

Agenda

Ordinary Council Meeting

Monday, 3rd February 2025

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

Αυτή είναι η Ημερήσια Διάταξη της Συνεδρίασης του Δημοτικού Συμβουλίου. Για βοήθεια με οποιοδήποτε θέμα της ημερήσιας διάταξης, καλέστε τη δωρεάν υπηρεσία μας για διερμηνεία στο 131 450

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

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

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

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

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

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Peter Bean
Chief Executive Officer
Kingston City Council



**City of Kingston
Ordinary Council Meeting**

Agenda

3 February 2025

Notice is given that a Meeting of Kingston City Council will be held at Council Chamber, 1230 Nepean Highway, Cheltenham at 7:00pm on Monday, 3 February 2025.

1. Apologies

2. Confirmation of Minutes of Previous Meetings

Minutes of Ordinary Council Meeting 16 December 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

Rejection of Proposal to Increase Parking in Showers Avenue, Chelsea

Increase the Number of Parking Spaces in Showers Avenue Chelsea

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

Nil

6. Question Time

7. Planning and Place Reports

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Edithvale - Road Reconstructions 73

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11. Chief Finance Office Reports

Nil

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Nil

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Confidential Attachments

8.1 Kingston Women of the Year Awards 2025 Nominations and Selection of Winners

Appendix 1 Kingston Women of the Year 2025 - Voting Outcomes

8.1 Kingston Women of the Year Awards 2025 Nominations and Selection of Winners

Appendix 2 Kingston Women of the Year 2025- Nomination Summary

9.3 CON-24/062 Northcliffe Road (Station Street to Munro Avenue) and Munro Avenue (Bayside Avenue to 50m north of Northcliffe Road), Edithvale - Road Reconstructions

Appendix 1 CON-24/062 Tender Evaluation Matrix - Northcliffe Road (Station to Munro) and Munro Avenue (Bayside to 50m North of Northcliffe), Edithvale - Road Reconstructions

7. Planning and Place Reports

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Agenda Item No: 7.1

TOWN PLANNING APPLICATION DECISIONS - DECEMBER 2024

Contact Officer: Julianne Turner, Acting Coordinator Planning and Place

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

A summary of the decisions is as follows:

Type of Decision	Number of Decisions Made	Percentage (%)
Planning Permits	67	72
Notice of Decision	11	12
Refusal to Grant a Permit	2	2
Other - Withdrawn (6) - Prohibited (0) - Permit not required (5) - Lapsed (2) - Failure to Determine (0)	13	14
Total	93	100

(NB: Percentage figures have been rounded)

RECOMMENDATION

That Council note the report of Town Planning Decisions for the month of December 2024.

Appendices

Appendix 1 - Town Planning Application Decisions - December 2024 (Ref 25/2319) [↓](#)

Author/s: Julianne Turner, Acting Coordinator Planning and Place

Reviewed and Approved By: Heidi Heath, Acting Team Leader, Planning and Place

7.1

TOWN PLANNING APPLICATION DECISIONS - DECEMBER 2024

1	Town Planning Application Decisions - December 2024	9
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Planning Decisions December 2024							
APPL. No.	PROPERTY ADDRESS	SUBURB	APPL. DATE	DATE DECIDED	PROPOSAL DESCRIPTION	DECISION	VCAT DECISION
KP-2024/612	8 Meriton Place	CLAYTON SOUTH	14/11/2024	2/12/2024	To construct a lightweight structure which will act as an 'access-way / connection' between #8 and #12 Meriton Place.	Withdrawn	No
KP-2024/529	8 Rowson Grove	CLARINDA	4/10/2024	2/12/2024	Subdivide the Land into Two (2) Lots	Lapsed	No
KP-2024/77	6 Foster Street	ASPENDALE	4/03/2024	2/12/2024	To use the land to construct two (2) dwellings and to subdivide the land into two (2) lots	Permit	No
KP-2024/459	146-148 Balcombe Road	MENTONE	5/09/2024	2/12/2024	Use of the land as a Gymnasium (Restricted Recreation Facility), buildings and works and associated business identification signage	Permit	No
KP-2024/608	4 Golfwood Close	DINGLEY VILLAGE	13/11/2024	3/12/2024	Proposed alterations and extension to an existing dwelling within an SBO	Withdrawn	No
KP-2024/374	19-23 Central Avenue	MOORABBIN	24/07/2024	3/12/2024	Subdivide the Land into Forty-Four (44) Lots	Permit	No
KP-2024/341	2 10 High Street	MORDIALLOC	8/07/2024	3/12/2024	Extension of existing dwelling on lot less than 300m2	Notice of Decision	No
KP-2024/442	27 Mary Avenue	EDITHVALE	30/08/2024	3/12/2024	Development of the land for two (2) dwellings	Notice of Decision	No
KP-2017/981/A	1 Park Street	MORDIALLOC	23/10/2024	3/12/2024	Develop the land for the construction of five (5) dwellings	Permit	No
KP-2023/536	202-204 Old Dandenong Road	HEATHERTON	5/10/2023	4/12/2024	The construction of building and works including a BBQ area and car parking and to create access to a road in the Transport Zone 2	Permit	No
KP-2024/246	27 Tarnard Drive	BRAESIDE	22/05/2024	4/12/2024	Building and works associated with the Industry (Bakery) use and to reduce the number of car parking	Permit	No

					spaces required under Clause 52.06-5		
KP-2024/485	33 Whatley Street	CARRUM	15/09/2024	4/12/2024	Subdivide the Land into Two (2) Lots	Permit	No
KP-2014/420/A	4 Golfwood Close	DINGLEY VILLAGE	3/12/2024	4/12/2024	The construction of a verandah and first floor addition on land within the Special Building Overlay	Permit	No
KP-2024/321	22 Collocott Street	MORDIALLOC	28/06/2024	4/12/2024	Construction of two dwellings on a lot	Notice of Decision	No
KP-2024/642	21 Rosebud Avenue	MOORABBIN	27/11/2024	5/12/2024	Construction of a Veranda	Withdrawn	No
KP-2015/497/A	22 Stewart Avenue	PARKDALE	11/10/2024	5/12/2024	Develop the land for the construction of two (2) dwellings in a Special Building Overlay	Withdrawn	No
KP-2024/532	4 Alma Road	PARKDALE	7/10/2024	5/12/2024	Subdivide the land into two (2) lots	Permit	No
KP-2024/618	7 Albany Crescent	ASPENDALE	14/11/2024	6/12/2024	Subdivide the Land into Two (2) Lots	Permit	No
KP-2024/579	77 Larnook Crescent	ASPENDALE	30/10/2024	6/12/2024	Subdivide the land into six (6) lots	Permit	No
KP-2008/375/A	Shop 1 171-187 Nepean Highway	MENTONE	7/03/2024	6/12/2024	Buildings and works associated with the redevelopment of land for the purposes of a supermarket, speciality shops, variation of car parking requirements, alterations to access to land in Category 1 Road Zone, reduction in bicycle facilities and erect advertising signage	Notice of Decision	No
KP-2024/233	8 Reuben Street	CHELTENHAM	9/05/2024	6/12/2024	To construct alterations and additions to an existing dwelling and construct another dwelling where there is at least one dwelling	Permit	No
KP-2024/558	3 McGuire Street	CHELTENHAM	18/10/2024	7/12/2024	Subdivide the Land into Six (6) Lots and creation of common property	Permit	No

KP-2024/649	4 Alexandra Street	EDITHVALE	2/12/2024	9/12/2024	Develop the land for the construction of one (1) new dwelling and in ground swimming pool	Permit Not Required	No
KP-2024/655	16 Meppel Drive	CLAYTON SOUTH	3/12/2024	9/12/2024	Subdivide the land into two (2) lots	Permit	No
KP-2018/836/A	21 Rosebud Avenue	MOORABBIN	5/12/2024	10/12/2024	The construction of internal renovations and a verandah to the existing dwelling on land in the Special Building Overlay	Permit	No
KP-2024/323	Bowen Parkway	WATERWAYS	28/06/2024	10/12/2024	For development of a 35m monopole Telecommunications Facility in Waterways.	Lapsed	No
KP-2024/455	266 Warrigal Road	CHELTENHAM	4/09/2024	10/12/2024	To create or alter access to a road in a Transport Zone 2	Permit	No
KP-2011/538/A	61 Cavanagh Street	CHELTENHAM	3/10/2024	10/12/2024	The construction of a dwelling extension in the Special Building Overlay	Permit	No
KP-2024/269	2-16 Pine Lane	HEATHERTON	29/05/2024	10/12/2024	To use and develop of the land as a vehicle store	Refused	No
KP-2024/167/A	648 South Road	MOORABBIN	16/10/2024	10/12/2024	Use the land for Trade Supplies and a Restricted Retail Premises, to construct a building or construct or carry out works (new trade supplies store and associated car parking), create access to a Transport 2 Zone, reduction of bicycle parking and to construct or put up for display ten (10) business	Withdrawn	No
KP-2024/151	97 Berry Avenue	EDITHVALE	5/04/2024	11/12/2024	The construction of three (3) double storey dwellings	Permit	No
KP-2024/363	7 Rodney Street	MOORABBIN	17/07/2024	11/12/2024	To construct two (2) dwellings on a lot	Permit	No
KP-2024/418	11 170 Boundary Road	BRAESIDE	19/08/2024	11/12/2024	To construct a building (double storey warehouse) on the land.	Permit	No

KP-2024/71	11 Randall Avenue	EDITHVALE	27/02/2024	11/12/2024	To construct two (2) or more dwellings (2 dwellings) on a lot and to construct a front fence that exceeds a height of 1.2 metres	Notice of Decision	No
KP-2024/335	318 Station Street	CHELSEA	5/07/2024	11/12/2024	To use the land for the purpose of a function centre, to construct and display business identification and internally illuminated signs and to waive the car parking requirements to zero	Notice of Decision	No
KP-2021/916/B	414-426 Lower Dandenong Road	BRAESIDE	23/09/2024	11/12/2024	To remove Restrictive Covenant E760324 from Lot CP on Plan of Consolidation 101726 and Restrictive Covenant E576779 from Lot 4 on Plan of Subdivision 095104; to construct additions to an existing building (warehouse); to construct and put up for display internally illuminated business identification	Permit	No
KP-2023/617/A	8 Ashley Park Drive	CHELSEA HEIGHTS	4/09/2024	11/12/2024	The construction of a self-storage facility and a reduction in the car parking requirement	Permit	No
KP-2022/537	5-7 Manikato Avenue	MORDIALLOC	10/08/2022	12/12/2024	Subdivide the land into Twenty (20) lots and create common property	Permit	No
KP-2024/657	1 9-11 York Street	BONBEACH	5/12/2024	13/12/2024	Proposed verandah and decking	Permit Not Required	No
KP-2024/645	8 Ti Tree Avenue	BONBEACH	29/11/2024	13/12/2024	Alterations and additions to a dwelling in a Design and Development Overlay (DDO01)	Permit Not Required	No
KP-2023/143	117 Chapel Road	MOORABBIN	24/03/2023	13/12/2024	To construct two (2) or more dwellings (2 dwellings) on a lot and to construct a front fence that exceeds a height of 1.2 metres in a Special Building Overlay	Permit	No

KP-2024/465	43-45 Canterbury Road	BRAESIDE	5/09/2024	13/12/2024	Subdivide the land into four (4) lots	Permit	No
KP-2009/417/B	Unit 5 8-10 Dahmen Street	CARRUM	6/11/2024	13/12/2024	The development of the site for five (5) dwellings	Permit	No
KP-2024/41	3 Shenfield Avenue	CHELSEA	13/02/2024	16/12/2024	The development of three (3) dwellings and subdivide the land into three (3) lots.	Permit	No
KP-2024/610	46 Chesterville Road	CHELTENHAM	13/11/2024	16/12/2024	The alteration of the access to a road in the Transport Zone 2 (Chesterville Road)	Permit	No
KP-2024/262	12 Valetta Street	CARRUM	27/05/2024	16/12/2024	To construct two (2) dwellings on a lot	Permit	No
KP-2023/648/A	32 Patty Street	MENTONE	3/12/2024	16/12/2024	The construction of a double storey dwelling in the Special Building Overlay	Permit	No
KP-2021/199/A	63 Berry Avenue	EDITHVALE	22/05/2024	16/12/2024	To construct two (2) or more dwellings (4 dwellings) on a lot	Permit	No
KP-2023/587	1019 Nepean Highway	MOORABBIN	3/11/2023	17/12/2024	Construction of five (5) dwellings and create access to a road in a Transport Zone 2	Notice of Decision	No
KP-2011/370/A	64B Rae Avenue	EDITHVALE	23/09/2024	17/12/2024	TWO (2) DWELLINGS	Withdrawn	No
KP-2016/737/A	9 Wimborne Avenue	CHELSEA	10/09/2024	17/12/2024	The construction of two (2) double storey dwellings	Permit	No
KA-5/2024	52 Davey Street	PARKDALE	11/09/2024	17/12/2024	Application to end S173 agreement	Approved	No
KP-2005/294/A	18-20 Station Street	MOORABBIN	22/05/2024	18/12/2024	To use the land to sell and consume liquor (Restaurants and Café) and construct display signs.	Notice of Decision	No
KP-2024/637	5 2 Thomson Rise	PARKDALE	25/11/2024	19/12/2024	Alterations and additions to the existing dwelling (deck)	Permit Not Required	No
KP-2017/283/A	Unit 3 16 Wright Street	CARRUM	26/09/2024	19/12/2024	The construction of three (3) dwellings	Permit	No

KP-2024/348	33A Frank Avenue	CLAYTON SOUTH	10/07/2024	19/12/2024	Subdivide Land into Two (2) Lots Existing buildings	Permit	No
KP-2024/375	80 Nepean Highway	MENTONE	25/07/2024	19/12/2024	To construct two (2) dwellings on a lot	Permit	No
KP-2018/835/A	16 Elora Road	OAKLEIGH SOUTH	23/10/2024	19/12/2024	The development of two (2) dwellings	Permit	No
KP-2024/602	78 Nepean Highway	MENTONE	8/11/2024	19/12/2024	The construction of a front fence in the Special Building Overlay	Permit	No
KP-2024/520	1 Natal Avenue	EDITHVALE	3/10/2024	19/12/2024	The construction of two (2) double storey dwellings	Permit	No
KP-2024/553	50-56 Redwood Drive	DINGLEY VILLAGE	18/10/2024	19/12/2024	Use of the land for Industry (Glass Finishing and Distribution) and to reduce the number of car parking spaces required under Clause 52.06-5.	Permit	No
KP-2024/677	13 Acacia Avenue	MENTONE	18/12/2024	20/12/2024	Subdivide the land into two (2) lots	Permit	No
KP-2024/652	28 Turner Road	HIGHETT	29/11/2024	20/12/2024	Subdivide the land into three (3) lots	Permit	No
KP-2024/342	18 Elma Road	CHELTENHAM	9/07/2024	20/12/2024	The removal of easements	Permit	No
KP-2024/507	85 Palm Beach Drive	PATTERSON LAKES	26/09/2024	20/12/2024	Proposed inground swimming pool & associated pool safety barrier	Permit Not Required	No
KP-2024/270	4 Kingsway	MOORABBIN	30/05/2024	20/12/2024	The construction of a warehouse building, a reduction in the car parking requirements associated with warehouse, the display of business identification signage and the removal of native vegetation.	Permit	Yes - Council
KP-2024/364	2 Remont Court	CHELTENHAM	18/07/2024	20/12/2024	Use the land for a restricted recreation facility (Gym)	Permit	No
KP-2023/720	184 Centre Dandenong Road	DINGLEY VILLAGE	12/12/2023	20/12/2024	The construction of three (3) double storey dwellings	Refused	Yes - Council

KP-2023/204/A	91 Centre Dandenong Road	CHELTENHAM	11/09/2024	20/12/2024	The construction of two (2) double storey dwellings and the creation of an access to a road in the Transport Zone 2	Permit	No
KP-2024/419	16 Keith Avenue	EDITHVALE	20/08/2024	23/12/2024	Construction of two (2) dwellings on the land.	Permit	No
KP-2024/387	674 South Road	MOORABBIN	31/07/2024	23/12/2024	Use of the land as a Retail premises (car sales)	Notice of Decision	No
KP-2017/419	95-97 Beach Road	MENTONE	2/06/2017	23/12/2024	Partial demolition, the redevelopment and use of the site for the construction of twenty-six (26) dwellings, a food and drink premises and alter access to a Road Zone, Category 1 in accordance with the endorsed plans	Permit	Yes - VCAT
KP-2021/840	7 Station Road	CHELTENHAM	29/11/2021	24/12/2024	Development of an eleven (11) storey mixed use building comprising two (2) retail premises, two (2) food and drink premises, 67 apartments and 49 co-living studio apartments; use of land for a retail premises; and reduction to the car parking requirements in association with the shop and food and dr	Permit	Yes - VCAT
KP-2023/461	186-194 Kingston Road	HEATHERTON	18/08/2023	24/12/2024	The construction of an extension to the existing dwelling and the removal of native vegetation	Notice of Decision	Yes - Council
KP-2024/685	19 Delville Avenue	MENTONE	19/12/2024	24/12/2024	Subdivide the land into two (2) lots	Permit	No
KP-2024/684	8 Second Avenue	CHELSEA HEIGHTS	19/12/2024	24/12/2024	Subdivide the land into two (2) lots	Permit	No
KP-2024/228	15 Glencannon Crescent	CLAYTON SOUTH	8/05/2024	24/12/2024	Alterations and additions to an existing dwelling and the construction of one (1) new dwelling to the rear	Permit	No

KP-2011/27/F	1242 Nepean Highway	CHELTENHAM	2/09/2024	24/12/2024	To construct buildings and works on the site and use for a car wash, car rental and food and drink premises (Coffee Container & Kebab Van) with reduced car parking requirements pursuant to Clause 52.06 of the Kingston Planning Scheme, one (1) floodlit Panel Sign, seven (7) flood lit Business Identi	Permit	No
KP-2024/492	731 Clayton Road	CLARINDA	16/09/2024	24/12/2024	To construct and put up for display an internally illuminated promotional sign	Permit	No
KP-2024/501	317-369 Wells Road	ASPENDALE GARDENS	16/09/2024	24/12/2024	To construct and put up for display an internally illuminated promotional sign	Permit	No
KP-2024/502	95 Redwood Drive	DINGLEY VILLAGE	16/09/2024	24/12/2024	To construct and put up for display an internally illuminated promotional sign	Permit	No
KP-2024/503	29 McArdle Street	DINGLEY VILLAGE	16/09/2024	24/12/2024	To construct and put up for display an internally illuminated promotional sign	Permit	No
KP-2024/504	770-782 Springvale Road	BRAESIDE	16/09/2024	24/12/2024	To construct and put up for display an internally illuminated promotional sign	Permit	No
KP-2024/505	1-23 Wells Road	CHELSEA HEIGHTS	16/09/2024	24/12/2024	To construct and put up for display an internally illuminated promotional sign	Permit	No
KP-2024/686	Unit 1 163 Rowans Road	MOORABBIN	19/12/2024	27/12/2024	Subdivide the land into two (2) lots	Permit	No
KP-2024/690	Unit 1 532 South Road	MOORABBIN	19/12/2024	27/12/2024	Subdivide the land into two (2) lots	Permit	No
KP-2024/386	21 Luntar Road	OAKLEIGH SOUTH	31/07/2024	27/12/2024	The construction a double storey dwelling to the rear of an existing dwelling on the land	Permit	No
KP-2024/351	21 Morris Street	PARKDALE	12/07/2024	30/12/2024	To construct two (2) or more dwellings (2 dwellings) on a lot	Notice of Decision	No

KP-2023/531	112 Fraser Avenue	EDITHVALE	2/10/2023	30/12/2024	To construct or put up for display thirteen (13) promotional signs and five (5) business identification signs.	Permit	No
KP-2024/478	3 Teton Court	HIGHETT	13/09/2024	30/12/2024	The construction of two (2) warehouses and a reduction in the car parking requirement	Permit	No
KP-2014/778/B	362-364 Boundary Road	DINGLEY VILLAGE	29/07/2024	30/12/2024	To use the land for a restricted recreation facility (children's play centre) with associated car parking works on common property	Permit	No
KP-2022/771/A	42 Clydebank Road	EDITHVALE	5/09/2024	31/12/2024	Extend and alter the existing dwelling and construct two (2) dwellings to the rear	Permit	No
KP-2024/393	Warehouse 1 57 Keys Road	MOORABBIN	5/08/2024	31/12/2024	The use of the land as a restricted retail premises, to display business identification signs and to reduce the number of car parking spaces required	Permit	No

8. Community Strengthening Reports

Ordinary Council Meeting

3 February 2025

Agenda Item No: 8.1

KINGSTON WOMEN OF THE YEAR AWARDS 2025 NOMINATIONS AND SELECTION OF WINNERS

Contact Officer: **Marjorie Tenchavez, Community Leadership and Capacity Officer**

Gillian Turnbull, Coordinator Community Capacity

Purpose of Report

The purpose of this report is to present Council with:

- Details of eligible nominations received for the Kingston Women of the Year Awards 2025.
- Present the outcomes of Councillor voting for the Kingston Women of the Year Awards 2025.
- Confirm the overall winner and four category winners for each nomination category (Courageous Commitment, Excelling in Arts or Sport, Inspiring Innovation and Success in STEM) for the Kingston Women of the Year Awards 2025.

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. Confirm the 2025 winners for the Kingston Women of the Year Awards, for the overall Kingston Woman of the Year 2025, and four category winners for each nomination category (Courageous Commitment, Excelling in Arts or Sport, Inspiring Innovation and Success in STEM), as presented in Confidential Appendix 1.
2. Determine, pursuant to Section 125 of the Local Government Act 2020, that the identities of all award winners remain confidential until 7 March 2025, except for the notification of the overall award winner by the Mayor prior to 7 March 2025.

1. Executive Summary

Each year Kingston City Council delivers four Awards Programs to recognise the achievements and contributions of individuals, groups and businesses in Kingston via the 'Community Awards', 'Women of the Year Awards', 'Youth Awards' and 'Sustainable Business Awards'.

This report focuses on the Kingston Women of the Year Awards which celebrate and promote the outstanding contributions of women in the community. It recognises their achievements that positively influence the changing social, environmental or business landscape as leaders (or emerging leaders) in their field.

A public call for nominations was made from 12 August to 6 October 2024. A total of 29 eligible nominations were received from the community.

A summary of the Kingston Women of the Year Awards 2025 nominations is presented in Confidential Appendix 2.

Councillors were invited to consider the nominations from 17 – 28 January 2025, in accordance with the selection criteria, and vote for the overall winner for Kingston Woman of the Year 2025, and four category winners reflecting each of the nomination categories (Courageous Commitment, Excelling in Arts or Sport, Inspiring Innovation and Success in STEM).

The overall winner and category winners are presented in Confidential Appendix 1.

The award winners for the seventh annual Kingston Women of the Year Awards will be officially announced and presented at Council's International Women's Day event on Friday 7 March 2025.

2. Background

International Women's Day (IWD) is celebrated annually on 8 March in recognition of women's rights, achievements, and advancement in political, economic and social spheres. Celebrating women's contributions in varied domains provides a positive way to challenge gender stereotypes, promote women's leadership and independence, and advocate for gender equality.

As part of Council's long-standing commitment to preventing violence against women and gender equality, Council endorsed the implementation of the Kingston Women of the Year Awards in 2018. Since the inaugural Award, the program has continually evolved, which has resulted in an increase in nominations, underpinned by an equitable and transparent process and strong governance framework.

The Kingston Women of the Year Awards celebrate the outstanding contribution that women are making to Kingston's local industry, community, and society. Nominees of this award are women who make a difference to the Kingston community and inspire others through their exceptional professional or personal achievements.

The Kingston Women of the Year Awards 2025 include an overall Kingston Woman of the Year winner and four category winners.

The following four categories are used to encourage diversity of nominations:

- **Courageous Commitment** – for women who are dedicated to making a difference to the health, wellbeing, safety and/or sustainability of the community through advocacy, campaigning, fundraising, community work and/or thought-leadership.
- **Excelling in Arts or Sport** – for women using their sporting and/or creative talents to represent, motivate and inspire the community.
- **Inspiring Innovation** – for women who are leaders in business, economics, politics and/or an entrepreneur.
- **Success in STEM** – for women who are excelling in science, technology, engineering, and mathematics.

To be eligible, nominated individuals must:

- Be a woman or individual who identifies as female.
- Live, work or study within the City of Kingston.

- Align their experience and future community contributions to Council's strategic priorities and policies.
- Have made an outstanding contribution to the community (within Kingston or outside) whose achievements positively influence the changing social, environmental or business landscape.

Further conditions:

- Any community member or community group/organisation can make a nomination.
- Individuals cannot self-nominate.
- Previous nominees can be nominated again.
- Previous winners and honourable mentions are not eligible.
- Kingston Council employees are not eligible unless being nominated for their work outside Council.

3. Discussion

3.1 Kingston Women of the Year Nominations 2025

Nominations for Kingston Women of the Year were open from 12 August to 6 October 2024. Women were nominated based on their outstanding contribution to the community (within Kingston or outside), and whose achievements positively influence the changing social, environmental or business landscape as leaders (or emerging leaders) in their field.

Women are nominated in one of the following four categories:

- Courageous Commitment
- Excelling in Arts or Sport
- Inspiring Innovation
- Success in STEM

There was a strong response from the community with a total of 29 eligible nominations received.

3.2 Kingston Women of the Year Selection Criteria

In choosing the recipients of the Kingston Women of the Year Awards, nominees are assessed according to the following selection criteria:

- Significance and impact of contributions made
- Demonstrated level of commitment to the betterment of the community
- Degree of difficulty of the achievement and sacrifices made
- Nature and length of activity or service
- Future goals and likely impact on the community
- Previous awards and recognition received
- Demonstrated excellence in their field
- Personal attributes of the nominee such as being an inspirational/positive role model for their peers, overcoming adversity, showing vision, leadership, innovation and creativity
- Personal, academic and professional achievements

- Whether the nominee's contribution was in the course of employment, voluntary or both.

3.3 Independent Referee Checks

All nominations were required to be supported by two independent referees. Council officers contacted the referees to verify their references.

3.4 Councillor Voting Process

Councillors voted to determine the 2025 Kingston Women of the Year overall winner and each of the four category winners. To facilitate Council voting, Councillors were provided with:

- A summary of the nominations, as presented in Confidential Appendix 2.
- Selection criteria (as outlined in section 3.2 above)
- Access to a confidential online voting poll to vote for their preferred winners for the overall Woman of the Year and four category winners.

Voting for preferred winners was open from 17 - 28 January 2025.

Upon closure of the online voting poll on Tuesday 28 January 2025, Officers collated the recorded voting preferences of Councillors to identify the overall Woman of the Year and four category winners. The overall winner and category winners are presented in Confidential Appendix 1.

The winners will remain confidential until they are announced at the IWD event on 7 March 2025. The Mayor will notify the overall Woman of the Year award winner prior to the event. Category award winners are not notified in advance.

3.5 Celebrating Award Winners and Nominees

The Kingston Women of the Year Awards aims to promote the consistent message of celebrating women as leaders in our community through continued recognition of nominees extending beyond the IWD event. Council officers have built and continue to build partnerships internally and with local community organisations to promote the work of the nominees. This also helps the nominees connect with the wider community and use their skills and experience for community benefit.

Previous winners are invited to attend numerous events throughout the year as guest speakers, advocates, and role models for women in the community. Continuous support is provided to past winners through monthly email check-ins and an informal Community Leaders Updates done via email, where the Kingston Women of the Year Award winners are given an opportunity to share news and updates on initiatives they're working on. Previous winners were also invited to contribute to planning for the 2025 Kingston Women of the Year event.

Some examples of achievements by previous winners include:

- The 2024 joint Women of the Year winner, Amy Salisbury, founded the cold-water therapy group, Mordi Sea Dippers, and recently opened a Scandinavian style sauna in Mordialloc, Seasoul Sauna.
- The 2024 Success in STEM Category winner, Dr. Kate Robb, was involved in producing a documentary, The Dolphin Dilemma, that was shown at the Cannes Film Festival in May this year. The producer, Olivia Andrus-Drennen, took to the stage at Cannes alongside Dr. Robb, to discuss the importance of science,

communication and collaboration and emphasise the important role we all play in advocating for our oceans.

- The 2022 Women of the Year winner, Bronwyn Currie, was recently a key speaker at the Southern Women's Action Network Walk to Stop Violence Against Women as part of the UN 16 Days of Activism. Bronwyn is also President of the Chelsea Heights Community Centre.
- The 2022 Success in STEM winner, Nidhi Shah, continues to work regularly with Council providing social media training workshops.
- The 2019 Women of the Year winner, Emma Giershick OAM, has recently organised a Children and Young People at Risk Summit.

The IWD event and Women of the Year Awards provide a platform for nominees to learn from each other, work together and increase their networks.

3.6 Community Awards and Recognition Review 2025

While each of Council's four awards programs are reviewed annually, Kingston's Awards Program has not undergone a comprehensive collective review.

A review of Kingston's Awards Programs commenced in January 2025. The review aims to:

- Align recognition processes with Council's strategic direction.
- Meet community need and expectations.
- Inform strategies to ensure the community is aware of recognition opportunities.
- Simplify recognition processes and identify resources and support required by applicants.
- Identify opportunities to honour individuals who have made meaningful contributions or role-model achievements, reflecting the qualities of those in the Kingston community.
- Identify opportunities to improve administration processes, informed by best practice in governance and risk management.
- Identify opportunities to streamline recognition activities for maximum cost-effectiveness.

Community consultation will be undertaken from February to March 2025. The consultation seeks to understand:

- The types of achievements or contributions the community values
- How the community prefers to be recognised.

The findings and recommendations, including any proposed changes to the current Awards Programs and events, will be presented to Council in mid-2025.

4. Consultation

4.1 Internal Consultation:

Relevant staff from different teams across Council were engaged to assist in promoting and encouraging the Women of the Year Awards nominations.

4.2 Community Consultation:

A range of engagement and communications methods have been implemented to promote and encourage nominations for the Kingston Women of the Year Awards.

Group	Method
	<ul style="list-style-type: none"> • My Community Life (MCL) newsletter • Kingston Active email to sporting clubs • Better Health Network newsletter • PROBUS
	<ul style="list-style-type: none"> • Media release, paid advertisement on community radio 3ZZZ, local media, social media, sponsored paid advertising, newsletters, billboards and digital screens
	<ul style="list-style-type: none"> • Kingston Business Newsletter and Kingston Business Facebook Page
Seniors	<ul style="list-style-type: none"> • Seniors' Festival Booklet, Your Voice Newsletter, Seniors Clubs and PROBUS
Sports Groups	<ul style="list-style-type: none"> • Sport and Recreation newsletter, promotion via the Active Kingston Advisory Committee
Faith Groups	<ul style="list-style-type: none"> • Interfaith newsletter and meeting
People with disability	<ul style="list-style-type: none"> • Promotion via the Access and Equity Advisory Committee
First Nations Groups	<ul style="list-style-type: none"> • Promotion via the Derrimut Weelam Gathering Place
	<ul style="list-style-type: none"> • Kingston Youth Services Facebook page and promotional material sent to Partnerships

4.3 Results/Findings:

A total of 29 nominations were received through various channels of promotion.

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.

5.2 The Kingston Women of the Year Awards celebrates women's contributions in the community, challenge gender stereotypes and advocate for gender equality.

Governance Principles Alignment

Principle (b) - priority is to be given to achieving the best outcomes for the municipal community, including future generations.

The Kingston Women of the Year Awards aim to celebrate and promote the outstanding contributions of women in the community. Celebrating the outstanding contribution of women in diverse fields promotes gender equality, recognises women in positions of leadership, supports inclusion, health, cohesion and connectedness amongst the community. It provides a platform to celebrate and support the work that these women do and inspires and motivates other members of the community.

5.3 Financial Considerations

The Kingston Women of the Year Awards and event are delivered within existing budget and staffing resources.

5.4 Risk considerations

There is a risk of awarding Women of the Year Awards to nominees whose achievements have not been accurately portrayed by the nominator. All nominations were required to address the selection criteria outlined in section 3.2 of this report and are also required to provide references from two independent referees. These measures ensure that nominees are eligible and there is evidence of what they have contributed to the Kingston community.

Appendices

Appendix 1 - Kingston Women of the Year 2025 - Voting Outcomes (Ref 24/471626) - Confidential

Appendix 2 - Kingston Women of the Year 2025 - Nomination Summary (Ref 24/435206) - Confidential

Author/s: Marjorie Tenchavez, Community Leadership and Capacity Officer
Gillian Turnbull, Coordinator Community Capacity

Reviewed and Approved By: Trent Carpenter, Team Leader Community Capacity and Partnerships
Susan Quach, Acting Manager Inclusive Communities
Kate Waters, Acting General Manager Community Strengthening

9. Infrastructure and Open Space Reports

Ordinary Council Meeting

3 February 2025

Agenda Item No: 9.1

RESPONSE TO RESOLUTION - NOTICE OF MOTION 8/2024 - ELECTRONIC SCOREBOARDS

Contact Officer: James Prideaux, Team Leader Sport and Recreation

Purpose of Report

This report responds to the Notice of Motion 8/2024 on the feasibility, benefits, and challenges for Council of installing and funding electronic scoreboards at sports reserves.

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 report; and
2. Endorse Option 2 - Refine current approach and develop a Scoreboard Policy, as set out in the report, that will improve the current approach and provide clarity on roles and responsibilities.

1. Executive Summary

This report has been prepared in response to a Notice of Motion 8/2024 regarding evaluating the installation and funding of electronic scoreboards at sports reserves within Kingston.

It is recommended that a Scoreboard Policy be developed to enhance the current practice and to further clarify and define roles and responsibilities between clubs and Council. It is proposed that clubs would be responsible for funding, purchasing, installing, maintaining, servicing, and replacing the scoreboards, including covering all associated costs. Council's role encompasses approving installation requests, managing the installation process, conducting structural audits, repairing power or electrical faults, and addressing vandalism such as graffiti. This division of responsibilities ensures the proper management and upkeep of the scoreboards.

Currently, Kingston has a diverse range of scoreboards across the many sports and recreational facilities. These include traditional manual scoreboards, portable scoreboards, and various electronic scoreboards. Among the electronic options, there are basic digital models as well as advanced LED electronic scoreboards that offer high visibility and enhanced functionality.

The report considers several key themes affecting scoreboards, highlighting the current practices and processes in place. These themes include costs, funding arrangements, asset ownership, specific needs and requirements for different sports, asset lifespan, ongoing maintenance, benefits to clubs, and benchmarking.

Scoreboards are undoubtedly a valued feature of sporting facilities. They significantly enhance the spectator experience and provide clubs with an excellent platform for promotion. However, it is important to note that electronic scoreboards, while beneficial, are not essential for sports activities. They do not directly increase participation or impact the core operations of games and events. Consequently, their provision is currently dependent on funding by clubs or external sources, as Council prioritises other essential infrastructure in our capital works program.

Electronic scoreboards located within Council reserves are considered Council assets, given that they are situated on Council land. The current practice involves Council retaining ownership, with responsibilities shared between Council and the clubs.

When it comes to electronic scoreboard upgrades and installations, current practice requires that they be fully funded by clubs. This can be achieved either through direct club funding, grants received by the club, or Government-funded projects. Clubs submit installation requests via an Approval in Principle (AIP) to Council, and once a scoreboard project is approved, Council takes on the role of project management.

The cost of installing scoreboards varies depending on the size and quality of the board. On the lower end of the scale, scoreboards range from approximately \$40,000 to \$60,000, while higher-end models can exceed \$100,000. If Council was to fund and install scoreboards through the capital works program, the average cost would be around \$80,000 per scoreboard. With 37 ovals or fields currently without scoreboards, this would represent a significant capital investment of approximately \$2.96 million over the coming years. It is estimated that 2-3 scoreboards could be installed annually, costing between \$160,000 to \$240,000 per annum. To guide this investment, a hierarchy and prioritisation criteria would need to be developed.

2. Background

On 22 August 2023, Council resolved Notice of Motion No. 8/2024:

1. *That Council Officers prepare a report to be tabled to council within 5 months which:*
 - a) *Lists the number of sporting grounds in Kingston where football, rugby, cricket, soccer, baseball, or hockey are played.*
 - b) *Lists which of those grounds has an electronic scoreboard(s).*
 - c) *Provides an assessment of the scoreboards, including whether the scoreboards are operational, defective, or not working.*
 - d) *Lists which grounds do not have an operational scoreboard and provide an estimate of costs to install a scoreboard at such grounds.*
 - e) *Comments on whether other sporting facilities within Kingston should have electronic scoreboards and the costs of installing same.*
2. *The report should consider whether the costs of installing electronic scoreboards should now be considered part of the Capital Works Program, or another department of Kingston, rather than requiring volunteer sporting clubs to bear the entire cost of installing a scoreboard.*
3. *If the installation of electronic scoreboards is to be part of the Capital Works Program, then the report should also address how a priority installation and/or replacement of scoreboards should be implemented and whether and to what extent sporting clubs should contribute to the cost.*

Kingston currently has a diverse range of scoreboards installed across its many sports and recreational facilities, catering to various sports and user needs. These include traditional manual scoreboards, which are operated by hand, and portable scoreboards that can be easily moved to different locations as required. Kingston boasts a variety of electronic scoreboards, some of which are basic digital models, while others are advanced LED electronic scoreboards that provide high visibility and enhanced functionality.

2.1 Need for Scoreboards

2.1.1 Current position

Scoreboards are a valued and key part of sporting facilities for community sport and are important to the facilities within Kingston. With increasing popularity of electronic scoreboards, expectations are changing resulting in significantly increased demand. However, electronic scoreboards, while beneficial and supported by some State Sporting Associations (SSA), they are not considered an essential component for the functioning of sports activities. They are considered a non-core enhancement rather than a critical requirement for the operation of sport or participation in sport. Their presence does not directly contribute to increasing participation rates within sport but instead offer supplementary benefits that enhance the overall experience.

Electronic scoreboards can provide value by improving the spectator experience and offering clubs a platform to promote their activities, sponsors, and achievements. They can serve as a visual enhancement to the facilities, fostering a sense of professionalism and engagement for both players and audiences. However, their absence does not detract from the ability of clubs to conduct games, training sessions, or community events effectively.

Given that electronic scoreboards are not a core requirement for sports operations, we support the provision of them, with funding to be provided through the club or outside sources. As such, we do not propose supporting them as a necessary component of Council's sports infrastructure. Instead, we encourage clubs to pursue funding through grants, sponsorship, or other self-sufficient means should they wish to install and maintain electronic scoreboards.

2.1.2 SRV Position

Sport and Recreation Victoria (SRV) provide funding opportunities and grants to Local Government to upgrade and improve sporting facilities and infrastructure. Through the LSIF funding program they do not support or recommend funding for electronic scoreboard installation, as the direct benefit around physical activity and increased participation levels do not come from scoreboards in sporting facilities. However, some MPs are increasingly putting forward budget commitments for scoreboard installations based on club's advocacy.

2.1.3 State Sporting Association (SSA) Requirements

There are different requirements for various sports that are played at venues within Kingston. Some of these are noted as part of association infrastructure guidelines.

The sports associations and sporting bodies which recommend the installation and use of Scoreboards and Electronic Scoreboards, make no note of who should fund these pieces of infrastructure and recommend electronic scoreboards as best practice if possible. AFL, Cricket, and Hockey have guidelines about size, uses and information required to be displayed for scoreboards, however there are no guidelines for scoreboards for Soccer, Baseball and Rugby.

Scoreboards are generally seen by the SSA's as a key requirement for all sports to increase the user experience and provide a valuable piece of infrastructure to operate the sport for both players and spectators.

Examples of these include the following sports:

Sport	Guidelines	Reference	Guidelines / Process
AFL	AFL Preferred Community Facility Guidelines		<ul style="list-style-type: none"> Scoreboard recommended for all Ovals. Either manual or electronic. No specific requirement for electronic, although recommend the scoreboard can show goals, points, points total, team name and if possible, a time clock
Cricket	Cricket Australia Community Cricket Facility Guidelines 2023	Scoreboards (page 48)	<ul style="list-style-type: none"> Requirement for a scoreboard at all levels of community cricket The scoreboards can be electronic or manual with no preference in the guidelines for either. Recommend the higher level of cricket (Premier Cricket) has an electronic scoreboard. Scoreboards either manual or electronic need to show the scores and team names
Soccer	Football Victoria Facility Guides	n / a	<ul style="list-style-type: none"> No Guidelines specific to scoreboards. Recommend that they have a scoreboard for elite level and state level matches
Baseball	n / a	n / a	<ul style="list-style-type: none"> No Guidelines
Rugby	n / a	n / a	<ul style="list-style-type: none"> No Guidelines
Hockey	Hockey Australia Hockey Field Equipment Guidelines	Section 3. Scoreboards (Page 9)	<ul style="list-style-type: none"> Support scoreboard to be installed at Hockey facilities. No specific recommendations on electronic scoreboards Provides specifications for size, height and size of digits on scoreboard for spectators to see clearly either with a manual or electronic scoreboard.

2.2 Scoreboards in Kingston

Kingston currently has a diverse range of scoreboards installed across its many sports and recreational facilities, catering to various sports and user needs. These include traditional manual scoreboards, which are operated by hand, and portable scoreboards that can be easily moved to different locations as required. Kingston grounds have a variety of electronic scoreboards, some of which are basic digital models, while others are advanced LED electronic scoreboards that provide high visibility and enhanced functionality.

Council currently oversees 68 playing fields and ovals, accommodating sports such as AFL, cricket, soccer, baseball, rugby, and hockey. Some reserves with multiple ovals have scoreboards installed only on their main field. Across all these facilities, a total of 25 fields and ovals are equipped with electronic scoreboards and 37 have no scoreboards.

Type	Number
Electronic Scoreboard (LED)	17
Electronic Scoreboard	8
Portable Manual Scoreboard	2
Manual Scoreboard (Fixed)	4
No scoreboards	37
Total Ovals / Fields	68



Electronic LED Scoreboard



Electronic Scoreboard



Manual Scoreboard (Fixed)



Portable Manual Scoreboard

This variety reflects the differing requirements of sports such as AFL, cricket, soccer, rugby, baseball, and hockey, as well as the varied funding models and historical approaches to infrastructure development within the municipality.

These scoreboards vary significantly in terms of their age, size, and the funding models used for their installation. In some cases, clubs have fully funded the scoreboards through their own efforts, such as fundraising and sponsorship. Others have been made possible through grant funding or have been included as part of larger reserve upgrade projects funded through State Government.

The main sports in Kingston have different levels of scoreboards as noted below. It should be noted there are some oval/fields that are used for more than one sport.

Sport	Reserves	Playing Fields	Clubs	Scoreboards
AFL	18	28	Senior - 11 Junior - 9 Masters - 3	LED Electronic - 14 Electronic - 4 Manual - 1 No Scoreboard – 9
Cricket	27	41	Senior - 19 Junior - 16	LED Electronic - 16 Electronic - 4 Manual - 2 No Scoreboard – 19
Soccer	9	18	Senior - 4 Junior - 4 Masters - 2	LED Electronic - 1 Electronic - 3 Manual - 1 No Scoreboard – 13
Baseball	4	15	Senior - 5 Junior - 5	No scoreboards - 15 3 of the senior fields use a portable manual scoreboard
Hockey	1	1	1 Senior/Junior	LED Electronic – 1
Rugby	3	4	2 Senior/Junior	LED Electronic - 1 Manual - 2 No Scoreboard - 1

Refer to Appendix 1 for a more detailed list of all reserves with scoreboards in Kingston.

2.3 Funding Process to date

Funding of scoreboards has in the past, and continues to be, the responsibility of sports clubs. This is a process that has evolved over time with the introduction of electronic scoreboards and the growing demand driven by advancements in technology and changing expectations. The following outlines what has occurred with scoreboard provision and funding in recent years within Kingston. This highlights the evolving role of these assets in Kingston's sports infrastructure.

Funding has been received through the following processes:

- Clubs fully funded scoreboards – fundraise directly and via sponsorship.
- State and Federal grant funding provided directly to Clubs.
- State Sporting Association grants provided to Clubs ie AFL Victoria
- Direct government funding provision through MP budget and election commitments eg. Le Page Park and Highett Reserve
- Provision through large Pavilion Project builds – Scoreboards have been included as part of State Government funding scope eg. Roy Dore Reserve Pavilion upgrade.

No funding is received for scoreboards in Councils' capital program or through SRV sports grant programs. SRV do not support funding through grants, as the installation of a scoreboard does not directly increase or support participation growth.

Clubs in the past underestimated the costs involved in scoreboard installation and Council has had to provide funding to complete projects that were not well managed. Having a policy and improving the current Approval In Principle process will assist with this. For this reason, all new scoreboard projects must now be project managed by Council.

2.4 Current Process / AIP (Approval in Principle)

Council currently has the following process regarding installation and approval for scoreboards within Council sporting reserves:

- All electronic scoreboards are to be funded by the clubs, with the funds for these to be sourced by the club through fundraising, grant funding (through State, Federal, community grants or from the State Sporting Bodies).
- As the landowner or land manager, all scoreboards installed need to have an AIP (Approval In Principle) completed to ensure they meet Council building and OHS requirement, before installation.
- Clubs need to submit an AIP with information on the scoreboard to be installed, how much it will cost, quotes from the supplier and confirmation they have the funds and an appropriately OHS approved contractor to complete the project.
- A submitted AIP is then reviewed and approved in consultation with various relevant internal departments of council.
- Once an AIP is approved, Council officers project manage the installation of the scoreboards to ensure they are appropriately installed by the contractor, ensuring no Council infrastructure is affected (i.e. Irrigation), and the scoreboard is installed and positioned correctly in the reserve. Council funds the cost associated with project management.

On completion of the scoreboard installation project, the general upkeep and maintenance of the scoreboard becomes the responsibility of the club/s. However, the City Works department currently respond to and fix minor damage caused by vandalism i.e. graffiti. They also fix any electrical problems on scoreboards for safety reasons with all major technical repairs the responsibility of the club/s.

3. Discussion

3.1 Asset and Asset Ownership

3.1.1 Asset Description

The electronic scoreboard asset consists of several components that form the overall piece of infrastructure.

- **The Structure:** This includes the physical framework or casing that supports and houses the scoreboard. It must be durable and designed to withstand outdoor conditions.
- **Footings:** The foundation that anchors the scoreboard structure, ensuring stability and safety in varying weather conditions.
- **Electronic Screen and Hardware Components:** The screen displays scores, messages, or advertisements, and the internal hardware drives the scoreboard's operations.
- **Power and Network Supply:** These include the cables and conduits required to provide electricity and data connectivity for the scoreboard to function. Power for the scoreboards goes to switchboards located inside pavilions.

- **Software and Computers:** The software interface and computing systems enable users to operate the scoreboard, input scores, and manage additional features like advertisements or community messages.

Each of these elements play a vital role in the overall performance and usability of electronic scoreboards, ensuring they meet the needs of the community sports club/s when in use and are safe for the broader community.

3.1.2 Asset Ownership and responsibilities

As the scoreboards are located on Council land and within Councils reserves and open space, once installed they become a council asset. As the Asset Owner, Council has certain responsibilities, and the club/s as the financiers have responsibilities.

Council Responsibility –

- Approve the request for installation of a new scoreboard.
- Project Management and oversee the installation of the scoreboard.
- Conduct Audits of the conditions of the scoreboard and structural infrastructure (eg: Footings and Support structure) and rectify any safety issues.
- Repair any power and/or electrical faults.
- Undertake minor repairs from vandalism to scoreboard such as graffiti

Club Responsibility –

- Fund the scoreboard project.
- Pay for the purchase of the total scoreboard infrastructure.
- Pay for the installation of the scoreboard.
- Cover costs and have responsibility for any required repairs to the scoreboard.
- Pay for the regular servicing and maintenance of the scoreboard.
- Fund the renewal or replacement of the scoreboard.

The above responsibilities outline the respective requirements with the asset and note that Council maintains ownership regardless of how they are funded once they have been installed. It should be noted that these responsibilities are not always understood by clubs and the development of a policy will assist going forward.

3.2 Maintenance – Club Responsibility

Sports clubs are responsible for the ongoing maintenance and upkeep of electronic scoreboards to ensure they remain functional and efficient. This includes addressing both routine and long-term needs to maintain the scoreboard's operational and technological standards. For example:

- **General Cleaning:** Keep the scoreboard clean and free from dirt or debris to maintain its appearance and functionality.
- **Regular Servicing:** Pay for and ensure the scoreboard undergoes regular servicing and maintenance.
- **General Repair Costs:** Cover the costs and take responsibility for any repairs required to the scoreboard.
- **Hardware:** Conduct repairs, servicing, and maintenance of the electronic screen and other hardware components.
- **Technology Upgrades:** Update hardware and technology as needed to keep the scoreboard compatible with evolving systems.
- **Software Management:** Renew, repair, and upgrade software licenses to ensure seamless operation.

- **Renewal or Replacement:** Fund the renewal or replacement of the scoreboard when it reaches the end of its lifecycle.

3.3 Scoreboard Costs

Scoreboards vary in cost to install depending on size and quality of the board. The range of costs for scoreboards at the low end of the scale are \$40,000 with the higher end of the scale more than \$110,000.

The average cost for the purchase and installation of a standard sized scoreboard is approximately \$70,000. This includes approximately \$50,000 for the board and up to \$20,000 for the installation, boring and cabling. The most common scoreboard size installed in Kingston is 4m x 3m and the average cost for Kingston would likely be \$80K per scoreboard

Average costs summary:

Size	Dimensions	Estimated Costs
Smaller	3m x 2m	\$40k - \$60k
Medium	4m x 3m	\$50k - \$70k
Larger	6m x 4m	\$90k - \$110k

Based upon experience and information regarding electronic scoreboards installed in Kingston in the past few years, there is no specific standard size needed or specified for electronic scoreboards.

More recently, there has however been an increase in the size installed due to the improved technology and the costs of the scoreboards reducing. There has also been an increase in grant funding that has influenced this, with larger scoreboards (6m x 4m) installed at a some of our ovals in the last 2 years.

Clubs in the past underestimated the costs involved in scoreboard installation and Council has had to provide funding to complete projects that were not well managed. This included the costs for the installation of scoreboards, such as power connections, boring, data cabling, and as a result Council has had to step in and manage the construction and at times provide additional funding support to complete the project. For this reason, all new scoreboard projects must now be project managed by Council.

3.4 Renewal Cost Implication

There are currently 25 electronic scoreboards installed across Kingston in various reserves that cater for AFL, Cricket, Hockey, Soccer, Rugby and Baseball. These consist of;

- 17 LED Electronic scoreboards
- 8 Electronic scoreboards

With this number of scoreboards, the need for renewal will be ongoing over the next few years with the age of these boards varying from 1 year old to 10-15 years of age. This is based upon information provided by suppliers and the electronic scoreboard industry.

Asset Life span

Scoreboards installed within Kingston have an estimated lifespan advised by manufacturers and providers, split into the main components of the scoreboard, electronic screen and the structure and software.

The scoreboard electronic screen has an estimated lifespan dependent on hours of use and other factors for LED of 100,000 hours of use which can equate to between 10-years and 15-years dependent on the frequency of use.

The structure of the scoreboard which holds the screen has a longer life span and is estimated between 15 years to 25 years, with factors including location, weather conditions and inspections and maintenance.

Software to operate the scoreboard must be regularly upgraded and updated to ensure it keeps up to date with the latest programs and technology. This is generally an ongoing process with the software provider.

In summary:

- LED Electronic screen – 10-15 years
- Scoreboard Structure – 15-25 years
- Software to operate scoreboard – ongoing updates required.

Current asset age

The current age range of the electronic scoreboards within Kingston is varied dependent on the type of electronic scoreboard. The majority of LED scoreboards located within Kingston are under five years of age, with electronic scoreboards being 10 years plus in age.

Electronic LED Scoreboards	
1 to 5 years	12
5 to 10 years	5
10 years +	0

Electronic Scoreboards	
1 to 5 years	0
5 to 10 years	2
10 years +	6

Renewal costs

It is recommended that clubs are responsible for replacement and renewal of scoreboards. Based upon the lifespan of scoreboards and the age of the current scoreboards within Kingston.

Replacement process and responsibility has not been clearly defined with clubs and would be included in a new policy on scoreboards. Officers would need to ensure that clubs with electronic scoreboards are made aware of these responsibilities and potential future costs. This will also be made clearer at the commencement of installing a new Scoreboard.

Replacement costs on average across all the various sizes of scoreboards, would equate to approx. \$80,000 per scoreboard. If council wished to take on this responsibility of renewing approximately 2 scoreboards per year based on current age, the following costs would be incurred.

- Over a 10-year period – Cost estimate of approximately \$1.6M
- Over a 20-year period – Cost estimate of approximately \$3.2M

3.5 New Installation Cost Implication

There is no funding in the current 5-year Capital Forward Plan for installation of scoreboards. If Council was to fund scoreboard installations as a rolling capital program this would require significant ongoing capital investment to install scoreboards at all sports reserves within Kingston.

- Ovals – 20 ovals for AFL, Cricket, and Rugby are without an electronic scoreboard with an average cost of \$80,000 per board at a total cost \$1.6M to install.

- Fields – 17 fields for Hockey, Baseball, Soccer are without an electronic scoreboard with an average cost of \$80,000 per board at a total additional \$1.36M to install.

On a rolling program of three scoreboards being installed per year at an estimated average current cost would equate to approx. \$240Kpa, it would take 12 years to complete the installation process (37) at a total cost of \$2.96M (plus escalation). There will also be a need to renew the current scoreboards as noted in section 3.4, adding additional costs per annum depending on asset life and renewal needs.

If Council was to fund new scoreboards into the future, criteria to prioritise locations would need to be developed to guide this investment program.

3.6 Other Benefits

Electronic scoreboards can offer benefits to sports clubs by enhancing the overall experience for players, spectators, and the wider community. They provide real-time updates, ensuring that everyone remains engaged and informed during games. They also present opportunities for clubs to generate revenue through sponsorship and advertising, showcasing local businesses and partners prominently.

Additionally, they add a professional touch to facilities, fostering a sense of pride and attracting more participants and supporters.

3.7 Benchmarking

Benchmarking of surrounding Councils was completed to understand what other Councils do regarding funding and installation of Electronic Scoreboards. 11 Councils were approached.

Of the eleven (11) Councils, eight (8) of them do not fund scoreboards directly and require sports clubs to fund the scoreboard fully. Of these eight, they have varied models of how the construction and installation is completed. These include providing project management, or requiring clubs to pay fees for project management and approving through a formal submission.

The three (3) Councils that fund scoreboards currently have processes in place where the sites to receive upgrades or installation are selected based upon being senior based sports or council prioritised sites.

Of the eleven (11) Councils benchmarked, seven (7) of these require clubs to look after the ongoing maintenance, with three (3) councils looking after the maintenance but charging a subscription fee for use of the scoreboards because they funded the scoreboards. One (1) council provides reactive maintenance with major maintenance being the club responsibility, similar to Kingston’s current process.

Funding Process	Number of LGAs
Clubs Fund	8
Council Fund	3
Installation Process	
Council install and Project Manage	3
Council Project Manage and Club pay PM Fees	1
Club install and council oversee via Project Management	7
Maintenance Responsibility	
Council	4
Clubs	7

Benchmarking neighbouring Councils provided valuable insights into their processes and policies for electronic scoreboard installation, helping to inform Kingston's approach. Some of these insights are:

- A shared funding model was used to collaborate and share the costs, ensuring community needs are met without overburdening any single party.
- Guidelines around scoreboard specifications, ensuring consistency in size, technology, and functionality to avoid future compatibility or maintenance issues were not in place at other LGA's.
- It is common practice for sports clubs to take full responsibility for the ongoing maintenance of electronic scoreboards, including both hardware and software components.
- Clubs are typically expected to address routine maintenance, repairs, and upgrades to ensure the scoreboard remains functional and up to date with advancing technology.
- All Councils benchmarked took ownership of the asset once it was installed.

The data from the benchmarking exercise, provides information to assist in developing informed decision making tailored to Kingston's needs and priorities, and upgrading of policies that balances financial responsibility, equitable access, and the enhancement of sports and community infrastructure.

3.8 Options

Option 1: Maintain Current Approach

Continue with the existing process for electronic scoreboard installations.

- Sports clubs are responsible for 100% of the funding required for purchasing and installing electronic scoreboards.
- Clubs must gain Council approval for the works through an Approval In Principle (AIP).
- Council takes on the role of project manager to ensure all works are completed correctly, safely, and in line with standards.
- Council becomes the asset owner of the scoreboard once installed.
- Maintenance and repairs are the responsibility of the clubs.
- Renewal of asset is the responsibility of the club.

This approach maintains current practice, minimises financial input from Council, and ensures quality control over installations.

Option 2: Refine current approach and develop a Scoreboard Policy (Officer Recommendation)

Adopt the current approach as set out in option 1, with the addition of developing a policy to improve the current process, and ensure roles and responsibilities are clear through;

- Clearly defining responsibility for funding, installation, project management, asset owner, maintenance, and renewal between Council and the Clubs.
- Develop standardised guidelines on the size and technical specifications appropriate for the sport, the level of competition and reserve site requirements.
- Clarifying the costs and budget requirements to the club for both the new scoreboard, ongoing maintenance, and future renewal.
- Clearly outline the approval process.
- Modify the existing AIP approval process to reflect the policy and reduce administrative barriers for clubs.
- Project handover/closure process to include construction documentation and listing the new asset on council's asset register and inform the City Works team.

By improving the process and developing the policy, Council could address existing pain points and confusion without altering the funding structure or responsibilities.

Option 3: Council Fund Scoreboards or Contribute a Percentage

Under this approach, Council could take a more active financial role by either fully funding or partially funding electronic scoreboards.

Key considerations include:

- Allocating capital funding for scoreboards as part of Council's Capital Budget.
- Establishing criteria to prioritise funding for clubs based on factors such as community benefit, size, and existing resources.
- Retaining project management responsibilities to ensure installations meet required standards.
- Council responsible for maintaining the asset and funding renewal.

This option would make scoreboards more accessible to clubs with limited financial capacity, fostering inclusivity and equity across Kingston's sports facilities. However, it would require significant financial commitment from Council and careful prioritisation to manage demand. It would also put the maintenance and renewal responsibility and costs on to Council.

4. Consultation

4.1 Internal Consultation:

Feedback has been received internally through various departments, with furthermore detailed consultation to be conducted in next step of the process.

4.2 Community Consultation:

Community consultation with sports clubs to be conducted in next steps of the process.

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 our community's physical wellbeing

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

Principle (g) - the ongoing financial viability of the Council is to be ensured.

Principle (h) - regional, state and national plans and policies are to be taken into account in strategic planning and decision making.

5.3 Financial Considerations

Budget

There is no funding in the current 5-year Capital Forward Plan for installation of scoreboards. If Council were to fund scoreboard installations as a rolling capital

program this would equate to \$240k per annum to install three (3) Scoreboards per year.

Maintenance costs are the responsibility of the clubs at present with the City Works team continuing to maintain electrical issues and assist with minor vandalism such as graffiti. The proposed policy will provide further clarity for maintenance responsibilities for the clubs.

Staff Resources

Project Management via internal staff in Active Kingston and the Building Infrastructure team can be managed within existing resources.

5.4 Risk considerations

When considering the installation of electronic scoreboards in sports reserves, it is essential Council addresses potential risks and safety concerns to ensure they are structurally sound and do not compromise the broader infrastructure.

Some of the key issues that can arise, include power-related issues which have the potential for electrical faults or overloading, which may disrupt other critical infrastructure at the sports ground, such as lighting, irrigation systems, or PA systems. Ensuring that scoreboards are properly installed into the reserve's electrical network is crucial to maintaining the functionality of these systems.

Additionally, the structural design and installation of the scoreboard must adhere to safety standards, accounting for factors such as wind loads and durability, to prevent risks to players, spectators, and the surrounding environment.

Suitable and appropriate siting within the reserve is required to be managed, to ensure new infrastructure does not affect any current infrastructure including, drainage, irrigation etc, and is appropriate for the other users and local residents.

Proactive planning and ongoing maintenance are vital to mitigate these risks and ensure the safety and functionality of all infrastructure at the reserve.

Appendices

Appendix 1 - Summary of Scoreboards in Kingston (Ref 24/460131) [↓](#)

Author/s: James Prideaux, Team Leader Sport and Recreation
Reviewed and Approved By: Bridget Draper, Manager Active Kingston
Samantha Krull, General Manager Infrastructure and Open Space




9.1

RESPONSE TO RESOLUTION - NOTICE OF MOTION 8/2024 - ELECTRONIC SCOREBOARDS

1	Summary of Scoreboards in Kingston	47
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Kingston Scoreboard List


Reserve	Asset	Sports	Scoreboard Details	Scoreboard Photo	Notes / Details	Cost Estimate	Club contribution (if known)	AIP
Aspendale Gardens Reserve	Oval 1 (North) Soccer Pitch 1 (North) Soccer Pitch 2 (North)	Cricket Soccer	NO PERMANENT SCOREBOARD		The Soccer Club currently don't use scoreboards there (they note that they have been looking into grants to apply for funding)	n/a	n/a	n/a
Aspendale Gardens Reserve	Oval 2 (South) Soccer Pitch 1 (South) Soccer Pitch 2 (South)	Cricket Soccer	NO PERMANENT SCOREBOARD		The Soccer Club currently don't use scoreboards there (they note that they have been looking into grants to apply for funding)	n/a	n/a	n/a
Beazley Reserve	Oval 1	AFL Cricket	Electronic Scoreboard		Not LED/video Operational but outdated			
Ben Kavanagh Reserve	Oval 1	AFL Cricket	Electronic LED Scoreboard		6m x 4m - Cove Technologies (Carrum Downs) Installed 2023 Existing scoreboard infrastructure still in place - Need to investigate it's use and structural integrity.	AIP - Cost Estimate \$75,000	Fully funded by club	23/109788
Bonbeach Reserve	Oval 1	AFL Cricket	Manual Scoreboard		Have been asking for an upgrade	n/a	n/a	n/a
Bonbeach Reserve	Oval 2	AFL Cricket	NO PERMANENT SCOREBOARD		Football Club uses portable manual scoreboards on gamedays.	n/a	n/a	n/a
Bonbeach Reserve	Oval 3	AFL Cricket	NO PERMANENT SCOREBOARD		Football Club uses portable manual scoreboards on gamedays.	n/a	n/a	n/a
Bonbeach Reserve	Oval 4	AFL Cricket	NO PERMANENT SCOREBOARD		Football Club uses portable manual scoreboards on gamedays.	n/a	n/a	n/a
Bonbeach Reserve	Oval 5	AFL Cricket	NO PERMANENT SCOREBOARD		Football Club uses portable manual scoreboards on gamedays.	n/a	n/a	n/a
Bonbeach Reserve	Oval 3A	AFL Cricket	NO PERMANENT SCOREBOARD		Football Club uses portable manual scoreboards on gamedays.	n/a	n/a	n/a
Bonbeach Reserve	Oval 5A	AFL Cricket	NO PERMANENT SCOREBOARD		Football Club uses portable manual scoreboards on gamedays.	n/a	n/a	n/a
Browns Reserve	Oval 1	Soccer Cricket	NO PERMANENT SCOREBOARD		Cricket Club uses portable manual scoreboards on gamedays.	n/a	n/a	n/a
Chadwick Reserve	Oval 1	AFL Cricket	Electronic LED Scoreboard		Installed 2022 Solid Scoreboards	approx. \$65,000	\$40,000 Grant \$25,000 Council	22/101397 22/102943
Chadwick Reserve	Oval 2	AFL Soccer	NO PERMANENT SCOREBOARD	Junior Ground		n/a	n/a	n/a
Chelsea Bicentennial Park	Diamond 1	Baseball	NO PERMANENT SCOREBOARD		Portable manual scoreboard (hung on the fence)	n/a	n/a	n/a
Chelsea Bicentennial Park	Diamond 2	Baseball	NO PERMANENT SCOREBOARD		Portable manual scoreboard (hung on the fence)	n/a	n/a	n/a
Chelsea Bicentennial Park	Diamond 3	Baseball	NO PERMANENT SCOREBOARD	Junior Diamond	None	n/a	n/a	n/a

Chelsea Bicentennial Park	Diamond 4	Baseball	NO PERMANENT SCOREBOARD	Junior Diamond	None	n/a	n/a	n/a
Chelsea Bicentennial Park	Diamond 5	Baseball	NO PERMANENT SCOREBOARD	Junior Diamond	None	n/a	n/a	n/a
Chelsea Recreation Reserve	Oval 1	AFL Cricket	Electronic LED Scoreboard		Under construction 2024 Solid Scoreboards Installed on existing infrastructure	approx \$100,000	Fully funded by club	24/60594 24/48766
Dane Road Reserve	Oval 1	Cricket Rugby	Manual Scoreboard			n/a	n/a	n/a
Dingley Recreational Reserve	Souter Oval	AFL Cricket	Electronic LED Scoreboard		Council contributed \$15,000 to boring and cabling works for power	\$130,000	Funded by club through Federal Grants	
Dingley Recreational Reserve	Corrigan Oval	AFL Cricket	NO PERMANENT SCOREBOARD	Junior Oval		n/a	n/a	n/a
Doug Denyer Reserve	Oval 1	Soccer Cricket	NO PERMANENT SCOREBOARD		Manual Portable Scoreboard for cricket	n/a	n/a	n/a
Edithvale Common	RSL Memorial Oval 1 Soccer Pitch 1 Soccer Pitch 2	Soccer Cricket	NO SCOREBOARD		Manual Portable Scoreboard for cricket	n/a	n/a	n/a
Edithvale Recreational Reserve	Diamond 1	Baseball	NO PERMANENT SCOREBOARD		Manual Portable scoreboard for Baseball	n/a	n/a	n/a
Edithvale Recreational Reserve	Soccer Pitch 1	Soccer	NO PERMANENT SCOREBOARD			n/a	n/a	n/a
Edithvale Recreational Reserve	Soccer Pitch 2	Soccer	NO PERMANENT SCOREBOARD			n/a	n/a	n/a
Edithvale Recreational Reserve	Soccer Pitch 3	Soccer	NO PERMANENT SCOREBOARD			n/a	n/a	n/a
George Woods Reserve	Oval 1 junior	Soccer Cricket	NO PERMANENT SCOREBOARD			n/a	n/a	n/a
Gerry Green Reserve	Oval 1	AFL Cricket	Electronic LED Scoreboard		Installed by Solid scoreboards	\$60,000	Club funded	

Glen Street Reserve	Oval 1	AFL Cricket	Electronic Scoreboard		Installed 2019 Not LED/video Operational but outdated			
GR Bricker Reserve	Oval 1	Cricket Rugby	Electronic LED Scoreboard		Installed 2023 Electronic Scoreboard Australia	\$100,000	Fully funded by club through Government Grant funding	
Heatherton Recreation Reserve	Oval 1 (turf)	AFL Cricket	Electronic scoreboard		Not LED/video NOT WORKING Attempts to repair scoreboard were unsuccessful dut to parts being unavailable 24/227361 E-mail from Mark Dreyfus office to council on behalf of Heatherton Football Netball Club asking for opportunities to install a new digital scoreboard. Prior to this a Councillor request from Cr Saab was received to fix the existing scoreboard. Councillor request also received from Cr. Davies.			
Highbett Reserve	Oval 1 (turf)	AFL Cricket	Electronic LED Scoreboard		Installed by NF Comms		Fully funded by club	
Highbett Reserve	Oval 2 (turf)	AFL Cricket	NO PERMANENT SCOREBOARD			n/a	n/a	n/a
Highbett Reserve	Oval 3	AFL Cricket	Electronic LED Scoreboard		Installed 2023 NF Comms	approx \$75,000	\$50,000 grant (Nick Staikos)	

Jack Grut Reserve	Oval 1	Soccer Cricket	NO SCOREBOARD		Manual Portable Scoreboard for cricket Soccer Club is looking into grants	n/a	n/a	n/a
Keeley Park	East Oval	AFL Soccer Cricket	Electronic LED Scoreboard		Installed 2021	\$70,000 est	Fully funded by club through Grant	
Keeley Park	West Oval	Soccer Cricket	NO PERMANENT SCOREBOARD		KC soccer club team managers keep score using pen and paper	n/a	n/a	n/a
Keys Road Reserve	Rugby Pitch 1	Rugby	Manual Scoreboard			n/a		
Keys Road Reserve	Rugby Pitch 2	Rugby	NO PERMANENT SCOREBOARD			n/a	n/a	n/a
Kingston Heath Regional Soccer Complex	Pitch 1	Soccer	Electronic Scoreboard		LED but no video capability		Funded through Project when facility was upgraded in 2009	
Kingston Heath Regional Soccer Complex	Pitch 2 (Synthetic)	Soccer	Electronic Scoreboard				Funded through Project when facility was upgraded in 2009	
Kingston Heath Regional Soccer Complex	Pitch 3 (Synthetic)	Soccer	Electronic Scoreboard				Funded through Project when facility was upgraded in 2009	
Kingston Heath Regional Soccer Complex	Pitch 4	Soccer	NO PERMANENT SCOREBOARD			n/a	n/a	n/a
Kingston Heath Reserve	Diamond 1	Baseball	Electronic Scoreboard		Small electronic attached to side of scorers box	1000	Club funded	n/a
Kingston Heath Reserve	Diamond 2	Baseball	NO PERMANENT SCOREBOARD			n/a	n/a	n/a
Kingston Heath Reserve	Diamond 3	Baseball	NO PERMANENT SCOREBOARD			n/a	n/a	n/a
Kingston Heath Reserve	Diamond 4	Baseball	NO PERMANENT SCOREBOARD			n/a	n/a	n/a
Kingston Heath Reserve	Diamond 5	Baseball	NO PERMANENT SCOREBOARD			n/a	n/a	n/a
Kingston Heath Reserve	Diamond 6	Baseball	NO PERMANENT SCOREBOARD			n/a	n/a	n/a
Kingston Heath Reserve	Diamond 7	Baseball	NO PERMANENT SCOREBOARD			n/a	n/a	n/a

Kingston Heath Reserve	Hockey Pitch 1	Hockey	Electronic LED Scoreboard		Installed 2023 Electronic Scoreboards Australia	Received \$80,000 grant from SRL project	Fully funded by club through Grant	92/122/01 24/125052
Kingston Heath Reserve	Oval 1	Cricket	NO PERMANENT SCOREBOARD			n/a	n/a	n/a
Le Page Park	Oval 1	AFL Cricket	Electronic LED Scoreboard		Installed 2024 by NF Comms	\$70,000	None. \$50,000 grant Nick Staikos	
Le Page Park	Oval 2	AFL Cricket	Electronic LED Scoreboard		Installed 2024 by NF Comms Relocated from Oval 1	\$50,000	Club funded	
Mentone Recreation Reserve	Oval 1	AFL Cricket	Electronic LED Scoreboard		Unsure when installed Installed on existing scoreboard infrastructure. No Video	\$80,000	Club funded	
Namatjira Park	Oval 1	Cricket Gridiron Rugby	NO PERMANENT SCOREBOARD			n/a	n/a	n/a
Regents Park	Oval 1	AFL Cricket	Electronic Scoreboard		Installed, but faulty. AIP to remove existing scoreboard replace with a new one. Joanna Liu PM as per the AIP 24/105347 Jo has advised this project has halted from Club not having enough funds.			

Rowan Road Reserve	Diamond 1	Baseball	NO PERMANENT SCOREBOARD		No scoreboard used, they have dedicated 'scorers'	n/a	n/a	n/a
Rowan Road Reserve	Diamond 2	Baseball	NO PERMANENT SCOREBOARD		No scoreboard used, they have dedicated 'scorers'	n/a	n/a	n/a
Roy Dore Reserve	East Oval	AFL Cricket	Electronic LED Scoreboard		Solid Scoreboards Installed 2023	\$160,000 for total project	Funded through Project when facility was upgraded in 2022	
Roy Dore Reserve	West Oval	AFL Cricket	Electronic LED Scoreboard		Solid Scoreboards Installed 2024	\$160,000 for total project	Funded through Project when facility was upgraded in 2022	
Southern Road Reserve	Oval 1	AFL Cricket	Electronic LED Scoreboards		Solid Scoreboards Club funded. Council put in \$1000 for each from a grant. They have an after hours service agreement for both so any issues are about to be resolved remotely	\$40,000	Club funded	
The Grange Reserve	Soccer Pitch 1	Soccer	Manual Scoreboard			n/a	n/a	n/a
Walter Galt Reserve	Oval 1	AFL Cricket	Electronic LED Scoreboard		Solid Scoreboards	\$80,000 est	Club funded	
Walter Galt Reserve	Oval 2 junior	AFL Cricket	NO PERMANENT SCOREBOARD			n/a	n/a	n/a

Ordinary Council Meeting

3 February 2025

Agenda Item No: 9.2

FEDERAL GRANT FUNDING – PLAY OUR WAY – BENTLEIGH GREENS SOCCER PITCH FOR WOMEN AND GIRLS

Contact Officer: Matt Firth, Recreation Planner
Bridget Draper, Manager Active Kingston

Purpose of Report

To provide Council with an update on the successful application by the Australian Cyprian Sports and Social Association (Bentleigh Greens Soccer Club) in securing \$1.5M of grant funding through the Play Our Way Federal grants program to support women's and girls' access to sporting facilities, and seek in principle endorsement from Council to provide the funding shortfall in Council's capital works program.

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 Australian Cyprian Sports and Social Association (Bentleigh Greens Soccer Club) successful application for \$1.5M as part of the Federal Government "Play Our Way" grant program towards a new football/soccer pitch at Kingston Heath Reserve Regional Soccer Complex to support women's and girls' participation in football;
2. Endorse in principle \$800,000 Council funding contribution towards the \$2.5M project in the 25/26 and 26/27 Capital Works Program to fund the shortfall in project cost estimates;
3. Endorse in principle that officers will develop a Heads of Agreement with the Bentleigh Greens Soccer Club that confirms:
 - a) Bentleigh Greens Soccer Club funding contribution commitment towards the project of \$100,000 through a signed funding agreement with the Bentleigh Greens Soccer Club prior to the commencement of the project construction;
 - b) The terms and conditions of the new lease with the Bentleigh Greens Soccer Club;
 - c) The allocation of women's and girls' access to all soccer pitches for training and competition at Kingston Heath Soccer Complex, in line with Council's Fair Access Policy; and
4. Endorse commencement of community engagement on the project and receive a report following engagement.

1. Executive Summary

The Play Our Way grant program is administered through the Federal Government Department of Health and Aged Care and aims to promote equal access, build more suitable facilities and support grassroots initiatives to get women and girls to engage, stay, and participate in sport

throughout their lives. This one-off grant program provided a unique opportunity for our sporting clubs to submit applications for much needed improved facilities for women and girls sporting facilities in Kingston.

The Australian Cyprian Sports and Social Association (Bentleigh Greens Soccer Club) has seen a large growth in women and girls' teams including a women's NPL level team. The facility is currently at capacity with no additional space available for teams to train or play matches at acceptable times. The addition of a new soccer pitch will bring in approximately 200 new female participants.

A petition was submitted to Council at the 26 August Council meeting with over 800 signatures, seeking Council support for the development of an additional pitch dedicated to women and girls' soccer training and games.

Bentleigh Greens submission to the Play Our Way Federal Grant program for an additional soccer pitch and supporting infrastructure was successful in receiving grant funding of \$1.5M which was the maximum grant amount.

As part of the application process, Council agreed to manage and fund the site feasibility, design, and project management as well as fund the connecting infrastructure to the new soccer pitch.

The total project cost is estimated in the order of \$2.4M- \$2.5M. With the \$1.5M Federal Government grant, and a commitment from the Bentleigh Greens Soccer Club of \$100k towards the project, Council's contribution will be in the order of \$800k.

This report seeks in principle endorsement by Council to include the funding shortfall in the forward capital works program and outlines the project's next steps, including community engagement.

2. Background

Kingston Heath Reserve, which incorporates the regional Kingston Heath Soccer Complex, is a 30ha Council owned site in the suburb of Cheltenham adjacent to residential properties, golf courses and key industrial/commercial area (Moorabbin Airport precinct and DFO Moorabbin). It is one of the largest and most popular parks in the City of Kingston with a range of sport, active recreation and open spaces.

In 2009 the City of Kingston received \$3.3 million from the Australian Government to support significant upgrades to the soccer facility including the construction of two new change rooms, a spectator pavilion, and the upgrade of two synthetic pitches.

Bentleigh Greens Soccer Club has had a lease (currently in overhold) for the pavilion since 1994 and has a seasonal allocation agreement with Kingston for the ground allocation. Once the new pitch is constructed, it would form part of a dedicated five-pitch regional soccer complex.

Bentleigh Greens is one of the most prominent and successful football (soccer) clubs in Melbourne's southeast region, boasting a membership of approximately 500 players. The club supports male and female athletes across all levels of the sport, including community sport and elite men's and women's teams, community-level competitions, and junior development programs.

Bayside United was established in 2016, initially to serve as a talented female player pathway from local community clubs to Women's National Premier League (NPLW), with changes in Football Victoria rules allowing clubs playing in the NPLW to expand into community football to grow female participation. In 2023, a merger between Bayside United and Bentleigh Greens was approved by Football Victoria (officially becoming one entity under Bentleigh Greens) catering for participants and the community across south-east Melbourne, with the majority of their members residing in the City of Kingston as well as Bentleigh, Bentleigh East, McKinnon, Beaumaris,

Hampton, Brighton, Springvale, Springvale South and Dandenong. Many of their members come from low socio-economic and CALD communities.

With the addition of a new women's and girls' facility, the convenient geographical location of Kingston Heath Soccer Complex will attract female participants from the south-east region of Melbourne, making the new facility a destination for female football across all ages.

Furthermore, the population in the south-east region is forecast to grow significantly over the next 15 years, which will place increased pressure on the existing sporting provisions at Kingston Heath Reserve. It is forecast that by 2041, there will be an additional 3,722 females under the age of 18 and 15,888 females over age 18 in the City of Kingston. The City of Kingston is a diverse community with more than 25% of the community speaking a language other than English at home. When considering that people who speak a language other than English at home are 40% less likely to engage in sport and recreation the need to expand the offering at Kingston Heath Reserve becomes more apparent.

The participation rate of women in both organised and informal sports remain significantly lower than that of their male counterparts (5.8% for girls compared to 12.8% for boys). This means that adult females in Victoria are currently five times less likely to engage in football/soccer than their male counterparts. This is compounded in the limited fields of play set aside for female football/soccer training and game play opportunities. The development of pitch 5 as a female training space will directly address this and assist in addressing this imbalance.

Demand modelling highlights significant challenges in addressing both current and future needs for football/soccer facilities. The existing high demand for suitable pitch space has exacerbated the imbalance in participation levels between males and females. Many females starting their football/soccer journey often feel uncomfortable in mixed gender pitch environments, due to factors such as differences in skill levels, running speed, and endurance. The proposed development of Pitch 5, for female football/soccer training, is critical to addressing this imbalance. These improvements will also enable the reserve to meet the growing needs of the community, accommodating increased demand driven by organic population growth, the introduction of the Southern Rail Loop, and the forecasted rise in housing density.

Following the success of the Women's World Cup in Australia and the recent merger between Bayside United Football Club and Bentleigh Greens Soccer Club, Bentleigh Greens Soccer Club has received numerous expressions of interest from female players and anticipates expanding their program within two years of the completion of Pitch 5 to meet the growing demand. The club plans to introduce 14 new female teams, ranging from ages 6 to 14, along with an additional U20 team. This expansion will bring in approximately 200 new female players- an 80% increase. The project will address current demand pressures on the facility and cater for future demand that continues to grow as participation rates for women's football continue increase.

The scope of the project includes the construction of a new natural turf football/soccer pitch with supporting infrastructure (to Football Victoria standards) to be located north of pitch 4 in the existing Kingston Heath Soccer Complex. Once constructed, it would form part of a dedicated five-pitch regional soccer complex. The scope of works includes levelling the current open space identified for the new pitch, laying new turf and installing irrigation/drainage infrastructure, installing approved training-standard sports lighting, and constructing an accessible path from the existing pavilion. Play Our Way Grant funded projects are required to be completed by 25 June 2027.

As per Kingston's 2018 Sport & Recreation Strategy, based on participation and sporting trends and applying the industry benchmark of 1 pitch per 5,000 people, the optimum number of football pitches for Kingston to meet demand by 2036 is up to 29 pitches, or an additional seven pitches to what Kingston currently has. The Strategy also states the following recommendation, *Undertake a*

review of the 2004 Kingston Heath Reserve Master Plan to assess opportunities for increased and/or a consolidation of sporting uses at the Reserve, including the potential to establish a fifth pitch at the Kingston Heath Soccer Complex.

The Master Plan 2004 refers to the reserve as having a Primary Focus for active sporting pursuits whilst minimising the impact on the passive and environmental qualities of the Reserve, and a Secondary focus for passive and informal recreation and to maintain a balance of environmental qualities. The 2023 Open Space Strategy classifies the Reserve as Regional and Mixed Use. The Reserves status as a Regional Football/Soccer facility and its size and location make it the most appropriate site for intensification of sport and recreation use in this area.

Bentleigh Greens approached the Ward Councillor at the time and officers in May 2024 informing of their decision to submit an application to the Play Our Way grants and requested the support for the project and assistance with the application. As this grant process was a one-off program, there was not a lot of time between communication of the program, and identification of projects aligned to the criteria. The Attorney General Hon Mark Dreyfus KC MP, sent a letter to all Kingston based sports clubs informing them of the grant program and encouraging them to apply. As a result, Council received requests from 6 clubs for a letter of support from Council. Council officers also submitted an application to the grant process for the renewal of the district level playground at Keith Styles Reserve in Mentone to ensure it catered for teens especially girls and provide areas for girls to play, connect and feel safe.

Council's application along with the applications submitted by clubs were not successful, however along with Bentleigh Greens application, Cheltenham Youth Club (gymnastics) were successful in receiving a \$100k grant in the equipment category which was a positive outcome for the club. The Bentleigh Greens application in the facilities category was the only project that reached the second stage which required further information and letters of support and tenure from Council. The application was successful in receiving the full funding amount of \$1.5M which was a great outcome for the Club and for sport in Kingston (refer Appendix 1).

As part of the application process, Council agreed to manage and fund the site feasibility and assessment, design, and project management of the project as well as fund the connecting infrastructure to the new soccer pitch. The total project cost is estimated in the order of \$2.4-\$2.5M. With the \$1.5M Federal Govt grant, and a commitment from the club of \$100k towards the project, Council's contribution will be in the range of \$800k. This report seeks endorsement by Council to include the funding shortfall in the forward capital works program and outlines the project's next steps.

The next steps are to confirm the Council funding component is supported in principle in the forward capital plan and Council officers to work with the club to develop a clear project governance structure to manage the implementation. Further investigation into the site conditions and the design is required to inform the community engagement process.

3. Discussion

3.1 Petition received 28 August 2024 in support of the project

A petition was tabled by *Cr Tony Athanasopoulos Candidate for Bunjil ward, City of Kingston at the 26 August 2024 Council meeting on behalf of the Bentleigh Greens Soccer Club regarding a new Women's Exclusive soccer pitch and continued community use at Kingston Heath Reserve.* (refer to Appendix 2).

Over 800 signatures were received over a two week period. The petition stated; residents and community members of Kingston and beyond, respectfully request that the Kingston city Council ensures the funding and construction of an additional soccer pitch at the Kingston Heath Soccer Complex. The growing popularity of soccer within our community, coupled with the increasing number of local teams and players, has created a pressing need for additional facilities to accommodate this demand.

Reasons for the Petition:

1. Promoting Female participation
2. Growing Demand
3. Community Engagement
4. Responsible Use

Petition Request:

1. Funding Allocation: Allocate the necessary funding in the upcoming budget to construct an additional soccer pitch at Kingston Heath Soccer Complex and Reserve
2. Community Access: Ensure that the new pitch is available for passive use by the local community during times when it is not booked for organised soccer activities. This access should be managed to balance both sporting and recreational needs.
3. Behavioural Guidelines: Develop and enforce guidelines that promote responsible behaviour among all users. These guidelines should include proper use of facilities, waste management, and respect for other users surrounding environment.

A financial contribution from Council towards the project is the subject of this report. Ensuring community access to the new soccer pitch for passive informal use outside of allocated or booked use to achieve a balance of sport and recreational needs is supported by officers and aligned with our Open Space Strategy and the Reserve Master Plan. Regarding behavioural guidelines, usage of the facilities would be managed through councils' sportsground allocation process and the renewal of the club lease outlining roles and responsibilities. Signage and education would ensure that informal users of the reserve respect and care for the facilities and use for soccer.

3.2 Fair Access Policy

This project is strongly aligned to Council's recently endorsed Fair Access policy, which supports equal opportunities for women and girls to access sporting facilities. Historically, many sporting clubs with both male and female teams have prioritised the use of their facilities for male teams ahead of female teams, whether it be through the allocation of certain playing fields/courts/ovals or the days and times of these allocations. Council's Fair Access Policy will be a key driver for procedural and cultural change to ensure the full benefits of sport and recreation are available to all.

In relation to the allocation and scheduling of soccer use across the soccer complex, officers will continue to work with the Club to ensure that women's games and training are scheduled across all pitches within the Kingston Heath Regional Soccer Complex. The installation of the new pitch 5 will help with increased female participation within the club and allow for scheduling and allocation of female training and matches across all 5 pitches in conjunction with the male training and matches requirements to meet the increased demand.

3.3 The Project Scope

The Kingston Heath Pitch 5 development includes all necessary works to support expanded soccer and football programs, community practice, general sports use, and the Bentleigh Greens Women's soccer program. The scope involves site preparation through clearing and earthworks, as well as services such as electrical connections, conduit installation, and underground boring to provide power for sports lighting and utilities. Hydraulics works include water connection, piping, boring, and the installation of an irrigation system.

For Pitch 5, the project includes constructing a high-quality sports field with turf laid over a gravel and sand base, installing sports lighting, installing a concrete edge strip, and creating a granitic pedestrian path to connect the pitch to existing facilities. Soccer goals and corner flags will also be installed to complete the pitch infrastructure.

Key principles of the project will address broader requirements of the community use including allowing access to the new pitch for general community use when not in use for soccer. As such, it is a turf pitch, with minimal or no fencing, priority to protect trees and root zones where possible, and granitic accessible paths connecting into the broader reserve.

3.4 Preliminary site investigation works undertaken

The following preliminary site works have been undertaken to lay the foundation for the successful development of the project. Further detailed site investigation will now be required to inform the detailed design:

Concept Design Options: Several suitable concept design options were developed via sports engineers to consider optimal layout of the pitch within the surrounding facilities, vegetation and landscape.

Soil contamination Test: Lab testing of soils have been carried out to analyse soil composition and suitability for water retention characteristics and construction of Pitch 5 that best match the requirements.

Preliminary Arborist Investigation and Report: A geolocating preliminary arborist assessment has been completed to evaluate existing vegetation on-site, identifying trees to be retained, protected, or removed in accordance with environmental and regulatory guidelines.

Electrical Contractor Investigation: Reviewed site and provided recommendations on available power and reticulation path options.

Additional Reviews: Desktop study conducted by officers to confirm site history, applicable planning overlays, available as built documentation.

These preliminary works have been critical in establishing a robust framework for the future detailed design and construction phases of the project.

3.5 Funding Requirements

A quantity surveyors report was prepared by consultants Turner and Townsend to confirm the budget requirements and provided a preliminary detailed breakdown of the total project costs based on the early site investigations undertaken. The following is a high level breakdown of costs for each stage of the project including contingencies.

Budget Items	Amount
Detailed Design	\$ 146,882
Site Preparation	\$ 225,560
Construction	\$1,609,541
Contingency – Design -10%	\$ 168,216
Contingency – Construction – 10%	\$ 199,336
ESD Initiatives – 3%	\$ 50,465
Total	\$2,400,000

The funding source is shown below;

Budget Funding	Amount
Council Reserves	\$ 800,000
External Grants	\$1,500,000
External Contributions (Bentleigh Greens Football Club)	\$ 100,000
Borrowings	-
Total	\$2,400,000

Council funding contribution of \$800k would be required in the 25/26 and 26/27 capital program, subject to Council endorsement. It is proposed that the funding is allocated from the Open Space Reserve with \$200K in 25/26 and \$600K in 26/27.

Bentleigh Greens Soccer club submitted a Talking Kingston requesting Council formally commit funding towards the project as outlined in the grant application. The Club has requested to speak at the 24 February 2025 Council Meeting. Without the funding contribution from Council the project will not be able to be delivered, and the Federal grant funding would be at risk.

Officers will work with the Federal Government and the Club to develop a funding agreement for the federal grant funding of \$1.5M to be administered by Council as the landowner and project manager. A separate funding agreement will be developed with the club for their \$100k funding contribution.

3.6 Other items for consideration at Kingston Heath Regional Soccer Facility

Lease:

The current lease at Kingston Heath reserve is in overhold and a new lease needs to be drafted and executed with the club. The new lease will better reflect the current facilities and changes to the facilities over time, and the regional nature of the facility whilst maintaining a casual hire bookings process. All new leases are now including an up to date and clear maintenance schedule defining club and council responsibilities and support the shared community use of the facility. The lease will likely be for a period of between 5 to 9 years.

Casual Hire continuation:

The Kingston Heath Soccer Complex, whilst home to the Bentleigh Greens Soccer Club, is also a very popular facility for the hire of grounds and the pavilion for school groups, and other soccer clubs. Council work with the Club to ensure their training and match scheduling are prioritised and council manage the bookings for the casual use. Casual use is a fee-based booking program with funding going into sport and recreation income budget. With four (4) and soon to be five (5) soccer fields, this facility is considered a premier soccer facility with regional appeal. With Bentleigh Greens having both men's and women's teams at the NPL level, some games on the main pitch often draw big crowds and some games have been televised.

Talking Kingston Submissions:

Two Talking Kingston Submissions were received from Bentleigh Greens Soccer Club. One requesting Council formally endorse a funding contribution toward to the project as outlined in the grant application (the topic of this report). A second submission requesting Council set up a \$300K pavilion renewal fund to undertake minor upgrades to the pavilion facility over three years. This has been responded to separately. The Club wish to speak to their submissions at the 24 February Council Meeting.

3.7 Project Management

Officers will set up a project governance structure to ensure site conditions are investigated, develop a detailed concept layout plan, engage with the community, detailed design development, tender preparation, construction contract award, construction management and development of ongoing use guidelines. Council as the land and asset owners will project manage the project and develop a steering committee and project working groups and report on project funding milestones to the Federal Government.

The requirements of the grant funding are that the project be completed by end June 2027. A project program has been developed.

4. Consultation

4.1 Internal Consultation:

A number of Council departments have contributed to the initial project review and site investigation works including Active Kingston, PMO, Open Space and Infrastructure. As the project develops these and other departments will continue to be involved.

4.2 Community Consultation:

A community engagement plan will be developed ensuring that the Bentleigh Greens Soccer Club, other users of the soccer facility, other sporting clubs at the reserve including Hockey, Baseball, and Cricket clubs, the RSL, Friends of Kingston Heath Reserve, regular users of the reserve as well as the broader community are reached.

A number of Council Advisory committees will be consulted including the Active Kingston Advisory Committee and the Environment and Open Space Advisory Committee.

Football Victoria and local State and Federal MPs will be engaged.

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

This project will ensure that we increase the facilities available to women and girls to access high quality sporting facilities.

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 (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.

5.3 Financial Considerations

Projected Budget Profile - Council funding profile

Yr 25/26	Yr 26/27	Total Cost
\$200,000	\$600,000	\$800k

This can be funded from the relevant Open Space Reserve.

Budget

Council Contribution - \$800K will be funded from Open Space Reserves over 25/26 and 26/27 financial years.

Federal Grant contribution - \$1.5M

Club Contribution - \$100K

Staff Resources

The project will be managed by Active Kingston as the Service Owners and PMO as the Delivery Managers. External consultants will be used as required.

5.4 Risk considerations

Council not endorsing the funding contribution towards the project will mean the project will not be delivered.

Unknown site conditions that add additional cost to the project.

Community engagement not supporting the new soccer pitch.

Not meeting project delivery requirements of the Federal Government Grant Funding Agreement.

Appendices

Appendix 1 - Play Our Way Program Grant Opportunity - GO6763 Stream 1 Facilities Stage Two – outcome of grant application (Ref 25/14260) [↓](#)

Appendix 2 - Petition tabled August 2024 Council Meeting - Women's soccer pitch Kingston Heath Reserve (Ref 25/7372) [↓](#)

Author/s: Matt Firth, Recreation Planner
Bridget Draper, Manager Active Kingston
Reviewed and Approved By: Samantha Krull, General Manager Infrastructure and Open Space

9.2

FEDERAL GRANT FUNDING – PLAY OUR WAY – BENTLEIGH GREENS SOCCER PITCH FOR WOMEN AND GIRLS

- 1 Play Our Way Program Grant Opportunity - GO6763 Stream 1
Facilities Stage Two – outcome of grant application 65**
- 2 Petition tabled August 2024 Council Meeting - Women's
soccer pitch Kingston Heath Reserve 71**

From: PlayOurWay <PlayOurWay@health.gov.au>
Date: 4 December 2024 at 10:29:52 am AEDT
To: [REDACTED]
Subject: Play Our Way Program Grant Opportunity - GO6763 Stream 1: Facilities Stage Two – outcome of grant application [SEC=OFFICIAL]

Dear Mr Abraam Gregoriou

Thank you for applying for the Play Our Way Program Grant Opportunity GO6763 under Stream 1: Facilities for Australian Cyprian Sports and Social Association Inc.

I am pleased to advise that your application was **successful**.

What happens next?

This letter is not a funding offer. Please do not spend any money on your project before a grant agreement is executed. Play Our Way Program funding cannot be used to reimburse money you have already spent.

The next step is for us to negotiate and execute a formal grant agreement. The grant agreement will be based on the Department of Finance's standard terms and conditions, and will include some things that are specific to your project, such as:

- a set of project activities and expenditure items (based on your approved proposal), and
- reporting arrangements that will help us follow the implementation of the project and its impacts.

In the next few weeks, we will contact you to resolve any conditional factors identified during assessment, such as ensuring that:

- your proposed budget only includes activities that are eligible for funding under Play Our Way and/or confirming any expenditure items unable to be funded under the grant (that may need to be removed or funded through co-contributions),
- project management arrangements in place are proportionately robust for the scale and complexity of the project,
- any unconfirmed co-contributions are secured, and
- any unresolved tenure matters are settled.

The Australian Government Community Grants Hub (the Hub) at the Department of Social Services will then reach out to you directly with a proposed grant agreement for your review. Please note this process can take anywhere up to **8 weeks** to complete (excluding annual close down of Government Departments). This means you may not have an agreement in place before February 2025. As noted above, please do not spend any money on your project before a grant agreement is executed.

A formal funding offer by the Commonwealth is subject to successful negotiation of a formal grant agreement.

Once we have agreed the details of the formal grant agreement, you will be invited to sign and return it. The Commonwealth will also sign. When this step is complete, we will transfer funds into your nominated bank account as per the terms and conditions of the agreement. No legal obligations shall arise unless and until a grant agreement is signed by the Commonwealth.

Prior to signing a formal grant agreement, we recommend you consider your GST obligations as per the Australian Taxation Office (ATO). As per 10.4 of the Grant Opportunity Guidelines, grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the ATO. While we cannot provide individual tax advice, as a general guide you must register for GST if:

- your business or enterprise has a GST turnover (gross income from all businesses minus GST) of \$75,000 or more (the [GST threshold](#)) – to find out how this is calculated see [Working out your GST turnover](#)
- You start a new business and expect your turnover to reach the GST threshold (or more) in the first year of operation.
- You are already in business and have reached the GST threshold.
- Your non-profit organisation has a GST turnover of \$150,000 per year or more.

Please ensure you are aware of your GST obligations, especially in light of the recommended grant amount. If your circumstances change after the execution of an agreement a variation will be required, this can be a time consuming process.

Once we have the signed grant agreement, the Hub will work with you to formalise your activity work plan. This will help us to understand the details of your project and its objectives and will give you clear authority for using grant funds.

If you have any questions, noting the above, please contact Grant.ATM@health.gov.au. Please ensure that you include GO6763, 'Legal Entity Name' and 'Stream 1' in the subject line of your email and provide a contact name and telephone number.

Congratulations on your successful Play Our Way application, I look forward to seeing the positive impact of your project for women and girls in sport and physical activity in Australia.

Regards



Greg Perrett

Assistant Secretary

Policy & Programs Branch

Office for Sport Division



From: PlayOurWay <PlayOurWay@health.gov.au>
Date: 4 December 2024 at 10:29:52 am AEDT
To: abraamg@icloud.com, tonyantoniou56@icloud.com
Subject: **Play Our Way Program Grant Opportunity - GO6763 Stream 1: Facilities Stage Two – outcome of grant application [SEC=OFFICIAL]**

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Congratulations on your successful Play Our Way application, I look forward to seeing the positive impact of your project for women and girls in sport and physical activity in Australia.

Regards



Greg Perrett

Assistant Secretary

Policy & Programs Branch

Office for Sport Division



CR. TONY ATHANASOPOULOS

Candidate for Bunjil Ward, City of Kingston

Dear Mayor and Councillors,

Petition for Additional Soccer Pitch and Community Access at Kingston Heath Soccer Complex and Reserve (Exclusively for Women's)

APPLICATION FOR FEDERAL FUNDING OF \$1.5 MILLION TO HELP THE PROJECT IS IN THE FIRST STAGE OF THE PROGRAM

We, the undersigned residents and community members of Kingston and beyond, respectfully request that the Kingston City Council ensures the funding and construction of an additional soccer pitch at the Kingston Heath Soccer Complex. The growing popularity of soccer within our community, coupled with the increasing number of local teams and players, has created a pressing need for additional facilities to accommodate this demand.

OVER 500 PLAYERS HAVE HAD TO FIND ANOTHER CLUB TO PLAY THE SPORT THEY LOVE

☺

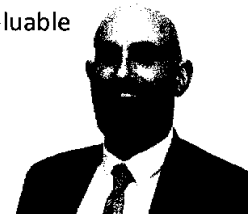
Reasons for the Petition:

- 1. Promoting Female Participation:** There has been a significant increase in female participation in soccer within our community. Encouraging female athletes by providing equal access to high-quality facilities is crucial for their development and for fostering gender equality in sports. An additional pitch would support this goal, offering more opportunities for girls and women to train and compete.
- 2. Growing Demand:** The Kingston Heath Soccer Complex is a hub for soccer enthusiasts of all ages. With the current pitches often overbooked, many teams face challenges in securing adequate training and match times. An extra pitch would alleviate this pressure and provide more opportunities for players to engage in the sport they love.
- 3. Community Engagement:** Beyond soccer, we propose that the new pitch be accessible to the local community for passive recreational use when not scheduled for organized soccer activities. This would ensure that the space serves a dual purpose, enhancing community well-being and fostering a more inclusive environment.
- 4. Responsible Use:** We advocate for a community-driven approach to maintaining the integrity and quality of the facilities. We request that the Council implement and enforce guidelines ensuring that all users behave responsibly, respect the property, and maintain the cleanliness and safety of the complex. This will help preserve the area for future generations and ensure it remains a valuable

Experience · Integrity · Fresh Ideas

P.O Box 26, Clarinda, VIC, 3169 Mobile: 0402 353 235 Email: Tony4Kingston@gmail.com

Printed and authorised by Tony Athanasopoulos. P.O Box 26, Clarinda, VIC, 3169



CR. TONY ATHANASOPOULOS

Candidate for Burjil Ward, City of Kingston

Our Requests:

1. **Funding Allocation:** Allocate the necessary funds in the upcoming budget to construct an additional soccer pitch at Kingston Heath Soccer Complex and Reserve.
2. **Community Access:** Ensure that the new pitch is available for passive use by the local community during times when it is not booked for organized soccer activities. This access should be managed to balance both sporting and recreational needs.
3. **Behavioural Guidelines:** Develop and enforce guidelines that promote responsible behaviour among all users. These guidelines should include proper use of facilities, waste management, and respect for other users and the surrounding environment.

By supporting this petition, you will be addressing the immediate needs of our soccer community, promoting gender equality in sports by encouraging female participation, and enhancing the recreational offerings for all residents of Kingston. We believe that with your backing, Kingston Heath Soccer Complex and Reserve can become a model for balanced and responsible community sports and recreation.

Thank you for your consideration of this important matter. We look forward to your positive response and to the continued development of our community's recreational facilities.

Sincerely,

Tony Athanasopoulos



Experience · Integrity · Fresh Ideas

P.O Box 26, Clarinda, VIC, 3169 Mobile: 0402 353 235 Email: Tony4Kingston@gmail.com

Printed and authorised by Tony Athanasopoulos. P.O Box 26, Clarinda, VIC, 3169



Ordinary Council Meeting

3 February 2025

Agenda Item No: 9.3

CON-24/062 NORTHCLIFFE ROAD (STATION STREET TO MUNRO AVENUE) AND MUNRO AVENUE (BAYSIDE AVENUE TO 50M NORTH OF NORTHCLIFFE ROAD), EDITHVALE - ROAD RECONSTRUCTIONS

Contact Officer: Brian Trower, Team Leader Roads and Drains

Purpose of Report

To seek Council approval to award Contract No. 24/062 Northcliffe Road (Station Street to Munro Avenue) and Munro Avenue (Bayside Avenue to 50m north of Northcliffe Road), Edithvale – Road Reconstructions on a Lump Sum basis to VCrete Contractors Pty Ltd at their submitted tender price of \$3,090,366.34 (exclusive of GST)

Disclosure of Officer / Contractor Conflict of Interest

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

RECOMMENDATION

That Council:

1. Note the outcome of the tender assessment process for Contract No. 24/062 Northcliffe Road (Station Street to Munro Avenue) and Munro Avenue (Bayside Avenue to 50m north of Northcliffe Road), Edithvale – Road Reconstructions, as set out in confidential Appendix 1 attached to this report;
2. Award Contract No. 24/062 Northcliffe Road (Station to Munro) and Munro Avenue (Bayside to 50m north of Northcliffe), Edithvale – Road Reconstructions for the fixed lump sum price of \$3,090,366.34 (exclusive of GST) to VCrete Contractors Pty Ltd; and
3. Approve the allocation of a separate contingency of up to 10% of the contract sum and delegate authority to the CEO or delegate to expend this allowance to ensure the successful completion of the project.

1. Executive Summary

The tender evaluation panel has evaluated tender submissions received for Contract no. 24/062 and ranked VCrete Contractors Pty Ltd as the highest scoring tenderer, after assessing company capabilities and financial factors.

The pre-tender estimate of this contract was \$3.38m. The recommended tender price, though lower than the estimate, aligns with current market trends in tendering. VCrete Contractors Pty Ltd has passed financial viability checks and Council's Procurement and Contracts team have verified that their OH&S system is compliant as a Level 1 Contractor within the Amalgamated Councils of Victoria OHS Management System. VCrete Contractors Pty Ltd has an extensive history in the construction industry and they are deemed to be capable of successfully delivering the specified works at the submitted tender price.

2. Background

Work under this Northcliffe Road (Station to Munro) and Munro Avenue (Bayside to 50m north of Northcliffe), Edithvale Road Reconstructions includes the following:

- Fully reconstruct the existing asphalt pavement with a new asphalt pavement along the full length of Northcliffe Road, between Station Street and Munro Avenue and the partial reconstruction of the road pavement in Munro Avenue between Cliffe Lane and Bayside Avenue.
- Construct new drainage pipes and pits along the full length of Northcliffe Road, between Station Street and Munro Avenue.
- Remove and replace all concrete paving including footpaths, vehicle crossings and kerb and channel.

3. Discussion

3.1 Tender Evaluation

Prices were sought by advertised Public Tender with tenders closing on Thursday, 12 December 2024, at 2:00pm.

Four tenders were received. Evaluation of the results of this public tender process was carried out by a Tender Evaluation Panel in accordance with Kingston's Procurement Policy and advice received from the Procurement and Contracts Department.

The tenders were assessed using a combination of qualitative and quantitative criterion.

In the evaluation matrix, the scoring was undertaken using the following weightings:

Qualitative Assessment:

- OHS, Environmental and Insurance compliance – Pass / Fail
- Financial capacity of organisation/business – Pass / Fail
- Experience – 15%
- Capacity – 15%

Environment and Community Benefit Assessment:

- Environmental Sustainability – 10%
- Community Benefit – 10%

Quantitative Assessment:

- Price – 50%

Appendix 1 (Confidential) includes a breakdown of scoring for each criterion as well as the overall score inclusive of price.

The highest overall score, after combining the qualitative scoring, environmental benefit, community benefit and the price criterion, was achieved by VCrete Contractors Pty Ltd with a tender price of \$3,090,366.34. VCrete Contractors Pty Ltd confirmed during a post tender interview their ability to meet the program and goals for this project.

4. Consultation

4.1 Internal Consultation:

Multiple internal teams have been consulted during the design phase of this project. These include Engineering Design, Open Space, Drainage Maintenance and Traffic Team.

4.2 Community Consultation:

Group	Method
Key Stakeholders Residents in surrounding Northcliffe Road and Munro Avenue	Information bulletins have been sent out to residents in Jan 2025.
General community	Your Kingston Your Say, Website Updates, On-site signage

4.3 Results/Findings:

The project concept covered by Contract No. 24/062 was informed by community input and feedback and followed up by the engineering design team. This resulted in project progression to the detailed design and tendering stages.

5. Compliance Checklist

5.1 Council Plan Alignment

Strategic Direction: Liveable - Our city will be a vibrant, enjoyable, and easy place to live.

Strategy: Invest in high-quality community assets

Work covered by Contract No. 24/062 has been identified as necessary to sustain Council road infrastructure in the vicinity of Northcliffe Road and Munro Avenue, Edithvale.

5.2 Governance Principles Alignment

Principle (a) - Council actions are to be made and actions taken in accordance with the relevant law.

Principle (b) - priority is to be given to achieving the best outcomes for the municipal community, including future generations.

Principle (g) - the ongoing financial viability of the Council is to be ensured.

Principle (i) - the transparency of Council decisions, actions and information is to be ensured.

5.3 Financial Considerations

Projected costings

Year 1	Year 2	Total 2 Year Cost
\$1.09m	\$2.0m	\$3.09m

Budget

The submitted price from the preferred tender is within the engineering estimated range and also within Council's overall Civil Infrastructure budget for 2024/2025 and 2025/2026. The project will run over two Financial Years.

Staff Resources

All physical works required for this project are to be carried out under this contract. Council's contribution to staffing is limited to supervisory works which will be covered by existing staff resourcing.

5.4 Risk Considerations

Whilst VCreate Contractors Pty Ltd passed the financial liability check, the independent financial assessment company recommended that Council hold a 10% Bank Guarantee as bond for this project. VCreate Pty Ltd have agreed to meet this recommendation.

Appendices

Appendix 1 - CON-24/062 Tender Evaluation Matrix - Northcliffe Road (Station to Munro) and Munro Avenue (Bayside to 50m North of Northcliffe), Edithvale - Road Reconstructions (Ref 25/6992) - Confidential

Appendix 2 - Northcliffe Road (Station to Munro) and Munro Avenue (Bayside to 50m North of Northcliffe), Edithvale - Road Reconstructions - Face Sheet of K6559 (Ref 25/6993) [↓](#)

Author/s: Brian Trower, Team Leader Roads and Drains
Reviewed and Approved By: Kathy Van Heer, Team Leader Asset Management
Samantha Krull, General Manager Infrastructure and Open Space

9.3

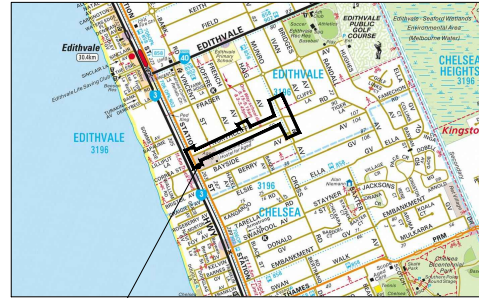
CON-24/062 NORTHCLIFFE ROAD (STATION STREET TO MUNRO AVENUE) AND MUNRO AVENUE (BAYSIDE AVENUE TO 50M NORTH OF NORTHCLIFFE ROAD), EDITHVALE - ROAD RECONSTRUCTIONS

- 1 Northcliffe Road (Station to Munro) and Munro Avenue (Bayside to 50m North of Northcliffe), Edithvale - Road Reconstructions - Face Sheet of K6559 79

NORTHCLIFFE ROAD & MUNRO AVENUE, EDITHVALE ROAD RECONSTRUCTION & DRAINAGE IMPROVEMENTS

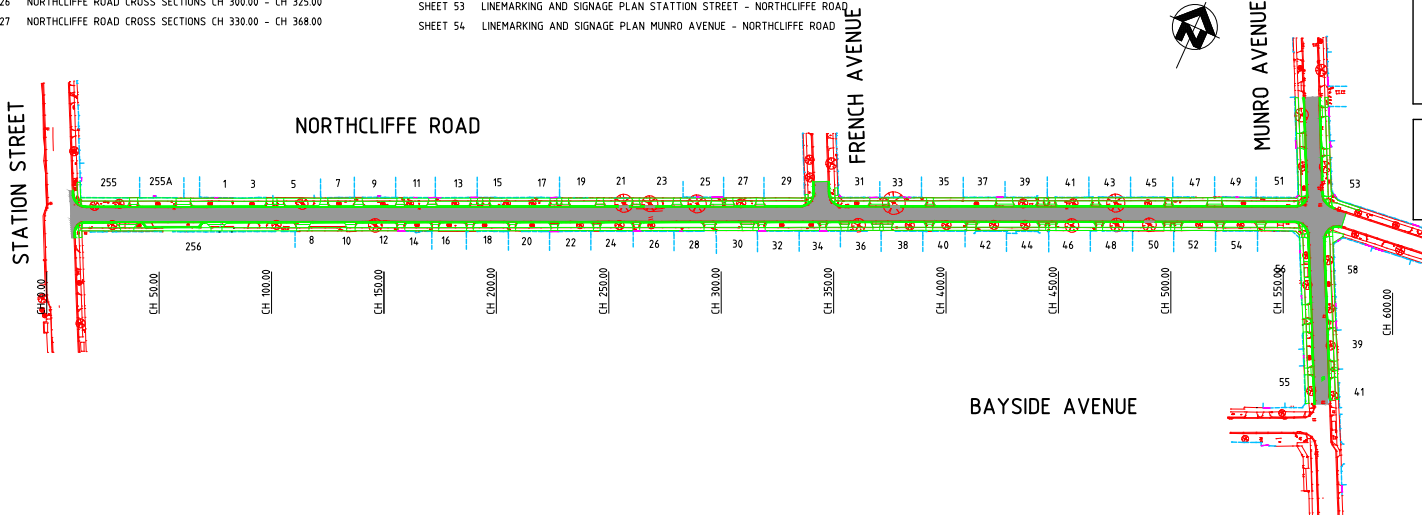
DRAWING LIST

SHEET 1 COVER SHEET	SHEET 28 NORTHCLIFFE ROAD CROSS SECTIONS CH 370.00 - CH 400.00
SHEET 2 GENERAL NOTES, TYPICAL CROSS SECTIONS & DETAILS	SHEET 29 NORTHCLIFFE ROAD CROSS SECTIONS CH 405.00 - CH 440.00
SHEET 3 TYPICAL DETAILS	SHEET 30 NORTHCLIFFE ROAD CROSS SECTIONS CH 442.00 - CH 468.00
SHEET 4 PIPE BACKFILL DETAILS	SHEET 31 NORTHCLIFFE ROAD CROSS SECTIONS CH 470.00 - CH 503.00
SHEET 5 PAVEMENT DETAILS REFERENCE LINE 1 CH 0.00 - CH 200.00	SHEET 32 NORTHCLIFFE ROAD CROSS SECTIONS CH 505.00 - CH 535.00
SHEET 6 PAVEMENT DETAILS REFERENCE LINE 1 CH 200.00 - CH 400.00	SHEET 33 NORTHCLIFFE ROAD CROSS SECTIONS CH 540.00 - CH 554.90
SHEET 7 PAVEMENT DETAILS REFERENCE LINE 1 CH 400.00 - CH 620.00	SHEET 34 MUNRO AVENUE CROSS SECTIONS CH 35.00 - CH 60.00
SHEET 8 PAVEMENT DETAILS REFERENCE LINE 2	SHEET 35 MUNRO AVENUE CROSS SECTIONS CH 63.50 - CH 95.00
SHEET 9 ALIGNMENT SETOUT DETAILS	SHEET 36 MUNRO AVENUE CROSS SECTIONS CH 100.00 - CH 145.00
SHEET 10 DETAIL PLAN & LONGITUDINAL SECTION REF LINE 1 CH 0.00 - CH 105.00	SHEET 37 MUNRO AVENUE CROSS SECTIONS CH 146.00 - CH 165.00
SHEET 11 DETAIL PLAN & LONGITUDINAL SECTION REF LINE 1 CH 105.00 - CH 210.00	SHEET 38 INTERSECTION DETAIL PLAN & KERB RETURNS STATION STREET - NORTHCLIFFE ROAD
SHEET 12 DETAIL PLAN & LONGITUDINAL SECTION REF LINE 1 CH 210.00 - CH 315.00	SHEET 39 INTERSECTION DETAIL PLAN FRENCH AVENUE - NORTHCLIFFE ROAD
SHEET 13 DETAIL PLAN & LONGITUDINAL SECTION REF LINE 1 CH 315.00 - CH 420.00	SHEET 40 FRENCH AVENUE - NORTHCLIFFE ROAD - KERB RETURNS
SHEET 14 DETAIL PLAN & LONGITUDINAL SECTION REF LINE 1 CH 420.00 - CH 525.00	SHEET 41 INTERSECTION DETAIL PLAN MUNRO AVENUE - NORTHCLIFFE ROAD
SHEET 15 DETAIL PLAN & LONGITUDINAL SECTION REF LINE 1 CH 525.00 - CH 620.00	SHEET 42 MUNRO AVENUE - NORTHCLIFFE ROAD - KERB RETURNS
SHEET 16 DETAIL PLAN & LONGITUDINAL SECTION REF LINE 2 CH 0.00 - CH 95.00	SHEET 43 MUNRO AVENUE - BUS STOP DETAIL PLAN
SHEET 17 DETAIL PLAN & LONGITUDINAL SECTION REF LINE 2 CH 95.00 - CH 186.00	SHEET 44 NORTHCLIFFE ROAD - INDENTED PARKING BAY
SHEET 18 NORTHCLIFFE ROAD CROSS SECTIONS CH 17.34 - CH 50.00	SHEET 45 DRAINAGE LONGITUDINAL SECTIONS
SHEET 19 NORTHCLIFFE ROAD CROSS SECTIONS CH 55.00 - CH 85.00	SHEET 46 DRAINAGE LONGITUDINAL SECTIONS
SHEET 20 NORTHCLIFFE ROAD CROSS SECTIONS CH 90.00 - CH 120.00	SHEET 47 DRAINAGE LONGITUDINAL SECTIONS
SHEET 21 NORTHCLIFFE ROAD CROSS SECTIONS CH 123.00 - CH 155.00	SHEET 48 DRAINAGE LONGITUDINAL SECTIONS
SHEET 22 NORTHCLIFFE ROAD CROSS SECTIONS CH 157.00 - CH 185.00	SHEET 49 DRAINAGE LONGITUDINAL SECTIONS
SHEET 23 NORTHCLIFFE ROAD CROSS SECTIONS CH 188.20 - CH 220.00	SHEET 50 DRAINAGE LONGITUDINAL SECTIONS
SHEET 24 NORTHCLIFFE ROAD CROSS SECTIONS CH 225.00 - CH 260.00	SHEET 51 DRAINAGE PIT SCHEDULE
SHEET 25 NORTHCLIFFE ROAD CROSS SECTIONS CH 262.50 - CH 298.00	SHEET 52 DRAINAGE PIT SCHEDULE
SHEET 26 NORTHCLIFFE ROAD CROSS SECTIONS CH 300.00 - CH 325.00	SHEET 53 LINEMARKING AND SIGNAGE PLAN STATION STREET - NORTHCLIFFE ROAD
SHEET 27 NORTHCLIFFE ROAD CROSS SECTIONS CH 330.00 - CH 368.00	SHEET 54 LINEMARKING AND SIGNAGE PLAN MUNRO AVENUE - NORTHCLIFFE ROAD



LOCALITY PLAN

NOT TO SCALE
MELWAYS REFERENCE MAP 93 A10 & B10



WARNING
BEWARE OF UNDERGROUND SERVICES AND OVERHEAD POWERLINES

THE LOCATION OF UNDERGROUND SERVICES SHOWN ARE APPROXIMATE ONLY AND THEIR EXACT POSITION MUST BE PROVEN ON SITE. OVERHEAD WIRES NOT SHOWN ON PLANS.

NOTE
TRAFFIC MANAGEMENT

CONTRACTOR TO SUBMIT TRAFFIC MANAGEMENT PLAN WITH "APPLICATION FOR APPROVAL OF TRAFFIC MANAGEMENT PLAN". REFER TO ATTACHED TENDER DOCUMENTS.

IMPORTANT

PROPOSED PRAM CROSSING AND FOOTPATH LEVELS MUST BE SET CORRECTLY TO ENSURE D.D.A COMPLIANCE. INCORRECT LEVELS MAY RESULT IN THE CROSSING REQUIRING REPLACEMENT AT THE CONTRACTORS TIME AND EXPENSE.

ASBESTOS

DRAINAGE PIPES, WATER PIPES, TELSTRA CONDUITS AND PITS CONTAINING ASBESTOS ARE LIKELY TO BE PRESENT IN THE VICINITY OF THESE WORKS. ANY WORKS WITHIN THE VICINITY OF THESE ASSETS MUST BE CARRIED OUT IN ACCORDANCE WITH COMPANY ASBESTOS HANDLING PROCEDURES.

ASBESTOS PITS

WHERE ASBESTOS TELSTRA PITS ARE NOT BEING ALTERED, CARE MUST BE TAKEN TO PROTECT THE PITS FROM ANY DAMAGE FOR THE DURATION OF THE CONSTRUCTION PERIOD.

NOTE:
ALL NOTED "ABANDONED" SERVICES INCLUDING GAS MAINS, WATER MAINS, ETC. - THE CONTRACTOR SHALL BE RESPONSIBLE & CONFIRM THAT THESE SERVICES ARE ABANDONED, INCLUDING LIAISING WITH THE RELEVANT AUTHORITY PRIOR TO COMMENCING CONSTRUCTION.



REVISION		
E		
D		
C		
B	26/06/24	D.S. ISSUED FOR CONSTRUCTION
A	26/06/24	D.S. ISSUED FOR COMMENT
REF.	DATE	CHECKED

LEGEND	
SEWER LINE	— S —
GAS MAIN	— G —
WATER MAIN	— W —
TELSTRA CABLE	— T —
ELEC. CABLE	— E —
HOUSE DRAIN	— H —
EXISTING DRAIN	— D —
VALVE	— V —
FIRE HYDRANT	— FH —
TELSTRA PIT	— TP —
ELEC. POLE	— EP —
ELEC. AERIAL	— EA —
EXISTING DRAIN PIT	— ED —
PROPOSED DRAIN	— PD —
PROPOSED DRAIN PIT	— PDP —
EXISTING K & CH	— K & CH —
PROPOSED K & CH	— PK & CH —

City of KINGSTON

1230 NEPEAN HWY CHELTENHAM 3192
Ph 1300 653 356
PO BOX 1000 MENTONE VICTORIA 3194

**NORTHCLIFFE ROAD & MUNRO AVENUE, EDITHVALE
ROAD RECONSTRUCTION
FACE SHEET**

ENGINEERING DESIGN DEPARTMENT		DRAWING NUMBER	
DATUM	A.H.D.	K6550	
DESIGNED	CRE	K6550	
DRAWN	CRE(P252)	K6550	
FILE No.	185/4/773	K6550	
		SHEET	1 OF 1

10. Customer and Corporate Support Reports

Ordinary Council Meeting

3 February 2025

Agenda Item No: 10.1

GOVERNANCE AND COMPLIANCE REPORT

Contact Officer: Sharon Lozsan, Team Leader Council Governance

Purpose of Report

The purpose of this report is to present various governance and compliance related matters to Council to:

- Note Informal Meetings of Councillors Records
- Receive the minutes from the December 2024 Audit and Risk Committee

Disclosure of Officer / Contractor Conflict of 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:

1. Receive and note the Informal Meetings of Councillors Records at Appendix 1; and
2. Receive the minutes from the Audit and Risk Committee Appendix 2.

1. Executive Summary

Informal Meetings of Councillors

This report contains records for meetings defined as an Informal Meeting of Councillors under Rule 1 of Chapter 6 of the Governance 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.

Audit and Risk Committee Minutes

The Audit and Risk Committee Charter requires the minutes of the Audit and Risk Committee meetings be presented to Council.

2. Discussion

2.1 Informal Meetings of Councillors

As prescribed by Rule 1 of Chapter 6 of the Governance Rules, if there is a meeting of Councillors that:

- is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors;
- is attended by at least one member of Council staff; and
- is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting

the Chief Executive Officer must ensure that a summary of the matters discussed at the meeting are:

- a) tabled at the next convenient Council meeting; and
- b) recorded in the minutes of that Council meeting.

2.2 Minutes of the Audit and Risk Committee – December 2024

The minutes of the Audit and Risk Committee meeting held on 12 December 2024 are attached.

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

3.2 Governance Principles Alignment

Principle (a) - Council actions are to be made and actions taken in accordance with the relevant law.

The tabling of Records of Informal Meetings of Councillors is in accordance with Rule 1 of Chapter 6 of the Governance Rules.

Principle (i) - the transparency of Council decisions, actions and information is to be ensured.

It is of the utmost importance that Council is transparent regarding the expenditure of Council officers to maintain public trust.

The recording of informal meetings of Councillors and the Audit and Risk Committee likewise provides public transparency regarding the actions of Council.

3.3 Financial Considerations

Not applicable.

3.4 Risk Considerations

There are no operational or strategic risks arising from the recommendations contained in this report.

Appendices

Appendix 1 - Councillor Attendance Record - Draft Agenda Briefing 9 December 2024 (Ref 25/18213) [↓](#)

Appendix 2 - Audit and Risk Committee Minutes - December 2024 (Ref 25/9949) [↓](#)

Author/s: Sharon Lozsan, Team Leader Council Governance
Reviewed and Approved By: Kelly Shacklock, Manager Governance Risk and Integrity
Dan Hogan, General Manager Customer and Corporate Support

10.1

GOVERNANCE AND COMPLIANCE REPORT

1	Councillor Attendance Record - Draft Agenda Briefing 9 December 2024	87
2	Audit and Risk Committee Minutes - December 2024	89

Councillor Attendance Record



Submitted on	22 January 2025, 12:28PM
Receipt number	107
Related form version	17

This form must be completed and submitted by the appropriate attending Council officer for reporting to Council.

Name of Council officer completing this form	Gabrielle Pattenden
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Informal Meetings of Councillors should be selected if:

- the briefing is planned for the purpose of discussing the business of Council
- attended by at least 6 Councillors and at least one Council staff member
- is not a Council meeting or Delegated Committee Meeting
- the meeting subject to the Planning Interactions Policy

Councillor Attendance Form should be selected to record Councillors attendance at:

- Council meetings
- Councillor information sessions
- Planning meetings in their ward
- Workshops and training sessions
- Advisory committees of which the relevant Councillor is a member

Type of record	Informal Meetings of Councillors Record
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Title of meeting	Draft Agenda Briefing
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Meeting date	09/12/2024
---------------------	------------

Meeting time	5.30pm
---------------------	--------

Meeting location	In person
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Attendance

Councillors in attendance	Cr Georgina Oxley (Mayor) Cr Chris Howe (Deputy Mayor) Cr Jane Agirtan Cr Kirralee Ashworth-Collett Cr Georgia Erevnidis Cr Chris Hill Cr Tess Law Cr Sarah O'Donnell Cr Hadi Saab Cr Caroline White
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Council officer(s) in attendance	Peter Bean, Chief Executive Officer
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Dan Hogan, General Manager Customer and Corporate Support
 Kate Waters, Acting General Manager Community Strengthening
 Samantha Krull, General Manager Infrastructure and Open Space
 Bernard Rohan, Chief Financial Officer
 Kelly Shacklock, Manager Governance Risk and Integrity
 Gabrielle Pattenden, Governance Officer
 Susan Quach, Acting Manager Community Strengthening
 Gillian Turnbull, Coordinator Community Capacity
 Michael Eddington, Manager City Works
 Nikolaj Dennis, Manager Property Services
 Peter Gillieron, Team Leader Property Services

Apologies	Cr Tony Athanasopoulos
Summary of matters discussed	<ol style="list-style-type: none"> 1. Acknowledgement of Country 2. Apologies 3. Disclosures by Councillors, Officers and Contractors of any Conflict of Interest 4. Notes of the Councillor Briefing of 2 December 2024 5. Executive Updates 6. Draft Agenda - Ordinary Council Meeting - See Separate Agenda 7. Planning and Place Reports 7.1 Town Planning Application Decisions – November 2024 8. Community Strengthening Reports 8.1 Kingston Grants Program - Funding Recommendations for Round 2 Community Bi-annual Grants 2024-25 9. Infrastructure and Open Space Reports 9.1 Award of Contract CON-24/068 Provision of Security Services - Electronic Security Maintenance & CCTV Maintenance 9.2 Award of Contract CON-24/076 Road Resurfacing Works 10. Customer and Corporate Support Reports 10.1 Governance and Compliance Report (1) 10.2 Governance and Compliance Report (2) 11. Chief Finance Office Reports 11.1 Oakleigh Pistol Club Lease 7. Councillor/CEO Only Discussion
Did a Councillor or Council officer disclose a conflict of interest?	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.

Conflict 1	<p>Name of Councillor/officer that declared the conflict of interest Cr Ashworth-Collett</p> <hr/> <p>Type of conflict of interest General (G)</p> <hr/> <p>Did the Councillor/officer leave the meeting prior to discussion? Yes</p>
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minutes

Audit and Risk Committee

12 December 2024 at 8.30am
Cheltenham Room



Members:

Mr Geoff Harry (Member)
Mr Philip Lee (Member)
Cr Georgina Oxley (Mayor)
Cr Jane Agirtan (Member)

In Attendance:

Peter Bean (Chief Executive Officer)
Bernard Rohan (Chief Financial Officer)
Dan Hogan (General Manager Customer and Corporate Support)
Kelly Shacklock (Manager Governance, Risk and Integrity)
Marilyn De Benedictis (Governance Officer Compliance)
Andrew Zavitsanos (Crowe Australasia)

Presenters:

Samantha Krull (General Manager Infrastructure and Open Space)
Scott Moore (Manager Finance)
Emma Bau (Risk Management Coordinator)
Jonathan Guttman (General Manager Planning & Place)
Jaclyn Murdoch (Manager City Development)
Emma Harry (Manager People Support)
Skip Fulton (Team Leader Health and Safety)
Alissa Hodgson (Senior Health & Safety Officer)
Luke Dexter (Acting Manager Arts, Events & Libraries)
Nikolaj Dennis (Manager Property Services)

1. In camera discussion

Not applicable

2. Acknowledgement of Traditional Owners

3. Welcome and apologies

Mr Geoff Harry was appointed as Chairperson for the meeting.

The Chair welcomed Councillor Jane Agirtan to the Committee and congratulated Mayor Oxley on her appointments.

Apologies:

Ms Claire Filson (Chair)
Carly Mandich (Team Leader Organisational Governance)
Lynda Cooper (Crowe Australasia)

4. Declaration by members & officers of any interest or conflict of interest in items on the agenda

Nil conflicts declared

5. Declaration of any work undertaken at Council by internal auditors outside of the Internal Audit Plan

Nil

6. Review and confirmation of previous minutes

The minutes of the 11 September 2024 Audit and Risk Committee were confirmed.

7. 2025 and 2026 Audit and Risk Committee Meeting Dates

The Committee noted the report.

8. Audit and Risk Work Plan 2024-25 Update

The Committee noted the report and adopted the revised Annual Work Plan 2024/25.

9. Audit and Risk Committee - Action List

The Committee noted the report.

Emma Harry, Skip Fulton and Alissa Hodgson joined the meeting.

15. Workplace Health & Safety Report

Skip Fulton presented the report and provided the following highlights:

- An update on the compliance obligations relating to child safety and wellbeing and OH&S as at August 2024.
- An update on the status of internal audit actions of Child Safety conducted by Pitcher Partners in November 2022.
- Reports performance metrics to the Executive Health and Safety Committee on a regular basis.

The Committee discussed:

- Plans to rectify the vehicle inspection maintenance schedules
- Workers compensation trends and types of injuries for front line staff and management of performance issues. A capability framework and training to upskill staff are in place.
- Child safety standards – revised reporting processes and education for staff is ongoing. A work plan will ensure delivery of audit actions
- Independent audit of hazardous chemicals and requirement to enhance documentation processes
- The number of staff injuries is consistent. The risk level attached to most of the injuries is low.

ACTION: The OHS team to clarify the trends and types of injuries highlighting the level of risk and any changes in future reports.

The Committee noted the report.

Emma Harry, Skip Fulton and Alissa Hodgson left the meeting.

10. CEO advice on emerging sector and Council matters

The CEO provided an overview on the following items:

- **2024 Council and Induction**
Council induction sessions are complete with Land Planning Use to be delivered in the new year. Mayor and Deputy Mayor induction training is also complete and in accordance with the mandatory requirements.
- **Local Government Inspectorate**
The Inspectorate has recently written to all CEOs, requesting confirmation that the swearing in process was completed in strict compliance of the Act and Regulations. We have confirmed that all Councillors were compliant in taking the oath or affirmation.
- **Legislative Changes (Local Government Act and Regulations)**
Implementation is underway with the induction program aligning with the mandatory requirements, there is a good awareness of the Model Councillor Code of Conduct and an Internal Resolution Procedure is in draft form for consultation with Councillors in the new year.
- **IBAC**
IBAC has provided valuable insights about preventing fraud corruption highlighting the importance of administration and leadership, consistent policies and procedures, training, having a reporting culture and applying conflict of interest requirements.

11. Declaration by CEO of any significant breaches of legislation

Nil reported.

Scott Moore joined the meeting

12. VAGO Management Letter 2023/24 Action Update

Bernard Rohan and Scott Moore presented the report and provided the following highlights:

- The Auditor-General's Final Management Letter on the 2023/24 Financial Statements for the City of Kingston contained a finding and recommended management action, to complete an assessment of PIPE fair value for several of the council's asset classes that have not had a full valuation completed for over 5 years, prior to audit.
- Management accepted the finding and committed to undertake a full

revaluation of PIPE prior to the 2024/25 audit.

- Evaluation of the work is being undertaken with auditors to assess council's property, assets and equipment.

The Committee discussed:

- Committee noted the status update on the PIPE audit finding in the attached Final Management Letter 2023/24.
- Both pieces of work are extensive, involving comprehensive asset net surveying, condition assessment, replacement rate assessment, and valuation.
- Suggestion of reaching out to VAGO regarding time constraints.
- Support alternate valuation processes as an interim measure and documenting the approach used to evaluate asset data.
- Suggestion of consulting with ARC regarding asset valuations before accepting interim management letters from VAGO.

ACTION:

- Further feedback and progress updates will be provided at the March & June meetings in anticipation of the 30 June 2025 valuation.
- Bernard will provide a response on cost and use of non-invasive technology to assess underground structures through Governance.

The Committee noted the report.

Sam Krull joined the meeting.

13. Quarterly Finance Report September 2024

Bernard Rohan and Scott Moore presented the report and provided the following highlights:

- Council's financial position and performance for the three months to September 2024.
- The Income Statement, Cash Flow Statement, Balance Sheet, Capital Works Statement, and Investment Report for the first quarter of the 2024/25 financial year.
- The Income Statement results on the financial performance of Council relative to the 2024/25 budget and planning for the 25 / 26 budget
- The overall financial performance in the first quarter broadly aligns with budget expectations and the previous year, however with added cost pressures requiring active management and monitoring by officers.

The Committee discussed:

- Depreciation is unfavourable due to higher asset values resulting from last year's asset capitalisations and revaluation process, primarily in buildings, drains and transport assets
- Cash flow statement for capital works is on track.
- Council currently invests with four financial institutions and suggested the use of 3rd parties to achieve results.
- Forecasting and management of financial risk is ongoing.

The Committee noted the report.

14. General Manager presentation on Risk Profile - Samantha Krull

Samantha Krull provided an overview of the priority risk areas in the Infrastructure and Open Space team and provided the following highlights:

- Overview of Strategic Risks 7 & 10 of Council's Enterprise Risk Management Framework
- Overview of high Operational Risks and actions being undertaken
- Residual risk ratings are within risk appetite benchmarks where possible.
- Recent audit at Waves Leisure Centre achieved a platinum pool status outcome through Life Saving Victoria.

The Committee discussed:

- Requirements and timing for a new asset management modelling and software system.
- Recent purchase of an asset renewal modelling package that maps expenditure and long term investment on capital.
- Work with auditors and governance to review the risk assessments and effectiveness of controls.
- Capital expenses, annual budget and reporting projects are overall tracking well.
- A cash flow adjustment for the new aquatic centre will be made in January.

ACTION: Advise the Committee about the timing for testing of the MEMP activation centre.

Sam Krull left the meeting.

Emma Bau joined the meeting.

16. Risk & Integrity Update

Andrew Zavitsanos provided the following highlights on the curious eyes report:

- CSS and commissions new guidance material and recommendations.
- Integrity agency matters, better practice guidelines for the sector.
- Fraud & Corruption avoidance framework

Emma Bau presented the report and provided the following highlights:

- the annual review of the Risk Appetite Statement (RAS) and the operational risk register noting new risk management software.
- ELT reviewed and finalised Council's strategic risks.

The Committee discussed:

- IT systems and security controls, the current rating is being addressed and is in development phase.
- Operational risk registers and identifying the 'top 5' risks considering consequence rating to be considered for future risk reporting.

ACTIONS:

- Provide dates for emergency and disaster recovery drill and IT testing.
- Consider adjustments to risk reporting to enhance readability and represent trends.

The Committee noted the report.

17. Governance Trends, Issues & Breaches update

The Committee noted the report.

18. Organisational Compliance Update

Kelly Shacklock presented the report and provided the following highlights:

- Council's 2024 review of compliance obligations and review outcomes
- Legislative changes are communicated in a timely manner and aligned to delegations.
- Manager inductions are continuing as part of their onboarding process.
- Of the 137 current policies in total across Council, there are 28 overdue policies. This is an increase of 9 overdue policies since the last report to the Committee.

The Committee discussed:

- A good level of confidence in the work being done to address overdue policies.

ACTION:

- Consider which policies are available on the public website
- Access Care to provide ARC with a strategic program overview update on new legislative reforms as relevant.

The Committee noted the report.

19. Internal Audit Plan Status Report

Andrew Zavitsanos presented the report and provided a status update noting that the timing for some audits have changed and this is being worked through with management.

The Committee discussed the timing of upcoming internal audit reports scheduled for one meeting and suggested bringing 2 of the 3 reports forward or circulating them outside of the September meeting.

The Committee noted the report.

20. Internal Audit - Asset Management Scope

The Committee questioned whether this audit should proceed based on progress of the current work and bearing in mind the scope was at least partially focussed on previous internal audit findings in the area.

The Committee noted the report.

Jonathan Guttman, Jaclyn Murdoch, Luke Dexter & Nikolaj Dennis joined the meeting.

21. Internal Audit - Final Reports

Andrew Zavitsanos presented each report and the Chair provided Managers with the opportunity to provide feedback.

Events and Festivals Management

Report taken as read.

Manager feedback:

- The recommendations will be integrated into the framework and will reduce some level of risk.
- The actions will enhance existing documentation and processes.

The Committee discussed:

- the timeframe for actions appear reasonable and there is good value in the actions that have been agreed.
- Insurance processes to be incorporate into this report.

Luke Dexter left the meeting.

Statutory Planning

Report taken as read.

Management feedback:

- Nil high risk rating due to the work completed following two recent reviews, including a probity audit that resulted in 13 recommendations
- Discussions with Crowe resulted in adjustments of how recommendations were framed.

The Committee discussed:

- Additional comments by Crowe to come back to ARC.
- Role of ISS and Governance in the implementation of pathway, reporting requirements and security where there is capacity for human error.
- Recommendations relating to interaction processes and the role of Councillors as constructive participants in the planning process if managed the right way.

ACTION:

- Management to capture additional comments shaded as a new action
- Management to confirm specific dates for audit action completion

Jonathan Guttmann & Jaclyn Murdoch left the meeting

Councillor Expenses

Report taken as read.

Management feedback:

- challenges with appropriate record keeping and document management processes.
- updating the policy that had been put on hold to provide an opportunity for consultation with newly elected Councillors
- designing on line forms that operate as per the policy and captures all relevant information

The Committee discussed:

- Cost of education for councillors attending leadership training. The expenses policy will be provided to councillors for feedback. Internal training at low cost is the suggested preferred option.
- The Councillor portal has been launched and includes 'smart forms'.

Leases & Licences

Report taken as read.

Auditor feedback:

- Observations and recommendations are consistent with sector.
- Identifying and documenting role responsibility, controls and ensuring tenants comply with requirements.

Manager feedback:

- The recommendations provide good value and will strengthen Council's position via the policy
- Work on the overarching policy is in consultation phase and the team is working with stakeholders on a large number of leases and licenses.
- The audit has helped to provide a roadmap and outline priorities.

The Committee discussed:

- Property management system that is a review of the new system scheduled for January

Nikolaj Dennis left the meeting

Assurance Mapping

Report taken as read.

Auditor feedback:

- Broader assurance function can address strategic and operation risks.

Manager feedback:

- Discussed opportunities for second line assurance function.
- Separate body of work happening with IT & Security function.

The Committee discussed:

- Lack of assurance around IT and security controls

ACTION:

- Include feedback on the value and proposed utilisation of the Assurance Mapping findings in the next risk update.

22. Internal Audit Actions Update

The Committee noted the report.

Andrew Zavitsanos left the meeting.

23. Review Effectiveness of Internal Audit Function

This matter was discussed in-camera.

24. CEO and Committee – in camera discussion

Not applicable

The meeting closed at 12.04pm

14 Confidential Items

Confidential Appendices

- 8.1 Kingston Women of the Year Awards 2025 Nominations and Selection of Winners**
Appendix 1, Kingston Women of the Year 2025 - Voting Outcomes is designated confidential as it relates to (s3(1)(f))
- 8.1 Kingston Women of the Year Awards 2025 Nominations and Selection of Winners**
Appendix 2, Kingston Women of the Year 2025 - Nomination Summary is designated confidential as it relates to (s3(1)(f,h))
- 9.3 CON-24/062 Northcliffe Road (Station Street to Munro Avenue) and Munro Avenue (Bayside Avenue to 50m north of Northcliffe Road), Edithvale - Road Reconstructions**
Appendix 1, CON-24/062 Tender Evaluation Matrix - Northcliffe Road (Station to Munro) and Munro Avenue (Bayside to 50m North of Northcliffe), Edithvale - Road Reconstructions is designated confidential as it relates to (s3(1)(g(i),h))

