

Agenda

Ordinary Council Meeting

Monday, 25th November 2024

Commencing at 7.00pm
Council Chamber
1230 Nepean Highway, Cheltenham

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

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

这是市政府例会事日程。要寻求有关议事内容的协助，请拨我们的免费口译服务电话131 450

Это повестка собрания муниципалитета. Если вам нужна помощь с какими-либо пунктами повестки, звоните через бесплатную службу переводчиков по тел. 131 450

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

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

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

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

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

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

ACKNOWLEDGEMENT OF COUNTRY

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

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

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

**City of Kingston
Ordinary Council Meeting**

Agenda

25 November 2024

Notice is given that a Meeting of Kingston City Council will be held at 7.00pm at Council Chamber, 1230 Nepean Highway, Cheltenham, on Monday, 25 November 2024.

1. Apologies

2. Confirmation of Minutes of Previous Meetings

Minutes of Ordinary Council Meeting 21 October 2024

Minutes of Special (Statutory) Council Meeting 13 November 2024

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

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

4. Petitions

Allow Dog Training Professionals to Use Community Space for Community Education

Removal of No Parking Signs in Kubis Avenue Aspendale

AFL Goal Posts at Kingston Heath Reserve

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

Nil

6. Question Time

7. Planning and Place Reports

7.1 Town Planning Application Decisions - October 2024 5

7.2 KP-2023/536 - 202-204 Old Dandenong Road, Heatherton 19

8. Community Strengthening Reports

Nil

9. Infrastructure and Open Space Reports

9.1 2024/25 Capital Budget Outcome - Quarter 1 Review 53

10. Customer and Corporate Support Reports

10.1 Performance Report - Council Plan Year Four - Quarter One
(July to September 2024) 85

10.2 Governance and Compliance Report 137

10.3 Councillor Appointments to Committees and Organisations
2024/25 209

11. Chief Finance Office Reports

11.1 Quarterly Finance Report September 2024 219

**City of Kingston
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25 November 2024

- 12. Notices of Motion**
Nil
- 13. Urgent Business**
- 14. Confidential Items**
Nil

Explanation of Meeting Procedure

Meeting Procedure is Regulated by the City of Kingston Governance Rules

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

Chairperson

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

Agenda

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

Motions

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

Voting

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

Amendments

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

Speaking at the Meeting

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

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

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

Explanation of Meeting Procedure

Questions

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

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

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

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

Confidential Business

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

Courtesy to the Mayor

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

Emergency Evacuation of Chamber

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

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

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

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

Explanation of Meeting Procedure

Do You Have a Hearing Difficulty?

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

Interpreting Service



Recording of Meetings

Council Meetings are recorded and streamed live on the internet.

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

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

7. Planning and Place Reports

Ordinary Council Meeting

25 November 2024

Agenda Item No: 7.1

TOWN PLANNING APPLICATION DECISIONS - OCTOBER 2024

Contact Officer: Julianne Turner, Acting Coordinator Planning and Place

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

A summary of the decisions is as follows:

Type of Decision	Number of Decisions Made	Percentage (%)
Planning Permits	72	71
Notice of Decision	11	11
Refusal to Grant a Permit	1	1
Other - Withdrawn (12) - Prohibited (0) - Permit not required (2) - Lapsed (3) - Failure to Determine (0)	17	17
Total	101	100

(NB: Percentage figures have been rounded)

RECOMMENDATION

That the report be noted.

Appendices

Appendix 1 - Town Planning Application Decisions - October 2024 (Ref 24/417602) 

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

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

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TOWN PLANNING APPLICATION DECISIONS - OCTOBER 2024

1	Town Planning Application Decisions - October 2024	9
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Planning Decisions October 2024							
APPL. No.	PROPERTY ADDRESS	SUBURB	APPL. DATE	DATE DECIDED	PROPOSAL DESCRIPTION	DECISION	VCAT DECISION
KP-2024/221	222-224 Lower Dandenong Road	MORDIALLOC	2/05/2024	31/10/2024	The construction of buildings and works (partially retrospective including alterations to the reception area and showroom, a rear and side extension comprising a vehicle workshop, office, storage areas and a tearoom, external hardstand areas and landscaping), the display of business identification s	Notice of Decision	No
KP-2024/541	85 Devon Street	CHELTENHAM	14/10/2024	31/10/2024	The construction of a shed in the Special Building Overlay	Permit	No
KP-2024/570	14 Margaret Street	MOORABBIN	22/10/2024	30/10/2024	Subdivide the land into two (2) lots	Permit	No
KP-2023/682/B	35 Valetta Street	CARRUM	23/10/2024	30/10/2024	The construction of a double storey dwelling in the Special Building Overlay	Permit	No
KP-1999/505/B	71 Fraser Avenue	EDITHVALE	19/08/2024	30/10/2024	To develop and use this site for two (2) dwellings	Permit	No
KP-2022/581/A	10 Grandview Grove	MOORABBIN	28/08/2024	30/10/2024	The construction of two (2) double storey dwellings	Notice of Decision	No
KP-2023/410	550-551 Nepean Highway	BONBEACH	21/07/2023	30/10/2024	The construction two (2) dwellings on separate lots each less than 300 square metres, to create an access to a road in a Transport Zone 2 and creation of a carriageway easement	Permit	No
KP-2024/575	14 Ireland Road	CLAYTON SOUTH	24/10/2024	30/10/2024	Subdivide the land into two (2) lots	Permit	No
KP-2024/572	4 Clematis Court	PATTERSON LAKES	24/10/2024	30/10/2024	Subdivide the land into two (2) lots	Permit	No
KP-2024/571	46 Mulkarra Drive	CHELSEA	23/10/2024	30/10/2024	Subdivide the land into two (2) lots	Permit	No

KP-2024/423	18 Industrial Drive	BRAESIDE	21/08/2024	29/10/2024	The construction of a canopy associated with the existing building	Permit	No
KP-2024/445	Unit 1 36 Turner Road	HIGHETT	29/08/2024	28/10/2024	Subdivide the Land into Four (4) Lots	Permit	No
KP-2016/677/A	99 Warrigal Road	MENTONE	23/10/2024	28/10/2024	Develop the land for the construction of three (3) dwellings	Permit	No
KP-2024/201	9 Coolabah Street	MENTONE	22/04/2024	28/10/2024	The development of two (2) double-storey dwellings	Notice of Decision	No
KP-2024/278	102 Lochiel Avenue	EDITHVALE	4/06/2024	28/10/2024	The construction of two (2) double storey dwellings	Withdrawn	No
KP-2021/735/A	42 Farm Road	CHELtenham	17/10/2024	25/10/2024	Buildings and works on land affected by the Special Building Overlay	Permit	No
KP-2024/474/A	12 Frank Avenue	CLAYTON SOUTH	22/10/2024	25/10/2024	The construction of a single storey dwelling in the Special Building Overlay.	Permit	No
KP-2024/326	134 Station Street	ASPENDALE	1/07/2024	25/10/2024	To construct a building (ground floor extension to the existing shop) on the land and construct a display sign associated with the reduction of the number of car parking spaces	Permit	No
KP-2023/431/A	57 McSwain Street	PARKDALE	21/10/2024	25/10/2024	The construction of a double storey dwelling in the Special Building Overlay	Permit	No
KP-2003/365/A	6 Jellicoe Street	CHELtenham	21/10/2024	25/10/2024	The development of this site for two (2) dwellings	Permit	No
KP-2024/385	10 Sinclair Avenue	EDITHVALE	30/07/2024	25/10/2024	Development of alterations and additions to an existing dwelling in a Design and Development Overlay Schedule 1	Lapsed	No
KP-2024/567	35 Valetta Street	CARRUM	23/10/2024	25/10/2024	Please see Cover Letter prepared by Nepean Planning Consultants. This is a Section 72 Amendment to a VicSmart Application at 35 Valetta Street Carrum	Rejected	No
KP-2024/184	50 Chelsea Road	CHELSEA	17/04/2024	25/10/2024	To construct or carryout works associated with existing café use	Permit	No

					including an extension to the courtyard and demolish (in part) a building comprising two (2) porches in a Heritage Overlay; To reduce the number of car parking spaces required under Clause 52.06-5; and To put up for display business i		
KP-2024/551	15 Gouldthorp Avenue	MENTONE	16/10/2024	24/10/2024	change heights of the existing fence and add new front fence	Withdrawn	No
KP-2024/539	51-63 Venice Street	MENTONE	11/10/2024	24/10/2024	The construction of four (4) portable classrooms	Permit	No
KP-2024/557	29 Field Avenue	EDITHVALE	16/10/2024	24/10/2024	Subdivide the land into two (2) lots	Permit	No
KP-2024/343	1233 Nepean Highway	HIGHETT	9/07/2024	24/10/2024	Subdivide the Land into Two Hundred and Twenty (220) Lots	Permit	No
KP-2024/513	42 Farm Road	CHELTENHAM	30/09/2024	24/10/2024	Proposed fence: Steel vertical blade fencing panels to central part of front boundary. 1500mm height, 7230mm length along front boundary and 1500mm length to right side edge. Panels will be mounted to 75mmx75mm flanged steel fence posts at 2000mm intervals and attached to existing concrete within pr	Withdrawn	No
KP-2024/559	12 Frank Avenue	CLAYTON SOUTH	22/10/2024	23/10/2024	Please see Cover Letter prepared by Nepean Planning Consultants for further details. This is an amendment to a VicSmart Application.	Rejected	No
KP-2024/517	2 Bate Drive	BRAESIDE	2/10/2024	23/10/2024	The construction of a mezzanine level in the existing warehouse and reduction in the car parking requirement	Permit	No

KP-2020/276/A	2 Owen Street	MORDIALLOC	24/09/2024	23/10/2024	The development of two (2) dwellings on land affected by the Special Building Overlay	Permit	No
KP-2024/542	32 Ocean Reef Drive	PATTERSON LAKES	14/10/2024	23/10/2024	Installation of a new pool fence for a pool refurbishment. Pool fence will be installed in exactly the same location as the old one.	Permit Not Required	No
KP-2024/354	SHOP 5 450 Nepean Highway	CHELSEA	14/07/2024	23/10/2024	Use of the land for a place of assembly (children's entertainment venue) and a waiver of the car parking spaces required under Clause 52.06	Permit	No
KP-2050/3	1230-1232 Nepean Highway	CHELTENHAM	5/01/2024	23/10/2024	TEST ONLY - PLEASE IGNORE	Notice of Decision	No
KP-2024/547	6A Jellicoe Street	CHELTENHAM	15/10/2024	23/10/2024	We propose to build a new double-swing aluminium driveway gate approx 1800mm high x 3100mm wide. The existing brick letterbox will be built up, and a new matching brick pier built on the LHS of driveway as viewed from the street. The remaining space between the brick pier and neighbour's front fence	Withdrawn	No
KP-2024/238	226 Beach Road	MORDIALLOC	16/05/2024	23/10/2024	The construction of buildings and works, the display of business identification signage and the sale of liquor for consumption off the premises associated with a food and drink premises	Permit	No
KP-2024/556	57 McSwain Street	PARKDALE	21/10/2024	22/10/2024	Modify existing planning permit to confirm location of swimming pool on site and location of safety barrier (not within flood overlay). I have been advised this to be confirmed	Rejected	No

					before I can organise build over easement approval for the safety barrier.		
KP-2024/515	1B Dover Place	PARKDALE	2/10/2024	22/10/2024	Develop the land for the construction of alterations and additions to an existing dwelling	Permit Not Required	No
KP-2024/350	14 Wellwood Road	BONBEACH	11/07/2024	22/10/2024	To extend one (1) dwelling (proposed roof over existing balcony) on a lot less than 300 square metres	Withdrawn	No
KP-2024/74	3 Parkin Avenue	CHELtenham	28/02/2024	22/10/2024	To construct two (2) or more dwellings (2 dwellings) on a lot	Permit	No
KP-2022/475/B	19-23 Central Avenue	MOORABBIN	28/03/2024	21/10/2024	Develop the land for a five storey apartment building with basement car parking comprising of 44 dwellings	Permit	No
KP-2024/29	2 Rosella Road	PARKDALE	31/01/2024	18/10/2024	Development of the land for two (2) dwellings and subdivide the land into two (2) lots	Notice of Decision	No
KP-2004/331/A	116-122 Keys Road	CHELtenham	24/09/2024	18/10/2024	ALTERATIONS TO EXISTING BUILDING / CARPARKING REDUCTION	Withdrawn	No
KP-2024/373	1022 Nepean Highway	MOORABBIN	23/07/2024	18/10/2024	The display one (1) internally illuminated, home based business sign	Refused	No
KP-2017/650/A	9B David Street	MORDIALLOC	2/10/2024	18/10/2024	Develop the land for the construction of two (2) double storey dwellings	Permit	No
KP-2019/541/B	6 Tennyson Street	HIGHETT	2/10/2024	18/10/2024	Develop the land for three (3) double storey dwellings	Permit	No
KP-2024/384	17 Steedman Street	MORDIALLOC	29/07/2024	18/10/2024	The construction of a spa and associated safety fencing in the Land Subject to Inundation Overlay	Permit	No
KP-2021/523/B	582 Main Street	MORDIALLOC	18/06/2024	18/10/2024	The use of the land for the sale and consumption of liquor (General Licence), part demolition and to	Permit	No

					construct and carry out buildings and works		
KP-2018/919/A	1 656 Nepean Highway	CARRUM	18/07/2024	18/10/2024	The development of one (1) dwelling at the front of an existing dwelling, associated works and alteration of an existing crossover on a road in a Road Zone, Category 1 in accordance with endorsed plan	Lapsed	No
KP-2021/874/A	6 First Street	CLAYTON SOUTH	8/04/2024	18/10/2024	To extend the existing dwelling and construct a dwelling to the rear of an existing dwelling	Permit	No
KP-2023/639	39 Old Dandenong Road	OAKLEIGH SOUTH	27/11/2023	18/10/2024	The development of two (2) dwellings	Permit	No
KP-2024/434	1 30 Sea Parade	MENTONE	21/08/2024	18/10/2024	To subdivide the land involving a realignment of the boundary between Lot 1 and Common Property	Permit	No
KP-2016/276/A	53A Nepean Highway	ASPENDALE	18/10/2022	18/10/2024	In accordance with the endorsed plans: Clause 32.09-7: Construct two or more dwellings on a lot Clause 52.29-2: Create or alter access to a road in a Transport Zone 2	Permit	Yes
KP-2024/194	10 Kershaw Street	PARKDALE	17/04/2024	18/10/2024	To construct two (2) or more dwellings (2 Dwellings) on the land	Notice of Decision	No
KP-2024/355	51 Bondi Road	BONBEACH	15/07/2024	17/10/2024	Subdivide the Land into Four (4) Lots	Permit	No
KP-2019/23/A	7 Horscroft Place	MOORABBIN	17/04/2024	17/10/2024	Use the land for a restricted recreational facility (Crossfit Gym) in accordance with the endorsed plan	Permit	No
KP-2024/189	17 Citrus Street	BRAESIDE	17/04/2024	16/10/2024	The use of the land for material recycling (tyre recycling plant)	Lapsed	No
KP-2024/544	16 Dallas Street	MENTONE	9/10/2024	16/10/2024	Subdivide the land into two (2) lots	Permit	No

KP-2024/543	7 Springfield Avenue	CLAYTON SOUTH	9/10/2024	16/10/2024	Subdivide the land into two (2) lots	Permit	No
KP-2024/540	4 Sheppard Street	MOORABBIN	9/10/2024	16/10/2024	Subdivide the land into two (2) lots	Permit	No
KP-2002/194/A	8 Robert Street	PARKDALE	17/05/2024	16/10/2024	Construction of two (2) dwellings on this site in accordance with the endorsed plans and subject to the following conditions	Notice of Decision	No
KP-2022/181/A	297-301 Boundary Road	MORDIALLOC	7/08/2024	16/10/2024	The construction of a warehouse to the rear of the existing building	Permit	No
KP-2023/576	17 Ester Crescent	CLAYTON SOUTH	26/10/2023	16/10/2024	The construction of two (2) double storey dwellings	Permit	No
KP-2024/352	36 Banjo Circuit	BONBEACH	13/07/2024	16/10/2024	To construct or carry out works (rear boundary fence) in a Land Subject to Inundation Overlay (LSIO)	Permit	No
KP-2024/477	15 Alma Road	PARKDALE	12/09/2024	16/10/2024	The construction of one (1) double storey dwelling on land in the Special Building Overlay	Permit	No
KP-2024/443	34 Spray Avenue	MORDIALLOC	30/08/2024	15/10/2024	The construction of an extension to an existing warehouse	Permit	No
KP-2023/154/A	79 Marriott Street	PARKDALE	2/10/2024	11/10/2024	The development of a double storey dwelling within a Special Building Overlay	Permit	No
KP-2023/374	2B Wallum Road	EDITHVALE	30/06/2023	11/10/2024	To construct four (4) dwellings on a lot and construct dwellings on common property	Permit	No
KP-2023/582	15 Barnes Grove	CHELSEA	2/11/2023	11/10/2024	The construction of two (2) double storey dwellings and to subdivide the land into two (2) lots	Notice of Decision	No
KP-2024/282	47 Fifth Street	PARKDALE	6/06/2024	11/10/2024	The construction of two (2) double storey dwellings	Permit	No
KP-2024/480	533 Clayton Road	CLAYTON SOUTH	14/09/2024	11/10/2024	Use the land for Rooming House and to construct or carry out works	Withdrawn	No
KP-2024/511	22A Stewart Avenue	PARKDALE	30/09/2024	11/10/2024	Construction of louver roof over the existing timber deck	Withdrawn	No

KP-2024/531	11 Broome Avenue	MENTONE	7/10/2024	11/10/2024	Subdivide the land into two (2) lots	Permit	No
KP-2023/259	2 12-16 Garden Boulevard	DINGLEY VILLAGE	16/05/2023	10/10/2024	Use of the land for a Restricted Place of Assembly and the Sale and Consumption of Liquor (On premises liquor licence) and a waiver of the required car parking spaces	Permit	No
KP-2024/528	5 Cox Street	CHELTENHAM	4/10/2024	10/10/2024	Subdivide the land into two (2) lots	Permit	No
KP-2024/160	40 McLeod Road	CARRUM	9/04/2024	10/10/2024	To construct two (2) or more dwellings (3 dwellings) on a lot, and to construct a front fence associated with two (2) or more dwellings on a lot that exceeds 1.5 metres.	Permit	No
KP-2024/527	15 Rae Avenue	EDITHVALE	4/10/2024	10/10/2024	Subdivide the land into two (2) lots	Permit	No
KP-2002/397/A	1 684 Nepean Highway	CARRUM	22/02/2024	9/10/2024	To construct extensions to the existing dwelling on this site on a lot less than 300m2	Permit	No
KP-2024/279	6 Broome Avenue	MENTONE	4/06/2024	9/10/2024	Development of two (2) dwellings	Notice of Decision	No
KP-2023/741	59 Station Street	ASPENDALE	21/12/2023	9/10/2024	Development of the land for two (2) dwellings	Permit	No
KP-2024/223	32 Wandoo Avenue	CLARINDA	2/05/2024	8/10/2024	The construction of two (2) double storey dwellings	Notice of Decision	No
KP-2019/807/B	68-78 Rosebank Avenue	CLAYTON SOUTH	26/06/2024	8/10/2024	Use and development of warehouses, display of business identification signage and a reduction of the car parking requirements	Permit	No
KP-2021/178/A	39B Bear Street	MORDIALLOC	10/08/2023	8/10/2024	The development of two (2) double storey dwellings	Permit	No
KP-2024/379	38 107 Wells Road	CHELSEA HEIGHTS	25/07/2024	8/10/2024	To use the land for an Indoor Recreation Facility (Pickleball Centre)	Notice of Decision	No

KP-2024/213	16 Glen Street	ASPENDALE	30/04/2024	7/10/2024	The construction of two (2) double storey dwellings and to subdivide the land into two (2) lots	Permit	No
KP-2024/500	302-320 Old Dandenong Road	DINGLEY VILLAGE	25/09/2024	7/10/2024	The construction of a shed and associated car parking	Permit	No
KP-2024/327	16 Foam Street	PARKDALE	1/07/2024	4/10/2024	The construction of an extension of the first floor of the existing dwelling	Permit	No
KP-2014/791/B	29 Whatley Street	CARRUM	10/05/2023	4/10/2024	Develop the land for the construction of three (3) dwellings	Permit	No
KP-2001/887/A	42-48 Sunmore Close	HEATHERTON	30/09/2024	4/10/2024	To construct and use this site for a store	Permit	No
KP-2024/346	16 Balcombe Road	MENTONE	9/07/2024	4/10/2024	To use the land for a shop (beauty salon)	Permit	No
KP-2018/182/B	1 Natal Avenue	EDITHVALE	4/10/2024	4/10/2024	LODGED IN ERROR	Withdrawn	No
KP-2023/686/A	24 Ivan Avenue	EDITHVALE	1/07/2024	4/10/2024	Develop the land for two (2) dwellings	Permit	No
KP-2003/576/A	18 The Waterways Boulevard	WATERWAYS	20/02/2024	3/10/2024	The construction of buildings and works (comprising a single dwelling) on this site, in accordance with the attached endorsed plans	Permit	No
KP-2001/383/A	10 Barilla Road	MOORABBIN	27/03/2024	3/10/2024	The development of the site for two (2) dwellings and front fence higher than 1.5m, in accordance with plans to be submitted pursuant to Condition 1 hereof	Permit	No
KP-2024/66	27 Ellen Street	PARKDALE	23/02/2024	2/10/2024	PROPOSED VERANDAH AND DECK	Permit	No
KP-2011/21/A	33A Bevan Avenue	CLAYTON SOUTH	19/06/2024	2/10/2024	Develop the land for the construction of three (3) dwellings	Permit	No
KP-2024/54/A	2-14 Keys Road	CHELTENHAM	9/09/2024	2/10/2024	The construction of a warehouse	Permit	No
KP-2024/510	676 Nepean Highway	CARRUM	27/09/2024	1/10/2024	To subdivide the land into two (2) lots	Permit	No

KP-2024/296	445 Station Street	BONBEACH	29/05/2024	1/10/2024	The creation of a sewerage easement (E-3) on common property (CP 2 on PS 424113X)	Permit	No
KP-2024/248	5 Russell Court	MENTONE	20/05/2024	1/10/2024	Develop the land for two (2) dwellings	Permit	No
KP-2023/654	6 Coleman Lane	ASPENDALE	30/11/2023	1/10/2024	The development of one (1) dwelling on a lot less than 300m2	Permit	No

Ordinary Council Meeting

25 November 2024

Agenda Item No: 7.2

KP-2023/536 - 202-204 OLD DANDENONG ROAD, HEATHERTON

Contact Officer: Brook Ludinski, Statutory Planner

Purpose of Report

This report is for the Council to consider Planning Permit Application No. KP-2023/536 - 202-204 Old Dandenong Road, Heatherton.

Disclosure of Officer / Contractor Direct or Indirect Interest

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

RECOMMENDATION

That Council determine to support the proposal and issue a Planning Permit for part demolition and to construct and carry out works (access / car parking area & BBQ structure) in the Heritage Overlay (Schedule 55) and to create access to a road in a Transport Zone 2 at 202-204 Old Dandenong Road, Heatherton, subject to conditions contained in the report.

In accordance with Council's Planning Delegation Policy, this application requires a decision by Council as the cost of development exceeds \$20,000 and the land is located outside the Urban Growth Boundary.

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EXECUTIVE SUMMARY				
Address	202-204 Old Dandenong Road, HEATHERTON VIC 3202			
Legal Description	Lot 1 on PS 512886X			
Applicant	Paul Allum			
Planning Officer	Brook Ludinski			
PLANNING REQUIREMENTS				
Planning Scheme	City of Kingston			
Zoning	Clause 36.01 – Public Use Zone – Health & Community (Schedule 3)			
Overlays	Clause 43.01 – Heritage Overlay (Schedule 55)			
	Clause 43.02 – Design and Development Overlay (Schedule 5)			
Particular Provisions	Clause 52.29 – Land Adjacent to the Principal Road Network			
Permit Trigger/s	Clause 43.01 – To demolish a building and to construct a building or carry out works.			
	Clause 52.29 – To create access to a road in a Transport Zone 2			
APPLICATION / PROCESS				
Proposal	Part demolition and to construct and carry out works (access/car parking area & BBQ structure) in the Heritage Overlay (Schedule 55) and to create access to a road in a Transport Zone 2.			
Reference No.	KP-2023/536	RFI Received	14 November 2023	
App. Received	9 October 2023	App. Amended	11 November 2024	
S.52 Advertising	N/A	Advertising Completed	N/A	
S.55 Referrals	Department of Transport.			
Internal Referrals	Vegetation & Roads & Drains.			
Objection(s)	Nil (TRIM checked on 8 November 2024)			
Vegetation	Trees > 8m	Four (4)	No. of Trees to be Removed (110cm circumference)	Four (4)
Delegation	It was resolved by Council through a Notice of Motion in 2020 that any planning permit application that involves the removal of tree(s) exceeding 8 metres in height are to be reported to a Councillor Information Session (CIS). While this process is no longer a requirement, this application was reported to the CIS in accordance with Council's resolution.			
LEGISLATIVE				
Covenant/Other Restriction	No	Complies: N/A		
Aboriginal Cultural Sensitivity Area	Yes			
CHMP	Exempt			
Considered Plans	Development Plans, prepared by Style, Drawing Numbers SP02, A01, Version A, Sheets 1 to 2 (inclusive), dated 30 May 2024, submitted to Council on 8 November 2024.			
	Arboricultural Impact Assessment, prepared by the Green Connection, sheets 1 to 40 (inclusive), version 2.1, dated 15 January 2024, submitted to Council on 5 October 2023.			
	NDRI – prepared by the Green Connection, Version 1, pages 1 to 14 (inclusive), dated 16 August 2024, submitted to Council on 20 August 2024.			
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.				

1. SITE HISTORY


- 1.1 Planning permit KP02/679 was issued by Council on 6 January 2003 for a two (2) lot subdivision (boundary realignment), plans were endorsed concurrently with the permit.
- 1.2 Local Law Permit (PT-2024/166) was issued by Council on 15 October 2024 subject to conditions, approving the removal of nine (9) trees, T6, T8, T9, T10, T11, T15, T16, T17 & T21 on the subject site.

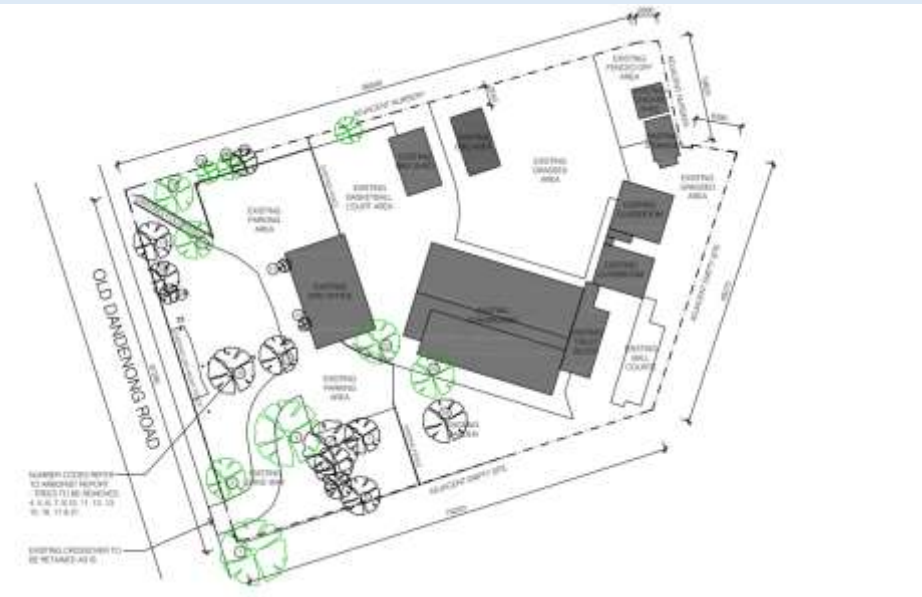
2. SUBJECT LAND

- 2.1 The photograph below illustrates the subject site from a streetscape perspective.



Source: Google Street View, dated February 2019

Allotment Placement and Size	<p>The subject site is located on the north-eastern side of Old Dandenong Road, Moorabbin. The site is irregular in shape with a frontage to Old Dandenong Road of 67.28 metres, with a maximum side depth of approximately 101 metres.</p>  <p>Source: Intramaps, dated 1 August 2024.</p>
Size (m ²)	6,345m ²
Use	<p>The land is used as a special education facility known as 'Autism Spectrum', that provides support and activities for people with Autism. The grounds provide an area for animal care, activities and gardening, whilst inside there are rooms for physical fitness, sensory experiences, baking and meal preparation. The site was previously used as a school, known as Heatherton Primary School.</p>

Built Form	<p>There are two main single storey buildings on the subject site, the site office and the primary classroom. The site office is located approximately twenty-five (25) metres from the front boundary. The existing classroom is located behind the site office, setback approximately 40 metres from the front property boundary. There are also two smaller classrooms set behind the classroom, located approximately 8 metres from the eastern boundary.</p> <p>Additionally, there are four single storey structures on the site, a bike shed and BBQ area, located centrally along the northern boundary, and a chicken shed, and storage shed in the north-eastern corner of the site.</p>  <p><i>Source: Site Plan, Planning Permit application (KP-2023/536)</i></p>
Topography	The land is generally flat.
Car Parking	There are approximately twenty (20) unmarked car parking spaces on the site. The spaces are located north and south of the site office.
Fencing	There is a low chain link fence at the front of the site.
Vegetation	The subject site features a large number of trees, with the applicant's arborist report identifying twenty-seven (27) on and adjoining the site of relevance. These trees are predominantly located along the eastern (front) boundary and the southern (side) boundary. Of these, fifteen (15) trees are protected under local law. Additionally, there are several mature trees near the southern boundary adjacent to 206 Old Dandenong Road and in the north-eastern corner of that site.
Easement(s)	None.
Footpath Assets / Access	A single width crossover on the south-eastern corner of the site providing access to Old Dandenong Road.

3. SURROUNDING LAND

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



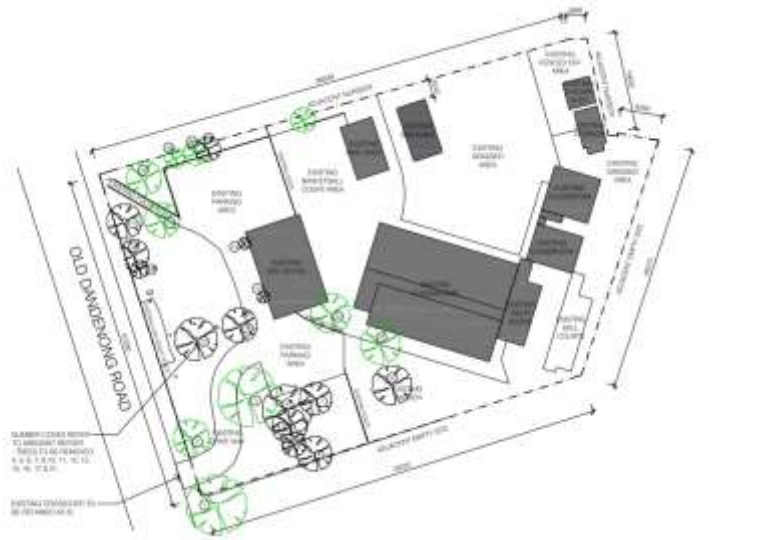
Source: NearMap, dated 15 February 2024

North	<p>200 Old Dandenong Road, a single dwelling on a lot, set back approximately 8 metres from the common boundary (side) of the subject site.</p> <p>198 Old Dandenong Road, a market garden operates from the site. An associated building is built along the southern boundary, sharing a common boundary (side) of the subject site.</p>
South & East	<p>206 Old Dandenong Road, this site is vacant, owned by Kingston Council. There are four (4) significant trees, that are between 8 & 12 metres in height, located in close proximity to the common boundary (south) of the subject site.</p>
West	<p>Road & 199-205 Old Dandenong Road, developed for agricultural activities, a market garden operates from the site.</p>

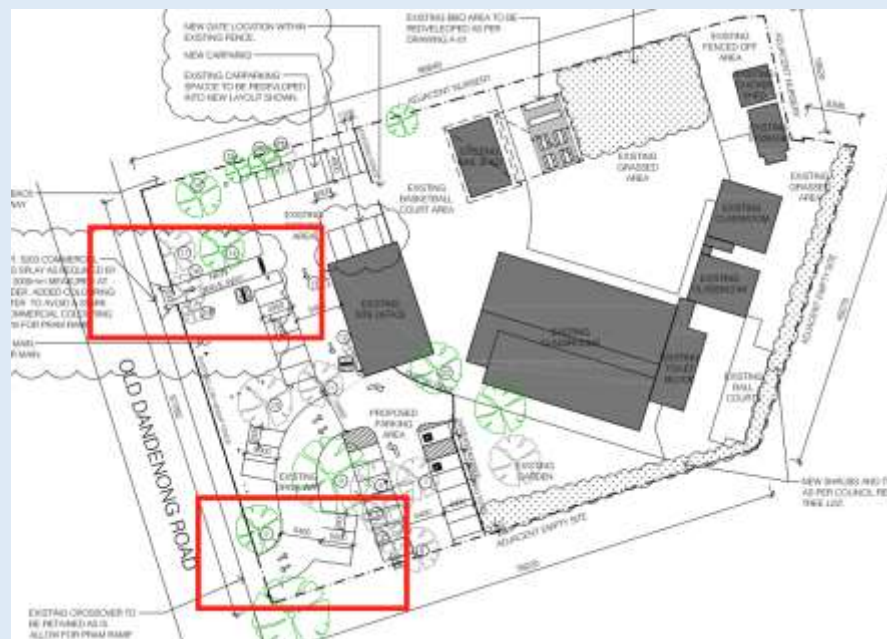
4. PROPOSAL

Description	<p>The applicant proposes the following changes:</p> <ul style="list-style-type: none"> • To create a new access to a road in a TRZ2. • Demolish and construct a new BBQ Area. • Extension to the existing car parking area. • The removal of vegetation. <p><u>To create a new access to a road in a TRZ2</u></p> <p>A new 3 metre wide crossover is proposed providing additional access to the existing car parking area, allowing vehicles to enter in one direction from Old Dandenong Road only.</p>
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An increase in width of the existing accessway width is also proposed to allow safe vehicle passing, entering and exiting from the site. The applicant has cited that the additional access is required is for safety purposes with the proposed crossover to alleviate the current unsafe conditions by providing direct access to the northern car parking area.



EXISTING - SITE PLAN

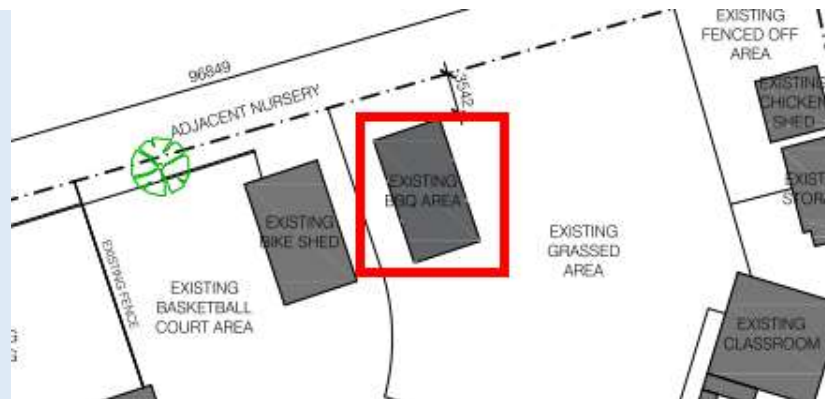


PROPOSED - SITE PLAN (Amendments highlighted in red)

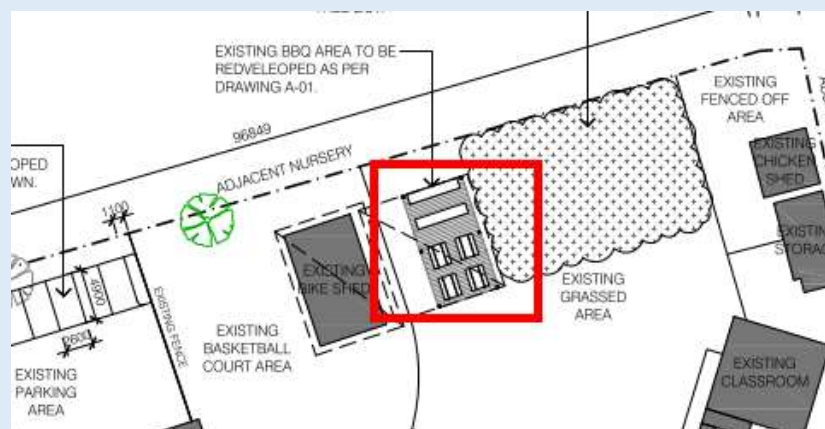
Demolish and construct a BBQ Area

The applicant proposes to demolish the existing BBQ area, constructing a new BBQ area in the same location. The BBQ is located in a central position, setback 3.5 metres from the northern boundary.

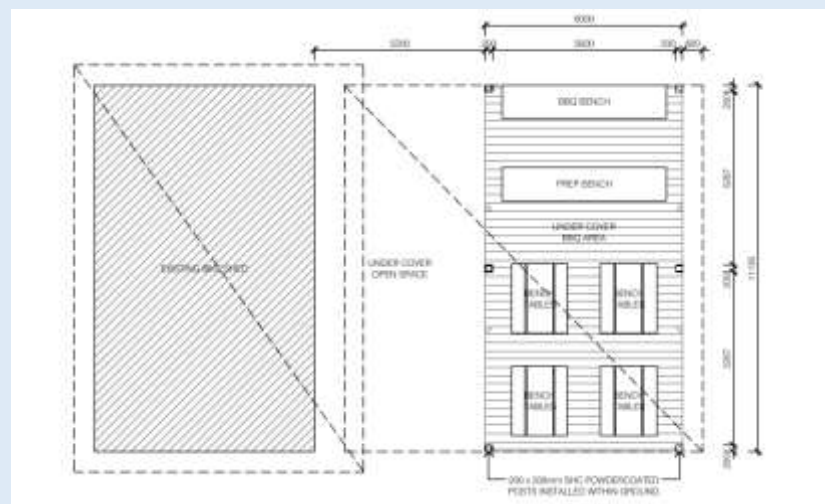
The proposed BBQ area is dimensioned 11.14 metres in length and 6 metres in width. The roof design has a slight slope, and the roof extends approximately 4.2 metres, creating undercover open area between the BBQ area and the existing bike shed to the west. The proposed BBQ layout consists of four (4) bench tables, a preparation and BBQ bench.



EXISTING - BBQ AREA



PROPOSED - BBQ AREA



PROPOSED - BBQ LAYOUT

Extension to the existing car parking area

The applicant also proposes to extend the existing car parking layout to provide additional car parking on the site. A total of thirty-two (32) parking spaces are proposed, including two (2) accessible spaces. This increases the existing parking area by an approximate twenty (20) spaces. Therefore, an additional twelve (12) car parking spaces are proposed. All car parking spaces will now be clearly marked.

The trees proposed to be removed are mainly located near the front of the site, near the southern boundary and adjacent to 198 Old Dandenong Road and the north-western corner of the site.

The Local Law Permit recently issued by Council in October 2024, approved the removal of nine (9) trees. The trees approved under this Permit include:

Tree No.	Species	Location	Decision
Tree No. 1 (T6 on Plans)	<i>Fraxinus angustifolia</i> 'Raywoodii' (Claret Ash)	Within the front setback	Approved for Removal
Tree No. 2 (T8 on Plans)	<i>Eucalyptus leucoxylon</i> (Yellow Gum)	Within the front setback	Approved for Removal
Tree No. 3 (T9 on Plans)	<i>Leptospermum</i> sp. (Tea Tree sp.)	Within the front setback	Approved for Removal
Tree No. 4 (T10 on Plans)	<i>Arbutus unedo</i> (Strawberry Tree)	Within the front setback	Approved for Removal
Tree No. 5 (T11 on Plans)	<i>Arbutus unedo</i> (Strawberry Tree)	Within the front setback	Approved for Removal
Tree No. 6 (T15 on Plans)	<i>Melaleuca viminalis</i> (Weeping Bottlebrush)	Within the front setback	Approved for Removal
Tree No. 7 (T16 on Plans)	<i>Melaleuca linariifolia</i> (Snow in Summer)	Within the front setback	Approved for Removal
Tree No. 8 (T17 on Plans)	<i>Melaleuca quinquenervia</i> (Broad-leafed Paperbark)	Within the front setback	Approved for Removal
Tree No. 9 (T21 on Plans)	<i>Syzygium smithii</i> (Lilly Pilly)	Within the front setback	Approved for Removal

As there is a crossover with some of the trees that were approved under local law and that being sought for removal under this application, a comparison table is provided below for clarity:

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Tree No.	Species	Approved under Local Law Permit PT-2024/166	Proposed to be removed under Planning Permit Application KP-2023/536	8m+ in height	110cm or > circumference
T4	<i>Melaleuca viminalis</i> Weeping bottlebrush	No	Yes		
T5	<i>Cotoneaster</i> sp. Cotoneaster	No	Yes		
T6	<i>Fraxinus angustifolia</i> ssp <i>oxycarpa</i> "Raywoodii" Claret ash	Yes	Yes	✓	✓
T7	<i>Cotoneaster</i> sp. Cotoneaster	No	Yes		
T8	<i>Eucalyptus leucoxylon</i> Yellow gum	Yes	Yes	✓	
T9	<i>Leptospermum</i> sp Tea tree	Yes	No	✓	
T10	<i>Arbutus unedo</i> Strawberry tree	Yes	No		
T11	<i>Arbutus unedo</i> Strawberry tree	Yes	Yes		✓
T15	<i>Melaleuca viminalis</i> Weeping bottlebrush	Yes	No – shown to be retained		
T16	<i>Melaleuca linariifolia</i> Snow in summer	Yes	No – shown to be retained		
T17	<i>Melaleuca quinquenervia</i> Broad-leaved paperbark	Yes	Yes	✓	✓
T18	<i>Agonis flexuosa</i> Willow myrtle	No	Yes	✓	✓
T21	<i>Syzygium smithii</i> Lilly pilly	Yes	No	✓	
TOTAL		9	8	6 (4 sought for removal under this application)	

Notably, the permit applicant is seeking to remove Trees T4, T5 and T7, which are not protected under local law.

As the arborist report states that Trees 15 & 16 are shown to be retained, which have been approved for removal under the local law, it is recommended that as

part of the Condition 1 requirements of any permit issued the Arborist Report be amended to align with the local law permit.

5. AMENDMENTS UNDER SECTION 50 OF THE ACT

- 5.1 The original plans submitted on 5 October 2023 proposed the location of crossover in the north-eastern corner of the site. However, to accommodate the retention of Tree 14 (at the request of Council's Vegetation Management Officer), the crossover was relocated approximately 7 metres in a southerly direction. The amended plans lodged on now reflect this revised crossover location.
- 5.2 These amended plans are the decision plans, which form part of the Council's consideration in this assessment and described in Section 4 of this report.

6. ADVERTISING

- 6.1 The application was exempt from notice and review for the following reasons:
- A permit is required to create or alter access to a road in a Transport Zone 2. Pursuant to Clause 52.29-5 an application is exempt from the notice requirements of section 52(1)(a), (b) and (d), the decision requirements of section 64(1), (2) and (3) and the review rights of section 82(1) of the Act.
 - A permit is required to demolish and to construct or carry out works in a Heritage Overlay. Pursuant to 43.01-4 an application is exempt from notice requirements for, but not excluded to, the following:
 - Demolition or removal of an outbuilding;
 - Construction of a carport, garage, pergola, deck, shed or similar structure;
 - Construction of a vehicle crossover; and
 - Roadworks.

7. REFERRALS

- 7.1 The application was referred to the following external authority pursuant to Section 55 of the Act. Where appropriate, amended applications under Section 50, S50A and S57C have been re-referred. The referral response below relates to the current (as amended) application only.

External Referral

Department	Section 52/55	Determining / Recommending	Objection	Comments
Department of Transport (DOT)	Section 55	Determining	None	No objection, subject to conditions on any permit issued relating to the crossover and driveway and to the markings and signage. It should be noted that the proposed access was amended post the referral as part of the local law permit. The amended plans showing the relocation of the crossover was considered to be a minor variation, from the DOT officer,

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				<p>and confirmed via email correspondence (TRIM 24/420389) that they had no objection to the revised proposal.</p> <p>Based on this advice the conditions provided in the original referral are considered appropriate (TRIM 23/322936).</p>
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Internal Referrals

Department / Area	Comments / Rationale / Recommended Conditions
Council's Vegetation Management Officer	<p><u>Planning Permit (KP-2023/536)</u> No objection raised, subject to conditions included on any permit issued. Such conditions should capture that the driveway must be shown to be constructed using permeable materials of pH neutral composition which will allow water to penetrate through the surface and into the soil profile within the TPZ of Tree 14. There is also a condition that before the development commences the root investigation report must be endorsed by the Responsible Authority and all works within the TRZ of tree 14 must be supervised by a qualified arborist, with no scraping to occur within the TPZ of this tree unless stated otherwise in writing by the arborist.</p> <p><u>Local Law (PT-2024/166)</u> The local law permit (PT-2024/166) was issued by Council on 15th October 2024 subject to conditions, approving the removal of nine (9) trees, T6, T8, T9, T10, T11, T15, T16, T17 & T21. Conditions relate to replacement planting up to a ratio of 3:1 for every tree removed, with photographic evidence provided to Council, and works carried out within the TPZ to be done under the supervision of a suitably qualified arborist. All conditions will be included verbatim on the planning permit.</p>
Council's Development Engineer	No objection raised, subject to conditions included on any permit issued relating to stormwater management and water sensitive urban design.
Council's Roads and Drains Officer	No objection raised, subject to conditions included on any permit issued relating to the vehicle crossing and the relocation of the pedestrian, pram ramp to be a minimum of 1.8 metres away from the proposed vehicle crossing. These conditions will not be added to the permit as they relate to the original location of the crossover.
Council's Traffic Engineer	No objection raised, subject to conditions included on any permit relating to blind aisle measurements for accessway to be maintained for a safe turnaround area as per AS/NZS 2890.1:2004.


PLANNING CONTROLS

Zone / Overlay / Particular Provisions	Rationale
Clause 36.01 – Public Use Zone (Schedule 3)	Pursuant to Clause 36.01 – Public Use Zone 3 – Health & Community of the Kingston Planning Scheme, a planning permit is not required: <i>to use land, or to construct a building or construct or carry out works on land, listed in a schedule to this zone, provided any condition in the schedule is complied with.</i>

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Zone / Overlay / Particular Provisions	Rationale
	<p>Pursuant to the schedule to the Public Use Zone: The Former Heatherton Primary School, Old Dandenong Road, Heatherton (Certificate of Title Vol 8095 Folio 704 and Crown Grant Volume 671 and Folio 054), the following condition must be met:</p> <p><i>'All buildings and works must be sited and designed to the satisfaction of the Responsible Authority with traffic access arrangements to the satisfaction of VicRoads'.</i></p> <p>As this condition has been met with the support of Department of Transport (formerly VicRoads), no planning permit is required.</p>
<p>Clause 43.01 – Heritage Overlay (Schedule 55)</p>	<p>The Heritage Overlay (HO55) relates to the Former Heatherton Primary School. It is noted that external paint controls and solar energy systems are applicable under the schedule to the zone. Therefore, all external paint colours to the satisfaction of the Responsible Authority must be clearly shown by way of a condition on any permit issued.</p> <p>As the Heritage Overlay encompasses the whole of the subject site (as shown below), pursuant to Clause 43.01, a planning permit is required to construct a building or carry out works, this includes to demolish or remove a building.</p>  <p>Source: IntraMaps dated 1 August 2024.</p>
<p>Clause 43.02 – Design and Development Overlay (Schedule 5)</p>	<p>Pursuant to Clause 42.02, a permit is required to construct a building or construct or carry out works which exceeds twenty-five (25) metres in height. The proposed works do not exceed 25 metres in height from Natural Ground Level, therefore no planning permit is required.</p>
<p>Clause 51.02 – Metropolitan Green Wedge Land: Core Planning Provisions</p>	<p>Clause 51.02 applies to land outside the urban growth boundary, pursuant to Clause 02.04 (Strategic Framework Plans) of the Kingston Planning Scheme. Pursuant to Clause 51.02-1 these provisions apply to land in Metropolitan Melbourne that is outside the Urban Growth Boundary.</p> <p>The purpose of Clause 51.02 is to protect metropolitan green wedge land from uses and development that would diminish agricultural and landscape values and to protect productive agricultural land from incompatible uses. The development is considered to be compatible with the purpose of the Metropolitan Green Wedge Lane: Core Planning Provisions. Refer to section 11 of report for discussion.</p>

Zone / Overlay / Particular Provisions	Rationale
Clause 52.06 - Car Parking	<p>A total of thirty-two (32) parking spaces are proposed, including two (2) accessible spaces. The existing car park is unmarked, with approximately twenty (20) car parking spaces on the site, therefore approximately twelve (12) additional car parking spaces are proposed.</p> <p>Notably, the existing 'use' of an Education Centre is an as of right use and therefore a planning permit is not required.</p> <p>Pursuant to the table under Clause 52.06-5 the car parking rate applied to an education centre is 0.4 car parking spaces for each student. Therefore, based on the thirty-two (32) car parking spaces proposed, the maximum student capacity would rest at eighty (80) students.</p> <p>As the use is existing and this application is limited to the proposed works on the land (not the use), the additional car parking spaces and formalisation of the car park is deemed an improved outcome for the site that will support the patrons/students attending the education facility.</p> <p>The design and location of the car parking is of a high standard, creates a safe environment for users and enables easy and efficient use.</p>
Clause 52.17 – Removal of Vegetation	<p>Pursuant to Clause 52.17 (Native Vegetation), a planning permit is not required if listed under the exemptions found at Clause 52.17-7. The trees on site are not naturally occurring on the site and are likely to have been planted, therefore the proposed tree removal is exempt from a planning permit.</p>
Clause 52.29 – Land Adjacent to the Principal Road Network	<p>Pursuant to Clause 52.29-2, a permit is required to create or alter access to a road in a Transport Zone 2.</p>

8. PLANNING CONSIDERATIONS

General Provisions

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

Municipal Planning Strategy

- 8.2 **Clause 02.01 (Context)** notes that Kingston combines substantial residential areas with vibrant activity centres, agricultural and non-urban green wedge areas, as well as an industrial sector which forms one of the largest and most concentrated manufacturing regions in metropolitan Melbourne.
- 8.3 **Clause 02.02 (Vision)** identifies the Kingston City Council's vision for the city as 'a diverse, dynamic community where we all share a sustainable, safe, attractive environment and a thriving economy'. Relevant to the Green Wedge, Clause 02.02 seeks to ensure that green

wedge land is effectively managed to achieve sustainable land use outcomes, in a manner which supports the long-term role of Kingston's green wedge.

- 8.4 **Clause 02.03 (Strategic Direction)** sets out the strategic directions for the Kingston municipality in relation to settlement, environmental and landscape values, environmental risks and amenity, natural resource management, built environment and heritage, housing, economic development, transport, and infrastructure.
- 8.5 **Clause 02.03-1 (Green Wedge)** encourages sustainable land use and development outcomes in the green wedge. Increased pressure for more intensive urban development due in part to their proximity to established urban areas and the availability of physical infrastructure has led to a decline in agricultural production. Activities therefore must be consistent with, and contribute to, optimal long-term planning solutions for the whole of the south-eastern regional green wedge. Land use and development must respond to and support the following strategic directions:
- *Protect the green wedge land from intrusion of urban uses.*
 - *Ensure activities in the green wedge are consistent with, and contribute to, optimal long-term planning solutions for the whole of the south eastern regional green wedge.*
 - *Improve the region's environmental values (including flood storage, water quality and flora/fauna habitats).*
 - *Support development of regional parks and creation of a network of regional open space linkages, including a north-south open space spine (Chain of Parks – Sandbelt).*
 - *Manage the edge of urban areas to protect the green wedge and ensure that the green wedge area is both stable and enduring.*
 - *Protect and improve the rural landscape character of the green wedge particularly along main roads.*
 - *Protect the economic and operational viability of key industries and infrastructure.*
- 8.6 **Clause 02.03-2 (Environmental and Landscape Values)** recognises Kingston's significant and diverse environmental landscape, and the contribution that this provides to the diversity of the fauna and flora in the municipality. The quality and ecological value of Kingston's natural environments must be maintained and also enhanced, which will be achieved through both the retention and provision of native planting and tree canopies, along with vegetation corridors. The direction of the green wedge area seeks to promote further development of the green wedge landscape character and retain the green wedge area as a key feature of the municipality into the long term.
- 8.7 **Clause 02.03-5 (Environmentally Sustainable Development)** emphasises the impacts of increased urbanisation of the municipality, and particularly how this is changing the built environment, and impacting upon the valued characteristics of the green wedge environment. The strategy commits to integrate environmentally sustainable principles into all land use and development planning, new developments, and redevelopments of existing infrastructure. The early consideration of environmental sustainability at the building design stage achieves many efficiencies and benefits.

Planning Policy Framework

- 8.8 The settlement policies at **Clause 11** seek to maintain a permanent urban growth boundary around Melbourne in order to create a more consolidated and sustainable city and to protect the values of non-urban land.
- 8.9 **Clause 11.01-1R (Green Wedges – Metropolitan Melbourne)** seeks to protect the green wedges of Metropolitan Melbourne from inappropriate development and includes various strategies relating to this objective. The environmental and landscape values of these areas must be safeguarded.
- 8.10 **Clause 11.01-1L (Green Wedge – Kingston)** applies to all land in the green wedge area shown on the strategic framework plans at **Clause 02.04**. The policy in part, seeks to protect open space landscapes and vistas between urban and green wedge land and to avoid development that will prejudice the achievement of long term strategies for productive after-use of completed extraction and landfill sites. It seeks to encourages land use and development that contributes to the enhancement and re-creation of landscapes as well as land use and development that supports the rural role and function of Kingston's green wedge areas through their use, layout, building design and landscape elements.
- 8.11 **Clause 12.01-1S (Protection of Biodiversity)** emphasises the protection and enhancement of Victoria's biodiversity and significant landscapes as well as improving landscape qualities. Planning must avoid impacts of land use and development on important areas of biodiversity and limit the fragmentation of habitats along with supporting land use and development that contributes to protecting and enhancing habitat for indigenous plants and animals in urban areas.
- 8.12 **Clause 12.01-1L (Protection of Biodiversity – Kingston)** reinforces this and seeks to retain and replant native trees and vegetation cover where possible and promote opportunities for reinstating and enhancing local biodiversity.
- 8.13 **Clause 15 (Built Environment and Heritage)** aims to retain existing trees and space around them to ensure survival, particularly indigenous and native trees.
- 8.14 **Clause 15.03-2S (Aboriginal Cultural Heritage)** seeks to ensure the protection and conservation of places of Aboriginal cultural heritage significance.
- 8.15 The subject land **is** identified in an area of Aboriginal cultural heritage sensitivity. However, the proposed activity is exempt from requiring a cultural heritage management plan in accordance with Regulations 12 and 16 of the Aboriginal Heritage Regulations 2018.
- 8.16 It is considered that the proposed building and works generally comply with and satisfy the Planning Policy Framework guidelines, subject to conditions included on any permit issued as discussed throughout this report, which aim to encourage suitable development in the Green Wedge Zone.
- 8.17 The proposal assists in the protection of green wedge land from the intrusion of urban uses. The proposed activities align with the long-term planning framework for green wedge areas, refer to Green Wedge Management Plan section. Additionally, the proposal supports the business's economic and operational viability, recognising its essential role in the community.
- 8.18 Whilst acknowledging the loss of vegetation, the design includes measures such as a permeable driveway to mitigate this impact. Council's Vegetation Management Officer and the permit applicant have conducted thorough assessments to ensure the proposal remains compliant and with relevant environmental considerations. Overall, the proposal is designed

to have minimal impact on the surrounding area and will positively contribute to the local landscape.

Zoning Provisions

8.19 The application has been assessed against the relevant zoning (Public Use Zone – Health & Community) and it is considered that the proposed building and works satisfy the purpose of the zoning controls contained within the Kingston Planning Scheme.

8.20 The proposal is responsive to the purposes of the Public Use Zone, which seek:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To recognise public land use for public utility and community services and facilities.*
- *To provide for associated uses that are consistent with the intent of the public land reservation or purpose.*

8.21 Regard is also given to the relevant decision guidelines of the zone, as follows:

- *The Municipal Planning Strategy and the Planning Policy Framework.*
- *The comments of any Minister or public land manager having responsibility for the care or management of the land or adjacent land.*
- *Whether the development is appropriately located and designed, including in accordance with any relevant use, design or siting guidelines.*

Green Wedge Management Plan 2012

8.22 Consideration must be given to the Green Wedge Management Plan 2012 (GWMP 2012). The Kingston Green Wedge is to be an exemplar environmental and recreational resource for the local and regional community. It will showcase the best in environmental management, former land fill reuse, sustainable energy generation, community interaction and focus, sustainable agriculture, open space linkages, local and regional recreation and community facilities.

It will:

- *have a semi-rural feel and appearance;*
- *protect and regenerate areas of environmental and ecological significance;*
- *showcase the best environmental and ecological sustainability practices;*
- *provide all types of recreational areas and facilities;*
- *be easy to navigate and move around via all modes of transport;*
- *provide some local employment opportunities;*
- *provide local and regional services and facilities; and*
- *contain activities that interface well with one another*



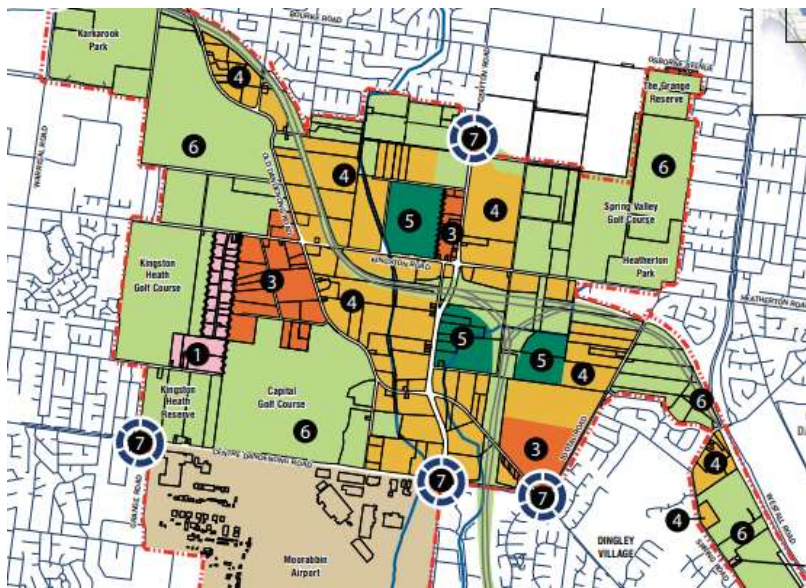
Source: GWMP 2012 – Future Land Use.

8.23 The GWMP 2012 identifies the subject land as 'Green Wedge Low Intensity'.

8.24 The GMWP states that with respect to buildings in the Green Wedge, they should be designed to protect and strengthen the existing character of the Green Wedge environment, be sited and designed to maintain an overall sense of spaciousness in the landscape, provide adequate space around buildings for existing and new vegetation and landscaping, maintain open views and vistas from roads and public spaces, do not dominate the landscape, are fit for purpose, and screened by vegetation if this necessitates a larger structure, utilise materials, colours and finishes that best immerse buildings within the landscape, reflect the particular locality and future use of the land within the Green Wedge, are sited and designed to minimise the effects of the use/development on nearby properties and ensure future development is protected from adjoining uses that may have off-site impacts.

8.25 The GWMP 2012 provides private realm design guidelines to manage new development, control negative change and protect and strengthen the valued qualities of the green wedge environment. The guidelines are structured around seven typologies, based on existing characteristics and reflective of the varying development that occurs throughout the green wedge.

8.26 The subject site is located within 'Typology 4' which is an area designated for 'Green Wedge Low Intensity' as depicted on the below map:



PRIVATE REALM DESIGN GUIDELINES:

- 1** Green Wedge Low Density Residential
- 2** Low Site Coverage Community / Commercial
- 3** Green Wedge Intensive
- 4** Green Wedge Low Intensity
- 5** Transition Areas
- 6** Open Space / Recreation
- 7** Green Wedge Gateway Sites

Source: GWMP 2012 – Design Guidelines.

8.27 The proposed works are considered to respond to the relevant building design guidelines for this typology, as bolded and identified below:

- **Buildings should be subordinate visually to the spacious, rural landscape.**
- Minimise building footprints and limit the overall presence of built form to enhance the rural character and maintain a sense of openness.
- **Locate buildings and farming infrastructure such as sheds and machinery away from roads and where possible, within existing clusters of buildings/structures.**
- Locate horticultural structures so that they are not highly visible from roads or other public places, or screen with substantial vegetation.
- Maintain wide spacing between groups/clusters of buildings.
- Avoid development on any property boundary.
- Limit building heights to a maximum of 8 metres (2 storeys) above natural ground level.
- Ensure development adopts best practice environmentally sustainable design and development principles.
- Ensure all buildings and structures are designed and oriented to utilise natural light and ensure optimal thermal performance.
- Avoid large areas of nonpermeable surfaces including yards, driveways and car parking areas.
- Utilise materials, colours and finishes that best immerse built form within the rural landscape (i.e. dark, natural colours, muted tones, matte finishes and nonreflective materials).
- Bright, bold, extravagant colour schemes are to be avoided.
- Use glazing and roofing materials of low reflectivity.
- Minimise the size and extent of signage and advertising, particularly internally illuminated signs.
- Locate signage on the building where possible, so that it complements the architecture.
- Encourage the removal of environmental weeds and other exotic vegetation and their replacement with appropriate native vegetation.
- **Minimise native vegetation removal in new development. Development which requires native vegetation removal should aim to replace or rehabilitate with an equivalent vegetation cover using locally appropriate species.**

- 8.28 The proposed development is located outside the Urban Growth Boundary and therefore requires consideration of the Green Wedge Management Plan (GWMP). However, the guidance provided within this precinct is largely non-specific to the type of application under assessment and before Council and the overall guidance remains general in nature.
- 8.29 It's important to note that the proposed BBQ structure, access, and car parking area, does not raise any concerns in relation to the precinct's guidance. Many of the outlined objectives are either irrelevant or not specific to the minor nature of the proposal. The relevant objectives have been bolded above, and the proposal is deemed to be in accordance with them.
- 8.30 It should be noted that the first dot point relating to building location has been bolded because the proposed BBQ structure is located in a subordinate position on the site, demonstrating accordance to this guideline. The modest scale of the project, which neither introduces a new use nor significantly alters the site, supports the conclusion that it is consistent with the relevant objectives of the GWMP.
- 8.31 Additionally, the application acknowledges the loss of vegetation from the proposed development, which has undergone extensive assessment by the Council's Vegetation Management Officer. Their evaluation summarises the impact and includes appropriate conditions to be imposed on any permit issued, ensuring the application remains compliant with relevant environmental considerations.
- 8.32 Consideration must also be given to the **Green Wedge Management Plan 2023** (GWMP 2023) which, adopted by Council on 11 December 2023. Since the adoption of the 2012 GWMP, there has been a significant change in planning policy. Key changes include the following:
- Introduction of the Reformed Rural Zones in September 2013 to support agricultural activity and allow more uses.
 - Planning Guide Green Wedge Planning introduced in March 2023 and updated 3 October 2023 to provide information and advice relating to planning provisions for Green Wedge land.
 - Planning Guide Green Wedge Management Plans introduced in March 2023 and updated 9 October 2023 to provide guidance on the preparing of Green Wedge Management Plans.
 - Adoption of Amendment C143 in 2015 to the Kingston Planning Scheme which rezoned land north of Kingston/Heatherton Roads from a Special Use Zone Schedule 2 Earth and Energy Resources to the Green Wedge A Zone to prohibit materials recycling.
 - Introduction of new policy through Plan Melbourne 2017 to protect Melbourne's green wedges and agricultural land. Including policy 2.1.1 to "Maintain a permanent urban growth boundary around Melbourne to create a more consolidated, sustainable city."
 - Changes to the *Planning and Environment Act 1987* in 2023, to provide a definition to "green wedge management plan" and provide guidance for the preparation of Green Wedge Management Plans.
- 8.33 The [adopted 2023 GWMP](#) is a revision of GWMP 2012. The Plan identifies the values and features of the Green Wedge, the preferred land uses, environmental and natural resources that should be protected, and the needs of the local community. The GWMP has been updated to reflect the very significant progress made in closing landfill sites and monitoring their rehabilitation into land suitable for other uses, such as the delivery of the historic concept of the Chain of Parks (Sandbelt Open Space Project) and a multipurpose pedestrian, cyclist and equestrian trail linking Karkarook Park to Braeside Park. A number of opportunities have also arisen, such as the Dingley Recycled Water Scheme, which will

provide recycled water and potentially boost agricultural and horticultural land use on the smaller lots that characterise the Green Wedge. The completion of the Mordialloc Freeway and the investment of Hawthorn Football Club in Dingley Village for the construction of their new training facility represent significant changes since the formulation of the first GWMP.

8.34 Similar to the GWMP 2012, the revised Plan seeks buildings in the Green Wedge Zone that:

- *Protect and strengthen the existing character of the Green Wedge environment.*
- *Are sited and designed to maintain an overall sense of spaciousness in the landscape.*
- *Provide adequate space around buildings for existing and new vegetation and landscaping.*
- *Maintain open views and vistas from roads and public spaces.*
- *Do not dominate the landscape.*
- *Are fit for purpose.*
- *Landscaping that reinforces the semi-rural landscape and vistas of the Green Wedge and is not used for the screening of buildings unless necessitated by a larger structure.*
- *Incorporate best practice environmentally sustainable building design and techniques.*
- *Utilise materials, colours and finishes that best immerse buildings within the landscape.*
- *Reflect the particular locality and future use of the land within the Green Wedge.*
- *Use indigenous vegetation and substantial trees that blend with the roadside treatments.*
- *Are sited and designed to minimise the effects of the use/development on nearby properties and ensure future development is protected from adjoining uses that may have off-site impacts.*
- *Respect the predominant building height of the area where one exists.*
- *Create gateway sites that project the green, semi-rural image of the Green Wedge.*
- *Improve the appearance of existing land and activities in the Green Wedge.*
- *Ensure the site layout and built form of significant proposals are designed to complement the spacious and natural setting of the Green Wedge, and do not result in dominant or bulky structures.*

8.35 Under the updated GWMP 2023, the subject site continues to be within 'Precinct 4' for the purposes of Green Wedge Low Density. The building design guidelines are largely unchanged from the GWMP 2012 and the proposal is considered to correspond with the objectives and guidelines of the updated GWMP.

8.36 In conclusion, the proposed works are appropriate to its location within the Green Wedge. It is consistent with the purpose of the zone and the design outcomes directed by the Green Wedge Management Plan 2012, along with the revised design requirements and building design guidelines of the adopted Green Wedge Management Plan 2023.

Particular Provisions

8.37 The application has been assessed against the relevant Particular Provisions and it is considered that the proposal meets the requirements contained within this section of the Kingston Planning Scheme.

General Provisions

8.38 The decision guidelines of **Clause 65.01** (Approval of an Application or Plan) of the Kingston Planning Scheme are relevant to this application and require consideration to be given to a variety of matters including planning scheme policies, the purpose of the zone, orderly planning and the impact on amenity. All matters have been considered. The proposed

building and works are found to result in the continued orderly planning of the area with no significant effect on the amenity of the area, subject to conditions on any permit issued.

9. CONCLUSION

- 9.1 On balance, the proposal is considered to substantially comply with the relevant planning policy and therefore should be supported.
- 9.2 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 or economic effects.
- 9.3 The proposed development is considered appropriate for the site as evidenced by:
- The design and siting of the proposed development to be compatible with the site, its immediate abutments and, more generally, its surrounding area.
 - The proposed BBQ area is deemed modest in nature with minimal amenity impacts.
 - The proposed accessway works and car parking layout has been carefully designed, in collaboration with Council's Vegetation Management team, to minimise its impact on the surrounding vegetation.
 - The proposal will not have any detrimental impact on surrounding properties.
 - The proposal is generally in accordance with the GWMP 2012 & GMMP 2023
 - The proposal satisfies the requirements of the Kingston Planning Scheme, including the PPF, strategic vision, zoning / overlay controls and Particular Provisions.

10. RECOMMENDATION

- 10.1 That Council determine to support the proposal and issue a planning permit for part demolition and to construct and carry out works (access / car parking area & BBQ structure) in the Heritage Overlay (Schedule 55) and to create access to a road in a Transport Zone 2, subject to the following conditions:

Amended Plans

1. Before the development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions. The plans must be substantially in accordance with considered plans prepared by Style comprising Drawings No SP02, A-01, sheets 1 to 2 (inclusive) dated 30 May 2024, but modified to show:
 - a) the driveway nominated to be constructed using permeable materials of pH neutral composition which allows water to penetrate through the surface and into the soil profile within the tree protection zone of Tree 14.
 - b) a materials schedule to include all external paint colours.
 - c) the trees to be retained and removed in accordance with the Local Law Permit PT-2024/166 and accompanying Arborist Report.

Endorsed Plans

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

Vegetation Conditions

3. Before the development commences the Root Investigation Report by Green Connection Arboricultural Consultancy Services dated 16 August 2024 must be endorsed by the Responsible Authority and all works within the TPZ of Tree 14 identified in the report must

be carried out in accordance with this document and to be supervised by a qualified arborist (AQF Level 5) with no scraping to occur within the TPZ of this tree unless stated otherwise in writing by the arborist.

Infrastructure and Road Works

4. Property boundary and footpath levels must not be altered without the prior written consent from the Responsible Authority.
5. The replacement of all footpaths, including offsets, must be constructed to the satisfaction of the Responsible Authority.
6. All reinstatements and vehicle crossings must be constructed to the satisfaction of the Responsible Authority.
7. Vehicle crossings and other reinstatements must be constructed to council's industrial strength specifications.
8. All redundant vehicle crossings and pedestrian crossings must be removed (including redundant portions of vehicle crossings) to the satisfaction of the Responsible Authority.

Traffic Conditions

9. The blind aisle measurements for the accessway, to be maintained for a safe turnaround area as per AS/NZS 2890.1:2004.

Department of Transport Conditions

10. Prior to the commencement of use, the entry only crossover and driveway are to be constructed to the satisfaction of the Responsible Authority and at no cost to the Head, Transport for Victoria.
11. Appropriate line markings and signage must be installed to restrict exit movements from the site via this access point.

Completion of Works

12. Once the development has started, it must be continued and completed to the satisfaction of the Responsible Authority.

Permit Expiry

13. This permit will expire if one of the following circumstances applies:
 - a) The development (including demolition) is not started within two (2) years of the issue date of this permit.
 - b) The development (including demolition) is not completed within four (4) years of the issue date of this permit.

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

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

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


**City of Kingston
Ordinary Council Meeting**

Agenda

25 November 2024

- Note:** The applicant/owner must provide a copy of this planning permit and any endorsed plans to any external contractor to ensure that all trees to be retained on site are protected during any works.
- Note:** Replacement planting is required by Local Law Permit PT-2024/166 issued on 15 October 2024 and must be undertaken in accordance with those conditions and within 12 months of the date of that permit.
- Note:** The replacement trees planted as a result of condition of the abovementioned Local Law Permit are considered protected trees.
- Note:** Failure to comply with replacement planting conditions under the permit by the specified date is an offence under Kingston Community Local Law Clause 262.6. Any breach may be subject to prosecution.
- Note:** Where the applicant is not the owner of the subject land but the owner has given their consent to this application, the owner will be responsible, jointly and severally with the applicant, for compliance with the conditions on the permit.
- Note:** Before removing / pruning any vegetation from the site, the applicant or any contractor engaged to remove any vegetation, should consult Council's vegetation management officer to verify if a Local Laws permit is required for the removal of such vegetation.
- Note:** Any landscape plan prepared in accordance with conditions must comply with Council's Landscape Checklist.
- Note:** Prior to the commencement of the development, you are required to obtain the necessary building permit.
- Note:** All buildings and works must be carried out in accordance with the approved cultural heritage management plan as required by the *Aboriginal Heritage Act 2006*. A copy of the approved cultural heritage management plan must be held on site during the construction activity.

Appendices

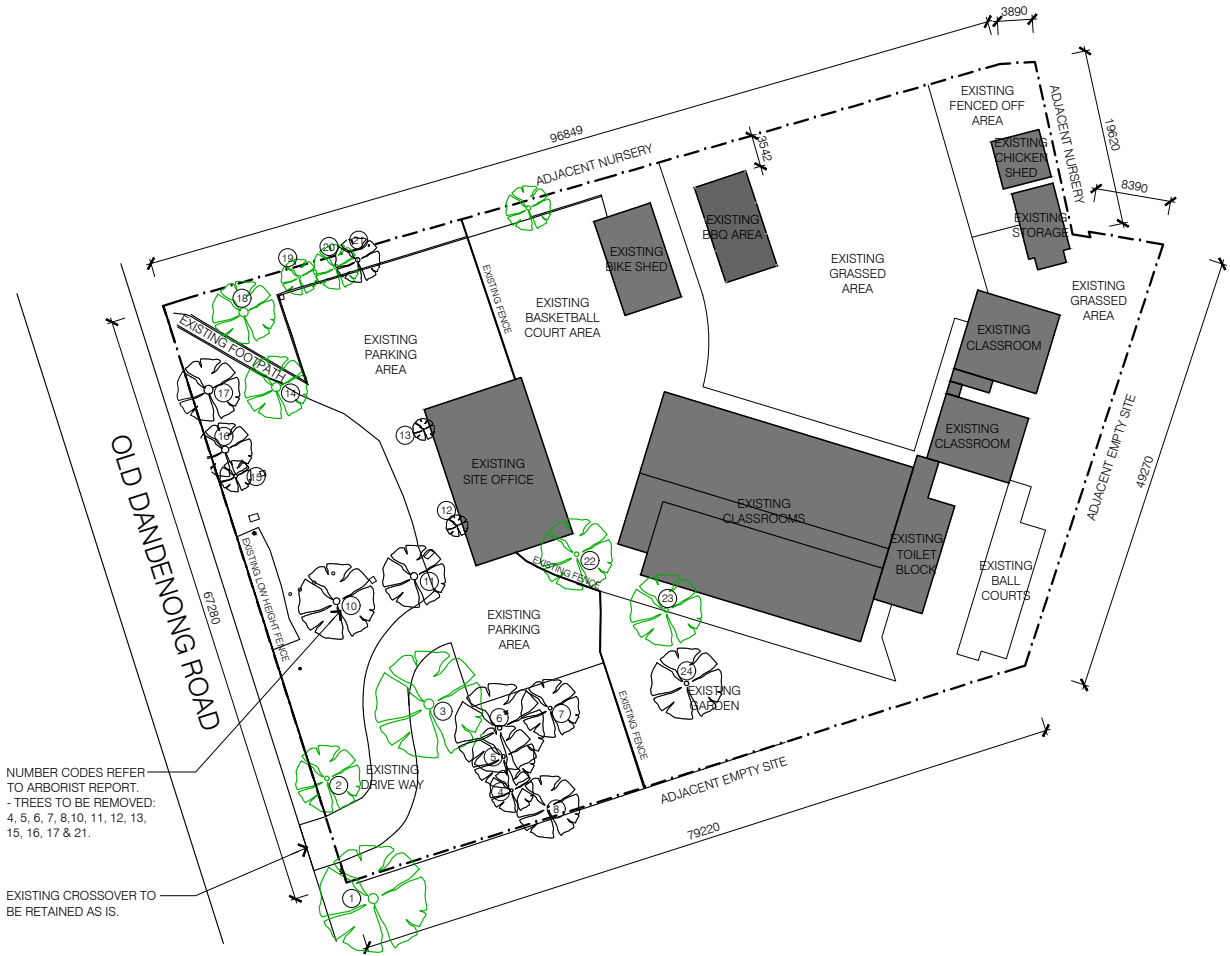
Appendix 1 - KP-2023/536 - 202-204 Old Dandenong Road, HEATHERTON VIC 3202
- Planning Applications - Considered Plans (Ref 24/420631) 

Author/s: Brook Ludinski, Statutory Planner
Reviewed and Approved By: Jennifer Pippo, Team Leader Statutory Planning
Jaclyn Murdoch, Manager City Development

7.2

KP-2023/536 - 202-204 OLD DANDENONG ROAD, HEATHERTON

- 1 KP-2023/536 - 202-204 Old Dandenong Road, HEATHERTON
VIC 3202 - Planning Applications - Considered Plans 47**



NUMBER CODES REFER
TO ARBORIST REPORT.
- TREES TO BE REMOVED:
4, 5, 6, 7, 8, 10, 11, 12, 13,
15, 16, 17 & 21.

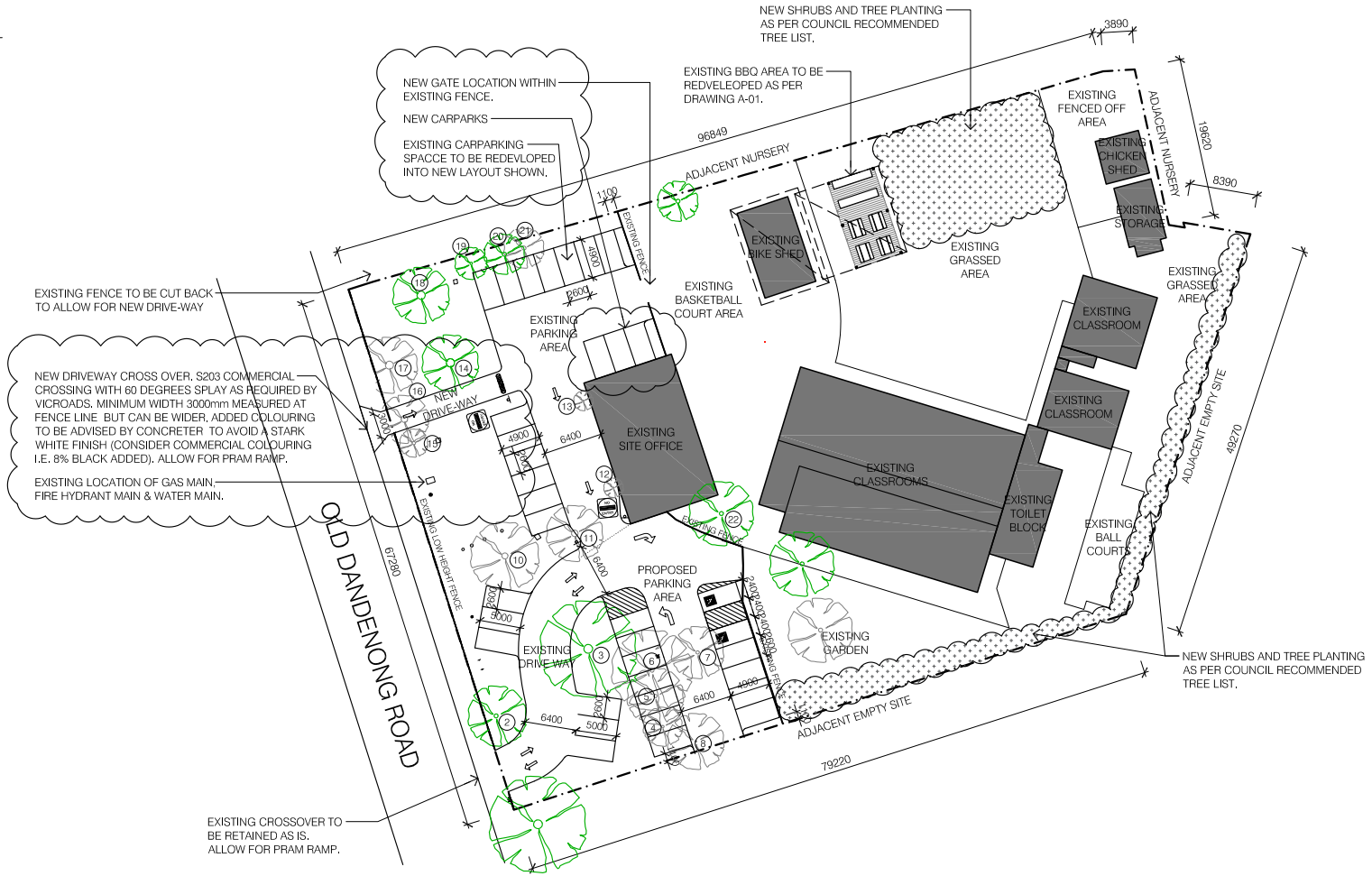
EXISTING CROSSOVER TO
BE RETAINED AS IS.

No.	Revision:	Project:	DRAFT ISSUE	Drawn:	TC	Drawing No:	<div><input type="checkbox"/> Drawing Title:</div>	EXISTING SITE PLAN
		AUTISM SPECTRUM AUSTRALIA		Checked:	SM			
		202-204 OLD DANDENONG RD		Date:	29.06.23	SP-01		
		HEATHERTON VIC 3202		Scale:	1:500 @ A3			
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prahran victoria 3181

travis cheriton: 0419 291 272
steve mooney: 0406 535 100



No.	Revision:	DATE
A	DRIVE WAY RELOCATED	30.05.24

Project:
AUTISM SPECTRUM
AUSTRALIA
202-204 OLD DANDENONG ROAD
HEATHERTON VIC 3202

DRAFT ISSUE

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Date:	17.07.23
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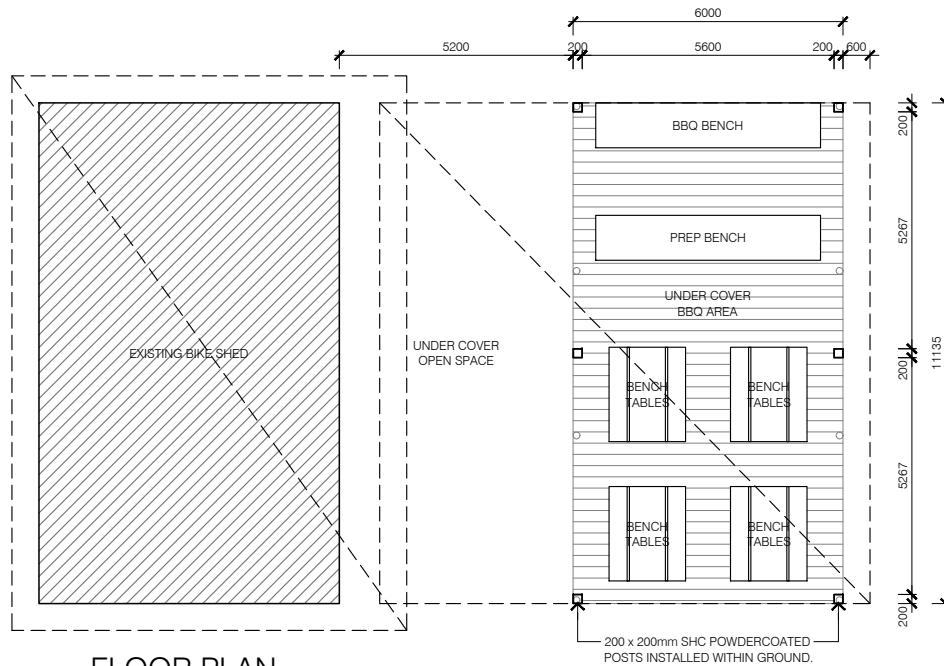
Drawing No:	SP-02
Job No:	

Drawing Title:	PROPOSED SITE PLAN
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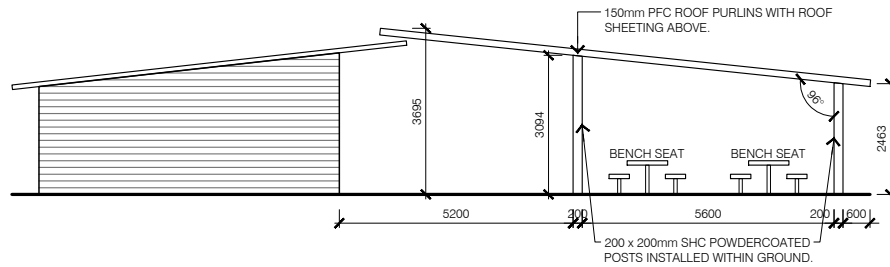
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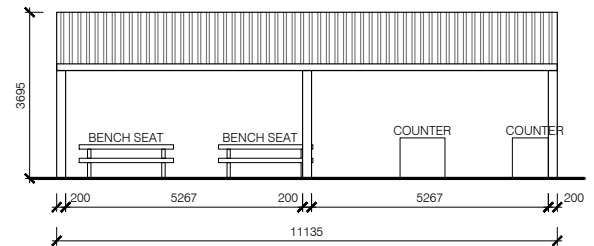
1
FLOOR PLAN
Scale 1:100



A
SIDE ELEVATION A
Scale 1:100

FINISHES SCHEDULE:

ROOF FINISH:	LASERLITE 3000 CORRUGATED 'GREY'
SUPPORT POSTS:	200 x 200mm SHS DULUX POWDERCOAT - GRAPHITE MATT - 90Z9234M
ROOF GUTTERING:	DULUX POWDERCOAT - GRAPHITE MATT - 90Z9234M
FLOOR FINISH:	COMPOSITE DECKING - WOODOVO TALLOWOOD
BENCHES AND SEATING:	POURED CONCRETE BENCH TOPS AND 'GRAPHITE MATT' FINISHED SUPPORT POSTS
BBQ AND SINK UNIT:	BBQ'S GALORE - BUILT-IN ALFRESCO 6 BURNER WITH MATCHING SINK AND UNDERBENCH FRIDGE.



B
END ELEVATION B
Scale 1:100

No.	Revision:	Project:	DRAFT ISSUE	Drawn:	TC	Drawing No:		Drawing Title:
		AUTISM SPECTRUM AUSTRALIA		Checked:	SM	A-01		PROPOSED BBQ AREA LAYOUT
		202-204 OLD DANDENONG ROAD		Date:	29.06.23			
		HEATHERTON VIC 3202		Scale:	1:100 @ A3	Job No:		

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9. Infrastructure and Open Space Reports

Ordinary Council Meeting

25 November 2024

Agenda Item No: 9.1

2024/25 CAPITAL BUDGET OUTCOME - QUARTER 1 REVIEW

Contact Officer: Steve Tierney, Manager PMO & Major Projects

Purpose of Report

The purpose of this report is to inform Council on the Quarter 1 Capital Works program performance.

Disclosure of Officer / Contractor Conflict of Interest

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

RECOMMENDATION

That Council:

1. Note that the 2024/25 capital works program is tracking slightly ahead of program; and
2. Note the summary of project highlights in Appendix 1.

1. Background

In May 2024, Council resolved a 24/25 capital works budget and program totalling \$50.4m (excluding the Mordi Aquatic Centre project), and a total budget of \$85.1 million (including the Mordi Aquatic Centre project).

Officers have assessed the progress of projects and the capital program at the end of September 2024 which is quarter 1 (Q1). There are approximately 160 projects in the program and over 95% of these are currently on track to be delivered by the end of the financial year.

At the end of Q1, \$11.4m has been spent (exclusive of the Mordi Aquatic Centre project) and \$12.2m in total spend inclusive of Mordi Aquatic Centre project. This is 14% of the total budget and overall, the program is slightly ahead of forecast and on track to be delivered.

There have been minor adjustments to the program to respond to unforeseen events, project accelerations, and cost movements.

2. Discussion

2.1 Project progress update

The attached presentation provides project highlights and progress of projects to date.

2.2 Financial performance

Financial forecast for the year is shown in the table below in blue. Actual expenditure at the end of Q1 is shown in orange. Overall performance of the Capital program is tracking well.

Note: The Mordi Aquatic Centre project is excluded from below.



2.3 Mordi Aquatic Centre

The contract for the Mordi Aquatic Centre was awarded post the Council adoption of the capital budget. Officers are currently working with the appointed contractor to align the project cashflow with the adopted capital program for the duration of the construction period. The updated cashflow and expenditure will be reported in future quarterly reporting.

3. Consultation

3.1 Internal Consultation:

There is ongoing collaboration between Finance and Project Management Office on financial matters and service owners throughout the organisation are actively engaged.

3.2 Community Consultation:
N/A

4. Compliance Checklist

4.1 Council Plan Alignment

Strategic Direction: Well-governed - Council will be collaborative, accountable, transparent, responsive, well-informed and efficient.

Strategy: Look after the community's financial resources responsibly and efficiently

4.2 Governance Principles Alignment

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

4.3 Risk considerations.

There are no risks associated with the adoption of this report. Capital project delivery risks are documented and managed through the Project Management Framework.

Appendices

Appendix 1 - Capital Q1 Quarterly Report Presentation FY24/25 (Ref 24/407031)  [Download](#)

Author/s: Steve Tierney, Manager PMO & Major Projects

Reviewed and Approved By: Samantha Krull, General Manager Infrastructure and Open Space
Bernard Rohan, Chief Finance Officer

9.1

2024/25 CAPITAL BUDGET OUTCOME - QUARTER 1 REVIEW

1	Capital Q1 Quarterly Report Presentation FY24/25	59
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24/25 Capex Quarterly Update

July-September 2024

community inspired leadership



PlaySpace Strategy Implementation Program

Projects Completed:

McDonald-Healy Reserve, Parkdale

- upgraded works to the PlaySpace at McDonald-Healy Reserve include a new combination unit, a basket swing with junior and toddler swing, accessible play panels, nature play, log carvings, new park furniture and landscaping were installed as part of the upgrade.
- Works completed early August 2024.



Brownfield Street Reserve, Mordialloc

- Upgraded works to the PlaySpace at Brownfield Street Reserve include a new combination unit, a junior and toddler swing, accessible carousel spinner and monkey bars, new park furniture and landscaping were installed as part of the upgrade.
- Works completed early August 2024.



community inspired leadership

PlaySpace Strategy Implementation Program

Projects out to tender:

- The tenders for the Meribah Court Reserve, Dowling Road Reserve and Glyn Court Reserve Playground Upgrades are all currently out for public tender, with works scheduled for completion prior to the end of the 2024/25 financial year.
- All the PlaySpace's will feature new play equipment, furniture and landscaping. Improvement works to the existing half basketball court will also take place as part of the PlaySpace upgrade at Dowling Road Reserve.



**Meribah Court Reserve (Parkdale)
Playground Upgrade**



**Dowling Road Reserve (Oakleigh South)
Playground Upgrade**



**Glyn Court Reserve (Cheltenham)
Playground Upgrade**

community inspired leadership

Playspace Strategy Implementation Program

Projects in design and consultation:



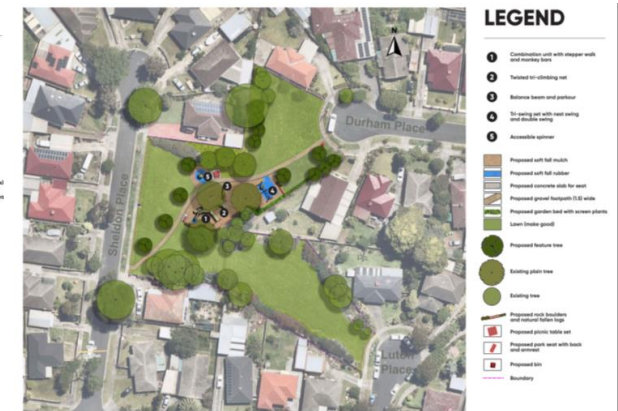
Bourke and Patty Street Reserve, Mentone

- A draft Concept Design for the playspace upgrade at Bourke and Patty Street Reserve was released to the community for comment mid-August 2024 and concluded prior to the start of the Council Election Caretaker Period.
- The draft design includes a full upgrade to the existing playground including the installation of a new combination unit, new tri-swing set, new carousel, new sandpit and nature play area, new shelter, seating and landscaping.



Judd Parade Reserve, Cheltenham

- A draft Concept Design for the playspace upgrade at Judd Parade Reserve was released to the community for comment in July 2024 with feedback received shaping the final design.
- The draft design includes a full upgrade to the existing playground including the installation of a new combination unit, new tri-swing set, new carousel, new pedestrian footpath, new furniture and landscaping.



Sheldon Place Reserve, Clayton South

- A draft Concept Design for the playspace upgrade at Sheldon Place Reserve was released to the community for comment in July 2024 with feedback received shaping the final design.
- The draft design includes a full upgrade to the existing playground including the installation of a new combination unit with agility trail, new carousel, new tri-swing set, new see-saw, new pedestrian pathways, new furniture and landscaping.

Community Sports Club Infrastructure Renewal Fund



Completed Projects

Highett Reserve Safety Nets

- Following safety concerns with footballs being kicked onto the footpath and Turner Rd Council officers engaged a sports fencing company to install two safety nets at the back of the goals.

Athletics

- Following the completion of the Chelsea Little Athletics Upgrades Council is in the process of installing event markers which will reduce the set time for volunteers. The long jump kick boards have been replaced.

Out to tender

Baseball Dug Out Designs

- Following a condition audit on Councils baseball facilities a priority project list has been created to guide the baseball upgrades at Bonbeach and Dingley Reserves.
- A sports was engaged to provide detailed design and tender specification for Bonbeach St. Chads at Bicentennial Park and the tender package will Active Kingston are will advertised in late October.
- To assist in the delivery and to ensure compliance with the tender specification, a suitability qualified sports consultant will be engaged to attend hold point inspections and provide technical support during the procurement and delivery phases.



Baseball dug outs and infrastructure Layout Plan Bicentennial Park.

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Sportsground Lighting Program

Projects completed

Mentone Tennis Club Sports lighting - Completed

- Council recently upgraded the sports lights at Mentone Tennis Club. The old dated metal halides were replaced with new poles and modern LED lights. The club are enjoying the new lights and benefiting from cheaper operational costs.

Mordialloc Bowls Club LED upgrade - Implementation

- Council partnered with the Mordialloc Tennis Club and replaced the existing metal halide light fittings to LED luminaires. This has greatly improved lighting levels and reduce power consumption.

Out to tender

- Beazley Reserve and Dane Rd Reserve Sports Lighting Projects. Following the completion of the design phase, Council officers have tendered both projects. The tender for the two projects have recently closed and tender assessments are underway. The projects will be completed for the start of the AFL and Racing Rugby winter seasons. In addition, Council received funding from Sport and Recreation for both projects totalling \$225,000.00.

Projects in design

- Sports lighting upgrades are currently in design phase for Rowan Rd Baseall, Diamond One and Keys Rd Reserve. These projects are planned for delivery in 25/26. Council will monitor any funding opportunities with Sport and Recreation Victoria .



Dane Rd Reserve - Render Image

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Cricket Infrastructure Renewal & Upgrades



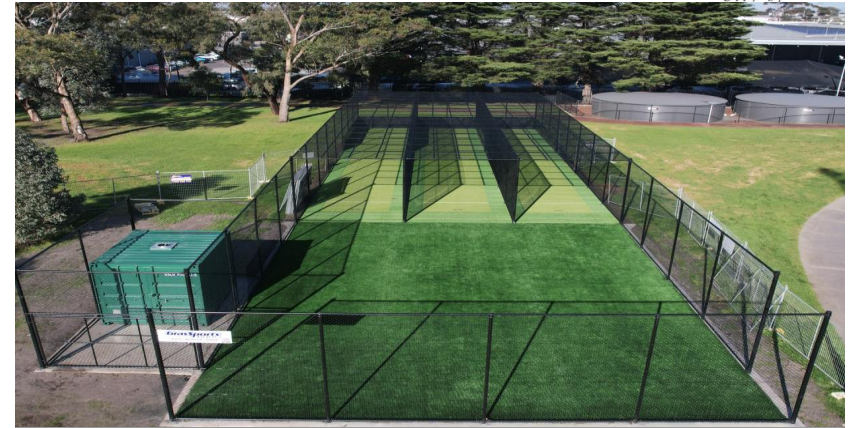
Projects Completed

Keeley Park Cricket Net Upgrade

- The Keeley Park cricket nets were completed in early August and handed over to the cricket club. The project included reconstruction of the run up, new fencing and synthetic grass, including a dedicated storage container for the cricket club.

Electrical Bollard Roll Out

- Following the completion of cricket net audit Council officers are in the process of rolling out the installation of electrical bollards. This will assist the club in using the bowling machines and reducing the need for extension cords across the reserve. Sites being explored are Regents Park, Dingley Reserve and Bonbeach Reserve. An electrical bollard has recently been installed at Beazley reserve



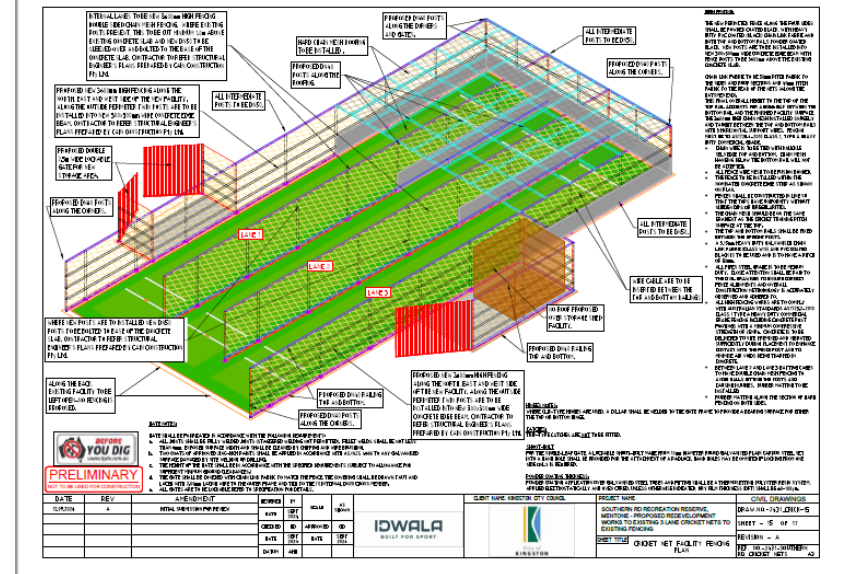
Procurement - Phase

- The tender package for the Southern Rd Cricket Net Upgrade is being finalised and is proposed to be advertised in the next 4-6 weeks. Delivery is being targeted to align with the current oval upgrade (Open Space Project) and will be completed by the end of the financial year.

Projects in design

Beazley Reserve Cricket Nets

- Council have engaged a sports consultant to develop designs and tender specification to upgrade the Beazley Cricket Nets. The project will see improved fencing and new synthetic grass to meet Cricket Victoria standards. This project will be delivered within the 25/26 capital program.



Southern Rd Cricket Net Design

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GR Bricker Master Plan

Project Status

Following the construction of the new pavilion, cricket net upgrades and associated works, Council are completing the final stages of the master plan.

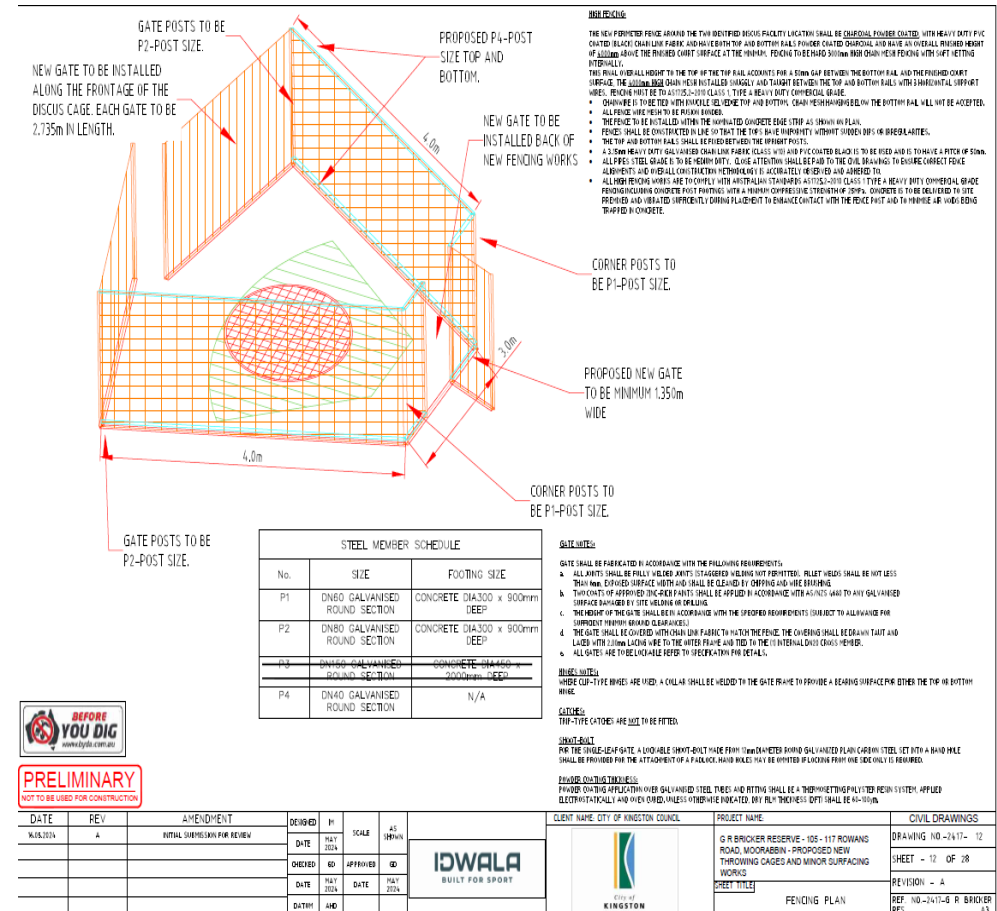
Works include:

- Upgrading the existing discus cages, including repositioning them to a more suitable location
- Installation of concrete tracks for the high jump cover
- Extension of the existing concrete timekeepers stand
- Fencing upgrades and access improvements along Rowan Road
- Installation of a new drinking fountain, near the exercise equipment
- Construction of a synthetic grass entry pad to the cricket oval

Works are planned for October/November and temporary fencing will be used to create small works zones to minimal disruption to the athletics club and reserve users.

Council officers are currently exploring Wayfinding signage requirements for the entire reserve, which is subject to available budget.

GR Bricker Reserve - design of new athletic throw cages



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Hockey Pitch Resurfacing, Kingston Heath Reserve



Project Status

Council have partnered with the Southern United Hockey Club, to replace the existing synthetic hockey pitch at Kingston Heath Reserve.

In addition to the synthetic grass resurfacing the scope will also include:

- Recycling of the synthetic grass and shock pad.
- Removal of the old scoreboard
- Installation of a new shock pad and sand dressed Pologas Synthetic Grass
- Resurfacing of the warmup area
- New technical shelter – as shown in the example
- FIH Certification

Works have commenced on site and practical completion is planned for mid-December.

The photos show the removal of the synthetic grass and shock pad. The Sections of synthetic grass approximately 1.8m are being rolled up using a specialist machine, which are then loaded onto a truck, ready to be transported to the Re4orm recycling facility.

Once the materials are extracted from the recycling process the sand can be used in other sand dressed synthetic grass projects. The rubber can be used for insitu shock pads and soft fall in playground settings and can be used to create polyethylene pellets that can be used to manufacture bollards and public furniture.

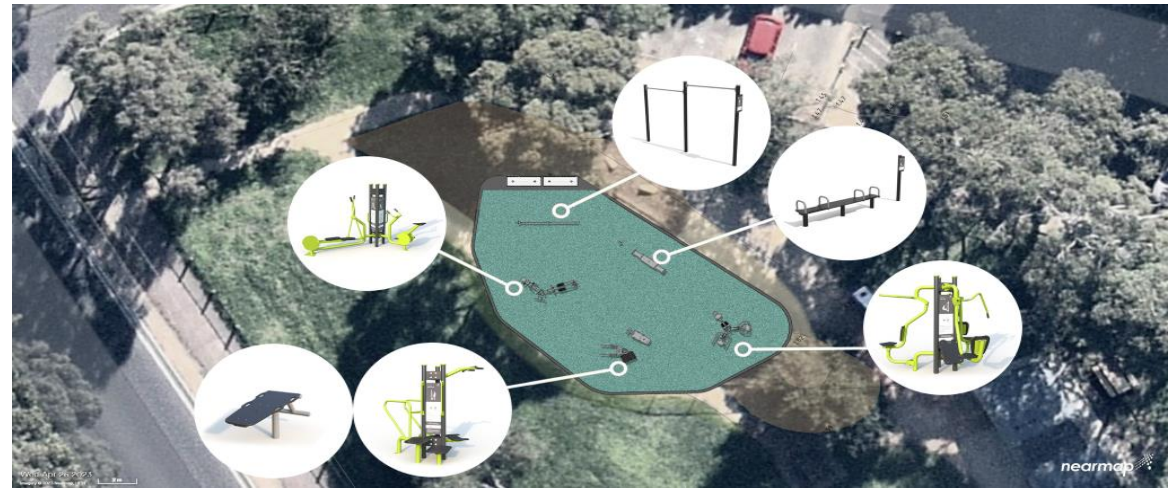
More information on the recycling company can be found
www.re4ormrecycling.com.au



Active Recreation & Exercise Equipment Program

Projects underway

The public tender for the Bicentennial Park Outdoor Gym Upgrade closed mid-September 2024. Upon completion of the tender evaluation process and the successful award of contract, works are expected to start on site early 2025 subject to equipment lead times.



Final design for the Bicentennial Park Outdoor Gym Upgrade

Projects in design

Namatjira Park Outdoor Gym Upgrade

- Initial design work for the Namatjira Park outdoor gym upgrade is set to commence in the coming months. A concept design based on the existing masterplan and recently endorsed Playspace & Active Recreation Strategy will be developed for presentation to the community. Feedback will be seeking what type of new outdoor gym equipment meets the needs of the community. Based on the input received, the design will be revised and shared back with the community early 2025. Works to upgrade the outdoor gym at Namatjira Park are scheduled for the 2025/26 financial year.

Public Spaces and Reserves Program Update

Projects Completed – The Beauty Spot

The Beauty Spot Memorial Park covers an area of 1.2 acres, by the Carrum foreshore on the banks of the Patterson River.

The space plays a key role in local ANZAC day services. This was amplified through the inclusion of bespoke pavers within the new meandering path.

The feature of the new space is the sounds sculpture by Anton Hasell 'Contemplative Meeting-Place'.



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Sportsground and Reserves Team

Projects Completed – SIS Grass Turf Installation @ Mentone Reserve

SIS Grass is a hybrid grass comprising 95% natural grass and high-performance polyethylene fibres. Offering increased playing hours and accelerated recovery, it surpasses the performance of 100% natural surfaces. By proactively addressing high-wear areas such as goal mouths, penalty spots, goal squares, cricket run ups, sidelines and interchange benches, SISGrass can be a preventative solution for long-term field maintenance. We have significantly reduced the volume of turf replacement from our maintenance program.



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Sportsground and Reserves Team

Projects Completed – SIS Grass Turf Installation @ Regents Park, Aspendale

Old Turf at Regents Park was replaced with the new SIS Grass turf, which is more durable all seasons round. The SIS Grass Turf has also longer life span in comparison to the old turf that was at Regents.



Sportsground and Reserves Team

Project In Progress – Turf Wicket Table Renewal- Heatherton Rec Reserve

Heatherton road reserve is in progress to replace the 5 existing turf wickets.

The below pictures shows soil, and irrigation works in progress to prepare for the new turf to be laid.



Sportsground and Reserves Team

Project In Progress – Southern Road Reserve

- Construction works at Southern Rd Reserve have commenced earlier than initially expected.
- Minor earthworks and shaping are complete, with irrigation installation to proceed late October and drainage upgrade scheduled for November.
- New cricket pitch has been poured and minor reserve improvements such as new paths, furniture, reserve fencing and bins will be delivered towards the back end of the project- late 2024/ early 2025.



Major Projects Update

Projects Completed: MEN'S SHED

Council approved refurbishment and change of use of the old Chelsea Childcare center which has been vacant since 2018. Works have completed at Men's Shed and the Club has taken over the space.

There is a range of new features and facilities the Chelsea Men's Shed will offer, which include:

- new workshop room
- new kitchenette
- new meeting room
- new community room
- new storage areas
- new amenities and DDA toilet
- accessible walkways the building to the new car park
- new car park, with DDA car spot and provision for retrofitting EV chargers



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Major Projects Update

Projects Underway: MORDI AQUATIC CENTRE

July 2024

- Design & Construct (D&C) Contract Award to ADCO
- Public Art response approved for design integration

August 2024

- Principal Consultant Architect and subconsultants novated under the D&C Contract
- Design Development recommenced
- Response to Planning Permit Conditions
- Building Permit checklist prepared
- Grant Report No 1 issued and accepted by Federal government
- Council endorsed the new name of the facility
Mordi Aquatic Centre

September 2024

- Sod Turn
- Design Development Report issued
- Stakeholder presentation on design progress



Major Projects Update

Projects Completed: NORTH CHELTENHAM PRESCHOOL

Council approved the allocation of budget and site (71 Argus Street) to be used for an expanded Preschool program. The site was operating as a preschool center, catering for 33 children, the new project is to support several 66 children on site, with the construction of the new facility is completed, waiting for the new occupants at the beginning of school term 4.

There is a range of new features and facilities the new childcare centre offers, which include:

- 2 new activity rooms
- new kitchen serving both rooms
- new kid's amenities
- new large veranda overseeing the playground
- new storage areas
- new storage areas
- new office and meeting room for staff



Major Projects Update

Projects Underway: SOUTER PAVILION, DINGLEY RESERVE

Council approved the demolition and redevelopment of the Dingley Pavilion, which was funded jointly by City of Kingston, Victorian State Government and through club contributions.

Construction commenced late 2022, and the 24/25 FY Q1 period has seen significant progress on site.

Q1 Progress Update

- Windows installed
- External cladding complete
- Internal sheeting complete
- Internal painting, tiling and fit out underway.



Major Projects Update

Projects Underway: Electrification of 1230 Nepean Highway

Council approved the electrification of all existing gas assets at 1230 Nepean Highway

Feasibility study, schematic design and other technical consulting was completed in 2023 to assess all technology options and assist with costing

Consultation with universities and other local government owners who have completed similar retrofit projects occurred in early 2024, advice suggested design & construct as best procurement method.

Q1 Progress Update

- Specialist engineering firm appointed as lead consultant to provide technical specification, assist with tender review, and to provide construction-stage services, electrical authority upgrade application submitted to United Energy, Ongoing PWG consultation



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Dingley Stage 2 Update

Projects Near Completion: Dingley Village Community Precinct – Stage 2

The new Dingley Village Neighborhood Centre & Early Years building includes:

- 4 x Early Years rooms with associated office
- 2 x Maternal & Child Health Rooms and waiting area
- Neighborhood Centre Office and Staff Room
- Kitchen
- Children Play area
- Carparking
- Basketball Court

In addition, 3 x meeting rooms extensions to the rear of Harold Box Hall has been completed in the last update.

Project is almost complete, expecting Occupancy Permit in late October 2024.

Kinder and childcare licensing in progress. Works outside occupancy permit will continue to progress, ie. Signage, decals, anti-graffiti application, existing deck repairs.

Decanting and recanting works from the temporary and old facility into the new building prior to Term 1 2025. IT setting up, communications, will run in parallel.



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Civil Infrastructure Update

Projects Completed:

42-70 Cochranes Road, Moorabbin (south side) – drainage renewal
Kangaroo Road (19 Tarella Rd), Chelsea – kerb & footpath construction
Nepean Highway, Bonbeach (No. 527 to No. 531 Nepean) west side – footpath maintenance
Charman Road Shops, Mentone – footpath upgrade
Parkdale Yacht Club, Parkdale – wayfinding signage footings and installation
Sherwood Avenue, Flood Mitigation Bicentennial Park, Chelsea Stage 2 – major drainage works
Beardsworth Avenue/Catherine Avenue, Chelsea – footpath construction at Catherine Avenue
250 Centre Dandenong Road, Dingley Village – shared user path reconstruction
Hutchins Close, Mordialloc (Jack Holt Way to Governor Road) - shared user path construction north and west sides
Thames Promenade, Chelsea – ramp to shared user paths
Bicentennial Park, Chelsea – electrical upgrade works
Boundary Road, Dingley Village – shared user path connection construction (Lake Drive and Redwood Drive)
Crawford Road and The Parade, Clarinda – splitter islands

Projects Underway:

Dahmen Street, Carrum – ramp construction
Carrum Boardwalk Extension to Patterson River – boardwalk extension
Scull Drive, Chelsea Heights – stroller crossing construction
Como Parade West, Mentone Shopping Centre – west side footpath replacement
Bondi Road Outfall Drain, Bonbeach Sports Reserve Stage 2 - major drainage works
Wells Road, Patterson Lakes (740 Wells Rd to Patterson River) – access road reconstruction
100 Lochiel Ave to 111 Kinross Ave, Edithvale – road reconstruction and drainage upgrade
Chelsea Bicentennial Park – netball court upgrade and associated works



42-70 Cochranes Road, Moorabbin – drainage renewal during construction



42-70 Cochranes Road, Moorabbin – drainage renewal after construction



Charman Road Shops during construction



Charman Road Shops after construction



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Building Infrastructure Update

Projects Completed:

Mordialloc Sailing Club

Installation of new windows to allow natural light into the building



Projects Completed:

Mentone Station Southbound Building

Refit of a new public toilet

Refit of a small community group room



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Building Infrastructure Update

Projects Completed:

Edithvale Bowling Club

The Edithvale Kitchen has been prioritised through the building renewal program to have the Kitchen fully Refurbishment.

The pictures you see to the right is the newly refurbished kitchen.



Projects Underway:

- Bonbeach Solar Panel Installation
- Melaleuca Activity Hub – Garden Rooms Refurbishment
- Mordialloc Balustrade Wall Replacement (pictured right)
- Mordialloc Courthouse U3A - Refurbishment (pictured far right)



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10. Customer and Corporate Support Reports

Ordinary Council Meeting

25 November 2024

Agenda Item No: 10.1

PERFORMANCE REPORT - COUNCIL PLAN YEAR FOUR - QUARTER ONE (JULY TO SEPTEMBER 2024)

**Contact Officer: Jane Mangion, Corporate Planning and Reporting Business
Partner**

Dillon Grech, Team Leader Corporate Performance

Purpose of Report

To provide Council with an update of the performance of Council against Our Roadmap: Council Plan 2021–25 for Quarter One (July to September 2024).

Disclosure of Officer / Contractor Conflict of Interest

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

RECOMMENDATION

That Council note the status and commentary for the Year Four Annual Action Plan 2024–25 actions for Quarter One (July to September 2024).

1. Executive Summary

Our Roadmap: Council Plan 2021–2025 provides the current strategic direction and objectives for the City of Kingston, providing transparency and accountability to the community of Council's performance.

The purpose of this report is to highlight Council's performance and achievements in Quarter One (July to September 2024) in relation to the implementation of Our Roadmap: Kingston Council Plan 2021–25.

Of the 119 Year Four Annual Action Plan actions:

- 5% (6 actions) are 100% completed
- 93% (111 actions) are in progress, for completion by year end
- 2% (2 actions) have not yet commenced

In relation to confidence levels for the 119 actions to be completed by year end:

- 2% (2 actions) of the 119 actions show low confidence levels that they will be completed by year end. Both are in progress but have experienced delays due to the recent storm events or pending legislative changes.

Appendix One details the progress of the Year Four Annual Action Plan.

2. Background

In accordance with the *Local Government Act 2020* councils must prepare and adopt a Council Plan for the next four financial years after a general election. The Council Plan must include:

- the strategic direction of the Council
- strategic objectives for achieving the strategic direction
- strategies for achieving the objective.

Our Roadmap: Council Plan 2021–2025 provides the current strategic direction and objectives for the City of Kingston and outlines the strategies and strategic indicators that contribute to the achievement of those objectives. The Council Plan provides accountability to the community, directs the organisation, helps track performance, and guides decision-making.

There are six Strategic Directions and Objectives in our current Council Plan, they are:

1. **Liveable**
2. **Sustainable**
3. **Prosperous**
4. **Healthy & Inclusive**
5. **Safe**
6. **Well Governed**

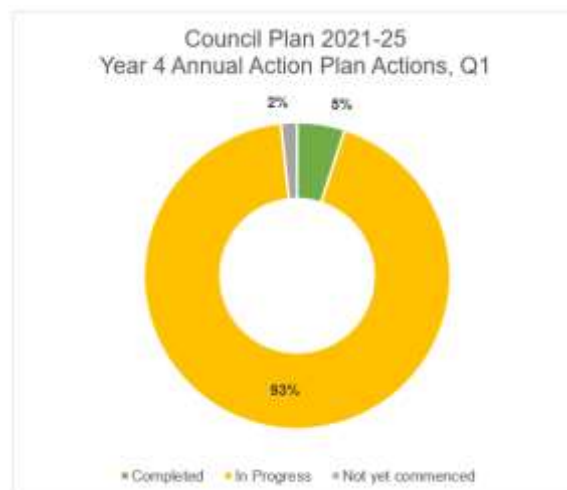
Each year the City of Kingston develops an Annual Action Plan, which outlines the key actions Council intent to achieve for the next 12 months, to move us closer to achieving the Council Plan. The Council Plan 2021–25 Year Four Annual Action Plan outlines how Council will work towards achieving the Council Plan 2021–25 during 2024–25 though key actions including Major Initiatives, Initiatives and Council Strategies and Plans.

In accordance with the *Local Government (Planning and Reporting) Regulations 2020* Council must report on its performance against the Council Plan. Kingston's quarterly Performance Reports meet our legislative obligation by demonstrating our progress towards delivery of the Council Plan, providing information on Council's key actions as outlined in the Annual Action Plan.

3. Discussion

3.1 Performance Summary – Council Plan Actions

Figure 1. Status of Council Plan 2021–25 Year Four Annual Action Plan Actions, Q1



Of the total of 119 Council Plan actions, 6 Council Plan actions (5%) were 100% complete at the end of Quarter One. A further 111 actions (93%) are in progress and two actions (2%) have not yet commenced.

3.2 Key Achievements

During Quarter One, excellent progress was made on most actions and some of the key achievements are shown in the table below.

Strategic Direction	Key Achievements
Liveable	<ul style="list-style-type: none"> • Consultation with the Community Engagement Panel was completed to understand the community's priorities and inform the development of the Asset Plan 2025–35. • Approximately 10,000 people attended the Moorabbin Junction After Dark in August, a winter street party based around neon light artworks, food and live music. • The City of Kingston commissioned its first public art by a First Nations Artist, titled Baanj Dayang (Rakali) Wilam (Rakali Home or Home of Rakali) by Auntie Kim Wandin and Christine Joy. • Consultation was undertaken with the tenant cricket and football sports clubs on the Walter Galt Pavilion upgrade, with agreement obtained for the concept plan which includes universal access and female-friendly facilities.
Sustainable	<ul style="list-style-type: none"> • The City of Kingston adopted the Biodiversity Strategy (2024–2029) in August. • 13 community facilities were upgraded, with outdated gas heating and hot water services replaced with efficient electric options and led lighting installed as part of the City of Kingston's 2024–25 Environmental Sustainability program. • The community was engaged in a wide range of environmental education opportunities including Plastic Free July, National Tree Day Planting and energy efficiency events. • 33 in-person Gardens for Wildlife assessments were conducted across the City of Kingston's southern and northern suburbs.
Prosperous	<ul style="list-style-type: none"> • The Kingston Economic Development Strategy (2024) was adopted in August. • The City of Kingston adopted a design advocacy report for the Highett Level Crossing Removal in August. • The renewal of the footpath and street furniture at Charman Road, Mentone was completed in July. • The City of Kingston continued to advocate for enhancements to the design of the Mordialloc Level Crossing Removal Project to mitigate negative impacts on existing traffic movement and shared user path connectivity.
Healthy & Inclusive	<ul style="list-style-type: none"> • The Derrimut Weelam Gathering Place hosted NAIDOC Week events in July, including a Flag Raising Morning Tea and a Family Day, which featured cultural performances and activities. • 19 emerging community leaders participated in the first 'Kingston Kickstarters' Community Leadership Program. • The Kingston Fair Access Policy was adopted by the City of Kingston in July, prioritising female participation in sport and access to facilities, sportsgrounds and match times. • The City of Kingston Libraries partnered with Better Health Network to launch a disability volunteer program. • Two upgraded playspaces in Brownfield Street Reserve, Mordialloc and McDonald-Healy Reserve, Parkdale were opened to the community in August.
Safe	<ul style="list-style-type: none"> • The City of Kingston promoted pool safety awareness to the community via the Kingston Your City newsletter and on the City of Kingston website, with the aim of reducing the risk of drowning and injury in pools. • The City of Kingston hosted a facilitated "Men's Mental Health – A Council and Community Think Tank" in September, attended by 25 stakeholders and supported by new research from Respect Victoria.

Strategic Direction	Key Achievements
	<ul style="list-style-type: none"> Specific teams at the City of Kingston received training in September on the Animal 3R's, which examines the connection between family violence and animal abuse, and how to recognise, respond, and refer to support services appropriately.
Well-Governed	<ul style="list-style-type: none"> The City of Kingston developed and implemented an integrated and centralised platform that captures strategic and operational risk, including key organisational and community risks. The City of Kingston completed the review and update of the Leases and Licences documents to ensure equity for Council's tenants and for Council as a Landlord. The City of Kingston approved 15 Individual Development Grants and 16 Community Small Grants. The City of Kingston ran four dedicated sessions with the Community Engagement Group as part of the Strategic Planning process, with formal recommendations received on key strategic documents.

3.3 2024–25 Confidence Levels

A total of two actions have been flagged as having low confidence levels that they will be completed by year end. The action and rationale for confidence levels are outlined in the table below:

Action	Confidence Level Rationale
27. Implement the 2024–25 priority actions of the Urban Forest Strategy (2023–30) to increase tree canopy coverage, tree protection and compliance <i>Status: In progress</i>	Implementation of the priority actions in the Urban Forest Strategy has been slightly delayed due to recent storm events which diverted staff focus to responding to the severe effects of the storms rather than the strategic and planning actions of the Strategy.
94. Develop and implement a transition plan for the changes in building legislation to adapt to the new regulatory environment and to ensure a smooth and effective transfer of some responsibilities from private building surveyors to Council <i>Status: In progress</i>	The Victorian building legislation changes are still pending. The City of Kingston is continuing to prepare for the changes based on regulatory updates.

4. Consultation

4.1 Internal Consultation:

Comments and results were provided by City of Kingston departments and reviewed by the Executive Leadership Team.

4.2 Community Consultation:

The Annual Action Plan 2024–25 was developed in collaboration with departments and councillors and informed by community engagement findings from Your Kingston Your Future and the Liveability Study.

5. Compliance Checklist

5.1 Council Plan Alignment

Strategic Direction: Well-governed - Council will be collaborative, accountable, transparent, responsive, well-informed and efficient.
Strategy: Openly report our progress and performance

5.2 Governance Principles Alignment

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



5.3 Financial Considerations

There are no financial considerations.

5.4 Risk considerations

There are no financial considerations.

Appendices

Appendix 1 - Performance Report - Quarter 1 (Jul to Sept 2024) 2024-25 (Ref 24/400567)  

Author/s:	Jane Mangion, Corporate Planning and Reporting Business Partner Dillon Grech, Team Leader Corporate Performance
Reviewed and Approved By:	Amanda Rigby, Manager Customer Experience and Corporate Performance Dan Hogan, General Manager Customer and Corporate Support

10.1

PERFORMANCE REPORT - COUNCIL PLAN YEAR FOUR - QUARTER ONE (JULY TO SEPTEMBER 2024)

1 Performance Report - Quarter 1 (Jul to Sept 2024) 2024-25 93



Q1

PERFORMANCE REPORT

July – September 2024

OUR ROADMAP
COUNCIL PLAN
2021-25



Contents

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Strategic Direction: Prosperous	20
Strategic Direction: Healthy & Inclusive	26
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Strategic Direction: Well-Governed	37

This report is prepared as a key component of the City of Kingston's commitment to transparent reporting and accountability to our community and to meet statutory reporting requirements under the *Local Government (Planning and Reporting) Regulations 2020*. This report provides a detailed account of Council's performance against the Our Roadmap Council Plan 2021-25.

To address the governance principles in the *Local Government Act 2020*, Council has developed an Integrated Strategic Planning and Reporting Framework, with progress results reported back to the community through this quarterly Performance Report, the Local Government Performance Reporting Framework (LGPRF) and the Annual Report.

COMMUNITY *vision*

Kingston is a resilient, inclusive and diverse community. We are building the most liveable and sustainable city in Victoria. We champion and nurture our green and open spaces creating a safe, healthy environment. Our shared legacy connects our community, embracing innovation, making Kingston the place to live.

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

OVERVIEW

The City of Kingston is working in partnership with our community to build a more liveable and sustainable municipality, guided by Our Roadmap Council Plan 2021-25 ('the Council Plan'). The Council Plan sets out six key Strategic Directions and six Strategic Objectives to guide our priorities and actions as we work towards achieving our community's vision.

The Strategic Directions are:

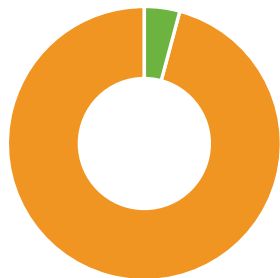
- Liveable
- Sustainable
- Prosperous
- Healthy & Inclusive
- Safe
- Well-Governed

- Our performance is measured through:
- Results achieved against the Strategic Directions and Strategic Objectives in the Council Plan.
 - Progress against the key actions identified in the Annual Budget 2024-25.
 - Progress against the Strategic Indicators in the Council Plan (reported six-monthly).

Council's performance against the 119 actions listed in the Annual Action Plan 2024-25 is summarised below. View more detail in the following pages.

How we're tracking - Quarter One actions			
	<div>✔ Completed</div> <div>Project has achieved target and is completed.</div>	<div>⋯ In progress</div> <div>All elements of the project are on track.</div>	<div>— Not yet commenced</div>
Liveable	1	22	–
Sustainable	1	17	–
Prosperous	1	11	1
Healthy & Inclusive	1	18	–
Safe	–	17	–
Well-Governed	2	26	1

ACTIONS: SUMMARY OF PERFORMANCE

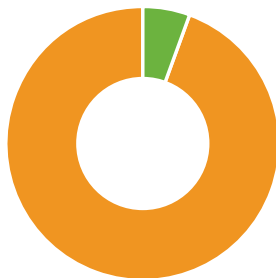


LIVEABLE

Our city will be a vibrant, enjoyable, and easy place to live

Highlights

- Consultation with the Community Engagement Panel was completed to understand the community's priorities and inform the development of the Asset Plan 2025–35.
- Approximately 10,000 people attended the Moorabbin Junction After Dark in August, a winter street party based around neon light artworks, food and live music.
- The City of Kingston commissioned its first public art by a First Nations Artist, titled Baanj Dayang (Rakali) Wilam (Rakali Home or Home of Rakali) by Auntie Kim Wandin and Christine Joy.
- Consultation was undertaken with the tenant cricket and football sports clubs on the Walter Galt Pavilion upgrade, with agreement obtained for the concept plan which includes universal access and female-friendly facilities.

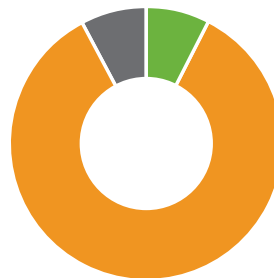


SUSTAINABLE

We prioritise our environment and reduce our impact on the earth

Highlights

- The City of Kingston adopted the Biodiversity Strategy (2024–2029) in August.
- 13 community facilities were upgraded, with outdated gas heating and hot water services replaced with efficient electric options and led lighting installed as part of the City of Kingston's 2024–25 Environmental Sustainability program.
- The community was engaged in a wide range of environmental education opportunities including Plastic Free July, National Tree Day Planting and energy efficiency events.
- 33 in-person Gardens for Wildlife assessments were conducted across the City of Kingston's southern and northern suburbs.



PROSPEROUS

We will embrace the concept of a 20-minute neighbourhood, support the ongoing process of decentralisation and support people to live and work locally

Highlights

- The Kingston Economic Development Strategy (2024) was adopted in August.
- The City of Kingston adopted a design advocacy report for the Hihett Level Crossing Removal in August.
- The renewal of the footpath and street furniture at Charman Road, Mentone was completed in July.
- The City of Kingston continued to advocate for enhancements to the design of the Mordialloc Level Crossing Removal Project to mitigate negative impacts on existing traffic movement and shared user path connectivity.

✔

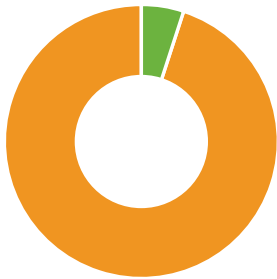
Completed

...

In progress

—

Not yet commenced



HEALTHY & INCLUSIVE

We are progressive, inclusive and prioritise the wellbeing of all members of our community

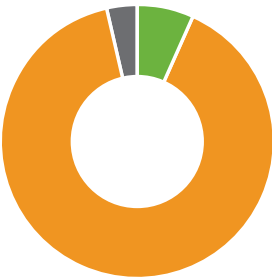
- Highlights**
- The Derrimut Weelam Gathering Place hosted NAIDOC Week events in July, including a Flag Raising Morning Tea and a Family Day, which featured cultural performances and activities.
 - 19 emerging community leaders participated in the first 'Kingston Kickstarters' Community Leadership Program.
 - The Kingston Fair Access Policy was adopted by the City of Kingston in July, prioritising female participation in sport and access to facilities, sportsgrounds and match times.
 - The City of Kingston Libraries partnered with Better Health Network to launch a disability volunteer program.
 - Two upgraded playspaces in Brownfield Street Reserve, Mordialloc and McDonald-Healy Reserve, Parkdale were opened to the community in August.



SAFE

Our community will feel safe, and be safe, in all aspects of their lives

- Highlights**
- The City of Kingston promoted pool safety awareness to the community via the Kingston Your City newsletter and on the City of Kingston website, with the aim of reducing the risk of drowning and injury in pools.
 - The City of Kingston hosted a facilitated "Men's Mental Health – A Council and Community Think Tank" in September, attended by 25 stakeholders and supported by new research from Respect Victoria.
 - Specific teams at the City of Kingston received training in September on the Animal 3R's, which examines the connection between family violence and animal abuse, and how to recognise, respond, and refer to support services appropriately.



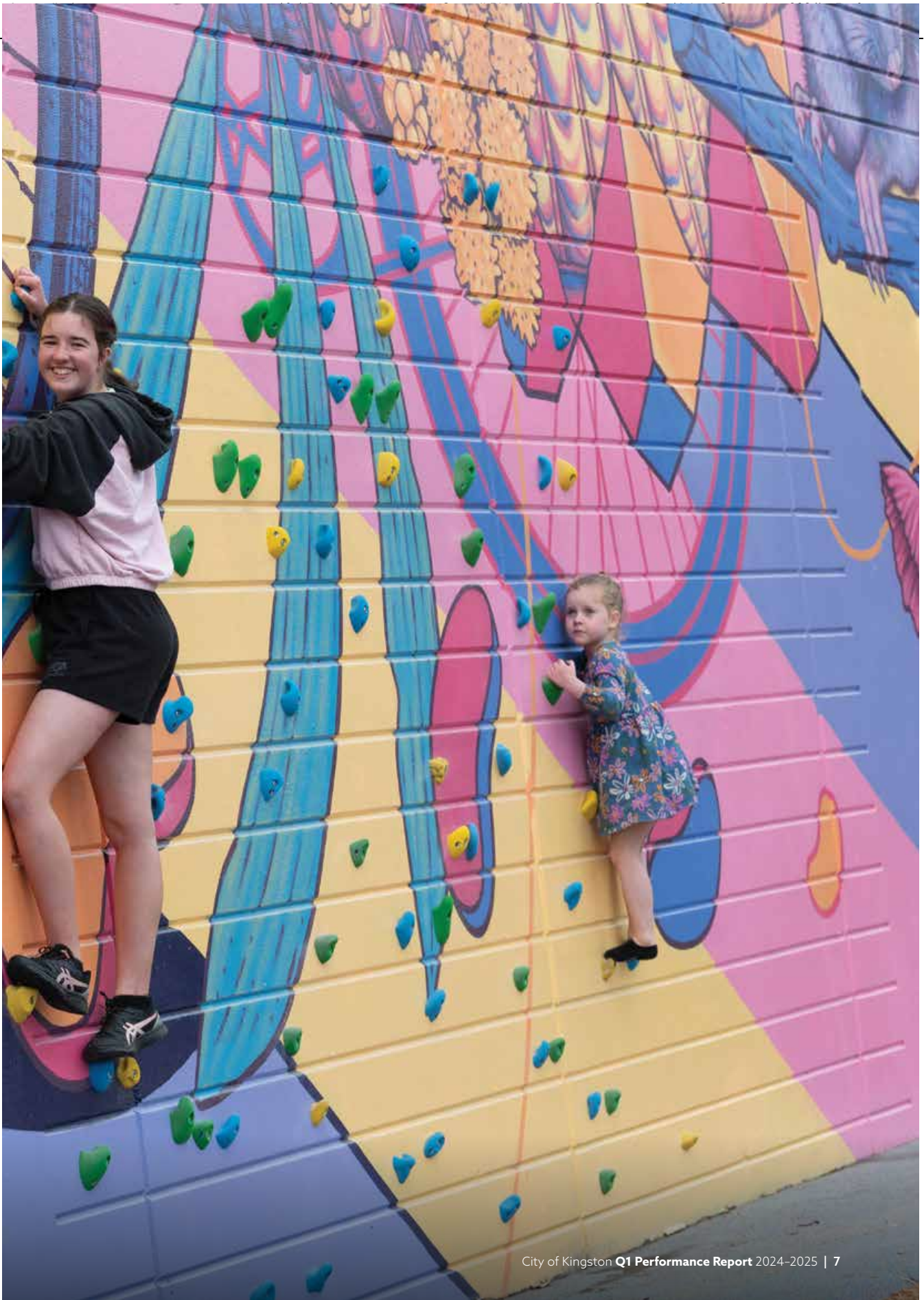
WELL-GOVERNED

Council will be collaborative, accountable, transparent, responsive, well-informed and efficient

- Highlights**
- The City of Kingston developed and implemented an integrated and centralised platform that captures strategic and operational risk, including key organisational and community risks.
 - The City of Kingston completed the review and update of the Leases and Licences documents to ensure equity for Council's tenants and for Council as a Landlord.
 - The City of Kingston approved 15 Individual Development Grants and 16 Community Small Grants.
 - The City of Kingston ran four dedicated sessions with the Community Engagement Group as part of the Strategic Planning process, with formal recommendations received on key strategic documents.

A photograph of two young boys climbing a large, colorful rock climbing wall. The wall is painted with vibrant colors like pink, blue, and yellow, and features various colored handholds (green, yellow, blue). One boy, wearing a light blue shirt and orange shorts, is higher up the wall, smiling. Another boy, wearing an orange shirt, is lower down, also smiling. The background shows more of the wall and some safety padding at the bottom.

Our city will
be a vibrant,
enjoyable,
and easy
place to live.



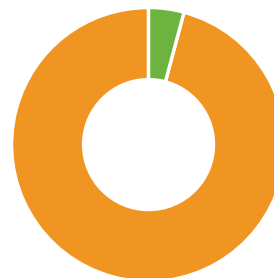
STRATEGIC DIRECTION:

Liveable

1.1 Our city will be a vibrant, enjoyable, and easy place to live

Liveable services

- Arts and cultural services
- Building consents and compliance
- Capital works planning
- City assets and infrastructure maintenance
- Land use policy and planning
- Maintaining open space
- Maintenance of Council's buildings
- Planning and improving open space
- Planning, design and development of Council's buildings
- Strategic asset management
- Urban area transformation.



ACTIONS

1.1.1 Provide accessible, quality public open spaces for passive and active recreation

ACTION	DEPARTMENT	COMMENT	PERCENT COMPLETE	STATUS
1. Implement the Open Space Strategy (2023–2033) priority actions for 2024–25 to improve the quality of open spaces in the municipality, including sportsgrounds and reserves.	Open Space	The City of Kingston has commenced planning for implementation of the priority actions in the Open Space Strategy (2023–2033).	25%	...
2. Complete the construction of the Chelsea netball courts and car park redevelopment to ensure quality, fit for purpose netball facilities for local netballers.	Active Kingston	Construction works for the renewal of the Chelsea netball courts is progressing well and nearing completion.	75%	...
3. Commence the delivery of the Walter Galt Pavilion upgrade to improve accessibility with additional change facilities that meet universal access requirements, including female-friendly facilities.	Active Kingston	Consultation with the tenant cricket and football sports clubs was undertaken in quarter one, with agreement obtained for the upgrade concept plan which includes universal access and female-friendly facilities.	25%	...
4. Review and update the Public Toilet Strategy (2016) to improve the accessibility, number and location of public toilets across the municipality.	Inclusive Communities	In quarter one, the City of Kingston focused on collecting a range of datasets related to toilet types, conditions and other attributes that will help inform current provision requirements as well as identification of any gaps in Council's public toilet network. Further data analysis is still required to inform the review and update of the Public Toilet Strategy (2016), with the next milestone scheduled for January 2025.	25%	...
5. Respond to the impacts that extreme weather events place on vegetation throughout the City of Kingston's open spaces.	Open Space	The City of Kingston continues to respond to the effects of extreme weather events on Council's vegetation. A severe storm in late August 2024 resulted in over 150 tree maintenance requests due to storm damage. The increasing frequency and intensity of storm events continues to place pressure on Council resources.	25%	...



Completed



In progress



Not yet commenced

1.1.2 Invest in high-quality community assets

ACTION	DEPARTMENT	COMMENT	PERCENT COMPLETE	STATUS
6. Plan and implement the building renewal program for 2024-25 to preserve the condition of Council-owned buildings and facilities including Chelsea Baseball Club, Clarinda Community Hub and Aspendale Gardens Community Centre.	Infrastructure	The implementation of the building renewal program for 2024-25 is on track, with 16 sites identified for renewal. At the end of quarter one, building renewals have been completed at Clarinda Community Hub, Chelsea Maternal and Child Health Centre, Edithvale Bowls Club and Mordialloc Motor Yacht Club. Planning and procurement for the remaining 12 sites is well underway.	25%	In progress
7. Commence deliberative engagement with the community to understand the community's priorities and inform the development of the Asset Plan 2025-35.	Infrastructure	The City of Kingston completed deliberative engagement with Council's Community Engagement Panel to understand the community's priorities and inform the development of the Asset Plan (2025-35).	100%	Completed
8. Complete construction of Dingley Village Stage 2, a new contemporary purpose-built early years education and care facility to deliver occasional childcare and funded kindergarten.	PMO & Major Projects	The construction of Dingley Village Stage 2 early years education and care facility is on schedule and nearing completion.	90%	In progress

1.1.3 Manage movement around the city, including traffic and parking, to make community activities accessible

ACTION	DEPARTMENT	COMMENT	PERCENT COMPLETE	STATUS
9. Install traffic signals at the intersection of Thames Promenade and Fourth Avenue, Chelsea to provide safer access from the Heights Park to the Chelsea shopping strip.	Infrastructure	The design of the traffic signals at the intersection of Thames Promenade and Fourth Avenue, Chelsea is well advanced and programmed to be tendered soon.	25%	In progress
10. Finalise the specification and complete market testing for parking review technologies to provide contemporary parking management solutions for the community.	Compliance & Amenity	The City of Kingston developed a draft specification in quarter one for the parking management solutions tender.	20%	In progress
11. Investigate and implement actions to improve traffic management in the vicinity of the Mentone Activity Centre.	Infrastructure	To improve traffic management in the Mentone Activity Centre, studies have been undertaken on the current traffic and pedestrian travelling behaviour in the area. This traffic modelling will help to identify the traffic impact of any changes to the road network and support discussions with the Victorian Department of Transport and Planning, prior to consultation with the community.	25%	In progress

STRATEGIC DIRECTION:

Liveable

1.1 Our city will be a vibrant, enjoyable, and easy place to live

1.1.4 Plan for changes in the population and the community's housing needs

ACTION	DEPARTMENT	COMMENT	PERCENT COMPLETE	STATUS
12. Advocate for Council's position on the Suburban Rail Loop Authority-led precinct planning process, including working alongside the Advisory Committee to ensure that the planning outcomes respond to the current and changing needs of the Kingston community.	City Strategy	The City of Kingston has been briefed on the proposed approach to legal advocacy and expert evidence through the Advisory Committee Hearing. Council is currently undertaking a procurement process to secure the necessary legal and technical expertise ahead of the hearing which is scheduled to commence in early 2025.	25%	...
13. Progress the development of the Community Infrastructure Framework to assess if Kingston's community facilities and services are meeting current service needs, and inform the provision to meet future population growth.	Inclusive Communities	The City of Kingston has made significant progress in collecting data on the utilisation rates of the Council's buildings. This data collection marks the final input required for the community needs analysis, which constitutes phase two of the project. The analysis will provide critical insights into whether current community facilities and services are adequately meeting existing needs and will guide future provisions to accommodate population growth. The estimated milestone date for completing this phase is December 2024.	25%	...
14. Prioritise engagement with key land owners in Mordialloc as a catalyst to reviewing the Mordialloc Pride of the Bay Structure Plan.	City Strategy	The City of Kingston continued to engage with the Level Crossing Removal Authority advocating for design enhancements to mitigate the negative consequences of the level crossing removal project. Council has also met with a number of key landowners within the precinct in recent months to understand their intentions and aspirations for the future of their landholdings.	25%	...
15. Complete the exhibition of the draft Chelsea Structure Plan to provide the opportunity for broad community comment and feedback.	City Strategy	Following the completion by the City of Kingston of a further consultation phase to reintroduce the Chelsea Structure Plan to the Chelsea community, a report was provided to Council at its September Council Meeting. This report summarised the outcomes of the consultation phase and provided an update on the further work to be undertaken to develop a draft Structure Plan.	25%	...

1.1.5 Preserve and enhance Kingston's character and heritage

ACTION	DEPARTMENT	COMMENT	PERCENT COMPLETE	STATUS
16. Advocate for Council's decisions at VCAT and continue to provide positive, mediated outcomes to preserve the character of the municipality.	City Development	The City of Kingston continued to advocate for the decisions of Council through receiving appeals and representing Council at the Victorian Civil and Administrative Tribunal (VCAT) in order to preserve the character of the municipality.	25%	...
17. Progress the strategic work to update Council's Heritage Strategy to preserve Kingston's heritage.	City Strategy	The City of Kingston is currently undertaking work to inform the preparation of a heritage review. A further report will be provided to Council as this work progresses to inform future community consultation.	25%	...



Completed



In progress



Not yet commenced

1.1.6 Support the development of affordable housing options, including social and community housing

ACTION	DEPARTMENT	COMMENT	PERCENT COMPLETE	STATUS
18. Explore and facilitate social and affordable housing opportunities with private developers and on key Victorian Government and Council-owned sites to increase the provision of social and affordable housing across the municipality in accordance with the Social and Affordable Housing Strategy (2020).	City Strategy	Through engagement with the Suburban Rail Authority and Level Crossing Removal Authority, and in accordance with past resolutions of Council, the City of Kingston continued to advocate for the redevelopment of significant Victorian Government landholdings to accommodate social and affordable housing. This includes consideration for the inclusion of mandated social and affordable housing contributions as a statutory requirement within the precinct planning work being undertaken by the Victorian Planning Authority in the Moorabbin Activity Centre.	25%	
19. Develop relationships with social housing providers to increase opportunities for social and affordable housing in Kingston in accordance with the Social and Affordable Housing Strategy (2020).	Inclusive Communities	The City of Kingston initiated enquiries to identify the number of social housing providers and properties in the municipality. Although the current list is incomplete, it will be updated continuously. The most effective strategies to build and maintain relationships with these providers are being evaluated to ensure efficient and productive collaboration.	25%	

1.1.7 Foster a thriving and innovative arts and culture scene, which is both diverse and inclusive

ACTION	DEPARTMENT	COMMENT	PERCENT COMPLETE	STATUS
20. Review the private events permit approval process for community events held on Council land, to ensure improved outcomes for the arts and events sector.	Arts, Events & Libraries	The City of Kingston's Event Permitting process has recently been externally audited with a series of actions provided. These actions will form the basis for a comprehensive review of the process due to be started in quarter two.	25%	
21. Provide a range of cultural activities across Kingston for the community to enjoy and participate in, by presenting local, high-quality, inclusive and engaging arts and cultural programs and events.	Arts, Events & Libraries	The City of Kingston continues to provide a range of cultural activities across the municipality to support cultural development. In quarter one, Council delivered the Moorabbin After Dark Project, the first piece of commissioned public Art by a First Nations Artist, and various programmed workshops across multiple venues.	25%	
22. Complete the phase one community consultation for the Arts, Events and Libraries Strategy which will enhance the cultural experiences offered to the community.	Arts, Events & Libraries	The City of Kingston took the Arts, Events and Libraries Community Consultation Report to a Councillor Information Session in July. Project planning for operationalising this document is now underway, paying intentional consideration to quick wins, as well as additional long term strategic documents.	25%	
23. Develop the Kingston Arts Precinct Masterplan, encompassing Kingston Arts Centre, City Hall and surrounding area, to provide a strategic direction for creation of a contemporary, accessible, and flexible arts destination, unique in the south-east of Melbourne and beyond.	Arts, Events & Libraries	The Moorabbin Arts Precinct Masterplan went out to Request for Tender. This process is currently being completed to ensure that the preferred applicant can deliver the project on time, in scope and on budget.	25%	



We prioritise our
environment
and reduce our
impact on the
earth.



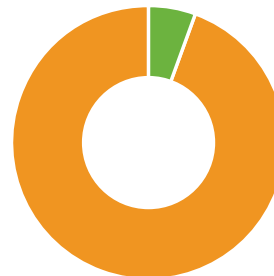
STRATEGIC DIRECTION:

Sustainable

2.1 We prioritise our environment and reduce our impact on the earth

Sustainable services

- Environment management and education
- Foreshore management and maintenance
- Transport planning and traffic engineering
- Waste services.



ACTIONS

2.1.1 Recognise climate change and actively address our climate and ecological emergency

ACTION	DEPARTMENT	COMMENT	PERCENT COMPLETE	STATUS
24. Implement Environmentally Sustainable Design training for internal and external stakeholders to improve the built form in the municipality, including passive design.	City Development	The City of Kingston regularly develop and present internal training to Council staff. Council also work with relevant industry bodies to ensure that they are conveying the most current information for improving the built form and passive design in the municipality.	25%	...
25. Implement the Environmental Sustainability 2024-25 program for building and facility infrastructure assets to reduce Council's carbon emissions.	Infrastructure	The implementation of the City of Kingston's Environmental Sustainability program for 2024-25 is on track. In quarter one, 13 community facilities were upgraded, with outdated gas heating and hot water services replaced with efficient electric options and led lighting installed.	80%	...
26. Develop and adopt the City of Kingston's Biodiversity Strategy to protect and enhance biodiversity in the municipality.	Open Space	The Biodiversity Strategy (2024-2029) was adopted by the City of Kingston at a Council Meeting in August 2024 and implementation of actions to protect and enhance biodiversity in the municipality has commenced.	100%	✓
27. Implement the 2024-25 priority actions of the Urban Forest Strategy (2023-30) to increase tree canopy coverage, tree protection and compliance.	Open Space	Implementation of the priority actions in the Urban Forest Strategy (2023-30) has been slightly delayed due to recent storm events which diverted staff focus to responding to the severe effects of the storms rather than the strategic and planning actions of the Strategy.	15%	...
28. Monitor the degree of replacement tree planting occurring where proposals to remove trees are successful on private land, to ensure lost tree canopy is replaced.	City Development	All of the City of Kingston's Local Law and planning permits include obligations for planting, whether or not removals take place. Monitoring by Council is ongoing to ensure lost tree canopy is replaced.	15%	...



Completed



In progress



Not yet commenced

2.1.1 Recognise climate change and actively address our climate and ecological emergency *continued*

ACTION	DEPARTMENT	COMMENT	PERCENT COMPLETE	STATUS
29. Report on the number of trees removed on public land to ensure no net loss of total canopy cover and optimal placement of replacement trees.	Open Space	The City of Kingston had a total of 97 trees were removed from Council land in quarter one, with 2,000 street and park trees planted in the same quarter to ensure there was no net loss of total canopy cover.	25%	...
30. Deliver Gardens for Wildlife assessments to enhance habitat for native wildlife and connect the Kingston community with nature.	City Strategy	The City of Kingston has delivered 33 in-person Gardens for Wildlife assessments across Council's southern and northern suburbs and provided two online assessments. The flexible new 'online assessment' option allows residents to submit photos of their garden and receive a remote Gardens for Wildlife assessment.	25%	...
31. Engage the community in a range of environmental education opportunities, including sustainable transport initiatives, to reduce traffic and transport-related emissions.	City Strategy	During quarter one, the City of Kingston engaged the community in a wide range of environmental education opportunities including Plastic Free July, National Tree Day Planting and energy efficiency events. In total, over 1,000 people participated across 47 events.	25%	...
32. Commence renewal of the Carrum Indigenous Nursery to support biodiversity in our municipality.	PMO & Major Projects	The City of Kingston commenced planning for the renewal of the Carrum Indigenous Nursery.	50%	...

2.1.2 Consider environmental sustainability in all Council decisions

ACTION	DEPARTMENT	COMMENT	PERCENT COMPLETE	STATUS
33. Continue to transition Council's fleet to a more sustainable model including electric vehicles and hybrids (where fit for purpose) to contribute to Council's NetZero emissions goals.	Procurement & Contracts	The City of Kingston's commitment to achieving NetZero targets through a sustainable fleet is an overarching principle now being embedded into Council fleet activities. Which includes the following actions: <ul style="list-style-type: none"> planned implementation of infrastructure such as static Electric Chargers hybrid vehicles as an interim step while technology evolves to full Electric Vehicles (EVs), with 11 EVs delivered since December 2023 all passenger vehicles leased from 2023 are hybrid the fleet team is currently testing the market with electric vans. 	25%	...
34. Develop a Circular Waste Strategy and commence the first-year actions to provide a contemporary waste service that maximises opportunities to recycle and divert waste from landfill.	City Works	The development of the City of Kingston's new Circular Waste Strategy to maximise recycling and waste diversion is underway, with planning for community consultation well progressed.	20%	...

STRATEGIC DIRECTION:

Sustainable

2.1 We prioritise our environment and reduce our impact on the earth

2.1.3 Protect and enhance our foreshore, marine environment, waterways and wetlands

ACTION	DEPARTMENT	COMMENT	PERCENT COMPLETE	STATUS
35. Implement the Coastal and Marine Management Plan (2023) actions for 2024-25 to improve visitor experience of the foreshore and the resilience of our natural coastal environment.	Open Space	The City of Kingston continues to implement the Coastal and Marine Management Plan (2023) actions to improve visitor experience and support natural processes.	25%	...

2.1.4 Protect and enhance the Green Wedge and progress the delivery of the Chain of Parks

ACTION	DEPARTMENT	COMMENT	PERCENT COMPLETE	STATUS
36. Progress a Planning Scheme Amendment to implement the recommendations of the Kingston Green Wedge Management Plan 2023 to guide land use and development in the Green Wedge.	City Strategy	The City of Kingston has completed a draft built form review which will inform the drafting of statutory controls. It is anticipated that a Planning Scheme Amendment process to implement the findings of the review will commence early 2025, subject to a Council resolution.	25%	...
37. Continue to work in partnership with the Victorian Government on the development and realisation of the Chain of Parks.	Active Kingston	The City of Kingston worked on several grant funded projects, including vegetation assessments and an assessment of the costs to maintain and enhance the newly acquired land parcels, is nearing completion and will assist the Victorian Government with ongoing land management and the maintenance requirements of the Chain of Parks.	25%	...

2.1.5 Build sustainable transport options to reduce congestion and pollution

ACTION	DEPARTMENT	COMMENT	PERCENT COMPLETE	STATUS
38. Implement the Walking and Cycling Plan (2023-2028) action program for 2024-25 to improve walking and cycling conditions and support the transition to more sustainable transport in the municipality.	Infrastructure	The detailed design for the traffic measures to be installed on Old Dandenong Road, between Warrigal Road and Bourke Road, is nearing completion. Improvements include construction of a two-way cycle lane beside the golf course.	25%	...



Completed



In progress



Not yet commenced

2.1.6 Enable choice of movement across our city

ACTION	DEPARTMENT	COMMENT	PERCENT COMPLETE	STATUS
39. Initiate phase one of the program to install electric vehicle chargers in 18 prioritised locations across the City of Kingston, including community education.	City Strategy	The City of Kingston completed an Expression of Interest process seeking private market interest in the provision of electric vehicle chargers across the municipality in September 2024. Council is currently reviewing the submissions to determine a preferred provider and installation program.	25%	

2.1.7 Actively promote the use of emerging technologies to influence a more sustainable built environment

ACTION	DEPARTMENT	COMMENT	PERCENT COMPLETE	STATUS
40. Support electrification of Council buildings including an all-electric new aquatic and leisure facility to reduce corporate carbon emissions and contribute to Kingston's emission reduction target.	City Strategy	The City of Kingston has been working to progress electrification of Council buildings with the current focus being on Council's Cheltenham building at 1230 Nepean Highway and the design of the new Mordi Aquatic Centre. In August, a program update was provided to Council through the Climate and Ecological Emergency Response Plan report.	25%	
41. Conduct an analysis of the current cost effectiveness of investing in battery technology on Council sites with larger solar panel systems.	City Strategy	The City of Kingston has developed a business case to analyse the cost effectiveness of investing in a "neighbourhood battery". This places Council in a position to apply for funding via stage 2 of the Victorian Government's Neighbourhood Battery Initiative, which comprises a pool of \$100 million in potential grant funding.	25%	

We will embrace the concept of a 20-minute neighbourhood, support the ongoing process of decentralisation and support people to live and work locally.





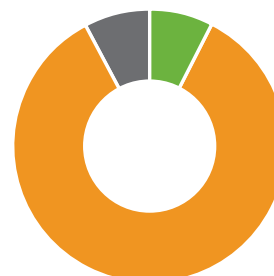
STRATEGIC DIRECTION:

Prosperous

3.1 We will embrace the concept of a 20-minute neighbourhood, support the ongoing process of decentralisation and support people to live and work locally

Prosperous services

- Local jobs retention, growth, and diversification.



ACTIONS

3.1.1 Support Kingston's economy, local industry and businesses to thrive in a changing environment

ACTION	DEPARTMENT	COMMENT	PERCENT COMPLETE	STATUS
42. Commence a review of the Footpath Activities Policy to ensure it meets the current and future needs of footpath users in the City of Kingston.	City Economy & Innovation	A review of the Footpath Activities Policy to ensure it meets the needs of footpath users in the City of Kingston commenced in quarter one.	100%	✓
43. Commence implementation of the Health Manager Payment Portal to improve self-service and payment options for businesses registered with Council under the <i>Food Act 1984</i> and <i>Public Health and Wellbeing Act 2008</i> .	City Economy & Innovation	The City of Kingston has developed a Health Manager Payment Portal, which is currently being tested prior to implementation.	25%	...
44. Provide a report to Council to demonstrate how the City of Kingston has responded to the VAGO Regulating Food Safety Audit recommendations.	City Economy & Innovation	The City of Kingston is preparing an update to be tabled at Council's Audit and Risk Committee, which articulates how Council has responded to the Victorian Auditor-General's Office (VAGO) Regulating Food Safety Audit recommendations.	25%	...
45. Complete the Kingston Employment and Commercial Land Use Strategy to manage change and plan for the future growth of employment land.	City Strategy	The City of Kingston is currently finalising a draft of the Kingston Employment and Commercial Land Use Strategy, to be presented to Council prior to broader community engagement in early 2025.	25%	...



Completed



In progress



Not yet commenced

3.1.1 Support Kingston's economy, local industry and businesses to thrive in a changing environment continued

ACTION	DEPARTMENT	COMMENT	PERCENT COMPLETE	STATUS
46. Commence preparation of a Planning Scheme amendment to implement the Kingston Employment and Commercial Land Use Strategy and provide a statutory framework for future land use change and development within the industrial and commercial precincts.	City Strategy	The City of Kingston is currently finalising a draft of the Kingston Employment and Commercial Land Use Strategy to be presented to Council prior to broader community engagement in early 2025. Once a final version of the report is adopted by Council, officers will prepare and seek Council resolution to commence a Planning Scheme Amendment process to implement the report's findings.	0%	
47. Invest in the renewal of local shopping centres including Edithvale shopping strip to support the success of local businesses.	City Economy & Innovation	The City of Kingston completed the renewal of the footpath and street furniture at Charman Road, Mentone and the consultation on the designs for the Edithvale Shopping Centre upgrade in July.	25%	

3.1.2 Embrace innovation to further promote Kingston businesses

ACTION	DEPARTMENT	COMMENT	PERCENT COMPLETE	STATUS
48. Implement the Economic Development Strategy (2024) Year One actions for 2024-25 to promote local economic prosperity.	City Economy & Innovation	The Kingston Economic Development Strategy (2024) was adopted in August 2024 and plans are on target to deliver all Year One actions for 2024-25.	25%	
49. Explore and coordinate an innovation initiative for young people to solve local challenges through technological advancements such as AI and robotics.	City Economy & Innovation	The planning for the Science, Technology, Engineering and Mathematics (STEM) Hackathon and Pitch event by the City of Kingston is well advanced. This event will provide an opportunity for young people to solve local challenges in an innovative way through technology.	50%	

3.1.3 Promote local jobs and employment pathways

ACTION	DEPARTMENT	COMMENT	PERCENT COMPLETE	STATUS
50. Establish a new partnership with a business start-up provider to support local entrepreneurs.	City Economy & Innovation	The City of Kingston is exploring the options to partner with a business startup provider to support local entrepreneurs, and confirming stakeholder involvement.	25%	

STRATEGIC DIRECTION:

Prosperous

3.1 We will embrace the concept of a 20-minute neighbourhood, support the ongoing process of decentralisation and support people to live and work locally

3.1.4 Improve connections between activity zones, public transport hubs and where people live through an integrated network

ACTION	DEPARTMENT	COMMENT	PERCENT COMPLETE	STATUS
51. Continue to advocate for improved connectivity, open space and other place-based benefits as part of the level crossing removal program, to ensure a broad range of community benefits and a design outcome that responds to the local place.	City Strategy	The City of Kingston adopted a design advocacy report for the Hightett Level Crossing Removal in August 2024. This report identified 10 key principles sought through the Victorian Government's delivery of the project including the creation of new open spaces and an expanded shared user path network. Council also continues to advocate for enhancements to the design of the Mordialloc Level Crossing Removal Project to mitigate negative impacts on existing traffic movement and shared user path connectivity.	25%	...

3.1.5 Pursue and enhance regional collaborative opportunities and partnerships

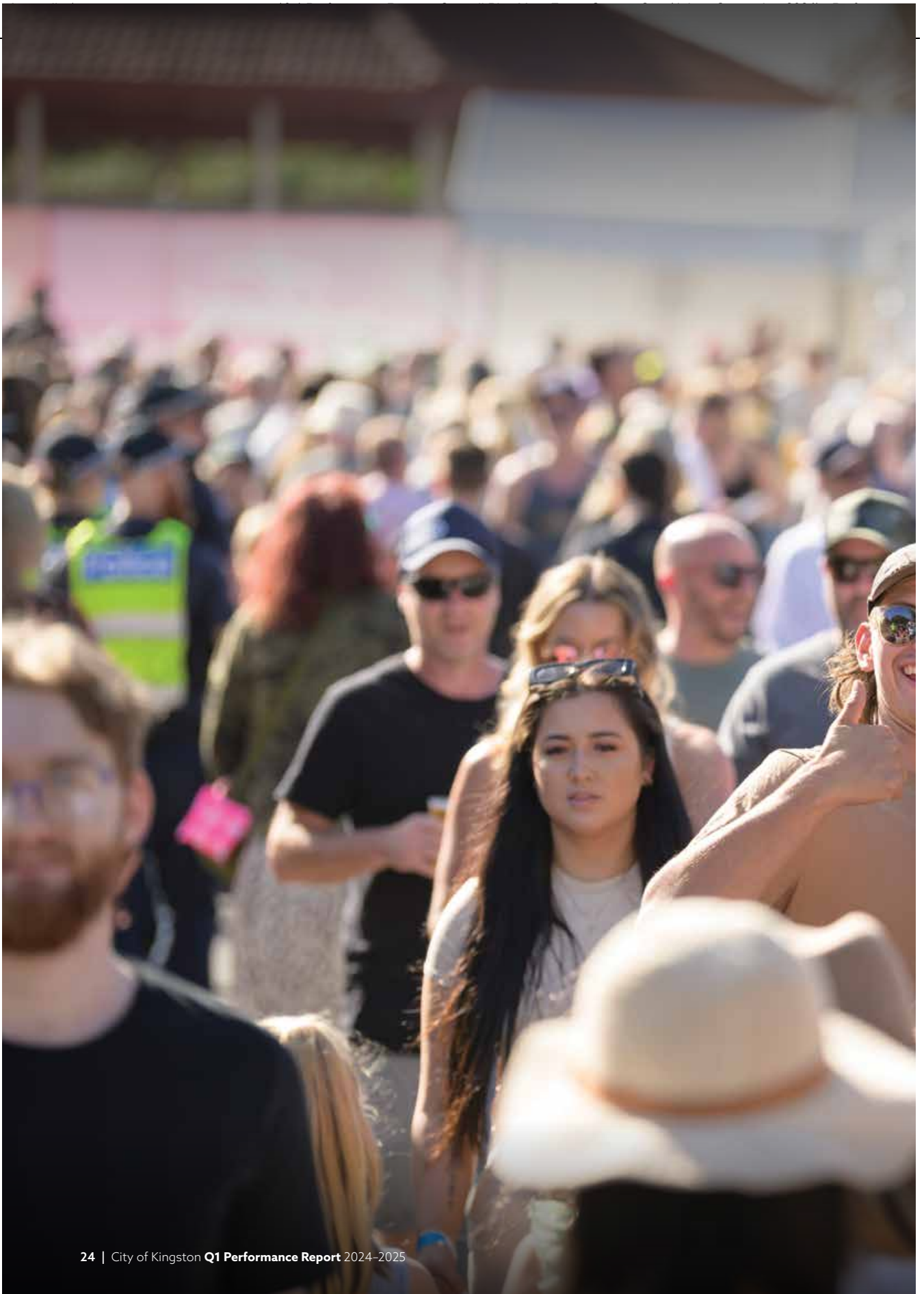
ACTION	DEPARTMENT	COMMENT	PERCENT COMPLETE	STATUS
52. Establish a Kingston employment services network to pursue and enhance collaborative opportunities.	City Economy & Innovation	The City of Kingston has established an internal working group to assist in the identification of future employment partners.	25%	...

3.1.6 Support our local visual and performing arts community

ACTION	DEPARTMENT	COMMENT	PERCENT COMPLETE	STATUS
53. Create opportunities for local artists and creatives to work, engage and connect by fostering an innovative, inclusive and diverse creative community through Artist in Residence, Galleries and Arts Workshop programs.	Arts, Events & Libraries	The City of Kingston continues to foster opportunities for artistic and cultural growth within the municipality. The Artist in Residence program has been successful, with Council looking to extend the program to other applicants. The Expression of Interest process for the public to utilise gallery space has also been promoted publicly, with the intention of providing locals an opportunity to showcase their artworks and connect with community.	25%	...
54. Plan and deliver a calendar of annual events in line with Kingston's Arts and Cultural Strategy (2018-2022), to support local artistic endeavours.	Arts, Events & Libraries	The City of Kingston has worked at activating as many sites as possible. The calendar of events for Kingston reflects the city's creative goals by offering a wide variety of performances, community activities, workshops, and public art. Popular acts like Arj Barker and Eskimo Joe, as well as touring shows like "Children Are Stinky" and "Librarian," drew big crowds, highlighting Kingston's cultural scene. Community events like the "Magnify Artist in Residence" program and Moorrabbin After Dark also brought people together and encouraged learning. Regular workshops, such as the weekly "Laneway Learning Workshops," which often sell out, along with sessions like Kaleidoscope and artist-led workshops, offered hands-on experiences. Visual arts exhibitions, including NAIDOC, Youth Expo, Granary Lane artists, and the Clarinda Clayworkers, showcased different styles and mediums. Public art pieces like "Rakali and Beauty Spot" added to Kingston's vibrant arts and culture presence.	25%	...



Sculpture: Aunty Kim Wandin and Christine Joy
Photography: Yanni Creative





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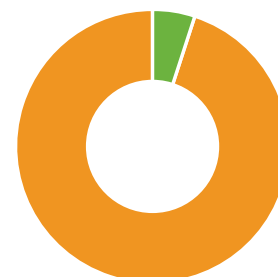
STRATEGIC DIRECTION:

Healthy & Inclusive

4.1 We are progressive, inclusive and prioritise the wellbeing of all members of our community

Healthy & Inclusive services

- Children's services partnerships
- Community centres
- Community grants
- Community transport
- Family and children's centres
- Family day care
- Homelessness support
- In-home support
- Leisure and aquatic centres
- Libraries and community centres
- Maternal and child health and immunisation
- Outside school hours programs
- School crossing supervisors
- Social development and planning
- Social support
- Sports and recreation
- Youth and family services.



ACTIONS

4.1.1 Respect the importance of Aboriginal and Torres Strait Islander people in Kingston and their connection to the land

ACTION	DEPARTMENT	COMMENT	PERCENT COMPLETE	STATUS
55. Develop the draft Reconciliation Action Plan 2025-2027 to acknowledge and celebrate Aboriginal and Torres Strait Islander culture and advance reconciliation within Kingston.	Inclusive Communities	The City of Kingston undertook community consultation over August - September in preparation for Council's Reconciliation Action Plan (RAP) redevelopment. First Nations Groups consulted include Youth, Elders, Derrimut Weelam Gathering Place Community, Kingston First Nations staff, and the broader First Nations community. Workshops for staff were also held. Approximately 162 people have been consulted face-to-face so far, with a survey for the broader community to be published in November for additional input. A RAP Gender Impact Assessment process has begun, identifying the various gender groups that will be impacted by the RAP.	25%	...
56. Continue to support the Derrimut Weelam Gathering Place to deliver programs and event offerings to community to improve outcomes for Aboriginal and Torres Strait Islander community members.	Inclusive Communities	In July, the Derrimut Weelam Gathering Place (DWGP) hosted NAIDOC Week events, including a Flag Raising Morning Tea and a Family Day, which featured cultural performances and activities. Throughout quarter one, DWGP organised a variety of community events, including Elders Gatherings, Cultural Bushwalks, and Indigenous Literacy Day celebrations, which fostered cultural education and community engagement. The St Leonard's Cultural Bushwalk engaged Year 8 students in learning about the cultural significance of local flora and fauna. DWGP also supported employment and justice system initiatives, collaborated with local organisations for resource harvesting, and participated in health and wellbeing expos. The Water Safety Program, funded by a South East Water Community Grant, taught vital skills to five families at Waves Leisure Centre. DWGP supported extensive consultations for the Reconciliation Action Plan redevelopment, ensuring community voices were heard.	25%	...



Completed



In progress



Not yet commenced

4.1.2 Champion social equality

ACTION	DEPARTMENT	COMMENT	PERCENT COMPLETE	STATUS
57. Implement the final year of Council's Gender Equality Action Plan (2021-2025) to address the systemic barriers that create gender inequality in the workplace.	People & Culture	The City of Kingston continues to implement Council's Gender Equity Action Plan (2021-2025), with 57 out of 71 actions in the Gender Equality Action Plan have now been completed. A highlight for the quarter has been the development and roll out of the new Respect in the Workplace eModule for all employees.	25%	In progress
58. Deliver and evaluate a community leadership program that aims to enhance the leadership skills of women and people from diverse backgrounds.	Inclusive Communities	<p>The first 'Kingston Kickstarters' Community Leadership Program was successfully delivered by the City of Kingston in August and September 2024. Over five weeks, 19 emerging community leaders participated in sessions designed to meet their specific needs and equip them with essential leadership skills.</p> <p>An extensive evaluation framework is in place, using baseline, immediate post-program, and 6-month post-program surveys. Initial feedback from participants has been positive.</p>	75%	In progress

4.1.3 Celebrate and learn from our diversity

ACTION	DEPARTMENT	COMMENT	PERCENT COMPLETE	STATUS
59. Deliver the actions of the Kingston Youth Strategy (2023-2026) for 2024-25 to support, empower and advocate on behalf of young people aged 12 to 25 years in Kingston.	Family, Youth & Children's Services	The City of Kingston is on track to deliver the actions outlined in the Kingston Youth Strategy (2023-2026) for the 2024-25 period. These include supporting the LGBTQIA+ youth community through Queer in Kingston, supporting employment through short courses and providing hands-on experience through the Universal Magazine and FReeZA Committees.	25%	In progress
60. Promote library services to diverse community groups to increase broader participation in programs and services to meet community needs.	Arts, Events & Libraries	<p>Since the libraries service review and recruitment in late 2023, the City of Kingston has undertaken significant work to reach hard to reach audiences. Libraries have promoted library services to the following groups:</p> <ul style="list-style-type: none"> • schools • kindergartens • child care centres • maternal & child health services and new parents • men's sheds • aged care services • Better Health Network • Aspect (formerly Autism Australia) • supported playgroups • youth services. 	25%	In progress
61. Review the service delivery at each library branch in terms of footprint and literacy offerings, to provide for greater accessibility and diversity options.	Arts, Events & Libraries	<p>The City of Kingston met with Autism Spectrum Australia to have our library branches reviewed to ensure they are accessible for community members with Autism. This is part of a broader body of work with Inclusive Communities and the delivery of actions in the All Abilities Action Plan which sit with libraries.</p> <p>Council Libraries continue to work collaboratively with Inclusive communities to ensure our services and programs are catering to our diverse community i.e. LGBTQIA+, CALD, First Nations.</p>	25%	In progress

STRATEGIC DIRECTION:

Healthy & Inclusive

4.1 We are progressive, inclusive and prioritise the wellbeing of all members of our community

4.1.4 Support community education, life-long learning and creativity

ACTION	DEPARTMENT	COMMENT	PERCENT COMPLETE	STATUS
62. Review Council's early years infrastructure requirements considering the Victorian Government's Best Start Best Life reform, which includes funded Three-Year-Old Kindergarten and implementation of Pre-Prep.	Family, Youth & Children's Services	The City of Kingston commenced work on the development of a Kindergarten Infrastructure Strategy which will also consider the Victorian Government's Best Start Best Life reform, including funded Three-Year-Old Kindergarten and implementation of Pre-Prep.	25%	...
63. Submit an application for an additional Family & Children's Centre to undergo assessment for the Australian Children's Education & Care Quality Authority's 'excellent' rating.	Family, Youth & Children's Services	The City of Kingston will submit an application in late November 2024 for an additional Family & Children's Centre to undergo assessment for the Australian Children's Education & Care Quality Authority's 'excellent' rating. This will allow an opportunity to gather further information and evidence to support the application.	80%	...
64. Review library services to develop and deliver a set of programs which are inclusive of the ageing population and focused on life-long learning.	Arts, Events & Libraries	The City of Kingston has developed a Seniors Engagement Plan which outlines the libraries approach to engaging with seniors in the municipality by providing opportunities for social connection via our regular social groups and lifelong learning through our digital literacy program. The plan also outlines how libraries will reach the "hardly reached" senior members of our community via our outreach work with Aged Care facilities and our Home Library Service.	25%	...

4.1.5 Support the inclusion of everyone in community life

ACTION	DEPARTMENT	COMMENT	PERCENT COMPLETE	STATUS
65. Complete the Kingston Fair Access Policy to prioritise female participation in sport and access to facilities, sportsgrounds and match times.	Active Kingston	The Kingston Fair Access Policy was adopted by the City of Kingston at a Council Meeting in July 2024. The policy prioritises female participation in sport and access to facilities, sportsgrounds and match times. Implementation of the Fair Access Policy will encourage women's participation in local sport and involvement in coaching and the governance of sports clubs.	100%	✓
66. Scope the future development of AccessCare service delivery in line with aged care reforms.	AccessCare	The City of Kingston has engaged consultants to assist in the development of AccessCare's future service delivery in line with the aged care forms.	25%	...



Completed



In progress



Not yet commenced

4.1.5 Support the inclusion of everyone in community life continued

ACTION	DEPARTMENT	COMMENT	PERCENT COMPLETE	STATUS
67. Implement the All-Abilities Action Plan (2024-2028) to improve access and inclusion for people with disabilities.	Inclusive Communities	<p>Following adoption of the All Abilities Action Plan by the City of Kingston at a Council Meeting in June 2024, implementation has commenced on 18 of the 30 actions. Kingston Libraries partnered with Better Health Network to launch a disability volunteer program and collaborated with Yarrabah School to host a six-week work experience program for students with disabilities. Databases were developed to catalogue local disability service providers and all abilities sports programs in Kingston.</p> <p>Additionally, a sensory guide was created to assist the Council and other organisations in providing sensory-friendly spaces. Relationships were established with local sporting clubs and Disability Sports Australia to plan a Disability Sports Day in 2026. A partnership with the National Disability Insurance Scheme (NDIS) Local Area Coordinator was also formed to better understand the evolving needs of NDIS participants. Development began on an accessible events checklist to enhance access at Kingston's events, and a comprehensive database of all Council buildings with hearing loops was consolidated, with ongoing maintenance plans now in place.</p>	25%	

4.1.6 Support our community's physical wellbeing

ACTION	DEPARTMENT	COMMENT	PERCENT COMPLETE	STATUS
68. Implement the Play Your Way Strategy, with a program of playground renewals to ensure equitable and quality spaces for our community.	Active Kingston	<p>Implementation of the Play Your Way Strategy by the City of Kingston is progressing well. Two upgraded playspaces were opened to the community in August 2024 – in Brownfield Street Reserve, Mordialloc and McDonald-Healy Reserve, Parkdale. The tenders for the construction works for playspace upgrades at Dowling Road Reserve, Oakleigh South, Meribah Court Reserve, Parkdale and Glyn Court Reserve, Cheltenham were released in September 2024.</p> <p>Detailed designs are also progressing for a number of playspace upgrade sites including Bourke & Patty Street Reserve (Mentone), Sheldon Place Reserve (Clayton South) and Judd Parade (Cheltenham).</p>	25%	
69. Commence the construction of the new aquatic and leisure facility to ensure the future health and wellbeing of our community.	PMO & Major Projects	The City of Kingston is finalising the design documentation for the new Mordi Aquatic Centre in preparation for construction commencement.	85%	
70. Implement the Sportsground Lighting Program to enable increased participation and safe use of sportsgrounds by local clubs.	Active Kingston	Tenders for the sportsground lighting upgrades at Beazley Reserve, Chelsea Heights and Dane Road Reserve, Moorabbin have recently closed and are currently under evaluation. Planning and design work is also underway for sportsground lighting upgrades at the Rowan Road Reserve baseball field and the Keys Road Reserve rugby field.	25%	

STRATEGIC DIRECTION:

Healthy & Inclusive

4.1 We are progressive, inclusive and prioritise the wellbeing of all members of our community

4.1.7 Prioritise our community's mental wellbeing

ACTION	DEPARTMENT	COMMENT	PERCENT COMPLETE	STATUS
71. Update Council's Gambling Policy for 2024-28 to prevent and reduce harm from gambling in the City of Kingston.	Inclusive Communities	In May 2024, the City of Kingston presented the draft Gambling Policy to Councillors, who requested further community engagement. Action will be taken following the election of the new Councillor group.	30%	...
72. Maintain Rainbow Tick accreditation to demonstrate our commitment to providing safe, inclusive and affirming services for the LGBTQIA+ community.	People & Culture	The City of Kingston continues to demonstrate its commitment to providing safe, inclusive and affirming services for the LGBTQIA+ community, with a post-accreditation evaluation of the Rainbow Tick accreditation process. Youth Services and Customer & Corporate Support will undergo a mid-cycle assessment in September 2025.	25%	...

4.1.8 Tailor our communication to our diverse community to make communication accessible to all

ACTION	DEPARTMENT	COMMENT	PERCENT COMPLETE	STATUS
73. Explore the feasibility of a 'whole of Council' community venues booking system which integrates with the Kingston website and finance system to ensure consistency and ease of use for customers and staff.	Inclusive Communities	The City of Kingston has commenced discussions regarding the feasibility of a 'whole of Council' community venues booking system which integrates with the Kingston website and finance system to ensure consistency and ease of use for customers and staff.	25%	...



Our community will feel safe, and be safe, in all aspects of their lives.

STRATEGIC DIRECTION:

Safe

5.1 Our community will feel safe, and be safe, in all aspects of their lives

Safe services

- Animal management and local laws
- Food safety regulation and health
- Local law education and enforcement
- Municipal emergency management
- Parking enforcement
- Road safety
- Street lighting maintenance.



ACTIONS

5.1.1 Design an environment and infrastructure that promotes better safety and accessibility

ACTION	DEPARTMENT	COMMENT	PERCENT COMPLETE	STATUS
74. Conduct and evaluate pool safety awareness campaigns and activities to educate the public about the pool safety standards and regulations and reduce the risk of drowning and injury in pools.	Municipal Building Surveyor	The City of Kingston promoted pool safety awareness in quarter one to the community via Council's Kingston Your City newsletter and on the Kingston website with the aim of reducing the risk of drowning and injury in pools.	50%	...
75. Monitor and enforce the cladding safety compliance of buildings to prevent the spread of fire and protect the lives and properties of the occupants and the public.	Municipal Building Surveyor	The City of Kingston continued to inspect the safety compliance of cladding on local buildings and enforce remediation works as necessary, in accordance with Cladding Safety Victoria.	70%	...
76. Identify and inspect the high-risk buildings in the municipality to ensure building safety and compliance and to mitigate the potential hazards and liabilities for the owners and Council.	Municipal Building Surveyor	The City of Kingston undertook remediation enforcement for compliance issues identified in previous inspections of the municipality's high-risk buildings to mitigate potential hazards and liabilities for the building owners and Council.	80%	...
77. Deliver the annual drainage flood mitigation and renewal program to protect community assets and reduce flooding for residents.	Infrastructure	The annual drainage flood mitigation and renewal program is progressing to schedule. The delivery of the Bondi Road outfall drain is well advanced. Additionally, the Sherwood Avenue pumpstation works are nearing completion, with further associated drainage upgrade works being planned for the near future.	25%	...
78. Review current access conditions at Mordialloc, Carrum, Chelsea Longbeach, and Mentone Life Saving Clubs and implement measures to enhance accessibility on the foreshore.	Inclusive Communities	The access conditions at Mordialloc, Carrum, Chelsea Longbeach, and Mentone Life Saving Clubs have been reviewed, and gaps in accessibility have been identified. Progress has been made towards addressing these gaps through grants at Mentone and Mordialloc Life Saving Clubs. Additionally, a beach volunteer program is in development with plans to pilot the program in the 2024-25 summer season to assist participating clubs in rolling out beach access matting.	25%	...



Completed



In progress



Not yet commenced

5.1.2 Support safe travel through various modes of transport

ACTION	DEPARTMENT	COMMENT	PERCENT COMPLETE	STATUS
79. Review and update the Road Management Plan (2021-2025) as required under the Road Management Act to ensure a safe, accessible, and well-presented environment for the community.	Infrastructure	The City of Kingston has commenced a review of the Road Management Plan (2021-2025) in quarter one with internal stakeholders.	5%	
80. Deliver the annual footpath renewal program to ensure footpaths are safe and accessible for the community.	Infrastructure	The annual footpath renewal program is progressing well, with the significant projects at Hutchins Close and Percy Street, Mordialloc completed.	25%	
81. Complete 'traffic blackspot' program upgrades in Clayton South and Patterson Lakes to improve safety for road users.	Infrastructure	Funding for the 'traffic blackspot' program upgrades in Clayton South and Patterson Lakes has been secured, with design of the traffic treatments underway.	50%	
82. Support safety amongst primary and secondary school students through the delivery of the road safety initiatives, including addressing pedestrian distraction, and walking and cycling.	Infrastructure	A total of 45 road safety sessions have been delivered to 11 local schools. These include 16 Walk or Wheel program sessions, nine on-site sessions for Park & Stride, five Safe Routes to School sessions and 15 Road Safety Education sessions.	25%	

5.1.3 Improve feelings of safety across Kingston's diverse community

ACTION	DEPARTMENT	COMMENT	PERCENT COMPLETE	STATUS
83. Promote and deliver aquatic education and Learn to Swim Programs to prevent drownings and support community health and wellbeing outcomes.	Active Kingston	Over 2,300 participants were enrolled during quarter one in the City of Kingston's Learn to Swim Program at Waves to prevent drownings and support community health and wellbeing. Local Kingston schools involved in aquatic education included Mordy Beach, Carrum and Mentone Park primary schools and St Bedes College.	25%	

STRATEGIC DIRECTION:

Safe

5.1 Our community will feel safe, and be safe, in all aspects of their lives

5.1.4 Strive to provide an environment free from all forms of family violence

ACTION	DEPARTMENT	COMMENT	PERCENT COMPLETE	STATUS
84. Investigate opportunities to apply best practice research in engaging men and boys in family violence prevention to minimise the harm from family violence.	Inclusive Communities	Following the successful community event "Men, Mates and Mental Health" in June 2024, the City of Kingston hosted a facilitated "Men's Mental Health - A Council and Community Think Tank" on 20 September. This event was attended by 25 stakeholders and supported by new research from Respect Victoria, released in September 2024. The research, titled "Willing, Capable and Confident," highlights contexts that help men question or disconnect from harmful ideas of masculinity, including increased openness to discuss mental health and wellbeing through gender-transformative primary prevention efforts. Further consultation with stakeholders and working groups is planned to determine effective ways to engage men and boys in conversations to improve outcomes for men, women, children, and the broader community.	25%	...
85. Develop an annual awareness-raising program of events (including 16 Days of Activism Against Gender-Based Violence) to increase understanding on the prevention of violence towards women and children.	Inclusive Communities	The City of Kingston has planned a suite of activities and events for the 16 Days of Activism this year (25 November - 10 December). These include activities within libraries, resources for sporting clubs, internal events, and a community-led event with Indian community leaders.	25%	...
86. Provide customised training to build the capacity of community, organisations, businesses and Council teams to understand and address family violence and gender inequity.	Inclusive Communities	In September, specific teams at the City of Kingston received training on the Animal 3R's, which examines the connection between family violence and animal abuse, and how to recognise, respond, and refer to support services appropriately. Gender Impact Assessment training was also delivered to Council staff in September to enhance their understanding and capacity to address gender inequity through the review of policies, programs, and services, as required under the <i>Gender Equality Act 2020</i> .	25%	...



Completed



In progress



Not yet commenced

5.1.5 Foster caring attitudes and a safe environment for native wildlife and domestic animals

ACTION	DEPARTMENT	COMMENT	PERCENT COMPLETE	STATUS
87. Review Kingston's animal management processes and commence development of the Domestic Animal Management Plan 2026-30 to comply with the Domestic Animals Act 1994 and ensure Kingston remains a place where people and pets can peacefully and safely co-exist.	Compliance & Amenity	The City of Kingston commenced planning for the development of the Kingston Domestic Animal Management Plan (2026-30) in quarter one, including a formal review of the current Domestic Animal Management Plan (2021-25).	20%	
88. Review opportunities to improve the operation and signage of fenced and unfenced dog off leash areas to ensure the safety and security of dogs in the municipality.	Compliance & Amenity	The City of Kingston undertook a desktop review of current dog off leash areas in quarter one, with actions identified for improvements across several formalised off leash areas.	20%	

5.1.6 Provide a well maintained and clean environment for residents

ACTION	DEPARTMENT	COMMENT	PERCENT COMPLETE	STATUS
89. Develop a Contaminated Land Strategy to inform and manage future risks from Council's contaminated land holdings.	Property Services	The City of Kingston has developed a draft framework for the Contaminated Land Strategy to inform and manage future risks from Council's contaminated land holdings. The Strategy is expected to be completed in March 2025.	25%	
90. Implement Council's Graffiti Action Plan 2021-25 to deliver best practice graffiti management across the City of Kingston.	City Works	The City of Kingston has progressed the implementation of Graffiti Action Plan (2021-25) with the establishment in July 2024 of a new dedicated waste and asset care team, which is providing proactive cleaning of graffiti at key activity centres.	30%	

Council will be collaborative,
accountable, transparent,
responsive, well-informed
and efficient.



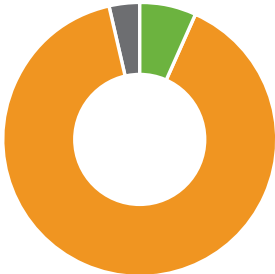
STRATEGIC DIRECTION:

Well-Governed

6.1 Council will be collaborative, accountable, transparent, responsive, well-informed and efficient

Well-Governed services

- Communications and engagement
 - Council governance and administration
 - Customer service
 - Digital design and events
 - Executive services
 - Financial management
 - Health, safety and wellbeing
 - Human resources management
 - Manage Council's property portfolio
- Procurement, fleet, insurance and contracts
 - Property rating and collection services
 - Provision of information technology services.



ACTIONS

6.1.1 Hold ourselves to the highest standard of governance and integrity

ACTION	DEPARTMENT	COMMENT	PERCENT COMPLETE	STATUS
91. Implement Council's Workforce Plan initiatives for 2024-25 to attract, recruit and retain highly skilled people to meet current and future priorities.	People & Culture	The City of Kingston is on track with the implementation of the year four initiatives in Council's Workforce Plan, including: <ul style="list-style-type: none">• improved collation of workforce data through the implementation of a new recruitment, onboarding and learning system• completion of the 2024 Culture Survey including debriefing of all 22 departments and commencement of action planning• development of new Capability and Talent Management Frameworks• progress on the way we work through the Cheltenham office refurbishment• implementation of Council's new values• delivery of a range of leadership and team development programs.	25%	...
92. Develop Council's new Workforce Plan (2025-29) to meet our legislative obligations under the Local Government Act 2020.	People & Culture	The City of Kingston has commenced development of the Workforce Plan (2025-29) with the drafting of a project brief to ensure a robust and consultative process. Ensuring Council compliance with the legislative obligations under the Local Government Act 2020.	5%	...
93. Deliver the Annual Organisational Planning Cycle for 2025-26, including the delivery of an integrated Community Vision, Council Plan and Municipal Public Health and Wellbeing Plan (2025-29) to ensure a more cohesive and coordinated approach which enhances community outcomes.	Customer Experience & Corporate Performance	The City of Kingston has commenced work on the Annual Integrated Planning Cycle throughout quarter one. This work sees the development of the Council Plan Annual Action Plan, Annual Budget and completion of Service Profiles. This work is aligned to the development of the Council Integrated Plan (2025-2029) which will continue following the Council Election with scheduled adoption of June 2025.	40%	...

STRATEGIC DIRECTION:

Well-Governed

6.1.1 Hold ourselves to the highest standard of governance and integrity continued

ACTION	DEPARTMENT	COMMENT	PERCENT COMPLETE	STATUS
94. Develop and implement a transition plan for the changes in building legislation to adapt to the new regulatory environment and to ensure a smooth and effective transfer of some responsibilities from private building surveyors to Council.	Municipal Building Surveyor	The Victorian building legislation changes are still pending. The City of Kingston is continuing to prepare for the changes based on regulatory updates.	35%	...
95. Review and implement Council's key record management framework, strategy, policy and procedures to ensure compliance with all relevant legislation.	Information Services & Strategy	In February 2024, the Records Transformation Project began to review and implement the City of Kingston's record management framework, strategy, policies, and procedures to ensure compliance with relevant legislation. During quarter one, Council completed the development of an organisation-wide Information Asset Register, which will aid in developing a new Records Management Strategy. Additionally, a detailed Information Management Policy has been drafted and is expected to receive approval next quarter.	25%	...
96. Implement Council's Good Governance Framework initiatives for 2024-25 to improve transparency and accountability.	Governance, Risk & Integrity	A reiteration of the City of Kingston's Good Governance Framework for 2024-25 is currently being developed, this includes an uplift in Enterprise Risk and Compliance Management, a revised policy framework and maturing ongoing governance and integrity obligations. This work is on track for completed by December 2024.	75%	...
97. Review and update the Information and Communications Technology Strategy to provide the key technology actions for a three-to-five-year period.	Information Services & Strategy	The City of Kingston is scheduled to commence reviewing and updating the Information and Communications Technology Strategy in quarter two, providing key technology actions for the next three to five years.	0%	—
98. Enhance Council's Cyber Security Management Framework to prevent information security breaches.	Information Services & Strategy	To enhance the City of Kingston's Cyber Security Management Framework, Council conducted an external audit of our existing Protective Data Security Plan. This assessment highlighted areas for improvement to better comply with the Victorian Protective Data Security Standards. This quarter, the updated plan was approved by the Chief Executive Officer and the attestation was submitted to the Office of the Victorian Information Commissioner.	25%	...
99. Introduce a new strategic corporate risk system to better capture and report key organisational and community risks.	Governance, Risk & Integrity	The City of Kingston has developed and implemented an integrated and centralised platform that captures strategic and operational risk, which includes key organisational and community risks. Council officers are currently being trained on the new corporate risk system to manage existing risks and identify new and emerging risks and control effectiveness.	100%	✓
100. Review and update Business Continuity Plans across the organisation to ensure the appropriate incident response and recovery of key Council services.	Governance, Risk & Integrity	The City of Kingston has engaged external consultants to assist with the review and updating of Council's Business Continuity Plan and sub plans across the organisation to ensure the appropriate incident and recovery of key Council services. Council is currently on track to have this completed by May 2025.	50%	...



Completed



In progress



Not yet commenced

6.1.2 Focus all of our decision-making on the long-term best interests of the Kingston community

ACTION	DEPARTMENT	COMMENT	PERCENT COMPLETE	STATUS
101. Complete a review of the Lease and Licence Policy and review associated documentation to ensure the transparency of Council's decision-making.	Property Services	The City of Kingston continues to review the Lease and Licence Policy and associated documents to ensure transparency of Council's decision-making. Public Consultation of the Lease & Licence Policy has concluded and submissions (feedback) are being considered by Council.	75%	In progress
102. Commence an annual program of service reviews to ensure adaptable, capable, and sustainable services now and into the future as guided by the Service Planning Framework.	Customer Experience & Corporate Performance	The City of Kingston continues work on the implementation of Council's Service Planning Framework throughout quarter one, to assist the organisation in planning for our services now and into the future. Four service reviews are in progress which see a robust analysis of the service, allowing for continuous improvement across our 3 E's – Effectiveness, Efficiency and Empathy. The four service reviews are scheduled for completion by June 2025 and will then see the implementation of a continuous improvement plan to support service change and customer experience enhancements.	40%	In progress
103. Implement Council's Advocacy Strategy (2023-26) including Advocacy Campaign Plans for 2024-25 to seek positive community outcomes on key projects.	Advocacy, Communications & Engagement	<p>During quarter one, the City of Kingston focused its advocacy efforts on three priority objectives identified in the Advocacy Strategy (2023-26):</p> <ol style="list-style-type: none"> 1. Strengthening our reputation – Council has invested in its relationships with State and Federal MPs from all sides of politics, through proactive information updates, regular face-to-face engagement and responsiveness to constituency matters or queries. This is now a formal program of updates and enquiry management. 2. Developing our internal capacity – An organisation-wide advocacy working group now coordinates all advocacy activities and pursues priorities handed down from the Executive and Council in a collaborative way. An online relationship tracker is now being implemented across the organisation. The Communications Officer (Grants and Awards) has commenced. 3. Targeting our efforts – Council has prioritised its major advocacy efforts on the most critical government programs: <ul style="list-style-type: none"> • The Level Crossing Removal Project at Mordialloc, where we are close to a positive outcome for the community. • Suburban Rail Loop Cheltenham, where Council will continue to work in a systematic way to ensure the Precinct Structure Plan reflects good planning practice and community expectations. • Council is awaiting the result of our advocacy efforts in support of funding for minor projects in the 2025-26 Victorian Budget. <p>Further detail on key activities and meetings are provided via the quarterly advocacy update presented at the September Council meeting.</p>	25%	In progress

STRATEGIC DIRECTION:

Well-Governed

6.1 Council will be collaborative, accountable, transparent, responsive, well-informed and efficient

6.1.2 Focus all of our decision-making on the long-term best interests of the Kingston community *continued*

ACTION	DEPARTMENT	COMMENT	PERCENT COMPLETE	STATUS
104. Brief Council on changes to the Planning and Environment Act to ensure that it will have the opportunity to influence any changes that impact on Council's role as a Planning and/or Responsible Authority.	City Development	No changes were proposed or introduced into the Planning and Environment Act in quarter one. However, the City of Kingston has been recently briefed on changes proposed to the Planning Scheme.	25%	...

6.1.3 Look after the community's financial resources responsibly and efficiently

ACTION	DEPARTMENT	COMMENT	PERCENT COMPLETE	STATUS
105. Complete implementation of the contracts management system and business analytics module to ensure effective management of contracts and associated timeframes and expenditure.	Procurement & Contracts	The City of Kingston has completed the transition to a new Contract Management System module, including the review of all contracts. Ongoing review of data and access to enhanced reporting is currently underway. Documentation to support the management and maintenance of the Contract Management System is being developed, which include detailing roles, responsibilities, processes for updating data, review and oversight of the system.	50%	...
106. Review Kingston's Procurement policy to provide an effective and efficient procurement service.	Procurement & Contracts	The City of Kingston is working towards reviewing the current Procurement Policy to ensure an effective and efficient procurement service, which is due to be updated by June 2025.	20%	...
107. Deliver the 2025-26 Annual Budget, Long Term Financial Plan and Revenue and Rating Plan to ensure financial sustainability, responsibility and efficiency.	Finance	The City of Kingston has developed timelines for the Annual Budget 2025-26, Long term Financial Plan and Revenue and Ratings Plan as part of Council's internal Integrated Strategic Planning and reporting Working Group and will be progressing to a Council Meeting for consideration in June 2025.	25%	...
108. Complete a review of Leases and Licences documents to ensure equity for Council's tenants and for Council as a Landlord.	Property Services	The City of Kingston has completed the review of the Leases and Licences documents with support from Council's legal team. The documents have been updated where required to ensure equity for Council's tenants and for Council as a Landlord.	100%	✓
109. Develop a Waves Investment Strategy to appropriately guide and prioritise future investment and environmentally sustainable design initiatives for this facility.	Active Kingston	The City of Kingston has commenced a strategy study to guide future developments and operations at Waves to diminish CO ₂ emissions. The outcomes of the study will provide environmentally sustainable initiatives for Council's consideration in the future development of Waves.	25%	...



Completed



In progress



Not yet commenced

6.1.3 Look after the community's financial resources responsibly and efficiently

continued

ACTION	DEPARTMENT	COMMENT	PERCENT COMPLETE	STATUS
110. Implement an expression of interest process for utilisation of spaces in community hubs to create a fair and transparent process for accessing Council-managed facilities.	Inclusive Communities	The City of Kingston will open an Expression of Interest process in October for the community to apply for room bookings during vacant times at the Community Hubs for 2025.	25%	In progress
111. Deliver the Kingston Grants Program to support local community organisations and groups to deliver community benefit.	Inclusive Communities	<p>The City of Kingston continues to deliver the Kingston Grants Program to support local community organisations and groups. During quarter one:</p> <ul style="list-style-type: none"> 15 Individual Development Grants totalling \$8,200 and 16 Community Small Grants totalling \$29,089 were approved. Round two of the 2024–25 Community Bi-annual Grants was open for applications from 29 July to 23 August 2024, receiving 33 eligible applications totalling \$256,716 against a budget of \$76,364. The Operational & Partnership Grants were approved at the June and July Council meetings, with updated Funding Agreements being signed and returned, and tax invoices paid. Community Festival, Event & Creative Activity Grants were approved at the June Council meeting, with updated Funding Agreements being signed and returned, and tax invoices paid. The implementation of the new Grants Program continued, focusing on refining Application Forms, Grant Guidelines, and payment and administrative processes. 	25%	In progress

6.1.4 Openly report our progress and performance

ACTION	DEPARTMENT	COMMENT	PERCENT COMPLETE	STATUS
112. Communicate the results of Council's performance via the Annual Community Satisfaction Survey, Local Government Performance Reporting Framework, Kingston Annual Report and quarterly Council Plan Performance Reports to ensure accountability, transparency, and service improvement.	Customer Experience & Corporate Performance	A number of measures were achieved this quarter that support the City of Kingston to monitor the performance of Council services. The annual Community Satisfaction Survey saw 400 residents interviewed about their satisfaction and perception of council services. The survey revealed that 78% of survey measures saw improved performance when compared to the previous year. Higher than average results were seen across core measures such as overall performance, value for money and decisions made on behalf of the community. Our performance against the service performance indicators within the Local Government Performance Reporting Framework also occurred this quarter. This reporting revealed that 85% of indicators saw an improvement when compared to the previous year.	60%	In progress

STRATEGIC DIRECTION:

Well-Governed

6.1 Council will be collaborative, accountable, transparent, responsive, well-informed and efficient

6.1.5 Actively seek broad community participation

ACTION	DEPARTMENT	COMMENT	PERCENT COMPLETE	STATUS
113. Deliver the deliberative engagement program for 2024-25 to improve opportunities for public consultation and ensure a wide range of views are considered in key Council decisions.	Advocacy, Communications & Engagement	<p>The City of Kingston completed a significant body of work via deliberative engagement in preparation for the upcoming Council Plan process. Due to the timing of this work, the majority of the year's deliberative engagement work was required to take place in quarter one.</p> <p>Council ran four dedicated sessions of the Community Engagement Group during the quarter, as part of the Kingston Represent – Strategic Planning process. This completed the deliberative engagement program commenced in quarter 4 (2023-24). The finished product was the Council's Collaborative Engagement Group formal recommendations for our next suite of Key Strategic Documents. This culminated in the group voting on their final recommendations and handing them over to Council on 31 August.</p> <p>Other high-performing consultations held during the quarter via the Your Kingston Your Say consultation website included:</p> <ul style="list-style-type: none"> • upgrades at Edithvale Shopping Strip • Level Crossing Removals in Highett • naming of the new aquatic and leisure centre. 	70%	...
114. Develop a Volunteer Strategy to increase community volunteering in Kingston.	Inclusive Communities	The City of Kingston has drafted the Volunteer Strategy Project brief. Council is currently developing questions for the community consultation, which will be completed by the first week of October. Development of the consultation plan is currently being scheduled.	25%	...

6.1.6 Deliver exceptional customer experiences

ACTION	DEPARTMENT	COMMENT	PERCENT COMPLETE	STATUS
115. Commence implementation of the Kingston Customer Experience Strategy to ensure our services are efficient, effective and customer-centric.	Customer Experience & Corporate Performance	The City of Kingston has commenced work on the Kingston Customer Experience Strategy which is scheduled for adoption in June 2025. This strategy will work towards our vision of customer experience at Kingston which sees all services strive to being effective, efficient and demonstrating of empathy towards customer needs.	25%	...
116. Continue to deliver and enhance the quality of Customer Service Channels to improve the customer experience.	Customer Experience & Corporate Performance	A range of Key Performance Indicators and metrics have been created and monitored to measure performance across front facing customer channels including telephony, counter and online service. This work is underpinned by the principle of working to resolve the customer enquiry at the first point of contact. Planning works also progressed on the design of the Customer Channels front counter area at 1230 Cheltenham which will improve the space visually and allow for improved ease of transactions. A program of Customer Service Officer training also progressed this month seeing greater call monitoring and evaluation to allow for targeted training where required.	30%	...



Completed



In progress








Not yet commenced

6.1.6 Deliver exceptional customer experiences continued

ACTION	DEPARTMENT	COMMENT	PERCENT COMPLETE	STATUS
117. Deliver the Website Redevelopment Project program of work for 2024-25 to provide contemporary, simple-to-use websites for Council's services.	Advocacy, Communications & Engagement	The City of Kingston has made significant progress on the Website Redevelopment project during the quarter including: <ul style="list-style-type: none"> Completion and launch of the new Kingston Youth Services website. Final stages completed during the quarter included usability testing, final content changes and functionality testing. Final stages of the Councillor Intranet project (due for launch in quarter two) included user testing, website design, functionality improvements. 	50%	
118. Utilise customer complaint data and insights to further enhance our services to be effective, efficient and empathetic to customer needs.	Customer Experience & Corporate Performance	Throughout quarter one work continued on the implementation of the Complaints Resolution Policy (2024). Throughout the reporting period a total of 303 Councillor Requests were received, 65 complaints raised by Councillors on behalf of residents were received and 118 complaints raised by residents in relation to dissatisfaction with a service, decision or policy. Each month an average of 58% of complaints were resolved within 10 working days which exceeds the Victorian Ombudsman Best Practice Guidance of 30 days. At the end of the quarter only three complaints remained open beyond 30 days due to the complex nature of the complaint.	25%	
119. Implement a range of initiatives from the Kingston Customer Experience Strategy to enhance our services to become more effective, efficient and customer-centric.	Customer Experience & Corporate Performance	The City of Kingston is currently implementing a range of initiatives to support improved customer outcomes across all Council services including the Client Request system upgrade, Unified Communications Project and improved data capture relating to customer insights. The facilitation of a 100 day Customer Experience sprint commenced to improve customer experience outcomes across the Environmental Health and Customer Channels services.	40%	



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Ordinary Council Meeting

25 November 2024

Agenda Item No: 10.2

GOVERNANCE AND COMPLIANCE REPORT

Contact Officer: Sharon Banks, Governance Officer
Marilyn DeBenedictis, Governance Officer Compliance

Purpose of Report

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

- Seek a resolution of Council to appoint and authorise members of Council staff under the *Planning and Environment Act 1987* (the PE Act) (Appendix 1)
- The proposal that Council revoke and replace the S6 *Instrument of Delegation Council to Members of Council Staff*. The draft Instrument (Appendix 2) and document showing changes (Appendix 3) are attached to this report.

Disclosure of Officer / Contractor Conflict of Interest

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

RECOMMENDATION

1. That Council In the exercise of the powers conferred by s147(4) of the *Planning and Environment Act 1987*, Kingston City Council resolves that:
 - a) The members of Council staff referred to in the instrument attached be appointed and authorised as set out in the instrument.
 - b) The instrument comes into force immediately on resolution and remains in force until such time as the officers are no longer employed, contracted or otherwise engaged to undertake the duties on behalf of Kingston City Council, unless Council determines to vary or revoke it earlier.
2. In the exercise of the powers conferred by the legislation referred to in the attached instrument of delegation, Council resolves that:
 - a. 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.
 - b. The instrument comes into force immediately upon this resolution being made and is to be signed by the Council's Chief Executive Officer and the Mayor.
 - c. On the coming into force of the instrument, the previous delegation to members of Council staff (other than the Chief Executive Officer) are revoked.
 - d. 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

Instrument of Appointment and Authorisation

A resolution of Council is sought to appoint and authorise members of Council staff under the *Planning and Environment Act 1987* (the PE Act). Instruments of Appointment and Authorisation under the Act must be approved by resolution of Council.

Instrument of Delegation

The Instrument of Delegation Council to Council Staff has been updated based on advice from Maddocks on recent legislative changes and updates that affect Council's delegations.

The updated instrument is proposed for authorisation by resolution of Council.

2. Discussion

2.1 Instrument of Appointment and Authorisation (S11A)

Instruments of Appointment and Authorisation under the Planning and Environment Act (PE) Act must be approved by resolution of Council. As the *responsible authority* under the *Planning and Environment Act 1987*, Council can authorise officers under section 147(4) of the P&E Act (**Appendix 1**).

The authorisation of officers under other Acts, including the *Local Government Act 1989* and Council's Local Laws is currently performed by the General Managers. Officers are authorised under the *Local Government Act 1989* to enforce the *Local Government Act 1989*, the *Local Government Act 2020* and the Local Laws made under those Acts.

2.2 Instrument of Delegation S6 Council to Council Staff

The revised Instrument of Delegation, Council to Council Staff (S6) proposed for adoption is at **Appendix 2**. The revised Instrument is an update of the previous Instrument adopted by Council on 26 February 2024.

3. Consultation

3.1 Instrument of Appointment and Authorisation S11A (PE Act)

With the addition of two new team members to the Vegetation and Compliance team, it was deemed an appropriate time to develop a template that consolidates all team members onto a single authorisation document. This version is clearer and helps streamline monitoring.

The updated S11A Instrument of Appointment and Authorisation for the Vegetation and Compliance team is attached (**Appendix 1**).

3.2 Instrument of Delegation S6 Council to Council Staff

Relevant Managers have been provided with an opportunity to review the instrument and provide feedback.

Senior members from the City Economy & Innovation and City Development Teams, and the General Manager Planning and Place have reviewed and approved the changes to the S6 instrument. The following changes have been made:

- 1.1. Removal of sections of the Road Management Act 2004
- 1.2. Removal of revoked Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020. New regulations commenced in June 2024.
- 1.3. The Food Act 1984 was updated pursuant to the Regulatory Legislation Amendment (Reform) Act 2024

- 1.4. Changes to Council's power to suspend a registration of premises when a proprietor of a food premises fails to comply with a direction.

4. Compliance Checklist

4.1 Council Plan Alignment

Strategic Direction: Well-governed - Council will be collaborative, accountable, transparent, responsive, well-informed and efficient.

Strategy: Hold ourselves to the highest standard of governance and integrity

The formal delegation of legislated powers, duties and functions via instruments of delegation make the effective and efficient functioning of Council possible. These instruments allow Council officers to perform day to day duties and make decisions that may otherwise need to be decided upon by Council.

4.2 Governance Principles Alignment

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

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

4.3 Financial Considerations


Not applicable.


4.4 Risk Considerations


The adoption of the Instrument will ensure Council continues to comply with its obligations under various Acts and Regulations and incorporate all recent legislative developments.

Council decisions are subject to legal scrutiny and therefore the regular review and a proper record of delegations must be kept ensuring that actions and decisions made under delegation can be substantiated as needed.

Appendices

Appendix 1 - S11A Instrument of Appointment and Authorisation - Compliance and Vegetation Team (Ref 24/298436)  [↓](#)

Appendix 2 - Draft S6 Instrument of Delegation - Members of Staff (for adoption at November 2024 Council meeting) (Ref 24/392236)  [↓](#)

Appendix 3 - S6 Instrument of Delegation - changed provisions October 2024 (Ref 24/392260)  [↓](#)

Author/s:	Sharon Banks, Governance Officer Marilyn DeBenedictis, Governance Officer Compliance
Reviewed and Approved By:	Carly Mandich, Team Leader Organisational Governance Kelly Shacklock, Manager Governance Risk and Integrity Dan Hogan, General Manager Customer and Corporate Support

10.2

GOVERNANCE AND COMPLIANCE REPORT

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2	Draft S6 Instrument of Delegation - Members of Staff (for adoption at November 2024 Council meeting).....	145
3	S6 Instrument of Delegation - changed provisions October 2024	201



Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*)

In this instrument "**officer**" means -

**Guillermo Henning
Sara Craigie
Samuel Jameson
Pamela Materowski
Corey Smith
Ceinwyn Ubrihien
Nicole Morris
Richard Owers
Emilia Fabos
Hazel Francis
Marina Tidmarsh
Jordan Miles
Lino Araujo**

By this instrument of appointment and authorisation Kingston City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument –

- a) comes into force immediately upon resolution of Council;
- b) remains in force until such time as the officer is no longer employed, contracted or otherwise engaged to undertake the duties on behalf of Kingston City Council, unless varied or revoked earlier.

This instrument is authorised by a resolution of the Kingston City Council on 25 November 2024.



S6 INSTRUMENT OF DELEGATION COUNCIL TO MEMBERS OF STAFF

25 NOVEMBER 2024

Instrument of Delegation

In exercise of the powers conferred by the legislation referred to in the attached Schedule, the Council:

- 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;
- record that references in the Schedule are as follows:

Abbreviation	Position	Position Number
BSEH	Business Support - Environmental Health	3343
CEO	Chief Executive Officer	1714
CFO	Chief Finance Officer	3511
CDTSA	City Development Technical & Systems Administrator	2665, 3566
CMB	Coordinator Major Buildings	2510
CLAO	Customer Liaison and Administration Officer	1018, 1130, 1162, 1447, 1660, 1995, 2048, 2738, 2758, 3725
EHO	Environmental Health Officer	1377, 1405, 1489, 1574, 1592, 1790, 1879, 2052, 2562, 3192, 1028
GMCCorp	General Manager Customer & Corporate Support (GMCCorp)	1323
GMIOS	General Manager Infrastructure & Open Space (GMIOS)	2773
GMPP	General Manager Planning & Place (GMPP)	2774
MCD	Manager City Development (Planning & Place)	1721
MCEI	Manager City Economy and Innovation (Planning & Place)	1302
MCS	Manager City Strategy (Planning & Place)	1365
MCW	Manager City Works (Inf & Open Space)	3517
MCA	Manager Compliance and Amenity (Planning & Place)	1141
MF	Manager Finance (CFO)	1145
MGRI	Manager Governance, Risk & Integrity (Cust & Corp Support)	2969
MI	Manager Infrastructure	1036
MPS	Manager Property Services (CFO)	1384
MBS	Municipal Building Surveyor (MBS)	1810
PLAC	Planning Appeals Coordinator	3044

Abbreviation	Position	Position Number
PLEO	Planning Liaison and Enforcement Officer	1558, 1855
PP	Principal Planner	2585, 2586, 2919
PStrgP	Principal Strategic Planner	2664, 3060, 3123, 3671
CLCO	Senior Construction Liaison & Compliance Officer	2790
SCLAO	Senior Customer Liaison and Administration Officer	2667, 2668
SPLEO	Senior Planning Liaison and Enforcement Officer	1715
SStatBP	Senior Statutory and Business Planner	1160, 1465, 1514, 1579, 1964
SStrgP	Senior Strategic Planner	3205, 3522
StatP	Statutory Planner	1415, 1816, 1889, 2735, 3039
StP	Student Planning Officer	2358
SO	Subdivisions Officer	1557
TLCDA	Team Leader City Development Administration	1615
TLED	Team Leader Engineering Design (Infrastructure)	2028
TLEH	Team Leader Environmental Health	1440
TLProp	Team Leader Property Services (CFO)	1330
TLRD	Team Leader Roads & Drains (Infrastructure)	1978
TLStatP	Team Leader Statutory Planning	1190, 1704, 2637, 3470
TLStrgP	Team Leader Strategic Planning	2990
TLTT	Team Leader Traffic and Transport (Infrastructure)	3272
TLVC	Team Leader Vegetation and Compliance	2924
TLWM	Team Leader Waste Management	1497
VCO	Vegetation Compliance Officer	3178
VSFTO	VicSmart / Fast Track Officer	3097

Positions Group	Position	Positions
All General Managers	All General Managers	GMIOS, GMCCorp, GMPP, GMCommS, CFO

3. declares that:

- 3.1 this Instrument of Delegation is authorised by resolution of Council passed on 25 November 2024;
and
- 3.2 the delegation:
- 3.2.1 comes into force immediately upon resolution of Council;
- 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;

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;

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; 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 or delegated committee.

Signed by the Mayor of Council)
in the presence of:)

.....
Witness

Date:

Signed by Peter Bean, Chief Executive Officer)
in the presence of:)

.....
Witness

Date:

Delegation Sources

- Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024
- Domestic Animals Act 1994
- Food Act 1984
- Heritage Act 2017
- Local Government Act 1989
- Planning and Environment Act 1987
- Residential Tenancies Act 1997
- Road Management Act 2004
- Planning and Environment Regulations 2015
- Planning and Environment (Fees) Regulations 2016
- Road Management (General) Regulations 2016
- Road Management (Works and Infrastructure) Regulations 2015

S6 Instrument of Delegation - Members of Staff

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 7	Power to enter into a written agreement with a caravan park owner	TLEH, GMPP, MCS, MCEI	
r 10	Function of receiving application for registration	TLEH, EHO, GMPP, MCS, MCEI, BSEH	
r 11	Function of receiving application for renewal of registration	TLEH, EHO, GMPP, MCEI, BSEH	
r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	TLEH, GMPP, MCD, MCEI	
r 12(1)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	TLEH, GMPP, MCD, MCEI	
r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	TLEH, GMPP, MCS, MCEI	
r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	TLEH, EHO, GMPP, MCEI	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	TLEH, EHO, GMPP, MCEI	
r 12(4) & (5)	Duty to issue certificate of registration	TLEH, EHO, GMPP, MCS, MCEI	
r 14(1)	Function of receiving notice of transfer of ownership	TLEH, EHO, GMPP, MCS, MCEI	
r 14(3)	Power to determine where notice of transfer is displayed	TLEH, EHO, GMPP, MCS, MCEI	
r 15(1)	Duty to transfer registration to new caravan park owner	TLEH, EHO, GMPP, MCS, MCEI	
r 15(2)	Duty to issue a certificate of transfer of registration	TLEH, EHO, GMPP, MCS, MCEI	
r 15(3)	Power to determine where certificate of transfer of registration is displayed	TLEH, EHO, GMPP, MCS, MCEI	
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	TLEH, EHO, GMPP, MCS, MCEI	
r 17	Duty to keep register of caravan parks	TLEH, GMPP, MCS, MCEI	
r 21(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	TLEH, EHO, GMPP, MCS, MCEI	
r 21(2)	Duty to consult with relevant emergency services agencies	TLEH, EHO, GMPP, MCS, MCEI	
r 22	Power to determine places in which caravan park owner must display a copy of emergency procedures	TLEH, EHO, GMPP, MCS, MCEI	
r 23	Power to determine places in which caravan park owner must display copy of public emergency warnings	TLEH, EHO, GMPP, MCS, MCEI	
r 24(2)	Power to consult with relevant floodplain management authority	TLEH, EHO, GMPP, MCS, MCEI	
r 26(b)(i)	Power to approve system for the discharge of sewage and wastewater from a movable dwelling	TLEH, EHO, GMPP, MCS, MCEI	
r 38	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	TLEH, EHO, GMPP, MCS, MCEI	
r 38(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	TLEH, EHO, GMPP, MCS, MCEI	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 39(3)	Function of receiving installation certificate	TLEH, EHO, GMPP, MCS, MCEI	
r 45(3)	Power to determine places in which caravan park owner must display name and telephone number of an emergency contact person	TLEH, EHO, GMPP, MCS, MCEI	
r 45(5)	Power to determine places in which caravan park owner must display the certificate of registration or certificate of renewal of registration, the plan of the caravan park and a copy of the caravan park rules	TLEH, EHO, GMPP, MCS, MCEI	

Domestic Animals Act 1994			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 41A(1)	Power to declare a dog to be a menacing dog	GMPP	Council may delegate this power to a Council authorised officer

Food Act 1984			
Provision	Power and Functions 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	TLEH, EHO, GMPP, MCEI	If s 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	TLEH, EHO, GMPP, MCEI	If s 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	TLEH, EHO, GMPP, MCEI	If s 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 s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, (ia) displayed at any point of sale, (ib) be published on the food business's Internet site and (ii) inform the public by notice in a published newspaper, on the Internet site or otherwise	CEO	If s 19(1) applies

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19(6)(a)	Duty to revoke any order under section 19 if satisfied that an order has been complied with	TLEH, EHO, GMPP, MCEI	If s 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	TLEH, EHO, GMPP, MCEI	If s 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).	TLEH, EHO, GMPP, MCEI	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	TLEH, EHO, GMPP, MCEI	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 Only in relation to temporary food premises or mobile food premises
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	TLEH, EHO, GMPP, MCEI	Where Council is the registration authority
s 19CB(4)(b)	Power to request copy of records	TLEH, EHO, GMPP, MCEI	Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program	TLEH, EHO, GMPP, MCEI	Where Council is the registration authority
s 19EA(3)	Function of receiving copy of revised food safety program	TLEH, EHO, GMPP, MCEI	Where Council is the registration authority
s 19FA(1)	Power to direct a proprietor of a food premises to revise the food safety program for the premises or comply with any requirements specified in the food safety program	TLEH, EHO, GMPP, MCEI	Where Council is the registration authority Subject to s 19FA(2), which requires a time limit for compliance to be specified
s 19FA(3)(a)	Power to refuse to approve an application for registration or renewal of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	TLEH, EHO, GMPP, MCEI	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 19FA(3)(b)	Power to revoke a registration granted in respect of premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	TLEH, EHO, GMPP, MCEI	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19FA(3)(c)	Power to suspend the registration of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	TLEH, EHO, GMPP, MCEI	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	TLEH, EHO, GMPP, MCEI	Where Council is the registration authority
s19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant.	TLEH, EHO, GMPP, MCEI	Where Council is the registration authority
s 19IA(2)	Duty to give written notice to the proprietor of the premises	TLEH, EHO, GMPP, MCEI	Where Council is the registration authority Note: Not required if Council has taken other appropriate action in relation to deficiencies (see s 19IA(3))
s 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	TLEH, EHO, GMPP, MCEI	Where Council is the registration authority
s 19N(2)	Function of receiving notice from the auditor	TLEH, EHO, GMPP, MCEI	Where Council is the registration authority
s 19NA(1)	Power to request food safety audit reports	TLEH, EHO, GMPP, MCEI	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	TLEH, GMPP, MCEI	
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	TLEH, EHO, GMPP, MCEI	Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39.
s 19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	TLEH, EHO, GMPP, MCEI	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	TLEH, EHO, GMPP, MCEI	Where Council is the registration authority
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	TLEH, EHO, GMPP, MCEI	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Power to register or renew the registration of a food premises	TLEH, EHO, GMPP, MCEI	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 36A	Power to accept an application for registration or notification using online portal	TLEH, EHO, GMPP, MCEI, BSEH	Where Council is the registration authority
s 36B	Duty to pay the charge for use of online portal	TLEH, GMPP, MCEI	Where Council is the registration authority
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	TLEH, EHO, GMPP, MCEI	Where Council is the registration authority
s 38AB(4)	Power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under s 38AB(1)	TLEH, GMPP, MCEI	Where Council is the registration authority
s 38A(4)	Power to request a copy of a completed food safety program template	TLEH, EHO, GMPP, MCEI	Where Council is the registration authority
s 38B(1)(a)	Duty to assess the application and determine which class of food premises under s 19C the food premises belongs	TLEH, EHO, GMPP, MCEI	Where Council is the registration authority
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	TLEH, EHO, GMPP, MCEI	Where Council is the registration authority
s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	TLEH, EHO, GMPP, MCEI	Where Council is the registration authority
s 38D(1)	Duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39	TLEH, EHO, GMPP, MCEI	Where Council is the registration authority
s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	TLEH, EHO, GMPP, MCEI	Where Council is the registration authority
s 38D(3)	Power to request copies of any audit reports	TLEH, EHO, GMPP, MCEI	Where Council is the registration authority
s 38E(2)	Power to register the food premises on a conditional basis	TLEH, EHO, GMPP, MCEI	Where Council is the registration authority not exceeding the prescribed time limit defined under s 38E(5)

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 38E(4)	Duty to register the food premises when conditions are satisfied	TLEH, EHO, GMPP, MCEI	Where Council is the registration authority
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	TLEH, EHO, GMPP, MCEI	Where Council is the registration authority
s 38G(1)	Power to require notification of change of the food safety program type used for the food premises	TLEH, EHO, GMPP, MCEI	Where Council is the registration authority
s 38G(2)	Function of receiving notice from proprietor if there is a change of the food safety program type used for the food premises	TLEH, EHO, GMPP, MCEI	Where Council is the registration authority
s 38G(4)	Power to require the proprietor of the food premises to comply with any requirement of the Act	TLEH, EHO, GMPP, MCEI	Where Council is the registration authority
s 39(2)	Duty to carry out an inspection of the premises during the period of registration before the registration of the food premises is renewed	TLEH, EHO, GMPP, MCEI	
s 39A	Power to register, or renew the registration of a food premises despite minor defects	TLEH, EHO, GMPP, MCEI	Where Council is the registration authority Only if satisfied of matters in s 39A(2)(a)-(c)
s 39A (6)	Duty to comply with a direction of the Secretary	TLEH, EHO, GMPP, MCEI	
s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	TLEH, EHO, GMPP, MCEI	Where Council is the registration authority
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	TLEH, EHO, GMPP, MCEI	
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	TLEH, EHO, GMPP, MCEI	Where Council is the registration authority
s 40D(1)	Power to suspend or revoke the registration of food premises	TLEH, GMPP, MCEI	Where Council is the registration authority
s 40E	Duty to comply with direction of the Secretary	TLEH, EHO, GMPP, MCEI	
s 40F	Power to cancel registration of food premises	TLEH, EHO, GMPP, MCEI	Where Council is the registration authority
s 43	Duty to maintain records of registration	TLEH, EHO, GMPP, MCEI	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering or renewing registration of a component of a food business	TLEH, EHO, GMPP, MCEI	Where Council is the registration authority
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	TLEH, EHO, GMPP, MCEI	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 45AC	Power to bring proceedings	TLEH, EHO, GMPP, MCEI	
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	TLEH, EHO, GMPP, MCEI	Where Council is the registration authority

Heritage Act 2017			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 116	Power to sub-delegate Executive Director's functions, duties or powers	CEO	Must first obtain Executive Director's written consent Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation

Local Government Act 1989			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 185L(4)	Power to declare and levy a cladding rectification charge	CEO	The only member of staff who can be a delegate in Column 3 is the CEO.

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	GMPP, MCS	If authorised by the Minister
s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	TLStrgP, GMPP, MCD, MCS	
s 4H	Duty to make amendment to Victoria Planning Provisions available in accordance with public availability requirements	TLStrgP, GMPP, MCS	
s 4I(2)	Duty to make and copy of the Victorian Planning Provisions and other documents available in accordance with public availability requirements	TLStrgP, GMPP, MCS	
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A	GMPP, MCS	
s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	TLStrgP, GMPP, MCS	
s 8A(5)	Function of receiving notice of the Minister's decision	GMPP, 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	GMPP, 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	GMPP, 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	GMPP, MCD, MCS	
s 12B(1)	Duty to review planning scheme	GMPP, MCS	
s 12B(2)	Duty to review planning scheme at direction of Minister	GMPP, MCD, MCS	
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	GMPP, MCS	
s 14	Duties of a Responsible Authority as set out in s 14(a) to (d)	StP, TLStatP, TLStrgP, PP, SO, SPLEO, PStrgP, GMPP, MCD, MCS, VSFTO, StatP, SStrgP, PLAC, SStatBP, StrgP	In accordance with this Instrument of Delegation.

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 17(1)	Duty of giving copy amendment to the planning scheme	TLStrgP, GMPP, MCS	
s 17(2)	Duty of giving copy s 173 agreement	TLStrgP, GMPP, MCS	
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	GMPP, MCS	
s 18	Duty to make amendment etc. available in accordance with public availability requirements	TLStrgP, GMPP, MCS	Until the proposed amendment is approved or lapsed
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 s 19 to a planning scheme	GMPP, MCS	
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	GMPP, 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 s 19	GMPP, MCS	Where Council is a planning authority
s 21(2)	Duty to make submissions available in accordance with public availability requirements	TLCD, TLStrgP, PStrgP, GMPP, MCS, SStrgP, StrgP	Until the end of 2 months after the amendment comes into operation or lapses
s 21A(4)	Duty to publish notice	GMPP, MCS	
s 22(1)	Duty to consider all submissions received before the date specified in the notice	TLStrgP, PStrgP, GMPP, MCS, SStrgP	Except submissions which request a change to the items in s 22(5)(a) and (b)

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 22(2)	Power to consider a late submission Duty to consider a late submission, if directed by the Minister	TLStrgP, PStrgP, GMPP, MCS, SStrgP	
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	TLStrgP, GMPP, MCS	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	TLStrgP, GMPP, MCS	
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	TLED, TLRD, TLStatP, TLStrgP, PP, PStrgP, TLTT, GMPP, MCD, MCS, StatP, SStrgP, PLAC, SStatBP	
s 26(1)	Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	GMPP, MCS	
s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	TLStrgP, PStrgP, GMPP, MCS, SStrgP, StrgP	During the inspection period
s 27(2)	Power to apply for exemption if panel's report not received	GMPP, MCS	
s 28(1)	Duty to notify the Minister if abandoning an amendment	TLStrgP, GMPP, MCS	Note: the power to make a decision to abandon an amendment cannot be delegated
s 28(2)	Duty to publish notice of the decision on Internet site	TLStrgP, PStrgP, MCS, SStrgP	
s 28(4)	Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months	TLStrgP, PStrgP, MCS, SStrgP	
s 30(4)(a)	Duty to say if amendment has lapsed	TLStrgP, GMPP, MCS	
s 30(4)(b)	Duty to provide information in writing upon request	TLStrgP, GMPP, MCS	
s 32(2)	Duty to give more notice if required	GMPP, MCS	
s 33(1)	Duty to give more notice of changes to an amendment	GMPP, MCS	
s 36(2)	Duty to give notice of approval of amendment	GMPP, MCS	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 38(5)	Duty to give notice of revocation of an amendment	GMPP, MCS	
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	GMPP, MCS	
s 40(1)	Function of lodging copy of approved amendment	TLStrgP, GMPP, MCS	
s 41(1)	Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period	TLCDA, TLStrgP, PStrgP, GMPP, MCS, SStrgP, StrgP	
s 41(2)	Duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in s 197B of the Act after the inspection period ends	TLStrgP, MCS	
s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	TLCDA, TLStrgP, GMPP, MCD, MCS	
s 46AW	Function of being consulted by the Minister	GMPP, MCS	Where Council is a responsible public entity
s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy Power to endorse the draft Statement of Planning Policy	GMPP, MCS	Where Council is a responsible public entity
s 46AZC(2)	Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	GMPP, MCS	Where Council is a responsible public entity
s 46AZK	Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	GMPP, MCS	Where Council is a responsible public entity
s 46GI(2)(b)(i)	Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	GMIOS, GMCCorp, GMPP, MCS, MI	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	GMPP, MCS	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	GMPP, MCS	
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	GMIOS, GMPP, MCS, MPS	
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	GMIOS, GMPP, MCS, MPS	
s 46GP	Function of receiving a notice under s 46GO	GMIOS, GMPP, MCS, MPS	Where Council is the collecting agency
s 46GQ	Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land	GMIOS, GMPP, MCS, MPS	
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO	GMIOS, GMPP, MCS, MPS	
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	GMIOS, GMPP, MCS, MPS	
s 46GS(1)	Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s 46GQ	GMIOS, GMPP, MCS, MPS	
s 46GS(2)	Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general	GMIOS, GMPP, MCS, MPS	
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	GMIOS, GMPP, MCS, MPS	
s 46GT(4)	Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land	GMIOS, GMPP, MCS, MPS	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	GMIOS, GMPP, MCS, MPS	
s 46GU	Duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s 46GU(1)(a) and (b) are met	GMIOS, GMPP, MCS, MI	
s 46GV(3)	Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution Power to specify the manner in which the payment is to be made	GMIOS, GMCCorp, GMPP, MCS, MI	Where Council is the collecting agency
s 46GV(3)(b)	Power to enter into an agreement with the applicant	GMIOS, GMPP, MCS	Where Council is the collecting agency
s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	GMIOS, GMPP, MCS, MPS	Where Council is the development agency
s 46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	GMIOS, GMPP, MCS, MPS	Where Council is the collecting agency
s 46GV(7)	Duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	GMIOS, GMPP, MCS	
s 46GV(9)	Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	GMIOS, GMPP, MCS, MI, MPS	Where Council is the collecting agency
s 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	GMIOS, GMPP, MCS, MI, MPS	Where Council is the collecting agency
s 46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under s 46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	GMIOS, GMPP, MCS, MI, MPS	Where Council is the collecting agency
s 46GY(1)	Duty to keep proper and separate accounts and records	GMIOS, GMPP, MCS, MF, CFO	Where Council is the collecting agency

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GY(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	GMIOS, GMPP, MCS, MF, MI, CFO	Where Council is the collecting agency
s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	GMIOS, GMPP, MCS, MI	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is that planning authority
s 46GZ(2)(a)	Function of receiving the monetary component	GMIOS, GMPP, MCS, MF, MI, MPS, CFO	Where the Council is the planning authority This duty does not apply where Council is also the collecting agency
s 46GZ(2)(b)	Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan, as responsible for those works, services or facilities	GMIOS, GMPP, MCS, MF, MI, MPS, CFO	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency
s 46GZ(2)(b)	Function of receiving the monetary component	GMIOS, GMPP, MCS, MF, MI, MPS, CFO	Where Council is the development agency under an approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s 46GZ(5)	GMIOS, GMPP, MCS, MF, MI, MPS, CFO	Where Council is the collecting agency under an approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	GMIOS, GMPP, MCS, MF, MI, MPS, CFO	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	GMIOS, GMPP, MCS, MI, MPS	Where Council is the development agency specified in the approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s 46GW	GMIOS, GMPP, MCS, MF, MI, MPS, CFO	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	GMIOS, GMCCorp, GMPP	If any inner public purpose land is vested in Council under the Subdivision Act 1988 or acquired by Council before the time it is required to be provided to Council under s 46GV(4) Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZ(9)	Function of receiving the fee simple in the land	GMIOS, GMCCorp, GMPP	Where Council is the development agency under an

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
s 46GZA(1)	Duty to keep proper and separate accounts and records	GMIOS, GMPP, MCS, MF, CFO	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZA(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	GMIOS, GMPP, MCS, MF, CFO	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)	GMIOS, GMCCorp, GMPP, MCS	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(4)	Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	GMIOS, GMPP, MCS, MF, MI, CFO	If the VPA is the collecting agency under an approved infrastructure contributions plan Where Council is a development agency under an approved infrastructure contributions plan
s 46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZD(2)(a) and (b)	GMIOS, GMPP, MCS, MI	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZD(3)	Duty to follow the steps set out in s 46GZD(3)(a) and (b)	GMIOS, GMPP, MCS, MI	Where Council is the collecting agency under an approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZD(5)	Duty to make payments under s 46GZD(3) in accordance with ss 46GZD(5)(a) and 46GZD(5)(b)	GMIOS, GMPP, MCS, MI	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	GMIOS, GMPP, MCS, MF, MI, CFO	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	GMIOS, GMPP, MCS, MF, CFO	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZE(3)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3)(a) and (b)	GMIOS, GMPP, MCS, MF, CFO	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	GMIOS, GMPP, MCS, MI	Where Council is the development agency under an approved infrastructure contributions plan
s.46GZF(3)	Duty, if land is sold under s.46GZF(2)(b), to follow the steps in s.46GZF(3)(a) and (b)	GMIOS, GMPP, MCS, MPS	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)	Function of receiving proceeds of sale	GMIOS, GMPP, MCS, MF, MPS, CFO	Where Council is the collection agency under an approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			This provision does not apply where Council is also the development agency
s 46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5)	GMIOS, GMCCorp, GMPP, MCS, MPS	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(6)	Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b)	GMIOS, GMPP, MF, CFO	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZH	Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	GMIOS, GMPP, MCS, MF, CFO	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	GMIOS, GMPP, MCS, MF, CFO	Where Council is a collecting agency or development agency
s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	GMIOS, GMCCorp, GMPP, MCS, MPS	Where Council is a collecting agency or development agency
s 46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s 46LB (2)	GMIOS, GMCCorp, GMPP, MCS, MI	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	StP, TLVC, TLStatP, PP, GMIOS, MCD, MI, StatP, PLAC, SStatBP	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	TLVC, TLStatP, TLStrgP, PP, GMIOS, GMPP, MCD, MCS, MF, MI, PLAC, CFO	
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	TLVC, TLStatP, TLStrgP, PP, GMIOS, GMPP, MCD, MCS, MI, PLAC	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	MBS, GMIOS, GMPP, MCD, MI	
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	GMIOS, GMPP, MCD, MCS, MI	
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	GMIOS, GMPP, MCD, MCS, MF, MI, CFO	
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	GMIOS, GMPP, MCD, MCS, MF, MI, MPS, CFO	
s 46Q(1)	Duty to keep proper accounts of levies paid	GMIOS, GMPP, MF, MI, CFO	
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	GMIOS, GMPP, MCD, MF, MI, CFO	
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	GMIOS, GMPP, MCD, MF, MI, CFO	
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	GMIOS, GMPP, MCD, MF, MI, CFO	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)	GMIOS, GMPP, MCD, MF, MI, CFO	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	GMPP, MCD, MCS	Must be done in accordance with Part 3
s46Q(4)(e)	Duty to expend that amount on other works etc.	GMIOS, GMPP, MCD, MCS, MI	With the consent of, and in the manner approved by, the Minister

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46QC	Power to recover any amount of levy payable under Part 3B	GMIOS, GMPP, MCD, MF, MI, CFO	
s 46QD	Duty to prepare report and give a report to the Minister	GMPP, MCD, MCS	Where Council is a collecting agency or development agency
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 in accordance with the public availability requirements, during the inspection period	GMPP, MCD, MCS	
s 46V(4)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with s 197B of the Act and on payment of the prescribe fee, after the inspection period	GMPP, MCD, MCS	
s 46V(5)	Duty to keep a copy of the approved strategy plan incorporating all amendments to it	GMPP, MCD, MCS	
s 46V(6)	Duty to make a copy of the approved strategy plan incorporating all amendments to it available in accordance with the public available requirements	GMPP, MCD, MCS	
s 46Y	Duty to carry out works in conformity with the approved strategy plan	GMPP, MCD	
s 47	Power to decide that an application for a planning permit does not comply with that Act	TLVC, TLStatP, PP, GMPP, MCD, PLAC	
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	TLVC, TLCDA, TLStatP, PP, CDTSA, GMPP, MCD, StatP, PLAC	
s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements	TLVC, TLCDA, TLStatP, PP, SCLAO, CDTSA, GMPP, MCD, StatP, PLAC, SStatBP	
s 50(4)	Duty to amend application	StP, TLVC, TLStatP, PP, CDTSA, GMPP, MCD, StatP, PLAC, SStatBP	
s 50(5)	Power to refuse to amend application	StP, TLVC, TLStatP, PP, CDTSA, GMPP, MCD, StatP, PLAC, SStatBP	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 50(6)	Duty to make note of amendment to application in register	TLVC, TLCDA, TLStatP, PP, CDTSA, GMPP, MCD, StatP, PLAC, SStatBP	
s 50A(1)	Power to make amendment to application	StP, TLVC, TLStatP, PP, CDTSA, GMPP, MCD, StatP, PLAC, SStatBP	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	StP, TLVC, TLStatP, PP, CDTSA, GMPP, MCD, StatP, PLAC, SStatBP	
s 50A(4)	Duty to note amendment to application in register	TLVC, TLCDA, TLStatP, PP, SCLAO, CDTSA, GMPP, MCD, StatP, PLAC, SStatBP	
s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	StP, TLVC, TLCDA, TLStatP, PP, SCLAO, CDTSA, GMPP, MCD, StatP, PLAC, SStatBP	
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	TLVC, TLStatP, PP, GMPP, MCD, PLAC, SStatBP	
s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	TLVC, TLStatP, PP, GMPP, MCD, PLAC, SStatBP	
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	TLVC, TLStatP, PP, GMPP, MCD, PLAC, SStatBP	
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	TLVC, TLStatP, PP, GMPP, MCD, PLAC, SStatBP	
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	TLVC, TLStatP, PP, GMPP, MCD, PLAC, SStatBP	
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	TLVC, TLStatP, PP, GMPP, MCD, PLAC, SStatBP	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s.52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	TLVC, TLStatP, PP, GMPP, MCD, PLAC, SStatBP	
s 52(3)	Power to give any further notice of an application where appropriate	TLVC, TLStatP, PP, GMPP, MCD, PLAC, SStatBP	
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	TLVC, TLStatP, PP, GMPP, MCD, PLAC	
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	TLVC, TLStatP, PP, GMPP, MCD, PLAC	
s 54(1)	Power to require the applicant to provide more information	TLVC, TLStatP, PP, GMPP, MCD, StatP, PLAC, SStatBP	
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	TLVC, TLStatP, PP, GMPP, MCD, StatP, PLAC, SStatBP	
s 54(1B)	Duty to specify the lapse date for an application	TLVC, TLStatP, PP, GMPP, MCD, StatP, PLAC, SStatBP	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	StP, TLVC, TLStatP, PP, GMPP, MCD, StatP, PLAC, SStatBP	
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	StP, TLVC, TLStatP, PP, GMPP, MCD, StatP, PLAC, SStatBP	
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	StP, TLVC, TLCDA, TLStatP, TLStrgP, PP, SCLAO, CLAO, CDTSA, GMPP, MCD, StatP, PLAC, SStatBP	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	TLVC, TLStatP, PP, GMPP, MCD, PLAC, SStatBP	
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	StP, TLVC, TLStatP, PP, SCLAO, CLAO, CDTSA, GMPP, MCD, StatP, PLAC, SStatBP	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 57(5)	Duty to make a copy of all objections available in accordance with the public availability requirements	StP, TLVC, TLCDA, TLStatP, PP, SCLAO, CLAO, CDTSA, GMPP, MCD, StatP, PLAC, SStatBP	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	StP, TLVC, TLStatP, PP, CDTSA, GMPP, MCD, StatP, PLAC, SStatBP	
s 57A(5)	Power to refuse to amend application	TLVC, TLStatP, PP, GMPP, MCD, PLAC, SStatBP	
s 57A(6)	Duty to note amendments to application in register	StP, TLVC, TLCDA, TLStatP, PP, SCLAO, CDTSA, GMPP, MCD, StatP, PLAC, SStatBP	
s 57B(1)	Duty to determine whether and to whom notice should be given	TLVC, TLStatP, PP, GMPP, MCD, PLAC, SStatBP	
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	TLVC, TLStatP, PP, GMPP, MCD, PLAC, SStatBP	
s 57C(1)	Duty to give copy of amended application to referral authority	StP, TLVC, TLCDA, TLStatP, PP, SCLAO, CLAO, CDTSA, GMPP, MCD, StatP, PLAC, SStatBP	
s 58	Duty to consider every application for a permit	TLVC, TLStatP, PP, SO, PStrgP, GMPP, MCD, StatP, PLAC, SStatBP	
s 58A	Power to request advice from the Planning Application Committee	TLVC, TLStatP, GMPP, MCD, PLAC	
s 60	Duty to consider certain matters	TLVC, TLStatP, PP, SO, GMPP, MCD, StatP, PLAC, SStatBP	
s 60(1A)	Duty to consider certain matters	TLVC, TLStatP, PP, SO, GMPP, MCD, StatP, PLAC, SStatBP	
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	TLVC, TLStatP, PP, SO, GMPP, MCD, StatP, PLAC, SStatBP	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	StP, TLVC, TLStatP, PP, SO, GMPP, MCD, CLCO, StatP, PLAC, SStatBP, CFO	<p>The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006</p> <p>The power to determine the following applications is withheld by Council:</p> <ul style="list-style-type: none"> a. any application for a planning permit seeking approval to remove ten or more trees as required by the Kingston Planning Scheme b. any application for a planning permit for the use and/or development of land, where the removal of ten or more trees forms part of the application (where not specifically required by the Kingston Planning Scheme) in the following circumstances: <ul style="list-style-type: none"> i. A tree with a trunk circumference greater than 110 centimetres measured at its base; or ii. A multi-stemmed tree where the circumference of its exterior stems measured at its base is greater than 110 centimetres; or iii. A tree planted as required by a replanting condition of a permit issued for the removal of a protected tree, <p>excluding species which are environmental weeds or noxious weeds.</p>

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	StP, TLVC, TLStatP, PP, SO, GMPP, MCD, StatP, PLAC, SStatBP	
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	StP, TLVC, TLStatP, PP, SO, GMPP, MCD, StatP, PLAC, SStatBP	
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	StP, TLVC, TLStatP, PP, SO, GMPP, MCD, StatP, PLAC, SStatBP	
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	StP, TLVC, TLStatP, PP, SO, GMPP, MCD, StatP, PLAC, SStatBP	
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	StP, TLVC, TLStatP, PP, SO, GMPP, MCD, StatP, PLAC, SStatBP	
s 62(1)	Duty to include certain conditions in deciding to grant a permit	StP, TLVC, TLStatP, PP, SO, GMPP, MCD, StatP, PLAC, SStatBP	
s 62(2)	Power to include other conditions	StP, TLVC, TLStatP, PP, SO, GMPP, MCD, StatP, PLAC, SStatBP	
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	StP, TLVC, TLStatP, PP, SO, GMPP, MCD, StatP, PLAC, SStatBP	
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	StP, TLVC, TLStatP, PP, SO, GMPP, MCD, StatP, PLAC, SStatBP	
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 s 173 agreement	StP, TLVC, TLStatP, PP, SO, GMPP, MCD, StatP, PLAC, SStatBP	
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	StP, TLVC, TLStatP, PP, SO, GMPP, MCD, StatP, PLAC, SStatBP	
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 ss 46N(1), 46GV(7) or 62(5)	StP, TLVC, TLStatP, PP, SO, GMPP, MCD, StatP, PLAC, SStatBP	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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 s 62(1)(a)	StP, TLVC, TLStatP, PP, SO, GMPP, MCD, StatP, PLAC, SStatBP	
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	StP, TLVC, TLStatP, PP, SO, GMPP, MCD, StatP, PLAC, SStatBP	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	StP, TLVC, TLStatP, PP, SO, GMPP, MCD, StatP, PLAC, SStatBP	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64(3)	Duty not to issue a permit until after the specified period	StP, TLVC, TLStatP, PP, SO, GMPP, MCD, StatP, PLAC, SStatBP	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64(5)	Duty to give each objector a copy of an exempt decision	StP, TLVC, TLCDA, TLStatP, PP, SCLAO, CLAO, CDTSA, GMPP, MCD, StatP, PLAC, SStatBP	This provision applies also to a decision to grant an amendment to a permit - see s 75
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	StP, TLVC, TLStatP, PP, SO, GMPP, MCD, MCA, StatP, PLAC, SStatBP	This provision applies also to a decision to grant an amendment to a permit - see s 75A
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57	StP, TLVC, TLCDA, TLStatP, PP, SO, SCLAO, CLAO, CDTSA, GMPP, MCD, MCA, StatP, PLAC, SStatBP	
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	StP, TLVC, TLCDA, TLStatP, PP, SO, SCLAO, CLAO, CDTSA, GMPP, MCD, StatP, PLAC, SStatBP	
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	StP, TLVC, TLCDA, TLStatP, PP, SO, SCLAO, CLAO, CDTSA, GMPP, MCD, StatP, PLAC, SStatBP	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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	StP, TLVC, TLCDA, TLStatP, PP, SO, SCLAO, CLAO, CDTSA, GMPP, MCD, StatP, PLAC, SStatBP	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 s 64 or 65	StP, TLVC, TLCDA, TLStatP, PP, SO, SCLAO, CLAO, CDTSA, GMPP, MCD, StatP, PLAC, SStatBP	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
s 69(1)	Function of receiving application for extension of time of permit	StP, TLVC, TLCDA, TLStatP, PP, SCLAO, CLAO, CDTSA, GMPP, MCD, StatP, PLAC, SStatBP	
s 69(1A)	Function of receiving application for extension of time to complete development	StP, TLVC, TLCDA, TLStatP, PP, SCLAO, CLAO, CDTSA, GMPP, MCD, StatP, PLAC, SStatBP	
s 69(2)	Power to extend time	TLVC, TLStatP, PP, GMPP, MCD, PLAC, SStatBP	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 in accordance with the public availability requirements	StP, TLVC, TLCDA, TLStatP, PP, SCLAO, CLAO, CDTSA, GMPP, MCD, StatP, PLAC, SStatBP	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 71(1)	Power to correct certain mistakes	TLVC, TLStatP, PP, GMPP, MCD, PLAC	
s 71(2)	Duty to note corrections in register	StP, TLVC, TLCDA, TLStatP, PP, SCLAO, CDTSA, GMPP, MCD, StatP, PLAC, SStatBP	
s 73	Power to decide to grant amendment subject to conditions	StP, TLVC, TLStatP, PP, SO, GMPP, MCD, StatP, PLAC, SStatBP	
s 74	Duty to issue amended permit to applicant if no objectors	StP, TLVC, TLStatP, PP, SO, GMPP, MCD, StatP, PLAC, SStatBP	
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	StP, TLVC, TLStatP, PP, SO, GMPP, MCD, StatP, PLAC, SStatBP	
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	StP, TLVC, TLCDA, TLStatP, PP, SO, SCLAO, CLAO, CDTSA, GMPP, MCD, StatP, PLAC, SStatBP	
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	StP, TLVC, TLCDA, TLStatP, PP, SO, SCLAO, CLAO, CDTSA, GMPP, MCD, StatP, PLAC, SStatBP	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
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	StP, TLVC, TLCDA, TLStatP, PP, SO, SCLAO, CLAO, CDTSA, GMPP, MCD, StatP, PLAC, SStatBP	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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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 s 64 or 76	StP, TLVC, TLCDA, TLStatP, PP, SO, SCLAO, CLAO, CDTSA, GMPP, MCD, StatP, PLAC, SStatBP	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	StP, TLVC, TLStatP, PP, SO, GMPP, MCD, StatP, PLAC, SStatBP	
s 83	Function of being respondent to an appeal	TLVC, TLStatP, PP, GMPP, MCD, MCA, PLAC	
s 83B	Duty to give or publish notice of application for review	TLVC, TLStatP, PP, GMPP, MCD, PLAC	
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	StP, TLVC, TLStatP, PP, SO, GMPP, MCD, MCA, StatP, PLAC, SStatBP	
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	StP, TLVC, TLStatP, PP, SO, GMPP, MCD, StatP, PLAC, SStatBP	
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	StP, TLVC, TLStatP, PP, SO, GMPP, MCD, MCA, StatP, PLAC, SStatBP	
s 84(6)	Duty to issue permit on receipt of advice within 3 business days	StP, TLVC, TLCDA, TLStatP, PP, SO, SCLAO, CLAO, CDTSA, GMPP, MCD, MCA, StatP, PLAC, SStatBP	
s 84AB	Power to agree to confining a review by the Tribunal	TLVC, TLStatP, PP, GMPP, MCD, PLAC	
s 86	Duty to issue a permit at order of Tribunal within 3 business days	StP, TLVC, TLCDA, TLStatP, PP, SO, SCLAO, CLAO, CDTSA, GMPP, MCD, MCA, StatP, PLAC, SStatBP	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	TLVC, TLStatP, PP, GMPP, MCD, MCA, PLAC	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	TLVC, TLStatP, PP, GMPP, MCD, MCA, StatP, PLAC, SStatBP	
s 91(2)	Duty to comply with the directions of VCAT	TLVC, TLCDA, TLStatP, PP, GMPP, MCD, PLAC	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	TLVC, TLCDA, TLStatP, PP, SCLAO, CLAO, CDTSA, GMPP, MCD, MCA, PLAC	
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	StP, TLVC, TLStatP, PP, CDTSA, GMPP, MCD, MCA, StatP, PLAC, SStatBP	
s 93(2)	Duty to give notice of VCAT order to stop development	TLVC, TLStatP, PP, SPLEO, GMPP, MCS, PLAC	
s 95(3)	Function of referring certain applications to the Minister	TLVC, TLStatP, GMPP, MCD, MCS, MCA, PLAC	
s 95(4)	Duty to comply with an order or direction	TLVC, TLStatP, GMPP, MCD, MCS, MCA, PLAC	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	TLVC, TLStatP, GMPP, MCD, MCS, PLAC	
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	TLVC, TLStatP, GMIOS, GMPP, MCD, MPS, PLAC	
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	TLVC, TLStatP, TLStrgP, PP, GMPP, MCD, MCS, PLAC	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	TLVC, TLStatP, TLStrgP, PP, GMPP, MCD, MCS, PLAC	
s 96F	Duty to consider the panel's report under s 96E	TLVC, TLStatP, TLStrgP, GMPP, MCD, MCS, PLAC	
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 s 23 of the Planning and Environment (Planning Schemes) Act 1996	GMPP, MCD, MCS	
s 96H(3)	Power to give notice in compliance with Minister's direction	TLVC, TLStatP, TLStrgP, GMPP, MCD, MCS, PLAC	
s 96J	Duty to issue permit as directed by the Minister	TLVC, TLStatP, PP, GMPP, MCD, PLAC	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	TLVC, TLStatP, PP, GMPP, MCD, PLAC	
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	TLCDA, GMPP, MCD, MCS	
s 97C	Power to request Minister to decide the application	TLVC, TLStatP, GMPP, MCD, PLAC	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	TLVC, TLStatP, GMPP, MCD, PLAC	
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	TLVC, TLStatP, PP, GMPP, MCD, MCS, PLAC	
s 97G(6)	Duty to make a copy of permits issued under s 97F available in accordance with the public availability requirements	StP, TLVC, TLCDA, TLStatP, PP, SCLAO, CLAO, CDTSA, GMPP, MCD, MCS, StatP, PLAC, SStatBP	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 97L	Duty to include Ministerial decisions in a register kept under s 49	StP, TLVC, TLCDA, TLStatP, PP, CDTSA, GMPP, MCD, MCS, StatP, PLAC, SStatBP	
s 97MH	Duty to provide information or assistance to the Planning Application Committee	TLVC, TLStatP, GMPP, MCD, PLAC	
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	TLVC, TLStatP, GMPP, MCD, PLAC	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	TLVC, TLStatP, PP, SPLEO, GMPP, MCD, MCA, PLAC	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	TLVC, TLStatP, PP, SPLEO, GMPP, MCD, MCA, PLAC	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	TLVC, TLStatP, PP, SPLEO, GMPP, MCD, MCA, StatP, PLAC, SStatBP	
s 97Q(4)	Duty to comply with directions of VCAT	TLVC, TLStatP, PP, SPLEO, GMPP, MCD, MCA, PLAC	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	StP, TLVC, TLCDA, TLStatP, PP, CDTSA, GMPP, MCD, MCA, StatP, PLAC, SStatBP	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	GMIOS, GMPP, MCD, MPS	
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	GMIOS, GMPP, MCD, MPS	
s 101	Function of receiving claim for expenses in conjunction with claim	GMIOS, GMPP, MCD, MPS	
s 103	Power to reject a claim for compensation in certain circumstances	GMIOS, GMPP, MCD, MPS	
s.107(1)	Function of receiving claim for compensation	GMIOS, GMPP, MCD, MPS	
s 107(3)	Power to agree to extend time for making claim	GMIOS, GMPP, MCD, MF, MPS, CFO	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes	TLVC, TLStatP, PP, SPLEO, GMPP, MCD, PLAC	
s 114(1)	Power to apply to the VCAT for an enforcement order	TLVC, TLStatP, PP, SPLEO, GMPP, MCD, PLAC	
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	TLVC, TLStatP, PP, SPLEO, GMPP, MCD, MCA, StatP, PLAC, SStatBP	
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	TLVC, TLStatP, PP, SPLEO, GMPP, MCD, MCA, PLAC	
s 123(1)	Power to carry out work required by enforcement order and recover costs	TLVC, TLStatP, PP, SPLEO, GMIOS, GMPP, MCD, MF, MI, MCA, PLAC, CFO	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	GMIOS, GMPP, MCD, MF, MI, MCA, CFO	Except Crown Land
s 125(1)	Power to apply to any court of competent jurisdiction or to the tribunal for an injunction restraining any person from contravening an enforcement order or an interim enforcement order.	TLVC, TLStatP, PP, SPLEO, GMPP, MCD, MCA, PLAC	Section 123 of the Victorian Civil and Administrative Tribunal Act 1998 applies on an application to the Tribunal.
s 129	Function of recovering penalties	TLVC, TLStatP, PP, SPLEO, GMPP, MCD, MF, MCA, PLAC, CFO	
s 130(5)	Power to allow person served with an infringement notice further time	TLStatP, PLEO, SPLEO, GMPP, MCD, MCA, CLCO, PLAC, VCO	
s 149A(1)	Power to refer a matter to the VCAT for determination	TLVC, TLStatP, PP, SPLEO, GMPP, MCD, MCA, PLAC	
s 149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	TLVC, TLStatP, PP, SPLEO, GMPP, MCD, MCA, PLAC	
s 149B	Power to apply to the Tribunal for a declaration.	TLVC, TLStatP, PP, SPLEO, GMPP, MCD, MCA, PLAC	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 156	Duty to pay fees and allowances (including a payment to the Crown under s 156(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 s 156(2B) power to ask for contribution under s 156(3) and power to abandon amendment or part of it under s 156(4)	TLVC, TLStrgP, GMPP, MCS	Where Council is the relevant planning authority
s 171(2)(f)	Power to carry out studies and commission reports	TLVC, TLStatP, GMPP, MCD, MCS, PLAC	
s 171(2)(g)	Power to grant and reserve easements	TLVC, TLStatP, PP, GMIOS, GMPP, MCD, MI, MPS, PLAC	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	GMIOS, GMPP, MCS, MI, MPS	Where Council is a development agency specified in an approved infrastructure contributions plan
s 172D(1)	Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s 46GV(4)	GMIOS, GMPP, MCS, MI, MPS	Where Council is a collecting agency specified in an approved infrastructure contributions plan
s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s 46GV(4)	GMIOS, GMPP, MCS, MI, MPS	Where Council is the development agency specified in an approved infrastructure contributions plan
s 173(1)	Power to enter into agreement covering matters set out in s 174	GMIOS, GMPP, 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	GMPP, MCS	Where Council is the relevant responsible authority
	Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires something to be to the satisfaction of Council or Responsible Authority	TLVC, TLStatP, PP, GMIOS, GMPP, MCD, MCS, MCA, PLAC	
	Power to give consent on behalf of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires that something may not be done without the consent of Council or Responsible Authority	GMIOS, GMPP, MCD, MCS	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 177(2)	Power to end 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	GMIOS, GMPP, 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	GMIOS, GMPP, MCD, MCS	
s 178A(1)	Function of receiving application to amend or end an agreement	StP, TLVC, TLCDA, TLStatP, PP, SCLAO, CLAO, CDTSA, GMIOS, GMPP, MCD, StatP, PLAC, SStatBP	
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	StP, TLVC, TLCDA, TLStatP, PP, CDTSA, GMIOS, GMPP, MCD, StatP, PLAC, SStatBP	
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	StP, TLVC, TLCDA, TLStatP, PP, CDTSA, GMIOS, GMPP, MCD, StatP, PLAC, SStatBP	
s 178A(5)	Power to propose to amend or end an agreement	StP, TLVC, TLCDA, TLStatP, PP, CDTSA, GMIOS, GMPP, MCD, StatP, PLAC, SStatBP	
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	StP, TLVC, TLCDA, TLStatP, PP, CDTSA, GMIOS, GMPP, MCD, StatP, PLAC, SStatBP	
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	StP, TLVC, TLCDA, TLStatP, PP, CDTSA, GMIOS, GMPP, MCD, StatP, PLAC, SStatBP	
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	TLVC, TLStatP, PP, GMPP, MCD, MCS, PLAC, SStatBP	
s 178C(4)	Function of determining how to give notice under s 178C(2)	TLVC, TLStatP, PP, GMPP, MCD, MCS, PLAC, SStatBP	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	TLVC, TLStatP, GMPP, MCD, MCS, PLAC	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s.178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	TLVC, TLStatP, GMIOS, GMPP, MCD, MCS, PLAC	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	TLVC, TLStatP, GMIOS, GMPP, MCD, MCS, PLAC	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	TLVC, TLStatP, GMIOS, GMPP, MCD, MCS, PLAC	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	TLVC, TLStatP, GMIOS, GMPP, MCD, MCS, PLAC	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	TLVC, TLStatP, GMIOS, GMPP, MCD, MCS, PLAC	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	TLVC, TLStatP, GMIOS, GMPP, MCD, MCS, PLAC	After considering objections, submissions and matters in s.178B
s 178E(3)(d)	Power to refuse to amend or end the agreement	TLVC, TLStatP, GMIOS, GMPP, MCD, MCS, PLAC	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)	TLVC, TLCDA, TLStatP, PP, SCLAO, CLAO, CDTSA, GMPP, MCD, MCS, PLAC	
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	TLVC, TLCDA, TLStatP, PP, SCLAO, CLAO, CDTSA, GMPP, MCD, MCS, PLAC	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	TLVC, TLStatP, PP, GMIOS, GMPP, MCD, MCS, PLAC	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	GMIOS, GMPP, 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	TLVC, TLCDA, TLStatP, PP, SCLAO, CLAO, CDTSA, GMIOS, GMPP, MCD, MCS, PLAC	
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	TLVC, TLStatP, PP, GMIOS, GMPP, MCD, MCS, PLAC	
s 179(2)	Duty to make copy of each agreement available in accordance with the public availability requirements	TLVC, TLCDA, TLStatP, TLStrgP, GMPP, MCD, MCS, PLAC	
s 181	Duty to apply to the Registrar of Titles to record the agreement	TLVC, TLCDA, TLStatP, GMIOS, GMPP, MCD, MCS, PLAC	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	TLCDA, TLStatP, GMIOS, GMPP, MCD, MCS, PLAC	
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	TLCDA, TLStatP, SO, GMIOS, GMPP, MCD, MCS, PLAC	
s 182	Power to enforce an agreement	TLVC, TLStatP, SPLEO, GMIOS, GMPP, MCD, MCS, MCA, PLAC	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	TLVC, TLCDA, TLStatP, SO, GMIOS, GMPP, MCD, MCS, PLAC	
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	TLVC, TLStatP, PP, GMIOS, GMPP, MCD, MCS, MCA, PLAC	
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	TLVC, TLStatP, PP, GMIOS, GMPP, MCD, MCS, MCA, PLAC	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	TLVC, TLCDA, TLStatP, GMPP, MCD, MCS, MCA, PLAC	
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	TLVC, TLCDA, TLStatP, GMPP, MCD, MCS, PLAC	
s 184G(2)	Duty to comply with a direction of the Tribunal	TLVC, TLCDA, TLStatP, GMPP, MCD, MCS, MCA, PLAC	
s 184G(3)	Duty to give notice as directed by the Tribunal	TLVC, TLCDA, TLStatP, GMPP, MCD, MCS, MCA, PLAC	
s 185B(1)	Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of any person to whom the Minister is required to give notice	GMPP, MCD, MCS	
s 198(1)	Function to receive application for planning certificate	StP, TLVC, TLCDA, TLStatP, PP, SCLAO, CLAO, CDTSA, GMPP, MCD, StatP, PLAC, SStatBP	
s 199(1)	Duty to give planning certificate to applicant	StP, TLVC, TLCDA, TLStatP, PP, SCLAO, CLAO, CDTSA, GMPP, MCD, StatP, PLAC, SStatBP	
s 201(1)	Function of receiving application for declaration of underlying zoning	StP, TLVC, TLCDA, TLStatP, PP, SCLAO, CLAO, CDTSA, GMPP, MCD, MCS, PLAC, SStatBP	
s 201(3)	Duty to make declaration	TLVC, TLStatP, PP, GMPP, MCD, MCS, PLAC	
	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	TLVC, TLStatP, PP, GMPP, MCD, MCS, PLAC	
	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	TLVC, TLStatP, PP, GMPP, MCD, MCS, PLAC	

Planning and Environment Act 1987			
Provision	Power and Functions 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	TLVC, TLStatP, PP, GMPP, MCD, MCS, CLCO, PLAC	
	Power to give written authorisation in accordance with a provision of a planning scheme	TLVC, TLStatP, PP, GMPP, MCD, MCS, PLAC	
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	GMPP, MCD, MCS	
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	GMPP, MCD, MCS	

Residential Tenancies Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	TLEH, MBS, EHO, GMPP, MCS, MCEI	
s 525(2)	Power to authorise an officer to exercise powers in s 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	CMB, GMCCorp, MGRI	
s 526(5)	Duty to keep record of entry by authorised officer under s 526	TLEH, MBS, EHO, PLEO, GMPP, MCS, MCEI	
s 526A(3)	Function of receiving report of inspection	TLEH, MBS, GMPP, MCS, MCEI	
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	Power and Functions Delegated	Delegate	Conditions and Limitations
s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	TLRD, GMIOS, MI, MPS	Obtain consent in circumstances specified in s 11(2)
s 11(8)	Power to name a road or change the name of a road by publishing notice in Government Gazette	TLRD, GMIOS, MI, MPS	
s 11(9)(b)	Duty to advise Registrar	TLRD, GMIOS, MI, MPS	
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	TLRD, GMIOS, MI	Subject to s 11(10A)
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	TLRD, GMIOS, MI	Where Council is the coordinating road authority
s 12(10)	Duty to notify of decision made	TLProp, TLRD, GMIOS, MI, MPS	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
s 13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	TLRD, GMIOS, MI	Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate
s 14(4)	Function of receiving notice from the Head, Transport for Victoria	TLRD, GMIOS, MI	
s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	GMIOS	
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	GMIOS, GMPP, 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	GMIOS, MI	
s 15(2)	Duty to include details of arrangement in public roads register	TLRD, GMIOS, MI	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 16(7)	Power to enter into an arrangement under s 15	GMIOS	
s 16(8)	Duty to enter details of determination in public roads register	TLRD, GMIOS, MI	
s 17(2)	Duty to register public road in public roads register	TLRD, GMIOS, MI	Where Council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	TLRD, GMIOS, MI	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	TLRD, GMIOS, MI	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	TLRD, GMIOS, MI	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	TLRD, GMIOS, MI	Where Council is the coordinating road authority
s 18(1)	Power to designate ancillary area	TLRD, GMIOS, MI	Where Council is the coordinating road authority, and obtain consent in circumstances specified in s 18(2)
s 18(3)	Duty to record designation in public roads register	TLRD, GMIOS, MI	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	TLRD, GMIOS, MI	
s 19(4)	Duty to specify details of discontinuance in public roads register	TLRD, GMIOS, MI	
s 19(5)	Duty to ensure public roads register is available for public inspection	TLRD, GMIOS, MI	
s 21	Function of replying to request for information or advice	TLRD, GMIOS, MI	Obtain consent in circumstances specified in s 11(2)
s 22(2)	Function of commenting on proposed direction	TLRD, GMIOS, MI	
s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report.	TLRD, GMIOS, MI	
s 22(5)	Duty to give effect to a direction under s 22	TLRD, GMIOS, MI	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 40(1)	Duty to inspect, maintain and repair a public road.	TLRD, MCW, GMIOS, MI	
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	TLRD, MCW, GMIOS, MI	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	TLRD, MCW, GMIOS, MI	
s 42(1)	Power to declare a public road as a controlled access road	TLRD, GMIOS, MI	Power of coordinating road authority and sch 2 also applies
s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette	GMIOS	Power of coordinating road authority and sch 2 also applies
s 42A(3)	Duty to consult with Head, Transport for Victoria and Minister for Local Government before road is specified	GMIOS	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	GMIOS	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)	TLRD, GMIOS, MI	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 s 48M	GMIOS, MI	
s 49	Power to develop and publish a road management plan	GMIOS, MI	
s 51	Power to determine standards by incorporating the standards in a road management plan	GMIOS, MI	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	GMIOS, MI	
s 54(2)	Duty to give notice of proposal to make a road management plan	GMIOS, MI	
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	GMIOS, MI	
s 54(6)	Power to amend road management plan	GMIOS, MI	
s 54(7)	Duty to incorporate the amendments into the road management plan	GMIOS, MI	
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	GMIOS, MI	
s 63(1)	Power to consent to conduct of works on road	TLRD, MCW, GMIOS, MI	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	MCW, GMIOS, MI	Where Council is the infrastructure manager
s 64(1)	Duty to comply with cl 13 of sch 7	GMIOS, MI	Where Council is the infrastructure manager or works manager
s 66(1)	Power to consent to structure etc	TLRD, GMIOS, MI	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	TLRD, GMIOS, MI	Where Council is the coordinating road authority
s 67(3)	Power to request information	TLRD, GMIOS, MI	Where Council is the coordinating road authority
s 68(2)	Power to request information	TLRD, GMIOS, MI	Where Council is the coordinating road authority
s 71(3)	Power to appoint an authorised officer	All General Managers	
s 72	Duty to issue an identity card to each authorised officer	CMB, MGRI	
s 85	Function of receiving report from authorised officer	TLRD, TLTT, GMIOS, MI	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 86	Duty to keep register re s 85 matters	TLRD, TLTT, GMIOS, MI	
s 87(1)	Function of receiving complaints	TLRD, MCW, GMIOS, MI	
s 87(2)	Duty to investigate complaint and provide report	TLRD, MCW, TLTT, GMIOS, MI	
s 96	Power to authorise a person for the purpose of instituting legal proceedings	All General Managers	
s 112(2)	Power to recover damages in court	MCW, TLTT, GMIOS, MI	
s 116	Power to cause or carry out inspection	TLRD, MCW, TLTT, GMIOS, MI	
s 119(2)	Function of consulting with the Head, Transport for Victoria	TLRD, GMIOS, MI	
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	TLRD, GMIOS, MI	
s 120(2)	Duty to seek consent of the Head, Transport for Victoria to exercise road management functions before exercising power in s 120(1)	TLRD, GMIOS, MI	
s 121(1)	Power to enter into an agreement in respect of works	TLRD, TLTT, GMIOS, MI	
s 122(1)	Power to charge and recover fees	MF, CFO	
s 123(1)	Power to charge for any service	MF, CFO	
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	TLRD, TLTT, GMIOS, MI	
sch 2 cl 3(1)	Duty to make policy about controlled access roads	GMIOS	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	GMIOS	
sch 2 cl 4	Function of receiving details of proposal from the Head, Transport for Victoria	TLRD, TLTT, GMIOS, MI	
sch 2 cl 5	Duty to publish notice of declaration	TLRD, GMIOS, MI	
sch 7 cl 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	TLRD, TLTT, GMIOS, MI	Where Council is the infrastructure manager or works manager
sch 7 cl 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	TLRD, TLTT, GMIOS, MI	Where Council is the infrastructure manager or works manager
sch 7 cl 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	TLRD, TLTT, GMIOS, MI	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure
sch 7 cl 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	TLRD, TLTT, GMIOS, MI	Where Council is the infrastructure manager or works manager
sch 7 cl 10(2)	Where Sch 7 cl 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	TLRD, TLTT, GMIOS, MI	Where Council is the infrastructure manager or works manager
sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	TLRD, MCW, TLTT, GMIOS, MI	Where Council is the coordinating road authority
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	TLRD, MCW, TLTT, GMIOS, MI	Where Council is the coordinating road authority
sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	TLRD, MCW, TLTT, GMIOS, MI	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 12(5)	Power to recover costs	TLRD, MCW, TLTT, GMIOS, MI	Where Council is the coordinating road authority
sch 7 cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to sch 7 cl 13(2)	TLRD, TLTT, GMIOS, MI	Where Council is the works manager
sch 7 cl 13(2)	Power to vary notice period	TLRD, TLTT, GMIOS, MI	Where Council is the coordinating road authority
sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1)	TLTT, GMIOS, MI	Where Council is the infrastructure manager
sch 7 cl 16(1)	Power to consent to proposed works	TLRD, TLTT, GMIOS, MI	Where Council is the coordinating road authority
sch 7 cl 16(4)	Duty to consult	TLRD, TLTT, GMIOS, MI	Where Council is the coordinating road authority, responsible authority or infrastructure manager
sch 7 cl 16(5)	Power to consent to proposed works	TLRD, TLTT, GMIOS, MI	Where Council is the coordinating road authority
sch 7 cl 16(6)	Power to set reasonable conditions on consent	TLRD, TLTT, GMIOS, MI	Where Council is the coordinating road authority
sch 7 cl 16(8)	Power to include consents and conditions	TLRD, TLTT, GMIOS, MI	Where Council is the coordinating road authority
sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	TLRD, TLTT, GMIOS, MI	Where Council is the coordinating road authority
sch 7 cl 18(1)	Power to enter into an agreement	GMIOS	Where Council is the coordinating road authority
sch 7 cl 19(1)	Power to give notice requiring rectification of works	TLRD, TLTT, GMIOS, MI	Where Council is the coordinating road authority
sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	TLRD, MCW, TLTT, GMIOS, MI	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	TLRD, MCW, TLTT, GMIOS, MI	Where Council is the coordinating road authority
sch 7A cl 2	Power to cause street lights to be installed on roads	GMIOS, MI	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
sch 7 cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	GMIOS, MI	Where Council is the responsible road authority
sch 7A cl 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	GMIOS, MI	Where Council is the responsible road authority
sch 7A cl (3)(1)(f)	Duty to pay installation and percentage of operation costs of street lighting - for arterial roads in accordance with cls 3(2) and 4	GMIOS, 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	Power and Functions 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	GMPP, 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	TLVC, TLStatP, PP, GMPP, MCD, PLAC, SStatBP	
r.25(a)	Duty to make copy of matter considered under section 60(1A)(g) in accordance with the public availability requirements	TLVC, TLCDA, TLStatP,	Where Council is the responsible authority

Planning and Environment Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		TLStrgP, PP, GMPP, MCD, MCS, PLAC	
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 in accordance with the public availability requirements	TLVC, TLCDA, TLStatP, TLStrgP, PP, GMPP, MCD, MCS, PLAC	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	GMPP, 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	Power and Functions Delegated	Delegate	Conditions and Limitations
r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	GMPP, MCD, MCS	
r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	TLStatP, GMPP, MCD, PLAC	
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	TLCDA, TLStatP, GMPP, MCD, MCS, PLAC	

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 8(1)	Duty to conduct reviews of road management plan	GMIOS, MI	

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 9(2)	Duty to produce written report of review of road management plan and make report available	GMIOS, 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)	TLTT, GMIOS, MI	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 s 41 of the Act	GMIOS, MI	
r 13(1)	Duty to publish notice of amendments to road management plan	GMIOS, 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	GMIOS, MI	
r 16(3)	Power to issue permit	TLRD, TLTT, GMIOS, MI	Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	TLRD, GMIOS, MI	Where Council is the coordinating road authority
r 23(2)	Power to make submission to Tribunal	GMIOS, MI	Where Council is the coordinating road authority
r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act	MCW, TLTT, GMIOS, MI	Where Council is the coordinating road authority
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	TLWM, MCW, TLTT, GMIOS, MI	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))	MCW, TLTT, GMIOS, MI	Where Council is the responsible road authority
r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	TLWM, MCW, TLTT, GMIOS, MI	

Road Management (Works and Infrastructure) Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 15	Power to exempt a person from requirement under cl 13(1) of sch 7 of the Act to give notice as to the completion of those works	TLRD, GMIOS, MI	Where Council is the coordinating road authority and where consent given under s 63(1) of the Act
r 22(2)	Power to waive whole or part of fee in certain circumstances	TLRD, GMIOS, MI	Where Council is the coordinating road authority

Changed Provisions – October 2024

- Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024
- Food Act 1984
- Planning and Environment Act 1987

Positions

Abbreviation	Position	Name
BSEH	Business Support - Environmental Health	3343
CEO	Chief Executive Officer	1714
EHO	Environmental Health Officer	1377, 1405, 1489, 1574, 1592, 1790, 1879, 2052, 2562, 3192, 1028
GMPP	General Manager Planning & Place (GMPP)	2774
MCD	Manager City Development (Planning & Place)	1721
MCEI	Manager City Economy and Innovation (Planning & Place)	1302
MCS	Manager City Strategy (Planning & Place)	1365
MCA	Manager Compliance and Amenity (Planning & Place)	1141
PLAC	Planning Appeals Coordinator	3044
PP	Principal Planner	2585, 2586, 2919
SPLEO	Senior Planning Liaison and Enforcement Officer	1715
TLEH	Team Leader Environmental Health	1440
TLStatP	Team Leader Statutory Planning	1190, 1704, 2637, 3470
TLVC	Team Leader Vegetation and Compliance	2924

CHANGED PROVISIONS - 10 OCTOBER 2024

ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
738086	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 7	Power to enter into a written agreement with a caravan park owner		TLEH, GMPP, MCS, MCEI
738087	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 10	Function of receiving application for registration		TLEH, EHO, GMPP, MCS, MCEI, BSEH
738088	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 11	Function of receiving application for renewal of registration		TLEH, EHO, GMPP, MCEI, BSEH
738089	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations		TLEH, GMPP, MCD, MCEI
738090	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 12(1)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations		TLEH, GMPP, MCD, MCEI
738091	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations		TLEH, GMPP, MCS, MCEI

ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
738092	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations		TLEH, EHO, GMPP, MCEI
738093	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration		TLEH, EHO, GMPP, MCEI
738094	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 12(4) & (5)	Duty to issue certificate of registration		TLEH, EHO, GMPP, MCS, MCEI
738095	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 14(1)	Function of receiving notice of transfer of ownership		TLEH, EHO, GMPP, MCS, MCEI
742705	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 14(3)	Power to determine where notice of transfer is displayed		TLEH, EHO, GMPP, MCS, MCEI
738096	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 15(1)	Duty to transfer registration to new caravan park owner		TLEH, EHO, GMPP, MCS, MCEI
738097	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 15(2)	Duty to issue a certificate of transfer of registration		TLEH, EHO, GMPP, MCS, MCEI

ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
738098	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 15(3)	Power to determine where certificate of transfer of registration is displayed		TLEH, EHO, GMPP, MCS, MCEI
738099	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration		TLEH, EHO, GMPP, MCS, MCEI
738100	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 17	Duty to keep register of caravan parks		TLEH, GMPP, MCS, MCEI
738101	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 21(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		TLEH, EHO, GMPP, MCS, MCEI
738102	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 21(2)	Duty to consult with relevant emergency services agencies		TLEH, EHO, GMPP, MCS, MCEI
738103	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 22	Power to determine places in which caravan park owner must display a copy of emergency procedures		TLEH, EHO, GMPP, MCS, MCEI
738104	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 23	Power to determine places in which caravan park owner must display copy of public emergency warnings		TLEH, EHO, GMPP, MCS, MCEI

ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
738105	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 24(2)	Power to consult with relevant floodplain management authority		TLEH, EHO, GMPP, MCS, MCEI
738106	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 26(b)(i)	Power to approve system for the discharge of sewage and wastewater from a movable dwelling		TLEH, EHO, GMPP, MCS, MCEI
738107	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 38	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe		TLEH, EHO, GMPP, MCS, MCEI
738108	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 38(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe		TLEH, EHO, GMPP, MCS, MCEI
738109	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 39(3)	Function of receiving installation certificate		TLEH, EHO, GMPP, MCS, MCEI
738110	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 45(3)	Power to determine places in which caravan park owner must display name and telephone number of an emergency contact person		TLEH, EHO, GMPP, MCS, MCEI
738111	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 45(5)	Power to determine places in which caravan park owner must display the certificate of registration or certificate of renewal of registration, the plan of the caravan park and a copy of the caravan park rules		TLEH, EHO, GMPP, MCS, MCEI

ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
123936	Food Act 1984	s 19(4)(a)	Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, (ia) displayed at any point of sale, (ib) be published on the food business's Internet site and (ii) inform the public by notice in a published newspaper, on the Internet site or otherwise	If s 19(1) applies	CEO
123940	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	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 Only in relation to temporary food premises or mobile food premises	TLEH, EHO, GMPP, MCEI
738082	Food Act 1984	s 19FA(1)	Power to direct a proprietor of a food premises to revise the food safety program for the premises or comply with any requirements specified in the food safety program	Where Council is the registration authority Subject to s 19FA(2), which requires a time limit for compliance to be specified	TLEH, EHO, GMPP, MCEI
738083	Food Act 1984	s 19FA (3)(a)	Power to refuse to approve an application for registration or renewal of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))	TLEH, EHO, GMPP, MCEI
738084	Food Act 1984	s 19FA (3)(b)	Power to revoke a registration granted in respect of premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	Where Council is the registration authority	TLEH, EHO, GMPP, MCEI

ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
738085	Food Act 1984	s 19FA (3)(c)	Power to suspend the registration of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	Where Council is the registration authority	TLEH, EHO, GMPP, MCEI
123970	Food Act 1984	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	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))	TLEH, EHO, GMPP, MCEI
703075	Planning and Environment Act 1987	s 125(1)	Power to apply to any court of competent jurisdiction or to the tribunal for an injunction restraining any person from contravening an enforcement order or an interim enforcement order.	Section 123 of the Victorian Civil and Administrative Tribunal Act 1998 applies on an application to the Tribunal.	TLVC, TLStatP, PP, SPLEO, GMPP, MCD, MCA, PLAC

Ordinary Council Meeting

25 November 2024

Agenda Item No: 10.3

COUNCILLOR APPOINTMENTS TO COMMITTEES AND ORGANISATIONS 2024/25

Contact Officer: Gabrielle Pattenden, Council Governance Officer

Purpose of Report

The purpose of this report is to appoint Councillors to the various committees and organisations requiring Councillor representation for 2024/25 in accordance with their respective terms of reference.

Disclosure of Officer / Contractor Direct or Indirect Interest

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

RECOMMENDATION

That Council determine the appointments to committees and organisations:

Legislative Committees	2025 Appointee/s
Planning Committee	
Audit and Risk Committee	
Internal Committees/Organisations	2025 Appointee/s
CEO Employment Matters Committee	
Governance and Policy Committee	
Consultative Committees	2025 Appointee/s
Kingston Charitable Fund (KCF)	
Community Grants Panel	
Kingston Historic Network	
Advisory Committees	2025 Appointee/s
Access and Equity	
Arts and Culture	
Business and Economic Development	
Community Safety	
Environment and Open Spaces	
Active Kingston	
Youth (12-17 years old)	
Youth (18-25 years old)	
External Committees/Organisations	2025 Appointee/s
Association of Bayside Municipalities	
Metropolitan South Eastern Region	
MAV Representatives and Mayors	
Metropolitan Transport Forum	
Moorabbin Airport Consultative Committee	
Municipal Association of Victoria	
Greater South East Melbourne	

**City of Kingston
Ordinary Council Meeting**

Agenda

25 November 2024

(GSEM) Group of Councils		
South East Councils Climate Change Alliance (SECCCA)		
Victorian Local Governance Association		
Local Government Mayoral Taskforce supporting people seeking asylum		

1. Executive Summary

Council annually appoints Councillors to various committees and organisations as representatives, in accordance with their respective terms of reference. These appointments are important as they provide a consultative link between Council and the committees and organisations.

The committees and organisations comprise:

- Legislative and Internal Committees
- Consultative committees that include Council officers and/or community representatives
- External committees/organisations that require Councillor representation.

This report recommends appointments be made to Legislative, Internal, Consultative and External committees/organisations.

A further report will be presented to Council with respect to Advisory Committees.

A summary of the membership and commitment required for each committee can be found at Appendix 1.

2. Discussion

2.1 Advisory Committees

Should Council require more time to consider appointments to Advisory Committees, these appointments may be deferred until the December Ordinary Council Meeting.

At the conclusion of the current Council Plan, a further report on Advisory Committees will be presented to Council to ensure alignment with this Council's strategic direction that will consider other engagement mechanisms such as the previous representative panel.

2.2 Interfaith Network

The Interfaith Network has previously been included in the list of Councillor appointments, however following a review of the terms of reference, a Councillor appointee is not required. Information can be made available to Councillors regarding the Interfaith Network.

3. Compliance Checklist

3.1 Council Plan Alignment

Strategic Direction: Well-governed - Council will be collaborative, accountable, transparent, responsive, well-informed and efficient.

Strategy: Hold ourselves to the highest standard of governance and integrity

3.2 Governance Principles Alignment

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

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

Principle (d) - the municipal community is to be engaged in strategic planning and strategic decision making.

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

4. Conclusion

All committees will be notified of Councillors' appointments.

Appendices

Appendix 1 - Councillor Appointments to Committees and Organisations 2024-25 (Ref 24/423895)  

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

10.3

COUNCILLOR APPOINTMENTS TO COMMITTEES AND ORGANISATIONS 2024/25

1	Councillor Appointments to Committees and Organisations 2024-25	215
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Councillor Appointments to Committees and Organisations

Legislative Committees		2024/2025 Appointee/s	Number of Appointees	Frequency of meeting
Planning Committee		All Councillors	All Councillors	Monthly
Audit and Risk Committee		Mayor	The Mayor & one other Councillor	At least 4 times a year Generally held on Thursday mornings 8.30am – 11.30am March, June, September and December
Internal Committees/ Organisations		2024/2025 Appointee/s	Number of Appointees	Frequency of meeting
CEO Employment Matters Committee		Mayor	Mayor Deputy Mayor Two other Councillors appointed by Council	At least once every six months
Governance and Policy Committee			Mayor Minimum of two Councillors	Every second month
Consultative Committees		2024/2025 Appointee/s	Number of Appointees	Frequency of meeting
Kingston Charitable Fund (KCF) Community Grants Panel			The Mayor & one other Councillor	As determined by the Panel
Kingston Historic Network			Two (under proposed Terms of Reference)	Quarterly (under proposed Terms of Reference)
Advisory Committees		2024/2025 Appointee/s	Number of Appointees	Frequency of meeting
Access and Equity			Unspecified	Quarterly
Arts and Culture			Maximum of three Councillors	Quarterly
Business and Economic Development			Maximum of three Councillors	Quarterly
Community Safety			Maximum of three Councillors	Quarterly
Environment and Open Space			Maximum of three Councillors	Quarterly
Active Kingston			Maximum of three Councillors	Quarterly

Youth (12-17 years old)		Maximum of three Councillors	Quarterly
Youth (18-25 years old)		Maximum of three Councillors	Quarterly
External Committees/Organisations	2024/2025 Appointee/s	Number of Appointees	Frequency of meeting
Association of Bayside Municipalities		One delegate and one alternate	Generally four times per year
Metropolitan Transport Forum		One	Once a month Generally held on Wednesdays from 6.15pm
Moorabbin Airport Consultative Committee		Terms of reference state that membership should be limited to two representatives from each organisation or group	Quarterly Generally held on Fridays 1.00pm - 3.00pm
Municipal Association of Victoria		One representative and one substitute delegate	Approximately two State Council meetings per year
Greater South East Melbourne (GSEM)			GSEM Board meetings in 2024: 15 February 9.30am - 11.00am 15 August 9.30 - 11.00am 5 December 12.00pm - 2.00pm (end of year lunch)
South East Councils Climate Change Alliance (SECCCA)		One delegate and one alternate	Five times per year Generally held on Monday mornings Meetings held in January, March, May, July, September and November
Victorian Local Governance Association		Mayor and one delegate	Generally 4-6 meetings per year (including the Annual general meeting)
Local Government Mayoral Taskforce supporting people seeking asylum		Mayor and one Councillor	Held bi-monthly Generally, meetings are held on Wednesdays 1.00pm - 3.00pm

11. Chief Finance Office Reports

Ordinary Council Meeting

25 November 2024

Agenda Item No: 11.1

QUARTERLY FINANCE REPORT SEPTEMBER 2024

Contact Officer: Magda Hordejuk, Team Leader Budgeting and Reporting
Scott Moore, Manager Finance

Purpose of Report

To present the quarterly financial results for the City of Kingston during 2024/25.

Disclosure of Officer / Contractor Conflict of Interest

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

RECOMMENDATION

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

1. Executive Summary

The quarterly financial report highlights Council's financial position and performance for the three months to September 2024. The report comprises the Income Statement, Cash Flow Statement, Balance Sheet, Capital Works Statement, and Investment Report for the first quarter of the 2024/25 financial year. The Income Statement results assess the financial performance of Council relative to the 2024/25 Budget adopted by Council on 27 May 2024.

The overall financial performance in the first quarter broadly aligns with budget expectations and the previous year, however with the added cost pressures outlined below requiring active management and monitoring by officers:

- The surplus for the quarter of \$128.1 million largely represents the accounting treatment whereby Council's primary funding source – revenue from Rates and Waste Service Charges – is recognised at the time that the rates notices are issued (July 2024), with the cash then collected throughout the year. The first quarter's results therefore recognise a full-year of this revenue source, in combination with the quarterly results of other revenue items and the operating expenses of providing Council services. Throughout the year, officers are constantly managing staffing levels and contracts for materials and services within the budget parameters approved by Council.
- Total revenue raised from rates and charges of \$172.6 million is in line with budget. This revenue includes interest on outstanding rates of \$0.2 million, the charging of which has been reinstated in this financial year.
- The timing of operating expenditure reflects the profile of service areas and individual expenditure categories. For example, insurance premiums and subscription payments for Information Services and Strategy are paid in advance in July.
- Materials and services expenditure was \$1.0 million unfavourable to budget. This was primarily in reactive building maintenance and drain maintenance, indicating cost pressures and higher than expected reactive maintenance costs. AccessCare (home

care services) brokerage costs paid to third parties that were also \$0.9 million higher in line with higher Packaged Care income (which offsets these costs).

- Council's total cash and investments holding has reduced to \$92.9 million, which is a reduction of \$15.3 million from the opening balance of \$108.2 million. This reduction largely reflects a combination of factors including the expected profile of receipts and payments anticipated in the budget and prior year trends.
- Throughout the year, officers will provide updated forecast advice to Council on how budget settings are tracking and actions that officers are taking to manage resources in line with approved budget parameters.
- The rate of revenue collection reflects a consistent result with collectible rates, charges, and Fire Services Levy (FSPL), with debtor balance totalling \$171.4 million compared to last year to date balance of \$165.1 million.

As at 30 September 2024, Council invested with four financial institutions: Commonwealth Bank (CBA), Westpac, National Australia Bank (NAB) and Bendigo Bank. Council meets all risk management guidelines of Council's Investment Policy. The financial institutions are all rated AA- and A-. Council has made investments with those institutions for fixed term periods from 3 months to 12 months. The term investments amount to \$66.1 million, with an average YTD interest rate of 4.85%, which is above 90-day Bank Bill Swap Reference (BBSW) rate.

Council meets all risk management guidelines of its Investment Policy.

2. Background

Under section 97 of the *Local Government Act 2020*, a quarterly budget report must be presented to Council, at a Council meeting open to the public. This reports the first quarter performance for the 2024/25 financial year.

3. Discussion

3.1 Financial Summary

The City of Kingston's **Income Statement** reports a net operating result for the first quarter of 2024/25 that was a surplus of \$128.1 million. This result was \$0.8 million and this was slightly (0.6%) unfavourable to the year-to-date budget and reflects a combination of factors, including:

- Rates favourable by \$0.1 million due to higher levels of supplementary rates – which are rates arising from developments occurring after the general rates notices have been issued (eg subdivisions) and interest applying on outstanding prior-year rates, which is in place from 1 July 2024 and has been approved by Council.
- \$0.5 million unfavourable Grants and Subsidies revenue, primarily due to Access Care Regional Assessment Service (RAS) which has been discontinued in June 2024 (\$0.4 million unfavourable), but where the corresponding expenditure is also reduced.
- \$0.6 million favourable User Fees revenue, primarily due to continuing higher memberships and entries income in the Family and Children's centres and Active Kingston – Waves (aquatic centre) which have experienced increased demand.
- \$0.1 million favourable Other Income, primarily relating to a refund paid to Council from the State Revenue Officer in relation to historic (2020/21) Fire Services Levy payments.

- \$1.2 million lower (favourable) Employee Costs which is primarily associated with AccessCare (\$0.9 million, home care services) with corresponding and offsetting revenue impacts, and this has been affected by changes to Regional Assessment Services driven by the Commonwealth Government. There have also been other vacancies and staff savings during the first quarter across Council where officers are currently forecasting that this will be utilised in the later quarters.
- \$1.3 million higher (unfavourable) Materials and Services expenditure and this is mainly within the following areas:
 - City Works – specifically civil and building and maintenance teams which have had higher levels of reactive maintenance during the quarter than budget and cost pressures with contract prices over this period. This has been the subject of previous forecast advice to Council and officers are actively managing these costs.
 - Information Services and Strategy contracts which includes some timing differences where budget later in the financial year will offset a proportion of these costs.
- \$1.5 million higher Depreciation and Amortisation expenses. This reflects the outcome of higher revaluations of assets (primarily buildings) that occurred during the 2023/24 financial year end process, and there is corresponding and higher levels of depreciation from this increased asset base.

The **Cash Flow Statement** as at 30 September 2024 reports:

- total Cash, Cash Equivalents, and other Financial Assets of \$92.9 million, which is a reduction of \$15.3 million from the opening balance at 1 July 2014 of \$108.2 million.
- This is broadly consistent with the established trend that cash accumulation occurs during the financial year as rates receipts are paid, whilst operating and capital expenditure is made progressively throughout the year. Cash is used to pay for suppliers and capital works whilst collection of Council's primary source of revenue, Rates and Charges, progresses throughout the year. Currently \$171.4 million of rates, charges, and fire services levy remain collectible.
- Net Operating Activities cash flow is tracking favourably, with favourable employee expenses outflows and timing of payments to suppliers.
- Council made \$12.2 million payment towards capital works which represents approximately 15% spend of the annual adopted budget including carryovers. This is early stage of the new financial year and the capital expenditure will increase during the year.

The **Balance Sheet** as at 30 September 2024 records:

1. \$3.3 billion of **Total Assets** for the City of Kingston, which is predominantly physical infrastructure, property plant and equipment held by Council, and this has increased from \$3.1 billion in the opening balance due to the issuing of rates notices and recognition of receivables.
2. \$93.4 million **Total Liabilities**, with notable variances in Trade and Other Payables (\$20.8 million), Trust Funds and Deposits (\$2.0 million), and Unearned Income (\$1.4 million). At the year-end, these liabilities are expected to match budget as retentions and deposits are refunded during the year and unearned income is reconciled.

- **Capital Works** statement as at 30 September 2024 records the capital spend was \$12.2 million, which was 14% of the \$85.1 million full year budget.

3.2 Investment report

The Investment Report for September 2024 provides an overview of the performance and status of term deposit investments held by Council. In accordance with Council's adopted Investment Policy, funds not immediately required for operating purposes are invested in accordance with relevant legislative requirements. Consideration is given to risk, the most favourable rate of interest available, and investment type, with preference given to 'green investment products', while ensuring liquidity requirements are met.

As at 30 September 2024, Council had invested with 4 financial institutions: Commonwealth Bank, Westpac, National Australia Bank and Bendigo Bank. Council meets all risk management guidelines of its Investment Policy. The financial institutions are all rated AA- and A-. Council has made investments with those institutions for fixed term periods from 3 months to 12 months.

As at 30 September 2024 Council had a total of \$92.9 million held in Cash and Investments. The term investments total \$66.1 million, with an average YTD interest rate of 4.85%, which is above 90-day Bank Bill Swap Reference (BBSW) rate.

4. Consultation

4.1 Internal Consultation:

There is ongoing contact between Finance and Departments on significant transactions and budget variances.

4.2 Community Consultation:

N/A

5. Compliance Checklist

5.1 Council Plan Alignment

Strategic Direction: Well-governed - Council will be collaborative, accountable, transparent, responsive, well-informed and efficient.

Strategy: Look after the community's financial resources responsibly and efficiently.

5.2 Governance Principles Alignment


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

5.3 Risk considerations

The financial sustainability of council will be challenged by inflation and budget pressures, and this requires active management from council and officers.

Appendices

Appendix 1 - Quarterly Financial Statements - September 2024 (Ref 24/396021)  

Appendix 2 - Investment Portfolio Report - September 2024 (Ref 24/395987)  

Author/s: Magda Hordejuk, Team Leader Budgeting and Reporting
Scott Moore, Manager Finance
Reviewed and Approved By: Bernard Rohan, Chief Finance Officer

11.1

QUARTERLY FINANCE REPORT SEPTEMBER 2024

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Kingston City Council
Quarterly Financial Statements
For the 3 Months ending 30th September 2024

Income Statement

		Year to Date				Full Year
		Budget	Actual	Variance	Ref	Budget
		\$'000	\$'000	Fav/(Unfav) \$'000 %		\$'000
Revenue						
	Rates and Charges	172,481	172,560	80 0.0%		172,935
	Grants and Subsidies	18,101	17,558	(543) (3.0%)		58,921
	Grants - Capital	3,301	3,332	32 1.0%		11,663
	Contributions	39	6	(34) (85.6%)	1	8,700
	Statutory fees and fines	1,782	1,840	58 3.3%		9,570
	User Fees	5,825	6,397	573 9.8%		23,261
	Interest Income	1,023	1,016	(7) (0.7%)		3,700
	Other Income	217	357	140 64.3%	2	1,248
Total Revenue		202,768	203,067	298 0.1%		289,998
Expenses						
	Employee Benefits	32,412	31,169	1,243 3.8%		128,059
	Materials and Services	31,139	32,148	(1,009) (3.2%)		111,100
	Bad and Doubtful Debts	13	0	13 100.0%	3	50
	Depreciation & Amortisation	10,096	11,590	(1,494) (14.8%)	4	40,385
	Interest/Borrowing Costs	306	118	188 61.5%	5	2,309
Total Expenses		73,966	75,025	(1,059) (1.4%)		281,903
	Net Gain/(Loss) on Disposal of Infrastructure, Property, Plant and Equipment	25	31	6 23.0%	6	100
Surplus		128,828	128,073	(755) (0.6%)		8,195

Variance Explanations (for material variances > 10%)

Ref	Item	Explanation
1	Contributions	Open space contributions from developers are transferred monthly to a reserve and brought back to the Income Statement in June, whereupon the unfavourable variance will clear.
2	Other income	Other Income is \$0.4 million and is \$0.1 million favourable to budget, predominantly due to receipt of a State Revenue Office refund.
3	Bad and Doubtful Debts	There are no Bad and Doubtful Debts in the year to date.
4	Depreciation & Amortisation	Depreciation & Amortisation Costs YTD is \$11.6 million and are \$1.5 million unfavourable to budget. This is due to an increase in capitalised assets in 2024/25 compared to 2023/24 primarily in buildings, together with transport and drainage assets revaluation increment in 2023/24.
5	Interest/Borrowing Costs	Interest / Borrowing Costs total expenditure is \$0.1 million and \$0.2 million favourable to budget.
6	Net gain on disposal of infrastructure, property, plant and equipment	Net Proceeds from Disposal of Assets is \$6k favourable to budget, with minimal disposals at this early stage of the financial year.

Kingston City Council
Quarterly Financial Statements
For the 3 Months ending 30th September 2024

Cash Flow Statement

	Full Year	Year to Date	remaining to collect/ to spend	% received/ spend	Ref
	Budget \$'000	Actual \$'000	\$'000	%	
Cash Flows from Operating Activities					
Rates and charges	173,822	41,511	132,311	23.9%	
Grants - Operating	58,921	13,298	45,623	22.6%	
Grants - Capital	11,663	4,297	7,366	36.8%	
Contributions	8,700	1,156	7,544	13.3%	1
Statutory fees and fines	9,331	1,840	7,491	19.7%	
User fees	22,680	7,044	15,636	31.1%	
Increase/(Repayment) of Trust Funds and Deposits	0	(67)	67	0.0%	2
Other Receipts	4,948	1,446	3,502	29.2%	3
Payments to Employees	(127,212)	(30,481)	(96,731)	24.0%	
Payments to Suppliers	(111,946)	(42,781)	(69,165)	38.2%	
Net Cash Provided by Operating Activities	50,907	(2,737)	53,644	(6.4%)	
Cash Flows from Investing Activities					
Payment for Infrastructure, Property, Plant & Equipment	(81,740)	(12,169)	(69,571)	14.9%	4
Proceeds from sale of Infrastructure, Property, Plant & Equipment	100	15	85	15.0%	
Net Cash Provided by Investing Activities	(81,640)	(12,154)	(69,486)	14.9%	
Cash Flows from Financing Activities					
Borrowing Costs	(1,809)	0	(1,809)	0.0%	
Increase/(Repayment) of interest bearing loans & borrowings	27,273	0	27,273	0.0%	
Interest paid - lease liability	(500)	(226)	(274)	45.2%	5
Repayment of lease liabilities	(382)	(177)	(205)	46.4%	6
Net Cash (used in) Financing Activities	24,582	(403)	24,985	(1.6%)	
Net Increase/(Decrease) in Cash and Cash Equivalents	(6,151)	(15,294)			
Cash, Cash Equivalents and Other Financial Assets at the Beginning of the Financial Year	127,075	106,221			
Cash, Cash Equivalents and Other Financial Assets at the End of Period	120,924	92,927	27,998		

Variance Explanations for significant items:

Ref	Item	Explanation
1	Contributions	Contributions received are \$1.2 million as at 30 September 2024. Open space contributions from developers are transferred monthly to a reserve and are brought back to P&L in June month.
2	Increase / (repayment) of trust funds and deposits	Trust funds and deposits have decreased by \$0.1 million. This is not budgeted for as it is difficult to predict. Trust funds and deposits include retentions held for capital works in progress and refundable deposits, including asset protection deposits, which will be required to be returned on completion of works.
3	Other receipts	Other receipts income is favourable and includes interest from term deposits and other income from State Revenue Office refund.
4	Payments for infrastructure, property, plant and equipment	Payments for infrastructure, property, plant and equipment are \$12.2 million and represent 14% spent of the total budget. As the capital works are progressing, this variance will be moving during the year.
5,6	Interest paid and repayment for lease liability	Lease liability interest and repayment show higher spend to full year budget and relate to fleet and equipment leases.

Kingston City Council
Quarterly Financial Statements
For the 3 Months ending 30th September 2024

Balance Sheet						
	Opening balance	Year to Date	Variance YTD v opening balance		Ref	Full Year
	Actual \$'000	Actual \$'000	Fav/(Unfav) \$'000	%		Budget \$'000
Current Assets						
Cash and cash equivalents	108,221	92,927	(15,294)	(14.1%)		120,924
Trade and other receivables	21,066	182,714	161,648	767.3%	1	21,614
Other Assets	6,928	6,940	12	0.2%		3,506
Non-current assets classified as held for sale	0	0	0	0.0%		1,910
Total Current Assets	136,215	282,581	146,366	107.5%		147,954
Non Current Assets						
Infrastructure, Property, Plant & Equipment	2,955,974	2,954,028	(1,946)	(0.1%)		2,867,096
Right of use assets	8,997	8,717	(280)	(3.1%)		6,473
Investment Property	4,704	4,704	0	0.0%		4,437
Other Assets	250	250	0	0.0%		250
Intangible Assets	831	787	(44)	(5.3%)		0
Total Non Current Assets	2,970,756	2,968,486	(2,270)	(0.1%)		2,878,256
Total Assets	3,106,971	3,251,067	144,096	4.6%		3,026,210
Current Liabilities						
Trade and Other Payables	24,041	44,888	20,847	86.7%	2	26,943
Trust Funds and Deposits	11,590	9,607	(1,983)	(17.1%)	3	11,413
Unearned income	6,673	5,314	(1,359)	(20.4%)	4	7,338
Provisions	21,921	22,258	337	1.5%		22,818
Interest Bearing Loans and Borrowings	0	0	0	0.0%		749
Lease Liabilities	948	919	(29)	(3.1%)		802
Total Current Liabilities	65,173	82,986	12,924	18.4%		70,062
Non Current Liabilities						
Provisions	1,802	1,802	0	0.0%		1,885
Interest Bearing Loans and Borrowings	0	0	0	0.0%		26,524
Lease Liabilities	8,849	8,638	(211)	(2.4%)		8,222
Total Non Current Liabilities	10,651	10,440	(211)	(2.0%)		36,631
Total Liabilities	75,824	93,426	17,602	23.2%		106,693
Net Assets	3,031,147	3,157,641	126,494	4.2%		2,919,517
Equity						
Accumulated Surplus	1,519,844	1,636,129	116,285	7.7%		1,532,103
Asset Revaluation Reserve	1,458,828	1,458,828	0	0.0%		1,336,024
Other Reserves	52,474	62,684	10,210	19.5%		51,390
Total Equity	3,031,146	3,157,641	126,495	4.2%		2,919,517

Variance Explanations for significant items:

Ref	Item	Explanation
1	Trade and other receivables	Trade and other receivables are higher than than opening balance at the start of the year. Of that \$143.3 million is related to rate debtors which are expected to keep decreasing during the year as rate instalments are paid.
2	Trade and Other Payables	Trade and other payables are \$44.9 million and are higher than opening balance at the start of the year. The budget is a year-end position and the level of creditors and accruals is dependent on the timing of invoices and expenditure receipted as at reporting date.
3	Trust funds and deposits	Trust funds and deposits are lower than opening balance at the start of the year. At the year-end the actuals are expected to match budget as retentions and deposits are refunded during the year. Trust funds and deposits include retentions held for capital works in progress and refundable deposits, including asset protection deposits, which will be required to be returned on completion of works.
4	Unearned income	Unearned income is lower than opening balance at the start of the year. At the year-end the actuals are expected to match budget as assessment of unearned capital grants and user fees will be recorded.

Kingston City Council
Quarterly Financial Statements
For the 3 Months ending 30th September 2024

Capital Works						
Asset	Annual Adopted with carryovers Budget \$'000	Actual YTD to 0 \$'000	% Complete	Remaining to spend	Ref	Annual Adopted Budget \$'000
Property						
Land	488	58	12%	430	1	300
Buildings	17,659	6,768	38%	10,891		53,379
Plant & Equipment						
Plant, machinery and equipment	706	12	2%	693	2	150
Fixtures, Fittings and Furniture	810	25	3%	785	3	0
Computers and telecommunications	281	146	52%	135		281
Library Books	1,181	513	43%	668		1,181
Cultural Assets	584	71	12%	513	4	200
Infrastructure						
Roads	8,472	235	3%	8,237	5	6,161
Footpaths and cycleways	1,276	873	68%	403		3,016
Bridges	0	0	0%	0		0
Drainage	4,750	1,437	30%	3,313		4,550
Recreational, leisure and community facilities	40,463	1,149	3%	39,314	6	7,652
Parks, open space and streetscapes	8,147	877	11%	7,270	7	8,330
Off street car parks	290	4	2%	286	8	540
Total capital works expenditure	85,106	12,169	14%	72,937		85,740
Projects Represented by:						
New asset expenditure	5,775	1,067	18%	4,709		10,450
Asset expansion expenditure	36,395	850	2%	35,545		32,455
Asset renewal expenditure	32,800	9,402	29%	23,398		24,852
Asset upgrade expenditure	10,136	851	8%	9,285		17,983
Total capital works expenditure	85,106	12,169	14%	72,937		85,740

* The Adopted budget doesn't include carry over from 2023/24. The Annual Adopted with carryovers includes the carry overs, additions and deferrals.

Variance Explanations - less than 25% complete

Ref	Item	Explanation
1	Land	Budget includes Landfill Remediation works on Spring Road, Heatherton Park and Elder Street. These works are in progress.
2	Plant, machinery and equipment	Budget includes works on Kingston City Hall Goods Lift Replacement Those works are in progress.
3	Fixtures, Fittings and Furniture	Budget includes works Kingston City Hall - Grand Hall House Lighting Upgrade & Banquet Chairs Replacement. These works are in progress.
4	Cultural Assets	Budget includes works on 'Implementation of Public Art and Cultural Assets' and Patterson River Art Trail. These works are in progress.
5	Roads	The budget includes Local Roads renewal program. The works on these projects are in progress.
6	Recreational, leisure and community facilities	The budget includes Aquatic Centre Development, which is in progress.
7	Parks, open space and streetscapes	The budget includes Carrum Beach Elevated Boardwalk Extension, Heights Park Chelsea Heights and Southern Road Reserve Sportsground Renewal. These works are in progress.
8	Off street car parks	The budget includes carpark upgrade at Carrum Activity Hub, which is in progress.

City of Kingston

Investment Report

September 2024

community inspired leadership



1. EXECUTIVE SUMMARY

This report provides an overview of the performance and status of the term deposit investments held by the Kingston City Council. In accordance with Council's adopted Investment Policy, funds that are not immediately required for operating purposes are invested in accordance with the relevant legislative requirements and prudential requirements, with consideration of risk and at the most favourable rate of interest available to it at the time, for that investment type, while ensuring that our liquidity requirements are being met. Council's investment portfolio is based on the following key objectives:

Capital Preservation: Investments are to be managed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.

Liquidity: Investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due

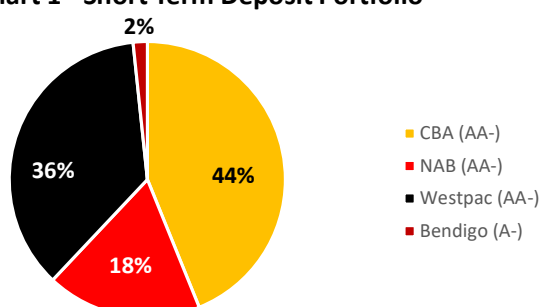
Security: The investment is expected to achieve a prudent rate of return that takes into account the Council having a low risk tolerance in regard to investments.

2. INVESTMENT PORTFOLIO

Risk Profile

As at 30th September 2024, Council has invested with 4 financial institutions and meets all risk management guidelines of its Investment Policy. Please refer to **Chart 1** for breakdown of portfolio. 2% of investments are held with A- rated Financial Institution (Bendigo and Adelaide Bank (**Bendigo**)) while the remaining 98% is held with Financial Institutions rated AA-.

Chart 1 - Short Term Deposit Portfolio



Source: S&P credit ratings from S&P Global rating report.

Investment decisions are based on a combination of factors, including the highest potential return, credit risk rating, projected future cash flow and sustainable investments. The investment in Bendigo bank (rated A-) reflects our commitment to the community banking concept, which yields a social dividend to the local Kingston community. All of the Council's investments with Bendigo bank are in Green Tailored Deposits. These deposits carry the same credit risk as regular Term Deposits. Green Tailored Deposits have been certified to meet the Climate Bonds Standard; an internationally recognized scheme aimed at prioritising investments that effectively contribute to addressing climate change.

Maturity Profile

Council has made investments for fixed term periods from 3 months to 12 months.

3. PERFORMANCE OVERVIEW

As at 30th September 2024 Council had a total of \$92.9 million held in Cash and Investments. These funds were held in the following categories:

Type of Investment	YTD Sep'24 ('000)	June'24 ('000)
Cash on hand	\$10	\$10
Cash at bank	\$26,817	\$17,406
Term Deposits - current	\$66,100	\$90,805
Total	\$92,927	\$108,221

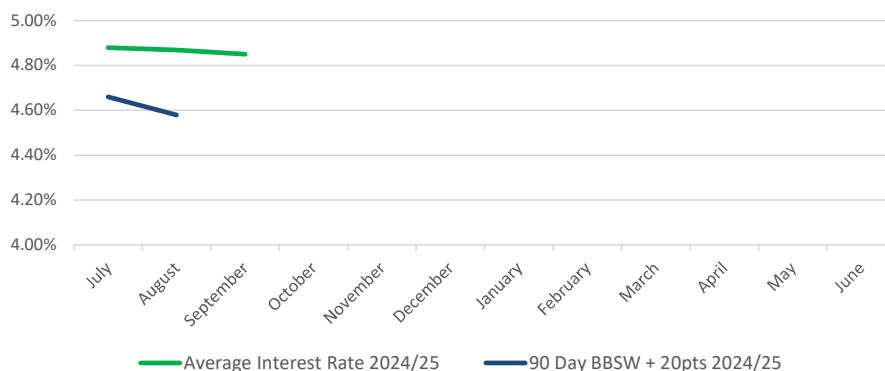
Average interest YTD: 4.85%

Interest income YTD: \$1.0 million

For detailed cash flow breakdown, please refer to the year to date (YTD) Cash Flow Statement.

The average interest rate is benchmarked to the performance benchmark of the 90-day Bank Bill Swap Reference (BBSW) rate plus 20 points. Please refer to Chart 2 below.

Chart 2 - Average Interest Rates



Source: 90-day BBSW obtained from Reserve Bank of Australia. [Statistical Tables | RBA](#)

4. CONCLUSION

This Investment Report underscores Council's commitment to preserving the Council's funds while maintaining liquidity and security through conservative and highly rated term deposits. The portfolio is structured to align with the Council's risk tolerance and short-term financial obligation in accordance with Council's adopted Investment Policy.

