b>	Informal Meetings of Councillors Record
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<b>Title of meeting</b>	Draft Agenda Briefing
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<b>Meeting date</b>	13/05/2024
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<b>Meeting time</b>	6pm
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<b>Meeting location</b>	Online
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## Attendance

<b>Councillors in attendance</b>	Cr Jenna Davey-Burns (Mayor) (camera on) Cr Tracey Davies (Deputy Mayor) (camera on) Cr Tamsin Bearsley (arrived at 6.11pm) (left at 8.35pm) (camera on) Cr Chris Hill (arrived at 6.03pm) (camera on) Cr Cameron Howe (camera off) (left at 8.29pm) Cr George Hua (camera off) (left at 8.19pm) Cr Hadi Saab (camera on intermittently)
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<b>Council officer(s) in attendance</b>	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
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Samantha Krull, General Manager Infrastructure and Open Space  
 Bernard Rohan, Chief Financial Officer  
 Kelly Shacklock, Manager Governance, Risk and Integrity  
 Gabrielle Pattenden, Governance Officer  
 Michelle Devanny, Program Leader Strategic Communications and Engagement  
 Marleen Mathias, Manager Compliance and Amenity  
 Robert Perrin, Team Leader Parking Services  
 David Wang, Team Leader Traffic and Transport  
 Simon Doyle, Manager Libraries Arts and Events  
 Luke Dexter, Head of Libraries  
 Kate Waters, Manager Inclusive Communities  
 Susan Quach, Team Leader Diversity and Inclusion  
 Karyn Night, Health Planner  
 Erin Pattie, Team Leader Health and Social Policy  
 Paul Owen, Social Policy and Planning Officer  
 Bridget Draper, Manager Active Kingston  
 Kim Marshall, Team Leader Aquatic and Leisure  
 Emma Harry, Manager People and Culture  
 Amanda Rigby, Manager Customer Experience and Corporate Performance  
 Yenni Lim, Manager Finance

<b>External attendees</b>	Claire Filson, Chairperson – Audit and Risk Committee
<b>Apologies</b>	Cr Tim Cochrane
<b>Summary of matters discussed</b>	<ol style="list-style-type: none"> <li>1. Acknowledgement of Country</li> <li>2. Apologies</li> <li>3. Disclosures by Councillors, Officers and Contractors of any Conflict of Interest</li> <li>4. Notes of the Strategic CIS Meeting of 15 April 2024</li> <li>5. Councillor Weekly Update and Executive Updates</li> <li>6. Wellbeing Check In</li> <li>7. Draft Agenda - Ordinary Council Meeting       <ol style="list-style-type: none"> <li>7.1 Town Planning Application Decisions - April 2024</li> <li>7.2 Response to Resolution - Notice of Motion 1/2024 - Parking in Chelsea</li> <li>7.3 KP-2023/454 - 138 White Street &amp; 141- 143 McDonald Street, Mordialloc</li> <li>8.1 Lift Installation Progress - Old Mentone Bakery</li> <li>8.2 Outcomes of the Community Consultation Related to January Citizenship Ceremonies</li> <li>8.3 Municipal Public Health and Wellbeing Plan - Year 4 Health Plan Action Plan Adoption</li> <li>8.4 Draft Gambling Policy 2024-2028           <ol style="list-style-type: none"> <li>9.1 Granary Lane Toilet Demolition</li> <li>9.2 Heatherton Park Masterplan</li> <li>9.3 New Aquatic and Leisure Centre - Facility Naming Consultation</li> <li>9.4 Award of Contract - Recycling Processing</li> <li>9.5 Edithvale Aspendale Sports Club Funding</li> <li>9.6 CON-23/035 Parkdale Yacht Club Accessible Pedestrian Ramp to Foreshore and Solar Lighting - Additional Expenditure</li> <li>10.1 Update on Rainbow Local Government Pledge - Commitment achieved</li> <li>10.2 Our Roadmap: Council Plan Year Four Annual Action Plan 2024-25 - Final</li> <li>10.3 Performance Report - Council Plan Year Three - Quarter Three (January to March 2024)</li> <li>10.4 Operation Sandon Recommendations - Overview of Trial</li> <li>10.5 Response to Resolution - Councillor Position Descriptions and Key Performance Indicators</li> <li>10.6 Audit and Risk Committee Biannual Report</li> <li>10.7 Governance and Compliance Report</li> <li>11.1 Adoption of 2024/25 Budget, 2024-2034 Financial Plan and 2024-2028 Revenue &amp; Rating Plan</li> </ol> </li> </ol> </li> </ol>

- 11.2 Quarterly Finance Report March 2024
  - 27. Invitations
  - 28. Communications and Councillor Opportunities
  - 29. Mayor's Diary
  - 30. Councillor/CEO Only Discussion
    - Cyber Breach
    - GSEM jobs and skills roadmap for Canberra
    - Amendments to the Local Government (Electoral) regulations 2020
    - MAV State Council
    - CEO/Councillor time
    - Councillor IT equipment
- 

**Did a Councillor or Council officer disclose a conflict of interest?**

No

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# Councillor Attendance Record



Submitted on	6 June 2024, 10:15AM
Receipt number	78
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

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- 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
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Title of meeting	Councillor Briefing
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Meeting date	03/06/2024
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Meeting time	6pm
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Meeting location	Online In person
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## Attendance

Councillors in attendance	Cr Jenna Davey-Burns (Mayor) Cr Tracey Davies (Deputy Mayor) Cr Tamsin Bearsley (online and arrived in person at 6.41pm) Cr Chris Hill Cr Cameron Howe (online, camera off) (arrived at 6.23pm, left at 7.40) Cr George Hua (online, camera on intermittently) Cr Hadi Saab
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Council officer(s) in attendance	Peter Bean, Chief Executive Officer Jonathan Guttman, General Manager Planning and Place
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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  
 Patrick O'Gorman, Team Leader Council Governance  
 Jessica Baguley, Acting Council Governance Officer  
 Natasha Corponi, Engagement Coordinator  
 Kate Waters, Manager Inclusive Communities  
 Trent Carpenter, Team Leader Community Capacity and Partnerships  
 Rachel Hurley, Community & Grants Support Officer  
 Kath Scarpella, Community Grants and Networks Officer  
 Astrid DiCarlo, Executive Manager Legal  
 Bridget Draper, Manager Active Kingston  
 Kim Marshall, Team Leader Aquatic and Leisure  
 Michael Eddington, Manager City Works  
 Tim Scott, Team Leader Waste Management  
 Alfred Carnovale, Manager City Development

<b>External attendees</b>	Nil.
<b>Apologies</b>	Cr David Eden Cr Georgina Oxley Cr Steve Staikos
<b>Summary of matters discussed</b>	<ul style="list-style-type: none"> <li>- Kingston Grants Program - Funding Recommendations for Round 1 Community Bi-annual Grants 2024-25</li> <li>- Kingston Grants Program - Funding Recommendations for Operational &amp; Partnership Grants 2024-27</li> <li>- Kingston Grants Program - Funding Recommendations for Community Festivals, Events &amp; Creative Activities Grants 2024 -27</li> <li>- Councillor Weekly Update and Executive Updates</li> <li>- Wellbeing Check In</li> <li>- Audit and Risk Committee - Independent Member Appointment process</li> <li>- Community Local Law Review</li> <li>- Update on Legal Matters</li> <li>- Arts &amp; Cultural Advisory Committee Meeting Minutes</li> <li>- New Aquatic and Leisure Centre - Facility Management</li> <li>- Waste Strategy</li> <li>- Waterways CCTV</li> <li>- Draft Agenda - Planning Committee - see separate agenda</li> <li>- Invitations</li> <li>- Councillor and Communications Opportunities</li> <li>- Mayor's Diary</li> <li>- Councillor/CEO discussion</li> </ul>
<b>Did a Councillor or Council officer disclose a conflict of interest?</b>	Yes

## Conflicts of interest

If more than one conflict was declared, provide the details for one conflict and then click 'add' to provide details for another.

<b>Conflict 1</b>	<b>Name of Councillor/officer that declared the conflict of interest</b> Cr Hadi Saab
	<b>Type of conflict of interest</b> General (G)
	<b>Did the Councillor/officer leave the meeting prior to discussion?</b> Yes

**Conflict 2**

**Name of Councillor/officer that declared the conflict of interest**  
Cr Tamsin Bearsley

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**Type of conflict of interest**  
General (G)

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**Did the Councillor/officer leave the meeting prior to discussion?**  
Yes

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**Conflict 3**

**Name of Councillor/officer that declared the conflict of interest**  
Samantha Krull

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**Type of conflict of interest**  
Material (M)

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**Did the Councillor/officer leave the meeting prior to discussion?**  
Yes

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# Councillor Attendance Record



<b>Submitted on</b>	17 June 2024, 10:08AM
<b>Receipt number</b>	79
<b>Related form version</b>	17

This form must be completed and submitted by the appropriate attending Council officer for reporting to Council.

<b>Name of Council officer completing this form</b>	Jessica Baguley
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**Informal Meetings of Councillors** should be selected if:

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- Planning meetings in their ward
- Workshops and training sessions
- Advisory committees of which the relevant Councillor is a member

<b>Type of record</b>	Informal Meetings of Councillors Record
<b>Title of meeting</b>	Strategic Briefing
<b>Meeting date</b>	11/06/2024
<b>Meeting time</b>	6.00pm
<b>Meeting location</b>	Online In person

## Attendance

<b>Councillors in attendance</b>	Cr Jenna Davey-Burns (Mayor) (camera on) Cr Tracey Davies (Deputy Mayor) (arrived at 6.08pm) (camera on) Cr Tim Cochrane (arrived at 6.05pm) (camera on intermittently) Cr Chris Hill (arrived at 6.10pm) (camera on) Cr Cameron Howe (arrived at 6.03pm) (camera off) Cr Hadi Saab (camera on intermittently)
<b>Council officer(s) in attendance</b>	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  
 Donna Carton, Media and Communications Advisor  
 Kelly Shacklock, Manager Governance, Risk and Integrity  
 Gabrielle Pattenden, Governance Officer  
 Alfred Carnovale, Manager City Development  
 Marleen Mathias, Manager Compliance and Amenity  
 Neil Sheppard, Team Leader Local Laws  
 Paul Marsden, Manager City Strategy  
 Kate Waters, Manager Inclusive Communities  
 Trent Carpenter, Community Capacity and Partnerships  
 Rachael Hurley, Acting Coordinator Community Capacity  
 Susan Quach, Team Leader Diversity and Inclusion  
 Jeanne Rossouw, Acting Manager Infrastructure  
 Alex Reid, Principal Traffic and Transport Engineer  
 Bridget Draper, Manager Active Kingston  
 Amanda Rigby, Manager Customer and Corporate Support  
 Nikolaj Dennis, Manager Property Services

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**Apologies**

Cr Tamsin Bearsley  
 Cr George Hua  
 Cr Steve Staikos

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**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 20 May 2024  
 5. Councillor Weekly Update and Executive Updates  
 6. Draft Agenda - June Ordinary Council Meeting  
 7. Planning and Place Reports  
 7.2 PT-2024/82 - 6 Susan Street, Mordialloc - Tree Removal Application  
 7.3 Consultation Outcome of Proposed Change to Dog Order Limiting Dogs Under Control at Off-Leash Areas  
 7.4 Consultation Outcome on Proposed Change to Mandatory Desexing Order for Dogs  
 7.5 Suburban Rail Loop Key Emerging Directions - Council Submission  
 7. Wellbeing Check in  
 6. Draft Agenda - June Ordinary Council Meeting - continued  
 7.2 PT-2024/82 - 6 Susan Street, Mordialloc - Tree Removal Application  
 7.3 Consultation Outcome of Proposed Change to Dog Order Limiting Dogs Under Control at Off-Leash Areas  
 7.4 Consultation Outcome on Proposed Change to Mandatory Desexing Order for Dogs  
 7.5 Suburban Rail Loop Key Emerging Directions - Council Submission  
 8. Community Strengthening Reports  
 8.1 Kingston Grants Program - Funding Recommendations for Community Festivals, Events & Creative Activities Grants 2024–27  
 8.2 Kingston Grants Program - Funding Recommendations for Round 1 Community Bi-annual Grants 2024-25  
 8.3 Kingston Grants Program - Funding Recommendations for Operational & Partnership Grants 2024-27  
 8.4 All Abilities Action Plan 2024-2028  
 9. Infrastructure and Open Space Reports  
 9.1 Basements and Underground Structures Policy: Management of Groundwater, Dewatering During Construction, and Access  
 9.2 Parking Management Policy - Review  
 14.2 New Aquatic and Leisure Centre - Facility Management  
 10. Customer and Corporate Support Reports  
 10.1 Governance and Compliance Report  
 10.2 Complaint Resolution Policy  
 14.1 CAMMS Contract Extension  
 11. Chief Finance Office Reports  
 11.1 Discontinuance and Sale of Roads, Rights of Way and Drainage

Reserves Policy  
11.2 Boatshed and Bathing Box Policy 2024 - Public Consultation  
11.3 Commercial Use of Council Land Policy  
11.4 Hardship and Debt Collection Policy Review  
12. Notices of Motion  
8. Communications and Councillor Opportunities

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**Did a Councillor or Council officer disclose a conflict of interest?** Yes

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## Conflicts of interest

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If more than one conflict was declared, provide the details for one conflict and then click 'add' to provide details for another.

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<b>Conflict 1</b>	<b>Name of Councillor/officer that declared the conflict of interest</b> Cr Hadi Saab
	<b>Type of conflict of interest</b> General (G)
	<b>Did the Councillor/officer leave the meeting prior to discussion?</b> Yes

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# Councillor Attendance Record



<b>Submitted on</b>	18 June 2024, 1:52PM
<b>Receipt number</b>	80
<b>Related form version</b>	17

This form must be completed and submitted by the appropriate attending Council officer for reporting to Council.

<b>Name of Council officer completing this form</b>	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
- 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

<b>Type of record</b>	Informal Meetings of Councillors Record
<b>Title of meeting</b>	Strategic Briefing
<b>Meeting date</b>	17/06/2024
<b>Meeting time</b>	6pm
<b>Meeting location</b>	In person

## Attendance

<b>Councillors in attendance</b>	Cr Jenna Davey-Burns (Mayor) Cr Tracey Davies (Deputy Mayor) Cr Tamsin Bearsley Cr Tim Cochrane (online - camera on) Cr Chris Hill Cr Cameron Howe (online – camera off) Cr George Hua (arrived at 6.16pm) Cr Georgina Oxley (arrived at 8.16pm) (online - camera off) Cr Hadi Saab
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<b>Council officer(s) in attendance</b>	Peter Bean, Chief Executive Officer Jonathan Guttman, General Manager Planning and Place
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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  
 Kelly Shacklock, Manager Governance, Risk and Integrity  
 Stephanie O’Gorman, Team Leader Council Governance  
 Gabrielle Pattenden, Governance Officer  
 Paul Marsden, Manager City Strategy  
 Julian Birthisel, Interface Project Manager  
 Hiren Bhatt, Principal Urban Designer  
 Tara Bell, Team Leader Urban Design and Place  
 Emily Boucher, Manager Open Space  
 Michael Eddington, Manager City Works  
 Bridget Draper, Manager Active Kingston  
 Kate Waters, Manager Community Strengthening  
 Alfred Carnovale, Manager City Development  
 Amanda Rigby, Manager Customer Experience and Corporate Performance

<b>External attendees</b>	Antonia Buckland, Level Crossing Removal Project Chris Yue, Level Crossing Removal Project Roellen Gillmore, Department of Energy, Environment and Climate Action Victoria Butcher, Department of Energy, Environment and Climate Action
<b>Apologies</b>	Cr Steve Staikos
<b>Summary of matters discussed</b>	5. LXP Update 7. Patterson River Community Accessibility Infrastructure Update - DEECA Presentation 8. Councillor Weekly Update and Executive Updates 9. Wellbeing Check In 10. Response to Resolution: Foreshore Waste Collection 11. Edithvale Aspendale Sports Club (Regents Park) Funding - Verbal Update 12. Kingston Liveability Survey and Health and Wellbeing Survey 13. Kingston Planning Scheme Amendment C223 - 275-315 Kingston Road, Clarinda 14. Performance Report: Summary and Actions Report - Councillor Planning Workshop 2024 15. Integrated Vision, Council Plan & Municipal Public Health and Wellbeing Plan 2025-29 Update 16. Management of Confidential Information at Council Meetings 17. Communications and Councillor Opportunities 18. Mayor’s Diary 19. Invitations 6. Councillor / CEO Only Discussion
<b>Did a Councillor or Council officer disclose a conflict of interest?</b>	No

## CEO and General Manager Expenses 1 January to 31 March 2024

	Communications Expenses (mobile phones, tablets and wireless data cards)	Travel Intrastate	Travel Interstate	Travel Overseas	Training, Conferences & Education	Other Expenditure
<b>Peter Bean</b> Chief Executive Officer	218.97				\$228.00	
<b>Bernard Rohan</b> Chief Financial Officer	104.97					
<b>Samantha Krull</b> General Manager Infrastructure & Open Space	104.97					
<b>Sally Jones</b> General Manager Community Strengthening	161.97				\$250.00	
<b>Dan Hogan</b> General Manager Customer & Corporate Support	104.07					
<b>Jonathan Guttman</b> General Manager Planning & Place	161.97					

TRIM 24/171123

Agenda Item No: 10.2

## COMPLAINT RESOLUTION POLICY

Contact Officer: Amanda Rigby, Manager Customer Experience and Corporate Performance

### Purpose of Report

The purpose of this report is to seek Council adoption of the revised Kingston Complaint Resolution 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 adopt the Kingston Complaint Resolution Policy.

## 1. Executive Summary

Complaint handling is core business for Council and as an organisation we value complaints as a mechanism for understanding customer experience, identifying opportunities for improvement, and remediating any negative perception of the organisation. The Local Government Act 2020 requires Councils to have a complaints policy and processes. In December 2021, Council adopted a Complaint Handling Policy with the policy requiring review.

To ensure policy alignment to best practice guidance developed by the Victorian Ombudsman (VO) the policy was reviewed resulting in **(draft) Complaint Resolution Policy** (Attachment One) which was subject to community, staff and councillor consultation.

## 2. Background

### Legislative Requirement

The Local Government Act defines a complaint as communication, whether orally or in writing, to the Council by a person of their dissatisfaction with:

1. The quality of an action taken, decision made or service provided by a member of Council staff or a contractor engaged by the Council;
2. The delay by a member of Council staff or a contractor engaged by the Council in taking an action, making a decision or providing a service;
3. A policy or decision made by a Council or a member of Council staff or a contractor.

To comply with the requirements of the Act, Councils develop and implement a complaints policy that includes:

- Complaint handling processes
- Alternative processes for complaints otherwise subject to statutory review
- Processes for dealing with complaints about the Council
- Processes for internal review of complaints made to a Council

As per the requirements of the Local Government Act 2020, Council officers have developed a revised Kingston Complaints Resolution Policy which outlines complaint handling processes in line with best practice guidance established by the Victorian Ombudsman.

### **3. Discussion**

#### **3.1 Review Methodology**

A policy review was completed to ensure policy alignment to best practice guidance developed by the Victorian Ombudsman (VO). The review methodology included:

- review of current policies
- process mapping current complaint procedures
- benchmarking with other Councils
- alignment to VO practice guidance
- internal staff engagement
- community engagement

#### **3.2 Policy Overview**

The (draft) policy details Council's commitment to enabling customers to make complaints when they have a concern about our services, actions, decisions or policies. It outlines how we respond to complaints through a 4 tier process of first point resolution, investigation, internal review and external review. The policy sees Council work to exceed the VO expectation of resolving complaints within 30 days, as the policy commits to acknowledging the complaint within 2 working days and resolving within 10 days. It also highlights our commitment to using complaints as an integral information source used to identify and implement service improvement.

### **4. Consultation**

#### **4.1 Community Consultation:**

A two-week period from 13<sup>th</sup> – 24<sup>th</sup> of May 2024 for Community Consultation occurred on Your Kingston, Your Say with, 110 total visitors to the webpage and 5 written submissions.

**5. Compliance Checklist**

**5.1 Council Plan Alignment**

Strategic Direction: Well-governed - Council will be collaborative, accountable, transparent, responsive, well-informed and efficient.

Strategy: deliver exceptional customer experiences

**5.2 Governance Principles Alignment**


Principle (a) - Council actions are to be made and actions taken in accordance with the relevant law

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

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.

**Appendices**

Appendix 1 - Complaint Resolution Policy (draft) - March 2024 (Ref 24/45063)  [↓](#)

Author/s: Amanda Rigby, Manager Customer Experience and Corporate Performance

Reviewed and Approved By: Dan Hogan, General Manager Customer and Corporate Support



# 10.2

## COMPLAINT RESOLUTION POLICY

1	Complaint Resolution Policy (draft) - March 2024 .....	737
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# Complaints Resolution Policy

<b>VERSION NO.</b>	1
<b>APPROVAL</b>	Chief Executive Officer Council <i>Signature:</i> <i>Date:</i>
<b>TRIM REFERENCE</b>	24/45063
<b>REVIEW</b>	June 2028
<b>RESPONSIBLE EXECUTIVE</b>	General Manager Customer and Corporate Support
<b>POLICY TYPE</b>	Organisational
<b>POLICY OWNER</b>	Manager, Customer Experience and Corporate Performance

<b>REVISION RECORD</b>	<b>Version</b>	<b>Revision Description</b>
30 June 2018	1	
13 December 2021	2	
XX XXX 2024	3	Incorporated recommended practices from Victorian Ombudsman Good Practice Guides (2021 and 2022).

## 1. INTRODUCTION

Kingston City Council is dedicated to placing our customers first, at the very centre of all we do. We welcome feedback about our services and regularly provide opportunities for customers to tell us about their experiences. We understand that at times despite our best efforts, customers may not be satisfied with our service delivery or the decisions we have made. We value complaints and enable customers to contact us when they are dissatisfied with our services, actions, decisions, and policies. We respond to complaints through working to achieve a resolution as quickly as possible, through clear and consistent processes in accordance with section 107 of the *Local Government Act 2020* (Vic). We then use these insights to further enhance our services to be effective, efficient and empathetic to customer needs.

### 1.1 PURPOSE

The purpose of the Complaint Resolution Policy is to define what a complaint is and the processes in place to facilitate a fair and reasonable resolution in an efficient and transparent manner. This policy is based on the Victorian Ombudsman's – Guide Councils and Complaints: A Good Practice Guide 2nd Edition (April 2023).

## **1.2 SCOPE**

Dealing with complaints is a core part of Council business. Our Complaint Resolution Policy applies to all complaints from members of the public - our customers. We value complaints and encourage people to contact us when they are not satisfied with our services, actions, decisions and policies.

We treat every complaint we receive on its individual merits, through clear and consistent processes and are committed to:

- Enabling members of the public to make complaints about the Council.
- Responding to complaints by taking action to resolve complaints as quickly as possible.
- Learning from complaints to improve our services.

This policy relates to the management of complaints made to Council by any person who is affected by an action, inaction, or decision of Council. The policy applies to all Council employees and extends to volunteers and contractors carrying out work on behalf of Council to the extent provided for in their contract / agreement with Council.

The Complaint Resolution Policy aims to:

- Establish mechanisms for open and transparent complaint management and associated escalation process.
- Provide clarity around the types of complaints covered by this policy.
- Provide a process for reviewing actions and decisions made in regards to complaints.
- Ensure staff handle complaints fairly and objectively.
- Ensure complaints data and insights are used to enhance services.
- Increase the level of community satisfaction with services delivered by the City of Kingston.

### **1.2.1 What is a complaint under this policy?**

A communication whether verbal or written to the Council by a person of their dissatisfaction with:

- The quality of an action taken, decision made, or service provided by an officer, or a contractor engaged by the Council.

- The delay by a Council officer, contractor or volunteer engaged by the Council in taking an action, taking a decision, or providing a service.
- A policy or decision made by a Council officer or a contractor.

In simple terms, a complaint to Council is any communication which involves an expression of dissatisfaction about an action, decision, policy, or service, that relates to Council staff, a Council contractor, or Council as a decision-making body.

### **1.2.2 What types of complaints are not handled under this Policy?**

This policy does not apply to matters or complaints that are otherwise subject to statutory process, review or alternative procedures, examples include:

- Complaints / objections relating to a planning application decision
- Complaints / appeals relating to parking infringements
- Complaints / appeals relating to a building enforcement decision
- Complaints relating to aged and disability services
- Complaints about alleging fraud, corruption, or other criminal behaviour
- Complaints relating to a Councillor outside of their role as a Councillor
- Complaints relating to a neighbour or about an event / service or business for which the Council is not responsible
- Freedom of information requests
- A petition to Council about a particular matter
- Work related grievances from Council staff (i.e. complaints relating to their employment)
- Complaints that have already been reviewed by an external agency.

### **1.2.3 What is a service request?**

Unlike a complaint, a service request is raised when a customer requests that Council provide something, generally information or a service. A complaint, on the other hand, deals with a failure (in the eyes of the customer) to respond satisfactorily to a request or expectation that a service will be provided.

A service request is contact with Council to:

- seek assistance
- access a new service
- seek advice
- Inform / make a report about something for which the council has responsibility

The following are examples of a service request:

- a request for information
- a request for explanation of policies or procedures
- reports of damaged or faulty infrastructure (e.g. potholes)
- reports of hazards (e.g. fallen trees)
- an insurance claim

See below table for examples of complaints and requests for service.

<b>Complaint Managed according to the Council's complaints policy</b>	<b>Service Request Managed as per related request management process</b>
My bin was out but wasn't collected this morning. Can you pick it up?	I forgot to put my bin out, can someone collect it?
You haven't sent out my rates notice.	Can you tell me when my next rates payment is due?
The Council shouldn't have approved a development on Main Road	What is the process for objecting to the development on Main Road?
The Council's website doesn't have enough information about when a planning permit is needed for a pool.	Can you tell me whether a planning permit is required for a backyard pool?
Council's investigation into noise from a business wasn't rigorous and didn't look at peak times. More investigation is needed.	My neighbour's business is very noisy. Can you make it stop?
A pothole I reported to Council two months ago hasn't been fixed and is getting worse.	Could Council fill in a pothole in my street?

Reference: Victorian Ombudsman (2022) Councils and Complaints – A Good Practice Guide (2<sup>nd</sup> edition).

## 2. COMPLAINT TYPES

### 2.1 Complaints received by Councillors.

When a Councillor receives a complaint from a member of the public, it will be referred to Council via the Service and Complaints Resolution team to be registered, assessed, and allocated for management as per the complaints

handling process. Response timeframes will be in accordance with this policy and a copy of the outcome response will be shared with the Councillor.

## 2.2 Complaints about Contractors

Council retains a level of responsibility for services carried out by contractors on its behalf. This policy applies to all contractors carrying out services or works on Council's behalf to the extent provided under their contractual obligations with Council. Contract managers will ensure that all contractors are made aware of their obligations under this policy and will review any complaint during scheduled meetings. When a complaint is received in relation to services or works carried out by a contractor, the complaint undergo investigation and are assigned to an appropriate officer to examine the complaint and liaise with both the customer and the contractor.

## 2.3 Complaints about a Council Officer

Any complaints about a named Council staff member will be investigated by the relevant Manager and/or People and Culture and handled in line with the tiered approach to complaints handling. If the complaint involves an employee disciplinary or behavioural issue, it will be handled in accordance with the Code of Conduct Policy, Performance Management and Disciplinary Policy and any relevant legislative requirements.

## 2.4 Complaints about specific matters - alternative procedures

Council's Complaint Resolution Policy applies to its various complaints processes but does not apply to complaints already covered by other statutory review mechanisms. If your complaint requires management through a process outside of this policy, we will advise you of the alternative handling procedures in line with the information below:

Complaint type	Handling Procedure
Complaints about allegations of improper conduct, including corrupt conduct.	Where a complaint involves allegations of improper conduct which includes corrupt conduct, it will be handled in accordance with the <i>Public Interest Disclosures Act 2012 (Vic)</i> and Council's Public Interest Disclosure Procedures. Disclosures may be made to the Manager Governance, Risk and Integrity in the capacity of Public Interest Disclosures Co-ordinator or the CEO. The PID Coordinator may be

	<p>contacted on 1300 653 356 or  <a href="mailto:PID@kingston.vic.gov.au">PID@kingston.vic.gov.au</a></p>
<p>Complaints regarding breach of privacy.</p>	<p>Council views the protection of an individual's privacy as an integral part of its commitment to accountability and integrity in all its activities and programs. The Information Privacy Policy outlines Council's commitment to protecting an individual's right to privacy and the management of personal information. If you are dissatisfied with Council's handling of your personal, sensitive or health information, a complaint may be made to Council's Governance, Risk and Integrity Manager via 1300 653 356 or <a href="mailto:info@kingston.vic.gov.au">info@kingston.vic.gov.au</a>.</p> <p>Alternatively, complaints can be directed to the Office of the Victorian Information Commissioner (OVIC), although the Information Commissioner may decline to consider a complaint if the complainant has not first complained directly to Council.</p>
<p>Complaints about Aged and Disability Services</p>	<p>Clients and their families can make direct complaints to the Manager of AccessCare via phone on 1300 819 200 or email at <a href="mailto:info@kingston.vic.gov.au">info@kingston.vic.gov.au</a>.</p> <p>Alternatively, they can contact Aged Care Quality and Safety Commission directly on 1800 951 822.</p>
<p>Complaints about the Chief Executive Officer.</p>	<p>Complaints about the Chief Executive Officer can be made verbally or in writing and will be referred to the General Manager, Customer and Corporate Support for investigation in accordance with:</p> <ul style="list-style-type: none"> <li>• <i>Local Government Act 2020 (Vic).</i></li> </ul>

	<ul style="list-style-type: none"> <li>• <i>Public Interest Disclosure Act 2008</i> (Vic).</li> <li>• City of Kingston Public Interest Disclosures Procedures.</li> </ul>
Complaints about Councillors.	<p>Complaints about Councillors will be dealt with in accordance with the relevant legislation and procedures, depending on the nature of the complaint and whether it comes from a member of the public, Council officers, another Councillor or from a group of Councillors. Relevant legislation includes the <i>Local Government Act 2020</i> (Vic), <i>Public Interest Disclosure Act 2012</i> (Vic) and the City of Kingston Public Interest Disclosures Procedures and Councillor Code of Conduct.</p> <p>There are a range of external integrity agencies that deal with complaints regarding Councillors, depending on the nature of the complaint. These include the Victorian Ombudsman, IBAC and the Local Government Inspectorate. In the first instance, a complaint about a Councillor should be directed to the Manager Governance, Risk and Integrity who will undertake a preliminary assessment of the complaint and assist the complainant(s) in progressing the matter. The Manager Governance, Risk and Integrity may be contacted via 1300 653 356 or <a href="mailto:info@kingston.vic.gov.au">info@kingston.vic.gov.au</a>.</p>
Complaints about procurement activity.	Where a supplier or third party raises a complaint in relation to a procurement activity it will be investigated per the Procurement Policy and Fraud and Corruption Policy.
Complaints that are subject to a statutory process	Some matters have separate statutory requirements for investigation and resolution such as infringement reviews, planning matters and noise complaints.



	Statutory review processes are embedded in legislation and must be followed. We will consider complaints that relate to the provision of these services such as employee behaviour, timeliness, responsiveness, and other feedback.
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### 3. MAKING A COMPLAINT

#### 3.1 How to make a complaint

Any person can make a complaint via the following customer channels:

##### Telephone:

Customer Channels Team 1300 653 356 (after hours calls will be transferred to our after hours service)

National Relay Service: 133 677

Translating and Interpreting Service: 131 450

##### Online:

[www.kingston.vic.gov.au](http://www.kingston.vic.gov.au) – 'Contact Us'

##### Post:

Kingston City Council  
PO Box 1000,  
Mentone Victoria 3194

##### Email:

info@kingston.vic.gov.au

##### In person:

Customer Service Centre, 1230 Nepean Hwy, Cheltenham or the reception desk of the service or facility about which the complaint is being made.

We believe that better outcomes can be achieved when customers can express their concerns and a quick and mutually acceptable solution is agreed at the time. We encourage customers to raise their concerns directly with the employee or contractor involved in the first instance. If the complaint is not resolved, the complaint will then be escalated.

#### 3.2 Information that is helpful to include in your complaint

When making a complaint we encourage customers to include the following information:

- Name and contact details. You can complain anonymously, but this may limit how the Council responds to you.
- Identify the action, decision, service or policy you are complaining about and why you are dissatisfied.
- Provide us with the relevant details, such as dates, times, location, reference numbers and any documentation that supports your complaint.
- The outcome you are seeking from making your complaint.
- Whether you experience any communication needs.

### **3.3 Anonymous complaints**

This policy outlines the council's approach to anonymous complaints. We accept and respond, where possible, to anonymous complaints, provided we have received enough information to do so. Council's ability to fully investigate the complaint is dependent on the level of detail provided. If insufficient information is deemed to have been supplied, no further action will be taken. If the complaint relates to public safety or can be corroborated independently, an investigation will be conducted, and necessary actions taken. Due to the complainant's anonymity, Council will be unable to provide reasons for any decisions or actions taken. This approach aims to balance addressing concerns with respecting privacy and transparency.

### **3.4 Non-specific complaints**

Correspondence regarding complaints which are non-specific in nature, or not relevant to the operations of Council and/or generally classed as haranguing in nature will be received and recorded but not responded to. Reasons for the determination will be filed along with the correspondence.

### **3.5 Supporting specific communication needs or barriers**

Kingston City Council is committed to ensuring our complaints process is accessible to everyone. Anyone who has been affected by an action or inaction of Council can make a complaint and lack of accessibility should not be a barrier to that right. Please let us know if you have specific communication needs or barriers, and we can assist you by providing the following support:

- an assistance service, such as the National Relay Service: TTY users can phone the NRS on 133 677 and ask for 1300 653 356
- translating and Interpreting Services.
- talking with you if you prefer this method of communication over reading or writing.

- communicating with another person acting on your behalf if you cannot make the complaint yourself.

#### 4. OUR COMPLAINTS PROCESS

When you complain to us, we will initially assess your complaint to decide how we will handle it. After our initial assessment, we may:

- take direct action to resolve your complaint.
- refer your complaint to the relevant team or manager for investigation.
- provide referral advice to you if your complaint involves right to a statutory review.
- decline to investigate complaints that we deem to be considered frivolous, vexatious, concern a trivial matter, or are not made in good faith.

If we decide not to take action on your complaint, we will explain why, and where possible, inform you about other options.

##### 4.1 How your complaint will be managed

Council uses a four-tiered complaint handling approach to investigating and resolving complaints, as follows:

- Tier One – Frontline Resolution
- Tier Two – Investigation
- Tier Three – Internal Review
- Tier Four – External Review

##### 4.1.1 Tier 1: Frontline Resolution (standard complaint)

<p>What is a standard complaint?</p>	<p>Standard complaints relate to the quality, delay or failure to deliver a service. Where possible, we will attempt to resolve your complaint at the time you first contact us. Our actioning officer will work to provide timely and mutually acceptable solutions to address any grievances raised at the first point of contact.</p> <p>If we decide not to take action on your complaint, we will explain why, and, to the extent they are available, inform you about other options.</p> <p>It may not be possible to resolve your complaint when you first contact us if your complaint requires deeper consideration, investigation by a particular team or employee or must follow a statutory process.</p>
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Who will it be assigned to for actioning	Any customer facing officer can receive and resolve a complaint.
Timeframe	We will endeavour to resolve your standard complaint on the same day. However, if your complaint cannot be resolved, it will be referred as a complex complaint (tier 2) to the appropriate area for further investigation.

#### 4.1.2 Tier 2: Investigation, if required (complex complaint)

What is a complex complaint?	<p>Complex complaints are unable to be resolved at the first point of contact and require investigation. If your complaint is deemed complex you will be provided with an acknowledgment within 2 business days that contains a reference number, key contact, expected timeframes and next steps. The investigative actions taken will depend on the nature of the complaint.</p> <p>A complaint investigation may include:</p> <ul style="list-style-type: none"> <li>• speaking with other council employees, contractors, external agencies.</li> <li>• inspecting case notes and documents.</li> <li>• conducting site inspections.</li> <li>• assessing information against relevant legislation, policies and procedures.</li> <li>• allocating investigative tasks to employees.</li> </ul> <p>At the conclusion of the investigation you will be provided with a written explanation of Council's decision.</p>
Who will it be assigned to for actioning	A Community Complaints and Councillor Support Officer will work alongside relevant staff and Senior Council Officers to facilitate investigation and resolve the issue.
Timeframe	We will acknowledge your complaint within 2 business days. We aim to complete and advise you of the outcome of the investigation within 10 business days. We will advise you if the investigation will take more than 10 business days and provide you with an update on a fortnightly basis.

**4.1.3 - Tier 3: Internal Review**

What is an Internal Review?	<p>If you are dissatisfied with the outcome, assessment, or decision in relation to your tier 1 or tier 2 complaint, you can request an internal review. To ensure independence, the Senior Officer who will review your complaint will have had no previous involvement in the review process.</p> <p>The internal review is the final part of the internal complaint process. The same matter will not be re-considered once the review is completed. We aim to complete investigations of Tier three complaints within 10 business days and will tell you if the investigation will take longer.</p>
Who will it be assigned to for actioning	<p>A Senior Officer will be required to conduct the review by assessing the history of the matter, including any findings from previous investigations and any responses and information provided by the customer.</p> <p>The background information is prepared by the Complaints and Service Resolution Team Leader for the Senior Officer conducting the review. The Senior Officer is independent of:</p> <ul style="list-style-type: none"> <li>the person who took the action</li> <li>the person who made the decision</li> <li>the person who provided the service</li> </ul> <p>The findings and conclusion of the Internal Review are provided to the complainant.</p>
Timeframe	<p>We will acknowledge your request for internal review within 2 business days. We aim to complete and advise you of the outcome of the internal review within 10 business days. We will provide you with an update on the progress of the internal review every 10 business days if the timeframe exceeds the expected 10 days to resolve.</p>

**4.1.4 - Tier 4: External Review**

What is an external review?	<p>If you remain dissatisfied with Council's decision, we will inform you of which external agency you can approach to have the matter reviewed. We will actively participate and cooperate with the external review process, however updates regarding the status and outcome of the external review will be provided by the external agency.</p>
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<p>Who will it be assigned to for actioning</p>	<p>A Council Officer will provide guidance to the complainant on the process for engaging the appropriate external organisation. These may include but are not limited to:</p> <p><b>Victorian Ombudsman</b> <a href="http://www.ombudsman.vic.gov.au">www.ombudsman.vic.gov.au</a> for actions or decisions of a Council, Council employees and contractors.</p> <p><b>Local Government Inspectorate</b> <a href="http://www.lgi.vic.gov.au">www.lgi.vic.gov.au</a> for breaches of the <i>Local Government Act 2020</i> (Vic).</p> <p><b>Office of the Victorian Information Commission</b> <a href="http://www.ovic.vic.gov.au">www.ovic.vic.gov.au</a> for breach of privacy or a complaint about a freedom of information application.</p> <p><b>Independent Broad-based Anti-Corruption Commission</b> <a href="http://www.ibac.vic.gov.au">www.ibac.vic.gov.au</a> for corruption or public interest disclosure ('whistleblower') complaints.</p> <p><b>Victorian Human Rights and Equal Opportunity Commission</b> <a href="http://www.humanrights.vic.gov.au">www.humanrights.vic.gov.au</a> for failure to consider human rights or failure to act compatibly with a human right under the <i>Charter of Human Rights and Responsibilities Act 2006</i> (Vic).</p> <p><b>Victorian Civil and Administrative Tribunal</b> <a href="http://www.vcat.vic.gov.au">www.vcat.vic.gov.au</a> for disputes between people and government in areas such as planning &amp; environment, land valuation and building &amp; construction</p> <p><b>Victorian Electoral Commission</b> <a href="http://www.vec.vic.gov.au">www.vec.vic.gov.au</a> for alleged breaches of the Electoral Act by a candidate, party, organisation or individual</p> <p><b>Building Appeals Board</b> <a href="http://www.buildingappeals.vic.gov.au">www.buildingappeals.vic.gov.au</a> for appeals relating to matters relating to the <i>Building Act 1993</i> (Vic) and Building Regulations 2018.</p> <p><b>Fines Victoria</b> <a href="http://www.online.fines.vic.gov.au">www.online.fines.vic.gov.au</a> for appeals relating to infringement appeals that have already undergone an internal review within Council.</p>
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Timeframe	The timeline for external review will be dependent on the timeline associated with the relevant agency.
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#### 4.2 Compliant Outcomes

Where Council finds that we have made an error, we will always offer an acknowledgement and apology to the complainant. We will also take steps to address the situation, of which possible outcomes may include:

- An explanation of why the error occurred and the steps taken to prevent it from happening again
- A reversal of a decision
- A subsequent change in policy, procedure or practice
- Disciplinary action in relation to staff complaints
- Advice regarding referral of your complaint to another agency

### 5. POLICY IMPLEMENTATION AND MONITORING

#### 5.1 Privacy and Confidentiality

We keep your personal information secure. We use your information to respond to your complaint and may also analyse the information you have provided for the purpose of improving services that relate to your complaint.

When gathering information to respond to a complaint, we will only:

- Use it to deal with the complaint or to address systemic issues arising from the complaint.
- Release the information in a de-identified format when disclosing data to the public.
- Share the information with Council staff on a need to know basis.

Details about how we collect and use personal information can be found in the Information Privacy Policy.

#### 5.2 How we learn from complaints

Complaints from people who use or who are affected by our services provide us with valuable feedback about how we are performing. We regularly analyse feedback about our services including complaints to identify trends and potential issues that require improved customer experience. We are open and transparent about the complaints we have received, and what we have done to resolve them.

#### 5.3 Reporting on performance

Appropriate performance data will be captured and analysed on a monthly basis to enable Council to review the timeliness and efficiency of Council's complaint handling. This reporting also allows for the regular identification of trends and patterns in complaints that can lead to continuous improvement opportunities. Volumes of complaints will be reported annually in Council's Annual Report.

## 6. ROLES AND RESPONSIBILITIES OF COUNCIL STAFF AND CONTRACTORS

All employees, Councillors and contractors are responsible for contributing to our complaints process.

Role	Responsibilities
All staff	<ul style="list-style-type: none"> <li>• Familiarise themselves with this policy and the complaint process.</li> <li>• Assist customers to make a complaint</li> <li>• Receive and assess complaints and where possible resolve the complaint at the first point of contact, within the scope of their role</li> <li>• Where required, seek the assistance of their supervisor, to enable the complaint to be resolved at this point of contact</li> <li>• Lodge complaints in Council's customer request management system</li> <li>• Treat members of the public respectfully and professionally</li> <li>• Forward all complaints that cannot be resolved at first point of contact to the Complaints and Service Resolution team.</li> <li>• Record related correspondence into Council's electronic document management system</li> <li>• Declare to Manager any conflict of interest in relation to the complaint received</li> </ul>
Community Complaint and Councillor Support Officers	<ul style="list-style-type: none"> <li>• Receive and assess complaints that have not been resolved at first point of contact</li> <li>• Handle complaints in line with complaints policy and related procedures</li> <li>• Where required, seek assistance from relevant senior officers to enable the complaint to be resolved</li> <li>• When requested by the customer, escalate a complaint to the appropriate level officer for internal review</li> <li>• When required, advise customer of avenues for external review</li> <li>• Provide information/advice to support the officer handling a complaint to manage a complaint effectively and efficiently so it is done in a timely manner</li> <li>• Record related correspondence into Council's electronic document management system</li> </ul>



	<ul style="list-style-type: none"> <li>Review the content of complaints and use this information to initiate improvement activities that address the cause of the complaint and improve outcomes for the customer</li> </ul>
Team Leaders, Managers and General Managers	<ul style="list-style-type: none"> <li>Monitor complaints and ensure response timeframes are met</li> <li>Manage complaints that are escalated and or referred for internal review</li> <li>Train and support staff to resolve complaints promptly and in accordance with the Council's policies and procedures</li> <li>Manage conflicts of interest in the complaint process</li> <li>Report on and identify improvements from complaint data</li> <li>Support staff who deal with complaints</li> <li>Model a customer focused continuous improvement mindset and promote the value of receiving and recording complaints</li> </ul>
Chief Executive Officer	<ul style="list-style-type: none"> <li>Promoting positive behaviours and practices relating to enabling, responding to and learning from complaints.</li> <li>Supporting service improvements that arise from complaints.</li> <li>Receive and manage any escalated complaints that cannot be resolved at the General Manager level</li> <li>Manage complaints about General Managers</li> </ul>
Mayor and Councillors	<ul style="list-style-type: none"> <li>Familiarise themselves with this policy and the Council's complaints process</li> <li>Refer complaints to <a href="mailto:councillorrequests@kingston.vic.gov.au">councillorrequests@kingston.vic.gov.au</a> to be dealt with in accordance with the Council's complaints handling process</li> </ul>
Contract Managers	<ul style="list-style-type: none"> <li>Familiarise themselves with this policy and the complaint process.</li> <li>Receive and manage complaints about contractors</li> <li>Handle complaints in accordance with Council's complaints handling process</li> <li>Cooperate with the Council's complaint handling processes</li> <li>Review complaints at regular meetings with Council staff</li> </ul>
Contractors	<ul style="list-style-type: none"> <li>Familiarise themselves with this policy and the complaint process.</li> <li>Handle complaints in accordance with Council's complaints handling process</li> <li>Cooperate with the Council's complaint handling processes.</li> </ul>
Volunteers	<ul style="list-style-type: none"> <li>Refer complaints to <a href="mailto:info@kingston.vic.gov.au">info@kingston.vic.gov.au</a> to be registered</li> </ul>

## 7. MANAGING COMPLEX AND UNREASONABLE CUSTOMER BEHAVIOUR

We recognise that people using our service have diverse backgrounds and needs. We also recognise they will sometimes be angry, frustrated or distressed or act in other ways we find challenging.

At the same time, we are committed to providing a safe and healthy workplace and using our resources efficiently and fairly. We expect our officers to treat people with courtesy and respect. We expect this courtesy to be returned. We do not tolerate unreasonable customer behaviour that is offensive, abusive or threatening or consumes disproportionate resources.

Unreasonable customer behaviour can be defined as any behaviour by a current or former complainant which, because of its nature or frequency, raises substantial health, safety, resource, or equity issues for the parties to a complaint.

If a person's behaviour becomes unreasonable, officers must apply appropriate and proportionate strategies for managing the behaviour. The strategies will depend on the behaviour type of involved, including:

- Unreasonable persistence
- Unreasonable demands
- Unreasonable lack of cooperation
- Unreasonable arguments
- Unreasonable behaviours

Council has developed procedures for managing complex complainant behaviour in line with the Victorian Ombudsman's Good Practice Guide: Managing Complex Complainant Behaviour (2022).

## 8. RELATED LEGISLATION, STRATEGY AND POLICY

### 8.1 Council Plan alignment

This policy is aligned with Our Roadmap: Kingston Council Plan (2021 – 2025) under the strategic directions of Well Governed, highlighting that Council will be collaborative, accountable, transparent, responsive, well-informed and efficient.

### 8.2 Related Legislation

- *Building Act 1993* (Vic).
- *Charter of Human Rights and Responsibilities Act 2006* (Vic).
- *Child Wellbeing and Safety Act 2005* (Vic).
- *Disability Discrimination Act 1992*
- *Equal Opportunity Act 2010* (Vic).

- *Gender Equality Act 2020 (Vic).*
- *Health Records Act 2001 (Vic).*
- *Independent Broad-Based Anti-Corruption Act 2011 (Vic).*
- *Infringements Act 2006 (Vic).*
- *Local Government Act 2020 (Vic).*
- *Occupational Health & Safety Act 2004 (Vic).*
- *Planning and Environment Act 1987 (Vic).*
- *Privacy and Data Protection Act 2014 (Vic).*
- *Public Health and Wellbeing Act 2008 (Vic).*
- *Public Interest Disclosures Act 2012 (Vic).*
- *Summary Offences Act 1988*

### 8.3 Related Policy and Procedures

- Our Customer Commitment
- Code of Conduct – Employee Code of Conduct
- Performance and Disciplinary Policy
- Procurement Policy
- Fraud and Corruption Policy
- Information Privacy Policy
- Public Interest Disclosure Policy and Procedure
- Corporate Information Management Policy

## 9. DEFINITIONS

Term	Definition
Complaint	<p>A communication, whether verbal or written to the Council by a person of their dissatisfaction with:</p> <ul style="list-style-type: none"> <li>• The quality of an action taken, decision made, or service provided by an officer or a contractor engaged by the Council.</li> <li>• The delay by a Council officer or a contractor engaged by the Council in taking an action, making a decision, or providing a service.</li> <li>• A policy or decision made by a Council officer or a contractor.</li> </ul>
Council	Council means Kingston City Council

Customer	The person/people (resident, ratepayer, business owner, visitor) who has expressed dissatisfaction (refer to complaint definition above)
Customer Facing staff	Council staff whose primary role involves interacting with customers to respond to enquiries, accept payments, and provide subject specialist advice and services to users of Council services.
Council Staff	'Council staff' is any person employed by the Council to carry out the functions of the Council, and includes the CEO
Council Contractor	Contractor is any third-party engaged by the Council to carry out functions on the Council's behalf.
Senior Council Officer	A Council officer who has the authority to make the decisions referred to in the outcome of a complaint. This will generally be a Manager, a General Manager, or in some cases, the Chief Executive Officer. In the case where a complaint has escalated to a Tier 3 Internal Review it will be an independent appropriately authorised Senior Council officer.
Request for service	A request for service is to make contact with Council to seek assistance or advice, access a new service, or to inform / make a report about something for which Council is responsible.
Complaint Handling Process	The way individual complaints are dealt with by Council including the policy, procedures, guidelines, practices and technology
Escalation Process	The escalation process outlines how the complainant can escalate their complaint if they are not satisfied that the complaint has been resolved or was handled incorrectly.
First Point of Contact	The person who the complainant contacts to express their complaint. This could be any staff member at any level, or a Councillor.
Unreasonable Complainant Behaviour	Unreasonable complainant behaviour is any behaviour by a current or former complainant which, because of its

	nature or frequency raises substantial health, safety, resource or equity issues for Council, council staff, contractors, agents or volunteers of council, other service users and complainants or the complainant themselves.
Resolved Complaints	A resolved complaint refers to a complaint that has been finalised, regardless of the process used to finalise it or the outcome of the process.

#### 10. AVAILABILITY OF THE POLICY

This Policy is available from the Council website [www.kingston.vic.gov.au](http://www.kingston.vic.gov.au) and can be made available in hard copy format upon request.

DRAFT

**Agenda Item No: 10.3**

## **CAMMS CONTRACT EXTENSION**

**Contact Officer: Amanda Rigby, Manager Customer Experience and Corporate Performance**

### **Purpose of Report**

For Council to approve the attached two-year contract extension in accordance with Kingston Procurement Policy as cumulative spend has exceeded CEO delegation and to retain contracted service for Governance, Risk and Compliance (GRC) software without full tender process.

### **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 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.

## **1. Executive Summary**

Camms Group (CA Technology Pty Ltd) develops and implements Governance, Risk and Compliance Software (Attachment One). This service supports integrated software solutions in risk, strategy, projects and people and provides the City of Kingston software subscription on a range of modules that enable effective and efficient delivery of several Council and ELT initiatives and projects including:

- Quarterly Performance Reporting to the Council and Community
- Enterprise Strategy & Plans monitoring
- Strategic and Operational Risk Management
- Incident Management
- Half-Yearly and Annual Local Government Performance Reporting Framework (LGPRF) Reporting, and
- Divisional KPI Dashboards

The CAMMS contract was awarded in 2012 following a tender process. Since that time Council has continued to build upon CAMMS products and functionalities, expanding its use from Corporate Planning and Reporting to now allowing transparent reporting on risk and compliance. This expansion saw Council continue to extend the contract, recognising the effectiveness and efficiency gain the product provided.

The contract is currently in overholding, with the extension pending Council approval as the total cost of implementing the contract since 2012 (total cost being \$1,352,250 exc. GST) exceeds the CEO's financial delegations outlined in the recently updated '*S5 Instrument of Delegation to the Chief Executive Officer*' (\$1,000,000 excluding GST in relation to all other contracts and agreements).

Approval is now sought for the attached two-year contract extension (Attachment Two) in accordance with Kingston Procurement Policy as cumulative spend has exceeded CEO delegation. Council approval would result in the retained contracted service for Governance, Risk and Compliance (GRC) software without full tender process, until a full tender process occurs in 2026.

## **2. Background**

Following a public tender process, Contract 10/39 was awarded to Camms Group (CA Technology Pty Ltd) in 2011 on a 6 + 2 + 2 year contract term, expiring on 30 June 2021. It was then followed by a 12-month extension and then extended by another 2 years as Council continued to:

- Expand the use of the product and functionality for strategic and operational risk and incident management.
- Support the effectiveness and efficiency gains resulting from cloud migration
- Consider the financial cost and operational risks that present as a result of not using established product, including loss of sight over organisational performance data.

Council is looking to continue to engage Camms Group (CA Technology Pty Ltd) to deliver Council's corporate planning and reporting and risk management software systems, which include the following modules and components:

<b>Module</b>	<b>Purpose</b>	<b>User</b>
<b>Camms Strategy</b>	Camms Strategy allows for corporate planning and reporting on strategic and operational initiatives, including Council Plan Annual Action Plan, Council Plan Strategic Indicators, Local Government Performance Reporting Framework, Municipal Public Health & Wellbeing Plan, Reconciliation Action Plan, Culture Action Plan, People and Culture Strategy, Organisational Development Plan, Workforce Plan, Workplace Health and Safety Plan, Internal Audit, Monthly Finance Report and Child Safe Standards Strategy.	Key users are Corporate Planning & Performance, Finance, People & Culture, Inclusive Communities and Governance, Risk & Integrity, however the product is also used across the organisation during reporting periods (monthly, quarterly, and annually).
<b>Camms Engage</b>	Camms Engage allows for comprehensive performance reporting (dashboard format) in relation to the Enterprise KPIs.	Key users are Corporate Planning & Performance, Executive Leadership Team and Senior Leadership Team.
<b>Camms Risk</b>	Camms Risk is an integrated and automated risk management platform where Risk Owners, Control Owners and Action Owners can identify, track and manage strategic, corporate and operational risk. This module creates a risk awareness culture and offers meaningful reporting for ELT and the Audit & Risk Committee.	Key users are Governance, Risk & Integrity and Council staff who have been identified and assigned as Risk Owners, Control Owners and Risk Action Owners

**City of Kingston  
Ordinary Council Meeting**

**Agenda**

**24 June 2024**

<b>Module</b>	<b>Purpose</b>	<b>User</b>
<b>Camms Insights</b>	Camms Insight is an integrated reporting writing module, which allows users to generate and develop their own reports in an efficient and effective manner.	Key users are Corporate Planning & Performance.
<b>Camms College</b>	Camms College is an online learning platform, which provides access to expert virtual consulting and reporting assistance on-demand. Its key purpose is providing 'Camms College Hours' for use when system configuration is required, when there are system errors or issues and/or when direct technical expertise is needed.	Key users are Corporate Planning & Performance and Governance, Risk & Integrity.
<b>Camms Connect</b>	Camms Connect provides single sign on and active directory integration, allowing for robust business services via standards-based, real time Application Programming Interfaces (APIs).	Key users are Corporate Planning & Performance, Governance, Risk & Integrity and Information Services & Strategy.
<b>Camms Cloud Hosting</b>	Camms Cloud Hosting allows for the cloud-based version of Camms (and its related modules) to be hosted.	Key users are Corporate Planning & Performance, Governance, Risk & Integrity and Information Services & Strategy.

The revised contract also sees the introduction of the Camms Risk modules, including:

<b>Module</b>	<b>Purpose</b>	<b>User</b>
<b>Camms Incident Management</b>	The Camms Incident Management module will capture all reported risk incidents, near misses and compliance breaches including privacy as they happen, records all investigations and impacts as well as monitoring until each case is closed.	The Risk & Compliance Team within Governance, Risk & Integrity will be managing this module. Due to the privacy and sensitive nature, certain access may be limited to Executive Leadership Team and Senior Leadership Team where required.
<b>Camms Incident Lodgement Portal</b>	Enables staff to report all incidents using an external facing incident portal (Knet) that connects to the Camms Incident management module. If required, this platform also includes capability to enable anonymous reporting for employees on sensitive matters.	Key users are all staff.

The CAMMS contract is currently in overholding, with the extension pending Council approval as the total cost of implementing the contract since 2012 (total cost being \$1,352,250 exc. GST) exceeds the CEO's financial delegations outlined in the recently updated '*S5 Instrument of Delegation to the Chief Executive Officer*' (\$1,000,000 excluding GST in relation to all other contracts and agreements).

The contract will remain in overholding pending Council decision to approve or cancel the contract, as provided by a 60 day cancellation clause included in the standard terms and conditions recognising its status.



### **3. Discussion**

#### **3.1 Service Justification**

The extension of the contract prior to a full marketing testing of comparable software packages is preferred in order to enable effective and efficient delivery of several Council and ELT initiatives as detailed within the background section. Noting that the City of Kingston has only recently embarked on their journey in relation to embedding these Camms modules to their full potential across the organisation, an exemption of two years would allow an opportunity for the initiatives and projects associated with these modules to further mature with an application of continuous improvement and a test and learn approach. It would also see the delivery of several key outcomes associated with performance reporting, service improvement, enterprise strategy and plans monitoring, enterprise KPI oversight.

It is essential that risk management and incident reporting are fully integrated to understand their relation to each other. This combined approach enhances a risk management programme, eliminating potential gaps and providing vital insights to guide important decisions around effective controls, budget & resource activity.

From a compliance and legal lens, the Camms Incident Management module will capture risk incidents, near misses and compliance breaches including privacy, and monitors all relevant data and provides a holistic legal overview. It enables monitoring of the status of ongoing and completed remediation actions in Compliance Incident Tracking and promotes communication with internal stakeholders. Overall ensuring a robust approach for the City of Kingston in Council Plan achievement, service planning and review, service improvement and design, risk and incident management and community and customer excellence.

It is noted that Camms Group (CA Technology Pty Ltd) have completed the Kingston Council Vendor Privacy and Security Deed and Kingston SaaS PaaS Vendor Infrastructure Checklist, with these documents checked by key stakeholders (Information Services & Strategy and the Legal department) prior to the contract being formally implemented and finalised.

#### **3.2 Associated Financial Cost**

The contract is currently in overholding, with the extension pending Council approval as the total cost of implementing the contract since 2012 (total cost being \$1,352,250 exc. GST) exceeds the CEO's financial delegations outlined in the recently updated '*S5 Instrument of Delegation to the Chief Executive Officer*' (\$1,000,000 excluding GST in relation to all other contracts and agreements).

The total cost applicable over a two-year period is of \$218,647 (exc. GST), which was due to expire in May 2026 however an overholding arrangement is now in place whilst Council approval is sought.

### 3.3 Procurement Exemption Request

In accordance with the provisions of Clause 9.2 of Council's Procurement Policy:

#### 9.2 Exemptions from Competitive Procurement Process

Unless the Act or Regulations require otherwise from time to time, the following circumstances are exempt from the requirements of a competitive procurement process (such as a general publicly advertised quotation, tender or expression of interest):

1. Exemption Type: **Information Technology Resellers and Software Developers**  
Explanation, limitations, responsibilities and approvals:

This general exemption allows engagements:

- Allows Council to renew software licenses, maintenance and support arrangements, or upgrade existing systems, where there is only one supplier of the software who holds the intellectual property rights to the software.

### 4. Compliance Checklist

#### 4.1 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

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

Principle (i) - the transparency of Council decisions, actions and information is to be ensured.

### Appendices

Appendix 1 - Attachment One - CAMMS Brochure/ Service Info (Ref 24/158013)  

Appendix 2 - Attachment Two - CAMMS contract (Ref 24/158016) - Confidential

Author/s: Amanda Rigby, Manager Customer Experience and Corporate Performance

Reviewed and Approved By: Dan Hogan, General Manager Customer and Corporate Support

# 10.3

## CAMMS CONTRACT EXTENSION

1	Attachment One - CAMMS Brochure/ Service Info .....	765
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Enabling Your  
**GRC** Success Through  
Powerful, Agile  
and Scalable  
Software



**Camms.**  
Software to Change Tomorrow.



“Helping customers understand how **GRC** helps firms meet goals, influence business decisions, and Board strategy is in Camms’ DNA”

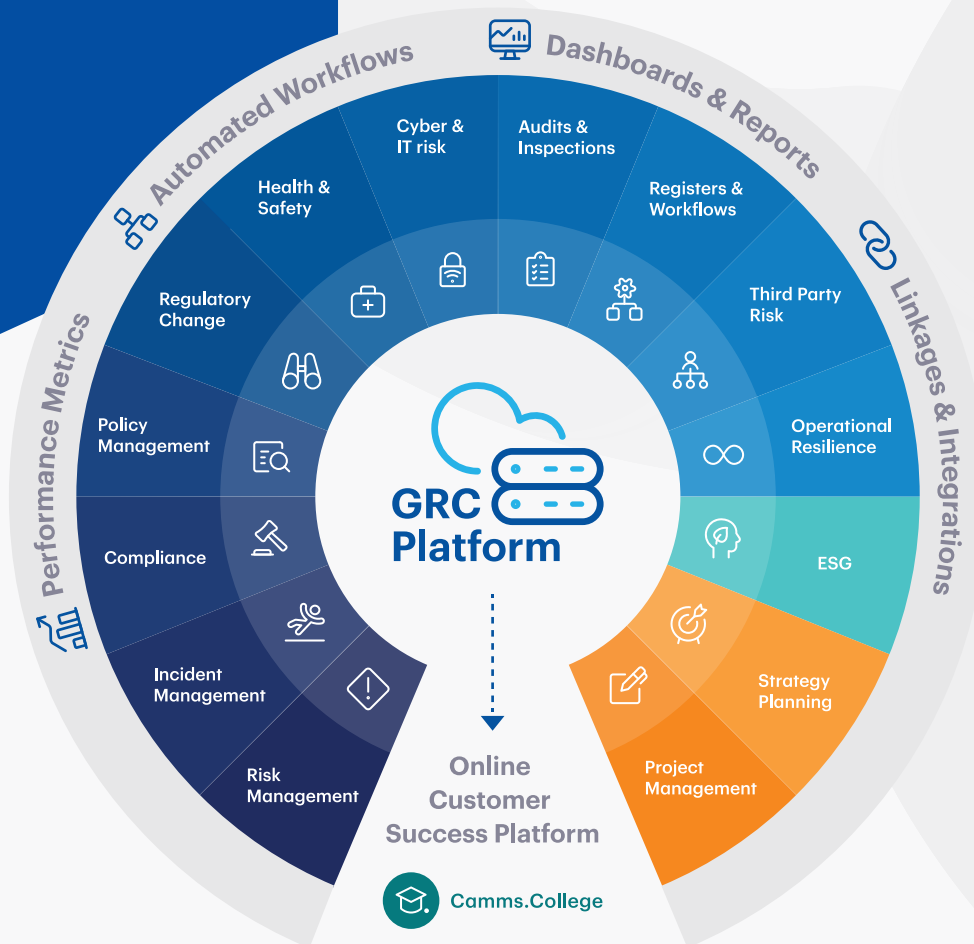
Forrester Wave™  
Governance, Risk & Compliance Platforms  
Q3 2021

# An Integrated Approach to GRC

## Create risk intelligence to drive business success

Our GRC platform offers the unique ability to link risk to business objectives empowering your organisation to reliably achieve objectives, navigate uncertainty and demonstrate integrity.

Our cloud-based solution is highly configurable, flexible, and easy to use. Its integrated nature facilitates mapping across GRC use cases - creating risk intelligence to support strategic decision-making.





### Risk Management

Identify, track and manage risk with confidence. Build risk registers, conduct risk assessments and set controls & KRI's.



### Audits & Inspections

Schedule and manage internal and external audits and effectively deal with findings and recommendations.



### Incident Management

Report actual incidents and near misses, conduct investigations, determine impact, and monitor cases until closed.



### Registers & Workflows

Digitise and automate any business process and bring it online with online forms, searchable registers & logs, and flexible workflows.



### Compliance

Set up an obligations library and ensure compliance with regulations, policies and procedures. Manage regulatory change.



### Third Party Risk

Manage vendor onboarding, risk assessments, contracts, performance, and SLA's to manage and mitigate third party risk.



### Policy Management

Create a digital library of live policies and manage approvals, escalations, and changes. Track expiry dates and collate attestations.



### Operational Resilience

Build a business continuity plan with a library of all your critical processes. Perform BIA's and conduct scenario & vulnerability testing.



### Regulatory Change

Receive notifications of upcoming regulatory changes, analyse their impact, and implement workflows to accommodate the changes and ensure compliance.



### ESG

Plan and execute your ESG strategy and confidently report on the progress of key metrics and initiatives.



### Health & Safety

Maintain health and safety registers, identify and deal with hazards and record actions to achieve compliance.



### Strategy Planning

Plan and execute your strategy by breaking it down into smaller tasks, projects and actions with clear deadlines to easily track progress - all linked to your GRC programme.



### Cyber & IT Risk

Manage your exposure to IT risks with integrated risk registers and workflow tools specifically for IT.



### Project Management

Effectively plan and manage projects in a collaborative way with clear deadlines and actions.



### Camms.College

Get the most out of the Camms platform with our online training portal. Includes 250 hours of training, virtual user groups, product walk throughs and virtual consulting.

# 10 Reasons to Choose the Camms GRC Platform

Our configurable, cloud-based solution facilitates a collaborative approach to risk enabling your entire organisation to feed into your GRC programme - to create a risk-aware, accountable culture.

## One Integrated Cloud-Based Platform

The Camms platform is built from the ground up using single source code. This enables complex mapping between governance, risk compliance strategic planning and project management, providing deeper insights and risk intelligence.

## Modular & Scalable

The modular nature of the solution enables organisations to start out by implementing modules that meet their immediate needs. Typically, our clients start out with core modules like Risk Management, Compliance and Incident management and add more functionality as and when required.

## Highly Configurable

Our platform is highly configurable which means admins can easily amend reports, menus, and dropdowns to meet the bespoke needs of the organisation without costly professional services fees. This allows organisations to adopt our out-of-the-box solutions quickly and further customise them as the solution becomes embedded.

## Out-of-the-Box

Structured best-practice frameworks, online forms, out-of-the-box templates, automated process workflows, and live dashboards & reports make it easy for GRC professionals to collate the information they need from stakeholders across the organisation to get a holistic view of risk.

## API Integrations

The Camms solution enables you to pull in data from other systems and sources via APIs – enabling you to set controls and key risk indicators against live transactional and operational data and view regulatory content updates. You can also link the tool to your active directory, enabling employees to select staff, departments, and locations when logging risks & incidents and for escalations & approvals.

## Link Risk to Strategic Goals & Performance

Most organisations are willing to accept a certain level of risk in pursuit of their enterprise performance goals & strategic objectives. The Camms solution is one of the few GRC platforms that enables teams to plan and execute their strategic objectives alongside risk management in the same platform to understand the impact of risk on organisational strategy.



## Rapid Time to Value

Our solutions can be implemented quickly for fast return on your investment. Our average go-live time is around 3 months and can be even faster for out-of-the-box implementations.



## Risk Intelligence

The solution provides risk & compliance teams with the insight they need to protect the business, navigate uncertainty, and advise leadership teams on the best course of action through a series of insightful dashboards & reports.



## Industry Recognised

Camms GRC platform is recognised by a number of leading analyst and review organisations including Gartner, Forrester, Chartis Research, G2 and Capterra. We were ranked as a strong performer in the latest Forrester Wave™ for GRC Platforms, Q3 2021, cementing our global strength as a leading GRC software provider.



## Committed Customer Support

Our customer support team is there for you through every step of your implementation to ensure you get the most out of the Camms platform. We deliver solutions for those struggling with spreadsheets right through to large scale Enterprise level implementations, and everything in between.



Camms offer software capabilities that reflect functional needs and obligations, whilst enabling a fully collaborative and integrated approach. The platform facilitates effective information flow helping organisations to improve oversight of risk & compliance, produce effective reports, and make the right decisions.



**Adam Collins**  
CEO, Camms

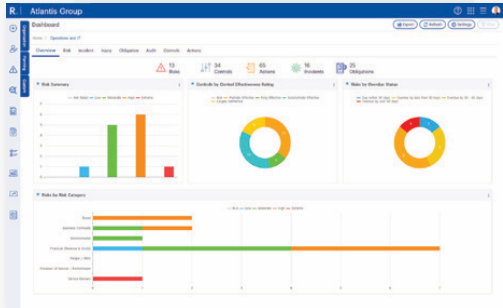
Camms.



# GRC Capabilities

## Risk Management

Identify, track, and manage risk creating risk intelligence to support decision making and resource allocation.



- ✓ Create online risk registers with predefined frameworks to categorise, rate and monitor risk.
- ✓ Roll out risk assessments surveys & tasks online with all data feeding directly into the tool.
- ✓ Use automated workflows to approve and escalate risk and implement detailed risk treatment plans.
- ✓ Pull data into the tool from other systems & sources via APIs to monitor risk.
- ✓ Establish control frameworks in line with ISO 31000, COSO and SOX.
- ✓ View comprehensive dashboards & reports for risk analysis & link risk to strategic objectives.

## Incident Management

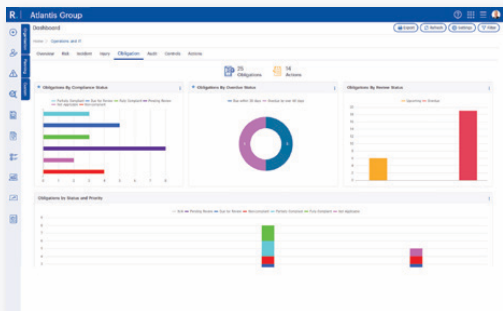
Capture incidents, events and near misses in real-time and manage cases through to resolution.

ID	Title	Reported Date/Time	Responsible Officer	Status	Resolution/Comments
10-11	A marketing team member brought down several vehicles	24 Nov 2021 14:28:00	Chris Chen - HR Manager	Open	
10-12	Breach of Compliance with the Personal Data Protection	19 Nov 2021 14:28:00	Michelle Chen - Marketing Manager	Open	
10-13	A new board risk assessment with external partner to fail	24 Nov 2021 14:28:00	Michelle Chen - Marketing Manager	Open	
10-14	Review of Insurance Information to call without sufficient security protection	24 Nov 2021 14:28:00	Michelle Chen - Sales Director	Open	
10-15	This system was access by an unauthorised third party	24 Nov 2021 14:28:00	Elizabeth Johnson - Strategic Support	Open	
10-16	Privacy Compliance Breach	24 Nov 2021 14:28:00	Elizabeth Johnson - Strategic Support	Open	
10-17	How can we bring back IT system Malfunction	24 Nov 2021 14:28:00	Tim Chen - Marketing Director	Open	
10-18	An unauthorised person shared your access to an unapproved list of personnel	24 Nov 2021 14:28:00	Tim Chen - Marketing Director	Open	
10-19	Management in Risk Review by External IT team Report	19 Nov 2021 14:28:00	Michelle Chen - Marketing Manager	Open	
10-20	A person changed within the network list to a new device	24 Nov 2021 14:28:00	Michelle Chen - Sales Director	Open	
10-21	Business Hours	24 Nov 2021 14:28:00	Jack Allen - CRM	Open	
10-22	Need Refuse to report a fraudulent transaction	24 Nov 2021 14:28:00	Jack Allen - CRM	Open	
10-23	Need change regarding business operations	24 Nov 2021 14:28:00	Chris Chen - HR Manager	Open	
10-24	IT System Malfunction	19 Nov 2021 14:28:00	Chris Chen - HR Manager	Open	

- ✓ Log incidents and near misses online or via the mobile app.
- ✓ Conduct investigations to determine impact and implement controls and treatment actions.
- ✓ Utilise automated workflows for approvals, signoffs, and escalations.
- ✓ Trace incidents back to the originating risks.
- ✓ Incident reporting portal for vendors, third parties and anonymous whistle blowing.
- ✓ View dashboards & reports to understand the source of incidents to reduce future occurrences.

## Compliance

Identify and effectively manage your compliance obligations and provide demonstrable proof of compliance.



- ✓ Build a detailed obligations library of applicable legislation, regulations, and your internal policies, procedures, and values.
- ✓ Assign individual accountability for obligations and track progress.
- ✓ Set controls to identify areas of non-compliance and initiate corrective actions.
- ✓ Adhere to globally recognised compliance frameworks like ISO standards, GDPR, NIST, HIPAA, PCI, and AIPCA SOC reports.
- ✓ Access dashboards & reports to analyse your compliance profile.

## Policy Management

Manage the complete policy lifecycle from creation, review, and approval to publishing and attestation.

Policy Code	Policy Title	Policy Area	Responsible Officer	Status
P01	Gender Equality Policy	Human Resources	Jan Smith - Director, Global Operations	Approved
P02	Whistle-blowing Policy	Human Resources	Tom Jones - Marketing Team	Approved
P03	Working Time Hours Policy	Human Resources	Jan Smith - Director, Global Operations	Open
P04	Leave Policy	Human Resources	Melissa Jones - Sales Director	Approved
P05	IT Policy	Human Resources	Jan Smith - Director, Global Operations	Approved
P06	Health Protection	Human Resources	Melissa Jones - Sales Director	Approved
P07	Personal Data with Suppliers	Human Resources	Oliver Chen - HR Manager	Open
P08	Security Policy	Human Resources	Jan Smith - Director, Global Operations	Open
P09	Insurance Policy	Human Resources	Jan Smith - HR	Approved
P10	Working Time Hours Policy	Human Resources	Andrew Neal - HR Coordinator	Open

- ✔ Set up an online library of all current policies.
- ✔ Use automated workflows to facilitate the policy approval process.
- ✔ Set controls to monitor expiration dates and policy revisions and outstanding actions.
- ✔ Track version control and version history.
- ✔ Obtain online attestations to ensure compliance.
- ✔ View dashboards & reports to understand policy status.

## Regulatory Change

Keep on top of regulatory changes with a best-practice, automated change management process.

Subject	Name	Date	Risk	Status	Linked Obligations	Linked Activity Evidence
ISO19011	ISO19011:2015	27 Oct 2015 05:00 AM	High	Substantive	1	100%
ISO19011	ISO19011:2015	27 Oct 2015 05:00 AM	High	Substantive	2	100%
ISO19011	ISO19011:2015	27 Oct 2015 05:00 AM	High	Substantive	3	100%
ISO19011	ISO19011:2015	27 Oct 2015 05:00 AM	High	Substantive	4	100%
ISO19011	ISO19011:2015	27 Oct 2015 05:00 AM	High	Substantive	5	100%
ISO19011	ISO19011:2015	27 Oct 2015 05:00 AM	High	Substantive	6	100%
ISO19011	ISO19011:2015	27 Oct 2015 05:00 AM	High	Substantive	7	100%
ISO19011	ISO19011:2015	27 Oct 2015 05:00 AM	High	Substantive	8	100%
ISO19011	ISO19011:2015	27 Oct 2015 05:00 AM	High	Substantive	9	100%
ISO19011	ISO19011:2015	27 Oct 2015 05:00 AM	High	Substantive	10	100%

- ✔ Link the tool to your preferred regulatory content provider and receive notifications of upcoming changes.
- ✔ Map your regulatory obligations to your business processes to understand the potential impact of changes.
- ✔ Use best-practice change management workflows to understand which individuals, teams, processes and processes are affected by changes.
- ✔ Run reports and view dashboards to understand the status & progress of regulatory changes.

## Health & Safety

Maintain workplace health & safety registers, identify & manage incidents & hazards, and track actions to address issues.

Incident Code	Activity	Reported Date/Time	Responsible Officer	Status	Potential Consequence
HAZ-1	Caught in or between moving machinery which has explosive characteristics	23 Feb 2019 05:00 PM	Andrew Neal - HR Coordinator	Closed	None
HAZ-2	Explosion during	10 Jul 2017 05:00 AM	Jan Smith - Director, Global Operations	Open	Low
HAZ-3	Slipping	10 Apr 2017 05:00 AM	Melissa Jones - Reporting Analyst	Open	High
HAZ-4	Overexertion	10 Apr 2017 05:00 AM	Jan Smith - HR	Open	High
HAZ-5	Water collection	03 Jan 2019 14:00 AM	Melissa Jones - Sales Director	Closed	Low
HAZ-6	Robert Thompson in Staff Bathroom	29 Apr 2019 14:00 AM	Tom Jones - Marketing Team	Open	High
HAZ-7	Moving Community Events	29 Apr 2019 14:00 AM	Jan Smith - Director, Global Operations	Open	High
HAZ-8	Search clearing	29 Apr 2019 14:00 AM	Jan Smith - Director, Global Operations	Closed	Low
HAZ-9	Community consultation in public places	29 Apr 2019 14:00 AM	Melissa Jones - Reporting Analyst	Open	Low
HAZ-10	Lifting loads at perimeter crossing	03 Apr 2017 05:00 PM	Andrew Neal - HR Coordinator	Open	High

- ✔ Report in incidents, near-misses, and hazards via online forms.
- ✔ Escalate and resolve incidents using automated workflows.
- ✔ Identify potential hazards and set controls to monitor them.
- ✔ Link incidents back to the originating risks.
- ✔ Ensure compliance with safety regulations.
- ✔ View dashboards & reports to understand the cause of incidents to reduce reoccurrence.

## Cyber & IT Risk

Ensure cyber risk is given visibility at all levels of the organisation.



- ✓ Create an online cyber risk register with predefined frameworks to categorise & rate risk.
- ✓ Log cyber incidents online and work them through to resolution with automated workflows.
- ✓ Implement automated control monitoring to detect cyber threats and vulnerabilities.
- ✓ Utilise best-practice frameworks to manage data privacy regulations like GDPR, PCI DSS and NIST.
- ✓ View dashboards and reports to build a holistic view of cyber risk.

## Audits & Inspections

Schedule and manage internal & external audits and implement recommendations for the findings identified.

Audit No.	Audit Title	Audit Year	Finding No.	Risk Rating	Finding Background
GOV/REG-001	Review of Bank Reconciliations	2022	FN01	Low	Independent Review of Bank Reconciliations
GOV/REG-002	Security / Audit Trails	2022	FN02	High	Card Collection devices & Banking Software does not show Password Security or Audit Tr.
GOV/REG-003	Security / Audit Trails	2022	FN03	High	The use of user accounts and passwords to test access privileges should be implemented
GOV/REG-004	Security / Audit Trails	2022	FN04	Medium	There are no policies addressing the use of personal devices in the workplace.
GOV/REG-005	Security / Audit Trails	2022	FN05	Very High	System locking controls, there are no transaction audit trails.
GOV/REG-006	Allocation of expenditure to expense type	2022	FN06	Medium	Inappropriate allocation of expenditure to expense type
GOV/REG-007	Controlled work required to be carried out in the presence of a third party. The controls implemented on South, these were not fully assessed against a number of key compliance obligations.	2022	FN07	Medium	For the scope of six final location inspection records, Council has achieved an overall compliance of 85.4%.

- ✓ Build a centralised, searchable audit register.
- ✓ Capture findings online and use automated workflows to implement corrective actions.
- ✓ Audits can be linked back to any associated risks or compliance obligations.
- ✓ Automated reminders ensure you never miss an audit and notifications are sent for outstanding & overdue actions.
- ✓ Dashboards & reports provide a complete overview of your audit universe.

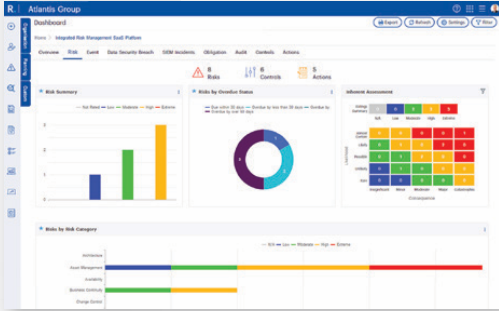
## Registers & Workflows

Digitise & automate any business process by managing it within the Camms platform.

- ✓ Eliminate spreadsheets & legacy systems.
- ✓ Popular use cases include: feedback & complaints, conflicts of interest, gifts & gratuities, disclosures, contractor management, inspections & site checks, whistleblowing, chemicals register, questionnaires and much more.
- ✓ Online forms, automated workflows, digital registers & logs, and real-time dashboards & reports make it easy to capture and visualise information.
- ✓ External facing portal for suppliers & contractors.
- ✓ Managing everything in one platform enables organisations to link their business processes to their wider GRC programme.

## Third Party Risk

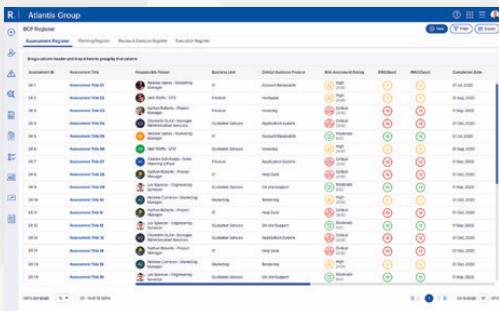
Ensure the vendors, suppliers and third parties that you depend on are not exposing your organisation to unnecessary risk.



- ✓ Roll out vendor risk assessments, questionnaires, and surveys online with all data feeding directly into the platform.
- ✓ Monitor vendor performance against SLAs, KPI's, & scorecards.
- ✓ Standardise your supplier onboarding process capturing key credentials.
- ✓ Build an online vendor risk register and set controls to monitor risk.
- ✓ External facing portal enables third-parties to complete assessments online.

## Operational Resilience

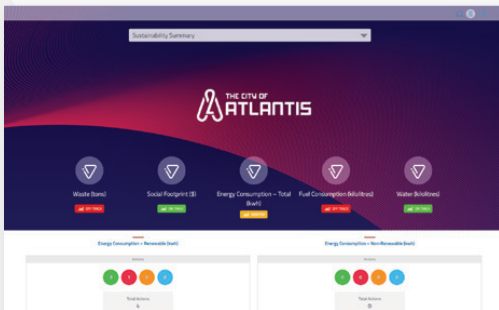
A business continuity planning solution to prepare for unexpected disruptions and ensure long term sustainability.



- ✓ Maintain critical business operations during and after a disruption.
- ✓ Create an online register of all your critical business processes.
- ✓ Access best-practice BCM plan templates.
- ✓ Perform risk and business impact assessments and dependency mapping.
- ✓ Conduct scenario and vulnerability testing.
- ✓ View dashboards & reports to identify gaps in your BCM plans.
- ✓ Set out a strategy to manage strategic risk and ensure long-term resilience.

## ESG

Plan and execute your ESG strategy and confidently report on the progress of key metrics and initiatives.

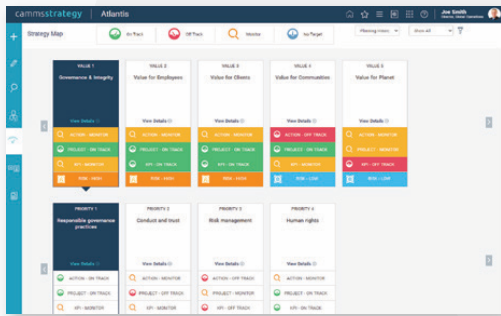


- ✓ Create an ESG strategy based on your goals & objectives.
- ✓ Monitor ESG risk and implement controls & corrective actions.
- ✓ Best-practice ESG related incident reporting.
- ✓ Track compliance against ESG related obligations.
- ✓ Report on key ESG initiatives through insightful dashboards & reporting.

Camms.

## Strategy Planning

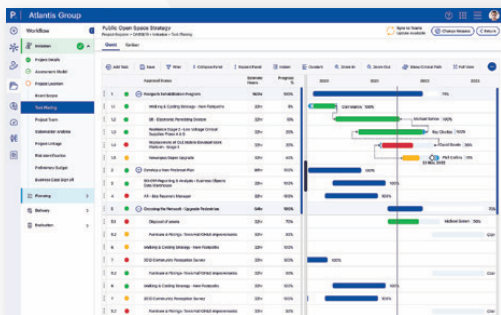
Turn your strategy into reality. Develop and execute your strategy, measure ongoing business performance, and achieve your strategic goals & objectives.



- ✓ Break down your strategic plans into smaller programmes, projects tasks and actions and allocate them out across the organisation.
- ✓ Set budgets, timelines and KPI's and log dependencies and potential risks for each stage of the strategy.
- ✓ Get a birds eye view of your strategic plan and the progress made.
- ✓ Set controls for missed deadlines and overspends to resolve issues and keep plans on track.
- ✓ Monitor strategic risk and implement corrective actions.

## Project Management

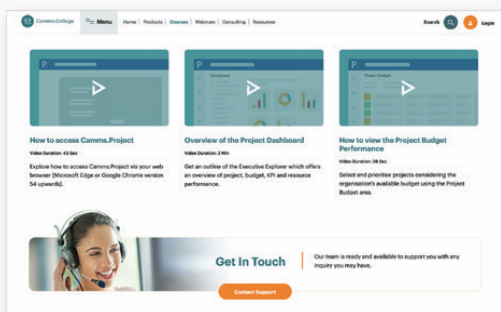
Consistently deliver effective projects & portfolios through collaboration and teamwork. Manage all aspects of a project, programme, or portfolio - from inception to close.



- ✓ Break down projects into smaller programmes, tasks, and actions and allocate them out across the organisation.
- ✓ Set budgets, timelines and KPI's, and log dependencies and potential risks for each stage of the project.
- ✓ Track progress against key performance indicators and capture lessons learnt.
- ✓ Prioritise projects based on budgets and criticality to easily allocate budget and resources.

## Training & Support

Benefit from next generation customer success and training & support through our Camms.College module to ensure you get the most out of the platform.



- ✓ Expert advice and virtual consulting.
- ✓ Live and on-demand training and webinars.
- ✓ Virtual user groups and product walkthroughs.
- ✓ Online user community.
- ✓ Virtual reporting assistance to get the data you need.
- ✓ 100+ hours of training courses and online learning.

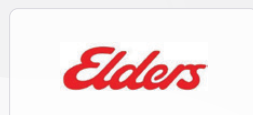


# Who We Work With

We work with a vast arrange of organisations from across the globe to improve their GRC processes and help them to achieve their strategic goals and objectives.

We thrive on watching our clients achieve results and stay a step ahead.

Here is a selection of our clients:



Customers tell us they love using Camms software solutions because they are easy to use, intuitive and truly help them to be better organisations

What do our clients think of the Camms platform?

"Camms software has provided us an opportunity to reduce staff overheads by automating reporting and reminders, and reduced risk through a more robust system for managing risk, compliance, audit and incident activities."

Helen Flynn,  
Head of Risk and Assurance at Tilt Renewables



"Camms have delivered a fully configurable Enterprise Risk Management solution that's simple and intuitive for both users and administrators, easily integrates with our existing systems and incident management needs, and supports our risk management framework direction and maturity aspirations."

Patty Therrios,  
Enterprise Risk Manager at Adelaide Airport



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Software to Change Tomorrow.

Organisations today need a next-generation GRC platform that can consolidate disparate processes, systems, and data sources into a single, holistic solution, delivering deep insight into the risk profile, status, and performance of every part of the organisation.

Create a culture where everyone is responsible for risk and generate business intelligence to avoid risk, remain agile, improve enterprise performance, and achieve your strategic goals & objectives.

Contact Camms today to discuss how we can help redefine the way your organisation pursues opportunity, manages risk and makes decisions with the help of an easy-to-use solution that provides a comprehensive integrated approach to governance, risk, compliance and strategic planning.

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[Request a Demo](#)

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# **11. Chief Finance Office Reports**



# Ordinary Council Meeting

24 June 2024

Agenda Item No: 11.1

## COMMERCIAL USE OF COUNCIL LAND POLICY

Contact Officer: **Nikolaj Dennis, Manager Property Services**  
**Morgan Henley, Team Leader, Festivals & Events**

### Purpose of Report

The purpose of this is report to seek Council adoption of the proposed Commercial Use of Council Land Policy following a period of 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 endorse the draft Commercial Use of Land Policy 2024 for adoption.

## 1. Executive Summary

The existing Commercial Use of Council Land Policy (the Policy) focuses on commercial use and events on Council land. The Policy covers the ad hoc (casual) use of Council land for commercial activities such as but not limited to events which are not covered by Councils Lease & Licence Policy. The Policy was adopted by Council in 2014 and subsequently reviewed/adopted from 1 September 2018. The last review date was 1 September 2022. At this time, it is opportune to review the Policy in line with the review of the Lease & Licence Policy.

The Policy, and its pricing, will look initially at:

- The value of the lands on which commercial uses are undertaken.
- The maintenance cost of the lands on which commercial uses are undertaken.

The Policy focuses on ad hoc commercial activities, it does not deal with permits for the below uses:

- Footpath trading administered by Council's Local Laws Office under set fees.
- Hall hires administered by Council's
- Sporting Ground/Pavilion hire administered by Council's Active Kingston Department.
- Mobile food vendors administered by Council's Property Services Department under an Expression of Interest, i.e. market based.
- Filming Permits

The draft policy was endorsed by Council in February, for a period of Public Consultation after which no submission were received.

## **2. Background**

Council initially considered commercial use of Council land in 2014 and noted the fees and charges adopted by other Councils. The Commercial Use of Council Land Policy adopted at this time, determined that minimum fees and charges would be set:

- As part of Council's annual budget process.
- Different fees for Primary and Secondary sites.
- Commercial expression of interest campaigns.

Council's review of the Policy in 2018 maintained the above structure for pricing purposes and established that the objectives of the Policy are:

- Respond to all requests received by Council for Commercial use of Council owned or controlled land.
- Promote equitable use of land with a focus on community benefit.
- Protect public use of land including environmental, cultural heritage and aboriginal sites while providing equitable access to those entities wishing to utilise public land.

The purpose of the Policy is to support the more ad hoc use of Council land for commercial activity, without creating direct competition to permanent businesses. The assessment criteria outlined seeks to consider this element when reviewing the Nature of the Activity.

The new proposed policy seeks to make the following changes:

- Changing the previous two tier system (Primary and Secondary sites) to a more structure-based system on event duration of events;
- Formalise the current practice of set-up and pack-down days being charged at 50% of the daily fee;
- Clarifying licence fees and the timings for the annual Expression of Interest Process for Commercial Events;
- Including a minimum ground rental charge for any use of Council owned land for Commercial purposes. The minimum ground rental will be calculated at \$1.00 per square metre of the area occupied as amended by Council's Schedule of Fees and Charges; and
- Removing the requirement to seek a Council resolution for events operating for two or more days to instead have officers review applications in accordance with the assessment criteria outlined

## **3. Discussion**

### **3.1 Approve the draft policy for adoption**

The draft policy was endorsed by Council (26 February 2024), for a period of Public Consultation (Appendix 2). The policy was published on Kingston's Have Your Say page ([Commercial Use of Council Land Policy | Your Kingston Your Say](#)) for a period of four weeks (28 March to 21 April) after which no submission were received. The policy is deemed to impact a relatively small part of the municipality.

#### 4. Consultation

##### 4.1 Internal Consultation:

Art, Events & Libraries Department which is responsible for operationalising the commercial uses (events) on Council land has contributed to the development of the Policy.

Open Space Department that is responsible for managing the Reserves and Parks on which these commercial uses are undertaken have provided input.

Active Kingston Department that is responsible for managing sporting clubs at the reserves where they exist have reviewed the draft of the Policy.

##### 4.2 Community Consultation:

Community Consultation has been undertaken and no submissions have been received.

Group	Method
Key Stakeholders General Community	<ul style="list-style-type: none"><li>• Seek external comments as per Council's Community Engagement Policy.</li><li>• Council Website</li></ul>

##### 4.3 Results/Findings:

Findings of internal consultation and benchmarking with local councils have been incorporated into the draft of the Policy.

#### 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 Commercial Use of Council Land Policy 2024 achieves the necessary balance between Council fulfilling its social and community obligations while basing that on the costs that Council incurs on providing property to meet those obligations.

##### 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 (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 Commercial Use of Council Land Policy balances the three above principles.

**5.3 Financial Considerations**

**Budget**

Income derived from the revised licence fees will be utilised as consolidated revenue to offset general Council expenditure. These fees will be reviewed as part of Council's annual budget process.

The amended fees structure is not expected to have a detrimental impact on revenue, rather officers anticipate the transparency and clarity of fees may increase revenue by encouraging more commercial activities to be held in the municipality. The forecast revenue for the 2023/24 Financial year is \$25,000.

**Staff Resources**


Managing the review and licencing of Commercial events is the responsibility of the Arts Events and Libraries Department. These processes will continue to be delivered from existing resources.

**5.4 Risk considerations**

The policy requires that all commercial activities on public land is subject to a licence.

The Property Department's 2022 Risk Register notes the requirement for the community's ability use and access Council Land. This report responds to these aspects of the Register.

**Appendices**

Appendix 1 - Commercial-Use-of-Council-Land-Policy (Ref 24/13482)  [↓](#)

Appendix 2 - Commercial Use of Council Land Policy Report (Ref 24/155084)  [↓](#)

Author/s: Nikolaj Dennis, Manager Property Services  
Morgan Henley, Team Leader, Festivals & Events

Reviewed and Approved By: Bernard Rohan, Chief Financial Officer

# 11.1

## COMMERCIAL USE OF COUNCIL LAND POLICY

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# Commercial Use of Council Land Policy

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## 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	Chief Financial Officer
POLICY OWNER	Manager Property Services
ADOPTED BY	Council on 27 August 2018
EFFECTIVE DATE (If different from approval date)	1 September 2018
REVIEW DATE	1/09/2022
CM REF AND VERSION	Version 2 - adopted 27/8/2018 14/98314
VERSION HISTORY	Version 1 – adopted 27/10/2014

## 2 Purpose

The purpose of this policy is to:

- Provide framework for Council's consideration of Applications and Proposals for casual use of council owned or managed land for commercial activities.

## 3 Scope

This policy applies to all public places under the control of Council, including:

- Council owned or controlled land (including roads)
- Crown reserves where Council is appointed Committee of Management
- This policy does not apply to Council owned or controlled buildings as Council has a Leasing Policy which refers to buildings. This policy does not apply to Council-organised events.
- Nothing in this policy permits or licences a contravention of any planning instrument, common law or Council local laws.

## 4 Objectives

The objectives of the policy are:

- Respond to all requests received by Council for casual use of council owned or managed land for commercial activities
- Promote equitable use of land with a focus on community benefit;
- Protect public use of land including environmental, cultural heritage and aboriginal sites while providing equitable access to those entities wishing to utilise public land.

## 5 Policy Statement

Council is committed to the principle that public land is for the benefit of the community. Any use of public land should minimise disruption to the everyday user unless a significant community benefit can be demonstrated.

Any application for an event should outline the Community benefit received as a result of the event being held on Council Land.

## 6 Council Land Licencing Principles

### 6.1 General

A Licence gives the licensee a right to occupy land (not exclusively) which without the Licence would be unlawful.

### 6.2 Nature of Interest

- A Licence does not create an interest in land.
- The rights created by the Licence are personal and do not run with the land.
- A Licence cannot be assigned.
- A Licence will terminate where the owner ceases to own or control the land.

### 6.3 Crown Land Reserves in Kingston

The State Government – Department Energy, Environment and Climate Action (DEECA), has appointed Council as the Committee of Management for a number of Crown Land Reserves including those foreshore reserves in the City of Kingston. This appointment was made under Section 14 of the Crown Land (Reserves) Act 1978. Any policies or guidelines set by DEECA will be the governing document for Crown Land controlled by Council.

DEECA represents the Crown as the landowner of the Foreshore Reserves. Approvals for the use and development of coastal Crown land is required in accordance with Section 37 of the Coastal Management Act 1995.

### 6.4 Activities not requiring a Commercial Licence:

- Emergency services performed by recognised emergency service organisations.
- Passive recreational activities
- Informal social gatherings
- Spreading of Ashes
- Volunteer Rescue Organisation – Training Days

The activities listed in this clause are permitted provided that they are not undertaken for commercial gain.

### 6.5 Activities not requiring a Commercial Licence but requiring other Council permits/approvals:

- Filming – refer to Council's website (<https://www.kingston.vic.gov.au/council/payments-and-permits/film-permits>)



- Footpath / Street Trading – refer to Council's Footpath Activities Policy (<https://www.kingston.vic.gov.au/files/sharedassets/public/v/1/hptrim/communications-website-and-online-development-corporate-website-documents/footpath-activities-policy.pdf>)
- Busking - refer to Council's Busking guidelines (<https://www.kingstonarts.com.au/OPPORTUNITIES/Busking>)

#### 6.6 Restrictions – Commercial Activities that will NOT be approved

- Activities involving the promotion or advertising of tobacco, or gambling;
- Activities which are illegal, or are likely to promote or incite violence;
- Activities that do not meet the goals and objectives of the Council plan;
- Activities which are deemed to be a significant detriment to public accessing public space;
- Activities which may be significantly detrimental to the environment.

#### 6.7 Commercial Exclusion Zone

Unless the activity is designated as a use under a lease or licence from Council or a sub-lease or sub-licence of a Council tenancy, no commercial activities will be permitted on or close to the following areas:

- Socially or culturally sensitive areas, including memorials, aboriginal heritage sites, shrines and public art works;
- Any designated sportsground without a specific written approval by Council;
- Tree reserves, garden beds or vegetation including natural reserves;
- Any other areas that may be nominated by Council at any time.

### 7 Assessment Criteria

The following criteria will be considered when determining whether or not a proposed activity shall be granted a Commercial Licence.

- Nature of Activity  
Is the commercial activity in direct competition with more established local entities and does it complement the local community.
- Suitability of Site  
Consider compatibility with the land purpose, or any plans of management (including traffic), and whether the activity will have an unreasonable adverse effect on free and equitable access to the land or its use.
- Scale of the Activity  
Consideration of local area's population, growth and the ability for the location to support the activity.

- Public Safety  
The applicant must demonstrate ability to meet following:
  - Appropriate safety requirements including traffic management plans.
  - Awareness of duty of care responsibilities.
  - Demonstrate capability to promote interpretive and educational information that ensures the general public and attendees receive instruction regarding environmental protection and ethics of appropriate behaviour.
- Impact on Community & Amenity  
Including but not limited to:
  - Noise and other pollution
  - Visual impacts
  - Flora and fauna
  - Access
  - Safety
  - Increased use and degradation of the space
  - Usage of carparks and associate available car parks
  - Effect on adjoining residential properties
  - The local community's desire and tolerance for the proposed activity
- Ability to Conduct the Activity  
The applicant must demonstrate experience in carrying out the proposed activity to a high professional standard, including safe management practices.
- Return to Council  
The applicant must demonstrate they have the capacity to meet licence conditions, including the keeping of records and prompt payment of fees.
- Community Benefit  
Including but not limited to:
  - Promoting the primary purpose of the land; and/or
  - Support or servicing the needs of the users of that land; and/or
  - Promoting or supporting a charitable organisation; and/or
  - Contributing to tourism.
- Compliance with the Kingston Planning Scheme and other agency's requirements

## **8 Licence Applications.**

Council may seek applications via an advertised Expression of Interest (EOI) process from suitably qualified individuals or organisations who wish to conduct casual commercial activities on Council land.

Respondents must set out their proposal in detail, and address all criteria set out in the EOI specification. Respondents may be required to submit further documentation to support an application, i.e. Risk Management Plan, Site Management Plan, Waste Management Plan, Emergency Management Plan, Traffic Management Plan, signage, permits etc.

Applicants for all casual activities must apply in writing utilising the Commercial Use of Council Land Application form available on Councils website (<https://www.kingston.vic.gov.au/community/events/holding-an-event-in-kingston>).

Licences will generally be valid for a determined period within one 1 year commencing 1 January to 31 December. Licences for multiple periods during a one year period may be considered on a case by case basis, taking into consideration set-up costs etc.

An approximate timeline for an Annual EOI is as follows:

- Expression of Interest opens                      June
- Applications Close:                                      July
- Assessment:    July - August
- Approvals    September

Council may consider Expression of Interest Applications submitted outside of the above timelines. These applications require a minimum of three months to process.

All Applications are received and reviewed by Councils Festivals and Events Team ([events@kingston.vic.gov.au](mailto:events@kingston.vic.gov.au)). Applications may be referred to other internal departments for comment as part of the assessment.

## **9 Appealing a Decision**

Applicants who disagree with Council Officers decision not to issue a Commercial Activity Licence can apply to have the decision reviewed by a review committee which will include at a minimum one Councillor and a Council Officer. If the review committee determine that the Council Officer decision is to be overturned, the matter will be referred to Council for a final decision to determine if a permit or licence is to be issued.

## **10 Insurance**

All Licence holders are required to hold Public Liability insurance indemnifying Council (minimum \$10M but higher limits may be required for higher risk activities). Prospective Licence holders will be required to provide a Certificate of Currency for such insurance to Council prior to the issue of the Licence and will be required to provide proof of continuance of that insurance as requested.

## 11 Standard Conditions for Licences

The following standard conditions will apply to all licences:

- a) Licences are non-assignable and non- transferrable to any party. If the business operating under a Licence is sold then the subject licence will automatically terminate and the new business owner must apply for a new licence if required.
- b) A Licence holder will be required to maintain compliance with operating requirements for the nominated activity.
- c) All signage and other uses must comply with Councils signage policy.
- d) All parking and vehicle usage is subject to Council's parking restrictions, local laws and state road rules. If required by the Council, the applicant must develop and implement site management and traffic management plans in accordance with Council's requirements.
- e) Activities must meet all legal requirements, including obtaining approvals related to building occupancy, health and planning.
- f) Council officers may consult other agencies as they consider appropriate, including Victoria Police and VicRoads, in considering applications and imposing conditions.

## 12 Termination of Licence

Council may terminate a Licence in the following circumstances:

- a) if any fees owing remain in arrears for 30 days;
- b) if any insurance the holder is required to have is cancelled or if the holder fails to provide proof of that insurance to Council within 14 days of any request by Council;
- c) if the Licensee breaches any condition of the Licence;
- d) if the Licensee commits an act of bankruptcy or, being a corporation, has receivers appointed; or
- e) If the Licensee commits an unlawful act or breaches requirements of any other relevant Authority.

Council reserves the right to terminate any Licence at any time for management reasons including, but not limited to environmental protection, public safety, changes in policy and/or legislation or if Council determines that another use requires the land for any period.

If a Licence is terminated or suspended by Council for reasons (other than those set out in 12a - 12e. above), then Council shall reimburse the Licence fee on a pro-rata basis – however, Council will not be responsible for any losses incurred by the Licence holder as a result of that termination.

### 13 Licence Fees

Licence fees are required to be paid annually or otherwise in advance. Fees are outlined below:

Activity Period	Fee
1-3 days	Daily fee determined annually through the Council budget process
4 or more days	Via EOI negotiations

Fees for non-operational days such as set up and pack down days are 50% of the daily fee determined annually through the Council budget process. Current fees can be viewed on Council's website.

<https://www.kingston.vic.gov.au/council/council-documents/plans-policies-and-reports/council-plan-and-budget>

All licences will incur an administration fee, determined annually through the Council budget process.

Fees for activities that benefit the community, or a charitable organisation may be reduced or waived as deemed appropriate by the Chief Financial Officer. Requests for fee waivers or reductions must accompany applications.

Licence holders will be required to reimburse Council for the cost of any restoration or repairs which are required as a result of damage occurring during the carrying out of the activity.

Asset Protection Permits are required for some activities at Council's discretion.

#### 13.1 Ground Rental Only

Use of Council land can be required from time to time for a variety of purposes which are not linked to publicly accessible activities, such as container or vehicles storage for construction.

A ground rental will be charged where a person has the sole occupation of Council owned or managed land, that is, land that is fenced in and cannot be used by the public when the tenant is not using it e.g. bowling greens and tennis courts. The minimum ground rental that can be charged will be in accordance with Council's Schedule of Fees and Charges, as amended annually. The minimum ground rental will be calculated at \$1.00 per square metre of the area occupied as amended by Council's Schedule of Fees and Charges.

### 14 Delegation Authority and Decision Guidelines

Delegations under the following Acts and Regulations that apply to this Policy:

- Local Government Act 2020

#### 14.1 Delegations/Authorisations

Refer to the Council to Staff Instrument of Delegation and the CEO to Staff Instrument of Sub-delegation.

#### 14.2 Exemptions

None.

#### 14.3 Human Rights Charter

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

## 15 Related Documents and Resources

### 15.1 Legislation / External Document

This policy refers to the following State legislation and local laws:

- a) Building Act 1993
- b) Coastal Management Act 1995
- c) Local Government Act 2020
- d) Kingston Community Local Law
- e) Planning and Environment Act 1987
- f) Road Safety (Traffic Management) Regulations 2005

### 15.2 Internal Document

This policy refers to the following internal plans and strategies:

- a) Event Application Guidelines
- b) Sporting Ground Allocation Policy
- c) Lease and Licence Policy 2024

## 16 Definitions

<b>Casual use (occupation)</b>	Use of Council owned or managed land on an ad hoc basis.
<b>Commercial Enterprise</b>	An organisation (including Not-for-Profits) providing goods, services or activities for financial return.
<b>Commercial Activity</b>	An event (including those events undertaken by Not-for-Profits) which provides goods, services or activities for financial return.
<b>Council Land</b>	Land owned or controlled by Council.
<b>Commercial Activity Licence</b>	A licence or lease which provides consent for the operation of a commercial activity on or across a public place within the Council owned or controlled land.
<b>Licence Fee</b>	The fee payable to Council by the licensee holder for a specified period for the purposes of undertaking commercial, recreational or sporting activities by providing a service or product available to the public.

**Ordinary Council Meeting****26 February 2024****Agenda Item No: 11.1****COMMERCIAL USE OF COUNCIL LAND POLICY****Contact Officer: Nikolaj Dennis, Manager Property Services  
Morgan Henley, Team Leader, Festivals & Events****Purpose of Report**

The purpose of this report is to seek approval to consult with the community on the revised Commercial Use of Council Land 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 endorse the draft Commercial Use of Land Policy 2024 for community consultation.

**1. Executive Summary**

The existing Commercial Use of Council Land Policy (the Policy) focuses on commercial use and events on Council land. The Policy covers the ad hoc (casual) use of Council land for commercial activities such as but not limited to events which are not covered by Councils Lease & Licence Policy. The Policy was adopted by Council in 2014 and subsequently reviewed/adopted from 1 September 2018. The last review date was 1 September 2022. At this time, it is opportune to review the Policy in line with the review of the Lease & Licence Policy.

The Policy, and its pricing, will look initially at:

- The value of the lands on which commercial uses are undertaken.
- The maintenance cost of the lands on which commercial uses are undertaken.

The Policy focuses on ad hoc commercial activities, it does not deal with permits for the below uses:

- Footpath trading administered by Council's Local Laws Office under set fees.
- Hall hires administered by Council's
- Sporting Ground/Pavilion hire administered by Council's Active Kingston Department.
- Mobile food vendors administered by Council's Property Services Department under an Expression of Interest, i.e. market based.
- Filming Permits

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**Agenda****26 February 2024****2. Background**

Council initially considered commercial use of Council land in 2014 and noted the fees and charges adopted by other Councils. The Commercial Use of Council Land Policy adopted at this time, determined that minimum fees and charges would be set:

- As part of Council's annual budget process.
- Different fees for Primary and Secondary sites.
- Commercial expression of interest campaigns.

Council's review of the Policy in 2018 maintained the above structure for pricing purposes and established that the objectives of the Policy are:

- Respond to all requests received by Council for Commercial use of Council owned or controlled land.
- Promote equitable use of land with a focus on community benefit.
- Protect public use of land including environmental, cultural heritage and aboriginal sites while providing equitable access to those entities wishing to utilise public land.

The purpose of the Policy is to support the more ad hoc use of Council land for commercial activity, without creating direct competition to permanent businesses. The assessment criteria outlined seeks to consider this element when reviewing the Nature of the Activity.

The objectives identified in 2018 and outlined above remain relevant to this purpose and have been maintained in the draft Commercial Use of Council Land Policy 2024 (Appendix 1).

Currently, the User Fees and Charges determined annually through the Council budget process include two fees for Commercial events; a Primary and a Secondary site fee. These fees were established to protect popular sites from overuse and maintain public access, with rates set on the expectation of public events operating for between one and three days. However, the two tier system was never defined in the Policy and proved challenging to operationalise.

Since this two-tier system was implemented, user needs have shifted with public events now operating for extended periods and using a wide variety of sites. As a result, the two-tier system is no longer appropriate. In response, the draft of the Policy seeks to eliminate the Primary and Secondary site fees, which are to be replaced with a structure-based system on event duration as follows, making the Policy more equitable and more transparent. The primary intent of the update to the Policy is to clarify licence fees and the timings for the annual Expression of Interest Process for Commercial Events.

The current Policy does not address the commercial use of Council land for extended periods (construction, storage etc.) The amended policy includes a minimum ground rental charge.

**3. Discussion****3.1 User Fees and Charges**

Changing the current policy in which Council offer two site options for users, the updated policy will offer one type of site with the intent of clarifying the costs associated with the using councils land for events. The new proposed structure shown below:



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<b>Event Period</b>	<b>Fee</b>
1-3 event days	Daily fee determined annually through the Council budget process
4 or more event days	Via Expression of Interest (EOI) negotiations

In addition, the draft of the Policy also seeks to formalize the current practice of set-up and pack-down days being charged at 50% of the daily fee.

### 3.2 Timing for Expression of Interest

The draft of the Policy includes some minor modifications to the timing of the annual Expression of Interest process which focuses on commercial events. These amendments have been made in response to user feedback that the process was too long and that an outcome is required earlier to ensure adequate time to effectively manage and advertise events. It also and seeks to avoid applicants advertising events prior to approval.

Dates currently listed in the Policy:

- Expression of Interest Opens: May
- Applications Close: June
- Assessment of Applications: July
- Approvals: October.

Dates proposed in the draft of the Policy are:

- Expression of Interest Opens: June
- Applications Close: July
- Assessment of Applications: August
- Approvals: September

The draft of the Policy also notes that Council may consider Expression of Interest applications submitted outside of these timelines highlighting that the processing time for applications is 12 weeks. This provides greatest access to Council land for the facilitation of commercial events and provides transparency surrounding the processing.

The annual Expression of Interest process is widely advertised and marketed to engage a diverse range of activities that activate and municipality, in turn providing opportunities for the community to enjoy.

### 3.3 Grounds Rental Only

Use of Council land can be required from time for a variety of activities which are not linked to events such as container or vehicles storage for construction.

A ground rental will be charged where a tenant has the sole occupation of Council owned or managed land, that is, land that is fenced in and cannot be used for open space by the public when the tenant is not using it e.g. bowling greens and tennis courts. The minimum ground rental that can be charged will be in accordance with Council's Schedule of Fees and Charges, as amended annually. The minimum ground

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rental will be calculated at \$1.00 per square metre of the area occupied as amended by Council's Schedule of Fees and Charges.

**3.4 Benchmarking with other Councils**

The draft of the Policy was developed with consideration for the associated policy held by the following neighbouring Councils:

- City of Monash  
[Planning an Event in Monash | City of Monash](#)
- City of Greater Dandenong  
Part of Council's Lease and Licence Policy.  
[https://www.greaterdandenong.vic.gov.au/\\_flysystem/filerepo/A7911038](https://www.greaterdandenong.vic.gov.au/_flysystem/filerepo/A7911038)
- City of Bayside  
Part of Council's Lease and Licence Policy.  
<https://www.bayside.vic.gov.au/sites/default/files/202305/Lease%20and%20Licence%20Policy%202023.pdf>
- City of Glen Eira  
Awaiting comments

The fee structure proposed in the draft of the Policy, was developed with consideration of the fees applied by the following neighbouring Councils:

- City of Monash
- City of Bayside
- City of Glen Eira
- Frankston City Council

Benchmarking identified that both the structure and value of event fees is wide and varied among the Councils with Frankston City Council advertising 12 categories of event fees based on location and event duration ranging from \$20 per hour for Parks, Beaches and Reserves to \$7,420 per month for Frankston Waterfront compared to the City of Monash which advertised one fee of \$1,500 per day.

This review identified that multiple fees cause confusion for users and the need for the associated policies to be complicated with definitions of the various fee types and application.

On this basis officers proposes the daily fee remaining at the current secondary site fee of \$750 per day. This also aligns with the current practice of charging the secondary site fee in the absence of a definition of primary and secondary sites in the current policy.

**3.5 Commercial Activities with an operating time exceeding two days**

The current policy states that activities that operate for a period of two days or more require a resolution of Council. This clause is a significant barrier to users due to the time required to process the application and seek a Council resolution through the meeting cycle. The draft of the Policy, proposes the removal of this clause with applications to instead be reviewed by officers in accordance with the assessment criteria outlined.

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**Agenda****26 February 2024****4. Consultation****4.1 Internal Consultation:**

Art, Events & Libraries Department which is responsible for operationalizing the commercial uses (events) on Council land has contributed to the development of the Policy.

Open Space Department that is responsible for managing the Reserves and Parks on which these commercial uses are undertaken have provided input.

Active Kingston Department that is responsible for managing sporting clubs at the reserves where they exist have reviewed the draft of the Policy.

**4.2 Community Consultation:**

Community Consultation is proposed to be undertaken after seeking the support of Council at a Council Information Session

Group	Method
Key Stakeholders General Community	<ul style="list-style-type: none"> <li>• Seek external comments as per Council's Community Engagement Policy.</li> <li>• Public Notice</li> <li>• Council Website</li> </ul>

**4.3 Results/Findings:**

Findings of internal consultation and benchmarking with local councils have been incorporated into the draft of the Policy. Further results will be detailed following Community 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

The draft Commercial Use of Council Land Policy 2024 achieves the necessary balance between Council fulfilling its social and community obligations while basing that on the costs that Council incurs on providing property to meet those obligations.

**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 (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 Commercial Use of Council Land Policy balances the three above principles.

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**Agenda****26 February 2024****5.3 Financial Considerations****Budget**

Income derived from the revised licence fees will be utilised as consolidated revenue to offset general Council expenditure. These fees will be reviewed as part of Council's annual budget process.

The amended fees structure is not expected to have a detrimental impact on revenue, rather officers anticipate the transparency and clarity of fees may increase revenue by encouraging more commercial activities to be held in the municipality. The forecast revenue for the 2023/24 Financial year is \$25,000.

**Staff Resources**

Managing the review and licencing of Commercial events is the responsibility of the Arts Events and Libraries Department. These processes will continue to be delivered from existing resources.

**5.4 Risk considerations**

The policy requires that all commercial activities on public land is subject to a licence.

The Property Department's 2022 Risk Register notes the requirement for the community's ability use and access Council Land. This report responds to these aspects of the Register.

**Appendices**

Appendix 1 - Commercial-Use-of-Council-Land-Policy (Ref 24/13482)

Author/s: Nikolaj Dennis, Manager Property Services  
Morgan Henley, Team Leader, Festivals & Events  
Reviewed and Approved By: Bernard Rohan, Chief Financial Officer

**Agenda Item No: 11.2**

## **DISCONTINUANCE AND SALE OF ROADS, RIGHTS OF WAY AND DRAINAGE RESERVES POLICY**

**Contact Officer: Michelle Hawker, Senior Administration Officer**

### **Purpose of Report**

To seek Council's endorsement of the draft revised Discontinuance and Sale of Roads, Rights of Way and Drainage Reserves Policy for 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 endorse the draft revised Discontinuance and Sale of Roads, Rights of Way and Drainage Reserves Policy for public consultation and receive a further report at the conclusion of the public consultation period.

## **1. Executive Summary**

The Discontinuance and Sale of Roads, Rights of Way, and Drainage Reserves Policy was adopted by Council in May 2017. The policy provides a consistent and equitable approach to the management, discontinuance and sale of land and further ensures that all Council land that is reasonably required will be retained and open and available for the public. The proposed revised draft policy proposes changes to accommodate legislative updates and a requirement to consolidate sold discontinued road land into the adjoining owners' land.

## **2. Background**

The Discontinuance and Sale of Roads, Rights of Way and Drainage Reserves Policy was adopted by Council in 2017. Many roads, right of ways and reserves were set out in early plans of subdivisions and are no longer required for their original purpose.

The current policy has provided direction as to whether these roads, right of ways and reserves should be retained and managed or discontinued and/or sold.

The current policy has proved effective in providing good outcomes for both Council financially and the community. It generates revenue for Council and reduces maintenance costs on inaccessible land. Additionally, it provides extra land for ratepayers to purchase, improves land values and rates and additional development opportunities.

The proposed revised 2024 policy is being drafted to accommodate legislative changes, but it will also provide more clarity around Council's decision making and make it more equitable.

The primary updates recommended for this policy are as follows:

- Removal of discounts permitted for the purchase of land that has been enclosed for 10 years and only allow discounts for land enclosed for 15 years or more years.
- Obligation for purchasers to consolidate the titles upon settlement.
- Update relevant legislations.

### **2.1 Change of Discount**

The current policy provides for purchasers/applicants to receive a 10 per cent discount on the sales price if they have occupied the subject land for a period greater than 10 years and a 20 per cent discount if they have occupied the land for more than 15 years (minimum legal term for adverse claims to be successful). The discount encourages prospective purchasers to purchase the land through Council as opposed to acquire through adverse possession.

The 2024 Draft proposes to remove the 10 and 20 per cent discounts for adverse possession claims where the subject land has been occupied for 10 years as property owners cannot effectively make an adverse possession claim and there are very few applications being made. Bayside Council and Glen Eira offer only, up to 50 per cent discounts on land occupied for 15 years. Port Phillip do not offer any discounts.

### **2.2 Consolidate Titles**

In some instances when right of ways have been purchased the titles are not always consolidated to their titles. This can cause a problem when the owners then elect to sell their properties because there are multiple titles to transfer. The draft Policy has been amended to ensure that any discontinued road land sold is consolidated with the owner's adjoining land. The proposed purchaser is required to enter into an agreement under section 173 of the Planning and Environment Act 1987 (section 173 agreement),

### **2.3 Legislation**

Clause 3 of Schedule 10 of the *Local Government Act 1989* is still applicable and gives Council the power to discontinue a road. The Act also sets out the procedures which must be followed by Council to discontinue a road. This includes giving public notice of its intention to discontinue the road under section 223 of the same Act.

The effect of a road discontinuance is to vest the land in Council, following which, Council may then elect to retain or sell the land.

Where the land has been discontinued, the subsequent sale of the land is now undertaken under the updated *Local Government Act 2020* including Council's Community Engagement Policy.

## **3. Consultation**

### **3.1 Internal Consultation:**

Council's Infrastructure and Legal Departments support the draft Policy.

An external consultant was retained to benchmark council's existing policy with surrounding council's policies.

**3.2 Community Consultation:**

Group	Method
Key Stakeholders Roads and Drains	Existing easements and covenants to remain after discontinuance to secure council's assets.  Have your Say

**4. Compliance Checklist**

**4.1 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.

The draft Policy supports the Council Plan by complying with the Local Government Acts 1989 & 2020

**4.2 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 Local Government Acts 1989 & 2020

**4.3 Financial Considerations**

**Budget**

The Sale of Roads, Rights of Way and Drainage Reserves generates revenue for Council. Details below.

FY	2021/22	2022/23	2023/24
	\$117,135	\$79,965	\$13,213

Purchasers cover all costs associated with the sales. With more focus on actively selling, Roads, Rights of Way and Drainage Reserves, Council can increase current revenue levels.

The net funds from the sales should be directed to Council's Land Acquisition Reserve.


**Staff Resources**

Managing the policy component falls under the responsibility of the Senior Administration Officer who is a 1FTE position.

**4.4 Risk considerations**

Council is exposed to potential adverse claims across the municipality a loss of potential sale revenue. Council officers will work towards securing these parcels.

**Appendices**

Appendix 1 - Kingston Discontinuance and Sale of Roads, Rights of Way and Drainage Reserve Policy draft 2023 (Ref 23/290612) 

Author/s:	Michelle Hawker, Senior Administration Officer
Reviewed and Approved By:	Peter Gillieron, Team Leader Property Services Nikolaj Dennis, Manager Property Services Bernard Rohan, Chief Financial Officer



# 11.2

## **DISCONTINUANCE AND SALE OF ROADS, RIGHTS OF WAY AND DRAINAGE RESERVES POLICY**

- 1 **Kingston Discontinuance and Sale of Roads, Rights of Way and Drainage Reserve Policy draft 2023 ..... 807**



## Discontinuance and Sale of Roads Rights of Way and Drainage Reserves

<b>VERSION NO.</b>	Version 5
<b>APPROVAL</b>	Council
	Signature:
	Date:
<b>TRIM REFERENCE</b>	23/290526
<b>REVIEW</b>	2028
<b>RESPONSIBLE EXECUTIVE</b>	Chief Finance Officer
<b>POLICY TYPE</b>	Council
<b>POLICY OWNER</b>	Manager Property Services

<b>REVISION RECORD</b>	<b>Version</b>	<b>Revision Description</b>
11 December 1995	1	Adopted by Council
26 May 2008	2	Amended by Council
4 May 2010	3	Amended by Council
22 May 2017	4	Adopted by Council

### 1. Purpose

The purpose of the Discontinuance and Sale of Roads, Rights of Way and Drainage Reserves Policy is to provide guiding principles to facilitate the Discontinuance and disposal of Roads, Reserves and minor parcels of land that are no longer reasonably required for access or for the purpose they were originally set aside for or for any other public purpose.

### 2. Scope

The policy will be applied by Council officers and will provide guidance for the general public associated with the sale of minor parcels of land such as Discontinued Roads and Reserves that are no longer required, it will not apply for other Council owned land.

### 3. Governance Principles and Council Plan alignment

#### 3.1 Governance Principles

This Policy aligns with the following 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 (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.

### **3.2 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.

The Policy Framework directly addresses the improvements recommended during the Governance Review.

## **4 Policy Details**

The *Local Government Act 1989* and *Local Government Act 2020* set out the statutory requirements for Road Discontinuances and sales managed in the Victorian local government sector. As part of our commitment to meeting the requirements of the Acts and demonstrating good governance, this policy outlines Council's approach in complying with the legislation and providing consistent and equitable principles for the Discontinuance and sale of Roads and Reserves and minor land parcels

### **4.1 Commencement of Statutory Procedures**

If it is considered that a Road or Reserve is no longer reasonably required for the purpose for which it was set aside or some alternative municipal purpose, officers may investigate the suitability of Discontinuance and sale by private treaty, public tender or public auction or alternatively retention for municipal purposes.

However, if there is an established community use or other Council use for a Road or Reserve the land shall not be sold.

A resolution of Council is required for a final decision on a proposed Discontinuance and sale of Roads or Reserves after the completion of the statutory procedures.

### **4.2 Allocation and Division**

Land is to be offered as near as is practical, equally amongst abutting owners. Where a property owner is found to have been in clear occupation of the same area for at least the last fifteen (15) years, that owner may be offered first opportunity to purchase the land. Council reserves its right to apportion the land at its sole discretion. Division of land between multiple owners will be carried out with consideration to the efficient operation of drainage or service authority assets.

Should an abutting owner not wish to purchase the portion of land offered, that portion may be offered to another abutting owner.

Should the other abutting owner also not wish to purchase that portion, the land may be offered to the adjoining properties on either side of the immediate abutting properties.

In the event that a portion of land would become landlocked if Council were to sell other portions of the Discontinued Road, the sales process shall be deferred until resolved.

Letters to owners shall invite replies within sixty (60) days of the date of the letter. If no reply is received within this period, those owners shall be deemed to be un-willing to purchase that section of land offered to them.

Should both abutting owners wish to purchase the entire section of land offered to them, both parties will be invited to submit an offer for that section. Offers shall not be less than the sum of the original offers conveyed by Council.

Offers received which provide the most equitable return to Council may be accepted by the Policy Owner on behalf of Council, subject to the completion of the statutory requirements.

Where no agreement can be reached for the purchase of any portion of the land, the land shall remain vested in Council until such agreement can be reached. The owners of any property in occupation of the land may be directed to remove all buildings and obstructions from the land immediately, as is Council's right as owner of the property.

### **4.3 Financials**

Discontinued Roads and Reserves will be sold at Market Value. The Market Valuation must be no older than 6 months prior to the date of sale. If negotiations have not been completed within this time then a new Market Valuation will be conducted.

The price affixed by Council on any portion of Discontinued Road or Reserve shall not be less than the amount fixed annually by Council in its Schedule of Fees & Charges.

#### **4.3.1 Price Reductions**

In exceptional circumstances, Council may, at the discretion of the Manager Property Services offer a one-time only further discount of up to 50% of the market value. An exceptional circumstance may arise where land:

- Is currently occupied by purchasers and is not capable of being reinstated for public use;
- has been exclusively occupied in excess of 15 years.

The discounts will only apply for residential properties.

In order to qualify for the price reduction on parcels claimed to have been occupied, property owners are required to supply as a minimum a Statutory Declaration attesting to the extent of the occupation plus other supporting documentation as required by Council.

No discount is available to a prospective purchaser who is occupying land who has been directed to cease occupation of that land.

#### **4.3.2 Disagreement with Purchase Price**

If a prospective purchaser disagrees with the valuation on which the purchase price is based, they may submit an independent valuation prepared by a Certified Practising Valuer. The Policy Owner will consider the independent valuation provided and may (but in no way is obliged to) amend the purchase price if they consider it appropriate.

#### **4.3.3 Costs**

A fee applies to all applications as specified in Council's fees and charges register. This fee will be adjusted annually in accordance with the CPI.

All costs incurred by Council in association with the Discontinuance and sale process are to be passed on to purchasers and where applicable will be shared equally amongst the

applicants. Typical costs include legal fees, survey costs, Land Registry costs, administrative costs, public notification costs, valuation fees and subdivision costs where applicable.

Each purchaser shall bear their own legal and conveyancing costs associated with the transfer of the land. The purchaser shall be responsible for the preparation and lodgement of the Transfer of Land document and payment of applicable stamp duty.

#### **4.3.4 Land Settlement**

The full purchase price of all land sold shall be paid to Council at the time of settlement.

Transfer of the land shall not be completed by Council until the full purchase price including associated costs and any interest are paid in full to Council.

The purchaser is to consolidate the titles. The purchaser will need to enter into an agreement under section 173 of the Planning and Environment Act 1987 (section 173 agreement), at the purchasers cost.

#### **4.4 Other Principles**

Where the Discontinued Road or Reserve is not able to be sold immediately, an application may be prepared for obtaining duplicate Certificate of Title from Land Registry in Council's name.

Council discourages the unauthorised occupation of Roads, or Reserves and may take steps to remove such illegal occupation. Where Council resolves not to proceed with a Discontinuance, steps may be taken to ensure that the land becomes and remains accessible for the purpose for which it was set aside, including directing removal of any obstructions or buildings from the land in accordance with clause 207 and section 11 of the Local Government Act 1989.

Council has the right to place an easement or covenant, on or over the land in order to protect its existing or future interest in the land. Existing easements and covenants will remain after any discontinuance.

If there is a requirement by a statutory authority to relocate any assets within the subject land all costs will be borne by the purchaser.

As a condition of sale, Council may require a purchaser to grant an easement in either its or other infrastructure authorities' favour over all or part of the land being transferred, which must be registered on title. The purchaser may be required to pay for the cost of the preparation and lodgement of the creation of easement document(s) at the Land Registry.

Council will only consider the Discontinuance of a Government Road where there is significant community benefit or a strategic outcome to justify the decision for Council to carry out the Discontinuance. Noting that the resulting land will vest in the Crown not Council.

#### **5 Key Stakeholders (if applicable)**

Not applicable

#### **6 Internal and External Assessments**

Officers from Roads and Drainage Department and Contract Valuer have been consulted in the preparation of this policy. Also benchmarking with other local government areas has occurred.

**7 Risk Assessment**

No requirement for Risk Assessment.

**8 Delegation and Authorisation**

Chief Executive Officer

Manager Property and Team Leader Property Services have administrative function necessary to give effect to power to discontinue roads and give notice before selling or exchanging land.

**9 Gender Impact Assessment**

A Gender Impact Assessment is not required for this Policy.

**10 Privacy Impact Assessment**

A Privacy Impact Assessment is not required for this Policy.

**11 Human Rights Charter**

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

**12 Roles and Responsibilities**

<b>Role</b>	<b>Responsibility</b>
Council	Authorises new Council policies and material updates to Council policies where Council is legally required to have a policy position, or on other issues that need a strategic position as a guide or direction to management and the community.
Manager Property Services	Responsible for the administration of the Policy

**13 Related documents****13.1 Legislation**

- Local Government Act 1989
- *Local Government Act 2020*
- *Subdivision Act 1988*
- *Gender and Equality Act 2020*
- *Road Management Act 2004*
- *Planning and Environment Act 1987*
- *Land Act 1958*
- *Limitations of Actions Act 1958*

**13.2 Documents and resources**

- *Community Engagement Policy*
- *Gender Impact Assessment*

**14 Definitions**

<b>Term</b>	<b>Definition</b>
Council	Kingston City Council
Market Value	Market value of the land means the value as determined by a Certified Practising Valuer on the basis of the “before and after method” taking into consideration commonly and legally accepted methodology.
Discontinue/Discontinuance	In this policy means the exercise of power under clause 3 of schedule 10 <i>Local Government Act 1989</i> in relation to a Road or the removal of reserve status in relation to a Reserve under section 24A of the Subdivision Act 1988
Government Road	A Road established on the parish plan and held in the ownership of the Crown
Road/s	the same meaning as is set out in section 3(1) of the <i>Local Government Act 1989</i> and includes rights of way.
Reserve/s	a narrow parcel of land such as a drainage reserve set aside as a reserve on a plan of subdivision but not set aside for recreational purposes.

# Ordinary Council Meeting

24 June 2024

Agenda Item No: 11.3

## 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

# 11.3

## BOATSHED AND BATHING BOX POLICY 2024 - PUBLIC CONSULTATION

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## Boatshed and Bathing Box Policy 2024

<b>VERSION NO.</b>	3
<b>APPROVAL</b>	Chief Executive Officer Council Manager <i>Property Services</i> <i>Signature:</i> <i>Date:</i>
<b>TRIM REFERENCE</b>	24/9806
<b>REVIEW</b>	2028
<b>RESPONSIBLE EXECUTIVE</b>	Chief Finance Officer
<b>POLICY TYPE</b>	Council
<b>POLICY OWNER</b>	Manager Property Services

<b>REVISION RECORD</b>	<b>Version</b>	<b>Revision Description</b>
20/11/2006	1	Adopted 20 November 2006
22/5/2017	2	Adopted 22 May 2017

### 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 30<sup>th</sup> 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 10m<sup>2</sup> 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](mailto: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.

<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

24 June 2024

**Agenda Item No: 11.4**

## **HARDSHIP AND DEBT COLLECTION POLICY REVIEW**

**Contact Officer: Sonia Rangi, Team Leader Revenue and Collections  
Yenni Lim, Manager Finance**

### **Purpose of Report**

For Council to engage on the proposed updates to the Debt Collection Policy and the Hardship Policy and the arrangements for reinstating Penalty Interest on rates as embedded in the updated 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.

### **OFFICER RECOMMENDATION**

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. Resolves to 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).

### **1. Executive Summary**

Council's primary funding source is rates and charges and these arrangements are administered in accordance with the Local Government Act 1989 (Vic) and with relevant Council policies: Debt Collection Policy and the Hardship Policy.

Prior to the COVID-19 pandemic, Victorian Councils applied penalty interest on rates in arrears and Kingston Council has not applied penalty interest since 2019. Other Councils have reinstated penalty interest in previous cycles.

Officers are recommending:

- Enhancements to Council's rates policies to strengthen provisions to support ratepayers experiencing hardship, supported by increased engagement and outreach by officers; and
- Reintroduction of penalty interest to address rates in arrears where ratepayers have not made efforts to enter payment plans with council or confirm their genuine hardship reasons for not paying rates.

This balanced approach is critically important to ensure that rate balances do not grow unsustainably and that support to ratepayers is better targeted where there is hardship. The current evidence has shown that the level of rates in arrears has doubled since 2020 and there is concern that this could reach unmanageable levels if corrective action is not taken.

This balanced approach is intended to ensure the fair treatment of all ratepayers, to support those experiencing hardship, and not allow for those ratepayers who do not engage or make payment plans to pay their rates to not face consequences.

**2. Background**

**Rates Administration**

Rates administration is governed by the Local Government Act 1989 (Vic), with increased requirements from the State Government including the [2023 Minister Guidelines Relating to Payment of Rates and Charges Public Consultation Draft](#) (Guidelines). Council's [Debt Collection Policy](#) and [Rates Hardship Policy](#) is scheduled for annual review to ensure ongoing compliance.

The Debt Collection Policy outlines the procedures for the Council to collect rates on rated properties. This policy is complemented by a Hardship Policy, adopted by Council in September 2021 and reviewed in May 2023, which directly addresses the recommendations from the Victorian Ombudsman to provide enhanced assistance to ratepayers facing financial difficulties.

Officers have reviewed these policies in line with the 2023 Draft Guidelines and retaining an objective of effectively and fairly collecting Council's primary source of revenue while also providing support to ratepayers experiencing hardship.

**Rates in Arrears**

This policy review has coincided with the escalating level of collectible rates, charges, and levies. As shown below, the amount of rates in arrears as of May 2024, including Fire Services Property Levy, stands at \$8.3 million, indicating a reduction of \$6.4 million or 43.6 per cent from the opening balance of \$14.7 million. As illustrated in the graph below, the level of overdue rates has doubled since the suspension of penalty interest rates in the financial year ending 2020.



Assuming a continuation of trends from the past four years, the current estimate of overdue rates at the end of 2024, once the current year's rates and charges are finalized, is likely to grow within the range of \$16.0 million to \$18.0 million.

The challenge for Council is to balance the need to provide targeted hardship support to ratepayers who have genuine need, whilst effectively administering rates in arrears on a sustainable basis.

### **Economic Context**

The current economic environment is challenging with high (albeit moderating) levels of inflation and with embedded higher levels of interest rates than were in place during the COVID-19 pandemic being experienced by the Australian community, and Kingston residents. There is a significant issue of cost of living challenges being experienced in the community.

Importantly, Council's financial position is also subject to exposure to this challenging economic climate and circumstances in how revenue is raised and receipts collected (particularly with respect to rates collection), and how contractual prices are subject to adverse conditions. Council's budget settings continue to support delivery of services and commits to capital investments despite the challenging settings.

### **Current Levels of Council Support**

Council currently provides tailored and targeted support to residents that is appropriate and proportionate to the support needed and includes:

- Rates payment deferral, flexible payment options, and availability of payment arrangement.
- Provision of aged and disability services to all regardless of ability to pay through tailored package, fees reduction/ waiver and payment arrangement to suit clients' needs
- Waves sponsorship for families experiencing financial hardship to cover 12 months Learn to Swim.

## **3. Discussion**

The following proposed enhancements are recommended to the Debt Collection Policy and the Hardship Policy :

- Providing a clearer and more defined explanation of hardship, specifying the circumstances under which a ratepayer would be in hardship. This clarification aims to ensure that the Council is compliant with the draft Guidelines and that assistance and waivers are targeted for ratepayers experiencing hardship.
- Redefining payment plans, and the application and deferral conditions to align with the recommended practice
- Strengthening the confidentiality of applications to provide a safeguard for vulnerable ratepayers such as ratepayers experiencing economic abuse or family violence. If instances of economic abuse or family violence are identified, officers will prohibit other owner/s from accessing confidential information pertaining to hardship and financial hardship applications.
- Administration improvement by streamlining the timing of issuing annual rate notices, reminder notices, final reminder notices, and enhancing engagement with ratepayers depending on the chosen payment option
- Inclusion of a penalty interest calculation methodology to provide clarity of when interest is incurred for each type of payment option chosen
- Inserting the process in which Council may sell property to recover unpaid rates and charges in accordance with Section 181 of the Local Government Act 1989 – this is a systematic rates payment management process outlined in the Guidelines along with its requirement of regular reporting to Council

A full summary of changes proposed to the policies is included below.

**Debt Management Arrangements and Customer Engagement**

Officers are recommending a three phase approach to managing ratepayer engagement in a way that targets hardship support

- **2023/24 Phase:** officers have:
  - o dispatched reminder notices to “full-payers” (paying on the annual due date) and instalment payers (paying on quarterly instalment) who have not paid the February 2024 instalment, escalating to a final overdue notice from an accredited debt collector
  - o actively investigated all returned notices to address delivery challenges and take address-confirming steps with ratepayers who may have legitimately not received their rate notices
  - o continued to engage with ratepayers in tailoring payment plans that meet their specific requirements.
  
- **2024/25 Phase:** officers propose:
  - o The detailed updates to the **Debt Collection Policy and the Hardship Policy** discussed above to align to draft Ministerial Guidelines and provide more tailored support to affected ratepayers.
  - o **Targeted engagement** with:
    - an estimated 1,600 to 1,800 ratepayers that have not yet engaged with Council on their outstanding debt through an appointed panel of debt collection agents for follow-up actions. The actions proposed include Final Notice issuance, Letter of Demand dispatch, and initiation of legal proceedings (complaint and court order) in strict accordance with the Debt Collection Policy.
    - Identified properties where Court Orders are in place, including consideration of applying the Section 181 Provisions of the *Local Government Act 1989*, subject to Council resolution on individual cases
  - o Reintroduction of **penalty interest** from 1 July 2024 (for the financial year 2024/25). Council is authorised to levy interest on unpaid rates and charges in compliance with Section 172 of the *Local Government Act 1989* (Vic). Interest is assessed at the penalty interest rate, currently fixed at 10% per annum under Section 2 of the *Penalty Interest Rates Act 1983* (Vic).
    - o Interest exemptions apply to approved payment arrangements and hardship arrangements, managed systematically by the Council's rating system through categorisation of payment options based on timing of payment.
    - o Officers have conducted benchmarking against metropolitan councils in Victoria to suggest that it is timely for Council to for the reintroduction. The data is presented as below:

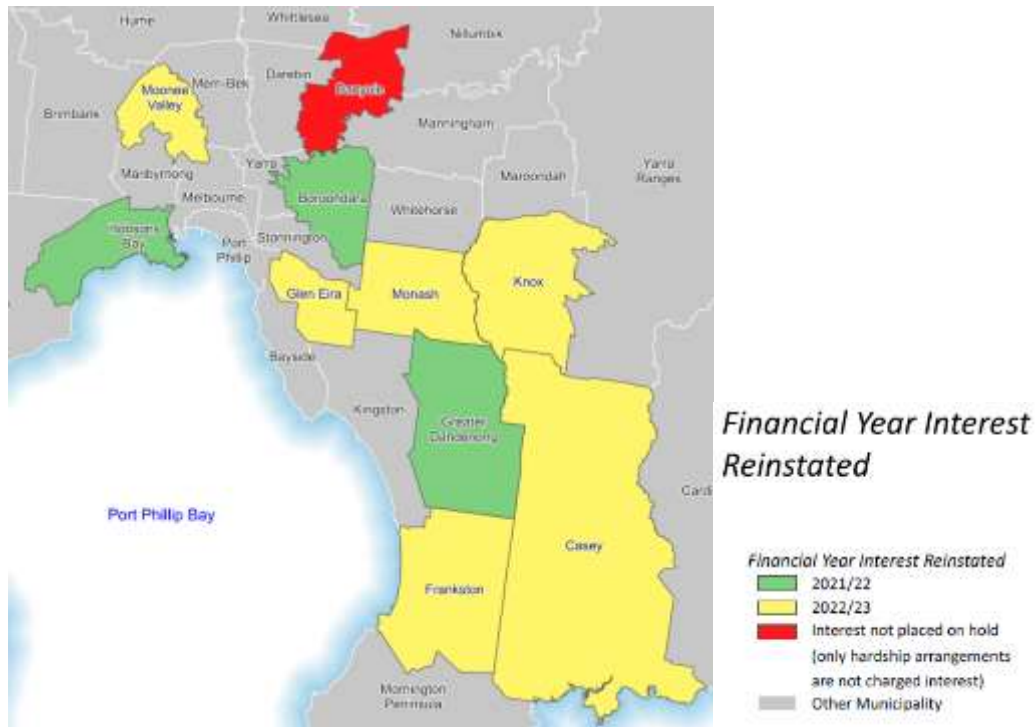
Council	Financial Year interest reinstated
Banyule City Council	Interest not placed on Hold (only hardship arrangements are not charged interest)
City of Monash	2022/23
City of Boroondara	2021/22
Knox City Council	2022/23
City of Moonee Valley	2022/23
City of Casey	2022/23

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Council	Financial Year interest reinstated
City of Greater Dandenong	2021/22
Hobsons Bay City Council	2021/22
City of Glen Eira	2022/23
City of Frankston	2022/23



- **2025/26 Phase:** Consideration of other system enhancements

**Proposed 2024 Changes to the Debt Collection Policy**

The policy has been updated with the below changes

Section in Existing Policy	Amendment	Reasons for the Amendment
Payment plan definition	Payment plan means an arrangement between Council and a debtor, usually a property owner, to repay outstanding amounts owed to the Council over a defined period. This agreement outlines the terms and conditions for repaying debts, including the total amount owed, the frequency and amount of each instalment, any applicable interest rates or fees, and the duration of the repayment period.	Inserting this definition facilitates new clause 9.5 Payment Plan provisions.
9.1.3 and 9.1.4 Electronic notifications elaborated	If a ratepayer has chosen to receive electronic notifications,	Council will deliver notices through the ratepayers'

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Section in Existing Policy	Amendment	Reasons for the Amendment
	<p>these notifications would be delivered to the email address or the service they have provided.</p> <p>However, it is the ratepayer's responsibility to ensure their details are updated with the Council to receive the rates notice.</p>	<p>chosen electronic channels and will consider this method compliant. This change emphasises the shared responsibility between the Council and ratepayers in ensuring effective communication.</p>
9.3.2 Full payer payment	<p>As outlined in the rate notice, if Council does not receive payment for the first instalment by September 30th, it will be presumed that the ratepayer has chosen the option for full rate payment, which is due on February 15th</p>	<p>This makes clear Council's expectations regarding payments and how ratepayers are classified into different payment options. Missing an instalment payment results in ratepayers needing to meet annual payment requirements. This transparency helps to ensure smoother transactions and reduces confusion.</p>
9.5 Calculating Interest	<p>Removing "Interest will not be accrued from the due date of the missed instalment to the date the payment is made in full as a temporary amendment applicable in financial year 2023-24 only"</p> <p>Reinstating the interest calculation conditions:</p> <ul style="list-style-type: none"> <li>- Where Rates are paid by instalments and an instalment amount is not paid by the due date, Interest will accrue from the due date of the missed instalment to the date the payment is made in full.</li> <li>- If the first instalment was not paid by the due date, the Property Owner will be deemed to be paying the full sum due by 15 February and Interest will be payable, as if the Property Owner was paying by instalments and has missed the relevant instalment or instalments, and continues until the Rates are paid in full.</li> </ul>	<p>The policy is updated to reflect the position that the suspension of penalty interest was a form of temporary relief. Ratepayers can continue to apply for an interest waiver if experiencing financial hardship in accordance with the Hardship Policy.</p>
9.6.2 1 <sup>st</sup> instalment reminder	<p>The rates notice is a reminder for the first instalment payment.</p>	<p>This change clarifies that for ratepayers choosing to pay by instalment, that the rates notice (issued by August) is also the reminder notice for the</p>



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Section in Existing Policy	Amendment	Reasons for the Amendment
		September instalment payment.
9.7.1 Reminder and Overdue notices to be delivered by the preferred delivery channel	The notices will be delivered through the preferred delivery channel specified by the property owner.	Ratepayers are required to ensure that their contact information, including mailing addresses and preferred communication channels, is current and accurate.
9.15 Council may sell the property to recover unpaid rates and charges <b>Compliance with Section 181 of the LG Act</b>	Section 181 of the <i>Local Government Act</i> 1989 provides an avenue for Councils to sell land to recover unpaid rates or charges, providing: <ol style="list-style-type: none"> <li>1. there are more than 3 years rates outstanding.</li> <li>2. no current payment arrangement exists; and</li> <li>3. the Council has a Court order requirement payment of the amount.</li> </ol>	Under the Draft Ministerial Guidelines, Officers are to report to Council and identify properties that qualify for sale under Section 181 of the Local Government Act. Effective communication between Officers and ratepayers should negate the need for the use of this section of the Act. Including this within the policy clearly outlines the steps available to Council in administering rates.
9.15 Payment plan	Council payment plans are offered as a means to assist individuals in managing their financial obligations to Council in a structured and manageable approach to settling their debts over time. <ul style="list-style-type: none"> <li>• The payment arrangement must be formally approved Council and Council will notify the individual if a plan is approved</li> <li>• Payments will be executed in alignment with the agreed-upon plan</li> <li>• Subject to annual review.</li> <li>• Council will notify the individual if a plan is cancelled.</li> <li>• Council to be contacted to defer a payment schedule of the payment plan and this should be agreed by Council to take effect.</li> </ul>	In adherence to the draft Ministerial Guidelines, Council is prohibited from taking any actions if there is an active payment plan in place. However, if the plan is defaulted, Council must wait for another two years before initiating legal action. It's crucial for ratepayers to understand the criteria that define a payment plan and the obligations that both the council and ratepayer have under such a plan. Clear communication regarding the terms, responsibilities, and consequences of the payment plan helps ensure that ratepayers are fully informed.
Appendix 3	Following policy approval, a new payment plan form will be developed, outlining the specific requirements for ratepayer submission. It will be referred to as a "Payment Plan" rather than a "Payment Arrangement" to align with the	This form will align with the updated policy guidelines and will serve as a standardised document for ratepayers to enrol in payment plans. This comprehensive approach aims to enhance clarity, standardisation, and adherence to policy guidelines,

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Section in Existing Policy	Amendment	Reasons for the Amendment
	terminology specified in the policy. Additionally, the form will include detailed explanations regarding the evidence needed to elucidate the ratepayer's financial circumstances.	facilitating smoother processing of payment plans and ensuring effective communication between Council and ratepayers.

For clarity, the policy sets out the increased engagement by outlining the schedule of notices and reminder notices as below:

Payment Option	Annual Notice	Reminder Notice	Final/ Overdue Notice
<b>Full Payment</b>	July/August	January	March
<b>Four Instalment</b>	July/August	4 weeks before statutory instalment date: 30 November, 28 February, 31 May	2-4 weeks after 4 weeks before statutory instalment date: 30 November, 28 February, 31 May
<b>Direct debit (10 instalment)</b>	July/August	only contacted if direct debit has failed.	only contacted if direct debit has failed.

**Proposed 2024 Changes to the Hardship Policy**

The policy has been updated with the below changes.

Section in Existing Policy	Amendment	Reasons to Amend
Hardship definition	Refers to a situation where a person has a limited/low income (i.e. pension/unemployment) and payment of rates and charges may be detrimental to their quality of life.	As per the draft Ministerial Guidelines, it is important to clearly define the conditions under which hardship applications would be considered. It's important to emphasise that difficulty in making a payment does not automatically qualify as hardship. Rather, hardship is defined by specific criteria outlined in the guidelines, such as significant financial distress or unforeseen circumstances impacting the ratepayer's ability to meet their financial obligations. By clarifying this distinction, Council can ensure that hardship applications are assessed fairly.
8. Definition of Financial hardship	Financial misfortune such as fraud or electronic scamming. The impact of natural disaster.	This change provides more reasons for officers to confirm financial hardship in response to identified misfortune.
8. Condition that are not considered Financial hardship.	Mere inconvenience or difficulty in making payment is not financial hardship.	As outlined in the draft Ministerial Guidelines, it is important to include provisions

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Section in Existing Policy	Amendment	Reasons to Amend
	<p>Financial hardship denotes more serious circumstances and requires that a person:</p> <ul style="list-style-type: none"> <li>• Cannot afford the necessities of themselves and/or dependents; or</li> <li>• To be in such a circumstance that paying rates and charges mean that they would be unable to afford necessities of life for themselves and/or dependents.</li> </ul>	<p>aimed at ensuring compliance with the guidelines and providing clearer information for ratepayers. By adhering to these guidelines, the council can uphold legal requirements and industry standards while also enhancing transparency and accountability in its operations.</p>
11.2.4 Considerations when determining whether to waive fees and charges	<p>Council must consider the following factors when determining whether to waive rates and charges. Can the unpaid rates and charges be paid by rearranging finances and/or selling or drawing on assets? Does the ratepayer have access to savings, monetary investments, or other income? Further details included in the policy.</p>	<p>Recommended in the draft Ministerial Guidelines, it is imperative to adhere to specified provisions.</p>
Payment plan	<p>Payment arrangement referred to as payment plan.</p>	<p>Recommended in both the draft Ministerial Guidelines and external advice</p>
11.6.4 Outlining payment plans and deferrals would have schedule of payments.	<p>All approved applications for a hardship payment plans or deferral will have a schedule of payments attached of when the instalments or lump sum are due to be paid and any conditions to the deferment. It is expected the individual or organisation make these payments as outlined in the schedule for the hardship to remain active.</p>	<p>Recommended in both the draft Ministerial Guidelines and external advice.</p>
Section in Existing Policy	Amendment	Reasons to Amend
11.12 Confidentiality	<p>If economic abuse or family violence has been identified the council will:</p> <ul style="list-style-type: none"> <li>• prevent the other owner/s from accessing confidential information relating to hardship and financial hardship applications; and</li> <li>• prevent the other owner/s from delaying or preventing the application.</li> </ul>	<p>It is crucial to safeguard vulnerable ratepayers who may be impacted by economic abuse or family violence. Council has a responsibility to protect affected ratepayers' privacy and ensure that no harm is caused to them as a result of their circumstances being disclosed.</p>

These policies may be subject to further changes once the draft Ministerial Guidelines are approved. Currently in draft form, these guidelines are subject to revisions and adjustments that the Council will need to address upon their adoption.

### **Early Intervention to Debt Collection**

Officers will work proactively with all ratepayers on tailoring payment plans to meet individual needs. Officers will also work with debt management service providers to improve tailored payment plan monitoring, early-stage engagement strategies, early intervention telephone calls, field services, skip tracing, policy and procedure reviews, among others. Officers will continue monitoring the dynamic development in this space to take advantage of positive changes to benefit our ratepayers in managing their payment plans.

Tailored and early intervention will ensure fit for purpose messaging to different categories of ratepayers across residential-industrial-commercial, and the scale of years of rates in arrears.

#### **3.1 Council Plan Alignment**

Goal 5 - Our well-governed and responsive organisation

Direction 5.2 - Responsible and sustainable financial management

Assisting our community in paying their rates on time is not only beneficial for ratepayers but also crucial for maintaining the financial sustainability of the Council. Timely rate payments ensure a steady flow of revenue, which is essential for funding essential services and infrastructure projects that benefit the entire community. By helping ratepayers manage their payments effectively, the Council can minimize the risk of financial strain on individuals and businesses while also fulfilling its obligations to provide vital services and maintain community assets. This symbiotic relationship between ratepayers and the Council ultimately contributes to the overall well-being and prosperity of the community.

#### **3.2 Consultation/Internal Review**

Consultation within the rates team and external advice have been sought from various debt collection agencies, including AuCollect, Executive Collections, and Recoveries and Reconstructions. These consultations are invaluable for gaining insights into best practices, industry standards, and innovative strategies for managing overdue rates effectively.


#### **3.3 Operation and Strategic Issues**

Ensuring that policies effectively assist ratepayers experiencing financial hardship requires increasing accessibility through simple and easy-to-understand promotion efforts. Clear communication and outreach campaigns can help ensure that all ratepayers are aware of the available support options and how to access them. By simplifying the process and making information readily available, the council can maximize the number of ratepayers benefiting from these policies.

### **4. Conclusion**

The policy review has been conducted with the aim of achieving a balance between effective and efficient rates administration, while also enhancing support for ratepayers experiencing financial hardship. This results in a policy that aligns with the draft Ministerial Guidelines, introducing the necessary changes to transition Council effectively when the Guidelines are adopted.

### Appendices

Appendix 1 – Kingston Hardship Policy (Ref 24/134461)  [↓](#)

Appendix 2 - Kingston Debt Collection Policy (Ref 24/134749)  [↓](#)

Author/s: Sonia Rangi, Team Leader Revenue and Collections  
Yenni Lim, Manager Finance

Reviewed and Approved By: Bernard Rohan, Chief Financial Officer

# 11.4

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# Rates Hardship Policy



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## 1. Document Information

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	Chief Finance Officer
RESPONSIBLE MANAGER (Policy Owner)	Team Leader – Revenue and Collections
APPROVED/ADOPTED BY	Council
APPROVAL DATE	24 June 2024
EFFECTIVE DATE (If different from approval date)	
REVIEW DATE	May 2025
TRIM REF	24/134461 21/177860 (controlled version)

## 2. Purpose of the Policy

The City of Kingston recognizes that some individuals and organisations may from time to time experience financial hardship which will vary in its extent and duration depending on individual circumstances. This policy ensures that all people who may be vulnerable to financial hardship, regardless of their circumstances, will have options to help facilitate them through their financial hardship. This policy establishes the guidelines for assessment of financial difficulty or hardship applications based on the principles of fairness, integrity, confidentiality and compliance with statutory requirements. The policy aims to deliver the right balance of offering support whilst delivering effective financial governance to ensure Council's long term financial sustainability.

This policy is subject to change at Council's discretion, considering changing government policy and legislative requirements. This policy sets out the processes for Council as to how Financial hardship applications are assessed and administered.

The purpose of this policy is to:

- a) Help individuals and organisations experiencing financial hardship.
- b) Provide a system that enables individuals and organizations to approach Council with ease about current hardship circumstances.
- c) Outline the eligibility and assessment criteria that will be considered in a consistent, equitable and confidential manner.
- d) Provide individuals and organizations with clearly defined options when applying for financial hardship.
- e) Provide a fair and transparent decision-making framework for Council officers when assessing hardship claims.

## 3. Scope

This policy will apply to Senior Management and Council Officers responsible for the



maintenance and management of municipal rates and charges. Council Officers and Council's Debt Collection Agency are required to comply with this policy with respect to the collection of Rates with those individuals who are experiencing genuine financial hardship.

#### 4. Definitions

<b>Hardship</b>	Refers to a situation where a person has a limited/low income (i.e. pension/unemployment) and payment of rates and charges may be detrimental to their quality of life.
<b>Due Date</b>	Means the due date(s) for payment under section 167 of the <i>Local Government Act 1989</i> (Vic) as displayed on the Rates notice
<b>Interest</b>	Means penalty Interest charged on unpaid rates under section 172 of the <i>Local Government Act 1989</i> (Vic) and as prescribed and gazetted in accordance with section 2 of the <i>Penalty Interest Rates Act 1983</i> (Vic)
<b>Property Owner</b>	Means the registered proprietor of rated property within the municipality, who is legally responsible to pay rates under section 156 of the <i>Local Government Act 1989</i> (Vic)
<b>Rates</b>	Means Council's rates and levies with respect to rated property, special charges, including the Fire Services Property Levy
<b>Rated Property</b>	Means the rateable land on which rates are due and payable annually.
<b>Principal Place of Residence</b>	A property that is defined as a principal place of residence when a person resides, occupies, and lives in it as their home
<b>Investment Property</b>	Is property that has been purchased with the intention of earning a return on the investment, either through rental income or through capital gain with the future resale of the property
<b>Pension Concession Holder</b>	Refers to an individual on a Pensioner Concession Card issued by Centrelink who are receiving an Age Pension, Disability Support Pension or Veteran Affairs Pension Card or Veteran Affairs Gold Card
<b>State of Emergency</b>	Refers to a situation that exists when the State or Federal Government are satisfied that there is a serious risk to public health, or if an emergency exists

	which warrants the making or a declaration of a state of emergency, that will impact all residents during extreme situations by suspending certain normal functions of government, alerting the community to the situation and request they alter their normal behaviours, suspending certain civil liberties during periods of civil disorder
<b>Short term Hardship</b>	Refers to hardship that will be resolved within 12 months
<b>Long term Hardship</b>	Refers to hardship that will not be resolved within 12 months
<b>Extreme Circumstances</b>	Refers to external circumstances that would be extremely detrimental to the property in a given situation. Generally, these would be unforeseen circumstances beyond the control of an individual.
<b>Waiver</b>	Removes the liability to pay and may be offered to include the whole or part of any interest and/or charges
<b>Financial Counsellor</b>	Is a member of, or is eligible to be a member of, a financial counselling association, and has undertaken appropriate training to ensure that they have adequate skills and knowledge to satisfactorily provide the financial services. Financial counsellors are employed by agencies, typically not for profit community organisations that must comply with the ASIC licence exemption provisions for financial counselling. Financial counselling service is free, confidential, independent and without conflict.

#### 5. Responsible Executive

Chief Finance Officer

#### 6. Policy owner

Team Leader – Revenue and Collections

#### 7. Related Documents

Local Government Acts 1989 (Vic)  
 Fire Services Property Levy Act 2012 (Vic)  
 Penalty Interest Rates Act 1983 (Vic)

#### 8. Definition of Financial Hardship

Financial hardship/difficulty is a situation where an individual due to factors outside of their control is unable, because of unemployment, illness or other reasonable cause, to discharge their financial obligations. Financial hardship involves an inability of the individual to meet their financial commitments and obligations, rather than an unwillingness to do so.

Financial hardship can arise from a variety of situations. Common causes may include, but not limited to:

- Loss of employment
- Family Violence
- Family breakdown;
- Illness, including physical incapacity, hospitalization, or mental illness
- Recent death of the ratepayer or an immediate family member
- Financial misfortune such as fraud or electronic scamming
- The impact of natural disaster
- Other factors resulting in unforeseen change in the debtor's capacity to meet their payment obligations, whether through a reduction in income or through an increase in non-discretionary expenditure.

Mere inconvenience or difficulty in making payment is not financial hardship.

Financial hardship denotes more serious circumstances and requires that a person:

- Cannot afford the necessities of themselves and/or dependents; or
- To be in such a circumstance that paying rates and charges mean that they would be unable to afford necessities of life for themselves and/or dependents.

Necessities of life that would be impacted if making a payment of all or part of any rates, charges and any interest would:

- Prevent the ratepayer (or a dependant) from seeking essential medical treatments or supplies;
- Prevent the ratepayer from payment of essential utility services (including water and energy);
- Prevent the ratepayer (or a dependant) from access to basic living needs, such as:
  - Food;
  - Accommodation;
  - Clothing;
  - Education for dependent children; or
- Place the ratepayer (or dependent) in any form of harm or danger, including (but not limited to):
  - Family violence; or
  - Economic abuse.

In contrast, financial hardship is not present where a ratepayer is able to afford goods and services such as (but not limited to):

- Restaurant and takeaway meals;
- Services such as hairstyling, beauty treatments, sport and recreational activities, and holidays;
- Entertainment such as streaming services, movies, concerts, and theatre;
- Alcohol and tobacco; and
- Private schooling fees (including for dependents) or fee paying education services.

## 9. Delegation Authority

As per Instrument of Delegations.

## 10. Policy Statement

In applying this policy, Council considers the principles of consistency, fairness, and transparency as paramount. The application of this policy is to be fair and advance the community benefit considering all Property Owners as well as community expectations.

## 11. Policy Details

### 11.1 Hardship Information for Ratepayers

- 11.1.1 Council has established this policy for the transparency of ratepayers in the municipality. This policy may be requested in hardcopy, softcopy or accessed via our website:  
<https://www.kingston.vic.gov.au/property/rates/pay-your-rates>
- 11.1.2 Council aims for the policy to be accessible in multiple languages and do offer a translation service free of charge for those residents who have English as a second language. If you need language assistance, please call our interpreting service on 131 450, state the organisation as the City of Kingston and quote our phone number 1300 653 356. For more information please visit our website:  
<https://www.kingston.vic.gov.au/contact/contact-us>
- 11.1.3 Chief Finance Officer, Manager Finance, Rates Team Leader and the Senior Rates Officers are trained in the Rates Hardship Policy. These roles are responsible for assessing Hardship applications for rates. Rates officers administer and process hardship applications.

### 11.2 Application Process for Hardship

- 11.2.1 A Property Owner may apply for hardship if individuals and/or organisations are experiencing financial hardship. Applications can be either electronic, or in hard copy. Electronic applications are available through our website :  
<https://www.kingston.vic.gov.au/property/rates/pay-your-rates/financial-hardship-rates-form>
- 11.2.2 Hardship applications will allow property owners to apply for: A short term rates deferral, a long-term rates deferral, a payment arrangement, interest waiver, and where applicable legal cost waiver and/or a waiver of rates under extreme circumstances.
- 11.2.3 Approved Hardship applications will only be effective from the approval date.
- 11.2.4 Council must consider the following factors when determining whether to waive rates and charges.
- Can the unpaid rates and charges be paid by rearranging finances and/or selling or drawing on assets?
  - Does the ratepayer have access to savings, monetary investments, or other income?
  - Has financial hardship been caused by a ratepayer's own actions or expenditure, for example, through spending on

- non-essential items or through a recent gift or loan to family or friends?
  - What has the applicant ratepayer done to alleviate their financial hardship?
  - Will the applicant ratepayer sell saleable or liquid assets capable of paying the debt within the next 12 months, including the property with outstanding rates and charges?
  - Is the ratepayer able to make payments on other debts (such as mortgage or credit cards) greater than the minimum required?
  - Is the ratepayer a company or trust?
- 11.2.5 Council endeavours to have Applications assessed within 10 business days of being received as long as all relevant application information has been received.
- 11.2.6 Applications for hardship that have been accepted are for a 12-month period only. At the expiration date of the hardship application period, the onus is on the ratepayer to inform council if they are still experiencing hardship and to re- apply. At the end of a hardship period, if hardship is still being experienced by the ratepayer another application will need to be applied for and re-assessed.
- 11.2.7 Council may cancel hardship applications if the applicant has historically not maintained hardship schedules that have been agreed on, and future applications may not be accepted. This will be assessed case on case and a decision made will clearly outline the reason this is not accepted.
- 11.2.8 It is the applicant's responsibility to ensure information and documentation provided are complete, truthful, current and relevant. Council will void any applications if any false or misleading information relating to the application is provided.
- 11.2.9 Council may make suggestion applicants seek further advice from the State Government's free financial counselling service via the National Debt Helpline in order to help with their current hardship situation. Refer to their website at: <https://ndh.org.au/>. This may be a requirement for applications if other documentation cannot be provided.
- 11.2.10 Payment plan will be considered a more suitable option for Investment properties and application and approval are considered on case by case basis.
- 11.2.11 Any non-English documentation provided to Council for Hardship must be translated in English prior to submission. Council has an interpretation service which can assist with this requirement. Please contact Customer Care on 1300 653 356.
- 11.2.12 Ratepayers who live at their place of business, are eligible to apply for hardship relief.

### 11.3 Payment Options for Deferrals and Arrangements

- 11.3.1 Rates under hardship can be paid or agreed upon by a capacity to pay in consultation with either: a Senior Rates Officer/Team Leader at Council, or from an independent financial counsellor. Once a payment

amount and schedule has been agreed upon, Council will send confirmation out via hardcopy or softcopy to confirm the Payment Plan.

- 11.3.2 Payments can be made via weekly/fortnightly/monthly or bi-monthly instalments using scheduled Payment plan with a rate-payer's financial institution. This can be done with the assistance of the financial services provider, using the reference numbers provided on the annual notice.
- 11.3.3 Payment options will be limited to the payment methods at the bottom of the issued annual rate notice with the exception of direct debit arrangement.

#### **11.4 Hardship Options**

- 11.4.1 Council are aware that no two hardship situations are the same, and as a result have both Short-term Hardship, and Long-term Hardship applications. Deferrals are accepted for short term hardship situations and payment plans are available for both short and longer terms depending on the situation.
- 11.4.2 Interest will not be charged on outstanding balances for approved Hardship applications, for the period the hardship has been approved for.
- 11.4.3 In order for Council to provide and assess Hardship applications, Council does require additional information to support your situation. This may include: financial statements, medical certificates, income statement documentation (Tax Returns) or Financial counsellor recommendations.
- 11.4.4 Hardship applications can include the following: Rates Deferral, Payment plan (nominating a payment amount and schedule based on your capacity to repay), or an interest waiver. In extreme circumstances of Hardship relating to the property, at Council's discretion may assess an application for a partial or full rates waiver under section 171A in the Local Government Act (2020).
- 11.4.5 Payment plans and deferrals under hardship will be terminated if the payments are not made at the times of the agreed arrangement or deferral schedule. Council will notify you in writing of any terminated arrangements. This will be communicated by your preferred method of contact registered on the Council database.

#### **11.5 Interest on Hardship Applications**

- 11.5.1 Where hardship instalments are not paid by their due date, and the hardship agreement is cancelled, interest will apply to the arrears, in accordance with the requirements under the Local Government Act 1989.
- 11.5.2 Interest will not accrue on approved short-term or long-term hardship applications. Interest will not be charged for the 12 month period from the date of approval.
- 11.5.3 Interest may be reversed under a hardship application for situations where individuals or organisations are able to provide evidence of why payment could not be made by the due date.
- 11.5.4 Interest will commence after the expiration date of the hardship period if there is still an outstanding balance.

#### **11.6 Communications with Council**

- 11.6.1 Every Hardship Application will be individually assessed. Once assessed, the applicant will be notified by email and or mail depending on the preference outlined in the application.
- 11.6.2 All approved applications for a hardship payment arrangement or deferral will have a schedule of payments attached of when the instalments or lump sum are due to be paid. It is expected the individual or organisation make these payments as outlined in the schedule for the hardship to remain active.
- 11.6.3 When a hardship payment arrangement or deferral schedule has not been met, the hardship will be terminated, and interest will apply. Council will communicate this cancellation of the arrangement in writing.
- 11.6.4 All approved applications for a hardship payment plans or deferral will have a schedule of payments attached of when the instalments or lump sum are due to be paid and any conditions to the deferment. It is expected the individual or organisation make these payments as outlined in the schedule for the hardship to remain active.

#### **11.7 Debt Recovery**

- 11.7.1 Council will not engage in Debt recovery/Collections while an individual or organisation is under approved financial hardship.
- 11.7.2 Council's Debt Collection Agency is familiar with Council's Hardship Policy and will not contact ratepayers who are complying with their hardship agreement.
- 11.7.3 Council's Debt Collection Agency may waive costs for legal action where current legal costs are exacerbating the ratepayer's hardship.
- 11.7.4 Council's normal debt collection processes will commence/resume should the payment plan be terminated/cancelled. You will be notified of this in writing.

#### **11.8 Decision Making and Reporting**

- 11.8.1 Council will manage any conflicts of interest for Hardship applications by referring applications outside of the rates and revenue team should a conflict of interest arise.
- 11.8.2 Council will retain all records relating to the application and approval of Hardship Applications.
- 11.8.3 Council will report to Senior Leadership on the number of applications received, current hardship agreements and debt recovery actions for review.

#### **11.9 Disputes and Complaints**

- 11.9.1 All applications are subject to review. Should you be dissatisfied with the outcome of your application, you can raise an internal dispute directly to Council via [info@kingston.vic.gov.au](mailto:info@kingston.vic.gov.au)
- 11.9.2 Should you be dissatisfied with the outcome of your internal complaint or dispute with Council, you may take your dispute to the Victorian Ombudsman via their website [www.ombudsman.vic.gov.au/contact-us/](http://www.ombudsman.vic.gov.au/contact-us/)

#### **11.10 Property Owner Responsibilities during Hardship**

Property Owner will:

- a) communicate with Council in writing to ensure their contact details (residential address, mailing address, telephone number, email address) are up to date to ensure we can support them during Hardship; and
- b) be proactive in understanding their financial situation in relation to their capacity to pay, and taking steps to ensure they maintain their arrangements or deferrals; and
- c) if your situation changes where your capacity to pay has improved, will contact Council for a re-assessment of the Hardship Arrangement.

#### **11.11 Verbal Exchanges**

Council will not accept, nor be responsible for, any verbal changes a Property Owner may provide.

#### **11.12 Confidentiality**

All communications between a Property Owner including written communications are confidential and subject to Council's Privacy Policy.

If economic abuse or family violence has been identified the council will:

- prevent the other owner/s from accessing confidential information relating to hardship and financial hardship applications; and
- prevent the other owner/s from delaying or preventing the application.

## **12. Review**

Policy to be reviewed every 2 years or earlier subject to Council's discretion.



# Debt Collection Policy



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RESPONSIBLE EXECUTIVE	Chief Finance Officer
POLICY OWNER	Team Leader – Revenue and Collections

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.

## 1. Purpose of the Policy

This policy sets out the processes for the Kingston City Council to collect Rates on Rated Property. Effective, fair, equitable and consistent approach to Rates collection is an integral part of Council financial governance to ensure long term sustainability.

## 2. Scope

This policy will apply to Senior Management and Council Officers responsible for the maintenance and management of the rating system. Council Officers and Council's Debt Collection Agency are required to comply with this policy with respect to the collection of Rates.

## 3. Definitions

**Due Date** means the due date(s) for payment under section 167 of the *Local Government Act 1989* (Vic) as displayed on the Rates notice.

**Interest** means penalty Interest charged on unpaid Rates under section 172 of the *Local Government Act 1989* (Vic) and as prescribed and gazetted in accordance with section 2 of the *Penalty Interest Rates Act 1983* (Vic), and applied on the first day of July immediately before the due date for the payment.

**Late Payment** means a Rates payment not received by the statutory due date(s).

**Property Owner** means the registered proprietor of Rated property within the municipality, who is legally responsible to pay Rates under section 156 of the *Local Government Act 1989* (Vic).

**Rates** means Council's Rates and levies with respect to Rated property, special charges, including the Fire Services Property Levy.

**Rated Property** means the rateable land on which Rates are due and payable annually.

**Payment plan** means an arrangement between Council and a debtor, usually a property owner, to repay outstanding amounts owed to the Council over a defined period. This agreement outlines the terms and conditions for repaying debts, including the total amount owed, the frequency and amount of each installment, any applicable interest rates or fees, and the duration of the repayment period.

## 4. Responsible Executive

Chief Finance Officer

## 5. Policy owner

Team Leader – Revenue and Collections

## 6. Related Documents

*Local Government Act 1989* (Vic)

*Fire Services Property Levy Act 2012* (Vic)

*Penalty Interest Rate Act 1983* (Vic)

## 7. Delegation Authority

As per Instrument of Delegations.

## 8. Policy Statement

In applying this policy, Council considers the principles of consistency, fairness and transparency as paramount. The application of this policy is to be fair and advance the community benefit taking into account all Property Owners as well as community expectations.

## 9. Policy Details

### 9.1 Raising and Collecting Rates including Payment Allocations

- 9.1.1 Council will raise Rates annually in July of each financial year, as part of the budget process (excluding supplementary valuation which may be undertaken anytime during the rating period).
- 9.1.2 Council will issue an annual Rates notice by mid-August each year, including an "Are Your Details Correct" form so that Property Owners can advise Council of any change of address or contact details. Refer to Appendix 1.
- 9.1.3 Rate notices will be mailed to the last known mailing address as advised by the Property Owner in writing. If a ratepayer has chosen to receive electronic notifications, these notifications would be delivered to the email address or the service they have opted in to. Notices not returned to Council by Australia Post will be deemed to be delivered and received by the Property Owner.
- 9.1.4 Council will investigate and attempt to redirect any returned rate notices in a timely manner, and include an "Are Your Details Correct" form. Refer to Appendix 1. However, it is the ratepayer's responsibility to ensure their details are updated with the Council to receive the rates notice.
- 9.1.5 No verbal change of address or contact details will be accepted at any time by Council. All change of address/contact details requests must be in writing.
- 9.1.6 Any payments received will be allocated in the following manner:
  - legal costs;
  - interest charged;
  - arrears; and
  - current Rates.

### 9.2 Payment of Rates by Instalment

- 9.2.1 Ten (10) Instalments by Direct Debit
  - A Property Owner may register to have Rates paid by direct debit. To do so the Property Owner has to complete and return a Direct Debit Request form (Appendix 2)
  - A direct debit will be made over 10 monthly instalments from a nominated bank account. The first debit will occur on the first business day in September and conclude on the first business day in June each financial year. Where a Due Date falls on a weekend or public holiday, the next business day will be deemed to be the Due Date.

- A Direct Debit is automatically carried over to subsequent financial years unless cancelled and payments will be allocated in accordance with this paragraph.
- If a Direct Debit is registered in any given financial year, then property owner needs to make prior missed direct debit payment to catch up. The example is shown in the table as follows:

Received after 1 <sup>st</sup> direct debit payment (September)	Received after 2 <sup>nd</sup> direct debit payment (October)	Received after 3 <sup>rd</sup> direct debit payment (November)
Property Owner makes manual payment of 1 missed direct debit payment to catch up. First system direct debit effective 1 October.	Property Owner makes manual payment of 2 missed direct debit payments to catch up. First system direct debit effective 1 November.	Property Owner makes manual payment of 3 missed direct debit payments to catch up. First system direct debit effective 1 December.

- Tenants of properties must supply written authorisation from the Property Owner authorising the tenant to pay by direct debit.

#### 9.2.2 Four (4) Quarterly Instalments

- Rates can be paid by 4 quarterly instalments. If payment is to be made by instalment then the first instalment must be paid in full on or by the 1st instalment due date being 30 September. Subsequent Instalment payments are due on the 30 November, 28 February, and 31 May of each financial year. Where a Due Date falls on a weekend or public holiday, the next business day will be deemed to be the Due Date.
- Where the first instalment is not paid in full by 30 September, the total payment is due and payable on or by 15 February of that financial year.
- Any partial payment(s) made prior to or after 30 September, is deemed to be a prepayment of the full payment and the balance remains due and payable by 15 February.

### 9.3 Full Rate Payment

9.3.1 Payment is due and payable by 15 February. Where a Due Date falls on a weekend or public holiday, the next business day will be deemed to be the Due Date.

9.3.2 As outlined in the rate notice, if the Council doesn't receive payment for the first installment by September 30th, it will be presumed that the ratepayer has chosen the option for full rate payment, which is due on February 15th.

9.3.3 Council sends courtesy reminder notice in January each year and overdue notice in March each year if the payment is not received on the due date 15 February.

### 9.4 Rate Recovery

9.4.1 All debts are to be paid by the Due Date and balances followed up in a timely manner.

- 9.4.2 Council aims to minimise the total outstanding balance as at 30 June each year.
- 9.4.3 Council will follow up missed annual payments by sending an overdue Rates notice for a Late Payment including any Interest raised in March each year.
- 9.4.4 Council will follow the process outlined in the debt collection procedure below.

### **9.5 Calculating Interest**

- 9.5.1 Where Rates are paid by instalments and an instalment amount is not paid by the due date, Interest will accrue from the due date of the missed instalment to the date the payment is made in full.
- 9.5.2 If the first instalment was not paid by the due date, the Property Owner will be deemed to be paying the full sum due by 15 February and Interest will be payable, as if the Property Owner was paying by instalments and has missed the relevant instalment or instalments, and continues until the Rates are paid in full.
- 9.5.3 Ratepayer is entitled to apply for interest waiver if experiencing financial hardship, refer to Council's Hardship Policy.
- 9.5.4 In the event that Interest applies, an Interest update will occur five working days after the statutory due date for each of the second, third and fourth instalment.
- 9.5.5 In the event that Interest applies, a penalty Interest update will occur seven working days after the statutory due date for the full payment sum.

### **9.6 Process for Forwarding Notices and Payment Dates**

- 9.6.1 If paid by full:

An Annual notice is sent to the Property Owner's last known mailing address (as advised by the Property Owner in writing), by August each year.
- 9.6.2 If paid by instalments:

The annual rates notice is a reminder for the first instalment payment due date being 30 September; The first instalment payment must be paid in full by the due date being 30 September. The subsequent reminder instalment notices will be issued 4 weeks prior to the statutory instalment due dates being, 30 November (2nd instalment), 28 February (3rd instalment) and 31 May (fourth instalment).

### **9.7 Final Notices and Reminder Notices**

- 9.7.1 Final Notices or Reminder Notices will be sent to the last known mailing address as advised in writing by the Property Owner, these notices are issued by Council or Council's agents. The notices will be delivered through the preferred delivery channel (email or mail) as specified by the property owner.
- 9.7.2 Reminder/Final Notices are sent in early March allowing the full payment Property Owner to pay any Rates arrears and/or Interest incurred. This notice advises the Property Owner if they fail to pay in full or make a payment arrangement that the debt will be referred to Council's Debt Collection Agency and that costs will be incurred.
- 9.7.3 All Property Owners making instalment payments are to be sent a Reminder Notice.
- 9.7.4 All Property Owners making full payment are to be sent a reminder notice and a Final overdue notice.

## 9.8 Arrangements and Financial Hardship

Refer to Council's Hardship Policy

## 9.9 Letters of Demand

- 9.9.1 A Letter of Demand is sent to the last known mailing address and to the property address (where different) prior to further action by Council's Debt Collection Agency.
- 9.9.2 Letters of Demand will be sent by the last week of March/early April each year, and a period of 21 days will be allowed for a debtor to pay or agree to a payment plan.
- 9.9.3 All properties with a balance over \$200.00 are to be sent a Letter of Demand.

## 9.10 Complaint

- 9.10.1 If no response is received to the Letters of Demand, then a Letter of Demand complaint list is prepared by Council *within 30 days of the date of the Letter of Demand*. This means legal proceedings will be issued out of the Magistrates' Court.
- 9.10.2 Complaints are subject to the Magistrates' Court Schedule of Fees and Rates based on a sliding scale.
- 9.10.3 Fees and Charges for issuing a Complaint are as per the Magistrates Court fees which are updated regularly.
- 9.10.4 Complaints are issued at the end of April or in early May. Once a Complaint has been issued court costs are incurred and payable by the Property Owner.
- 9.10.5 All properties with Rate arrears greater than \$2,000.00 will be issued with a Complaint, except where:
  - a) the property has been sold within the last 18 months;
  - b) there has been a Land Information Certificate issued within the last financial year;
  - c) there are any internal memos/activities indicating that legal action is on hold;
  - d) a payment plan arrangement has been agreed to by Council or Council's Debt Collection Agency under the Kingston Rate Debt Collection, Deferment, Hardship & Payment plan Policy. Refer to Appendix 4.
  - e) the Council has attempted to offer the ratepayer an option for a payment plan and provided 24 months from that date to enter into a payment plan with the council.
  - f) the payment plan is active and has not been defaulted. The Council has provided sufficient time after the payment plan has been defaulted to either enter in a new payment plan or explore other options with the Council to pay overdue rates.
  - g) the Council has sent written communication advising the payment plan has been cancelled.
  - h) a supplementary valuation has been undertaken within the last 12 months or last financial year;
  - i) there has been correspondence issued by another Council department to an address different to that on the rating system;
  - j) there has been general correspondence received by another Council department showing a different mailing address for the Property Owner;

- k) an application has been lodged showing a different address to that of the rating system;
  - l) a complaint was issued in the previous financial year; or
  - m) if there is any doubt with respect to whether actions referred to in this paragraph 9.10.5 may have been taken then no legal action is to be undertaken.
- 9.10.6 It is noted that if **only** current year Rates are outstanding, no further legal action is to be taken until October.
- 9.10.7 Legal action is suspended if any correspondence is received from a Property Owner requiring investigation until such time as the investigation is complete.

### **9.11 Proceedings Post Complaint**

- 9.11.1 Where the Property Owner has failed to pay on service of the Complaint either the full amount, or enter into a payment plan, then a Court Order must be obtained.
- 9.11.2 Council's Debt Collection Agency will issue a pre-Court Order letter which will be forwarded to a Property Owner advising them that Council intends to apply for a Court Order in the amount of the outstanding debt. If payment is not made *within 10 days*, a Court Order will be obtained.
- 9.11.3 Current Magistrates' Court Fees and Charges for issuing other actions are as per the Magistrates Court fees which are updated regularly.
- 9.11.4 Council may sell the property to recover unpaid rates and charges in accordance with Section 181 of the Local Government Act 1989 (the Act). This is an avenue for councils to sell land to recover unpaid rates or charges, providing that:
1. there are more than 3 years rates outstanding;
  2. no current payment arrangement exists; and
  3. the Council has a Court order requirement payment of the amount.

### **9.12 Arrears in the Current Year**

- 9.12.1 For properties with current year arrears only, a Reminder/Final Notice will be sent. These properties however will not be subject to legal action until October.
- 9.12.2 These properties will have an annual rate notice issued in the following rating period by mid-August which shows the arrears carried forward as a separate item and as being due and payable immediately.
- 9.12.3 If payment has not been made by 30 September, legal action will commence in the second week of October

### **9.13 Legal Costs**

Legal costs are not to be waived or reduced once proceedings are commenced unless there was an error made by Council causing legal proceedings to be issued incorrectly.

### **9.14 Property Owners Responsibilities**

- 9.14.1 A Property Owner will:
- communicate with Council **in writing** to ensure their contact details (residential address, mailing address, telephone number, email address) are up to date;



- be proactive in understanding their financial situation and taking steps to ensure they maintain their responsibilities to pay Rates raised on their property in a timely manner; and
- if suffering Serious Financial Hardship, to contact Council to apply for a Payment plan as soon as practicable in the financial year. Council provides all ratepayers an option to set up a payment plan to assist ratepayers.

### 9.15 Payment plan

Council payment plans are offered as a means to assist individuals in managing their financial obligations to Council in a structured and manageable approach to settling their debts over time.

- The payment arrangement must be formally approved Council and Council will notify the individual if a plan is approved
- Payments will be executed in alignment with the agreed-upon plan
- Subject to annual review.
- Council will notify the individual if a plan is canceled.
- Council to be contacted to defer a payment schedule of the payment plan and this should be agreed by Council to take effect.

### 9.16 Verbal Exchanges

Council will not accept, nor be responsible for, any verbal changes a Property Owner may provide.

### 9.17 Confidentiality

All communications between a Property Owner including written communications are confidential and subject to the Council's Privacy Policy.

## 10. Decision Guidelines

There are no exemptions allowed to this Policy.

## 11. Review

Policy to be reviewed every year.

## 12. Appendices

[Appendix 1](#): Update your details application.

[Appendix 2](#): Direct Debit Request

[Appendix 3](#): Payment Arrangement Agreement

Appendix 4: Serious Financial Hardship Application

Appendix 5: Deferral of Rates

Appendix 1

Contact details

Phone \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

Additional comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Customer signature

\_\_\_\_\_

Date \_\_\_\_\_

Other Council departments to be notified:

Rates  Animals  Other \_\_\_\_\_

AccessCare  Family Day Care  Meals on Wheels

Preschool/Kindergarten

Name of child \_\_\_\_\_

Date of birth \_\_\_\_\_

thank you

COUNCIL USE ONLY

Entered by

Name \_\_\_\_\_

Date \_\_\_\_\_



Are your details correct on council records?

If not, please use this form to advise us of the changes required. Please use full names (no abbreviations). Please return this form to: City of Kingston PO Box 1000 Mentone 3194



Assessment number \_\_\_\_\_

Property Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Owner/Ratepayers

First name \_\_\_\_\_

Surname \_\_\_\_\_

First name \_\_\_\_\_

Surname \_\_\_\_\_

Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_

Tenant (if applicable)

First name \_\_\_\_\_

Surname \_\_\_\_\_


Where do you reside? Cannot be a PO Box address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mailing address for correspondence

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please turn over*

Appendix 2

 <b>KINGSTON CITY COUNCIL RATES DIRECT DEBIT REQUEST</b> A/FN 80 640 577 247	
RETURN COMPLETED FORM TO Mail: PO Box 1000 Merton VIC 3194 Fax: 03 9581 4328 Email: rates@kingston.vic.gov.au	
Request and Authority to debit the account named opposite to pay Kingston City Council Rates and Charges as listed below	SURNAME OR COMPANY NAME: _____ GIVEN NAMES OR AKA/ABBV: _____ (YOU) Request and authorise Kingston City Council, A/PCA User ID Number 005300, to arrange for any amount to be debited or charged to you through the Bulk Electronic Clearing System (BECS) from an account held at the financial institution identified below subject to the terms and conditions of the Direct Debit Request Service Agreement (DRRSA) and any further instructions provided below
Insert the name and address of YOUR Financial Institution at which account is held	Financial Institution Name: _____ Address: _____
Insert details of YOUR account to be debited. If you have any queries in relation to your BSB and Account Numbers, please contact your Financial Institution	Name Account Held In: _____ BSB Number: _____ Account Number: _____ ** Please Note: Cheque or Savings accounts only, credit card not accepted for direct debit **
Acknowledgement	1. By signing this Direct Debit request you acknowledge having read and understood the terms and conditions governing the debit arrangement between YOU and KINGSTON CITY COUNCIL, as set out in this request and in your Direct Debit Request Service Agreement (DRRSA). 2. The debits will be made in accordance with the dates set out on Council's Rates and Valuation notice or website. 3. You may change, alter or cancel this arrangement under a Direct Debit request by advising Kingston City Council in writing with 14 (fourteen) days prior to the next debit day. 4. By signing this direct debit request you also acknowledge that if there are insufficient funds in your account, a \$25.00 dishonour fee will apply.
Customer Authorisation If account is held in joint name, all signatories may be required to sign, as per your account set up.	Signature: _____ Signature: _____ (if signing for a Company, sign and print full name and capacity for signing, see Director) Address: _____ Date: ____/____/____ Date: ____/____/____
Please Indicate:	Property Owner & Ratepayer <input type="checkbox"/> or Occupier/Tenant <input type="checkbox"/>
Please Complete Details Below From Your Rates & Valuation Notice	
Property Owner/S: _____ Assessment Number(s): _____ Property Address(es): _____	Phone No: _____ B/B Phone No: _____ A/I Mobile No: _____ Email Address: _____ Date Of Birth: _____ (BY NOT DECLARING) HAVE APPLICATION BEEN GIVEN _____ STATE DIRECT DEBIT AUTHORITY _____
PLEASE NOTE: THIS IS A CONTINUOUS AGREEMENT THAT WILL ONLY BE CANCELLED UPON WRITTEN NOTIFICATION RECEIVED BY COUNCIL.	

## Appendix 3

Contact: Rate Office (03) 9581 4302  
 Date Sent: \*\*-\*\*-\*\*\*\*  
 Assessment No: \*\*\*\*\*/\*\*  
 Property Address: \*\* \*\* \*\*\*\*\*

**2018/2019 PAYMENT ARRANGEMENT PROPOSAL**

Property Owner's Name  
 Property Owner's Address  
 Property Owner's Suburb & Postcode

Applicants Names: \_\_\_\_\_  
 Applicants Residential Address: \_\_\_\_\_  
 Applicants Mailing Address: \_\_\_\_\_  
 Applicants Email Address: \_\_\_\_\_  
 Telephone No: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

**Total Rates & Charges Outstanding for 2018/2019 as at 01-July -2018 \$ \*\*,\*\*\*\*.00**

**Please note this amount will change due to interest accruing, please contact Council for a payout figure on your final payment.**

I/We hereby agree to make this arrangement with the City of Kingston in order to clear the above property of all outstanding Rates and Charges. I/We understand that interest will continue to accrue until the debt is paid in full at the applicable statutory interest rate as determined by the Minister on 1 July each year, from 1 July 2018 the applicable rate will be 10.0% p.a.

This agreement is only valid for the current rating period (1 July 2018 to 30 June 2019) and expires on 30 June 2019, unless otherwise agreed to in writing by the City of Kingston. Please note this arrangement does not cover the 2019/2020 rating period.

I agree to pay the City of Kingston (the amount proposed must be realistic to ensure **the outstanding debt shown above, is paid in full by 31 May 2019**).

\$ \_\_\_\_\_ Weekly / Fortnightly/Monthly (please circle one)

First Payment was made/to be made on \_\_\_\_\_, (please start making these payments)

**Please note: The City of Kingston will contact you to confirm whether this agreement has been accepted.**

(Please continue to second page)

*community inspired leadership*

kingston.vic.gov.au  
 Cheltenham 1290 Nepean Highway Chelsea 1 Chelsea Road  
 1300 653 356 131 450 03 9581 4300 PO Box 1000, Mentone 3194 info@kingston.vic.gov.au cityofkingston kingston

Contact: Rate Office (03) 9581 4302  
Date Sent: \*\*-\*-\*-\*  
Assessment No: \*\*\*\*\*/\*  
Property Address: \*\* \* \*



I understand that if at any time I am in default of this agreement Council will terminate the agreement and may initiate legal proceedings, immediately and without further notice, at my expense in order to recover the total amount of the debt outstanding plus any legal costs incurred.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**All property owners/ratepayers must sign this agreement. Please return this Payment Arrangement Proposal form in the prepaid envelope provided, or email the signed form to: [rates@kingston.vic.gov.au](mailto:rates@kingston.vic.gov.au) within 14 days of the date shown above**

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kingston.vic.gov.au  
Cheltenham 1230 Nepean Highway Chelsea 1 Chelsea Road  
1300 653 356 131 450 03 9581 4500 PO Box 1000, Mentone 3194 @info@kingston.vic.gov.au cityofkingston kingstoncc

## Appendix 4

<b>Serious Financial Hardship Application</b>
---

Please complete and send this form to Kingston City Council, PO Box 1000, MENTONE, VIC 3194

**PLEASE USE BLOCK LETTERS**

<b>Personal details</b>
-------------------------

Please provide the full name and address of all owners. If there is insufficient space, please attach a separate sheet to this application.

<b>Full Name</b>	
<b>Date of Birth</b>	
<b>Address</b>	
<b>Contact Phone Number</b>	<b>Home:</b> <b>Work:</b> <b>Mobile:</b>
<b>Email Address</b>	

<b>Full Name</b>	
<b>Date of Birth</b>	
<b>Address</b>	
<b>Contact Phone Number</b>	<b>Home:</b> <b>Work:</b> <b>Mobile:</b>
<b>Email Address</b>	

<b>Property Details</b>
-------------------------

<b>Council Rates Assessment Number</b>	
<b>Property Address</b>	





.....  
 .....  
 .....  
 .....

Are you receiving an aged pension, veterans pension or a disability pension from Centrelink? If yes, please specify.

.....  
 .....  
 .....  
 .....  
 .....

**Statement of Financial Circumstances**

**1. Amount and source of weekly income**

Occupation: \_\_\_\_\_

If working for an employer:

Name and address of employer: \_\_\_\_\_

Gross wage: \_\_\_\_\_

Current overtime (if any): \_\_\_\_\_

Car and other allowances and commission: \_\_\_\_\_

**If self-employed or in partnership:**

Average pre-tax earnings for last 12 months: \_\_\_\_\_

**If unemployed**

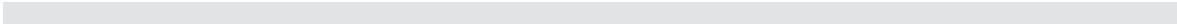
State length of last employment, when last employment ceased and gross weekly amount earned: \_\_\_\_\_

Workers' compensation received: \_\_\_\_\_

Maintenance received: \_\_\_\_\_

Superannuation received: \_\_\_\_\_

Board or rent received: \_\_\_\_\_



Average weekly interest on bank or building society deposit, debentures etc.: \_\_\_\_\_

Average weekly dividend on shares: \_\_\_\_\_

Other income (give particulars): \_\_\_\_\_

Total gross weekly income: \$ \_\_\_\_\_

**If receiving Pension**

Type of pension or benefit \_\_\_\_\_

Pension or benefit received: \$ \_\_\_\_\_

**2. Property and assets**

Land, including vacant land: \_\_\_\_\_

For each piece of land -

Market value: \_\_\_\_\_

Amount of mortgage: \_\_\_\_\_

Net value: \_\_\_\_\_

Motor vehicle: \_\_\_\_\_

For each motor vehicle -

Year, make and model: \_\_\_\_\_

Market value: \_\_\_\_\_

Amount owing to finance company: \_\_\_\_\_

Net value: \_\_\_\_\_

Deposit in bank, building society, etc.: \_\_\_\_\_

Other investments including shares, debentures, bond: \_\_\_\_\_

Money owing to you:

From [name], \$ \_\_\_\_\_

From [name], \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

Value of interest in partnership or business: \_\_\_\_\_

Furniture, household and personal goods: \_\_\_\_\_

Market value: \_\_\_\_\_

Amount owing to finance company: \_\_\_\_\_

Net value: \_\_\_\_\_

Life insurance policies: \_\_\_\_\_

Give particulars and state surrender value of each policy: \_\_\_\_\_

Other assets (give particulars): \_\_\_\_\_

Total property and assets: \$ \_\_\_\_\_

**3. Debts, liabilities and other financial obligations**

a) Weekly expenses

Income tax: \_\_\_\_\_

Superannuation: \_\_\_\_\_

Housing (mortgage, rent, board, hospital or institution): \_\_\_\_\_

Municipal rates: \_\_\_\_\_

Water and sewerage rates: \_\_\_\_\_

Land tax: \_\_\_\_\_

Child care expenses incurred for the purpose of earning income: \_\_\_\_\_

Maintenance actually paid: \_\_\_\_\_

Instalment payments such as for household goods or tools of trade:

To [name], \$ \_\_\_\_\_

To [name], \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

Electricity and gas: \_\_\_\_\_

Food: \_\_\_\_\_

Other general household expenses: \_\_\_\_\_

Motor vehicle expenses (registration, insurance, maintenance, fuel): \_\_\_\_\_

Fares:

---

---

Telephone:

---

Insurance policy premiums:

---

School fees and other school expenses:

\_\_\_\_\_  
\_\_\_\_\_

Clothing and shoes:

\_\_\_\_\_

Medical and chemist expenses:

\_\_\_\_\_

Entertainment:

\_\_\_\_\_

Payment on court orders and fines:

\_\_\_\_\_

Other expenses (give particulars):

\_\_\_\_\_

Total:

\_\_\_\_\_

b) Other debts outstanding

Give particulars of debts under hire purchase, leasing, credit card or other credit contracts, department store accounts, guarantee or personal loan:

\_\_\_\_\_

\$ \_\_\_\_\_, to \_\_\_\_\_, due on \_\_\_\_\_

\$ \_\_\_\_\_, to \_\_\_\_\_, due on \_\_\_\_\_

Total:

\$ \_\_\_\_\_

Give particulars of any other circumstances which affect the financial situation of the Property Owner such as the number and age of dependants, marital status and health:

\_\_\_\_\_

**Declaration**

I/We \_\_\_\_\_  
(Full name of applicants/owners)

hereby declare that:

- To the best of my/our knowledge and belief, the information provided in this application is true and correct.

<b>Signature</b>	Date:     /     /
------------------	-------------------

<b>Signature</b>	Date:     /     /
------------------	-------------------

## Appendix 5

## Residential Owner Occupied Deferral of Council Rates, Charges and Fire Services Property Levy Application

Please complete and send this form to Kingston City Council, PO Box 1000, MENTONE, VIC 3194

For circumstances in which rates may be deferred, and the effect of a deferral of rates, please see 'Kingston Debt Collection Procedures' and 'Kingston Rate Debt Collection, Deferment, Hardship & Payment Arrangement Policy'.

### **PLEASE USE BLOCK LETTERS**

#### Personal details

Please provide the full name and address of all owners. If there is insufficient space, please attach a separate sheet to this application.

<b>Full Name</b>	
<b>Date of Birth</b>	
<b>Address</b>	
<b>Contact Phone Number</b>	<b>Home:</b> <b>Work:</b> <b>Mobile:</b>
<b>Email Address</b>	

<b>Full Name</b>	
<b>Date of Birth</b>	
<b>Address</b>	
<b>Contact Phone Number</b>	<b>Home:</b> <b>Work:</b> <b>Mobile:</b>
<b>Email Address</b>	

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**Property Details**

<b>Council Rates Assessment Number</b>	
<b>Property Address</b>	
<b>This property has been my sole/principal place of residence since...../...../.....</b>	

**Pensions or allowances**

<b>Do you have a Pensioner Concession Card (PCC)?</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>If 'Yes', please state type of pension or benefit</b>	
<b>If 'Yes', please state PCC number (attach copy)</b>	
<b>Do you have a Veterans Affairs Gold Card (VAGC)?</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>if 'Yes', please state VAGC number (attach copy)</b>	

**Declaration**

I/We \_\_\_\_\_  
 (Full name of applicants/owners)

hereby declare that:

- I/we wish to make an application for a deferment of rates to the Kingston City Council.
- To the best of my/our knowledge and belief, the information provided in this application is true and correct.
- I/We authorise Council to confirm with Centrelink the following details: Pension Number; Name; Address; Postcode and that I am a valid concessional card holder.

<b>Signature</b>	Date:     /     /
------------------	-------------------

<b>Signature</b>	Date:     /     /
------------------	-------------------





## **12. Notices of Motion**

## Ordinary Council Meeting

24 June 2024

Agenda Item No: 12.1

### **NOTICE OF MOTION NO. 7/2024 - CRS HUA & SAAB - REDUCE SOUTH ROAD CONGESTION**

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.

Cr George Hua

Cr Hadi Saab

**Guidance Note**

**Notice of Motion No. 7/2024 – Crs Hua & Saab**

**Reduce South Road Congestion**



**Officer Advice**

Although South Road is a Department of Transport (DTP) road, Council is responsible for managing the on-street parking along South Road (except for the introduction of Clearway/tow-away zones). The removal of on-street parking along South Road between Rowans Road and Linton Street during the morning peak hours aligns with the function of South Road which will help to improve both vehicle movements as well as potentially other road users such as cyclists.

A community consultation process would be undertaken for the proposed parking changes with initial targeted consultations with the key stakeholders such as the directly affected residents, shops, Holmesglen TAFE/hospital and Glen Eira City Council.

Once the initial key stakeholder consultation is completed, we will consult the broader community.

Author/s: David Wang, Team Leader Traffic and Transport  
Samantha Krull, General Manager Infrastructure and Open Space

Reviewed and Approved By: Samantha Krull, General Manager Infrastructure and Open Space  
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 New Aquatic and Leisure Centre - Facility Management

Agenda item 14.1 *New Aquatic and Leisure Centre - Facility Management* is designated confidential:

- 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..

### Confidential Appendices

### 10.3 CAMMS Contract Extension

*Appendix 2, Attachment Two - CAMMS contract* is designated confidential as it relates to (s3(1)(g))

### 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 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.

