

Agenda

Ordinary Meeting of Council

Monday, 23rd April 2018

Commencing at 7.00pm

Council Chamber
1230 Nepean Highway, Cheltenham

kingston.vic.gov.au

John Nevins
Chief Executive Officer
Kingston City Council

community inspired leadership



City of
KINGSTON

**City of Kingston
Ordinary Meeting of Council**

Agenda

23 April 2018

Notice is given that an Ordinary Meeting of Kingston City Council will be held at 7.00pm at Council Chamber, 1230 Nepean Highway, Cheltenham, on Monday, 23 April 2018.

1. Apologies

2. Confirmation of Minutes of Previous Meetings

Minutes of Ordinary Council Meeting 26 March 2018

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

Netball Courts at Bonbeach Recreation Reserve
Toilet at Marlow Reserve

5. Presentation of Awards

Floor Covering Industry Association

6. Reports from Delegates Appointed by Council to Various Organisations

7. Question Time

8. Planning and Development Reports

8.1	KP17/896 - Regents Park, Sixth Avenue Aspendale	5
8.2	Draft Climate Change Strategy	53
8.3	Response to Notice of Motion 46/2017 - Chelsea and Edithvale Shopping Strips	89
8.4	Response to Notice of Motion 38/2017 - Development Register	107
8.5	Amendment C151 - Kingswood Golf Course - Request for Advisory Committee	127
8.6	Cheltenham Structure Plan Review – Proposed Change to the Municipal Boundary	137
8.7	Edithvale Bonbeach Environmental Effects Statement submission...	147

9. Community Sustainability Reports

9.1	2018 Youth Awards	163
9.2	Make Renting Fair Campaign	177
9.3	Edithvale Life Saving Club - Project Update	189

10. City Assets and Environment Reports

10.1	Mordialloc Sailing Club's Request to Deviate from Leasing Policy Regarding a New Proposed Lease.....	203
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**City of Kingston
Ordinary Meeting of Council**

Agenda

23 April 2018

10.2	Bonbeach Recreation Reserve Outdoor Netball Courts Consultation Findings.....	217
10.3	Bentleigh Greens Soccer Club's Proposed Realignment of Fence at Kingston Heath Reserve Regional Soccer Facility	
11.	Corporate Services Reports	
11.1	Annual Consideration of Council Plan 2017-2021, Approval of the Strategic Resource Plan; Adopt Draft Budget 2018/19 for Public Consultation	231
11.2	Assembly of Councillors Record Report	329
11.3	Quick Response Grants.....	347
11.4	Audit Committee Charter	375
11.5	Motions for MAV State Council Meeting - May 2018	387
11.6	Review of Council Instruments of Delegation	395
11.7	Response to Notice of Motion 5/2018 - Cr West - Rate Reform to Encourage Heritage Protection, Farming and Amenity	485
11.8	Response to Notice of Motion No. 51/2017 - Cr Gledhill - Code of Conduct Reports (regarding Councillor Behaviour)	497
11.9	Recording of the Public Gallery at Council and Planning Committee Meetings.....	503
12.	Notices of Motion	
12.1	Notice of Motion No. 10/2018 - Cr West - Heritage Act	519
12.2	Notice of Motion No. 11/2018 - Cr Oxley - Return Dog Home Policy.	521
12.3	Notice of Motion No. 12/2018 - Cr Oxley - NBN.....	523
13.	Urgent Business	
14.	Confidential Items	527
14.1	Notice of Motion No. 7/2018 - Cr West - Mentone Hotel	
14.2	Notice of Motion No. 8/2018 - Cr West - Mentone Hotel	
14.3	Notice of Motion No. 9/2018 - Cr West - Mentone Hotel	
14.4	Notice of Motion No. 13/2018 - Cr West - Engagement of Lawyers	
	Confidential Attachments	
8.5	Amendment C151 - Kingswood Golf Course - Request for Advisory Committee Appendix 1 Legal Advice	
8.6	Cheltenham Structure Plan Review – Proposed Change to the Municipal Boundary Appendix 2 Legal Advice	
8.7	Edithvale Bonbeach Environmental Effects Statement submission Appendix 1 Letter to Mr Paul Marsden - EES - Edithvale & Bonbeach Level Crossing re...	

Explanation of Meeting Procedure



Meeting Procedure is Regulated by Local Law

The procedures for this Ordinary Meeting of Council are regulated by Council's Meeting Procedures Local Law.

Chairperson

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

Agenda

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

Motions

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

Voting

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

Amendments

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

Speaking at the Meeting

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

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

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

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Explanation of Meeting Procedure

Questions

Members of the public present at the meeting may put questions in writing to Council which will be dealt with during Question Time. The Question Box is located in the foyer. Questions must be placed in the Question Box by 7.30pm. You don't have to be a resident to ask a question.

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

Questions will be answered in the Council Chamber only if the questioner is present in the gallery. Where a questioner is not present, a response will be provided in writing.

Individual members of the public are permitted to ask a maximum of three (3) questions.

Confidential Business

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

Courtesy to the Mayor

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

Emergency Evacuation of Chamber

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

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

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

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

Explanation of Meeting Procedure

Do You Have a Hearing Difficulty?

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

Language Line



Recording of Meetings

Council Meetings are recorded and streamed live on the internet.

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

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

8. Planning and Development Reports

Ordinary Meeting of Council

23 April 2018

Agenda Item No: 8.1

KP17/896 - REGENTS PARK, SIXTH AVENUE ASPENDALE

Contact Officer: Beau McKenzie, Statutory Planning

Purpose of Report

This report is for Council to consider Planning Permit Application No. KP896/2017 - Regents Park, Sixth Avenue Aspendale.

Disclosure of Officer / Contractor Direct or Indirect Interest

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

OFFICER RECOMMENDATION

That the Council determine to support the proposal and issue a Notice of Decision to Grant a Planning Permit to Remove native vegetation pursuant to Clause 52.17 of the Kingston Planning Scheme at Regents Park, Sixth Avenue Aspendale, subject to the conditions contained within this report.

This application requires a decision by Council as the application is of major significance.

**City of Kingston
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23 April 2018

PLANNING OFFICER REPORT	
APPLICANT	Kingston City Council
ADDRESS OF LAND	Regents Park, Sixth Avenue, Aspendale
PLAN OF SUBDIVISION REFERENCE	Lot 1 on Title Plan 876302H
PROPOSAL	Remove native vegetation
PLANNING OFFICER	Beau McKenzie
REFERENCE NO.	KP896/2017
ZONE	Clause 36.02 – Public Park and Recreation Zone
OVERLAYS	Clause 44.05 – Special Building Overlay (in part)
PARTICULAR PROVISIONS	Clause 52.06 – Car Parking Clause 52.17 – Native Vegetation
OBJECTIONS	Nine (9) objections and two (2) petitions
CONSIDERED PLAN REFERENCES/DATE RECEIVED	Plans prepared by ‘Shane Muir Consulting Engineers’ on 15 November 2017, drawing no. 1711039, submitted to Council on 20 November 2017 Biosis report (reference matter 25719) and Biodiversity Impact and offset requirements report (DELWP refer BIO_2018_040) submitted to Council on 10 April 2018
ABORIGINAL CULTURAL HERITAGE SENSITIVITY	No

1.0 KEY ISSUES

1.1. The main issues arising from this proposal relate to:

- Native vegetation removal; and
- Car Parking and Traffic considerations.

2.0 SITE & SURROUNDS

- 2.1. The subject site is a 4.042 hectare (ha) park located on the eastern side of Sixth Avenue in Aspendale. The park is known as ‘Regents Park’ and is owned and managed by the City of Kingston.
- 2.2. The park comprises of recreational and leisure facilities. These include a sports oval with associated pavilion, cricket nets, tennis courts, pavilions, scout hall, playground and associated formal and informal car parking. The park also contains a memorial garden for Jack Cuthbertson, a former Councillor and Mayor for Chelsea.
- 2.3. The site is accessed from Sixth Avenue via two access points. The main access is on the north-west of the site adjacent to the tennis courts. The secondary access point is on the south-west corner of the land and is primarily used for the Scout Hall.

- 2.4. The area of the proposed vegetation removal is along the perimeter of the existing gravel car park and to the east of the car park within the Jack Cuthbertson memorial garden. This area is located approximately 14 metres from the Sixth Avenue frontage.
- 2.5. There is a large amount of vegetation on the site, which is concentrated in the south-west of the land, along the perimeter of the tennis courts and sports oval. This vegetation consists of 13 indigenous and 20 non-indigenous species, mostly planted. The plantings consist of locally indigenous species from more than one local ecological vegetation class (EVC), being Damp Sands Herb-rich Woodland/Heathy Woodland Complex and Coast Banksia Woodland. However, Coast Banksia Woodland occurs in the vicinity on all sides and is assumed to be the original EVC.
- 2.6. There are a number of easements on the south-east (side) boundary of the land relating to drainage and sewerage. There are no easements located where the proposed removal of native vegetation is to occur.
- 2.7. The land to the north and east of Regents Park is used and developed for a golf course, known as 'Rossdale Golf Course'. The part of the golf course adjacent to the north-west corner of Regents Park was recently rezoned from the Special Use Zone (Schedule 1) to the General Residential Zone (Schedule 3) as approved under Planning Scheme Amendment C147. The land to the south and west of the park is residential consisting predominately of detached single and double-storey dwellings on average sized lots.
- 2.8. The following map illustrates the subject site in its surrounding context.



3.0 TITLE DETAILS

- 3.1. There are no restrictions listed on the Certificate of Title.

4.0 PROPOSAL

- 4.1. The application seeks the removal of 0.133 hectares of native vegetation, which consist of 0.063 ha of remnant vegetation and 0.07 ha of one (1) scattered tree. Remnant patches of vegetation are defined as *'an area of vegetation where at least 25 per cent of the total perennial understory plant cover is native'*. A scattered tree is defined as *'a native canopy tree greater than three metres in height that does not form part of a remnant patch of native vegetation'*.
- 4.2. The patches of vegetation proposed to be removed consist of five (5) habitat zones. The patches are located along the perimeter of the informal car park as well as further east within the 'Jack Cuthbertson Memorial Garden'. The scattered tree is a small Coast Banksia located on the northern edge of the informal car park.
- 4.3. A total of 20 native plant species have been identified on the site which are divided into six (6) habitat zones.
- 4.4. The application is to be assessed on the low risk-based pathway as set out in the *Permitted clearing of native vegetation – Biodiversity assessment guidelines of the Department of Environment, Land, Water and Planning (DEPI 2013)*. This is due to the site being within Location A and the native vegetation removal totalling less than 0.5 hectares.
- 4.5. It is also proposed to remove a range of other vegetation that are either not indigenous Victoria or are exotic. This vegetation does not require a Planning Permit pursuant to Clause 52.17; however separate consent will be required for some of this vegetation under Local Laws.
- 4.6. The vegetation removal seeks to facilitate the construction of two (2) new netball courts as sought under the 'Regents Park Master Plan' adopted by Council on 26 February 2018. The netball courts will be constructed partly over the existing informal car park and over vegetated land including the 'Jack Cuthbertson Memorial Garden' to the east of the car park. The courts will have dimension of 40.5 metres in width and 36.8 metres in depth. Associated infrastructure including fencing, light towers, pedestrian access and viewing shelters are proposed.
- 4.7. Offset planting is proposed to take place in the form of a third party offset, such as an allocated credit register extract from the native vegetation credit register. An appropriate offset has been nominated for an improvement to the existing condition of the stand of natural Coast Banksia's within Regents Park. It is considered that the wording of recommended Condition 4(a)(i) would provide the applicant with the flexibility to achieve this outcome should it acceptably meet the off-set requirement.

- 4.8. The below image shows the mapped native vegetation for removal (outlined in yellow):



5.0 PLANNING CONTROLS

- 5.1. The subject site is located in a Public Park and Recreation Zone (PPRZ).
- 5.2. The subject site is partially affected by the Special Building Overlay (SBO). Specifically, the Overlay affects the south-west corner of the land. The proposed site of the native vegetation removal is not affected by the Overlay.

6.0 PLANNING PERMIT REQUIREMENTS

- 6.1. Pursuant to Clause 52.17-2 – Native Vegetation, a Planning Permit is required to remove native vegetation. In accordance with Clause 72 (General Terms), native vegetation is defined as *Plants that are indigenous to Victoria, including trees, shrubs, herbs, and grasses.*
- 6.2. Although not a Planning Permit trigger, in accordance with Clause 52.06-6, car parking must be provided to the satisfaction of the responsible authority before the floor or site area of an existing use is increased for a use of land not specified within Table 1 of Clause 52.06-5. It is noted that the primary use is defined as an ‘open sports ground or more broadly, ‘leisure and recreation’.
- 6.3. It is noted that exemptions for a Planning Permit apply to the use and buildings and/or works associated with the proposed netball courts. These include as follows:
- Pursuant to Clause 62.02-2 (Buildings and works not requiring a permit):
“Buildings or works with an estimated cost of \$1,000,000 or less carried out by or on behalf of a municipality.”
 - Pursuant to Clause 36.02-1 (Public Park and Recreation Zone), the use of land for an ‘open sports ground’ provided the use is conducted by or on behalf of the public land manager (Kingston City Council).

- Pursuant to Clause 36.02-2 (Public Park and Recreation Zone), a planning permit is required to construct a building or construct or carry out works. This does not apply to:

“A building or works carried out by or on behalf of a public land manager or Parks Victoria under the Local Government Act 1989, the Reference Areas Act 1978, the National Parks Act 1975, the Fisheries Act 1995, the Wildlife Act 1975, the Forest Act 1958, the Water Industry Act 1994, the Water Act 1989, the Marine Act 1988, the Port of Melbourne Authority Act 1958 or the Crown Land (Reserves) Act 1978.”

6.4. There are no exemptions for works relating to the removal of vegetation.

7.0 RELEVANT HISTORY

7.1. Council records indicate that there is no recent planning history relating to this site.

8.0 ADVERTISING

8.1. The proposal was advertised by sending notices to adjoining and opposite property owners and occupiers and by maintaining a notice on site for fourteen (14) days. Eleven (11) objections and one (1) petition with 101 signatories against the proposal was received. The valid grounds of objection raised are summarised as follows:

- Objections relating to the loss of native vegetation;
- Adverse impact to the character and amenity of Regents Park; and
- Loss of habitat for local fauna.

8.2. The following objections raised are not valid planning considerations or are not related to the application:

- Loss of on-site car parking/parking overspill into surrounding streets;
- Increased traffic into surrounding streets;
- Safety concerns resulting from increased patronage to the park;
- Amenity impacts (noise and light) from new netball courts;
- Anti-social behaviour from netball and football patrons;
- Removal of Jack Cuthbertson Memorial Garden;
- Concerns with adopted Regents Park Master Plan;
- Lack of community consultation (primarily relating to netball courts and master plan);
- Aged demographic of area suggests limited need for new netball courts;
- Requests for a survey to be conducted; and
- Internal process/procedure, including advertising process.

9.0 PLANNING CONSULTATION MEETING

9.1. A planning consultation meeting was held on 8 March 2018 with the relevant Planning Officer, the Permit Applicant and four (4) objectors in attendance. The above-mentioned issues were discussed at length. Many of the issues raised at the meeting fall outside of the permit trigger for the planning application.

- 9.2. The above concerns were unable to be resolved at the meeting, and all objections still stand.
- 9.3. It is noted that a further two (2) objections were received after the consultation meeting.

10.0 AMENDMENT TO THE APPLICATION

- 10.1. No formal amendments were made to the application before advertising. However, it is noted that the applicant provided additional information including a biodiversity assessment report and updated planning report on 18 January 2018 in response to Council's request for further information on 18 December 2018.
- 10.2. The applicant provided an updated assessment from Biosis and the Department of Environment, Land, Water and Planning on 6 April 2018 after advertising. This was provided following Council's request for the applicant to undertake an assessment against the old Native Vegetation regulations.
- 10.3. It is noted that the extent of native vegetation removal has increased from 0.063 hectares to 0.133 hectares as part of the updated assessment. This is due to an error within the previous DELWP assessment which excluded the scattered tree on the northern side of the informal car park. This tree has now been correctly included in the new assessment.
- 10.4. Biosis provided an amended report and noted the following:
- The scattered tree that was incorrectly left out of the previous DELWP assessment was identified as being unviable for retention in the Arborist report as well as being nominated within the Biosis report that was advertised.
 - The Coast Banksia is not a large tree (9 m height by 5 m width) and is considered to be in fair health and structure as per the Arborist report prepared by 'Treelogic'. The tree is also identified as being planted rather than naturally grown with little conservation value.
 - The current biodiversity assessment from the previous native vegetation provisions does not significantly change the proposal, with the offset requirements less than what was calculated in the superseded assessment under the new provisions, therefore negating the need to re-advertise the application.
- 10.5. As discussed further under section 13.5 and 13.6, the application was submitted before the new requirements were implemented into the Planning Scheme on 12 December 2017 and therefore the previous requirements must be considered. The updated assessments was distributed to all nine (9) objectors for review.

11.0 REFERRALS

- 11.1. The application was referred to the following external referral authority:
- Department of Environment, Land, Water and Planning (DELWP) advised of no objection to the proposal and did not recommended any conditions to be included on the Permit if issued.

It is noted that the DELWP was not a determining or recommending referral authority in accordance with Clause 66 (Referral and Notice Provisions) of the Planning Scheme. This includes the Clause 66 provisions to and after amendment VC138. However, Council Officer's determined to notify DELWP of the application for information purposes.

11.2. The application was referred to the following internal departments within Council:

- Council's Vegetation Management Officer reviewed both the Biosis reports and was satisfied that subject to conditions the application should be supported.
- Council's Traffic Engineer who confirmed that a parking study was undertaken on behalf of Council by 'GTA Traffic Consultants' in 2015 in relation to the proposed netball courts. The parking study concluded the following:
 - The proposed two netball courts could be expected to generate a car parking demand of 44 spaces.
 - The current site usage of 32 informal car parking spaces would be displayed as part of the proposed development.
 - A total of 76 car parking spaces would need to be accommodated in the Regents Park precinct and surrounding road network.
 - The Regents Park car parking supply is effectively fully occupied during the peak parking periods.
 - The additional car parking demands generated by the netball courts could be accommodated within the surrounding on-street parking supplies however it is anticipated that the additional demand would push the overall capacity of the network towards capacity (particularly surveyed Areas 2, 3 and 4 – residential areas closest to the park in First, Second, Third, Fourth, Fifth and Sixth Streets).
 - The additional traffic movements are expected to be able to be accommodated within the surrounding road network.

The Engineer further noted that Council may need to introduce parking restrictions in the residential areas after observations of the effect of parking in the area if the netball courts are constructed. This would require a consultation with residents prior to implementation.

- Council's Parks Department who advised of no objection. However, the Department did acknowledge the amenity and biodiversity value the trees provide to the reserve. The Department provided support for the findings within the arborist report which recommended the following:
 - Vegetation offset requirements calculated by an ecologist.
 - Temporary fencing 1 m offset around the site with all other vegetation protected during construction.
 - No site offices or other facilities permitted in the tree protection zone. All facilities to be located within existing car park.
 - Adopt all tree protection measures in the arboriculture assessment report for the duration of the construction.

- All services must be located to avoid disturbance to existing trees or be bored a min depth of 600mm below surface.
- All bore/entry pits to be located outside all Tree Protection Zones of trees to be retained.

12.0 RELEVANT POLICIES

12.1. State Planning Policy Framework (SPPF)

- *Clause 10 – Operation of the State Planning Policy Framework;*
- *Clause 11.04 – Open Space;*
- *Clause 11.06 – Metropolitan Melbourne;*
- *Clause 12 – Environmental and Landscape Values; and*
- *Clause 15 – Built Environment and Heritage.*

12.2. Local Planning Policy Framework (LPPF)

- *Clause 21.09 – Environment, Wetlands and Waterways; and*
- *Clause 21.11 – Open Space.*

12.3. Zoning

The site is located in the following Zone:

- *Clause 36.02 – Public Park and Recreation Zone.*

As outlined under section 6.3 of this report, a planning permit is not required for the use of land for an 'open sports ground' and for the carrying out of works, construct or carry out buildings where the works are undertaken by or on behalf of the public land manager under any of the following Acts:

A building or works carried out by or on behalf of a public land manager or Parks Victoria under the Local Government Act 1989, the Reference Areas Act 1978, the National Parks Act 1975, the Fisheries Act 1995, the Wildlife Act 1975, the Forest Act 1958, the Water Industry Act 1994, the Water Act 1989, the Marine Act 1988, the Port of Melbourne Authority Act 1958 or the Crown Land (Reserves) Act 1978.

In this instance, Council is the public land manager, therefore the above exemption applies.

12.4. Overlays

The following Overlay control partly applies to the land but does not affect the proposed site for vegetation removal:

- *Clause 44.05 – Special Building Overlay.*

12.5. Particular Provisions

The following Clauses are applicable to this application:

- *Clause 52.06 – Car Parking; and*
- *Clause 52.17 – Native Vegetation (prior to VC138 – see section 13.15 and 13.16 for further discussion).*

12.6. General Provisions

- *Clause 65 – Decision Guidelines.*

13.0 PLANNING CONSIDERATIONS:

State Planning Policy Framework

- 13.1. An assessment has been undertaken against the applicable State and Local Planning policies relevant to the planning permit requirements of the application.
- 13.2. The objective of Clause 10 (Operation of the State Planning Policy Framework) states *the State Planning Policy Framework seeks to ensure that the objectives of planning in Victoria (as set out in Section 4 of the Planning and Environment Act 1987) are fostered through appropriate land use and development planning policies and practices which integrate relevant environmental, social and economic factors in the interests of net community benefit and sustainable development.*
- 13.3. Clause 11.04 (Open space planning) seeks to create a diverse and integrated network of public open spaces commensurate with the needs of the community. Emphasis is given to the strategy to ensure urban open space provides for nature conservation, recreation and play, formal and informal sport, social interaction and peace and solitude.
- 13.4. Clause 11.06 (Metropolitan Melbourne) seeks to facilitate sustainable development that takes advantage of existing settlement patterns. This policy also seeks to promote liveable and healthy communities through the timely provision of social infrastructure and services to meet the community's changing demands.
- 13.5. Protection of ecological systems and biodiversity is achieved through the implementation of principles in Clause 12 (Environmental and Landscape Values) of the Scheme. Clause 12.01 (Biodiversity) requires planning to consider key guideline documents in the assessment of land use and development, to ensure that the biodiversity, including important habitats for Victoria's flora and fauna are conserved and protected.
- 13.6. To assist in the protection of Victoria's natural environments, the scheme at Clause 12.01-2 (Native vegetation management) applies the three step approach – avoid, minimise and offset to appropriately manage native vegetation, including its permitted removal and ensuring that no net loss occurs in relation to the biodiversity contribution of native vegetation.
- 13.7. Clause 15 (Built Environment and Heritage) seeks to ensure that land use and development appropriately responds to its landscape, valued built form and cultural context, and protect places and sites with significant heritage, architectural, aesthetic, scientific and cultural value.

Local Planning Policy Framework

- 13.8. Clause 21.09 (Environment, Wetlands and Waterways) seeks to maintain the diversity of flora and fauna habitats and promote opportunities for reinstating local native flora. The strategies further seek to ensure development does not reduce the extent or integrity of significant indigenous vegetation and provides for the reinstatement of native vegetation.
- 13.9. The balancing of competing demands of recreation and environment is discussed within Clause 21.11 (Open Space), which seeks (as relevant to this application):
- Objective 1: To provide fair and equitable access to a range of high quality open space areas located within Kingston's urban and non-urban environments which aim to optimise community enjoyment of open space.*
- Objective 2: To promote a diverse range of social and recreational opportunities which provide for the changing leisure needs of the municipality's current and future populations.*
- Objective 3: To protect significant natural landscapes and open space areas with an identified environmental significance from degradation as a result of community recreational demands.*
- 13.10. Whilst not part of the application, the proposed removal of vegetation seeks to facilitate the construction of netball courts, which forms part of the larger recreational network at Regents Park.
- 13.11. Whilst the removal of native vegetation is sought, the location of the vegetation removal has been limited where possible. Further to this, third party offsets are proposed and rehabilitation of existing vegetation is also proposed as part of the application.
- 13.12. In light of this, it is deemed that an appropriate balance has been struck. The benefits of the netball courts will be accompanied by the rehabilitation of existing vegetation and additional offsets provided to ensure that there is no not loss in relation to biodiversity and the park environment is appropriately managed.

Particular Provisions

- 13.13. The relevant particular provisions as they relate to the permit application is considered and assessed below.

Clause 52.17 – Native Vegetation:

- 13.14. It is noted that Planning Scheme Amendment VC138 was gazetted on 12 December 2017 to all Victorian Planning Schemes. The Amendment involved an update to the native vegetation provisions under Clause 52.17. The main changes include the replacement of the risk-based pathways (low, medium and high) with assessment pathways (basic, intermediate and detailed) and the thresholds determining the pathways have also been updated. In addition to these changes, a new assessment guideline has been introduced into the Planning Scheme titled *Guidelines for the removal, destruction or lopping of native vegetation (2017)*.

13.15. Clause 52.17-6 contains transitional arrangements stating, *the requirements of Clause 52.17 of this scheme in force immediately before the commencement of Amendment VC138 continue to apply to an application for a permit lodged before that date.* The application was received on 20 November 2017 and therefore this application is subject to the transitional provisions. It is on this basis that Council officers assess this proposal under the previous guidelines.

13.16. The purpose of Clause 52.17 is:

- *To ensure permitted clearing of native vegetation results in no net loss in the contribution made by native vegetation to Victoria's biodiversity. This is achieved through the following approach:*
 - *Avoid the removal of native vegetation that makes a significant contribution to Victoria's biodiversity.*
 - *Minimise impacts on Victoria's biodiversity from the removal of native vegetation.*
 - *Where native vegetation is permitted to be removed, ensure that an offset is provided in a manner that makes a contribution to Victoria's biodiversity that is equivalent to the contribution made by the native vegetation to be removed.*
- *To manage native vegetation to minimise land and water degradation.*
- *To manage native vegetation near buildings to reduce the threat to life and property from bushfire.*

13.17. In accordance with Clause 52.17-2, a planning permit is required to remove native vegetation including dead vegetation. In accordance with this clause:

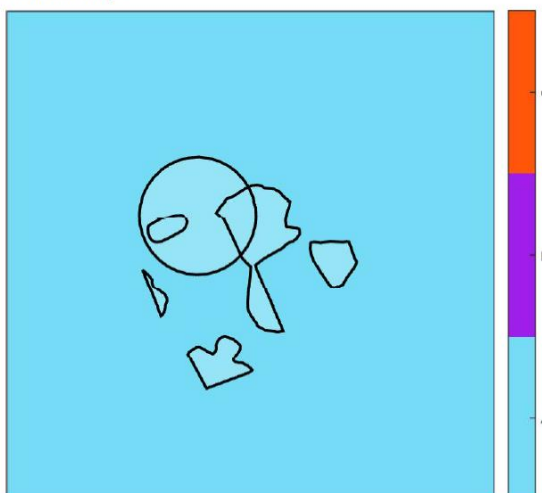
An application to remove, destroy or lop native vegetation must be classified as one of the following risk-based pathways: low, moderate or high, as defined in the Permitted clearing of native vegetation – Biodiversity assessment guidelines (Department of Environment and Primary Industries, September 2013). The application requirements and decision guidelines included in this clause must be applied in accordance with the classified pathway.

13.18. In order to determine the risk-based pathway, the decision maker must have regard to the following:

1. Location risk; and
2. Extent risk.

13.19. The subject site is located within Location A, based on the native vegetation location risk map below:

1. Native vegetation location risk map



13.20. The extent or overall area of native vegetation to be removed is 0.133 hectares. Within this total, 0.063 hectares is remnant patches of vegetation and 0.07 hectares of scattered trees (one tree). Based on this, the proposal falls under the low risk-based pathway as identified under the following table:

Table 3: Risk-based pathways for remnant patches of native vegetation

Extent*	Location		
	Location A	Location B	Location C
< 0.5 hectares	Low	Low	High
≥ 0.5 hectares and < 1 hectare	Low	Moderate	High
≥ 1 hectare	Moderate	High	High

Table 4: Risk-based pathways for scattered trees

Extent*	Location		
	Location A	Location B	Location C
< 15 scattered trees	Low	Moderate	High
≥ 15 scattered trees	Moderate	High	High

13.21. The decision guidelines at Clause 52.17-5 of the native vegetation provisions are dependent upon the risk pathway that an application takes. All applications must be considered against the following decision guidelines:

- *The contribution that native vegetation to be removed makes to Victoria's biodiversity.*
This is determined by:
 - *The extent and condition of the native vegetation.*
 - *The biodiversity value of the native vegetation, including whether the native vegetation is important habitat for rare or threatened species.*

The vegetation proposed to be removed provides a low contribution and significance to Victoria's biodiversity. The extent of the vegetation is insignificant with only 0.133 proposed. The vegetation is largely planted and provides little or no conservation value. The vegetation does provide habitat and food resources for local birds, ringtail possums and invertebrates. However, the amount of these resources is not significant with respect to the total resources in Kingston. Bird habitat quality is low due to other species of birds in the area. The trees are not mature enough to provide hollows for hollow-dependent fauna.

- *Whether the removal of native vegetation is defined as being in the low, moderate or high risk-based pathway, as defined in the Permitted clearing of native vegetation – Biodiversity assessment guidelines (Department of Environment and Primary Industries, September 2013) and apply the decision guidelines accordingly.*

The removal of native vegetation is defined as being in the low risk-based pathway as defined under the guidelines.

The responsible authority must also consider the following issues, as appropriate:

- *The need to remove, destroy or lop native vegetation to create defensible space to reduce the risk of bushfire to life and property, having regard to the other available bushfire risk mitigation measures.*

Not applicable – the removal of native vegetation does not relate to any bushfire risk as the proposal seeks to facilitate the construction of new netball courts.

- *The role of native vegetation in:*
 - *Protecting water quality and waterway and riparian ecosystems, particularly within 30 metres of a wetland or waterway and in special water supply catchment areas listed in the Catchment and Land Protection Act 1994.*
 - *Preventing land degradation, including soil erosion, salination, acidity, instability, and water logging, particularly:*
 - *Where ground slopes are more than 20 per cent.*
 - *On land which is subject to soil erosion or slippage.*
 - *In harsh environments, such as coastal or alpine area.*
 - *Preventing adverse effects on groundwater quality on land:*
 - *Where groundwater recharge to saline waterbodies occurs.*
 - *That is in proximity to a discharge area.*
 - *Which is a known recharge area.*

The subject site is not within any special water supply catchment area listed in the *Catchment and Land Protection Act 1994*. Further to this, the site is not located within 30 metres of a wetland or waterway. There will be no positive or negative impact from the proposed removal of native vegetation on land degradation or groundwater quality.

- *In the case of timber production, the benefits of including a condition requiring operations to be carried out in accordance with any relevant code of practice under Part 5 of the Conservation, Forests and Land Act 1987.*

Not applicable – not related to timber production.

- *Managing native vegetation to preserve identified landscape values.*

Vegetation provides some level of value to the land, particularly in this instance to the memorial gardens. However, it is considered that the extent of the vegetation proposed to be removed is limited and its removal will not have a significant impact to the overall landscape value of Regents Park. The majority of the vegetation was previously planted and are not individually identified as being of significant value. The habitat and food source for local fauna from the vegetation is of low value with the amount of resources an insignificant proportion (<1%) of the total resources in Kingston. It is further noted that the habitat value of the vegetation is low quality due to immaturity of vegetation and local aggressive birds. The most significant remnant trees on-site are to be retained as a result of the proposed netball courts. Appropriate offsets are recommended to maintain the landscape value of the land.

- *The conservation of native vegetation protected under the Aboriginal Heritage Act 2006.*

Not applicable - no vegetation proposed to be removed is protected under the *Aboriginal Heritage Act 2006*.

NVIM Tool Assessments

13.22. The native vegetation permitted clearing regulations use mapped and modelled information as a key input for planning and decision making. To assist this process biodiversity information tools have been developed that can measure impacts, inform decision making and determine offset obligations relating to the removal of native vegetation. This tool is identified as the Native Vegetation Information Management (NVIM) tool.

13.23. For Low risk-based pathway applications, the NVIM tool can be used to determine all criteria relating to the biodiversity considerations of the application. In this instance, the applicant utilised the NVIM tool to ascertain the location risk and to gain a preliminary indication of the extent risk.

13.24. The biodiversity considerations include:

- **Location Risk** - The risk that removing vegetation in a particular location will have on the persistence of a rare and threatened species (*using the location risk map*).

[additional online tools including the Victorian Biodiversity Atlas, the FFG Act Threatened Communities List and the EPBC Act Protected matters Search Tool were consulted to determine whether there were any listed species potentially occurring within the area that had not been previously identified]

Extent Risk – The level of risk to biodiversity from the removal of vegetation based on the area and / or number of scattered trees to be removed. (*Rather than relying on the online tool, methodology included a combination of aerial photograph interpretation and ground truthing using a hand held GPS.*)

Condition Score – A site based measure of how close the native vegetation is to its mature natural state. (*In this instance a site assessed condition score has been entered for each individual patch in lieu of using scores automatically generated by the NVIM mapping.*)

- **Habitat Hectares** – A combined measure of the condition and extent of native vegetation (*obtained by multiplying the total extent and condition score*).
- **Strategic Biodiversity Score** – A score that quantifies the relative value of a location in the landscape with regard to its conditions, extent, connectivity and the support function it plays for species (*a weighted average using the strategic biodiversity map*). The map prioritises locations on the basis of rarity and level of depletion of the types of vegetation, species habitats, and condition and connectivity of native vegetation.
- **General Biodiversity Equivalence Score** – A score used to quantify the relative overall contribution of a site to Victoria’s biodiversity (*used for all Low risk-based pathways, by multiplying habitat hectares and the strategic biodiversity score*).

13.25. To ensure that the offsets do not result in a net loss of biodiversity, the tool then assesses the following:

- **Offset Type** – For all Low risk pathway applications, a general offset is required (as distinct from a specific offset). A general offset is required when a proposal to remove native vegetation is not deemed, by application of the specific-general offset test, to have a significant impact on habitat for any rare or threatened species.
- **Risk Factor** – Acknowledges that there is a risk that the gain from undertaking the offset will not adequately compensate for the loss from removing native vegetation. In the instance of a Low risk-based pathway application, a risk factor of 1.5 is applied.
- **Offset Amount** – Calculated by multiplying the general biodiversity equivalence score by the risk factor for general offsets. The offset amount is expressed in Biodiversity Equivalence Units (BEUs).
- **Minimum Strategic Biodiversity Score (SBS)** - Must be at least 80 per cent of the strategic biodiversity score of the native vegetation to be removed to ensure that offsets are located within areas with a strategic value that is comparable or better than the native vegetation to be removed.
- **Vicinity** – The offset must be within the same Catchment Management Authority boundary as the native vegetation to be removed. In this instance, this means within the boundaries of the Port Philip and Westernport CMA or the City of Kingston.

13.26. The online tool identified the following attributes and offset requirements for the vegetation to be removed:

Assessment	NVIM Tool Assessment
Location risk	A
Condition Score	0.24 (Coast Banksia Woodland)
Total extent (ha)	0.133
Overall habitat hectares	0.029
Strategic biodiversity score (weighted average)	0.100

Assessment	NVIM Tool Assessment
Clearing site biodiversity equivalence score	0.003
Risk factor for general offsets	1.5
Offset requirements (general biodiversity equivalence units)	0.004
Minimum strategic biodiversity score (using the mapping)	0.080
Vicinity	Port Phillip and Westernport CMA or Kingston City Council

13.27. In accordance with the biodiversity assessment guidelines, the offsets must form a planning permit condition. Conditions regarding the offsetting of vegetation are recommended at Appendix F of the *Permitted Clearing of native vegetation - Biodiversity Assessment handbook* (DEPI 2014). The conditions relate to:

- Construction management
- Protection of vegetation to be retained, and
- Securing native vegetation offsets and offset evidence.

13.28. These conditions have been included within the Planning Officer recommendation.

Clause 52.06 – Car Parking:

13.29. As outlined under section 6.2 of the report, a Planning Permit is not required for any reduction to car parking under Clause 52.06. However, in accordance with Clause 52.06-6, car parking must be provided to the satisfaction of the responsible authority before the floor area or site area of an existing use is increased. This provision is relevant to the proposed netball courts as the existing use of land for recreation and leisure will be intensified as a result of the courts.

13.30. Correspondence with the applicant and Council's Traffic Engineer have confirmed that the car parking matters have previously been considered and satisfied. In particular, a Parking Study was undertaken on behalf of Council by 'GTA Traffic Consultants' in 2015. The study concluded that there would be a significant demand for on-site parking from the new netball courts and consequential loss of the informal car park. It was deemed that the surrounding street network could accommodate this demand, however on-street parking would reach capacity for particular surveyed areas (First, Second, Third, Fourth, Fifth and Sixth Streets). Council's Traffic Engineer advised that a further study of the effect from the netball courts and consultation with residents may be undertaken following the establishment of the netball courts (if constructed). The outcome of this study and consultation may trigger the need for parking and traffic restrictions.

13.31. The Parking Study (GTA Traffic Consultants 2015) also concluded that the increased traffic movements resulting from the new netball courts can be accommodated within the surrounding road network.

13.32. It is noted that as there is no Planning Permit trigger for car parking under Clause 52.06, the application was advertised solely for the purpose of native vegetation removal. There is no legislative requirement to advertise matters relating to car parking when parking must be provided to the satisfaction of the responsible authority as per Clause 52.06-5. Therefore, concerns raised from objectors in relation to car parking and traffic cannot be formally considered as part of the application. However, the above discussion has addressed these concerns.

Decision Guidelines

13.33. The decision guidelines under Clause 65 where relevant have been satisfied for this application. This includes the following guidelines:

- *The matters set out in Section 60 of the Act.*
- *The State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.*
- *The purpose of the zone, overlay or other provision.*
- *Any matter required to be considered in the zone, overlay or other provision.*
- *The orderly planning of the area.*
- *The effect on the amenity of the area.*
- *The proximity of the land to any public land.*
- *Factors likely to cause or contribute to land degradation, salinity or reduce water quality.*
- *Whether the proposed development is designed to maintain or improve the quality of stormwater within and exiting the site.*
- *The extent and character of native vegetation and the likelihood of its destruction.*
- *Whether native vegetation is to be or can be protected, planted or allowed to regenerate.*
- *The degree of flood, erosion or fire hazard associated with the location of the land and the use, development or management of the land so as to minimise any such hazard.*

Aboriginal Cultural Heritage

13.34. The subject land is not identified in an area of Aboriginal Cultural Heritage Sensitivity.

14.0 RESPONSE AGAINST GROUNDS OF OBJECTIONS

14.1. The objector's concerns in relation to vegetation removal and car parking/traffic have been examined and considered within this report, specifically under section 13. A number of other concerns have been raised which do not relate to the planning permissions that are sought under the Kingston Planning Scheme.

14.2. For the purpose of assessing the application, the following concerns are considered to fall outside of the scope of planning considerations, when assessing the planning permit trigger:

- *The new netball courts, Council adopted Regents Park Master Plan and removal of Jack Cuthbertson Memorial Garden*

A number of concerns have been raised relating to the new netball courts, the Regents Park Master Plan and removal of the Jack Cuthbertson Memorial Garden.

It is understood that previous investigations from other Council Departments have determined the location of the new netball courts and as such decided to pursue the current alignment. The planning permit application that has been lodged on this basis.

The previous decisions of Council for the new netball courts and Regents Park Master Plan do not form part of considerations in the assessment of the current planning application.

- *Internal process/procedure, including advertising process*

The application has been processed, assessed and advertised in accordance with the notice requirements of section 52 of the *Planning and Environment Act 1987* as well as Council's Policy for Notice of Application (Advertising) (Version 5, 2014).

A planning consultation meeting was scheduled after the advertising period and is conducted in accordance with Council's Policy for Planning Consultation Meetings (Version 3, 2017).

15.0 CONCLUSION:

- 15.1. On balance, the proposal is considered to be acceptable having regard to the applicable State and Local Planning Policies, including the decision guidelines under the *Guidelines* as incorporated within the Planning Scheme which seeks consent for the removal of vegetation.
- 15.2. As outlined above, it has been determined that prior to deciding on this application all factors pursuant to section 60(1) of The Act have been considered. Further to this, the proposal does not give rise to any significant social and economic effects.

16.0 RECOMMENDATION

- 16.1. That the Council determine to support the proposal and issue a Notice of Decision to Grant a Permit to **Remove native vegetation pursuant to Clause 52.17 of the Kingston Planning Scheme** at Regents Park, Sixth Avenue, Aspendale, subject to the following conditions:

Endorsed plans

1. Before any native vegetation removal begins, amended plans to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plans will be endorsed and will form part of this permit. The plans must be generally in accordance with the plans submitted to Council on 20 November 2017 but amended to include:
 - a) Existing vegetation to be retained clearly nominated, specifically the area between Sixth Avenue and the sports ground and directly south of the proposed netball courts;

- b) The species of the native vegetation proposed to be removed clearly nominated; and
- c) A detailed description of the measures to be implemented to protect the native vegetation to be retained during construction works, and the person/s responsible for implementation and compliance. These measures must include the erection of a native protection fence around all native vegetation to be retained on site, to the satisfaction of the responsible authority, including the tree protection zones of all native trees to be retained. All tree protection zones must comply with *AS 4970-2009 Protection of Trees on Development Sites*, to the satisfaction of the responsible authority.

Protection of existing vegetation

- 2. Before works start, a native vegetation protection fence must be erected around all remnant patches and trees to be retained on site. This fence must be erected around the remnant patch at a minimum distance of 2 metres from retained native vegetation and at a radius of 12x the diameter at a height of 1.3 metres to a maximum of 15 metres but no less than 2 metres from the base of the trunk of tree. The fence must be constructed of chain mesh or similar to the satisfaction of the Responsible Authority. The fence must remain in place until all works are completed to the satisfaction of the Responsible Authority. The fence must not be adjusted unless with the written consent of the Responsible Authority.
- 3. Except with the written consent of the Responsible Authority, within the area of native vegetation to be retained and any associated tree protection zone, the following are prohibited:
 - a) Site offices or other facilities;
 - b) Vehicular or pedestrian access;
 - c) Trenching or soil excavation;
 - d) Storage or dumping of any soils, materials, equipment, vehicles, machinery or waste products;
 - e) Entry and exit pits for underground services;
 - f) Any other actions or activities that may result in adverse impacts to retained native vegetation.

Native vegetation offsets

- 4. To offset the removal of 0.133 hectares of native vegetation, the permit holder must secure a native vegetation offset, in accordance with the Permitted clearing of native vegetation – Biodiversity assessment guidelines (DEPI 2013) and Native vegetation gain scoring manual (DEPI 2013) as specified below:

General offset

- a) A general offset of 0.004 general biodiversity equivalence units with the following attributes:
 - i. Be located within the Port Phillip and Westernport Catchment Management Authority boundary or City of Kingston municipal district; and
 - ii. have a strategic biodiversity score of at least 0.080.

Offset evidence and timing

5. Before any native vegetation is removed, evidence that the required offset for the project has been secured must be provide to the satisfaction of the Responsible Authority. The offset evidence can be:
- a) A security agreement signed by both parties, to the required standard, for the offset site or sites, including a 10 year offset management plan; and/or
 - b) An allocated credit extract from the Native Vegetation Credit Register.

A copy of the offset evidence will be endorsed by the Responsible Authority and form part of this permit. Within 30 days of endorsement of the offset evidence by the Responsible Authority, a copy of the endorsed offset evidence must be provided to the Department of Environment, Land, Water and Planning.

6. In the event that a security agreement is entered into as per condition 5 a), the applicant must provide the annual offset site condition report to the Responsible Authority by the anniversary date of the execution of the offset security agreement, for a period of 10 consecutive years. After the tenth year, the landowner must provide a report at the reasonable request of a statutory authority.

Notification of permit conditions

7. Before works start, the permit holder must advise all persons undertaking the vegetation removal or works on site of all relevant permit conditions and associated statutory requirements or approvals.

Expiry

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

- The works are not started before two (2) years from date of this permit.
- The works are not completed before four (4) years from the date of permit issue.

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

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

OR

In the event that the Council determines to refuse the application, it could do so on the following grounds:

1. The proposal fails to comply with relevant state and local planning policies contained within of the Kingston Planning Scheme.
2. The proposal fails to comply with relevant guidelines and objectives of Clause 52.17 (Native Vegetation).

Appendices

Appendix 1 - KP17/896 - Regents Park Sixth Avenue Aspendale - Considered plans for Strategic CIS date 16 April 2018 (Ref 18/43921) [↓](#)

Appendix 2 - KP17/896 - Regents Park Sixth Avenue Aspendale - Final Biosis Report for consideration at Strategic CIS date 16 April 2018 (Ref 18/53044) [↓](#)

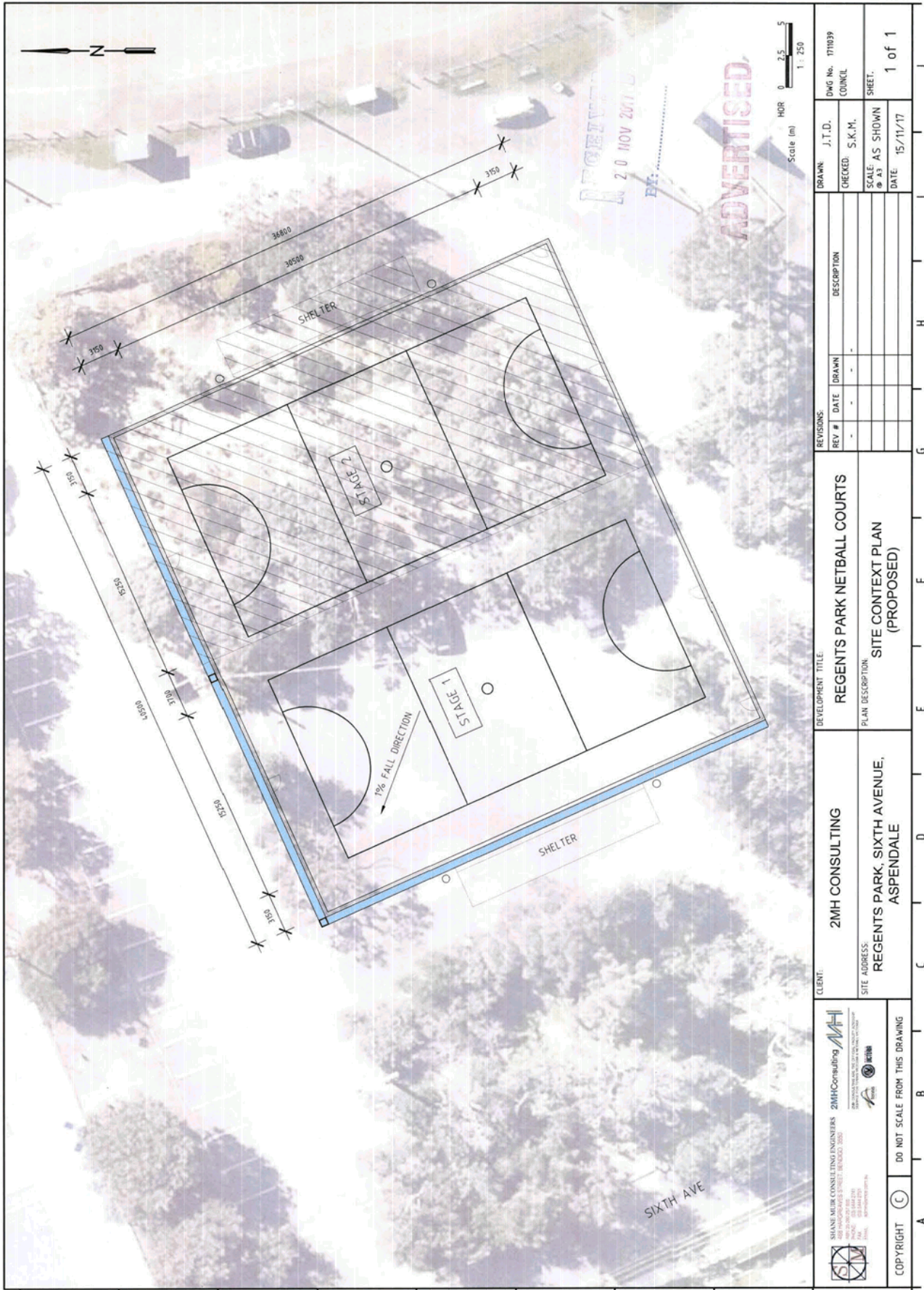
Author/s: Beau McKenzie, Statutory Planning

Reviewed and Approved By: Jeremy Hopkins, Principal Statutory Planner

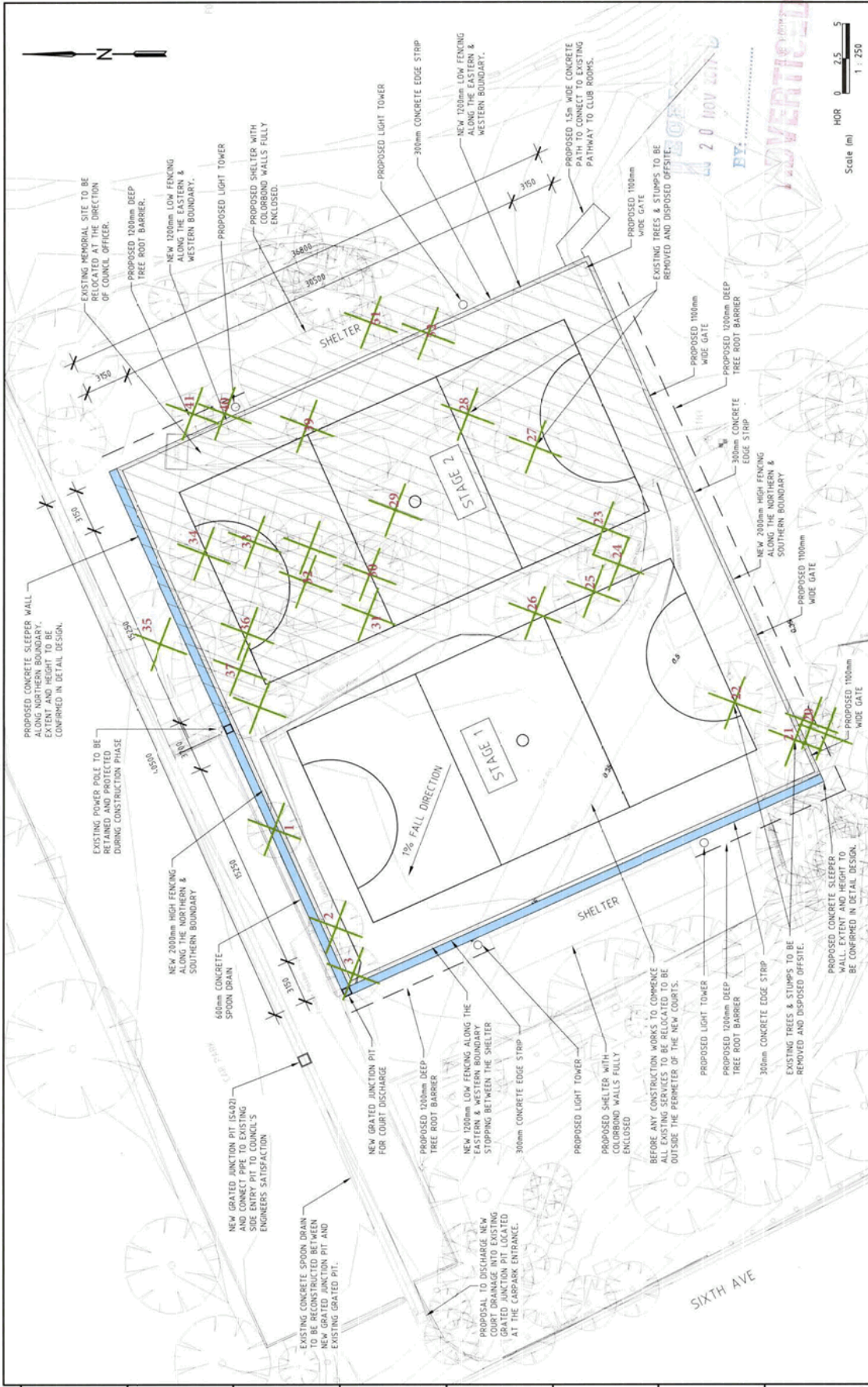
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KP17/896 - REGENTS PARK, SIXTH AVENUE ASPENDALE

1	KP17/896 - Regents Park Sixth Avenue Aspendale - Considered plans for Strategic CIS date 16 April 2018	29
2	KP17/896 - Regents Park Sixth Avenue Aspendale - Final Biosis Report for consideration at Strategic CIS date 16 April 2018	31



SHANKS SMITH CONSULTING ENGINEERS 2MH Consulting 107 PLYMOUTH STREET, ELWOOD, VIC 3171 PH: 03 9497 4200 FAX: 03 9497 4201 WWW.2MHCONSULTING.COM.AU	CLIENT: 2MH CONSULTING REGENTS PARK, SIXTH AVENUE, ASPENDALE	DEVELOPMENT TITLE: REGENTS PARK NETBALL COURTS		REVISIONS:		DRAWN: J.T.D. CHECKED: S.K.M.	DWG No. 171039 COUNCIL				
		PLAN DESCRIPTION: SITE CONTEXT PLAN (PROPOSED)		REV # DATE DRAWN	DESCRIPTION	SCALE: AS SHOWN SHEET: 1 of 1	DATE: 15/11/17				
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A B C D E F G H J



10 April 2018

Michael Haley
City of Kingston
Email: Michael.Haley@kingston.vic.gov.au

Dear Michael

Regents Park, Aspendale

Our ref: 25719

In response to Council's request for a vegetation assessment of the proposed netball court site in Regents Park, Aspendale I inspected the site on 18 December and can provide the following advice.

Description

The assessment area is the construction footprint or envelope of the proposed netball court area which is the area from which vegetation will be cleared (Figure 1). The site comprises vegetation surrounding an existing gravel carpark and extends on the east to include most of the Jack Cuthbertson Memorial Garden.

A total of 13 indigenous and 20 non-indigenous plant species was recorded (Attachment 1). The vegetation appears to be largely planted, with some trees dating from the 1980s. A Silver Banksia *Banksia marginata* has 33 nodes indicating it was planted in 1983 (one node in first two years, one node per year thereafter). The bird-dispersed indigenous species Large Kangaroo Apple *Solanum laciniatum* and Bower Spinach *Tetragonia implexicoma* are unlikely to have been planted and may have colonised the site.

The ground on the west side has been raised by fill to make it level with the carpark, which is another indication that the vegetation is planted. There is abundant mulch, and weeds are rare with <1% cover.

The plantings are of locally indigenous species from more than one local ecological vegetation class (EVC), so the original EVC is used here as the basis for assessment. The DELWP NatureKit vegetation map indicates this was Damp Sands Herb-rich Woodland / Heathy Woodland Complex (DELWP 2017). However Coast Banksia Woodland occurs in the vicinity on all sides and is assumed to be the original EVC (Table 1).

Table 1: Ecological vegetation classes

EVC	Area (ha)
Coast Banksia Woodland	0.063

Biosis Pty Ltd
Melbourne Resource Group

38 Bertie Street
Port Melbourne VIC 3207

Phone: 03 9646 9499
Fax: 03 9646 9242

ACN 006 175 097
ABN 65 006 175 097

Email: melbourne@biosis.com.au

biosis.com.au



Conservation significance

None of the plant species are listed as threatened in the City of Kingston (Kingston Flora Database 2017). The plantings provide habitat and food resources for some local birds, ringtail possums and invertebrates. Banksia provides seed for Sulphur-crested Cockatoos. The amount of these resources is not a significant proportion (<1%) of the total resources in Kingston. Bird habitat quality is generally low due to the aggressive native Noisy Miner. The trees are too immature to provide hollows for hollow-dependent fauna.

Biodiversity Assessment Guidelines

The assessment procedure is set out in the *Permitted clearing of native vegetation – Biodiversity assessment guidelines* of the Department of Environment, Land, Water and Planning (DEPI 2013).

The assessment is based on (a) 'patch' vegetation which is 'an area of vegetation where at least 25 per cent of the total perennial understorey plant cover is native', and (b) 'scattered trees' which are canopy tree species greater than 3 metres in height that occur outside patches. Native vegetation is defined as 'plants that are indigenous to Victoria, including trees, shrubs, herbs and grasses' (Victoria Planning Provisions – Definitions – Clause 72).

Patch vegetation occurs along each side of the construction envelope particularly on the east side. In addition one 'scattered tree', a small planted Coast Banksia, occurs on the north edge.

Each patch is divided into one or more habitat zones, each zone containing one ecological vegetation class (EVC) of uniform vegetation quality. Five habitat zones are identified (Figure 1).

Photos of the vegetation to be removed are in Attachment 2.

The vegetation quality or condition score of the habitat zones measured as per DSE (2004) follows.

**Table 2. Condition scores of habitat zones**

Habitat Zone ID		1-5	
EVC		CBW	
		Max Score	Score
Site Condition	Large Old Trees	10	0
	Canopy Cover	5	0
	Lack of Weeds	15	13
	Understorey	25	5
	Recruitment	10	0
	Organic Litter	5	2
	Logs	5	0
	Total		20
Modifier		na	
Total Site Score		20	
Landscape Value	Patch Size	10	1
	Neighbourhood	10	0
	Distance to Core	5	3
	Total Landscape Score	4	
Habitat points = #/100		100	24
CONDITION SCORE		1	0.24

As per the Guidelines, for impact and offset calculations the scattered tree has an assigned standard area of 0.070 ha. Consequently the total extent area is:

0.063 (patch) + 0.070 (scattered tree) = 0.133 hectares.



The planning permit application is assessed on the low risk-based pathway as less than 0.5 hectares is proposed for removal within Location A on the DELWP location map (DELWP 2017a, b).

As per required procedure (DEPI 2013), Biosis submitted site-based data and location information to DELWP which generated a Biodiversity Impact and Offset Requirements Report (BIOR) to accompany the planning permit application (Attachment 3). The report may be summarised as follows.

Table 3. Summary of DELWP Biodiversity Impact and Offset Requirements Report (Attachment 3)

Attribute	Outcome
Location category	A
Extent of proposed removal	0.133 ha
Assessment pathway	Low risk-based pathway
Offset amount	0.004 general biodiversity equivalence units
Offset vicinity	Port Phillip and Westernport CMA or City of Kingston
Offset minimum strategic biodiversity score	0.080



Offset requirement

Following the Guidelines, in order to ensure a gain to Victoria's biodiversity that is equivalent to the loss resulting from permitted clearing of native vegetation, compensatory offsets are required. Losses and gains are measured in general biodiversity equivalence units.

All permits to clear native vegetation are subject to the provision of an appropriate native vegetation offset. This clearance of vegetation requires a 'general offset' which is any vegetation in the same catchment management area that meets the minimum strategic biodiversity score.

The offset requirement is 0.004 general biodiversity equivalence units (Table 3).

A compliant offset must be secured, to the satisfaction of the responsible authority, before the native vegetation is removed. This can be either:

- a security agreement for a first party offset site that includes an onsite management plan, or
- evidence of a secured third party offset, such as an allocated credit register extract from the native vegetation credit register.

The second option is more appropriate for a relatively small area of clearing.

Consideration could be given to improving the condition of the stand of natural Coast Banksia in Regents Park as an offset. This would involve removal of five non-indigenous eucalypts which compete with the Banksias and replacement of the ground layer with indigenous species and provenances.



Coast Banksia Woodland with potential for enhancement as an offset



Permit requirements

A planning permit under the Planning and Environment Act is required to 'remove, destroy or lop' plants 'native to Victoria' (Kingston planning scheme, clause 52.17). Plants native to Victoria are mostly inside patches but some are scattered outside patches. The permit application will be assessed in the low risk-based pathway and provision of the above offset for the patch vegetation will be a permit condition. Kingston is the responsible authority. Information for the application (DEPI 2013) is in this report.

In addition a protected flora permit under the Flora and Fauna Guarantee Act is required from DELWP to 'take' flora protected under the Act. Protected flora are indicated in Attachment 1.

References

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Kingston Flora Database 2017. Kingston Flora Database, Kingston Conservation and Environment Coalition.

Please contact me if you have any enquiries.

Regards

A handwritten signature in black ink that reads 'Jeff Yugovic'.

Dr Jeff Yugovic



Attachment 1. Flora

Scientific name	Common name	FFG Act protected flora
Site-indigenous species:		
<i>Acacia longifolia</i> subsp. <i>sophorae</i>	Coast Wattle	Protected (<5 plants)
<i>Allocasuarina verticillata</i>	Drooping Sheoak	
<i>Banksia integrifolia</i>	Coast Banksia	
<i>Bursaria spinosa</i>	Sweet Bursaria	
<i>Dianella longifolia</i> s.l.	Pale Flax-lily	
<i>Dianella revoluta</i> s.l.	Black-anther Flax-lily	
<i>Eucalyptus camaldulensis</i>	River Red-gum	
<i>Eucalyptus viminalis</i>	Manna Gum	
<i>Leptospermum laevigatum</i>	Coast Tea-tree	
<i>Lomandra longifolia</i>	Spiny-headed Mat-rush	
<i>Rhagodia candolleana</i>	Seaberry Saltbush	
<i>Solanum laciniatum</i>	Large Kangaroo Apple	
<i>Tetragonia implexicoma</i>	Bower Spinach	
Victorian non site-indigenous species:		
<i>Acacia longifolia</i> subsp. <i>longifolia</i>	Sallow Wattle	Protected (<5 plants)
<i>Acacia paradoxa</i>	Hedge Wattle	
<i>Banksia marginata</i>	Silver Banksia	
<i>Chrysocephalum apiculatum</i>	Common Everlasting	Protected (<5 plants)
<i>Corymbia maculata</i>	Spotted Gum	
<i>Leptospermum continentale</i>	Prickly Tea-tree	
<i>Melaleuca armillaris</i>	Giant Honey-myrtle	
Australian non site-indigenous species:		
<i>Acacia</i> sp.	Wattle	
<i>Atriplex</i> sp.	Saltbush	
<i>Corymbia citriodora</i>	Lemon-scented Gum	
<i>Eucalyptus robusta</i>	Swamp Mahogany	
<i>Lomandra</i> sp.	Mat-rush	
Introduced species (planted):		
<i>Diets iridioides</i>	Butterfly Iris	
<i>Yucca gloriosa</i>	Palm Lily	
Introduced species (weeds):		
<i>Ehrharta erecta</i>	Panic Veldt-grass	
<i>Galium aparine</i>	Cleavers	
<i>Hypochaeris radicata</i>	Flatweed	
<i>Polygonum arenastrum</i>	Wireweed	
<i>Sonchus oleraceus</i>	Common Sow-thistle	



Attachment 2. Photos



Habitat zone 1



Habitat zone 2



Habitat zone 3



Habitat zone 4



Habitat zone 5



'Scattered tree' Coast Banksia



Attachment 3. Biodiversity Impact and Offset Requirements Report

Biodiversity impact and offset requirements report

This report **does not represent an assessment by DELWP** of the proposed native vegetation removal. It provides biodiversity information for low risk-based pathway applications for permits to remove native vegetation under clause 52.16 or 52.17 of the planning schemes in Victoria.

Date of issue: 06/04/2018
Time of issue: 11:19 am

DELWP ref: BIO_2018_040

Project ID	25719_VegClearing
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Summary of marked native vegetation

Risk-based pathway	Low
Total extent	0.133 ha
Remnant patches	0.063 ha
Scattered trees	1 tree
Location risk	A
Strategic biodiversity score of all marked native vegetation	0.100

Offset requirements if a permit is granted

If a permit is granted to remove the marked native vegetation, a requirement to obtain a native vegetation offset will be included in the permit conditions. The offset must meet the following requirements:

Offset type	General offset
General offset amount (general biodiversity equivalence units)	0.004 general units
General offset attributes	
Vicinity	Port Phillip and Westernport Catchment Management Authority (CMA) or Kingston City Council
Minimum strategic biodiversity score	0.080 ¹

See Appendices 1 and 2 for details in how offset requirements were determined.

NB: values presented in tables throughout this document may not add to totals due to rounding

¹ Minimum strategic biodiversity score is 80 per cent of the weighted average score across habitat zones where a general offset is required

Biodiversity impact and offset requirements report

Next steps

This proposal to remove native vegetation must meet the application requirements of the low risk-based pathway and it will be assessed under the low risk-based pathway.

If you wish to remove the marked native vegetation you are required to apply for a permit from your local council. Council will then refer your application to DELWP for assessment, as required. **This report is not a referral assessment by DELWP.**

The biodiversity assessment report from NVIM and this biodiversity impact and offset report should be submitted with your application for a permit to remove native vegetation you plan to remove, lop or destroy.

This report provides the following information to meet application requirements for a permit to remove native vegetation:

- Confirmation of the risk-based pathway of the application for a permit to remove native vegetation
- The area of the patch of native vegetation and/or the number of any scattered trees to be removed
- The strategic biodiversity score of the native vegetation to be removed
- The offset requirements should a permit be granted to remove native vegetation.

Refer to the *Permitted clearing of native vegetation – Biodiversity assessment guidelines* and for a full list and details of application requirements.

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For more information contact the DELWP Customer Service Centre 136 186

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This publication may be of assistance to you but the State of Victoria and its employees do not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or other consequence which may arise from you relying on any information in this publication.

Obtaining this publication does not guarantee that an application will meet the requirements of clauses 52.16 or 52.17 of the Victoria Planning Provisions or that a permit to remove native vegetation will be granted.

Notwithstanding anything else contained in this publication, you must ensure that you comply with all relevant laws, legislation, awards or orders and that you obtain and comply with all permits, approvals and the like that affect, are applicable or are necessary to undertake any action to remove, lop or destroy or otherwise deal with any native vegetation or that apply to matters within the scope of clauses 52.16 or 52.17 of the Victoria Planning Provisions

Biodiversity impact and offset requirements report

Appendix 1 – Biodiversity impact of removal of native vegetation

Habitat hectares

Habitat hectares are calculated for each habitat zone within your proposal using the extent and condition scores in the GIS data you provided.

Habitat zone	Site assessed condition score	Extent (ha)	Habitat hectares
1-1-1	0.240	0.005	0.001
2-1-3	0.240	0.012	0.003
3-1-4	0.240	0.035	0.008
4-1-5	0.240	0.010	0.002
5-1-2	0.240	0.002	0.000
6-1-TR	0.200	0.070	0.014
TOTAL			0.029

Clearing site biodiversity equivalence score(s)

The general biodiversity equivalence score for the habitat zone(s) is calculated by multiplying the habitat hectares by the strategic biodiversity score.

Habitat zone	Habitat hectares	Strategic biodiversity score	General biodiversity equivalence score (GBES)
1-1-1	0.001	0.100	0.000
2-1-3	0.003	0.100	0.000
3-1-4	0.008	0.100	0.001
4-1-5	0.002	0.100	0.000
5-1-2	0.000	0.100	0.000
6-1-TR	0.014	0.100	0.001

Biodiversity impact and offset requirements report

Appendix 2 – Offset requirements detail

If a permit is granted to remove the marked native vegetation the permit condition will include the requirement to obtain a native vegetation offset.

To calculate the required offset amount required the biodiversity equivalence scores are aggregated to the proposal level and multiplied by the relevant risk multiplier.

Offsets also have required attributes:

- General offsets must be located in the same Catchment Management Authority (CMA) boundary or Local Municipal District (local council) as the clearing and must have a minimum strategic biodiversity score of 80 per cent of the clearing.²

The offset requirements for your proposal are as follows:

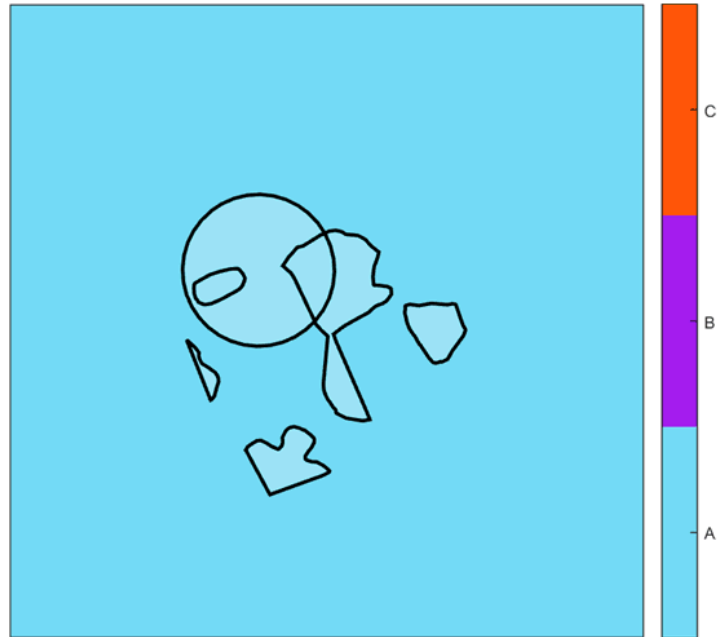
Offset type	Clearing site biodiversity equivalence score	Risk multiplier	Offset requirements	
			Offset amount (biodiversity equivalence units)	Offset attributes
General	0.003 GBES	1.5	0.004 general units	Offset must be within Port Phillip And Westerntport CMA or Kingston City Council Offset must have a minimum strategic biodiversity score of 0.080

² Strategic biodiversity score is a weighted average across habitat zones where a general offset is required

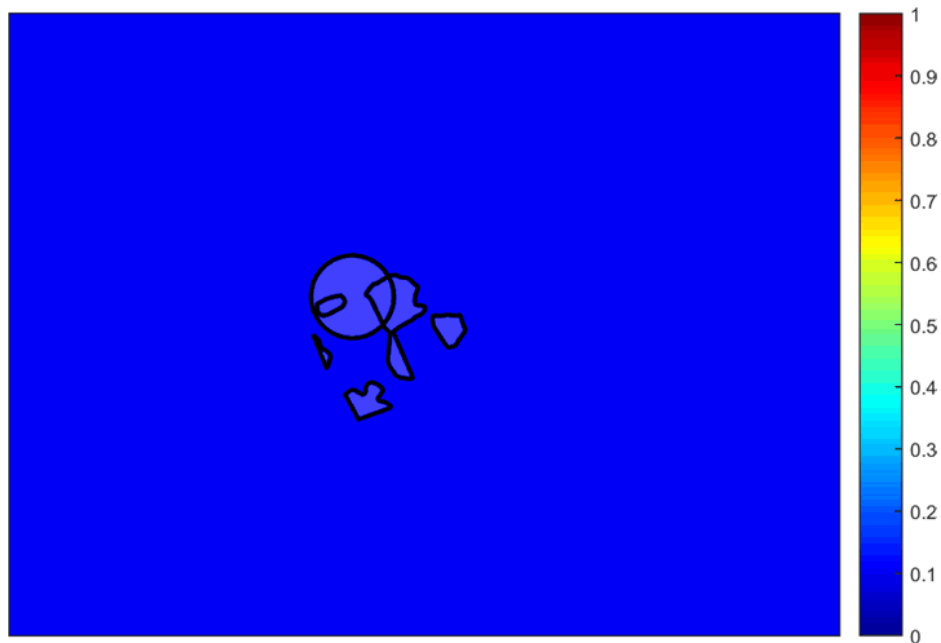
Biodiversity impact and offset requirements report

Appendix 3 – Images of marked native vegetation

1. Native vegetation location risk map



2. Strategic biodiversity score map



Biodiversity impact and offset requirements report

3. Aerial photograph showing marked native vegetation



Biodiversity impact and offset requirements report

Glossary

Condition score This is the site-assessed condition score for the native vegetation. Each habitat zone in the clearing proposal is assigned a condition score according to the habitat hectare assessment method. This information has been provided by or on behalf of the applicant in the GIS file.

Dispersed habitat A dispersed species habitat is a habitat for a rare or threatened species whose habitat is spread over a relatively broad geographic area greater than 2,000 hectares.

General biodiversity equivalence score The general biodiversity equivalence score quantifies the relative overall contribution that the native vegetation to be removed makes to Victoria's biodiversity. The general biodiversity equivalence score is calculated as follows:

$$\text{General biodiversity equivalence score} = \text{habitat hectares} \times \text{strategic biodiversity score}$$

General offset amount This is calculated by multiplying the general biodiversity equivalence score of the native vegetation to be removed by the risk factor for general offsets. This number is expressed in general biodiversity equivalence units and is the amount of offset that is required to be provided should the application be approved. This offset requirement will be a condition to the permit for the removal of native vegetation.

$$\text{Risk adjusted general biodiversity equivalence score} = \text{general biodiversity equivalence score clearing} \times 1.5$$

General offset attributes General offset must be located in the same Catchment Management Authority boundary or Municipal District (local council) as the clearing site. They must also have a strategic biodiversity score that is at least 80 per cent of the score of the clearing site.

Habitat hectares Habitat hectares is a site-based measure that combines extent and condition of native vegetation. The habitat hectares of native vegetation is equal to the current condition of the vegetation (condition score) multiplied by the extent of native vegetation. Habitat hectares can be calculated for a remnant patch or for scattered trees or a combination of these two vegetation types. This value is calculated for each habitat zone using the following formula:

$$\text{Habitat hectares} = \text{total extent (hectares)} \times \text{condition score}$$

Habitat importance score The habitat importance score is a measure of the importance of the habitat located on a site for a particular rare or threatened species. The habitat importance score for a species is a weighted average value calculated from the habitat importance map for that species. The habitat importance score is calculated for each habitat zone where the habitat importance map indicates that species habitat occurs.

Habitat zone Habitat zone is a discrete contiguous area of native vegetation that:

- is of a single Ecological Vegetation Class
- has the same measured condition.

Biodiversity impact and offset requirements report

Highly localised habitat	A highly localised habitat is habitat for a rare or threatened species that is spread across a very restricted area (less than 2,000 hectares). This can also be applied to a similarly limited sub-habitat that is disproportionately important for a wide-ranging rare or threatened species. Highly localised habitats have the highest habitat importance score (1) for all locations where they are present.
Minimum strategic biodiversity score	The minimum strategic biodiversity score is an attribute for a general offset. The strategic biodiversity score of the offset site must be at least 80 per cent of the strategic biodiversity score of the native vegetation to be removed. This is to ensure offsets are located in areas with a strategic value that is comparable to, or better than, the native vegetation to be removed. Where a specific and general offset is required, the minimum strategic biodiversity score relates only to the habitat zones that require the general offset.
Offset risk factor	There is a risk that the gain from undertaking the offset will not adequately compensate for the loss from the removal of native vegetation. If this were to occur, despite obtaining an offset, the overall impact from removing native vegetation would result in a loss in the contribution that native vegetation makes to Victoria's biodiversity. To address the risk of offsets failing, an offset risk factor is applied to the calculated loss to biodiversity value from removing native vegetation. <p style="text-align: center;"><i>Risk factor for general offsets = 1.5</i></p> <p style="text-align: center;"><i>Risk factor for specific offset = 2</i></p>
Offset type	The specific-general offset test determines the offset type required. When the specific-general offset test determines that the native vegetation removal will have an impact on one or more rare or threatened species habitat above the set threshold of 0.005 per cent, a specific offset is required. This test is done at the permit application level. A general offset is required when a proposal to remove native vegetation is not deemed, by application of the specific-general offset test, to have an impact on any habitat for any rare or threatened species above the set threshold of 0.005 per cent. All habitat zones that do not require a specific offset will require a general offset.
Proportional impact on species	This is the outcome of the specific-general offset test. The specific-general offset test is calculated across the entire proposal for each species on the native vegetation permitted clearing species list. If the proportional impact on a species is above the set threshold of 0.005 per cent then a specific offset is required for that species.
Specific offset amount	The specific offset amount is calculated by multiplying the specific biodiversity equivalence score of the native vegetation to be removed by the risk factor for specific offsets. This number is expressed in specific biodiversity equivalence units and is the amount of offset that is required to be provided should the application be approved. This offset requirement will be a condition to the permit for the removal of native vegetation. <p style="text-align: center;"><i>Risk adjusted specific biodiversity equivalence score</i> <i>= specific biodiversity equivalence score clearing × 2</i></p>

Biodiversity impact and offset requirements report

Specific offset attributes Specific offsets must be located in the modelled habitat for the species that has triggered the specific offset requirement.

Specific biodiversity equivalence score The specific biodiversity equivalence score quantifies the relative overall contribution that the native vegetation to be removed makes to the habitat of the relevant rare or threatened species. It is calculated for each habitat zone where one or more species habitats require a specific offset as a result of the specific-general offset test as follows:

$$\text{Specific biodiversity equivalence score} = \text{habitat hectares} \times \text{habitat importance score}$$

Strategic biodiversity score This is the weighted average strategic biodiversity score of the marked native vegetation. The strategic biodiversity score has been calculated from the *Strategic biodiversity map* for each habitat zone.

The strategic biodiversity score of native vegetation is a measure of the native vegetation's importance for Victoria's biodiversity, relative to other locations across the landscape. The *Strategic biodiversity map* is a modelled layer that prioritises locations on the basis of rarity and level of depletion of the types of vegetation, species habitats, and condition and connectivity of native vegetation.

Total extent (hectares) for calculating habitat hectares

This is the total area of the marked native vegetation in hectares.

The total extent of native vegetation is an input to calculating the habitat hectares of a site and in calculating the general biodiversity equivalence score. Where the marked native vegetation includes scattered trees, each tree is converted to hectares using a standard area calculation of 0.071 hectares per tree. This information has been provided by or on behalf of the applicant in the GIS file.

Vicinity

The vicinity is an attribute for a general offset.

The offset site must be located within the same Catchment Management Authority boundary or Local Municipal District as the native vegetation to be removed.

Ordinary Meeting of Council

23 April 2018

Agenda Item No: 8.2

DRAFT CLIMATE CHANGE STRATEGY

Contact Officer: Leah Wheatley, Principal Environment Officer
Peter Murrell, Environment Officer

Purpose of Report

To seek Council endorsement of the draft Climate Change Strategy 2018-2025 for the purposes of community consultation.

Disclosure of Officer / Contractor Direct or Indirect Interest

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

OFFICER RECOMMENDATION

1. That the draft Climate Change Strategy 2018-2025 be endorsed for the purpose of community consultation.
2. That a further report be presented to Council following the completion of the proposed six week community consultation period.

1. Executive Summary

It is anticipated that the effects of climate change will be increasingly felt by our community, with an expected increase in hot days and heatwave events, more intense rain and flooding and storm surge and sea level rise. Kingston's commitment to addressing climate change is defined in the 2017-21 Council Plan, with the objective to leave a positive legacy for future generations.

Council, at its Ordinary meeting of 24 July 2017, agreed to the TAKE2 Pledge for Climate Change, and committed to a range of actions to reduce Council's carbon emissions and strengthen our resilience to climate change through adaptation. TAKE2 is the Victorian Government's collective climate change pledge with the objective of reaching net zero emissions by 2050 and keeping global temperature rise to under 2 degrees.

Action 2.1.1.1 in the Annual Action Plan requires Council to develop a Climate Change Strategy and includes a number of strategic actions that seek to build resilient environments, infrastructure, facilities and communities. The Draft Climate Change Strategy (Appendix 1) provides a framework within which Council can respond to the range of climate related objectives and actions contained within the Council Plan.

Council's emissions represent marginally over 1% of the total emissions in the municipality, and so the draft Strategy also seeks to identify practical opportunities to support the community to adapt to climate change. Some of the initiatives identified in the draft strategy include exploring Microgrid Technology, where approaches to sharing Solar PV generation and battery storage present as an emerging opportunity for both domestic and commercial application. Council is also working to enhance its approach to assessing new development that occurs in the municipality by examining the introduction of planning mechanisms that would be introduced through Planning Scheme Amendment C165.

In preparing the draft Strategy, Council and community carbon emissions have been evaluated by consulting firm Arup, with a range of actions proposed that confirms Council's commitment to reducing carbon emissions and supporting our community to also reduce its emissions. The Climate Change Strategy provides a clear framework to guide Council and the community towards reduced energy use to mitigate the effects of, and be adaptable to, climate change.

In light of the unprecedented escalation in electricity and gas prices that has occurred over recent years, the actions outlined in the Strategy, if delivered, would also secure significant cost savings as a result of any further reduction in corporate emissions. The economic case for decarbonisation is compelling as evidenced by the examples below:

Action	Cost of Action	Long term cost savings	Return on investment	Co2-e reduction
Street Lighting upgrade	\$2.5 Million	\$8 million over 20 years	5 years	Save 55,000 tonnes over 20 years
1MW of rooftop solar	\$800,000	\$3.4 million over 20 years	6 years	Save 30,000 tonnes over 20 years

It is proposed that the draft Strategy (after graphic design work is complete) be presented to the community for discussion and consultation through Your Kingston Your Say for a period of 6 weeks. The draft strategy will also be presented to the Public Spaces and Environment Advisory Committee, and local climate change community group Transition Kingston. A further officer report will be brought back to Council following completion of the consultation process.

2. Background

Local Policy Context

With Melbourne facing a growing population estimated to increase to 7.7 million people by 2051, all local councils are faced with the challenge of how to accommodate more people. The transformative change occurring across the municipality provides both an opportunity and an obligation for Council to ensure that climate mitigation and adaptation measures are integrated into all Council practices to build an adaptable and resilient community.

Kingston has a long history of responding to climate change through improved energy efficiency, with the most recent strategy released in 2012 with a focus on reducing corporate energy use. Council's adopted Energy Efficiency Strategy (2012-2017) recommended a range of actions for Council to reduce energy use with a number of key actions now implemented.

In 2012, annual corporate emissions were approximately 20,000 tonnes CO₂e. This figure reduced to 18,600 tonnes CO₂e by 2017, representing a reduction in emissions of approximately 8 per cent through the life of the 2012-2017 Energy Efficiency Strategy. This reduction has been achieved despite a number of new major Council buildings being constructed, contributing additional energy use and emissions across the organisation.

Mindful of the unprecedented escalation in electricity and gas prices that has occurred over recent years, an opportunity now exists to secure significant cost savings as a result of any further reduction in corporate emissions.

State Policy Context

Climate Change Act 2017

The Climate Change Act 2017 (Vic) sets a long-term emissions reduction target of net zero greenhouse gas emissions by 2050 and five yearly interim emissions reduction targets. The policy objectives include building the resilience of the state's infrastructure, built environment and communities through effective adaptation and disaster preparedness action, and to promote and support the state's regions, industries and communities to adjust to the changes involved in the transition to a net zero greenhouse gas emissions economy.

Victoria's Climate Change Framework

Victoria's Climate Change Framework (VCCF) articulates the Victorian Government's long-term vision and approach to climate change, including an interim emissions reduction target for 2020 and net zero target by 2050, the Climate Change Act 2017 (see above).

Victorian Energy Efficiency Target

The Victorian Energy Efficiency Target aims to reduce greenhouse gas emissions by placing a liability on large energy retailers to purchase and surrender Victorian energy efficiency certificates (VEECs). The scheme reduces the cost to households (and large energy users from August 2017) of implementing recognised energy reduction activities by placing a value on the greenhouse gas reduction and creating a market for the certificates.

Victorian Renewable Energy Targets

In June 2016, the Victorian Government committed to renewable energy generation targets for Victoria of 25 per cent by 2020 and 40 per cent by 2025. The Renewable Energy (Jobs and Investment) Bill 2017 will legislate the Victorian Renewable Energy Targets, demonstrating Victoria's leadership on renewable energy.

Take 2 Pledge

TAKE2 is Victoria's collective climate change pledge initiative to reach net zero emissions by 2050 and keep the global temperature rise to under 2 degrees. Organisations and individuals are being asked to commit to actions that will help achieve Victoria's target of net zero greenhouse gas emissions by 2050.

Council at its ordinary meeting of 24 July 2017 agreed to the TAKE2 Pledge, and committed to a range of actions to reduce Council's carbon emissions and strengthen our resilience to climate change through adaptation.

3. Discussion

3.1 Council Plan Alignment

Goal 2 - Our sustainable green environment with accessible open spaces

Direction 2.1 - Environmental resilience and sustainability

The proposed development of a Climate Change Strategy responds directly to Action 2.1.1.1 of the adopted Council Plan which requires Council to:

Develop a climate change strategy that builds resilient environments, infrastructure, facilities and communities

It is considered that the outputs of the Climate Change Strategy (including the delivery of related strategies), once delivered, would provide a coordinated response to a range of objectives and actions within the Council Plan including:

Objectives:

- 2.1.1 *Reduce environmental impacts on our natural and built environment.*
- 2.2.4 *Expand the urban forest by increasing tree canopy in Kingston*
- 2.3.3 *Respond to effects of climate change along the Kingston foreshore*

The draft Climate Change Strategy (and future Climate Change Adaptation Strategy) relates to and will also help to deliver on the following items in the Annual Action Plan:

- 1.3.1.1 *Plan and build appropriate improvements to civil infrastructure to meet the current and future needs of the city to respond to the risks of climate change*
- 2.1.1.4 *Support environmentally sustainable development outcomes for Council buildings to consider their energy, water and waste management performance*
- 2.1.1.6 *Replace streetlights across the municipality with new energy efficient lighting*
- 2.2.1.4 *Play a leadership role in facilitating a key opportunity identified in State Planning Policy to provide opportunities for renewable energy generation*
- 2.2.4.5 *Create urban forests to make Kingston cooler and greener*
- 2.3.3 *Respond to the effects of climate change along the Kingston foreshore*
- 4.4.1.1 *Develop and implement an Integrated Transport Strategy*
- 4.5.3.1 *Build more resilient communities in Kingston*

3.2 ARUP Corporate and Community Carbon Emissions Review (2017)

Global consulting firm Arup was engaged in September 2017 to assess emissions in line with global standards, and work with staff across the organisation to help prioritise actions to reduce both corporate and community emissions.

Arup assessed both Council corporate emissions and community emissions, and facilitated a series of workshops across Council to help determine priorities for future emission reduction actions, based on their global experience and informed by officer's local knowledge.

Arup's data is included in the Climate Change Strategy.

3.3 Draft Climate Change Strategy 2018 - 2025

The actions outlined in the strategy focus on climate change mitigation. Mitigation can mean using new technologies and renewable energies, making older equipment more energy efficient, or changing management practices or consumer behaviour. This strategy outlines a number of recommendations to reduce greenhouse gas emissions. They will reduce our carbon emissions and therefore mitigate Council's exposure to future electricity and gas price increases as well as Kingston's contribution to global climate change.

The draft Strategy provides a clear framework to guide Council and the community towards reduced energy use and carbon emissions to mitigate the effects of and be adaptable to climate change. Through a number of achievable actions, it is envisaged that implementation of the strategy through to 2025 will:

- Reduce corporate emissions by 30 per cent per cent by 2020.
- Assist Council in working towards being powered by clean and renewable electricity by 2050 to achieve a zero net emissions target by 2050.
- Support our community to reduce emissions by 15 per cent by 2025.

Key actions proposed in the Draft Strategy to meet the 30 per cent reduction target are outlined below. Other actions outlined in the strategy will ensure Council meets best practice in areas such as new buildings, procurement and energy efficiency. Investing in projects that reduce electricity and gas demands, and in renewable energy sources is recommended as a priority as outlined below. These projects will deliver significant cost savings to Council as well as reduction in carbon emissions and will reinforce the important leadership role anticipated of all levels of Government in addressing Climate Change. This is the preferred approach as compared to offsets, which would cost approximately \$221,000 per annum (based on current carbon pricing), which is on top of current and forecast increases in electricity prices.

Tables 1 and 2 below provide an overview of key Council and community actions and, where applicable, identify any additional capital or operational budget required through the life of the Strategy:

Table 1: Council actions to meet 30% emissions reduction target:

Action	Emissions Reduction	Budget Allocated to 2025	New Budget requested
Street lighting upgrade – stage 1 – replacing 7000 public street lights (2018)	14.8%	\$2,500,000 <i>C0304 Street Light Fitting Replacement</i>	\$0
Street lighting – stage 2 – replacing 1000 decorative lights and 4000 VicRoads lights (2019-2020)	7.52%	\$0	\$750,000 <i>In forward capital budget for 2019/20 (Traffic and Transport)</i>
Council offices lighting upgrades <i>Majority of upgrades to be undertaken through existing Capital Budget for building maintenance (Community Buildings). An additional \$500,000 is requested (community buildings) over the life of the strategy to ensure this action can be delivered by 2025.</i>	2.75%	<i>Existing Capital Budget for building maintenance allows for reactive upgrades as lights are replaced.</i>	\$500,000 <i>Proposed new capital budget allocation (not currently in forward capital budget) of \$125,000 per annum for 4 years commencing 2020/21 FY.</i>
Install 1MW of solar PV on Council buildings Parkdale Family and Children's Centre complete 2017 and Edithvale and Carrum Family and Children's centres through 2018/19. Future buildings priority to be	6.45%	\$800,000 <i>N0231 Green House Gas Reduction / Rising Sea Levels</i>	\$30,000 Proposed rooftop solar feasibility assessment.

**City of Kingston
Ordinary Meeting of Council**

Agenda

23 April 2018

Action	Emissions Reduction	Budget Allocated to 2025	New Budget requested
determined and further examined but will include libraries, kindergartens, leisure centres and all new buildings. Requires \$30,000 for rooftop solar feasibility study. <i>Existing capital budget (N0231) of \$100,000 per year will be used to increase the amount of PV solar on Council buildings.</i>			
TOTAL Emissions reduction	31.52%	\$3,300,000	\$1,280,000

Table 2: Supporting our community – Emissions reduction and adaptation

An additional \$100,000 will be requested for 2019/20 financial years to develop strategies for climate change adaptation and urban cooling (not yet in forward capital budget).

Action	Budget allocated to 2025	New Budget Requested
South East Climate Change Alliance membership	\$20,000pa (Operational Budget)	\$0
Environmentally Sustainable Design (ESD) Local Planning Policy	Project to be delivered with existing budget.	
Climate Change Adaptation Plan	\$0	\$50,000 for plan development (2019/20)
Urban Cooling	\$0	\$50,000 for strategy development (2019/20)
Microgrid Technology	Continue to investigate with existing resources	
Other renewables	Continue to investigate with existing resources	
Finance mechanisms	Investigation of finance mechanisms within existing resources	
Residential solar and energy efficiency	Continue to investigate with existing resources	
Total	\$20,000	\$100,000

An action plan will be developed to drive internal implementation and monitoring of the strategy post Council adoption. It is also noted that a Climate Change Adaptation Plan is recommended to be developed as a next step to this strategy to help guide our resilience to climate change through issues such as flooding, storm events, heatwaves and coastal erosion.

3.4 Cost benefit of actions

The decarbonisation of Council's operations through various energy efficiency, renewable energy and electrification projects as set out in this plan brings co-benefits to the community like better health and general well-being through improved air quality. Additionally, Council innovation and exemplary initiatives will pave the way for other parts of the community to follow suit. The economic case for decarbonisation is compelling:

Action	Cost of Action	Long term cost savings	Return on investment	Co2-e reduction
Street Lighting upgrade	\$2.5 Million	\$8 million over 20 years	5 years	Save 55,000 tonnes over 20 years
1MW of rooftop solar	\$800,000	\$3.4 million over 20 years	6 years	Save 30,000 tonnes over 20 years

3.5 Offsetting

Businesses and other organisations are managing their greenhouse gas emissions to position themselves for growth and competitiveness in a lower-emissions future. Organisations are also choosing to go one step further and demonstrate leadership and corporate responsibility by becoming carbon neutral. Carbon neutral means reducing emissions where possible and compensating for the remainder by investing in carbon offset projects to achieve zero emissions. In working towards carbon neutrality, organisations are benefiting from the cost savings resulting from energy efficiency measures, building their capacity for emissions management and are responding to demand for businesses with a minimal impact on our climate.

The *National Carbon Offset Standard for Organisations* (Organisation Standard) is a voluntary standard to manage greenhouse gas emissions and to achieve carbon neutrality. It provides best-practice guidance on how to measure, reduce, offset, report and audit emissions that occur as a result of the operations of an organisation.

If Kingston wishes to explore carbon neutrality for its residual corporate emissions prior to 2025 it would require 13,000 tonnes x \$17 = \$221,000 per annum, a total of \$1,768,000 to 2025 (*note that this cost will increase yearly as offset prices increase and Council's emissions increase*). However, investment in energy efficiency and renewables is the preferred option as it provides a longer term resilience to future energy price increases and predicted increase in offset prices. For example, investing \$800,000 in rooftop solar during the life of the strategy would provide for an investment that will span 20 years to reduce 30,000 tonnes of carbon being directly released from Kingston facilities.

Although the price per tonne under an offset mechanism appears cheaper this does not take into account firstly the predicted increase in cost of carbon offsets and the impact a limited capital investment in for example rooftop solar of \$800,000 has over a 20+ year useful life given the exposure Council continues to have in fluctuations in the offset price and the volatility in electricity pricing over this extended period. This report identifies that the option of capital investment in this example of rooftop solar has the potential when factoring in electricity pricing to save approximately \$3.4 million.

3.6 Consultation/Internal Review

Environmental Planning officers met with staff in each of the following Teams and Departments initially to talk about the progress of implementation of the Energy Efficiency Strategy 2012, and to discuss potential future energy and climate issues.

- Strategic planning

- Parks and recreation
- City transformation
- Economic development
- Community buildings
- Leisure centres
- Procurement
- Waste
- Infrastructure

After the appointment of Arup and the analysis of existing emissions, a workshop for Council staff from all of the above departments was facilitated by Arup on 20 June 2017. The workshop featured a series of exercises and discussions aimed at providing an understanding of Kingston's drivers and priorities regarding carbon emissions reduction actions.

A second workshop was facilitated by Arup on 28 July 2017. This featured a series of activities aimed at testing and refining the emission reductions identified at the previous workshop, and also a discussion regarding emission reduction strategy and potential targets. Follow up meetings were then held with each Department to ensure that the proposed actions in the strategy were feasible.

Meetings have also been held with;

- Corporate performance to confirm whether accountability for actions can be included in InterPlan or similar
- Community buildings to discuss future PV solar and ESD plans for new and existing buildings
- Traffic and transport to confirm street lighting project progress and stage 2 status
- Economic development to confirm the importance of offering Environmental Upgrade Agreements
- Procurement to discuss how we can be adaptable to changes in electricity contracts and incorporating energy efficiency and climate change considerations in other contracts
- Parks and Recreation to align proposed Urban Cooling Strategy, Greening Kingston and Tree Management Policy.
- Communications to discuss graphic design and exhibition/consultation of the draft strategy.

External consultation is planned during the exhibition period of the Strategy which will include promotion of the strategy on the Your Kingston Your Say website in April/May 2018 for a period of 6 weeks, with some feedback questions for the community, focussed on community emissions and actions/priorities. The Environmental Planning team will also meet with relevant community groups during this time. Consultation is planned to include a presentation to the Public Spaces and Environment Advisory Committee and a meeting with Transition Kingston, a local climate change community group. It is envisaged that the draft Strategy will then be brought back to Council for adoption mid 2018.

4. Conclusion

It is recommended that Council endorse the draft Climate Change Strategy (attached) for consultation with the community through Your Kingston Your Say, and relevant community groups.

4.1 Environmental Implications

Adopting and implementing the draft strategy will ensure that Council is reducing the impact our corporate activities are having on the environment through carbon emissions, as well as ensuring a more resilient and liveable Kingston.

4.2 Social Implications

Addressing climate change issues and assisting the community to adapt to climate change will ensure we are building a resilient and healthy community. The relationship between the Climate Change Strategy and Health and Wellbeing Plan has been discussed with community engagement.

4.3 Resource Implications

Budget for each of the actions is outlined in tables 1 and 2, noting that these figures are notional and subject to the outcome of detailed project scoping, particularly in relation the larger actions.

Operational and capital budget has already been allocated for many of the high priority projects, however future budget proposals (subject to detailed project scoping and business case preparation) should be expected for the following key actions (and potentially others, dependent on the outcome of the consultation phase);

- Street lighting strategy stage 2 (2019-2020 \$750,000). This is a current new initiative for Traffic and Transport which is in the forward capital budget for 2019/20.
- Council offices lighting and efficiency upgrades (2020-2021 \$500,000). This is a proposed new capital budget allocation for Community Buildings of \$125,000 per annum for 4 years commencing 2020/21 FY, not yet in the forward capital budget.
- Development of a climate change adaptation plan and urban cooling strategy (2019-2020 approx \$100,000). This is proposed to be included in the 2019/20 operational budget for Environmental Planning.
- Undertake a Council asset rooftop solar feasibility assessment (2019-2020 approx \$30,000 – in addition to existing budget already allocated to rooftop solar).
- Funding to investigate and implement finance mechanisms for commercial and industrial energy users, such as the Sustainable Melbourne Fund Environmental Upgrade Agreements (\$10,000pa) to be included in the Environmental Planning operational budget.
- Funding to resource Council's delivery of sustainable design initiatives through both the Planning Permit process and Council's Community Buildings Team. This will be particularly relevant in the event that the planned Local Planning Policy for Environmentally Sustainable Design is progressed and implemented into the Kingston Planning Scheme.

Appendices

Appendix 1 - DRAFT Climate Change Strategy March 2018 (Ref 18/45573) [↓](#)

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8.2

DRAFT CLIMATE CHANGE STRATEGY

1 DRAFT Climate Change Strategy March 2018 65



2018–2025

Climate Change Strategy

Table of Contents

1	<i>Executive Summary</i>	4
2	<i>Introduction</i>	4
3	<i>Context</i>	5
4	<i>Our Journey</i>	9
5	<i>Our Emissions</i>	11
6	<i>Our Vision</i>	15
7	<i>Our Priorities</i>	15
8	<i>Our Commitment to reduce emissions</i>	15
9	<i>Actions – Emissions Reduction and Adaptation</i>	16
10	<i>Monitoring, Evaluation and Reporting</i>	23

Glossary of terms

Greenhouse gas - A greenhouse gas (GHG) is a gas in an atmosphere that absorbs and emits radiation within the thermal infrared range. This process is the fundamental cause of the greenhouse effect.

Carbon emissions – Carbon dioxide (CO₂) is a colourless odour and non-poisonous gas formed by combustion of carbon and in the respiration of living organisms and is considered a greenhouse gas. Emissions means the release of greenhouse gases and/or their precursor into the atmosphere over a specified area or period of time.

Tonnes of CO₂ – a term used to express amount of carbon dioxide emissions equivalent. Equal to 1,000kg.

Mitigate - Climate change mitigation consists of actions to limit the magnitude or rate of long-term climate change. Climate change mitigation generally involves reductions in human emissions of greenhouse gases.

Adaptation - Climate change adaptation is a response to global warming and climate change, that seeks to reduce the vulnerability of social and biological systems to relatively sudden change and thus offset the effects of global warming.

Net zero emissions - Carbon neutrality, or having a net zero carbon footprint, refers to achieving net zero carbon emissions by balancing a measured amount of carbon released with an equivalent amount sequestered or offset, or buying enough carbon credits to make up the difference.

Renewable energy - Renewable energy is energy that is collected from renewable resources that are naturally replenished on a human timescale, such as sunlight, wind, rain, tides, waves, and geothermal heat.

P.V – A typical photovoltaic system employs solar panels, each comprising a number of solar cells, which generate electrical power.

Urban heat island effect – Refers to when an urban area is significantly warmer than its surrounding rural areas due to human activities. The main cause of the urban heat island effect is from the modification of land surfaces.

Clean fuels - Clean fuels are fuels that replace pollutant fuels (petrol and diesel). They include compressed natural gas (CNG), liquefied petroleum gas (LPG), city diesel, hydrogen, alcohol fuels, and rechargeable batteries.

KWh – The kilowatt hour is a composite unit of energy equivalent to one kilowatt (1 kW) of power sustained for one hour.

MWh – A megawatt hour is equal to 1000 Kilowatt hours (Kwh).

GWh – A gigawatt hour is equal to 1000 Megawatt hours (Mwh).

Storm Surge - A storm surge, storm flood or storm tide is a coastal flood of rising water commonly associated with low pressure weather systems, the severity of which is affected by the shallowness and orientation of the water body relative to storm path, as well as the timing of tides.

Emissions Intensity - An emission intensity is the emission rate of a given pollutant relative to the intensity of a specific activity.

Offsets - A carbon offset (or carbon credit) is generated from an activity that prevents, reduces or removes greenhouse gas emissions from being released into the atmosphere to compensate for emissions occurring elsewhere.

1. Executive summary

Climate change poses one of the biggest threats to our future. How we respond will determine the future wellbeing and prosperity of our organisation and the community. We cannot wait for others to take action on climate change; the science is very clear that we must start to reduce our emissions and prepare for the future now. Kingston's commitment to addressing climate change is defined in the 2017-21 Council Plan, with the objective to leave a positive legacy for future generations. Council needs to respond in a flexible manner to the effects of a changing climate.

The City of Kingston has undertaken a detailed corporate carbon emissions inventory with the intent to mitigate the effects of climate change through the reduction of greenhouse gas emissions. The total current carbon emissions attributable to Kingston's corporate activities were 18,600 tonnes in 2016. Facility electricity and street lighting are the largest sources of emissions.

By implementing the reduction measures identified in this strategy, Council could reduce emissions by up to 30 per cent whilst reducing ongoing corporate energy use and costs.

The total emissions attributable to the Kingston community were 1,610,000 tonnes in 2016. Electricity was the largest source of emissions, with transport, natural gas and waste less significant sources of emissions. There is an opportunity for Council to assist our community to reduce emissions through the delivery of programs.

The Climate Change Strategy sets a clear framework to guide Council and the community towards reduced energy use and carbon emissions to mitigate the effects of and be adaptable to climate change.

The strategy seeks to achieve this by:

- providing a current overview of emissions for the Kingston local government area, including Council's corporate emissions
- setting a benchmark and methodology to report on future emissions
- analysing potential emissions reduction actions
- providing carbon emissions reduction targets
- providing actions and opportunities for Council and the Kingston community to reduce carbon emissions
- providing a clear pathway for the City of Kingston to adapt to climate change.

Through a number of achievable actions, implementation of the strategy will:

- reduce corporate emissions by 30 per cent per cent by 2020
- aim to be completely powered by clean and renewable electricity by 2050
- Aim to achieve corporate zero net emissions by 2050
- support our community to reduce emissions by 15 per cent by 2025.

2. Introduction

The City of Kingston recognises the need to act on climate change. Council's Climate Change Strategy incorporates new policy and technological progress since the original Energy Efficiency Strategy (2012) was adopted, and sets ambitious targets for corporate carbon reduction and actions and recommendations to assist our community. The Climate Change Strategy will guide Council and the community towards reducing carbon emissions and outlines the next steps required for Kingston to adapt to the effects of climate change.

The strategy provides a framework within which Kingston can respond to the challenges presented by climate change. The actions contained in the strategy broadly fall under the themes of climate change mitigation and adaptation.

Climate change mitigation refers to efforts to reduce or prevent emission of greenhouse gases. Mitigation can mean using new technologies and renewable energies, making older equipment more energy efficient, or changing management practices or consumer behaviour. This strategy outlines a number of recommendations to reduce greenhouse gas emissions.

Adaptation is the principal way to deal with the impacts of a changing climate. It involves taking practical actions to manage risks from climate impacts, protect communities and strengthen the resilience of the economy. Adaptation is a shared responsibility. Governments at all levels, businesses and households each have complementary roles to play. Individuals and businesses will often be best placed to make adaptation decisions that reduce climate risks to their assets and livelihoods.

The City of Kingston as a municipality is in a transformative phase that presents both opportunities and challenges in preparing for climate change. With Melbourne facing a growing population estimated to increase to 7.7 million people by 2051, all local councils are faced with the challenge of how to accommodate more people. For Kingston, this means planning for an additional 22,641 people by 2031.

As decades-old Council buildings and facilities reach the end of their life, new community buildings take their place. New businesses, including a host of new cafes and restaurants, have opened their doors bringing a renewed life and activity to our shopping strips. Our sporting facilities are being steadily upgraded to meet growing demand. More people living and working in Kingston has seen an increased number of cars on the road and a greater demand for parking in our neighbourhoods.

There is major revitalisation occurring at key sites, including the Clayton Business Park, former Phillip Morris factory, Gas and Fuel in Highett and planned investment at Moorabbin Airport. Council is also investing millions of dollars to ensure our infrastructure is in top shape to keep our city running smoothly.¹

The transformative change occurring across the municipality provides the opportunity to ensure that climate mitigation and adaptation measures are integrated into all Council practices to build an adaptable and resilient community.

¹ City of Kingston Council Plan 2017 -2021

3. Context

Countries and communities around the world are already experiencing climate change impacts, these include droughts, floods, more intense and frequent natural disasters, and sea level rise. Our community in Kingston is also vulnerable to these impacts. Locally, the severity and frequency of hot days is predicted to increase, as well as more frequent and intense downpours, leading to the risk of flooding and extreme storm surge events.

Over the past 100 years, global surface air temperatures have risen by almost 1°C. Both the atmosphere and the oceans have warmed. Human activity is causing climate change through our release of greenhouse gases from the burning of fossil fuels, land use change and agriculture. Atmospheric concentrations of carbon dioxide are now more than 40 per cent higher than they were before industrialisation. In the Greater Melbourne region, the rate of warming has increased since 1960. Rainfall has declined since the 1950s, especially in autumn. The sea level today in the Melbourne region is approximately 225 mm higher than in 1880.²

Climate change is not just an environmental problem. The effects of climate change present substantial risks to our health and wellbeing, economy and whole society. These impacts are likely to include loss of life, physical and mental health impacts, reduced primary production, property damage, coastal inundation and loss of power, transport and communications infrastructure. There will also be adverse impacts on biodiversity, habitat, health of ecosystems and significant changes to our waterways.³



Source: https://www.climatechange.vic.gov.au/_data/assets/pdf_file/0019/60742/Greater-Melbourne.pdf

At a local level the effects of Climate Change are felt with an increase in hot days and heatwave events, more intense rain and flooding and storm surge and sea level rise. The City of Kingston manages 13km

² Victorian State Government. Climate-ready Victoria: Greater Melbourne. November 2015
https://www.climatechange.vic.gov.au/_data/assets/pdf_file/0019/60742/Greater-Melbourne.pdf

³https://www.aph.gov.au/Parliamentary_Business/Committees/Senate/Environment_and_Communications/Completed_inquiries/2010-13/extremeweather/report/c03

of low laying foreshore that is increasingly vulnerable to sea level rise. There is development pressures for tourism, recreation, residential and commercial uses both on and adjacent to the foreshore. The impacts of climate change are likely to reshape the Bay as we know it. Increased wave action, storm surges and sea level rise will alter sand movements and increase erosion rates. Combined with population pressures, catchment degradation and ageing infrastructure the impacts on our coastline will escalate in coming years.

Increased flooding also as a result of major storm events also poses a significant risk to Kingston with the projection of more intense rain and flooding. This poses a risk both to council infrastructure and the community health and safety.

The frequency and severity of heatwaves is anticipated to increase posing a serious threat to vulnerable members of our community including the elderly and those on low incomes. Coupled with rising electricity and gas prices it is expected that this will have a significant impact on the ability for some members of our community to heat and cool their properties.

Mindful of the above, it is considered that Kingston has both an opportunity and an obligation to mitigate carbon emissions and also adapt to climate change. By building our community's resilience to climate change, we will be able to better navigate the uncertainties and effects of a warming planet.

Federal Government Response

In late 2015, 195 countries made a landmark agreement at the United Nations Climate Change conference in Paris to avoid dangerous climate change by limiting global warming to well below 2°C. Under the Paris Agreement, Australia has committed to reduce emissions by 26 to 28 per cent below 2005 levels by 2030. Australia's domestic climate change policies includes the Emissions Reduction Fund, which involves incentives for emissions reduction activities across the Australian economy.

Australia's energy sector is undergoing a transition to a lower emissions future, and this involves several initiatives: The Renewable Energy Target; The National Energy Productivity Plan; The Australian Renewable Energy Agency; and the Clean Energy Finance Corporation.

Due to a range of market and other factors, energy analysts are now forecasting significant price increases in the coming years.⁴ The Federal Government has released forecasts indicating further increases in wholesale electricity prices of 27-33 per cent. It is important for local governments to reduce their exposure to the risks of energy price increases by using less energy and generating localised renewable energy.

Victorian Government Response

Climate Change Act 2017

The *Climate Change Act 2017* (Vic) sets a long-term emissions reduction target of net zero greenhouse gas emissions by 2050 and five yearly interim emissions reduction targets. The policy objectives include building the resilience of the state's infrastructure, built environment and communities through effective adaptation and disaster preparedness action, and to promote and support the state's regions, industries and communities to adjust to the changes involved in the transition to a net zero greenhouse gas emissions economy.

⁴ Clean Energy Council <http://www.cleanenergycouncil.org.au/policy-advocacy/electricity-prices.html>

Victoria's Climate Change Framework

Victoria's Climate Change Framework (VCCF) articulates the Victorian Government's long-term vision and approach to climate change, including an interim emissions reduction target for 2020 and net zero target by 2050, the *Climate Change Act 2017* (see above). The VCCF also describes the transition required across different sectors of the economy and challenges to be addressed in doing this.

Victorian Energy Efficiency Target

The Victorian Energy Efficiency Target aims to reduce greenhouse gas emissions by placing a liability on large energy retailers to purchase and surrender Victorian energy efficiency certificates (VEECs). Each VEEC represents one tonne of greenhouse gas reduction, and can be created through undertaking energy saving activities. The scheme reduces the cost to households (and large energy users from August 2017) of implementing recognised energy reduction activities by placing a value on the greenhouse gas reduction and creating a market for the certificates.

Victorian Renewable Energy Targets

In June 2016, the Victorian Government committed to renewable energy generation targets for Victoria of 25 per cent by 2020 and 40 per cent by 2025. The *Renewable Energy (Jobs and Investment) Bill 2017* will legislate the Victorian Renewable Energy Targets, demonstrating Victoria's leadership on renewable energy.

TAKE2 Pledge

TAKE2 is the Victorian Government's collective climate change initiative. It supports Victorian individuals, business, government, educational and community organisations to take meaningful action to reduce climate change. It starts by making the TAKE2 pledge online, which is a promise to take action on climate change. Using lists of tailored actions on the website, individuals and businesses select what they can, will or already have done to reduce climate change.

Council has recently demonstrated its commitment to tackling climate change by taking the pledge. The mitigation measures in this strategy demonstrate councils efforts to limit global warming below the 2°C threshold as set at the United Nations Climate Change conference Paris Agreement.

4. Our journey

Kingston has a long history of responding to climate change through improved energy efficiency, with the most recent strategy released in 2012 with a focus on reducing corporate energy use. Council recognised the need to build on energy efficiency options to include setting carbon emissions targets, and as such, an emissions profile was developed in 2017 to determine what our corporate and community emissions are and where we should prioritise our actions. This has led to the development of a Climate Change Strategy (this document), and consideration of ways we can help our community adapt to climate change impacts in the future.



Figure 1: Our Journey

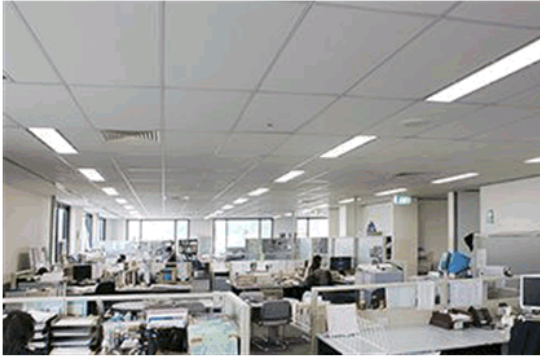
In 2012, annual emissions were approximately 20,000 tonnes CO₂e, reducing to 18,600 tonnes CO₂e in 2017. This represents a reduction in emissions of approximately 8 per cent through the life of the 2012-2017 Energy Efficiency Strategy. This reduction has been achieved despite a number of new major Council buildings being constructed that have accumulatively contributed additional energy use and emissions across the organisation.

Some key achievements in emissions reduction through 2012 - 2017 include:

- Energy efficiency upgrades at Kingston Arts Centre and Town Hall, with a resulting 175 tonnes CO₂e per annum reduction.
- Major Heating, Ventilation and Air Conditioning (HVAC) upgrades at the 1230 Nepean Highway, Cheltenham office. This included installation of high efficiency chillers and new building management controls installed and commissioned, resulting in 545 tonnes CO₂e per annum reduction.



Efficient chiller at the 1230 Nepean Hwy, Cheltenham Municipal Office.



LED lights, Cheltenham Municipal Office

- Internal lighting upgrades at 1230 Nepean Highway, with state of the art LEDs, with organic response sensors resulting in 302 tonnes CO₂-e reduction per annum.



Parkdale Hub solar system, Warren Road.

- 152kw of solar installed across Council assets. (190 tonnes CO₂-e in reductions annually).

5. Our emissions

Corporate emissions

The total emissions attributable to Council's corporate activities were 18,600 tonnes CO₂e in 2016. This is equivalent to the annual emissions of almost 4,000 cars. The key sources of emissions were:

- Facility electricity – Council manages over 200 facilities including municipal offices, child care centres, leisure centres, community buildings and public amenities such as toilet blocks and BBQs. The cumulative electricity consumption from these facilities was the largest source of corporate emissions, representing an annual cost of approximately \$762,000. This is a significant cost risk to council as council is exposed to rising electricity costs through its contracts.
- Street lighting – the largest single consumer of electricity, making it a primary focus for emissions reduction action. It represents an annual cost of approximately \$459,000. A project to transition to efficient LED luminaires begins in 2018
- Contractor fuels – this includes direct emissions from contractor vehicles including cleaning, mowing, street sweeping and tree removal services. The majority (62 per cent) of these emissions were from municipal waste collection contractors
- Natural gas – many of the facilities managed by Council also consume natural gas. While gas consumption makes up 37 per cent of the energy consumed by the facilities (annual cost approximately \$212,000), it contributes less to the overall emissions inventory due to the relatively lower emissions intensity compared to electricity. Leisure centres were the primary consumers of natural gas at over 85 per cent of the total consumption. This represents a significant cost risk with gas prices projected to increase a drastically over the next five years
- Vehicle fleet, waste, taxis and flights – together these emissions sources contributed just over three per cent to the corporate emissions inventory.

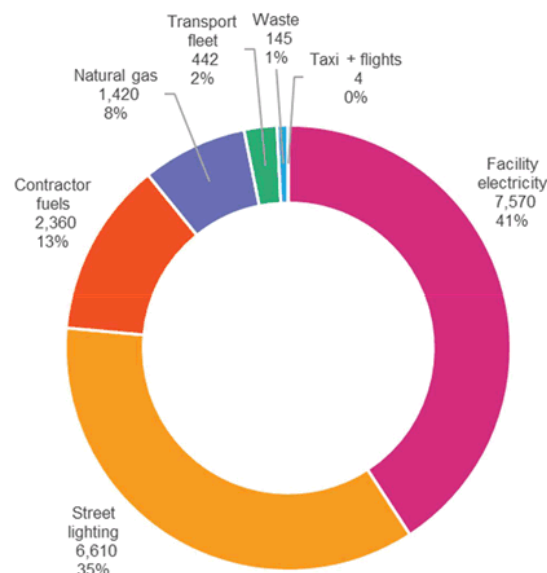


Figure 2: Council emissions breakdown

When examining Council facilities (see figure 3) there are a range of high energy users. The two leisure centres, Waves and Don Tatnell, consume a large amount of natural gas from pool heating. They also require a significant amount of electricity to run pumps and other associated equipment. Large office buildings such as the municipal offices, city hall, family and children’s centres, pavilions and libraries are also high energy users. Street lighting accounts for a significant amount of emissions (which, as discussed above, is being addressed as a high priority).

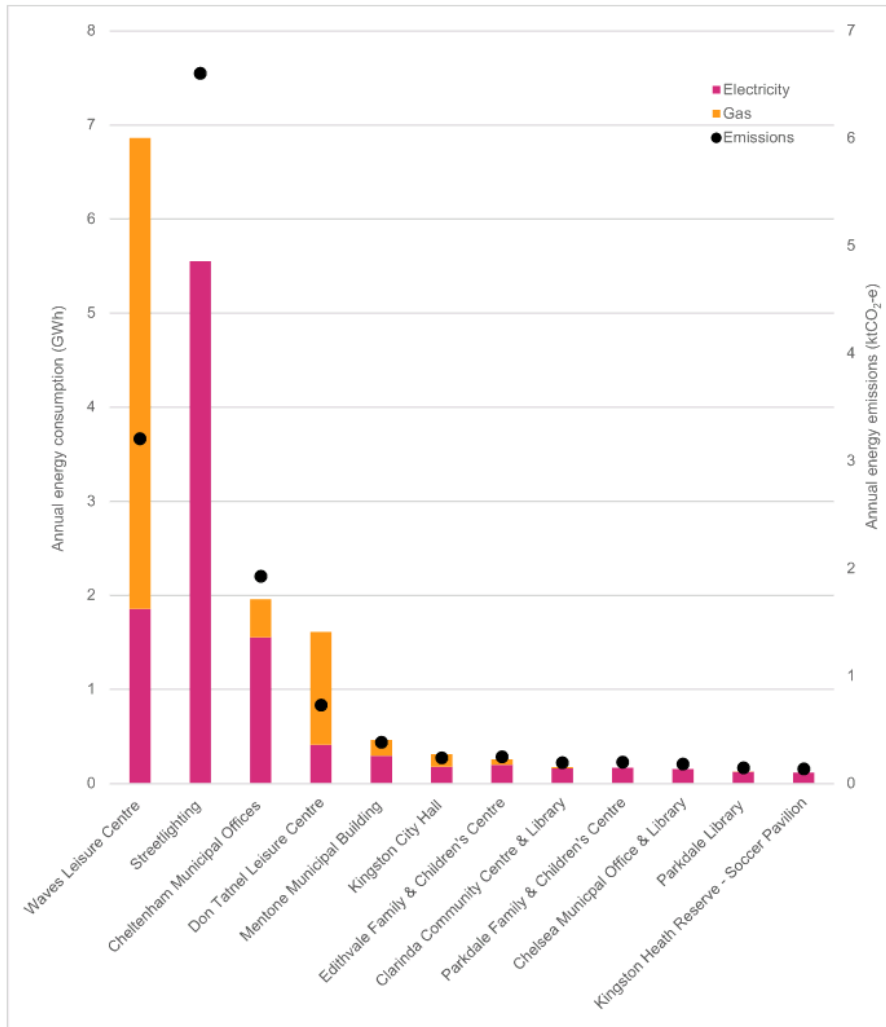


Figure 3: Top 12 energy using Council facilities

Community emissions

The total emissions attributable to the Kingston community were 1,610,000 tonnes CO₂e in 2016.

Key sources of emissions included:

- Electricity - contributing the majority of emissions at 68 per cent. Over half of this was from the commercial sector (see Figure 5).
- Transport - Fossil-fuel powered transportation modes (including cars, motorcycles and public transport) contributing the second largest source of emissions in Kingston. Of these emissions, almost 90 per cent were due to journeys in cars, reflecting the dominant use of this mode (cars were used for 82 per cent of all kilometres travelled).
- Natural gas - Equating to over half of all energy consumed by the community in Kingston. Natural gas has a lower emissions intensity than electricity, so contributes less to the overall emissions inventory
- Waste - The lowest contributor of emissions at 3 per cent. This includes emissions from waste generated by residents and businesses and collected by Council waste contractors. It does not include the total emissions from landfills within the municipality, where the landfills are receiving waste from outside of the municipality. It also excludes commercial waste.

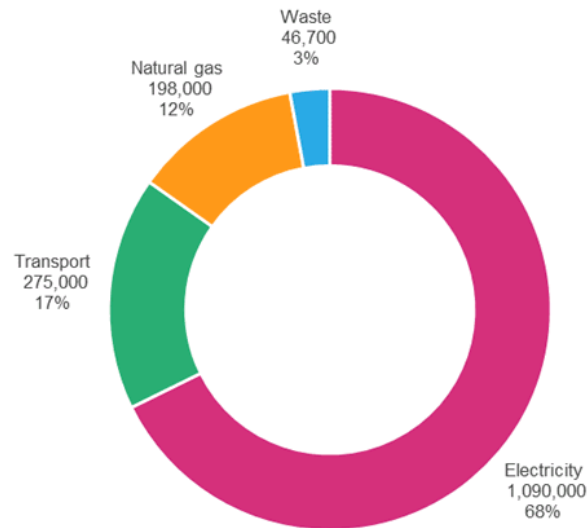


Figure 4: Community emissions breakdown

The commercial sector is the highest contributor to community emissions. It has a lower overall energy consumption compared to residential but a higher emissions intensity due to its high use of electricity. Residential gas use is high in the Kingston area, but has a lower intensity than electricity. In 2016 there were 5,650 residential solar PV installations. Solar PV energy was estimated to contribute approximately 21 GWh across the community.⁵ Note that this is shown as a negative value in Figure 5, as it represents energy generation and emissions abatement (rather than energy consumption and emissions generation).

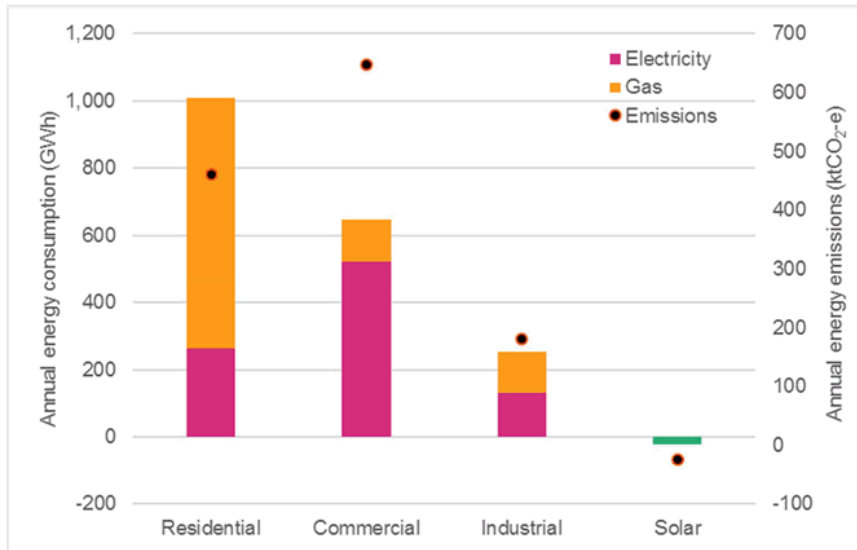


Figure 5: Energy consumption by sector.

GREENHOUSE GAS EMISSIONS FROM ENERGY

Electricity consumed in Kingston is from the Victorian electricity grid. This electricity is highly emissions intensive, as the majority is sourced from the combustion of brown coal. As a result, every unit of energy sourced from electricity results in almost six times the emissions compared to sourcing the same amount of energy from natural gas, as shown from the emissions factors below:

Electricity – 1.19 kgCO₂-e/kWh
 Natural gas – 0.20 kgCO₂-e/kWh

Note that renewable energy sources such as solar panels provide the opportunity for very low emissions energy. The emissions factor for the Victorian electricity grid has slowly and steadily decreased in recent years (compare the above 2016 figure to 1.45 kgCO₂-e/kWh in 2000).

⁵ Clean Energy Regulator (2017) Postcode data for small-scale installations. Accessed 1 June 2017 at <http://www.cleanenergyregulator.gov.au/RET/Forms-and-resources/Postcode-data-for-small-scale-installations#Postcode-data-files>. This value was based on the deemed Small Generation Units from the installation of solar PV systems (SGUs) in Kingston postcodes to the end of June 2016.

6. Our vision

Based on the global climate change context, national and state priorities, as well as local issues and our current carbon emissions, Council has developed a vision to;

Build climate resilient environments, infrastructure, facilities and communities through the reduction of carbon emissions and an increasing focus on renewable energy generation.

OBJECTIVE 1: To reduce carbon emissions throughout our municipality from Council's corporate emissions, and our community's emissions.

OBJECTIVE 2: To build a climate resilient organisation and community.

7. Our priorities

Emissions Reduction

- Increase energy efficiency and productivity.
- Transition to a clean and renewable electricity supply.
- Switch to clean fuels.
- Purchase offsets where required.

Adaptation

- Embed climate change considerations into Council's operations, policies and plans.
- Manage risks to Council built and natural assets and services from climate change.
- Mitigate and adapt to the effects of climate change for future generations.

8. Our commitment to reduce emissions

To demonstrate our leadership, Council is committing to the following three targets;

a. To reduce corporate emissions by a minimum of 30 per cent by 2020,

b. Aim to achieve corporate zero net emissions by 2050 in line with current State Government Policy.

The aim of zero net emissions is to achieve Carbon neutrality, or having a net zero carbon footprint. This could be done through the purchase of clean energy through our procurement of renewable electricity and gas and using offsets to buy carbon credits to make up the difference.

c. To support our community to reduce emissions by 15 per cent by 2025.

9. Meeting our commitments

Council is committed to reducing our corporate emissions by 30% by 2020. Council has direct control over its emissions. Reducing corporate emissions demonstrates leadership, improves financial sustainability, and reduces future exposure to energy price increases. This commitment will be achieved through the following actions:

Action	Emissions reduction
Street lighting upgrade – stage 1 – replacing 7000 public street lights (2018)	14.8%
Street lighting – stage 2 – replacing 1000 decorative lights and 4000 VicRoads lights (2019-2020)	7.52%
Council offices lighting upgrades	2.75%
Install 1MW of solar PV on Council buildings (Parkdale Family and Children's Centre complete 2017, Edithvale and Carrum Family and Children's centres 2018, future buildings to be determined but will include libraries, kindergartens, leisure centres and all new buildings)	6.45%
TOTAL Emissions reduction	31.52%

Best Practice and Policy Development - Further actions

A range of additional projects will be undertaken by Council with a view to further contributing to emissions reduction across Council's operations and the achievement of zero net emissions by 2025. These projects include;

- **Developing and implementing a new internal Environmentally Sustainable Policy for new Council buildings and renovations**

The existing internal ESD policy will be reviewed and updated and applied to all new Council buildings, maintenance and renovations, along with allocation of resources to ensure effective implementation.

- **Setting emissions standards for contractor vehicles**

Contractor vehicles were identified as making a significant contribution to Council's carbon emissions. Procurement opportunities to specify improved standards will be investigated.

- **Continuing improved efficiency of Council fleet vehicles**

Council will continue to downsize fleet vehicles, improve fleet efficiency and investigate the feasibility of electric or more efficient heavy fleet vehicles.

- Ongoing monitoring and reporting of energy use across Council buildings**

Council will continue to monitor and report on energy use across all buildings and identify opportunities for improvement.

- Ongoing efficiency upgrades across Council buildings.**

Investigation of energy efficiency upgrades will continue. Approximately 100 tonnes of carbon emissions can be saved for every \$100,000 invested (along with associated electricity cost savings). Projects with a return on investment within 10 years will be investigated.

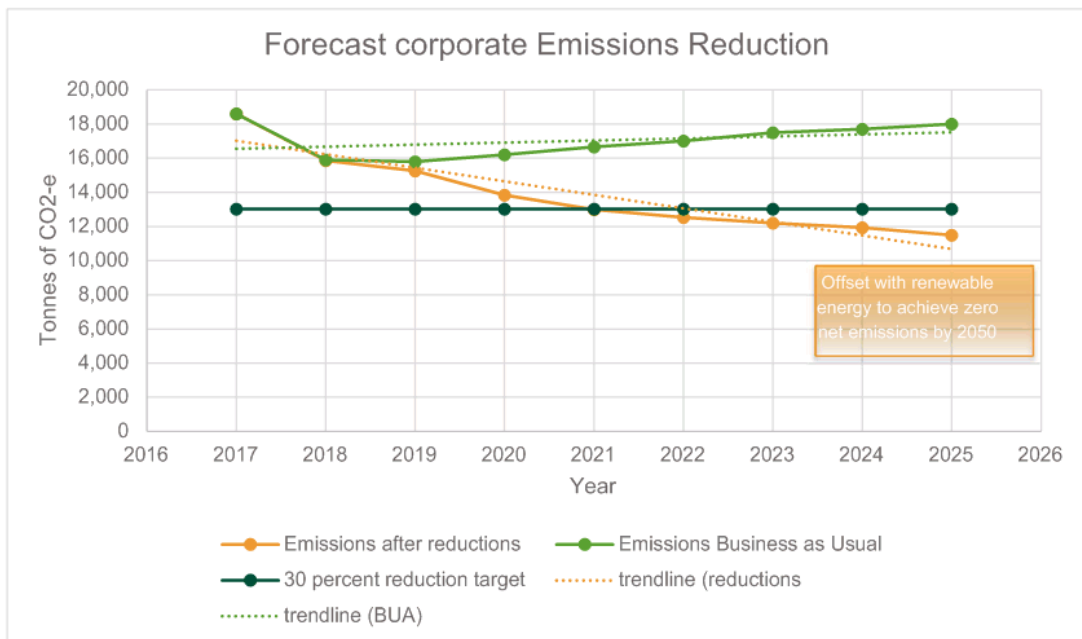


Figure 6: Forecast emissions reduction

Figure 6 demonstrates that our emissions reduction target of 30 per cent by 2020 is achievable by implementing the actions described.

10. Towards zero net emissions

To achieve carbon neutrality (zero net emissions), Council would need to obtain offsets or invest in large scale renewables.

The purchasing of renewable electricity has the ability to offset all energy related emissions (up to 70%). Approximately 6-8MW of energy can be purchased for a reduction of 8-10kt CO₂-e. However, purchase of renewable electricity (eg greenpower) comes at a higher cost, and as such investing in actions that reduce electricity demand and therefore save money, are considered a higher priority.

Large scale solar

Council has committed in the Green Wedge Plan (2012) and the Council Plan, to investigate the feasibility of large scale solar PV on closed landfills in the green wedge. Other local government areas are investing in similar schemes, such as Sunshine Coast Council in Qld, and Newcastle City Council in NSW. Pre-feasibility work has demonstrated that delivering a 5MW large scale solar plant is viable within the City of Kingston. This could provide a variety of options for Council to either generate or purchase renewable electricity.

Offsets

A carbon offset is used to assign a value to a metric ton of greenhouse gas emissions.

Council could purchase carbon offsets from a third party helping to fund a project that will either reduce or sequester carbon emissions from the atmosphere in another location. As a result of purchasing a carbon offset from a third party you are effectively 'offsetting' some or all of your own carbon emissions. This cost however would be on top of the existing (and potentially increasing) cost of electricity.

11. Supporting our community – emissions reduction and adaptation

Council is committed to supporting our community to reduce emissions and reduce energy use (and therefore power bills), however Council's direct influence is likely to only result in a small percent decrease in emissions. Council also has a role in supporting our community to adapt to a climate change future.

Policy and Advocacy

- **South eastern Councils Climate Change Alliance (SECCCA) - ongoing**

Council will continue membership with the South eastern Councils Climate Change Alliance and participation in relevant projects for the Kingston community.

- **Environmentally Sustainable Design – local planning policy – 2018/19**

Council is developing an Environmentally Sustainable local planning policy to ensure new residential developments/buildings are energy efficient and climate resilient.

- **Climate Change Adaptation – 2018/19**

Council will develop a climate change adaptation plan to support our community to adapt to the effects of climate change, such as more frequent heatwaves and increased storm intensity.

- **Urban Cooling – 2018/19**

An urban cooling strategy will be developed to ensure our city is resilient and liveable in light of future climate change.

Facilitation, information and support

- **Microgrid Technology**

Council will investigate the potential application and feasibility of Microgrid technology across households and businesses in the City of Kingston.

- **Renewable electricity**

Council will support and encourage community owned renewable energy projects where appropriate.

- **Finance mechanisms**

Council will investigate ways to support our commercial and industrial sector to improve energy efficiency, and increase renewable energy generation, such as retrofit assistance and finance mechanisms.

MICROGRID TECHNOLOGY

Microgrids are one way to enable solar PV and battery storage sharing. Microgrids are small scale private local electric power grids or networks with the capacity to be controlled and coordinated. As with other grids, they consist of distribution (e.g. electrical cabling), electricity generation and grid regulation.

Sharing solar PV generation and battery storage across a number of households or businesses has the potential to leverage opportunities and help manage some of the risks inherent in the changing electricity sector.

It can help sidestep network limits on distributed energy resources and enable residential customers to generate, store and use more of their own solar PV.

Moreover, aggregated storage capacity has the ability to reduce peak demand, thus actively assisting network utilities to manage challenging periods of variable power production and overall activity on the grid.

Microgrids can also provide other benefits, such as reducing the total capital costs for households and utilities. An example is where a new residential development uses on-site generation and storage to reduce consumption and guarantee a maximum peak demand. This in turn can reduce both the sizing of distribution infrastructure (the poles and wires) and the costs associated with connecting to the broader network.

Source: <https://arena.gov.au/assets/2017/11/here-comes-the-sun-moreland-energy-foundation.pdf>

- **Residential solar**

Council will continue to investigate avenues to increase the uptake of residential solar, including solar and renewables promotion, solar facilitation for renters, solar purchase though rates for low income earners, and bulk buy schemes.

Target: Number of residential solar PV installations to increase from 5,650 (17,500kw approx.) in 2016 to 10,000 (30,000kw approx.) in 2025.

CLIMATE CHANGE ADAPTATION

We need to prepare for anticipated climate change impacts so that the City of Kingston remains a healthy, prosperous, safe and vibrant place to work, live, and play, and maintains a thriving natural environment.

Adaptation is a complex challenge for Council and the community. The impacts of climate change are unlike anything we have experienced before, and what we know about the scale and timing of impacts is constantly evolving. As such, we need flexible and robust policies, plans and actions that will equip us to successfully adapt to a range of possible futures.

12. Monitoring evaluation and reporting

Delivery of the broader objectives of this Strategy, as well as individual Actions identified in Section 9 of this report, will require ongoing evaluation and reporting. It is proposed that:

- An internal Action Plan be developed to map out operational and financial obligations over the life of the Strategy (2018 – 2025).
- Council continue to monitor and report on both community and corporate emissions on a biannual basis as well as promote progress on key actions to the community.
- Regular feedback and emissions data will be provided to key facility managers within the organisation.
- An evaluation and review of this strategy and associated priorities will be completed before 2025.



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Agenda Item No: 8.3

RESPONSE TO NOTICE OF MOTION 46/2017 - CHELSEA AND EDITHVALE SHOPPING STRIPS

Contact Officer: Amber Swales, Strategic Planner Amber Swales, Strategic Planner

Purpose of Report

This report responds to Notice of Motion 46/2017 – Chelsea and Edithvale Shopping Strips which was carried by Council at its 27 November Ordinary Council meeting. The resolution of Council required that officers prepare a report investigating how to improve the viability and streetscape of Chelsea and Edithvale Activity Centres.

Disclosure of Officer / Contractor Direct or Indirect Interest

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

OFFICER RECOMMENDATION

That Council:

1. Receive the report as response to Council's Notice of Motion No. 46/2017.
2. Note the current community and State Government led projects being undertaken in the Edithvale Activity Centre and:
 - 2.1 Advocate for streetscape revitalisation, improved safety, pedestrian connectivity and beautification works to be provided by the Level Crossing Removal Authority as part of the Edithvale Road level crossing removal.
 - 2.2 Facilitate a meeting between representatives of the Edithvale Collective and the Level Crossing Removal Authority to provide an opportunity for the Edithvale Collective to share key ideas, opportunities and priorities identified through the Neighbourhood Project.
3. Commence preparation of a Structure Plan for the Chelsea Major Activity Centre.
4. Engage with local real estate agents and the owners of vacant premises to better understand the factors influencing long term vacancies in the Chelsea and Edithvale Activity Centres.
5. Conduct car parking surveys in Edithvale and Chelsea during the 2018/19 summer period to determine the level of car parking demand, vehicle turnover and point of origin with a further report to be brought back to Council in 2019 considering the survey results and any implications for parking management in the centres.

1. Executive Summary

The formulation of a structure plan for Chelsea is listed as a priority project within Council's Annual Action Plan 2017-2021. The action is planned to be implemented in the 2018/19 financial year. It is considered appropriate that a Structure Plan is undertaken for Chelsea in order to provide for a strategic document to guide future decision making in the Chelsea Major Activity Centre.

It is estimated that the development of a Structure Plan for Chelsea Major Activity Centre would cost approximately \$130,000. It would also require a significant internal resource commitment for the 12-18 months life of the project. A budget request of \$130,000 has been included in the City Strategy Operational Budget for the 2018/2019 financial year. The project management consultants appointed to undertake the work could be accommodated within existing EFT within the Strategic and Environmental Planning Team.

Mindful of the significant State Government investment and supporting urban design analysis to accompany the Edithvale level crossing removal, it is considered premature to undertake strategic work for the centre. It is instead recommended that Council utilise LXRA process to:

- Continue to advocate for streetscape revitalisation, improved safety, pedestrian connectivity and beautification works to be provided through the Edithvale and Bonbeach Level Crossing Removal project.
- Facilitate a meeting between representatives of the Edithvale Collective and the Level Crossing Removal Authority to provide an opportunity for the Edithvale Collective to share key ideas, opportunities and priorities identified through the Neighbourhood Project.

2. Background

Notice of Motion No. 46/2017 was considered by Council at its Ordinary Council Meeting on 27 November 2017. A copy of the Notice of Motion (NOM), as resolved by Council, is provided below:

'That officers prepare a report on how to improve the viability and street scape of the Shopping Strips of Chelsea (Nepean Hwy) and Edithvale (Nepean Hwy) taking into consideration the following:

- *Reducing the vacancy rate of shops*
- *Increasing safety*
- *Reducing and alleviating traffic and parking concerns*
- *Assisting small business and a shop local culture*
- *Reducing the impact of foreshore traffic during summer months*
- *Increasing and encouraging variety of shops*
- *With possible options for improving the streetscape and viability including:*
 - i. Potential for Structure Planning and Precinct Plans*
 - ii. Beautification Works*
 - iii. Planning Scheme Amendments*

3. Discussion

3.1 Council Plan Alignment

Goal 1 - Our well-planned, liveable city supported by infrastructure to meet future needs

Direction 1.1 - Intergenerational land use planning for a sustainable community

Goal 4 – Our free-moving safe prosperous and dynamic city

Direction 4.1.0 - Vibrant shopping centres and employment precincts

It is further noted that the formulation of a structure plan for Chelsea is listed as a priority undertaking within Council's Annual Action Plan 2017-2021:

“Action 4.1.2.1- Review the existing planning controls that apply to the Southland and Chelsea Activity Centres to determine whether structure plans should be formulated for these centres”.

Additionally, there is an action listed within Council's Annual Action Plan 2017-2021 that the potential for an arts precinct in Chelsea be explored:

“Action 4.3.2.4 - Undertake an assessment of the opportunities for an arts precinct in Chelsea for potential State Government funding (Property Arts & Leisure) 2018-2019”.

3.2 Consultation/Internal Review

Officers have consulted widely internally with the following Council Teams/ Departments and their comments have informed the discussion and recommendations contained in this report:

- City Transformation
- Economic Growth and Innovation
- Community Wellbeing
- Traffic and Transport
- Infrastructure
- Statutory Education and Compliance

3.3 Operation and Strategic Issues

The following section of this report responds to each component of the Notice of Motion as they apply to the Edithvale and Chelsea Activity Centres.

3.3.1 Edithvale Activity Centre

3.3.1.1 Reducing the vacancy rate of shops, assisting small business and shop local culture, increasing and encouraging a variety of shops

The Edithvale Activity Centre is located along the bay side of Nepean Highway. The existing retail mix in the centre is varied, with a large number of destination businesses that are not reliant on a local catchment. The centre also contains a large number of non-retail uses such as professional or administration services, health professionals and real estate services which may not have active shopfronts owing to the nature of the occupation. As a result there is a general lack of cohesiveness within the centre due largely to the fact that existing

businesses are not in any way reliant on each other and instead trade by reputation or word of mouth.

Owing to the lack of convenience retailing within the centre, shoppers tend to bypass Edithvale in favour of the broader retail offer available in the Mordialloc and Chelsea Major Activity Centres.

An assessment of shop vacancy rates conducted by Council Officers on 2 March 2018 observed five vacant shops in a strip which contains 52 shopfronts. This vacancy rate would be considered low when compared to similar retail centres across metropolitan Melbourne. However, further investigation is warranted to determine the length of time the premises have been vacant, and to consider whether there are other factors influencing the ability of the centre to attract convenience retailing, which would encourage a 'shop local' culture in Edithvale.

In order better understand the factors influencing vacancies and limited retail mix in the Edithvale Activity Centre, it is proposed that Council's Economic Growth and Innovation team engage with local real estate agents and owners of vacant premises. The information obtained through this consultation exercise would then inform the nature of any further action to be taken by Council to address this issue. Subject to the outcome of this engagement, Council may wish to explore the possibility of working with landowners to facilitate the establishment of pop up shops/spaces in vacant premises to generate more foot traffic within the precinct.

Consultation with the broader community is also important in understanding how shop vacancy rates and retail needs could be addressed to better serve the needs of local residents. The Edithvale Collective, through the Neighbourhood project, has already identified a concern with the lack of social cohesion in the Edithvale Activity Centre. Their research found:

- 70% of respondents do not belong to any local community or school groups in Edithvale.
- Almost half (48%) of respondents have never visited Beeson reserve.
- Over 50% of respondents would not visit Edithvale shops on a weekly basis.

Work planned by the State Government through the Edithvale and Bonbeach Level Crossing Removal Project provides an important opportunity for Council to advocate for outcomes which could enhance the vibrancy the local retail strip and support the sustainable growth of local businesses. This is discussed in more detail under Section 3.3.1.4 below.

3.3.1.2 Increasing safety

Council community safety officers have reported having minimal safety concerns in the Edithvale Activity Centre. In contrast to Chelsea, Edithvale does not have parking directly adjacent to the beach attracting high numbers of visitors and vehicles to the foreshore. The somewhat limited access to the beach deters the crowds and associated anti-social behaviour that Chelsea experiences during summer months.

Whilst limited safety concerns were identified within the centre, it is considered likely that the proposed infrastructure investment associated with the Edithvale and Bonbeach Level Crossing Removal Project will provide an opportunity to further consider and respond to this issue.

3.3.1.3 Reducing and alleviating traffic and parking concerns

Overall, Edithvale experiences less traffic and parking issues than Chelsea at present. However, similar to Chelsea, a conflict somewhat exists with an abundance of traffic flooding the area during summer months and the potential economic activity generated by these visitors.

Edithvale and Springvale Road provides a key connection to Nepean Highway from the eastern suburbs. This results in some congestion and banking of traffic on the approach to Nepean Highway, particularly during peak summer periods. It is considered that the planned removal of the Edithvale Road level crossing and construction of the Station Road bridge over the Patterson River will improve traffic conditions within the centre.

Extensive side street parking restrictions on the east side of Nepean Highway have been implemented in response to community concerns associated with increasing pressure from parking in residential streets. It would be prudent to conduct a parking survey during the summer months to determine the level of car parking in these streets, as well as car parking within the centre and along the railway line on Station Street and Nepean Highway. It is proposed to conduct 'number plate' surveys and cross-reference this with vehicle registration details to determine where the visitors are coming from. This also enables the measurement of car parking turnover.

The continued demand for access to the foreshore in summer, if managed appropriately, will likely play a key role in facilitating the revitalisation of the Edithvale retail strip. Currently, Council seeks to strike a balance between residential, local business and visitor parking through a range of parking tools. Other measures to manage turnover to reduce the impact of foreshore traffic that could be investigated include:

- Summer parking restrictions – increasing the percentage of car parks which have seasonal restrictions is a way to alleviate and encourage turnover during busy summer months.
- Line marking bays - the 'hockey stick' markings that currently exist give an indication of where parking is encouraged but if a car does not park within its bounds Council officers do not have the authority to issue a parking fine. In contrast, 'line marking bays' give a boundary which is enforceable by local laws. This car parking tool is

also important in crowded streets in order to ensure emergency vehicle access to the foreshore.

3.3.1.4 Possible options for improving the streetscape and viability including potential for structure planning and precinct plans, beautification works, planning scheme amendments.

Edithvale shopping centre is classified as a Neighbourhood Activity Centre, whereby the focus is on local and weekly convenience shopping. Planning Practice Note 58 states that structure planning is typically not required for neighbourhood centres. However, an Urban Design Framework (UDF) may be appropriate to enhance urban amenity.

Planning Practice Note 17 defines UDFs as being “a vehicle to help a community to set an overall direction for a particular place or locality”. An Urban Design Framework considers built form, heritage, open space, greening the landscape, sustainable design principles and land use.

Whilst a UDF process could be initiated by Council for Edithvale, it is noted that a number of relevant community and State Government initiated projects are currently underway which will significantly influence the future revitalisation of the Edithvale Activity Centre. These are discussed in more detail below:

- *Edithvale Road Level Crossing Removal*

The level crossing at Edithvale Road is set to be removed by lowering the rail into a trench and building a new Edithvale Road bridge at the current level. Because of its proximity to the Edithvale wetlands, the project is subject to an Environment Effects Statement (EES) process.

The EES is being prepared by the LXRA and will be placed on public exhibition in March/April 2018. LXRA have advised that construction will commence upon completion of the EES process.

The Level Crossing Removal at Edithvale creates new opportunities to improve the station precinct, local connections and shared user paths. It will also improve road and rail safety for pedestrians, cyclists and drivers. Streetscape works such as landscaping and roadworks will be included in the infrastructure package to be delivered by LXRA potentially serving to attract new businesses and increase visitation to the centre.

In contrast to Mentone railway precinct which has recently had an Urban Design Framework adopted, limited opportunity exists for detailed urban design works at Edithvale due to the narrowness of the rail corridor.

Whilst it is not proposed that a separate piece of strategic work be commissioned for Edithvale, it is recommended that officers facilitate a meeting between The Edithvale Collective and LXRA. This would present an opportunity for the group to positively influence the design outcomes associated with the Level Crossing Removal Project.

Officers are also currently represented on the EES Technical Reference Group and have provided ongoing input into the preparation of the EES. Moving forward, once the EES is finalised officers will be invited to participate in an Urban Design Advisory Panel that will be established by the LXRA for Bonbeach and Edithvale. This process will present a critical opportunity for Council to positively influence built form, streetscape, open space and infrastructure outcomes to be delivered as part of the level crossing removal project.

- *Edithvale Collective Neighbourhood Project*

Last year, Edithvale was selected as one of 5 locations across Melbourne to participate in round 2 of the Neighbourhood Project. The Neighbourhood Project is a philanthropically funded program designed to help Councils and residents take responsibility for their local neighbourhoods through community led place making.

The project is being led by The Edithvale Collective - a group of local traders and community members who are passionate about their local area and whose project purpose is to *'begin the transformation of Edithvale with the activation of the shopping strip and adjoining parkland'*. The project seeks to initiate the revitalisation of the Edithvale shopping strip and activate Beeson Reserve through the following temporary installations:

- Community art projects – a new mural has recently been created on the side of the IGA with a theme of 'relax, you're in Edithvale', beautifying the area and encouraging patronage.
- Revival of the blue-stone planter boxes.
- Activation of the underutilised park land – the 'pop-up park' incorporates children's play zones, casual picnic areas and lounge seats and community furniture to encourage new uses of the underutilised public space.
- Trader footpath seating.
- A community noticeboard.

The strong level of community interest and engagement achieved through the Neighbourhood Project and the work of the Edithvale Collective provides an excellent foundation for future community engagement through the level Crossing Removal Project.

Officers have provided regular briefings to the LXRA in relation the work of the Edithvale Collective. It is considered that there is now merit in arranging a meeting between the Edithvale Collective and the LXRA to ensure that the significant body of community engagement already undertaken can usefully inform outcomes to be progressed through the Level Crossing Removal Project.

3.3.1.5 Recommendations for the Edithvale Activity Centre

Mindful of the significant State Government investment and supporting urban design analysis to accompany the Edithvale level crossing removal it is considered premature to undertake Council led strategic work for the centre. It is instead recommended that Council utilise the LXRA process to:

- Continue to advocate for streetscape revitalisation, improved safety, pedestrian connectivity and beautification works to be provided through the Edithvale and Bonbeach Level Crossing Removal project.
- Facilitate a meeting between key representatives of the Edithvale Collective and the Level Crossing Removal Authority to provide an opportunity for the Edithvale Collective to share key ideas, opportunities and priorities identified through the Neighbourhood Project.

3.3.2 Chelsea Major Activity Centre

3.3.2.1 Reducing the vacancy rates of shops assisting small business and shop local culture, increasing and encouraging a variety of shops

In order to respond to concerns raised by Council in relation vacancy rates in the centre in April of 2017 Council Officers undertook an assessment of shop vacancy rates in Chelsea Shopping Strip. Overall, the report found that Chelsea Activity Centre is performing well, with few vacancies observed.

An assessment of shop vacancy rates conducted by Council Officers on 3 April 2017 observed only 8 vacant shops in the Chelsea's bay side shopping strip of 88 shopfronts (excluding Woolworths). Of these shopfronts, officers would consider at most 3 of these to be vacant – one is for lease and two are vacant with no identified purpose at this stage.

Council's Economic Growth and Innovation team have indicated that an approximately 3% vacancy rate is not a concerning quantity in a strip of this size.

Undertaking a Structure Plan for the centre could provide an appropriate mechanism by which to explore ways to improve the retail mix and economic performance of the centre and reduce vacancy rates. The scope of this work and issues it could seek to address are discussed further under Section 3.3.2.4 below.

3.3.2.2 Increasing safety

Summer months bring an influx of visitors to Chelsea foreshore. Community wellbeing and safety officers reported feedback from residents concerned about blocked driveways and noise levels from foreshore activities at night.

Antisocial behaviour on the foreshore is a recurring issue each summer. The consumption of alcohol on the foreshore is banned and Victoria Police are ultimately responsible for enforcing alcohol laws. In response to antisocial behaviour occurring during this time, Police undergo an annual Beach Safe Operation resulting in increasing their street and beach foot patrols during the hot weather months.

CCTV operates along the bay side of the Chelsea Shopping Strip as well as along The Strand, in the Safeway carpark at the rear of the strip and in Victory Reserve. These feed to either Council or Victoria Police. At present, the CCTV is not functioning in The Strand as it relies upon the former deli corner site - the source of power for the system – being tenanted.

A Chelsea Community Safety Forum was held on Saturday the 14th of October last year. This event was organised in partnership with Council and Victoria Police, and included presentations from local Emergency Services and local community groups and sought to listen to residents' experiences and concerns relating to safety. The Chelsea Forum attracted approximately 20 residents.

A number of safety concerns raised by the community have been resolved by Council. These include installing emergency markers along Kingston's foreshore where there are no identifiable buildings to prevent drowning deaths and pruning vegetation at various locations on the foreshore in the hope of eliminating hiding spots that attracted antisocial behaviour. Other safety concerns in Chelsea identified by Council officers include homelessness in The Strand and jet-skis close to the foreshore.

The strong feeling of Council community wellbeing and safety officers is that the activation of the shopping strip will be the biggest determining factor in improving safety.

3.3.2.3 Reducing and alleviating traffic and parking concerns

Chelsea Shopping Centre is located on both sides of the railway line, with the majority of shops being on the bay side. As a result, it is heavily trafficked. Thames Promenade provides primary access to the centre from the east. The Nepean Highway and train line present significant physical barriers to accessing the centre from the east, particularly for pedestrians and cyclists.

At-grade car parking is a key land use in this centre, generally extending along the whole length of the centre to the rear of the shops. Consultation with the Traffic and Transport department found that there is no supply deficit of parking in Chelsea Major Activity Centre.

Council Officers undertook a parking survey of the Chelsea Shopping Centre in September last year. Surveys were completed on Thursday 14 September 2017 and Saturday 16 September 2017 from 6:00 AM to 10:00 PM, with occupancy recorded in 15-minute intervals. September is the ideal time to conduct parking studies as it is the most indicative of year-round use. A target occupancy of 85% is a well-established benchmark for parking in town centre conditions on the basis that:

- At this level of occupancy most drivers will be able to locate a free space within a reasonably convenient distance to their chosen destination.
- Significantly lower levels of occupancy suggest parking is oversupplied (or overpriced), and the associated costs of unnecessary provision will be negatively impacting a range of factors including housing affordability and retail viability.

Chelsea's total peak parking occupancy (both on and off street) was 59% on a Thursday peak and 47% on a Saturday peak. This is well below the target occupancy rate of 85%, demonstrating adequate car parking in Chelsea Shopping Strip.

Despite the value of the September survey as an indicator of year round car parking demand, it is acknowledged that there is significantly more pressure for car parking during the summer months in Chelsea. Therefore, it would be prudent to conduct a parking survey during the summer months to determine the level of car parking in the centre during this period. It is proposed to conduct 'number plate' surveys and cross-reference this with vehicle registration details to determine where the visitors are coming from. This also enables the measurement of car parking turnover.

Preliminary work undertaken to inform preparation of the Kingston Car Parking Study suggests that some demand management strategies could be considered at off-street parking facilities, however this needs to be cognisant of the fact that parking is generally more oversupplied than undersupplied in the activity centre.

In Chelsea a conflict somewhat exists with an abundance of traffic flooding the area during summer months and the economic activity generated by these visitors. The use of the foreshore generates important economic activity for the shopping centre. Currently, Council seeks to strike a balance between residential, local business and visitor parking through a range of parking tools. Other measures to manage turnover to reduce the impact of foreshore traffic that could be investigated including:

- Paid parking in areas other than the foreshore - One of the objectives in the Council Plan is to investigate paid parking in Chelsea and the recent experiences of Frankston Council and Westfield Southland have been that paid parking has not negatively impacted the areas.
- Summer parking restrictions – increasing the percentage of car parks which have seasonal restrictions is a way to alleviate and encourage turnover during busy summer months.

- Line marking bays - the 'hockey stick' markings that currently exist give an indication of where parking is encouraged but if a car does not park within its bounds council officers do not have the authority to issue a parking fine. In contrast, 'line marking bays' give a boundary which is enforceable by local laws. This car parking tool is also important in crowded streets in order to ensure emergency vehicle access to the foreshore.

Road safety works could include:

- The Strand zebra crossing
- More speed humps along Bath Street
- Avondale Road has cars turning down it frequently from Nepean Highway as well as pedestrians crossing it. There is potential to do a side road entry treatment at this intersection to improve pedestrian safety.

3.3.2.4 Possible options for improving the streetscape and viability including potential for structure planning and precinct plans, beautification works, planning scheme amendments

It is considered that the preparation of a Structure Plan for the Chelsea Activity Centre would provide a mechanism by which the majority of issues raised within the NOM could be considered and addressed. A Structure Plan is a means to provide precinct-specific direction on the extent, form and location of land use and development and is a standard undertaking for all Major Activity Centres.

The Department of Environment, Land, Water and Planning has released Planning Practice Note 58 to provide guidance to Councils on the activity centre structure planning process. This process typically takes 12-18 months (see Attachment 1).

It is noted that Design and Development Overlay (Schedule 1) and Design and Development Overlay (Schedule 7) cover land between the bay and Nepean Highway at Chelsea, including the Chelsea Major Activity Centre. DDO1 limits the height of buildings to a maximum of 2 stories. When comparing Chelsea with other Major Activity Centres including Moorabbin, Cheltenham and Mentone, limited opportunity exists for substantial redevelopment due to the existing planning controls. It is important to acknowledge that as part of any structure planning exercise the height controls contained in the DDO1 would need to be revisited.

Planning considerations of a Structure Plan could include:

- Identifying strategic development sites - the opportunities for increasing residential development may be maximised by encouraging the amalgamation of sites in order to increase the intensity of development. A Structure Plan would identify strategic development sites in Chelsea Major Activity Centre.

- Strip length and permeability - the length of the centre is accentuated by the lack of separation in building form and limited opportunities for permeability through the centre to the abutting residential uses and the bay.
- Creating precincts within the strip – Chelsea cannot effectively meet visitor’s needs, not because it is too long, but because things are not grouped together into identifiable precincts. The distance required to drive and walk means it becomes inconvenient so it’s easier to keep driving to the next centre.
- Place making initiatives, traffic and streetscape improvements.
- Potential to establish stronger pedestrian and visual links from Nepean Highway towards the bay to improve accessibility.
- Encouragement of Chelsea’s role as a Southern hub within the municipality, as it provides a great diversity of community support related services including a library, town hall, police station and maternal and child health centre.
- Council owned assets – the east side of the Activity Centre is predominantly made up of Council owned assets such as the town hall, library and maternal and child health centre.
- Examining the potential for higher density residential development within and immediately surrounding the commercially zoned area.

It is further noted that, although Chelsea level crossing has not been identified as being removed in the near future by the LXRA, it is considered likely that it will be removed as part of the long term removal project. The preparation of a Structure Plan for Chelsea would allow Council and the community to outline a vision for the rail precinct – including the possibility of a future grade separation - and proactively communicate this back to the LXRA.

3.3.2.5 Recommendations for Chelsea Activity Centre

It is considered appropriate that a structure plan is undertaken for Chelsea in order to guide future decision making in the activity centre.

The project lifespan of a Structure Plan would be 12-18 months and would cost approximately \$130,000. The following figures would likely be revised subject to detailed project scoping:

PROJECT COST ESTIMATES	
Consultant Reports	
Transport and Mobility Assessment	\$30,000
Economic Analysis	\$25,000
Urban Design Analysis	\$30,000
Community Infrastructure and Open Space Analysis	\$30,000
Community Engagement and Consultation	
Communications Consultant Work	\$30,000
APPROXIMATE TOTAL:	\$145,000

4. Conclusion

The formulation of a structure plan for Chelsea is

listed as a priority project within Council’s Annual Action Plan 2017-2021. The action is planned to be implemented in the 2018/19 financial year. It is considered appropriate that a

Structure Plan is undertaken for Chelsea in order to provide for a strategic document to guide future decision making in the Chelsea Major Activity Centre.

Mindful of the significant State Government investment and advanced status of urban design analysis to accompany the Edithvale level crossing removal it is considered premature to undertake strategic work for this centre. It is instead recommended that Council utilise the LXRA process to:

- Advocate for streetscape revitalisation, improved safety, pedestrian connectivity and beautification works to be provided through the Edithvale Level Crossing Removal.
- Facilitate a meeting between representatives of the Edithvale Collective and the Level Crossing Removal Authority to provide an opportunity for the Edithvale Collective to share key ideas, opportunities and priorities identified through the Neighbourhood Project.

Appendices

Appendix 1 - Attachment 1 - Structure plan methodology (Ref 18/34910) [↓](#)

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Reviewed and Approved By: Rita Astill, Team Leader Strategic & Environmental Planning
Paul Marsden, Manager City Strategy
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8.3

RESPONSE TO NOTICE OF MOTION 46/2017 - CHELSEA AND EDITHVALE SHOPPING STRIPS

1 Attachment 1 - Structure plan methodology 105

Structure Plan Methodology

1. Project Planning and Establishment

- a. Officers to develop a project brief, carefully scoping project methodology, outputs, costings, resource allocations and timeframes.
- b. Define the study area boundary (which is typically larger than the existing commercially zoned areas).
- c. Develop a detailed project budget that will provide funding sources for the project.

2. Background Research

- a. Scope, document and understand existing conditions and issues.
- b. Undertake preliminary engagement with government Departments and agencies, community groups, service providers, utilities etc.
- c. Prepare project briefs for consultant input in relation to matters including economic development, community infrastructure, urban design and transport, infrastructure and servicing. Undertake a public tender process to appoint the consultant team.
- d. Undertake preliminary consultant work and data collection including demographic and population analysis.

3. Prepare Discussion Paper

- a. From the background research, prepare a discussion paper that explores any identified strengths, weaknesses and opportunities and constraints.
- b. Identify and analyse demographic changes and community profiling including implications for the future of the centre.

4. *Stage 1: Community and Stakeholder Consultation*

- Undertake community and stakeholder consultation to test the ideas and direction contained within the Discussion Paper.

5. *Prepare a Draft Structure Plan*

- a. Appointed consultant team to prepare final reports to inform preparation of a draft Structure Plan.
- b. Officers to use the consultant findings, outcomes of consultation and data analysis to prepare a draft Structure Plan.

6. *Stage 2: Community and Stakeholder Consultation*

- Undertake community and stakeholder consultation to test the ideas and direction contained within the draft Structure Plan.

7. *Prepare a Final Structure Plan*

- Officers to prepare a final Structure Plan responding to the issues raised through the consultation process.

8. *Prepare an Implementation Program (Statutory and non-statutory)*

- Officers to develop an Implementation program to clearly articulate the actions and strategies necessary to implement the structure plan.

9. *Monitor and Review*

- Officers to establish a process for ongoing monitoring and review of the final Structure Plan.

18/34910

Ordinary Meeting of Council

23 April 2018

Agenda Item No: 8.4

RESPONSE TO NOTICE OF MOTION 38/2017 - DEVELOPMENT REGISTER

Contact Officer: Ian Nice, Manager City Development

Purpose of Report

The purpose of this report is to respond to Notice of Motion No. 38/2017 which sought a report by Officers on the formulation of a Development Register.

Disclosure of Officer / Contractor Direct or Indirect Interest

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

OFFICER RECOMMENDATION

That Council:

1. Note the response to Notice of Motion 38/2017.
2. Officers produce for Councillors an annual register that identifies the address, proposal description, applicant details and application status of all application received for 10 or more dwellings.

1. Executive Summary

Notice of Motion 38/2017 broadly seeks advice from officers on the feasibility of developing a register of lobbyists, planners, developers or landowners associated with matters considered under the Planning and Environment Act 1987 to improve transparency and accountability.

Advice sought from all adjacent Councils and a number of inner city municipalities is that no Council produces a register of the form proposed through the Notice of Motion.

The report identifies that the City Development and City Strategy Departments would likely have in excess of 150 'meetings' on a daily basis with the parties covered by the Notice of Motion. These interactions are diverse and range from over the counter discussions with landowners (applicants, prospective applicants and potential objectors), meetings in the field to address compliance issues and broad ranging community engagement forums. The preparation of a register of such interactions is a significant venture and would come at some potential significant cost and impact on service delivery.

In addition to the statutory requirements of keeping a register of all Planning Applications, the City Development Department have proactively worked to make access to planning information more readily available to the community through the 'Near Me' functionality on its website. In July 2016 the State Government Department of Environment, Land, Water and Planning released the 'Availability of planning documents' Practice Note. This Practice Note provides clarity to Council on how it must carefully collect and consequentially manage an individual's personal information. Importantly, the Practice Note highlights that a key principle to be followed is to '*Collect only such personal information that is necessary under the PE [Planning and Environment] Act*'. This principle is of direct relevance to the Notice of Motion.

With respect the development of a register to record unsafe or flammable clad buildings, Council currently has an obligation to disclose any outstanding Notices and Orders on properties at the time of sale. This provides for disclosures through Section 32 statements to prospective purchasers of such matters and during the 2016/2017 annual year 2,104 requests were made to Council for this information. In investigating the development of a register to reflect financial failure or bankruptcy, such information is currently captured and made available by the Australian Financial Security Authority.

Council, either through its obligations under the Local Government Act or its internal policies, has established clear processes to aid the transparency and accountability associated with the determination of planning matters. This is reinforced through the wide ranging 'call in' powers of a Councillor(s) on planning matters to have items considered by the Council, the disclosure requirements for Planning Committee meeting and Ordinary Council meetings and the disclosure provisions around Conflict of Interest under the Local Government Act.

Having considered the existing decision making framework for planning matters, the importance of ensuing information is only collected for the purposes of assessing planning matters and, if even possible, the resources associated with the formulation of a detailed register, this report concludes that this not be further pursued. On the basis that Council were of the view to further explore this it is recommended that legal advice be sought given the matters outlined in the report.

Officers have through discussions with Cr. West agreed that it would be possible to produce an annual document that identifies the address, proposal description, applicant details and application status of all application received for 10 or more dwellings. This information is readily captured through the planning register.

2. Background

At its meeting on 25 September 2017 Council resolved (NOM 38/2017) that:

Officers provide a report to Council on whether:

1. *It is feasible and useful to keep a register of lobbyists, planners, developers and landowners associated with development applications for 10 or more dwellings lodged with Kingston Council in future and, where requested by a councillor, officer or member of the community, during the past 15 years.*
2. *As a measure of transparency and accountability, councillors and officers ought to disclose any meetings they have had with such lobbyists, planners, developers and landowners with regard to Kingston planning scheme amendments or development applications, apart from planning consultations attended by officers, in notes to be attached to the register.*

3. *Any relevant risks or problems that have arisen with the development ought also to be recorded in the register, such as unsafe or flammable cladding or financial failure or bankruptcy.*
4. *Councillors and officers ought promptly to disclose any multi-unit development applications with which they are or have been personally associated as lobbyist, planner, developer or landowner or as director of a company or trust involved in a multi-unit development, once lodged with Kingston Council or notified to the CEO, and such details also be included in an open register on the Council website.*

3. Discussion

3.1 Council Plan Alignment

Goal 1 - Our well-planned, liveable city supported by infrastructure to meet future needs

Direction 1.1 - Intergenerational land use planning for a sustainable community

Council administers a range of functions under the Planning and Environment Act that influence the future planning of the municipality. This work involves the interaction of a diverse range of participants in planning processes.

3.2 Consultation/Internal Review

In preparing this report contact has been made with the municipalities of Bayside, Frankston, Glen Eira, Greater Dandenong, Monash, Stonnington, Port Phillip and Yarra. None of these Councils have a register of lobbyists, planners, developers and landowners associated with development applications or Planning Scheme Amendments.

Advice has been sought from the City Development and Governance Departments in preparing this report.

3.3 Operation and Strategic Issues

3.3.1 Victorian Government – Lobbyists Register

The Victorian Government has a Register of Lobbyists and Government Affairs Directors. The Victorian Public Sector Commissioner states that *Lobbyists assist third party clients with advice on public policy processes and facilitate contact with relevant Government Representatives*. The Victorian Public Sector Commissioner hosts the website which contains the register which currently contains 110 companies.

In discussions with representatives of the City Development Department, the role of 'lobbyists' was considered to be limited given the nature of the interactions between Officers and applicants are of a generally 'technical' nature. For those seeking to invest in the municipality and obtain planning permissions interactions with the City Development Department are generally with developers, architects, town planners and/or land owners.

3.3.2 Numbers of Applications

The Notice of Motion (NOM) seeks advice on where *'It is feasible and useful to keep a register of lobbyists, planners, developers and landowners associated with development applications for 10 or more dwellings lodged with Kingston Council in future and, where requested by a councillors, officer or member of the community, during the past 15 years'*.

In the 2016/2017 calendar year, Council received a total of 29 Planning Applications for 10 or more dwellings. Of these applications, they were either submitted by a planner (mentioned in the NOM), landowner (mentioned in the NOM) and/or developer (mentioned in the NOM). Applications of this nature were also submitted by Architects (not mentioned in the NOM). During this calendar year no records exist of any applications lodged by a party who could be defined as a 'lobbyist'.

Mindful Part 2 of the Notice of Motion does not identify a threshold for Kingston 'Planning Scheme Amendments' or 'Development Applications', in the 2016/2017 calendar year Council received:

- 1,106 new applications for a Planning Permit.
- A larger number of interactions relating to Planning Scheme Amendments both considered at a Local and State Government level by the City Strategy Department.

In discussions with the Manager City Development, he has indicated that no obligation exists for the permit applicant to identify themselves as '*lobbyist, planners, developers and landowners*' when lodging a Planning Application. The only obligation is to identify an 'applicant' for the purpose of correspondence through the assessment process of the application. Although the Planning Application form 'may' disclose the land owner, this has no relevance to the assessment of the application on the basis the owner is not the applicant.

The Manager City Development did indicate the '*planners*' working for the applicant will often be identifiable as part of the planning report that is submitted with an application for 10 or more dwellings.

In interpreting the Notice of Motion, 'landowners' can also mean parties who own land in proximity to a Planning Application that may have an interest in the form of a particular planning application. Such landowners may express an interest by making enquiries at the planning counter, lodging an objection or submission to a planning matter or lodging a planning information request. Landowner(s) may also contact a Councillor(s) to discuss a planning matter.

3.3.3 Extent of meetings

This part of the Notice of Motion seeks advice on whether '*as a measure of transparency and accountability, councilors and officers ought to disclose any meetings they have had with such lobbyists, planners, developers and landowners with regard to Kingston planning scheme amendments or development applications, apart from planning consultations attended by officers, in notes to be attached to the register*'.

With respect to the accountability of Officers in order to manage potential conflicts of interest, Officers routinely make declarations to the Chief Executive Officer under Section 80B of the Local Government Act 1989 in instances where any potential for alleged conflicts of interest may exist. In such instances, this is formally recorded by the Chief Executive Officer and the Chief Executive Officer informs the Manager City Development to ensure the Officer in question is removed from any exposure to the relevant matter.

Council, in the 2016 / 2017 financial, year received 1,106 Planning Applications and 610 requests to amend Planning Applications. This part of the Notice of Motion seeks advice on whether Councillors or Officers should disclose meetings with lobbyists, planners, developers and landowners with respect to Planning Scheme Amendments or Development Applications. On any given day numerous interactions could be described as a 'meeting' (formal or informal) between Council's Officers and those parties identified in the NOM. These may include but are not limited to:

- Broad ranging interactions (formal and informal) conducted with landowners (residents, business owners, prospective permit applications, permit applicants) at the Planning Counter.
- Structured meetings as part of pre-application or during application discussions with permit applicants.
- Structured meetings with residents to explain planning processes associated with particular applications.
- Meetings on site with residents, permit applicants, businesses to discuss issues associated with compliance with an existing Planning Permit, compliance issues associated with an illegal land use, approvals sought against Council's Local Law regarding vegetation and issues involving compliance with the Building Act or Building Regulations.
- With respect to Planning Scheme Amendments or strategic planning processes more broadly, Officers meet regularly with amendment proponents, residents and business owners in a broad range of settings from structured meetings to a diverse range of consultation forums.
- It is also noted that Officers from the Traffic & Transport, Parks & Recreation, Statutory Education & Compliance, Economic Growth & Innovation and a range of other Departments would, from time to time, meet with parties identifiable as '*planners, developers and landowners*' to discuss planning scheme amendments and/or development applications.

For the purpose of the above a 'permit applicant' could and usually is a planner, developer and/or land owner.

On the basis that Council currently has:

- 16 Planning Officers working in the City Development Department
- 4 Compliance Officers working in the City Development Department
- 3 Vegetation Management Officers in the City Development Department
- 11 Planning and Building Officers attending counter enquiries from the City Development Department
- 7 Building staff working in the City Development Department
- 3 Development Approvals Engineers working in the City Development Department
- 17 or so members of the City Strategy Department

It is assumed that a very high number of interactions are conducted on a daily basis that could constitute a 'meeting' involving lobbyists, planners, developers and landowners with respect to Planning Scheme Amendments or Development Applications. It is conceivable, based on the number of staff, that on the basis team members conducted 2-3 'meetings' a day this would require approximately 150+ entries a day. This is considered to be a very conservative assumption.

In addition to the above forms of 'meeting' Council Officers would, on any given day, hold numerous conversations with residents, businesses, prospective permit applicants, permit applicants over the phone.

The above analysis has just reviewed the extent of 'meetings' Officers may hold and has not considered the extent of interactions that could be considered a 'meeting' by Councillors with lobbyists, planners, developers and landowners with regard to Kingston Planning Scheme amendments or Development Applications. Officers believe that Councillors routinely, as part of better understanding the views of all parties involved in planning processes (statutory or strategic), meet with land owners (developers, objectors or members of community groups, business operators) in and outside of planning consultation forums.

3.3.4 Transparency and Accountability

The previous sections have identified the volume of applications, existing practice and the general type of meetings, together with a conservative list of the Council Officers and work areas that may be involved.

In considering whether or not greater transparency or accountability is required, it is important to consider how decisions relating to Planning Scheme Amendments and Development Applications are made at Kingston. The following framework is place:

- Council provides a Delegation to a Planning Committee to consider planning matters. The Planning Committee is made up of Councillors nominated on an annual basis. Currently all Kingston Councillors have chosen to participate in the Planning Committee. As part of the transparency and good governance of the meetings prior to the commencement of the Planning Committee, the Mayor will request a disclosure by Officers or Councillors of any conflicts of interest in any matter(s) on the agenda.
- The Council provides delegation to the Chief Executive Officer and the Chief Executive Officer to Council staff to determine matters covered by the Notice of Motion.
- Although this delegation is provided it is undertaken in the context of the Planning Delegation Policy. This policy provides either triggers that automatically require an application to be considered by the Council or an opportunity for *'one or more Councillor(s) 'call in' the application, by requesting this in writing (email accepted) to the City Development Department'*.

The consequence of this policy is that when a Planning Committee is not convened an Ordinary Council Meeting is used to determine Development Applications that sit outside Officer Delegation or are 'called in' by a Councillor. Council meetings will commence with the Mayor requesting a disclosure by Officers or Councillors or any conflicts of interest in any matter(s) on the agenda again as a matter of transparency and good governance.

In almost all instances, unless the matter is determined to be of the utmost urgency, the progress of all Planning Scheme Amendment matters are considered by the Council.

The above reinforces that it is clearly within the power of a Councillor(s) to request, in almost all instances, for a planning matter to be 'called in' to be determined by the Council if a concern regarding transparency or accountability exists. The exception to this rule are applications considered under the Vic Smart (deemed to be smaller/simpler applications) process which across the State of Victoria need to be processed in 10 days, are not advertised and must be decided by the Chief Executive Officer of the Council, or a delegate decides the application.

It is the practice of the organisation that in instances where a disclosure of a conflict of interest has been made by a Council Officer to the Chief Executive Officer, the Chief Executive Officer will instruct the relevant Council delegate to request this matter be determined by the Council at an Ordinary Council meeting (eg a staff member is involved as the applicant of a planning application in the municipality).

On the basis of the above, it is evident that in most instances should a Councillor(s) have an expressed concern regarding the transparency or levels of accountability associated with a determination of a 'development application' and/or Planning Scheme Amendment, Council can request the matter be considered by the Council.

In addition to how decisions are made, Council is also presently required under *Section 49 of the Planning & Environment Act 1987* to keep available a public register of all Planning Applications received. This register is required to be made available for public viewing during office hours. In addition to this, Council has built a tool for its website as part of its 'Near me' functionality that allows visitors to access Planning Application information remotely. Relevant to the Notice of Motion when applications are advertised, if a planning report accompanies the application the details of the planner(s) involved in assisting the applicant would also be identified.

With respect to applications for 10 or more dwellings, during the past 15 years it is possible for Officers to retrospectively examine all previously determined Planning Applications to determine who the applicant was and what landowners (objectors) were involved should this be required by the Council, mindful this would be a significant task in terms of time and resources. On the basis a member of the community was requesting this information, and it is no longer in the public domain (eg the application has been determined), it could be sought by searching the hardcopy Planning Register available during office hours for viewing.

In discussions with Cr. West it has been agreed that should Council resolve in accordance with the recommendations of this report a document could be produced annually that identifies the address, proposal description, applicant details and application status of all applicants received for 10 or more dwellings.

3.3.5 Privacy – Planning Practice Note 74 (Availability of Planning Documents)

The Notice of Motion raises the potential for the formulation of an additional register(s) that capture information regarding parties (lobbyists, planners, developers and landowners) that may have some involvement in Kingston Planning Scheme Amendments or Development Applications. As identified earlier in the report, the preparation of the register of Planning Applications and the conduct of advertising / exhibiting planning matters would involve the disclosure of the applicant and or proponent and, on occasion, reports compiled to support application requests highlight who the author is (eg the planning firm engaged).

Council is not presently required to obtain details of 'lobbyists, planners, developers and landowners' unless they are relevant for the purposes of identifying the applicant and or proponent. Although legal advice has not been sought at this time, the preliminary view of Officers is Council cannot 'compel parties' to identify entities involved in planning matters that are not required to be disclosed for the purpose of the assessment of the application.

Under the Privacy Act, Council also needs to give very careful consideration to the formulation of any register that has the potential to disclose private information retained by the Council for a non-statutory purpose, including where that information is displayed. Privacy Victoria contacted Councils to request that they do not display application forms on the internet as it is not a requirement of the Act and it contains private information such as addresses and phone numbers. Although this is the case, providing this information as hard copy to view over the counter is considered appropriate as *Section 49 of the Planning and Environment Act* states 'Council must make a register available during office hours for any person to inspect free of charge'. The register must contain the prescribed information about all applications for permits and all decisions and determinations relating to permits. Officers are concerned that developing a register that seeks to include information that sits outside that which is required for the purpose of Council conducting its duties under the Planning and Environment Act as the Planning and/or Responsible Authority may contravene the Privacy Act.

The State Department of Environment, Land, Water and Planning have provided a specific Practice Note titled 'Availability of planning documents' which is provided as an appendix to this report. The Practice Note has a specific advice around the management of personal information in planning documents and states:

Four principles should be followed when managing personal information contained in planning documents, these are:

- *Collect only such person information that is necessary under the PE Act.*
- *Ensure the provider of the information is aware of why the information is needed and how it will be used and disclosed.*
- *Use and disclose the information only for the purpose for which it is collected.*
- *Secure the information against misuse or unauthorised access.*

The Practice Note further reinforces:

When a council makes personal information publicly available, it must take reasonable steps to ensure the following:

- *Any contact information should be limited to the person's name and address. Any other contact information such as telephone numbers or email addresses should not be disclosed without consent.*
- *Any person requesting information is aware, and agrees, that all information is provided for the purposes of the PE Act and may only be used for those purposes.*
- *Information must not [be] published online without the consent of the applicant/submitter/objector.*

The above would indicate that Council needs to very carefully consider the functions it performs under the Planning and Environment Act 1987 and its ability to seek, record, manage and then potentially release personal information.

3.3.6 Use of unsafe or flammable cladding or financial failure or bankruptcy

The third part of the Notice of Motion requests an officer report on whether 'any relevant risks or problems that have arisen with the development ought also to be recorded in the register, such as unsafe or flammable cladding or financial failure or bankruptcy'.

In seeking to address the first element, under Regulation 326 of the Building Interim Regulations, Council is required to disclose any outstanding Building Notices or Orders issued on the property by a Building Surveying Practitioner.

At the time a property is being marketed for sale, an application will be made to Council seeking information regarding any outstanding Building Notices and Orders which forms part of a Section 32 contract of sale. In the 2016/2017 financial year, Council received 2,104 requests for this information and disclosures of outstanding Building Notices and Orders were made where evident. This process provides for a transparent trigger before property has transacted of any relevant risks or problems identified for prospective future purchasers of the properties.

Mindful of the disclosure requirements through the Section 32 process, it is important to carefully consider if such a register of 'unsafe or flammable cladding' were to be created, who would be the best entity to manage such a register. Since the deregulation of the Building Industry in the mid 1990's, Council has played a very limited role in issuing Building Permits, and multi-level buildings are generally issued by Private Building Surveyors, whose registration and professional conduct is not controlled by Council. Concern exists that if Local Government(s) were required to produce such a register a range of issues may exist including:

1. The potential liability risks associated with providing information to prospective property purchasers that may or may not be accurate given Council's limited role in the Building Permit process.
2. The ability to maintain currency of the register once buildings are handed over to Owner(s) and Owners Corporations.

Although Council may perform, on occasion, an oversight role when issues are raised with it and a Building Notice / Order may issue, Council does not have the resources to proactively re-inspect buildings approved by Private Building Surveyors.

3. The inability of Council, who is not the Registered Building Surveyor (RBS) for the project, to provide meaningful information to the customer given the inspection role performed by the RBS when issues of non-compliance are identified.

Council does, however, believe that increased consumer protection is warranted and does believe that the recently established Victorian Cladding Taskforce will likely provide some recommendations to the Victorian State Government on this front.

The other part of this Notice of Motion requested officer advice on a register which recorded the financial failure or bankruptcy of a party assumed to be associated with a development application and/or Planning Scheme Amendment. In exercising its responsibilities under the Planning and Environment Act 1987, it is not relevant for Council to understand the financial history of the part(ies) involved in the application, nor are these matters a required disclosure by the permit applicant who may, or may not, have a direct financial interest in the application. A register of declared bankruptcy registers search is publically available at the Australian Financial Security Authority website.

3.3.7 Open register on Council's website

The final part of the NOM seeks advice on Councillors and officers ought promptly to disclose any multi-unit development applications with which they are or have been personally associated as lobbyist, planner, developer or landowner or as director of a company or trust involved in a multi-unit development, once lodged with Kingston Council or notified to the CEO, and such details also be included in an open register on the Council website.

As outlined earlier in the report, a process is in place under Section 80B of the Local Government Act for officers to make disclosures to the Chief Executive Officer. The Councillor Code of Conduct highlights, under Section 10, the measures established around Conflict of Interest. Relevant to the NOM, it requires that *'Councillors are to notify the CEO of any conflict of interest in regard to any matter under discussion including but not limited to, development applications'*. It goes on to further outline that *'upon receipt of a declaration the CEO will inform all Councillors of the details of the disclosure'*.

The Code of Conduct does not require such disclosures to be included in an open register on the Council website. Although this is the case, on the basis such a disclosure was made, the Chief Executive Officer would request the Manager City Development to have the relevant development application considered by the Council (rather than under Officer Delegation) and the relevant Councillor would make a public disclosure at a Planning Committee or Ordinary Council Meeting of this potential conflict.

The above procedure provides for a transparent public disclosure and does not contravene the privacy rights of the Councillor or officer concerned and would be captured in the minutes of the relevant meeting and therefore made publically available on the Council's website.

3.4 Options

3.4.1 Option 1 – Don't develop a further register

Under this option, Council would rely on the register it is currently required to prepare under the Planning and Environment Act 1987, based on information it is required to obtain. This option would also ensure compliance with the relevant Planning Practice Note on the Availability of Planning Documents. Officers and Councillors would continue to make the relevant disclosures required under the Local Government Act and established Codes of Conduct.

Officers have agreed subject to the determination of Council to prepare an annual document that identifies the applications received for ten or more dwellings developed from information readily captured in the process of assessing Planning Applications.

This option is recommended as it will not potentially breach existing legislative requirements.

3.4.2 Option 2 – Develop an additional register

This would require officers to seek information outside that which is required to assess matters under the Planning and Environment Act 1987. The collection of this information does not, at face value, appear to enhance the ability of the Council to make decisions confined to the parameters of the Planning and Environment Act 1987. This option also has the significant potential to be exceptionally resource consuming to maintain a register that addresses the Notice of Motion. A clear process of disclosure to the CEO of Councillor and officer involvement in planning matters is established and such matters are then determined following the necessary disclosures by Council at Ordinary Council meetings and/or the Planning Committee.

This is not the recommended option and, if Council were to further consider advancing this option, legal advice should be sought on both the basis for such a register and the ability for it to be lawfully complied without breaching privacy legislation.

4. Conclusion

4.1 Environmental Implications

No environmental implications exist in relation to this report.

4.2 Social Implications

The Council has demonstrated an ability to conduct its responsibilities under the Planning and Environment Act in a transparent manner. On the basis the community has concerns with the conduct of the Council in this regard, processes are established for external review should this be required.

An unintended consequence may also be a reduced willingness of participants in planning processes to meet with Council officers to seek advice on planning matters, which is considered an important part of the application process.

4.3 Resource Implications

The report identifies that conservatively Council staff in the City Development and City Strategy alone have 150 interactions on a daily basis that could be construed as a meeting with *'lobbyists, planners, developers and landowners'*. Although it would be technically possible to construct a register and notes of all these interactions, it is evident that no other Council in the region prepares such a register. On the basis that such a register was able to be lawfully established, the resources required to maintain such a register would be significant and would impact on service delivery within the City Development and City Strategy areas.

4.4 Legal / Risk Implications

The report outlines the established framework for managing information relating to matters considered by the Council under the Planning and Environment Act 1987. The need to carefully manage this information is reinforced through the available Planning Practice Note. On the basis that Council was to consider further the capturing of additional personal information beyond that required to administer its functions under the Planning and Environment Act 1987, it is recommended that legal advice be sought on the unintended consequences of further pursuing this.

Appendices

Appendix 1 - Availability of planning documents July-2016 (Ref 17/185334) [↓](#)

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

8.4

RESPONSE TO NOTICE OF MOTION 38/2017 - DEVELOPMENT REGISTER

1	Availability of planning documents July-2016.....	121
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Availability of planning documents

Planning Practice Note | 74

JULY 2016

The purpose of this practice note is to provide guidance on making planning documents available under the *Planning and Environment Act 1987* (PE Act).

- The PE Act requires certain planning documents to be made available to the public. Public access to these documents promotes a transparent and accountable planning system that encourages informed public participation.
- Public access to planning documents requires councils to balance the following principles:
- Planning decisions must be transparent.
- Access to information allows an understanding of legal rights or obligations, formation of opinions and active participation in the planning process.
- Access to information must be balanced with rights that are protected by other legislation.

Documents that must be made public under the PE Act

Table 1 below lists sections of the PE Act that require documents to be made publicly available through the planning permit and planning scheme amendment process. Planning and responsible authorities must make these documents available at their office for inspection. For the purposes of this practice note 'council' means a planning and/or responsible authority or the Minister for Planning as applicable.

Section of the Act	<i>Planning and Environment Act 1987</i>	Planning and Environment Regulations 2015
Section 18 Availability of Planning Scheme Amendment	A planning scheme amendment, the explanatory report, any document applied, adopted or incorporated in the amendment and any accompanying agreement must be made available at the relevant public offices during office hours for any person to inspect free of charge until the amendment is approved or lapses.	Regulation 7
Section 21(2) Submissions to Amendments	Submissions to a proposed amendment must be made available at the relevant offices for any person to inspect during office hours free of charge for two months from when the amendment comes into operation or lapses.	
Section 41 Copies of Approved Amendments	A copy of an approved amendment and any documents lodged with the amendment must be made available at the relevant public offices for any person to inspect free of charge for two months after the amendment comes into operation. After that time, the amendment must be made available on request and the payment of the prescribed fee. This requirement also applies to approved <i>Victoria Planning Provisions</i> amendments under section 4H.	Regulation 12
Section 49 Planning Registers	Council must make a register available during office hours for any person to inspect free of charge. The register must contain the prescribed information about all applications for permits and all decisions and determinations relating to permits.	Regulation 15
Section 51 Copies of Permit Applications	A copy of every planning permit application and the prescribed information lodged with the application must be made available at the council office for any person to inspect during office hours free of charge. The application must be made available until the end of the period during which an application for review can be made to the Victorian Civil and Administrative Tribunal, or an application for review is determined or withdrawn. Section 47 of the Act specifies the prescribed information. This section is also relevant to a notice of an amendment to a planning permit under section 72 of the Act.	Regulation 13 Specifies the prescribed information Regulation 14 Specifies the prescribed information for amendment applications.

Section of the Act	<i>Planning and Environment Act 1987</i>	Planning and Environment Regulations 2015
Section 57(5) Objection to Permit Application	Objections to a permit application must be made available at the council office for any person to inspect during office hours free of charge. Objections must be made available until the end of the period during which an application for review can be made to the Victorian Civil and Administrative Tribunal, or an application for review is determined or withdrawn.	
Section 70 Availability of Permits	Council must make a copy of every permit (including endorsed documents under the permit) that it issues available at the council office for inspection by any person during office hours free of charge.	

Planning documents and other legislation

The availability of information under the PE Act must be balanced with rights that are protected by other legislation such as the *Privacy and Data Protection Act 2014*, *Freedom of Information Act 1982*, *Health Records Act 2001* and the *Copyright Act 1968*.

Privacy and Data Protection Act 2014

A council is required to comply with the Privacy and Data Protection Act (PDP Act) when collecting, using, disclosing, securing and disposing of personal information. However, if any provision of the PDP Act is inconsistent with a provision of the PE Act, then the provision made under the PE Act prevails to the extent of any inconsistency (section 6 of the PDP Act).

Planning applications, submissions and objections contain personal information. This information may at times be sensitive for commercial, health or other reasons.

Copyright Act 1968

The Copyright Act prevents the unlawful reproduction of documents without the permission of the owner. In general, an author of a document (such as a builder or architect) owns the copyright in that document. In circumstances where plans are reproduced to obtain professional advice or as part of a legal process (for example, a VCAT appeal), specific exemptions under the Copyright Act may apply to enable the plans to be reproduced in those limited circumstances.

Council should take reasonable steps to ensure that:

- the person providing the information has authority to use the relevant documents and understands how the information will be used (and reproduced), and
- any person given a copy of documents is aware that the documents may only be used for the limited purpose prescribed by the PE Act.

Freedom of Information Act 1982

The Freedom of Information Act gives members of the public rights of access in relation to documents about their personal affairs. Anyone is entitled to lodge a freedom of information request.

Personal information in planning documents

Four principles should be followed when managing personal information contained in planning documents, these are:

- Collect only such personal information that is necessary under the PE Act.
- Ensure the provider of the information is aware of why the information is needed and how it will be used and disclosed.
- Use and disclose the information only for the purpose for which it is collected.
- Secure the information against misuse or unauthorised access.

1. Collection of personal information

The PE Act requires planning permit applications (s 47) and objections (s 57) to include specific information.

A council should ensure that any form requesting personal details should only collect such personal information as is necessary to perform the planning process required under the PE Act.

When a council collects personal information from an individual, it must take reasonable steps to ensure the person is aware of the following:

- the identity of the organisation collecting the information
- that the person can access the information collected about them
- the purposes for which the information is being collected
- to whom the information may usually be disclosed
- any law that requires that particular information to be collected
- what the consequences are (if any) of not providing all or part of the information.

Planning Permit Application – Recommended Privacy Collection Notice

Your [application / submission / objection] and the personal information on this form is collected by [council / authority name] for the purposes of the planning process as set out in the Planning and Environment Act 1987 (PE Act).

If you do not provide your name and address, [council / authority] will not be able to consider your [application / submission / objection].

Your [application / submission / objection] will be available at the [council / authority] office for any person to inspect and copies may be made available on request to any person for the relevant period set out in the PE Act.

You must not submit any personal information or copyright material of third parties without their informed consent. By submitting the material, you agree that the use of the material as detailed above does not breach any third party's right to privacy and copyright.

You can request access to your personal information by contacting [the area of the Council that holds the information].

2. Use and disclosure of personal information

A council should only allow applications, submissions and objections to be available for inspection at its offices as required under the PE Act (refer to Table 1).

When a council makes personal information publicly available, it must take reasonable steps to ensure the following:

- Any contact information should be limited to the person's name and address. Any other contact information such as telephone numbers or email addresses should not be disclosed without consent.
- Any person requesting information is aware, and agrees, that all information is provided for the purposes of the PE Act and may only be used for those purposes.
- Information must not published online without the consent of the applicant/submitter/objector.

Availability of Planning Information – Recommended Copyright Notice

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Agenda Item No: 8.5

AMENDMENT C151 - KINGSWOOD GOLF COURSE - REQUEST FOR ADVISORY COMMITTEE

Contact Officer: Tanya Sokolowski, Principal Strategic Planner

Purpose of Report

This report provides Councillors with an update in relation to combined Amendment C151 and Planning Permit Application KP16/134, and a request received from the Proponent for Council to consider the possible future appointment of a joint Planning Panel and Advisory Committee following completion of the exhibition period.

Disclosure of Officer / Contractor Direct or Indirect Interest

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

OFFICER RECOMMENDATION

1. That the proposed Development Plan be included as part of the package of documentation to be placed on public exhibition for combined Planning Scheme Amendment C151 and Planning Permit Application KP16/134.
2. That a further report be presented to Council at the close of the exhibition period to consider submissions in accordance with Section 22 and 23 of the Planning and Environment Act 1987.

1. Executive Summary

On 25 September 2017 Council resolved to seek authorisation from the Minister for Planning to prepare combined Planning Scheme Amendment C151 and Planning Permit Application KP16/134.

A request for authorisation has now been lodged and Council is awaiting a decision from the Minister for Planning. If authorisation is received, Council officers will proceed with public exhibition of the proposed Amendment. It is noted that following the completion of the exhibition period, a further report will be brought back to Council upon review of submissions received, where Council will then determine whether to continue with the amendment process and formally request a Planning Panel.

The combined Planning Scheme Amendment and Planning Permit application submitted by the proponent includes a proposed Development Plan, the preparation of which is a requirement under the proposed Development Plan Overlay (Schedule 8). A request has been made by the proponent for Council to consider the appointment of a joint Planning Panel and Advisory Committee to enable concurrent review of the proposed Development Plan with the Planning Scheme Amendment and draft Planning Permit.

Officers have sought legal advice in relation the proposed appointment of a joint Planning Panel and Advisory Committee which has indicated it is consistent with relevant guidelines prepared by the Department of Environment, Land, Water and Planning and would allow the community to make specific submissions in relation the content of the Development Plan.

It is considered appropriate for the proposed Development Plan to be exhibited as part of the documentation for Amendment C151 and Planning Permit Application KP16/134. This will provide greater clarity to the community in relation the outcomes proposed for the site and, importantly, will enable interested parties to review the Plan and make submissions regarding it. A Development Plan would otherwise be reviewed and assessed, once and if, Amendment C151 is adopted by Council and approved by the Minister for Planning. The standard approval process for a Development Plan will provide the community with no right to seek a review of any decision in relation to the Development Plan in VCAT.

Following the close of the exhibition period and review of any submissions received, a further report will be brought back to Council. It is noted that a Council initiated request to appoint a joint Planning Panel and Advisory Committee would be subject to Council resolution following the close of the exhibition period and consideration of any submissions received in accordance with Section 22 and 23 of the Planning and Environment Act 1987.

2. Background

Proposed Planning Scheme Amendment C151 and Planning Permit Application KP16/134 seek to:

- Rezone the site from part Special Use Zone Golf Courses (Schedule 1) and part General Residential Zone (Schedule 3) to a General Residential Zone (Schedule 2) to facilitate the redevelopment of the land for residential purposes.
- Apply a new Development Plan Overlay (Schedule 8) to the site to guide the future use and development of the land.
- Apply a Vegetation Protection Overlay (Schedule 3) to trees identified with high retention value with a life expectancy of greater than 10 years on private allotments.
- Apply an Environmental Significance Overlay (Schedule 6) to address constraints posed by potential landfill gas migration.
- Apply an Environmental Significance Overlay (Schedule 7) to address contamination of ground water.
- Apply the Environmental Significance Overlay (Schedule 3) to 10 trees worthy of inclusion in the City of Kingston's Significant Tree Register.
- Approve a subdivision of the land into 514 lots including 6 super lots.
- Approve the development of lots less than 300 square metres.
- Approve an alteration of access to a Road Zone Category 1.
- Allow removal of native vegetation.
- Allow buildings and works (cut and fill).

Clause 43.04 – Development Plan Overlay (DPO), requires that a Development Plan be prepared, and limits the extent to which planning permits can be issued to a site where a DPO applies, until such time that a Plan has been approved. A schedule to the DPO will specify the circumstances where it is appropriate to issue a Planning Permit prior to the approval of a Plan.

A Development Plan would most often be considered by Council after an amendment process has been completed, and a DPO approved for a site. It is important to note that this process would not entail public notification of the proposed Development Plan and would not allow objections/submissions to be made by interested parties for Council to consider prior to approving a Plan.

3. Discussion

The combined Planning Scheme Amendment and Planning Permit application submitted by the proponent includes a proposed Development Plan, the preparation of which is a requirement under the proposed Development Plan Overlay (Schedule 8). A request has been made by the proponent for Council to consider the appointment of a joint Planning Panel and Advisory Committee to enable concurrent review of the proposed Development Plan with the Planning Scheme Amendment and draft Planning Permit. It is noted that such an outcome would be subject to Council resolution following the close of the exhibition period and consideration of any submissions received.

Advisory Committee Process:

If, following the close of the exhibition period and consideration of any submissions received, Council determined to refer submissions to a Planning Panel, it could also request a joint Advisory Committee.

This process would involve the Minister for Planning appointing a Planning Panel under Sections 153 and 155 of the *Planning and Environment Act 1987* (the Act), and if he accepts a request for an Advisory Committee, would appoint a Committee under Section 151 of the Act. The Minister would provide Terms of Reference for the Advisory Committee's consideration of the Development Plan which would be informed by draft Terms of Reference to be resolved and provided by Council. It is noted that the applicant has provided a proposed set of draft Terms of Reference for Council consideration (Appendix 2).

The Advisory Committee would report and make recommendations on the proposed Plan to the Minister for Planning and Kingston City Council, however the decision whether to approve the Development Plan would still remain with Council in its capacity as the Planning Authority.

If an Advisory Committee is not appointed then the Development Plan would only be reviewed and assessed, once and if, Amendment C151 is adopted by Council and approved by the Minister for Planning. In accordance with the Development Plan Overlay, this approval process would not allow for formal public notification or present an opportunity for the community to make submissions to the Development Plan.

For the above reasons it is considered to be in the best interests of both Council and the community to seek submissions in relation the proposed Development Plan as part of the exhibited Amendment.

Council Officers recommend that the proposed Development Plan be formally exhibited as part of the documentation for Amendment C151 and Planning Permit Application KP16/134. This process will provide greater clarity to the community in relation the outcomes proposed for the site and, importantly, will enable interested parties to review the Plan and make submissions regarding it.

Legal Advice:

Officers have sought legal advice (Confidential - Appendix 1) in relation the proposed appointment of a joint Planning Panel and Advisory Committee (noting that such an outcome would be subject to Council resolution at the close of the exhibition period). The advice has indicated that such an approach is consistent with relevant guidelines prepared by the Department of Environment, Land, Water and Planning and would allow the community to make specific submissions in relation the content of the Development Plan.

4. Conclusion

It is considered advantageous to exhibit the proposed Development Plan to allow community members to review and make submissions on its content where they see fit. Following the close of the exhibition period and review of any submissions received, a further report will be brought back to Council. It is noted that a Council initiated request to appoint a joint Planning Panel and Advisory Committee would be subject to Council resolution following the close of the exhibition period and consideration of any submissions received in accordance with Section 22 and 23 of the Planning and Environment Act 1987.

Appendices

Appendix 1 - Legal Advice (Ref 18/51474) - Confidential

Appendix 2 - Tract Draft Terms of Reference (Ref 18/51957) [↓](#)

Author/s: Tanya Sokolowski, Principal Strategic Planner
Reviewed and Approved By: Paul Marsden, Manager City Strategy
Jonathan Guttmann, General Manager Planning and Development

8.5

AMENDMENT C151 - KINGSWOOD GOLF COURSE - REQUEST FOR ADVISORY COMMITTEE

1	Tract Draft Terms of Reference	133
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Terms of Reference

Kingston Planning Scheme Amendment C151 – proposed Development Plan Advisory Committee

Kingston Planning Scheme Amendment C151 – proposed Development Plan Advisory Committee

Advisory Committee appointed pursuant to Part 7, Section 151 of the *Planning and Environment Act 1987* to report, concurrently with a Panel, on the proposed Development Plan displayed with Amendment C151 to the Kingston Planning Scheme for the Kingswood Golf Course Site at 179-217 Centre Dandenong Road, Dingley Village.

Name

1. The Advisory Committee, and associated Panel, is to be known as the 'Kingston Planning Scheme Amendment C151 - proposed Development Plan Advisory Committee'.
2. The Advisory Committee is to have members with the following skills:
 - planning,
 - traffic, and
 - urban design.

Purpose

3. The purpose of the Advisory Committee is to complement the Panel considering submissions on Amendment C151 to the Kingston Planning Scheme and concurrently report on the proposed Development Plan.

Background

4. Kingston City Council has requested the Minister for Planning, the Hon. Richard Wynne to appoint a Panel pursuant to sections 153 and 155 of the *Planning and Environment Act 1987* (the Act), to review matters relating to Amendment C151 to the Kingston Planning Scheme for the Kingswood Golf Course Site.
5. Kingston City Council has also requested the Minister to appoint an Advisory Committee under section 151 of the Act to complement the Panel hearing on Amendment C151 and review the proposed Development Plan.
6. Amendment C151 to the Kingston Planning Scheme seeks to introduce the General Residential Zone (Schedule 2), apply the Development Plan Overlay (Schedule 7), the Vegetation Protection Overlay (Schedule 3), the Significant Landscape Overlay (Schedule 1), the Environmental Significance Overlay (Schedule 3), the Environmental Significance Overlay (Schedule 5), the Environmental Significance Overlay (Schedule 6), modify Clause 21.04, Clause 21.05 and Clause 22.11. Under the proposed Development Plan Overlay, a Development Plan will be required to be prepared.
7. AS Residential Property No.1 Pty Ltd (ASRP1) has prepared a proposed Development Plan, which could be approved if the Amendment was approved, which has been displayed for comment concurrently with Amendment C151.
8. Kingston City Council is the planning authority for the planning scheme amendment and, the responsible authority for deciding on the Development Plan.

9. Kingston City Council has requested that the Panel and Advisory Committee operate concurrently with the **dual** role of hearing submissions in **response** to Amendment C151 as well as the proposed Development Plan. Working together, the Advisory Committee and the Panel will provide interested parties, who have made submissions on the amendment and / or the proposed Development Plan with the opportunity to have their views heard at a single forum.
10. The Advisory Committee will provide its advice on the proposed Development Plan to the Minister for Planning and Kingston City Council.

Method

11. The Advisory Committee must:
 - Review and assess all relevant planning issues relating to the proposed Development Plan.
 - Review and assess all submissions made in regard to the proposed Development Plan documentation.
12. The Advisory Committee should inform itself further in any way it sees fit, but must have regard to:
 - Relevant documentation submitted with Amendment C151 and the proposed Development Plan.
 - The objectives of the *Planning and Environment Act, 1987*, and any relevant provisions of the Planning Scheme, including those proposed under Amendment C151.
13. The Advisory Committee is not expected to carry out any additional public notification or referral, but may do so if it considers it to be appropriate.
14. The Advisory Committee is expected to carry out a public hearing.
15. The Advisory Committee shall provide the following parties with an opportunity to make a submission and be heard:
 - Kingston City Council;
 - ASRP1 and their representatives; and
 - Any person who has made a submission regarding the proposed Development Plan.

Note: As the Advisory Committee will be operating concurrently with the independent Panel on Amendment C151, submissions on the Amendment will be heard at the same time as submissions on the proposed Development Plan.
16. The Advisory Committee must consider all relevant submissions.
17. The Advisory Committee may meet and invite others to meet with them when there is a quorum of at least two of the Committee members.
18. Petitions and pro-forma letters will be treated as a single submission and only the first name to appear will receive correspondence in relation to this matter. Any briefings or discussion sessions must be conducted in an open, orderly and timely manner, with the minimum of formality and without the need for legal representation.
19. On the same day as the Advisory Committee's report is provided to the Minister for Planning, a copy of the report must be provided to Kingston City Council.
20. Kingston City Council must make the Advisory Committee's report available to the public if:
 - the planning authority has decided whether or not to adopt the amendment; or
 - 28 days have elapsed since it received the report.

Submissions are public documents

21. The Advisory Committee must retain a library of any written submissions or other supporting documentation provided to it until a decision has been made on its report or five years has passed from the time of its appointment.
22. Any written submissions or other supporting documentation provided to the Advisory Committee must be available for public inspection until the submission of its report, unless the Advisory Committee specifically directs that the material is to remain 'in camera'.

Outcomes

23. The Advisory Committee must produce a written report for the Minister for Planning and Kingston City Council providing:
 - An assessment of all relevant planning issues relating to the proposed Development Plan.
 - An assessment of submissions to the Advisory Committee.
 - Any recommendations in relation to the proposed Development Plan.
 - Any other relevant matters raised in the course of the Advisory Committee hearing.
 - A list of persons who made submissions considered by the Advisory Committee.
 - A list of persons consulted or heard.
24. The report is to be prepared as a single report in conjunction with the independent planning Panel on Amendment C151.

Timing

25. The hearing is to be conducted as soon as practicable once all parties have been advised and a directions hearing held.
26. The Advisory Committee is required to submit its report in writing as soon as practicable, but no later than eight (8) weeks from the completion of the hearing.

Fee

27. The fee for the Advisory Committee will be set at the current rate for a Panel appointed under Part 8 of the *Planning and Environment Act 1987*.
28. The costs of the Advisory Committee will be met by the proponents of Amendment C151 and the proposed Development Plan.

Project Manager

29. Day to day liaison for this matter will be through X with Planning Panels Victoria on telephone number 8392 6383 or by email at X@dtpli.vic.gov.au.

Richard Wynne MLC
Minister for Planning
Date:

Agenda Item No: 8.6

CHELTENHAM STRUCTURE PLAN REVIEW – PROPOSED CHANGE TO THE MUNICIPAL BOUNDARY

Contact Officer: Paul Marsden, Manager City Strategy

Purpose of Report

The purpose of this report is to provide an update to Council in relation implementation of the Cheltenham Structure Plan Review and to seek a resolution of Council to request that the Minister for Local Government commence a statutory process to move the municipal boundary.

Disclosure of Officer / Contractor Direct or Indirect Interest

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

OFFICER RECOMMENDATION

That Council:

1. Note the collaborative consultation process that has occurred between the City of Kingston, the City of Bayside and the Level Crossing Removal Authority throughout the preparation of the Cheltenham Structure Plan Review and consideration of issues relating to the realignment of the municipal boundary.
2. Commence a process under the Local Government Act to move the municipal boundary west to generally align with the boundary shown in the Cheltenham Structure Plan Review.

1. Executive Summary

A key issue considered throughout the preparation of the adopted Cheltenham Structure plan Review (SPR) was the location of the municipal boundary between Kingston and Bayside which intersects at the centre of the rail corridor on Vic Track Land earmarked for future development through the Level Crossing Removal Project.

Whilst the application of a Structure Plan across municipal boundaries is not uncommon, the construction of new built form across the municipal boundary poses a number of practical issues which are unable to be fully addressed through the legislative powers under the *Planning and Environment Act 1987* or the *Transport Integration Act 2010*.

In close consultation with officers from the City of Bayside, officers sought legal advice in November 2017 as to the process required to undertake a realignment of the municipal boundary (Appendix 1 – Confidential). The advice has indicated that:

- Section 220T of the Local Government Act 1989 enables a voluntary boundary realignment to occur in the event both Council's agree to the change.

- Alternatively, in the absence of such agreement, either Council can request the Minister for Local Government to convene a Local Government Panel to consider the matter and determine whether to make an Order in Council to alter the municipal boundaries.

Council's resolution in December 2017 required officers to undertake further engagement with Bayside City Council in relation this issue before commencing a process under the Local Government Act to move the municipal boundary west to align with the boundary shown in the Cheltenham SPR.

On 28 February the Bayside City Council resolved to undertake negotiations with Kingston City Council and the State Government to facilitate a process under the Local Government Act to move the municipal boundary west to align with the Activity Centre boundary shown in the Cheltenham SPR, subject to consideration of a number of issues including resolution of the built form response at the interface of Cheltenham Park.

As evidenced in Section 3.2 of this report a thorough and collaborative dialogue has occurred between the two Council's throughout the life of the Cheltenham SPR project and, more recently, in relation proposed changes to the municipal boundary.

This has included numerous officer meetings, Councillor briefings, legal advice and independent design advice provided to both Councils through the Level Crossing Removal Authority's Urban Design Advisory Panel.

Given the extensive strategic work, urban design analysis, consultation and engagement that has occurred to date, this report recommends that Council proceed to request the Minister for Local Government realign the municipal boundary utilizing one of the two available legislative pathways as outlined in Section 3.3.2 of this report.

2. Background

On 20 February 2017 the Level Crossing Removal Authority (LXRA) announced that crossings at Park Road and Charman Road in Cheltenham will be removed by lowering the rail line under the road.

On 27 March 2017 Council resolved to undertake work to influence the design outcomes associated with the State government's Level Crossing Removal Project including a review of the Cheltenham Structure Plan and preparation of an Urban Design Framework for Mentone Station and Gardens.

At its Ordinary Council Meeting on 11 December 2017 Council resolved to adopt both the Mentone Urban Design Framework Plan and Cheltenham Structure Plan Review. In relation to the implementation of the Cheltenham Structure Plan Review, the resolution also required that Council:

- Commence a Planning Scheme Amendment process that provides for further community consultation to implement changes to the Activity Centre Zone and relevant overlays in accordance with the adopted Cheltenham SPR.
- Undertake further engagement with Bayside City Council and the Minister for Local Government to commence a process under the Local Government Act to move the municipal boundary west to align with the boundary shown in the Cheltenham Structure Plan Review.

3. Discussion

3.1 Council Plan Alignment

Goal 1 - Our well-planned, liveable city supported by infrastructure to meet future needs

Direction 1.1 - Intergenerational land use planning for a sustainable community

Realignment of the municipal boundary will facilitate the implementation of the Cheltenham Structure Plan Review in accordance with the adopted position of Council.

3.2 Consultation and Engagement

Since the commencement of the project in April 2017 officers have consulted regularly with senior officers from the City of Bayside, mindful of the precincts interface with Cheltenham Park and the location of the municipal boundary. It was identified early on in the project that a collaborative approach was most likely to deliver the optimal planning and development outcome within the station precinct for both Councils.

A summary of the collaborative engagement process undertaken by the Cities of Bayside and Kingston to date in relation this issue is outlined below:

- The Manager Urban Strategy from the City of Bayside was represented on the project reference group throughout the development of the Cheltenham Structure Plan. This group comprised a broad range of technical officers from within the City of Kingston and the Senior Project Manager from the LXRA. This project control group provided the initial forum within which potential challenges associated with the location of the municipal boundary were identified and discussed.
- Having broadly explored potential challenges for both Council's associated with moving the municipal boundary, a meeting was setup on 4 October 2017 to agree on a preferred way forward. This meeting was attended by senior executives and officers from both Councils. As an outcome of this meeting, it was agreed that legal advice would be sought in relation the municipal boundary issue and the potential for its realignment.
- Legal advice (Appendix 1 – Confidential) was received on 9 November 2017 and circulated to senior officers within both Council's for further consideration.
- At its meeting on 11 December 2017 Council adopted the Cheltenham SPR and resolved to '*...undertake further engagement with Councillors and officers from Bayside City Council and the State Government to commence a process under the Local Government Act to move the municipal boundary west to align with the Activity Centre boundary shown in the Cheltenham Structure Plan Review*'
- In response to the above resolution, a meeting was convened on 9 February 2018 between Mayors, a number of Councillors, the CEO's and senior officers from both the Cities of Kingston and Bayside. As an outcome of this meeting, it was identified that the critical issue to be resolved prior to any realignment of the municipal boundary related to the appropriate siting and design of future development interfacing with Cheltenham Park. Following discussions with the Level Crossing Removal Authority, it was agreed that both Council's be provided with an opportunity to present their preferred built form outcome to the LXRA appointed Urban Design Advisory Panel (UDAP) for further consideration and comment.

- On 28 February the Bayside City Council resolved to undertake negotiations with Kingston City Council and the State Government to facilitate a process under the Local Government Act to move the municipal boundary west to align with the Activity Centre boundary shown in the Cheltenham SPR, subject to consideration of a number of issues including resolution of the built form response at the interface of Cheltenham Park.
- A meeting with the UDAP took place on 9 March 2018, chaired by a senior representative of the Victorian Government Architect. The meeting was attended by senior officers from the LXRA, Kingston and Bayside. At the meeting officers from both Bayside and Kingston presented preferred outcomes for the treatment of built form interfacing with Cheltenham Park.
The plans presented by Bayside showed a preference for a stepped design treatment with built form of 1 – 2 stories on land currently within Bayside's municipal boundary, rising up to 6 storeys on the Kingston side of the boundary.

This outcome differs from the adopted position of Council as expressed in the Cheltenham SPR which provides for a 4 storey podium with development above the corridor rising to a maximum height of 8 storeys. Both Council's agreed that maximising solar access for public spaces and integrating the precinct with Cheltenham Park were critical objectives to be achieved.

Noting the differences in the preferred options presented by the two Council's, as an outcome of this meeting it was agreed that the UDAP would consider the information presented and circulate a set of urban design principles for further consideration by all parties.

- The UDAP's draft 'Cheltenham Integrated Development Design Guidelines' (Cheltenham IDDG) were circulated to both Council's on 29 March 2018.
- A representatives of the LXRA and its alliance partner attended the City of Bayside Councillor Briefing Session on 10 April 2018 to provide an update in relation to work it was undertaking along the Frankston Rail line.
- The City of Kingston's General Manager Planning and Development also attended the Bayside Councillor Briefing Session on 10 April to provide an overview of Council's adopted vision for the precinct and the design rationale behind the built form proposed above the rail corridor

3.3 Operation and Strategic Issues

3.3.1 LXRA's Cheltenham Integrated Development Design Guidelines

The UDAP's draft 'Cheltenham Integrated Development Design Guidelines' (Cheltenham IDDG – refer Appendix 2) were circulated to both Council's on 29 March 2018.

The guidelines were drafted in response to feedback from both Councils in relation preferred built form outcomes for development interfacing with Cheltenham Park. Of key relevance to issues raised by both Council's through the engagement process, the proposed Cheltenham IDDG seek to:

- *Reduce the visual impacts of buildings on Cheltenham Park by*
 - *Creating a series of separate buildings and avoiding the creation of a continuous wall of development.*
 - *Creating a podium height of no greater than 4 storeys along the park interface.*
 - *Articulating podiums vertically to reduce the scale of the length and width of buildings to a more human scale.*
- *Avoid overshadowing on usable areas of Cheltenham Park and the new station forecourt by taller built forms when measured at 22 September between 10am and 2pm, and minimise overshadowing on other parts of open spaces.*
- *Maintain the Station Road view corridor to Cheltenham Park, across the rail corridor by avoiding new taller built form in this location.*
- *Maintain view lines from Railway Walk and Charman Road through to Cheltenham Park.*
- *Acknowledge the integration and consolidation of the Council owned Mortuary Car Park site to deliver additional parking within the activity centre.*
- *Maximise pedestrian connectivity across the rail corridor.*

It is noted that the objectives and guidelines contained within the Cheltenham IDDG would serve to complement more detailed direction to be contained within the balance of the Urban Design Guidelines being prepared by the LXRA, as well as the detailed design parameters contained in Council's proposed Schedule to the Activity Centre Zone which is to be implemented subject to resolution of the municipal boundary issue.

Officers have reviewed the direction contained in the LXRA's Cheltenham IDDG and consider that it broadly reflects and supports the adopted position of Council as outlined in the Cheltenham SPR. It is considered that the guidelines adequately respond to the feedback presented by Council officers through the process and will assist in ensuring a high quality design outcome for development above the rail corridor that shares an interface with Cheltenham Park.

3.3.2 Outcomes of Consultation and Engagement

As evidenced in Section 3.2 of this report an extremely thorough and collaborative dialogue has occurred between the two Council's throughout the life of the Cheltenham SPR project and, more recently, in relation proposed changes to the municipal boundary.

This has included numerous meetings, Councillor briefings, officer workshops, legal advice and independent design advice provided through the LXRA's UDAP.

It is noted that the Bayside City Council is scheduled to consider its position in relation the realignment of the municipal boundary at its Ordinary Council Meeting on Tuesday 24 April, 2018. The outcomes of this meeting and any accompanying resolution will likely inform the legislative pathway to be taken by Council if it wishes to proceed with the realignment of the municipal boundary.

As outlined in the attached legal advice, two options exist for Council to proceed with the proposed boundary change:

- In the event that Bayside City Council resolves in support of the proposed realignment at its meeting on 24 April, Section 220T of the Local Government Act 1989 enables a voluntary boundary realignment to occur.
- In the event that Bayside City Council resolves against the proposed boundary realignment at its meeting on 24 April, Council can request the Minister for Local Government to convene a Local Government Panel to consider the matter and determine whether to make an Order in Council to alter the municipal boundaries.

Given the extensive strategic work, urban design analysis, consultation and engagement that has occurred over the last 12 months, this report recommends that Council proceed to request the Minister for Local Government realign the municipal boundary utilizing one of the two available legislative pathways as outlined above.

4. Conclusion

Since the commencement of the Cheltenham SPR project in April 2017 officers have consulted regularly with senior officers from the City of Bayside, mindful of the precincts interface with Cheltenham Park and the location of the municipal boundary. It was identified early on in the project that a collaborative approach was most likely to deliver the optimal planning and development outcome within the station precinct for both Councils.

As evidenced in Section 3.2 of this report, an extremely thorough and collaborative dialogue has occurred between the two Council's throughout the life of the Cheltenham SPR project and, more recently, in relation proposed changes to the municipal boundary.

This report recommends that Council proceed to request the Minister for Local Government realign the municipal boundary utilizing one of the two available legislative pathways as outlined in Section 3.3.2 of this report.

Appendices

Appendix 1 - Design Guidelines - Cheltenham Integrated Development Design Guidelines (Ref 18/58631) [↓](#)

Appendix 2 - Legal Advice (Ref 18/58223) - Confidential

Author/s: Paul Marsden, Manager City Strategy
Reviewed and Approved By: Jonathan Guttmann, General Manager Planning and Development

8.6

CHELTENHAM STRUCTURE PLAN REVIEW – PROPOSED CHANGE TO THE MUNICIPAL BOUNDARY

1	Design Guidelines - Cheltenham Integrated Development	
	Design Guidelines	145

Design Guidelines

CHELTENHAM INTEGRATED DEVELOPMENT DESIGN GUIDELINES

STRATEGIC OBJECTIVES

1. **POSITIVELY CONTRIBUTE TO THE EMERGING CHARACTER OF CHELTENHAM**
Buildings are to respond to the existing and emerging urban form and character of Cheltenham that is sympathetic to the 'high street' environment of Charman Road and the public space interface with Cheltenham Park while establishing a high-quality benchmark for its more urban future identity.
2. **ENHANCE THE WAYFINDING, LEGIBILITY AND EASE OF PEDESTRIAN MOVEMENT THROUGHOUT THE STATION PRECINCT.**
Ensure that building locations, built form and public realm design establish a highly legible station precinct and enable ease of navigation for pedestrians to Cheltenham Station and the Cheltenham Activity Centre.
3. **CONTRIBUTE TO A SENSE OF SAFETY ACROSS THE PRECINCT.**
Ensure all buildings interface with all public streets and spaces in a way to maximise natural surveillance, weather protection and natural light, whilst suitably integrating with adjacent uses and new developments.
4. **EXTEND THE VIBRANCY AND USES OF ACTIVITY CENTRE INTO THE STATION PRECINCT**
Accommodate and development of retail, residential and community uses within the station precinct that complement the current offering of the activity centre and sustainably grow its size and diversity.

GUIDELINES

- Locate and design the station building and any other built form and manage the perceived ground levels of the station precinct to maintain view lines from Railway Walk and Charman Road through to Cheltenham Park.
 - The integration and consolidation of the council car park site with the station precinct should be explored for additional activity centre parking, development opportunities, and improved integration of built form and public spaces.
 - Create a series of high quality buildings that contribute to the diversity of building types, architectural forms and land uses within the activity centre.
 - Maximise pedestrian access across the rail corridor and maintain as a minimum pedestrian access:
 - Along both sides of Park Road,
 - At the (future) second station entrance,
 - At the station entrance, and
 - Along both sides of Charman Road.
 - Ensure that pedestrian connectivity, visibility and safety between transport mode facilities are not compromised through the location and detailing of building forms at this important station and transport interchange.
 - Maintain the continuity of the shared use path along the interface with Cheltenham Park and integrate its location, height, and interface with buildings as a positive and activated frontage that minimises conflicts between shared use path users and building occupants and visitors.
- Maximise ground floor active uses such as retail and office uses in locations that connect transport modes and will experience large volumes of pedestrian traffic
 - Minimise the number of vehicle access points to buildings and avoid vehicle crossings and entrances:
 - At the station forecourt, and
 - Along the shared use path.
 - Reduce the visual impacts of buildings on Cheltenham Park by:
 - Creating a series of separate buildings and avoiding the creation of a continuous wall of development,
 - Creating a podium height of no greater than 4 storeys along the park interface, and
 - Articulating podiums vertically to reduce the scale of the length and width of buildings to a more human scale.
 - Avoid overshadowing on usable areas of Cheltenham Park and the new station forecourt by taller built forms when measured at 22 Sept between 10am and 2pm, and minimise overshadowing on other parts of open spaces.
 - Maintain the Station Road view corridor to Cheltenham Park, across the rail corridor by avoid new taller built form in this location

WORKING DRAFT – FOR DISCUSSION PURPOSES ONLY

Design Guidelines

CHELTEHAM INTEGRATED DEVELOPMENT DESIGN GUIDELINES

STRATEGIC OBJECTIVES

1. POSITIVELY CONTRIBUTE TO THE EMERGING CHARACTER OF CHELTENHAM

Buildings are to respond to the existing and emerging urban form and character of Cheltenham that is sympathetic to the 'high street' environment of Charman Road and the public space interface with Cheltenham Park while establishing a high-quality benchmark for its more urban future identity.

2. ENHANCE THE WAYFINDING, LEGIBILITY AND EASE OF PEDESTRIAN MOVEMENT THROUGHOUT THE STATION PRECINCT.

Ensure that building locations, built form and public realm design establish a highly legible station precinct and enable ease of navigation for pedestrians to Cheltenham Station and the Cheltenham Activity Centre.

3. CONTRIBUTE TO A SENSE OF SAFETY ACROSS THE PRECINCT.

Ensure all buildings interface with all public streets and spaces in a way to maximise natural surveillance, weather protection and natural light, whilst suitably integrating with adjacent uses and new developments.

4. EXTEND THE VIBRANCY AND USES OF ACTIVITY CENTRE INTO THE STATION PRECINCT

Accommodate and development of retail, residential and community uses within the station precinct that complement the current offering of the activity centre and sustainably grow its size and diversity.

GUIDELINES

- Locate and design the station building and any other built form and manage the perceived ground levels of the station precinct to maintain view lines from Railway Walk and Charman Road through to Cheltenham Park.
- The integration and consolidation of the council car park site with the station precinct should be explored for additional activity centre parking, development opportunities, and improved integration of built form and public spaces.
- Create a series of high quality buildings that contribute to the diversity of building types, architectural forms and land uses within the activity centre.
- Maximise pedestrian access across the rail corridor and maintain as a minimum pedestrian access:
 - Along both sides of Park Road,
 - At the (future) second station entrance,
 - At the station entrance, and
 - Along both sides of Charman Road.
- Ensure that pedestrian connectivity, visibility and safety between transport mode facilities are not compromised through the location and detailing of building forms at this important station and transport interchange.
- Maintain the continuity of the shared use path along the interface with Cheltenham Park and integrate its location, height, and interface with buildings as a positive and activated frontage that minimises conflicts between shared use path users and building occupants and visitors.

Maximise ground floor active uses such as retail and office uses in locations that connect transport modes and will experience large volumes of pedestrian traffic

Minimise the number of vehicle access points to buildings and avoid vehicle crossings and entrances:

- At the station forecourt, and
- Along the shared use path.

Reduce the visual impacts of buildings on Cheltenham Park by:

- Creating a series of separate buildings and avoiding the creation of a continuous wall of development,
- Creating a podium height of no greater than 4 storeys along the park interface, and
- Articulating podiums vertically to reduce the scale of the length and width of buildings to a more human scale.

Avoid overshadowing on usable areas of Cheltenham Park and the new station forecourt by taller built forms when measured at 22 Sept between 10am and 2pm, and minimise overshadowing on other parts of open spaces.

Maintain the Station Road view corridor to Cheltenham Park, across the rail corridor by avoid new taller built form in this location

23 April 2018

Agenda Item No: 8.7

EDITHVALE BONBEACH ENVIRONMENTAL EFFECTS STATEMENT SUBMISSION

**Contact Officer: Andrea Skraba, Team Leader, Strategic and Environmental
Planning**

Purpose of Report

To provide an update in relation the Environmental Effects Statement (EES) for the Edithvale and Bonbeach level crossing and to seek Council endorsement of a submission prepared by officers.

Disclosure of Officer / Contractor Direct or Indirect Interest

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

OFFICER RECOMMENDATION

That Council:

1. Note this report in relation the Environmental Effects Statement for the Edithvale and Bonbeach Level Crossing Removal Project.
2. Endorse the proposed Council submission at Appendix 1 in relation the Environmental Effects Statement for the Edithvale and Bonbeach Level Crossing Removal Project.

1. Executive Summary

Council officers have been involved in the development of the EES for the Edithvale and Bonbeach level crossing removal projects through representation on the Technical Reference Group, which guides the technical investigations and development of the EES. Having now reviewed the EES, it is the view of officers that the project satisfactorily addresses the risks outlined in the scoping requirements set by the Minister for Planning and the Commonwealth.

The detailed design and construction of the projects will be authorised and regulated through Incorporated Documents that will be inserted into the Kingston Planning Scheme. These Incorporated Documents set the requirements for an Environmental Management Framework (EMF) which will be approved by the Minister for Planning. The EMF includes a comprehensive list of Environmental Performance Requirements (EPRs) which have been determined through the development of the EES, and can be found in chapter 9 of the EES.

Council officers are satisfied with the rigour and outcomes of the investigations and agree with the conclusion of the EES that there is unlikely to be impacts on the Ramsar listed Edithvale-Seaford wetlands. However, it is appropriate for Council to seek further assurances and agreements to ensure commitment to ongoing monitoring of groundwater levels and potential impacts on foreshore vegetation.

Whilst officers have no significant concerns with the findings of the EES process, it is recommended that a submission be made by Council in relation a number of outstanding issues that require resolution prior to the commencement of construction.

2. Background

In February 2017 the Victorian Government announced that level crossings at Edithvale and Bonbeach would be removed by lowering the rail into a trench at each location, with new stations built as part of the project.

On 5 May 2017 the Minister for Planning requested that the Level Crossing Removal Authority (LXRA) prepare an Environmental Effects Statement (EES) under the *Environmental Effects Act 1978* to assess the potential environmental effects of the projects. The EES is a detailed study into the potential impacts of the projects. It describes potential effects of the Edithvale and Bonbeach level crossing removal projects on the environment and recommends ways to avoid, minimise or manage these impacts.

In addition, the Commonwealth Minister for the Environment and Energy determined that the projects required assessment and approval under the *Environment Protection and Biodiversity Conservation Act 1999* due to the potential impact on the internationally recognised Edithvale-Seafood wetlands, listed threatened species and migratory species. This EES will therefore need to meet the requirements of both State and Commonwealth legislation.

3. Discussion

3.1 Environmental Implications

Council officers are satisfied that the project will not result in impacts to the Edithvale-Seafood wetlands. In response to risks identified, an engineering solution was developed to allow groundwater to flow around the trench structure at Edithvale, which reduces groundwater mounding to within natural variability. Based on the modelling undertaken the groundwater changes resulting from the projects are highly unlikely to occur closer than one kilometre from the wetlands. This means that vegetation, birds and animals in the wetlands would not be impacted by the project.

The construction of the trenches could modify urban stormwater runoff, resulting in greater volumes of runoff and increased sources of pollutants in runoff. Options for water treatment may include bio-filters to remove pollutants from stormwater using natural processes prior to discharge. This will be addressed during the detailed design phase. Similarly, construction techniques will be implemented that allow for groundwater to pass through and around the trench at Edithvale to negate risks of water logging, activation of acid sulphate soils and a potential increase in salinity of groundwater. These risks were not identified at Bonbeach as groundwater flows in a different direction.

Groundwater drawdown between the trenches and the coast may affect a small area of coastal vegetation. Monitoring and mitigation measures are proposed in response to this risk.

To construct the rail trenches it will be necessary to remove some vegetation along the rail corridor. Vegetation removal will be guided by EPRFF1 which states that “any native vegetation removal must be avoided, minimised and managed in accordance with the *Guidelines for the removal, destruction or lopping of native vegetation 2017*”. Further to this, the removal of any remnant vegetation is controlled by the *Planning and Environment Act 1987* and the Kingston Planning Scheme. The removal, destruction or lopping of native vegetation for the projects will be subject to the requirements of the “*Permitted clearing of native vegetation – Biodiversity Assessment Guidelines*”, in accordance with the transitional arrangements established under Clause 52.17 of the Kingston Planning Scheme. These guidelines require that any removal of native vegetation is offset to ensure that the removal of the native vegetation results in an equivalent contribution to Victoria’s biodiversity. The guidelines prescribe a method for determining the offset requirements based on the location, type, extent and quality of impacted vegetation.

Conservatively assuming that both project areas would be cleared of all vegetation, the area of affected native vegetation would total 2.2 hectares. It is proposed to clear only what would be necessary, and where possible, planting new vegetation as part of the design to offset native vegetation that will be removed. Consultation about re-planting will be ongoing in conjunction with consultation about urban design. Once the rail line is lowered into a trench, there will be a reduction in average train noise levels from removal of bells and gates, and reduced need for drivers to sound their horns.

The LXRA has committed to designing and delivering the projects to meet a minimum 4 star rating under the Green Building Council of Australia Green Star rating tool (for stations) and an ‘Excellent’ rating under the Infrastructure Sustainability Council of Australia Infrastructure Sustainability rating tool (non-station infrastructure). The LXRA has considered climate change predictions to ensure that future climate change would not threaten the viability of the infrastructure. This is discussed in chapter 10 of the EES.

3.2 Social Implications

Social benefits of the projects include improved amenity, access and connectivity. The projects include improvements such as new station buildings and improvements in station forecourts and streetscapes. The proposed crossings will offer safer access over the rail line and improved road connections with the beach and local shops.

The LXRA has prepared draft Urban Design Guidelines which set out requirements for high quality architectural, landscape and infrastructure design across the projects. This will improve the social and economic prospects for the areas. These guidelines will continue to be developed following the outcome of the EES process.

Council recently considered a report in response to Notice of Motion 46/2017 – Chelsea and Edithvale Shopping Strips where it was resolved to “facilitate a meeting between representatives of the Edithvale Collective and the Level Crossing Removal Authority to provide an opportunity for the Edithvale Collective to share key ideas, opportunities and priorities identified through the Neighbourhood Project”. Subject to Council resolution at the April Ordinary Council Meeting, this initiative will build the capacity of the Edithvale Collective but also ensure that local voices have a say in the design of the area.

3.3 Proposed DRAFT Council Submission

Whilst officers have no significant concerns with the findings of the EES process, it is recommended that a submission be made by Council in relation a number of outstanding issues that need to be resolved before construction begins. These are summarised below and are further fleshed out in the draft submission attached.

Long Term Accountabilities:

Environmental Performance Requirements (EPRs) within the EES define the project-wide environmental outcomes that must be achieved during design, construction and operation of the projects. A robust governance framework is required to determine accountabilities for all of the EPRs to ensure they are implemented, monitored and reported on in the long term, and by the right agencies.

The EES notes that the LXRA is responsible for monitoring compliance with the 57 EPRs in the EES. However, LXRA by its nature is a purposed organisation set up to deliver a specified program of works and as such may be disbanded when its portfolio of works are complete. It is acknowledged that when works are complete, operation and ongoing responsibilities are handed over to the relevant rail infrastructure manager, however they or the LXRA may not be the appropriate body to continue monitoring and reporting on technical environmental issues.

One example is groundwater and Groundwater Dependant Ecosystems (GDEs – wetlands and coastal vegetation). There needs to be robustness about the monitoring and reporting of the actions, for example who is accountable for identifying any changes in groundwater levels, and how will this be reported to the appropriate land managers who are responsible for the GDEs. The handover process and long term arrangements need to be established upfront to ensure the risks resulting from the project remain low.

In the case of groundwater and GDEs it is recommended that a legal agreement be developed which would allocate funding to the appropriate land manager who would then be responsible for engaging appropriately qualified consultants to implement the monitoring program for the foreshore reserve.

Contaminated land and groundwater

The mitigation measures developed will minimise risk from contaminated soil and groundwater to health and the environment as a result of the construction. However, further groundwater and soil monitoring for contamination will need to be undertaken. The EES report identifies a number of contamination issues within and surrounding the project area but does not consider whether or how landowners will be notified of any potential contamination that is identified through the course of the project.

It is suggested that a further EPR be developed around appropriate communication of these results to ensure landowners are aware of any contamination that has been identified on their properties (whether pre-existing or an outcome of proposed works) or within groundwater that may be accessed by personal bores (whether registered or not).

Vegetation and urban design

Vegetation removal will be guided by EPRFF1 which states that “any native vegetation removal must be avoided, minimised and managed in accordance with the *Guidelines for the removal, destruction or lopping of native vegetation 2017*”. Conservatively assuming that both project areas would be cleared of all vegetation, the area of affected native vegetation would total 2.2 hectares.

The EES proposes to clear only what would be necessary, and where possible, planting new vegetation as part of the design to offset native vegetation that will be removed. The removal of any remnant vegetation is controlled by the *Planning and Environment Act 1987* and the Kingston Planning Scheme. The removal, destruction or lopping of native vegetation for the projects will be subject to the requirements of the “*Permitted clearing of native vegetation – Biodiversity Assessment Guidelines*”, in accordance with the transitional arrangements established under Clause 52.17 of the Kingston Planning Scheme. These guidelines require that any removal of native vegetation is offset to ensure that the removal of the native vegetation results in an equivalent contribution to Victoria’s biodiversity. The guidelines prescribe a method for determining the offset requirements based on the location, type, extent and quality of impacted vegetation.

However, the loss of vegetation and natural ground to allow for construction of the trenches proposes a significant increased risk around urban heat as well as visual amenity. This has not been addressed in the EES.

Station design and landscaping should include a consideration of resilience and comfort for the community in a climate change future. It should ensure that adequate space is provided for planting of substantial vegetation, and include in depth consultation about these issues during design.

Spoil management plan

Consultation with the contractors when developing the spoil management plan will be required to identify local high priority sites to receive any clean fill. Priority should be given to sites nearest to the projects as minimising transport of fill will assist in reducing disturbance to the community along transport routes as well as reducing carbon emissions as a result of the project.

It is proposed that Council officers continue to explore with the LXRA the potential for sites within the Kingston Green Wedge (including the Delta Site) to be utilised as locations for the depositing fill generated by the project.

3.4 Council Plan Alignment

Goal 4 - Our free-moving safe, prosperous and dynamic city

Direction 4.4 - Integrated accessible transport and free moving city

The level crossing removal projects will improve traffic movements around the local area and provide safety improvements for drivers, cyclists and pedestrians.

3.5 Consultation/Internal Review

Council officers have had significant involvement in the development of the EES. Primarily this has occurred through representation on the Technical Reference Group, which guides each of the investigations and development of the EES. This has included attendance at six Technical Reference Group meetings. Council officers have also been directly engaged via meetings and briefings on specific issues.

Council was provided with a briefing from officers in relation the draft scoping requirements for the EES on 21 August 2017. Officers made a submission to the Department of Environment, Land, Water and Planning (DELWP) about the scoping requirements in September 2017. However, due to the limited consultation timeframe there was no opportunity for the officer submission to be formally considered at a Council Meeting.

The LXRA itself has conducted extensive consultation over a two year period. This includes:

- Delivery of project newsletters to 20,000 households and businesses on two occasions during the EES phase.
- Door-knocking over 2,600 homes in the Cheltenham to Frankston corridor.
- Drop-ins to all businesses across the Edithvale and Bonbeach shopping strips.
- Establishment of a Community Reference Group to inform interested community members and stakeholders on the project.
- Presentations to provide technical information about the options under consideration and about the engagement process on 14 September 2016 in Edithvale and 16 September 2016 in Bonbeach. This was followed by community four community information sessions at Mordialloc Secondary College and Patterson River Golf Course in September and October 2016.
- An Edithvale and Bonbeach community workshop on 14 September 2017.
- Opportunity for comment on project design through the Your Level Crossings website and feedback forms.
- Highlighted the EES process and future opportunities for involvement through three email updates, community newsletters to 20,000 businesses and households, 11 social media posts, as well as video, online information and media releases.
- Print and digital information with accessible options, including a project language line to assist those requiring information in other languages.

The EES is on public exhibition between 19 March and 2 May 2018. The EES documentation is available to view online at the LXRA website, as well as in person at the State Library of Victoria, Kingston City Council's Municipal Office and Chelsea Library. Seven drop in information sessions will be held, four at 6 Lochiel Avenue Edithvale and three at Bonbeach Surf Life Saving Club. The public is invited to make written submissions to DELWP via their website and hard copy.

Following exhibition an independent inquiry will consider the EES and submissions received and provide a report to the Minister for Planning. The inquiry will also consider the proposed planning scheme amendment to include Incorporated Documents into the Kingston Planning Scheme to facilitate planning approvals for the project. The Minister will then consider the report and issue a written assessment of the project which will inform the statutory decision makers responsible for issuing environmental approvals for the projects. The main approvals required are under the *Environment Protection and Biodiversity Conservation Act 1999*, *Planning and Environment Act 1987* and *Aboriginal Heritage Act 2006*.

An Urban Design Advisory Panel (UDAP) has been established to provide design advice and undertake incremental review of the project design. The UDAP is chaired by a representative of the Office of the Victorian Government Architect and brings together representatives from DELWP, Kingston City Council, the LXRA and other members as appropriate. The UDAP provides a forum to test the draft Urban Design Guidelines prepared by the LXRA for the projects with key stakeholders. Council will continue to be involved in reviewing the Urban Design Guidelines through the UDAP. These guidelines will play a role in informing the final design of the projects.

4. Conclusion

At this stage, Council officers are broadly satisfied with the process and the rigour of the peer reviews presented in the EES and do not believe appointing any further consultants is required to inform Council's submission or the hearing process.

Council officers have had extensive involvement in the development of the EES through representation on the Technical Reference Group and agree with the conclusion that the project will not result in significant impacts to the Edithvale-Seaford wetlands. Council officers will have further opportunities to provide input into the final design following the EES phase through the Urban Design Advisory Panel process. However, it is recommended that a submission be made outlining a number of outstanding issues that require resolution prior to the commencement of works.

Appendices

Appendix 1 - Letter to Mr Paul Marsden - EES - Edithvale & Bonbeach Level Crossing re... (Ref 18/58557) - Confidential

Appendix 2 - Edithvale Bonbeach EES level crossing removal submission Minister Planning (Ref 18/58468) [↓](#)

Author/s: Andrea Skraba, Team Leader, Strategic and Environmental Planning

Reviewed and Approved By: Paul Marsden, Manager City Strategy
Jonathan Guttman, General Manager Planning and Development

8.7

EDITHVALE BONBEACH ENVIRONMENTAL EFFECTS STATEMENT SUBMISSION

1	Edithvale Bonbeach EES level crossing removal submission Minister Planning.....	157
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23 April 2018

Edithvale and Bonbeach Environmental Effects Statement Submissions
Department of Environment, Land, Water and Planning
Via online submission - environment.assessment@delwp.vic.gov.au



Dear Sir/Madam

Re: Edithvale and Bonbeach Level Crossing Removals – Submission on Environmental Effects Statement

Thank you for the opportunity to provide formal feedback on the Environmental Effects Statement (EES) prepared for the Edithvale and Bonbeach Level Crossing Removals Projects (the projects). Council officers have been involved in the development of the EES for the projects through representation on the Technical Reference Group and understand that the detailed design and construction of the projects will be authorised and regulated through Incorporated Documents that will be inserted into the Kingston Planning Scheme.

Council officers have reviewed the EES and are satisfied with the rigour of the investigations undertaken to inform its preparation. It is the view of Council that the project satisfactorily addresses the risks outlined in the scoping requirements set by the Minister for Planning and the Commonwealth, and Council agrees with the conclusion of the EES that there is unlikely to be impacts on the Ramsar listed Edithvale-Seafood wetlands.

Whilst officers have no significant concerns with the findings of the EES process, it is considered necessary that further assurances and agreements are provided to ensure commitment to ongoing monitoring and mitigation, particularly of groundwater levels and potential impacts on foreshore vegetation. The following recommendations are provided for your consideration:

Long Term Accountabilities

Environmental Performance Requirements (EPRs) within the EES define the project-wide environmental outcomes that must be achieved during design, construction and operation of the projects. A robust governance framework is required to determine accountabilities for all of the EPRs to ensure they are implemented, monitored and reported on in the long term, and by the right agencies.

The EES notes that the LXRA is responsible for monitoring compliance with the 57 EPRs in the EES. However, LXRA by its nature is an organisation set up to deliver a specified program of works and as such may be disbanded when its portfolio of works are complete. It is acknowledged that when works are complete, operation and ongoing responsibilities are handed over to the relevant rail infrastructure manager, however they or the LXRA (or the Department of Economic Development, Jobs, Transport and Resources - DEDJTR - as its parent agency) may not be the appropriate body to continue monitoring and reporting on technical environmental issues.

An example of this is in relation groundwater and Groundwater Dependant Ecosystems (GDEs – wetlands and coastal vegetation) particularly along the coastal foreshore reserve. The reserve is characterised by three Ecological Vegetation Classes (EVCs) – Coast Banksia Woodland, Coastal Dune Scrub and Coastal Dune Grassland which support a diverse range of flora and fauna. The quality of this vegetation is high, reflective of the effective management of the reserve by Council and the Friends of Bonbeach Foreshore group. It is also of note that one Coast Banksia in the reserve near the end of The Glade in Bonbeach is listed as a significant tree under Schedule 3 of the Environmental Significance Overlay of the Kingston Planning Scheme (2008) and on the Register of Significant Trees. The tree is considered to be significant as it is remnant native vegetation and an important landmark to the local area.

community inspired leadership

TRIM 18/47491 PAGE 1

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Given the significance of this coastal vegetation, it is Council's view that there needs to be greater clarity in relation the ongoing monitoring and reporting of the actions, for example who is accountable for identifying any changes in groundwater levels, and how will this be reported to the appropriate land managers who are responsible for the GDEs. The handover process and long term arrangements need to be established upfront to ensure the risks resulting from the project remain low.

In the case of groundwater and GDEs, future responsibility together with monitoring could be secured via:

- A Government Agency effectively accepting that responsibility either now or at some near future stage;
- Some form of agreement between that Government Agency and concerned parties (although that is not envisaged as likely or necessarily ideal); and
- Inclusion of that responsibility through some form of enforceable control.

Recommendation 1

It is suggested that the Environmental Management System (EMS) would be greatly improved if clarity was added by the incorporation of a single table that identifies the key plans to be approved pursuant to the EMF (and the EPRs). That table may be an amalgam of other tables but the objective would be to:

- Clearly identify those key plans, for example groundwater monitoring and mitigation;
- Confirm responsibility for the preparation of the particular plans; and
- Identify which legal entity must approve that plan (including some consideration to that being the Minister for Planning).

Recommendation 2

Council requests the inclusion of an additional condition in the Incorporated Document to address future groundwater monitoring and mitigation obligations, as follows (changes shown in italics):

4.2.1 The Project must be designed and constructed in accordance with the Edithvale and Bonbeach Level Crossing Removal Project EES Environmental Management Framework (EMF) including its environmental performance requirements and all plans approved or adopted under the EMF.

4.2.2 The EMF:

- a) must be approved by; and*
- b) may be amended, to the satisfaction, of the Minister for Planning.*

Groundwater Monitoring and Mitigation

4.2.9 Plans approved under the EMS in respect of groundwater must include detail of monitoring and maintenance of the monitoring wells and other groundwater infrastructure, together with potential mitigation measures in relation to groundwater impacts, together with:

- a) a description of necessary agreements in relation to the location, access to and maintenance obligations for, groundwater bores on private or other government land; and*
- b) allocation of responsibility for monitoring and mitigation after completion of construction of the Project and expiry of this control.*

Contaminated land and groundwater

The mitigation measures developed will minimise risk from contaminated soil and groundwater to health and the environment as a result of the construction. However, further groundwater and soil monitoring for contamination will need to be undertaken. The EES report identifies a number of contamination issues within and surrounding the project area but does not consider whether or how landowners will be notified of any potential contamination that is identified through the course of the project.

Recommendation 3

It is suggested that a further EPR be developed around appropriate communication of these results to ensure landowners are aware of any contamination that has been identified on their properties (whether pre-existing or an outcome of proposed works) or within groundwater that may be accessed by personal bores (whether registered or not).

Vegetation and urban design

Vegetation removal will be guided by EPRFF1 which states that "any native vegetation removal must be avoided, minimised and managed in accordance with the *Guidelines for the removal, destruction or lopping of native vegetation 2017*". Conservatively assuming that both project areas would be cleared of all vegetation, the area of affected native vegetation would total 2.2 hectares.

The EES proposes to clear only what would be necessary, and where possible, planting new vegetation as part of the design to offset native vegetation that will be removed. However, the loss of vegetation and natural ground to allow for construction of the trenches proposes a significant increased risk around urban heat as well as visual amenity that has not been addressed in the EES.

Recommendation 4

Station design and landscaping should include a consideration of resilience and comfort for the community in a climate change future and include in depth consultation about this and vegetation replacement during design.

Spoil management plan

Consultation with the contractors when developing the spoil management plan will be required to identify local high priority sites to receive any clean fill. Priority should be given to sites nearest to the projects as minimising transport of fill will assist in reducing disturbance to the community along transport routes as well as reducing carbon emissions as a result of the project.

Recommendation 5

That the LXRA engage with Council to explore the potential for sites within the Kingston Green Wedge (including the Delta Site) to be utilised as locations for the depositing of fill generated by the project.

Council is appreciative of the opportunity to provide feedback on the Edithvale and Bonbeach EES. Council officers look forward to ongoing involvement through our continued membership on the Technical Reference Group, the Urban Design Advisory Panel and via direct engagement from the proponent.

Should you have any further queries please contact Paul Marsden, Manager City Strategy on 9581 4781 or via email andrea.skraba@kingston.vic.gov.au

Yours sincerely

Cr Steve Staikos
HIS WORSHIP THE MAYOR

9. Community Sustainability Reports

Ordinary Meeting of Council

23 April 2018

Agenda Item No: 9.1

2018 YOUTH AWARDS

Contact Officer: Zorica Djuric, Team Leader Youth & Family Services

Purpose of Report

The purpose of this report is to provide Council with the details of nominations received for the Youth Awards 2018 and details of the Award Winner of the 2018 Youth Citizen of the Year. The report also seeks Council support to undertake a review of the Youth awards Scheme for 2019 and beyond.

Disclosure of Officer / Contractor Direct or Indirect Interest

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

OFFICER RECOMMENDATION

That Council undertake a review of the Youth Awards, to ensure continuing relevance to young people and the broader community, with a report to be presented to Council prior to the 2019 Awards.

1. Executive Summary

Victorian Youth Week (formerly known as National Youth Week) is a week-long celebration of young people (aged 12–25). This year, events in Victoria will be organised to celebrate and recognise the contribution of young people. Victorian Youth Week provides an opportunity to acknowledge the volunteer efforts of young community members across the municipality. The 2018 Youth Awards are presented in two categories: Young Citizen of the Year and Young Community Group of the Year.

A public call for nominations was made throughout January to March 2018 with the closing date for nominations on Friday 23rd of March. A total of three nominations were received for Young Citizen and no nominations received for the Young Community Group of the Year. This report has been prepared to confirm the award recipient for the 2018 Young Citizen of the Year award, namely Laura Vandersluys, and seeks Council guidance on the proposal to review the Youth Awards scheme for 2019 and beyond.

Victorian Youth Week 2018 will be held from Friday 13 to Sunday 22 April 2018.

2. Background

In 2017 Council made a decision to move the Young Citizen and Young Community Group of the Year awards from what was traditionally presented at the annual Australia Day Awards to Youth Week in 2018.

Over the past several years there has been a real difficulty in receiving nominations for both categories despite the efforts of promoting the category awards in the community. The 2018 Youth Awards did not change the eligibility criteria for receiving nominations and was promoted heavily through existing channels and community partners. Council received three nominations for Young Citizen and no nominations for Young Community Group of the Year. It is proposed that given no nominations were received, that Council not award the Young Community Group of the Year for 2018.

This report seeks Council endorsement to review the Youth Awards Scheme beyond 2018 given overall weakness in nominations for the Awards Scheme.

To be eligible for an award, nominated individuals must live, work or study in the City of Kingston. Nominees should have made a noteworthy contribution and/or given outstanding service to the local community over a number of years. Nominees for Young Citizen must be 25 years of age or younger on Tuesday 17 April 2018.

Individuals cannot self-nominate and can only be nominated in one category. Community Groups must be not for profit organisations operating within the City of Kingston. Previous award winners are ineligible to win an award in the same category again.

In choosing the recipients of the Youth Awards, nominees are to be assessed with regard to:

- Significant impact of contributions made within the Kingston Community;
- Demonstrated level of commitment to the betterment of the Kingston Community;
- Degree of difficulty in achievement and sacrifices made;
- Nature or length of activity or service;
- Future goals and likely impact on the Kingston Community;
- Previous awards and recognitions received;
- Demonstrated excellence in their field;
- Personal attributes of the nominees such as being an inspirational/positive role model for their peers, demonstrating vision, leadership, innovation and creativity;
- Personal, academic and professional achievements;
- Individuals must demonstrate that his or her contributions were in the course of employment, voluntary or both within the city of Kingston; and
- Groups must demonstrate that their group meets a community need or priority.

Please see Appendix One for a summary of the 2018 Youth Awards Nominations.

3. Discussion

3.1 Council Plan Alignment

Goal 3 - Our connected, inclusive, healthy and learning community

Direction 3.3 - Enhance the wellbeing and participation of families and children

The Youth Awards supports Councils current action plan of delivering youth activities, events and programs to support the wellbeing, development and recognition of young people in the municipality. The Youth Awards provides an opportunity to celebrate the outstanding achievements of young people within our community.

3.2 Consultation/Internal Review

The Youth Awards was widely promoted through a diverse range of mediums which included:

- Online platforms including Kingston Youth Services website, social media channels and Council's Facebook page
- Paid advertising on social media platforms to gain greater scope of audience reach
- Contacting a number of local scout, sporting facilitates and youth organisations and providers promoting and offering Officer time to complete nomination forms
- Providing information to all schools in Kingston via leadership and wellbeing contacts and talking at school wellbeing network meetings.
- Promoting through existing youth networks and local public spaces with promotional posters and newsletters.

3.3 Operation and Strategic Issues

3.3.1 Number of Nominations Received

Only three nominations in total have been received in 2018 for Young Citizen of the Year category.

Despite a broad promotions campaign to promote the awards this year, the number of nominations received has declined. In 2017 Council received five individual nominations and one group nomination.

Councillors selected Laura Vandersluys as the 2018 Award Winner at the 9 April CIS meeting.

3.3.2 The Young Community Group of the Year category

No nominations were received for this Award category.

A history of the last five consecutive years is listed below relating to the Youth Community Group of the year.

2017

Winner	Nominations received
headspace Youth Advisory Committee	1 nomination received

2016

Winner	Nominations received
4 th Mordialloc Sea Scouts	1 nomination received

2015

Winner	Nominations received
Mentone Ski Krew	1 nomination received

2014

Winner	Nominations received
No Award Given	0 nominations received <i>No additional nomination was sought directly from Youth Services</i>

2013

Winner	Nominations received
No Award Given	0 nominations received <i>Additional nominations was sought directly from Youth Services</i>

3.3.3 Award Scheme Review

Officers recommend after several years of experiencing the issues and outcomes of receiving a minimal amount of Youth Award nominations that Council review the Youth Awards Scheme for 2019 and beyond.

3.4 Options

3.4.1 Option 1

That Council endorse the review of the Youth Awards Scheme.

4. Conclusion

This report discusses nominations and outcomes associated with the 2018 Youth Awards Scheme and proposes a review of the scheme given low interest levels.

4.1 Environmental Implications

There are no known environmental implications arising from the Awards. Applications were received online therefore minimising the use of paper.

4.2 Social Implications

The Youth Awards recognise the contributions made to improving the quality of life in the municipality by individuals and groups. It not only encourages the nominees to continue their good work but also inspires and motivates other members of the community to do the same

4.3 Resource Implications

The costs associated with the Youth Awards are currently being delivered within existing resources.

4.4 Legal / Risk Implications

Not applicable

Appendices

Appendix 1 - Youth Awards 2018 Nomination summary for CIS discussion April 2018
(Ref 18/46721) [↓](#)

Author/s: Zorica Djuric, Team Leader Youth & Family Services
Reviewed and Approved By: Mark Patterson, Manager Family Youth & Children's Services
Mauro Bolin, General Manager Community Sustainability

9.1

2018 YOUTH AWARDS

1	Youth Awards 2018 Nomination summary for CIS discussion April 2018	171
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City of Kingston Youth Awards 2018
NOMINATION SUMMARY



YOUNG CITIZEN OF THE YEAR	
NOMINEE	NOMINATOR
Elizabeth (Lizzie) Honeybone	Jessica Rogalsky
Laura Vandersluys	Brendan O'Connell
Sammar Bassal	Rebecca Jacgung

YOUNG COMMUNITY GROUP OF THE YEAR	
NOMINEE	NOMINATOR
No nominations received	N/A

YOUNG CITIZEN OF THE YEAR

Nominee: Elizabeth (Lizzie) Honeybone Nominator: Jessica Rogalsky

Elizabeth (Lizzie) is described as an amazing young lady and leader who has always gone above and beyond to assist others. She has strived to make the most of every opportunity to better herself and the community. She has been a dedicated Scout member since the age of six. Lizzie is 17 years old.

Lizzie moved into the Kingston area in 2014, and quickly set about entrenching herself in her new community by joining the 4th Mordialloc Sea Scouts. Her peers quickly recognised her exceptional leadership skills and she was elected as Unit Chair of her Venturer Crew for 14-18 year olds. She has been responsible for chairing meetings, coordinating events (including multi-night hikes with limited adult support), guiding younger members along their scouting paths and acting as a role model, leader and mentor. In 2017 she was elected Unit Chair of Kingston District Venturers.

Lizzie was nominated for:

- Being a committed and passionate youth helper assisting adult leaders each week at the 4th Mordialloc Sea Scouts. Lizzie assists in the running of the Cub Pack and acting as a role model and mentor to younger members. Lizzie is the youngest member of the adult team. Lizzie's ongoing commitment has enabled growth and development of the Cub Scout section, resulting in the Cub Pack continuously offering 36 youth member spots making it one of the biggest in Victoria. Many of the children from our local community benefit from attendance at the weekly Scout meetings as it allows them to build deeper community attachments, gaining self-confidence and undertaking experiences that are not only fun and exciting, but enriching and educational.
- Being a member of Scouts Victoria Camberwell Showtime for 5 years.
- In 2015 Lizzie was appointed as the Science and STEM domain leader at Mentone Girls' Secondary College. She was appointed this role as she was interested in promoting the involvement of women the science and technology areas.
- To complement her interest in current political issues, she approached Tim Richardson (State MP) and was the first local student to complete work experience alongside Tim in his office.
- In 2015 Lizzie was invited to join the Scouts Australia team who were undertaking a major review of the current Youth Program. She attended a one-week residential program to contribute and assist in reviewing and updating the national Scouts Youth Program.
- In 2016 Lizzie wrote and presented the keynote address to the Annual General Meeting of Scouts Victoria, to an audience of approximately 250 Scout Leaders and invited guests, including Adam Bandt, who later referenced her speech in Federal Parliament. Following on from this presentation, Lizzie was asked to formulate and undertake an in-person interview with Andy Lee (Comedian and Radio Host) for an article which was later published in "Australian Scout" magazine.

Lizzie has demonstrated impressive interpersonal skills and resourcefulness which has enabled her to connect with people of all ages and from all walks of life. She is extremely capable and dependable and has been described as a massive asset to her Scout group, her school and the wider community. She willingly accepts responsibility and is not afraid to encounter environments that bring forth a multitude of challenges.

As part of her commitment to helping others in the community she has taken many opportunities to assist including recently volunteering at Fare Share in their kitchen as part of their school holiday program, assisting in undertaking environment regeneration weekends, and many examples of giving up her weekends and spare time to ensure younger scouting members from the local community can attend camps and other events.

Some of Lizzie's official achievements include:

- 2017 Mentone Girls Secondary College "The Sir William Fry Bursary" Award for significant contribution to a range of community and citizenship projects.
- 2017 Venturer Scout Initiative Course
- 2016 Mentone Girls Secondary College/Mordialloc Rotary Club Citizenship Award for significant contribution to community projects.
- 2016-2018 Science / STEM domain leader at Mentone Girls Secondary College
- 2016 Scouts Australia Youth Program Review Speaker on behalf of the 4th Mordialloc Scout Group
- 2016 Scouts Victoria Youth Helper Course
- 2016 Scouts Victoria Leadership Course
- 2016 Scouts Victoria Unit Management Course
- 2016 Level 2 First Aid Course
- 2015 Keynote Speaker – Scouts Victoria Annual General Meeting
- 2015 Victorian Government "Create the Future" youth policy summit

Lizzie has a strong work ethic and is known for her attention. She continuously impresses staff and students alike with her open and honest approach to life, her spirit of generosity, and her sense of purpose. Lizzie is an active participant at Mentone Girls' Secondary College STEM club, assisting to run events and programs to encourage young women's participation in STEM fields. Lizzie's nominator states that many of Lizzie's achievements cannot be measured through awards, but are instead measured through lives changed, challenges that she has overcome and people she has inspired.

Additional Attachments provided by Nominator:

- 2016 Kingston's Young Community Group of the Year – 4th Mordialloc Sea Scouts (Lizzie was a group member)
- Scouts Australia – Certificate of Appreciation, February 2016
- Letter of Reference from Tim Richardson MP Member of Mordialloc, February 2016
- Australian Scout Newsletter – Article by Lizzie Honeybone, Term 3 2016
- Mentone Girls Secondary College – The Mordialloc Rotary Club Citizenship Award, November 2016
- Australian Scout Newsletter – Interview with Andy Lee by Lizzie, February 2017
- Mentone Girls Secondary College – The Sir William Fry Bursary award, November 2017

Nominee: Laura Vandersluys

Nominator: Kathy Woods

Laura is 25 years of age and is a Mentone resident. She is a full time employee with the Bayside Glen Eira Kingston Local Learning and Employment Network (BGKLEN). She is described as being tenacious and has a great sense of social justice, which has seen her carry a program dedicated to supporting students to connect with local employers. Laura is a passionate and driven individual who was accepted as a representative of Kingston and surrounding council areas on the Victorian Youth Congress as Deputy Chairperson. She was also responsible for commencing a news campaign with the Chelsea Leader that supported young people who were facing long term unemployed. As a result of her efforts the campaign created six new jobs for young people locally.

She has set up hundreds of local students with local employers who are willing to give a young person a chance. She is widely commended by local schools who see her as an asset. The long term unemployed young people who got jobs through the Chelsea, Moorabbin/Kingston Leader Campaign were also very thankful and grateful for Laura's support.

Laura has written blog posts, donated her time to speak at Rotary and other events, all in the name of getting local students more opportunities. She often does work one-on-one in schools and then creates the right opportunity for them within their area and pep-talks them about how to handle their first day. She has written first-hand about her own experiences with being unemployed out of University and is now letting every other young person know.

Some of Laura's achievements to date include:

- Recognition among local schools, businesses and team mates.
- Recognition among peers being voted Deputy Chairperson for the Victorian Youth Congress.
- Front page news articles raising the issues of long term unemployment for young people.
- Most recently, Laura also guided the development of a VCAL toolkit for all Victorian students. This toolkit is now being used by over 200 schools with 7100 students. She facilitated the co-design session with the Foundation for Young Australians.

Additional Attachments provided by Nominator:

- Moorabbin Kingston Leader (19 April 2017) - <http://www.heraldsun.com.au/leader/inner-south/youth-unemployment-foundation-for-young-australians-say-nearly-a-third-are-jobless-or-underemployed/news-story/c13522c65ec2b74162b1063a2265464f>
- New Work Order in the VCAL: Teacher Toolkit - <https://www.fya.org.au/nwo-in-the-vcal/>

Nominee: Sammar Bassal

Nominator: Rebecca (Bec) Jacgung

Sammar is a dedicated and hardworking member of two committees at Kingston Youth Services. She volunteers her time when required at committee meetings and dedicates additional hours above and beyond committee expectations. Sammar does this on top of her extra-curricular activities and presents in a professional manner. Sammar is the Graphic Designer for the 'Universal' magazine as well as for FReeZA Fuse Productions. Both committees receive State funding.

Sammar's work is exceptional and she always submits her work as requested in a timely manner. Sammar often assists Youth Services with poster designs, promotional material and is the lead Graphic Designer for the youth-led magazine, which means she is responsible for the layout of the magazine. Sammar also provides assistance across other Kingston Youth Services projects and is always happy to assist wherever and whenever she can.

In addition to her membership in Youth Services committees, in 2017 Sammar was part of a Peer Group at University where she welcomed new students. As an individual, Sammar has grown in her confidence and abilities since coming to Kingston Youth Services. When she initially started she was shy and withdrawn. Now Sammar takes on a leadership role in both of the groups she is a member of. Sammar also takes the time to make new members feel welcomed and supports them in their transition of feeling safe, comfortable and a valued contributor.

Sammar has been a member of the Fuse Productions team since 2015. During this time, she has assisted with the facilitation of several events. She is a member that is reliable and always contributes to discussions and the implementation of ideas. Sammar has been a Universal team member since 2016. During this time, she has created the layout and design of many magazines, which are distributed throughout the City of Kingston. Since commencing with the 'Universal' committee she has lifted the profile of the look and feel for the magazine. It is a magazine that looks highly professional and something that Sammar can be really proud of.

Sammar has assisted in the teaching of a Graphic's software program, in conjunction with Kingston's Media and Communications team. As she was previously more reserved and quiet, two years on, she now has the confidence to instruct and teach her peers how to use programs. Sammar is kind, respectful and enjoys being both a contributor and learner in the committee space. She is always willing to share her wealth of knowledge.

Officers at Kingston Youth Services have noted how Sammar has grown as an individual, in particular over the past year. Her confidence has soared and now she is a confident young adult. Sammar takes on constructive feedback and always works towards being the best version of herself. Sammar has taken a leadership role in the last few months within the Universal team. She is humble and would be identified as a silent achiever. Sammar is 22 years old.

Additional Attachments provided by Nominator:

- Link to Universal Magazine Edition 33: Resilience. Please Note: Sammar designed the layout of this magazine
https://issuu.com/universal_kingston/docs/euniversal_edition_33_resilience_we
- FReeZA Poster: 2016 Battle of the Sounds

YOUNG COMMUNITY GROUP OF THE YEAR
Nominee: N/A Nominator: N/A
There were no nominations received for this award category in 2018

Ordinary Meeting of Council

23 April 2018

Agenda Item No: 9.2

MAKE RENTING FAIR CAMPAIGN

Contact Officer: Jihan Wassef, Team Leader Community Engagement

Purpose of Report

The purpose of this report is to advise Council of a request made by Tenants Victoria seeking Council's support for The Make Renting Fair Campaign.

Disclosure of Officer / Contractor Direct or Indirect Interest

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

OFFICER RECOMMENDATION

That Council:

1. Write a letter to be signed by the Mayor to Tenants Victoria confirming support for the Make Renting Fair campaign;
2. Write a letter to be signed by the Mayor to The Hon. Marlene Kairouz, Minister for Consumer Affairs supporting the campaign;
3. Promote the campaign via social media; and
4. Sign and submit the Make Renting Fair campaign petition.

1. Executive Summary

The Make Renting Fair Campaign is founded by Tenants Victoria in response to the Victorian Governments recently announced set of tenancy reforms to be considered as part of the review of the current Residential Tenancies Act 1997. Tenants Victoria is seeking councils and community organisations to add their support and voice to this campaign.

The Residential Tenancies Act 1997 controls safety, security of tenure and privacy for tenants across the state. The Act review proposes to take account of the changing nature of renting with a particular focus on securing fair and equitable rental laws to provide tenants with a sense of security and rental stability.

Tenants Victoria's primary function is to inform, educate and assist individuals to use their tenancy rights for better rental outcomes, particularly as the majority of renters include low-income workers, young families' retirees and vulnerable older Victorians.

The groups at greatest risk of being further marginalised and pushed into insecure housing and homelessness are:

- Women and single parents;
- Culturally and linguistically Diverse Victorians;

- Aboriginal and Torres Strait Islander people;
- People living with physical and mental health issues;
- People living with disabilities and other disadvantages; and
- People escaping housing insecurity and homelessness.

The Residential Tenancy Act 1997 is 20 years old and its review provides an opportunity to make positive changes for the 1.5 million renters, many of whom are long haul renters and likely to rent for the rest of their lives. The Victorian data reveals that one in four Victorians are renting, and Melbourne's affordable housing stock is currently at 6.6%. In this context, Tenants Victoria believe that limiting the powers of unscrupulous landlords and legislating equitable rental laws, will have a significant impact on a large number of long term renters. The reform aims to hold both landlords and real-estate agents accountable.

On 8 October 2017, the State Government announced the following initial reform package:

- Offering long-term, secure leases;
- Fewer rent increases;
- Smaller bonds that you get back faster;
- More flexibility for alterations, and pets;
- Cracking down on dodgy landlords; and
- Giving renters more security.

Tenants Victoria (TV) endorse the initial reform package agreeing that it will focus on strengthening the tenants' rights and provide many renters with a greater sense of security and stability. However, they believe that the current Act still requires further reform. Specifically, Tenants Victoria believe that Victoria's lack of minimum property standards coupled with inadequate protection against eviction, particularly for people experiencing family violence and/or at risk of homelessness, continues to pose threat to vulnerable renters.

Therefore, Tenants Victoria are asking Council to support their "Make Renting Fair" campaign to not only hold the government accountable to deliver on the reforms announced in October but to also advocate for expanded reforms that will better protect vulnerable tenants.

Tenants Victoria believe the following details of the Residential Tenancies Act need to be reviewed:

- **Improve security of tenure and rental access** by:
 - Removing 'no reason' eviction notices
 - Protecting people from unjust tenancy database practices
- **Protect tenant and their families** by:
 - Introducing minimum property standards that address health, safety and energy efficiency
 - Creating incentives for repairs
- **Expand privacy and fair use protections** by:
 - Preventing unwanted visits and photography
 - Allowing tenants to undertake fair modifications

- **Protect low income and vulnerable tenants** by:
 - Preventing unreasonable evictions
 - Implementing the Family Violence Royal Commission recommendations (ensuring that there is more crisis and emergency accommodation as well as financial help for women and children victims of family violence).
- **Rule out punitive measures that would harm tenants, particularly those at risk of homelessness**, including:
 - Rejecting proposed changes that would make evicting people quicker and easier
 - Rejecting the enforcement of onerous/unfair lease terms
 - Giving renters the right to have pets at no extra cost
 - Rejecting restrictions on stays by guests and family
 - Maintaining existing protections for vulnerable tenants
- To date, this campaign has been supported by approximately 66 partnering organisations (community organisations and various councils) whose collective aim is to ensure the review of the Residential Tenancies Act improves conditions for all renters regardless of their income or capacity to buy a home.

2. Background

The current Residential Tenancy Act is 20 years old and does not factor the emerging unaffordable housing crisis and prohibitive rental costs. In Victoria between 2006 and 2016, according to the census data, the number of households renting has increased from 447,074 to 607,354, 28.9%. Based on 2016 Kingston census data, 22.2% of residents are renting privately of which 1.9% reside in social housing. According to 2011 Kingston figures, a quarter (25.3%) of all rental households on low income are in 'housing stress', this figure is similar to the metropolitan average.

Kingston has 12,603 renting households, 800 of which are experiencing "extreme rental stress" whereby they are paying more than 50% of their income on rent. Housing affordability in Kingston whether it be rental or ownership is likely to worsen given the shortage of affordable housing stock.

Victoria's current unaffordable housing crisis has meant that more and more people are renting for longer periods of time. The government's latest housing figures shows that Melbourne's median weekly rental prices have been increasing (now \$400 in metro and \$290 in regional Victoria), thus many more Victorians, particularly the most vulnerable tenants, are now at increasing risk of homelessness.

Tenants Victoria are therefore seeking to ensure that the review of the Residency Tenancy Act 1997 results in reforms that that will better protect the rights of residents. The Make Renting Fair Campaign is supported by 66 various local coalition community services and local governments including the City of Darebin; City of Greater Dandenong; City of Monash; Moreland City Council; and City of Yarra.

The City of Yarra was the first Council in Victoria to support the Make Renting Fair Campaign by endorsing the call for the review and promoting its support within the municipality and writing to the Minister for Consumer Affairs. Their decision was unanimously supported at their 16th May 2017 Council meeting. Likewise, the City of Dandenong at their Council meeting on the 13th June 2017 also resolved to support the campaign by:

1. Drafting a media release in public support of the Make Rent Fair Campaign; and
2. Writing to the Minister of Consumer Affairs, the Hon. Marlene Kairouz endorsing the policy platform of the campaign.

The City of Darebin also added its support for the 'Make Renting Fair Campaign' advocating to improve the safety, stability and privacy of renters in Victoria and endorsed the following advocacy actions:

1. Write a letter to the Minister of Consumer Affairs, the Hon. Marlene Kairouz reaffirming Darebin Council's support and previous submissions;
2. Provide copies of this letter to the Minister for Planning the Hon. Richard Wynn and the Minister for Housing the Hon. Martin Foley;
3. Create a summary of the key issues in the Mayor's column; and
4. Issue a press release consistent with the 'Making Renting Fair Campaign'.

At their 23 June 2017, Council Meeting, Moreland City Council resolved to support the Make Renting Fair Campaign and to advocate to the Victorian Government to ensure that changes in the Residential Tenancy Act are fair and do not weaken the rights of renters.

Monash City Council similarly supported the campaign by resolving to advocate to improve the safety, stability and privacy of renters in Victoria. This was endorsed at their Council meeting held on 29th August 2017.

- Tenants Victoria are seeking the Minister's consideration of the following matters that unless addressed would leave renters worse off:

Safety

- False, misleading or deceptive representations
- Pre-contractual disclosure of asbestos
- Faster repairs reimbursement
- Tenants can make minor modifications, including disability modifications

Stability/security of tenure

- Landlords must give a reason to end a tenancy
- Limiting the use of the 'end of fixed term' notices to vacate
- Pre-contractual disclosure of intention to sell
- Rent increases limited to once per year

Privacy and fair use provisions

- Tenants can make minor modifications, including disability modifications

Rental market fairness

- Right to have pets without additional bond payments
- Commissioner for Residential Tenancies
- Landlord blacklist
- 14 day automatic bond repayment
- Early release of bond
- Updated bond cap & up-front rent cap for most properties
- Cracking down on rental bidding
- If successfully adopted, the new Residential Tenancies Act will be introduced into the Victorian Parliament in 2018 and implemented in 2019.

3. Discussion

3.1 Council Plan Alignment

Goal 3 - Our connected, inclusive, healthy and learning community
Direction 3.1 - Respond to our community's social needs

3.2 Operation and Strategic Issues

Council's Commitment:

Support for the Make Renting Fair Campaign provides alignment of priorities within the Council Plan and associated strategic activities.

The Notice of Motion No. 49/2017 was carried at the Ordinary Council Meeting on 11 December 2017 with Council endorsing the development of an Affordable Housing Implementation Plan. The Plan is intended to:

- Address Action 1.1.1.6 of the Annual Action Plan to develop an Affordable Housing Implementation Plan to work with State Government, Housing Associations and developers to increase the availability of affordable housing;
- Advocate for the 24% of Kingston residents currently occupying private and social housing;
- Compliment Council's City Strategy department's commitment and the work currently being undertaken with significant redevelopment sites within the municipality and negotiating with developers on a site by site basis to require the provision of affordable housing as part of the rezoning process; and
- Support the campaign to complement Council's current work which has largely come from recent changes at a State level through the introduction of "Plan Melbourne and Homes for Victorians".

3.3 Options

3.3.1 Option 1

That Council, writes a letter to Tenants Victoria confirming support of the Make Renting Fair campaign and support their endeavours by writing a letter to The Hon. Marlene Kairouz, the Minister for Consumer Affairs supporting and promoting the campaign via social media.

3.3.2 Option 2

That Council writes a letter to Tenants Victoria thanking them for their support of the Make Renting Fair Campaign and provide an outline of Council's commitment and objectives outlined in Kingston Council's Plan acknowledging Social Affordable Housing Policy.

3.3.3 Option 3

That Council does not support Tenants Victoria Make Renting Fair campaign and not draft a letter of support nor promote the campaign via social media.

4. Conclusion

The 'Making Renting Fair Campaign' seeks to provide a collective voice to advocate for the rights of tenants and in particular those people most at risk of the provisions that are believed to be 'unfair' that exist in the Residential Tenancies Act. Council's most effective contribution to the 'Making Renting Fair Campaign' would be to consider supporting well-informed actions that highlight key advocacy matters associated with the review of the Act. The campaign aligns with Council's Plan and associated activities relating to social and affordable housing within the City of Kingston.

•

4.1 Environmental Implications

All activities to be implemented will have no regard to any environmental impacts.

4.2 Social Implications

Support for this campaign and associated activities will assist to make the municipality stronger and inclusive. The largest change emerging in housing tenure categories for the household in Kingston between 2011 and 2016 were:

- Renting - Private (+ 1659 persons)
- Mortgage (+996 persons)
- Fully owned (+ 60 persons)

4.3 Resource Implications

There are no financial implications for Council's commitment to the Make Renting Fair Campaign. The commitment to support the Campaign can be absorbed into the existing responsibilities of the Social Development team. Additionally, the support can further inform Council's Affordable Housing Implementation Plan which was endorsed by Council on 11 December 2017.

4.4 Legal / Risk Implications

All risks will be managed within existing policy structures.

Appendices

Appendix 1 - Letter Requesting Council Support (Trim No 18/36956) [↓](#)

Appendix 2 - Make Renting Fair Campaign Petition (Trim No 18/28790) [↓](#)

Author/s: Jihan Wassef, Team Leader Community Engagement
Reviewed and Approved By: Tim Bearup, Acting General Manager Community Sustainability
Mauro Bolin, General Manager Community Sustainability

9.2

MAKE RENTING FAIR CAMPAIGN

1	Letter Requesting Council Support	185
2	Make Renting Fair Campaign Petition	187

Make Renting Fair

SAFETY. STABILITY. PRIVACY.

Kingston City Council
PO Box 1000, Mentone

Monday 22 January 2018

Dear Mayor Staikos and Councillors,

The Victorian Government is currently reviewing our Residential Tenancies Act (RTA), which controls safety, security of tenure and privacy for tenants across the state. The current laws were introduced in the late nineties and have become seriously out-dated over the last two decades.

The number of households renting in Victoria has increased from 447,074 to 607,354 between the 2006 and 2016 censuses, now representing 28.9% of all Victorians. In Kingston this number is now above 25% of all locals.

While a wide range of people rent, it is low-income households and those in precarious employment who are most reliant on the rental market for their housing and most vulnerable to changes in rental laws that undermine protections around safety, security of tenure and privacy.

Our campaign welcomes the changes announced late last year by the Premier, but remains concerned about other proposals that remain on the table that would make life harder and less secure for local renters.

Our concerns are based on a range of information sources, including Consumer Affairs Victoria's public Options Paper, which includes a number of disturbing proposals that would significantly diminish housing access and security for tenants, in particular those who are subject to rental discrimination and at increased risk of homelessness.

Groups we are particularly concerned about include women; single parents; CALD and Aboriginal people; people with mental health issues and disability; and those re-entering stable housing after periods of homelessness or other refuge/crisis accommodation.

Our campaign comprises over 60 supporter organisations, including a number of local councils, and around 4,000 individual Victorians, including residents of your municipality. Over the next year, we will continue to advocate for the fundamental housing rights of Victorians, regardless of their income or capacity to buy a home. We were formed by the Tenants Union of Victoria with support from a wide range of like-minded community organisations.

The Make Renting Fair Campaign would welcome Council's support for this work. This support would recognise that housing safety and affordability are important local issues in your community and that Council is actively supporting improvements aimed at increasing safety, security of tenure and privacy.

If you decide to support this campaign, the most powerful action you could take would be to pass a resolution of Council that includes a media release and letter to the Minister for Consumer Affairs, The Hon. Marlene Kairouz supporting the Make Renting Fair Campaign's policy platform.

I have attached our campaign fact sheet, which outlines our policy platform and there is more detail behind this if you are interested. We would be happy to brief councillors and/or council staff if that would be helpful.

Please let me know if you have any questions about the campaign and our plans.

Regards,



Mark O'Brien
CEO, Tenants Victoria

Attachment: Make Renting Fair Campaign Overview

Ordinary Meeting of Council

23 April 2018

Agenda Item No: 9.3

EDITHVALE LIFE SAVING CLUB - PROJECT UPDATE

Contact Officer: Steve Lewis, Manager Community Buildings

Purpose of Report

To provide an update on progress with the Edithvale LSC redevelopment project and to seek approval to adjust the approved project budget to reflect the most recent cost estimate for the works.

Disclosure of Officer / Contractor Direct or Indirect Interest

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

OFFICER RECOMMENDATION

That Council:

1. Note the successful outcome of the Coastal Management Act Consent application for the Edithvale LSC redevelopment project;
2. Note and endorse the budget implications, as set out in paragraph 4.3 of this report, for the Edithvale LSC redevelopment project and to refer these for inclusion in the 2019/20 Budget setting process;
3. Authorise officers to undertake a tender process for construction of the new LSC building;
and
4. Negotiate a Heads of Agreement with the Club to support a future lease of the new facility.

1. Executive Summary

On 20 November 2017, Council endorsed a revised concept plan for the redevelopment of the Edithvale LSC facility and authorised officers to seek Coastal Management Act (CMA) Consent from DELWP. In accordance with this resolution, officers submitted this application in late December 2017 and, following several requests for information and a series of minor amendments, DELWP issued Consent for the project in late March 2018.

The DELWP endorsed revised concept plans are attached for Council information and have not significantly impacted on the design or configuration of the building as endorsed by Council in November 2017 (see Attachment 1).

The existing project budget of \$3.45M was originally agreed by Council in March 2017. Since that time, cost escalation due to changing market conditions, the later commencement of works and implementing design changes (primarily to the deck and ramp structures) to ensure DELWP support, has led to an increase in the estimated cost of the project to \$4.22M. In view of this, Council is asked to note and endorse the budget implications, as set out in paragraph 4.3 of this report, for the Edithvale LSC redevelopment project and to address these as part of the 2019/20 Budget setting process.

2. Background

On 20 November 2017, Council endorsed a revised concept plan for the redevelopment of the Edithvale LSC facility and authorised officers to seek Coastal Management Act (CMA) Consent from DELWP. In accordance with this resolution, officers submitted this application in late December 2017 and, following several requests for information and a series of minor amendments, DELWP have issued Consent for the project in late March 2018.

3. Discussion

3.1 Council Plan Alignment

Goal 1 - Our well-planned, liveable city supported by infrastructure to meet future needs

Direction 1.3 - Infrastructure and property investment for a functional city now and into the future

The proposed redevelopment of the Edithvale LSC is in direct response to the age and poor condition of the existing building and the need to support the ongoing provision of emergency service delivery at a public beach which attracts several thousands of visitors throughout the summer.

3.2 Consultation/Internal Review

In April 2017, a community consultation evening was held on site at the Edithvale LSC building following a mail out to approximately 2500 dwellings in Edithvale. Written comments were provided by approximately 50 residents, the overwhelming majority of which were supportive.

Council also received a petition signed by 54 people in support of the existing café/kiosk at the site and the need for their requirements to be accommodated with any future design.

In addition, further engagement with adjoining residents is anticipated to take place during May 2018 to ensure that they are appropriately updated regarding modifications to the plans and programme. Council's Communication Team will assist with updating the broader public.

3.3 Operation and Strategic Issues

3.3.1 Budget Issues

The project budget of \$3.45 million was originally approved by Council in March 2017. Unfortunately, cost escalation due to the later commencement of works and design changes required to ensure DELWP support for the project, has led to an increase in the cost estimate for the redevelopment project to \$4.22M based on the most recent cost plan for the project. In view of this, Council is asked to note and endorse the budget implications, as set out in paragraph 4.3 of this report, for the Edithvale LSC redevelopment project and to address these as part of the 2019/20 budget setting process. A detailed breakdown of project funding is set out in paragraph 4.3 of this report.

3.3.2 Revised Implementation Programme

Having recently received DELWP Consent for the project, the project is now being reconsidered by Council's Town Planning Department (DELWP is a mandatory referral authority and Council's Town Planning Department has been unable to make a determination in relation to the planning permit application until CMA Consent has been obtained). Assuming consideration of the revised permit application at the May 2018 Ordinary Council meeting, the program is proposed as follows:

Work Stage	Estimated Time
Decision by Council on planning permit application	May/June 2018
Tender Stage	June/July 2018
Council considers tender award	August/September 2018
Commencement of Works	October 2018
Temporary facilities established for Club to operate throughout 2018/19 Season	October/November 2018 until April 2019
Practical completion of works	November 2019
Official Opening	December 2019 to enable club to operate in their Centenary year

4. Conclusion

4.1 Environmental Implications

Appropriate environmental due diligence has been observed throughout the design process. This includes a Vegetation Assessment, Cultural Heritage Management Plan (CHMP) and Coastal Hazard Vulnerability Assessment (CHVA).

In addition, the design of the new facility will include ESD features in line with Council's ESD Strategy.

4.2 Social Implications

Life Saving Clubs perform a highly valuable community service, helping to keep thousands of beach visitors safe. These clubs also support the health and wellbeing of members of all ages through training, skill development and social interaction.

4.3 Resource Implications

The project budget for the redevelopment of Edithvale LSC was approved by Council in March 2017, as follows:-

Table 1 : Edithvale Life Saving Club Redevelopment Project - Approved Budget Allocation					
	2016/17	2017/18	2018/19	2019/20	Total
KCC - Rates	\$ 60,000.00	\$ 270,000.00	\$ 920,000.00	\$ -	\$1,250,000.00
KCC - Foreshore Reserve Fund			\$ 350,000.00	\$ 350,000.00	\$ 700,000.00
LSV – Grant			\$ 750,000.00	\$ 750,000.00	\$1,500,000.00
Total	\$ 60,000.00	\$ 270,000.00	\$2,020,000.00	\$1,100,000.00	\$3,450,000.00

Based on the most recent quantity surveyor cost plan for the project, which estimates a \$4.22M total project cost for the design and construction of the building, the proposed revised project budget is as follows:-

Table 2 : Edithvale Life Saving Club Redevelopment Project - Proposed Revised Budget Allocation, based on DELWP approved Design

		2017/18	2018/19	2019/20	Total
KCC - Rates (incl. additional funding of \$770K from C0303 – Building Facilities Renewal - Notional Building Allocation for 2019/20)	\$60,000.00	\$ 270,000.00	\$ 920,000.00	\$ 770,000.00	\$2,020,000.00
KCC - Foreshore Reserve Fund			\$ 350,000.00	\$ 350,000.00	\$ 700,000.00
LSV - Grant			\$ 750,000.00	\$ 750,000.00	\$1,500,000.00
Total	\$60,000.00	\$ 270,000.00	\$2,020,000.00	\$1,870,000.00	\$4,220,000.00

Council is asked to note the above proposed budget implications for the Edithvale LSC project, as set out in Table 2 above and to refer these for inclusion in the 2019/20 Budget setting process.

4.4 Legal / Risk Implications

The existing LSC building is in poor condition and at risk of structural failure. It is currently subject to a series of make-safe works and is being monitored regularly. A long term solution is required for the building into the future and, if redevelopment were not to occur, Council would need to consider costly maintenance work to the structure to remain viable in the harsh coastal environment in which the facility sits.

Whilst DELWP approval has now been received, Council is still required to determine the Town Planning application for the Edithvale LSC project in relation to planned vegetation removal and for the use of the proposed building itself. This application has been on hold pending the outcome of the DELWP CMA consent process and will now be presented Council in either May or June 2018 for final determination.

Appendices

Appendix 1 - Edithvale LSC Redevelopment Project - DEWLP endorsed designs (Ref 18/52003) [↓](#)

Author/s: Steve Lewis, Manager Community Buildings
 Reviewed and Approved By: Mauro Bolin, General Manager Community Sustainability

9.3

EDITHVALE LIFE SAVING CLUB - PROJECT UPDATE

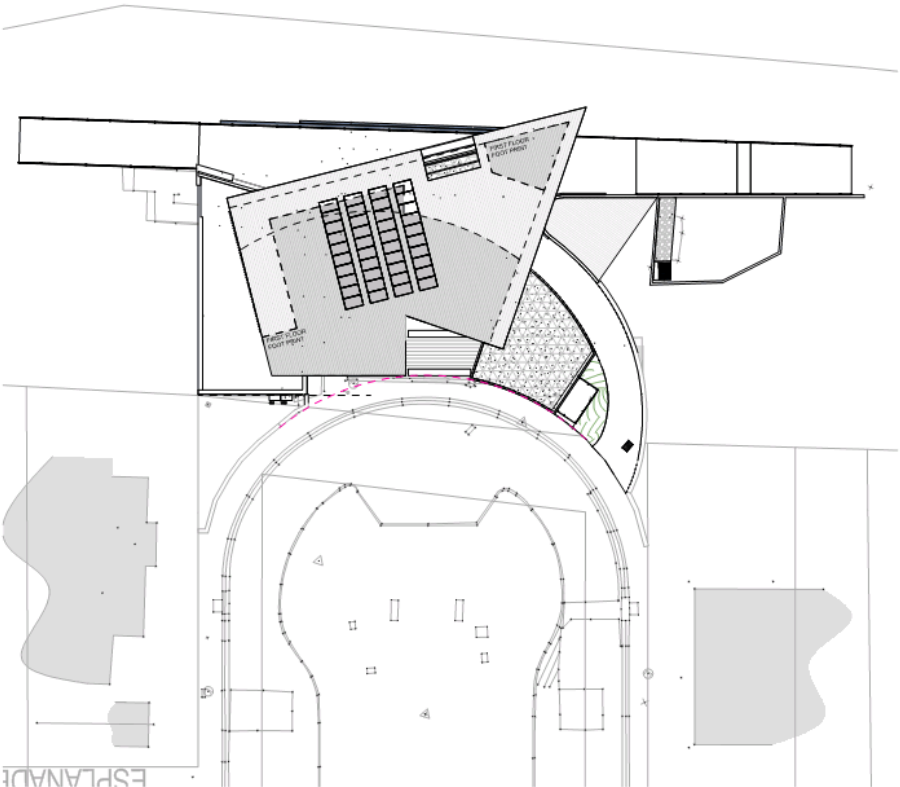
1	Edithvale LSC Redevelopment Project - DEWLP endorsed designs.....	195
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AREA ANALYSIS:

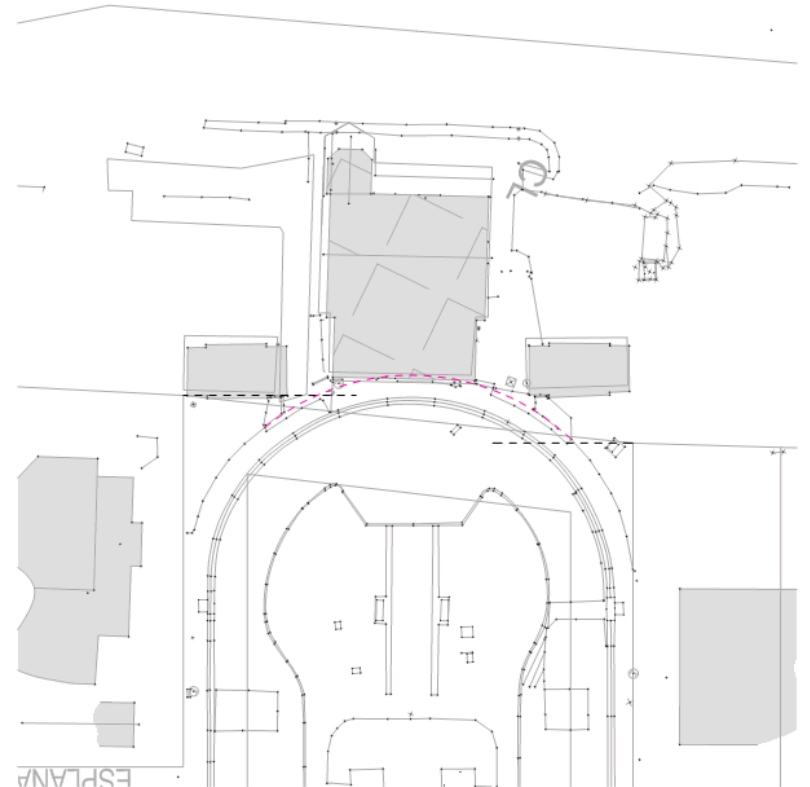
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EXISTING GROUND FLOOR FOOTPRINT:	223sqm	EXISTING FIRST FLOOR FOOTPRINT:	262sqm
EXISTING TOILET BLOCK FOOTPRINT:	67sqm	PROPOSED FIRST FLOOR:	287sqm
EXISTING TOTAL GROUND FLOOR:	303sqm	PROPOSED TERRACE:	19sqm
PROPOSED GROUND FLOOR FOOTPRINT:	458sqm	TOTAL PROPOSED FIRST FLOOR:	456sqm

0.52 AHD HIGH WATER MARK

0.52 AHD HIGH WATER MARK



SITE PLAN
SCALE 1:200



SITE PLAN - EXISTING
SCALE 1:200

REVISION SCHEDULE		
Date	Rev.	Description
2018-04-04	01	PLANNING PERMIT REVISIONS



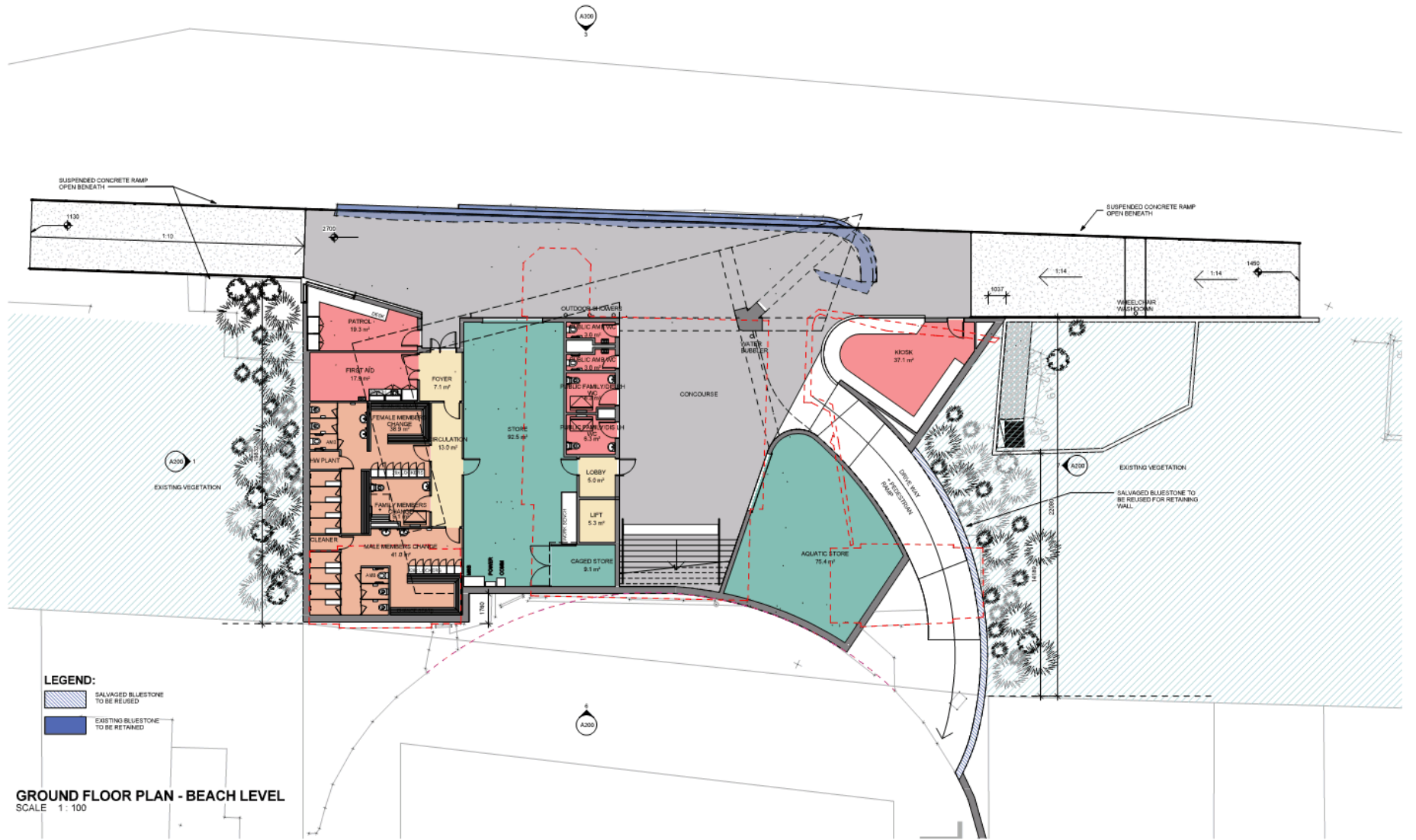
PROJECT:	PROPOSED EDITHVALE LIFE SAVING CLUB
CLIENT:	KINGSTON CITY COUNCIL
SITE PLAN:	
DATE:	APR 2018
DESIGNER:	AR
SCALE:	As indicated
NO:	16039
REV:	A002

DESIGNED BY:	HA
DATE:	
NO:	
REV:	H

INTERIORS
DESIGNERS
ARTWORKS

H E D
ARCHITECTS

Hede Architects Pty. Ltd.
174 MORAY STREET
601 THURMONGAR
VICTORIA 3089 AUSTRALIA
PH: 03 9462 0021
WWW.HEDARCHITECTS.COM



GROUND FLOOR PLAN - BEACH LEVEL
SCALE 1 : 100

REVISION SCHEDULE		
Date	Rev.	Description
2017.03.10	C	COMMUNITY CONSULTATION
2017.05.26	D	CONSULTANT ISSUE
2017.08.02	E	DESIGN DEVELOPMENT PACKAGE
2017.08.14	F	BEACH LEVEL RAMP - STAIR RELOCATION
2017.10.10	G	ROOM RELOCATION
2018.04.04	H	PLANNING PERMIT REVISION

REVISIONS



PROJECT: PROPOSED EDITHVALE LIFE SAVING CLUB
 CLIENT: KINGSTON CITY COUNCIL
 DRAWING: GROUND FLOOR PLAN
THIS DRAWING IS COPYRIGHT. REPRODUCTION IS PROHIBITED WITHOUT PERMISSION. USE IN OTHER DRAWINGS ONLY.

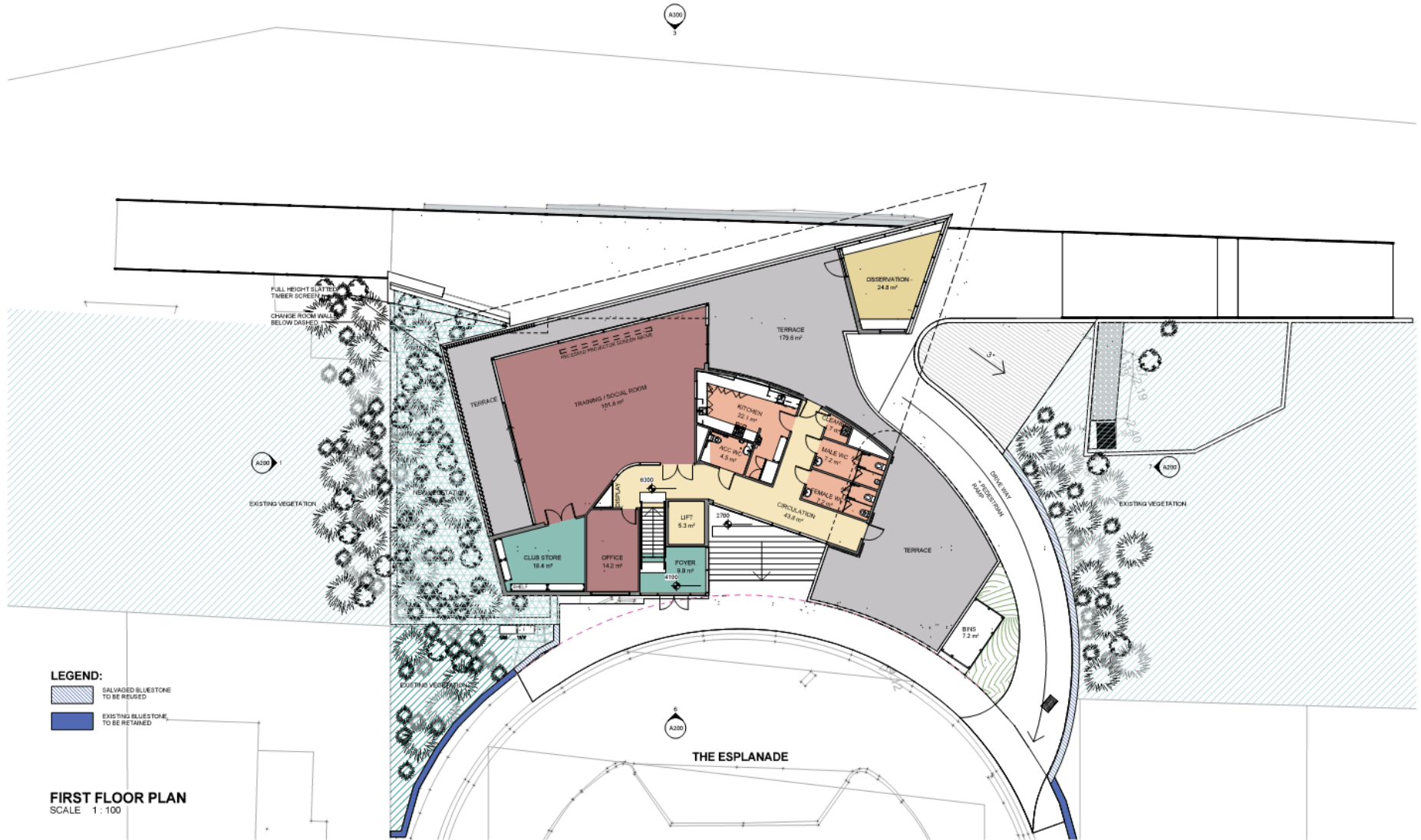
DATE:	APR 2018
DRAWN:	AR
CHECKED BY:	HA
SCALE:	As indicated
DRAWING NO.:	16039
PROJECT NO.:	A100
REVISION:	H

INTERIORS
 DESIGNERS
 ARTWORKS



H E D E
 ARCHITECTS

Hede Architects Pty. Ltd.
 124 HARBURY STREET
 COLTHERAGE BUILDING
 VIC 3048, AUSTRALIA
 PH: 03 9492 8221
 FAX: 03 9492 8208



LEGEND:
 SALVAGED BLUESTONE TO BE REUSED
 EXISTING BLUESTONE TO BE RETAINED

FIRST FLOOR PLAN
 SCALE 1 : 100

REVISION SCHEDULE		
Date	Rev	Description
2017.03.18	C	COMMUNITY CONSULTATION
2017.05.08	D	CONSULTANT ISSUE
2017.05.02	E	DESIGN DEVELOPMENT PACKAGE
2017.05.10	G	RISK RECOGNITION
2018.04.04	H	PLANNING PERMIT REVISION



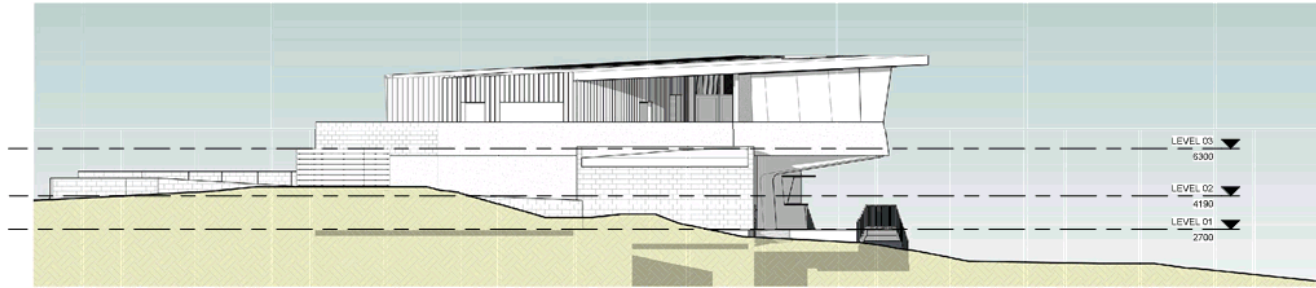
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 CLIENT: KINGSTON CITY COUNCIL
 DRAWING: FIRST FLOOR PLAN
 DATE: APR 2018
 DRAWN: AR
 CHECKED: HA
 SCALE: As indicated
 DRAWING NO: 16039
 SHEET NO: A101

INTERIORS
 DESIGNERS
 ARTWORKS



HE
 ARCHITECTS
DE

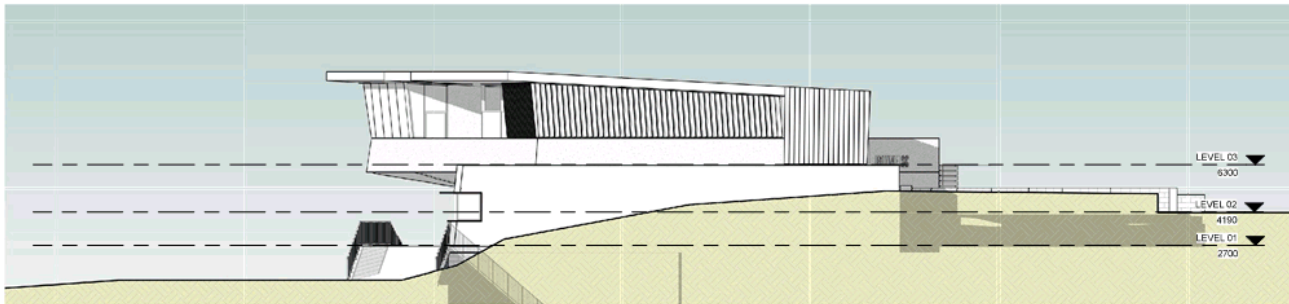
Hede Architects Pty. Ltd.
 114 MORRIS STREET
 601 THURMONGA
 VICTORIA 3089 AUSTRALIA
 PH: 03 9462 0023
 FAX: 03 9462 0088



7 NORTH ELEVATION
1 : 100



6 EAST ELEVATION
1 : 100



1 SOUTH ELEVATION
1 : 100

REVISION SCHEDULE		
Date	Rev.	Description
2017-03-10	C	COMPLIANCE CONSULTATION
2017-05-26	D	CONSULTANT ISSUE
2017-08-02	E	DESIGN DEVELOPMENT PACKAGE
2017-10-10	G	WORK RELOCATION
2018-04-24	H	PLANNING PERMIT REVISION

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PROJECT	PROPOSED EDITHVALE LIFE SAVING CLUB
CLIENT	KINGSTON CITY COUNCIL
DESIGNER	HEDE ARCHITECTS
DATE	APR 2018
SCALE	AR
PROJECT NO.	16039
REVISION	H

DATE	APR 2018
SCALE	AR
PROJECT NO.	16039
REVISION	H

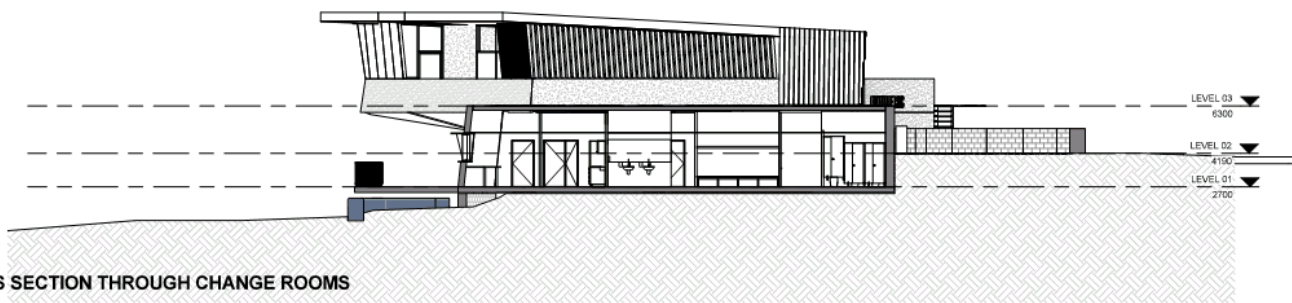
INTERIORS	<p>Hede Architects Pty. Ltd. 114 HARBOR STREET 601 TRIMBLE BARRIE VIC 3048, AUSTRALIA PH: 03 9462 8221 MAIL: 60 TRIMBLE BARRIE</p>
DESIGNERS	
ARTWORKS	




3 WEST ELEVATION
1:100



1 CROSS SECTION THROUGH CONCOURSE
1:100



2 CROSS SECTION THROUGH CHANGE ROOMS
1:100

REVISION SCHEDULE			DATE	PROJECT	DRAWN	CHECKED	SCALE	SHEET NO.	SHEET TOTAL	INTERIORS	DESIGNERS	ARTWORKS	 Hede Architects Pty. Ltd. 114 MORRIS STREET GO. THAMESBOROUGH VIC 3045, AUSTRALIA PH: 03 9462 6023 WWW.HEARCHITECTS.COM
Date	Rev.	Description											
2017-03-18	C	CONSULTANT CONSULTATION		PROPOSED EDITHVALE LIFE SAVING CLUB	AR	HA	1:100	16039	A300				
2017-05-08	D	CONSULTANT ISSUE		KINGSTON CITY COUNCIL									
2017-08-02	E	DESIGN DEVELOPMENT PACKAGE											
2017-10-10	G	RISK RE-EVALUATION											
2018-04-04	H	PLANNING PERMIT REVISION											

10. City Assets and Environment Reports

Ordinary Meeting of Council

23 April 2018

Agenda Item No: 10.1

MORDIALLOC SAILING CLUB'S REQUEST TO DEVIATE FROM LEASING POLICY REGARDING A NEW PROPOSED LEASE

Contact Officer: Nicholas Beck, Team Leader Property Services

Purpose of Report

The purpose of this report is to seek Council direction regarding a request from a current Council tenant, Mordialloc Sailing Club, to deviate from the current Leasing Policy in relation to several matters.

Disclosure of Officer / Contractor Direct or Indirect Interest

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

OFFICER RECOMMENDATION

That Council:

1. Writes to Mordialloc Sailing Club to offer the club a 21 year lease;
2. Authorises the CEO or his delegate to publish a notice in accordance with Section 190 of the Local Government Act 1989 advising of Council's intention to enter into a lease with Mordialloc Sporting Club including the following terms:
 - Rent: \$1,277 (year 1), \$2,555 (year 2)
 - Review: Annual 2% increases starting from year 2; and
 - Term: 21 years (7+7+7);
3. Appoints Cr West, Cr Brownlees, Cr Gledhill, General Manager City Assets & Environment and Manager Property, Arts & Leisure to hear any submissions received and that any submission be heard at 5:00 pm on 5 June 2018 or other suitable time; and
4. In the event no submissions are received, authorises the CEO or his delegate to execute a lease on the advertised terms and to the satisfaction of Council's solicitor.

1. Executive Summary

Council officers have been in discussions with the Mordialloc Sailing Club regarding the negotiation of a new lease. Various issues within the lease have been deliberated over which ultimately has led to a point where no agreement can be reached as the matters are beyond the delegated authority of officers or they are inconsistent with Council's Leasing Policy.

The 2 issues in contention are:

1. Lease Term – The club has requested a term greater than 9 years which officers are unable to approve under delegation; and

**City of Kingston
Ordinary Meeting of Council**

Agenda

23 April 2018

2. Lease Rental – The club has stated the increase in rental from \$1,400 to \$2,555 with the first year’s rental being discounted by 50% to \$1,277.86 consistent with the current Leasing Policy is too high.

Officers have agreed with the club to present the request to Council in order to seek direction and resolution of how to proceed.

2. Background

The Mordialloc Sailing Club signed a lease to occupy Crown Land known as 2-4 Bowman Street Aspendale on 1 November 1996 for a term of 21 years. The lease expired 31 October 2017 and has been in overhold since then. The land is Crown Land and Council is the appointed Committee of Management.

The club currently has 290 members, from which 235 members reside in the City of Kingston. During the 2015-2016 financial year, the club has generated a net Accounting Profit of \$12,095 (see below table for profits over the last 5 financial years).

	2015/16	2014/15	2013/14	2012/13	2011/12
Gross Profit	\$106,148	\$103,207	\$101,213	\$119,578	\$100,459
Net Profit / (Loss)	\$12,095	\$2,837	(\$25,872)	(\$7,410)	(\$711)

Council has been in discussions with the club since mid-2017 in relation to negotiating a new lease under the current Leasing Policy.

The club currently pays \$1,400 per annum which is based on a commencing rent in 1996 of \$700 which has escalated year on year by CPI. The execution date of the lease was prior to the adoption of the current Council Leasing Policy. The proposed rental for the new lease has been determined in accordance with the existing policy which directs officers to calculate rent based on 0.5% of the land value and 0.2% of the depreciated building value.

In the latest correspondence received (Attached), the club identifies two main issues:

1. Lease Term
The club states it is not willing to accept a lease term of 9 years. The club believes that based on its current contribution to the community in terms of programs and volunteer work it should be offered a greater level of tenure. The club has raised the 21 year lease executed by Mordialloc Motor Yacht Club as a precedent to support their request for a 21 year term.
2. Lease Rental
The club does not believe the 1st year 50% discount of rent is fair and therefore they have proposed a 5 year staged increase to \$2,555.

Officers believe there is merit in the clubs request for a long term lease on the basis that it provides stability and recognition of the community benefit enjoyed as a result of the volunteer hours contributed by the club. However officers do not support the reduction in rent, the current policy provides officers with the ability to offer a 50% discount on year 1 to assist with budgeting for the large increase. Officers believe the rent request to be excessive and not in line with other recently executed leases.

If Council were to approve the requested 21 year lease, we would be required to advertise Councils intention to enter into a lease in accordance with Section 190 and to consider any submissions in accordance with Section 223 of the Act on the basis the lease term exceeds 10 years.

3. Discussion

3.1 Council Plan Alignment

Goal 1 - Our well-planned, liveable city supported by infrastructure to meet future needs
Outcome 1.1 - Intergenerational land use planning for a sustainable community

3.2 Consultation/Internal Review

Officers have considered the Mordialloc Sailing Club's recent request and as the requests being sought do not conform to Council's Leasing Policy a decision of the Council is sought.

3.3 Operation and Strategic Issues

9 Year Lease Term

Council officers have been consistent with offering up to a 9 year lease for many community and sporting tenants. As policies and legislation change from year to year, Council is exposed to some risk if a Sporting Club Lease was for a term greater than 9 years as new changes cannot be captured and updated into the lease.

Currently Property Services has 48 Leases in over holding. By adopting Mordialloc Sailing Club's proposed term for a 21 year lease, Council will be exposed to risk as this sets a precedence for other clubs currently negotiating leases. Lease terms deviating from the policy may become problematic for Council officers as public advertisement is required for leases longer than 9 years which is a lengthy process and requires compliance with Section 190 and 223 of the *Local Government Act 1989*.

Lease terms longer than ten years have been considered where a tenant substantially invests in a significant capital investment (e.g. building works, playing surface) and fully maintains the asset. Officers believe that the clubs significant investment be considered as work in kind in regard to the significant volunteer hours provided by the club to teach sailing to the wider community. On this basis officers believe Council should offer the club a lease term to reflect the investment.

Reduction in Rent

The current Leasing Policy provides for a 50% discount in rent for the first year of a new lease that has a substantial increase from the previous year defined by policy as greater than 20%. The current rent is \$1,400 with the proposed new rent being \$2,555 representing a 90% increase. As a result officers have offered the club a commencing rent of \$1,277 for the first year and \$2,555 for year 2 then increasing at 2% each year thereafter.

Officers believe that the first year discount is more than fair to assist the club with budgeting for the increase.

3.4 Options

3.4.1 Option 1

Write to the Mordialloc Sailing Club advising that Council is not willing to deviate from the adopted Leasing Policy by reducing the rent or increasing the duration of the lease beyond 9 years.

3.4.2 Option 2

That Council:

1. Direct officers to write to Mordialloc Sailing Club advising of Council's resolution to offer the club a 21 year lease with no reduction in rent.
2. Authorise and direct the CEO or his delegate to publish a notice in accordance with Section 190 of the Local Government Act 1989 advising of Council's intention to enter into a lease with Mordialloc Sporting Club including the following terms:
 - Rent: \$1,277 (year 1), \$2,555 (year 2);
 - Review: Annual 2% increases starting from year 2; and
 - Term: 21 years (7+7+7);
3. Appoint Cr West, Cr Brownlees, Cr Gledhill, General Manager City Asset & Environment and Manager Property, Arts & Leisure to hear any submissions received and that any submission be heard at 5:00 pm on 5 June 2018 or other suitable time.
4. That in the event no submissions are received, authorise and direct the CEO or his delegate to execute a lease on the advertised terms and to the satisfaction of Council's solicitor.

Conclusion

The Leasing Policy a framework for Council with processes set out in the policy to ensure all tenants are paying a fair contribution for their use of Council land and facilities to provide maximum community benefit. On this occasion the request from the Mordialloc Sailing Club varies to the policy position and as such a variation from Council is being sought.

Environmental Implications

The site is located in a coastal vulnerable area. Short to medium term leases for land in these areas presents less risk to Council.

Social Implications
The Mordialloc Sailing Club provides an important social network for the community that encourages connectivity and recreational opportunities. All Council tenants should pay a fair contribution for their use of Council land and provide maximum community benefit from these facilities.

Resource Implications

Council will continue to provide ongoing programmed and reactive maintenance to the facility irrespective to the term proposed.

Legal / Risk Implications

The key risk implications are the precedence of approving a deviation from the adopted policy, effectively encouraging all other clubs to refuse officer negotiations and demand a review by Council, which removes the effectiveness of Council's policy position.

Appendices

Appendix 1 - Letter to Mordialloc Sailing Club Proposed Lease (Ref 18/16382) [↓](#)

Appendix 2 - Mordialloc Sailing Club Correspondence (Ref 18/43529) [↓](#)

Author/s: Nicholas Beck, Team Leader Property Services
Reviewed and Approved By: Julian Harvey, Manager Property, Arts and Leisure Services
Daniel Freer, General Manager City Assets and Environment

10.1

MORDIALLOC SAILING CLUB'S REQUEST TO DEVIATE FROM LEASING POLICY REGARDING A NEW PROPOSED LEASE

1	Letter to Mordialloc Sailing Club Proposed Lease	211
2	Mordialloc Sailing Club Correspondence	213

25 October 2017

City of
KINGSTONEmail: Nicholas.beck@kingston.vic.gov.au
Telephone: 9581 4316Bart Scheen
Commodore
Mordialloc Sailing Club
PO Box 5018
Mordialloc Vic 3195

Email: [REDACTED]

Dear Bart,

Re: Proposed lease Mordialloc Sailing Club

Thank you for meeting with myself Mark Stockton and Antoinette Cesario last Monday to discuss the club's concerns regarding the proposed tenure of the lease and the increase in the rental for the Mordialloc Sailing Club.

You raised during the meeting concerns about the sudden increase in rental that the club hadn't budgeted for. The increase calculations and rationale was explained to you, however Councils Leasing Policy does provide the ability to offer discounts to tenants signing new leases in the first year when increases in rental are larger than expected.

Based on the above, Council is willing to set the first years rent at \$1,277.86. Year 2 of the lease the rent will revert back to \$2,666.71 and then increased by 2% every year from then until the expiration of the lease.

In relation to the length of the lease, we discussed at length Councils limitations in offering leases greater than 9 years. We note that the club acknowledged this point and would accept a 9 year lease.

Mark, Antoinette and I were pleased we had the opportunity to meet you and Greg Gleason to not only discuss the lease but also learn more about the great community work the club does. Council acknowledges the contribution the Mordialloc Sailing Club has made over the past 70 years in providing a benefit to all sectors of our community.

Please let me know if the club is willing to execute a lease on the above terms and I'll prepare two bound copies of the lease and arrange delivery to yourself.

Regards,

A handwritten signature in blue ink that reads "N Beck".

Nicholas Beck
TEAM LEADER PROPERTY SERVICES, CITY OF KINGSTONcc: Mark Stockton, Team Leader - Sport & Recreation
Antoinette Cesario, Property Services

community inspired leadership

TRIM 17/168951 PAGE 1

**Mordialloc Sailing Club Inc
Inc No A0017355J**

**Foreshore
North Aspendale
Telephone (03) 9580-8816**

www.mordiallocsc.com.au



Simply the best ...
Family Club on the Bay

Correspondence to

**Hon Secretary
PO Box 5018
Mordialloc 3195**

msc@mordiallocsc.com.au

27th February 2018

Councillors
City of Kingston
1230 Nepean Hwy
Cheltenham, Victoria
3192

Dear Councillor

As the Commodore of Mordialloc Sailing Club I am writing this letter on behalf of our 223 members, asking for your support for our proposed amendments to the terms of our new lease.

The City of Kingston's Property Services Department will present a report to the Council in March and ask Council to vote on whether to accept our proposed amendments (refer to included letter to Council dated 22nd November 2017).

In brief, these amendments include:

- Extending the proposed period of the lease from 9 years to 21 years (in line with that granted to Mordialloc Motor Yacht club)
- Providing a fair staged increase in rent (a 5 year staged increase rather than a full increase from \$1277.86 in 2017 to \$2666.71 in 2018)
- Changing Clause 6 – to ensure that any redevelopment/relocation maintains security of the site as a water-based activity area for the original term of the lease.

Established in 1946, Mordialloc Sailing Club is a community focused group of citizens encouraging water based social interaction, learning and development, to a wide cross section of the local community. All programs run at Mordialloc Sailing Club are not for profit and are supported by volunteers. In 2017, more than 1600 volunteer hours were provided by our members, to deliver (at minimal or no cost) the following programs:

- Sailability programs (in their third year) for Yarrabah and Rossbourne schools. These programs offer students with disabilities, activities that range from on water enjoyment and social interaction through to development of real boat operating skills.
- School sailing programs for Parkdale and Cornish Colleges
- Learn to sail programs for age groups from 7 to 70+.
- Community sailing and social activities throughout the year.

In 2018 in addition to continuation of the above programs the following activities will be undertaken:

- A new relationship has been formed with Mordialloc College, to provide sponsored sail training places for financially disadvantaged students through the College's Wellbeing team. The first students began sail training on February 9th.
- Use of club-rooms by groups such a local Scouting, Scope and art/dance groups. MSC offers its facilities to local community groups for meetings and social gatherings at no cost other than utilities and cleaning costs.
- Mordialloc Sailing Club has commenced offering a range of loan boats owned by the club (sail boats and kayaks) to allow individuals and families to participate in on water activities without the need to own their own boat.

Security of tenure and a long-term lease allows us to plan well into the future, make applications and draw major sailing events to the City of Kingston. These events bring hundreds of visitors to the area and boost commercial activity. Recent and future events include:

- In January 2017 the club hosted the Sharpie class National Titles over 7 days bringing 130 sailors plus support crew and families from all states of Australia.
- At the end of February we will host the Victoria Sabre Teams Racing event with an expected 30 boats competing
- In March 2018 we will host the Laser state titles with over 60 boats competing.
- In early 2019 we have secured the right to hold the Mosquito National Titles with 40 boats and approx. 60 sailors plus support crews and families.

In this letter I have shown that Mordialloc Sailing Club is a vibrant group of citizens that are involved in more than just sporting activities. While we have sailing as our primary focus we are much more than a sailing club. We offer families and individuals water based social interaction, learning and development in a safe and supportive environment. We offer this to all City of Kingston community members including those with disadvantage, whether financial, physical or cognitive.

In closing, I would like to thank you for taking the time to read this letter and ask that you support our proposed changes to the terms of our new lease. To enable long term planning and to continue providing our existing services to the community we need a long term, secure and fair lease.

Thank you in anticipation for your support in this important matter.

Kind Regards,

Bart Scheen
Commodore, Mordialloc Sailing Club
scheen.bart@gmail.com
0488998843

Mordialloc Sailing Club Inc.
Inc. No: A0017355J
ABN 11 892 609 895
Foreshore
North Aspendale
Tel: (03) 9580-8816



Simply the best ...
Family Club on the Bay

www.mordiallocsc.com.au

Email: msc@mordiallocsc.com.au

Correspondence to:

Hon. Secretary,
P.O. Box 5018
Mordialloc, 3195

22 November 2017

Nicholas Beck
Team Leader Property Service
City of Kingston
Email Nicholas.beck@kingston.vic.gov.au

Dear Nicholas

RE: Proposed lease Mordialloc Sailing Club

Thank you for your letter of proposal dated the 25th of October outlining the councils offer regarding the proposed tenure of the lease and rental for the Mordialloc sailing Club. (MSC)

In response to your letter, the Executive Committee of MSC met on Monday the 13th November, reviewed your proposal and formulated the following response:

1. Annual rental

The committee believes the postponement of the new rental of \$2,666.71 until the 2018 payment date, does not constitute a fair staged increase.

MSC proposes a 5 year staged increase to reach the new rental of \$2,666.71 per annum. From that time an annual increase of 2% is applied until the expiration of the lease.

2. Term of Lease

We do acknowledge the difficulty in providing a term of lease greater than 9 years, however the committee believes a 9 year lease, does not properly reflect the value MSC brings to the community of the City of Kingston. It also makes long term planning for the club a much more difficult task.

MSC provides to the wider community (general public, schools, young people with intellectual and physical disability and the financially disadvantaged) a wide range of water based social interaction, learning and development. Our club members provide volunteer value in excess of \$50,000.00 annually (based on Federal Dept. of Infrastructure's current deemed value of volunteer labour of \$31.05 per hour)

MSC proposes a Term of Lease equivalent to that offered to the Mordialloc Motor Yacht Club. (21 years). We acknowledge that this may require further work on your behalf in gaining approval of the Council and wider community. We apologise for any further impost or delay this may cause, but the committee believes strongly that this would allow us to continue planning towards our long term goals.

3. Redevelopment and Relocation

The committee believes that Clause 6 of the lease agreement provides no secure tenure of our current location beyond a 2 year period. However, the committee does acknowledge that the intent of the clause 6 is to facilitate any redevelopment of the site as a sailing/water based activity centre. MSC proposes a letter of comfort be issued by the council. This letter should outline that providing Mordialloc Sailing Club continue to meet its regulatory and social commitment, it will remain the central focus of the leased area following any redevelopment, for the period of the initial term of lease.

Mordialloc Sailing Club would like to thank you for your acknowledgement of our contribution to the community of the City of Kingston over the past 70 years.

We look forward to working closely with council to realise a positive outcome to these important negotiations.

Regards

Bart Scheen
Commodore / on behalf of the members of
Mordialloc Sailing Club Inc.

Agenda Item No: 10.2

BONBEACH RECREATION RESERVE OUTDOOR NETBALL COURTS CONSULTATION FINDINGS

Contact Officer: Mark Stockton, Team Leader Sport and Recreation

Purpose of Report

The purpose of this report is to overview feedback received from the community in response to the proposed development of outdoor netball courts at Bonbeach Recreation Reserve. It also presents additional investigations and works in response to community concerns to lessen the impact sporting activities have upon residential amenity.

Disclosure of Officer / Contractor Direct or Indirect Interest

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

OFFICER RECOMMENDATION

That Council:

1. Note community input and feedback from the consultation activities associated with the proposed development of outdoor netball courts at Bonbeach Recreation Reserve;
2. Authorise officers to undertake the following investigations and works:
 - a. Surveying surrounding residents to install parking restrictions and line markings within surrounding streets;
 - b. Relocating the outdoor netball courts to the south of the initial proposed location as per Appendix 1 and ensure its footprint is kept to a minimum whilst meeting Netball Victoria's facility guidelines;
 - c. Design and implement outdoor netball courts sports lighting to incorporate lighting fittings that minimise glare and light spill;
 - d. Providing an acoustic fence/sound wall along the site boundary to the west and north (as far as Royal Ave) of Bonbeach Recreation Reserve, subject to consultation with and approval by surrounding property owners;
 - e. Working with the Bonbeach Football and Netball Club and Chelsea Basketball Association to review car parking arrangements to minimise impacts upon residents, including parking of buses away from residential properties and spreading car parking across the formal and informal car parking areas;
 - f. Install security lighting on the Scout Hall and ensure its ongoing use; and
 - g. Commence a consultation and design process, including site identification and works for the upgrade of the playground facility with residents.
3. Authorise officers to allocate savings from the 2017/18 operational budget to implement the investigations and works (identified above);
4. Note the Bonbeach Recreation Reserve Netball Courts Concept Plan (Revised) (Appendix

- 1) and authorises officers to engage with South Ward Councillors to finalise detail of the concept plan for 1 May 2018 works initiation; and
5. Provide a written update to residents surrounding Bonbeach Recreation Reserve outlining any design changes and timeline for implementation.

1. Executive Summary

In response to sporting club's request for additional netball facilities, Council resolved on the 26 April 2017 that Council:

1. *Proceed with the development of:*
 - *Two floodlit netball courts at Bonbeach Recreation Reserve;*
 - *One floodlit netball court at Chelsea Recreation Reserve;*
 - *One floodlit netball court and match-day warm up area at Regents Park;*
2. *Authorise officers to investigate a potential second floodlit netball court at Regents Park following consultation with the Edithvale Aspendale Football Netball club and family members of the late Jack Cuthbertson regarding their association with the memorial garden and any possible impacts on the garden;*
3. *Authorise officers to consult with surrounding residents to seek feedback and provide input into the development of netball facilities at Bonbeach Recreation Reserve, Chelsea Recreation Reserve and Regents Park; and*
4. *Authorise officers, following the consultation outlined above, seek relevant approvals (where necessary), procure and install netball facilities in these locations.*

In the course of consultation activities an information bulletin was regrettably not circulated to residents surrounding Bonbeach Recreation Reserve. Following the commencement of works to remove the playground, surrounding residents expressed concerns to Council and Councillors with the lack of consultation.

In response to these concerns Council resolved on the 26 March 2016 that Council:

1. *Engage with Bonbeach Football and Netball Club and surrounding residents on potential solutions to community concerns and immediately source alternative court facilities for any effected netball clubs; and*
2. *Further that officers report back on possible solutions and immediate contract implications.*

Through consultation activities residents have raised a number of concerns with the proposed outdoor netball courts and other existing activities currently occurring at Bonbeach Recreation Reserve. The major concerns relate to parking and traffic management, noise, possible glare from the sports lighting and timing for installation/location for natural surveillance of the new playground. Risks of golf balls and snakes entering the Reserve was also raised as a concern that is currently being investigated

Residents have expressed concerns that the new outdoor netball courts will increase the demand for car parking and traffic movements within the local street network, which currently on game days (9 occasions per year) is a concern for residents i.e illegal parking and congestion. There are a number of options for Council in response to these concerns. They include:

- Survey surrounding residents with a view to installing parking restrictions within surrounding streets;
- Work with the Bonbeach Football and Netball Club and Chelsea Basketball Association for the purpose of reviewing car parking arrangements to maximise use of all car parking areas to achieve a 'best use' outcome to minimise impacts upon residents. Investigate parking of buses away from residential properties, spreading car parking across the formal and informal car parking areas, including the car parking off Bondi Road/Scotch Parade (in total there is approximately 294 car parks within three distinct areas at Bonbeach Recreation Reserve);
- The Mayor, Cr Steve Staikos and General Manager City Assets and Environment have meet with representatives from the Chelsea Basketball Association and begun discussions to identify ways to minimise the impact of stadium activities upon surrounding properties;
- Active policing of car parking in the surrounding street network.

With regard to existing and potential future noise issues for Council consider include:

- Commencing investigations to install noise attenuation measures to mitigate noise arising from sporting activities, particularly the residential properties abutting the stadium and scout hall; and
- Work with the Chelsea Basketball Association for the purpose of minimising noise from its activities that impact upon surrounding residents. Potentially this could include additional signage and messaging reminding Association's members that the stadium is within a residential area and it is important to minimise outside noise and review the timing of activities undertaken during the early mornings.

Concerns with glare and light spill from new sports lighting is commonly expressed by residents. As sports lighting is designed and certified in accordance with Australian Standards to ensure light spill and glare is minimised at the boundary of residential properties, these concerns have been successfully mitigated at many other sites across the City.

Expediting the planning to enable the timely upgrade of playground facilities at Bonbeach Recreation Reserve is also recommended in response to residential concerns.

Whilst some comments from residents seeks for the relocation of the proposed outdoor netball courts, the proposed location provides Council the future opportunity to expand the indoor stadium (subject to further investigation and consideration by Council), allows for the provision of additional car parking (with the possible removal of the scout hall, proposed by Scouts Victoria as a possible candidate for removal due to low patronage) and is supported by the Bonbeach Football and Netball Club. However there is the possibility to reposition the outdoor netball courts to the south of the intended location (towards the Patterson River Golf Course), which is recommended.

Council has now sought feedback from residents and other stakeholders regarding the proposed outdoor netball courts with a number of actions are recommended in response to these concerns. These actions seek to minimise the impact of sporting activities upon surrounding residences and address car parking, traffic management, noise, sports lighting and playground residential concerns.

2. Background

In response to sporting clubs' requests for additional netball facilities, Council resolved on 26 April 2017 that Council:

1. *Proceed with the development of:*
 - *Two floodlit netball courts at Bonbeach Recreation Reserve;*
 - *One floodlit netball court at Chelsea Recreation Reserve;*
 - *One floodlit netball court and match-day warm up area at Regents Park;*
2. *Authorise officers to investigate a potential second floodlit netball court at Regents Park following consultation with the Edithvale Aspendale Football Netball club and family members of the late Jack Cuthbertson regarding their association with the memorial garden and any possible impacts on the garden;*
3. *Authorise officers to consult with surrounding residents to seek feedback and provide input into the development of netball facilities at Bonbeach Recreation Reserve, Chelsea Recreation Reserve and Regents Park; and*
4. *Authorise officers, following the consultation outlined above, seek relevant approvals (where necessary), procure and install netball facilities in these locations.*

Following the distribution of an information bulletin in February March 2018 advising residents surrounding Bonbeach Recreation Reserve of works to develop two outdoor netball courts, Council was made aware that this was the first time that some residents had heard of these works.

Whilst Council did promote the two outdoor netball courts via the media, the planned distribution of an earlier information bulletin seeking feedback of the proposed outdoor netball courts was not distributed to residents (intended circulation October/November 2018).

In response to residential concerns relating to the lack of consultation on the planned outdoor netball courts Council resolved on the 26 March 2016 that Council:

1. *engage with Bonbeach Football and Netball Club and surrounding residents on potential solutions to community concerns and immediately source alternative court facilities for any effected netball clubs; and*
2. *Further that officers report back on possible solutions and immediate contract implications.*

This report provides details of the consultation activities and a summary of issues raised by residents in response to proposed outdoor netball courts and other issues at Bonbeach Recreation Reserve.

3. Discussion

3.1 Council Plan Alignment

Goal 2 - Our sustainable green environment with accessible open spaces

Outcome 2.5 - Provide for a variety of sport and recreation opportunities across Kingston through the Sport and Leisure Strategy

3.2 Consultation/Internal Review

Consultation activities undertaken in March/April 2018 have included:

- Distribution of Information Bulletin to over 600 households (Appendix 1);
- Onsite meetings with concerned residents with attendance by the Chief Executive Officer and General Manager City Assets and Environment – 23 March 2018;
- Officers arranged two onsite community information sessions. These sessions were attended by the Mayor Cr Steve Staikos, South Ward Councillors Cr Tamsin Bearsley, Cr David Eden and Cr Georgina Oxley and senior staff representing Communications, Traffic and Parks and Recreation service areas. The Community Information Sessions were held on:
 - .1. Wednesday 4 April 2018 – 8 Attendees; and
 - .2. Tuesday 10 April 2018 – No Attendees.
- Written responses – 3 to date.

Council has also received a Petition with 27 signatures objecting “to the location of the netball courts at Bonbeach Recreation Reserve because of the potential traffic and parking problems in surrounding streets and/or the disturbance to surrounding homes from the lights and noise” (Appendix 2).

3.3 Operation and Strategic Issues

3.3.1 Key concerns and issues raised by residents are presented and discussed below. A full listing of comments and input received from residents is summarised as Appendix 3.

3.3.1.1 Traffic and Car Parking

A number of concerns were raised regarding traffic and car parking. These include:

- Additional demands for car parking within the introduction of the outdoor courts, including increased competition for car parking between stadium and netball/football games on 9 Saturdays per year (fixture games)
- Need for parking restrictions within surrounding streets.
- Many comments relating to traffic and parking controls in Genoa Ave, Cannes and Bondi Road.

Officer Response

It is proposed that the following is undertaken:

- Survey surrounding residents with a view to installing parking restrictions and line markings within surrounding streets;
- Work with the Bonbeach Football and Netball Club and Chelsea Basketball Association for the purpose of reviewing car parking arrangements to maximise use of all car parking areas to achieve a ‘best use’ outcome to minimise impacts upon residents. Investigate the parking of buses away from residential properties, spreading car parking across the formal and informal car parking areas, including the car parking off Bondi Road/Scotch Parade (in total there is approximately 294 car parks within three distinct areas at Bonbeach Recreation Reserve);
- The Mayor, Cr Steve Staikos and General Manager City Assets and Environment have met with representatives from the Chelsea Basketball Association and begun discussions to identify ways to minimise the impact of stadium activities upon surrounding properties; and

- Active policing of car parking in the surrounding street network.

3.3.1.2 Noise

Feedback included:

- Noise arising from early morning stadium activities and traffic departing the site in the evenings; and
- Potential of additional noise from the use of the outdoor netball courts impacting upon local residents.

Officer Response

It is proposed that the following is undertaken:

- Commence investigations in consultation with residents to install noise attenuation measures to mitigate noise arising from sporting activities.
- Work with the Chelsea Basketball Association for the purpose of minimising noise from its activities impacting on surrounding residents. Potentially this could include additional signage and messaging reminding its members that the facility is within a residential area and review the timing of activities undertaken during the early mornings.
- Continue to work with tenant groups at the site. In this regard the Mayor, Cr Steve Staikos and General Manager City Assets and Environment have met with representatives from the Chelsea Basketball Association and begun discussions to identify ways to minimise the impact of stadium activities upon surrounding properties.

3.3.1.3 Netball Court Location

Feedback included:

- Can the netball courts be relocated to another site?
- Concerns with light spill impacting upon general residential amenity.

Officer Response

It is proposed that the following is undertaken:

- Relocating the outdoor netball courts to the south of the initial proposed location and ensure its footprint is kept to a minimum whilst meeting Netball Victoria's facility guidelines. It is noted that the site adjacent (east) to the stadium is subject to a Cultural Sensitivity Overlay, the development of outdoor courts in this location may result in significant time delays and risk to the project proceeding;
- The footprint of the proposed of the outdoor netball courts can be reduced (marginal reduction) and still meet Netball Victoria facility guidelines;
- Ensure that the design and implement outdoor netball courts sports lighting to incorporate lighting fittings that minimise glare and light spill

3.3.1.4 Playground

Respondents raised the following concerns relating the playground:

- Disappointment that a new playground was not provided for before the removal of the existing playground.
- The proposed location of the playground may place children at risk of golf ball injury or snake bite.

Officer Response

It is proposed that the following is undertaken:

- Design planning will commence to expedite the site selection, design and delivery of new playground, considering risks from golf balls and snakes;

3.3.1.5 Scout Hall

Feedback regarding the scout hall included:

- Improve connection of the scout hall with the other areas of the reserve via a pathway;
- Improved lighting on the scout hall; and
- Concerns with noise from the scout's outdoor activities will only be able to be consulted at the rear of the scout hall which may have an adverse noise impact on immediate residents.

Officer Response

It is proposed that the following is undertaken:

Officers will work with the Victoria Scouts to improve the lighting of the scout hall, including opportunities for the installation of additional lighting and connection (pathway) to the new playground.

3.3.1.6 General

Respondents raised the following generalist concerns:

- Lack of consultation.
- Maintenance of facilities within the Reserve, lighting issues within the car park.
- Loss of space to participate in unstructured activities i.e. kick a ball etc.

Officer Response

- Officers recognise the error made with the lack of planned earlier consultation activities and have made considerable efforts to seek community feedback upon this important community project.
- General maintenance issues will be programmed for action.
- The existing soccer goals, located on the proposed netball, are proposed to be relocated behind the scout hall. Outside of allocated training and competition times, the sports fields are available for unstructured recreation activities.

3.3.2 Procurement

The key procurement tasks associated with the outdoor netball courts at Bonbeach Recreation Reserve, included:

Task	Date
Invitation to tender	9 December 2017
Tenders closed	18 January 2018
Assessment of tenders and recommendation to appoint	6 March 2018
Issue of letter to appoint preferred contractor	6 March 2018
Letter of confirmation of acceptance of terms/offer	7 March 2018
Execution – signing and sealing of contact	23 March 2018

4. Conclusion

4.1 Environmental Implications

Environmental considerations will be made through the development of the outdoor netball courts.

4.2 Social Implications

The provision of the outdoor netball courts responds to the increasing popularity of netball, which is experiencing significant increased participation rates.

4.3 Resource Implications

Within Council's Budget (2017-2018) funding is available to construct the proposed outdoor netball courts.

The funding of new works, in response to residential concerns, will be considered through the identification and redirection of funds from within Council's existing budget.

4.4 Legal / Risk Implications

Council has entered a contract with Turf One Pty Ltd for the lump sum of \$473,000 to construct the outdoor netball courts. Council has provided direction to Turf One Pty Ltd to delay the commencement of works, pending input and feedback from the consultation process.

Should Council withdraw from the contract, it could be liable for claims such as the loss of profit.

Appendices

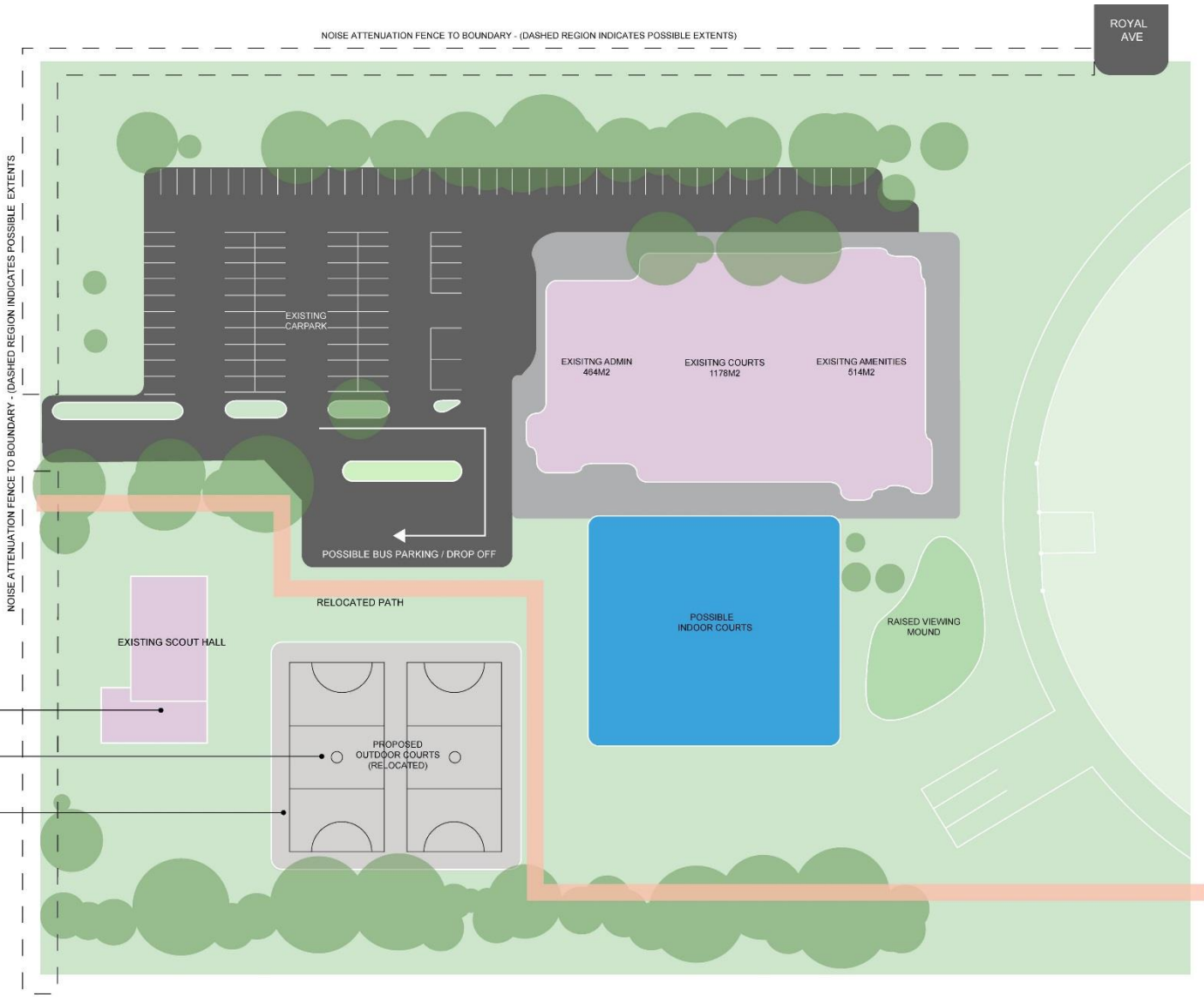
Appendix 1 - Bonbeach Recreation Reserve Revised Concept Plan (Ref 18/58929) [↓](#)

Author/s: Mark Stockton, Team Leader Sport and Recreation
Reviewed and Approved By: Mark Juler, Manager Parks & Recreation
Daniel Freer, General Manager City Assets and Environment

10.2

BONBEACH RECREATION RESERVE OUTDOOR NETBALL COURTS CONSULTATION FINDINGS

1	Bonbeach Recreation Reserve Revised Concept Plan	227
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GENERAL NOTES

- > PLAYGROUND RELOCATION SITE TO BE DETERMINED IN CONSULTATION WITH RESIDENTS
- > THE EXTENT OF NOISE ATTENUATION FENCING TO BE APPROVED BY SURROUNDING PROPERTY OWNERS
- > IMPROVED LIGHTING TO BE PROVIDED TO THE SCOUT HALL
- > PROPOSED NETBALL COURTS REDUCED IN SIZE TO MEET NETBALL VICTORIA GUIDELINES
- > PROVISION OF SPORTS LIGHTING TO BE DESIGNED WITH FITTINGS THAT MINIMISE GLARE AND LIGHT SPILL INTO SURROUNDING PROPERTIES

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BONBEACH RECREATION RESERVE

Agenda Item No: 10.3

BENTLEIGH GREENS SOCCER CLUB'S PROPOSED RELOCATION OF FENCE AT KINGSTON HEATH RESERVE REGIONAL SOCCER FACILITY

**Contact Officer: Mark Stockton, Team Leader Sport and
Recreation**

Purpose of Report

Bentleigh Greens Soccer Club, the primary tenant at Kingston Heath Reserve Regional Soccer Centre, has submitted a proposal to Council seeking permission to relocate the northern fence boundary adjacent to Pitch 1, 30m (approximately) further north into the Reserve.

Following discussions between Councillors, reserve stakeholders, including Friends of Kingston Heath Reserve representatives and the Bentleigh Greens Soccer Club, a number of options have been considered. Feedback has also been sought upon these options from Victoria Police and the Metropolitan Fire Brigade.

Interested stakeholders representing the Friends of Kingston Heath Reserve, Bentleigh Greens Soccer Club and Victoria Police has endorsed a fence relocation option which is presented for Council's consideration and approval.

Disclosure of Officer / Contractor Direct or Indirect Interest

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

OFFICER RECOMMENDATION

That Council

1. Approve the relocation of the northern boundary fence of the soccer Pitch 1 at Kingston Heath Reserve, as set out as Appendix 3;
2. Authorise officers to fund the fence relocation, from within the 2017/18 Council Budget; and
3. Write to stakeholder groups at Kingston Heath Reserve advising them of Council's decision and express Council's appreciation for their input and feedback.

1. Executive Summary

The Bentleigh Greens Soccer Club (the Club) has made a request of Council for approval to relocate the northern boundary fence adjacent to Pitch 1 at the Kingston Heath Regional Soccer Centre. This request has been made by the Club based upon its interests relating to patron safety at large events (supported by Victoria Police), increasing the capacity of the venue to accommodate additional patrons and aligning the fence line with the former lease agreement.

A major driver for the extended fence is to enable the safe management of large crowds that are attracted to the Football Federation Australia (FFA) Cup games. These games typically involve an A League Team (national team) and are not expected to be scheduled at Kingston Heath until August/September 2018. Given its floodlighting, car parking and other amenities, Kingston Heath is a preferred site for such large games.

Officers consider this a minor change to public access to open space areas and are supportive of the revised relocation for the fence, particularly as it will assist the safe management of larger scale events.

Following consideration of emergency service access and operational requirements a number of options have been considered for the alignment of a relocated fence. The option endorsed by the tenant groups, including the Friends of Kingston Heath Reserve, Bentleigh Greens Soccer Club and Victoria Police is for the relocated fence to be positioned around the existing kick up wall and 12m away from the Pitch 1 boundary fence (refer Appendix 3).

As a relocated fence supports the safe conduct of sporting events at the venue and is not exclusively for the benefit of the Club, it is recommended that Council meet the associated relocation costs.

Extending the fence alignment does not provide approval for any future facility development or expansion. Any future facility development proposal would be required to be considered by Council on a case by case basis..

2. Background

Kingston Heath Reserve supports organised sporting club activities (hockey, soccer, baseball and cricket) as well as more passive/informal activities such as walking, cycling, play, informal ball sports, dog off-leash activities, botanic/ornamental gardens, and social/family gatherings. There is an active Friends of Kingston Heath Reserve Group which takes a keen interest and demonstrates a strong sense of custodianship over the non-sporting areas of the Reserve, in particular in the north east corner of the Reserve which comprises a botanic garden and native vegetation area.

Each sporting activity is allocated use of a relatively distinct section of the Reserve; soccer occupies the eastern section of the Reserve and comprises four soccer pitches, a pavilion/function space, car parking and spectator viewing spaces. The facilities are provided to a regional standard; the Club participates in the Football Federation Victoria's National Premier League (NPL) level of competition and attracts crowds of up to 4,000 people at special events such as the annual Football Federation Australia (FFA) Cup, a knock out competition which draws participation from professional and semi-professional clubs from across Australia. The Club has a membership of just over 300 people.

The Club has made a request of Council for approval to relocate the northern boundary fence of Pitch 1 at the Kingston Heath Reserve Regional Soccer Centre (Appendix 1). The Club has nominated three primary objectives influencing its request, comprising:

1. Safety of spectators at large events;
2. Proper alignment of the physical venue boundary with the area nominated in their former lease agreement; and
3. The Club's desire to expand the capacity of the venue.

3. Discussion

3.1 Council Plan Alignment

Goal 2 - Our sustainable green environment with accessible open spaces

Direction 2.5 - Provide for a variety of sport and recreation opportunities across Kingston through the Sport and Leisure Strategy.

3.2 Consultation/Internal Review

As part of assessing the Club's proposal, feedback and input was sought from the following:

- Bentleigh Greens Soccer Club – written submission, telephone discussions and emails;
- Central Ward Councillors – briefing undertaken with all Central Ward Councillors, email updates, invitation to and/or involvement at subsequent meetings;
- Kingston Heath Reserve Advisory Group members including sporting clubs, the Friends Group and individual resident;
- Co-located agencies; the Cheltenham Moorabbin RSL and Central Bayside Community Health Services. The Cheltenham Moorabbin RSL has indicated that it does not have an issue with the proposed fence relocation. The RSL has requested consideration be given to the installation of speed humps and 'No Standing' signs out the front of the RSL to address existing potential hazards. This request has been referred to Council's Traffic Management Department for investigation and response separate to this matter. Central Bayside Community Health Services has indicated that the proposed fence does not impact upon its activities at the site;
- Southern United Hockey Club, Kingston Heath Cricket Club and Cheltenham Baseball Club did not foresee any negative impact as a result of the Soccer Club's proposal and supported it in full; and
- Victoria Police and Metropolitan Fire Brigade – written submission and telephone conversations.

Internal review of the Club's proposal has been completed by Council's:

- Sport and Recreation Team;
- Property Services – Advice relating to the Club's lease arrangements;
- City Development – Advice regarding building requirements/permits related to fence relocation;
- Parks Team - Advice relating to vegetation impacts, park maintenance implications and costs associated with fence relocation;
- Traffic Management Team – Advice and design relating to requirements for emergency vehicle access to the site; and
- Communication and Events – Event management feedback and advice.

Meetings have occurred with representatives from the interested stakeholders, including the Friends of Kingston Heath Reserve, the Club and Councillors to review and provide input upon the Club's original submission and other fence relocation options.

On the 12 April 2018, the representatives from the Friends of Kingston Heath Reserve and the Club endorsed the relocation of the fence to be positioned around the existing kick up wall and 12m away from the Pitch 1 boundary fence (refer Appendix 2). Minutes from this meeting are set out as Appendix 3.

Victoria Police has also provided support for this option as it allows emergency vehicle (both Police and Ambulance) to turn around within this area. In addition, Victoria Police indicate that this area provides the ability for "emergency service workers to perform their role in a safe environment with suitable room to manoeuvre to utilise arrest tactics and crown control techniques. If required to act in a restricted space the risk of injury to emergency service workers and the public is significantly increased."

Advice provided by Victoria Police in relation to the matter is set out as Appendix 4.

The Metropolitan Fire Brigade has indicated that it does not foresee the need to access the site from this location.

3.3 Operation and Strategic Issues

3.3.1 Club Objectives

3.3.1.1 Safety of spectators at large events

The Club report that the area behind the Pitch 1 (northern goal area) is currently very narrow at 2.5m, limiting patron manoeuvrability within the site. Effectively when crowd numbers are in the thousands during special events and high interest matches, the area becomes a 'pinch point'. The Club suggests that the configuration of this area is likely to hinder an on-site evacuation process in the case of an emergency and also prevents security or emergency services from attending an incident in this area e.g. responding to a sick patron or anti-social behaviour.

Victoria Police also support the relocation of the fence to enable safe event management.

3.3.1.2 The Club's desire to expand the capacity of the venue

Since submitting its request to relocate the fence, the Club has presented to Council its keen interest in participating in the proposed Championship Cup. If the Club is successful with its application to this proposed second tier national soccer competition, it may require additional onsite facilities at Kingston Heath such as additional undercover spectator area and permanent media facilities for television purposes. Such developments would require further consideration via Council's approval processes, and may also require Town Planning consideration. Approvals would be subject to community benefit and funding availability.

The approvals associated with any possible future facility development would be subject to separate consideration, on a case by case basis by Council. Matters such as size, shape, form and usage would need to be given consideration with any proposed future development.

3.3.2 Kingston Heath Reserve Master Plan

The Kingston Heath Reserve Master Plan was endorsed by Council in 2004 following comprehensive consultation with tenants, and interested residential stakeholders. The Master Plan determined the primary strategic focus of the Reserve as an area for active sporting pursuits, namely hockey, soccer, baseball and cricket (Page 3 – Executive Summary - Kingston Heath Master Plan, Appendix 5).

The passive values of the Reserve were also strongly supported throughout preparation of the Master Plan. Support for this function of the Reserve was expressed via a commitment to further delineate the active sporting areas more effectively so as to further reduce any conflict with the passive areas of the Reserve.

The Master Plan highlighted that the existing native vegetation areas were not to be any further 'squeezed' and where appropriate, they were to be expanded. It was recommended that old growth on the Reserve, typical of Sandbelt vegetation, should be preserved and this responsibility was to be undertaken by Council.

In summary, the intention of the Master Plan was to support existing sporting groups to respond to their needs and that all future sporting expansion proposals were to be considered at the time the need or interest emerged, allowing reliance on more certain participation and population data and trends. In this regard, Council established the Kingston Heath Regional Soccer Complex in 2011, following receipt of funding support from the Commonwealth. Since this time, this facility has attracted high levels of activity and is recognised as a focal point for soccer activity within the southern region of Melbourne.

Whilst the Master Plan is now in excess of ten years old, the same user groups and usage types exist in 2017 as they did in 2004/05; in the absence of a revised master plan the intent of the 2004/05 master plan is still applied.

3.3.3 Options

The options considered for relocation of the fence are listed below (all options provide for the inclusion of the kick up wall within the area of the relocated fence):

Option 1 - 3m fence relocation;

Option 2 - 12m fence relocation (preferred option)

This option is endorsed by the Friends of Kingston Heath Reserve, the Club and Victoria Police.

Option 3 – 20m fence relocation

Option 4 – 30m Original Club proposal;

A drawing of all options is set out as Appendix 6.

Whilst not identified as an option above, the fence alignment may remain in its current location.

4. Conclusion

4.1 Environmental Implications

All fencing options seek to avoid the removal of trees. The area included within the relocated fence line would remain as a turf.

4.2 Social Implications

By responding to expressed concerns from the Club and Victoria Police regarding patron safety at large events, Council is ensuring it plans and provides facilities which meet the requirements of stakeholders who provide sport and recreation participation opportunities to our community as well as entertainment opportunities as spectators at soccer events.

The timing of the next large event is August/September 2018.

4.3 Resource Implications

The cost to remove and replace the existing fence, based on typical rates for recent fencing projects, is estimated at:

- Option 1 – \$19,000.
- Option 2 - \$21,000.
- Option 3 - \$23,000
- Option 4 - \$26,000

As the relocation of the fence relates to safety concerns, it is recommended that Council meet the associated cost to be funded through Council 2017/18 budget.

4.4 Legal / Risk Implications

The fence extension at the north end of Pitch 1 would assist the Club with patron management and emergency access for large events conducted at the venue.

If the fence alignment is expanded this would need to be reflected in the lease agreement between Council and Bentleigh Greens Soccer Club (known as the Australian Cyprian Sports Club). This could be incorporated as part of the current lease negotiations.

Advice from Council's Building Surveyor confirms that a building permit is required for relocation of the fence.

Appendices

Appendix 1 - Kingston Heath Soccer Complex - Fence realignment - Bentleigh Green Soccer Club proposal (Ref 18/1424)

Appendix 2 - Option 2 - Preferred - Kingston Heath Soccer Fencing 12m (Ref 18/59411)

Appendix 3 - Kingston Heath Soccer Fence Relocation Proposal - Stakeholder minutes 12 April 2018 (Ref 18/57098)

Appendix 4 - Victoria Police Comments and Feedback (Ref 18/59484)

Appendix 5 - Kingston Heath Master Plan - Executive Summary (Ref 18/59740)

Appendix 6 - All options - Fencing Relocaton Kingston Heath Reserve (Ref 18/59416)

Author/s: Mark Stockton, Team Leader Sport and Recreation
Reviewed and Approved By: Mark Juler, Manager Parks & Recreation
Daniel Freer, General Manager City Assets and Environment



Associations Incorporation
No A0060499T

BENTLEIGH GREENS SOCCER CLUB Inc

Postal Address: P.O.Box 1550, Moorabbin 3189. Tel:9585 2282 Fax:9585 4482
Social Club and Grounds, Kingston Heath Soccer Complex,
301-307 Centre Dandenong Road, Cheltenham, 3192, Melway Map 87 F2
ABN 78 720 123579

Web Site www.bentleighgreens.com.au Located in the City of Kingston

28/04/17

Mark,

Please find attached Bentleigh Green's proposal for the new fence boundary at Kingston Heath Soccer Complex. The proposal includes the area where the current practice wall is and would significantly increase the area behind the north goals.

We believe that movement of the fence is justified for the following key reasons.

Safety

The currently area behind the north goals and the fence is currently used as a viewing platform but also as a thoroughfare for patrons. This thoroughfare is narrow, limiting the amount of patrons that are able to move freely. In preparation for our FFA cup match against Melbourne Victory in 2016 Victoria Police and Kingston Council officers identified this area as a safety risk. The current space limits evacuation in case of emergency and also prevents security or emergency services from attending an incident in that area, for example a sick patron or anti-social behaviour. Bentleigh Greens believes moving the fence as proposed would eliminate this risk entirely by creating additional room behind the goals, thereby allowing more movement at this important thoroughfare.

Alignment with current lease

Bentleigh Greens' current lease with Kingston Council for use of Kingston Heath includes the area in the proposal within the boundary of the facility. Since the establishment of the facility the area has never been park land. The club also undertaken considerable expense to erect the current wall on the premise that this area could be used by the Club in line with the Club's current lease. The club's proposal is therefore consistent with its legal and contractual rights under the current lease agreement with Council. Our negotiations with previous Council management recognised that the installation of the current fence line is not in line with current lease and that the area has always been part of the complex.

Increase capacity

At FFA Cup matches hosted at Kingston Heath in both 2014 and 2016 patrons were denied entry due to capacity at the facility being met. The current capacity as assessed by Council limits the ability of residents within Kingston and surrounding municipalities to attend these matches. With the current growth in the sport and the increased interest in the FFA Cup, the club believes this is likely to occur again. Our proposal would significantly increase the current capacity of Kingston Heath without the need for the erection of physical structures.

The additional space also allows the potential for the development of a sports and recovery centre or other community facilities at the site. While not an immediate priority it provides future Councils the option to develop the site.



Major Sponsors



Bentleigh Greens and Kingston Council have invested a significant amount of money in 2016 making the facility compliant with FFA Cup standards. The investment has resulted in Kingston Heath being the only ground in the south eastern suburbs that can host FFA Cup matches featuring A-League opposition and Foxtel coverage. This provides Kingston Council with the unique ability to allow other clubs both within the City of Kingston and neighbouring municipalities to use the facility on its terms. The club therefore believes that the proposal would be in line with Kingston's previous investment and would ensure that the facility can better meet the needs of the community and the wider region.

Conclusion

The Club has been custodian of Kingston Heath for over 20 years and in that time has invested significant amounts of money and time in ensuring that the facility is one of the best within the region. The Club believes that this proposal provides a cost effective way of improving the current facility while also reducing a current safety risk and ensuring consistency with the Club's current lease agreement.

Bentleigh Greens does recognise that the proposal will involve the inclusion of limited vegetation within the boundary of the facility. The Club is committed to ensuring that this vegetation stays and will be properly maintained in partnership with Council.

With the 2017 FFA Cup scheduled to commence in July we ask that Kingston Council assess our proposal as a matter of urgency to ensure that the facility is ready and safe to host matches for the important sporting competition.

I look forward to your response.



Abraam Gregoriou
Secretary
Bentleigh Greens



Major Sponsors





	<p>This map contains Vicmap information, Department of Environment and Primary Industries, 2014. Disclaimer: This material may be of assistance to you but the state of Victoria and its employees do not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or consequences which may arise from your relying on any information contained in this material. Using or copying parts of this document is prohibited without Councils written Authority</p>	<p>Kingston Heath Reserve</p>	<p>9/04/2018</p>	
<p>Scale 1:1000</p>				

Minutes



Bentleigh Greens Soccer Club's proposal to relocate fence at Kingston Heath Reserve Regional Soccer Facility: Final discussion regarding fence relocation options 1- 4

DATE	Thursday 12 April 2018
TIME	5:00 – 6:00pm
VENUE	MOORABBIN ROOM – Ground Floor, Kingston City Council Cheltenham Offices 1230 Nepean Hwy, CHELTENHAM 3192

1. ATTENDEES

Reserve Stakeholders

Bentleigh Greens Soccer Club (BGSC) - Abraam Gregoriou, Ray Georgiou
Friends of Kingston Heath Reserve Inc. (FOKHR) - Helen Fischer, Ruth Gillespie, Phil Gillespie

Ward Councillors

Mayor Steve Staikos, North Ward Councillor (Meeting Chairperson)
Cr Ron Brownlees – Central Ward Councillor
Cr Geoff Gledhill – Central Ward Councillor
Cr Rosemary West – Central Ward Councillor

Council Officers

Mark Stockton – Team Leader Sport and Recreation
Hannah Croughan – Leisure Planner

2. DISCUSSION ITEMS

Mayor Steve Staikos chaired the meeting. The meeting opened at 5:05pm.

Overview of outcomes/actions of previous meeting held 6 March 2018

- Mark S overviewed the discussion and agreed actions from previous meeting held on 6 March 2018. As agreed, following this meeting officers liaised with Emergency Service providers to determine their requirements for vehicle access at the site.
- Mark S shared details provided by Metropolitan Fire Brigade (MFB) and Victoria Police (VicPol) regarding their requirements for vehicle access at the site. Spatial requirements for ambulance/police vehicles are approximately 6.4m; MFB foresees no requirement for a fire truck to access the area as its access to the site and fire hydrants is provided from main car park at the site frontage (off Centre Dandenong Road).

- Design options considered and prepared include:
 - **Option 1:** 3m relocation (requested by Cr West at the meeting held on 6 March, as an option resulting in minimal change of use of open space at the Reserve)
 - **Option 2:** 12m fence relocation (direct response to advice received from Victoria Police regarding their access requirements)
 - **Option 3:** 20m fence relocation (Club's modified request based on stakeholder feedback re. implications of proposed fence relocation)
 - **Option 4:** 28m fence relocation (Club's original request submitted to Council requesting fence relocation)

- Cr West noted her disappointment that Victoria Police representatives were not in attendance at the meeting for further discussion regarding their requirements. Mark S advised that Alex Jackson, Victoria Police was on annual leave, but was available via conference call this evening.

- The Friends of Kingston Heath Reserve queried the need for removal of vegetation to accommodate relocation of the fence and officers confirmed that this was not the intention in any of the 4 alignment options considered.

- Cr West spoke to the meeting about the option of installing gates in a 3m fence relocation option as a way of ensuring adequate evacuation points for use during large scale events (as per request in Victoria Police's supporting correspondence provided as part of Bentleigh Greens SC's original application). BGSC advised that there are gates in the existing fences which are used as evacuation points but the addition of 3m to the area would not address the spatial requirements for emergency service vehicle turning circles.

- Cr West expressed a reluctance to provide any additional space for active sporting purposes at the Reserve and reminded meeting attendees that the 2005 Kingston Heath Reserve Master Plan proposed that a balance be maintained between active and passive use at the site. Cr West also expressed her support for the 3m fence relocation with gates installed at rear of the goals (Option 1).

- BGSC hoped it would be acknowledged that they are not seeking to take away excessive space from the Reserve and that throughout the history of the Reserve they had in fact made 'spatial contributions' which had seen an increase in available space. They also activated a water harvesting/re-use system which now benefits all users of the Reserve. Their main concern is safety of their patrons and provision of adequate space for emergency vehicles during large scale events such as FFA Cup games.

- Cr Brownlees and Cr Gledhill expressed their support for Council to respond directly to the access requirements of the Victoria Police and Ambulance Victoria. Cr Gledhill acknowledged willingness of Reserve tenants to work together to resolve the matter.

Details of meeting outcomes/actions agreed to by attendees

- Confirmation was received from all parties that they agree to incorporate the soccer kick up wall within the area leased by Bentleigh Greens Soccer Club. It was agreed that this would need to

involve 'stepping' the fence line around the soccer kick up wall with sufficient space provided to enable its effective use for soccer training purposes.

- The Friends of Kingston Heath Reserve agree to 'tipping the balance of active vs. passive space' by relocating the fence line to 12m. They provided their support for the fence relocation on the basis of patron safety/emergency vehicle access requirements and not for the purpose of a built structure within the newly created space.
- Bentleigh Greens Soccer Club are agreeable to relocation of the fence line to 12m from existing property boundary as well of incorporation of the soccer kick up wall via a stepped fence line.

Next steps/actions

- Officers will refine and finalise the 12 metre fence relocation proposal to ensure that there is no requirement for vegetation removal.
- The revised 12 metre fence relocation option will also be revised to include the soccer kick up wall.
- A final report will be prepared and provided to Council for its consideration during April/May 2018; it is proposed that this will present all options considered by the stakeholders (3m, 12m, 20m, 28m). The report will include officer recommendations based on the outcomes of this meeting.
- Cr West requested that consideration be given to recommencing Reserve Advisory Group meetings. Officers are currently providing information to senior managers in response to this suggestion. The Friends of Kingston Heath Reserve expressed its support and interest in being involved in any future meetings of the Advisory Group.

Meeting Closed: 5:52pm

Mark Stockton

From: Jackson, Alex <alex.jackson@police.vic.gov.au>
Sent: Tuesday, 17 April 2018 10:54 AM
To: Mark Stockton
Cc: CHELTENHAM-UNI-OIC; Kitchen, Bruce
Subject: RE: HPE CM: Kingston Heath Reserve - Bentleigh Greens [DLM=For-Official-Use-Only]

For Official Use Only

Hi Mark,

Just to clarify the point re the option of placing gates in the nominated area. The addition of gates would only provide minimal improvement to what already exists. Yes it would allow vehicle access but it would be a tight squeeze with the current fence configuration. As the vehicle cannot perform a turn in its current format it poses risk to police members managing violent offenders due to the proximity of both the pitch fence and boundary fence. It would like to confirm that the request to have the fence moved back is not solely about the need for vehicle access, although that is a major factor. The ability for emergency service workers to perform their role in a safe environment with suitable room to manoeuvre to utilise arrest tactics and crowd control techniques. If required to act in a restricted space the risk of injury to emergency service workers and the public is significantly increased. The option of placing one or two gates in the existing fence will not reduce this risk due to it not increasing the space available to operate.

Regards

Alex JACKSON | Senior Sergeant 33096|
Moorabbin Uniform | Southern Metro Division Two | Victoria Police

email: alex.jackson@police.vic.gov.au | **web address:** www.police.vic.gov.au
phone: (03) 95566571 | **mob:** 0401247779 | **address:** 1011 – 1013 Nepean Hwy Moorabbin 3189 Vic | **DX** 212140

From: Jackson, Alex
Sent: Tuesday, 17 April 2018 08:22
To: 'Mark Stockton'
Cc: CHELTENHAM-UNI-OIC; Kitchen, Bruce
Subject: RE: HPE CM: Kingston Heath Reserve - Bentleigh Greens [DLM=For-Official-Use-Only]

For Official Use Only

Hi Mark,

The 12m access is not just about the ability for emergency vehicles to access the area but also about crowd management. In the current space, if a brawl of some type of crowd control incident were to occur in that location, the ability for Police and or Riot units to deploy effectively is severely limited due to the space constraints. Pushing the fence back not only allows vehicle access but allows effective crowd management techniques to be deployed should the need arise. A confined area increases the risk to patrons and emergency services.

Regards

Alex JACKSON | Senior Sergeant 33096|
Moorabbin Uniform | Southern Metro Division Two | Victoria Police

email: alex.jackson@police.vic.gov.au | web address: www.police.vic.gov.au
phone: (03) 95566571 | mob: 0401247779 | address: 1011 – 1013 Nepean Hwy Moorabbin 3189 Vic | DX 212140

From: Mark Stockton [<mailto:Mark.Stockton@kingston.vic.gov.au>]
Sent: Monday, 16 April 2018 16:31
To: Jackson, Alex
Cc: CHELTENHAM-UNI-OIC
Subject: RE: HPE CM: Kingston Heath Reserve - Bentleigh Greens [DLM=For-Official-Use-Only]

Hi Alex, to clarify a position with this matter, can you please provide advice regarding:

- Is the 12 m clearance considered a minimum requirement for Vic Pol's access?
- As an alternative approach could gates be installed with a smaller fence extension?

I would be pleased to elaborate or discuss further.

Your timely response is appreciated.

Regards



Mark Stockton
TEAM LEADER SPORT AND RECREATION | PARKS AND RECREATION
kingston.vic.gov.au
d 9581 4595 m 0438 886 967 e mark.stockton@kingston.vic.gov.au
community inspired leadership
[in](#) [f](#) [t](#)

From: Jackson, Alex [<mailto:alex.jackson@police.vic.gov.au>]
Sent: Thursday, 5 April 2018 3:39 PM
To: Mark Stockton <Mark.Stockton@kingston.vic.gov.au>
Cc: CHELTENHAM-UNI-OIC <CHELTENHAM.UNI@police.vic.gov.au>
Subject: RE: HPE CM: Kingston Heath Reserve - Bentleigh Greens [DLM=For-Official-Use-Only]

For Official Use Only

Hi Mark,

Sorry for late reply. I have discussed this with S/Sgt KIRK and we both agree that the red line is appropriate for ambulance/police brawler van turning circle. I cannot comment on the blue line if the MFB do not require access. If you have any further questions please let me know. I am happy to assist in any way I can.

Regards

Alex JACKSON | Senior Sergeant 33096
Moorabbin Uniform | Southern Metro Division Two | Victoria Police

email: alex.jackson@police.vic.gov.au | web address: www.police.vic.gov.au
phone: (03) 95566571 | mob: 0401247779 | address: 1011 – 1013 Nepean Hwy Moorabbin 3189 Vic | DX 212140

From: Mark Stockton [<mailto:Mark.Stockton@kingston.vic.gov.au>]
Sent: Thursday, 5 April 2018 12:23
To: Jackson, Alex; CHELTENHAM-UNI-OIC
Subject: FW: HPE CM: RE: Kingston Heath Reserve - Bentleigh Greens [DLM=For-Official-Use-Only]

Hi S/Sgts Kirk and Jackson, have you been able to consider this request. I have a planned meeting with Council's Kingston Heath Reserve Committee next week who will be keen to learn of views from Vic Pol.

The MFB has indicated that it will not require rear access to the site and therefore it is unable to provide comment.

Regards



Mark Stockton

TEAM LEADER SPORT AND RECREATION | PARKS AND RECREATION

kingston.vic.gov.au

d 0581 4595 m 0439 566 957 e mark.stockton@kingston.vic.gov.au

Community inspired leadership



From: Mark Stockton
Sent: Wednesday, 21 March 2018 12:20 PM
To: 'Jackson, Alex' <alex.jackson@police.vic.gov.au>
Cc: CHELTENHAM-UNI-OIC <CHELTENHAM.UNI@police.vic.gov.au>
Subject: HPE CM: RE: Kingston Heath Reserve - Bentleigh Greens [DLM=For-Official-Use-Only]

Hi S/Sgts Kirk and Jackson, Council is working with the Bentleigh Greens Soccer Club and other stakeholders regarding the realignment of the northern fence at the Kingston Heath Pitch No. 1.

To assist this process I welcome feedback on the attached diagram featuring the turning circle for both a 6.4m (brawler van) and 12.5m (fire truck).

Your feedback will assist to determine the most appropriate distance for the proposed realignment of the northern fence at the Kingston Heath Pitch No. 1.

I have also attached earlier advice provided by Mr Bruce Kitchen (Kingston Local Area Commander) regarding this matter.

I am also seeking similar feedback from the MFB.

I would be pleased to meet and discuss this matter further, which we could do onsite if required.

Regards



Mark Stockton

TEAM LEADER SPORT AND RECREATION | PARKS AND RECREATION

kingston.vic.gov.au

d 9581 4595 m 0438 866 987 e mark.stockton@kingston.vic.gov.au

community inspired leadership



From: Jackson, Alex [<mailto:alex.jackson@police.vic.gov.au>]
Sent: Friday, 9 March 2018 1:26 PM
To: Mark Stockton <Mark.Stockton@kingston.vic.gov.au>
Cc: CHELTENHAM-UNI-OIC <CHELTENHAM.UNI@police.vic.gov.au>
Subject: RE: Kingston Heath Reserve - Bentleigh Greens [DLM=For-Official-Use-Only]

For Official Use Only

Hi Mark,

I would assume that the 6.4 would be based on a generic Ambulance size. This is generally a Mercedes Sprinter to give you sizing requirements. A Police mini brawler would be the most common vehicle used from our side and this is generally a Mercedes Vito or VW Transporter. Anything larger would be deployed on the front car park.

https://www.mercedes-benz.com.au/content/australia/mpc/mpc_australia_website/en/home_mpc/van/home/new_vans/models/backup/panel-van-2.html

https://www.mercedes-benz.com.au/content/australia/mpc/mpc_australia_website/en/home_mpc/van/home/new_vans/models/vito_639/panel_van.html

<https://www.volkswagen.com.au/en/models/transporter-van.html?&gclid=CMmiuOqX3tkCFUHSvAodniMMPQ>

All three categories are covered in the above links.

S/Sgt KIRK for info as the Cheltenham Station Commander

Regards

Alex JACKSON | Senior Sergeant 33096|
 Moorabbin Uniform | Southern Metro Division Two | Victoria Police

email: alex.jackson@police.vic.gov.au | **web address:** www.police.vic.gov.au
phone: (03) 95566571 | **mob:** 0401247779 | **address:** 1011 – 1013 Nepean Hwy Moorabbin 3189 Vic | **DX** 212140

From: Mark Stockton [<mailto:Mark.Stockton@kingston.vic.gov.au>]
Sent: Friday, 9 March 2018 13:09
To: Jackson, Alex
Subject: FW: Kingston Heath Reserve - Bentleigh Greens

Hi Alex, it was good to catch up yesterday. In speaking to my colleagues from our engineering area, they have queried possible sizing of emergency vehicles that require access. Whilst their initial modelling was based upon a vehicle length of 6.4m, they have requested some clarification as to whether this is too big or too small.

To seek some clarity with this matter, can you please assist. Or refer me to someone else.



VICTORIA POLICE

8 June, 2017

Mark STOCKTON
Kingston Council
Team Leader Sport and Recreation

Kingston Local Area Commander
Southern Metro Region
Division Two
1011 Nepean Hwy
Moorabbin 3189
Victoria, Australia
DX 212140
Telephone 95566530
Facsimile 95566324
Email bruce.kitchen@police.vic.gov.au
www.police.vic.gov.au

Reference Bentleigh Greens Soccer Club – boundary fence relocation

I write in relation to an application presented to Kingston Council regarding a proposal to relocate the north boundary fence of the facility, predominantly to allow increased accessibility to this section of the complex.

In October 2016, Victoria Police (Kingston Police Service Area) worked cooperatively with Kingston Council and Bentleigh Green Soccer Club (BGSC) in the organisation of the Football Federation Australia (FFA) Cup tie between BGSC and Melbourne Victory. Pre match discussion indicated a possible crowd number of approximately 4000, placing a strain on facility capacity and manoeuvrability for patrons, staff and emergency services.

During the preparation phase a potential safety issue was identified relating to the restricted access for emergency services behind the northern goals in the event of an incident. Whilst the identified area is not a risk during events with smaller patron numbers, events such as the FFA Cup will once again bring this issue to the fore.

I have viewed the correspondence provided to Kingston Council by BGSC in this application and I support the premise of the content surrounding the safety element. As stated, this issue has been raised previously and from an emergency services perspective we would request appropriate evacuation exit points at the northern end of the complex. Increased ability for patron and emergency services to access all areas of the complex will mitigate risk during incidents requiring quick access and egress from the facility, and in particular the nominated area at the northern end of the complex.

As the Victoria Police Kingston Local Area Commander I support this application on the grounds detailed above.

Regards

Bruce KITCHEN
Kingston Local Area Commander

EXECUTIVE SUMMARY

Background

Kingston Heath Reserve, owned and managed by the City of Kingston has an area of approximately 24 hectares and is abutted by Kingston Heath Golf Club to the north, Capital Golf Club to the east, land that is currently used for agricultural purposes to the north-east and residential development west of the reserve. Moorabbin Airport and the Fairways Leisure Market are located across from the reserve to the south.

The park has been extensively developed over time and has an active and passive focus for residents and visitors to the area. The park incorporates informal and formalised sporting areas and associated club facilities, open grassed areas, planting, native vegetation and wetland areas, BBQ and picnic facilities, an extensive playground, public tennis court, basketball hoop and two rebound walls and extensive walking trails.

The City of Kingston Recreational Open Space Strategy 2000 identified that Kingston Heath Reserve be developed to the standard of a Regional Sports Centre whilst maintaining its strong passive recreation element.

Purpose of the Project

The purpose of the study is to update the Masterplan for Kingston Heath Reserve, taking into consideration issues concerning the site, needs of the range of existing and potential users, impact on and opportunities regarding adjoining facilities and community needs within the study area.

Methodology

The process for the study included:

- a review of all information collected regarding the study.
- a review of all relevant literature.
- visits to Kingston Heath Reserve and other significant recreation resources in the study area.
- a review of the demographic characteristics of the study area.
- consultation with residents, user groups, key stakeholders in and around the study area.
- analysis of significant trends in the leisure industry.
- liaison with Council's Landscape Architect concerning design issues on the site.
- cost and design analysis and masterplanning
- Recommendations and Implementation Plan

!



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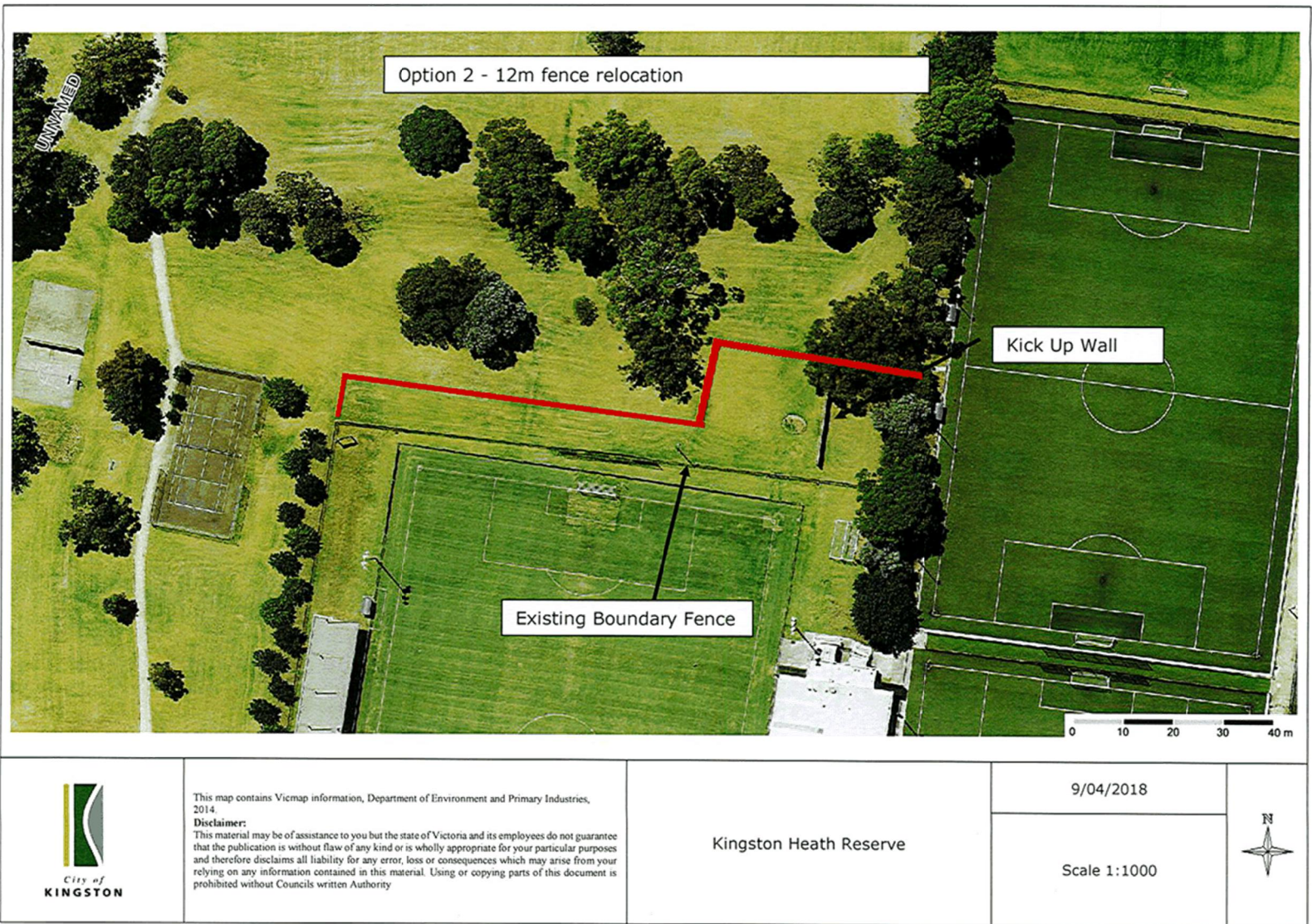
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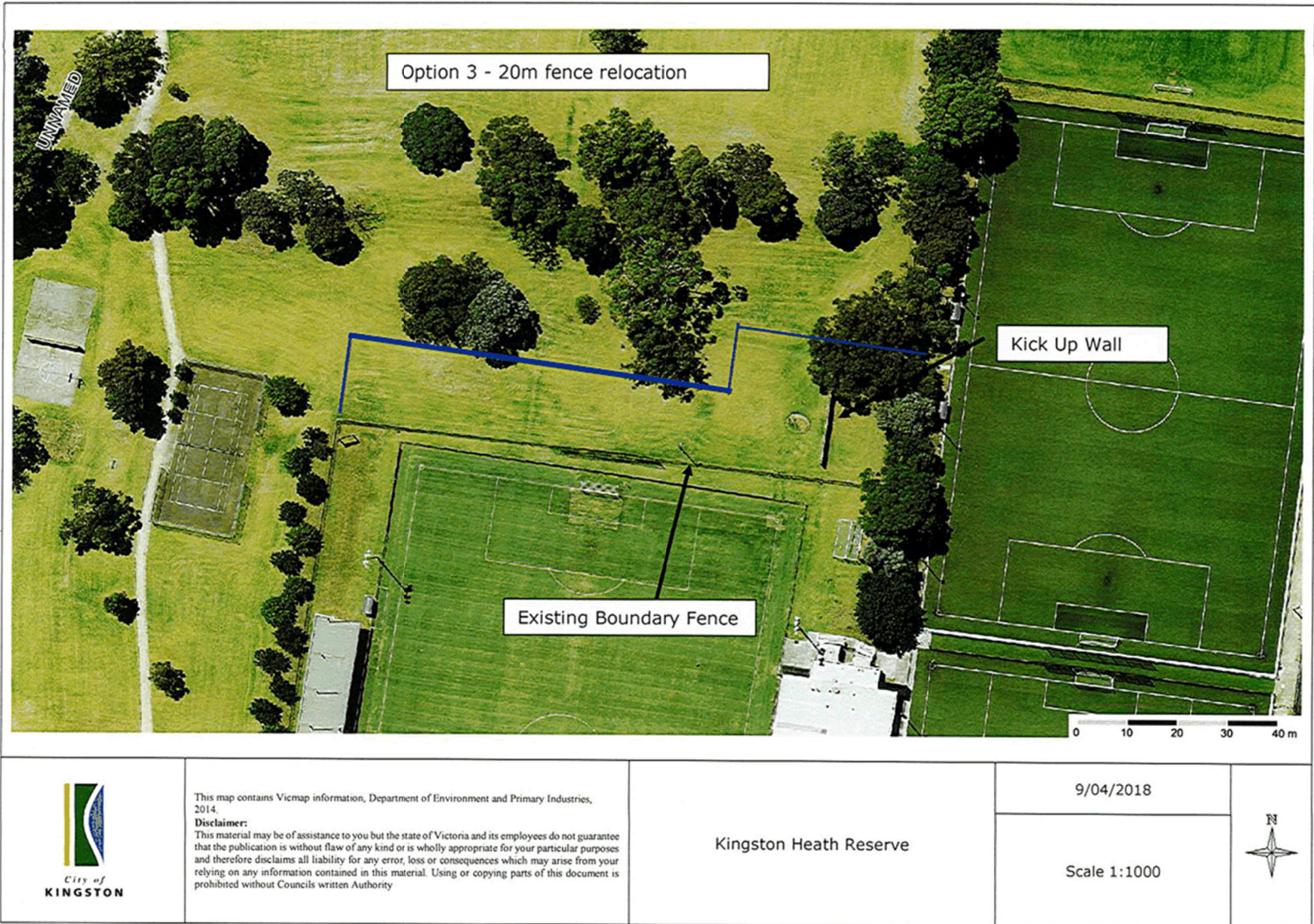
Kingston Heath Reserve

9/04/2018

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Kingston Heath Reserve

9/04/2018

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11. Corporate Services Reports

Ordinary Meeting of Council

23 April 2018

Agenda Item No: 11.1

ANNUAL CONSIDERATION OF COUNCIL PLAN 2017-2021, APPROVAL OF THE STRATEGIC RESOURCE PLAN; ADOPT DRAFT BUDGET 2018/19 FOR PUBLIC CONSULTATION

Contact Officer: Caroline Reidy, Manager Finance and Corporate Performance

Purpose of Report

The purpose of this report is for Council to determine if any adjustments to the Council Plan are required and to adopt the Strategic Resource Plan 2018-2022. To seek endorsement for advertising the Draft Budget 2018/19 for community consultation, as required by the Local Government Act 1989.

Disclosure of Officer / Contractor Direct or Indirect Interest

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

OFFICER RECOMMENDATION

That Council:

1. Notes the Draft Budget annexed to this report prepared in accordance to Section 127 of the Local Government Act 1989.
2. Gives public notice of the Draft Budget in accordance with Section 129(1) of the Local Government Act 1989.
3. In accordance with section 223(1) determines that a Special Meeting of Council be held on Monday 4 June 2018 at 7.00pm at 1230 Nepean Highway, Cheltenham for the purposes of hearing submissions in relation to the Draft Budget.
4. Adopts the attached Council Plan 2017-2021 without adjustment for the 2018-2019 financial year.
5. Adopts the Strategic Resource Plan 2018-2022, subject to any changes in Council's adopted 2018/19 Budget being reflected in a revised Strategic Resource Plan.
6. That a Special Council Meeting be held on Tuesday 12 June 2018 at 7.00pm to adopt the 2018/19 Budget.

1. Draft Budget 2018/19

Under the *Local Government Act 1989* (the Act), Council is required to prepare an annual budget for adoption by 30 June each year.

The key objective of the Long Term Financial Plan and this budget is financial sustainability; in particular, this plan provides the resources to allow Council to adequately fund service delivery to the community and the required level of maintenance of the community's infrastructure assets such as roads, footpaths, drains and Council buildings and fund all

Council Plan initiatives contained in the Annual Acton Plan while maintaining our legislative obligations under rate capping.

Under guidance of Councillors, officers have prepared a Draft Budget for the 2018/19 financial year and a Long Term Financial Plan which seeks to balance the demand for community services, prudent management of existing assets and the demand for new assets with the community's capacity to pay.

Section 129(1) of the Act requires Council to give public notice of the Draft Budget, advising the public, amongst other things, that the Draft Budget is available on Council's website and available for inspection for at least 28 days.

To give effect to these recommendations, a Public Notice will be placed in The Age on Friday 27 April 2018 noting that copies of the Draft Budget and Statutory Information will be available for inspection at Council's Customer Service Centres and Libraries. They will also be available for inspection and downloading from Council's website www.kingston.vic.gov.au.

Further, the Public Notice will invite written submissions on proposals contained in the Draft Budget by 5.00pm on Friday 25 May 2018. This is a period of 28 days for the community to provide comment on the Draft Budget as is required under Section 223 of the Local Government Act.

Council will then meet at a Special Council Meeting to be held at 7.00pm on 4 June 2018 to hear presentations in support of submissions received on the Draft Budget. Council will then formally consider the Budget for adoption along with community comment at 7.00pm on 12 June 2017 at a Special Council Meeting (to be confirmed by Councillors at CIS).

2. Council Plan 2017-2021 – annual consideration of adjustment

Under the provisions of Section 125 (7) of the Act, Council must consider at least once each financial year whether its current Council Plan requires any adjustment in respect of the remaining period of the Council Plan.

In February 2018, after considering the Council Plan 2017-2021 at their annual planning workshop, Councillors indicated that the current Council Plan meets their 2018-19 strategic priorities and also allows enough flexibility to address emerging issues via the associated Annual Action Plan (see Section 4 below).

Consequently no adjustments have been made to the Council Plan for 2018-19.

3. Council Plan 2017-2021 - Strategic Resource Plan review

The Strategic Resource Plan is the key medium-term rolling financial plan produced by Council. It forms part of the Council Plan and summarises the resourcing forecasts for at least four years.

Under section 126 (3) of the Act, Council must review the Strategic Resource Plan during the preparation of the Council Plan and adopt it not later than 30 June each year.

A copy of the current Strategic Resource Plan must be available for inspection by the public at Council offices and published on Council's internet website. However, a Section 223 statutory consultation process is not required.

The attached Strategic Resource Plan 2018-2022 has been updated to reflect the proposed 2018/19 Draft Budget. If any changes are made following the 2018/19 Budget consultation process, the Strategic Resource Plan will be revised.

4. Annual Action Plan 2018/19

The Annual Action Plan (attached) sets out Council's projects for the 2018/19 year that contribute to the achievement of Council Plan's five goals for the community. Actions are developed during an annual Councillor planning workshop and also through Council resolutions throughout the year.

The Annual Action Plan will be displayed alongside the Budget during the consultation period, though it is not subject to the same statutory consultation process as the Budget.

5. Conclusion

Councillors have indicated that the Council Plan 2017-2021 continues to meet Council's strategic priorities and therefore does not require adjustments for 2018-19.

The Strategic Resource Plan 2018-2022 has been updated and is submitted for adoption by Council.

Appendices

Appendix 1 – Draft Budget 2018/19

Appendix 2 – Annual Action Plan Report (Ref 18/53667) [↓](#)

Appendix 3 - Strategic Resource Plan 2018-2022 (Ref 18/42599) [↓](#)

Author/s: Caroline Reidy, Manager Finance and Corporate Performance

Reviewed and Approved By: Paul Franklin, General Manager Corporate Services

11.1

ANNUAL CONSIDERATION OF COUNCIL PLAN 2017-2021, APPROVAL OF THE STRATEGIC RESOURCE PLAN; ADOPT DRAFT BUDGET 2018/19 FOR PUBLIC CONSULTATION

1	Draft Budget 2018/19	
2	Annual Action Plan Report	241
3	Strategic Resource Plan 2018-2022	303

2018/19 Draft Budget

CITY OF KINGSTON



DOCUMENT INFORMATION

Date	Status
26/04/2018	Draft Budget to Council to commence public consultation.

Contents

Message from the Mayor	4
Chief Executive Officer’s Summary	7
Budget Influences	15
Budget Reports.....	19
1. Link to the Council Plan	20
2. Services, initiatives and service performance outcome indicators	23
3. Financial Statements.....	38
4. Notes to the financial statements	45
5. Capital works program	59
6. Financial Performance Indicators.....	67
Long Term Strategies	69
7. Rating Strategy	70
8. Borrowing Strategy.....	73
9. Asset Management Strategy	74
10. Fees & Charges Strategy	76
Appendix A	Error! Bookmark not defined.
Differential Rates	78
Appendix B	Error! Bookmark not defined.
Fees and charges schedule.....	83
Appendix C	Error! Bookmark not defined.
Budget Processes	117
Appendix D	Error! Bookmark not defined.
Departmental Business Plans 2018/19.....	119

Message from the Mayor

STRONG INVESTMENT IN COMMUNITY FACILITIES IN KINGSTON'S DRAFT BUDGET

Kingston Council has released its Draft Budget for 2018-19 which features a host of fantastic new community facilities and quality services while meeting the Victorian Government's rate cap.

The proposed draft budget continues to invest in high-quality facilities and services to help make Kingston a stronger, fairer and more connected community.

We're investing heavily to ensure our community has access to well-maintained facilities, local sports clubs are supported, the environment is protected and that vital infrastructure like roads and footpaths are well maintained.

Council has again worked hard to deliver a financially responsible and balanced Budget. Due to our strong history of sound financial management, Kingston Council is well-placed to respond to the Victorian Government's rate capping policy which will see average rates rise by no more than 2.25%.

Council will continue to drive efficiency improvements to contain and reduce costs without negatively impacting on the high-quality services we provide to the community.

BUDGET HIGHLIGHTS:

Investing in high-quality community facilities with a range of projects including the Dingley Village Neighbourhood House and Library improvements (\$3.0 million), creation of a new public piazza in Mentone (\$3.4m), building a new Acacia Avenue Preschool (\$1.5 million), new books for our libraries (\$1.0 million) and renovating the Washington Drive Kindergarten (\$0.5 million).

Caring for our environment including park and open space improvements (\$2.5 million) maintaining 90,000 trees in local parks and streets (\$1.8 million), planting 2500 new trees (\$0.9 million), helping maintain Patterson Lakes (\$0.3 million).

Improving Kingston's Green Wedge with a new park to be developed at Elder Street South (\$1.0 million), new walking and cycling paths (\$1.0 million) plus landscape maintenance (\$0.2 million).

Promoting an active and healthy community through major investments in local parks and sporting facilities to strengthen local sporting clubs and encourage greater participation. Projects include stage one funding for the Mentone Pavilion redevelopment (\$3.4 million), finalising the new Cliff Sambell Pavilion (\$1.3 million), completing the Bay Trail shared walking/cycling path (\$2.7 million), netball courts at Regent's Park (\$0.6 million) and upgrades to existing sportsgrounds and lighting (\$1.3 million).

Protecting and enhancing the foreshore with projects including the Edithvale Life Saving Club redevelopment (\$2.0 million), the Mentone Coastal Precinct Plan (\$0.2 million) and foreshore drainage works (\$0.2 million).

Maintaining vital community infrastructure including road (\$6.6 million) and footpath repairs (\$0.7 million), drainage works (\$2.8 million) and investing in a new depot to more effectively roll-out all of Council's parks, home maintenance and depot services (\$5.6 million).

WASTE CHARGES

Victoria's recycling industry is facing an uncertain future following China's recent changes which have raised required environmental standards of recyclables accepted for processing.

As a result, local councils across the state are facing increasing costs with some Councils increasing waste charges by more than \$60.

Kingston Council has a new company collecting waste from October 2018 and at this stage we have been advised that it will be able to accept recyclables at previously expected costs.

Therefore Kingston property owners will incur only an \$8 increase to cover increased costs from July (the start of the financial year) until the new contract begins in October.

COMMUNITY FEEDBACK INVITED

The community is invited to a public information session on the Draft Budget at 6pm on Wednesday 9 May at Council's Cheltenham offices at 1230 Nepean Highway.

The Draft Budget can also be viewed at Council's Customer Service Centres, at your local library and online at kingston.vic.gov.au

Written submissions on the Draft Budget are invited by 5pm, Friday 25 May via:

- email to info@kingston.vic.gov.au
- mail to Manager Finance and Corporate Performance, Kingston City Council, PO Box 1000, Mentone, 3194.

A special Council meeting will be held on Monday 4 June to consider written submissions and residents are invited to speak to their submissions at this meeting. The Draft Budget will be considered for formal adoption at a Special Council meeting on Tuesday 12 June.

2018/19 BUDGET – AT A GLANCE

- Improved on-line customer service options
- Continued support for business community
- Kingston Parking Study \$100k
- Integrated Transport Study \$100k
- Cycling Strategy \$70k
- 2.25% increase in Total Rates & Municipal Charges in compliance with the Fair Go Rating Legislation
- Municipal Charge to remain at \$100
- New differential rate:
 - Heritage Land differential -10%
- No change to the following differential rates:
 - Extractive / landfill land differential +300%
 - Agricultural/Farm Land differential -20%
 - Retirement Village land differential -10%
- Increase in Waste Charges of approximately \$13 per property (including in 2018/19 only an \$8 increase due to recycling costs)
- Pensioner Rebate (no change) \$100

\$58.9 million Capital Works program includes:

- Roads reconstruction and resurfacing totalling \$6.6 million
- Flood mitigation drainage program \$2.8 million
- Elder St park and trail construction \$1 million
- Edithvale Life Saving Club redevelopment \$2.0 million
- Cliff Sambell Pavilion development- Gerry Green Reserve \$1.3 million
- Mentone Reserve Soppett Pavilion redevelopment \$ 3.5 million
- Acacia Pre-school redevelopment \$1.5m
- Mills Road Council Depot Development \$5.6 million
- Bay Trail implementation \$2.7 million

Chief Executive Officer's Summary

Under the Local Government Act 1989 (the Act) Council is required to prepare and adopt an annual budget by 30 June each year. This summary has been prepared to provide the relevant financial information in a form that is easy to understand.

Council's Strategic Resource Plan (SRP) details the financial and human resources required to achieve the Council Plan's goals. A key component of the SRP is the four-year financial plan 2018/19 to 2021/2022 prepared as part of Council's ongoing financial planning to assist Council in adopting a budget within a longer-term sustainable framework.

Council has prepared the 2018/19 Budget with a view to balance the demand for community services, management of existing assets and the demand for new assets with the community's capacity to pay.

The key financial indicators outlined explain Council's current and projected performance across a range of attributes. These indicators provide a useful analysis of Council's financial position and performance, and should be considered in the context of the organisation's objectives as detailed in the 2017-2021 Council Plan and summarised in Section 2 of this document.

As demonstrated by this Budget and Long Term Financial Strategy, Council is able to provide the resources to enable the achievement of the 2017-2021 Council Plan goals of:

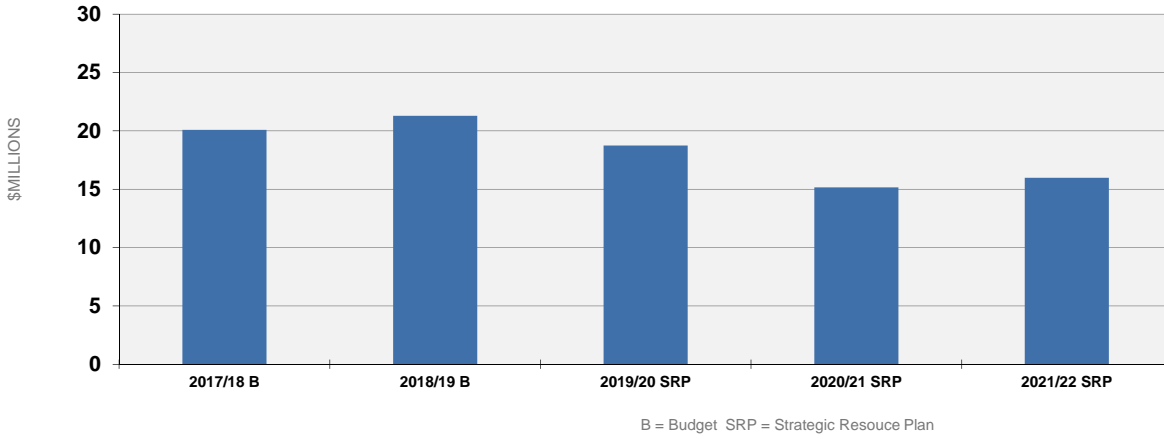
GOAL 1	Our well-planned, liveable city supported by infrastructure to meet future needs
GOAL 2	Our sustainable green environment with accessible open spaces
GOAL 3	Our connected, inclusive, healthy and learning community
GOAL 4	Our free-moving safe, prosperous and dynamic city
GOAL 5	Our well-governed and responsive organisation

It is important to note that the trend of the indicator is often more important than the absolute number itself, and that no one indicator can adequately measure the financial sustainability or otherwise of any organisation.

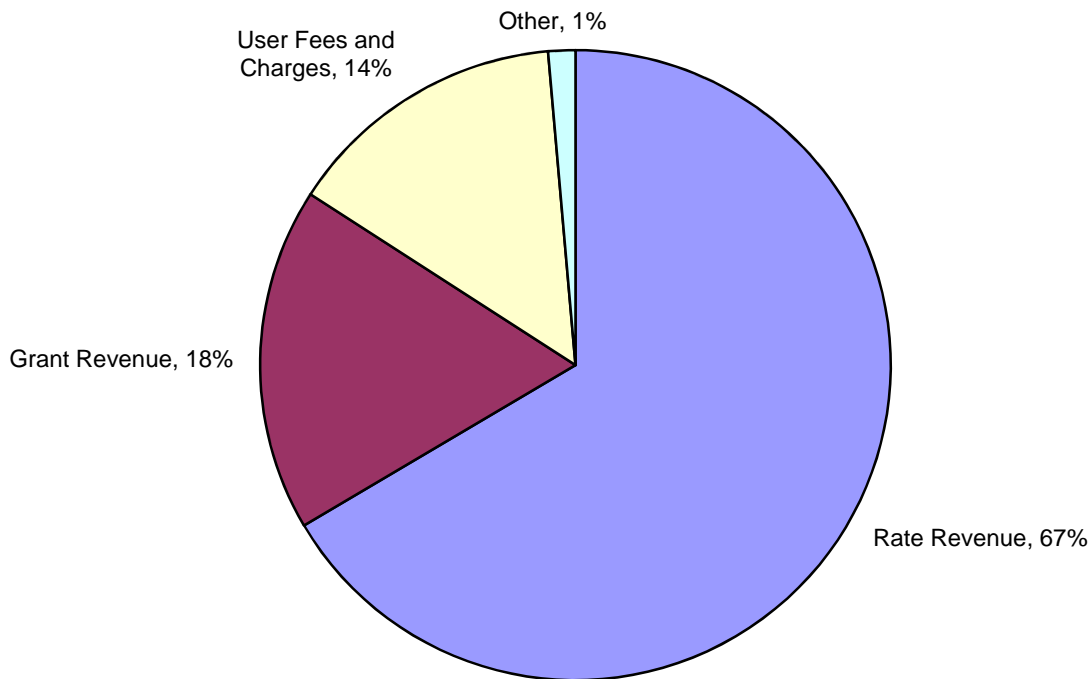
FINANCIAL PERFORMANCE

Projected Net Operating Result

GRAPH 1 FORECAST NET OPERATING RESULT



Council's projected 2018/19 Net Operating Result is a \$21.3 million surplus. This is achieved after taking into account depreciation expenses of \$27.0 million, an amount which is forecast to rise by between \$0.5 and \$1.1 million per annum in future years to account for new assets and changes in their valuations as required by Australian Accounting Standards. The projected Net Operating Result (excluding capital grants) is expected to deliver surpluses over the outlook period (2018/19 – 2021/2022). Capital grants over the period are forecast to be \$3.7 million in 2018/19 and \$2.3 million in 2019/20. The long term (10 years) financial plan and Strategic Resource Plan fully respond to Council's obligation to comply with the Fair Go Rating System (rate capping) Legislation.

GRAPH 2 BUDGET 2018/2019 REVENUE SOURCES

Revenue Sources

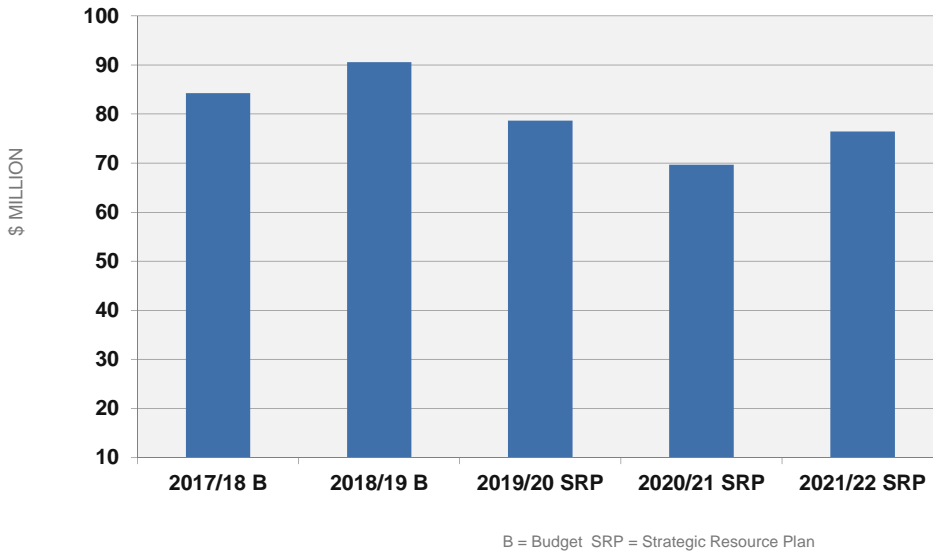
In developing the four year financial plan, Rates and Charges Revenue is identified as an important source of revenue and accounts for approximately 67% of the total revenue received by Council annually. Planning for future rates is therefore an important component of the long term financial planning process. Council has a responsibility to ensure that sufficient income is generated (including rates) to ensure both continuity of services and the provision and renewal of community assets.

Council's reliance on Rates and Charges Revenue as its principal source of revenue at 67% is close to the average for metropolitan Melbourne councils. Graph 2 above indicates that Council has a reliance on Rate Revenue as Grant Revenue and User Fees & Fines do not traditionally keep up in real terms with growth in price changes.

'Cost shifting' from other levels of Government also requires Council to try to find new revenue from other sources. Despite this, Kingston grant revenue as a percentage of total revenue is well above the average for metropolitan Melbourne and the level of user fees and fines is expected to remain relatively constant in 2018/19. Grant revenue in 2018/19 includes \$3.7 million for Capital Grants featuring \$0.6 million for the Roads to Recovery, \$0.7 million for the Edithvale Life Saving Club, \$0.3 million Department of Education and Early Childhood Development grant toward Acacia Avenue Preschool, \$0.7 million for Dingley Village Living Libraries, \$0.5 million (in addition to the \$1 million already promised) for Mentone Pavilion and \$0.3 million for Washington Drive Kindergarten.

FINANCIAL POSITION

GRAPH 3 CLOSING CASH POSITION



Cash Position

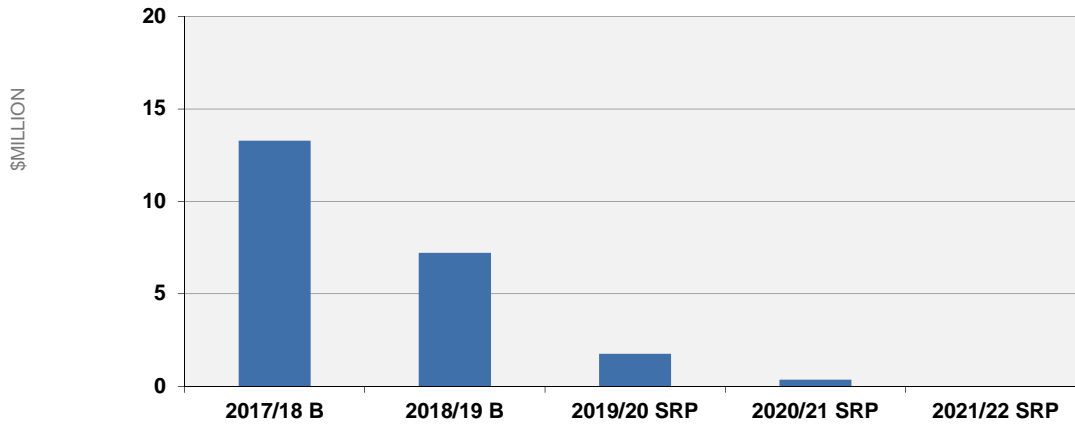
Budgeting cash flow is significant for Council as it is one of the key factors in providing a guide to the level of capital expenditure Council can sustain with or without using existing reserves or entering into new borrowings.

Graph 3 indicates that Council is achieving its objective of a balanced cash position in the long term.

Analysis of the years beyond this table indicates that Council will continue to maintain its cash holdings as a continuing outcome of the long term financial strategy. In future Council has some flexibility to respond to unexpected events or opportunities such as the potential to strategically acquire property for open space.

Cash levels are expected to remain relatively constant over the forecast period. Readers are asked to note that while the future year forecasts do not assume any carry forward capital works, based on history this amount is likely to increase to be between \$4 million and \$5 million at each year’s end and spent in the next financial year.

GRAPH 4 DEBT OUTSTANDING



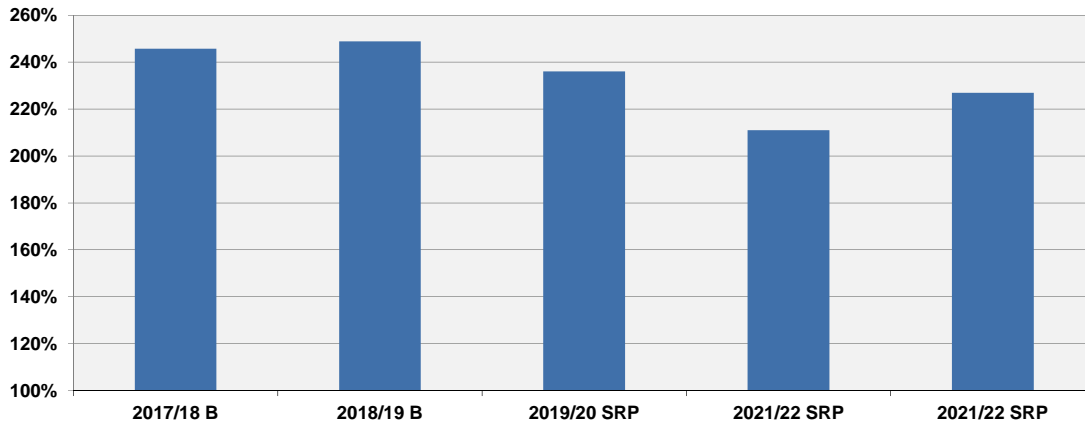
B = Budget SRP = Strategic Resource Plan

Debt Outstanding

In December 2010 Council borrowed \$21.5 million to purchase the offices at 1230 Nepean Highway Cheltenham to fund the acquisition of this community asset. The interest and principal repayments for this loan are funded through the amounts that were previously paid in rent for 1230 Nepean Highway prior to 2011.

Debt outstanding at 30 June 2019 is expected to be \$7.2 million. No additional borrowings are proposed for 2018/19 and for the foreseeable future. At this point in time, Council expects to be debt free in 2021/22.

GRAPH 5 WORKING CAPITAL RATIO



B = Budget SRP = Strategic Resource Plan

Working Capital

Graph 5 demonstrates that Council has the ability to discharge its short term financial obligations as the value of current assets is in excess of the value of current liabilities.

Over the next four years Council’s Working Capital Ratio is expected to be in the range of 211% to 249%. The current state-wide average for metropolitan Melbourne Councils for this indicator is approximately 260%. Assured cash flows from rates and government grants, means that Council is able to adequately manage its short term financial commitments.

ASSET MANAGEMENT

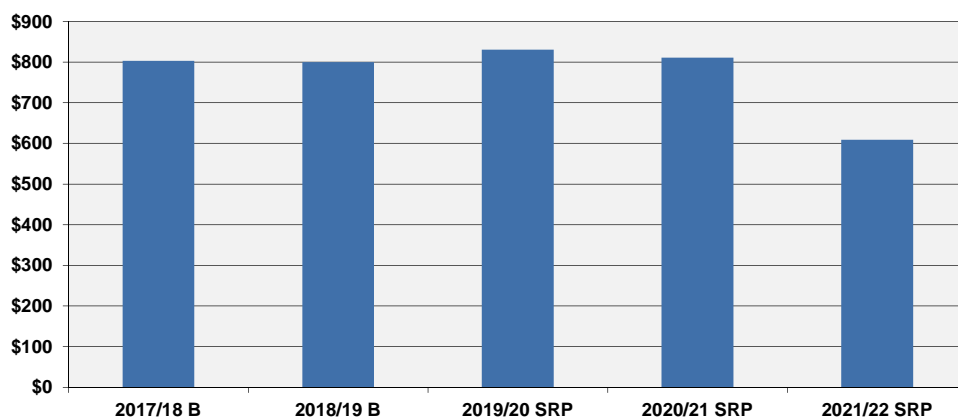
Capital Expenditure

Council’s adopted Asset Management Strategy (as outlined in section 9 of this document) sets out the capital expenditure requirements of the Council for the medium term and remains a key input to the long term financial plan. It predicts infrastructure renewal needs and considered other asset needs to meet current and future community service expectations.

Council does not have sufficient resources to immediately meet all of the expressed community demands for new assets and the renewal of existing assets. However, to address this challenge, Council is focusing its capital works program to place a greater emphasis on asset renewal rather than the creation of new assets or the upgrade of existing assets.

Council is proposing to spend \$115.1 million by 2021/2022 on asset renewal. This level of expenditure will ensure assets are generally maintained within intervention levels through the medium to longer term to 2030. The level of funding from council’s own resources remains relatively constant over the outlook period.

GRAPH 6 CAPITAL EXPENDITURE / ASSESSMENT



B = Budget SRP = Strategic Resource Plan

Capital Expenditure per Assessment

An often used measure in local government is Capital Expenditure per Assessment; in the past Kingston has not compared well to other Councils. In 2018/19 this is forecast to be approximately \$800 per assessment due to the significant amount of capital grants provided by the State and Federal Governments - this compares favourably against the current average (2016/17) for metropolitan Councils of \$528 per assessment. The Strategic Resource Plan forecasts this at \$609 per assessment in 2021/2022 reflecting the confirmed level of funding for capital projects and the bringing forward of some projects from that year to earlier times. Council will continue to advocate for grant funding for specific projects to supplement the capital works program and these will be added as new grants are confirmed in the future.

CONCLUSION

The 2018/19 Budget presented in this report has been prepared on the basis of responsible financial constraint and has been developed through a rigorous process of consultation and review with Council. The Budget and Strategic Resource Plan reflects the current global economic environment, is forward-looking, financially responsible, has regard to the State Government's Rate Capping policy which came into effect from 2016 and most importantly it facilitates the achievement of the 2017 – 2021 Council Plan.

Readers who are seeking more detailed financial information can find this in the following sections of this document.

John Nevins

CHIEF EXECUTIVE OFFICER, CITY OF KINGSTON

Budget Influences

This section sets out the key budget influences arising from the internal and external environment within which the Council operates.

SNAPSHOT OF KINGSTON CITY COUNCIL

In preparing the 2018/19 budget it needs to be acknowledged that Council is faced with changes in the external environment that are outside its control, therefore it has been necessary to make a number of assumptions about the environment in which Council operates. Council also operates in a highly regulated environment and the decisions by other levels of government can have impacts locally.

KINGSTON AT A GLANCE

Located 15kms south of the Melbourne CBD, the City of Kingston itself was formed in 1994 by the merging of the former Cities of Mordialloc and Chelsea with sections of the former Cities of Springvale, Oakleigh and Moorabbin. The City's landmarks are diverse and distinct. The area, known for its 'village like' neighbourhoods, offers a relaxed quality of life. Spanning 91 square kilometres with 13 kilometres of foreshore along Port Phillip Bay it includes natural wetlands, historic market garden districts and world class golf courses. The prosperity of the community, underpinned by the Moorabbin and Braeside manufacturing areas, vital shopping precincts and an enviable choice of quality schools and tertiary institutions has attracted growth and development in particular in the more popular coastal areas.

Our People

Kingston's population now exceeds 159,000 people. Almost 23% of our residents (34,460) are aged over 60 – this is more than the Melbourne average. Our ageing population is more evident in the older suburbs of Kingston including Cheltenham, Clarinda and Chelsea. Suburbs such as Heatherton, Cheltenham, Parkdale, Dingley Village and Edithvale are experiencing a resurgence in primary school aged children. Clayton South has a high proportion of young adults, consistent with its proximity to Monash University.

Overall Kingston has a high proportion of people born in Australia (higher than the Melbourne average) however in the northern suburbs of Clayton South and Clarinda a large percentage of residents were born overseas and speak a language other than English at home.

Some interesting demographics include:

- 63% people born in Australia;
- 26% of people speak a language other than English at home;
- Dominant birthplaces are UK, India, China and Greece.

Our Housing

The number of homes is increasing. Kingston has over 63,000 dwellings. Housing stock is increasing, particularly in the form of apartment developments, and the population is also increasing despite decreases in household sizes. Trends show that the number of one-person households is increasing, as is the number of small households.

The proportion of separate houses has fallen over the past decade with the growth of flats, units or apartments, along with semidetached, row, terrace and townhouses along with the rest of Melbourne. Residential property prices have increased significantly over the past 10 years.

Our Employment and Education

The occupations of residents have changed. The proportion of managers, professionals and community and personal service workers has increased, while a fall has occurred in the proportion of technicians and trades workers, clerical and administrative workers and machinery operators and drivers, largely attributable to the closure of automotive manufacturing in Australia.

People in Kingston are also becoming better educated. The proportion of residents who have tertiary qualifications is increasing. Many more residents in 2016 had completed a tertiary qualification than in 2011 (44,647 compared with 36,046). (Source: www.economy.id.com.au/Kingston)

Our Industries

Kingston's manufacturing base comprises one of the largest concentrations of small to medium enterprises in Melbourne. Manufacturing contributes around \$6.0 billion of the total \$19.9 billion output within the City of Kingston. We have a substantial multi-skilled labour force with local companies providing employment for over 86,614 people with over 23% of these jobs being in the manufacturing sector. Retail and wholesale trade are also important contributors to local jobs. (Source: www.economy.id.com.au/Kingston)

Thriving industrial estates and strong retail sectors provide substantial opportunities for investors. Major companies choose to establish in Kingston because of its competitive advantage with extensive transport links, solid financial support and complementary clusters of suppliers and distributors.

Kingston offers a wide variety of shopping precincts including Westfield Southland, Direct Factory Outlets and a range of community based strip shopping centres.

Our Environment

While Kingston is an urban municipality with on-going infill development, it retains significant natural areas with high environmental value, including wetlands, heathlands, woodlands and 13km of the Port Phillip Bay foreshore. Our network of parks ranges from small neighbourhood parks to large open spaces.

The foreshore is one of the largest stretches of unbroken beach in metropolitan Melbourne and is Crown land managed by Council on behalf of all Victorians for the benefit of the broader community. The southern section is characterised by a dune system, while the northern section is dominated by highly modified sandstone cliffs.

The Kingston Green Wedge is a 2,070 hectare region of non-urban land outside of the Melbourne Urban Growth Boundary of which 261 hectares consists of closed, active, or closing landfills. Council has approved a Planning Scheme Amendment arising out of its Green Wedge Plan that will soon see an end to landfilling and waste related activities in the Kingston Green Wedge. The Kingston community will benefit from wonderful new investments in the Kingston Green Wedge through its Chain of Parks investment and other significant investment by Hawthorn Football Club.

As part of its Council Plan, the City of Kingston is committed to the goal of environmental sustainability in order to protect, preserve and where possible restore the city's significant environmental values for present and future citizens. Council believes a sustainable and balanced approach to the natural and built environment is key to managing and responding to a constantly evolving municipality.

Key features of our environment are:

- 13km of beachfront on Port Phillip Bay
- Wetlands areas in Edithvale
- The Kingston Green Wedge
- Large parkland areas including Braeside Park
- 11 Golf courses

These demographics have implications for the Budget in the short and long term and are taken into account in framing the Council Plan; the Long Term Financial Strategy; and this Budget.

BUDGET PRINCIPLES

In response to these significant influences, budget targets were set and guidelines were prepared and distributed to all Council officers with budget responsibilities. The guidelines set out the key budget principles upon which the officers were to prepare their budgets. The principles included:

- existing fees and charges to be increased by approximately 3% or market levels unless set by other levels of government;
- grants to be based on confirmed funding levels;
- new revenue sources to be identified where possible;
- service levels to be maintained at prior year levels with an aim to use less resources with an emphasis on innovation and efficiency;
- staff levels to be maintained at prior year levels unless justified by a business case or alternative source of funding such as grants, fees and charges or reductions in goods & services expenditure;
- no increase in materials expenditure unless a contracted cost escalation clause applies;
- real savings in expenditure and increases in revenue identified in prior years to be preserved; and
- no new borrowings are anticipated in 2018/19.
- a total of 100% of total rates and charges raised will be collected in the 2018/19 year
- trade creditors to be based on total capital and operating expenditure
- other debtors and creditors to remain consistent with 2017/18 levels
- employee entitlements to be increased by Enterprise Bargaining Agreements
- employees will continue to take Annual Leave at the current rate

FIRE SERVICES LEVY

Details of the levy for 2018/19 Fire Services Levy have not yet been released by the State Government. The levy will continue to consist of two components:

- a fixed charge for each property which varies based on property type (residential or commercial); and
- a variable component which varies based on property type (residential or commercial) and whether your property is located in a MFB or CFA service area.

Pensioners who are eligible for the Municipal Rate concession will receive a rebate off the Fire Services Property Levy. Further information may be found at www.firelevy.vic.gov.au

Budget Reports

The following reports include all statutory disclosures of information and are supported by the strategies described below.

This Section includes the following reports and statements in accordance with the Local Government Act 1989 and the Local Government Model Financial Report.

1. Link to the Council Plan
2. Services, initiatives and service performance indicators
3. Financial statements
4. Notes to the financial statements
5. Capital works program
6. Financial performance indicators

1. Link to the Council Plan

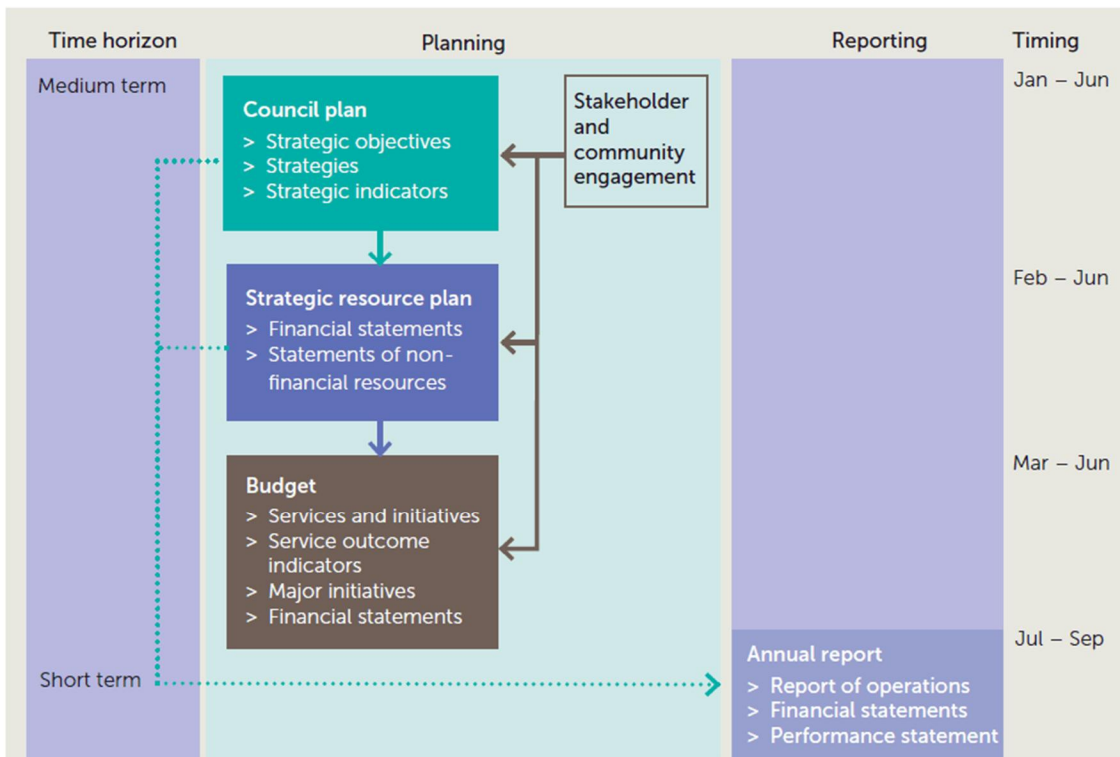
The Annual Budget links to the achievement of the Council Plan within an overall planning and reporting framework. This framework guides Council in identifying community needs and aspirations over the long term, medium term (Council Plan) and short term (Annual Budget) and then holding itself accountable through the Annual Report which contains Financial Statements audited by the Victorian Auditor-General.

1.1 Planning and accountability framework

The Strategic Resource Plan is part of, and prepared in conjunction with, the Council Plan. It is a rolling four-year plan that outlines the financial and non-financial resources that Council requires to achieve the strategic objectives described in the Council Plan.

Our progress against the Council Plan is measured in quarterly performance reports and the Annual Report, which are publicly available.

The diagram below shows the planning and accountability framework that applies to local government in Victoria.



Source: Department of Environment, Land, Water and Planning

In addition, Council has the Living Kingston 2035 community plan which articulates our long term community vision. The Council Plan is prepared with reference to Living Kingston 2035 and Council’s rolling ten year Long Term Financial Strategy and Asset Management Strategy.

The timing of each part of the planning framework is critical to the successful achievement of the objectives in the Council Plan.

1.2 Our purpose

Our vision

Our shared community vision for Kingston:

“growing and thriving, changing and evolving but still remaining the place we love to live.”

Council’s vision

“A diverse, dynamic community where we all share a sustainable, safe, attractive environment and a thriving economy”.

Our purpose

“To work with the community to protect and enhance the quality of life for current and future generations”.

Our guiding principles

- respect for diverse community interests based on active listening and mutual understanding through effective communication and engagement.
- informed, evidence-based and representative decision making with accountable and transparent reporting
- operate with integrity and engender trust
- strive to improve the quality of life of the community whilst balancing the challenges that come from population growth
- responsible financial management
- balancing a flexible, can-do, innovative professional approach with achieving outcomes efficiently (doing more with less)
- building on our City’s rich history of welcoming people from all over the world and providing an inclusive place to live, learn and work, and;
- leaving a positive legacy for future generations and Councils, being the custodians of community assets

1.3 Council Plan Goals

The Council Plan 2017-21 sets out five strategic goals to ensure that Kingston is the place the community wants it to be and which provide the foundation for Council’s annual Budget process.

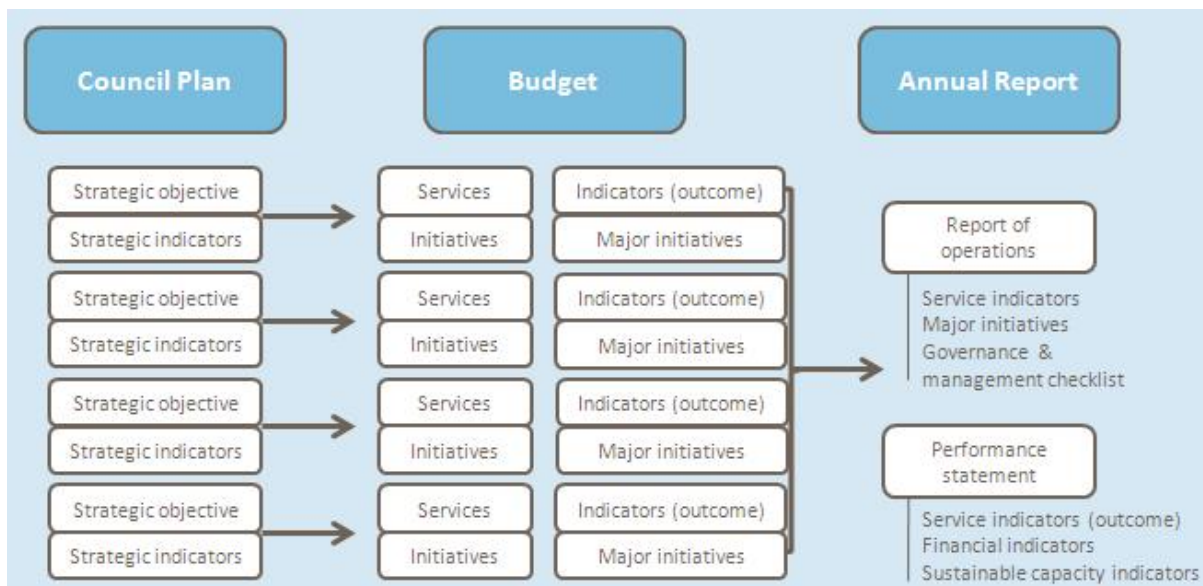
Goal	Description
1. Our well-planned, liveable city supported by infrastructure to meet future needs	Council will ensure that careful planning is in place to prepare for, and respond to, an increasing population, to make sure land use is balanced sustainably. We’ll also invest in building and maintaining high-quality assets and infrastructure to help our community function effectively.
2. Our sustainable green environment with accessible open spaces	We will provide quality public open spaces and sports fields while protecting and enhancing our natural environment including our green wedge and foreshore. We will be responsible environmental managers and custodians for future generations.
3. Our connected, inclusive, healthy and learning community	Kingston is home to a number of different communities across all ages and backgrounds. Our focus is to bring people together to strengthen our sense of community, celebrate diversity and build quality of life. Education and continual learning is a key focus.

Goal	Description
4. Our free-moving safe, prosperous and dynamic city	We will ensure Kingston remains a smart, creative and progressive city with well-planned, functional and attractive urban centres and hubs. Council will continue to foster a strong local economy by supporting our local business community which provides valuable jobs for residents. We will also provide traffic management and parking solutions and accessible and alternative means of transport including cycle routes.
5. Our well-governed and responsive organisation	Our organisation will focus on governing Kingston in a way that is well-informed, responsive, accountable, transparent and efficient. We will also provide responsible stewardship of the community's resources and ensure our community facilities are well managed to promote liveability.

2. Services, initiatives and service performance outcome indicators

This section provides a description of the services and initiatives to be funded in the Budget for the 2018/19 year and how these will contribute to achieving the strategic objectives outlined in the Council Plan. It also describes several initiatives and service performance outcome indicators for key areas of Council's operations.

Council is required by legislation to identify major initiatives, initiatives and service performance outcome indicators in the Budget and report against them in its Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below.



Source: Department of Environment, Land, Water and Planning

2.1 Goal 1

Our well-planned, liveable city supported by infrastructure to meet future needs

The following services contribute to planning for and responding to an increasing population, making sure land use is balanced sustainably, and investing in building and maintaining high-quality assets and infrastructure to help our community function effectively.

Services

SERVICES DELIVERED	DESCRIPTION	2017/18 BUDGET Expenditure (Revenue) \$000 NET Costs	2018/19 BUDGET Expenditure (Revenue) \$000 NET Costs
Building permits	<ul style="list-style-type: none"> - Administer the Building Act 1993 permit and enforcement responsibilities of Council which includes assessing permit applications, conducting mandatory inspections and issuing occupancy permits/final certificates. - Respond to requests to inspect high risk buildings and undertake pool and spa safety barriers compliance inspections to ensure a safer built environment. • 681 demolition permits. • 2,297 private building surveyors permits. 	791 <u>(127)</u> 664	986 <u>(124)</u> 862
Civil asset maintenance	<ul style="list-style-type: none"> - Maintain and repair Council's drains. - Maintain Council's infrastructure of bicycle paths, footpaths and roads including street sweeping services. - Respond to emergency events. • 11 km roads resurfaced annually. • 4,700 drainage pits cleaned. • 13,000 km streets swept annually 	6,851 <u>(420)</u> 6,431	6,843 <u>(437)</u> 6,406
Maintenance and development of Council's buildings	<ul style="list-style-type: none"> - Maintain Council's buildings and public toilets as well as structures in parks; undertake planned maintenance work. - Ensure statutory compliance for Council's buildings. - Manage refurbishment and planned maintenance of Council-owned buildings. • 240 buildings & public toilets maintained daily. • 4,200 building maintenance requests attended to in 2016/17 	6,678 <u>(120)</u> 6,558	7,660 <u>(120)</u> 7,540
Manage Council's property portfolio	<ul style="list-style-type: none"> - Develop Council's Property Strategy and provide strategic property guidance. - Manage Council's properties including acquisition and disposal and leasehold properties. • \$145,000 generated via commercial use of Council land. • 10 Right of Ways sold. 	1,670 <u>(4,289)</u> (2,619)	1,580 <u>(3,558)</u> (1,978)
Planning and design for community assets	<ul style="list-style-type: none"> - Design and planning for community assets. 	138 <u>0</u> 138	107 <u>0</u> 107

SERVICES DELIVERED	DESCRIPTION	2017/18 BUDGET Expenditure (Revenue) \$000 NET Costs	2018/19 BUDGET Expenditure (Revenue) \$000 NET Costs
Planning permits	<ul style="list-style-type: none"> - Administer Council's legal planning responsibilities including permit applications and enforcement. - Hold planning consultation meetings and defend Council planning decisions at the Victorian Civil and Administrative Tribunal. - Assess applications to subdivide land or buildings and provide advice about development and land use proposals. - Work with applicants to encourage environmentally sustainable development. • 1,316 planning applications received. • 778 Local Law vegetation applications. 	4,587 <u>(2,546)</u> 2,041	4,996 <u>(2,801)</u> 2,195
Strategic asset management and capital works planning	<ul style="list-style-type: none"> - Implement Council's Asset Management Strategy including the delivery of the Annual Capital Works Program. - Coordinate the Capital Forward Plan management of works for building assets. <p><i>*Budget 2017/18 includes developer non-monetary contributions of \$1 million which are not anticipated in 2018/19</i></p>	1,036 <u>(1,000)*</u> 36	1,030 <u>0</u> 1,030
Urban land use policy and planning	<ul style="list-style-type: none"> - Develop policies and implement plans to ensure population growth is balanced with community amenity. 	1,592 <u>(17)</u> 1,575	1,554 <u>(17)</u> 1,537
Total Goal 1		14,824	17,700

Major Initiatives

- 1) **Roads infrastructure renewal program** (\$6.6 million - 2018/19)
Road reconstruction and resurfacing and footpath renewal of Barkly St, McDonald St, Governor Rd and Woodlands Ct Mordialloc; Bourke Rd, Clarinda and French Ave, Edithvale.)
- 2) **Flood mitigation drainage program** (\$2.75 million - 2018/19)
In Mulkarra Dr, Chelsea; Kinross Ave, Edithvale and Victory Rd, Clayton South.
- 3) **Footpath renewal program** (\$700k - 2018/19)

Other Initiatives

- 1) Kingston Housing and Neighbourhood Character Study development.
- 2) Affordable Housing Implementation Plan.
- 3) Ensure that Council secures contributions from developers to enhance the existing infrastructure within the city.

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation	2016/17 Actual
Roads	Satisfaction	Satisfaction with sealed local roads (Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads)	<i>Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads.</i>	67
Statutory Planning	Decision Making	Council planning decisions upheld at VCAT (Percentage of planning application decisions subject to review by VCAT that were not set aside)	<i>[Number of VCAT decisions that did not set aside Council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100</i>	35.71%
Statutory Planning	Decision Making	VCAT Council decisions in relation to planning applications (Percentage of planning decisions that are appealed to VCAT)	<i>Number of VCAT [Council] decisions in relation to planning applications / Number of planning applications received (PPARS new permit applications)</i>	3.79%

2.2 Goal 2

Our sustainable green environment with accessible open spaces

The following services contribute to providing quality public open spaces and sports fields while protecting and enhancing our natural environment including our Green Wedge and foreshore.

Services

SERVICES DELIVERED	DESCRIPTION	2017/18 Budget Expenditure (Revenue) \$000 NET Costs	2018/19 Budget Expenditure (Revenue) \$000 NET Costs
Civil assets planning and delivery	<ul style="list-style-type: none"> - Provide civil engineering design for feature surveys, concept plans, construction plans, and specifications for roads, drainage, traffic, shopping centres, and reserve improvement projects. - Investigate and report on flooding complaints and infrastructure projects. - Provide technical advice for plan development and tender documents and assess planning referrals. 	(13) <u>0</u> (13)	23 <u>0</u> 23
Foreshore management and maintenance	<ul style="list-style-type: none"> - Coordinate the management and maintenance of the foreshore. • 13 km of foreshore reserve with 120 public access points. • 5 km of dune protection fencing and 400m of sandbags to guard against erosion. 	393 <u>0</u> 393	399 <u>0</u> 399
Maintaining parks, sports grounds and streetscapes	<ul style="list-style-type: none"> - Maintain and develop Kingston's parks and open space, playgrounds and sports grounds. - Plant and maintain street and park trees including programmed and reactive tree pruning. - Maintain natural resource areas. • 90,000 street and park trees maintained. • 367 parks, 75 playing fields, 114 playgrounds. 	13,004 <u>(322)</u> 12,682	13,502 <u>(435)</u> 13,066
Parks and sports ground master plan projects	<ul style="list-style-type: none"> - Develop and implement masterplans for sportsgrounds and parks to ensure that medium and long term community needs are met. 	427 <u>0</u> 427	438 <u>0</u> 438
Sports and recreation	<ul style="list-style-type: none"> - Provide direction and support in the planning, development, coordination and delivery of services for informal recreation and to sport and recreation clubs / organisations. - Oversee planning for the development and refurbishment of pavilions. • 100+ sporting clubs. • 16,676 summer users and 27,098 winter users of outdoor sporting facilities. 	836 <u>(210)</u> 626	846 <u>(217)</u> 629
Sustainable environmental management	<ul style="list-style-type: none"> - Help the community to live and work more sustainably in response to emerging environmental challenges such as climate change. - Develop and implement policies and strategies for environmental management, public space improvements, landfill remediation, conservation of natural resources and sustainable development. 	505 <u>0</u> 505	538 <u>0</u> 538

SERVICES DELIVERED	DESCRIPTION	2017/18 Budget Expenditure (Revenue) \$000 NET Costs	2018/19 Budget Expenditure (Revenue) \$000 NET Costs
Waste services	<ul style="list-style-type: none"> - Manage the collection of kerbside garbage, recycling and green waste bins and the collection of hard waste. - Manage the collection of commercial waste. - Provide waste education programs to the community. • 5.2 million+ waste bin lifts annually. • 14,700 tonnes of green waste processed. 	13,152 <u>(1,232)</u> 11,921	13,567 <u>(1,094)</u> 12,473
Total Goal 2		26,540	27,567

Major Initiatives

- 1) Redevelop Mentone Pavilion (\$3.4 million 2018/19 of a \$6.8 million project).
- 2) Remediate and develop a park at the Elder St landfill site (\$1.0 million in 2018/19 of approx. \$1.5 million project).
- 3) Remediate four other former landfill sites (\$1.47 million - 2018/19).
- 4) Construct the Cliff Sambell Pavilion at Gerry Green Reserve (\$1.3 million in 2018/19 to complete this \$3.0 million project).

Other Initiatives

- 1) Make improvements to foreshore infrastructure (\$500k - 2018/19).
- 2) Convert sport fields to warm season grass (\$120k - 2018/19).
- 3) Develop a Climate Change Strategy.

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation	2016/17 Actual
Waste Collection	Waste Diversion	Kerbside collection waste diverted from landfill (Percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill)	<i>[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100</i>	50.10%

2.2 Goal 3

Our connected, inclusive, healthy and learning community

The following services contribute to bringing people together to strengthen our sense of community, celebrate diversity and build quality of life, with education and continual learning as a key focus.

Services

SERVICES DELIVERED	DESCRIPTION	2017/18 Budget Expenditure (Revenue) \$000 NET costs	2018/19 Budget Expenditure (Revenue) \$000 NET costs
Community centres	<ul style="list-style-type: none"> - Strengthen and optimise facility utilisation at the Sundowner and Clarinda community centres, and Melaleuca, Chelsea, Carrum and Westall activity hubs. • 40,895 client contacts annually. 	<p style="text-align: right;">526 <u>(101)</u> 425</p>	<p style="text-align: right;">506 <u>(101)</u> 405</p>
Community development and social planning	<ul style="list-style-type: none"> - Foster strong community networks by supporting community organisations and optimising the use of community facilities and spaces. - Identify and address the needs of vulnerable communities. - Promote volunteering and lifelong learning. - Develop and implement social strategies and policies. • 220 community groups supported annually. 	<p style="text-align: right;">1,936 <u>(318)</u> 1,618</p>	<p style="text-align: right;">1,781 <u>(197)</u> 1,583</p>
Community grants	<ul style="list-style-type: none"> - Deliver grants to the community through the Community Grants program and the Kingston Charitable Fund. • 220 groups approximately receive funding annually. 	<p style="text-align: right;">1,496 <u>(69)</u> 1,427</p>	<p style="text-align: right;">1,530 <u>(69)</u> 1,461</p>
Early years childcare and education	<ul style="list-style-type: none"> - Provide high quality early-years child care and education including 'one stop' Family and Children's Centres. - Support kindergarten service providers to include all children with a focus on those experiencing vulnerabilities. • 898 long day care places provided per week. • 247 KinderPlus places provided per week. • 93 sessional kindergarten places provided per week. 	<p style="text-align: right;">9,370 <u>(8,668)</u> 702</p>	<p style="text-align: right;">9,630 <u>(9,014)</u> 616</p>
Homelessness support	<ul style="list-style-type: none"> - Support people to overcome or avoid homelessness through linking to housing, health, legal and other types of services. 	<p style="text-align: right;">239 <u>(240)</u> (1)</p>	<p style="text-align: right;">242 <u>(246)</u> (4)</p>
In-home support	<ul style="list-style-type: none"> - Support people who are frail aged or who have a disability to participate fully in life by providing in-home and community services (e.g. personal and domestic care, shopping assistance, respite, social outings, home maintenance and meals). - Provide packaged care and case management to older people who need higher levels of in-home and community support. - Facilitate volunteering opportunities in Kingston. • 40,000+ meals delivered to people's homes annually. • 300,000+ community care hours delivered annually. 	<p style="text-align: right;">22,120 <u>(18,484)</u> 3,636</p>	<p style="text-align: right;">22,112 <u>(19,270)</u> 2,842</p>

SERVICES DELIVERED	DESCRIPTION	2017/18 Budget Expenditure (Revenue) \$000 NET costs	2018/19 Budget Expenditure (Revenue) \$000 NET costs
Leisure and aquatic centres	<ul style="list-style-type: none"> - Provide accessible and affordable recreation, fitness and aquatic education opportunities to the community. • 710,000 annual visits to our two leisure centres. • 3,000 Learn to Swim enrolments annually. 	<p style="text-align: right;">6,527 <u>(5,491)</u> 1,036</p>	<p style="text-align: right;">6,904 <u>(5,800)</u> 1,105</p>
Libraries	<ul style="list-style-type: none"> - Provide a wide range of library collections and services including online and through the home library service. - Provide library programs and activities for the whole community. - Promote reading, literacy and lifelong learning. - Strengthen community awareness of local history. • 9 libraries. • 546,129 annual visits to our libraries. 	<p style="text-align: right;">5,675 <u>(1,174)</u> 4,501</p>	<p style="text-align: right;">5,863 <u>(1,156)</u> 4,707</p>
Maternal and child health and immunisation	<ul style="list-style-type: none"> - Deliver a high quality and responsive Maternal and Child Health service. - Provide an immunisation program. • 10 maternal child health centres • 16,014 immunisations delivered. • 26,550 MCH consultations. 	<p style="text-align: right;">3,102 <u>(1,304)</u> 1,798</p>	<p style="text-align: right;">3,218 <u>(1,320)</u> 1,898</p>
School-aged childcare programs	<ul style="list-style-type: none"> - Deliver high quality family day care, middle-year child care and school-aged childcare (before and after school care and school holiday programs). • 25,509 before school care attendances annually. • 43,892 after school care attendances. • 4,724 School Holiday Program attendances. 	<p style="text-align: right;">3,740 <u>(3,789)</u> (49)</p>	<p style="text-align: right;">3,125 <u>(3,209)</u> (84)</p>
Social support	<ul style="list-style-type: none"> - Individual assistance to people in their homes or the community, such as shopping trips and social outings for the purpose of social interaction and community participation. (Included in In-Home Support in Budget 2017/18) 	<p style="text-align: right;">0 <u>0</u> 0</p>	<p style="text-align: right;">12 <u>(699)</u> (687)</p>
Youth services and family support	<ul style="list-style-type: none"> - Facilitate the provision of integrated and coordinated services for children, young people, and their families. • 21,567 contacts with young people. • 1,828 volunteer hours donated to youth and family programs. • 3,937 contacts with families (2,260 with vulnerable families). 	<p style="text-align: right;">1,374 <u>(233)</u> 1,140</p>	<p style="text-align: right;">1,440 <u>(287)</u> 1,153</p>
Total Goal 3		16,232	14,995

Major Initiatives

- 1) Dingley Village Neighbourhood House and library improvements (\$3.0 million in 2018/19).
- 2) Construct Acacia Avenue Preschool (\$1.5 million in 2018/19 to complete this \$2.3 million project).
- 3) Purchase Library Service book stock (\$1.0 million in 2018/19).
- 4) Renew public toilets at Dolamore Reserve (\$150k).

Other Initiatives

- 1) Implement a new Library Management software system.
- 2) Develop a Heritage and History Centre.
- 3) Develop and implement a Kingston Domestic and Family Violence Prevention Action Plan.

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation	2016/17 Actual
Maternal and Child Health	Participation	Participation in the MCH service (Percentage of children enrolled who participate in the MCH service)	<i>[Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100</i>	78.13%
		Participation in MCH service by Aboriginal children (Percentage of Aboriginal children enrolled who participate in the MCH service)	<i>[Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100</i>	71.21%
Aquatic Facilities	Utilisation	Utilisation of aquatic facilities (Number of visits to aquatic facilities per head of municipal population)	<i>Number of visits to aquatic facilities / Municipal population</i>	4.54
Libraries	Participation	Active library members (Percentage of the municipal population that are active library members)	<i>[Number of active library members / municipal population] x100</i>	16.88%

2.2 Goal 4

Our free-moving safe, prosperous and dynamic city

The following services contribute to Kingston remaining a creative and progressive city with functional and attractive urban centres. These services also contribute to good traffic management and parking facilities, accessible cycling routes and a strong local economy.

Services

SERVICES DELIVERED	DESCRIPTION	2017/18 Budget Expenditure (Revenue) \$000 NET costs	2018/19 Budget Expenditure (Revenue) \$000 NET costs
Arts and cultural services	<ul style="list-style-type: none"> - Manage Kingston Arts Centre, Kingston City Hall, Shirley Burke Theatre and community halls. - Provide a venue hire service for community activities. - Manage public art, and the city's art collection. - Administer the arts grants program to support community arts and culture groups. - Produce cultural programs and events for the community. • 166,427 attendances at arts and cultural venues. • 39,345 art sales. • \$356,052 events tickets sold. 	2,315 <u>(966)</u> 1,348	2,391 <u>(1,037)</u> 1,353
Community local law and animal management	<ul style="list-style-type: none"> - Provide education and enforcement, investigation and resolution of issues related to the Community Local law including animal management. - Provide school crossing supervisors. • 22,207 pets registered. • 74 school crossings. 	3,748 <u>(1,808)</u> 1,940	3,741 <u>(1,856)</u> 1,885
Community transport	<ul style="list-style-type: none"> - Provide transport for community members who are unable to access mainstream transport, to help them socialise within the community. 	425 <u>(73)</u> 352	476 <u>(66)</u> 410
Economic development and business support	<ul style="list-style-type: none"> - Facilitate business development, mentoring and network activities to meet current and emerging business challenges. - Support regional economic growth through participation in partnerships. - Assist businesses to navigate Council's regulatory processes. - Be a voice for the business community, within Council and to other tiers of government. - 40 training events or roundtables per year. 	1,053 <u>(306)</u> 747	923 <u>(147)</u> 775
Festivals and events	<ul style="list-style-type: none"> - Deliver local festivals and events to promote community involvement and engagement. - Facilitate and support community-run events in Kingston. - Deliver citizenship ceremonies to the community. • 60,000 people attend Council's festivals and events annually. 	1,455 <u>(167)</u> 1,289	1,448 <u>(191)</u> 1,257

SERVICES DELIVERED	DESCRIPTION	2017/18 Budget Expenditure (Revenue) \$000 NET costs	2018/19 Budget Expenditure (Revenue) \$000 NET costs
Food safety regulation and health	<ul style="list-style-type: none"> - Monitor and educate about local public health standards and investigate infectious disease outbreaks. - Deliver the food surveillance program to ensure safe food supply for the community and ensure Council and businesses meet their statutory obligations. • 1,894 food compliance visits. • 223 tobacco compliance visits. 	1,445 <u>(767)</u> 678	1,483 <u>(793)</u> 690
Parking enforcement, management and prosecutions	<ul style="list-style-type: none"> - Monitor and patrol Kingston to ensure compliance with road rules. - Enforce parking compliance within timed parking areas to promote parking availability. - Prosecution of unpaid fines in the Magistrates Court and Infringement Court. • 1,829 parking complaints investigated. 	1,710 <u>(4,081)</u> (2,371)	1,780 <u>(4,216)</u> (2,436)
Road safety	<ul style="list-style-type: none"> - Provide education to the local community on road safety including programs to schools. - Encourage active transport, especially for children and young people. • 15 road safety programs. 	122 <u>(72)</u> 50	134 <u>(80)</u> 54
Street lighting maintenance	<ul style="list-style-type: none"> - Ensure that street lighting is operational and effective throughout the municipality. • 12,000 streetlights overall. 	1,185 <u>0</u> 1,185	1,150 <u>0</u> 1,150
Transport planning and traffic engineering	<ul style="list-style-type: none"> - Develop an Integrated Transport Strategy through consultation with the community. - Local area traffic management. • 599 kilometres of roads. 	1,101 <u>(290)</u> 811	1,193 <u>(337)</u> 856
Urban activity centre development	<ul style="list-style-type: none"> - Coordinate a program of capital and other works to provide for upgrades across Council's Activity Centres. - Implement Activity Centre Structure Plans. - Coordinate significant site construction activities. 	734 <u>0</u> 734	710 <u>0</u> 710
Total Goal 4		6,762	6,704

Major Initiatives

- 1) Develop Mentone Activity Centre - Piazza 'Triangle'. (\$3.4 million - 2018/19).
- 2) Implement the Bay Trail shared path (\$2.7 million - 2018).
- 3) Link Karkarook Park to Settlement Creek/Clayton Rd (\$800k in 2018/19 of a \$1.3 million project).
- 4) Develop the East/West Cycleway (\$500k - 2018/19)

Other Initiatives

- 1) Management of traffic projects (e.g. roundabouts, speed humps), (\$670k - 2018/19).
- 2) Kingston Hall renewal (\$250k – 2018/19).
- 3) Develop local area traffic management plans for Moorabbin and Highett.

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation	2016/17 Actual
Animal Management	Health and Safety	Animal management prosecutions (Number of successful animal management prosecutions)	<i>Number of successful animal management prosecutions</i>	11
Food Safety	Health and Safety	Critical and major non-compliance outcome notifications (Percentage of critical and major non-compliance outcome notifications that are followed up by Council)	<i>[Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about food premises] x100</i>	100%

2.2 Goal 5

Our well-governed and responsive organisation

The following services contribute to governing Kingston in a well-informed, responsive, accountable, and efficient manner, with responsible stewardship of the community's resources and well-managed community facilities.

Services

SERVICES DELIVERED	DESCRIPTION	2017/18 Budget Expenditure (Revenue) \$000 NET costs	2018/19 Budget Expenditure (Revenue) \$000 NET costs
Communications and community relations	<ul style="list-style-type: none"> - Facilitate communication between the City of Kingston and the community. - Respond to customer enquiries by phone, face to face or any of our social media platforms. • 27,000 followers across all social media platforms. 	702 <u>0</u> 702	719 <u>0</u> 719
Corporate records management	<ul style="list-style-type: none"> - Manage Council's corporate information, including electronic and physical business records. 	1,281 <u>0</u> 1,281	1,282 <u>0</u> 1,282
Council governance and administration	<ul style="list-style-type: none"> - Provide transparent and accountable performance reporting to the organisation and community. - Improve organisational performance through effective business planning. - Administer Council meetings and elections and maintain statutory records. - Respond to Freedom of Information requests and manage information privacy functions - Coordinate Protected Disclosures. - Administer Council's Quick Response Grants Program. • 70 Freedom of Information requests per annum. 	1,939 <u>(152)</u> 1,788	2,128 <u>(14)</u> 2,114
Customer service	<ul style="list-style-type: none"> - Lead a customer responsiveness culture across Council. - Deliver exceptional customer service through the principles of the Customer Service Strategy. - Provide customer contact options to meet community need. • 188,519 calls/visits to customer service. 	1,464 <u>(2)</u> 1,462	1,735 <u>(2)</u> 1,734
Executive services	<ul style="list-style-type: none"> - Provide responsible stewardship of the community's resources - Foster a corporate culture that promotes service excellence, good governance and accountability within a fair, safe and healthy work environment. 	2,672 <u>0</u> 2,672	3,012 <u>0</u> 3,012
Financial management	<ul style="list-style-type: none"> - Maximise return on investments within policy guidelines. - Provide budget, performance and statutory reporting services and accounts payable, accounts receivable and payroll services. - Coordinate the audit program. • 45,000 invoices processed per annum. 	1,084 <u>0</u> 1,084	1,010 <u>0</u> 1,010

SERVICES DELIVERED	DESCRIPTION	2017/18 Budget Expenditure (Revenue) \$000 NET costs	2018/19 Budget Expenditure (Revenue) \$000 NET costs
Health, safety and wellbeing	<ul style="list-style-type: none"> - Manage organisational risk including occupational health and safety, work cover, risk management and insurance. - Deliver the Health, Safety and Wellbeing Framework across the organisation. - Support return to work and injury management and rehabilitation for employees. 	517 <u>(14)</u> 503	504 <u>(14)</u> 490
Human resources management	<ul style="list-style-type: none"> - Coordinate recruitment, industrial relations, remuneration, award/agreement interpretation, training and Council's employee performance management system. - Support the organisation in change management, leadership development employee training and organisational development. 	1,430 <u>0</u> 1,430	1,510 <u>0</u> 1,510
Lobbying on behalf of the community	<ul style="list-style-type: none"> - Advocate to state and federal government on the issues that concern our community to ensure our community voice is heard. 	672 <u>0</u> 672	780 <u>0</u> 780
Municipal emergency management planning	<ul style="list-style-type: none"> - Coordinate Council-wide emergency management planning, including emergency risk assessment and mitigation, emergency response and recovery and liaising with Emergency Services. 	170 <u>(130)</u> 40	105 <u>(130)</u> (25)
Property rating and collection services	<ul style="list-style-type: none"> - Manage the valuation of all rateable properties within the municipality and assist with management of contracts for valuation services. • 72,943 rateable properties. 	2,306 <u>(823)</u> 1,484	2,213 <u>(693)</u> 1,520
Provision of information technology services	<ul style="list-style-type: none"> - Deliver information and communications technology services to the organisation including help desk support, ensuring currency of Council's Information Systems and Business Continuity plans. 	5,145 <u>0</u> 5,145	6,114 <u>0</u> 6,114
Purchasing, fleet, insurance and contracts	<ul style="list-style-type: none"> - Manage insurance for Council's activities and manage Council's vehicle fleet. - Provide support for all Council's procurement activities. • 148 pool vehicles (Jan 2018). • 67 tenders taken in 2017. 	2,130 <u>(1)</u> 2,129	2,315 <u>(1)</u> 2,314
Total Goal 5		20,393	22,574

Major Initiatives

- 1) Relocate the Council depot - including land purchase and redevelopment (\$5.6 million in 2018/19 of a \$10.6 million project).
- 2) Replace the desktop fleet - PCs and notebooks (\$1.5 million in 2018/19).

Other Initiatives

1. Implement the Kingston Business Continuity Plan.
2. Take advantage of opportunities for collaborative procurement with other councils.

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation	2016/17 Actual
Governance	Satisfaction	Satisfaction with Council decisions (Community satisfaction rating out of 100 with how Council has performed in making decisions in the interest of the community)	<i>Community satisfaction rating out of 100 with the performance of council in making decisions in the interest of the community.</i>	60

2.3 RECONCILIATION WITH BUDGETED OPERATING RESULT

Reconciliation with budgeted operating result	NET \$'000
Goal 1	(17,700)
Goal 2	(27,567)
Goal 3	(14,995)
Goal 4	(6,704)
Goal 5	(22,574)
Total Services and Initiatives	(89,541)
Rates and charges	138,635
Grants Commission	4,446
Capital grants	3,697
Interest Income	2,000
Road Renewal Expenses	(8,741)
Pension rebate	(1,250)
Bad and Doubtful Debts	(50)
Depreciation & Amortisation	(27,000)
Interest/Borrowing Costs	(396)
Other	(515)
Surplus for the year	21,285

3. Financial Statements

This appendix presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the years 2018/19 to 2021/22 has been extracted from the Strategic Resource Plan.

At the end of each financial year Council is required to include in the Financial Statements in its Annual Report a comparison of actual income and expenditure compared with the income and expenditure in the financial statements in the Budget.

The appendix includes the following budgeted information:

- Comprehensive Income Statement
- Balance Sheet
- Statement of Changes in Equity
- Statement of Cash Flows
- Statement of Capital Works
- Statement of Human Resources

Comprehensive Income Statement

FOR THE FOUR YEARS ENDING 30 JUNE 2022

	NOTES	Budget	Budget	Strategic Resource Plan Projections		
		2017/18 \$'000	2018/19 \$'000	2019/20 \$'000	2020/21 \$'000	2021/22 \$'000
Income						
Rates and Charges	4.1.1	132,939	138,635	142,434	146,684	151,021
Statutory Fees and Fines	4.1.2	9,258	9,705	9,999	10,298	10,607
User Fees	4.1.3	21,220	20,511	21,128	21,967	22,420
Grants – operating	4.1.4	31,558	33,027	33,456	33,891	34,333
Grants - capital	4.1.4	3,899	3,697	2,350	-	-
Contributions - monetary	4.1.5	1,509	389	401	413	425
Contributions – non-monetary	4.1.5	1,000	-	-	-	-
Other income	4.1.6	2,633	2,494	2,494	2,494	2,294
Total income		203,016	208,460	212,260	215,747	221,100
Expenses						
Employee costs	4.1.7	78,251	79,960	82,639	85,407	88,695
Materials and services	4.1.8	75,785	79,769	83,168	86,593	86,774
Depreciation and amortisation	4.1.9	28,300	27,000	27,500	28,500	29,600
Bad and Doubtful debts	4.1.10	50	50	50	50	50
Borrowing costs	4.1.11	552	396	160	40	4
Total expenses		182,938	187,175	193,516	200,590	205,123
Surplus/(deficit) for the year		20,078	21,285	18,743	15,157	15,977

The above comprehensive income statement should be read in conjunction with the accompanying notes.

Balance Sheet

FOR THE FOUR YEARS ENDING 30 JUNE 2022

NOTES	Budget	Budget	Strategic Resource Plan Projections			
	2017/18 \$'000	2018/19 \$'000	2019/20 \$'000	2020/21 \$'000	2021/22 \$'000	
Assets						
Current assets						
Cash and cash equivalents	84,282	90,553	78,689	69,672	76,463	
Trade and other receivables	8,450	7,856	8,079	8,343	8,573	
Non-current assets classified as held for sale	1,425	-	-	-	-	
Total current assets	4.2.1	94,157	98,409	86,768	78,015	85,036
Non-current assets						
Trade and other receivables	20	20	20	20	20	
Property, infrastructure, plant & equipment	2,211,415	2,315,033	2,335,254	2,356,885	2,369,216	
Total non-current assets	4.2.2	2,211,435	2,315,053	2,335,274	2,356,905	2,369,236
Total assets		2,305,592	2,413,463	2,422,042	2,434,920	2,454,272
Liabilities						
Current liabilities						
Trade and other payables	12,883	13,561	14,139	14,721	14,752	
Trust funds and deposits	3,184	3,184	3,184	3,184	3,184	
Provisions	16,164	17,356	18,024	18,718	19,532	
Interest-bearing liabilities	6,078	5,446	1,406	355	-	
Total current liabilities	4.2.3	38,309	39,547	36,753	36,978	37,468
Non-current liabilities						
Provisions	926	1,346	1,391	1,438	1,493	
Interest-bearing liabilities	7,212	1,761	355	-	-	
Total non-current liabilities	4.2.4	8,138	3,107	1,746	1,438	1,493
Total liabilities		46,447	42,654	38,499	38,416	38,961
Net assets		2,259,145	2,370,809	2,383,543	2,396,504	2,415,311
Equity						
Accumulated surplus	1,346,649	1,384,102	1,402,845	1,418,001	1,433,978	
Asset revaluation reserve	892,389	964,623	964,623	964,623	964,623	
Other Reserves	20,107	22,084	16,075	13,880	16,710	
Total equity	4.2.5	2,259,145	2,370,809	2,383,543	2,396,504	2,415,311

The above Balance Sheet should be read in conjunction with the accompanying notes.

Statement of Changes in Equity
FOR THE FOUR YEARS ENDING 30 JUNE 2022

	NOTES	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
Budget 2018/19					
Balance at beginning of the financial year		2,352,263	1,362,817	964,623	24,822
Surplus/(deficit) for the year		21,285	21,285	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Transfers to other reserves	4.3.1	3,415	-	-	3,415
Transfers from other reserves	4.3.1	(6,154)	-	-	(6,154)
Balance at end of the financial year		2,370,809	1,384,102	964,623	22,084
Budget 2019/20					
Balance at beginning of the financial year		2,370,809	1,384,102	964,623	22,084
Surplus/(deficit) for the year		18,743	18,743	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Transfers to other reserves		3,475	-	-	3,475
Transfers from other reserves		(9,484)	-	-	(9,484)
Balance at end of the financial year		2,383,543	1,402,845	964,623	16,075
Budget 2020/21					
Balance at beginning of the financial year		2,383,543	1,402,845	964,623	16,075
Surplus/(deficit) for the year		15,157	15,157	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Transfers to other reserves		3,537	-	-	3,537
Transfers from other reserves		(5,733)	-	-	(5,733)
Balance at end of the financial year		2,396,504	1,418,001	964,623	13,880
Budget 2021/22					
Balance at beginning of the financial year		2,396,504	1,418,001	964,623	13,880
Surplus/(deficit) for the year		15,977	15,977	0	0
Net asset revaluation increment/(decrement)		0	0	0	0
Transfers to other reserves		3,601	0	0	3,601
Transfers from other reserves		(770)	0	0	(770)
Balance at end of the financial year		2,415,311	1,433,978	964,623	16,710

Statement of Cash Flows

FOR THE FOUR YEARS ENDING 30 JUNE 2022

	NOTES	Strategic Resource Plan				
		Budget	Budget	Projections		
		2017/18	2018/19	2019/20	2020/21	2021/22
		\$'000	\$'000	\$'000	\$'000	\$'000
		Inflows	Inflows	Inflows	Inflows	Inflows
		(Outflows)	(Outflows)	(Outflows)	(Outflows)	
Cash flows from operating activities						
Rates and charges		132,799	138,460	142,279	146,801	151,151
Statutory fees and fines		9,258	9,705	9,997	10,298	10,607
User fees		21,220	20,511	21,128	21,967	22,420
Grants – operating		31,558	33,027	33,456	33,891	34,333
Grants - capital		3,899	3,697	2,350	-	-
Contributions - monetary		509	389	401	413	425
Interest received		1,801	2,000	2,000	2,000	1,800
Other receipts		832	494	494	494	494
Employee costs		(78,251)	(79,960)	(82,639)	(85,407)	(88,695)
Materials and services		(75,835)	(79,819)	(83,218)	(86,642)	(86,824)
Net cash provided by/(used in) operating activities	4.4.1	47,790	48,506	46,248	43,814	45,711
Cash flows from investing activities						
Payments for property, infrastructure, plant and equipment		(51,225)	(51,775)	(52,606)	(51,485)	(38,661)
Proceeds from sale of property, infrastructure, plant and equipment		1,525	100	100	100	100
Net cash provided by/ (used in) investing activities	4.4.2	(49,700)	(51,675)	(52,506)	(51,385)	(38,561)
Cash flows from financing activities						
Finance costs		(552)	(396)	(160)	(40)	(4)
Proceeds from borrowings		-	-	-	-	-
Repayment of borrowings		(5,923)	(5,991)	(5,446)	(1,406)	(355)
Net cash provided by/(used in) financing activities	4.4.3	(6,475)	(6,387)	(5,606)	(1,446)	(359)
Net increase/(decrease) in cash & cash equivalents		(8,385)	(9,556)	(11,864)	(9,017)	6,791
Cash and cash equivalents at the beginning of the financial year		92,667	100,110*	90,554	78,690	69,673
Cash and cash equivalents at the end of the financial year		84,282	90,554	78,690	69,673	76,464

The above cash flow should be read in conjunction with the accompanying notes.

*As per forecast 2017/18 closing position

Statement of Capital Works
FOR THE FOUR YEARS ENDING 30 JUNE 2022

	Strategic Resource Plan				
	Budget	Budget	Projections		
	2017/18	2018/19	2019/20	2020/21	2021/22
	\$'000	\$'000	\$'000	\$'000	\$'000
Property					
Land	-	1,000	3000	1000	-
Land improvements	2,000	2,020	1745	305	250
Total land	2,000	3,020	4,745	1,305	250
Buildings	500	-	250	-	3,600
Building improvements	19,175	24,193	27,322	21,963	16,622
Leasehold improvements	300	-	100	-	-
Total buildings	19,975	24,193	27,672	21,963	20,222
Total property	21,975	27,213	32,417	23,268	20,472
Plant and equipment					
Plant, machinery and equipment	300	300	300	300	300
Computers and telecommunications	1,810	2,605	1,435	1,010	1,010
Library books	1,035	1,056	1,077	1,099	1,121
Total plant and equipment	3,145	3,961	2,812	2,409	2,431
Infrastructure					
Roads	10,316	5,701	5,820	7,985	5,815
Footpaths and Cycleways	4,895	6,150	2,040	1,328	1,640
Drainage	4,803	4,560	4,875	5,162	4,825
Recreational, leisure and community facilities	6,293	4,273	5,658	10,598	6,115
Parks, open space and streetscapes	5,747	6,441	5,796	8,435	4,250
Off street car parks	437	170	-	-	-
Other infrastructure	754	420	2,120	1,320	170
Total infrastructure	33,245	27,715	26,309	34,828	22,815
Total capital works expenditure	58,365	58,889	61,538	60,505	45,718
Expenditure types represented by:					
New asset expenditure	7,255	8,633	8,130	15,278	12,165
Asset renewal expenditure	29,066	27,272	31,170	29,337	23,143
Asset expansion expenditure	4,582	5,371	4,779	666	590
Asset upgrade expenditure	14,207	15,229	15,489	14,248	8,898
Non Asset	3,255	2,384	1,970	976	922
Total capital works expenditure	58,365	58,889	61,538	60,505	45,718

Statement of Human Resources

FOR THE FOUR YEARS ENDING 30 JUNE 2022

	Strategic Resource Plan				
	Budget	Budget	Projections		
	2017/18	2018/19	2019/20	2020/21	2021/22
	\$'000	\$'000	\$'000	\$'000	\$'000
Staff expenditure					
Employee costs	78,251	79,960	82,639	85,407	88,695
Total staff expenditure	78,251	79,960	82,639	85,407	88,695
	FTE	FTE	FTE	FTE	FTE
Staff numbers					
Employees	818	828	828	828	828
Total staff numbers	818	828	828	828	828

*FTE Full Time Equivalent

A summary of human resources expenditure categorised according to the organisational structure of Council is included below:

DIVISION	BUDGET 2018/19	PERMANENT	PERMANENT
		FULL TIME	PART TIME
		\$'000	\$'000
Planning and Development	10,889	9,785	1,104
Community Sustainability	36,716	26,968	9,748
Corporate Services	10,925	10,219	706
City Assets and Environment	13,168	11,549	1,619
Executive	1,847	1,847	0
Total permanent staff expenditure	73,545	60,368	13,177
Casuals and allowances	6,415		
Total expenditure	79,960		

A summary of the number of full time equivalent (FTE) Council staff in relation to the above expenditure is included below:

DIVISION	BUDGET 2018/19	PERMANENT	PERMANENT
		FULL TIME	PART TIME
		FTE	FTE
Planning and Development	105.9	93.7	12.2
Community Sustainability	381.5	271.4	110.1
Corporate Services	107.0	98.2	8.8
City Assets and Environment	156.7	135.5	21.3
Executive	8.0	8.0	0.0
Total permanent staff	759.2	606.8	152.4
Casuals	68.8		
Total staff	828.0		

4. Notes to the financial statements

This section presents detailed information on material components of the financial statements. Council needs to assess which components are material, considering the dollar amounts and nature of these components.

4.1 COMPREHENSIVE INCOME STATEMENT

4.1.1 Rates and Charges Statutory Disclosures

This section presents information about rates and charges which the Act and the Regulations require to be disclosed in the Council's annual budget.

This section sets out additional disclosures required pursuant to Section 127(2) (d) and Section 158(1) of the Act and the associated Regulations in respect to the Council's Annual Budget.

Council has considered the equitable imposition of rates and charges, Section 161 of the Act and the Ministerial Guidelines on Differential Rating, in formulating the 2018/19 Budget by considering its approach to its Rating Structure. In doing so, aside from the Agricultural Land Rate, Extractive & Landfill land; Residential Heritage Land and Retirement Village land differential, where Council is seeking to influence specific land use outcomes, Council has determined that a uniform rate allows for all other properties in the municipality to equitably contribute to council rates in equal proportion to the relative value of the property as determined by its Capital Improved Value.

In developing the Strategic Resource Plan, rates and charges were identified as an important source of revenue, accounting for 67% of the total revenue received by Council annually. Planning for future rate increases has therefore been an important component of the Strategic Resource Planning process. The State Government have introduced the *Fair Go Rates System (FGRS)* which sets out the maximum amount councils may increase rates in a year. For 2018/19 the FGRS cap has been set at 2.25%. The cap applies to both general rates and municipal charges and is calculated on the basis of council's average rates and charges per assessment.

The level of required rates and charges has been considered in this context, with reference to Council's other sources of income and the planned expenditure on services and works to be undertaken for the Kingston community.

Council's on-going financial position will be underpinned by containing costs and seeking modest alternative sources of revenue in order to maintain financial sustainability as set out in the Strategic Resource Plan all the while maintaining a robust capital works program in to the future.

In order to achieve these objectives while maintaining service levels and a strong capital expenditure program, the average general rate and the municipal charge will increase by 2.25% in line with the rate cap, the user pays waste service fee which is outside the legislative rate controls are proposed to increase by between \$1 and \$13 per property depending on the waste service choice selected by each rate payer. Council's waste service charges have increased to reflect the user pays principal for this service and in particular reflect the increased cost of recycling.

The information set out below is required under the Local Government Act 1989 and Local Government (Finance and Reporting) Regulations 2014 to be disclosed in the Council's Annual Budget.

Regulation 8(c) (i) of the Local Government Act - The proposed rate in the dollar for each type of rate to be levied:-

TYPE OF PROPERTY	2017/18 RATE IN THE \$	2018/19 RATE IN THE \$
General Land Rate (See Schedule A/Appendix A)	0.0021580	0.0018018
Agricultural Land Rate (See Schedule B/Appendix A)	0.0017264	0.0014414
Extractive and Landfill Land Rate (See Schedule C/Appendix A)	0.0064740	0.0054054
Retirement Village Land (See Schedule D/Appendix A)	0.0019422	0.0016216
Residential Heritage Land (See Schedule E/Appendix A)	NA	0.0016216

Regulation 8(c) (ii) of the Local Government Act - The estimated amount to be raised by each type of rate to be levied:-

TYPE OF PROPERTY	2017/18 \$	2018/19 \$
General Land	111,650,019	115,651,817
Agricultural Land	116,851	101,752
Extractive and Landfill Land	100,832	51,892
Retirement Village Land	802,799	732,583
Residential Heritage Land	NA	127,630
Cultural and Recreational Land	366,598	374,667
Total	113,037,099	117,040,341

Regulation 8(c) (iii) - Total amount to be raised by rates:-

	2017/18 \$	2018/19 \$
Total	113,037,099	117,040,341

Regulation 8(c) (iv) of the Local Government Act - The proposed percentage change in the rate in the dollar for each type of rate to be levied, compared to that of the previous financial year are:

TYPE OF PROPERTY	PERCENTAGE CHANGE
General Land	2.39%
Agricultural Land	2.39%
Extractive and Landfill Land	2.39%
Retirement Village Land	2.39%
Residential Heritage Land	NA

Regulation 8(c) (v) of the Local Government Act - The number of assessments for each type of rate to be levied compared to the previous year:

TYPE OF PROPERTY	2017/18	2018/19
General Land	71,449	72,290
Agricultural Land	43	41
Extractive and Landfill Land	6	5
Retirement Village Land	1,152	1,141
Residential Heritage Land	NA	90
Cultural and Recreational Land *	12	12
Total	72,662	73,579

*(Note: not included in Rate Cap)

Regulation 8(c) (vi) of the Local Government Act – The total number of assessments is:

- 73,579 (2017/18 72,662)

Regulation 8(c) (vii) of the Local Government Act

The basis of valuation to be used is the Capital Improved Value (CIV).

Regulation 8(c)(viii) of the Local Government Act - The estimated total value of land in respect of which each type of rate is to be levied compared with the previous year:

TYPE OF PROPERTY	2017/18 \$000	2018/19 \$000
General Land	51,737,729	64,186,466
Agricultural Land	67,685	70,590
Extractive and Landfill Land	15,575	9,600
Retirement Village Land	413,345	451,757
Residential Heritage Land	NA	78,705
Cultural and Recreational Land	375,125	613,820
Total	52,609,459	65,410,938

Regulation 8(c) (ix) of the Local Government Act – The proposed Municipal Charge is:

- \$100 per rateable property (2017/18 \$100)

Regulation 8(c) (x) of the Local Government Act – The proposed unit amount to be levied for each type of charge under section 162 of the Act:

TYPE OF CHARGE	PER RATEABLE PROPERTY	
	2017/18 \$	2018/19 \$
Service Choice A - 120 litre garbage, 240 litre recycling and 240 litre green waste bins including recovery of costs attributable to the State Government Landfill Levy	\$230	\$243
Service Choice B – 80 litre garbage, 240 litre recycling and 240 litre green waste bins including recovery of costs attributable to the State Government Landfill Levy	\$191	\$203
Service Choice C – 120 litre garbage, 240 litre recycling and 120 litre green waste bins including recovery of costs attributable to the State Government Landfill Levy	\$210	\$223
Service Choice D – 80 litre garbage, 240 litre recycling and 120 litre green waste bins including recovery of costs attributable to the State Government Landfill Levy	\$177	\$189
Service Choice E – 120 litre garbage and 240 litre recycling bins including recovery of costs attributable to the State Government Landfill Levy	\$166	\$178
Service Choice F – 80 litre garbage and 240 litre recycling bins including recovery of costs attributable to the State Government Landfill Levy	\$137	\$148
Service Choice G – 240 litre x 2 Share Garbage, 240 litre Recycle including recovery of costs attributable to the State Government Landfill Levy	\$137	\$144
Service Choice H – 240 litre x 3 Share Garbage, 240 litre Recycle including recovery of costs attributable to the State Government Landfill Levy	\$108	\$114
Service Choice I – 240 litre x 4 Share Garbage, 240 litre Recycle including recovery of costs attributable to the State Government Landfill Levy	\$96	\$102
Service Choice P – 120 litre x 2 Share Garbage, 240 litre Recycle including recovery of costs attributable to the State Government Landfill Levy	\$96	\$102
Service Choice W – Additional 120 litre Green Waste Bin	\$47	\$48
Service Choice X – Additional 240 litre Green Waste Bin	\$59	\$60
Service Choice Y – Additional 240 litre Garbage Bin including recovery of costs attributable to the State Government Landfill Levy	\$145	\$148
Service Choice Z – Additional 120 litre Garbage Bin including recovery of costs attributable to the State Government Landfill Levy	\$136	\$139

Regulation 8(c) (xi) of the Local Government Act - The estimated amounts to be raised for each type of charge to be levied compared to the previous year are:

TYPE OF CHARGES	2017/18 \$	2018/19 \$
Municipal Charge	7,266,200	7,357,900
Special Rates	115,847	120,027
Waste Service Charges (Note: not included in Rate Cap)	12,135,276	13,061,797
Total	19,517,323	20,539,724

Regulation 8(c) (xii) of the Local Government Act - The estimated total amount to be raised by rates and charges:

	2017/18 \$	2018/19 \$
Rates and Charges	132,554,422	137,580,065

Summary of Rate Revenue	2017/18 \$	2018/19 \$
Rates and Charges	132,554,422	137,580,065
Supplementaries	385,000	655,000
Interest on Rates	400,000*	400,000
Total Rate Revenue	133,339,422	138,635,065

*Published as interest income in Budget 2017/18

Regulation 8(c) (xiii) of the Local Government Act – Significant changes:

There are no known significant changes which may affect the estimated amounts to be raised by rates and charges. However, the total amount to be raised by rates and charges may, for example, be affected by:

- the making of supplementary valuations.
- the variation of returned levels of value (e.g. valuation appeals)
- changes of use of land such that rateable land becomes non-rateable land and vice versa and
- changes of use of land such that residential land becomes business land and vice versa.

Fair Go Rates System Compliance

Kingston City Council is fully compliant with the State Government's Fair Go Rates System.

RATE REVENUE	ANNUALISED 2017/18	BUDGET 2018/19	% CHANGE
Capped Revenue			
General Rate	113,941,596	116,665,674	2.39%
Municipal Charge	7,357,900	7,357,900	0.00%
Total Capped Revenue	121,299,496	124,023,574	2.25%
Uncapped Revenue			
Waste Service Charges	12,297,112	13,061,797	6.22%
Cultural & Recreation Land Rates	366,423	374,667	2.25%
Special Rates and Charges*	115,847	120,027	3.61%
Total Uncapped Rates	12,779,382	13,556,491	6.08%
Rate Revenue	134,078,878	137,580,065	2.61%
Supplementary Rates		655,000	
Interest on Rates		400,000	
Total Rates and Charges Revenue		138,635,065	

* Patterson Lakes Special Rates Charge Scheme only in place for 11 months in 2017/18

FIRE SERVICES PROPERTY LEVY (FSPL)

Until 30 June 2013 Victorian fire services were funded by a combination of a levy applied to building and contents insurance premiums, contributions from Local Government areas that are serviced by the MFB and direct funding from the State Government. The 2009 Victorian Bushfires Royal Commission review of the February 2009 Black Saturday bushfires found the current system needed reform.

As a result the Victorian Government introduced, with effect from 1 July 2013, a property based levy to replace the existing funding arrangements for the Metropolitan Fire and Emergency Services Board (MFB) and the Country Fire Authority (CFA). The Victorian Government has determined that the Fire Services Levy will be collected by local governments acting as a collection agency on behalf of the State. The Fire Services Levy is collected from property owners through Council rates notices to ensure that all Victorian property owners, even those normally exempt from council rates such as churches; RSLs and charities, pay a contribution to Victoria's fire services.

The amount collected by councils is passed on in full to the State Revenue Office.

Council is a collection agency only and as such the money collected for the Fire Services Property Levy does not under Australian Accounting Standards form part of Council's operating budget. It is estimated that Council will collect approximately \$19 million on behalf of the Victorian Government.

4.1.2 Statutory Fees and Fines (\$0.4 million increase)

	Budget	Budget	Change	
	2017/18	2018/19	\$'000	%
	\$'000	\$'000	\$'000	%
Infringements and Costs	3,375	3,685	310	8.4%
Parking Infringements	3,502	3,623	121	3.3%
Town Planning	939	930	(9)	-0.9%
Permits	525	535	10	1.9%
Family Day Care	569	567	(2)	-0.3%
Other	348	365	17	4.6%
Total statutory fees and fines	9,258	9,705	447	4.6%

Statutory fees and fines relate to fees and fines levied in accordance with legislation and include animal registrations, *Public Health and Wellbeing Act 2008* registrations and parking fines. Increases in statutory fees are made in accordance with legislation.

4.1.3 User Fees (\$0.7 million decrease)

	Budget	Budget	Change	
	2017/18	2018/19	\$'000	%
	\$'000	\$'000	\$'000	%
Aged Services	106	100	(6)	-6.0%
Leisure Recreation	7,028	7,404	377	5.1%
Family & Children	76	69	(7)	-9.9%
Rentals & Facility Hire	3,572	2,896	(676)	-23.4%
Local Laws, Permits	1,286	1,288	2	0.2%
Planning & buildings	629	629	-	0.0%
Other	8,523	8,125	(398)	-4.9%
Total user fees	21,220	20,511	(708)	-3.5%

User charges relate mainly to the recovery of service delivery costs through the charging of fees to users of the Council's services. These include use of leisure, and other community facilities and user contributions to the provision of human services such as family day care, long day care and home help services. In setting the budget, the key principle for determining the level of user charges has been to have regard to cost escalations and market forces.

User charges are projected to decrease by \$0.7 million over 2018/19 includes \$0.7 million in reduced Rentals and Facility Hire as Council adjusted rental agreement with tenants in line with market pricing. Leisure and Recreation is projecting growth through continuous solid income from the rebranding to Kingston Active incorporating more programs for wider community.

4.1.4 Grants - (\$1.3 million increase)

Operating Grants

Operating Grant Funding	Budget	Budget	Change	
	2017/18	2018/19	\$'000	%
Parks Team	203	213	10	4.7%
Infrastructure Management	72	72	-	0.0%
Traffic & Transport Planning	72	80	8	10.0%
Strategic Planning	-	-	-	0.0%
Economic Development	30	-	(30)	-100.0%
Library Services	1,013	1,035	22	2.1%
Building Hubs and Partnerships	56	56	-	0.0%
Community Care	7,942	7,991	49	0.6%
Community Engagement	348	230	(119)	-51.3%
AccessCare	7,470	8,613	1,143	13.3%
Assessment	1,281	1,729	448	25.9%
Local Laws	460	467	7	1.5%
Health Services	21	4	(17)	-425.0%
Family & Children's Centres	4,401	4,570	168	3.7%
Children's Services Partnerships	139	156	18	10.9%
Family Day Care & School Age Care	2,182	1,759	(423)	-24.1%
Youth & Family Services	230	286	56	19.6%
MCH & Immunisation	1,298	1,320	21	1.7%
Grants Commission	4,340	4,446	106	2.4%
Total Grants Received	31,558	33,027	1,469	4.5%

Capital Grants

CAPITAL GRANT FUNDING TYPES AND SOURCE	Budget	BUDGET	Change	
	2017/18	2018/19	\$'000	%
Recurrent - Commonwealth Government				
Roads to Recovery	586	586	-	0.0%
Total recurrent grants	586	586	-	0.0%
Non-recurrent - State Government				
Building Facilities	-	1,300	1,300	0.0%
Active Sports Facilities	1,379	750	(629)	-45.6%
Traffic Management	300	-	(300)	-100.0%
Foreshore Environment	1,284	400	(884)	-68.9%
Children's Services	350	661	311	88.9%
Total non-recurrent grants	3,313	3,111	(202)	-6.1%
Total Capital Grants	3,899	3,697	(202)	-5.2%

Operating grants include all monies received from State and Federal sources for the purposes of funding the delivery of Council's services to ratepayers. Overall, the level of operating grants has increased by \$1.5 million compared to 2017/18. AccessCare has been budgeted to receive \$1.1 million more compared to 2017/18 to better reflect the current level of grants received.

Capital grants include all monies received from Commonwealth and State Government sources for the purposes of funding the capital works program. The budget only includes those grants that have been confirmed therefore there are no capital grants budgeted in 2020/21 and 2021/22. Overall the level of capital grants is expected to decrease by \$0.2 million compared to 2017/18. Grant revenue in 2018/19 includes \$3.7 million for Capital Grants featuring \$0.6 million for the Roads to Recovery, \$0.7 million for the Edithvale Life Savings Club, \$0.3 million Department of Education and Early Childhood Development grant toward Acacia Avenue Preschool, \$0.7 million for Dingley Village Neighbourhood House, \$0.5 million for Mentone Pavilion and \$0.3 million for Washington Drive Kindergarten.

Refer to Section 5 "Capital Works Program" that includes a detailed analysis of the grants and contributions expected to be received during the 2018/19 year.

4.1.5 Contributions (\$1.1 million decrease)

	Budget 2017/18 \$'000	Budget 2018/19 \$'000	Change \$'000	Change %
MONETARY				
Capital Contributions	40	55	15	37.5%
Donations	1	1	-	0.0%
Other Contributions	222	58	(164)	-282.8%
Sponsorship Income	48	27	(21)	-77.8%
Farmers Market	20	20	-	0.0%
Royalties Income	20	20	-	0.0%
Tree Planting/Establishment	100	150	50	33.3%
Emergency Management	58	58	-	0.0%
NON MONETARY				
Developer Contributions	1,000	-	(1,000)	100.0%
Total Contributions	1,509	389	(1,120)	-287.9%

Contributions are expected to fall by \$1.1 million in Budget 2018/19 primarily related to developer asset contributions which are not expected in 2018/19 due to Council engineers advising that given the lack of development of green field development sites, no assets are being donated to Council by developers. (This non-cash item had been a feature of Council's accounts since 1997/98 and is required by Australian Accounting Standards. This item is an estimate of the value of the assets such as roads, drains and footpaths established by developers in new estates and subsequently handed over to Council's ownership and for maintenance in future years.)

Other contributions are projected to be in line with 2017/18 levels.

4.1.6 Other income (\$0.1 million decrease)

	Budget 2017/18 \$'000	Budget 2018/19 \$'000	Change	
			\$'000	%
Interest	1,801	2,000	199	10.0%
Other Income	832	494	(338)	-68.4%
Total other income	2,633	2,494	(139)	-5.6%

Other income relates to a range of minor miscellaneous income items. It also includes interest revenue on investments.

4.1.7 Employee costs (\$1.7 million increase)

	Budget 2017/18 \$'000	Budget 2018/19 \$'000	Change	
			\$'000	%
Salary & Wages	70,551	72,445	1,894	2.6%
FBT & WorkCover	950	1,100	150	13.6%
Casual Staff	6,750	6,415	(335)	-5.2%
Total employee costs	78,251	79,960	1,709	2.1%

Employee costs include all labour related expenditure such as wages and salaries and on-costs such as allowances, leave entitlements, employer superannuation, etc. As staff vacancies are expected throughout the year, Council continues to budget for 98% of the cost of permanent staff which is recognised as a productivity measure.

Employee costs are forecast to increase by \$1.7 million in 2018/19 compared to 2017/18 budget. The change for 2018/19 includes allowances for the following factors:

- An allowance wages and salaries increase in line with the Enterprise Bargaining Agreement (EBA);
- anticipated near full employment rates at Council;
- estimated full time equivalent (FTE) staffing levels.

4.1.8 Materials and services (\$4.0 million increase)

	Budget 2017/18 \$'000	Budget 2018/19 \$'000	Change	
			\$'000	%
Contract payments	62,389	64,419	2,030	3.2%
Building maintenance	1,838	1,777	(61)	-3.4%
Utilities	4,418	4,831	413	8.6%
Road Renewal Expense	7,140	8,741	1,601	18.3%
Total materials and services	75,785	79,769	3,983	5.0%

Materials and services include the purchases of consumables, payments to contractors for the provision of services and utility costs. Materials and services are forecast to increase by \$4.0 million compared to 2017/18. The increases related to road renewal expenditure and contracted payments which escalate from year to year for example electricity costs are up \$250k in 2018/19.

Expenditure on all goods and services has been kept at 2017/18 budget levels except for contracted expenditures with cost escalators such as fuel, labour etc.

Major items of contract expenditure in Budget 2018/19 include:

- Waste management contracts \$12.9 million.
- Road & footpath maintenance \$4.4 million.
- Public Street lighting \$1.1 million.
- Open space mowing maintenance \$2.5 million.
- Programmed Tree maintenance \$0.9 million.
- Facilities Maintenance \$1.1 million.
- Park cleaning contract \$1.7 million.

4.1.9 Depreciation and amortisation (\$1.3 million decrease)

Depreciation is an accounting measure which attempts to allocate the value of an asset over its useful life for Council's property, plant and equipment. This includes infrastructure assets such as roads and drains and reflects the effect of revaluing Council's assets to their current realisable value in accordance with Australian Accounting Standards. The level of depreciation is also affected by the net change in assets in 2018/19 and the full year effect of depreciation of the 2018/19 capital works program.

Refer to Section 5 "Capital Works Program" for a more detailed analysis of Council's capital works program for the 2018/19 year.

4.1.10 Bad and doubtful debts (No change)

Bad and doubtful debts are projected to remain at 2017/18 levels of \$0.05 million.

4.1.11 Borrowing costs (\$0.2 million decrease)

Borrowing costs relate to interest charged by financial institutions on funds borrowed in accordance with loan agreements and are budgeted to total \$0.4 million in 2018/19 and reflect current loan agreements.

4.2 BALANCE SHEET

4.2.1 Current Assets (\$3.8 million increase)

Cash and cash equivalents include cash and investments such as cash held in the bank and in petty cash and the value of investments in deposits or other highly liquid investments with short term maturities between one to twelve months. 2018/19 budgets an increase of \$6.3 million compared to 2017/18.

Trade and other receivables are monies owed to Council by ratepayers and others. Short term debtors are not expected to change significantly in the budget.

4.2.2 Non-Current Assets (\$103.6 million increase)

Property, infrastructure, plant and equipment is the largest component of Council's worth and represents the value of all the land, buildings, roads, vehicles, equipment, etc. which has been built up by Council over many years. The increase in this balance is attributable to the net result of the capital works program, depreciation of assets (\$27.0 million).

4.2.3 Current Liabilities (\$1.2 million increase)

Current liabilities include Trade and Other Payables, Trust Funds and Deposit and the provisions for accrued long service leave and annual leave owing to employees as well as short term interest-bearing liabilities. These employee entitlements are only expected to increase \$1.2 million due to active management of entitlements after allowing for annual salary increases.

4.2.4 Non-Current Liabilities (\$5.0 million decrease)

Interest-bearing loans and borrowings are borrowings of Council. Council is budgeting to repay loan principal of \$6.0 million over the year (accounted in Current and Non-Current Liabilities).

4.2.5 Equity (\$111.7 million increase)

Total equity always equals net assets and is made up of the following components:

Asset revaluation reserve which represents the difference between the previously recorded value of assets and their current valuations

Other reserves that are funds that Council wishes to separately identify as being set aside to meet a specific purpose in the future and to which there is no existing liability. These amounts are transferred from the Accumulated Surplus of the Council to be separately disclosed

Accumulated surplus which is the value of all net assets less reserves that have accumulated over time. The increase in accumulated surplus of \$21.3 million results directly from the surplus for the year.

4.3 STATEMENT OF CHANGES IN EQUITY

4.3.1 Reserves

During 2018/19 a net amount of \$2.7 million is budgeted to be transferred from accumulated surplus. This reflects the usage of reserves to partly fund the capital works program.

4.4 STATEMENT OF CASH FLOWS

4.4.1 Operating activities (\$0.7 million increase)

	Budget	Budget	Change	
	2017/18	2018/19	\$'000	%
	Inflows (Outflows)	Inflows (Outflows)	\$'000	%
Cash flows from operating activities				
Rates and charges	132,799	138,460	5,661	4.1%
Statutory fees and fines	9,258	9,707	449	4.6%
User fees	21,220	20,511	(709)	-3.5%
Grants – operating	31,558	33,027	1,469	4.5%
Grants - capital	3,899	3,697	(202)	-5.5%
Contributions - monetary	509	389	(120)	-30.9%
Interest received	1,801	2,000	(199)	-10.0%
Other receipts	832	494	(338)	-68.4%
Employee costs	(78,251)	(79,960)	(1,709)	-2.1%
Materials and services	(75,835)	(79,819)	(3,984)	-5.0%
Net cash provided by/(used in) operating activities	47,790	48,506	716	1.5%

Operating activities refer to the cash generated or used in the normal service delivery functions of Council. The net cash flows from operating activities does not equal the surplus (deficit) for the year as the expected revenues and expenses of the Council include non-cash items which have been excluded from the Cash Flow Statement. See Notes 4.1.1 to 4.1.11 (excluding 4.1.9) for detailed commentary on the movement of individual items

4.4.2 Investing activities (\$2.0 million increase)

	Budget	Budget	Change	
	2017/18	2018/19	\$'000	%
	Inflows (Outflows)	Inflows (Outflows)	\$'000	%
Cash flows from investing activities				
Payments for property, infrastructure, plant and equipment	(51,225)	(51,775)	(550)	1.0%
Proceeds from sale of property, infrastructure, plant and equipment	1,525	100	(1,425)	-93.0%
Net cash provided by/ (used in) investing activities	(49,700)	(51,675)	(1,975)	-92.0%

Investing activities refer to cash generated or used in the enhancement or creation of infrastructure or other assets. These activities can also include the acquisition and sale of other assets such as vehicles, property or equipment. Council's planned expenditure on capital renewal, upgrade or expansion works that is discussed in detail in Section 5 of this report is \$58.9 million. It also assumes that all capital works expenditure will be spent in 2018/19.

4.4.3 Financing activities (\$0.1 million increase)

	Budget	Budget	Change	
	2017/18	2018/19	\$'000	%
	Inflows (Outflows)	Inflows (Outflows)	\$'000	%
Cash flows from financing activities				
Finance costs	(552)	(396)	156	39.4%
Proceeds from borrowings	-	-	-	-
Repayment of borrowings	(5,923)	(5,991)	(68)	-1.1%
Net cash provided by/(used in) financing activities	(6,475)	(6,387)	88	1.4%

Financing activities refer to cash generated or used in the financing of Council functions and can include borrowings from financial institutions and advancing of repayable loans to other organisations.

4.4.4 Cash and cash equivalents at end of the year

Overall, total cash and investments are forecast to be \$90.6 million at 30 June 2019.

5. Capital works program

“5.1 Capital Works Program” presents a listing of the capital works projects that will be undertaken for the year ending 30 June 2019.

The capital works projects are grouped by class and include the following:

- New works for 2018/19
- Works carried forward from the 2017/18 year.

5.1 2018/19 CAPITAL PROGRAM For the Year ending 30 June 2019	2018/19 Capital Allocation	Adjustment from 2017/18	2018/19 Capital Budget	Grants/ Contrib For Receipt 2018/19	Grants Rec'd Prior Years	Reserve Funds	Borrow	Council
1 - Our well-planned, liveable city supported by infrastructure to meet future needs								
Design, build and maintain the public realm through civil infrastructure (1.3.1)								
Road Renewal - Roads Reconstruction Program								
Priority Program (Inc combined Footpath and Drainage) - Barkly St, Mordialloc - Bourke Rd, Clarinda - French Av, Edithvale - McDonald St, Mordialloc - Governor Rd, Mordialloc - Woodlands Ct, Mordialloc	6,586,181	-	6,586,181	586,181	-	-	-	6,000,000
Footpath Renewal Program								
- Condition and Risk based asset renewal	700,000	-	700,000	-	-	-	-	700,000
DRAINAGE PROGRAMS (Flood Mitigation)								
Priority Projects (Incorporates road and footpath works)								
- Munroe Av, Edithvale - Fraser Av, Edithvale - Kinross Av, Edithvale - Levanto St, Mentone	2,750,000	-	2,750,000	-	-	-	-	2,750,000
SUBTOTAL GOAL 1:	10,036,181	-	10,036,181	586,181	-	-	-	9,450,000
2- Our sustainable green environment with accessible open spaces								
Environmental resilience and sustainability (2.1)								
Former Landfill Sites Remediation	1,470,000	-	1,470,000	400,000	-	-	-	1,070,000
Elder St Landfill Remediation	1,000,000	-	1,000,000	-	-	1,000,000	-	-
Green House Gas Reduction / Rising Sea Levels	200,000	-	200,000	-	-	-	-	200,000
Sportfield Warm Season Grass	120,000	-	120,000	-	-	-	-	120,000
Water Conservation Programs - Buildings	40,000	-	40,000	-	-	-	-	40,000

5.1 2018/19 CAPITAL PROGRAM For the Year ending 30 June 2019	2018/19 Capital Allocation	Adjustment from 2017/18	2018/19 Capital Budget	Grants/ Contrib For Receipt 2018/19	Grants Rec'd Prior Years	Reserve Funds	Borrow	Council
Bay & Waterways Stormwater Quality Improvement	50,000	-	50,000	-	-	-	-	50,000
Activating and protecting the foreshore (2.3)								
Foreshore Natural Resource Management	110,000	-	110,000	-	-	-	-	110,000
Foreshore Infrastructure Renewals	500,000	-	500,000	-	-	-	-	500,000
Mentone Coastal Precinct Plan Implementation	200,000	50,000	250,000	-	-	250,000	-	
Foreshore Drainage Improvements	160,000	-	160,000	-	-	160,000	-	
Parkdale Yacht Club	1,100,000	110,000	1,210,000	-	-	710,000	-	500,000
Mordialloc Creek Asset Renewal	100,000	-	100,000	-	-	-	-	100,000
Foreshore Ticket Parking Machine Replacements	170,000	-	170,000	-	-	-	-	170,000
Edithvale Life Saving Club	2,020,000	-	2,020,000	750,000	-	350,000	-	920,000
Implement the Open Space Strategy (2.4)								
Minor Reserve Improvements	150,000	-	150,000	-	-	-	-	150,000
Reserves Tree Planting Programme	50,000	-	50,000	-	-	-	-	50,000
Reserve Revegetation	70,000	-	70,000	-	-	-	-	70,000
Parks & Open Space Strategy Implementation	100,000	100,000	200,000	-	-	-	-	200,000
Watering System Major Repairs & Renewal	100,000	-	100,000	-	-	-	-	100,000
Reserve Fencing Renewal	95,000	-	95,000	-	-	-	-	95,000
Parks Asset Renewal	400,000	-	400,000	-	-	-	-	400,000
Reserve Gravel Carparks Minor Upgrades	70,000	-	70,000	-	-	-	-	70,000
Reserve Pathway Renewals & Minor Upgrades	35,000	-	35,000	-	-	-	-	35,000
Green Wedge Project Officer	100,000	-	100,000	-	-	100,000	-	-
Parks Capital Delivery Resources	200,000		200,000					200,000
Playground Improvement & Renewal Program	450,000		450,000					450,000
Playground Major Repairs & Maintenance	150,000	50,000	200,000					200,000
Spring Rd Mowing and Maintenance	80,000		80,000			80,000		
Landscaping and Maintenance	90,000		90,000			90,000		-

5.1 2018/19 CAPITAL PROGRAM For the Year ending 30 June 2019	2018/19 Capital Allocation	Adjustment from 2017/18	2018/19 Capital Budget	Grants/ Contrib For Receipt 2018/19	Grants Rec'd Prior Years	Reserve Funds	Borrow	Council
Active Youth Spaces Strategy - Implementation	100,000		100,000			100,000		-
Barker Street Cheltenham Urban Park	100,000		100,000			100,000		-
Provide variety of sport and recreation opportunities (2.5)								
Moorabbin Reserve Master Plan implementation	200,000		200,000			200,000		-
Bonbeach Sports Reserve - Masterplan Implementation	300,000		300,000			300,000		-
Walter Galt Reserve - Masterplan Implementation	123,600	215,000	338,600			338,600		-
GR Bricker Reserve Park Master Plan	50,000		50,000			-		50,000
Dales Park Development Plan	350,000		350,000			350,000		-
Le Page Park Master Plan (Design)	150,000		150,000			150,000		-
Ben Kavanagh Reserve Masterplan Implementation	470,000		470,000			250,000		220,000
Netball Facilities Development - Regents Park	600,000		600,000			-		600,000
Netball Facilities Development - Bonbeach	-	370,000	370,000			235,000		135,000
Kerr Crescent New Pavilion - Concepts	100,000		100,000	-	-	-		100,000
Female Change Facilities - Regents Park	200,000	-	200,000	-	-	-		200,000
Dingley Sports Ground Development- Feasibility & Design	130,000	-	130,000	-	-	-	-	130,000
Dingley Sports Pavilion - Concepts	50,000	-	50,000	-	-	-	-	50,000
Kingston Heath Baseball/Hockey - Concepts	25,000	-	25,000	-	-	-	-	25,000
GR Bricker Pavilion Redevelopment - Concept	25,000	-	25,000	-	-	-	-	25,000
Highett Hub - Concept	25,000	-	25,000	-	-	-	-	25,000
Sportsground Lighting - Pole Replacements	350,000	-	350,000	-	-	-	-	350,000
Inspection Audit Program of Sportsground Lighting	60,000	-	60,000	-	-	-	-	60,000
Dolamore Athletic Track Renewal	150,000	-	150,000	-	-	-	-	150,000
Dane Rd Reserve High Fencing (Railway side)	290,000	-	290,000	-	-	-	-	290,000
SRV Minor Facilities Grants - Council Contribution	250,000	-	250,000	-	-	-	-	250,000
Cricket Infrastructure Development	75,000	-	75,000	-	-	-	-	75,000
Tennis Facility Development	70,000	(40,000)	30,000	-	-	-	-	30,000

5.1 2018/19 CAPITAL PROGRAM For the Year ending 30 June 2019	2018/19 Capital Allocation	Adjustment from 2017/18	2018/19 Capital Budget	Grants/ Contrib For Receipt 2018/19	Grants Rec'd Prior Years	Reserve Funds	Borrow	Council
Recreation Minor Projects	50,000	-	50,000	-	-	-	-	50,000
Concrete Cricket Wicket Refurbishment	45,000	-	45,000	-	-	-	-	45,000
Cricket Net Renewal Program	40,000	-	40,000	-	-	-	-	40,000
Goal Post Renewal Program	25,000	-	25,000	-	-	-	-	25,000
Oval Regrading Works	60,000	-	60,000	-	-	-	-	60,000
Bicentennial Park Baseball Oval No.1 Reconstruction	50,000	-	50,000	-	-	-	-	50,000
Sportsground Drainage Improvement Program	80,000	-	80,000	-	-	-	-	80,000
Cliff Sambell Pavilion - Gerry Green Reserve	1,310,000	39,500	1,349,500	89,500	-	-	-	1,260,000
Moorabbin Reserve Pavilion Development	180,000	-	180,000	-	-	-	-	180,000
Soppett Pavilion Redevelopment - Mentone Reserve	3,400,000	125,000	3,525,000	500,000	-	-	-	3,025,000
Mentone Pavilion – Services Relocations	-	250,000	250,000	-	-	-	-	250,000
Indoor Stadium Development	-	50,000	50,000	-	-	-	-	50,000
Roy Dore Pavilion	100,000	-	100,000	-	-	-	-	100,000
SUBTOTAL GOAL 2:	18,963,600	1,319,500	20,283,100	1,739,500	-	4,763,600	-	13,780,000
								-
3- Our connected inclusive, healthy and learning community								
Provide equitable access to services and facilities for all community (3.2)								
Public Toilets Renewal - General	80,000		80,000					80,000
Public Toilet Renewal - Dolamore Reserve	150,000		150,000					150,000
Disability Access/Changing Places - Bicentennial Park Public Toilet	150,000		150,000					150,000
Enhance wellbeing and participation of families and children (3.3)								
Acacia Avenue Preschool	1,475,000	-	1,475,000	325,000	-	-	-	1,150,000
Washington Drive Kindergarten - Upgrade	460,512	-	460,512	335,512				125,000

5.1 2018/19 CAPITAL PROGRAM For the Year ending 30 June 2019	2018/19 Capital Allocation	Adjustment from 2017/18	2018/19 Capital Budget	Grants/ Contrib For Receipt 2018/19	Grants Rec'd Prior Years	Reserve Funds	Borrow	Council
Promote an active, healthy and involved community life (3.4)								
Waves - Asset Replacement Strategy	400,000	-	400,000	-	-	-	-	400,000
Don Tatnell Asset Replacement Strategy	225,000	-	225,000	-	-	-	-	225,000
Dingley Village Neighbourhood House precinct – Stage 1	3,000,000	-	3,000,000	750,000	-	-	-	2,250,000
Support learning and development (3.5)								
Library Service Book stock Purchasing	1,056,006	-	1,056,006	-	-	-	-	1,056,006
Library Amenity Improvements - (carpet, shelving, minor works)	100,000	-	100,000	-	-	-	-	100,000
SUBTOTAL GOAL 3:	7,196,518	(100,000)	7,096,518	1,410,512	-	-	-	5,686,006
4- Our free-moving safe, prosperous and dynamic city								
Vibrant shopping centres and employment precincts (4.1)								
Cheltenham Property Acquisitions	1,000,000	-	1,000,000	-	-	1,000,000	-	-
Structure Plans - Concepts	195,000	-	195,000	-	-	-	-	195,000
Mentone Activity Centre - Piazza	3,400,000	-	3,400,000	-	-	-	-	3,400,000
Mentone Activity Centre – Granary Lane	180,000	-	180,000	-	-	-	-	180,000
Moorabbin Activity Centre Upgrades & Improvements	30,000	-	30,000	-	-	-	-	30,000
Smart City Initiatives	100,000	-	100,000	-	-	-	-	100,000
Christmas Decorations	150,000	-	150,000	-	-	-	-	150,000
Parkdale Local Shopping Centre Enhancement	100,000	-	100,000	-	-	-	-	100,000
Rich in arts, innovation and tourism (4.3)								
Community Facility Arts Funding Contingency	50,000	-	50,000	-	-	-	-	50,000

5.1 2018/19 CAPITAL PROGRAM For the Year ending 30 June 2019	2018/19 Capital Allocation	Adjustment from 2017/18	2018/19 Capital Budget	Grants/ Contrib For Receipt 2018/19	Grants Rec'd Prior Years	Reserve Funds	Borrow	Council
Public Art	20,000	-	20,000	-	-	-	-	20,000
Kingston Hall - Facility Renewals	250,000	-	250,000	-	-	-	-	250,000
Kingston Arts Centre - Facility Renewals	65,000	-	65,000	-	-	-	-	65,000
Masonic Hall, Mordialloc - Restoration Planning	200,000	-	200,000	-	-	-	-	200,000
Integrated, accessible transport and a free-moving city (4.4)								
Cycling & Walking - East/West Cycleway	500,000	-	500,000	-	-	-	-	500,000
Bike & Walking Trails	150,000	-	150,000	-	-	-	-	150,000
Bay Trail Shared Path - Implementation	2,745,000	-	2,745,000	-	-	-	-	2,745,000
Walking and Cycling Connectivity Project	200,000	-	200,000	-	-	200,000	-	-
Linking Karkarook Park to Clayton Road	800,000	-	800,000	-	-	800,000	-	-
Traffic Management Improvement Programs	670,000	-	670,000	-	-	-	-	670,000
Minor Public Lighting Upgrades	80,000	-	80,000	-	-	-	-	80,000
Kingston Industrial Development Strategy	250,000	-	250,000	-	-	-	-	250,000
Traffic Signal Upgrades	40,000	107,000	147,000	-	-	-	-	147,000
SUBTOTAL GOAL 4:	1,175,000	107,000	11,282,000	-	-	2,000,000	-	9,282,000
5- Our well governed and responsive organisation								
A responsive and well-managed organisation (5.4)								
Vehicles, Plant & Equipment Replacement	300,000	-	300,000	-	-	-	-	300,000
Mills Road Depot Development	5,550,000	-	5,550,000	-	-	-	-	5,550,000
1230 Nepean Hwy - Programmed Renewal Works	203,000	-	203,000	-	-	-	-	203,000

5.1 2018/19 CAPITAL PROGRAM For the Year ending 30 June 2019	2018/19 Capital Allocation	Adjustment from 2017/18	2018/19 Capital Budget	Grants/ Contrib For Receipt 2018/19	Grants Rec'd Prior Years	Reserve Funds	Borrow	Council
1230 Nepean Highway - Oakleigh Room Works	200,000	100,000	300,000	-	-	-	-	300,000
Heating Ventilation and Cooling System Renewals & Upgrades	175,000	-	175,000	-	-	-	-	175,000
Floor Coverings Renewal Program	150,000	-	150,000	-	-	-	-	150,000
Kitchen & Toilets Renewal Program	150,000	-	150,000	-	-	-	-	150,000
Disability Audit Compliance - Building Upgrades	250,000	-	250,000	-	-	-	-	250,000
Renewal Program identified from Condition Audit	1,189,862	-	1,189,862	-	-	-	-	1,189,862
Building OH&S Improvements	95,000	-	95,000	-	-	-	-	95,000
Advanced Building Project Design & Feasibility Budget	100,000	-	100,000	-	-	-	-	100,000
Building Demolitions Programme	100,000	-	100,000	-	-	-	-	100,000
Fire Hydrant Upgrades/Installations	100,000	200,000	300,000	-	-	-	-	300,000
Bonbeach Basketball Stadium - Air Conditioning	350,000	-	350,000	-	-	-	-	350,000
Desktop PC's and Notebooks	1,500,000	-	1,500,000	-	-	-	-	1,500,000
System Security	85,000	-	85,000	-	-	-	-	85,000
Communications	70,000	-	70,000	-	-	-	-	70,000
Phone Projects	70,000	-	70,000	-	-	-	-	70,000
Software Licensing	20,000	-	20,000	-	-	-	-	20,000
IS Strategy Implementation	180,000	-	180,000	-	-	-	-	180,000
Hardware and Cloud Transition	380,000	-	380,000	-	-	-	-	380,000
Asset Management System - Development & Support	50,000	-	50,000	-	-	-	-	50,000
Asset Management Systems - Operational Function Enhancements	100,000	-	100,000	-	-	-	-	100,000
Corporate Information	50,000	-	50,000	-	-	-	-	50,000
Corporate Systems & Mobility	100,000	-	100,000	-	-	-	-	100,000
SUBTOTAL GOAL 5:	11,517,862	300,000	11,817,862	-	-	-	-	11,817,862
TOTAL - CAPITAL WORKS PROGRAM 2018/19	58,889,161	1,626,500	60,515,661	3,736,193	-	6,763,600	-	50,015,868

6. Financial Performance Indicators

The following table highlights Council's current and projected performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be used in the context of the organisation's objectives. These financial performance indicators are the LGPRF measures included in Part 3 of Schedule 3 of the Local Government (Planning and Reporting) Regulations 2014. It is important to note that the trend of the indicator is often more important than the absolute number itself and that no one indicator can adequately measure the financial sustainability or otherwise of any organisation.

The key objective of effective financial management is assessed in the context of the financial performance indicators covering the five dimensions of operating position, liquidity, obligations, stability and efficiency.

INDICATOR	MEASURE	NOTE	BUDGET	BUDGET	STRATEGIC RESOURCE PLAN PROJECTIONS			TREND
			2017/18	2018/19	2019/20	2020/21	2021/22	+/-
Operating position								
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	1	7.6%	8.6%	7.8%	7.0%	7.2%	+
Liquidity								
Working Capital	Current assets / current liabilities	2	245.8%	248.8%	236.1%	211.0%	227.0%	+
Unrestricted cash	Unrestricted cash / current liabilities		199.1%	208.7%	192.3%	166.8%	182.7%	=
Obligations								
Loans and borrowings	Interest bearing loans and borrowings / rate revenue	3	10.0%	5.2%	1.2%	0.2%	0.0%	+
Loans and borrowings	Interest and principal repayments on interest bearing loans and borrowings / rate revenue		4.9%	4.6%	4.0%	1.0%	0.2%	=
Indebtedness	Non-current liabilities / own source revenue		4.8%	1.8%	1.0%	0.8%	0.8%	+
Asset renewal	Asset renewal expenses / depreciation	4	100.1%	113.8%	149.4%	148.7%	113.1%	=
Stability								
Rates concentration	Rate revenue / adjusted underlying revenue	5	66.6%	67.4%	67.6%	67.7%	68.1%	=

DRAFT 2018/19 Budget

CITY OF KINGSTON

INDICATOR	MEASURE	NOTE	BUDGET	BUDGET	STRATEGIC RESOURCE PLAN PROJECTIONS			TREND
			2017/18	2018/19	2019/20	2020/21	2021/22	+/-
Rates effort	Rate revenue / CIV of rateable properties in the municipality		0.3%	0.3%	0.3%	0.3%	0.3%	=
Efficiency								
Expenditure level	Total expenditure / no. of property assessments		\$2,539	\$2,545	\$2,614	\$2,691	\$2,733	+
Revenue level	Residential rate revenue* / No. of residential property assessments		\$1,830	\$1,877	\$1,916	\$1,960	\$2,006	+
Workforce turnover	No. of permanent staff resignations & terminations / average no. of permanent staff for the financial year		9.5%	9.4%	9.4%	9.4%	9.4%	=

*Residential Rate Revenue includes supplementary rate revenue expected to be raised each year

Key to Forecast Trend:

- + Forecasts improvement in Council's financial performance/financial position indicator
- = Forecasts that Council's financial performance/financial position indicator will be steady
- Forecasts deterioration in Council's financial performance/financial position indicator

Notes to indicators

1. **Adjusted underlying result** – An indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives. Financial performance is expected to be maintained over the period.
2. **Working Capital** – The proportion of current liabilities represented by current assets. Working capital is forecast to remain relatively constant over the period of the Strategic Resource Plan.
3. **Debt compared to rates** - Trend indicates Council's reducing reliance on debt against its annual rate revenue through redemption of long term debt.
4. **Asset renewal** - This percentage indicates the extent of Council's renewals against its depreciation charge (an indication of the decline in value of its existing capital assets). A percentage greater than 100 indicates Council is adequately maintaining its existing assets, while a percentage less than 100 means its assets are deteriorating faster than they are being renewed and future capital expenditure will be required to renew assets.
5. **Rates concentration** - Reflects extent of reliance on rate revenues to fund all of Council's on-going services. Trend indicates Council will remain reliant on rate revenue when compared to all other revenue sources.

Long Term Strategies

The budget includes consideration of a number of long term strategies and contextual information to assist Council to prepare the budget in a proper financial management context.

This section includes an extract of the Adopted Strategic Resource Plan (SRP) to provide information on the long term financial projections of the Council

- Rating strategy
- Borrowing strategy
- Asset Management strategy
- Fees and charges strategy

7. Rating Strategy

7.1 STRATEGY DEVELOPMENT

In developing the 4 Year Financial Plan, rates and charges are identified as an important source of revenue, accounting for 67% of the total revenue received by Council annually. Council's approach to rating is underpinned by the principle that rates are a property based tax that raises funds for a variety of programs, services and capital works across the municipality for the public benefit of all – rates and charges are not a direct “fee for service”. Planning for future rates and charges increases has therefore been an important component of the long term financial planning process.

Any desire to raise income from rates and charges needs to be balanced against the impact rate increases can have on residential, industrial and commercial ratepayers. However, Council has a responsibility to ensure that sufficient income is generated (including rates and charges) to ensure both continuity of services provided by Council and the provision and renewal of community assets. By its very nature Kingston's Rating Strategy considers the challenges that must continue to be addressed by Council including:

- an ageing and expanding portfolio of infrastructure assets;
- a growing population that will increase demand for Council services;
- continued “cost shifting” from other levels of government; and
- responding to increasing community service expectations.

However, the need to balance the importance of rate revenue as a funding source with community sensitivity to increases is always front of mind at Council. To ensure that deliberations about future rate increases have been made on an informed basis, comparisons were made of historical rate levels between Kingston and other metropolitan councils.

The calculation for the 2018/19 rates & charges income budget is based on an annualised 2017/18 rates and charges revenue base of \$134.1 million, which is the amount of rate revenue that would have been raised had all properties been in their current status for the full year. This adjustment is necessary to ensure that Council has adequate resources to support all properties and ratepayers, as reflected by their final capital improved value, for the new year in full. In summary the determination of the rates to be raised on 1 July 2018 in compliance with the Fair Go Rating provisions (excluding any supplementary rates raised during the year which are not subject to the rate cap).

Supplementary Rates are levied to ensure that all new properties contribute an equitable share of rates during each year.

Note that as explained in section 4.1.1 of this report, these figures exclude the Fire Services Property Levy where Council has been appointed by the Victorian Government to collect this levy from property owners including some who are not subject to Council Rates such as churches, RSLs and charities.

7.2 CURRENT RATES AND CHARGES

The following table sets out future escalation assumptions in revenue from rates and charges and the total rates to be raised based on the forecast financial position as at 30 June 2017 that form the basis of Council's Strategic Resource Plan. They are subject to change following the annual determination of the rate cap by the Minister for Local Government after considering the advice of the Essential Services Commission. See Part 8A of the Local Government Act for further detail.

YEAR	GENERAL RATE AND MUNICIPAL CHARGE INCREASE	WASTE SERVICE FEE INCREASE	TOTAL RATES & CHARGES \$000 (INCLUDING SUPPLEMENTARIES)
2018/19	2.25%	6.22%	138,635
2019/20	2.25%	2.25%	142,434
2020/21	2.50%	2.50%	146,684
2021/22	2.50%	2.50%	151,021

7.3 RATING STRUCTURE

Council's established rating structure is comprised of three key elements. These are:

- property values, which reflect capacity to pay;
- a Municipal Charge which is a flat charge per rateable property; and
- a Service Charge for Waste Collection and Disposal Services provided by Council.

Striking a proper balance between these elements provides equity in the distribution of the rate burden across residents. Council has a legal responsibility to levy rates equitably. Within that overall objective, it has a number of different options available to it:

- general rates;
- municipal rates;
- service charges e.g.: waste service charge; and
- special rates or charges.

Kingston uses all of the above options where it considers them appropriate and equitable.

Kingston's rates are based on a General Land Rate, Agricultural Land Rate and Extractive and Landfill Industries Land Rate and Retirement Village Land Rate which is determined by the Capital Improved Value (value of land, buildings and other improvements) of the property, a Municipal Charge of \$100, and Waste Service Charges where the level of service and charge is at the ratepayers' discretion.

In 1995, Council made the decision to adopt the Capital Improved Value (CIV) basis of rating on the grounds that it provides the most equitable distribution of rates across the municipality. A review of the Rating Strategy in 2010 introduced two new rates; an Agricultural Land rate and an Extractive & Landfill Land differential rate effective from 2010/11 (see Section 7 for details). Council has considered the equitable imposition of rates and charges, Section 161 of the Act, the Ministerial Guidelines on Differential Rating of April 2013. In formulating the 2014/15 budget, Council reviewed its approach to rating following consultation with the community on its approach to its Rating Structure. This process saw the introduction of a new differential rate for Retirement Village Land in 2014/15. For Budget 2018/19, Council resolved to introduce a new differential rate for Residential Heritage Land.

Aside from the Residential Heritage Land, Agricultural Land Rate and Extractive & Landfill Land differential where Council is seeking to influence specific land use outcomes and the Retirement Village Land Differential where Council believes the operation of the retirement Villages Act has led to a proportionately higher Statutory Valuation for retirement village dwellings occasioning in an inequitable distribution of the municipal rate burden; Council has determined that a uniform rate allows for all other properties in the municipality to equitably contribute to Council rates in equal proportion to the relative value of the property as determined by its Capital Improved Value.

Characteristics of Differential rates are explained in Appendix A.

DRAFT 2018/19 Budget

CITY OF KINGSTON

The following table summarises the rates to be levied.

RATE TYPE	2017/18	2018/19
General Land Rate – cents in \$ of CIV	0.21580	0.18018
Agricultural Land Rate - cents in \$ of CIV	0.17264	0.14414
Extractive and Landfill Rate - cents in \$ of CIV	0.64740	0.54054
Retirement Village Land – cents in \$ of CIV	0.19422	0.16216
Residential Heritage Land – cents in \$ of CIV	NA	0.16216
Municipal Charge	\$100.00pa	\$100.00pa
Waste Service Charge *– (Choices A to F)	\$137 to \$230 pa	\$148 to \$243 pa
Council provided Pension Rebate	\$100.00 pa	\$100.00 pa
State Government provided Pension Rebate	\$223.80	Not Yet Announced
Capital Improved Value of rateable properties (\$'000)	52,609,459	65,410,929

* The Waste Service charge for garbage is inclusive of the Government levies.

Property values are used as the primary basis for determining what share of the total rate revenue individual ratepayers are expected to pay. A valuation is an assessment of the market value of the property, at a specific date, and in accordance with relevant legislation and legal precedent.

7.4 GENERAL REVALUATION OF PROPERTIES

In accordance with State Government legislation, during the 2018/19 year the valuations established as at 1 January 2018 will apply. The property values used are set by the State Valuer-General who is the valuation authority for the City of Kingston. Property values are determined by analysis of market sales and rental evidence, which is then applied to the data on each property. Data is compiled on each property over time, through inspection, building and planning permits and other public sources. Ratepayers can object to a valuation if they believe it inaccurate.

During the 2017/18 year, a revaluation of all properties within the municipality was carried out and will apply from 1 July 2018 for the 2018/19 year.

8. Borrowing Strategy

8.1 STRATEGY DEVELOPMENT

In developing the Long Term Financial Strategy, borrowings were identified as an important funding source for capital works programs. Council borrowed \$21.5 million in December 2010 to purchase the offices at 1230 Nepean Highway Cheltenham.

There were no new borrowings in 2017/18 and no new borrowings are envisaged by the four year Strategic Resource Plan.

8.2 BORROWING STRUCTURE

The following table summarises the overall debt profile forecast by the four year Strategic Resource Plan.

TOTAL BORROWINGS	PRINCIPAL REPAYMENT	INTEREST	DEBT OUTSTANDING AT 30 JUNE
	\$000	\$000	\$000
2018/19 Budget	5,991	396	7,207
2019/20 SRP	5,446	160	1,761
2020/21 SRP	1,406	40	355
2021/22 SRP	355	4	-

No budgeted projects are funded by borrowings.

Regulation 8(a) of the Local Government Act - Borrowings

	2017/18 \$	2018/19 \$
Total amount proposed to be borrowed	0	0

Regulation 8(b) of the Local Government Act – Debt Redemption

	2017/18 \$	2018/19 \$
Total amount of debt redemption	5,923,000	5,991,000

9. Asset Management Strategy

9.1 STRATEGY DEVELOPMENT

In May 2006, the Council adopted an Asset Management Strategy, which sets out in detail the capital expenditure requirements of the Council for the next four years and is a key input to the long term financial plan. It predicts infrastructure renewal needs and considers the other asset needs to meet future community service expectations. The strategy has been developed through a process of consultation with the community and evaluation by Council. The key aspects of the process are as follows:

- A long term capital planning process which integrates with the Council Plan, Strategic Resource Plan and Annual Budget processes;
- Listing of all known capital projects; and
- Transparent processes for evaluating and prioritizing capital projects.

Kingston is a participant in the MAV's STEP program for continuous improvement of Victorian Councils Asset Management capability and maturity. The major milestone is to achieve "Core Maturity" which requires an assessment score over 1000, out of a possible 1100 points. Kingston has achieved Core Maturity.

The capital planning process is reviewed annually to ensure that the Asset Management Strategy represents the current capital expenditure requirements of the Council in line with the Council Plan. The Asset Management Strategy addresses the issues of:

- Development of Asset Management Plans for the key asset categories of roads, drains, buildings, playgrounds and sports field infrastructure
- Review of the Asset Management Policy
- Finalising the implementation of the asset management information system (a key initiative of Kingston's Information Services Strategy)
- Review staff training requirements in asset management practices and to ensure appropriate capacity for the development of the information system
- Review predictive modelling systems particularly for road pavements
- Demand forecasting for the each of the asset categories, which is to be coordinated with the preparation of respective Asset Management Plans
- Review of Levels of Service with the 4 Year Financial Plan and
- Develop a capital evaluation system for each asset category, to be coordinated with the AM Plan development.

Kingston is committed to optimising its infrastructure and community assets, and recognises their importance in achieving better services to meet the social, economic and environmental needs of the community now, while sustaining resources for future generations.

DRAFT 2018/19 Budget

CITY OF KINGSTON

Typical services that rely on sound asset management are:

- Traffic, road, footpath and bike path provision
- Library services
- Recreation and leisure services
- Community parks, reserves and sports grounds
- Stormwater and flood protection services and
- Community health and welfare services

Council wishes to manage its assets in the most cost effective manner, through the creation, acquisition, maintenance, operation, rehabilitation and disposal of assets to provide for present and future residents and visitors to the City.

However, it must be acknowledged that we do not have sufficient resources to fully meet all of the expressed community demands for new assets and the renewal of existing assets. Council regularly reviews its Asset Management Strategy to understand and confirm the level of funding required to maintain and renew required assets. These studies have been a key consideration in framing this budget and the long term financial strategy of this Council.

Council has a varied and extensive asset portfolio with significant value. The following table provides a summary of the key built assets valued at current replacement cost (as at June 2017) after allowing for their current age and condition.

Assets Category	30 Jun 17 \$'000
Land	1,436,239
Buildings	283,507
Plant and Equipment	8,993
Infrastructure	530,500
Total (as at 30 June 2017)	2,259,239

10. Fees & Charges Strategy

10.1 STRATEGY DEVELOPMENT

The term “Fees and Charges” as included in this budget document includes a wide range of user fees and statutory charges levied by Council. There are numerous fees and charges set by Council and these are fully disclosed in Appendix B. They include items as diverse as: swimming pool entry, animal registrations, Meals on Wheels and hall hire. In particular circumstances each type may have sub-groups such as: Pensioner or Junior Concessions.

Fees and Charges represent approximately 14% of the budgeted 2018/19 Operating Revenue and as such are an important component of Council's revenue base.

The pressure on Council to maximise its revenue from Fees & Charges and other “own source” income items continues from year to year as the relative proportion of grant revenue from Federal and State Governments continues to decrease.

The principles described below have been applied in the setting of individual fees & charges that are to be applied in 2018/19.

10.2 THE NEED FOR FEES & CHARGES

Council needs to raise funds from the general community to pay for the wide range of services that the community demands, expects, and to which it is entitled. These funds can be raised by both general rates and charges (levied by the Annual Rates Notice), which are shared by all ratepayers, and/or by a specific user pays charge or a combination of both these elements.

Kingston chooses to use all these methods as appropriate. In formulating any fee or charge Council endeavours to ensure that it has the following attributes:

Simplicity – the base of the charge should be easily understood

Certainty – there should be no uncertainty about its application, timing or calculation

Efficiency – it should not be capable of being avoided, evaded and should be economic to administer and

Equity – it should be fairly applied across the range of users for the relevant service.

10.3 WHICH SERVICES ARE “USER PAYS” AND ON WHAT BASIS?

Where services are generally used by or accessible to a large cross section of the community, typically this will be funded by the general rate, for example parks and gardens, libraries, community festivals. Where it is impractical to charge a fee for use, this too will also be funded by the general rate for example use of local roads. Where the facility or service is only used by a smaller segment of the community, then it may be considered appropriate to employ a user pays approach to all or part of the service for example Meals on Wheels; swimming pool entry fees; town planning application; animal registration.

User Fees & Charges can be set on varying basis:

Cost Recovery Plus – used where it is considered by Council that users should contribute towards the on-going development of the service and the renewal of the assets utilised as well as bearing the day to day operating costs

Cost Recovery – used where it is considered to be reasonable that all ratepayers should contribute to the ongoing growth and development of the service or facility but where users should bear the daily net costs of operation for example sporting pavilion hire

Partly Subsidised - used where Council considers that the service or facility should be freely available to the community but where a partial user charge is deemed to be fair to both users and non-users within the community for example HACCC services;

Mandated – used where Council is bound to comply with State or Federal regulations about fee levels or where such levels are agreed to as a part of grant funding from government for example health registrations.

10.4 WHY DO FEES AND CHARGES VARY?

Initial fee levels are set using Council's database of direct operating costs and associated overheads, as well as knowledge of fees for similar services provided by other providers. Council also considers the affordability of the fee for the respective user group.

Operating costs and other service related circumstances vary from year to year and it is therefore necessary to vary the level of fees to be consistent with the principles outlined above. The level of each fee or charge is reviewed on an annual basis and adjusted where necessary according to one or a combination of the following factors:

- Actual estimated gross operating costs for the year, including regard for cost increases, depreciation charges and overheads
- Any variations arising out of changes in the agreement to receive grants from government as a subsidy towards the service costs
- Movements in the number of service users
- The general capacity of users to pay for the service or facility
- Any changes to market conditions where Council provides the service in competition with other providers e.g.: Child Care Centres and
- Other factors such as Competitive Neutrality obligations under the Federal Government's National Competition Policies.

A detailed listing of Fees & Charges can be found in Appendix B.

Differential Rates

SCHEDULE A

GENERAL LAND

Characteristics:

General Land is any land which does not have the characteristics of agricultural land, extractive and landfill land or retirement village land.

Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

- Construction and maintenance of public infrastructure; and
- Development and provision of health & community services; and
- Provision of general support services; and
- Requirement to ensure that Council has adequate funding to undertake its strategic, statutory and service provision obligations.

Types and Classes:

Rateable land having the relevant characteristics described above.

Use and Level of General Land:

The general rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the general rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location:

Wherever located within the municipal district.

Use of Land:

As permitted under the relevant Planning Scheme.

Planning Scheme Zoning:

The zoning applicable to each rateable land with this category, as determined by consulting maps in the relevant Planning Scheme.

Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2018/19 Financial Year.

SCHEDULE B

AGRICULTURAL LAND

Agricultural Land is land that is:

- used for agricultural purposes; and
- having an area of 2 hectares or more, and
- is located outside the Urban Growth Boundary.

Objective:

To support and encourage the agricultural use of land in the non-urban areas of the City to achieve the stated purposes of the Urban Growth Boundary being the development of a sustainable and viable agricultural industry; and

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

- Construction and maintenance of public infrastructure; and
- Development and provision of health & community services; and
- Provision of general support services; and
- Requirement to ensure that Council has adequate funding to undertake its strategic, statutory and service provision obligations.

Types and Classes:

Rateable land having the relevant characteristics described above.

Use and Level of Agricultural Land:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Use consistent with the characteristics set out above.

Planning Scheme Zoning:

The zoning applicable to each rateable land with this category, as determined by consulting maps in the relevant Planning Scheme.

Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2018/19 Financial Year.

SCHEDULE C

EXTRACTIVE AND LANDFILL LAND**Characteristics:**

Extractive and landfill land is land located outside the Urban Growth Boundary that:

- is used for the extraction of natural resources; or
- was previously used for the extraction of natural resources and is not filled; or
- is used as an EPA licensed landfill; or
- is used as a resource recovery centre, recycling depot or transfer station.

Objective:

To encourage the early rehabilitation of land having the above characteristics; and

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

- Construction and maintenance of public infrastructure; and
- Development and provision of health & community services; and
- Provision of general support services; and
- Requirement to ensure that Council has adequate funding to undertake its strategic, statutory and service provision obligations.

Types and Classes:

Rateable land having the relevant characteristics described above.

Use and Level of Extractive Landfill Land Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location:

Wherever located within the municipal district.

Use of Land

Use consistent with the characteristics set out above.

Planning Scheme Zoning:

The zoning applicable to each rateable land with this category, as determined by consulting maps in the relevant Planning Scheme.

Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2018/19 Financial Year.

SCHEDULE D

RETIREMENT VILLAGE LAND**Characteristics:**

Retirement Village Land is land that is:

- defined under the Retirement Village Act

Objective:

Guidelines issued by the Valuer General have disallowed Valuers from making allowances for the constraints imposed by the operation of the retirement village's act. It is the opinion of Council that this has led to a proportionately higher Statutory Valuation for retirement village dwellings occasioning in an inequitable distribution of the municipal rate burden. A differential rate for retirement village dwellings is recognition of the special nature of this class of land would assist in the equitable distribution of the rate burden.

Types and Classes:

Rateable land having the relevant characteristics described above.

Use and Level of Retirement Village Land:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Use consistent with the characteristics set out above.

Planning Scheme Zoning:

The zoning applicable to each rateable land with this category, as determined by consulting maps in the relevant Planning Scheme.

Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2018/19 Financial Year.

SCHEDULE E

RESIDENTIAL HERITAGE LAND**Characteristics:**

Residential heritage sites:

- Are protected in the Kingston Planning Scheme by the Heritage Overlay.
- Can have heritage significance at a local or state level.

Objective:

To support and encourage the retention of heritage listed land; and
To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

- Construction and maintenance of public infrastructure; and
- Development and provision of health & community services; and
- Provision of general support services; and
- Requirement to ensure that Council has adequate funding to undertake its strategic, statutory and service provision obligations.

Types and Classes:

Rateable land having the relevant characteristics described above.

Use and Level of Heritage Land:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Use consistent with the characteristics set out above.

Planning Scheme Zoning:

The zoning applicable to each rateable land with this category, as determined by consulting maps in the relevant Planning Scheme.

Types of Buildings:

All buildings which are now constructed on the land or which are added to the Kingston Planning Scheme Heritage Overlay during the 2018/19 Financial Year.

Fees and charges schedule

This appendix presents the fees and charges of a statutory and non-statutory nature which will be charged in respect to various goods and services provided during the 2018/19 year.

NAME OF FEE	DESCRIPTION OF FEE	PROPOSED 2018/19 BUDGET FEES (INC GST WHERE APPLICABLE)
Road opening charges	Deep lift asphalt (over 100mm thick)	\$175.00 per sqm \$200.00 minimum charge
	Asphalt over rock on macadam base	\$135.00 per sqm \$176.00 minimum charge
	Road opening permit	\$129.00
	Crushed rock pavement	\$75.00 per sqm \$120.00 minimum charge
Footpath opening charges	75mm concrete, asphalt (minimum charge based on one bay of footpath)	\$157.00 per sqm \$400.00 minimum charge
	Crossing or ROW 75mm to 150mm (minimum charge based on 2.25sq metres of crossing)	\$168.00 per sqm \$400.00 minimum charge
Vehicle crossings	Reinforced concrete 150mm to 200mm (minimum charge based on 2.25 sqm metres)	\$186.00 per sqm \$400.00 minimum charge
	Vehicle crossing permits	\$129.00
	Asset protection permit	\$268.00
Kerb and channel	Concrete and bluestone (minimum charge based on less than 2 metres)	\$140.00 per sqm \$393.00 minimum charge
Block paving (Brick Paving)	Paving bricks	\$160.00 per sqm \$189.00 minimum charge
Concrete channel invert, flood dish, kerb	Concrete and bluestone (minimum charge based on less than 2 metres)	\$140.00 per sqm \$393.00 minimum charge
Supervision of nature strip	Supervision of nature strip opening permit fee	\$72.00 minimum charge
Supervision of nature strip drainers	Grass covered nature strip	\$84.00 minimum charge
Supervision of water main construction	Water main renewals	\$84.00 minimum charge
Sub division fees	To subdivide an existing building (other than VicSmart)	\$1,265.60
	To subdivide land into 2 lots (other than VicSmart)	\$1,265.60
	To effect a realignment of a common boundary between lots or consolidate 2 or more lots (other than VicSmart)	\$1,265.60
	Subdivide land (other than a class 9, class 16, class 17 and class 18 permit)	\$1,265.60
	to: a) create, vary or remove a restriction within the meaning of the Subdivision Act 1988; or b) create or remove a right of way; or c) create, vary or remove an easement other than a right of way; or d) vary or remove a condition in the nature of an easement (other than right of way) in a Crown grant	\$1,265.60
	Certify a plan of Subdivision	\$167.80
	Alteration of plan under Section 10(2) of the Act	\$106.70
Amendment of Certified Plan under Section 11(1) of the Act	\$135.10	
Street tree replacement	Provide a nature strip tree	Fee varies on application
On call hard garbage collection	First on call hard garbage collection	\$56.00

NAME OF FEE	DESCRIPTION OF FEE	PROPOSED 2018/19 BUDGET FEES (INC GST WHERE APPLICABLE)
Commercial waste fee	240 Litre Bin	\$583.00
	Each additional 240 Litre Bin	\$583.00
	120 Litre Bin	\$431.00
	Bin Service Adjustment	Fee varies on application
Working In The Road Reserve- Application for Consent Fee	Works other than minor works - on roadway, shoulder or pathway	\$639.00
	Works other than minor works - not on roadway, shoulder or pathway	\$355.00
	Minor works - on roadway, shoulder or pathway	\$164.00
	Minor works - not on roadway, shoulder or pathway	\$71.00
	Works other than minor works - on roadway, shoulder or pathway	\$283.00
	Works other than minor works - not on roadway, shoulder or pathway	\$71.00
	Minor works - on roadway, shoulder or pathway	\$164.00
	Minor works - not on roadway, shoulder or pathway	\$71.00
Sporting ground hire/rental	Seasonal Use - per Season, per team <i>Discount rates apply to Junior, Veterans, people with a disability and Women's' sport teams.</i>	
	Class A Ground - Senior Rate	\$581.00
	Class A Ground - Discount Rate	\$141.00
	Class B Ground - Senior Rate	\$290.00
	Class B Ground - Discount Rate	\$79.00
	Finals - Seasonal Use	
	Class A Ground per finals match - Senior Rate	\$314.00
	Class A Ground per finals match - Discount Rate	\$79.00
	Class B Ground per finals match - Senior Rate	\$157.00
	Class B Ground per finals match - Discount Rate	\$40.00
	Non Team Based Charges (per Season)	
	Skills (incl Auskick, Goalkick, Netta, etc.)	\$73.00
	Athletics (junior)	\$392.00
	Athletics (senior)	\$783.00
	Dog Training	\$588.00
	Netball courts	\$100.00
	Netball courts - Plexipave	\$157.00
	Casual Use of Seasonal Grounds	
	(All Grounds - per day)	
	Community groups	\$77.00
	Charity groups	\$77.00
	Schools - Kingston based	\$77.00
	Schools - Non Kingston based	\$79.00
Private – Social	\$157.00	
Private – Commercial	\$157.00	

NAME OF FEE	DESCRIPTION OF FEE	PROPOSED 2018/19 BUDGET FEES (INC GST WHERE APPLICABLE)
Kingston Heath Regional Soccer Centre Synthetic Pitch Hire	Full pitch - visiting club match	\$71.00
	Full pitch - visiting club match (with floodlights)	\$98.00
	Full pitch - visiting club training	\$48.00
	Full pitch - visiting club training (with floodlights)	\$71.00
	Half pitch - visiting club training	\$33.00
	Half pitch - visiting club training (with floodlights)	\$49.00
	Full pitch - casual club / user match	\$93.00
	Full pitch - casual club / user training	\$64.00
	Full pitch - casual club / user clinic	\$71.00
	Full pitch - casual club / user school	\$48.00
	Full pitch - casual club / user commercial	\$142.00
	Full pitch - casual club / user match (with floodlights)	\$130.00
	Full pitch - casual club / user training (with floodlights)	\$91.00
	Full pitch - casual club / user clinic (with floodlights)	\$99.00
	Full pitch - casual club / user school (with floodlights)	\$69.00
	Full pitch - casual Club / user commercial (with floodlights)	\$198.00
	Half pitch - casual club / user training	\$33.00
	Half pitch - casual club / user clinic	\$46.00
	Half pitch - casual club / user school	\$33.00
	Half pitch - casual club / user commercial	\$95.00
	Half pitch - casual club / user training (with floodlights)	\$62.00
	Half pitch - casual club / user clinic (with floodlights)	\$66.00
	Half pitch - casual club / user school (with floodlights)	\$45.00
Half pitch - casual club / user commercial (with floodlights)	\$132.00	

NAME OF FEE	DESCRIPTION OF FEE	PROPOSED 2018/19 BUDGET FEES (INC GST WHERE APPLICABLE)	
Hall Hire	Cheltenham Hall		
	Complex – day	\$15.50	
	Complex – evening	\$29.00	
	Complex – weekend	\$82.00	
	Main Hall – day	\$15.50	
	Main Hall – evening	\$20.50	
	Main Hall – weekend	\$56.00	
	Supper Room – day	\$9.00	
	Supper Room – evening	\$15.50	
	Supper Room – weekend	\$34.00	
	Meetings	\$20.50	
	Allan McClean Hall		
	Complex – day	\$40.00	
	Complex – evening	\$87.50	
	Complex – weekend	\$122.00	
	Main Hall - day	\$29.00	
	Main Hall - evening	\$47.50	
	Main Hall - weekend	\$89.00	
	Supper Room – day	\$24.00	
	Supper Room – evening	\$41.00	
	Supper Room – weekend	\$41.00	
	Meetings	\$41.00	
	A. T. Niemann Community Centre		
	Main Hall – day	\$29.00	
	Main Hall – evening	\$35.00	
	Main Hall – weekend	\$41.00	
	Carrum Community Centre		
	Main Hall – day	\$29.00	
	Main Hall – evening	\$35.00	
	Main Hall – weekend	\$41.00	
	Meetings	\$8.50	
	Mordialloc Court House Hire	Complex	\$29.00
		Main Hall	\$20.50
		Supper Room	\$16.50
	Community Transport Bus Hire Fees	Per single or return trip	\$4.00
		Day Trip - mid week Community Group Hires (charge per bus incl driver)	\$240.00
Day Trip – Council calendar (per person)		\$15.50	
Hire Service: Half day		\$92.00	
Hire Service: Full day		\$144.00	

NAME OF FEE	DESCRIPTION OF FEE	PROPOSED 2018/19 BUDGET FEES (INC GST WHERE APPLICABLE)
Multi-Purpose Theatre (Kingston Arts Centre)	Hire Monday - Friday	\$55.00 - \$89.00
	Studio Rate (new) per hour: min 3 hours 9am to 5pm only	\$32.00
Multi-Purpose Theatre (Kingston Arts Centre)	Hire Sat – Sun	\$78.00 - \$114.00
Additional Charges Theatre	Lighting & Audio Pro Rata Charge (also refer to Technical Equipment Schedule of Fees)	\$99.00
	Technician charges (compulsory if theatre lighting & audio is required)	\$66.00
Chamber 1 (Kingston Arts Centre)	Hourly (Monday - Friday)	\$43.00 - \$69.00
	Studio (new) 9am to 5pm Mon - Fri	\$33.00
	Hourly (Saturday - Sunday)	\$63.00 - \$102.00
Gallery 1 (Kingston Arts Centre)	Four week block	\$997.00 per 4 week block
Gallery 2 (Kingston Arts Centre)	Four week block	\$928.00 per 4 week block
Gallery 3 (Shirley Burke Theatre)	Four week block	\$763.00 per 4 week block
Kingston City Hall Rental	(Up to 400 people) - Theatre Style/Dinner Dance (Day eight hours)	\$1,264.00
	(Up to 400 people) - Theatre Style/Dinner Dance (day/night)	\$1,984.00
	Schools - Mon to Thurs (up to 400 people) - Theatre Style/Dinner Dance (day 8 hours)	\$757.00
	Schools - Mon to Thurs (up to 400 people) - Theatre Style/Dinner Dance (day/night)	\$1,190.00
	(Up to 400 people) - Theatre Style/Dinner Dance (Fri/Sat/Sun) (day 8 hours)	\$2,266.00
	(Up to 400 people) - Theatre Style/Dinner Dance (Fri/Sat/Sun) (day/night 13 hours)	\$2,927.00
	(Trade Shows/Exhibitions) - (8 hours Day or 5 hours Evening)	\$2,014.00
	(Trade Shows/Exhibitions) (day / night)	\$2,055.00
	(Trade Shows/Exhibitions) - (Fri/Sat/Sun) (8 hours day or 5 hours evening)	\$2,163.00
	(Trade Shows/Exhibitions) (Fri/Sat/Sun) (day / night)	\$2,506.00
	(Up to 800 people) - Theatre Style/Dinner Dance (day eight hrs)	\$1,747.00
	(Up to 800 people) - Theatre Style/Dinner Dance (day/night)	\$2,459.00
	Schools - Mon to Thurs (up to 800 people) - Theatre Style/Dinner Dance (day 8 hours)	\$1,048.00
	Schools - Mon to Thurs (up to 800 people) - Theatre Style/Dinner Dance (day/night)	\$1,473.00

NAME OF FEE	DESCRIPTION OF FEE	PROPOSED 2018/19 BUDGET FEES (INC GST WHERE APPLICABLE)
	(Up to 800 people) - Theatre Style/Dinner Dance (Fri/Sat/Sun) (day 8 hours)	\$3,193.00
	(Up to 800 people) - Theatre Style/Dinner Dance (Fri/Sat/Sun) (day/night 13 hours)	\$3,888.00
	(Up to 1000 people) - Theatre Style Only (day 8 hours)	\$1,923.00
	(Up to 1000 people) - Theatre Style Only (day/night 13 hours)	\$3,494.00
Kingston City Hall Rental	Schools - Mon to Thurs (up to 1000 people) - Theatre Style Only (day 8 hours)	\$1,152.00
	Schools - Mon to Thurs (up to 1000 people) - Theatre Style Only (day/night 13 hours)	\$2,096.00
	(Up to 1000 people) - Theatre Style Only (Fri/Sat/Sun)(day 8 hours)	\$3,776.00
	(Up to 1000 people) - Theatre Style Only (Fri/Sat/Sun) (day/night 13 hours)	\$4,463.00
	(Trade Shows/Exhibitions) - (8 hrs day or 5 hrs evening)	\$3,533.00
	(Trade Shows/Exhibitions) (day / night)	\$3,591.00
	(Trade Shows/Exhibitions) - (Fri/Sat/Sun) (8 hours day or 5 hours Evening)	\$3,807.00
Live Music Underage Fee	Full Day Venue Hire 11am - 1am Mon - Sun	\$4,594.00
Live Music Fee	Full Day Venue Hire 11am - 1am Mon - Sun	\$1,091.80
	(Trade Shows/Exhibitions) (Fri/Sat/Sun) (day/ night)	\$4,436.00
Banquet Room	(Up to 200 people) - Dinner or Theatre Style (day 8 hours)	\$651.00
	(Up to 200 people) - Dinner or Theatre Style (day/night)	\$867.00
	Schools - Mon to Thurs (up to 200 people) – Dinner or Theatre Style (day 8 hours)	\$403.00
	Schools - Mon to Thurs (up to 200 people) – Dinner or Theatre Style (day/night)	\$520.00
	(Up to 200 people) - Dinner or Theatre Style (Fri/Sat/Sun) (day 8 hours)	\$867.00
	(Up to 200 people) - Dinner or Theatre Style (Fri/Sat/Sun) (day/night 13 hrs)	\$1,087.00
	(Trade Shows/Exhibitions) - (8 hours day or 5 hours Evening)	\$1,061.00
	(Trade Shows/Exhibitions) (day / night)	\$1,075.00
	(Trade Shows/Exhibitions) - (Fri/Sat/Sun) (8 hours day or 5 hours evening)	\$1,129.00
	(Trade Shows/Exhibitions) (Fri/Sat/Sun) (day / night)	\$1,310.00

NAME OF FEE	DESCRIPTION OF FEE	PROPOSED 2018/19 BUDGET FEES (INC GST WHERE APPLICABLE)
	(Up to 100 people) - Dinner or Theatre Style (day 8 hours)	\$460.00
	(Up to 100 people) - Dinner or Theatre Style (day/night)	\$670.00
	Schools - Mon to Thurs (up to 100 people) – Dinner or Theatre Style (day 8 hours)	\$273.00
	Schools - Mon to Thurs (up to 100 people) – Dinner or Theatre Style (day/night)	\$402.00
Banquet Room	(Up to 100 people) - Dinner or Theatre Style (Fri/Sat/Sun) (day 8 hours)	\$670.00
	(Up to 100 people) - Dinner or Theatre Style (Fri/Sat/Sun) (day/night 13 hrs)	\$888.00
Event Bump In/Out	Grand Hall Or Banquet Room For Event Bump In/Out Held Prior To/After Event Dates	\$316.00
Functions Room	(Functions Room - A or B)	\$42.00 - \$71.00
	(Functions Room - A & B)	\$74.00 - \$122.00
	(Functions Room - A or B) (Sat/Sun)	\$62.00 - \$105.00
	(Functions Room - A & B) (Sat/Sun)	\$94.00 - \$165.00
Other Charges	Kingston City Hall Kitchen	\$628.00
	Hourly Rate (Mon - Thurs) after block rates of hire	\$265.00
	Hourly Rate (Fri - Sun) after block rates of hire	\$328.00
	Basic Audio/Lighting Charge	\$386.00 - \$620.00
	Additional Audio/Lighting Charge (enquire on application)	On Application
	Technician Charges (compulsory if theatre lighting & audio is required)	\$66.00
	Box Office Staff/Ushers Mon – Fri (per hour)	\$45.50
	Box Office Staff/Ushers Sat – Sun (per hour)	\$52.50
	Box Office Staff/Ushers Public Holidays (per hour)	\$106.00
	Damage Bond - regular hirers	\$637.00
	Damage Bond - one off hirers	\$3,183.00
	Damage Bond - with use of kitchen	\$850.00
	Rehearsals and Decorating	\$145.00
	Public Liability Insurance (one-off events)	\$36.00
Moorabbin Organ Rental (Kingston Arts Centre)	Wurlitzer Organ & Piano	\$59.00
	Wurlitzer Organ & Piano - Day Mon - Fri	\$24.50
Apra Licences (Kingston Arts Centre)	Rate per function if music is to be played or performed	\$51.50

NAME OF FEE	DESCRIPTION OF FEE	PROPOSED 2018/19 BUDGET FEES (INC GST WHERE APPLICABLE)
Shirley Burke Theatre	Theatre performance rate (five hour block)	Standard \$938.00
		Community \$668.00
	Additional performance hours	Standard \$188.00
		Community \$134.00
	Theatre weekly rate	Standard \$4,275.00
		Community \$3,002.00
		Schools \$3,610.00
	Theatre rehearsal (three hour block)	Standard \$315.00
		Community \$241.00
	Additional theatre rehearsal hours	Standard \$105.00
		Community \$80.50
	Foyer and bar hire (three hour block)	Standard \$338.00
Community \$286.00		
Additional Foyer and bar hours	Standard \$112.00	
	Community \$95.00	
Studio hire (three hour block)	Standard \$101.00	
	Community \$70.00	
Additional studio hire hours	Standard \$34.00	
	Community \$23.00	
APRA Licences Shirley Burke Theatre	Rate per function if music is to be played or performed	\$29.00
Other Charges Shirley Burke Theatre	Technician Charges	\$66.00 per hour (min 3 hours)
	Box Office Staff/ Ushers Mon – Fri	\$46.35 per hour (min 3 hours)
	Box Office Staff/ Ushers Sat – Sun	\$54.00 per hour (min 3 hours)
	Box Office Staff/ Ushers Public Holidays	\$106.00 per hour (min 3 hours)
	Public Liability Insurance (one-off events)	\$35.00 - POA
	Damage Bond	\$500.00
Library Fees, Audio/Visual, Internet	Overdue fees per item	35 cents per day to a maximum of \$7.00 per item. Membership suspended when a fine is accrued
	Reservations	\$1.00 per item on request
	Interlibrary loans	\$7.00 for Non-charging libraries
	University and Interstate Interlibrary loans	\$17.00 per item for charging libraries
	Lost and damaged books	Cost of replacement or repair
	Replacement Borrower's Card	\$4.50 per card
	Printing	20 cents per page
	3D Printing	\$5.00 initial fee, \$2.50 per additional hour
	Public Fax	Sending: Australia wide- \$5.65 first page- \$1.10 extra pages

NAME OF FEE	DESCRIPTION OF FEE	PROPOSED 2018/19 BUDGET FEES (INC GST WHERE APPLICABLE)
Community Organisation Photocopying (Library)	A4 (bw)	20 cents per page
	A4 colour	\$2.00 per page
	A3 (bw)	40 cents per page
	A3 colour	\$4.00 per page
Meeting Room Hire (Library)	Community groups per session	\$22.50
	Commercial groups per hour	\$56.65
	Urn	\$4.50
	Cups	\$6.80
Customer Services	Citronella collars	\$20.00
Plan Copy Charges	A4	\$1.00
	A3	\$1.50
	A2	\$3.50
	A1	\$6.00
	B1	\$8.00
	A0	\$10.00
	USB	\$10.00
	Plans burnt onto disk - \$1.50 per disk plus \$1.00 per plan	\$1.50
Local Laws - Other Income	Building materials/nature strip permits	\$146.00
	Replacement of disabled label (Administration Charge)	\$20.50
	Impounded goods release	\$113.00
	Permit to hold wedding on beach	\$265.00
	Permit for Commercial events – triathlons, marathons, etc	\$530.00
	Permit for livestock	\$158.00
	Cat trap hire / deposit	\$51.00
	Annual renewal permit livestock	N/A only inspected if complaint received
	Permit to store oversize/overweight vehicles per annum (cost recovery basis)	\$280.00
	Bin/Skip Application Fee	\$31.00
	Bin/Skip One Day Permit	\$25.50
	Bin/Skip Weekly Permit	\$92.00

NAME OF FEE	DESCRIPTION OF FEE	PROPOSED 2018/19 BUDGET FEES (INC GST WHERE APPLICABLE)
Mordialloc Creek Moorings	A Section	\$1,740.00 per annum
	B Section	\$915.00 per annum
	Pensioner Discount	\$81.00 per annum
	Commercial - Business Sites 1 - 6 Plus Power	\$190.00 per annum per metre
	Power fee	\$260.00 per annum
	Hire boat sites 1 and 2, per mooring	\$144.00 per annum per metre
	Hire boat sites 3 and 4, per mooring	\$144.00 per annum per metre
	Hire boat site 5, per mooring	\$144.00 per annum per metre
	Transfer fee	\$120.00
	Admin fee	\$120.00
	Late payment of mooring fee	5% of Outstanding Fee.
Licence fees for Laneways	Minimum annual fee	\$250.00
Filming Permit Fees	Television productions – first full day	\$565.00
	Television productions – each additional day	\$115.00
	Television productions – half day	\$310.00
	Still photography – first full day	\$205.00
	Still photography – each additional day	\$105.00
	Still photography – half day	\$155.00
	Charge per oversized vehicle parking	\$35.00
	Student productions	No charge
Bin/Skip permit fees	Bin/skip application fee	\$31.00
	Bin/skip one day permit	\$25.50
	Bin/skip weekly permit	\$92.00
On road permit	Local Laws permit issued to use council controlled roads	\$115.00
Good & signs	New permit application Fee	Pro rata calculation used to determine fee for new applications
	A-frame / Tear drop sign	\$175.00 per annum
	Display goods and sign	\$435.00 per annum
	Display goods	\$375.00 per annum
Tables & chairs	New permit application Fee	Pro rate calculation used to determine fee for new applications
	Up to eight chairs	\$375.00
	For each additional chair > eight	\$76.00

NAME OF FEE	DESCRIPTION OF FEE	PROPOSED 2018/19 BUDGET FEES (INC GST WHERE APPLICABLE)
Animal release fees	Dog & cat release fees	Release fees increased by Lost Dogs Home considerably – release fees for cats and dogs to match costs invoiced by LDH for impounding animals
Dog/Cat Registration	Category 1 Cat	\$160.00
	Category 2 Cat	\$40.00
	Category 1 – pensioner	\$80.00
	Category 2 – pensioner	\$20.00
	Cat disposal/euthanasia	As per fee/equal to fee charged by Contractor including GST
	Category 1 Dog	\$166.00
	Category 2 Dog	\$55.00
	Category 1 Dog - pensioner	\$83.00
	Category 2 Dog - pensioner	\$27.50
	Dog disposal/euthanasia	As per fee/equal to fee charged by Contractor/veterinary service provider including GST
	Foster Carer dog/cat	\$36.00
	Animal Registration replacement tag	\$10.50
	Permit for excess animals on property	\$160.00
	Annual renewal permit excess animals	N/A
	Registration of menacing dog	\$275.00
	Registration of restricted breed/declared dangerous dog (has attacked)	\$275.00
	Registration of dangerous dog (guard dog/protection trained)	\$166.00
	Impounded livestock	As per fee/equal to fee charged by Contractor including GST
	Refund of animal registration	MONTHS/12 * FEE * 0.75
	Domestic animal business	\$230.00
Animal Sales Event Permit	\$220.00	
Database search on animal history	FOI request fee	
Fire prevention works - recovery costs	Fire prevention clearance non compliance	Invoice cost + 20%
	Fire prevention owners request	Invoice cost + 10%
	Permit to burn	\$155.00
Derelict & abandoned vehicles	Reclaimed vehicle	\$402.00
	Storage fee per day (from date of impoundment, first 5 days free to encourage quick pick up by owner)	As per fee charged by Contractor

NAME OF FEE	DESCRIPTION OF FEE	PROPOSED 2018/19 BUDGET FEES (INC GST WHERE APPLICABLE)
Non Statutory planning fees	Planning permit - extension of time	\$260.00
	Copy of planning permit & endorsed plan	\$124.00 post 2012 \$268.00 pre 2012
	Planning Property information	\$150.00
	Copy of title	\$60.00
	Secondary consent	\$268.00
	Secondary consent retrospective	\$450.00
	Advertising notices to adjoining and opposite owners	\$150 up to 20 letters, \$5 each for any additional letter
	Contractor to place standard advertising notice in site	\$200 for first notice, \$25 for additional notice
	Contractor to place large advertising notice on site	\$300 for first notice, \$125 additional notice
	Condition 1 Plan Fee	\$108.00
Creation of S173 Agreements	Section 173	\$1,000.00
Copy Of Building Plans	Copies of residential plans	\$80.00
	Copies of commercial plans price includes up to 5 x A1 plans	\$136.00
	Additional copies of commercial plans - A0	\$10.00
	Additional copies of commercial plans - A1	\$6.00
	Additional copies of commercial plans - A2	\$3.50
	Additional copies of commercial plans - A3	\$1.50
	Building plans scan plans onto CD or email after 10 copies	\$1.50 plus \$1 per plan
	USB	\$10.00
	Copy of Building Plans or Documents	\$80.00 Residential; \$136.00 Commercial
Planning Permit/Amended Permits (Including Plans) Under Section 72	Class 1 Amendment to a permit to change the use of land allowed by the permit or allow a new use of land	\$1,265.60
	Amendment to a permit (other than a permit to develop land or to use and develop land for a single dwelling per lot or to undertake development ancillary to the use of the land for a single dwelling per lot) – a. To change the statement of what the permit allows ; or b. To change any or allof the conditions which apply to the permit.	
	Alterations and additions to an existing single dwelling per lot only	
	Class 2 <\$10,000	\$192.00
	Class 3 \$10,000 to \$100,000	\$604.40
	Class 4 \$100,000 to \$500,000	\$1,237.10
	Class 5 \$500,000 to \$1,000,000	\$1,336.70
	Class 6 \$1,000,000 to \$2,000,000	\$1,436.20

NAME OF FEE	DESCRIPTION OF FEE	PROPOSED 2018/19 BUDGET FEES (INC GST WHERE APPLICABLE)
VicSmart applications (including plans) via Section 72 Reg 8b	Class 7 If the estimated development is <\$10,000	\$192.00
	Class 8 If the estimated development is >\$10,000	\$412.40
	Class 9 VicSmart application to subdivide or consolidate land	\$192.00
To Amend Developments both Residential and Commercial and anything else not related to a single dwelling	Class 10 <\$100,000	\$1,102.10
	Class 11 \$100,000 to \$1,000,000	\$1,486.00
	Class 12 \$1,000,000 to \$5,000,000 Class 13 \$5,000,000 to \$15,000,000 Class 14 \$15,000,000 to \$50,000,000	\$3,277.70
	Class 21 A permit not otherwise provided for in the regulation	\$1,265.60
	New Applications for Subdivision Permits under Section 47 (Regulation 9)	Class 16 To subdivide an existing building (other than a VicSmart Application)
	Class 17 To subdivide land into 2 lots (other than a Vicsmart Application)	\$1,265.60
	Class 18 To effect a realignment of a common boundary between lots or consolidate 2 or more lots (other than a VicSmart Application)	\$1,265.60
	Class 19 Subdivide land (other than a class 9, class 16, class 17 or class 18 permit)	\$1,265.60 per 100 lots created
	Class 20 To: a. create, vary or remove a restriction within the meaning of the Subdivision Act 1988; or b. create or remove a right of way; or c. vary or remove a condition in the nature of an easement (other than right of way) in a Crown grant.	\$1,265.60

NAME OF FEE	DESCRIPTION OF FEE	PROPOSED 2018/19 BUDGET FEES (INC GST WHERE APPLICABLE)
To Amend an Application for Subdivision	Class 13 To subdivide an existing building (other than a VicSmart Application)	\$1,265.60
	Class 14 To subdivide land into 2 lots (other than a VicSmart Application)	\$1,265.60
	Class 15 To effect a realignment of a common boundary between lots or consolidate 2 or more lots (other than a VicSmart Application)	\$1,265.60
	Class 16 Subdivide land (other than a class 9, class 16, class 17 or class 18 permit)	\$1,265.60 per 100 lots created
	Class 17 To amend an application for: a. create, vary or remove a restriction within the meaning of the Subdivision Act 1988; or b. create or remove a right of way; or c. create, vary or remove an easement other than a right of way; or d. vary or remove a condition in the nature of an easement (other than right of way) in a Crown grant	\$1,265.60
Applications for Subdivision (Certification)	Regulation 6 For processing an application to certify a plan of subdivision	\$167.80
	Regulation 7 Alteration of plan under section 10(2) of the Act	\$106.70
	Regulation 8 Amendment of Certified plan under section 11(1) of the Act	\$135.10
Non Statutory Fees	Planning Permit extension of time	\$500.00
	General Planning Enquiry/Property Information	\$130.00
	Copy of Planning Permit and Endorsed Plans	\$120.00
	Section 173 Preparation Administrative Fee	\$1,000.00
	Secondary Consent Application	\$500.00
	Retrospective Secondary Consent Application	\$700.00
	Copy of Title	\$60.00
	Notification (Advertising) Fees – Standard Notice	\$200.00
	Additional Standard Notice	\$25.00
	Large Notice	\$300.00
Additional Large Notice	\$125.00	
First 20 Letters	\$150.00	
Each Letter After That	\$5.00	
Condition 1 Planning Fee (Additional Checks)	\$105.00	
Consent From Council	Determining whether something has been done to the satisfaction of Council	\$102.00
Rezoning Applications	Application fee	\$2,871.60
	To consider 1-10 submissions	\$14,232.70
	To consider 11-20 submissions	\$28,437.60
	To consider > 20 submissions	\$38,014.40
	To adopt	\$453.10
	To the Minister	\$453.10

NAME OF FEE	DESCRIPTION OF FEE	PROPOSED 2018/19 BUDGET FEES (INC GST WHERE APPLICABLE)
Environmental Health Fees	Application Fee – Temporary discharge permit	\$66.00
Residential Tenancies Registration	Caravan Parks (per site)	Set by State Legislation
	Caravan Parks Registration Transfer	Set by State Legislation (5 Fee units)
Health Act Registration	Residential Accommodation up to 5 Rooms	\$286.00
	Each additional Room over 5	\$23.00
	Hotels/Motels - Up to 10 units	\$212.00
	Hotels/Motels – 10-20 units	\$308.00
	Hotels/Motels – 20-40 units	\$372.00
	plus each additional above 40	\$23.00
	Personal Care and Body Art Industries – Low Risk e.g. Hairdressers	\$102.00
	Personal Care and Body Art Industries – High Risk e.g. Beauty Therapy	\$128.00
Food Act Registration	Category 1 Complex FSP	\$508.00
	Category 2 Simple FSP	\$355.00
	Category 3 Minor FSP/3rd Part Audit	\$282.00
	Category 4 FSP Exempt	\$205.00
	Plus each above 5	\$28.00
	Club Pavilions (full year)	Charged at 50% Standard Fee
	Club Pavilion per season	Charged at 25% Standard Fee
	School canteens school operated	Charged at 25% Standard Fee
	Registration transfer	\$155.00
	Transfer of registration (50% discount for packaged food and personal care and body art industries)	\$104.00
Other Fees	Late payment of registration fee	\$102.00
	Transfer inspection and report	\$170.00
	Transfer inspection and report 50% discount for packaged food and personal care and body art industries	\$58.00
	Urgent report and inspection fee (within seven days)	\$441.00
	Urgent new premises application full fee less than 14 days	\$744.00
	Urgent new premises application half fee less than 14 days	\$372.00
	Urgent new premises application quarter fee less than 14 days	\$186.00
	New premises application full fee	\$372.00
	New premises application half fee	\$186.00
	New premises application quarter fee	\$93.00
	File enquiries	\$89.00
Re-inspection fee	\$124.00	
Other Fees	Ministry of Housing Declaration (Cessation)	\$175.00

NAME OF FEE	DESCRIPTION OF FEE	PROPOSED 2018/19 BUDGET FEES (INC GST WHERE APPLICABLE)
Waves - Aquatic Entry	Adult swim	\$7.80
	Child swim	\$6.40
	Child (under three)	Free
	Student swim	\$6.40
	Concession swim	\$6.40
	Family	\$25.00
	Spectator (<i>no fee for LTS parents</i>)	\$2.50
Waves Occasional Child are	Members	\$7.70
	Casuals	\$11.00
Don Tatnell - Aquatic entry	Adult Swim	\$7.30
	Child Swim	\$5.80
	Child (under three)	Free
	Student swim	\$5.80
	Concession swim	\$5.80
	Family	\$19.80
	Spectator	N/A
Access care Linkages - User Fees & Charges	User Service Fees	Fee based on relevant Commonwealth Home Support Program activity provided as part of Linkages package
AccessCare Home Care Packages - User Fees & Charges	Basic Fees	\$0-72 per week
	Coordination and Administration Charges	42% Home Care Package Value
Boat Sheds	Category A - small under 15.99 sq. metres	\$695.00
	Category B - medium 16m ² - 29.99 sq. metres	\$965.00
	Category C - large 30 sq. metres +	\$1,195.00
	Pension rebate for boatshed	10% Discount
	Late Fee charges	5% of Outstanding Fee
	Transfer Fee – category A – small under 15.99 sq metres	\$1,240 plus Administration Charge
	Transfer Fee – category B – medium 16 sq metres – 29.99 sq metres	\$2,145.00 plus Administration Charge
	Transfer Fee – category C – large 30 sq metres +	\$3,090.00 plus Administration Charge
	Admin Charge	\$155.00
Right Of Way	Minimum licence fee for sale of right of way	\$3,000.00
	Right of Way Administration Fee	\$260.00
Property Rental	Groups with Liquor Licence	2% of gross takings plus GST

NAME OF FEE	DESCRIPTION OF FEE	PROPOSED 2018/19 BUDGET FEES (INC GST WHERE APPLICABLE)
Commercial Use of Council Land	Licence preparation fee	\$260.00
	Construction Zone Fee (exclusive occupation)	\$12.80 per sqm./per week
	Construction Zone Fee (non-exclusive occupation)	\$6.40 per sqm./per week
	Works Fee (Exclusive Use)	\$26.8 per linear metre
	Works Fee (Non Exclusive Use)	\$13.4 per linear metre
	Works Zone Signage	\$370.00
	Shipping Container Fee (20ft)	\$27 per day
	Shipping Container Fee (40ft)	\$54 per day
	Commercial Use of Council Land Fees – primary sites	Minimum \$1,000 per day under 500 sqm (over 500 sqm based on market rate)
	Commercial Use of Council Land Fees – secondary sites	Minimum \$550 per day under 500 sqm (over 500 sqm based on market rate)
	Commercial Use of Council Land Fees – Health and Fitness Recreation	\$550 per annum
	Commercial Use of Council Land Fees – Water Sport Operator	\$1,340 per annum
Land Information Certificates	Land Information Certificate	\$26.30 – 1.82 fee units of the Monetary Units Act 2004
	Land Information Certificate (24 hour turnaround)	\$26.30 – 1.82 fee units of the Monetary Units Act 2004 + \$42.00
Dishonour Fees	Dishonour payment fees	\$25.00
Parking Meter	Foreshore parking fees - daily ticket (excluding Governor Road)	\$13.40
	Foreshore parking fees - per hour	\$3.60
Resident Parking Scheme	Per additional permit (first 3 free to residents/ rate payers)	\$30.00
Governor Road Car Park	Boat ramp car park fees - per hour	\$3.60
	Boat ramp car park fees - daily ticket	\$13.50
	Boat ramp car park fees - per annum 50% discount for pensioners	\$170.00
Private Parking Agreements	Application fee for private parking agreement	\$268.00
Freedom Of Information Request	Application fees may be waived in certain circumstances (eg for applicants who hold a current health care or pension card – a copy of the card must be submitted with your request). The application fee increases each year on 1 st July.	\$28.90 (Equates to two fee units or 2 x \$14.45)
Freedom on Information – Search time	Charges shall only cover the time that would be spend by Council in conducting a routine search for the document(s) to which access is requested.	\$21.675 per hour or part of an hour (equates to 1.5 fee units or 1.5 x \$14.45)
Freedom of Information supervision fee	Charge for supervising the inspection by the applicant of the material to which access is granted	\$21.675 per hour to be calculated per quarter hour or part of a quarter hour (equates to 0.25 x 1.5 fee or 0.25 x 1.5 x \$14.45)

NAME OF FEE	DESCRIPTION OF FEE	PROPOSED 2018/19 BUDGET FEES (INC GST WHERE APPLICABLE)
Freedom of Information	Black and white photocopy	20 cents per A4 page
Immunisation	Hepatitis B (Adult) (per vaccine)	\$34.00
	Hepatitis B (Paediatric) (per vaccine)	\$32.00
	Flu Vax (per vaccine)	\$27.00
	Varivax (Chicken Pox) (per vaccine)	\$74.00
	Infanrix Hexa (per vaccine)	\$107.00
	Prevenar (per vaccine)	\$155.00
	Priorix (per vaccine)	\$40.00
	Nesivac (per vaccine)	\$93.00
	Infanrix IPV (per vaccine)	\$64.00
	Hiberix (per vaccine)	\$30.00
	Human Papillomavirus (HPV) (per vaccine)	\$158.00
	Menitorix (per vaccine)	\$69.00
	Rotateq (per vaccine)	\$93.00
	Priorix Tetra (per vaccine)	\$97.00
Boostrix (per vaccination)	\$48.00	
Long Day Care (Childcare)	Late Collection Fee (per 15 mins)	\$21.00
	Half day session/orientation (transition)	\$65.00
	Daily flat fee – Child Care & Kindergarten PLUS – Parkdale, Edithvale and Carrum FCC	\$130.00
	Child Care / Kindergarten PLUS Enrolment Fee Deposit for new families – part time	\$100.00
	Child Care / Kindergarten PLUS Enrolment Fee Deposit for new families – full time	\$200.00
	Four year old kindergarten fee per term (Jul-Dec 2017)	\$497.00
	Four year old kindergarten fee per term (Jan-Jun 2018)	\$512.00
	Three year old kindergarten fee per term (Jul-Dec 2017)	\$445.00
	Three year old kindergarten fee per term (Jan-Jun 2018)	\$458.00
	Excursion/Incursion Fee	\$8.60
	Children's Hats	\$6.50
	Children's T-shirts (NEW)	\$16.50

NAME OF FEE	DESCRIPTION OF FEE	PROPOSED 2018/19 BUDGET FEES (INC GST WHERE APPLICABLE)
Family Day Care	Parent Administration Fee (previously known as Administration levy (per child per hour)	\$1.90 per hour
	Care Provider Scheme Contribution previously known as Equipment Levy per fortnight	\$6.70
	Playgroup Attendance Fee	\$4.00
	Late timesheet fee	No charge
	Annual car safety check	No charge
Children's Services Training, Parent Seminars and Workshops	Entry fees	\$50.00
Play Centre Fees	Hourly Hire	\$9.00
Preschool Enrolment	Enrolment fee (per enrolment)	\$24.00
	Enrolment fee (with Health Care Card) (per enrolment)	No charge
Before & After School Care (Per Session)	Before School Care (Permanent)	\$22.00
	Before School Care (Casual)	\$26.40
	After School Care (Permanent)	\$28.00
	After School Care (Casual)	\$32.60
	Bus transport	No charge
	Curriculum Day fee	\$65.00
	Late collection fee	\$21.00
	ASC - Early finish fee (e.g. end of term 2.30 start)	\$42.00 per session
Vacation Care (Per Day)	Flat fee term	\$65.00
	In Centre activities	Excursion and workshop fees are dependent on the particular activity and will be advertised for each vacation care
	Excursions	
	Late enrolment fee	\$40.00
	Refund administration fee	\$6.50
	Refund Cheque requisition fee	\$20.00
Youth Services	Miscellaneous programs	\$22.00
	Freezer events entry and canteen products	\$22.00

NAME OF FEE	DESCRIPTION OF FEE	PROPOSED 2018/19 BUDGET FEES (INC GST WHERE APPLICABLE)
Aged & Disability	Low Income Category - Individual/couple/family	
	Domestic care	\$8.00
	Library	\$6.20
	Respite care (per hour)	\$6.00
	Property maintenance (per hour-materials at cost) (+ - 10%)	\$15.30
	Meals On Wheels (per meal) & (Sandwich option)	\$10.00
	Meals on Wheels Sandwich Pack – all non-commercial rate categories	\$4.70
	Medium Income Category	
	Domestic care	\$9.50
	Personal care	\$6.00
	Respite care	\$4.90
	Meals on Wheels Soup – all non-commercial rate	\$1.40
	Domestic care	\$12.20
	Personal care	\$11.00
Respite care	\$6.55	
Aged & Disability	Domestic care	\$17.30
	Personal care	\$11.00
	Respite care	\$6.55
	Property maintenance	\$18.00
	Meals On Wheels/sandwich option	\$10.00
	Medium Income Couple	
	Domestic care	\$8.00
	Personal care	\$6.00
	Respite care	\$4.90
	Property Maintenance	\$14.85
	Meals on Wheels meals	\$10.00
	Domestic care (determined by DHHS – Relates to Income Range)	\$9.50
	Personal care (determined by DHHS – Relates to Income Range)	\$6.00
	Respite care (determined by DHHS– Relates to Income Range)	\$4.90
	Domestic care (determined by DHHS – Relates to Income Range)	\$12.20
	Personal care (determined by DHHS – Relates to Income Range)	\$11.00
	Respite care (determined by DHHS – Relates to Income Range)	\$6.55
	Domestic Care (Med C) (determined by DHHS – Relates to Income Range)	\$17.30
Personal Care (determined by DHHS – Relates to Income Range)	\$11.00	

NAME OF FEE	DESCRIPTION OF FEE	PROPOSED 2018/19 BUDGET FEES (INC GST WHERE APPLICABLE)
	Respite Care (determined by Department of Health & Human Services – Relates to Income Range	\$6.55
	Property maintenance	\$18.00
	Meals on Wheels meal	\$10.00
	Medium Income Family	
	Domestic care	\$8.00
	Personal care	\$6.00
	Respite care	\$4.90
	Property Maintenance	\$14.80
	Domestic care (determined by DHHS – Relates to Income Range	\$9.50
	Personal care (determined by DHHS – Relates to Income Range	\$6.00
	Respite care (determined by DHHS – Relates to Income Range	\$4.90
	Domestic care (determined by DHHS – Relates to Income Range	\$12.20
	Personal care (determined by DHHS – Relates to Income Range	\$11.00
	Respite care (determined by DHHS – Relates to Income Range	\$6.55
	Domestic care (determined by DHHS – Relates to Income Range	\$17.30
	Personal care (determined by DHHS – Relates to Income Range	\$11.00
	Respite care (determined by DHHS – Relates to Income Range	\$6.55
	Property maintenance	\$18.00
	Meals on Wheels meal	\$10.00
	High Income Category	
	Individual Couple Family	
	Domestic care	\$31.90
	Personal care	\$31.90
	Respite care	\$24.70
	Property maintenance	\$43.50
	Meals On Wheels	\$10.00
	All Kilometres travelled in direct service provision (per Km)	\$1.05

NAME OF FEE	DESCRIPTION OF FEE	PROPOSED 2018/19 BUDGET FEES (INC GST WHERE APPLICABLE)
Aged & Disability - Full Cost Recovery - Commercial	Monday to Friday 7am - 7pm	
	Domestic assistance	\$65.70
	Personal care	\$68.70
	Respite care	\$77.95
	Specific respite	\$75.20
	Overnight respite - up to 12 hours	\$374.90
	Overnight respite – 12 - 24 hours	\$585.30
	Home nursing	\$126.00
	Home maintenance	\$69.00
	Delivered meals/ sandwich option	\$19.15
	Delivered meals (AccessCare - GST free) / Sandwich option	\$17.40
	Monday to Friday, Saturday & Sunday After 7pm	
	Personal care	\$110.90
	Respite care	\$112.35
	Specific respite	\$122.90
	Personal care	\$150.00
Respite care	\$158.90	
Specific respite	\$161.55	
Home nursing	\$251.95	
All kilometres travelled	\$1.15	
Traders Parking Permit	Trader car parking permit in Cheltenham	\$241.00
	Trader car parking permit in Mordialloc	\$241.00
	Trader car parking permit in Chelsea	\$241.00

NAME OF FEE	DESCRIPTION OF FEE	PROPOSED 2018/19 BUDGET FEES (INC GST WHERE APPLICABLE)
Mordialloc Food Wine & Music Festival	Beer stall 6x3 only (or combined beer and wine) – Premium site	Minimum \$4,040.00 max to be determined by EOI
	Wine stall – 6x3 premium site	Minimum \$2,430.00 max to be determined by EOI
	Wine stall – 3x3 premium site	Minimum \$1,210.00 max to be determined by EOI
	Food stall – 6x3 (includes food van) – Premium site	Minimum \$2,100.00 max to be determined by EOI
	Food stall – 3x3 – premium site	Minimum \$1,050.00 max to be determined by EOI
	Beer stall – 3x3 only	\$4,040.00
	Wine stall – 3x3	\$1,210.00
	Wine stall – 6x3	\$2,430.00
	Food stall 6x3 (includes food van)	\$2,100.00
	Food stall – 3x3	\$1,050.00
	Market stall/Produce/Single line product	\$525.00
	Gate fee – family	\$5.00
	Gate fee	\$2.00
Globe To Globe Festival	Food stall – 3x3	\$453.00
	Food stall – 6x3 (includes food van)	\$855.00
	Licenced stall – 3x3	\$525.00
	Licenced stall – 6x3	\$1,010.00
	Community Information only 3x3	Free
	Community market stall – 3x3	\$107.00
	Commercial market stall – 6x3	\$161.00
	Community food stall – 3x3	\$119.00
	Commercial market stall – 6x3 only	\$197.00
	Community food stall – 6x3	\$232.00
	Gate Fee – family	\$5.00
	Gate Fee	\$2.00
Harvest Festival	Community information only	Free
	Licenced vendor – premium site Big Top marquee EOI	\$2,140.00 max to be determined by EOI
	Licenced vendor – 6 x 3	\$2,120.00
	Food stall – 3x3	\$453.00
	Food stall – 6x3 (includes food van)	\$855.00
	Community food stall – 3x3	\$119.00
	Commercial food stall – 6x3	\$232.00
	Community market stall – 3x3	\$107.00
	Community market stall – 6x3	\$193.00
	Gate Fee – family	\$5.00
	Gate Fee	\$2.00

NAME OF FEE	DESCRIPTION OF FEE	PROPOSED 2018/19 BUDGET FEES (INC GST WHERE APPLICABLE)
Carols	Handcraft market stall/Community vendor	\$51.50
	Commercial market stall 3 x 6	\$355.00
	Handmade fresh drinks/sweet food items	\$252.00
	Food vendor 3x3 or self-contained food van	\$520.00
	Tickets	\$15.50
Wedding permit	Per permit issued	\$280.00
Commercial events – triathlons	Per day use of reserves and foreshores for commercial activities	\$550.00 per day
Vegetation Pre Inspection Permit	Tree Inspection and Report on Private Property	\$200.00 blocks under 800sqm \$300.00 Blocks over 800sqm
	Appeal against Refusal for Tree Removal for Local Law Application	\$300.00
	Application for tree removal (Local Law No.5)	\$60.00
Building Permit Fees	MISCELLANEOUS BUILDING FEES	
	ResCode 410 Siting Dispensation Report & Consent Fee	\$256.90
	Combined Allotments 502 Report & Consent Fee	\$256.90
	Subdivision 503 Report & Consent Fee	\$256.90
	Street Projection 513 Report & Consent Fee	\$256.90
	Public Area 515 Report & Consent Fee	\$256.90
	Public Protection 604 Report & Consent Fee	\$550.00
	Septic Tank 801 Report & Consent Fee	\$256.90
	Flooding 802 Report & Consent Fee	\$256.90
	Designated Land 806 Report & Consent Fee	\$256.90
	Place Public Entertainment POPE 1101 Report & Consent Fee	\$550.00
	Temporary Structures	\$550.00
	Advertising for Report and Consent	\$150.00
	Report and Consent Re – Application Fee	\$150.00
	Demolition 29A Report and Consent Fee	\$64.10
	Stormwater LPD 610 Report & Consent Fee	\$64.10
	Building Permit/Hazard Information Reg 326(1) & 326 (2)	Standard \$52.20; Urgent \$104.40
	Council Building Swimming Pool & Spa Safety Audits per hour	\$700.00

NAME OF FEE	DESCRIPTION OF FEE	PROPOSED 2018/19 BUDGET FEES (INC GST WHERE APPLICABLE)
Clarinda Hall 1	Minimum 3 hours	\$54.60 per hour community only *Duty Manager can be required for weekend at \$46.35 per hour
	5 hour block	\$216.30 community only *Duty Manager can be required for weekend at \$46.35 per hour
	8 hour block	\$356.40 community only *Duty Manager can be required for weekend at \$46.35 per hour
Clarinda Hall 2	Minimum 3 hours	\$31.90 per hour community only *Duty Manager can be required for weekend at \$46.35 per hour
	5 hour block	\$127.70 community only *Duty Manager can be required for weekend at \$46.35 per hour
	8 hour block	\$207.03 Community *Duty Manager can be required for weekend at \$46.35 per hour
Clarinda Hall 1 & 2 combined	Minimum 3 hours	\$63.86 per our community only *Duty Manager can be required for weekend at \$46.35 per hour
	5 hour block	\$250.40 community only *Duty Manager can be required for weekend at \$46.35 per hour
	8 hour block	\$414.06 community only *Duty Manager can be required for weekend at \$46.35 per hour
Clarinda Hall 1 & Kitchen	Minimum 3 hours	\$122.00 per hour commercial \$72 per hour community *Duty Manager can be required for weekend at \$46.35 per hour
	5 hour block	\$520.00 per hour commercial \$303.00 Community *Duty Manager can be required for weekend at \$46.35 per hour
	8 hour block	\$848.00 per hour commercial \$494.00 community *Duty Manager can be required for weekend at \$46.35 per hour
Clarinda Hall 2 & Kitchen	Minimum 3 hours	\$85.00 per hour commercial \$50.00 per hour community *Duty Manager can be required for weekend at \$46.35/hr
	5 hour block	\$372.00 commercial \$217.00 community *Duty Manager can be required for weekend at \$46.35/hr
	8 hour block	\$600.00 commercial \$349.00 community *Duty Manager can be required for weekend at \$46.35/hr

NAME OF FEE	DESCRIPTION OF FEE	PROPOSED 2018/19 BUDGET FEES (INC GST WHERE APPLICABLE)
Hall 1, 2 & Kitchen	Minimum 3 hours	\$138.00 per hour commercial \$81.00 per hour community *Duty Manager can be required for weekend at \$46.35/hr
	5 hour block	\$584.00 commercial \$340.00 community *Duty Manager can be required for weekend at \$46.35/hr
	8 hour block	\$945.00 commercial \$550.00 community *Duty Manager can be required for weekend at \$46.35/hr
Multipurpose Room	Minimum 3 hours	\$64.00 per hour commercial \$37.00 per hour community *Duty Manager can be required for weekend at \$46.35/hr
	5 hour block	\$255.00 commercial / \$148 community \$99.00 Service Provider rate *Duty Manager can be required for weekend at \$46.35/hr
	8 hour block	\$414.00 commercial / \$241 community \$161.00 Service Provider rate *Duty Manager can be required for weekend at \$46.35/hr
Kitchen	Minimum 3 hours	\$32.00 per hour commercial \$19.00 per hour community *Duty Manager can be required for weekend at \$46.35/hr
	5 hour block	\$160 commercial \$93.00 community *Duty Manager can be required for weekend at \$46.35/hr
	8 hour block	\$255.00 commercial \$148.00 community *Duty Manager can be required for weekend at \$46.35/hr
Clarinda Training Room	Minimum three hours	\$27.00 per hour commercial \$15.00 per hour community/
	5 hour block	\$106.00 commercial \$62.00 community *Duty Manager can be required for weekend at \$46.35/hr
	8 hour block	\$185.00 commercial \$108.00 community. *Duty Manager can be required for weekend at \$46.35/hr
Clarinda Office 1	Minimum three hours	\$9.00 community per hour *Duty Manager can be required for weekend at \$46.35/hr Commercial rates no longer applicable
	5 hour block	\$38.00 community *Duty Manager can be required for weekend at \$46.35/hr
	8 hour block	\$67 community *Duty Manager can be required for weekend at \$46.35/hr

NAME OF FEE	DESCRIPTION OF FEE	PROPOSED 2018/19 BUDGET FEES (INC GST WHERE APPLICABLE)
Clarinda Equipment Hire/Other Charges	Half day hire (max five hours)	\$116.00 commercial \$66.00 community \$66.00 service provider rate
	Full day hire	\$234.00
	Portable PA System	\$59.00 commercial \$33.00 community \$33.00 service provider rate
	Electronic White Board	\$35.00 commercial \$33.00 community \$33.00 service provider rate
Additional Duty Manager / Attendant	Minimum 4 hours	\$47.50 per hour minimum 4 hours commercial \$35.00 Service Provider Rate * Duty Manager can be required for weekend at \$46.35/hr
Sunday Bookings		\$48.00 per hour additional charge for Duty Manger
Sundowner Community Centre Hire Fees		
Main Hall	Day (9am – 5pm)	\$19.00 per hour commercial \$11.00 per hour community rate *Duty Manager can be required for weekend at \$46.35 per hour
	After 5 pm and weekends	\$26.00 per hour commercial \$15.00 per hour community rate *Duty Manager can be required for weekend at \$46.35 per hour
Multipurpose Room	Day (9am – 5pm)	\$13.50 per hour commercial \$8.00 per hour community *Duty Manager can be required for weekend at \$46.35 per hour
	After 5pm and weekends	\$18.50 per hour commercial \$11.00 per hour community *Duty Manager can be required for weekend at \$46.35 per hour
Meeting Room	Day (9am-5pm)	\$8.25 per hour commercial \$5.00 per hour community *Duty Manager can be required for weekend at \$46.35 per hour
	After 5 pm and weekends	\$11.50 per hour commercial \$6.60 per hour community *Duty Manager can be required for weekend at \$46.35 per hour

NAME OF FEE	DESCRIPTION OF FEE	PROPOSED 2018/19 BUDGET FEES (INC GST WHERE APPLICABLE)
Main Hall Fees	5 hour block	\$74.00 commercial \$43.00 community *Duty Manager can be required for weekend at \$46.35 per hour
	5 hour block - after 5 pm and weekends	\$103.00 commercial \$60.00 community *Duty Manager can be required for weekend at \$46.35 per hour
	8 hour block	\$121.00 commercial \$70.00 community *Duty Manager can be required for weekend at \$46.35 per hour
	8 hour block - after 5 pm and weekends	\$168.00 commercial \$98.00 community *Duty Manager can be required for weekend at \$46.35 per hour
Multipurpose Room	5 hour block	\$54.00 commercial \$31.00 community *Duty Manager can be required for weekend at \$46.35 per hour
	5 hour block - after 5 pm and weekends	\$74.00 commercial \$43.00 community *Duty Manager can be required for weekend at \$46.35 per hour
	8 hour block	\$88.00 commercial \$51.00 community *Duty Manager can be required for weekend at \$46.35 per hour
	8 hour block - after 5 pm and weekends	\$120.50 commercial \$70.00 community *Duty Manager can be required for weekend at \$46.35 per hour
Meeting Room	5 hour block	\$33.00 commercial \$19.00 community *Duty Manager can be required for weekend at \$46.35 per hour
	5 hour block - after 5 pm and weekends	\$45.50 commercial \$26.00 community *Duty Manager can be required for weekend at \$46.35 per hour
	8 hour block - after 5 pm and weekends	\$74.00 commercial \$43.00 community *Duty Manager can be required for weekend at \$46.35 per hour

NAME OF FEE	DESCRIPTION OF FEE	PROPOSED 2018/19 BUDGET FEES (INC GST WHERE APPLICABLE)
Chelsea Activity Hub		
Hall 1	Minimum 3 hours Day (8 am-5 pm)	\$36.00 commercial \$25.00 community *Duty Manager can be required for weekend at \$46.35 per hour
	Minimum 3 hours After hours - after 5 pm & weekends	\$53.50 commercial \$31.00 community *Duty Manager can be required for weekend at \$46. per hour
	5 hour block - day	\$144.00 commercial \$100.00 community *Duty Manager can be required for weekend at \$46.35 per hour
	5 hours - after 5 pm & weekends	\$214.00 commercial \$124.00 community *Duty Manager can be required for weekend at \$46.35 per hour
	8 hour block – day	\$252.00 commercial \$175.00 community *Duty Manager can be required for weekend at \$46.35 per hour
	8 hour block - after 5 pm & weekends	\$375.00 commercial \$217.00 community *Duty Manager can be required for weekend at \$46.35 per hour
Hall 2	Minimum 3 hours Day (8 am-5 pm)	\$36.00 commercial \$25.00 community *Duty Manager can be required for weekend at \$46.35 per hour
	Minimum 3 hours After hours – after 5 pm & weekends	\$53.50 commercial \$31.00 community *Duty Manager can be required for weekend at \$46. per hour
	5 hour block Day (8 am-5 pm)	\$144.00 commercial \$100.00 community *Duty Manager can be required for weekend at \$46.35 per hour
	5 hour block After 5 pm & weekends	\$214.00 commercial \$124.00 community *Duty Manager can be required for weekend at \$46.35 per hour
	8 hour block Day (8 am-5 pm)	\$252.00 commercial \$175.00 community *Duty Manager can be required for weekend at \$46.35 per hour
	8 hour block After 5 pm & weekends	\$375.00 commercial \$217.00 community *Duty Manager can be required for weekend at \$46.35 per hour

NAME OF FEE	DESCRIPTION OF FEE	PROPOSED 2018/19 BUDGET FEES (INC GST WHERE APPLICABLE)
Hall 1 & 2 combined	Minimum 3 hours Day (8 am-5 pm)	\$77.25 commercial \$50.00 community *Duty Manager can be required for weekend at \$46.35 per hour
	Minimum 3 hours After hours – after 5 pm & weekends	\$107.00 commercial \$62.00 community *Duty Manager can be required for weekend at \$46.35 per hour
	5 hour block Day (8 am-5 pm)	\$288.00 commercial \$200.00 community *Duty Manager can be required for weekend at \$46.35 per hour
	5 hour block After 5 pm & weekends	\$429.00 commercial \$248.00 community *Duty Manager can be required for weekend at \$46.35 per hour
	8 hour block Day (8 am-5 pm)	\$541.00 commercial \$350.00 Community *Duty Manager can be required for weekend at \$46.35 per hour
	8 hour block After 5 pm & weekends	\$750.00 commercial \$434.00 community *Duty Manager can be required for weekend at \$46.35 per hour
Kitchen	Minimum 3 hours Day (8 am-5 pm)	\$21.00 commercial \$12.00 community
	Minimum 3 hours After hours – after 5 pm & weekends	\$27.00 commercial \$16.60 community
	5 hour block Day (8 am-5 pm)	\$82.00 commercial \$48.00 community
	5 hour block After 5 pm & weekends	\$107.00 commercial \$66.40 community
	8 hour block Day (8 am-5 pm)	\$132.00 commercial \$76.80 community
	8 hour block After 5 pm & weekends	\$187.00 commercial \$116.00 community
Park Meeting Room	Minimum 3 hours Day (8 am-5 pm)	\$31.00 commercial \$15.00 community *Duty Manager can be required for weekend at \$46.35 per hour
	Minimum 3 hours After hours – after 5 pm & weekends	\$39.00 commercial \$20.00 community *Duty Manager can be required for weekend at \$46.35 per hour
	5 hour block Day (8 am-5 pm)	\$124.00 commercial \$60.00 community *Duty Manager can be required for weekend at \$46.35 per hour
	5 hour block After 5 pm & weekends	\$154.00 commercial \$80.00 community *Duty Manager can be required for weekend at \$46.35 per hour
	8 hour block Day (8 am-5 pm)	\$216.00 commercial \$105.00 community *Duty Manager can be required for weekend at \$46.35 per hour
	8 hour block After 5 pm & weekends	\$270.00 commercial \$140.00 community

NAME OF FEE	DESCRIPTION OF FEE	PROPOSED 2018/19 BUDGET FEES (INC GST WHERE APPLICABLE)
Corner Meeting Room	Minimum 3 hours Day (8 am-5 pm)	\$31.00 commercial \$15.00 community *Duty Manager can be required for weekend at \$46.35 per hour
	Minimum 3 hours After hours – after 5 pm & weekends	\$39.00 commercial \$20.00 community *Duty Manager can be required for weekend at \$46.35 per hour
	5 hour block Day (8 am-5 pm)	\$124.00 commercial \$60.00 community *Duty Manager can be required for weekend at \$46.35 per hour
	5 hour block After 5 pm & weekends	\$154.50 commercial \$80.00 community *Duty Manager can be required for weekend at \$46.35 per hour
	8 hour block Day (8 am-5 pm)	\$216.00 commercial \$105.00 community *Duty Manager can be required for weekend at \$46.35 per hour
	8 hour block After 5 pm & weekends	\$270.50 commercial \$140.00 community *Duty Manager can be required for weekend at \$46.35 per hour
Melaleuca Activity Hub		
Function Room	Minimum 3 hours Day (8 am-5 pm)	\$19.00 per hour commercial \$10.80 per hour community *Duty Manager can be required for weekend at \$46.35 per hour
	Minimum 3 hours After hours – after 5 pm & weekends	\$25.75 commercial \$15.00 community *Duty Manager can be required for weekend at \$46.35 per hour
	5 hour block Day (8 am-5 pm)	\$74.00 commercial \$43.20 community
	5 hour block After 5 pm & weekends	\$103.00 commercial \$60.00 community
	8 hour block Day (8 am-5 pm)	\$120.50 commercial \$70.20 community
	8 hour block After 5 pm & weekends	\$167.50 commercial \$97.50 community *Duty Manager can be required for weekend at \$46.35 per hour
Scott Avenue Community Building		

NAME OF FEE	DESCRIPTION OF FEE	PROPOSED 2018/19 BUDGET FEES (INC GST WHERE APPLICABLE)
Building	Minimum 3 hours Day (8 am-5 pm)	\$8.25 per hour commercial \$4.80 per hour community
	Minimum 3 hours After hours – after 5 pm & weekends	\$11.50 per hour commercial \$6.60 per hour community *Duty Manager can be required for weekend at \$46.35 per hour
	5 hour block Day (8 am-5 pm)	\$33.00 commercial \$19.20 community
	5 hour block After 5 pm & weekends	\$45.50 commercial \$26.40 community *Duty Manager can be required for weekend at \$46.35 per hour
	8 hour block Day (8 am-5 pm)	\$54.00 commercial \$31.20 community
	8 hour block After 5 pm & weekends	\$73.50 commercial \$42.90 community *Duty Manager can be required for weekend at \$46.35 per hour
Mentone Activity Hub Hall	Minimum 3 hours Day (8 am-5 pm)	\$37.00 per hour commercial \$25.75 per hour community *Duty Manager can be required for weekend at \$47.75 per hour
	Minimum 3 hours After hours – after 5 pm & weekends	\$55.00 commercial \$31.95 community *Duty Manager can be required for weekend at \$47.75 per hour
	5 hour block Day (8 am-5 pm)	\$149.00 commercial \$103.00 community *Duty Manager can be required for weekend at \$47.75 per hour
	5 hour block After 5 pm & weekends	\$221.00 commercial \$127.70 community *Duty Manager can be required for weekend at \$47.75 per hour
	8 hour block Day (8 am-5 pm)	\$260.00 commercial \$180.25 community *Duty Manager can be required for weekend at \$47.75 per hour
	8 hour block After 5 pm & weekends	\$386.00 commercial \$223.50 community *Duty Manager can be required for weekend at \$47.75 per hour

NAME OF FEE	DESCRIPTION OF FEE	PROPOSED 2018/19 BUDGET FEES (INC GST WHERE APPLICABLE)
Carrum Activity Hub Hall	Minimum 3 hours Day (8 am-5 pm)	\$19.00 per hour commercial \$11.35 per hour community *Duty Manager can be required for weekend at \$47.75 per hour
	Minimum 3 hours After hours – after 5 pm & weekends	\$27.00 per hour commercial \$15.45 per hour community *Duty Manager can be required for weekend at \$47.75 per hour
	5 hour block Day (8 am-5 pm)	\$76.50 commercial \$44.50 community
	5 hour block After 5 pm & weekends	\$106.00 commercial \$61.80 community
	8 hour block Day (8 am-5 pm)	\$124.00 commercial \$72.30 community
	8 hour block After 5 pm & weekends	\$172.50 commercial \$100.45 community *Duty Manager can be required for weekend at \$47.75 per hour
GR Bricker Athletics Centre	Kingston Schools and community groups – non-seasonal (per hour)	\$88.00
	Schools and community groups (non-seasonal) outside of Kingston (per hour)	\$108.00
	Commercial (per hour)	\$155.00
	Kingston Schools and community groups – non-seasonal (half day – up to 3 hours)	\$237.00
	Schools and community groups – (non seasonal) outside of Kingston (half day – up to 3 hours)	\$288.00
	Commercial (half day – up to 3 hours)	\$309.00
	Kingston Schools and community groups – non-seasonal (full day – up to 6 hours)	\$412.00
	Schools and community groups (non-seasonal) outside of Kingston (full day – up to 6 hours)	\$515.00
Outdoor Netball Court Hire – Non Association	Kingston schools and community groups – per hour 8 courts	\$63
	Kingston schools and community groups – per hour 4 courts	\$37
	Kingston schools and community groups – per hour 1 courts	\$19
	Non Kingston schools and community groups – per hour 8 courts	\$84
	Non Kingston schools and community groups – per hour 4 courts	\$47
	Non Kingston schools and community groups – per hour 1 courts	\$32
	Netball court lighting per hour	\$5

Budget Processes

This section lists the processes to be undertaken in order to adopt the Budget in accordance with the Local Government Act 1989 (the Act) and Local Government (Planning and Reporting) Regulations 2014 (the Regulations).

Under the Act, Council is required to prepare and adopt an annual budget for each financial year. The budget is required to include certain information about the rates and charges that Council intends to levy as well as a range of other information required by the Regulations which support the Act.

The 2018/19 Budget, which is included in this report, is for the year 1 July 2018 to 30 June 2019. The Budget includes financial statements being a budgeted Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows and Statement of Capital Works. These statements have been prepared for the year ended 30 June 2019 in accordance with the Act and the Regulations and are consistent with the annual financial statements which are prepared in accordance with Australian Accounting Standards. The budget also includes information about the rates and charges to be levied, the capital works program to be undertaken, the human resources required, and other financial information Council requires in order making an informed decision about the adoption of the budget.

In advance of preparing the budget, officers firstly review and update Council's long term financial projections. Financial projections for at least four years are ultimately included in Council's Strategic Resource Plan, which is the key medium-term financial plan produced by Council on a rolling basis. The preparation of the budget, within this broader context, begins with Officers preparing departmental Business Plans identifying the operating and capital components of the annual budget between December and February. A draft consolidated budget is then prepared and various iterations are considered by Council at informal briefings during March and April. A 'proposed' budget is then prepared in accordance with the Act and submitted to Council for approval 'in principle' for consultation with the community.

Council is required to give 'public notice' that it intends to 'adopt' the budget. It must give 28 days' notice of its intention to adopt the proposed budget and make the budget available for inspection at its offices and on its internet web site. A person has a right to make a submission on any proposal contained in the budget and any submission must be considered before adoption of the budget by Council.

To assist interested persons to understand the budget and make a submission if they wish, Council officers undertake a community engagement process including a public information session. The final step is for Council to adopt the budget after receiving and considering any submissions from interested parties. The budget is required to be adopted by 30 June and a copy submitted to the Minister. The key dates for the budget process are summarised as follows:

BUDGET PROCESS	TIMING
Officers present Departmental Business Plans at informal briefings	Oct-17
Councillor Strategic Workshop	Feb-18
Officers update Council's long term financial projections	Dec-17/Jan-18
Officers prepare detailed operating and capital budgets	Jan-18/Feb-18
CEO & Executive Review	Feb-18
Councillors consider draft budgets at informal briefings	Feb-Apr 2018
Proposed budget submitted to Council for approval to commence consultation	23-Apr-18
Public notice advising intention to adopt budget	26-Apr-18
Budget available for public inspection and comment	26-Apr-18
Public Information Session	9-May-18
Submissions period closes (28 days)	25-May-18
Submissions considered by Council	4-Jun-18
Budget presented to Council for adoption	12-Jun-18
Copy of adopted budget submitted to the Minister	30-Jun-18
Revised budget where a material change has arisen	As Required

Departmental Business Plans 2018/19

This section sets out the activities and associated resource requirements for each Department.

The column headed "Net" represents the amount of contribution to the overall cost of delivering this program from rate revenue. Amount shown as "()" indicate programs where the amount of revenue achieved from sources other than rates is more than the amount of expenditure.

Property Services, Arts and Leisure

DEPARTMENT BUSINESS PLAN OUTCOMES 2018/19

Property, Arts and Leisure Services manages Council's property portfolio, Leisure Centres and Arts facilities.

Property functions include commercial and community leases, acquisitions, disposals, title management, Lease Register, the provision of valuations for open space, pre-sale and purchase activities and Land and Buildings Asset insurance.

Arts functions include the management of Kingston's three cultural facilities and five community halls. The venues provide formal visual arts spaces, theatres and major event spaces for directly programmed and hire in events. The Arts team is also responsible for the development, delivery and management of public art, Arts Grants and Kingston's key arts strategies and policies.

Leisure functions include the operation of two leisure centres in the municipality. The Waves and Don Tatnell Leisure Centres provide recreational and health services to all ages and physical abilities within the Kingston and wider community.

2018/19 Budget \$'000				
Department	Income	Employee Costs	Materials & Services	Net
Property, Arts and Leisure	10,395	6,957	3,998	560

FTE (Full Time Equivalent) = 80.5

Parks and Recreation

DEPARTMENT BUSINESS PLAN OUTCOMES 2018/19

The Parks and Recreation department is responsible for managing, maintaining and developing Council's Public Places, including foreshore, parks & gardens, sports grounds, shopping centres and streetscapes.

Key activities include maintenance of 75 playing fields, 367 parks and reserves totalling 616 hectares, 90,000 park / street trees and 114 playgrounds.

The department provides direction and support in the planning, development, coordination and delivery of services to sport and recreation organisations for the benefit of the Kingston community.

Parks and Recreation also provide significant community support & educational opportunities through community engagement programs.

2018/19 Budget \$'000				
Department	Income	Employee Costs	Materials & Services	Net
Parks and Recreation	652	5,059	10,126	14,533

FTE (Full Time Equivalent) = 61.4

Infrastructure

DEPARTMENT BUSINESS PLAN OUTCOMES 2018/19

The Infrastructure Department is responsible for all civil infrastructures. This includes the asset management, condition assessment and planning for the upgrading and renewal of road, footpath, drainage, bridges and other infrastructure which have a replacement value of more than \$800 million.

This department is also responsible for the provision of waste services to approximately 63,000 residential premises. The department is also responsible for road and infrastructure services covering maintenance and repairs to Council's roads, drains, footpaths, signs and street furniture.

The department also coordinates the Council wide emergency management response including key liaison with Emergency Services within the municipality and the region.

2018/19 Budget \$'000				
Department	Income	Employee Costs	Materials & Services	Net
Infrastructure	1,661	3,345	18,223	19,907

FTE (Full Time Equivalent) = 43.0

Traffic and Transport

DEPARTMENT BUSINESS PLAN OUTCOMES 2018/19

The Traffic and Transport department has a strong focus on the strategic response to major transport infrastructure projects including grade separations, activity centre planning and active transport provision.

The department is also responsible for customer service and engagement with the community to solve traffic and road safety concerns and street lighting.

2018/19 Budget \$'000				
Department	Income	Employee Costs	Materials & Services	Net
Traffic and Transport	417	841	1,636	2,060

FTE (Full Time Equivalent) = 8.0

City Strategy

DEPARTMENT BUSINESS PLAN OUTCOMES 2018/19

The City Strategy Department is responsible for developing, managing and guiding Council's Strategic land use planning and policy functions across a broad range of social, economic and environmental issues.

The Department plays a key role in facilitating public and private investment in Activity Centres and Green Wedge areas.

2018/19 Budget \$'000				
Department	Income	Employee Costs	Materials & Services	Net
City Strategy	17	1,717	1,006	2,705

FTE (Full Time Equivalent) = 15.3

City Development

DEPARTMENT BUSINESS PLAN OUTCOMES 2018/19

The City Development Department is responsible for providing integrated development approvals (planning and building permits) service to meet the needs of residents, ratepayers, the development industry and internal clients.

This area represents Kingston City Council at forums and tribunals related to planning applications as well as Council's Planning and Building Enforcement. It also manages Council's Vegetation Local Law, Development Engineers and Administration team.

2018/19 Budget \$'000				
Department	Income	Employee Costs	Materials & Services	Net
City Development	2,925	5,331	652	3,057

FTE (Full Time Equivalent) = 52.3

Economic Growth and Innovation

DEPARTMENT BUSINESS PLAN OUTCOMES 2018/19

Economic Growth and Innovation is responsible for supporting and assisting Kingston's 10,000+ strong business community including manufacturers, retailers, business and personal service providers and home-based businesses.

This department liaises with and supports Kingston's retailers and service providers in the many strip shopping centres, facilitates numerous business networks and provides businesses with access to a variety of business development opportunities such as the Mentor Partners Program, business education and Kingston's business directory.

The department also represents the business community's interests within Council.

2018/19 Budget \$'000				
Department	Income	Employee Costs	Materials & Services	Net
Economic Growth and Innovation	147	550	372	775

FTE (Full Time Equivalent) = 4.6

Statutory Education and Compliance

DEPARTMENT BUSINESS PLAN OUTCOMES 2018/19

Statutory Education and Compliance is responsible for education and enforcement of State Acts, Regulations, Codes of Practices related to Animal Management, Parking (limited statutory offences), Fire Prevention, Environment Protection, Council's Local Laws and complaint investigation and resolution.

The department is also responsible for education and enforcement of State Acts, Regulations, Codes of Practices related to the Public Health, Food Production and Sale, Environmental Protection and complaint investigation and resolution.

2018/19 Budget \$'000				
Department	Income	Employee Costs	Materials & Services	Net
Statutory Education and Compliance	6,865	4,350	2,654	139

FTE (Full Time Equivalent) = 45.1

Library and Social Development

DEPARTMENT BUSINESS PLAN OUTCOMES 2018/19

Library and Social Development are responsible for one of Council's most significant community support and education areas, through the provision of library and information services and Council Community Hubs to the Kingston community.

The Kingston Libraries and Community Hubs provide for the recreation, information, digital inclusion, social and cultural needs of the community as well as providing community space which all can use. A large number of programs are provided, including developing children's literacy and information literacy for adults and community support in the Community Hubs.

Libraries enable the community to participate in civil society.

2018/19 Budget \$'000				
Department	Income	Employee Costs	Materials & Services	Net
Libraries and Social Development	1,524	6,755	2,854	8,085

FTE (Full Time Equivalent) = 71.4

Community Care and Access Care

DEPARTMENT BUSINESS PLAN OUTCOMES 2018/19

The Community Care's purpose is to encourage and support a connected community with enhanced health, wellbeing and independence of individuals, groups and communities.

The services and programs are diverse and are delivered by approximately 390 staff and 550 volunteers with an annual budget expenditure of around \$23 million.

AccessCare is funded by the Commonwealth and Victorian Governments to support people who are older, have a disability and/or have other complex care needs, including those who are, or are at risk of, becoming homeless.

AccessCare delivers specialist case management, a wide range of brokered services and individual planning and support for these people living in the Local Government Areas of Kingston, Bayside, Glen Eira, Stonnington and Port Phillip.

2018/19 Budget \$'000				
Department	Income	Employee Costs	Materials & Services	Net
Community Care and Access Care	20,281	15,169	7,673	2,561

FTE (Full Time Equivalent) = 148.5

Family, Youth and Children's Services

DEPARTMENT BUSINESS PLAN OUTCOMES 2018/19

Family, Youth and Children's Services is responsible for the planning and delivery of community based support services within the municipality.

The City of Kingston provides a diverse range of high quality family and children's services to meet the needs of families with children from birth to 25 years, including Youth Services, Family Support services (for vulnerable families), Maternal and Child Health, Immunisation, Family Day Care, Child Care / Kindergarten / Hubs, 4 year old Kinder Central Enrolment, School Aged Care (Before, After School and Vacation Care) and Children's Services partnership development (e.g. facilities / infrastructure planning).

2018/19 Budget \$'000				
Department	Income	Employee Costs	Materials & Services	Net
Family, Youth and Children's Services	13,830	14,481	2,932	3,583

FTE (Full Time Equivalent) = 160.2

Community Buildings

DEPARTMENT BUSINESS PLAN OUTCOMES 2018/19

The purpose of the Community Buildings service is to facilitate the provision of 'fit for purpose' community buildings and facilities, that support the delivery of services to the Kingston community.

This department is also responsible for a comprehensive building operation management plan, which defines strategic capital and planned maintenance investment priorities.

2018/19 Budget \$'000				
Department	Income	Employee Costs	Materials & Services	Net
Community Buildings	120	2,598	5,195	7,673

FTE (Full Time Equivalent) = 26.1

Finance and Corporate Performance

DEPARTMENT BUSINESS PLAN OUTCOMES 2018/19

The Finance and Corporate Performance team is responsible for the reporting and management of Council's finances and ensuring Council's compliance with statutory financial and reporting obligations, preparation of the annual budget and five-year financial plan. This area is also responsible for accounts receivable, accounts payable, payroll and banking functions. The management and maintenance of Council's property and rating database along with the overseeing of the general revaluation are other key functions for this department. These functions ensure the accurate raising of all rating revenue.

The Finance and Corporate Performance team also manages Council and Community planning and reporting for the organisation. This includes key documents such as the Council Plan and the Community Plan, the quarterly performance report and activities such as business planning.

2018/19 Budget \$'000				
Department	Income	Employee Costs	Materials & Services	Net
Finance and Corporate Performance	693	2,498	1,239	3,044

FTE (Full Time Equivalent) = 25.3

Information Services and Strategy

DEPARTMENT BUSINESS PLAN OUTCOMES 2018/19

The role of Information Services and Strategy is to provide information systems and services that ensure the quality, security and accessibility of data and information to Council.

This department is responsible for the support and development of Council's Information Technology and Communications (ITC), Information Management, Information Services Policies and the management of the various Software Applications used by Council staff and Councillors. The department supports over 650 PCs and Notebooks across 40 sites. The hardware and applications supported are required to operate in a 24x7 environment. The department is responsible for ensuring Disaster Recovery and Business Continuity processes are in place. The department also maintains and supports the mobile phone fleet and other mobile devices used by Council.

2018/19 Budget \$'000				
Department	Income	Employee Costs	Materials & Services	Net
Information Services and Infrastructure	-	2,719	4,677	7,396

FTE (Full Time Equivalent) = 25.6

Procurement and Contracts

DEPARTMENT BUSINESS PLAN OUTCOMES 2018/19

The objective of the Procurement and Contracts Department is to drive excellence in procurement and contracting. The Department is responsible for providing information and specialist advice to the organisation on procurement and contracts, overseeing tendering and contract compliance, reporting organisational activity and driving best value outcomes from procurement. The Department is also directly responsible for managing Council's vehicle fleet and insurance programs.

The department is also responsible for overseeing Contractor Occupational, Health and Safety Management System and processes.

2018/19 Budget \$'000				
Department	Income	Employee Costs	Materials & Services	Net
Procurement and Contract	1	438	1,877	2,314

FTE (Full Time Equivalent) = 3.6

People Support

DEPARTMENT BUSINESS PLAN OUTCOMES 2018/19

People and Culture is responsible for all employment related issues, including policy development and provision of advice and support on workplace relations issues; training and professional development; performance management; risk management; occupational health and safety and injury management and rehabilitation for the organisation.

2018/19 Budget \$'000				
Department	Income	Employee Costs	Materials & Services	Net
People Support	14	1,506	508	2,000

FTE (Full Time Equivalent) = 13.4

Governance

DEPARTMENT BUSINESS PLAN OUTCOMES 2018/19

The role of the Governance Department is to support the function of democratic local government through the Council and Councillors by promoting and assisting effective decision making and the implementation of those decisions.

The department also supports corporate governance processes by ensuring accountability and transparency in the many legislative responsibilities of the organisation and ensures the effective management of Council's internal meeting rooms and facilities, as well as managing Freedom of Information requests.

2018/19 Budget \$'000				
Department	Income	Employee Costs	Materials & Services	Net
Governance	14	671	943	1,601

FTE (Full Time Equivalent) = 6.0

Communications and Community Relations

DEPARTMENT BUSINESS PLAN OUTCOMES 2018/19

The Communications and Customer Relations department facilitates communication within the City of Kingston, both internally to our employees and externally to the community and other stakeholders. This area provides strategic and tactical communications advice to Councillors, Management and Officers, to both promote and protect the Kingston brand.

The department manages delivery of Kingston's four annual festivals and a range of community events such as Australia Day Celebrations and various launches and openings throughout the year.

In addition, it is responsible for servicing the Kingston community by responding to customer calls, assisting residents who visit one of Council's Customer Service counters or via any of our social media platforms.

2018/19 Budget \$'000				
Department	Income	Employee Costs	Materials & Services	Net
Communications & Community Relations	192	3,128	1,599	4,535

FTE (Full Time Equivalent) = 33.5

Executive Services

DEPARTMENT BUSINESS PLAN OUTCOMES 2018/19

This area includes the Chief Executive Officer and Executive Management Team and associated support staff.

2018/19 Budget \$'000				
Department	Income	Employee Costs	Materials & Services	Net
Executive Services	-	1,847	1,165	3,012

FTE (Full Time Equivalent) = 8.0

Central

DEPARTMENT BUSINESS PLAN OUTCOMES 2018/19

This area includes income and expenses of a corporate nature which if attributed to an individual department would distort the presentation of the budgets of that area. Income includes Rates and Charges Revenue, Capital Grants associated with capital projects, the annual allocation from the Victorian Grants Commission and Interest Income etc. Expenditure items include Council funded Pensioner Rate Rebate, finance and banking costs and non-cash items such as depreciation and bad debts etc.

2018/19 Budget \$'000			
Department	Income	Expenditure	Net
Central	148,713	37,888	(110,825)

FTE (Full Time Equivalent) = 0.0



City of
KINGSTON



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Draft
11 April, 2018

Council Plan 2017-2021

Annual Action Plan 2017-2018

Public Consultation Report



City of
KINGSTON

community inspired leadership

Goal 1 - Our well-planned, liveable city supported by infrastructure to meet future needs

1.1. Intergenerational land use planning for a sustainable community

1.1.1 Develop a new Kingston Housing and Neighbourhood Character Strategy

Number	Action	Lead Department	Year(s)
1.1.1.1	Review the profile of the Kingston community in light of the release of 2016 ABS Census	City Strategy	1
1.1.1.2	Develop the Kingston Housing and Neighbourhood Character strategy using innovative engagement methods	City Strategy	1-2
1.1.1.3	Ensure the Kingston Housing and Neighbourhood Character Strategy identifies the role of key Activity Centres and key Urban Renewal locations in addressing future housing needs	City Strategy	1-2
1.1.1.4	Utilise the planning system to influence the provision of car parking in areas where significant change is occurring	Traffic and Transport	1-3
1.1.1.5	Implement the new residential zones in accordance with the Practice Notes	City Strategy	2-3

CITY OF KINGSTON

ANNUAL ACTION PLAN JULY 2017 - JUNE 2021

Number	Action	Lead Department	Year(s)
1.1.1.6	Develop an Affordable Housing Implementation Plan to work with State Government, Housing Associations and developers to increase the availability of affordable housing	City Strategy	1-2
1.1.1.7	Review planning mechanisms and local planning policy and legislation to proactively contribute to increase the supply of social and affordable housing in Kingston.	City Strategy	1-3
1.1.1.8	Prepare a draft Kingston Social and Affordable Housing Policy to sit alongside Councils Housing Strategy	City Strategy	1-3
1.1.1.9	Review previous findings and recommendations of the Social Housing Committee (2008-2012)	City Strategy	1-3
1.1.1.10	Investigate and scope the role of an affordable housing officer.	City Strategy	1-3

1.1.2 Work with State Government to implement the parts of the Metropolitan Planning Strategy – Plan Melbourne that are locally relevant

Number	Action	Lead Department	Year(s)
1.1.2.1	Participate in forums in the southern region to influence strategic planning for infrastructure, employment and housing investment	City Strategy	1-2

CITY OF KINGSTON

ANNUAL ACTION PLAN JULY 2017 - JUNE 2021

Number	Action	Lead Department	Year(s)
1.1.2.2	Capitalise on the opportunities for Kingston presented in the Monash National Employment and Innovation Cluster planning	City Strategy	1-4

1.1.2.3	Build upon the principles of the '20 minute City' by ensuring that increased integration is achieved through land use and transport planning decisions	City Strategy	1-4
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1.1.3 Administer an effective planning scheme

Number	Action	Lead Department	Year(s)
1.1.3.1	Update the Kingston Planning Scheme review to take account of the new Council Plan and Plan Melbourne	City Strategy	1

1.1.3.2	Develop strategies and undertake required Planning Scheme Amendments in areas including stormwater quality, public open space provision and potentially contaminated land	City Strategy	1-4
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1.1.3.3	Develop a policy that assists in the administration of privately led planning scheme amendments	City Strategy	1-4
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1.1.3.4	Work proactively on significant Planning Scheme Amendment and Planning Permit Application requests for key strategic sites in the municipality	City Strategy	1-2
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Date Run: April 11, 2018

Public Consultation Report Page 4 of 62

Number	Action	Lead Department	Year(s)
1.1.3.6	Continue to explore opportunities that support the development of indoor court facilities to meet sporting needs of Kingston residents in the immediate to longer term	Parks and Recreation	1-3

1.2. Effectively influence the urban and architectural design of the City

1.2.1 Respond to different expectations regarding changes to the character of the City and provide measured responses to positively influence design outcomes

Number	Action	Lead Department	Year(s)
1.2.1.1	Implement the updated Neighbourhood Character Guidelines following the completion of its Housing and Neighbourhood Character work	City Strategy	2-4
1.2.1.2	Work with the design community to achieve environmentally responsive, best practice outcomes through implementing the Better Apartment Guidelines	City Strategy	1-4
1.2.1.3	Embrace the opportunities presented through 'City Shaping' infrastructure projects (e.g. Level Crossing Removal Work) to plan for innovative new community meeting spaces	City Strategy	1-4

1.2.2 Providing efficient and effective planning and building services that influence the liveability of the City.

Number	Action	Lead Department	Year(s)
1.2.2.1	Provide an integrated development approvals (planning and building applications) service to meet the needs of residents and businesses	City Development	1-4

CITY OF KINGSTON

ANNUAL ACTION PLAN JULY 2017 - JUNE 2021

Number	Action	Lead Department	Year(s)
1.2.2.2	Respond to initiatives like SMART Planning and VicSmart to assist in the efficient administration of Council's planning services	City Development	1-4
1.2.2.3	Continually review opportunities to enhance the ability of our customers to understand the planning process and access relevant information	City Development	1-4
1.2.2.4	Maintain a proactive relationship with representatives of the construction industry when undertaking works in the municipality	City Strategy	1-4
1.2.2.5	Maintain a focus on compliance with the Building Act and Kingston Planning Scheme in key areas that influence the safety and amenity of the City	City Development	1-4
1.2.2.6	Ensure that Council secures contributions from developers to enhance the existing infrastructure within the City	City Strategy	1-4
1.2.2.23	Undertake consultation with the community and the REIV and other groups within the construction industry to determine and map incidences of termite infestation within Kingston	City Development	1-2

Date Run: April 11, 2018

Public Consultation Report Page 6 of 62

1.3. Infrastructure and property investment for a functional city now and into the future

1.3.1 Design, build and maintain the public realm through civil infrastructure to support the current and future needs of a growing community (roads, footpaths, drains, bridges, car parks).

Number	Action	Lead Department	Year(s)
1.3.1.1	Plan and build appropriate improvements to civil infrastructure to meet the current and future needs of the city to respond to the risks of climate change	Infrastructure	1-4
1.3.1.2	Continue to invest in the maintenance of existing infrastructure to ensure its functionality and to meet the needs of a growing community	Infrastructure	1-4
1.3.1.3	Prepare 5-year forward plans for the sequencing of infrastructure to maximise development potential	Infrastructure	1-4
1.3.1.4	Plan and facilitate the mechanisms to secure the required infrastructure to support key, large scale development projects (Clayton Business Park, etc.)	City Strategy	1-4
1.3.1.5	Plan for the sequencing of infrastructure delivery in line with forecasts for growth and development	Infrastructure	1-4
1.3.1.6	Investigate 'work in kind' with developers to bring forward infrastructure investments in Activity Centres	City Strategy	1-4

CITY OF KINGSTON

ANNUAL ACTION PLAN JULY 2017 - JUNE 2021

Number	Action	Lead Department	Year(s)
1.3.1.8	Plan and build drainage upgrades to reduce local and major flooding	Infrastructure	1-4
1.3.1.9	Work with Melbourne Water to refine 1 in 100 year flood modelling that can be used to update the existing flood overlays within the Kingston Planning Scheme	Infrastructure	1-2
1.3.1.10	Footpath Program	Infrastructure	1-4
1.3.1.11	Road Renewal - Resurfacing Program	Infrastructure	1-4
1.3.1.12	Road - Reconstruction Program	Infrastructure	1-4
1.3.1.13	Flood Mitigation Drainage Program	Infrastructure	1-4

Date Run: April 11, 2018

Public Consultation Report Page 8 of 62

1.3.2 Work in partnership with State government and other agencies to maximise opportunities in relation to major infrastructure projects.

Number	Action	Lead Department	Year(s)
1.3.2.1	Provide expert advice and input on design of civil infrastructure and construction and traffic management for major developments in Kingston such as the Level Crossing Removal works	Traffic and Transport	1-4
1.3.2.2	Work with VicRoads on key strategic road considerations including the Westall Bypass, Mordialloc Bypass and South Road Study	Traffic and Transport	1-4
1.3.2.3	Request State Government undertake an Environmental Impact Assessment on the potential impacts of the Mornington Peninsula Freeway extension on Braeside Park, Waterways wetlands, Green Wedge, Aboriginal and Culture Heritage and amenity issues.	City Strategy	1-4

1.3.3 Effectively manage Council's property portfolio and ensure strategic and financially responsible land and property acquisition and disposal

Number	Action	Lead Department	Year(s)
1.3.3.1	Look for partnerships with other agencies for open space	Property, Arts and Leisure Services	1-4
1.3.3.2	Transition Council owned land in the Green Wedge to open space	Parks and Recreation	1-4
1.3.3.3	Ensure effective third party commercial and community lease agreements	Property, Arts and Leisure Services	1-4

CITY OF KINGSTON

ANNUAL ACTION PLAN JULY 2017 - JUNE 2021

Number	Action	Lead Department	Year(s)
1.3.3.4	Ensure land and building assets are adequately protected and insured	Property, Arts and Leisure Services	1-4
1.3.3.5	Facilitate the remediation of contaminated land, particularly sites with potential for open space development.	Property, Arts and Leisure Services	1-4
1.3.3.6	Secure a future long term depot site for Council operations	Property, Arts and Leisure Services	1-3
1.3.3.13	Continue to work with the LXRA in creating land access, lease or maintenance agreements for assets on State Government land that Council will own and/or maintain	Property, Arts and Leisure Services	1-4
1.3.3.14	Acquire the land 2-8 Balcombe Rd Mentone from VicRoads to develop Open space	Property, Arts and Leisure Services	1-3

Goal 2 - Our sustainable green environment with accessible open spaces

2.1. Environmental resilience and sustainability

2.1.1 Reduce environmental impacts on our natural and built environment

Number	Action	Lead Department	Year(s)
2.1.1.1	Develop a Climate Change Strategy and strategic actions that build resilient environments, infrastructure, facilities and communities	City Strategy	1-2
2.1.1.2	Educate the community on domestic renewable energy options	City Strategy	1
2.1.1.3	Review the outcomes of the Environmental Effects Statement to be undertaken by the State Government on the impacts of Grade Separation works on the environmentally significant Edithvale - Seaford Wetlands. If appropriate appoint an expert environmental consultant to review and advocate for the best environmental outcomes for the wetland.	City Strategy	1-2
2.1.1.4	Support environmentally sustainable development outcomes for Council buildings to consider their energy water and waste management performance	Community Buildings	1-4
2.1.1.5	Promote education programs such as community sustainability workshops, schools sustainability leadership program and Big Green School festivals	City Strategy	1-4

CITY OF KINGSTON

ANNUAL ACTION PLAN JULY 2017 - JUNE 2021

Number	Action	Lead Department	Year(s)
2.1.1.6	Replace streetlights across the municipality with new energy efficient lighting	Traffic and Transport	1
2.1.1.8	Advocate to the Premier of Victoria the Opposition Leader, the Minister for Water, the State Member for Carrum and Melbourne Water expressing our concern over the high levels of Toxic BGA present in Lake Carramar and seeking their immediate action in addressing the outbreak and providing measures to maintain the water quality to secondary contact standards.	Statutory Education and Compliance	1-2
2.1.1.9	Develop advocacy strategies to the State Government seeking support for a ban on the distribution of free single use plastic bags, both acting alone and in cooperation with other organisations and groups including Council's Business and Economic Advisory Committee and Public Spaces and Environment Advisory Committee	City Strategy	1-2
2.1.1.10	Install "Seal the Loop" fishing bins on Chelsea and Mordialloc Piers and consider other potential sites across Kingston, to ensure proper disposal of fishing lines and hooks.	Parks and Recreation	1

2.1.2 Implement the integrated water management principles of water quality, conservation and reuse to support a liveable resilient city

Number	Action	Lead Department	Year(s)
2.1.2.1	Review Kingston's Integrated Water Cycle Strategy stormwater treatment and reuse targets and consider opportunities for Council and the community to use water in a smarter way.'	City Strategy	3-4
2.1.2.2	In partnership with Melbourne Water, monitor the uptake and progress of the two-year pilot project for developers to opt in to contributing to regionally based storm water quality outcomes	City Strategy	1

CITY OF KINGSTON

ANNUAL ACTION PLAN JULY 2017 - JUNE 2021

Number	Action	Lead Department	Year(s)
2.1.2.3	Plan and build Kingston's water quality and reuse master plan using developer contributions to harvest stormwater to irrigate sports fields	Infrastructure	1-4
2.1.2.4	Establish a Bay Watch Committee that would provide priority to the protection and enhancement of the Port Phillip Bay through collaboration and partnership with other levels of Government and relevant agencies	City Strategy	1-4
2.1.2.5	Review and revise the Mordialloc Creek Masterplan	Parks and Recreation	3-4

2.1.3 Manage and improve waste management systems and resource recovery and promote recycling

Number	Action	Lead Department	Year(s)
2.1.3.1	Improve the economic recovery of waste and reduce reliance on landfill for waste generated by Council, through development of a waste minimisation strategy	Infrastructure	1-4
2.1.3.2	Develop strategies to ensure that Council's waste management practices are responsive to the changing ways in which people live and work within the municipality	Infrastructure	1-2
2.1.3.3	Develop and implement a waste education strategy	Infrastructure	2-3

CITY OF KINGSTON

ANNUAL ACTION PLAN JULY 2017 - JUNE 2021

Number	Action	Lead Department	Year(s)
2.1.3.4	Continue to promote the ASPIRE program to the Kingston business community and encourage opportunities to promote reuse and recycling	Economic Growth and Innovation	1-4

2.2. Greening Kingston and place making

2.2.1 Protect and enhance the Green Wedge for future generations by implementing the Kingston Green Wedge Plan with the support from a range of strategic partners

Number	Action	Lead Department	Year(s)
2.2.1.1	Work with landowners in the Green Wedge to encourage alternate land use activities where uses are incompatible with the Green Wedge Plan	City Development	1-4
2.2.1.2	Identify opportunities to expedite the Chain of Parks Project by delivering a range of passive and active recreational activities in the Green Wedge	Parks and Recreation	1-4
2.2.1.3	Develop a Kingston Agricultural Study that protects a land owners right to farm by managing the placement and compatibility of other green wedge uses	City Strategy	2-3
2.2.1.4	Play a leadership role in facilitating a key opportunity identified in State Planning Policy to provide opportunities for renewable energy generation in the Green Wedge	City Strategy	1-2
2.2.1.5	Complete the transition from landfill and work with land owners on future land uses in the Green Wedge	City Strategy	1-2

Date Run: April 11, 2018

Public Consultation Report Page 14 of 62

CITY OF KINGSTON

ANNUAL ACTION PLAN JULY 2017 - JUNE 2021

Number	Action	Lead Department	Year(s)
2.2.1.6	Elder Street park and trail construction	Property, Arts and Leisure Services	1-4
2.2.1.7	Advocate to the Commonwealth Airports Minister asking the Commonwealth Government to review the Moorabbin Airport Masterplan with a view to minimising the risk to pilots and to surrounding residents by halting any more non-aviation, non-Green-Wedge-compliant development on Moorabbin airport	City Strategy	1-2
2.2.1.8	Engage Planisphere to review the existing Green Wedge Plan in line with Ministerial Direction to review after five years, rename to Green Wedge Management Plan and undertake a community consultation process	City Strategy	1-4
2.2.1.9	Advise Council on the preparation of a planning scheme amendment to incorporate the Green wedge plan into Kingston Planning Scheme	City Strategy	1-4
2.2.1.10	Consider the preparation of a planning scheme amendment to rezone Special Use 2 and Green Wedge Zone land to Green Wedge A Zone – explicitly excludes golf courses which are zoned Special Use 1 Zone.	City Strategy	1-4
2.2.1.11	Consider the feasibility to authorise a planning scheme amendment to rezone the Waterways wetlands and other Melbourne Water land into the Kingston Green Wedge.	City Strategy	1-4
2.2.1.12	Determine the potential impacts of the Southern Metropolitan Cemeteries Trust's proposed cemetery on the current uses within the Green Wedge.	City Strategy	1-4

2.2.2 Create dynamic public spaces that respond to increasing population and the interface between private development and public domain

Number	Action	Lead Department	Year(s)
2.2.2.1	Improve street scapes, accessibility and local amenity (including street and footpath sweeping)	City Strategy	1-4

2.2.2.2	Support community gardens and productive streetscapes and encourage green walls, green roofs and landscapes in activity centres	City Strategy	1-4
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2.2.3 Protect and enhance Kingston's natural habitat and bushland reserves

Number	Action	Lead Department	Year(s)
2.2.3.1	Protect and enhance distinctive landscapes and areas of high conservation value within Kingston	Parks and Recreation	1-4

2.2.3.2	Create and protect a network of green spaces that supports biodiversity and opportunities to connect with nature	Parks and Recreation	1-4
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2.2.3.3	Ensure all planning applications with indigenous vegetation or other significant environmental issues have an expert ecological assessment undertaken and provided to councillors for review. Consider developing a role for a conservation planner.	City Development	1-3
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2.2.4 Expand the urban forest by increasing the tree canopy cover in Kingston

Number	Action	Lead Department	Year(s)
2.2.4.1	Review and implement Kingston's Tree Management Policy to ensure trees are established, protected and maintained	Parks and Recreation	1
2.2.4.2	Advocate for a green rail and road corridors within Kingston	Parks and Recreation	1-4
2.2.4.3	Increase the tree planting program across Kingston including street trees, trees in parks and reserves, and green corridors	Parks and Recreation	1-4
2.2.4.4	Advocate to Parks Victoria for Patterson River beautification works	Parks and Recreation	1-4
2.2.4.5	Create urban forests to make Kingston cooler and greener	Parks and Recreation	1
2.2.4.6	Prepare a draft plan for community consultation that is supported by Vic Roads and Vic Track that outlines maintaining and enhancing existing plantings along Nepean Hwy	Parks and Recreation	1-2

CITY OF KINGSTON

ANNUAL ACTION PLAN JULY 2017 - JUNE 2021

Number	Action	Lead Department	Year(s)
2.2.4.7	Review ways to enforce more compliance with developer applications that remove vegetation such as: site inspections, developer fees for vegetation removal, encourage native planting and increase fines for non compliance.	City Development	1-3

2.3. Activating and protecting the foreshore through strategic partnerships

2.3.1 Develop relationships with appropriate external organisations and groups to support funding and development of new and improved facilities on the foreshore

Number	Action	Lead Department	Year(s)
2.3.1.1	Progressively implement the Coastal Management Plan 2014 to protect the foreshore and waters of Port Phillip Bay	Parks and Recreation	1-4
2.3.1.2	Develop and implement the Mentone Foreshore Precinct Plan	Parks and Recreation	1-3
2.3.1.3	Prepare a concept design for the Mentone Lifesaving Club and seek funding	Community Buildings	1-2
2.3.1.4	Prepare a concept design for the Parkdale Yacht Club	Community Buildings	1-2
2.3.1.5	Work with the Level Crossing Removal Authority to facilitate enhanced linkages from public transport to key parts of the Kingston Foreshore	City Strategy	1-2

Date Run: April 11, 2018

Public Consultation Report Page 18 of 62

CITY OF KINGSTON

ANNUAL ACTION PLAN JULY 2017 - JUNE 2021

Number	Action	Lead Department	Year(s)
2.3.1.6	Redevelop the Edithvale Lifesaving Club	Community Buildings	1-2

2.3.2 Improve the quality of the visitor experience on the foreshore

Number	Action	Lead Department	Year(s)
2.3.2.1	Investigate and prioritise the removal of stormwater drains on the foreshore to be considered within the Coastal Management Plan list of actions	Infrastructure	3-4
2.3.2.2	Continue to review the litter data and beach cleaning program	Parks and Recreation	1

2.3.3 Respond to the effects of climate change along the Kingston foreshore

Number	Action	Lead Department	Year(s)
2.3.3.1	Build and maintain coastal structures with the effects of climate change in mind	Parks and Recreation	1-4
2.3.3.2	Protect and stabilise the natural coastal environment, the dunes and vegetation from erosion	Parks and Recreation	1-4

Number	Action	Lead Department	Year(s)
2.3.3.3	Complete a local coastal hazard assessment and associated risk analysis for the foreshore	Parks and Recreation	1-4

2.4. Review and implement the Open Space Strategy to ensure high quality and increased capacity of the open space network

2.4.1 Determine areas low in open space and identify opportunities to increase

Number	Action	Lead Department	Year(s)
2.4.1.1	Conduct an open space needs assessment and review the open space allocation across areas within Kingston	Parks and Recreation	1-3
2.4.1.2	Identify areas low in open space allocation and consider options for potential purchase of strategic open space	Parks and Recreation	3
2.4.1.3	Maximise use of underutilised public land assets such as utility easements and schools for potential open space	Parks and Recreation	3
2.4.1.4	Undertake a Dingley sports ground feasibility study including investigation of the suitability of the Spring Road land in Dingley for sports grounds	Parks and Recreation	1-4
2.4.1.5	Investigate the purchase of Latrobe Street rail crossing land for open space purposes	Property, Arts and Leisure Services	1

CITY OF KINGSTON

ANNUAL ACTION PLAN JULY 2017 - JUNE 2021

Number	Action	Lead Department	Year(s)
2.4.1.6	Undertake a review of the potential for sports ovals and supporting infrastructure in the Green Wedge	Parks and Recreation	1
2.4.1.7	Identify opportunities for linear open space that provides linkages and networks	Parks and Recreation	3-4

2.4.2 Maintain all parks, reserves and open space to set standards

Number	Action	Lead Department	Year(s)
2.4.2.1	Maintain all parks, reserves and open space to set standards through weed and pest control, mowing and vegetation management	Parks and Recreation	1-4

2.5. Provide for a variety of sport and recreation opportunities across Kingston through the Sport and Leisure Strategy

2.5.1 Determine and respond to the current and future needs of sports clubs for facilities and open space planning

Number	Action	Lead Department	Year(s)
2.5.1.1	Develop a sport and leisure strategy to respond to the increasing current and future demands on facilities in Kingston	Parks and Recreation	1-2
2.5.1.2	Undertake a sports ground condition audit and capacity analysis	Parks and Recreation	2-3

CITY OF KINGSTON

ANNUAL ACTION PLAN JULY 2017 - JUNE 2021

Number	Action	Lead Department	Year(s)
2.5.1.3	Undertake a review of the sports requirements of all sports clubs and determine any required upgrades and additions to current facilities to ensure gender equality	Parks and Recreation	3-4
2.5.1.4	Continue to invest to increase the capacity of existing sports fields	Parks and Recreation	1-4
2.5.1.5	Ensure quality sports field playing surfaces that are safe and sustainable.	Parks and Recreation	1-4
2.5.1.6	Encourage partnerships to provide and share facilities that accommodate the growing demand for sport and recreation including regionally based opportunities	Parks and Recreation	1-4
2.5.1.7	Undertake a feasibility study and concepts for a high ball stadium development in Kingston and make provision for implementation in the long term financial plan	Parks and Recreation	1-3
2.5.1.9	Review the installation of a cooling system for the Chelsea Basketball Club	Community Buildings	1-3
2.5.1.10	Undertake a review of all indoor sports court provision throughout Kingston to ensure they meet the current and future needs of residents.	Parks and Recreation	1-2

CITY OF KINGSTON

ANNUAL ACTION PLAN JULY 2017 - JUNE 2021

Number	Action	Lead Department	Year(s)
2.5.1.11	Review the installation of a cooling system for the Chelsea Basketball Club	Parks and Recreation	1-2

2.5.2 Improve passive open space and promotion of sport and recreation opportunities

Number	Action	Lead Department	Year(s)
2.5.2.1	Ensure a mix of local and regional open space for passive and active recreation and improve opportunities to access both active and passive recreational facilities and spaces	Parks and Recreation	1-4
2.5.2.2	Look at opportunities in the Green Wedge for passive and active recreation	Parks and Recreation	1
2.5.2.3	Look for opportunities to increase passive recreation through all Master plans	Parks and Recreation	1-4
2.5.2.4	Partner with agencies and clubs to promote new opportunities for sport and recreation participation	Parks and Recreation	1-4
2.5.2.5	Promote and encourage participation in a broad range of sports	Parks and Recreation	1-4

CITY OF KINGSTON

ANNUAL ACTION PLAN JULY 2017 - JUNE 2021

Number	Action	Lead Department	Year(s)
2.5.2.7	Investigate locations and requirements for a permanent Disc Golf Course within the City of Kingston	Parks and Recreation	1-2

2.5.3 Develop and implement park and reserve improvement plans in conjunction with the community

Number	Action	Lead Department	Year(s)
2.5.3.1	Plan for ready access to quality, multi-use sporting facilities	Parks and Recreation	1-4
2.5.3.2	Undertake a Facilities Development Plan for Grange Reserve	Parks and Recreation	1
2.5.3.3	Prepare a facilities development plan for the Roy Dore Reserve including a multi-use pavilion and make provision for implementation in the long term financial plan.	Parks and Recreation	1-2
2.5.3.4	Deliver a multi-use pavilion development at Mentone Reserve	Parks and Recreation	2
2.5.3.5	Develop the Le Page Reserve Masterplan	Parks and Recreation	2-3

CITY OF KINGSTON

ANNUAL ACTION PLAN JULY 2017 - JUNE 2021

Number	Action	Lead Department	Year(s)
2.5.3.6	Work with local sporting clubs and residents to plan and deliver facility improvements at Regents Park	Parks and Recreation	1-4
2.5.3.7	Continue to implement the Playground Strategy and ensure trees in playgrounds are considered for shade in all playground designs and master plans	Parks and Recreation	1-4
2.5.3.8	Design and build sport and recreational infrastructure and facilities such as playgrounds and ovals that meet the needs of the community	Parks and Recreation	1-4
2.5.3.9	Make financial provision for Dingley sports ground development and pavilion	Parks and Recreation	1-4
2.5.3.10	Commit to upgrade of Mentone Reserve Soppett Pavilion and utilisation of State Government's \$1m contribution	Community Buildings	1
2.5.3.11	Implement the Dales Park development plan	Parks and Recreation	1
2.5.3.12	Implement the Moorabbin Reserve master plan	Parks and Recreation	1-3

CITY OF KINGSTON

ANNUAL ACTION PLAN JULY 2017 - JUNE 2021

Number	Action	Lead Department	Year(s)
2.5.3.13	Upgrade the Ben Kavanagh Reserve Pavilion	Community Buildings	1
2.5.3.14	Upgrade the G R Bricker athletics track	Parks and Recreation	1
2.5.3.15	Construct the Cliff Sambell Pavilion at Gerry Green reserve	Community Buildings	1
2.5.3.16	Consult with the local community on the construction of two floodlit netball courts at Bonbeach Recreation Reserve; one floodlit netball court at Chelsea Recreation Reserve; one floodlit netball court and planning for a second netball court and / or match-day warm up area at Regents Park	Parks and Recreation	1-3
2.5.3.17	Report on the provision of BBQs across Kingston's Open Space to assess benefits and constraint of current and future locations and the need for any policy change	Parks and Recreation	1-2
2.5.3.18	Management of the GR Bricker Reserve Athletics Centre and implementation of fees fro casual use to be transferred to Councils Parks and Recreation Team.	Parks and Recreation	1-2
2.5.3.19	Renew three synthetic grass tennis courts (courts 1, 2 & 5) at the Patterson Lakes Tennis Club, through the allocation of \$50,000.	Parks and Recreation	1

CITY OF KINGSTON

ANNUAL ACTION PLAN JULY 2017 - JUNE 2021

Number	Action	Lead Department	Year(s)
2.5.3.20	Write to the Minister of Sport and Recreation seeking urgent and immediate consideration of a funding grant towards the renewal of the synthetic grass tennis courts.	Parks and Recreation	1

Goal 3 - Our connected, inclusive, healthy and learning community

3.1. Respond to our community's social needs

3.1.1 Support the development of effective plans, projects and policies through data collection and research

Number	Action	Lead Department	Year(s)
3.1.1.1	Promote health and wellbeing through the development and implementation of evidence-based priorities in the Municipal Public Health and Wellbeing Plan	Libraries and Social Development	1-4
3.1.1.2	Update Council's social strategies when due for renewal	Libraries and Social Development	1-4
3.1.1.3	Review Census data to understand demographic changes and their effect on our community	Libraries and Social Development	1-4
3.1.1.4	Undertake social impact assessments for the development of effective plans, projects and policies	Libraries and Social Development	1-4

3.1.2 Support socially vulnerable community members

Number	Action	Lead Department	Year(s)
3.1.2.1	Support the community to understand the causes of family violence and work towards prevention strategies	Libraries and Social Development	1-4

CITY OF KINGSTON

ANNUAL ACTION PLAN JULY 2017 - JUNE 2021

Number	Action	Lead Department	Year(s)
3.1.2.2	Utilise opportunities to reduce the density of poker machines in the municipality.	Libraries and Social Development	1-4
3.1.2.3	Support Council teams with the implementation of the Child Safe Standards and facilitate the 1-4 year old reporting frameworks.	Family, Youth and Children's Services	1-4
3.1.2.4	Develop and support play groups and deliver family support services to assist and build the capacity of vulnerable families	Family, Youth and Children's Services	1-4
3.1.2.7	Develop a Prevention of Violence Against Women (PVAW) Working Group to determine and report on the prevalence of domestic/family violence in Kingston	Libraries and Social Development	1-2
3.1.2.8	Develop and implement a Kingston Domestic and Family Violence Prevention Action Plan.	Libraries and Social Development	1-3
3.1.2.9	Advocate the State and Federal Government on behalf of the Berkeley Living Facility in Patterson Lakes and other similar facilities to protect the rights and well-being of its residents from potential rogue operators.	Libraries and Social Development	1-2

3.2. Provide equitable access to services and facilities for all community members, irrespective of background and ability

3.2.1 Provide equity of choice for older people and people with a disability.

Number	Action	Lead Department	Year(s)
3.2.1.1	Support people and their representatives who are eligible for community care to understand, access and receive services from the Commonwealth Government's My Aged Care system	Community Care and AccessCare Southern	1-4

3.2.2 Support people with disabilities and complex needs to participate their areas of interest and life goals.

Number	Action	Lead Department	Year(s)
3.2.2.1	Use a range of consultation methods to understand what is important to clients and potential clients of Community Care and AccessCare Southern and adjust the service delivery model accordingly	Community Care and AccessCare Southern	1-4
3.2.2.2	Develop user friendly Community Care and AccessCare Southern communication resources to facilitate service access by diverse communities	Community Care and AccessCare Southern	1-2
3.2.2.3	Strengthen partnerships with specialist community service organisations to optimise service delivery options for residents	Community Care and AccessCare Southern	1-4
3.2.2.4	Continue to implement the aged and disability care reforms and explore the implications and opportunities for Council.	Community Care and AccessCare Southern	1-3

CITY OF KINGSTON

ANNUAL ACTION PLAN JULY 2017 - JUNE 2021

Number	Action	Lead Department	Year(s)
3.2.2.5	Prepare eligible residents for the introduction of the National Disability Insurance Scheme (NDIS)	Community Care and AccessCare Southern	1-2
3.2.2.6	Build public, accessible 'Changing Places' and toilets for people with disabilities at strategic locations and deliver upgrades to existing public toilets	Community Buildings	1-4

3.2.3 Provide attractive community centres and interesting, affordable activities that appropriately cater for all members of our community

Number	Action	Lead Department	Year(s)
3.2.3.1	Complete phase one of the Dingley Village Neighbourhood House renewal project	Community Buildings	1-2
3.2.3.2	Support access to community activity opportunities through the 'My Community Life' online system	Libraries and Social Development	1-4
3.2.3.3	Support vibrant, well utilised community centres in appropriate locations	Libraries and Social Development	1-4
3.2.3.4	Encourage convenient and affordable transport options to support people who are older and/or have a disability to access community, services and activities	Community Care and AccessCare Southern	1-4

Number	Action	Lead Department	Year(s)
3.2.3.7	Council establish a service level agreement with the Patterson Lakes Community Centre to facilitate upgrades to the Centres outdoor space.	Community Buildings	1-2

3.3. Enhance the wellbeing and participation of families and children

3.3.1 Provide high quality early and middle years child care and education programs

Number	Action	Lead Department	Year(s)
3.3.1.1	Introduce and enhance the communication between program staff and families through effective use of appropriate Information Communication Technology	Family, Youth and Children's Services	1-2
3.3.1.2	Explore and implement improvements to online applications and bookings for the Family and Children's Centres to improve customer experience and administration processes	Family, Youth and Children's Services	1-2
3.3.1.3	Transition Family Day Care to a new user-friendly software platform to improve the customer experience and the functionality for educators	Family, Youth and Children's Services	1
3.3.1.4	Build the Aspendale Gardens Kinder playground	Community Buildings	1
3.3.1.5	Engage with the Westall community to inform the design of an integrated early years' service model that will meet local community needs	Family, Youth and Children's Services	1-2

CITY OF KINGSTON

ANNUAL ACTION PLAN JULY 2017 - JUNE 2021

Number	Action	Lead Department	Year(s)
3.3.1.6	Undertake strategic planning and partnership work to meet the current and future early years educational needs of children and their families	Family, Youth and Children's Services	1-4
3.3.1.7	Facilitate the equitable prioritisation and allocation of 4 year old kindergarten places to families on behalf of sessional services within Kingston	Family, Youth and Children's Services	1-4
3.3.1.8	Rene Anderson former pre-school refurbishment	Community Buildings	1-4
3.3.1.9	Chelsea Heights Kindergarten refurbishment	Community Buildings	1-5
3.3.1.10	Westall Community Hub completion	Community Buildings	1

3.3.2 Provide a Maternal Child and Health service to parents and children to maximise family health and wellbeing

Number	Action	Lead Department	Year(s)
3.3.2.1	Transition Maternal Child Health services to a new integrated state-wide software platform (CDIS)	Family, Youth and Children's Services	1-2

CITY OF KINGSTON

ANNUAL ACTION PLAN JULY 2017 - JUNE 2021

Number	Action	Lead Department	Year(s)
3.3.2.2	Provide an accessible immunisation service targeting children and families	Family, Youth and Children's Services	1-4

3.3.3 Support young people to be resilient, healthy and engaged

Number	Action	Lead Department	Year(s)
3.3.3.1	Develop Councils Youth Strategy (2017-2021)	Family, Youth and Children's Services	1-2
3.3.3.2	Deliver youth activities, events and programs to support the wellbeing, development and recognition of young people	Family, Youth and Children's Services	1-4
3.3.3.3	Deliver an evidence-based approach to understanding and responding to the resilience needs of young people within the municipality	Family, Youth and Children's Services	1-4

3.4. Promote an active, healthy and involved community life

3.4.1 Provide festivals and events that encourage community connections and local participation

Number	Action	Lead Department	Year(s)
3.4.1.1	Deliver Kingston festivals and events to celebrate our diverse cultures, arts and communities and support community run events in Kingston to promote community connection	Communications and Community Relations	1-4

3.4.2 Deliver affordable, active leisure and aquatic opportunities that are well utilised by a diversity of people

Number	Action	Lead Department	Year(s)
3.4.2.1	Replace gym equipment at Council's leisure centres	Property, Arts and Leisure Services	1
3.4.2.2	Develop and implement specific place-based arts and cultural programs for disadvantaged communities	Property, Arts and Leisure Services	1-4
3.4.2.3	Undertake a review of services at Don Tatnell Leisure Centre to ensure it meets the needs of the community	Property, Arts and Leisure Services	1-2

3.4.3 Strengthen community participation and connections by supporting community groups and networks

Number	Action	Lead Department	Year(s)
3.4.3.1	Provide education, training and advice to community groups to enhance their ability to participate in their communities	Libraries and Social Development	1-4

3.4.4 Celebrate and encourage social, cultural and spiritual diversity

Number	Action	Lead Department	Year(s)
3.4.4.1	Encourage and be supportive of all faiths and cultures	Libraries and Social Development	1-4

Number	Action	Lead Department	Year(s)
3.4.4.2	Support the establishment of the Gathering Place	Libraries and Social Development	1-4

3.5. Learning and development

3.5.1 Prioritise community 'learning for life'

Number	Action	Lead Department	Year(s)
3.5.1.1	Position Libraries and Social Development for the future through community consultation and strategy development	Libraries and Social Development	1-2
3.5.1.2	Implement a new library management system and library website to further enhance customer service	Libraries and Social Development	1-2
3.5.1.3	Support increased community literacy, including digital literacy	Libraries and Social Development	1-4
3.5.1.4	Provide integrated library and community services for the new Westall Community Hub	Libraries and Social Development	1-2
3.5.1.5	Ensure further multi purposing of libraries and community centres as community learning spaces	Libraries and Social Development	1-4

3.5.2 Preserve and celebrate our valuable heritage

Number	Action	Lead Department	Year(s)
3.5.2.1	Develop a Heritage and History Centre	Libraries and Social Development	1-2
3.5.2.2	Involve aboriginal people in the identification, protection and management of cultural heritage places and artefacts in Kingston	GM Planning and Development	1-4
3.5.2.3	Investigate the establishment of a Farm Museum	Libraries and Social Development	1-2
3.5.2.4	Consider the restoration of the Heritage Nylex Sign on the Nepean Highway	City Strategy	1-2
3.5.2.5	Develop a business case to advocate with State Government for the Cheltenham Court House to be used by Kingston Council for potential community uses.	Libraries and Social Development	1-2
3.5.2.6	Determine the future use of the Masonic Hall	Property, Arts and Leisure Services	1-2

Goal 4 - Our free-moving safe, prosperous and dynamic city

4.1. Vibrant shopping centres and employment precincts

4.1.1 Continue to strengthen the role played by the shopping and employment precincts by facilitating partnerships with private investors

Number	Action	Lead Department	Year(s)
4.1.1.1	Encourage and promote a wide mix of retail uses within shopping precincts to ensure they are maintained as important community meeting places	Economic Growth and Innovation	1-4
4.1.1.2	Increase opportunities to provide housing in activity centres in line with Council's planning strategies to create further economic investment	City Development	1-4
4.1.1.3	Encourage innovation within Kingston's employment areas to ensure they respond to the contemporary manner in which people interact and work	Economic Growth and Innovation	1-4
4.1.1.4	Develop and implement a capital and renewal program to improve the amenity of activity/retail centres	City Strategy	1-4

4.1.2 Develop dynamic implementation plans to guide the future direction of centres that are likely to undergo significant change

Number	Action	Lead Department	Year(s)
4.1.2.1	Review the existing planning controls that apply to the Edithvale and Chelsea Activity Centres to determine whether structure plans should be formulated for these centres	City Strategy	2

CITY OF KINGSTON

ANNUAL ACTION PLAN JULY 2017 - JUNE 2021

Number	Action	Lead Department	Year(s)
4.1.2.2	Review the Cheltenham Structure Plan and prepare urban design framework for Mentone station and gardens in light of the work of the Level Crossing Removal Authority	City Strategy	1-2
4.1.2.3	Continue the implementation of the Moorabbin Junction Urban Renewal Strategy	City Strategy	1-2
4.1.2.4	Implementation of the key initiatives identified in the Mentone Renaissance project	City Strategy	1-4
4.1.2.5	Work with the Level Crossing Removal Authority to ensure that the works in Bonbeach, Edithvale and Carrum provide opportunities to further enhance the existing retail centres	City Strategy	1-2
4.1.2.6	Vibrant Active Urban Centres	City Strategy	1-2
4.1.2.8	Review the requirement for a Structure Plan for Clayton South to include Westall Activity Centre, Industrial areas, Non Green Wedge landfill sites, traffic, open space, street trees, passive and active recreation and residential amenity.	City Strategy	1-3
4.1.2.9	Advocate to the State Government for the inclusion of the following projects as part of the Carrum Revitalisation project: - Additional Storage facilities for Carrum lifesaving Club -\$150,000 - Further contribution to Carrum Sailing and Motor Boat club of \$350,000 to cover the shortfall in their upcoming facility redevelopment and project management costs - others as required	City Strategy	1-4

Number	Action	Lead Department	Year(s)
4.1.2.10	Consider how to improve the viability and street scape of the shopping strips of Chelsea (Nepean Highway) and Edithvale (Nepean Highway)	City Strategy	1-4
4.1.2.11	Consider in consultation with the local business owners and residents, improvements to the viability and streetscape of the Parkdale Shopping Centre in Como Parade West	Economic Growth and Innovation	1-3
4.1.2.12	Find suitable location for seniors recreation play equipment, in conjunction with Rotary	Parks and Recreation	2

4.2. Understand and support our thriving profitable local economy

4.2.1 Encourage investment into Kingston and the South East to deliver new employment opportunities

Number	Action	Lead Department	Year(s)
4.2.1.1	Analyse economic data on the regional economy and employment trends to inform decision making'	Economic Growth and Innovation	1-4
4.2.1.2	Work across the peak regional bodies to support economic investment in Kingston and in the broader South East Region	Economic Growth and Innovation	1-4
4.2.1.3	Work through entities including the VECCI and Australia China Businesses Council to promote opportunities for Kingston businesses to successfully enter export markets	Economic Growth and Innovation	1-4

4.2.2 Provide support to businesses to achieve long term business sustainability

Number	Action	Lead Department	Year(s)
4.2.2.1	Implement the Prosperous Kingston Framework to support Kingston businesses and grow the local economy	Economic Growth and Innovation	1-4
4.2.2.2	Encourage local job seekers to register on the Kingston Jobs portal and undertake data analytics to better understand trends in the Kingston employment market	Economic Growth and Innovation	1-2
4.2.2.3	Facilitate business education and skills development	Economic Growth and Innovation	1-4
4.2.2.4	Work with telecommunication providers to ensure Kingston businesses have access to appropriate high speed broad band services and promote the internet as an essential service	Economic Growth and Innovation	1-2
4.2.2.5	With the setting up of Amazon operations in South East Melbourne, Council will continue to support local business and local jobs and advocate to Amazon to ensure they will meet the requirements of being a good corporate citizen.	Economic Growth and Innovation	1
4.2.2.6	Undertake a study to improve the Moorabbin activity centres utilisation and revitalisation of shops	Economic Growth and Innovation	2

4.3. Rich in arts, innovation and tourism

4.3.1 Develop and promote Kingston's tourism potential

Number	Action	Lead Department	Year(s)
4.3.1.1	Contribute to the development of the Greater Destination Melbourne Management Plan to encourage more visitors and support the marketing of Kingston as a tourist destination	Economic Growth and Innovation	1-4
4.3.1.2	Work with investors in Kingston seeking to introduce 'tourist or lifestyle based' businesses that will add to its ability to attract visitors to the City	Economic Growth and Innovation	1-3
4.3.1.3	Implement an updated ticketing system for Council's arts centres	Property, Arts and Leisure Services	1-2

4.3.2 Develop creative industries through vibrant arts businesses and entertainment spaces

Number	Action	Lead Department	Year(s)
4.3.2.1	Develop and implement the Arts and Culture Strategy	Property, Arts and Leisure Services	1-2
4.3.2.2	Support arts and entertainment focused businesses and entrepreneurship in our urban centres	Economic Growth and Innovation	1-4

CITY OF KINGSTON

ANNUAL ACTION PLAN JULY 2017 - JUNE 2021

Number	Action	Lead Department	Year(s)
4.3.2.3	Identify opportunities to support emerging arts and entertainment focused industries to establish and grow within Kingston	Economic Growth and Innovation	2-3
4.3.2.4	Undertake an assessment of the opportunities for an arts precinct in Chelsea for potential State Government funding	Property, Arts and Leisure Services	2
4.3.2.8	LF Payne Refurbishment	Property, Arts and Leisure Services	3

4.4. Integrated accessible transport and free moving city

4.4.1 Accessible, integrated and connected modes of transport

Number	Action	Lead Department	Year(s)
4.4.1.1	Develop and implement an Integrated Transport Strategy	Traffic and Transport	1-2
4.4.1.2	Advocate for better public transport links	Traffic and Transport	1-4
4.4.1.3	Improve local transport choices	Traffic and Transport	1-4

Date Run: April 11, 2018

Public Consultation Report Page 43 of 62

Number	Action	Lead Department	Year(s)
4.4.1.4	Provide facilities for cyclists to support and encourage cycling, particularly at train stations	Traffic and Transport	1-4

4.4.2 Implement functional local traffic management

Number	Action	Lead Department	Year(s)
4.4.2.1	Provide expert traffic management input into planning applications and infrastructure projects	Traffic and Transport	1-4
4.4.2.2	Develop and implement safe and effective local area traffic management solutions	Traffic and Transport	1-4
4.4.2.3	Work with the community to develop appropriate traffic management solutions	Traffic and Transport	1-4
4.4.2.4	Develop local area traffic management plans for Moorabbin and Highett	Traffic and Transport	1-4
4.4.2.6	Develop a Parkdale Local Area Traffic Management (LATM) Study incorporating residential and trader parking protections and parking demand on Parkdale Station	Traffic and Transport	1-2

CITY OF KINGSTON

ANNUAL ACTION PLAN JULY 2017 - JUNE 2021

Number	Action	Lead Department	Year(s)
4.4.2.7	Council to contribute \$100k and project manage the installation of the traffic signals Burdekin and Governor Rd's.	Traffic and Transport	1-2
4.4.2.8	Monitor and review the car parking within local streets surrounding Regents Park following the development of netball courts and work with residents and clubs to explore a parking permit system and parking changes for the numbered streets.	Traffic and Transport	1-2
4.4.2.9	Write to PTV requesting formalisation of commuter car parking at Parkdale station with small trees and shrubs to be removed from VicTrack land to be replaced with similar species adjacent to the carpark and for all trees on Council's road reserve to be retained	Traffic and Transport	1
4.4.2.10	Formally approach Rossdale Golf Club for use of their car park (particularly for match days)	Parks and Recreation	1
4.4.2.11	Undertake a traffic study for Spring Rd /Bourke Rd and Clarinda Rd /Bourke Rd intersections before the opening of Mornington Peninsula Freeway extension	Traffic and Transport	2

4.4.3 Advocate for provision of efficient freight movements

Number	Action	Lead Department	Year(s)
4.4.3.1	Improve freight access and movement to industrial zones while protecting urban amenity	Traffic and Transport	1-3

CITY OF KINGSTON

ANNUAL ACTION PLAN JULY 2017 - JUNE 2021

Number	Action	Lead Department	Year(s)
4.4.3.2	Plan for and facilitate investment opportunities on existing and planned transport networks	Traffic and Transport	1-3
4.4.3.3	Consider the South East Regional Freight Strategy	Traffic and Transport	1-2
4.4.4 Fair and equitable parking management			
Number	Action	Lead Department	Year(s)
4.4.4.1	Continue to engage with the community on parking restrictions across the city	Traffic and Transport	1-4
4.4.4.2	Appropriately manage and enforce Council's parking areas particularly around schools	Statutory Education and Compliance	1-4
4.4.4.3	Identify opportunities and advocate for more parking with the removal of level crossings	Traffic and Transport	1-2
4.4.4.4	Investigate the need for ticketed parking for non-residents near the foreshore and shopping strips	Traffic and Transport	1-2

4.4.5 Develop a network of trails and cycle ways

Number	Action	Lead Department	Year(s)
4.4.5.1	Work with State Government and neighbouring councils to develop strategic cycling corridors	Traffic and Transport	1-3
4.4.5.2	Identify opportunities and advocate for cycle and walkway connections with the removal of level crossings	Traffic and Transport	1-3
4.4.5.3	Improve neighbourhoods to enable local walking and cycling networks as part of everyday life	Traffic and Transport	1-3
4.4.5.4	Review, update and implement the Cycling Strategy	Traffic and Transport	2-3
4.4.5.5	Confirm alignment of the remaining section of the Bay Trail and undertake construction works	Traffic and Transport	1-2
4.4.5.6	Determine the alignment of the east west cycling connection	Traffic and Transport	1

CITY OF KINGSTON

ANNUAL ACTION PLAN JULY 2017 - JUNE 2021

Number	Action	Lead Department	Year(s)
4.4.5.7	Work with VicRoads on the Mordialloc Bypass trail alignment	Traffic and Transport	1-4
4.4.5.8	Linking Karkarook Park to Clayton Road	Parks and Recreation	1

4.5. Keeping our community safe and protected

4.5.1 Ensure food safety and public health is maintained

Number	Action	Lead Department	Year(s)
4.5.1.1	Work proactively with the business community to promote safe food handling standards	Statutory Education and Compliance	1-4
4.5.1.2	Work with State and Commonwealth Government agencies to support initiatives to manage infectious disease outbreaks	Statutory Education and Compliance	1-4

4.5.2 Proactive animal management

Number	Action	Lead Department	Year(s)
4.5.2.1	Promote responsible pet ownership	Statutory Education and Compliance	1-4

CITY OF KINGSTON

ANNUAL ACTION PLAN JULY 2017 - JUNE 2021

Number	Action	Lead Department	Year(s)
4.5.2.2	Explore opportunities for a 24/7 dog off leash beach in the southern part of the municipality	Statutory Education and Compliance	1-2
4.5.2.3	Review and consult the community for other opportunities for dog off leash areas given the changing nature of the housing stock within the City	Statutory Education and Compliance	1-4
4.5.2.4	Update the Spring Road Reserve Park Plan to include a designated off leash area within the Spring Road Reserve, Dingley Village and develop a communication strategy to promote the new area within the Reserve.	Statutory Education and Compliance	1-2

4.5.3 Effectively respond to emergencies

Number	Action	Lead Department	Year(s)
4.5.3.1	Build more resilient communities in Kingston, by creating a relief and recovery system in accordance with State Government emergency recovery legislation	Infrastructure	1-2
4.5.3.2	Ensure Kingston is prepared for disaster through the implementation of strategic emergency management and disaster recovery plans	Infrastructure	1-4

4.5.4 Ensure we keep our community safe and protected

Number	Action	Lead Department	Year(s)
4.5.4.1	Implement the Community Safety Strategy	Libraries and Social Development	1-4
4.5.4.2	Educate about and enforce litter reduction and graffiti	Libraries and Social Development	1-4
4.5.4.3	Implement Kingston's Road Safety Strategy	Traffic and Transport	1-4
4.5.4.4	Ensure Council's enforcement functions remain relevant to the key changes occurring in the City	Statutory Education and Compliance	1-4
4.5.4.5	Support local schools through the provision of School Crossing Supervisors	Statutory Education and Compliance	1-4

Goal 5 - Our well-governed and responsive organisation

5.1. Support decision making to provide an efficient and effective Council which embodies the principles of democracy

5.1.1 Support Council to make effective decisions that reflect community priorities

Number	Action	Lead Department	Year(s)
5.1.1.1	Manage and review Council Delegations	Governance	1-4
5.1.1.2	Prepare a report detailing the process to be adopted to allow for recording of the gallery in the Council Chamber during Ordinary Council meetings and Planning Committee Meetings.	Governance	1

5.1.2 Provide and promote opportunities for the community to have a say on Council decisions

Number	Action	Lead Department	Year(s)
5.1.2.1	Develop mechanisms that respond to constituent feedback raised by Councillors	Communications and Community Relations	1
5.1.2.2	Identify opportunities to engage with the community on Council projects – using the IAP2 engagement spectrum as a guide	Communications and Community Relations	1-4
5.1.2.3	Embed a community engagement component in all key Council projects from commencement of the project	Communications and Community Relations	1-4

CITY OF KINGSTON

ANNUAL ACTION PLAN JULY 2017 - JUNE 2021

Number	Action	Lead Department	Year(s)
5.1.2.4	Investigate new platforms for increased community consultation for the Council Plan and Budget	Finance and Corporate Performance	1-4
5.1.2.5	Monitor the Community Satisfaction Survey to gain more comprehensive insight into Council's performance	Finance and Corporate Performance	1-4
5.1.2.6	Establish local ward based committees and review existing Advisory Committees	Governance	1
5.1.2.7	Investigate a Junior Council	Governance	1-2

5.1.3 Advocate on behalf of community members to convey their wishes and aspirations.

Number	Action	Lead Department	Year(s)
5.1.3.1	Develop an advocacy document to take to State and Federal Government for funding of major projects by end of 2017	Communications and Community Relations	1

5.2. Responsible and sustainable financial management

5.2.1 Utilise effective financial planning for the short, medium and long term

Number	Action	Lead Department	Year(s)
5.2.1.1	Manage the Capital expenditure program in conjunction with long term asset management planning	Infrastructure	1-4

5.2.2 Set rates in a fair and equitable way

Number	Action	Lead Department	Year(s)
5.2.2.1	Continue to encourage increased take-up of electronic rates notices	Finance and Corporate Performance	1-4
5.2.2.2	Implement online processing of Land Information Certificates	Finance and Corporate Performance	1
5.2.2.3	Review potential alternative revenue generating opportunities across Kingston	Finance and Corporate Performance	2-4
5.2.2.4	Review the Rating Strategy	Finance and Corporate Performance	1

CITY OF KINGSTON

ANNUAL ACTION PLAN JULY 2017 - JUNE 2021

Number	Action	Lead Department	Year(s)
5.2.2.8	Implement and administer Patterson Lakes Beach Maintenance Special Charge	Finance and Corporate Performance	1-2

5.2.2.9	Investigate the potential to apply rate increases for vacant properties and land and rebate for heritage properties	Finance and Corporate Performance	1
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5.2.3 Manage the procurement of goods and services to provide transparency and best value for money

Number	Action	Lead Department	Year(s)
5.2.3.1	Investigate and encourage more local content in contracts – e.g. the use of local contractors to undertake work	Procurement and Contracts	1

5.2.3.2	Take advantage of any opportunities for collaborative procurement with other councils	Procurement and Contracts	1-4
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5.2.3.3	Investigate the establishment of a policy whereby a local club associated contractor could tender for elements of work on Council building projects	Procurement and Contracts	1
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5.3. Foster staff health and wellbeing, promote our organisational values and encourage leadership and high productivity

5.3.1 Implement the principles of community Inspired leadership throughout the organisation

Number	Action	Lead Department	Year(s)
5.3.1.1	Redesign the Corporate Induction Program	People Support	1-2
5.3.1.2	Transition to a portfolio-based model for the People and Culture operations team to enhance service delivery provided to departments	People Support	1

5.3.2 Provide professional development training to increase the capabilities and skills of all our people

Number	Action	Lead Department	Year(s)
5.3.2.1	Design and implement Stage 2 of the 'myWellbeing – Building Workplace Health' initiative to provide employees with the tools and information to better plan and manage their careers	People Support	1-4
5.3.2.2	Redesign the organisational approach to learning programs to proactively identify and respond to organisational learning needs	People Support	1-4

5.3.3 Implement OHS principles in every aspect of the organisation

Number	Action	Lead Department	Year(s)
5.3.3.1	Improve the suite of operational workforce health indicator reports to better inform decision makers	People Support	1-4

Number	Action	Lead Department	Year(s)
5.3.3.2	Provide accessible information for employees on key safety issues	People Support	1-4

5.3.4 Regularly assess and mitigate strategic and operational risks

Number	Action	Lead Department	Year(s)
5.3.4.1	Conduct awareness and education training on integrity matters	Governance	1-4

5.3.4.2	Embed risk management within Council to influence key operational decision making	People Support	1-4
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5.3.4.3	Develop and implement the Kingston Business Continuity Plan	People Support	1-2
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5.3.4.4	Implement iAuditor to assist with the management of public liability claims	Procurement and Contracts	1
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5.4. A responsive and well managed organisation

5.4.1 Show the community how we are performing, through clear and transparent reporting

Number	Action	Lead Department	Year(s)
5.4.1.1	Implement a new achievements-focussed Council Plan Report, tailored to the community	Finance and Corporate Performance	1
5.4.1.4	Provide a new monthly report updating Council on the status of and costs associated with all legal cases and disputes Council engages in.	GM Corporate Services	1-2

5.4.2 Plan and manage Council's assets and community facilities to ensure they are fit for purpose and compliant over the life of the asset

Number	Action	Lead Department	Year(s)
5.4.2.1	Review our services to ensure they are aligned with community needs	Finance and Corporate Performance	1-4
5.4.2.2	Develop asset management plans for Council assets, including the establishing of acceptable levels of service in terms of quality, quantity, reliability, cost and responsiveness	Infrastructure	1-2
5.4.2.3	Undertake a Renewal Funding Profile that looks at asset valuation, quantity, condition, expected life, and intervening condition levels	Infrastructure	1-4

CITY OF KINGSTON

ANNUAL ACTION PLAN JULY 2017 - JUNE 2021

Number	Action	Lead Department	Year(s)
5.4.2.4	Undertake programmed and reactive maintenance for Council's built community facilities	Community Buildings	1-4
5.4.2.21	Develop a list of all new assets that will be constructed as part of the LXRA projects along the Frankston train line, with indicative future maintenance and replacement costs;	Infrastructure	1-4
5.4.2.22	Prepare an asset management plan and a compliance risk assessment for the Edithvale Public Golf Course	Parks and Recreation	1-3

5.4.3 Ensure services are supported by robust and secure information technology

Number	Action	Lead Department	Year(s)
5.4.3.1	Increase Councillor use of technology (e.g. Councillor dashboard) to assist Councillors to perform their roles	Governance	1-4
5.4.3.2	Review implementation of the InfoCouncil 'actions' module to assist Council in delivering meeting resolutions efficiently and effectively	Governance	1
5.4.3.3	Review the staff Performance Management System	People Support	1-2

CITY OF KINGSTON

ANNUAL ACTION PLAN JULY 2017 - JUNE 2021

Number	Action	Lead Department	Year(s)
5.4.3.4	Upgrade Tech One to improve procurement processes	Finance and Corporate Performance	1-2
5.4.3.5	Upgrade the Wide Area Network	Information Services and Strategy	1
5.4.3.6	Increase workforce mobility	Information Services and Strategy	1-4
5.4.3.7	Information Management Program	Information Services and Strategy	1

5.4.4 Put the customer first in the work of Council

Number	Action	Lead Department	Year(s)
5.4.4.1	Provide customer service with a major IT focus	Communications and Community Relations	1-2
5.4.4.2	Renew the organisation's Customer Service Charter in consultation with the community	Communications and Community Relations	1

CITY OF KINGSTON

ANNUAL ACTION PLAN JULY 2017 - JUNE 2021

Number	Action	Lead Department	Year(s)
5.4.4.3	Research the benefits of a 'single view' (within IT systems) of our customer	Communications and Community Relations	1-2
5.4.4.4	Establish a Customer Advocate to ensure the 'customer' has a stronger voice within the organisation	Communications and Community Relations	1
5.4.4.5	Enhance online payment and service requests options for residents and ratepayers	Finance and Corporate Performance	1-4

5.4.5 Comply with all relevant legislation

Number	Action	Lead Department	Year(s)
5.4.5.1	Manage the Governance Framework and the Compliance Policy	Governance	1-4
5.4.5.2	Deliver an education program on the new Local Government Act	Governance	1-4
5.4.5.3	Review Council's policies and procedures to ensure they align with legislation and best practice	Governance	1-4

CITY OF KINGSTON

ANNUAL ACTION PLAN JULY 2017 - JUNE 2021

Number	Action	Lead Department	Year(s)
5.4.5.4	Investigate a whole of organisation approach to compliance training, corporate information, finance and governance to increase awareness of corporate governance responsibilities	Governance	1



community inspired leadership



DOCUMENT INFORMATION

Date	Status
26/04/2018	Draft approved by Council subject to any changes to the final adopted budget.

Strategic Resource Plan The Four Year Outlook

Introduction:

The Strategic Resource Plan 2018-22 is a key medium-term financial plan. It is a rolling four year plan that summarises the resourcing forecasts required to deliver the Council Plan. This resource plan ensures that Kingston remains sustainable in the long term.

This high level, medium term outlook demonstrates how Council will best employ its resources both financial and non-financial to achieve the Council Plan's goals and deliver on the Key Directions and Objectives outcomes, as set out in the *Council Plan 2017-2021* which can be downloaded from our website kingston.vic.gov.au.

This Strategic Resource Plan (SRP) is updated annually with the development of the Annual Budget and meets the legislative requirements as specified in the *Local Government Act 1989 and Local Government (Planning and Reporting) Regulations 2014*. The proposed 2018/19 Budget, details the first year of the SRP.

Objectives of the Plan:

The key objective, which underlines the development of the SRP, is financial sustainability in the medium to long term, while still achieving Council's strategic objectives as specified in the Council Plan. The key financial objectives, which underpin the SRP, are:

- Maintain existing service levels;
- Maintain operating financial sustainability;
- Maintain a sustainable capital expenditure program; and
- Achieve a balanced budget on a cash basis.

In preparing the SRP, Council has also been mindful of the need to comply with the following *Principles of Sound Financial Management* as contained in the Act:

- Prudently manage financial risks relating to debt, assets and liabilities;
- Provide reasonable stability in the level of rate burden;
- Consider the financial effects of Council decisions on future generations; and
- Provide full, accurate and timely disclosure of financial information.

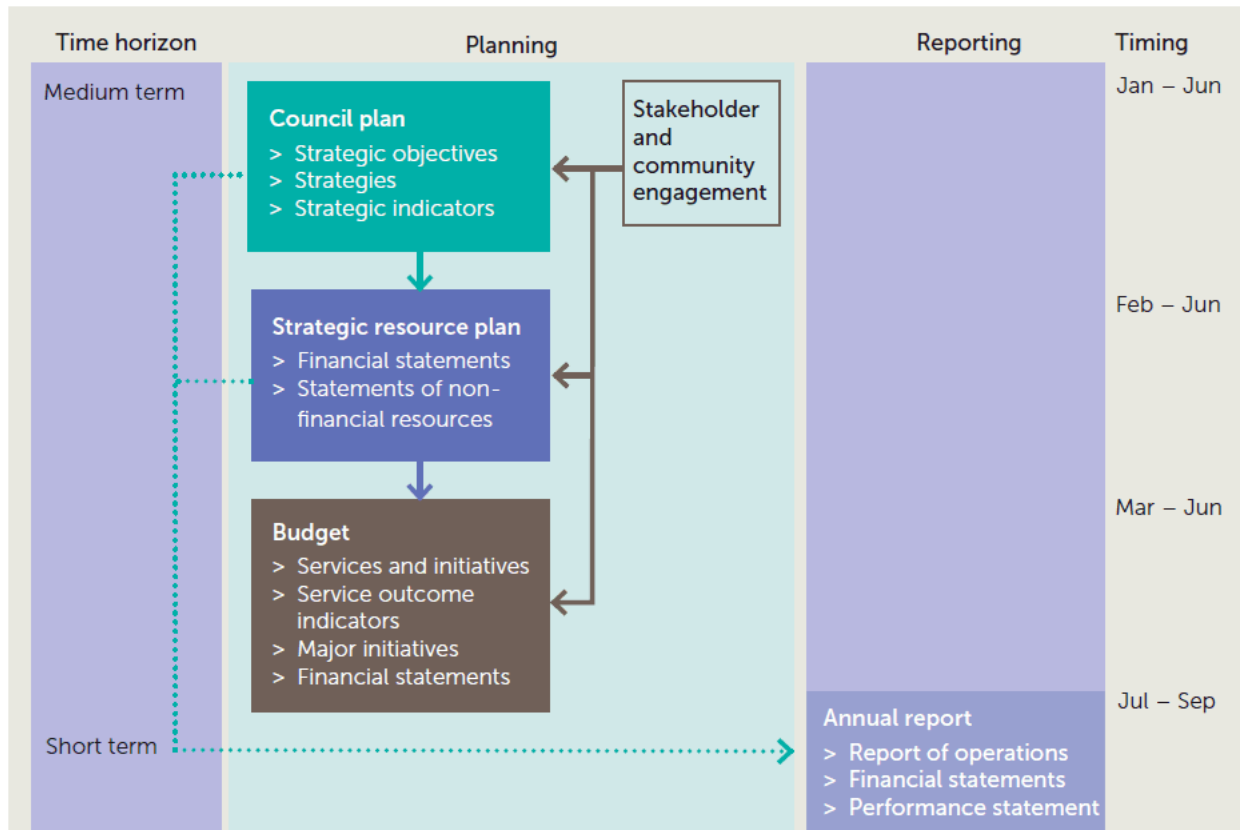
The SRP is updated annually through a rigorous process of consultation with Council service providers followed by a detailed sensitivity analysis to achieve the key financial objectives.

Planning and Accountability Framework:

The integrated planning framework is set out below and demonstrates the linkages to the Annual Budget and council plan. This framework guides the Council in identifying community needs and aspirations over the long term (Vision 2035), medium term (Council Plan) and short term (Annual Budget) and then holding itself accountable (Audited Statements).

The diagram below depicts the planning and accountability framework that applies to Local Government in Victoria. The diagram shows the relationships between the key planning and reporting documents. It also demonstrates opportunities for the community and stakeholders to provide feedback and have input at each stage of the planning and reporting cycle.

Planning and Accountability Framework



Source: Department of Transport, Planning and Local Infrastructure

How the Plan was developed

Kingston has adopted a robust and integrated approach to financial planning for all Council's activities. This integrated approach avoids the risk of committing future resources that are unaffordable in the context of the Strategic Resource Plan and which could place an added burden on future generations.

This plan has been developed to reflect the priorities of the Council and having had regard to the annual business planning processes of Council departments. This ensures a clear connection between the objectives of the Council Plan and the development of departmental business plans and budgets.

The departmental business plans identify the changing operating environment, any impacts on service levels and identify savings and efficiencies. This enables a bottom up approach to developing forecasts for the long term financial plan. The strategic context takes into account:

- Population growth
- Demographics (changes to the structure of households, the age profile of the population, etc.)
- Development forecasts (increase in high density living)
- Activity Centre development
- New technologies
- Changing community expectations
- Changing economic climate
- Industry restructures (job losses)
- Competition from private providers
- Legislation changes
- Local Government Performance Reporting Framework
- Infrastructure grants.

This long term financial forecasting is driven from priorities set in the four year Council Plan with input from the service providers along with the application of financial assumptions and key organisational strategies such as the rating strategy, the borrowing strategy, the asset management strategy and the fees and charges strategy.

Developing Forecasts - Significant matters impacting the plan

Whilst this Strategic Resource Plan is for the four year term, the forecasting is extended for a ten year period to take into account the long lived assets such as road and drainage infrastructure. All services and any new initiatives contained in any plan adopted or proposed to be adopted by Council requiring additional funding are identified. Strategies, plans and initiatives that have been approved have had their ongoing implementation costs included in this SRP including:

- Asset management plans
- Capital Works Program including projects approved through master plans and strategies
- Operating projections for service areas
- Approved Plans and Strategy implementation that may include service growth

Assessment of Council's current and forecast financial position

The following table summarises the key financial indicators for budget 2017/18 and 2018/19 as set out in the Long Term Financial Plan. The Appendix includes a more detailed analysis of the financial resources to be used over the four year outlook period.

INDICATOR	BUDGET 2017/18 \$000	BUDGET 2018/19 \$000	FORECAST 2019/20 \$000	FORECAST 2020/21 \$000	FORECAST 2021/22 \$000	TREND +/-
Operating Surplus / (Deficit)	20,078	21,285	18,743	15,157	15,977	-
Cash Increase / (Decrease) Note 1	(8,385)	(9,556)	(11,864)	(9,017)	6,791	+
Debt Outstanding (at end of year)	13,290	7,207	1,761	355	0	-
Total Capital Expenditure	58,365	58,889	61,538	60,505	45,718	=
Depreciation	28,300	27,000	27,500	28,500	29,600	+

Key to Forecast Trend:

- + Forecasts an improvement in Council's Financial Performance / Indicator
- = Forecasts that Council's Financial Performance / Indicator will be steady
- Forecasts deterioration in Council's Financial Performance / Indicator

The key outcomes of the Strategic Resource Plan are as follows:

Service Delivery – Service levels have been maintained throughout the four year period. Years 2018/19 to 2021/22 are forecast operating surplus results.

Rating Strategy – Consistent with the adopted long term financial strategy rates and charges increases are forecast to be, 2.25% for 2018/19 and 2019/20 and 2.50% for 2020/21 and 2021/22 which recognises the state government rate-capping policy and Treasury and Finance forecasts of CPI as far as they have been provided into the future. Forecasts are then based on a Council assessment projected within the Reserve Bank of Australia's target for CPI to be between 2.0% per annum and 3.0% per annum.

Borrowing Strategy – Borrowings are forecast to be \$13.3 million as at 30 June 2018. There will be no new borrowings in 2018/19.

Asset Management Strategy – Capital Expenditure over the four year period will total \$226.6 million at an annual average of \$56.7 million.

Fees & Charges Strategy – Existing Fees & Charges are to be increased by approximately 3% p.a. or in line with market levels unless they are set by other levels of government.

Key assumptions underlying the development of the forecasts

Some of the key assumptions underlying the development of the forecasts are:

General Operating

- Rates 2.25% for 2018/19, 2.25% for 2019/20, 2.50% for 2020/21 and 2.50% for 2021/22
- Grants +1.5%
- Fees and Charges +3.0%
- Materials +2.8%
- Employee Costs +2.3% as per Enterprise Agreement

Once the resources are identified a number of different financial scenarios are modeled by changing the assumptions underlying forecasts for; income, expenditure, assets, liabilities, equity, cash and capital works expenditure. This enables council to identify the option that best achieves the council plan Key Directions and Objectives while remaining financially sustainable in the long term.

This plan will ensure a financially strong and independent organisation over the outlook period of the next decade.

Rates

The 2018/19 Budget is based on a rate increase forecast to be 2.25% for 2018/19 and 2019/20 and 2.50% for 2020/21 and 2021/22 which recognises the state government rate-capping policy and Treasury and Finance forecasts of CPI as far as they have been provided into the future. Forecasts are then based on a Council assessment projected within the Reserve Bank of Australia's target for CPI to be between 2.0% per annum and 3.0% per annum.

Kingston's average rates and charges per assessment are below the average of many other metropolitan Councils. This position is again expected to be achieved in 2018/19.

Government Grants / Grants Commission

The assumed escalation factor of 1.5% per annum reflects the nominal growth experienced in grants over recent times. They do not assume a change to fund further service delivery as this would have associated costs, nor further changes in the Grants Commission formula.

Capital Grants / Contributions

Capital grants and contributions include all monies received from State, Federal and community sources for the purposes of funding the capital works program. Capital grants are expected to total \$3.7million in 2018/19. For subsequent years in the plan we have included only known, both in timing and quantum, capital grant funding and have only included capital works that are funded from Council's own source revenue.

User Fees and Charges

User charges are projected to remain at prior year levels with general increases offset by reduced fees in Home Care Packages. An average increase of 3% per annum over the period of the 4 Year Plan excluding rental income has been allowed. This allowance recognizes both increased utilisation of Council services and price increases in both the charges set by the State Government as well as those controlled by Council.

Contributions

Contributions include developer asset contributions. This non-cash item has been a feature of Council's accounts since 1997/98 and is required by Australian Accounting Standards. This item is an estimate of the value of the assets such as roads, drains and footpaths established by developers in new estates and subsequently handed over to Council's ownership and for maintenance in future years.

Other Income

Other income relates to a range of mixed items of miscellaneous income. It also includes interest revenue on investments and rate arrears.

Employee Costs

Employee costs include all labour related expenditure such as wages and salaries and on-costs such as allowances, leave entitlements, employer superannuation, etc. As staff vacancies are expected throughout the year, Council has budgeted for 98% of the cost of permanent staff which is recognised as a productivity measure.

Depreciation & Amortisation

This brings to account the diminution in value of Council's assets through use in accordance with Australian Accounting Standards and is a non-cash entry. The increase over the outlook period reflects the revaluation of assets over time and new assets being developed by Council.

Interest Expense

Borrowing costs relate to interest charged by financial institutions on funds borrowed in accordance with loan agreements.

Operating Result

This is the net result in a financial sense of Council's operations for the year.

Materials, Contracts and Other

An allowance of 2.8% per annum has been made to allow for inflation over the plan period. Any increase in goods and services above this figure will need to be matched by additional funding. Included in this category is an allowance for items of expenditure on non-recurrent projects e.g.: Software, Strategic Studies, Master Plan Development etc., and this too forms part of Council's Capital Budget. Also included is expenditure which recognises the required accounting treatment for maintenance of Council's road infrastructure assets.

Asset Sales / Written Down Value of Assets Sold

The financial plan includes a small program of sales of operational plant each year. For the purposes of the financial plan, Council has assumed that this value is equal to the proceeds from the sale, that is no profit or loss on the sale is derived.

Service Delivery

The assumptions affecting specific services provided by council are set out below.

Waste management

There will be a steady change in demand with population changes and increasing multi-unit dwellings which may force a service change within activity centres, for example large common bins, smaller collection trucks for basement collections. The waste management contract is due for renewal in 2018 which may result in

cost increases. The contract may be negotiated at a regional level which may result in some cost efficiencies. Whilst the actual effects of these changes are unknown they have been considered in the outlook period.

It is proposed that the “user pays” waste service fee increase for 2018/19 is at an average of \$5.18 per property depending on the waste service choice that each rate payer is currently receiving.

Aged Care

The Living Longer Living Better aged care reforms continue to be introduced. One of the key milestones is the transition of responsibility in Victoria between the Commonwealth and State Governments for aged and disability community care. In July 2016 the Home and Community Care (HACC) funding received by Aged and Disability Services and AccessCare was split between the State and Commonwealth Governments now falls under two separate service agreements.

The Commonwealth Government has taken primary responsibility of people over 65 through the Commonwealth Home Support Program (CHSP). The State Government will continue to fund Home and Community Care (HACC) for people under 65 and not eligible for the National Disability Insurance Scheme (NDIS). The NDIS roll out got underway in the Southern Region in April 2018, this transition will be completed by Sept 2019. The funding received for people over 65 is secured until 30 June 2020 however there will be ongoing policy development in this space as the Commonwealth Government continues to work towards a single nationwide aged care system.

Commercial Leases

A short term lease agreement with the new operators of Kingston’s residential aged care service has been assumed while they build a new facility.

Other commercial leases for council owned properties have been factored in and reflect leave agreements.

Unique land use issues for Kingston

Foreshore - Protecting and enhancing the foreshore from storm damage and the ongoing impacts of climate change. Investment in coastal adaptation and asset protection is required with an investment for 2018/19 of more than \$4.4 million invested in a range of projects including:

- \$2.0 million Edithvale Life Saving Club
- \$1.1 million Parkdale Yacht Club (subject to final Council decisions)
- \$0.2 million towards Mentone Coastal Precinct Plan
- \$0.2 million Foreshore Drainage improvements

Green Wedge - Supporting the transition away from landfill use in Kingston’s Green Wedge requires a committed investment. Council continues to advocate for funding from the State Government. The 2018/19 Budget includes a \$1.0 million investment to remediate and landscape former landfill site in Elder St Clarinda and a further \$1.0 million for remediation works required for EPA compliance at four sites (Spring Road, Heatherston Park, Argyle Avenue and Deals Road).

Council Plan

A new Council was elected in October 2016 for the four year period to October 2020. Council has developed a Council Plan 2017-2021 which is fully funded in this Strategic resource Plan.

Balance Sheet

In preparing the budgeted balance sheet for the year ending 30 June 2019 it was necessary to make a number of assumptions about assets, liabilities and equity balances. The key assumptions are as follows:

- A total of 100% of total rates and charges raised will be collected in the each year
- Trade creditors to be based on total capital and operating expenditure
- Other debtors and creditors to remain consistent with historic levels
- Employee entitlements are increased by Enterprise Bargaining Agreements
- Employees will continue to take Annual Leave at the current rate
- Repayment of loan principal to be \$6.0 million in 2018/19 and \$13.2 million in total over the four year outlook period
- Total amount to be capitalised in 2018/19 is approximately \$50.1 million

Current Assets

Cash and cash equivalents include cash and investments such as cash held in the bank and in petty cash and the value of investments in deposits or other highly liquid investments with short term maturities between one to twelve months.

Trade and other receivables are monies owed to Council by ratepayers and others. Short term debtors are not expected to change significantly in the budget.

Non Current Assets

Non current assets include accounts receivable and fixed assets. These are expected to remain relatively constant over the plan period which is the net result of the capital works program that will be taken to the Statement of Financial Position and the depreciation of non-current assets.

Current Liabilities

Current liabilities are obligations council must pay within the next year. Amounts owed to suppliers are expected to change in proportion to total capital and goods and services expenditure. Amounts due to our bankers are as per the contracted loan repayment agreements. Provisions include accrued long service leave and annual leave owing to employees. These employee entitlements are only expected to increase \$0.6 million due to active management of entitlements after allowing for an increase for EBA outcomes.

Non Current Liabilities

Non current liabilities (that is, obligations Council must pay beyond the next year) consist mainly of debt due to our bankers. No new borrowings are forecast in the Strategic Resource Plan.

Equity

The net movement in equity (or net assets) results directly from the Plan's operating deficits/surpluses and the net movement in reserves. Reserves include amounts collected from developers in lieu of open space and asset replacement reserve transfers derived from hostel on-going deductions, etc. and the draw down of reserves to fund capital works e.g. Open Space/Recreation facilities.

Statement of Cash Flows

Operating Activities

Operating activities refer to the cash generated or used in the normal service delivery functions of Council. The net cash flows from operating activities does not equal the surplus or the deficit for the year as the expected revenues and expenses of the Council include non-cash items which have been excluded from the Cash Flow Statement.

Investing Activities

Investing activities refer to cash generated or used in the enhancement or creation of infrastructure or other assets. These activities can also include the acquisition and sale of other assets such as vehicles, property or equipment. Council's planned expenditure on capital renewal, upgrade or expansion works is \$58.9 million. It also assumes that all capital works expenditure will be spent in 2018/19.

Financing Activities

Financing activities refer to cash generated or used in the financing of Council functions and can include borrowings from financial institutions and advancing of repayable loans to other organisations.

Cash at End of Year

This is the net result of all financial activities of Council and we expected to reduce by a net \$23.6 million over the next 4 years. Overall, total cash and investments are forecast to decrease by \$8.4 million to \$90.1 million as at 30 June 2019. This is consistent with Council's expectations.

Capital Works

Council manages more than \$2.2 billion in assets and infrastructure such as land, buildings, roads, footpaths, and drainage systems on behalf of the community. These assets support the services that Council delivers to the community such as aged care, leisure and culture, child, family and youth services, libraries, major festivals and events, parks and open space, planning, governance, waste management and recycling. The Capital Works Statement outlines the level of expenditure that will add to Council's asset base or renew existing assets for which Council has responsibility.

The assumptions affecting asset renewal, expansion, upgrade and new assets are:

Asset renewal

Council has developed an Asset Management Strategy based on the knowledge provided by asset management plan, which set out the capital expenditure requirements of Council for the next 10 years by class of asset. The Strategy predicts infrastructure consumption, renewal needs and other infrastructure need to meet future community service expectations. A key objective of the strategy is to renew existing assets in line with asset management plans to ensure they are maintained at the desired condition levels.

Asset renewal modelling based on best currently available information is indicating Kingston has sustainable funding (with grant incomes) in the short term (next 5 years) and continues on track over the next ten years. However beyond year ten a continuation of rates capping will cause ever increasing pressure on ongoing management of sustainable asset renewal practises.

Capital expenditure program

Kingston is committed to optimising its infrastructure and community assets, and recognises their importance in achieving better services to meet the social, economic and environmental needs of the community now, while sustaining resources for future generations.

Human Resources

Our people are our most valued resource. At the City of Kingston, we are committed to governing Kingston in a way that is well informed, responsible, accountable, and transparent and involves and draws inspiration from the community. Our responsible stewardship of the community's resources is inherent in everything we do. We foster a corporate culture that promotes service excellence and community inspired leadership.

The outlook period includes allowances for the following factors:

- An allowance for the Enterprise Bargaining Agreement (EBA);
- anticipated near full employment rates at Council;
- estimated full time equivalent (FTE) staffing levels

Financial Outcomes

The following financial indicators summarise the key financial outcomes for the next four years as set out in the SRP for the 2018-22 period. The attached Appendix includes the financial statements and other financial disclosures required by the Act and regulations.

INDICATOR	MEASURE	NOTE	BUDGET	BUDGET	STRATEGIC RESOURCE PLAN PROJECTIONS			TREND
			2017/18	2018/19	2019/20	2020/21	2021/22	+/-
Operating position								
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	1	7.6%	8.6%	7.8%	7.0%	7.2%	+
Liquidity								
Working Capital	Current assets / current liabilities	2	245.8%	248.8%	236.1%	211.0%	227.0%	+
Unrestricted cash	Unrestricted cash / current liabilities		199.1%	208.7%	192.3%	166.8%	182.7%	=
Obligations								
Loans and borrowings	Interest bearing loans and borrowings / rate revenue	3	10.0%	5.2%	1.2%	0.2%	0.0%	+
Loans and borrowings	Interest and principal repayments on interest bearing loans and borrowings / rate revenue		4.9%	4.6%	4.0%	1.0%	0.2%	=
Indebtedness	Non-current liabilities / own source revenue		4.8%	1.8%	1.0%	0.8%	0.8%	+
Asset renewal	Asset renewal expenses / depreciation	4	100.1%	113.8%	149.4%	148.7%	113.1%	-

INDICATOR	MEASURE	NOTE	BUDGET	BUDGET	STRATEGIC RESOURCE PLAN PROJECTIONS			TREND
			2017/18	2018/19	2019/20	2020/21	2021/22	+/-
Stability								
Rates concentration	Rate revenue / adjusted underlying revenue	5	66.6%	67.4%	67.6%	67.7%	68.1%	-
Rates effort	Rate revenue / CIV of rateable properties in the municipality		0.3%	0.3%	0.3%	0.3%	0.3%	=
Efficiency								
Expenditure level	Total expenditure / no. of property assessments		\$2,539	\$2,545	\$2,614	\$2,691	\$2,733	+
Revenue level	Residential rate revenue / No. of residential property assessments		\$1,830	\$1,877	\$1,916	\$1,960	\$2,006	+
Workforce turnover	No. of permanent staff resignations & terminations / average no. of permanent staff for the financial year		9.5%	9.4%	9.4%	9.4%	9.4%	=

Key to forecast trends:

+ Forecast improvements in council's financial performance/financial position indicator

O Forecast that council's financial performance/financial position indicator will be steady

-Forecasts deterioration in council's financial performance/financial position indicator

Notes to indicators

- Adjusted underlying result** – An indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives. Financial performance is expected to be maintained over the period.
- Working Capital** – The proportion of current liabilities represented by current assets. Working capital is forecast to remain relatively constant over the period of the Strategic Resource Plan.
- Debt compared to rates** - Trend indicates Council's reducing reliance on debt against its annual rate revenue through redemption of long term debt.
- Asset renewal** - This percentage indicates the extent of Council's renewals against its depreciation charge (an indication of the decline in value of its existing capital assets). A percentage greater than 100 indicates Council is adequately maintaining its existing assets, while a percentage less than 100 means its assets are deteriorating faster than they are being renewed and future capital expenditure will be required to renew assets.
- Rates concentration** - Reflects extent of reliance on rate revenues to fund all of Council's on-going services. Trend indicates Council will remain reliant on rate revenue when compared to all other revenue sources.

Achievements of the SRP objectives

The overall objective of the SRP is financial sustainability in the medium to long term, while still providing sufficient resources to achieve the council plan strategic objectives. The financial outcomes of the SRP are set out below under each of the key objectives which underpin the SRP over the next four years.

1. Maintain existing service levels (objective: achieved)

Service levels have been maintained throughout the four year period after allowing for the impact of inflation and other cost indexation

2. Maintain operating financial sustainability (objective: achieved)

\$6.0 million is forecast to be repaid in 2018/19. The level of debt is declining over the four year period with total debt to be eliminated by 2021/22

3. Maintain a sustainable capital expenditure program (objective: achieved)

Kingston is a participant and supporter of the MAV's STEP program for continuous improvement of Asset Management capability. Kingston has achieved the milestone goal of reaching "Core Maturity" in the National Asset Management Assessment Framework (NAMAF) and is committed to achieving best practise outcomes for the management of its community assets.

4. Achieve a balanced budget on a cash basis (objective: achieved)

The net change in cash is forecast to reduce by \$23.6 million over the next 4 years.

Conclusion:

Overall the SRP shows that Council is financially sustainable in the medium to long term, while still providing sufficient resource to achieve the council plan strategic objectives.

The Strategic Resource Plan is based on the financial assumptions at the time of preparation of the proposed 2018/19 Draft Budget. The figures will be updated if there are any changes made to the adopted budget for 2018/19.

Appendix

The following pages include the financial statements and other financial disclosures required by the Act and Regulations. It includes;

- Comprehensive Income Statement
- Balance Sheet
- Statement of Changes in Equity
- Statement of Cash flows
- Statement of Capital Works
- Statements of Human Resources
- Budgeted Summary of Planned Human Resource Expenditure
- Budgeted Summary of Planned Human Resource Full Time Equivalent and;
- Four year Capital Works program by asset expenditure type and funding sources.

Comprehensive Income Statement

FOR THE FOUR YEARS ENDING 30 JUNE 2022

	Budget	Budget	Strategic Resource Plan Projections		
	2017/18	2018/19	2019/20	2020/21	2021/22
	\$'000	\$'000	\$'000	\$'000	\$'000
Income					
Rates and charges	132,939	138,635	142,434	146,684	151,021
User fees and fines	30,478	30,218	31,125	32,256	33,027
Grants - operating (recurrent)	31,558	33,027	33,456	33,891	34,333
Grants - capital (non-recurrent)	3,899	3,697	2,350	0	0
Contributions - cash	1,509	389	401	413	425
Contributions - non-monetary assets	0	0	0	0	0
Other income	2,633	2,494	2,494	2,494	2,294
Total income	203,016	208,460	212,260	215,747	221,100
Expenses					
Employee costs	78,251	79,960	82,639	85,407	88,695
Materials and services	75,785	79,769	83,168	86,593	86,774
Bad and doubtful debts	50	50	50	50	50
Depreciation and amortisation	28,300	27,000	27,500	28,500	29,600
Finance costs	552	396	160	40	4
Total expenses	182,938	187,175	193,517	200,590	205,123
Surplus (deficit)	20,078	21,285	18,743	15,157	15,977
Net Gain (Loss) on Disposal of Infrastructure, Property, Plant and Equipment	0				
Total comprehensive result	20,078	21,285	18,743	15,157	15,977

Balance Sheet

FOR THE FOUR YEARS ENDING 30 JUNE

	Budget	Budget	Strategic Resource Plan Projections		
	2017/18	2018/19	2019/20	2020/21	2021/22
	\$'000	\$'000	\$'000	\$'000	\$'000
Assets					
Current assets					
Cash and cash equivalents	84,282	90,553	78,689	69,672	76,463
Trade and other receivables	8,450	7,856	8,079	8,343	8,573
Non-current assets classified as held for sale	1,425	0	0	0	0
Total current assets	94,157	98,409	86,768	78,015	85,036
Non-current assets					
Trade and other receivables	20	20	20	20	20
Property, infrastructure, plant & equipment	2,211,415	2,315,030	2,335,254	2,356,885	2,369,216
Total non-current assets	2,211,435	2,315,050	2,335,274	2,356,905	2,369,236
Total assets	2,305,592	2,413,463	2,422,042	2,434,920	2,452,272
Liabilities					
Current liabilities					
Trade and other payables	12,883	13,561	14,139	14,721	14,752
Trust funds and deposits	3,184	3,184	3,184	3,184	3,184
Provisions	16,164	17,356	18,024	18,718	19,532
Interest-bearing loans and borrowings	6,078	5,446	1,406	355	0
Total current liabilities	38,309	39,547	36,753	36,978	37,468
Non-current liabilities					
Provisions	926	1,346	1,391	1,438	1,493
Interest-bearing loans and borrowings	7,212	1,761	355	0	0
Total non-current liabilities	8,138	3,107	1,746	1,438	1,493
Total liabilities	46,447	42,654	38,499	38,416	38,961
Net assets	2,259,145	2,370,809	2,382,543	2,296,504	2,415,311
Equity					
Accumulated surplus	1,346,649	1,384,102	1,401,845	1,418,001	1,433,978
Asset revaluation reserve	892,389	964,623	964,623	964,623	964,623
Other Reserves	20,107	22,084	16,075	13,880	16,710
Total equity	2,259,145	2,370,809	2,382,543	2,396,504	2,415,311

Statement of Changes in Equity

FOR THE FOUR YEARS ENDING 30 JUNE

	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
2019				
Balance at beginning of the financial year	2,352,262	1,362,817	964,623	24,822
Comprehensive result	21,285	21,285	-	-
Transfer to reserves	3,415	-	-	3,415
Transfer from reserves	(6,154)	-	-	(6,154)
Balance at end of the financial year	2,370,809	1,384,102	964,623	22,084
2020				
Balance at beginning of the financial year	2,370,809	1,384,102	964,623	22,084
Comprehensive result	18,743	18,743	-	-
Transfer to reserves	3,475	-	-	3,475
Transfer from reserves	(9,484)	-	-	(9,484)
Balance at end of the financial year	2,383,543	1,402,845	964,623	16,075
2021				
Balance at beginning of the financial year	2,383,543	1,402,845	964,623	16,075
Comprehensive result	15,157	15,157	-	-
Transfer to reserves	3,537	-	-	33,537
Transfer from reserves	(5,733)	-	-	(5,733)
Balance at end of the financial year	2,396,504	1,418,001	964,623	13,880
2022				
Balance at beginning of the financial year	2,396,504	1,418,001	964,623	13,880
Comprehensive result	15,977	15,977	-	-
Transfer to reserves	3,601	-	-	3,601
Transfer from reserves	(770)	-	-	(770)
Balance at end of the financial year	2,415,311	1,431,978	964,623	16,710

Statement of Cash Flows

FOR THE FOUR YEARS ENDING 30 JUNE 2022

	Budget	Budget	Strategic Resource Plan Projections		
	2017/18	2018/19	2019/20	2020/21	2021/22
	\$'000	\$'000	\$'000	\$'000	\$'000
	Inflows	Inflows	Inflows	Inflows	Inflows
	(Outflows)	(Outflows)	(Outflows)	(Outflows)	(Outflows)
Cash flows from operating activities					
Rates and charges	132,799	138,460	142,279	146,801	151,151
User fees	30,478	30,218	31,125	32,265	33,027
Grants – operating	31,558	33,027	33,456	33,891	34,333
Grants - capital	3,899	3,697	2,350	0	0
Contributions	509	389	401	413	425
Interest	1,801	2000	2,000	2,000	1,800
Other receipts	832	494	494	494	494
Employee costs	(78,251)	(79,960)	(82,639)	(85,407)	(88,695)
Materials and services	(75,835)	(79,819)	(83,218)	(86,643)	(86,824)
Net cash provided by operating activities	47,790	48,506	46,248	43,814	45,711
Cash flows from investing activities					
Payments for property, infrastructure, plant and equipment	(51,225)	(50,775)	(52,606)	(51,485)	(38,661)
Proceeds from sale of property, infrastructure, plant and equipment	1,525	100	100	100	100
Net cash used in investing activities	(49,700)	(50,675)	(52,506)	(51,385)	(38,561)
Cash flows from financing activities					
Finance costs	(552)	(396)	(160)	(40)	(4)
Proceeds from borrowings	0	0	0	0	0
Repayment of borrowings	(5,923)	(5,991)	(5,446)	(1,406)	(355)
Trust Funds and Deposits	0	0	0	0	0
Net cash provided by (used in) financing activities	(6,475)	(6,387)	(5,606)	(1,446)	(359)
Net (decrease) increase in cash and cash equivalents	(8,385)	(9,556)	(11,864)	(9,017)	6,791
Cash and cash equivalents at beginning of the financial year	92,667	100,110*	90,554	78,690	69,673
Cash and cash equivalents at end of the financial year	84,282	90,554	78,690	69,673	76,464

* Opening cash position from Forecast

Statement of Capital Works

FOR THE FOUR YEARS ENDING 30 JUNE 2022

	Budget	Budget	Strategic Resource Plan Projections		
	2017/18	2018/19	2019/20	2020/21	2021/22
	\$'000	\$'000	\$'000	\$'000	\$'000
Property					
Land	2,000	3,020	4,745	1,305	250
Buildings	19,670	24,193	27,672	21,963	20,222
Total property	21,670	27,213	32,417	23,268	20,472
Plant and equipment					
Plant, machinery and equipment	300	300	300	300	300
Computers and telecommunications	1,610	2,605	1,435	1,010	1,010
Library Books	1,035	1,056	1,077	1,099	1,121
Total plant and equipment	2,945	3,961	2,812	2,409	2,431
Infrastructure					
Roads	8,016	5,701	5,820	7,985	5,815
Footpaths and cycle ways	4,395	6,150	2,040	1,328	1,640
Drainage	4,803	4,560	4,875	5,163	4,825
Recreational, leisure and community facilities	5,878	4,273	5,658	10,598	6,115
Parks, open space and streetscapes	4,759	6,441	5,796	8,435	4,250
Off street car parks	300	170	0	0	0
Other infrastructure	754	420	2,120	1,320	170
Total infrastructure	28,905	27,715	26,309	34,828	22,815
Total capital works expenditure	53,520	58,889	61,538	60,505	45,718
Represented by:					
New asset expenditure	6,715	8,633	8,130	15,278	12,165
Asset expansion expenditure	3,573	5,371	4,779	666	590
Asset renewal expenditure	27,150	27,273	31,170	29,338	23,143
Asset upgrade expenditure	13,448	15,229	15,489	14,248	8,899
Non Asset	2,635	2,384	1,970	976	921
Total capital works expenditure	53,520	58,889	61,538	60,505	45,718

Budgeted Statement of Human Resources

FOR THE FOUR YEARS ENDING 30 JUNE 2022

	Budget	Budget	Strategic Resource Plan Projections		
	2017/18	2018/19	2019/20	2020/21	2021/22
	\$'000	\$'000	\$'000	\$'000	\$'000
Staff expenditure					
Employee costs - operating	78,251	79,960	82,639	85,407	88,695
Employee costs - capital	0	0	0	0	0
Total staff expenditure	78,251	79,960	82,639	85,407	88,695
	FTE*	FTE	FTE	FTE	FTE
Staff numbers					
Employees	818	828	828	828	828
Total staff numbers	810	828	828	828	828

*FTE Full Time Equivalent

Budgeted Summary of Planned Human Resources Expenditure

FOR THE FOUR YEARS ENDING 30 JUNE 2022

	Budget	Budget	Strategic Resource Plan Projections		
	2017/18	2018/19	2019/20	2020/21	2021/22
	\$'000	\$'000	\$'000	\$'000	\$'000
Planning and Development					
Permanent full time	8,821	9,784	10,112	10,451	10,853
Permanent part time	1,334	1,104	1,141	1,179	1,225
Total Planning and Development	10,155	10,889	11,253	11,630	12,078
Community Sustainability					
Permanent full time	25,904	26,968	27,872	28,805	29,915
Permanent part time	11,385	9,748	10,074	10,412	10,812
Total Community Sustainability	37,289	36,716	37,946	39,217	40,727
Corporate Services					
Permanent full time	8,253	10,219	10,561	10,915	11,335
Permanent part time	1,693	706	730	754	783
Total Corporate Services	9,946	10,925	11,291	11,669	12,118
City Assets and Environment					
Permanent full time	10,215	11,548	11,936	12,336	12,810
Permanent part time	2,064	1,619	1,673	1,729	1,796
Total City Assets and Environment	12,279	13,167	13,609	14,065	14,606
Executive					
Permanent full time	1,784	1,847	1,909	1,972	2,048
Permanent part time	0	0	0	0	0
Total Executive	1,784	1,847	1,909	1,972	2,048
Total Casuals and other	6,798	6,415	6,630	6,852	7,116
Total staff expenditure	78,251	79,960	82,639	85,407	88,695

Budgeted Summary of Planned Human Resources Full Time Equivalent

FOR THE FOUR YEARS ENDING 30 JUNE 2022

	Budget	Budget	Strategic Resource Plan Projections		
	2017/18	2018/19	2019/20	2020/21	2021/22
Staff numbers FTE*	FTE	FTE	FTE	FTE	FTE
Planning and Development					
Permanent full time	86	93.7	93.7	93.7	93.7
Permanent part time	14.7	12.2	12.2	12.2	12.2
Total Planning and Development	100.7	105.9	105.9	105.9	105.9
Community Sustainability					
Permanent full time	164.6	271.4	271.4	271.4	271.4
Permanent part time	216.5	110.2	110.2	110.2	110.2
Total Community Sustainability	381.1	381.6	381.6	381.6	381.6
Corporate Services					
Permanent full time	79	98.2	98.2	98.2	98.2
Permanent part time	20	8.8	8.8	8.8	8.8
Total Corporate Services	99	107.0	107.0	107.0	107.0
City Assets and Environment					
Permanent full time	119	135.5	135.5	135.5	135.5
Permanent part time	26.6	21.3	21.3	21.3	21.3
Total City Assets and Environment	145.6	156.8	156.8	156.8	156.8
Executive					
Permanent full time	8	8	8	8	8
Permanent part time	0	0	0	0	0
Total Executive	8	8	8	8	8
Total Casuals and other	83.9	68.9	68.9	68.9	68.9
Total staff numbers FTE*	818.3	828.0	828.0	828.0	828.0

* FTE: Full Time Equivalent

Other information

FOR THE FOUR YEARS ENDING 30 JUNE 2022

Summary of planned capital works expenditure

Capital Works Area	Project cost \$'000	Asset expenditure type					Summary of funding sources					
		New \$'000	Expansion \$'000	Renewal \$'000	Upgrade \$'000	OS - Non-Asset \$'000	Grants Rec'd Prior \$'000	Grants To Be Rec'd \$'000	Contrib's To Be Rec'd \$'000	Council Reserves \$'000	Borrow \$'000	Council cash \$'000
Part 1 - New Capital Works 2018/19												
PROPERTY												
Land	1,000	1,000	0	0	0	0	0	0	0	0	0	1,000
Land Improvements	2,020	536	0	0	0	1,484	0	0	400	0	0	1,620
Total Land	3,020	1,536	0	0	0	1,484	0	0	400	0	0	2,620
Buildings	0	0	0	0	0	0	0	0	0	0	0	0
Heritage Buildings	0	0	0	0	0	0	0	0	0	0	0	0
Building Improvements	24,193	150	3,567	12,444	7,683	350	0	2,661	50	950	0	20,533
Leasehold Improvements	0	0	0	0	0	0	0	0	0	0	0	0
Total Buildings	24,193	150	3,567	12,444	7,683	350	0	2,661	50	950	0	20,533
Total Property	27,213	1,686	3,567	12,444	7,683	1,834	0	2,661	450	950	0	23,153
PLANT AND EQUIPMENT												
Heritage Plant and Equipment	0	0	0	0	0	0	0	0	0	0	0	0
Plant, Machinery and Equipment	300	0	30	240	30	0	0	0	0	0	0	300
Fixtures, Fittings and Furniture	0	0	0	0	0	0	0	0	0	0	0	0
Computers and Telecommunications	2,605	150	329	1,332	590	205	0	0	0	0	0	2,605
Library Books	1,056	0	0	1,056	0	0	0	0	0	0	0	1,056
Total Plant and Equipment	3,961	150	359	2,628	620	205	0	0	0	0	0	3,961
INFRASTRUCTURE												
Roads	5,701	422	204	4,872	204	0	0	586	0	0	0	5,115
Footpaths and Cycleways	6,150	4,336	50	988	777	0	0	0	0	1,450	0	4,700
Drainage	4,560	0	0	2,235	2,325	0	0	0	0	0	0	4,560
Rec, Leisure and Comm Facilities	4,273	1,051	505	1,448	1,194	75	0	0	0	674	0	3,599
Parks, Open Space and Streetscapes	6,441	718	687	2,419	2,347	270	0	0	0	3,080	0	3,361
Aerodromes	0	0	0	0	0	0	0	0	0	0	0	0
Off Street Car Parks	170	0	0	170	0	0	0	0	0	170	0	0
Other Infrastructure	420	270	0	70	80	0	0	0	0	0	0	420
TOTAL INFRASTRUCTURE	27,715	6,797	1,446	12,201	6,926	345	0	586	0	5,204	0	21,925
TOTAL NEW CAPITAL WORKS	58,889	8,633	5,371	27,273	15,229	2,384	0	3,247	450	6,154	0	49,039

Capital Works Area	Project cost \$'000	Asset expenditure type					OS - Non-Asset \$'000	Summary of funding sources					
		New \$'000	Expansion \$'000	Renewal \$'000	Upgrade \$'000	Grants Rec'd Prior \$'000		Grants To Be Rec'd \$'000	Contrib's To Be Rec'd \$'000	Council Reserves \$'000	Borrow \$'000	Council cash \$'000	
Part 1 - New Capital Works 2019/20													
PROPERTY													
Land	3,000	3,000	0	0	0	0	0	0	0	0	0	3,000	
Land Improvements	1,745	496	0	0	0	1,249	0	0	400	0	0	1,345	
Total Land	4,745	3,496	0	0	0	1,249	0	0	400	0	0	4,345	
Buildings	250	250	0	0	0	0	0	0	0	0	0	250	
Heritage buildings	0	0	0	0	0	0	0	0	0	0	0	0	
Building Improvements	27,332	100	3,537	15,400	7,935	350	0	1,850	100	850	0	24,522	
Leasehold Improvements	100	100	0	0	0	0	0	0	0	0	0	100	
Total Buildings	27,672	450	3,537	15,400	7,935	350	0	1,850	100	850	0	24,872	
Total Property	32,417	3,946	3,537	15,400	7,935	1,599	0	1,850	500	850	0	29,217	
PLANT AND EQUIPMENT													
Heritage Plant and Equipment	0	0	0	0	0	0	0	0	0	0	0	0	
Plant, Machinery and Equipment	300	0	30	240	30	0	0	0	0	0	0	300	
Fixtures, Fittings and Furniture	0	0	0	0	0	0	0	0	0	0	0	0	
Computers and Telecommunications	1,435	20	132	698	485	101	0	0	0	0	0	1,435	
Library Books	1,077	0	0	1,077	0	0	0	0	0	0	0	1,077	
TOTAL PLANT AND EQUIPMENT	2,812	20	162	2,015	515	101	0	0	0	0	0	2,812	
INFRASTRUCTURE													
Roads	5,820	860	204	4,216	541	0	0	0	0	0	0	5,820	
Bridges	0	0	0	0	0	0	0	0	0	0	0	0	
Footpaths and Cycleways	2,040	690	50	1,028	273	0	0	0	0	500	0	1,540	
Drainage	4,875	0	0	2,255	2,620	0	0	0	0	0	0	4,875	
Rec, Leisure and Comm Facilities	5,658	2,469	814	1,227	1,147	0	0	0	0	704	0	4,954	
Waste Management	0	0	0	0	0	0	0	0	0	0	0	0	
Parks, Open Space and Streetscapes	5,796	50	13	3,479	1,984	270	0	0	0	7,430	0	(1,634)	
Aerodromes	0	0	0	0	0	0	0	0	0	0	0	0	
Off Street Car Parks	0	0	0	0	0	0	0	0	0	0	0	0	
Other Infrastructure	2,120	95	0	1,550	1475	0	0	0	0	0	0	2,120	
TOTAL INFRASTRUCTURE	26,309	4,164	1,081	13,754	7,040	270	0	0	0	8,634	0	17,675	
TOTAL NEW CAPITAL 2019/20	61,538	8,130	4,779	31,170	15,489	1,970	0	1,850	500	9,484	0	49,704	

Capital Works Area	Project cost \$'000	Asset expenditure type					Summary of funding sources					
		New \$'000	Expansion \$'000	Renewal \$'000	Upgrade \$'000	OS - Non-Asset \$'000	Grants Rec'd Prior \$'000	Grants To Be Rec'd \$'000	Contrib's To Be Rec'd \$'000	Council Reserves \$'000	Borrow \$'000	Council cash \$'000
Part 1 - New Capital Works 2020/21												
PROPERTY												
Land	1,000	1,000	0	0	0	0	0	0	0	0	0	1,000
Land Improvements	305	0	0	0	0	305	0	0	0	0	0	305
Total Land	1,305	1,000	0	0	0	305	0	0	0	0	0	1,305
Buildings	0	0	0	0	0	0	0	0	0	0	0	0
Heritage buildings	0	0	0	0	0	0	0	0	0	0	0	0
Building Improvements	21,963	4,750	109	13,194	3,611	300	0	0	0	500	0	21,463
Leasehold Improvements	0	0	0	0	0	0	0	0	0	0	0	0
Total Buildings	21,963	4,750	109	13,194	3,611	300	0	0	0	500	0	21,463
Total Property	23,268	5,750	109	13,194	3,611	605	0	0	0	500	0	22,768
PLANT AND EQUIPMENT												
Heritage Plant and Equipment	0	0	0	0	0	0	0	0	0	0	0	0
Plant, Machinery and Equipment	300	0	30	240	30	0	0	0	0	0	0	300
Fixtures, Fittings and Furniture	0	0	0	0	0	0	0	0	0	0	0	0
Computers and Telecommunications	1,010	0	102	443	365	101	0	0	0	0	0	1,010
Library Books	1,099	0	0	1,099	0	0	0	0	0	0	0	1,099
TOTAL PLANT AND EQUIPMENT	2,409	0	132	1,782	395	101	0	0	0	0	0	2,409
INFRASTRUCTURE												
Roads	7,985	2,618	200	4,303	865	0	0	0	0	0	0	7,985
Bridges	0	0	0	0	0	0	0	0	0	0	0	0
Footpaths and Cycleways	1,328	195	50	930	153	0	0	0	0	0	0	1,328
Drainage	5,163	0	0	2,318	2,845	0	0	0	0	0	0	5,163
Rec, Leisure and Comm Facilities	10,598	6,602	167	2,402	1,427	0	0	0	3,133	0	0	7,465
Waste Management	0	0	0	0	0	0	0	0	0	0	0	0
Parks, Open Space and Streetscapes	8,435	43	9	3,535	4,578	270	0	0	0	2,100	0	6,335
Aerodromes	0	0	0	0	0	0	0	0	0	0	0	0
Off Street Car Parks	0	0	0	0	0	0	0	0	0	0	0	0
Other Infrastructure	1,320	70	0	875	375	0	0	0	0	0	0	1,320
TOTAL INFRASTRUCTURE	34,828	9,528	426	14,362	10,243	270	0	0	0	5,233	0	29,595
TOTAL NEW CAPITAL 2020/21	60,505	15,278	666	29,338	14,248	976	0	0	0	5,733	0	54,772

Capital Works Area	Project cost \$'000	Asset expenditure type					OS - Non-Asset \$'000	Summary of funding sources					
		New \$'000	Expansion \$'000	Renewal \$'000	Upgrade \$'000	Grants Rec'd Prior \$'000		Grants To Be Rec'd \$'000	Contrib's To Be Rec'd \$'000	Council Reserves \$'000	Borrow \$'000	Council cash \$'000	
Part 1 - New Capital Works 2021/22													
PROPERTY													
Land	0	0	0	0	0	0	0	0	0	0	0	0	
Land Improvements	250	0	0	0	0	250	0	0	0	0	0	250	
Total Land	250	0	0	0	0	250	0	0	0	0	0	250	
Buildings	3,600	3,600	0	0	0	0	0	0	0	0	0	3,600	
Heritage buildings	0	0	0	0	0	0	0	0	0	0	0	0	
Building Improvements	16,622	2,700	109	10,317	3,197	300	0	0	0	500	0	16,122	
Leasehold Improvements	0	0	0	0	0	0	0	0	0	0	0	0	
Total Buildings	20,222	6,300	109	10,317	3,197	300	0	0	0	500	0	19,722	
Total Property	20,472	6,300	109	10,317	3,197	550	0	0	0	500	0	19,972	
PLANT AND EQUIPMENT													
Heritage Plant and Equipment	0	0	0	0	0	0	0	0	0	0	0	0	
Plant, Machinery and Equipment	300	0	30	240	30	0	0	0	0	0	0	300	
Fixtures, Fittings and Furniture	0	0	0	0	0	0	0	0	0	0	0	0	
Computers and Telecommunications	1,010	0	102	443	365	101	0	0	0	0	0	1,010	
Library Books	1,121	0	0	1,121	0	0	0	0	0	0	0	1,121	
TOTAL PLANT AND EQUIPMENT	2,431	0	132	1,804	395	101	0	0	0	0	0	2,431	
INFRASTRUCTURE													
Roads	5,815	475	200	4,878	263	0	0	0	0	0	0	5,815	
Bridges	0	0	0	0	0	0	0	0	0	0	0	0	
Footpaths and Cycleways	1,640	215	50	1,123	5,253	0	0	0	0	0	0	1,640	
Drainage	4,825	0	0	2,380	2,445	0	0	0	0	0	0	4,825	
Rec, Leisure and Comm Facilities	6,115	5,060	80	513	463	0	0	0	0	0	0	6,115	
Waste Management	0	0	0	0	0	0	0	0	270	0	0	(270)	
Parks, Open Space and Streetscapes	4,250	45	20	2,061	1,855	270	0	0	0	10	0	4,250	
Aerodromes	0	0	0	0	0	0	0	0	0	0	0	0	
Off Street Car Parks	0	0	0	00	0	0	0	0	0	0	0	0	
Other Infrastructure	170	70	0	70	30	0	0	0	0	0	0	170	
TOTAL INFRASTRUCTURE	22,815	5,865	350	11,023	5,307	270	0	0	0	270	0	22,545	
TOTAL NEW CAPITAL 2020/21	45,718	12,165	590	23,143	8,899	921	0	0	0	770	0	44,948	

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Ordinary Meeting of Council

23 April 2018

Agenda Item No: 11.2

ASSEMBLY OF COUNCILLORS RECORD REPORT

Contact Officer: Joanne Creedon, Governance Officer

Purpose of Report

To provide copies of the Assembly of Councillors records in line with Section 80A of the Local Government Act 1989 to support openness and transparency of Governance processes.

Disclosure of Officer / Contractor Direct or Indirect Interest

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

OFFICER RECOMMENDATION

That Council note the contents of this report for the public record.

1. Executive Summary

This report contains records for all meetings defined as an Assembly of Councillors under Section 80A of the Local Government Act 1989, (the Act).

2. Background

The Act requires that Assembly of Councillors records are reported to the next possible meeting of Council. This seeks to promote openness and transparency of Council decision making and to place on public record any declarations of direct or indirect interests by Councillors.

3. Discussion

3.1. Council Plan Alignment

Planned Outcome 5 - Efficient and Innovative Stewardship of the Organisation and Resources

Strategy 5.2 - An organisation with transparent, innovative and robust business and financial processes facilitating strong accountability to the community

The reporting of Assembly of Councillors meets the requirements of the Act and is critical to Strategy 5.3.

3.2. Consultation/Internal Review

Not applicable to this report.

3.3. Operation and Strategic Issues

3.3.1. Legislative Requirements

As prescribed by section 80A of the Act, the written record only needs to be a simple document that records:

- The names of all Councillors and staff at the meeting;
- A list of the matters considered;
- Any conflict of interest disclosed by a Councillor; and
- Whether a Councillor who disclosed a conflict leaves the assembly.

A standard Assembly of Councillors form will be used as the record for the purposes of the Act. These form the appendices to the report. At times, however to avoid duplication, minutes of some meetings may be attached as the record of the Assembly if they include the required information, including disclosures.

Section 80A of the Act requires a Councillor attending an assembly to disclose a conflict of interest and leave the room whilst the matter is being considered.

This requirement is explained in further detail in Practice Note No. 6 Assemblies of Councillors which was authored by Local Government Victoria. This Practice Note advises that unlike Council meetings, it is not necessary for a Councillor to disclose any details of the conflict of interest. It is sufficient to just disclose that the conflict of interest exists and this is all that should be recorded.

The rationale behind this limited requirement is to protect Councillors' privacy. In Council or Special Committee meetings, Councillors have an option under the Act to disclose a conflict of interest in writing to the CEO, which allows for the nature and type of the conflict of interest to remain private. The Act does not provide this option in relation to Assemblies of Councillors and thus Councillors are only required to disclose the existence of a conflict of interest and not the nature and type of interest at an assembly.

4. Conclusion

The report is provided in line with Section 80A of the Act which requires that the record of an assembly must be reported to the next practical Ordinary Meeting of Council and recorded in the minutes of that meeting.

4.1. Environmental Implications

Nil

4.2. Social Implications

Tabling Assembly of Council records supports disclosure and transparency of Council operations.

4.3. Resource Implications

Nil

4.4. Legal / Risk Implications

Reporting Assemblies of Councillors to Council meets the legislative requirement contained in section 80A of the Act.

Appendices

- Appendix 1 - Assembly of Councillors Record - Planning Councillor Information Session - 3 April 2018 (Ref 18/49476) [↓](#)
- Appendix 2 - Assembly of Councillors Record - Strategic Councillor Information Session - 9 April 2018 (Ref 18/52899) [↓](#)
- Appendix 3 - Assembly of Councillors Record - Strategic Councillor Information Session - 16 April 2018 (Ref 18/57694) [↓](#)

Author/s: Joanne Creedon, Governance Officer
Reviewed and Approved By: Phil De Losa, Manager Governance
Paul Franklin, General Manager Corporate Services

11.2

ASSEMBLY OF COUNCILLORS RECORD REPORT

1	Assembly of Councillors Record - Planning Councillor Information Session - 3 April 2018.....	339
2	Assembly of Councillors Record - Strategic Councillor Information Session - 9 April 2018.....	343
3	Assembly of Councillors Record - Strategic Councillor Information Session - 16 April 2018.....	347

Assembly of Councillors Record

This Form MUST be completed by;

- (i) The appropriate attending Council Officer or;
- (ii) Chairperson of any Council Advisory Committee where there is no Council Officer present and returned IMMEDIATELY to the Manager Governance for filing.

Assembly details:

Date: 3 April 2018

Time: 5.45pm

Assembly Location: Oakleigh Room, 1230 Nepean Highway, Cheltenham 3192

Assembly Reason: Planning Councillor Information Session

Attendees:

Councillors

Cr Steve Staikos (Mayor)
 Cr Tamsin Bearsley (arrived at 6.02)
 Cr Ron Brownlees OAM
 Cr David Eden (arrived at 6.02)
 Cr Geoff Gledhill
 Cr George Hua (arrived at 6.43pm)
 Cr Georgina Oxley (arrived at 6.02)
 Cr Rosemary West OAM

Officers

John Nevins, Chief Executive Officer
 Mauro Bolin, General Manager Community Sustainability
 Paul Franklin, General Manager Corporate Services
 Daniel Freer, General Manager City Assets and Environment
 Jonathan Guttman, General Manager Planning and Development
 Megan O'Halloran, Manager Communications & Community Relations
 Joanne Creedon, Governance Officer
 Paul Marsden, Manager City Strategy
 Julian Harvey, Manager Property, Arts and Leisure Services
 Tim Bearup, Manager Libraries and Social Development
 Jaclyn Murdoch, Team Leader - Planning Appeals and Compliance
 Adam Stark, Team Leader - Statutory Planning
 Jeremy Hopkins, Principal Planner
 Amber Swailes, Strategic Planner

Apologies:

Cr Tamara Barth

Assembly of Councillors Record

This Form MUST be completed by;

- (i) The appropriate attending Council Officer or;
- (ii) Chairperson of any Council Advisory Committee where there is no Council Officer present and returned IMMEDIATELY to the Manager Governance for filing.

Matter/s Discussed:

1. Planning Delegation Policy Emails - March 2018
2. Draft Agenda - Planning Committee:
 - KP17/588 - 216 - 226 Charman Road Cheltenham
 - KP17/265 - 590 Nepean Highway Bonbeach
 - KP17/716 - 51 Golden Avenue Chelsea
 - KP14/739 - 17 Taylor Street, Moorabbin
 - KP16/1087 - 19 Reeve Court, Cheltenham
3. LF Payne Hall - Future Direction
4. Proposed VICSES Chelsea Unit Replacement
5. Mordialloc Sailing Club's Request to Deviate from Leasing Policy Regarding a New Proposed Lease
6. CEO/Councillor Only Discussion
7. Confidential Councillor Only Discussion
8. Amendment C157- Design and Development Overlay Foreshore and Urban Coastal Areas
9. Draft Climate Change Strategy
10. Response to NOM 46/2017 - Chelsea and Edithvale Shopping Strips
11. Housing Strategy and Neighbourhood Character Study - Consultation Strategy
12. Report in Accordance with Council Resolution of 11 December 2017 Regarding Legal Advice
13. Invitations

Conflict of Interest Disclosures:

Did senior officer present ask for disclosure of Conflicts of Interest?

Yes

Councillor Disclosures: (refer 2 over page).

Nil

Record if a Councillor left the meeting during the discussion.

Nil

Officer Disclosures: (refer 4 over page)

CEO John Nevins disclosed a Conflict of Interest in Item 6 - Confidential Councillor Only Discussion.

Completed by: Joanne Creedon

Date: 3/4/18

Assembly of Councillors Record - Any record of an Assembly of Councillors is reported at next practicable Council meeting and recorded in the Minutes.

Requirements and explanation:

1. Section 80A(1) and (2) Officer Requirements (re Written Record to be made of disclosure of Conflicts of Interest):

Section 80A(1) and (2) of the Local Government Act 1989, stipulates:

- "(1) At an assembly of Councillors, the Chief Executive Officer must ensure that a written record is kept of:
- (a) the names of all Councillors and members of Council staff attending,
 - (b) the matters considered,
 - (c) any conflict of interest disclosures made by a Councillor attending under subsection (3),
 - (d) whether a Councillor who has disclosed a conflict of interest as required by subsection (3) leaves the assembly."
- (2) The Chief Executive Officer must ensure that the written record of an assembly of Councillors is, as soon as practicable-
- (a) reported at an ordinary meeting of the Council; and
 - (b) incorporated in the minutes of that Council meeting."

2. Section 80A(3) and (4) Councillor Requirements (re Conflict of Interest):

Section 80A(3) and (4) of the Local Government Act 1989, stipulates:

- "(3) If a Councillor attending an assembly of Councillors knows, or would reasonably be expected to know, that a matter being considered by the assembly is a matter that, were the matter to be considered and decided by Council, the Councillor would have to disclose a conflict of interest under section 79, the Councillor must, at the time set out in subsection (4), disclose to the assembly that he or she has a conflict of interest and leave the assembly whilst the matter is being considered by the assembly. Penalty: 120 penalty units.
- (4) A Councillor must disclose the conflict of interest either-
- (a) immediately before the matter in relation to which the Councillor has a conflict of interest is considered; or
 - (b) if the Councillor realises that he or she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware that he or she has a conflict of interest."

3. Section 3(1) definition:

"**Assembly of Councillors**" (however titled) means a planned or scheduled meeting of at least five Councillors and one member of Council staff, or an advisory committee of the Council where one or more Councillors are present which considers matters that are intended or likely to be:

- the subject of a decision of the Council; or
- subject to the exercise of a function, duty or power of the Council that has been delegated to a person or Committee; or

but does not include a meeting of the Council, a Special Committee of the Council, a club, association, peak body, political party or other organisation."

Brief Explanation:

Some examples of an *Assembly of Councillors* will include:-

- Meeting / briefing of five Ward Councillors;
- Advisory committee or Village Committee Meeting where 1 or more Councillor is present
- Other Councillor briefing sessions;
- Budget discussions;
- Workshops re key Council priorities;
- Site inspections / preliminary planning conferences;

providing **at least five Councillors and one Council Staff member is present** and the matter/s considered are intended **or likely to be** subject of a future decision by the Council **OR** an officer decision under delegated authority.

As a matter of good practice, it would be considered exceptional not to deem any scheduled / planned meeting of five or more Councillors and an officer/s as an Assembly of Councillors. If you require further clarification, please call the Governance team.

4. Section 80B Officer Requirements (re Disclosure of Conflicts of Interest):

A member of Council staff who has a conflict of interest in a matter in which they also have delegated power, duty or function must:

- not exercise the power or discharge the duty or function; and
- disclose the type of interest and the nature of the interest to the Chief Executive Officer, in writing, as soon as he or she becomes aware of the conflict of interest in the matter, including those situations when the Officer is exercising a statutory power or duty of the Chief Executive Officer.

Assembly of Councillors Record

This Form MUST be completed by:

- (i) The appropriate attending Council Officer or;
- (ii) Chairperson of any Council Advisory Committee where there is no Council Officer present and returned IMMEDIATELY to the Manager Governance for filing.

Assembly details:

Date: 9 April 2018

Time: 5.45pm

Assembly Location: Oakleigh Room, 1230 Nepean Highway Cheltenham VIC 3192

Assembly Reason: Strategic Councillor Information Session

Attendees

Councillors

Cr Steve Staikos (Mayor)
Cr Tamsin Bearsley
Cr Tamara Barth (arrived at 5.56pm)
Cr Ron Brownlees OAM
Cr David Eden
Cr Geoff Gledhill
Cr George Hua
Cr Georgina Oxley
Cr Rosemary West OAM (arrived at 7.01pm)

Officers

John Nevins, Chief Executive Officer
Mauro Bolin, General Manager Community Sustainability
Paul Franklin, General Manager Corporate Services
Daniel Freer, General Manager City Assets and Environment
Jonathan Guttman, General Manager Planning and Development
Megan O'Halloran, Manager Communications & Community Relations
Phil De Losa, Manager Governance
Jihan Wassef, Team Leader Community Engagement
Mark Patterson, Manager Family, Youth & Children's Services
Zorica Djuric, Team Leader Youth & Family Services
Julian Harvey, Manager Property, Arts and Leisure Services
Caroline Reidy, Manager Finance and Corporate Performance

Guest

Andrew Marty, Managing Director, SACS Consulting

Apologies:

Nil

Assembly of Councillors Record

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- (i) The appropriate attending Council Officer or;
- (ii) Chairperson of any Council Advisory Committee where there is no Council Officer present and returned IMMEDIATELY to the Manager Governance for filing.

Matter/s Discussed:

1. Apologies
2. Declaration by Councillors, Officers and Contractors of any Conflict of Interest
3. Notes of CIS of 3 April 2018
4. By exception:
5. Notes of Community Safety Advisory Committee - 21 February 2018
6. 2018 Youth Awards Nominations
7. CEO Performance Criteria 2017/18
8. Draft 2018/19 Budget Presentation
9. Draft 2018/19 Fees and Charges
10. Draft 2018/19 Capital Works Budget
11. Legacy Landfill Liability - Spring Valley
12. Draft Agenda - Ordinary Meeting of Council
13. Response to Notice of Motion 5/2018 - Cr West - Rate Reform to Encourage Heritage Protection, Farming and Amenity
14. Councillor/CEO Discussion

Conflict of Interest Disclosures:

Did senior officer present ask for disclosure of Conflicts of Interest?

Yes

Councillor Disclosures: (refer 2 over page).

Nil

Record if a Councillor left the meeting during the discussion.

Cr Barth left the meeting at 8.05pm

Cr Gledhill left the meeting at 8.10pm

Officer Disclosures: (refer 4 over page)

The CEO, John Nevins disclosed a Conflict of Interest in Item 7 - CEO Performance Criteria 2017/18

Completed by: Phil De Losa

Date: 9/4/18

Assembly of Councillors Record - Any record of an Assembly of Councillors is reported at next practicable Council meeting and recorded in the Minutes.

Requirements and explanation:

1. Section 80A(1) and (2) Officer Requirements (re Written Record to be made of disclosure of Conflicts of Interest):

Section 80A(1) and (2) of the Local Government Act 1989, stipulates:

- "(1) At an assembly of Councillors, the Chief Executive Officer must ensure that a written record is kept of:
- (a) the names of all Councillors and members of Council staff attending,
 - (b) the matters considered,
 - (c) any conflict of interest disclosures made by a Councillor attending under subsection (3),
 - (d) whether a Councillor who has disclosed a conflict of interest as required by subsection (3) leaves the assembly."
- (2) The Chief Executive Officer must ensure that the written record of an assembly of Councillors is, as soon as practicable-
- (a) reported at an ordinary meeting of the Council; and
 - (b) incorporated in the minutes of that Council meeting."

2. Section 80A(3) and (4) Councillor Requirements (re Conflict of Interest):

Section 80A(3) and (4) of the Local Government Act 1989, stipulates:

- "(3) If a Councillor attending an assembly of Councillors knows, or would reasonably be expected to know, that a matter being considered by the assembly is a matter that, were the matter to be considered and decided by Council, the Councillor would have to disclose a conflict of interest under section 79, the Councillor must, at the time set out in subsection (4), disclose to the assembly that he or she has a conflict of interest and leave the assembly whilst the matter is being considered by the assembly. Penalty: 120 penalty units.
- (4) A Councillor must disclose the conflict of interest either-
- (a) immediately before the matter in relation to which the Councillor has a conflict of interest is considered; or
 - (b) if the Councillor realises that he or she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware that he or she has a conflict of interest."

3. Section 3(1) definition:

"**Assembly of Councillors**" (however titled) means a planned or scheduled meeting of at least five Councillors and one member of Council staff, or an advisory committee of the Council where one or more Councillors are present which considers matters that are intended or likely to be:

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but does not include a meeting of the Council, a Special Committee of the Council, a club, association, peak body, political party or other organisation."

Brief Explanation:

Some examples of an *Assembly of Councillors* will include:-

- Meeting / briefing of five Ward Councillors;
- Advisory committee or Village Committee Meeting where 1 or more Councillor is present
- Other Councillor briefing sessions;
- Budget discussions;
- Workshops re key Council priorities;
- Site inspections / preliminary planning conferences;

providing **at least five Councillors and one Council Staff member is present** and the matter/s considered are intended **or likely to be** subject of a future decision by the Council **OR** an officer decision under delegated authority.

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Assembly of Councillors Record

This Form MUST be completed by;

- (i) The appropriate attending Council Officer or;
- (ii) Chairperson of any Council Advisory Committee where there is no Council Officer present and returned IMMEDIATELY to the Manager Governance for filing.

Assembly details:

Date:

Time:

Assembly Location:

Assembly Reason:

Attendees:

Councillors:

Cr Steve Staikos (Mayor)
 Cr Tamsin Bearsley (arrived at 6.48pm)
 Cr Ron Brownlees OAM
 Cr David Eden (arrived at 6.28pm)
 Cr Geoff Gledhill (arrived at 5.59pm)
 Cr George Hua (arrived at 5.56pm)
 Cr Georgina Oxley (arrived at 6.28pm)
 Cr Rosemary West OAM

Officers:

John Nevins, Chief Executive Officer
 Mauro Bolin, General Manager Community Sustainability
 Paul Franklin, General Manager Corporate Services
 Daniel Freer, General Manager City Assets and Environment
 Jonathan Guttman, General Manager Planning and Development
 Phil De Losa, Manager Governance
 Keryn Fisher, Program Leader Communications & Events
 Tim Bearup, Manager Libraries and Social Development
 Jihan Wassef, Team Leader Community Engagement
 Paul Marsden, Manager City Strategy
 Steve Lewis, Manager Community Buildings

Apologies:

Cr Tamara Barth

Assembly of Councillors Record

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Matter/s Discussed:

1. Apologies
2. Disclosures by Councillors, Officers and Contractors of any Conflict of Interest
3. Notes of the Strategic CIS Meeting of 9 April 2018
4. Response to Notice of Motion 38/2017 - Development Register
5. Make Renting Fair Campaign
6. Amendment C151 - Kingswood Golf Course - Request for Advisory Committee
7. Cheltenham Structure Plan Review – Proposed Change to the Municipal Boundary
8. Granary Lane, Mentone - Proposed Pop up Park
9. Edithvale Bonbeach Environmental Effects Statement submission
10. KP17/896 - Regents Park, Sixth Avenue Aspendale
11. Edithvale Life Saving Club - Project Update
12. Response to Urgent Business Item - Bonbeach Netball Courts
13. Outcome of Parkdale Yacht Club EOI
14. Annual consideration of Council Plan 2017-2021, approval of the Strategic Resource Plan; adopt Draft Budget 2018/19 for public consultation
15. Draft 2018/19 Fees and Charges
16. Response to Notice of Motion No. 51/2017 - Cr Gledhill - Code of Conduct Reports (regarding Councillor Behaviour)
17. Recording of the public gallery at Council and Planning Committee Meetings
18. Motions for MAV State Council Meeting - May 2018
19. Invitations

Conflict of Interest Disclosures:

Did senior officer present ask for disclosure of Conflicts of Interest?

Yes

Councillor Disclosures: (refer 2 over page).

Nil

Record if a Councillor left the meeting during the discussion.

Cr Bearsley left the meeting at 8.10pm

Assembly of Councillors Record

This Form MUST be completed by;

- (i) The appropriate attending Council Officer or;
- (ii) Chairperson of any Council Advisory Committee where there is no Council Officer present and returned IMMEDIATELY to the Manager Governance for filing.

Officer Disclosures: (refer 4 over page)

Nil

Completed by: Phil De Losa

Date: 16/4/18

Assembly of Councillors Record - Any record of an Assembly of Councillors is reported at next practicable Council meeting and recorded in the Minutes.

Requirements and explanation:

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- Budget discussions;
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- Site inspections / preliminary planning conferences;

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- not exercise the power or discharge the duty or function; and
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Ordinary Meeting of Council

23 April 2018

Agenda Item No: 11.3

QUICK RESPONSE GRANTS

Contact Officer: Gabrielle Pattenden, Governance Officer

Purpose of Report

To seek Council's consideration of Quick Response Grant applications received.

Disclosure of Officer / Contractor Direct or Indirect Interest

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

OFFICER RECOMMENDATION

That Council approve the following grant applications:

- Neighbourhood Watch Kingston - \$500.00
- Bonbeach Primary School - \$1000.00
- Edithvale Pre School Centre Association Inc. - \$499.00
- Mordialloc Roller Hockey Club - \$1000.00
- Melbourne Hebrew Congregation - \$1000.00

1. Executive Summary

The Quick Response Grants Program gives individuals and community groups the opportunity to apply for small grants to help them achieve their goals and ambitions.

This Program responds to the community's need for a form of grant that is flexible and efficient in terms of the time between application and approval and applies to smaller amounts of funding to a maximum of \$2,000.00.

Quick Response Grants are a category under Council's Community Grants Program.

2. Background

In November 2015 Council adopted the Quick Response Grants Program and Guidelines. Grant applications are checked for eligibility in line with a set of criteria outlined in the Guidelines. An application must be submitted to Council and considered for approval at an Ordinary Meeting of Council.

Any not-for-profit group, school or community organisation providing services within the City of Kingston may apply.

Individuals must be a resident of the City of Kingston and participating in an activity in an unpaid capacity and not as a requirement of any formal course of study or of their employment. Individuals can apply for a grant to assist them to participate in a sporting, educational, recreational or cultural activity; other pursuit of a personal development nature; or who is in needing circumstances.

Community groups can apply for a grant to assist with the provision of a service, program or activity used by or of benefit to Kingston residents.

3. Discussion

3.1. Council Plan Alignment

Goal 3: Our connected, inclusive, healthy and learning community
Direction 3.4 Promote an active, healthy and involved community life

3.2. Operation and Strategic Issues

3.2.1. Assessment of Application Criteria

Applications for Quick Response Grants are assessed against the criteria outlined in the guidelines as follows:

- Does the proposed activity/event/project support the delivery of one or more of Council Plan strategic goals?
- Does the proposed activity/event/project benefit the City of Kingston residents?
- Has the applicant demonstrated a clear need for funds?
- If the applicant is an organisation, that it is a not-for-profit and has a bank account in the name of organisation.
- If the applicant is an organisation, are funds needed at short notice or can they wait for the Annual Grants program?
- Can the project be funded under any other Council grant program?

4. Applications

Name:	Neighbourhood Watch Victoria - Kingston	
Amount requested:	\$500.00	
Description of Project/Event:	We produce Newsletters four times a year for distribution in the community. We also produce newsletters for schools and recently over 2000 copies were distributed to schools in Kingston.	
How the funds will be used:	Printing costs for Winter community Neighbourhood Watch Newsletter. Last edition attached.	
Assessment Criteria:		
• The activity/event/project supports one or more of the Council Plan strategic goals		✓
• The activity/event/project benefits the City of Kingston residents		✓
• The applicant has demonstrated a clear need for funds		✓
• The applicant is an individual or not for profit organisation		✓
• Funds are needed at short notice		✓
• The project cannot be funded under any other Council Grant program		✓
Grants received in current or last financial year		
2016/17 - Quick Response Grants - \$500.00 (November 2016) & \$500.00 (May 2017)		
Officer Comment:		
This application meets the assessment criteria and is recommended for approval for a grant of \$500.00		

**City of Kingston
Ordinary Meeting of Council**

Agenda

23 April 2018

Name:	Bonbeach Primary School	
Amount requested:	\$2000.00	
Description of Project/Event:	The RACV Energy Breakthrough provides opportunities for students, teachers, parents and local industry to work together to design and construct a vehicle, a machine or innovation in technology that will represent an 'energy breakthrough'. As Bonbeach primary School has grown so has the interest in competing in the RACV Energy Breakthrough Challenge. The current Human Powered Vehicle (HPV) is 4 years old and is in need of upgrading or replacing. A new HPV with adjustable pedal assembly would mean that we could allow more students to be involved and compete. The adjustable pedal assembly would allow students of all sizes to be involved.	
How the funds will be used:	A new Human Powered Vehicle (HPV) with adjustable pedal assembly. The rest of the money will be fundraised which is already underway!	
Assessment Criteria:		
<ul style="list-style-type: none"> • The activity/event/project supports one or more of the Council Plan strategic goals • The activity/event/project benefits the City of Kingston residents • The applicant has demonstrated a clear need for funds • The applicant is an individual or not for profit organisation • Funds are needed at short notice • The project cannot be funded under any other Council Grant program 		<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓
Grants received in current or last financial year		
Nil		
Officer Comment:		
This application meets the assessment criteria and is recommended for approval for a grant of \$1000.00 due to budgetary constraints.		

**City of Kingston
Ordinary Meeting of Council**

Agenda

23 April 2018

Name:	Edithvale Pre School Centre Association Inc.	
Amount requested:	\$499.00	
Description of Project/Event:	We currently have three preschool classes operating: a 3 year old class, and two 4 year old funded kinder programs. This represents approximately 60 children per year. However, the furniture we are seeking to buy would be used, at a conservative estimate, for a least 5 years, and therefore benefit up to 300 children as they start their literacy journey. It would also be used by other members of the Edithvale Pre School community during our annual series of social and community events.	
How the funds will be used:	The funds will be used to purchase a Pre-school Sofa Suite from Grocare, a specialist children's furniture supplier. The Sofa is a 4 piece modular unit made of a hard-wearing fabric to promote longevity of use. The seats are 33cm high and are specifically designed for pre-school children. The books, games and other resources for the Literacy Corner will be supplied by Edithvale Pre School.	
Assessment Criteria:		
<ul style="list-style-type: none"> • The activity/event/project supports one or more of the Council Plan strategic goals • The activity/event/project benefits the City of Kingston residents • The applicant has demonstrated a clear need for funds • The applicant is an individual or not for profit organisation • Funds are needed at short notice • The project cannot be funded under any other Council Grant program 		<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓
Grants received in current or last financial year		
2016/17 – Annual Community Grant - \$2981.00		
2016/17 – Quick Response Grant - \$1330.50		
Officer Comment:		
This application meets the assessment criteria and is recommended for approval for a grant of \$499.00.		

**City of Kingston
Ordinary Meeting of Council**

Agenda

23 April 2018

Name:	Mordialloc Roller Hockey Club	
Amount requested:	\$1850.00	
Description of Project/Event:	Purchase of sporting equipment to ensure ongoing growth of the club	
How the funds will be used:	Any funds provided will be used for the purchase of roller skates to be used by our current junior club members, or those who wish to try the sport before committing to the purchase of their own equipment. We have sought a range of online quotes from online suppliers of Roller Hockey Equipment that we urgently require to continue with our youth development program. We were fortunate to be granted funding by the council 2 years ago, the protective equipment that we purchased with the funding is still in good condition, but we need to replace many of our skates that we lend to our new players as these are now worn and unsafe to use. Any amount that Council can grant us would be much appreciated. Total amount applied for is inclusive of an allowance for shipping costs	
Assessment Criteria:		
<ul style="list-style-type: none"> • The activity/event/project supports one or more of the Council Plan strategic goals • The activity/event/project benefits the City of Kingston residents • The applicant has demonstrated a clear need for funds • The applicant is an individual or not for profit organisation • Funds are needed at short notice • The project cannot be funded under any other Council Grant program 		<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓
Grants received in current or last financial year		
2016/17 – Annual Community Grant - \$1945.00		
Officer Comment:		
This application meets the assessment criteria and is recommended for approval for a grant of \$1000.00 due to budgetary constraints.		

Name:	Moorabbin Hebrew Congregation	
Amount requested:	\$2000.00	
Description of Project/Event:	Purchase and installation of Projector for lecture and community functions.	
How the funds will be used:	Funds will go towards the purchase and install a projector.	
Assessment Criteria:		
<ul style="list-style-type: none"> • The activity/event/project supports one or more of the Council Plan strategic goals • The activity/event/project benefits the City of Kingston residents • The applicant has demonstrated a clear need for funds • The applicant is an individual or not for profit organisation • Funds are needed at short notice • The project cannot be funded under any other Council Grant program 		<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓
Grants received in current or last financial year		
Nil		
Officer Comment:		
This application meets the assessment criteria and is recommended for approval for a grant of \$1000.00 due to budgetary constraints.		

5. Conclusion

The grant applications in this report have been assessed according to the assessment criteria approved by Council in the Quick Response Guidelines.

5.1. Environmental Implications

Not applicable to this report.

5.2. Social Implications

The allocation of Quick Response Grants allows for Council to provide funds on a small scale to groups and individuals or towards projects or events that are consistent with Council's strategic directions and of benefit to Kingston's residents and community.

5.3. Resource Implications

Funds for Quick Response Grants are allocated by Council through its annual budget process.

5.4. Legal / Risk Implications

Not applicable to this report.

Appendices

- Appendix 1 - Quick Response Grant Application QRG000020418 - Neighbourhood Watch Kingston - April 2018 (Ref 18/48436) [↓](#)
- Appendix 2 - Quick Response Grant QRG000030418 - Bonbeach Primary School - April 2018 (Ref 18/48439) [↓](#)
- Appendix 3 - Quick Response Grant Application QRG000040418 - Edithvale Pre School Centre Association Inc - April 2018 (Ref 18/48446) [↓](#)
- Appendix 4 - Quick Response Grant Application QRG000050418 - Mordialloc Roller Hockey Club - April 2018 (Ref 18/48463) [↓](#)
- Appendix 5 - Quick Response Grant Application QRG000070418 - Moorabbin Hebrew Congregation - April 2018 (Ref 18/48609) [↓](#)

Author/s: Gabrielle Pattenden, Governance Officer
Reviewed and Approved By: Phil De Losa, Manager Governance
Paul Franklin, General Manager Corporate Services

11.3

QUICK RESPONSE GRANTS

1	Quick Response Grant Application QRG000020418 - Neighbourhood Watch Kingston - April 2018	359
2	Quick Response Grant QRG000030418 - Bonbeach Primary School - April 2018	363
3	Quick Response Grant Application QRG000040418 - Edithvale Pre School Centre Association Inc - April 2018.....	367
4	Quick Response Grant Application QRG000050418 - Mordialloc Roller Hockey Club - April 2018.....	371
5	Quick Response Grant Application QRG000070418 - Moorabbin Hebrew Congregation - April 2018.....	375

Quick Response Grants - April 2018

Quick Response Grants Application Form

Application QRG000020418 From Neighbourhood Watch Victoria Inc.0018739R
Kingston

Applicant Details

* indicates a required field

Applicant *	Neighbourhood Watch Victoria Inc.0018739R Kingston
Contact Person 1 *	Ms Judith McKenzie
Contact Person 1 Primary Address *	[REDACTED]
Contact Person 1 Primary Phone Number *	[REDACTED]
Contact Person 1 Alternative Phone Number	Must be an Australian phone number
Contact Person 1 Primary Email *	[REDACTED]
Type of organisation *	<input checked="" type="radio"/> Not-for-profit <input type="radio"/> School <input type="radio"/> Community Group <input type="radio"/> Individual
Activity Description	
Short project description *	<p>We produce Newsletters four times a year for distribution in the community. We also produce newsletters for Schools and recently over 2000 copies were distributed to schools in Kingston.</p> <p>Provide a short description of your project/activity/event</p>
Location of Project *	<p>Throughout Kingston</p> <p>What is the location of your activity/project/event?</p>
Who will benefit from the project? *	<p>All citizens of Kingston</p> <p>Describe how the proposed activity/event/project benefits City of Kingston residents</p>
Total project cost *	<p>\$1,134.00</p> <p>Must be a dollar amount</p>
Amount requested *	<p>\$500.00</p> <p>Must be a dollar amount and no more than 2000</p>
When are the funds required? *	<p>30/06/2018</p> <p>Must be a date</p>

Quick Response Grants - April 2018

Quick Response Grants Application Form

Application QRG000020418 From Neighbourhood Watch Victoria Inc.001873
Kingston

What will the funds be used for? *

Printing costs for Winter community Neighbourhood Watch Newsletter. Last edition attached.

Describe how the funds will be spent

Please attach any supporting information

Filename: Newsletter Autum 2018.pdf

File size: 4.7 MB

For example, references, images or annual reports

Budget Details

Have any other funds been raised? *

- Yes
 No

If yes, how much?

Must be a dollar amount

How were the funds raised?

Has you received any funding from Kingston City Council for this project?

- Yes
 No

If yes, how much?

Must be a dollar amount

If yes, when did you receive the funding?

Must be a date

Applicant Bank Details

Does your organisation have a bank account?

- Yes
 No

Bank Name

██████████

Bank BSB

██████████

Bank Account Number

██████████

If you would prefer payment by cheque, who should this be made out to?

If you are an individual under 18 and are successful in being awarded a grant, please provide the name of a parent or guardian as the cheque will be made out in their name.

Privacy Statement

Quick Response Grants - April 2018

Quick Response Grants Application Form

Application QRG000020418 From Neighbourhood Watch Victoria Inc.001873
Kingston

Personal information collected by Council is used for municipal purposes as specified in the Local Government Act 1989. The personal information will be held securely and used solely by Council for these purposes and/or directly related purposes.

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Declaration

I have read and understood the Quick Response Grants Guidelines.

I agree that the information in this application and the attachments is, to the best of my knowledge, true and correct. I shall notify Kingston City Council of any changes to this information or circumstances that may affect this application. I understand that this is an application only and may not necessarily result in funding approval.

Name	Judith McKenzie
Position held (if applicable)	Treasurer/Newaletter Editor
Date	28/03/2018 Must be a date
Declaration	<input checked="" type="radio"/> Please tick to agree with the Declaration

Please review your application and ensure all fields marked with an * are completed.

NOTE: when you submit your application you will receive an email confirming this. A PDF copy of your application will be attached to the email.

IF YOU DO NOT RECEIVE AN EMAIL YOUR APPLICATION HAS NOT BEEN SUBMITTED.

Quick Response Grants - April 2018

Quick Response Grants Application Form

Application QRG000030418 From Bonbeach Primary School

Applicant Details

* indicates a required field

Applicant *	Bonbeach Primary School
Contact Person 1 *	Mrs Amy Dowling
Contact Person 1 Primary Address *	[REDACTED]
Contact Person 1 Primary Phone Number *	[REDACTED]
Contact Person 1 Alternative Phone Number	Must be an Australian phone number
Contact Person 1 Primary Email *	[REDACTED]
Type of organisation *	<input type="radio"/> Not-for-profit <input checked="" type="radio"/> School <input type="radio"/> Community Group <input type="radio"/> Individual

Activity Description

Short project description *	<p>The RACV Energy Breakthrough provides opportunities for students, teachers, parents and local industry to work together to design and construct a vehicle, a machine or innovation in technology that will represent an 'energy breakthrough'.</p> <p>As Bonbeach primary School has grown so has the interest in competing in the RACV Energy Breakthrough Challenge. The current Human Powered Vehicle (HPV) is 4 years old and is in need of upgrading or replacing. A new HPV with adjustable pedal assembly would mean that we could allow more students to be involved and compete. The adjustable pedal assembly would allow students of all sizes to be involved.</p> <p>Provide a short description of your project/activity/event</p>
Location of Project *	<p>21 - 25 November, 2018 Maryborough, Victoria</p> <p>What is the location of your activity/project/event?</p>
Who will benefit from the project? *	<p>School groups work throughout the year to design, build and test vehicles or machines within detailed specifications. It requires a team effort and an across-the-curriculum approach. These groups then bring their</p>

Quick Response Grants - April 2018

Quick Response Grants Application Form

Application QRG000030418 From Bonbeach Primary School

vehicles and machines to Maryborough in the Central Goldfields Shire, Victoria for a huge celebration in which they can demonstrate and trial them in action.

Students from years 5 and 6 are involved in the event, with teachers and parents heavily involved. This year as part of Patterson River Community Connections Program, we are hoping to involve the year 9 Students in training and leadership duties.

Describe how the proposed activity/event/project benefits City of Kingston residents

Total project cost *

\$5,500.00

Must be a dollar amount

Amount requested *

\$2,000.00

Must be a dollar amount and no more than 2000

When are the funds required? *

30/05/2018

Must be a date

What will the funds be used for? *

A new Human Powered Vehicle (HPV) with adjustable pedal assembly. The rest of the money will be fundraised which is already underway!

Describe how the funds will be spent

Please attach any supporting information

No files have been uploaded

For example, references, images or annual reports

Budget Details

Have any other funds been raised? *

- Yes
 No

If yes, how much?

\$1,000.00

Must be a dollar amount

How were the funds raised?

Bonbeach Primary School runs Bonbeach Farmers Market on a monthly basis where the BBQ is used to raise funds for specific projects. \$1000 has already been raised from one market, with 2 more BBQ's booked.

Donation prizes are being donated which will be used in a raffle to raise more funds.

Has you received any funding from Kingston City Council for this project?

- Yes
 No

If yes, how much?

\$750.00

Must be a dollar amount

Quick Response Grants - April 2018

Quick Response Grants Application Form

Application QRG000030418 From Bonbeach Primary School

If yes, when did you receive the funding? 01/03/2016
Must be a date

Applicant Bank Details

Does your organisation have a bank account? Yes
 No

Bank Name

[REDACTED]

Bank BSB

[REDACTED]

Bank Account Number

[REDACTED]

If you would prefer payment by cheque, who should this be made out to?

If you are an individual under 18 and are successful in being awarded a grant, please provide the name of a parent or guardian as the cheque will be made out in their name.

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Name Amy Dowling

Position held (if applicable) Parent Volunteer

Date 27/03/2018
Must be a date

Declaration
Please tick to agree with the Declaration

Quick Response Grants - April 2018
Quick Response Grants Application Form
Application QRG000030418 From Bonbeach Primary School

Please review your application and ensure all fields marked with an * are completed.

NOTE: when you submit your application you will receive an email confirming this. A PDF copy of your application will be attached to the email.

IF YOU DO NOT RECEIVE AN EMAIL YOUR APPLICATION HAS NOT BEEN SUBMITTED.

Quick Response Grants - April 2018

Quick Response Grants Application Form

Application QRG000040418 From Edithvale Pre School Centre Association Inc

Applicant Details

* indicates a required field

Applicant *	Edithvale Pre School Centre Association Inc
Contact Person 1 *	Mrs Rebecca Hughes
Contact Person 1 Primary Address *	[REDACTED]
Contact Person 1 Primary Phone Number *	[REDACTED]
Contact Person 1 Alternative Phone Number	Must be an Australian phone number
Contact Person 1 Primary Email *	[REDACTED]
Type of organisation *	<input type="radio"/> Not-for-profit <input type="radio"/> School <input checked="" type="radio"/> Community Group <input type="radio"/> Individual

Activity Description

Short project description *	<p>For more than 60 years, Edithvale Pre School has supported the community of Kingston by providing a welcoming, supporting and nurturing environment for children taking their first steps toward literacy. Adhering to the National Early Years Learning Framework, Edithvale Pre School encourages children to develop of love of learning through experience-based learning which embraces and extends their understanding of different ideas, cultures and values. To compliment this program, we now seek support to develop a Literacy Corner, a quieter space where children can engage with a variety of books, games and other learning tools designed to promote their early literacy. We have many of the resources to make this project happen, but respectfully request funding to purchase a new pre-school size modular couch to create an appealing and safe place for our children to learn. The space will also be available to other members of our community during events, such as grandparents, parents and other visitors during our many social and community events.</p> <p>Provide a short description of your project/activity/event</p>
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Quick Response Grants - April 2018

Quick Response Grants Application Form

Application QRG000040418 From Edithvale Pre School Centre Association Inc

Location of Project *	Edithvale Pre School, 29 Fraser Ave, Edithvale What is the location of your activity/project/event?
Who will benefit from the project? *	We currently have three preschool classes operating: a 3 year old class, and two 4 year old funded kinder programs. This represents approximately 60 children per year. However, the furniture we are seeking to buy would be used, at a conservative estimate, for a least 5 years, and therefore benefit up to 300 children as they start their literacy journey. It would also be used by other members of the Edithvale Pre School community during our annual series of social and community events. Describe how the proposed activity/event/project benefits City of Kingston residents
Total project cost *	\$499.00 Must be a dollar amount
Amount requested *	\$499.00 Must be a dollar amount and no more than 2000
When are the funds required? *	01/06/2018 Must be a date
What will the funds be used for? *	The funds will be used to purchase a Pre-school Sofa Suite from Grocare, a specialist children's furniture supplier. The Sofa is a 4 piece modular unit made of a hard-wearing fabric to promote longevity of use. The seats are 33cm high and are specifically designed for pre-school children. The books, games and other resources for the Literacy Corner will be supplied by Edithvale Pre School. The Sofa currently RRP's for \$499, however, if we are able to get it on sale we will happily refund the difference to Kingston to fund other programs. Please see: https://grocare.net/products/tables-seating/sofas/home-corner-sofa-suite-4pc and/or the attached brochure. Describe how the funds will be spent
Please attach any supporting information	Filename: Grocare Brochure.JPG File size: 95.9 kB For example, references, images or annual reports
Budget Details	
Have any other funds been raised? *	<input type="radio"/> Yes <input checked="" type="radio"/> No
If yes, how much?	Must be a dollar amount

Quick Response Grants - April 2018

Quick Response Grants Application Form

Application QRG000040418 From Edithvale Pre School Centre Association Inc

How were the funds raised?

Has you received any funding from Kingston City Council for this project?

- Yes
 No

If yes, how much?

Must be a dollar amount

If yes, when did you receive the funding?

Must be a date

Applicant Bank Details

Does your organisation have a bank account?

- Yes
 No

Bank Name

[REDACTED]

Bank BSB

[REDACTED]

Bank Account Number

[REDACTED]

If you would prefer payment by cheque, who should this be made out to?

If you are an individual under 18 and are successful in being awarded a grant, please provide the name of a parent or guardian as the cheque will be made out in their name.

Privacy Statement

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Quick Response Grants - April 2018

Quick Response Grants Application Form

Application QRG000040418 From Edithvale Pre School Centre Association Inc

Name Rebecca Hughes

Position held (if applicable) Grants Officer, Edithvale Pre School

Date 28/03/2018
Must be a date

Declaration
Please tick to agree with the Declaration

Please review your application and ensure all fields marked with an * are completed.

NOTE: when you submit your application you will receive an email confirming this. A PDF copy of your application will be attached to the email.

IF YOU DO NOT RECEIVE AN EMAIL YOUR APPLICATION HAS NOT BEEN SUBMITTED.

Quick Response Grants - April 2018

Quick Response Grants Application Form

Application QRG000050418 From Mordialloc Roller Hockey Club

Applicant Details

* indicates a required field

Applicant *	Mordialloc Roller Hockey Club
Contact Person 1 *	Mr Sean Moroney
Contact Person 1 Primary Address *	[REDACTED]
Contact Person 1 Primary Phone Number *	[REDACTED]
Contact Person 1 Alternative Phone Number	Must be an Australian phone number
Contact Person 1 Primary Email *	[REDACTED]
Type of organisation *	<input checked="" type="radio"/> Not-for-profit <input type="radio"/> School <input type="radio"/> Community Group <input type="radio"/> Individual
Activity Description	
Short project description *	<p>Purchase of sporting equipment to ensure ongoing growth of the club</p> <p>Provide a short description of your project/activity/event</p>
Location of Project *	<p>Mordialloc Roller Hockey club, Skate World, 209 Boundary Rd, Mordialloc VIC 3195</p> <p>What is the location of your activity/project/event?</p>
Who will benefit from the project? *	<p>Equipment will be used for those children who wish to participate but whose parents are unable to commit to the purchase of their own equipment, and to promote the sport to those children who seek to have a go, but do not wish to commit to the initial purchase of equipment. Any amount that the Council can grant us would be much appreciated to develop this small sport that is alternative to the mainstream but many kids have discovered and fallen in love with.</p> <p>Describe how the proposed activity/event/project benefits City of Kingston residents</p>
Total project cost *	<p>\$1,850.00</p> <p>Must be a dollar amount</p>

Quick Response Grants - April 2018

Quick Response Grants Application Form

Application QRG000050418 From Mordialloc Roller Hockey Club

Amount requested *	\$1,850.00 Must be a dollar amount and no more than 2000
When are the funds required? *	01/06/2018 Must be a date
What will the funds be used for? *	Any funds provided will be used for the purchase of roller skates to be used by our current junior club members, or those who wish to try the sport before committing to the purchase of their own equipment. We have sought a range of online quotes from online suppliers of Roller Hockey Equipment that we urgently require to continue with our youth development program. We were fortunate to be granted funding by the council 2 years ago, the protective equipment that we purchased with the funding is still in good condition, but we need to replace many of our skates that we lend to our new players as these are now worn and unsafe to use. Any amount that Council can grant us would be much appreciated. Total amount applied for is inclusive of an allowance for shipping costs Describe how the funds will be spent
Please attach any supporting information	Filename: MRHC_Grant Application_Equipment Quotations .docx File size: 1.5 MB For example, references, images or annual reports

Budget Details

Have any other funds been raised? *	<input type="radio"/> Yes <input checked="" type="radio"/> No
If yes, how much?	Must be a dollar amount
How were the funds raised?	
Has you received any funding from Kingston City Council for this project?	<input type="radio"/> Yes <input checked="" type="radio"/> No
If yes, how much?	Must be a dollar amount
If yes, when did you receive the funding?	Must be a date

Applicant Bank Details

Quick Response Grants - April 2018

Quick Response Grants Application Form

Application QRG000050418 From Mordialloc Roller Hockey Club

Does your organisation have a bank account?

- Yes
 No

Bank Name

████████████████████

Bank BSB

██████████

Bank Account Number

████████████████

If you would prefer payment by cheque, who should this be made out to?

If you are an individual under 18 and are successful in being awarded a grant, please provide the name of a parent or guardian as the cheque will be made out in their name.

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Name Sean Moroney

Position held (if applicable) Club Treasurer

Date 29/03/2018
Must be a date

Declaration
Please tick to agree with the Declaration

Please review your application and ensure all fields marked with an * are completed.

NOTE: when you submit your application you will receive an email confirming this. A PDF

Quick Response Grants - April 2018
Quick Response Grants Application Form
Application QRG000050418 From Mordialloc Roller Hockey Club

copy of your application will be attached to the email.

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Quick Response Grants - April 2018

Quick Response Grants Application Form

Application QRG000070418 From Moorabbin Hebrew Congregation

Applicant Details

* indicates a required field

Applicant *	Moorabbin Hebrew Congregation
Contact Person 1 *	Mr Jeff Alford
Contact Person 1 Primary Address *	[REDACTED]
Contact Person 1 Primary Phone Number *	[REDACTED]
Contact Person 1 Alternative Phone Number	[REDACTED] Must be an Australian phone number
Contact Person 1 Primary Email *	[REDACTED]
Type of organisation *	<input type="radio"/> Not-for-profit <input type="radio"/> School <input checked="" type="radio"/> Community Group <input type="radio"/> Individual
Activity Description	
Short project description *	Purchase and instillation of Projector for lecture and community functions Provide a short description of your project/activity/event
Location of Project *	Moorabbin Hebrew Congregation 960 Nepean Hwy. Moorabbin 3189 What is the location of your activity/project/event?
Who will benefit from the project? *	Youth, teens, families and elderly locals who attend lectures and functions in MHC Describe how the proposed activity/event/project benefits City of Kingston residents
Total project cost *	\$5,750.00 Must be a dollar amount
Amount requested *	\$2,000.00 Must be a dollar amount and no more than 2000
When are the funds required? *	01/05/2018 Must be a date

Quick Response Grants - April 2018

Quick Response Grants Application Form

Application QRG000070418 From Moorabbin Hebrew Congregation

What will the funds be used for? *

Help purchase and install a projector
Describe how the funds will be spent

Please attach any supporting information

No files have been uploaded
For example, references, images or annual reports

Budget Details

Have any other funds been raised? *

Yes
 No

If yes, how much?

\$1,000.00
Must be a dollar amount

How were the funds raised?

Donation by Mr. Sam Briskin in honour of his late son, Marl Briskin.
Further funds will be solicited from the community

Has you received any funding from Kingston City Council for this project?

Yes
 No

If yes, how much?

Must be a dollar amount

If yes, when did you receive the funding?

Must be a date

Applicant Bank Details

Does your organisation have a bank account?

Yes
 No

Bank Name

██████████

Bank BSB

██████████

Bank Account Number

██████████

If you would prefer payment by cheque, who should this be made out to?

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Quick Response Grants - April 2018

Quick Response Grants Application Form

Application QRG000070418 From Moorabbin Hebrew Congregation

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Name	Jeff Alford
Position held (if applicable)	President
Date	29/03/2018 Must be a date

Declaration



Please tick to agree with the Declaration

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Ordinary Meeting of Council

23 April 2018

Agenda Item No: 11.4

AUDIT COMMITTEE CHARTER

Contact Officer: Paul Franklin, General Manager Corporate Services

Purpose

The purpose of this report is to recommend the adoption of a revised Audit Committee Charter.

OFFICER RECOMMENDATION

That Council adopt the draft Audit Committee Charter dated April 2018.

The Charter was last adopted by Council in February 2016. A review of the Audit Committee Charter has been undertaken by the Audit Committee to ensure it remains relevant. The main changes recommended by the Audit Committee are:

Membership	<ul style="list-style-type: none">• Clarifying that Council's Directors and Officers Insurances cover members of the Committee
	<ul style="list-style-type: none">• That remuneration of members is adjusted annually by CPI
	<ul style="list-style-type: none">• Clarifying the role Council expects members to play
Chairperson	<ul style="list-style-type: none">• The selection of a temporary chair in the absence of the appointed Chairperson
Conflict of Interest	<ul style="list-style-type: none">• Clarification that S79 of the Local Government Act applies to members
Meetings	<ul style="list-style-type: none">• To formalise / clarify the attendance of the General Manager Corporate Services and Manager Finance & Corporate Performance at the Committee
	<ul style="list-style-type: none">• Agendas to be provided at least 4 days prior to the meeting
Compliance	<ul style="list-style-type: none">• Updating the list of integrity agencies to include the Local Government Inspectorate and IBAC
Ethical Behaviour/ Fraud Control	<ul style="list-style-type: none">• Explicitly including this item in the areas of responsibilities of the Committee
Reporting Responsibilities	<ul style="list-style-type: none">• Expanding the scope of the Chairperson's Annual Report to Council to include information on management's performance in addressing audit recommendations
Other Responsibilities	<ul style="list-style-type: none">• Requiring the Charter to be reviewed every 2 years
	<ul style="list-style-type: none">• Amending the monitoring of lawsuits to include claims or contingencies that could have a material effect on Council's financial position or reputation.

The Committee recommends the attached 2018 draft Audit Committee Charter to the Committee.

Appendices

Appendix 1 - Audit Committee Charter - April 2018 (Ref 18/4104) [↓](#)

Author/s: Paul Franklin, General Manager Corporate Services
Reviewed and Approved By: Paul Franklin, General Manager Corporate Services

11.4

AUDIT COMMITTEE CHARTER

1	Audit Committee Charter - April 2018.....	383
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AUDIT COMMITTEE CHARTER – ~~FEBRUARY 2016~~ APRIL 2018

Name of Committee:	Audit Committee
<p>Introduction:</p>	<p>The Audit Committee has been established by the Council as an independent advisory Committee to the Council.</p> <p>The primary objective of the Audit Committee is to assist Council in the effective conduct of its responsibilities for financial reporting, management of risk, business continuity, maintaining a reliable system of internal controls and facilitating the organisation's ethical development and to monitor and advise Council on the standard of financial control, risk management and corporate governance.</p> <p>The Audit Committee's Charter is not restricted to financial matters only and will in its work plan consider all of Council's Operational Areas; Information Systems and Technology; People; and Processes.</p>
<p>Extent of Authority:</p>	<p>The Audit Committee is a formally appointed committee of the Council and is responsible to that body. It is responsible for discharging its responsibilities under this Charter, which has been approved by Council. The Committee is to regularly report to Council and provide appropriate advice and recommendations on matters relevant to its Charter in order to facilitate decision-making by Council in relation to the discharge of its responsibilities.</p> <p>The Audit Committee does not have:</p> <ul style="list-style-type: none"> • executive powers; • authority to implement actions in areas over which management has responsibility; • any delegated financial responsibility; and • any management functions and is therefore independent of management. <p>The Audit Committee can choose at its discretion to meet in camera with the Internal and External Auditor.</p> <p>Within the scope of its responsibilities the Audit Committee may seek information or obtain expert advice on matters of concern through the Chief Executive Officer including access to other Committees of Council if required.</p>
<p>Purpose and Role of Committee:</p>	<p>As part of Council's governance obligations to its community, Council has constituted an Audit Committee to facilitate:</p> <ul style="list-style-type: none"> • the enhancement of the credibility and objectivity of internal and external financial reporting; • effective management of Council's strategic risks and the protection and control of Council assets; • monitoring of Council's Business Continuity Plans and processes; • the efficiency and effectiveness of significant Council Programmes; • compliance with laws and regulations as well as use of best practice guidelines;

TRIM: [45/90255-18/4104](#)

AUDIT COMMITTEE TERMS OF REFERENCE

	<ul style="list-style-type: none"> to monitor, review and advise the Council on the standard of financial control, risk management and corporate governance; and the effectiveness of the audit functions.
Membership:	<p>The Audit Committee will comprise five members:</p> <ul style="list-style-type: none"> the current Mayor; one other Councillor nominated by Council; and three external independent persons. <p>Council may nominate an alternate member to substitute for either of the two Councillors. All members shall have full voting rights.</p> <p>Appointments of external persons shall be made by Council by way of a public advertisement and be for a maximum term of three years. Members will be eligible for reappointment by Council on the recommendation of the Chief Executive Officer.</p> <p>The terms of the appointment should be, as far as practical, arranged to ensure an orderly rotation and continuity of membership despite changes to Council's elected representatives.</p> <p>If the Council proposes to remove a member of the Audit Committee prior to the expiry of their term of appointment, it must give written notice to the member of its intention to do so and provide that member with the opportunity to be heard at a meeting of Councillors if that member so requests.</p> <p><u>Members of the Audit Committee are covered by Council's Directors and Officers Insurance Policy while undertaking the role.</u></p> <p>Remuneration by way of an annual fee determined by Council will be paid to each independent member of the Audit Committee <u>and indexed annually by the Melbourne All Groups CPI adjusted annually on 1 July.</u></p> <p><u>Members are expected to understand and observe the legal requirements of the Local Government Act 1989 and to:</u></p> <ul style="list-style-type: none"> <u>contribute the time needed to understand the papers provided;</u> <u>apply good analytical skills;</u> <u>objectivity;</u> <u>enterprise and judgement ; and</u> <u>express opinions frankly, ask questions that go the core of the issue and pursue independent lines of enquiry.</u>
Appointment Process:	<p>The evaluation of potential members will be undertaken by a member of the Audit Committee (preferably the Chairperson), the Chief Executive Officer and the General Manager, Corporate Services.</p> <p>External independent persons will have demonstrated senior business or financial management and reporting knowledge and experience. The selection panel will take into account the experience of candidates against the selection criteria and a recommendation for appointment put to Council.</p> <p>The selection criteria that candidates will be assessed against will include:</p>

AUDIT COMMITTEE TERMS OF REFERENCE

	<ul style="list-style-type: none"> • financial analytical skills; • knowledge of Audit and Governance Framework • demonstrated Strategic Skills including but not limited to: financial acumen; information technology; governance standards; and organizational risk management • alignment of values • capacity to Undertake role; and • freedom from any perceived or real conflicts of interest.
Chairperson:	<p>The Chairperson shall be appointed from the external independent members of the Audit Committee by Council on the recommendation of the Chief Executive Officer. The chairperson must not be either a Councillor or member of Council staff. Further, the Chairperson must have demonstrated suitable qualifications demonstrated by the selection criteria above (S139 (2A)). In the absence of the appointed Chairperson from a meeting, the meeting will appoint an acting Chairperson from the external independent members present. The Chairperson may require any report prepared by the Audit Committee to be listed on the agenda for the next Ordinary Meeting of the Council (S139 (6A)).</p> <p><u>In the absence of the appointed Chairperson, the meeting will appoint an acting Chairperson from the external independent members present.</u></p>
Quorum:	<p>A quorum shall be a simple majority of the members with at least one Councillor present.</p>
Conflict of Interest:	<p>The nature of independence with regard to an external independent person is a person with no operating responsibilities within the City of Kingston management structure nor any association with the City of Kingston.</p> <p>Associations refer to commitments and provision of paid services to the City of Kingston. Association does not refer to the receipt of remuneration paid to independent members of this committee.</p> <p>Being a ratepayer of the City of Kingston does not, of itself, give rise to a conflict of interest. The overriding principle is to have the Audit Committee approach its tasks objectively, to maintain its independence and also to be seen to be independent.</p> <p>The Chair will call for a declaration of conflict of interest at each meeting <u>pursuant to S79 of the Local Government Act.</u></p>
Confidentiality and Disclosure:	<p>Information not publicly available contained in agenda papers as well as information provided as a result of the Audit Committee's deliberations must be maintained as confidential.</p> <p>The information should not be disclosed outside of the Audit Committee membership or Council.</p>
Meetings:	<p>Due to the nature of the work of the Audit Committee and the potential sensitivity of the material being considered the meetings of the Audit Committee are closed to the public.</p> <p>The Chief Executive Officer should attend all meetings except where the Audit Committee believes the matter should be discussed privately.</p> <p><u>Other officers to attend all meetings in an advisory capacity include General Manager Corporate Services and Manager Finance & Corporate Performance.</u></p>

AUDIT COMMITTEE TERMS OF REFERENCE

	<p>The Internal Auditor should attend all meetings except where the Audit Committee believes the matter should be discussed privately. Other members of Council can attend the Audit Committee.</p> <p><u>Other</u> Council staff may be invited to attend at the discretion of the Chief Executive Officer and / or the Chairperson of the Audit Committee to advise and provide information when required.</p> <p>Representatives of the external auditor may be invited to attend all meetings however they must attend meetings considering the draft annual financial statements and results of the external audit.</p> <p>Council shall provide secretarial and administrative support to the Audit Committee. <u>Agenda documents will be provided at least 4 days in advance of the meeting.</u></p> <p>The Audit Committee shall meet at least quarterly and hold a special meeting to consider the draft annual financial statements and the results of the external audit of Council.</p> <p>The schedule of meetings will be developed and agreed to by the members each year.</p> <p>Additional meetings shall be convened at the discretion of the Chairperson or the Chief Executive Officer</p>
<p>Responsibilities of the Audit Committee</p>	
<p>Financial Reporting:</p>	<p>Review and understand Council's draft annual Financial Statements and Performance Statement focusing on:</p> <ul style="list-style-type: none"> • accounting policies and practices; • changes to accounting policies and practices; • the process used in making significant accounting estimates; • significant adjustments to the financial report (if any) arising from the audit process; • compliance with accounting standards and other reporting requirements; • controls over related party transactions; • significant variances from prior years; and • complex or unusual transactions <p>To understand their effect on the reports and consider whether they are complete and consistent with information known to the Audit Committee.</p> <p>Make a recommendation to adopt the annual Financial Report and Performance Statement to Council.</p> <p>Review any significant changes that may arise subsequent to any such recommendation but before the financial report is signed.</p> <p>Review with management and the external auditors all matters required to be communicated to the Audit Committee under the Australian Auditing Standards.</p>
<p>Internal Control:</p>	<p>Understand the scope of internal and external auditors' review of internal controls over Council operational areas, financial <u>and performance</u></p>

AUDIT COMMITTEE TERMS OF REFERENCE



	reporting, and obtain reports on significant findings and recommendations, together with management's responses
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AUDIT COMMITTEE TERMS OF REFERENCE

<p>Risk Management:</p>	<p>Review the strategic risk exposures of Council each year through consideration of whether management has appropriate risk management processes and adequate management information systems in place to deal with those risks appropriately</p> <p>Consider the adequacy of actions taken to ensure that the strategic risk exposures have been dealt with in a timely manner to mitigate exposures to the Council.</p>
<p>Business Continuity and Disaster Recover:</p>	<p>Monitor processes and practices to ensure effective business continuity plans are in place and tested by Council for key areas of Council.</p>
<p>Internal Audit:</p>	<p>To review the scope of the internal audit plan. This review should consider whether, over a period of years the internal audit plan systematically addresses:</p> <ul style="list-style-type: none"> • internal controls over strategic risks identified by Council, including non-financial management control systems and databases used for the production of performance reporting and statements; • internal controls over revenue, expenditure, assets and liability processes; • the efficiency, effectiveness and compliance of significant Council programs, services and activities; and • compliance with regulations, policies, best practice guidelines, instructions and contractual arrangements. <p>Review the appropriateness of special Internal Audit assignments undertaken by Internal Audit at the request of Council or Chief Executive Officer.</p> <p>Review the level of resources allocated to internal audit.</p> <p>Review reports of internal audit and the extent to which Council and management respond to matters raised by internal audit, by monitoring the implementation of recommendations made by internal audit.</p> <p>Identify and refer specific projects for investigations deemed necessary through the Chief Executive Officer. Oversee any subsequent investigation, including overseeing of the investigation of any suspected cases of fraud within the organisation.</p> <p>Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs.</p> <p>Monitor processes and practices to ensure that the independence of audit function is maintained.</p> <p>Provide an opportunity for the audit committee to meet with the internal auditor to discuss any matters that the audit committee or internal auditor believes should be discussed privately.</p>
<p>External Audit:</p>	<p>Recognising that the External Auditor is either the Victorian Auditor General's Office or a contractor appointed by the Victorian Auditor General the Audit Committee is responsible to:</p>

AUDIT COMMITTEE TERMS OF REFERENCE

	<p>Discuss with the external auditor the scope of the audit and the planning of the audit including the extent of any reliance on the activities of the Internal Auditor.</p> <p>Discuss with the external auditor issues arising from the audit, including any management letter issued by the auditor and the resolution of such matters. Such discussions may be held in camera at the discretion of the Audit Committee.</p>
Compliance:	<p>Review the systems and processes to monitor effectiveness of the system for monitoring compliance with legislation and regulations and the results of management's investigation and follow-up of any instances of non-compliance.</p> <p>Keep informed of the findings of any examinations by agencies such as Victorian Auditor General's Office, the Ombudsman's Office; <u>the Local Government Inspectorate; Independent Broad-Based Anti-Corruption Commission (IBAC)</u> and Council's auditors' observations and monitor management's response to these findings.</p> <p>Obtain regular updates from management about compliance matters.</p>
<u>Ethical Behaviour/ Fraud Control</u>	<p><u>The Audit Committee will, as part of the cyclical Annual Audit Plan, review Council's Fraud Prevention Policy and Procedures. Instances of known or suspected fraud will be promptly reported to the Audit Committee.</u></p>
Reporting Responsibilities	<p>The Audit Committee shall at every meeting consider and approve minutes and a summary of that meeting. The Audit Committee shall forward a summary of each meeting to Councillors.</p> <p>Other matters or reports by the Committee for submission to Council shall be forwarded to the next available Ordinary meeting of the Council.</p> <p>The Committee via the Chairperson shall report annually to the Council summarising the activities of the Committee during the previous financial year <u>and Council's progress in addressing the findings and recommendations made in internal/external or other audit reports.</u></p>
Other Responsibilities	<p>At least once during each term of Council Rreview the scope of its authority including the Audit Committee Charter <u>every two years.</u></p> <p>Monitor the progress of any major lawsuits <u>claim or contingency</u> facing the Council <u>which could have a material effect on Council's financial position or reputation.</u></p> <p>Address issues brought to the attention of the Committee, including responding to requests from Council for advice that is within the parameters of the Committee's terms of reference.</p>

Ordinary Meeting of Council

23 April 2018

Agenda Item No: 11.5

MOTIONS FOR MAV STATE COUNCIL MEETING - MAY 2018

Contact Officer: Joanne Creedon, Governance Officer

Purpose of Report

This report presents a motion for Council to consider submitting for the MAV State Council Meeting on 18 May 2018.

The report also presents a joint motion which will be submitted with Bayside City Council.

Disclosure of Officer / Contractor Direct or Indirect Interest

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

OFFICER RECOMMENDATION

That Council submit the Motions shown in Appendix 1 and 2 of the report to the MAV State Council Meeting on 18 May 2018.

1. Executive Summary

Council has the opportunity to submit a motion or motions to the MAV for the State Council Meeting on 18 May 2018.

These meetings provide an opportunity for Councils to seek to gain support for the MAV to advocate on behalf of Victorian Councils on issues affecting Local Government.

2. Background

The MAV State Council meeting is to be held on Friday 18 May 2018

Two Motions have been proposed for submission for the State Meeting. The first joint Motion contained in Appendix 1 of this report relates to the supply of social and affordable housing. The second Motion contained in Appendix 2 relates to waste and recycling.

3. Discussion

3.1. Council Plan Alignment

Planned Outcome 6 - A Well Managed and Effective Organisation

Strategy 6.1 - A well-governed, efficient and responsive organisation

Appendices

Appendix 1 - MAV State Council Motion - Supply of Social and Affordable Housing - May 2018 (Ref 18/51866) [↓](#)

Appendix 2 - MAV State Council motion Inquiry into the activities of the recycling industry in Victoria - May 2018 (Ref 18/52936) [↓](#)

Author/s: Joanne Creedon, Governance Officer

Reviewed and Approved By: Phil De Losa, Manager Governance
Paul Franklin, General Manager Corporate Services

11.5

MOTIONS FOR MAV STATE COUNCIL MEETING - MAY 2018

- 1 MAV State Council Motion - Supply of Social and Affordable Housing - May 2018 395
- 2 MAV State Council motion Inquiry into the activities of the recycling industry in Victoria - May 2018 397



FORM

MAV State Council Meeting – 18 May 2018

To submit a motion for consideration by State Council on Friday, 18 May 2018, please complete this form and email to the **State Council** email address S2@mav.asn.au, **no later than 20 April**. Please note, motions received by **12 April** (early motions) will be distributed to all MAV representatives on **13 April**. Subers may amend their own motions up to 5pm on **27 April**.

Motion

Supply of social and affordable housing

Submitted by: Kingston City Council and Bayside City Council

MOTION:

That the MAV recognises the potential for planning mechanisms to proactively contribute to the supply of social and affordable housing in Victoria, and asks the State Labor Government and the Liberal and Green Parties to include in their policies that the Department of Environment Land Water and Planning strengthen planning mechanisms to include:

1. **Inclusionary housing:** also known as *inclusionary zoning*, where the State Government would introduce legislation to enable Councils to mandate developer contributions for social and/or affordable housing when Council or a private party undertakes strategic studies that lead to a planning scheme amendments or land rezoning, e.g. changing the land use from industrial/commercial to residential and/or mixed use zones; that this new zoning be particularly applicable to Activity centres
2. **Inclusionary approvals:** where Council may impose a requirement for social and/or affordable housing on housing developments that include more than 15 units (using Affordable Housing Agreements or Section 173 agreements);
3. **Density bonuses:** where developments will only be considered for approval for higher density or higher scale than the heights recommended in structure plans if the applicant includes a provision for social and/or affordable housing; and Councils would consider concessions to conditions
4. **Fast track planning approvals:** planning applications lodged by registered housing agencies would be assessed quickly to fast track delivery of social and affordable housing.

MAV Strategic Work Plan (SWP):

Indicate whether or not the subject matter of your motion is included in the MAV SWP 2017-19.

Is the subject matter of this motion included in the SWP?	No
If yes, identify the following:	
Objective No.	
Priority No.	
Item No.	

Note: Motions must be submitted by **one council but may be supported by other councils. The council submitting the motion will need to supply written confirmation from any council(s) listed as supporting the motion. All relevant background information in support of the motion should be included in the space provided for the rationale and not in attachments. **The motion and rationale should be no longer than one page.***



FORM

MAV State Council Meeting – 18 May 2018

To submit a motion for consideration by State Council on Friday, 18 May 2018, please complete this form and email to the **State Council** email address S2@mav.asn.au, **no later than 20 April**. Please note, motions received by **12 April** (early motions) will be distributed to all MAV representatives on **13 April**. Submitters may amend their own motions up to 5pm on **27 April**.

Motion

[Inquiry into the activities of the recycling industry in Victoria]

Submitted by: City of Kingston

MOTION:

That an inquiry is taken into the activities of the recycling industry in Victoria including issues relating to landfill, markets for recycled waste and the actions taken by Metropolitan Waste Resource and Recovery Group (MWRRG) in providing a consistent approach to the management of solid waste.

The inquiry would review specific actions undertaken by MWRRG including:

- incentives and collection methodology in determining the quality and quantity of material collected for recycling;
- review of the destination of material collected for recycling, including the extent of material for reprocessing and the stockpiling of collected material;
- the feasibility of the state landfill levy charges and use for waste diversion purposes, incentives for local processing and markets.
- review of current and future economic conditions in the industry and local markets for reuse of recycling material.

That a response including recommendations be provided at the next MAV State Council Meeting.

MAV Strategic Work Plan (SWP):

Indicate whether or not the subject matter of your motion is included in the MAV SWP 2017-19.

Is the subject matter of this motion included in the SWP?	Yes
If yes, identify the following:	
Objective No. 1	Help Local Governments to Achieve Financial Sustainability
Priority No.3	New Funding Streams Opportunities
Item No.	

Note: Motions must be submitted by **one council but may be supported by other councils. The council submitting the motion will need to supply written confirmation from any council(s) listed as supporting the motion. All relevant background information in support of the motion should be included in the space provided for the rationale and not in attachments. **The motion and rationale should be no longer than one page.***



FORM

RATIONALE:

In July 2017, China announced to the World Trade Organisation that China will no longer accept certain types of solid waste including: plastics, unsorted waste paper and textile material. With China adopting strict contamination standards, this has an immediate impact on suppliers within local industry

With limited local markets within Victoria, suppliers of receipt of recyclables are trying to renegotiating contracts with local governments. Resulting in significant disruption to current operations and outlays.

In response to the announcement, there has been lack of action by MWRRG to effectively engage with Victorian Local Government, industry and community partners to mitigate against foreseeable impacts.

Note: Motions must be submitted by **one council but may be supported by other councils. The council submitting the motion will need to supply written confirmation from any council(s) listed as supporting the motion. All relevant background information in support of the motion should be included in the space provided for the rationale and not in attachments. **The motion and rationale should be no longer than one page.***

Ordinary Meeting of Council

23 April 2018

Agenda Item No: 11.6

REVIEW OF COUNCIL INSTRUMENTS OF DELEGATION

Contact Officer: Sasha Pearson, Governance Officer

Purpose of Report

This report proposes that Council consider adopting a revised Instrument of Delegation to the Chief Executive Officer, and a revised Instrument of Delegation to members of Council Staff. These Instruments of Delegation were last reviewed in September 2017.

Disclosure of Officer / Contractor Direct or Indirect Interest

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

OFFICER RECOMMENDATION

In the exercise of the powers conferred by section 98(1) of the Local Government Act 1989 (the Act) and the other legislation referred to in the attached Instruments of delegation, that Council resolves that:

1. There be delegated to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in the attached Instrument of Delegation to the Chief Executive Officer, subject to the conditions and limitations specified in that Instrument.
 - 1.1. The instrument comes into force immediately the common seal of Council is affixed to the instrument.
 - 1.2. On the coming into force of the instrument all previous delegations to the Chief Executive Officer are revoked.
 - 1.3. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

It is noted that the instrument includes a power of delegation to members of Council staff, in accordance with section 98(3) of the Act.

2. There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached Instrument of Delegation to members of Council staff, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument.
 - 2.1. The instrument comes into force immediately the common seal of Council is affixed to the instrument.
 - 2.2. On the coming into force of the instrument all previous delegations to members of Council staff (other than the Chief Executive Officer) are revoked.
 - 2.3. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

1. Executive Summary

The following instruments have been revised and are proposed for review and adoption:

- Instrument of Delegation to the Chief Executive Officer (Appendix 1) to replace that executed on 26 September 2017. The draft Instrument proposes adding a clarification to the maximum value of contract awarded by the CEO to be \$750,000 inclusive of GST. The current Instrument is silent on the inclusion/exclusion of GST.
- Instrument of Delegation to Council staff (Appendix 2) to replace that executed on 26 September 2017, taking into account legislative changes since the adoption of the previous Instrument.

All delegated powers are consistent with the prior Instruments of Delegation except for the addition of legislative updates as detailed. Council's Instrument of Delegation to the Planning Committee executed on 26 September 2017 remains unchanged and is therefore not presented for review.

2. Background

The Local Government Act 1989 (the Act) subsection 98(1) provides the basis for the establishment of Instruments of Delegation, that enable Council to delegate its powers, duties or functions to a member of its staff, other than certain specified powers. Under Section 98(6) of the Act, Council must review all delegations that have been made by the Council within 12 months after a general election, which occurred in September 2017.

Maddocks advises that it is prudent to all update all Instruments of Delegation on a regular basis, so as to ensure they incorporate all recent legislative developments and to reduce the risk of a successful challenge to actions made by staff or the Chief Executive Officer made under delegation.

3. Discussion

3.1 Council Plan Alignment

Goal 5 - Our well-governed and responsive organisation

Direction 5.1 - Support decision making to provide an efficient and effective council which embodies the principles of democracy

The amendments to the delegated powers, duties and functions are largely administrative in nature and will not result in significant changes to current practices.

3.2 Consultation/Internal Review

The revised Instruments of have been prepared based on the most current advice provided by Council's solicitor, Maddocks, to ensure the Instruments reflect relevant changes to legislation. Council receives this advice and template instruments via Maddocks Authorisations and Delegations Service. We adapt the template instruments to meet organisational requirements.

The relevant General Managers have been consulted on the selection of delegates for any new provisions.

3.3 Operation and Strategic Issues

3.3.1 Reviewed Instrument of Delegation to the Chief Executive Officer

The revised Instrument of Delegation to the Chief Executive Officer is based upon the previous Instrument adopted by Council on 25 September 2017. It is noted that the Instrument includes a power of delegation to members of Council staff, in accordance with section 98(3) of the Act.

The only change to this instrument is that condition 4.1 has been amended to specify that the financial limit for the Chief Executive Officer awarding a contract of \$750,000 is ***inclusive of GST***. The current Instrument is silent on whether or not GST is included. A marked-up copy of the revised Instrument is at **Appendix 1**.

3.3.2 Revised Instrument of Delegation to members of Council staff

The revised Instrument of Delegation to members of Council staff is based upon the previous Instrument adopted by Council on 25 September 2017. A copy of the revised Instrument is at **Appendix 2**.

The Instrument has been amended with reference to updates by Maddocks Authorisations and Delegations Service in response to legislative changes since September 2017. All delegated powers are consistent with the prior Instrument of Delegation except for the inclusion of legislative and administrative updates as detailed in Appendix 3, and summarised below:

New Provisions	Provisions Deleted	Wording Updates	Conditions Updates/new	Other/Comment
<i>Food Act 1984</i>				
	Yes (28)	Yes (3)	Yes (5)	Deleted provisions transferred to the CEO Instrument of Sub Delegation, due to legislative updates.
<i>Planning and Environment Act 1987</i>				
Yes (1)		Yes (5)	Yes (6)	New provision under s.173(1A) gives power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing
<i>Planning and Environment Regulations 2015</i>				
Yes (3)	Yes (2)	Yes (2)		New provisions: r 6, function of receiving notice, under section 19(1)(c), from a planning authority of its preparation of an amendment to a planning scheme; r 25(a) and r 25(b) – regarding matters considered under section 60(1A)(g) and the functions of making copies available for inspection and of receiving copies of documentation.
<i>Rail Safety (Local Operations) Act 2006</i>				
			Yes (2)	
<i>Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010</i>				
Yes (1)		Yes(1)		

**City of Kingston
Ordinary Meeting of Council**

Agenda

23 April 2018

New Provisions	Provisions Deleted	Wording Updates	Conditions Updates/new	Other/Comment
Road Management (General) Regulations 2016				
Yes (2)		Yes (1)	Yes (5)	New Provisions: r.9(3) Duty to give notice where road management review is completed and no amendments will be made; r.25(5) power to recover in the Magistrates' Court, expenses from person responsible
Road Management Act 2004				
		Yes (6)	Yes (35)	
General				
Correction of any typographical errors discovered				

These updates do not impact on Council processes. Organisational structure changes have not impacted on Council's Instrument of Delegation to members of Council staff.

4. Conclusion

4.1 Environmental Implications

Not applicable.

4.2 Social Implications

The adoption of the Instruments will ensure Council continues to comply with its obligations under various Acts and Regulations. This will assist to ensure that Council's practices remain transparent and that high standards of integrity and accountability are maintained.

4.3 Resource Implications

The costs to prepare and adopt the Instruments are minimal and will be met within the current departmental budget.

4.3 Legal / Risk Implications

Council subscribes to Maddocks Authorisations and Delegations Service, which provides advice regarding legislative amendments and template instruments.

Maddocks advise that it is prudent to all update all Instruments of Delegation on a regular basis, so as to ensure they incorporate all recent legislative developments. Maddocks also recommend that Council updates (re-makes) its Instrument of Delegation to the Chief Executive Officer frequently (as frequent as the Maddocks Delegation Service, being twice per annum) to ensure the certainty of the delegations in place and reduce the risk of a successful challenge being made to anything done by the Chief Executive Officer under delegation.

Appendices

Appendix 1 - Instrument of Delegation - Council to Chief Executive Officer - Marked Up Draft April 2018 (Ref 17/129050) [↓](#)

Appendix 2 - Instrument of Delegation - Council to Staff - Update April 2018 - DRAFT (Ref 17/129034[v3]) [↓](#)

Appendix 3 - Instrument of Delegation – Council to Members of Staff - Summary of Changes- April 2018 update (Ref 18/3443) [↓](#)

Author/s: Sasha Pearson, Governance Officer

Reviewed and Approved By: Phil De Losa, Manager Governance

Paul Franklin, General Manager Corporate Services

11.6

REVIEW OF COUNCIL INSTRUMENTS OF DELEGATION

1	Instrument of Delegation - Council to Chief Executive Officer - Marked Up Draft April 2018.....	407
2	Instrument of Delegation - Council to Staff - Update April 2018 - DRAFT	411
3	Instrument of Delegation – Council to Members of Staff - Summary of Changes- April 2018 update.....	475

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Kingston City Council

Instrument of Delegation

to

The Chief Executive Officer

DRAFT

|

[17/12905012/73280\[v4\]](#) - S5. Instrument of Delegation to Chief Executive Officer – Adopted by Council [Draft 25 September 2017](#) [April 2018](#)

Instrument of Delegation

In exercise of the power conferred by section 98(1) of the *Local Government Act 1989 (the Act)* and all other powers enabling it, the Kingston City Council (**Council**) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation,

AND declares that

1. this Instrument of Delegation is authorised by a Resolution of Council passed on ~~25 September 2017~~23 April 2018;
2. the delegation
 - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 2.2 is subject to any conditions and limitations set out in the Schedule;
 - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.4 remains in force until Council resolves to vary or revoke it.
3. The member of Council staff occupying the position or title of or acting in the position of Chief Executive Officer may delegate to a member of Council staff any of the powers (other than the power of delegation conferred by section 98(3) of the Act or any other powers not capable of sub-delegation) which this Instrument of Delegation delegates to him or her.

The **Common Seal** of the Kingston City Council was hereunto affixed in the presence of:

..... **Councillor**

..... **Chief Executive Officer**

SCHEDULE

The power to

1. determine any issue;
2. take any action; or
3. do any act or thing

arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.

Conditions and Limitations

The delegate must not determine the issue, take the action or do the act or thing

4. if the issue, action, act or thing is an issue, action, act or thing which involves
 - 4.1 awarding a contract exceeding the value of \$750,000 inclusive of GST;
 - 4.2 making a local law under Part 5 of the Act;
 - 4.3 approval of the Council Plan under s.125 of the Act;
 - 4.4 adoption of the Strategic Resource Plan under s.126 of the Act;
 - 4.5 preparation or adoption of the Budget or a Revised Budget under Part 6 of the Act;
 - 4.6 adoption of the Auditor's report, Annual Financial Statements, Standard Statements and Performance Statement under Part 6 of the Act;
 - 4.7 determining pursuant to s.37 of the Act that an extraordinary vacancy on Council not be filled;
 - 4.8 exempting a member of a special committee who is not a Councillor from submitting a return under s.81 of the Act;
 - 4.9 appointment of councillor or community delegates or representatives to external organisations; or
 - 4.10 the return of the general valuation and any supplementary valuations;
5. if the issue, action, act or thing is an issue, action, act or thing which is required by law to be done by Council resolution;
6. if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
7. if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - 7.1 policy; or
 - 7.2 strategy
 adopted by Council; or

8. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
9. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

DRAFT

Kingston City Council

Instrument of Delegation

to

Members of Council Staff

Instrument of Delegation

In exercise of the power conferred by section 98(1) of the Local Government Act 1989 and the other legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. record that references in the Schedule are as follows:

CDTSC	City Development Technical and Systems Coordinator
CEO	Chief Executive Officer
CLAO	Customer Liaison and Administration Officer
EHO	Environmental Health Officer
GMCAE	General Manager City Assets & Environment
GMCorpS	General Manager Corporate Services
GMPD	General Manager Planning and Development
MBFMPO	Major Building Facilities Maintenance & Planning Officer
MCD	Manager City Development
MCS	Manager City Strategy
MFCP	Manager Finance and Corporate Performance
MG	Manager Governance
MI	Manager Infrastructure
MPALS	Manager Property, Arts and Leisure Services
MSEC	Manager Statutory Education and Compliance
MTT	Manager Traffic and Transport
OCEH	Operations Coordinator - Environmental Health
PAA	Planning Appeals Advocate
PLEO	Planning Liaison and Enforcement Officer
PP	Principal Planner
PStrgP	Principal Strategic Planner
SCLAO	Senior Customer Liaison and Administration Officer
SO	Subdivisions Officer
SPLEO	Senior Planning Liaison and Enforcement Officer
SStatBP	Senior Statutory and Business Planner
SStrgP	Senior Strategic Planner
StatP	Statutory Planner
StP	Student Planning Officer
TLCDA	Team Leader City Development Administration
TLCT	Team Leader City Transformation
TLED	Team Leader Engineering Design
TLEH	Team Leader Environmental Health
TLMCW	Team Leader Maintenance Contracts and Waste
TLPAC	Team Leader Planning Appeals & Compliance
TLPS	Team Leader Property Services
TLRD	Team Leader Roads & Drains

- TLSB-MBS** Team Leader Statutory Building (MBS)
- TLStatP** Team Leader Statutory Planning
- TLStrgEP** Team Leader Strategic and Environmental Planning

- 3. declares that:
 - 3.1 this Instrument of Delegation is authorised by [#insert "a resolution" or "resolutions"#] of Council passed on [#date#] [#add "and [date]", if appropriate#]; and
 - 3.2 the delegation:
 - 3.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 3.2.2 remains in force until varied or revoked;
 - 3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and
 - 3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 3.3 the delegate must not determine the issue, take the action or do the act or thing:
 - 3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; or
 - 3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategy adopted by Council; or
 - 3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
 - 3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

The **Common Seal** of the Kingston City Council was hereunto affixed in the presence of:

..... **Councillor**

..... **Chief Executive Officer**

INDEX

DOMESTIC ANIMALS ACT 1994.....	5
ENVIRONMENT PROTECTION ACT 1970	6
FOOD ACT 1984	7
HERITAGE ACT 1995	12
PLANNING AND ENVIRONMENT ACT 1987.....	13
RAIL SAFETY (LOCAL OPERATIONS) ACT 2006	44
RESIDENTIAL TENANCIES ACT 1997	46
ROAD MANAGEMENT ACT 2004	48
PLANNING AND ENVIRONMENT REGULATIONS 2015.....	57
PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016	58
RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010	59
ROAD MANAGEMENT (GENERAL) REGULATIONS 2016.....	62
ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015	63

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SCHEDULE

DOMESTIC ANIMALS ACT 1994			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.41A(1)	power to declare a dog to be a menacing dog	GMPD	Council may delegate this power to an authorised officer

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ENVIRONMENT PROTECTION ACT 1970			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.53M(3)	power to require further information	GMPD, MSEC, TLEH, EHO, OCEH	
s.53M(4)	duty to advise applicant that application is not to be dealt with	GMPD, MSEC, TLEH, EHO, OCEH	
s.53M(5)	duty to approve plans, issue permit or refuse permit	GMPD, MSEC, TLEH, EHO, OCEH	refusal must be ratified by council or it is of no effect
s.53M(6)	power to refuse to issue septic tank permit	GMPD, MSEC, TLEH, EHO, OCEH	refusal must be ratified by council or it is of no effect
s.53M(7)	duty to refuse to issue a permit in circumstances in (a)-(c)	GMPD, MSEC, TLEH, EHO, OCEH	refusal must be ratified by council or it is of no effect

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FOOD ACT 1984			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.19(2)(a)	power to direct by written order that the food premises be put into a clean and sanitary condition	GMPD, MSEC, TLEH, EHO, OCEH	If section 19(1) applies
s.19(2)(b)	power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	GMPD, MSEC, TLEH, EHO, OCEH	If section 19(1) applies
s.19(3)	power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	GMPD, MSEC, TLEH, EHO, OCEH	If section 19(1) applies Only in relation to temporary food premises or mobile food premises
s.19(4)(a)	power to direct that an order made under section 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	CEO	If section 19(1) applies
s.19(6)(a)	duty to revoke any order under section 19 if satisfied that an order has been complied with	GMPD, MSEC, TLEH, EHO, OCEH	If section 19(1) applies
s.19(6)(b)	duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	GMPD, MSEC, TLEH, EHO, OCEH	If section 19(1) applies
s.19AA(2)	power to direct, by written order, that a person must take any of the actions described in (a)-(c).	GMPD, MSEC, TLEH, EHO, OCEH	where council is the registration authority
s.19AA(4)(c)	power to direct, in an order made under s.19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	GMPD, MSEC, TLEH, EHO, OCEH	Note: the power to direct the matters under s.19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution

FOOD ACT 1984			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.19AA(7)	duty to revoke order issued under s.19AA and give written notice of revocation, if satisfied that that order has been complied with	GMPD, MSEC, TLEH, EHO, OCEH	where council is the registration authority
s.19CB(4)(b)	power to request copy of records	GMPD, MSEC, TLEH, EHO, OCEH	where council is the registration authority
s.19E(1)(d)	power to request a copy of the food safety program	GMPD, MSEC, TLEH, EHO, OCEH	where council is the registration authority
s.19GB	power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	GMPD, MSEC, TLEH, EHO, OCEH	where council is the registration authority
s.19M(4)(a) & (5)	power to conduct a food safety audit and take actions where deficiencies are identified	GMPD, MSEC, TLEH, EHO, OCEH	where council is the registration authority
s.19NA(1)	power to request food safety audit reports	GMPD, MSEC, TLEH, EHO, OCEH	where council is the registration authority
s.19U(3)	power to waive and vary the costs of a food safety audit if there are special circumstances	GMPD, MSEC, TLEH, OCEH	
s.19UA	power to charge fees for conducting a food safety assessment or inspection	GMPD, MSEC, TLEH, EHO, OCEH	except for an assessment required by a declaration under section 19C or an inspection under sections 38B(1)(c) or 39.
s.19W	power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	GMPD, MSEC, TLEH, EHO, OCEH	where council is the registration authority
s.19W(3)(a)	power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	GMPD, MSEC, TLEH, EHO, OCEH	where council is the registration authority

FOOD ACT 1984			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.19W(3)(b)	power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	GMPD, MSEC, TLEH, EHO, OCEH	where council is the registration authority
	power to register, renew or transfer registration	GMPD, MSEC, TLEH, EHO, OCEH	where council is the registration authority refusal to grant/renew/transfer registration must be ratified by Council or the CEO (see section 58A(2))
s.38AA(5)	power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	GMPD, MSEC, TLEH, EHO, OCEH	where council is the registration authority
s.38AB(4)	power to fix a fee for the receipt of a notification under section 38AA in accordance with a declaration under subsection (1)	GMPD, MSEC, TLEH, OCEH	where council is the registration authority
s.38A(4)	power to request a copy of a completed food safety program template	GMPD, MSEC, TLEH, EHO, OCEH	where council is the registration authority
s.38B(1)(a)	duty to assess the application and determine which class of food premises under section 19C the food premises belongs	GMPD, MSEC, TLEH, EHO, OCEH	where council is the registration authority
s.38B(1)(b)	duty to ensure proprietor has complied with requirements of section 38A	GMPD, MSEC, TLEH, EHO, OCEH	where council is the registration authority
s.38B(2)	duty to be satisfied of the matters in section 38B(2)(a)-(b)	GMPD, MSEC, TLEH, EHO, OCEH	where council is the registration authority
s.38D(1)	duty to ensure compliance with the applicable provisions of section 38C and inspect the premises if required by section 39	GMPD, MSEC, TLEH, EHO, OCEH	where council is the registration authority

FOOD ACT 1984			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.38D(2)	duty to be satisfied of the matters in section 38D(2)(a)-(d)	GMPD, MSEC, TLEH, EHO, OCEH	where council is the registration authority
s.38D(3)	power to request copies of any audit reports	GMPD, MSEC, TLEH, EHO, OCEH	where council is the registration authority
s.38E(2)	power to register the food premises on a conditional basis	GMPD, MSEC, TLEH, EHO, OCEH	where council is the registration authority; not exceeding the prescribed time limit defined under subsection (5).
s.38E(4)	duty to register the food premises when conditions are satisfied	GMPD, MSEC, TLEH, EHO, OCEH	where council is the registration authority
s.38F(3)(b)	power to require proprietor to comply with requirements of this Act	GMPD, MSEC, TLEH, EHO, OCEH	where council is the registration authority
s.39A	power to register, renew or transfer food premises despite minor defects	GMPD, MSEC, TLEH, EHO, OCEH	where council is the registration authority only if satisfied of matters in subsections (2)(a)-(c)
s.40(2)	power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the Public Health and Wellbeing Act 2008	GMPD, MSEC, TLEH, EHO, OCEH	
s.40C(2)	power to grant or renew the registration of food premises for a period of less than 1 year	GMPD, MSEC, TLEH, EHO, OCEH	where council is the registration authority
s.40D(1)	power to suspend or revoke the registration of food premises	GMPD, MSEC, TLEH, OCEH	where council is the registration authority
s.43F(6)	duty to be satisfied that registration requirements under Division 3 have been met prior to registering, transferring or renewing registration of a component of a food business	GMPD, MSEC, TLEH, EHO, OCEH	where council is the registration authority

FOOD ACT 1984			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.43F(7)	power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	GMPD, MSEC, TLEH, EHO, OCEH	where council is the registration authority
s.46(5)	power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	GMPD, MSEC, TLEH, EHO, OCEH	where council is the registration authority

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HERITAGE ACT 1995			
Note: this Act is to be repealed on the day the Heritage Act 2017 comes into force, which is 1 November 2017, unless proclaimed earlier			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.84(2)	power to sub-delegate Executive Director's functions	CEO	must obtain Executive Director's written consent first.

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PLANNING AND ENVIRONMENT ACT 1987			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.4B	power to prepare an amendment to the Victorian Planning Provisions	GMPD, MCS	if authorised by the Minister
s.4G	function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	GMPD, MCD, MCS, TLStrgEP	
s.4H	duty to make amendment to Victoria Planning Provisions available	GMPD, MCS, TLStrgEP	
s.4I	duty to keep Victorian Planning Provisions and other documents available	GMPD, MCS, TLStrgEP	
s.8A(2)	power to prepare amendment to the planning scheme where the Minister has given consent under s.8A	GMPD, MCS	
s.8A(3)	power to apply to Minister to prepare an amendment to the planning scheme	GMPD, MCS, TLStrgEP	
s.8A(5)	function of receiving notice of the Minister's decision	GMPD, MCS	
s.8A(7)	power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	GMPD, MCS	
s.8B(2)	power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	GMPD, MCS	
s.12(3)	power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	GMPD, MCD, MCS	
s.12A(1)	duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under section 19 of the Planning and Environment (Planning Schemes) Act 1996)	GMPD, MCS	
s.12B(1)	duty to review planning scheme	GMPD, MCS	

PLANNING AND ENVIRONMENT ACT 1987			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.12B(2)	duty to review planning scheme at direction of Minister	GMPD, MCD, MCS	
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	GMPD, MCS	
s.14	duties of a Responsible Authority as set out in subsections (a) to (d)	GMPD, MCD, MCS, TLStatP, TLStrgEP, PP, SPLEO, PStrgP, SStatBP, SStrgP, StatP	In accordance with this Instrument of Delegation.
s.17(1)	duty of giving copy amendment to the planning scheme	GMPD, MCS, TLStrgEP	
s.17(2)	duty of giving copy s.173 agreement	GMPD, MCS, TLStrgEP	
s.17(3)	duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	GMPD, MCS	
s.18	duty to make amendment etc. available	GMPD, MCS, TLStrgEP	
s.19	power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under section 19 to a planning scheme	GMPD, MCS	
s.19	function of receiving notice of preparation of an amendment to a planning scheme	GMPD, MCS	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.
s.20(1)	power to apply to Minister for exemption from the requirements of section 19	GMPD, MCS	

PLANNING AND ENVIRONMENT ACT 1987			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.21(2)	duty to make submissions available	GMPD, MCS, TLCDA, TLStrgEP, PStrgP, SStrgP	
s.21A(4)	duty to publish notice in accordance with section	GMPD, MCS	
s.22	duty to consider all submissions	GMPD, MCS, TLStrgEP, PStrgP	
s.23(1)(b)	duty to refer submissions which request a change to the amendment to a panel	GMPD, MCS	
s.23(2)	power to refer to a panel submissions which do not require a change to the amendment	GMPD, MCS	
s.24	function to represent council and present a submission at a panel hearing (including a hearing referred to in section 96D)	GMPD, MCD, MCS, MTT, TLCT, TLED, TLRD, TLStatP, TLStrgEP, PP, PStrgP, SStatBP, SStrgP, StatP	
s.26(1)	power to make report available for inspection	GMPD, MCS	
s.26(2)	duty to keep report of panel available for inspection	GMPD, MCS, TLStrgEP, PStrgP, SStrgP	
s.27(2)	power to apply for exemption if panel's report not received	GMPD, MCS	
s.28	duty to notify the Minister if abandoning an amendment	GMPD, MCS, TLStrgEP	Note: the power to make a decision to abandon an amendment cannot be delegated
s.30(4)(a)	duty to say if amendment has lapsed	GMPD, MCS, TLStrgEP	

PLANNING AND ENVIRONMENT ACT 1987			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.30(4)(b)	duty to provide information in writing upon request	GMPD, MCS, TLStrgEP	
s.32(2)	duty to give more notice if required	GMPD, MCS	
s.33(1)	duty to give more notice of changes to an amendment	GMPD, MCS	
s.36(2)	duty to give notice of approval of amendment	GMPD, MCS	
s.38(5)	duty to give notice of revocation of an amendment	GMPD, MCS	
s.39	function of being a party to a proceeding commenced under section 39 and duty to comply with determination by VCAT	GMPD, MCS	
s.40(1)	function of lodging copy of approved amendment	GMPD, MCS, TLStrgEP	
s.41	duty to make approved amendment available	GMPD, MCS, TLCDA, TLStrgEP, PStrgP, SStrgP	
s.42	duty to make copy of planning scheme available	GMPD, MCD, MCS, TLCDA	
s.46AS(ac)	power to request the Victorian Planning Authority to provide advice on any matter relating to land in Victoria or an objective of planning in Victoria	GMPD, MCS	
s.46GF	duty to comply with directions issued by the Minister	GMPD, MCS	
s.46GG	duty to include a condition in a permit relating to matters set out in s.46GG(c) and (d)	GMPD, MCS	
s.46GH(1)	power to require the payment of an amount of infrastructure levy to be secured to Council's satisfaction	GMCAE, GMPD, MCS, MI	where council is a collecting agency
s.46GH(2)	power to accept the provision of land, works, services or facilities in part or full satisfaction of the amount of infrastructure levy payable	GMCAE, GMPD, MCS, MI, MPALS	where council is a collecting agency

PLANNING AND ENVIRONMENT ACT 1987			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.46GH(3)	duty to obtain the agreement of the relevant development agency or agencies specified in the approved infrastructure contributions plan before accepting the provision of land, works, services or facilities by the applicant	GMCAE, GMPD, MCS, MI, MPALS	where council is a collecting agency
s.46GI(1)	duty to keep proper accounts of any amount of infrastructure levy paid to it as a collecting agency or a development agency under part 2 of the Planning and Environment Act 1987	GMCAE, GMCorpS, GMPD, MCS, MFCP, MI	must be done in accordance with Local Government Act 1989
s.46GI(2)	duty to forward to a development agency any part of an infrastructure levy paid to council which is imposed for plan preparation costs incurred by development agency or for carrying out of works, services or facilities on behalf of the development agency	GMCAE, GMPD, MCS, MI	
s.46GI(3)	duty to apply levy amount only in accordance with s.46GI(3)(a) and (b)	GMCAE, GMPD, MCS, MI	
s.46GI(4)	power to refund any amount of infrastructure levy paid to it as a development agency under Part 2 of the Planning and Environment Act 1987 if satisfied that the development is not to proceed	GMCAE, GMCorpS, GMPD, MCS, MFCP, MI	
s.46GI(5)	duty to take action described in s.46GI(5)(c) – (e) where s.46GI(5)(a) and (b) applies.	GMCAE, GMCorpS, GMPD, MCS, MFCP, MI	
s.46GL	power to recover any amount of infrastructure levy as a debt due to Council	GMCAE, GMCorpS, GMPD, MCS, MFCP, MI	where council is a collecting agency
s.46GM	duty to prepare report and give a report to the Minister	GMCAE, GMCorpS, GMPD, MCS, MFCP, MI	where council is a collecting agency or development agency

PLANNING AND ENVIRONMENT ACT 1987			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.46N(1)	duty to include condition in permit regarding payment of development infrastructure levy	GMCAE, MCD, MI, TLPAC, TLStatP, PP	
s.46N(2)(c)	function of determining time and manner for receipt of development contributions levy	GMCAE, GMCorpS, GMPD, MCD, MCS, MFCP, MI, TLPAC, TLStatP, TLStrgEP, PP	
s.46N(2)(d)	power to enter into an agreement with the applicant regarding payment of development infrastructure levy	GMCAE, GMPD, MCD, MCS, MI, TLPAC, TLStatP, TLStrgEP, PP	
s.46O(1)(a) & (2)(a)	power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	GMCAE, GMPD, MCD, MI, TLSB-MBS	
s.46O(1)(d) & (2)(d)	power to enter into agreement with the applicant regarding payment of community infrastructure levy	GMCAE, GMPD, MCD, MCS, MI	
s.46P(1)	power to require payment of amount of levy under section 46N or section 46O to be satisfactorily secured	GMPD, GMCAE, GMCorpS, MFCP, MCS, MCD, MI	
s.46P(2)	power to accept provision of land, works, services or facilities in part or full payment of levy payable	GMCAE, GMCorpS, GMPD, MCD, MCS, MFCP, MI, MPALS	
s.46Q(1)	duty to keep proper accounts of levies paid	GMCAE, GMCorpS, GMPD, MFCP, MI	

PLANNING AND ENVIRONMENT ACT 1987			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.46Q(1A)	duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency or plan preparation costs incurred by a development agency	GMCAE, GMCorpS, GMPD, MCD, MFCP, MI	
s.46Q(2)	duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc	GMCAE, GMCorpS, GMPD, MCD, MFCP, MI	
s.46Q(3)	power to refund any amount of levy paid if it is satisfied the development is not to proceed	GMCAE, GMCorpS, GMPD, MCD, MFCP, MI	only applies when levy is paid to Council as a 'development agency'
s.46Q(4)(c)	duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation costs incurred by the council or for the provision by the council of works, services or facilities in an area under s.46Q(4)(a)	GMCAE, GMCorpS, GMPD, MCD, MFCP, MI	must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister
s.46Q(4)(d)	duty to submit to the Minister an amendment to the approved development contributions plan	GMPD, MCD, MCS	must be done in accordance with Part 3
s.46Q(4)(e)	duty to expend that amount on other works etc.	GMCAE, GMPD, MCD, MCS, MI	with the consent of, and in the manner approved by, the Minister
s.46QC	power to recover any amount of levy payable under Part 3B	GMCAE, GMCorpS, GMPD, MCD, MFCP, MI	
s.46QD	duty to prepare report and give a report to the Minister	GMPD, MCD, MCS	where council is a collecting agency or development agency

PLANNING AND ENVIRONMENT ACT 1987			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.46V(3)	duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available	GMPD, MCD, MCS	
s.46Y	duty to carry out works in conformity with the approved strategy plan	GMPD, MCD	
s.47	power to decide that an application for a planning permit does not comply with that Act	GMPD, MCD, TLPAC, TLStatP, PP	
s.49(1)	duty to keep a register of all applications for permits and determinations relating to permits	GMPD, MCD, TLPAC, TLCDA, TLStatP, PP, CDTSC, StatP	
s.49(2)	duty to make register available for inspection	GMPD, MCD, TLPAC, TLCDA, TLStatP, PP, SCLAO, CDTSC, SStatBP, StatP	
s.50(4)	duty to amend application	GMPD, MCD, TLPAC, TLStatP, PP, CDTSC, StP, SStatBP, StatP	
s.50(5)	power to refuse to amend application	GMPD, MCD, TLPAC, TLStatP, PP, CDTSC, StP, SStatBP, StatP	
s.50(6)	duty to make note of amendment to application in register	GMPD, MCD, TLPAC, TLCDA, TLStatP, PP, CDTSC, SStatBP, StatP	

PLANNING AND ENVIRONMENT ACT 1987			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.50A(1)	power to make amendment to application	GMPD, MCD, TLPAC, TLStatP, PP, CDTSC, StP, SStatBP, StatP	
s.50A(3)	power to require applicant to notify owner and make a declaration that notice has been given	GMPD, MCD, TLPAC, TLStatP, PP, CDTSC, StP, SStatBP, StatP	
s.50A(4)	duty to note amendment to application in register	GMPD, MCD, TLPAC, TLCDA, TLStatP, PP, SCLAO, CDTSC, SStatBP, StatP	
s.51	duty to make copy of application available for inspection	GMPD, MCD, TLPAC, TLCDA, TLStatP, PP, SCLAO, CDTSC, StP, SStatBP, StatP	
s.52(1)(a)	duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	GMPD, MCD, TLPAC, TLStatP, PP	
s.52(1)(b)	duty to give notice of the application to other municipal councils where appropriate	GMPD, MCD, TLPAC, TLStatP, PP	
s.52(1)(c)	duty to give notice of the application to all persons required by the planning scheme	GMPD, MCD, TLPAC, TLStatP, PP	
s.52(1)(ca)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	GMPD, MCD, TLPAC, TLStatP, PP	

PLANNING AND ENVIRONMENT ACT 1987			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.52(1)(cb)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	GMPD, MCD, TLPAC, TLStatP, PP	
s.52(1)(d)	duty to give notice of the application to other persons who may be detrimentally effected	GMPD, MCD, TLPAC, TLStatP, PP	
s.52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant	GMPD, MCD, TLPAC, TLStatP, PP	
s.52(3)	power to give any further notice of an application where appropriate	GMPD, MCD, TLPAC, TLStatP, PP	
s.53(1)	power to require the applicant to give notice under section 52(1) to persons specified by it	GMPD, MCD, TLPAC, TLStatP, PP	
s.53(1A)	power to require the applicant to give the notice under section 52(1AA)	GMPD, MCD, TLPAC, TLStatP, PP	
s.54(1)	power to require the applicant to provide more information	GMPD, MCD, TLPAC, TLStatP, PP	
s.54(1A)	duty to give notice in writing of information required under section 54(1)	GMPD, MCD, TLPAC, TLStatP, PP	
s.54(1B)	duty to specify the lapse date for an application	GMPD, MCD, TLPAC, TLStatP, PP	
s.54A(3)	power to decide to extend time or refuse to extend time to give required information	GMPD, MCD, TLPAC, TLStatP, PP	

PLANNING AND ENVIRONMENT ACT 1987			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.54A(4)	duty to give written notice of decision to extend or refuse to extend time und section 54A(3)	GMPD, MCD, TLPAC, TLStatP, PP	
s.55(1)	duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	GMPD, MCD, TLPAC, TLCDA, TLStrgEP, PP, SCLAO, CLAO, CDTSC, StP, SStatBP, StatP	
s.57(2A)	power to reject objections considered made primarily for commercial advantage for the objector	GMPD, MCD, TLPAC, TLStatP, PP	
s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	GMPD, MCD, TLPAC, TLStatP, PP, SCLAO, CLAO, CDTSC, StP, SStatBP, StatP	
s.57(5)	duty to make available for inspection copy of all objections	GMPD, MCD, TLPAC, TLCDA, TLStatP, PP, SCLAO, CLAO, CDTSC, StP, SStatBP, StatP	
s.57A(4)	duty to amend application in accordance with applicant's request, subject to section 57A(5)	GMPD, MCD, TLPAC, TLStatP, PP, CDTSC, StP, SStatBP, StatP	
s.57A(5)	power to refuse to amend application	GMPD, MCD, TLPAC, TLStatP, PP, SStatBP	

PLANNING AND ENVIRONMENT ACT 1987			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.57A(6)	duty to note amendments to application in register	GMPD, MCD, TLPAC, TLCDA, TLStatP, PP, SCLAO, CDTSC, StP, SStatBP, StatP	
s.57B(1)	duty to determine whether and to whom notice should be given	GMPD, MCD, TLPAC, TLStatP, PP, SStatBP	
s.57B(2)	duty to consider certain matters in determining whether notice should be given	GMPD, MCD, TLPAC, TLStatP, PP, SStatBP	
s.57C(1)	duty to give copy of amended application to referral authority	GMPD, MCD, TLPAC, TLCDA, TLStatP, PP, SCLAO, CLAO, CDTSC, StP, SStatBP, StatP	
s.58	duty to consider every application for a permit	GMPD, MCD, TLPAC, TLStatP, PStrgP	
s.58A	power to request advice from the Planning Application Committee	GMPD, MCD, TLPAC, TLStatP	
s.60	duty to consider certain matters	GMPD, MCD, TLPAC, TLStatP, PP	
s.60(1A)	power to consider certain matters before deciding on application	GMPD, MCD, TLPAC, TLStatP, PP	

PLANNING AND ENVIRONMENT ACT 1987			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.60(1B)	duty to consider number of objectors in considering whether use or development may have significant social effect	GMPD, MCD, TLPAC, TLStatP, PP	
s.61(1)	power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	GMPD, MCD, TLPAC, TLStatP, PP	the permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006
s.61(2)	duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	GMPD, MCD, TLPAC, TLStatP, PP	
s.61(2A)	power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	GMPD, MCD, TLPAC, TLStatP, PP	
s.61(3)(a)	duty not to decide to grant a permit to use coastal Crown land without Minister's consent	GMPD, MCD, TLPAC, TLStatP, PP	
s.61(3)(b)	duty to refuse to grant the permit without the Minister's consent	GMPD, MCD, TLPAC, TLStatP, PP	
s.61(4)	duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	GMPD, MCD, TLPAC, TLStatP, PP	
s.62(1)	duty to include certain conditions in deciding to grant a permit	GMPD, MCD, TLPAC, TLStatP, PP, PAA	
s.62(2)	power to include other conditions	GMPD, MCD, TLPAC, TLStatP, PP, PAA	
s.62(4)	duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	GMPD, MCD, TLPAC, TLStatP, PP	

PLANNING AND ENVIRONMENT ACT 1987			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.62(5)(a)	power to include a permit condition to implement an approved development contributions plan	GMPD, MCD, TLPAC, TLStatP, PP	
s.62(5)(b)	power to include a permit condition that specified works be provided on or to the land or paid for in accordance with section 173 agreement	GMPD, MCD, TLPAC, TLStatP, PP	
s.62(5)(c)	power to include a permit condition that specified works be provided or paid for by the applicant	GMPD, MCD, TLPAC, TLStatP, PP	
s.62(6)(a)	duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with section 62(5) or section 46N	GMPD, MCD, TLPAC, TLStatP, PP	
s.62(6)(b)	duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in section 62(1)(a)	GMPD, MCD, TLPAC, TLStatP, PP	
s.63	duty to issue the permit where made a decision in favour of the application (if no one has objected)	GMPD, MCD, TLPAC, TLStatP, PP, PAA	
s.64(1)	duty to give notice of decision to grant a permit to applicant and objectors	GMPD, MCD, TLPAC, TLStatP, PP, PAA	this provision applies also to a decision to grant an amendment to a permit - see section 75
s.64(3)	duty not to issue a permit until after the specified period	GMPD, MCD, TLPAC, TLStatP, PP, PAA	this provision applies also to a decision to grant an amendment to a permit - see section 75
s.64(5)	duty to give each objector a copy of an exempt decision	GMPD, MCD, TLPAC, TLCDA, TLStatP, PP, SCLAO, CLAO, CDTSC, StP, SStatBP, StatP	this provision applies also to a decision to grant an amendment to a permit - see section 75

PLANNING AND ENVIRONMENT ACT 1987			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.64A	duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	GMPD, MCD, TLPAC, TLStatP, PP, PAA	this provision applies also to a decision to grant an amendment to a permit - see section 75A
s.65(1)	duty to give notice of refusal to grant permit to applicant and person who objected under section 57	GMPD, MCD, TLPAC, TLCDA, TLStatP, PP, SCLAO, CLAO, CDTSC	
s.66(1)	duty to give notice under section 64 or section 65 and copy permit to relevant determining referral authorities	GMPD, MCD, TLPAC, TLCDA, TLStatP, PP, SCLAO, CLAO, CDTSC, PAA	
s.66(2)	duty to give a recommending referral authority notice of its decision to grant a permit	GMPD, MCD, TLPAC, TLCDA, TLStatP, PP, SCLAO, CLAO, CDTSC, PAA	if the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority
s.66(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	GMPD, MCD, TLPAC, TLCDA, TLStatP, PP, SCLAO, CLAO, CDTSC, PAA	if the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s.66(6)	duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65	GMPD, MCD, TLPAC, TLCDA, TLStatP, PP, SCLAO, CLAO, CDTSC	if the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit

PLANNING AND ENVIRONMENT ACT 1987			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.69(1)	function of receiving application for extension of time of permit	GMPD, MCD, TLPAC, TLCDA, TLStatP, PP, SCLAO, CLAO, CDTSC, StP, SStatBP, StatP	
s.69(1A)	function of receiving application for extension of time to complete development	GMPD, MCD, TLPAC, TLCDA, TLStatP, PP, SCLAO, CLAO, CDTSC, StP, SStatBP, StatP	
s.69(2)	power to extend time	GMPD, MCD, TLPAC, TLStatP, PP	Planning permits two years old or more in Green Wedge or environmentally sensitive areas (ie foreshore, wetlands and natural resources environs) for works worth more than \$20,000 in value should be submitted to an Ordinary Council Meeting for decision before being renewed or endorsed if there is a material change.
s.70	duty to make copy permit available for inspection	GMPD, MCD, TLPAC, TLCDA, TLStatP, PP, SCLAO, CLAO, CDTSC, StP, SStatBP, StatP	
s.71(1)	power to correct certain mistakes	GMPD, MCD, TLPAC, TLStatP, PP	

PLANNING AND ENVIRONMENT ACT 1987			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.71(2)	duty to note corrections in register	GMPD, MCD, TLPAC, TLCDA, TLStatP, PP, SCLAO, CDTSC, StP, SStatBP, StatP	
s.73	power to decide to grant amendment subject to conditions	GMPD, MCD, TLPAC, TLStatP, PP	
s.74	duty to issue amended permit to applicant if no objectors	GMPD, MCD, TLPAC, TLStatP, PP	
s.76	duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	GMPD, MCD, TLPAC, TLStatP, PP	
s.76A(1)	duty to give relevant determining referral authorities copy of amended permit and copy of notice	GMPD, MCD, TLPAC, TLCDA, TLStatP, PP, SCLAO, CLAO, CDTSC, StP, SStatBP, StatP	
s.76A(2)	duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	GMPD, MCD, TLPAC, TLCDA, TLStatP, PP, SCLAO, CLAO, CDTSC, StP, SStatBP, StatP	if the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority

PLANNING AND ENVIRONMENT ACT 1987			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.76A(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	GMPD, MCD, TLPAC, TLCDA, TLStatP, PP, SCLAO, CLAO, CDTSC, StP, SStatBP, StatP	if the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s.76A(6)	duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under section 64 or 76	GMPD, MCD, TLPAC, TLCDA, TLStatP, PP, SCLAO, CLAO, CDTSC, StP, SStatBP, StatP	if the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit
s.76D	duty to comply with direction of Minister to issue amended permit	GMPD, MCD, TLPAC, TLStatP, PP, PAA	
s.83	function of being respondent to an appeal	GMPD, MCD, TLPAC, TLStatP, PP, PAA	
s.83B	duty to give or publish notice of application for review	GMPD, MCD, TLPAC, TLStatP, PP, PAA	
s.84(1)	power to decide on an application at any time after an appeal is lodged against failure to grant a permit	GMPD, MCD, TLPAC, TLStatP, PP, PAA	
s.84(2)	duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	GMPD, MCD, TLPAC, TLStatP, PP, PAA	
s.84(3)	duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	GMPD, MCD, TLPAC, TLStatP, PP, PAA	

PLANNING AND ENVIRONMENT ACT 1987			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.84(6)	duty to issue permit on receipt of advice within 3 working days	GMPD, MCD, TLPAC, TLCDA, TLStatP, PP, SCLAO, CLAO, CDTSC, PAA	
s.86	duty to issue a permit at order of Tribunal within 3 working days	GMPD, MCD, TLPAC, TLCDA, TLStatP, PP, SCLAO, CLAO, CDTSC, PAA	
s.87(3)	power to apply to VCAT for the cancellation or amendment of a permit	GMPD, MCD, TLPAC, TLStatP, PP, PAA	
s.90(1)	function of being heard at hearing of request for cancellation or amendment of a permit	GMPD, MCD, TLPAC, TLStatP, PP, PAA, SStatBP, StatP	
s.91(2)	duty to comply with the directions of VCAT	GMPD, MCD, TLPAC, TLCDA, TLStatP, PP, PAA	
s.91(2A)	duty to issue amended permit to owner if Tribunal so directs	GMPD, MCD, TLPAC, TLCDA, TLStatP, PP, SCLAO, CLAO, CDTSC, PAA	
s.92	duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under section 90	GMPD, MCD, TLPAC, TLStatP, PP, CDTSC, StP, PAA, SStatBP, StatP	

PLANNING AND ENVIRONMENT ACT 1987			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.93(2)	duty to give notice of VCAT order to stop development	GMPD, MCS, TLPAC, TLStatP, PP, SPLEO, PAA	
s.95(3)	function of referring certain applications to the Minister	GMPD, MCD, MCS, TLPAC, TLStatP	
s.95(4)	duty to comply with an order or direction	GMPD, MCD, MCS, TLPAC, TLStatP	
s.96(1)	duty to obtain a permit from the Minister to use and develop its land	GMPD, MCD, MCS, TLPAC, TLStatP	
s.96(2)	function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	GMCAE, GMPD, MCD, MPALS, TLPAC, TLStatP	
s.96A(2)	power to agree to consider an application for permit concurrently with preparation of proposed amendment	GMPD, MCD, MCS, TLPAC, TLStatP, TLStrgEP, PP	
s.96C	power to give notice, to decide not to give notice, to publish notice and to exercise any other power under section 96C	GMPD, MCD, MCS, TLPAC, TLStatP, TLStrgEP, PP	
s.96F	duty to consider the panel's report under section 96E	GMPD, MCD, MCS, TLPAC, TLStatP, TLStrgEP	

PLANNING AND ENVIRONMENT ACT 1987			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.96G(1)	power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under section 23 of the Planning and Environment (Planning Schemes) Act 1996)	GMPD, MCD, MCS	
s.96H(3)	power to give notice in compliance with Minister's direction	GMPD, MCD, MCS, TLPAC, TLStatP, TLStrgEP	
s.96J	power to issue permit as directed by the Minister	GMPD, MCD, TLPAC, TLStatP, PP	
s.96K	duty to comply with direction of the Minister to give notice of refusal	GMPD, MCD, TLPAC, TLStatP, PP	
s.96Z	duty to keep levy certificates given to it under ss. 47 or 96A for no less than 5 years from receipt of the certificate	GMPD, MCD, MCS, TLCDA	
s.97C	power to request Minister to decide the application	GMPD, MCD, TLPAC, TLStatP	
s.97D(1)	duty to comply with directions of Minister to supply any document or assistance relating to application	GMPD, MCD, TLPAC, TLStatP	
s.97G(3)	function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	GMPD, MCD, MCS, TLPAC, TLStatP, PP	
s.97G(6)	duty to make a copy of permits issued under section 97F available for inspection	GMPD, MCD, MCS, TLPAC, TLCDA, TLStatP, PP, SCLAO, CLAO, CDTSC, StP, SStatBP, StatP	

PLANNING AND ENVIRONMENT ACT 1987			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.97L	duty to include Ministerial decisions in a register kept under section 49	GMPD, MCD, MCS, TLPAC, TLCDA, TLStatP, PP, CDTSC, StP, SStatBP, StatP	
s.97MH	duty to provide information or assistance to the Planning Application Committee	GMPD, MCD, TLPAC, TLStatP, PAA	
s.97MI	duty to contribute to the costs of the Planning Application Committee or subcommittee	GMPD, MCD, TLPAC, TLStatP	
s.97O	duty to consider application and issue or refuse to issue certificate of compliance	GMPD, MCD, TLPAC, TLStatP, PP, SPLEO	
s.97P(3)	duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	GMPD, MCD, TLPAC, TLStatP, PP, SPLEO, PAA	
s.97Q(2)	function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	GMPD, MCD, TLPAC, TLStatP, PP, SPLEO, PAA, SStatBP, StatP	
s.97Q(4)	duty to comply with directions of VCAT	GMPD, MCD, TLPAC, TLStatP, PP, SPLEO, PAA	
s.97R	duty to keep register of all applications for certificate of compliance and related decisions	GMPD, MCD, TLPAC, TLCDA, TLStatP, PP, CDTSC, StP, SStatBP, StatP	
s.98(1)&(2)	function of receiving claim for compensation in certain circumstances	GMCAE, GMPD, MCD, MPALS	

PLANNING AND ENVIRONMENT ACT 1987			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	GMCAE, GMPD, MCD, MPALS	
s.101	function of receiving claim for expenses in conjunction with claim	GMCAE, GMPD, MCD, MPALS	
s.103	power to reject a claim for compensation in certain circumstances	GMCAE, GMPD, MCD, MPALS	
s.107(1)	function of receiving claim for compensation	GMCAE, GMPD, MCD, MPALS	
s.107(3)	power to agree to extend time for making claim	GMCAE, GMCorpS, GMPD, MCD, MFCP, MPALS	
s.114(1)	power to apply to the VCAT for an enforcement order	GMPD, MCD, TLPAC, TLStatP, PP, SPLEO, PAA	
s.117(1)(a)	function of making a submission to the VCAT where objections are received	GMPD, MCD, TLPAC, TLStatP, PP, SPLEO, PAA, SStatBP, StatP	
s.120(1)	power to apply for an interim enforcement order where section 114 application has been made	GMPD, MCD, TLPAC, TLStatP, PP, SPLEO, PAA	
s.123(1)	power to carry out work required by enforcement order and recover costs	GMCAE, GMCorpS, GMPD, MCD, MFCP, MI, TLPAC, TLStatP, PP, SPLEO	

PLANNING AND ENVIRONMENT ACT 1987			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.123(2)	power to sell buildings, materials, etc salvaged in carrying out work under section 123(1)	GMCAE, GMCorpS, GMPD, MCD, MFCP, MI	except Crown Land
s.129	function of recovering penalties	GMCorpS, GMPD, MCD, MFCP, TLPAC, TLStatP, PP, SPLEO	
s.130(5)	power to allow person served with an infringement notice further time	GMPD, MCD, TLStatP, SPLEO	
s.149A(1)	power to refer a matter to the VCAT for determination	GMPD, MCD, TLPAC, TLStatP, PP, SPLEO, PAA	
s.149A(1A)	power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	GMPD, MCD, TLPAC, TLStatP, PP, SPLEO	
s.156	duty to pay fees and allowances (including a payment to the Crown under subsection (2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under subsection (2B)power to ask for contribution under subsection (3) and power to abandon amendment or part of it under subsection (4)	GMPD, MCS, TLPAC, TLStrgEP	where council is the relevant planning authority
s.171(2)(f)	power to carry out studies and commission reports	GMPD, MCD, MCS, TLPAC, TLStatP	
s.171(2)(g)	power to grant and reserve easements	GMCAE, GMPD, MCD, MI, MPALS, TLPAC, TLStatP, PP	

PLANNING AND ENVIRONMENT ACT 1987			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.173(1)	power to enter into agreement covering matters set out in section 174	GMCAE, GMPD, MCD, MCS	
s.173(1A)	power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	GMPD, MCS	where council is the relevant responsible authority note: this provision is not yet in force and will commence on 1 June 2018, if not proclaimed earlier
	power to decide whether something is to the satisfaction of Council, where an agreement made under section 173 of the Planning and Environment Act 1987 requires something to be to the satisfaction of Council or Responsible Authority	GMCAE, GMPD, MCD, MCS, TLPAC, TLStatP, PP	
	power to give consent on behalf of Council, where an agreement made under section 173 of the Planning and Environment Act 1987 requires that something may not be done without the consent of Council or Responsible Authority	GMCAE, GMPD, MCD, MCS	
s.177(2)	power to end a section 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	GMCAE, GMPD, MCD, MCS	
s.178	power to amend a s.173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	GMCAE, GMPD, MCD, MCS	
s.178A(1)	function of receiving application to amend or end an agreement	GMCAE, GMPD, MCD, TLPAC, TLCDA, TLStatP, PP, SCLAO, CLAO, CDTSC, StP, SStatBP, StatP	

PLANNING AND ENVIRONMENT ACT 1987			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.178A(3)	function of notifying the owner as to whether it agrees in principle to the proposal under s.178A(1)	GMCAE, GMPD, MCD, TLPAC, TLCDA, TLStatP, PP, CDTSC, StP, SStatBP, StatP	
s.178A(4)	function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	GMCAE, GMPD, MCD, TLPAC, TLCDA, TLStatP, PP, CDTSC, StP, SStatBP, StatP	
s.178A(5)	power to propose to amend or end an agreement	GMCAE, GMPD, MCD, TLPAC, TLCDA, TLStatP, PP, CDTSC, StP, SStatBP, StatP	
s.178B(1)	duty to consider certain matters when considering proposal to amend an agreement	GMCAE, GMPD, MCD, TLPAC, TLCDA, TLStatP, PP, CDTSC, StP, SStatBP, StatP	
s.178B(2)	duty to consider certain matters when considering proposal to end an agreement	GMCAE, GMPD, MCD, TLPAC, TLCDA, TLStatP, PP, CDTSC, StP, SStatBP, StatP	
s.178C(2)	duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	GMPD, MCD, MCS, TLPAC, TLStatP, PP	
s.178C(4)	function of determining how to give notice under s.178C(2)	GMPD, MCD, MCS, TLPAC, TLStatP, PP	

PLANNING AND ENVIRONMENT ACT 1987			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.178E(1)	duty not to make decision until after 14 days after notice has been given	GMPD, MCD, MCS, TLPAC, TLStatP	
s.178E(2)(a)	power to amend or end the agreement in accordance with the proposal	GMCAE, GMPD, MCD, MCS, TLPAC, TLStatP	If no objections are made under s.178D Must consider matters in s.178B
s.178E(2)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	GMCAE, GMPD, MCD, MCS, TLPAC, TLStatP	If no objections are made under s.178D Must consider matters in s.178B
s.178E(2)(c)	power to refuse to amend or end the agreement	GMCAE, GMPD, MCD, MCS, TLPAC, TLStatP	If no objections are made under s.178D Must consider matters in s.178B
s.178E(3)(a)	power to amend or end the agreement in accordance with the proposal	GMCAE, GMPD, MCD, MCS, TLPAC, TLStatP	After considering objections, submissions and matters in s.178B
s.178E(3)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	GMCAE, GMPD, MCD, MCS, TLPAC, TLStatP	After considering objections, submissions and matters in s.178B
s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	GMCAE, GMPD, MCD, MCS, TLPAC, TLStatP	After considering objections, submissions and matters in s.178B
s.178E(3)(d)	power to refuse to amend or end the agreement	GMCAE, GMPD, MCD, MCS, TLPAC, TLStatP	After considering objections, submissions and matters in s.178B
s.178F(1)	duty to give notice of its decision under s.178E(3)(a) or (b)	GMPD, MCD, MCS, TLPAC, TLCDA, TLStatP, PP, SCLAO, CLAO, CDTSC	

PLANNING AND ENVIRONMENT ACT 1987			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.178F(2)	duty to give notice of its decision under s.178E(2)(c) or (3)(d)	GMPD, MCD, MCS, TLPAC, TLCDA, TLStatP, PP, SCLAO, CLAO, CDTSC	
s.178F(4)	duty not to proceed to amend or end an agreement under s.178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	GMCAE, GMPD, MCD, MCS, TLPAC, TLStatP, PP, PAA	
s.178G	duty to sign amended agreement and give copy to each other party to the agreement	GMCAE, GMPD, MCD, MCS	
s.178H	power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	GMCAE, GMPD, MCD, MCS, TLPAC, TLCDA, TLStatP, PP, SCLAO, CLAO, CDTSC	
s.178I(3)	duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	GMCAE, GMPD, MCD, MCS, TLPAC, TLStatP, PP	
s.179(2)	duty to make available for inspection copy agreement	GMPD, MCD, MCS, TLPAC, TLCDA, TLStatP, TLStrgEP	
s.181	duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	GMCAE, GMPD, MCD, TLPAC, TLCDA, TLStatP	
s.181(1A)(a)	power to apply to the Registrar of Titles to record the agreement	GMCAE, GMPD, MCD, MCS, TLCDA, TLStatP	

PLANNING AND ENVIRONMENT ACT 1987			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.181(1A)(b)	duty to apply to the Registrar of Titles, without delay, to record the agreement	GMCAE, GMPD, MCD, MCS, TLCDA, TLStatP, SO	
s.182	power to enforce an agreement	GMCAE, GMPD, MCD, MCS, TLPAC, TLStatP, SPLEO	
s.183	duty to tell Registrar of Titles of ending/amendment of agreement	GMCAE, GMPD, MCD, MCS, TLPAC, TLCDA, TLStatP, SO	
s.184F(1)	power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	GMCAE, GMPD, MCD, MCS, TLPAC, TLStatP, PP, PAA	
s.184F(2)	duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	GMCAE, GMPD, MCD, MCS, TLPAC, TLStatP, PP	
s.184F(3)	duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	GMPD, MCD, MCS, TLPAC, TLCDA, TLStatP	
s.184F(5)	function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	GMPD, MCD, MCS, TLPAC, TLCDA, TLStatP	
s.184G(2)	duty to comply with a direction of the Tribunal	GMCAE, GMPD, MCD, MCS, TLPAC, TLCDA, TLStatP, PAA	

PLANNING AND ENVIRONMENT ACT 1987			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.184G(3)	duty to give notice as directed by the Tribunal	GMPD, MCD, MCS, TLPAC, TLCDA, TLStatP	
s.198(1)	function to receive application for planning certificate	GMPD, MCD, TLPAC, TLCDA, TLStatP, PP, SCLAO, CLAO, CDTSC, StP, SStatBP, StatP	
s.199(1)	duty to give planning certificate to applicant	GMPD, MCD, TLPAC, TLCDA, TLStatP, PP, SCLAO, CLAO, CDTSC, StP, SStatBP, StatP	
s.201(1)	function of receiving application for declaration of underlying zoning	GMPD, MCD, MCS, TLPAC, TLCDA, TLStatP, PP, SCLAO, CLAO, CDTSC, StP, SStatBP	
s.201(3)	duty to make declaration	GMPD, MCD, MCS, TLPAC, TLStatP, PP	
	power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	GMPD, MCD, MCS, TLPAC, TLStatP, PP	
	power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	GMPD, MCD, MCS, TLPAC, TLStatP, PP	

PLANNING AND ENVIRONMENT ACT 1987			
Provision	Item Delegated	Delegate	Conditions and Limitations
	power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	GMPD, MCD, MCS, TLPAC, TLStatP, PP	
	power to give written authorisation in accordance with a provision of a planning scheme	GMPD, MCD, MCS, TLPAC, TLStatP, PP	
s.201UAB(1)	function of providing the Victoria Planning Authority with information relating to any land within municipal district	GMPD, MCD, MCS	
s.201UAB(2)	duty to provide the Victoria Planning Authority with information requested under subsection (1) as soon as possible	GMPD, MCD, MCS	
s.224(8)	duty to provide information requested by Victoria Planning Authority under s.201UAB(1) not yet provided to Growth Areas Authority to Victorian Planning Authority	GMPD, MCD, MCS	

RAIL SAFETY (LOCAL OPERATIONS) ACT 2006			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.33	duty to comply with a direction of the Safety Director under this section	GMCAE, MI, MTT	where council is a utility under section 3
s.33A	duty to comply with a direction of the Safety Director to give effect to arrangements under this section	GMCAE, MI, MTT	duty of council as a road authority under the Road Management Act 2004
s.34	duty to comply with a direction of the Safety Director to alter, demolish or take away works carried out contrary to a direction under section 33(1)	GMCAE, MI, MTT	where council is a utility under section 3
s.34C(2)	function of entering into safety interface agreements with rail infrastructure manager	GMCAE, MI, MTT	where council is the relevant road authority
s.34D(1)	function of working in conjunction with rail infrastructure manager in determining whether risks to safety need to be managed	GMCAE, MI, MTT	where council is the relevant road authority
s.34D(2)	function of receiving written notice of opinion	GMCAE, MI, MTT	where council is the relevant road authority
s.34D(4)	function of entering into safety interface agreement with infrastructure manager	GMCAE, MI, MTT	where council is the relevant road authority
s.34E(1)(a)	duty to identify and assess risks to safety	GMCAE, MI, MTT	where council is the relevant road authority
s.34E(1)(b)	duty to determine measures to manage any risks identified and assessed having regard to items set out in section 34E(2)(a)-(c)	GMCAE, MI, MTT	where council is the relevant road authority
s.34E(3)	duty to seek to enter into a safety interface agreement with rail infrastructure manager	GMCAE, MI, MTT	where council is the relevant road authority
s.34F(1)(a)	duty to identify and assess risks to safety, if written notice has been received under section 34D(2)(a)	GMCAE, MI, MTT	where council is the relevant road authority
s.34F(1)(b)	duty to determine measures to manage any risks identified and assessed, if written notice has been received under section 34D(2)(a)	GMCAE, MI, MTT	where council is the relevant road authority
s.34F(2)	duty to seek to enter into a safety interface agreement with rail infrastructure manager	GMCAE, MI, MTT	where council is the relevant road authority

RAIL SAFETY (LOCAL OPERATIONS) ACT 2006			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.34H	power to identify and assess risks to safety as required under sections 34B, 34C, 34D, 34E or 34F in accordance with subsections (a)-(c)	GMCAE, MI, MTT	where council is the relevant road authority
s.34I	function of entering into safety interface agreements	GMCAE, MI, MTT	where council is the relevant road authority
s.34J(2)	function of receiving notice from Safety Director	GMCAE, MI, MTT	where council is the relevant road authority
s.34J(7)	duty to comply with a direction of the Safety Director given under section 34J(5)	GMCAE, MI, MTT	where council is the relevant road authority
s.34K(2)	duty to maintain a register of items set out in subsections (a)-(b)	GMCAE, MI, MTT	where council is the relevant road authority

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RESIDENTIAL TENANCIES ACT 1997			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.142D	function of receiving notice regarding an unregistered rooming house	GMPD, MCS, MSEC, TLEH, TLSB-MBS, EHO, OCEH	
s.142G(1)	duty to enter required information in Rooming House Register for each rooming house in municipal district	TLEH	
s.142G(2)	power to enter certain information in the Rooming House Register	TLEH	
s.142I(2)	power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry	TLEH	
s.252	power to give tenant a notice to vacate rented premises if subsection (1) applies	GMPD, MCS, MSEC, TLEH, TLSB-MBS, EHO, OCEH	where council is the landlord
s.262(1)	power to give tenant a notice to vacate rented premises	GMPD, MCS, MSEC, TLEH, TLSB-MBS, EHO, OCEH	where council is the landlord
s.262(3)	power to publish its criteria for eligibility for the provision of housing by council	GMPD, MCS, MSEC, TLEH, TLSB-MBS, EHO, OCEH	
s.518F	power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	TLEH	
s.522(1)	power to give a compliance notice to a person	GMPD, MCS, MSEC, TLEH, TLSB-MBS, EHO, OCEH	

RESIDENTIAL TENANCIES ACT 1997			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.525(2)	power to authorise an officer to exercise powers in section 526 (either generally or in a particular case)	CEO	Retained at Council / CEO level
s.525(4)	duty to issue identity card to authorised officers	GMCorpS, MG, MBFMPO	
s.526(5)	duty to keep record of entry by authorised officer under section 526	GMPD, MCS, MSEC, TLEH, TLSB-MBS, EHO, OCEH, PLEO	
s.526A(3)	function of receiving report of inspection	GMPD, MCS, MSEC, TLEH, TLSB-MBS	
s.527	power to authorise a person to institute proceedings (either generally or in a particular case)	CEO	Retained at Council / CEO level

ROAD MANAGEMENT ACT 2004			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.11(1)	power to declare a road by publishing a notice in the Government Gazette	MPALS	obtain consent in circumstances specified in section 11(2)
s.11(8)	power to name a road or change the name of a road by publishing notice in Government Gazette	MPALS	
s.11(9)(b)	duty to advise Registrar	MPALS	
s.11(10)	duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	GMCAE, MI, TLRD	clause subject to section 11(10A)
s.11(10A)	duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	GMCAE, MI, TLRD	where council is the coordinating road authority
s.12(2)	power to discontinue road or part of a road	GMCAE	were council is the coordinating road authority <hr/> where council is the coordinating road authority
s.12(4)	power to publish, and provide copy, notice of proposed discontinuance	GMCAE, MPALS, TLPS	power of coordinating road authority where it is the discontinuing body unless subsection (11) applies
s.12(5)	duty to consider written submissions received within 28 days of notice	GMCAE, MPALS, TLPS	duty of coordinating road authority where it is the discontinuing body unless subsection (11) applies
s.12(6)	function of hearing a person in support of their written submission	GMCAE, MPALS, TLPS	function of coordinating road authority where it is the discontinuing body unless subsection (11) applies
s.12(7)	duty to fix day, time and place of meeting under subsection (6) and to give notice	GMCAE, MPALS, TLPS	duty of coordinating road authority where it is the discontinuing body unless subsection (11) applies
s.12(10)	duty to notify of decision made	GMCAE, MPALS, TLPS	duty of coordinating road authority where it is the discontinuing body does not apply where an exemption is specified by the regulations or given by the Minister

ROAD MANAGEMENT ACT 2004			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.13(1)	power to fix a boundary of a road by publishing notice in Government Gazette	GMCAE, MI, TLRD	power of coordinating road authority and obtain consent under section 13(3) and section 13(4) as appropriate
s.14(4)	function of receiving notice from VicRoads	GMCAE, MI, TLRD	
s.14(7)	power to appeal against decision of VicRoads	GMCAE	
s.15(1)	power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	GMCAE, GMPD, MI	
s.15(1A)	power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	GMCAE, MI	
s.15(2)	duty to include details of arrangement in public roads register	GMCAE, MI, TLRD	
s.16(7)	power to enter into an arrangement under section 15	GMCAE	
s.16(8)	duty to enter details of determination in public roads register	GMCAE, MI, TLRD	
s.17(2)	duty to register public road in public roads register	GMCAE, MI, TLRD	where council is the coordinating road authority
s.17(3)	power to decide that a road is reasonably required for general public use	GMCAE	where council is the coordinating road authority
s.17(3)	duty to register a road reasonably required for general public use in public roads register	GMCAE, MI, TLRD	where council is the coordinating road authority
s.17(4)	power to decide that a road is no longer reasonably required for general public use	GMCAE, MI, TLRD	where council is the coordinating road authority
s.17(4)	duty to remove road no longer reasonably required for general public use from public roads register	GMCAE, MI, TLRD	where council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.18(1)	power to designate ancillary area	GMCAE	where council is the coordinating road authority, and obtain consent in circumstances specified in section 18(2)
s.18(3)	duty to record designation in public roads register	GMCAE, MI, TLRD	where council is the coordinating road authority
s.19(1)	duty to keep register of public roads in respect of which it is the coordinating road authority	GMCAE, MI, TLRD	
s.19(4)	duty to specify details of discontinuance in public roads register	GMCAE, MI, TLRD	
s.19(5)	duty to ensure public roads register is available for public inspection	GMCAE, MI, TLRD	
s.21	function of replying to request for information or advice	GMCAE, MI, TLRD	obtain consent in circumstances specified in section 11(2)
s.22(2)	function of commenting on proposed direction	GMCAE, MI, TLRD	
s.22(4)	duty to publish a copy or summary of any direction made under section 22 by the Minister in its annual report.	GMCAE, MI, TLRD	
s.22(5)	duty to give effect to a direction under this section.	GMCAE, MI	
s.40(1)	duty to inspect, maintain and repair a public road.	GMCAE, MI, TLRD	
s.40(5)	power to inspect, maintain and repair a road which is not a public road	GMCAE, MI, TLRD	
s.41(1)	power to determine the standard of construction, inspection, maintenance and repair	GMCAE, MI, TLRD	
s.42(1)	power to declare a public road as a controlled access road	GMCAE, MI, TLRD	power of coordinating road authority and Schedule 2 also applies

ROAD MANAGEMENT ACT 2004			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.42(2)	power to amend or revoke declaration by notice published in Government Gazette	GMCAE	power of coordinating road authority and Schedule 2 also applies
s.42A(3)	duty to consult with VicRoads before road is specified	GMCAE	where council is the coordinating road authority if road is a municipal road or part thereof
s.42A(4)	power to approve Minister's decision to specify a road as a specified freight road	GMCAE	where council is the coordinating road authority if road is a municipal road or part thereof and where road is to be specified a freight road
s.48EA	duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	GMCAE, MI, TLRD	where council is the responsible road authority, infrastructure manager or works manager
s.48M(3)	function of consulting with the relevant authority for purposes of developing guidelines under section 48M	GMCAE, MI	
s.49	power to develop and publish a road management plan	GMCAE, MI	
s.51	power to determine standards by incorporating the standards in a road management plan	GMCAE, MI	
s.53(2)	power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	GMCAE, MI	
s.54(2)	duty to give notice of proposal to make a road management plan	GMCAE, MI	
s.54(5)	duty to conduct a review of road management plan at prescribed intervals	GMCAE, MI	
s.54(6)	power to amend road management plan	GMCAE, MI	
s.54(7)	duty to incorporate the amendments into the road management plan	GMCAE, MI	
s.55(1)	duty to cause notice of road management plan to be published in Government Gazette and newspaper	GMCAE, MI	

ROAD MANAGEMENT ACT 2004			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.63(1)	power to consent to conduct of works on road	GMCAE, MI, TLRD	where council is the coordinating road authority
s.63(2)(e)	power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	GMCAE, MI, TLMCW	where council is the infrastructure manager
s.64(1)	duty to comply with clause 13 of Schedule 7	GMCAE, MI	where council is the infrastructure manager or works manager
s.66(1)	power to consent to structure etc	GMCAE, MI, TLRD	where council is the coordinating road authority
s.67(2)	function of receiving the name & address of the person responsible for distributing the sign or bill	GMCAE, MI, TLRD	where council is the coordinating road authority
s.67(3)	power to request information	GMCAE, MI, TLRD	where council is the coordinating road authority
s.68(2)	power to request information	GMCAE, MI, TLRD	where council is the coordinating road authority
s.71(3)	power to appoint an authorised officer	GMCAE	
s.72	duty to issue an identity card to each authorised officer	MG, MBFMPO	
s.85	function of receiving report from authorised officer	GMCAE, MI, MTT, TLRD	
s.86	duty to keep register re section 85 matters	GMCAE, MI, MTT, TLRD	
s.87(1)	function of receiving complaints	GMCAE, MI, TLRD	
s.87(2)	duty to investigate complaint and provide report	GMCAE, MI, MTT, TLRD	
s.112(2)	power to recover damages in court	GMCAE, MI, MTT	

ROAD MANAGEMENT ACT 2004			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.116	power to cause or carry out inspection	GMCAE, MI, MTT, TLRD	
s.119(2)	function of consulting with VicRoads	GMCAE, MI, TLRD	
s.120(1)	power to exercise road management functions on an arterial road (with the consent of VicRoads)	GMCAE, MI, TLRD	
s.120(2)	duty to seek consent of VicRoads to exercise road management functions before exercising power in section 120(1)	GMCAE, MI, TLRD	
s.121(1)	power to enter into an agreement in respect of works	GMCAE, MI, MTT, TLRD	
s.122(1)	power to charge and recover fees	GMCorpS, MFCP	
s.123(1)	power to charge for any service	GMCorpS, MFCP	
Schedule 2 Clause 2(1)	power to make a decision in respect of controlled access roads	GMCAE, MI, MTT, TLRD	
Schedule 2 Clause 3(1)	duty to make policy about controlled access roads	GMCAE	
Schedule 2 Clause 3(2)	power to amend, revoke or substitute policy about controlled access roads	GMCAE	
Schedule 2 Clause 4	function of receiving details of proposal from VicRoads	GMCAE, MI, MTT, TLRD	
Schedule 2 Clause 5	duty to publish notice of declaration	GMCAE, MI, TLRD	
Schedule 7, Clause 7(1)	duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	GMCAE, MI, MTT, TLRD	where council is the infrastructure manager or works manager

ROAD MANAGEMENT ACT 2004			
Provision	Item Delegated	Delegate	Conditions and Limitations
Schedule 7, Clause 8(1)	duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	GMCAE, MI, MTT, TLRD	where council is the infrastructure manager or works manager
Schedule 7, Clause 9(1)	duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	GMCAE, MI, MTT, TLRD	where council is the infrastructure manager or works manager responsible for non-road infrastructure
Schedule 7, Clause 9(2)	duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	GMCAE, MI, MTT, TLRD	where council is the infrastructure manager or works manager
Schedule 7, Clause 10(2)	where Schedule 7 Clause 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	GMCAE, MI, MTT, TLRD	where council is the infrastructure manager or works manager
Schedule 7 Clause 12(2)	power to direct infrastructure manager or works manager to conduct reinstatement works	GMCAE, MI, MTT, TLRD	where council is the coordinating road authority
Schedule 7 Clause 12(3)	power to take measures to ensure reinstatement works are completed	GMCAE, MI, MTT, TLRD	where council is the coordinating road authority
Schedule 7 Clause 12(4)	duty to ensure that works are conducted by an appropriately qualified person	GMCAE, MI, MTT, TLRD	where council is the coordinating road authority
Schedule 7 Clause 12(5)	power to recover costs	GMCAE, MI, MTT, TLRD	where council is the coordinating road authority
Schedule 7, Clause 13(1)	duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to Schedule 7, Clause 13(2)	GMCAE, MI, MTT, TLRD	where council is the works manager

ROAD MANAGEMENT ACT 2004			
Provision	Item Delegated	Delegate	Conditions and Limitations
Schedule 7 Clause 13(2)	power to vary notice period	GMCAE, MI, MTT, TLRD	where council is the coordinating road authority
Schedule 7, Clause 13(3)	duty to ensure works manager has complied with obligation to give notice under Schedule 7, Clause 13(1)	GMCAE, MI, MTT	where council is the infrastructure manager
Schedule 7 Clause 16(1)	power to consent to proposed works	GMCAE, MI, MTT, TLRD	where council is the coordinating road authority
Schedule 7 Clause 16(4)	duty to consult	GMCAE, MI, MTT, TLRD	where council is the coordinating road authority, responsible authority or infrastructure manager
Schedule 7 Clause 16(5)	power to consent to proposed works	GMCAE, MI, MTT, TLRD	where council is the coordinating road authority
Schedule 7 Clause 16(6)	power to set reasonable conditions on consent	GMCAE, MI, MTT, TLRD	where council is the coordinating road authority
Schedule 7 Clause 16(8)	power to include consents and conditions	GMCAE, MI, MTT, TLRD	where council is the coordinating road authority
Schedule 7 Clause 17(2)	power to refuse to give consent and duty to give reasons for refusal	GMCAE, MI, MTT, TLRD	where council is the coordinating road authority
Schedule 7 Clause 18(1)	power to enter into an agreement	GMCAE	where council is the coordinating road authority
Schedule 7 Clause 19(1)	power to give notice requiring rectification of works	GMCAE, MI, MTT, TLRD	where council is the coordinating road authority
Schedule 7 Clause 19(2) & (3)	power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	GMCAE, MI, MTT, TLRD	where council is the coordinating road authority
Schedule 7 Clause 20(1)	power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	GMCAE, MI, MTT, TLRD	where council is the coordinating road authority
Schedule 7A Clause 2	power to cause street lights to be installed on roads	GMCAE, MI	power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road

ROAD MANAGEMENT ACT 2004			
Provision	Item Delegated	Delegate	Conditions and Limitations
Schedule 7A Clause 3(1)(d)	duty to pay installation and operation costs of street lighting - where road is not an arterial road	GMCAE, MI	where council is the responsible road authority
Schedule 7A Clause 3(1)(e)	duty to pay installation and operation costs of street lighting - where road is a service road on an arterial road and adjacent areas	GMCAE, MI	where council is the responsible road authority
Schedule 7A Clause (3)(1)(f),	duty to pay installation and percentage of operation costs of street lighting - for arterial roads in accordance with clauses 3(2) and 4	GMCAE, MI	duty of council as responsible road authority that installed the light (re: installation costs) and where council is relevant municipal council (re: operating costs)

PLANNING AND ENVIRONMENT REGULATIONS 2015			
Provision	Item Delegated	Delegate	Conditions and Limitations
r.6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	GMPD, MCS	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.
r.21	power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	GMPD, MCD, TLPAC, TLStatP, PP, SStatBP	
r.25(a)	duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge	GMPD, MCD, MCS, TLPAC, TLCDA, TLStatP, TLStrgEP, PP	where Council is the responsible authority
r.25(b)	function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge	GMPD, MCD, MCS, TLPAC, TLCDA, TLStatP, TLStrgEP, PP	where Council is not the responsible authority but the relevant land is within Council's municipal district
r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	GMPD, MCS	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.

PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016			
Provision	Item Delegated	Delegate	Conditions and Limitations
r.19	power to waive or rebate a fee relating to an amendment of a planning scheme	GMPD, MCD, MCS	
r.20	power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	GMPD, MCD, TLStatP	
r.21	duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r.19 or 20	GMPD, MCD, MCS, TLCDA, TLStatP	

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RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010			
Provision	Item Delegated	Delegate	Conditions and Limitations
r.7	function of entering into a written agreement with a caravan park owner	GMPD, MCS, MSEC, TLEH	
r.11	function of receiving application for registration	GMPD, MCS, MSEC, TLEH, EHO, OCEH	
r.13(1)	duty to grant the registration if satisfied that the caravan park complies with these regulations	GMPD, MCS, MSEC, TLEH	
r.13(2)	duty to renew the registration if satisfied that the caravan park complies with these regulations	GMPD, MCS, MSEC, TLEH	
r.13(2)	power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	GMPD, MCD, MSEC, TLEH	
r.13(4) & (5)	duty to issue certificate of registration	GMPD, MCS, MSEC, TLEH, EHO, OCEH	
r.15(1)	function of receiving notice of transfer of ownership	GMPD, MCS, MSEC, TLEH, EHO, OCEH	
r.15(3)	power to determine where notice of transfer is displayed	GMPD, MCS, MSEC, TLEH, EHO, OCEH	
r.16(1)	duty to transfer registration to new caravan park owner	GMPD, MCS, MSEC, TLEH, EHO, OCEH	
r.16(2)	duty to issue a certificate of transfer of registration	GMPD, MCS, MSEC, TLEH, EHO, OCEH	
r.17(1)	power to determine the fee to accompany applications for registration or applications for renewal of registration	GMPD, MCS, MSEC, TLEH, EHO, OCEH	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010			
Provision	Item Delegated	Delegate	Conditions and Limitations
r.18	duty to keep register of caravan parks	GMPD, MCS, MSEC, TLEH	
r.19(4)	power to determine where the emergency contact person's details are displayed	GMPD, MCS, MSEC, TLEH, EHO, OCEH	
r.19(6)	power to determine where certain information is displayed	GMPD, MCS, MSEC, TLEH, EHO, OCEH	
r.22A(1)	duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	GMPD, MCS, MSEC, TLEH, EHO, OCEH	
r.22A(2)	duty to consult with relevant emergency services agencies	GMPD, MCS, MSEC, TLEH, EHO, OCEH	
r.23	power to determine places in which caravan park owner must display a copy of emergency procedures	GMPD, MCS, MSEC, TLEH, EHO, OCEH	
r.24	power to determine places in which caravan park owner must display copy of public emergency warnings	GMPD, MCS, MSEC, TLEH, EHO, OCEH	
r.25(3)	duty to consult with relevant floodplain management authority	GMPD, MCS, MSEC, TLEH, EHO, OCEH	
r.26	duty to have regard to any report of the relevant fire authority	GMPD, MCS, MSEC, TLEH, EHO, OCEH	
r.28(c)	power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	GMPD, MCS, MSEC, TLEH, EHO, OCEH	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010			
Provision	Item Delegated	Delegate	Conditions and Limitations
r.39	function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	GMPD, MCS, MSEC, TLEH, EHO, OCEH	
r.39(b)	power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	GMPD, MCS, MSEC, TLEH, EHO, OCEH	
r.40(4)	function of receiving installation certificate	GMPD, MCS, MSEC, TLEH, EHO, OCEH	
r.42	power to approve use of a non-habitable structure as a dwelling or part of a dwelling	GMPD, MCS, MSEC, TLEH, EHO, OCEH	
Schedule 3 clause 4(3)	power to approve the removal of wheels and axles from unregistrable movable dwelling	GMPD, MCS, MSEC, TLEH, EHO, OCEH	

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Provision	Item Delegated	Delegate	Conditions and Limitations
r.8(1)	duty to conduct reviews of road management plan	GMCAE, MI	
r.9(2)	duty to produce written report of review of road management plan and make report available	GMCAE, MI	
r.9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	GMCAE, MI, MTT	where council is the coordinating road authority
r.10	duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under section 41 of the Act	GMCAE, MI	
r.13(1)	Duty to publish notice of amendments to road management plan	GMCAE, MI	where council is the coordinating road authority
r.13(3)	duty to record on road management plan the substance and date of effect of amendment	GMCAE, MI	
r.16(3)	power to issue permit	GMCAE, MI, MTT, TLRD	where council is the coordinating road authority
r.18(1)	power to give written consent re damage to road	GMCAE, MI, TLRD	where council is the coordinating road authority
r.23(2)	power to make submission to Tribunal	GMCAE, MI	where council is the coordinating road authority
r.23(4)	power to charge a fee for application under section 66(1) Road Management Act	GMCAE, MI, MTT	where council is the coordinating road authority
r.25(1)	power to remove objects, refuse, rubbish or other material deposited or left on road	GMCAE, MI, MTT, TLMCW	where council is the responsible road authority
r.25(2)	power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	GMCAE, MI, MTT, TLMCW	where council is the responsible road authority
r.25(5)	power to recover in the Magistrates' Court, expenses from person responsible	GMCAE, MI, MTT, TLMCW	

ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015			
Provision	Item Delegated	Delegate	Conditions and Limitations
r.15	power to exempt a person from requirement under clause 13(1) of Schedule 7 of the Act to give notice as to the completion of those works	GMCAE, MI, TLRD	where council is the coordinating road authority and where consent given under section 63(1) of the Act
r.22(2)	power to waive whole or part of fee in certain circumstances	GMCAE, MI, TLRD	where council is the coordinating road authority

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Instrument of Delegation – Members of Staff - Summary of Changes April 2018

LEGISLATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DESCRIPTION OF UPDATE
FOOD ACT 1984	s.19(4)(b)	duty to notify the Department of the making of the order	GMPD MSEC TLEH OCEH	If section 19(1) applies	DELETED - Administrative update - provision now in the CEO Sub delegation to Staff
FOOD ACT 1984	s.19(4)(c)	duty to notify the registration authority of the making of the order and any appeal and the outcome of the appeal	GMPD MSEC TLEH OCEH	If section 19(1) applies and if council is not the registration authority	DELETED - Administrative update - provision now in the CEO Sub delegation to Staff
FOOD ACT 1984	s.19(6)(a)	[Instrument:] duty to revoke any order under s.19 where the subject of the order has been attended to [Update:] duty to revoke any order under section 19 if satisfied that an order has been complied with	GMPD MSEC TLEH OCEH EHO		Legislative update - wording change
FOOD ACT 1984	s.19(6)(b)	[Adopted Instrument:] duty to give written notice of revocation under s.19(6)(a) [Update:] duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	GMPD MSEC TLEH OCEH EHO	[Update: If section 19(1) applies]	Legislative update - Wording Change; Condition added
FOOD ACT 1984	s.19AA(4)(c)	power to direct, in an order made under s.19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	[Instrument:] TELHS [Update:] TLEH		Administrative update - Correction of typo
FOOD ACT 1984	s.19AA(7)	duty to revoke order issued under s.19AA and give written notice of revocation, if satisfied that that order has been complied with	[Instrument:] TELHS [Update:] TLEH		Administrative update - Correction of typo
FOOD ACT 1984	s.19EA(3)	function of receiving a copy of any significant revision made to the food safety program	GMPD MSEC TLEH OCEH EHO	where council is the registration authority	DELETED - Administrative update - provision now in the CEO Sub delegation to Staff
FOOD ACT 1984	s.19GB	power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	GMPD MSEC TLEH OCEH EHO	where council is the registration authority	Legislative update - Condition added
FOOD ACT 1984	s.19H(5)(a) & (5)(b)	duty to take into account (a) the food safety performance of the food business; and (b) any guidelines issued by the Secretary in determining the frequency and intervals of the assessments and audits	GMPD, MSEC, TLEH, OCEH	where council is the registration authority	DELETED - Administrative update - provision now in the CEO Sub delegation to Staff

Instrument of Delegation – Members of Staff - Summary of Changes April 2018

LEGISLATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DESCRIPTION OF UPDATE
FOOD ACT 1984	s.19I	duty to conduct a food safety assessment as required under section 19H	GMPD, MSEC, TLEH, OCEH, EHO	Subject to section 19J where council is the registration authority	DELETED - Administrative update - provision now in the CEO Sub delegation to Staff
FOOD ACT 1984	s.19IA(2)	duty to give written notice to proprietor if food safety requirements or section 19DC(2) have not been complied with unless subsection (3) applies.	GMPD, MSEC, TLEH, OCEH, EHO	where council is the registration authority	DELETED - Administrative update - provision now in the CEO Sub delegation to Staff
FOOD ACT 1984	s.19N	function of receiving information from a food safety auditor	GMPD, MSEC, TLEH, OCEH, EHO	where council is the registration authority	DELETED - Administrative update - provision now in the CEO Sub delegation to Staff
FOOD ACT 1984	s.19U(4)	duty to ensure that information relating to costs of a food safety audit are available for inspection by the public	GMPD, MSEC, TLEH, OCEH		DELETED - Administrative update - provision now in the CEO Sub delegation to Staff
FOOD ACT 1984	s.19UA(5)	duty to ensure that the method of determining a fee under subsection (3)(a) and the considerations that apply under subsection (4) are available for inspection by the public	GMPD, MSEC, TLEH, OCEH		DELETED - Administrative update - provision now in the CEO Sub delegation to Staff
FOOD ACT 1984	s.35A(2)	function of receiving notice of operation from the proprietor of a food premises	GMPD, MSEC, TLEH, OCEH, EHO	where council is the registration authority	DELETED - Administrative update - provision now in the CEO Sub delegation to Staff
FOOD ACT 1984	s.37	function of receiving application, information and documents required under section 36 from the proprietor of a food business	GMPD, MSEC, TLEH, OCEH, EHO		DELETED - Administrative update - provision now in the CEO Sub delegation to Staff
FOOD ACT 1984	s.38(3)	duty to consult with the Secretary about the proposed exemption under section 38(2)	GMPD, MSEC, TLEH, OCEH,		DELETED - Administrative update - provision now in the CEO Sub delegation to Staff

Instrument of Delegation – Members of Staff - Summary of Changes April 2018

LEGISLATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DESCRIPTION OF UPDATE
FOOD ACT 1984	s.38A(5) & (6)	function of receiving a food safety audit certificate from a proprietor	GMPD, MSEC, TLEH, OCEH, EHO	where council is the registration authority	DELETED - Administrative update - provision now in the CEO Sub delegation to Staff
FOOD ACT 1984	s.38AA(2)	function of being notified of operation	GMPD, MSEC, TLEH, OCEH, EHO	where council is the registration authority	DELETED - Administrative update - provision now in the CEO Sub delegation to Staff
FOOD ACT 1984	s.38AA(4)	duty to determine whether the food premises are exempt from the requirement of registration	GMPD, MSEC, TLEH, OCEH, EHO	where council is the registration authority	DELETED - Administrative update - provision now in the CEO Sub delegation to Staff
FOOD ACT 1984	s.38B(1)(c)	duty to inspect premises	GMPD, MSEC, TLEH, OCEH, EHO	where council is the registration authority	DELETED - Administrative update - provision now in the CEO Sub delegation to Staff
FOOD ACT 1984	s.38E(1)(c)	function of assessing the requirement for a food safety program	GMPD, MSEC, TLEH, OCEH, EHO	where council is the registration authority	DELETED - Administrative update - provision now in the CEO Sub delegation to Staff
FOOD ACT 1984	s.38E(3)(a)	function of receiving certificates	GMPD, MSEC, TLEH, OCEH, EHO	where council is the registration authority	DELETED - Administrative update - provision now in the CEO Sub delegation to Staff
FOOD ACT 1984	s.38F(3)(a)	duty to note the change to the classification of the food premises on the certificate of registration	GMPD, MSEC, TLEH, OCEH, EHO	where council is the registration authority	DELETED - Administrative update - provision now in the CEO Sub delegation to Staff
FOOD ACT 1984	s.39(2)	duty to inspect within 12 months before renewal of registration	GMPD, MSEC, TLEH, OCEH, EHO	where council is the registration authority	DELETED - Administrative update - provision now in the CEO Sub delegation to Staff
FOOD ACT 1984	s.39(3)	duty to inspect within 3 months before renewal of registration if circumstances in section 39(3)(a)-(d) apply	GMPD, MSEC, TLEH, OCEH, EHO	where council is the registration authority	DELETED - Administrative update - provision now in the CEO Sub delegation to Staff

Instrument of Delegation – Members of Staff - Summary of Changes April 2018

LEGISLATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DESCRIPTION OF UPDATE
FOOD ACT 1984	s.39A	[Instrument:] power to register food premises despite minor defects [Update:] power to register, renew or transfer food premises despite minor defects	GMPD, MSEC, TLEH, OCEH, EHO	[Update:] where council is the registration authority only if satisfied of matters in subsections (2)(a)-(c)	Legislative update - wording change and addition of condition
FOOD ACT 1984	s.39A(6)	duty to comply with direction of Secretary.	GMPD, MSEC, TLEH, OCEH, EHO		DELETED - Administrative update - provision now in the CEO Sub delegation to Staff
FOOD ACT 1984	s.40(1)	duty to issue a certificate of registration in the prescribed form	GMPD, MSEC, TLEH, OCEH, EHO		DELETED - Administrative update - provision now in the CEO Sub delegation to Staff
FOOD ACT 1984	s.40D(1)	power to suspend or revoke the registration of food premises	GMPD, MSEC, TLEH, OCEH	[Update:] where council is the registration authority	Legislative update - addition of condition
FOOD ACT 1984	s.40D(2)	duty to specify how long a suspension is to last under s.40D(1)	GMPD, MSEC, TLEH, OCEH		DELETED - Administrative update - provision now in the CEO Sub delegation to Staff
FOOD ACT 1984	s.40E(4)	duty to comply with direction of Secretary	GMPD, MSEC, TLEH, OCEH, EHO		DELETED - Administrative update - provision now in the CEO Sub delegation to Staff
FOOD ACT 1984	s.43(1) and (2)	duty to maintain records of the prescribed particulars and orders in force under Part III	GMPD, MSEC, TLEH, OCEH, EHO	where council is the registration authority	DELETED - Administrative update - provision now in the CEO Sub delegation to Staff
FOOD ACT 1984	s.43(3)	duty to make available information held in records, free of charge, on request	GMPD, MSEC, TLEH, OCEH, EHO	where council is the registration authority	DELETED - Administrative update - provision now in the CEO Sub delegation to Staff
FOOD ACT 1984	s.43I	function of receiving a statement of trade of a proprietor of a food business	GMPD, MSEC, TLEH, OCEH, EHO		DELETED - Administrative update - provision now in the CEO Sub delegation to Staff

Instrument of Delegation – Members of Staff - Summary of Changes April 2018

LEGISLATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DESCRIPTION OF UPDATE
FOOD ACT 1984	s.46(5)	power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	GMPD, MSEC, TLEH, OCEH, EHO	[Update:] where council is the registration authority	Legislative update - Condition added
Planning and Environment Act 1987	[Instrument:] s.173 Update: s.173(1)]	power to enter into agreement covering matters set out in section 174	GMPD, GMCAE, MCS, MCD		Legislative update - Change to reference to the section (from s.173 to s.173(1))
Planning and Environment Act 1987	s.156	duty to pay fees and allowances (including a payment to the Crown under subsection (2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under subsection (2B)power to ask for contribution under subsection (3) and power to abandon amendment or part of it under subsection (4)	GMPD, MCS, TLStrgEP, TLPAC	[[Instrument:] duty of council as the relevant planning authority [Update:] where council is the relevant planning authority	Legislative update - change to Condition wording
Planning and Environment Act 1987	s.173(1A)	power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	GMPD; MCS	where council is the relevant responsible authority note: this provision is not yet in force and will commence on 1 June 2018, if not proclaimed earlier	NEW provision
Planning and Environment Act 1987	s.177(2)	[Instrument:] power to end a section 173 agreement with approval of the Minister or the consent of all those bound by any covenant in the agreement [Update:] power to end a section 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	GMPD, GMCAE, MCS, MCD		Legislative update - change to wording
Planning and Environment Act 1987	s.178	[Instrument:] power to amend a s.173 agreement [Update:] power to amend a s.173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	GMPD, GMCAE, MCS, MCD		Legislative update - change to wording
Planning and Environment Act 1987	s.181	[Instrument:] power to apply to the Registrar of Titles for registration of the agreement and to deliver a memorial to Registrar-General [Update:] duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	GMPD, GMCAE, MCD, TLStatP, TLCDA, TLPAC		Legislative update - change to wording

Instrument of Delegation – Members of Staff - Summary of Changes April 2018

LEGISLATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DESCRIPTION OF UPDATE
PLANNING AND ENVIRONMENT ACT 1987	s.23(2)	power to refer submissions to a panel submissions which do not require a change to the amendment	GMPD MCS		Administrative update - correction of typo
PLANNING AND ENVIRONMENT ACT 1987	s.4B	power to prepare an amendment to the Victoria Planning Provisions	GMPD, MCS	[Update:] if authorised by the Minister	Legislative update - Condition added
PLANNING AND ENVIRONMENT ACT 1987	s.50A(1)	power to make amendment to application	GMPD, MCD, TLStatP, PP, SStatBP, StatP, TLPAC, CDTSA , StP		Administrative update - correction of typo
PLANNING AND ENVIRONMENT ACT 1987	s.61(2)	[Instrument:] duty to decide to refuse to grant a permit if a relevant referral authority objects to grant of permit [Update:] duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	GMPD, MCD, TLStatP, PP, TLPAC		Legislative update - Wording change
Planning and Environment Act 1987	s.64(1)	duty to give notice of decision to grant a permit to applicant and objectors		this provision applies also to a decision to grant an amendment to a permit - see section 75	Legislative update - addition of condition
Planning and Environment Act 1987	s.64(5)	duty to give each objector a copy of an exempt decision		this provision applies also to a decision to grant an amendment to a permit - see section 75	Legislative update - addition of condition
Planning and Environment Act 1987	s.64(5)	duty to give each objector a copy of an exempt decision	GMPD, MCD, TLStatP, TLCDA, PP, SStatBP, TLPAC, CDTSC, StP, SCLAO, CLAO, StatP		Administrative update - StatP added as delegate

Instrument of Delegation – Members of Staff - Summary of Changes April 2018

LEGISLATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DESCRIPTION OF UPDATE
Planning and Environment Act 1987	s.64A	duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until, VCAT has determined the application, if a relevant, recommending referral authority has objected to the grant of a, permit	GMPD, MCD, TLStatP, PP, TLPAC, PAA	this provision applies also to a decision to grant an, amendment to a permit - see section 75A (not yet in force)	Legislative update - amendment to condition (deletion of 'not yet in force')
Planning and Environment Act 1987	s.65(1)	Adopted Instrument: duty to give notice of refusal to grant permit to applicant and objector [Update:] duty to give notice of refusal to grant permit to applicant and person who objected under section 57	GMPD, MCD, TLStatP, PP, TLPAC, TLCDA, CDTSC, SCLAO, CLAO		Legislative update - Wording change
Planning and Environment Act 1987	s.64(3)	duty not to issue a permit until after the specified period		this provision applies also to a decision to grant an amendment to a permit - see section 75	Legislative update - addition of condition
PLANNING AND ENVIRONMENT REGULATIONS 2015	[Instrument:] r 6 [Update:] r.25(a)	[Instrument:] duty of responsible authority to provide copy of matter considered under section 60(1A)(g) for inspection free of charge [Update:] duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge	GMPD, MCD, MCS, TLPAC, TLCDA, TLStatP, TLStrgEP, PP	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.	Legislative update - formerly r 6, now 25(a) with wording update
PLANNING AND ENVIRONMENT REGULATIONS 2015	[Instrument:] r22 [Update:] r.21	power of responsible authority to require verification of information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in application for permit or to amend a permit or any information provided under section 54 of the Act [Update:] power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	GMPD MCD TLStatP PP SStatBP TLPAC		Legislative update - Reference to section changed and wording change
PLANNING AND ENVIRONMENT REGULATIONS 2015	r 55	duty of responsible authority to tell Registrar of Titles under r 183 of the Act of the cancellation or amendment of an agreement	GMPD MCD TLStatP PP TLPAC		Legislative update - r 55 deleted

Instrument of Delegation – Members of Staff - Summary of Changes April 2018

LEGISLATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DESCRIPTION OF UPDATE
PLANNING AND ENVIRONMENT REGULATIONS 2015	r 6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	GMPD; MCS		NEW provision - Existing r.6 is now amended as 25(a)
PLANNING AND ENVIRONMENT REGULATIONS 2015	r.25(b)	function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge	GMPD, MCD, MCS, TLPAC, TLCDA, TLStatP, TLStrgEP, PP	where Council is not the responsible authority but the relevant land is within Council's municipal district	NEW provision
PLANNING AND ENVIRONMENT REGULATIONS 2015	r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	GMPD, MCS	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority	NEW provision
RAIL SAFETY (LOCAL OPERATIONS) ACT 2006	s.34	duty to comply with a direction of the Safety Director to alter, demolish or take away works carried out contrary to a direction under s33(1)	GMCAE, MI, MTT	[Instrument:] duty of council as a utility under s3 [Update:] where council is a utility under section 3	Legislative update - Condition wording updated
RAIL SAFETY (LOCAL OPERATIONS) ACT 2006	s33	duty to comply with a direction of the Safety Director under this section	GMCAE, MI, MTT	[Instrument:] duty of council as a utility under s3 [Update:] where council is a utility under section 3	Legislative update - Condition wording updated
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.11	[Instrument:] power to grant transfer of registration and duty to cause current certificate of registration to be endorsed [Update:] function of receiving application for registration	GMPD, MCS, MSEC, TLEH, EHO, OCEH		Legislative update - Wording Change
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.13(2)	power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	GMPD, MCD, MSEC, TLEH		NEW provision

Instrument of Delegation – Members of Staff - Summary of Changes April 2018

LEGISLATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DESCRIPTION OF UPDATE
Road Management (General) Regulations 2016	r. 16(3)	power to issue permit	GMCAE, MI, MTT, TLRD	[Instrument:] power of coordinating road authority [Update:] where council is the coordinating road authority	Legislative update - Condition wording updated
Road Management (General) Regulations 2016	r. 18(1)	power to give written consent to person re damage to road	GMCAE, MI, TLRD	[Instrument:] power of coordinating road authority [Update:] where council is the coordinating road authority	Legislative update - Condition wording updated
Road Management (General) Regulations 2016	r. 23(2)	power to make submission to Tribunal	GMCAE, MI	[Instrument:] power of coordinating road authority [Update:] where council is the coordinating road authority	Legislative update - Condition wording updated
Road Management (General) Regulations 2016	r. 25(1)	power to remove objects, refuse, rubbish or other material deposited or left on road	GMCAE, MI, MTT, TLMC&W,	[Instrument:] power of responsible road authority [Update:] where council is the responsible road authority	Legislative update - Condition wording updated
Road Management (General) Regulations 2016	r. 25(2)	[Instrument:] power to sell or destroy things removed from road or part of road (after first complying with r.509(3)) [Update:] power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	GMCAE, MI, MTT, TLMC&W [TLMCW]	[Instrument:] power of responsible road authority [Update:] where council is the responsible road authority	Legislative update - Wording and condition wording updated
Road Management (General) Regulations 2016	r.25(5)	power to recover in the Magistrates' Court, expenses from person responsible	GMCAE, MI, MTT, TLMCW		NEW provision
Road Management (General) Regulations 2016	r.9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	GMCAE, MI	where council is the coordinating road authority	NEW provision
Road Management Act 2004	s.11(10A)	duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	GMCAE, MI, TLRD	[Instrument:] duty of coordinating road authority [Update:] where council is the coordinating road authority	Legislative update - Condition wording updated
Road Management Act 2004	s.17(2)	duty to register public road in public roads register	GMCAE, MI, TLRD	[Instrument: duty of coordinating road authority [Update: where council is the coordinating road authority]	Legislative update - Condition wording updated
Road Management Act 2004	s.17(3)	power to decide that a road is reasonably required for general public use	GMCAE	[Instrument:] power of coordinating road authority [Update:] where council is the coordinating road authority	Legislative update - Condition wording updated

Instrument of Delegation – Members of Staff - Summary of Changes April 2018

LEGISLATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DESCRIPTION OF UPDATE
Road Management Act 2004	s.17(3)	duty to register a road reasonably required for general public use in public roads register	GMCAE, MI, TLRD	[Instrument:] duty of coordinating road authority [Update:] where council is the coordinating road authority]	Legislative update - Condition wording updated
Road Management Act 2004	s.21	[Instrument:] power to reply to request for information or advice [Update:] function of replying to request for information or advice	GMCAE, MI, TLRD	obtain consent in circumstances specified in s11(2)	Legislative update - Wording updated
Road Management Act 2004	s.22(2)	[Instrument:] power to comment on proposed direction [Update:] function of commenting on proposed direction	GMCAE, MI, TLRD		Legislative update - Wording updated
Road Management Act 2004	s.64(1)	duty to comply with clause 13 of Schedule 7	GMCAE, MI	[Instrument:] duty of infrastructure manager or works manager [Update:] where council is the infrastructure manager or works manager	Legislative update - Condition wording updated
Road Management Act 2004	s.66(1)	power to consent to structure etc	GMCAE, MI, TLRD	[Instrument:] power of coordinating road authority [Update:] where council is the coordinating road authority	Legislative update - Condition wording updated
Road Management Act 2004	s.67(3)	power to request information	GMCAE, MI, TLRD	[Instrument:] power of coordinating road authority [Update:] where council is the coordinating road authority	Legislative update - Condition wording updated
Road Management Act 2004	s.68(2)	power to request information	GMCAE, MI, TLRD	[Instrument:] power of coordinating road authority [Update:] where council is the coordinating road authority	Legislative update - Condition wording updated
Road Management Act 2004	s12(2)	power to discontinue road or part of a road	GMCAE	[Instrument:] power of coordinating road authority [Update:] were council is the coordinating road authority	Legislative update - Condition wording updated
Road Management Act 2004	s120(2)	[Instrument:] power to seek consent of VicRoads [Update:] duty to seek consent of VicRoads to exercise road management functions before exercising power in section 120(1)	GMCAE, MI, MTT, TLRD		Legislative update - Wording updated
Road Management Act 2004	s17(4)	power to decide that a road is no longer reasonably required for general public use	GMCAE, MI, TLRD	[Instrument:] power of coordinating road authority [Update:] where council is the coordinating road authority]	Legislative update - Condition wording updated
Road Management Act 2004	s17(4)	duty to remove road no longer reasonably required for general public use from public roads register	GMCAE, MI, TLRD	[Instrument:] duty of coordinating road authority [Update:] where council is the coordinating road authority	Legislative update - Condition wording updated

Instrument of Delegation – Members of Staff - Summary of Changes April 2018

LEGISLATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DESCRIPTION OF UPDATE
Road Management Act 2004	s18(1)	power to designate ancillary area	GMCAE	[Instrument:] power of coordinating road authority, and obtain consent in circumstances specified in s18(2) [Update:] where council is the coordinating road authority, and obtain consent in circumstances specified in section 18(2)]	Legislative update - Condition wording updated
Road Management Act 2004	s18(3)	duty to record designation in public roads register	GMCAE, MI, TLRD	[Instrument:] duty of coordinating road authority [Update:] where council is the coordinating road authority	Legislative update - Condition wording updated
Road Management Act 2004	s42A(3)	duty to consult with VicRoads before road is specified	GMCAE	[Instrument:] <u>duty of</u> coordinating road authority if road is a municipal road or part thereof [Update:] where council is the coordinating road authority if road is a municipal road or part thereof	Legislative update - Condition wording updated
Road Management Act 2004	s42A(4)	power to approve Minister's decision to specify a road as a specified freight road	GMCAE	[Instrument:] <u>power of</u> coordinating road authority if road is a municipal road or part thereof and where road is to be specified a freight road [Update:] where council is the coordinating road authority if road is a municipal road or part thereof and where road is to be specified a freight road	Legislative update - Condition wording updated
Road Management Act 2004	s48EA	duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	GMCAE, MI, TLRD	[Instrument:] <u>duty of</u> responsible road authority, infrastructure manager or works manager [Update:] where council is the responsible road authority, infrastructure manager or works manager	Legislative update - Condition wording updated
Road Management Act 2004	s87(2)	[Instrument:] power to investigate complaint and provide report [Update: duty to investigate complaint and provide report]	GMCAE, MI, MTT, TLRD		Legislative update - Wording updated
Road Management Act 2004	Schedule 2 Clause 2(1)	[Instrument:] power to make a decision re controlled access roads [Update: power to make a decision in respect of controlled access roads]	GMCAE MI MTT TLRD		Legislative update - Wording updated

Instrument of Delegation – Members of Staff - Summary of Changes April 2018

LEGISLATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DESCRIPTION OF UPDATE
Road Management Act 2004	Schedule 2 Clause 3(1)	[Instrument:] power to make policy about controlled access roads [Update:] duty to make policy about controlled access roads	GMCAE		Legislative update - Wording updated
Road Management Act 2004	Schedule 7 Clause 12(2)	power to direct infrastructure manager or works manager to conduct reinstatement works	GMCAE, MI, MTT, TLRD	[Instrument:] power of coordinating road authority [Update:] where council is the coordinating road authority	Legislative update - Condition wording updated
Road Management Act 2004	Schedule 7 Clause 12(3)	power to take measures to ensure reinstatement works are completed	GMCAE, MI, MTT, TLRD	[Instrument:] power of coordinating road authority [Update:] where council is the coordinating road authority	Legislative update - Condition wording updated
Road Management Act 2004	Schedule 7 Clause 12(4)	duty to ensure that works are conducted by an appropriately qualified person	GMCAE, MI, MTT, TLRD	[Instrument:] duty of coordinating road authority [Update:] where council is the coordinating road authority	Legislative update - Condition wording updated
Road Management Act 2004	Schedule 7 Clause 12(5)	power to recover costs	GMCAE, MI, MTT, TLRD	[Instrument:] power of coordinating road authority [Update:] where council is the coordinating road authority	Legislative update - Condition wording updated
Road Management Act 2004	Schedule 7 Clause 16(1)	power to consent to proposed works	GMCAE MI MTT TLRD	[Instrument:] power of coordinating road authority [Update:] where council is the coordinating road authority	Legislative update - Condition wording updated
Road Management Act 2004	Schedule 7 Clause 17(2)	[Instrument:] power to refuse to give consent [Update:] power to refuse to give consent and duty to give reasons for refusal	GMCAE MI MTT TLRD	[Instrument:] power of coordinating road authority [Update:] where council is the coordinating road authority	Legislative update - Condition wording updated
Road Management Act 2004	Schedule 7 Clause 18(1)	power to enter into an agreement	GMCAE	[Instrument:] power of coordinating road authority [Update:] where council is the coordinating road authority	Legislative update - Condition wording updated
Road Management Act 2004	Schedule 7 Clause 19(1)	power to give notice requiring rectification of works	GMCAE MI MTT TLRD	[Instrument:] power of coordinating road authority [Update:] where council is the coordinating road authority	Legislative update - Condition wording updated
Road Management Act 2004	Schedule 7 Clause 20(1)	power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	GMCAE MI MTT TLRD	[Instrument:] power of coordinating road authority [Update:] where council is the coordinating road authority	Legislative update - Condition wording updated

Instrument of Delegation – Members of Staff - Summary of Changes April 2018

LEGISLATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DESCRIPTION OF UPDATE
Road Management Act 2004	Schedule 7, Clause 10(2)	where Schedule 7 Clause 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	GMCAE, MI, MTT, TLRD	[Instrument:] duty of infrastructure manager or works manager [Update:] where council is the infrastructure manager or works manager]	Legislative update - Condition wording updated
Road Management Act 2004	Schedule 7, Clause 13(1)	duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to Schedule 7, Clause 13(2)	GMCAE, MI, MTT, TLRD	[Instrument:] duty of works manager [Update:] where council is the coordinating road authority	Legislative update - Condition wording updated
Road Management Act 2004	Schedule 7, Clause 13(2)	power to vary notice period	GMCAE, MI, MTT, TLRD	[Instrument:] power of coordinating road authority [Update:] where council is the coordinating road authority	Legislative update - Condition wording updated
Road Management Act 2004	Schedule 7, Clause 13(3)	duty to ensure works manager has complied with obligation to give notice under Schedule 7, Clause 13(1)	GMCAE, MI, MTT	[Instrument:] duty of infrastructure manager [Update:] where council is the infrastructure manager	Legislative update - Condition wording updated
Road Management Act 2004	Schedule 7, Clause 7(1)	duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	GMCAE, MI, MTT, TLRD	[Instrument:] duty of infrastructure manager or works manager [Update:] where council is the infrastructure manager or works manager]	Legislative update - Condition wording updated
Road Management Act 2004	Schedule 7, Clause 8(1)	duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	GMCAE, MI, MTT, TLRD	[Instrument:] duty of infrastructure manager or works manager [Update:] where council is the infrastructure manager or works manager	Legislative update - Condition wording updated
Road Management Act 2004	Schedule 7, Clause 9(1)	duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	GMCAE, MI, MTT, TLRD	[Instrument:] duty of infrastructure manager or works manager responsible for non-road infrastructure [Update:] where council is the infrastructure manager or works manager responsible for non-road infrastructure	Legislative update - Condition wording updated
Road Management Act 2004	Schedule 7, Clause 9(2)	duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	GMCAE, MI, MTT, TLRD,	[Instrument:] duty of infrastructure manager or works manager [Update:] where council is the infrastructure manager or works manager	Legislative update - Condition wording updated
Road Management Act 2004	Schedule 7A Clause 3(1)(d)	duty to pay installation and operation costs of street lighting - where road is not an arterial road	GMCAE, MI	[Instrument:] duty of council as the responsible road authority [Update:] where council is the responsible road authority	Legislative update - Condition wording updated

Instrument of Delegation – Members of Staff - Summary of Changes April 2018

LEGISLATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DESCRIPTION OF UPDATE
Road Management Act 2004	Schedule 7A Clause 3(1)(e)	duty to pay installation and operation costs of street lighting – where road is a service road on an arterial road and adjacent areas	GMCAE MI	[Instrument:] duty of council as the responsible road authority [Update:] where council is the responsible road authority	Legislative update - Condition wording updated

Ordinary Meeting of Council

23 April 2018

Agenda Item No: 11.7

RESPONSE TO NOTICE OF MOTION 5/2018 - CR WEST - RATE REFORM TO ENCOURAGE HERITAGE PROTECTION, FARMING AND AMENITY

Contact Officer: Paul Franklin, General Manager Corporate Services

Purpose of Report

The purpose of this report is to respond to Notice of Motion No. 5/2018 - Cr West - Rate Reform to Encourage Heritage Protection, Farming and Amenity which was adopted at Council on 26 February 2018.

“That Council officers investigate and include in the upcoming report on Council rates proposals to:

1. *Double – or substantially increase – rates on vacant residential and (if possible) commercial properties following as closely as possible the model of the State Government’s new VLRT;*
2. *Utilise the resulting increase in rate revenue to provide:*
 - 2.1 *a rebate of up to 10 % on heritage listed properties; – and if there is any surplus rate revenue left over*
 - 2.2 *an increase in the farm rate rebate.”*

Disclosure of Officer / Contractor Direct or Indirect Interest

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

OFFICER RECOMMENDATION

That Council:

1. Note this report as the response to Notice of Motion 5/2018.
2. Advocate to the State Government to extend the coverage of the vacant Residential Land Tax to the Kingston municipal area.
3. Note that the Draft 2018/19 Budget considered at Item 11.1 includes a differential rate of 90% of the General Rate for residential and rural properties (that do not qualify for the existing Agricultural Land differential) that are Heritage listed as per Attachment 1 to this report and any other residential and rural properties that achieve Heritage listing in the future also be subject to the differential rate.

1. Executive Summary

An analysis of the State Government’s Vacant Residential Land Tax as the basis for a vacant property differential rate has been conducted to ascertain how it can be followed to create a vacant property differential rate as part of Kingston’s Rating Strategy.

To be subject to the State Government Vacant Residential Land Tax the property must have been vacant for more than six months in the preceding calendar year. The tax applies from 1 January 2018 and is based on use and occupation in the preceding year. For example, tax liabilities for the 2018 tax year are based on use and occupation in 2017. The Vacant Residential Land Tax relies on owners of vacant residential properties to notify the State Revenue Office (SRO) by 15 January each year via an online portal about the occupancy rate of the property in the preceding year. The SRO conducts monitoring and compliance activities to make sure that vacant residences are being declared. The SRO compliance program includes comparing its own data with that of other state and federal agencies, and by conducting investigations.

On the other hand, Council rates are assessed prospectively and to comply with Rate Capping obligations. Rates are required to be assessed as at a given – 30 June each year – date. The variability of retrospectively applying additional rates to vacant residential properties would compromise compliance with the rate capping legislation. Further rates cannot be retrospectively applied to any date prior to the date on which the Valuer-General's contractor assesses a change in the attributes of a property via a supplementary valuation being returned to Council. Therefore an "owner onus" reporting obligation could not be given effect within the current rating legislative framework. Finally Council does not have the power to require owners to advise Council of occupancy details upon which a rate could be assessed nor does it possess any of the data matching sources that are available to the SRO as part of its compliance program.

Given the above difficulties in implementing a Vacant Residential Property differential, it is recommended that Council advocates to the State Government to extend the coverage of the Vacant Residential Land Tax to include Kingston given that the aim of the Vacant Residential Land Tax is to more efficiently use the existing housing stock and to alleviate housing affordability issues by increasing the supply that is available to the market.

In respect of heritage properties, it is open to Council to introduce a 90% differential for heritage properties. A direction from Councillors is sought on restricting the application of the differential to heritage listed residential and rural properties and not extending the application of the heritage differential to heritage listed commercial and industrial properties.

2. Vacant Residential Land Tax

The following is an outline of the Vacant Residential Land Tax that was introduced, effective from 1 January 2018 in Victoria as one measure introduced by the State Government to try to alleviate housing affordability issues in the middle and inner suburbs of Melbourne and that Melbourne's housing stock is used as efficiently as possible. The Vacant Residential Land Tax applies to properties that are capable of being used solely or primarily for residential purposes including premises that are capable of or intended to be occupied as residences or for residential accommodation, regardless of how long the occupation is for. This includes land on which there is, for example, one or more houses, units or flats which are fit for occupation. It refers to land with premises that provide shelter and contain basic living facilities. Residential premises in a minor state of disrepair or in need of minor reinstatement are still considered capable of being occupied as a residence. The Vacant Residential Land Tax does not include unimproved land with no buildings as this does not achieve the intent of improving housing availability or affordability.

The Vacant Residential Land Tax is applicable to the municipalities of:

- Banyule,
- Bayside,
- Boroondara,
- Darebin,
- Glen Eira,
- Hobsons Bay,
- Manningham,
- Maribyrnong,
- Melbourne,
- Monash,
- Moonee Valley,
- Moreland,
- Port Phillip,
- Stonnington,
- Whitehorse, and
- Yarra

To be subject to the Vacant Residential Land Tax the property must have been vacant for more than six months in the preceding calendar year. The vacant residential land tax is assessed by calendar year (1 January to 31 December) and the six months do not need to be continuous. The tax applies from 1 January 2018 and is based on use and occupation in the preceding year. For example, tax liabilities for the 2018 tax year are based on use and occupation in 2017.

For the purposes of this tax, a property is considered vacant unless it was occupied for more than six months in the preceding calendar year by:

- the owner, or the owner's permitted occupier, as their principal place of residence, or
- a person under a lease or short-term letting arrangement (eg Airbnb).

Residential Property is defined as land capable of being used solely or primarily for residential purposes, such as a home or apartment. It also includes land on which a residence is being constructed or renovated, where the land was capable of being used solely or primarily for residential purposes before the start of construction or renovation and on completion of the construction or renovation, the land will be capable of being used solely or primarily for residential purposes.

Residential land does not include unimproved land (sometimes called vacant land), commercial residential premises, display homes, residential care facilities, supported residential services or a retirement village.

There are a range of other matters that are considered when determining the application of the Vacant Residential Land Tax including but not limited to:

- allowing family and friends to use the property for more than six months a year;
- being away on holidays for more than 6 months in a year;
- does the property form part of a deceased estate;
- is the property vacant because the owner has moved into a retirement home or residential aged care facility;
- the status of holiday homes;

- is the property being marketed for sale or lease
- changes of ownership mid-year.
- the treatment of properties under construction or renovation.

Council would need to turn its mind to all of these matters in considering a Vacant Property differential based on the State Government's Vacant Residential Land Tax.

Importantly, the SRO relies on owners of vacant residential properties are required to notify the SRO by 15 January each year via an online portal. The SRO conducts monitoring and compliance activities to make sure that vacant residences are being declared. The SRO compliance program includes comparing its own data with that of other state and federal agencies, and by conducting investigations based on data analytics or "whistleblowers".

3. Rating Considerations

To adequately consider differential rates it is important to firstly appreciate the operation of rates. Rates differ substantially from a tax. Rating starts from a basis of what amount of money is required to provide a defined level of service, a tax by contrast stipulates what proportion of income or wealth is to be provided to government from this tax revenue services are then provided. It is an accepted fact that Australia's taxation system is complex. Rating by stark contrast is simple and transparent.

The greatest strength of rating, its simplicity and inherent fairness, is in some circumstances its weakness. In some cases, particularly where substantial differences exist in a community within a municipal district, the defined level of service may not be appropriate for all ratepayers in the city who are called upon to contribute, via a uniform rate, to the provision of those services. It is essential to recognise that rates are not a fee for service they are a charge based on the ability to pay for local community infrastructure and services.

In cases where significant inequity would arise from the application of a uniform rate the use of differential rates can operate, in part, to relieve that inequity. The basis of capital improved value rating is to distribute the rate burden on the basis of capacity to pay as measured by the relative value of a property.

In respect of the regimen that is in place for the Vacant Residential Land Tax it is important to note the following:

- The SRO taxes owners retrospectively based on occupancy in the previous calendar year;
- Council rates are assessed prospectively and to comply with Rate capping obligations rates are required to be assessed as at a given – 30 June each year – point of time. The variability of retrospectively applying additional rates to vacant residential properties would compromise compliance with the rate capping legislation;
- Rates cannot be retrospectively applied to any date prior to the date on which the Valuer-General assesses a change in the property by way of a Supplementary Valuation being returned to Council. Therefore an "owner onus" reporting obligation could not be given effect in the current rating legislative framework.
- Council does not have the power to require owners to advise Council of occupancy details upon which a rate could be assessed.

- To accurately define up front what properties are to be subject to a Vacant Residential Property differential remains the biggest roadblock as Council does not have access to leasing or other agreements which may be in place for residential properties within the municipality. Council also does not have the legislative powers and capabilities to acquire this information which the State Revenue Office does have.
- Council does not have any alternative sources of information that could readily be obtained to provide an indication that a property was unoccupied eg State Revenue Office land tax data and utility companies; federal agencies (ATO).

Given the above difficulties in implementing a Vacant Residential Property differential, it is recommended that Council advocates to the State Government to extend the catchment of the Vacant Residential Land Tax to include Kingston, given that the aim of the Vacant Residential Land Tax is to more efficiently use the existing housing stock and alleviate affordability issues by increasing the supply that is available to the market.

4. Heritage Listed properties

In introducing a differential rate Council must clearly articulate the purpose of the differential rate – which must be consistent with the efficient operation of the Council in carrying out its functions under the Act.

Under section 161 of the Local Government Act 1989 Councils that have adopted the Capital Improved Value (CIV) as their basis for apportioning rate burden may also adopt differential rates for certain classes of property if this is considered equitable and will contribute to the efficient operation of the Council in carrying out its functions.

Kingston uses the CIV as the basis for determining rate liability and as such has the opportunity to depart from uniform rating to a differential rating system.

The overriding tenant of the introduction of a differential rate system is to ensure it is both equitable and contributes to the efficient operation of the Council in undertaking its functions under the Local Government Act.

When determining if a vacant residential land differential can be introduced by the City of Kingston, guidance is provided from the following:

- Application of Differential Rates under the Local Government Act 1989
- Ministerial Guidelines for Differential Rating;
- Good practice taxation principles as specified within the Victorian Governments “Developing a Rating Strategy: A Guide for Councils” publication

If a Council declares a differential rate, it must include the following information within its Rating Strategy as to why this differential rate is appropriate:

- the definition of the types or classes of land which are subject to the rate
- the objectives of the differential rate;
- the rate and amount of rates payable in relation to each type or class of land and what proportion of the total rates and charges this represents; and
- any other information which the Council considers it necessary to make available.

**City of Kingston
Ordinary Meeting of Council**

Agenda

23 April 2018

General valuations within Victoria for a Council must be made with reference to the Valuation of Lands Act 1960, The Local Government Act 1989 and their Regulations. Section 2 (8) of the Valuation of Lands Act 1960 provides specific guidance when determining valuations for properties which are registered places within the meaning of the Heritage Act 1995, or on when properties are within the Heritage Register.

This section of the Valuation of Lands Act 1960 requires that the valuation of the property must be amended to take into account such factors as:

- 1) The building within the Heritage Register cannot be removed or demolished; and
- 2) The land cannot be subdivided

In these instances, the heritage impact of these properties are taken into account when the Capital Improved Value, Site Value and Net Assessed Value are determined. In most instances, a reduction in value of the property would be recognised due to restrictions placed on the potential use of the land, however officers have not, in discussions with the Valuer-General, been able to quantify the amount of the reduction, given the primary driver of Capital Improved Valuations is sales evidence and that heritage listed properties change ownership relatively infrequently.

In the following table, a summary of properties on Council's Heritage Register is provided.

Category	Number of Properties	CIV	2017/18 \$ Rates (approx)
Non Rateable	57	N/A	N/A
Cultural and Recreation Lands Act	3	\$148,000,000	Separate rating Agreement
Rateable Property			
Commercial	118	\$139,055,000	\$300,000
Industrial	50	\$71,705,000	\$155,000
Residential	90	\$65,500,000	\$141,000
Rural	1	\$1,905,000	\$4,000
Total Rateable Property	259	\$278,165,000	\$600,000

A 10% reduction in the rate in the dollar for rateable heritage properties would lead to a reduction in rates of approximately \$60,000 for these rateable 259 properties. It is arguable that a differential is not required for the commercial and industrial properties as the rates are tax deductible as are any incurred maintenance costs associated with these properties. Please note however that 91 properties are classified as residential and rural. A 10% reduction in rates would provide a reduction in the rating burden of approximately \$14,500 to these 91 properties. Averaging this across the entirety of the rateable property base would see an immaterial amount being added to the rates of all other properties. Please note that the heritage differential would not be applicable to the rural property as it already receives the higher benefit of the 20% Agricultural Land Rate Differential

While a full listing of properties subject to a Heritage listing is attached, the most valuable properties in each category are as follows:

Commercial

Bridge Hotel - 1 Nepean Hwy Aspendale
Mentone Hotel - 95 Beach Road Mentone
Kingston Club Hotel - Epsom Road, Mordialloc
Tudor Inn - 1281 Nepean Highway, Cheltenham
Chelsea Hotel - 380 Nepean Highway Chelsea

Industrial

Coca Cola Factory - 28 Levanswell Road, Moorabbin

Residential

House - 25 Milan Street Mentone
Killara - 6 Harkin Ave Mentone
6 Bowman Street Aspendale
Eblana - 1 Eblana Avenue Mentone
House & Stables - 5 High Street Mordialloc
Balmoral - 64 Nepean Hwy, Aspendale
Kara - 3 Kara Grove Aspendale
Fortunatas - 22 Bear Street Mordialloc
Former Fire Station - 430 South Road, Moorabbin
House - 5 Latrobe Street Cheltenham

Rural

House - 198 Old Dandenong Road Heatherton

The Ministerial Guideline on differential rates advises Councils to proceed with caution when setting a differential applicable to just a few properties within the municipality and advises that Council is also to have regard to the impact of the proposed rate upon the affected properties along with the consideration of equity for the greater community.

Suitably documented, adopting a 90% differential (that is a 10% "discount) for heritage properties, should be defensible if challenged by any party.

5. Comparison of Rating Differentials to other Councils

A comparison with some nearby Councils (Monash, Frankston & Mornington) has not identified a council with a separate vacant (residential or otherwise) premise rate differential or a heritage property rate differential being utilised by those Councils.

Appendices

Appendix 1 - Heritage Register Properties Table (Ref 18/49995) [↓](#)

Author/s: Paul Franklin, General Manager Corporate Services
Reviewed and Approved By: Paul Franklin, General Manager Corporate Services

11.7

RESPONSE TO NOTICE OF MOTION 5/2018 - CR WEST - RATE REFORM TO ENCOURAGE HERITAGE PROTECTION, FARMING AND AMENITY

1	Heritage Register Properties Table.....	499
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Assessment Number	Check Digit	Address	Rateable Value
100191	4	64 Nepean Highway, ASPENDALE VIC 3195	2,320,000
101204	4	622-623 Nepean Highway, CARRUM VIC 3197	480,000
101222	6	3 628 Nepean Highway, CARRUM VIC 3197	1,075,000
101476	8	3 Kara Grove, ASPENDALE VIC 3195	2,060,000
103299	2	542-543 Station Street, CARRUM VIC 3197	815,000
105285	9	8-12 Lochiel Avenue, EDITHVALE VIC 3196	1,730,000
105419	4	50 Clydebank Road, EDITHVALE VIC 3196	1,065,000
105918	5	67-69 Edithvale Road, EDITHVALE VIC 3196	1,130,000
106333	6	23 Fraser Avenue, EDITHVALE VIC 3196	1,100,000
108601	4	21 Thames Promenade, CHELSEA VIC 3196	560,000
108768	1	14 Drinan Road, CHELSEA VIC 3196	655,000
112985	5	9 Walkers Road, CARRUM VIC 3197	435,000
136588	9	Unit 12 191-193 Wickham Road, MOORABBIN VIC 3189	150,000
136589	7	Unit 1 191-193 Wickham Road, MOORABBIN VIC 3189	150,000
136590	5	Unit 3 191-193 Wickham Road, MOORABBIN VIC 3189	150,000
136591	3	Unit 4 191-193 Wickham Road, MOORABBIN VIC 3189	150,000
136592	1	Unit 5 191-193 Wickham Road, MOORABBIN VIC 3189	150,000
136593	9	Unit 6 191-193 Wickham Road, MOORABBIN VIC 3189	150,000
136594	7	Unit 7 191-193 Wickham Road, MOORABBIN VIC 3189	150,000
136595	4	Unit 8 191-193 Wickham Road, MOORABBIN VIC 3189	150,000
136596	2	Unit 9 191-193 Wickham Road, MOORABBIN VIC 3189	150,000
136597	0	Unit 10 191-193 Wickham Road, MOORABBIN VIC 3189	150,000
136598	8	Unit 11 191-193 Wickham Road, MOORABBIN VIC 3189	150,000
137474	1	416 South Road, MOORABBIN VIC 3189	1,225,000
137481	6	430 South Road, MOORABBIN VIC 3189	1,060,000
137482	4	430A South Road, MOORABBIN VIC 3189	430,000
137483	2	430B South Road, MOORABBIN VIC 3189	430,000
145990	6	1 5 Latrobe Street, CHELTENHAM VIC 3192	1,460,000
146680	2	24 Wilson Street, CHELTENHAM VIC 3192	880,000
148260	1	32 Cavanagh Street, CHELTENHAM VIC 3192	1,125,000
153663	8	166 Centre Dandenong Road, CHELTENHAM VIC 3192	655,000
153791	7	156 Kingston Road, HEATHERTON VIC 3202	520,000
153823	8	1 3 Evergreen Circuit, CHELTENHAM VIC 3192	505,000
153824	6	2 3 Evergreen Circuit, CHELTENHAM VIC 3192	670,000
153825	3	3 3 Evergreen Circuit, CHELTENHAM VIC 3192	515,000
153826	1	4 3 Evergreen Circuit, CHELTENHAM VIC 3192	435,000
153827	9	5 3 Evergreen Circuit, CHELTENHAM VIC 3192	425,000
153828	7	6 3 Evergreen Circuit, CHELTENHAM VIC 3192	540,000
153829	5	7 3 Evergreen Circuit, CHELTENHAM VIC 3192	470,000
153830	3	8 3 Evergreen Circuit, CHELTENHAM VIC 3192	435,000
153831	1	9 3 Evergreen Circuit, CHELTENHAM VIC 3192	545,000
153832	9	10 3 Evergreen Circuit, CHELTENHAM VIC 3192	545,000
153833	7	11 3 Evergreen Circuit, CHELTENHAM VIC 3192	480,000
153834	5	Apartment 12 Level 1 3 Evergreen Circuit, CHELTENHAM VIC 3192	480,000
153835	2	Apartment 13 Level 1 3 Evergreen Circuit, CHELTENHAM VIC 3192	435,000
153836	0	Apartment 14 Level 1 3 Evergreen Circuit, CHELTENHAM VIC 3192	380,000

Assessment Number	Check Digit	Address	Rateable Value
153837	8	Apartment 15 Level 1 3 Evergreen Circuit, CHELTENHAM VIC 3192	455,000
153838	6	Apartment 16 Level 1 3 Evergreen Circuit, CHELTENHAM VIC 3192	470,000
153839	4	Apartment 17 Level 1 3 Evergreen Circuit, CHELTENHAM VIC 3192	445,000
153840	2	Apartment 18 Level 1 3 Evergreen Circuit, CHELTENHAM VIC 3192	470,000
153841	0	Apartment 19 Level 2 3 Evergreen Circuit, CHELTENHAM VIC 3192	480,000
153842	8	Apartment 20 Level 2 3 Evergreen Circuit, CHELTENHAM VIC 3192	470,000
156402	8	25 Milan Street, MENTONE VIC 3194	4,140,000
157130	4	9 Como Parade East, MENTONE VIC 3194	1,305,000
157131	2	9A Como Parade East, MENTONE VIC 3194	565,000
157132	0	9B Como Parade East, MENTONE VIC 3194	565,000
157133	8	11 Como Parade East, MENTONE VIC 3194	1,240,000
157134	6	13 Como Parade East, MENTONE VIC 3194	1,115,000
157139	5	17 Como Parade East, MENTONE VIC 3194	1,175,000
157471	2	5 Cremona Street, MENTONE VIC 3194	1,285,000
157498	5	1 Eblana Avenue, MENTONE VIC 3194	2,470,000
157630	3	1 74 Beach Road, MENTONE VIC 3194	590,000
157631	1	2 74 Beach Road, MENTONE VIC 3194	705,000
157632	9	3 74 Beach Road, MENTONE VIC 3194	705,000
157633	7	4 74 Beach Road, MENTONE VIC 3194	890,000
157884	6	6 Harkin Avenue, MENTONE VIC 3194	3,005,000
158097	4	58-60 Warrigal Road, PARKDALE VIC 3195	1,405,000
160983	1	1 218 Como Parade West, PARKDALE VIC 3195	480,000
160987	2	220B Como Parade West, PARKDALE VIC 3195	205,000
160993	0	Unit 2 230-234 Como Parade West, PARKDALE VIC 3195	590,000
161000	3	2 242-248 Como Parade West, PARKDALE VIC 3195	195,000
161001	1	3 242-248 Como Parade West, PARKDALE VIC 3195	130,000
161007	8	256A Como Parade West, PARKDALE VIC 3195	230,000
161011	0	260B Como Parade West, PARKDALE VIC 3195	165,000
161018	5	2 272 Como Parade West, PARKDALE VIC 3195	235,000
161486	4	83A Parkers Road, PARKDALE VIC 3195	250,000
161488	0	FLAT FLOOR 1 79-81 Parkers Road, PARKDALE VIC 3195	170,000
164910	0	5 High Street, MORDIALLOC VIC 3195	2,430,000
165318	5	Unit 1 Level 1 570 Main Street, MORDIALLOC VIC 3195	455,000
165322	7	Unit 3 Level 1 570 Main Street, MORDIALLOC VIC 3195	665,000
165323	5	Unit 2 Level 1 570 Main Street, MORDIALLOC VIC 3195	250,000
165328	4	2 574 Main Street, MORDIALLOC VIC 3195	255,000
165332	6	2 578 Main Street, MORDIALLOC VIC 3195	275,000
165353	2	2 624 Main Street, MORDIALLOC VIC 3195	270,000
165400	1	2 515 Main Street, MORDIALLOC VIC 3195	245,000
165990	1	1 Albert Street, MORDIALLOC VIC 3195	785,000
166450	5	11 Bear Street, MORDIALLOC VIC 3195	745,000
166531	2	22 Bear Street, MORDIALLOC VIC 3195	1,870,000
167041	1	11 Park Street, MORDIALLOC VIC 3195	670,000
173041	3	Unit 1 286 Como Parade West, PARKDALE VIC 3195	265,000

Agricultural property - obtains better rating discount by remaining in Agricultural

143160	8	241-271 Kingston Road, CLARINDA VIC 3169	1,905,000
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Ordinary Meeting of Council

23 April 2018

Agenda Item No: 11.8

RESPONSE TO NOTICE OF MOTION NO. 51/2017 - CR GLEDHILL - CODE OF CONDUCT REPORTS (REGARDING COUNCILLOR BEHAVIOUR)

Contact Officer: Joanne Creedon, Governance Officer

Purpose of Report

The purpose of this report is to respond to the Council resolution involving Notice of Motion No. 51/2017 – Cr Gledhill – Code of Conduct Reports as resolved at the Ordinary Meeting of Council on 27 November 2017.

Disclosure of Officer / Contractor Direct or Indirect Interest

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

OFFICER RECOMMENDATION

1. That the confidential designation of the following information be retained to be consistent with the procedure outlined in the Councillor Code of Conduct
 - Appendix 1 to Item 11.4, Ordinary Meeting of Council 27 February 2017
 - Appendix 1 to Item 11.3, Ordinary Meeting of Council 27 March 2017
2. That the confidential designation of the following matter be retained due to the employment, OHS and privacy implications
 - STOPLine report.
3. That the following matter remain confidential due to the employment, OHS and privacy implications
 - Councillor / Staff Member Conduct investigation

1. Executive Summary

At the Ordinary Meeting of Council on 27 November 2017, Council resolved in regard to Notice of Motion No. 51/2017 – Cr Gledhill – Code of Conduct Reports to defer the matter until further advice is received from officers.

This report presents recommendations in regard to making public previous Code of Conduct reports and any other investigations into Councillor behaviour from 1997 to the present time raised in the Notice of Motion.

In responding to the resolution this report lists the investigations during this timeframe and also provides advice regarding the making of these reports not confidential. The resolution of 27 November 2017 reads as follows:

12.6 Notice of Motion No. 51/2017 - Cr Gledhill - Code of Conduct Reports

Moved: Cr Gledhill Seconded: Cr Brownlees

That, in light of Council's decision to make two recent code of conduct reports public and in the interests of transparency, all previous reports and investigations into Councillor behaviour from 1997 to current, both Code of Conduct and any other, also be made available to the public. Should it be discovered that the release of such documents may be prejudicial or cause harm to any party other than an elected Councillor, officers should advise Council via a CIS by February 2018.

Procedural Motion

Moved: Cr Bearsley

Seconded: Cr Oxley

That consideration of this matter be deferred until further advice is received from Officers.

CARRIED

2. Background

Following the resolution of 27 November 2017 officers identified six (6) reports and investigations into Councillor conduct that occurred during the stated timeframe.

These included:

1. Code of Conduct Reports – Arbiter Reports:
 - Cr West/Cr Brownlees (Item 11.4, Ordinary Meeting of Council 27 February 2017)
 - Cr West/Cr Gledhill (Item 11.3, Ordinary Meeting of Council 27 March 2017)
 - Cr Gledhill/Cr West (Item 11.8 Ordinary Meeting of Council 23 October 2017)
 - Cr Gledhill/Cr West (Item 11.9 Ordinary Meeting of Council 23 October 2017)
2. STOPLine Report (Item P13, Ordinary Meeting of Council 25 February 2013 and);
and
3. Councillor / Staff Member Conduct investigation (not considered by Council).

2.1 Code of Conduct Reports

At the Ordinary Meeting of Council on 23 October 2017, the reports relating to both the Cr Gledhill/Cr West arbitrations were made not confidential and are now available to the public. Both resolutions are below:

11.8 Arbiter's Findings for Alleged Contravention of Councillor Code of Conduct

Moved: Cr Staikos Seconded: Cr Oxley

That Council, having considered the Arbiter's report and his assessment that the breach falls towards the lower end of the range of seriousness of possible breaches of the Code of Conduct, determine to receive the report and take no further action.

That Council determine in accordance with the provisions of Section 77 of the Local Government Act that the Arbiter's Report is not confidential following this meeting.

CARRIED

11.9 Arbiter's Findings for Alleged Contravention of Councillor Code of Conduct

Moved: Cr West Seconded: Cr Oxley

That Council receive the Arbiter's report contained in Appendix 1 and determine that in accordance with the provisions of Section 77 of the Local Government Act that the Arbiter's Report is not confidential following this meeting.

CARRIED

The appendices to the reports Cr West/Cr Brownlees (Item 11.4, Ordinary Meeting of Council 27 February 2017) and Cr West/ Cr Gledhill (Item 11.3, Ordinary Meeting of Council 27 March 2017) remain confidential.

2.2 STOPLine Report

Parts of the STOPLine report were made not confidential at the Ordinary Meeting of Council on 25 February 2013, however the majority of the report remained confidential.

The resolution of 25 February 2013 is as follows:

P13 Confidential Information Register Report (Confidential Minutes 25/02/13)

Moved: Cr Staikos

Seconded: Cr West

That in relation to the final STOPLINE report relating to the investigation of allegations made by an officer that:

1. The report be declared confidential for a further period of 50 days,
2. Sections 8.71, 9.51 and 10.126 be made public, with the name of the officer redacted and replaced by the words "the officer", i.e.
 - 8.71 On the basis of the available evidence and on the balance of probabilities I find the overarching allegation that Cr Staikos bullied (the officer) to be not substantiated.
 - 9.51 On the basis of the available evidence and on the balance of probabilities I find the overarching allegation that Cr Shewan bullied (the officer) to be not substantiated.
 - 10.126 On the basis of the available evidence and on the balance of probabilities I find the overarching allegation that Cr West bullied (the officer) to be not substantiated.

The CEO arrange a briefing for Councillors relating to the report with the attendance of Mark Hayes of Maddocks with a view to publishing as much as is legally possible of this report in the interests of transparency.

At the March 2013 Ordinary Council Meeting two further resolutions confirmed the confidentiality status of legal advice surrounding the STOPLine Report and the STOPLine report itself. The resolutions read as follows:

P39 Confidential Information Register Report

Moved: Cr Staikos

Seconded: Cr Ronke

That Council:

1. In accordance with section 77(2)(b) of the Local Government Act 1989 declare confidential the legal advice from:
 - Maddocks dated 22 February 2013 relating to disclosure of confidential information regarding the StopLine report on the ground that it is legal advice under section 89(2)(f); and
 - M&K Lawyers dated 5 March 2013 relating to the StopLine Interim and Final Reports on the ground that it is legal advice under section 89(2)(f).

2. Include the legal advice in the Confidential Information Register.

Urgent Business – STOPLine Report

Moved: Cr Staikos

Seconded: Cr Ronke

That:

1. The StopLine Report be declared confidential permanently.
2. The investigation is considered closed with Council accepting the substantive findings of the report.
3. No further action be taken by officers on this matter under any circumstances other than acting on Part 2 of Council resolution P13.

2.3 Councillor/Staff Member Conduct Investigation

The report regarding the Councillor / Staff Member Conduct investigation did not come before Council and as both parties to the investigation signed confidentiality agreements this report also remains confidential.

3. Discussion

3.1 Council Plan Alignment

Goal 5 - Our well-governed and responsive organisation
Direction 5.4 - A responsive and well managed organisation

3.2 Operation and Strategic Issues

3.2.1 Release of Councillor Code of Conduct Reports

Given the release of the two Councillor Code of Conduct reports in October 2017, the remaining two reports could be released should Councillors consider this appropriate. However this contradicts the current process contained in the Councillor Code of Conduct that says the full Arbiter's report will be designated confidential. Councillors may consider reviewing this process in the future to include in the Councillors Code of Conduct the release of the findings following the conclusion of an investigation or arbitration and Council's Code of Conduct to be amended.

3.2.2 Release of the STOPLine and Councillor/staff member reports

The release of the STOPLine and Councillor/staff member reports would have implications as personal information of the individuals involved may be impacted.

Councillors are reminded that these two matters are essentially employment matters and that Council's obligations under the Privacy and Data Protection Act along with duties to protect the health and safety of all the individuals involved in these matters, would most likely, be adversely impacted by the release of these reports. In each of these two cases there are confidentiality assurances given by Council to those interviewed as part of the report or deeds of confidentiality between the parties that would be breached should reports be made public.

Breach of any or all of the above considerations may harm the individuals concerned or expose Council to actions for breaching either legislation, assurances given or legal deeds of confidentiality.

3.3 Options

3.3.1 Release all reports of investigations into Councillor conduct from 1997 - 2017

As outlined above this option may result in some serious breaches of privacy by Council in regard to the release of personal information of the individuals involved and is not a recommended option.

3.3.2 Release only reports of investigations undertaken through the Councillor Code of Conduct from 1997 – 2017

This option contradicts the process currently outlined in the Councillor Code of Conduct. However a precedent was set in October 2017 by the release of two arbitration reports.

3.3.3 Keep all reports confidential

This option maintains the status quo with reports remaining confidential in line with the Councillor Code of Conduct process and confidentiality agreements entered in to by parties to the investigations listed above.

4. Conclusion

4.1 Environmental Implications

NA

4.2 Social Implications

NA

4.3 Resource Implications

NA

4.4 Legal / Risk Implications

The release of personal information by Council may result in serious privacy breaches by Council.

Author/s: Joanne Creedon, Governance Officer

Reviewed and Approved By: Phil De Losa, Manager Governance

Paul Franklin, General Manager Corporate Services

Ordinary Meeting of Council

23 April 2018

Agenda Item No: 11.9

RECORDING OF THE PUBLIC GALLERY AT COUNCIL AND PLANNING COMMITTEE MEETINGS

Contact Officer: Joanne Creedon, Governance Officer

Purpose of Report

The purpose of this report is to respond to a resolution of Council on 29 January 2018 in regard to improving public safety by recording of the public gallery during Ordinary Council and Planning Committee meetings. In particular the resolution asked for a report to outline a process which may be undertaken to allow for the public gallery in the Council Chamber to be recorded during meetings.

This report outlines two options for recording the gallery during meetings and seeks feedback from Councillors in regard to the options.

Disclosure of Officer / Contractor Direct or Indirect Interest

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

OFFICER RECOMMENDATION

1. That the the existing CCTV system in the Council Chamber be used to record the public gallery at Ordinary Council and Planning Committee meetings.
2. That the following actions be completed prior to implementing recording of the public gallery:
 - a. formalise procedures through policy and guidelines to respond to privacy principles requirements;
 - b. amend Council's Recording of Public Council Meetings Policy to include recording of the public gallery;
 - c. upgrade the sound component of the recording system; and
 - d. trial the capability of the system in terms of image, sound, recording and storage prior to implementation and reports back to Councillors at a Councillor Information Session.

1. Executive Summary

At the Ordinary Meeting of Council on 29 January 2018, Council resolved the following:

13.2 Recording of Ordinary Council and Planning Committee Meetings

Moved: Cr Oxley Seconded: Cr Staikos

That officers prepare a report detailing the process to be adopted to allow for recording of the gallery in the Council Chamber during Ordinary Council meetings and Planning Committee Meetings.

CARRIED

In response to the resolution which seeks to improve the safety of public members of the gallery, this report outlines two options through which the recording of the gallery may be undertaken.

The options are:

1. Use of the existing CCTV system in the Council Chamber to record the public gallery.
2. Use of the camera in the Mordialloc Room to record but not stream the public gallery , which can be used in association with the equipment used for recording of Council and Planning Committee meetings.

Further to the options in relation to system capability this report also examines and highlights a number of privacy considerations that need to be addressed by way of policy and procedure if Council is to proceed with this action. It is to be noted that even subject to the development of formalised procedures that respond to privacy requirements that:

1. A Councillor, or any individual, would not be able to view unredacted recording of the gallery - that is they could only access clear vision of themselves.
2. The unredacted recording would only be accessible by law enforcement agencies in relation to formal complaints made to them and as part of the agency's investigation of any complaint; and
3. Sound quality (to the level of individual conversations) are highly unlikely to be captured as part of the recording.

2. Background

On 28 April 2014 Council adopted the Recording of Council Meetings Policy. This policy provides information and procedures in regard to the recording and live streaming of public meetings of Kingston City Council.

11.1 Recording of Public Council Meetings Policy

RECOMMENDATION

That Council adopt the Recording of Public Council Meetings Policy at Appendix 1.

Note: Refer to page 7 of the minutes where this item was block resolved.

On 28 November 2016 Council adopted an amended Recording of Council Meetings Policy which extended the recording of Council meetings to include recording of meetings closed to the public. The resolution read as follows:

12.5 Notice of Motion No. 55/2016 - Cr Oxley - Recording of Council Meetings

Moved: Cr Oxley Seconded: Cr Bearsley

That Council adopt the amended Recording of Council Meetings Policy to now record meetings closed to the public and that this be implemented as soon as practically possible.

CARRIED

This meant that meetings closed to the public in accordance with section 89(2) of the Act are now recorded and kept confidential. This amended policy reflects Council's commitment to transparent and accessible decision making processes.

At present only Councillors, officers and speakers at the meeting are recorded and live streamed under the policy.

If Council decide to amend the current practice and record the public gallery during Ordinary Council or Planning Committee meetings additional privacy considerations, beyond what is addressed in the Recording of Public Council Meetings policy, will need to be considered.

3. Discussion

3.1 Council Plan Alignment

Goal 5 - Our well-governed and responsive organisation
Direction 5.4 - A responsive and well managed organisation

Council resolved to record, live stream on the internet and archive Ordinary, Special and Planning Committee Meetings that are open to the public, and to record and archive confidential meetings that are closed to the public in accordance with section 89(2) of the Local Government Act. This policy position reflects Council's commitment to transparent and accessible decision making processes.

3.2 Consultation/Internal Review

Officers have consulted with the Community Sustainability Departments responsible for the operation and maintenance of Kingston's CCTV systems when considering this report.

Officers have also consulted with InterStream who currently operate the system used for recording, archiving and live streaming Council meetings.

3.3 Operation and Strategic Issues

3.3.1 Privacy considerations

Council, as a public sector organisation, is required to comply with the provisions of the Privacy and Data Protection Act. If the audio recordings of conversations via surveillance practices contain information from which the identity of the speakers can reasonably be ascertained, that information will be 'personal information', the collection, use and storage of which is governed by the Information Privacy Principles, under the Privacy and Data Protection Act.

Similarly, if the footage recorded is of sufficient quality to capture images of people whose identity can reasonably be ascertained, then the footage will also be 'personal information', and subject to the Information Privacy Principles. Under section 16 of the Privacy and Data Protection Act, Council is prohibited from acting in a way which contravenes an Information Privacy Principle. A summary of the Information Privacy Principles most relevant in the context of the surveillance practices are outlined below.

It is also noted that the Charter of Human Rights and Responsibilities Act 2006 (Vic) will apply on an overarching basis, which requires that a person's privacy not be arbitrarily interfered with.

3.3.1.1 Collection (Information Privacy Principles 1.1 and 1.2)

Council must not collect personal information unless that information is necessary for one or more of its functions or activities.

Personal information must be collected only by lawful and fair means, and not in an unreasonably intrusive way. Subject to compliance with the Surveillance Devices Act the collection of personal information via the surveillance practices, where parties have been made aware of the recording (by clearly visible signage), is fair, lawful and not unreasonably intrusive.

3.3.1.2 Notification (Information Privacy Principle 1.3)

Before, at the time of, or as soon as practicable after, the collection of personal information about an individual, Council must take reasonable steps to ensure the individual is aware of the following:

- a) the identity of the organisation and how to contact it;
- b) the fact that he or she is able to gain access to their personal information;
- c) the purposes for which the information is collected;
- d) to whom (or the types of individuals or organisations to which) the organisation usually discloses information of that kind;
- e) any law that requires particular information to be collected; and
- f) the main consequences (if any) for the individual if all or part of the information is not provided.

It is suggested that the above notification requirements be addressed in the signage to be placed in the gallery of the Council chambers.

In respect of signage, the Information Commissioner has noted that, in the context of CCTV surveillance, it may be sufficient to post brief information on a sign, such as the identity and address of the organisation conducting the surveillance, a brief reference to why surveillance is underway, and a website where individuals can find more complete details about IPP 1.3

3.3.1.3 Use and Disclosure (Information Privacy Principle 2)

Council must not use or disclose personal information collected via the Surveillance Practices for a purpose other than the primary purpose of collection (i.e. a secondary purpose), unless a specified exemption applies. By way of example, Council may use or disclose personal information for a secondary purpose where, amongst other matters:

- a) the secondary purpose is related to the primary purpose of collection and the individual would reasonably expect the organisation to use/disclose the information for the secondary purpose;
- b) the individual has consented to the use and disclosure;
- c) the use or disclosure is required or authorised by or under law (which would include, for example, the *Occupational Health and Safety Act 2004*); or
- d) that unlawful activity has been, is being, or may be engaged in, and this is reported to the appropriate law enforcement agency and access requested by that agency.

In order to avoid potential restrictions on the use and disclosure of information collected via the Surveillance Practices, it is important that Council carefully consider the purposes for which it expects the information to be used (and notify persons of those purposes in accordance with IPP 1.3).

3.3.1.4 Data Security (Information Privacy Principle 4)

Council must take reasonable steps to protect personal information it collects via the Surveillance Practices from misuse, loss, unauthorised access, modification or disclosure.

Further, Council must take reasonable steps to destroy or permanently de-identify personal information if it is no longer needed for any purpose.

To meet this requirement Council would need to consider an appropriate time frame for the recordings to be destroyed. In this regard it is proposed that recordings would be destroyed 30 days after the meeting which is consistent with other practices across Council in relation to management of Council operated CCTV in public places.

3.3.1.5 Access and Correction (Information Privacy Principle 6)

Council must provide individuals whose personal information is collected via the surveillance practices with access to their personal information, upon request except in a number of specified circumstances (see Appendix 1 for exceptions).

It is also noted that Council is subject to the Freedom of Information Act 1982 (Vic), and therefore access to footage or recordings obtained via the Surveillance Devices may be sought by the public.

In a practical sense an individual at the meeting would be able to access the recording subject to the exemptions in the Act. If the recording is to be made available to individuals, action would need to be taken to protect the data of other individuals such as blurring images and distorting sound people other than the individual of the recording. Noting that the skill set and technology to do this is not available from within existing Council resources and would either need to be obtained through training and investment in appropriate technology or from third party providers on a contract basis.

Other considerations would include to whom the unredacted recording could be made available. As the recording is a measure designed to improve public safety recording could not be provided unless the police or another enforcement agency requested the recording. In these cases Council is able/required to provide the recordings to enforcement agencies.

3.3.1.6 Sound Recording

It is to be noted that additional sound recording equipment is unlikely to be able to distinguish individual conversations if multiple conversations are occurring simultaneously or individuals do not speak loud enough to be picked up by the microphone(s). Any microphone system to record members of the gallery speaking could also record private conversations between individual members of the public, which further opens up the privacy issues for Council to address.

Additional sound recording equipment would need to be added to either system (as proposed in 3.4 Options) but again it should be noted that the capacity of the system is unlikely to adequately record gallery comments consistently and may depend on other ambient noise in the Chamber at any given point of time. The cost of these system upgrade would be up to \$3000 and a staff member would be required to operate the system if it were to be attached to the current streaming software. This could be done by the officer controlling the existing streaming equipment. No staff resources are required for the existing CCTV camera system, if this is the preferred option of Council.

3.4 Options

3.4.1 Use of existing CCTV system

This option involves using the existing CCTV system in the Council Chamber to record the public gallery during meetings.

To allow for some sound from the public gallery to be recorded with this camera an audio function can be added to this system along with an additional DVR (digital video recorder) for storage of the recordings. Costs would be minimal one off cost of approximately \$1500 and operation of the system is automated.

3.4.2 Use of existing camera in the Mordialloc Room

The Mordialloc Room (closest to the Nepean Highway) also has an existing camera and could be used to audio record the public gallery during Council meetings. This camera is capable of recording the gallery however because of the placement of the camera the image is side on to the public gallery. Again, additional sound recording equipment is required for this option. The existing Council officer operating the recording of Council meetings could also operate room recording. However, their attention would be split between the two recordings.

4. Conclusion

Whilst there is a capability from a systems perspective to record the public gallery during meetings there are a number of privacy considerations as outlined above that need to be fully addressed prior to implementation.

The following steps would be required to implement a recording process:

1. Formalise procedures through policy/guidelines to respond to privacy principles requirements outlined above.
2. Amend Council's Recording of Public Council Meetings Policy
3. Upgrade sound component of the system (Option 1 - \$1500 / Option 2 \$3000)
4. Trial the capability of the system in terms image, sound, recording and storage prior to implementation

Appendices

Appendix 1 - Privacy and Data Protection Act 2014 - IPP 6 Access and Correction (Ref 18/53221) [↓](#)

Author/s: Joanne Creedon, Governance Officer
Reviewed and Approved By: Phil De Losa, Manager Governance
Paul Franklin, General Manager Corporate Services

11.9

RECORDING OF THE PUBLIC GALLERY AT COUNCIL AND PLANNING COMMITTEE MEETINGS

1	Privacy and Data Protection Act 2014 - IPP 6 Access and Correction	517
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Privacy and Data Protection Act 2014
No. 60 of 2014

Sch. 1

misuse and loss and from unauthorised access, modification or disclosure.

- 4.2 An organisation must take reasonable steps to destroy or permanently de-identify personal information if it is no longer needed for any purpose.

5 Principle 5—Openness

- 5.1 An organisation must set out in a document clearly expressed policies on its management of personal information. The organisation must make the document available to anyone who asks for it.
- 5.2 On request by a person, an organisation must take reasonable steps to let the person know, generally, what sort of personal information it holds, for what purposes, and how it collects, holds, uses and discloses that information.

6 Principle 6—Access and Correction

- 6.1 If an organisation holds personal information about an individual, it must provide the individual with access to the information on request by the individual, except to the extent that—
- (a) providing access would pose a serious and imminent threat to the life or health of any individual; or
 - (b) providing access would have an unreasonable impact on the privacy of other individuals; or
 - (c) the request for access is frivolous or vexatious; or
 - (d) the information relates to existing legal proceedings between the organisation and the individual, and the information would not
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Privacy and Data Protection Act 2014
No. 60 of 2014

Sch. 1

be accessible by the process of discovery or subpoena in those proceedings; or

- (e) providing access would reveal the intentions of the organisation in relation to negotiations with the individual in such a way as to prejudice those negotiations; or
- (f) providing access would be unlawful; or
- (g) denying access is required or authorised by or under law; or
- (h) providing access would be likely to prejudice an investigation of possible unlawful activity; or
- (i) providing access would be likely to prejudice—
 - (i) the prevention, detection, investigation, prosecution or punishment of criminal offences or breaches of a law imposing a penalty or sanction; or
 - (ii) the enforcement of laws relating to the confiscation of the proceeds of crime; or
 - (iii) the protection of public revenue; or
 - (iv) the prevention, detection, investigation or remedying of seriously improper conduct; or
 - (v) the preparation for, or conduct of, proceedings before any court or tribunal, or implementation of its orders—

by or on behalf of a law enforcement agency;
or

Privacy and Data Protection Act 2014
No. 60 of 2014

Sch. 1

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- (j) ASIO, ASIS or a law enforcement agency performing a lawful security function asks the organisation not to provide access to the information on the basis that providing access would be likely to cause damage to the security of Australia.
- 6.2 However, where providing access would reveal evaluative information generated within the organisation in connection with a commercially sensitive decision-making process, the organisation may give the individual an explanation for the commercially sensitive decision rather than direct access to the information.
- 6.3 If the organisation is not required to provide the individual with access to the information because of one or more of IPP 6.1(a) to (j) (inclusive), the organisation must, if reasonable, consider whether the use of mutually agreed intermediaries would allow sufficient access to meet the needs of both parties.
- 6.4 If an organisation charges for providing access to personal information, the organisation—
- (a) must advise an individual who requests access to personal information that the organisation will provide access on the payment of the prescribed fee; and
 - (b) may refuse access to the personal information until the fee is paid.
- 6.5 If an organisation holds personal information about an individual and the individual is able to establish that the information is not accurate, complete and up to date, the organisation must take reasonable steps to correct the information so that it is accurate, complete and up to date.
-

Privacy and Data Protection Act 2014
No. 60 of 2014

Sch. 1

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- 6.6 If the individual and the organisation disagree about whether the information is accurate, complete and up to date, and the individual asks the organisation to associate with the information a statement claiming that the information is not accurate, complete or up to date, the organisation must take reasonable steps to do so.
- 6.7 An organisation must provide reasons for denial of access or a refusal to correct personal information.
- 6.8 If an individual requests access to, or the correction of, personal information held by an organisation, the organisation must—
- (a) provide access, or reasons for the denial of access; or
 - (b) correct the personal information, or provide reasons for the refusal to correct the personal information; or
 - (c) provide reasons for the delay in responding to the request for access to or for the correction of personal information—
- as soon as practicable, but no later than 45 days after receiving the request.

7 Principle 7—Unique Identifiers

- 7.1 An organisation must not assign unique identifiers to individuals unless the assignment of unique identifiers is necessary to enable the organisation to carry out any of its functions efficiently.
- 7.2 An organisation must not adopt as its own unique identifier of an individual a unique identifier of the individual that has been assigned by another organisation unless—
- (a) it is necessary to enable the organisation to carry out any of its functions efficiently; or
-

12. Notices of Motion

Ordinary Meeting of Council

23 April 2018

Agenda Item No: 12.1

NOTICE OF MOTION NO. 10/2018 - CR WEST - HERITAGE ACT

I move that Council

1. Write to the Minister for Planning Richard Wynne requesting that he review and reform the Heritage Act to give more weight to cultural heritage matters including the use of heritage-listed facilities in keeping with community expectations of groups that are objecting to this application and have objected to development that have impacted adversely on other similar facilities with highly valued social and cultural heritage aspects including the Palace Theatre, the Beaumaris Hotel and the Khyatts Hotel in Brighton.
2. Seek the support of the National Trust in this matter.

Cr Rosemary West

Ordinary Meeting of Council

23 April 2018

Agenda Item No: 12.2

NOTICE OF MOTION NO. 11/2018 - CR OXLEY - RETURN DOG HOME POLICY

I move :

1. Officers investigate and bring back a report to Council on implementing a “Return Dogs Home” Policy similar to Frankston Council – whereby if a dog has escaped from a property – provided the dog is registered and has had no previous escape history with Council in the previous 18 months – Local Laws officers will endeavour to return the dog back to its owner as the preferred option.
2. Officers include and investigate an option for more robust and heavy duty dog registration tags.

Cr Georgina Oxley

Officer Comment

For approximately ten years Council has had a policy of returning dogs back to their owner if ownership details are known.

Ordinary Meeting of Council

23 April 2018

Agenda Item No: 12.3

NOTICE OF MOTION NO. 12/2018 - CR OXLEY - NBN

I move :

1. Council write to Sen. Mitch Fifield and NBN Co expressing our concern about the NBN works conducted within the City of Kingston – in particular; destroying and digging up footpaths, not re-instating footpaths and roadways and not providing notice to residents where their access to their houses or roadways is blocked.
2. Council request a detailed roll-out calendar of dates and times when works will be undertaken in different areas of the municipality.
3. Council seek an undertaking from NBN Co. that:
 - a. Residents will be informed at least 48 hours prior to works commencing of any road closures or blockages of driveways or private property access.
 - b. Where works will cause an immediate safety danger that Council and Community assets will be restored within a 7 day time-frame to a satisfactory standard.
 - c. Where works will cause minor inconvenience that Council and Community assets will be restored within a 4 week time-frame to a satisfactory standard.
 - d. At no point will NBN Co or their contractors put at risk the safety of human life – e.g. Dumping their rubble and tools over fire hydrant pits.

Cr Georgina Oxley

14. Confidential Items

14 Confidential Items

The following items were deemed by the Chief Executive Officer to be suitable for consideration in closed session in accordance with section 89 (2) of the Local Government Act 1989. In accordance with that Act, Council may resolve to consider these issues in open or closed session.

14.1 Notice of Motion No. 7/2018 - Cr West - Mentone Hotel

Agenda item 14.1 *Notice of Motion No. 7/2018 - Cr West - Mentone Hotel* is designated confidential as it relates to any other matter which the Council or special committee considers would prejudice the Council or any person (s89 2h)

14.2 Notice of Motion No. 8/2018 - Cr West - Mentone Hotel

Agenda item 14.2 *Notice of Motion No. 8/2018 - Cr West - Mentone Hotel* is designated confidential as it relates to any other matter which the Council or special committee considers would prejudice the Council or any person (s89 2h)

14.3 Notice of Motion No. 9/2018 - Cr West - Mentone Hotel

Agenda item 14.3 *Notice of Motion No. 9/2018 - Cr West - Mentone Hotel* is designated confidential as it relates to any other matter which the Council or special committee considers would prejudice the Council or any person (s89 2h)

14.4 Notice of Motion No. 13/2018 - Cr West - Engagement of Lawyers

Agenda item 14.4 *Notice of Motion No. 13/2018 - Cr West - Engagement of Lawyers* is designated confidential as it relates to any other matter which the Council or special committee considers would prejudice the Council or any person (s89 2h)

Confidential Appendices

8.5 Amendment C151 - Kingswood Golf Course - Request for Advisory Committee

Appendix 1, Legal Advice is designated confidential as it relates to (s89 2f)

8.6 Cheltenham Structure Plan Review – Proposed Change to the Municipal Boundary

Appendix 2, Legal Advice is designated confidential as it relates to (s89 2f)

8.7 Edithvale Bonbeach Environmental Effects Statement submission

Appendix 1, Letter to Mr Paul Marsden - EES - Edithvale & Bonbeach Level Crossing re... is designated confidential as it relates to (s89 2f)

RECOMMENDATION

That in accordance with the provisions of section 89(2) of the *Local Government Act 1989*, the meeting be closed to members of the public for the consideration of the following confidential items:

14.1 Notice of Motion No. 7/2018 - Cr West - Mentone Hotel

This agenda item is confidential in accordance with the Local Government Act s89(2) as it relates to any other matter which the Council or special committee considers would prejudice the Council or any person (s89 2h)

14.2 Notice of Motion No. 8/2018 - Cr West - Mentone Hotel

This agenda item is confidential in accordance with the Local Government Act s89(2) as it relates to any other matter which the Council or special committee considers would prejudice the Council or any person (s89 2h)

14.3 Notice of Motion No. 9/2018 - Cr West - Mentone Hotel

This agenda item is confidential in accordance with the Local Government Act s89(2) as it relates to any other matter which the Council or special committee considers would prejudice the Council or any person (s89 2h)

14.4 Notice of Motion No. 13/2018 - Cr West - Engagement of Lawyers

This agenda item is confidential in accordance with the Local Government Act s89(2) as it relates to any other matter which the Council or special committee considers would prejudice the Council or any person (s89 2h)

Confidential Appendices

8.5 Amendment C151 - Kingswood Golf Course - Request for Advisory Committee

Appendix 1, Legal Advice

This appendix is confidential in accordance with the Local Government Act s89(2) as it relates to (s89 2f)

8.6 Cheltenham Structure Plan Review – Proposed Change to the Municipal Boundary

Appendix 2, Legal Advice

This appendix is confidential in accordance with the Local Government Act s89(2) as it relates to (s89 2f)

**8.7 Edithvale Bonbeach Environmental Effects Statement submission
Appendix 1, Letter to Mr Paul Marsden - EES - Edithvale & Bonbeach
Level Crossing re...**

This appendix is confidential in accordance with the Local Government Act s89(2) as it relates to (s89 2f)